



## **BOARD OF COUNTY COMMISSIONERS MEETING AGENDA**

June 24, 2025

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

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### **INVOCATION**

Commissioner Burke

### **PLEDGE**

Master Chief Jesus Reburiano, USN (Ret.)

### **CALL TO ORDER**

### **ROLL CALL**

### **PET ADOPTIONS**

### **CONSTITUTIONAL OFFICERS**

### **APPROVAL OF MINUTES**

1. Board of County Commissioners Meeting Minutes June 10, 2025.

### **PUBLIC COMMENTS**

### **CONSENT AGENDA**

2. Finance Business

The Finance Department business is submitted to request approval and ratification by the Board for various warrants and disbursements in order to meet the requirements of Ch. 136.06 (1) FL Statute. Acceptance and disposal of various Board property and various documents are submitted for the Board's information. At times, approval is requested for various finance related issues.

3. RFP No. 24/25-063, Tourism Sports Sales and Development (RE-BID)

A) Review of Staff's ranking of the Proposals received for RFP No. 24/25-063, Tourism Sports Sales and Development (RE-BID).

1. Airstream Ventures, LLC - 72.7
2. EZ Sports Service, LLC - 71.3

3. Youniverse Media, Inc. - 59.3
4. In House Strategy, LLC - 46

A committee consisting of the Director of Tourism, Director of Parks and Recreation, and the Director of Environmental Services performed the evaluation and ranking of the responses received. If desired, the Board may request presentations.

B) Approval for the County Manager negotiate and sign the Agreement on behalf of the Board.

**Funding Source:**

Tourism (1st 2nd and 3rd Cent) - Tourism (1st 2nd and 3rd cent) - Sports Sales and Marketing

4. Bid No. 24/25-081, Fleming Island Library HVAC Replacement Project (K. Smith)

Approval to post Notice of Intent to Award Bid No. 24/25-081, Fleming Island Library HVAC Replacement Project to Carroll Mechanical & Plumbing, Inc. in the amount of \$389,784.00. Approval of award will be effective after the 72-hour protest period has expired. Final Completion shall be obtained thirty (30) days from the date of execution of the Agreement.

ThermaServe Mechanical, Inc. was the original Lowest Responsive Bidder with a Bid amount of \$389,784.94. However, Carroll Mechanical & Plumbing, Inc. claimed and qualified for Local Preference, their original bid was within five percent (5%), and they agreed to beat the lowest bid.

**Funding Source:**

General Fund - Building Maintenance - Machinery and Equipment - Capitalized - Fleming Island Library HVAC

5. Agreement for Clinical Services with Command Counseling Center LLC (D. Motes)

A) Approval of the Agreement for Clinical Services with Command Counseling Center LLC in the amount of \$176,400.00 (900 sessions) annually to be paid quarterly beginning on the effective date and renewing annually for a 3-year term. Proposal has increased from \$96,996.00 (500 sessions) due to the need for a higher number of sessions, level of service, and number of Clay County employees.

B) Approval of advanced quarterly payments.

C) Approval as a sole source provider.



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Funding Source:

75% Fire Control MSTU Fund - Fire Control MSTU - Medical, Dental and Related

25% - General Fund - Rescue Services - Medical, Dental and Related

6. FY 2024/2025 Schedule of Fees and Services (D. Sileo)  
Approval of Resolution No. 2023/2024-97 AM2 to update the FY 2024/2025 Schedule of Fees and Services for the Engineering Department.
7. Acceptance for Final Re-Plat for Recording -Clance Bay (District 4, Comm. Condon)(R. Smith)  
The Staff has reviewed and recommends that the Board accept and approve the final re-plat of Clance Bay for recording.
8. Approval of Release of Easement for 656 Frederic Dr. (R. Smith)

**NEW BUSINESS**

9. Items from the June 17, 2025 Workshop (T. Nagle)

**TIME CERTAIN - 5:00 p.m. or as soon thereafter as can be heard.**

10. Public Hearing on Ordinance and Resolution to Amend the Capital Improvement Plan and Other Budget Adjustments (R. Kantor)  
(A) Public Hearing to consider approval of Ordinance amending the Capital Improvement Element (CIE) portion of the Clay County Capital Improvement Plan.  
  
(B) Approval of Resolution amending the Non-Capital Improvement Element (Non-CIE) portion of the Clay County Capital Improvement Plan.  
  
(C) Approval of Budget Resolution amending the FY24/25 Budget.  
  
(D) Approval of Budget Resolution amending the FY24/25 Budget pertaining to the School Resource Officers (SRO) agreement with the Clay County District Schools and Clay County Sheriff's Office.

Various Funding Sources

11. First Amendment to the Agreement for Renovations to the Tax Collector's Keystone Heights Branch Location (W. Sams)  
Approval of the First Amendment to Agreement No. 2024/2025-145 for the Renovation and Modernization of the Tax Collector's Keystone

Heights Branch Location with J. Lane Construction, LLC in the amount of \$124,814.94. This Amendment also extends the Final Completion date to November 28, 2025.

**Funding Source:**

General Fund - Building Maintenance - Tax Collector Office - Keystone Heights - Buildings

General Fund - Aging True - Aging True Keystone Heights Parking Lot – Infrastructure

12. Public Hearing to Impose and Provide for Collection of Non-Ad Valorem Assessments on Hospitals within Clay County (C. Grimm)
13. Final Public Hearing to Consider ZON 25-0009 (District 5, Comm Burke) (J. Bryla)

This staff-initiated application is withdrawn.

An application to change the current zoning of 5.34 acres from Lake Asbury Rural Community (LA-RC) to Public Ownership (PO-2)

14. Final Public Hearing to consider adoption of COMP 25-0004 (District 5, Comm Burke) (D. Selig)

This application is a FLUM Amendment to change 0.51 acres from Branan Field Primary Conservation Network (BF-PCN) and Urban Core 10 (UC-10) to Branan Field Master Planned Community (BF-MPC)

This item was continued to the July 1st Planning Commission meeting. Staff is requesting the Board continue this item to its July 22nd meeting.

15. Final Public Hearing to consider ZON 25-0015 (waste control) (D. Selig)  
This application is a Staff initiated amendment to the Land Development Code amending Article II and Article VIII related to waste control regulations.

16. Public Hearing to consider COMP 25-0006 and ZON 25-0005 (District 4, Comm. Condon) (J. Bryla)

These applications have been withdrawn by the applicant.

**A. COMP 25-0006**

This application is a FLUM Amendment to change 16.34 acres from Rural Residential (RR) to Urban Core 10 (UC-10).

**B. ZON 25-0005**

This application is a Rezoning to change from Agricultural/Residential (AR) to Multi-Family Residential District (RD-2).

17. Final Public Hearing to consider COMP 25-0009 and ZON 25-0010 (District 5, Comm Burke) (J. Bryla)

The Planning Commission has continued this item to their August 5th meeting. Staff requests a continuance to the August 12th BCC meeting.

A. COMP 25-0009

This application is a FLUM Amendment to change 10.01 acres from Rural Residential (RR) to Urban Core 10 (UC-10).

B. ZON 25-0010

This application is a Rezoning to change from Agricultural Residential (AR) to Multi-family Residential District (RD-4).

18. Final Public Hearing to consider ZON 25-0008 (J. Bryla)

This item was continued to the August 5th Planning Commission meeting. Staff requests that this item be continued to the August 26th BCC meeting.

This application is a Staff initiated amendment to the Land Development Code amending regulations in Article III Sec. 3-35(b),(g),(2),(7),(10)(v) for non-motorized boat ramps in PO-2 zoning districts.

19. Final Public Hearing to consider ZON 24-0033 (District 3, Comm. Renninger) (J. Bryla)

The Board continued this item for further information regarding the ownership of Twelve Oaks Drive.

This application is a Rezoning to change 5.73 acres from Agriculture Residential (AR) to Multi-Family Residential (RD-4).

20. Final Public Hearing to consider COMP 25-0010 and ZON 25-0007 (District 5, Comm Burke) (Jenni Bryla)

A. COMP 25-0010

This application is a FLUM Amendment to change 13.86+/-acres from Agricultural (AG) to Rural Residential (RR)

B. ZON 25-0007

This application is a Rezoning to change from Agricultural (AG) to Agricultural Residential (AR)

**LETTERS FOR ACTION**

21. Discussion of Appointments/Resignation to the Clay County Historic Preservation Board

District 5 At-Large member, Maureen A. Jung, submitted her resignation from her seat.

District 5 At-Large member, Billy Gould, submitted his application of re-appointment to his seat.

Steven Griffith, submitted an application for appointment. Mr. Griffith lives in District 5 and if appointed could fill the seat previously held by Ms. Jung.

## **LETTERS OF DOCUMENTATION**

### **22. Bid Opening Tabulations (K. Smith)**

Bid Opening Tabulations for June 6, 2025:

A. RFQ No. 24/25-074, Construction Manager At Risk (CMAR) for the Oakleaf Library

B. Bid No. 24/25-081, Fleming Island Library HVAC Replacement

## **PUBLIC COMMENTS**

## **COMMISSION AUDITOR**

## **COUNTY ATTORNEY**

## **COUNTY MANAGER**

## **COMMISSIONERS' COMMENTS**

***In accordance with the Americans with Disabilities Act, any person needing a special accommodation to participate in this matter should contact the Clay County ADA Coordinator by mail at Post Office Box 1366, Green Cove Springs, FL 32043, or by telephone at number (904) 269-6347 no later than three (3) days prior to the hearing or proceeding for which this notice has been given. Hearing impaired persons can access the foregoing telephone number by contacting the Florida Relay Service at 1-800-955-8770 (Voice), or 1-800-955-8771 (TDD).***



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO:                      DATE:

FROM:

SUBJECT:

AGENDA  
ITEM  
TYPE:

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REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Hamilton, Alyssa	Approved	6/19/2025 - 6:53 AM	Item Pushed to Agenda



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ATTACHMENTS:

Description	Type	Upload Date	File Name
Board of County Commissioners Meeting Minutes June 10, 2025	Backup Material	6/16/2025	Board_of_County_Commissioners_Board_Meeting_Minutes_June_10__2025.ADA.pdf
Attachment A Pet Adoptions	Backup Material	6/16/2025	Attachment_A_Pet_Adoptions.ADA.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Hamilton, Alyssa	Approved	6/19/2025 - 6:54 AM	Item Pushed to Agenda





## **BOARD OF COUNTY COMMISSIONERS MEETING MINUTES**

June 10, 2025

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

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### **INVOCATION**

Commissioner Alexandra Compere, District 2, gave the Invocation.

### **PLEDGE**

Retired US Navy Master-at-Arms Petty Officer First Class (SW) Craig Pierce led the Pledge of Allegiance.

Petty Officer Craig Pierce served in the US Air Force from 1987 to 1993 and served in the US Navy from 2001 to 2015 for a total of 25 years of service to our country before retiring in October 2015. Serving in US locations, including South Dakota, California, and Florida, and his overseas assignments included West Germany, Saudi Arabia, Yemen, Iraq, Cuba, The Philippines, and Guam. Petty Officer Pierce is a decorated veteran who holds awards, including the Bronze Star, the Navy Commendation Medal, the Air Force Commendation Medal, the Global War on Terror Service Medal, and the National Defense Service Medal. He joined the military because of his strong sense of patriotism, and during his service, he learned the value of teamwork and self-sacrifice and to never give up, no matter what. Petty Officer Pierce is a Middleburg resident who currently volunteers with the Clay County Historical Society.

Petty Officer Pierce thanked the Board for the invitation to lead the Pledge of Allegiance and said he and his family love living in Clay County.

### **CALL TO ORDER**

Chairman Betsy Condon called the meeting to order at 4:04 pm.

### **ROLL CALL**

**Present:** Commissioner District 4 Betsy Condon, Chairman  
Commissioner District 1 John Sgromolo  
Commissioner District 2 Alexandra Compere  
Commissioner District 3 Jim Renninger

**Absent:** Commissioner District 5 Dr. Kristen T. Burke, Vice-Chairman  
**Staff Present:** County Manager Howard Wanamaker  
County Attorney Courtney K. Grimm  
Commission Auditor Heather Boucher

## **PET ADOPTIONS**

Judith Reeves, Executive Assistant, presented a PowerPoint presentation of pets available for adoption - Leo (dog) - Merida (dog) - Fernando (cat) - Austin (cat). Mable (dog) was also pictured and is currently looking for a foster home due to an injury. If you are interested in adopting a pet, contact [clayadoptions@claycountygov.com](mailto:clayadoptions@claycountygov.com) or call (904) 269-6342. Ms. Reeves mentioned that Clay County Animal Services still needs foster parents for dogs, cats, and kittens; please consider opening your home temporarily. If you are interested, please contact [clayfosters@claycountygov.com](mailto:clayfosters@claycountygov.com). If you are interested in helping our furry friends but cannot take one home, please look at our Amazon wish list at Amazon.com. We always need items for our foster kittens and shelter animals. See Attachment A.

## **PROCLAMATIONS/RESOLUTIONS**

### **1. Amateur Radio Week (June 23-29, 2025)**

*Item One (1) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video/archive/BCC Agenda/June 10, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video/archive/BCC%20Agenda/June%2010,%202025), beginning at 8:04 and ending at 13:05. Below is a summary of the discussion and vote for this agenda item.*

Chairman Betsy Condon said June 23 through 29, 2025 is recognized as Amateur Radio Week to honor the contributions of Amateur Radio Operators, particularly their service to the public and their role in emergency communications. We are grateful for the important partnership with these HAM Radio experts in Clay County.

### **Present for the Proclamation:**

- Scott Roberts - Assistant Emergency Coordinator/Liaison to CC EOC/PIO
- Steve Marshek - Clay ARES - Board Member
- Marshall Lowry - Clay ARES Member
- Kasey Tate - Clay ARES - Secretary
- Adrian Gray - Clay ARES - Emergency Coordinator
- Jim Winfrey - President - Orange Park Amateur Radio Club
- Rich Carey - Clay County Veterans Service Officer and Clay ARES
- Tim Devin - Director of Emergency Management

Commissioner Jim Renninger read the Proclamation for Amateur Radio Week - June 23-29, 2025.

Commissioner Alexandra Compere made a motion for approval of the Proclamation,

seconded by Chairman Betsy Condon, which carried 4-0.

Mr. Roberts thanked the Board for the recognition, spoke about the communications service performed, mentioned the Field Day event at Camp Chowenwaw on June 28-29, 2025, and introduced those present as mentioned above.

Mr. Devin spoke about how valuable amateur radio is when it comes to emergency management and expressed his appreciation for the partnership.

## 2. Solid Waste Workers Week (June 16-24, 2025)

*Item Two (2) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video/archive/BCC Agenda/June 10, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video/archive/BCC%20Agenda/June%2010,%202025), beginning at 13:35 and ending at 20:10. Below is a summary of the discussion and vote for this agenda item.*

Chairman Betsy Condon said June 16 through 24, 2025, has been set aside to recognize and honor the essential work of our Solid Waste Professionals in keeping our communities clean and protecting our high quality of life.

### **Present for the Proclamation:**

#### Clay County Environmental Services Department:

- Milton Towns - Director of Environmental Services
- Sally Mateo - Household Hazardous Waste Specialist
- Deseree Mitchell - Customer Service Representative II

#### FCC Environmental Services - Curbside Collection:

- Tia Jackson - Driver of the Pink Breast Cancer Awareness Truck
- Nicole Clark - Customer Service Representative
- Andy Barker - General Manager
- Scott Floyd - Area Manager
- John Addison - Operations Performance Manager

#### WM/CEI - Transfer Station Loading - Hauling and Disposal:

- Jim Johns - Senior District Manager
- Thomas Jello - General Manager - CEI

Commissioner Alexandra Compere read the Proclamation for Solid Waste Workers Week - June 16-24, 2025.

Commissioner John Sgromolo made a motion for approval of the Proclamation, seconded by Commissioner Jim Renninger, which carried 4-0.

Mr. Towns thanked the Board for the Proclamation, introduced the team members mentioned above, and expressed his appreciation to all team members for all their hard work. Mr. Towns also asked all drivers on our roadways to remember to slow down and

help keep our team members safe. Solid Waste is the fourth most dangerous job in the latest OSHA report as far as fatalities go.

The Commission expressed their appreciation to all the Solid Waste workers for all their hard work.

### 3. Recognition of Lake Asbury Junior High's Kids Helping Kids Club

*Item Three (3) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video/archive/BCC Agenda/June 10, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video/archive/BCC%20Agenda/June%2010,%202025), beginning at 20:20 and ending at 26:20. Below is a summary of the discussion and vote for this agenda item.*

Chairman Betsy Condon said we have a a very special recognition today for a group of Clay County students who have made extraordinary efforts to help a fellow student facing a serious illness.

#### **Present for the Proclamation:**

##### **Lake Asbury Junior High - Kids Helping Kids Club:**

- Will Wood - Teacher
- Lydia Creel - School Principal
- Austin Early
- Athena Early
- Lucas Wood
- Emmalyn Leedy
- Brenna Labelle
- Bethany Adams
- Audrianna Jodis
- Katherine Harrington
- Olive Vazquez

Before reading the Proclamation, Commissioner John Sgromolo spoke about how important it is to hear about the things these students are doing at a time when technology reigns supreme, and their actions do not happen everywhere.

Commissioner John Sgromolo read the Proclamation recognizing Lake Asbury Junior High's Kids Helping Kids Club.

Chairman Betsy Condon made a motion for approval of the Proclamation, seconded by Commissioner Alexandra Compere, which carried 4-0.

Mr. Wood thanked the Board, all the students, and the school administration and spoke about the importance of the Kids Helping Kids Club, mentioning that Clay County has fulfilled 460 Dreams for Dreamers, and 67 Dreamers are waiting.

#### **DECLARATIONS**

### 4. National Mosquito Control Awareness Week (June 20-26, 2025)

Chairman Betsy Condon said there is a Declaration on today's agenda for National Mosquito Control Awareness Week. The Clay County Mosquito Control Program treated more than 257,000 acres of property county-wide last fiscal year. However, mosquitoes can breed in very little water and almost anywhere. Residents are strongly encouraged to practice the three Ds of mosquito prevention: Drain any items that hold water, Dress in long sleeves and pants, and Defend by applying EPA-approved insect repellent. Chairman Condon encouraged everyone to read the Declaration attached to the agenda.

## **CONSTITUTIONAL OFFICERS**

*Officer Comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-video/archive/BCC Agenda/June 10, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video/archive/BCC%20Agenda/June%2010,%202025), beginning at 27:38 and ending at 36:42. Below is a summary of the discussion and vote for this agenda item.*

Chairman Betsy Condon recognized Sheriff Michelle Cook, Government Affairs Official - JEA, Don Tuten, and Clay County Clerk of Court and Comptroller Tara S. Green, and thanked them for their attendance.

Sheriff Cook addressed the Board to touch on concerns often heard regarding taxpayer dollars being wasted on CCSO resources provided for the Boaters Skip Day event, which was held on June 6, 2025, and provided details and information on services provided throughout the day and the ability to test communications/response platforms, etc. Also, the number of agencies that worked together. In many ways, it was a full-scale exercise to ensure that all platforms were working for when a disaster strikes our community.

The Commission expressed its appreciation to CCSO for their readiness to serve the community during these events and for working with other agencies to ensure safety for everyone.

Tara S. Green, Clay County Clerk of Court and Comptroller, addressed the Board to provide details and information for the upcoming update from the external auditors on July 22, 2025, and a reminder of ongoing scams to be aware of pertaining to toll roads - phishing text related to drivers licenses, as well as fake traffic notices. Do not click on the links; please call if you are not sure. Clerk and Comptroller Green also expressed her gratitude to the Animal Services Staff for their help during a bad situation rescuing a cat. The cat is doing very well!

There were questions and discussions regarding Federal Jury Duty summons communications delivered by text or email.

## **APPROVAL OF MINUTES**

5. Board of County Commissioners Meeting Minutes May 27, 2025.

Commissioner Jim Renninger made a motion for approval of the May 27, 2025, BoCC

Meeting minutes, seconded by Commissioner John Sgromolo, which carried 4-0.

## **PUBLIC COMMENTS**

*Public Comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-video/archive/BCC Agenda/June 10, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video/archive/BCC%20Agenda/June%2010,%202025), beginning at 37:08 and ending at 40:01. Below is a summary of the discussion.*

Chairman Betsy Condon opened the floor for public comment at 4:38 pm.

Helana Cormier, 2839 Woodbridge Crossing Court, Green Cove Springs, Florida, addressed the Board to express her appreciation to the Commission and county staff in relation to various topics.

Hearing no other comments, Chairman Betsy Condon closed the public comment at 4:40 pm.

## **CONSENT AGENDA**

### **6. Finance Business**

The Finance Department business is submitted to request approval and ratification by the Board for various warrants and disbursements in order to meet the requirements of Ch. 136.06 (1) FL Statute. Acceptance and disposal of various Board property and various documents are submitted for the Board's information. At times, approval is requested for various finance related issues.

### **7. Acceptance for Final Plat for Recording- Breezy Oaks Estates Phase Two (District 1, Comm. Sgromolo)(R.Smith)**

The Staff has reviewed and recommends that the Board accept and approve the final plat of Breezy Oaks Estates Phase Two for recording.

### **8. Approval of School Concurrence Proportionate Share Mitigation Agreement between Clay County, Clay County School District and DFH Land, LLC (Bella Lago Townhomes Phase II) (C. Grimm)**

### **9. Approval of a Resolution of the Board of County Commissioners of Clay County, Florida, amending the Board's Public Meeting Guidelines to include rules and procedures for legislative and quasi-judicial public hearings and providing an effective date (C. Grimm)**

### **10. Funding Agreement with Clay County Economic Development Corporation regarding Feasibility Study (T. Nagle)**

Approval of the Cost Reimbursement Funding Agreement for a Tourism Feasibility Study with Clay County Economic Development Corporation

(EDC) in an amount not to exceed \$130,000.00, beginning on the effective date through September 30, 2025.

Funding Source:

Tourist Development Tax Funds

11. Approval of Resolution of the Board of County Commissioners of Clay County, Florida, adopting the Clay County Disaster Policy and the Clay County Emergency Financial Plan (M. Covey)

Approval of Resolution of the Board of County Commissioners of Clay County, Florida, adopting the Clay County Disaster Policy and the Clay County Emergency Financial Plan.

The newly adopted Disaster Policy and Emergency Financial Plan will take effect on June 10, 2025.

Commissioner Jim Renninger made a motion for approval of the Consent Agenda, seconded by Commissioner Alexandra Compere, which carried 4-0.

## **DISCUSSION/UPDATES**

12. Progress Report on the Bonded Transportation Program and Other Capital Projects (Capital Projects Team)

*Item Twelve (12) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/June 10, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/June%2010,%202025), beginning at 40:35 and ending at 52:37. Below is a summary of the discussion.*

Ed Dendor, Program Administrator of the Bonded Transportation Program, addressed the Board to give a brief overview of the progress report for the BTP and other capital projects. The information discussed is attached to the agenda. Below are projects highlighted:

- **Project #1 – CR 218 from Masters Road to Pine Tree Lane:** The County's team and Anderson Columbia (AC) continued their bi-monthly status meetings. Liner placement continued on Pond site 4. AC continued the installation of drainage structures, pipes, demolition of existing driveways and continued pavement repairs for driveways and pipes. AC continued placing sub-base, curbing and limestone base. This project is on schedule with 39% paid out and 65% of time used.
- **CMAR Group #2 Projects - #2, #5 and #6A:** Appraisals, offers and closings continue for ROW acquisitions.
  - **Project #2 (CR209):** Superior (SCC) continued the installation of the stormwater drainpipes and curbing on the north side of CR 209 and continued backfilling over these pipes and continued removal of unsuitable material and placed base material and limestone for final pavement on this



- phase. The project is on schedule with 47% paid out and 33% of time used.
- **Project #5 (CR220):** The team continues to track the US ARMY Corps of Engineers (ACOE) permit application thru their process while under their review. ACOE public notice period just ended. The Team expects to hear from the ACOE processor within the next few weeks. Survey work has been completed on the new pond site, environmental and geotechnical field work will follow, and preliminary pond design is underway. Once the permit is issued the Team will be working on submitting the permit modification for the pond shift.
  - **Project #6A (CR315):** The team is responding to comments from the ACOE and updating the Environmental Conditions Report and our wetland functional scores to finalize the impact quantities for the issuance of the permit narrative.
  - **CMAR Group #1 Projects - #3A, #3B and #4:**
    - **Project #3A (Operational improvements on CR209 AKA Russell Road):** The project is complete.
    - **Project #3B (Connecting the east-end of project #4 on Sandridge Road and runs through the roundabout to CR 209B):** Kiewit continued the installation of stormwater structures and pipes. This project is 27.5% paid out and 84% of time elapsed. The project schedule is being adjusted to acknowledge the extended delay in receiving the permit, while discussions continue about the financial impact of this delay. Additionally, CCUA's reclaim and water-line as-built drawings conflicted with the drainage design so CCUA mobilized their contractor to relocate their reclaim-line on the southside of Sandridge as well as the watermain line on the northside of Sandridge.
    - **Project #4 (CR739B AKA Sandridge Road):** Kiewit Infrastructure South Co. is milling and resurfacing the entire project corridor at no cost to the County due to the work not meeting the County's specifications. The resurfacing work is being completed at night with some daytime work.
  - **Project #6B (AKA Cathedral Oak Parkway (COP & CR216), FKA the First Coast Connector):** The County's Team and Superior Construction Company Southeast, LLC (SCC) with their designer RS&H continued to hold bi-monthly status meetings. Erosion control devices continued to be removed in areas where slopes are stabilized and established. Punch list repairs to deficient curbing and sidewalks were made. Sidewalk and curbing are being constructed at the signalized intersection. Guard railing was installed at the bridge over Peter's Creek. The project schedule remains under contention by the contractor with 112% of time used and 96% paid out. The County and SCC continue to discuss the schedule for a resolution.

There were questions, clarifications, and discussions regarding finding resolutions to conflicts for as-builts.

#### Capital Projects Highlighted:

- Fire Station 22
- Fire Station 12
- Fire Station 20
- Courthouse 4th Floor and Entry Design/Renovation

- Tax Collectors Office - Orange Park
- Ronnie Van Zant Court Lighting
- Outdoor Adventure Park
- Schoolboard Portables
- CR220 Project - Knight Boxx to Hollars Place
- FDOT Update - CR220/US17
- First Coast Expressway
- All Public Works Projects in relation to this meeting have been completed

There were questions and discussions regarding the timeline for the opening of SR23.

## **OLD BUSINESS**

13. Consideration of Special Magistrate's clarification of April 30, 2025 Final Report and Recommendation, pursuant to Florida Land Use & Environmental Dispute Resolution Act (Sec. 70.51, Fla. Stat.), following public hearing on April 1, 2025, regarding Owners' Request for Relief from BCC denial of PUD 24-0006 (Fleming Island Preserve) (C. Grimm)

*Item Thirteen (13) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/June 10, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/June%2010,%202025), beginning at 52:38 and ending at 58:11. Below is a summary of the discussion and the vote for this agenda item.*

Courtney Grimm, County Attorney, addressed the Board to provide details, information, and clarification for the Special Magistrates recommendation as referenced above and noted that there is a clarification letter attached to the agenda for reference.

There were questions, comments, and discussions regarding the date to have the rehearing - July 8, 2025, and the preference to watch the entire recording or read the transcript and then follow the procedure/process.

Following all discussions, Commissioner John Sgromolo made a motion for approval to accept the clarification of the Special Magistrate, attach the transcript, and hold the rehearing on July 8, 2025, seconded by Commissioner Alexandra Compere. Questions and discussions were had regarding the project being presented as it was previously; the motion carried 4-0.

## **NEW BUSINESS**

14. FY25-26 Lutheran Services Florida Non-Qualified County Funds Project Proposals (M. Covey)  
Approval to fund Substance Use Disorder (SUD) abatement projects for Clay County Paramedicine, Clay County Sheriff's Office, and Clay Behavioral Health Center.

*Item Fourteen (14) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/June 10, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/June%2010,%202025), beginning at 58:15 and ending at 1:01:45. Below is a summary of the discussion and the vote for this agenda item.*

Megan Covey, Grants Director, addressed the Board to provide the details and information regarding the request for approval to fund Substance Use Disorder (SUD) Abatement Projects as listed above.

There were questions and discussions regarding funding for the Paramedicine location in Middleburg (Clay Behavioral) and moving forward with the treatment center.

Commissioner John Sgromolo made a motion for approval, seconded by Commissioner Jim Renninger. The Commission expressed appreciation to all three entities for their service to the community through these programs. The motion carried 4-0.

**TIME CERTAIN - 5:00 p.m. or as soon thereafter as can be heard.**

**15. First Public Hearing to Consider the Annual Action Plan for the Community Development Block Grant (M. Covey)**

*Item Fifteen (15) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/June 10, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/June%2010,%202025), beginning at 1:01:47 and ending at 1:04:14. Below is a summary of the discussion.*

Megan Covey, Grants Director, addressed the Board to provide the details and information for the first public hearing to consider the Annual Action Plan. The public comment period opened on June 1, 2025, and will continue to run until June 30, 2025. The first "in person" meeting took place in Keystone Heights last night, the second will take place Thursday, June 12, 2025, at 6:00 pm at the Middleburg Public Library, and the third will be held at the Orange Park Public Library on June 23, 2025, at 6:00 pm. Public can also email comments to [CDBG@claycoountygov.com](mailto:CDBG@claycoountygov.com) or submit comments in person at 420 College Drive, Suite 107.

Chairman Betsy Condon opened the floor for the public hearing at 5:04 pm.

Hearing no comments, Chairman Betsy Condon closed the public hearing at 5:04 pm.

No action is required by the Board.

**16. First Public Hearing to consider ZON 25-0008 (J. Bryla)**

This item was continued by the Planning Commission to the August 5th Planning Commission hearing.

This application is a Staff initiated amendment to the Land Development Code amending regulations in Article III Sec. 3-35(b),(g),(2),(7),(10)(v)

for non-motorized boat ramps in PO-2 zoning districts

*Item Sixteen (16) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video/archive/BCC Agenda/June 10, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video/archive/BCC%20Agenda/June%2010,%202025), beginning at 1:04:15 and ending at 1:05:44. Below is a summary of the discussion and the vote for this agenda item.*

Beth Carson, Director of Planning and Zoning, addressed the Board to request a continuance until the August 12, 2025, BoCC meeting.

Chairman Betsy Condon clarified the requested change - ZON-25-0008, as mentioned above for the public.

Chairman Betsy Condon opened the floor for the public hearing at 5:06 pm.

Hearing no comments, Chairman Betsy Condon closed the public hearing at 5:06 pm.

Commissioner Alexandra Compere made a motion for approval for the requested continuance, seconded by Commissioner Jim Renninger, which carried 4-0.

## **LETTERS FOR ACTION**

### **17. Discussion of Re-Appointment to the Clay County Housing Finance Authority**

Applications were received for re-appointment to the Clay County Housing Finance Authority from the following:

- Lisa Daniels (Public)
- Linda Long (Real Estate)

*Item Seventeen (17) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video/archive/BCC Agenda/June 10, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video/archive/BCC%20Agenda/June%2010,%202025), beginning at 1:05:47 and ending at 1:06:56. Below is a summary of the discussion and the vote for this agenda item.*

Chairman Betsy Condon opened the floor to discuss the reappointment to the Clay County Housing Finance Authority, as indicated above.

Commissioner Jim Renninger made a motion for approval for reappointment, seconded by Commissioner John Sgromolo, which carried 4-0.

## **LETTERS OF DOCUMENTATION**

### **18. Bid Opening Tabulations (K. Smith)**

Bid Opening Tabulation for May 30 2025:

A. RFP No. 24/25-063, Tourism Sports Sales and Development (RE-BID)

Chairman Betsy Condon acknowledged the Letters of Documentation.

## **PUBLIC COMMENTS**

Chairman Betsy Condon opened the floor for public comment at 5:08 pm.

Hearing no comments, Chairman Betsy Condon closed the public comment at 5:08 pm.

## **COMMISSION AUDITOR**

Heather Boucher, Commission Auditor had no comments.

## **COUNTY ATTORNEY**

Courtney Grimm, County Attorney, had no comments.

## **COUNTY MANAGER**

Howard Wanamaker, County Manager, had no comments.

## **COMMISSIONERS' COMMENTS**

*Commissioners can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/June 10, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/June%2010,%202025), beginning at 1:08:11 and ending at 1:21:41. Below is a summary of the discussion.*

Commissioner Alexandra Compere had no comments.

Commissioner Jim Renninger recognized Crawford Powell - President of the Clay County Economic and Development Corporation, and Eric Anderson - Deputy CEO of the NEFRC. Commissioner Renninger mentioned the Block Grant for entitlement and the rule for applying for the grant; public comment is June 23, 2025, at Orange Park Library and spoke about the much-needed clean-up in the Orange Park/Bellair area and the clean-up and clean-up date at the end of June, possibly June 28, 2025. Commissioner Renninger noted the success of Boaters Skip Day.

Commissioner John Sgromolo recognized Lindsay Griffin and spoke about attending the EDC luncheon last month and the information received during the luncheon. Commissioner Sgromolo mentioned the opportunity to attend the Florida Youth Challenge graduation and the success of the program. Commissioner Sgromolo talked about the three Ds for mosquito prevention. Commissioner Sgromolo requested staff research options for text notifications for residents.

There were comments, questions, and discussions regarding the procedure/process for subscribing to receive text and gov delivery platform - email or text options, as well as ensuring that the information on the website was clarified.

Chairman Betsy Condon said she hopes the clean-up scheduled for Orange Park on June 28, 2025, will be well attended to due to temperature. Chairman Condon spoke about the previous discussion addressing the illegal dumping on county property.

There were comments to clarify the previous request to develop an Ordinance that allows for clean up in the ROW, procedure/process, bulk pick-up, illegal dumping of mattresses, code enforcement lien, and the upcoming staff meeting to find resolutions.

Chairman Betsy Condon mentioned that there would be a Clay County Emergency exercise on Thursday, June 12, 2025. Mr. Devin noted that a cyber exercise will be held at the EOC.

Hearing no further business, Chairman Betsy Condon adjourned the meeting at 5:22 pm.

Attest:

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Tara S. Green  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk of the Board

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Chairman or Vice-Chairman

### **Acronym Definitions**

ACOE – Army Corp of Engineers  
ARES – Amateur Radio Emergency Services  
BCC- Board of County Commissioners  
CC – Clay County  
CCSO – Clay County Sheriff's Office  
CCUA – Clay County Utility Authority  
CDBG – Community Development Block Grant  
CR – County Road  
EDC – Economic Development Corporation  
EOC – Emergency Operation Center  
FDOT – Florida Department of Transportation  
FY – Fiscal Year  
SW – Surface Warfare  
TDC – Tourist Development Council  
USN – United States Navy  
ZON – Rezone



# **Attachment**

## **“A”**

# **Pet Adoptions**



# LEO

**ANIMAL ID:** A0058408740

**SEX:** Neutered Male

**BREED:** Medium-sized mixed breed, 1 year old, 52 pounds  
Heartworm Negative

**LOCATION:** Clay County Animal Services

**ABOUT:** Meet **Leo**, a 1-year-old husky mix with the energy of a frat boy who just discovered espresso. He's people-obsessed, toy-crazed, and lives to be the center of attention (honestly, he thinks he's the main character—and he's not wrong). Leo is crate and potty trained, and definitely food motivated, he will do just about anything for a snack... including pretending to listen. He gets along great with other wild-child dogs his size but absolutely cannot with cats—he thinks they're spies. Give him toys or he'll improvise with your expensive hiking boots. If you're into hiking, chaos, spontaneous zoomies, and being constantly entertained by a furry tornado—congrats, your soulmate is Leo.



[claycountygov.com/adopt](https://claycountygov.com/adopt)



# Merida

**ANIMAL ID:** A0058324679

**SEX:** Spayed Female

**BREED:** 3 years old; pounds; 51 pounds Heartworm Negative

**LOCATION:** CCAS Main Shelter in Green Cove Springs

**ABOUT: Meet Merida — A Bright Soul Ready to Shine!**

Merida is a loving, smart girl who's struggling with kennel life and dreaming of a forever home where she can be herself. Friendly and affectionate, she lights up with attention but shelter life is holding her sparkle back.

She's eager for a chance to break free and show her true potential. If you want a loyal companion with a heart full of love, Merida is waiting to blossom with you!



[claycountygov.com/adopt](https://claycountygov.com/adopt)





# Fernando

**ANIMAL ID:** A005854114

**SEX:** Neutered Male

**BREED:** Domestic Short hair, 6 years old; 10 pounds

**LOCATION:** CCAS Main Shelter in Green Cove Springs

**ABOUT:** Say hello to Fernando — the three-legged wonder with a PhD in cuddles and mischief! At 6 years old, this charming guy knows how to lounge like a pro and steal hearts with his irresistible snuggles. Don't let the missing leg fool you — Fernando moves like a fluffy ninja and loves a good zoom-around (watch out, fragile stuff!). If you're ready for endless love, laughs, and a loyal sidekick who thinks your lap is prime real estate, Fernando is your guy!



[claycountygov.com/adopt](https://claycountygov.com/adopt)



# Austin

**ANIMAL ID:** A0058553996

**SEX:** Neutered Male

**BREED:** Domestic Short Hair, 5 years old; 10 pounds

**LOCATION:** CCAS Main Shelter in Green Cove Springs

**ABOUT:** Say hello to Austin, the 5-year-old orange fluffball who's got a whole lotta love to give! This little chatterbox never runs out of things to say and loves nothing more than cozing up for snuggles. He might play it cool in his cat condo, but open the door and he's right there, ready to shower you with purrs and affection. Austin's on the lookout for a fun, loving home where he can talk your ear off and cuddle like the sweet goofball he is!



[claycountygov.com/adopt](https://claycountygov.com/adopt)



## Ready to Meet Your New Best Friend?

Our adoptable animals are waiting to add some extra love and fun to your life. From wagging tails to purring kitties, we've got the perfect companion just for you. 🐕 🐱  
Want to see who's available? Head over to our website and meet our adorable crew looking for their forever homes.

Got questions? Drop us a line at  
**[Clayadoptions@claycountygov.com](mailto:Clayadoptions@claycountygov.com)** and let's chat!  
Don't wait! Your new best friend is just a click away! 🏠 💖

*\*Pictured Long time resident: Mable, A005571850 who is also looking for a home.*

# [claycountygov.com/adopt](http://claycountygov.com/adopt)



If you are interested in helping our furry friends but can't bring one home, please take a look at our Amazon wish list. We are always in need of items for the shelter animals.

[Amazon.com](https://www.amazon.com)

**[claycountygov.com/adopt](https://claycountygov.com/adopt)**





Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Board of County  
Commissioners

DATE:

FROM: The Clerks Office

SUBJECT: The Finance Department business is submitted to request approval and ratification by the Board for various warrants and disbursements in order to meet the requirements of Ch. 136.06 (1) FL Statute. Acceptance and disposal of various Board property and various documents are submitted for the Board's information. At times, approval is requested for various finance related issues.

AGENDA ITEM TYPE:

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**BACKGROUND INFORMATION:**

Backup documentation is available on request at the Clay County Administration Building, located at 477 Houston Street, Green Cove Springs.

**ATTACHMENTS:**

Description	Type	Upload Date	File Name
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**REVIEWERS:**

Department	Reviewer	Action	Date	Comments
Budget Office	Hamilton, Alyssa	Approved	6/19/2025 - 6:54 AM	Item Pushed to Agenda



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Board of County Commissioners

DATE:

FROM: Administrative and  
Contractual Services

**SUBJECT:**

A) Review of Staff's ranking of the Proposals received for RFP No. 24/25-063, Tourism Sports Sales and Development (RE-BID).

1. Airstream Ventures, LLC - 72.7
2. EZ Sports Service, LLC - 71.3
3. Youniverse Media, Inc. - 59.3
4. In House Strategy, LLC - 46

A committee consisting of the Director of Tourism, Director of Parks and Recreation, and the Director of Environmental Services performed the evaluation and ranking of the responses received. If desired, the Board may request presentations.

B) Approval for the County Manager negotiate and sign the Agreement on behalf of the Board.

**Funding Source:**

Tourism (1st 2nd and 3rd Cent) - Tourism (1st 2nd and 3rd cent) - Sports Sales and Marketing

AGENDA ITEM TYPE:

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**BACKGROUND INFORMATION:**

Purpose of the re-bid was to select an agency to support the Tourism Department's Sports Marketing and Sales Initiative.

The agency will be required to provide quarterly written reports and biannual presentations to the Tourist Development Council (TDC). These updates will cover areas such as marketing efforts, event performance and impact, financial support, performance metrics, and any lost business opportunities. In addition, key deliverables and measurable performance goals will be developed and tracked. These goals will be documented in a standardized format and may include components such as the measurement criteria, target goals, current progress, and

percentage of goal achieved.

In an effort to expedite the Agreement and get the selected agency started, staff request that the County be allowed to negotiate and execute the Agreement on behalf of the Board.

Throughout the duration of the awarded agreement, County staff may continue to engage with additional sports tourism groups as needed to support and enhance these efforts.

938 Suppliers were notified  
25 Suppliers downloaded the Request for Proposal  
4 Proposals were received  
2 No-Bids were received

Airstream Ventures, LLC. held the County's last Sports Marketing & Sales Agreement (2019/2020-105 RN2), which expired January 31, 2025.

<u>Is Funding Required (Yes/No):</u>	<u>If Yes, Was the item budgeted</u>
<b>Yes</b>	<u>(Yes/No/N/A):</u>
	<b>Yes</b>

**Funding Source:**

Tourism (1st 2nd and 3rd Cent) - Tourism (1st 2nd and 3rd cent) - Sports Sales and Marketing

**Account No.:**

FD1009 - CC1164 - SC548009

<u>Sole Source (Yes/No):</u>	<u>Advanced Payment</u>
<b>No</b>	<u>(Yes/No):</u>

**Planning Requirements:**

Public Hearing Required (Yes/No):

**No**

Hearing Type:

Initiated By:

N/A

**ATTACHMENTS:**

Description	Type	Upload Date	File Name
❏ RFP Backup	Backup Material	6/20/2025	RFP_back_up_-_Signed.ADA.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Administrative and Contractual Services	Hamilton, Alyssa	Approved	6/19/2025 - 6:55 AM	Item Pushed to Agenda



## BID RECOMMENDATION FORM

**TITLE:**

RFP No. 24/25-063, Tourism Sports Sales and Development (RE-BID)

**DATE OF RECOMMENDATION:**

6/18/2025

**BIDDERS**

Airstream Ventures, LLC

EZ Sports Services, LLC

Gartner, Inc.

In House Strategy, LLC

Octagon

Youniverse Media, Inc.

**BID TOTAL**

TBD

TBD

NO BID

TBD

NO BID

TBD

**FUNDING SOURCE:** Tourism (1st 2nd and 3rd Cent) - Tourism (1st 2nd and 3rd cent) - Sports Sales and Marketing

**RECOMMENDATION:**

Review of Staff's ranking of the Proposals received for RFP No. 24/25-063, Tourism Sports Sales and Development (RE-BID).

**If only one Bid is received, state reason why accepted and not rebidding:**

**Staff Assigned to Tabulate Bids and Make Recommendations:**

**NAME/TITLE:**

Teddy Meyer, Director of Tourism

**SIGNATURE:**

*Teddy Meyer*

Teddy Meyer (Jun 18, 2025 15:57 EDT)



Clay County  
Purchasing / Administrative and Contractual Services  
477 Houston Street, Green Cove Springs, FL 32043

**EVALUATION TABULATION**

RFP No. 24/25-063

Tourism Sports Sales and Development (RE-BID)

RESPONSE DEADLINE: May 29, 2025 at 4:00 pm

**CONSENSUS SCORECARD SUMMARY**

Vendor	Profile/Executive Summary (15 points) Points Based 15 Points	Qualifications and Client Navigation (20 points) Points Based 20 Points	References (15 Points) Points Based 15 Points	Team Organization Chart and Project Approach (35 points) Points Based 35 Points	Fee Structure - (15 Points) Points Based 15 Points	Local Preference (5 Points) Points Based 5 Points	Total Score (Max Score 105)
Airstream Ventures LLC	10.33	13.33	11.33	24.33	13.33	0	72.7
EZ SPORTS SERVICE LLC	12.67	11.67	8.33	27.67	11	0	71.3
In House Strategy LLC	6.33	8.67	9.33	16.33	5.33	0	46
Youniverse Media Inc	9	11.33	9	22.33	7.67	0	59.3

**Fee Comparison - RFP No. 24/25-063, Tourism Sports Sales and Development**

Description	Airstream Ventures	EZ Sports Services	Youniverse Media	In House Strategy
Consulting and Strategy Development	\$58,600.00	\$24,000.00	\$120,000.00	\$145,000.00
Event Sales and Recruitment	\$5,000.00	\$30,000.00	\$100,000.00	\$150,000.00
Sponsorship Acquisition and Client Hospitality	\$1,000.00	\$12,000.00	\$60,000.00	\$65,000.00
Event Marketing and Promotion	\$5,000.00	\$18,000.00	\$90,000.00	\$150,000.00
Event Operations Management	Included Consulting Figure	\$12,000.00	\$60,000.00	\$80,000.00
Conferences and Trade Show Attendance	\$10,000.00	\$12,000.00	\$30,000.00	\$42,750.00
Reporting and Performance Tracking	\$2,000.00	\$12,000.00	\$20,000.00	\$55,000.00
<b>Total:</b>	<b>\$81,600.00</b>	<b>\$120,000.00</b>	<b>\$480,000.00</b>	<b>\$687,750.00</b>

## EVALUATORS

Name	Title
Teddy Meyer	Director of Tourism
Justin Pierce	Director of Parks and Recreation
Milton Towns	Director

## AGGREGATE SCORES SUMMARY

Vendor	Teddy Meyer	Justin Pierce	Milton Towns	Total Score (Max Score 105)
Airstream Ventures LLC	82	68	68	72.67
EZ SPORTS SERVICE LLC	78	67	69	71.33
Youniverse Media Inc	59	52	67	59.33
In House Strategy LLC	52	34	52	46



## EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Profile/Executive Summary (15 points)	Points Based	15

### Description:

a. **Introduction of Agency:**

- Provide an overview of the Agency's history, including the number of years in business and relevant experience in the sports tourism industry.
- Detail the Agency's size, including annual billings and staff count.
- Explain the structure and ownership.
- Include experience working with government entities, tourism boards, or similar organizations.
- List professional affiliations and memberships.

b. **Types of Services Offered:**

- Specify the services provided by the Agency, highlighting those relevant to the Scope of Work.
- Indicate whether services are performed in-house or outsourced to freelancers/contractors.
- Include the number of years your company has offered each service, particularly within the sports marketing and event recruitment space.
- Highlight the services that are considered the Agency's core specialties.

c. **Client Account Composition:**

- Describe the overall composition and diversity of client accounts managed by the Agency, with an emphasis on sports tourism and event marketing.

d. **Mission, Philosophy, and Differentiation:**

- State the Agency's mission and philosophy, in the context of sports marketing, event acquisition, and destination promotion.
- Explain what makes the Agency different from competitors, focusing on unique strengths, methodologies, and proven success in the sports market.
- Describe the Agency's approach to innovation in sports tourism marketing and event recruitment.

## EVALUATION TABULATION

RFP No. 24/25-063

Tourism Sports Sales and Development (RE-BID)

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Criteria	Scoring Method	Weight (Points)
Qualifications and Client Navigation (20 points)	Points Based	20

Description:

**A. Client Achievements:**

- Provide specific case studies or success stories showcasing measurable results in the sports tourism sector.
- Demonstrate past experience in securing major sporting events and sponsorships for destination marketing clients.
- Provide specific examples of working with communities of similar size and demographics as Clay County.

**B. Measuring Effectiveness:**

- Describe the methodologies used to evaluate the success of sports tourism initiatives.
- Provide KPIs, metrics, and analytical tools used to track event success, economic impact, and marketing effectiveness.
- Provide the methodology for tracking post-event community engagement and visitor retention.

**C. Destination Marketing Clients:**

- List any current clients that might be in competition with Clay County Tourism or pose a potential conflict of interest.
- Explain how potential conflicts are managed or avoided to maintain a clear focus on Clay County's objectives.
- A description of how the agency ensures tailored strategies for each client rather than a one-size-fits-all approach.

Criteria	Scoring Method	Weight (Points)
References (15 Points)	Points Based	15

Description:

Provide **five references** from previous or current clients within the sports tourism, event marketing, or destination marketing space.

*At least two references should be for event recruitment, sponsorship acquisition, or sports tourism marketing.*

Each reference must include:

- Name of entity/agency
- Summary of services provided

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EVALUATION TABULATION

Request For Proposal - Tourism Sports Sales and Development (RE-BID)

Page 4

## EVALUATION TABULATION

RFP No. 24/25-063

Tourism Sports Sales and Development (RE-BID)

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- Timeframe of performance
- Cost of services provided
- Point of contact (name, title, email, and phone number.

References will be evaluated based on responsiveness, satisfaction, and success of past projects

Criteria	Scoring Method	Weight (Points)
Team Organization Chart and Project Approach (35 points)	Points Based	35

Description:

**A. Key Personnel:**

- Provide summary bios for key personnel assigned to applicable projects.
- Include names, titles, credentials, years of experience, and tenure with the Agency.
- Highlight sports industry expertise and experience working with government or tourism organizations.
- Provide an overview of each key team member's specific role in executing Clay County's sports tourism strategy.

**B. Location:**

- Provide the location of the Agency's headquarters and any additional offices or staff that will be involved in this project, including those based locally or remotely.
- Indicate where each key personnel will be located (e.g., headquarters, local office, remote) and proximity to Clay County.
- Explain how the Agency will establish a local presence or integrate into the community to strengthen relationships with local stakeholders.

**C. Expertise in Clay County:**

- Explain how the Agency will develop in-depth knowledge of Clay County's sports venues, tourism assets, and community to position it as a competitive sports destination.
- Describe past experience working with similar emerging or mid-size sports tourism destinations.

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EVALUATION TABULATION

Request For Proposal - Tourism Sports Sales and Development (RE-BID)

Page 5

**D. Project Approach:**

- Describe how the Agency's team will integrate into Clay County's operations and collaborate with the County's Tourism Department.
- Explain how the Agency will handle sports event acquisition, sponsorship development, and marketing efforts to increase Clay County's competitiveness in the sports tourism sector.
- Describe how the Agency will secure sponsorships and funding opportunities beyond traditional sources.
- Provide the Agency's strategy for working with local businesses to enhance economic impact.
- Explain how the Agency will create a detailed outreach plan for attracting high-impact sporting events.

**E. Sales Process and Client Relationship Management**

- Describe the Agency's methodology for identifying and securing new sports events for Clay County.
- Outline the process for engaging and negotiating with event organizers, including strategies for winning bids.
- Detail the post-event relationship management strategy to ensure repeat business and long-term partnerships.

**A. Sales and Marketing Mix:**

- Explain how the Agency will market Clay County as a premier sports destination, leveraging a mix of digital, traditional, and event-based marketing tactics.
- Highlight innovative and adaptive strategies to keep up with the rapidly evolving sports sales and marketing landscape.
- Describe how the Agency will track and report marketing ROI.

Criteria	Scoring Method	Weight (Points)
Fee Structure - (15 Points)	Points Based	15

Description:

The Agency shall provide **a fixed, all-inclusive annual fee** for the services outlined in the Scope of Work.

This fixed fee must cover all costs and expenses related to service delivery, including but not limited to travel, lodging, materials, staffing, administrative support, and participation in conferences or trade shows. No additional charges, reimbursements, or fees will be permitted or paid by the County under any circumstances.

The Agency may request payment no more than once monthly.

The Fixed Fee structure will be comprised of the following:

- Consulting and Strategy Development
- Event Sales & Recruitment
- Sponsorship Acquisition & Client Hospitality
- Event Marketing & Promotion
- Event Operations Management
- Conferences & Trade Show Attendance
- Reporting & Performance Tracking

Monthly payments will be based on a 12-month contract term. The calculation for monthly payments is as follows:

**Monthly Payment Calculation:** Fixed Fee / 12 = Monthly Payment.

Criteria	Scoring Method	Weight (Points)
Local Preference (5 Points)	Points Based	5

Description:

Local Business Definition:

(A) a person or business entity which maintains a permanent place of business with full-time employees within Clay County for a minimum of twelve months prior to the date Bids or quotes were received for the purchase or contract at issue, which provides from

such permanent place of business the kinds of goods or services solicited, and which at the time of the solicitation submits the Local Business Affidavit of Eligibility; or

(B) a person or business entity which utilizes for at least 40% of the solicited work local Clay County sub-contractors or suppliers, meaning sub-contractors or suppliers which maintain a permanent place of business with full-time employees within Clay County for a minimum of twelve months prior to the date Bids or quotes were received for the purchase or contract at issue, provide from such permanent place of business the kinds of goods or services solicited, and at the time of the solicitation submit the Local Business Affidavit of Eligibility.

## 1. Scope of Work

### 1.1. History

Clay County, FL is an emerging destination currently in its developmental stages. Active destination marketing efforts include both a leisure campaign and a local campaign. The Clay County Tourist Development Council has completed the following projects:

- Strategic Plan (Attachment G)
- Sports Video ( <https://youtu.be/AEPz1eZBgWI> )

In February 2020, Clay County launched the Sports Tourism Initiative by partnering with Airstream Ventures to drive sports sales and marketing efforts. Surprisingly, the pandemic created numerous opportunities for Clay County to thrive in the sports marketplace.

To date, Clay County has hosted a variety of sports events, including:

- USA Cycling Amateur Road National Championship
- MotoSurf
- ProWatercross
- Roundnet
- Lacrosse
- Ultimate
- Flag Football
- First Coast Rugby Classic
- And more

Clay County offers a variety of venues that can accommodate sporting events. These include, but are not limited to, the Thrasher-Horne Center, Clay County Fairgrounds, Seamark Ranch, Plantation Sports Complex, Thunderbolt Park, the FIRM, Keystone Beach, Spring Park, Jennings State Forest, Ronnie Van Zant Park, Augusta Savage Park, and Clay County Regional Sports Complex.

The County's newest sports asset, the Clay County Regional Sports Complex, opened in April 2024. It features eight multi-purpose fields dedicated to tournament play, a restroom building and 400 parking spaces.

### 1.2. Purpose

The Clay County Board of County Commissioners (the "County") is seeking a qualified Agency to assist in the County's Tourism Department's Sports Marketing and Sales Initiative. The selected Agency will collaborate with the Tourism Department to position Clay County as a competitive player in the sports marketplace by developing and executing strategic initiatives that attract

sporting events, increase economic impact, and enhance Clay County's reputation as a premier sports destination.

The primary objectives of this initiative include:

- Increasing the number of sporting events that generate overnight stays hosted in Clay County.
- Driving local economic growth through sports tourism.
- Strengthening relationships with event organizers, sponsors, and stakeholders.
- Enhancing Clay County's visibility in the sports industry.
- Ensuring seamless event execution and delivering high-quality attendee experiences.
- Maintaining and growing existing sporting events and partnerships.

**Note:** County staff reserves the right to engage with additional sports tourism groups throughout the duration of the awarded Agreement.

### 1.3. [Scope](#)

The selected Agency will be responsible for the following:

#### **A. Consulting and Strategy Development**

- A. Conduct comprehensive market research to identify sporting events and festivals that align with Clay County's strategic objectives.
- B. Provide insights on industry trends, best practices, and competitor activity to enhance Clay County's position in the sports market.
- C. Act as a strategic advisor in the development of sports venues, amenities, and services to support future growth.

#### **B. Event Sales**

- A. Develop and present compelling proposals to event organizers to secure major sporting events.
- B. Design and develop new events uniquely suited to Clay County to drive participation and audience engagement.

#### **C. Sponsorship Acquisition and Client Hospitality**

- A. Identify and connect event planners with funding sources, sponsors, and the Florida Sports Foundation for potential grants or funding support.



- B. Provide exceptional hospitality services for sponsors and key stakeholders to enhance partnerships and long-term engagement.
- C. Have or obtain knowledge of TDC Sport Event Grants.

**D. Event Marketing, Promotion, and Reporting**

- A. Develop and execute a comprehensive sports marketing plan in collaboration with the Tourism Department.
- B. Work with event planners to implement joint marketing strategies that increase participation and attendance.
- C. Utilize social media to promote events, engage the community, and share content with stakeholders.
- D. Secure media coverage to generate visibility and excitement for hosted events.
- E. Provide professional photography and video production services to showcase events and venues.

**E. Event Operations Management**

- A. Identify and secure optimal venues that meet event requirements and deliver a high-quality attendee experience.
- B. Assist event planners in navigating the Clay County and municipal event permitting process for seamless operations.

**F. Attendance at Conferences/Trade Shows**

- A. Represent Clay County at key industry conferences and tradeshows, including but not limited to:
  - US Sports Congress
  - Innovation Think Tank (Sunshine Sports Council)
  - Sports ETA Sports Events Symposium
  - Florida Sports Foundation Annual Summit & Quarterly Meetings
  - TEAMS
  - Connect Sports
- B. Following each event or tradeshow, provide the Tourism Department with a roster of rights holders and other relevant contacts.

## **G. Development**

The selected Agency shall create an Event Feedback & Continuous Improvement Program Plan specific to Clay County within 60 days of the execution of Agreement.

The Agency will:

- Develop a system for collecting real-time feedback from event organizers, sponsors, participants, and attendees.
- Utilize surveys, focus groups, and digital platforms to gather insights.
- Ensure that the feedback gathered results in clear, actionable insights with specific recommendations for improving future events based on stakeholder input.
- Integrate the Event Feedback & Continuous Improvement Program Plan with existing tourism and sports development initiatives to ensure alignment with Clay County's broader strategic objectives
- Establish a feedback loop that ensures insights from previous events inform the planning and execution of future events, creating a cycle of ongoing improvement.

Event feedback reports shall be submitted to the Tourism Department within 90 days following each event.

## **H. Reporting/Deliverables**

The selected Agency shall provide quarterly written reports and biannual presentations to the Clay County Tourist Development Council (TDC), including but not limited to:

### Marketing & Outreach Summary

- Number and type of marketing initiatives executed.
- Number of meetings with potential event partners.
- Number of industry tradeshow/conferences attended to promote Clay County as a sports destination.
- Number of hosted site visits.

### Event Performance & Impact

- Total number of sporting and entertainment events secured through the Agency's efforts.
- Total number of sports and entertainment events directly operated by the Agency in Clay County.

- Total number of repeat events from previous years.
- Estimated economic impact generated by secured sports and entertainment events.
- Seasonal breakdown of events secured through the Agency's efforts, including the number of events obtained during:
  - Peak Months: March, April, May, and October
  - Off-Peak Months: January, February, June, July, August, September, November, and December

#### Funding & Financial Support

- Total number of outside funding sources secured.
- Details of Florida Sports Foundation support obtained.

#### Performance Tracking & Analytics

- Progress tracking of the sports marketing plan using available analytics.
- Key performance indicators (KPIs) to assess marketing effectiveness and event growth.
- Trends and opportunities the County may want to take advantage of to enhance sports tourism.

#### Challenges & Opportunities

- A lost business report outlining reasons events chose not to be held in Clay County.

#### Performance Measures

Within 60 days of the execution of the Agreement, the Agency and the Clay County Tourism Department will meet to establish mutually agreed-upon Goals related to all deliverables outlined in this RFP. These Goals will be defined for each Performance Measurement and recorded in a standardized table format.

This Performance Measurement table is intended to track the Agency's performance in meeting expected outcomes. It will be included with each subsequent Quarterly Report and may also be incorporated into biannual presentations to the Clay County Tourist Development Council (TDC).

Performance Measurements may include the following components:

- Measurement
- Goal

- Current Effort
- Percent of Goal Achieved

#### Anticipated Measurements

The following anticipated measurements will serve as the foundation for evaluating the Agency's performance. These may be refined during the initial goal-setting meeting but are expected to include, at a minimum:

- Number of events secured during Peak Months
- Number of events secured during Off-Peak Months
- Number of new event acquisition efforts initiated
- Number of new industry contacts established through networking on behalf of the County
- Number of recurring or returning events secured
- Number of overnight stays generated by events (e.g., hotel room nights)

#### *EXAMPLE OF PERFORMANCE MEASUREMENT TABLE:*

Measurement	Goal	Current Effort
Number of events secured during Peak Months.		
Number of events secured during Off-Peak Months.		
Number of new event acquisition efforts initiated.		
Number of new industry contacts established through networking on behalf of the County.		
Number of recurring or returning events secured.		
Number of overnight stays generated by events (e.g., hotel room nights).		

*Any additional documents, reports, or records may be requested by the County for the reports.*

#### 1.4. Term

The term shall commence on the Effective Date of the Agreement and shall remain in effect for a period of three (3) years from the Effective Date. The County has the option to renew the Agreement for two (2) additional one (1) year periods if it is deemed to be in the County's best interest to do so.

#### 1.5. Selection Criteria / Evaluation Committee

The Professional Services Evaluation Committee shall determine qualifications, interest and availability by reviewing all Bids received that express an interest in performing these services, and when deemed necessary, by conducting formal interviews of selected Bidders that are determined to be best qualified based upon the evaluation of the Bids.

Compliance with all requirements will be solely the responsibility of the Bidder. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the Bid as non-responsive.** The response to each of the criteria will be evaluated relative to the other responses received and the RFP shall be awarded to the most qualified Bidder that meets all requirements of the RFP. **Bidders are encouraged to arrange their Bids in a format that will offer ready review and evaluation of each criterion.** The Board of County Commissioners reserves the right to request oral presentations from one or more selected Bidders.

#### 1.6. Performance Evaluation

A work performance evaluation will be conducted periodically to ensure compliance with the awarded contract.

#### 1.7. Payment & Fees

The Agency shall provide a fixed, all-inclusive annual fee for the services outlined in the Scope of Work.

**This fixed fee must cover all costs and expenses related to service delivery, including but not limited to travel, lodging, materials, staffing, administrative support, and participation in conferences or trade shows. No additional charges, reimbursements, or fees will be permitted or paid by the County under any circumstances.**

The Agency may request payment no more than once monthly.

The Fixed Fee structure will be comprised of the following:

- Consulting and Strategy Development

- Event Sales & Recruitment
- Sponsorship Acquisition & Client Hospitality
- Event Marketing & Promotion
- Event Operations Management
- Conferences & Trade Show Attendance
- Reporting & Performance Tracking

Monthly payments will be based on a 12-month contract term. The calculation for monthly payments is as follows:

**Monthly Payment Calculation:** Fixed Fee / 12 = Monthly Payment.

#### **1.8. Cancellation of Contract**

If the awarded Agency fails to maintain acceptable product quality or to perform adequately in accordance with the terms, conditions and specifications established in this Request for Bid, the County reserves the right to cancel the contract upon thirty (30) days written notice to the Agency.

#### **1.9. Additional Services**

If the County and/or awarded Agency identifies any additional services to be provided by the Agency that are not covered under the Agreement but are beneficial to the County, such additional services shall be mutually negotiated between the County and the Agency.



Clay County  
Purchasing / Administrative and Contractual Services  
Karen Smith, Director of Purchasing  
477 Houston Street, Green Cove Springs, FL 32043

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**[AIRSTREAM VENTURES LLC] RESPONSE DOCUMENT REPORT**

RFP No. 24/25-063

Tourism Sports Sales and Development (RE-BID)

RESPONSE DEADLINE: May 29, 2025 at 4:00 pm

Report Generated: Friday, May 30, 2025

**Airstream Ventures LLC Response**

**CONTACT INFORMATION**

**Company:**

Airstream Ventures LLC

**Email:**

alan@airstreamventures.com

**Contact:**

Alan Verlander

**Address:**

3832 Baymeadows Road

#101

Jacksonville, FL 32217

**Phone:**

N/A

**Website:**

[WWW.AIRSTREAMVENTURES.COM](http://WWW.AIRSTREAMVENTURES.COM)

**Submission Date:**

May 29, 2025 12:42 PM (Eastern Time)



Clay County  
Purchasing / Administrative and Contractual Services  
Karen Smith, Director of Purchasing  
477 Houston Street, Green Cove Springs, FL 32043

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**[EZ SPORTS SERVICE LLC] RESPONSE DOCUMENT REPORT**

RFP No. 24/25-063

Tourism Sports Sales and Development (RE-BID)

RESPONSE DEADLINE: May 29, 2025 at 4:00 pm

Report Generated: Friday, May 30, 2025

**EZ SPORTS SERVICE LLC Response**

**CONTACT INFORMATION**

**Company:**

EZ SPORTS SERVICE LLC

**Email:**

liese@ezsportservice.com

**Contact:**

Liese Abili

**Address:**

1368 AZORA DRIVE  
DELTONA, FL 32725

**Phone:**

(954) 268-9017

**Website:**

[www.ezsportservice.com](http://www.ezsportservice.com)

**Submission Date:**

May 28, 2025 9:59 AM (Eastern Time)



# Gartner, Inc. Response

Pricing unsealed at May 30, 2025 9:00 AM

⊘ No Bid

"No Bid" submitted on May 21, 2025 2:09 PM for the following reason:  
*We do not offer the products or services sought*

**CONTACT INFORMATION**

Company

Gartner, Inc.

Email

[christie.dziubek@gartner.com](mailto:christie.dziubek@gartner.com)

Contact

Christie Dziubek

Address

56 Top Gallant Road  
Stamford, CT 06902-7700

Phone

N/A

Website

[www.gartner.com](http://www.gartner.com)

Submission Date

May 21, 2025 2:09 PM (Eastern Time)



Clay County  
Purchasing / Administrative and Contractual Services  
Karen Smith, Director of Purchasing  
477 Houston Street, Green Cove Springs, FL 32043

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**[IN HOUSE STRATEGY LLC] RESPONSE DOCUMENT REPORT**

RFP No. 24/25-063

Tourism Sports Sales and Development (RE-BID)

RESPONSE DEADLINE: May 29, 2025 at 4:00 pm

Report Generated: Friday, May 30, 2025

**In House Strategy LLC Response**

**CONTACT INFORMATION**

**Company:**

In House Strategy LLC

**Email:**

michael@inhousestrategy.com

**Contact:**

Michael Erkelens

**Address:**

732 Stonebridge Ct  
San Jose, CA 95125

**Phone:**

N/A

**Website:**

[www.InHouseStrategy.com](http://www.InHouseStrategy.com)

**Submission Date:**

May 29, 2025 12:56 PM (Eastern Time)

# Octagon Response

Pricing unsealed at May 30, 2025 9:00 AM

⊘ No Bid

"No Bid" submitted on May 19, 2025 10:12 AM for the following reason:  
*We do not offer the products or services sought*

CONTACT INFORMATION

Company  
Octagon

Email  
kathleen.flood@octagon.com

Contact  
Kath Flood

Address  
400 Atlantic St  
11th Floor  
Stamford, CT 06901

Phone  
N/A

Website  
[Octagon.com](https://octagon.com)

Submission Date  
May 19, 2025 10:12 AM (Eastern Time)



Clay County  
Purchasing / Administrative and Contractual Services  
Karen Smith, Director of Purchasing  
477 Houston Street, Green Cove Springs, FL 32043

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**[YOUNIVERSE MEDIA INC] RESPONSE DOCUMENT REPORT**

RFP No. 24/25-063

Tourism Sports Sales and Development (RE-BID)

RESPONSE DEADLINE: May 29, 2025 at 4:00 pm

Report Generated: Friday, May 30, 2025

**Youniverse Media Inc Response**

**CONTACT INFORMATION**

**Company:**

Youniverse Media Inc

**Email:**

sativa@onbrandcreative.agency

**Contact:**

Sativa Corlette-Estevez

**Address:**

2060 NW 1st Ave  
Miami, FL 33127

**Phone:**

N/A

**Website:**

<https://www.culturecreative.global/>


**Submission Date:**

May 29, 2025 3:59 PM (Eastern Time)








## Project View Count

642

## Vendor Funnel

 Followers	15
 Downloaders	25
 Applicants	6
 No Bids	2
 Submissions	4

## Vendors

Vendor	Followed	Downloaded	Applied	No Bid	Submitted
Airstream Ventures LLC  No Reviews <i>alan@airstreamventures.com</i>	✓	✓	✓		✓
Caprola Squad, Inc. <i>info@caprolasquad.com</i>		✓			
DF Interactive NC LLC <i>bids+opengov@davidfine.dev</i>		✓			
Deep House LLC <i>sativa@onbrandcreative.agency</i>	✓	✓	✓		✓
DestinationiQ  No Reviews <i>bryan@destinationiq.com</i>		✓			
EZ SPORTS SERVICE LLC <i>liese@ezsportservice.com</i>	✓	✓	✓		✓
Gartner, Inc.  4.4 <i>christie.dziubek@gartner.com</i>			✓	✓	
GovGuide  No Reviews <i>rfp@yourgovguide.com</i>		✓			
Green Administrative Services <i>haroldgreen197410@gmail.com</i>		✓			
In House Strategy LLC  No Reviews <i>michael@inhousestrategy.com</i>	✓	✓	✓		✓
J. Lane Construction  No Reviews <i>mike@jlane.com</i>		✓			
Jax Utilities Management, Inc.  No Reviews		✓			

amjames@jaxum.com				
None		✓		
<i>martin.larinas@gmail.com</i>				
North America Procurement Council Inc., PBC 		✓		
<i>notifications@napc.me</i>				
Octagon			✓	✓
<i>kathleen.flood@octagon.com</i>				
PWXPress  No Reviews	✓	✓		
<i>bids@pwxpress.com</i>				
Performance Wrapz LLC  No Reviews	✓	✓		
<i>kemberly@wrapsdirect.com</i>				
Prime Vendor Inc.  No Reviews		✓		
<i>primevendor124@gmail.com</i>				
Puget Media	✓	✓		
<i>vazul@pugetmedia.com</i>				
Raconteurs LLC  No Reviews	✓			
<i>matt@raconteurs.us</i>				
SenoPro LLC	✓			
<i>senoprotx@gmail.com</i>				
Seven Outsource  No Reviews	✓	✓		
<i>rfpalerts@gmail.com</i>				
Source Management  No Reviews		✓		
<i>sourcemanagement@deltek.com</i>				
Staffing Delivered	✓	✓		
<i>taylor@staffingdelivered.com</i>				
StoneCreek Partners LLC  No Reviews	✓	✓		
<i>scprfps@gmail.com</i>				
The Pink Collective	✓	✓		
<i>roly@thepinkcollective.com</i>				
VendorLink, LLC  No Reviews	✓	✓		
<i>bids@evendorlink.com</i>				
Visual		✓		
<i>visualbidalerts@gmail.com</i>				
bidnet	✓	✓		
<i>gbs@bidnet.com</i>				






# Final RFP Back up

Final Audit Report

2025-06-18

Created:	2025-06-18
By:	Alyssa Pierson (Alyssa.Pierson@claycountygov.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWHrsRJfunXbbSO6IMaDI1tSSAy_FH7Cb

## "Final RFP Back up" History

-  Document created by Alyssa Pierson (Alyssa.Pierson@claycountygov.com)  
2025-06-18 - 6:33:02 PM GMT
-  Document emailed to teddy.meyer@claycountygov.com for signature  
2025-06-18 - 6:36:40 PM GMT
-  Email viewed by teddy.meyer@claycountygov.com  
2025-06-18 - 7:55:50 PM GMT
-  Signer teddy.meyer@claycountygov.com entered name at signing as Teddy Meyer  
2025-06-18 - 7:57:48 PM GMT
-  Document e-signed by Teddy Meyer (teddy.meyer@claycountygov.com)  
Signature Date: 2025-06-18 - 7:57:50 PM GMT - Time Source: server
-  Agreement completed.  
2025-06-18 - 7:57:50 PM GMT





Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Board of County Commissioners

DATE:

FROM: Administrative and  
Contractual Services

**SUBJECT:**

Approval to post Notice of Intent to Award Bid No. 24/25-081, Fleming Island Library HVAC Replacement Project to Carroll Mechanical & Plumbing, Inc. in the amount of \$389,784.00. Approval of award will be effective after the 72-hour protest period has expired. Final Completion shall be obtained thirty (30) days from the date of execution of the Agreement.

ThermaServe Mechanical, Inc. was the original Lowest Responsive Bidder with a Bid amount of \$389,784.94. However, Carroll Mechanical & Plumbing, Inc. claimed and qualified for Local Preference, their original bid was within five percent (5%), and they agreed to beat the lowest bid.

**Funding Source:**

General Fund - Building Maintenance - Machinery and Equipment - Capitalized - Fleming Island Library HVAC

**AGENDA ITEM TYPE:**

---

**BACKGROUND INFORMATION:**

The County requested Bids from licensed Contractors to perform the demolition, removal, and replacement of eight (8) split HVAC systems and associated components. The work includes removing existing air handling units, condensing units, copper line sets, electrical disconnects, and thermostats. Contractors will install new Carrier heat pump split systems, Eco-bee smart thermostats, auxiliary drain pans with switches, and updated electrical infrastructure. The project also includes the installation of a new Mitsubishi mini-split 2-zone system with electrical service for two (2) office spaces. Final Completion shall be obtained thirty (30) days from the date of execution of the Agreement.

In accordance with the County's Purchasing Policy (Chapter 5: Purchasing Rules, Section 11. Local Preference for Local Businesses), Carroll Mechanical & Plumbing, Inc. was provided the opportunity to match or beat the Lowest Bid. They responded within the required forty-eight (48)



business hours and agreed to beat the Low Bid of \$389,784.94 by submitting a revised Bid of \$389,784.00.

988 Suppliers notified  
30 Suppliers downloaded the Bid  
2 Bids were received  
11 Contractors attended the Mandatory Pre-Bid Meeting

Pursuant to Chapter 5, Section C. of the Purchasing Policy, the County Manager is authorized to approve and execute the Agreement on behalf of the Board following Board approval of the award.

<u>Is Funding Required (Yes/No):</u>	<u>If Yes, Was the item budgeted</u>
<b>Yes</b>	<u>(Yes/No/N/A):</u>
	<b>Yes</b>

**Funding Source:**

General Fund - Building Maintenance - Machinery and Equipment - Capitalized - Fleming  
Island Library HVAC

**Account No.:**

FD1000 - CC1150 - SC564100 - PRJ100510

<u>Sole Source (Yes/No):</u>	<u>Advanced Payment</u>
<b>No</b>	<u>(Yes/No):</u>
	<b>No</b>

Planning Requirements:

Public Hearing Required (Yes/No):

**No**

Hearing Type:

Initiated By:

N/A

**ATTACHMENTS:**

Description	Type	Upload Date	File Name
▣ BidBackup	Backup Material	6/18/2025	BidBackup_Bid_No._2425-081.ADA.pdf

**REVIEWERS:**

Department Reviewer	Action	Date	Comments
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## BID RECOMMENDATION FORM

**TITLE:**

RFB No. 24/25-081 Fleming Island Library HVAC Replacement Project

**DATE OF RECOMMENDATION:**

June 24, 2025

**BIDDERS**

Carroll Mechanical & Plumbing, Inc.

ThermaServe Mechanical Inc.

Watts Mechanical & Plumbing Inc.

**BID TOTAL**

\$389,784.00

\$389,784.94

NO BID

**FUNDING SOURCE:** General Fund - Building Maintenance - Machinery and Equipment - Capitalized - Fleming Island Library HVAC

**RECOMMENDATION:**

Approval to post Notice of Intent to Award Bid No.24/25-081, Fleming Island Library HVAC Replacement Project to Carroll Mechanical & Plumbing, Inc. in the amount of \$389,784.00.

In accordance with the County's Purchasing Policy (Chapter 5: Purchasing Rules, Section 11: Local Preference for Local Businesses), Carroll Mechanical & Plumbing, Inc. was provided the opportunity to match or beat the Lowest Bid. They responded within the required forty-eight (48) business hours and agreed to beat the Low Bid of \$389,784.94 by submitting a revised Bid of \$389,784.00.

**If only one Bid is received, state reason why accepted and not rebidding:**

N/A

**Staff Assigned to Tabulate Bids and Make Recommendations:**

**NAME/TITLE:**

Gene Price Facilities Director

**SIGNATURE:**

## BID TABULATION FORM

RFB: 24/25-081

Date:

June 6, 2025

Proj: **Fleming Island Library HVAC Replacement Project**

Time Open:

9:00 AM

Ad: Clay Today: April 24, 2025

Time Close:

9:02 AM

This is a generic Bid Tabulation Form; all required bid documents will be verified prior to bid recommendation.

### Bids to be evaluated based on evaluation criteria established in bid document

Bidder		Addendum	Bid Bond	Total
1	Carroll Mechanical & Plumbing, Inc	N/A	CC 6040638	\$399,997.00
2	ThermaServe Mechanical Inc.	N/A	Yes	\$389,784.94
3	Watts Mechanical & Plumbing Inc.	NO BID		
4				

**In accordance with the County's Purchasing Policy (Chapter 5: Purchasing Rules, Section 11. Local Preference for Local Businesses), Carroll Mechanical & Plumbing, Inc. was provided the opportunity to match the Lowest Bid. They responded within the required forty-eight (48) business hours and agreed to beat the Low Bid of \$389,784.94 by submitting a revised bid of \$389,784.00.**



Clay County  
Purchasing / Administrative and Contractual Services

477 Houston Street, Green Cove Springs, FL 32043

EVALUATION TABULATION  
RFB No. 24/25-081  
Fleming Island Library HVAC Replacement Project  
RESPONSE DEADLINE: June 5, 2025 at 4:00 pm

SELECTED VENDOR TOTALS

Vendor	Total
Carroll Mechanical & Plumbing, Inc (Local Preference Claimed for Local Business per County Purchasing Policy)	\$389,784.00
ThermaServe Mechanical Inc.	\$389,784.94
Carroll Mechanical & Plumbing, Inc	\$399,997.00

TABLE 1

					Carroll Mechanical & Plumbing, Inc		Carroll Mechanical & Plumbing, Inc (Local Preference Claimed for Local Business per County Purchasing Policy)		ThermaServe Mechanical Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	1	All Inclusive Total Price	1	Lump Sum	\$399,997.00	\$399,997.00	\$389,784.00	\$389,784.00	\$389,784.94	\$389,784.94
Total						\$399,997.00		\$389,784.00		\$389,784.94



Clay County  
Purchasing / Administrative and Contractual Services

477 Houston Street, Green Cove Springs, FL 32043

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[CARROLL MECHANICAL & PLUMBING, INC] RESPONSE DOCUMENT REPORT

RFB No. 24/25-081

Fleming Island Library HVAC Replacement Project

RESPONSE DEADLINE: June 5, 2025 at 4:00 pm

Carroll Mechanical & Plumbing, Inc Response

CONTACT INFORMATION

**Company:**

Carroll Mechanical & Plumbing, Inc

**Email:**

office@carrollmpi.com

**Contact:**

David Carroll

**Address:**

3518 Devilwood St.  
Middleburg, FL 32068

**Phone:**

N/A

**Website:**

N/A

**Submission Date:**

Jun 5, 2025 2:14 PM (Eastern Time)

**PRICE TABLES**

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	All Inclusive Total Price	1	Lump Sum	\$399,997.00	\$399,997.00
<b>TOTAL</b>					<b>\$399,997.00</b>



Clay County  
Purchasing / Administrative and Contractual Services

477 Houston Street, Green Cove Springs, FL 32043

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[THERMASERVE MECHANICAL INC.] RESPONSE DOCUMENT REPORT

RFB No. 24/25-081

Fleming Island Library HVAC Replacement Project

RESPONSE DEADLINE: June 5, 2025 at 4:00 pm

ThermaServe Mechanical Inc. Response

CONTACT INFORMATION

**Company:**

ThermaServe Mechanical Inc.

**Email:**

jtheologus@thermaserve.com

**Contact:**

James Theologus

**Address:**

7071 Davis Creek Rd  
Jacksonville, FL 32256

**Phone:**

(904) 476-3340

**Website:**

[Thermaserve.com](https://thermaserve.com)

**Submission Date:**

Jun 5, 2025 9:31 AM (Eastern Time)



PRICE TABLES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	All Inclusive Total Price	1	Lump Sum	\$389,784.94	\$389,784.94
TOTAL					\$389,784.94

# Watts Mechanical & Plumbing Inc. Response

*Pricing unsealed at Jun 6, 2025 9:00 AM*

⊘ No Bid

"No Bid" submitted on Jun 2, 2025 8:45 AM for the following reason:

*Current work load*

## CONTACT INFORMATION

Company

Watts Mechanical & Plumbing Inc.

Email

kenny@wattsmechplumb.com

Contact

Ken Hohorst

Address

13490 Hance Lane  
Jacksonville, FL 32220

Phone

N/A

Website

N/A

Submission Date

Jun 2, 2025 8:45 AM (Eastern Time)

# 1. Scope of Work

## 1.1. Purpose

The Clay County Board of County Commissioners (County) is requesting bids from qualified Contractors to perform the demolition, removal, and replacement of eight (8) split HVAC systems and associated components. The work includes removing existing air handling units, condensing units, copper line sets, electrical disconnects, and thermostats. Contractors will install new Carrier heat pump split systems, Eco-bee smart thermostats, auxiliary drain pans with switches, and updated electrical infrastructure. The project also includes the installation of a new Mitsubishi mini-split 2-zone system with electrical service for two (2) office spaces.

## 1.2. Mandatory Pre-Bid Meeting

A Mandatory Pre-Bid Meeting will be held on May 9, 2025 at the Fleming Island Library, 1895 Town Center Blvd, Fleming Island, FL 32003 with a start time of 10:00 am. Attendees from the public are required to sign in upon arrival, with the sign-in sheet provided by a Purchasing Department representative. Once the sign-in sheet has been collected, the Pre-Bid Meeting will officially commence. Please note that no additional attendees will be allowed to sign in or participate in the meeting after the sign-in sheet has been collected.

## 1.3. Scope

### 1. Demolition and Removal

1. Remove eight (8) split systems along with refrigerant and haul off
2. Remove eight (8) existing outside electrical disconnects
3. Remove four (4) inside disconnects 3ph and convert over to 208/230 1ph disconnects
4. Remove eight (8) existing thermostats
5. Remove existing copper line sets

### 2. Equipment Identification

1. Unit 1: AHU 7.5-ton | CDU #1a 4-ton / #1b 4-ton
2. Unit 2: AHU 3.5-ton | CDU #2 3.5-ton
3. Unit 3: AHU 15-ton | CDU #3 15-ton
4. Unit 4: AHU 3.5-ton | CDU #4 3.5-ton
5. Unit 5: AHU 3.5-ton | CDU #5 3.5-ton
6. Unit 6: AHU 7.5-ton | CDU #6a 4-ton / #6b 4-ton
7. Unit 13: AHU 5-ton | CDU #13 5-ton

8. Unit 14: AHU 15-ton | CDU #14 15-ton

**3. Installation**

1. Install eight (8) new Carrier heat pump split systems
2. Install new copper line sets per manufacturer specifications along with new thermostat wire
3. Run new copper line sets through wall and not through existing chase under the concrete slab
4. Install eight (8) new Eco-bee smart thermostat premium
5. Install eight (8) new outside electrical disconnects
6. Install four (4) new inside electrical disconnects
7. Install eight (8) new auxiliary floor drain pans for air handlers with pan switches
8. Install new Mitsubishi mini-split heat pump 2-zone system, 12k BTU heads in two (2) separate offices
9. New electrical shall be provided for new mini-split

**1.4. [Site Inspections](#)**

It is incumbent upon all Bidders to examine the site and insure that they are aware of all conditions that may affect the contract work. The County will not be responsible for conclusions made by the Contractor. No claims for additional compensation will be considered on behalf of any Contractor, subcontractor, materials suppliers or others on account of that person's failure to be fully informed of all requirements of all parts of this RFB.

**1.5. [Work Hours](#)**

Workdays and hours – Normal work hours of Monday through Friday, 7:30 a.m. to 5:00 p.m. unless approved by the County Project Manager or designee.

Any work performed outside of the normal County business hours will require prior County approval and payment to the County for all expenses incurred by the County may be required.

**1.6. [Permit & Fees](#)**

The Contractor shall comply with all applicable State and local laws, ordinances, codes, and regulations. The Contractor is required to familiarize themselves with all permits required that pertain to the Scope of Work specified in this RFB, If a County permit is required, this project is not exempt from permit fees and permit fees must be paid to the County Building Department by the Contractor.

For questions about Clay County permitting please contact:

Clay County Building Department

Phone: (904) 269-6307

Email: [permits@claycountygov.com](mailto:permits@claycountygov.com)

Website: <https://www.claycountygov.com/government/building>

All applicable permits, fees, licenses, and final County and municipality inspections are the responsibility of and will be paid for by the Contractor as specified in the plans.

All other permits, assessments, fees, bonds, and other charges as necessary to perform and complete the work of the awarded Contract are the responsibility of and will be paid for by the Contractor, including any related inspection fees. Utility service connection fees shall be paid for by the County.

### 1.7. Clean up & Restoration of Site

Contractor shall remove all debris from site and dispose of the debris appropriately at the Contractors expense.

Contractor shall maintain work site in a safe manner, and daily clear construction debris.

### 1.8. Workmanship

Where not more specifically described in this document, workmanship shall conform to all of the methods and operations of best standards and accepted practices of the trade or trades involved, and shall include all items of fabrication, construction or installation regularly furnished or required for completion of the services.

### 1.9. Contractor and Subcontractor Requirements

1. The Contractor shall be licensed to perform all work listed in the Scope of Work provided.
2. Contractor shall obtain all permits to complete the project in accordance with the contract documents.
3. All work will be performed in accordance with the most applicable state and local regulations.
4. The Contractor shall own or have full access to the appropriate personnel and equipment to complete the project requested.
5. The Contractor and subcontractors may be requested to provide a list of equipment with identification (i.e. serial #, VIN, etc.), personnel with their position (e.g. foreman, laborer, etc.), and percentage of work performed.

### 1.10. Damage to Public or Private Property

The Contractor is responsible for anything damaged due to the direct result of installation or construction. Remove all debris from site and dispose of appropriately at Contractor expense. If

property (public or private) is damaged while Contractor is performing work specified or is removed for the convenience of the work, it shall be repaired or replaced at the expense of the Contractor in a manner acceptable to the County prior to the final acceptance of the work. Contractor will be responsible for applying and securing any permits that may be required to complete such repairs.

Contractor must provide protection necessary to prevent damage to property being repaired or replaced.

If the work site has any pre-existing damage, the Contractor shall notify the County Project Manager in writing. Failure to do so shall obligate the Contractor to make repairs per the above section. Any damage to property (public or private) caused by the action of the Contractor shall be repaired or replaced at the expense of the Contractor to the satisfaction of the County. Failure to restore said property within five (5) working days following notification will result in a deduction from the final payment invoice. All damages which occur as a result of the Contractor's application of materials shall be remedied by the Contractor at no additional cost to the County. Repairs made as a result of damage must be guaranteed for a period of thirty (30) days. Should the replacement be damaged within the thirty (30) day period, the Contractor shall replace the materials continually until the area is re-established.

Should the County have any expenses incurred due to the Contractor not restoring the property/damage within said time, any appropriate labor, material, and/or equipment use or rental to restore damaged property to its original condition will be deducted from the final Invoice prior to a payment being made.

#### 1.11. Compliance with Occupation Safety and Health Act

The Contractor warrants that the product(s) and/or service(s) supplied to Clay County shall conform in all respects to the standards set forth in the Occupational Safety and Health Act (OSHA) of 1970 as amended and the failure to comply will be considered a breach of contract. Clay County shall be held harmless against any unsafe conditions and contractor employee incidents.

Contractor certifies that all material, equipment, services, etc., furnished in this Bid meets all OSHA requirements for the applicable Sectors. Contractor further certifies that, if the successful Bidder, and the material, equipment, service, etc., delivered or provided is subsequently found to be deficient in any OSHA requirement in effect on date of delivery or service fulfillment date, all costs necessary to bring the material, equipment, service, etc., into compliance with the aforementioned requirements shall be borne by the Bidder. All Personal Protective Equipment used by the Contractor and their employees shall be ANSI certified and meet OSHA standards.

### 1.12. Unsatisfactory Equipment and/or Services

The County will discuss all instances of unacceptable equipment and/or services with the awarded Contractor. This shall be immediately rectified by the Contractor at no charge to the County, to include any labor and materials as it may apply.

During this time, the County may suspend service with the Contractor until the problem(s) are corrected or may elect to use another company on an emergency basis. A record of failure to perform or of an unsatisfactory performance may result in supplier debarment.

### 1.13. Payment

The Contractor may request payment no more than once monthly, based on the amount of work completed. All partial estimates and payments found to be in error shall be subject to correction in the estimates and payments subsequent thereto, and in the final estimate and payment. Payments will be made in accordance with the Florida Local Government Prompt Payment Act.

The amount of such payments shall be the total value of the project work completed to the date of the estimate, based on the quantities and the Contract unit and/or lump sum prices, less an amount retained and less payments previously made. The amount retained shall be determined in accordance with Section 255.078, Florida Statutes.

### 1.14. Warranty

The Contractor shall provide a warranty for all workmanship and materials for a period of five (5) years unless a longer manufacture warranty / guarantee time is given or specified elsewhere in the plans and specifications associated with the RFB.

### 1.15. Direct Purchase Program

The County may wish to utilize a Direct Purchase Program to purchase materials and equipment for construction of this project to maximize sales and use tax savings (see attached special provisions relating to the Direct Purchase Program).

At the County's option, the Contractor shall be required to provide the County with the details of their Purchase Order, including vendor name, address, and quantity and type of materials being ordered. The County may choose to order the major materials related to the construction and/ or equipment related to the construction direct. Should the County choose to do this, any payment for materials that is made direct by the County (plus an amount equal to the sales tax that would have been paid by the Contractor) for the materials shall be a direct deduct from the Contractor's Contract as if the payment were made direct to the Contractor. The whole purpose of this provision is to save the amount of sales taxes that would be otherwise be assessed to the Contractor for purchases required for the construction.

#### 1.16. Term

Final completion shall be obtained thirty (30) days from the date of execution of the Agreement.

#### 1.17. Liquidated Damages

The Contractor shall be assessed Liquidated Damages (LD) of \$100.00 for each day past final completion date set by the contract.

#### 1.18. Performance Evaluation

A work performance evaluation will be conducted periodically to ensure compliance with the Contract.

#### 1.19. Cancellation of Contract

If the awarded Contractor fails to maintain acceptable product quality or to perform adequately in accordance with the terms, conditions and specifications established in this Request for Bid, the County reserves the right to cancel the contract upon thirty (30) days written notice to the Contractor.

#### 1.20. Value Engineering

The County reserves the right to engage in value engineering discussions prior to the award of the RFB.

The County will give the lowest qualified Bidder the opportunity to determine if viable options exist to meet the budget threshold without substantially reducing the scope of the project as designed and solicited.

#### 1.21. Additional Services

If the County and/or awarded Contractor identifies any additional services to be provided by Contractor that are not covered under the Agreement but are beneficial to the County, such additional services shall be mutually negotiated between the County and the Contractor.

#### 1.22. Subcontractors and Major Material Suppliers

Contractor shall submit names of subcontractors and major material suppliers that they anticipate utilizing for any portion of the Work required within this RFB.

The County reserves the right to approve all subcontractors. If subcontractors are to be utilized, their names must be included within this Bid. The County may request references of the subcontractors prior to approval. Responsibility for the performance of the Contract remains with the main Contractor exclusively. After the commencement of the project, Sub-Contractors may be added or modified during the Contract period only with prior written permission from the County, and only for reasonable cause, as judged by the County. If any subcontractor or Major Material Supplier is found to be incompetent, careless, or neglectful, or unduly delays progress of work, they shall be dismissed. Another shall then be employed in its place, as approved the County.



## Project View Count

868

## Vendor Funnel

 Followers	17
 Downloaders	30
 Applicants	4
 No Bids	1
 Submissions	2

## Vendors

Vendor	Followed	Downloaded	Applied	No Bid	Submitted
Air - Max Heating & Cooling, Inc. <i>mike@airmaxop.com</i>		✓			
Alderman & Masters Electric LLC <i>aldermanmasterselectric@yahoo.com</i>	✓	✓	✓		
Blackridge Research and Consult <i>venkatesh@blackridgeresearch.com</i>		✓			
CT Mechanical <span>No Reviews</span> <i>levi@ctmechanical.us</i>	✓	✓			
Carroll Mechanical & Plumbing, Inc. <i>office@carrollmpi.com</i>	✓		✓		✓
ConstructConnect <span>No Reviews</span> <i>content@constructconnect.com</i>		✓			
Construction Bid Source <i>tgephart@constructionbidsource.com</i>		✓			
DF Interactive LLC <i>david@davidfine.dev</i>		✓			
DF Interactive NC LLC <i>bids+opengov@davidfine.dev</i>		✓			

Dave Scott's Heating and Air LLC <i>dscottssair@gmail.com</i>	✓	✓			
Dodge Construction Network <i>rhona.priego@construction.com</i>		✓			
Dodge Data And Analytics <input type="button" value="No"/> <i>jayalakshmil@construction.com</i>		✓			
Engineered Air <input type="button" value="No Reviews"/> <i>jamie.wilson@engineeredair.com</i>		✓			
Engineered Air <input type="button" value="No Reviews"/> <i>brad.kroger@engineeredair.com</i>	✓	✓			
Fga <i>juanjorg222@gmail.com</i>	✓	✓			
Florida Surety Bonds, Inc. <input type="button" value="No"/> <i>kim@floridasuretybonds.com</i>	✓				
Florida Surety Bonds, Inc. <input type="button" value="No"/> <i>sarah@floridasuretybonds.com</i>	✓				
Gervais Ventures LLC <i>ngervais@gervaisventures.com</i>	✓	✓			
Green Administrative Services <i>haroldgreen197410@gmail.com</i>		✓			
Hobbs Construction <input type="button" value="No Review"/> <i>james@hobbsgc.com</i>		✓			
KBT Contracting Corp <input type="button" value="No Rev"/> <i>info@kbtcorp.com</i>	✓				
Mid State Builders Exchange Inc <i>hugh@bxplanroom.com</i>	✓	✓			
New Constructors <i>faseehur08@gmail.com</i>		✓			
None <i>martin.larinas@gmail.com</i>		✓			
North America Procurement Cour <i>notifications@napc.me</i>		✓			
PV Inc		✓			

<i>primevendor123@gmail.com</i>					
Perry Roofing <span>No Reviews</span> <i>jschmidt@perryroofing.com</i>	✓				
Prime Vendor Inc. <span>No Reviews</span> <i>primevendor124@gmail.com</i>		✓			
Source Management <span>No Reviews</span> <i>sourcemanagement@deltek.com</i>		✓			
T & M Electric of Clay County, LLC <i>dan@tmelectricinc.com</i>	✓	✓			
ThermaServe Mechanical Inc. <span>No Reviews</span> <i>sroyer@thermaserve.com</i>	✓	✓	✓		✓
VendorLink, LLC <span>No Reviews</span> <i>bids@evendorlink.com</i>		✓			
Vent Kings Florida <i>ventkingsflorida@gmail.com</i>	✓	✓			
Watts Mechanical & Plumbing Inc <i>kenny@wattsmechplumb.com</i>	✓	✓	✓	✓	
bidnet <i>gbs@bidnet.com</i>	✓	✓			



In Partnership With  

**OPENGov**  
 PROCUREMENT

Mandatory Pre-Bid Meeting, May 9, 2025

RFB No. 23/24-081, Fleming Island Library HVAC Replacement Project

Company	First Name	Last Name	Phone Number	Email Address
AIR SOLUTIONS	BRIAN	COTHREN	(704) 626-5555	2BCOTHREN@GMAIL.COM
Apex Mechanical	MARC	St. PETER	(904) 810-8741	1stPeter@ApexJax.com
PEAK POWER	ROB	CRERAR	(813) 312-6000	ROBMCERAR@PEAKPOWERSERVICES.COM
ALDERMAN & MASTERS Electric	DARRYL	MASTERS	(904) 773-3627	ALDERMANMASTERS@YAHOO.COM
Alderman & Masters Electric	Zach	Vanaman	(904) 203-9567	AldermanMasters@Yahoo.com
Vent Kings FL	Roberto	GARCIA	(904) 294-1912	rventkingsflorida@gmail.com
MSI	Damen	Thomas	(904) 472-4351	DMTHOMAS@MSIFLA.COM
THERMABEQUE	JAMES	THEOLOGUS	(904) 476-3340	JTHEOLOGUS@THERMABEQUE.COM
1-145 Mach & Plbg + V Mechanical	KENNY	HODORST	(904) 314-7091	Kenny@wattsnehlplumb.com
	Ryan	WICKERY	904-234-4123	RWickery@hvfsusa.com

Company	First Name	Last Name	Phone Number	Email Address
Carroll Mech. & Plumbing, Inc	David	Carroll	(904) 545-7401	office@carrollmpei.com
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Board of County Commissioners

DATE:

FROM: Administrative and Contractual  
Services

**SUBJECT:**

A) Approval of the Agreement for Clinical Services with Command Counseling Center LLC in the amount of \$176,400.00 (900 sessions) annually to be paid quarterly beginning on the effective date and renewing annually for a 3-year term. Proposal has increased from \$96,996.00 (500 sessions) due to the need for a higher number of sessions, level of service, and number of Clay County employees.

B) Approval of advanced quarterly payments.

C) Approval as a sole source provider.

Funding Source:

75% Fire Control MSTU Fund - Fire Control MSTU - Medical, Dental and Related  
25% - General Fund - Rescue Services - Medical, Dental and Related

**AGENDA ITEM TYPE:**

---

**BACKGROUND INFORMATION:**

Command Counseling Center is a mental health organization that strives to reduce mental health decompensation in the First Responder Industries by providing knowledgeable counseling, training, critical incident support, clinical assessments, and consulting to first responders, emergency service departments, personnel, and their families. Command Counseling Center, LLC. meets the National Fire Protections Associations (NFPA) 1500 standards for providers. Current Agreement (2021/2022-188 RN2), which expires June 27, 2025, provided for 500 sessions, however 950 sessions were used. New monthly rate of \$14,700.00 includes enhanced service delivery and 900 sessions annually increased from 500 per year. Any unused sessions will roll over into the following year. Command Counseling was previously approved as a sole source provider due to the specialized training of all therapists in the first responder culture and trauma exposure, its crisis response delivery methods, and program support processes.

Per the County's Policy, a Notice of Intent to Single/Sole Source has been posted on the County's website for at least seven (7) Business Days.

Is Funding Required (Yes/No):  
**Yes**

If Yes, Was the item budgeted  
(Yes/No/N/A):  
**Yes**

Funding Source:

75% Fire Control MSTU Fund - Fire Control MSTU - Medical, Dental and Related

25% - General Fund - Rescue Services - Medical, Dental and Related

Sole Source (Yes\No):      Advanced Payment  
**Yes**                              (Yes\No):  
                                         **Yes**

ATTACHMENTS:

Description	Type	Upload Date	File Name
▢ Contracts_Command Counseling	Agreement/Contract	6/18/2025	Command_Counseling_Services_Agreement.ADA.pdf
▢ Contracts_Command Counseling Sole Source	Cover Memo	6/18/2025	Command_Counseling_Sole_Source_Memo.ADA.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Administrative and Contractural Services	Hamilton, Alyssa	Approved	6/19/2025 - 6:56 AM	Item Pushed to Agenda

**AGREEMENT FOR CLINICAL SERVICES**  
**WITH COMMAND COUNSELING CENTER**

This Agreement for Clinical Services with Command Counseling Center (“Agreement”) is entered into this \_\_\_\_ day of June, 2025, and is between Command Counseling Center, LLC, a Florida Limited Liability Company (“Contractor”), and Clay County, a political subdivision of the State of Florida (the “County”).

**RECITALS**

**WHEREAS**, first are regularly exposed to traumatic events and life-threatening situations in the course of their duties; and

**WHEREAS**, such exposure contributes to a higher prevalence of mental health conditions among first responders compared to the general population; and

**WHEREAS**, the Contractor is a mental health organization dedicated to reducing mental health crises within first responder communities; and

**WHEREAS**, the Contractor offers specialized services including counseling tailored to first responders, training, critical incident support, clinical assessments, and consulting to emergency service departments, personnel, and their families throughout Florida and across the United States; and

**WHEREAS**, the Contractor is currently under agreement with the County to provide mental health services, with that agreement scheduled to expire on June 27, 2025; and

**WHEREAS**, the County has determined that the Contractor is the sole provider of these specialized services in the Clay County area, and therefore solicited a sole source proposal from the Contractor to continue providing such services; and

**WHEREAS**, the Contractor submitted a proposal in response to the County’s request; and

**WHEREAS**, the Contractor is duly licensed and qualified to perform the requested services; and

**WHEREAS**, the parties desire to enter into this Agreement under which the Contractor will continue to provide these services in accordance with the terms and conditions set forth herein.

**NOW THEREFORE**, in consideration of the foregoing recitals, the mutual covenants and promises set forth herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged and all objections to the sufficiency and adequacy of which are hereby



waived, the parties agree as follows:

**1. THE SERVICES**

- (a) The above recitals are true and correct and are incorporated herein by reference.
- (b) The Contractor shall provide the services described in this Agreement (the “Services”) to the County in accordance with and subject to the terms and conditions set forth herein and in the Contractor’s Proposal, attached hereto as **Attachment A** and incorporated herein by reference. The Services shall include consulting, Behavioral Health Manager (BHM) services, critical incident assessments, peer support team services, training, and counseling, as further detailed in **Attachment A**.
- (c) All response times, availability requirements, and other service-level expectations applicable to the Services are set forth in **Attachment A** and shall be binding as if fully stated herein. Failure to meet such performance standards may result in withholding of payment or termination of this Agreement, in accordance with its terms.
- (d) The Contractor represents and warrants to the County that Contractor is experienced with providing the Services described in this Agreement and is qualified and competent to perform such Services. The Contractor shall perform all Services in a professional, timely, and competent manner consistent with industry standards and in accordance with all applicable laws, rules, and regulations.
- (e) In entering into this Agreement, the Contractor represents and warrants that it presently possesses, or will obtain in a timely manner, all equipment, materials, and personnel necessary to fully perform the Services described herein. The Contractor shall assign sufficient qualified personnel as are required to ensure the diligent, timely, and competent performance of the Services in accordance with the terms of this Agreement. The Contractor shall ensure that all personnel assigned to perform the Services: (1) are properly trained, licensed, and certified as may be required by applicable law and industry standards; (2) possess the necessary qualifications and experience to carry out their assigned duties; and (3) comply with all applicable terms and conditions of this Agreement.
- (f) In performance of the Services, the Contractor is bound by and shall comply with all terms and conditions of this Agreement and all applicable federal, state, and local laws, statutes, and regulations, as they may be modified from time to time, or any new laws that may be established during the term of the Agreement. Any reference in this Agreement to a particular law, rule, or regulation in no way implies that no other law, rule, or regulation applies. Any violation of these laws, rules, and regulations shall constitute a material breach of this Agreement and shall entitle the County to terminate this Agreement upon delivery of written notice of termination to the Contractor as outlined herein.
- (g) The County reserves the right, in its sole discretion, to reduce or eliminate, in whole or in part, the scope of any Service at any time and for any reason. Such changes shall become effective upon written notice from the County Representative to the Contractor, specifying the nature and

extent of the reduction or elimination. In the event of such a change, the Contractor shall be compensated for: (1) Services performed prior to the date of the County's written notice; and (2) Services remaining to be performed under the Agreement that are not affected by the reduction or elimination. The Contractor shall not be entitled to compensation for any Services that are eliminated and not performed as a result of such County-directed reduction. No claim for lost profits, anticipated revenue, or other consequential damages shall be allowed due to any reduction or elimination in scope.

(h) For purposes of this Agreement, the County Representative shall be Howard Wanamaker, County Manager, and the Project Manager shall be Charles LeRoy, Deputy Chief, Clay County Fire Rescue, or designee.

## **2. ADDITIONAL SESSIONS, SERVICES, AND FEES**

(a) If the number of counseling sessions provided during any one-year period reaches nine 900 sessions, the Contractor shall provide written notice to the Project Manager. The Contractor shall not provide or invoice for any additional sessions beyond the 900-session limit without the County's prior written approval. Such written authorization may be obtained from the County Representative or Project Manager on behalf of the County.

(b) If the County identifies or the Contractor recommends any additional services to be provided by the Contractor that are not covered under the Agreement but are beneficial to the County, such additional services, including scope, timing, and fees must be mutually agreeable between the County and the Contractor and authorized in writing by the County.

## **3. TERM**

(a) The term shall begin on June 28, 2025 and shall remain in effect for a period of three years until June 27, 2028, unless terminated earlier in accordance with this Agreement. This Agreement may be renewed or extended for additional term(s) upon the mutual written agreement of the parties.

