



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

August 26, 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**

Colonel Kristy Perry, U.S. Army

### **CALL TO ORDER**

### **ROLL CALL**

### **PET ADOPTIONS**

### **CONSTITUTIONAL OFFICERS**

### **APPROVAL OF MINUTES**

1. Board of County Commissioners Meeting Minutes August 12, 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. RFQ No. 24/25-096 Continuing General Engineering Consulting Services for Construction Engineering Inspections (K. Smith)  
Approval to accept staff's ranking and selection of the top eight (8) ranked Consultants for RFQ No. 24/25-096 Continuing General Engineering Consulting Services for Construction Engineering Inspection (CEI) Services. Approval of award will be effective after the 72-hour

protest period has expired.

1. VIA Consulting Services - 102.4
2. Eisman & Russo, Inc. - 101.5
3. KCI Technologies, Inc. - 96.8
4. England, Thims, & Miller, Inc. - 94.8
5. Construction & Engineering Services - 91.6
6. GAI Consultants - 88.3
7. CDM Smith, Inc. - 84.8
8. DRMP, Inc. - 84.3
9. CSI Geo, Inc. - 81.8
10. WSB, LLC - 81.7
11. NV5, Inc. - 80.3
12. Carnahan, Proctor, and Cross, Inc. - 70

A committee consisting of the Deputy Director of Construction Engineering Inspection Services, Senior Right of Way Manager, and the Planning and Zoning Director, performed the evaluation and ranking of the responses received. If desired, the Board may request presentations from the Consultants. Agreements will be negotiated and brought back to the Board for approval.

**Funding Source:**

Unincorporated Municipal Services MSTU Fund - County Engineering Department - Professional Services - CEI Subdivision

Unincorporated Municipal Services MSTU Fund - County Engineering Department - Professional Services - Right-of-Way Inspection Services

4. First Renewal to Agreement No. 2021/2022-224 for Professional Auditing Services Agreement with James Moore & Co., P.L. (R. Dingle/K. Smith)

Approval of the First Renewal to Agreement No. 2021/2022-224 with James Moore & Co., P.L. regarding Professional Auditing Services for three (3) years for fiscal years (FY) ending September 30, 2025 through September 30, 2027, in the amounts of \$285,000 for FY 2025, \$295,000 for FY 2026, and \$290,000 for FY 2027.

**Funding Source:**

General Fund - County Commissioners - Accounting and Auditing

5. SHIP Program Annual Report Closeout for Fiscal Year 2022/2023 and Interim Fiscal Year 2023/2024 and Certification (T. Sumner)

Approval of the SHIP Program Annual Report Closeout for Fiscal Year 2022/2023 and Interim Fiscal Year 2023/2024 and Certification.



6. Satisfaction of Mortgage for Diesen (T. Sumner)
7. Presentation of Annual Assessment Rate Resolution establishing the rate of assessment for graded road maintenance of properties within the Hidden Waters MSBU for FY 2025-26 (C. Grimm)
8. Presentation of Annual Assessment Rate Resolution establishing the rate of assessment for graded road maintenance of properties within the Oak Forest MSBU for FY 2025-26 (C. Grimm)
9. Presentation of Annual Assessment Rate Resolution establishing the rate of assessment for graded road maintenance of properties within the Blue Jay Drive Roads MSBU for FY 2025-26 (C. Grimm)
10. Presentation of Certificate to 2025 Non-Ad Valorem Assessment Roll for Black Creek Hills Water System MSBU (C. Grimm)
11. Presentation of Annual Assessment Rate Resolution establishing rates of assessments for certain subdivision properties previously included within the Subdivision Roads Maintenance MSBU for FY 2025-26 (C. Grimm/R. Smith)
12. State Funded Grant Agreement Emergency Preparedness and Assistance (EMPA) Grant with the Division of Emergency Management for State's FY 2025/2026, Grant # A0544 (M. Covey)
  - A) Approval of the State Funded Grant Agreement Emergency Preparedness and Assistance (EMPA) Grant with the State of Florida, Division of Emergency Management for State's FY 2025/2026 with a maximum reimbursement amount of \$105,806.00. The Agreement is effective July 1, 2025, and shall end on June 30, 2026
  - B) Approval of the accompanying Budget Resolution.

**Funding Source (Revenue):**

General Fund - All Grants Organization - EMPA FY25-26 - State Grants  
- Public Safety

13. Approval to set Public Hearing on Petition to close access to Little River Drive from Old Hard Road and adoption of Resolution to schedule the Public Hearing (C. Grimm/R. Smith)
14. Approval of Settlement Agreement in Walsh v. Clay County Board of County Commissioners, Case No. 2023-CA-635 (C. Grimm)

**OLD BUSINESS**

15. Approval of Legislative Priorities and Appropriations Palm Card (M. Covey)

## **NEW BUSINESS**

16. Bid No. 24/25-094 Green Cove Springs Library Roof project  
A) Approval of Budget Transfer from Reserves in the amount of \$30,000.00

B) Approval to post Notice of Intent to Award Bid No. 24/25-094, Green Cove Springs Library Roof Over project to Legacy in Action, Construction, Roofing, Dock and Marine in the amount of \$105,000.00. Final Completion shall be accomplished within ninety (90) days from the effective date of the Agreement. Approval of award will be effective after the 72-hour protest period has expired.

Blue CS Construction, LLC., was the original Lowest Responsive Bidder with a Bid amount of \$105,000.00. However, Legacy in Action, Construction, Roofing, Dock and Marine claimed and qualified for Local Preference, their original bid was within five percent (5%), and they agreed to match the lowest bid.

### **Funding Source:**

General Fund - Building Maintenance - Buildings - Green Cove Springs Roof

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

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

This application is a FLUM Amendment to change a portion of one parcel from Branan Field Primary Conservation Network (BF-PCN) to Branan Field Master Planned Community (BF-MPC).

This item was continued by the Planning Commission to their next meeting on September 2, 2025.

18. Final Public Hearing to consider ZON 25-0021 (cul-de-sacs) (D. Selig)  
This item has been withdrawn.

19. Final Public Hearing to consider ZON 25-0017 (setback) (D. Selig)

This application is a Staff initiated amendment to the Land Development Code amending Article III related to front setback regulations for properties in the Suburban Zone of the Branan Field Master Planned Community (BF MPC) Zoning district.

This item was withdrawn by staff on August 5, 2025 prior to the Planning Commission meeting.

20. Final Public Hearing to consider PUD 25-0003. (District 1, Sgromolo) (J. Bryla)

This item has been withdrawn by the Applicant.

This application is a rezoning to change 2.31+/-acres from Agricultural Residential (AR) to Planned Commercial Development District (PCD)

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

This item has been withdrawn by the Applicant in order to make changes to the request.

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).

22. Final Public Hearing to consider adoption of ZON 25-0016. (District 4, Comm. Condon) (D. Selig)

This rezoning application would change the current zoning designations of one parcel of land, approximately 39.06 acres, from Single Family Residential District (RB) to Agricultural/Residential District (AR).

23. Final Public Hearing to consider adoption of ZON 25-0018. (District 5, Comm. Burke) (D. Selig)

This rezoning application would change the current zoning designations of three parcels from Commercial and Professional Office District (BA-2), Intermediate Business District (BB) and Specialty Business District (BB-3) to Neighborhood Business District (BA).

24. Public Hearing regarding Annual Rate Resolution for Solid Waste Disposal Assessment for FY 2025-26 (C. Grimm/D. Owen)

25. Public Hearing regarding Annual Rate Resolution for Solid Waste and Recovered Materials Collection Services Assessments for FY 2025-26 (C. Grimm/D. Owen)

## **LETTERS OF DOCUMENTATION**

26. Bid Opening Tabulation (K Smith)

Bid Opening Tabulation for August 8, 2025:

A. Bid No. 24/25-094, Green Cove Springs Library Roof Over

## **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, August 26 4:00 PM

TO:                      DATE:

FROM:

SUBJECT:

AGENDA  
ITEM  
TYPE:

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REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Streeper, Lisa	Approved	8/20/2025 - 5:33 PM	Item Pushed to Agenda



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ATTACHMENTS:

Description	Type	Upload Date	File Name
▣ Board_of_County_Commissioners_Meeting_Minutes_August_12_2025	Backup Material	8/19/2025	Board_of_County_Commissioners_Meeting_Minutes_Aug
▣ Attachment A Pet Adoptions	Backup Material	8/19/2025	Attachment_A_Pet_Adoptions.ADA.pdf
▣ Attachment B Public Comment Info	Backup Material	8/19/2025	Attachment_B_Public_Comment_Info.ADA.pdf
▣ Attachment C DOGE Update	Backup Material	8/19/2025	Attachment_C_DOGE_Update.ADA.pdf
▣ Attachment D E. Vaughn Rivers presentation	Presentation	8/20/2025	Attachment_D_E_Vaughn_Rivers_presentation.ADA.pdf
▣ Attachment E The Haskell Company presentation	Presentation	8/20/2025	Attachment_E_The_Haskell_Company_presentation.ADA.i
▣ Attachment F Winter Construction presentation	Presentation	8/19/2025	Attachment_F_Winter_Construction_presentation.ADA.pdf
▣ Attachment G Tally Vote for RFQ 24_25-074 Oakleaf Library	Backup Material	8/19/2025	Attachment_G_Tally_Vote_for_RFQ_24_25-074_Oakleaf_
▣ Attachment H Legislative Priorities and Appropriations	Backup Material	8/19/2025	Attachment_H_Legislative_Priorities_and_Appropriations.A

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

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4th Floor, BCC Meeting Room,  
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4:00 PM

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### **INVOCATION**

Commissioner Alexandra Compere, District 2, gave the Invocation.

### **PLEDGE**

Retired US Navy Chief Petty Officer Luke Wilhelm led the Pledge of Allegiance.

Chairman Betsy Condon said Chief Petty Officer Luke Wilhelm is a 21-year Veteran of the United States Navy and enlisted shortly after the September 11, 2001, attacks and retired in December of 2022. During his distinguished career as a Missile Technician, he served at several key locations, including the Naval Ordnance Test Unit in Cape Canaveral, Florida, and both the Trident Refit Facility and Trident Training Facility in Kings Bay, Georgia. He also served aboard three Class Ballistic Missile Submarines - USS Louisiana, USS Florida, and USS Maryland. Chief Wilhelm is a highly decorated Veteran awarded the Global War on Terror Expeditionary Medal - Navy and Marine Corps Commendation Medal - six Navy and Marine Corps Achievement Medals - NATO Medal - two Sea Service Deployment Ribbons and National Defense Service Medal, among others. His favorite service memory was being a part of the NATO mission - Operation Odyssey Dawn, and during his service, he became amazed at what a group of people could accomplish when they worked together. Now a resident of Green Cove Springs, Chief Wilhelm works as a defense contractor and remains actively involved in his community, serving as Vice Chairman of the Republican Party of Clay County and volunteering with Impact Clay.

Chief Wilhelm thanked the Board for the opportunity to lead the Pledge of Allegiance and spoke about retiring and choosing Clay County as his home. He also thanked the Commission and local officials for all they do for the county.

### **CALL TO ORDER**

Chairman Betsy Condon called the meeting to order at 4:06 pm.



## **ROLL CALL**

**Present:** Commissioner District 4 Betsy Condon, Chairman  
Commissioner District 5 Dr. Kristen T. Burke, Vice-Chairman  
Commissioner District 1 John Sgromolo  
Commissioner District 2 Alexandra Compere  
Commissioner District 3 Jim Renninger

**Absent:** None

**Staff Present:** County Manager Howard Wanamaker  
County Attorney Courtney K. Grimm  
Commission Auditor Heather Boucher

## **PET ADOPTIONS**

Teresa Capo, Executive Assistant, presented a PowerPoint presentation of pets available for adoption - Rhonda (cat) - Snow Cone (dog) - Skeeter (cat) - Anya (dog). Diane (dog) is also pictured and is currently looking for a foster home. If you are interested in adopting a pet, contact [clayadoptions@claycountygov.com](mailto:clayadoptions@claycountygov.com) or call (904) 269-6342. Ms. Capo 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 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.

## **CONSTITUTIONAL OFFICERS**

*Constitutional Officers can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/August 12, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/August%2012,%202025), beginning at 8:18 and ending at 11:14. Below is a summary of the discussion.*

Chairman Betsy Condon recognized Diane Hutchings, Clay County Tax Collector, Tara S. Green, Clay County Clerk and Comptroller, and CCSO Sheriff Micelle Cook, and thanked each of them for their attendance.

Tara S. Green, Clay County Clerk and Comptroller, addressed the Board to provide details and information for the recent Value Adjustment Board meeting held on July 29, 2025. There has been a change in the filing fee, which has been \$15.00 for many years, and due to a change in legislation, the maximum fee can be \$50.00. Clay County has chosen to do a tiered rate structure.

- Electronic Filing - \$35.00

- Paper Form - \$50.00

There was a brief discussion regarding the reason petitions are filed and the type of petitions that have been filed thus far - Denial of Exemption, i.e., Agricultural.

## **APPROVAL OF MINUTES**

1. Board of County Commissioners Meeting Minutes July 22, 2025.

Commissioner Jim Renninger made a motion for approval of the July 22, 2025, BoCC Meeting minutes, seconded by Commissioner John Sgromolo, which carried 5-0.

## **PUBLIC COMMENTS**

*Public Comment can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/August 12, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/August%2012,%202025), beginning at 11:40 and ending at 27:49. Below is a summary of the discussion.*

Chairman Betsy Condon opened the floor for public comment at 4:12 pm.

Helana Cormier, 2839 Woodbridge Crossing Court, Green Cove Springs, Florida, addressed the Board to express her gratitude and spoke about various topics: Station 20 Opening Ceremony, Cathedral Oaks opening, and concerns regarding issues in Rolling Hills.

Robert Meadows, 5146 Harvey Grant Road, Fleming Island, Florida, addressed the Board to express his concerns regarding taxation, Clay County being a charter vs. a municipality, and how funds are distributed throughout the county. Mr. Meadows provided a handout to the Board for reference during his comments. See Attachment B.

Teresa Sanday, Clay County Resident, (no address given) addressed the Board to express her concern regarding local government.

Dennis Metheny, 1825B Green Springs Circle, Fleming Island, Florida, addressed the Board to speak about the success of the opening of Fire Station 20, and speak about his concerns regarding various topics - Infrastructure, development, Jail - Court, and the proposed rate increase by CCUA and getting information.

Hearing no other comments, Chairman Betsy Condon closed the public comment at 4:29 pm.

## **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. 24/25-025, Computer Aided Dispatch, Law Enforcement Records Management and Jail Management System (K. Smith)  
Approval to reject Proposals received for RFP No. 24/25-025, Computer Aided Dispatch, Law Enforcement Records Management and Jail Management System. The Proposals received are over budget. Staff will re-evaluate possibilities to upgrade the existing system, keeping the project within budget.

**Funding Source:**

General Fund - Computer Aided Dispatch - CAD Implementation - Professional Services

4. Bid No. 24/25-084, Fire Station 18 Parking Lot (Re-Bid) (K. Smith)  
Approval to post Notice of Intent to Award Bid No. Bid No. 24/25-084, Fire Station 18 Parking Lot (Re-Bid) to Concrete Profiles, Inc. in the amount of \$47,800.00. This approval includes waiving a non-technical defect as the Supplier did not submit the original bid bond within the two-day requirement. A bid bond by means of a cashier's check was submitted electronically on time as required in the Bid solicitation. Such waiver is in the best interest of the County. Completion shall be accomplished within 60 days from Notice to Proceed. Approval of award will be effective after the 72-hour protest period was expired.

**Funding Source:**

General Fund - Rescue Services - Fire Station 18 Front Parking Lot Replacement - Infrastructure - 75%

Fire Control MSTU Fund - Fire Control MSTU - Fire Station 18 Front Parking Lot Replacement - Infrastructure - 25%

5. TDC Business (T. Meyer)  
TDC unanimously (6-0 vote) recommends 2025 Town of Orange Park Fall Festival - \$15,000 Event Marketing Grant.  
TDC unanimously (6-0 vote) recommends 2025 Clay County Pro Rodeo - \$25,000 Event Marketing Grant.  
TDC unanimously (6-0 vote) recommends 2025 USSP Tournament - \$16,200 Event Marketing Grant.
6. FY 2025/2026 Schedule of Fees and Services (D. Sileo)  
Approval of Resolution to adopt the FY 2025/2026 Schedule of Fees

and Services for the Clay County Board of Commissioners. Resolution is effective October 1, 2025.

7. FY 25/26 CCSO Request for Approval of Grant Applications and Certificate of Participation (K. Corcoran)  
Approval of the Clay County Sheriff's Office request to apply and submit applications for recurring and new grants for fiscal year 2025/2026 as further described in the attached memorandum.
8. Letter and Resolution from the Clay County Tax Collector to request the extension of the 2025 Tax Roll prior to the completion of the Value Adjustment Board Hearings (T. Green/C. Blanchett)
9. Approval of the 2024 Recapitulation of the Tax Roll and Report of Error & Insolvencies for the Tax Roll (S. Davis/D. Hutchings)
10. Approval of entry into the Purdue Direct Settlement Subdivision Participation and Release Form by Clay County (C. Grimm)
11. Resolution Delegating Authority to the County Manager to Submit and Execute Required Documents Related to the Community Development Block Grant (CDBG) Annual Action Plan (M. Covey)  
Authorization for the County Manager to execute and submit the HUD 424-B Form, SF-424, SF-424B, and any other required documents to the United States Department of Housing and Urban Development by the August 16, 2025, deadline.
12. Approval of First Amendment to Memorandum of Understanding Between Clay County, Florida and Russell Baptist Church re: Project #3B (Portion of Sandridge Road to Peter's Creek)
13. Approval of Developer Agreement between Clay County and Clay County Utility Authority regarding Omega Park (C. Grimm)
14. Approval of Developer Agreement between Clay County and Clay County Utility Authority regarding Fire Station No. 1 at 3210 Old Jennings Road (C. Grimm/W. Sams))
15. Approval of Developer Agreement between Clay County and Clay County Utility Authority regarding Fire Station No. 22 at 1575 Arena Road(C. Grimm/W. Sams)
16. Approval of Developer Agreement between Clay County and Clay

County Utility Authority re: Wastewater Service to Clay County Sheriff's Office Substation- 3799 Irvin Court, Middleburg and approval of Grant of Easement to Clay County Utility Authority in connection with the Agreement (Revised after July 8, 2025 Board approval) (C. Grimm/W. Sams)

17. Second Renewal of Bid No. 21/22-58, EMS Medical Supplies (C. Leroy/D. Motes)

Approval of the Second Renewal of Bid No 21/22-58, EMS Medical Supplies for one (1) year effective July 11, 2025 through July 10, 2026 at the same terms and conditions provided for in the original bid with the following suppliers:

- 1) Bound Tree Medical, LLC
- 2) Gulf Star Supply
- 3) Henry Schein, Inc.
- 4) Nashville Medical & EMS Products, Inc.
- 5) Life-Assist, Inc.
- 6) McKesson Medical-Surgical Government Solutions LLC
- 7) Medline Industries, LP
- 8) QuadMed, Inc.
- 9) Stryker Sales, LLC.
- 10) Technicuff Corp.
- 11) 613Med Solutions

This Renewal includes original Board approval to continue the Purchasing Policy Waiver as it relates to purchase of medications and supplies. This waiver allows staff the flexibility to purchase from other vendors based on price and availability when necessary.

Funding Source:

Rescue Services - General Fund - Operating Supplies 75%  
Fire Control MSTU - Fire Control MSTU Fund - Operating Supplies 25%

Vice-Chairman Kristen Burke made a motion for approval of the Consent Agenda, seconded by Commissioner Alexandra Compere, which carried 5-0.

## **DISCUSSION/UPDATES**

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

*Item Eighteen (18) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC\\_Agenda/August 12, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC_Agenda/August_12,_2025), beginning at and ending at 55:29. 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. Pond site #3 excavation is nearing completion, while grass was placed on pond site #4. AC continued the installation of drainage structures, pipes, demolition of existing driveways and continued pavement repairs for driveways and pipes along the southside of this project. AC continued placing sub-base, curbing and limestone base. This project is on schedule with 48% paid out and 74% of time used.
- **CMAR Group #2 Projects - #2, #5 and #6A:**
  - **Project #2 (CR209):** Superior (SCC) continued the installation of the stormwater drainpipes, sidewalk, and curbing on the north side of CR 209 and completed the cross-drain installation at Pond 2. SCC completed the embankment and base material placement between the railroad tracks and pond site #2. SCC continued the installation of the cut-off walls and finish grade at pond site 2. Base course pavement was placed on the north side of CR 209, and traffic was shifted to this portion of the new road. This project is on schedule, with 54% paid out and 40% of the time used.
  - **Project #5 (CR220):** The team continues to track the US ARMY Corps of Engineers (ACOE) permit application through their process while under their review. The preliminary pond design is continuing. Once completed the team will finalize wetland impacts and submit a permit modification request to agency for approval.
  - **Project #6A (CR315):** The team is responding to comments from the ACOE and updating the Environmental Conditions Report along with 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:** Complete (Operational improvements on CR209, AKA Russell Road)
  - **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. The contractors project schedule is under contention by both Kiewit and the County discussions between the parties will continue in hopes of a solution. This project is 38% paid out and 97% of time elapsed.
  - **Project #4 (CR739B AKA Sandridge Road):** Kiewit Infrastructure South Co. completed the milling and resurfacing of the entire project. This work was performed at no additional cost to the County. This rework now meets the County's specifications. Kiewit completed all the Punchlist Items. Final Inspection and Walk Through was completed and the project was accepted as complete on July 31, 2025, starting a two-year warranty period.
- **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 device removal was completed. Punchlist repairs continued throughout the corridor. Electrical and signal-head work continued at the signalized intersection at COP and CR315. Landscaping has been installed while pavement striping is underway. The project schedule remains under contention by the contractor with 119% of time used and 98% paid out. The County and SCC continue to discuss the schedule for resolution. The county recognized Superiors substantial completion of the parkway on August 8, 2025, and it was open in conjunction with the state opening of SR23 on August 9, 2025 at 9:00 am.

There were questions, discussions, and clarification regarding the project 3B schedule, resolving the issues, the completion date for CR218, and the complaints regarding the condition of 218.

Following all discussions for the BTP, Mr. Dendor and Richard Smith, Director of Engineering provided details and information for the Capital Projects.

**Capital Projects Highlighted:**

- Public Safety Bond
- Fire Station 24
- Fire Station 22
- Tax Collectors Office - Orange Park
- Tax Collectors Office - Keystone Heights
- Aging True Senior Center - Keystone Heights
- Black Creek Bike Trail/Boardwalk
- Fire Station 1
- Omega Community Park
- SR23
- Cathedral Parkway
- Canova Road
- Plantation Oaks Boulevard
- CR220 at Knight Boxx
- Rideout Ferry
- Drainage on the Eastside of Henley
- Joe Johns Intersection and CR220
- Lakeshore Drive at Old Hard Road
- East West Parkway
- Live Oak Lane Improvements
- Live Oak Lane Trail - Suntrail
- US17 - Improvements

There were questions and discussions regarding plans to six-lane US17, Water Oak - Turn Lane, Signal at Eldridge, expressway opening by Byron Road - Noise Barriers, removal of fencing across the Bridge at Lake Brooklyn, and signage request for "Jake Breaking" by semis.

**19. Department of Government Efficiency Update (H. Boucher)**

*Item Nineteen (19) update can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/August 12, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/August%2012,%202025), beginning at 55:51 and ending at 1:26:09. Below is a summary of the discussion.*

Heather Boucher, Commission Auditor, presented a PowerPoint Presentation to provide details and information for the DOGE update. See Attachment C.

**Topics Discussed:**

- Moody Park Pavement Design and Permitting - \$65,000.00 Savings
- Capital Projects Team:
  - Animal Services Building - \$200,000.00 Savings
  - Fire Stations - Over \$500,000.00 Savings
  - Suntrail - \$20,000.00 Savings
  - CCSO Building 500 - \$135,000.00 Savings
- Updates to Firefighter Rates for Events - Process Efficiencies
- Ambulance Billing Process
- Installation of School Beacons
- Library Staffing Model Changes
- Personal Device Use Policy
- Website created - [claycountygov.com/government/DOGE](http://claycountygov.com/government/DOGE)
- Outreach to other Counties - Nassau - Hillsborough - Hernando
- Proposed Next Steps

There were questions and discussions regarding any response received from Florida DOGE, centralized purchasing clarification, Hernando County access to data - information becomes publicly disclosed, add the link to Clay County Clerk and Comptroller's site - IG/Audit, Enterprise Risk Management process, next steps for the DOGE Committee, and leadership in the county.

## 20. Legislative Priorities and Appropriations

*Item Twenty (20) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/August 12, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/August%2012,%202025), beginning at 2:16:28 and ending at 2:46:50. Below is a summary of the discussion.*

Howard Wanamaker, County Manager, addressed the Board to provide details and information for the 2025 and 2026 Legislative Priorities and Appropriations Palm Card and is requesting guidance from the Commission for any changes, additions, or deletions. See Attachment H.

There were questions and discussions regarding PSAPs collaboration, process status, importance of the order of request as they appear on the card to be presented and priority of projects, the addition for \$350,000.00 for the Historical Courthouse Roof and the condition of the roof, CR218 - most critically deficient roadway, the cost for one mile of roadway - \$5M, importance of water quality and responsibility, verbiage on the card,



transition septic to sewer, and the requirements.

Following all discussions, the Board reached a consensus to move forward as discussed.

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

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

This item was continued from the June 3 meeting. This application has been withdrawn at this time.

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

Application for ZON-25-0008 had been withdrawn.

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

This item was continued from the July 22 BCC meeting to give the Board additional information regarding Twelve Oaks Drive ownership.

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

*Item Twenty-Two (22) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/August 12, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/August%2012,%202025), beginning at 1:26:42 and ending at 1:30:06. Below is a summary of the discussion and vote for this agenda item.*

**All those wishing to speak during the public hearing were sworn in.**

Jenni Bryla, Zoning Chief, addressed the Board to provide the details and information for the public hearing to consider ZON-24-0033, as indicated above.

Commissioner Jim Renninger provided an overview of the need for the previous continuance regarding the requested change and egress/ingress.

Chairman Betsy Condon opened the floor for the public hearing at 5:31 pm.

Hearing no comments, Chairman Betsy Condon closed the public hearing at 5:31 pm.

Commissioner Jim Renninger made a motion for approval of ZON-24-0033, seconded by Commissioner Alexandra Compere, which carried 5-0.

23. Construction Manager at Risk (CMAR) presentations (K. Smith)

Presentations regarding RFQ No. 24/25-074, Construction Manager at Risk (CMAR) for the Oakleaf Library from the following Firms:

1. The Haskell Company - 96.7
2. Winter Construction - 95.7
3. E. Vaughan Rivers, Inc. - 95.7

Selection approval will be effective after the 72 hour period for protest has expired. An Agreement with the selected Consultant will be brought back to the Board for approval.

**Funding Sources:**

Capital Improvement Plan (CIP) Project Fund - Non Capital

Improvement Element - Oakleaf Library - Buildings

Capital Improvement Plan (CIP) Projects Fund - All Grants Organization  
- Oakleaf Library - Buildings

*Item Twenty-Three (23) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/August 12, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/August%2012,%202025), beginning at 1:30:08 and ending at 2:11:41. Below is a summary of the discussion and vote for this agenda item.*

Karen Smith, Administrative and Contractual Services Director, addressed the Board to provide the information for presentations to be given by the agencies mentioned above regarding RFQ 24/25-074 - Oakleaf Library, as indicated above, as well as provide the information and instructions for voting following the presentations.

- Stephen Rivers, Project Manager and Team with E. Vaughn Rivers, Inc., presented a PowerPoint presentation to provide details and information for the BID regarding RFQ24/25-074. See Attachment D.

There were questions and discussions regarding the project timeline for the 28,000 square foot St. Johns Library, clarification for the 30% buyout, and experience with a similar project as the library.

- John Albro, Market Leader and Team from The Haskell Company, presented a PowerPoint presentation to provide details and information for the BID regarding RFQ24/25-074. See Attachment E.

There were questions and discussions regarding the budget/costs.

- Andrew Lesnick, General Manager and Team with Winter Construction, presented

a PowerPoint presentation to provide details and information for the BID regarding RFQ24/25-074. See Attachment F.

There were questions and discussions regarding the development timeline.

Following all presentations and discussions, there was a tally vote conducted - See Attachment G.

The top vote was for E. Vaughn Rivers. The agreement will be brought back to the Board for review and approval.

The Commission thanked all the firms for their presentations and time.

24. Purchase Agreement related to Parcel Number 04-05-25-009001-001-01 (C. Risinger)

A) Approval of Purchase Agreement for Parcel Number 04-05-25-009001-001-01, located in Middleburg and;

B) Authorization for the County Manager to execute all documents necessary to close the acquisition.

**Funding Source:**

Opioid Settlement Fund - All Grants Organization - Substance Use Disorder Recovery Center - Buildings

*Item Twenty-Four (24) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/August 12, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/August%2012,%202025), beginning at 2:11:42 and ending at 2:16:23. Below is a summary of the discussion and vote for this agenda item.*

Caleb Risinger, Real Estate Acquisitions Manager, addressed the Board to provide details and information for the Purchase Agreement regarding Parcel Number - 04-05-25-009001-001-01 and request approval for the County Manager to execute all documents, as mentioned above.

There were questions and discussions regarding inspections performed on the components of the building, i.e., electrical and mechanical, what improvements are needed, the current status of the building, and the purchase price vs the asking price.

Chairman Betsy Condon opened the floor for the public hearing at 6:16 pm.

Hearing no comments, Chairman Betsy Condon closed the public hearing at 6:16 pm.

Commissioner Jim Renninger made a motion for approval as requested, seconded by Vice-Chairman Kristen Burke, which carried 5-0.

Chairman Condon mentioned that the purchase was funded by monies from the opioid settlement.

## **LETTERS FOR ACTION**

### **25. Discussion of Appointment to the Construction Trades Licensing Board**

Applications were received from the following individuals seeking appointment to fill the vacant "Business Person" seat on the CTLB:

- Michael Boucher
- Clark Briggs, Jr.

*Item Twenty-Five (25) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/August 12, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/August%2012,%202025), beginning at 2:46:54 and ending at 2:49:12. Below is a summary of the discussion and vote for this agenda item.*

Chairman Betsy Condon opened the floor to discuss the appointment to the Construction Trade Licensing Board as mentioned above.

Chairman Betsy Condon made a motion for approval to appoint Michael Boucher, seconded by Commissioner Alexandra Compere. There was a brief discussion regarding the reputation and experience of both applicants and open seats on other committees. The motion carried 5-0.

### **26. Acceptance of Resignation from the Fleming Island Citizen's Advisory Committee**

Janine Hogan submitted her resignation from the Committee.

*Item Twenty-Six (26) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/August 12, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/August%2012,%202025), beginning at 2:49:13 and ending at 2:50:24. Below is a summary of the discussion and vote for this agenda item.*

Chairman Betsy Condon opened the floor to discuss the acceptance of the resignation submitted by Janine Hogan as mentioned above.

Commissioner John Sgromolo made a motion to approve the acceptance of the resignation, seconded by Commissioner Jim Renninger, which carried 5-0.

Chairman Condon mentioned the need for input from community.

### **27. Discussion of Appointment to the Lake Asbury/Penney Farms Citizens Advisory Committee**

Lucas Wilhelm has submitted an application for appointment.

*Item Twenty-Seven (27) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/August 12, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/August%2012,%202025), beginning at 2:50:24 and ending at 2:50:49. Below is a summary of the discussion and vote for this agenda item.*

Chairman Betsy Condon opened the floor to discuss the appointment to the Lake Asbury/Penney Farms CAC as mentioned above.

Vice-Chairman Kristen Burke made a motion for approval to appoint Lucas Wilhelm, seconded by Commissioner Jim Renninger, which carried 5-0.

28. Letter of Support for Comcast's Broadband, Equity, Access, and Deployment (BEAD) Program Grant Application with Florida Commerce (M. Covey)

*Item Twenty-Eight (28) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/August 12, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/August%2012,%202025), beginning at 2:50:50 and ending at 2:53:15. Below is a summary of the discussion and vote for this agenda item.*

Chairman Betsy Condon addressed the Board to provide details and information regarding the Letter of Support for Comcast's BEAD.

There were comments and discussions regarding Comcast meeting the needs of the community, issues with Broadband in the area, and the removal of hard-line phones.

The Board reached a consensus to support the request.

## **LETTERS OF DOCUMENTATION**

29. Tourist Development Council Meeting Minutes July 16, 2025  
TDC meeting minutes from July 16, 2025.

30. Bid Opening Tabulations (K Smith)

Bid Opening Tabulation for July 22, 2025:

Bid No. 24/25-084, Fire Station 18 Parking Lot (Re-Bid)

Bid Opening Tabulation for July 29, 2025:

Bid No. 24/25-103, Sidewalk for the Community Development Block Grant Program

Bid Opening Tabulation for August 1, 2025:

RFQ No. 24/25-096, Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

Chairman Betsy Condon acknowledged the Letters of Documentation.

Commissioner John Sgromolo commended Teddy Meyer, Director of Tourism, on his work since joining the TDC and mentioned the expansion and success of the Clay County Rodeo.

## **PUBLIC COMMENTS**

*Public Comment can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/August 12, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/August%2012,%202025), beginning at 2:54:31 and ending at 2:59:08. Below is a summary of the discussion.*

Chairman Betsy Condon opened the floor for public comment at 6:56 pm.

Robert Meadows, Robert Meadows, 5146 Harvey Grant Road, Fleming Island, Florida, addressed the Board to express his concerns with an ordinance and spending of funds throughout the county for salaries.

Hearing no other comments, Chairman Betsy Condon closed the public comment at 7:00 pm.

## **COMMISSION AUDITOR**

Heather Boucher, Commission Auditor, had no comments.

## **COUNTY ATTORNEY**

*Attorney Comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/August 12, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/August%2012,%202025), beginning at 2:59:12 and ending at 3:03:34. Below is a summary of the discussion.*

Courtney Grimm, County Attorney, addressed the Board to provide details and information for a new multi-district litigation related to insulin pricing and the requirements needed to reach the criteria. Clay County is not eligible at this time. County Attorney Grimm spoke about the Charter Review Commission and the process to select the members. County Attorney Grimm mentioned SB180, and if the Commission has any questions, please reach out. County Attorney Grimm also provided details and information regarding the "Jake Breaking" signage, locations, and the utility tax ordinance mentioned during the public comment period.

## **COUNTY MANAGER**

*County Manager can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/August 12, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/August%2012,%202025), beginning at 3:03:35 and ending at 3:06:33. Below is a summary of the discussion.*

Howard Wanamaker, County Manager, commended staff and all involved for their efforts in the opening ceremony of Fire Station 20. He also mentioned the completed projects -

Sandridge Road and Cathedral Oaks Parkway. County Manager Wanamaker spoke about the tax savings for emergency equipment, etc., and the tropical storm that is being monitored - Tropical Storm Erin and encouraged everyone to be prepared and have a plan.

## **COMMISSIONERS' COMMENTS**

*Board Comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/August 12, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/August%2012,%202025), beginning at 3:06:34 and ending at 3:39:32. Below is a summary of the discussion.*

Commissioner John Sgromolo spoke about the success of the opening of Fire Station 20. Commissioner Sgromolo mentioned the Legislative Wrap-up held by the Clay Chamber on July 31, 2025, and the update received by the delegation. Commissioner Sgromolo spoke about his participation in the event on August 8, 2025, the Global Leadership Summit held by Impact Clay. Commissioner Sgromolo welcomed back Clay County students and asked the community to be safe, slow down, and watch for school zones, and spoke about the 2-mile radius for busing and students having to cross major intersections.

Vice-Chairman Kristen Burke also spoke about the success for the opening of Fire Station 20. Vice-Chairman Burke mentioned the opening of Cathedral Oaks Parkway and the positive effect to elevate traffic, however, there were traffic back-ups due to school opening and asked the community to be patient. Vice-Chairman Burke suggested that those that will travel the toll roads look into getting a sun pass. Vice-Chairman Burke spoke about the Rolling Hills Bridge being unsafe and the effect it is having on the neighbors and the need to reach a resolution. Vice-Chairman Burke talked about attending the opening for the bulkhead at Ronnie Van Zant.

Commissioner Alexandra Compere agreed with the comments regarding the Legislative Wrap-up, finding it informative. She also extended her gratitude to the Delegation and spoke about the successful year for Representative Judson Sapp. Commissioner Compere spoke about the gorgeous drive on Cathedral Oaks Parkway and the opening of the SR23 toll road, and reminded the community to explore their options for Sun Pass. Commissioner Compere spoke about how special it was for the opening of Fire Station 20. Commissioner Compere spoke about the Oakleaf Park unveiling that took place last Thursday and commended the Parks and Recreation staff for a job well done. Commissioner Compere also thanked State Attorney Hector Murcia Bustos and expressed his gratitude to the Commission and those involved in the renovations for the State Attorney's Office. Commissioner Compere also mentioned the upcoming recognition for Scotty Taylor for being a tremendous asset to the community and Northeast Florida, and expressed her gratitude to him for his ongoing involvement. Commissioner Compere said her heart goes out to the moms having to send out their pre-k babies and students to school, and gave best wishes to all the students in Clay County.

Commissioner Jim Renninger said he was also very moved by the opening ceremony for Fire Station 20 and spoke about its success. Commissioner Renninger mentioned the Veterans Council meeting held last week and spoke about Congressman Bean's

positive engagement with the Community and support of veterans. Commissioner Renninger spoke about attending National Night Out, put on by the Orange Park Fire Department. Commissioner Renninger spoke about the calls he is receiving regarding the computers for the Orange Park Library, and those should be in by the end of the month. Commissioner Renninger also spoke about attending the Northeast Regional Council Meeting and the information received during the meeting. He spoke about the FDOT project at Wells Road and Blanding Boulevard, which has started, and the request for sidewalks. Commissioner Renninger encouraged everyone to be safe. School has started, and there are a lot of kids out there with new bus routes and traffic patterns.

Chairman Betsy Condon also mentioned the opening of Fire Station 20 and its success. Chairman Condon addressed the issues regarding the school transportation and spoke about the changes affecting the community. Chairman Condon provided an update regarding the Property Tax Committee meeting that was held and the information that was discussed during that meeting regarding DOGE, property taxes, ad valorem, AI use, and the need for education for funding that is provided by the BoCC, as well as how constitutional offices are budgeted/funded. Chairman Condon spoke about her request to have staff look into a code change regarding the privacy fence located in rural estates and any impact on the area, if any.

Hearing no further business, Chairman Betsy Condon adjourned the meeting at 7:41 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  
BCC- Board of County Commissioners  
BTP – Bonded Transportation Program  
CAC – Citizens Advisory Committee  
CCSO – Clay County Sheriff’s Office  
CCUA – Clay County Utility Authority  
CR – County Road  
DOGE – Depratment of Governement Efficiency  
FDOT – Florida Department of Transportation  
FY – Fiscal Year  
NATO – North Atlantic Treaty Organization  
RFQ – Request for Quote  
TDC – Tourist Development Council  
ZON – Rezone

# **Attachment**

## **“A”**

# **Pet Adoptions**



# Rhonda

**ANIMAL ID:** A0058552519

**SEX:** Spayed female

**BREED:** Domestic shorthair, 3 months old; 3 pounds

**LOCATION:** Clay County Animal Services

**ABOUT: Rhonda: Tiny Diva, Big Opinions** At 3 months old, Rhonda already knows she's the boss. Not a fan of being picked up (rude), but she's warming up to gentle pets—especially if you come bearing treats and compliments. She's sassy, classy, and slowly learning that humans aren't *entirely* useless, they have comfortable beds to lounge on and great snacks!



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



# Snow Cone

**ANIMAL ID:** A0058864663

**SEX:** Spayed Female

**BREED:** Mixed breed, 5 years old; 57 pounds

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

**ABOUT:** Snow Cone busted out for a Bow Wow Breakout (don't worry, it was legal) and stole hearts everywhere. She's sweet, speedy, and greets strangers like they owe her snacks. She zoomed around the yard, made new besties, and even scored a new name tag—because she's basically famous now. If you want a dog who's part cuddlebug with equal parts of pizazz, Snow Cone is your girl.

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



# Skeeter

**ANIMAL ID:** A0058552517

**SEX:** Neutered Male

**BREED:** Domestic Short hair, 3 months old; 3 pounds

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

**ABOUT:** **Low-Key Chaos in a Fur Coat** At 3 months old, Skeeter's still figuring out the whole "human" thing. He's not into being scooped up like a plush toy, but he's starting to enjoy soft pets—on *his* terms. Equal parts curious and cautious, he's the kind of kitten who'll sneak up on your shoelaces, then act like it wasn't him.

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





# Anya

**ANIMAL ID:** A0058009129

**SEX:** Spayed Female

**BREED:** Mixed Breed; 1 years old; 45 pounds

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

**ABOUT:** Meet Anya, Your Big-Eared Bestie! 🐶

Anya's got ears that defy gravity and a love for water that's Olympic-level. She'll spend hours paddling in the pool, breaking only for a quick game of fetch and some joyful zoomies. Her goofy charm and boundless energy will keep you smiling—and maybe a little soaked. She's still mastering her manners, so she'll thrive with someone patient and ready to help her grow through training and play. If you're looking for a loyal, high-energy companion who's equal parts silly and sweet, Anya's ready to dive into your life.



[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:* Diane, A0059073160, is looking for a foster home where she can grow, receive socialization, and get the care she needs until she's ready to be spayed. Could you provide Diane and one of her siblings a loving temporary home?

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



**Attachment**  
**“B”**  
**Public Comment Info**

OBSERVATIONS IN CLAY COUNTY  
11 AUGUST 2025

The following is provided BASED ON THESE FACTS AND IN MY OPINION.

First:

Might I hereby recognize my District 1 County Commissioner, as well as the Chair of the Commission for their abject failure to carryout their primary duty to the citizens who elected them, which is to communicate and provide assistance to every Citizen. It is notable that Mr Sgromolo and Ms Condon have consistently refused to accept or return my telephone calls following the last meeting of the Commission in JULY. My short presentation was probably disagreeable to what I perceive is Mr Sgromolo complaining publicly about the "cat is out of the bag" in that Clay Electric warned the citizens of Clay County of impending utility tax increase that would have passed without the great number of Citizens reacting. Neither Mr Sgromolo or Ms Condon will speak about the matter which is of great concern to me, and to other citizens of Clay County; their refusal to communicate is Cause for me to demand their immediate resignation. County Commissioners are elected to serve the people, and such failure to communicate with Any Citizen is just cause for removal.

I previously addressed the County Firearms Range, and its failure to be constructed. I have been corrected in that matter by an associate. I have no recollection of any news media announcing its construction and availability to the citizens of Clay County.

It is noteworthy that the Range is available, at least 15 lanes of the 30 existing for a fee, on Thursday, Friday and Saturday, excepting holidays, on a not to interfere basis, from 8:00 AM to 4:00 PM, apparently for two hours maximum per day, with fees that are quite a bit higher than the long established private Range Facility, Gateway Rifle and Pistol Club.

Gateway fees are:

Annual Membership \$190; there is an initiation fee equivalent to annual membership, a one time fee  
Daily non member fee, weekdays \$17, weekends \$22.

The facility is open from Sunrise to Sunset daily except Christmas, Easter and Thanksgiving, with some of the several ranges closed periodically for maintenance and servicing.

There is no time limit on a member of daily user other than sunrise to sunset.

The Clay County Range:

\$15.00 for 2 hours

\$250 per year for priority scheduling for the 3 days range is available to the citizens, and no additional range fees. But, one is given a "free t-shirt"

In that the information for the Clay County Range all indicate 2 hours per scheduling period, the cost to utilize the range facilities is much higher than the private Gateway Rifle and Pistol Club, which has no such time limits.

Such fees appear intended to profit from Citizens utilizing the range, on a "not to interfere basis".

It is my understanding of Florida Statutes that the various Counties of Florida are Prohibited from receiving a profit from any such enterprise. Such assumption seems more reasonable in that the facility

was funded with TAX DOLLARS, wrested from every Citizen of Clay County. Depending upon the method of accounting I am certain that such profit can be easily hidden.

Therefore, I strongly suggest that the County Auditor, and the County Commission fully investigate the funding, charges and associated fees in the operation of the Clay County Range, with full public disclosure of every expenditure, expense and income.

In addition, provide the manner of accounting for all funds associated with the facility.

#### County Employees

Note: salaries noted are those reported for 2023, the latest available data.

Clay County has a County Manager, quite well paid, with salary and benefits costing the Citizens of Clay County approximately \$475,000 in salary and benefits annually.

And, there are three Assistant County Managers with salaries reported of \$172,758, The approximate cost to the Citizens is, at minimum \$1,034,548 in salaries and benefits.

There are the following employees with interesting job descriptions:

Naloxone Coordinator	\$68,349	31% above median income for the county
Cdbg Program Manager	\$67,331	
Coordination and relationship manager	\$67,007	
IMS Special proj Coordinator	\$64,362	
Special Projects Coordinator	\$63,752	
Executive Assistant	\$56,100	

All the salaries are well above the median income for Clay County. The Executive Assistant position seems quite low compared to the salaries for County Manager and Assistant Managers.

Now, the question, just what do these folk actually do to be paid such salaries?

I noted in the listing of County Employees and their salaries that there are several individuals with duties of Ambulance Billing. In reading several Florida Statutes of late I came across a statute that prohibits charging for first responders services, Police and ambulance specifically noted; therefore, just why does Clay County have individuals with duties of ambulance billing? Are not the Fire Rescue ambulances and their operators already on a reasonable salary, with the vehicles paid for by TAX DOLLARS? Just why should citizens pay twice for a service that tax dollars have already paid for. The fireman paramedic, etc is on Salary, hence such service is already paid for, whether they are "resting at the station" or answering a call to assist a citizen, the cost is the same, but for a bit of fuel.

Is the burden of managing the assets and leading the workforce of Clay County so burdensome that the County Manager requires THREE assistants? Such is not from experience in Industry cost effective or efficient.

I suggest that the Commissioners instruct their Auditor in proper review of such apparent excesses in view of reducing the number of "managers". Further it is noteworthy that the actual workers employed by Clay County, the Equipment Operators, Mechanics, Custodians, and the various Technicians are all paid somewhat below the median income for Clay County.



There appears to be a lot more “management” than actual workers, certainly not an efficient operation. Which of course leads to increasing demand to take more from the Citizens of Clay County to support a lifestyle that most in the county cannot enjoy.

#### Clay County Commission AUDITOR

The Commission Auditor functions as an independent, objective, assurance, and consulting activity designed to add value and improve the County’s operations, thereby providing greater accountability to its residents.

The primary objective of the Commission Auditor is to provide reasonable assurance that the County has an operating and effective system of policies and procedures. It accomplishes this objective by bringing a systematic and disciplined approach to evaluating and improving internal processes. Such a system encompasses the County’s administrative, operational, and information systems throughout the various departments.

A secondary objective of the Commission Auditor is to assist members of management in evaluating County operations. To this end, the Commission Auditor furnishes analyses, collaboration, and recommendations concerning those functions reviewed, promoting effective controls and efficient operations at a reasonable cost.

Now, this certainly seems like a current description of “DOGE”, however the Auditor, while certainly qualified based on Education and Certifications, seems to not be taking a very hard look at the excesses at all levels of management within Clay County Government, including those of the “Constitutional Officers”, specifically in the case hereby being addressed, the Tax Collector and Sheriff.

I doubt that the Auditor is incompetent, but can only surmise that there is a great lack of direction and guidance in going about the task as described. It is noteworthy that the Auditor received a salary of \$107,852 in 2023, 106 per cent higher than the median for Clay County. And, more notable is the fact that the Auditor’s salary since 2020 increased by \$84,590, a total increase of 363.7 percent. Now, that is quite interesting: a young auditor with credentials and certification, and very little experience gains such



an amazing salary increase. Was the increase for stunning performance, or to do as many in government have of late, "go along to get along"? The other excuse, "well that is how we have always done it" That Needs to STOP, and it is the duty of the current Five County Commissioners to restore a right and proper County Government, cost efficient and responsive to the Citizens of Clay County, remembering that neither any County Employee or Elected Official is any sort of king, prince or lord of manor.

#### Clay County Tax Collector

I had the unfortunate and unpleasant task of actually contacting the Tax Collector, or at least an employee in the Tax Collector's Office concerning lack of receipt of vehicle registration renewals. Mailed to ensure receipt in a time manner, (before end of July) and when not received on 30 July, I attempted to call the Tax Collectors Office to inquire as to status. Such was met with the interminable announcements of locations, time of operation, make an appointment "on line" and finally a n option to press a number to be connected with a customer service person. Which I did, and within about 40 seconds, the telephone connection was terminated. So, I tried again, with same result. I managed to actually be connected to the telephone number of Tax Collector, Dianne Hutchings via several calls to the County Switchboard. Of course the Tax Collector was not available, and a message was left, to NO EFFECT, other than a call the next morning, 31 July by someone in the office, with no direct number left. Again the same procedure, until again I gained a telephone connection by first calling the County Switchboard. Of course the Tax Collector was not available, but, I did speak with a lady who identified herself as the HR PERSON for the Tax Collector. She remembered transcribing my "voice mail" to email and sending it to Miss Dianne. That is quite interesting, the Tax Collector has a HR Person. From my conversation with that person, she seems to be the private secretary to the Tax Collector. I was finally connected to a lady named Candy, who was quite helpful and the result was issuance of replacement registration decals (six of them). I had to drive to Green Cove Springs to collect, and, they were all in the same envelope. Interesting in that the first set was mailed quite a good while after receipt, and there were six envelopes, one for each registration decal. NOW, that is not very cost effective. Such is mentioned only to get to a point; waste of Tax Dollars in postage for Six (6) envelopes when only one would have accomplished the objective.

The Tax Collectors telephone message states that the Clay County Tax Collector only serves the citizens of Clay County. I find that quite disturbing in that the Tax Collector has duties to both the County and to the State; the State in matters of Vehicle and Vessel registration and titling, Hunting and Fishing licenses, and to the county in matters of property taxes. Having such questions, I contacted the Florida Department of Highway Safety and Motor Vehicles in Tallahassee, speaking with a member of the Inspector Generals staff, who was of the opinion that the Clay County Tax collector was in error and not compliant with State Statutes in refusing to serve the Citizens of the State of Florida. He advised of several statutes that apply. The Inspector transferred me to the Staff Attorney's office, and I was provided with the various statutes applicable to the functions of the several county Tax Collectors. Florida Statutes 197.332 and 320.03 which seem the most applicable. Those statutes specify the duties of the several Tax Collectors as well as provide that the Tax Collector is authorized to have such staff as required to conduct STATE BUSINESS. Just that alone seems sufficient that the County Commissioners should in the upcoming budget provide via line item specification, (as my friends in DC do with Federal Budget) that the functions of the STATE, IE: vehicle and vessel registration and titling as well as hunting and fishing licenses shall be provided for any and all residents of the State of Florida. Further, the Tax Collector should be warned and cautioned concerning the ongoing absolute failure of the entire staff to answer any telephone call in a proper manner. Requiring one to "scan a QR code" or make an appointment "on line" assumes that the citizens of Clay County and the State of Florida have such specialized equipment and internet service to do so. Requiring a citizen to make an appointment to visit



the Tax Collectors office to give money to the county in the form of payment of taxes is not just wrong but, morally wrong.

And then, the question of a HR Person on the Tax Collector Staff; just why?? I am quite certain that Clay County, with its some 762 employees has sufficient "HR Persons" to take care of any personnel issues within all county employees. I have been advised by a knowledgeable person within County government that the Tax Collector has about 75 employees. Are they so problematic or troublesome that the Tax Collector needs a readily available a HR Person to deal with "all those problem" folk, or is the title just a cover for the Tax Collector to have a private secretary.

Once again, this is an area for the County Commissioners and the Commission Auditor to conduct at least an audit of the Tax Collector including a proper Forensic Audit of employees, salaries and actual functions of each Tax Collector employee.

#### Clay County Sheriff

In 2016, the budget of Clay County Sheriff was from memory, \$46-48 Million. That amount adjusted for inflation to 2025 is after rounding up to \$50 million, \$67 million.

The starting salary of a "brand new" deputy in Clay County was about \$38,000, the highest in North Florida. That adjusted for inflation to 2025 is \$51,000.

The Santa Rosa County Sheriff has the following:

249 sworn officers

One Head deputy

10 Majors ( the supervisors and managers for the entire sheriff's department)

A budget for 2026 of just under \$82 Million dollars, and in conversation with the Santa Rosa County Administrator, that amount also provides for the cost of the County Jail.

Deputy starting salaries with certification and no experience is about \$58,000, very close to the corrected for inflation salary based on 2016 Clay Sheriff salary information.

The Clay County Sheriff is asking for just under \$110 million for 2026 budget.

Clay County and Santa Rosa County are essentially equal in size and population, but, Santa Rosa County has to deal with and care for the tourists on the several beaches which are primarily on Santa Rosa Island.

Just why does the Sheriff of Clay County demand so much when a like sized county is quite happy with "only" \$82 Million dollars?

The Sheriff of Santa Rosa County is well known for his policy of essentially "never shoot unless absolutely necessary", he wears the standard Florida Sheriff uniform, but, neither the sheriff or his supervisory deputies are adorned with the plethora of tin stars we see in Clay County. And, in Clay County, recently, a hand hedge trimmer armed individual known to have mental problems was shot and killed by a county deputy, a deputy was charged with sexual assault and another arrested for domestic violence. The Sheriff appeared on local Television News using crass and vulgar language in describing the situation. The question arises, just why should any decent citizen respect the Sheriff and any deputy when such is the manner and demeanor of the Chief law Enforcement Officer of Clay County. AND, why did not the County Commissioners immediately censure the Sheriff for such vulgar language?



At the previous meeting of County Commissioners when the primary purpose was voting on the improper increase in utility tax, there were present, from my observation some 30 "deputies" all adorned with their flashy tin stars. The explanation was that they were there to observe the budget process. I doubt such, and firmly believe that that mass of over paid "managers and supervisors" were there as a form of intimidation of both the County Commissioners as well as citizens present. I state over paid, which may be incorrect, however, I was advised by a person somewhat knowledgeable about salaries who stated that there was "over a million dollars in salaries" present in the meeting room.

And, referring to the Santa Rosa Sheriff, with a management staff of 10/11, certainly more than sufficient "managers" for a Sheriff Department the size of Clay County.

Again, just what is the County Commission Auditor doing to fully examine the bloated staffing and high costs of the County Sheriff's department?

I have been advised by a County Commissioner that the Sheriff has a vast Face Book following. Further conversations with some of the younger folk in the county indicates that the Sheriff is quite active on TICTOK, X(twitter) and Facebook, all of which are "social media" where one primarily extolls their attributes, tall tales, and such, and in the specific case of the Sheriff of Clay County, any and all postings are essentially POLITICAL SPEECH.

If the Sheriff has received any amount of Federal Funding, or if any of past Federal Funding is still available, ( as was the norm some years ago to receive Federal grants) and any piece of equipment, communications device, communications subscription or office space is utilized to post such POLITICAL SPEECH, then the Sheriff is in Violation of the HATCH ACT.

Further, if any COUNTY FUNDS are expended, if postings are taking place within any County Owned or leased building using any communications device, computer, leased communications systems, cables, or cell phone/internet connection to make such postings, then there are State Laws being violated.

Were we in a position to need the services of a Sheriff and complete staff, and such could be hired or contracted for on an annual basis, just which would I choose, the Clay County Department, or the Santa Rosa Department? The answer is quite Clear: Santa Rosa Sheriff Department is EFFICIENT, well and properly led with minimal and efficient management, and at a quite reasonable cost compared to the Clay County Sheriff Department.

It is therefore the DUTY of the Clay County Commission to provide only to the Sheriff of Clay County that which is necessary to operate an efficient operation, and from the information provided, the total sum of \$82 million seems quite sufficient.

Observations of Clay County Deputies: Invariably and almost without fail, when driving about in Clay County, and Duval as well, at the posted speed limit, a DEPUTY or City Police Department vehicle will always pass, of course exceeding the posted speed limit, and most of the vehicles are "sporting" tinted windows, including the windshield and front side windows, which are tinted well over the legal limit in Florida.

It seems that the Judiciary in North Florida has been convinced that such tint is necessary for "safety" of the driver. In fact that is quite incorrect, if the vehicle is moving any reasonably intelligent person knows that the driver is in the driver's seat, and if nefarious acts are contemplated, then that position is quite well known. Such tint, while not only preventing one from seeing into the vehicle, works both ways. The person inside the vehicle cannot see clearly that which is outside the vehicle, particularly at NIGHT.



The duty of a police officer, Deputy Sheriff, or any law enforcement is to be diligent in observation of surroundings, which means that such personnel must be able to see what is around them. They cannot with such dark tinted windows. When a private vehicle is observed at night in congested areas with bright lights burning, the normal observation is that the vehicle has tinted windows outside the legal limit. That is UNSAFE, as well as a violation of Florida Statutes.

The question begs, just why must Deputies have such tint, and why do they not tend to their duties of providing appropriate citations to those in violation? Hard to do when your vehicle is not compliant. And of course there are the vehicles driving about Clay County with improper/illegal bumper heights as well as wheels that extend well past the fender wells, in many cases making the vehicle quite unstable. All of those violations are worth an average of \$600 per citation, if properly done. Such enforcement of basic safety items could provide quite a windfall to Clay County Treasury. AND, it would be within the purview of the Sheriff, Public Safety.

It is the Duty of the County Commission to take full control of Clay County and all expenditures, including the "constitutional officers" who must be reminded that they are servants of the people.

#### Residency

It is the norm in the several Counties of the State of Florida that elected officials actually reside in and maintain a Homestead in their County of Service. It is Required in Clay County that Commissioners reside in the District in which they were elected to serve. Such then is at minimum a perceived expectation that Constitutional Officers reside in their respective counties.

When Candidate Cook was standing for election, there was always time for a telephone conversation with me concerning outlook and expectations of a new sheriff apparently it seems as my check book was always open. It is interesting that once elected Sheriff Cook has never answered any telephone call. In one of the conversations with Candidate Cook, mention was made of special needs children that had been adopted, and I distinctly remember a statement that Candidate Cook resided in Green Cove Springs. Now, the Clay County Sheriff website has a biography of Sheriff Cook in which history of living in Green Cove Springs is mentioned, with allusions to the Sheriff residing in Green Cove Springs. Seems that is just that, an allusion, as one County Commissioner who has the temerity to actually discuss budget and such with me has advised that the County Sheriff actually resides in St Johns County. Now, such is not in keeping with what I believe is standard procedure within the State of Florida, and specifically in case of the Chief Law Enforcement Officer, the County Sheriff, such should be required in that in event of an Emergency, Natural Disaster, or major Law Enforcement engagement, the Elected Sheriff, the Leader of Law Enforcement in Clay County, cannot in a timely manner arrive at the point of Law Enforcement Engagement to Lead whatever effort is required depending upon the type of Emergency.

To that end, and pending a change to the County Charter, I hereby suggest and request that the County Commission, those duly elected to serve the citizens of Clay County, enact an ORDINANCE for immediate implementation requiring that All Constitutional Officers reside in and maintain a HOMESTEAD within the confines of Clay County. Such is in keeping with preserving to the people the quick reaction to an Emergency should such occur within the County. There should be within the Ordinance provisions for immediate removal from office any Constitutional Officer who cannot or will not comply with said Ordinance.

#### Ordinances and Law



180.01 Definition of term "municipality."—The term "municipality," as used in this chapter, shall mean any city, town, or village duly incorporated under the laws of the state.  
History.—s. 1, ch. 17118, 1935; CGL 1936 Supp. 3100(6).

**166.231 Municipalities; public service tax.—**

(1)(a) A municipality may levy a tax on the purchase of electricity, metered natural gas, liquefied petroleum gas either metered or bottled, manufactured gas either metered or bottled, and water service. Except for those municipalities in which paragraph (c) applies, the tax shall be levied only upon purchases within the municipality and shall not exceed 10 percent of the payments received by the seller of the taxable item from the purchaser for the purchase of such service. Municipalities imposing a tax on the purchase of cable television service as of May 4, 1977, may continue to levy such tax to the extent necessary to meet all obligations to or for the benefit of holders of bonds or certificates which were issued prior to May 4, 1977. Purchase of electricity means the purchase of electric power by a person who will consume it within the municipality.

Now to address Clay County Ordinance 2003-83

It is to the good credit that the County Commissioners did publish the Business Impact Estimate at least on the Clay County Website, CLAY COUNTY NEWSROOM. However, it is my understanding of Florida Statutes that such notice must as well be published in a defined size and font format in a Newspaper or other periodical of normal and regular publication in order to properly notify the citizens of the County of the intention to levy or increase the levy of any tax.

Of special NOTE, the published Impact Estimate indicates the raising of Utility taxes in the Unincorporated areas of Clay County by 6 percent, to the maximum allowed by FS 166.231 of 10 Percent. The statute referenced is hereby published above, and as well the definition of a MUNICIPALITY in FS 180.01.

When this was previously addressed in the last Commission Meeting, specifically intended to raise that improper tax, the County Attorney provided references to:

Article 8 section 1 g

Article 7 section 9a of the Constitution of the State of Florida and a Florida Supreme Court case McLeod V Orange County, 695so2d411(Fla1994)

These "justifications" are INVALID for several reasons, primarily that the Florida Legislature has by statute codified the referenced articles in the Constitution, and more specifically the fact that ORANGE COUNTY FLORIDA is a "hybrid" county in that Orange County has an ELECTED MAYOR, and as such can fit into a very special niche within Florida Law and in this special matter may act as a MUNICIPALITY.

Therefore, County Ordinance 2003-83 is INVALID as its basis stated for the power to levy a UTILITY TAX is that authority granted to a MUNICIPALITY, and CLAY COUNTY IS NOT A MUNICIPALITY.

Further, a recent case that has been settled in the City of Pensacola, in which a citizen brought suit against the City of Pensacola over a "franchise fee" in actuality a utility tax, in which the Plaintiff has

been granted the relief sought, with the result that the City of Pensacola must REFUND some \$15 million in improper charges, as determined by the Courts of the State of Florida. The amount would have been much greater but for a Statute of Limitations.

Is the Clay County Board of County Commissioners so unable to understand the simple statutes presented that clearly show that the County Ordinance is invalid as it bases its authority for the levying of a utility tax on a Florida Statute that is not applicable? Or must there in future come the citizen who does as the Pensacola Citizen and takes appropriate legal action with the same result as in Pensacola? Before you FIVE COMMISSIONERS rests a mighty decision, do what is right and correct based on the presentation herein of Florida Statutes, rescind the Ordinance and refund improperly collected fees, to the benefit of the citizens of Clay County, or continue to tax the citizens, placing on their backs ever increasing demands for more and more money to support the quite apparent lavish lifestyle of Constitutional Officers. In particular, the Sheriff is from comparison to Santa Rosa County, well over funded were it an efficient and responsible Department. While the Commission may "look bad" on Facebook, or TikTok, the citizens will applaud you for your courage and insight in bringing to Clay County an end to a type of moral decline, a type of corruption that must be corrected. You, the present Commissioners of Clay County have inherited the atrociously bad acts of your predecessors, and it is your onerous duty to correct all those actions.

In 1775 a few good and brave men stood at Lexington and Concord starting the freedom of the People from improper taxes by the King. The result, the Federal Republic, The United States of America where all men are Citizens, not vassals, serfs or peasants of a king, or Lord of Manor, free of unjust taxes and burdensome yoke of servitude to a King.

Now it seems that in all elected officials, all levels of "government"; those elected have forgotten their duty to the people, the Citizens as specifically in Clay County the people are increasingly burdened by the continual demand for more to support the Elected Officials and excessive management taking from the very citizens sworn to protect.

It is time for a few good and brave men to stand and deliver the lesson---Citizens are neither Serf, Vassal, or Peasant.