## **4. PAYMENT**

(a) The County shall compensate the Contractor in accordance with the pricing and payment terms set forth in **Attachment A**. The total annual compensation for the Services to be provided during the initial three year term of this Agreement shall be \$176,400 per year, as outlined in **Attachment A**. Payment shall be made by the County in quarterly installments of \$44,100, payable upon submission of an invoice by the Contractor in accordance with paragraph 5 of this Agreement.

(b) If the County authorizes additional counseling sessions in writing in accordance with paragraph 2 (a), the Contractor shall be entitled to invoice the County for each approved additional session at the per-session rate specified in **Attachment A**. Such additional sessions shall be invoiced separately and shall be subject to the same invoicing and payment procedures set forth in this Agreement. Any unused counseling sessions remaining at the end of a one-year

period shall roll over and be applied to the following year's session allotment. Rolled-over sessions shall be applied first before any excess sessions are authorized or invoiced in the subsequent year.

(c) The County shall not be responsible for any additional costs or expenses incurred by the Contractor in connection with the performance of the Services. This includes, but is not limited to, expenses for materials, equipment, supplies, travel, per diem, courier services, telephone, facsimile, copying, postage, overhead, profit, or any other out-of-pocket or indirect costs. All such costs shall be deemed included in the annual compensation and rates set forth in **Attachment A**.

## **5. PAYMENT PROCEDURES**

(a) As used herein, the term "Act" means the Local Government Prompt Payment Act set forth in Part VII of Chapter 218, Florida Statutes; the term "Invoice" means a statement, invoice, bill, draw request or payment request submitted by the Contractor under this Agreement; and the term "Submittal Date" means, with respect to an Invoice, the submittal date thereof to the Paying Agent. Invoices shall be submitted to Clay County Comptroller's office ("Paying Agent") by Email at [invoices@clayclerk.com](mailto:invoices@clayclerk.com) or U.S. Mail at Clay County BOCC, PO Box 988, Green Cove Springs, FL 32043 ATTN: Accounts Payable with a copy to the Project Manager. All payments will be governed by the Act, which provides that payments will be made not later than 45 days from receipt of proper invoice.

(b) The Contractor shall submit quarterly Invoices to the Paying Agent throughout the term of this Agreement. Each Invoice shall be signed by the Contractor and must include the following information and items:

1. The Contractor's name, address and phone number, including payment remittance address.
2. The Invoice number and date.
3. Reference to the Agreement by its title and number as designated by the County and Purchase Order number.
4. The period of the Services covered by the Invoice.
5. The total amount of payment requested.
6. Supporting documentation necessary to satisfy auditing requirements (both preaudits and post-audits), for cost and Services completion.
7. The Contractor must provide any additional documents, certificates, or information as needed to support or document the Invoice as may be requested by the County.

(c) Upon receipt of an Invoice submitted under this paragraph, the Paying Agent and/or Project Manager shall date stamp the Invoice as received. Thereafter, the Paying Agent and/or

Project Manager shall review the Invoice and may also review the Services as delivered, to determine whether the quantity and quality of the Services is as represented in the Invoice and is as required by this Agreement. If the Paying Agent and/or Project Manager determines that the Invoice does not conform with the applicable requirements of this Agreement or that the Services within the scope of the Invoice has not been properly delivered in full accordance with this Agreement, the Paying Agent and/or Project Manager shall notify the Contractor in writing within 10 business days after the improper Invoice is received that the Invoice is improper and indicate what corrective action on the part of the Contractor is needed to make the Invoice proper.

(d) By the submittal of an Invoice hereunder, the Contractor shall have been deemed to have warranted to the County that all Services for which payments have been previously received from the County shall be free and clear of liens, claims, security interests or other encumbrances in favor of the Contractor or any other person or entity for failure to make payment.

(e) Withholding of Payment. In the event the Contractor fails to meet the performance standards set forth in this Agreement or in **Attachment A**, the County may, at its sole discretion, withhold payment for the affected portion of Services until such noncompliance is remedied to the satisfaction of the County. Prior to withholding any payment, the County Representative or Project Manager shall provide written notice to the Contractor identifying the specific deficiencies and allow the Contractor a reasonable period of time, not to exceed 15 days, to cure such deficiencies. If cured, any withheld amounts shall be released and paid following submission of a revised invoice reflecting the cured performance. Withholding of payment shall not be construed as a waiver of any other rights or remedies available to the County, including the right to terminate this Agreement in accordance with its terms.

(f) The parties will attempt to settle any payment dispute arising under this paragraph through consultation and a spirit of mutual cooperation. The dispute will be escalated to appropriate higher-level managers of the parties, if necessary.

## **6. INDEMNIFICATION**

(a) The Contractor shall promptly defend, indemnify, and hold harmless the County, and its directors, officers, employees, representatives, agents, boards and commissions from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines, orders, and/or judgments, either at law or in equity, including court costs, attorneys' fees, professional fees, or other expenses, that may hereafter at any time be made or brought by anyone on account of personal or bodily injury, damage to or loss of property, loss of monies, death, or other loss, arising out of, by reason of, or in any manner connected with any acts, action, error, neglect, or omission by the Contractor and/or persons employed or utilized by the Contractor in the performance of the Services under this Agreement.

(b) The County does not agree to and shall not indemnify the Contractor or any other person or entity, for any purpose whatsoever. To the extent any indemnification by the County may be construed under this Agreement, any such indemnification shall be subject to and within the limitations set forth in Section 768.28, Florida Statutes, and to any other limitations, restrictions

and prohibitions that may be provided by law, and shall not be deemed to operate as a waiver of, or modification to, the County's sovereign immunity protections.

(c) This paragraph shall survive the expiration or termination of this Agreement.

## 7. INSURANCE

(a) The Contractor shall maintain throughout the term of this Agreement and completion of any Services and during any renewal or extension term(s) of this Agreement or as required herein insurance of the following types and with such terms and limits:

### 1. Commercial General Liability

Coverage must be afforded under a Commercial General Liability policy with limits not less than:

- \$1,000,000 each occurrence and \$2,000,000 aggregate for Bodily Injury, Property Damage, and Personal and Advertising Injury
- \$1,000,000 each occurrence and \$2,000,000 aggregate for Products and Completed Operations
- \$50,000 each occurrence for Damage to Rented Premises
- \$5,000 Medical Expenses (any one person)

Commercial and General Liability policy must include coverage for contractual liability and independent contractors.

### 2. Business Automobile Liability

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident. If the Contractor does not own vehicles, the Contractor shall maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

### 3. Workers' Compensation and Employer's Liability

Any person or entity performing work for or on behalf of the County must provide Workers' Compensation and Employer's Liability insurance in limits not less than:

- Workers Compensation      Statutory limits
- Employers Liability      \$100,000 Each Accident  
                                     \$500,000 Disease Policy  
                                     \$100,000 Disease-Each Employee

Exceptions and exemptions may be allowed by the County Manager, if they are in accordance with Florida Statutes.

The Contractor waives, and the Contractor shall ensure that its insurance carrier waives, all subrogation rights against the County, its employees, agents, boards, and

commissions, for all losses or damages. The County requires the policy to be endorsed with WC 00 03 13 Waiver of our Right to Recover from Others or equivalent.

The Contractor must be in compliance with all applicable State and federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act and the Jones Act, if applicable.

For any Contractor who has exempt status as an individual, the County requires proof of Workers' Compensation insurance coverage for that Contractor's employees, leased employees, volunteers, and any workers performing work.

4. Professional Liability and/or Errors and Omissions

Coverage must be afforded for Wrongful Acts in an amount not less than \$1,000,000 each claim and \$1,000,000 aggregate. Insurance must be kept in force until the third anniversary of the expiration or termination of the Agreement.

5. Umbrella/Excess Insurance

If the Contractor's primary insurance policy/policies do not meet the minimum requirements, the Contractor may provide an Umbrella/Excess insurance policy to comply with the insurance requirements.

(b) Providing and maintaining adequate insurance coverage is a material obligation of the Contractor. Prior to commencement of the Services, the Contractor must deliver valid certificates of insurance for the required insurance coverage to the County's Purchasing Department.

(c) The certificates of insurance for the required coverages, with the exception of Workers' Compensation, Employer's Liability, and Professional Liability, shall name **"Clay County, a political subdivision of the State of Florida, and The Board of County Commissioners, Clay County, Florida, its employees, agents, boards and commissions, as their interests may appear"** as **"Additional Insureds."** The coverage shall contain no special limitation on the scope of protection afforded to the County, its employees, agents, officials, boards, and commissions. The certificates of insurance shall indicate if coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the certificates of insurance will show a retroactive date, which should be the same date of the initial Agreement or prior. The Agreement number, event dates, and/or other identifying reference must be listed on the certificates of insurance.

(d) The Certificate Holder on the certificates of insurance should read as follows: **"Clay County Board of County Commissioners, P.O. Box 1366, Green Cove Springs, FL 32043"** or as otherwise designated by the County's Purchasing Department.

(e) The certificates of insurance shall be provided to the County with a thirty (30) day notice of cancellation; ten (10) days' notice if cancellation is for nonpayment of premium. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested, and addressed to the Certificate Holder. In the event

the Agreement term goes beyond the expiration date of any insurance policy, the Contractor shall provide the County's Purchasing Department with an updated certificate of insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The County reserves the right to suspend the Agreement until this requirement is met. If any required insurance coverage is canceled, terminated, or revoked, the Contractor agrees to immediately suspend its operations until replacement insurance is obtained and verified.

(f) These insurance requirements may be modified and/or waived, in whole or in part, upon written approval by the County Manager or designee, without the need for a formal amendment to the Agreement.

## **8. DEFAULT AND TERMINATION**

(a) Default. If the Contractor breaches any covenant made by it hereunder; fails to satisfactorily perform any condition, provision, or obligation of this Agreement; fails to make progress so as to endanger performance under the terms and conditions of the Agreement; fails to perform on time or in accordance with the schedule; provides false or inaccurate information; fails to make payment to subcontractors or suppliers in accordance with the Agreement or in accordance with the respective agreements between the Contractor and the subcontractors or suppliers; fails to comply with applicable rules, laws and regulations; or whenever the Contractor ceases operation, dissolves its corporation, or otherwise no longer provides the required Services under the terms of this Agreement, the County may consider the Contractor to be in default and may assert a default claim by giving the Contractor a written notice of default. Except for a default by the Contractor for failing to comply with applicable laws, rules, and regulations or for no longer providing the services contemplated under this Agreement which must be cured immediately or is otherwise subject to automatic termination for cause, the Contractor shall have 15 calendar days after receipt of the notice of default to either cure the default or, if the default is not curable within 15 calendar days, provide a written cure plan to the County describing how and when the default will be cured, which the County in its sole discretion may approve or disapprove. The Contractor will begin implementing the cure plan immediately after receipt of notice by the County that it approves the plan.

(b) Upon the failure or inability of the Contractor to cure the default, as set forth in (a) above, the County may at its discretion exercise any one of the following remedies, either concurrently or consecutively:

1. Terminate the Agreement for cause.
2. Begin an appropriate legal or equitable action to enforce performance of this Agreement.
3. Withhold or suspend payment of all or any part of a request for payment.
4. Exercise any corrective or remedial actions, to include, but not be limited to:
  - i. Request additional information from the Contractor to determine the reasons for or the extent of non-compliance or lack of performance.
  - ii. Issue a written warning to advise that more serious measures may be taken if the situation is not corrected.
  - iii. Advise the Contractor to suspend, discontinue, or refrain from incurring costs for any activities or Services.

5. Exercise any other rights or remedies which may be available under law.

Pursuing any of the above remedies will not preclude the County from pursuing any other remedies in this Agreement or provided at law or in equity.

(c) Termination for Cause. Upon the failure or inability of the Contractor to cure the default as provided above, unless otherwise agreed in writing, the County may, at its option, without releasing or waiving its rights and remedies against the Contractor and without prejudice to any other right or remedy it may be entitled to hereunder or by law, terminate this Agreement, in whole or in part, for cause immediately upon written notice of termination by the County Representative to the Contractor. In the event the County terminates the Agreement, in whole or in part, because of default by Contractor, the County may procure goods, services, materials, and/or work similar to those terminated, and the Contractor shall be liable for any damages, costs, and any other expenses incurred due to this action.

(d) Termination for Convenience. The County may whenever the interests of the County so require, terminate the Agreement, in whole or in part, for the convenience of the County. The County Representative shall give 30 calendar days prior written notice of termination to the Contractor, specifying when the termination is to become effective. In the event of any such termination, the Contractor shall be paid by the County for all Services satisfactorily performed up to receipt of the notice of termination, and thereafter until the date of termination, the Contractor shall be paid only for such Services as are specifically authorized in writing by the County.

(e) Mutual Termination. The parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment will state the effective date of the termination and the procedures for proper close-out of this Agreement.

(f) Unless directed differently in the notice of termination, the Contractor shall incur no further obligations in connection with the terminated Services and shall stop Services to the extent specified and on the date given in the notice of termination. Additionally, unless directed differently, the Contractor shall terminate outstanding orders and/or subcontractor agreements related to the terminated Services and shall transfer all Services in progress, completed Services, and other materials related to the terminated Services to the County.

(g) Termination of this Agreement or a portion hereof under the provisions incorporated herein shall not relieve the Contractor of its responsibilities for the completed portion or concerning any just claims arising out of the Services performed.

## **9. TAXES**

(a) In that the County is a governmental agency exempt from sales and use taxes, the County shall pay no such taxes, any other provisions of this Agreement to the contrary notwithstanding. The County shall provide proof of its exempt status upon reasonable request.



## **10. APPROPRIATED FUNDS**

(a) The Contractor acknowledges that in the budget for each fiscal year of the County during which the term of the Agreement is in effect a limited amount of funds are appropriated which are available to make payments arising under the Agreement. Any other provisions of the Agreement to the contrary notwithstanding, and pursuant to the provisions of Section 129.07, Florida Statutes, the maximum payment that the County is obligated to make under the Agreement from the budget of any fiscal year shall not exceed the appropriation for said fiscal year.

## **11. PUBLIC RECORDS**

(a) The Contractor acknowledges the County's obligation under Art. 1, Section 24, Florida Constitution, and Chapter 119, Florida Statutes, as from time to time amended (together, the Public Records Laws), to release public records to members of the public upon request. The Contractor acknowledges that the County is required to comply with the Public Records Laws in the handling of the materials created under the Agreement and that the Public Records Laws control over any contrary terms in the Agreement. In accordance with the requirements of Section 119.0701, Florida Statutes, the Contractor covenants to comply with the Public Records Laws, and in particular to:

1. Keep and maintain public records required by the County to perform the Services required under the Agreement;
2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Contractor does not transfer the records to the County; and
4. Upon completion of the Agreement, transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records required by the County to perform the Services. If the Contractor transfers all public records to the County upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

(b) The Contractor's failure to comply with the requirements of this paragraph shall be deemed a material breach of this Agreement, for which the County may terminate the Agreement immediately upon written notice to the Contractor.

(c) The Contractor acknowledges the provisions of Section 119.0701(3)(a), Florida Statutes, which, as applicable to the County and the Contractor, require as follows:

1. A request to inspect or copy public records relating to the Agreement must be made directly to the County. If the County does not possess the requested records, the County shall immediately notify the Contractor of the request, and the Contractor must provide the records to the County or allow the records to be inspected or copied within a reasonable time.
2. If the Contractor does not comply with the County's request for records, the County shall enforce the Agreement provisions in accordance with the Agreement.
3. If the Contractor fails to provide the public records to the County within a reasonable time, the Contractor may be subject to penalties under Section 119.10, Florida Statutes.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 529-3604, [publicrecords@claycountygov.com](mailto:publicrecords@claycountygov.com), POST OFFICE BOX 1366, GREEN COVE SPRINGS, FLORIDA 32043.**

## **12. AUDIT**

(a) The Contractor shall retain all records relating to this Agreement for a period of at least five (5) years after the Agreement ends or terminates, whichever occurs first. All records shall be kept in such a way as will permit their inspection pursuant to Chapter 119, Florida Statutes. The County reserves the right to examine and/or audit such records. This provision shall survive the termination or expiration of this Agreement.

## **13. SCRUTINIZED COMPANIES CERTIFICATION**

(a) In compliance with Section 287.135(5), Florida Statutes, the undersigned hereby certifies that the Contractor is not participating in a boycott of Israel as defined in Section 287.135(1), Florida Statutes; is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List as referred to in Section 287.135(2), Florida Statutes; and does not have business operations in Cuba or Syria as defined in Section 287.135(1), Florida Statutes. In accordance with Section 287.135(3), Florida Statutes, the County shall have the option of terminating this Agreement if the Contractor is found to have submitted a false certification as provided under Section 287.135(5), Florida Statutes, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria, or to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel as defined in Section 287.135(1), Florida Statutes.

#### **14. E-VERIFY REQUIREMENT**

(a) Pursuant to Section 448.095, Florida Statutes, the Contractor shall register with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees hired by the Contractor during the term of the Agreement, and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise register with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees hired by the subcontractor during the term of the subcontractor agreement. Subcontractors shall provide the Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as set forth in Section 448.095(2)(b)1, Florida Statutes. Upon request, the Contractor must provide evidence of compliance with this provision. Failure to comply with this provision is a material breach of the Agreement, and the County shall have the option of terminating this Agreement at its discretion.

#### **15. HUMAN TRAFFICKING ATTESTATION**

(a) In compliance with Section 787.06 (13), Florida Statutes, the undersigned, on behalf of the Contractor, a nongovernmental entity, hereby attests under penalty of perjury as follows:

1. The Contractor does not use *coercion* for *labor* or *services*, as such italicized terms are defined in Section 787.06, Florida Statutes, as may be amended from time to time.
2. If, at any time in the future, the Contractor does use coercion for labor or services, the Contractor will immediately notify the County and no contracts may be executed, renewed, or extended between the parties.
3. By execution of this Agreement, the undersigned represents that undersigned has read the foregoing statements and confirms that the facts stated in it are true and are made for the benefit of, and reliance by the County.

#### **16. PUBLIC ENTITIES CRIMES**

(a) A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

(b) By signing this Agreement, the Contractor represents that the execution of this Agreement will not violate the Public Entity Crimes Act (Section 287.133, Florida Statutes). Violation of this Section shall result in termination of this Agreement and recovery of all monies paid hereto and may result in debarment from the County's competitive procurement activities.

(c) In addition to the foregoing, the Contractor further represents that there has been no determination, based on an audit, that it or any subcontractor has committed an act defined by Section 287.133, Florida Statutes, as a “public entity crime” and that it has not been formally charged with committing an act defined as a “public entity crime” regardless of the amount of money involved or whether the Contractor has been placed on the convicted vendor list.

(d) The Contractor will promptly notify the County if it or any subcontractor of the Contractor is formally charged with an act defined as a “public entity crime” or has been placed on the convicted vendor list.

#### **17. SUSPENSION AND DEBARMENT**

(a) By execution of this Agreement, the Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any state or federal department or agency.

#### **18. INDEPENDENT CONTRACTOR**

(a) The parties to this Agreement are independent contractors. Neither party is an agent, representative, or partner of the other party. This Agreement shall not be interpreted or construed to create an association, agency, joint venture, or partnership between the parties or to impose any liability attributable to such a relationship upon either party.

#### **19. NO ASSIGNMENT**

(a) The Contractor shall not assign any of its rights or duties under this Agreement to any other party without the prior written consent of the County, which consent may be withheld by the County for any or no reason. Any such assignment attempted by the Contractor without such prior written consent shall be null and void. If the Contractor attempts to assign any such rights or duties without securing such prior written consent, this Agreement may be declared in default and terminated by the County.

#### **20. SUBCONTRACTORS**

(a) The Contractor shall obtain prior written authorization from the County for the utilization of any subcontractors in connection with the Services to be performed under this Agreement. Such written authorization may be obtained from the Project Manager on behalf of the County.

(b) Any subcontractor utilized by the Contractor shall be supervised and compensated by the Contractor.

(c) The Contractor shall be fully responsible to the County for the (i) acts and omissions (ii) satisfactory performance and (iii) timeliness of the Services of its subcontractors and of persons directly or indirectly employed by them.

(d) The Contractor shall cause appropriate provisions to be inserted in all subcontractor agreements relative to the Services giving the Contractor the same powers that the County may exercise over the Contractor under any provision of this Agreement.

(e) Nothing in the Agreement shall be construed as providing any subcontractor with any rights or remedies against the County or any of its employees, principals, officers, or agents for nonpayment or otherwise.

## **21. NO THIRD-PARTY BENEFICIARIES**

(a) Any other provisions of this Agreement to the contrary notwithstanding, no third-party beneficiaries are intended or contemplated under this Agreement, and no third-party shall be deemed to have rights or remedies arising under this Agreement against either party to this Agreement.

## **22. CONFLICT OF INTEREST**

(a) Throughout the term of this Agreement, the Contractor must not accept nor perform any other employment, assignments of contracts nor obligations that would conflict with the Contractor's duties and obligations provided under this Agreement.

## **23. AMENDMENT OR MODIFICATION OF AGREEMENT**

(a) The Agreement may only be modified or amended upon mutual written agreement of the County and the Contractor. No oral agreements or representation shall be valid or binding upon either party. The Contractor may not unilaterally modify the terms of the Agreement by affixing additional terms to or by incorporating such terms onto the Contractor's documents forwarded by the Contractor to the County.

## **24. FURTHER ASSURANCES**

(a) Each of the parties shall cooperate with one another, shall do and perform such actions and things, and shall execute and deliver such agreements, documents and instruments, as may be reasonable and necessary to effectuate the purposes and intents of this Agreement.

## **25. REMEDIES**

(a) The parties will attempt to settle any dispute arising from this Agreement through negotiation and a spirit of mutual cooperation. The Contractor and the Project Manager will use reasonable efforts to arrange meetings as needed, at mutually convenient times and places, to address and work toward resolution of issues that arise in the performance of this Agreement. The dispute will be escalated to appropriate higher-level managers of the parties, if necessary. Each party shall have the right to seek the judicial enforcement and interpretation of this Agreement.

**26. GOVERNING LAW AND VENUE**

(a) This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any litigation, mediation, or other action proceeding between the parties arising out of this Agreement lies in Clay County, Florida.

**27. ATTORNEYS' FEES**

(a) In the event either party shall retain an attorney to litigate on its behalf against the other party regarding the enforcement or interpretation of this Agreement or regarding the rights, remedies, or obligations of the parties arising under this Agreement, the party prevailing on the majority of its claims, or which successfully defends against a majority of the other party's claims, shall be entitled to an award of reasonable attorney's fees, court costs, and any other expenses against the other party, including fees, court costs, and any other expenses incurred from the date of referral of the dispute to the prevailing party's attorney through the conclusion of litigation, or incurred in bankruptcy or on appeal. Nothing contained herein is intended to serve as a waiver of sovereign immunity and extend the County's liability beyond the limits established in Section 768.28, Florida Statutes.

**28. NOTICE**

(a) All notices given under this Agreement (excluding day-to-day communication in the administration and management of this Agreement in the ordinary course) shall be in writing and shall be deemed to have been duly given (1) when delivered by hand, (2) two days after having been delivered to Federal Express, UPS, Airborne or another recognized overnight courier or delivery service, or (3) five days after having been deposited into the United States mail, by registered or certified mail, return receipt requested, postage prepaid, or (4) when sent via Electronic Mail, to the respective parties at their respective addresses set forth below:

If to Contractor:

Command Counseling Center  
100 Prairie Ridge Drive  
St. Augustine, FL 32092  
Attention: Maria G. Guma, PsyD (ABD)  
Email: Marie@commandcounseling.com

If to the County:

Clay County  
P.O. Box 1366  
477 Houston Street  
Green Cove Springs, FL 32043  
Attention: County Manager  
Copy to: Project Manager  
Email: Charles.LeRoy@claycountygov.com

In the event that different addresses or representatives are designated by either party after execution of this Agreement, notice of the name, title, and address of the respective party will be provided to the other party.

**29. WAIVER**

(a) No waiver by either party of any term or condition of this Agreement will be deemed or construed as a waiver of any other term or condition, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or of a different section, subsection, paragraph, subparagraph, clause, phrase, or other provision of this Agreement.

**30. SEVERABILITY**

(a) If any provision of this Agreement shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Agreement, and this Agreement shall be enforced as if such invalid and unenforceable provision had not been contained herein.

**31. HEADINGS**

(a) The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of any or all of the provisions hereof.

**32. ENTIRE AGREEMENT**

(a) This Agreement, including all exhibits, attachments, and any properly executed amendments, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, negotiations, representations, understandings, and communications, whether written or oral.

**33. COUNTERPARTS**

(a) The Agreement may be executed in any number of counterparts and by the separate parties in separate counterparts, each of which shall be deemed to constitute an original and all of which shall be deemed to constitute the one and the same agreement.

**34. ATTACHMENTS**

(a) The Attachments listed in the Agreement are expressly incorporated herein by reference and made a part of this Agreement as if set out fully herein. In interpreting this Agreement and resolving any ambiguities, the main body of this Agreement takes precedence over the Attachments.

**35. AUTHORITY**

(a) The parties agree to utilize electronic signatures and that the digital signatures of the parties set forth below are intended to authenticate this Agreement and have the same force and effect as manual written signatures. Each person signing on behalf of the parties represents and warrants that he/she has full authority to execute this Agreement on behalf of such party and that the Agreement will constitute a legal and binding obligation of such party.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date stated in the introductory paragraph.

**COMMAND COUNSELING CENTER, LLC**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

**CLAY COUNTY, a political subdivision of the  
State of Florida**

By: \_\_\_\_\_

Betsy Condon  
Its Chairman

ATTEST:

\_\_\_\_\_  
Tara S. Green  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board

F:\Contract\Public Safety\Command Counseling\Command Counseling Services Agreement.doc



# ATTACHMENT A



# Clay County Fire Rescue 3-YEAR CLINICAL SERVICES PROPOSAL:



## COMMAND COUNSELING CENTER

HEADQUARTERS  
100 Prairie Ridge Drive  
St. Augustine, FL 32092

866-UCOMAND  
866-826-6263

[www.commandcounseling.com](http://www.commandcounseling.com)

## Mission Statement

Command Counseling Center provides first responder knowledgeable counseling, training, critical incident support, clinical assessments, and consulting to emergency service departments, personnel, and their families within the state of Florida, and nationwide.

Our mission is to significantly reduce mental health decompensations in the first responder industries. We believe educating these industries on mental health, especially as it pertains to their careers, will create a clear understanding of mental health as a biological system in their bodies and will reduce the stigma associated with mental health issues. Providing clinicians who understand these careers through firsthand experience or through appropriate trainings, will close the gap tragically evident in employee assistance programs or community clinicians. Supporting our American heroes and becoming another first responder's tool in their toolbox will dramatically reduce the current injustices of depression, addiction, psychological ailments, and suicide plaguing these industries.

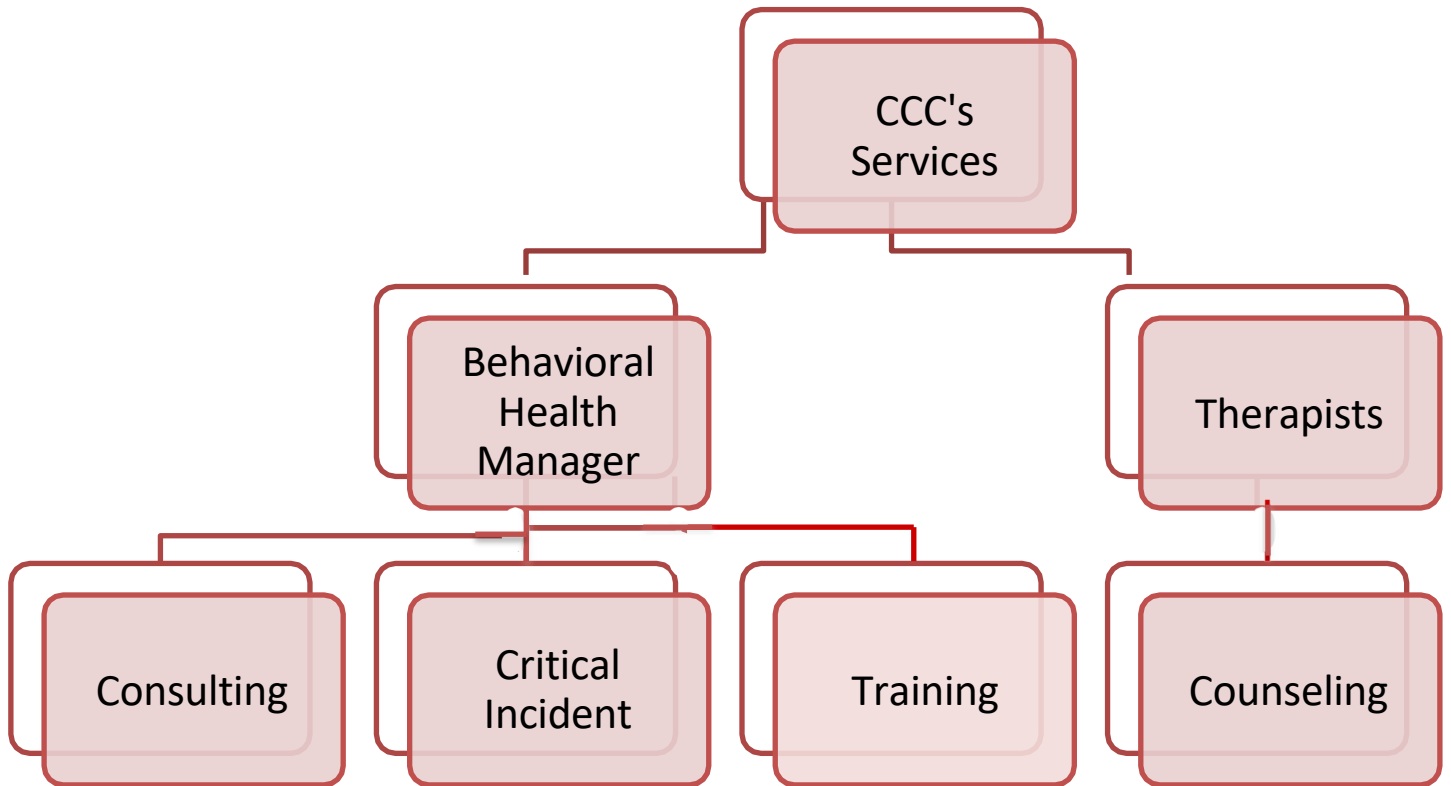
We honor their trust and confidence in us as we attend to their needs in an environment of mutual trust and confidentiality.

We constantly strive to remain the best mental health organization in the employee support services profession as perceived by those we serve. We fulfill our mission in an ethically and socially responsible manner.

**“A sustainable life as leader who contributes meaningfully to the world requires the discipline to take care of you, too.”**

- [Stewart D. Friedman](#)

Harvard Business Review



## PROPOSED SUPPORT SERVICES

### CONSULTING

Managing the department's behavioral health program.

- CCC will provide one Behavioral Health Manager BHM (per 400 employees) to carry out the consulting duties.
- The BHM provides 24/7/365 on-call support for administration, employees, and their families.
- Continuous station visits.
- Assisting in creating mental health policies and procedures.
- Individual Crisis Assistance
- Coordinating and/or assisting in interventions.
- Attendance in peer support meetings (if needed.)
- On call assistance for peer support team.
- Coordination and placement of inpatient and outpatient services.
- On call non-therapy guidance for any member needing advice.

#### **Employee Threshold Clause:**

This three-year proposal is valid for up to 400 Clay County Fire Rescue employees. If the department's personnel exceed this number, a part-time Behavioral Health Manager will need to be added to maintain service quality, which will impact the proposed costs. Should the employee count exceed 600, the part-time position will need to transition into a second full-time Behavioral Health Manager role to ensure continued program effectiveness.

### YEARLY ASSESSMENTS

- CCC provides 30/45-minute annual mental health "check-ins" with all the members of the Clay County Fire Rescue Department.
  - CCC will provide optional annual behavioral health testing using the CAT-MH™, to be included during their annual screenings; with 6-month follow ups as needed.

## CRITICAL INCIDENTS

- CCC will provide on-call clinical support for critical incidents.
- CCC will deploy within the hour of the incident, up to 24 hours.
- A Critical Incident can be a situation faced by employees. Two types of crises can occur during a Critical Incident. An Exhaustion Crisis is when an individual has been coping with an intense stressful situation(s) or event(s) for a long period of time and reaches the point of exhaustion and cannot cope. A Shock Crisis is when a sudden change or event such as shooting, fire, assault, etc.

**Examples are:** Serious injury, death, or suicide of a fellow co-worker - Shootings - Any other serious threat to the life of you or your co-worker - Serious injury or death of a civilian resulting from department's operations - Any incident in which circumstances are unusual - Any incident in which sights and sounds are distressing - Any catastrophic event/major disasters - Rescuing a victim, where pain and suffering is obvious - Mass casualty event - Knowing the victim - Death, injury, or abuse of a child - Contact with communicative diseases, e.g. AIDS/Hepatitis B - Major traffic accident - Death of a close family member - Sudden Infant Death Syndrome - Toxic chemical fire/explosion - Extreme attempts where lives are lost - Hostage or barricaded situation - Physical or Sexual Assault – etc.

## PEER SUPPORT TEAM TRAINING

CCC will include continued PEER SUPPORT TRAINING for Clay County Fire Rescue's Peer Support Team.

## BHM / CONSULTING / CRITICAL INCIDENTS / PEER SUPPORT TEAM TRAINING

**Proposed cost: \$6,000 month**



## CLINICAL COUNSELING

CCC offers licensed therapists who meet NFPA 1500 guidelines; therefore, they are fire culture knowledgeable and trained in trauma therapy. The National Fire Protection Association added the need for therapists to understand the fire culture because they know it is an imperative qualification to be successful in treating firefighter paramedics. The climbing rates of firefighter paramedic suicides is an example of the detrimental consequences of what occurs when clinicians do not connect with their patients.

- We offer every specialty that a firefighter or his/her family member may need. Some examples are marriage counseling, loss and grief, trauma therapy, cancer counseling, addiction counseling.
- Calls will be returned by CCC therapists within 24 hours.
- Appointments will be within 48 hours of the time it was requested.

### Session Utilization Clause:

If therapy sessions exceed the proposed 900 sessions within a single fiscal year (July–June), any additional sessions will be invoiced separately at the agreed-upon rate of \$110 per session. Any unused sessions from the prior fiscal year will be rolled over and applied to the following year.

### Proposed Session Allocation:

Due to the increased utilization of therapeutic services over the past contract periods, we propose the purchase of 900 sessions per year under this new three-year agreement.

## CLINICAL COUNSELING / 900 SESSIONS A YEAR (Sessions roll over)

Cost: \$8,250 month





## TRAINING

- Mental health education is significant in reducing the stigma of mental illness, empowering your firefighters to seek the support they need before it becomes a problem in their family and professional life, as well as creating a healthier department which has been highly correlated to significant financial savings on fire departments.
- CCC provides an extensive array of training with the purpose of providing firefighters with the tools required to have a successful and healthy career and retirement.
- CCC provides two mental health classes a year. Depending on Clay County Fire Rescue's needs, they can be 2 hours 3 days, 2 classes a day or 3 days, 3 classes a day, guarantee the whole department's attendance.
- CCC will provide a wide variety of training classes. This educational approach can serve as a proactive measure, as well as a follow-up tool, for the Clay County Fire Department. Classes can be tailored to fit your specific needs and can range from 2 to 8 hours. Training programs can provide the Department information and skills that will maximize their ability to function as a team and to continue to develop productive careers.

## TRAINING

**Cost: \$450 month**

<b>Consulting, BHM, Critical Incident, Assessments , Peer Support Team Monthly</b>	<b>Counseling Monthly</b>	<b>Training Monthly</b>	<b>Total Cost Monthly</b>	<b>Total Cost Yearly</b>
\$6000	\$8250	\$450	\$14,700	\$176,400

Our goal is to bring best practice to your department. We recognize that the mental health of first responders has not been managed well by the psychological industry, and it is time you get what you deserve. We look forward to speaking with you soon. Please do not hesitate to contact us with any questions.

With high regard,

*Marie Guma, PsyD (ABD)*

Marie G. Guma, PsyD (ABD)

Founder

Command Counseling Center

1-8 6 6 – U C O M A N D

[www.commandcounseling.com](http://www.commandcounseling.com)





## Department

P.O. Box 1366  
2519 State Road 16 W  
Green Cove Springs, FL  
32043

Phone: 904-529-5807  
904-541-5807  
Fax: 904-284-7144

**County Manager**  
Howard Wanamaker

## Commissioners:

John Sgromolo  
District 1

Alexandra Compere  
District 2

Jim Renninger  
District 3

Betsy Condon  
District 4

Kristen Burke, DC  
District 5

**claycountygov.com**



## MEMORANDUM

**To:** Karen Smith, Purchasing Director

**From:** Charles LeRoy, Deputy Chief

**Date:** June 6<sup>th</sup> 2025

**Subject:** Command Counseling

Public Safety is requesting approval to enter into a new agreement with Command Counseling to continue providing an NFPA 1500-compliant behavioral health program tailored specifically for first responders.

Over the past three years, utilization of this program has steadily increased, reflecting both its effectiveness and strong reception among personnel. As our department continues to grow, we have seen a corresponding rise in the use of our Peer Support Team and associated behavioral health services. This past year, program usage reached a record high of nearly 950 individual sessions.

The proposed agreement reflects an updated monthly rate of \$6,000. This increase accounts for enhanced service delivery, including staffing changes at Command Counseling that have elevated the qualifications and involvement of the Behavioral Health Manager assigned to Clay County. Additionally, the increase in our front-line staffing has directly contributed to greater program demand.

The new agreement includes a base of 900 sessions annually—an increase from 500 in the previous year—with the flexibility to add sessions at the same per-session rate as needed, or to roll over any unused sessions into the following year.

We believe this partnership continues to provide critical support to our first responders and aligns with our commitment to their mental health and well-being. We respectfully request approval to move forward with this agreement.



**Acting Fire Chief David E. Motes**  
**Clay County Department of Public Safety**  
P.O. Box 1366  
Green Cove Springs, FL 32043

June 12, 2025

**Dear Chief Motes,**

This letter is in response to your County's request for a Sole Source letter from our company.

Command Counseling Center, LLC (CCC) is a private company that contracts with cities, counties, fire and police departments and/or fire and police unions to run the behavioral health program of their first responders. CCC meets the National Fire Protection Association's (NFPA) 1500 standards for providers. All of our therapists have been trained in the first responder culture and trauma exposure.

**NFPA 1500**

**Chapter 13 Occupational Exposure to Atypically Stressful Events**

13.1.1.2 The behavioral health specialist shall have knowledge and experience working with the fire department culture and traumatic exposure.

Additionally, CCC is the only culturally competent mental health provider in Florida that was built on years of feedback from first responders' needs, thus adding specialized criteria to our program: Sense of Urgency (call backs within 24 hours, appointments within 48 hours, Crisis Interventions within 1 hour) No Insurance (keeping the first responder from attaining a diagnosis that can later place them at risk of not being qualified for life insurance) We have created and established a proprietary program that supplies a Behavioral Health Manager (BHM) to every department. The role of the BHM is to be on call 24/7/365 for the department's employees and their families. The BHM also conducts yearly "check-ins" with all of the staff, giving all the employees an opportunity to be exposed to a mental health professional. The BHM's goal is not to provide therapy, but to become acclimated into the department as a friendly and trusted resource in order to break the stigma on asking for support and changing the culture of ignoring their mental health. It is this concept in our program that has made the largest dent within other departments.

We greatly appreciate your interest in Command Counseling Center and promise to deliver mental health's best practices to your first responders.

With high regard,

*Marie Guma, PsyD (ABD)*

Marie Guma, PsyD (ABD)  
Command Counseling Center  
Founder  
(305)498-0849  
marie@commandcounseling.com



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Board of County Commissioners

DATE: 5/28/2025

FROM: Debbie Sileo, OMB Director

SUBJECT: Approval of Resolution No. 2023/2024-97 AM2 to update the FY 2024/2025 Schedule of Fees and Services for the Engineering Department.

AGENDA ITEM TYPE:

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**BACKGROUND INFORMATION:**

The proposed revision to the Schedule occurs in the Engineering Department section of the Schedule on Page 26 in the Inspection Fees table, Residential Subdivisions subsection; addition of National Pollutant Discharge Elimination System (NPDES) Inspection Fee of \$150.00 per lot.

Is Funding Required (Yes/No):  
**No**

If Yes, Was the item budgeted  
(Yes/No/N/A):

Sole Source (Yes/No):  
**No**

Advanced Payment  
(Yes/No):  
**No**

**ATTACHMENTS:**

Description	Type	Upload Date	File Name
Resolution FY 24-25 Schedule of Fees and Services_2025-	Resolution Letter	6/17/2025	Resolution_FY_24-25_Schedule_of_Fees_and_Services_2025-

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Budget Office	Hamilton, Alyssa	Approved	6/19/2025 - 6:56 AM	Item Pushed to Agenda

**RESOLUTION NO. 2023/2024-97 AM2**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, AMENDING RESOLUTION NO. 2023/2024-97, AS AMENDED, THE CLAY COUNTY BOARD OF COUNTY COMMISSIONERS SCHEDULE OF FEES AND SERVICES FOR FISCAL YEAR 2024/2025, TO UPDATE FEES AND SERVICES FOR THE ENGINEERING DEPARTMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Clay County Board of County Commissioners (the Board) regulates various activities related to health, safety and welfare, resulting in the provision of services by County departments; and

**WHEREAS**, the Board imposes fees for provision of these services, generally setting rates at levels sufficient to fund the full cost of providing the services funded from such fees; and

**WHEREAS**, the Board reviewed and updated the fees and services for the fiscal year 2024/2025 through the annual budget process on September 24, 2024, adopting Resolution No. 2023/2024-97; and

**WHEREAS**, the Board updated the adopted FY 2024/2025 Schedule of Fees and Services for fees and services related to Parks and Recreation Administration on May 13, 2025, adopting Resolution No. 2024/2025-97 AM1; and

**WHEREAS**, the need has arisen to update the adopted FY 2024/2025 Schedule of Fees and Services for fees and services related to the Engineering Department; and

**WHEREAS**, the Board desires to approve changes for fees and services related to the Engineering Department that will become effective on June 25, 2025.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA:**

**Section 1. FY 2024/2025 Schedule of Fees and Services.** The Board hereby adopts the Clay County Board of County Commissioners FY 2024/2025 Schedule of Fees and Services, as amended for the Engineering Department and as set forth in Appendix A, which is attached hereto and made a part hereof by reference. These fees shall be collected from all persons or entities requesting the enumerated services, provided however, that all or part of these fees may be waived by the County Manager when in his judgment the circumstances so warrant. Proceeds of the fees will be applied to the cost of providing the enumerated services for which the fees are collected. Currently, a subsidy from general revenues is needed to provide adequate levels of service in these areas. The Board may, by future resolution, adjust the fees to ensure that the full cost of providing the services is recovered through the collection of fees.

**Section 2. CONFLICTS.** The fees adopted pursuant to this Resolution supersede any fees previously adopted by the Board for the same services. Any resolution, or part thereof, in conflict with this Resolution, or any part hereof, is hereby repealed to the extent of such conflict.

**Section 3. SEVERABILITY.** If any clause, section or provision of this Resolution shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of this Resolution shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

**Section 4. EFFECTIVE DATE.** This Resolution shall take effect on June 25, 2025.

**DULY ADOPTED** by the Board of County Commissioners of Clay County, Florida, this 24th day of June, 2025.

Board of County Commissioners Clay  
County, Florida

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Betsy Condon, Chairman

ATTEST:

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Tara S. Green  
County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board



## APPENDIX A

# Clay County Board of County Commissioners



## FY 2024/2025 Schedule of Fees & Services

ADOPTED: September 24, 2024  
EFFECTIVE: October 1, 2024  
(Resolution No. 2023/2024-97)

REVISED: May 13, 2025  
EFFECTIVE: May 13, 2025  
(Resolution No. 2024/2025-97 AM1)

REVISED: June 24, 2025  
EFFECTIVE: June 25, 2025  
(Resolution NO. 2024/2025-97 AM2)

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## ALL CLAY COUNTY DEPARTMENTS

County Event Permits	
Appeal Fee	\$50.00 plus processing fees*
Complex Event	\$150.00 plus processing fees*
Event (single use)	\$100.00 plus processing fees*
Event (same event, multiple times during 12-month period)	\$150.00 plus processing fees*
Late Fee	1.5% of outstanding balance per month
* Processing fees only incurred for credit card payments.	

Public Record Copies	
Audio, Video, DVD	Actual cost of duplication
Certified Copy	\$1.00 per letter or legal sized copy
Data Disc (out of current GIS Library)	\$5.00
Double-Sided, no larger than 8-1/2" x 14"	\$0.20 per letter or legal sized copy
Photo Reprints	Actual cost of duplication
Plot Products:	
8-1/2" x 11"	\$2.00
Each additional copy of same map	\$0.50
11" x 17"	\$3.00
Each additional copy of same map	\$1.00
18" x 24"	\$4.00
Each additional copy of same map	\$1.00
24" x 36"	\$5.00
Each additional copy of same map	\$2.00
36" x 48"	\$10.00
Each additional copy of same map	\$2.00
Aerials 24" x 36"	\$10.00
Postage & Packaging (if necessary)	Actual cost
Single-Sided, no larger than 8-1/2" x 14"	\$0.15 per letter or legal sized copy
Time Associated with Gathering Documents (if exceeds total of one-half hour)	Fee associated with labor cost of personnel
All Other Copy Requests	Actual cost of duplication

## AMBULANCE BILLING DEPARTMENT

**STATEMENT OF FUNCION:** The Ambulance Billing Team oversees and liaisons an over 13,000 patient transport and \$4-million ambulance revenue system and contract. Staff works with administration and paramedics in the Public Safety Department to facilitate the review, quality assurance and transmission of the associated patient care reports to the staff of the contracted ambulance billing company in order to process claims appropriately. Staff also creates and monitors quality metrics to help improve patient care documentation and the claims process, help reduce the occurrence of patient refunds, and facilitate communications between the above and the billing personnel at the local hospitals the patients are taken too. Additionally, the staff are responsible for the gathering and submission of data along with the monitoring of the County's participation in multiple state and federal supplemental reimbursement programs and conducting routine internal audits to keep in compliance with state and federal ambulance billing laws.

**LOCATION:** 477 Houston Street, Green Cove Springs, FL 32043 (4th Floor)

**PHONE:** (904) 529-2773

Ambulance Fees	
Advanced Life Support	\$650.00 plus processing fees*
Advanced Life Support 2	\$750.00 plus processing fees*
Basic Life Support	\$600.00 plus processing fees*
Ground Transport	\$12.00 per transport mile plus processing fees*
* Processing fees only incurred for credit card payments.	



## ANIMAL SERVICES

**STATEMENT OF FUNCTION:** Clay County Animal Services (CCAS) is responsible for the enforcement of animal-related State laws and County ordinances regarding animal welfare and community concerns. CCAS provides humane care for the abandoned, abused, and unwanted animals of Clay County. The Cost Center is responsible for public health and safety, as well as animal health. It also educates the public on animal-related topics and encourages the spaying and neutering of all pets to alleviate pet overpopulation.

The mission at Clay County Animal Services is to safeguard public health and safety from dangerous and sick animals; to protect the community's animals from cruelty and neglect; to humanely house, care for, and provide placement for homeless pets; and to find humane resolutions for the animals in its care. In addition, it strives to reduce pet overpopulation by working closely with local nonprofit and community organizations, and to educate the community on responsible pet ownership.

**LOCATION:** 3984 State Road 16 West, Green Cove Springs, FL 32043

**PHONE:** (904) 269-6342

Adoption Fees	
Cats (kittens) under 6 months old	\$25.00
Cats 6 months and older	\$20.00
Dogs (puppies) under 6 months old	\$100.00
Dogs 6 months and older	\$20.00
Ferrets	\$25.00
Fowl	\$10.00
Horses	\$100.00, plus cost of Coggins testing
Livestock (not including cows)	\$50.00
Pocket Pets (Rabbits, Guinea Pigs, Birds, Etc.)	\$10.00
Reptiles	\$10.00
Special Adoption Pricing	Per Event

Aggressive / Dangerous Dog Fees	
Annual Registration: 1st Year	\$500.00
Annual Registration: Subsequent Years	\$250.00
First Impoundment	\$500.00
Spay / Neuter (does not include rabies vaccine and microchip)	\$175.00

Daily Boarding Fees	
All Animals	\$15.00

<b>Hobby Breeder Fees</b>	
Annual Inspection Fee (Max of 20 Animals)	\$100.00
Filing Fee (Notice of Revocation Challenge)	\$250.00
License Fee	\$100.00
Re-Inspection Fee of Kennel	\$100.00

<b>Impound Fees</b>	
1st Impound	Free
2nd Impound	\$50.00
3rd and Subsequent Impound	\$100.00
1st Livestock Impound	\$100.00
2nd Livestock Impound	\$200.00
3rd and Subsequent Livestock Impound	\$300.00

<b>Microchip Fees</b>	
Microchip Implant	\$15.00

<b>Quarantine Fees</b>	
Quarantine (for 10-day period at Clay County Animal Services Facility)	\$200.00

<b>Retail Sale of Dogs and Cats Fees</b>	
Annual Inspection Fee (includes a minimum of 2 per year)	\$200.00
Re-Inspection Fee	\$200.00

<b>Special Care Fees</b>	
Coggins Testing	Actual Cost
Farrier	Actual Cost
Owner Reclaim Heartworm Treatment (per phase)	\$100.00
Outside Veterinary Services	Actual Cost

<b>Special Handling Fees</b>	
Preparation and Packaging of Laboratory Specimens	\$50.00

**Surgery Fees**

\* Does not include mandatory microchipping and rabies vaccine.

Owner reclaim sterilization: Dog or Cat	* \$75.00
Miscellaneous Surgery	\$100.00

**Vaccination Fees**

Equine Vaccine	Actual Cost
Rabies Vaccine	\$10.00

	1st Offense	2nd Offense	3rd Offense	4th Offense
<b>Violations</b>				
* MCA = Mandatory Court Appearance				
Aggressive / Dangerous Dog Provision Violation	\$500.00	* MCA	* MCA	* MCA
Animals Creating a Nuisance	\$100.00	\$200.00	\$300.00	* MCA
Control of Animals: Livestock Fencing Minimum Requirements	\$100.00	\$200.00	\$300.00	* MCA
Control of Animals: On or Off the Real Property Limits of the Owner	\$100.00	\$200.00	\$300.00	* MCA
Failure to Contact Maintaining Agency to Update Registry Information for Dangerous / Aggressive Animals	\$100.00	\$200.00	\$300.00	* MCA
Hobby Breeder License Violation	\$100.00	\$200.00	\$300.00	* MCA
Inhumane Treatment of Animals	\$100.00	\$200.00	\$300.00	* MCA
Requirement for Sales of Dogs and Cats; Failure to Provide Health Certificate	\$100.00	\$200.00	\$300.00	* MCA
Retail Sale of Dogs and Cats Violation	\$100.00	\$200.00	\$300.00	*MCA
Sale of Dogs and Cats; Public or Private Streets, Rights-of-Way, Flea Market, Private Parking Lots or Any Open-Air Venue Sales Prohibited; Violation of Pet Shop Provision	\$100.00	\$200.00	\$300.00	* MCA
<b>Violation Fees:</b>				
Administration Surcharge (F.S. 828.27(4)(b))	\$5.00	\$5.00	\$5.00	* MCA
10% of Fine – Fine and Forfeiture (F.S. 28.37)	Included in Fine	Included in Fine	Included in Fine	Included in Fine
Additional Court Cost (F.S. 938.01)	\$3.00	\$3.00	\$3.00	\$3.00
Filing Fee (Clerk) (F.S. 34.045)	\$10.00	\$10.00	\$10.00	\$10.00
Late Payment of Citation	\$10.00	\$20.00	\$30.00	* MCA
Local Law Enforcement EDU (F.S. 938.15)	\$2.00	\$2.00	\$2.00	\$2.00

<b>Other Fees</b>	
* Does not include associated impound fees	
Owner Surrender Fee	\$50.00
Non-Sterilized Dog: 1st Reclaim	* \$500.00
Non-Sterilized Dog: 2nd Reclaim	* \$500.00 (in addition to the sterilization package)
Sterilization Deposit (in lieu of having animal sterilized at Clay County Animal Services)	\$500.00
Sterilized Cat: Reclaim	* \$25.00
Sterilized Dog: 1st Reclaim	* \$25.00
Sterilized Dog: 2nd Reclaim	* \$50.00
Sterilized Dog: 3rd Reclaim	* \$75.00

If an owner or keeper does not wish to spay or neuter their animal, then before being returned to the owner or keeper, the owner or keeper must pay a five hundred dollar (\$500.00) fee to the County.

If an animal, whose owner and keeper has paid the five hundred dollars (\$500.00) fee for not agreeing to spay or neuter their animal, is impounded a second time for being allowed to be at large and is not at that time sterilized, then the owner and keeper, in addition to the costs of sterilization will have to pay a five hundred dollar (\$500.00) fee to the County in order to reclaim the animal.

If an animal, whose owner and keeper has agreed to have it sterilized under these provisions, is impounded a second time for being allowed to be at large and is not at that time sterilized, then the owner and keeper, in addition to the costs of sterilization will have to pay a five hundred dollar (\$500.00) fee to the County in order to reclaim the animal.

## BUILDING DEPARTMENT

**STATEMENT OF FUNCTION:** The objective of the Building Department is to receive applications, review construction documents, and issue permits for the erection, alteration, demolition, and moving of buildings and structures. It is the responsibility of the Cost Center to inspect and enforce the provisions of the Florida Building Code. Its intent is to ensure the safety, health, and general welfare to the citizens of Clay County through structural strength, means of egress, stability, sanitation, adequate light, ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to buildings throughout the County.

The Clay County Building Department's mission is to serve customers with professionalism and efficiency through licensing, permitting and inspections to ensure the health, safety and welfare of the community. Licensing protects citizens and contractors. Permitting protects citizens against unlicensed contractors and prevents misplacement of structures on properties. Inspections are performed in stages to ensure compliance with the Florida Building Code. All deficiencies are noted and re-inspected to ensure work is done to meet the code before a certificate of occupancy is issued. The Building Department is proud of providing fast and efficient service to customers throughout the community.

**LOCATION:** 477 Houston Street, Green Cove Springs, FL 32043 (3rd Floor)

**PHONE:** (904) 284-6307

<b>Amendment Permits (Section 208.7)</b>	
Minimum Fee for Subcontractors - <u><i>Effective January 1, 2025</i></u>	\$50.00
Building Permit Amendment - <u><i>Effective January 1, 2025</i></u>	\$75.00

<b>Building Permits (Section 208.1)</b>	
Minimum Fee for Any Building Permit (including amendments) - <u><i>Effective January 1, 2025</i></u>	\$100.00
Alterations: Residential remodeling completed rooms per 100 square feet - <u><i>Effective January 1, 2025</i></u>	\$15.00
Application Fee: Single family residential or mobile home (to be applied towards total Building Permit Fee) - <u><i>Effective January 1, 2025</i></u>	\$100.00 per submittal
Cancellation Fee: For permits not subject to Application Fee - <u><i>Effective January 1, 2025</i></u>	\$50.00
Carports, Screen Porches, Barns per 100 square feet - <u><i>Effective January 1, 2025</i></u>	\$10.00
Change in Occupant	\$50.00 per meter
Demolition of Buildings or Structures:	
For each building structure up to 5,000 square feet	\$100.00
Greater than 5,000 square feet	\$200.00
Fireplace	\$50.00
Garages, Accessory Buildings per 100 square feet - <u><i>Effective January 1, 2025</i></u>	\$10.00

Improvements (siding, interior, etc.) per \$1,000.00 value - <u><b>Effective January 1, 2025</b></u>	\$10.00
Irrigation Fee - <u><b>Effective January 1, 2025</b></u>	\$50.00
Master Plan Setup (updated each 3-year Code cycle) - <u><b>Effective January 1, 2025</b></u>	\$250.00 per subdivision plan
Mobile Home: Singlewide - <u><b>Effective January 1, 2025</b></u>	\$300.00
Mobile Home: Doublewide - <u><b>Effective January 1, 2025</b></u>	\$350.00
Mobile Home: Triplewide - <u><b>Effective January 1, 2025</b></u>	\$400.00
New Commercial Buildings: For each \$1,000.00 of estimated value or fraction thereof - <u><b>Effective January 1, 2025</b></u>	\$8.00
New Construction Other Than Residential or Commercial Buildings: For each \$1,000.00 of estimated value or 100 square feet of covered area, whichever is greater	\$10.00
New Residential Buildings: Residential building being moved; for each 100 square feet or fraction thereof - <u><b>Effective January 1, 2025</b></u>	\$20.00
Notice of Commencement Processing Fee	\$15.00
Penalty Fee: Work performed without permit(s) - <u><b>Effective January 1, 2025</b></u>	Two times cost of permit(s)
Permit Fee Valuation - <u><b>Effective January 1, 2025</b></u>	Fee based on current International Code Council Table
Reinspection Fee - <u><b>Effective January 1, 2025</b></u>	\$50.00
Reinspection Fee after 2nd Inspection (F.S. 553.80(2)(c))	Four times cost of the Reinspection Fee
Reinstatement of Expired Building Permit - <u><b>Effective January 1, 2025</b></u>	\$50.00
Renovation or Modification of Commercial Buildings: For each \$1,000.00 of value or fraction thereof (contract may be required to establish value); this includes roofing - <u><b>Effective January 1, 2025</b></u>	\$8.00
Roofing per 100 square feet	\$10.00
Solid Waste Collection Assessment for New Dwellings (excluding City of Green Cove Springs and Town of Orange Park)	\$21.83 per month following release of electrical service until dwelling is listed and certified on annual Tax Roll
Solid Waste Disposal Assessment for New Dwellings	\$8.00 per month following release of electrical service until dwelling is listed and certified on annual Tax Roll
Temporary or Portable Amusement Devices, per unit	\$50.00
Note: A 25% discount is applied to building permit fee when using private provider plan reviewer and/or inspector, so long as such notification has been provided prior to permit issuance.	

### Electrical Permits (Section 208.2)

#### Section 208.2.1 New Residential Construction & Mobile Homes

Minimum Fee - <u><b>Effective January 1, 2025</b></u>	\$50.00
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100 Ampere Service	\$50.00
125 Ampere Service	\$55.00
150 Ampere Service - <u>Effective January 1, 2025</u>	\$65.00
200 Ampere Service - <u>Effective January 1, 2025</u>	\$75.00
250 Ampere Service - <u>Effective January 1, 2025</u>	\$80.00
300 Ampere Service - <u>Effective January 1, 2025</u>	\$90.00
400 Ampere Service - <u>Effective January 1, 2025</u>	\$150.00
Electrical Sub Feeds:	
0 - 30 amps - <u>Effective January 1, 2025</u>	\$50.00
31 - 60 amps - <u>Effective January 1, 2025</u>	\$50.00
60 amps and above - <u>Effective January 1, 2025</u>	\$50.00
Installation of Temporary Service Pole (for construction and farm use only) - <u>Effective January 1, 2025</u>	\$75.00
Pool Wire - <u>Effective January 1, 2025</u>	\$50.00
Reconnect Existing Mobile Home - <u>Effective January 1, 2025</u>	\$50.00
Safety Inspection - <u>Effective January 1, 2025</u>	\$50.00 per meter
Note: Electrical Permits are applicable to Temporary Service	
<b>Section 208.2.2 Existing Residential Units and Mobile Homes</b>	
Minimum Fee - <u>Effective January 1, 2025</u>	\$50.00
Additional ampere service, each additional ampere - <u>Effective January 1, 2025</u>	\$0.50
Additions or alterations requiring service from panel (home run)	\$2.25
Air conditioning or electrical heat (each) - <u>Effective January 1, 2025</u>	\$20.00
For each outlet, including lighting requiring electrical connection - <u>Effective January 1, 2025</u>	\$0.50
<b>Section 208.2.3 Commercial Buildings (New Construction)</b>	
Minimum Fee - <u>Effective January 1, 2025</u>	\$50.00
0 - 100 Ampere Service - <u>Effective January 1, 2025</u>	\$50.00
101- 150 Ampere Service - <u>Effective January 1, 2025</u>	\$50.00
151- 200 Ampere Service - <u>Effective January 1, 2025</u>	\$55.00
201- 300 Ampere Service - <u>Effective January 1, 2025</u>	\$65.00
301- 400 Ampere Service - <u>Effective January 1, 2025</u>	\$75.00
401- 600 Ampere Service - <u>Effective January 1, 2025</u>	\$100.00
601- 800 Ampere Service - <u>Effective January 1, 2025</u>	\$150.00

For each appliance, fixed or stationary, air conditioning and/or heating amperes requiring circuit capacity above 30	\$25.00
For each outlet, including lighting requiring electrical connection - <u><i>Effective January 1, 2025</i></u>	\$0.50
Installation requiring service above 800 amperes, each additional ampere - <u><i>Effective January 1, 2025</i></u>	\$0.50
Temporary Pole - <u><i>Effective January 1, 2025</i></u>	\$75.00
<b>Section 208.2.4 Existing Commercial Structures</b>	
Minimum Fee - <u><i>Effective January 1, 2025</i></u>	\$50.00
Additions or alterations requiring service from panel (home run)	\$1.60
Circuits requiring capacity above 30 amperes, each - <u><i>Effective January 1, 2025</i></u>	\$50.00
For each outlet, including lighting requiring electrical connection - <u><i>Effective January 1, 2025</i></u>	\$0.50
Increase in additional ampere service, each additional ampere - <u><i>Effective January 1, 2025</i></u>	\$0.50

<b>License Fees - <u><i>Effective January 1, 2025</i></u></b>	
Contractor License Fee	\$35.00
Journeyman License Fee	\$25.00
Late License Renewal Fee	\$25.00
Letter of Reciprocity	\$35.00
License Registration	\$25.00

<b>Mechanical Permits (Residential &amp; Commercial) (Section 208.4)</b>	
Two (2) tons and under - <u><i>Effective January 1, 2025</i></u>	\$50.00
Two and one-half (2-1/2) tons - <u><i>Effective January 1, 2025</i></u>	\$50.00
Three (3) tons - <u><i>Effective January 1, 2025</i></u>	\$50.00
Three and one-half (3-1/2) tons - <u><i>Effective January 1, 2025</i></u>	\$55.00
Four (4) tons - <u><i>Effective January 1, 2025</i></u>	\$65.00
Five (5) tons - <u><i>Effective January 1, 2025</i></u>	\$75.00
<b>Change Outs</b>	
Minimum Fee - <u><i>Effective January 1, 2025</i></u>	\$50.00
Two and one-half (2-1/2) tons and under - <u><i>Effective January 1, 2025</i></u>	\$50.00
Three (3) tons - <u><i>Effective January 1, 2025</i></u>	\$50.00
Three and one-half (3-1/2) tons - <u><i>Effective January 1, 2025</i></u>	\$55.00



Four (4) tons - <u>Effective January 1, 2025</u>	\$60.00
Five (5) tons - <u>Effective January 1, 2025</u>	\$70.00
Air Conditioning & Refrigeration (total capacity in single installation) for each ton capacity or fractional part - <u>Effective January 1, 2025</u>	\$8.00
Boilers (including heating element) for the first 500,000 BTU per hours input of fuel used or fractional part thereof	\$30.00
For each additional 500,000 BTU	\$8.00
Gas Burner (each)	\$6.00
Oil Furnace	\$35.00
Range Hood (for each \$1,000 of value) - <u>Effective January 1, 2025</u>	\$10.00
Underground Tank (for each \$1,000.00 of value) - <u>Effective January 1, 2025</u>	\$10.00

### Plumbing Permits (Section 208.3)

#### Section 208.3.1 Residential

Minimum Fee - <u>Effective January 1, 2025</u>	\$50.00
One (1) bath - <u>Effective January 1, 2025</u>	\$50.00
One and one-half (1-1/2) baths - <u>Effective January 1, 2025</u>	\$60.00
Two (2) baths - <u>Effective January 1, 2025</u>	\$75.00
Two and one-half (2-1/2) baths - <u>Effective January 1, 2025</u>	\$80.00
Three (3) baths - <u>Effective January 1, 2025</u>	\$90.00
Each bath thereafter	\$20.00
Each additional fixture - <u>Effective January 1, 2025</u>	\$15.00
Irrigation Fee - <u>Effective January 1, 2025</u>	\$50.00

#### Section 208.3.2 Commercial Buildings

Minimum Fee - <u>Effective January 1, 2025</u>	\$50.00, plus below
Additionally, for each fixture having a water supply and/orwaste outlet, including floor drains and roof drains (each)	\$15.00
Irrigation Fee - <u>Effective January 1, 2025</u>	\$50.00

### Pool Permits (Section 208.5)

Minimum Fee for first 15,000 gallons - <u>Effective January 1, 2025</u>	\$75.00
For each additional 1,000 gallons - <u>Effective January 1, 2025</u>	\$5.00
Remarcite - <u>Effective January 1, 2025</u>	\$75.00

**Public Safety Related Fees**

For fees associated with New Construction (Fire) Plan Reviews, New Construction (Fire) Plan Review of Revisions / Resubmittals, and New Construction (Fire) Inspections, see **Fire Inspections** Section of this Schedule.

**Review Fees**

Commercial (based on job value):

Minimum Review Fee - <u><i>Effective January 1, 2025</i></u>	\$100.00
\$25,000 to \$100,000.99 - <u><i>Effective January 1, 2025</i></u>	\$150.00
\$100,001 to \$250,000.99 - <u><i>Effective January 1, 2025</i></u>	\$250.00
\$250,001 to \$500,000.99 - <u><i>Effective January 1, 2025</i></u>	\$350.00
\$500,001 to \$1,000,000 - <u><i>Effective January 1, 2025</i></u>	\$500.00
In excess of \$1,000,000 - <u><i>Effective January 1, 2025</i></u>	\$750.00
Revisions - <u><i>Effective January 1, 2025</i></u>	\$100.00 per submittal

Residential:

Application Fee: Single family residential or mobile home (to be applied towards total Building Permit Fee) - <u><i>Effective January 1, 2025</i></u>	\$100.00 per submittal
Master Plans - <u><i>Effective January 1, 2025</i></u>	\$250.00
Residential - <u><i>Effective January 1, 2025</i></u>	\$50.00
Revisions - <u><i>Effective January 1, 2025</i></u>	\$50.00
Rereview Fee	Cost of Initial Review Fee
Rereview Fee after 3rd Review (F.S. 553.80(2)(b))	Four times cost of the Initial Review Fee

Note: A 25% discount is applied to building permit fee when using private provider plan reviewer and/or inspector, so long as such notification has been provided prior to permit issuance.

**Sign Permits (Section 208.8.3) – *Effective January 1, 2025***

Minimum Fee	\$150.00
For the first 100 square feet	\$150.00
For every 100 square feet thereafter	\$25.00

## DEPARTMENT OF HEALTH

**STATEMENT OF FUNCTION:** The Florida Department of Health in Clay County (DOH-Clay) is a state agency in partnership with county government. Services it provides to the community include health education, school health services, WIC and Healthy Start services and clinical based services. Essential services provided by DOH-Clay include immunizations, emergency preparedness, environmental health services, and disease prevention and control.

The goal of the Florida Department of Health is to protect, promote, and improve the health of all people in Florida through integrated state, county, and community efforts.

**LOCATION:** 1845 Town Center Blvd., Bldg. 400, Fleming Island, FL 32003

**PHONE:** (904) 529-2800

	State Fee	County Fee	Total Fee
<b>Clinical Services Fees</b>			
<b>Sliding Scale Services</b>			
All clinical services are based upon a sliding fee scale (s. 64F-16, Florida Administrative Code) using income levels and family size, unless listed below as Flat Fee Service. Total Fee is 150% of Medicare Reimbursement Rate.			
Immunizations:			
Adult	\$0.00	\$15.00	Actual cost of vaccine, plus \$15.00 administration fee
Children (VFC) 0-19 years old	\$0.00	\$15.00	Bill insurance company, plus \$15.00 administration fee
DH680 without vaccine services	\$0.00	\$15.00	\$15.00
Blood Draw Services	\$0.00	\$15.00	Actual cost of lab, plus \$15.00 administration fee
<b>Flat Rate Services</b>			
The following flat fee services are not eligible for sliding fee schedule.			
Completion of College or Other Forms	\$0.00	\$15.00	\$15.00
Medication Pick Up	\$0.00	\$10.00	\$10.00
School Entry Exam	\$0.00	\$45.00	\$45.00
School Exam and Sports Physical	\$0.00	\$80.00	\$80.00
School Sports Exam	\$0.00	\$45.00	\$45.00
TB Gold or PPD Skin Test Screening (Nurse Visit)	\$0.00	\$68.00 (includes nurse visit, draw fee, and lab)	\$68.00 (includes nurse visit, draw fee, and lab)
TB Gold or PPD Skin Test Screening (Provider Visit)	\$0.00	\$35.00 plus provider visit and draw services fee	\$35.00 plus provider visit and draw services fee

	State Fee	County Fee	Total Fee
<b>Environmental Health Fees</b>			
<b>Biomedical Waste Permits</b>			
Biohazardous Waste - Generator	\$85.00	\$50.00	\$135.00
Biohazardous Waste (storage or treatment)	\$85.00	\$50.00	\$135.00
Biohazardous Waste, after October 1	\$105.00	\$50.00	\$155.00
Biohazardous Waste Transporter	\$85.00	\$50.00	\$135.00
Late Fee	\$25.00	\$0.00	\$25.00
Transporter – Add Vehicle	\$10.00	\$0.00	\$10.00
<b>Food Establishment Permits</b>			
<i>State fees established per Chapter 64E-11.013(3)(g) of the Florida Administration Code (FAC)</i>			
After School	\$170.00	\$25.00	\$195.00
Alcoholic Beverage	\$30.00	\$25.00	\$55.00
Bar / Lounge	\$190.00	\$25.00	\$215.00
Catering	\$180.00	\$25.00	\$205.00
Civic / Fraternal Organizations	\$190.00	\$25.00	\$215.00
Detention Facility	\$250.00	\$25.00	\$275.00
Food Re-Inspection (first)	\$0.00	\$0.00	\$0.00
Food Re-Inspection (after first re-inspection)	\$75.00	\$0.00	\$75.00
Late Renewal or Permit	\$25.00	\$25.00	\$50.00
Limited Food Service	\$110.00	\$25.00	\$135.00
Mobile Food Unit	\$180.00	\$25.00	\$205.00
Plan Review (per hour)	\$40.00	\$0.00	\$40.00
Prescribed Pediatric Extended Care (PPEC) Center	\$110.00	\$25.00	\$135.00
Request for Inspection	\$40.00	\$0.00	\$40.00
Residential Facility	\$135.00	\$25.00	\$160.00
School Cafeteria (x3)	\$170.00	\$25.00	\$195.00
School Cafeteria (x4)	\$200.00	\$25.00	\$225.00
Temporary Food (DOH site)	\$50.00	\$25.00	\$75.00
Temporary Food (not at DOH site)	\$100.00	\$25.00	\$125.00
Theater	\$190.00	\$25.00	\$215.00
Vending Machine	\$85.00	\$25.00	\$105.00

	State Fee	County Fee	Total Fee
<b>Group Care Permits</b>			
Adult Day Care	\$0.00	\$25.00	\$25.00
Assisted Living Facility	\$0.00	\$50.00	\$50.00
Private / Public Elementary School (1-50 students)	\$0.00	\$50.00	\$50.00
Private / Public Elementary School (over 50 students)	\$0.00	\$75.00	\$75.00
Private / Public Junior High School	\$0.00	\$100.00	\$100.00
Private / Public High School	\$0.00	\$200.00	\$200.00
School K-12 / Vocational Technology	\$0.00	\$50.00	\$50.00
<b>Migrant Labor Camp Permits</b>			
Annual Permit (5-50 occupants)	\$125.00	\$0.00	\$125.00
Annual Permit (51-100 occupants)	\$225.00	\$0.00	\$225.00
Annual Permit (over 100 occupants)	\$500.00	\$0.00	\$500.00
<b>Mobile Home and Recreational Vehicle (RV) Permit</b>			
Per space	\$4.00	\$0.00	\$4.00
Minimum Fee	\$100.00	\$0.00	\$100.00
<b>Onsite Sewage Treatment and Disposal Systems (OSTDS)</b>			
Aerobic System / PBTS Operating Permit	\$100.00	\$75.00	\$175.00
Application Fee (Private Inspector)	\$35.00	\$10.00	\$45.00
Existing System with Modification	\$245.00	\$75.00	\$320.00
Existing System without Modification	\$35.00	\$10.00	\$45.00
Expired Permit Renewal	\$235.00	\$75.00	\$310.00
Holding Tank Permit	\$235.00	\$75.00	\$310.00
Industrial / Manufacturing Annual Permit	\$150.00	\$75.00	\$225.00
Mean Annual Flood Line Determination	\$50.00	\$0.00	\$50.00
Modification (Private Soil Evaluation)	\$180.00	\$75.00	\$255.00
Modification Permit	\$295.00	\$75.00	\$370.00
New Permit	\$350.00	\$75.00	\$425.00
New System (Private Soil Evaluation)	\$235.00	\$75.00	\$310.00
Performance Based - New System (DOH Soil Evaluation)	\$375.00	\$75.00	\$450.00
Performance Based - New System (Private Soil Evaluation)	\$260.00	\$75.00	\$335.00
Portable or Temporary Toilet Service	\$75.00	\$75.00	\$150.00

	State Fee	County Fee	Total Fee
Re-Inspection / Site Re-Evaluation	\$50.00	\$0.00	\$50.00
Repair Permit	\$300.00	\$75.00	\$375.00
Repair (Private Soil Evaluation)	\$185.00	\$75.00	\$260.00
Reset Benchmark	\$0.00	\$75.00	\$75.00
Septic Disposal Service Permit	\$75.00	\$75.00	\$150.00
Tank Manufacturer Inspections	\$100.00	\$75.00	\$175.00
Variance, Commercial	\$300.00	\$75.00	\$375.00
Variance, Residential	\$200.00	\$75.00	\$275.00
<b>Swimming Pool Permits</b>			
Annual Permit (under 25,000 gallons)	\$125.00	\$50.00	\$175.00
Annual Permit (25,000 gallons or more)	\$250.00	\$50.00	\$300.00
Exempted Pools	\$50.00	\$0.00	\$50.00
Initial Operating Permit	\$150.00	\$50.00	\$200.00
<b>Well Permits</b>			
Change of Owner (FDC)	\$30.00	\$0.00	\$30.00
Change of Owner (LUC)	\$90.00	\$0.00	\$90.00
Family Day Care Permit	\$30.00	\$0.00	\$30.00
Limited Use Water	\$90.00	\$50.00	\$140.00
Multi-Family Permit	\$90.00	\$0.00	\$90.00
<b>Private Well Permits:</b>			
After the Fact Private Well	\$0.00	\$170.00	\$170.00
After the Fact Public Well	\$0.00	\$320.00	\$320.00
Commercial Well	\$0.00	\$160.00	\$160.00
Irrigation Well	\$0.00	\$60.00	\$60.00
Monitoring Well	\$0.00	\$60.00	\$60.00
Private Potable Well	\$0.00	\$85.00	\$85.00
Sample Collection (Private)	\$20.00	\$70.00	\$90.00
Registered System Fee	\$15.00	\$0.00	\$15.00
Reinspection Fee	\$40.00	\$0.00	\$40.00
Sample Collection (LUC)	\$70.00	\$20.00	\$90.00
Variance Processing Fee	\$0.00	\$150.00	\$150.00

	State Fee	County Fee	Total Fee
<b>Other Environmental Health Permits</b>			
Body Piercing:			
Annual Fee	\$150.00	\$0.00	\$150.00
Late Fee	\$100.00	\$0.00	\$100.00
Reactivation	\$75.00	\$0.00	\$75.00
Small Quantity Generators (SQG)	\$0.00	\$50.00	\$50.00
Tanning (\$315.00 maximum fee):			
Annual License	\$150.00	\$0.00	\$150.00
Each Additional Device	\$55.00	\$0.00	\$55.00
Late Renewal	\$25.00	\$0.00	\$25.00
Tattoo:			
Artist	\$60.00	\$0.00	\$60.00
Establishment	\$200.00	\$0.00	\$200.00
Guest Artist Registration	\$35.00	\$0.00	\$35.00
Reactivation - Artist	\$25.00	\$0.00	\$25.00
Reactivation - Facility	\$25.00	\$0.00	\$25.00
Temporary Establishment	\$200.00	\$0.00	\$200.00

	State Fee	County Fee	Total Fee
<b>Vital Statistics</b>			
Birth Certificate	\$4.00	\$9.00	\$13.00
Death Certificate	\$0.00	\$10.00	\$10.00

## EMERGENCY MANAGEMENT

**STATEMENT OF FUNCTION:** Clay County Emergency Management oversees the County's response to the operational, response, recovery and mitigation aspect of disasters in Clay County. The Cost Center's goal is to ensure the readiness of Emergency Management and Partnering Agencies to respond to emergencies and events in the County.

**LOCATION:** 2519 State Road 16 West, Green Cove Springs, FL 32043

**PHONE:** (904) 284-7703; (877) 252-9362

Healthcare Facility Emergency Plan Reviews	
Initial Plan Review	\$250.00
Follow-Up Plan Review(s)	\$75.00

## ENFORCEMENT SERVICES

**STATEMENT OF FUNCTION:** Enforcement Services is responsible for ensuring compliance with those ordinances and portions of the Clay County Code dealing with non-criminal matters such as: land development, junk vehicles, signs, zoning, solid waste, standard housing code, construction within the rights-of-way, illicit connections and discharges to the municipal service storm sewer system and other codes and ordinances in an effective, expeditious and equitable manner. Enforcement Services performs field investigations for complaints received and issues notices of violation for ordinance violations. Fines may be imposed when compliance has not been met.

**LOCATION:** 477 Houston Street, Green Cove Springs, FL 32043 (3rd Floor)

**PHONE:** (904) 284-6310

Code Enforcement Fees	
Abandoned / Vacant Property Registration	\$200.00 per instance
Administrative Fee for Non-Compliance Finding	\$100.00 per instance
Application for Lien Reduction	\$25.00 per instance
Lien Research Fee	\$20.00 per instance



## ENGINEERING DEPARTMENT

**STATEMENT OF FUNCTION:** The County Engineering Department manages the design and construction of Capital Improvement Projects utilizing a combination of consultants and in-house personnel, reviews and approves technical aspects of new subdivisions and new commercial site developments from plat to final plans, inspects the construction of new development sites, recommends acceptance of streets and drainage to the Board of County Commissioners (BCC), provides site plan reviews for residential building permits, right-of-way (ROW) permits, and inspections of driveways and sidewalks in connection with residential building permits. In addition to these primary responsibilities, Engineering Department permits and supervises all utility work done within the County ROW; permits and supervises all construction that is requested by the public within the ROW; implements the Federal Department of Environmental Protection MS4 Permit Program compliance; implements the Total Maximum Daily Load Program Compliance; and coordinates grant applications and fulfillment operations with various agencies as needed. The mission of the Clay County Engineering is to provide sound engineering judgment and maximize resources, to best serve the residents, businesses, and visitors of Clay County.

**LOCATION:** 477 Houston Street, Green Cove Springs, FL 32043 (3rd Floor)

**PHONE:** (904) 529-5287

Inspection Fees	
Construction Engineering & Inspection (CEI) Fee	Costs for inspection services determined by County staff in correlation with project duration
Inspection by County Staff:	
Non-Residential and Multi-Family	
Base Fee	\$350.00
Final Inspection Fee	\$350.00
Per 1/4 Mile Increment (or portion thereof) for Roadway Construction, including any Proposed Improvements in New or Existing Right-of-Way	\$1,500.00
Per Acre Fee (or portion thereof) for Site Development Exclusive of Subdivision Infrastructure Improvements (NON-RESIDENTIAL ONLY)	\$300.00
Stormwater Inspection Fee (Total Pond Acreage):	
1-5 acres	\$275.00
5 acres or over	\$300.00, plus \$50.00 per acre or fraction thereof
Re-inspection (each)	\$100.00
Residential Subdivisions	
Base Fee	\$350.00
Final Inspection Fee	\$350.00

National Pollutant Discharge Elimination System (NPDES) Inspection Fee	\$150.00 per lot
Stormwater Inspection Fee (total pond acreage):	
1-5 acres	\$275.00
5 acres or over	\$300.00, plus \$50.00 per acre or fraction thereof
Re-inspection (each)	\$100.00

Rights-of-Way (ROW) and Easements	
Easement Release	\$250.00
Plat Vacations	\$750.00
Residential Driveways:	
Driveway Permit Exemption Letter / Existing	\$75.00
Driveway / Right-of-Way Permits (includes pre- and post-inspection)	\$175.00
Driveway Upgrade	\$150.00
Residential / Subdivision / Commercial Re-Inspection Fee	\$75.00
Right-of-Way Release	\$750.00
Right-of-Way Utility Permits	\$500.00 per mile, plus \$500.00 per foot for any open cut of pavement

## ENVIRONMENTAL SERVICES

**STATEMENT OF FUNCTION:** The Department of Environmental Services provides solid waste collection, disposal and recycling services to accommodate the residential, commercial and institutional needs of Clay County. This includes the long-term maintenance and environmental monitoring of closed landfills.

Curbside residential solid waste collection services are provided by a contracted, franchised hauler. Five (5) County operated solid waste facilities are available for drop-off of recyclables, solid waste, appliances, tires, and household hazardous waste. Commercial services are provided by non-exclusive franchised haulers.

The Rosemary Hill Solid Waste Management Facility is the nucleus for solid waste and recycling processing and transfer operations. Waste materials (municipal solid waste, construction and demolition debris, vegetative waste, recyclable materials, household hazardous waste, waste tires) are segregated for proper disposal or recycling. Municipal and construction wastes are transferred to an out-of-county sanitary landfill for disposal. Recyclable materials are shipped to various processors for recycling and reuse. Special wastes are recycled or disposed.

The goal of Environmental Services is to protect Clay County's groundwater in support of public health and the environment through proper handling and disposal of solid waste and recyclable materials in a cost effective and efficient manner

**LOCATION:** 3545 Rosemary Hill Road, Green Cove Springs, FL 32043 (Main Office)

**PHONE:** (904) 284-6374

Commercial Haulers	
Administration Fees:	
Revenue < \$200K	\$125.00 per year
Revenue \$200-500K	\$250.00 per year
Revenue > \$500K	\$375.00 per year
Franchise Application Fee	\$250.00 per application
Franchise Fees	14% of receipts

Landfill Tipping Fees	
Appliances	\$76.00 per ton
C&D - Franchise	\$70.00 per ton
C&D - Non-Franchise	\$76.00 per ton
C&D - Out of County	\$83.50 per ton
Class I - Franchise	\$64.00 per ton
Class I - Non-Franchise	\$70.00 per ton
Class I - Out of County	\$77.50 per ton
Scrap Metals	\$76.00 per ton

Special Handling (mixed waste and recyclables)	\$250.00 per ton
Tires, Off Road	\$380.00 per ton
Tires, Off Road - Out of County	\$387.50 per ton
Tires, Passenger	\$240.00 per ton
Tires, Passenger - Out of County	\$247.50 per ton
Yard Waste - Franchise	\$41.00 per ton
Yard Waste - Non-Franchise	\$47.00 per ton
Yard Waste - Out of County	\$54.50 per ton

#### **Residential Assessments**

Collection	\$262.00 per year
Disposal	\$96.00 per year

#### **Other Residential Services**

Additional Cart Lease Fee	
65-gallon Cart	\$61.00
95-gallon Cart	\$66.00
Overflow Stickers for Individual Trash Bags	\$4.00 each

## FIRE INSPECTIONS

**STATEMENT OF FUNCTION:** The Clay County Fire Inspections Cost Center implements fire loss management by conducting fire and life safety inspections in new and existing buildings for compliance with State mandated fire codes. The Cost Center also reviews construction documents and permits for adherence with current fire codes.

**LOCATION:** 477 Houston Street, Green Cove Springs, FL 32043 (3rd Floor)

**PHONE:** (904) 529-2757

Fire Plan Reviews	
As-Built Review	
Building / System	\$55.00
Site	\$50.00
Emergency Generator System Plan Review	\$50.00 per system
Fire Alarm System Plan Review:	
Up to 10,000 square feet	\$75.00 per system
Over 10,000 square feet	\$100.00 per system
Fire Protection Underground Plan Review:	
Up to 500 linear feet	\$50.00
Over 500 linear feet	\$100.00
Fire Protection Water Tank Plan Review	\$50.00 per tank
Fire Sprinkler / Fire Pump / Standpipe System Plan Review:	
Up to 10,000 square feet	\$75.00 per system
Over 10,000 square feet	\$100.00 per system
Fire Suppression System Plan Review	\$50.00 per system
Fuel Tank Installation Site Plan Review (under-ground or above-ground)	\$50.00 per tank
Fuel Tank Removal Site Plan Review	\$50.00 per tank
Healthcare Facility Emergency Plan Reviews	
Initial Plan Review	\$250.00
Follow-Up Plan Review(s)	\$75.00
Hood or Paint Booth Ventilation System Plan Review	\$50.00 per system

New Construction Plan Review:	
Valued between \$0 and \$100,000	\$100.00
Valued between \$100,000.01 and \$500,000	\$200.00
Valued between \$500,000.01 and \$1,000,000	\$400.00
Valued at \$1,000,000.01 or greater	\$600.00
New Construction Plan Review of Revisions / Resubmittals:	
Valued between \$0 and \$500,000	\$54.00
Valued at \$500,000.01 or greater	\$325.00
Other Fire Permit Plan Review of Revisions / Resubmittals	Original cost of permit plan review
Site Plan Review	\$50.00 per phase
Site Plan Review of Revisions	\$50.00 per phase

Fire Safety Inspections	
Up to 100,000 sq ft	\$75.00
Over 100,000 sq ft	\$125.00
First Re-Inspection	No charge
Second and All Additional Re-Inspections	\$125.00
Licensed-Operated Facilities Inspections	
0 - 5,000 sq ft	\$38.00
5,001 - 12,000 sq ft	\$53.00
12,001 - 25,000 sq ft	\$88.00
25,001 - 50,000 sq ft	\$105.00
50,0001 - 75,000 sq ft	\$123.00
75,001 - 100,000 sq ft	\$140.00
100,001 - 250,000 sq ft	\$175.00
250,001 - 500,000 sq ft	\$210.00
500,001 - 750,000 sq ft	\$245.00
750,001 - 1,000,000 sq ft	\$280.00
1,000,000 and greater sq ft	\$350.00
First Re-Inspection	No charge
Second and All Additional Re-Inspections	Original Cost of Inspection

New Construction Inspections:	
First Inspection	\$100.00
First Re-Inspection	No charge
Second and All Additional Re-Inspections	\$125.00
Occupancy-Based Inspections (NFPA 1:10.2.7.1)	
High Hazard / Risk (Annually)	
Apartment Buildings	
0-25 units per building	\$25.00
26-50 units per building	\$50.00
51-100 units per building	\$75.00
101 and greater units per building	\$100.00
High Rise	\$125.00
Assembly	
50-299 occupancy load	\$50.00
300-1,000 occupancy load	\$75.00
1,001-5,000 occupancy load	\$100.00
5,001 and greater occupancy load	\$125.00
Childcare	See Licensed-Operated Facilities Inspections
Detention	
Under 15,000 sq ft	\$75.00
15,001 - 30,000 sq ft	\$100.00
30,001 - 100,000 sq ft	\$150.00
100,001 - 200,000 sq ft	\$200.00
200,001 - 500,000 sq ft	\$250.00
500,001 and greater	\$300.00
Educational	See Licensed-Operated Facilities Inspections
Healthcare	See Licensed-Operated Facilities Inspections
Hotels / Lodging / Dormitories	
0-16 units / rooms per building	\$50.00
17-100 units / rooms per building	\$75.00
100-500 units / rooms per building	\$100.00

Moderate Hazard / Risk (Biennially)	
Ambulatory Healthcare	
Under 5,000 sq ft	\$50.00
5,001 - 15,000 sq ft	\$75.00
15,001 - 30,000 sq ft	\$100.00
30,001 - 100,000 sq ft	\$150.00
100,001 - 200,000 sq ft	\$200.00
200,001 - 500,000 sq ft	\$250.00
500,001 and greater sq ft	\$300.00
Industrial	
Under 15,000 sq ft	\$50.00
15,001 - 30,000 sq ft	\$100.00
30,001 - 100,000 sq ft	\$150.00
100,001 - 200,000 sq ft	\$175.00
200,001 - 500,000 sq ft	\$200.00
500,001 and greater sq ft	\$250.00
Low Hazard / Risk	
Mercantile / Business / Storage	
Under 5,000 sq ft	\$45.00
5,001 - 15,000 sq ft	\$50.00
15,001 -30,000 sq ft	\$65.00
30,001 - 100,000	\$75.00
100,000 - 200,000	\$100.00
200,001 - 500,000	\$125.00
500,001 and greater	\$150.00
Re-Inspection for Unprepared Sites	
First re-inspection	\$55.00
Each additional re-inspection	\$112.00
Walkthrough / Pre-Inspection / Consultation / Plan Review (after hours, weekend or holiday is subject to availability)	
Minimum Fee Paid in Advance (2-hour minimum)	\$153.00
Additional Fee after Initial 2 hours	\$54.00 per hour



<b>Tests / Inspections for System Recertification</b>	
Cooking Hood or Paint Booth Ventilation System Inspection	\$75.00
Emergency Generator Test	\$50.00
Fire Alarm System Inspection	\$75.00
Fire Pump Test	\$75.00
Fire Sprinkler Hydrostatic / Underground Fire Protection Test	\$100.00
Fire Suppression System Inspection	\$75.00

<b>Miscellaneous Use &amp; Services Permits</b>	
Amusement Park Permit (includes fairs, carnivals and festivals)	\$100.00
Burn Permit (non-residential property)	\$100.00
Fire Insurance Rating Verification Letter	\$21.00
Fireworks Display Permit	\$55.00
Fireworks or Sparklers Sales Permit	\$55.00
Penalty for Starting Work without a Fire Marshall Permit	Double the Normal Application Fee
Permit for Handling Materials or Hazardous Operations	\$55.00
Permit for Tent or Membrane Structure used for cooking, Christmas tree sales, horse shows, or public gatherings of any kind (900 square feet or larger)	\$55.00

## LIBRARY SERVICES

**STATEMENT OF FUNCTION:** The Clay County Library System is dedicated to providing free access to a vast array of resources for all citizens of the County. In both the virtual and physical libraries, the library's role is to provide convenient access to products and services that expand knowledge, inform, entertain and inspire our library users.

**LOCATION:** 1895 Town Center Boulevard, Fleming Island, FL 32003 (Headquarters)

**PHONE:** (904) 529-4745

Damaged Items	
Books, Audio Books and DVD's damaged beyond repair	Replacement cost of item and \$2.00 processing fee
Book Jacket	\$1.00
Chromebook:	
Device	Replacement cost of item
Case	\$30.00
Charger	\$20.00
DVD or CD Cover	\$1.00
DVD or CD Case	\$3.00
Playaway Launch Pad:	
Device	Replacement cost of item
Case	\$13.00
Bumper	\$9.00
Charging Cord	\$7.00
Adapter	\$10.00
WiFi Hot Spot:	
Device	\$100.00
Charger plug and/or cord	\$10.00
Case	\$20.00
Any items not listed above will be subject to charges based on the replacement cost of the item.	

Lost Items	
Processing Fee	\$2.00 per item
Book Club in a Bag	\$125.00
Chromebook	Replacement cost of item

Library Card	\$1.00 (processing fee not applicable)
Lost Books, Audio Books and DVDs	Replacement cost of item
Playaway Launch Pad	Replacement cost of item
Preschool Kit	Replacement cost of item
WiFi Hot Spot:	
Device	\$100.00
Charger plug and/or cord	\$10.00
Case	\$20.00
Any items not listed above will be subject to charges based on the replacement cost of the item.	

Overdue Fines	
Audiobook	\$0.20 per day
Birding Backpack	\$1.00 per day
Book	\$0.20 per day
Book Club in a Bag	\$0.20 per day
Chromebook	\$1.00 per day
DVD	\$1.00 per day
Inter-Library Loan (ILL)	\$0.50 per day (Note that lending institutions may place additional fines / fees on loaned items.)
Playaway Launch Pad	\$1.00 per day
Preschool Kit	\$0.20 per day
WiFi Hot Spot	\$1.00 per day

Services	
Library Cards	
Clay County Residents and Property Owners	Free
Non-Resident (Annual)	\$100.00
Non-Resident (6 months)	\$60.00
Non-Resident (3 months)	\$30.00
Meeting Room Reservations	
Small (available at Middleburg and Orange Park Libraries)	\$25.00 per hour (2-hour minimum)
Large (available at Fleming Island and Orange Park Libraries)	\$50.00 per hour (2-hour minimum)

Printing & Photocopying	
Black and White	\$0.20 per page
Color (available at Fleming Island Library)	\$0.50 per page
3D Printing (available at Fleming Island and Orange Park Libraries)	\$0.05 per gram

## PARKS & RECREATION ADMINISTRATION

**STATEMENT OF FUNCTION:** The function of Parks and Recreation is creating places and spaces for residents and visitors to enjoy healthy, active lifestyles, ensuring all residents have access to the benefits of high-quality parks and recreation, and the preservation of the natural beauty of the environment.

**LOCATION:** 477 Houston Street, Green Cove Springs, FL 32043 (2nd Floor)

**PHONE:** (904) 284-6378 (Main Office)

<b>Athletic Field Rentals</b> Rental Hours: 8:00 a.m. to 10:00 p.m., unless otherwise agreed upon	
Adult Athletic Fields	\$30.00 per hour per field plus tax
Diamond Ball Field Raked and Restriped (labor & paint)	\$50.00 plus tax
Multipurpose Field Restriped (labor & paint)	\$110.00 plus tax
Outdoor Courts, for guaranteed use	\$10.00 per hour per court plus tax
Outdoor Courts with Lights, for guaranteed use	\$25.00 per hour per court plus tax
Sports Field Lighting	\$15.00 per hour per field plus tax
Youth Athletic Fields	\$25.00 per hour per field plus tax
Note: Up to a \$500.00 refundable Security Deposit shall be required. The deposit will be required at the same time the reservation is made. The security deposit is refundable once the facility and premises has been inspected post-rental and will be returned by mail to the user.	

<b>Camp Chowenwaw Park</b> Rental Hours: 8:00 a.m. to 8:00 p.m., unless camping overnight	
Reservation Service Fee	\$2.00
Cabin and Building Rentals (Daytime):	
Big Cabin Day Building (150-person max.)	\$400.00 plus tax
Kiwita Nature Center Day Building (55-person max.)	\$175.00 plus tax
Orange Blossom Day Building (30-person max.)	\$100.00 plus tax
Cabin and Building Rentals (Overnight): Note: Weekend rentals require two-night stay (Friday/Saturday or Saturday/Sunday).	
Ahwenassa Cabins (climate controlled)	\$50.00 each plus tax
Cook's and Muscogee Cabins (self-contained)	\$50.00 each plus tax
Hickory Flats Tent Campsites (primitive tent pads)	\$18.00 each plus tax
Magnolia Hill Tent Campsites (primitive tent pads)	\$18.00 each plus tax
Squirrel Run (climate controlled)	\$50.00 each plus tax

Treehouse Point	\$35.00 each plus tax
Commercial Photography / TV / Film Fees (Requires Facility Permit):	
TV / Film (camping / cabin areas, including indoors and outdoors)	\$100.00 per day plus tax
Swimming Fees:	
Adults (ages 16-64)	\$3.00 plus tax
Children (ages 2 and under)	No Charge
Children (ages 3-15)	\$2.00 plus tax
Individual Season Pass	\$75.00 plus tax
Family Season Pass (up to 6 people)	\$150.00 plus tax
Overnight Guests	No Charge
Seniors (ages 65 and older)	\$2.00 plus tax
Swimming Lessons/Classes	Contracted Fee
Deposit: 25% non-refundable deposit due upon making reservation if reserving an entire cluster or all-day rental cabins; Kiwita, Orange Blossom, and Big Cabin. Deposits are not taken on cabins and tent sites, unless an entire cluster is reserved. Larger groups requiring more reservations may be required to complete the special use permit.	

**Historical Triangle, including Courthouse, Pavilion, and Courtyard**

Rental Hours: 8:00 a.m. to 10:00 p.m.

Entire Facility Rental (Daily)	\$350.00 per day plus tax
Entire Facility Rental (Hourly, 3-hr minimum)	\$25.00 per hour plus tax
Note: Civic, community, and nonprofit meetings are exempt from the 3-hour minimum.	
Deposit: \$75.00 refundable deposit due upon booking reservation. Balance due no later than two (2) weeks prior to event date. In the event that reservation is made within two (2) weeks of scheduled date, the entire fee including deposit is due at the time of booking.	
All rentals for this facility are subject to review and approval by the Board of County Commissioners and Clay County Clerk of Court and Comptroller.	

**Hunter-Douglas Park Meeting Building**

Rental Hours: 8:00 a.m. to 10:00 p.m.

Entire Facility Rental (Daily)	\$175.00 per day plus tax
Entire Facility Rental (Hourly, 3-hr minimum)	\$25.00 per hour plus tax
Note: Civic, community, and nonprofit meetings are exempt from the 3-hour minimum.	
Deposit: \$75.00 refundable deposit due upon booking reservation. Balance due no later than two (2) weeks prior to event date. In the event that reservation is made within two (2) weeks of scheduled date, the entire fee including the deposit is due at the time of booking.	

<b>Instructor Contracts</b>	
Instructors (excluding Firearm Instructors)	\$10.00 per hour

<b>Middleburg Civic Center</b> Rental Hours: 8:00 a.m. to 10:00 p.m.	
Entire Facility Rental (Daily)	\$350.00 per day plus tax
Entire Facility Rental (Hourly, 3-hr minimum)	\$25.00 per hour plus tax
Note: Civic, community, and nonprofit meetings are exempt from the 3-hour minimum.	
Deposit: \$75.00 refundable deposit due upon booking reservation. Balance due no later than two (2) weeks prior to event date. In the event that reservation is made within two (2) weeks of scheduled date, the entire fee including deposit is due at the time of booking.	

<b>Outdoor Adventure Park</b> Rental Hours: 8:00 a.m. to 10:00 p.m.	
<b>Archery Range</b>	
Annual Membership	
Individual	\$50.00 per year plus tax
Family (2 Adults and 2 Youth)	\$65.00 per year plus tax
Note: This membership includes no charge lane usage for 2 hours per day. Lane rentals after 2 hours is \$10.00 per hour.	
Lane Rentals (Hourly, 2-hr increments)	
Individual	\$8.00 per person plus tax
Family (2 Adults and 2 Youth)	\$12.00 per family plus tax
<b>Gun Range</b>	
Annual Membership Lane Usage: Thursday – Saturday, 8:00 a.m. to 4:00 p.m.	
Clay County Resident	\$250.00 per year
Clay County Resident - Retired Law Enforcement Officer, Active Duty Military or Veteran	\$200.00 per year
This membership includes: (1) no charge lane usage of 2 hours per day*, (2) \$5.00 fee for 2nd person sharing lane (one per day), (3) lane waitlist priority, (4) three (3) guest passes, (5) 10% discount off pro shop merchandise, and (6) one (1) free Gun Range T-Shirt. * Lane rentals after 2 hours is \$10.00 per hour.	
Non-Clay County Resident	\$300.00 per year
This membership includes: (1) no charge lane usage of 2 hours per day*, (2) \$8.00 fee for 2nd person sharing lane (one per day), (3) lane waitlist priority, (4) three (3) guest passes, (5) 10% discount off pro shop merchandise, and (6) one (1) free Gun Range T-Shirt. * Lane rentals after 2 hours is \$10.00 per hour.	

Non-Clay County Resident - Retired Law Enforcement Officer, Active Duty Military or Veteran	\$225.00 per year
This membership includes: (1) no charge lane usage of 2 hours per day*, (2) \$8.00 fee for 2nd person sharing lane (one per day), (3) lane waitlist priority, (4) three (3) guest passes, (5) 10% discount off pro shop merchandise, and (6) one (1) free Gun Range T-Shirt. * Lane rentals after 2 hours is \$10.00 per hour.	
All Clay County BCC and Constitutional Employees	\$200.00 per year
This membership includes: (1) no charge lane usage of 2 hours per day*, (2) \$8.00 fee for 2nd person sharing lane (one per day), (3) lane waitlist priority, (4) three (3) guest passes, (5) 10% discount off pro shop merchandise, and (6) one (1) free Gun Range T-Shirt. * Lane rentals after 2 hours is \$10.00 per hour.	
Lane Rental (Daily) Lane Usage: Thursday – Saturday, 8:00 a.m. to 4:00 p.m.	
Instructor Use	\$25.00 per day (Instructor guests are required to purchase 2-hour County usage rates. Maximum two people per lane, including the instructor.)
Lane Rental (Hourly, 2-hr increments) Lane Usage: Thursday – Saturday, 8:00 a.m. to 4:00 p.m.	
Clay County Resident	\$15.00 per person, \$10.00 for 2nd person sharing lane (maximum two people per lane)
Non-Clay County Resident	\$20.00 per person, \$15.00 for 2nd person sharing lane (maximum two people per lane)
Current Sworn Law Enforcement Officers and Clay County Department of Fire and Rescue (must show badge and ID)	No charge, \$8.00 for 2nd person sharing lane (maximum two people per lane)
Retired Law Enforcement Officer, Active Duty Military or Veteran, All Clay County BCC and Constitutional Employees	\$12.00 per person, \$10.00 for 2nd person sharing lane (maximum two people per lane)
Note: Lane rentals after 2 hours is \$10.00 per hour.	
Note: Youth ages 12-17 are free, but must be with parental or adult supervision (member or paying guest).	
<b>Park Facility Rentals</b>	
Entire Gun Range (10.35 acres): Monday - Wednesday Note: This rental requires reservations 6 months in advance.	\$1,000.00 per day
Entire Gun Range (10.35 acres): Lane Usage: Thursday – Saturday, 8:00 a.m. to 4:00 p.m.	\$1,500.00 per day
Paid Parking	\$500.00 per day plus tax or 10% collected, whichever is greater



Paid Ticketed Event	\$500.00 per day plus tax or 10% collected, whichever is greater
Zone B (19.85 acres) Note: This rental must be rented with Zone C or other zone.	\$500.00 per day plus tax
Zone C (15.00 acres)	\$375.00 per day plus tax
Zone D (19.54 acres)	\$500.00 per day plus tax
Zone E (2.06 acres)	\$100.00 per day plus tax
Zone F (23.06 acres)	\$575.00 per day plus tax
Zone G (6.44 acres)	\$150.00 per day plus tax
Zone H (3.82 acres)	\$100.00 per day plus tax
Zone I (3.62 acres)	\$100.00 per day plus tax
Zone J (0.95 acres)	\$100.00 per day plus tax
Zone K (7.75 acres)	\$200.00 per day plus tax
Note: Up to a \$500.00 refundable Security Deposit shall be required for rentals. The deposit will be required at the same time the reservation is made. The security deposit is refundable once the facility and premises has been inspected post-rental and will be returned by mail to the user.	

**Park Event Reservations**

Rental Hours: 8:00 a.m. to 10:00 p.m.

Park Event Reservations (3-hour minimum)	\$70.00 per hour plus tax
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Deposit: \$25.00 refundable deposit due upon booking reservation.

**Park Pavilion Rentals**

(for guaranteed use)

Reservation Service Fee	\$2.00
Large Pavilion (Foxmeadow and Moody Avenue Parks)	\$60.00 per 4 hours plus tax
Medium Pavilion (Ronnie Van Zant Park Pavilions 5 and 6)	\$50.00 per 4 hours plus tax
Small Pavilion (Various Parks)	\$40.00 per 4 hours plus tax

**Paul E. Reinhold Agricultural Fairgrounds**

Rental Hours: 8:00 a.m. to 10:00 p.m., unless otherwise agreed upon.

(Ticketed events may require reservation of entire facility.)

Barns 1, 2, and 3	\$150.00 per barn per day plus tax
Cattlemen's Kitchen (Concession Building)	\$175.00 per day plus tax
Cattlemen's Kitchen (Concession Building) Cleaning Fee (if not cleaned)	\$200.00 per day

Clay County Cattlemen's Arena	
All Day Rental	\$1,000.00 per day plus tax
Hourly Rental (3-hour minimum)	\$70.00 per hour plus tax
East Arenas (Equestrian)	\$275.00 each per day plus tax
Entire Facility Rental (including RV Hookups)	\$3,000.00 per day plus tax
Equestrian Package (all arenas, equestrian rings, barns, concession building)	\$2,250.00 per day plus tax
Event Set Up / Break Down	50% of venue price plus tax
Founders Exhibit Hall #1	\$400.00 per day plus tax
Individual Riding (Monday – Thursday)	\$15.00 per day plus tax
Individual Stall	\$15.00 per night plus tax
J. P. Hall, Jr. Event Lawn	\$175.00 per day plus tax
J.P. Hall, Sr. Covered Arena	\$550.00 per day plus tax
Livestock Package (J.P. Hall Arena and Barns)	\$650.00 per day plus tax
Manure Disposal	Rate determined by Environmental Services Dept.
Midway Area (including circular asphalt track)	
All Day Rental	\$200.00 per day plus tax
Four (4) Hours Rental	\$125.00 per 4 hours plus tax
Midway Lights (the greater of per day or metered)	\$75.00 per day plus tax
Paid Parking	\$500.00 per day plus tax or 10% collected, whichever is greater
Paid Ticketed Event	\$500.00 per day plus tax or 10% collected, whichever is greater
Parking Lot Light Fee (Events renting Facilities)	\$75.00 per day plus tax
Parking Lot Light Fee (Events renting Parking Lot Only)	\$500.00 per day plus tax
Patron Life Member Exhibit Building #3	
All Day Rental	\$400.00 per day plus tax
Four (4) Hour Rental	\$250.00 per 4 hours plus tax
Reinhold Pavilion Building #2A	
All Day Rental	\$200.00 per day plus tax
Four (4) Hour Rental	\$125.00 per 4 hours plus tax

Reinhold Pavilion Building #2B	
All Day Rental	\$200.00 per day plus tax
Four (4) Hour Rental	\$125.00 per 4 hours plus tax
RV Hookups	\$30.00 per night plus tax
Stall Cleaning	\$100.00 per stall plus tax
Tractor with Attachment	\$100.00 per day plus tax
Water Truck	\$200.00 per day plus tax
Note: Up to a \$500.00 refundable Security Deposit shall be required. The deposit will be required at the same time the reservation is made. The security deposit is refundable once the facility and premises has been inspected and will be returned by mail to the user.	

<b>Pier Station Park, including Building and Field</b> Rental Hours: 8:00 a.m. to 10:00 p.m.	
Entire Facility Rental (Daily)	\$175.00 per day plus tax
Entire Facility Rental (Hourly, 3-hr minimum)	\$25.00 per hour plus tax
Note: Civic, community, and nonprofit meetings are exempt from the 3-hour minimum.	
Deposit: \$75.00 refundable deposit due upon booking reservation. Balance due no later than two (2) weeks prior to event date. In the event that reservation is made within two (2) weeks of scheduled date, the entire fee including deposit is due at the time of booking.	

<b>Regional Sports Complex Rentals</b> Rental Hours: 8:00 a.m. to 10:00 p.m.	
Adult Activities	
Zone A Package (Front 5 fields)	\$150.00 per hour plus tax
Zone B Package (Back 3 fields)	\$90.00 per hour plus tax
Adult Athletic Fields	\$30.00 per hour per field plus tax
Facility Reservations (excludes multipurpose fields)	
All Day Rental	\$1,000.00 per day plus tax
Hourly Rental (3-hour minimum)	\$70.00 per hour plus tax
Gate or Parking Fee	\$500.00 plus tax or 10% collected, whichever is greater
Sports Field Lighting	\$15.00 per hour per field plus tax
Multipurpose Field Restriped (labor & paint)	\$110.00 plus tax
Youth Activities	
Zone A Package (Front 5 fields)	\$125.00 per hour plus tax

Zone B Package (Back 3 fields)	\$75.00 per hour plus tax
Youth Athletic Fields	\$25.00 per hour per field plus tax
Note: Up to a \$500.00 refundable Security Deposit shall be required. The deposit will be required at the same time the reservation is made. The security deposit is refundable once the facility and premises has been inspected and will be returned by mail to the user.	

All rates are subject to taxes. Certificate of insurance, various permitting, and additional fees may be required where applicable. There is a 20% discount for Parks and Recreation Facilities for nonprofit organizations. Fees for use of the facilities for other organizations or individuals may be waived or reduced as deemed necessary by the County Manager and shall be determined on an individual event basis.

Cancellation Policy: Refund will be given if cancellation is made in writing within 30 days or more of scheduled event/reservation. The County reserves the right to cancel or reschedule any event without compensation to the cancelled or rescheduled event organizers. No refunds or cancellations will be given due to inclement weather.

## PLANNING DEPARTMENT

**STATEMENT OF FUNCTION:** The Planning Department monitors and manages the goals, objectives and policies of the Comprehensive Plan and the Land Development Code (LDC). The Cost Center ensures that all development is consistent with the Plan and the Code. Included in these responsibilities are the enforcement of all policies in both Master Plan areas; Branan Field and Lake Asbury. The Planning Department initiates and reviews amendments to the Comprehensive Plan, rezoning requests, and changes to the Land Development Code and presents the findings in the form of a report to the Planning Commission and Board of Adjustment. Planning staff reviews zoning permits in determining setbacks, densities, mobility fees, etc. In addition, staff reviews proposed heirs exemptions, homestead exemptions, sign permits, home occupation permits, etc. Staff is a member of the Technical Advisory Committee of the Transportation Planning Organization (TPO) and attends monthly meetings. It also reviews all development proposals as a member of the County's Development Review Committee (DRC).

**LOCATION:** 477 Houston Street, Green Cove Springs, FL 32043 (3rd Floor)

**PHONE:** (904) 529-4705

Affordable Housing								
Annual Monitoring Report Review	\$500.00							
Annual Monitoring Report Revisions	\$250.00							
Alcohol Permit Verifications								
Alcohol Permit	\$50.00							
Temporary Alcohol Permit	\$50.00							
Board of Adjustment and Administrative Variances								
Administrative Waiver (commercial)	\$250.00							
Administrative Waiver (residential) (F.S. 177.073)	\$200.00							
Board of Adjustment Application (appeal)	\$250.00							
Board of Adjustment Application (commercial)	\$500.00							
Board of Adjustment Application (residential)	\$300.00							
Comprehensive Impact Fees (These Impact Fees are charged in addition to existing School Impact Fees and Mobility Fees as applicable.)								
LAND USE	DEMAND UNIT	GOVERNMENT, JAILS AND CONSTITUTIONAL FACILITIES <sup>1</sup>	FIRE AND RESCUE FACILITIES <sup>2</sup>	LAW ENFORCE- MENT FACILITIES <sup>3</sup>	COMMUNITY PARKS <sup>4</sup>	REGIONAL PARK FACILITIES <sup>1</sup>	LIBRARY AND CULTURAL FACILITIES <sup>1</sup>	TOTAL
<i>Residential (per Dwelling Unit)</i>								
Single Family (up to 1,500 sq ft)	Dwelling Unit	\$414.00	\$942.00	\$715.00	\$905.00	\$263.00	\$261.00	\$3,500.00
Single Family (1,501-2,499 sq ft)	Dwelling Unit	\$552.00	\$1,256.00	\$951.00	\$1,206.00	\$350.00	\$347.00	\$4,662.00

LAND USE	DEMAND UNIT	GOVERNMENT, JAILS AND CONSTITUTIONAL FACILITIES <sup>1</sup>	FIRE AND RESCUE FACILITIES <sup>2</sup>	LAW ENFORCEMENT FACILITIES <sup>3</sup>	COMMUNITY PARKS <sup>4</sup>	REGIONAL PARK FACILITIES <sup>1</sup>	LIBRARY AND CULTURAL FACILITIES <sup>1</sup>	TOTAL
Single Family (2,500 sq ft and up)	Dwelling Unit	\$689.00	\$1,567.00	\$1,190.00	\$1,506.00	\$438.00	\$433.00	\$5,823.00
Multifamily	Dwelling Unit	\$329.00	\$748.00	\$567.00	\$719.00	\$209.00	\$207.00	\$2,779.00
Mobile Home	Dwelling Unit	\$466.00	\$1,061.00	\$805.00	\$1,019.00	\$295.00	\$293.00	\$3,939.00
Senior Unit	Dwelling Unit	\$314.00	\$714.00	\$541.00	\$686.00	\$199.00	\$197.00	\$2,651.00

***Nonresidential (per 1,000 Sq Ft, Hotel Room or Car Wash Lane)***

Commercial: Retail and Services	1,000 sq ft	\$435.00	\$1,235.00	\$751.00	\$0.00	\$0.00	\$0.00	\$2,421.00
Car Wash	Lane	\$755.00	\$1,020.00	\$1,304.00	\$0.00	\$0.00	\$0.00	\$3,079.00
Hotel / Lodging	Room	\$151.00	\$327.00	\$259.00	\$0.00	\$0.00	\$0.00	\$737.00
Office	1,000 sq ft	\$365.00	\$1,900.00	\$631.00	\$0.00	\$0.00	\$0.00	\$2,896.00
Industrial	1,000 sq ft	\$126.00	\$676.00	\$218.00	\$0.00	\$0.00	\$0.00	\$1,020.00
Institutional	1,000 sq ft	\$387.00	\$903.00	\$669.00	\$0.00	\$0.00	\$0.00	\$1,959.00
Nursing Home	1,000 sq ft	\$242.00	\$1,190.00	\$417.00	\$0.00	\$0.00	\$0.00	\$1,849.00

<sup>1</sup> Applicable Countywide.

<sup>2</sup> Applicable in unincorporated areas and all cities except for the Town of Orange Park.

<sup>3</sup> Applicable in unincorporated areas plus the Cities of Keystone Heights and Penney Farms.

<sup>4</sup> Applicable in unincorporated areas.

Note: (BCC Ordinance 2022-56) The 1.51% rate increase correlates with the latest available release of the Annual Average Construction Cost Index as published by the Engineering News-Record. Please visit Clay County BCC's School Impact Fee & Concurrency webpage for current and planned adjusted School Impact Fee schedules through 2026.

**Comprehensive Plan Amendments**

Comp. Plan Amendment - Large Scale *	\$2,500.00, plus \$5.00 per acre
Comp. Plan Amendment - Small Scale	\$1,500.00
Comp. Plan Amendment - Text Amendment	\$2,500.00
* Fee is due in full with application. The County Manager is authorized to refund any portion of the unused fee.	

**Comprehensive Plan DRI Change**

Map Change	\$1,500.00, plus \$50.00 each acre over 20 acres
Text Change	\$1,500.00

<b>Development Agreements</b> (application fees only)	
Alt. Impact Fee Analysis	\$3,000.00
Cancellation of Development Agreement	\$750.00
Development Agreement	\$1,500.00 + \$10.00 per acre over the first 5 acres
Development Agreement (Type III)	\$750.00
Development Agreement Amendment	\$500.00
Impact Fee Agreement	\$750.00
Impact Fee Agreement Amendment	\$500.00
Memorandum of Agreement	\$150.00
Mobility Fee Agreement	\$750.00
Mobility Fee Agreement Amendment	\$500.00

<b>Development Review Related Fees</b>	
Adequate Public Facilities (APF) Branan Field	5% of developable land acreage for public facilities or a fee equal to 5% of developable land value
Adequate Public Facilities (APF) Lake Asbury	1.35% of developable land acreage for APF ROW (dashed line roads) or a fee equal to 1.35% of developable land value
Community Development District Review:	
Community Development District less than 2,500 acres or Amendment	\$1,000.00
Community Development District 2,500 acres or greater	\$15,000.00
DRC Fee (Non-Residential)	\$250.00
DRC Fee (Single and Multifamily Residential)	\$500.00
Nonresidential:	
As-Built Plan Review (includes one resubmittal)	\$150.00
Additional As-Built Submittals	\$100.00 per submittal
Landscape Review Fee (developable acres) – one acre or less	\$150.00
Landscape Review Fee (developable acres) – more than one acre	\$150.00, plus \$25.00 per acre or fraction thereof after first acre
Major Development Review (includes one resubmittal)	\$1,000.00
Additional Major Development Review Submittals	\$100.00 per submittal
Minor Development Review (includes one resubmittal)	\$500.00

Additional Minor Development Review Submittals	\$100.00 per submittal
Plan Revisions (post final approval)	\$250.00 per submittal
Site Modification Review Fee	\$250.00
Tree Mitigation Fee (2 inch)	\$116.50
Tree Mitigation Fee (4 inch)	\$506.00
Residential:	
As-Built Plan Review (includes one resubmittal)	\$150.00
Additional As-Built Resubmittals	\$100.00 per submittal
Final Plat Review (includes one resubmittal)	
Under 5 lots or minor modification	\$250.00
All other final plats	\$750.00, plus \$20.00 per lot
Additional Final Plat Review Resubmittals	\$100.00 per submittal
Final Plat Review – Early Submission Development (includes one resubmittal) (F.S. 177.073)	\$1,000.00 plus \$50.00 per lot
Additional Final Plat Review Submittals	\$100.00 per submittal
Landscape Review Fee (developable acres) – one acre or less	\$150.00
Landscape Review Fee (developable acres) – more than one acre	\$150.00, plus \$25.00 per acre or fraction thereof after first acre
Major Subdivision Review Plans and Preliminary Plats (includes one resubmittal)	\$1,200.00, plus \$50.00 per lot
Additional Major Review Plan Submittals	\$100.00 per submittal
Minor Subdivision Review Plans and Preliminary Plats (includes one resubmittal)	\$500.00
Additional Minor Review Plan Submittals	\$100.00 per submittal
Plan Revisions (post final approval)	\$500.00 per submittal
Preliminary Plat – Early Subdivision Development (includes one resubmittal) (F.S. 177.073)	\$750.00
Additional Preliminary Plat Resubmittals	\$100.00 per submittal
Site Modification Review	\$150.00
Tree Mitigation Fee (2 inch)	\$116.50
Tree Mitigation Fee (4 inch)	\$506.00



<b>DRI Fees</b>	
Annual Report Review	\$500.00
Development Order Amendment	\$2,000.00

<b>Electronic Game Promotions / Adult Arcade Amusement Centers</b>	
Administrative Appeal Filing Fee (denial of permit)	\$1,500.00
Administrative Appeal Filing Fee (revocation of permit)	\$1,500.00
Adult Arcade Amusement Center Annual Permit Fee	\$50.00 per machine
De Minimis Electronic Game Promotion Center Application Fee	\$250.00
Electronic Game Promotion Center Annual Permit Fee	\$50.00 per piece of electronic equipment
Electronic Game Promotion Center Application Fee	\$2,000.00

<b>FEMA &amp; Flood Applications</b>	
FEMA Flood Map Determination Letters	\$25.00
No Rise Certification	\$250.00

	<b>Land Use Code</b>	<b>Mobility Fee</b>	<b>Subsidy</b>
<b>Mobility Fees</b>			
* Subsidies are applicable only if listed in this table.			
<b>Branan Field and Oakleaf District</b>			
Carwash	947	\$18,592.00	\$0.00
Continuing Care Retirement Community	253	\$1,292.00	\$0.00
Discount Club	857	\$17,064.00	\$0.00
Electronics Superstore	863	\$13,325.00	\$0.00
Fast Food Restaurant	934	\$12,255.00	\$0.00
Furniture Store	890	\$3,099.00	\$0.00
General Office Building	710	\$4,790.00	* \$1,080.00
Hardware Store	816	\$3,326.00	\$0.00
High Turnover (Sit Down) Restaurant	932	\$12,255.00	\$0.00
Hospital	610	\$5,273.00	\$0.00

	Land Use Code	Mobility Fee	Subsidy
Hotel	310	\$4,111.00	\$0.00
Manufacturing	140	\$1,933.00	\$0.00
Marina	420	\$1,186.00	\$0.00
Mini-Warehouse	151	\$743.00	\$0.00
Mobile Home	240	\$3,197.00	\$0.00
Motel	320	\$1,648.00	\$0.00
Multiple Family (apartment)	220	\$4,680.00	\$0.00
Multiple Family (mid-rise)	221	\$3,479.00	\$0.00
Nursery (Garden Center)	817	\$24,787.00	\$0.00
Nursery (Wholesale)	818	\$14,195.00	\$0.00
Nursing Home	620	\$3,266.00	\$0.00
Pharmacy / Drugstore	880	\$20,823.00	\$0.00
Place of Worship	560	\$3,418.00	\$0.00
Private School, K-12	536	\$1,741.00	\$0.00
Quality Restaurant	931	\$12,255.00	* \$2,641.00
Recreational Home / Vehicle	260	\$2,218.00	\$0.00
Research & Development Center	760	\$5,538.00	* \$1,683.00
Retail Shopping Center	820	\$12,255.00	\$0.00
Single Family (less than 1,500 sq. ft.)	210.3	\$3,983.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Low Income	210.2	\$2,641.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Very Low Income	210.1	\$1,759.00	\$0.00
Single Family (1,500 sq. ft. to 2,499 sq. ft.)	210	\$4,994.00	\$0.00
Single Family (greater than 2,499 sq. ft.)	210.4	\$5,640.00	\$0.00
Tire Superstore	849	\$7,213.00	\$0.00
University / College / Jr College	550	\$666.00	\$0.00
Warehouse	150	\$856.00	\$0.00
<b>Keystone Heights and South Clay District</b>			
Carwash	947	\$3,353.00	\$0.00
Continuing Care Retirement Community	253	\$218.00	\$0.00
Discount Club	857	\$3,077.00	\$0.00

	Land Use Code	Mobility Fee	Subsidy
Electronics Superstore	863	\$2,402.00	\$0.00
Fast Food Restaurant	934	\$2,210.00	\$0.00
Furniture Store	890	\$559.00	\$0.00
General Office Building	710	\$864.00	\$0.00
Hardware Store	816	\$600.00	\$0.00
High Turnover (Sit-Down) Restaurant	932	\$2,210.00	\$0.00
Hospital	610	\$952.00	\$0.00
Hotel	310	\$742.00	\$0.00
Manufacturing	140	\$349.00	\$0.00
Marina	420	\$213.00	\$0.00
Mini-Warehouse	151	\$134.00	\$0.00
Mobile Home	240	\$541.00	\$0.00
Motel	320	\$297.00	\$0.00
Multiple Family (apartment)	220	\$793.00	\$0.00
Multiple Family (mid-rise)	221	\$588.00	\$0.00
Nursery (Garden Center)	817	\$4,470.00	\$0.00
Nursery (Wholesale)	818	\$2,559.00	\$0.00
Nursing Home	620	\$589.00	\$0.00
Pharmacy / Drugstore	880	\$3,756.00	\$0.00
Place of Worship	560	\$617.00	\$0.00
Private School, K-12	536	\$313.00	\$0.00
Quality Restaurant	931	\$2,210.00	\$0.00
Recreational Home / Vehicle	260	\$376.00	\$0.00
Research & Development Center	760	\$998.00	\$0.00
Retail Shopping Center	820	\$2,210.00	\$0.00
Single Family (less than 1,500 sq. ft.)	210.3	\$675.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Low Income	210.2	\$446.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Very Low Income	210.1	\$297.00	\$0.00
Single Family (1,500 sq. ft. to 2,499 sq. ft.)	210	\$845.00	\$0.00
Single Family (greater than 2,499 sq. ft.)	210.4	\$955.00	\$0.00
Tire Superstore	849	\$1,301.00	\$0.00

	Land Use Code	Mobility Fee	Subsidy
University / College / Jr College	550	\$120.00	\$0.00
Warehouse	150	\$154.00	\$0.00
<b>Lake Asbury and Green Cove Springs District</b>			
Carwash	947	\$30,004.00	\$0.00
Continuing Care Retirement Community	253	\$1,924.00	\$0.00
Discount Club	857	\$27,540.00	\$0.00
Electronics Superstore	863	\$21,505.00	\$0.00
Fast Food Restaurant	934	\$19,777.00	\$0.00
Furniture Store	890	\$5,000.00	\$0.00
General Office Building	710	\$7,732.00	* \$3,613.00
Hardware Store	816	\$5,368.00	\$0.00
High Turnover (Sit-Down) Restaurant	932	\$19,777.00	\$0.00
Hospital	610	\$8,509.00	\$0.00
Hotel	310	\$6,636.00	\$0.00
Manufacturing	140	\$3,119.00	\$0.00
Marina	420	\$1,914.00	\$0.00
Mini-Warehouse	151	\$1,199.00	\$0.00
Mobile Home	240	\$4,762.00	\$0.00
Motel	320	\$2,660.00	\$0.00
Multiple Family (apartment)	220	\$6,973.00	\$0.00
Multiple Family (mid-rise)	221	\$5,182.00	\$0.00
Nursery (Garden Center)	817	\$40,002.00	\$0.00
Nursery (Wholesale)	818	\$22,908.00	\$0.00
Nursing Home	620	\$5,271.00	\$0.00
Pharmacy / Drugstore	880	\$33,606.00	\$0.00
Place of Worship	560	\$5,517.00	\$0.00
Private School, K-12	536	\$2,810.00	\$0.00
Quality Restaurant	931	\$19,777.00	* \$5,879.00
Recreational Home / Vehicle	260	\$3,305.00	\$0.00
Research & Development Center	760	\$8,938.00	\$4,651.00
Retail Shopping Center	820	\$19,777.00	\$0.00

	Land Use Code	Mobility Fee	Subsidy
Single Family (less than 1,500 sq. ft.)	210.3	\$5,934.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Low Income	210.2	\$3,934.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Very Low Income	210.1	\$2,619.00	\$0.00
Single Family (1,500 sq. ft. to 2,499 sq. ft.)	210	\$7,440.00	\$0.00
Single Family (greater than 2,499 sq. ft.)	210.4	\$8,402.00	\$0.00
Tire Superstore	849	\$11,642.00	\$0.00
University / College / Jr College	550	\$1,075.00	\$0.00
Warehouse	150	\$1,381.00	\$0.00
<b>Middleburg and West Clay District</b>			
Carwash	947	\$13,536.00	\$0.00
Continuing Care Retirement Community	253	\$853.00	\$0.00
Discount Club	857	\$12,423.00	\$0.00
Electronics Superstore	863	\$9,701.00	\$0.00
Fast Food Restaurant	934	\$8,922.00	\$0.00
Furniture Store	890	\$2,257.00	\$0.00
General Office Building	710	\$3,488.00	\$0.00
Hardware Store	816	\$2,422.00	\$0.00
High Turnover (Sit-Down) Restaurant	932	\$8,922.00	\$0.00
Hospital	610	\$3,839.00	\$0.00
Hotel	310	\$2,994.00	\$0.00
Manufacturing	140	\$1,407.00	\$0.00
Marina	420	\$863.00	\$0.00
Mini-Warehouse	151	\$541.00	\$0.00
Mobile Home	240	\$2,112.00	\$0.00
Motel	320	\$1,200.00	\$0.00
Multiple Family (apartment)	220	\$3,094.00	\$0.00
Multiple Family (mid-rise)	221	\$2,299.00	\$0.00
Nursery (Garden Center)	817	\$18,045.00	\$0.00
Nursery (Wholesale)	818	\$10,335.00	\$0.00
Nursing Home	620	\$2,378.00	\$0.00
Pharmacy / Drugstore	880	\$15,160.00	\$0.00

	Land Use Code	Mobility Fee	Subsidy
Place of Worship	560	\$2,488.00	\$0.00
Private School, K-12	536	\$1,267.00	\$0.00
Quality Restaurant	931	\$8,922.00	* \$1,206.00
Recreational Home / Vehicle	260	\$1,466.00	\$0.00
Research & Development Center	760	\$4,033.00	* \$427.00
Retail Shopping Center	820	\$8,922.00	\$0.00
Single Family (less than 1,500 sq. ft.)	210.3	\$2,633.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Low Income	210.2	\$1,744.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Very Low Income	210.1	\$1,162.00	\$0.00
Single Family (1,500 sq. ft. to 2,499 sq. ft.)	210	\$3,300.00	\$0.00
Single Family (greater than 2,499 sq. ft.)	210.4	\$3,727.00	\$0.00
Tire Superstore	849	\$5,251.00	\$0.00
University / College / Jr College	550	\$486.00	\$0.00
Warehouse	150	\$624.00	\$0.00
<b>Orange Park, Lakeside and Fleming Island District</b>			
Carwash	947	\$4,713.00	\$0.00
Continuing Care Retirement Community	253	\$308.00	\$0.00
Discount Club	857	\$4,326.00	\$0.00
Electronics Superstore	863	\$3,379.00	\$0.00
Fast Food Restaurant	934	\$3,106.00	\$0.00
Furniture Store	890	\$785.00	\$0.00
General Office Building	710	\$1,214.00	\$0.00
Hardware Store	816	\$843.00	\$0.00
High Turnover (Sit-Down) Restaurant	932	\$3,106.00	\$0.00
Hospital	610	\$1,337.00	\$0.00
Hotel	310	\$1,043.00	\$0.00
Manufacturing	140	\$491.00	\$0.00
Marina	420	\$301.00	\$0.00
Mini-Warehouse	151	\$189.00	\$0.00
Mobile Home	240	\$760.00	\$0.00
Motel	320	\$417.00	\$0.00

	Land Use Code	Mobility Fee	Subsidy
Multiple Family (apartment)	220	\$1,114.00	\$0.00
Multiple Family (mid-rise)	221	\$828.00	\$0.00
Nursery (Garden Center)	817	\$6,283.00	\$0.00
Nursery (Wholesale)	818	\$3,599.00	\$0.00
Nursing Home	620	\$828.00	\$0.00
Pharmacy / Drugstore	880	\$5,279.00	\$0.00
Place of Worship	560	\$867.00	\$0.00
Private School, K-12	536	\$441.00	\$0.00
Quality Restaurant	931	\$3,106.00	\$0.00
Recreational Home / Vehicle	260	\$528.00	\$0.00
Research & Development Center	760	\$1,404.00	\$0.00
Retail Shopping Center	820	\$3,106.00	\$0.00
Single Family (less than 1,500 sq. ft.)	210.3	\$948.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Low Income	210.2	\$628.00	\$0.00
Single Family (less than 1,500 sq. ft.) & Very Low Income	210.1	\$418.00	\$0.00
Single Family (1,500 sq. ft. to 2,499 sq. ft.)	210	\$1,188.00	\$0.00
Single Family (greater than 2,499 sq. ft.)	210.4	\$1,341.00	\$0.00
Tire Superstore	849	\$1,828.00	\$0.00
University / College / Jr College	550	\$168.00	\$0.00
Warehouse	150	\$217.00	\$0.00

Note: (BCC Ordinance 2020-39) The 1.51% rate increase correlates with the latest available release of the Annual Average Construction Cost Index as published by the Engineering News-Record. Please visit Clay County BCC's School Impact Fee & Concurrency webpage for current and planned adjusted School Impact Fee schedules through 2026.

Planning Maps	
Standard Maps (Land Dev., FLU, DRI, etc.)	\$10.00
8.5 x 11 map	\$2.00
11 x 17 map	\$3.00
36 x 36 map	\$5.00
34 x 44 map	\$10.00
Custom map	Minimum of \$40.00 or \$28.00 per hour

<b>Rezoning</b>	
Conditional Use with Public Hearing	\$1,000.00
PUD Rezoning (Amendment to Written Statement Only)	\$750.00
Rezoning 5 Acre or less	\$1,000.00
Rezoning PUD, PCD, PID *	\$3,000.00, plus \$10.00 per acre
Signs	\$30.00 each
Standard Rezoning Greater than 5 Acres *	\$1,000.00, plus \$20.00 per acre over the first 5
Text Amendments to Land Development Code	\$1,000.00
* Fee is due in full with application. The County Manager is authorized to refund any portion of the unused fee.	

<b>School Concurrency Application Fees</b> (Does not include Clay County School District Application Fee.)	
Small Project (50 units or less)	\$100.00
Minor Project (51 – 100 units)	\$250.00
Major Project (101+ units)	\$250.00
Extension	\$100.00

<b>Sign Permits</b> (Does not include Building Permit Fee)	
Digital Billboard Permit	\$215.00 per billboard
Freestanding Sign Permit	\$75.00 per sign
Wall Sign Permit	\$50.00 per sign

<b>Zoning Applications and Inspections</b>	
Accessory Dwelling Unit	\$250.00
Borrow Pit Application	\$100.00 per acre of borrow pit
Conditional Use Verification	\$50.00
Group Home Verification	\$50.00
Heirs Exemption	\$250.00 per created lot
Homestead Exemption	\$250.00 per created lot
Land Clearing Debris Disposal Facility Application	\$1,000.00
Landscape Inspection Fee:	
Nonresidential and Multifamily	\$150.00
Residential Subdivision	\$300.00



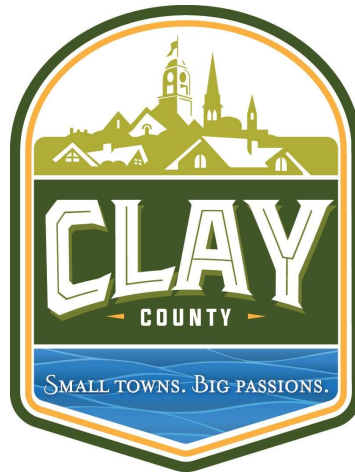
Re-Inspection (each)	\$150.00
Medical Hardship Annual Renewal	No charge
Medical Hardship Application	\$25.00
Mobile Business Application	\$200.00
Private Pond Application	\$100.00 per acre of pond area
Transient Merchant Application	\$200.00

**Zoning Building Permit Fees**  
(In addition to Building Permit Application Fee)

Build Ability Inquiry	\$65.00 per parcel
Building Permit Addressing Fee (F.S. 177.073)	\$10.00 per permit
Building Permit Technology Fee	\$20.00 per permit
Business Name Change	No charge
Change in Occupant	\$25.00
Change in Use	\$50.00
Residential Building Permit Zoning Review	\$65.00 per permit
Residential Lot As-Built Review (Early Subdivision Development) (F.S. 177.073)	\$65.00 per permit
Residential Lot Site Plan or As-Built Revision	\$25.00

**Zoning Verification Letters**

Verification of Land Use / Zoning Letters	\$65.00 per parcel
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Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Board of County Commissioners

DATE:

FROM: Richard Smith, Director of  
Engineering

SUBJECT: The Staff has reviewed and recommends that the Board accept and approve the final re-plat of Clance Bay for recording.

AGENDA ITEM TYPE:

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**BACKGROUND INFORMATION:**

The applicant is requesting that the Board accept the final re-plat of Clance Bay for recording. The plat consists of creating 2 lots located off of Clance Road in Keystone Heights.

Is Funding Required (Yes/No):

**No**

If Yes, Was the item budgeted

(Yes/No/N/A):

**No**

Not Applicable

Sole Source (Yes/No):

**No**

Advanced Payment

(Yes/No):

**No**

Planning Requirements:

Public Hearing Required (Yes/No):

**No**

Hearing Type:

Initiated By:

Donald Clance and Angela Clance, Applicant

ATTACHMENTS:

Description	Type	Upload Date	File Name
Final Re-Plat Clance Bay	Backup Material	6/17/2025	Clance_Bay_Final_Plat.ADA.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Plots	Hamilton, Alyssa	Approved	6/19/2025 - 6:57 AM	Item Pushed to Agenda

OWNER:  
Donald R. Clance, Jr. and  
Angela D. Clance  
#6355 Clance Road  
Keystone Heights, FL 32656

SURVEYOR:  
Keystone Surveying & Mapping, Inc.  
#305 SE Sylvan Way  
Keystone Heights, FL 32656  
(352)473-9495

Current Zoning  
Current Land Use  
Total Area  
Number of Lots

AR  
RF  
9.3 Ac.  
2

# CLANCE BAY

LANDS IN SECTION 16, TOWNSHIP 8 SOUTH, RANGE 23 EAST, CLAY COUNTY, FLORIDA  
A REPLAT OF A PART OF LOTS 64 AND 69 OF "LAWRENCE DEVELOPING COMPANY'S  
SUBDIVISION" PLAT BOOK 2, PAGES 18 - 19 OF  
CLAY COUNTY, FLORIDA

PLAT BOOK	PAGE
SHEET 1	OF 2

## CAPTION:

The East 1/2 of Farm Lot 64 of the "LAWRENCE DEVELOPING COMPANYS  
SUBDIVISION" as per plat thereof recorded in Plat Book 2, Pages 18 and 19 of the  
Public Records of Clay County, Florida.

ALSO: O.R.B. 1595, Page 0245

PARCEL "C" (4.532 acres more or less)

A parcel of land in Farm Lots 64 and 69 of the LAWRENCE DEVELOPING  
COMPANYS SUBDIVISION as per plat thereof recorded in Plat Book 2, Pages 18-19  
of the Public Records of Clay County, Florida; said parcel being more particularly  
described as follows:

Begin at a concrete monument at the Southeast corner of said Farm Lot 69  
and run N 89 deg 36 min 14 sec W, along the south line thereof a distance of  
319.55 feet to an Iron Rod; thence run N 00 deg 08 min 38 sec E, 612.24 feet to  
a concrete monument; thence run S 89 deg 58 min 50 sec E, 323.30 feet to a  
concrete monument at the Northeast corner of said Farm Lot 69; thence run S 00  
deg 24 min 19 sec W, along the East line thereof a distance of 614.36 feet to the  
Point of Beginning.

## DEPARTMENT OF ECONOMIC AND DEVELOPMENT SERVICES APPROVAL

Approved this \_\_\_\_ day of \_\_\_\_\_, 2025.

Director

## BOARD OF COUNTY COMMISSIONERS APPROVAL

Examined and Approved this \_\_\_\_ day of \_\_\_\_\_, 2025, by the Board of County  
Commissioners of Clay County, Florida.

Tara S. Green, Clay County Clerk of the Court  
and Comptroller Ex Officio Clerk to the Board

Chairman of the Board

## COUNTY ENGINEER APPROVAL

Approved this \_\_\_\_ day of \_\_\_\_\_, 2025.

County Engineer

## CLERK'S CERTIFICATE

I hereby certify that this plat was filed for record on this \_\_\_\_ day of \_\_\_\_\_, 2025.  
in Plat Book \_\_\_\_ Pages \_\_\_\_ and \_\_\_\_.

Clay County Clerk of Court

## SURVEYORS CERTIFICATE

Know all by these presents that Roger L. Mullins currently licensed and registered by the State  
of Florida, as a Professional Land Surveyor does hereby certify that this plat is a true and correct  
representation of the lands surveyed, platted and described and was made under the undersigned's  
responsible direction and supervision, and that the plat complies with all of the survey requirements  
of Part 1, Chapter 177 Florida Statutes.

Signed and sealed this \_\_\_\_ day of \_\_\_\_\_, 2025.

Roger L. Mullins LS #5554

## ADOPTION AND DEDICATION

This is to certify that Donald R. Clance and Angela Danielle Clance are the lawful owners of the lands  
as described in the caption hereon and that same has caused these lands to be surveyed and subdivided  
and that this plat, made in accordance with said survey is hereby adopted as the true and correct plat  
of said "CLANCE BAY" and that no part of this plat is dedicated to Clay County, Florida.

In witness whereof \_\_\_\_\_ has signed these presents this \_\_\_\_ day of  
\_\_\_\_\_, 2025.

Witness

Print

Owner:

Witness

Print

Witness

Print

Owner:

Witness

Print

## STATE OF FLORIDA, COUNTY OF CLAY

The foregoing instrument was acknowledged before me by means of ( ) physical presence or ( )  
online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2025, by  
who ( ) personally known to me or ( ) who has produced \_\_\_\_\_ as identification.

Notary Public State of Florida

My Commission Expires

Printed Name

Commission Number

## MORTGAGEE'S JOINDER

Capital City Bank, a Florida corporation as owner and holder of that Mortgage recorded in Official  
Records Book 4661, Page 831 of the Public Records of Clay County, Florida, hereby consents to this  
plat and joins in it's dedication.

Witness

Print

Capital City Bank-- Penny Pearson

Witness

Print

## STATE OF FLORIDA, COUNTY OF CLAY (For Mortgagee's Joinder)

The foregoing instrument was acknowledged before me by means of ( ) physical presence  
or ( ) online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2025, by Penny Pearson as Assist.  
Vice President of Capital City Bank, a Florida Corporation, on behalf of the corporation. She is  
( ) personally known to me or who ( ) produced \_\_\_\_\_ as  
identification.

Notary Public State of Florida

My Commission Expires

Printed Name

Commission Number

## SURVEYORS CERTIFICATE OF REVIEW

The undersigned Surveyor hereby certifies that he has reviewed this plat on behalf of Clay County,  
in accordance with the requirements of Chapter 177.081 (1) Florida Statutes and has determined  
that said plat conforms with the requirements of Chapter 177, Florida Statutes.

The undersigned did not prepare this plat. This certificate is made  
on the \_\_\_\_ day of \_\_\_\_\_, 2025.

Mark E. Hardenbrook  
PLS #5500  
1656 NE 161st St.  
Starke, FL 32091

KEYSTONE SURVEYING & MAPPING, Inc.  
(352)473-9495 Cell(352)478-1803  
keystonesurveying@outlook.com  
305 Sylvan Way  
Keystone Heights, Florida 32656  
R1424

OWNER:  
Donald R. Clance, Jr. and  
Angela D. Clance  
#6355 Clance Road  
Keystone Heights, FL 32656

SURVEYOR:  
Keystone Surveying & Mapping, Inc.  
#305 SE Sylvan Way  
Keystone Heights, FL 32656  
(352)473-9495

GENERAL NOTES:

1. Permanent Reference Monument PRM
2. Bearings shown hereon are based on the North R/W  
line of Clance Road being N 89°35'04" W,  
State Plane FL-E Assumed.
3. Lands hereon lie in FEMA Flood Zone "X" as per  
Community Panel No. 120064-0345-E

Current Zoning AR  
Current Land Use RF  
Total Area 9.3 Ac.  
Number of Lots 2

# CLANCE BAY

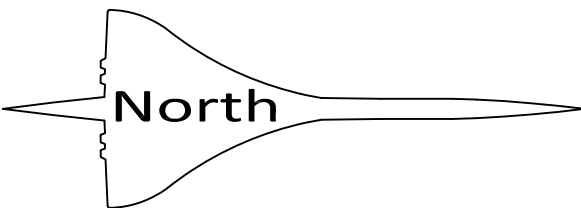
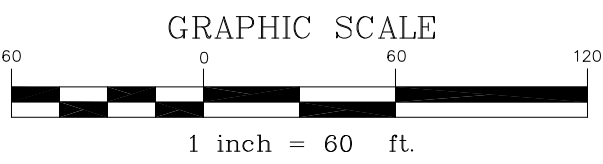
LANDS IN SECTION 16, TOWNSHIP 8 SOUTH, RANGE 23 EAST, CLAY COUNTY, FLORIDA  
A REPLAT OF A PART OF LOTS 64 AND 69 OF "LAWRENCE DEVELOPING COMPANY'S  
SUBDIVISION" PLAT BOOK 2, PAGES 18 - 19 OF  
CLAY COUNTY, FLORIDA

PLAT BOOK	PAGE
SHEET 2	OF 2



DENOTES:

Denotes Permanent Reference Monument PRM  
Denotes Concrete Monument  
Denotes Iron Rod (set)  
Electric Service Provided by "Clay Electric Cooperative".  
Water and Sewer provided by Individual Wells and Septic Tanks.



BUILDING SETBACK LINE:

Front Setback 30 feet  
Rear Setback 35 feet  
Side Setback 20 feet

KEYSTONE SURVEYING & MAPPING, Inc.  
(352)473-9495 Cell(352)478-1803  
keystonesurveying@outlook.com  
305 Sylvan Way  
Keystone Heights, Florida 32656  
G1224



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Board of County  
Commissioners

DATE: 6/12/2025

FROM: Courtney  
Grimm

SUBJECT:

AGENDA ITEM  
TYPE:

---

ATTACHMENTS:

Description Type	Upload Date	File Name
▢ Release of Easement Agreement/Contract	6/17/2025	Smith_(656_Frederic_Dr)_Easement_Release_final.ADA.pdf
▢ Release of Easement Backup Material Exhibit	6/17/2025	Smith_(656_Frederic_Dr)_Easement_Release_exhibit.ADA.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
County Attorney	Hamilton, Alyssa	Approved	6/19/2025 - 6:57 AM	Item Pushed to Agenda

This instrument prepared by and  
Record and Return to:  
Clay County Attorney's Office  
Post Office Box 1366  
Green Cove Springs, Florida 32043

Portion of R. E. Parcel Nos.:  
38-05-26-014705-002-03

[Reserved for Recording Department]

## RELEASE OF EASEMENT

**THIS RELEASE OF EASEMENT** is made and executed as of this \_\_\_\_\_ day of June, 2025, by CLAY COUNTY, a political subdivision of the State of Florida (the "County"), in favor of and for the benefit of Herbert H. Smith, Jr. and Karen O. Smith, Co-Trustees under The Smith Family Trust Agreement Dated September 13, 2001 (the "Owners"), as follows:

### Recitals

**WHEREAS**, by the Cypress Banks Plat recorded in Plat Book 27, Pages 30-32, public records of Clay County, Florida, the County was granted a 10' easement over, under, and across the southwest boundary of Lot 3 as more particularly described in the Plat; and,

**WHEREAS**, the Owners of Lot 3, Cypress Banks, have requested that the County release the easement along the southwest boundary; and,

**WHEREAS**, the County intends by means of this Release of Easement to release the 10' easement along the southwest boundary of Lot 3 as described in the attached legal description, Exhibit A, hereto.

**WITNESSETH:** That the County, for and in consideration of the foregoing Recitals, the sum of Ten Dollars (\$10.00) and other good and valuable consideration to it in hand paid by the Owners, receipt whereof is hereby acknowledged, does hereby forever release, remise, surrender, cancel and quitclaim unto the Owners all right, title and interest the County may have in and to that certain easement described in the attached Exhibit A.

The County specifically retains and does not release or surrender: a) the drainage easement on the northeast boundary of Lot 3, Cypress Banks, according to the plat thereof recorded in Plat Book 27, pages 30 through 32, public records of Clay County, Florida; or b) the 10' easement on the neighboring parcel to the southwest, Lot 1, Hibernia Links, according to the plat thereof recorded in Plat Book 14, Pages 65 through 67, public records of Clay County, Florida.

**IN WITNESS WHEREOF**, the County has caused this Release of Easement to be executed as of the date and year first above written.

**CLAY COUNTY** a political subdivision of the  
State of Florida, by its Board of  
County Commissioners

Attest:

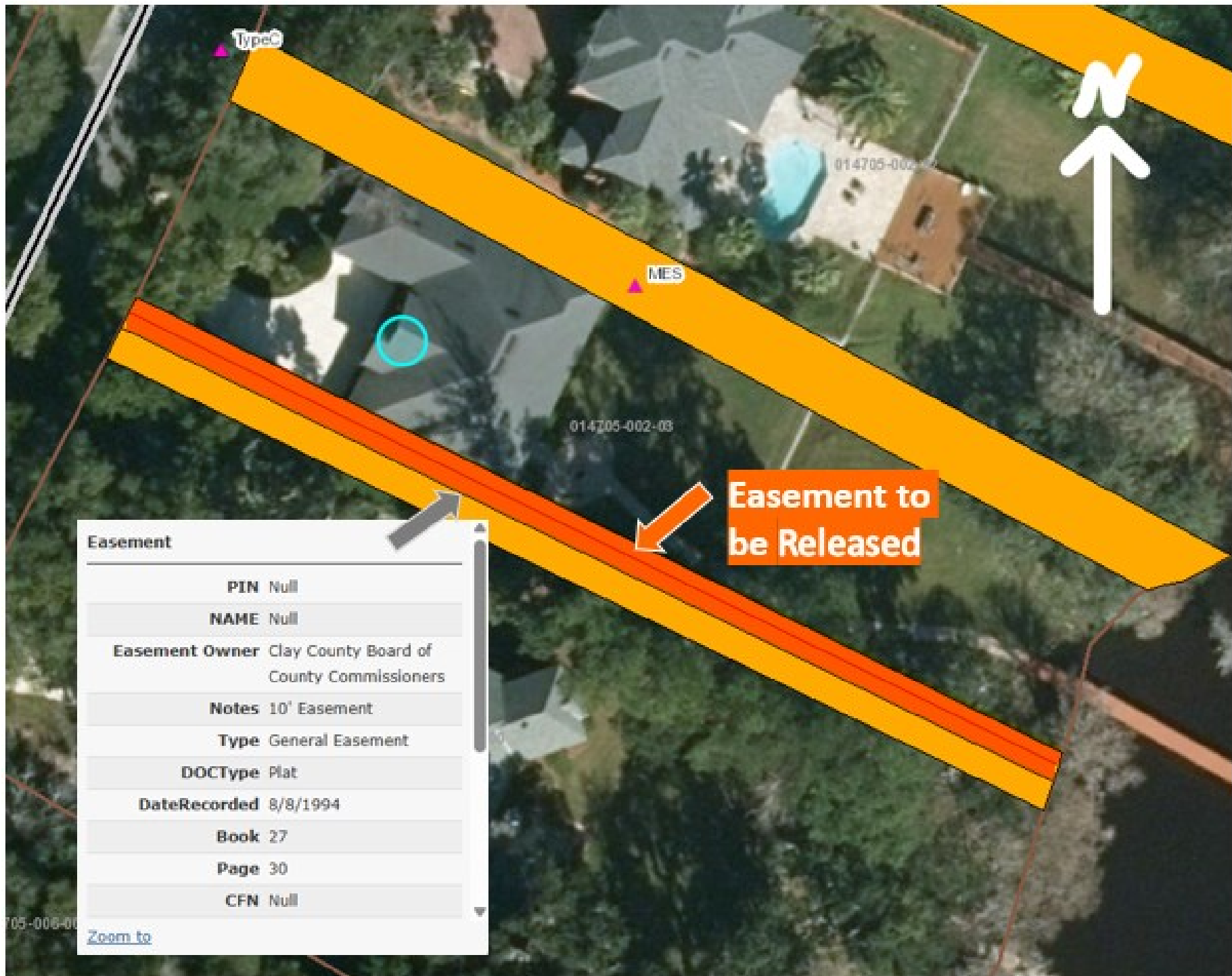
\_\_\_\_\_  
Tara S. Green  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board

\_\_\_\_\_  
Betsy Condon, its Chairman



**Exhibit A**

The 10' wide easement, lying along the Southwest boundary of Lot 3, as shown on plat of Cypress Banks, as recorded in Plat Book 27, pages 30 through 32, of the public records of Clay County, Florida.





Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO:                      DATE:

FROM:

SUBJECT:

AGENDA  
ITEM  
TYPE:

---

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Hamilton, Alyssa	Approved	6/19/2025 - 6:57 AM	Item Pushed to Agenda



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Board of County Commissioners

DATE: 5/6/2025

FROM: Reginald Kantor, Budget  
Manager

SUBJECT:

(A) Public Hearing to consider approval of Ordinance amending the Capital Improvement Element (CIE) portion of the Clay County Capital Improvement Plan.

(B) Approval of Resolution amending the Non-Capital Improvement Element (Non-CIE) portion of the Clay County Capital Improvement Plan.

(C) Approval of Budget Resolution amending the FY24/25 Budget.

(D) Approval of Budget Resolution amending the FY24/25 Budget pertaining to the School Resource Officers (SRO) agreement with the Clay County District Schools and Clay County Sheriff's Office.

Various Funding Sources

AGENDA ITEM TYPE:

---

BACKGROUND INFORMATION:

(A) The Capital Improvement Element (CIE) is a five year schedule of capital improvements which are Comprehensive Plan (concurrency) related. Sections I of Tables 2 within each category (Exhibits A-F) of the ordinance lists the capital improvements related to the Comprehensive Plan which are to be accomplished by the County.

(B) The non-comprehensive plan related portion of the Capital Improvement Plan is presented for BCC consideration in the form of a Resolution. These improvements are listed in Sections II of Tables 2 within each category (Exhibits A-F).

Is Funding Required (Yes/No):

**Yes**

If Yes, Was the item budgeted

(Yes\No\N/A):

**No**

Funding Sources: Various

Sole Source (Yes\No):      Advanced Payment  
**No**                                      (Yes\No):  
                                                 **No**

ATTACHMENTS:

Description	Type	Upload Date	File Name
Capital Plan Amendment Ordinance	Ordinance	6/16/2025	Capital_Plan_Amendment_Ordinance_2025-06-24ada.pdf
Capital Plan Amendment Resolution	Resolution Letter	6/16/2025	Capital_Plan_Amendment_Resolution_2025-06-24ada.pdf
True-Up Resolution	Resolution Letter	6/16/2025	Resolution_-_24-25_True_Up_2025-06-24ada.pdf
2024 CIP for Jun 24 2025 True Up FY24-25 Update	Backup Material	6/24/2025	2024_CIP_for_Jun_24_2025_True_Up_FY24-25_Update.ADA.pdf
Budget Amendment FY24-25-Budget on 06-24 2025 Amendment- 00001838	Backup Material	6/24/2025	Budget_Amendment_FY24-25-Budget_on_06-24_2025_Amendment-00001838.ADA.pdf
#10D Resolution - 24-25 True Up_2025-06- 24_SRO Agreement w_ATT A	Agreement/Contract	6/24/2025	#10D_Resolution_-_24-25_True_Up_2025-06-24_SRO_Agreement_w_ATT_A.ADA.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Budget Office	Hamilton, Alyssa	Approved	6/19/2025 - 6:57 AM	Item Pushed to Agenda

# ORDINANCE \_\_\_\_\_

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, AMENDING TABLES 1 AND 2 OF THE CLAY COUNTY FIVE YEAR CAPITAL IMPROVEMENT PLAN; PROVIDING AN EFFECTIVE DATE.

## Recitals

**WHEREAS**, the County's Capital Improvement Plan contains both CIE improvements and Non-CIE improvements, as well as revenue sources for each; and

**WHEREAS**, the County's Capital Improvement Plan (Plan) is comprised of five categories, with the five Plan Categories attached hereto and incorporated herein as Exhibits A-F; and

**WHEREAS**, within each Plan Category Table 1 specifies revenue sources for both CIE improvements and Non-CIE improvements; and

**WHEREAS**, within each Plan Category Table 2 contains CIE improvements in Section I and Non-CIE improvements in Section II thereof; and

**WHEREAS**, Section 129.06(2) of the Florida Statutes stipulates that the Board may at any time within a fiscal year amend a budget for the year as provided therein; and

**WHEREAS**, Section 163.3177 3(b) of the Florida Statutes stipulates that modifications to update the CIE improvements may be accomplished by ordinance; and

**WHEREAS**, amendments to the CIE improvements in the Capital Improvement Plan, specifically in Section I of Table 2 and related changes to the revenue sources in Table 1 of each Plan Category may be made by ordinance of the Board to provide for appropriation and expenditure as set forth herein.

**NOW THEREFORE, BE IT ORDAINED** by the Board of County Commissioners of Clay County, Florida, as follows:

### Section 1.

Section I of Table 2 within each of the Capital Improvement Plan Categories, Exhibits A-F hereto, is amended as set forth therein in order to make necessary changes as directed by the Board.

### Section 2.

Table 1 within each of the Capital Improvement Plan Categories, Exhibits A-F hereto, is amended as set forth therein in order to make it consistent with Section I of Table 2 of each Plan Category.

### Section 3.

With respect to the amendments referenced in Section 1 and Section 2 above, the legal effect of this Ordinance is that upon its effective date:

- (A) Funds for capital projects identified in the Exhibits shall only be expended consistent therewith; and,
- (B) To the extent that corrections, updates, and modifications concerning costs, revenue sources, and acceptance of facilities pursuant to dedications which are inconsistent with the Exhibits, or a change in the date of construction of the capital projects identified in the Exhibits are proposed, such may only be implemented by amendment hereto; and
- (C) Nothing in this Ordinance shall have any effect on the improvements listed in Section II of Table 2 within any of Exhibits A-F. This Ordinance shall be construed only to amend Section I of Table 2 within Exhibits A-F and the related revenue sources in Table 1 thereto.

### Section 4.

Should any word, phrase, sentence, or subsection or section of this Ordinance be held by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then that word, phrase, subsection, or section so held shall be severed from this Ordinance and all other words, phrases, sentences, subsections or sections shall remain in full force and effect.

### Section 5.

This Ordinance shall take effect immediately upon its adoption as provided for by Florida law.

**DULY ADOPTED** by the Board of County Commissioners, Clay County, Florida, on this 24th day of June, 2025.

BOARD OF COUNTY COMMISSIONERS  
OF CLAY COUNTY, FLORIDA

By: \_\_\_\_\_  
Betsy Condon, Chairman

ATTEST:

\_\_\_\_\_  
Tara S. Green  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board

## RESOLUTION 2024/2025-

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, AMENDING THE CLAY COUNTY CAPITAL IMPROVEMENT PLAN NON-CAPITAL IMPROVEMENT ELEMENT IMPROVEMENTS IN SECTIONS II OF TABLES 2 AND THE REVENUE SOURCES RELATING THERETO IN TABLES 1; PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the County's Capital Improvement Plan contains both CIE improvements and Non-CIE improvements, as well as revenue sources for each; and

**WHEREAS**, the County's Capital Improvement Plan (Plan) is composed of five categories, with the five Plan Categories attached hereto and incorporated herein as Exhibits A-F; and

**WHEREAS**, within each Plan Category Table 1 specifies revenue sources for both CIE improvements and Non-CIE improvements; and

**WHEREAS**, within each Plan Category Table 2 contains CIE improvements in Section I and Non-CIE improvements in Section II thereof; and

**WHEREAS**, Section 129.06(2) of the Florida Statutes stipulates that the Board may at any time within a fiscal year amend a budget for the year as provided therein; and

**WHEREAS**, amendments to the Non-CIE improvements in the Capital Improvement Plan, specifically in Section II of Table 2 and related changes to the revenue sources in Table 1 of each Plan Category may be made by resolution of the Board to provide for appropriation and expenditure as set forth therein.

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Clay County, Florida, as follows:

### Section 1.

Section II of Table 2 within each of the Capital Improvement Plan Categories, Exhibits A-F hereto, is amended as set forth therein in order to make necessary changes as directed by the Board.

### Section 2.

Table 1 within each of the Capital Improvement Plan Categories, Exhibits A-F hereto, is amended as set forth therein in order to make it consistent with Section II of Table 2 of each Plan Category.

### Section 3.

With respect to the amendments referenced in Section 1 and Section 2 above, the legal effect of this Resolution is that upon its effective date:



- (A) Funds for capital projects identified in the Exhibits shall only be expended consistent therewith; and
- (B) To the extent that corrections, updates, and modifications concerning costs, revenue sources, and acceptance of facilities pursuant to dedications which are inconsistent with the Exhibits, or a change in the date of construction of the capital projects identified in the Exhibits are proposed, such may only be implemented by amendment hereto; and
- (C) Nothing in this Resolution shall have any effect on the improvements listed in Section I of Table 2 within any of Exhibits A-F. This Resolution shall be construed only to amend Section II of Table 2 within Exhibits A-F and the related revenue sources in Table 1 thereto.

Section 4.

This Resolution shall take effect immediately upon its adoption.

**DULY ADOPTED**, by the Board of County Commissioners, Clay County, Florida, this 24th day of June, 2025.

BOARD OF COUNTY COMMISSIONERS  
OF CLAY COUNTY, FLORIDA

By: \_\_\_\_\_  
Betsy Condon, Chairman

ATTEST:

\_\_\_\_\_  
Tara S. Green  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board

**CLAY COUNTY RESOLUTION NO. 2024/2025-**

**RESOLUTION OF THE CLAY COUNTY BOARD OF COUNTY COMMISSIONERS  
AMENDING THE BUDGET FOR FISCAL YEAR 2024-25; PROVIDING AN  
EFFECTIVE DATE**

**WHEREAS**, the budget for fiscal year 2024-2025 of the Board of County Commissioners was duly adopted on September 24, 2024, and

**WHEREAS**, Chapter 129.06(4) of the Florida Statutes stipulates that all unexpended balances of appropriations at the end of the fiscal year shall revert to the fund from which the appropriation was made, and

**WHEREAS**, revenues have been adjusted based on estimated actuals, and

**WHEREAS**, Chapter 129.06(2)(b) of the Florida Statutes stipulates that appropriations from the reserve for contingencies may be made to increase the appropriation for any particular expense in the same fund,

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Clay County, Florida, as follows:

The Clay County Board of County Commissioners hereby adopts the cash carry forward, revenues and appropriations for fiscal year 2024-2025 as identified in Attachment “A” (Budget Amendment-00001838) attached hereto, effective immediately upon adoption.

**DULY ADOPTED** by the Board of County Commissioners of Clay County, Florida, this 24th day of June, 2025.

Board of County Commissioners Clay  
County, Florida

---

Betsy Condon, Chairman

ATTEST:

---

Tara S. Green  
County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board

Exhibit A

Clay County Capital Improvement Plan  
TABLE 1 - Summary Report Fiscal Years 2023/2024 through 2027/2028  
Capital Funds Revenues

Revenue Sources	Workday Fund #	Object #	Funding Code	FY19-20 Actuals	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget	FY28-29 Proposed Budget	FY29-30 Proposed Budget	FY30-31 Proposed Budget	FY31-32 Proposed Budget	FY32-33 Proposed Budget	Five Year Project Total	Ten Year Total	Revenue Totals	Comments
Fund Level Revenues							1	2	3	4	5	6	7	8	9	10				
Prior Year Carry Forward - Capital Improvement Fund	FD3003	399002		43,646,472	53,506,692	66,195,918	70,642,000	78,758,589	30,410,870	16,368,353	9,216,762	2,010,111	(4,309,701)	974,394	1,296,639	(1,213,229)	205,396,573	204,154,787		Adjusts as plan changes are made from FY24-25 on
2nd Local Option Gas Tax Receipts	FD3003	312420		2,763,402	2,808,869	3,011,010	2,922,290	2,977,741	3,007,518	3,037,594	3,067,970	3,098,649	3,129,636	3,160,932	3,192,541	3,224,467	15,013,113	30,819,338	36,209,466	1% annual increases from FY25-26
Transfer In from Fund 1017- Discretionary Sales Surtax	FD3003	381120		11,904,141	23,196,367	24,343,430	25,409,228	20,622,790	21,241,474	21,878,718	22,535,079	23,211,132	23,907,466	24,624,690	25,363,430	26,124,333	111,687,289	234,918,340	265,869,473	3% increases from FY25-26
Transfer In from Fund 1028 - Building Fund	FD3003	381138						100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	400,000	900,000	900,000	Amount expected to increase with building activity
Interest Earnings - Capital Improvement Fund	FD3003	361000		262,358	193,333	1,807,666	2,440,099	2,362,758	912,326	491,051	276,503	60,303	(43,097)	9,744	12,966	(12,132)	6,482,736	6,510,521	6,997,879	Approximately 1% of carry forward amount
Interest Earnings - Capital Improvement Fund	FD3003	361100		186,561	144,283	838,720	1,019,271	1,181,379	456,163	245,525	69,126	15,076	(32,323)	7,308	9,725	(9,099)	2,971,464	2,962,150	3,148,711	
Disposition of Fixed Assets	FD3003	364000		133,367	140,779	8,098	51,789	60,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	261,789	511,789	645,156	About average amount over last 10 years
Developer Project/Contribution/Asset	FD3003	366000			2,529,841	65,000	28,335	900,000									928,335	928,335	2,037,127	FY24-25 \$900K CCUA on CR218; \$1M donation for Animal Srvc's bldg construct
Reversions - Constitutional Officers	FD3003	386400			990,368	160,066	97,832	100,000	100,000	100,000	100,000	100,000					497,832	597,832		Rounded conservative average of recent reversions
Less 5% Budgeted Revenues - Capital Improvement Fund	FD3003	399001						(267,025)	(195,992)	(176,432)	(167,224)	(157,948)	(154,327)	(158,534)	(160,275)	(160,617)				
Subtotal - Capital Improvement Fund	FD3003	305		58,896,301	83,510,532	96,429,908	102,610,844	106,796,232	56,082,359	42,094,808	35,248,216	28,487,323	22,647,654	28,768,534	29,865,027	28,103,723	342,832,458	278,148,305	314,907,812	

Revenue Sources	Workday Fund #	Object #	Funding Code	FY19-20 Actuals	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget	FY28-29 Proposed Budget	FY29-30 Proposed Budget	FY30-31 Proposed Budget	FY31-32 Proposed Budget	FY32-33 Proposed Budget	Five Year Project Total	Ten Year Total	Revenue Totals	Comments
Project Specific Revenue																				
Interfund Transfer - Challenger	FD3003	381128			750	17,720	217,814	270,502	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	1,388,316	2,888,316	2,889,616	
Subtotal - Capital Improvement Fund	FD3003	305		0	750	17,720	217,814	270,502	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	1,388,316	2,888,316	2,888,316	

Exhibit A

Clay County Capital Improvement Plan  
TABLE 2 - Summary Report Fiscal Years 2023/2024 through 2027/2028

Section I Comprehensive Plan Capital Improvements - Capital Improvement Element (CIE)																					
Project Name	Workday Account #	Fund #	Funding Code	Project Actuals	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget	FY28-29 Proposed Budget	FY29-30 Proposed Budget	FY30-31 Proposed Budget	FY31-32 Proposed Budget	FY32-33 Proposed Budget	Five Year Project Total	Ten Year Total	Years 6-25	Total Project	Comments
CR218 Extension	PRJ100186	FD3003	DV, GT					2,000,000									2,000,000	2,000,000		2,000,000	Project on hold awaiting developer progress.
CR220 (Henley Rd to Knight Boxx)	PRJ100171	FD3003	SG, GT	1,555,631	229,978	33,518	11,515	2,439,237	350,000								2,800,752	2,800,752	12,935,408	17,291,791	Final Completion no later than Aug 13, 2026.
CR220 - Quadrant Intersection (East)	PRJ100221	FD3003	GT, ST				179,568	4,318,531	1,686,368								6,184,467	6,184,467		6,184,467	Final Completion no later than March 8, 2026.
Proj #2 CR209 - Peters Creek south to US17 4Ln.	PRJ100196	FD3003	GT, ST					4,343,479									4,343,479	4,343,479			Project is under construction.
Proj #3A CR209 - Peters Creek to Sandridge	PRJ100199	FD3003	GT, ST														-	-			PH3A complete, PH3B complete in fall of 2025.
Proj #4 CR739B - Henley to west of CR209	PRJ100200	FD3003	GT, ST					177,881									177,881	177,881			Scheduled for completion, spring 2025.
Proj #6B FCC from SR23 to Maryland Ave.	PRJ100203	FD3003	GT, ST														-	-			Scheduled for completion, summer 2025.
CR220 - SR21(Blanding Blvd) to Henley	PRJ100212	FD3003	GT, ST					1,866,250	1,324,600								3,190,850	3,190,850		3,190,850	Final Completion no later than March 8, 2026.
Subtotal - Capital Improvement Fund				1,555,631	229,978	33,518	191,083	15,145,378	3,360,968	0	0	0	0	0	0	0	18,697,429	18,697,429		25,476,258	

Clay County Capital Improvement Plan  
TABLE 2 - Summary Report Fiscal Years 2021/2022 through 2026/2027

Section II Non-Comprehensive Plan Capital Improvements																							
Project Name	Workday Account #	Fund #	Funding Code	Project Actuals	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget	FY28-29 Proposed Budget	FY29-30 Proposed Budget	FY30-31 Proposed Budget	FY31-32 Proposed Budget	FY32-33 Proposed Budget	Five Year Project Total	Ten Year Total	Years 6-25	Total Project	Comments		
TRANSPORTATION																							
Intersection Improvements-Minor Capacity	PRJ100572	FD3003	ST		27,039	500,000	359,052	2,169,600									2,528,652	2,528,652		3,055,691	Awaiting final scope.		
Equipment - Transportation	PRJ100578	FD3003	ST	6,380,536	1,437,068	1,056,279	1,703,723	2,735,757	1,800,000	1,800,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	9,239,480	15,239,480		24,113,363	Heavy equipment replacement.		
Ridaught Landing Drainage Improvements (Match)	PRJ100293	FD3003	FG, ST	6,240	4,975	1,201											0	0		12,416	Completed.		
Knight Boxx & CR220 Drainage Improvements (Match)	PRJ100294	FD3003	FG, ST	11,998	11,778	22,511											0	0		46,287	Project in grant closeout.		
Tumbleweed Dr.-Tanglewood Village Drainage (Match)	PRJ100295	FD3003	FG, ST	10,224	4,854	8,848											0	0		23,926	Project in grant closeout.		
Homestead Rd Drainage - Tanglewood (Match)	PRJ100296	FD3003	FG, ST		2,941	5,037											0	0		7,978	Project in grant closeout.		
Greenwood Drainage Improvements (Match)	PRJ100297	FD3003	FG, ST	40,059	5,982	28,617											0	0		74,658	Project in grant closeout.		
Bridge Improvements	PRJ100575	FD3003	ST	855,705		500,000		500,000									500,000	500,000		1,855,705	Scope review for list of projects in priority.		
Aquarius Concourse	PRJ100386	FD3003	ST, SP		122,011	2,862,683	410,530										410,530	410,530		3,395,224	Completed.		
CR224 (College Dr) Component 1-Drainage Rehabilitation (D	PRJ100194	FD3003	ST	192,766	242,425	1,136,628	1,869,975										1,869,975	1,869,975		3,441,794	Completed.		
CR220 Component 1, 5, 6-Access Rd, EW Pkwy Improvement	PRJ100197	FD3003	ST	407,869	89,320	80,102	862,488	1,262,795									2,125,283	2,125,283		2,702,574	Bids to BoCC in Feb 2025.		
Oakleaf Plantation/Eagle Landing Signal	PRJ100209	FD3003	ST		4,058	2,357	183,471	310,114									493,585	493,585		500,000	Pulling POs for landscaping.		
CR220 - Town Center Intersection	PRJ100299	FD3003				427,576	0										0	0		427,576	Completed.		
Cheswick Oaks Road Connectors and Crossing	PRJ100187	FD3003	ST														0	0	24,000,000	24,000,000	Identifying funding for future start date.		
Road Resurfacing	PRJ100570	FD3003	ST	19,475,665	4,564,976	7,500,000	5,429,318	0									5,429,318	5,429,318	50,000,000	86,969,959	Combined into Road Improvements project.		
Dirt Road Paving	PRJ100571	FD3003	ST	7,216,740	531,644	750,000	616,442	0									616,442	616,442		9,114,826	Combined into Road Improvements project.		
Road Improvements	PRJ100782	FD3003	ST					10,232,356	10,000,000	10,500,000	11,000,000	11,000,000	11,000,000	11,000,000	11,000,000	11,000,000	41,732,356	96,732,356	220,000,000	316,732,356	Project combines all previous road paving projects (dirt, milling etc.)		
Drainage - Stormwater	PRJ100576	FD3003	ST	3,020,146	43,719				400,000	400,000							800,000	800,000		3,863,865	Scope review for list of projects in priority.		
Infrastructure Studies	PRJ100287	FD3003	ST				0										0	0		0	Project being re-envisioned.		
CR220 Int. Impr. - Lakeshore Drive to Old Hard Road	PRJ100414	FD3003	ST				0	547,171									547,171	547,171		547,171	Construction to begin in Jan 2025.		
Storm Water Study	PRJ100288	FD3003	ST				0	100,000									100,000	100,000		100,000	No current agreement, PO issued.		
Sidewalk - CR218-Clay Hill Elem to Taylor Rd.	PRJ100330	FD3003	SG				98,702	0									98,702	98,702		98,702	Project Complete, project in grant closeout.		
Sidewalks - Construction	PRJ100574	FD3003	ST		0		412,481	500,000									912,481	912,481		912,481	Multiple PO's for Countywide Sidewalk replacements.		
Sidewalk - Doctors Inlet Elementary School	PRJ100608	FD3003	ST, SG				0										0	0		0	Completed.		
Live Oak Lane Construction	PRJ100559	FD3003	ST				400										400	400		400	Turtle mitigation. Compiling information to go out for bid		
Clay County Greenways Expansion	PRJ100560	FD3003	ST					524,780									524,780	524,780		524,780	County match of Greenway Expansion grant.		
Spencer Industrial Complex	PRJ100561	FD3003	ST,G				0	1,187,500	801,128								1,988,628	1,988,628		1,988,628	100% Engineer estimate = \$7,130,323. To bid Jan 2025.		
Milling Roadways	PRJ100562	FD3003	ST				978,118										978,118	978,118		978,118	Multiple PO's; Place millings at various locations within County		

Exhibit A

Clay County Capital Improvement Plan

TABLE 2 - Summary Report Fiscal Years 2023/2024 through 2027/2028

Section II Non-Comprehensive Plan Capital Improvements																						
Project Name	Workday Account #	Fund #	Funding Code	Project Actuals	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget	FY28-29 Proposed Budget	FY29-30 Proposed Budget	FY30-31 Proposed Budget	FY31-32 Proposed Budget	FY32-33 Proposed Budget	Five Year Project Total	Ten Year Total	Years 6-25	Total Project	Comments	
Indigo Branch (HMPG)	PRJ100450	FD3003	ST				0	21,688									21,688	21,688		21,688	Undergoing departmental design review	
Begonia Drive Drainage System Replacement	Future32	FD3003	ST														0	0	3,090,000	3,090,000		
Four Lining of CR218 - US301 to CR217	Future33	FD3003	ST														0	0	1,800,000	1,800,000		
Tanglewood Neighborhood Drainage Improvements	Future34	FD3003	ST														0	0	2,780,000	2,780,000		
Habitat Community Infrastructure Improvements	Future35	FD3003	ST														0	0	2,120,000	2,120,000		
Russell Road Culvert Replacement	Future36	FD3003	ST														0	0	4,210,000	4,210,000		
CR220 Component 2-Town Center Parkway Improvements	Future37	FD3003	ST														0	0	1,260,000	1,260,000		
CR220 Component 3-Business Center Drive Improvements	Future38	FD3003	ST														0	0	848,000	848,000		
CR220 Component 4-Doctors Inlet Road Improvements	Future39	FD3003	ST														0	0	329,000	329,000		
CR220 Component 7-Brookstone Drive Improvements	Future40	FD3003	ST														0	0	567,000	567,000		
CR220 Component 8-Lakeshore Drive West Improvements	Future41	FD3003	ST														0	0	417,000	417,000		
CR220 Component 9-Sidewalk, Driveway & ADA Improvements	Future42	FD3003	ST														0	0	407,000	407,000		
CR220 Component 10-Bridge Safety Improvements	Future43	FD3003	ST														0	0	397,000	397,000		
CR220 Component 11-Mainline Pavement Improvements	Future44	FD3003	ST														0	0	2,016,000	2,016,000		
CR224 (College Dr) Component 2-Sidewalk, Driveway & ADA	Future45	FD3003	ST														0	0	1,260,000	1,260,000		
CR224 (College Dr) Component 3-Pavement Improvements (	Future46	FD3003	ST														0	0	1,974,000	1,974,000		
CR224 (College Dr) Component 4-Pavement Improvements (	Future47	FD3003	ST														0	0	812,000	812,000		
CR224 (College Dr) Component 5-Old Jennings Intersection I	Future48	FD3003	ST														0	0	1,764,000	1,764,000		
CR224 (College Dr) Component 6-Peoria Intersection Improv	Future49	FD3003	ST														0	0	1,400,000	1,400,000		
CR224 (College Dr) Component 7-Jefferson Intersection Impr	Future50	FD3003	ST														0	0	679,000	679,000		
CR224 (College Dr) Component 8-CR220 Signalization and Lig	Future51	FD3003	ST														0	0	490,000	490,000		
Long Bay and Old Jennings Intersection Improvements	Future52	FD3003	ST														0	0	2,380,000	2,380,000		
CR217 Bridge Replacement and Safety Improvements	Future53	FD3003	ST														0	0	7,710,000	7,710,000		
Fire Station 14 Phase 2 Parking Lot	Future54	FD3003	ST														0	0	500,000	500,000		
Branscomb Road at Henley Road Traffic Study	Future55	FD3003	ST														0	0	750,000	750,000		
CR315 at SR16 Right Turn Lane onto WB SR16	Future56	FD3003	ST														0	0	500,000	500,000		
Additional Bridge Improvements	Future57	FD3003	ST														0	0	4,210,000	4,210,000		
Artemis Dr	Future65	FD3003	ST														0	0	4,210,000	4,210,000		
Atlantis Dr Extension	Future66	FD3003	ST														0	0	4,210,000	4,210,000		
Total Transportation				37,617,948	7,092,790	14,881,839	12,924,700	20,091,761	13,001,128	12,700,000	12,200,000	12,200,000	12,200,000	12,200,000	12,200,000	12,200,000	70,917,589	131,917,589	338,670,000	530,180,166		
PARKS & RECREATION																						
Fairgrounds Sewer Improvements	PRJ100173	FD3003	TT, ST	561,949	22,741		0	255,000									255,000	255,000		839,690	Project within scope.	
Fairgrounds - FDACS Exhibit Hall Remodel	PRJ100301	FD3003	TT, ST	438,266	457,704												0	0	0	895,970	Completed.	
Fairgrounds - FDACS Livestock Pavilion Infrastr	PRJ100302	FD3003	ST														0	0	811,403	811,403	Out for bid.	
DEO Grant - NE Sports Complex	PRJ100304	FD3003	SG, TT, ST	5,750	1,271,840	280,360	780,049	32,178									812,227	812,227		2,370,177	PH1 completion scheduled for April 2025.	
Fairgrounds Event Center	PRJ100284	FD3003	ST		56,550	28,708		1,971,293									1,971,293	1,971,293		2,056,551	Engineering plans/estimate at 60%	
Moccasin Slough-Tower, Boardwalk	PRJ100391	FD3003	ST		39,444	170,948	89,894	312,886									402,780	402,780	9,500,000	10,113,172	Serves as grant match, extension to 4/30/25 waiting on SJWMD	
Moccasin Slough-Classroom	PRJ100819	FD3003	ST					86,828									86,828					
Oakleaf Community Park Phase II	Future1	FD3003	ST														0	0	4,200,000	4,200,000	Expand parking, multi-field, ball fields, lights	
Twin Lakes Park - Lighting	Future2	FD3003	ST														0	0	1,244,000	1,244,000	Identifying funding for future start date.	
District 1 Project (Middleburg/West Clay)	PRJ100758	FD3003	ST						24,250	24,250	24,250	24,250	24,250	24,250	24,250	24,250	72,750	194,000		194,000	Projects within scope.	
District 2 Project (OP/Lakeside/Fleming Island)	PRJ100759	FD3003	ST						48,500	48,500	48,500	48,500	48,500	48,500	48,500	48,500	145,500	388,000		388,000	Projects within scope.	
District 7 Project (Keystone Heights/South Clay)	PRJ100760	FD3003	ST						24,250	24,250	24,250	24,250	24,250	24,250	24,250	24,250	72,750	194,000		194,000	Projects within scope.	
District 4 Project (Lake Asbury/GCS/SouthEast Clay)	PRJ100761	FD3003	ST						1,000,000	1,100,000	1,300,000	1,500,000	1,700,000	1,700,000	3,100,000	3,800,000	3,400,000	15,200,000		15,200,000	Projects within scope.	
District 5 Project (Branan Field/Oakleaf)	PRJ100762	FD3003	ST						72,750	72,750	72,750	72,750	72,750	72,750	72,750	72,750	218,250	582,000		582,000	Projects within scope.	
Regional Park - Future Phases	Future25	FD3003	ST											4,000,000	4,000,000		0	8,000,000		8,000,000	Identifying funding for future start date.	
Walter Odum Park - Lighting	Future3	FD3003	ST														0	0	1,632,300	1,632,300	Identifying funding for future start date.	
Omega Park - Lighting	PRJ100765	FD3003	ST					1,538,000									1,538,000	1,538,000		1,538,000	Department awaiting vendor proposal.	
Neptune Park Phase II	PRJ100355	FD3003	ST			241,464	900	9,758									10,658	10,658		252,122	Scheduled for completion end of Dec. 2024.	
Pickleball Courts	PRJ100356	FD3003	ST		21,653	5,003	469,678										469,678	469,678		496,334	Completed.	
Main St. Park Expansion & Boat Ramp Improve	PRJ100766	FD3003	ST					250,000									250,000	250,000		250,000	Soliciting consultant for site plan & design..	
Parks & Recreation Office	Future59	FD3003	ST														0	0	1,050,000	1,050,000	Ident	

Exhibit A

Clay County Capital Improvement Plan

TABLE 2 - Summary Report Fiscal Years 2023/2024 through 2027/2028

Section II Non-Comprehensive Plan Capital Improvements																					
Project Name	Workday Account #	Fund #	Funding Code	Project Actuals	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget	FY28-29 Proposed Budget	FY29-30 Proposed Budget	FY30-31 Proposed Budget	FY31-32 Proposed Budget	FY32-33 Proposed Budget	Five Year Project Total	Ten Year Total	Years 6-25	Total Project	Comments
Gun Range Office	Future60	FD3003	ST									1,150,000					0	1,150,000		1,150,000	New facility for property operations
Burn Building	PRJ100366	FD3003	ST			24,937	202,685	2,772,378									2,975,063	2,975,063		3,000,000	Awaiting scope changes expected end of Feb. 2025.
Radio Tower Upgrades	PRJ100207	FD3003	ST	1,478,006			189,500	1,769,500									1,959,000	1,959,000		3,437,006	Multiple PO's; Keystone Tower and Sleepy Hollow Tower.
E911 Consolidation Bldg/Training Facility	PRJ100208	FD3003	ST	2,056,583					2,419,284		7,000,000	7,000,000					9,419,284	16,419,284		18,475,867	Completed. Identifying funding for future phases.
CCSO Building 500 Build Out	PRJ100609	FD3003	ST				159	800,000	604,736								1,404,895	1,404,895		1,404,895	Engineering design at 60%; full design expected early March 2025.
Jail Improvements/Conversion	PRJ100331	FD3003	ST					1,873,334									1,873,334	1,873,334		1,873,334	Delayed; moved from ARPA in Dec. 2024.
New Jail	Future13	FD3003	ST													3,000,000	0	3,000,000	610,000	3,610,000	Identifying funding for future start date.
Sheriff Office Building	Future14	FD3003	ST						2,000,000	5,000,000	6,000,000	4,500,000					13,000,000	17,500,000	38,000,000	55,500,000	100,000 sq ft @ \$400 sq. ft.
Total Public Safety				20,372,411	4,885,700	9,368,995	7,497,946	15,193,897	12,404,944	12,888,296	19,798,355	18,657,274	7,833,510	9,702,145	11,908,506	15,754,910	67,783,438	131,639,783	97,664,184	263,931,073	
PUBLIC WORKS																					
Knowles Pit Building	PRJ100184	FD3003	ST	617,408	57,848	120,464	1,435,737	3,550									1,439,287	1,439,287		2,235,007	Completed.
Dirt Road Rejuvenation	PRJ100566	FD3003	ST				262,989										262,989	262,989		262,989	Completed.
Total Public Works				110,704,659	57,848	120,464	1,698,726	3,550	0	0	0	0	0	0	0	0	1,702,276	1,702,276	0	2,497,996	
OTHER PROJECTS																					
Equipment - Supervisor of Elections	PRJ100277	FD3003	ST	945,650			0	957,800									957,800	957,800	35,000	1,938,450	Delivery in Jan '25, Voting equipment & machines replacement
Animal Services Building	PRJ100210	FD3003	ST		380,294	334,875	208,369	12,000,000	8,257,216								20,465,585	20,465,585		21,180,754	Construction contract signed.
GCS Senior Center Kitchen	PRJ100276	FD3003	ST		600,274	28,140											0	0	0	628,414	Completed.
Building Department Building	PRJ100387	FD3003	ST					6,450,058									6,450,058	6,450,058		6,450,058	CIP portion of construction costs. Construction begun.
Substance Use Disorder Recovery Center	PRJ100564	FD3003	ST					500,000									500,000	500,000		500,000	CIP portion project - Design
Property Appraiser Vehicles	PRJ100797	FD3003	ST						70,000	70,000	70,000	70,000	70,000				210,000	350,000		350,000	2 vehicles @ \$35K each for 5 years
JTA Bus\Shelter Improvements	PRJ100610	FD3003	ST							250,000							250,000	250,000	70,000	320,000	Project canceled.
Admin Building 3rd Floor	PRJ100611	FD3003	ST														0	0	3,000,000	3,000,000	In the proposal phase for design.
Multi-Agency Storage Warehouse	PRJ100612	FD3003	ST					500,000				500,000					500,000	1,000,000	3,000,000	4,000,000	Funds to initiate design phase.
Oakleaf Library	PRJ100526	FD3003	ST					500,000	1,750,000	6,000,000							8,250,000	8,250,000	3,000,000	11,250,000	Awaiting land acquisition, site plans and design.
Land Acquisition	PRJ100362	FD3003	ST		19,025	1,915,045	242,238	757,478									999,716	999,716		2,933,786	Flexibility for land opportunities
Keystone Lakes Projects	PRJ100291	FD3003	ST					100,000									100,000	100,000	0	100,000	Moved from ARPA
Total Other Projects				945,650	999,593	2,278,060	450,607	21,765,336	10,077,216	6,320,000	70,000	570,000	70,000	0	0	0	38,683,159	39,323,159	9,105,000	52,551,462	
Subtotal - Capital Improvement Fund (FD3003)																					
GRAND TOTAL				172,202,264	14,290,841	27,409,359	24,103,583	76,655,864	40,014,006	33,178,046	33,538,105	33,097,024	21,973,260	27,771,895	31,378,256	31,924,660	207,489,604	353,634,699	462,826,887	925,894,674	

Exhibit B

Clay County Capital Improvement Plan  
TABLE 1 - Summary Report Fiscal Years 2023/2024 through 2027/2028  
Capital Funds Revenues

Revenue Sources	Fund #	Workday Fund #	Object #	Funding Code	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget	FY28-29 Proposed Budget	FY29-30 Proposed Budget	FY30-31 Proposed Budget	FY31-32 Proposed Budget	FY32-33 Proposed Budget	Five Year Project Total	Ten Year Total	Revenue Totals	Comments
Fund Level Revenues						1	2	3	4	5	6	7	8	9	10				
Regional Park Revenue (15%)	CC1269	FD3018			64,117	564,384	576,300	576,300	576,300	576,300	576,300	576,300	576,300	576,300	576,300	2,869,584	5,751,084		
Interest Earnings - Regional Park					-	6,145	18,202	35,145	52,571	70,494	88,928	17,887	34,821	52,238	70,151				
Prior Year Forward - Regional Park	IF_Reg				-	36,453	606,728	1,171,505	1,752,378	2,349,805	2,964,260	596,226	1,160,704	1,741,269	2,338,380				
Less 5% Budgeted Revenues - Regional Park							(29,725)	(30,572)	(31,444)	(32,340)	(33,261)	(29,709)	(30,556)	(31,427)	(32,323)				
Administrative\Constitutional\Jail Fund (49%)	CC1266	FD3015			100,998	915,736	907,800	907,800	907,800	907,800	907,800	907,800	907,800	907,800	907,800	4,546,936	9,085,936		
Interest Earnings - Administrative\Constitutional\Jail Fund					-	11,161	29,514	56,227	77,702	22,689	34,208	61,055	88,667	117,066	56,275				
Prior Year Forward - Administrative\Constitutional\Jail Fund	IF_Admin				-	57,424	983,788	1,874,236	2,590,062	756,288	1,140,253	2,035,160	2,955,572	3,902,216	1,875,839				
Less 5% Budgeted Revenues - Administrative\Constitutional\Jail Fund							(46,866)	(48,201)	(49,275)	(46,524)	(47,100)	(48,443)	(49,823)	(51,243)	(48,204)				
Fire\Rescue Fund (26%)	CC1267	FD3016			229,799	2,100,527	2,265,500	2,265,500	2,265,500	2,265,500	2,265,500	2,265,500	2,265,500	2,265,500	2,265,500	11,162,527	22,490,027		
Interest Earnings - Fire\Rescue Fund					-	29,475	67,784	108,502	122,161	112,209	125,549	136,694	94,157	21,907	19,598				
Prior Year Forward - Fire\Rescue Fund	IF_FR				-	130,683	2,259,473	3,616,720	4,072,022	3,740,299	4,184,971	4,556,468	3,138,552	730,226	653,262				
Less 5% Budgeted Revenues - Fire\Rescue Fund							(116,664)	(118,700)	(119,383)	(118,885)	(119,552)	(120,110)	(117,983)	(114,370)	(114,255)				
Law Enforcement Fund (25%)	CC1268	FD3017			174,193	1,567,462	1,565,700	1,565,700	1,565,700	1,565,700	1,565,700	1,565,700	1,565,700	1,565,700	1,565,700	7,830,262	15,658,762		
Interest Earnings - Law Enforcement Fund					-	22,402	50,641	55,307	95,506	43,850	11,722	2,679	35,378	69,008	103,598				
Prior Year Forward - Law Enforcement Fund	IF_CCISO				-	99,100	1,688,047	1,843,571	3,183,528	1,461,674	390,746	89,298	1,179,258	2,300,281	3,453,254				
Less 5% Budgeted Revenues - Law Enforcement Fund							(80,817)	(81,050)	(83,060)	(80,478)	(78,871)	(78,419)	(80,054)	(81,735)	(83,465)				
Libraries and Culture	CC1270	FD3019			63,549	559,212	571,200	571,200	571,200	571,200	571,200	571,200	571,200	571,200	571,200	2,844,012	5,700,012		
Interest Earnings - Libraries and Culture					-	6,121	18,033	34,827	22,098	39,007	56,398	74,285	92,681	111,602	131,061				
Prior Year Forward - Libraries and Culture	IF_LC				-	36,114	601,112	1,160,884	736,609	1,300,242	1,879,939	2,476,157	3,089,368	3,720,055	4,368,716				
Less 5% Budgeted Revenues - Libraries and Culture							(29,462)	(30,301)	(29,665)	(30,510)	(31,380)	(32,274)	(33,194)	(34,140)	(35,113)				
Community Park Fees - Middleburg and West Clay District 1 (45%)	CC1271	FD3020			5,753	85,411	82,700	82,700	82,700	82,700	82,700	82,700	82,700	82,700	82,700	416,211	829,711		
Interest Earnings - Community Park District 1					-	457	2,775	4,616	6,510	8,457	10,460	12,520	14,638	16,817	19,058				
Prior Year Forward - Community Park District 1	IF_P1				-	6,644	92,512	153,875	216,986	281,896	348,656	417,319	487,938	560,571	635,273				
Less 5% Budgeted Revenues - Community Park District 1							(4,274)	(4,366)	(4,460)	(4,558)	(4,658)	(4,761)	(4,867)	(4,976)	(5,088)				
Community Park Fees - Orange Park, Lakeside, Fleming Island District 2 (45%)	CC1272	FD3021			5,392	69,111	67,300	67,300	67,300	67,300	67,300	67,300	67,300	67,300	67,300	338,311	674,811		
Interest Earnings - Community Park District 2					-	170	2,122	2,910	3,721	4,555	5,412	6,294	7,201	8,134	9,094				
Prior Year Forward - Community Park District 2	IF_P2				-	1,458	70,739	97,012	124,034	151,826	180,410	209,809	240,045	271,143	303,128				
Less 5% Budgeted Revenues - Community Park District 2							(3,471)	(3,511)	(3,551)	(3,593)	(3,636)	(3,680)	(3,725)	(3,772)	(3,820)				
Community Park Fees - Keystone Heights, South Clay District 7 (45%)	CC1274	FD3023			1,619	110,772	84,600	84,600	84,600	84,600	84,600	84,600	84,600	84,600	84,600	449,172	872,172		
Interest Earnings - Community Park District 7					-	427	3,519	5,435	7,406	9,433	11,518	13,662	15,867	18,135	20,468				
Prior Year Forward - Community Park District 7	IF_P7				-	6,101	117,300	181,174	246,869	314,435	383,928	455,401	528,911	604,515	682,275				
Less 5% Budgeted Revenues - Community Park District 7							(4,406)	(4,502)	(4,600)	(4,702)	(4,806)	(4,913)	(5,023)	(5,137)	(5,253)				
Community Park Fees - Lake Asbury, Green Cove Springs District 4 (45%)	CC1273	FD3022			176,708	1,097,116	1,068,086	1,068,086	1,068,086	1,068,086	1,068,086	1,068,086	1,068,086	1,068,086	1,068,086	5,369,460	10,709,890		
Interest Earnings - Community Park District 4					-	12,973	34,301	33,677	33,035	32,374	31,694	30,996	30,277	29,538	28,777				
Prior Year Forward - Community Park District 4	IF_P4				-	34,456	1,143,381	1,122,563	1,101,152	1,079,130	1,056,481	1,033,187	1,009,228	984,587	959,243				
Less 5% Budgeted Revenues - Community Park District 4							(55,119)	(55,088)	(55,056)	(55,023)	(54,989)	(54,954)	(54,918)	(54,881)	(54,843)				
Community Park Fees - Branan Field, Oakleaf District 5 (45%)	CC1275	FD3024			31,249	558,125	529,517	529,517	529,517	529,517	529,517	529,517	529,517	529,517	529,517	2,676,193	5,323,778		
Interest Earnings - Community Park District 5						6,856	19,257	33,111	47,361	62,016	77,089	92,592	108,537	124,936	141,802				
Prior Year Forward - Community Park District 5	IF_P5				-	76,909	641,890	1,103,708	1,578,688	2,067,205	2,569,644	3,086,403	3,617,890	4,164,524	4,726,737				
Less 5% Budgeted Revenues - Community Park District 5							(27,439)	(28,131)	(28,844)	(29,577)	(30,330)	(31,105)	(31,903)	(32,723)	(33,566)				



## Exhibit B

## Clay County Capital Improvement Plan

**TABLE 2 - Summary Report Fiscal Years 2023/2024 through 2027/2028**

Section I Comprehensive Plan Capital Improvements - Capital Improvement Element (CIE) - Expenditures																				
Project Name	Division #	Workday Account #	Object #	Funding Code	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget	FY28-29 Proposed Budget	FY29-30 Proposed Budget	FY30-31 Proposed Budget	FY31-32 Proposed Budget	FY32-33 Proposed Budget	Five Year Project Total		Years 6-25	Total Project	Comments
																0	0		0	

## Clay County Capital Improvement Plan

**TABLE 2 - Summary Report Fiscal Years 2021/2022 through 2026/2027**

Section II Non-Comprehensive Plan Capital Improvements																				
Project Name	Division #	Workday Account #	Fund #	Funding Code	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget	FY28-29 Proposed Budget	FY29-30 Proposed Budget	FY30-31 Proposed Budget	FY31-32 Proposed Budget	FY32-33 Proposed Budget	Five Year Project Total	Ten Year Total	Years 6-25	Total Project	Comments
																0	0			Project within scope. Project within scope. Project within scope. Project within scope. Project within scope.  Construction at 50%. At 90% IRC; Version 2 failed, requires resubmittal. Awaiting land acquisition. At 90% IRC; Version 2 failed, requires resubmittal.       Completed. Identifying funding for future phases.   Removed as project not impact fee eligible. Funds to initiate design phase. Funds to initiate design phase. Funds to initiate design phase. For additional vehicle purchases expanding capacity. For additional vehicle purchases expanding capacity. Awaiting land acquisition, site plans and design.
																0	0			
District 1 Project (Middleburg/West Clay)	IF_P1	PRJ100758	IF_P1				19,839	19,839	19,839	19,839	19,839	19,839	19,839	19,839	19,839	79,356	178,551			
District 2 Project (OP/Lakeside/Fleming Island)	IF_P2	PRJ100759	IF_P2				39,678	39,678	39,678	39,678	39,678	39,678	39,678	39,678	39,678	158,712	357,102			
District 7 Project (Keystone Heights/South Clay)	IF_P7	PRJ100760	IF_P7				19,839	19,839	19,839	19,839	19,839	19,839	19,839	19,839	19,839	79,356	178,551			
District 4 Project (Lake Asbury/GCS/SouthEast Clay)	IF_P4	PRJ100761	IF_P4				1,068,086	1,068,086	1,068,086	1,068,086	1,068,086	1,068,086	1,068,086	1,068,086	1,068,086	4,272,344	9,612,774			
District 5 Project (Branan Field/Oakleaf)	IF_P5	PRJ100762	IF_P5				59,517	59,517	59,517	59,517	59,517	59,517	59,517	59,517	59,517	238,068	535,653			
Regional Park - Future Phases	IF_Reg	Future25	IF_Reg								3,000,000					0	3,000,000			
Fire Fee Transfer to 2024 Bond Debt Service	IF_FR	FireXfer	IF_FR				600,628	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000	1,000,000	1,000,000	5,100,628	11,100,628			
Fire Station 20 - GCS	IF_FR	PRJ100190	IF_FR													0	0			
Fire Station 22 - Fleming Island	IF_FR	PRJ100357	IF_FR													0	0			
Fire Station 15 - Lake Asbury	IF_FR	PRJ100285	IF_FR													0	0			
Fire Station 1 - Branan Field	IF_FR	PRJ100563	IF_FR													0	0			
Fire Station 21 - Willow Springs	IF_FR	PRJ100862	IF_FR										1,500,000	500,000		0	2,000,000			
Fire Station 16 - Penney Farms	IF_FR	PRJ100861	IF_FR									2,000,000				0	2,000,000			
Fire Station 17 - Peoria Rd	IF_FR	Future10	IF_FR										2,000,000			0	2,000,000			
Fire Station 13 - CR218 & CR217	IF_FR	PRJ100860	IF_FR													0	0			
Fire Station 5 - Middleburg West -(CR218 & Blue Jay)	IF_FR	PRJ100825	IF_FR													0	0			
E911 Consolidation Bldg/Training Facility	IF_Admin	PRJ100208	IF_Admin						1,500,000	500,000						2,000,000	2,000,000			
Sheriff Office Building	IF_CCSC	Future14	IF_CCSC						3,000,000	2,600,000	1,400,000					5,600,000	7,000,000			
New Jail	IF_Admin	Future13	IF_Admin											3,000,000	3,000,000	0	6,000,000			
Admin Building 3rd Floor	IF_Admin	PRJ100611	IF_Admin													0	0			
Multi Agency Warehouse	IF_Admin	PRJ100612	IF_Admin					200,000	1,270,000							1,470,000	1,470,000			
Multi Agency Warehouse	IF_FR	Future19A	IF_FR					200,000	300,000							500,000	500,000			
Multi Agency Warehouse	IF_CCSC	Future19B	IF_CCSC					200,000	300,000							500,000	500,000			
Equipment - Sheriff - Capital & Vehicles - Capacity	IF_CCSC	PRJ100763	IF_CCSC				1,380,000				400,000	400,000	400,000	400,000	400,000	1,380,000	3,380,000			
Equipment - Public Safety - Capacity	IF_FR	PRJ100764	IF_FR				258,745	100,000	800,000	314,152	400,000	200,000	150,000	750,000		1,472,897	2,972,897			
Oakleaf Library	IF_LC	PRJ100526	IF_LC					1,000,000								1,000,000	1,000,000			
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Exhibit B

Clay County Capital Improvement Plan  
TABLE 1 - Summary Report Fiscal Years 2023/2024 through 2027/2028  
Capital Funds Revenues

Revenue Sources	Fund #	Workday Fund #	Object #	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget	FY28-29 Proposed Budget	FY29-30 Proposed Budget	FY30-31 Proposed Budget	FY31-32 Proposed Budget	FY32-33 Proposed Budget	Five Year Project Total	Ten Year Total	Revenue Totals	Comments
Fund Level Revenues						1	2	3	4	5	6	7	8	9	10				
Impact Fees Trans District 3	303	FD3001	324310	465,575	18,095	0	0	0	0	0	0	0	0	0	0	0	0	238,815	Impact fee continued collections before mobility fees
Interest Earnings - Impact Fee District 3 Fund	303	FD3001	361000	58,966	370,834	395,221	225,000	58,612	564	570	575	581	586	592	597	679,967	682,897	683,467	
Prior Year Forward - Impact Fee District 3 Fund & Contributions	303	FD3001	399002	7,320,838	8,885,182	7,450,425	7,502,536	5,861,203	56,429	56,966	57,507	58,053	58,604	59,161	59,723				Initial amount was transfer from Fund 305
Less 5% Budgeted Revenues - Impact Fees District 3 Fund	303	FD3001	399001				(11,250)	(2,931)	(28)	(28)	(29)	(29)	(29)	(30)	(30)				
																0	0		
Impact Fees Trans District 2	304	FD3002	324311	15,439	6,381	-	0	0	0	0	0	0	0	0	0	0	0	45,000	Impact fee continued collections before mobility fees
Interest Earnings - Impact Fee District 2 Fund	304	FD3002	361000	33,523	209,215	215,113	39,625	548	553	558	564	569	575	580	586	256,398	259,271	258,398	
Prior Year Forward - Impact Fee District 2 Fund & Contributions	304	FD3002	399002	4,440,958	4,409,354	3,762,050	3,962,504	54,803	55,323	55,849	56,380	56,915	57,456	58,002	58,553				Initial amount was transfer from Fund 305
Less 5% Budgeted Revenues - Impact Fees District 2 Fund	304	FD3002	399001				(1,981)	(27)	(28)	(28)	(28)	(28)	(29)	(29)	(29)				
Mobility Fees - Middleburg and West Clay District 1	312	FD3009	324301	164,200	318,406	375,704	350,000	325,000	189,020	189,020	189,020	189,020	189,020	189,020	189,020	1,428,744	2,373,844	7,961,744	Includes approximate cash collections
Interest Earnings - Mobility District 1				55	90,727	39,474	46,325	29,851	10,834	12,732	14,649	16,584	18,537	509	2,309	139,216	191,804		
Prior Year Forward - Mobility District 1	324321			127,812	314,366	742,955	1,158,133	746,264	1,083,372	1,273,233	1,464,898	1,658,383	1,853,707	50,886	230,939				
Less 5% Budgeted Revenues - Mobility District 1							(19,816)	(17,743)	(9,993)	(10,088)	(10,183)	(10,280)	(10,378)	(9,476)	(9,566)				
Mobility Fees - Orange Park, Lakeside, Fleming Island District 2	312	FD3011	324302	215,787	255,000	75,598	75,000	75,000	75,787	75,787	75,787	75,787	75,787	75,787	215,787	377,172	896,107		
Interest Earnings - Mobility District 2				35	1,004	37,063	34,071	38,216	42,518	47,014	51,680	56,524	61,552	(6,615)	(5,300)	198,883	356,725		
Prior Year Forward - Mobility District 2	324322			70,908	293,890	739,125	851,786	955,404	1,062,959	1,175,349	1,292,010	1,413,104	1,538,800	(330,728)	(265,014)				
Less 5% Budgeted Revenues - Mobility District 2							(5,454)	(5,661)	(5,915)	(6,140)	(6,373)	(6,616)	(6,867)	(3,459)	(10,524)				
Mobility Fees - Keystone Heights, South Clay District 7	312	FD3013	324303	49,951	55,000	89,101	65,000	65,000	61,510	61,510	61,510	61,510	61,510	61,510	61,510	342,121	649,671		
Interest Earnings - Mobility District 7				10	2,993	8,875	10,281	13,142	16,111	19,060	22,122	25,300	12,599	15,415	18,338	67,469	161,243		
Prior Year Forward - Mobility District 7	324324			19,557	87,926	159,045	257,021	328,538	402,772	476,512	553,054	632,505	314,974	385,378	458,457				
Less 5% Budgeted Revenues - Mobility District 7							(3,764)	(3,907)	(3,881)	(4,029)	(4,182)	(4,341)	(3,705)	(3,846)	(3,992)				
Mobility Fees - Lake Asbury, Green Cove Springs District 4	312	FD3012	324304	5,313,140	6,500,000	4,288,085	4,287,867	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	20,575,952	40,575,952		
Interest Earnings - Mobility District 4				270	328,246	759,023	687,682	8,531	84,694	162,303	241,386	321,973	404,090	487,768	573,036	1,702,233	3,730,486		
Prior Year Forward - Mobility District 4	324323			2,038,851	9,642,956	12,152,011	17,192,045	426,572	4,234,677	8,115,136	12,069,324	16,098,641	20,204,515	24,388,401	28,651,780				
Less 5% Budgeted Revenues - Mobility District 4							(248,777)	(200,427)	(204,235)	(208,115)	(212,069)	(216,099)	(220,205)	(224,388)	(228,652)				
Mobility Fees - Branan Field, Oakleaf District 5	312	FD3014	324305	1,618,818	2,300,000	1,656,694	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	7,656,694	15,156,694		
Interest Earnings - Mobility District 5				80	58,056	310,104	285,935	324,458	393,787	465,751	400,450	352,667	423,068	376,145	327,438	1,780,035	3,659,802	1,780,035	Adjusts as plan changes are made from FY21-22 on
Prior Year Forward - Mobility District 5	324325			1,373,631	1,705,524	5,181,567	7,148,365	8,111,444	9,844,679	11,643,777	10,011,240	8,816,667	10,576,701	9,403,615	8,185,953				
Less 5% Budgeted Revenues - Mobility District 5							(89,297)	(91,223)	(94,689)	(98,288)	(95,022)	(92,633)	(96,153)	(93,807)	(91,372)				
Revenue Sources	Fund #	Workday Fund #	Object #	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget	FY28-29 Proposed Budget	FY29-30 Proposed Budget	FY30-31 Proposed Budget	FY31-32 Proposed Budget	FY32-33 Proposed Budget	Five Year Project Total	Ten Year Total	Revenue Totals	Comments
Project Specific Revenue																			
Clay County Schoolboard	303	FD3001	399002		1,049,238	425,000													
Northeast Sector	306	FD3004	399002			789,928	-	-	-							789,928	789,928	789,928	Fair Share
West Sector	307	FD3005	399002			238,703	-	-	-							238,703	238,703	238,703	Fair Share
West Sector - Interest	307	FD3005	361000			8,500													
Branan Field APF Fund	309	FD3006	324220			1,869,175	-	-	-							1,869,175	1,869,175	1,869,175	Adequate Public Facility Fees
Lake Asbury APF Fund	311	FD3008	324210			637,378	-	-	-							637,378	637,378	637,378	Adequate Public Facility Fees
Sidewalk Fund	310	FD3007	324211	-		240,522	-	-	-							240,522	240,522	240,522	Sidewalk Fees
Subtotal - Other Revenue Funds				0	1,049,238	4,209,206	0	0	0	0						4,209,206	4,209,206	3,775,706	



Exhibit B

Clay County Capital Improvement Plan

TABLE 2 - Summary Report Fiscal Years 2023/2024 through 2027/2028

Section I Comprehensive Plan Capital Improvements - Capital Improvement Element (CIE) - Expenditures																				
Project Name	Division #	Workday Account #	Object #	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget	FY28-29 Proposed Budget	FY29-30 Proposed Budget	FY30-31 Proposed Budget	FY31-32 Proposed Budget	FY32-33 Proposed Budget	Five Year Project Total	Ten Year Project Total	Years 6-25	Total Project	Comments
Radar Road US17 to Town Center Blvd	6132	PRJ100282	303		336,412	343,108	1,855,083	5,860,455								8,058,646	8,058,646		8,395,058	Awaiting Engineering 90% design.
CR315 Road Improvement - Willow Springs	6133	PRJ100283	303	9,435	438,037											0	0		447,472	Completed.
CR218 Cosmos Ave to Carter Spencer	6135	PRJ100381	304	80,565	191,139	14,659										14,659	14,659		286,363	Completed.
Proj #1 CR218 - Pinetree Ln. to Cosmo Ave. 4Ln.	6107	PRJ100147	304		671,761		3,945,345									3,945,345	3,945,345		4,617,106	Scheduled completion fall 2025.
Proj #1 CR218 - Pinetree Ln. to Cosmo Ave. 4Ln.	6107	PRJ100147B	324321				788,378									788,378	788,378		788,378	Scheduled completion fall 2025.
Proj #2 CR209 - Peters Creek south to US17 4Ln.	6108	PRJ100196	324323				2,528,634									2,528,634	2,528,634		2,528,634	Project is under construction.
Proj #3A CR209 - Peters Creek to Sandridge	6101	PRJ100199	324323				9,193,746									9,193,746	9,193,746		9,193,746	PH3A complete, PH3B complete in fall of 2025.
Proj #3B CR209 - Sandridge Intersection	6101	PRJ100199B	324323													0	0		0	
Proj #3B CR209 - Sandridge Intersection	6101	PRJ100199C	303																	
Proj #4 CR739B - Henley to west of CR209	6102	PRJ100200	324323				3,765,000									3,765,000	3,765,000		3,765,000	Scheduled for completion, spring 2025.
Proj #5 CR220 - Baxley Rd. to west of Henley Rd.	6103	PRJ100201	324325			186,653	733,559									920,212	920,212		920,212	Under environmental permit review - Army Corps of Engineers.
Proj #6A FCC from Maryland Ave. to US17	6104	PRJ100202	324323				1,054,143									1,054,143	1,054,143		1,054,143	Awaiting ROW acquisition and permitting .
Proj #6B FCC from SR23 to Maryland Ave.	6105	PRJ100203	324323				4,950,721									4,950,721	4,950,721		4,950,721	Scheduled for completion, summer 2025.
The Station at Radar Road Sidewalk		PRJ100394	FD3007			36,000										36,000	36,000		36,000	Completed.