The above is provided based on these facts and in my opinion.

Robert Preston Meadows  
Electrical Engineer  
Orange Park, Florida

Home

Florida Salaries

Clay County Salaries

Clay County Salaries

Highest salary at Clay County in year 2023 was \$233,438. Number of employees at Clay County in year 2023 was 762. Average annual salary was \$57,337 and median salary was \$52,271. Clay County average salary is 22 percent higher than USA average and median salary is 20 percent higher than USA median salary. From 2022 to 2023, the average salary of employees at this employer increased 22.3 percent, the median salary increased 20.4 percent.

Salaries - Same Rate High -

22.3% increase is occurring

The Legislature only provided  
2% to State  
Employees

IS CLAY COUNTY A  
MUNI?

OR  
A CHARTER COUNTY?

**Attachment**  
**“C”**  
**DOGE UPDATE**



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# DOGE UPDATE

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# Cost Savings

- Moody Park design completed in house
  - Cost savings of \$65k
- Capital Projects Team
  - Animal Services Building - \$200k savings
  - Fire Stations – Over \$500k savings
  - Suntrail - \$20k savings
  - CCSO Building 500 - \$135k savings
- Ambulance Billing
  - Collection rate with vendor \$407/transport, collection in house \$528/transport – Approximately \$2M increased revenue
- Personal Device Use Policy
  - Cost savings \$4k

# Process Efficiencies

- Updates to Firefighter rates charged for events
  - Staff time savings
  - Transparency for event organizers
- Installation of School Beacons
  - Program remotely saving staff time and travel
  - Will accommodate changes in School Board schedule
- Library Staff Model changes
  - Full-time vs Part-time employees
- Personal Device Use Policy
  - Staff time savings – no longer manage YubiKeys

# FL EOG DOGE

- Request for information received July 11, 2025
  - Revenues and Expenditure data for prior 4 years
  - Drill down into ad valorem and non-ad valorem revenue expended by the Board of County Commissioners as well as Constitutional Officers
- Information was provided on July 21, 2025 with no additional follow-up received to date



# Clay County Efficiency Efforts

**Current Level:** Broad internal discussions and quarterly reporting to the BCC, website created

<https://www.claycountygov.com/government/doge>

**Proposed Next Steps:** Focused reviews of targeted areas

- Parks & Rec Reservation Software
- Grounds Maintenance
- Cell phone bills
- Centralize purchasing of high volume items

# Nassau County

## DOGE Webpage/BCC

- Website outlines FL EOG DOGE Requests and Submissions
- BCC is designated DOGE team

**\*Counties that have adopted DOGE Resolutions include Bay, Collier, Duval, Hernando, Hillsborough, Manatee, Marion, Pinellas, Putnum, Walton**

# Hillsborough County

## DOGE Liaison Committee

- **5 member citizen committee to engage with FL EOG DOGE**
  - **Criteria for selection based on education and experience**
- **Monthly meetings**
- **1 year term**
- **Review documentation requested by EOG DOGE**

**\*Manatee County has similar DOGE Liaison Committee composition**

# Hernando County

## DOGE Delegation Committee

- 9 member citizen committee to review BCC operations/data
  - Members selected by lottery, no education/experience requirements
- Bi-Monthly meetings
  - Attended by a Commissioner, Administration, staff, and Constitutionals
  - Verbal reports to the BCC every 2 months
  - Written report annually
- No end date for Committee
- Unrestricted requests for documentation and access to meeting with staff individually

# Questions?

**Attachment**  
**“D”**  
**E. Vaughn Rivers**  
**Presentation**



# E. VAUGHAN RIVERS, INC.

EST. 1975  
Clay County

# EXECUTIVE SUMMARY

EVR is about to celebrate 50 years in business in Clay County

Over 95% of our work has been with government entities

We have over 20 years of CMAR experience with the following entities:



**JAA** | Jacksonville  
Aviation  
Authority





# PROJECT PERSONNEL



E. Vaughan  
Rivers, Inc

## Project Support Team

**Jim Gibson,**  
Procurement &  
Contract  
Management

**Erin Shavers,** Sub  
Scope  
Development

**Tim Chromy,**  
BIM/Clash  
Detection

**Danielle Shaw,**  
Accounting

**Nikki Fortune,**  
DPO Manager

**Jennifer Rivers,**  
LEED  
Administration

## PROJECT EXECUTIVE TEAM

Operations/Construction  
Leadership  
Jennifer Rivers



## PRE-CONSTRUCTION

Senior Pre-Construction  
Director  
E. Vaughan Rivers

Pre-Construction  
Estimator  
Arielle Pennington

## CONSTRUCTION

Project Manager  
Stephen Rivers

Sr. Project  
Superintendent  
Paul Boree

Project Manager  
Morgan Young

Superintendent  
Mark Branch







# PROJECT APPROACH



EVR, Inc. provides effective Project Management Systems to ensure successful projects by implementing the following:

Pre-construction services, including:

- ✓ Budget Estimating
- ✓ Value Engineering
- ✓ Constructability Recommendations
- ✓ Master Project Schedule

## Project Management Systems

- Team Kick-Off Meeting
- Scheduling
- Cost Control
- Value Engineering
- Reporting Systems: Autodesk, KPI, Sage & P6
- Quality Control
- Safety Management
- Project Close Out & Warranty



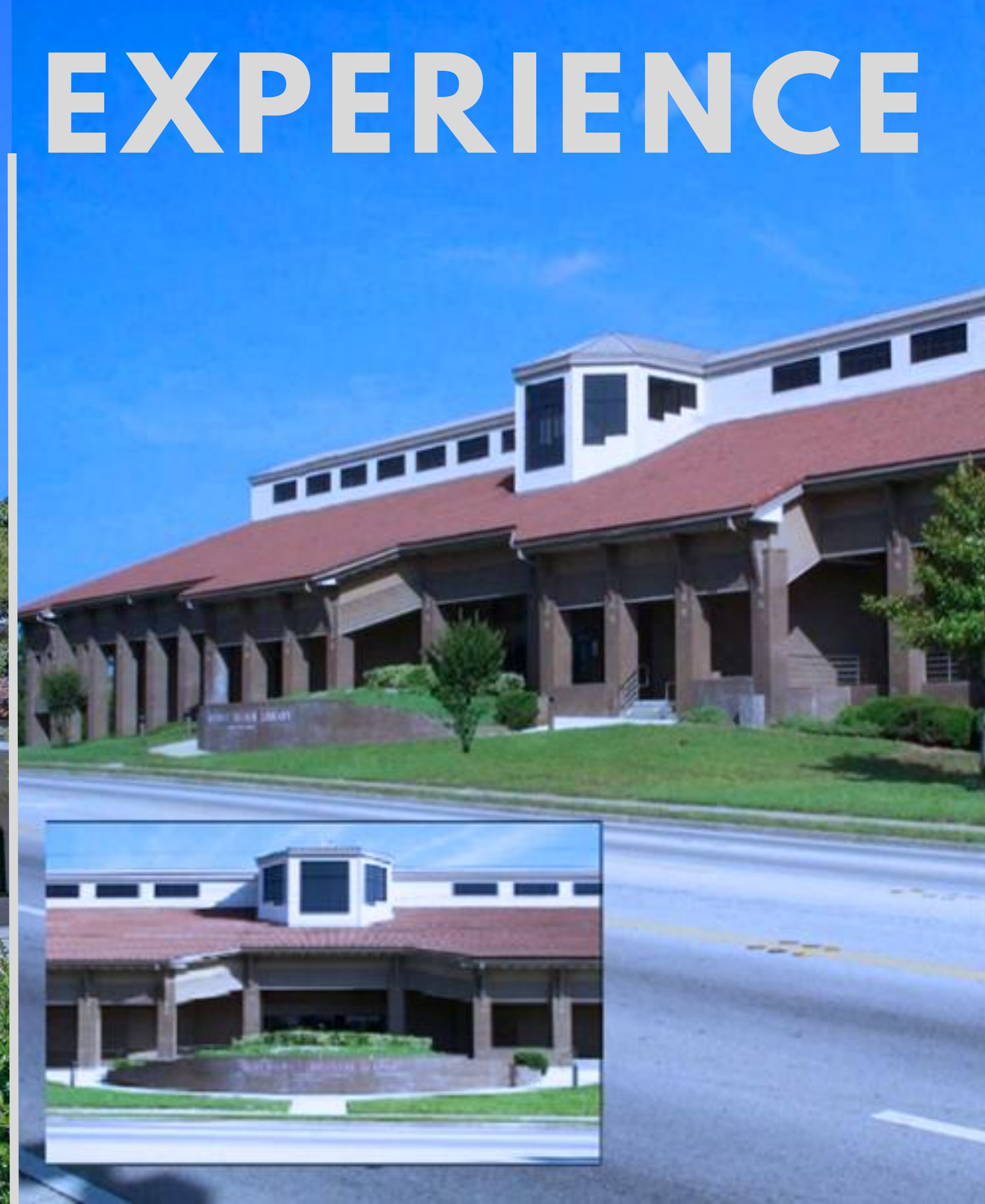
**BUDGET  
ESTIMATING  
& VALUE  
ENGINEERING**

**COMPETITIVE  
BIDDING**

**ODP / SALES  
TAX SAVINGS**



# LIBRARY EXPERIENCE





# CLAY COUNTY EXPERIENCE











**Clay County Utility Authority**  
3176 Old Jennings Road  
Middleburg, FL 32068-3907  
Telephone (904) 272-5999  
[www.clayutility.org](http://www.clayutility.org)

Working together to  
protect public health,  
conserve our natural  
resources, and create  
long-term value for  
our ratepayers.

November 14th, 2022

To Whom It Concerns:

On behalf of Clay County Utility Authority, I highly recommend E. Vaughan Rivers based on the outstanding effort they provided for our New Warehouse and Site Improvements project. EVR was always responsive to the needs of the project.

The superintendent on the project, Paul Boree has a critical eye for detail along with great communication skills. He kept us informed on all phases of the project. I would highly recommend him to work on any prospective construction projects.

We would recommend E. Vaughan Rivers and this team for further projects.

Sincerely,

Jeremy Johnston, MBA, PE  
Executive Director



✉ Ginger@riversconstruction.com

☎ (904)264-0123



# THANK YOU





**Attachment**  
**“E”**  
**The Haskell Company**  
**Presentation**

August 12, 2025

# CONSTRUCTION MANAGER AT RISK (CMAR) FOR THE OAKLEAF LIBRARY

Clay County  
Green Cove Springs, FL



# Your Project Leaders



**Tim Lehman, PE, LEED AP**

**Project Director**

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24 Years of Experience

**Managed over \$730M in CMAR projects**



**John Albro**

**Market Leader**

---

27 Years of Experience

**Providing executive leadership and support for Haskell's Municipal projects**



**Jonathan Peters, LEED AP**

**Preconstruction Manager**

---

20 Years of Experience

**Currently leading precon efforts for over \$100M in local projects**



# Our Library Experience





# Differentiators

✓ **BUDGET & SCHEDULE CONTROL**

✓ **LEVERAGE WITH LOCAL  
SUBCONTRACTOR MARKET**

✓ **COMMUNITY ENGAGEMENT**

60

Years of CMAR  
Experience

\$455M

CMAR Revenue in  
2024

1.8K+

CMAR Projects  
Completed

1.5B+

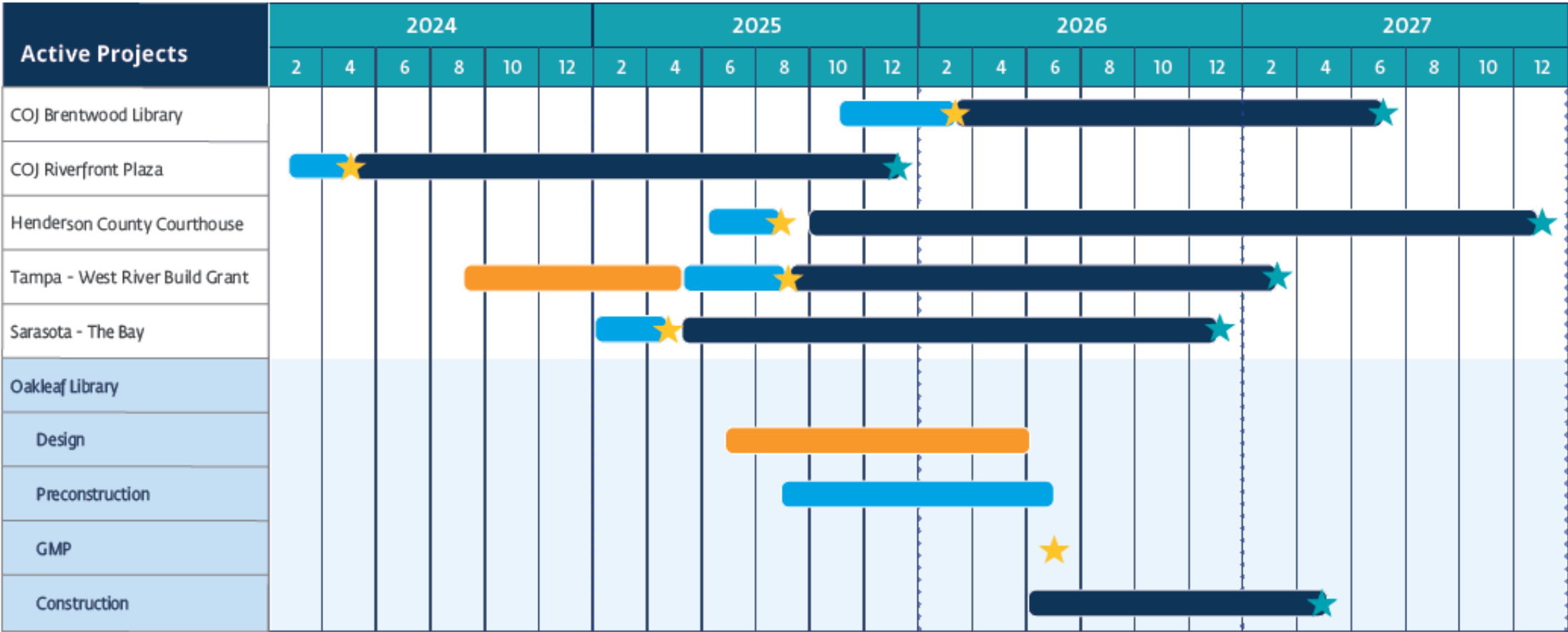
Government-Funded  
Projects 2010-2025





# Schedule Management

## SCHEDULE MANAGEMENT



### Chart Key



Preconstruction



GMP



Construction



Substantial Completion



Design

# Target Value Design Process



## EARLY COLLABORATION

- TARGET VALUE DESIGN
- VALUE ENGINEERING
- MATERIAL SELECTION & WALL SYSTEMS



## CONNECTION TO THE MARKET

- MARKET FEEDBACK THROUGHOUT DESIGN
- MOBILIZATION OF LOCAL WORKFORCE



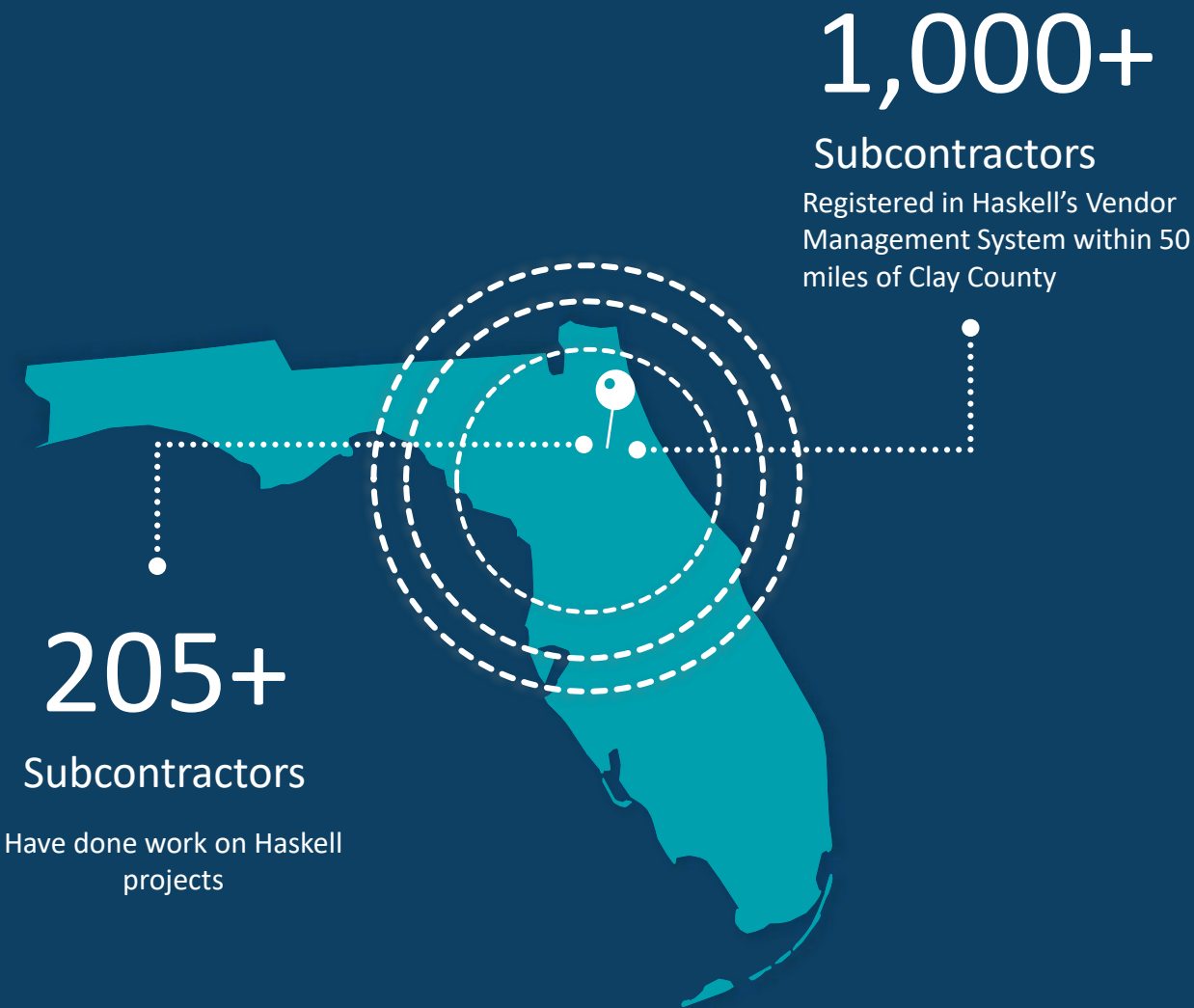
## MAINTAINING TEAM FOCUS ON COST AND SCHEDULE



# Leveraging the Local Subcontractor Market

Haskell Subcontractors & Vendor Management

- ✓ Local market knowledge of cost
- ✓ Feedback on labor force and material lead times
- ✓ Continuous vetting of VE ideas through market relationships



# Preconstruction: A Transparent Process



**Competitively Bid**



**Open Book Process**



**Design Gaps Filled**

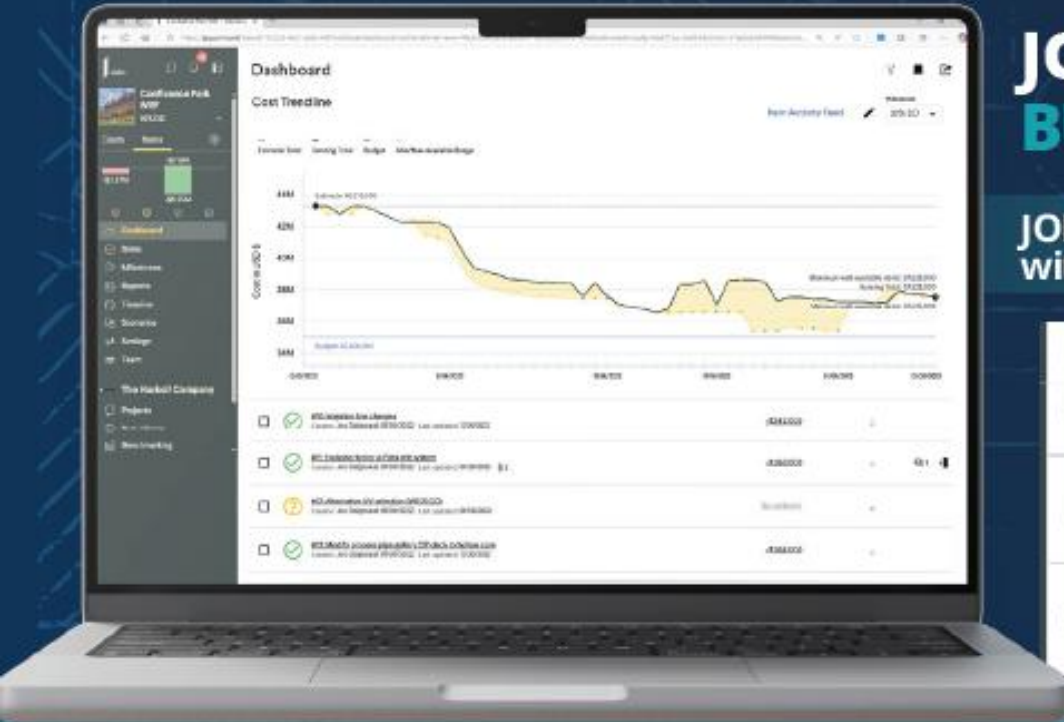
**Additional Preconstruction Services:**

- Design Option Analysis
- Solicitation Planning

- Logistics Planning
- Procurement Planning










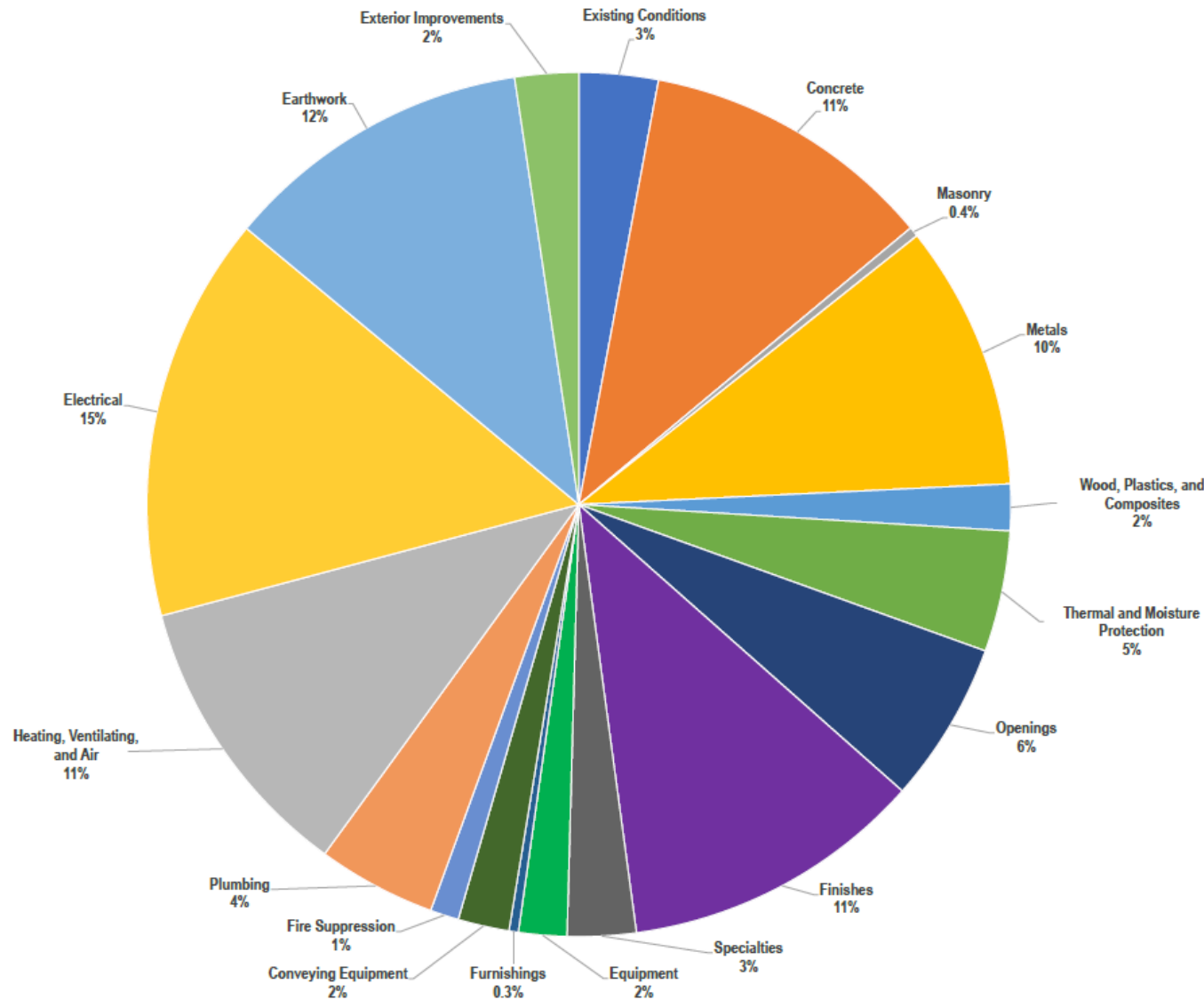
## JOIN SOFTWARE ENSURES BUDGET CERTAINTY

JOIN is an Optimized Project Management Platform with Real-Time Collaboration and Cost Projection.

		Cost Impact
<input type="checkbox"/>	32 of 32 items and options shown, total: <b>-\$7,355,000</b>	
<input type="checkbox"/>	 <b>#19: Reduce motor sizes on plant drain and U/W pumps</b> Creator: Joe Daigneault (11/30/2022) Last updated: 12/01/2022	No estimate
<input type="checkbox"/>	 <b>#21: Utilize tilt wall construction in lieu of masonry</b> Creator: Joe Daigneault (11/30/2022) Last updated: 12/16/2022	<b>-\$326,000</b>
<input type="checkbox"/>	 <b>#22: Eliminate second story in truck bay</b> Creator: Joe Daigneault (11/30/2022) Last updated: 01/06/2023	No estimate

By utilizing this state-of-the-art tool, we track design progress changes, ideas, and options in real time, ensuring your team is guided through the decision making process. This keeps everyone jointly informed and providing clear visibility into the impact of each decision on the total project budget and schedule.

# Inform Design Decisions with VE Scenario Analysis



## VALUE ENGINEERING | *Process Cycle*

### 01 ENGAGE EARLY

Design Charette With The Client to Establish VE Opportunities

### 02 "THE SANITY CHECK"

VE Opportunities Quantified & Vetted With Haskell Precon & Subject Matter Experts

### 03 FOCUS & PRIORITIZATION

Collaborative Discussion Process With The Client in Making Decisions & Establishing Priorities

### 04 MUTUAL ACCOUNTABILITY

Real Time Tracking of Value Engineering Opportunities & Approval Status

### 05 DESIGN BASIS ESTABLISHED

Communicating Priorities to the Design Team

### 06 WAYPOINT COST UPDATES

Project Estimate Updates To Confirm VE "Value" Being Realized





# Cost Model



Join

**Confluence Park WRF**  
30% DD

Costs

Items

+\$759K

-\$1.57M

+\$759K

-\$6.55M

Dashboard

Items

Milestones

Risk Register

Reports

Timeline

Scenarios

Settings

Team

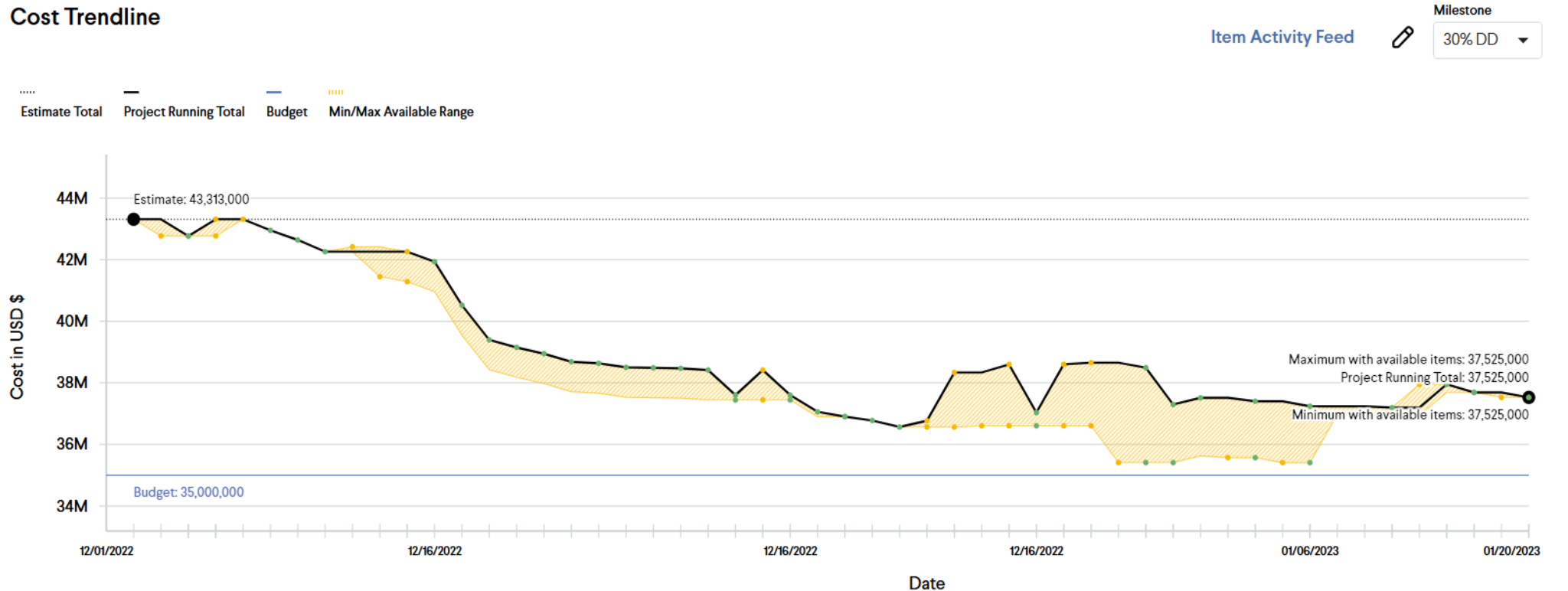
The Haskell Company

Projects

Item Library

## Dashboard

### Cost Trendline



# Community Engagement







# HASKELL

ARCHITECTURE • ENGINEERING • CONSTRUCTION



BUDGET & SCHEDULE  
CONTROL



LEVERAGE WITH LOCAL  
SUBCONTRACTOR  
MARKET



COMMUNITY  
ENGAGEMENT



**Attachment**  
**“F”**  
**Winter Construction**  
**Presentation**





# Clay County Oakleaf Library





**Nathan Carpenter**

Senior Project  
Manager

**\*Main Point of Contact**



**Andy Lesnick**

GM & Project  
Executive



**Jamie Dye**

Superintendent





Central Library



# WINTER CONSTRUCTION

By the Numbers

**84+** Combined Years of Experience

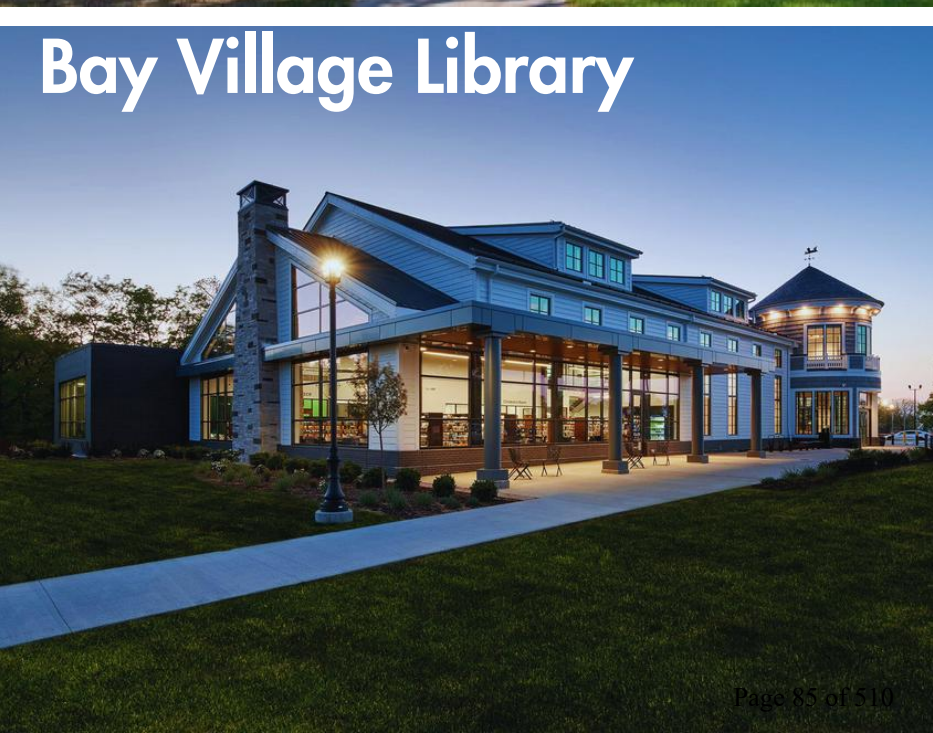
Annual Revenue **\$1B+**



Heights Library



Thompson Library



Bay Village Library



**50+**  
Library/Media  
Center Projects



Bainbridge Library

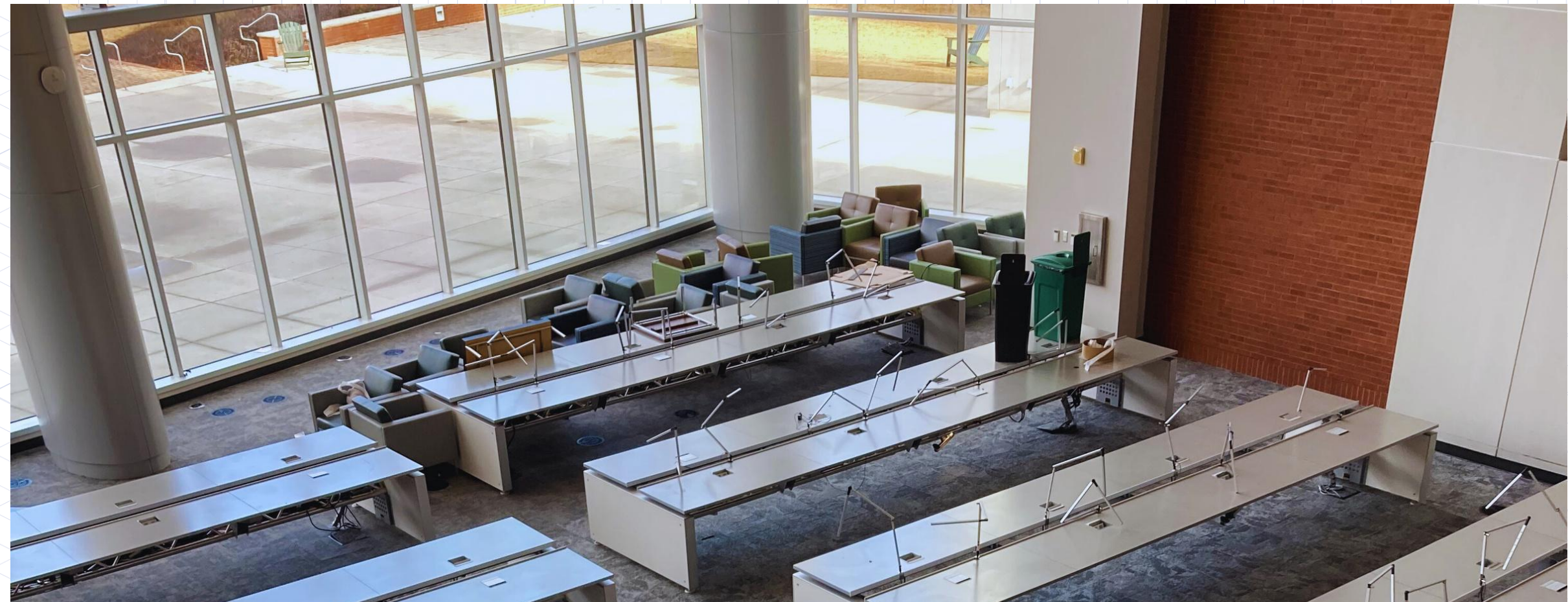




# OWNER EXPERIENCE

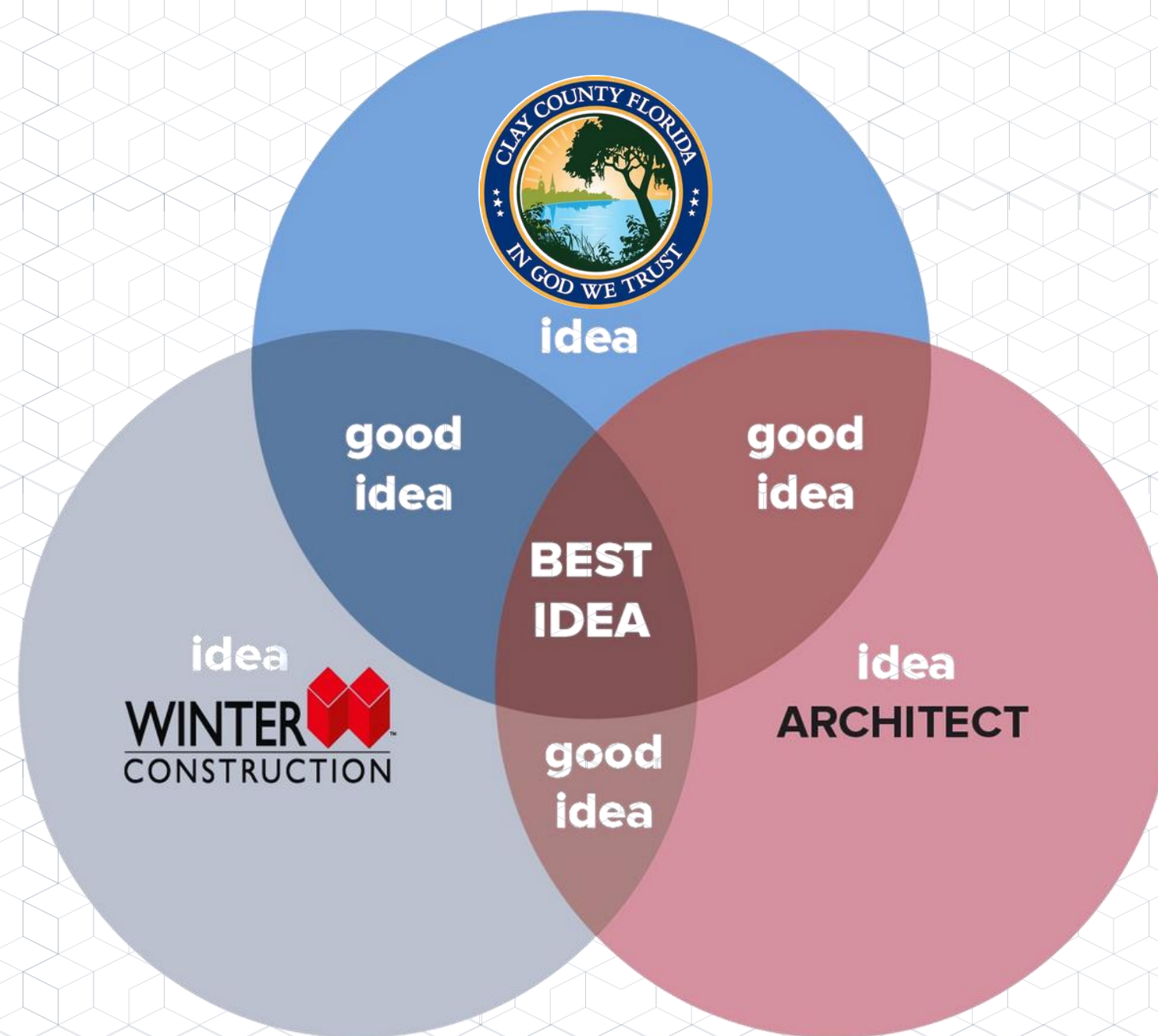
- Managed college campus facilities, including an 80,000-square-foot Library
- Led the transformation of the Library into a modern community learning center model
- Experienced in the evolving role of academic libraries in the 21st century

Georgia Gwinnett College  
Kaufman Library





# PRECONSTRUCTION



Subject Matter Experts in Libraries

Collaboration with Design Team & Owner to Understand Project Goals & Budget Constraints

Being Good Stewards of Your Resources While Maintaining Your Vision

Internal Estimating combined with Trade Partner Validation

**COLLABORATION** ● **TRANSPARENCY** ● **TRUST**



# GMP ASSEMBLY

Completely Open Book Process

Early Subcontractor Involvement  
Ensures Bid Coverage & GMP  
Savings

Prequalified Subcontractor Bid List

Detailed Scope Review Meetings  
with Owner, Designers, and CM  
Prior to Awards

Unspent Buyout Savings/  
Contingency Returned to the Library



“From the beginning, The Winter Construction team demonstrated a **PASSION FOR EXCELLENCE** and customer service like no other firm in my 20+ years of experience in leading construction projects. From top to bottom of the organization, the company exhibited **TRUE PROFESSIONALISM** and a desire to make our project a destination point for downtown Atlanta.”

- Ellis Kirby, Fulton County Deputy Chief Officer





**THANK  
YOU**





**Attachment**  
**“G”**  
**Tally Vote for**  
**RFQ 24/25-074**  
**Oakleaf Library**

# TALLY VOTE:

<b>PROJECT:</b>	RFQ 24/25-074 – Oakleaf Library	<b>MEETING DATE:</b>	August 12, 2025
<b>LOCATION:</b>	BoCC Meeting – 477 Houston Street, Green Cove Springs, Florida. 32043		

NAME	E. VAUGHN RIVERS	THE HASKELL COMPANY	WINTER CONSTRUCTION
Commissioner John. Sgromolo	1	3	2
Vice-Chairman Kristen Burke	1	2	3
Commissioner Alexandra. Compere	1	3	2
Commissioner Jim. Renninger	1	3	2
Chairman Betsy Condon	1	2	3
<b>Total:</b>	5	13	12

E. Vaughn Rivers is the top ranked firm.



**Attachment**  
**“H”**  
**Legislative Priorities and**  
**Appropriations**

# 2026

## CLAY COUNTY LEGISLATIVE PRIORITIES



Promote transition to a tax system that supports the County and provides resilience in changing economic times.

Continue to promote local control over tax dollars and the allocation of those funds.

Promote the consolidation of Public Service Answering Points (PSAPs) at the County level using a coordinating board for oversight.

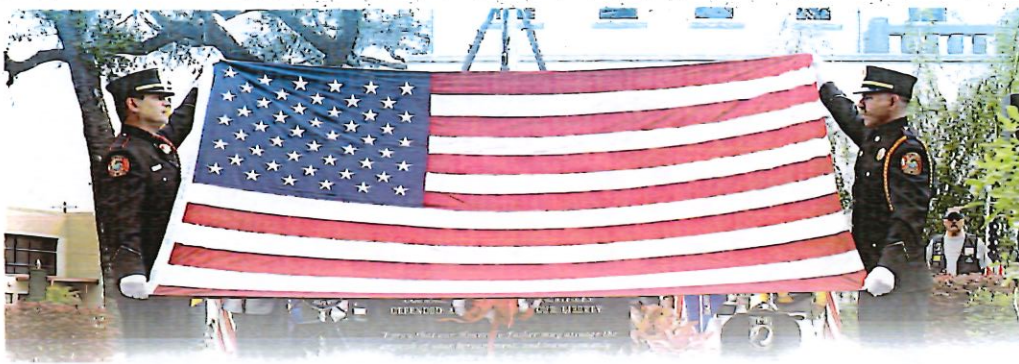
Support increased funding for the judicial system and its supporting functions.

Address rising costs of homeowner insurance.

### HOME RULE CHAMPIONS

See reverse side for legislative appropriation requests.





Scan here for detailed information on each project

## APPROPRIATIONS REQUESTS

### Public Safety

\$2M – Construction of a new 911 Communication/EOC Center to support County and regional operations

\$2M – Construction of a new multi-agency warehouse to support County and state operations

\$1.5M – Construction of a new fleet center to support and streamline Public Safety, Sheriff, and County operations

\$3M – Construction of a new Public Safety Administration Building for continuity of operations

\$2M – Support for supplying water and sewer to the Public Safety Training Complex

### Quality of Life

\$750,000 – Construction of Phase 3 of the Moccasin Slough boardwalk and observation tower

\$750,000 – Implement improvements at the Clay County Fairgrounds

*\$350K HISTORIC  
COURTHOUSE ROOF*

### Roads

\$5M – Expansion of County Road 218 to 4 lanes for an additional mile

### Water Quality

\$1M – Support for a pilot project to transition failing septic tanks to new septic tanks in areas where water is not available

# 2025

## CLAY COUNTY LEGISLATIVE PRIORITIES



- Monitor Changes to FRS
- No Expansion of Permissible Uses of Tourist Development Tax
- Limit Solar Power on Agricultural Land
- Support Home Rule

### HOME RULE CHAMPIONS

See reverse side for legislative appropriation requests.





Scan here for detailed  
information on each  
project

## APPROPRIATIONS REQUESTS

### Public Safety Complex

- Site Plan & First Stage Construction Design (\$2,000,000)

### Trails/Elevated Boardwalk

- Moccasin Slough (\$750,000)

### Clay County Archives Design and Construction

- Design (\$250,000), Construction (\$1,200,000)

### CR 217 Bridge

- FDOT 10-yr funding plan move to FY26 (\$2,500,000)

### Orange Park Senior Center

- Safety Improvements (\$750,000)

### Lake Restoration

- Keystone Heights/Lake Geneva (\$250,000)

Appropriation requests noted in parenthesis



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 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:

---

**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
-------------	------	-------------	-----------

**REVIEWERS:**

Department Reviewer	Action	Date	Comments
Budget Office	Streeper, Lisa	Approved	8/20/2025 - 5:34 PM
			Item Pushed to Agenda





Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County Commissioners

DATE: 6/20/2025

FROM: Administrative and  
Contractual Services

**SUBJECT:**

Approval to accept staff's ranking and selection of the top eight (8) ranked Consultants for RFQ No. 24/25-096 Continuing General Engineering Consulting Services for Construction Engineering Inspection (CEI) Services. Approval of award will be effective after the 72-hour protest period has expired.

1. VIA Consulting Services - 102.4
2. Eisman & Russo, Inc. - 101.5
3. KCI Technologies, Inc. - 96.8
4. England, Thims, & Miller, Inc. - 94.8
5. Construction & Engineering Services - 91.6
6. GAI Consultants - 88.3
7. CDM Smith, Inc. - 84.8
8. DRMP, Inc. - 84.3
9. CSI Geo, Inc. - 81.8
10. WSB, LLC - 81.7
11. NV5, Inc. - 80.3
12. Camahan, Proctor, and Cross, Inc. - 70

A committee consisting of the Deputy Director of Construction Engineering Inspection Services, Senior Right of Way Manager, and the Planning and Zoning Director, performed the evaluation and ranking of the responses received. If desired, the Board may request presentations from the Consultants. Agreements will be negotiated and brought back to the Board for approval.

**Funding Source:**

Unincorporated Municipal Services MSTU Fund - County Engineering Department  
- Professional Services - CEI Subdivision

Unincorporated Municipal Services MSTU Fund - County Engineering Department -  
Professional Services - Right-of-Way Inspection Services

AGENDA ITEM TYPE:

---

**BACKGROUND INFORMATION:**

The purpose of this RFQ was to solicit Qualifications from qualified Consultant(s) who will offer inspection services, including residential land subdivision projects, construction engineering and inspection of transportation, drainage, site development, facilities and other related services to support the County's needs.

The Contract term shall be for a period of twenty-four (24) months.

The requested services were previously provided by Construction & Engineering Services, Eisman & Russo, Inc., England, Thims, & Miller, Inc., and VIA Consulting Services. Contracts are due to expire with no renewals remaining.

1025 Suppliers were notified

59 Suppliers downloaded the Request for Qualifications

12 Submittals were received

Is Funding Required (Yes/No):

**Yes**

If Yes, Was the item budgeted

(Yes\No\N/A):

**Yes**

**Funding Source:**

Unincorporated Municipal Services MSTU Fund - County Engineering Department - Professional Services - CEI Subdivision

Unincorporated Municipal Services MSTU Fund - County Engineering Department -  
- Professional Services - Right-of-Way Inspection Services

**Account No.:**

FD1022 - CC1158 - SC531000 - PRJ100583

FD1022 - CC1158 - SC531000 - PRJ100640

Sole Source (Yes\No):

**No**

Advanced Payment

(Yes\No):

**No**

Planning Requirements:

Public Hearing Required (Yes\No):



**No**

Hearing Type:

Initiated By:

N/A

**ATTACHMENTS:**

Description	Type	Upload Date	File Name
▢ BidBackup_No.2425-096	Backup Material	8/22/2025	BidBackup_No.2425-096_Public.ADA.pdf

**REVIEWERS:**

Department Reviewer	Action	Date	Comments
Purchasing Streeper, Lisa	Approved	8/20/2025 - 5:34 PM	Item Pushed to Agenda



## BID RECOMMENDATION FORM

**TITLE:**

RFQ 24/25-096 Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

**DATE OF RECOMMENDATION:**

8/26/2026

**BIDDER**

Carnahan Proctor and Cross, Inc.

CDM Smith Inc.

Construction & Engineering Services

CSI Geo, Inc.

DRMP, Inc.

Eisman & Russo, Inc.

England, Thims & Miller, Inc.

GAI Consultants

KCI Technologies, Inc.

NV5, Inc.

VIA Consulting Services

WSB LLC

**BID TOTAL**

TBD

TBD

TBD

TBD

TBD

TBD

TBD

TBD

TBD

TBD

TBD

TBD

**FUNDING SOURCE:** General Fund - County Engineering Department - Professional Services

FD1022 - CC1158 - PRJ100583 - PRJ100640

**RECOMMENDATION:**

Approval to accept staff's ranking and selection of the top eight (8) ranked Consultants for RFQ No. 24/25-096

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

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

**NAME/TITLE:**

Earl Boyd

Deputy Director Engineering

**SIGNATURE:**

*Earl J Boyd*

Earl J Boyd (Aug 19, 2025 10:20:48 EDT)



**BID TABULATION FORM**RFQ: **24/25-096**

Date:

July 25, 2025Proj: **Continuing General Engineering Consulting Services for  
Construction Engineering Inspection Services**

Time Open:

9:00 AM

Ad: Clay Today, July 3, 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	Carnahan Proctor and Cross, Inc.	X	N/A	TBD
2	Construction & Engineering Services	X	N/A	TBD
3	CDM Smith, Inc.	X	N/A	TBD
4	CSI Geo, Inc.	X	N/A	TBD
5	DRMP, Inc.	X	N/A	TBD
6	Eisman & Russo, Inc.	X	N/A	TBD
7	England, Thims & Miller, Inc.	X	N/A	TBD
8	GAI Consultants	X	N/A	TBD
9	KCI Technologies	X	N/A	TBD
10	NV5, Inc.	X	N/A	TBD
11	VIA Consulting Services	X	N/A	TBD
12	WSB, LLC.	X	N/A	TBD



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

**EVALUATION TABULATION**

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

RESPONSE DEADLINE: July 24, 2025 at 4:00 pm

**CONSENSUS SCORECARD SUMMARY**

Vendor	COMPETENCE: Firm Capabilities; Professional, Technical, Educational Achievements - 4 POINTS	COMPETENCE: Accuracy of Engineer's Estimates on Recent Projects - 1 POINT	COMPETENCE: Licensure & Training - 1 POINT	COMPETENCE: Description of Equipment and Facilities - 1 POINT	COMPETENCE: Applicable Experience of Proposed Staff Gained on Similar Projects - 3 POINTS	CURRENT WORK LOAD: Number and Size of Current Projects - 1 POINT	CURRENT WORK LOAD: Personnel Assigned - 0.5 POINTS	CURRENT WORK LOAD: Stage of Completion - 0.5 POINTS	CURRENT WORK LOAD: Status Relative to Deadlines; Reasons for Tardiness - 1 POINT
Carnahan Proctor and Cross, Inc.	3.33	0.5	1	1	2.33	0.83	0.5	0.33	0.67
CDM Smith Inc.	3.33	1	1	0.83	1.67	1	0.5	0.5	0.83
Construction & Engineering Services	3	0.33	0.83	0.33	3	1	0.67	0.67	0.83
CSI Geo, Inc.	2.67	0.83	0.83	0.83	2	0.83	0.5	0.5	0.83
DRMP, Inc.	4	1	1	0.83	2.67	1	0.5	0.5	1
Eisman & Russo, Inc.	4	1	1	0.83	3	1	0.5	0.5	1



## EVALUATION TABULATION

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

Vendor	COMPETENCE: Firm Capabilities; Professional, Technical, Educational Achievements - 4 POINTS	COMPETENCE: Accuracy of Engineer's Estimates on Recent Projects - 1 POINT	COMPETENCE: Licensure & Training - 1 POINT	COMPETENCE: Description of Equipment and Facilities - 1 POINT	COMPETENCE: Applicable Experience of Proposed Staff Gained on Similar Projects - 3 POINTS	CURRENT WORK LOAD: Number and Size of Current Projects - 1 POINT	CURRENT WORK LOAD: Personnel Assigned - 0.5 POINTS	CURRENT WORK LOAD: Stage of Completion - 0.5 POINTS	CURRENT WORK LOAD: Status Relative to Deadlines; Reasons for Tardiness - 1 POINT
England, Thims & Miller, Inc.	4	1	1	0.83	3	1	0.5	0.5	1
GAI Consultants	4	0	1	1	3	1	0.5	0.5	1
KCI Technologies, Inc.	4	1	1	0.83	2.67	1	0.5	0.5	1
NV5, Inc.	3.33	0	1	0.83	2.67	1	0.5	0.5	1
VIA Consulting Services	4	0.33	1	1	3	1	0.5	0.5	1
WSB LLC	3.33	0.83	1	0.83	2.67	0.83	0.5	0.5	0.83

## EVALUATION TABULATION

Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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## EVALUATION TABULATION

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

Vendor	CURRENT WORK LOAD: Projected Personnel Availability - 7 POINTS	FINANCIAL RESPONSIBILITY: Years in Business - 4 POINTS	FINANCIAL RESPONSIBILITY: Bank Reference - 1 POINTS	FINANCIAL RESPONSIBILITY: Balance Sheet - 5 POINTS	ABILITY: Ability and Experience of Consultant and Assigned Personnel in Observing and Monitoring Construction Projects - 6 POINTS	ABILITY: Ensuring that Construction is Proceeding in Accordance with The Plans and Specifications - 2 POINTS	ABILITY: Ability to Interpret Specifications as Evidenced by Response to this Request for Qualifications - 2 POINTS	VOLUME OF WORK FOR CLAY COUNTY - 5 POINTS	PROFESSIONAL ACCOMPLISHMENTS: Significant List of Completed Projects Similar in Scope, Including References and Outstanding Accomplishments - 10 POINTS
Carnahan Proctor and Cross, Inc.	4.67	4	1	1	5	1.33	1.33	5	2.5
CDM Smith Inc.	6.33	4	1	3	5.67	1.67	1.67	5	5.17
Construction & Engineering Services	6.33	4	1	4	5.67	1.67	1.67	3	8.3
CSI Geo, Inc.	4.67	4	1	4	4	1.67	1.67	5	5.33
DRMP, Inc.	4.33	4	1	3	5.33	2	2	5	5.17
Eisman & Russo, Inc.	7	4	1	4	6	2	2	1	9.3
England, Thims & Miller, Inc.	6.33	4	1	1	5.67	2	2	1	10

## EVALUATION TABULATION

Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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## EVALUATION TABULATION

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

Vendor	CURRENT WORK LOAD: Projected Personnel Availability - 7 POINTS	FINANCIAL RESPONSIBILITY: Years in Business - 4 POINTS	FINANCIAL RESPONSIBILITY: Bank Reference - 1 POINTS	FINANCIAL RESPONSIBILITY: Balance Sheet - 5 POINTS	ABILITY: Ability and Experience of Consultant and Assigned Personnel in Observing and Monitoring Construction Projects - 6 POINTS	ABILITY: Ensuring that Construction is Proceeding in Accordance with The Plans and Specifications - 2 POINTS	ABILITY: Ability to Interpret Specifications as Evidenced by Response to this Request for Qualifications - 2 POINTS	VOLUME OF WORK FOR CLAY COUNTY - 5 POINTS	PROFESSIONAL ACCOMPLISHMENTS: Significant List of Completed Projects Similar in Scope, Including References and Outstanding Accomplishments - 10 POINTS
GAI Consultants	5.67	4	1	4	6	2	2	1	10
KCI Technologies, Inc.	6.33	4	1	2	5.67	2	2	5	5
NV5, Inc.	5.67	4	1	4	4.33	1.67	1.67	5	4.5
VIA Consulting Services	7	4	1	4	5.67	2	2	3	9.7
WSB LLC	5.67	4	1	3	4.67	1.67	1.67	5	4

## EVALUATION TABULATION

Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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## EVALUATION TABULATION

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

Vendor	LOCATION - 10 POINTS	SMALL AND MINORITY BUSINESSES & CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE (A.) - 3 POINTS	SMALL AND MINORITY BUSINESSES & CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE (B.) - 2 POINTS	SMALL AND MINORITY BUSINESSES & CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE (C.) - 5 POINTS	APPROACH AND WORK PLAN: Understanding of Scope and Objectives - 15 POINTS	APPROACH AND WORK PLAN: Approach to The Services Required / Workplan - 5 POINTS	APPROACH AND WORK PLAN: Organization, Management, and the Responsibilities - 5 POINTS	TIME AND BUDGET(A.) - 3 POINTS	TIME AND BUDGET(B.) - 7 POINTS
Carnahan Proctor and Cross, Inc.	4	3	2	1	12.33	4	4	1.33	2
CDM Smith Inc.	1	3	2	1	15	5	5	2.67	6
Construction & Engineering Services	8	3	2	5	12	4.33	3.67	2.67	4.67
CSI Geo, Inc.	8	3	2	2	10.67	4	4	2.33	4.67
DRMP, Inc.	1	3	2	1	14.33	4.67	5	3	6
Eisman & Russo, Inc.	8	3	2	5	14.33	5	5	3	7
England, Thims & Miller, Inc.	8	3	2	2	14.67	5	5	3	6.33
GAI Consultants	1	3	2	1	15	4.33	5	2.67	6.67
KCI Technologies, Inc.	7	3	2	5	14.67	5	5	3	6.67

## EVALUATION TABULATION

Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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## EVALUATION TABULATION

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

Vendor	LOCATION - 10 POINTS	SMALL AND MINORITY BUSINESSES & CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE (A.) - 3 POINTS	SMALL AND MINORITY BUSINESSES & CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE (B.) - 2 POINTS	SMALL AND MINORITY BUSINESSES & CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE (C.) - 5 POINTS	APPROACH AND WORK PLAN: Understanding of Scope and Objectives - 15 POINTS	APPROACH AND WORK PLAN: Approach to The Services Required / Workplan - 5 POINTS	APPROACH AND WORK PLAN: Organization, Management, and the Responsibilities - 5 POINTS	TIME AND BUDGET(A.) - 3 POINTS	TIME AND BUDGET(B.) - 7 POINTS
NV5, Inc.	1	3	2	1	13.33	4.67	4.67	2.33	5.67
VIA Consulting Services	8	3	2	5	14.67	5	4.33	3	6.67
WSB LLC	1	3	2	2	13.33	4.67	4.67	2.67	6.33

Vendor	Total Score (Max Score 111)
Carnahan Proctor and Cross, Inc.	70
CDM Smith Inc.	84.8
Construction & Engineering Services	91.6
CSI Geo, Inc.	81.8
DRMP, Inc.	84.3
Eisman & Russo, Inc.	101.5
England, Thims & Miller, Inc.	94.8
GAI Consultants	88.3
KCI Technologies, Inc.	96.8
NV5, Inc.	80.3

## EVALUATION TABULATION

Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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EVALUATION TABULATION

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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Vendor	Total Score (Max Score 111)
VIA Consulting Services	102.4
WSB LLC	81.7



## EVALUATION TABULATION

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

## EVALUATORS

Earl Boyd	Senior Construction Manager
Beth Carson	Deputy Director
Chris Maynor	Senior Right of Way Manager

## AGGREGATE SCORES SUMMARY

Vendor	Earl Boyd	Beth Carson	Chris Maynor	Total Score (Max Score 111)
VIA Consulting Services – Headquarters: Jacksonville, FL	104.2	102.7	100.2	102.37
Eisman & Russo, Inc. – Headquarters: Jacksonville, FL	99.8	102.3	102.3	101.47
KCI Technologies, Inc. – Headquarters: Sparks, MD	99	98	93.5	96.83
England, Thims & Miller, Inc. – Headquarters: Jacksonville, FL	94.5	97	93	94.83
Construction & Engineering Services– Headquarters: Jacksonville, FL	84.3	88.3	102.3	91.63
GAI Consultants– Headquarters: Jacksonville, FL	87	90	88	88.33
CDM Smith Inc. – Headquarters: Boston, MA	84.5	84	86	84.83
DRMP, Inc. – Headquarters: Orlando, FL	87	84	82	84.33

EVALUATION TABULATION

Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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# EVALUATION TABULATION

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

Vendor	Earl Boyd	Beth Carson	Chris Maynor	Total Score (Max Score 111)
CSI Geo, Inc. – Headquarters: Jacksonville, FL	74.5	91	80	81.83
WSB LLC– Headquarters: Minneapolis, MN	73	83	89	81.67
NV5, Inc. – Headquarters: Hollywood, FL	84	83	74	80.33
Carnahan Proctor and Cross, Inc. – Headquarters: Deerfield Beach, FL	72.5	72	65.5	70

## EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
COMPETENCE: Firm Capabilities; Professional, Technical, Educational Achievements - 4 POINTS	Points Based	4

### Description:

Detailed description of comparable projects, not to exceed three (3) contracts, similar in scope of services to those requested herein, which the prime Consultant or its principals is either performing or has completed within the past ten (10) years.

Prime Consultant qualifications and experience in the management of comparable projects in size and scope.

The specific role of the Firm in any project, which is referred to with regard to the Firm's experience.

The following information was also included: client name, address, telephone, contact person, description of work, contract period, a statement as to whether the Firm was the prime consultant or subconsultant, and the result of the project.

## EVALUATION TABULATION

Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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## EVALUATION TABULATION

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

---

Criteria	Scoring Method	Weight (Points)
COMPETENCE: Accuracy of Engineer's Estimates on Recent Projects - 1 POINT	Points Based	1

Description:

Engineers Estimate and Actual Cost were accurate.

Criteria	Scoring Method	Weight (Points)
COMPETENCE: Licensure & Training - 1 POINT	Points Based	1

Description:

Documentation which demonstrates that the Consultant is licensed under Florida Statutes to perform the professional services sought in this Request for Qualifications.

A photocopy of a current license issued by the State of Florida Department of Professional Regulation, or other written documentation which authorizes the Consultant in accordance with Florida Statutes to perform the services required by this Request for Qualifications.

Criteria	Scoring Method	Weight (Points)
COMPETENCE: Description of Equipment and Facilities - 1 POINT	Points Based	1

Description:

Description of Consultant's equipment and facilities, which will be used to perform these services.

---

## EVALUATION TABULATION

Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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## EVALUATION TABULATION

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

---

Criteria	Scoring Method	Weight (Points)
COMPETENCE: Applicable Experience of Proposed Staff Gained on Similar Projects - 3 POINTS	Points Based	3

**Description:**

Number and size of staff, names and resumes of those individuals to be assigned to these services.

Overall experience of staff as it relates to the services being sought.

Name and office locations of any subconsultants proposed to be used on these services and the estimated percentage of the work, which will be done by each such sub- consultant..

Criteria	Scoring Method	Weight (Points)
CURRENT WORK LOAD: Number and Size of Current Projects - 1 POINT	Points Based	1

**Description:**

Number and size of projects currently being performed in the Consultant's office was provided.

Criteria	Scoring Method	Weight (Points)
CURRENT WORK LOAD: Personnel Assigned - 0.5 POINTS	Points Based	1

**Description:**

Personnel assigned to the projects listed above was provided.

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## EVALUATION TABULATION

Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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## EVALUATION TABULATION

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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Criteria	Scoring Method	Weight (Points)
CURRENT WORK LOAD: Stage of Completion - 0.5 POINTS	Points Based	1

Description:

Stage of completion of the projects listed was provided.

Criteria	Scoring Method	Weight (Points)
CURRENT WORK LOAD: Status Relative to Deadlines; Reasons for Tardiness - 1 POINT	Points Based	1

Description:

Status of each project relative to completion schedules and a list of reasons for any delayed projects.

Criteria	Scoring Method	Weight (Points)
CURRENT WORK LOAD: Projected Personnel Availability - 7 POINTS	Points Based	7

Description:

Projected personnel availability for the services being sought.

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## EVALUATION TABULATION

Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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# EVALUATION TABULATION

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

Criteria	Scoring Method	Weight (Points)
FINANCIAL RESPONSIBILITY: Years in Business - 4 POINTS	Points Based	4

Description:

>10 Years = (4) 5-10 Years = (3) 4-5 Years = (2) <4 Years = (1)

The form of business, i.e., proprietorship, partnership, corporation; years in business, changes in ownership.

Criteria	Scoring Method	Weight (Points)
FINANCIAL RESPONSIBILITY: Bank Reference - 1 POINTS	Points Based	1

Description:

YES = 1 NO = 0

Bank Reference(s) were provided.

Criteria	Scoring Method	Weight (Points)
FINANCIAL RESPONSIBILITY: Balance Sheet - 5 POINTS	Points Based	5

Description:

7 Figures = (5) HIGH 6 Figures= (3) LOW 6 Figures. = (2) 5 Figures. = (1) NONE = (0)

## EVALUATION TABULATION

Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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## EVALUATION TABULATION

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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Criteria	Scoring Method	Weight (Points)
ABILITY: Ability and Experience of Consultant and Assigned Personnel in Observing and Monitoring Construction Projects - 6 POINTS	Points Based	6

**Description:**

The ability and experience of Consultant and assigned personnel in observing and monitoring construction projects.

Criteria	Scoring Method	Weight (Points)
ABILITY: Ensuring that Construction is Proceeding in Accordance With The Plans and Specifications - 2 POINTS	Points Based	2

**Description:**

Ability and experience of Consultant ensuring that construction is proceeding in accordance with the plans and specifications, and other construction phase services.

Criteria	Scoring Method	Weight (Points)
ABILITY: Ability to Interpret Specifications as Evidenced by Response to this Request for Qualifications - 2 POINTS	Points Based	2

**Description:**

Consultant's ability to interpret specifications as evidenced by the preparation of a response to this Request for Qualifications.

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## EVALUATION TABULATION

Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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## EVALUATION TABULATION

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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Criteria	Scoring Method	Weight (Points)
VOLUME OF WORK FOR CLAY COUNTY - 5 POINTS	Points Based	5

### Description:

The volume of current and prior work performed for Clay County shall be considered a minus factor, with the objective of effecting an equitable distribution of contracts among qualified Firms, provided such distribution does not violate the principle of selection of the most highly qualified Consultants.

Provide a list of all Clay County Board of County Commissioners (BCC) projects on which Consultant has been awarded fees during the past five (5) years. Include only those in which consultant was the prime consultant (do not delete fees paid to subconsultants or others) If the Consultant has not performed work for the BCC during the past five (5) years, the response should so clearly state.

FACTOR: FY19/20 (0.2) FY20/21 (0.4) FY21/22 (0.6) FY22/23 (0.8) FY23/24 (1.0)

The FACTOR is multiplied by the monetary amount of work done by the Consultant for the County during that specific Fiscal Year, giving you the VOLUME. All of the VOLUMES are combined and provide an ADJUSTED TOTAL.

The ADJUSTED TOTAL is then reviewed to see what TOTAL POINTS will be given.

### **The ADJUST TOTAL(s) provide the following Points:**

\$1,000,000.00 to \$875,000.00 = 1 Point

\$625,000.00 to \$875,000.00 = 2 Points

\$375,000.00 to \$625,000.00 = 3 Points

\$125,000.00 to \$375,000.00 = 4 Points

\$0.00 to \$125,000.00 = 5 Points

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## EVALUATION TABULATION

Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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## EVALUATION TABULATION

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Criteria	Scoring Method	Weight (Points)
PROFESSIONAL ACCOMPLISHMENTS: Significant List of Completed Projects Similar In Scope, Including References and Outstanding Accomplishments - 10 Points	0-10 Points	10

### Description:

Completed projects similar in scope to the projects under consideration, previously performed by Consultant, and references to include owner's contact person and telephone number.

Any outstanding accomplishments of the Consultant that relates to the specific services being sought.

A description of all projects on which the Consultant has performed work during the past 5 years for Clay County as the Prime Consultant.

If the Consultant has performed no work for Clay County in the past five (5) years, the response should so clearly state.

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## EVALUATION TABULATION

Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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# EVALUATION TABULATION

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

(EMPLOYEE 1 & 2) / 2 = "AVERAGE"

Determined in "VOLUME OF WORK FOR CLAY COUNTY SECTION"

(PROFESSIONAL ACCOMPLISHMENTS + WEIGHTED AVERAGE) / 2 = "TOTAL"

1	A FIRM	B PROFESSIONAL ACCOMPLISHMENTS  SIGNIFICANT LIST OF COMPLETED PROJECTS SIMILAR IN SCOPE, INCLUDING REFERENCES AND OUTSTANDING ACCOMPLISHMENTS (10)	C TOTAL  (Ave. of Professional Accomplishments and Past Performance)	D PAST PERFORMANCE USING AGENCY  AVERAGE	E VOLUME	F WEIGHTED AVERAGE	G Employee 1	H Employee 2
2								
3	Firm 1	0.00	0.00	0.00	0.00	0	0.00	0.00
4	Firm 2	0.00	0.00	0.00	0.00	0	0.00	0.00
5	Firm 3	0.00	0.00	0.00	0.00	0	0.00	0.00
6	Firm 4	0.00	0.00	0.00	0.00	0	0.00	0.00
7	Firm 5	0.00	0.00	0.00	0.00	0	0.00	0.00

If Volume = 1-2, Add 2 Points to Average  
 If Volume = 3, No Adjustment  
 If Volume = 4, Deduct 2 Points from Average  
 If Volume = 5, Weighted Average = 1

Criteria	Scoring Method	Weight (Points)
LOCATION - 10 POINTS	Points Based	10

## Description:

The location of the Consultant 's corporate headquarters was disclosed.

## EVALUATION TABULATION

Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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## EVALUATION TABULATION

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Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

If Consultant's corporate headquarters are located in Clay County, no further information is required under this criterion and maximum points will be awarded.

If Consultant 's corporate headquarters are not located in Clay County, please indicate whether Consultant maintains a branch office in Clay County. If so, please indicate how long the Clay County branch office has been in existence and the number of qualifying employees in the branch office.

The following consideration will be given for location:

- Consultant's Headquarters in Clay County shall receive the maximum score of ten (10) points (regardless of the size of the staff or the number of years in business).
- If a Consultant is Headquartered in surrounding counties, award the score of eight (8) points. (regardless of the size of the staff or the number of years in business).
- If a Consultant is not Headquartered in Clay or surrounding counties, award the minimum score of one (1) point.
- If a Consultant does have a local branch office in Clay County, award three (3) points plus additional points based on the chart below.
- If a Consultant does have a local branch office in surrounding counties, award one (1) point plus additional points based on the chart below.

Maximum score for a Consultant with a local branch office in Clay County is  $3 + 6 = 9$  points

Maximum score for a Consultant with a local branch office in surrounding counties is  $1 + 6 = 7$  points

Table - Local Branch Office	Number of Years with Local Office									
	1	2	3	4	5	6	7	8	9	10
Number of Employees*										
1	0	0	0	0	1	1	1	1	1	1
2	0	0	1	1	1	1	1	2	2	2
3	0	1	1	1	2	2	2	2	3	3
4	0	1	1	2	2	2	3	3	4	4
5	1	1	2	2	3	3	4	4	5	5
over 5	1	1	2	2	3	4	4	5	5	6

\*Note: Qualifying employees are those who have been assigned to the local office and have lived in Clay County over the previous 12 months.

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Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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## EVALUATION TABULATION

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Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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Criteria	Scoring Method	Weight (Points)
SMALL AND MINORITY BUSINESSES & CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE (A.) - 3 POINTS	Points Based	3

Description:

### **PRIME CONSULTANT**

Past and present commitment to minority, women-owned, small businesses or utilization of Firms located in Clay County was indicated. The responses to this evaluation criterion included, statements that document the Firms:

A.) Commitment to diversity among the directors, officers, members and/or employees that make up its Firm.

Criteria	Scoring Method	Weight (Points)
SMALL AND MINORITY BUSINESSES & CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE (B.) - 2 POINTS	Points Based	2

Description:

B.) Commitment to diversity within Clay County community and beyond.

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Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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## EVALUATION TABULATION

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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Criteria	Scoring Method	Weight (Points)
SMALL AND MINORITY BUSINESSES & CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE (C.) - 5 POINTS	Points Based	5

Description:

### **SUB-CONSULTANT**

C.) Utilization of minority, women-owned, small business and/or utilizing a Firm located in Clay County for the project solicitation in question. Responses must include the percent of work being performed by Sub-Consultants.

### **Scoring Criteria**

Utilization Sub-Consultant headquartered in Clay County, FL = 5 Points

Utilization of a Sub-Consultant NOT headquartered in Clay County, Florida: (% of work being performed):

Sub-Consultant Performs 50 % of the work = 5 Points

Sub-Consultant Performs 40% - 49% of the work = 4 Points

Sub-Consultant Performs 30% to 39 % of the work = 3 Points

Sub-Consultant Performs 20% to 29 % of the work= 2 Points

Sub-Consultant Performs 10 % to 19% of the work = 1 Points

Sub-Consultant Performs less than 10% of the work = 0 Points

*Definition of a Small Business: Firm may not exceed an average of \$5 million in sales volume averaged over the previous 3 years.*

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Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

Criteria	Scoring Method	Weight (Points)
APPROACH AND WORK PLAN: Understanding of Scope and Objectives - 15 POINTS	Points Based	15

## Description:

A narrative to show the Consultants understands the scope and objectives to be performed.

Criteria	Scoring Method	Weight (Points)
APPROACH AND WORK PLAN: Approach To The Services Required / Workplan - 5 POINTS	Points Based	5

## Description:

The approach to the services as required and the specific work plan to be employed to complete the work.

Criteria	Scoring Method	Weight (Points)
APPROACH AND WORK PLAN: Organization, Management, and the Responsibilities - 5 POINTS	Points Based	5

## Description:

The approach to organization, management, and the responsibilities of the management staff and personnel that will perform the work on the project.

Criteria	Scoring Method	Weight (Points)
TIME AND BUDGET(A.) - 3 POINTS	Points Based	3

# EVALUATION TABULATION

Request For Qualification - Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

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### Description:

Statements and references demonstrating that the proposer met both time and budget requirements on seven (7) projects of similar size and scope that were completed by the proposer within the past three (3) years and that the proposer is meeting both time and budget requirements on multiple concurrent projects of similar size and scope that are currently being performed by the proposer ("Reference Projects"). As part of its response to this evaluation criterion, the proposer:

A.) Must submit an expressed statement of its overall willingness to meet both time and budget requirements for the projects in question; and

Criteria	Scoring Method	Weight (Points)
TIME AND BUDGET(B.) - 7 POINTS	Points Based	7

### Description:

B.) Should submit, without limitation, project narratives, schedules, design and construction cost and fee summaries and owner references for any Reference Projects. Any Reference Project which has been completed or for which construction is underway will segregate and identify any design-related schedule or budget impacts. Design schedule and budget information will include both the original and the current or completed schedule and cost data.



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

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**[CARNAHAN PROCTOR AND CROSS, INC.] RESPONSE DOCUMENT REPORT**

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

RESPONSE DEADLINE: July 24, 2025 at 4:00 pm

**Carnahan Proctor and Cross, Inc. Response**

**CONTACT INFORMATION**

**Company:**

Carnahan Proctor and Cross, Inc.

**Email:**

mscudella@cpc-eng.com

**Contact:**

Maria Scudella

**Address:**

1027 Blanding Blvd  
Orange Park, FL 32065

**Phone:**

N/A

**Website:**

[www.cpc-eng.com](http://www.cpc-eng.com)

**Submission Date:**

Jul 23, 2025 5:04 PM (Eastern Time)



## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Jul 23, 2025 10:14 AM by Maria Scudella*



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

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**[CDM SMITH INC.] RESPONSE DOCUMENT REPORT**

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

RESPONSE DEADLINE: July 24, 2025 at 4:00 pm

**CDM Smith Inc. Response**

**CONTACT INFORMATION**

**Company:**

CDM Smith Inc.

**Email:**

obrienconnellkm@cdmsmith.com

**Contact:**

Katy O'Brien-Connell

**Address:**

75 State Street  
Suite 701  
Boston, WA 02109

**Phone:**

N/A

**Website:**

<https://www.cdmsmith.com/>

**Submission Date:**

Jul 24, 2025 1:35 PM (Eastern Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Jul 23, 2025 9:46 AM by Katy O'Brien-Connell*





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

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**[CONSTRUCTION & ENGINEERING SERVICES] RESPONSE DOCUMENT REPORT**

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

RESPONSE DEADLINE: July 24, 2025 at 4:00 pm

**Construction & Engineering Services Response**

**CONTACT INFORMATION**

**Company:**

Construction & Engineering Services

**Email:**

jlee@candesconsults.com

**Contact:**

Jennifer Lee

**Address:**

9428 Baymeadows Road, Ste. 600  
Jacksonville, FL 32256

**Phone:**

(904) 652-1186

**Website:**

<https://url.us.m.mimecastprotect.com/s/HgT4Cn5kzYSG9DMLsNi2iJUKeP?domain=candesconsults.com/>

**Submission Date:**

Jul 24, 2025 4:00 PM (Eastern Time)



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

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**[CSI GEO, INC.] RESPONSE DOCUMENT REPORT**

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

RESPONSE DEADLINE: July 24, 2025 at 4:00 pm

**CSI Geo, Inc. Response**

**CONTACT INFORMATION**

**Company:**

CSI Geo, Inc.

**Email:**

jrenzi@csi-geo.com

**Contact:**

Jill Renzi

**Address:**

2394 St Johns Bluff Road, South  
Suite 200  
Jacksonville, FL 32246

**Phone:**

N/A

**Website:**

[www.csi-geo.com](http://www.csi-geo.com)

**Submission Date:**

Jul 24, 2025 3:23 PM (Eastern Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Jul 24, 2025 11:56 AM by Jill Renzi*





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

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**[DRMP, INC.] RESPONSE DOCUMENT REPORT**

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

RESPONSE DEADLINE: July 24, 2025 at 4:00 pm

**DRMP, Inc. Response**

**CONTACT INFORMATION**

**Company:**

DRMP, Inc.

**Email:**

marketingdept@drmp.com

**Contact:**

Lisa Greene

**Address:**

941 Lake Baldwin Lane  
Orlando, FL 32814

**Phone:**

(407) 896-0594

**Website:**

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

**Submission Date:**

Jul 24, 2025 11:57 AM (Eastern Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Jul 23, 2025 2:28 PM by Lisa Greene*



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

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**[EISMAN & RUSSO, INC.] RESPONSE DOCUMENT REPORT**

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

RESPONSE DEADLINE: July 24, 2025 at 4:00 pm

**Eisman & Russo, Inc. Response**

**CONTACT INFORMATION**

**Company:**

Eisman & Russo, Inc.

**Email:**

tmahfoud@eismanrusso.com

**Contact:**

Antonio Mahfoud

**Address:**

6455 Powers Ave  
Jacksonville, FL 32217

**Phone:**

N/A

**Website:**

N/A

**Submission Date:**

Jul 23, 2025 10:04 AM (Eastern Time)



## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Jul 23, 2025 9:32 AM by Chelsea Campion*



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

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**[ENGLAND, THIMS & MILLER, INC.] RESPONSE DOCUMENT REPORT**

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

RESPONSE DEADLINE: July 24, 2025 at 4:00 pm

**England, Thims & Miller, Inc. Response**

**CONTACT INFORMATION**

**Company:**

England, Thims & Miller, Inc.

**Email:**

marketing@etminc.com

**Contact:**

Medina Hadziavdic

**Address:**

1411 Edgewater Drive  
Suite 200  
Orlando, FL 32804

**Phone:**

N/A

**Website:**

N/A

**Submission Date:**

Jul 24, 2025 12:03 PM (Eastern Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Jul 23, 2025 3:57 PM by Medina Hadziavdic*





Clay County  
Purchasing / Administrative and Contractual Services

477 Houston Street, Green Cove Springs, FL 32043

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**[GAI CONSULTANTS] RESPONSE DOCUMENT REPORT**

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

RESPONSE DEADLINE: July 24, 2025 at 4:00 pm

**GAI Consultants Response**

**CONTACT INFORMATION**

**Company:**

GAI Consultants

**Email:**

a.sutherland@gaiconsultants.com

**Contact:**

Andre Sutherland

**Address:**

12574 Flagler Center Blvd  
Suite 202  
Jacksonville, FL 32258

**Phone:**

(904) 559-8081

**Website:**

[gaiconsultants.com](http://gaiconsultants.com)

**Submission Date:**

Jul 24, 2025 12:50 PM (Eastern Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Jul 23, 2025 9:45 AM by Danielle Dux*



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

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**[KCI TECHNOLOGIES, INC.] RESPONSE DOCUMENT REPORT**

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

RESPONSE DEADLINE: July 24, 2025 at 4:00 pm

**KCI Technologies, Inc. Response**

**CONTACT INFORMATION**

**Company:**

KCI Technologies, Inc.

**Email:**

tobi.burton@kci.com

**Contact:**

Tobi Burton

**Address:**

11043 Crystal Springs Road Unit 8  
Jacksonville, FL 32221

**Phone:**

(813) 386-2894

**Website:**

[kci.com](http://kci.com)

**Submission Date:**

Jul 24, 2025 12:01 PM (Eastern Time)



## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Jul 23, 2025 9:43 AM by Tobi Burton*



Clay County  
Purchasing / Administrative and Contractual Services

477 Houston Street, Green Cove Springs, FL 32043

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**[NV5, INC.] RESPONSE DOCUMENT REPORT**

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

RESPONSE DEADLINE: July 24, 2025 at 4:00 pm

**NV5, Inc. Response**

**CONTACT INFORMATION**

**Company:**

NV5, Inc.

**Email:**

marketingfla@nv5.com

**Contact:**

Shannon Braddy

**Address:**

11801 Research Drive  
Alachua, FL 32615

**Phone:**

(352) 331-1976

**Website:**

[www.nv5.com](http://www.nv5.com)

**Submission Date:**

Jul 24, 2025 1:10 PM (Eastern Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Jul 23, 2025 5:19 PM by Shannon Braddy*





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

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**[VIA CONSULTING SERVICES] RESPONSE DOCUMENT REPORT**

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

RESPONSE DEADLINE: July 24, 2025 at 4:00 pm

**VIA Consulting Services Response**

**CONTACT INFORMATION**

**Company:**

VIA Consulting Services

**Email:**

swhaley@via-cs.com

**Contact:**

Sherry Whaley

**Address:**

10250 Normandy Blvd., Ste. 304  
Jacksonville, FL 32221

**Phone:**

(904) 783-9842

**Website:**

[via-cs.com](http://via-cs.com)

**Submission Date:**

Jul 24, 2025 3:41 PM (Eastern Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Jul 24, 2025 3:17 PM by Sherry Whaley*



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

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**[WSB LLC] RESPONSE DOCUMENT REPORT**

RFQ No. No. 24/25-096

Continuing General Engineering Consulting Services for Construction Engineering Inspection Services

RESPONSE DEADLINE: July 24, 2025 at 4:00 pm

**WSB LLC Response**

**CONTACT INFORMATION**

**Company:**

WSB LLC

**Email:**

pgarcia@wsbeng.com

**Contact:**

Paige Garcia

**Address:**

219 North Newnan Street  
4th Floor  
Jacksonville, FL 32202

**Phone:**

N/A

**Website:**

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

**Submission Date:**

Jul 24, 2025 10:49 AM (Eastern Time)



## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Jul 24, 2025 10:21 AM by Paige Garcia*

### 3. Scope of Work

#### 3.1. Purpose

The Clay County Board of County Commissioners (County) is requesting Statements of Qualifications from interested and qualified Consultant(s) who will offer General Engineering Consulting (GEC) services for a variety of County projects and residential land subdivision projects involving construction engineering and inspection of transportation, drainage, site development, facilities and other related services. The County anticipates entering into a continuing agreement with four (4) or more Consultants.

These required services vary and shall include Construction Engineering & Inspection (CEI), support to the County such as construction inspections, construction plan reviews during the design phase by other consultants, project budget and schedule management, reporting, and related services.

The County Engineering Department manages the design and construction of Capital Improvement Projects. The County utilize a combination of consultants and in-house personnel, reviews and approves technical aspects of new subdivisions from plat to final plans, inspects the construction of new development sites, recommends acceptance of streets and drainage to the Board of County Commissioners, 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.

#### 3.2. Scope

The Consultant shall serve as an extension of County staff, providing all professional, technical, clerical, subconsultant, and subcontracting services necessary to perform assigned work orders with quality, efficiency, and timeliness. Anticipated services include, but are not necessarily limited to the following: construction management, CEI, engineering, inspection, testing, and administrative functions typically handled by a Florida Department of Transportation (FDOT) Project. Work shall occur at County facilities or other locations and shall follow FDOT and County Standards. The Consultant's lead must have at least ten (10) years of relevant experience; subconsultants must five (5) years minimum and report to the CEI.

This Scope of Work applies to horizontal infrastructure projects including, but not limited to: new construction, repairs, and retrofits, and may involve record drawings and maintenance documentation.

##### 1. Scope of Responsibilities

- The Consultant shall provide services to manage and administer assigned construction projects, ensuring projects are constructed in reasonable conformity with plans, specifications, and contract provisions.

- The Consultant must observe the Contractor to ensure materials and methods conform to all applicable requirements.
- Consultant contracted by the County may not subcontract with the Contractor on the same project for Quality Control or related services.
- The Consultant is responsible for reviewing construction drawings and specifications for errors or omissions and advising the County on corrective actions to avoid Contractor claims.
- Any such issues must be reported to the County immediately. If errors result in additional or “premium” costs post-bid, these shall be identified.
- The Consultant must report omissions, substitutions, and deficiencies before corrective actions are taken. Substantive changes must be coordinated with the County and Engineer of Record (EOR).
- Drawings reflecting changes must be signed/sealed by a Florida Professional Engineer (PE).
- Consultant services do not relieve the Contractor of responsibilities.

## 2. Professional Services Requirements

- Recruit, screen, and train personnel to meet County standards.
- Provide backup staffing and handle all insurance requirements Worker’s Compensation, Liability, etc.).
- Furnish payroll, administrative services, and vehicles with auto liability coverage.

## 3. Cooperation and Performance

- County may conduct independent assurance reviews of Consultant's operations (inspection, testing, administration, etc.).
- Consultant must assist and implement corrective action when deficiencies are found—no additional compensation allowed.
- Possible remedial actions include:
  - Adjusting staff levels or reassigning personnel.
  - Replacing underperforming staff within one week of request.
  - Increasing testing frequency or training scope as needed.

## 4. Personnel

- General Requirements
  - The Consultant shall provide a sufficient number of qualified personnel to effectively perform its responsibilities of this Request for Qualifications.
- Training & Certification:
  - The Consultant shall utilize only competent personnel who are qualified by experience and education.
  - The Consultant is responsible for initial and ongoing training, to include all necessary Safety Training.
  - The Consultant shall submit in writing to the County the names of all personnel to be considered for assignment to the construction projects, together with a detailed resume with respect to education and experience qualification for each individual.
  - Ensure all personnel are properly certified and it is the responsibility of the Consultant to maintain certification(s) through the Quality Assurance (QA) evaluations.



- **Staffing Plan**
  - The Consultant shall determine the number and type of personnel needed to adequately staff and carry out the responsibilities of this Request for Qualifications.
  - Submit a staffing chart with each proposal, including roles and durations of each position.
    - The chart shall maintain an appropriate staff after completion of construction to complete final estimate and closeout of project.
    - Responsible personnel, thoroughly familiar with all aspects of construction and final measurements, shall be available to resolve disputes.
- **Subconsultant Services**
  - The Consultant may subcontract for engineering inspection, materials testing, aerial photography or specialized professional services. Subcontracts must be approved by the County. The costs of negotiating, administering, managing, coordinating, supervising, processing and quality control of all subcontract services shall be covered by the Consultant's overhead rate.

#### 5. Personnel Roles & Qualifications

- **Senior Project Engineer**
  - Hold a degree in Civil Engineering or a closely related field, be licensed as a Professional Engineer (P.E.) in the State of Florida at the time of assignment and possess a minimum of ten (10) years of engineering experience, including at least two (2) years specifically in major road and bridge construction.
- **Project Administrator**
  - Must possess a degree in Civil Engineering or a related field, along with a minimum of six (6) years of relevant engineering experience, including at least two (2) years in the construction of major road and bridge structures. Alternatively, in lieu of a Civil Engineering degree, the candidate may qualify with ten (10) years of progressively responsible engineering experience, with at least two (2) years involving major road and bridge construction.
  - Oversees task assignments for the construction management team, supports all project phases, and ensures timely final pay estimates.
- **Contract Support Specialist**
  - Must have four (4) years of road and bridge construction engineering inspection experience, specifically involving contract-related tasks such as final pay estimates and contractor document processing.
  - Must have completed the FDOT Final Estimates Preparation Seminar.
- **Senior Inspector**
  - Must be a high school graduate (or possess an equivalent diploma) with at least ten (10) years of construction inspection experience, including a minimum of four (4) years specifically in bridge and/or roadway construction inspection, or hold a degree in Civil Engineering with at least four (4) years of Construction Engineering Inspection (CEI) experience related to road and bridge projects.
    - The Senior Inspector is responsible for conducting advanced technical tasks such as field surveying, construction layout, engineering computations, inspection of construction activities, and field testing. This role also includes overseeing and

coordinating junior-level inspectors. The position operates under the general supervision of the Project Administrator.

- Required Certifications and Qualifications:
  - CTQP Concrete Field Inspector Level I
  - CTQP Concrete Transportation Construction Inspector (CTCI) Level II
  - CTQP Asphalt Roadway Level I and Level II (*if applicable*)
  - CTQP Earthwork Construction Inspection Level I and Level II
  - CTQP Pile Driving Inspection (*if applicable*)
  - CTQP Drilled Shaft Inspection (*if applicable*)
  - FDOT Advanced Maintenance of Traffic (MOT) Certification
  - CTQP Final Estimates Level I
- Development Inspector
  - Must be a high school graduate, or equivalent, and have two (2) years of experience in roadway construction inspection.
    - The Inspector plays a supportive role to the Senior Inspector or designated County Staff in executing their responsibilities. This position operates under the general oversight of the Senior Inspector or designated County Staff, who evaluates the work as it progresses.
    - Required qualifications include:
      - CTQP Concrete Field Inspector Level I
      - CTQP Asphalt Roadway Level I
      - CTQP Earthwork Construction Inspector Level I
      - CTQP Earthwork Construction Inspection Level II
      - CTQP Final Estimates Level I
      - OSHA 10-Hour or 30-Hour Construction Safety Certification
      - Stormwater, Erosion, and Sedimentation Control Certification (Florida or equivalent)
      - Advanced Maintenance of Traffic (MOT) Certification, as required for roadway projects
  - Must possess the qualification in Landscape Construction Oversight.
    - The Consultant shall provide professional inspection and monitoring services to ensure landscape work is performed in accordance with approved landscape plans and County standards. Services will include, but are not limited to, the following:
      - Pre-Clearing Inspection:
        - Conduct a site inspection to verify that all trees designated for preservation have the appropriate protective fencing installed as indicated on the approved landscape plans.
      - Post-Clearing Inspection:
        - Confirm that all protected trees have been preserved following land clearing and that fencing remains in place and intact.
      - Ongoing Monitoring:
        - Perform regular monitoring of protective tree fencing throughout the construction process to ensure continued compliance. Monitor for

- encroachments by vehicles, equipment, or materials into designated protection zones and report any violations.
- Soil and Grading Verification:
  - Prior to plant installation, verify that fine grading, root barrier installation, and soil amendments have been completed as specified in the landscape plans for all common areas.
- Plant Material Inspection:
  - Confirm that plant materials installed within common areas comply with the approved landscape plans, including verification of quantity, size, and overall quality.
- Irrigation Review:
  - Verify that the installed irrigation system, or alternative approved water source, conforms to the specifications in the approved plans.
- Compliance Reporting:
  - Notify the Contractor and designated County staff of any discrepancies or deviations from the landscape plans. All findings and inspection results shall be documented in accordance with County documentation standards.
- Must be able to notify Contractor and County staff of any observed deviations from the approved landscape plans during inspections, ensuring timely communication and issue resolution.
- Inspector
  - Must be a high school graduate or hold an equivalent diploma and have a minimum of two (2) years of experience in roadway construction inspection.
    - The Inspector supports the Senior Inspector or designated County staff in carrying out inspection duties. Work is performed under general supervision, with oversight and review provided by the Senior Inspector or County representative during project progress.
    - Required Certifications and Qualifications:
      - CTQP Concrete Field Inspector Level I
      - CTQP Asphalt Roadway Level I
      - CTQP Asphalt Roadway Level II (*if applicable*)
      - CTQP Earthwork Construction Inspection Level I
      - CTQP Earthwork Construction Inspection Level II (*if applicable*)
      - TQP Final Estimates Level (*if applicable*)
      - OSHA 10-Hour Certification
      - FDOT Advanced Maintenance of Traffic (MOT) Certification
      - Florida Stormwater, Erosion, and Sedimentation Control Inspector Training and Certification
      - Support Personnel (Administrative)
  - Must be a high school graduate, or equivalent, have two (2) years of secretarial and/or clerical experience and type at a rate of thirty-five (35) correct words per minute.



- Experience in the use of standard word processing software and ability to exercise independent initiative to help relieve the supervisor of clerical detail is required.
- Work is performed under the general supervision of the Senior Project Engineer, Project Administrator or designated County Staff.

#### 6. Consultant Schedule

- The Consultant shall support schedule oversight responsibilities, including:
  - Review and Analysis:
    - Analyze the Contractor's schedule for feasibility, completeness, and logical sequencing of activities.
    - Ensure the schedule aligns with contract requirements and can be effectively tracked throughout the project lifecycle.
    - Confirm that the Contractor's plan to complete the work within the allowable contract time is realistic and reasonable.
    - Verify schedule updates include actual start dates and activity durations.
    - Written Review and Recommendations:
      - Provide the Contractor with a written assessment identifying:
        - Any significant omissions
        - Improbable durations
        - Logical sequencing errors
    - Include actionable recommendations to support timely and efficient project completion.
    - Two-Week Look Ahead Schedules:
      - Require the Contractor to submit a two-week look-ahead schedule.
      - Review and discuss planned activities during bi-weekly progress meetings.
      - Coordinate planned work with all affected utility providers and third-party stakeholders.

#### 7. Equipment Requirements

- Equipment
  - The Consultant shall provide and maintain all equipment necessary to fulfill the duties outlined in this Scope of Services. Equipment must be functional, non-consumable, and appropriate for field and administrative use throughout the project duration. The Consultant is responsible for loss, maintenance, and operational readiness of all equipment.
  - Required equipment may include, but is not limited to:
    - Office Equipment:
      - Computers, printers, copiers, fax machines, and word processors for administrative and reporting functions.
    - Communication Devices:

- Radios, mobile phones, and other tools needed for on-site coordination and safety communication.
- Field Documentation Tools:
  - Cameras, camcorders, tape recorders, and measuring wheels for visual records and site assessments.
- Inspection Instruments:
  - Gauges, engineering scales, thermometers, turbidity meters, and speedy moisture kits for material and environmental testing.
- Personal Protective Equipment (PPE):
  - Hard hats, safety vests, rain gear, life vests (as applicable), and flashers to ensure personnel safety on-site.
- Support and Safety Gear:
  - First aid kits, fire extinguishers, portable water coolers, and flashlights to support field team readiness.
- The County will provide office space and basic office equipment (e.g., copier, fax, printer, notebook computer) for embedded Consultant personnel.
- The Consultant is responsible for furnishing and maintaining appropriate vehicles and transportation for all assigned field activities.
- Vehicles
  - The Consultant shall supply and maintain vehicles suitable for the safe and effective performance of field duties. All vehicles must be project-appropriate, in good working condition, and clearly marked with the Consultant's name.
  - Vehicle requirements include:
    - Field-Ready Transportation:
      - Provide economy pickup trucks or midsize utility vehicles suitable for daily construction site travel and inspections.
    - Serviceable Condition:
      - All vehicles must be well-maintained, reliable, and safe for use throughout the duration of the project.

- **Consultant Identification:**
  - Each vehicle must display the Consultant's name clearly and visibly for site access and identification.
- **Support for Office Personnel:**
  - When office personnel are required to visit project sites, the Consultant shall furnish appropriate vehicles and ensure they are equipped with necessary safety gear.

8. Quality Control / Quality Assurance Inspection Services:

- The Contractor is responsible for all Quality Control (QC) materials testing and certification in accordance with the contract documents. The Consultant is responsible for Quality Assurance (QA), ensuring that materials and work meet contract standards through oversight and verification testing.
  - Consultant responsibilities include:
    - **Monitor Contractor QC Activities:**
      - Oversee the Contractor's material testing and certifications to ensure compliance with contract requirements and specifications.
    - **Perform Verification Testing:**
      - Conduct independent verification tests on materials and workmanship to ensure quality and consistency throughout the project.
    - **Ensure Conformance to Plans and Specifications:**
      - Observe field operations to confirm that construction is progressing in reasonable conformity with approved design documents.
    - **Daily Inspection Documentation:**
      - Maintain detailed, accurate daily reports noting each construction operation, location, and any significant lapses in the Contractor's QC.
    - **Follow FDOT Standards:**
      - Perform inspections in accordance with the FDOT Construction Project Administration Manual (CPAM), Facilities Design Manual, and industry best practices.
    - **Conduct Incidental Engineering Surveys:**
      - Carry out spot-check measurements or surveys as needed to verify the accuracy of Contractor work in the field.

9. Verification Testing

- The Contractor is responsible for performing initial sampling and testing, the Consultant shall manage the project's Quality Assurance (QA) program, including oversight of verification testing and reviews to ensure conformance with contract requirements.
- Consultant responsibilities include:
  - **Oversee Contractor QC Efforts:**
    - Monitor the Contractor's verification sampling and testing of materials and completed work items to ensure compliance with project specifications.
  - **Establish Sampling Frequencies:**



- Determine and implement appropriate testing frequencies for materials sampling, testing, and reporting throughout the project lifecycle.
  - Administer QA Program:
    - Lead the QA effort by conducting verification reviews and testing to validate the quality and integrity of materials and workmanship.
  - Ensure Specification Conformance:
    - Confirm that all tested materials and constructed elements meet applicable plans, specifications, and contract provisions.
10. Contract Administration Services:
- The Consultant shall perform contract administration duties in accordance with County and FDOT procedures, formats, and content.
  - Responsibilities include, but are not limited to:
    - Construction Meetings and Documentation:
      - Schedule and lead bi-weekly progress meetings with the Contractor, County staff, subcontractors, and utilities.
      - Discuss schedule status, weather delays, Disadvantaged Business Enterprise (DBE) issues, and prepare/distribute meeting minutes.
      - Assist with pre-construction meetings and document outcomes.
    - Progress Tracking and Payment Support:
      - Prepare monthly quantity tabulations based on verified daily records.
      - Support the preparation of monthly pay estimates and review with the Contractor.
    - Change Management and Claims Support:
      - Evaluate proposed changes, extra work, or time extensions.
      - Notify the County of potential claims; maintain labor, material, and equipment cost records.
      - Assist in negotiating supplemental agreements and change orders.
      - Track all Potential Change Orders (PCOs) and maintain a monthly status report in collaboration with the Project Administrator and County.
    - Schedule Oversight:
      - Monitor and document Contractor progress against baseline and recovery schedules.
      - Recommend corrective action when delays are identified.
    - Construction Verification and Documentation:
      - Verify key construction elevations (e.g., stormwater, bridge, roadway).
      - Certify project completion and stormwater structures in accordance with applicable permits.
      - Prepare and submit final estimates and verify accuracy of as-built plans and Record Drawings.
    - Labor Compliance and DBE Monitoring:
      - Review Certified Payrolls and conduct employee interviews.
      - Ensure DBE utilization and reporting compliance.
    - Permit and Environmental Compliance:

- Monitor compliance with environmental permits and National Pollutant Discharge Elimination System (NPDES) requirements.
- Report violations to the County and require Contractor resolution.
- Submittals, RFIs, and Utility Coordination:
  - Maintain a complete log of all submittals, including shop drawings, re-submittals, and final approvals.
  - Ensure changes are carried through to construction and that manuals/procedures are included where applicable.
  - Coordinate with utility providers to avoid project delays.
  - Create and track RFIs and consult with the Engineer of Record (EOR) and County on complex or cost-impacting issues.
- Project Documentation and Reporting:
  - Maintain daily logs of work activities, quantities, delays, and significant events.
  - Report notable changes in cost, time, or scope to the County.
  - Provide photo/video documentation before, during, and after key construction activities.
- Value Engineering and Constructability Reviews:
  - Evaluate Value Engineering Change Proposals (VECPs) for quality and cost effectiveness.
  - Provide constructability reviews at sixty (60) % and ninety (90) % design milestones.
  - Review final bid documents and quantity take-offs for accuracy prior to advertisement.
- Traffic Control and Safety Oversight:
  - Perform field reviews of maintenance of traffic (MOT) plans and operations for compliance.

### 3.3. Subdivision Inspection Fees

Subdivision Inspection Fees will be a rate set by the County, and all Consultants shall agree to such rates.

### 3.4. Assignment of Work

The County will request CEI services on an as-needed and as-requested basis through Work Orders. Work orders may cover long-term oversight, emergency response, or specific project phases, with the Consultant submitting an approach, schedule, and qualified team as requested.

There is no guarantee that all or any of the services described in this Request for Qualifications will be assigned during the term of the resulting Contract. The County reserves the right to request services from among the selected Consultant(s) based upon the Consultants capabilities and resources, record in providing qualified and experienced personnel, the expertise of the personnel to be provided, record of providing services in a timely manner, and the performance of the Consultant and its personnel on County projects.

The County reserves the right to add, substitute, or remove services as needed, based on actual project workload and schedules. Project assignments will be made at the County's sole discretion, based on its judgment of which contracted Consultant(s), if any, is best qualified to perform the required services for a specific project or project component.

### 3.5. Term

The Contract term shall be for a period of twenty-four (24) months, with the County reserving the right and option to extend the Contract for an additional two (2) periods of twelve (12) months each if such is agreeable with the successful Consultant.

### 3.6. Payment

The Consultant 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.

### 3.7. Performance Evaluation

A work performance evaluation will be conducted periodically and at the completion of each various project.

Financial consequences may be assessed should the Consultant fail to perform as specified in the agreement or fail to meet the deliverables schedule. These consequences would impose a monetary damage assessment on the Consultants for failure to perform under the agreement.

### 3.8. Cancellation of Contract

If the awarded Consultant fails to perform adequately in accordance with the terms, conditions and specifications established in this RFQ, the County reserves the right to cancel the contract upon thirty (30) days written notice to the Consultant.

### 3.9. Additional Services

If the County and/or awarded Consultant identifies any additional services to be provided by the Consultant 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 Consultant.

### 3.10. 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.

Bidders are advised that lengthy or overly verbose or redundant submissions are not necessary. 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 RFB shall be awarded to the most qualified Bidder that meets all requirements of the RFB. 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.

Unless there is a clear statement provided within Bidders Bid, all other Consultants listed will be considered as subconsultants.

Please note Project Approach and Work Plan has 25 points maximum, Volume of Work for Clay County has 5 points maximum, and all other categories have 10 points maximum.







## Project View Count

930

## Vendor Funnel













 Followers	40
 Downloaders	62
 Applicants	14
 No Bids	0
 Submissions	11




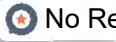









## Vendors


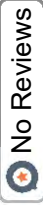

Vendor	Followed	Downloaded	Applied	No Bid	Submitted
Alliant Engineering, Inc.  alozanski@alliant-inc.com		✓			
Ardurra Group, Inc.  rvieira@ardurra.com		✓			
Ardurra Group, Inc.  bpernezny@ardurra.com		✓			
Area Communications Company mchancey@areacom.com	✓		✓		
Baker Consulting & Engineering L kvojtech@bdbjax.com	✓	✓	✓		
Baxter & Woodman, Inc.  marketing@baxterwoodman.com		✓			
Beryl Project Engineering  marketing@berylprojectengineering.com		✓			
CDM Smith Inc.  obrienconnellkm@cdmsmith.com	✓	✓	✓		✓
CDM Smith Inc. wilsondh@cdmsmith.com	✓	✓			

CDM Smith Inc.  snyderrd@cdmsmith.com	✓	✓		
CDM Smith Inc.  harbinsonal@cdmsmith.com	✓	✓		
CDM Smith Inc.  abernathyt@cdmsmith.com	✓	✓		
CSI Geo, Inc.  jrenzi@csi-geo.com	✓	✓	✓	✓
Carnahan Proctor and Cross, Inc. dhagedorn@cpc-eng.com	✓	✓		
Carnahan Proctor and Cross, Inc. mscudella@cpc-eng.com	✓	✓	✓	✓
Chen Moore and Associates  lbarron@chenmoore.com	✓	✓		
ConstructConnect  content@constructconnect.com	✓	✓		
Construction & Engineering Servi jlee@candesconsults.com	✓	✓	✓	
Construction & Engineering Servi ahall@candesconsults.com		✓		
Construction & Engineering Servi tmusico@candesconsults.com	✓	✓		
Construction & Engineering Servi evarnot@candesconsults.com	✓	✓		
DF Interactive NC LLC bids+opengov@davidfine.dev		✓		
DRMP  mwhitmore@drmp.com		✓		
DRMP, Inc.  marketingdept@drmp.com	✓	✓	✓	✓
Dodge Data And Analytics  jayalakshmil@construction.com	✓	✓		
Dodge Data And Analytics 		✓		



dodge.docs@construction.com					
Eisman & Russo, Inc.  No Reviews ebjork@eismanrusso.com	✓	✓			
Eisman & Russo, Inc.  No Reviews ccampion@eismanrusso.com	✓	✓	✓		✓
England-Thims & Miller, Inc.  No Reviews marketing@etminc.com	✓	✓	✓		✓
Florida Surety Bonds, Inc.  No Reviews sarah@floridasuretybonds.com	✓				
GAI Consultants  No Reviews d.dux@gaiconsultants.com	✓	✓	✓		✓
Gale Associates, Inc.  5 flinfo@gainc.com		✓			
GovGuide  No Reviews rfp@yourgovguide.com		✓			
Green Administrative Services haroldgreen197410@gmail.com		✓			
H2Engineering  No Reviews sphelps@h2engineering.com	✓	✓			
KCI Technologies, Inc.  3.8 tobi.burton@kci.com	✓	✓	✓		✓
KCI Technologies, Inc.  3.8 mike.fleming@kci.com	✓	✓			
Kimley-Horn and Associates, Inc. florida.marketing@kimley-horn.com	✓	✓			
Matthews Design Group, LLC  No Reviews mdg.marketing@dccm.com	✓	✓			
Meskel & Associates Engineering tpringle@meskelengineering.com	✓	✓			
Meskel & Associates Engineering kmarshall@meskelengineering.com	✓	✓			
Metric Engineering, Inc.  4.4 suzannah.peckham@metriceng.com		✓			

NV5, Inc. 	✓	✓	✓	✓
marketingfla@nv5.com				
None		✓		
martin.larinas@gmail.com				
North America Procurement Cour		✓		
notifications@napc.me				
PRIME AE Group 	✓	✓		
nick.welch@primeeng.com				
RevStar Consulting 		✓		
nastassia.barkouskaya@revstarcons				
Sangen Consulting INC 	✓	✓		
accounting@sangenconsulting.com				
Source Management 		✓		
sourcemanagement@deltek.com				
Surveying And Mapping, LLC 		✓		
darlene.chaberek@sam.biz				
THWilson Bonds 		✓		
thwbonds@outlook.com				
Team Fishel 		✓		
rvillarreal@teamfishel.com				
Team Locklear	✓	✓		
john.locklear@gmail.com				
Terracon Consultants, Inc 	✓	✓		
emilygrace.studstill@terracon.com				
UES Professional Solutions, LLC		✓		
bmeikle@universalengineering.com				
VIA Consulting Services 	✓	✓	✓	✓
swhaley@via-cs.com				
VIA Consulting Services 	✓	✓		
psheridan@via-cs.com				
VIA Consulting Services 	✓	✓		
gpowell@via-cs.com				
VendorLink, LLC 		✓		

<i>bids@evendorlink.com</i>			
Visual	✓		
<i>visualbidalerts@gmail.com</i>			
WGI, Inc.  No Reviews	✓	✓	
<i>busdev@wginc.com</i>			
WSB LLC  No Reviews	✓	✓	✓
<i>pgarcia@wsbeng.com</i>			
eda consultants, inc.  No Review	✓		
<i>ascannella@edafi.com</i>			
nextech	✓		
<i>aqeelsqureshi@gmail.com</i>			





Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County Commissioners

DATE:

FROM: Administrative and Contractual  
Services

**SUBJECT:**

Approval of the First Renewal to Agreement No. 2021/2022-224 with James Moore & Co., P.L. regarding Professional Auditing Services for three (3) years for fiscal years (FY) ending September 30, 2025 through September 30, 2027, in the amounts of \$285,000 for FY 2025, \$295,000 for FY 2026, and \$290,000 for FY 2027.

**Funding Source:**

General Fund - County Commissioners - Accounting and Auditing

**AGENDA ITEM TYPE:**

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**BACKGROUND INFORMATION:**

Base fees for the previous three years were \$270,000.00 annually. Changes in the annual fees reflect additional Annual Comprehensive Financial Report (ACFR) schedules and implementation of significant new GASB standards. The renewal was negotiated and approved by the Clerk's Office.

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

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

**Funding Source:**

General Fund - County Commissioners - Accounting and Auditing

**Account No:**

FD1000 - CC1100 - SC532000

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

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

**Planning Requirements:**

Public Hearing Required (Yes\No):

**No**

Hearing Type:

Initiated By:

N/A

**ATTACHMENTS:**

Description	Type	Upload Date	File Name
▢ Contracts_Auditing Services	Agreement/Contract	8/20/2025	Auditing_Services_with_James_Moore_RN1.ADA.pdf

**REVIEWERS:**

Department	Reviewer	Action	Date	Comments
Budget Office	Streeper, Lisa	Approved	8/20/2025 - 5:34 PM	Item Pushed to Agenda

## **CLAY COUNTY AGREEMENT/CONTRACT NO. 2021/2022-224 RN1**

### **FIRST RENEWAL TO AGREEMENT FOR PROFESSIONAL AUDITING SERVICES**

This First Renewal to Agreement for Professional Auditing Services (“First Renewal”) is entered into this \_\_\_\_ day of August, 2025, between James Moore & Co., P.L., a Florida Limited Liability Company (the “Auditor”), and Clay County, a political subdivision of the State of Florida (the “County”). Capitalized words not otherwise defined herein shall have the meanings ascribed to them in the Agreement.

### **RECITALS**

**WHEREAS**, on August 23, 2022, the parties entered into the Agreement for Professional Auditing Services, Clay County Agreement/Contract No. 2021/2022-224 (“Agreement”), which is incorporated herein by reference, under which the Auditor agreed to provide the professional services described in RFQ 21/22-22 and in the Auditor’s Engagement Letter attached to the Agreement; and

**WHEREAS**, the Services include, but are not limited to, conducting a financial audit of the County’s financial statements for the fiscal years ending September 30, 2022, 2023 and 2024, and for any subsequent fiscal years pursuant to any renewals entered into by the parties; and

**WHEREAS**, the Agreement provides for an initial term of three (3) years, for the fiscal years ending September 30, 2022-2024. Upon completion of the Services with the audit for the fiscal year ending September 30, 2024, the Agreement may be renewed for three (3) additional renewal terms consisting of one to three fiscal years each renewal term based on what is deemed to be in the best interest of the County and only upon subsequent written agreement of the parties; and

**WHEREAS**, any renewal must be evidenced by a written amendment to the Agreement and a new engagement letter from the Auditor; and

**WHEREAS**, the parties have negotiated a renewal term for the Auditor to perform services for an additional three fiscal years, as set forth in the Auditor’s Engagement Letter dated August 8, 2025, attached hereto as Attachment B and incorporated herein by reference; and

**WHEREAS**, the parties wish to enter into this First Renewal to renew the Agreement for an additional three fiscal years, for the fiscal years ending September 30, 2025, 2026, and 2027.

**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. First Renewal Term. The parties hereby renew the Agreement for an additional three fiscal years in accordance with the Agreement. The first renewal term shall remain in full force and effect for the fiscal years ending September 30, 2025, 2026, and 2027. Upon completion of this engagement with the audit for the year ending September 30, 2027, new engagements can be entered into for up to two additional three-year periods as set forth in the Agreement.

3. Scope of Services during First Renewal. The scope of services to be provided by the Auditor are set forth in the RFQ Scope of Services attached as Attachment A to the Agreement and the Auditor's Engagement Letter dated August 8, 2025, attached hereto as Attachment B.

4. Compensation for Services during the First Renewal. During the first renewal term, the County agrees to pay the Auditor for all Services actually, timely and faithfully rendered in accordance with the terms of this Agreement on a lump sum basis as follows:

- \$285,000 for Services completed for the fiscal year ending September 30, 2025;
- \$295,000 for Services completed for the fiscal year ending September 30, 2026; and
- \$290,000 for Services completed for the fiscal year ending September 30, 2027.

These lump sum fees shall be inclusive of all out-of-pocket costs and expenses incurred by the Auditor in providing the Services under this Agreement.

5. Human Trafficking Attestation. In compliance with Section 787.06 (13), Florida Statutes, the undersigned, on behalf of the Auditor, a nongovernmental entity, hereby attests under penalty of perjury as follows:

- a. The Auditor 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.
- b. If, at any time in the future, the Auditor does use coercion for labor or services, the Auditor will immediately notify the County and no contracts may be executed, renewed, or extended between the parties.
- c. By execution of this First Renewal, 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.

6. Conforming Changes. All provisions in the Agreement, and any amendments, attachments, schedules or exhibits thereto in conflict with this First Renewal shall be and hereby are changed to conform to this First Renewal.

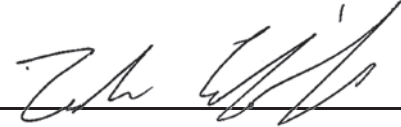
7. Ratification of Agreement. Except as expressly provided herein, all terms and conditions of the Agreement not affected by this First Renewal are incorporated herein and shall remain in full force and effect.

8. Counterparts. This First Renewal 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 Renewal 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 Renewal on behalf of such party and that the First Renewal will constitute a legal and binding obligation of such party.

**IN WITNESS WHEREOF**, the parties have executed this First Renewal as of the date and year first written above.

**JAMES MOORE & CO., P.L.**

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

Print Name: Zach Chalifour

Print Title: Partner

**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\Auditor\James Moore\Auditing Services with James Moore RN1.doc

# **ATTACHMENT B ENGAGEMENT LETTER**

August 8, 2025

To the Honorable Board of County Commissioners,  
Clay County, Florida:

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Clay County, Florida (the County) as of September 30, 2025, 2026, and 2027, and for the years then ended, and the related notes to the financial statements, which collectively comprise the County's basic financial statements as listed in the table of contents. The special-purpose audit reports as required by the Florida Auditor General for each constitutional officer shall also be included in the scope of this engagement.

In addition, if applicable, we will audit the County's compliance over major federal award programs and major state projects for the years ended September 30, 2025, 2026, and 2027. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the County's major federal award programs and major state projects.

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS), and in accordance with Government Auditing Standards, and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the County complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and Government Auditing Standards, if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that supplementary information, such as management's discussion and analysis (MD&A) or budgetary comparison information, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules
3. Pension and OPEB schedules



Supplementary information other than RSI will accompany the County's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with GAAS. We intend to provide an opinion on whether the following supplementary information is presented fairly in all material respects in relation to the basic financial statements as a whole:

1. General and nonmajor fund combining schedules
2. Budgetary comparison schedules
3. Schedule of expenditures of federal awards and state financial assistance

Also, the document we submit to you will include the following other additional information which will not be subjected to the auditing procedures applied in our audit of the basic financial statements:

1. Introductory section
2. Statistical section

#### **Data Collection Form**

If applicable, prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility, if the Data Collection Form is applicable. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form, if applicable, is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

#### **Audit of the Financial Statements**

We will conduct our audits in accordance with GAAS and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America (if applicable); the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards* (Uniform Guidance) (if applicable); Section 215.97, Florida Statutes, *Florida Single Audit Act* (if applicable), and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General (if applicable). As part of an audit of financial statements in accordance with GAAS, and in accordance with Government Auditing Standards, and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error,

as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.

- Obtain an understanding of the system of internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the County's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America, and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the County's basic financial statements. Our report will be addressed to the governing body of the County. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will issue a written report as required by Chapter 10.550, Rules of the State of Florida, Office of the Auditor General upon completion of our audit.

### **Reporting on Key Audit Matters**

Management has not requested that we communicate key audit matters in our auditors' report for this fiscal year.

### **Significant Risks Identified**

We have identified the following preliminary significant risks of material misstatement as part of our audit planning, which are being communicated to comply with auditing standards and do not represent any specific finding and/or concerns related to the audit:

- Override of internal controls by management
- Improper revenue recognition due to fraud
- Improper use of restricted resources

Our final communication of significant risks identified will take place upon completion of our audit.

### **Audit(s) of Major Program and/or Major Project Compliance**

If applicable, our audit(s) of the County's major federal award program(s) and/or state project(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; the Uniform Guidance; and Chapter 10.550, Rules of the State of Florida, Office of the Auditor General; and will include tests of accounting records, a determination of major programs and/or projects in accordance with the Uniform Guidance, Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, and other procedures we consider necessary to enable us to express such an opinion on major federal award program and/or major state project compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the County's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the County's compliance with the requirements of the federal programs as a whole.

Our procedures will consist of determining major federal programs and, performing the applicable procedures described in the U.S. Office of Management and Budget OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the County's major programs, and performing such other procedures as we consider necessary in the circumstances. The purpose of those procedures will be to express an opinion on the County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the County's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the County's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

Chapter 10.550, Rules of the State of Florida, Office of the Auditor General requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major state projects, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the County's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the County's compliance with the requirements of the state projects as a whole.

Our procedures will consist of tests of transactions and other applicable procedures described in the State of Florida State Projects Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Organization's major state projects, and performing such other procedures as we consider necessary in the circumstances. The purpose of these procedures will be to express an opinion on the County's compliance with requirements applicable to each of its major state projects in our report on compliance issued pursuant to Chapter 10.550, Rules of the State of Florida, Office of the Auditor General.

Also, as required by Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, we will obtain an understanding of the County's internal control over compliance relevant to the audit in order to design and perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major state project. Our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Chapter 10.550, Rules of the State of Florida, Office of the Auditor General. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

As part of a compliance audit in accordance with GAAS, and in accordance with Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the County's major federal award programs and/or major state projects, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

### **Management's Responsibilities**

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal awards received and state financial assistance expended during the period and the federal programs under which they were received;



4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal awards and/or state financial assistance (including notes and noncash assistance received) in accordance with the Uniform Guidance (if applicable) and Chapter 10.550, Rules of the State of Florida, Office of the Auditor General requirements (if applicable);
6. For the design, implementation, and maintenance of internal control over federal awards, state financial assistance, and compliance;
7. For establishing and maintaining effective internal control over federal awards and state financial assistance that provides reasonable assurance that the County is managing federal awards and state projects in compliance with federal and state statutes, regulations, and the terms and conditions of the federal awards and state financial assistance;
8. For identifying and ensuring that the County complies with federal laws and state statutes, regulations, and the terms and conditions of federal award programs and state financial assistance projects and implementing systems designed to achieve compliance with applicable federal and state statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs and state financial assistance projects;
9. For disclosing accurately, currently, and completely the financial results of each federal award and major state project in accordance with the requirements of the award;
10. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
11. For taking prompt action when instances of noncompliance are identified;
12. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
13. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
14. For submitting the reporting package and data collection form to the appropriate parties;
15. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
16. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, including the disclosures, and relevant to federal award programs and state financial assistance projects, such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the purpose of the audit;
  - c. Unrestricted access to persons within the County and others from whom we determine it necessary to obtain audit evidence.
  - d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
  - e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditors' report
17. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
18. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
19. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
20. For informing us of any known or suspected fraud affecting the County involving management, employees with significant role in the system of internal control and others where fraud could have a material effect on compliance;
21. For the accuracy and completeness of all information provided;

22. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information;
23. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter; and
24. For identifying and ensuring that the County complies with applicable laws, regulations, contracts, agreements, and grants.
25. Additionally, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on the first day of fieldwork.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

#### **Landfill Escrow Schedule Audit**

You have requested that we audit the schedule of activity (the Schedule) of the landfill long-term care escrow account of the Association as of and for the fiscal years ended September 30, 2025, 2026, and 2027, and the related notes to the Schedule. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the Schedule in a separate report.

#### *Audit of the Schedule*

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Schedule is free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Schedule. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the Schedule, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the Schedule.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the Schedule in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the Schedule that we have identified during the audit.

We will issue a written report upon completion of our audit of the Schedule. Our report will be addressed to the governing body. We cannot provide assurance that an unmodified opinion will be expressed.

Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

### *Management Responsibilities*

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the Schedule in accordance with accounting practices prescribed or permitted by Rule 62-701.630(5)(c), Florida Administrative Code to demonstrate compliance with the State of Florida Department of Environmental Protection's regulatory basis of accounting;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Schedule that is free from material misstatement, whether due to fraud or error;
3. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the Schedule such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the purpose of the audit;
  - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence; and
4. For including the auditor's report in any document containing the Schedule that indicates that such Schedule has been audited by the entity's auditor;
5. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities; and
6. For adjusting the Schedule to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year under audit are immaterial, both individually and in the aggregate, to the Schedule as a whole.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

### **Court Cost Report**

You have requested that we examine compliance with Section 29.008 and 29.0085, Florida Statutes, in relation to the Statement of County Funded Court-Related Functions report of the County for the years ended September 30, 2025, 2026, and 2027. We are pleased to confirm our acceptance and our understanding of this examination engagement by means of this letter. Our examination will be conducted with the objective of expressing an opinion as to whether the County complied in all material respects with Section 29.008 and 29.0085, Florida Statutes, subject to the same procedures and standards as outlined in the Additional Examination Engagements section of this letter.

### **Additional Examination Engagements**

You have requested that we examine the County's compliance for the fiscal years ended September 30, 2025, 2026, and 2027, with the following statutes (collectively, "the Statutes"):

- Section 218.415, Florida Statutes, *Local Government Investment Policies*
- Section 28.35, Florida Statutes, *Florida Clerks of Court Operations Corporation*, and Section 28.36, Florida Statutes, *Budget Procedure*
- Section 365.172, Florida Statutes, Emergency Communications Number "E911" and Section 365.173, Florida Statutes, Communications Number E911 System Fund
- Section 61.181, Florida Statutes, Depository for alimony transactions, support, maintenance, and support payments; and fees

We are pleased to confirm our acceptance and our understanding of this direct examination engagement by means of this letter. Our examination will be conducted with the objective of obtaining reasonable assurance by evaluating whether the County complied in all material respects with the Statutes and performing other procedures to obtain sufficient appropriate evidence to express an opinion in a written practitioner's report that conveys the results of our evaluation.

#### *Practitioner Responsibilities*

We will conduct our examination in accordance with the attestation standards established by the AICPA. An examination involves performing procedures to obtain attest evidence about whether the County complied with the Statutes, in all material respects. An examination involves performing procedures to obtain evidence about the County's compliance with the Statutes. The nature, timing, and extent of procedures selected depend on the practitioner's judgment, including the assessment of the risks of material misstatement of the underlying subject matter, whether due to fraud or error.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards. However, we will inform you of any material noncompliance with laws or regulations, uncorrected misstatements, fraud, and when relevant to the underlying subject matter or subject matter information, internal control deficiencies that comes to our attention, unless clearly inconsequential.

#### *Management Responsibilities*

Our examination will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For ensuring the County complies with the Statutes;
2. For the design, implementation, and maintenance of internal control to prevent, or detect and correct, misstatement of or noncompliance with the Statutes, due to fraud or error;
3. For selecting the criteria for the evaluation of the County's compliance with the Statutes;
4. Determining that such criteria are suitable, will be available to the intended users, and are appropriate for the purpose of the engagement; and
5. To provide us with:
  - a. Access to all information of which management is aware that is relevant to compliance with the Statutes, such as records, documentation, and other matters and that you are responsible for the accuracy and completeness of that information;
  - b. Additional information that we may request from management for the purpose of the examination; and
  - c. Unrestricted access to persons within the County from whom we determine it necessary to obtain attest evidence.

As part of our examination process, we will request from you written confirmation concerning representations made to us in connection with the examination.

#### *Reporting*

We will issue a written report upon completion of our examination of the County's compliance with the Statutes. Our report will be addressed to the governing body. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.



### Nonattest Services

We will perform the following nonattest services: preparation of financial statements, preparation of schedule of expenditures of federal awards and state financial assistance and data collection form, preparation of annual financial report. With respect to any nonattest services we perform, we will not assume management responsibilities on behalf of the County. However, we will provide advice and recommendations to assist management of the County in performing its responsibilities. The County's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual (David Caudill) to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, establishing, and maintaining the system of internal control, including the process used to monitor the system of internal control.

Our responsibilities and limitations of the engagement are as follows. We will perform the services in accordance with applicable professional standards. This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm may advise the County with regard to different matters, but the County must make all decisions with regard to those matters.

Any nonattest services performed by us do not constitute an audit performed in accordance with *Government Auditing Standards*.

### Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents or support for any other transactions we select for testing.

We do not host, are not the custodian of, and accept no responsibility for your financial and non-financial data. You acknowledge that you have sole responsibility for the storage and preservation of your financial and non-financial data.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditors' report to the date the financial statements are issued.

Zach Chalifour is the service leader for the audit services specified in this letter. The service leader's responsibilities include supervising the services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the reports.

Our fees for the audit of the financial statements and related services, including expenses, for each of the fiscal years included in this engagement are as follows:

<b>Year Ending September 30,</b>	<b>Financial Statement Audit Fee</b>	<b>ACFR Additional Schedules</b>	<b>Significant New Standard Implementation</b>	<b>Total Expected Fee</b>
2025	\$275,000	\$5,000	\$5,000 (GASB 101)	\$285,000
2026	\$280,000	\$5,000	\$10,000 (GASB 103)	\$295,000
2027	\$285,000	\$5,000	-	\$290,000

Our ability to provide services in accordance with our estimated fees depends on the quality, timeliness, and accuracy of the County's records, and, for example, the number of general ledger adjustments required as a result of our work. We will also need your personnel to be readily available during the engagement to respond in a timely manner to our requests. Lack of preparation, poor records, general ledger adjustments and/or untimely assistance may result in an increase of our fees.

The above base audit fees include the scope of all services previously outlined in this engagement letter. Additionally, when required for any County department or constitutional officer, an agreed-upon procedures report related to the County's internal controls of related to the DAVID system with the Florida Department of Highway Safety and Motor Vehicles shall also be included in the above base audit fee on up to an annual basis.