Exhibit B

Clay County Capital Improvement Plan

TABLE 2 - Summary Report Fiscal Years 2023/2024 through 2027/2028

Section II Non-Comprehensive Plan Capital Improvements																				
Project Name	Division #	Workday Account #	Fund #	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget	FY28-29 Proposed Budget	FY29-30 Proposed Budget	FY30-31 Proposed Budget	FY31-32 Proposed Budget	FY32-33 Proposed Budget	Five Year Project Total	Ten Year Total	Years 6-25	Total Project	Comments
Special Districts																				
Proj #5 CR220 - Baxley Rd. to west of Henley Rd. (NE Fair Share)	6046	PRJ100201A	FD3004													0	0		200,000	Under environmental permit review - Army Corps of Engineers.
Proj #1 CR218 - Pinetree Ln. to Cosmo Ave. 4Ln. (W Fair Share)	6086	PRJ100147A	FD3005				247,000									247,000	247,000		247,000	Scheduled completion fall 2025.
Long Bay Rd Ext	6045	PRJ100279	FD3006													0	0		350,000	Adequate public facilities. Going to PRJ100279
EW 1 (NS3 to CR 209 - Block Island)	6022	PRJ100278	FD3008													0	0		4,500	Adequate public facilities, no specific project
Sidewalks - Developers	6019	PG1006	FD3007													0	0		9,222	List of projects in priority
State Road 100 - Bradford to Putnam (4 Lane)		FutureM1	324324	-	-	-	-	-	-	-		400,000				0	400,000	5,135,000	5,535,000	Putnam to Bradford
County Road 218 - Bluejay to Cosmos Av		FutureM2	324321	-	-	-	-	-	-	-			2,000,000			0	2,000,000	18,093,775	20,093,775	Blue Jay/Mallard Rd. to Cosmos Ave.
County Road 220 - College Dr to US 17		FutureM3	324322	-	-	-	-	-	-	-			2,000,000			0	2,000,000	34,825,903	36,825,903	C.R. 224 (College Dr) to U.S. 17
Verbena Parkway (4)		FutureM7		-	-	-	-	-	-	-						0	0	9,011,979	9,011,979	Henley Rd. to NS 3
NS 3 - County Road 209 to Sandridge		FutureM8		-	-	-	-	-	-	-						0	0	16,042,267	16,042,267	C.R. 209 to Sandridge
EW 1 - County Road 209 to NS3		FutureM9		-	-	-	-	-	-	-						0	0	10,734,356	10,734,356	C.R. 209 to NS 3
NS 1 (Feed Mill) - Sandridge to First Coast Connector		FutureM10		-	-	-	-	-	-	-						0	0	15,662,708	15,662,708	Sandridge to First Coast Connector
County Road 218 Extension		FutureM11		-	-	-	-	-	-	-						0	0	10,000,000	10,000,000	C.R. 218 to First Coast Connector
Green Cove Springs Bypass		FutureM13		-	-	-	-	-	-	-						0	0	77,763,560	77,763,560	U.S. 17 to S.R. 16
County Road 220 State Road 21 to Henley Rd		FutureM14	324325	-	-	-	-			3,500,000	3,000,000					3,500,000	6,500,000	24,665,953	31,165,953	S.R. 21 to Henley Rd.
Baxley Road		FutureM15	324325	-	-	-	-	-	-	-			3,000,000	3,000,000		0	6,000,000	8,333,176	14,333,176	C.R. 220 to S.R. 21
Cheswick Oaks Ave. Extension (Savannah Glen Blvd. to Challenger Dr.)		FutureM16		-	-	-	-	-	-	-						0	0	29,212,050	29,212,050	Savannah Glen Blvd. to Challenger Dr.
Branan Mill Road (aka Atlantis)		FutureM17		-	-	-	-	-	-	-						0	0	9,109,854	9,109,854	Old Jennings to Trail Ridge
Cheswick Oaks Ave. Extension (Wilford Preserve to Challenger Dr.)		FutureM18		-	-	-	-	-	-	-						0	0	4,337,123	4,337,123	Wilford Preserve to Challenger Dr.
State Road 16 Green Cove to First Coast Expressway		FutureM19		-	-	-	-	-	-	-						0	0	47,520,000	47,520,000	Green Cove Springs to FCC
State Road 16 Shands Bridge to Green Cove Springs		FutureM20		-	-	-	-	-	-	-						0	0	5,000,000	5,000,000	Green Cove Springs to Shands Bridge
State Road 21 State Road 16 to County Road 215 (Turn Lanes)		FutureM21		-	-	-	-	-	-	-						0	0	16,335,000	16,335,000	S.R. 16 to C.R. 215
County Road 315 - State Road 16 to County Road 315B		FutureM22		-	-	-	-	-	-	-						0	0	27,586,921	27,586,921	S.R. 16 to C.R. 315B
HWY 17 Multi-Use Trail (Future)		FutureM23		-	-	-	-	-	-	-						0	0	960,000	960,000	Leonard C Taylor Pkwy toward Clay-Putname county line
County Road 220 Multi-Use Trail		FutureM24		-	-	-	-	-	-	-						0	0	497,195	497,195	HWY 17 to Brookstone Dr
Leonard C Taylor Multi-Use Trail		FutureM25		-	-	-	-	-	-	-						0	0	632,833	632,833	Rio Vista Cir to Susan Dr
Cecil to Old Jennings Rd.		FutureM26		-	-	-	-	-	-	-						0	0	2,601,435	2,601,435	Duval-Clay county line to Blanding Blvd.
Middleburg & West Clay Walking and Biking Projects		FutureM27		-	-	-	-	-	-	-						0	0	3,000,000	3,000,000	Walking & biking infra. improvements within District
Orange Park, Lakeside & Fleming Island Walking and Biking Projects		FutureM28		-	-	-	-	-	-	-						0	0	3,000,000	3,000,000	Walking & biking infra. improvements within District
Lake Asbury & Green Cove Springs Walking and Biking Projects		FutureM29		-	-	-	-	-	-	-						0	0	3,000,000	3,000,000	Walking & biking infra. improvements within District
Keystone Heights & Southwest Clay Walking and Biking Projects		FutureM30		-	-	-	-	-	-	-						0	0	3,000,000	3,000,000	Walking & biking infra. improvements within District
Branan Field & Oak Leaf Walking and Biking Projects		FutureM31		-	-	-	-	-	-	-						0	0	3,000,000	3,000,000	Walking & biking infra. improvements within District
Subtotal - Impact Fee Fund\Mobility\APF Funds				90,000	1,637,349	580,420	29,061,609	5,860,455	0	3,500,000	3,000,000	400,000	7,000,000	3,000,000	0	39,002,484	52,402,484	389,061,088	406,807,810	

\* Mobility projects divisions are each district. 6124=Middleburg & West Clay, 6125=Orange Park, Lakeside, Fleming Island, 6126=Lake Asbury & Green Cove Springs, 6127=Keystone Heights & South Clay

6128=Branan Field & Oak Leaf

39,002,484 52,402,484

Developer Funded Projects																				
Verbena Parkway - Proj #7	6126	PRJ100222C	312D		831,085		8,110,781									8,110,781	8,110,781		8,941,866	Developer project, reimbursed with mobility fees
NS3 and EW1 Proj #8	6126	PRJ100223	312D		920,128											0	0	8,281,154	9,201,282	Developer project, reimbursed with mobility fees

Exhibit C

Clay County Capital Improvement Plan  
TABLE 1 - Summary Report Fiscal Years 2023/2024 through 2027/2028  
Capital Funds Revenues

Revenue Sources	Workday Fund #	Object #	Funding Code	FY19-20 Actuals	FY20-21 Actuals	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	Five Year Project Total	Revenue Totals	Comments
Fund Level Revenues														
Interest Earnings - 2020 Bond Fund	FD3010	361000		355,021	192,657	283,209	2,270,311	2,543,638	672,267			6,746,614		Interest
Prior Year Carry Forward - 2020 Bond Fund	FD3010	399002		0	129,249,192	124,790,635	108,601,935	85,796,202	35,361,105	2,186,834				Spend down of Fund Balance
Clay County Utility Authority Project Contributions	FD3010	366000					1,501,558	82,212	3,778,718			5,362,488		
Florida Department of Transportation	FD3010	334400										-		
Subtotal - 2020 Bond Fund	FD3010	320		129,363,402	129,441,849	125,073,844	112,373,804	88,422,052	39,812,090	2,186,834	0			

Exhibit C

Clay County Capital Improvement Plan  
TABLE 2 - Summary Report Fiscal Years 2023/2024 through 2027/2028

Section I Comprehensive Plan Capital Improvements - Capital Improvement Element (CIE) - Expenditures															
Project Name	Workday Account #	Workday Fund #	Funding Code	FY19-20 Actuals	FY20-21 Actuals	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	Five Year Project Total		Total Project	Comments
Proj #1 CR218 - Pinetree Ln. to Cosmos Ave. 4Ln.	PRJ100147	FD3010	BP	23,294	1,407,322	2,047,155	598,755	3,590,923	7,105,327	0		11,295,005		14,772,776	Scheduled completion fall 2025.
Proj #1 CR218 - Pinetree Ln. to Cosmos Ave. 4Ln. (CCUA)	PRJ100147B	FD3010	BP						2,006,879			2,006,879		2,006,879	Scheduled completion fall 2025.
Proj #2 CR209 - Peters Creek south to US17 4Ln.	PRJ100196	FD3010	BP	13,599	437,017	1,134,062	2,333,595	11,017,203	7,091,506	0		18,108,709		22,026,982	Project is under construction.
Proj #2 CR209 - Peters Creek south to US17 4Ln. (FDOT)	PRJ100196B	FD3010	BP					1,000,770	739,399			1,740,169		1,740,169	Project is under construction.
Proj #3A CR209 - Peters Creek to Sandridge	PRJ100199	FD3010	BP	23,193	582,474	1,865,579	2,461,744	2,877,663	10,573,852	0		13,451,515		18,384,505	PH3A complete, PH3B complete in fall of 2025.
Proj #3B CR209 - Sandridge Intersection	PRJ100199B	FD3010	BP					0		0	0	0		0	
Proj #4 CR739B - Henley to west of CR209	PRJ100200	FD3010	BP	23,261	656,920	1,801,469	9,289,890	14,663,562	2,128,154	0		16,791,716		28,563,256	Scheduled for completion, spring 2025.
Proj #4 CR739B - Henley to west of CR209 (CCUA)	PRJ100200B	FD3010	BP						1,501,558	0		1,501,558		1,501,558	Scheduled for completion, spring 2025.
Proj #5 CR220 - Baxley Rd. to west of Henley Rd.	PRJ100201	FD3010	BP	14,033	462,882	978,568	1,708,007	244,200	841,284	0		1,085,484		4,248,974	Under environmental permit review - Army Corps of Engineers.
Proj #6A FCC from Maryland Ave. to US17	PRJ100202	FD3010	BP	13,735	325,503	932,556	2,109,331	2,952,968	741,109	0		3,694,077		7,075,202	Awaiting ROW acquisition and permitting .
Proj #6A FCC from Maryland Ave. to US17 (CCUA)	PRJ100202B	FD3010	BP							0		0		0	
Proj #6A FCC from Maryland Ave. to US17 (FDOT)	PRJ100202C	FD3010	BP						0	0		0		0	
Proj #6B FCC from SR23 to Maryland Ave.	PRJ100203	FD3010	BP	3,095	799,259	3,598,271	9,672,349	19,780,438	4,896,188	0		24,676,626		38,749,600	Scheduled for completion, summer 2025.
Subtotal - 2020 Bond Fund				114,210	1,407,322	12,357,660	28,173,671	56,127,727	37,625,256	0		93,752,983	0	139,069,900	Includes proceeds, CCUA, interest earned

Exhibit D

Clay County Capital Improvement Plan  
TABLE 1 - Summary Report Fiscal Years 2023/2024 through 2027/2028  
Capital Funds Revenues

Revenue Sources	Workday Fund #	Object #	Funding Code	FY19-20 Actuals	FY20-21 Actuals	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	Five Year Project Total	Revenue Totals	Comments
Fund Level Revenues														
Interest Earnings - 2024 Bond Fund	FD3025	361000						252,363	1,592,145	1,077,848	523,944			Interest
Prior Year Carry Forward - 2024 Bond Fund	FD3025	399002							63,685,797	43,113,912	20,957,748			Spend down of Fund Balance
Bond Proceeds - 2024 Bond Fund	FD3025	384100						65,000,000						
Subtotal - 2024 Bond Fund	FD3025				0	0	0	65,252,363	65,277,942	44,191,760	21,481,691			

Exhibit D

Clay County Capital Improvement Plan  
TABLE 2 - Summary Report Fiscal Years 2023/2024 through 2027/2028

Section I Comprehensive Plan Capital Improvements - Capital Improvement Element (CIE) - Expenditures															
Project Name	Workday Account #	Workday Fund #	Funding Code	FY19-20 Actuals	FY20-21 Actuals	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY23/24 - End Project Total		Total Project	Comments
Fire Station 24 - Virginia Village	PRJ100286								100,000	4,898,082	2,796,861	7,794,943		7,794,943	Under environmental evaluation; bid delayed up to 12 months.
Fire Station 20 - GCS	PRJ100190							1,201,384	9,092,937			10,294,321		10,294,321	Construction at 75%.
Fire Station 22 - Fleming Island	PRJ100357							236,595	3,900,000	5,750,500	2,758,583	12,645,678		12,645,678	At 90% IRC; Version 2 failed, requires resubmittal.
Fire Station 15 - Lake Asbury	PRJ100285								400,000	7,050,000	3,900,000	11,350,000		11,350,000	Awaiting land acquisition.
Fire Station 1 - Branan Field	PRJ100563							135,481	3,900,000	5,535,430	2,767,715	12,338,626		12,338,626	At 90% IRC; Version 2 failed, requires resubmittal.
Fire Station 5 - Middleburg West -(CR218 & Blue Jay)	PRJ100825								950,000			950,000		950,000	For land purchase
Fire Station 13 - CR218 & CR217	PRJ100860								300,000			300,000		300,000	For preliminary design
Fire Station 16 - Penney Farms	PRJ100861								300,000			300,000		300,000	For preliminary design
Fire Station 21 - Willow Springs	PRJ100862								300,000			300,000		300,000	For preliminary design
Radio Tower - Sleepy Hollow	PRJ100756								2,921,093			2,921,093		2,921,093	Contract signed, PO issued.
														0	
														0	
														0	
														0	
Subtotal - 2024 Bond Fund				0	0	0	0	1,573,460	22,164,030	23,234,012	12,223,159	59,194,661	0	59,194,661	

Exhibit E

Clay County Capital Improvement Plan  
TABLE 1 - Summary Report Fiscal Years 2023/2024 through 2027/2028  
Capital Funds Revenues

Revenue Sources	Workday Fund #	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget	FY28-29 Proposed Budget	FY29-30 Proposed Budget	FY30-31 Proposed Budget	FY31-32 Proposed Budget	FY32-33 Proposed Budget	Five Year Project Total	Ten Year Total	Revenue Totals	Comments
				1	2	3	4	5	6	7	8	9	10				
Solid Waste Fund	FD4000	-		45,437	1,150,000	6,820,000	4,600,000	5,400,000						18,015,437	18,015,437	18,015,437	Charges for Service
Building Fund	FD1028	-	2,334,912	347,900	12,001,038	-	-							12,348,938	12,348,938	14,683,850	Building Fees
Public Safety \$12.50 Surcharge Expenses	FD3000	463,527												0	0	463,527	
Atlantis Drive (CCUA Funding)	PRJ100198	0												0	0	0	CCUA paying \$1,108,792 (Paid Feb FY20-21), State paying \$2,065,000
Fairgrounds Sewer Improvements	PRJ100173				645,000									645,000	645,000	645,000	
Animal Services Building (Sponsorship)	PRJ100210A				1,000,000									1,000,000	1,000,000	1,000,000	Sponsorship CC
DEO Grant - NE Sports Complex	PRJ100304		200,000											0	0	200,000	
Aquarius Concourse (CCUA Funding)	PRJ100386	620,451	1,484,997											0	0	2,105,448	CCUA paid \$2,105,447 July 2022
Pickleball Courts (City of GCS Funding)	PRJ100356		15,000											0	0	15,000	City of GCS paid \$15,000 Sept 2023
Subtotal Funds		1,083,978	4,034,909	393,337	14,796,038	6,820,000	4,600,000	5,400,000						32,009,375		37,128,262	

Exhibit E

Clay County Capital Improvement Plan  
TABLE 2 - Summary Report Fiscal Years 2023/2024 through 2027/2028

Section I Comprehensive Plan Capital Improvements - Capital Improvement Element (CIE)																		
Project Name	Workday Account #	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget	FY28-29 Proposed Budget	FY29-30 Proposed Budget	FY30-31 Proposed Budget	FY31-32 Proposed Budget	FY32-33 Proposed Budget	Five Year Project Total	Ten Year Total	Years 6-25	Total Project	Comments
Subtotal Other Projects - Capital Improvement Element (CIE)		0	0	0	0	0	0	0						0	0	0		

Clay County Capital Improvement Plan  
TABLE 2 - Summary Report Fiscal Years 2023/2024 through 2027/2028

Section II Non-Comprehensive Plan Capital Improvements																		
Project Name	Workday Account #	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget	FY28-29 Proposed Budget	FY29-30 Proposed Budget	FY30-31 Proposed Budget	FY31-32 Proposed Budget	FY32-33 Proposed Budget	Five Year Project Total	Ten Year Total	Years 6-25	Total Project	Comments
ENVIRONMENTAL																		
Solid Waste Materials Recovery Facility Improvements	PRJ100292			45,437	3,652,053									3,697,490	3,697,490		3,697,490	In bid process. Engineering firm JEA providing quotes. Identifying property site. Project on hold.
Leachate System Improvements	PRJ100732				75,000									75,000	75,000		75,000	
Solid Waste Transfer Station	PRJ100742				150,000	1,000,000	4,600,000	5,400,000						11,150,000	11,150,000		11,150,000	
Solid Waste Class I and C&D Building Improvements	PRJ100743				1,000,000	5,820,000								6,820,000	6,820,000		6,820,000	
Subtotal Solid Waste Fund		0	0	45,437	4,877,053	6,820,000	4,600,000	5,400,000	0	0	0	0	0	21,742,490	21,742,490		21,742,490	
OTHER PROJECTS																		
Building Department Building	PRJ100387		2,334,912	347,900	12,001,038									12,348,938	12,348,938		14,683,850	Under construction, scheduled completion Jan. 2026. Project within scope. LMU sponsorship through Sponsorship CC PH1 completion scheduled for April 2025. Completed. Completed.
Fairgrounds Sewer Improvements	PRJ100173				645,000									645,000	645,000		645,000	
Animal Services Building (Sponsorship)	PRJ100210A				1,000,000									1,000,000	1,000,000		1,000,000	
DEO Grant - NE Sports Complex	PRJ100304		200,000											0	0		200,000	
Aquarius Concourse (CCUA Funding)	PRJ100386	650,000	1,455,448											0	0		2,105,448	
Pickleball Courts (City of GCS Funding)	PRJ100356		15,000											0	0		15,000	
Subtotal Other Projects		650,000	4,005,360	347,900	13,646,038	0	0	0						13,993,938	13,993,938		18,649,298	

Exhibit F

Clay County Capital Improvement Plan  
TABLE 1 - Summary Report Fiscal Years 2023/2024 through 2027/2028  
Capital Funds Revenues

Revenue Sources	Fund #	Workday Fund #	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget	FY28-29 Proposed Budget	FY29-30 Proposed Budget	FY30-31 Proposed Budget	FY31-32 Proposed Budget	FY32-33 Proposed Budget	Five Year Project Total	Ten Year Project Total	Revenue Totals	Comments
Project Specific Revenue					1	2	3	4	5	6	7	8	9	10				
DEO Grant - NE Sports Complex (PRJ304)	305	FD3003	1,414,969	1,585,031											0	0	3,000,000	Received \$1,000,000 FY21-22
State Appropriation - Regional Sports Complex Phase II (PRJ304)		FD3003				500,000									500,000	500,000	500,000	State Appropriation - Sport Complex Phase II
State Grant - FDACS Fairgrounds Project (PRJ302)	305	FD3003	27,403	126,069		756,528									756,528	756,528	910,000	FDACS State grant agreement amounts
Fairgrounds - FDACS Exhibit Hall Remodel (PRJ301)	6067A	FD3003	75,871	424,129											0	0	500,000	FDACS State grant agreement amounts. Completed
State Grant - SR23 Frontage Trail Ridge (PRJ347)	305	FD3003		269,374		966,882	1,763,744								2,730,626	2,730,626	3,000,000	LAP agreement expires June 30, 2027
State Grant - CR220 - SR21 (Blanding Blvd) to Henley (PRJ212)	305	FD3003		173,342	144,696	3,165,098	516,864								3,826,658	3,826,658	4,000,000	LAP agreement expires June 30, 2027
State Grant - Greenway Trail (Design) (PRJ365)	305	FD3003		282,808	89,249	127,943			282,808		127,943				217,192	217,192	500,000	Grant agreement for trail design
State Grant - Greenway Trail Construction (PRJ407)		FD3003				1,500,000									1,500,000	1,500,000	1,500,000	Grant agreement for construction
St. Grant (LAP) - CR220 West of Lakeshore Dr to Old Hard Rd (PRJ395)	305	FD3003			35,000										35,000	35,000	35,000	LAP agreement amounts
St. Grant (LAP) - CR220 Int. Impr. - Lakeshore Dr to Old Hard Rd (PRJ414)		FD3003				1,783,983									1,783,983	1,783,983	1,783,983	LAP agreement amounts. BCC approved 12/13/22
Moccasin Slough Tower, Classroom Boardwalk (PRJ391)	305	FD3003				1,700,000									1,700,000	1,700,000	1,700,000	\$200K (GR010142)and \$1.5M agreements/appropriations
State Financial Assistance for Jail Expansion Grant (PRJ331)		FD3003				1,000,000									1,000,000	1,000,000	1,000,000	Public Safety Grant tied with ARPA Health Dept Reno
Federal Grant (LAP) - CR220-Town Center Intersection (PRJ299)	305	FD3003		413,180											0	0	413,180	LAP agreement amounts
Federal Grant (LAP) - Sidewalk-CR218 Clay Elem. to Taylor Rd (PRJ330)	305	FD3003			437,421	353,376									790,797	790,797	790,797	LAP agreement amounts
Federal Grant - Ridaught Landing Drainage (PRJ293)	305	FD3003	14,925	3,603	-										0	0	18,528	Agreement = \$23,523, fund 131 reimb \$16,022.75
Federal Grant - Knight Box CR220 Drainage Improvements (PRJ294)	305	FD3003	35,336	67,535	-										0	0	102,871	Agreement = \$111,868, fund 131 reimb \$16,277.72
Federal Grant - Tumbleweed Dr Tanglewood Drainage Improve (PRJ295)	305	FD3003	14,562	26,545	-										0	0	41,107	FEMA agreement amounts
Federal Grant - Homestead Rd Drainage Improvements (PRJ296)	305	FD3003	8,825	15,113											0	0	23,938	FEMA agreement amounts, Expires 8/31/21
Federal Grant - Greenwood Drainage Improvements (PRJ297)	305	FD3003	17,946	85,851	-										0	0	103,797	Agreement = \$119,381, fund 131 reimb \$17,171.25
State Grant - Fire Station #15 (PRJ285)		FD3003					750,000								750,000	750,000	750,000	Grant agreement for construction
State Grant - Fire Station #20 (PRJ190)		FD3003				750,000									750,000	750,000	750,000	Grant agreement for construction
State Grant - Fire Station #24 (PRJ286)		FD3003					750,000								750,000	750,000	750,000	Grant agreement for construction
Federal Grant - FEMA - Fire Station #24 (PRJ286)		FD3003				2,577,935									2,577,935	2,577,935	2,577,935	Shands Pier FEMA for Fire Station 24 construction
State Grant - Substance Use Disorder Recovery Center (PRJ564)		FD3003				2,000,000	1,000,000								3,000,000	3,000,000	3,000,000	FL. Dept Children & Families Expires June 30, 2028.
State Grant - Clay County Regional Sports Complex (PRJ304B)		FD3003			667,901	332,099									1,000,000	1,000,000	1,000,000	Grant agreement for construction
Turn Lanes - Regional Sports Complex (PRJ469)		FD3003		1,486,382											0	0	1,486,382	Grant agreement for design and construction
State Grant - Clay County Greenways Expansion (PRJ560)		FD3003				1,000,000									1,000,000	1,000,000	1,000,000	Grant agreement for construction
Spencer Industrial Complex (PRJ561)		FD3003			174,231	2,336,240	1,052,029								3,562,500	3,562,500	3,562,500	Design/Construction FY23-24. Grant pays \$4.75 mil. County pays 25%
Petco Love Animal Welfare Organizations (AWO) (PRJ210)		FD3003		50,000		50,000									50,000	50,000	100,000	Received Contribution \$50,000 in May FY22-23
State Appropriation - Oakleaf Library (PRJ526)		FD3003				750,000									750,000	750,000	750,000	State Appropriation - Oakleaf Library Design
Federal Grant-Indigo Branch (PRJ450)		FD3003				126,990									126,990	126,990	126,990	Hazard Mitigation Grant Program (90%)
State Grant (LAP) - CR220 (Henley Rd to Knight Boxx) (PRJ171)		FD3003				9,779,412	6,497,174								16,276,586	16,276,586	16,276,586	LAP Agreement amounts. Exp. 12/31/2027
State Grant (LAP) - SR15 (US17) (CR315 to CR209) (PRJ196)		FD3003			1,740,169										1,740,169	1,740,169	1,740,169	LAP Ageement expires Dec 31, 2027
State Grant - SUNTrail Long Bay-Old Jennings to Live Oak Lane (PRJ653)		FD3003				600,000	6,500,000	7,000,000	2,951,455						17,051,455	17,051,455	17,051,455	FDOT Agreement for Florida Shared-Use Nonmotorized Trail
Subtotal - Grants	305	FD3003	1,609,837	5,008,962	3,288,667	32,156,486	18,829,811	7,000,000	2,951,455	0	0	0	0	0	64,226,419	64,226,419	70,845,218	Grants agreement for consunruction



Exhibit F

TABLE 2 - Summary Report Fiscal Years 2023/2024 through 2027/2028																			
Section I Comprehensive Plan Capital Improvements - Capital Improvement Element (CIE)																			
Project Name	Division #	Workday Account #	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget						Five Year Project Total	Ten Year Project Total	Years 6-25	Total Project	Comments
SR23 Frontage Trail Ridge	6096A	PRJ100347	1,805	265,134	65,350	966,882	1,700,829								2,733,061	2,733,061		3,000,000	LAP agreement expires June 30, 2027
CR220 - SR21(Blanding Blvd) to Henley (Quad West)	6115	PRJ100212		80,206	66,756	3,165,098	687,940								3,919,794	3,919,794		4,000,000	Carryover to completion, State paying \$4,000,000
CR220 (Henley Rd to Knight Boxx)		PRJ100171				9,779,412	6,497,174								16,276,586	16,276,586		16,276,586	LAP agreement
Subtotal - Grants - Capital Improvement Element (CIE)			1,805	345,340	132,106	13,911,392	8,885,943	0	0	0	0	0	0	0	22,929,441	22,929,441		23,276,586	
TABLE 2 - Summary Report Fiscal Years 2023/2024 through 2027/2028																			
Section II Non-Comprehensive Plan Capital Improvements																			
Project Name	Division #	Workday Account #	FY21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	FY25-26 Proposed Budget	FY26-27 Proposed Budget	FY27-28 Proposed Budget						Five Year Project Total	Ten Year Project Total	Years 6-25	Total Project	Comments
DEO Grant - NE Sports Complex	6120A	PRJ100304	1,414,969	1,585,031											0	0		3,000,000	PH1 completion scheduled for April 2025.
State Appropriation - Regional Sports Complex Phase II (PRJ304)		PRJ100304C				500,000									500,000	500,000		500,000	GR010175 State Appropriation - Sport Complex Phase II
Fairgrounds - FDACS Livestock Pavilion Infrastr	6067B	PRJ100302	27,403	126,029		756,658									756,658	756,658		910,090	Out for bid.
Fairgrounds - FDACS Exhibit Hall Remodel	6067A	PRJ100301	75,871	424,129											0	0		500,000	Completed.
Greenway Trail-Jennings Park (Design)	6159	PRJ100365		282,808	89,429	127,763									217,192	217,192		500,000	In bid process.
Greenway Trail Construction		PRJ100407				1,500,000									1,500,000	1,500,000		1,500,000	In bid process.
Moccasin Slough Tower, Boardwalk		PRJ100391				200,000	1,500,000								1,700,000	1,700,000		1,700,000	\$200K and \$1.5M agreements/appropriations
CR220 West of Lakeshore Drive to Old Hard Road		PRJ100395				35,000									35,000	35,000		35,000	Completed.
CR220 Int. Impr. - Lakeshore Drive to Old Hard Road		PRJ100414				1,783,983									1,783,983	1,783,983		1,783,983	Construction begins early Jan. 2025.
Sidewalk - Doctors Inlet Elementary School	Prop	PRJ100608													0	0		0	Completed.
CR220 - Town Center Intersection	6117A	PRJ100299		413,180											0	0		413,180	Completed.
Sidewalk - CR218-Clay Hill Elem to Taylor Rd.	6116A	PRJ100330			818,664	0									818,664	818,664		818,664	Grants has submitted for final reimbursement.
Ridaught Landing Drainage Improvements	6092A	PRJ100293	14,925	3,603											0	0		18,528	Completed.
Knight Boxx & CR220 Drainage Improvements	6092C	PRJ100294	35,336	67,535											0	0		102,871	Grants has in grant closeout process.
Tumbleweed Dr.-Tanglewood Village Drainage	6092D	PRJ100295	14,562	26,545											0	0		41,107	Grants has in grant closeout process.
Homestead Rd Drainage - Tanglewood	6092E	PRJ100296	8,825	15,113											0	0		23,938	Grants has in grant closeout process.
Greenwood Drainage Improvements	6092F	PRJ100297	17,946	85,851											0	0		103,797	Grants has in grant closeout process.
Fairgrounds Sewer Improvements	6067	PRJ100173	0												0	0		0	Project within scope.
State Financial Assistance for Jail Expansion		PRJ100331				1,000,000									1,000,000	1,000,000		1,000,000	Department engaged with architect for design.
Fire Station #15 (State Appropriation)		PRJ100285					750,000								750,000	750,000		750,000	Awaiting land acquisition.
Fire Station #20 (State Appropriation)		PRJ100190				750,000									750,000	750,000		750,000	Construction at 50%.
Fire Station #24 (State Appropriation)		PRJ100286					750,000								750,000	750,000		750,000	Under environmental evaluation; bid delayed up to 12 months.
Fire Station #24 (FEMA)		PRJ100286A				2,577,935									2,577,935	2,577,935		2,577,935	Under environmental evaluation; bid delayed up to 12 months.
Substance Use Disorder Recovery Center		PRJ100564				2,000,000	1,000,000								3,000,000	3,000,000		3,000,000	Project within scope.
Clay County Regional Sports Complex		PRJ100304B			667,901	101,637									769,538	769,538		769,538	GR010127 PH1 completion scheduled for April 2025.
Turn Lanes - Regional Sports Complex		PRJ100469			1,450,229										1,450,229	1,450,229		1,450,229	Completed.
Oakleaf Library		PRJ100526A					750,000								750,000	750,000		750,000	Awaiting land acquisition, site plans and design.
Clay County Greenways Expansion		PRJ100560				1,000,000									1,000,000	1,000,000		1,000,000	In bid process.
Spencer Industrial Complex		PRJ100561			174,231	2,336,240	1,052,029								3,562,500	3,562,500		3,562,500	100% Engineer estimate = \$7,130,323. To bid Jan 2025.
Petco Love Animal Welfare Organizations (AWO)		PRJ100210		50,000	0	50,000									50,000	50,000		100,000	added to PRJ100210 Design. Construction contract signed.
Indigo Branch (HMPG)		PRJ100450			90,864	50,236									141,100	141,100		141,100	Dept in design review. Needs contract extension.
SUNTrail Long Bay-Old Jennings to Live Oak Lane		PRJ100653				600,000	6,500,000	7,000,000	2,951,455						17,051,455	17,051,455		17,051,455	Ageement to BoCC Jan 2025. FDOT agreement exp. 6/30/26.
Subtotal - Grants - Non-Comprehensive Capital Improvements			1,609,837	3,079,824	3,291,318	15,369,452	12,302,029	7,000,000	2,951,455	0	0	0	0	0	40,914,254	40,914,254		45,603,915	

## Exhibit F

## American Rescue Plan Act (ARPA) Spending Plan

## EXPENDITURES FY21-22 THROUGH FY24-25

American Rescue Plan Revenues									
Revenue Sources	ARPA Code	Workday Account #	Fund #	FY21-22 Audited Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget		Comments
Subtotal American Rescue Plan Fund			FD1054	42,500,000	37,574,795	24,557,635	7,731,144	2,397,257	Fund Balance Adjustments
Interest Earning - American Rescue Plan Fund				82,229	1,494,162	957,407			
<b>Subtotal - American Rescue Plan Fund</b>				<b>42,582,229</b>	<b>39,068,957</b>	<b>25,515,042</b>	<b>7,731,144</b>		

American Rescue Plan Expenditures									
Project Name	ARPA Code	Workday Account #	Fund #	FY 21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	Total Project	Comments
Constitutional Requests	ARPA12	ARPA12	FD1054		79,802			79,802	Project Complete
Clerk's Office - Workday	ARPA13	ARPA13	FD1054	656,889	468,258			1,125,147	Project Complete
Clerk's Office - VPN	ARPA15	ARPA15	FD1054					0	
Clerk's Office - Ipad's for Check In	ARPA21	ARPA21	FD1054					0	
Clerk's Office - Laptops and Cameras	ARPA22	ARPA22	FD1054					0	Waiting on quotes
Community Programs - SBDC until 2024	ARPA28	ARPA28	FD1054	150,000				150,000	Fully executed.
Community Programs - Workforce Housing Subsidy	ARPA29	ARPA29	FD1054	600,000	80,000			680,000	Fully executed. Urban Land Institute
Timberline Drive	ARPA35	ARPA35	FD1054					0	
Robert Paine Street and William Ellery Street	ARPA36	ARPA36	FD1054					0	
Silverado Stormwater Improvements	ARPA37	ARPA37	FD1054					0	
Laurel Drive Stormwater Improvements	ARPA38	ARPA38	FD1054					0	
CR220 (Henley Rd to Knight Boxx)	PRJ100171A	PRJ100171A	FD1054				705,380	705,380	Final Completion no later than Aug 13, 2026.
Fire Station 20 Green Cove Springs	PRJ100190A	PRJ100190	FD1054			1,000,000		1,000,000	Construction at 50%.
Proj #3B CR209 - Sandridge Intersection	PRJ100199A	PRJ100199	FD1054			1,847,999		1,847,999	PH3A complete, PH3B complete in fall of 2025.
DEO Grant - NE Sports Complex	PRJ100304A	PRJ100304	FD1054		1,977,442	1,099,291	22,520	3,099,253	PH1 completion scheduled for April 2025.
Purchase Of Rescue Units	PRJ100319	PRJ100319	FD1054		1,165,060			1,165,060	Near completion Dec 2024; balance early 2025.
Pediatric Simulator ARPA projects (M&E Cap)	PRJ100319A	PRJ100319	FD1054			9,739		9,739	Near completion Dec 2024; balance early 2025.
Keystone Lakes Projects	PRJ100319B	PRJ100319	FD1054					0	
Courthouse Camera and Security	PRJ100319C	PRJ100319	FD1054		814,576	444,765	6,234	1,265,575	Near completion Dec 2024; balance early 2025.
Administrative Expenses/Rentals-Leases	PRJ100319D	PRJ100319	FD1054	279,693	363,550	21,271		664,514	Near completion Dec 2024; balance early 2025.
Smart North Florida	PRJ100319E	PRJ100319	FD1054		130,780		15,000	145,780	Near completion Dec 2024; balance early 2025.
Jail Improvements/Conversion	PRJ100331	PRJ100331	FD1054	248,400	19,310	821,948		1,089,658	To be completed with CIP dollars
Countywide Storm Water Improvements	PRJ100332	PRJ100332	FD1054			-		0	Distributing to drainage
Drainage - Hagans Court	PRJ100332A		FD1054		62,088			62,088	Completed.
Drainage - Hibernia Forest Drive	PRJ100332B		FD1054		106,035			106,035	Completed.
Drainage - Live Oak Lane	PRJ100332C		FD1054		77,022			77,022	Completed.
Drainage - Honeysuckle Circle	PRJ100332D		FD1054		105,830			105,830	Completed.
Drainage - Morningside at Aletha	PRJ100332E	PRJ100332	FD1054		58,387			58,387	Completed.
Broadband Project	PRJ100333	PRJ100333	FD1054	1,000,000		1,000,000		2,000,000	Completed.
Health Department Renovation	PRJ100334	PRJ100334	FD1054	102,005	3,214,851	2,760,237		6,077,093	Awaiting warranty.
Refund County Based Health Plan	PRJ100336	PRJ100336	FD1054	1,954,907	534,607			2,489,514	Completed.
Neptune Park - Phase II - Multipurpose Fields	PRJ100355A	PRJ100355	FD1054				77,402	77,402	Awaiting permit; scheduled completion 2025.
Storm Water/Infrastructure Study	PRJ100368	PRJ100368	FD1054	15,540	196,047	662,563	404,509	1,278,659	Awaiting deliverables.

American Rescue Plan Expenditures									
Project Name	ARPA Code	Workday Account #	Fund #	FY 21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	Total Project	Comments
CR220 Int. Impr. - Lakeshore Drive to Old Hard Road	PRJ100414A	PRJ100414	FD1054				1,049,276	1,049,276	Construction begins early Jan. 2025.
Park - Twin Lakes Pickleball	PRJ100419	PRJ100419	FD1054		159,022			159,022	Completed.
Park - Island Forest Playground	PRJ100420	PRJ100420	FD1054			47,728		47,728	Awaiting warranty.
Park - WE Varnes - Playground	PRJ100421	PRJ100421	FD1054			118,828		118,828	Completed.
Indigo Branch Drainage	PRJ100369	PRJ100369	FD1054					0	
Pine Ridge Project	PRJ100370	PRJ100370	FD1054		665,871			665,871	Completed.
Park - WE Varnes - Pickleball	PRJ100422	PRJ100422	FD1054		174,422			174,422	Completed.
Park - Walter Odum Park Drainage Improvements	PRJ100423	PRJ100423	FD1054			1,034,260	341,835	1,376,095	Scheduled completion Jan 2025.
Park - Eagle Harbor Drainage Improvements	PRJ100424	PRJ100424	FD1054				509,950	509,950	Awaiting permits - SOP or MS4 (constraints)
Park - Carl Pugh Drainage Improvements	PRJ100425	PRJ100425	FD1054					0	Project closed.
Park - Ronnie Van Zant Erosion Control & Stabilization	PRJ100426	PRJ100426	FD1054			583,840		583,840	Awaiting warranty.
Park - Ronnie Van Zant Dock Replacement	PRJ100427	PRJ100427	FD1054					0	Project closed.
Storm Water Improvements-Grove Park Dr E & Grove Park Lane	PRJ100428	PRJ100428	FD1054		484,595			484,595	Completed.
Habitat Drainage	PRJ100429	PRJ100429	FD1054		85,925			85,925	Completed.
Care Connect Information Network	PRJ100430	PRJ100430	FD1054		50,000	50,000		100,000	Completed.
Drainage - Botany Street	PRJ100431	PRJ100431	FD1054		162,739			162,739	Completed.
Community Programs	PRJ100432	PRJ100432	FD1054		207,142	501,866	78,296	787,304	Not getting contract extensions.
Drainage - Olde Sutton Parke Drive	PRJ100434	PRJ100434	FD1054		111,520			111,520	Completed.
Drainage - Scorpio Lane	PRJ100435	PRJ100435	FD1054		181,016			181,016	Completed.
Drainage - Morningside Drive and Acorn Manor	PRJ100436	PRJ100436	FD1054		75,909			75,909	Completed.
Drainage - Henley Road	PRJ100437	PRJ100437	FD1054		454,178			454,178	Completed.
Drainage - Oak Drive South	PRJ100438	PRJ100438	FD1054		183,654			183,654	Completed.
Drainage - Industrial Loop	PRJ100439	PRJ100439	FD1054		317,525			317,525	Completed.
Network Infrastructure Replacement	PRJ100441	PRJ100441	FD1054		191,899	292,671	165,151	649,721	Cyber Security Enhancements
Drainage - Acorn Chase Drive	PRJ100442	PRJ100442	FD1054		178,093			178,093	Completed.
CCSO Jail Air Handlers Replacement	PRJ100443	PRJ100443	FD1054		321,833	375,835		697,668	Completed.
Mental Health Counselor	PRJ100446	PRJ100446	FD1054		52,673			52,673	Completed.
Filmore Street Drainage Improvements	PRJ100448	PRJ100448	FD1054		305,449			305,449	Completed.
Clerk's Office - Office 365	PRJ100451	PRJ100451	FD1054		80,309			80,309	Completed.
Physical Security Enhancements	PRJ100452	PRJ100452	FD1054		53,500	81,656		135,156	Completed.
Drainage - 620 Arthur Moore Drive	PRJ100453	PRJ100453	FD1054		133,624			133,624	Completed.
Clerk's Office - Network Switches	PRJ100454	PRJ100454	FD1054		289,855	18,890		308,745	Completed.
Drainage - Kiowa Avenue	PRJ100455	PRJ100455	FD1054		82	192,870		192,952	Completed.
Drainage - Mesquite Avenue	PRJ100456	PRJ100456	FD1054		82	354,960		355,042	Completed.
Drainage - Tanglewood Boulevard (ARPA)	PRJ100457	PRJ100457	FD1054		82	188,439		188,521	Completed.
Acorn Chase Lining Improvements	PRJ100461	PRJ100461	FD1054			117,565		117,565	Completed.
Harbor Island DR and Starboard Ct Stormwater Improvements	PRJ100462	PRJ100462	FD1054			607,935		607,935	Completed.
Panda Ave Stormwater Improvements	PRJ100463	PRJ100463	FD1054		85,773	256,501		342,274	Completed.
Multi Factor Authentication Implementation	PRJ100464	PRJ100464	FD1054		4,193	33,031	74,113	111,337	Scheduled completion end of Jan 2025.
Clerk's Office - Server Room UPS	PRJ100467	PRJ100467	FD1054		46,711			46,711	Completed.
Video Storage and Camera System Upgrades	PRJ100484	PRJ100484	FD1054			316,512	39,233	355,745	Scheduled completion during 2025.
Firewatch	PRJ100518	PRJ100518	FD1054				20,000	20,000	Scheduled completion during 2025.
Way Free Clinic - Mobile Medical	PRJ100567	PRJ100567	FD1054			62,109	71,360	133,469	Waiting on trailer and wrapping.
Clay County Development Authority (CCDA) College Drive Property	PRJ100584	PRJ100584	FD1054			0		0	Moved to way free
Studio Setup at EOC	PRJ100585	PRJ100585	FD1054			22,457		22,457	Completed.
Crosswalk at Thunderbolt School - 4 way stop	PRJ100586	PRJ100586	FD1054			26,969		26,969	Completed.



American Rescue Plan Expenditures									
Project Name	ARPA Code	Workday Account #	Fund #	FY 21-22 Actuals	FY22-23 Audited Actuals	FY23-24 Audited Actuals	FY24-25 Current Budget	Total Project	Comments
Fire Station 15 (partial property)	PRJ100587	PRJ100587	FD1054					0	
Library on the Go	PRJ100588	PRJ100588	FD1054					0	
Park on the Go	PRJ100589	PRJ100589	FD1054					0	
Williams Park Boat Ramp	PRJ100590	PRJ100590	FD1054					0	Project canceled.
Veterans Park (Feasibility Study and Site Plan)	PRJ100591	PRJ100591	FD1054			85,000		85,000	Completed.
Septic to Sewer Plan - County Wide	PRJ100592	PRJ100592	FD1054			134,562	165,439	300,001	Awaiting deliverables.
Drainage - Silverado Circle	PRJ100596	PRJ100596	FD1054			147,624		147,624	Completed.
Drainage - Sandy Hollow	PRJ100618	PRJ100618	FD1054			574,457		574,457	Completed.
Way Free Clinic	PRJ100630	PRJ100630	FD1054			256,311		256,311	Completed.
Apopka Drive Stormwater Improvements	PRJ100644	PRJ100644	FD1054			121,782		121,782	Completed.
Clerk's Office - Email Security Upgrade	PRJ100655	PRJ100655	FD1054			37,266		37,266	Completed.
Clerk's Office - Cohesity Backup	PRJ100656	PRJ100656	FD1054			157,065		157,065	Completed.
Clerk's Office - Fortinet AP Co-term	PRJ100657	PRJ100657	FD1054			5,939		5,939	Completed.
Henley Road Drainage - ARPA	PRJ100658	PRJ100658	FD1054			159,762		159,762	Completed.
Richards Road-part of Indigo Branch	PRJ100725	PRJ100725	FD1054			459,770	4,994	464,764	Completed.
Clerk's Office - HR Program	PRJ100728	PRJ100728	FD1054					0	Project canceled.
Drainage - Robert Paine Street	PRJ100735	PRJ100735	FD1054			140,739		140,739	Completed.
Clerk's Office - Scanning Project	PRJ100746	PRJ100746	FD1054			183,000		183,000	Completed. Last invoice being processed.
Drainage - Aquarius Concourse and Centura Dr Intersection	PRJ100747	PRJ100747	FD1054			97,127		97,127	Completed.
Drainage - Gay Road	PRJ100748	PRJ100748	FD1054			270,759	1,889	272,648	Completed.
Drainage - Richard Lee Street	PRJ100771A	PRJ100771	FD1054				801,096	801,096	Under construction.
Drainage - Robin Road	PRJ100772A	PRJ100772	FD1054				182,187	182,187	Under construction.
Drainage - Laurel Drive	PRJ100773A	PRJ100773	FD1054				223,524	223,524	Under construction.
Drainage - Timberline	PRJ100774A	PRJ100774	FD1054					0	Under construction.
Moody Ave. Emergency Repair	PRJ100790	PRJ100790	FD1054					0	Completed.
Drainage - Breckenridge Drive	PRJ100799	PRJ100799	FD1054				28,466	28,466	Under construction.
Drainage - Marquis Drive	PRJ100798	PRJ100798	FD1054				86,698	86,698	Under construction.
Drainage - Loch Rane Boulevard	PRJ100801	PRJ100801	FD1054					0	Under construction.
Drainage - Halperns Way	PRJ100811	PRJ100801	FD1054				62,972	62,972	
Drainage - Capella Road	PRJ100812	PRJ100801	FD1054				196,363	196,363	
GRAND TOTAL				5,007,434	14,511,321	17,783,898	5,333,887	42,636,540	

## ATTACHMENT A

**Budget Amendment: FY24-25 - Clay County Annual Operational Budget on 06/24/2025 : Amendment-00001838**

Description									
Budget adjustments to the FY24-25 operating and capital budgets to true-up with the FY23-24 audit. Other necessary budget adjustments are included and noted.									
Period	*Ledger	*Fund	*Cost Center	Spend Category	Revenue Category	Additional Worktags	Debit Amount	Credit Amount	Memo
FY24-25 Year (FY 24-25 Budget)	322900:Permits - Other	FD1000 General Fund	CC1106 Management Information Systems Department		Permits - Other (322900)		\$0.00	\$4,000.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	554000:Books, Publications, Subscriptions, and Memberships	FD1000 General Fund	CC1106 Management Information Systems Department	Software Subscriptions (554200)			\$0.00	\$553,000.00	Reduction from Beacon Light project funded from Transportation Trust Fund.
FY24-25 Year (FY 24-25 Budget)	341100:General Government Not Court Related	FD1000 General Fund	CC1127 Filing Fee Costs		Recording Fees (341100)		\$0.00	\$500.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	562000:Buildings - Expense	FD1000 General Fund	CC1150 Building Maintenance	Buildings (562000)		Project: PRJ100475 Tax Collector Office - Keystone Heights	\$118,938.00	\$0.00	Revised projection of project cost.
FY24-25 Year (FY 24-25 Budget)	369900:Miscellaneous Revenues	FD1000 General Fund	CC1150 Building Maintenance		Other Miscellaneous Revenues (369900)		\$0.00	\$13,708.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	546000:Repair and Maintenance Services	FD1000 General Fund	CC1150 Building Maintenance	Repairs and Maintenance (546100)			\$0.00	\$5,000.00	Transfer to historical caboose repair project.
FY24-25 Year (FY 24-25 Budget)	563000:Infrastructure Expense	FD1000 General Fund	CC1161 Aging True	Infrastructure (563000)		Project: PRJ100775 Aging True - Keystone Heights Parking Lot	\$18,834.00	\$0.00	Revised projection of project cost.
FY24-25 Year (FY 24-25 Budget)	534000:Other Services	FD1000 General Fund	CC1163 Jacksonville Transportation Authority / Motor Vehicle Services	Transport (534002)			\$125,131.00	\$0.00	Provides budget for contract balance.
FY24-25 Year (FY 24-25 Budget)	534000:Other Services	FD1000 General Fund	CC1163 Jacksonville Transportation Authority / Motor Vehicle Services	Transportation - 5311 Operations Grant (534004)			\$2,597.00	\$0.00	Provides budget for contract balance.
FY24-25 Year (FY 24-25 Budget)	534000:Other Services	FD1000 General Fund	CC1163 Jacksonville Transportation Authority / Motor Vehicle Services	Transportation TD (534003)			\$641,992.00	\$0.00	Provides budget for contract balance.
FY24-25 Year (FY 24-25 Budget)	369900:Miscellaneous Revenues	FD1000 General Fund	CC1169 Rescue Services		Other Miscellaneous Revenues (369900)		\$0.00	\$20,000.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	341100:General Government Not Court Related	FD1000 General Fund	CC1185 Animal Services		Administrative Fees (341300)		\$0.00	\$100.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	359100:Other Judgements, Fines And Forfeits	FD1000 General Fund	CC1185 Animal Services		Other Judgements, Fines & Forfeitures (359110)		\$0.00	\$2,500.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	369900:Miscellaneous Revenues	FD1000 General Fund	CC1206 Fleet / Fuel Management		City Of Green Cove Springs Reimbursement (369507)		\$0.00	\$6,500.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	369900:Miscellaneous Revenues	FD1000 General Fund	CC1206 Fleet / Fuel Management		Clerk Of Courts Reimbursement (369503)		\$0.00	\$700.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	521000:Benefits	FD1000 General Fund	CC1233 All Grants Organization	FICA Taxes (521000)		Grant: GR010160 FY24-25 EMPA  Project: PRJ100784 FY2024 EMPA Grant	\$0.00	\$7,695.00	Adjustment reduces budget to equal grant balance.
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD1000 General Fund	CC1233 All Grants Organization	Life Insurance (523100)		Grant: GR010160 FY24-25 EMPA  Project: PRJ100784 FY2024 EMPA Grant	\$0.00	\$4.00	Adjustment reduces budget to equal grant balance.
FY24-25 Year (FY 24-25 Budget)	511000:Salaries and Pay	FD1000 General Fund	CC1233 All Grants Organization	Regular Salaries (512000)		Grant: GR010160 FY24-25 EMPA  Project: PRJ100784 FY2024 EMPA Grant	\$0.00	\$22,845.00	Adjustment reduces budget to equal grant balance.
FY24-25 Year (FY 24-25 Budget)	521000:Benefits	FD1000 General Fund	CC1233 All Grants Organization	Retirement Contributions (522000)		Grant: GR010160 FY24-25 EMPA  Project: PRJ100784 FY2024 EMPA Grant	\$0.00	\$2,156.00	Adjustment reduces budget to equal grant balance.
FY24-25 Year (FY 24-25 Budget)	366000:Contributions - Private Sources And Donations	FD1000 General Fund	CC1233 All Grants Organization		Contributions/Donations (366000)	Grant: GR010189 CSX Community Service Grant  Project: PRJ100827 CSX Community Service Grant	\$0.00	\$5,000.00	Establishes budget for the CSX Community Services Grant to repair the historical caboose.

## ATTACHMENT A

Period	*Ledger Account/Summary	*Fund	*Cost Center	Spend Category	Revenue Category	Additional Worktags	Debit Amount	Credit Amount	Memo
FY24-25 Year (FY 24-25 Budget)	546000:Repair and Maintenance Services	FD1000 General Fund	CC1233 All Grants Organization	Repairs and Maintenance (546100)		Grant: GR010189 CSX Community Service Grant  Project: PRJ100827 CSX Community Service Grant	\$5,000.00	\$0.00	Establishes budget for the CSX Community Services Grant to repair the historical caboose.
FY24-25 Year (FY 24-25 Budget)	366000:Contributions - Private Sources And Donations	FD1000 General Fund	CC1233 All Grants Organization		Contributions/Donations (366000)	Grant: GR010192 Dollar General Summer Reading Grant-2025  Project: PRJ100864 Dollar General Summer Reading Grant	\$0.00	\$3,000.00	Provides budget for receipts from Dollar General Summer Reading Grant.
FY24-25 Year (FY 24-25 Budget)	552000:Operating Supplies	FD1000 General Fund	CC1233 All Grants Organization	Operating Supplies (552000)		Grant: GR010192 Dollar General Summer Reading Grant-2025  Project: PRJ100864 Dollar General Summer Reading Grant	\$3,000.00	\$0.00	Provides budget for books as agreed in the Dollar General Summer Reading Grant.
FY24-25 Year (FY 24-25 Budget)	334700:State Grant - Culture And Recreation	FD1000 General Fund	CC1233 All Grants Organization		State Grants - Culture And Recreation (334700)	Grant: GR010193 State Aid to Libraries Grant - FY25  Project: PRJ100865 FY24-25 State Aid to Libraries	\$0.00	\$49,992.00	Provides budget for receipts from the State Aide to Libraries Grant.
FY24-25 Year (FY 24-25 Budget)	566000:Library Materials	FD1000 General Fund	CC1233 All Grants Organization	Library Materials (566000)		Grant: GR010193 State Aid to Libraries Grant - FY25  Project: PRJ100865 FY24-25 State Aid to Libraries	\$49,992.00	\$0.00	Provides budget for library materials etc. as agreed in the State Aid to Libraries Grant.
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD1000 General Fund	CC1236 Community Service	Dental Insurance (523200)			\$0.00	\$69.00	Position moved to CC1208.
FY24-25 Year (FY 24-25 Budget)	521000:Benefits	FD1000 General Fund	CC1236 Community Service	FICA Taxes (521000)			\$0.00	\$1,476.00	Position moved to CC1208.
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD1000 General Fund	CC1236 Community Service	Health Insurance (523000)			\$0.00	\$3,470.00	Position moved to CC1208.
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD1000 General Fund	CC1236 Community Service	Life Insurance (523100)			\$0.00	\$44.00	Position moved to CC1208.
FY24-25 Year (FY 24-25 Budget)	511000:Salaries and Pay	FD1000 General Fund	CC1236 Community Service	Regular Salaries (512000)			\$0.00	\$19,293.00	Position moved to CC1208.
FY24-25 Year (FY 24-25 Budget)	521000:Benefits	FD1000 General Fund	CC1236 Community Service	Retirement Contributions (522000)			\$0.00	\$2,686.00	Position moved to CC1208.
FY24-25 Year (FY 24-25 Budget)	564100:Machinery and Equipment - Capitalized	FD1000 General Fund	CC1243 Damages Processing	Machinery and Equipment - Capitalized (564100)			\$0.00	\$25,000.00	Moves budget to establish professional services budget.
FY24-25 Year (FY 24-25 Budget)	531000:Professional Services	FD1000 General Fund	CC1243 Damages Processing	Professional Services (531000)			\$40,000.00	\$0.00	Provides budget primarily for pole setting services as a result of car accidents.
FY24-25 Year (FY 24-25 Budget)	546000:Repair and Maintenance Services	FD1000 General Fund	CC1243 Damages Processing	Repair And Maintenance - Vehicles (546200)			\$0.00	\$15,000.00	Moves budget to establish professional services budget.
FY24-25 Year (FY 24-25 Budget)	366000:Contributions - Private Sources And Donations	FD1000 General Fund	CC1247 Wellness		Contributions/Donations (366000)		\$0.00	\$5,000.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	347000:Culture/Recreation	FD1000 General Fund	CC1250 Gun Range		Daily – Clay County Resident (347210)		\$0.00	\$5,000.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	347000:Culture/Recreation	FD1000 General Fund	CC1250 Gun Range		Daily – Retired Law Enforcement, Active Duty Military, Veteran (347240)		\$0.00	\$5,000.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	369900:Miscellaneous Revenues	FD1000 General Fund	CC1250 Gun Range		Other Miscellaneous Revenues (369900)		\$0.00	\$30.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1000 General Fund	CC1257 Fund Level Activity		Cash Carry Forward (399002)		\$5,478,022.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	341500:County Officer Fees Remitted To The County	FD1000 General Fund	CC1257 Fund Level Activity		Records Copies (341522)		\$0.00	\$931.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD1000 General Fund	CC1309 Customer Information Service Center	Dental Insurance (523200)			\$69.00	\$0.00	Position moved from CC1203.

## ATTACHMENT A

Period	*Ledger Account/Summary	*Fund	*Cost Center	Spend Category	Revenue Category	Additional Worktags	Debit Amount	Credit Amount	Memo
FY24-25 Year (FY 24-25 Budget)	521000:Benefits	FD1000 General Fund	CC1309 Customer Information Service Center	FICA Taxes (521000)			\$956.00	\$0.00	Position moved from CC1203.
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD1000 General Fund	CC1309 Customer Information Service Center	Health Insurance (523000)			\$3,470.00	\$0.00	Position moved from CC1203.
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD1000 General Fund	CC1309 Customer Information Service Center	Life Insurance (523100)			\$44.00	\$0.00	Position moved from CC1203.
FY24-25 Year (FY 24-25 Budget)	511000:Salaries and Pay	FD1000 General Fund	CC1309 Customer Information Service Center	Regular Salaries (512000)			\$12,492.00	\$0.00	Position moved from CC1203.
FY24-25 Year (FY 24-25 Budget)	521000:Benefits	FD1000 General Fund	CC1309 Customer Information Service Center	Retirement Contributions (522000)			\$1,739.00	\$0.00	Position moved from CC1203.
FY24-25 Year (FY 24-25 Budget)	366000:Contributions - Private Sources And Donations	FD1000 General Fund	CC1311 Naval Air Station NAS Jacksonville Interlocal		Contributions/Donations (366000)			\$500,000.00	Per interlocal agreement for various projects.
FY24-25 Year (FY 24-25 Budget)	531000:Professional Services	FD1000 General Fund	CC1311 Naval Air Station NAS Jacksonville Interlocal	Professional Services (531000)			\$500,000.00	\$0.00	Per interlocal agreement for various projects.
FY24-25 Year (FY 24-25 Budget)	599200:Reserve - Cash Balance	FD1000 General Fund	CC9999 All Reserve Roll Up	Reserve - Cash Balance (599200)			\$0.00	\$1,779,265.00	Reserve adjustment to balance fund.
FY24-25 Year (FY 24-25 Budget)	599100:Reserve - Contingency	FD1000 General Fund	CC9999 All Reserve Roll Up	Reserve - Contingency (599100)			\$0.00	\$3,943,312.00	Reserve adjustment to balance fund.
<b>FUND TOTALS</b>							<b>\$7,002,276.00</b>	<b>\$7,002,276.00</b>	
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD1001 Transportation Trust Fund	CC1203 Public Works	Dental Insurance (523200)			\$0.00	\$69.00	Position moved to CC1309.
FY24-25 Year (FY 24-25 Budget)	521000:Benefits	FD1001 Transportation Trust Fund	CC1203 Public Works	FICA Taxes (521000)			\$0.00	\$956.00	Position moved to CC1309.
FY24-25 Year (FY 24-25 Budget)	552000:Operating Supplies	FD1001 Transportation Trust Fund	CC1203 Public Works	Fuels and Lubricants (552032)			\$0.00	\$300,000.00	Reduction to balance against fund balance reduction.
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD1001 Transportation Trust Fund	CC1203 Public Works	Health Insurance (523000)			\$0.00	\$176,198.00	\$172,728 reduction to balance against fund balance reduction. \$3,470 position moved to CC1309.
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD1001 Transportation Trust Fund	CC1203 Public Works	Life Insurance (523100)			\$0.00	\$44.00	Position moved to CC1309.
FY24-25 Year (FY 24-25 Budget)	564200:Machinery and Equipment - Non-Capitalized	FD1001 Transportation Trust Fund	CC1203 Public Works	Machinery and Equipment - Non-Capitalized (564200)			\$0.00	\$30,000.00	Reduction to balance against fund balance reduction.
FY24-25 Year (FY 24-25 Budget)	511000:Salaries and Pay	FD1001 Transportation Trust Fund	CC1203 Public Works	Regular Salaries (512000)			\$0.00	\$375,994.00	\$363,502 reduction to balance against fund balance reduction. \$12,492 position moved to CC1309.
FY24-25 Year (FY 24-25 Budget)	521000:Benefits	FD1001 Transportation Trust Fund	CC1203 Public Works	Retirement Contributions (522000)			\$0.00	\$1,739.00	Position moved to CC1309.
FY24-25 Year (FY 24-25 Budget)	564100:Machinery and Equipment - Capitalized	FD1001 Transportation Trust Fund	CC1205 Traffic Division	Machinery and Equipment - Capitalized (564100)		Project: PRJ100476 Operational Capital Equipment	\$0.00	\$10,000.00	Reduction to balance against fund balance reduction.
FY24-25 Year (FY 24-25 Budget)	564100:Machinery and Equipment - Capitalized	FD1001 Transportation Trust Fund	CC1205 Traffic Division	Machinery and Equipment - Capitalized (564100)		Project: PRJ100521 Traffic Signal Cabinets	\$57,548.00	\$0.00	Replenishes budget used for beacon light project transfer earlier.
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD1001 Transportation Trust Fund	CC1205 Traffic Division	Health Insurance (523000)			\$0.00	\$20,000.00	Reduction to balance against fund balance reduction.
FY24-25 Year (FY 24-25 Budget)	531000:Professional Services	FD1001 Transportation Trust Fund	CC1205 Traffic Division	Professional Services (531000)			\$65,000.00	\$0.00	Provides budget for Summerville Systems invoices to fiscal year end.
FY24-25 Year (FY 24-25 Budget)	511000:Salaries and Pay	FD1001 Transportation Trust Fund	CC1205 Traffic Division	Regular Salaries (512000)			\$0.00	\$20,000.00	Reduction to balance against fund balance reduction.
FY24-25 Year (FY 24-25 Budget)	546000:Repair and Maintenance Services	FD1001 Transportation Trust Fund	CC1227 Traffic Signs and Street Striping	Repairs and Maintenance (546100)		Project: PRJ100537 Road Restriping	\$245,000.00	\$0.00	Replenishes budget used for beacon light project transfer earlier.
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD1001 Transportation Trust Fund	CC1227 Traffic Signs and Street Striping	Health Insurance (523000)			\$0.00	\$10,000.00	Reduction to balance against fund balance reduction.
FY24-25 Year (FY 24-25 Budget)	511000:Salaries and Pay	FD1001 Transportation Trust Fund	CC1227 Traffic Signs and Street Striping	Regular Salaries (512000)			\$0.00	\$95,674.00	Reduction to balance against fund balance reduction.

## ATTACHMENT A

Period	*Ledger Account/Summary	*Fund	*Cost Center	Spend Category	Revenue Category	Additional Worktags	Debit Amount	Credit Amount	Memo
FY24-25 Year (FY 24-25 Budget)	563000:Infrastructure Expense	FD1001 Transportation Trust Fund	CC1233 All Grants Organization	Infrastructure (563000)		Grant: GR010176 Evergreen Lane - Construction & CEI  Project: PRJ100413 Pedestrian Improvements on Evergreen Lane	\$0.00	\$1,135,884.00	Reduction to balance against fund balance reduction.
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1001 Transportation Trust Fund	CC1291 Fund Level Activity – Transportation Trust		Cash Carry Forward (399002)		\$2,620,834.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599100:Reserve - Contingency	FD1001 Transportation Trust Fund	CC9999 All Reserve Roll Up	Reserve - Contingency (599100)			\$0.00	\$811,824.00	Reserve adjustment to balance fund.
<b>FUND TOTALS</b>							<b>\$2,988,382.00</b>	<b>\$2,988,382.00</b>	
FY24-25 Year (FY 24-25 Budget)	341500:County Officer Fees Remitted To The County	FD1002 Sheriff - Countywide Fund	CC1216 Judicial		Records Copies (341522)		\$0.00	\$17,250.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	366000:Contributions - Private Sources And Donations	FD1002 Sheriff - Countywide Fund	CC1233 All Grants Organization		Contributions/Donations (366000)	Grant: GR010194 Lutheran Services Florida- NonQualified-Yr 3  Project: PRJ100795 Lutheran Services Florida - Non-Qualified County Funds - Year 2	\$0.00	\$131,600.00	Reimbursement for Lutheran Services grant, \$71,600 vivitrol program in detention; \$60K for the recovery center.
FY24-25 Year (FY 24-25 Budget)	549000:Other Current Charges	FD1002 Sheriff - Countywide Fund	CC1233 All Grants Organization	Expense Other Than Salaries - Constitutional Officers (549900)		Grant: GR010194 Lutheran Services Florida- NonQualified-Yr 3  Project: PRJ100795 Lutheran Services Florida - Non-Qualified County Funds - Year 2	\$131,600.00	\$0.00	Lutheran Services grant, \$71,600 vivitrol program in detention; \$60K for the recovery center.
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1002 Sheriff - Countywide Fund	CC1292 Fund Level Activity – Sheriff Countywide		Cash Carry Forward (399002)		\$63,283.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599100:Reserve - Contingency	FD1002 Sheriff - Countywide Fund	CC9999 All Reserve Roll Up	Reserve - Contingency (599100)			\$0.00	\$46,033.00	Reserve adjustment to balance fund.
<b>FUND TOTALS</b>							<b>\$194,883.00</b>	<b>\$194,883.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1003 Florida Boating Improvement Fund	CC1293 Fund Level Activity – Fl. Boating Improvement		Cash Carry Forward (399002)		\$0.00	\$57,851.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599200:Reserve - Cash Balance	FD1003 Florida Boating Improvement Fund	CC9999 All Reserve Roll Up	Reserve - Cash Balance (599200)			\$57,851.00	\$0.00	Reserve adjustment to balance fund.
<b>FUND TOTALS</b>							<b>\$57,851.00</b>	<b>\$57,851.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1004 Oak Forest Road MSBU Fund	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$3,125.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1004 Oak Forest Road MSBU Fund	CC9999 All Reserve Roll Up	Reserve - MSBU Maintenance (599400)			\$3,125.00	\$0.00	Reserve adjustment to balance fund.
<b>FUND TOTALS</b>							<b>\$3,125.00</b>	<b>\$3,125.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1005 County Alcohol and Other Drug Abuse Trust Fund	CC1183 Drug Abuse Treatment and Education		Cash Carry Forward (399002)		\$5,927.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599100:Reserve - Contingency	FD1005 County Alcohol and Other Drug Abuse Trust Fund	CC9999 All Reserve Roll Up	Reserve - Contingency (599100)			\$0.00	\$5,927.00	Reserve adjustment to balance fund.
<b>FUND TOTALS</b>							<b>\$5,927.00</b>	<b>\$5,927.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1006 Court Facility Fund	CC1133 Court Facilities		Cash Carry Forward (399002)		\$0.00	\$1,173,065.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1006 Court Facility Fund	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$1,173,065.00	\$0.00	Reserve adjustment to balance fund.
<b>FUND TOTALS</b>							<b>\$1,173,065.00</b>	<b>\$1,173,065.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1007 Law Enforcement Trust Fund	CC1214 Contraband Forfeiture		Cash Carry Forward (399002)		\$7,940.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1007 Law Enforcement Trust Fund	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$0.00	\$7,940.00	Reserve adjustment to balance fund.
<b>FUND TOTALS</b>							<b>\$7,940.00</b>	<b>\$7,940.00</b>	

## ATTACHMENT A

Period	*Ledger Account/Summary	*Fund	*Cost Center	Spend Category	Revenue Category	Additional Worktags	Debit Amount	Credit Amount	Memo
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1009 Tourism (1st 2nd and 3rd Cent)	CC1294 Fund Level Activity – Tourism 1st 2nd 3rd		Cash Carry Forward (399002)		\$83,665.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1009 Tourism (1st 2nd and 3rd Cent)	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$0.00	\$83,665.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$83,665.00</b>	<b>\$83,665.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1010 Health Insurance Trust Fund	CC1221 Self Insurance - Health		Cash Carry Forward (399002)		\$0.00	\$3,410,712.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599100:Reserve - Contingency	FD1010 Health Insurance Trust Fund	CC9999 All Reserve Roll Up	Reserve For Cont - Health Insurance (599110)			\$3,410,712.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$3,410,712.00</b>	<b>\$3,410,712.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1011 2nd Dollar Sheriff Education Fund	CC1212 Sheriff Educational and Training		Cash Carry Forward (399002)		\$0.00	\$45,579.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	386000:Intergovernmental Transfers from Constitutional Fee Officers	FD1011 2nd Dollar Sheriff Education Fund	CC1212 Sheriff Educational and Training		Transfer from Sheriff (386400)		\$0.00	\$75,000.00	Anticipated Sheriff reversion.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1011 2nd Dollar Sheriff Education Fund	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$120,579.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$120,579.00</b>	<b>\$120,579.00</b>	
FY24-25 Year (FY 24-25 Budget)	366000:Contributions - Private Sources And Donations	FD1012 Free Library Fund	CC1195 Library Activities		Contributions/Donations (366000)	Project: PRJ100738 Library Donations	\$0.00	\$150.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1012 Free Library Fund	CC1195 Library Activities		Cash Carry Forward (399002)		\$0.00	\$10,989.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1012 Free Library Fund	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$11,139.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$11,139.00</b>	<b>\$11,139.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1013 Investigative Drug Fund	CC1213 Drug Law Enforcement		Cash Carry Forward (399002)		\$0.00	\$4,385.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	386000:Intergovernmental Transfers from Constitutional Fee Officers	FD1013 Investigative Drug Fund	CC1213 Drug Law Enforcement		Transfer from Sheriff (386400)		\$0.00	\$6,000.00	Anticipated Sheriff reversion.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1013 Investigative Drug Fund	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$10,385.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$10,385.00</b>	<b>\$10,385.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1015 SHIP Program Fund	CC1108 SHIP Program Activities		Cash Carry Forward (399002)		\$639,588.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1015 SHIP Program Fund	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$0.00	\$639,588.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$639,588.00</b>	<b>\$639,588.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1016 Florida Art License Plate Fund	CC1197 Arts Program		Cash Carry Forward (399002)		\$196.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1016 Florida Art License Plate Fund	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$0.00	\$196.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$196.00</b>	<b>\$196.00</b>	
FY24-25 Year (FY 24-25 Budget)	591900:Transfers To	FD1017 2020 Bond Revenue Fund	CC9998 All Transfer Roll Up	Transfer to 2024 Bond Debt Service Fund (591201)			\$0.00	\$600,628.00	Transfer from this fund may reduce because the Fire/Rescue Impact Fee Fund is transferring to make up for it.
FY24-25 Year (FY 24-25 Budget)	591900:Transfers To	FD1017 2020 Bond Revenue Fund	CC9998 All Transfer Roll Up	Transfer to Capital Improvement Fund (591305)			\$600,628.00	\$0.00	Transfer to CIP Fund may increase because of reduction to debt service transfer.
						<b>FUND TOTALS</b>	<b>\$600,628.00</b>	<b>\$600,628.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1018 Probationary Control Fund	CC1174 Probation Services		Cash Carry Forward (399002)		\$0.00	\$57,798.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1018 Probationary Control Fund	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$57,798.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$57,798.00</b>	<b>\$57,798.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1019 Teen Court Fund	CC1137 Teen Court - Circuit Juvenile		Cash Carry Forward (399002)		\$47,559.00	\$0.00	Budget adjustment to equal audited beginning fund balance.

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Period	*Ledger Account/Summary	*Fund	*Cost Center	Spend Category	Revenue Category	Additional Worktags	Debit Amount	Credit Amount	Memo
FY24-25 Year (FY 24-25 Budget)	386000:Intergovernmental Transfers from Constitutional Fee Officers	FD1019 Teen Court Fund	CC1137 Teen Court - Circuit Juvenile		Transfer from Clerk of the Court (386100)		\$48,500.00	\$0.00	Transfer adjustment to reflect new projections.
FY24-25 Year (FY 24-25 Budget)	381100:Transfers	FD1019 Teen Court Fund	CC9998 All Transfer Roll Up		Transfer From General Fund (381001)		\$0.00	\$96,059.00	Transfer adjustment to reflect new projections.
						<b>FUND TOTALS</b>	<b>\$96,059.00</b>	<b>\$96,059.00</b>	
FY24-25 Year (FY 24-25 Budget)	361000:Interest And Other Earnings	FD1020 Challenger Roadway MSTU Fund	CC1113 Challenger Roadway MSTU		Interest Earnings (361000)		\$0.00	\$1,600.00	Additional interest revenue received and projected for fiscal year.
FY24-25 Year (FY 24-25 Budget)	386000:Intergovernmental Transfers from Constitutional Fee Officers	FD1020 Challenger Roadway MSTU Fund	CC1113 Challenger Roadway MSTU		Transfer from Tax Collector (386700)		\$0.00	\$1,200.00	Anticipated Tax Collector reversion.
FY24-25 Year (FY 24-25 Budget)	549000:Other Current Charges	FD1020 Challenger Roadway MSTU Fund	CC1113 Challenger Roadway MSTU	Tax Collector Commission (549999)			\$257.00	\$0.00	Additional budget due to increased activity of tax collections.
FY24-25 Year (FY 24-25 Budget)	591900:Transfers To	FD1020 Challenger Roadway MSTU Fund	CC9998 All Transfer Roll Up	Transfer to Capital Improvement Fund (591305)			\$2,543.00	\$0.00	Additional budget for transfer to CIP fund.
						<b>FUND TOTALS</b>	<b>\$2,800.00</b>	<b>\$2,800.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1021 Student Drivers Education Fund	CC1149 Student Drivers Education		Cash Carry Forward (399002)		\$0.00	\$24,402.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599100:Reserve - Contingency	FD1021 Student Drivers Education Fund	CC9999 All Reserve Roll Up	Reserve - Contingency (599100)			\$24,402.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$24,402.00</b>	<b>\$24,402.00</b>	
FY24-25 Year (FY 24-25 Budget)	322100:Inspection & Licensing Fees	FD1022 Unincorporated Municipal Services MSTU Fund	CC1158 County Engineering Department		Engineering Inspection Administration Fees (322120)		\$0.00	\$15,000.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1022 Unincorporated Municipal Services MSTU Fund	CC1297 Fund Level Activity – Unincorporated MSTU		Cash Carry Forward (399002)		\$17,169.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599100:Reserve - Contingency	FD1022 Unincorporated Municipal Services MSTU Fund	CC9999 All Reserve Roll Up	Reserve - Contingency (599100)			\$0.00	\$2,169.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$17,169.00</b>	<b>\$17,169.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1023 911 - Wireless Fund	CC1295 Fund Level Activity – 911 Wireless		Cash Carry Forward (399002)		\$0.00	\$415,092.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1023 911 - Wireless Fund	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$415,092.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$415,092.00</b>	<b>\$415,092.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1024 State Court/Local Requirements Fund	CC1296 Fund Level Activity – St. Court/Local Require		Cash Carry Forward (399002)		\$27,315.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1024 State Court/Local Requirements Fund	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$0.00	\$27,315.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$27,315.00</b>	<b>\$27,315.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1025 \$2 Recording Fee Fund	CC1139 Clerk Of Court - Technology		Cash Carry Forward (399002)		\$0.00	\$192,051.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1025 \$2 Recording Fee Fund	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$192,051.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$192,051.00</b>	<b>\$192,051.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1026 Crime Prevention Program Fund	CC1177 Public Safety - Crime Prevention Program		Cash Carry Forward (399002)		\$0.00	\$6,565.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1026 Crime Prevention Program Fund	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$6,565.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$6,565.00</b>	<b>\$6,565.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1028 Building Fund	CC1156 Building Department		Cash Carry Forward (399002)		\$127,501.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599100:Reserve - Contingency	FD1028 Building Fund	CC9999 All Reserve Roll Up	Reserve - Contingency (599100)			\$0.00	\$127,501.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$127,501.00</b>	<b>\$127,501.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1029 Law Enforcement MSTU Fund	CC1298 Fund Level Activity – Law Enforcement MSTU		Cash Carry Forward (399002)		\$18,176.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599100:Reserve - Contingency	FD1029 Law Enforcement MSTU Fund	CC9999 All Reserve Roll Up	Reserve - Contingency (599100)			\$0.00	\$18,176.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$18,176.00</b>	<b>\$18,176.00</b>	

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Period	*Ledger Account/Summary	*Fund	*Cost Center	Spend Category	Revenue Category	Additional Worktags	Debit Amount	Credit Amount	Memo
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1030 Fire Control MSTU Fund	CC1299 Fund Level Activity – Fire Control MSTU		Cash Carry Forward (399002)		\$0.00	\$561,782.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599100:Reserve - Contingency	FD1030 Fire Control MSTU Fund	CC9999 All Reserve Roll Up	Reserve - Contingency (599100)			\$561,782.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$561,782.00</b>	<b>\$561,782.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1031 Fire Inspection Fund	CC1155 Fire Inspections		Cash Carry Forward (399002)		\$0.00	\$11,456.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	361000:Interest And Other Earnings	FD1031 Fire Inspection Fund	CC1155 Fire Inspections		Interest Earnings (361000)		\$0.00	\$415.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1031 Fire Inspection Fund	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$11,871.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$11,871.00</b>	<b>\$11,871.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1034 Federal Department of Justice (DOJ) - Contriband Forfeiture Fund	CC1219 Federal Department of Justice Forfeiture		Cash Carry Forward (399002)		\$0.00	\$141,293.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	361000:Interest And Other Earnings	FD1034 Federal Department of Justice (DOJ) - Contriband Forfeiture Fund	CC1219 Federal Department of Justice Forfeiture		Interest Earnings (361000)		\$0.00	\$1,017.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1034 Federal Department of Justice (DOJ) - Contriband Forfeiture Fund	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$142,310.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$142,310.00</b>	<b>\$142,310.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1037 Eagle Rock at Eagle Landing MSBU	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$47.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1037 Eagle Rock at Eagle Landing MSBU	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$47.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$47.00</b>	<b>\$47.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1038 Reserve at Eagle Harbor MSBU	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$24.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1038 Reserve at Eagle Harbor MSBU	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$24.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$24.00</b>	<b>\$24.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1039 Village Park 1A and 1B MSBU	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$96.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1039 Village Park 1A and 1B MSBU	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$96.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$96.00</b>	<b>\$96.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1040 Royal Point 2B MSBU	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$48.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1040 Royal Point 2B MSBU	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$48.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$48.00</b>	<b>\$48.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1041 Eagle Landing at Oakleaf 5B MSBU	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$61.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1041 Eagle Landing at Oakleaf 5B MSBU	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$61.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$61.00</b>	<b>\$61.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1042 Willow Springs Phase 1 MSBU	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$339.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1042 Willow Springs Phase 1 MSBU	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$339.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$339.00</b>	<b>\$339.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1043 Greyhawk Unit 2 MSBU	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$298.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1043 Greyhawk Unit 2 MSBU	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$298.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$298.00</b>	<b>\$298.00</b>	



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Period	*Ledger Account/Summary	*Fund	*Cost Center	Spend Category	Revenue Category	Additional Worktags	Debit Amount	Credit Amount	Memo
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1044 Greyhawk Unit 3A MSBU	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$41.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1044 Greyhawk Unit 3A MSBU	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$41.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$41.00</b>	<b>\$41.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1045 Greyhawk Unit 3B Bloomfield Court MSBU	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$29.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1045 Greyhawk Unit 3B Bloomfield Court MSBU	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$29.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$29.00</b>	<b>\$29.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1046 Greyhawk Unit 3B Cloverdale Court MSBU	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$22.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1046 Greyhawk Unit 3B Cloverdale Court MSBU	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$22.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$22.00</b>	<b>\$22.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1047 Greyhawk Unit 3B Pondsides Court MSBU	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$2.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1047 Greyhawk Unit 3B Pondsides Court MSBU	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$2.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$2.00</b>	<b>\$2.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1048 Cameron Oaks Phase 3 Evers Cove MSBU	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$251.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1048 Cameron Oaks Phase 3 Evers Cove MSBU	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$251.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$251.00</b>	<b>\$251.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1049 Cameron Oaks Phase 3 Belen Court MSBU	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$33.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1049 Cameron Oaks Phase 3 Belen Court MSBU	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$33.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$33.00</b>	<b>\$33.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1050 Silver Oaks Road MSBU Fund	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$27.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1050 Silver Oaks Road MSBU Fund	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$27.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$27.00</b>	<b>\$27.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1051 Blue Jay MSBU Fund	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$4,030.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1051 Blue Jay MSBU Fund	CC9999 All Reserve Roll Up	Reserve - MSBU Maintenance (599400)			\$0.00	\$4,030.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$4,030.00</b>	<b>\$4,030.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1052 Hidden Waters MSBU Fund	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$1,188.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1052 Hidden Waters MSBU Fund	CC9999 All Reserve Roll Up	Reserve - MSBU Maintenance (599400)			\$1,188.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$1,188.00</b>	<b>\$1,188.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1053 NSP Grant Fund	CC1238 NSP1 Grant		Cash Carry Forward (399002)		\$0.00	\$204.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	549000:Other Current Charges	FD1053 NSP Grant Fund	CC1238 NSP1 Grant	Other Current Charges (549100)			\$204.00	\$0.00	Adjusts Current Charges to balance fund. Fund carries no reserves.
						<b>FUND TOTALS</b>	<b>\$204.00</b>	<b>\$204.00</b>	
FY24-25 Year (FY 24-25 Budget)	361000:Interest And Other Earnings	FD1054 American Rescue Plan Fund	CC1233 All Grants Organization		Interest Earnings (361000)	Grant: GR010019 Coronavirus Local Fiscal Recovery Fund (American Rescue Plan) Award  Project: PRJ100319 American Rescue Projects	\$0.00	\$75,000.00	Revenue projection based on latest receipts.

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Period	*Ledger Account/Summary	*Fund	*Cost Center	Spend Category	Revenue Category	Additional Worktags	Debit Amount	Credit Amount	Memo
FY24-25 Year (FY 24-25 Budget)	564100:Machinery and Equipment - Capitalized	FD1054 American Rescue Plan Fund	CC1233 All Grants Organization	Machinery and Equipment - Capitalized (564100)		Grant: GR010019 Coronavirus Local Fiscal Recovery Fund (American Rescue Plan) Award  Project: PRJ100319 American Rescue Projects	\$75,000.00	\$0.00	Additional budget available from interest revenue received.
						<b>FUND TOTALS</b>	<b>\$75,000.00</b>	<b>\$75,000.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1055 Oakland Hills MSBU Fund	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$62.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1055 Oakland Hills MSBU Fund	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$62.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$62.00</b>	<b>\$62.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1056 Pine Ridge West MSBU Fund	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$71.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1056 Pine Ridge West MSBU Fund	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$71.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$71.00</b>	<b>\$71.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1057 Azalea Ridge UN3 MSBU Fund	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$59.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1057 Azalea Ridge UN3 MSBU Fund	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$59.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$59.00</b>	<b>\$59.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1058 Cameron Oaks Phase1 and Phase2 MSBU Fund	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$63.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1058 Cameron Oaks Phase1 and Phase2 MSBU Fund	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$63.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$63.00</b>	<b>\$63.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1059 Kindlewood PH3 Road MSBU Fund	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$28.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1059 Kindlewood PH3 Road MSBU Fund	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$28.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$28.00</b>	<b>\$28.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1060 Somerset Road MSBU Fund	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$80.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1060 Somerset Road MSBU Fund	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$80.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$80.00</b>	<b>\$80.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1062 Black Creek Hills MSBU Fund	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$232.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1062 Black Creek Hills MSBU Fund	CC9999 All Reserve Roll Up	Reserve - MSBU Maintenance (599400)			\$232.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$232.00</b>	<b>\$232.00</b>	
FY24-25 Year (FY 24-25 Budget)	562000:Buildings - Expense	FD1066 Opioid Settlement Fund	CC1233 All Grants Organization	Buildings (562000)		Grant: GR010150 Substance Use Disorder Recovery Center  Project: PRJ100564 Substance Use Disorder Recovery Center	\$0.00	\$1,000,000.00	Adjusts budget for property purchase in FY24-25, with balance of grant to FY25-26.
FY24-25 Year (FY 24-25 Budget)	366000:Contributions - Private Sources And Donations	FD1066 Opioid Settlement Fund	CC1233 All Grants Organization		Contributions/Donations (366000)	Grant: GR010194 Lutheran Services Florida-NonQualified-Yr 3  Project: PRJ100795 Lutheran Services Florida - Non-Qualified County Funds - Year 2	\$0.00	\$535,207.00	Reimbursement for Lutheran Services grant for overdose treatment and acute withdrawal.

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Period	*Ledger Account/Summary	*Fund	*Cost Center	Spend Category	Revenue Category	Additional Worktags	Debit Amount	Credit Amount	Memo
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD1066 Opioid Settlement Fund	CC1233 All Grants Organization	Dental Insurance (523200)		Grant: GR010194 Lutheran Services Florida-NonQualified-Yr 3  Project: PRJ100795 Lutheran Services Florida - Non-Qualified County Funds - Year 2	\$904.00	\$0.00	Lutheran Services grant for overdose treatment and acute withdrawal.
FY24-25 Year (FY 24-25 Budget)	521000:Benefits	FD1066 Opioid Settlement Fund	CC1233 All Grants Organization	FICA Taxes (521000)		Grant: GR010194 Lutheran Services Florida-NonQualified-Yr 3  Project: PRJ100795 Lutheran Services Florida - Non-Qualified County Funds - Year 2	\$14,094.00	\$0.00	Lutheran Services grant for overdose treatment and acute withdrawal.
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD1066 Opioid Settlement Fund	CC1233 All Grants Organization	Health Insurance (523000)		Grant: GR010194 Lutheran Services Florida-NonQualified-Yr 3  Project: PRJ100795 Lutheran Services Florida - Non-Qualified County Funds - Year 2	\$149,237.00	\$0.00	Lutheran Services grant for overdose treatment and acute withdrawal.
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD1066 Opioid Settlement Fund	CC1233 All Grants Organization	Life Insurance (523100)		Grant: GR010194 Lutheran Services Florida-NonQualified-Yr 3  Project: PRJ100795 Lutheran Services Florida - Non-Qualified County Funds - Year 2	\$389.00	\$0.00	Lutheran Services grant for overdose treatment and acute withdrawal.
FY24-25 Year (FY 24-25 Budget)	511000:Salaries and Pay	FD1066 Opioid Settlement Fund	CC1233 All Grants Organization	Overtime (514000)		Grant: GR010194 Lutheran Services Florida-NonQualified-Yr 3  Project: PRJ100795 Lutheran Services Florida - Non-Qualified County Funds - Year 2	\$57,907.00	\$0.00	Lutheran Services grant for overdose treatment and acute withdrawal.
FY24-25 Year (FY 24-25 Budget)	511000:Salaries and Pay	FD1066 Opioid Settlement Fund	CC1233 All Grants Organization	Regular Salaries (512000)		Grant: GR010194 Lutheran Services Florida-NonQualified-Yr 3  Project: PRJ100795 Lutheran Services Florida - Non-Qualified County Funds - Year 2	\$250,000.00	\$0.00	Lutheran Services grant for overdose treatment and acute withdrawal.
FY24-25 Year (FY 24-25 Budget)	521000:Benefits	FD1066 Opioid Settlement Fund	CC1233 All Grants Organization	Retirement Contributions (522000)		Grant: GR010194 Lutheran Services Florida-NonQualified-Yr 3  Project: PRJ100795 Lutheran Services Florida - Non-Qualified County Funds - Year 2	\$62,676.00	\$0.00	Lutheran Services grant for overdose treatment and acute withdrawal.
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1066 Opioid Settlement Fund	CC1287 Opioid Settlement		Cash Carry Forward (399002)		\$0.00	\$948,073.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1066 Opioid Settlement Fund	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$1,948,073.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$2,483,280.00</b>	<b>\$2,483,280.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1067 Grove Pointe PH1 and PH2 MSBU	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$414.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	361000:Interest And Other Earnings	FD1067 Grove Pointe PH1 and PH2 MSBU	CC1111 All MSBU Organization		Interest Earnings (361000)		\$0.00	\$375.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1067 Grove Pointe PH1 and PH2 MSBU	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$789.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$789.00</b>	<b>\$789.00</b>	

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Period	*Ledger Account/Summary	*Fund	*Cost Center	Spend Category	Revenue Category	Additional Worktags	Debit Amount	Credit Amount	Memo
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1068 Village Park Unit 1- C MSBU	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$1,142.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	361000:Interest And Other Earnings	FD1068 Village Park Unit 1- C MSBU	CC1111 All MSBU Organization		Interest Earnings (361000)		\$0.00	\$197.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1068 Village Park Unit 1- C MSBU	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$0.00	\$945.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$1,142.00</b>	<b>\$1,142.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1069 Willow Springs PH2 MSBU	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$390.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	361000:Interest And Other Earnings	FD1069 Willow Springs PH2 MSBU	CC1111 All MSBU Organization		Interest Earnings (361000)		\$0.00	\$339.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1069 Willow Springs PH2 MSBU	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$729.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$729.00</b>	<b>\$729.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1071 Tourism (4th and 6th Cent)	CC1253 Tourism (4th and 6th Cent)		Cash Carry Forward (399002)		\$0.00	\$62,389.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1071 Tourism (4th and 6th Cent)	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$62,389.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$62,389.00</b>	<b>\$62,389.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1072 Radio System Towers and Maintenance	CC1259 Radio System Towers and Maintenance		Cash Carry Forward (399002)		\$0.00	\$63,457.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1072 Radio System Towers and Maintenance	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$63,457.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$63,457.00</b>	<b>\$63,457.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1073 Willow Springs Phase 3 MSBU Fund	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$214.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	361000:Interest And Other Earnings	FD1073 Willow Springs Phase 3 MSBU Fund	CC1111 All MSBU Organization		Interest Earnings (361000)		\$0.00	\$226.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1073 Willow Springs Phase 3 MSBU Fund	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$440.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$440.00</b>	<b>\$440.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1074 Foxmeadow Unit 8A MSBU Fund	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$257.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	361000:Interest And Other Earnings	FD1074 Foxmeadow Unit 8A MSBU Fund	CC1111 All MSBU Organization		Interest Earnings (361000)		\$0.00	\$255.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1074 Foxmeadow Unit 8A MSBU Fund	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$512.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$512.00</b>	<b>\$512.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1075 Rolling Hills Unit 2A MSBU Fund	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$71.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	361000:Interest And Other Earnings	FD1075 Rolling Hills Unit 2A MSBU Fund	CC1111 All MSBU Organization		Interest Earnings (361000)		\$0.00	\$68.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1075 Rolling Hills Unit 2A MSBU Fund	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$139.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$139.00</b>	<b>\$139.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1076 Bradley Creek Crossing Unit 1 MSBU Fund	CC1111 All MSBU Organization		Cash Carry Forward (399002)		\$0.00	\$145.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	361000:Interest And Other Earnings	FD1076 Bradley Creek Crossing Unit 1 MSBU Fund	CC1111 All MSBU Organization		Interest Earnings (361000)		\$0.00	\$142.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD1076 Bradley Creek Crossing Unit 1 MSBU Fund	CC9999 All Reserve Roll Up	Reserve - MSBU Resurface (599500)			\$287.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$287.00</b>	<b>\$287.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD1077 School Resource Officers	CC1302 School Resource Officers		Cash Carry Forward (399002)		\$564,724.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	361000:Interest And Other Earnings	FD1077 School Resource Officers	CC1302 School Resource Officers		Interest Earnings (361000)		\$2.00	\$0.00	Removes interest as this is a pass-through fund and does not generate any.

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Period	*Ledger Account/Summary	*Fund	*Cost Center	Spend Category	Revenue Category	Additional Worktags	Debit Amount	Credit Amount	Memo
FY24-25 Year (FY 24-25 Budget)	369900:Miscellaneous Revenues	FD1077 School Resource Officers	CC1302 School Resource Officers		School Resource Officer Funding from Clay County School Board (369921)		\$0.0	\$564,726.00	Adjusts School Board revenue to incorporate fund balance from difference in fiscal years.
						<b>FUND TOTALS</b>	<b>\$564,726.0</b>	<b>\$564,726.00</b>	
FY24-25 Year (FY 24-25 Budget)	381100:Transfers	FD2001 2024 Bond Debt Service Fund	CC9998 All Transfer Roll Up		Transfer from 2020 Bond Revenue Fund (381120)		\$600,628.0	\$0.00	With revenue coming from Fire/Rescue Impact Fees, this source may be reduced. Total transfer to the fund remains the same.
FY24-25 Year (FY 24-25 Budget)	381100:Transfers	FD2001 2024 Bond Debt Service Fund	CC9998 All Transfer Roll Up		Transfer from Impact Fees - Fire and Rescue Facilities (381316)		\$0.0	\$600,628.00	Creates budget to receive revenue from the Fire/Rescue Impact Fee Fund.
						<b>FUND TOTALS</b>	<b>\$600,628.0</b>	<b>\$600,628.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3001 Impact Fee District 3 Fund	CC1283 Impact Fees District 3		Cash Carry Forward (399002)		\$2.0	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3001 Impact Fee District 3 Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$0.0	\$2.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$2.0</b>	<b>\$2.00</b>	
FY24-25 Year (FY 24-25 Budget)	361000:Interest And Other Earnings	FD3002 Impact Fee District 2 Fund	CC1284 Impact Fees District 2		Interest Earnings (361000)		\$0.0	\$144,948.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3002 Impact Fee District 2 Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$144,948.0	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$144,948.0</b>	<b>\$144,948.00</b>	
FY24-25 Year (FY 24-25 Budget)	563000:Infrastructure Expense	FD3003 Capital Improvement Plan (CIP) Projects Fund	CC1231 Capital Improvement Element	Infrastructure (563000)		Project: PRJ100171 CR220 - Henley Road To Knight Boxx	\$2,397,257.0	\$0.00	Provides budget in CIP because of ARPA reduction.
FY24-25 Year (FY 24-25 Budget)	563000:Infrastructure Expense	FD3003 Capital Improvement Plan (CIP) Projects Fund	CC1231 Capital Improvement Element	Infrastructure (563000)		Project: PRJ100196 CR209 - US17 To CR315 B	\$0.0	\$71,521.00	Project reduction per owners rep contract amendment 13.
FY24-25 Year (FY 24-25 Budget)	563000:Infrastructure Expense	FD3003 Capital Improvement Plan (CIP) Projects Fund	CC1231 Capital Improvement Element	Infrastructure (563000)		Project: PRJ100200 Sandridge - Henley - CR209	\$177,881.0	\$0.00	Project increase per owners rep contract amendment 13.
FY24-25 Year (FY 24-25 Budget)	563000:Infrastructure Expense	FD3003 Capital Improvement Plan (CIP) Projects Fund	CC1232 Non Capital Improvement Element	Infrastructure (563000)		Project: PRJ100173 Fairgrounds Sewer Improvements	\$0.0	\$500,000.00	Project reduction as reflected in the CIP program.
FY24-25 Year (FY 24-25 Budget)	563000:Infrastructure Expense	FD3003 Capital Improvement Plan (CIP) Projects Fund	CC1232 Non Capital Improvement Element	Infrastructure (563000)		Project: PRJ100291 Keystone Heights Lakes Projects	\$0.0	\$100,000.00	Reduction coordinates with the Lake Geneva tree removal project.
FY24-25 Year (FY 24-25 Budget)	563000:Infrastructure Expense	FD3003 Capital Improvement Plan (CIP) Projects Fund	CC1232 Non Capital Improvement Element	Infrastructure (563000)		Project: PRJ100414 LAP - CR220 Intersection Improvements - Lakeshore Dr. to Old Hard Rd.	\$6,802.0	\$0.00	Provides budget for Clay Electric invoice for utility relocations.
FY24-25 Year (FY 24-25 Budget)	563000:Infrastructure Expense	FD3003 Capital Improvement Plan (CIP) Projects Fund	CC1232 Non Capital Improvement Element	Infrastructure (563000)		Project: PRJ100560 Clay County Greenways Expansion	\$8,779.0	\$0.00	Additional budget for tortoise relocation charges.
FY24-25 Year (FY 24-25 Budget)	563000:Infrastructure Expense	FD3003 Capital Improvement Plan (CIP) Projects Fund	CC1232 Non Capital Improvement Element	Infrastructure (563000)		Project: PRJ100561 Spencer Industrial Complex	\$15,666.0	\$0.00	Additional budget for revised storm sewer system plans to avoid Teco Gas conflicts.
FY24-25 Year (FY 24-25 Budget)	334700:State Grant - Culture And Recreation	FD3003 Capital Improvement Plan (CIP) Projects Fund	CC1233 All Grants Organization		State Grants - Culture And Recreation (334700)	Grant: GR010182 Oakleaf Library	\$750,000.0	\$0.00	State Appropriation will be in the FY25-26 budget.
FY24-25 Year (FY 24-25 Budget)	562000:Buildings - Expense	FD3003 Capital Improvement Plan (CIP) Projects Fund	CC1233 All Grants Organization	Buildings (562000)		Project: PRJ100526 Oakleaf Library	\$0.0	\$750,000.00	State Appropriation will be in the FY25-26 budget.
						Grant: GR010182 Oakleaf Library			
						Project: PRJ100526 Oakleaf Library			
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3003 Capital Improvement Plan (CIP) Projects Fund	CC1300 Fund Level Activity Capital Improvement Plan (CIP)		Cash Carry Forward (399002)		\$0.0	\$3,930,298.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	381100:Transfers	FD3003 Capital Improvement Plan (CIP) Projects Fund	CC9998 All Transfer Roll Up		Transfer from 2020 Bond Revenue Fund (381120)		\$0.0	\$600,628.00	Updated projection of sales surtax transfer.