This engagement may be terminated by either party for noncompliance with the terms as noted in this engagement letter. The parties will provide 60 days' notice of their intention to terminate the engagement. Upon completion of this engagement with the audit for the year ended September 30, 2027, new engagements can be entered into for up to two additional three-year periods as set forth in the original agreement, at the option of both parties. Any such engagements will be evidenced by a new engagement letter.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the County's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

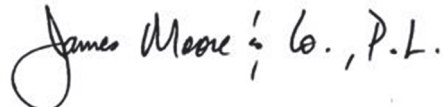
The audit documentation for this engagement is the property of James Moore & Co., P.L. and constitutes confidential information. However, we may be requested to make certain audit documentation available to a grantor or their designee, a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office pursuant to authority given to it by laws or regulation, or to peer reviews. If requested, access to such audit documentation will be provided under the supervision of James Moore & Co., P.L. personnel. We will notify you of any such request. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. In the normal course of business, we use the services of third-parties and individual contractors, which are not employees of James Moore & Co., P.L. Those services are performed at various levels and in various aspects our engagements including bookkeeping, tax return preparation, consulting, audit and other attest services and clerical and data entry functions. It is possible that during the course of the engagement we may utilize such third-party and individual contractor sources. Additionally, the engagement will, of necessity, require us to handle confidential information and we expect third-party service providers and individual contractors to maintain the confidentiality of such information. To be reasonably assured that unauthorized release of confidential client information does not occur, we require

Clay County, Florida  
August 8, 2025  
Page 12

those individuals and third-party service providers to enter into a written agreement to maintain the confidentiality of such information. Your acceptance of this arrangement acknowledges and accepts our handling of confidential information including access by third-party and individual service providers.

We appreciate the opportunity to be of service to the County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive, flowing style.

JAMES MOORE & CO., P.L.

RESPONSE:

This letter correctly sets forth the understanding of Clay County, Florida.

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

# WARREN, STONE & ASSOCIATES, LLC

CERTIFIED PUBLIC ACCOUNTANTS AND BUSINESS ADVISORS

## Report on the Firm's System of Quality Control

April 23, 2024

To the Members of  
James Moore & Co., P.L.  
and the Peer Review Committee of the Florida Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of James Moore & Co., P.L. (the firm) in effect for the year ended October 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of James Moore & Co., P.L. in effect for the year ended October 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. James Moore & Co., P.L. has received a peer review rating of *pass*.

*Warren, Stone & Associates, LLC*

Warren, Stone & Associates, LLC





Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County Commissioners

DATE:

FROM: Administrative and  
Contractual Services

SUBJECT: Approval of the SHIP Program Annual Report Closeout for Fiscal Year  
2022/2023 and Interim Fiscal Year 2023/2024 and Certification.

AGENDA ITEM TYPE:

---

ATTACHMENTS:

Description	Type	Upload Date	File Name
▣ SHIP Memo	Cover Memo	8/21/2025	SHIP_Memo_to_CS_and_AR_for_22-23.ADA.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Administrative and Contractual Services	Streeper, Lisa	Approved	8/20/2025 - 5:34 PM	Item Pushed to Agenda



State Housing Initiative  
Partnership Program

Mailing Address:  
P.O. Box 1366  
Green Cove Springs, FL  
32043

Phone: 904-529-4700  
904-278-4700  
Fax: 904-278-4708

**County Manager**  
Howard Wanamaker

**Commissioners:**

John Sgromolo  
District 1

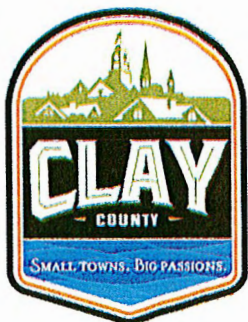
Alexandra Compere  
District 2

Jim Renninger  
District 3

Betsy Condon  
District 4

Kristen Burke, DC  
District 5

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



## MEMORANDUM

TO: Chereese Stewart, Assistant County Manager,  
Director of Economic Development Services,

FROM: Theresa Sumner, SHIP Program Administrator *Theresa Sumner*

DATE: August 12, 2025

RE: Annual Report of Closeout Fiscal Years 2022/2023 and Interim Year 2023/2024

The SHIP Program Annual Report for closeout year 2022/2023 is attached, reflecting assistance to eighty-four (84) Clay County families. This is a web-based report that is provided to Florida Housing each year. The report shows an allocation in the amount of \$2,131,049.00. We are given three years to spend this allocation.

Program Income expenditures are broken down as follows:

Purchase Assistance (Down Payment Assistance)	\$260,000.00
Owner Occupied Rehab	\$459,755.76
Demolition and Rebuild	\$549,530.45
Non-Profit Construction	\$600,000.00
Eviction Prevention/Rapid Rehousing	\$320,632.73

Our report must show that we have met our income set-asides. For instance:  
20% of our allocation must be spent on persons with special needs or persons with a disabling condition. We have met that requirement.

30% of our allocation must be spent on persons of extremely low and very low income. We have met that requirement.

In addition, this report provides information for Interim Year 1 Report (2023/2024) showing an allocation of \$2,643,477.00. Currently, \$2,603,794.76 has been expended and/or encumbered for eligible applicants.

I am requesting this report be placed on the Board of County Commission Consent Agenda, along with the approval of the attached Annual Report and Local Housing Incentives Certification.

State Housing Initiatives Partnership (SHIP) Program  
Annual Report and Local Housing Incentives Certification

On behalf of the Clay County SHIP Program, I hereby certify that:

1. The Annual Report information submitted electronically to Florida Housing Finance Corporation is true and accurate for the closeout year 2022/2023 and interim year 2023/2024.
2. The local housing incentives or local housing incentive plan have been implemented or are in the process of being implemented. Including, at a minimum:
  - a. Permits defined in s 163.3164 (15) and (16) for affordable housing projects are expedited to a greater degree than other projects; and
  - b. There is an ongoing process for review of local policies, ordinances, regulations, and plan provision that increase the cost of housing prior to their adoption.
3. The cumulative cost per newly constructed housing per housing unit, from these actions is estimated to be \$0.00.
4. The cumulative cost per rehabilitation housing per housing unit, from these actions is estimated to be \$0.00.
5. Dated this 26th day of August, 2025.

Staff member responsible for submitting the Annual Report to FHFC: Theresa Sumner.

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

# **Title: SHIP Annual Report**

**Report Status: Unsubmitted**

**Clay County FY 2022/2023 Closeout**

**Form 1**



## SHIP Distribution Summary

### Homeownership

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
1	Purchase Assistance	\$260,000.00	15				
3	Owner Occupied Rehab	\$459,755.76	14				
4	Demolition and Rebuild	\$549,530.45	3				
10	Non Profit Construction	\$600,000.00	5				

**Homeownership Totals:** \$1,869,286.21 37

### Rentals

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
13	Eviction Prevention	\$245,174.13	35				
26	Rapid Rehousing	\$75,458.60	12				

**Rental Totals:** \$320,632.73 47

**Subtotals:** \$2,189,918.94 84

### Additional Use of Funds

Use	Expended	Percentage
Administrative	\$176,826.48	8.29 %
Homeownership Counseling	\$ .00	
Admin From Program Income	\$ .00	.00 %
Admin From Disaster Funds	\$ .00	-
Admin From HHRP	\$ .00	#Error

**Totals:** \$2,366,745.42 84 \$ .00 \$ .00

### Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

Source of Funds	Amount
State Annual Distribution	\$2,131,049.00
Program Income (Interest)	
Program Income (Payments)	\$233,960.90
Recaptured Funds	\$ .00
Disaster Funds	
HHRP Funds	
Carryover funds from previous year	\$2,509.67
<b>Total:</b>	<b>\$2,367,519.57</b>

\* Carry Forward to Next Year: \$774.15

NOTE: This carry forward amount will only be accurate when all revenue amounts and all expended, encumbered and unencumbered amounts have been added to Form 1

## Rental Unit Information

Description	Eff.	1 Bed	2 Bed	3 Bed	4 Bed
ELI	465	498	621	814	1,007
VLI	775	830	996	1,150	1,283
LOW	1,240	1,328	1,593	1,841	2,053
MOD	1,860	1,992	2,391	2,761	3,081
Up to 140%	2,170	2,324	2,789	3,221	3,594

## Recap of Funding Sources for Units Produced ("Leveraging")

Source of Funds Produced through June 30th for Units	Amount of Funds Expended to Date	% of Total Value
SHIP Funds Expended	\$2,189,918.94	50.21%
Public Moneys Expended	\$2,171,280.77	49.79%
Private Funds Expended		.00%
Owner Contribution		.00%
Total Value of All Units	\$4,361,199.71	100.00%

## SHIP Program Compliance Summary - Home Ownership/Construction/Rehab

Compliance Category	SHIP Funds	Trust Funds	% of Trust Fund	FL Statute Minimum %
Homeownership	\$1,869,286.21	\$2,133,558.67	87.61%	65%
Construction / Rehabilitation	\$1,869,286.21	\$2,133,558.67	87.61%	75%

## Program Compliance - Income Set-Asides

Income Category	SHIP Funds	Total Available Funds %	Totals of Percentages
Extremely Low	\$642,617.60	27.14%	EL+VL: 43.64%
Very Low	\$390,518.36	16.49%	
Low	\$966,782.98	40.84%	EL+VL+L: 84.47%
Moderate	\$190,000.00	8.03%	
Over 120%-140%	\$0.00	.00%	
Totals: \$2,189,918.94		92.50%	

## Project Funding for Expended Funds Only

Income Category	Total Funds Mortgages, Loans & DPL's	Mortgages, Loans & DPL Unit #s	Total Funds SHIP Grants	SHIP Grant Unit #s	Total SHIP Funds Expended	Total # Units
Extremely Low	\$606,084.39	5	\$36,533.21	6	\$642,617.60	11
Very Low	\$277,342.38	8	\$113,175.98	18	\$390,518.36	26
Low	\$795,859.44	13	\$170,923.54	23	\$966,782.98	36
Moderate	\$190,000.00	11	\$0.00	0	\$190,000.00	11
Over 120%-140%	\$0.00	0	\$0.00	0	\$0.00	0
<b>Totals:</b>	<b>\$1,869,286.21</b>	<b>37</b>	<b>\$320,632.73</b>	<b>47</b>	<b>\$2,189,918.94</b>	<b>84</b>

### Form 3

#### Number of Households/Units Produced

Strategy	List Unincorporated and Each Municipality	ELI	VLI	Low	Mod	Over 140%	Total
Demolition and Rebuild	Orange Park	1					1
Demolition and Rebuild	Green Cove Springs	1					1
Owner Occupied Rehab	Green Cove Springs	1	2	1			4
Demolition and Rebuild	Middleburg	1					1
Owner Occupied Rehab	Orange Park		4	3			7
Owner Occupied Rehab	Middleburg	1	1	1			3
Purchase Assistance	Orange Park			3	5		8
Purchase Assistance	Keystone Heights				2		2
Purchase Assistance	Green Cove Springs				2		2
Purchase Assistance	Fleming Island				1		1
Eviction Prevention	Middleburg		4	4			8
Eviction Prevention	Orange Park	5	9	9			23
Eviction Prevention	Keystone			1			1
Eviction Prevention	Green Cove			1			1
Eviction Prevention	Fleming Island			2			2
Rapid Rehousing	Middleburg		3	4			7
Rapid Rehousing	Orange Park	1	1	2			4
Rapid Rehousing	Keystone		1				1
Non Profit Construction	Green Cove		1	4			5
Purchase Assistance	Middleburg			1	1		2
<b>Totals:</b>		<b>11</b>	<b>26</b>	<b>36</b>	<b>11</b>		<b>84</b>

### Characteristics/Age (Head of Household)

Description	List Unincorporated and Each Municipality	0 - 25	26 - 40	41 - 61	62+	Total
Demolition and Rebuild	Orange Park				1	1
Demolition and Rebuild	Green Cove Springs			1		1
Owner Occupied Rehab	Green Cove Springs			2	2	4
Demolition and Rebuild	Middleburg				1	1
Owner Occupied Rehab	Orange Park			2	5	7
Owner Occupied Rehab	Middleburg		1	1	1	3
Purchase Assistance	Orange Park		5	3		8
Purchase Assistance	Keystone Heights			2		2
Purchase Assistance	Green Cove Springs			2		2
Purchase Assistance	Fleming Island			1		1
Eviction Prevention	Middleburg		5	3		8
Eviction Prevention	Orange Park	3	9	10	1	23
Eviction Prevention	Keystone		1			1
Eviction Prevention	Green Cove		1			1
Eviction Prevention	Fleming Island	1	1			2
Rapid Rehousing	Middleburg		3	2	2	7
Rapid Rehousing	Orange Park		2	1	1	4
Rapid Rehousing	Keystone			1		1
Non Profit Construction	Green Cove			5		5
Purchase Assistance	Middleburg		2			2
<b>Totals:</b>		<b>4</b>	<b>30</b>	<b>36</b>	<b>14</b>	<b>84</b>

### Family Size

Description	List Unincorporated and Each Municipality	1 Person	2-4 People	5+ People	Total
Demolition and Rebuild	Orange Park	1			1
Demolition and Rebuild	Green Cove Springs	1			1
Owner Occupied Rehab	Green Cove Springs	2	2		4
Demolition and Rebuild	Middleburg	1			1
Owner Occupied Rehab	Orange Park	4	3		7



Owner Occupied Rehab	Middleburg	2	1		3
Purchase Assistance	Orange Park	5	3		8
Purchase Assistance	Keystone Heights		2		2
Purchase Assistance	Green Cove Springs		2		2
Purchase Assistance	Fleming Island		1		1
Eviction Prevention	Middleburg	3	4	1	8
Eviction Prevention	Orange Park	9	12	2	23
Eviction Prevention	Keystone			1	1
Eviction Prevention	Green Cove			1	1
Eviction Prevention	Fleming Island		2		2
Rapid Rehousing	Middleburg	2	5		7
Rapid Rehousing	Orange Park	1	1	2	4
Rapid Rehousing	Keystone		1		1
Non Profit Construction	Green Cove		5		5
Purchase Assistance	Middleburg	2			2
<b>Totals:</b>		<b>33</b>	<b>44</b>	<b>7</b>	<b>84</b>

#### Race (Head of Household)

Description	List Unincorporated and Each Municipality	White	Black	Hispanic	Asian	Amer-Indian	Other	Total
Demolition and Rebuild	Orange Park		1					1
Demolition and Rebuild	Green Cove Springs		1					1
Owner Occupied Rehab	Green Cove Springs	2	2					4
Demolition and Rebuild	Middleburg	1						1
Owner Occupied Rehab	Orange Park	5	2					7
Owner Occupied Rehab	Middleburg	3						3
Purchase Assistance	Orange Park	5	2	1				8
Purchase Assistance	Keystone Heights	2						2
Purchase Assistance	Green Cove Springs	1	1					2
Purchase Assistance	Fleming Island						1	1
Eviction Prevention	Middleburg	2	6					8
Eviction Prevention	Orange Park	2	20	1				23
Eviction Prevention	Keystone	1						1
Eviction Prevention	Green Cove	1						1
Eviction Prevention	Fleming Island		2					2

Rapid Rehousing	Middleburg	4	3					7
Rapid Rehousing	Orange Park	3	1					4
Rapid Rehousing	Keystone	1						1
Non Profit Construction	Green Cove	4				1		5
Purchase Assistance	Middleburg	2						2
<b>Totals:</b>		<b>39</b>	<b>41</b>	<b>2</b>		<b>1</b>	<b>1</b>	<b>84</b>

### Demographics (Any Member of Household)

Description	List Unincorporated and Each Municipality	Farm Worker	Home-less	Elderly	Total
Demolition and Rebuild	Orange Park			1	1
Demolition and Rebuild	Green Cove Springs				0
Owner Occupied Rehab	Green Cove Springs			2	2
Demolition and Rebuild	Middleburg			1	1
Owner Occupied Rehab	Orange Park			5	5
Owner Occupied Rehab	Middleburg			1	1
Purchase Assistance	Orange Park				0
Purchase Assistance	Keystone Heights				0
Purchase Assistance	Green Cove Springs				0
Purchase Assistance	Fleming Island				0
Eviction Prevention	Middleburg				0
Eviction Prevention	Orange Park			1	1
Eviction Prevention	Keystone				0
Eviction Prevention	Green Cove				0
Eviction Prevention	Fleming Island				0
Rapid Rehousing	Middleburg			2	2
Rapid Rehousing	Orange Park			1	1
Rapid Rehousing	Keystone				0
Non Profit Construction	Green Cove				0
Purchase Assistance	Middleburg				0
<b>Totals:</b>				<b>14</b>	<b>14</b>

**Special Target Groups for Funds Expended (i.e. teachers, nurses, law enforcement, fire fighters, etc.) Set Aside**

Description	Special Target Group	Expended Funds	Total # of Expended Units
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## Form 4

### Status of Incentive Strategies

Incentive	Description (If Other)	Category	Status	Year Adopted (or N/A)
Expedited permitting		AHAC Review	Implemented, in LHAP	1995
Ongoing review process		AHAC Review	Implemented, in LHAP	2004

### Support Services

A clearinghouse for support services is facilitated by Mercy Support Services network which provides a wide range of services to a wide range of agencies.

Home Ownership Education is provided to all first time homebuyers.

### Other Accomplishments

N/A

### Availability for Public Inspection and Comments

The annual report is available at the SHIP Office in the County Administration Building, 477 Houston Street, Green Cove Springs, FL 32043. The report can be viewed and comments received from August 11 through August 26, 2025. There have been no comments.

### Life-to-Date Homeownership Default and Foreclosure

Total SHIP Purchase Assistance Loans: 799

#### Mortgage Foreclosures

A. Very low income households in foreclosure: 0

B. Low income households in foreclosure: 0

C. Moderate households in foreclosure: 0

Foreclosed Loans Life-to-date: 0

SHIP Program Foreclosure Percentage Rate Life to Date: 0.00

#### Mortgage Defaults

A. Very low income households in default: 0

B. Low income households in default: 0

C. Moderate households in default: 0

Defaulted Loans Life-to-date: 0

SHIP Program Default Percentage Rate Life to Date: 0.00

## Strategies and Production Costs

Strategy	Average Cost
Demolition and Rebuild	\$183,176.82
Eviction Prevention	\$7,004.98
Non Profit Construction	\$120,000.00
Owner Occupied Rehab	\$32,839.70
Purchase Assistance	\$17,333.33
Rapid Rehousing	\$6,288.22

## Expended Funds

Total Unit Count: 84

Total Expended Amount: \$2,189,918.94

Strategy	Full Name	Address	City	Zip Code	Expended Funds	FY if Unit Already Counted
Demolition and Rebuild	Debra Gainers	656 Allen Road	Orange Park	32073	\$156,730.00	
Demolition and Rebuild	Rosalind Young	531 Cypress Avenue	Green Cove Springs	32043	\$217,920.20	
Owner Occupied Rehab	Karen Thomas	205 South Highland Avenue	Green Cove Springs	32043	\$27,504.75	
Demolition and Rebuild	Patricia Eames	4054 Deer Trail	Middleburg	32068	\$174,880.25	
Owner Occupied Rehab	Frederick Peton	408 Libra Lane	Orange Park	32073	\$43,701.25	
Owner Occupied Rehab	Brittany Tucker	1690 Susan Drive	Middleburg	32068	\$46,838.45	
Owner Occupied Rehab	Leroy Sanks	102 Roberts Street North	Green Cove Springs	32043	\$45,348.45	
Owner Occupied Rehab	Scott O'Brien	68 Judson Circle	Orange Park	32073	\$49,799.60	
Owner Occupied Rehab	Georgia Langley	568 Coppitt Drive	Orange Park	32073	\$17,551.75	
Owner Occupied Rehab	Annie Richardson	5 First Street N.	Green Cove Springs	32043	\$30,552.95	
Owner Occupied Rehab	Betty Roseborough	2387 Dumfries Court	Orange Park	32073	\$5,218.70	
Owner Occupied Rehab	Barbara Milam	1277 Independence Drive	Orange Park	32073	\$14,970.30	
Owner Occupied Rehab	Sharon Sutliff	198 North Mimosa Avenue	Middleburg	32068	\$26,000.99	
Owner Occupied Rehab	James Jones	324 Aruiga Drive	Orange Park	32073	\$50,000.99	
Owner Occupied Rehab	Sherri Pettigrew	532 Rusmore Street	Orange Park	32073	\$25,000.99	
Owner Occupied Rehab	Alice Sellers	2808 Diploma Court	Middleburg	32068	\$28,000.99	
Owner Occupied Rehab	Cassandra Pryor	599 South Oakridge Ave	Green Cove Springs	32043	\$49,265.60	



Purchase Assistance	Elizaeth Kirce	549 Running Woods Street	Orange Park	32073	\$15,000.00	
Purchase Assistance	Lynnette Rutkowski	6499 Bernice road	Keystone Heights	32656	\$15,000.00	
Purchase Assistance	Shawntavia Young	815 Glendale Lane	Orange Park	32073	\$15,000.00	
Purchase Assistance	Louis Palmero	188 Venus Lane	Orange Park	32073	\$15,000.00	
Purchase Assistance	Katherine Ethridge	413 South Highland Ave	Green Cove Springs	32043	\$15,000.00	
Purchase Assistance	Daniel Rincon	3209 Katies Court	Green Cove Springs	32043	\$15,000.00	
Purchase Assistance	Zarife Brahimaj	1850-C Green Springs Circle	Fleming Island	32003	\$15,000.00	
Purchase Assistance	Matthew Lewis	1557 Ibis Drive	Orange Park	32073	\$15,000.00	
Purchase Assistance	Adam Buchannan	5484 Coronado Street	Keystone Heights	32656	\$20,000.00	
Eviction Prevention	Annie Hardy	1535 Blanding Blvd Unit 802	Middleburg	32068	\$6,653.85	
Eviction Prevention	LaQuinn Herring	4190 Plantation Oaks, Unit 1643	Orange Park	32073	\$9,716.70	
Eviction Prevention	Brook Cumbo	622 Filmore Street, Unit 142B	Orange Park	32073	\$6,758.58	
Eviction Prevention	Traci Martin	2285 CR 220, Unit 1408	Middleburg	32068	\$7,054.43	
Eviction Prevention	Kizzy Bryant	1745 Wells Road Unit 108	Orange Park	32073	\$2,343.60	
Eviction Prevention	Arbie Washington	741 Park Avenue, Unit 112	Orange Park	32073	\$6,531.00	
Eviction Prevention	Nisha Smith	2285 CR 220, Unit 1505	Middleburg	32068	\$7,360.19	
Eviction Prevention	Wanda Damico	2121 Burwick Avenue, Unit 2204	Orange Park	32073	\$4,127.97	
Eviction Prevention	Brandon Wilkinson	6321 Vassar Drive	Keystone	32656	\$5,890.50	
Eviction Prevention	Ericka Jones-West	4419 Visa Point Lane	Orange Park	32073	\$9,975.00	
Eviction Prevention	Katina Peterson	1928 Bryce Landing, Unit 2215	Middleburg	32068	\$4,730.93	
Eviction Prevention	Tonya James	1535 Blanding Blvd Unit 1002	Middleburg	32068	\$7,830.90	
Eviction Prevention	Caroline Foster	1710 Wells Road, Unit 821	Orange Park	32073	\$8,970.15	
Eviction Prevention	Dalhila Dent	222 Blairmore Blvd, Unit 108	Orange Park	32073	\$7,329.53	
Eviction Prevention	Candice Jackson	573 Oakleaf Plantation Unit 1041	Orange Park	32073	\$6,574.58	
Eviction Prevention	Kyle Reiser	3426 Canyon Falls Drive	Green Cove	32043	\$9,634.43	
Eviction Prevention	Cassandra Redd	1745 Wells Road, Unit 303	Orange Park	32073	\$8,113.35	

Eviction Prevention	Cedric Porter	573 Oakleaf Plan Unit 432	Orange Park	32073	\$9,065.70	
Eviction Prevention	Leah Hurdle	209 Parkside Avenue	Orange Park	32073	\$7,278.08	
Eviction Prevention	Malia Carroll	141 Old Orange Park Road 201	Orange Park	32073	\$6,104.91	
Eviction Prevention	Joelmy Martinez	1535 Blanding, Unit 623	Middleburg	32068	\$7,547.40	
Eviction Prevention	Ashlee McNair	2150 Spencer Road, Unit 14B	Orange Park	32073	\$7,651.88	
Eviction Prevention	Quantail Cobbart	2285 Marsh Hawk Lane, 15-204	Fleming Island	32003	\$8,982.75	
Eviction Prevention	Lamesia Screen	837 Red Leaf Street 308	Orange Park	32073	\$3,037.65	
Eviction Prevention	Heather Peters	85 Current Ave	Middleburg	32068	\$6,221.25	
Eviction Prevention	Salise Hall	1717 CR 220, Unit 807	Fleming Island	32003	\$9,304.00	
Eviction Prevention	Lynn Anthony	2285 CR 220, Unit 1706	Middleburg	32068	\$5,829.81	
Eviction Prevention	Carmen Jenkins	2020 Wells Road, Unit 23H	Orange Park	32073	\$9,872.68	
Eviction Prevention	Ashley Drisker	2040 Wells Road, Unit 3G	Orange Park	32073	\$6,146.70	
Eviction Prevention	TaRail Tatum	2020 Wells Road, Unit 24 E	Orange Park	32073	\$4,961.25	
Eviction Prevention	Michael Pratzikos	471 A Lombard Street	Orange Park	32073	\$8,190.00	
Eviction Prevention	Qnneatha Waters	1863 Wells Road, Unit 53	Orange Park	32073	\$6,637.05	
Eviction Prevention	Alexandra Summerset	351 Crossing Blvd, Unit 736	Orange Park	32073	\$9,634.80	
Eviction Prevention	Kingdra Patterson	4190 Plantation Oaks, Unit 843	Orange Park	32073	\$5,555.55	
Eviction Prevention	Dutchess Rembert	141 Old Orange Park Rd Unit 46	Orange Park	32073	\$3,556.98	
Rapid Rehousing	Renee Frost	1535 Blanding Blvd. Unit 102	Middleburg	32068	\$3,115.09	
Rapid Rehousing	Amanda Matthews	2474 Aloha Lane	Middleburg	32068	\$9,396.89	
Rapid Rehousing	Kristin Miles	1800 Kingsley Ave, Unit 58	Orange Park	32073	\$5,972.75	
Rapid Rehousing	Jalisa Smith	1914 Bryce Landing, Unit 5317	Middleburg	32068	\$7,025.25	
Rapid Rehousing	Stuart Carlin	3160 Chase Lane, Unit 213	Orange Park	32073	\$4,624.52	
Rapid Rehousing	Brianna Williams	2285 CR 220, Unit 308	Middleburg	32068	\$598.49	
Rapid Rehousing	Adrian Thomas	2285 CR 220, Unit 810	Middleburg	32068	\$5,912.33	
Rapid Rehousing	Linda Lebrasseur	1914 Bryce Landing, Unit 5117	Middleburg	32068	\$6,487.95	

Rapid Rehousing	Thomas Doan	3656 Bryce Park Unit 5116	Middleburg	32068	\$7,681.80	
Rapid Rehousing	Jamie Johnson	230 Lee Drive	Orange Park	32073	\$7,596.78	
Rapid Rehousing	Crystal Manning	6334 Vanderbilt	Keystone	32656	\$9,303.00	
Rapid Rehousing	Lashana Williams	1745 Wells Road, Unit 203	Orange Park	32073	\$7,743.75	
Non Profit Construction	Keri Gambardella	120 North Roberts Street	Green Cove	32043	\$150,000.00	
Non Profit Construction	Melissa Johnson	511 Belle Avenue	Green Cove	32043	\$150,000.00	
Non Profit Construction	Desiree Gorman	507 Belle Avenue	Green Cove	32043	\$150,000.00	
Non Profit Construction	Marjorie Tucker	1004 Palmer Street	Green Cove	32043	\$75,000.00	
Non Profit Construction	William Mays	0 Kirk Stret, Lot 4	Green Cove	32043	\$75,000.00	
Purchase Assistance	Kariel Robertson	3390 Green Oaks Lane	Middleburg	32068	\$20,000.00	
Purchase Assistance	Melinda Martinez	1800 Park Avenue, Unit 222	Orange Park	32073	\$20,000.00	
Purchase Assistance	Elvia Peredes	452 Running Woods Street	Orange Park	32073	\$20,000.00	
Purchase Assistance	Aaron Thompson	2640 Pinewood Blvd	Middleburg	32068	\$20,000.00	
Purchase Assistance	Theresa Sapitan	565 Pine Forest Trail	Orange Park	32073	\$20,000.00	
Purchase Assistance	Skylar Vincent	451 Clairmont Drive	Orange Park	32073	\$20,000.00	

### Administration by Entity

Name	Business Type	Strategy Covered	Responsibility	Amount
Housing Finance Authority of Clay County	Government	All	Administer the SHIP Program	\$113,806.08
Clay County SHIP Program	Government	All	Administer the SHIP Program	\$63,020.40

### Program Income

Program Income Funds	
Loan Repayment:	\$233,960.90
Refinance:	
Foreclosure:	
Sale of Property:	
Interest Earned:	
<b>Total:</b>	<b>\$233,960.90</b>

### Number of Affordable Housing Applications

Number of Affordable Housing Applications	
Submitted	17
Approved	16
Denied	1

#### Explanation of Recaptured funds

Description	Amount

Total: \$0.00

#### Rental Developments

Development Name	Owner	Address	City	Zip Code	SHIP Amount	SHIP Units	Compliance Monitored By

#### Single Family Area Purchase Price

The average area purchase price of single family units:

Or



Not Applicable

Form 5



## Special Needs Breakdown

Code(s)	Strategies	Expended Amount	Units	Encumbered Amount	Units	% of Allocation
3	Owner Occupied Rehab	\$197,297.66	8			
4	Demolition and Rebuild	\$374,650.20	2			
10	Non Profit Construction	\$75,000.00	1			
13	Eviction Prevention	\$7,304.85	2			
26	Rapid Rehousing	\$4,624.52	1			
<b>Total:</b>		<b>\$658,877.23</b>	<b>14</b>			<b>30.92%</b>

## Special Needs Category Breakdown by Strategy

Strategies	Special Needs Category	Expended Amount	Units	Encumbered Amount	Units
(4) Demolition and Rebuild	Receiving Supplemental Security Income	\$156,730.00	1		
(4) Demolition and Rebuild	Receiving Social Security Disability Insurance	\$217,920.20	1		
(3) Owner Occupied Rehab	Receiving Social Security Disability Insurance	\$67,552.74	2		
(3) Owner Occupied Rehab	Receiving Supplemental Security Income	\$103,743.93	5		
(3) Owner Occupied Rehab	Developmental Disabilities	\$26,000.99	1		
(13) Eviction Prevention	Receiving Social Security Disability Insurance	\$7,304.85	2		
(26) Rapid Rehousing	Receiving Supplemental Security Income	\$4,624.52	1		
(10) Non Profit Construction	Receiving Supplemental Security Income	\$75,000.00	1		

### Provide a description of efforts to reduce homelessness:

Mercy Support Services is the Developer/Sponsor for the SHIP Program's Eviction Prevention and Rent Subsidies/Rapid Rehousing Strategies. Mercy Support Services is responsible for taking applications from those in need of Eviction Prevention and Rapid Rehousing.

## Interim Year Data

## Interim Year Data

<b>Revenue</b>	
State Annual Distribution	\$2,643,477.00
SHIP Disaster Funds	
HHRP Allocation	
Program Income	\$351,280.81

**Total Revenue: \$2,994,757.81**

<b>Expenditures/Encumbrances</b>	
Program Funds Expended	
Program Funds Encumbered	\$2,603,794.76
Total Administration Funds Expended	\$177,196.17
Total Administration Funds Encumbered	\$0.00
Homeownership Counseling	\$10,000.00

**Total Expenditures/Encumbrances: \$2,790,990.93**

<b>Set-Asides</b>		<b>Percentage</b>
65% Homeownership Requirement	\$2,195,106.00	83.04%
75% Construction / Rehabilitation	\$2,195,106.00	83.04%
30% Very Low Income Requirement	\$428,794.76	14.32%
60% Very Low + Low Income Requirements	\$2,483,794.76	82.94%
20% Special Needs Requirement	\$143,106.00	4.78%

**LG Submitted Comments:**



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of  
County  
Commissioners

DATE:

FROM: Theresa  
Sumner

SUBJECT:

AGENDA ITEM  
TYPE:

---

**BACKGROUND INFORMATION:**

A mortgage was made to the homeowner in the amount of \$17, 070.00 on February 12, 2020. This loan was made as a forgivable loan with a 5-year forgiveness period. The time has since passed and the homeowner is released of obligation by virtue of time.

**ATTACHMENTS:**

Description	Type	Upload Date	File Name
☐ Satisfaction of Mortgage	Agreement/Contract	8/21/2025	Satisfaction_of_Mort_Maturity-Diesen.ADA.pdf

**REVIEWERS:**

Department	Reviewer	Action	Date	Comments
BCC	Streeper, Lisa	Approved	8/20/2025 - 5:35 PM	Item Pushed to Agenda



This instrument prepared by:  
Clay County SHIP Program  
Clay County, Florida

Return To:  
Clay County SHIP Program  
Administration Building, Third Floor  
Green Cove Springs, Florida 32043

### **SATISFACTION OF MORTGAGE**

This instrument is made and executed as of this 26<sup>th</sup> day of August, 2025, on behalf of **CLAY COUNTY, FLORIDA**, a political subdivision of the State of Florida (S.H.I.P. PROGRAM) ("Mortgagee") by which instrument the Mortgagee does intend, and by the execution hereof does evidence the full and complete satisfaction and release of that certain Mortgage, 12<sup>th</sup> day of February, 2020 and executed and given by Marilyn S. Diesen, which mortgage is recorded in Official Records Book 4293, Page 460, of the public records of Clay County, Florida, encumbering the property described therein, in the amount of \$17,070.00. In consideration of receipt by the Mortgagee of payment in the amount of ten dollars and other valuable considerations, and by the execution of this instrument on behalf of the County, the Mortgage is hereby declared satisfied and released.

**IN WITNESS WHEREOF**, Clay County, a political subdivision of the State of Florida, (S.H.I.P. PROGRAM) has caused these presents to be executed in its name by its Board of County Commissioners acting by the Chairman of the Board, the day and year aforesaid.

BOARD OF COUNTY COMMISSIONERS,  
CLAY COUNTY, FLORIDA

BY:

\_\_\_\_\_  
Betsy Condon  
Chairman

(OFFICIAL SEAL)

ATTEST:

\_\_\_\_\_  
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, August 26 4:00 PM

TO: Board of County  
Commissioners

DATE: 7/30/2025

FROM: Courtney K.  
Grimm

SUBJECT:

AGENDA ITEM  
TYPE:

---

ATTACHMENTS:

Description	Type	Upload Date	File Name
Hidden Waters Annual Assessment Resolution	Resolution Letter	8/21/2025	Annual_Assessment_Resolution- FINAL.ADA.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
County Attorney	Streeper, Lisa	Approved	8/20/2025 - 5:35 PM	Item Pushed to Agenda

**CLAY COUNTY RESOLUTION NO. 2024/2025 – \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, RELATING TO THE IMPROVEMENT AND MAINTENANCE OF CERTAIN ROADS WITHIN THE HIDDEN WATERS ROADS MUNICIPAL SERVICE BENEFIT UNIT; IMPOSING ROAD IMPROVEMENT AND MAINTENANCE ASSESSMENTS AGAINST CERTAIN PROPERTIES LOCATED WITHIN THE HIDDEN WATERS ROADS MUNICIPAL SERVICE BENEFIT UNIT, WHICH IS LOCATED WITHIN THE UNINCORPORATED AREA OF CLAY COUNTY, FLORIDA; ESTABLISHING THE RATE OF ASSESSMENT; APPROVING THE ASSESSMENT ROLL; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners (the "Board") of Clay County, Florida, enacted Ordinance No. 98-34 (the "Ordinance"), which readopted all of the substantive terms and provisions of Ordinance No. 97-18, and ratified and confirmed the adoption of Ordinance No. 97-18 and of all of the substantive terms and provisions thereof and all acts undertaken and resolutions adopted under the authority thereof, said Ordinance relating to the provision of roadway and appurtenant drainage improvements, services, facilities and programs within the Hidden Waters Roads Municipal Service Benefit Unit (the "Benefit Unit") created thereunder, and authorizing the imposition of Road Maintenance Assessments to fund the cost thereof against certain parcels of Assessable Property located therein; and,

**WHEREAS**, the imposition of Road Maintenance Assessments each Fiscal Year is an equitable and efficient method of allocating and apportioning the Service Cost among the parcels of Assessable Property located within the Benefit Unit; and,

**WHEREAS**, under the authority of the Ordinance the Board has initiated a road improvement and maintenance assessment program within the Benefit Unit using the tax bill collection method for the Fiscal Year beginning on October 1, 1997, following the methodology and requirements set forth in the Ordinance, to-wit: the Board, on July 16, 1997, adopted

Resolution No. 96/97-75 (the "Initial Assessment Resolution"), containing a brief and general description of the road improvement and maintenance services to be provided, describing the method of apportioning the Service Cost to compute the Road Maintenance Assessment for specific parcels of Assessable Property, designating a Maximum Assessment Rate, and directing preparation of the Assessment Roll and provision of the notice required by the Ordinance; and on August 12, 1997, the Board adopted Resolution No. 96/97-88 (the "Final Assessment Resolution") by which it levied the Road Maintenance Assessments and adopted the Assessment Roll computed and generated pursuant to the Initial Assessment Resolution; and,

**WHEREAS**, the imposition of a Road Maintenance Assessment each Fiscal Year is an equitable and efficient method of allocating and apportioning the Service Cost among the specific parcels of Assessable Property within the Benefit Unit; and,

**WHEREAS**, the Board desires to continue to provide a road improvement and maintenance assessment program within the Benefit Unit using the tax bill collection method for the Fiscal Year commencing October 1, 2025; and,

**WHEREAS**, pursuant to the terms of the Ordinance the Board is required to adopt an Annual Rate Resolution approving the Assessment Roll and establishing the assessment rate for the ensuing Fiscal Year; and,

**WHEREAS**, the Board has ascertained, determined and declared that during the Fiscal Year commencing October 1, 2025, each parcel of Assessable Property within the Benefit Unit will be benefited by the provision of the road improvement and maintenance services in an amount not less than the Road Maintenance Assessment for each such parcel, all as hereinafter provided; and,

**WHEREAS**, the benefits provided to each parcel of Assessable Property include by way of example and not limitation, the improvement of accessibility to the community therein of essential governmental services, including but not limited to, those for fire, rescue, law enforcement, school bus transportation, solid waste collection and postal service.



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

**Section 1.**     **Authority.** This Resolution is adopted pursuant to the Ordinance, Chapter 125, Florida Statutes, and other applicable provisions of law.

**Section 2.**     **Definitions and Interpretation.** This Resolution constitutes the Annual Rate Resolution as defined in the Ordinance for the Fiscal Year commencing October 1, 2025. All capitalized terms in this Resolution shall have the meanings defined in the Ordinance, the Initial Assessment Resolution, and the Final Assessment Resolution.

**Section 3.**     **Road Improvement and Maintenance Services.** Upon the imposition of Road Maintenance Assessments against parcels of Assessable Property located within the Benefit Unit, the County shall provide road improvement and maintenance services within the Benefit Unit for the benefit of each such parcel of Assessable Property. The Service Cost shall be paid from proceeds of the Road Maintenance Assessments.

**Section 4.**     **Road Maintenance Assessments.**

(A)     The parcels of Assessable Property described in the Assessment Roll, which is hereby approved and adopted, are hereby found to be specially benefited by the provision of the road improvement and maintenance services described herein and in the Initial Assessment Resolution and Final Assessment Resolution in the amount of the Road Maintenance Assessment set forth in the Assessment Roll, a copy of which was present at the meeting of the Board at which this Resolution was adopted, and is incorporated herein by reference.

(B)     The method for computing Road Maintenance Assessments on the Assessment Roll, including the computations supporting the rate of assessment, is substantially the same as previously adopted by the Board in the Final Assessment Resolution, and is hereby approved. The computation of the Assessment for each Assessment Unit is set forth in Appendix A attached hereto, and the same is hereby approved.

(C) Neither the maximum assessment rate, the method of apportionment, the boundaries of the Benefit Unit, the purpose of the assessment, nor the use of the revenue generated by the assessment have been changed or substantially modified from that adopted under the Final Assessment Resolution.

(D) For the Fiscal Year commencing October 1, 2025, the Service Cost shall be allocated among all parcels of Assessable Property in the manner described in the Initial Assessment Resolution. An annual rate of assessment equal to \$140.00 for each parcel of Assessable Property is hereby approved. Road Maintenance Assessments in the amounts set forth in the Assessment Roll, as herein approved, are hereby levied and imposed on all parcels of Assessable Property described in the Assessment Roll.

(E) Such Road Maintenance Assessments shall constitute a lien upon the parcels of Assessable Property so assessed equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles and claims, until paid.

(F) The Assessment Roll, as herein approved and adopted, shall be delivered to the Tax Collector for collection using the tax bill collection method in the manner prescribed by the Ordinance. The Assessment Roll shall be accompanied by a Certificate to Non-Ad Valorem Assessment Roll in substantially the form attached hereto as Appendix B.

**Section 5.**     **Effect of Adoption of Resolution.** The adoption of this Annual Rate Resolution shall be the final adjudication of the issues presented herein (including, but not limited to, the method of apportionment, the rate of assessment, the Assessment Roll and the levy and lien of the Road Maintenance Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within twenty (20) days from the effective date of this Annual Rate Resolution.

**Section 6.**     **Effective Date.** This Annual Rate Resolution shall take effect immediately upon its adoption.

**DULY ADOPTED**, by the Board of County Commissioners of Clay County, Florida,  
this 26th day of August, 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

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APPENDIX A  
ASSESSMENT COMPUTATION



**Hidden Waters 2025/2026 Budget**  
**120 assessments**

**Revenue:**

Cash Carry Forward from previous year	\$ 24,008.00
Assessment revenue	\$ 16,800.00
Interest	\$ 140.00
Reversions	\$ 74.00
Statutory 5% Budget Requirement	\$ (847.00)
Total	\$ 40,175.00

**Expenses:**

Collection Costs (2% tax collector Commission + administrative fees)	\$ 840.00
Annual Maintenance	\$ 13,500.00
Reserve	\$ 25,835.00
Total	\$ 40,175.00

**Assessment per parcel**

**\$ 140.00**

APPENDIX B

FORM OF CERTIFICATE TO  
NON-AD VALOREM ASSESSMENT

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**HIDDEN WATERS ROADS MSBU**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that, upon completion of this Certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as a part thereof, said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this County.

In witness whereof, I have subscribed this Certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this the 26th day of August, 2025.

Received this \_\_\_\_ day of \_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels	2 AU Parcels	0 AU Parcels	TOTALS
Parcels	106	7	3	116
AU	106	14	0	120
\$140.00/AU	\$14,840	\$1,960	\$0	\$16,800



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County  
Commissioners

DATE: 7/30/2025

FROM: Courtney K.  
Grimm

SUBJECT:

AGENDA ITEM  
TYPE:

---

ATTACHMENTS:

Description	Type	Upload Date	File Name
□ Oak Forest Annual Assessment Resolution	Resolution Letter	8/22/2025	Oak_Forest_2025_Annual_Assessment_Resolution.ADA.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
County Attorney	Streeper, Lisa	Approved	8/20/2025 - 5:35 PM	Item Pushed to Agenda



**CLAY COUNTY RESOLUTION NO. 2024/2025 – \_\_\_\_**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, RELATING TO THE IMPROVEMENT AND MAINTENANCE OF CERTAIN ROADS WITHIN THE OAK FOREST ROADS MUNICIPAL SERVICE BENEFIT UNIT; IMPOSING ROAD IMPROVEMENT AND MAINTENANCE ASSESSMENTS AGAINST CERTAIN PROPERTIES LOCATED WITHIN THE OAK FOREST ROADS MUNICIPAL SERVICE BENEFIT UNIT, WHICH IS LOCATED WITHIN THE UNINCORPORATED AREA OF CLAY COUNTY, FLORIDA; ESTABLISHING THE RATE OF ASSESSMENT; APPROVING THE ASSESSMENT ROLL; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners (the "Board") of Clay County, Florida, has enacted Ordinance No. 94-33 (the "Ordinance"), creating the Oak Forest Roads Municipal Service Benefit Unit (the "Benefit Unit") which authorizes the imposition of Road Maintenance Assessments against certain parcels of Assessable Property located therein; and,

**WHEREAS**, under the authority of the Ordinance the Board has initiated a road improvement and maintenance assessment program within the Benefit Unit using the tax bill collection method for the Fiscal Year beginning on October 1, 1994, following the methodology and requirements set forth in the Ordinance, to-wit: the Board, on July 12, 1994, adopted Resolution No. 93/94-100 (the "Initial Assessment Resolution"), containing a brief and general description of the road improvement and maintenance services to be provided, describing the method of apportioning the Service Cost to compute the Road Maintenance Assessment for specific parcels of Assessable Property, designating a Maximum Assessment Rate, and directing preparation of the Assessment Roll and provision of the notice required by the Ordinance; and on August 23, 1994, the Board adopted Resolution No. 93/94-125 (the "Final Assessment Resolution") by which it levied the Road Maintenance Assessments and adopted the Assessment Roll computed and generated pursuant to the Initial Assessment Resolution; and,

**WHEREAS**, the imposition of a Road Maintenance Assessment each Fiscal Year is an equitable and efficient method of allocating and apportioning the Service Cost among the specific parcels of Assessable Property within the Benefit Unit; and,

**WHEREAS**, the Board desires to continue to provide a road improvement and maintenance assessment program within the Benefit Unit using the tax bill collection method for the Fiscal Year commencing October 1, 2025; and,

**WHEREAS**, pursuant to the terms of the Ordinance the Board is required to adopt an Annual Rate Resolution approving the Assessment Roll and establishing the assessment rate for the ensuing Fiscal Year; and,

**WHEREAS**, the Board has ascertained, determined and declared that during the Fiscal Year commencing October 1, 2025, each parcel of Assessable Property within the Benefit Unit will be benefited by the provision of the road improvement and maintenance services in an amount not less than the Road Maintenance Assessment for each such parcel, all as hereinafter provided; and,

**WHEREAS**, the benefits provided to each parcel of Assessable Property include by way of example and not limitation, the improvement of accessibility to the community therein of essential governmental services, including but not limited to, those for fire, rescue, law enforcement, school bus transportation, solid waste collection and postal service.

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

**Section 1.**     **Authority.** This Resolution is adopted pursuant to the Ordinance, Chapter 125, Florida Statutes, and other applicable provisions of law.

**Section 2.**     **Definitions and Interpretation.** This Resolution constitutes the Annual Rate Resolution as defined in the Ordinance for the Fiscal Year commencing October 1, 2025. All capitalized terms in this Resolution shall have the meanings defined in the Ordinance, the Initial Assessment Resolution, and the Final Assessment Resolution.

**Section 3.**     **Road Improvement and Maintenance Services.** Upon the imposition of Road Maintenance Assessments against parcels of Assessable Property located within the Benefit Unit, the County shall provide road improvement and maintenance services within the Benefit Unit for the benefit of each such parcel of Assessable Property. The Service Cost shall be paid from proceeds of the Road Maintenance Assessments.

**Section 4.**     **Road Maintenance Assessments.**

(A)     The parcels of Assessable Property described in the Assessment Roll, which is hereby approved and adopted, are hereby found to be specially benefited by the provision of the road improvement and maintenance services described herein and in the Initial Assessment Resolution and Final Assessment Resolution in the amount of the Road Maintenance Assessment set forth in the Assessment Roll, a copy of which was present at the meeting of the Board at which this Resolution was adopted, and is incorporated herein by reference.

(B)     The method for computing Road Maintenance Assessments on the Assessment Roll, including the computations supporting the rate of assessment is substantially the same as previously adopted by the Board in the Final Assessment Resolution, and is hereby approved. The computation of the assessment for each Assessment Unit is set forth in Appendix A attached hereto, and the same is hereby approved.

(C)     Neither the maximum assessment rate, the method of apportionment, the boundaries of the Benefit Unit, the purpose of the assessment, nor the use of the revenue generated by the assessment have been changed or substantially modified from that adopted under the Final Assessment Resolution.

(D)     For the Fiscal Year commencing October 1, 2025, the Service Cost shall be allocated among all parcels of Assessable Property in the manner described in the Initial Assessment Resolution. An annual rate of assessment equal to \$229.00 for each unit of Assessable Property is hereby approved. Road Maintenance Assessments in the amounts set forth in the Assessment Roll, as herein approved, are hereby levied and imposed on all parcels of Assessable Property described in the Assessment Roll.

(E) Such Road Maintenance Assessments shall constitute a lien upon the parcels of Assessable Property so assessed equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles and claims, until paid.

(F) The Assessment Roll, as herein approved and adopted, shall be delivered to the Tax Collector for collection using the tax bill collection method in the manner prescribed by the Ordinance. The Assessment Roll shall be accompanied by a Certificate to Non-Ad Valorem Assessment Roll in substantially the form attached hereto as Appendix B.

**Section 5.** **Effect of Adoption of Resolution.** The adoption of this Annual Rate Resolution shall be the final adjudication of the issues presented herein (including, but not limited to, the method of apportionment, the rate of assessment, the Assessment Roll and the levy and lien of the Road Maintenance Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within twenty (20) days from the effective date of this Annual Rate Resolution.

**Section 6.** **Effective Date.** This Annual Rate Resolution shall take effect immediately upon its adoption.

**DULY ADOPTED,** by the Board of County Commissioners of Clay County, Florida, this 26th day of August, 2025.

BOARD OF COUNTY COMMISSIONERS  
CLAY COUNTY, FLORIDA

ATTEST:

BY: \_\_\_\_\_  
Betsy Condon, Chairman

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

F:\mhs\MSBU\Oakforst\2025\Oak Forest 2025 Annual Assessment Resolution.doc



# APPENDIX A

## ASSESSMENT COMPUTATION

**Oak Forest 2025/2026 Budget**  
**195 assessments**

<b>Revenue:</b>	
Cash Carry Forward from previous year	\$ 43,941.00
Assessment revenue	\$ 44,655.00
Interest	\$ 300.00
Reversions	\$ 190.00
Statutory 5% Budget Requirement	\$ (2,247.75)
Total	\$ 86,838.25

<b>Expenses:</b>	
Collection Costs (2% tax collector commission + administrative fees)	\$ 2,232.75
Annual Maintenance	\$ 40,001.25
Reserve	\$ 44,604.25
Total	\$ 86,838.25

<b>Assessment per parcel</b>	<b>\$ 229.00</b>
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## APPENDIX B

### FORM OF CERTIFICATE TO NON-AD VALOREM ASSESSMENT

# **CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

## **OAK FOREST ROADS MSBU**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that, upon completion of this Certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as a part thereof, said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this County.

In witness whereof, I have subscribed this Certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this the 26th day of August, 2025.

Received this \_\_\_\_ day of  
\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels	2 AU Parcels	3 AU Parcels	0 AU Parcels	TOTALS
Parcels	180	6	1	1	188
AU	180	12	3	0	195
\$229/AU	\$41,220.00	\$2,748.00	\$687.00	\$0	\$44,655.00





Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County  
Commissioners

DATE: 7/30/2025

FROM: Courtney K.  
Grimm

SUBJECT:

AGENDA ITEM  
TYPE:

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ATTACHMENTS:

Description	Type	Upload Date	File Name
Blue Jay Annual Assessment Resolution	Resolution Letter	8/22/2025	Blue_Jay_2025_Annual_Rate_Resolutionada.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
County Attorney	Streeper, Lisa	Approved	8/20/2025 - 5:39 PM	Item Pushed to Agenda

**CLAY COUNTY RESOLUTION NO. 2024/2025 – \_\_\_\_**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, RELATING TO THE IMPROVEMENT AND MAINTENANCE OF CERTAIN ROADS WITHIN THE BLUE JAY ROADS MUNICIPAL SERVICE BENEFIT UNIT; IMPOSING ROAD IMPROVEMENT AND MAINTENANCE ASSESSMENTS AGAINST CERTAIN PROPERTIES LOCATED WITHIN THE BLUE JAY ROADS MUNICIPAL SERVICE BENEFIT UNIT, WHICH IS LOCATED WITHIN THE UNINCORPORATED AREA OF CLAY COUNTY, FLORIDA; ESTABLISHING THE RATE OF ASSESSMENT; APPROVING THE ASSESSMENT ROLL; AND PROVIDING AN EFFECTIVE DATE.**

**Recitals**

**WHEREAS**, the Board adopted the Capital Project and Related Service Assessment Ordinance, Ordinance No. 03-69 (the “Ordinance”), to provide for the creation of Assessment Areas and authorize the imposition of special assessments to fund the construction of Local Improvements and the provision of Related Services to property located within said Assessment Areas; and,

**WHEREAS**, pursuant to the Ordinance, the Board created and imposed special assessments to fund the cost of Grading and Maintenance Services within the Blue Jay Drive Municipal Service Benefit Unit (the “MSBU”) on August 26, 2003, with the adoption of the Final Assessment Resolution for Maintenance Assessments in the Blue Jay Drive Municipal Service Benefit Unit, Resolution No. 02/03-86 (the “Final Assessment Resolution”); and,

**WHEREAS**, pursuant to the provisions of the Ordinance, the Board is required to adopt an Annual Assessment Resolution for each fiscal year to approve the Assessment Roll for such fiscal year and to establish the Assessment for each of the Tax Parcels shown thereon; and,

**WHEREAS**, this Resolution is adopted as the Annual Assessment Resolution for the approval of the Maintenance Services Assessment Roll for the Fiscal Year beginning October 1, 2025, and for the establishment and imposition of the Assessment for each of the Tax Parcels shown thereon; and,

**WHEREAS**, the Assessment Coordinator designated under the Initial Assessment Resolution for Maintenance Assessments in the Blue Jay Drive Municipal Service Benefit Unit, Resolution No. 02/03-74 (the "Initial Assessment Resolution"), has prepared a 2025 preliminary Maintenance Services Assessment Roll conforming to the requirements of the Ordinance and Section 2.02 of the Initial Assessment Resolution; and,

**WHEREAS**, on August 25, 2009, following a public hearing duly noticed as required by the terms of the Ordinance, the Board adopted Resolution No. 08/09-77 (the "FY 08/09 Annual Assessment Resolution"), by which it established the maximum Assessment rate that can be but is not required to be assessed and apportioned among benefited properties in each Fiscal Year subsequent to the Fiscal Year beginning October 1, 2009, without additional notice to the property owners; and,

**WHEREAS**, the Board has deemed it to be in the best interests of the citizens and residents within the MSBU that Assessments to fund the Assessed Cost of the Grading and Maintenance Services therein continue to be imposed for the Fiscal Year beginning October 1, 2025.

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

**SECTION 1. RECITALS.** The foregoing recitals are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution.

**SECTION 2. AUTHORITY.** This Resolution is adopted pursuant to the provisions of the Ordinance, the Initial Assessment Resolution, the Final Assessment Resolution, Article VIII, Section 1, Florida Constitution, Chapter 125, Florida Statutes, and other applicable provisions of law.

**SECTION 3. DEFINITIONS.** All capitalized terms not otherwise defined herein shall have the meanings defined in the Ordinance, the Initial Assessment Resolution, and the Final Assessment Resolution unless the context clearly indicates an alternative meaning.

**SECTION 4. ANNUAL ASSESSMENTS TO FUND GRADING AND MAINTENANCE SERVICES.**

(A) Each of the Tax Parcels described in the 2025 preliminary Maintenance Services Assessment Roll is hereby found to be specially benefited by the provision of the Grading and Maintenance Services in the amount of the annual Assessment set forth therefor in the 2025 preliminary Maintenance Services Assessment Roll. The methodology set forth in Section 3.02 of the Initial Assessment Resolution, as confirmed by the Final Assessment Resolution, for computing the annual Assessments is hereby approved and found to be a fair and reasonable method of apportioning the Assessed Cost among the benefited properties. For the Fiscal Year beginning October 1, 2025, the rate of Assessment for each Lot, which constitutes the Assessment Unit pursuant to the Ordinance, shall be \$125. The computation of the rate of the Assessment for each Assessment Unit is set forth in Appendix A attached hereto, and the same is hereby approved.

(B) The annual Assessments computed in the manner set forth in the Initial Assessment Resolution, as confirmed by the Final Assessment Resolution, at the rate set forth in subsection (A), are hereby levied and reimposed on all Tax Parcels described in the 2025 preliminary Maintenance Services Assessment Roll.



(C) As provided in Section 2.04 of the Ordinance, and as established under the FY 08/09 Annual Assessment Resolution, the maximum Assessment rate, as computed in the manner set forth in the Initial Assessment Resolution, that can be but is not required to be assessed and apportioned among benefited properties in each Fiscal Year subsequent to the Fiscal Year beginning October 1, 2009, without additional notice to the property owners is \$125 per Lot.

**SECTION 5. APPROVAL OF ASSESSMENT ROLL.** The 2025 preliminary Maintenance Services Assessment Roll as prepared by and on file with the Assessment Coordinator for Grading and Maintenance Services within the MSBU, which includes the annual Assessment amounts for each Tax Parcel within the MSBU shown thereon for the Fiscal Year beginning October 1, 2025, is hereby approved as the 2025 final Maintenance Services Assessment Roll.

**SECTION 6. ASSESSMENT LIENS.** Upon the adoption of this Resolution, the Assessments imposed within the MSBU hereunder as shown on the 2025 preliminary Maintenance Services Assessment Roll shall constitute a lien against each of the Tax Parcels shown thereon equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles, and claims until paid. The lien shall be deemed perfected upon adoption by the Board of this Resolution and shall attach to the property included on the final Maintenance Services Assessment Roll as of the prior January 1, the lien date for ad valorem taxes.

**SECTION 7. COLLECTION OF ASSESSMENTS.** The Assessments shall be collected pursuant to the Uniform Assessment Collection Act. Upon adoption of this Resolution, and pursuant to the Ordinance, the Assessment Coordinator shall cause the certification and delivery of the final Maintenance Services Assessment Roll to the Tax Collector by September 15,

2025, in the manner prescribed by the Uniform Assessment Collection Act. The final Maintenance Services Assessment Roll, as delivered to the Tax Collector, shall be accompanied by a Certificate to Non-Ad Valorem Assessment Roll in substantially the form attached hereto as Appendix B.

**SECTION 8. CONFLICTS.** All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 9. EFFECT OF FINAL RESOLUTION.** The adoption of this Annual Assessment Resolution shall be the final adjudication of the issues presented herein, including, but not limited to, the method by which the Assessments are computed, the final Maintenance Services Assessment Roll, the annual Assessment amount, the levy and lien of the Assessments, and the special benefit to assessed property, unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of the Board's action adopting this Annual Assessment Resolution.

**SECTION 10. SEVERABILITY.** If any clause, section, or other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid for any reason or cause, in part or application, the remaining portions of this Resolution shall remain in full force and effect and be valid as if such unconstitutional or invalid portion thereof had not been incorporated herein.

**SECTION 11. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption.

[Remainder of page intentionally left blank]

**DULY ADOPTED** this 26th day of August, 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

F:\MHS\MSBU\bluejay\2025\Blue Jay 2025 Annual Rate Resolution

APPENDIX A

ASSESSMENT COMPUTATION



**Blue Jay 2025/2026 Budget**  
**459 assessments**

**Revenue:**

Cash Carry Forward from previous year	\$ 26,595.00
Assessment revenue	\$ 57,375.00
Interest	\$ 180.00
Reversions	\$ 254.00
Statutory 5% Budget Requirement	\$ (2,877.75)
Total	\$ 81,526.25

**Expenses:**

Collection Costs (2% tax collector commission + administrative fees)	\$ 2,868.75
Annual Maintenance	\$ 51,000.50
Reserve	\$ 27,657.00
Total	\$ 81,526.25

**Assessment per parcel**

<b>\$ 125.00</b>
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APPENDIX B

FORM OF CERTIFICATE TO  
NON-AD VALOREM ASSESSMENT

# **CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

## **BLUE JAY ROADS MSBU**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that, upon completion of this Certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as a part thereof, said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this County.

In witness whereof, I have subscribed this Certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this the 26th day of August, 2025.

Received this \_\_\_\_ day of \_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels	2 AU Parcels	3 AU Parcels	4 AU Parcels	5 AU Parcels	TOTALS
Parcels	385	24	3	3	1	416
AU	385	48	9	12	5	459
\$125.00/ AU	\$48,125.00	\$6,000.00	\$1,125.00	\$1,500.00	\$625.00	\$57,375.00



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County  
Commissioners

DATE: 7/30/2025

FROM: Courtney K.  
Grimm

SUBJECT:

AGENDA ITEM  
TYPE:

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ATTACHMENTS:

Description	Type	Upload Date	File Name
▢ Black Creek Hills 2025 Certificate	Backup Material	8/22/2025	BLACK_CREEK_HILLS_Certificate_2025ada.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
County Attorney	Streeper, Lisa	Approved	8/20/2025 - 5:39 PM	Item Pushed to Agenda



## CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL

### BLACK CREEK HILLS WATER SYSTEM MSBU

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that, upon completion of this Certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as a part thereof, said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this County.

In witness whereof, I have subscribed this Certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this the 26th day of August, 2025.

Received this \_\_\_\_ day of \_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels	2 AU Parcels	Totals
Parcels	51	2	53
AU	51	4	55
\$210.44/ AU	\$10,732.44	\$841.76	\$11,574.20



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County  
Commissioners

DATE: 7/30/2025

FROM: Courtney K.  
Grimm

SUBJECT:

AGENDA ITEM  
TYPE:

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ATTACHMENTS:

Description	Type	Upload Date	File Name
Annual Rate Resolution- Previous Subdivisions	Resolution Letter	8/22/2025	2025_Annual_Rate_Resolution_Previous_Subdivisions_finalada.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
County Attorney	Streeper, Lisa	Approved	8/20/2025 - 5:40 PM	Item Pushed to Agenda

**CLAY COUNTY RESOLUTION NO. 2024/2025 – \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, RELATING TO THE PROVISION OF SUBDIVISION ROADS MAINTENANCE AND RESURFACING SERVICES WITHIN THE SUBDIVISION ROADS MAINTENANCE MUNICIPAL SERVICE BENEFIT UNIT; IMPOSING THE SUBDIVISION MAINTENANCE ASSESSMENTS AGAINST PROPERTIES LOCATED WITHIN THE SUBDIVISION ROADS MAINTENANCE MUNICIPAL SERVICE BENEFIT UNIT, WHICH IS LOCATED WITHIN THE UNINCORPORATED AREA OF CLAY COUNTY, FLORIDA; ESTABLISHING THE RATE OF ASSESSMENT; APPROVING THE ASSESSMENT ROLL; AND PROVIDING AN EFFECTIVE DATE.**

**Recitals**

**WHEREAS**, the Board adopted the Capital Project and Related Service Assessment Ordinance, Ordinance No. 03-69 (the “Ordinance”), to provide for the creation of Assessment Areas and authorize the imposition of special assessments to fund the construction of Local Improvements and the provision of Related Services to property located within said Assessment Areas; and,

**WHEREAS**, pursuant to the Ordinance, the Board created and imposed special assessments to fund the cost of Subdivision Road Maintenance Services within the Subdivision Roads Maintenance Municipal Service Benefit Unit (the “MSBU”) on August 24, 2021, with the adoption of the Final Assessment Resolution for Subdivision Roads Maintenance Municipal Service Benefit Unit, Resolution No. 19/20-95 (the “Final Assessment Resolution”); and,

**WHEREAS**, pursuant to the Ordinance, the Board has imposed special assessments, computed and generated pursuant to adopted Initial Assessment Resolutions, on tax parcels within subdivisions located in the Assessment Area with the adoption of Final Assessment Resolutions

for the Subdivision Roads Maintenance Municipal Service Benefit Unit: Resolution No. 19/20-95 on August 25, 2020, Resolution No. 20/21-114 on August 24, 2021, Resolution No. 21/22-70 on August 23, 2022, Resolution No. 22/23-70 on August 22, 2023, and Resolution No. 23/24-91 on August 27, 2024 (the “Final Assessment Resolutions”); and,

**WHEREAS**, on August 23, 2022, following a public hearing duly noticed as required by the terms of the Ordinance, the Board adopted Resolution No. 21/22-71 (the “FY 2022/23 Annual Rate Assessment Resolution”) by which it reestablished certain maximum assessment rates for certain tax parcels within subdivisions located in the Assessment Area, which maximum rates had been previously designated in the adopted Initial Assessment Resolutions, and which can be but are not required to be assessed and apportioned among benefitted properties in each Fiscal Year subsequent to the Fiscal Year beginning October 1, 2022, without additional notice to the property owners; and

**WHEREAS**, pursuant to the provisions of the Ordinance, the Board is required to adopt an Annual Assessment Resolution for each fiscal year to approve the Assessment Roll for such fiscal year and to establish the Assessment for each of the Tax Parcels shown thereon; and,

**WHEREAS**, this Resolution is adopted as the Annual Assessment Resolution for the approval of the Subdivision Roads Maintenance Assessment Roll for the Fiscal Year beginning October 1, 2025, and for the establishment and imposition of the Assessment for each of the Tax Parcels shown thereon; and,

**WHEREAS**, the Assessment Coordinator designated under the Initial Assessment Resolutions for Subdivision Roads Maintenance assessments in the Subdivision Roads Maintenance Municipal Service Benefit Unit, Resolution No. 19/20-81, Resolution No. 20/21-79, Resolution No. 21/22-49A, Resolution No. 22/23-47 and Resolution 23/24-60 (the “Initial



Assessment Resolutions”), has prepared a 2025 preliminary Subdivision Roads Maintenance Assessment Roll conforming to the requirements of the Ordinance and Section 2.02 of the Initial Assessment Resolutions; and,

**WHEREAS**, the Board has deemed it to be in the best interests of the citizens and residents within the MSBU that Assessments to fund the Assessed Cost of the Subdivision Roads Maintenance Services therein continue to be imposed for the Fiscal Year beginning October 1, 2025.

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

**SECTION 1. RECITALS.** The foregoing recitals are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution.

**SECTION 2. AUTHORITY.** This Resolution is adopted pursuant to the provisions of the Ordinance, the Initial Assessment Resolutions, the Final Assessment Resolutions, Article VIII, Section 1, Florida Constitution, Chapter 125, Florida Statutes, and other applicable provisions of law.

**SECTION 3. DEFINITIONS.** All capitalized terms not otherwise defined herein shall have the meanings defined in the Ordinance, the Initial Assessment Resolutions, and the Final Assessment Resolutions unless the context clearly indicates an alternative meaning.

**SECTION 4. ANNUAL ASSESSMENTS TO FUND SUBDIVISION ROADS MAINTENANCE SERVICES.**

(A) Each of the Tax Parcels described in the 2025 preliminary Subdivision Roads Maintenance Assessment Roll is hereby found to be specially benefited by the provision of the Subdivision Roads Maintenance Services in the amount of the annual Assessment set forth therefor

in the 2025 preliminary Subdivision Roads Maintenance Assessment Roll. The methodology set forth in Section 3.02 of the Initial Assessment Resolutions, as confirmed by the Final Assessment Resolutions, for computing the annual Assessments is hereby approved and found to be a fair and reasonable method of apportioning the Assessed Cost among the benefited properties. For the Fiscal Year beginning October 1, 2025, the rate of Assessment for each Lot, which constitutes the Assessment Unit pursuant to the Ordinance, is as follows:

- (1) Silver Oak Estates; \$367.43 per Tax Parcel.
- (2) Oakland Hills at Eagle Landing and Oakland Hills at Eagle Landing Replat; \$205.30 per Tax Parcel.
- (3) Pine Ridge West; \$164.70 per Tax Parcel.
- (4) Azalea Ridge Unit 3; \$178.75 per Tax Parcel.
- (5) Cameron Oaks Phase 1 and Cameron Oaks Phase 2; \$185.27 per Tax Parcel.
- (6) Kindlewood Phase 3 and 3A; \$86.44 per Tax Parcel.
- (7) Somerset; \$186.16 per Tax Parcel.
- (8) Eagle Rock at Eagle Landing; \$193.95 per Tax Parcel.
- (9) Reserve at Eagle Harbor; \$189.55 per Tax Parcel.
- (10) Village Park 1A and 1B; \$286.38 per Tax Parcel.
- (11) Royal Pointe 2B; \$250.94 per Tax Parcel.
- (12) Eagle Landing at Oakleaf Plantation Phase 5B; \$197.00 per Tax Parcel.
- (13) Willow Springs Phase 1; \$239.15 per Tax Parcel.
- (14) Greyhawk Unit 2; \$154.27 per Tax Parcel.
- (15) Greyhawk Unit 3A; \$231.55 per Tax Parcel.
- (16) Greyhawk Unit 3B Bloomfield Court; \$119.60 per Tax Parcel.
- (17) Greyhawk Unit 3B Cloverdale Court; \$134.64 per Tax Parcel.

- (18) Greyhawk Unit 3B Pondside Court; \$156.85 per Tax Parcel.
- (19) Cameron Oaks Phase 3 Evers Cove and Riley Road; \$176.99 per Tax Parcel.
- (20) Cameron Oaks Phase 3 Belen Court; \$162.09 per Tax Parcel.
- (21) Grove Pointe at Oakleaf Phase 1 and Phase 2; \$177.45 per Tax Parcel.
- (22) Village Park Unit 1-C; \$409.17 per Tax Parcel.
- (23) Willow Springs Phase 2; \$315.36 per Tax Parcel.
- (24) Willow Springs Phase 3; \$255.51 per Tax Parcel.
- (25) Foxmeadow Unit 8-A; \$543.04 per Tax Parcel.
- (26) Rolling Hills Unit Two-A; \$378.98 per Tax Parcel.
- (27) Bradley Creek Crossing Unit 1; \$330.06 per Tax Parcel.
- (28) Shadow Crest at Rolling Hills; \$235.24 per Tax Parcel.
- (29) Rolling Hills Unit Two-B; \$401.44 per Tax Parcel.
- (30) Double Branch; \$543.64 per Tax Parcel.
- (31) Bradley Creek Crossing Unit 2; \$450.34 per Tax Parcel.

The computation of the rate of the Assessment for each Assessment Unit is set forth in Appendix A attached hereto, and the same is hereby approved.

(B) The annual Assessments computed in the manner set forth in the Initial Assessment Resolutions, as confirmed by the Final Assessment Resolutions, at the rate set forth in subsection (A), are hereby levied and re-imposed on all Tax Parcels described in the 2025 preliminary Subdivision Roads Maintenance Assessment Roll.

(C) As provided in Section 2.04 of the Ordinance, the maximum Assessment rates, as computed and generated in the manner set forth in the Initial Assessment Resolutions and as reset in part by the Fiscal Year 2022/23 Annual Rate Assessment Resolution, that can be but are not

required to be assessed and apportioned among benefited properties without additional notice to the property owners are as follows:

- (1) Silver Oak Estates; \$643.00 per Tax Parcel.
- (2) Oakland Hills at Eagle Landing and Eagle Landing and Oakland Hills at Eagle Landing Replat; \$211.00 per Tax Parcel.
- (3) Pine Ridge West; \$288.23 per Tax Parcel.
- (4) Azalea Ridge Unit 3; \$312.81 per Tax Parcel.
- (5) Cameron Oaks Phase 1 and Cameron Oaks Phase 2; \$324.22 per Tax Parcel.
- (6) Kindlewood Phase 3 and 3A; \$104.00 per Tax Parcel.
- (7) Somerset; \$325.78 per Tax Parcel.
- (8) Eagle Rock at Eagle Landing; \$223.00 per Tax Parcel.
- (9) Reserve at Eagle Harbor; \$252.00 per Tax Parcel
- (10) Village Park 1A and 1B; \$289.00 per Tax Parcel
- (11) Royal Pointe 2B; \$261.00 per Tax Parcel
- (12) Eagle Landing at Oakleaf Plantation Phase 5B; \$197.00 per Tax Parcel
- (13) Willow Springs Phase 1; \$275.00 per Tax Parcel
- (14) Greyhawk Unit 2; \$183.00 per Tax Parcel
- (15) Greyhawk Unit 3A; \$253.00 per Tax Parcel
- (16) Greyhawk Unit 3B Bloomfield Court; \$140.00 per Tax Parcel
- (17) Greyhawk Unit 3B Cloverdale Court; \$155.00 per Tax Parcel
- (18) Greyhawk Unit 3B Pondsides Court; \$176.00 per Tax Parcel
- (19) Cameron Oaks Phase 3 Evers Cove and Riley Road; \$200.00 per Tax Parcel
- (20) Cameron Oaks Phase 3 Belen Court; \$186.00 per Tax Parcel
- (21) Grove Pointe at Oakleaf Phase 1 and Phase 2; \$310.54 per Tax Parcel.

- (22) Village Park Unit 1-C; \$716.05 per Tax Parcel.
- (23) Willow Springs Phase 2; \$551.88 per Tax Parcel.
- (24) Willow Springs Phase 3; \$447.14 per Tax Parcel.
- (25) Foxmeadow Unit 8-A; \$950.32 per Tax Parcel.
- (26) Rolling Hills Unit Two-A; \$663.22 per Tax Parcel.
- (27) Bradley Creek Crossing Unit 1; \$577.61 per Tax Parcel.
- (28) Shadow Crest at Rolling Hills; \$411.67 per Tax Parcel.
- (29) Rolling Hills Unit Two-B; \$702.52 per Tax Parcel.
- (30) Double Branch; \$815.46 per Tax Parcel.
- (31) Bradley Creek Crossing Unit 2; \$675.51 per Tax Parcel.

**SECTION 5. APPROVAL OF ASSESSMENT ROLL.** The 2025 preliminary Subdivision Roads Maintenance Assessment Roll as prepared by and on file with the Assessment Coordinator for Subdivision Roads Maintenance Services within the MSBU, which includes the annual Assessment amounts for each Tax Parcel within the MSBU shown thereon for the Fiscal Year beginning October 1, 2025, is hereby approved as the 2025 final Subdivision Roads Maintenance Assessment Roll.

**SECTION 6. ASSESSMENT LIENS.** Upon the adoption of this Resolution, the Assessments imposed within the MSBU hereunder as shown on the 2025 preliminary Subdivision Roads Maintenance Assessment Roll shall constitute a lien against each of the Tax Parcels shown thereon equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles, and claims until paid. The lien shall be deemed perfected upon adoption by the Board of this Resolution and shall attach to the property included



on the final Subdivision Roads Maintenance Assessment Roll as of the prior January 1, the lien date for ad valorem taxes.

**SECTION 7. COLLECTION OF ASSESSMENTS.** The Assessments shall be collected pursuant to the Uniform Assessment Collection Act. Upon adoption of this Resolution, and pursuant to the Ordinance, the Assessment Coordinator shall cause the certification and delivery of the final Subdivision Roads Maintenance Assessment Roll to the Tax Collector by September 15, 2025, in the manner prescribed by the Uniform Assessment Collection Act. The final Subdivision Roads Maintenance Assessment Roll, as delivered to the Tax Collector, shall be accompanied by the Certificates to Non-Ad Valorem Assessment Roll in substantially the form attached hereto as Composite Appendix B.

**SECTION 8. CONFLICTS.** All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 9. EFFECT OF FINAL RESOLUTION.** The adoption of this Annual Assessment Resolution shall be the final adjudication of the issues presented herein, including, but not limited to, the method by which the Assessments are computed, the final Subdivision Roads Maintenance Assessment Roll, the annual Assessment amount, the levy and lien of the Assessments, and the special benefit to assessed property, unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of the Board's action adopting this Annual Assessment Resolution.

**SECTION 10. SEVERABILITY.** If any clause, section, or other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid for any reason or cause, in part or application, the remaining portions of this Resolution shall

remain in full force and effect and be valid as if such unconstitutional or invalid portion thereof had not been incorporated herein.

**SECTION 11. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption.

**DULY ADOPTED** this 26th day of August, 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

APPENDIX A  
ASSESSMENT COMPUTATION

## Silver Oak Estates - 16 Parcels

Initial Year of Assessment 2020/2021

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$5,878.88</b>
<b>Assessment per parcel (16)</b>	<b>\$367.43</b>

REVENUE	
Cash Carry Forward	\$23,400.00
Estimated Revenues (Assessment + Interest)	\$5,978.88
Reversions	\$26.00
Statutory 5% Budget Requirement	(\$298.94)
<b>Balance Forward</b>	<b>\$29,105.94</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$293.94
Annual Maintenance	\$1,143.47
Reserves - Maintenance	\$4,897.47
Reserves - Future Resurfacing	\$22,771.05
<b>Total Expenditures</b>	<b>\$29,105.94</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$367.43</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$5,878.88</b>

## Oakland Hills at Eagle Landing and Oakland Hills at Eagle Landing Replat- 69 Parcels

Initial Year of Assessment 2020/2021

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$14,165.70</b>
<b>Assessment per parcel (69)</b>	<b>\$205.30</b>

REVENUE	
Cash Carry Forward	\$59,025.00
Estimated Revenues (Assessment + Interest)	\$14,440.70
Reversions	\$62.00
Statutory 5% Budget Requirement	(\$722.04)
<b>Balance Forward</b>	<b>\$72,805.67</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$708.29
Annual Maintenance	\$2,736.72
Reserves - Maintenance	\$14,317.72
Reserves - Future Resurfacing	\$55,042.94
<b>Total Expenditures</b>	<b>\$72,805.67</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$205.30</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$14,165.70</b>



## Pine Ridge West - 113 Parcels

Initial Year of Assessment 2020/2021

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$18,611.10</b>
<b>Assessment per parcel (113)</b>	<b>\$164.70</b>

REVENUE	
Cash Carry Forward	\$76,200.00
Estimated Revenues (Assessment + Interest)	\$18,961.10
Reversions	\$81.00
Statutory 5% Budget Requirement	(\$948.06)
<b>Balance Forward</b>	<b>\$94,294.05</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$930.56
Annual Maintenance	\$4,050.00
Reserves - Maintenance	\$19,321.00
Reserves - Future Resurfacing	\$69,992.49
<b>Total Expenditures</b>	<b>\$94,294.05</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$164.70</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$18,611.10</b>

### Azalea Ridge Unit 3 - 92 Parcels

Initial Year of Assessment 2020/2021

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$16,445.00</b>
<b>Assessment per parcel (92)</b>	<b>\$178.75</b>

<b>REVENUE</b>	
Cash Carry Forward	\$66,200.00
Estimated Revenues (Assessment + Interest)	\$16,746.00
Reversions	\$72.00
Statutory 5% Budget Requirement	(\$837.30)
<b>Balance Forward</b>	<b>\$82,180.70</b>

<b>EXPENDITURES</b>	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$822.25
Annual Maintenance	\$2,751.64
Reserves - Maintenance	\$12,679.64
Reserves - Future Resurfacing	\$65,927.17
<b>Total Expenditures</b>	<b>\$82,180.70</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$178.75</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$16,445.00</b>

## Cameron Oaks Phase 1 and Cameron Oaks Phase 2 - 91 Parcels

Initial Year of Assessment 2020/2021

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$16,859.57</b>
<b>Assessment per parcel (91)</b>	<b>\$185.27</b>

<b>REVENUE</b>	
Cash Carry Forward	\$66,800.00
Estimated Revenues (Assessment + Interest)	\$17,169.57
Reversions	\$73.00
Statutory 5% Budget Requirement	(\$858.48)
<b>Balance Forward</b>	<b>\$83,184.09</b>

<b>EXPENDITURES</b>	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$842.98
Annual Maintenance	\$6,581.48
Reserves - Maintenance	\$26,673.41
Reserves - Future Resurfacing	\$49,086.23
<b>Total Expenditures</b>	<b>\$83,184.09</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$185.27</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$16,859.57</b>

## Kindlewood Phase 3 and 3A - 79 Parcels

Initial Year of Assessment 2020/2021

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$6,828.76</b>
<b>Assessment per parcel (79)</b>	<b>\$86.44</b>

<b>REVENUE</b>	
Cash Carry Forward	\$29,500.00
Estimated Revenues (Assessment + Interest)	\$6,968.76
Reversions	\$30.00
Statutory 5% Budget Requirement	(\$348.44)
<b>Balance Forward</b>	<b>\$36,150.32</b>

<b>EXPENDITURES</b>	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$341.44
Annual Maintenance	\$1,514.40
Reserves - Maintenance	\$12,162.40
Reserves - Future Resurfacing	\$22,132.08
<b>Total Expenditures</b>	<b>\$36,150.32</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$86.44</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$6,828.76</b>

## Somerset - 101 Parcels

Initial Year of Assessment 2020/2021

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$18,802.16</b>
<b>Assessment per parcel (101)</b>	<b>\$186.16</b>

REVENUE	
Cash Carry Forward	\$75,400.00
Estimated Revenues (Assessment + Interest)	\$19,152.16
Reversions	\$82.00
Statutory 5% Budget Requirement	(\$957.61)
<b>Balance Forward</b>	<b>\$93,676.55</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$940.11
Annual Maintenance	\$4,192.79
Reserves - Maintenance	\$18,505.79
Reserves - Future Resurfacing	\$70,037.86
<b>Total Expenditures</b>	<b>\$93,676.55</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$186.16</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$18,802.16</b>



## Eagle Rock at Eagle Landing - 85 Parcels

Initial Year of Assessment 2021/2022

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$16,485.75</b>
<b>Assessment per parcel (85)</b>	<b>\$193.95</b>

REVENUE	
Cash Carry Forward	\$55,100.00
Estimated Revenues (Assessment + Interest)	\$16,761.75
Reversions	\$72.00
Statutory 5% Budget Requirement	(\$838.09)
<b>Balance Forward</b>	<b>\$71,095.66</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$824.29
Annual Maintenance	\$3,505.39
Reserves - Maintenance	\$16,038.39
Reserves - Future Resurfacing	\$50,727.60
<b>Total Expenditures</b>	<b>\$71,095.66</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$193.95</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$16,485.75</b>

## Reserve at Eagle Harbor - 49 Parcels

Initial Year of Assessment 2021/2022

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$9,287.95</b>
<b>Assessment per parcel (49)</b>	<b>\$189.55</b>

REVENUE	
Cash Carry Forward	\$35,200.00
Estimated Revenues (Assessment + Interest)	\$9,437.95
Reversions	\$40.00
Statutory 5% Budget Requirement	(\$471.90)
<b>Balance Forward</b>	<b>\$44,206.05</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$464.40
Annual Maintenance	\$3,299.47
Reserves - Maintenance	\$13,922.47
Reserves - Future Resurfacing	\$26,519.72
<b>Total Expenditures</b>	<b>\$44,206.05</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$189.55</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$9,287.95</b>

## Village Park 1A and 1B - 102 Parcels

Initial Year of Assessment 2021/2022

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$29,210.76</b>
<b>Assessment per parcel (102)</b>	<b>\$286.38</b>

REVENUE	
Cash Carry Forward	\$101,100.00
Estimated Revenues (Assessment + Interest)	\$29,618.76
Reversions	\$127.00
Statutory 5% Budget Requirement	(\$1,480.94)
<b>Balance Forward</b>	<b>\$129,364.82</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$1,460.54
Annual Maintenance	\$5,431.29
Reserves - Maintenance	\$23,444.29
Reserves - Future Resurfacing	\$99,028.70
<b>Total Expenditures</b>	<b>\$129,364.82</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$286.38</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$29,210.76</b>

## Royal Pointe 2B - 58 Parcels

Initial Year of Assessment 2021/2022

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$14,554.52</b>
<b>Assessment per parcel (58)</b>	<b>\$250.94</b>

REVENUE	
Cash Carry Forward	\$50,900.00
Estimated Revenues (Assessment + Interest)	\$14,758.52
Reversions	\$64.00
Statutory 5% Budget Requirement	(\$737.93)
<b>Balance Forward</b>	<b>\$64,984.59</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$727.73
Annual Maintenance	\$2,473.15
Reserves - Maintenance	\$10,904.15
Reserves - Future Resurfacing	\$50,879.57
<b>Total Expenditures</b>	<b>\$64,984.59</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$250.94</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$14,554.52</b>

## Eagle Landing at Oakleaf Plantation Phase 5B - 93 Parcels

Initial Year of Assessment 2021/2022

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$18,321.00</b>
<b>Assessment per parcel (93)</b>	<b>\$197.00</b>

<b>REVENUE</b>	
Cash Carry Forward	\$62,900.00
Estimated Revenues (Assessment + Interest)	\$18,613.00
Reversions	\$80.00
Statutory 5% Budget Requirement	(\$930.65)
<b>Balance Forward</b>	<b>\$80,662.35</b>

<b>EXPENDITURES</b>	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$916.05
Annual Maintenance	\$4,580.25
Reserves - Maintenance	\$15,322.25
Reserves - Future Resurfacing	\$59,843.80
<b>Total Expenditures</b>	<b>\$80,662.35</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$197.00</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$18,321.00</b>



## Willow Springs Phase 1 - 150 Parcels

Initial Year of Assessment 2021/2022

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$35,872.50</b>
<b>Assessment per parcel (150)</b>	<b>\$239.15</b>

REVENUE	
Cash Carry Forward	\$127,500.00
Estimated Revenues (Assessment + Interest)	\$36,472.50
Reversions	\$156.00
Statutory 5% Budget Requirement	(\$1,823.63)
<b>Balance Forward</b>	<b>\$162,304.88</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$1,793.63
Annual Maintenance	\$11,110.45
Reserves - Maintenance	\$46,202.45
Reserves - Future Resurfacing	\$103,198.35
<b>Total Expenditures</b>	<b>\$162,304.88</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$239.15</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$35,872.50</b>

## Greyhawk Unit 2 - 162 Parcels

Initial Year of Assessment 2021/2022

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$24,991.74</b>
<b>Assessment per parcel (162)</b>	<b>\$154.27</b>

REVENUE	
Cash Carry Forward	\$89,500.00
Estimated Revenues (Assessment + Interest)	\$25,391.74
Reversions	\$109.00
Statutory 5% Budget Requirement	(\$1,269.59)
<b>Balance Forward</b>	<b>\$113,731.15</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$1,249.59
Annual Maintenance	\$5,913.08
Reserves - Maintenance	\$26,504.08
Reserves - Future Resurfacing	\$80,064.41
<b>Total Expenditures</b>	<b>\$113,731.15</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$154.27</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$24,991.74</b>

## Greyhawk Unit 3A - 25 Parcels

Initial Year of Assessment 2021/2022

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$5,788.75</b>
<b>Assessment per parcel (25)</b>	<b>\$231.55</b>

<b>REVENUE</b>	
Cash Carry Forward	\$20,500.00
Estimated Revenues (Assessment + Interest)	\$5,893.75
Reversions	\$25.00
Statutory 5% Budget Requirement	(\$294.69)
<b>Balance Forward</b>	<b>\$26,124.06</b>

<b>EXPENDITURES</b>	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$289.44
Annual Maintenance	\$1,026.18
Reserves - Maintenance	\$4,761.18
Reserves - Future Resurfacing	\$20,047.27
<b>Total Expenditures</b>	<b>\$26,124.06</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$231.55</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$5,788.75</b>

## Greyhawk Unit 3B-Bloomfield Court - 37 Parcels

Initial Year of Assessment 2021/2022

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$4,425.20</b>
<b>Assessment per parcel (37)</b>	<b>\$119.60</b>

REVENUE	
Cash Carry Forward	\$15,800.00
Estimated Revenues (Assessment + Interest)	\$4,500.20
Reversions	\$19.00
Statutory 5% Budget Requirement	(\$225.96)
<b>Balance Forward</b>	<b>\$20,093.24</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$221.26
Annual Maintenance	\$925.92
Reserves - Maintenance	\$4,249.92
Reserves - Future Resurfacing	\$14,696.14
<b>Total Expenditures</b>	<b>\$20,093.24</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$119.60</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$4,425.20</b>

## Greyhawk Unit 3B-Cloverdale Court - 27 Parcels

Initial Year of Assessment 2021/2022

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$3,635.28</b>
<b>Assessment per parcel (27)</b>	<b>\$134.64</b>

<b>REVENUE</b>	
Cash Carry Forward	\$12,900.00
Estimated Revenues (Assessment + Interest)	\$3,695.28
Reversions	\$16.00
Statutory 5% Budget Requirement	(\$184.76)
<b>Balance Forward</b>	<b>\$16,426.52</b>

<b>EXPENDITURES</b>	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$181.76
Annual Maintenance	\$675.67
Reserves - Maintenance	\$3,149.67
Reserves - Future Resurfacing	\$12,419.41
<b>Total Expenditures</b>	<b>\$16,426.52</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$134.64</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$3,635.28</b>



## Greyhawk Unit 3B-Pondside Court - 26 Parcels

Initial Year of Assessment 2021/2022

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$4,078.10</b>
<b>Assessment per parcel (26)</b>	<b>\$156.85</b>

<b>REVENUE</b>	
Cash Carry Forward	\$14,300.00
Estimated Revenues (Assessment + Interest)	\$4,141.10
Reversions	\$18.00
Statutory 5% Budget Requirement	(\$207.06)
<b>Balance Forward</b>	<b>\$18,252.05</b>

<b>EXPENDITURES</b>	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$203.91
Annual Maintenance	\$650.65
Reserves - Maintenance	\$3,129.65
Reserves - Future Resurfacing	\$14,267.84
<b>Total Expenditures</b>	<b>\$18,252.05</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$156.85</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$4,078.10</b>

### Cameron Oaks Phase 3-Evers Cove & Riley Road - 58 Parcels

Initial Year of Assessment 2021/2022

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$10,265.42</b>
<b>Assessment per parcel (58)</b>	<b>\$176.99</b>

<b>REVENUE</b>	
Cash Carry Forward	\$36,400.00
Estimated Revenues (Assessment + Interest)	\$10,425.42
Reversions	\$45.00
Statutory 5% Budget Requirement	(\$521.27)
<b>Balance Forward</b>	<b>\$46,349.15</b>

<b>EXPENDITURES</b>	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$513.27
Annual Maintenance	\$2,079.21
Reserves - Maintenance	\$9,197.21
Reserves - Future Resurfacing	\$34,559.46
<b>Total Expenditures</b>	<b>\$46,349.15</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$176.99</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$10,265.42</b>

### Cameron Oaks Phase 3-Belen Ct. - 33 Parcels

Initial Year of Assessment 2021/2022

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$5,348.97</b>
<b>Assessment per parcel (33)</b>	<b>\$162.09</b>

<b>REVENUE</b>	
Cash Carry Forward	\$19,100.00
Estimated Revenues (Assessment + Interest)	\$5,433.97
Reversions	\$23.00
Statutory 5% Budget Requirement	(\$271.70)
<b>Balance Forward</b>	<b>\$24,285.27</b>

<b>EXPENDITURES</b>	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$267.45
Annual Maintenance	\$1,183.00
Reserves - Maintenance	\$5,279.00
Reserves - Future Resurfacing	\$17,555.82
<b>Total Expenditures</b>	<b>\$24,285.27</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$162.09</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$5,348.97</b>

## Grove Pointe at Oakleaf Phase 1 and Phase 2 - 234 Parcels

Initial Year of Assessment 2022/2023

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$41,523.30</b>
<b>Assessment per parcel (234)</b>	<b>\$177.45</b>

REVENUE	
Cash Carry Forward	\$117,500.00
Estimated Revenues (Assessment + Interest)	\$42,023.30
Reversions	\$181.00
Statutory 5% Budget Requirement	(\$2,101.17)
<b>Balance Forward</b>	<b>\$157,603.14</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$2,076.17
Annual Maintenance	\$8,668.59
Reserves - Maintenance	\$35,792.59
Reserves - Future Resurfacing	\$111,065.79
<b>Total Expenditures</b>	<b>\$157,603.14</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$177.45</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$41,523.30</b>

## Village Park 1C - 54 Parcels

Initial Year of Assessment 2022/2023

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$22,095.18</b>
<b>Assessment per parcel (54)</b>	<b>\$409.17</b>

REVENUE	
Cash Carry Forward	\$62,900.00
Estimated Revenues (Assessment + Interest)	\$22,370.18
Reversions	\$97.00
Statutory 5% Budget Requirement	(\$1,118.51)
<b>Balance Forward</b>	<b>\$84,248.67</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$1,104.76
Annual Maintenance	\$2,154.66
Reserves - Maintenance	\$11,377.66
Reserves - Future Resurfacing	\$69,611.59
<b>Total Expenditures</b>	<b>\$84,248.67</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$409.17</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$22,095.18</b>



## Willow Springs Phase 2 - 123 Parcels

Initial Year of Assessment 2022/2023

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$38,789.28</b>
<b>Assessment per parcel (123)</b>	<b>\$315.36</b>

REVENUE	
Cash Carry Forward	\$110,000.00
Estimated Revenues (Assessment + Interest)	\$39,279.28
Reversions	\$169.00
Statutory 5% Budget Requirement	(\$1,963.96)
<b>Balance Forward</b>	<b>\$147,484.32</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$1,939.46
Annual Maintenance	\$2,618.16
Reserves - Maintenance	\$12,712.16
Reserves - Future Resurfacing	\$130,214.53
<b>Total Expenditures</b>	<b>\$147,484.32</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$315.36</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$38,789.28</b>

## Willow Springs Phase 3 - 106 Parcels

Initial Year of Assessment 2023/2024

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$27,084.06</b>
<b>Assessment per parcel (106)</b>	<b>\$255.51</b>

REVENUE	
Cash Carry Forward	\$50,600.00
Estimated Revenues (Assessment + Interest)	\$27,283.06
Reversions	\$118.00
Statutory 5% Budget Requirement	(\$1,364.15)
<b>Balance Forward</b>	<b>\$76,636.91</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$1,354.20
Annual Maintenance	\$3,838.88
Reserves - Maintenance	\$11,427.88
Reserves - Future Resurfacing	\$60,015.94
<b>Total Expenditures</b>	<b>\$76,636.91</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$255.51</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$27,084.06</b>

## Foxmeadow Unit 8-A - 60 Parcels

Initial Year of Assessment 2023/2024

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$32,582.40</b>
<b>Assessment per parcel (60)</b>	<b>\$543.04</b>

REVENUE	
Cash Carry Forward	\$61,000.00
Estimated Revenues (Assessment + Interest)	\$32,807.40
Reversions	\$142.00
Statutory 5% Budget Requirement	(\$1,640.37)
<b>Balance Forward</b>	<b>\$92,309.03</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$1,629.12
Annual Maintenance	\$1,079.69
Reserves - Maintenance	\$3,461.69
Reserves - Future Resurfacing	\$86,138.53
<b>Total Expenditures</b>	<b>\$92,309.03</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$543.04</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$32,582.40</b>

## Rolling Hills Unit 2-A - 24 Parcels

Initial Year of Assessment 2023/2024

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$9,095.52</b>
<b>Assessment per parcel (24)</b>	<b>\$378.98</b>

REVENUE	
Cash Carry Forward	\$17,050.00
Estimated Revenues (Assessment + Interest)	\$9,160.52
Reversions	\$40.00
Statutory 5% Budget Requirement	(\$458.03)
<b>Balance Forward</b>	<b>\$25,792.49</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$454.78
Annual Maintenance	\$1,316.48
Reserves - Maintenance	\$3,923.48
Reserves - Future Resurfacing	\$20,097.76
<b>Total Expenditures</b>	<b>\$25,792.49</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$378.98</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$9,095.52</b>

## Bradley Creek Crossing Unit 1 - 57 Parcels

Initial Year of Assessment 2023/2024

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$18,813.42</b>
<b>Assessment per parcel (57)</b>	<b>\$330.06</b>

REVENUE	
Cash Carry Forward	\$35,100.00
Estimated Revenues (Assessment + Interest)	\$18,948.42
Reversions	\$82.00
Statutory 5% Budget Requirement	(\$947.42)
<b>Balance Forward</b>	<b>\$53,183.00</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$940.67
Annual Maintenance	\$1,693.86
Reserves - Maintenance	\$5,086.86
Reserves - Future Resurfacing	\$45,461.61
<b>Total Expenditures</b>	<b>\$53,183.00</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$330.06</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$18,813.42</b>



## Shadow Crest at Rolling Hills - 247 Parcels

Initial Year of Assessment 2024/2025

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$58,104.28</b>
<b>Assessment per parcel (247)</b>	<b>\$235.24</b>

REVENUE	
Cash Carry Forward	\$55,800.00
Estimated Revenues (Assessment + Interest)	\$58,329.28
Reversions	\$255.00
Statutory 5% Budget Requirement	(\$2,916.46)
<b>Balance Forward</b>	<b>\$111,467.82</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	\$2,905.21
Annual Maintenance	\$0.00
Reserves - Maintenance	\$10,600.00
Reserves - Future Resurfacing	\$97,962.60
<b>Total Expenditures</b>	<b>\$111,467.82</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$235.24</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$58,104.28</b>

## Rolling Hills Unit Two-B - 23 Parcels

Initial Year of Assessment 2024/2025

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$9,233.12</b>
<b>Assessment per parcel (23)</b>	<b>\$401.44</b>

REVENUE	
Cash Carry Forward	\$8,800.00
Estimated Revenues (Assessment + Interest)	\$9,263.12
Reversions	\$40.00
Statutory 5% Budget Requirement	(\$463.16)
<b>Balance Forward</b>	<b>\$17,639.96</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	(\$461.66)
Annual Maintenance	\$0.00
Reserves - Maintenance	\$4,280.00
Reserves - Future Resurfacing	\$13,821.62
<b>Total Expenditures</b>	<b>\$17,639.96</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$401.44</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$9,233.12</b>

## Double Branch - 153 Parcels

Initial Year of Assessment 2024/2025

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$83,176.92</b>
<b>Assessment per parcel (153)</b>	<b>\$543.64</b>

REVENUE	
Cash Carry Forward	\$78,800.00
Estimated Revenues (Assessment + Interest)	\$83,551.92
Reversions	\$350.00
Statutory 5% Budget Requirement	(\$4,177.60)
<b>Balance Forward</b>	<b>\$158,524.32</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	(\$4,158.85)
Annual Maintenance	\$0.00
Reserves - Maintenance	\$22,390.00
Reserves - Future Resurfacing	\$140,293.17
<b>Total Expenditures</b>	<b>\$158,524.32</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$543.64</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$83,176.92</b>

## Bradley Creek Crossing Unit 2 - 43 Parcels

Initial Year of Assessment 2024/2025

<b>Total Assessed Cost FY 2025/2026</b>	<b>\$19,364.62</b>
<b>Assessment per parcel (43)</b>	<b>\$450.34</b>

REVENUE	
Cash Carry Forward	\$18,600.00
Estimated Revenues (Assessment + Interest)	\$19,452.62
Reversions	\$82.00
Statutory 5% Budget Requirement	(\$972.63)
<b>Balance Forward</b>	<b>\$37,161.99</b>

EXPENDITURES	
<b><u>Budget</u></b>	
Collection Costs (2% tax collector commission + administrative fees)	(\$968.23)
Annual Maintenance	\$0.00
Reserves - Maintenance	\$4,598.00
Reserves - Future Resurfacing	\$33,532.22
<b>Total Expenditures</b>	<b>\$37,161.99</b>

<b>Fiscal Year 2025/2026 Assessment</b>	<b>\$450.34</b>
<b>Fiscal Year 2025/2026 Total Collection</b>	<b>\$19,364.62</b>

COMPOSITE APPENDIX B  
FORM OF CERTIFICATES TO  
NON-AD VALOREM ASSESSMENT ROLL



## CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL

### SILVER OAK ESTATE MSBU

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that, upon completion of this Certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as a part thereof, said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this County.

In witness whereof, I have subscribed this Certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this the 26th day of August, 2025.

Received this \_\_\_\_ day of \_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	16
AU	16
\$367.43/AU	\$5,878.88

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**OAKLAND HILLS AT EAGLE LANDING AND  
OAKLAND HILLS AT EAGLE LANDING REPLAT**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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Received this \_\_\_\_ day of  
\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	69
AU	69
\$205.30/AU	\$14,165.70

## **CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

### **PINE RIDGE WEST**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	113
AU	113
\$164.70/AU	\$18,611.10

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**AZALEA RIDGE UNIT 3**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	92
AU	92
\$178.75/AU	\$16,445.00

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**CAMERON OAKS PHASE 1 AND CAMERON OAKS PHASE 2**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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Received this \_\_\_\_ day of  
\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	91
AU	91
\$185.27/AU	\$16,859.57



**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**KINDLEWOOD PHASE 3 AND 3A**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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Received this \_\_\_\_ day of  
\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	79
AU	79
\$86.44/AU	\$6,828.76

## CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL

### SOMERSET

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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Received this \_\_\_\_ day of  
\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	101
AU	101
\$186.16/AU	\$18,802.16

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**EAGLE ROCK AT EAGLE LANDING**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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Received this \_\_\_\_ day of  
\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	85
AU	85
\$193.95/AU	\$16,485.75

## **CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

### **RESERVE AT EAGLE HARBOR**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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Received this \_\_\_\_ day of  
\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	49
AU	49
\$189.55/AU	\$9,287.95

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**VILLAGE PARK 1A AND 1B**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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Received this \_\_\_\_ day of  
\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	102
AU	102
\$286.38/AU	\$29,210.76



## CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL

### ROYAL POINTE 2B

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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Received this \_\_\_\_ day of  
\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	58
AU	58
\$250.94/AU	\$14,554.52

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**EAGLE LANDING AT OAKLEAF PLANTATION PHASE 5B**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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Received this \_\_\_\_ day of  
\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	93
AU	93
\$197.00/AU	\$18,321.00

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**WILLOW SPRINGS PHASE 1**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that, upon completion of this Certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as a part thereof, said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this County.

In witness whereof, I have subscribed this Certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this the 26th day of August, 2025.

Received this \_\_\_\_ day of  
\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	150
AU	150
\$239.15/AU	\$35,872.50

## CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL

### GREYHAWK UNIT 2

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	162
AU	162
\$154.27/AU	\$24,991.74

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**GREYHAWK UNIT 3A**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	25
AU	25
\$231.55/AU	\$5,788.75



**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**GREYHAWK UNIT 3B – BLOOMFIELD CT.**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	37
AU	37
\$119.60/AU	\$4,425.20

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**GREYHAWK UNIT 3B – CLOVERDALE CT.**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	27
AU	27
\$134.64/AU	\$3,635.28

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**GREYHAWK UNIT 3B – PONDSIDE CT.**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	26
AU	26
\$156.85/AU	\$4,078.10

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**CAMERON OAKS PHASE 3 – EVERS COVE AND RILEY ROAD**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	58
AU	58
\$176.99/AU	\$10,265.42

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**CAMERON OAKS PHASE 3 – BELEN CT.**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	33
AU	33
\$162.09/AU	\$5,348.97

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**GROVE POINTE AT OAKLEAF PHASE 1 AND PHASE 2**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	234
AU	234
\$177.45/AU	\$41,523.30



**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**VILLAGE PARK UNIT 1-C**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	54
AU	54
\$409.17/AU	\$22,095.18

## CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL

### WILLOW SPRINGS PHASE 2

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	123
AU	123
\$315.36/AU	\$38,789.28

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**WILLOW SPRINGS PHASE 3**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	106
AU	106
\$255.51/AU	\$27,084.06

## CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL

### FOXMEADOW UNIT 8-A

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	60
AU	60
\$543.04/AU	\$32,582.40

## CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL

### ROLLING HILLS UNIT TWO-A

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	24
AU	24
\$378.98/AU	\$9,095.52

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**BRADLEY CREEK CROSSING UNIT 1**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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\_\_\_\_\_, 2025.

DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	57
AU	57
\$330.06/AU	\$18,813.42



**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**SHADOW CREST AT ROLLING HILLS MSBU**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	247
AU	247
\$235.24/AU	\$58,104.28

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**ROLLING HILLS UNIT TWO-B MSBU**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	23
AU	23
\$401.44/AU	\$9,233.12

## **CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

### **DOUBLE BRANCH MSBU**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	153
AU	153
\$543.64/AU	\$83,176.92

**CERTIFICATE TO 2025 NON-AD VALOREM ASSESSMENT ROLL**

**BRADLEY CREEK CROSSING UNIT 2 MSBU**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of the Board of County Commissioners located in Clay County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

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DIANE HUTCHINGS  
CLAY COUNTY TAX COLLECTOR

\_\_\_\_\_  
Betsy Condon, Chairman, Clay County  
Board of County Commissioners

By: \_\_\_\_\_  
Stephanie Davis  
Tax Manager

ATTEST:

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

	1 AU Parcels
Parcels	43
AU	43
\$450.34/AU	\$19,364.62



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County Commissioners

DATE:

FROM: Administrative and  
Contractual Services

**SUBJECT:**

A) Approval of the State Funded Grant Agreement Emergency Preparedness and Assistance (EMPA) Grant with the State of Florida, Division of Emergency Management for State's FY 2025/2026 with a maximum reimbursement amount of \$105,806.00. The Agreement is effective July 1, 2025, and shall end on June 30, 2026

B) Approval of the accompanying Budget Resolution.

**Funding Source (Revenue):**

General Fund - All Grants Organization - EMPA FY25-26 - State Grants - Public Safety

**AGENDA ITEM TYPE:**

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**BACKGROUND INFORMATION:**

This funding amount remains the same as FY24/25. Funds will be allocated to Emergency Management Hazard Support Plans (\$73,806.00) and the Development/Delivery of Training (\$32,000.00).

Local Budget Match Requirement: In accordance with Florida Administrative Code Rule 27P-19.011, the County is required to provide a local match for EMPA grant funds based on prior years' revenue and funding levels. The local budget match documentation must be submitted to FDEM once the County's budget is approved, or no later than November 15, 2025.

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

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

**Funding Source (Revenue):**

General Fund - All Grants Organization - EMPA FY25-26 - State Grants - Public Safety

**Account No:**

FD1000 - CC1233 - PRJ100873 - RC334200

Sole Source (Yes\No):**No**Advanced Payment(Yes\No):**No**Planning Requirements:Public Hearing Required (Yes\No):**No**Hearing Type:Initiated By:

N/A

**ATTACHMENTS:**

Description	Type	Upload Date	File Name
<input type="checkbox"/> Contracts_EMPA Resolution	Resolution Letter	8/21/2025	Resolution - FY_24-25_General_Fund_EMPA_FY25-26ada.pdf
<input type="checkbox"/> Contracts_EMPA Agreement/Contract	Agreement/Contract	8/21/2025	Agreement_A0544_EMPA_25-26_TBSada.pdf

**REVIEWERS:**

Department	Reviewer	Action	Date	Comments
Administrative and Contractual Services	Streeper, Lisa	Approved	8/20/2025 - 5:40 PM	Item Pushed to Agenda



## CLAY COUNTY RESOLUTION NO. 2024/2025-

**WHEREAS**, the following revenue from the State of Florida, Division of Emergency Management, Emergency Preparedness and Assistance Grant was not anticipated when the 2024/2025 budget was approved, and

**WHEREAS**, Section 129.06(2)(d) of the Florida Statutes stipulates that a receipt of a nature from a source not anticipated in the budget and received for a particular purpose may, by resolution of the Board, be appropriated and expended for that purpose, and

**WHEREAS**, these funds are to be used for emergency preparedness planning and training.

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Clay County, Florida, that pursuant to Section 129.06(2)(d) of the Florida Statutes, the following budget be adopted.

### REVENUE

Prior Fund Total:		\$	171,159,059
Additions to General Fund (FD1000)			
General Fund / All Grants Organization / EMPA FY25-26 / EMPA FY25-26 / State Grants – Public Safety	FD1000-CC1233- PRJ100873-RC334200	\$	105,806
Amended Total Revenue		\$	171,264,865

### APPROPRIATION

Prior Fund Total:		\$	171,159,059
Additions to General Fund (FD1000)			
General Fund / All Grants Organization / EMPA FY25-26 / EMPA FY25-26 / Professional Services	FD1000-CC1233- PRJ100873-SC531000	\$	73,806
General Fund / All Grants Organization / EMPA FY25-26 / EMPA FY25-26 / Training and Certification	FD1000-CC1233- PRJ100873-SC555000	\$	32,000
Amended Total Appropriation		\$	171,264,865

**DULY ADOPTED** by the Board of County Commissioners of Clay County, Florida, this 26th day of August, 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

**Agreement Number: A0544**

**STATE-FUNDED GRANT AGREEMENT  
EMERGENCY PREPAREDNESS AND ASSISTANCE GRANT**

THIS AGREEMENT is entered into by the State of Florida, Division of Emergency Management, with headquarters in Tallahassee, Florida (hereinafter referred to as the "Division"), and Clay County (hereinafter referred to as the "Recipient").

**THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:**

- A. The Recipient represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein; and,
- B. The Division has received these grant funds from the State of Florida, and has the authority to subgrant these funds to the Recipient upon the terms and conditions below; and,
- C. The Division has statutory authority to disburse the funds under this Agreement.

**THEREFORE, the Division AND Recipient agree to the following:**

(1) SCOPE OF WORK

- (a) The Recipient shall perform the work in accordance with the Scope of Work (Attachment A) and Proposed Budget Detail Worksheet (Attachment A (2)), of this Agreement.

(2) INCORPORATION OF LAWS, RULES, REGULATIONS, AND POLICIES

- (a) As required by Section 215.971(1), Florida Statutes, this Agreement includes:
  - i. A provision specifying a scope of work that clearly establishes the tasks that the Recipient is required to perform.
  - ii. A provision dividing the agreement into quantifiable units of deliverables that must be received and accepted in writing by the Division before payment. Each deliverable must be directly related to the scope of work and specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.
  - iii. A provision specifying the financial consequences that apply if the Recipient fails to perform the minimum level of service required by the agreement.
  - iv. A provision specifying that the Recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period.
  - v. A provision specifying that any balance of unobligated funds which has been advanced or paid must be refunded to the Division.
  - vi. A provision specifying that any funds paid in excess of the amount to which the Recipient is entitled under the terms and conditions of the agreement must be refunded to the Division.

(b) In addition to the foregoing, the Recipient and the Division shall be governed by all applicable State and Federal laws, rules, and regulations, including those identified in the Scope of Work (Attachment A). Any express reference in this Agreement to a particular statute, rule, or regulation in no way implies that no other statute, rule, or regulation applies.

(3) PERIOD OF AGREEMENT

This Agreement shall begin **July 1, 2025**, and shall end on **June 30, 2026**, unless terminated earlier in accordance with the provisions of Paragraph (12) TERMINATION. In accordance with Section 215.971(1)(d), Florida Statutes, the Recipient may expend funds authorized by this Agreement “only for allowable costs resulting from obligations incurred during” the period of Agreement.

(4) FUNDING CONSIDERATION

(a) This is a fixed-cost Agreement, subject to the availability of funds. Upon satisfactory completion of each deliverable, the first, second, third, and fourth payment request may be submitted for a fixed amount of **\$26,451.50** each quarter. Upon submission of a request for payment, Recipient must also submit a Quarterly Report of expenditures to the Division’s Grants Manager consistent with the Scope of Work (Attachment A).

(b) The State of Florida’s performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with either Chapter 216, Florida Statutes, or the Florida Constitution.

(c) The Division will reimburse the Recipient only for the allowable costs incurred by the Recipient for the completion of each deliverable. The maximum reimbursement amount for each deliverable is outlined in the Proposed Budget Detail Worksheet (Attachment A (2)) The maximum reimbursement amount for the entirety of this Agreement is **\$105,806.00**.

(d) The Division will review quarterly requests for reimbursement by comparing the documentation provided by the Recipient against a performance measure outlined in Scope of Work (Attachment A), and Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Attachment C) which clearly delineates:

- i. The required minimum acceptable level of service to be performed; and,
- ii. The criteria for evaluating the successful completion of each deliverable.

(e) The Division’s Grant Manager, as required by Section 215.971(2)(c), Florida Statutes, shall reconcile and verify all funds received against all funds expended during the period of agreement and produce a final reconciliation report. The final report must identify any funds paid in excess of the expenditures incurred by the Recipient.

(f) For the purposes of this Agreement, the term “improper payment” means or includes:

i. Any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements; and,

ii. Any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.

(g) As required by the Reference Guide for State Expenditures, reimbursement for travel must be in accord with Section 112.061, Florida Statutes. The Recipient must submit submission of the claim on either their local travel voucher with supporting documentation and their local travel policy, or on the approved state travel voucher.

#### (5) REPORTS

(a) The Recipient shall provide the Division with quarterly reports and a close-out report. These reports shall include the current status and progress of all Recipients and subcontractors in completing the work described in the Scope of Work (Attachment A) and the expenditure of funds under this Agreement, in addition to any other information requested by the Division.

(b) Quarterly reports are due to the Division no later than forty-five (45) days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are September 30, December 31, March 31, and June 30.

(c) The Close-Out Report is due sixty (60) days after termination of this Agreement or sixty (60) days after completion of the activities contained in this Agreement, whichever occurs first.

(d) If all required reports and copies are not sent to the Division or are not completed in a manner acceptable to the Division, the Division may withhold further payments until they are completed or may take other action as stated in Paragraph (11) REMEDIES. "Acceptable to the Division" means that the work product was completed in accordance with the Proposed Budget Detail Worksheet (Attachment A (2)) and Scope of Work (Attachment A).

(e) The Recipient shall provide additional program updates or information that may be required by the Division.

(f) The Recipient shall provide additional reports and information identified in the Division of Emergency Management Enterprise Solution (DEMES).

#### (6) MONITORING

(a) The Division is responsible for and shall monitor Recipients performance under this Agreement. Recipient shall monitor the performance of its contractors, consultants, agents, and who are paid from funds provided under this Agreement or acting in furtherance of this Agreement.

(b) In addition to reviews of audits conducted in accordance with Exhibit 1 – Audit Requirements, monitoring procedures may include, but not limited to, desk reviews and on-site visits by Division staff, limited scope audits, and other procedures.

(c) Monitoring visits are performed to confirm grant requirements are being fulfilled to ensure correct and accurate documentation is being generated and to assist with any questions or concerns Recipients may have related to the grant. Recipients will be monitored programmatically and financially by the Division to ensure that all grant activities and project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

(d) On-site monitoring visits will be performed according to Division schedules, as requested, or as needed. At minimum, Recipients will receive monitoring from the Division once per year. If an on-site visit cannot be arranged, the Recipient may be asked to perform desk review monitoring. Additional monitoring visits may be conducted throughout the period of performance as part of corrective action when Recipients are demonstrating non-compliance.

#### (7) SUBCONTRACTS

If the Recipient subcontracts any of the work required under this Agreement, a copy of the unsigned subcontract must be forwarded to the Division for review and approval before it is executed by the Recipient. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold the Division and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law. The Recipient shall document in the quarterly report the subcontractor's progress in performing its work under this Agreement. For each subcontract, the Recipient shall provide a written statement to the Division as to whether that subcontractor is a minority business enterprise, as defined in Section 288.703, Florida Statutes.

#### (8) AUDITS

(a) In accounting for the receipt and expenditure of funds under this Agreement, the Recipient shall follow Generally Accepted Accounting Principles ("GAAP"). As defined by 2 C.F.R. §200.49, GAAP "has the meaning specified in accounting standards issued by the Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB)."

(b) When conducting an audit of the Recipient's performance under this Agreement, the Division shall use Generally Accepted Government Auditing Standards ("GAGAS"). As defined by 2 C.F.R. §200.50, GAGAS, "also known as the Yellow Book, means generally accepted government



auditing standards issued by the Comptroller General of the United States, which are applicable to financial audits.”

(c) If an audit shows that all or any portion of the funds disbursed were not spent in accordance with the conditions of this Agreement, the Recipient shall be held liable for reimbursement to the Division of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty (30) days after the Division has notified the Recipient of such non-compliance.

(d) The Recipient shall have all audits completed by an independent auditor, which is defined in section 215.97(2)(i), Florida Statutes, as “an independent certified public accountant licensed under chapter 473.” The independent auditor shall state that the audit complied with the applicable provisions noted above. The audits must be received by the Division no later than nine months from the end of the Recipient’s fiscal year.

(e) The Recipient shall send copies of reporting packages required under this paragraph directly to each of the following:

The Division of Emergency Management

[DEMSingle\\_Audit@em.myflorida.com](mailto:DEMSingle_Audit@em.myflorida.com)

DEMSingle\_Audit@em.myflorida.com

OR

Office of the Inspector General

2555 Shumard Oak Boulevard

Tallahassee, Florida 32399-2100

The Auditor General

Room 401, Claude Pepper Building

111 West Madison Street

Tallahassee, Florida 32399-1450

(9) LIABILITY

(a) Unless Recipient is a state agency or subdivision, as defined in Section 768.28, Florida Statutes, the Recipient is solely responsible to parties it deals with in carrying out the terms of this Agreement and shall hold the Division harmless against all claims of whatever nature by third parties arising from the work performed under this Agreement. For purposes of this Agreement, Recipient agrees that it is not an employee or agent of the Division but is an independent contractor.

(b) As required by Section 768.28(19), Florida Statutes, any Recipient which is a state agency or subdivision, as defined in Section 768.28(2), Florida Statutes, agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against the Division, and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in

Section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by any Recipient to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

(10) DEFAULT

If any of the following events occur ("Events of Default"), all obligations on the part of the Division to make further payment of funds shall, if the Division elects, terminate and the Division has the option to exercise any of its remedies set forth in Paragraph (11) REMEDIES; however, the Division may make payments or partial payments after any Events of Default without waiving the right to exercise such remedies, and without becoming liable to make any further payment:

(a) If any warranty or representation made by the Recipient in this Agreement or any previous agreement with the Division is or becomes false or misleading in any respect, or if the Recipient fails to keep or perform any of the obligations, terms or covenants in this Agreement or any previous agreement with the Division and has not cured them in timely fashion, or is unable or unwilling to meet its obligations under this Agreement;

(b) If material adverse changes occur in the financial condition of the Recipient at any time during the period of agreement, and the Recipient fails to cure this adverse change within thirty (30) days from the date written notice is sent by the Division;

(c) If any reports required by this Agreement have not been submitted to the Division or have been submitted with incorrect, incomplete, or insufficient information; or,

(d) If the Recipient has failed to perform and complete on time any of its obligations under this Agreement.

(11) REMEDIES

If an Event of Default occurs, then the Division shall, after thirty (30) calendar days, provide written notice to the Recipient and upon the Recipient's failure to cure within those thirty (30) days, exercise any one or more of the following remedies, either concurrently or consecutively:

(a) Terminate this Agreement, provided that the Recipient is given at least thirty (30) days prior written notice of the termination. The notice shall be effective when placed in the United States, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address in Paragraph (3) herein;

(b) Begin an appropriate legal or equitable action to enforce performance of this Agreement;

(c) Withhold or suspend payment of all or any part of a request for payment;

(d) Require that the Recipient refund to the Division any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds;

(e) Exercise any corrective or remedial actions, to include but not be limited to:

- i. Request additional information from the Recipient 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 Recipient to suspend, discontinue or refrain from incurring costs for any activities in question; or,
  - iv. Require the Recipient to reimburse the Division for costs incurred for any items determined to be ineligible;
- (f) Exercise any other rights or remedies which may be available under law. Pursuing any of the above remedies will not stop the Division from pursuing any other remedies in this Agreement or provided at law or in equity. If the Division waives any right or remedy in this Agreement or fails to insist on strict performance by the Recipient, it will not affect, extend or waive any other right or remedy of the Division, or affect the later exercise of the same right or remedy by the Division for any other default by the Recipient.

(12) TERMINATION

- (a) The Division may terminate this Agreement for cause after thirty (30) days written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform on time, and refusal by the Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, Florida Statutes, as amended.
- (b) The Division may terminate this Agreement for convenience or when it determines, in its sole discretion, that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds, by providing the Recipient with thirty (30) calendar days prior written notice.
- (c) 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 closeout of this Agreement.
- (d) In the event this Agreement is terminated, the Recipient will not incur new obligations for the terminated portion of this Agreement after the Recipient has received the notification of termination. The Recipient will cancel as many outstanding obligations as possible. Costs incurred after receipt of the termination notice will be disallowed. The Recipient shall not be relieved of liability to the Division because of any breach of this Agreement by the Recipient. The Division may, to the extent authorized by law, withhold payments to the Recipient for the purpose of set-off until the exact amount of damages due to the Division from the Recipient is determined.

(13) PROCUREMENT

- (a) The Recipient shall ensure that any procurement involving funds authorized by the Agreement complies with all applicable federal and state laws and regulations, to include 2 C.F.R. §§

200.318 through 200.327, Appendix II to 2 C.F.R. Part 200 (entitled “Contract Provisions for Non-Federal Entity Contracts Under Federal Awards”), and Section 287.057, Florida Statutes.

(b) As required by 2 C.F.R. § 200.318(i), the Recipient shall “maintain records sufficient to detail the history of procurement. These records will include but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.”

(c) As required by 2 C.F.R. § 200.318(b), the Recipient shall “maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.” In order to demonstrate compliance with this requirement, the Recipient shall document, in its quarterly report to the Division, the progress of any and all subcontractors performing work under this Agreement.

(d) Except for procurements by micro-purchases pursuant to 2 C.F.R. § 200.320(a)(1) or procurements by small purchase procedures pursuant to 2 C.F.R. § 200.320(a)(2), if the Recipient chooses to subcontract any of the work required under this Agreement, then the Recipient shall forward to the Division a copy of any solicitation (whether competitive or non-competitive) at least fifteen (15) days prior to the publication or communication of the solicitation. The Division shall review the solicitation and provide comments, if any, to the Recipient within seven (7) business days. Consistent with 2 C.F.R. §200.325, the Division will review the solicitation for compliance with the procurement standards outlined in 2 C.F.R. §§ 200.318 through 200.327 as well as Appendix II to 2 C.F.R. Part 200. Consistent with 2 C.F.R. § 200.318(k), the Division will not substitute its judgment for that of the Recipient. While the Recipient does not need the approval of the Division in order to publish a competitive solicitation, this review may allow the Division to identify deficiencies in the vendor requirements or in the commodity or service specifications. The Division’s review and comments shall not constitute an approval of the solicitation. Regardless of the Division’s review, the Recipient remains bound by all applicable laws, regulations, and agreement terms. If during its review the Division identifies any deficiencies, then the Division shall communicate those deficiencies to the Recipient as quickly as possible within the seven (7) business day window outlined above. If the Recipient publishes a competitive solicitation after receiving comments from the Division that the solicitation is deficient, then the Division may:

- i. Terminate this Agreement in accordance with the provisions outlined in paragraph (12) above; and,
- ii. Refuse to reimburse the Recipient for any costs associated with that solicitation.

(e) Except for procurements by micro-purchases pursuant to 2 C.F.R. § 200.320(a)(1) or procurements by small purchase procedures pursuant to 2 C.F.R. § 200.320(a)(2), if the Recipient chooses to subcontract any of the work required under this Agreement, then the Recipient shall forward to the Division a copy of any contemplated contract prior to contract execution. The Division shall review the unexecuted contract and provide comments, if any, to the Recipient within seven (7) business days.

Consistent with 2 C.F.R. § 200.325, the Division will review the unexecuted contract for compliance with the procurement standards outlined in 2 C.F.R. §§ 200.318 through 200.327 as well as Appendix II to 2 C.F.R. Part 200. Consistent with 2 C.F.R. § 200.318(k), the Division will not substitute its judgment for that of the Recipient. While the Recipient does not need the approval of the Division in order to execute a subcontract, this review may allow the Division to identify deficiencies in the terms and conditions of the subcontract as well as deficiencies in the procurement process that led to the subcontract. The Division's review and comments shall not constitute an approval of the subcontract. Regardless of the Division's review, the Recipient remains bound by all applicable laws, regulations, and agreement terms. If during its review the Division identifies any deficiencies, then the Division shall communicate those deficiencies to the Recipient as quickly as possible within the seven (7) business day window outlined above. If the Recipient executes a subcontract after receiving a communication from the Division that the subcontract is non-compliant, then the Division may:

- i. Terminate this Agreement in accordance with the provisions outlined in Paragraph (12) above; and,
- ii. Refuse to reimburse the Recipient for any costs associated with that subcontract.

(f) The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold the Division and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law.

(g) As required by 2 C.F.R. § 200.318(c)(1), the Recipient shall "maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts."

(h) As required by 2 C.F.R. § 200.319, the Recipient shall conduct any procurement under this agreement "in a manner providing full and open competition." Accordingly, the Recipient shall not:

- i. Place unreasonable requirements on firms in order for them to qualify to do business;
- ii. Require unnecessary experience or excessive bonding;
- iii. Use noncompetitive pricing practices between firms or between affiliated companies;
- iv. Execute noncompetitive contracts to consultants that are on retainer contracts;
- v. Authorize, condone, or ignore organizational conflicts of interest;
- vi. Specify only a brand name product without allowing vendors to offer an equivalent;

vii. Specify a brand name product instead of describing the performance, specifications, or other relevant requirements that pertain to the commodity or service solicited by the procurement;

viii. Engage in any arbitrary action during the procurement process;

or,

ix. Allow a vendor to bid on a contract if that bidder was involved with developing or drafting the specifications, requirements, statement of work, invitation to bid, or request for proposals.

(i) Except in those cases where applicable Federal statutes expressly mandate or encourage otherwise, the Recipient, as required by 2 C.F.R. § 200.319(c), shall not use a geographic preference when procuring commodities or services under this Agreement.

(j) The Recipient shall conduct any procurement involving invitations to bid (i.e. sealed bids) in accordance with 2 C.F.R. § 200.320(b)(1) as well as Section 287.057(1)(a), Florida Statutes.

(k) The Recipient shall conduct any procurement involving requests for proposals (i.e. competitive proposals) in accordance with 2 C.F.R. § 200.320(b)(2) as well as Section 287.057(1)(b), Florida Statutes.

(14) ATTACHMENTS AND EXHIBITS

(a) All attachments to this Agreement are incorporated as if set out fully.

(b) In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

(c) This Agreement has the following attachments:

Exhibit 1 – Single Audits

Exhibit 2 – EM Director Certification

Attachment A – Scope of Work

Attachment A (1) – Allowable Costs and Eligible Activities – Budget Directions

Attachment A (2) – Proposed Program Budget Detail Worksheet

Attachment A (3) – Quarterly Reports

Attachment B – Justification of Advance Payment

Attachment C – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Attachment D – Warranties and Representations

Attachment E – Statement of Assurances



(15) NOTICE OF CONTACT

(a) All notices provided by Recipient under or pursuant to this Agreement shall be in writing to Division's Grant Manager and delivered by standard or electronic mail using the correct information provided in Subparagraph 15(b) below.

(b) The name and address of Division's Grant Manager for this Agreement is:

<b>Division Contractual Point of Contact</b>
Josue' Jean 2555 Shumard Oak Blvd. Tallahassee, FL 32399-2100 (850) 815-4419 Josue.Jean@em.myflorida.com

(c) The name and address of Division's Programmatic Reviewer for this Agreement is:

<b>Division Programmatic Point of Contact</b>
Clesha Pennywell 2555 Shumard Oak Blvd. Tallahassee, FL 32399-2100 (850) 815-4310 Clesha.Pennywell@em.myflorida.com

(d) The name and address of Representative of the Recipient responsible for the administration of this Agreement is:

Name: Megan Covey
Title: Grants Director
Address: 477 Houston Street Green Cove Springs, FL 32043
Phone: (904) 295-4151
Email: megan.covey@claycountygov.com

(16) PAYMENTS

(a) Any advance payment under this Agreement is subject to Section 216.181(16), Florida Statutes. All advances are required to be held in an interest-bearing account. If an advance payment is requested, the budget data on which the request is based, and a justification statement shall be included in this Agreement as Justification of Advance Payment as Attachment B. Justification of Advance Payment (Attachment B) will specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds. No advance shall be accepted for processing if a reimbursement has been paid prior to the submittal of a request for advanced payment. After the initial

advance, if any, payment shall be made on a reimbursement basis as needed. FDEM will only advance 50% of the total award amount.