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Period	*Ledger Account/Summary	*Fund	*Cost Center	Spend Category	Revenue Category	Additional Worktags	Debit Amount	Credit Amount	Memo
FY24-25 Year (FY 24-25 Budget)	381100:Transfers	FD3003 Capital Improvement Plan (CIP) Projects Fund	CC9998 All Transfer Roll Up		Transfer From Challenger Roadway Fund (381128)		\$0.00	\$2,543.00	Updated projection of Challenger Roadway transfer.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3003 Capital Improvement Plan (CIP) Projects Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$2,598,605.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$5,954,990.00</b>	<b>\$5,954,990.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3004 Capital Improvement Plan (CIP) Fund - Northeast Sector Fund	CC1286 Impact Fees Northeast Sector		Cash Carry Forward (399002)		\$0.00	\$511,059.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	361000:Interest And Other Earnings	FD3004 Capital Improvement Plan (CIP) Fund - Northeast Sector Fund	CC1286 Impact Fees Northeast Sector		Interest Earnings (361000)		\$0.00	\$25,643.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3004 Capital Improvement Plan (CIP) Fund - Northeast Sector Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$536,702.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$536,702.00</b>	<b>\$536,702.00</b>	
FY24-25 Year (FY 24-25 Budget)	563000:Infrastructure Expense	FD3005 Capital Improvement Plan (CIP) Fund - West Sector	CC1231 Capital Improvement Element	Infrastructure (563000)		Project: PRJ100147 CR218 Wide Pinetree Cosmo	\$0.00	\$10,000.00	Moves part of infrastructure budget for land purchase.
FY24-25 Year (FY 24-25 Budget)	561000:Land - Expense	FD3005 Capital Improvement Plan (CIP) Fund - West Sector	CC1231 Capital Improvement Element	Land (561000)		Project: PRJ100147 CR218 Wide Pinetree Cosmo	\$10,000.00	\$0.00	Creates budget for land purchase.
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3005 Capital Improvement Plan (CIP) Fund - West Sector	CC1285 Impact Fees West Sector		Cash Carry Forward (399002)		\$0.00	\$2,620.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3005 Capital Improvement Plan (CIP) Fund - West Sector	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$2,620.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$12,620.00</b>	<b>\$12,620.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3006 Branran Field Adequate Public Facility (APF) Fund	CC1281 Branran Field Adequate Public Facility		Cash Carry Forward (399002)		\$0.00	\$69,121.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	320000:Permits, Fees, and Special Assessments	FD3006 Branran Field Adequate Public Facility (APF) Fund	CC1281 Branran Field Adequate Public Facility		Impact Fees - Commercial - Physical Environment (324220)		\$150,000.00	\$0.00	Moving budget to proper ledger summary.
FY24-25 Year (FY 24-25 Budget)	324300:Impact Fees	FD3006 Branran Field Adequate Public Facility (APF) Fund	CC1281 Branran Field Adequate Public Facility		Impact Fees - Commercial - Physical Environment (324220)		\$0.00	\$150,000.00	Places budget in proper ledger summary.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3006 Branran Field Adequate Public Facility (APF) Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$69,121.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$219,121.00</b>	<b>\$219,121.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3007 Sidewalk Fund	CC1282 Sidewalks - Developer Funding		Cash Carry Forward (399002)		\$17,464.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3007 Sidewalk Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$0.00	\$17,464.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$17,464.00</b>	<b>\$17,464.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3008 Lake Asbury Adequate Public Facility (APF) Fund	CC1280 Lake Asbury Adequate Public Facility		Cash Carry Forward (399002)		\$1,902.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	361000:Interest And Other Earnings	FD3008 Lake Asbury Adequate Public Facility (APF) Fund	CC1280 Lake Asbury Adequate Public Facility		Interest Earnings (361000)		\$0.00	\$17,168.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3008 Lake Asbury Adequate Public Facility (APF) Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$15,266.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$17,168.00</b>	<b>\$17,168.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3009 Mobility - Middleburg - West Clay Fund	CC1261 Mobility - Middleburg - West Clay		Cash Carry Forward (399002)		\$0.00	\$1.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3009 Mobility - Middleburg - West Clay Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$1.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$1.00</b>	<b>\$1.00</b>	

## ATTACHMENT A

Period	*Ledger Account/Summary	*Fund	*Cost Center	Spend Category	Revenue Category	Additional Worktags	Debit Amount	Credit Amount	Memo
FY24-25 Year (FY 24-25 Budget)	563000:Infrastructure Expense	FD3010 2020 Bond Construction Fund	CC1231 Capital Improvement Element	Infrastructure (563000)		Project: PRJ100147 CR218 Wide Pinetree Cosmo	\$0.00	\$3,781,090.00	Reducing project budget in this fund to meet audited fund balance amount.
FY24-25 Year (FY 24-25 Budget)	561000:Land - Expense	FD3010 2020 Bond Construction Fund	CC1231 Capital Improvement Element	Land (561000)		Project: PRJ100147 CR218 Wide Pinetree Cosmo	\$0.00	\$10,000.00	Land will be purchased out of the CIP fund for this project.
FY24-25 Year (FY 24-25 Budget)	563000:Infrastructure Expense	FD3010 2020 Bond Construction Fund	CC1231 Capital Improvement Element	Infrastructure (563000)		Project: PRJ100199 CR209 - CR315 B - Sandridge	\$68,349.00	\$0.00	Increase due to pond 1 redesign.
FY24-25 Year (FY 24-25 Budget)	561000:Land - Expense	FD3010 2020 Bond Construction Fund	CC1231 Capital Improvement Element	Land (561000)		Project: PRJ100201 CR220 Baxley To Henley	\$0.00	\$87,452.00	Project reduction per owners rep contract amendment 13.
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3010 2020 Bond Construction Fund	CC1301 Fund Level Activity Bond Construction		Cash Carry Forward (399002)		\$3,867,778.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	361000:Interest And Other Earnings	FD3010 2020 Bond Construction Fund	CC1301 Fund Level Activity Bond Construction		Interest Earnings (361000)		\$0.00	\$141,850.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3010 2020 Bond Construction Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$84,265.00	\$0.00	Reserve adjustment to balance fund.
<b>FUND TOTALS</b>							<b>\$4,020,392.00</b>	<b>\$4,020,392.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3011 Mobility - Orange Park - Lakeside - Fleming Island Fund	CC1262 Mobility - Orange Park - Lakeside - Fleming Island		Cash Carry Forward (399002)		\$0.00	\$1.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3011 Mobility - Orange Park - Lakeside - Fleming Island Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$1.00	\$0.00	Reserve adjustment to balance fund.
<b>FUND TOTALS</b>							<b>\$1.00</b>	<b>\$1.00</b>	
FY24-25 Year (FY 24-25 Budget)	563000:Infrastructure Expense	FD3012 Mobility - Lake Asbury - Green Cove Springs Fund	CC1231 Capital Improvement Element	Infrastructure (563000)		Project: PRJ100202 First Coast Connector From US17 To CR315	\$0.00	\$207,256.00	Project reduction from lower land acquisition costs.
FY24-25 Year (FY 24-25 Budget)	563000:Infrastructure Expense	FD3012 Mobility - Lake Asbury - Green Cove Springs Fund	CC1231 Capital Improvement Element	Infrastructure (563000)		Project: PRJ100203 First Coast Connector CR315 To First Coast Expressway	\$0.00	\$49,279.00	Project reduction from lower construction costs.
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3012 Mobility - Lake Asbury - Green Cove Springs Fund	CC1263 Mobility - Lake Asbury - Green Cove Springs		Cash Carry Forward (399002)		\$7,074.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3012 Mobility - Lake Asbury - Green Cove Springs Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$249,461.00	\$0.00	Reserve adjustment to balance fund.
<b>FUND TOTALS</b>							<b>\$256,535.00</b>	<b>\$256,535.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3014 Mobility - Branran Field - Oakleaf Fund	CC1265 Mobility - Branran Field - Oakleaf		Cash Carry Forward (399002)		\$0.00	\$186,653.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3014 Mobility - Branran Field - Oakleaf Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$186,653.00	\$0.00	Reserve adjustment to balance fund.
<b>FUND TOTALS</b>							<b>\$186,653.00</b>	<b>\$186,653.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3015 Impact Fees - Government - Jails - Constitutional Facilities Fund	CC1266 Impact Fees - Government - Jails - Constitutional Facilities		Cash Carry Forward (399002)		\$533.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3015 Impact Fees - Government - Jails - Constitutional Facilities Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$0.00	\$533.00	Reserve adjustment to balance fund.
<b>FUND TOTALS</b>							<b>\$533.00</b>	<b>\$533.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3016 Impact Fees - Fire and Rescue Facilities Fund	CC1267 Impact Fees - Fire and Rescue Facilities		Cash Carry Forward (399002)		\$1,212.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	324300:Impact Fees	FD3016 Impact Fees - Fire and Rescue Facilities Fund	CC1267 Impact Fees - Fire and Rescue Facilities		Impact Fees - Commercial - Public Safety (324120)		\$0.00	\$39,065.00	Adjusts budget to commercial receipts.
FY24-25 Year (FY 24-25 Budget)	361000:Interest And Other Earnings	FD3016 Impact Fees - Fire and Rescue Facilities Fund	CC1267 Impact Fees - Fire and Rescue Facilities		Interest Earnings (361000)		\$0.00	\$51,620.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3016 Impact Fees - Fire and Rescue Facilities Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$89,473.00	\$0.00	Reserve adjustment to balance fund.
<b>FUND TOTALS</b>							<b>\$90,685.00</b>	<b>\$90,685.00</b>	

## ATTACHMENT A

Period	*Ledger Account/Summary	*Fund	*Cost Center	Spend Category	Revenue Category	Additional Worktags	Debit Amount	Credit Amount	Memo
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3017 Impact Fees – Law Enforcement Facilities Fund	CC1268 Impact Fees – Law Enforcement Facilities		Cash Carry Forward (399002)		\$917.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	324300:Impact Fees	FD3017 Impact Fees – Law Enforcement Facilities Fund	CC1268 Impact Fees – Law Enforcement Facilities		Impact Fees - Commercial - Public Safety (324120)		\$0.00	\$24,082.00	Adjusts budget to commercial receipts.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3017 Impact Fees – Law Enforcement Facilities Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$23,165.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$24,082.00</b>	<b>\$24,082.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3018 Impact Fees – Regional Parks Fund	CC1269 Impact Fees – Regional Parks		Cash Carry Forward (399002)		\$254.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3018 Impact Fees – Regional Parks Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$0.00	\$254.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$254.00</b>	<b>\$254.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3019 Impact Fees - Library and Cultural Facilities Fund	CC1270 Impact Fees - Library and Cultural Facilities		Cash Carry Forward (399002)		\$335.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3019 Impact Fees - Library and Cultural Facilities Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$0.00	\$335.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$335.00</b>	<b>\$335.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3022 Impact Fees – Community Parks - Lake Asbury – Green Cove Springs Fund	CC1273 Impact Fees – Community Parks - Lake Asbury – Green Cove Springs		Cash Carry Forward (399002)		\$1,164.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3022 Impact Fees – Community Parks - Lake Asbury – Green Cove Springs Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$0.00	\$1,164.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$1,164.00</b>	<b>\$1,164.00</b>	
FY24-25 Year (FY 24-25 Budget)	324300:Impact Fees	FD3023 Impact Fees – Community Parks - Keystone Heights – South Clay Fund	CC1274 Impact Fees – Community Parks - Keystone Heights – South Clay		Impact Fees - Residential - Culture and Recreation (324610)		\$0.00	\$17,935.00	Adjusts budget to residential receipts.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3023 Impact Fees – Community Parks - Keystone Heights – South Clay Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$17,935.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$17,935.00</b>	<b>\$17,935.00</b>	
FY24-25 Year (FY 24-25 Budget)	562000:Buildings - Expense	FD3025 2024 Bond Construction Fund	CC1232 Non Capital Improvement Element	Buildings (562000)		Project: PRJ100860 Fire Station 13 - CR218 and CR217	\$300,000.00	\$0.00	Provides budget for predesign and design fees for this future station.
FY24-25 Year (FY 24-25 Budget)	562000:Buildings - Expense	FD3025 2024 Bond Construction Fund	CC1232 Non Capital Improvement Element	Buildings (562000)		Project: PRJ100861 Fire Station 16 - Penney Farms	\$300,000.00	\$0.00	Provides budget for predesign and design fees for this future station.
FY24-25 Year (FY 24-25 Budget)	562000:Buildings - Expense	FD3025 2024 Bond Construction Fund	CC1232 Non Capital Improvement Element	Buildings (562000)		Project: PRJ100862 Fire Station 21 - Willow Springs	\$300,000.00	\$0.00	Provides budget for predesign and design fees for this future station.
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD3025 2024 Bond Construction Fund	CC1306 Fund Level Activity 2024 Bond Construction		Cash Carry Forward (399002)		\$0.00	\$6,894.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	599800:Reserve For Capital Improvements	FD3025 2024 Bond Construction Fund	CC9999 All Reserve Roll Up	Reserve For Capital Improvements (599800)			\$0.00	\$893,106.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$900,000.00</b>	<b>\$900,000.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD4000 Solid Waste Fund	CC1208 Environmental Service		Cash Carry Forward (399002)		\$0.00	\$1,183,280.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	369900:Miscellaneous Revenues	FD4000 Solid Waste Fund	CC1208 Environmental Service		Other Miscellaneous Revenues (369900)		\$0.00	\$2,200.00	Revenue projection based on latest receipts.
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD4000 Solid Waste Fund	CC1208 Environmental Service	Dental Insurance (523200)			\$69.00	\$0.00	Position moved from CC1236.
FY24-25 Year (FY 24-25 Budget)	521000:Benefits	FD4000 Solid Waste Fund	CC1208 Environmental Service	FICA Taxes (521000)			\$1,476.00	\$0.00	Position moved from CC1236.
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD4000 Solid Waste Fund	CC1208 Environmental Service	Health Insurance (523000)			\$3,470.00	\$0.00	Position moved from CC1236.
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD4000 Solid Waste Fund	CC1208 Environmental Service	Life Insurance (523100)			\$44.00	\$0.00	Position moved from CC1236.
FY24-25 Year (FY 24-25 Budget)	511000:Salaries and Pay	FD4000 Solid Waste Fund	CC1208 Environmental Service	Regular Salaries (512000)			\$19,293.00	\$0.00	Position moved from CC1236.



## ATTACHMENT A

Period	*Ledger Account/Summary	*Fund	*Cost Center	Spend Category	Revenue Category	Additional Worktags	Debit Amount	Credit Amount	Memo
FY24-25 Year (FY 24-25 Budget)	521000:Benefits	FD4000 Solid Waste Fund	CC1208 Environmental Service	Retirement Contributions (522000)			\$2,686.00	\$0.00	Position moved from CC1236.
FY24-25 Year (FY 24-25 Budget)	599300:Reserve - Unassigned	FD4000 Solid Waste Fund	CC9999 All Reserve Roll Up	Reserve - Unassigned (599300)			\$1,158,442.00	\$0.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$1,185,480.00</b>	<b>\$1,185,480.00</b>	
FY24-25 Year (FY 24-25 Budget)	399000:Proprietary Non - Operating Sources	FD4001 Universal Collection Fund	CC1209 Universal Collection		Cash Carry Forward (399002)		\$2,720,661.00	\$0.00	Budget adjustment to equal audited beginning fund balance.
FY24-25 Year (FY 24-25 Budget)	325200:Special Assessments	FD4001 Universal Collection Fund	CC1209 Universal Collection		Special Assessments (325200)		\$0.00	\$300,000.00	Adjusts budget to assessment receipts.
FY24-25 Year (FY 24-25 Budget)	599200:Reserve - Cash Balance	FD4001 Universal Collection Fund	CC9999 All Reserve Roll Up	Reserve - Cash Balance (599200)			\$0.00	\$2,420,661.00	Reserve adjustment to balance fund.
						<b>FUND TOTALS</b>	<b>\$2,720,661.00</b>	<b>\$2,720,661.00</b>	
						<b>GRAND TOTAL</b>	<b>38,179,811.00</b>	<b>38,179,811.00</b>	

**CLAY COUNTY RESOLUTION NO. 2024/2025-**

**RESOLUTION OF THE CLAY COUNTY BOARD OF COUNTY COMMISSIONERS  
AMENDING THE BUDGET FOR FISCAL YEAR 2024-25; PROVIDING AN  
EFFECTIVE DATE**

**WHEREAS**, the budget for fiscal year 2024-2025 of the Board of County Commissioners was duly adopted on September 24, 2024, and

**WHEREAS**, Chapter 129.06(4) of the Florida Statutes stipulates that all unexpended balances of appropriations at the end of the fiscal year shall revert to the fund from which the appropriation was made, and

**WHEREAS**, revenues have been adjusted based on estimated actuals, and

**WHEREAS**, Chapter 129.06(2)(b) of the Florida Statutes stipulates that appropriations from the reserve for contingencies may be made to increase the appropriation for any particular expense in the same fund,

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Clay County, Florida, as follows:

The Clay County Board of County Commissioners hereby adopts the cash carry forward, revenues and appropriations for fiscal year 2024-2025 as identified in Attachment “A” (Budget Amendment-00001855) attached hereto, effective immediately upon adoption.

**DULY ADOPTED** by the Board of County Commissioners of Clay County, Florida, this 24th day of June, 2025.

Board of County Commissioners Clay  
County, Florida

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Betsy Condon, Chairman

ATTEST:

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Tara S. Green  
County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board

**ATTACHMENT A**

<b>Budget Amendment: FY24-25 - Clay County Annual Operational Budget on 06/23/2025 : Amendment-00001855</b>									
<b>Description</b>									
<b>Provides budget for Sheriff school resource officers as agreed to with the Clay County School Board for the period of July 1, 2025 to September 30, 2025.</b>									
<b>Period</b>	<b>*Ledger Account/Summary</b>	<b>*Fund</b>	<b>*Cost Center</b>	<b>Spend Category</b>	<b>Revenue Category</b>	<b>Additional Worktags</b>	<b>Debit Amount</b>	<b>Credit Amount</b>	<b>Memo</b>
FY24-25 Year (FY 24-25 Budget)	369900:Miscellaneous Revenues	FD1077 School Resource Officers	CC1302 School Resource Officers		School Resource Officer Funding from Clay County School Board (369921)		\$0.00	\$1,878,085.00	For three draws from July 1 to Sept 30.
FY24-25 Year (FY 24-25 Budget)	511000:Salaries and Pay	FD1077 School Resource Officers	CC1302 School Resource Officers	Personnel Services - Constitutional Officer (516000)			\$1,386,570.00	\$0.00	For three draws from July 1 to Sept 30.
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD1077 School Resource Officers	CC1302 School Resource Officers	Health Insurance (523000)			\$153,425.00	\$0.00	Provides for insurance expenses between July 1 to Sept 30, 2025
FY24-25 Year (FY 24-25 Budget)	523000:Insurance Payments	FD1077 School Resource Officers	CC1302 School Resource Officers	Workers' Compensation (524000)			\$6,410.00	\$0.00	Provides for workers comp expenses for all of FY24-25.
FY24-25 Year (FY 24-25 Budget)	549000:Other Current Charges	FD1077 School Resource Officers	CC1302 School Resource Officers	Expense Other Than Salaries - Constitutional Officers (549900)			\$201,680.00	\$0.00	For three draws from July 1 to Sept 30.
FY24-25 Year (FY 24-25 Budget)	564000:Capital Outlay - Constitutional Officers	FD1077 School Resource Officers	CC1302 School Resource Officers	Capital Outlay - Constitutional Officers (564000)			\$130,000.00	\$0.00	Full Capital amount for vehicles.
						<b>TOTALS</b>	<b>\$1,878,085.00</b>	<b>\$1,878,085.00</b>	



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Board of County Commissioners

DATE:

FROM: Administrative and  
Contractual Services

**SUBJECT:**

Approval of the First Amendment to Agreement No. 2024/2025-145 for the Renovation and Modernization of the Tax Collector's Keystone Heights Branch Location with J. Lane Construction, LLC in the amount of \$124,814.94. This Amendment also extends the Final Completion date to November 28, 2025.

**Funding Source:**

General Fund - Building Maintenance - Tax Collector Office - Keystone Heights - Buildings  
General Fund - Aging True - Aging True Keystone Heights Parking Lot – Infrastructure

**AGENDA ITEM TYPE:**

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**BACKGROUND INFORMATION:**

During the architectural review process required to obtain a permit for the Project, both unforeseen site conditions and requested design modifications necessitated the Consultant to submit revised plans. In response to the revised plans, the Contractor has submitted Change Order No. 1 resulting in this Amendment.

Funding for this Amendment is included in the prior Budget Adjustment agenda item.

Is Funding Required (Yes/No):  
**Yes**

If Yes, Was the item budgeted  
(Yes/No/N/A):  
**Yes**

**Funding Source:**

General Fund - Building Maintenance - Tax Collector Office - Keystone Heights - Buildings -

\$105,981.74

General Fund - Aging True - Aging True Keystone Heights Parking Lot – Infrastructure -  
\$18,833.00

**Account Number(s):**

FD1000 - CC1150 - PRJ100475 - SC562000 - \$105,981.74

FD1000 - CC1161 - PRJ100775 - SC563000 - \$18,833.00

Sole Source (Yes\No):

**No**

Advanced Payment

(Yes\No):

**No**

**ATTACHMENTS:**

Description	Type	Upload Date	File Name
▣ Agreement	Agreement/Contract	6/20/2025	Tax_Collector_- _Keystone_Renovation_AM1.ADA.pdf

**REVIEWERS:**

Department	Reviewer	Action	Date	Comments
Administrative and Contractual Services	Hamilton, Alyssa	Approved	6/19/2025 - 6:58 AM	Item Pushed to Agenda

**Clay County Agreement/Contract No. 2024/2025-145 AM1**

**FIRST AMENDMENT TO AGREEMENT FOR RENOVATION AND  
MODERNIZATION OF THE CLAY COUNTY TAX COLLECTOR'S  
KEYSTONE HEIGHTS BRANCH LOCATION**

This First Amendment to Agreement for Renovation and Modernization of the Clay County Tax Collector's Keystone Heights Branch Location ("First Amendment") is entered into on this \_\_\_\_ day of June, 2025, between Clay County, a political subdivision of the State of Florida (the "County") and J. Lane Construction, LLC, a Florida Limited Liability Company ("Contractor"). Capitalized words not otherwise defined herein shall have the meanings ascribed to them in the Agreement.

**RECITALS**

**WHEREAS**, on March 3, 2025, the parties entered into the Agreement for Renovation and Modernization of the Clay County Tax Collector's Keystone Heights Branch Location, Clay County Agreement/Contract No. 2024/2025-145 ("Agreement"), which is incorporated herein by reference, wherein the Contractor agreed to furnish and deliver all material and equipment and perform all the work and labor required to perform the comprehensive renovation and modernization of the Clay County Tax Collector's Office at 115 NE Commercial Circle, Keystone Heights, Florida 32656 in accordance with the Construction Plans provided by the Consultant, Bhide & Hall Architects (the "Project"); and

**WHEREAS**, the Agreement provides that the Contractor shall achieve Substantial Completion of the Project no later than July 14, 2025 and shall achieve Final Completion of the Project no later than August 28, 2025; and

**WHEREAS**, in accordance with the Agreement, Change Orders shall be used when necessary to clarify the Work, to provide for a change in the Work, to provide for an adjustment to the Contract Price, to provide for a time extension, to settle contract claims, to provide for unforeseen circumstances, and to make the Project functionally operational in accordance with the intent of the Agreement; and

**WHEREAS**, during the architectural review process required to obtain a permit for the Project, both unforeseen site conditions and requested design modifications necessitated the Consultant to submit revised plans for the Project; and

**WHEREAS**, in response to the revised plans, the Contractor has submitted Change Order No. 1, attached hereto as Exhibit 1 and incorporated herein by reference, in the amount of \$124,814.94, to adjust the scope of work for the Project accordingly; and

**WHEREAS**, due to the timing of the permitting process and the need to incorporate the revised scope of work, the Contractor has requested a three-month extension to the Project completion dates; and

**WHEREAS**, Change Order No. 1 has been reviewed and approved by the County's Project Manager; and

**WHEREAS**, the Agreement may only be modified or amended upon mutual written agreement of the parties; and

**WHEREAS**, the parties desire to enter into this First Amendment to amend the Agreement to reflect the changes set forth in Change Order No. 1.

**NOW THEREFORE**, in consideration of the foregoing recitals, the mutual covenants and promises set forth herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged and all objections to the sufficiency and adequacy of which are hereby waived, the parties agree as follows:

1. Incorporation of Recitals. The above recitals are true and correct and are incorporated herein by reference.

2. Scope of Work Modifications. The Agreement is hereby amended to incorporate the revised scope of work as set forth in Change Order No. 1, which modifies the scope of work as described in the revised plans submitted by the Consultant. The Contractor shall perform the modified scope of work in accordance with the terms of the Agreement and this First Amendment.

3. Contract Price Adjustment. The Contract Price under the Agreement shall be adjusted to reflect the changes in Change Order No. 1 and is hereby increased by \$124,814.94, for a new total Contract Price of \$818,480.07. Accordingly, Section 5 (a) of the Agreement is hereby amended to reflect the revised Contract Price of \$818,480.07.

4. Term Amendment. The term of the Agreement is hereby extended by three months, resulting in a new Substantial Completion Date and Final Completion Date. Accordingly, Section 4 (b) of the Agreement is hereby amended and replaced in its entirety with the following:

The Contractor shall achieve Substantial Completion of the Project no later than October 14, 2025 ("Substantial Completion Date"). As used herein, Substantial Completion shall mean when the Project is sufficiently finished for its intended use or occupancy, even if some minor work remains such as final touches, corrections, administrative tasks, or Punch List items. The Contractor shall achieve Final Completion of the Project no later than November 28, 2025 ("Final Completion Date"). As used herein, Final Completion shall mean when all Work has been completed and the Contractor has fulfilled all contractual obligations under this Agreement including completion of all items on the Punch List. The Substantial and Final Completion Dates may be extended only upon subsequent written agreement of the parties.

5. Conforming Changes. All provisions in the Agreement and any amendments,

attachments, schedules or exhibits thereto in conflict with this First Amendment shall be and hereby are changed to conform to this First Amendment.

6.   Ratification of Agreement  . Except as expressly provided herein, all other terms and conditions of the Agreement not affected by this First Amendment are incorporated herein and shall remain in full force and effect.

7.   Severability  . If any provision hereto is in conflict with any applicable law or statute or is otherwise unenforceable, then such provisions shall be deemed null and void to the extent of such conflict and shall be deemed severable, without invalidating any other provision of this First Amendment.

8.   Counterparts  . This First Amendment may be executed in counterparts, each of which when so executed shall be deemed to be an original, and such counterparts shall together constitute and be one and the same instrument.

9.   Authority  . The parties agree to utilize electronic signatures and that the digital signatures of the parties set forth below are intended to authenticate this First Amendment and have the same force and effect as manual written signatures. Each person signing on behalf of the parties represents and warrants that he/she has full authority to execute this First Amendment on behalf of such party and that the First Amendment will constitute a legal and binding obligation of such party.

[Signatures on the following page.]



**IN WITNESS WHEREOF**, the parties hereto have executed this First Amendment to the Agreement as of the date and year first written above.

**J. LANE CONSTRUCTION, LLC**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

**CLAY COUNTY, a political subdivision of the  
State of Florida**

By: \_\_\_\_\_  
Betsy Condon  
Its Chairman

ATTEST:

\_\_\_\_\_  
Tara S. Green  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board

Contract Price	\$693,665.13
AM1	\$124,814.94
Adjusted Contract Price	\$818,480.07

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# **EXHIBIT 1**

## **CHANGE ORDER NO. 1**



## Change Order

**Client Info** Tony Stimac  
115 NE Commercial Circle  
Keystone Heights, FL 32656  
Phone: 904-541-5885  
Cell: +19045016965

**Job Info** 115 NE Commercial Circle  
Keystone Heights, FL 32656

Change Order ID
0001

## Tax Collectors Office

CO ID	Created / Approved Date	Price
0001	Created: Apr 10, 2025	\$124,814.94

Description
Pre-Construction Alterations

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
RFI #2, Credit for Electrical/LowVolt 260000S-Electrical	Subcontractor	--Removal of Electric Strikes and Access Controls Conduits (Credit) --Alterations of Camera Types. Cameras are not per plans (AXIS) and are being switched to INVID. (No Cost) --Adding raceways to doors 100 and 101A for ADA closers with push buttons. (No cost) --Alterations to Life Safety plan exit lights due to egress change excluding breakroom. (Credit) --Main power Conduit to remain existing 2" instead of 2.5" (Credit)  Parker: -\$17,127 (low volt credit) Parker: -\$1,243 (conduit credit)	1	-\$21,125.50	-\$21,125.50

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
		General Conditions: -\$2,755.50 Client Cost: -\$21,125.50			
RFI #2, 3, 9, 11, 16, 31 Doors, Windows, Hardware 081000S-Doors and Frames	Subcontractor	-2-Entry and Exit Doors 100 and 101A adding ADA closers per Architect -11-Hardware Changes to interior doors adding Cipher Locks in lieu of electric strikes -9-Hardware Changes to Exterior Doors (103A Deadbolt and Cipher) (101A deadbolt only w/ ADA closer, no cipher) (100 Deadbolt with ADA closer, no cipher) -16-Door 106 is not Storefront but HM with Sidelite. Door 100 Product approval alteration by GC, Door 101A confirmed as completely new with existing Product Approval, Door 103A exterior is to be HM not Storefront w/ new Product Approval provided. (NO COST) -31-Doors 103B and 104 are to be changed to 3-0 6-8 doors to avoid reframing existing load- bearing walls. Reframe as needed permission is given. (NO COST) -3-Add Ons to transaction window were requested beyond scope. -8-Reception Window- Standard window labeled "?" on plans was identified as a specialty Ready Access window.  --Pro-tech doors: \$8,677 (Electric Strike x7 to Cipher Locks x6 \$1,559.79, ADA Closers x2 \$7,117.21)	1	\$16,324.19	\$16,324.19

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
		--Perimeter Glass: \$1,900 (QuikServ Adds \$1,400, Ready Access additional \$1,500, 103A Credit -1,000) --Pro-tech: \$565 (deadbolts and push plates)  --J Lane Construction direct cost associated with validation and expansion of scope of work: \$2,106  General Conditions (8.22%), Overhead and Profit (15.00%) = \$3,076.19  Total: \$16,324.19			
RFI #14, Knee Wall for Electrical Panel 092216.13S-Non-Structural Metal Stud Framing	Subcontractor	--Added knee wall for moved Surface Mounted Electrical Panel. Includes framing, drywall and paint. --Excludes Wood top on this line item.  -Pro-Paint & Drywall: \$510.50 GC Cost: \$178.68 Total: \$689.18	1	\$689.18	\$689.18
RFI #15 & 17, Fire Cabinets Alterations 104416S-Fire Extinguishers	Subcontractor	--Life Safety Page calls for FEs, Clay County Contracted Spec books calls for Life Safety page callouts which are FEs. Please reference Section 10.52.00 (2.3.2 and 2.5 and 3.4.1). --FEs were changed to FECs to include Cabinets for each FE. Includes supply and install as well as required fire blocking for cabinets. (PLEASE NOTE: This is not a scaling issue per note from Arch Plans. This is a product call out issue.	1	\$2,056.11	\$2,056.11

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
		<p>Scaling for measurements and distances does not correlate to calling out a product as an FE on the Life Safety plan and then placing in the enlarge drawings a picture of an FEC. The Fire Marshal and all GCs will go with the Life Safety Plan product call outs every time. The Arch note does not apply to product call out errors.)</p> <p>-Commercial Cost: 812.70            -Blocking: \$750            --J Lane Construction direct cost associated with validation and expansion of scope of work: \$105.95            General Conditions (8.22%), Overhead and Profit (15.00%) = \$387.46            Total: \$2,056.11</p>			
RFI #19, Exterior Water Damage Repairs 074600S-Siding	Subcontractor	<p>--Per new Plans, the exterior siding has water damage and should be repaired, which is a change from clean and paint. There are knife holes and water damage on the back wall that will be addressed prior to clean and paint.</p> <p>--plan is to demo lower trim piece of damaged water area, in stall 2x6 pressure treated board and Z Flashing, and repairing all knife holes in existing hardie board by replacing 2 panels to match existing.</p> <p>--Excludes repair of existing Framing to building.</p> <p>-Pro-Paint &amp; Drywall: \$397.55+\$997.35+\$775.</p>	1	\$3,721.38	\$3,721.38

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
		21 = \$2170.11 --J Lane Construction direct cost associated with validation and expansion of scope of work: \$850 General Conditions (8.22%), Overhead and Profit (15.00%) = \$701.27 Total: \$3,721.38			
RFI #20, Perimeter Drywall Cover 1/4" 092900S-Gypsum Board	Subcontractor	The perimeter wall has wallpaper throughout the space which was to be left existing and painted. Wallpaper on the perimeter walls is to be covered by 1/4" drywall throughout prior to painting.  -Pro-Paint & Drywall: \$5,382.12 --J Lane Construction direct cost associated with validation and expansion of scope of work: \$1,182.71 General Conditions (8.22%), Overhead and Profit (15.00%) = \$1,524.35 Total: \$8,089.18	1	\$8,089.18	\$8,089.18
RFI #21, Mezzanine Drywall 092900S-Gypsum Board	Subcontractor	Mezzanine drywall is to be repaired as needed after roof and structural repairs are made. This includes drywall, painting, roof insulation. No insulation to be added on walls of mezzanine.  -Pro-Paint & Drywall: \$1050.45+\$350.41+\$785.50 = \$2,186.36 --J Lane Construction direct cost associated with validation and expansion of scope of work: \$2017.12 General Conditions	1	\$5,179.53	\$5,179.53

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
		(8.22%), Overhead and Profit (15.00%) = \$976.05 Total: \$5,179.53			
RFI #22 & 29, Exterior Door and Window near IT room 092216.13S-Non-Structural Metal Stud Framing	Subcontractor	Demo and Infill with framing and sheathing of Exterior Door and Window near IT room. Match existing exterior with Hardee board.  -Pro-Paint & Drywall: \$1,455.65+\$250.65 = 1706.30 --J Lane Construction direct cost associated with validation and expansion of scope of work: \$250 General Conditions (8.22%), Overhead and Profit (15.00%) = \$454.25 Total: \$2,410.55	1	\$2,410.55	\$2,410.55
RFI #24 & 35, Existing HVAC Repairs 230000S-HVAC	Subcontractor	--Existing HVAC have holes that are causing leaks in the supply lines w/ limited mastic and insulation. Replacing to new --Existing HVAC curb in mezzanine is in poor condition. Replacing to new --Existing Duct detector is old and dated along with systems. Replacing to new  -Huggins: \$21,215 --J Lane Construction direct cost associated with validation and expansion of scope of work: \$2938.38 General Conditions (8.22%), Overhead and Profit (15.00%) = \$5,608.41 Total: \$29,761.79	1	\$29,761.79	\$29,761.79



Items	Cost Types	Description	Qty / Unit	Unit Price	Price
RFI #7, 25, 34, Concrete Work Alterations 030000S-Concrete	Subcontractor	<p>--ADA Sidewalks require further demolition and repour per Arch plans for accessible route clarity.</p> <p>--Both HVAC pads require pour in place pads due to elevation of the ground at the ditch to include rebar, weep pipes and field measured depth. Pads had to be moved for railing install.</p> <p>--Supply and Install 2 additional bollards at exterior service window.</p> <p>--Railings detail adds 1ft deep footer to railings.</p> <p>-Elevated: \$9,800</p> <p>--J Lane Construction direct cost associated with validation and expansion of scope of work: \$2,700</p> <p>General Conditions (8.22%), Overhead and Profit (15.00%) = \$2,902.50</p> <p>Total: \$15,402.50</p>	1	\$15,402.50	\$15,402.50
RFI #32, Insulation of Ceiling 072100S-Thermal Insulation	Subcontractor	<p>Ceiling insulation fell from ceiling as old and not secured efficiently. The insulation existing and attached to bottom of trusses is R19. Architect to increase it to R30 per code and attach to bottom of trusses. Cost is to demo existing, dispose, and add new.</p> <p>-American Insulators (provide and install only): \$4,675.92</p> <p>General Conditions, Demolition, Overhead, Profit, J Lane Fee: \$3,850.57</p> <p>Total: \$8,526.49</p>	1	\$8,526.49	\$8,526.49

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
RFI #33, Structural Engineering Requirements 061100S-Wood Framing	Subcontractor	<p>--Structural reinforcement for walls/floor boards supporting the Mezzanine per Engineer</p> <p>--Structural for repairing framing of existing roof per Engineer</p> <p>--Includes framing simpson clips, buckets, LVLs, fasteners ect. (CLARITY: this is for additional cost only per the Structural Engineering Drawings, there is no original schedule of values to assess here as there were minimal structural engineered drawings prior. See bid set for variance in drawings)</p> <p>-Pro-Paint &amp; Drywall: \$3,860.22</p> <p>--J Lane Construction direct cost associated with validation and expansion of scope of work: \$3,229.52 General Conditions (8.22%), Overhead and Profit (15.00%) = \$1,646.24 Total: \$8,735.98</p>	1	\$8,735.98	\$8,735.98
RFI #34, ADA Railing Alterations 050000S-Metals	Subcontractor	<p>Revisions and increases to the Railings per plans due to ADA railing additions and requirements. Decorative railing deleted from plans and replaced accordingly in the budget with new railings. This is the difference in cost.</p> <p>-Dial Metal Works: \$14,250 - \$9352.82 = \$4,897.18</p> <p>--J Lane Construction direct cost associated with validation and expansion</p>	1	\$7,020.07	\$7,020.07

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
		of scope of work: \$800 General Conditions (8.22%), Overhead and Profit (15.00%) = \$1,322.89 Total: \$7,020.07			
Floor Prep 096000S-Flooring	Subcontractor	<p>Floor prep totals can only be determined after existing flooring is demoed and concrete slab is assessed. The flooring requires closer leveling due to larger tile and carpet tile use that will cause imperfections to final finishes if not leveled effectively. The floor is in decent condition but does require further leveling in various areas.</p> <p>Included cost to cover the safe in floor, additional cost for leveling at Clean out repair and increased sqft of trench for added plumbing stack.</p> <p>-Pro-Marble and Tile: 1,993.57 General Conditions (8.22%), Overhead and Profit (15.00%) = \$462.91 Total: \$2,456.48</p>	1	\$2,456.48	\$2,456.48
RFI #37, Plumbing 220000S-Plumbing	Subcontractor	<p>--Plumbing fall is to be left as is. Plumbers are only to tap into the existing sanitary main line. No warranty on existing sanitary lines.</p> <p>--Repair of Crack in clean out.</p> <p>--New Drain Line above grade, exposed along back of secure storage wall.</p> <p>This is drawn by engineer to connect into the staff bathroom sanitary lines with an additional vent for</p>	1	\$2,777.71	\$2,777.71

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
		<p>this stack. (CLARITY: the plumbing stack that was in the break room was moved to the bathroom per plans. The cost in labor is the primary increase here as running a straight line in the ground is significantly quicker than running a line through walls, walking it down into a slab and then walking it around existing bathroom plumbing into a main line. This also requires at minimum 2 additional trips by the plumber. This also required additional jackhammering by plumber. This price already includes any credit from the straight pipe for materials which would have been very minimum all things considered with the additional material required.)</p> <p>-C.W.Wood Clean Out: \$250  -C W Wood Sanitary ReRoute: \$1150 primarily labor and additional trips  -J Lane Budget Concrete Est: \$200  --J Lane Construction direct cost associated with validation and expansion of scope of work: \$654.27  General Conditions (8.22%), Overhead and Profit (15.00%) = \$523.44  Total: \$2,777.71</p>			
Millwork Additions 062200S-Millwork	Subcontractor	<p>--Printer drawers were added per Architect.  --ADA license plate shelves to CS service area added.  --Wood top added to area under electrical panel.</p>	1	\$2,536.65	\$2,536.65

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
		Doeers: \$1,499 GC, Overhead, Profit, General Liability: \$1,037.65 Total: \$2,536.65			
Porta Pot 015219S-Sanitary Facilities	Subcontractor	This is to cover the additional time a Porta Pot will be needed for this projects due to unforeseen delays and alteration delays.  Porta Pot: 10 additional weeks: \$1,750 Overhead, Admin Fee, Profit, General Liability: \$612.50 Total: \$2,362.50	1	\$2,362.50	\$2,362.50
Striping for ADA Space and Asphalt Adds 321216S-Asphalt Paving	Subcontractor	"(On 5/19/25) Sheet AC100 and LS100 with the revision to the parking HC. You (J Lane) will need to re-stripe and re-position the existing wheel stops along that portion of the parking lot."  In the Senior Center Lot, the square footage was short 3,600sqft by estimate only. This cost also includes the added Asphalt square footage missed here.  -C&J trucking: \$14,783.42 -5 Wheel Stops repositioned: \$450 budgeted (labor and materials, excludes new wheel stops, only repositioning old) --J Lane Construction direct cost associated with validation and expansion of scope of work: \$500.83 General Conditions (8.22%), Overhead and	1	\$18,833.25	\$18,833.25

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
		Profit (15.00%) = \$3,549 Total: \$18,833.25			
Column Wraps Credit 061053S- Miscellaneous Rough Carpentry	Subcontractor	Column Wraps removed from scope of work.  Column Wraps in Contract budget are -\$2,231.85. This is a full credit.	1	-\$2,231.85	-\$2,231.85
Pole Footer 030000S-Concrete	Subcontractor	Concrete footer for pole not on the bid set of plans but added by Architect.  Elevated: \$5,200 O/H Profit 15% = \$780 Total: \$5,980	1	\$5,980.00	\$5,980.00
BONDING Cost 017833S-Bonds	Subcontractor	Bonding adjustment cost estimated	1	\$5,308.75	\$5,308.75
Completion Dates Change Order 010000M-General Requirements		This Change Order modifies the Substantial/Final Completion dates for the Keystone Heights Tax Collector's Office Project with J Lane Construction. The revised Substantial Completion date will be 16 weeks from the date J. Lane Construction receives the final approved construction set from the local Building Department and contract pre- construction change order #1 is approved for Construction as if include all trades of work at this time.  Date Newest Plan's were Approved by County: 5/29/2025 Date Pre-Construction Change Order #1 is Reviewed for Approval: 6/24/2025 **New Substantial Completion Date: 10/14/25 New Final Completion Date: 11/28/2025	1	\$0.00	\$0.00



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Board of County  
Commissioners

DATE: 5/27/2025

FROM: Courtney  
Grimm

SUBJECT:

AGENDA ITEM  
TYPE:

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ATTACHMENTS:

Description	Type	Upload Date	File Name
Assessment Resolution	Resolution Letter	6/20/2025	Assessment_Resolution_2025-DRAFT_06.20.25ada.pdf

REVIEWERS:

Department Reviewer	Action	Date	Comments
County Attorney Hamilton, Alyssa	Approved	6/19/2025 - 6:58 AM	Item Pushed to Agenda

**RESOLUTION NO. 2024/2025 - \_\_\_\_\_**

**AN ASSESSMENT RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, AUTHORIZING AND ADOPTING A NON-AD VALOREM SPECIAL ASSESSMENT WITHIN THE COUNTY LIMITS FOR THE PURPOSE OF BENEFITING ASSESSED PROPERTIES THROUGH ENHANCED MEDICAID PAYMENTS FOR LOCAL SERVICES; ACKNOWLEDGING AND DETERMINING THAT CERTAIN REAL PROPERTY IS SPECIALLY BENEFITED BY THE ASSESSMENT; ESTABLISHING THE ASSESSMENT AMOUNT AND THE METHOD OF ITS COLLECTION; COLLECTING THE ASSESSMENT; PROVIDING FOR CERTAIN OTHER AUTHORIZATIONS AND DELEGATIONS OF AUTHORITY AS NECESSARY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, hospitals in Clay County’s jurisdiction (the “Hospitals”) annually provide millions of dollars of uncompensated care to uninsured persons and those who qualify for Medicaid because Medicaid, on average, covers only 60% of the costs of the health care services actually provided by Hospitals to Medicaid-eligible persons, leaving Hospitals with significant uncompensated costs; and

**WHEREAS**, the State of Florida (the “State”) received federal authority to establish the Statewide Medicaid Managed Care Hospital directed payment program (the “DPP”) to offset Hospitals’ uncompensated Medicaid costs and improve quality of care provided to Florida’s Medicaid population; and

**WHEREAS**, Hospitals have asked Clay County (the “County”) to impose a non-ad valorem special assessment upon certain real property held by the Hospitals to help finance the non-federal share of the DPP program; and

**WHEREAS**, the only real properties that will be subject to the non-ad valorem assessments authorized herein are those belonging to the Hospitals; and

**WHEREAS**, the funding raised by the County assessment will, through intergovernmental transfers (“IGTs”) provided consistent with federal guidelines, support additional funding for Medicaid payments to Hospitals; and

**WHEREAS**, the County acknowledges that the Hospital properties assessed will benefit directly and especially from the assessment as a result of the above-described additional funding provided to said Hospitals; and

**WHEREAS**, the County has determined that a logical relationship exists between the services provided by the Hospitals, which will be supported by the assessment, and the special and particular benefit to the real property of the Hospitals; and



**WHEREAS**, the County has an interest in promoting access to health care for its low-income and uninsured residents; and

**WHEREAS**, leveraging additional federal support through the above-described IGTs to fund Medicaid payments to the Hospitals for health care services directly and specifically benefits the Hospitals' properties and supports their continued ability to provide those services; and

**WHEREAS**, imposing an assessment limited to Hospital properties to help fund the provision of these services and the achievement of certain quality standards by the Hospitals to residents of the County is a valid public purpose that benefits the health, safety, and welfare of the citizens of the County; and

**WHEREAS**, the assessment ensures the financial stability and viability of the Hospitals providing such services; and

**WHEREAS**, the Hospitals are important contributors to the County's economy, and the financial benefit to these Hospitals directly and specifically supports their mission, as well as their ability to grow, expand, and maintain their facilities in concert with the population growth in the jurisdiction of the County; and

**WHEREAS**, the County finds the assessment will enhance the Hospitals' ability to grow, expand, maintain, improve, and increase the value of their Clay County properties and facilities under all present circumstances and those of the foreseeable future; and

**WHEREAS**, the County is proposing a properly apportioned assessment by which all Hospitals will be assessed at a uniform rate that is compliant with 42 C.F.R. § 433.68(d); and

**WHEREAS**, on June 22, 2021, the Board of County Commissioners adopted Ordinance 2021-19, enabling the County to levy a uniform non-ad valorem special assessment, which is fairly and reasonably apportioned among the Hospitals' properties within the County's jurisdictional limits, to establish and maintain a system of funding for IGTs to support the non-federal share of Medicaid payments, thus directly and specially benefitting Hospital properties; and

**WHEREAS**, on September 14, 2021, the County convened a public hearing and on September 14, 2021, adopted Resolution 2020/2021-100 imposing and levying against the Assessed Properties non-ad valorem special assessments for County Fiscal Year 2021/2022; and

**WHEREAS**, on September 27, 2022, the County convened a public hearing and on September 27, 2022, adopted Resolution 2021/2022-78 imposing and levying against the Assessed Properties non-ad valorem special assessments for County Fiscal Year 2022/2023; and

**WHEREAS**, on September 26, 2023, the County convened a public hearing and on September 26, 2023, adopted Resolution 2022/2023-79 imposing and levying against the Assessed Properties non-ad valorem special assessments for County Fiscal Year 2023/2024; and

**WHEREAS**, on September 10, 2024, the County convened a public hearing and on September 10, 2024, adopted Resolution 2023/2024-93 imposing and levying against the Assessed Properties non-ad valorem special assessments for County Fiscal Year 2024/2025.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA:**

**Section 1. Definitions.** As used in this Resolution, the following capitalized terms, not otherwise defined herein or in the Ordinance, shall have the meanings below, unless the context otherwise requires.

*Assessed Property* means the real property in the County to which an Institutional Health Care Provider holds a right of possession and right of use through an ownership or leasehold interest, thus making the property subject to the Assessment.

*Assessment or Special Assessment* means a non-ad valorem special assessment imposed by the County on Assessed Property to fund the non-federal share of Medicaid and Medicaid managed care payments that will benefit Hospitals providing Local Services in the County.

*Fiscal Year* means the period commencing on October 1 of each year and continuing through the next succeeding September 30, or such other period as may be prescribed by law as the fiscal year for the County.

*Institutional Health Care Provider* means a private for-profit or not-for-profit hospital that provides inpatient hospital services.

*Local Services* means the provision of health care services to Medicaid, indigent, and uninsured members of the Clay County community.

*Ordinance* means the Clay County Local Provider Participation Fund Ordinance, Ordinance No. 2021-19, and codified in Chapter 18.3, Article IX of the Clay County Code of Ordinances.

**Section 2. Authority.** Pursuant to Article VIII, Section 1(g) of the Constitution of the State of Florida, Chapter 125 of the Florida Statutes, the Clay County Charter and the Local Provider Participation Fund Ordinance, the Board is hereby authorized to impose a special assessment against private for-profit and not-for-profit Hospitals located within the County to fund the non-federal share of Medicaid payments associated with Local Services.

**Section 3. Special Assessment.** The non-ad valorem special assessment discussed herein shall be imposed, levied, collected, and enforced against Assessed Properties located within the County. Proceeds from the Assessment shall be used to benefit the Assessed Properties through supplemental payment programs that will benefit the Assessed Properties for Local Services.

When imposed, the Assessment shall constitute a lien upon the Assessed Properties equal in rank and dignity with the liens of all state, county, district, or municipal taxes and other non-ad

valorem assessments. Payments made by Assessed Properties may not be passed along to patients of the Assessed Property as a surcharge or as any other form of additional patient charge. Failure to pay may cause foreclosure proceedings, which could result in loss of title, to commence.

**Section 4. Assessment Scope, Basis, and Use.** Funds generated from the Assessment shall be used only to:

- a) Provide to the Florida Agency for Health Care Administration the non-federal share for the Medicaid managed care hospital directed payments to be made directly or indirectly in support of hospitals serving Medicaid beneficiaries, the indigent, and uninsured citizens; and
- b) Reimburse the County for administrative costs associated with the implementation of the Assessment authorized by the Ordinance.

If, at the end of the Fiscal Year, additional amounts remain in the local provider participation fund, the Board is hereby authorized either (a) to retain such amounts in the fund to transfer to the Agency in the next fiscal year for use as the non-federal share of Medicaid hospital payments, or (b) if requested to do so by the Assessed Properties, to refund to Assessed Properties, in proportion to amounts paid in during the Fiscal Year, all or a portion of the unutilized local provider participation fund.

If, after the Assessment funds are transferred to the Agency, the Agency returns some or all transferred funding to the County (including, but not limited to, a return of the non-federal share after a disallowance of matching federal funds), the Board is hereby authorized to refund to Assessed Properties, in proportion to amounts paid in during the Fiscal Year, the amount of such returned funds.

**Section 5. Computation of Assessment.** The Assessment shall equal 0.84% of gross inpatient revenue and 0.91% of gross outpatient revenue of each Assessed Property specified in the Non-Ad Valorem Assessment Roll attached hereto as Attachment A. The amount of the Assessment required of each Assessed Property may not exceed an amount that, when added to the amount of other hospital assessments levied by the state or local government, exceeds the maximum percent of the aggregate net patient revenue of all assessed Hospitals in the state permitted by 42 C.F.R. § 433.68(f)(3)(i)(A). Assessments for each Assessed Property will be derived from data contained in cost reports and/or in the Florida Hospital Uniform Reporting System, as available from the Florida Agency for Health Care Administration.

**Section 6. Timing and Method of Collection.** The amount of the assessment is to be collected pursuant to the Alternative Method outlined in §197.3631, Fla Stat.

The County shall provide Assessment bills by first class mail to the owner of each affected Hospital. The bill or accompanying explanatory material shall include: (1) a reference to this Resolution, (2) the total amount of the Hospital's Assessment for the appropriate period, (3) the location at which payment will be accepted, (4) the date on which the Assessment is due, and (5) a

statement that the Assessment constitutes a lien against assessed property equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments.

No act of error or omission on the part of the Comptroller, Property Appraiser, Tax Collector, Assessment Coordinator, Board, or their deputies or employees shall operate to release or discharge any obligation for payment of the Assessment imposed by the Board under the Ordinance and this resolution.

**Section 7. Obligation to Make Payment.** Institutional Health Care Providers are under no obligation to make payment until the Centers for Medicare & Medicaid Services (CMS) approves Florida's preprint for the hospital directed payment program for the period or periods starting October 1, 2024, and concluding September 30, 2025.

**Section 8. Public Hearing.** As set forth in the Ordinance, notice of a public hearing has been published and the Assessed Properties have been provided notice by mail. On June 24, 2025, the Board heard and considered objections of all interested persons prior to rendering a decision on the Assessment and attached Non-Ad Valorem Assessment Roll.

**Section 9. Assessment; Responsibility for Enforcement.** The Assessment is hereby approved and imposed on the Assessed Properties. The County and its agent, if any, shall maintain the duty to enforce the prompt collection of the Assessment by the means provided herein. The duties related to collection of assessments may be enforced at the suit of any holder of obligations in a court of competent jurisdiction by mandamus or other appropriate proceedings or actions.

**Section 10. Severability.** If any clause, section, or provision of this resolution is declared unconstitutional or invalid for any reason or cause, the remaining portion hereof shall be in full force and effect and shall be valid as if such invalid portion thereof had not been incorporated herein.

**Section 11. Effective Date.** This Resolution shall be effective upon its adoption by the Board of County Commissioners.

**DULY ADOPTED** by the Board of County Commissioners of Clay County, Florida, this 24<sup>th</sup> day of June, 2025.

BOARD OF COUNTY COMMISSIONERS  
CLAY COUNTY, FLORIDA

By: \_\_\_\_\_  
Betsy Condon, Its Chairman

ATTEST:

---

Tara S. Green  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board

**Attachment A**

Non-Ad Valorem Assessment Roll

<b><u>Hospital</u></b>	<b><u>Parcel No.</u></b>
St. Vincent's Clay County Hospital 1670 St. Vincent's Way Middleburg, FL 32068	31-04-25-008075-900-00
Kindred Hospital – North Florida 801 Oak Street Green Cove Springs, FL 32043	38-06-26-017517-000-00
HCA Florida Orange Park Hospital 2001 Kingsley Avenue Orange Park, FL 32073	07-04-26-013077-000-00

Being in total three (3) parcels of land to be included in the Local Provider Participation Fund and subject to a non-ad valorem special assessment to be levied by the Board of County Commissioners of Clay County, Florida, after due notice and public hearing thereon.



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Board of County Commissioners

DATE: 4/30/2025

FROM: Jenni Bryla, Zoning Chief

SUBJECT:

This staff-initiated application is withdrawn.

An application to change the current zoning of 5.34 acres from Lake Asbury Rural Community (LA-RC) to Public Ownership (PO-2)

AGENDA ITEM TYPE:

---

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Economic and Development Services	Hamilton, Alyssa	Approved	6/19/2025 - 6:59 AM	Item Pushed to Agenda



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: The Board of County  
Commissioners

DATE: 6/11/2025

FROM: Dodie Selig, AICP, Chief  
Planner

SUBJECT:

This application is a FLUM Amendment to change 0.51 acres from Branan Field Primary Conservation Network (BF-PCN) and Urban Core 10 (UC-10) to Branan Field Master Planned Community (BF-MPC)

This item was continued to the July 1st Planning Commission meeting. Staff is requesting the Board continue this item to its July 22nd meeting.

AGENDA ITEM TYPE:

---

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Economic and Development Services	Hamilton, Alyssa	Approved	6/19/2025 - 7:06 AM	Item Pushed to Agenda





Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Board of County Commissioners

DATE: 5/5/2025

FROM: Dodie Selig, AICP, Chief  
Planner

**SUBJECT:**

This application is a Staff initiated amendment to the Land Development Code amending Article II and Article VIII related to waste control regulations.

**AGENDA ITEM TYPE:**

---

**BACKGROUND INFORMATION:**

The Florida Department of Environmental Protection (FDEP) recently reviewed the County's Municipal Separate Storm Sewer System (MS4) permit, which is necessary for local government to legally discharge stormwater from their storm sewer systems into U.S. waters.

As a part of its review, FDEP recommended a change to the County's land development regulations. Specifically, they have suggested the inclusion of language related to the on-site control of waste during the development of property. This would be in addition to, and enhance the effectiveness of, the control of sediment and erosion which is already included in the land development regulations.

**ATTACHMENTS:**

Description	Type	Upload Date	File Name
▣ Staff Report for ZON 25-0015	Cover Memo	6/10/2025	BCC_Staff_Report_ZON_25-0015_(waste_control)ada.pdf
▣ Ordinance for ZON 25-0015 (Art. 2)	Ordinance	6/10/2025	Ordinance_-_ZON_25-0015_(Art._2)_finalada.pdf
▣ Ordinance for ZON 25-0015 (Art. 8)	Ordinance	6/10/2025	Ordinance_-_ZON_25-0015_(Art._8)_finalada.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Economic and Development Services	Hamilton, Alyssa	Approved	6/19/2025 - 7:12 AM	Item Pushed to Agenda



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**Staff Report and Recommendations for ZON-25-0015**

**Copies of the application are available at the Clay County  
Administration Office, 3<sup>rd</sup> floor, located at 477 Houston Street Green Cove Springs, FL 32043**

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**Introduction:**

This application is a Staff initiated amendment to the Land Development Code amending Article II and Article VIII related to waste control regulations.

**Background:**

The Florida Department of Environmental Protection (FDEP) recently reviewed the County's Municipal Separate Storm Sewer System (MS4) permit, which is necessary for local government to legally discharge stormwater from their storm sewer systems into U.S. waters. These permits are integral to the National Pollutant Discharge Elimination System (NPDES) program, which is designed to safeguard water quality.

To comply with the permit requirements, local governments must develop and implement a Stormwater Management Program (SWMP) that focuses on reducing pollution and enhancing water quality protection. This regulatory framework emphasizes the importance of effective stormwater management in maintaining environmental standards.

As a part of its review, FDEP recommended a change to the County's land development regulations. Specifically, they have suggested the inclusion of language related to the on-site control of waste during the development of property. This would be in addition to, and enhance the effectiveness of, the control of sediment and erosion which is already included in the land development regulations.

**Summary of the Proposed Zoning Text Amendment:**

The following changes are proposed:

1. In Article II (Procedures for Development Review), the regulations related to application for a Major Development and for a Major Subdivision are being amended to add "waste control" to the list of on-site erosion control practices that must be shown on the development plans.
2. In Article VIII (Design and Improvement Standards), a definition for waste control is being added to the Erosion and Sediment Control Section 8-16. It is also being included under the general criteria and the violations and enforcement subsections.

**Proposed Zoning Text Amendments:**

ARTICLE II, SECTION 2-6(4)(d)(5):

MAJOR DEVELOPMENT REVIEW PROCESS

- (5) The locations of the erosion, ~~and~~-sediment and waste control and stormwater management practices used on the site; and,

ARTICLE II, SECTION 2-8(5)(d)(6)(h): MAJOR SUBDIVISION REVIEW PROCESS

- (h) The locations of the erosion, ~~and~~-sediment and waste control and stormwater management practices used on the site; and,

ARTICLE VIII, SECTION 8-16(1): EROSION AND SEDIMENT CONTROL

- (1) **General Criteria** – The general criteria are minimum requirements for controlling erosion and sedimentation. These general criteria do not replace the requirement for individually developed erosion, ~~and~~-sediment and waste control plans; however, they do establish minimum standards of soil conservation practice, which apply to all land disturbing projects. Nothing in the general criteria shall limit the County Engineer's authority to impose additional or more stringent standards for controlling erosion and sedimentation.

ARTICLE VIII, SECTION 8-16(2)(k): EROSION AND SEDIMENT CONTROL

- (k) Waste Control** – Waste generated on-site, including but not limited to discarded building material, concrete truck wash-out, chemicals, litter, and sanitary waste must be stored, secured, or otherwise controlled to the maximum extent practicable to prevent adverse impacts to water quality.

ARTICLE VIII, SECTION 8-16(4): EROSION AND SEDIMENT CONTROL

- (4) **Violations and Enforcement** – If the county determines that a development does not have an approved erosion and sediment and waste control plan, or the approved plan is not being complied with, the county shall issue a stop work order, and notify the landowner or permittee in writing of what must occur to continue with the development or land disturbance activity. Such notice shall set forth specifically the noted deficiencies, the corrections measures required and the time within which such measures shall be completed.

**Analysis of Proposed Zoning Text Amendment**

In reviewing proposed Amendments to the Code, the following criteria may be considered along with such other matters as may be appropriate to the particular application:

- (a) Whether the proposed amendment is necessary as a result of a change of Florida, is corrective in nature, or is necessary to implement the requirements of the Code or the Plan; and

Staff Finding: The proposed text amendment is necessary in order to address comments provided by the Florida Department of Environmental Protection related to the County's MS4 permit. The amendment will

enhance the County's Stormwater Management Program (SWMP) by increasing regulation aimed at reducing pollution and enhancing water quality protection.

(b) The relationship of the proposed change to the policies and objectives of the Plan with consideration as to whether the proposed change will further the purposes and intent of the Code and the Plan.

Staff Finding: The proposed amendment will support the policies and objectives of the Plan, specifically Conservation Element Policy 1.2.3 (see below) by providing increased direction and oversight for control of site waste in addition to erosion and sediment control plans.

CON POLICY 1.2.3 The County shall continue to enforce adopted land development regulations which contain provisions in the site plan review process to prevent soil erosion and subsequent off-site siltation of surface water bodies.

#### **Recommendation**

Staff recommends approval of ZON-25-0015.

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, RELATING TO ARTICLE II OF THE CLAY COUNTY LAND DEVELOPMENT CODE, BEING THE CODIFICATION OF ORDINANCE NO. 2024-45, AS SUBSEQUENTLY AMENDED, AND COMPRISING THE PROCEDURES FOR DEVELOPMENT REVIEW; TO AMEND SECTION 2-6(4)(d)(5)(g) AND SECTION 2-8(5)(d)(6)(h) TO ADD WASTE CONTROL TO THE EROSION CONTROL PLAN REQUIREMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the Board adopted Ordinance 2024-45, as amended, which created Article II of the Clay County Land Development Code being the Procedures for Development Review; and,

**WHEREAS**, the Board desires to amend certain provisions in Article II of the Clay County Land Development Code as provided below.

Be It Ordained by the Board of County Commissioners of Clay County:

**Section 1.** As used herein, the term “Article II” shall mean and refer to Article II of the Clay County Land Development Code, (the Code), being the codification of Ordinance No. 2024-45 and comprising the Procedures for Development Review provisions of the Code.

**Section 2.** Article II, Subsection 2-6(4)(d)(5)(g) is hereby amended as follows:

(g) The locations of the erosion, ~~and-sediment~~ and waste control and stormwater management practices used on the site; and,

**Section 3.** Article II, Subsection 2-8(5)(d)(6)(h) is hereby amended as follows:

(h) The locations of the erosion, ~~and-sediment~~ and waste control and stormwater management practices used on the site; and,

**Section 4.** If any section, phrase, sentence or portion of the Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**Section 5.** This Ordinance shall take effect as provided by Florida general law.

**DULY ADOPTED** by the Board of County Commissioners of Clay County, Florida, this  
\_\_\_\_\_ day of June, 2025.

BOARD OF COUNTY COMMISSIONERS  
OF CLAY COUNTY, FLORIDA

By: \_\_\_\_\_  
Betsy Condon, Its Chairman

ATTEST:

By: \_\_\_\_\_  
Tara S. Green,  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, RELATING TO ARTICLE VIII OF THE CLAY COUNTY LAND DEVELOPMENT CODE, BEING THE CODIFICATION OF ORDINANCE NO. 2010-16, AS SUBSEQUENTLY AMENDED, AND COMPRISING THE DESIGN AND IMPROVEMENT STANDARDS; TO AMEND SECTION 8-16(1) AND SECTION 8-16(4) TO ADD WASTE CONTROL TO THE EROSION AND SEDIMENT CONTROL GENERAL CRITERIA AND VIOLATIONS AND ENFORCEMENT PROVISIONS; TO ADD A NEW SUBSECTION (k) IN SECTION 8-16(2) CONCERNING WASTE CONTROL; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the Board adopted Ordinance 2010-16, as amended, which created Article VIII of the Clay County Land Development Code being the Design and Improvement Standards; and,

**WHEREAS**, the Board desires to amend certain provisions in Article VIII of the Clay County Land Development Code as provided below.

Be It Ordained by the Board of County Commissioners of Clay County:

**Section 1.** As used herein, the term “Article VIII” shall mean and refer to Article VIII of the Clay County Land Development Code, (the Code), being the codification of Ordinance No. 2010-16, as amended, and comprising the Design and Improvement Standards provisions of the Code.

**Section 2.** Article VIII, Subsection 8-16(1) is hereby amended as follows:

- (1) **General Criteria** – The general criteria are minimum requirements for controlling erosion, ~~and sedimentation, and waste.~~ These general criteria do not replace the requirement for individually developed erosion, ~~and sediment~~ and waste control plans; however, they do establish minimum standards of soil conservation practice, which apply to all land disturbing projects. Nothing in the general criteria shall limit the County Engineer's authority to impose additional or more stringent standards for controlling erosion, ~~and sedimentation, and waste.~~

**Section 3.** Article VIII, Subsection 8-16(2) is hereby amended to add a new subsection (k) as follows:

- (k) **Waste Control** – Waste generated on-site, including but not limited to discarded building material, concrete truck wash-out, chemicals, litter, and sanitary waste must be stored,



secured, or otherwise controlled to the maximum extent practicable to prevent adverse impacts to water quality.

**Section 4.** Article VIII, Subsection 8-16(4) is hereby amended as follows:

- (4) **Violations and Enforcement** – If the county determines that a development does not have an approved erosion, ~~and~~ sediment and waste control plan, or the approved plan is not being complied with, the county shall issue a stop work order, and notify the landowner or permittee in writing of what must occur to continue with the development or land disturbance activity. Such notice shall set forth specifically the noted deficiencies, the corrections measures required and the time within which such measures shall be completed.

**Section 5.** If any section, phrase, sentence or portion of the Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**Section 6.** This Ordinance shall take effect as provided by Florida general law.

**DULY ADOPTED** by the Board of County Commissioners of Clay County, Florida, this \_\_\_\_\_ day of June, 2025.

BOARD OF COUNTY COMMISSIONERS  
OF CLAY COUNTY, FLORIDA

By: \_\_\_\_\_  
Betsy Condon, Its Chairman

ATTEST:

By: \_\_\_\_\_  
Tara S. Green,  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Board of County Commissioners

DATE: 3/26/2025

FROM: Jenni Bryla, Zoning Chief

SUBJECT:

These applications have been withdrawn by the applicant.

A. COMP 25-0006

This application is a FLUM Amendment to change 16.34 acres from Rural Residential (RR) to Urban Core 10 (UC-10).

B. ZON 25-0005

This application is a Rezoning to change from Agricultural/Residential (AR) to Multi-Family Residential District (RD-2).

AGENDA ITEM TYPE:

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BACKGROUND INFORMATION:

The application is proposed to construct 65 detached single-family residential units.

Is Funding Required (Yes/No):      If Yes, Was the item budgeted  
(Yes/No/N/A):

The subject parcel is located west of Blanding Blvd and north of CR 218, just north of the intersection of Pine Tree Lane and CR 218.

Sole Source (Yes/No):      Advanced Payment  
(Yes/No):

Planning Requirements:

Public Hearing Required (Yes/No):

**Yes**

Hearing Type: Second Public Hearing

Initiated By:

Roland R Townsend Jr, Todd A Townsend, Jamie L Hudson: Owner  
Frank Miller: Agent

ATTACHMENTS:

Description	Type	Upload Date	File Name
▢ Staff Report for COMP 25-0006	Cover Memo	4/30/2025	COMP_25-0006- _PC_Staff_Report_- _final_jb.pdf
▢ Ordinance	Ordinance	4/30/2025	COMP_25-0006- _ordinance_- _finalada.pdf
▢ Staff Report for ZON 25-0005	Cover Memo	4/30/2025	ZON_25-0005_- _PC_Staff_Report_- _finalada.pdf
▢ Ordinance ZON 25-0005	Ordinance	4/30/2025	ZON_25-0005_- _Ordinanceada.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Economic and Development Services	Hamilton, Alyssa	Approved	6/19/2025 - 7:12 AM	Item Pushed to Agenda

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# COMP 25-0006

## Staff Report



Copies of the application are available at the Clay County Administration Office, 3<sup>rd</sup> floor, located at 477 Houston Street Green Cove Springs, FL 32043

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### Owner / Applicant Information:

**Owner:** Roland R Townsend Jr, Todd A Townsend,  
Jamie L Hudson  
**Agent:** Frank Miller  
**Phone#** 904-354-1980  
**Email:** fmiller@gunster.com

**Address:** 1 Independent Dr, Ste 2300  
Jacksonville, FL 32202

---

### Property Information

**Parcel ID:** 14-05-24-006355-000-00  
**Current Land Use:** RR (Rural Residential)  
**Proposed Land Use:** UC-10 (Urban Core 10)  
**Commission District:** 4, Comm. Condon

**Address:** 2169 Pine Tree Lane, Middleburg, FL  
**Current Zoning:** AR (Agricultural Residential)  
**Acres:** 16.0 +/- acres  
**Planning District:** Middleburg-Clay Hill

---

### Introduction:

This application is a Small-Scale Comprehensive Plan Amendment to the 2045 Future Land Use Map (FLUM). The application would change a single parcel of land from **RR (Rural Residential)** to **UC-10 (Urban Core 10)**. This could equate to a density of 10 units to the acre depending on the zoning district. The Applicant intends to build approximately 65 detached single-family homes.

The subject parcel is located west of Blanding Blvd and north of CR 218, just north of the intersection of Pine Tree Lane and CR 218. The property to the north of the subject parcel has a future land use of Rural Fringe (RF) and underwent a rezoning of the land from AR to RB in 2003. The 29-acre parcel has an approximate density of 3 units to the acre. A companion Rezoning application from AR to RD-2 follows this comprehensive plan amendment. This zoning designation would equate to a density of 4 units to the acre.

Figure 1 – Location Map



Figure 2 – Parcel Map

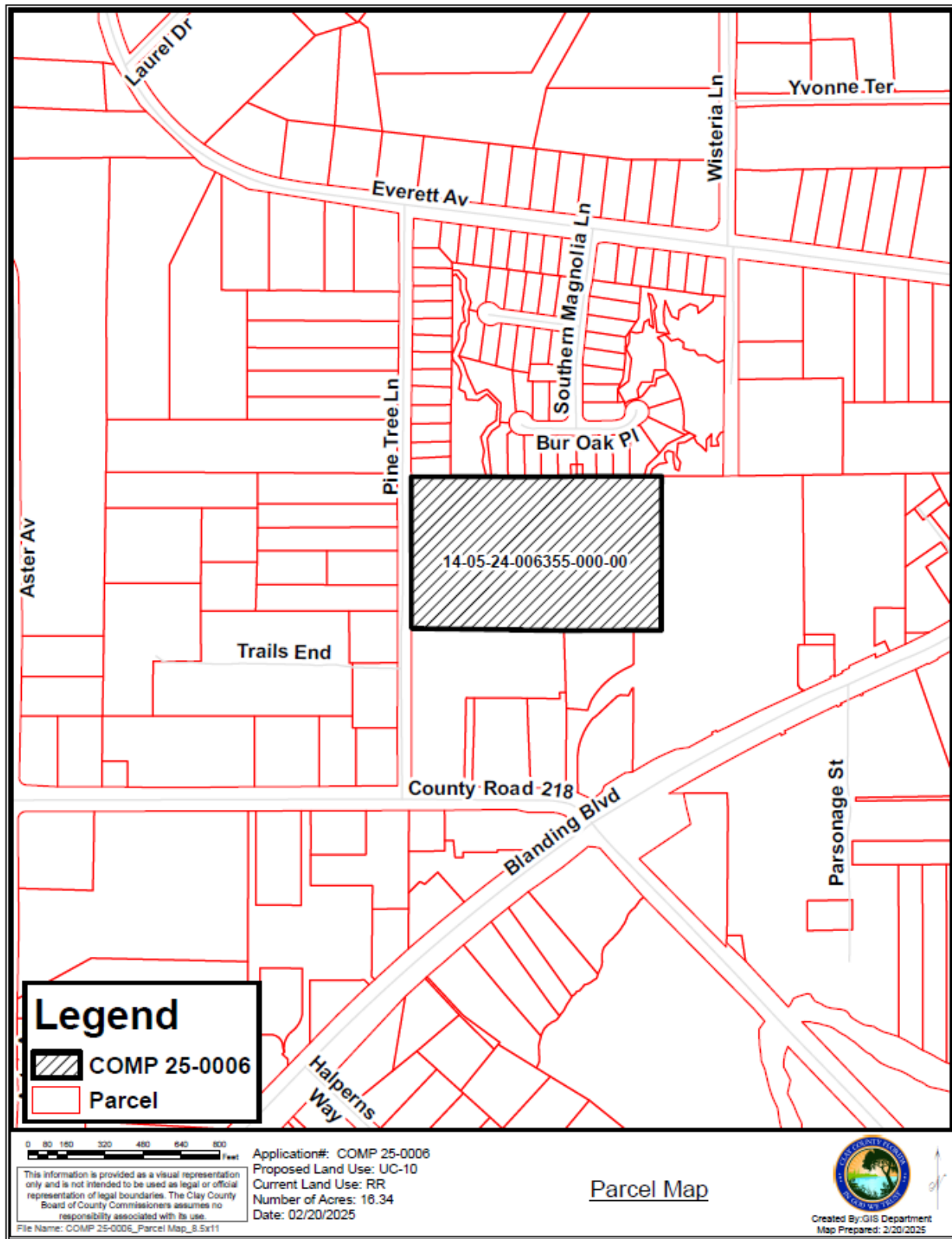




Figure 3 - Aerial Photo



Figure 4 – Existing Future Land Use Designation Map

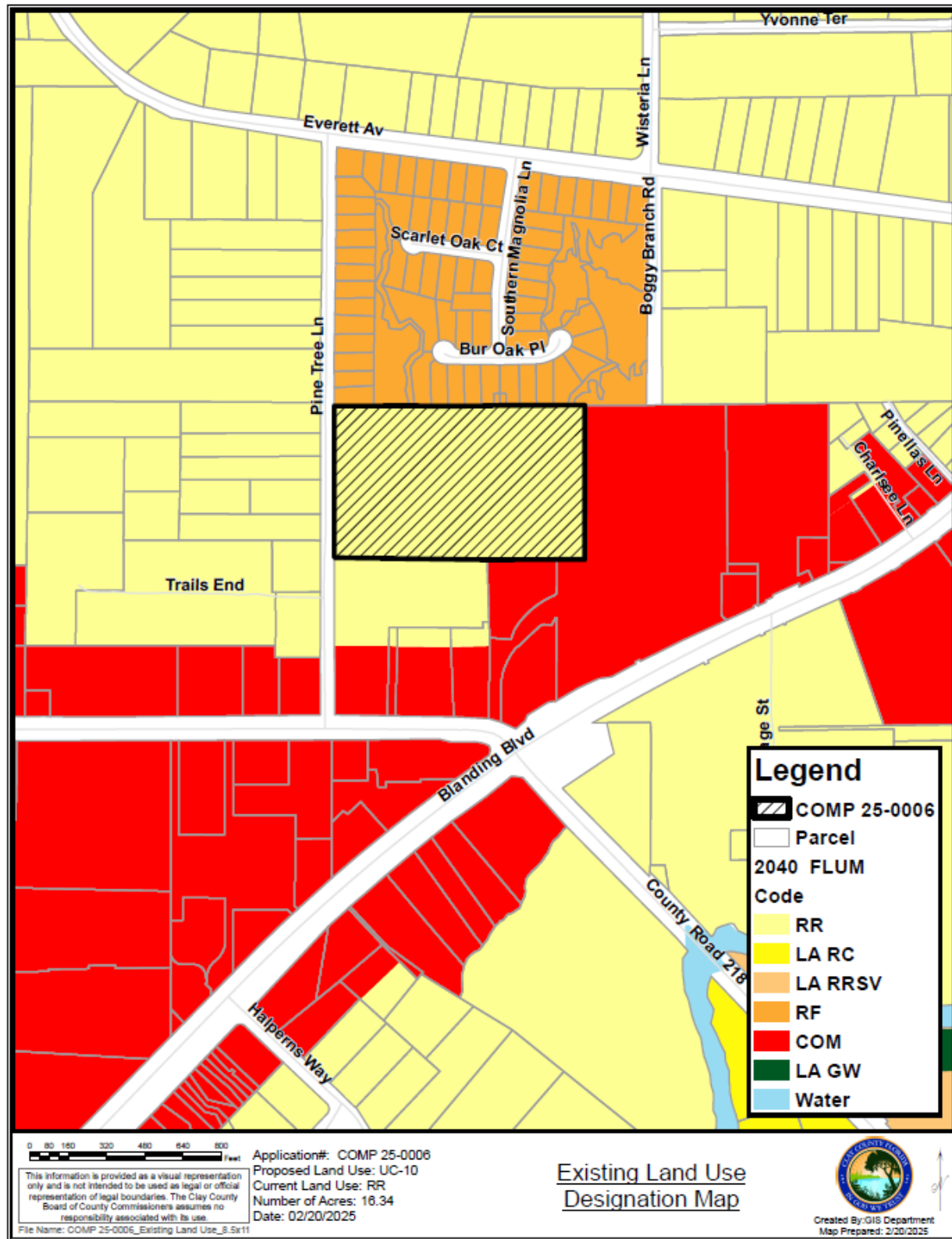




Figure 5 – Proposed Future Land Use Designation Map

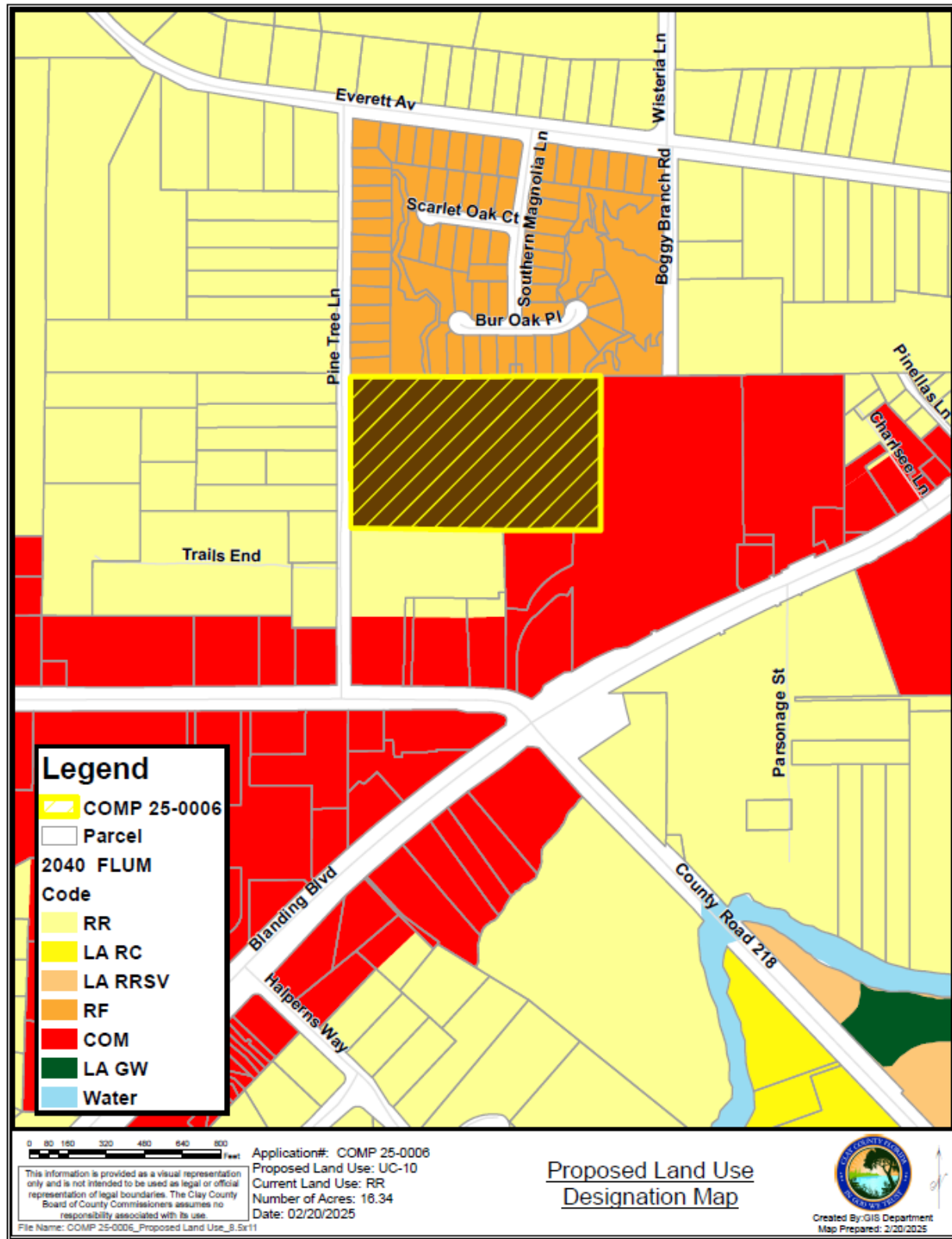
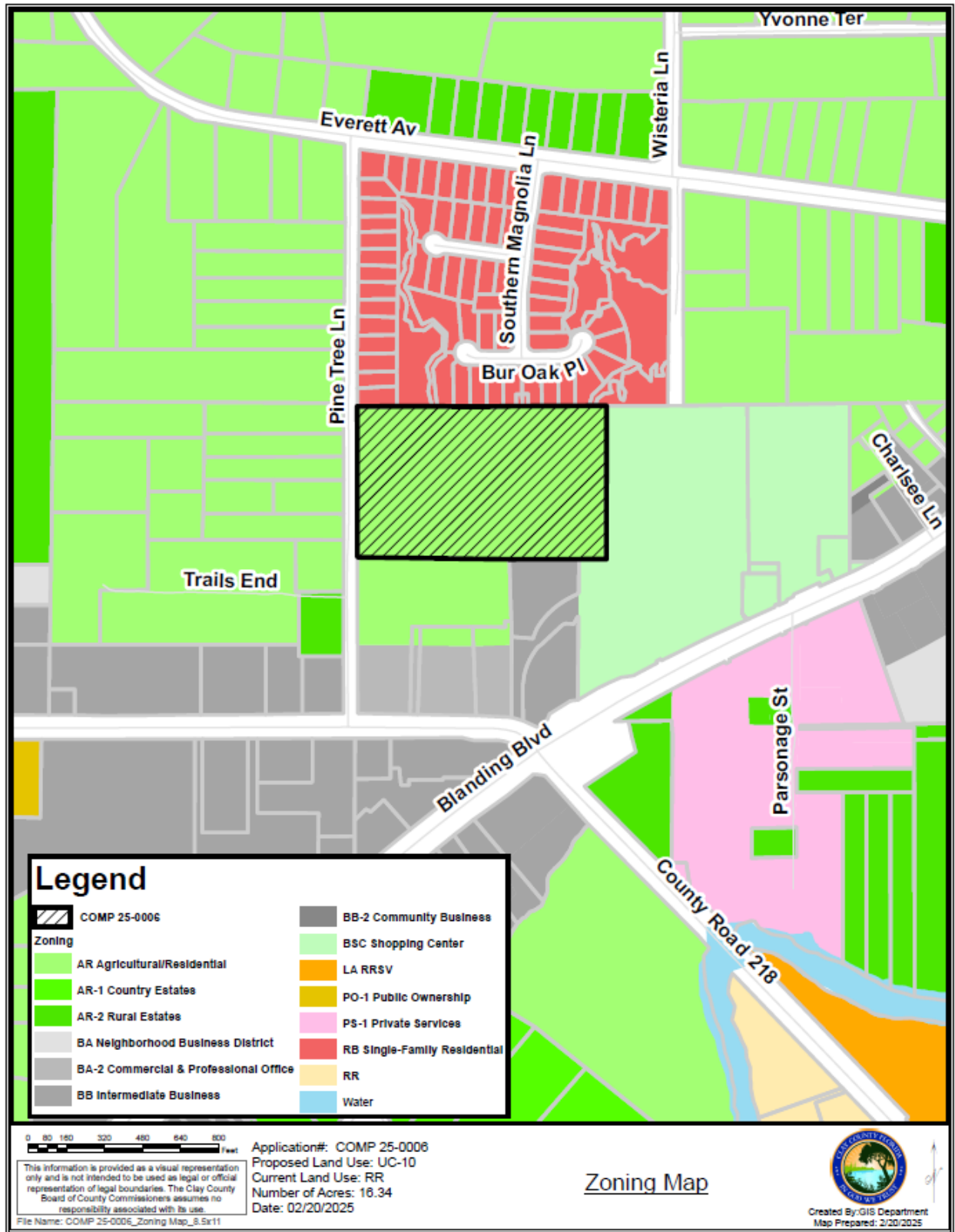


Figure 6 – Zoning Map



36    **Availability of Services**

37    Traffic Facilities:

38    The County's Mobility Fee will apply to development of this property.

39    Schools:

40    The project will be subject to School Impact Fees. There should be adequate student station capacity to  
41    accommodate the project.

43    Recreation:

44    Clay County managed recreation facilities on a County wide basis. In addition to any passive recreational  
45    opportunities that will be presented with this project, the County is on track to meets it LOS recreational  
46    standards presented in the Recreation and Open Space Element of the County's Comprehensive Plan.

48    Water and Wastewater:

49    Water and sewer services are both available for the proposed development.

51    Stormwater/Drainage:

52    Stormwater management for any new construction will need to meet County and Water Management District  
53    standards.

54    Solid Waste:

55    Clay County has existing solid waste capacity to service to the area.

57    **Land Suitability:**

58    Soils:

59    See Figure 7.

60    Flood Plain:

61    The southwest portion of the parcel is in Flood Zone "A". The Applicant will be required to establish a base  
62    flood elevation for this area based on FEMA standards. Development impacts within any floodplain area on  
63    the subject parcel will be required to be mitigated. See Figure 8.

64    Topography:

65    The subject parcel has roughly ten to fifteen feet of slope from a high along the northern edge of the property  
66    to the southern portion moving toward the floodway in the southwestern corner of the site. Drainage for  
67    each lot will need to be accommodated consistent with the SJRWMD standards. See Figure 9.

68    Regionally Significant Habitat:

69    The site is relatively devoid of lands for wildlife habitat or habitat corridors as the area surrounding the subject  
70    property has been developed. See Figure 10.

72    Historic Resources:

73    There are no historic resource structures currently on the subject parcel although historic structure locations  
74    have been mapped to the east and south of the subject parcel. See Figure 11.

75    Compatibility with Military Installations:

76    The subject property is not located near Camp Blanding.

77

Figure 7 – Soil Map

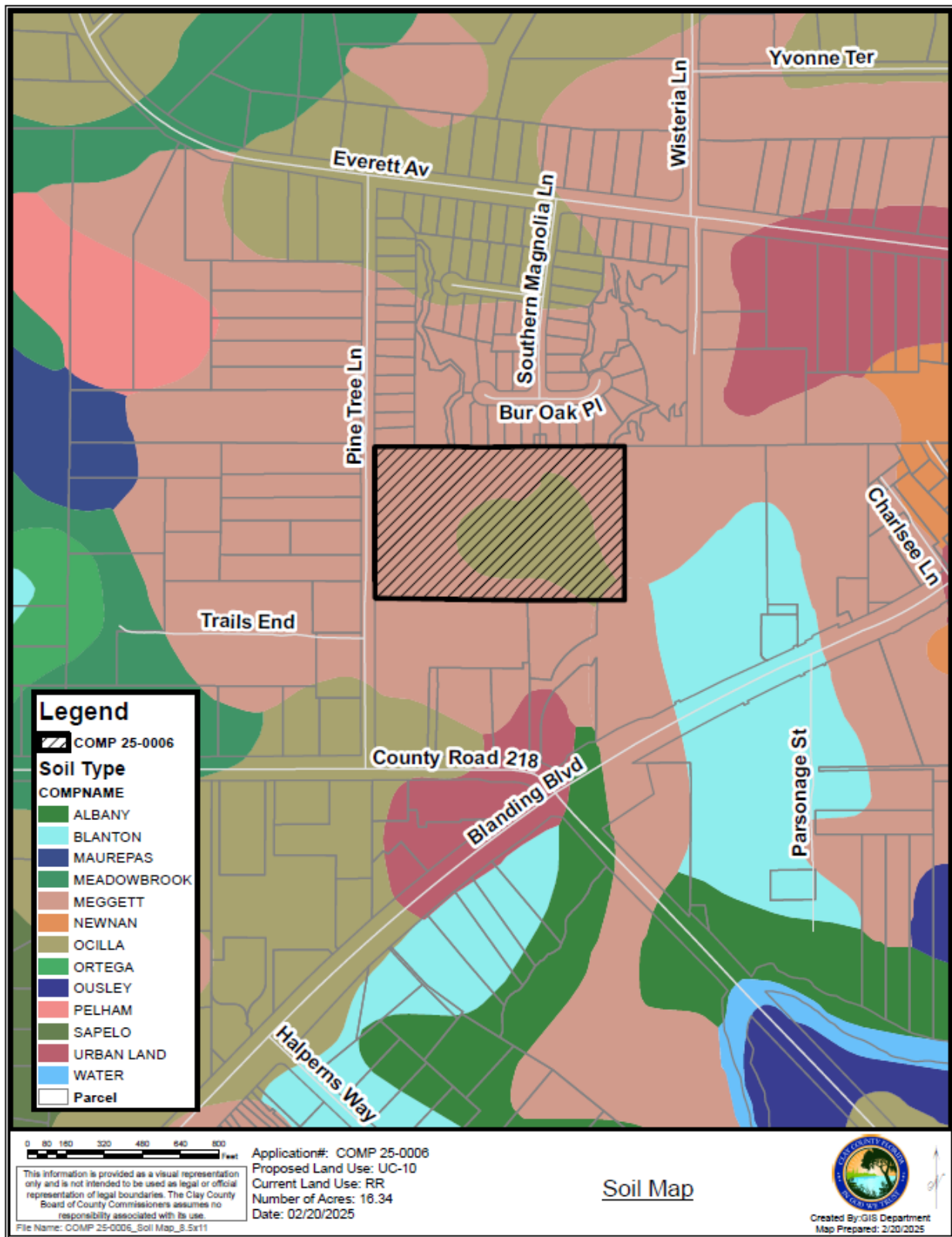


Figure 8 – Flood Zone Map

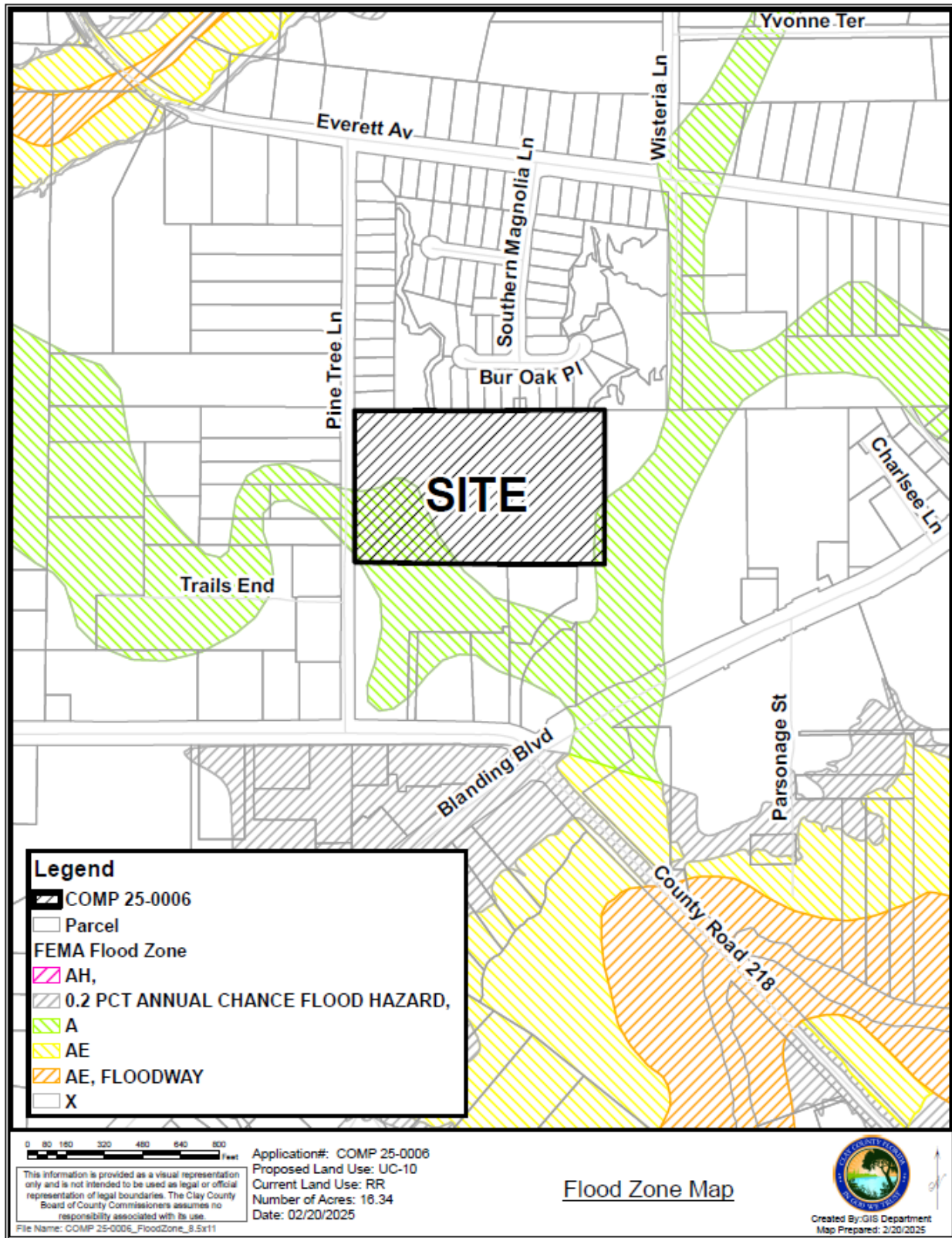




Figure 9 – Topography Map

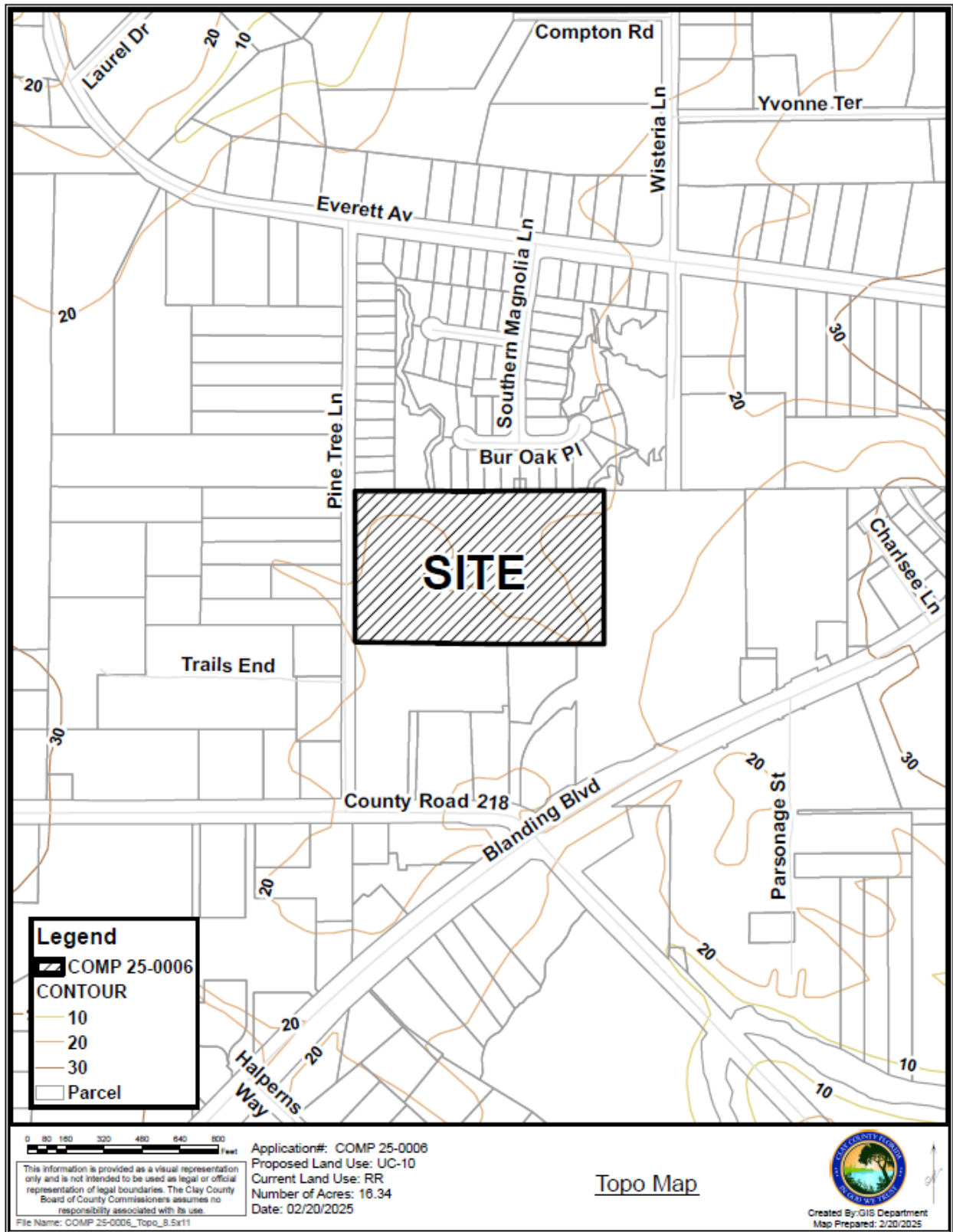


Figure 10 – Habitat Value Map

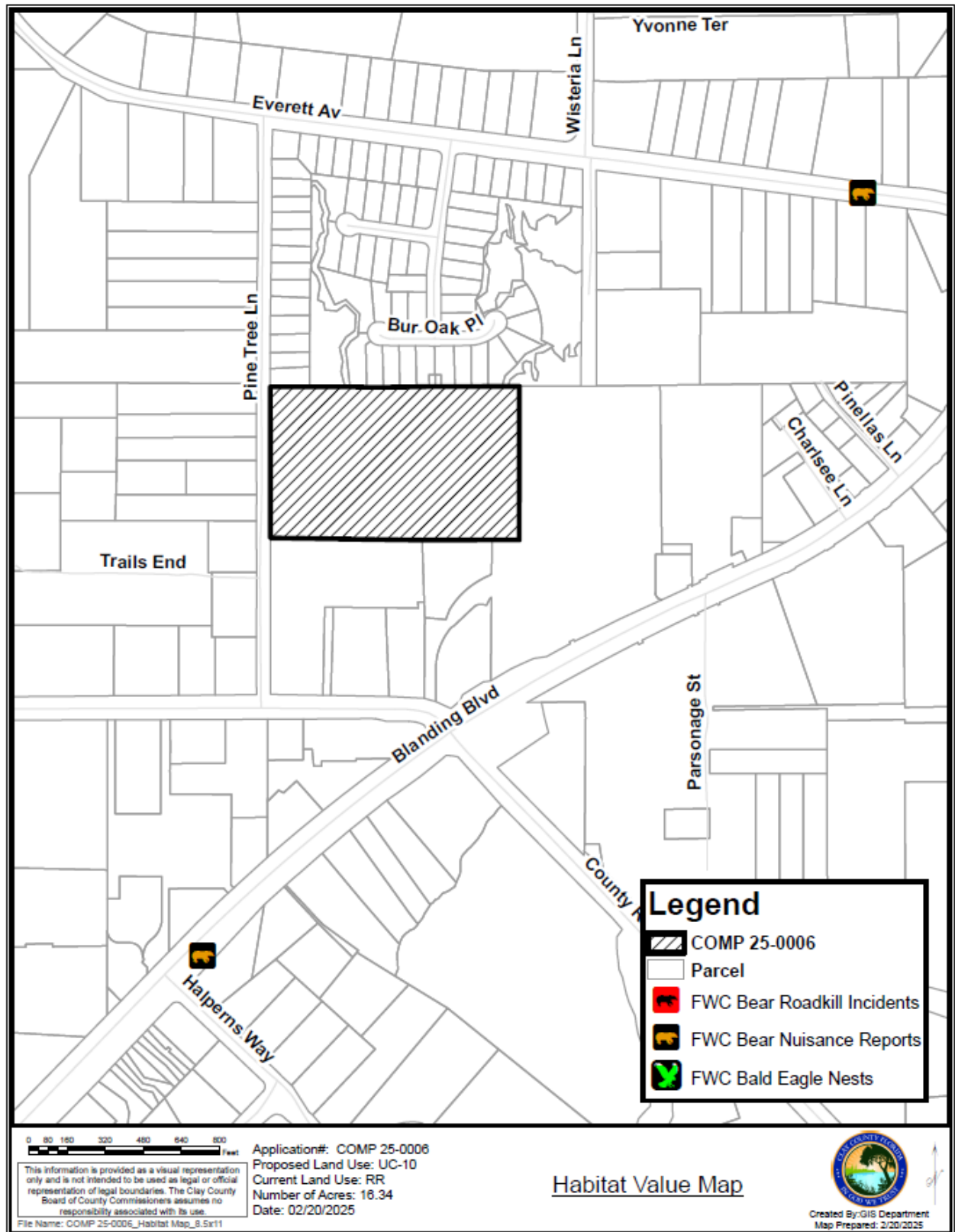
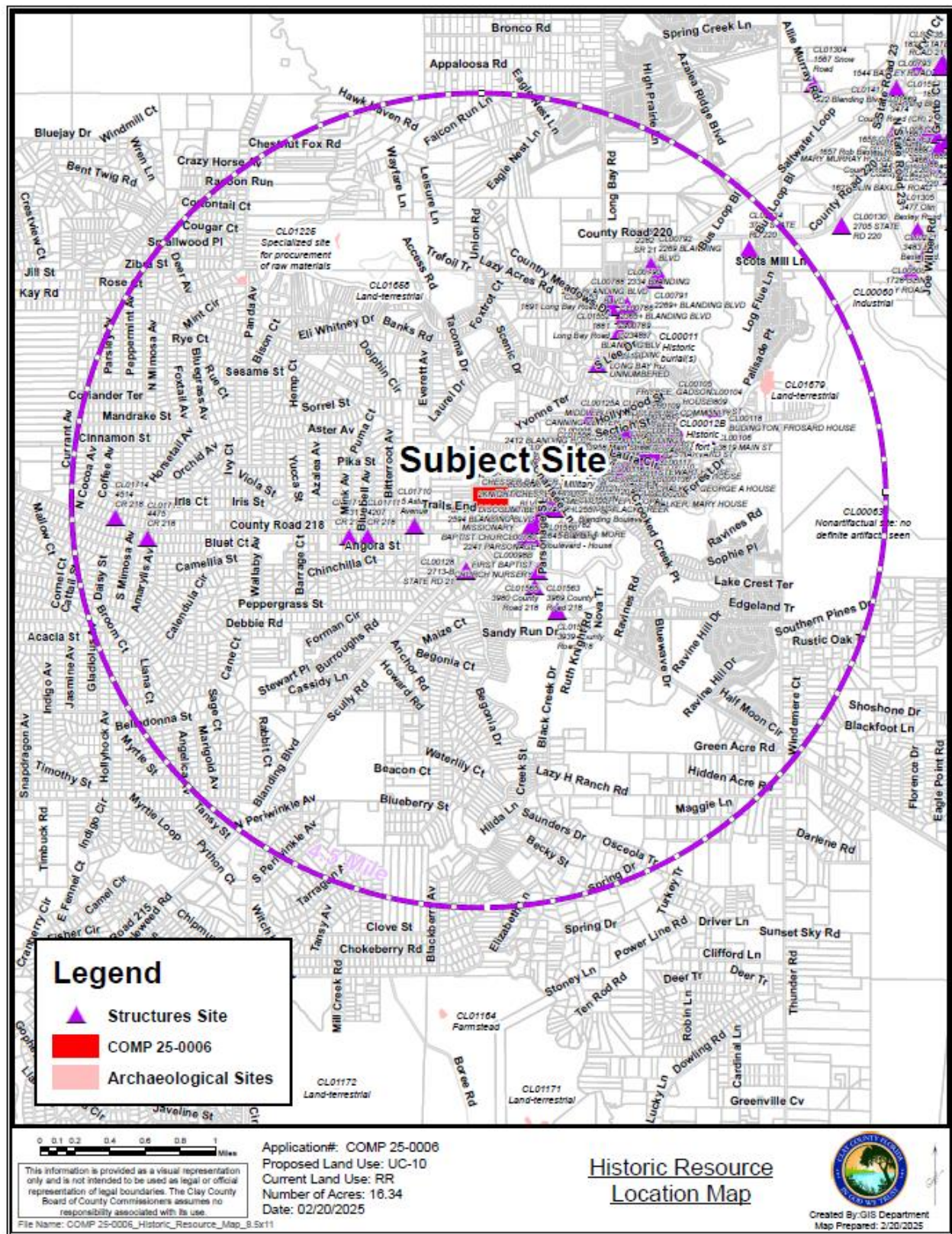




Figure 11 - Historical Resources



88     Relevant Clay County 2040 Comprehensive Plan Policies

89     The following Goals/Objective/Policies relate to the proposed Comprehensive Plan Amendment:

90     FLU Policy 1.4.1.7 Urban Core (10) (UC-10)

91         This designation is intended for land within the core of urban service areas and accessible to  
92         employment centers. Densities in this area shall range from a minimum of two units per net acre and  
93         a maximum of ten units per net acre. This classification includes single-family detached and attached,  
94         cluster and zero lot line dwellings, and multi-family housing. Areas within this category may be  
95         suitable for a higher intensity use, upward to a maximum of ten units per net acres. Densities from  
96         seven to ten units per net acre may be approved if the location meets required points and the  
97         development provides central water and sewer system. Review of specific densities shall be directed  
98         toward preserving the stability and integrity of established residential development and toward  
99         providing equitable treatment of lands with similar characteristics. Design techniques of landscaping,  
100        screening and buffering shall be employed to assure a smooth transition in residential structure types  
101        and densities. A maximum density of 16 units per net acre may be allowed within the Urban Core  
102        (10) designation on the Future Land Use Map for the provision of housing for the elderly or  
103        handicapped and housing for very low-, low-income and moderate-income households. Location  
104        shall be based on need and criteria assessing proximity to the following: employment, mass transit,  
105        health care, parks, commercial services, and central utility services, as detailed in the Housing  
106        Element and land development regulations. A maximum 15 units per net acre may also be allowed  
107        if it is a proposed infill development meeting criteria of a Traditional Neighborhood Development.

108  
109     HOU OBJ 1.1

110         Clay County shall provide appropriate land use categories and land development regulations to allow  
111         for a variety of housing types and values for the additional dwelling units needed to meet the projected  
112         rise in population by the year 2040.

113  
114     HOU POLICY 1.1.1

115         The County shall provide incentives for "in-fill" development in existing urbanized areas in order to  
116         discourage unwarranted urban sprawl.

117  
118     Analysis Regarding Urban Sprawl

119         It is the intent of Clay County to discourage the proliferation of Urban Sprawl. As required by FS 163.3177,  
120         all proposed comprehensive plan amendments are to be analyzed to ensure that urban sprawl and its negative  
121         impacts are not promoted.

- 122     1.     *Promotes, allows, or designates for development substantial areas of the jurisdiction to develop as*  
123             *low-intensity, low-density, or single-use development or uses.*

124     Staff Finding: The proposed future land use change although a single use project, it would allow the  
125                   property to be developed as in-fill development, taking advantage of the mixture of  
126                   commercial uses that already surround the subject parcel.

127 2. *Promotes, allows, or designates significant amounts of urban development to occur in rural areas at*  
128 *substantial distances from existing urban areas while not using undeveloped lands that are available*  
129 *and suitable for development.*

130 Staff Finding: The subject property is currently undeveloped land and is available and suitable for  
131 development based on the presence of existing utilities and the parcel's general location at  
132 the intersection of two major collector roadways. Therefore, the project is not requesting  
133 rural lands to be developed in an urban manner.

134 3. *Promotes, allows, or designates urban development in radial, strip, isolated, or ribbon patterns*  
135 *generally emanating from existing urban developments.*

136 Staff Finding: The proposed amendment is an infill development project located adjacent commercial uses  
137 and relatively dense residential developments. The Land Use of UC 10 allows for a "step-  
138 down" or transition from the Commercial Land Uses to the east and south.

139 4. *Fails to adequately protect and conserve natural resources, such as wetlands, floodplains, native*  
140 *vegetation, environmentally sensitive areas, natural groundwater aquifer recharge areas, lakes, rivers,*  
141 *shorelines, beaches, bays, estuarine systems, and other significant natural systems.*

142 Staff Finding: Future development of the subject parcels will be required to ensure no that natural systems  
143 are negatively impacted by the development.

144

## 145 **Analysis of Surrounding Uses**

146 The proposed future land use amendment would change the parcel acreage (15.01 acres) from RF (Rural  
147 Fringe) to UC 10 (Urban Core 10). This change would be in keeping with the existing character of the  
148 surrounding districts as shown in the table below:

	Future Land Use	Zoning District
North	Rural Fringe	RB (Single-Family Development)
South	Commercial and Rural Residential	BA-2 (Commercial & Professional Office) and AR (Agricultural Residential)
East	Commercial	BSC (Shopping Center District)
West	Rural Residential	AR (Agricultural Residential)

149

## 150 **Recommendation**

151 The Application was heard by the Middleburg / Clay Hill Citizens Advisory Committee on April 21<sup>st</sup>, during  
152 which they offered a recommendation of denial 9-0.