(b) Invoices shall be submitted to include the supporting documentation for all costs of the project or services. The final invoice shall be submitted within forty-five (45) days after the expiration date of the agreement. An explanation of any circumstances prohibiting the submittal of quarterly invoices shall be submitted to the Division Grant Manager as part of the Recipient's quarterly reporting as referenced in Paragraph (5) REPORTS of this Agreement.

(c) If the necessary funds are not available to fund this Agreement as a result of action by the State Chief Financial Officer or under Paragraph (4) FUNDING CONSIDERATION of this Agreement, all obligations on the part of the Division to make any further payment of funds shall terminate, and the Recipient shall submit its closeout report within thirty (30) days of receiving notice from the Division.

(17) REPAYMENTS

(a) All refunds or repayments due to the Division under this Agreement are to be made payable to the order of "Division of Emergency Management," and mailed directly to the following address:

Division of Emergency Management  
Cashier  
2555 Shumard Oak Boulevard  
Tallahassee FL 32399-2100

(b) In accordance with section 215.34(2), Florida Statutes, if a check or other draft is returned to the Division for collection, Recipient shall pay the Division a service fee of \$15.00 or 5% of the face amount of the returned check or draft, whichever is greater.

(18) MANDATED CONDITIONS AND OTHER LAWS

(a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this Agreement, in any later submission or response to a Division request, or in any submission or response to fulfill the requirements of this Agreement. All of said information, representations, and materials are incorporated by reference. The inaccuracy of the submissions or any material changes shall, at the option of the Division and with (thirty) 30 days written notice to the Recipient, cause the termination of this Agreement and the release of the Division from all its obligations to the Recipient.

(b) This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Leon County. If any provision of this Agreement is in conflict with any applicable statute or rule, or is unenforceable, then the provision shall be null and void to the extent of the conflict, and shall be severable, but shall not invalidate any other provision of this Agreement.

(c) Any power of approval or disapproval granted to the Division under the terms of this Agreement shall survive the term of this Agreement.

(d) The Recipient agrees to comply with the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.), which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, State and local government services, and telecommunications.

(e) Those who have been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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 a public entity, and may not transact business with any public entity in excess of \$25,000.00 for a period of thirty-six (36) months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

(f) Any Recipient which is not a local government or state agency, and which receives funds under this Agreement from the federal government, certifies, to the best of its knowledge and belief, that it and its principals:

i. Are presently not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;

ii. Have not, within a five-year period preceding this proposal been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

iii. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any offenses enumerated in Paragraph (18)(f)(ii) of this certification; and,

iv. Have not within a five-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

(g) If the Recipient is unable to certify to any of the statements in this certification, then the Recipient shall attach an explanation to this Agreement.

(h) In addition, the Recipient shall send to the Division (via Division of Emergency Management Enterprise Solutions (DEMES)) the completed "Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion" (Attachment C) for each intended subcontractor which

Recipient plans to fund under this Agreement. The form must be received by the Division before the Recipient enters into a contract with any subcontractor.

(i) The Division reserves the right to unilaterally cancel this Agreement if the Recipient refuses to allow public access to all documents, papers, letters or other material subject to the provisions of chapter 119, Florida Statutes, which the Recipient created or received under this Agreement.

(j) If the Recipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall either be returned to the Division or be applied against the Division's obligation to pay the contract amount.

(k) The State of Florida will not intentionally award publicly funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324(a) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The Division shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the Division.

(l) Section 287.05805, Florida Statutes, requires that any state funds provided for the purchase of or improvements to real property are contingent upon the contractor or political division granting to the state a security interest in the property at least to the amount of state funds provided for at least 5 years from the date of purchase or the completion of the improvements or as further required by law.

(m) The Division may, at its option, terminate the Contract 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.

(19) STATE REQUIREMENTS PERTAINING TO LOBBYING

(a) Section 216.347, Florida Statutes, prohibits "any disbursement of grants and aids appropriations pursuant to a contract or grant to any person or organization unless the terms of the grant or contract prohibit the expenditure of funds for the purpose of lobbying the Legislature, the judicial branch, or a state agency."

(b) No funds or other resources received from the Division under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

(20) COPYRIGHT, PATENT AND TRADEMARK

**EXCEPT AS PROVIDED BELOW, ANY AND ALL PATENT RIGHTS  
ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE**

**OF THIS AGREEMENT ARE HEREBY RESERVED TO THE STATE OF FLORIDA. ANY AND ALL COPYRIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY TRANSFERRED BY THE RECIPIENT TO THE STATE OF FLORIDA.**

(a) If the Recipient has a pre-existing patent or copyright, the Recipient shall retain all rights and entitlements to that pre-existing patent or copyright unless this Agreement provides otherwise.

(b) If any discovery or invention is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected with it, the Recipient shall refer the discovery or invention to the Division for a determination whether the State of Florida will seek patent protection in its name. Any patent rights accruing under or in connection with the performance of this Agreement are reserved to the State of Florida. If any books, manuals, films, or other copyrightable material are produced, the Recipient shall notify the Division. Any copyrights accruing under or in connection with the performance under this Agreement are transferred by the Recipient to the State of Florida.

(c) Within thirty (30) days of execution of this Agreement, the Recipient shall disclose all intellectual properties relating to the performance of this Agreement that he or she knows or should know could give rise to a patent or copyright. The Recipient shall retain all rights and entitlements to any pre-existing intellectual property that is disclosed. Failure to disclose will indicate that no such property exists. The Division shall then, under Paragraph (b), have the right to all patents and copyrights that accrue during performance of this Agreement.

(d) If the Recipient qualifies as a state university under Florida law, then, pursuant to Section 1004.23, Florida Statutes, any invention conceived exclusively by the employees of the Recipient shall become the sole property of the Recipient. In the case of joint inventions, that is inventions made jointly by one or more employees of both parties hereto, each party shall have an equal, undivided interest in and to such joint inventions. The Division shall retain a perpetual, irrevocable, fully paid, nonexclusive license, for its use and the use of its contractors of any resulting patented, copyrighted or trademarked work products, developed solely by the Recipient, under this Agreement, for Florida government purposes.

(21) LEGAL AUTHORIZATION.

The Recipient certifies that it has the legal authority to receive the funds under this Agreement and that its governing body has authorized the execution and acceptance of this Agreement. The Recipient also certifies that the undersigned person has the authority to legally execute and bind Recipient to the terms of this Agreement.

(22) STATEMENT AND ASSURANCES

The Recipient shall comply with any Statement of Assurances incorporated as Attachment E.

(23) RECORDS

(a) As a condition of receiving state financial assistance, and as required by Sections 20.055(6)(c) and 215.97(5)(b), Florida Statutes, the Division, the Chief Inspector General of the State of Florida, the Florida Auditor General, or any of their authorized representatives, shall enjoy the right of access to any documents, financial statements, papers, or other records of the Recipient which are pertinent to this Agreement, in order to make audits, examinations, excerpts, and transcripts. The right of access also includes timely and reasonable access to the Recipient's personnel for the purpose of interview and discussion related to such documents. For the purposes of this section, the term "Recipient" includes employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement.

(b) The Recipient shall maintain all records related to this Agreement for the period of time specified in the appropriate retention schedule published by the Florida Department of State. Information regarding retention schedules can be obtained at: <http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>.

(c) Florida's Government in the Sunshine Law (Section 286.011, Florida Statutes) provides the citizens of Florida with a right of access to governmental proceedings and mandates three, basic requirements: (1) all meetings of public boards or commissions must be open to the public; (2) reasonable notice of such meetings must be given; and, (3) minutes of the meetings must be taken and promptly recorded. The mere receipt of public funds by a private entity, standing alone, is insufficient to bring that entity within the ambit of the open government requirements. However, the Government in the Sunshine Law applies to private entities that provide services to governmental agencies and that act on behalf of those agencies in the agencies' performance of their public duties. If a public agency delegates the performance of its public purpose to a private entity, then, to the extent that private entity is performing that public purpose, the Government in the Sunshine Law applies. For example, if a volunteer fire department provides firefighting services to a governmental entity and uses facilities and equipment purchased with public funds, then the Government in the Sunshine Law applies to board of directors for that volunteer fire department. Thus, to the extent that the Government in the Sunshine Law applies to the Recipient based upon the funds provided under this Agreement, the meetings of the Recipient's governing board or the meetings of any subcommittee making recommendations to the governing board may be subject to open government requirements. These meetings shall be publicly noticed, open to the public, and the minutes of all the meetings shall be public records, available to the public in accordance with Chapter 119, Florida Statutes.

(d) Florida's Public Records Law provides a right of access to the records of the state and local governments as well as to private entities acting on their behalf. Unless specifically exempted from disclosure by the Legislature, all materials made or received by a governmental agency (or a private



entity acting on behalf of such an agency) in conjunction with official business which are used to perpetuate, communicate, or formalize knowledge qualify as public records subject to public inspection. The mere receipt of public funds by a private entity, standing alone, is insufficient to bring that entity within the ambit of the public record requirements. However, when a public entity delegates a public function to a private entity, the records generated by the private entity's performance of that duty become public records. Thus, the nature and scope of the services provided by a private entity determine whether that entity is acting on behalf of a public agency and is therefore subject to the requirements of Florida's Public Records Law.

(e) The Recipient shall maintain all records for the Recipient and for all subcontractors or consultants to be paid from funds provided under this Agreement, including documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives of the (Attachment A 2) – Proposed Budget Detail Worksheet and Scope of Work (Attachment A) - and all other applicable laws and regulations.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (850) 815-4156, [Records@em.myflorida.com](mailto:Records@em.myflorida.com), or 2555 Shumard Oak Boulevard, Tallahassee, FL 32399.**

(24) TERMS AND CONDITION

This Agreement contains all the terms and conditions agreed upon by the parties.

(25) EXECUTION

This Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

(26) MODIFICATION

Either Party may request modification of the provisions of this agreement. Modifications of provisions of this Agreement are valid only when reduced to writing and duly signed by the Parties.

(27) CONSTRUCTION AND RENOVATION

Construction and renovation projects for a local government's principal Emergency Operations Center (EOC) are allowable under the EMPA Program. The Division must provide written approval prior to the use of any EMPA Program funds for construction or renovation. Requests for EMPA Program funds for construction of an EOC must be accompanied by a justification to their EMPA Grant Manager for review and processing. The above examples are not intended to exclude other construction projects as potentially allowable costs. For

example, construction of a facility for the storage of critical emergency supplies, as a Point of Distribution (POD) for emergency distribution, and/or to serve as a staging area for deployment of emergency response resources is potentially an allowable expense. Other construction or renovation projects, such as a secondary or local EOC, will be considered on a case-by-case basis, with advance written approval.

(28) REAL PROPERTY AND STATE SECURITY INTEREST

In accordance with section 287.05805, Florida Statutes, if any state funds are utilized for the acquisition of real property or for improvements to real property, the Contractor or Political Subdivision receiving such funds must grant the State of Florida a security interest in the subject property. This security interest shall be, at a minimum, equivalent to the total amount of state funds provided. The security interest must remain in effect for a period of at least five (5) years from the date of property purchase or the date of completion of the improvements, or for a longer duration if so, mandated by applicable law.

(29) CONTRACTING WITH SMALL AND MINORITY BUSINESSES

(a) If the Sub-Recipient, with the funds authorized by this Agreement, seeks to procure goods or services, then, in accordance with 2 C.F.R. § 200.321 and Section 288.703, Florida Statutes, the Sub-Recipient shall take the following affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used whenever possible:

- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and,
- vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs i. through v. of this subparagraph.

(b) The requirement outlined in subparagraph (a) above, sometimes referred to as "socioeconomic contracting," does not impose an obligation to set aside either the solicitation or award of

a contract to these types of firms. Rather, the requirement only imposes an obligation to carry out and document the six affirmative steps identified above.

(c) The “socioeconomic contracting” requirement outlines the affirmative steps that the Sub-Recipient must take; the requirements do not preclude the Sub-Recipient from undertaking additional steps to involve small and minority businesses and women's business enterprises.

(d) The requirement to divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises, does not authorize the Sub-Recipient to break a single project down into smaller components in order to circumvent the micro-purchase or small purchase thresholds so as to utilize streamlined acquisition procedures (e.g. “project splitting”).

**STATE OF FLORIDA**  
**FLORIDA DIVISION OF EMERGENCY MANAGEMENT**  
**STATE - FUNDED SUBAWARD AND GRANT AGREEMENT**  
**SIGNATURE PAGE**

IN WITNESS WHEREOF, the Parties have duly executed and delivered this Agreement as of the date set forth below.

**RECIPIENT:**

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

Betsy Condon, Chairman

(Name and Title)

ATTEST:

Date: \_\_\_\_\_

59-6000553

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

Federal Identification Number

HE97WJAYNQ69

UEID/SAM Number

***If signing electronically:*** By providing this electronic signature, I am attesting that I understand that electronic signatures are legally binding and have the same meaning as handwritten signatures. I am also confirming that internal controls have been maintained, and that policies and procedures were properly followed to ensure the authenticity of the electronic signature.

*This statement is to certify that I confirm that this electronic signature is to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.*

**STATE OF FLORIDA**  
**DIVISION OF EMERGENCY MANAGEMENT**

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

**Kevin Guthrie, Division Director**

Date: \_\_\_\_\_

**FY 2025 EMPA AGREEMENT  
EXHIBIT 1 – SINGLE AUDITS**

<b>AUDIT COMPLIANCE CERTIFICATION</b>	
<b>Email a copy of this form at the time of agreement submission to the Division at:</b> <a href="mailto:DEMSingle_Audit@em.myflorida.com">DEMSingle_Audit@em.myflorida.com</a> .	
<b>Recipient:</b> Clay County	
<b>FEIN:</b> 59-6000553	<b>Sub- Recipient's Fiscal Year:</b> 2025/2026
<b>Contact Name:</b> Megan Covey	<b>Contact's Phone:</b> (904) 295-4151
<b>Contact's Email:</b> Megan.Covey@claycountygov.com	
<p>1. Did Recipient expend the State Financial Assistance, during its fiscal year, that it received under any agreement (e.g., contract, grant, memorandum of agreement, memorandum of understanding, economic incentive award agreement, etc.) between Recipient and the Florida Division of Emergency Management (Division)? <input checked="" type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If the above answer is yes, answer the following before proceeding to item 2.</p> <p>Did Recipient exceed \$750,000 or more of State financial assistance (from DIVISION and all other sources of State financial assistance combined) during its fiscal year? <input checked="" type="checkbox"/>Yes <input type="checkbox"/>No</p> <p><b>If yes, Recipient certifies that it will timely comply with all applicable State single or project specific audit requirements of section 215.97(2)(i), Florida Statutes, and the applicable rules of the Department of Financial Services and the Auditor General.</b></p>	
<p>2. Did <b>Recipient</b> expend Federal awards during its fiscal year that it received under any agreement (e.g. contract, grant, memorandum of agreement, memorandum of understanding, economic incentive award agreement, etc.) between Recipient and Division? <input checked="" type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If the above answer is yes, answer the following before proceeding to item 2.</p> <p>Did Recipient exceed \$750,000 or more of federal awards (from Division and all other sources of federal awards combined) during its fiscal year? <input checked="" type="checkbox"/>Yes <input type="checkbox"/>No</p> <p><b>If yes, Recipient certifies that it will timely comply with all applicable single or program – specific audit requirements of title 2 C.F.R. part 200, subpart F, as adopted and supplement by DHS at 2 C.F.R. part 200.</b></p>	
<b>By signing below, I certify, on behalf of Recipient, that the above representations for items 1 and 2 are correct.</b>	
<b>Signature of Authorized Representative</b> Betsy Condon	<b>Date</b> Chairman
<b>Printed Name of Authorized Representative</b>	<b>Title of Authorized Representative</b>

ATTEST:

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

**FY 2025 EMPA  
AGREEMENT  
EXHIBIT 2-EM DIRECTOR  
CERTIFICATION**

In accordance with the 2025 Emergency Management Preparedness and Assistance Grant agreement, which shall begin July 1, 2025, and shall end on June 30, 2026, and to remain consistent with section 252.38(1)(c), Florida Statutes and Rules 27P-19.005(4) and (5), Florida Administrative Code, in order to receive EMPA funding, each County Emergency Management Agency shall annually certify on their Exhibit 3 their commitment to employ and maintain a Director.

I, Betsy Condon (Name) certify compliance with the requirements for the 2025 Emergency Management Preparedness and Assistance grant program.

Clay County (Recipient) has employed an Emergency Management Director (EM Director) pursuant to Section 252.38(3)(b), Florida Statutes.

I, Betsy Condon also certify that I am the official representative for Clay County (Recipient) and have authority to bind Clay County (Recipient) to this certification of compliance.

Signed by: \_\_\_\_\_

Printed Name: Betsy Condon

Title: Chairman

Date: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

ATTEST:

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



**Attachment A  
Scope of Work  
FY 2025 EMPA Agreement**

**I. GENERAL POLICY**

The purpose of the Emergency Management Preparedness and Assistance Grant (EMPA) is to provide state funds to assist local governments in preparing for all hazards as authorized by Section 252.373, Florida Statutes. Funds shall be allocated to implement and administer county emergency management programs, to support the following activities:

- **Planning**
- **Organization**
- **Equipment**
- **Training**
- **Exercise, and**
- **Management and Administration**

Pursuant to Rule 27P-19.010(11), Florida Administrative Code, the Division shall determine allowable costs in accordance with 48 C.F.R. Part 31, entitled "Contract Cost Principles and Procedures." 2 C.F.R. Part 200, entitled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

**II. TASKS AND QUARTERLY DELIVERABLES**

Recipient shall support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas described in the National Preparedness Goal.

Counties must be able to prepare for, respond to, recover from, and mitigate against natural and man-made disasters/emergencies.

The Recipient must successfully complete the following Tasks and Deliverables throughout the period of performance. Quarterly deliverables must be uploaded through the Division of Emergency Management Enterprise Solution (DEMES) portal.

**Q1 TASK 1: CERTIFICATION OF COUNTY EMERGENCY MANAGEMENT STAFF**

**EMERGENCY MANAGEMENT DIRECTOR AND STAFF CERTIFICATION**

Pursuant to Section 252.38(1)(c), Florida Statutes, the County Emergency Management Agency shall perform emergency management functions throughout the jurisdictional limits of the county in which it is organized.

Pursuant to Rule 27P-19.004, Florida Administrative Code, each County Emergency Management Agency must annually certify their commitment to employ and maintain a director consistent with Rule 27P-19.005(4) and (5), Florida Administrative Code.

To demonstrate successful completion, the Recipient must submit the following into DEMES:

**DELIVERABLES:**

- **Exhibit 2** – Certification letter for the Emergency Management Director in accordance with Rule 27P-19.004, Florida Administrative Code, in accordance with Table below.

- **Reporting Form 4** – Staffing Detail and Position Descriptions for funded emergency management staff.

#### **Q1 TASK 2: STATE MUTUAL AID AGREEMENT (SMAA)**

Pursuant to sSection 252.38(1)(c), Florida Statutes, the County Emergency Management Agency shall perform emergency management functions within the territorial limits of the county within which it is organized and, in addition, shall conduct such activities outside its territorial limits as are required pursuant to sections 252.31-252.90, Florida Statutes, and in accordance with state and county emergency management plans and mutual aid agreements. Counties shall serve as liaison for and coordinator of municipalities' requests for state and federal assistance during post disaster emergency operations.

To demonstrate successful completion, the Recipient must submit the following into DEMES:

#### **DELIVERABLES:**

- **Self-Submittal** – Submit the executed Statewide Mutual Aid Agreement in accordance with section 252.38, Florida Statutes, Emergency management powers of political subdivisions.

#### **REPORTING REQUIREMENTS**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Deliverables Due	Updates Only	Updates Only	Updates Only

#### **Q2 TASK 1: TRAINING AND EXERCISE**

##### **INTEGRATED PREPAREDNESS PLAN (IPP)**

The County Emergency Management Agency shall be required to engage senior leaders and other whole community stakeholders to identify preparedness priorities specific to training and exercise needs, which will guide development of the county's multi-year IPP. The IPP should identify a combination of planning, training and exercise activities that address preparedness priorities and capability gaps based on planning efforts, hazard and risk assessments, and exercise/incident after-action reviews (AARs).

The State of Florida uses the Integrated Preparedness Plan Workshop (IPPW) process to synchronize local IPP's into a statewide IPP. Sub-Recipients shall have a representative participate in their Regional IPPW, and EMPG funded personnel are encouraged to attend.

To demonstrate successful completion, the Recipient must submit the following in DEMES:

#### **DELIVERABLES:**

- Submit the County 2028-2029 IPP Data Sheets by January 12, 2026, in DEMES
- Proof of participation by a representative of the Subrecipient in the appropriate Regional IPP Workshop (IPPW)

## **Q2 TASK 2: TRAINING AND EXERCISE**

### **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) IMPLEMENTATION**

All EMPA Program-funded personnel are expected to be trained emergency managers. All EMPA funded personnel must complete either the NIMS Independent Study courses and the Professional Development Series, or the FEMA National Emergency Management Basic Academy delivered either by EMI or at a sponsored state, local or other designated location. (AARs).

- NIMS Training, Independent Study (IS)-100 (any version), IS-200 (any version), IS-700 (any version), and IS-800 (any version) 4, **and**
- Professional Development Series (PDS) or the Emergency Management Professionals Program (EMPP) Basic Academy courses listed in the chart below.

<b>PDS</b> Professional Development Series	<b>OR</b>	<b>Basic Academy</b> Basic Academy Pre-requisites and Courses
IS-120.a: An Introduction to Exercises		IS-100 (any version): Introduction to the Incident Command System
IS-230.d: Fundamentals of Emergency Management		IS-700 (any version): National Incident Management System (NIMS)-An Introduction
IS-235.b: Emergency Planning		IS-800 (any version): National Response Framework, An Introduction
IS-240.b: Leadership and Influence		IS-230.d: Fundamentals of Emergency Management
IS-241.b: Decision Making and Problem Solving		E/L101: Foundations of Emergency Management
IS-242.b: Effective Communication		E/L102: Science of Disasters
IS-244.b: Developing and Managing Volunteers		E/L103: Planning Emergency Operations
IS-244.b: Developing and Managing Volunteers		E/L104: Exercise Design
IS-244.b: Developing and Managing Volunteers		E/L105: Public Information & Warning

To demonstrate successful completion, the Recipient must submit the following in DEMES:

#### **DELIVERABLES:**

- Staffing Detail for all EMPA funded personnel.
- Training verifications for EMPA funded personnel listed on Staffing Detail –will be provided by the FDEM Training and Exercise (T&E) Unit to the FDEM Grant Management Staff.

## **Q2 TASK 3: SHELTERING PLAN AND POINT OF DISTRIBUTION (POD) PLAN**

### **A. SHELTERING LOCATIONS AND SHELTERING PLAN**

The County Emergency Management Agency shall provide their shelter locations and create a Sheltering Plan focusing on emergency sheltering and local disaster housing strategy serving as a guide to support temporary housing both in the response and

recovery phases of a disaster.

## **B. EMERGENCY SITES & POD PLAN**

The County Emergency Management Agency shall provide their emergency sites (i.e., County Staging Areas, Points of Distribution (POD), Debris Management Sites, etc.) locations and create a POD Plan focusing on the distribution of resources (i.e., food, water, etc.) during the aftermath of disaster.

To demonstrate successful completion, the Recipient must submit the following in DEMES:

### **DELIVERABLES:**

- Submit the County Shelter Locations by January 12th, 2026 in WebEOC;
- Submit the County Shelter Plan by January 12th, 2026 in DEMES;
- Submit the County Emergency Sites Locations by January 12th, 2026 in WebEOC; and
- Submit the County Point of Distribution Plan by January 12th, 2026 in DEMES.

### **REPORTING REQUIREMENTS:**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
N/A	Deliverables Due	Updates Only	Updates Only

## **Q3 TASK 1: STATEWIDE EXERCISE AND CONFERENCE ATTENDANCE**

### **A. FLORIDA TRAINING FOR EMERGENCY MANAGEMENT AND STATEWIDE EXERCISE**

The County Emergency Management Agency must provide documentation demonstrating attendance of its emergency management funded staff at Florida's Training for Emergency Management (FTEM) Conference and a full day participation in the yearly Statewide Exercise.

For FTEM, standard counties are required to show attendance of at least two (2) such staff members, while fiscally constrained counties must demonstrate attendance of at least one (1) staff member.

To demonstrate successful completion, the Recipient must submit the following in DEMES:

### **DELIVERABLES:**

- **Self-Report** – Statewide Exercise and Conference attendance proof submitted in accordance with Table below.
- A copy of the post-event report with attendee names, session summaries, and lessons learned.

### **REPORTING REQUIREMENTS:**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
N/A	N/A	Deliverables Due	Updates Only

#### **Q4 TASK 1: POLICY OR PROTOCOL SUBMITTAL**

##### **A. Procurement Policy**

The County Emergency Management Agency shall provide documentation demonstrating its local policy or protocol for purchasing, which must be based on national best practices discussed at the FTEM.

To demonstrate successful completion, the Recipient must submit the following in DEMES:

##### **DELIVERABLES:**

- **Self-Report** – Submit procurement policy for purchasing based on national best practices discussed at the conference in accordance with Table below.
- Submit procurement policy with supporting documentation.

#### **Q4 TASK 2: VALIDATING CAPABILITIES THROUGH EXERCISE**

##### **B. Exercises**

Exercises play a vital role in preparedness by testing capabilities, familiarizing emergency management personnel with role and responsibilities, fostering meaningful interaction and communicating across organizations. Exercises bring together and strengthen the whole community in its efforts to prevent, protect against, mitigate, respond to, and recover from all hazards.

To demonstrate successful completion of task 2 for Quarter 4, all EMPA funded personnel are required to participate in a minimum of three (3) exercises during the agreement period.

To demonstrate successful completion, the Recipient must submit the following in DEMES:

##### **DELIVERABLES:**

- **Self-Report** – Sub-Recipient must provide sign-in sheets for exercise in which EMPA funded personnel participated in accordance with Table below.
- If a local jurisdiction has experienced a major disaster and they would like to request exemptions for a scheduled exercise, the recipient should send this request to its assigned Grants Manager utilizing the quarterly report. Exemptions will be reviewed/approved by the State on a case-by-case basis.

#### **Q4 TASK 3: LOCAL BUDGET MATCH**

##### **DIVISION FORM 3**

In accordance with Rule 27P-19.011, Florida Administrative Code, base grants shall be matched at an amount either equal to the average of the previous three years' level of county general revenue funding of the County Emergency Management Agency or the level of funding for the County Emergency Management Agency for the last fiscal year, whichever is lower. Required with this form, the county needs to provide a copy of the current EM local budget (general revenue) and general ledger expenditure report as of 6/30/2026.

To demonstrate successful completion, the Recipient must submit the following into DEMES:

**DELIVERABLES:**

- **Division Form 3** – A copy of the current and accurate County Emergency Management Local Budget (General Revenue) including the budget approval date. All requests for a budget match reduction shall be requested no later than 45 days after the county budget has been approved; in accordance with Table below.

To be eligible for any reduction, the Base Grant recipient shall demonstrate and certify that the reduction is due to reductions in county general revenue funding and that the amount of the requested reduction is equivalent to across the board reductions in all county budgets. County requests for reduction shall be signed by the county's chief elected officer and the certification of reduction in county budget funding shall be signed by the county's chief financial officer. Requests shall certify the intent to return to pre-reduced funding as soon as practicable, and shall provide an estimate of the date at which the county will return to the current level of funding. Requests for reduction shall also be accompanied by financial data for the previous three years indicating: the level of county funding for the County Emergency Management Agency budget; budget detail regarding all individual items of the County Emergency Management Agency budget; and the proposed level of funding, for all budget items, if the reduction is authorized by the Division. All requests for match reduction shall be submitted no later than forty-five (45) days after the county budget has been approved or by the first quarter by the governing body of the jurisdiction, or the opportunity to request shall be waived.

- **Self Report 4** – A copy of the local EM general revenue expenditure (general ledger) report.in accordance with Table below.

**REPORTING REQUIREMENTS:**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
N/A	N/A	N/A	Deliverables Due

**Payments:** The Recipient must perform the minimum requirements for each task and deliverable as indicated in Attachment A – Scope of Work to receive payment.

**Financial Consequences:** Section 215.971, Florida Statutes, requires the Agency, as the recipient of State funding, to apply financial consequences, including withholding a portion of funding up to the full amount if the Recipient fails to be in compliance with Federal, State, and Local requirements, or satisfactorily perform required activities/tasks. Failure to successfully complete each of the required tasks, as demonstrated by the failure to satisfy the applicable deliverables, shall result in a 10% reduction of the overall amount authorized by this Agreement.



**FY 2025 EMPA AGREEMENT  
ATTACHMENT A (1)  
ALLOWABLE COSTS AND ELIGIBLE ACTIVITIES**

**I. CATEGORIES AND ELIGIBLE ACTIVITIES**

The 2025 EMPA Funding Guidance allowable costs are divided into the following categories: **Planning, Organization, Equipment, Training, Exercise, and Management and Administration.**

**A. PLANNING**

Planning spans all five National Preparedness Goal (the Goal) mission areas and provides a baseline for determining potential threats and hazards, required capabilities, required resources, and establishes a framework for roles and responsibilities. Planning provides a methodical way to engage the whole community in the development of a strategic, operational, and/or community-based approach to preparedness.

**Plans should have prior review and approval from the respective DEM state program. Funds may not be reimbursed for any plans that are not approved.**

EMPA Program funds may be used to develop or enhance emergency management planning activities. Some examples include, but not limited to:

- Emergency Operation Plans/ Local Comprehensive Emergency Management Planning
- Communications Plans
- Administrative Plans
- Whole Community Engagement/Planning
- Resource Management Planning
- Sheltering and Evacuation Planning
- Recovery Planning
- Continuity Plans

For planning expenditures to qualify for reimbursement under this Agreement, the Recipient must submit a final plan to the Division for approval. As part of any request for reimbursement for planning expenditures, the Recipient must submit the following:

- Copies of contracts or agreements prior to contracting with consultants or sub-contractors providing services;
- Invoice from any consultant/contractor involved in the planning;
- Copies of all planning materials and work product (e.g. meeting documents, copies of plans);
- If a meeting was held by Recipient, an agenda and sign-in sheet with meeting date
- Proof of payment (e.g., credit card statement, bank statement);
- Complete debarment form and/or Sam.gov for any contractors/consultants;
- Proof of Procurement method (e.g. quotes, and or solicitations).

**B. OPERATIONAL**

EMPA Program funds may be used for all day-to-day preparedness activities in support of the four phases of emergency management (preparedness, response, recovery, and mitigation).

Rules 27P-19.004 and 27P-19.0061, Florida Administrative Code, outline the minimum performance level (definition below). Each Emergency Management staff person must be available to work the number of hours and assume the responsibilities for the duties in their official position description as well as provide the coordination and support for all

incidents within the jurisdiction on a 24-hour basis.

Eligible “**Operational Cost**” items include, but are not limited to:

- **Salaries and Fringe Benefits**
- **Utilities (electric, water and sewage)**
- Service/Maintenance agreements (provide vendor debarment and service agreement for contractual services)
- Office Supplies/Materials
- IT Software Upgrades
- Memberships
- Publications
- Postage
- Storage
- **Other Personnel/Contractual Services**
  - Reimbursement for services by a person(s) who is not a regular or full-time employee filling established positions. This includes but is not limited to temporary employees, student or graduate assistants, fellowships, part time academic employment, board members, consultants, and other services.
  - Consultant Services require a pre-approved Contract or purchase order by the Division. Copies of additional quotes should also be supplied when requesting pre-approval. These requests should be sent to the grant manager for the Division for review.

#### **Funding for Critical Emergency Supplies**

Critical emergency supplies—such as shelf stable products, water, and basic medical supplies—are an allowable expense under EMPA. DHS/FEMA must approve a state’s five-year viable inventory management plan prior to allocating grant funds for stockpiling purposes. The five-year plan should include a distribution strategy and related sustainment costs if the grant expenditure is over \$100,000.

#### **Operational Costs Supporting Documentation**

If the recipient seeks reimbursement for operational activities, then the following shall be submitted:

- For salaries, provide copies of payroll expenditure reports.
- Expense items need to have copies of invoices, or receipts and proof of payment (credit card statements, bank statements). All documentation for reimbursement amounts must be clearly visible and defined (i.e., highlighted, underlined, circled on the required supporting documentation).
- Funding may not be used to purchase clothing that would be used for everyday wear by emergency management employees or other personnel.
- Clothing, uniforms, undergarments, jackets, vests, etc. are also allowable for CERT members as listed on the Authorized Equipment List (AEL): 21GN-00-CCEQ | FEMA.gov.
- For a complete list of other eligible clothing and protective gear allowable for purchase with EMPG funding, applicants, recipients and FEMA staff are encouraged to refer to the AEL website for the most up to-date information: Authorized Equipment List | FEMA.gov.

#### ***Please Note:***

- Allowable costs shall be determined in accordance with applicable Federal Office of Management and Budget Circulars, or, in the event no circular applies, by 2 C.F.R. part 200 CONTRACT COST PRINCIPLES AND PROCEDURES.

### **C. EQUIPMENT**

Pursuant to 27P-19.010 Disbursement. Allowable equipment costs shall be determined in accordance with applicable Federal Office of Management and Budget Circulars, or, in the event no circular applies, by 2 C.F.R. part 200 CONTRACT COST PRINCIPLES AND PROCEDURES. If an item qualifies as reasonable and necessary, and the item is EMPG-coded on the FEMA AEL, then the Recipient does not need to obtain permission from the Division prior to purchasing the item in order to seek reimbursement.

If the Recipient seeks reimbursement for the purchase of an item that is not EMPG-coded on the FEMA AEL, then the Recipient must receive permission from the Division prior to purchasing the item. If the Recipient purchases such an item without receiving permission from the Division beforehand, then the Division will not provide any reimbursement for that purchase.

Allowable equipment includes equipment from the following AEL categories:

- Personal Protective Equipment (PPE) (Category 1)
- Information Technology (Category 4)
- Cybersecurity Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Detection Equipment (Category 7)
- Power Equipment (Category 10)
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- CBRNE Incident Response Vehicles (Category 12)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

The Authorized Equipment List (AEL) is a list of approved equipment types allowed under FEMA's preparedness grant programs and can be located at <https://www.fema.gov/authorized-equipment-list>.

If Recipients have questions concerning the eligibility of equipment, they shall contact their Grant Manager for clarification.

Recipients should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 C.F.R. Part 200, including 2 C.F.R. §§ 200.310, 200.313, and 200.316.

#### **Equipment Acquisition Costs Supporting Documentation**

- Provide copies of invoices, or receipts, proof of payment, i.e., credit card statements, bank statements or front and back of canceled checks).
- Provide the Authorized Equipment List (AEL) # for each equipment purchase.

### **D. TRAINING**

EMPA Training funds may be used for a range of emergency management-related training activities to enhance the capabilities of state and local emergency management personnel through the establishment, support, conduct, and attendance of training. Training should foster the development of a community-oriented approach to emergency management that emphasizes engagement at the community level, strengthens best practices, and provides a path toward building sustainable resilience.

The Recipient can successfully complete an authorized course either by attending or by conducting that course.

- In order to receive payment for successfully attending a training course, the Recipient must provide a certificate of completion; all receipts that document the costs incurred by the Recipient in order to attend the course.
- In order to receive payment for successfully conducting a course, the Recipient must provide the course sign-in sheet with all receipts that document the costs incurred by the Recipient in order to conduct the course.
- In order to receive payment for successfully conducting a workshop, the recipient must provide workshop sign-in sheets, materials used for workshop, and all receipts that document the costs incurred by the Recipient in order to conduct the workshop.

For training, the number of participants must be a minimum of fifteen (15) in order to justify the cost of holding a course. For questions regarding adequate number of participants, please contact the Division State Training Officer for course specific guidance. Unless the recipient receives advance approval from the State Training Officer for the number of participants, then the Division must reduce the amount authorized for reimbursement on a pro-rata basis for any training with less than fifteen (15) participants.

Allowable training-related costs include the following:

**Develop, Deliver, and Evaluate Training.** This includes costs related to administering the training: planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment. Training should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Any training or training gaps, including those for children and individuals with disabilities or access and functional needs, should be identified in the Integrated Preparedness Program (IPP) and addressed in the training cycle. States are encouraged to use existing training rather than developing new courses. When developing new courses states are encouraged to apply the Analyze, Design, Develop, Implement and Evaluate (ADDIE) model for instruction design.

- **Overtime and Backfill.** The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or FEMA, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.
- **Travel.** Travel costs (e.g., airfare, mileage, per diem, and hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.
- **Hiring of Full or Part-Time Staff or Contractors/Consultants.** Full or part-time staff or contractors/consultants may be hired to support direct training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or unit(s) of local government and have the approval of the state or FEMA, whichever is applicable.
- **Certification/Recertification of Instructors.** Costs associated with the certification and re-certification of instructors are allowed. States are encouraged to follow the FEMA Instructor Quality Assurance Program to ensure a minimum level of competency and corresponding levels of evaluation of student learning. This is particularly important for those courses which involve training of trainers.

## **Conferences**

The Division recognizes the important role that conferences can play in the professional development of emergency managers.

Rule 69I-42.002(3), Florida Administrative Code, defines the term conference as:

The coming together of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for the removal of differences or disputes and for discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion, and work in some specific field or on a governmental problem or problems. A conference does not mean the coming together of agency or interagency personnel.

For travel to a conference or convention to qualify for reimbursement, the cost must be reasonable and attendance at the conference must be necessary for the successful completion of a task required by this Agreement.

Provided the cost qualifies as reasonable and necessary for the successful completion of a task required by this Agreement, travel to a conference that complies with the requirements of Rule 69I-42.004, Florida Administrative Code, satisfies the minimum level of service for conference travel under this Agreement.

In pertinent part, Rule 69I-42.004(1), Florida Administrative Code, states "No public funds shall be expended for attendance at conferences or conventions unless:

- The main purpose of the conference or convention is in connection with the official business of the state and directly related to the performance of the statutory duties and responsibilities of the agency participating;
- The activity provides a direct educational or other benefit supporting the work and public purpose of the person attending;
- The duties and responsibilities of the traveler attending such meetings are compatible with the objectives of the conference or convention; and
- The request for payment of travel expenses is otherwise in compliance with these rules.

Provided the cost qualifies as reasonable and necessary for the successful completion of a task required by this Agreement, and provided any related travel complies with the requirements of Rule 69I-42.004, Florida Administrative Code, conferences may qualify for reimbursement under this Agreement:

Requests for reimbursement for payment of the registration fee or for a conference or convention must include:

- A statement explaining how the expense directly relates to the Recipient's successful performance of a task outlined in this Agreement;
- A copy of those pages of the agenda that itemizes the registration fee;
- A copy of local travel policy; and
- A copy of the travel voucher or a statement that no travel costs were incurred, if applicable.

When a meal is included in a registration fee, the meal allowance must be deducted from the reimbursement claim, even if the traveler decides for personal reasons not to eat the meal. See section 112.061(6)(c), Florida Statutes ("No one, whether traveling out of or in state, shall be reimbursed for any meal or lodging included in a convention or conference

registration fee paid by the state"). A continental breakfast is considered a meal and must be deducted if included in a registration fee for a convention or conference. However, in the case where a meal is provided by a hotel or airline, the traveler shall be allowed to claim the meal allowance provided by law.

**Class A, Class B, and Class C Travel:**

- Class A travel is continuous travel of 24 hours or more away from official headquarters. The travel day for Class A is based on a calendar day (midnight to midnight).
- Class B travel is continuous travel of less than 24 hours which involves overnight absence away from official headquarters. The travel day for Class B travel begins at the same time as the travel period.
- Class C travel is short or day trips in which the traveler is not away from his/her official headquarters overnight. Class C allowances are currently not authorized for reimbursement.

<b>Meal Allowance and Per Diem:</b>
<b>Section 112.061(6)(b), Florida Statutes, establishes the meal allowance for each meal during a travel period as follows:</b>
\$6 for breakfast (when travel begins before 6 a.m. and extends beyond 8 a.m.);
\$11 for lunch (when travel begins before 12 noon and extends beyond 2 p.m.);
\$19 for dinner (When travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during nighttime hours due to special assignment.).
<b>Section 112.061(a), Florida Statutes, establishes the per diem amounts.</b>
All travelers are allowed: The authorized per diem for each day of travel; or, If actual expenses exceed the allowable per diem, the amount allowed for meals as provided in s. 112.061(6) (b), F.S., plus actual expenses for lodging at a single occupancy rate.

Per diem shall be calculated using four six-hour periods (quarters) beginning at midnight for Class A or when travel begins for Class B travel. Travelers may only switch from actual to per diem while on Class A travel on a midnight to midnight basis. A traveler on Class A or B travel who elects to be reimbursed on a per diem basis is allowed \$20.00 for each quarter from the time of departure until the time of return.

**Reimbursement for Meal Allowances That Exceed the State Rates**

The Division shall not reimburse for any meal allowance that exceeds \$6 for breakfast, \$11 for lunch, or \$19 for dinner unless:

- For counties – the requirements of section 112.061(14), Florida Statutes, are satisfied;
- The costs do not exceed charges normally allowed by the Recipient in its regular operations as the result of the Recipient's written travel policy (in other words, the reimbursement rates apply uniformly to all travel by the Recipient); and,
- The costs do not exceed the reimbursement rates established by the United States General Services Administration ("GSA") for that locale (see <https://www.gsa.gov/portal/content/104877>).

**Hotel Accommodations**

- A traveler may not claim per diem or lodging reimbursement for overnight travel within fifty (50) miles (one-way) of his or her headquarters or residence unless the circumstances necessitating the overnight stay are fully explained by the traveler and approved by the Division. Absent prior



approval from the Division, the cost of any hotel accommodation shall not exceed \$175 per night.

#### **Training Costs Supporting Documentation**

- Copies of contracts or agreements with consultants or sub-contractors providing services;
- Copies of invoices, receipts and cancelled checks, credit card statements and bank statements for proof of payment;
- Copies of the agenda, certificates and/or sign in sheets (if using prepopulated sign in sheets they must be certified by the Emergency Management Director or Lead Instructor verifying attendance).

For travel and conferences related to EMPA activities:

- Copies of all receipts must be submitted (i.e., airfare, proof of mileage, toll receipts, hotel receipts, car rental receipts, etc.) Receipts must be itemized and match the dates of travel/conference;
- Copies of Conferences must be providing an agenda. Proof of payment is also required for all travel and conferences. If the Recipient seeks reimbursement for travel costs that exceed the amounts stated in section 112.061(6)(b), Florida Statutes (\$6 for breakfast, \$11 for lunch, and \$19 for dinner), then the Recipient must provide documentation that: The costs are reasonable and do not exceed charges normally allowed by the Recipient in its regular operations as a result of the Recipient's written travel policy; and participation of the individual in the travel is necessary to the Federal award.

#### **E. EXERCISES**

Exercises conducted with grant funds should test and evaluate performance towards meeting capability targets established in a jurisdiction's Integrated Preparedness Program (IPP) for the core capabilities needed to address its greatest risks.

#### **Allowable Exercise-Related Costs**

- **Design, Develop, Conduct and Evaluate an Exercise.** This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation. Recipients are encouraged to use free public space/locations/facilities, whenever available, prior to the rental of space/locations/facilities. Exercises shall provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Gaps identified during an exercise including those for children and individuals with disabilities or access and functional needs, shall be identified in the AAR/IP and addressed in the exercise cycle.
- **Hiring of Contractors or Consultants.** Contractors or Consultants may be hired to support direct exercise activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or unit(s) of local government and have the approval of the state. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of exercises.
- **Overtime and Backfill.** The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of time spent on the design, development and conduct of exercises are allowable expenses. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the local government. In no case is dual compensation allowable. That is, an employee of a unit of

government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.

- **Travel.** Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise activities.
- **Supplies.** Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise activities (e.g., gloves, non-sterile masks, fuel, and disposable protective equipment).
- **Other Items.** These costs are limited to items consumed in direct support of exercise activities such as the rental of space/locations for planning and conducting an exercise, rental of equipment, and the procurement of other essential nondurable goods. Recipients are encouraged to use free public space/locations, whenever available, prior to the rental of space/locations. Costs associated with inclusive practices and the provision of reasonable accommodations and modifications that facilitate full access for children and adults with disabilities are allowable.

When conducting an exercise that shall include meals for the attendees, the recipient shall submit a request for approval to the Division no later than twenty-five (25) days prior to the event to allow for both the Division and the Department of Financial Services to review. The request for meals must be submitted on letterhead and must include the date of exercise, agenda, number of attendees, and costs of meals.

#### **Unauthorized Exercise-Related Costs**

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle costs that are reimbursable are fuel/gasoline or mileage;
- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs);
- Durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct.

If the recipient seeks reimbursement for exercise activities, then the following shall be submitted:

- Documentation clearly indicating the purpose/objectives of the exercise (e.g. Situation Manual, Exercise Plan);
- After-action report with Improvement Plan (AAR/IP), Sign-In sheets, Agenda;
- Receipts and proof of payment (e.g. canceled check, electronic funds transfer confirmation, credit card statement, bank statement) for supplies expenditures (e.g. copying paper, gloves, tap, etc.);
- Invoices and proof of payment for Travel costs (e.g., internal travel voucher, airfare, mileage, per diem, hotel) related to exercise activities;
- Proof of purchase methodology, if applicable (e.g. quotes, sole source, state contract, competitive bid results).

No later than 90 days after completion of an exercise, the recipient must upload to the DEMES an After Action Report (AAR) that includes the following:

**An Improvement Plan; and,  
A roster of participants.**

#### **F. MANAGEMENT AND ADMINISTRATIVE (M&A)**

M&A activities are those defined as directly relating to the management and administration of EMPA Program funds, such as financial management and monitoring. It

should be noted that salaries of state and local emergency managers are not typically categorized as M&A, unless the state or local EMA chooses to assign personnel to specific M&A activities.

#### **Management and Administrative Costs Supporting Documentation**

- Copies of certified timesheets with employee and supervisor signature documenting hours worked or Division Form 6 - Time and Effort and proof employee was paid (paystubs, earning statements, and payroll expenditure reports);
- Costs for M&A activities are allowed up to 5% of the total award amount.

#### **Supplanting Prohibited**

Section 252.372, Florida Statutes, states that the monies from the EMPA Trust Fund “may not be used to supplant existing funding.” Additionally, Rule 27P-19.003(3), Florida Administrative Code, states: “Funds received from the [EMPA] Trust Fund may not be used to supplant existing funding, nor shall funds from one program under the Trust Fund be used to match funds received from another program under the Trust Fund.”

## **II. OTHER CRITICAL INFORMATION**

### **A. RULE 27P-19, FLORIDA ADMINISTRATIVE CODE**

Rule 27P-19.010(11), Florida Administrative Code, states: “Allowable costs shall be determined in accordance with applicable Federal Office of Management and Budget Circulars...” Therefore, unless a specific exception applies, 2 CFR Part 200 Subpart A (Definitions) and Subpart E (Cost Principles) shall apply to this Agreement.

#### **Expenses**

To qualify for reimbursement under the terms of this Agreement, an expense incurred by the Recipient must be reasonable and necessary for the successful completion of a task required by this Agreement. If an expense fails to qualify as either reasonable or necessary to successfully complete a task, then the Division shall not provide any reimbursement for that expense.

**NOTE:** This Scope of Work recognizes that each Recipient:

- Might be at a different level of preparedness than another Recipient
- Operates within a unique geography
- Faces unique threats and hazards
- Serves a unique population

Therefore, what might qualify as reasonable and necessary for one Recipient to successfully complete a task under this Agreement might not qualify as reasonable and necessary for another Recipient to successfully complete a task. Conversely, what might not qualify for one may qualify for another.

To avoid a “one size fits all” approach, this Agreement provides some level of flexibility. If a unique cost (e.g. equipment not listed on the EMPG AEL) qualifies as reasonable and necessary for the successful completion of a task under this Agreement, and if the Recipient receives permission from the Division prior to incurring that unique cost, then the Division shall reimburse the Recipient for that cost.

#### **Performance**

To qualify for reimbursement under the terms of this Agreement, the Recipient’s performance must satisfy the minimum level of service required for the successful completion of a task required by this Agreement. If the performance fails to satisfy the minimum level of service, then the Division shall not provide any reimbursement for that

performance.

**B. INDIRECT COSTS**

Indirect cost is allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Recipients with a negotiated cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Recipients that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at time of application. Post-award requests to charge indirect cost will be considered on case-by-case basis and based upon the submission of an agreement or proposal.

**C. PROCUREMENT**

All Procurement transactions will be conducted in a manner providing full and open competition and shall comply with the standards articulated in:

- 2 C.F.R. Part 200;
- Chapter 287, Florida Statutes; and
- Any local procurement policy.

Per 2 CFR 200.318 through 200.326, Recipients are required to adhere to certain procurement standards for entering contracts for personnel or services. This includes full and open competition, methods of procurement to follow, federal or passthrough entity review, and including federal provisions into contracts.

**D. FINANCIAL CONSEQUENCES:**

If a recipient fails to comply with the terms and conditions of the State award, the Division may terminate the award in whole or part. If the noncompliance can be corrected, the Division may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be correct or the recipient is nonresponsive, one or more of the following steps may be taken:

- (1) Temporarily withhold payments pending correction of the deficiency by the recipient.
- (2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- (3) Wholly or partly suspend or terminate the award.
- (4) Take other remedies that may be legally available.

**FY 2025 EMPA AGREEMENT  
ATTACHMENT A (2)  
PROPOSED PROGRAM BUDGET DETAIL WORKSHEET**

The Recipient shall use the Emergency Management Preparedness and Assistance ("EMPA") Trust Fund monies authorized by this Agreement in order to complete the tasks outlined in the Scope of Work (Attachment A).

The "Proposed Program Budget Detail Worksheet" serves as a guide for both the Recipient and the Division during the performance of the tasks outlined in the Scope of Work (Attachment A).

Prior to execution of this Agreement, the Recipient shall complete the "Proposed Program Budget Detail Worksheet" listed below. If the Recipient fails to complete the "Proposed Program Budget Detail Worksheet", then the Division shall not execute this Agreement.

After execution of this Agreement, the Recipient may change the allocation amounts in the "Proposed Program Budget Detail Worksheet." If the Recipient changes the "Proposed Program Budget Detail Worksheet", then the Recipient's quarterly reports must include an updated "Proposed Program Budget Detail Worksheet" to reflect current expenditures.

**BUDGET SUMMARY AND EXPENDITURES**

**RECIPIENT:** CLAY COUNTY, COUNTY OF  
**AGREEMENT:** A0544

1. PLANNING	\$ 73,806.00
2. ORGANIZATION	\$
3. EQUIPMENT	\$
4. TRAINING	\$ 32,000.00
5. EXERCISE	\$
6. MANAGEMENT AND ADMINISTRATION	\$
<b>7. TOTAL AWARD</b>	<b>\$ 105,806.00</b>

<b>FY 2025 PROPOSED PROGRAM BUDGET DETAIL WORKSHEET - ELIGIBLE ACTIVITIES (Not limited to activities below)</b>			
<b>Allowable Planning Costs</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Emergency Operations Plan - Hazard Support Plans (HSP)/SOG	10 Approx		\$73,806.00
Salaries and Fringe Benefits			
Supplies			
Travel/per diem related to planning activities			
<b>TOTAL PLANNING EXPENDITURES</b>			<b>\$</b>
<b>Allowable Organization Costs</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Salaries and Fringe Benefits			
Utilities (electric, water and sewage)			

Service/Maintenance agreements			
Supplies/Materials			
Memberships			
Publications			
Postage			
Storage			
<b>TOTAL ORGANIZATION EXPENDITURES</b>			<b>\$</b>
<b>Allowable Equipment Acquisition Costs</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Personal protective equipment			
Information technology			
Cybersecurity enhancement equipment			
Interoperable communications equipment			
Detection Equipment			
Power equipment			
CBRNE Reference Materials			
CBRNE Incident Response Vehicles			
Physical Security Enhancement Equipment			
Logistics			
Other authorized equipment costs			
21GN-00-OCEQ - EOC Equipment & Supplies (provide description of EOC equipment & supplies)			
<b>TOTAL EQUIPMENT EXPENDITURES</b>			<b>\$</b>
<b>Allowable Training Costs</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Salaries and Fringe Benefits			
Develop, Deliver Training - G300, G400, L964, L965	4		\$32,000.00
Workshops and Conferences			



Certification/Recertification of Instructors			
Travel			
Supplies			
Overtime and Backfill			
<b>TOTAL TRAINING EXPENDITURES</b>			<b>\$</b>
<b>Allowable Exercise Costs</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Salaries and Fringe Benefits			
Design, Develop, Conduct and Evaluate an Exercise in accordance with HSEEP standards			
Exercise Planning Workshop			
Travel			
Supplies			
Overtime and Backfill			
<b>TOTAL EXERCISE EXPENDITURES</b>			
<b>Allowable Management and Administration Costs (Up to 5% of total award)</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Salaries and Fringe Benefits			
<b>TOTAL MANAGEMENT AND ADMINISTRATION EXPENDITURES</b>			
<b>TOTAL EXPENDITURES</b>			<b>\$105,806</b>

REVISION DATE: \_\_\_\_\_

**FY 2025 EMPA AGREEMENT  
ATTACHMENT A (3) – QUARTERLY REPORTS**

Recipients must provide the Division with quarterly financial reports and a final close-out report.

- Quarterly financial reports are due to the Division no later than forty-five (45) days after the end of each quarter of the program year and must continue to be submitted each quarter until submission of the final close-out report. The ending dates for each quarter of this program year are September 30, December 31, March 31, and June 30.

Reporting Period	Report due to Division no later than
July 1 through September 30	November 15
October 1 through December 31	February 15
January 1 through March 31	May 15
April 1 through June 30	August 15

**The Recipient shall provide all support documentation for the quarterly financial reports.**

- A. The Recipient must provide all supporting documentation for the quarterly financial reports. The Division shall accept back up documentation by email if the County is not able to upload on Salesforce.
- B. The Quarterly Tasks form 1B is due with your quarterly financial report each quarter. This form identifies all Emergency Management personnel's required training completed (or working towards completion) as well as quarterly deliverables during the agreement period.
- C. In order to ensure compliance with Rule 27P-19.011, Florida Administrative Code, the Local Budget Match Requirement Form shall be completed and sent when the Local County Budget is approved or by **November 15, 2025**. The County shall provide a copy of the current Emergency Management Local Budget (General Revenue) including approved budget date with the form. If the County's current budget is lower than the previous year, or the average of the last three years, the county is required to request a Waiver no later than forty-five (45) days after the county budget is approved.
- D. In a format provided by the Division, Form 4 – Staffing Detail and position descriptions of each funded county emergency management staff shall be submitted no later than **November 15, 2025**, or along with 1<sup>st</sup> quarter reimbursement submission, whichever occurs first.
- E. The final close-out report is due sixty (60) days after termination of this Agreement by **August 30, 2026**, or 60 days after completion of activities contained in this agreement, whichever occurs first.
- F. An administrative closeout may be conducted when a recipient is not responsive to the Division's reasonable efforts to collect required reports, forms, or other documentation needed to complete the standard award and/or closeout process. FDEM will make three written attempts to collect the required information before initiating an administrative closeout. If an award is administratively closed, FDEM may decide to impose remedies for noncompliance per 2 C.F.R. § 200.339, consider this information in reviewing future award applications, or apply special conditions to existing or future award.

**FY 2025 EMPA AGREEMENT  
ATTACHMENT B  
JUSTIFICATION OF ADVANCE PAYMENT**

**RECIPIENT:**

**If you are requesting an advance, indicate same by checking the box below.**

☐ **ADVANCE REQUESTED**

Advance payment of \$ \_\_\_\_\_ is requested. Balance of payments will be made on a reimbursement basis. These funds are needed to pay staff, award benefits to clients, duplicate forms and purchase start-up supplies and equipment. We would not be able to operate the program without this advance.

**If you are requesting an advance, complete the following chart and line item justification below.**

***ESTIMATED EXPENSES***

<b>BUDGET CATEGORY/LINE ITEMS (list applicable line items)</b>	<b>Fiscal Year 2025 Anticipated Expenditures for First Three Months of Contract</b>
<u>For example</u> <b>ADMINISTRATIVE COSTS:</b>	
<u>For example</u> <b>PROGRAM EXPENSES:</b>	
<b>TOTAL EXPENSES:</b>	

**LINE ITEM JUSTIFICATION** (For each line item, provide a detailed justification explaining the need for the cash advance. The justification must include supporting documentation that clearly shows the advance will be expended within the first ninety (90) days of the contract term. Support documentation should include, but is not limited to the following: quotes for purchases, delivery timelines, salary and expense projections, etc. to provide the Division reasonable and necessary support that the advance will be expended within the first ninety (90) days of the contract term. Any advance funds not expended within the first ninety (90) days of the contract term shall be returned to the Division Cashier, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399, within thirty (30) days of receipt, along with any interest earned on the advance)

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***\*REQUESTS FOR ADVANCE PAYMENTS WILL BE CONSIDERED ON A CASE BY CASE BASIS\****

Signature of Recipient/Subcontractor's Authorized Official

Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Title of Recipient/Subcontractor's Authorized Official

**FY 2025 EMPA AGREEMENT  
ATTACHMENT C  
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY  
EXCLUSION**

**Certification Regarding  
Debarment, Suspension, Ineligibility  
And Voluntary Exclusion**

**Subcontractor Covered Transactions**

- (1) The prospective subcontractor of the Recipient, \_\_\_\_\_, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the Recipient's subcontractor is unable to certify to the above statement, the prospective subcontractor shall attach an explanation to this form.

SUBCONTRACTOR:

\_\_\_\_\_

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

\_\_\_\_\_  
Recipient's Name

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Division Contract Number

\_\_\_\_\_  
Street Address  
City, State, Zip  
Date

\_\_\_\_\_  
Project Number

**FY 2025 EMPA AGREEMENT  
ATTACHMENT D  
WARRANTIES AND REPRESENTATIONS**

**Financial Management**

Recipient's financial management system must include the following:

- (1) Accurate, current, and complete disclosure of the financial results of this project or program.
- (2) Records that identify the source and use of funds for all activities. These records shall contain information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, outlays, income, and interest.
- (3) Effective control over and accountability for all funds, property, and other assets. Recipient shall safeguard all assets and assure that they are used solely for authorized purposes.
- (4) Comparison of expenditures with budget amounts for each Request for Payment. Whenever appropriate, financial information should be related to performance and unit cost data.
- (5) Written procedures to determine whether costs are allowed and reasonable under the provisions of the applicable OMB cost principles and the terms and conditions of this Agreement.
- (6) Cost accounting records that are supported by backup documentation.

**Competition**

- (1) All procurement transactions shall be done in a manner to provide open and free competition.
- (2) Recipient shall be alert to conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure excellent contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements.
- (3) Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the Recipient, considering the price, quality, and other factors.
- (4) Solicitations shall clearly set forth all requirements that the bidder or offeror must fulfill for the bid or offer to be evaluated by the Recipient. All bids or offers may be rejected when it is in the Recipient's interest to do so.

**Codes of Conduct**

Recipient warrants the following:

- (1) The Recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts.
- (2) No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by public grant funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated, has a financial or other interest in the firm selected for an award.
- (3) The officers, employees, and agents of the Recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
- (4) The standards of conduct shall provide for disciplinary actions to be applied for violations of the standards by officers, employees, or agents of the Recipient.

**Business Hours**

The Recipient has moved to a hybrid remote work schedule and employees are in the office 3 days a week. It is expected for at least one employee to physically be on site from (Monday) through (Friday), and from (times) (8:00 am) to (4:30 pm).

**Licensing and Permitting**

All subcontractors or employees hired by the Recipient shall have all current licenses and permits required for all the particular work for which they are hired by the Recipient.



**FY 2025 EMPA AGREEMENT  
ATTACHMENT E  
STATEMENT OF ASSURANCES**

The Recipient hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including 2 C.F.R. Part 200; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also, the Applicant assures and certifies that:

1. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
2. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants (5 USC 1501, et. Seq.).
3. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act.
4. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
5. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
6. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
7. It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
8. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
9. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (See 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

10. It will comply, and assure the compliance of all its Recipients and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the Grounds of race, color, religion, national origin, sex, or disability against a Recipient of funds, the Recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
16. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS) As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620.



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County  
Commissioners

DATE: 8/12/2025

FROM: Courtney K.  
Grimm

SUBJECT:

AGENDA ITEM  
TYPE:

---

ATTACHMENTS:

Description	Type	Upload Date	File Name
▣ Petition to Close Little River Drive	Backup Material	8/22/2025	Petition_to_Close_a_Road-Little_River_Drive_finalADA.pdf
▣ Map	Backup Material	8/22/2025	Exhibit-2ada.pdf
▣ Scheduling Resolution for Little River Drive Closure	Resolution Letter	8/22/2025	Little_River_Drive_Scheduling_Reso-FinalADA.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
County Attorney	Streeper, Lisa	Approved	8/20/2025 - 5:40 PM	Item Pushed to Agenda

# PETITION TO CLOSE A ROAD OR STREET

## CLAY COUNTY, FLORIDA

TO: The Clay County Board of County Commissioners  
C/O Clay County Engineering Department  
P.O. Box 1366  
477 Houston Street  
Green Cove Springs, Florida 32043

1. Provide the name, phone number, and address of the petitioner, agent, or other.

Howard Wanamaker, County Manager, on behalf of  
Clay County Board of County Commissioners  
477 Houston Street  
Green Cove Springs, FL 32043

2. Provide the name, number, or location of the road to be closed. Describe by popular name, length, legal description prepared by an attorney or registered surveyor, and a survey map (showing the platted limits, adjacent lands, and actual description of the portion of road to be closed). Use additional sheet(s) if necessary.

The northeasterly 5' of Little River Drive adjacent to the southwesterly right-of-way of Old Hard Road as shown on the Riverbend Plat, Plat Book 24, Pages 36-40.

3. State the reason(s) for closing the road or street. Use additional sheet(s) if necessary.

The right-of-way in question was originally platted to access 74 residential parcels (parcels 1-74) in the platted subdivision known as Riverbend, which was recorded in September 2006 (see Plat Book 24, Pages 36-40). Based on design and intersection improvements at the intersection of Lakeshore Drive and Old Hard Road, the eastern entrance/exit to Riverbend is to be closed to ensure proper and safe traffic flow.

4. Describe the legal, ownership, or other interest the petitioner has in the road or street to be closed. Use additional sheet(s) if necessary.

The right-of-way in question was dedicated to the County by Plat (see Plat Book 24, Pages 36-40).

5. List the names and mailing addresses of all owners of land served by the road, street, or right-of-way proposed for closing. Use additional sheet(s) if necessary.

Residents of the Riverbend subdivision.

6. Have all of the adjoining landowners to the road or street been notified of the pending petition?

Yes, via the Riverbend Homeowners Association, Inc.

7. Have all of the adjoining land owners to the road or street consented to the petition for road closure? If so, attach the notarized consents hereto.

Notice has been forwarded to the Riverbend Homeowners Association informing the HOA of the Petition and requesting confirmation of no objection.

8. Provide documentation as to when the road or street was opened, dedicated to, or acquired by prescriptive use by Clay County and the public. Use additional sheet(s) if necessary.

The right-of-way known as Little River Drive was dedicated to the County through the Riverbend plat, Plat Book 24, Pages 36-40, in September of 2006.