153 Based on the analysis in the Report, Staff finds that the request is consistent with the 2045 Comprehensive  
154 Plan and consistent with the intent of the Land Development Code and therefore recommends approval of  
155 COMP 25-0006.



**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, AMENDING THE CLAY COUNTY 2045 COMPREHENSIVE PLAN INITIALLY ADOPTED PURSUANT TO THE REQUIREMENTS OF SECTION 163.3184, FLORIDA STATUTES, UNDER ORDINANCE NO. 2025-10, AS SUBSEQUENTLY AMENDED, IN ORDER TO AMEND THE FUTURE LAND USE MAP TO CHANGE THE FUTURE LAND USE DESIGNATION OF A SINGLE PARCEL OF LAND (TAX PARCEL IDENTIFICATION # 14-05-24-006355-000-00), TOTALING APPROXIMATELY 16.34 ACRES, FROM RURAL RESIDENTIAL (RR) TO URBAN CORE 10 (UC-10); PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, on March 25, 2025, the Board of County Commissioners of Clay County, Florida (the “Board”), adopted Ordinance No. 2025-10, which adopted the Clay County 2045 Comprehensive Plan (the “Plan”); and,

WHEREAS, Section 163.3184, Florida Statutes, outlines the process for the adoption of comprehensive plans or amendments thereto and provides that Section 163.3187, Florida Statutes, may be followed for plan amendments qualifying as small-scale development; and,

WHEREAS, Application COMP 25-0006 requests an amendment to the Plan; and,

WHEREAS, the Board desires to amend the Plan as provided for below.

Be It Ordained by the Board of County Commissioners of Clay County:

**Section 1.** Clay County Ordinance No. 2025-10, as amended, is amended as provided in Section 2 hereof.

**Section 2.** The adopted Future Land Use Map of the Plan is hereby amended such that the Future Land Use designation for a single parcel of land (tax parcel identification # 14-05-24-006355-000-00), totaling approximately 16.34 acres, described in Exhibit “A-1”, and depicted in Exhibit “A-2” is hereby changed from RURAL RESIDENTIAL (RR) to URBAN CORE 10 (UC-10).

**Section 3.** If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

**Section 4.** The effective date of this Plan amendment shall be 31 days after adoption unless the amendment is challenged pursuant to 163.3187, Florida Statutes. If challenged, the effective date of this amendment shall be the date a final order is issued by the Department of Commerce or the Administration Commission finding the amendment in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective.

**DULY ADOPTED** by the Board of County Commissioners of Clay County, Florida, this \_\_\_\_\_ day of May 27, 2025.

BOARD OF COUNTY COMMISSIONERS  
OF CLAY COUNTY, FLORIDA

By: \_\_\_\_\_  
Betsy Condon, Its Chairman

ATTEST:

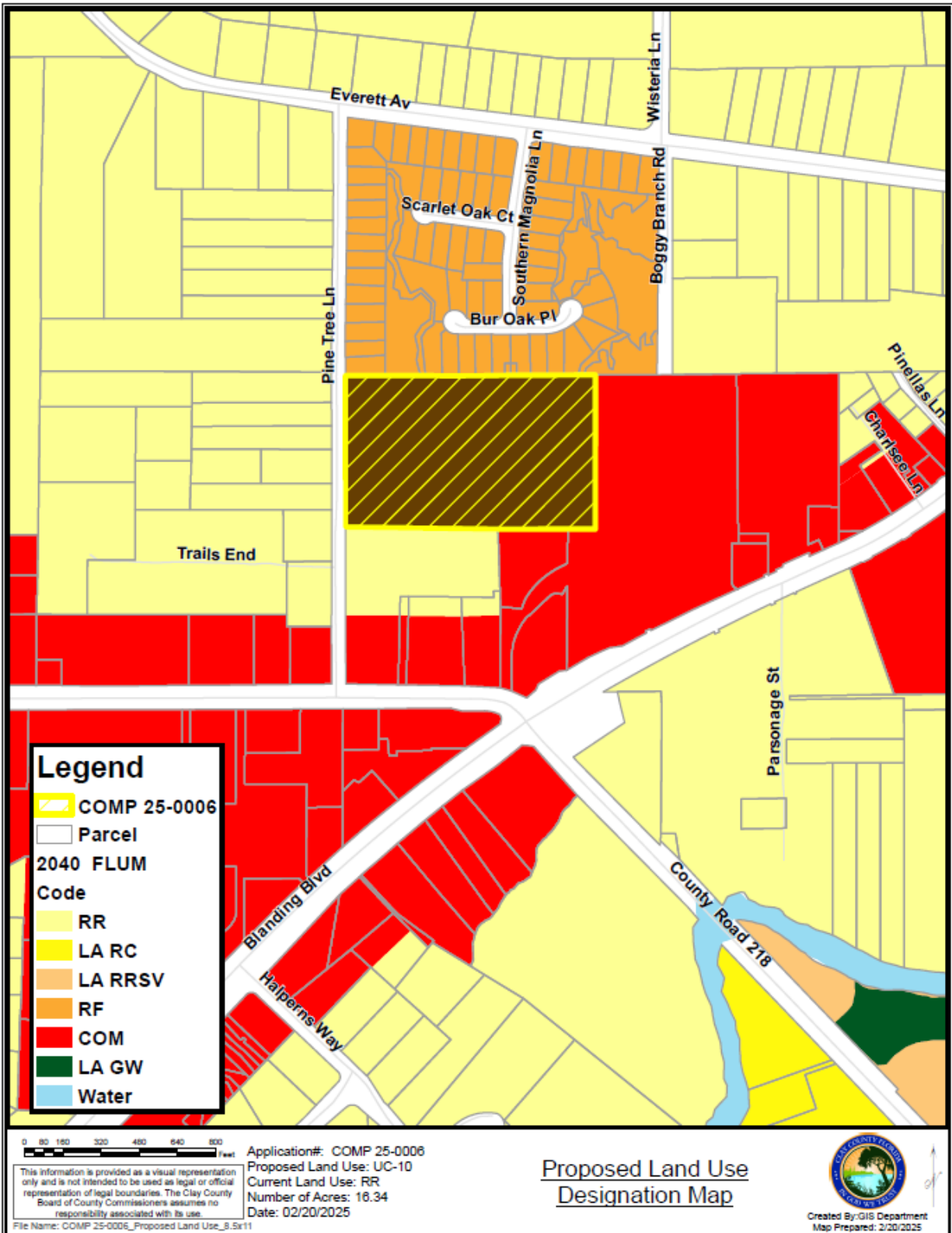
By: \_\_\_\_\_  
Tara S. Green,  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board

Exhibit "A-1"

A parcel of land situated In the North 1/2 Government Lot 6, Section 14, Township 5 South, Range 24 East, Clay County, Florida, said parcel being more particularly described as follows;

Commence at the Southwest corner of said Government Lot 6 thence on the West line thereof, North 00 degrees 04 minutes 30 seconds West, 668.93 feet to the South line of the North 1/2 of said Government Lot 6 and the point of beginning; thence continue North 00 degrees 04 minutes 30 seconds West, 668.93 feet to the South line of Honeysuckle Hill, according to plat thereof recorded In Plat Book 45, pages 28 and 29 of the public records of said county; thence on said South line, and on the South line of Magnolia Heights, according to plat thereof recorded in Plat Book 52, pages 50 through 54 of said public records, North 89 degrees 24 minutes 00 seconds East, 1066.45 feet to the West line of those lands described in Official Records Book 3604, page 1582 of said public records; thence on said West line South 00 degrees 00 minutes 30 seconds East, 666.85 feet to said South line of the North 1/2 of Government Lot 6; thence on said South line, South 89 degrees 17 minutes 20 seconds West, 1065.70 feet to the point of beginning.

Exhibit "A-2"





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## Staff Report and Recommendations for ZON 25-0005



Copies of the application are available at the Clay County  
Administration Office, 3<sup>rd</sup> floor, located at 477 Houston Street Green Cove Springs, FL 32043

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### Owner / Applicant Information:

**Owner:** Todd A Townsend ETAL  
**Agent:** Frank Miller, Gunster  
**Phone:** 904-354-1980  
**Email:** fmiller@gunster.com

---

### Property Information

<b>Parcel ID:</b> 14-05-24-006355-000-00	<b>Parcel Address:</b> 2169 Pine Tree Lane
<b>Current Zoning:</b> AR	<b>Current Land Use:</b> RR
<b>Proposed Zoning:</b> RD-2	<b>Total Acres:</b> 16.00 +/- acres
	<b>Planning District:</b> Middleburg-Clay Hill
<b>Commission District:</b> 4, Comm. Condon	

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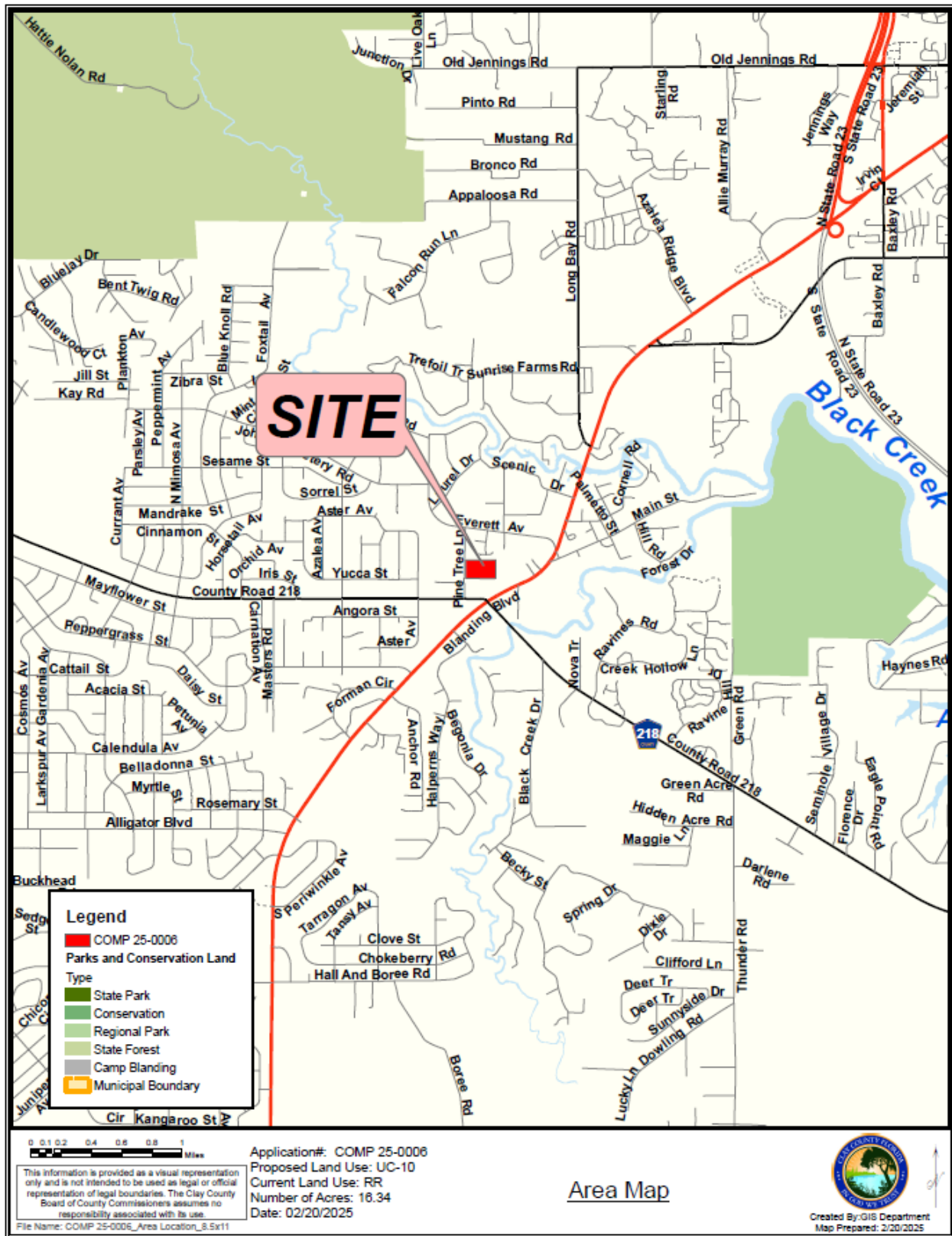
### Introduction:

This application is a request to rezone a parcel of land (16.00±/- acres) from Agricultural Residential (AR) to Multi-family Residential (RD2). Although the request states that RD-2 Zoning District is a multi-family district, the Applicant is actually proposing a 65 unit detached single-family development.

The subject parcel is located west of Blanding Blvd and north of CR 218, just north of the intersection of Pine Tree Lane and CR 218. A companion Comprehensive Plan Amendment application preceded this application and this zoning application is required for compatibility sake.

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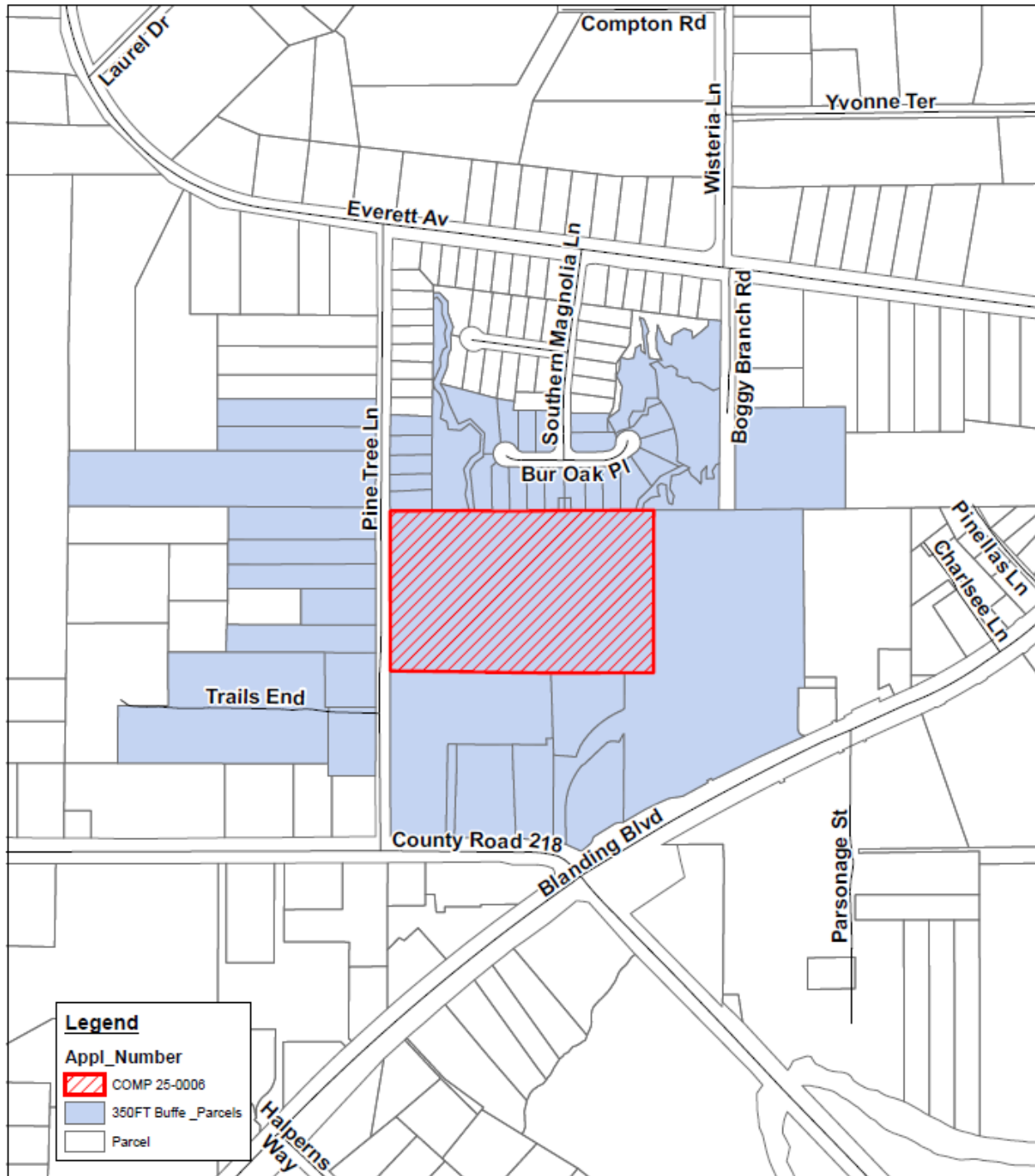
Figure 1 – Location Map



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Figure 2 – Parcel Map



0 255 510 1,020 Feet

**350' Parcel Notifications Map  
ZON 25-0005**



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Figure 3 - Aerial Photo



34

Rezoning: ZON 25-0005  
from AR to RD-2





Figure 4 – Existing Zoning Map

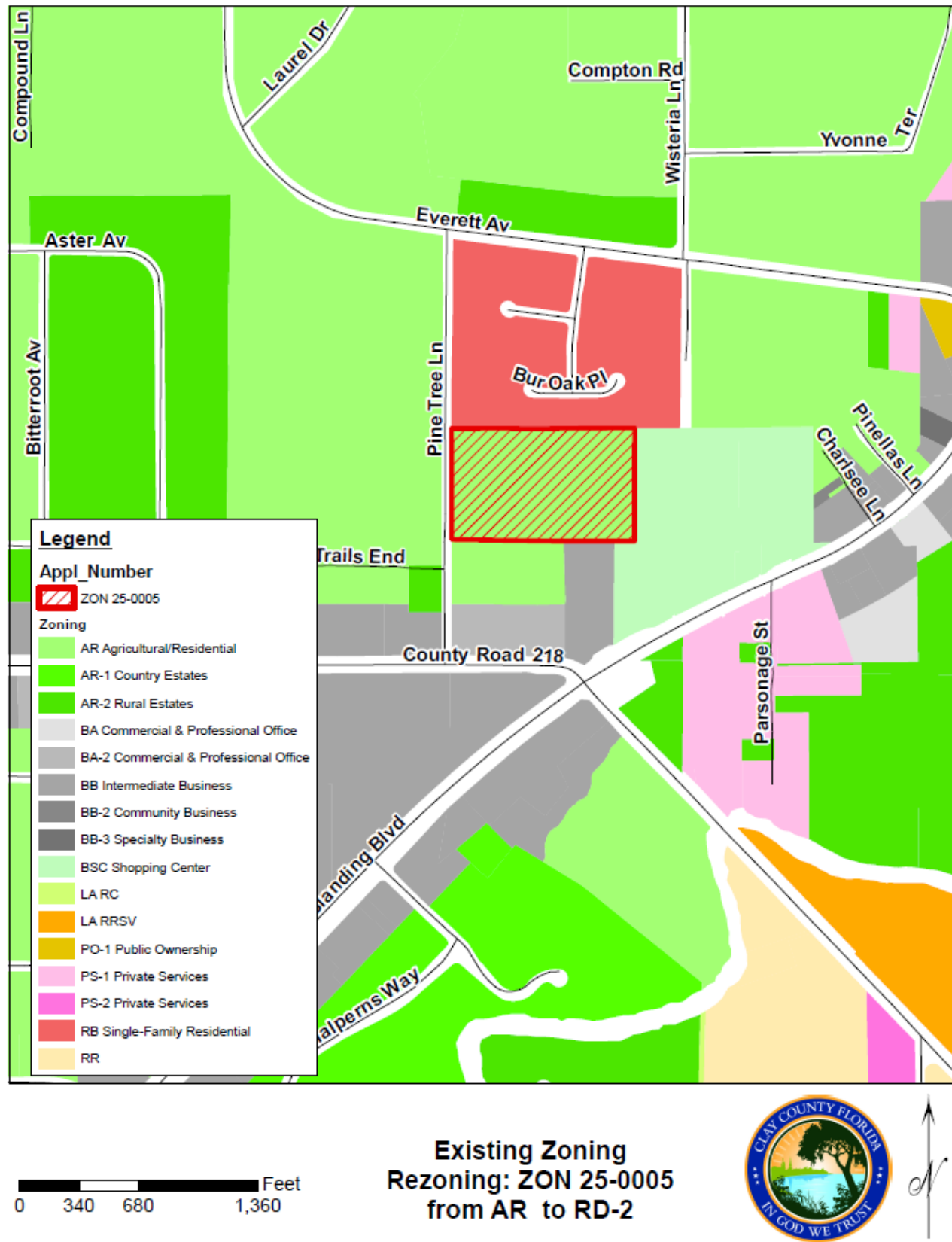
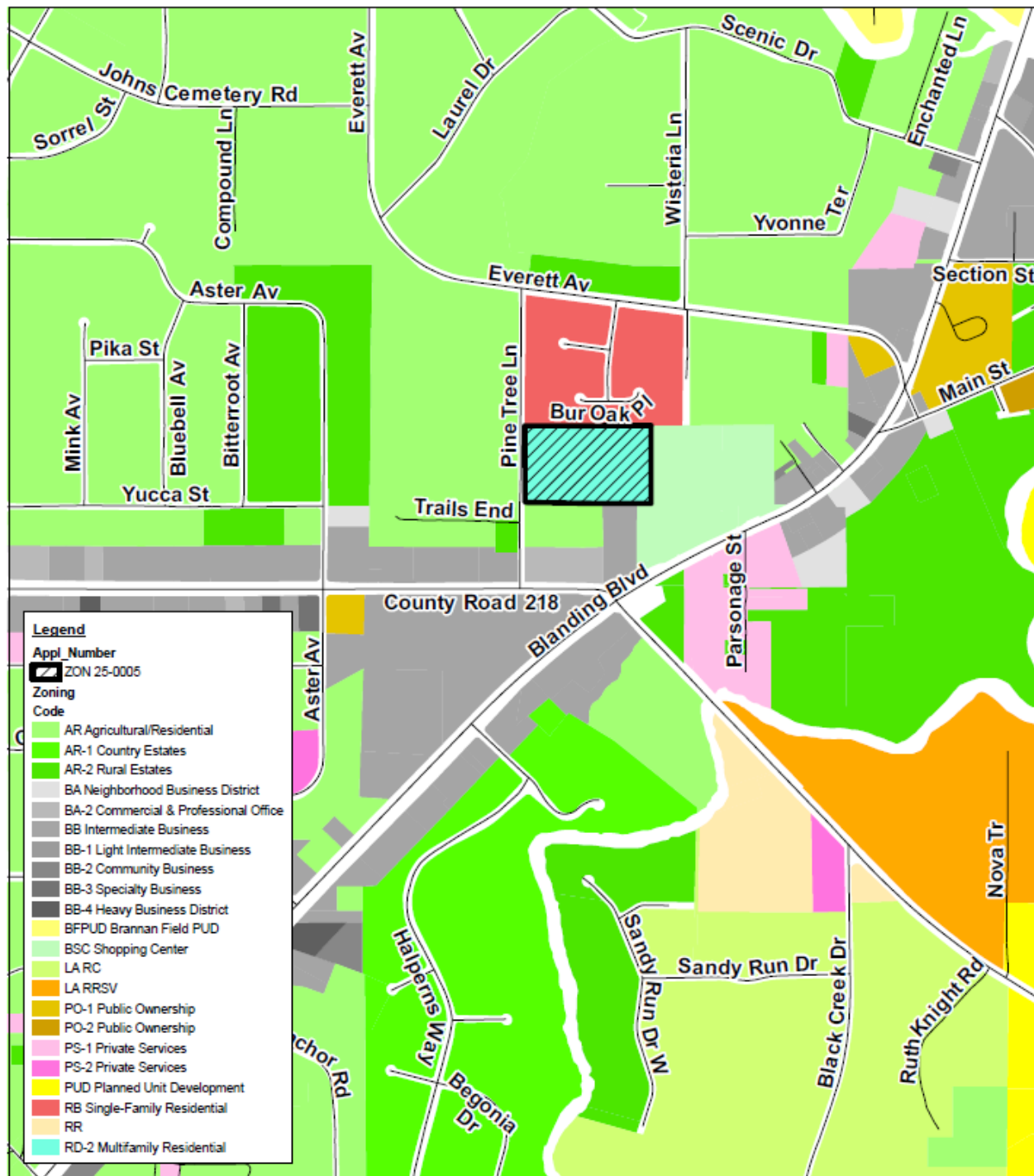


Figure 5 – Proposed Zoning Map



0 500 1,000 2,000 Feet

**Proposed Zoning  
Rezoning: ZON 25-0005  
from AR to RD-2**



**Sec. 3-19. MULTIFAMILY RESIDENTIAL DISTRICT (ZONE RD)**

- (a) *Intent.* All land designated as Zone RD shall be governed by the regulations of this Section and shall be further designated into one of the following sub-districts of RD-1, RD-2, RD-3, and RD-4, and shall be governed as hereinafter set forth. Said lands shall also be subject to the applicable restrictions in Sec. 20.3-10.
- (b) *Uses Permitted.* (All sub-districts.) (Rev. 07/27/2010)
- (1) Single-family attached or detached dwellings, multiple-family dwellings, dormitories, rooming houses, and accessory buildings incidental thereto, subject to the following:
    - (i) On lots of one acre or less:
      - a. no accessory structure shall exceed the height of the primary structure; and,
      - b. all other lot size requirements must be met as established within this Article.
    - (ii) On lots of more than one acre:
      - a. no accessory structure shall exceed the height of the primary structure; and,
      - b. all other lot requirements must be met as established within this Article.
  - (2) No accessory structure or use may be constructed or established on any lot prior to the issuance of a building permit for the principal structure. Accessory structures are prohibited within the side and, with the exception of waterfront lots, front yards. Rev. 05/24/11
  - (3) Satellite dish receivers to serve the development in which located.
  - (4) On-premises consumption of alcoholic beverages within recreation- and clubhouse-type facilities developed as part of a unified plan of development and only for use by the residents and their guests and licensed under Chapter 11-C of the Florida Division of Alcoholic Beverage and Tobacco.
  - (5) Private boat pier or slip for the use of occupants of principal residential structures of the abutting lot; provided said pier or slip does not interfere with navigation.
  - (6) Recreational facilities and areas.
  - (7) Washing facilities for use by residents.
  - (8) Storage of travel trailers, recreational vehicles and boats provided such units are stored in a separate area, landscaped, and maintained. Storage of these units shall not be permitted on individual lots.

(9) Garage sales will be allowed up to a maximum of two garage sales within any calendar year. The duration of each garage sale shall be a maximum of 72 hours and may be conducted only within daylight hours. No sign advertising a garage sale may be placed on any public right-of-way. *Rev. 04/22/08*

(c) *Conditional Uses.* The following uses are permitted in the RD zoning district subject to the conditions provided in Sec. 20.3-5.

(1) Home occupations.

(2) Swimming pools.

(3) Public and private water and sewer facilities.

(4) Temporary buildings or structures.

(5) Public and/or private sewer facilities.

(6) Public Educational Facilities. (Amended 10/99 - Ord. 99-55)

(7) Portable Storage Structures. *Rev. 02/08/11*

(8) Chickens, Backyard Residential. *Rev. 09/22/15*

(9) Residential Group Homes of six or fewer individuals. *Rev. 01/12/16*

(10) Residential Group Homes of seven to fourteen individuals. *Rev. 01/12/16*

(d) *Uses Not Permitted.*

(1) Any use not allowed in (b) or (c) above.

(e) *Density Requirements.*

(1) Land with a zoning classification of RD-1 and a land use designation of Urban Fringe Residential or Urban Core (10) Residential.

With Central Water/Sewer

Four (4) units per acre

Without Central Water/Sewer

Two (2) units per acre

(2) Land with a zoning classification of RD-2, a land use designation of Urban Core (10) Residential, and with central water and sewer facilities shall be developed at a maximum density of six (6) units per acre.

(3) Land with a zoning classification of RD-3, a land use designation of Urban Core (10) Residential, and central water and sewer facilities.

With required points pursuant to Sec. 20.3-10.

10 units per acre



Without points

6 units per acre

- (4) Land within a zoning classification of RD-4, a land use designation of Urban Core (10) Residential, and with required points pursuant to Sec. 20.3-10 and central water and sewer facilities may develop at a density of 10 units per acre. (Amended 4/26/94, Ord. 94-26)(Amended 12/03 – Ord. 03-96)
- (5) Lands within a zoning classification of RD-4, a land use designation of Urban Core (10) Residential, with central water and sewer facilities, which do not meet the points criteria established in Sec. 20.3-10 may develop at a density of six units per acre. (Amended 12/03 – Ord. 03-96)
- (6) Land within a zoning classification of RD-4, a land use designation of Urban Core (16) Residential, and with required points pursuant to Sec. 20.3-10 and central water and sewer facilities may develop at a density of 16 units per acre.
- (7) Lands meeting the points criteria consistent with Sec. 20.3-10, the density bonus criteria for low and moderate income housing identified in Policy 1.3.6 of the Housing Element of the Plan, and having the land use designation of Urban Core (10) may develop at a density of 16 units per acre. Lands meeting the points criteria consistent with Sec. 20.3-10, the density bonus criteria for low and moderate income housing identified in Policy 1.3.6 of the Housing Element of the Plan, and having the land use designation of Urban Core (16) may develop at a density of 20 units per acre

The low- and moderate- income categories to be served by the proposed development shall be defined using Housing and Urban Development (HUD) Standards. Verification of rent ranges consistent with HUD standards shall occur annually in a report submitted to the Planning and Zoning Departments, due each January 1 beginning with the January following zoning approval.

A maximum of one hundred (100) acres within the Urban Core Category may be developed at the density bonus identified above through the 2040 planning period (Amended 12/03 – Ord. 03-96)

(f) *Lot and Building Requirements.*

- (1) Setback of building(s) from property line (all sub-districts):

- |       |                               |                    |
|-------|-------------------------------|--------------------|
| (i)   | Minimum Front Yard            | 20 ft.             |
| (ii)  | Minimum Rear Yard             | 20 ft. or          |
|       |                               | 25 ft. adjacent to |
|       |                               | single family      |
|       |                               | residential        |
| (iii) | Minimum Side Yard - Interior: |                    |
|       | 1 and 2 Units                 | 10 ft.             |
|       | 3 Units and Over              | 10 ft.             |

- 172 (iv) Minimum Side Yard - Street 20 ft.
- 173 (2) *Accessory Buildings (Not to exceed one (1) story).*
- 174
- 175 (i) Minimum Setback from Lot Line
- 176 Front 20 ft.
- 177 Rear 5 ft.
- 178 Side 5 ft.
- 179
- 180 (3) *Building Spacing.* For more than one building on a single lot:
- 181
- |             |            |            |           |           |           |
|-------------|------------|------------|-----------|-----------|-----------|
| Front/Front | Front/Side | Front/Rear | Rear/Rear | Rear/Side | Side/Side |
| 60 ft.      | 40 ft.     | 60 ft.     | 40 ft.    | 30 ft.    | 20 ft.    |
- 182
- 183 (4) Visual Barrier: Proposed multi-family development shall be buffered from adjacent
- 184 land within the residential land use categories identified in Section 20.3-8, unless said
- 185 adjacent land zoned for multi-family development at the time of proposed
- 186 development, with a twenty-five (25) foot building setback, ten (10) foot landscaped
- 187 area, minimum six (6) foot high opaque barrier (fence or vegetation) and tree planting
- 188 thirty (30) foot on center. (Ord 94-\_\_\_ 4/26/94)
- 189
- 190 (5) All structures shall be set back a minimum of 50 feet landward from the ordinary high
- 191 water line or mean high water line, whichever is applicable; for waters designated as
- 192 Aquatic Preserves or Outstanding Florida Waters, the setback will be 100 feet. These
- 193 setbacks shall not apply to structures on lots or parcels located landward of existing
- 194 bulkheads permitted by the St. Johns River Water Management District or Florida
- 195 Department of Environmental Protection.
- 196
- 197 (6) Waterfront lot widths shall be a minimum of one hundred feet at the ordinary high
- 198 water line or the mean high water line, whichever is applicable. Lot width shall be
- 199 measured by the chord terminated by the property corners at the ordinary high water
- 200 line or the mean high water line as applicable. (amended 5/05 Ord. 05-18)
- 201 (g) Required Plan Submittal. Preliminary plans shall accompany all applications for multi-family
- 202 zoning. The preliminary shall include the following information: (amended 3/94 – Ord. 94-
- 203 19)
- 204 (1) Property line survey and legal description.
- 205
- 206 (2) A topographic survey. The most recent USGS topographic survey may be utilized if
- 207 no better topographic information is available.
- 208
- 209 (3) An approximate location of buildings, streets, parking facilities, screening, number of
- 210 units, floor area of units, number of living units in plan, land use calculations, common
- 211 ownership areas, proposed buffers between dissimilar land uses.
- 212
- 213 (4) Vicinity map.

- (h) Final Development Plan. If rezoning approval is granted, a building permit will not be issued until the applicant has submitted to the Development Review Committee for their approval a final development plan which shall include the following: (Amended 3/94 Ord. 94-19)
- (1) A topographic survey which may be drawn to scale of one hundred (100) feet to one (1) inch by a registered surveyor and/or engineer showing:
    - (i) The location of existing property or right-of-way lines for both private property and public property, streets, buildings, water courses, transmission lines, sewers, bridges, culverts and drain pipes, water mains, and any public utility easements.
    - (ii) Wooded areas, streams, lakes, marshes, and other physical conditions affecting the site.
    - (iii) Existing contours shown at a contour interval of one (1) foot.
  - (2) A development plan drawn at a scale of one hundred (100) feet to one (1) inch and showing:
    - (i) The boundaries of the site, topography, and proposed grading plan.
    - (ii) Proposed streets and street names, and other vehicular and pedestrian circulation systems including off-street parking.
    - (iii) The use, size, and location of all proposed building sites.
    - (iv) Location and size of open space recreation areas and facilities.
    - (v) Location and width of buffer zones.
  - (3) A utility service plan showing:
    - (i) Existing drainage and sewer lines.
    - (ii) The disposition of sanitary waste and storm water.
    - (iii) The source of potable water.
    - (iv) Location and width of all utility easements or rights-of-way.
    - (v) Plans for the special disposition of storm water drainage when it appears that said drainage could substantially harm a body of surface water.
  - (4) A landscaping plan showing:
    - (i) Landscaped areas.

- 253 (ii) Locations, height, and material for walks, fences, walkways, and other man-  
254 made landscape features.  
255
- 256 (iii) Any special landscape features such as, but not limited to man-made lakes,  
257 land sculpture, and waterfalls.  
258
- 259 (5) Statistical information:
- 260 (i) Total acreage of the site.  
261
- 262 (ii) Maximum building coverage expressed as a percent of the area.
- 263 (iii) Required Recreation. Recreation space equal to or greater than ten (10)  
264 percent of the net acreage for the development shall be provided. (Ord. 94-26  
265 4/26/94)  
266
- 267 (iv) Calculated density for the proposed section.
- 268 (6) Phase Development. In the event the proposed multi-family project is planned to be  
269 built in phases, the applicant may submit final development plans for the phase of the  
270 project for which he is requesting a building permit, provided that the preliminary plans  
271 required under Paragraph (g) of this Section will include information indicating which  
272 phase will be the initial phase, and the plan for developing the other phases.
- 273
- 274 (7) Any substantial deviation from the approved development plan which affects the intent  
275 and character of the development, the density or land use pattern, the location or  
276 dimension of streets, or similar substantial changes shall be reviewed by the Clay  
277 County Board of County Commissioners. A request for a revision of the development  
278 plan shall be supported by a written statement demonstrating the reasons the revisions  
279 are necessary or desirable. Minor changes which do not affect the intent or character  
280 of the development may be approved by the Development Review Committee.  
281
- 282 (i) Fencing Requirements - Visual Barriers. Solid walls, fences, or planting screens of an  
283 appropriate height shall be required as a part of the site plan: (amended 3/94 Ord 94-19)  
284
- 285 (1) Where it is deemed necessary to separate residential from non-residential land uses;
- 286 (2) Where it is deemed necessary to separate incompatible residential land uses;
- 287 (3) Where appropriate buffering shall be provided in the development plan to separate uses  
288 in the proposed development from dissimilar adjacent land uses.  
289
- 290 (j) Parking and Road Requirements. Off-street parking shall be provided at the rate of one (1)  
291 space per studio unit, one and one-half (1 1/2) spaces per one (1) bedroom units, two (2) spaces  
292 per two (2), three (3) or more bedroom units. Parking lots, driveways, and streets within the  
293 project shall be designed to discourage through traffic. Through-driveways shall be located at  
294 least twenty-five (25) feet from buildings. (amended 7/94 - Ord. 94-30)

295 Analysis of Proposed Rezoning Amendment

296 In reviewing the proposed application for Rezoning, the following criteria may be considered along with such  
297 other matters as may be appropriate to the particular application:

298  
299 (a) Whether the proposed change will create an isolated district unrelated to or incompatible with  
300 adjacent and nearby districts;

301 *Staff Finding: This application is a rezoning that changes a single parcel to a more consistent zoning district*  
302 *to allow for a compatible product to be developed. The surrounding properties to the east and south are*  
303 *commercial in nature. It is a common land use process to buffer lower densities which exist to the west and*  
304 *north of the subject parcel. The rezoning should not create an unrelated district.*

305 (b) Whether the district boundaries are illogically drawn in relation to the existing conditions on the real  
306 property proposed for change;

307 *Staff Finding: At the time the district boundaries were drawn they were completely logical. As time has*  
308 *progressed and development has ensued, it is appropriate to respond to the growth and demand in the area*  
309 *for additional housing choices. The proposed change will allow for a single-family development, consistent*  
310 *with the surrounding communities and provide smaller lots, which are much more affordable.*

311 (c) Whether the conditions which existed at the time the real property was originally zoned have changed  
312 or are changing, and, to maintain consistency with the Plan, favor the adoption of the proposed Rezoning;

313 *Staff Finding: The regions character is changing and developing in a robust fashion. The subject parcel is*  
314 *located in a central portion of the County and in close proximity to goods and services required by single-*  
315 *family development. There are transportation systems, emergency services, schools and commerce in place*  
316 *to support the development. The proposed development can also serve as a buffer to the historically lower*  
317 *density residential uses to the west of the subject property*

318 (d) Whether the affected real property cannot be used in accordance with existing zoning;

319 *Staff Finding: The parcel could be used with the existing AR zoning in place albeit at a much lower density.*

320 (e) Whether the proposed Rezoning application is compatible with and furthers the County's stated  
321 objectives and policies of the Plan;

322 *Staff Finding: The proposed rezoning is compatible with the Comprehensive Plan and supports the intent*  
323 *of the future land use designation.*

324 (f) Whether maintenance of the existing zoning classification for the proposed Rezoning serves a  
325 legitimate public purpose;

326 *Staff Finding: There is no public purpose served by keeping the zoning district boundaries in their current*  
327 *locations on the subject parcel.*

328 (g) Whether maintenance of the status quo is no longer reasonable when the proposed Rezoning is  
329 inconsistent with surrounding land use;

330 *Staff Finding: The proposed rezoning will not be inconsistent with the surround land use and it would no*  
331 *longer be reasonable to sustain the existing zoning in this location.*

332 (h) Whether there is an inadequate supply of sites in the County for the proposed intensity or density  
333 within the district already permitting such intensity or density.

334 *Staff Finding: The are few sites in the County within the Urban Service Boundary and that already have the*  
335 *commercial investment and transportation systems in place to support residential development.*

336

### 337 **Analysis of Surrounding Uses**

338 The proposed rezoning would change a parcel of land (16.00 acres) from Agricultural Residential (AR) to  
339 Multi-Family Residential (RD-2). This change would be in keeping with the evolving character of the  
340 surrounding districts as shown in the table below:

	Future Land Use	Zoning District
North <i>rezoned in 2003</i>	Rural Fringe	RB (Single-Family Development)
South <i>rezoned in 1988 for the commercial portion</i>	Commercial and Rural Residential	BA-2 (Commercial & Professional Office) and AR (Agricultural Residential)
East <i>rezoned in 1998</i>	Commercial	BSC (Shopping Center District)
West	Rural Residential	AR (Agricultural Residential)

341

### 342 **Recommendation**

343 The Application was heard by the Middleburg / Clay Hill Citizens Advisory Committee on April 21<sup>st</sup>, during  
344 which they offered a recommendation of denial 9 to 0.

345 Based on the analysis in the Report, Staff finds that the request is consistent with the 2045 Comprehensive  
346 Plan and consistent with the intent of the Land Development Code and therefore recommends approval of  
347 ZON 25-0005.

348

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY FLORIDA, PURSUANT TO ARTICLE III OF THE CLAY COUNTY LAND DEVELOPMENT CODE, KNOWN AS THE ZONING AND LAND USE LDRs ADOPTED PURSUANT TO ORDINANCE 93-16, AS AMENDED, PROVIDING FOR THE REZONING OF A SINGLE PARCEL OF LAND (TAX PARCEL IDENTIFICATION # 14-05-24-006355-000-00), TOTALING APPROXIMATELY 16.34 ACRES, FROM AGRICULTURAL/RESIDENTIAL (AR) TO MULTI-FAMILY RESIDENTIAL (RD-2); PROVIDING A DESCRIPTION; PROVIDING AN EFFECTIVE DATE.**

Be It Ordained by the Board of County Commissioners of Clay County:

**Section 1.** Application ZON 25-0005 seeks to rezone certain real property (tax parcel identification #14-05-24-006355-000-00) (the Property) described in Exhibit “A-1”, and depicted in Exhibit “A-2”.

**Section 2.** The Board of County Commissioners approves the rezoning request. The zoning classification of the Property is hereby changed from Agricultural/Residential (AR) to Multi-family Residential (RD-2).

**Section 3.** Nothing herein contained shall be deemed to impose conditions, limitations or requirements not applicable to all other land in the zoning district wherein said lands are located.

**Section 4.** The Building Department is authorized to issue construction permits allowed by zoning classification as rezoned hereby.

**Section 5.** This Ordinance shall become effective upon the Ordinance adopting the comprehensive plan amendment requested in Application COMP 25-0006 becoming effective.

**DULY ADOPTED** by the Board of County Commissioners of Clay County, Florida, this \_\_\_\_\_ day of May 27, 2025.

BOARD OF COUNTY COMMISSIONERS  
OF CLAY COUNTY, FLORIDA

By: \_\_\_\_\_

Betsy Condon, Its Chairman

ATTEST:

By: \_\_\_\_\_

Tara S. Green,  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board

Exhibit “A-1”

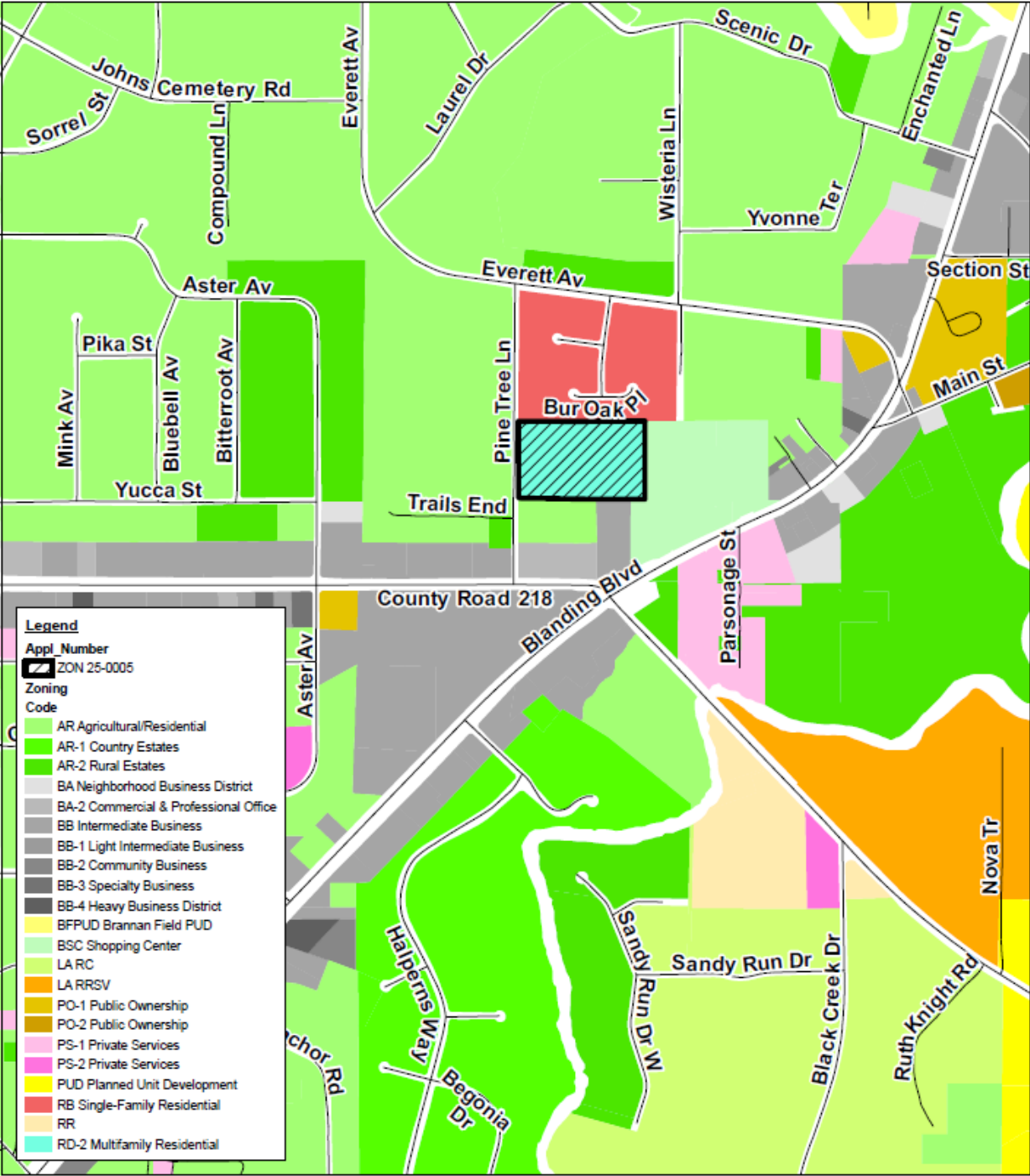
**Clay Parcel No. 14-05-24-006355-000-00**

A parcel of land situated In the North 1/2 Government Lot 6, Section 14, Township 5 South, Range 24 East, Clay County, Florida, said parcel being more particularly described as follows;

Commence at the Southwest corner of said Government Lot 6 thence on the West line thereof, North 00 degrees 04 minutes 30 seconds West, 668.93 feet to the South line of the North 1/2 of said Government Lot 6 and the point of beginning; thence continue North 00 degrees 04 minutes 30 seconds West, 668.93 feet to the South line of Honeysuckle Hill, according to plat thereof recorded In Plat Book 45, pages 28 and 29 of the public records of said county; thence on said South line, and on the South line of Magnolia Heights, according to plat thereof recorded in Plat Book 52, pages 50 through 54 of said public records, North 89 degrees 24 minutes 00 seconds East, 1066.45 feet to the West line of those lands described in Official Records Book 3604, page 1582 of said public records; thence on said West line South 00 degrees 00 minutes 30 seconds East, 666.85 feet to said South line of the North 1/2 of Government Lot 6; thence on said South line, South 89 degrees 17 minutes 20 seconds West, 1065.70 feet to the point of beginning.



Exhibit "A-2"



0 500 1,000 2,000 Feet

**Proposed Zoning  
Rezoning: ZON 25-0005  
from AR to RD-2**





Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Planning Commission

DATE: 4/28/2025

FROM: Jenni Bryla, AICP, Zoning  
Chief

**SUBJECT:**

The Planning Commission has continued this item to their August 5th meeting. Staff requests a continuance to the August 12th BCC meeting.

**A. COMP 25-0009**

This application is a FLUM Amendment to change 10.01 acres from Rural Residential (RR) to Urban Core 10 (UC-10).

**B. ZON 25-0010**

This application is a Rezoning to change from Agricultural Residential (AR) to Multi-family Residential District (RD-4).

**AGENDA ITEM TYPE:**

---

**BACKGROUND INFORMATION:**

The subject parcel is located east side of the CSX active railroad tracks and on the south side of Russell Road/CR 209. Two parcels are undeveloped land and the 3<sup>rd</sup> parcel has one mobile home located on it.

**Planning Requirements:**

**Public Hearing Required (Yes\No):**

**Hearing Type:**

**Initiated By:**

**Owner:** Donnie & Janice Walker

**Agent:** Colin Groff (Black Creek Engineering)

**ATTACHMENTS:**

Description	Type	Upload Date	File Name
▢ Staff Report for COMP 25-0009	Cover Memo	5/29/2025	COMP_25-0009 - _SR_-_SS-CPA_- _Final_jbada.pdf
▢ Ordinance COMP 25-0009	Ordinance	5/29/2025	COMP_25-0009- ORD_-_sscpa_- DRAFT_jbada.pdf
▢ Staff Report for COMP 25-0009	Cover Memo	5/29/2025	COMP_25-0009 - _SR_-_SS-CPA_- _Final_jbada.pdf
▢ Staff Report for ZON 25-0010	Cover Memo	5/29/2025	ZON_25-0010 - _PC_Staff_Report_- _finalada.pdf
▢ Ordinance ZON 25-0010	Ordinance	5/29/2025	ZON_25-0010- _Ordinance_- _final_jbada.pdf

**REVIEWERS:**

Department	Reviewer	Action	Date	Comments
Economic and Development Services	Hamilton, Alyssa	Approved	6/19/2025 - 7:13 AM	Item Pushed to Agenda



**Staff Report and Recommendations for COMP 25-0009**

Copies of the application are available at the Clay County Administration Office, 3<sup>rd</sup> floor, located at 477 Houston Street Green Cove Springs, FL 32043

**Owner / Applicant Information:**

**Owner:** Donnie & Janice Walker  
**Agent:** Colin Groff (Black Creek Engineering)  
**Phone:** (904) 759-8930  
**Email:** [cdgroff@bellsouth.net](mailto:cdgroff@bellsouth.net)

**Property Information**

<b>Parcel IDs;</b> 29-05-26-014446-001-03 & 32-05-26-014459-000-00 and 29-05-26-014443-001-00	<b>Parcel Address:</b> south side of CR 209/Russell Road, adjacent to the railroad tracks, west of Highway 17
<b>Current Land Use:</b> RR (Rural Residential)	<b>Current Zoning:</b> AR (Agricultural Residential)
<b>Proposed Land Use:</b> UC-10 (Urban Core 10)	<b>Total Acres:</b> 10.01 +/- acres
<b>Commission District:</b> 5, Comm. Burke	<b>Planning District:</b> The Springs

**Introduction:**

This application is a Small-Scale Comprehensive Plan Amendment to the 2045 Future Land Use Map (FLUM). The application would change the Land Use on three parcels of land from RR (Rural Residential) to UC-10 (Urban Core 10). The Applicant is proposing 98 townhome units.

**Exhibit A**

The subject parcel is located east side of the CSX active railroad tracks and on the south side of Russell Road/CR 209. Two parcels are undeveloped land and the 3<sup>rd</sup> parcel has one mobile home located on it.

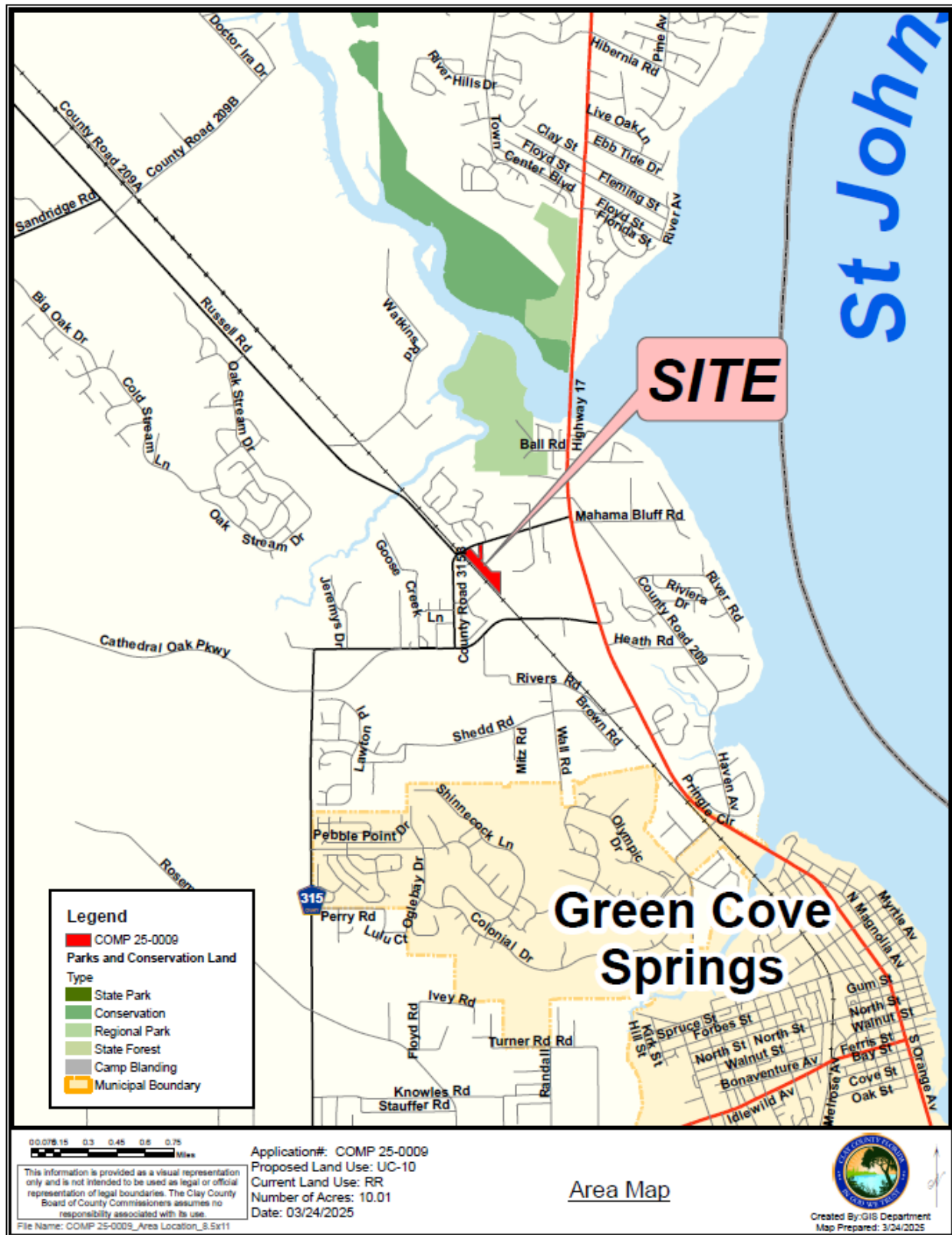
The proposed site plan for the request is presented in Exhibit A.

A companion Rezoning application from AR to RD-4 follows this comprehensive plan amendment.



28  
29

Figure 1 – Location Map



30



Figure 2 – Parcel Map

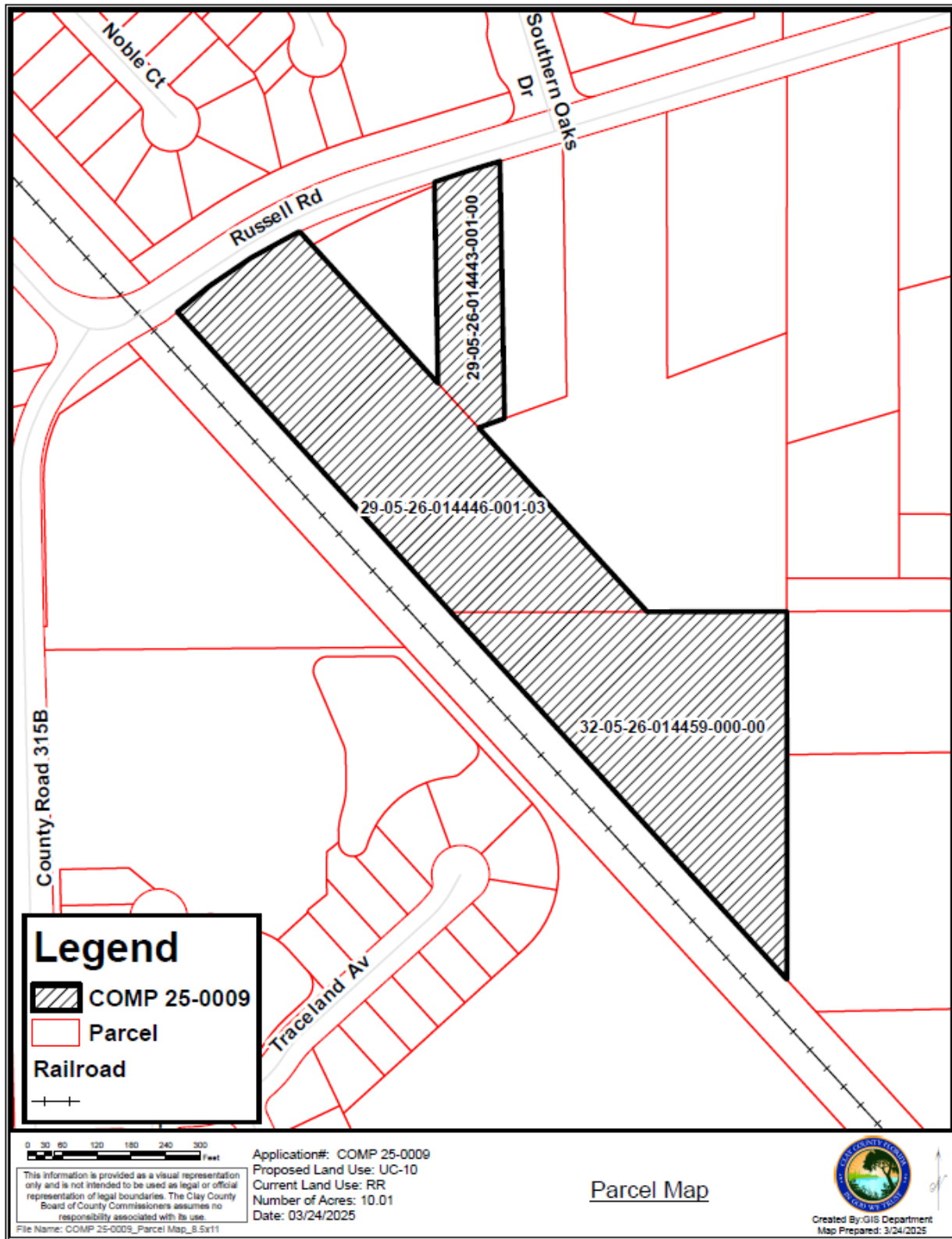




Figure 3 - Aerial Photo

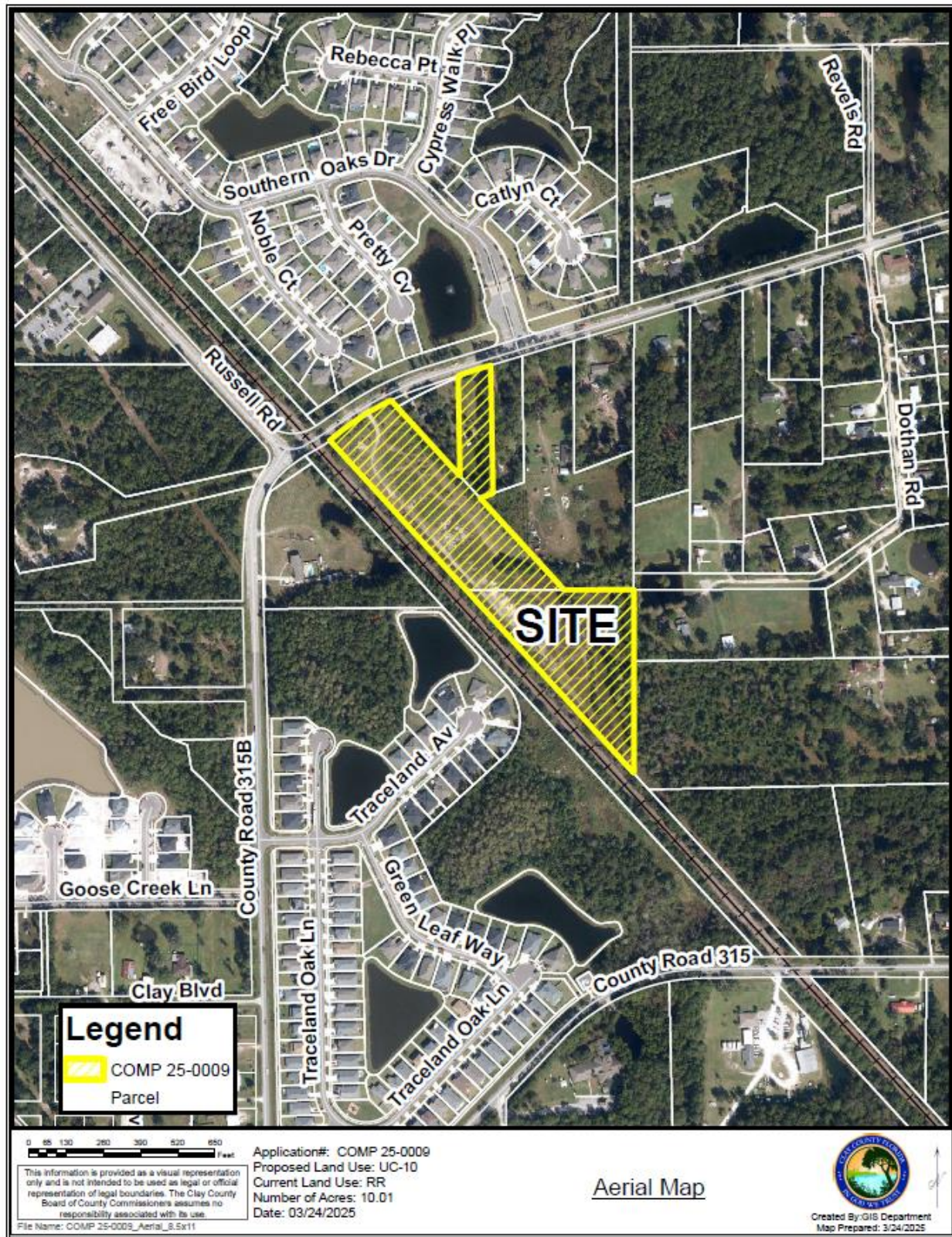




Figure 4 – Existing Future Land Use Designation Map

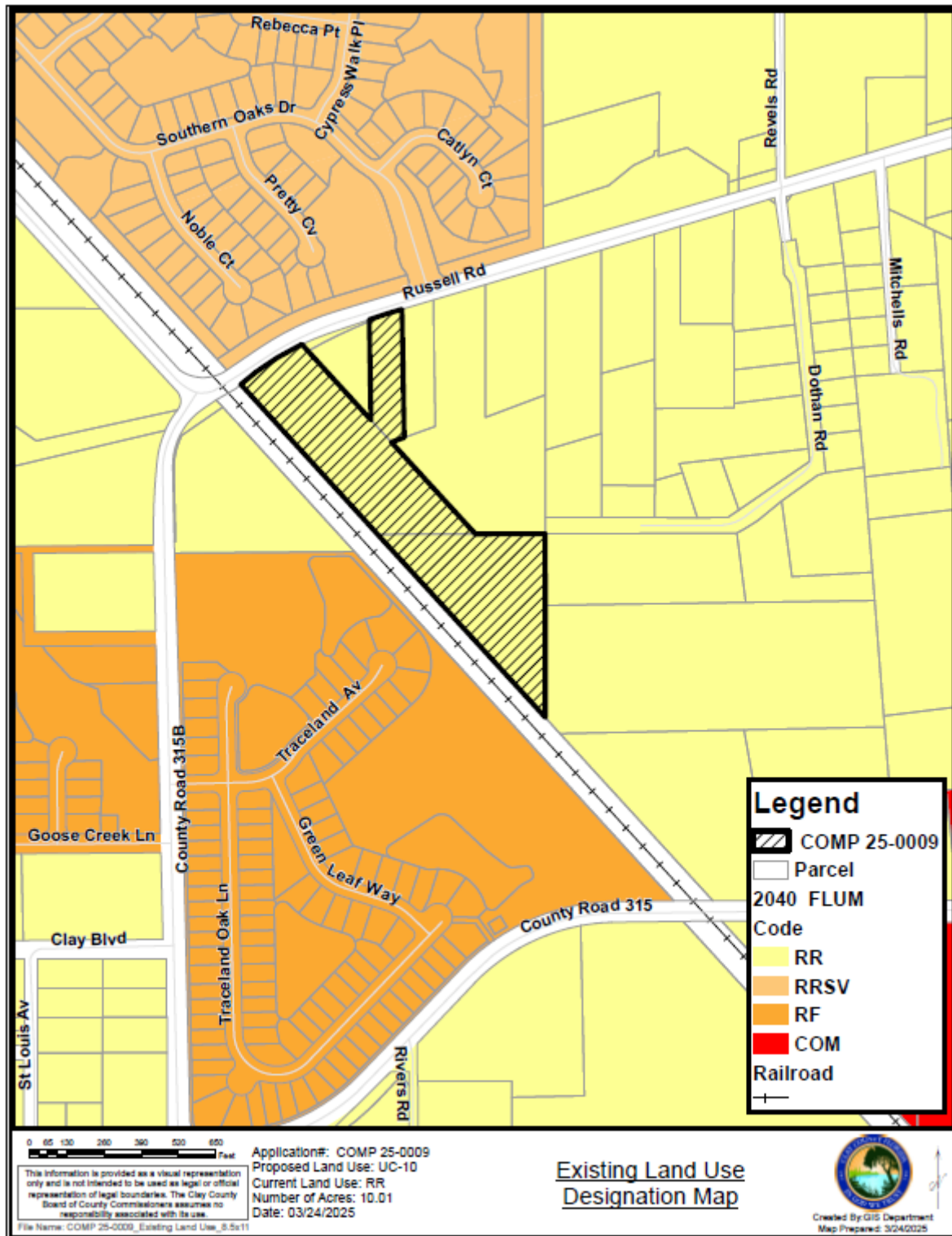




Figure 5 – Proposed Future Land Use Designation Map

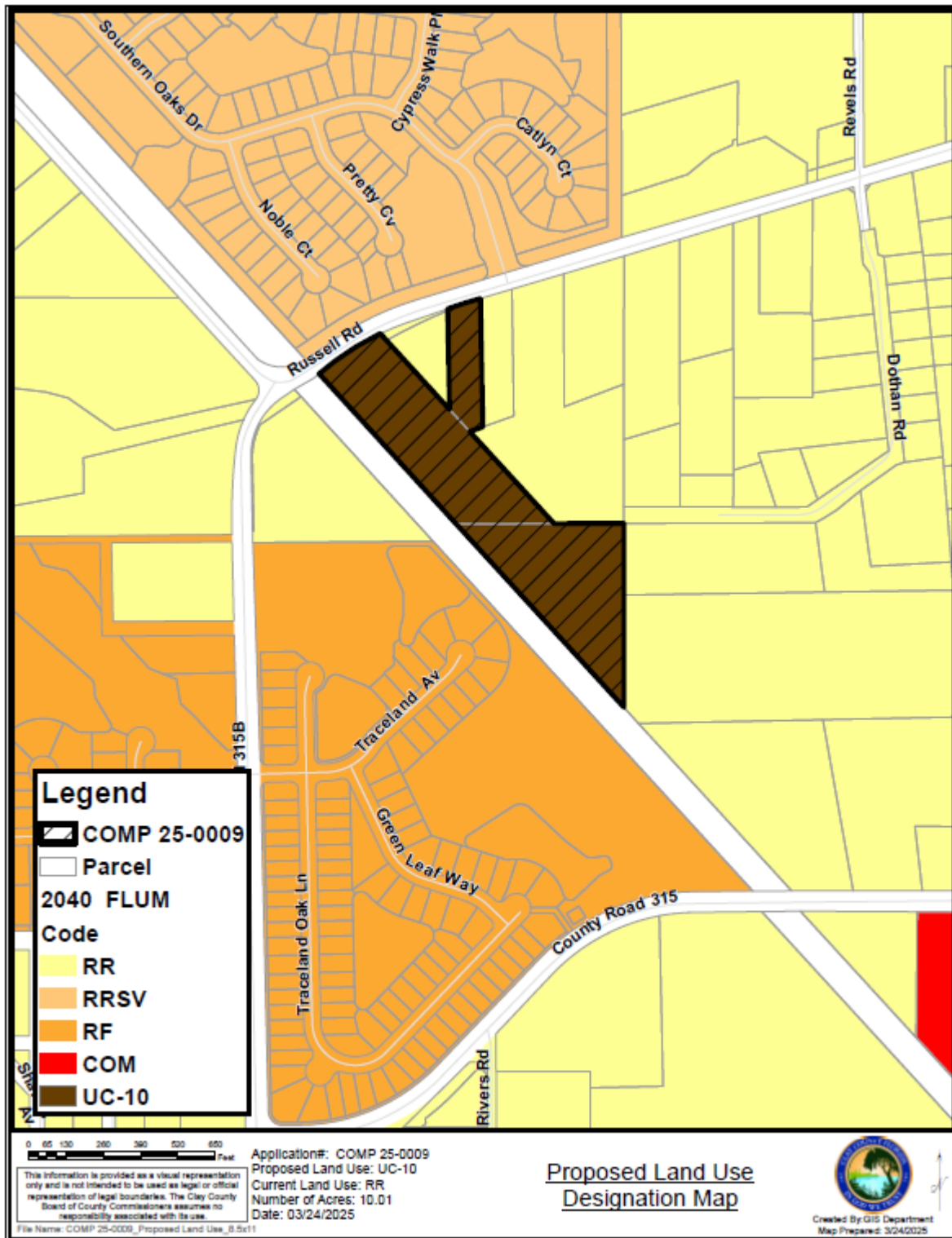
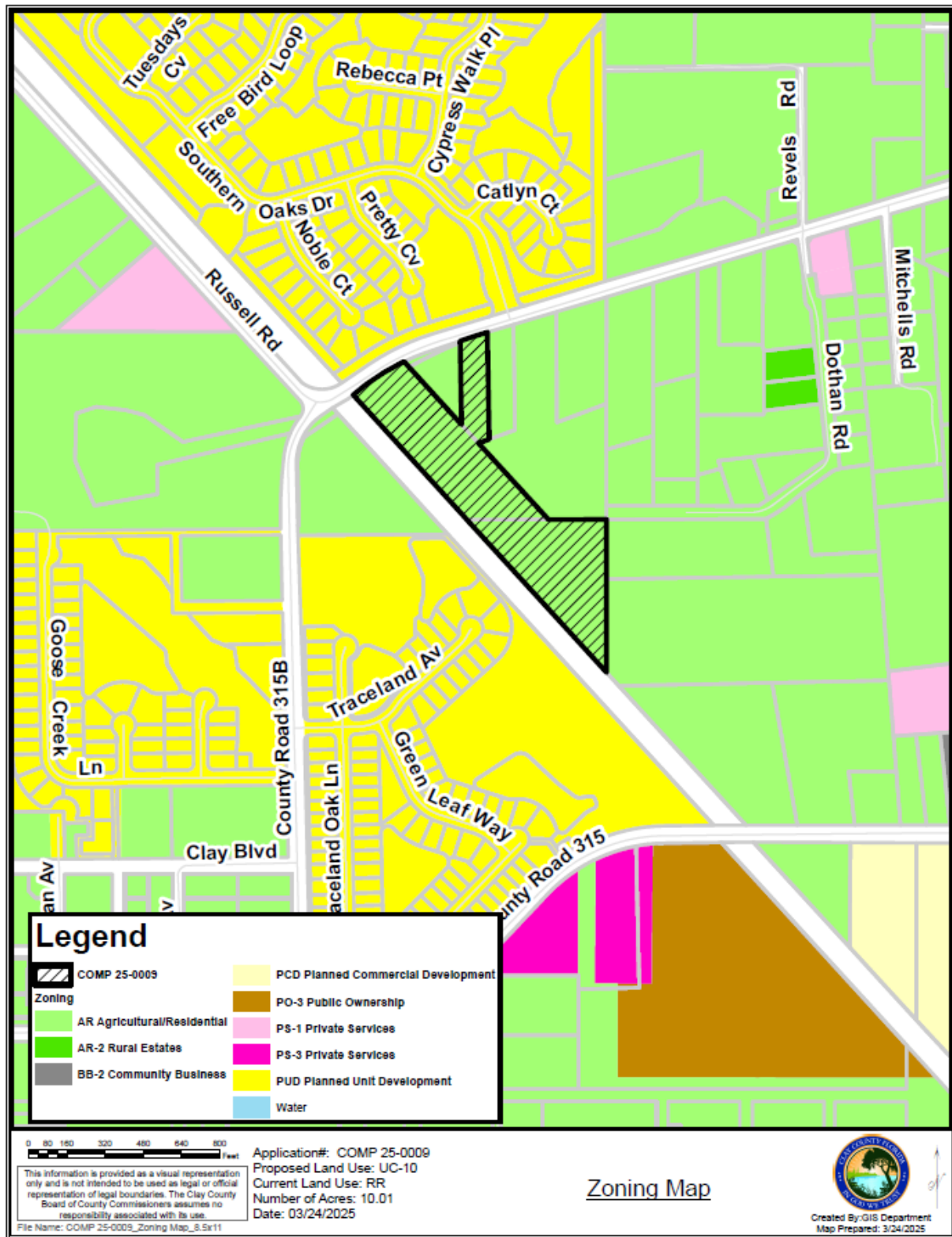


Figure 6 – Zoning Map



43

44 **Availability of Services**

45 **Summary of Application**

46

COMP 25-0009	Acreage	Existing Land Use Category	Existing Maximum Intensity	Proposed Land Use Category	Proposed Maximum Intensity	Net Increase in Maximum Density
Tax parcel: 014446-001-03, 014459-000-00, 014443-001-00	10.01 acres	(RR) Existing/ Rural Residential (RR)	1 du/5 net ac (max. 1 du) 1 du/1 net ac (with points and clustering) (max. 7 du)	UC-10 (Urban Core - 10)	10 du/gross ac	Increase 88 du

47

48 Traffic Facilities:

49 The proposed project has direct access on Russell Road / 209 which is considered a local collector road  
50 which is in the process of widening to 4 lanes. Trip Generation calculated as: Single-Family Attached  
51 Housing (ITE 215) P.M. Peak Hour of Generator Weekday

52 Average Rate of Vehicle Trips per dwelling unit = 7.20

53 Maximum Number of units for subject parcel(s) = 100(maximum of 10 du/acre in UC-10)

54 Total PM Peak Hour Trips for this project = 720 trips (7.20 x 100 du.)

55 The County's Mobility Fee will apply to the development of this property.

56 Schools:

57 The Applicant would have to secure student stations with the school board at the time of site plan review.  
58 The closest school to the subject property is more than two miles away.

59

60 Recreation:

61 The proposed site plan includes a recreational component.

62

63 Water and Wastewater:

64 Water and sewer service will need to be acquired for any proposed development on the parcel. The parcel is  
65 located within the Urban Service Area boundary.

66

67 Stormwater/Drainage:

68 Stormwater management for any new construction will need to meet County and Water Management District  
69 standards. The proposed project includes a stormwater pond that will be evaluated by the Engineering at the  
70 time of permitting.

71 Solid Waste:

72 Clay County has existing solid waste capacity to service to the area.

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74 **Land Suitability:**

75 Soils:

76 See Figure 7.

77 Flood Plain:

78 Development impacts within any floodplain area on the subject parcel will be required to be mitigated. See  
79 Figure 8.

80 Topography:

81 The subject parcel is relatively flat with drainage moving from east to west. See Figure 9.

82 Regionally Significant Habitat:

83 There have been black bear sightings to the northeast and bald eagle nests to the northeast of the subject  
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85 Historic Resources:

86 There is evidence of historic resources just off the subject property. Should any artifacts be found in the  
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88 Compatibility with Military Installations:

89 The subject property is not located near Camp Blanding.

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91 **Analysis of Surrounding Uses**

92 The proposed future land use amendment would change the total parcel acreage (10.1 acres) from RR (Rural  
93 Residential) to UC-10 (Urban Community - 10). This change would be inconsistent with the development in  
94 the immediate area as shown in the table below:

	Future Land Use	Zoning District
North	Rural Reserve	PUD (Planned Unit Development)

South	Rural Residential and Rural Fringe	PUD (Planned Unit Development) and AR (Agricultural Residential)
East	Rural Residential	AR (Agricultural Residential)
West	Rural Residential	AR (Agricultural Residential)

Figure 7 – Soil Map

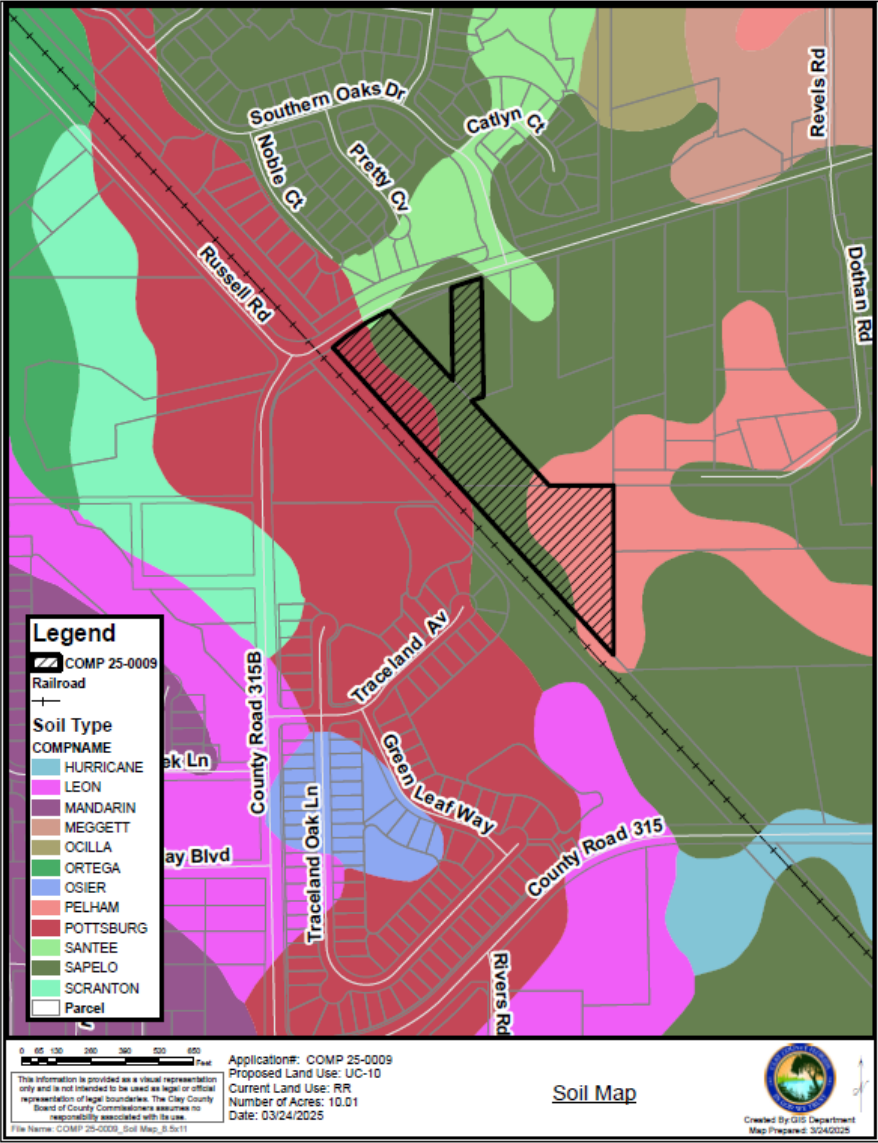




Figure 8 – Flood Zone Map

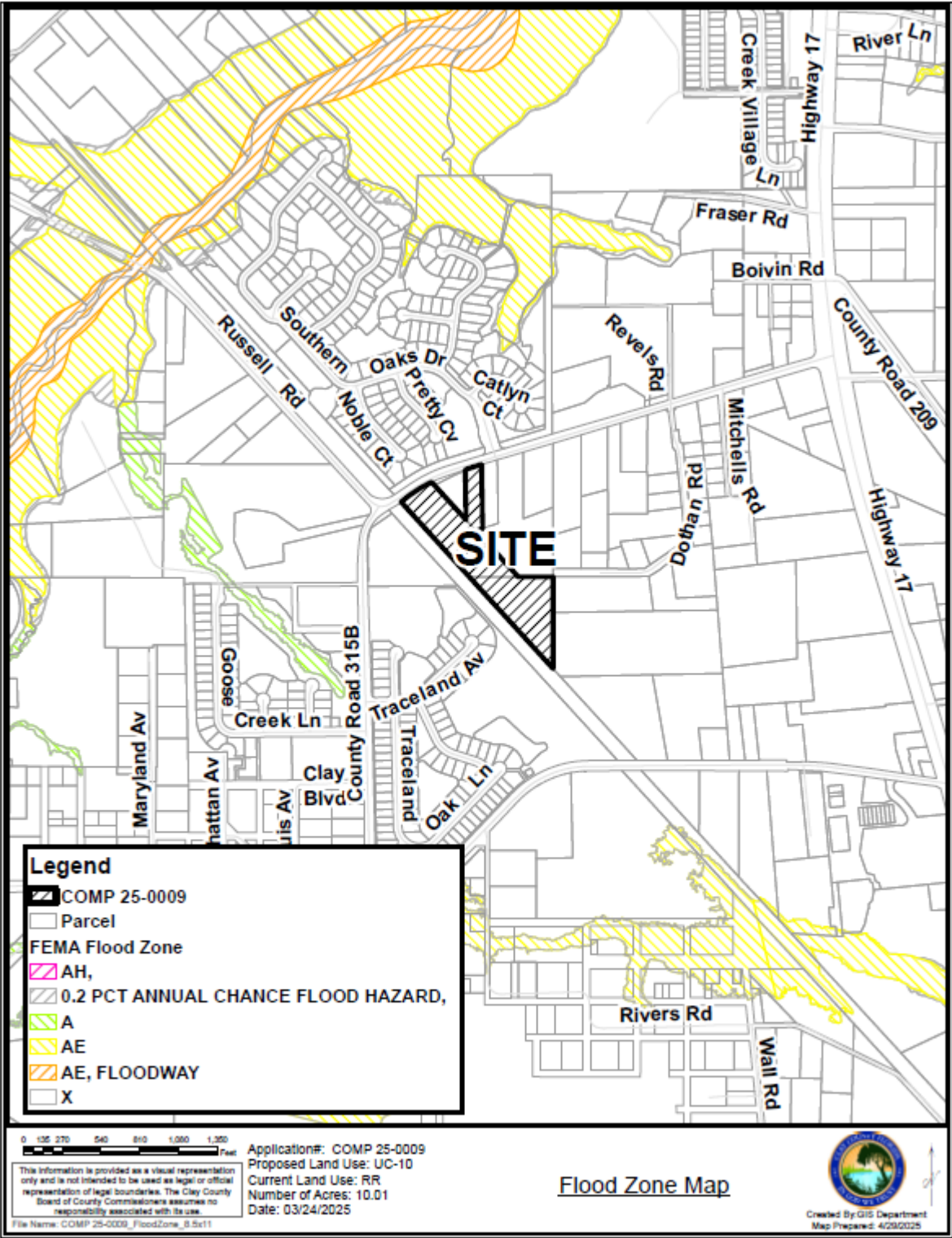


Figure 9 – Topography Map

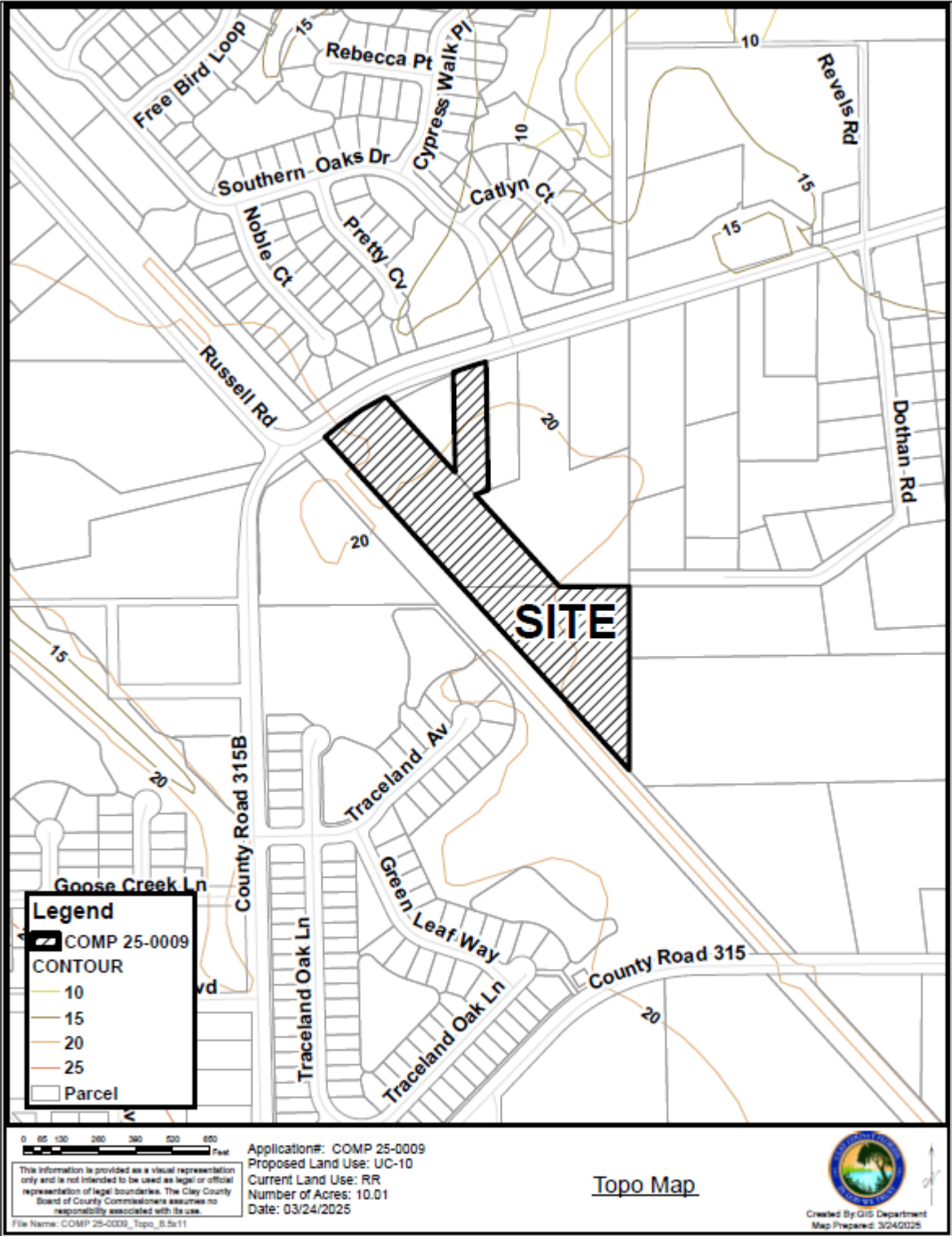


Figure 10 – Habitat Value Map

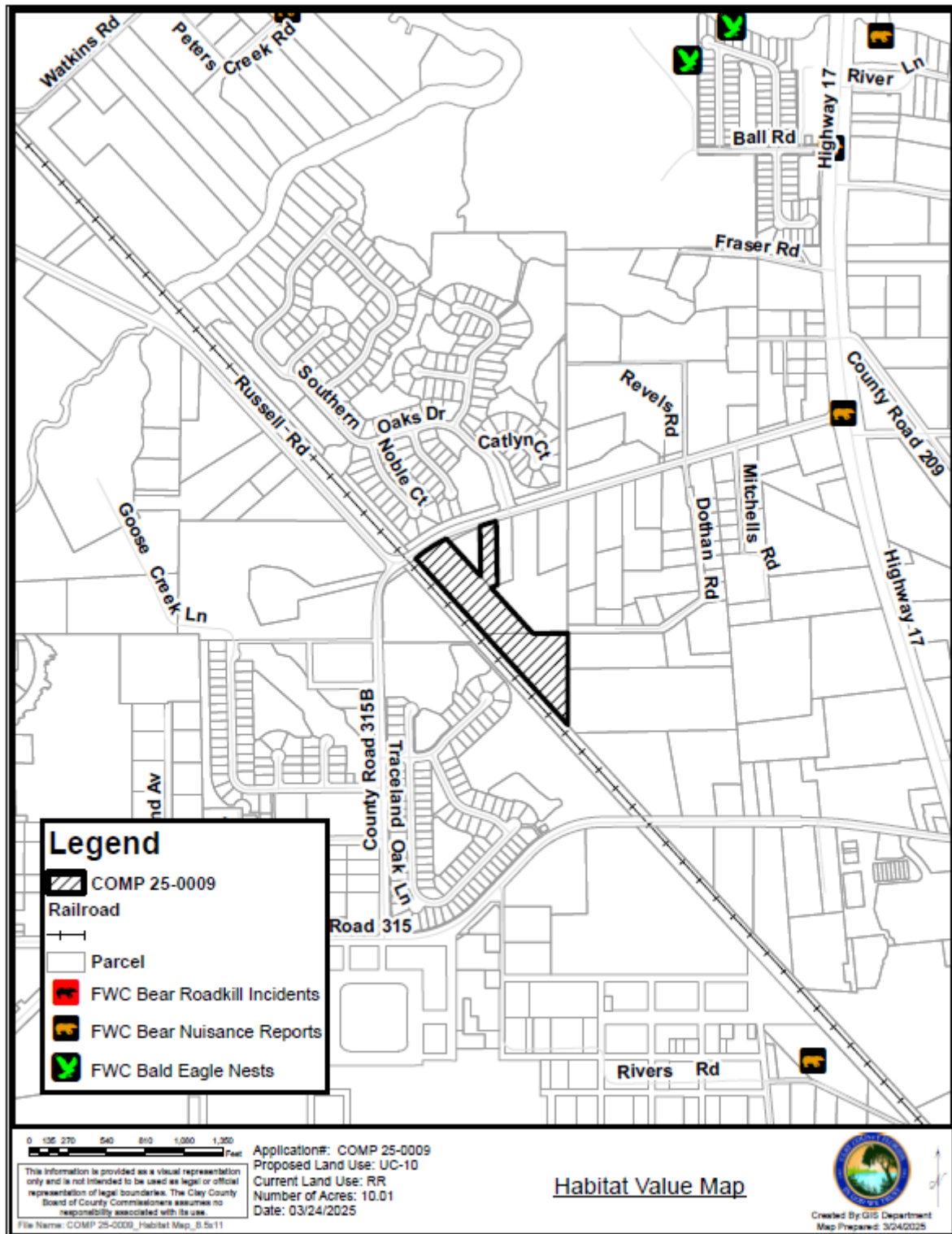
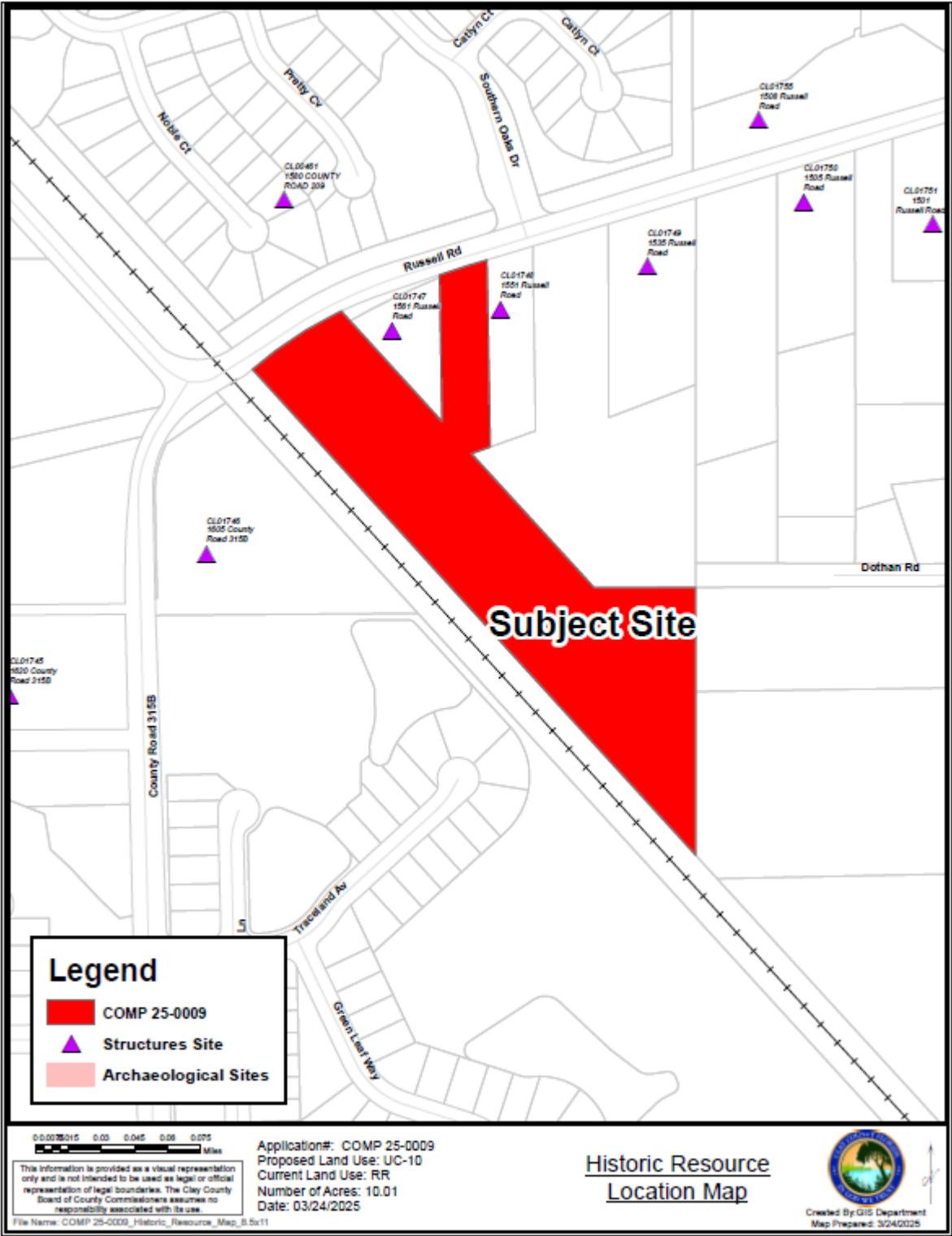




Figure 11 - Historical Resources



109    **Relevant Clay County 2040 Comprehensive Plan Policies**

110    The following Goals/Objective/Policies relate to the proposed Comprehensive Plan Amendment:

111        FLU Policy 1.4.1.7   Urban Core (10)

112            Urban Core (10) - "UC-10" (Urban): This designation is intended for land within the core of urban  
113            service areas and accessible to employment centers. Densities in this area shall range from a minimum  
114            of two units per net acre and a maximum of ten units per net acre. This classification includes single-  
115            family detached and attached, cluster and zero lot line dwellings, and multi-family housing.

116  
117            *This request is not within the "core" of the urban service area, although it is inside the area. It is*  
118            *located on what would be considered the edge of the boundary.*

119  
120            Areas within this category may be suitable for a higher intensity use, upward to a maximum of ten  
121            units per net acres. Densities from seven to ten units per net acre may be approved if the location  
122            meets required points and the development provides central water and sewer system.

123  
124            *The development does have adequate points to allow for higher densities based on infrastructure*  
125            *present in the area, the project however does not address the preservation of open space and natural*  
126            *resources.*

127  
128            Review of specific densities shall be directed toward preserving the stability and integrity of  
129            established residential development and toward providing equitable treatment of lands with similar  
130            characteristics. Design techniques of landscaping, screening and buffering shall be employed to assure  
131            a smooth transition in residential structure types and densities

132  
133        FLU POLICY 1.4.4

134            In order to provide for additional residential densities in the Agricultural/Residential and Rural  
135            Residential areas while maintaining the rural character and availability of agricultural uses,  
136            developments may occur at the higher of the two densities stipulated in this Element, provided that  
137            such developments are clustered contiguously in a development tract on a portion of the parent tract,  
138            subject to the following general requirements:

- 139            1) The minimum size of such development tract is shown in 2) following:  
140            2) All subdivisions of land must retain permanent open space within the parent tract as follows:

Requirement	Land Use			
	Agriculture/Residential		Rural Residential	
Subdivision Size	1-20 Lots	Over 20 Lots	1-20 Lots	Over 20 Lots
Minimum Size of Development Tract	10 Acres	105 Acres	5 Acres	21 Acres
Minimum Open Space Requirement (see c. below)	50%	50%	35%	35%
Minimum Lot Size Without Central Water and Sewer	1 Acre	1 Acre	0.5 Acre	0.5 Acre

\* The minimum lot size for residential development of lands within ½ mile of Outstanding Florida Water (OFW) shall be one (1) acre unless served by central water and/or sewer.

- 5) The proposed cluster development must have the following characteristics:
- a) The development shall be located on suitable upland away from environmentally sensitive land, including wetlands and 100-year floodplains, and buffered from agricultural use. Such environmentally sensitive land must be excluded from calculations of the size of the base development tract and identified wetlands shall be subject to the criteria established for the Conservation designation on the Future Land Use Map.
  - b) Minimum 50-foot perimeter buffers shall be provided to ensure compatibility of the development activity with adjacent uses. These buffers must include preserved or planted vegetation that provides an effective visual screen (at least 85% opacity) from rights-of-way and adjacent properties. If such a buffer is planted or supplemented, the 85% opacity standard must be met within three years after planting. Buffers shall not include utility easements, roads, retention, or any other areas that are not vegetated, except for hiking or multi-purpose trails not to exceed a paved width of eight feet. Where practicable, buffers shall include unpaved or paved trails of at least six feet in width for the use of residents. Buffers may be incorporated into the mandatory open space

#### Analysis Regarding Urban Sprawl

It is the intent of Clay County to discourage the proliferation of Urban Sprawl. As required by FS 163.3177(6)(a)9.b., all proposed comprehensive plan amendments are to be analyzed to ensure that urban sprawl and its negative impacts are not promoted. A future land use plan amendment shall be determined to discourage the proliferation of urban sprawl if it incorporates a development pattern or urban form that achieves four or more of the following:

164 (I) Directs or locates economic growth and associated land development to geographic areas of the  
165 community in a manner that does not have an adverse impact on and protects natural resources and  
166 ecosystems.

167 **Staff Finding I:** The request does not direct the land development to areas that currently have entitled  
168 higher density and incorporate the preservation of open space and natural resources. The project is  
169 creating a compact urban form albeit in a rural area of the County. The project may be better served  
170 to be located in an area of economic generators with a more urban footprint.

171 (II) Promotes the efficient and cost-effective provision or extension of public infrastructure and services.

172 **Staff Finding II:** The request is establishing urban development in a rural area of the County, there  
173 is, however, infrastructure that is or will be in place as the project is within the urban service  
174 boundary, i.e. schools, fire stations, road networks, etc. although they are not currently in place

175 (III) Promotes walkable and connected communities and provides for compact development and a mix of  
176 uses at densities and intensities that will support a range of housing choices and a multimodal transportation  
177 system, including pedestrian, bicycle, and transit, if available.

178 (IV) Promotes conservation of water and energy.

179 **Staff Finding IV:** The plan should result in a conservation of water and energy and the proposed  
180 development is a compact product thereby conserving resources with regards to landscaped areas.

181 (V) Preserves agricultural areas and activities, including silviculture, and dormant, unique, and prime  
182 farmlands and soils.

183 (VI) Preserves open space and natural lands and provides for public open space and recreation needs.

184 (VII) Creates a balance of land uses based upon demands of the residential population for the nonresidential  
185 needs of an area.

186 (VIII) Provides uses, densities, and intensities of use and urban form that would remediate an existing or  
187 planned development pattern in the vicinity that constitutes sprawl or if it provides for an innovative  
188 development pattern such as transit-oriented developments or new towns as defined in s. [163.3164](#).

189 *The project fails to meet four of the required criteria to confirm the project is not sprawl.*

## 190 **Recommendation**

191 The Springs Citizen Advisory Committee heard the item at their meeting on May 14, 2025 and provided a  
192 recommendation of **denial** 4-2.

193 Based on the analysis in the report above, Staff recommends **denial** of COMP 25-0009.

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, AMENDING THE CLAY COUNTY 2045 COMPREHENSIVE PLAN INITIALLY ADOPTED PURSUANT TO THE REQUIREMENTS OF SECTION 163.3184, FLORIDA STATUTES, UNDER ORDINANCE NO. 2025-10, AS SUBSEQUENTLY AMENDED, IN ORDER TO AMEND THE FUTURE LAND USE MAP TO CHANGE THE FUTURE LAND USE DESIGNATION OF THREE PARCELS (TAX PARCEL IDENTIFICATION #s 29-05-26-014443-001-00, 29-05-26-014446-001-03 and 32-05-26-014459-000-00), TOTALING APPROXIMATELY 10.01 ACRES, FROM RURAL RESIDENTIAL (RR) TO URBAN CORE 10(UC-10; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, on June 26, 2018, the Board of County Commissioners of Clay County, Florida (the “Board”), adopted Ordinance No. 2018-31, which adopted the Clay County 2045 Comprehensive Plan (the “Plan”); and,

WHEREAS, Section 163.3184, Florida Statutes, outlines the process for the adoption of comprehensive plans or amendments thereto and provides that Section 163.3187, Florida Statutes, may be followed for plan amendments qualifying as small-scale development; and,

WHEREAS, Application COMP 25-0009, requests an amendment to the Plan; and,

WHEREAS, the Board desires to amend the Plan as provided for below.

Be It Ordained by the Board of County Commissioners of Clay County:

**Section 1.** Clay County Ordinance No. 2018-31, as amended, is amended as provided in Section 2 hereof.

**Section 2.** The adopted Future Land Use Map of the Plan is hereby amended such that the Future Land Use designation for three parcels of land (tax parcel identification # 29-05-26-014443-001-00, 29-05-26-014446-001-03 & 32-05-26-014459-000-00), totaling approximately 10.01 acres, described in Exhibit “A-1”, and depicted in Exhibit “A-2” is hereby changed from RURAL RESIDENTIAL (RR) TO URBAN CORE 10 (UC-10).

**Section 3.** If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

**Section 4.** The effective date of this Plan amendment shall be 31 days after adoption unless the amendment is challenged pursuant to 163.3187, Florida Statutes. If challenged, the effective date of this amendment shall be the date a final order is issued by the Department of Commerce or the Administration Commission finding the amendment in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective.

**DULY ADOPTED** by the Board of County Commissioners of Clay County, Florida, this  
\_\_\_\_\_ day of June, 2025.

BOARD OF COUNTY COMMISSIONERS  
OF CLAY COUNTY, FLORIDA

By: \_\_\_\_\_  
Betsy Condon, Its Chairman

ATTEST:

By: \_\_\_\_\_  
Tara S. Green,  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board

Exhibit "A-1"

Legal Description

PARCEL 1

That part of the Northeast Quarter of the Northeast Quarter of Section 32, Township 5 South, Range 26 East, Clay County, Florida, lying Northeast of the CSX Transportation Railroad right of way.

PARCEL 2

A portion of Section 29, Township 5 South, Range 26 East, Clay County, Florida, being more particularly described as follows:

Commence at the Southeast corner of said Section 29; thence in a Westerly direction, along the Southerly line of said Section 29, run the following two (2) courses and distances: Course No. 1: North 89 degrees 58 minutes 38 seconds West, 285.00 feet to the Southwest corner of the lands described and recorded in Official Records 685, Page 557, of the Public Records of said County and the Point of Beginning; Course No. 2: Continue North 89 degrees 58 minutes 38 seconds West, along said Southerly line, 333.97 feet, to the Northeasterly line of a 100 foot wide Seaboard Coastline Railroad Right-of-Way; thence North 42 degrees 00 minutes 00 seconds West, along last said line 641.02 feet to an intersection with the Southerly Right-of-Way line of Russell Road (County Road Number 209, an 80 foot Right-of-Way as now established); thence in a Northeasterly direction along said Southerly Right-of-Way line of County Road 209, the following two (2), courses and distances: Course No. 1: North 56 degrees 15 minutes 05 seconds East, 125.62 feet to the Point of curvature of a curve leading Northeasterly; Course No. 2: Northeasterly along and around the arc of a curve concave Southeasterly, having a radius of 914.93 feet, an arc distance of 126.75 feet, said arc being subtended by a chord bearing and distance of North 60 degrees 13 minutes 13 seconds East, 126.65 feet to the Southwesterly line of those lands described and recorded in Official Records 159, Page 219 of the said Public Records; thence South 42 degrees 00 minutes 00 seconds East along last said line and along the Southwesterly lines of those lands described and recorded in Official Records 2035, Page 1098 and aforesaid Official Records 685, Page 557, all of said Public Records 819.75 feet to the Point of Beginning.