[Remainder of page intentionally blank]

Petitioner Acknowledgement: I have furnished copies hereof to the County Attorney, Director of Public Works, Director of Zoning, and the Department of Public Safety. I understand that I am obligated to pay all costs, such as, but not limited to, application fee, signage, advertising, and recording required by the processing of this road or street closing.



Howard Wanamaker

STATE OF FLORIDA  
COUNTY OF CLAY

The foregoing instrument was acknowledged before me by means of (☒) physical presence or (☐) online notarization, this 20<sup>th</sup> day of August, 2025, by Howard Wanamaker, County Manager, on behalf of the Clay County Board of County Commissioners, who is (☒) personally known to me or who (☐) produced \_\_\_\_\_ as identification.

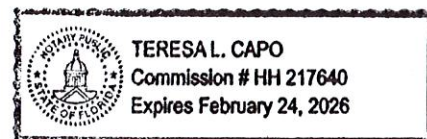


Notary Public Signature

Printed Name: Teresa L. Capo

(☐) Online Notary (Check if acknowledgment done by Online Notarization)

My Commission Expires: February 24, 2026  
(SEAL)







The northeasterly 5' of Little River Drive adjacent to the southwesterly right-of-way of Old Hard Road as shown on the Riverbend Plat, Plat Book 24, Pages 36-40 is shown in the hatched red box above.

**RESOLUTION NO. 2024/2025 – \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, ACKNOWLEDGING THE FILING OF A PETITION TO CLOSE THE NORTHEASTERLY 5' OF LITTLE RIVER DRIVE ADJACENT TO THE SOUTHWESTERLY RIGHT-OF-WAY OF OLD HARD ROAD AS SHOWN ON THE RIVERBEND PLAT, PLAT BOOK 24, PAGES 36-40, PUBLIC RECORDS OF CLAY COUNTY, FLORIDA, PURSUANT TO SECTIONS 336.09 AND 336.10, FLORIDA STATUTES; SCHEDULING A PUBLIC HEARING TO CONSIDER THE PETITION; PROVIDING FOR THE PUBLICATION OF NOTICE THEREOF; AND PROVIDING AN EFFECTIVE DATE.**

Recitals

**WHEREAS**, pursuant to Sections 336.09 and 336.10, Florida Statutes, a petition (the Petition) has been filed with the Board of County Commissioners (the Board) of Clay County, Florida, on behalf of the Board, to close the northeasterly 5' of Little River Drive adjacent to the southwesterly right-of-way of Old Hard Road as shown on the Riverbend Plat, Plat Book 24, Pages 36-40, of the public records of Clay County, Florida, (the Subject Road); and,

**WHEREAS**, pursuant to the procedural requirements of Section 336.09, Florida Statutes, the Board desires hereby to establish a date, time and place for a public hearing to consider the Petition, and to authorize and direct the publication of notice thereof; and,

**WHEREAS**, the Subject Road is more particularly described in the attached Appendix A.

**Be It Resolved by the Board of County Commissioners of Clay County:**

Section 1. The Recitals set forth hereinabove are adopted as the findings of the Board, and said findings provide the authority and justification for the adoption of this Resolution.

Section 2. The Board hereby acknowledges receipt of the Petition to close the Subject Road.

Section 3. Pursuant to Section 336.09, Florida Statutes, a public hearing before the Board to consider the adoption of a resolution closing, vacating and abandoning the Subject Road, pursuant to Section 336.10, Florida Statutes, is hereby scheduled for Tuesday, September 9, 2025, at 5:00 p.m., or as soon thereafter as can be heard, in the Board's meeting room on the Fourth Floor of the Clay County Administration Building, located at 477 Houston Street, Green Cove Springs, Florida.

Section 4. Notice of the public hearing scheduled under Section 3 shall be published in the *Clay Today* in the form attached hereto as Appendix B and in the manner required under Section 336.09, Florida Statutes.

Section 5. This Resolution shall take effect immediately upon its adoption.

**DULY ADOPTED** by the Board of County Commissioners of Clay County, Florida, this 26th day of August, 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

Appendix A  
[Legal Description]

The northeasterly 5' of Little River Drive adjacent to the southwesterly right-of-way of Old Hard Road as shown on the Riverbend Plat, Plat Book 24, Pages 36-40.

Appendix B  
[Form of Public Hearing Notice]

*To be advertised **Thursday, August 28, 2025**  
in the *Clay Today*:*

## **NOTICE OF PUBLIC HEARING ON ROAD CLOSING PETITION**

The Board of County Commissioners (the Board) of Clay County, Florida, has received a petition (the Petition) filed pursuant to Sections 336.09 and 336.10, Florida Statutes, on behalf of the Board, to close the northeasterly 5' of Little River Drive adjacent to the southwesterly right-of-way of Old Hard Road as shown on the Riverbend Plat, Plat Book 24, Pages 36-40, of the public records of Clay County, Florida. In accordance with the Petition, the Board will hold a public hearing on Tuesday, September 9, 2025, at 5:00 p.m., or as soon thereafter as can be heard, in the Board of County Commissioners Meeting Room on the Fourth Floor of the Clay County Administration Building, 477 Houston Street, Green Cove Springs, Florida, to consider the adoption of a resolution pursuant to Section 336.10, Florida Statutes, closing said road, being more particularly described as follows:

The northeasterly 5' of Little River Drive adjacent to the southwesterly right-of-way of Old Hard Road as shown on the Riverbend Plat, Plat Book 24, Pages 36-40.

All interested persons are invited to attend the public hearing and be heard by the Board regarding the adoption of the resolution. Pursuant to Section 286.0105, Florida Statutes, a person deciding to appeal any decision made by the Board with respect to any matter considered at the hearing or at any subsequent hearing to which the Board has continued its deliberations is advised that such person will need a record of all proceedings and may need to ensure that a verbatim record of all proceedings is made, which must include the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act, any person needing accommodations to participate in this matter should contact Clay County Risk Management by mail at P.O. Box 1366, Green Cove Springs, Florida 32043, or by telephone at (904) 278-4718, no later than three (3) days prior to the hearing or proceeding for which this notice has been given. Deaf and hard of hearing persons can access the telephone number by contacting the Florida Relay Service at 1-800-955-8770 (Voice) or 1-800-955-8771 (TDD).

Board of County Commissioners  
Clay County, Florida

-----END-----



Special Instructions to Publishers:

Please submit galley proof to the County Attorney's Office  
([daphne.roberts@claycountygov.com](mailto:daphne.roberts@claycountygov.com)) for approval prior to publication.

Send Invoice and Proof of Publication by email to:  
[invoices@clayclerk.com](mailto:invoices@clayclerk.com) and [daphne.roberts@claycountygov.com](mailto:daphne.roberts@claycountygov.com)

Address on Invoice should read:  
Finance Department  
County Attorney's Office \*  
P.O. Box 988  
Green Cove Springs, Florida 32043

**ALSO**, please include this information on Invoice: **Purchase Order #: PO-1010606**



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County  
Commissioners

DATE: 8/13/2025

FROM: Courtney K.  
Grimm

SUBJECT:

AGENDA ITEM  
TYPE:

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ATTACHMENTS:

Description	Type	Upload Date	File Name
▢ Agreement	Agreement/Contract	8/25/2025	Walsh_Agreementada.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
County Attorney	Streeper, Lisa	Approved	8/20/2025 - 5:40 PM	Item Pushed to Agenda

IN THE CIRCUIT COURT, FOURTH JUDICIAL CIRCUIT  
IN AND FOR CLAY COUNTY, FLORIDA

MAKAYLA WALSH-BROWN,

CASE NO.: 2023-CA-000635

Plaintiff(s),

v.

CLAY COUNTY, CLAY COUNTY  
BOARD OF COUNTY COMMISSIONER  
and AMICA MUTUAL INSURANCE  
COMPANY,

Defendant(s).

**SETTLEMENT AGREEMENT AS A RESULT OF MEDIATION**

The parties hereto have reached the following agreement in full and complete resolution of the above-styled matter:

1. Defendant, CLAY COUNTY BOARD OF COUNTY COMMISSIONERS, agrees to pay Plaintiff the total sum of \$145,000.00 within 20 days of the date defense counsel receives the signed Release and approval of the settlement by the Clay County Board of County Commissioners at their publicly noticed meeting set for 8/26/25. The parties agree and accept that settlement is contingent upon approval by the Clay County Board of County Commissioners.


2. The Plaintiff shall:

- a. Dismiss the lawsuit with prejudice;
- b. Execute a full and complete release in favor of the Defendant(s). Said release to include:
  - (i) indemnification and hold harmless provision in favor of releasees/defendant(s): yes ( ☒ ) no ( ☐ );
  - (ii) confidentiality and  
yes ( ☐ ) no ( ☒ );
  - (iii) non-disparagement provision:  
yes ( ☒ ) no ( ☐ );
  - (iv) No release of any first party claims for health care benefits, PIP benefits, etc.: yes ( ☒ ) no ( ☐ );
  - (v) releasee(s) to include Defendant(s) and Preferred Governmental Insurance Trust; and
  - (vi) defense counsel shall provide Plaintiff counsel a draft release within 5 business days.

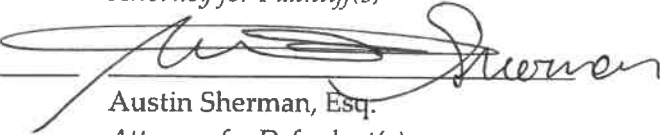
- c. Agree to pay, satisfy and extinguish any and all claims or liens of any nature that may attach to the settlement proceeds, including any and all healthcare liens, Medicare liens and/or Medicaid liens.
3. All parties agree to bear their own costs and fees.
4. This mediation agreement has been reviewed and approved by the parties and their counsel. The mediator's office has provided clerical assistance in preparing the agreement, but, the parties and counsel acknowledge the wording and contents have been determined and/or approved by the parties/counsel including any initial form language, wording of the style of the action, etc. By signing, the parties acknowledge they have reviewed the agreement, understand it, and agree to its terms.

Executed by the parties this \_\_\_\_\_ day of August 2025, at Gainesville, Alachua County, Florida.

\_\_\_\_\_  
Makayla Walsh-Brown, Plaintiff

 8/25/25  
\_\_\_\_\_  
Nicholas Concilla, Esq.  
Attorney for Plaintiff(s)

By: \_\_\_\_\_  
o/b/o Defendant(s)

 8/25/25  
\_\_\_\_\_  
Austin Sherman, Esq.  
Attorney for Defendant(s)

**THE RESOLUTION CENTER**

/s/ Deborah C. Drylie  
DEBORAH C. DRYLIE  
Certified Circuit Civil Mediator  
4719 NW 53rd Avenue, Suite A  
Gainesville, FL 32653  
Telephone: (352) 381-9991  
Fax No.: (352) 381-8298  
Certification No. 36083R  
FL Bar No. 793401



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: DATE:

FROM:

SUBJECT:

AGENDA  
ITEM  
TYPE:

---

ATTACHMENTS:

Description	Type	Upload Date	File Name
2026 Legislative Priorities - DRAFT	Backup Material	8/21/2025	2026_Legislative_Priorities_- _DRAFT.ADA.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Streeper, Lisa	Approved	8/20/2025 - 5:41 PM	Item Pushed to Agenda

# 2026

## CLAY COUNTY LEGISLATIVE PRIORITIES



Promote transition to a tax system that supports the County and provides resilience in changing economic times.

Continue to promote local control over tax dollars and the allocation of those funds.

Promote the consolidation of Public Service Answering Points (PSAPs) at the County level using a coordinating board for oversight.

Support increased funding for the judicial system and its supporting functions.

Address the rising costs of homeowner's insurance.

### HOME RULE CHAMPIONS

See reverse side for legislative appropriation requests.





Scan here for detailed information on each project

## APPROPRIATIONS REQUESTS

### Public Safety

Construction of a new multi-agency warehouse to support County and state operations (\$2,000,000)

Construction of a new fleet center to support and streamline Public Safety, Sheriff, and County operations (\$1,500,000)

Construction of a new Public Safety Administration Building for continuity of operations (\$3,000,000)

Construction of a new 911 Communication/EOC Center to support County and regional operations (\$2,000,000)

Support for supplying utilities to the Public Safety Training Complex (\$2,000,000)

### Quality of Life

Construct next phase of the Moccasin Slough boardwalk and observation tower (\$750,000)

Implement improvements at the Clay County Fairgrounds (\$750,000)

Preserve the condition of the Historic Courthouse in Clay County (\$500,000)

### Roads

Expand County Road 218 to 4 lanes (\$5,000,000)

### Water Quality

Support for a pilot project to transition failing septic tanks to new septic tanks in areas where wastewater treatment is not available (\$1,000,000)



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County Commissioners

DATE: 6/20/2025

FROM: Administrative and  
Contractual Services

**SUBJECT:**

A) Approval of Budget Transfer from Reserves in the amount of \$30,000.00

B) Approval to post Notice of Intent to Award Bid No. 24/25-094, Green Cove Springs Library Roof Over project to Legacy in Action, Construction, Roofing, Dock and Marine in the amount of \$105,000.00. Final Completion shall be accomplished within ninety (90) days from the effective date of the Agreement. Approval of award will be effective after the 72-hour protest period has expired.

Blue CS Construction, LLC., was the original Lowest Responsive Bidder with a Bid amount of \$105,000.00. However, Legacy in Action, Construction, Roofing, Dock and Marine claimed and qualified for Local Preference, their original bid was within five percent (5%), and they agreed to match the lowest bid.

**Funding Source:**

General Fund - Building Maintenance - Buildings - Green Cove Springs Roof

**AGENDA ITEM TYPE:**

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**BACKGROUND INFORMATION:**

The County requested Bids from licensed Contractors to perform a roof over at the Green Cove Springs Library. The project involves removal of existing roof layers as needed, inspection and repair of the underlying substrate, and installation of a new modified bitumen roofing system in accordance with Florida Building Code and manufacturer specifications. Contractors will address areas of ponding, ensure proper drainage, and complete all necessary flashing, sealing, and finishing work.

In accordance with the County's Purchasing Policy (Chapter 5: Purchasing Rules, Section 11. Local Preference for Local Businesses), Legacy in Action, Construction, Roofing, Dock and Marine was provided the opportunity to match or beat the Lowest Bid. They responded

within the required forty-eight (48) business hours and agreed to match the Low Bid of \$105,000.00. Their original bid amount was \$110,000.

1100 Suppliers were notified  
46 Suppliers downloaded the Request for Bids  
5 Bids were received  
1 No-Bid received  
13 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 - Buildings - Green Cove Springs Roof

Account No.  
FD1000 - CC1150 - 562000 - PRJ100755

<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
<input type="checkbox"/> BidBackup_Bid_No.2425-094	Backup Material	8/21/2025	BidBackup_Bid_No.2425-094.ADA.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Purchasing	Streeper, Lisa	Approved	8/20/2025 - 5:41 PM	Item Pushed to Agenda



## BID RECOMMENDATION FORM

**TITLE:**

Bid No. 24/25-094, Green Cove Springs Library Roof Over

**DATE OF RECOMMENDATION:**

8/21/2025

**BIDDERS**

Advanced Roofing, Inc.

Blue CS Construction, LLC

JT Ruby Contracting, Inc.

K & G Construction Co, Inc.

Legacy in Action, Construction, Roofing, Dock and Marine

Lewis Walker Roofing, Inc.

**BID TOTAL**

\$113,903.00

\$105,000.00

\$185,600.00

No-Bid

\$105,000.00

\$125,360.00

**FUNDING SOURCE:** General Fund - Building Maintenance - Buildings - Green Cove Springs Library Roof

**RECOMMENDATION:**

Award Bid No. 24/25-094 to Legacy in Action, Construction, Roofing, Dock and Marine in the amount of \$105,000.00

In accordance with the County's Purchasing Policy (Chapter 5: Purchasing Rules, Section 11: Local Preference for Local Businesses), Legacy in Action, Construction, Roofing, Dock and Marine was provided the opportunity to match or beat the Lowest Bid. They responded within the required forty-eight (48) business hours and agreed to match the Low Bid of \$105,000.00 by submitting a revised Bid of \$105,000.00.

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

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

**NAME/TITLE:**

Gene Price, Director of Facilities

**SIGNATURE:**

A handwritten signature in black ink, appearing to read "Gene Price".

**BID TABULATION FORM**RFB: **24/25-094**

Date:

August 8, 2025Proj: **Green Cove Springs Library Roof Over**

Time Open:

9:00 AM

Ad: Clay Today, June 26, 2025

Time Close:

9:05 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	Advanced Roofing, Inc.	N/A	X	\$113,903.00
2	Blue CS Construction, LLC	N/A	X	\$105,000.00
3	JT Ruby Contracting, Inc.	N/A	X	\$185,600.00
4	K & G Construction Co, Inc.	No-Bid		No-Bid
5	Legacy in Action, Construction, Roofing, Dock and Marine	N/A	X	\$110,000.00
6	Lewis Walker Roofing, Inc.	N/A	X	\$125,360.00

**In accordance with the County's Purchasing Policy (Chapter 5: Purchasing Rules, Section 11. Local Preference for Local Businesses), Legacy in Action, Construction, Roofing, Dock and Marine was provided the opportunity to match or beat the Lowest Bid. They responded within the required forty-eight (48) business hours and agreed to match the Low Bid of \$105,000.00 by submitting a revised Bid of \$105,000.00.**





Clay County  
Purchasing / Administrative and Contractual Services

477 Houston Street, Green Cove Springs, FL 32043

**EVALUATION TABULATION**

RFB No. 24/25-094

Green Cove Springs Library Roof Over

RESPONSE DEADLINE: August 7, 2025 at 4:00 pm

**SELECTED VENDOR TOTALS**

Vendor	Total
Blue CS Construction LLC	\$105,000.00
Legacy in Action, Construction, Roofing, Dock and Marine (Local Preference Claimed for Local Business per County Purchasing Policy)	\$105,000.00
Legacy in Action, Construction, Roofing, Dock and Marine	\$110,000.00
ADVANCED ROOFING, INC.	\$113,903.00
Lewis Walker Roofing Inc	\$125,360.00
JT Ruby Contracting Inc	\$185,600.00

## EVALUATION TABULATION

RFB No. 24/25-094

Green Cove Springs Library Roof Over

					ADVANCED ROOFING, INC.		Blue CS Construction LLC		JT Ruby Contracting Inc		Legacy in Action, Construction, Roofing, Dock and Marine		Legacy in Action, Construction, Roofing, Dock and Marine (Local Preference Claimed for Local Business per County Purchasing Policy)	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	1	Roof Over - All labor, material, services and equipment necessary for completion of the work.	1	Each	\$113,903.00	\$113,903.00	\$105,000.00	\$105,000.00	\$185,600.00	\$185,600.00	\$110,000.00	\$110,000.00	\$105,000.00	\$105,000.00
Total						\$113,903.00		\$105,000.00		\$185,600.00		\$110,000.00		\$105,000.00

Selected	Line Item	Description	Quantity	Unit of Measure	Lewis Walker Roofing Inc	
					Unit Cost	Total
X	1	Roof Over - All labor, material, services and equipment necessary for completion of the work.	1	Each	\$125,360.00	\$125,360.00
Total						\$125,360.00

## EVALUATION TABULATION

Invitation For Bid - Green Cove Springs Library Roof Over

Page 2



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

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**[LEGACY IN ACTION, CONSTRUCTION, ROOFING, DOCK AND MARINE (LOCAL PREFERENCE CLAIMED FOR LOCAL BUSINESS PER COUNTY PURCHASING POLICY)] RESPONSE DOCUMENT REPORT**

RFB No. 24/25-094

Green Cove Springs Library Roof Over

RESPONSE DEADLINE: August 7, 2025 at 4:00 pm

Report Generated: Tuesday, August 19, 2025

**Legacy in Action, Construction, Roofing, Dock and Marine (Local Preference Claimed for Local Business per County Purchasing Policy) Response**

**CONTACT INFORMATION**

**Company:**

Legacy in Action, Construction, Roofing, Dock and Marine (Local Preference Claimed for Local Business per County Purchasing Policy)

**Email:**

sherri@legacyclay.com

**Contact:**

Sherri Bankston

**Address:**

151 College Drive  
Suite 2  
Orange Park, FL 32065

**Phone:**

(904) 272-5005

**Website:**

N/A

[LEGACY IN ACTION, CONSTRUCTION, ROOFING, DOCK AND MARINE (LOCAL PREFERENCE CLAIMED FOR LOCAL BUSINESS PER COUNTY PURCHASING POLICY)] RESPONSE DOCUMENT REPORT

RFB No. 24/25-094

Green Cove Springs Library Roof Over

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**Submission Date:**

Aug 18, 2025 3:00 PM (Eastern Time)

**PRICE TABLES**

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Roof Over - All labor, material, services and equipment necessary for completion of the work.	1	Each	\$105,000.00	\$105,000.00
<b>TOTAL</b>					<b>\$105,000.00</b>



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

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**[BLUE CS CONSTRUCTION LLC] RESPONSE DOCUMENT REPORT**

RFB No. 24/25-094

Green Cove Springs Library Roof Over

RESPONSE DEADLINE: August 7, 2025 at 4:00 pm

Report Generated: Tuesday, August 19, 2025

**Blue CS Construction LLC Response**

**CONTACT INFORMATION**

**Company:**

Blue CS Construction LLC

**Email:**

info@pro-constructionsolutions.com

**Contact:**

Dariana Alarcon

**Address:**

2800 Georgia Avenue, Suite A4  
West Palm Beach, FL 33405

**Phone:**

N/A

**Website:**

[bluecsconstruction.com](http://bluecsconstruction.com)

**Submission Date:**

Aug 7, 2025 3:26 PM (Eastern Time)

**PRICE TABLES**

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Roof Over - All labor, material, services and equipment necessary for completion of the work.	1	Each	\$105,000.00	\$105,000.00
<b>TOTAL</b>					<b>\$105,000.00</b>



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

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**[ADVANCED ROOFING, INC.] RESPONSE DOCUMENT REPORT**

RFB No. 24/25-094

Green Cove Springs Library Roof Over

RESPONSE DEADLINE: August 7, 2025 at 4:00 pm

Report Generated: Tuesday, August 19, 2025

**ADVANCED ROOFING, INC. Response**

**CONTACT INFORMATION**

**Company:**

ADVANCED ROOFING, INC.

**Email:**

dawne@advancedroofing.com

**Contact:**

Jason Carruth

**Address:**

200 Northstar Court  
Sanford, FL 32771

**Phone:**

(407) 322-1555

**Website:**

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

**Submission Date:**

Aug 7, 2025 10:05 AM (Eastern Time)



**PRICE TABLES**

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Roof Over - All labor, material, services and equipment necessary for completion of the work.	1	Each	\$113,903.00	\$113,903.00
<b>TOTAL</b>					<b>\$113,903.00</b>



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

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**[LEWIS WALKER ROOFING INC] RESPONSE DOCUMENT REPORT**

RFB No. 24/25-094

Green Cove Springs Library Roof Over

RESPONSE DEADLINE: August 7, 2025 at 4:00 pm

Report Generated: Tuesday, August 19, 2025

**Lewis Walker Roofing Inc Response**

**CONTACT INFORMATION**

**Company:**

Lewis Walker Roofing Inc

**Email:**

rfp@lewiswalkerroofing.com

**Contact:**

Eric Heishman

**Address:**

1118 S Marion Ave  
Lake City, FL 32025

**Phone:**

(919) 928-6633

**Website:**

[lewiswalkerroofing.com](http://lewiswalkerroofing.com)

**Submission Date:**

Aug 7, 2025 2:48 PM (Eastern Time)

**PRICE TABLES**

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Roof Over - All labor, material, services and equipment necessary for completion of the work.	1	Each	\$125,360.00	\$125,360.00
<b>TOTAL</b>					<b>\$125,360.00</b>



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

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**[JT RUBY CONTRACTING INC] RESPONSE DOCUMENT REPORT**

RFB No. 24/25-094

Green Cove Springs Library Roof Over

RESPONSE DEADLINE: August 7, 2025 at 4:00 pm

Report Generated: Tuesday, August 19, 2025

**JT Ruby Contracting Inc Response**

**CONTACT INFORMATION**

**Company:**

JT Ruby Contracting Inc

**Email:**

jtrcontractingsvc@gmail.com

**Contact:**

Joe Ruby

**Address:**

484 NE 3rd Street  
Lake Butler, FL 32054

**Phone:**

N/A

**Website:**

N/A

**Submission Date:**

Aug 6, 2025 3:33 PM (Eastern Time)

**PRICE TABLES**

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Roof Over - All labor, material, services and equipment necessary for completion of the work.	1	Each	\$185,600.00	\$185,600.00
<b>TOTAL</b>					<b>\$185,600.00</b>

# K & G CONSTRUCTION CO INC Response

*Pricing unsealed at Aug 8, 2025 9:00 AM*

⊘ No Bid

"No Bid" submitted on Aug 4, 2025 8:05 AM for the following reason:

*We are too busy to respond*

## CONTACT INFORMATION

Company

K & G CONSTRUCTION CO INC

Email

[milissa@kandgcontractors.com](mailto:milissa@kandgcontractors.com)

Contact

Milissa Calvert

Address

542 Edgewood Avenue S

Jacksonville, FL 32205

Phone

(904) 772-1316

Website

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

Submission Date

Aug 4, 2025 8:05 AM (Eastern Time)

## 1. Scope of Work

### 1.1. Purpose

Clay County Board of County Commissioners (County) is requesting bids from licensed Contractors to perform a roof over at the Green Cove Springs Library. The library is located at 403 Ferris Street, Green Cove Springs, FL 32043.

### 1.2. Scope

#### 1. Preparation Work

- a. Contractor will be responsible for applying for all permits necessary to perform services per the RFB.
- b. Pre-Work inspection. Inspect the existing roof for damage, moisture, or structural issues.
- c. Core sampling has been completed, and the results are provided in *Section B. Existing Roof Conditions and Core Sample Findings*. Contractors are required to review these findings and account for them in their roof preparation and installation plan.

#### 2. Existing Roof Conditions and Core Sample Findings

1. Torch grade modified bituminous roof, below main surface is a high density tapered roof panels approximately five inches (5") at highest point.
2. Taper substrate in good condition where core samples were performed, however roof holds water in multiple areas where there is a high probability the substrate will be damaged under existing roof, thus causing low spots to be more pronounced.
3. Contractor shall pay special attention to areas showing evidence of ponding. These areas must be further evaluated for substrate integrity during roof removal. Any compromised or deteriorated substrate shall be replaced prior to membrane installation.
4. Existing roof using roof top drains all functional. Contractor shall ensure final slope and drainage configuration maintains or improves current flow.
5. Lower entrance roof is older than the main structure being a 3-ply "hot mop" style roof with silicone coating applied on top.
6. The highest roof section is surfaced with modified bitumen; however, core sampling indicates the presence of a "hot mop" base sheet beneath it. This suggests the



original gravel roof was likely scraped, with the base sheet left in place and the new roof system applied directly over it.

7. Contractor shall anticipate multiple roof layers, especially in the upper roof sections, and shall prepare for removal and appropriate tie-in methods where older roofing systems, such as hot mop base sheets, are present.
  8. The overall condition of the roof is consistent with its age. Multiple approved replacement roofing systems are suitable for this project, each offering distinct advantages and limitations that should be evaluated during the proposal and submittal process.
3. Preparation of Existing Roof
    - a. Proper clean-up and/or prep of existing roof surface.
    - b. Repair any voids or cracks prior to installation. Replace rotten, warped, or damaged sheathing, or rafters with materials that are consistent in size, grade, and type with existing structure.
    - c. Unroll the fleece back membrane and align seams ensuring proper overlap according to manufacture recommendations.
    - d. Use fasteners and plates to mechanically fasten the membrane to the roof deck. Fasteners should be spaced according to manufacture recommendations.
    - e. Secure the membrane around the building perimeter using additional rows of fasteners and plates along the centerline of the sheets.
    - f. Install flashings, termination bars, and other accessories as required by the specific roofing system.
    - g. Apply lap sealant at all end laps where membrane sheets meet, in accordance with the manufacturer's specifications and installation guidelines.
    - h. Ensure all seams and edges are properly sealed to prevent leaks.
    - i. Prime and paint new materials to blend with existing colors where applicable.
  4. Modified Bitumen
    - a. For this flat roof replacement, there will be a modified bitumen roofing system. Install according to manufacturer and Florida Building Code specifications
  5. Sitework

- a. During construction the Contractor must keep entrance clean and free of obstruction while Library is open. Contractor is responsible for removal of all construction debris. To avoid the accumulation of debris the Contractor must remove debris as it is generated.

### 1.3. Mandatory Pre-Bid Meeting

A Mandatory Pre-Bid Meeting will be held on July 10, 2025, at 403 Ferris Street, Green Cove Springs, FL 32043, with a start time of 10:00 A.M. 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.

### 1.4. 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 Request for Quotation, If a City/County permit is required, this project is not exempt from permit fees and permit fees must be paid by the Contractor.

For questions about City of Green Cove Springs permitting please contact:

City of Green Cove Springs Building Division

Phone: (904) 297-7500

Email: [building@greencovesprings.com](mailto:building@greencovesprings.com)

Website: <https://www.greencovesprings.com/192/Building-Division>

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

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, if any shall be coordinated by the Contractor. Utility service connection fees shall be paid for by the County.

### 1.7. 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.

### 1.8. Contractor and Subcontractor Requirements

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.

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.

### 1.9. Self-Performed Work

The awarded Contractor is required to self-perform with its own workforce a minimum of forty percent (40%) of the overall awarded Contract.

### 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 twenty (20) years. Warranty will begin from the date of final acceptance.

#### 1.15. Term

Final Completion shall be accomplished within ninety (90) days from the effective date of the awarded Contract.

#### 1.16. Liquidated Damages

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

#### 1.17. Performance Evaluation

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

#### 1.18. 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.

#### 1.19. 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.


#### **1.20. 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.



## Project View Count

1028








## Vendor Funnel




 Followers	27
 Downloaders	46
 Applicants	9
 No Bids	1
 Submissions	5



## Vendors

Vendor	Followed	Downloaded	Applied	No Bid	Submitted
1st Class Roofing  <i>alex@1stclassroofing.com</i>	✓	✓			
820 Group  <i>julian.davila@820group.com</i>	✓	✓			
ADVANCED ROOFING, INC.  <i>dawne@advancedroofing.com</i>	✓	✓	✓		✓
AMW Service Solutions, Inc.  <i>m.christina@amwcontracting.com</i>	✓	✓			
BD Fine Finish <i>bdarden.finefinish@gmail.com</i>		✓			
Blackridge Research and Consult <i>venkatesh@blackridgeresearch.com</i>		✓			
Blue CS Construction LLc  <i>info@pro-constructionsolutions.com</i>	✓	✓	✓		✓
Boucher Contracting LLC  <i>mikeboucherroofing@gmail.com</i>		✓			
CMM Roofing, Inc.  <i>rlees@cmmroofing.com</i>		✓			



Childers Roofing and Sheet Metal <i>bchilders@tectaaamerica.com</i>	✓	✓			
Clayton Co Consultants LLC  <i>kenneth.casimir@claytoncodesignbu</i>		✓			
ConstructConnect  <i>content@constructconnect.com</i>	✓	✓			
Construction Bid Source <i>tgephart@constructionbidsource.com</i>		✓			
DF Interactive NC LLC <i>bids+opengov@davidfine.dev</i>		✓			
Dodge Construction Network <i>rhona.priego@construction.com</i>		✓			
Dodge Data And Analytics  <i>jayalakshmi@construction.com</i>		✓			
Eskola, LLC  <i>bnodine@eskola.com</i>	✓	✓			
Florida Surety Bonds, Inc.  <i>kim@floridasuretybonds.com</i>	✓				
Florida Surety Bonds, Inc.  <i>sarah@floridasuretybonds.com</i>	✓	✓			
Green Administrative Services <i>haroldgreen197410@gmail.com</i>		✓			
JT Ruby Contracting Inc  <i>jtrcontractingsvc@gmail.com</i>	✓	✓	✓		✓
K & G CONSTRUCTION CO INC <i>milissa@kandgcontractors.com</i>	✓	✓	✓	✓	
LaPorta Contracting  <i>thomas@laportacontracting.com</i>	✓	✓			
Legacy in Action, Construction, R <i>sherri@legacyclay.com</i>		✓	✓		✓
Lewis Walker Roofing Inc  <i>rfp@lewiswalkerroofing.com</i>	✓	✓	✓		✓
Lifeline Construction Inc 	✓	✓			

erick@oplifeline.org					
Lincoln Surety Group mark@lincolnsuretygroup.com	✓	✓			
Lylam, LLC  No Reviews valerie@fccfla.com		✓			
MAXXIM CONSTRUCTION AND ryan@maxximroofing.com	✓	✓	✓		
Main Enterprise LLC fredricka.horne@gmail.com		✓			
Mid State Builders Exchange Inc hugh@bxplanroom.com	✓	✓			
National Roof Drainage of NC, Inc dan@nationalroofdrainage.com	✓	✓			
New Constructors faseehur08@gmail.com	✓	✓			
Next Dimension Construction and procurement@nextdimensionconstru	✓	✓	✓		
None martin.larinas@gmail.com		✓			
North America Procurement Cour notifications@napc.me		✓			
Operation Lifeline Inc  No Reviews ginny@oplifeline.org	✓	✓			
PWXPress  No Reviews bids@pwxpress.com	✓	✓			
Perry Roofing  No Reviews gpetty@perryroofing.com	✓	✓			
Perry Roofing  No Reviews jschmidt@perryroofing.com	✓	✓			
Premier Roofing of Jacksonville L bhayes@premierroofingfl.com	✓	✓	✓		
RevStar Consulting  No Reviews nastassia.barkouskaya@revstarcons		✓			

Reverie Construction LLC <i>ricardo@reverieconst.com</i>		✓			
Storm Contracting LLC <i>production@stormcontracting.com</i>	✓				
Trimak Building Systems  No Reviews <i>brock@trimakbuildings.com</i>		✓			
VendorLink, LLC  No Reviews <i>bids@evendorlink.com</i>		✓			
Visual <i>visualbidalerts@gmail.com</i>		✓			
bidnet <i>gbs@bidnet.com</i>		✓			



In Partnership With  
**G)OPENGOV**

**Mandatory Pre-Bid Meeting**

Request for Bids No. 24/25-094, Green Cove Springs Library Roof Over

July 10, 2025, 10:00 AM

Company	First Name	Last Name	Phone Number	Email Address
Premier Roofing of Jacksonville	Bryant Hayes	Hayes	(904) 348-5204	bhayes@premierroofingfl.com
SOPROMA	BRYAN	SZEBENYI	(904) 687-8774	BSZEBENYI@SOPROMA.US
Maxxim Roofing	Ryan	McIntyre	(904) 773-5150	ryan@maxximroofing.com
Perry Roofing	Keith	Marshall	(904) 252-9147	KMarshall@perryroofing.com
Alpha Team	Sustin	Peoples	(352) 316-8425	Sustin@AlphaTeam1.com
Lewis Walker Roofing	Chris	MACAY	(904) 288-6395	Cherill@LewisWalkerRoofing.com
Advanced Roofing	Tim	Wils...	(1,2,3) 631-0368	timw@advancedroofing.com
Action Roofing	Jeff	Candel	(904) 1272-5005	jeff@Legacyclay.com
<del>Legacyclay</del>			( )	
Storm Contracting	DOMINO	Stef	(407) 404-4210	donald@stormcontracting.com
Next Dimension Roofing	Josh	Walker	(889) 263-8686	josh@nextdimensionconstruction.com
Blue CG Construction	Daniel	Alarcon	(970) 872-9431	info@pro-construction-solutions.com
Operation Lifeline	David	Black	(904) 343-9940	David@oplifeinc.org
STR Constructing	See Ruby	Ruby	(904) 370-0202	strcontracting.suc@gmail.com
			( )	
			( )	



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: The Board of County  
Commissioners

DATE: 8/6/2025

FROM: Dodie Selig, AICP, Chief  
Planner

SUBJECT:

This application is a FLUM Amendment to change a portion of one parcel from Branran Field Primary Conservation Network (BF-PCN) to Branran Field Master Planned Community (BF-MPC).

This item was continued by the Planning Commission to their next meeting on September 2, 2025.

AGENDA ITEM TYPE:

---

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Economic and Development Services	Carson, Beth	Approved	8/12/2025 - 6:26 PM	AnswerNotes
Economic and Development Services	Stewart, Chereese	Approved	8/12/2025 - 6:48 PM	AnswerNotes
County Manager	Wanamaker, Howard	Approved	8/12/2025 - 7:33 PM	AnswerNotes



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County  
Commissioners

DATE: 7/28/2025

FROM: Dodie Selig,  
AICP, Chief Planner

SUBJECT: This item has been withdrawn.

AGENDA ITEM  
TYPE:

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REVIEWERS:

Department	Reviewer	Action	Date	Comments
Economic and Development Services	Carson, Beth	Approved	8/15/2025 - 9:00 AM	AnswerNotes
Economic and Development Services	Stewart, Chereese	Approved	8/18/2025 - 9:13 AM	AnswerNotes
County Manager	Wanamaker, Howard	Approved	8/19/2025 - 4:45 PM	AnswerNotes



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County Commissioners

DATE: 8/6/2025

FROM: Dodie Selig, AICP, Chief  
Planner

SUBJECT:

This application is a Staff initiated amendment to the Land Development Code amending Article III related to front setback regulations for properties in the Suburban Zone of the Branran Field Master Planned Community (BF MPC) Zoning district.

This item was withdrawn by staff on August 5, 2025 prior to the Planning Commission meeting.

AGENDA ITEM TYPE:

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REVIEWERS:

Department	Reviewer	Action	Date	Comments
Economic and Development Services	Carson, Beth	Approved	8/12/2025 - 5:59 PM	AnswerNotes
Economic and Development Services	Stewart, Chereese	Approved	8/12/2025 - 6:04 PM	AnswerNotes
County Manager	Wanamaker, Howard	Approved	8/12/2025 - 7:35 PM	AnswerNotes





Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Planning Commission

DATE: 5/29/2025

FROM: Jenni Bryla, Zoning Chief

SUBJECT:

This item has been withdrawn by the Applicant.

This application is a rezoning to change 2.31+/-acres from Agricultural Residential (AR) to Planned Commercial Development District (PCD)

AGENDA ITEM TYPE:

---

BACKGROUND INFORMATION:

The subject parcel is located on the south side of County Road 220, adjacent to the Crosspoint Church to the west and a vacant parcel to the east owned by Orange Park Medical Center. This eastern parcel is intended to become a stand-alone emergency center. The subject parcel has an existing single-family residence. The applicant plans to construct an out-patient surgical center along with professional offices.

The applicant agreed at the Planning Commission meeting to remove all retail components of the project, initially intended, and only have professional and medical office uses.

Planning Requirements:

Public Hearing Required (Yes\No):

**Yes**

Hearing Type: Second Public Hearing

Initiated By:

Hui Tang & Jianwei Wang - owner  
Robert White - agent

# ATTACHMENTS:

Description	Type	Upload Date	File Name
▣ Staff Report for PUD 25-0003	Cover Memo	7/29/2025	PUD_25-0003_-_PC_Staff_Report_-_jb_revisedada.pdf
▣ Ordinance PUD 25-0003	Ordinance	7/29/2025	PUD_25-0003_Ordinance_-_finalada.pdf

# REVIEWERS:

Department	Reviewer	Action	Date	Comments
Economic and Development Services	Carson, Beth	Approved	8/12/2025 - 5:58 PM	AnswerNotes
Economic and Development Services	Stewart, Chereese	Approved	8/12/2025 - 6:07 PM	AnswerNotes
County Manager	Wanamaker, Howard	Approved	8/12/2025 - 7:35 PM	AnswerNotes



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## Staff Report and Recommendations for PUD 25-0003

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:

**Owners:** Hui Tang & Jianwei Wang  
**Agent:** Robert White, Taylor and White  
**Phone:** 904-346-0671  
**Email:** Robert.white@taylorandwhite.com

---

### Property Information

<b>Parcel ID:</b> 06-05-26-014235-000-00	<b>Parcel Address:</b> 1853 County Rd. 220 Fleming Island, FL 32003
<b>Current Zoning:</b> Agricultural Residential District (AR)	<b>Current Land Use:</b> Rural Fringe (RF)
<b>Proposed Zoning:</b> Planned Commercial Development District (PCD)	<b>Total Acres:</b> 2.3 +/- acres
	<b>Acres affected by Zoning change:</b> 2.3 +/- acres
<b>Commission District:</b> 1, Comm. Sgromolo	<b>Planning District:</b> Fleming Island

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### Introduction:

This application is a request to Rezoning of a single parcel of land from Agricultural Residential District (AR) to Planned Commercial Development District (PCD).

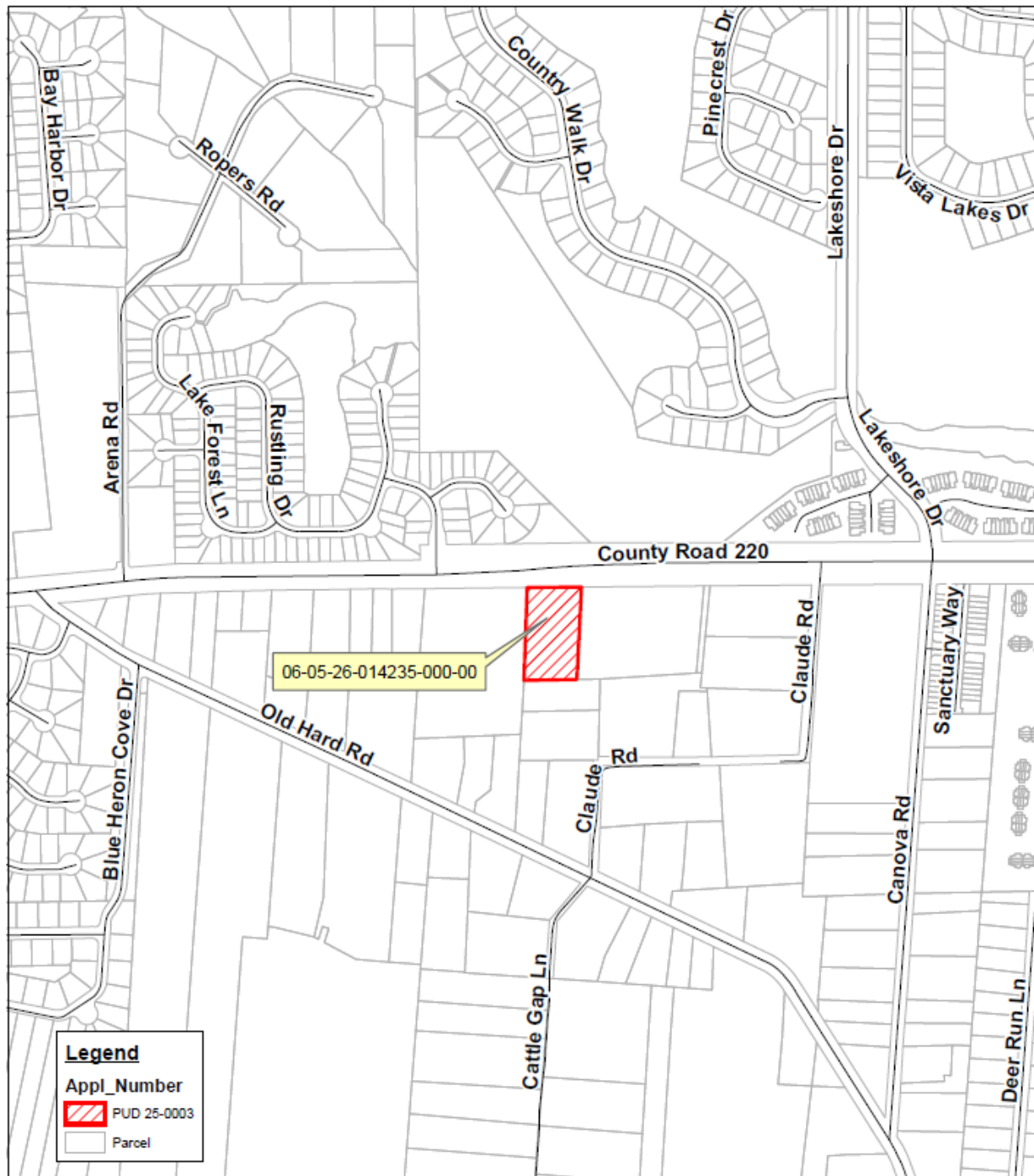
The subject parcel is located on the south side of County Road 220, adjacent to the Crosspoint Church to the west and a vacant parcel to the east owned by Orange Park Medical Center. This eastern parcel is intended to become a stand-alone emergency center. The subject parcel has an existing single-family residence. The applicant plans to construct an out-patient surgical center. In order to meet the criteria in the Land Development Code for a Planned Development, the applicant is intending to provide enhanced landscaping within the project boundaries. The applicant is also intending to retain as many existing trees on site and provide an enhanced pedestrian network within the development. The proposed site plan is shown as Exhibit 1 below.



Figure 1 – Location Map



Figure 2 – Parcel Map



0 295 590 1,180 Feet

Parcel Location Map  
PUD 25-0003



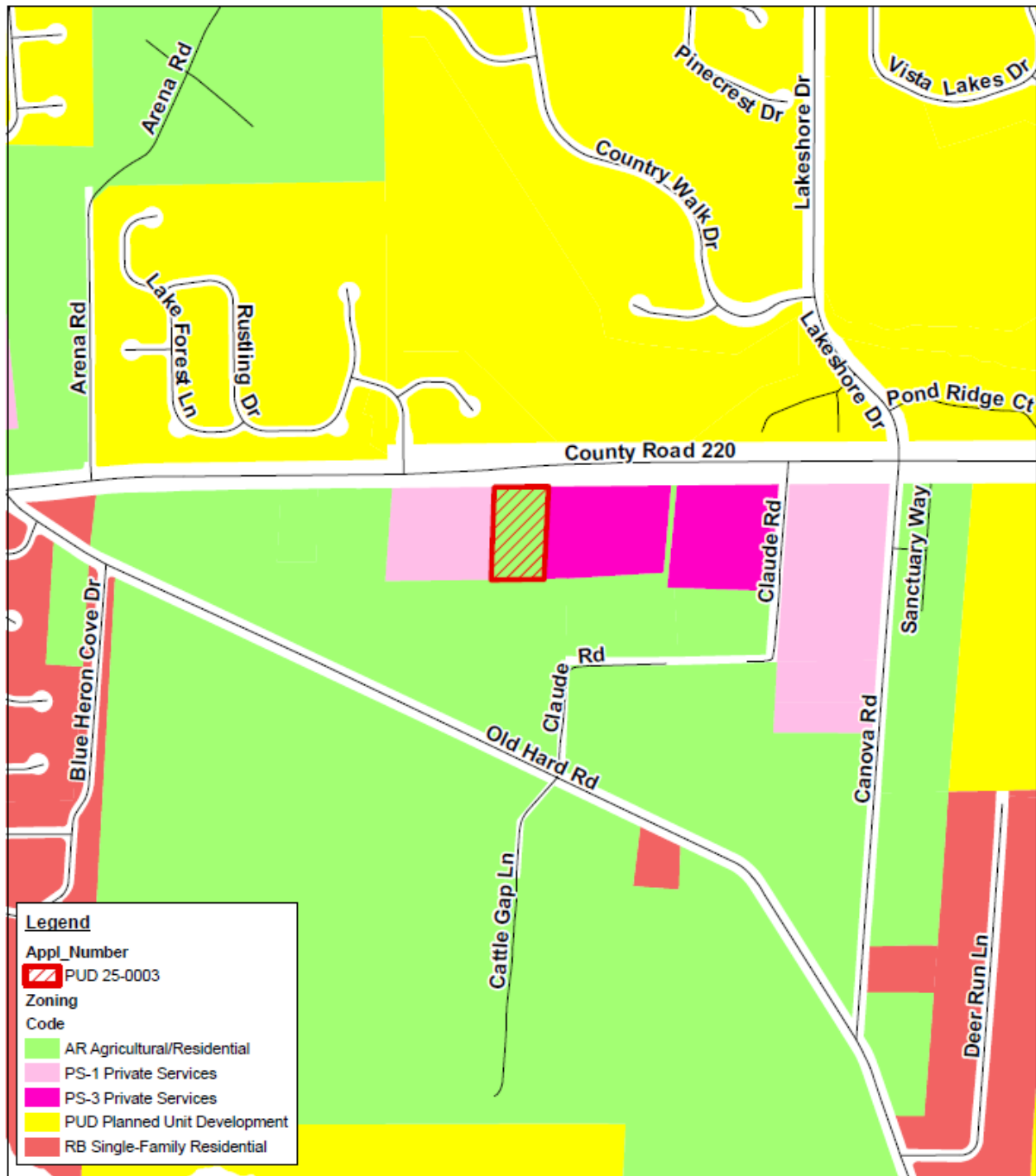


Figure 3 – Aerial Photo





Figure 3 – Existing Zoning Map

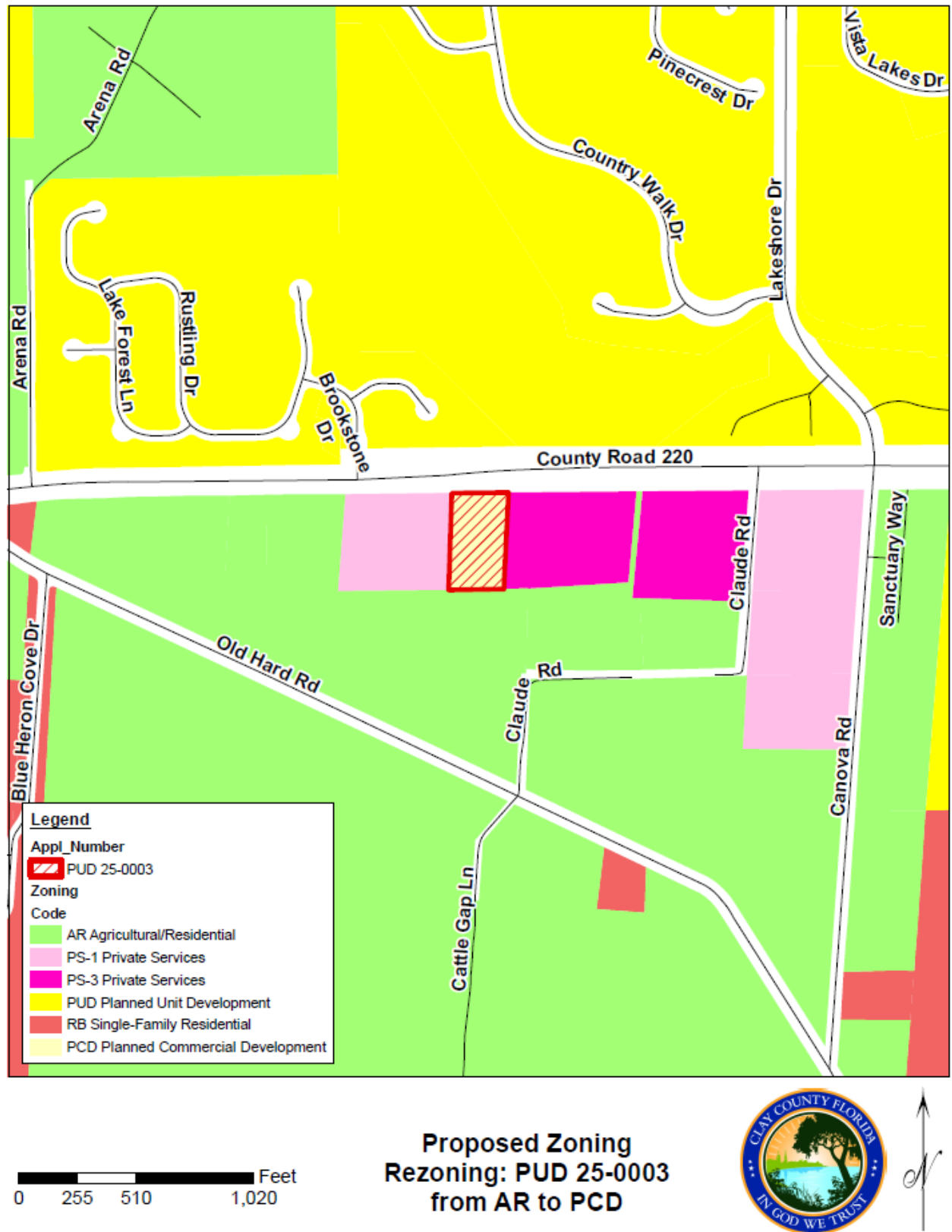


0 295 590 1,180 Feet

**Existing Zoning  
Rezoning: PUD 25-0003  
from AR to PCD**



Figure 4 – Proposed Zoning Map



56

57 **Relevant Clay County 2045 Comprehensive Plan Policies**

58 The following Goals/Objective/Policies support the proposed Rezoning Amendment to the Code:

59 FL U POL ICY 1 . 4 . 8

60 Amendments to designate additional commercial land use on the Future Land Use Map and  
61 otherwise eligible for consideration as small scale amendments pursuant to Section 163.3187(1)(c),  
62 F.S., shall be further limited to those meeting the Infill and/or the Unified Plan criteria following: 1)  
63 Infill: The application parcel is located between parcels with an existing designation of commercial,  
64 institutional and/or industrial land use which (1) are located on the same side of the roadway serving  
65 the parcel, and (2) are no more than 500 feet apart as measured at the road right of way.

66

67 More discussion regarding this request will be in the application for the Comprehensive Plan land Use  
68 change.

69 **Analysis of Proposed Rezoning Amendment**

70 In reviewing the proposed application for Rezoning, the following criteria may be considered along with  
71 such other matters as may be appropriate to the particular application:

72

73 (a) Whether the proposed change will create an isolated district unrelated to or incompatible with  
74 adjacent and nearby districts;

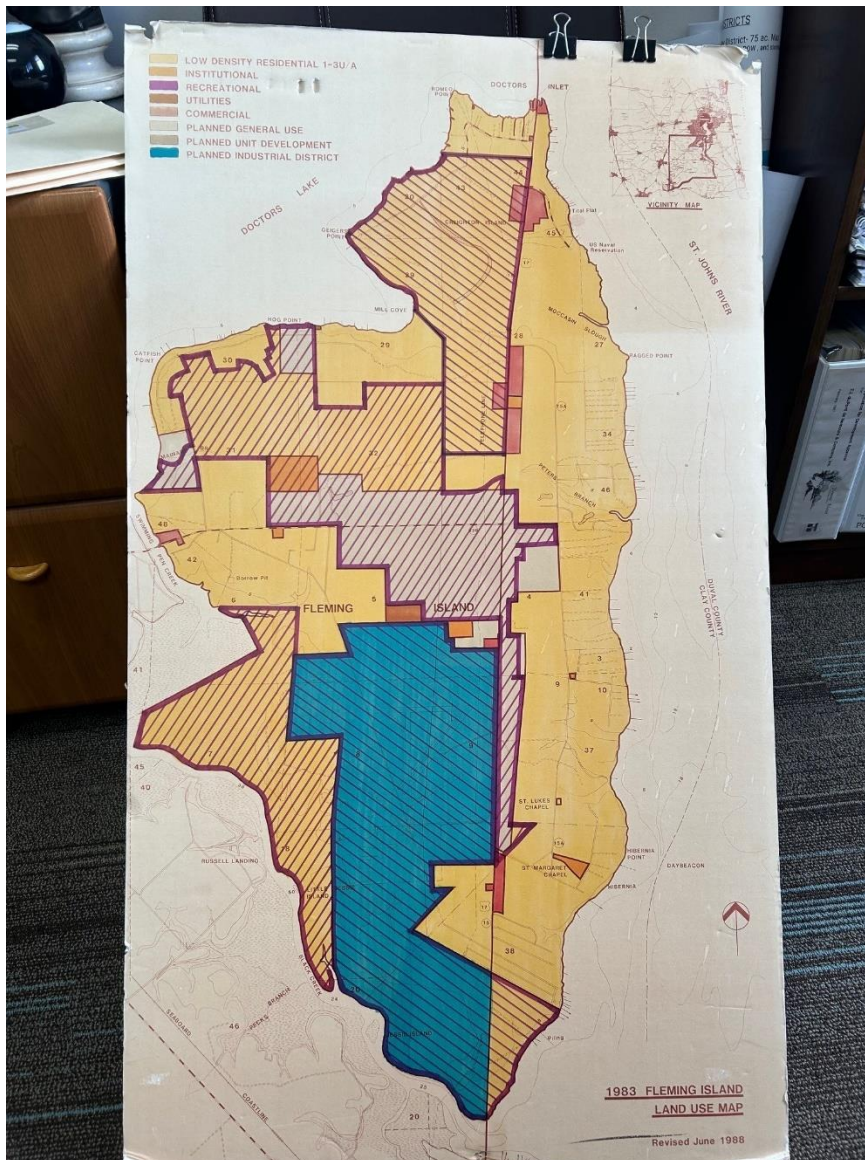
75 *Staff Finding: The parcels to the north are part of the Eagle Harbor PUD with a mixture of uses and*  
76 *residential homes. The parcels to the west and east are zoned Private Services, one being a church and the*  
77 *other being owned by Orange Park Medical Center, respectively. The land to the south is zoned*  
78 *Agricultural Residential (AR). The proposed change will not be incompatible with the adjacent and nearby*  
79 *districts and many already have a PUD designation.*

80 (b) Whether the district boundaries are illogically drawn in relation to the existing conditions on the  
81 real property proposed for change;

82 *Staff Finding: The existing district boundaries are not illogically drawn. They reflect the former use of the*  
83 *property prior to the investment into County Road 220 and the growth of Fleming Island Plantation.*

84 (c) Whether the conditions which existed at the time the real property was originally zoned have  
85 changed or are changing, and, to maintain consistency with the Plan, favor the adoption of the proposed  
86 Rezoning;

87 *Staff Finding: In 1991 the Clay County Comprehensive Plan was adopted which incorporated elements*  
88 *from the 1983 Fleming Island Land Use Map. This request would be considered an infill development*  
89 *which would be consistent with the Clay County Comprehensive Plan which is the criteria for (c), based on*  
90 *the policies in the Plan.*



91

92

93 (d) Whether the affected real property cannot be used in accordance with existing zoning;

94 *Staff Finding: The property has a future land use of Rural Fringe which allows for 1 dwelling unit per acre*  
 95 *and the lot is approximately 2.3 acres. The property could accommodate one single family home, however*  
 96 *the placement of a residential dwelling along the improved 220 corridor sandwiched between two non-*  
 97 *residential uses would not be advisable from a livability standpoint.*

98 (e) Whether the proposed Rezoning application is compatible with and furthers the County's stated  
 99 objectives and policies of the Plan;

100 *Staff Finding: The proposed rezoning is compatible with the Comprehensive Plan as it reduces urban*  
101  *sprawl by providing redevelopment in close proximity to a major transportation corridor. The proposed*  
102  *project also provides for health care needs near the large residential population of Eagle Harbor.*

103 (f) Whether maintenance of the existing zoning classification for the proposed Rezoning serves a  
104 legitimate public purpose;

105 *Staff Finding: There is no public purpose served by maintaining the existing Agricultural / Residential*  
106  *zoning, as the property could only support one home. This is not the best use of the property along the CR*  
107  *220 Corridor.*

108 (g) Whether maintenance of the status quo is no longer reasonable when the proposed Rezoning is  
109 inconsistent with surrounding land use;

110 *Staff Finding: Maintaining the AR zoning is not a reasonable course in this location as it hinders the full*  
111  *use of the parcel.*

112 (h) Whether there is an inadequate supply of sites in the County for the proposed intensity or density  
113 within the district already permitting such intensity or density.

114 *Staff Finding: There are other sites possible for the proposed use within the County, however due to the*  
115  *recent transportation investment along the 220 corridor, the development and accessibility this parcel offers*  
116  *is unique.*

117 The proposed rezoning would change the subject parcel from Agricultural Residential (AR) to Planned Unit  
118 Development (PUD). This change would be in keeping with the evolving character of the surrounding  
119 districts as shown in the table below:

	Future Land Use	Zoning District
North	PC (Planned Community)	PUD (single-family homes)
South	RF (Rural Fringe)	Agricultural Residential (AR)
East	RF (Rural Fringe)	PS-3 (Private Services)
West	RF (Rural Fringe)	PS-1 (Private Services)

120

## 121 **Recommendation**

122 The request was heard at the Citizens Advisory Committee for Fleming Island on July 16 and provided a  
123 recommendation of denial 6-0, because the request did not adhere to the Fleming Island Plan.

124 Based on the criteria provided in the Staff Report and the consistency with the intent of the Land  
125 Development Code, Staff recommends approval of PUD 25-0003.

126 As a condition of approval, the applicant will need to apply for a Comprehensive Plan amendment by  
127 August 8, 2025.



**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 CERTAIN REAL PROPERTY (TAX PARCEL IDENTIFICATION # 06-05-26-014235-000-00), TOTALING 2.31 ACRES, FROM ITS PRESENT ZONING CLASSIFICATIONS OF AR (AGRICULTURAL RESIDENTIAL DISTRICT) TO PCD (PLANNED COMMERCIAL DEVELOPMENT DISTRICT); PROVIDING A DESCRIPTION; PROVIDING AN EFFECTIVE DATE.**

Be It Ordained by the Board of County Commissioners of Clay County:

**Section 1.** Application PUD 25-0003, seeks to rezone a single parcel of land (tax parcel identification # 06-05-26-014235-000-00) (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 Planned Commercial Development District (PCD), subject to the conditions outlined in the Written Statement attached as Exhibit “B-1” and the Site Plan attached as Exhibit “B-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 PUD 25-0003 becoming effective.

**DULY ADOPTED** by the Board of County Commissioners of Clay County, Florida, this \_\_\_\_\_ day of August, 2025.

BOARD OF COUNTY COMMISSIONERS  
OF CLAY COUNTY, FLORIDA

By: \_\_\_\_\_  
Betsy Condon, Chairman

ATTEST:

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



Exhibit "A-1"

**Legal Description – Attachment A-3**

A Part of the East One-half of the Northeast One-quarter of Section 6, Township 5 South, Range 26 East, More Particularly Described as Follows:

Measure Easterly From the Northwest Corner of Aforesaid East One-half of the Northeast One-quarter, Said Point Being on the East Line of Government Lot 1, Along the North Line of the Aforesaid East One-half of the Northeast One-quarter, a Distance of 525 Feet to the Point of Beginning; Thence Southerly Parallel With the West Line of the Aforesaid East One-half of the Northeast One-quarter, a Distance of 485.6 Feet to a Point; Thence Easterly Parallel With the North Line of Aforesaid East One-half of the Northeast One-quarter, a Distance of 243 Feet to a Point; Thence Northerly Parallel With the West Line of the Aforesaid East One-half of the Northeast One-quarter, 485.6 Feet to a Point; Thence Westerly Along the North Line of the Aforesaid East One-half of the Northeast One-quarter, a Distance of 243 Feet to a Point of Beginning, Except That Part in State Road No. 220.