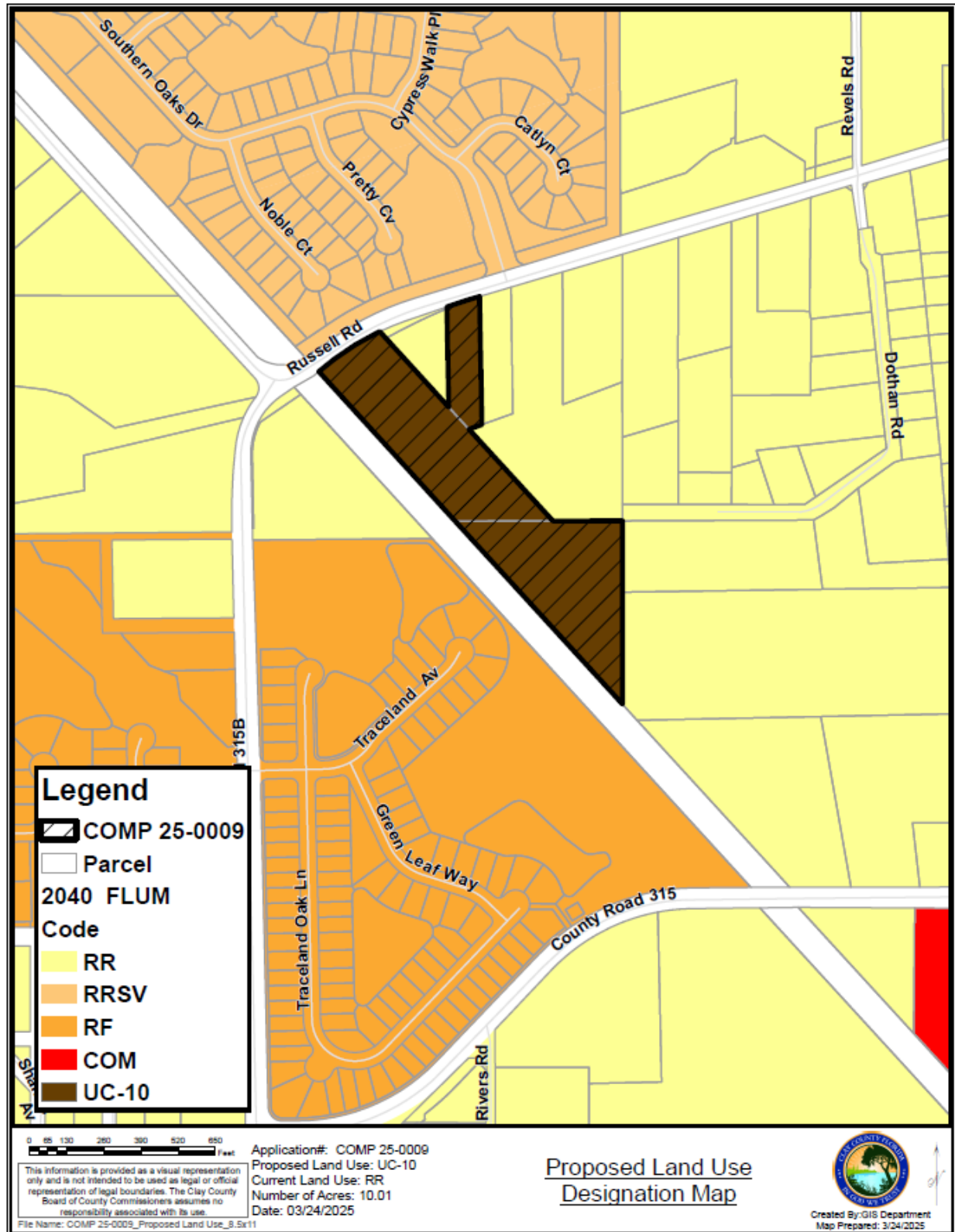
PARCEL 3

A Parcel of land situated in Section 29, Township 5 South, Range 26 East, Clay County, Florida, being more particularly described as follows:

Commence at the intersection of the East line of Section 29 with the Southeasterly right of way line of State Road No. S-209 (as now established as an 80 foot right of way), run thence South 73 degrees 33 minutes 30 seconds West along the said Southeasterly right of way line, 520.0 feet for the Point of Beginning; continue South 73 degrees 33 minutes 30 seconds West along the Southeasterly right of way line, 110.0 feet; thence South 00 degrees 12 minutes 30 seconds West, 337.92 feet; thence South 42 degrees 00 minutes 00 seconds East, 100.97 feet; thence North 73 degrees 33 minutes 30 seconds East, 39.20 feet; thence North 00 degrees 12 minutes 30 seconds East, 433.0 feet to the Point of Beginning.



Exhibit "A-2"







## Staff Report and Recommendations for COMP 25-0009

Copies of the application are available at the Clay County Administration Office, 3<sup>rd</sup> floor, located at 477 Houston Street Green Cove Springs, FL 32043

### Owner / Applicant Information:

**Owner:** Donnie & Janice Walker  
**Agent:** Colin Groff (Black Creek Engineering)  
**Phone:** (904) 759-8930  
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### Introduction:

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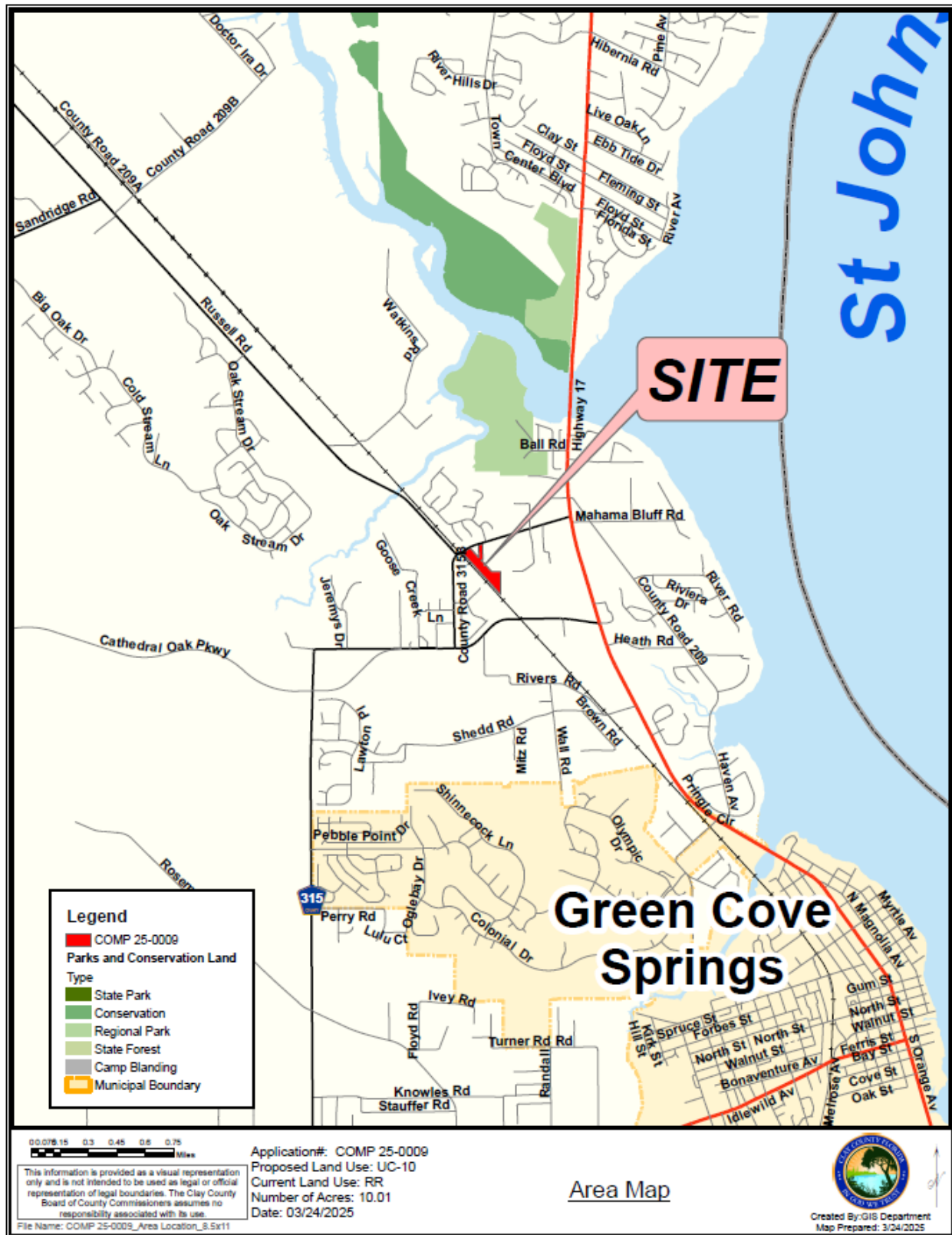
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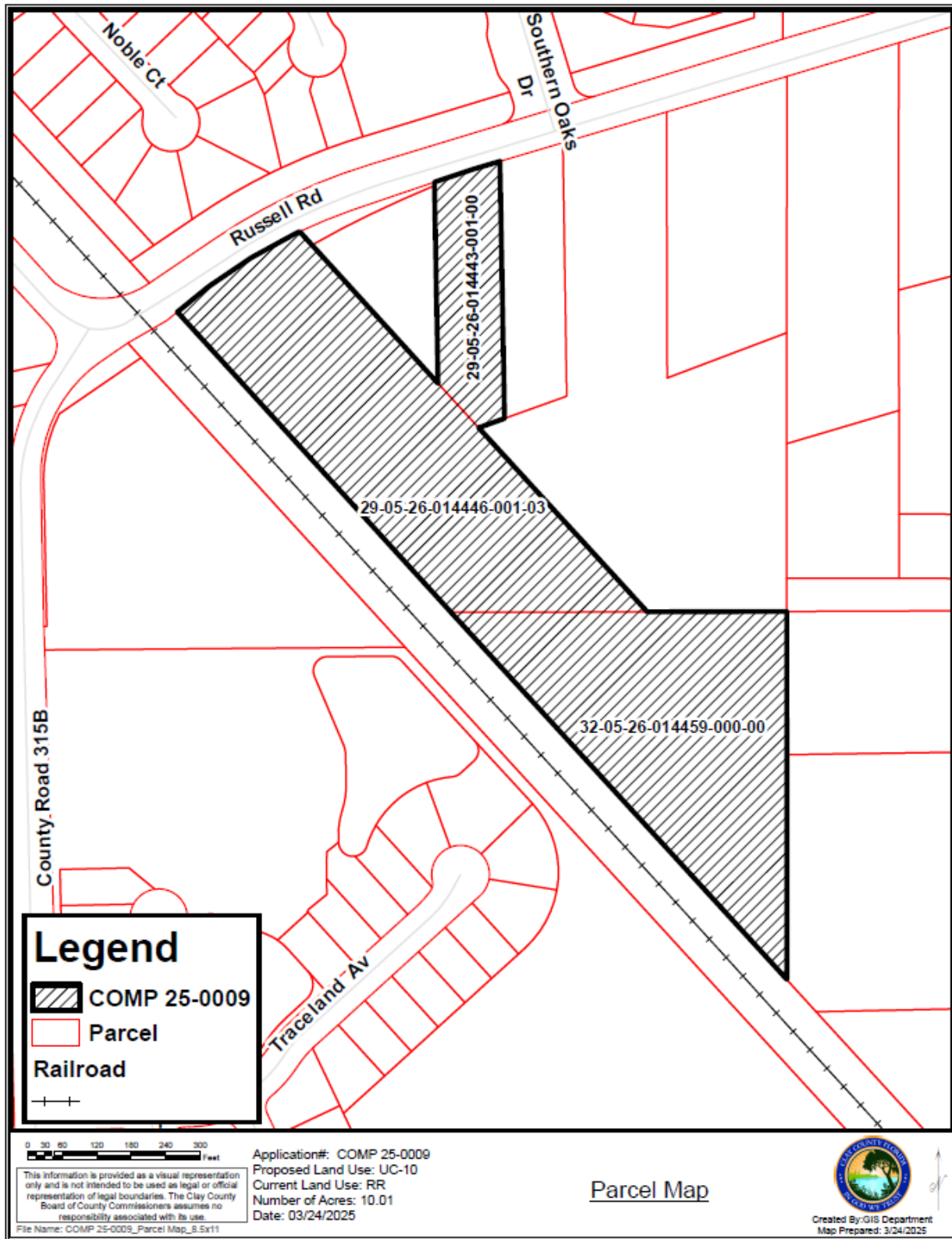




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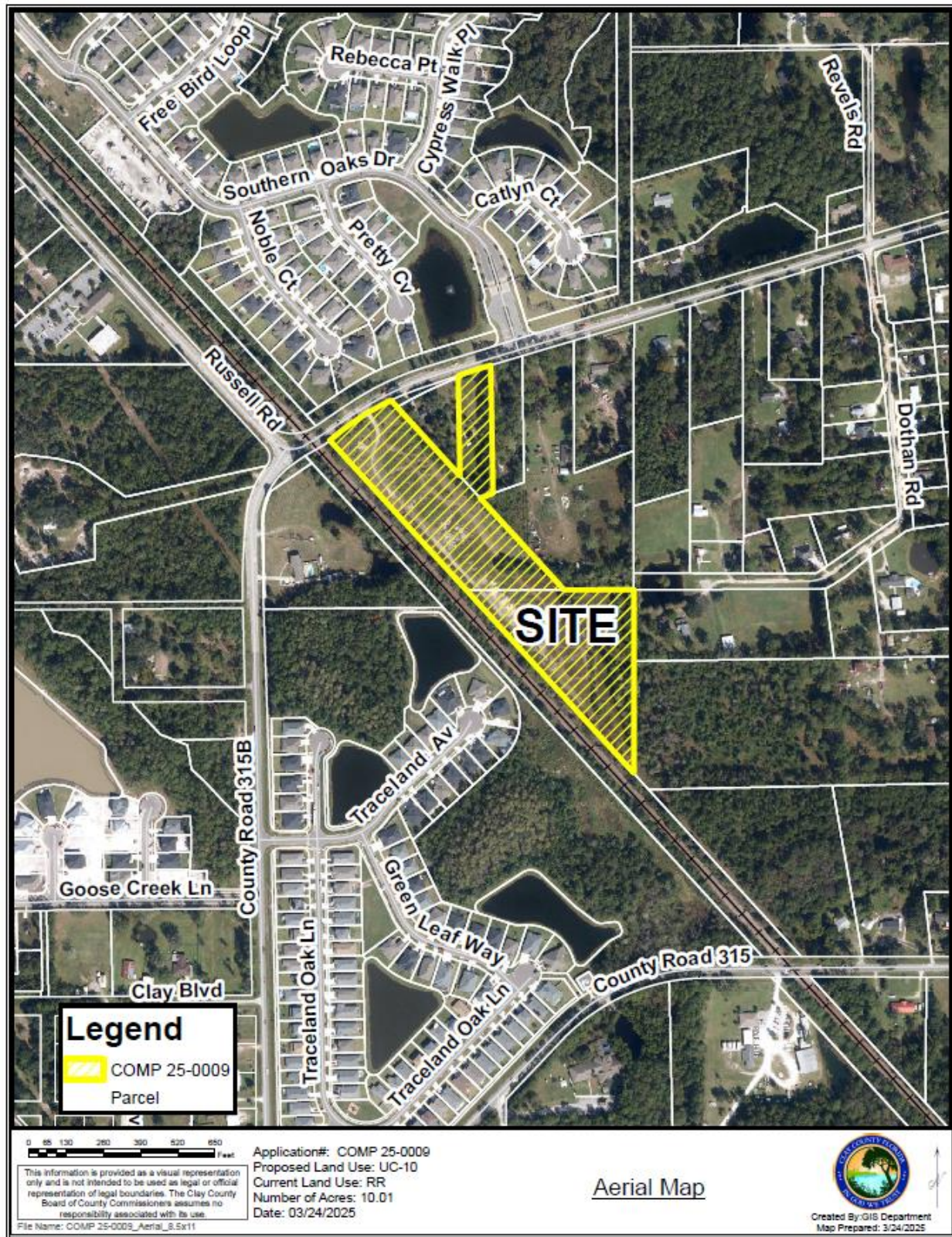




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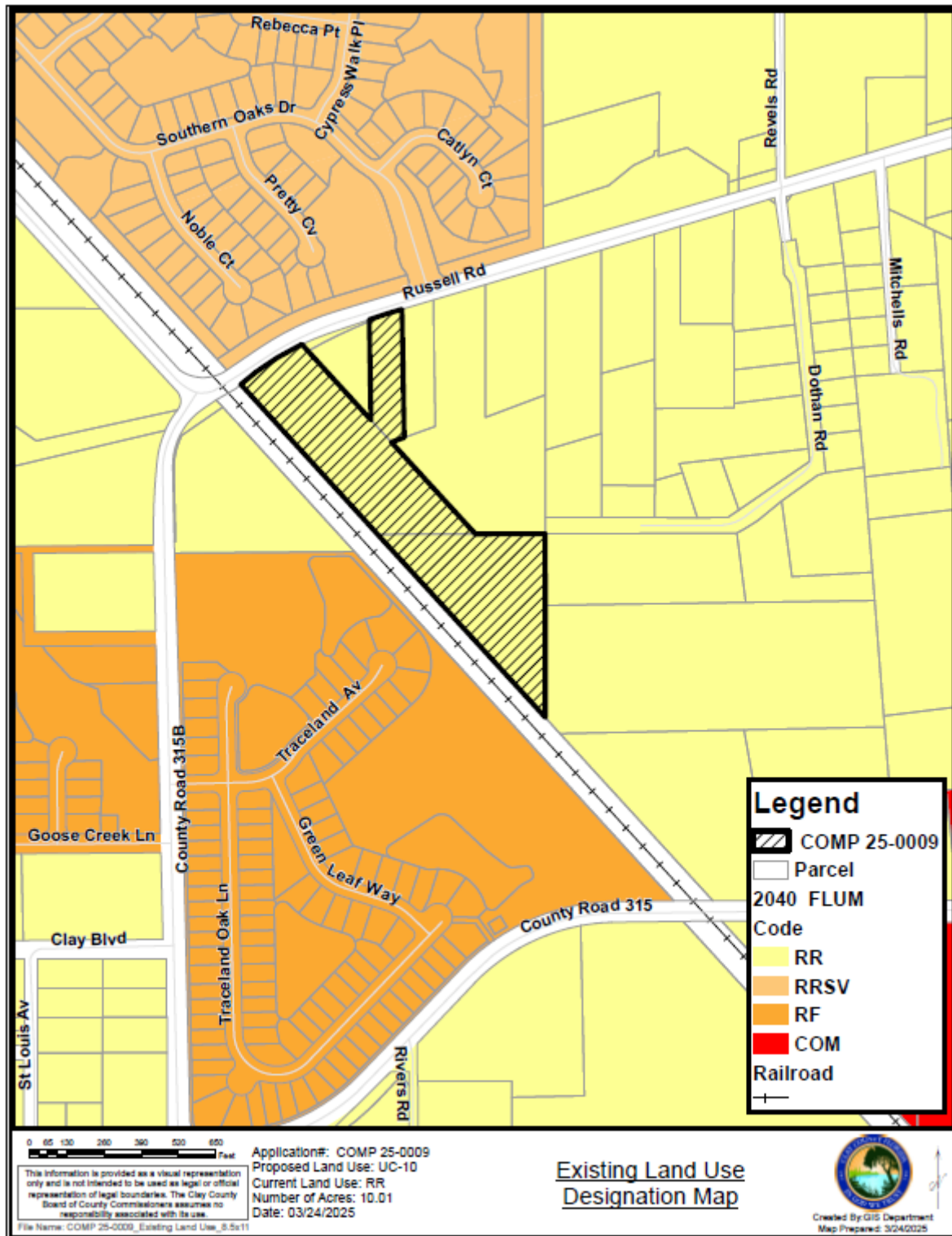


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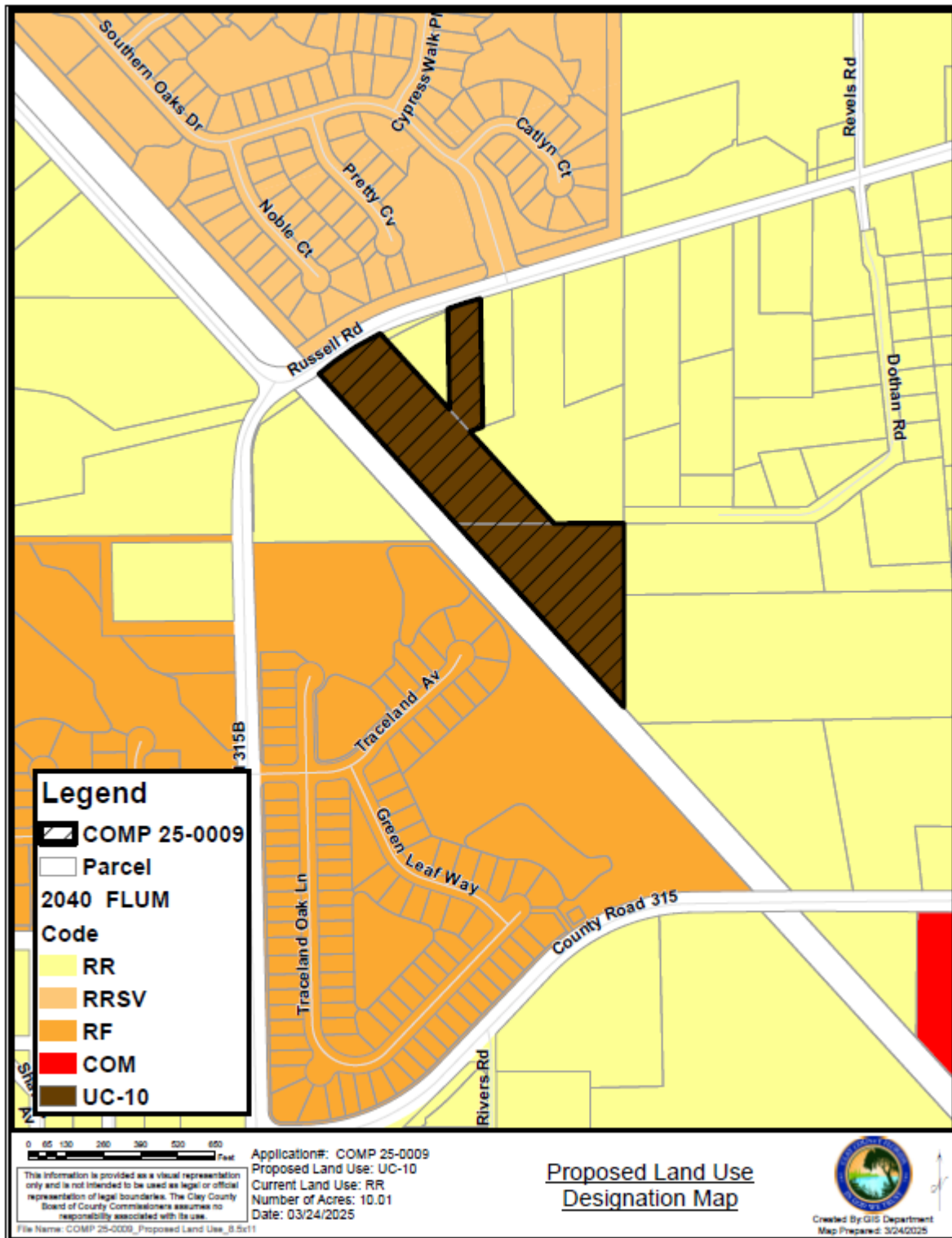
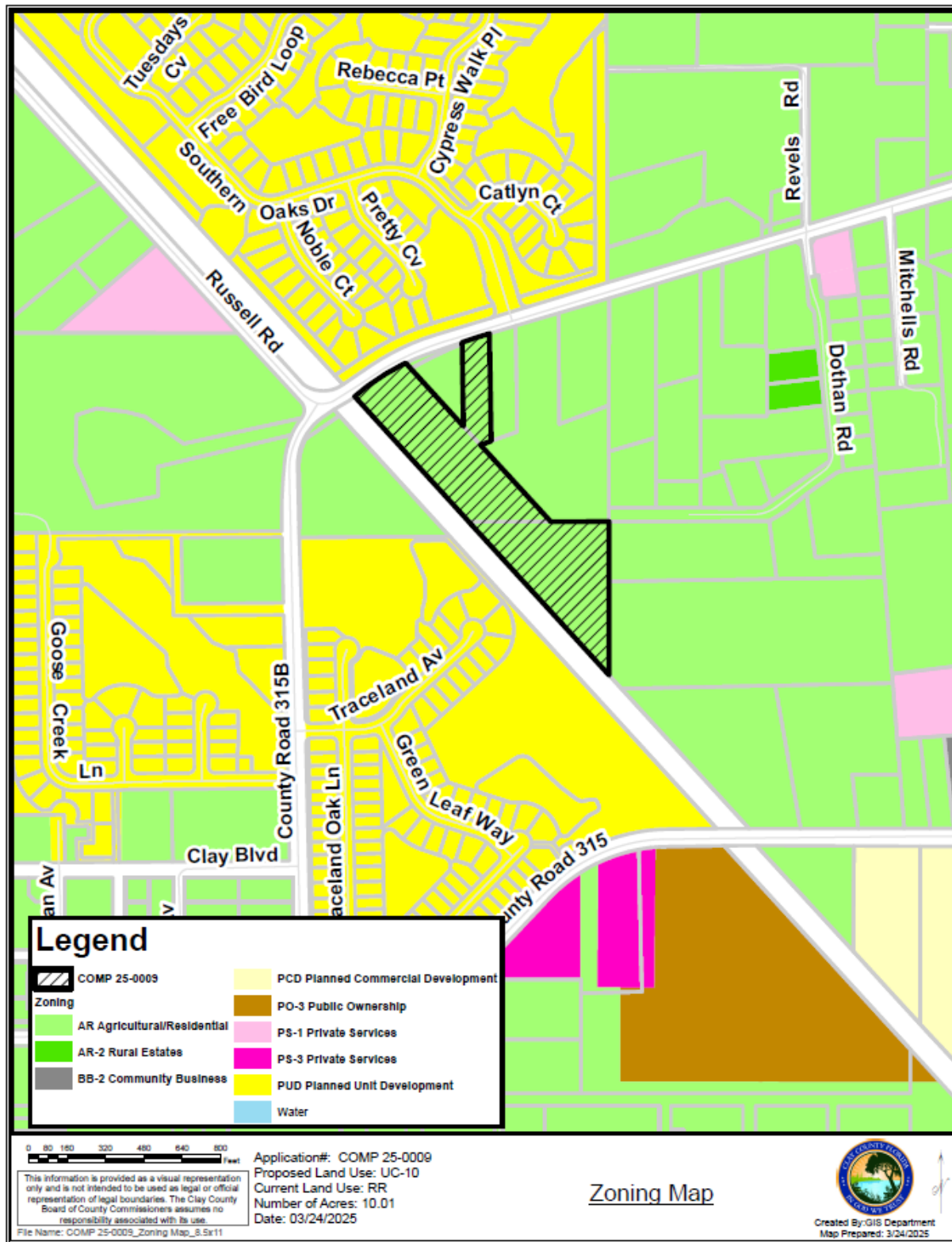


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	Future Land Use	Zoning District
North	Rural Reserve	PUD (Planned Unit Development)

South	Rural Residential and Rural Fringe	PUD (Planned Unit Development) and AR (Agricultural Residential)
East	Rural Residential	AR (Agricultural Residential)
West	Rural Residential	AR (Agricultural Residential)

Figure 7 – Soil Map

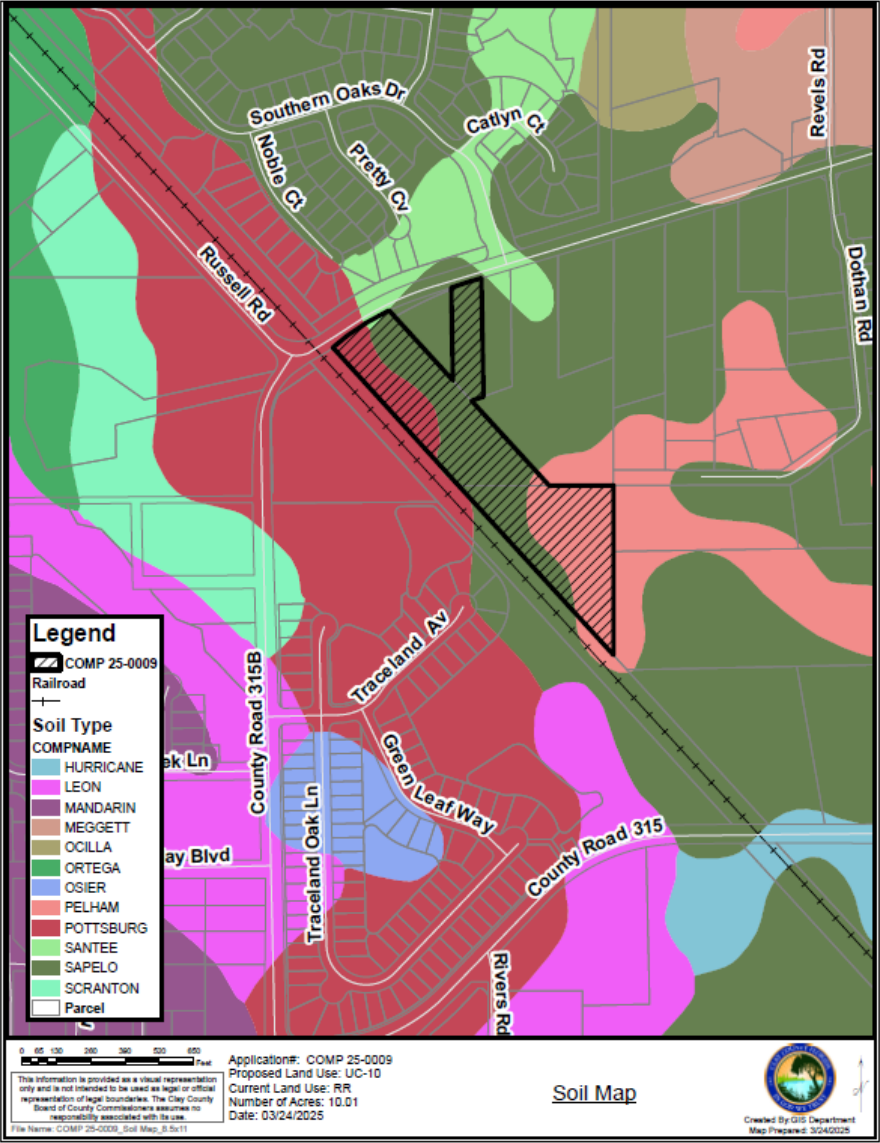


Figure 8 – Flood Zone Map

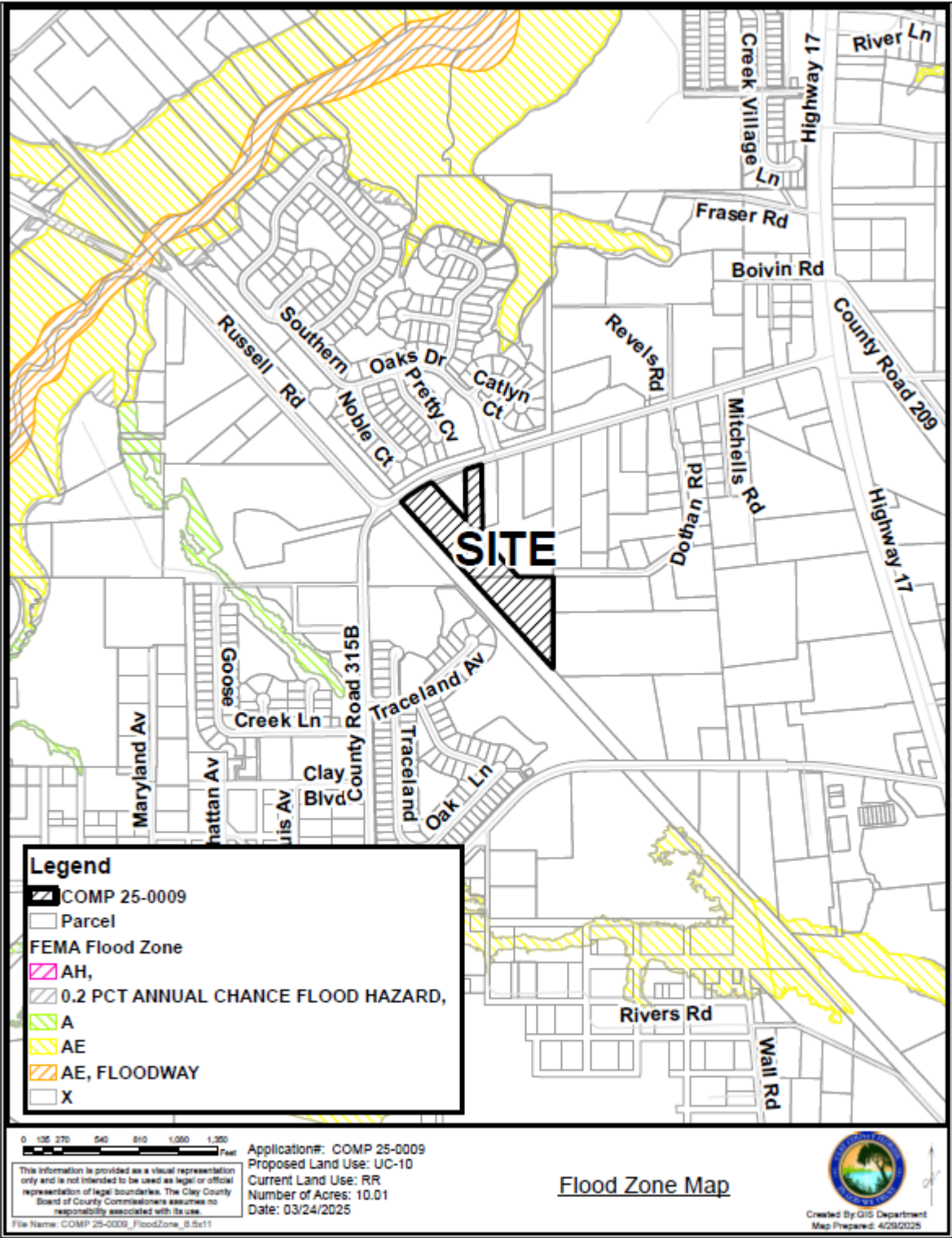


Figure 9 – Topography Map

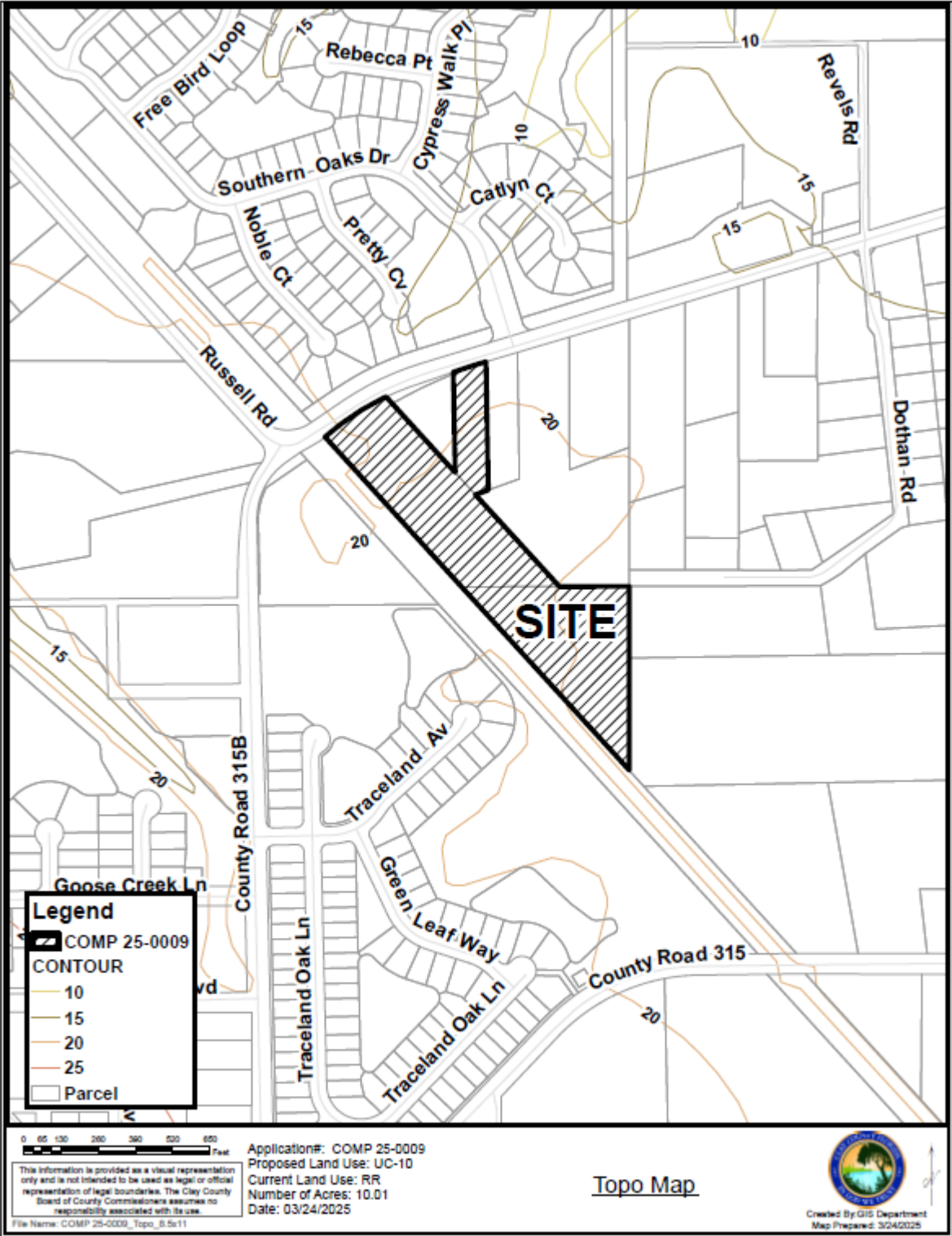


Figure 10 – Habitat Value Map

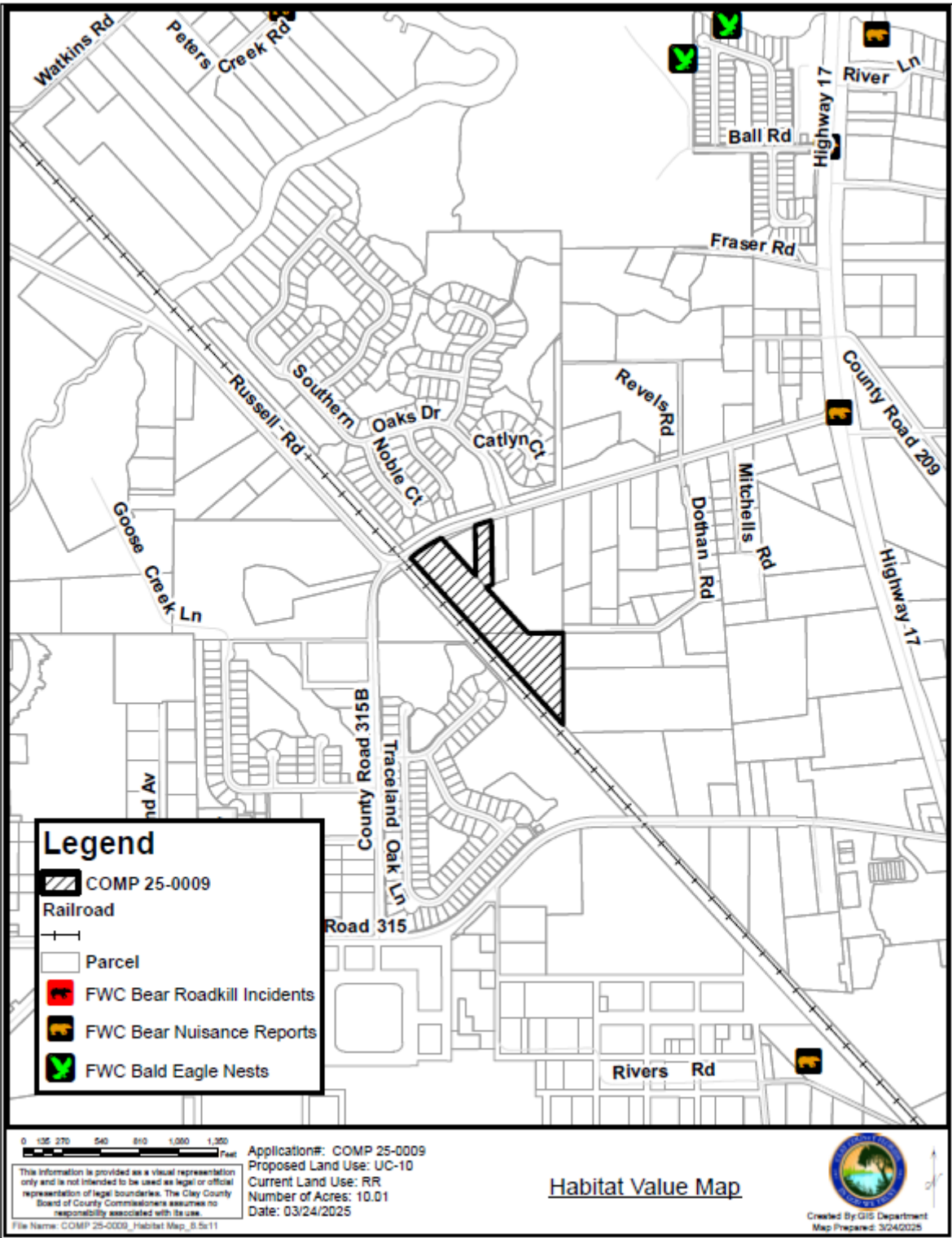
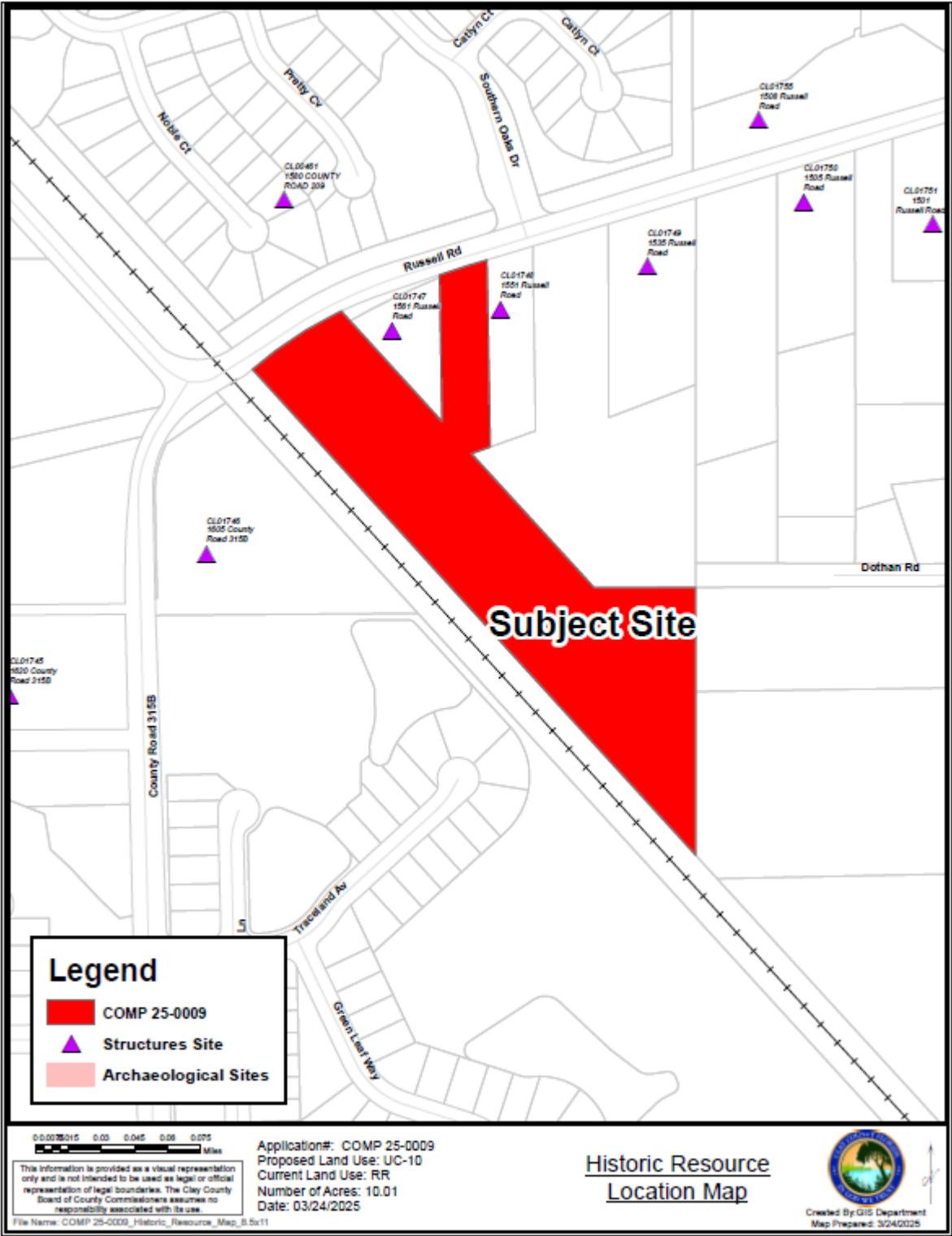




Figure 11 - Historical Resources



**Relevant Clay County 2040 Comprehensive Plan Policies**

The following Goals/Objective/Policies relate to the proposed Comprehensive Plan Amendment:

FLU Policy 1.4.1.7 Urban Core (10)

Urban Core (10) - "UC-10" (Urban): This designation is intended for land within the core of urban service areas and accessible to employment centers. Densities in this area shall range from a minimum of two units per net acre and a maximum of ten units per net acre. This classification includes single-family detached and attached, cluster and zero lot line dwellings, and multi-family housing.

*This request is not within the "core" of the urban service area, although it is inside the area. It is located on what would be considered the edge of the boundary.*

Areas within this category may be suitable for a higher intensity use, upward to a maximum of ten units per net acres. Densities from seven to ten units per net acre may be approved if the location meets required points and the development provides central water and sewer system.

*The development does have adequate points to allow for higher densities based on infrastructure present in the area, the project however does not address the preservation of open space and natural resources.*

Review of specific densities shall be directed toward preserving the stability and integrity of established residential development and toward providing equitable treatment of lands with similar characteristics. Design techniques of landscaping, screening and buffering shall be employed to assure a smooth transition in residential structure types and densities

FLU POLICY 1.4.4

In order to provide for additional residential densities in the Agricultural/Residential and Rural Residential areas while maintaining the rural character and availability of agricultural uses, developments may occur at the higher of the two densities stipulated in this Element, provided that such developments are clustered contiguously in a development tract on a portion of the parent tract, subject to the following general requirements:

- 1) The minimum size of such development tract is shown in 2) following:
- 2) All subdivisions of land must retain permanent open space within the parent tract as follows:

Requirement	Land Use			
	Agriculture/Residential		Rural Residential	
Subdivision Size	1-20 Lots	Over 20 Lots	1-20 Lots	Over 20 Lots
Minimum Size of Development Tract	10 Acres	105 Acres	5 Acres	21 Acres
Minimum Open Space Requirement (see c. below)	50%	50%	35%	35%
Minimum Lot Size Without Central Water and Sewer	1 Acre	1 Acre	0.5 Acre	0.5 Acre

\* The minimum lot size for residential development of lands within ½ mile of Outstanding Florida Water (OFW) shall be one (1) acre unless served by central water and/or sewer.

- 5) The proposed cluster development must have the following characteristics:
- a) The development shall be located on suitable upland away from environmentally sensitive land, including wetlands and 100-year floodplains, and buffered from agricultural use. Such environmentally sensitive land must be excluded from calculations of the size of the base development tract and identified wetlands shall be subject to the criteria established for the Conservation designation on the Future Land Use Map.
  - b) Minimum 50-foot perimeter buffers shall be provided to ensure compatibility of the development activity with adjacent uses. These buffers must include preserved or planted vegetation that provides an effective visual screen (at least 85% opacity) from rights-of-way and adjacent properties. If such a buffer is planted or supplemented, the 85% opacity standard must be met within three years after planting. Buffers shall not include utility easements, roads, retention, or any other areas that are not vegetated, except for hiking or multi-purpose trails not to exceed a paved width of eight feet. Where practicable, buffers shall include unpaved or paved trails of at least six feet in width for the use of residents. Buffers may be incorporated into the mandatory open space

#### Analysis Regarding Urban Sprawl

It is the intent of Clay County to discourage the proliferation of Urban Sprawl. As required by FS 163.3177(6)(a)9.b., all proposed comprehensive plan amendments are to be analyzed to ensure that urban sprawl and its negative impacts are not promoted. A future land use plan amendment shall be determined to discourage the proliferation of urban sprawl if it incorporates a development pattern or urban form that achieves four or more of the following:



164 (I) Directs or locates economic growth and associated land development to geographic areas of the  
165 community in a manner that does not have an adverse impact on and protects natural resources and  
166 ecosystems.

167 **Staff Finding I:** The request does not direct the land development to areas that currently have entitled  
168 higher density and incorporate the preservation of open space and natural resources. The project is  
169 creating a compact urban form albeit in a rural area of the County. The project may be better served  
170 to be located in an area of economic generators with a more urban footprint.

171 (II) Promotes the efficient and cost-effective provision or extension of public infrastructure and services.

172 **Staff Finding II:** The request is establishing urban development in a rural area of the County, there  
173 is, however, infrastructure that is or will be in place as the project is within the urban service  
174 boundary, i.e. schools, fire stations, road networks, etc. although they are not currently in place

175 (III) Promotes walkable and connected communities and provides for compact development and a mix of  
176 uses at densities and intensities that will support a range of housing choices and a multimodal transportation  
177 system, including pedestrian, bicycle, and transit, if available.

178 (IV) Promotes conservation of water and energy.

179 **Staff Finding IV:** The plan should result in a conservation of water and energy and the proposed  
180 development is a compact product thereby conserving resources with regards to landscaped areas.

181 (V) Preserves agricultural areas and activities, including silviculture, and dormant, unique, and prime  
182 farmlands and soils.

183 (VI) Preserves open space and natural lands and provides for public open space and recreation needs.

184 (VII) Creates a balance of land uses based upon demands of the residential population for the nonresidential  
185 needs of an area.

186 (VIII) Provides uses, densities, and intensities of use and urban form that would remediate an existing or  
187 planned development pattern in the vicinity that constitutes sprawl or if it provides for an innovative  
188 development pattern such as transit-oriented developments or new towns as defined in s. [163.3164](#).

189 *The project fails to meet four of the required criteria to confirm the project is not sprawl.*

## 190 **Recommendation**

191 The Springs Citizen Advisory Committee heard the item at their meeting on May 14, 2025 and provided a  
192 recommendation of **denial** 4-2.

193 Based on the analysis in the report above, Staff recommends **denial** of COMP 25-0009.



---

## Staff Report and Recommendations for ZON 25-0010

Copies of the application are available at the Clay County Administration Office, 3<sup>rd</sup> floor, located at 477 Houston Street Green Cove Springs, FL 32043

---

### Owner / Applicant Information:

**Owner:** Donnie & Janice Walker  
**Agent:** Colin Groff (Black Creek Engineering)  
**Phone:** (904) 759-8930  
**Email:** [cdgroff@bellsouth.net](mailto:cdgroff@bellsouth.net)

---

### Property Information

**Parcel ID:** 29-05-26-014446-001-03 & 32-05-26-014459-000-00 and 29-05-26-014443-001-00

**Current Zoning:** AR  
**Proposed Zoning:** RD

**Current Land Use:** RR  
**Total Acres:** 10.01 +/- acres of 3 parcels  
**Acres affected by Zoning change:** 10.01 +/- acres  
**Planning District:** The Springs

**Commission District:** 5, Comm. Burke

---

### Introduction:

This application is a rezoning for three contiguous parcels of land (10.01+/-acres) from Agricultural Residential (AR) to Multi-family Residential District (RD-4). The applicant is proposing a 98-unit townhome Community. The property lies southeast of the Lake Asbury Master Planned Community.

The subject parcel is located east of the railroad tracks and on the south side of Russell Road/CR 209. Two parcels are undeveloped and the 3<sup>rd</sup> parcel has one mobile home located on it. The subject parcels lie within the Urban Service Boundary.

A companion Comprehensive Plan Amendment application preceded this application.

Figure 1 – Location Map

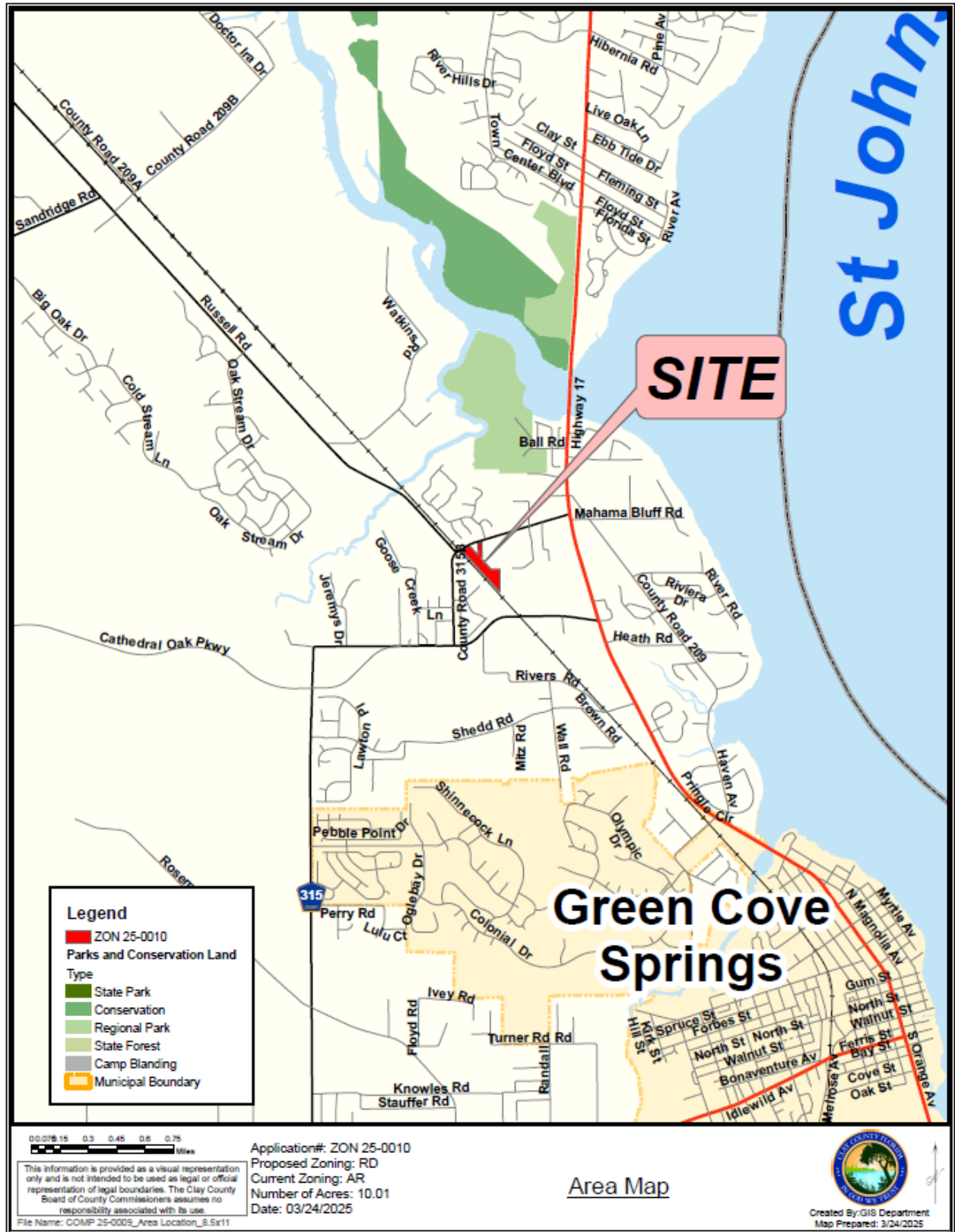


Figure 2 – Parcel Map

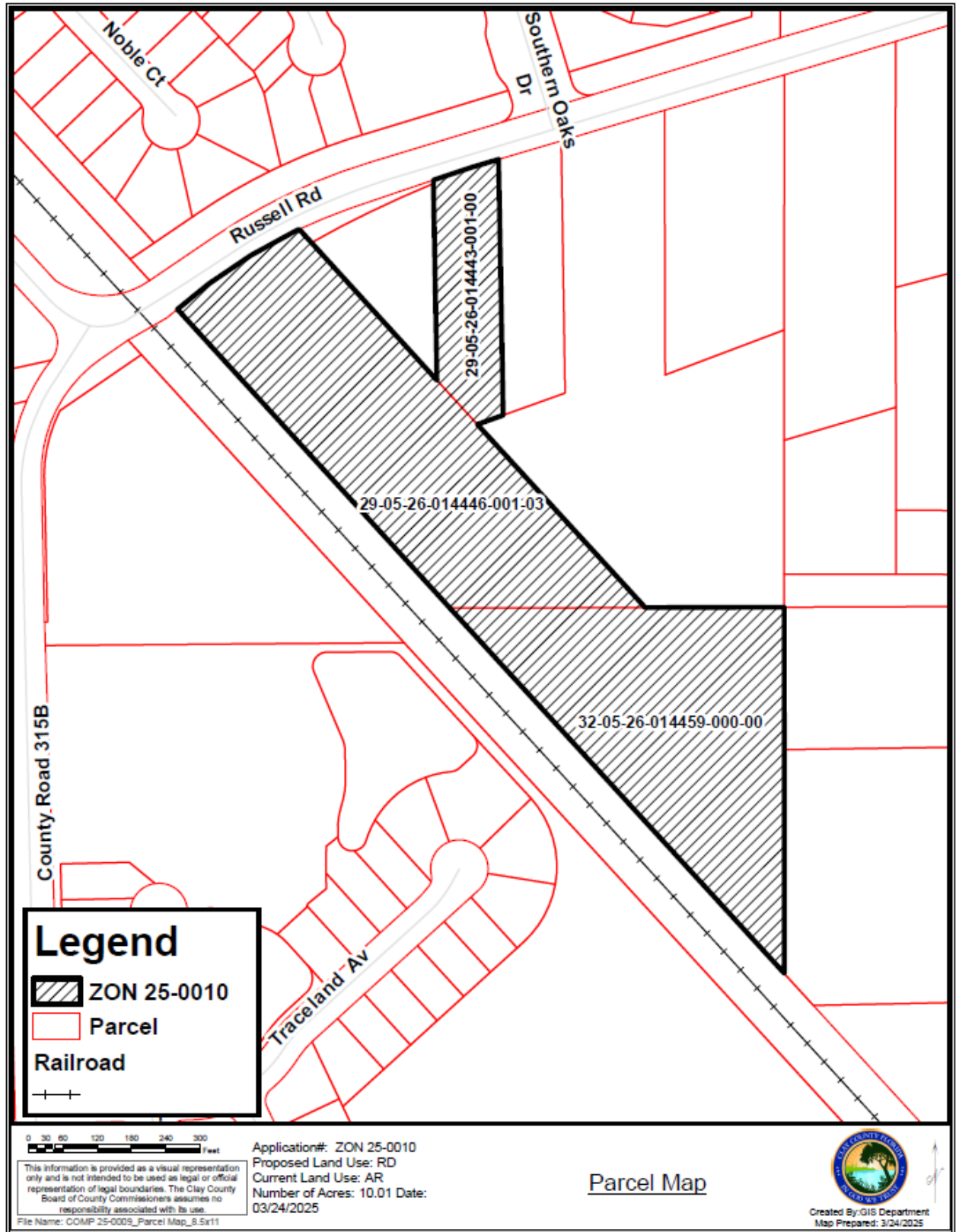




Figure 3 - Aerial Photo



0 295 590 1,180 Feet

**Rezoning: ZON 25-0010  
from AR to RD**



Figure 4 – Existing Zoning Map

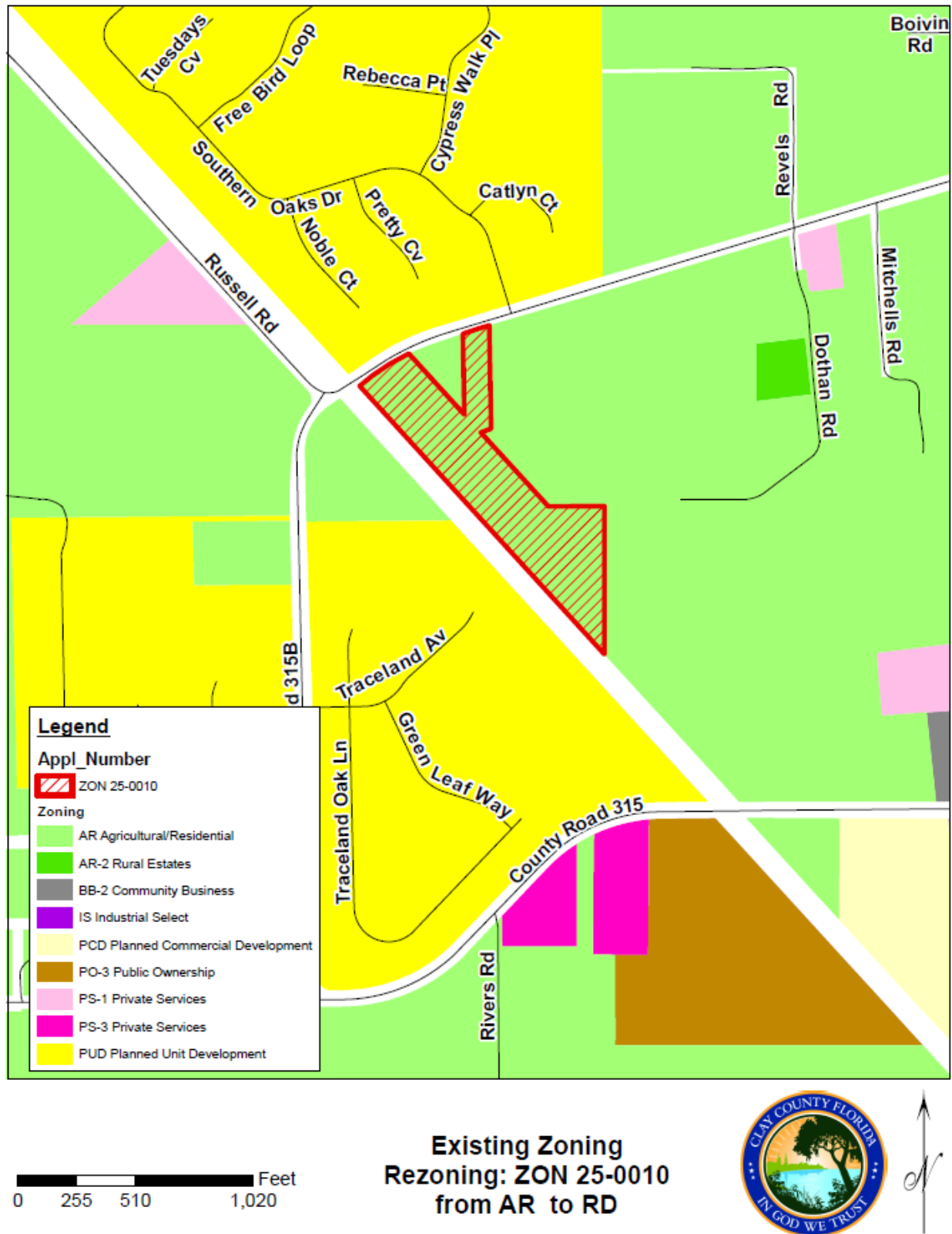
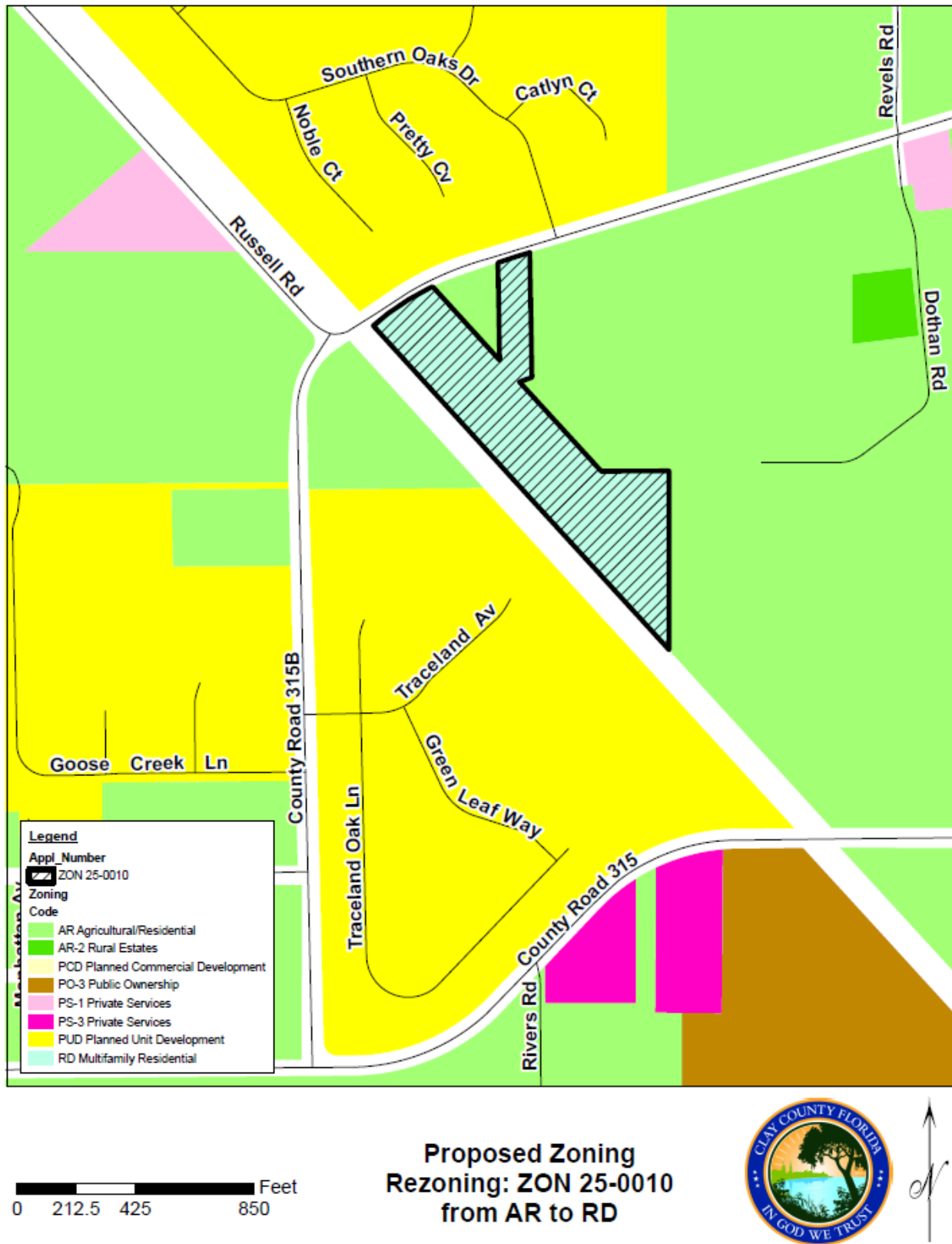




Figure 5 – Proposed Zoning Map



## Analysis of Surrounding Uses

The proposed rezoning would change 3 parcels of land (10.01+/-acres) from the present zoning classification of Agricultural Residential (AR) to Multi-family Residential District (RD). This change does not appear to be compatible with the surrounding designations for the area, as outlined below:

	Future Land Use	Zoning District
North	Rural Reserve (RRSV)	Planned Unit Development (PUD)
South	Rural Residential (RR)	Planned Unit Development (PUD) & Agricultural Residential (AR)
East	Rural Residential (RR)	Agricultural Residential (AR)
West	Rural Residential (RR)	Agricultural Residential (AR)

## Relevant Clay County 2045 Comprehensive Plan Policies

The following Goals/Objective/Policies relate to the proposed Comprehensive Plan Amendment:

### FLU POLICY 1.4.1

The Future Land Use categories are declared to be a part of the adopted Future Land Use Policies. The categories have been developed to help in the determination of where development should occur over the planning period and are described below

#### 7) Urban Core 10:

This designation is intended for land within the core of urban service areas and accessible to employment centers. Densities in this area shall range from a minimum of two units per net acre and a maximum of ten units per net acre. This classification includes single-family detached and attached, cluster and zero lot line dwellings, and multi-family housing. Areas within this category may be suitable for a higher intensity use, upward to a maximum of ten units per net acres. Densities from seven to ten units per net acre may be approved if the location meets required points and the development provides central water and sewer system. Review of specific densities shall be directed toward preserving the stability and integrity of established residential development and toward providing equitable treatment of lands with similar characteristics. Design techniques of landscaping, screening and buffering shall be employed to assure a smooth transition in residential structure types and densities.



57 Analysis of Proposed Rezoning Amendment

58 In reviewing the proposed application for Rezoning, the following criteria shall be considered along with such  
59 other matters as may be appropriate to the particular application:

60  
61 (a) Whether the proposed change will create an isolated district unrelated to or incompatible with  
62 adjacent and nearby districts;

63 *Staff Finding: The application will change the zoning of the three contiguous parcels from Agricultural*  
64 *Residential (AR) to Multi-family Residential District (RD-4). Although the property is adjacent to significant*  
65 *infrastructure investment with the widening of CR 209 and the parcel being located within the Urban Service*  
66 *Boundary the requested change creates an isolated district of multi-family zoning.*

67 (b) Whether the district boundaries are illogically drawn in relation to the existing conditions on the real  
68 property proposed for change;

69 *Staff Finding: The property to the north of the subject parcels was rezoned in 2014 from AR to PUD for the*  
70 *development of 171 units over 114 acres, equating to a density of 1.5 units per acre. The lands to the south*  
71 *were rezoned in 2016 from AR to PUD for the development of 110 residential units over 37 acres for a density*  
72 *of 3 units to the acre. The existing zoning of Agricultural/Residential is consistent with the area east and west*  
73 *and does not appear illogically drawn in relation to the existing conditions.*

74 (c) Whether the conditions which existed at the time the real property was originally zoned have changed  
75 or are changing, and, to maintain consistency with the Plan, favor the adoption of the proposed Rezoning;

76 *Staff Finding: The district boundaries for the Agricultural/Residential zoning district has changed, as a*  
77 *result of development in the area, however this increase in density in this area appears premature without the*  
78 *non-residential uses to support it. Although the widening of 209 / Russell Road will increase the mobility of*  
79 *the area, access being located so close to the intersection of a Major Collector and a active railway system may*  
80 *prove to be problematic.*

81 (d) Whether the affected real property cannot be used in accordance with existing zoning;

82 *Staff Finding: The property can be used with the existing zoning in place although the greatest density that*  
83 *could be achieved would be one unit per acre with points.*

84 (e) Whether the proposed Rezoning application is compatible with and furthers the County's stated  
85 objectives and policies of the Plan;

86 *Staff Finding: The proposed rezoning would create an isolated high density area that would appear to be*  
87 *inconsistent with the policies and objectives of the Plan.*

88 (f) Whether maintenance of the existing zoning classification for the proposed Rezoning serves a  
89 legitimate public purpose;

90 *Staff Finding: Maintaining the existing zoning will allow for a maximum density of 1 unit per acre with*  
91 *points that the subject parcels have, will allow for a transition from the higher densities to the north and south*  
92 *and the one du to five acre densities to the east and west of the parcels. Approving the request will allow for*  
93 *a greater diversity of housing choices in proximity to transportations investments that have been made.*

94 (g) Whether maintenance of the status quo is no longer reasonable when the proposed Rezoning is  
95 inconsistent with surrounding land use;

96 *Staff Finding: The Applicant however is requesting a change in land use from RR to UC 10 which would be*  
97 *inconsistent with the surround land use of Rural Residential.*

98 (h) Whether there is an inadequate supply of sites in the County for the proposed intensity or density  
99 within the district already permitting such intensity or density.

100 *Staff Finding: There is adequate supply of vacant land in the County with high densities and intensities*  
101 *already entitled within the Lake Asbury Activity and Village Centers master planned communities to the*  
102 *north of the subject parcels.*

103 **Recommendation**

104 The Springs Citizen Advisory Committee heard the item on May 14 and provided a recommendation of  
105 denial 4-2.

106 Based on the analysis in the Report, Staff recommends denial of ZON 24-0013.

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY FLORIDA, PURSUANT TO ARTICLE III OF THE CLAY COUNTY LAND DEVELOPMENT CODE, KNOWN AS THE ZONING AND LAND USE LDRs ADOPTED PURSUANT TO ORDINANCE 93-16, AS AMENDED, PROVIDING FOR THE REZONING OF 3 PARCELS (TAX PARCEL IDENTIFICATION #s 29-05-26-014443-001-00, 29-05-26-014446-001-03 & 32-05-26-014459-000-00), TOTALING APPROXIMATELY 10.01+/-ACRES, FROM AGRICULTURAL RESIDENTIAL (AR) TO MULTI-FAMILY RESIDENTIAL DISTRICT (RD-4) PROVIDING A DESCRIPTION; PROVIDING AN EFFECTIVE DATE.**

Be It Ordained by the Board of County Commissioners of Clay County:

**Section 1.** Application ZON 25-0010, seeks to rezone certain real property totaling 10.01+/- acres (tax parcel identification #s 29-05-26-014443-001-00, 29-05-26-014446-001-03 and 32-05-26-014459-000-00) (the Property) described in Exhibit “A-1”, and depicted in Exhibit “A-2”.

**Section 2.** The Board of County Commissioners approves the rezoning request. The zoning of the Property is hereby changed from the present zoning classification of Agricultural Residential (AR) to Multi-family Residential District (RD-4).

**Section 3.** Nothing herein contained shall be deemed to impose conditions, limitations or requirements not applicable to all other land in the zoning district wherein said lands are located.

**Section 4.** The Building Department is authorized to issue construction permits allowed by zoning classification as rezoned hereby.

**Section 5.** This Ordinance shall become effective upon the Ordinance adopting the comprehensive plan amendment requested in Application COMP 25-0009, becoming effective.

**DULY ADOPTED** by the Board of County Commissioners of Clay County, Florida, this \_\_\_\_\_ day of June, 2025.

BOARD OF COUNTY COMMISSIONERS  
OF CLAY COUNTY, FLORIDA

By: \_\_\_\_\_  
Betsy Condon, Its Chairman

ATTEST:

By: \_\_\_\_\_  
Tara S. Green,  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board

## Exhibit "A-1"

### Legal Description

#### PARCEL 1

That part of the Northeast Quarter of the Northeast Quarter of Section 32, Township 5 South, Range 26 East, Clay County, Florida, lying Northeast of the CSX Transportation Railroad right of way.

#### PARCEL 2

A portion of Section 29, Township 5 South, Range 26 East, Clay County, Florida, being more particularly described as follows:

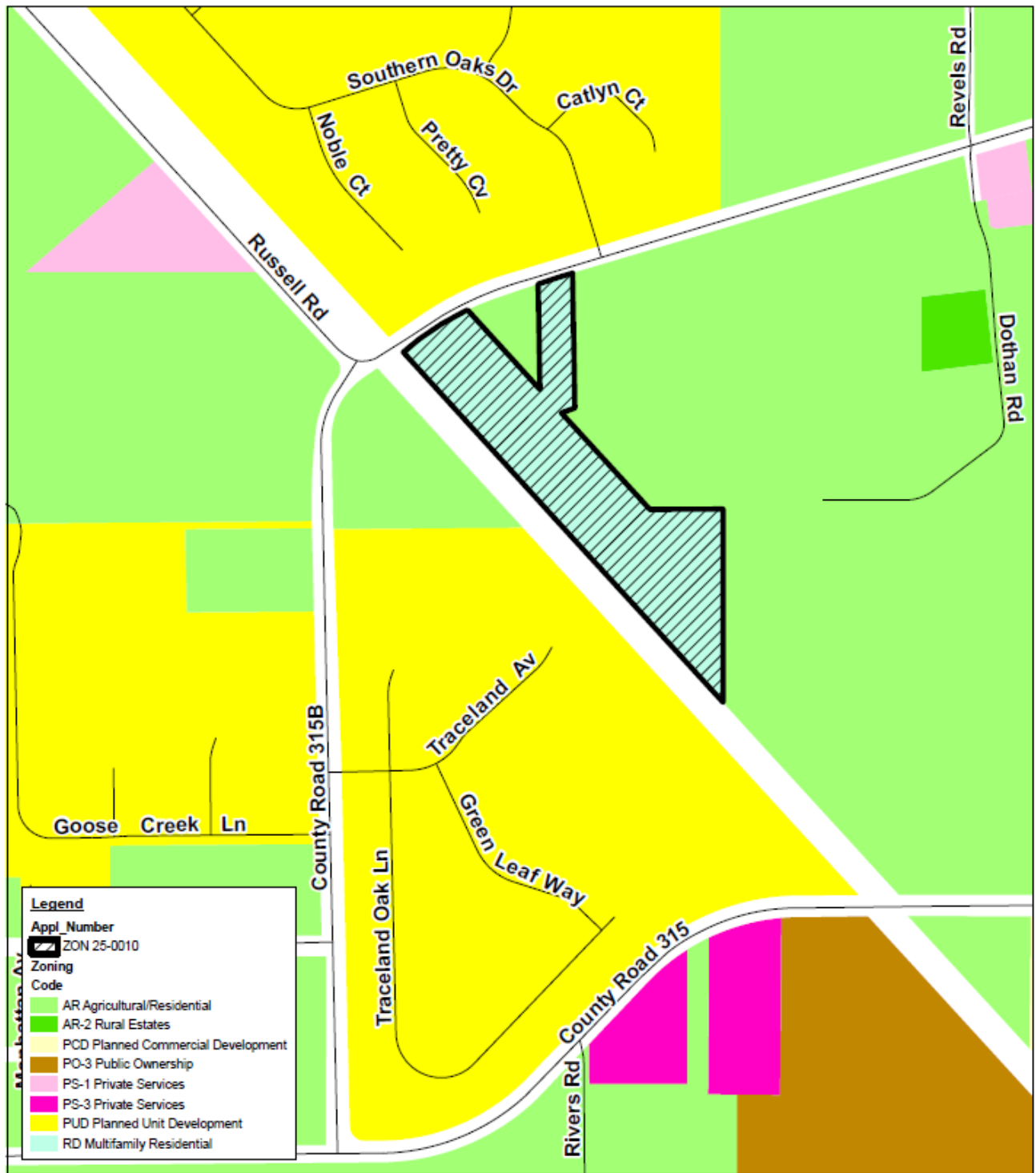
Commence at the Southeast corner of said Section 29; thence in a Westerly direction, along the Southerly line of said Section 29, run the following two (2) courses and distances: Course No. 1: North 89 degrees 58 minutes 38 seconds West, 285.00 feet to the Southwest corner of the lands described and recorded in Official Records 685, Page 557, of the Public Records of said County and the Point of Beginning; Course No. 2: Continue North 89 degrees 58 minutes 38 seconds West, along said Southerly line, 333.97 feet, to the Northeasterly line of a 100 foot wide Seaboard Coastline Railroad Right-of-Way; thence North 42 degrees 00 minutes 00 seconds West, along last said line 641.02 feet to an intersection with the Southerly Right-of-Way line of Russell Road (County Road Number 209, an 80 foot Right-of-Way as now established); thence in a Northeasterly direction along said Southerly Right-of-Way line of County Road 209, the following two (2), courses and distances: Course No. 1: North 56 degrees 15 minutes 05 seconds East, 125.62 feet to the Point of curvature of a curve leading Northeasterly; Course No. 2: Northeasterly along and around the arc of a curve concave Southeasterly, having a radius of 914.93 feet, an arc distance of 126.75 feet, said arc being subtended by a chord bearing and distance of North 60 degrees 13 minutes 13 seconds East, 126.65 feet to the Southwesterly line of those lands described and recorded in Official Records 159, Page 219 of the said Public Records; thence South 42 degrees 00 minutes 00 seconds East along last said line and along the Southwesterly lines of those lands described and recorded in Official Records 2035, Page 1098 and aforesaid Official Records 685, Page 557, all of said Public Records 819.75 feet to the Point of Beginning.

#### PARCEL 3

A Parcel of land situated in Section 29, Township 5 South, Range 26 East, Clay County, Florida, being more particularly described as follows:

Commence at the intersection of the East line of Section 29 with the Southeasterly right of way line of State Road No. S-209 (as now established as an 80 foot right of way), run thence South 73 degrees 33 minutes 30 seconds West along the said Southeasterly right of way line, 520.0 feet for the Point of Beginning; continue South 73 degrees 33 minutes 30 seconds West along the Southeasterly right of way line. 110.0 feet; thence South 00 degrees 12 minutes 30 seconds West, 337.92 feet; thence South 42 degrees 00 minutes 00 seconds East, 100.97 feet; thence North 73 degrees 33 minutes 30 seconds East, 39.20 feet; thence North 00 degrees 12 minutes 30 seconds East, 433.0 feet to the Point of Beginning.

## Exhibit "A-2"



0 212.5 425 850 Feet

**Proposed Zoning  
Rezoning: ZON 25-0010  
from AR to RD**





Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Board of County Commissioners

DATE: 5/28/2025

FROM: Jenni Bryla, Zoning Chief

**SUBJECT:**

This item was continued to the August 5th Planning Commission meeting. Staff requests that this item be continued to the August 26th BCC meeting.

This application is a Staff initiated amendment to the Land Development Code amending regulations in Article III Sec. 3-35(b),(g),(2),(7),(10)(v) for non-motorized boat ramps in PO-2 zoning districts.

**AGENDA ITEM TYPE:**

---

**BACKGROUND INFORMATION:**

Clay County acquired the subject repetitive flood loss property through a Flood Mitigation Assistance Grant, administered by FEMA. With this grant, the county was able to acquire the lot, demolish the dwelling and structures that sat on it and return the land to open space.

**REVIEWERS:**

Department	Reviewer	Action	Date	Comments
Economic and Development Services	Hamilton, Alyssa	Approved	6/19/2025 - 7:16 AM	Item Pushed to Agenda





Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Board of County Commissioners

DATE: 5/9/2025

FROM: Jenni Bryla, Zoning Chief

SUBJECT:

The Board continued this item for further information regarding the ownership of Twelve Oaks Drive.

This application is a Rezoning to change 5.73 acres from Agriculture Residential (AR) to Multi-Family Residential (RD-4).

AGENDA ITEM TYPE:

---

BACKGROUND INFORMATION:

The subject parcel is located, off of Twelve Oaks Drive, in between Blanding Blvd. and Moody Avenue. The property is currently vacant and is essentially surrounded by higher intensity development. The Applicant is requesting to change the zoning designation in order to develop a 52-unit residential townhome community.

Planning Requirements:

Public Hearing Required (Yes\No):

**Yes**

Hearing Type: Second Public Hearing

Initiated By: Applicant

Donna B. Drake & Carole Ann Trufant ETAL: owners  
Folks Huxford & Mike Herzberg: agents

ATTACHMENTS:

Description	Type	Upload Date	File Name
Ordinance ZON			ZON_24-0033-

▢ 24-0033	Ordinance	4/30/2025	Ordinance-finalada.pdf
▢ Staff Report for ZON 24-0033	Cover Memo	5/21/2025	ZON_24-0033- Staff_Report_BOCC- Final_ada.pdf
▢ Access Easement	Backup Material	5/21/2025	access_easementada.pdf

#### REVIEWERS:

Department	Reviewer	Action	Date	Comments
Economic and Development Services	Hamilton, Alyssa	Approved	6/19/2025 - 7:16 AM	Item Pushed to Agenda



**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY FLORIDA, PURSUANT TO ARTICLE III OF THE CLAY COUNTY LAND DEVELOPMENT CODE, KNOWN AS THE ZONING AND LAND USE LDRs ADOPTED PURSUANT TO ORDINANCE 93-16, AS AMENDED, PROVIDING FOR THE REZONING OF A SINGLE PARCEL OF LAND (TAX PARCEL IDENTIFICATION # 13-04-25-020338-000-00), TOTALING APPROXIMATELY 5.73 ACRES, FROM ITS PRESENT ZONING CLASSIFICATION OF AGRICULTURAL/RESIDENTIAL DISTRICT (AR) TO MULTI-FAMILY RESIDENTIAL DISTRICT (RD-4); PROVIDING A DESCRIPTION; PROVIDING AN EFFECTIVE DATE.**

Be It Ordained by the Board of County Commissioners of Clay County:

**Section 1.** Application ZON 24-0033 seeks to rezone certain real property (tax parcel identification # 13-04-25-020338-000-00) (the Property), described in Exhibit “A-1”, and depicted in Exhibit “A-2”.

**Section 2.** The Board of County Commissioners approves the rezoning request. The zoning classification of the Property is hereby changed from Agricultural/Residential District (AR) to Multi-family Residential District (RD-4).

**Section 3.** Nothing herein contained shall be deemed to impose conditions, limitations or requirements not applicable to all other land in the zoning district wherein said lands are located.

**Section 4.** The Building Department is authorized to issue construction permits allowed by zoning classification as rezoned hereby.

**Section 5.** This Ordinance shall become effective as provided by law.

**DULY ADOPTED** by the Board of County Commissioners of Clay County, Florida, this \_\_\_\_\_ day of May 27, 2025.

BOARD OF COUNTY COMMISSIONERS  
OF CLAY COUNTY, FLORIDA

By: \_\_\_\_\_  
Betsy Condon, Its Chairman

ATTEST:

By: \_\_\_\_\_  
Tara S. Green,  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board

Exhibit "A-1"

**Clay Parcel No. 13-04-25-020338-000-00**

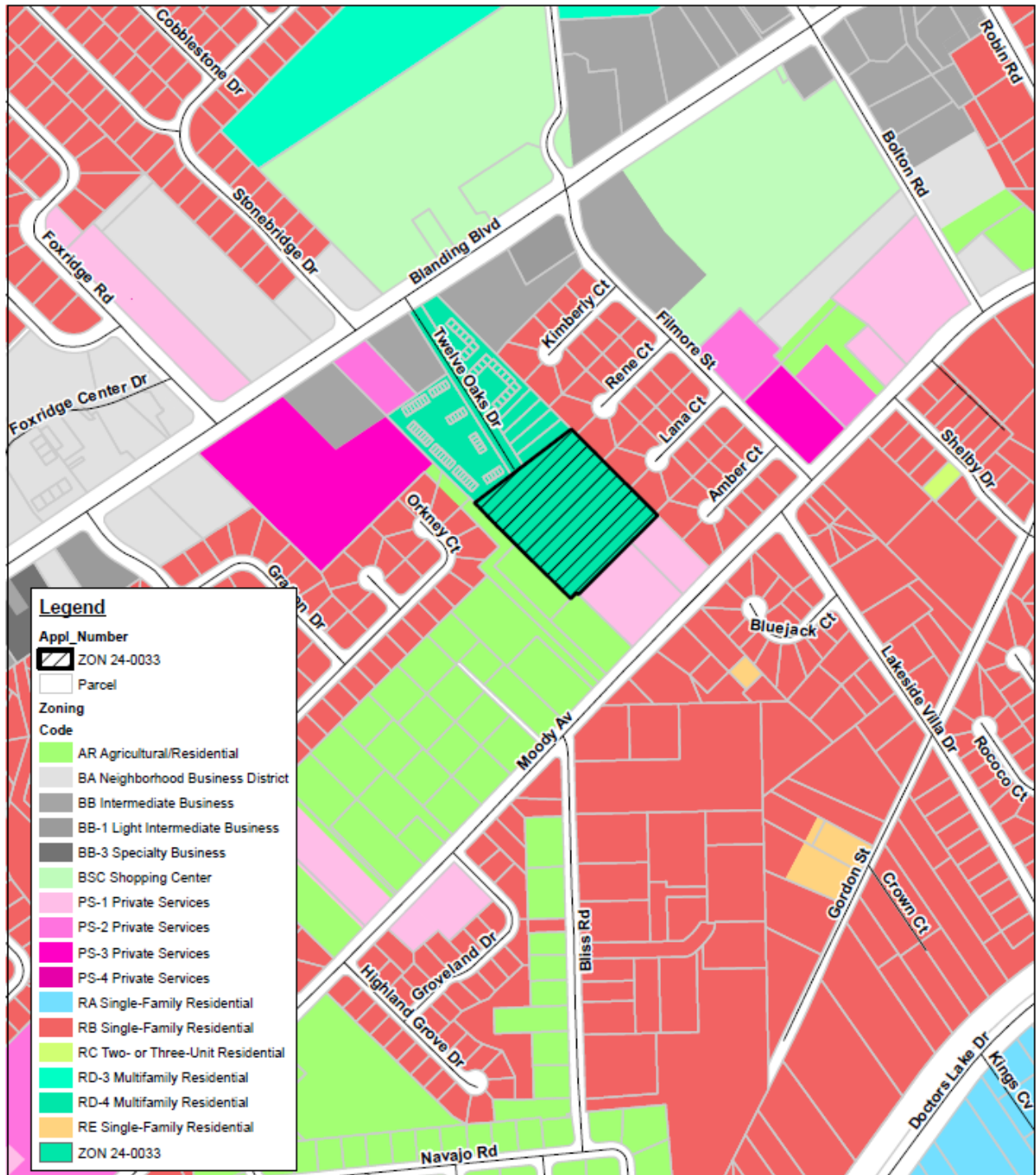
THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF CLAY, STATE OF FLORIDA, AND IS DESCRIBED AS FOLLOWS:

THE LANDS SHOWN HEREIN ARE PART OF AND WHOLLY WITHIN THE LANDS AS DESCRIBED IN OFFICIAL RECORDS BOOK 1538, PAGE 1384 AND BEING ONE IN THE SAME AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT A 4"X 4" CONCRETE MONUMENT MARKING THE SOUTHEASTERLY CORNER OF LOT 4, OF LAUREN OAKS AS RECORDED IN PLAT BOOK 36, PAGE 63 OF THE PUBLIC RECORDS OF CLAY COUNTY, FLORIDA, HAVING STATE PLANE GRID COORDINATES OF NORTH: 2,113,754.10, EAST: 417,127.16 AND REFERS TO THE FLORIDA STATE PLANE GRID SYSTEM, EAST ZONE 901, NAD83, IN U.S. SURVEY FEET, GRID BEARINGS ARE REFERENCED AND SHOWN AS (FM) ON MAP OF SURVEY, THENCE ALONG THE WESTERLY LINE OF THE COURTS AS RECORDED IN PLAT BOOK 16, PAGES 59 AND 60 OF SAID PUBLIC RECORDS RUN SOUTH 45 DEGREES 07 MINUTES 41 SECONDS EAST, A DISTANCE OF 487.59 FEET TO AN ONE-HALF INCH IRON PIPE MARKING THE NORTHEASTERLY CORNER OF LANDS DESCRIBED IN ORB 53 PG 530; THENCE ALONG THE NORTHERLY LINE OF LANDS DESCRIBED IN SAID O.R.B. 532, PG 530 AND CONTINUING ALONG THE NORTHERLY LINE OF LANDS DESCRIBED IN O.R.B. 3144, PG 403, RUN SOUTH 44 DEGREES 50 MINUTES 52 SECONDS WEST, A DISTANCE OF 450.13 FEET TO A ONE-HALF INCH IRON PIPE I.D. ILLEGIBLE AND MARKING THE NORTHEASTERLY CORNER OF LANDS DESCRIBED IN O.R.B. 3144 PG 403 AND ALSO THE SOUTHEASTERLY CORNER OF LANDS DESCRIBED IN 8684 PAGE 1021; THENCE ALONG THE EASTERLY LINE OF LANDS AFOREMENTIONED AS DESCRIBED IN O.R.B. 8684 PAGE 1021, RUN NORTH 45 DEGREES 06 MINUTES 33 SECONDS WEST, A DISTANCE OF 311.39 FEET TO A 3/4" IRON PIPE MARKING THE NORTHEAST CORNER OF AFORESAID LANDS DESCRIBED IN O.R.B. 8684, PAGE 1021; THENCE ALONG THE NORTHERLY LINE OF LOT 27, SECTION 13, BLOCK 1, RIDGEWOOD AS RECORDED IN DEED BOOK Q PAGE 663 RUN SOUTH 44 DEGREES 40 MINUTES 12 SECONDS WEST, A DISTANCE OF 32.00 FEET TO THE EASTERLY LINE OF LOT 7 OF SAID RIDGEWOOD RECORDED IN DEED BOOK Q, PAGE 663; THENCE ALONG LAST SAID LINE RUN NORTH 44 DEGREES 59 MINUTES 49 SECONDS WEST, A DISTANCE OF 241.73 FEET TO THE SOUTHWESTERLY CORNER OF TWELVE OAKS CONDOMINIUMS AS RECORDED IN O.R.B. 722, PAGE 663; THENCE ALONG THE SOUTHERLY LINE OF SAID TWELVE OAKS CONDOMINIUMS AND ALONG THE SOUTHERLY LINE OF AFORESAID LAUREN OAKS RUN NORTH 52 DEGREES 35 MINUTES 12 SECONDS EAST, A DISTANCE OF 485.89 FEET TO THE POINT OF BEGINNING.

TOGETHER WITH A PERPETUAL, NON-EXCLUSIVE EASEMENT FOR INGRESS, EGRESS AND UTILITIES ACCORDING TO OFFICIAL RECORDS BOOK 604, PAGES 319 AND 320 OF SAID PUBLIC RECORDS.

Exhibit "A-2"



0 255 510 1,020 Feet

**Proposed Rezoning: ZON 24-0033  
From AR to RD-4**





## Staff Report and Recommendations for ZON 24-0033

Copies of the application are available at the Clay County  
Administration Office, 3<sup>rd</sup> floor, located at 477 Houston Street Green Cove Springs, FL 32043

### Owner / Applicant Information:

<b>Parcel #:</b> 13-04-25-020338-000-00
<b>Owner:</b> Carole Ann Trufant ETAL
<b>Parcel #:</b> 13-04-25-020338-000-00
<b>Owner:</b> Donna B. Drake

### Property Information

<b>Current Zoning:</b> AR (Agricultural Residential)	<b>Land Use:</b> UC-10 (Urban Core)
<b>Zoning Proposed:</b> RD-4 (Multi-family Residential)	<b>Total Acres:</b> 5.73
<b>Commission District:</b> 3 (Commissioner J.Renninger)	<b>Planning District:</b> Doctors Inlet

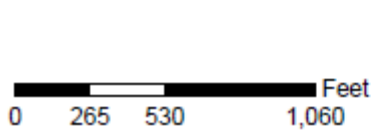
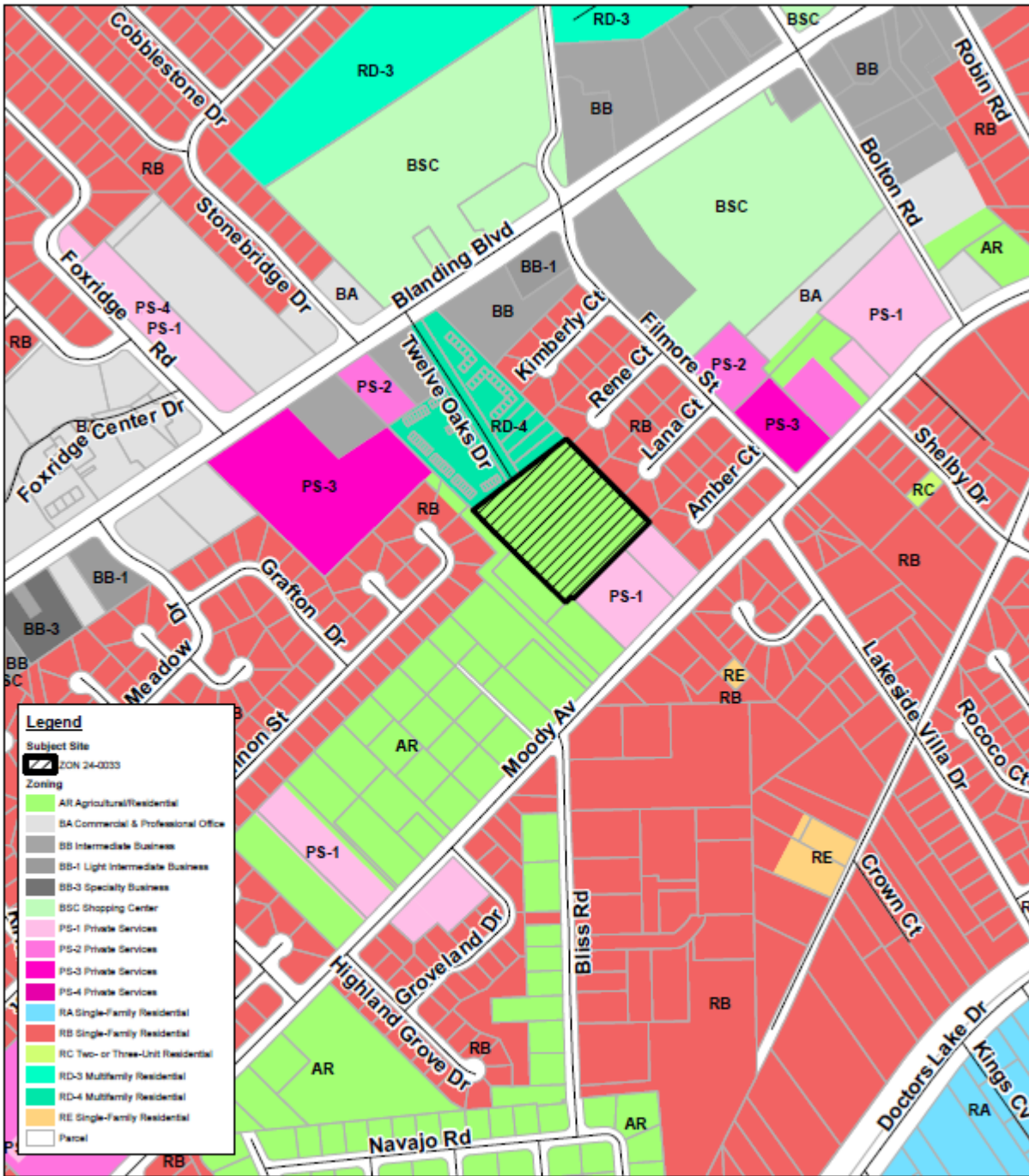
### Background

This application is a request to change the zoning designation on one parcel of land from AR to RD-4. The subject parcel is approximately 5.73 acres and is located, off of Twelve Oaks Drive, in between Blanding Blvd. and Moody Avenue. The property is currently vacant and is essentially surrounded by higher intensity development. The Applicant is requesting to change the zoning designation in order to develop a 52 unit residential townhome community.

The zoning and future land use of the parcels surrounding the subject parcel is provided in the table below and are primarily residential to the east and industrial to the west. Existing uses in the area are primarily residential and agricultural.

	<b>ZONING</b>	<b>FUTURE LAND USE</b>
North	RD-4 (Multi-family residential district) & RB (Single-family residential district)	UC-10 (Urban Core)
East	RB (Single-family residential district) & PS-1 (Private Services)	UC-10 (Urban Core)
West	RD-4 (Multi-family residential district) & AR (Agricultural / Residential)	UC-10 (Urban Core)
South	AR (Agricultural Residential) & PS-1 (Private Services)	UC-10 (Urban Core)

# 31 Surrounding Zonings

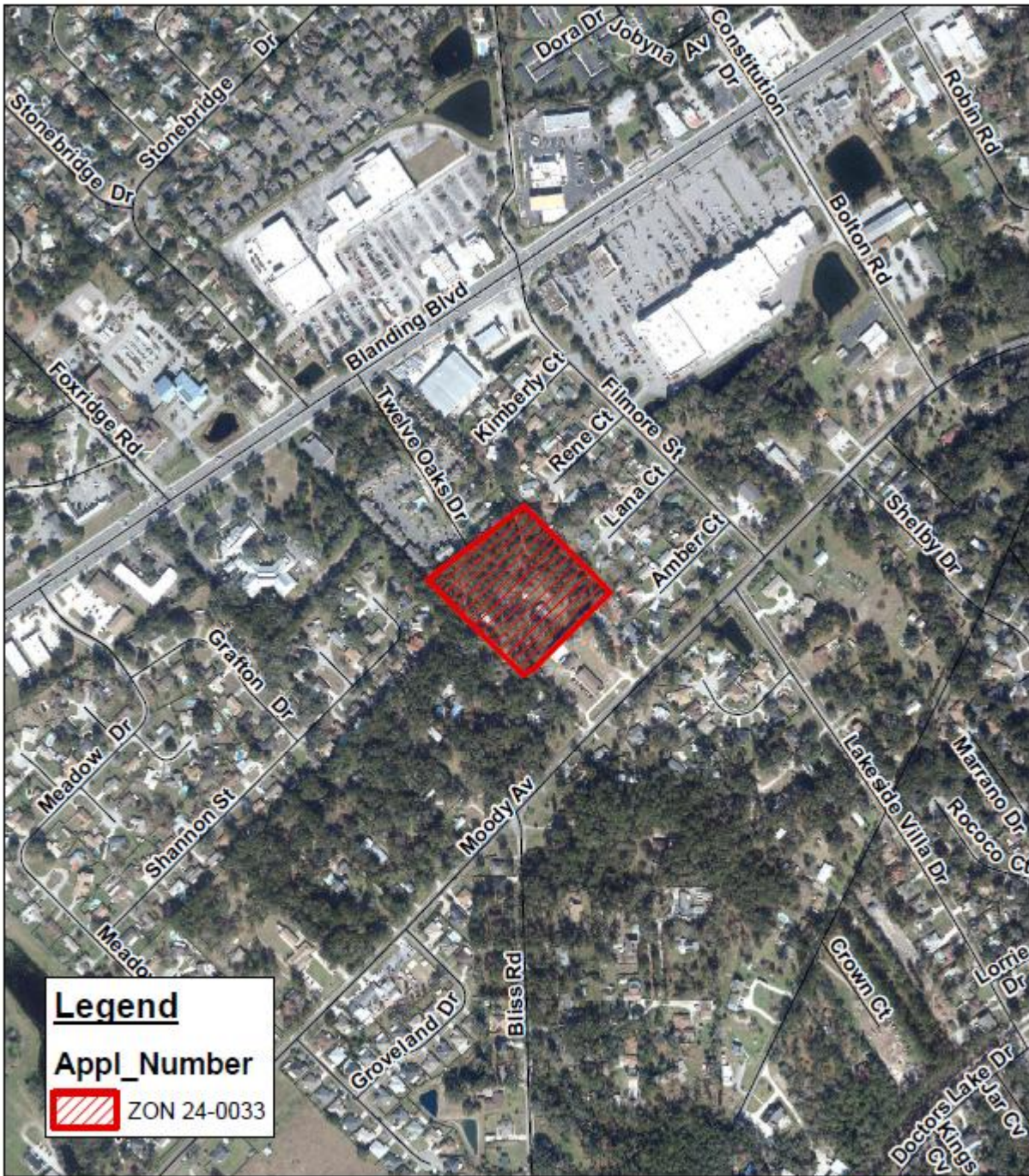


Existing Zoning  
 Proposed Rezoning: ZON 24-0033  
 From AR to RD-4



32  
 33





0 255 510 1,020 Feet

Rezoning: ZON 24-0033  
from AR to RD-4



## Proposed RD-4 Zoning District

### Sec. 3-19. MULTIFAMILY RESIDENTIAL DISTRICT (ZONE RD)

- (a) *Intent.* All land designated as Zone RD shall be governed by the regulations of this Section and shall be further designated into one of the following sub-districts of RD-1, RD-2, RD-3, and RD-4, and shall be governed as hereinafter set forth. Said lands shall also be subject to the applicable restrictions in Sec. 20.3-10.
- (b) *Uses Permitted.* (All sub-districts.) (Rev. 07/27/2010)
- (1) Single-family attached or detached dwellings, multiple-family dwellings, dormitories, rooming houses, and accessory buildings incidental thereto, subject to the following:
    - (i) On lots of one acre or less:
      - a. no accessory structure shall exceed the height of the primary structure; and,
      - b. all other lot size requirements must be met as established within this Article.
    - (ii) On lots of more than one acre:
      - a. no accessory structure shall exceed the height of the primary structure; and,
      - b. all other lot requirements must be met as established within this Article.
  - (2) No accessory structure or use may be constructed or established on any lot prior to the issuance of a building permit for the principal structure. Accessory structures are prohibited within the side and, with the exception of waterfront lots, front yards. Rev. 05/24/11
  - (3) Satellite dish receivers to serve the development in which located.
  - (4) On-premises consumption of alcoholic beverages within recreation- and clubhouse- type facilities developed as part of a unified plan of development and only for use by the residents and their guests and licensed under Chapter 11-C of the Florida Division of Alcoholic Beverage and Tobacco.
  - (5) Private boat pier or slip for the use of occupants of principal residential structures of the abutting lot; provided said pier or slip does not interfere with navigation.
  - (6) Recreational facilities and areas.



- (7)
- (8) Washing facilities for use by residents.
- (9) Storage of travel trailers, recreational vehicles and boats provided such units are stored in a separate area, landscaped, and maintained. Storage of these units shall not be permitted on individual lots.
- (10) Garage sales will be allowed up to a maximum of two garage sales within any calendar year. The duration of each garage sale shall be a maximum of 72 hours and may be conducted only within daylight hours. No sign advertising a garage sale may be placed on any public right-of-way. *Rev. 04/22/08*

(f) *Lot and Building Requirements.*

(1) Setback of building(s) from property line (all sub-districts):

(i) Minimum Front Yard 20 ft.

(ii) Minimum Rear Yard 20 ft. or  
25 ft. adjacent to  
single family  
residential

(iii) Minimum Side Yard - Interior:  
1 and 2 Units 10 ft.  
3 Units and Over 10 ft.

(iv) Minimum Side Yard - Street 20 ft.

(2) *Accessory Buildings (Not to exceed one (1) story).*

(i) Minimum Setback from Lot Line  
Front 20 ft.  
Rear 5 ft.  
Side 5 ft.

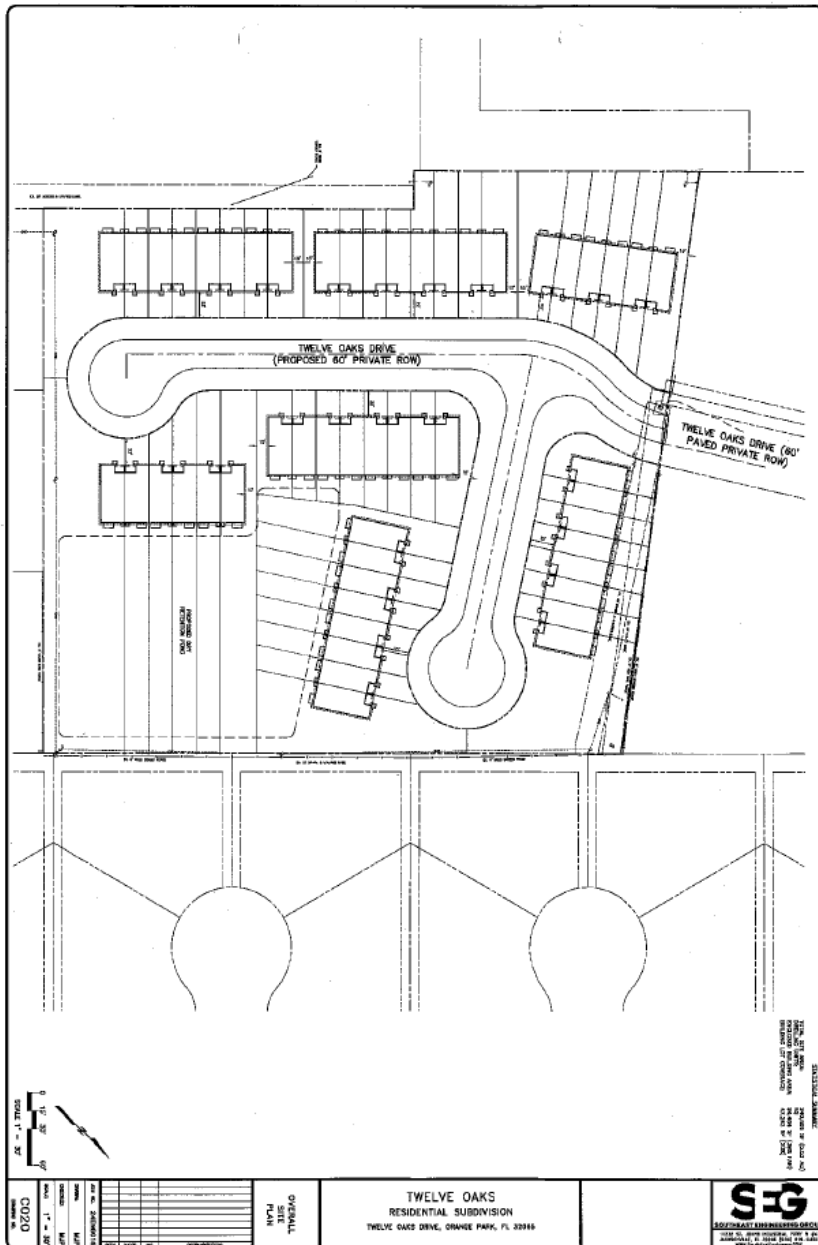
(3) *Building Spacing.* For more than one building on a single lot:

Front/Front	Front/Side	Front/Rear	Rear/Rear	Rear/Side	Side/Side
60 ft.	40 ft.	60 ft.	40 ft.	30 ft.	20 ft.

(4) Visual Barrier: Proposed multi-family development shall be buffered from adjacent land within the residential land use categories identified in Section 20.3-8, unless said adjacent land zoned for multi-family development at the time of proposed development, with a twenty-five (25) foot building setback, ten (10) foot landscaped area, minimum six (6) foot high opaque barrier (fence or vegetation) and tree planting thirty (30) foot on center. (Ord 94-\_\_\_ 4/26/94)

- (5) All structures shall be set back a minimum of 50 feet landward from the ordinary high water line or mean high water line, whichever is applicable; for waters designated as Aquatic Preserves or Outstanding Florida Waters, the setback will be 100 feet. These setbacks shall not apply to structures on lots or parcels located landward of existing bulkheads permitted by the St. Johns River Water Management District or Florida Department of Environmental Protection.
- (6) Waterfront lot widths shall be a minimum of one hundred feet at the ordinary high water line or the mean high water line, whichever is applicable. Lot width shall be measured by the chord terminated by the property corners at the ordinary high water line or the mean high water line as applicable. (amended 5/05 Ord. 05-18)

**Proposed Layout**



Analysis of Proposed Rezoning Amendment

In reviewing the proposed application for Rezoning, the following criteria may be considered along with such other matters as may be appropriate to the particular application:

(a) Whether the proposed change will create an isolated district unrelated to or incompatible with adjacent and nearby districts;

*Staff Finding: The application supports the higher density development that surrounds the subject parcel. The proposed use should not create an isolated district that would be unrelated to the surrounding area.*

(b) Whether the district boundaries are illogically drawn in relation to the existing conditions on the real property proposed for change;

*Staff Finding: The County's district boundaries are not illogically drawn; the subject property could be considered in-fill residential development as there is no agricultural uses anywhere near the property. AR zoning district with a Future Land Use of UC10 allows for a maximum of two units per acre. The project is proposing approximately 9 units to the acre and the RD-4 zoning district with a UC10 Land Use allows for 10 units to the acre.*

(c) Whether the conditions which existed at the time the real property was originally zoned have changed or are changing, and, to maintain consistency with the Plan, favor the adoption of the proposed Rezoning;

*Staff Finding: The district boundaries as indicated by the Comprehensive Plan designation of Agricultural Residential are no longer consistent with the development patterns in the area. The proposed zoning designation will match those to the north and east of the property as the area continues to transition to a denser commercial corridor.*

(d) Whether the affected real property cannot be used in accordance with existing zoning;

*Staff Finding: The subject properties could be used with the existing zoning, however the property would not yield as many housing units.*

(e) Whether the proposed Rezoning application is compatible with and furthers the County's stated objectives and policies of the Plan;

*Staff Finding: The proposed rezoning is compatible with the Comprehensive Plan and supports the intent of the future land use designation. The Land Use of UC-10 states "Areas within this category may be suitable for a higher intensity use, upward to a maximum of ten units per net acres. Densities from seven to ten units per net acre may be approved if the location meets required points and the development provides central water and sewer system. Review of specific densities shall be directed toward preserving the stability and integrity of established residential development and toward providing equitable treatment of lands with similar characteristics. Design techniques of landscaping, screening and buffering shall be employed to assure a smooth transition in residential structure types and densities*

167 (f) Whether maintenance of the existing zoning classification for the proposed Rezoning  
168 serves a legitimate public purpose;

169 *Staff Finding: There appears to be no public purpose served by keeping the zoning district*  
170 *boundaries in their current locations on the subject parcels.*

171 (g) Whether maintenance of the status quo is no longer reasonable when the proposed  
172 Rezoning is inconsistent with surrounding land use;

173 *Staff Finding: The proposed rezoning will be consistent with the surround land use.*

174 (h) Whether there is an inadequate supply of sites in the County for the proposed intensity or  
175 density within the district already permitting such intensity or density.

176 *Staff Finding: The density on the subject parcel will increase in an area that has goods and*  
177 *services in close proximity thereby providing greater connectivity and connections.*

### 178 **Staff Findings**

179 There is no Citizen Advisory Committee for this area of the County.

180

181 The Planning Commission heard the item at their May 6<sup>th</sup> public hearing and provided a  
182 recommendation of **approval 7-0**

183

184 As evidenced by this report, the request is consistent with the Goals, Objectives and Policies of  
185 the Comprehensive Plan and is compatible with the surrounding zoning and Future Land Use,  
186 therefore Staff recommends **approval** of application ZON 24-0033.

CFN # 2021014431, OR BK: 4426 PG: 1171, Pages 1 / 2, Recorded 3/9/2021 10:57 AM, Doc: D  
TARA S. GREEN Clerk of Court and Comptroller, Clay County, FL Rec: \$18.50 Doc D: \$0.70  
Deputy Clerk WESTA

Prepared by: Donna B. Drake  
3068 Moody Ave  
Orange Park, FL 32065

### Quit Claim Deed

The Quit Claim Deed executed this 9th day of March, 2021, by  
first party, Grantor, Carole Ann Trufant / Donna B. Drake whose post office address  
is 3068 Moody Ave - 3068 Moody Ave Orange Park, FL 32065 to second party,  
Grantee Kathryn Blalock Trust whose post office address is  
2308 Twelve Oaks Dr. Orange Park, FL 32065

Witnesseth, that the said first party, for the sum of \$ 0, and other good and  
valuable consideration paid by the second party, the receipt whereof is hereby acknowledged, does  
hereby remise, release, and quit claim unto the said second party forever, all the right, title, interest and  
claim which the said first party has in and to the following described parcel of land, and improvements,  
and appurtenance thereto in Clay County, Florida to wit:

PT of Lots 6 & 7 Bk 1  
Ridgewood Sec B OP, AS RECD  
R822 PG 226 & 4218 Pg 1329

Parcel ID#  
13-04-25-020338-005-00

In witness whereof, the said first party has signed and sealed these presents the day and year first above  
written, sealed and delivered in the presence of:

Donna West  
Witness Signature

Donna West  
Printed Name

Deborah Thacker  
Witness Signature

Deborah Thacker  
Printed Name

Carole Trufant  
Grantor Signature

Carole Trufant  
Printed Name

Donna B. Drake  
Grantor Signature

Donna B. Drake  
Printed Name

County of: Clay State of: Florida

Sworn to and subscribed before me the 9th day of March, 2021 the  
party of the first part appeared, personally known to me/produced a valid ID, and acknowledged to me  
that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their  
signature(s) on the instrument the person(s) upon behalf of which the person(s) acted, executed the  
instrument. Witness my hand an official seal.

Deborah Thacker  
Notary Signature

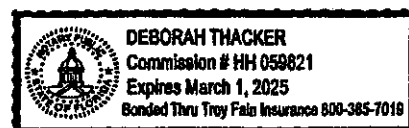


EXHIBIT A

A parcel of land consisting of a portion of Lots 6 and 27, Block 1, Section 13, Ridgewood, Clay County, Florida, according to map recorded in Deed Book "Q", page 663 of the public records of said county, said parcel being more particularly described as follows:

Begin at the most Southerly corner of said Lot 6; thence on the Southwesterly line thereof run North 44 degrees 56 minutes 30 seconds West 31.00 feet; thence North 49 degrees 49 minutes 45 seconds East 110.0 feet; thence South 32 degrees 20 minutes 40 seconds East 116.60 feet; thence South 45 degrees 00 minutes 10 seconds West 52.00 feet; thence North 44 degrees 59 minutes 50 seconds West 92.00 feet to the Southeasterly line of said Lot 6; thence on last said line South 45 degrees 01 minute 05 seconds West 32.10 feet to the point of beginning, being 0.20 acre, more or less, in area.

Together with a perpetual, non-exclusive easement for ingress, egress and utilities according to Official Records Book 604, pages 319 and 320 of said public records.

This red stamp and signature signifies this  
2 page document is a true and accurate  
copy as reflected in the Official Records of:

Tara S. Green  
Clerk of the Circuit Court  
Clay County, Florida



This 18<sup>th</sup> day of March, 2021  
By: D. Shacker, Deputy Clerk



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Board of County Commissioners

DATE: 5/28/2025

FROM: Jenni Bryla, AICP, Zoning  
Chief

SUBJECT:

A. COMP 25-0010

This application is a FLUM Amendment to change 13.86+/-acres from Agricultural (AG) to Rural Residential (RR)

B. ZON 25-0007

This application is a Rezoning to change from Agricultural (AG) to Agricultural Residential (AR)

AGENDA ITEM TYPE:

---

BACKGROUND INFORMATION:

The subject parcel is located on South County Road 16-A, south of the intersection with State Road 16-West. This parcel of land is largely undeveloped with just one mobile home.

Planning Requirements:

Public Hearing Required (Yes\No):

Hearing Type:

Initiated By:

**Owner:** Sheryl Gustafson

**Agent:** Danielle Kitchens

# ATTACHMENTS:

Description	Type	Upload Date	File Name
▢ Staff Report for COMP 25-0010	Cover Memo	5/29/2025	COMP_25-0010 - _Staff_Report_-_ss- cpa_-_jb_finalada.pdf
▢ Ordinance COMP 25-0010	Ordinance	5/29/2025	COMP_25-0010 - _ordinance_-_SS- final_jbada.pdf
▢ Staff Report for COMP 25-0007	Cover Memo	5/29/2025	ZON_25-0007- SR- _Final_jbada.pdf
▢ Ordinance ZON 25-0007	Cover Memo	5/29/2025	ZON_25-0007 - _Ordinance_-_ _final__jbada.pdf

# REVIEWERS:

Department	Reviewer	Action	Date	Comments
Economic and Development Services	Hamilton, Alyssa	Approved	6/19/2025 - 7:14 AM	Item Pushed to Agenda





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## Staff Report and Recommendations for COMP 25-0010

Copies of the application are available at the Clay County Administration Office, 3<sup>rd</sup> floor, located at 477 Houston Street Green Cove Springs, FL 32043

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### Owner / Applicant Information:

**Owner:** Sheryl Gustafson  
**Agent:** Danielle Kitchens  
**Phone:** 904-497-3185  
**Email:** [DANISELLSFLA@GMAIL.COM](mailto:DANISELLSFLA@GMAIL.COM)

---

### Property Information

<b>Parcel ID:</b> 16-06-26-015574-001-02	<b>Parcel Address:</b> 2005 S CR 16-A
<b>Current Land Use:</b> AG (Agricultural)	<b>Current Zoning:</b> AG (Agricultural)
<b>Proposed Land Use:</b> RR (Rural Residential)	<b>Total Acres:</b> 13.86 +/- acres portion of the parcel
	<b>Acres affected by FLU change:</b> 13.86 +/- acres
<b>Commission District:</b> 5, Comm. Burke	<b>Planning District:</b> The Springs

---

### Introduction:

This application is a Small-Scale Comprehensive Plan Amendment to the 2045 Future Land Use Map (FLUM). The application would change a single parcel of land from AG (Agricultural) to RR (Rural Residential). The Applicant does not have a specific end use at this time.

The subject parcel is located on South County Road 16-A, south of the intersection with State Road 16-West. This parcel of land is largely undeveloped with just one mobile home.

A companion Rezoning application from AG to AR follows this Comprehensive Plan Amendment application.

Figure 1 – Location Map



Figure 2 – Parcel Map

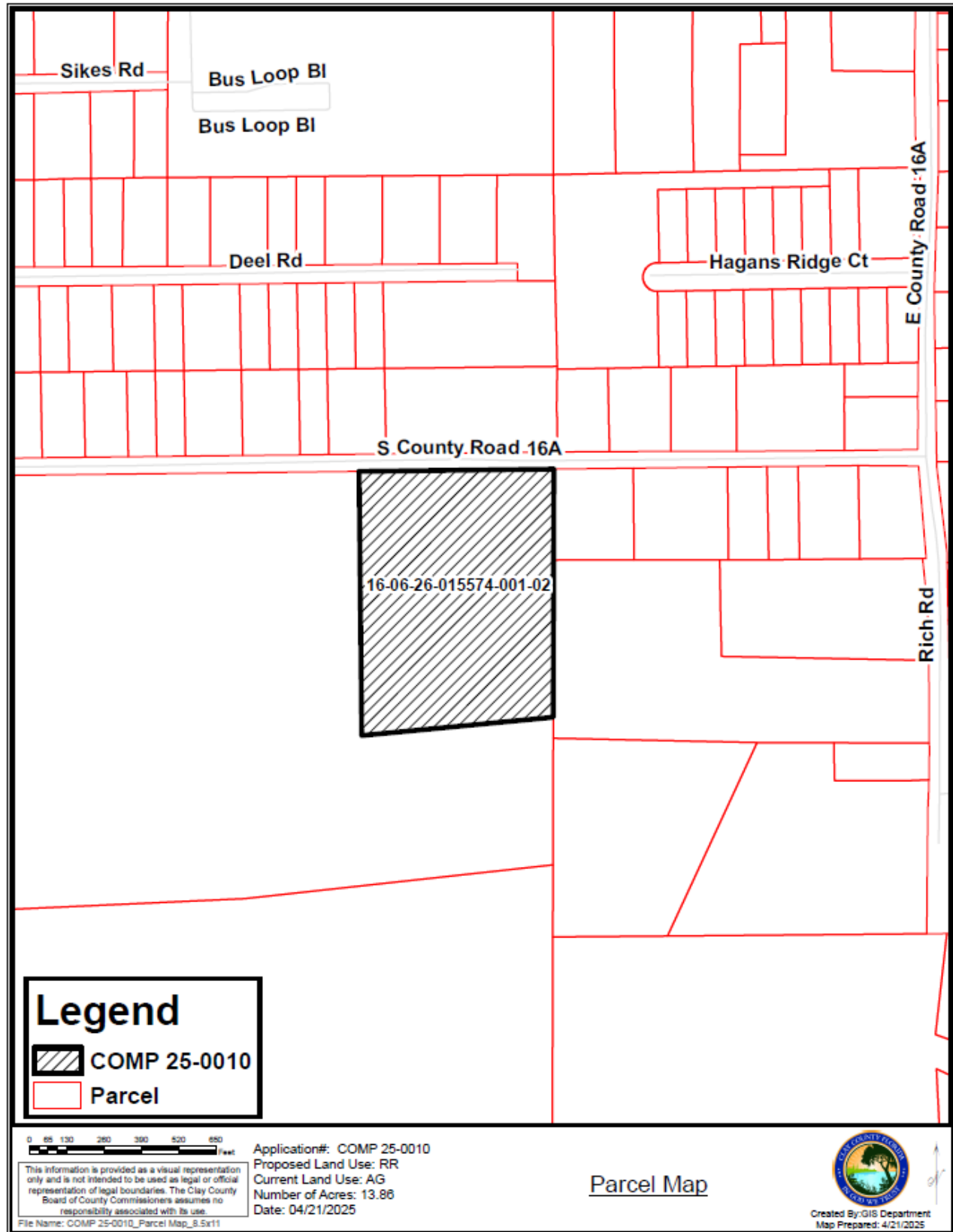




Figure 3 - Aerial Photo



Figure 4 – Existing Future Land Use Designation Map

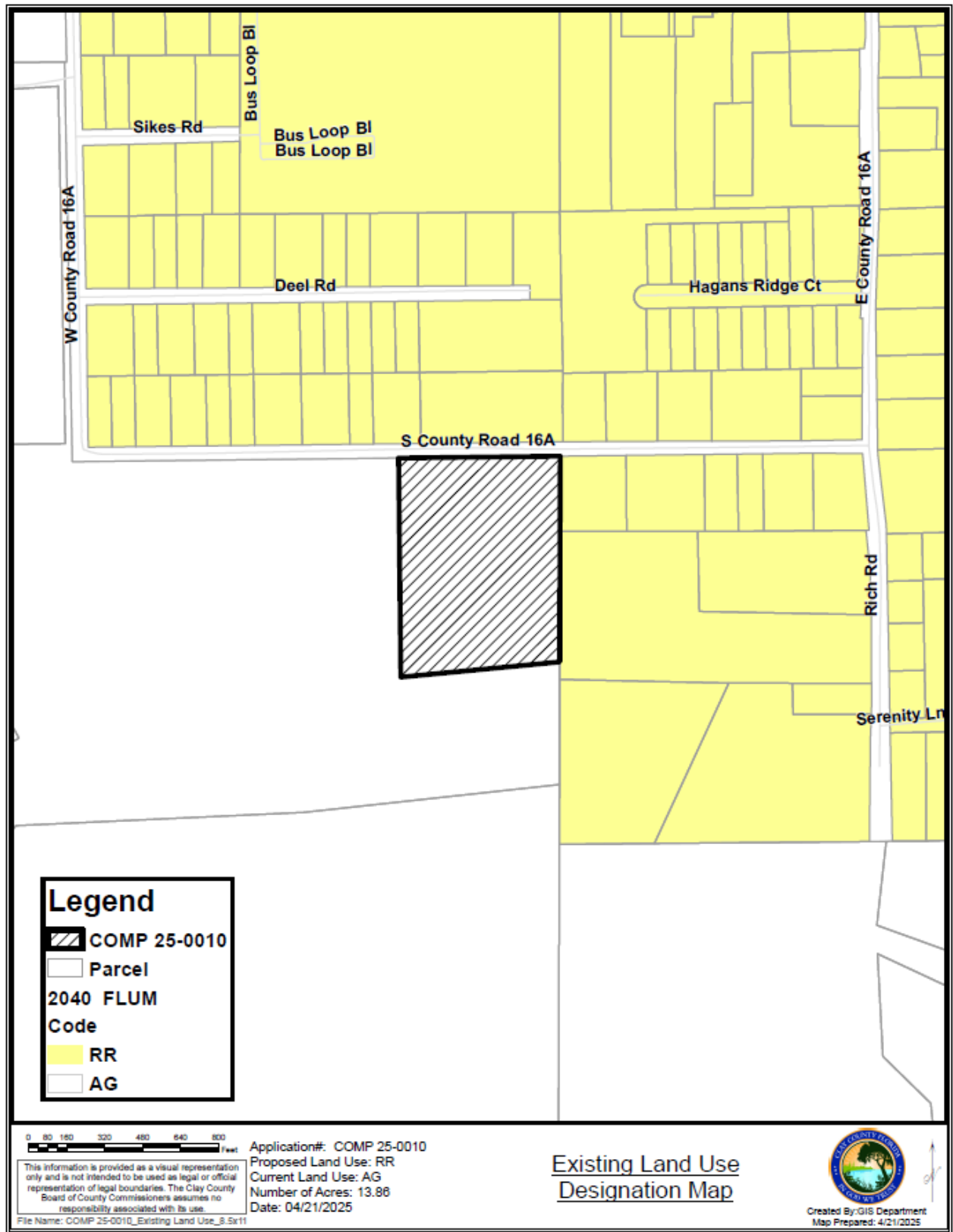


Figure 5 – Proposed Future Land Use Designation Map

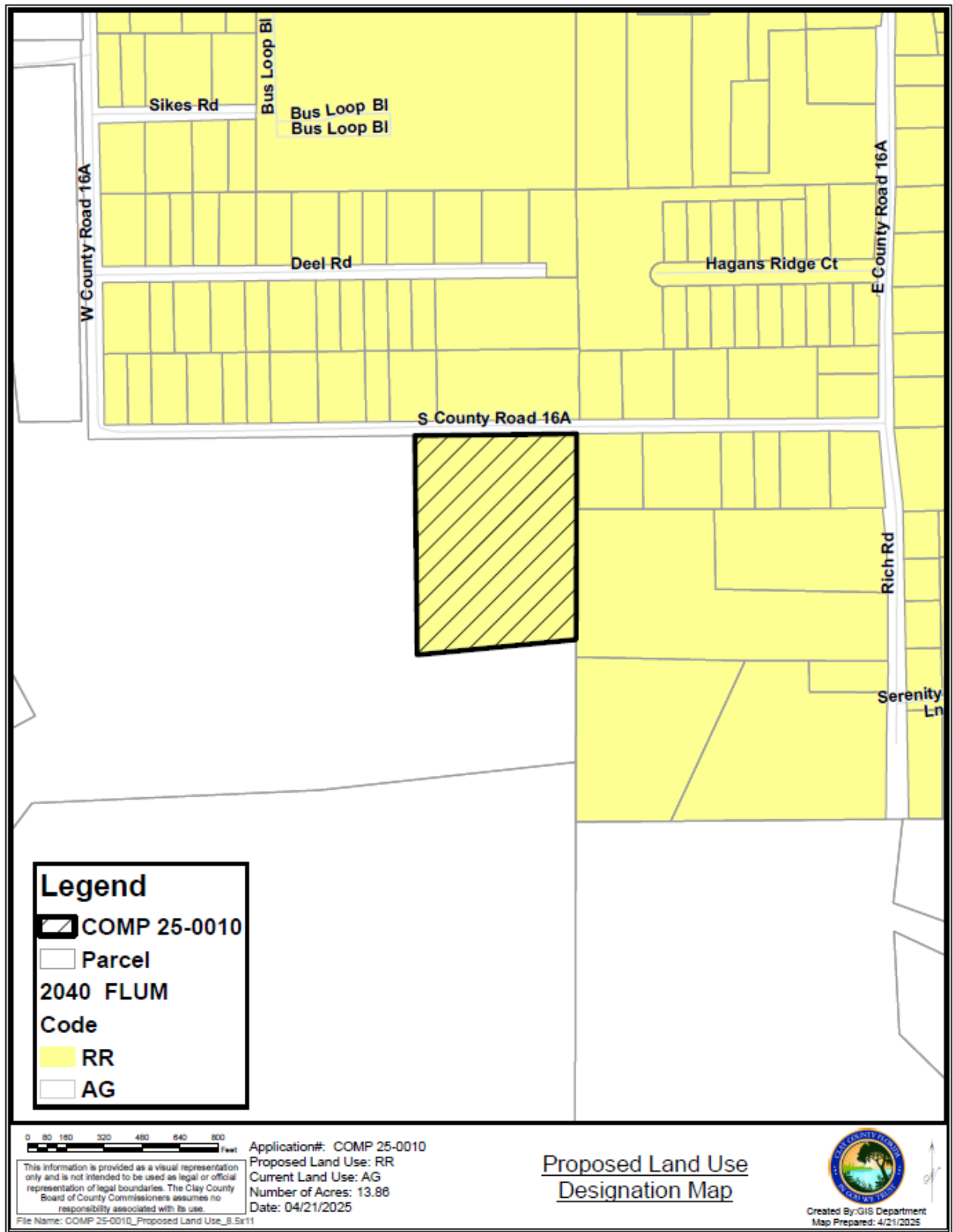
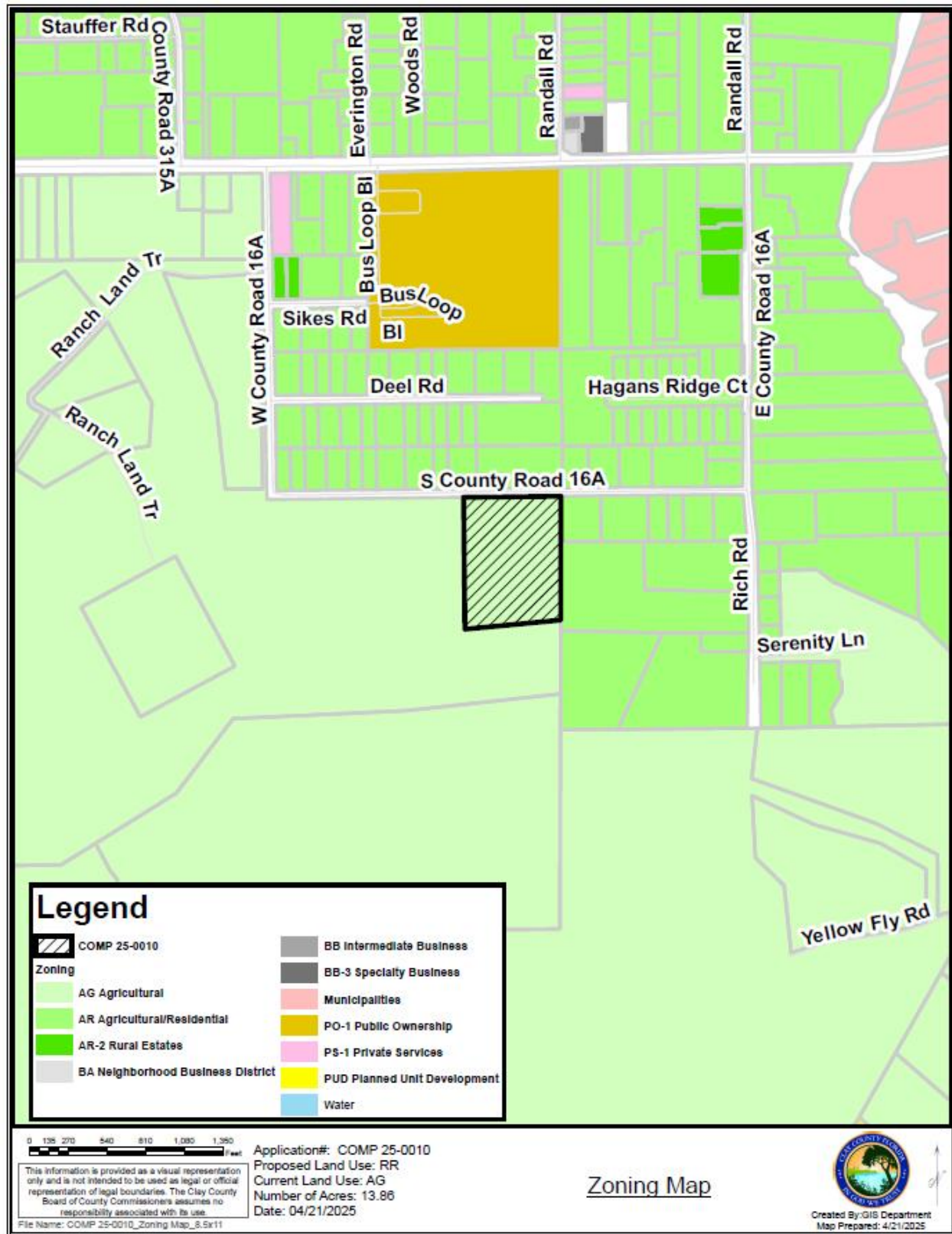




Figure 6 – Zoning Map



34    **Availability of Services**

35    Traffic Facilities:

36    The property has direct access to S County Road 16A, which is considered a local road. However, 16A leads  
37    directly to State Road 16, which is planned to be widened from 2 to 4 lanes.

38    The County's Mobility Fee will apply to the development of this property.

39    Schools:

40    Clay High School is located approximately 0.2 miles to the north of the parcel. Charles Bennett Elementary  
41    School is located approximately 1 mile to the northeast of the subject property. The Green Cove Middle  
42    School is approximately 0.2 miles further to the east. There should be adequate student station capacity for  
43    this Land Use change request.

45    Recreation:

46    There are several recreation opportunities within 4 miles of the site which include but are not limited to  
47    Carl Pugh Park, and Vera Francis Hall Park to the northeast.

49    Water and Wastewater:

50    Water and sewer service will need to be acquired for any proposed development on the parcel. The parcel is  
51    located within the Urban Service Area boundary.

53    Stormwater/Drainage:

54    Stormwater management for any new construction will need to meet County and Water Management District  
55    standards.

56    Solid Waste:

57    Clay County has existing solid waste capacity to service to the area.

59    **Land Suitability:**

60    Soils:

61    See Figure 7.

62    Flood Plain:

63    The subject parcel is located outside of the 100-year flood plain and is in flood zone X. See Figure 8.

64    Topography:

65    The subject parcel generally slopes from north to south with a gentle grade. The parcel's high point is at 63'.  
66    See Figure 9.

67    Regionally Significant Habitat:

68    There are no indications of regionally significant habitat on the site. There has been a nuisance bear siting to  
69    the east of the site. See Figure 10.



70 Historic Resources:  
71 There are no historic resource structures on the subject parcel although historic structure locations have been  
72 mapped to the north of the subject parcel. See Figure 11.

73 Compatibility with Military Installations:  
74 The subject property is not located near Camp Blanding.

75

## 76 Analysis of Surrounding Uses

77 The proposed future land use amendment would change the total parcel acreage of (13.86+/- acres) from AG  
78 (Agriculture) to RR (Rural Residential). This change would be in keeping with the contiguous land use  
79 districts as shown in the table below:

	Future Land Use	Zoning District
North	Rural Residential	AR (Agricultural Residential)
South	Agriculture	AG (Agricultural)
East	Rural Residential	AR (Agricultural Residential)
West	Agriculture	AG (Agricultural)

80

81

Figure 7 – Soil Map

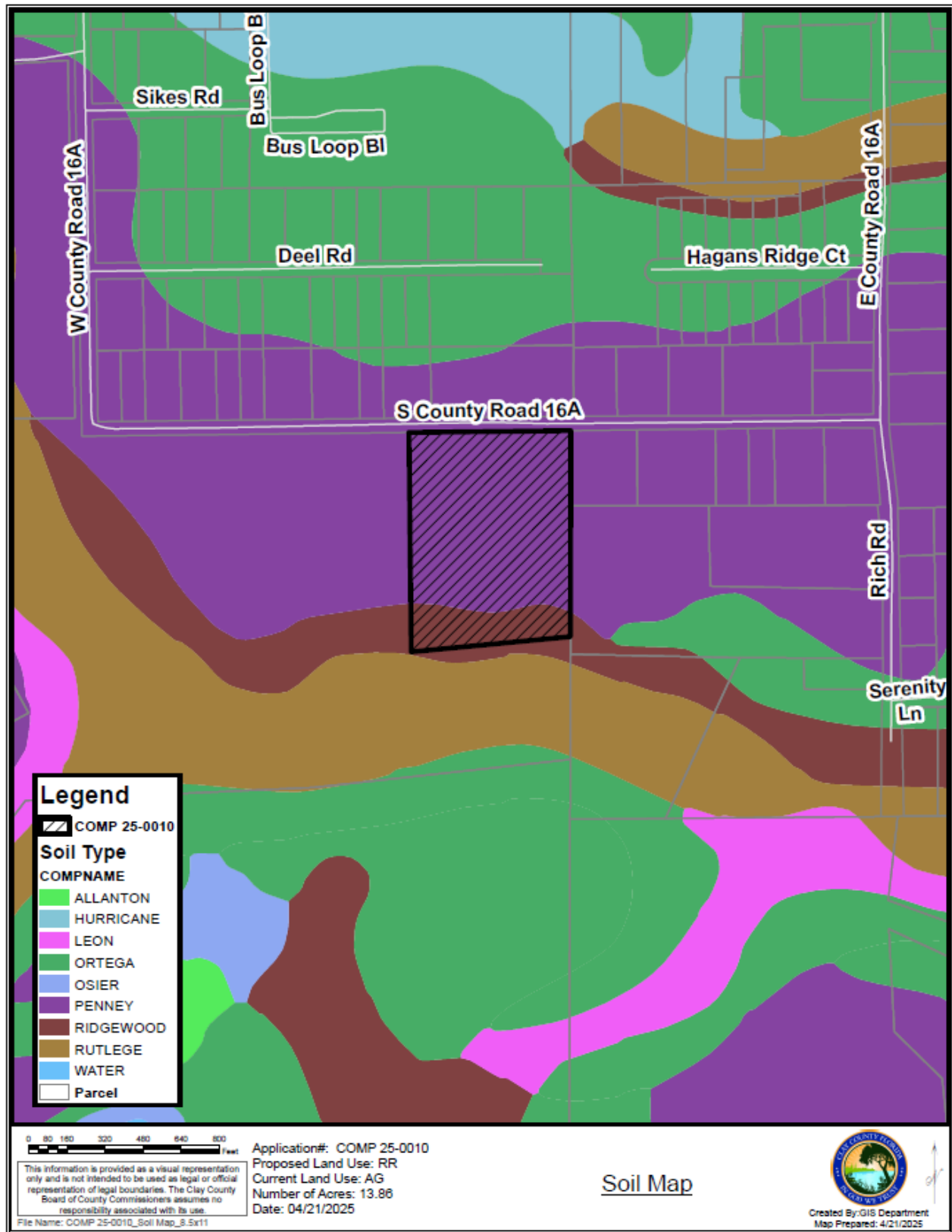


Figure 8 – Flood Zone Map

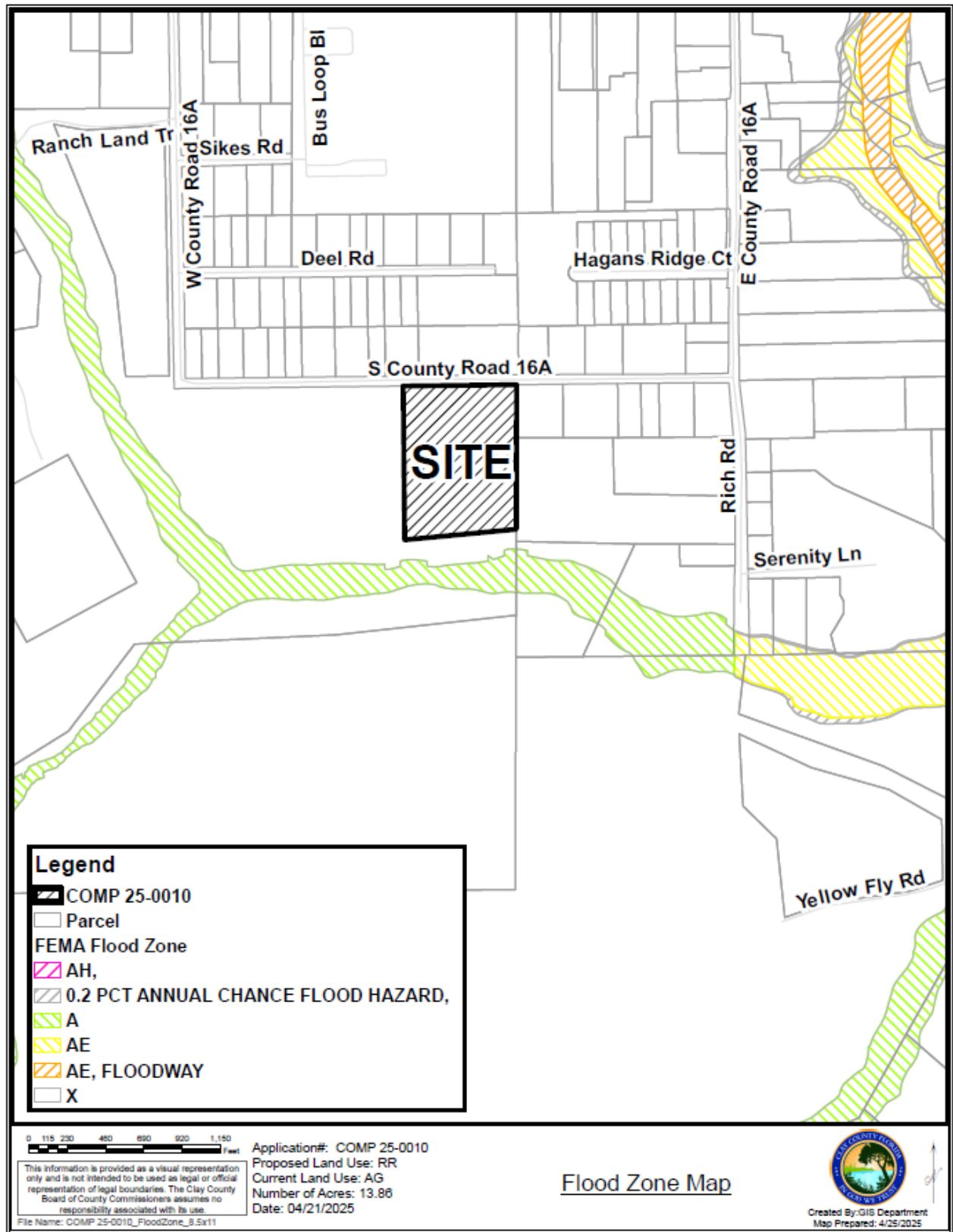


Figure 9 – Topography Map

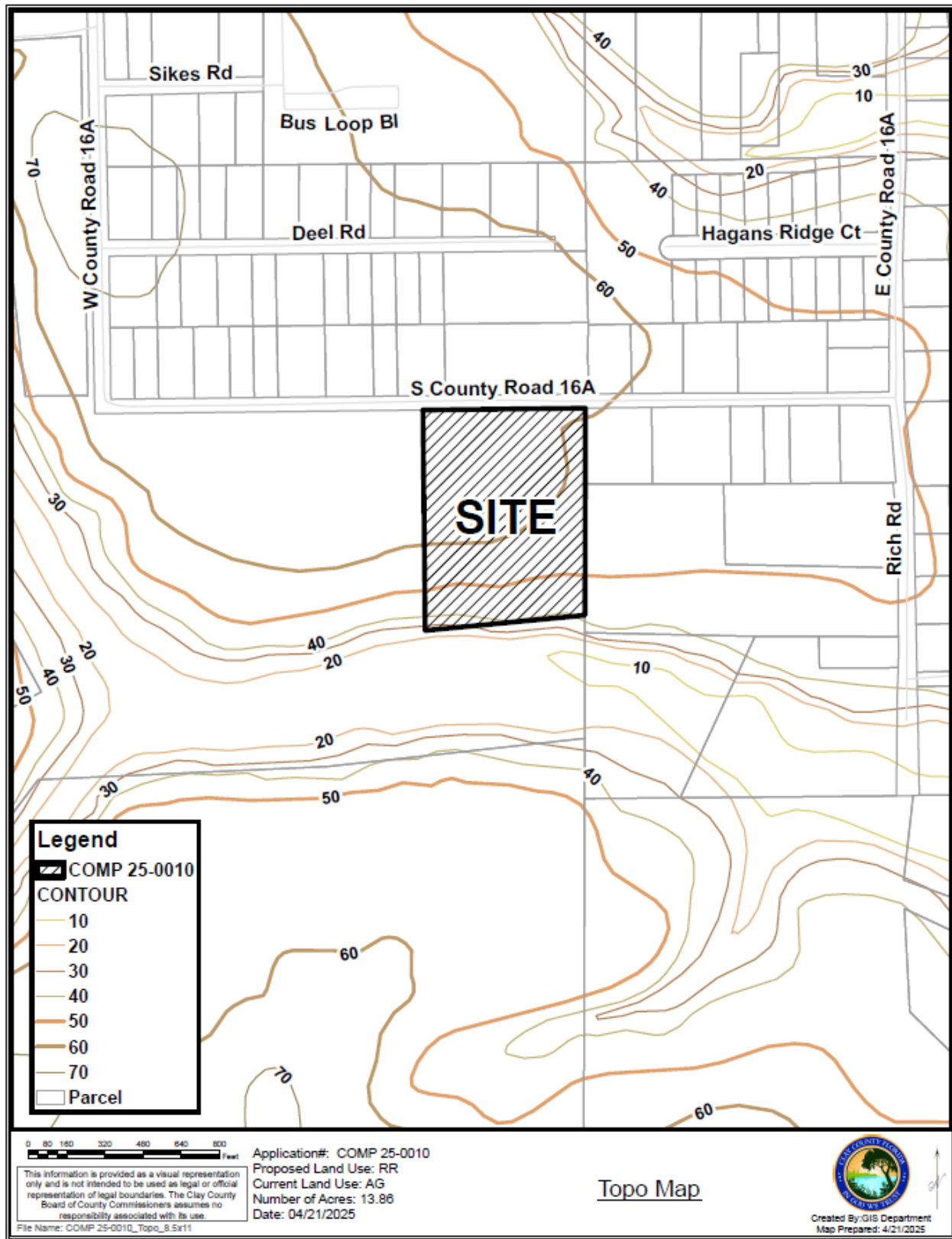


Figure 10 – Habitat Value Map

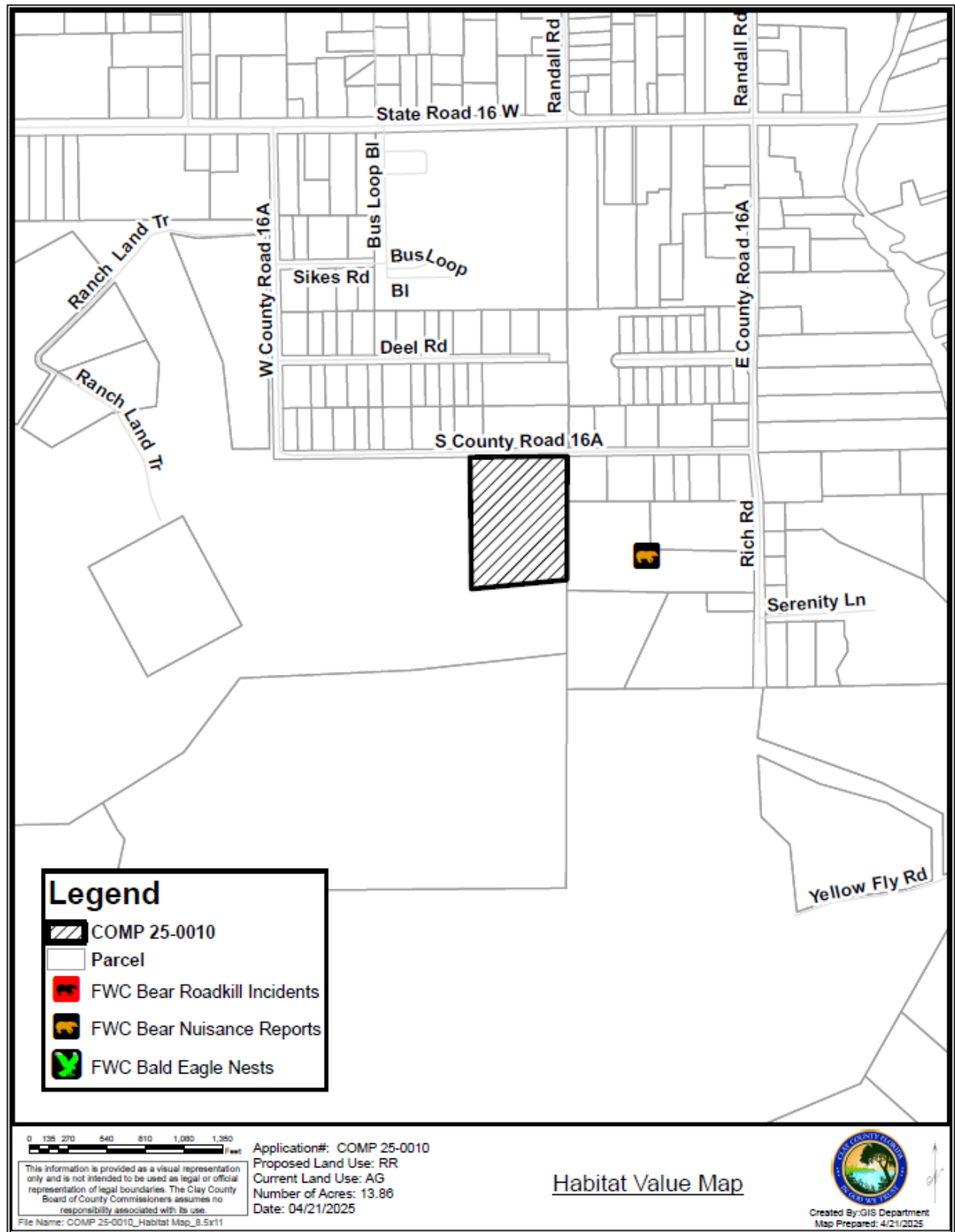
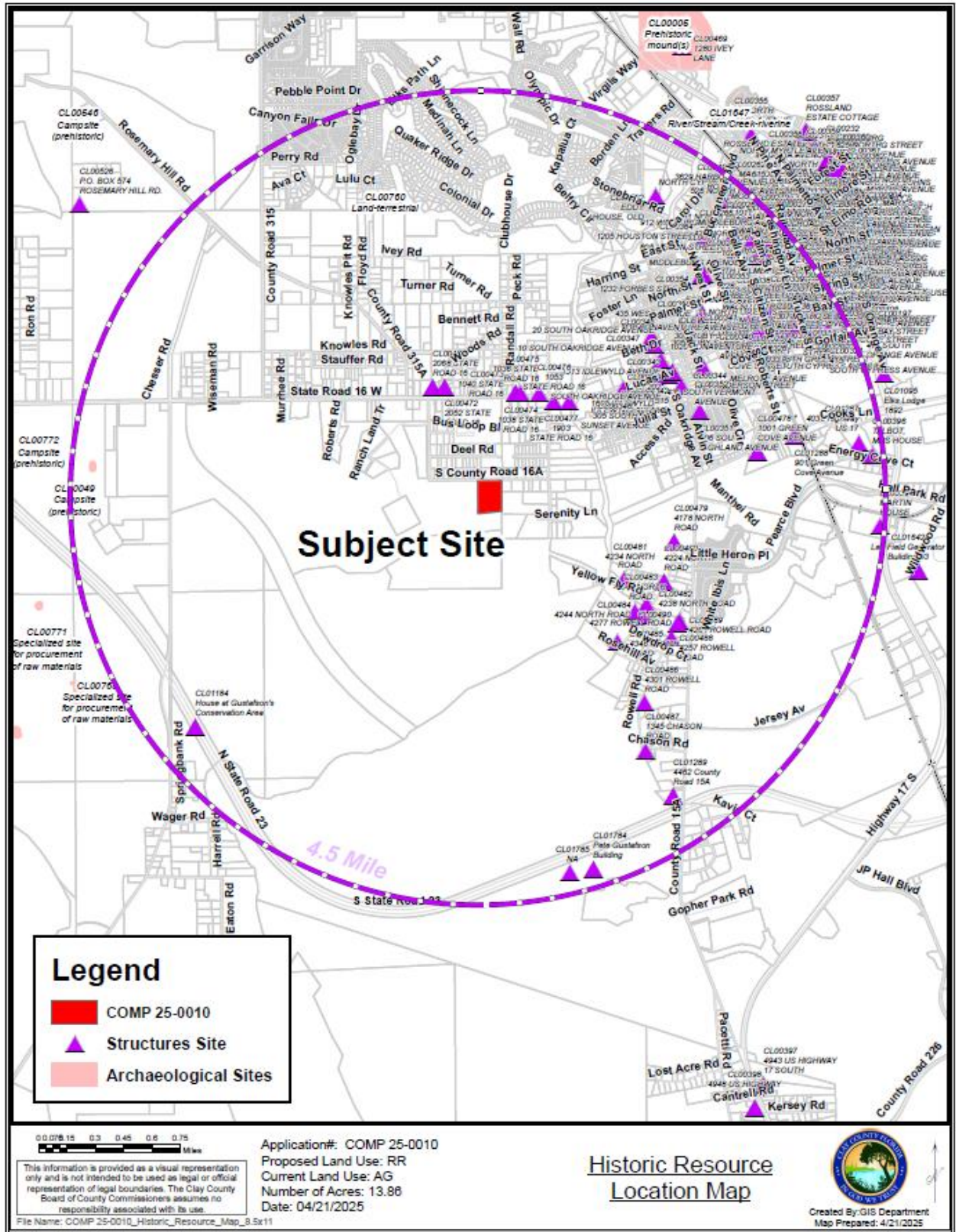




Figure 11 - Historical Resources



92    **Relevant Clay County 2040 Comprehensive Plan Policies**

93    The following Goals/Objective/Policies relate to the proposed Comprehensive Plan Amendment:

94        **FLU Policy 1.4.1.3 Rural Residential (RR)**

95            These areas will serve as a transition between areas with planned urban services,  
96            agriculture/residential areas, and environmentally sensitive areas. The new growth in these areas may  
97            include central sewer or water systems or other urban level public services if feasible. Rural residential  
98            areas will provide a low-density residential character.

99            Designation of these areas on the Future Land Use Map is based on recognizing a number of existing  
100            and future development factors. These include areas with soil conditions suitable for individual wells  
101            and septic systems; existing rural subdivisions with little or no infrastructure improvements,  
102            including unpaved roads; small farm or recreational and low intensity institutional uses; and areas  
103            which are in close proximity to but outside of, planned urban services and are not anticipated to  
104            develop at an intensity to require significant urban services within the planning period.

105            Allowable residential density under this category shall be one dwelling unit per 5 net acres.  
106            Implementation of this land use designation shall occur in accordance with the Land Development  
107            Regulations. Some locations in Rural Residential may qualify for a density of one unit per acre, but  
108            only if the requirements of tract size, clustering and points in Future Land Use Objective 1.4 and its  
109            policies are met. The parcel currently exceeds the 20-point minimum criteria for a higher density  
110            than 1 du per 5 acres.

111        **FLU POLICY 1.4.4**

112            In order to provide for additional residential densities in the Agricultural/Residential and Rural  
113            Residential areas while maintaining the rural character and availability of agricultural uses,  
114            developments may occur at the higher of the two densities stipulated in this Element, provided that  
115            such developments are clustered contiguously in a development tract on a portion of the parent tract,  
116            subject to the following general requirements:

117            1) The minimum size of such development tract is shown in 2) following:

118            2) All subdivisions of land must retain permanent open space within the parent tract as follows:  
119            Requirement Land Use Agriculture/Residential Rural Residential Subdivision Size 1-20 Lots Over 20  
120            Lots 1-20 Lots Over 20 Lots Minimum Size of Development Tract 10 Acres 105 Acres 5 Acres 21  
121            Acres Minimum Open Space Requirement (see c. below) 50% 50% 35% 35% Minimum Lot Size  
122            Without Central Water and Sewer 1 Acre 1 Acre 0.5 Acre 0.5 Acre \* The minimum lot size for  
123            residential development of lands within ½ mile of Outstanding Florida Water (OFW) shall be one (1)  
124            acre unless served by central water and/or sewer. 3) All open space required in this policy shall be  
125            designated as permanent open space for use as preservation of natural areas and also for passive  
126            recreation in the form of pedestrian walkways, bicycle paths, boardwalks, and docks built for water  
127            access

**FLU OBJ 1.1**

The County shall regulate new development to ensure the preservation and protection of floodplains, wetlands, upland native vegetative communities, wildlife and fisheries. The Applicant will be required to secure proper permits in order to accommodate any stormwater runoff, to prevent any adverse effect to the surrounding properties should development on the parcel intensify.

**Analysis Regarding Urban Sprawl**

It is the intent of Clay County to discourage the proliferation of Urban Sprawl. As required by FS 163.3177(6)(a)9.b., all proposed comprehensive plan amendments are to be analyzed to ensure that urban sprawl and its negative impacts are not promoted. A future land use plan amendment shall be determined to discourage the proliferation of urban sprawl if it incorporates a development pattern or urban form that achieves four or more of the following:

(I) Directs or locates economic growth and associated land development to geographic areas of the community in a manner that does not have an adverse impact on and protects natural resources and ecosystems.

**Staff Finding I** - The request is not seeking to establish strip development in an inconsistent pattern. Instead the development will continue the existing patterns to the north and east of the parcel.

(II) Promotes the efficient and cost-effective provision or extension of public infrastructure and services.

**Staff Finding II** -The request is not establishing urban development in a rural area of the county but instead development consistent with the infrastructure investment that is already in place within the urban service boundary, i.e. schools, fire stations, road networks, etc.

(III) Promotes walkable and connected communities and provides for compact development and a mix of uses at densities and intensities that will support a range of housing choices and a multimodal transportation system, including pedestrian, bicycle, and transit, if available.

**Staff Finding III** -The request will take full advantage of the existing public facilities within close proximity to the site

(IV) Promotes conservation of water and energy.

(V) Preserves agricultural areas and activities, including silviculture, and dormant, unique, and prime farmlands and soils.

(VI) Preserves open space and natural lands and provides for public open space and recreation needs.

(VII) Creates a balance of land uses based upon demands of the residential population for the nonresidential needs of an area.



**Staff Finding VII** -The request will serve as a transition from the higher intensities to the north and east and the rural lands to the west and south.

(VIII) Provides uses, densities, and intensities of use and urban form that would remediate an existing or planned development pattern in the vicinity that constitutes sprawl or if it provides for an innovative development pattern such as transit-oriented developments or new towns as defined in s. [163.3164](#).

**Staff Finding VIII** - The proposed amendment could be considered an infill development project as the land is located within the urban service boundary and located between the first coast expressway and intense commercial development to the east. The request allows the utilization of existing public resources as mentioned above and does not encroach into the adjacent lower densities.

## **Recommendation**

The Springs Citizen Advisory Committee heard the item at their meeting on May 14 and made a recommendation of approval 6-0.

Based on the facts presented in the report above, Staff recommends approval of COMP 25-0010.

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, AMENDING THE CLAY COUNTY 2040 COMPREHENSIVE PLAN INITIALLY ADOPTED PURSUANT TO THE REQUIREMENTS OF SECTION 163.3184, FLORIDA STATUTES, UNDER ORDINANCE NO. 2025-10, AS SUBSEQUENTLY AMENDED, IN ORDER TO AMEND THE FUTURE LAND USE MAP TO CHANGE THE FUTURE LAND USE DESIGNATION OF A SINGLE PARCEL (TAX PARCEL IDENTIFICATION #16-06-26-015574-001-02), TOTALING APPROXIMATELY 13.86+/- ACRES, FROM AGRICULTURAL (AG) TO RURAL RESIDENTIAL (RR); PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, on June 26, 2018, the Board of County Commissioners of Clay County, Florida (the “Board”), adopted Ordinance No. 2018-31, which adopted the Clay County 2045 Comprehensive Plan (the “Plan”); and,

WHEREAS, Section 163.3184, Florida Statutes, outlines the process for the adoption of comprehensive plans or amendments thereto and provides that Section 163.3187, Florida Statutes, may be followed for plan amendments qualifying as small-scale development; and,

WHEREAS, Application COMP 25-0010, requests an amendment to the Plan; and,

WHEREAS, the Board desires to amend the Plan as provided for below.

Be It Ordained by the Board of County Commissioners of Clay County:

**Section 1.** Clay County Ordinance No. 2025-10, as amended, is amended as provided in Section 2 hereof.

**Section 2.** The adopted Future Land Use Map of the Plan is hereby amended such that the Future Land Use designation for a single parcel of land (tax parcel identification # 16-06-26-015574-001-02), totaling approximately 13.86+/- acres, described in Exhibit “A-1”, and depicted in Exhibit “A-2” is hereby changed from Agricultural (AG) to Rural Residential (RR).

**Section 3.** If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

**Section 4.** The effective date of this Plan amendment shall be 31 days after adoption unless the amendment is challenged pursuant to 163.3187, Florida Statutes. If challenged, the effective date of this amendment shall be the date a final order is issued by the Department of Commerce or the Administration Commission finding the amendment in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective.

**DULY ADOPTED** by the Board of County Commissioners of Clay County, Florida, this \_\_\_\_\_ day of June, 2025.

BOARD OF COUNTY COMMISSIONERS  
OF CLAY COUNTY, FLORIDA

By: \_\_\_\_\_  
Betsy Condon, Its Chairman

ATTEST:

By: \_\_\_\_\_  
Tara S. Green,  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk to the Board

Exhibit "A-1"

(13.86 Acres more or less)

A Parcel of land situated in the Northwest One Quarter (NW 1/4) and in the Southwest One Quarter (SW 1/4) of Section 16, Township 6 South, Range 26 East; Clay County, Florida; Said Parcel being shown on a Boundary Survey prepared by Mark E. Hardenbrook, Florida Professional Surveyor and Mapper No 5500, Dated October 16, 2012 as a portion of lands described in Official Records Book 3104, Page 845 thru 847 of the public records of said County and more particularly described as follows:

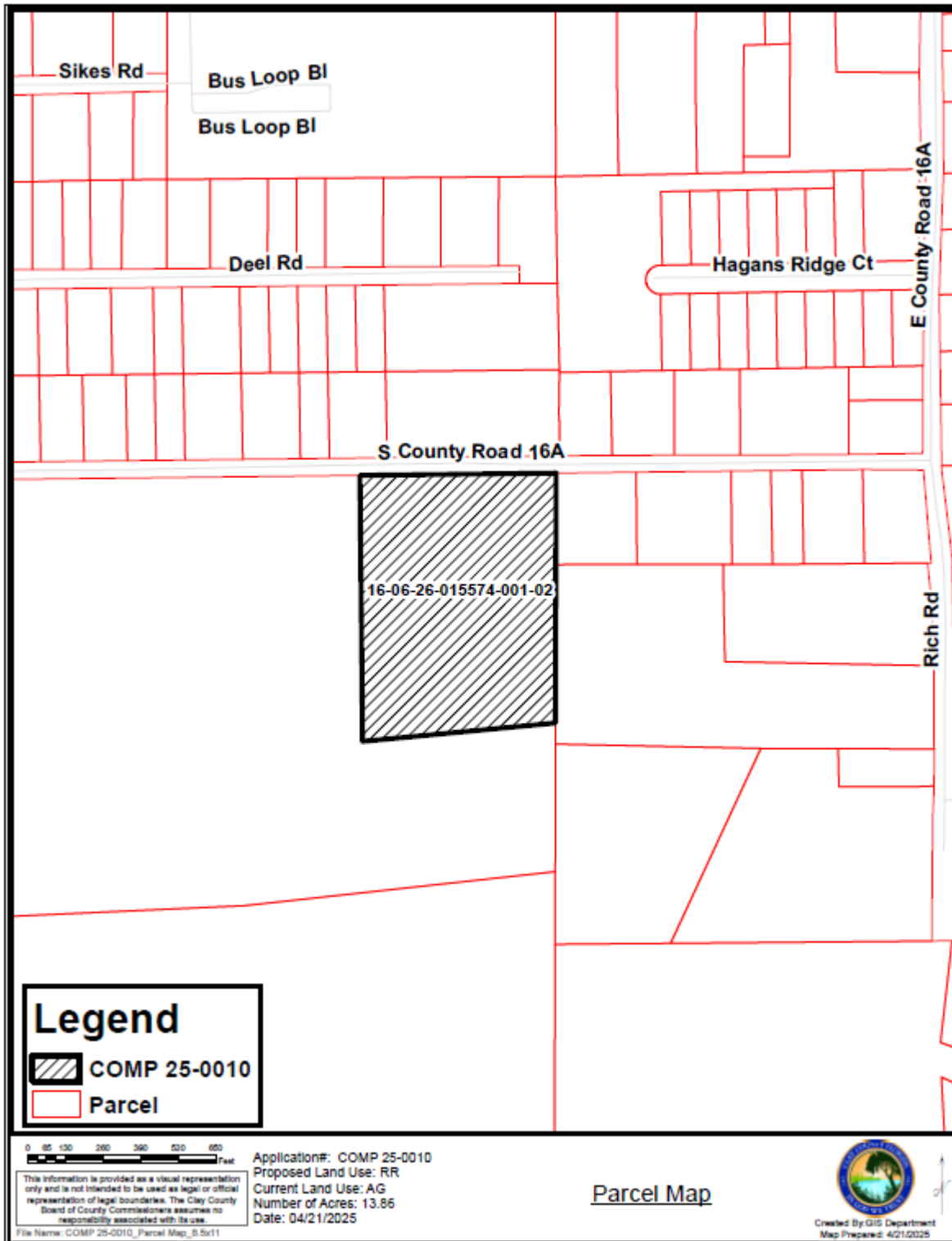
Commence at an Iron Pipe on the Southerly right of way line of County Road No. 16-A at the Northwest corner of lands described in Official Records Book 22 on page 411 of the public records of said county and run S 89 deg 20 min 57 sec W, along said right of way line, 91.0 feet; thence run leave said southerly line and run S 00 deg 07 min 53 sec W, 25.95 feet to an Iron Rod and the Point of Beginning; thence continue S 00 deg 07 min 53 sec W, 869.83 feet to an Iron Rod; thence run S 84 deg 32 min 05 sec W, 671.27 feet to an Iron Rod; thence run N 00 deg 35 min 43 sec W, 921.58 feet to an Iron Rod; thence run N 88 deg 58 min 11 sec E, 679.89 feet to the Point of Beginning.

Together with:

PARCEL E-4 (Easement for Access)

An Easement for Ingress, Egress and Access across the Easterly Most 30 feet of those lands lying between and adjacent to the South Right of Way line of County Road No. 16-A and the North line of the above described lands.

Exhibit "A-2"





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## Staff Report and Recommendations for ZON 25-0007

Copies of the application are available at the Clay County Administration Office, 3<sup>rd</sup> floor, located at 477 Houston Street Green Cove Springs, FL 32043

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### Owner / Applicant Information:

Owner: Sheryl Gustafson  
Agent: Danielle Kitchens  
Phone: 904-497-3185  
Email: DANISELLSFLA@GMAIL.COM

---

### Property Information

<b>Parcel ID:</b> 16-06-26-015574-001-02	<b>Parcel Address:</b> 2005 S CR 16-A
<b>Current Land Use:</b> AG (Agricultural)	<b>Current Zoning:</b> AG (Agricultural)
<b>Proposed Land Use:</b> RR (Rural Residential)	<b>Total Acres:</b> 13.86 +/- acres portion of the parcel
<b>Proposed Zoning:</b> AR (Agricultural residential)	<b>Acres affected by FLU change:</b> 13.86 +/- acres
<b>Commission District:</b> 5, Comm. Burke	<b>Planning District:</b> The Springs

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### Introduction:

This application is a rezoning to change a single parcel of land (13.86 acres) from Agricultural (AG) to Agricultural Residential (AR).

The subject parcel is located on South County Road 16-A, south of the intersection with State Road 16-West. This parcel of land is largely undeveloped with one mobile home.

A companion Comprehensive Plan Amendment application (COMP 25-0010) preceded this application.

Figure 1 – Location Map



Figure 2 – Parcel Map

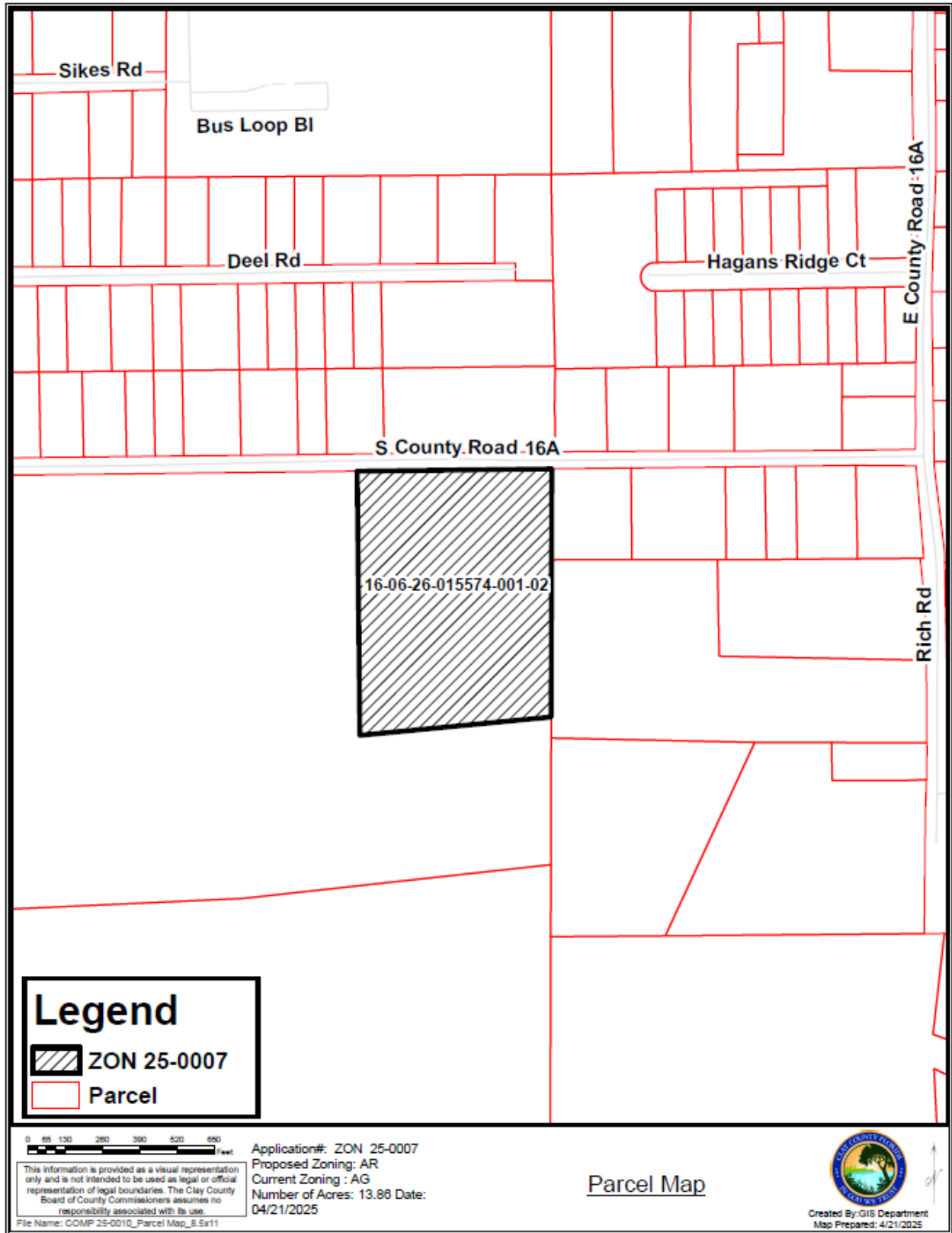
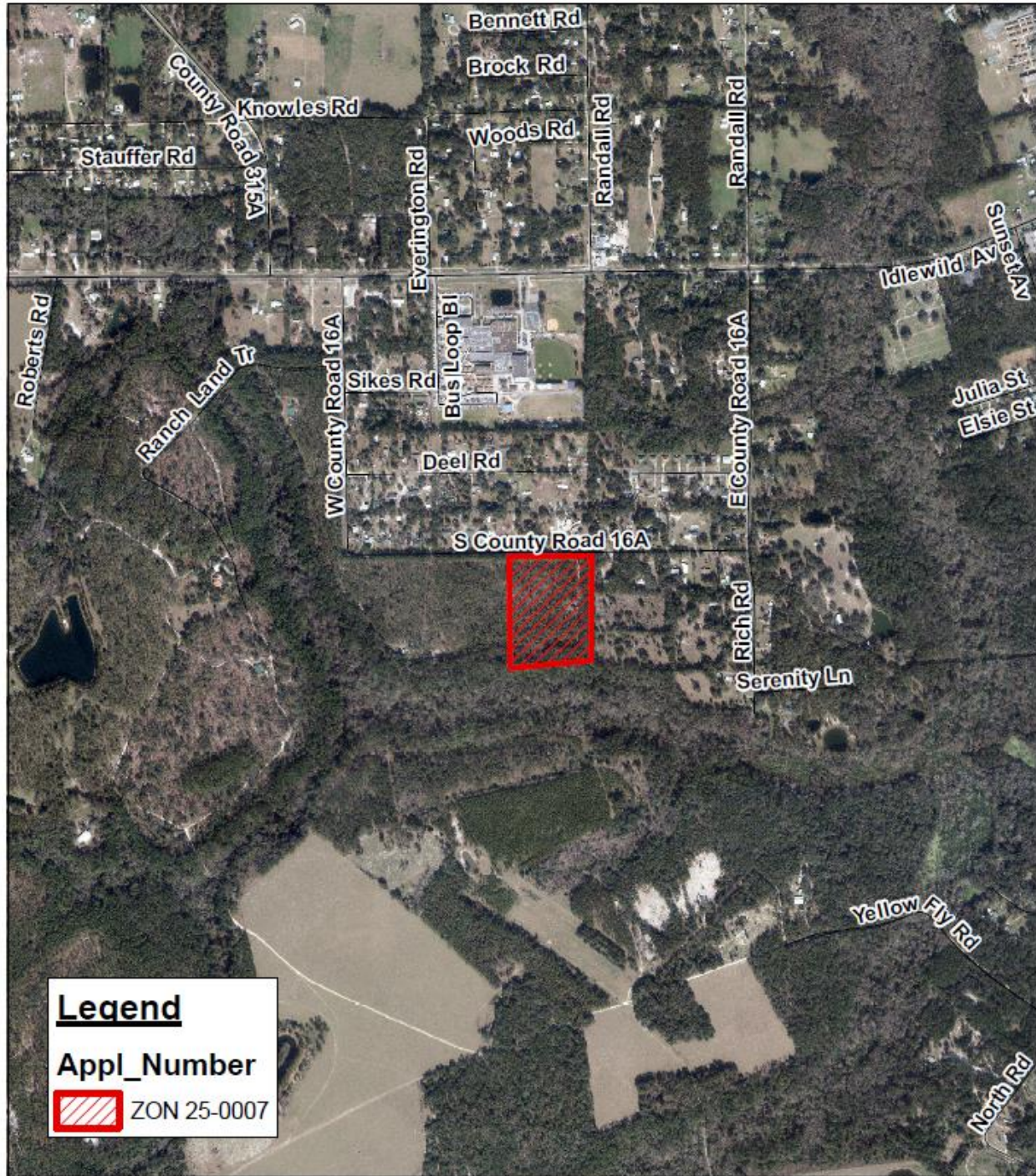




Figure 3 - Aerial Photo



0 500 1,000 2,000 Feet

Rezoning: ZON 25-0007  
from AG to AR



Figure 4 – Existing Zoning Map

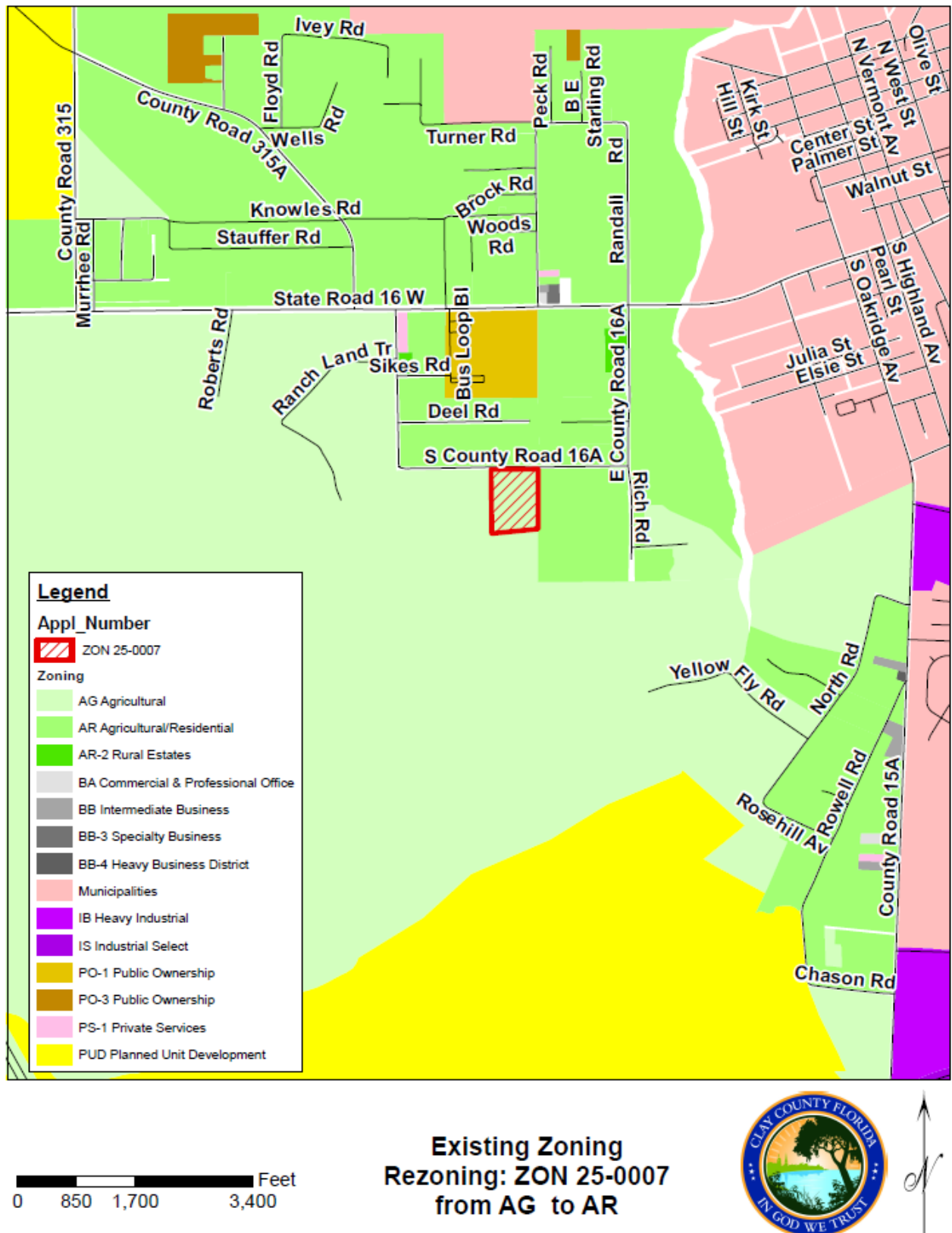
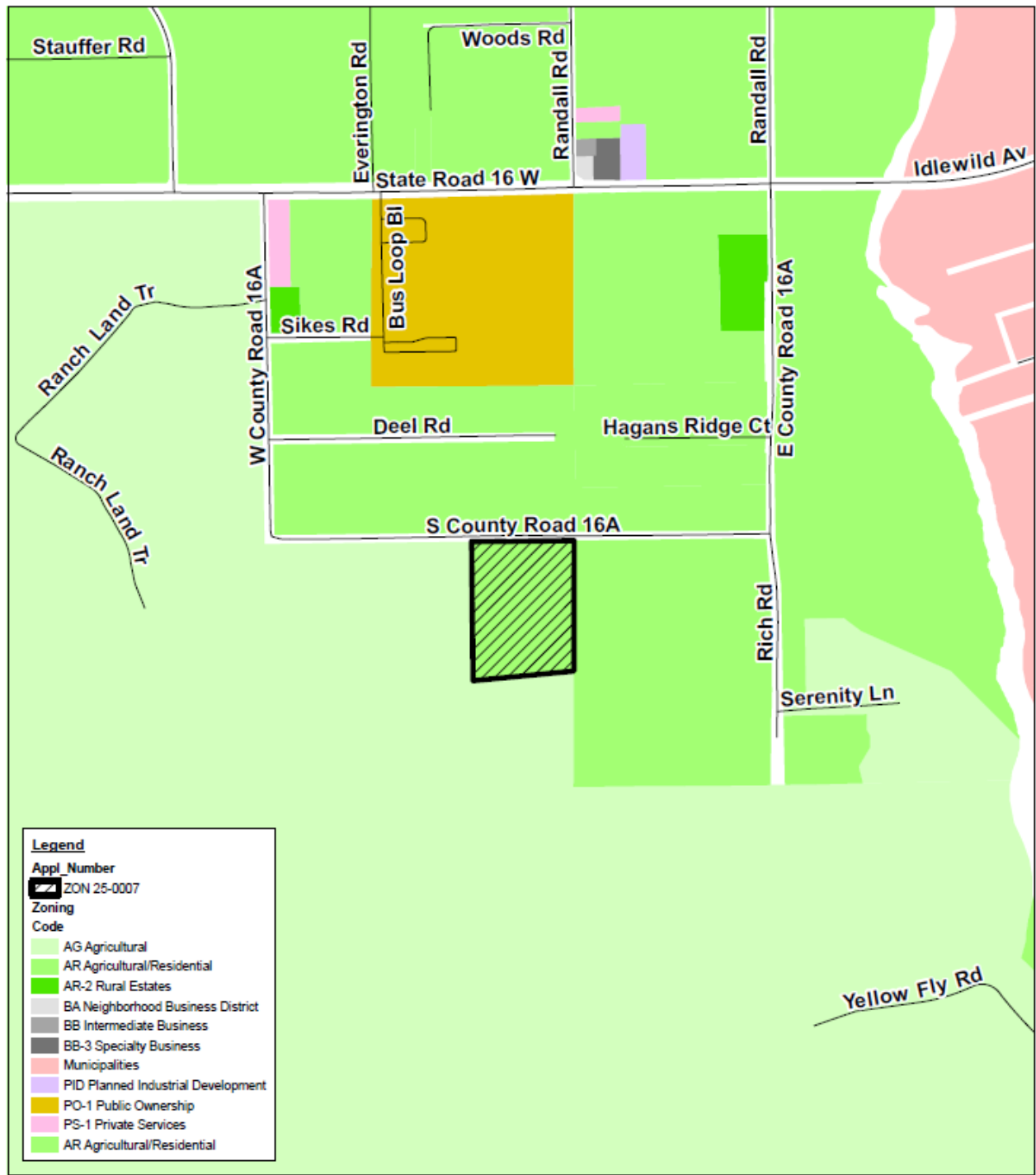




Figure 5 – Proposed Zoning Map



0 425 850 1,700 Feet

**Proposed Zoning  
Rezoning: ZON 25-0007  
from AG to AR**



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**Relevant Clay County 2045 Comprehensive Plan Policies**

The following Goals/Objective/Policies relate to the proposed Comprehensive Plan Amendment:

**FLU OBJ 1.1**

The County shall regulate new development to ensure the preservation and protection of floodplains, wetlands, upland native vegetative communities, wildlife and fisheries.

**FL U POL ICY 1.1.1**

- The County shall review all proposed developments in relation to specific and detailed provisions which at a minimum:
- 1) Regulate the subdivision of land;
  - 2) Regulate the use of land and water bodies consistent with this Element and ensure the compatibility of adjacent land uses
  - 3) Provide for open space;
  - 4) Ensure the protection of native vegetation and trees;
  - 5) Protect the conservation areas designated on the Future Land Use Map;
  - 6) Regulate areas subject to seasonal and periodic flooding and provide for drainage and stormwater management;
  - 7) Protect potable water wellfields and aquifer recharge areas;
  - 8) Protect against adverse impacts to wildlife and their habitats

**FL U POL ICY 1.4.3**

The County shall review all proposed development activity for consistency with the Future Land Use Element, *Future Land Use Map Series* and the following densities and intensities of use:

Per the policy table the parcel could have:1du/5 acres as a base density or 1 du/acres with points and clustering.

**Analysis of Proposed Rezoning Amendment**

In reviewing the proposed application for Rezoning, the following criteria shall be considered along with such other matters as may be appropriate to the particular application:

- (a) Whether the proposed change will create an isolated district unrelated to or incompatible with adjacent and nearby districts;

*Staff Finding: The application will not create an isolated district as the lands to the north and east share a similar zoning district.*

- (b) Whether the district boundaries are illogically drawn in relation to the existing conditions on the real property proposed for change;

66 *Staff Finding: The boundaries were not illogically drawn at the time the property was initially zoned. Since*  
67 *that time the area is transitioning to higher intensities with additional capital investments of schools, fire*  
68 *stations and transportations systems.*

69 (c) Whether the conditions which existed at the time the real property was originally zoned have changed  
70 or are changing, and, to maintain consistency with the Plan, favor the adoption of the proposed Rezoning;

71 *Staff Finding: The conditions are changing with the additional investments as outlined above.*

72 (d) Whether the affected real property cannot be used in accordance with existing zoning;

73 *Staff Finding: The subject property can be used with the existing zoning.*

74 (e) Whether the proposed Rezoning application is compatible with and furthers the County's stated  
75 objectives and policies of the Plan;

76 *Staff Finding: The proposed zoning would further the goals and objectives of the Plan by providing housing*  
77 *opportunities with in close proximity to existing services, thereby reducing VMT and taking advantage of*  
78 *existing infrastructure in the area.*

79 (f) Whether maintenance of the existing zoning classification for the proposed Rezoning serves a  
80 legitimate public purpose;

81 *Staff Finding: There is no public purpose served by keeping the zoning district boundaries in their current*  
82 *locations on the subject parcel. By making a change to the zoning district the public may be served by*  
83 *developing residential lots within close proximity to essential services versus sprawl development.*

84 (g) Whether maintenance of the status quo is no longer reasonable when the proposed Rezoning is  
85 inconsistent with surrounding land use;

86 *Staff Finding: The proposed rezoning will not be inconsistent with the surround land use.*

87 (h) Whether there is an inadequate supply of sites in the County for the proposed intensity or density  
88 within the district already permitting such intensity or density;

89 *Staff Finding: There is adequate supply of sites within the County, however the number is limited with the*  
90 *proximity to essential services and transportation investments.*

## 91 **Analysis of Surrounding Uses**

92 The proposed zoning district amendment would change the total parcel acreage of (13.86+/- acres) from AG  
93 (Agricultural) to AR (Agricultural/Residential). This change would be in keeping with the evolving character  
94 of the surrounding districts as shown in the table below:

	Future Land Use	Zoning District
North	Rural Residential	AR (Agricultural Residential)
South	Agriculture	AG (Agricultural)
East	Rural Residential	AR (Agricultural Residential)
West	Agriculture	AG (Agricultural)

95

96

97 **Recommendation**

98 The Springs Citizen Advisory Committee heard this item at their May 14<sup>th</sup> meeting and provided a  
99 recommendation of approval 6-0.

100 Based on the eight criteria in the Report, Staff recommends approval of ZON 25-0007.

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY FLORIDA, PURSUANT TO ARTICLE III OF THE CLAY COUNTY LAND DEVELOPMENT CODE, KNOWN AS THE ZONING AND LAND USE LDRs ADOPTED PURSUANT TO ORDINANCE 93-16, AS AMENDED, PROVIDING FOR THE REZONING OF A SINGLE PARCEL (TAX PARCEL IDENTIFICATION # 16-06-26-015574-001-02), TOTALING APPROXIMATELY 13.86+/- ACRES, FROM AGRICULTURAL (AG) TO AGRICULTURAL RESIDENTIAL (AR), PROVIDING A DESCRIPTION; PROVIDING AN EFFECTIVE DATE.**

Be It Ordained by the Board of County Commissioners of Clay County:

**Section 1.** Application ZON 25-0007, seeks to rezone certain real property totaling 13.86 acres (tax parcel identification # 16-06-26-015574-001-02) (the Property) described in Exhibit “A-1”, and depicted in Exhibit “A-2”.

**Section 2.** The Board of County Commissioners approves the rezoning request. The zoning of the Property is hereby changed from the present zoning classification of Agricultural (AG) to Agricultural Residential (AR).

**Section 3.** Nothing herein contained shall be deemed to impose conditions, limitations or requirements not applicable to all other land in the zoning district wherein said lands are located.

**Section 4.** The Building Department is authorized to issue construction permits allowed by zoning classification as rezoned hereby.

**Section 5.** This Ordinance shall become effective as provided by law.

**DULY ADOPTED** by the Board of County Commissioners of Clay County, Florida, this \_\_\_\_\_ day of June, 2025.

BOARD OF COUNTY COMMISSIONERS  
OF CLAY COUNTY, FLORIDA

By: \_\_\_\_\_  
Betsy Condon, Its Chairman

ATTEST:

By: \_\_\_\_\_  
Tara S. Green,  
Clay County Clerk of Court and Comptrolle  
Ex Officio Clerk to the Board

## Exhibit "A-1"

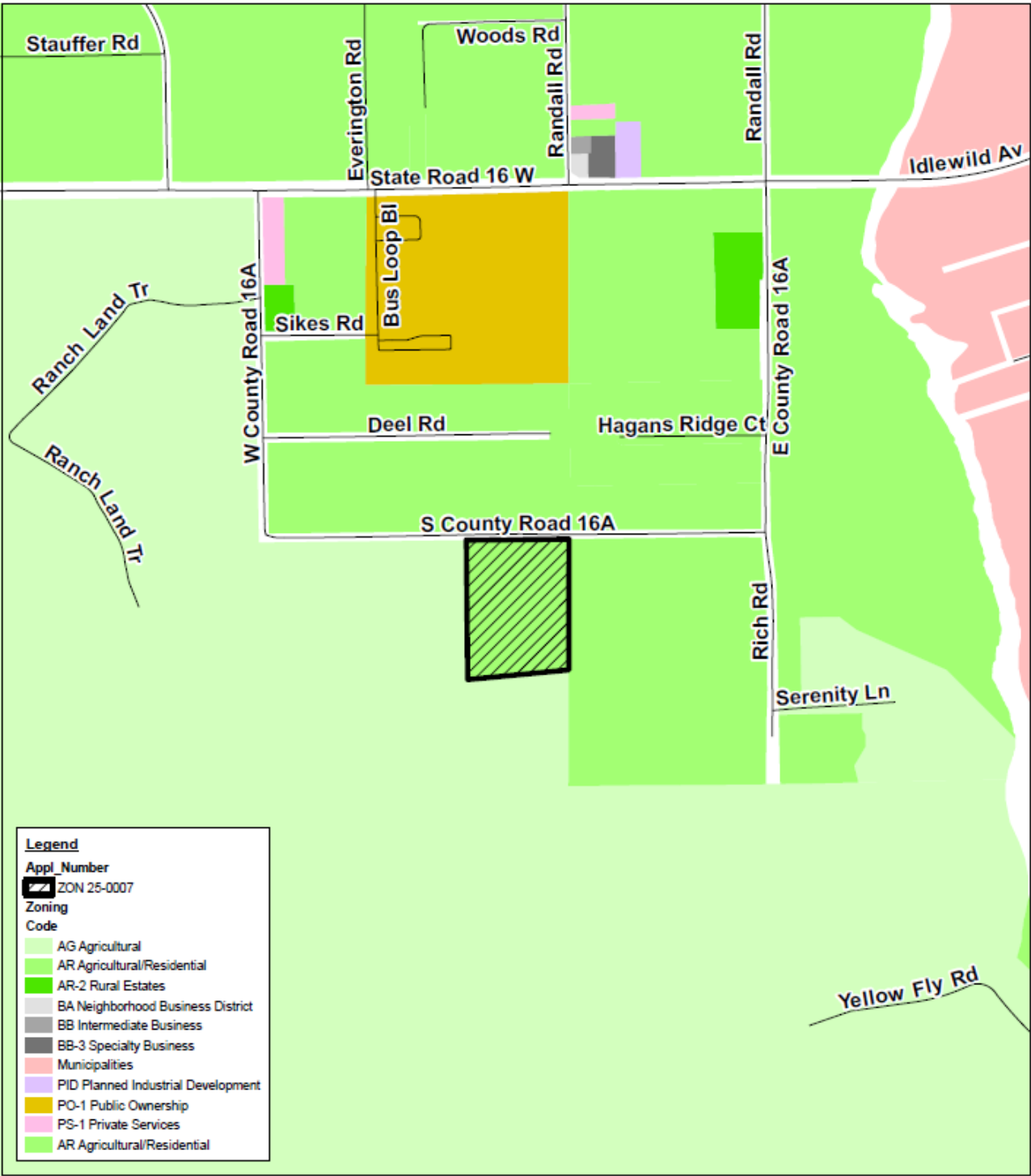
### PARCEL LYNN (13.86 Acres more or less)

A Parcel of land situated in the Northwest One Quarter (NW 1/4) and in the Southwest One Quarter (SW 1/4) of Section 16, Township 6 South, Range 26 East; Clay County, Florida; Said Parcel being shown on a Boundary Survey prepared by Mark E. Hardenbrook, Florida Professional Surveyor and Mapper No 5500, Dated October 16, 2012 as a portion of lands described in Official Records Book 3104, Page 845 thru 847 of the public records of said County and more particularly described as follows: Commence at an Iron Pipe on the Southerly right of way line of County Road No. 16-A at the Northwest corner of lands described in Official Records Book 22 on page 411 of the public records of said county and run S 89 deg 20 min 57 sec W, along said right of way line, 91.0 feet; thence run leave said southerly line and run S 00 deg 07 min 53 sec W, 25.95 feet to an Iron Rod and the Point of Beginning; thence continue S 00 deg 07 min 53 sec W, 869.83 feet to an Iron Rod; thence run S 84 deg 32 min 05 sec W, 671.27 feet to an Iron Rod; thence run N 00 deg 35 min 43 sec W, 921.58 feet to an Iron Rod; thence run N 88 deg 58 min 11 sec E, 679.89 feet to the Point of Beginning.

TOGETHER WITH: An Easement for Ingress, Egress and Access across the East 30 feet of those lands lying between the South Right of Way line of County Road No. 16-A and the North line of the above described lands.



Exhibit "A-2"



0 425 850 1,700 Feet

**Proposed Zoning  
Rezoning: ZON 25-0007  
from AG to AR**





Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: BCC

DATE: 6/5/2025

FROM: Teresa Capo

**SUBJECT:**

District 5 At-Large member, Maureen A. Jung, submitted her resignation from her seat.

District 5 At-Large member, Billy Gould, submitted his application of re-appointment to his seat.

Steven Griffith, submitted an application for appointment. Mr. Griffith lives in District 5 and if appointed could fill the seat previously held by Ms. Jung.

**AGENDA ITEM TYPE:**

---

**BACKGROUND INFORMATION:**

All advertising requirements have been met.

**ATTACHMENTS:**

Description	Type	Upload Date	File Name
▢ Gould Application	Backup Material	6/20/2025	Gould_Applicationada.pdf
▢ Griffith Application	Backup Material	6/20/2025	Griffith_Application.ADA.pdf
▢ Jung Resignation	Backup Material	6/20/2025	Jung_Resignationada.pdf

**REVIEWERS:**

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	6/5/2025 - 1:44 PM	AnswerNotes
County Manager	Wanamaker, Howard	Approved	6/13/2025 - 3:48 PM	AnswerNotes

**From:** [Clay County BCC](#)  
**To:** [Teresa Capo](#); [Dawn Schull](#)  
**Subject:** \*NEW SUBMISSION\* Citizen Application Form  
**Date:** Thursday, June 5, 2025 12:37:54 PM

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

### Citizen Application Form

**Submission #:** 4098114  
**IP Address:** [12.244.47.182](#)  
**Submission Date:** 06/05/2025 12:37  
**Survey Time:** 19 minutes, 25 seconds

You have a new online form submission.

Note: all answers displaying "\*\*\*\*\*" are marked as sensitive and must be viewed after your login.

### Read-Only Content

**Date and time:**

06/05/2025 12:18 PM

**Full name:**

William "Billy" T. Gould

**Name of board/committee you are applying for:**

Historic Preservation Board

**Full address:**

3419 Russell Rd  
Green Cove Springs, FL 32043  
United States

**Number of years at this address:**

20

**Phone:**

(904) 334-7208

**Email:**

William.gould@claycountygov.com

**District you live in:**

5

**Voting status:**

I am a registered voter.

**Employer:**

Clay County Board Of County Commissioners

**Work phone number:**

(904) 325-3640

**Number of years at job:**

14

**Education****Please list all schools attended, years and degrees:**

Trinity Christian Academy- High School diploma

**Volunteer Work, Civic, Professional, and other Activities****List any volunteer service organizations, clubs or professional societies you are a member of or titles you have held:**

International Municipal Signal Association, Cabul Lodge No 116 F&AM and High Point Church

**Have you ever served on a committee or advisory board? If so, give the details, including any positions held:**

yes -on this Board the last 2 yrs.

**Reason for Serving****Describe any additional knowledge, skill, education or experience you have, which would assist you in the duties of this Board /Committee:**

As a sign maker I know the regulations and have the knowledge to assist this Board in raising the awareness of the historical sites in the County.

**Miscellaneous****Do you do business or are you engaged in the management of any business enterprise that has a financial interest in Clay County Government? Please give details, including the name of the enterprise, the nature of the business, and the position you hold:**

no

**Have you ever been convicted for violation of any federal, state, county or municipal law, regulation or ordinance? If so, give details. Do not include traffic violations or fines of \$100 or less that were imposed, unless it also included a jail sentence:**

no

**References****List names, addresses and telephone numbers of at least three persons who are qualified to comment on your qualifications and of whom inquiry may be made by Clay County Board of County Commissioners:**

Chris Wilkerson 904-228-2522 Jolene Nicks 904-200-9391 Kristian Burke 904-338-8207

**Additional information and comments:****Read-Only Content**

Thank you,  
Clay County, FL

---

This is an automated message generated by Granicus. Please do not reply directly to this email.

**From:** [Clay County BCC](#)  
**To:** [Teresa Capo](#); [Dawn Schull](#)  
**Subject:** \*NEW SUBMISSION\* Citizen Application Form  
**Date:** Tuesday, April 15, 2025 7:08:22 PM

---

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### Citizen Application Form

**Submission #:** 3932145  
**IP Address:** [99.191.211.191](#)  
**Submission Date:** 04/15/2025 7:08  
**Survey Time:** 42 minutes, 53 seconds

You have a new online form submission.

Note: all answers displaying "\*\*\*\*\*" are marked as sensitive and must be viewed after your login.

### Read-Only Content

**Date and time:**

04/15/2025 06:00 PM

**Full name:**

Mr. Steven Griffith

**Name of board/committee you are applying for:**

At Large Committee Position

**Full address:**

479 Jeri Dr.  
Green Cove Springs, FL 32043  
United States

**Number of years at this address:**

Four

**Phone:**

(904) 738-3645

**Email:**

ussgriffy@gmail.com

**District you live in:**

District 5

**Voting status:**

I am a registered voter.

**Employer:**

Retired Educator (I put the number to MHS. Martin Aftuck was my principle and he's still there.)

**Work phone number:**

(904) 336-8075

**Number of years at job:**

Taught for 30 years

**Education****Please list all schools attended, years and degrees:**

Masters in Education University of Northern Colorado 1994 Bachelors in Psychology University of Colorado 1989

**Volunteer Work, Civic, Professional, and other Activities****List any volunteer service organizations, clubs or professional societies you are a member of or titles you have held:**

Previous President of the Clay County Historic Society 2023 - 2025 Currently working on restoring a historic cemetery (Pleasant Point)

**Have you ever served on a committee or advisory board? If so, give the details, including any positions held:**

I have been part of committees during my tenure as a public educator. I taught school for 30 years with my last years (5) teaching high school social studies and history.

**Reason for Serving****Describe any additional knowledge, skill, education or experience you have, which would assist you in the duties of this Board /Committee:**

I am passionate about discovering and preserving the past and with my background in education along with my experience on the board of the Clay County Historic Society, I believe I can effectively execute the duties required as a member of the Preservation Committee.

**Miscellaneous****Do you do business or are you engaged in the management of any business enterprise that has a financial interest in Clay County Government? Please give details, including the name of the enterprise, the nature of the business, and the position you hold:**

Not to my knowledge.

**Have you ever been convicted for violation of any federal, state, county or municipal law, regulation or ordinance? If so, give details. Do not include traffic violations or fines of \$100 or less that were imposed, unless it also included a jail sentence:**

Yes, I had a DUI in Colorado in 2005.

**References****List names, addresses and telephone numbers of at least three persons who are qualified to comment on your qualifications and of whom inquiry may be made by Clay County Board of County Commissioners:**

Randy Harris 904-505-4827 Jerry Casale 240-483-8799 Melissa Clearman 904-803-4116 Melisa Clearman 904-803-4116 Kathy Kass 904-505-8372

**Additional information and comments:**

I absolutely love Clay County and I have lived here for almost 20 years. Thank you for your time and consideration.  
Steve

**Read-Only Content**

Thank you,

Clay County, FL

---

This is an automated message generated by Granicus. Please do not reply directly to this email.

**From:** [Beth Carson](#)  
**To:** [Teresa Capo](#)  
**Subject:** FW: Historic Preservation Board Membership  
**Date:** Thursday, June 5, 2025 1:22:51 PM

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**From:** Maureen Jung <mjung@wordspringconsulting.com>  
**Sent:** Thursday, June 5, 2025 12:05 PM  
**To:** Beth Carson <Elizabeth.Carson@claycountygov.com>  
**Subject:** Re: Historic Preservation Board Membership

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Thanks for asking, Beth. I've got my hands full after my term ends, keeping up with the preservation efforts for the school house.  
It's been an honor and a privilege to serve these five years.  
Maureen

---

**From:** Beth Carson <[Elizabeth.Carson@claycountygov.com](mailto:Elizabeth.Carson@claycountygov.com)>  
**Sent:** Thursday, June 5, 2025 11:58 AM  
**To:** Maureen Jung <[mjung@wordspringconsulting.com](mailto:mjung@wordspringconsulting.com)>  
**Subject:** Historic Preservation Board Membership

Maureen,  
Your term with the Historic Preservation Board is expiring on 7-1-25. I wanted to remind you of this and ask that if you are interested in continuing with the Board, that you complete a new Citizen Application Form here:  
<https://www.claycountygov.com/government/boards-and-committees> and submit it to Teresa Capo so that she can put it on the June 24<sup>th</sup> BCC Agenda for consideration.

Thank you!

**Beth Carson, PLA, AICP**  
Director of Planning and Zoning  
Clay County Planning and Zoning Division  
P.O. Box 1366  
477 Houston Street  
Green Cove Springs, FL 32043  
904-529-3840  
[www.claycountygov.com](http://www.claycountygov.com)

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Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, June 24 4:00 PM

TO: Clay County Board of  
Commissioners

DATE: 5/16/2025

FROM: Karen Smith,  
Administrative & Contractual  
Services

SUBJECT:

Bid Opening Tabulations for June 6, 2025:

A. RFQ No. 24/25-074, Construction Manager At Risk (CMAR) for the Oakleaf Library

B. Bid No. 24/25-081, Fleming Island Library HVAC Replacement

AGENDA ITEM TYPE:

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BACKGROUND INFORMATION:

Letters of Documentation

ATTACHMENTS:

Description	Type	Upload Date	File Name
▢ Bid Tab	Cover Memo	6/20/2025	Bid_tab_-_6.24ada.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Administrative and Contractual Services	Hamilton, Alyssa	Approved	6/19/2025 - 7:16 AM	Item Pushed to Agenda

## BID TABULATION FORM

RFB: 24/25-081

Date:

June 6, 2025

Proj: **Fleming Island Library HVAC Replacement Project**

Time Open:

9:00 AM

Ad: Clay Today: April 24, 2025

Time Close:

9:02 AM

This is a generic Bid Tabulation Form; all required bid documents will be verified prior to bid recommendation.

### Bids to be evaluated based on evaluation criteria established in bid document

Bidder		Addendum	Bid Bond	Total
1	Carroll Mechanical & Plumbing, Inc	N/A	CC 6040638	\$399,997.00
2	ThermaServe Mechanical Inc.	N/A	Yes	\$389,784.94
3	Watts Mechanical & Plumbing Inc.	NO BID		
4				

**In accordance with the County's Purchasing Policy (Chapter 5: Purchasing Rules, Section 11. Local Preference for Local Businesses), Carroll Mechanical & Plumbing, Inc. was provided the opportunity to match the Lowest Bid. They responded within the required forty-eight (48) business hours and agreed to beat the Low Bid of \$389,784.94 by submitting a revised bid of \$389,784.00.**

## BID TABULATION FORM

RFQ: 24/25-074

Date:

June 06, 2025

Proj: **Construction Manager at Risk (CMAR) for the  
Oakleaf Library**

Time Open:

9:03 AM

Ad: Clay Today, May 01, 2025

Time Close:

9:04 AM

This is a generic Bid Tabulation Form; all required bid documents will be verified prior to bid recommendation.

### Bids to be evaluated based on evaluation criteria established in bid document

Bidder		Bid Total
1	Charles Perry Partners, Inc.	To Be Determined
2	E. Vaughn Rivers, Inc.	To Be Determined
3	K & G Construction Co. Inc.	To Be Determined
4	Meyer Najem Construction	To Be Determined
5	Perry-McCall Construction, Inc.	To Be Determined
6	STG Contracting Group, Inc.	No Bid
7	The Haskell Company	To Be Determined
8	The Winter Construction Company, LLC	To Be Determined
9		
10		
11		