## 4

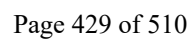


Exhibit "B-1"



**Department of Economic and Development Services  
Planning & Zoning Division**

P.O. Box 1366, Green Cove Springs, FL 32043  
Phone: (904) 284-6300  
[www.claycountygov.com](http://www.claycountygov.com)



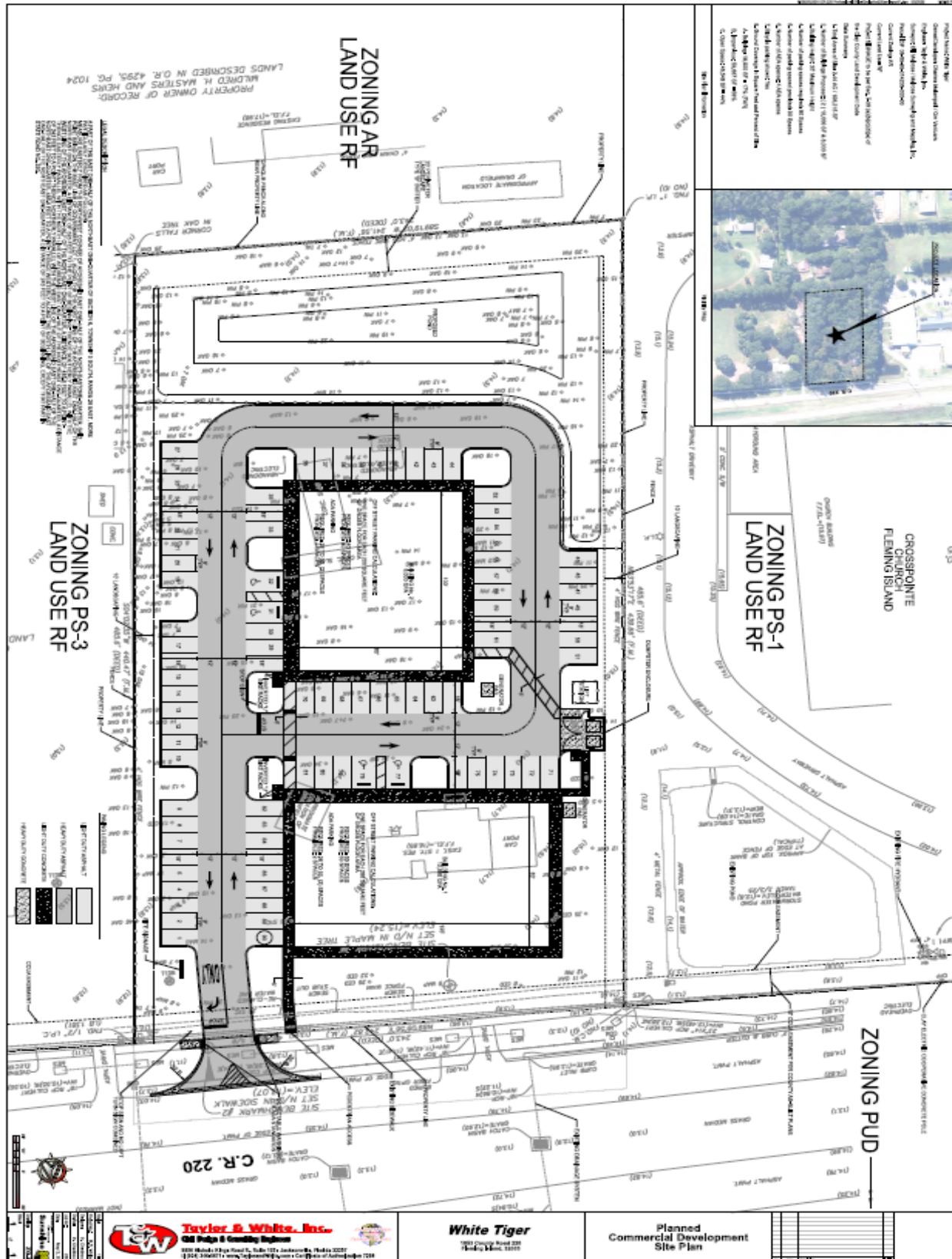
**PUD / PCD / PID WRITTEN STATEMENT EXHIBIT "B"**

Name of Development:	White Tiger	Net Acres:	2.44
Parcel ID #:	06-05-26-014235-000-00	Wetland Acres:	0.00
Total Number of Dwelling Units Proposed:	N/A	Total Acres:	2.44
Total Amount of Open Space:	N/A	Total Amount of Recreation:	N/A
		Total Active Recreation:	N/A
Phase Schedule for Construction:	Construction is to be in 1 Phase, Commencing in late 2025 or early 2026		
Permitted Uses:	Medical Offices, Outpatient Ambulatory Surgery Center, Professional Offices and non-intrusive trip retail such as Low Traffic like Boutiques and small Specialty Shops witch can include Coffee Shops and Gift Stores.  Project Signage to be per Sec. 7-30 (a)(b)(c)(d)(e) of the Clay County Land Development Code		
Conditional Uses:	None		
Permitted Accessory Uses and Structures:	Emergency Generators		
Restrictions of Uses:	(1) Each must be constructed entirely within an enclosed building and include no outside storage or other similar activities.  (2) Each must not be dangerous, noxious or or offensive to neighboring uses or the public in general by reason of smoke, odor, noise, glare, fumes, gas, vibration, threat of fire or explosion or emission of particulate matter or radiation.		

Design Guidelines		
<b>A. Lot Requirements</b>		
Minimum Lot Area: N/A	Minimum Lot Width at Bldg. Line: N/A	Minimum Lot Depth: N/A
Maximum Lot Coverage: 50%	Maximum Rear Lot Coverage: N/A	Max. Bldg. Height: 25'-1 Story
Minimum Front Setback: 15'	Minimum Side Setback: 10'	Minimum Rear Setback: 25'
Minimum Front Setback Intersecting Street: N/A	Minimum Setback for Accessory Structures: N/A	
Minimum Living Area: N/A		
<b>B. Ingress, Egress, and Circulation</b>		
<b>Parking Requirements:</b> The parking requirements for this development shall be consistent with the requirements of Article VIII of the Land Development Code & the Branan Field & Lake Asbury Master Plans.		
<b>Vehicular Access:</b> Vehicular access to the property shall be by way of _____ County Road 220 Substantially as shown in the site plan. The final location of all access points is subject to the review of the Engineering/Public Works Department.		
<b>Non-motorized Access:</b> Non-motorized access shall be provided by sidewalks and pedestrian/bicycle paths installed in accordance with Article VIII of the Land Development Code and the Branan Field and Lake Asbury Master Plans.		
<b>C. Signs</b>		
Signs shall be permitted separately from development plans and shall meet the requirements of the Article VII of the Land Development Code and the Branan Field and Lake Asbury Master Plans.		
<b>D. Landscaping</b>		
Flexibility in meeting the landscape requirements of Article VI of the Land Development Code and the Branan Field and Lake Asbury Master Plans is permitted for Planned Developments provided the outcome meets or exceeds the requirements of the Code. Indicate below what alternative landscaping will be provided or leave blank if the development will comply with the Code requirements.		
Shade Cover Points:	N/A	
Vehicle Use Area Landscaping:	Comply with Article VI- Landscaping of the Clay County Development Code	
Street Trees:	N/A	
Right-of-way Buffers for Subdivision Development	N/A	
Perimeter Buffers:	20' "B" Type Landscape Buffer from any Residential Property	
Branan Field/Lake Asbury Non-Residential Standards	N/A	

<b>E. Recreation and Open Space:</b>		
Recreation for residential, non-residential and open space shall meet the minimum requirements of Article III of the Land Development Code. N/A		
<b>F. Utilities</b>		
Water Provided By: Clay County Utility Authority		
Sanitary Sewer Provided By: Clay County Utility Authority		
Reuse Irrigation Provided By: Clay County Utility Authority		
Electric Provided By: Clay Electric Cooperative, Inc.		
Gas Provided By: Teco Energy		
<b>G. Wetlands</b>		
Wetlands, if present will be delineated and permitted according to local, state, and federal requirements.		
<b>H. Vegetation</b>		
The following natural communities are present on the development site according to the County's Vegetation Map (Check all that apply)		
<input type="checkbox"/> Scrub	<input type="checkbox"/> Sandhill	<input type="checkbox"/> Scrubby Flatwoods
<input type="checkbox"/> Xeric Hammock	<input checked="" type="checkbox"/> Upland Coniferous	<input type="checkbox"/> Mesic Flatwoods
<input type="checkbox"/> Wet Flatwoods		
The occurrence of any of these communities may indicate the presence of endangered or threatened species which are regulated by State Agencies.		
All proposed developments in the Lake Asbury Master Plan area are required to submit an environmental assessment in accordance with LA FLP 1.2.4 of the 2040 Comprehensive Plan at the time of development review and prior to any land clearing or disturbance.		
<b>I. Contact Information</b>		
Owner / Agent Name: Dharma Malempati, President of Om Ventures		
Owner / Agent Address: 3607 S. West Shore Blvd.		
City: Tampa	State: FL	Zip Code: 33629
Owner / Agent Phone: (813) 362-6952		
Owner / Agent Email: dharma@omventures.com		

Exhibit "B-2"





Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County Commissioners

DATE: 4/28/2025

FROM: Jenni Bryla, AICP, Zoning  
Chief

**SUBJECT:**

This item has been withdrawn by the Applicant in order to make changes to the request.

**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).

**AGENDA ITEM TYPE:**

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**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)



REVIEWERS:

Department	Reviewer	Action	Date	Comments
Economic and Development Services	Carson, Beth	Approved	8/12/2025 - 5:56 PM	AnswerNotes
Economic and Development Services	Stewart, Chereese	Approved	8/12/2025 - 6:08 PM	AnswerNotes
County Manager	Wanamaker, Howard	Approved	8/12/2025 - 7:35 PM	AnswerNotes



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County Commissioners

DATE: 8/6/2025

FROM: Dodie Selig, AICP, Chief  
Planner

SUBJECT: This rezoning application would change the current zoning designations of one parcel of land, approximately 39.06 acres, from Single Family Residential District (RB) to Agricultural/Residential District (AR).

AGENDA ITEM TYPE:

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Planning Requirements:

Public Hearing Required (Yes\No):

**Yes**

Hearing Type: Second Public Hearing

Initiated By: Applicant

Kelly and Toni Moulton

ATTACHMENTS:

Description	Type	Upload Date	File Name
▢ Staff Report for ZON 25-0016	Cover Memo	7/29/2025	PC_Staff_Report_- ZON_25- 0016_(CR_214)-2ada.pdf
▢ Ordinance for ZON 25-0016	Ordinance	7/29/2025	ordinance_- ZON_25- 0016_tjh_reviewedada.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Economic and Development Services Economic	Carson, Beth	Approved	8/12/2025 - 6:02 PM	AnswerNotes

and Development Services	Stewart, Chereese	Approved	8/12/2025 - 6:06 PM AnswerNotes
County Manager	Wanamaker, Howard	Approved	8/12/2025 - 7:34 PM AnswerNotes



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## Staff Report and Recommendations for ZON 25-0016

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:** Kelly & Toni Moulton  
**Phone:** 352-279-0754  
**Email:** moultonexteriors@yahoo.com

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### Property Information

<b>Parcel ID:</b> 22-08-23-004619-003-00	<b>Parcel Address:</b> CR 214
<b>Current Zoning:</b> RB	<b>Current Land Use:</b> COM
<b>Proposed Zoning:</b> AR	<b>Total Acres:</b> 39.06 +/- acres
	<b>Acres affected by Zoning change:</b> 39.06 +/- acres
<b>Commission District:</b> 4, Comm. Condon	<b>Planning District:</b> Keystone Heights

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### Introduction:

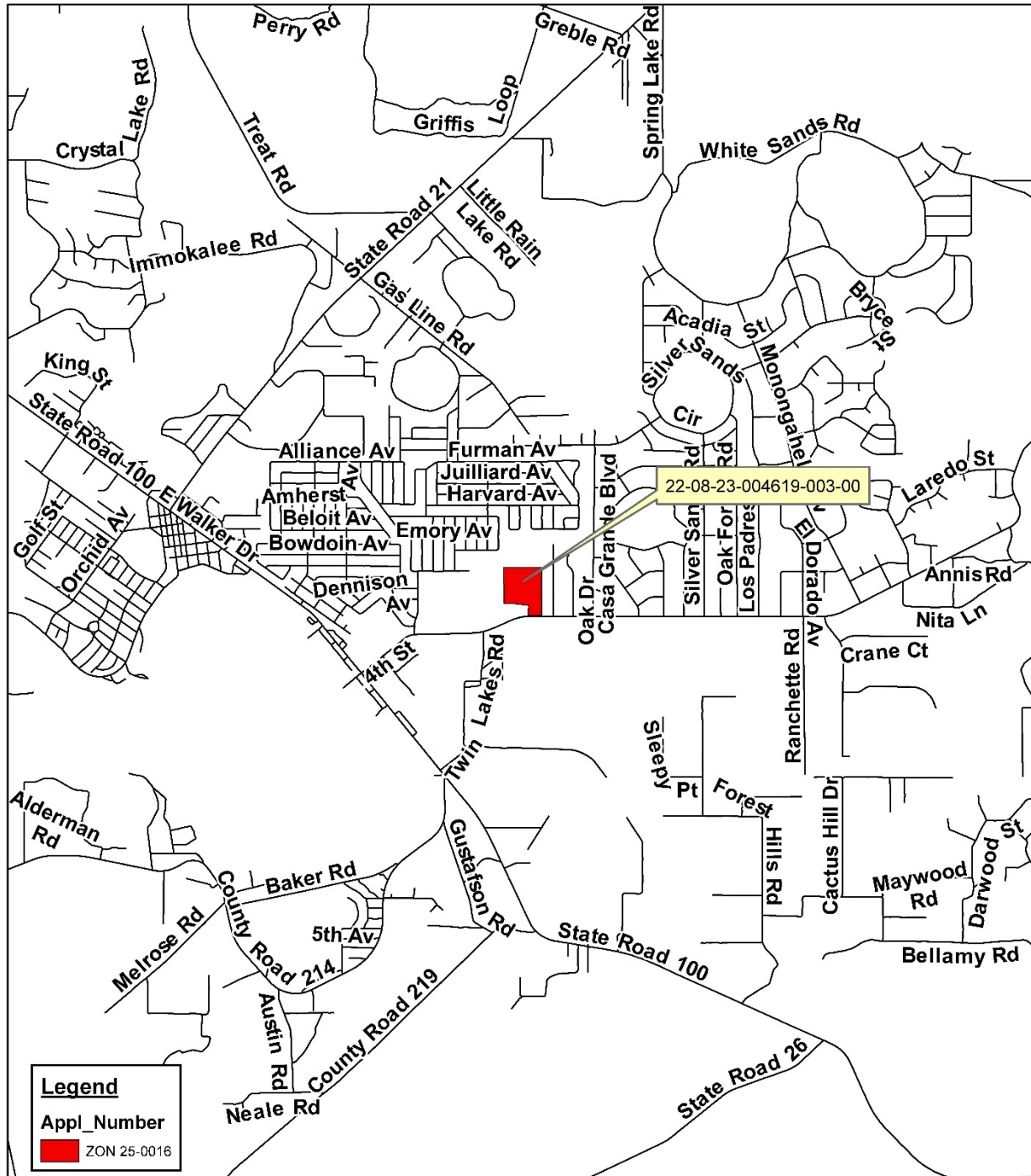
This rezoning application would change the current zoning designations of one parcel of land from Single Family Residential District (RB) to Agricultural/Residential District (AR).

The applicant wishes to create a pond from the existing oval shaped depression on the northern portion of the property and then construct one or more residences for family members around the pond. This could be achieved through the current zoning district; however, that route would require a formal subdivision process including civil engineering for planned lots, a paved roadway and a stormwater pond. The AR zoning designation is sought instead as it allows the construction of the principal residence as well as the creation of the pond as a "private pond" under the Conditional Use regulations of Article III. Additional family homes would then be possible under the heir's lot process.

The subject parcels are located on the north side of CR 214, between Twin Lakes Road to the west and Alameda Way to the east.

A companion Comprehensive Plan Amendment is not required as the existing Future Land Use designation is Rural Fringe.

Figure 1 – Location Map

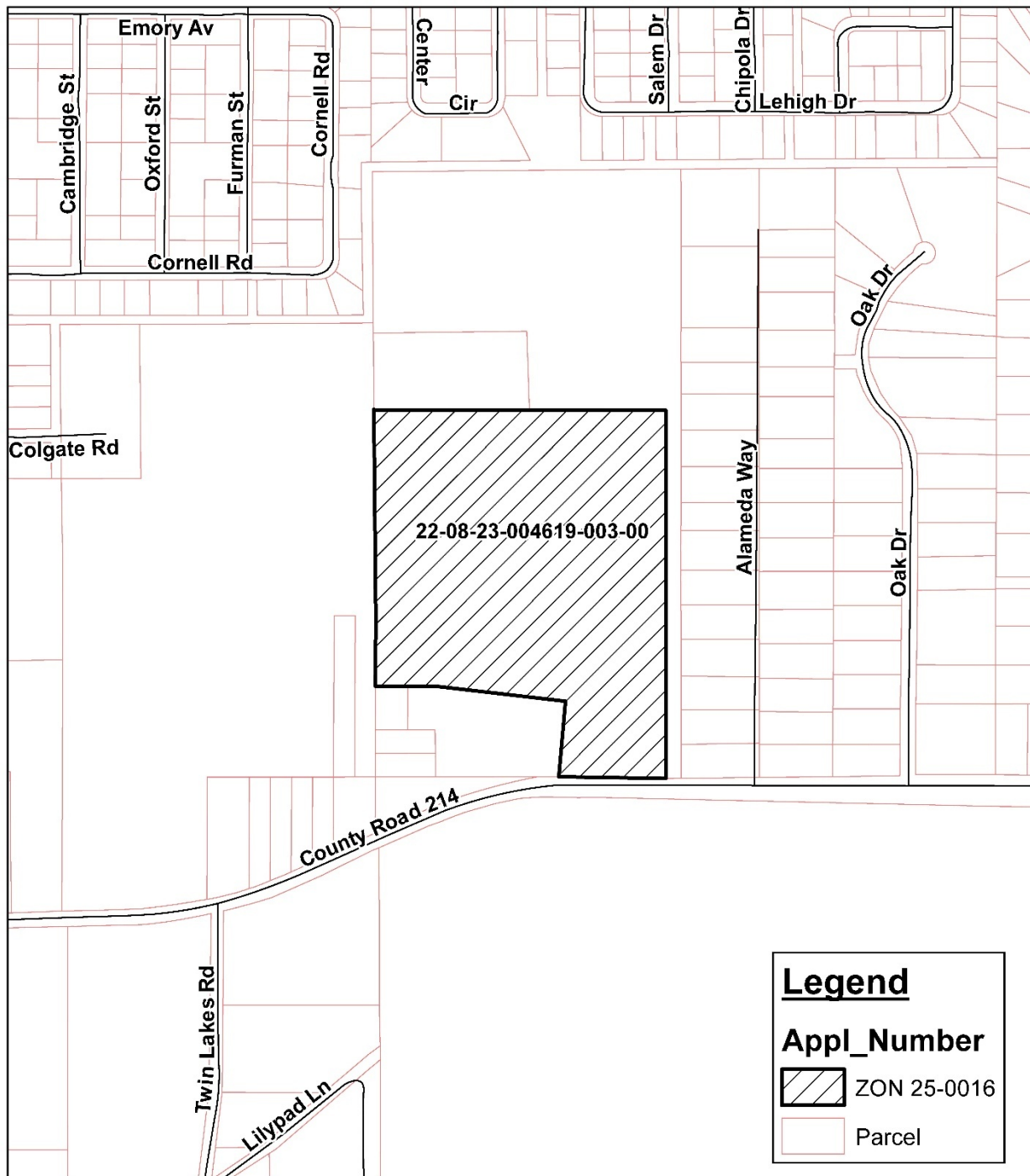


0 2,125 4,250 8,500 Feet

**Rezoning: ZON 25-0016  
from RB to AR**



Figure 2 – Parcel Map



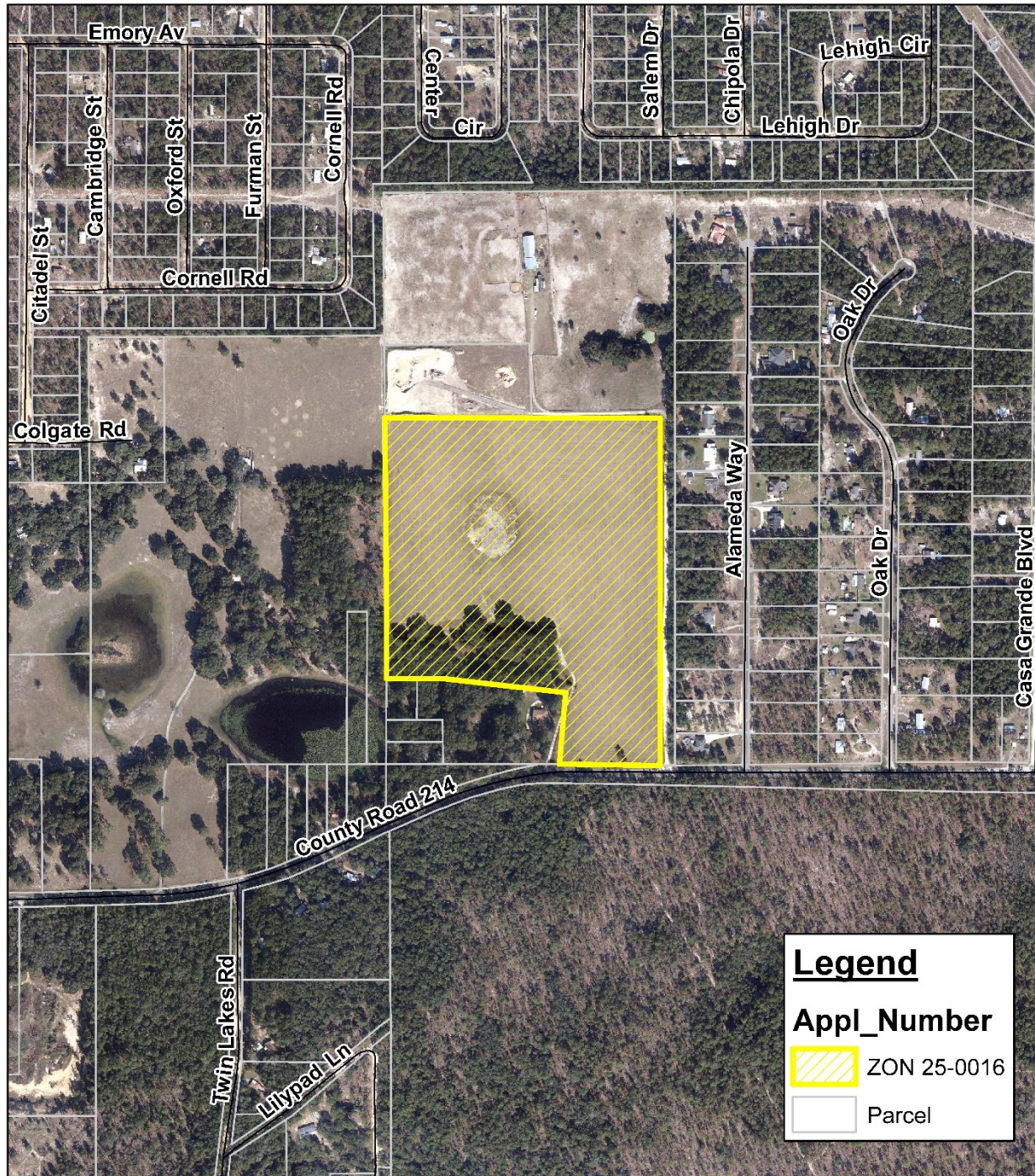
0 275 550 1,100 Feet

Rezoning: ZON 25-0016  
Parcel Map





Figure 3 - Aerial Photo



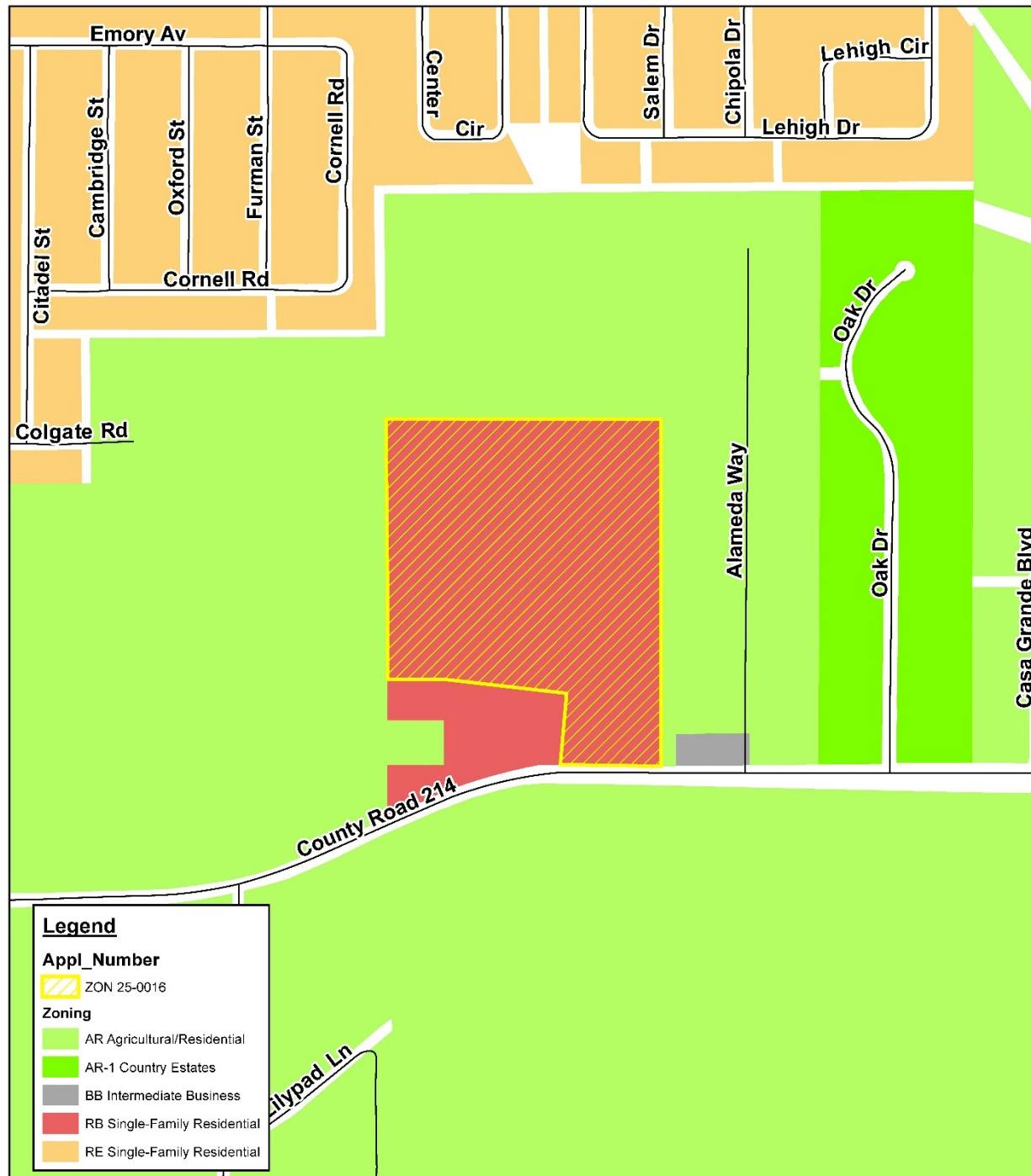
0 295 590 1,180 Feet

**Rezoning: ZON 25-0016  
from RB to AR**





Figure 4 – Existing Zoning Map

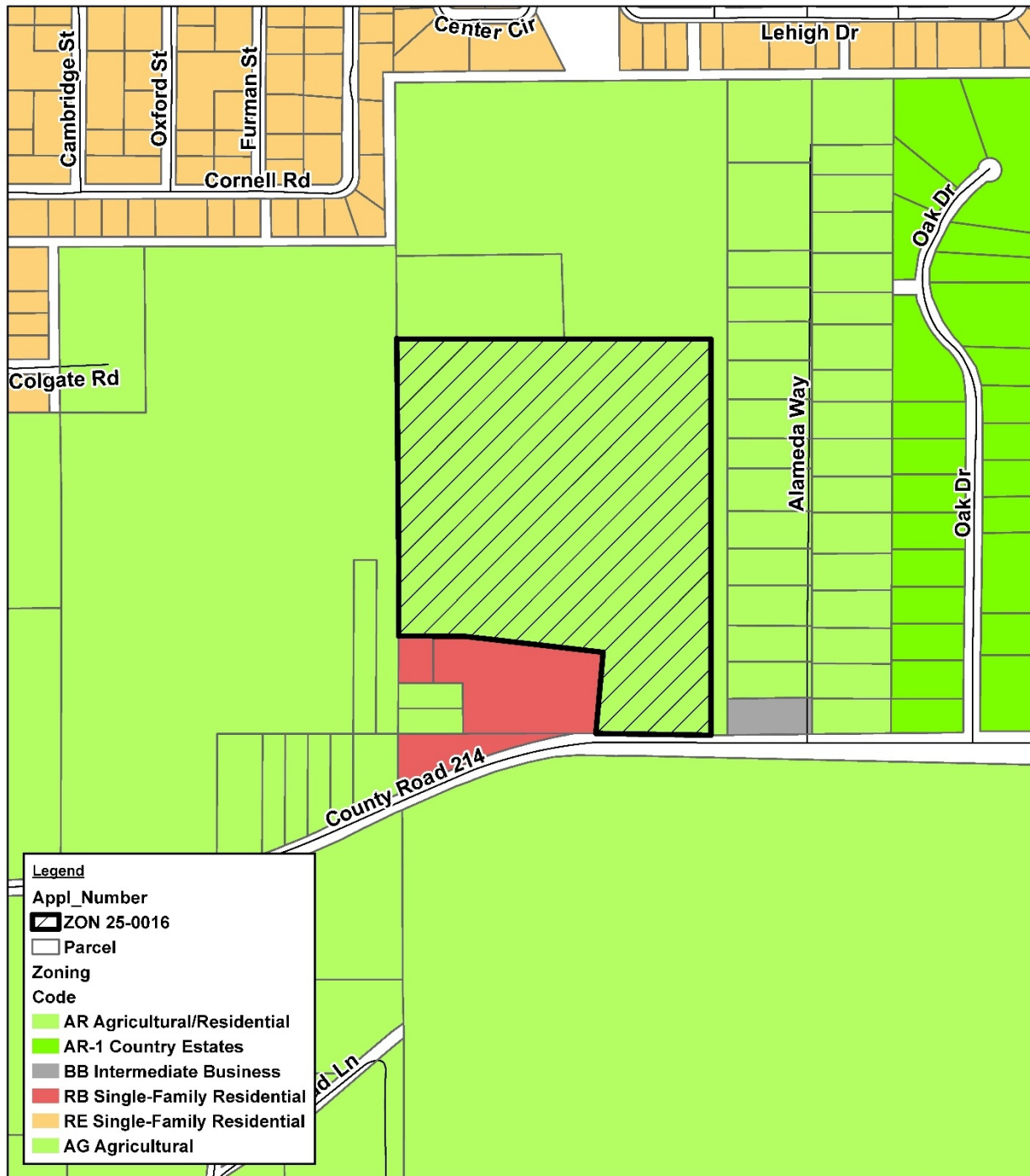


0 295 590 1,180 Feet

**Existing Zoning**  
**Rezoning: ZON 25-0016**  
**from RB to AR**



Figure 5 – Proposed Zoning Map



0 255 510 1,020 Feet

**Proposed Zoning  
Rezoning: ZON 25-0016  
from RB to AR**



### Analysis of Surrounding Uses

The proposed rezoning would change the zoning of the subject parcel in order to create a single-family residence and private pond. The current zoning designation of Single Family Residential (RB) was applied in 2006 under project # Z-06-27 in order to create a subdivision which did not happen. The prior zoning district was the same Agricultural/Residential (AR) currently being sought. This change would be in keeping with the character of the surrounding districts as shown in the table below:

	Future Land Use	Zoning District
North	Rural Fringe (RF)	Agricultural/Residential (AR)
South	Rural Fringe (RF)	Single Family Residential (RB) and Agricultural/Residential (AR)
East	Rural Fringe (RF) and Commercial (COM)	Agricultural/Residential (AR), Intermediate Business (BB) and Country Estates (AR-1)
West	Rural Fringe (RF)	Agricultural/Residential (AR)

### Relevant Clay County 2045 Comprehensive Plan Policies

The following Goals/Objective/Policies relate to the proposed Comprehensive Plan Amendment:

#### **FLU POLICY 1.4.5 Rural Fringe (RF)**

This designation is reserved for land accessible to existing Urban Services and located in the areas where extension of central water and (where applicable) sewer service can be easily provided. Densities in this area shall be a maximum of three units per net acre and a minimum of one unit per net acre. This density category is almost exclusively characterized by single-family detached housing units but may also include two and three family residential developments.

A maximum density of 7 units per net acre may be allowed within the Rural Fringe designation on the Future Land Use Map for the provision of housing for the elderly or handicapped and housing for very low, low income and moderate income households. Location shall be based on need and criteria assessing proximity to the following: employment, mass transit, health care, parks, commercial services, and central utility services, as detailed in the Housing Element and land development regulations.

### 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 proposed change will not create an isolated district. It will return the former zoning designation already in place on the surrounding properties.

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 district boundaries were not illogically drawn for the intended use at the time the zoning  
70 was applied. However, as that use has not come to pass and the land remains undeveloped, it is logical to  
71 return the parcel to the prior zoning district.

72 (c) Whether the conditions which existed at the time the real property was originally zoned have changed  
73 or are changing, and, to maintain consistency with the Plan, favor the adoption of the proposed Rezoning;

74 Staff Finding: The economic recession which occurred shortly after the property was rezoned in 2006  
75 prevented the creation of the subdivision for which the rezoning was proposed. Therefore, the proposed  
76 rezoning under this application will maintain consistency with the low-density residential nature of the  
77 surrounding community.

78 (d) Whether the affected real property cannot be used in accordance with existing zoning;

79 Staff Finding: The parcel could be used as a single family residence under the existing zoning but the private  
80 pond would not be allowed.

81 (e) Whether the proposed Rezoning application is compatible with and furthers the County's stated  
82 objectives and policies of the Plan;

83 Staff Finding: The proposed rezoning is compatible with the Comprehensive Plan.

84 (f) Whether maintenance of the existing zoning classification for the proposed Rezoning serves a  
85 legitimate public purpose;

86 Staff Finding: There is no public purpose served by keeping the current zoning district designation.

87 (g) Whether maintenance of the status quo is no longer reasonable when the proposed Rezoning is  
88 inconsistent with surrounding land use;

89 Staff Finding: The proposed rezoning is consistent with the surrounding land use.

90 (h) Whether there is an inadequate supply of sites in the County for the proposed intensity or density  
91 within the district already permitting such intensity or density.

92 Staff Finding: There are other sites within the County with the proposed density, however this property is  
93 unique with respect to the existing hollow which is ideal for the creation of the private pond desired by the  
94 applicant.

95    **Recommendation**

96    Staff recommends approval of ZON 25-0016.

97

**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 # 22-08-23-004619-003-00), TOTALING APPROXIMATELY 39.06 ACRES, FROM ITS PRESENT ZONING CLASSIFICATION OF SINGLE-FAMILY RESIDENTIAL DISTRICT (RB) TO AGRICULTURAL/RESIDENTIAL DISTRICT (AR); PROVIDING A DESCRIPTION; PROVIDING AN EFFECTIVE DATE.**

Be It Ordained by the Board of County Commissioners of Clay County:

**Section 1.** Application ZON 25-0016 seeks to rezone certain real property totaling 39.06 acres (tax parcel identification # 22-08-23-004619-003-00) (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 Single-Family Residential District (RB) to Agricultural/Residential District (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 August, 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"

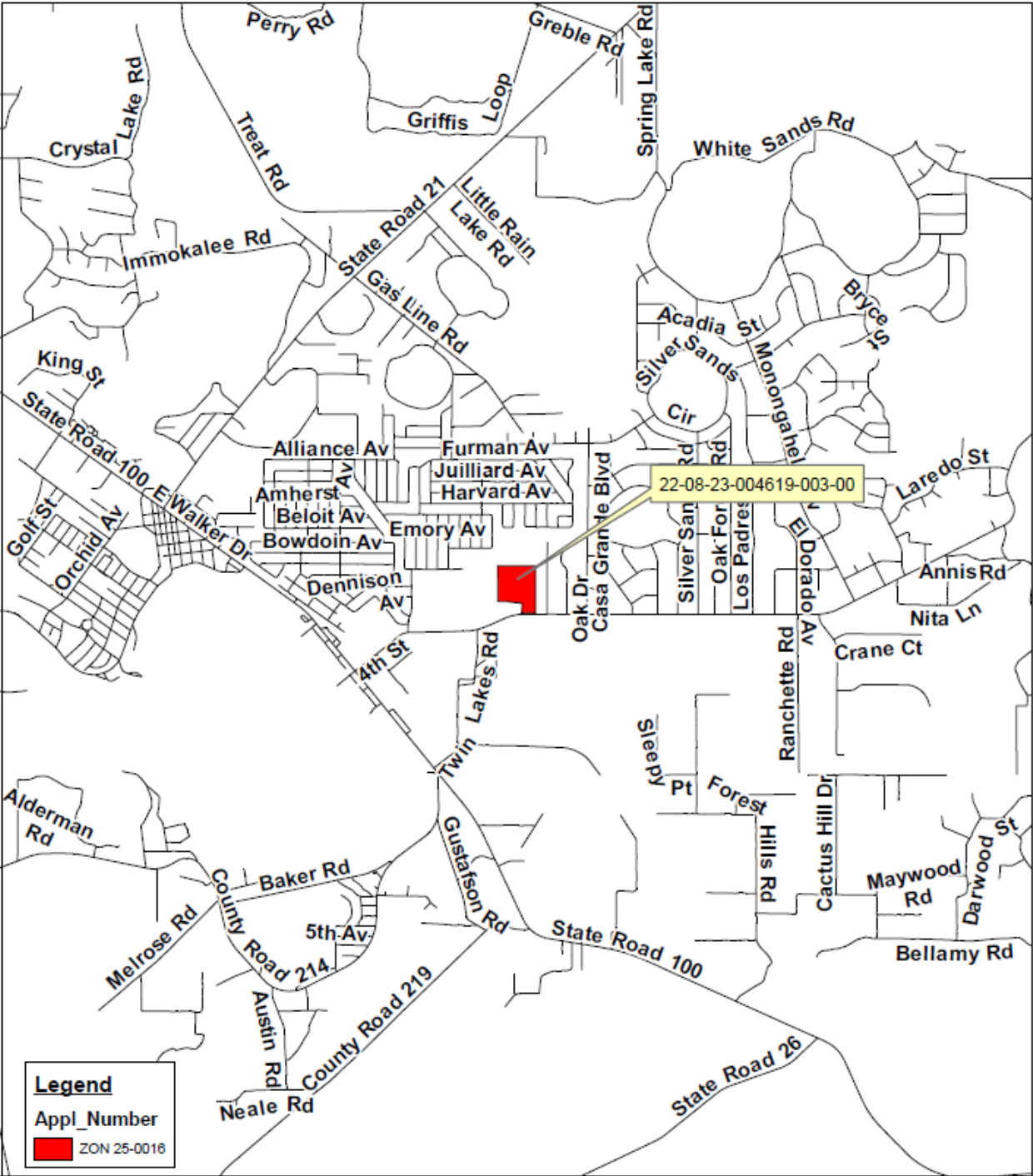
A PARCEL OF LAND SITUATED IN SECTION 22, TOWNSHIP 8 SOUTH, RANGE 23 EAST, CLAY COUNTY, FLORIDA, SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF SAID SECTION 22, AND RUN NORTH 00 DEGREES, 05 MINUTES, 19 SECONDS WEST, ALONG THE WEST LINE OF SAID SECTION 22, A DISTANCE OF 400.00 FEET TO THE POINT OF BEGINNING THENCE CONTINUE NORTH 00 DEGREES, 05 MINUTES, 19 SECONDS WEST ALONG SAID LINE, 1200.27 FEET; THENCE RUN NORTH 89 DEGREES, 50 MINUTES, 31 SECONDS EAST, A DISTANCE OF 1260.02 FEET; THENCE RUN SOUTH 00 DEGREES, 18 MINUTES, 53 SECONDS WEST, A DISTANCE OF 1574.20 FEET TO THE NORTHERLY R/W LINE OF COUNTY ROAD NO. 214; THENCE RUN NORTH 89 DEGREES, 48 MINUTES, 07 SECONDS WEST, ALONG SAID NORTHERLY RIGHT-OF-WAY, A DISTANCE OF 457.04 FEET TO THE POINT OF CURVE; THENCE CONTINUE SOUTHWESTERLY ALONG SAID NORTHERLY RIGHT-OF-WAY WITH A CURVE CONCAVE SOUTHERLY; SAID CURVE HAVING A DELTA ANGLE OF 01 DEGREES, 50 MINUTES, 19 SECONDS, A RADIUS OF 1178.92 FEET, AN ARC LENGTH OF 37.83 FEET, A TANGENT LENGTH OF 18.92, AND A CHORD BEARING AND DISTANCE OF SOUTH 89 DEGREES 16 MINUTES 43 SECONDS WEST, 37.83 FEET; THENCE RUN NORTH 05 DEGREES, 07 MINUTES, 56 SECONDS EAST, A DISTANCE OF 323.16 FEET; THENCE RUN NORTH 86 DEGREES, 00 MINUTES, 52 SECONDS WEST, 139.23 FEET; THENCE RUN NORTH 84 DEGREES, 45 MINUTES, 26 SECONDS WEST, 390.68 FEET; THENCE RUN NORTH 89 DEGREES, 26 MINUTES, 16 SECONDS WEST, 256.50 FEET TO THE POINT OF BEGINNING.

Parcel ID Number: 22-08-23-004619-003-00



Exhibit "A-2"



Rezoning: ZON 25-0016  
from RB to AR



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County Commissioners

DATE: 8/6/2025

FROM: Dodie Selig, AICP, Chief  
Planner

SUBJECT: This rezoning application would change the current zoning designations of three parcels from Commercial and Professional Office District (BA-2), Intermediate Business District (BB) and Specialty Business District (BB-3) to Neighborhood Business District (BA).

AGENDA ITEM TYPE:

---

Planning Requirements:

Public Hearing Required (Yes\No):

**Yes**

Hearing Type: Second Public Hearing

Initiated By: Applicant

Lana and Glynn Wimberly, Owner  
ABC Realty Capital, LLC.

ATTACHMENTS:

Description	Type	Upload Date	File Name
▣ Staff Report for ZON 25-0018	Cover Memo	7/29/2025	PC_Staff_Report_- ZON_25- 0018_(Russell_Rd)ada.pdf
▣ Ordinance for ZON 25-0018	Ordinance	7/29/2025	Ordinance_-_ZON_25- 0018_tjh_reviewedada.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Economic and Development Services	Carson, Beth	Approved	8/12/2025 - 6:00 PM	AnswerNotes

Economic and Development Services	Stewart, Chereese	Approved	8/12/2025 - 6:06 PM AnswerNotes
County Manager	Wanamaker, Howard	Approved	8/12/2025 - 7:34 PM AnswerNotes



**Staff Report and Recommendations for ZON 25-0018**

**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>Owner:</b> Lana Wimberly	<b>Owner:</b> ABC Realty Capital LLC
<b>Phone:</b> 904-613-1172	<b>Phone:</b> 904-613-1172
<b>Email:</b> lanawimberly@aol.com	<b>Email:</b> lanawimberly@aol.com

**Property Information**

<b>Parcel ID:</b> 28-05-26-014408-000-00, 28-05-26-014410-000-00, and 28-05-26-014410-001-00	<b>Parcel Address:</b> 1501 Boivin RD, 1456 Russell Rd and 1462 Russell Rd
<b>Current Zoning:</b> BA-2, BB-3 and BB	<b>Current Land Use:</b> COM
<b>Proposed Zoning:</b> BA	<b>Total Acres:</b> 2.2 +/- acres
	<b>Acres affected by Zoning change:</b> 1.9 +/- acres
<b>Commission District:</b> 5, Comm. Burke	<b>Planning District:</b> The Springs

**Introduction:**

This rezoning application would change the current zoning designations of three parcels from Commercial and Professional Office District (BA-2), Intermediate Business District (BB) and Specialty Business District (BB-3) to Neighborhood Business District (BA). The tables below detail the specific changes being proposed by this application.

Parcel: 28-05-26-014408-000-00      Owned by: ABC Realty Capital LLC

Acres affected:	Current Zoning:	Proposed Zoning:
0.26 acres	BA-2	BA

Parcel: 28-05-26-014410-000-00      Owned by: Lana & Glynn Wimberly

Acres affected:	Current Zoning:	Proposed Zoning:
0.74 acres	BA-2 and BB-3	BA

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33  
34

Parcel: 28-05-26-014410-001-00                      Owned by: Lana & Glynn Wimberly

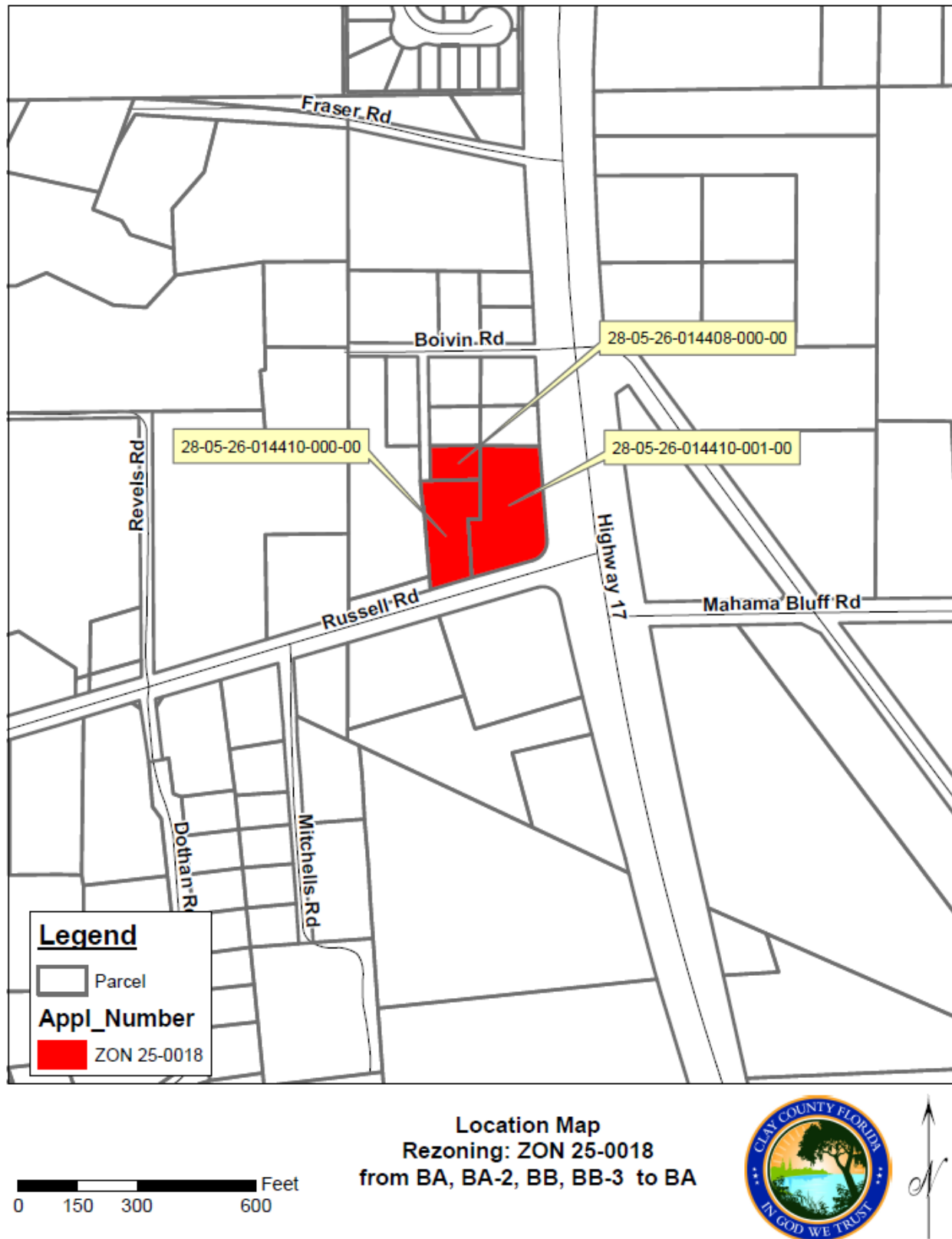
Acres affected:	Current Zoning:	Proposed Zoning:
0.91 acres	BA-2 and BB	BA

The proposed changes would provide the same zoning classification to the entirety of all 3 parcels for the purpose of combining the lots to allow for new commercial development.

The subject parcels are located at the northwest corner of US 17 and Russell Road.

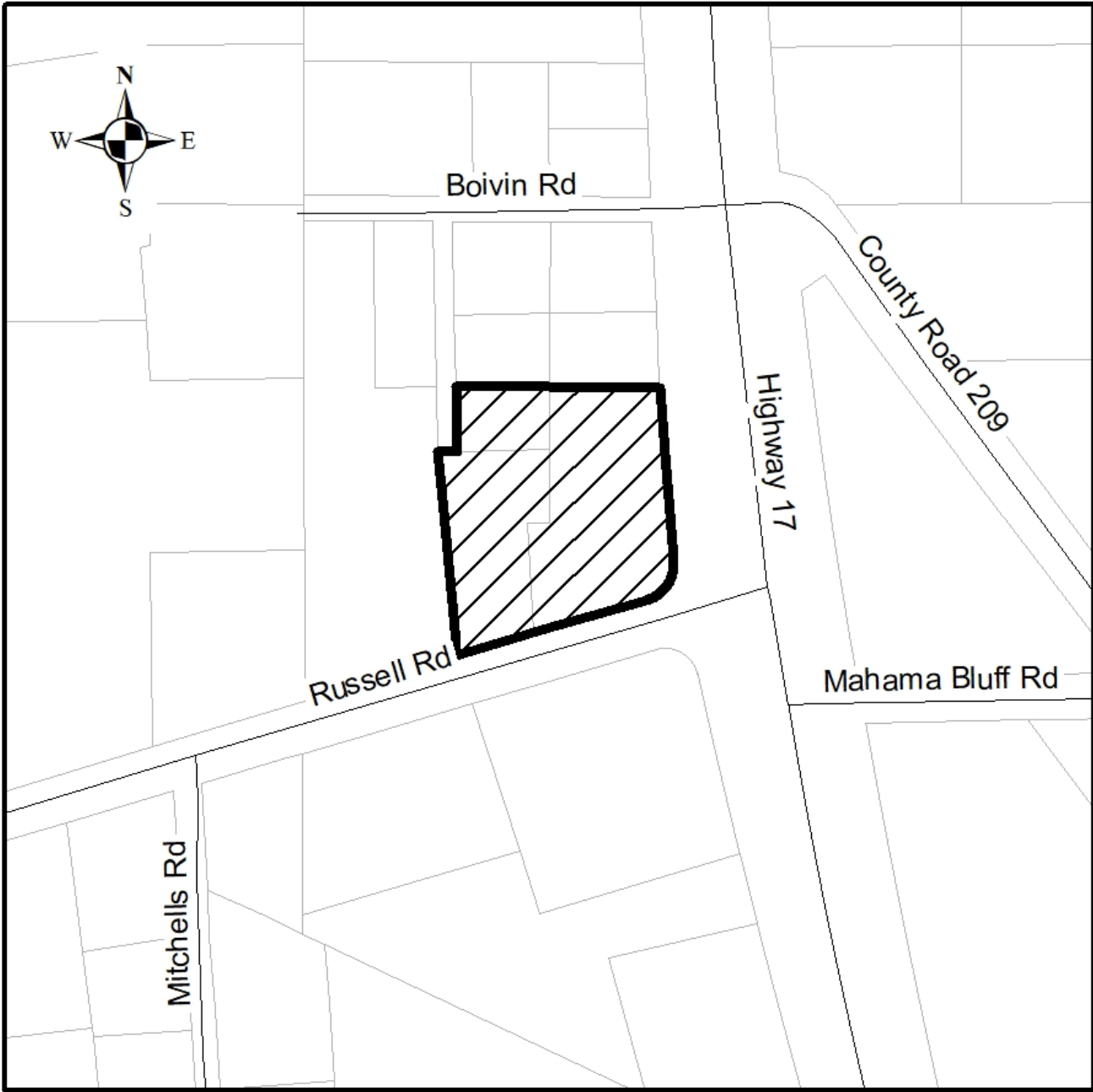
A companion Comprehensive Plan Amendment is not required as the existing Future Land Use designation of all three parcels is Commercial.

Figure 1 – Location Map



37  
38

Figure 2 – Parcel Map



39  
40

Parcels Map



Figure 3 - Aerial Photo



0 125 250 500 Feet

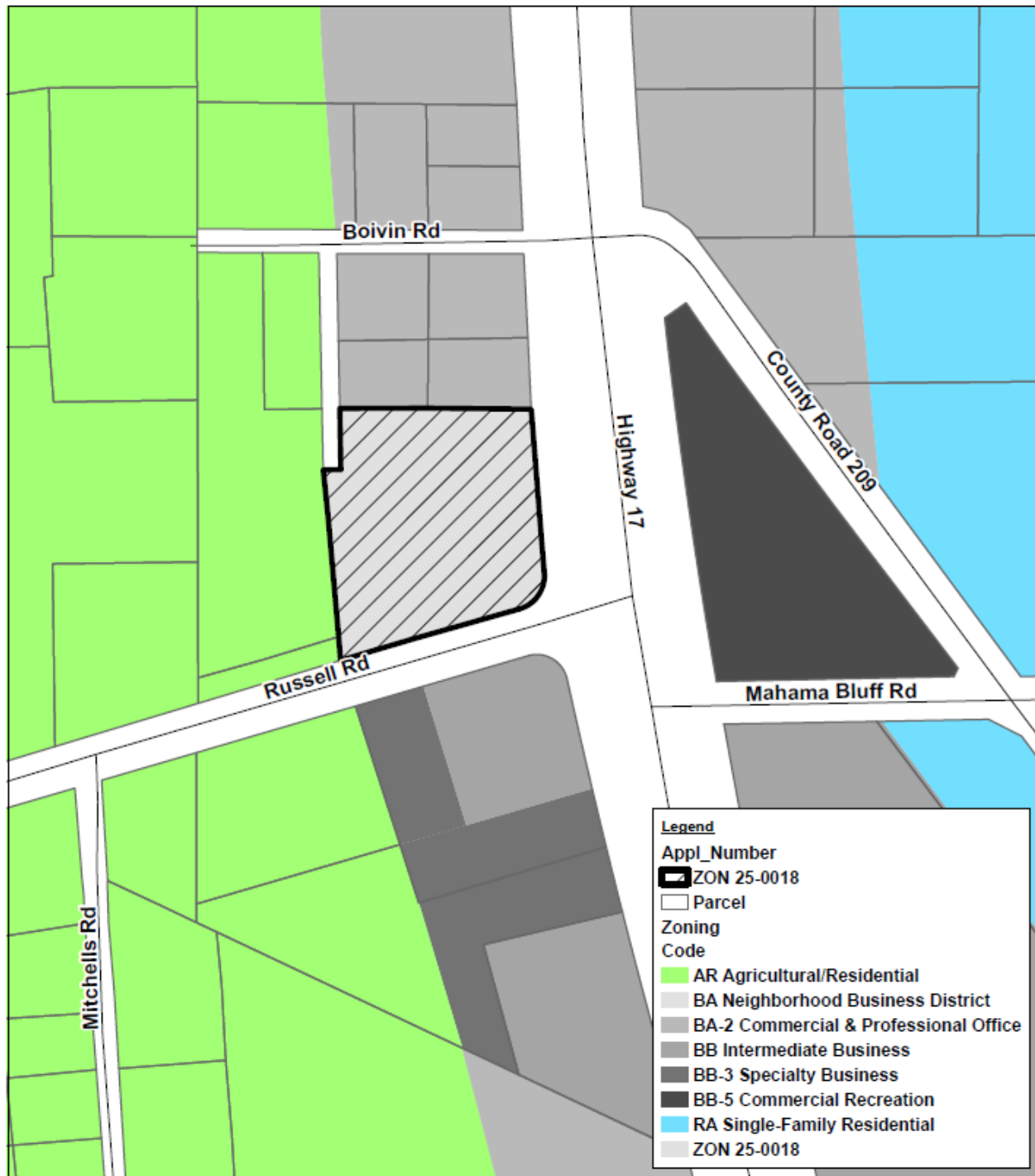
Rezoning: ZON 25-0018  
from BA, BA-2, BB, BB-3 to BA



Figure 4 – Existing Zoning Map



Figure 5 – Proposed Zoning Map



0 90 180 360 Feet

**Proposed Zoning**  
**Rezoning: ZON 25-0018**  
**from BA, BA-2, BB, BB-3 to BA**





## Analysis of Surrounding Uses

The proposed rezoning would change the zoning of 2 parcels and 2 portions of a third parcel in order to create one unified zoning for the purpose of redevelopment. This change would be in keeping with the evolving character of the surrounding districts as shown in the table below:

	Future Land Use	Zoning District
North	Commercial (COM)	Commercial and Professional Office District (BA-2)
South	Commercial (COM)	Intermediate Business District (BB) & Specialty Business District (BB-3)
East	Commercial (COM)	Commercial Recreation District (BB-5)
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 1.4.9 Commercial (COM)**

The commercial designation accommodates the full range of sales, service, and office activities. These uses may occur in self-contained shopping centers, free standing structures, campus-like business parks, central business districts, or along arterial highways. These areas are intended for larger scale, more intensive community-type commercial uses.

The location of commercial development shall be concentrated at major intersections and within Activity Centers and Planned Communities. The development shall create a commercial node, not a strip, with a mixture of retail, office, and hotel uses.

## 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 proposed change will not create an isolated district. It will expand the zoning already in place on one of the subject parcels to cover the entirety of all three parcels.

(b) Whether the district boundaries are illogically drawn in relation to the existing conditions on the real property proposed for change;

74 Staff Finding: The district boundaries are illogically drawn. They carve up two of the parcels into a  
75 patchwork of different commercial zoning districts. The proposed rezoning change will create a uniform  
76 zoning across all 3 parcels.

77 (c) Whether the conditions which existed at the time the real property was originally zoned have changed  
78 or are changing, and, to maintain consistency with the Plan, favor the adoption of the proposed Rezoning;

79 Staff Finding: The recent demand for residential housing in the County, especially in the central part of the  
80 Lake Asbury Master Plan area to the west of the subject parcels, has significantly increased the demand for  
81 commercial uses to serve those commuting residents who pass through this intersection daily. The smaller  
82 parcels in this area and the fragmented portions of these subject parcels are ineffective to meet this demand  
83 as they are.

84 (d) Whether the affected real property cannot be used in accordance with existing zoning;

85 Staff Finding: The parcels cannot be redeveloped as a unified project without eliminating the existing split  
86 zoning.

87 (e) Whether the proposed Rezoning application is compatible with and furthers the County's stated  
88 objectives and policies of the Plan;

89 Staff Finding: The proposed rezoning is compatible with the Comprehensive Plan and supports the intent  
90 of the existing Commercial Future Land Use designation.

91 (f) Whether maintenance of the existing zoning classification for the proposed Rezoning serves a  
92 legitimate public purpose;

93 Staff Finding: There is no public purpose served by keeping the zoning district boundaries in their current  
94 locations on the subject parcels.

95 (g) Whether maintenance of the status quo is no longer reasonable when the proposed Rezoning is  
96 inconsistent with surrounding land use;

97 Staff Finding: The proposed rezoning is driven by changes in land uses further to the west on Russell Road.  
98 Increased residential development has created higher demand for commercial development which can serve  
99 the frequent shopping needs of residents as they transition from the highway to the local roads. The proposed  
100 zoning district of Neighborhood Business District (BA) is intended to provide "a limited commercial facility  
101 of a convenience nature... ". This is consistent with the adjacent commercial zoning and land use as well as  
102 the needs of the larger residential community.

103 (h) Whether there is an inadequate supply of sites in the County for the proposed intensity or density  
104 within the district already permitting such intensity or density.

105 Staff Finding: There is an inadequate supply of the proposed Neighborhood Business District (BA) zoning  
106 at this intersection and an inadequate supply of alternative transportation routes serving the commuting  
107 residents turning off US 17 to make an alternative location for this use relevant to the need.

108 **Recommendation**

109 Staff recommends approval of ZON 25-0018.

110

**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 THREE PARCELS OF LAND: PARCEL ONE (TAX PARCEL IDENTIFICATION # 28-05-26-014408-000-00) TOTALING APPROXIMATELY 0.26 ACRES, FROM COMMERCIAL AND PROFESSIONAL OFFICE DISTRICT (BA-2) TO NEIGHBORHOOD BUSINESS DISTRICT (BA); PARCEL TWO (TAX PARCEL IDENTIFICATION # 28-05-26-014410-000-00) TOTALING APPROXIMATELY 0.74 ACRES, FROM COMMERCIAL AND PROFESSIONAL OFFICE DISTRICT (BA-2) AND SPECIALTY BUSINESS DISTRICT (BB-3) TO NEIGHBORHOOD BUSINESS DISTRICT (BA); AND PARCEL THREE (TAX PARCEL IDENTIFICATION # 28-05-26-014410-001-00) TOTALING APPROXIMATELY 1.20 ACRES, TO REZONE THE PORTION CURRENTLY ZONED COMMERCIAL AND PROFESSIONAL OFFICE DISTRICT (BA-2) TO NEIGHBORHOOD BUSINESS DISTRICT (BA) AND TO REZONE THE PORTION CURRENTLY ZONED INTERMEDIATE BUSINESS DISTRICT (BB) TO NEIGHBORHOOD BUSINESS DISTRICT (BA); PROVIDING A DESCRIPTION; PROVIDING AN EFFECTIVE DATE.**

Be It Ordained by the Board of County Commissioners of Clay County:

**Section 1.** Application ZON 25-0018 seeks to rezone certain real property (tax parcel identification #s 28-05-26-014408-000-00, 28-05-26-014410-000-00, & 28-05-26-014410-001-00) (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 classifications of the Property are hereby changed from Commercial and Professional Office District (BA-2), Specialty Business District (BB-3) and Intermediate Business District (BB) to Neighborhood Business District (BA).

**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 August, 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"

Grantee's heirs and assigns forever, the following described land, situate lying and being in Clay County, Florida, to wit:

Commence at the Northeast corner of Lot Four, Arnowin, according to plat recorded in Plat Book 4, Page 30, of the public records of Clay County, Florida, thence run West along the North line of said Lot 4, a distance of 150 feet to a point which is the Point of Beginning; Thence continue on the same course a distance of 128.00 feet; Thence run Southerly at a right angle a distance of 89 feet, Thence run easterly at a right angle a distance of 126.5 feet; Thence Northerly a distance of 86 feet to the Point of Beginning.

Parcel ID Number: 28-05-26-014408-000-00

**Parcel 1:**

A parcel of land situated In Lot 4, Arnowin, Clay County, Florida, according to plat thereof recorded in Plat Book 4, Page 30 of the public records of said county, said parcel being more particularly described as follows,

Begin at the northeast corner of said Lot 4 (said corner being situated In the west right-of-way line of State Road No. 15 C.U.S. Highway No. 17); thence on the north line of said Lot 4, North 81 degrees 43 minutes 31 seconds West, 149.71 feet to the east line of those lands described in Official Records Book 2599, page 1709 of said public records; thence on said east line, South 00 degree 01 minute 25 seconds East, 86.00 feet to the southeast corner of said lands; thence South 00 degrees 01 minute 04 seconds East, 100.01 feet; thence North 89 degrees 33 minutes 42 seconds West, 30.43 feet; thence South 03 degrees 58 minutes 30 seconds East, 148.17 feet to the north line of County Road No. 20q; thence on said north line, North 73 degrees 54 minutes 57 seconds East, 160.21 feet; thence northeasterly, along the arc of a curve concave northwesterly and having a radius of 50.00 feet, an arc distance of 70.77 feet to the west line of said State Road No. 15, said arc being subtended by a chord bearing and distance of North 33 degrees 21 minutes 57 seconds East, 65.01 feet; thence northerly, on said west line and along the arc of a curve concave easterly and having a radius of 2964.71 feet, an arc distance of 235.17 feet to the point of beginning, said arc being subtended by a chord bearing and distance of North 04 degrees 54 minutes 32 seconds West, 235.11 feet; being 1.20 acre, more or less, in area.

Parcel Identification Number: 280526-014410-001-00

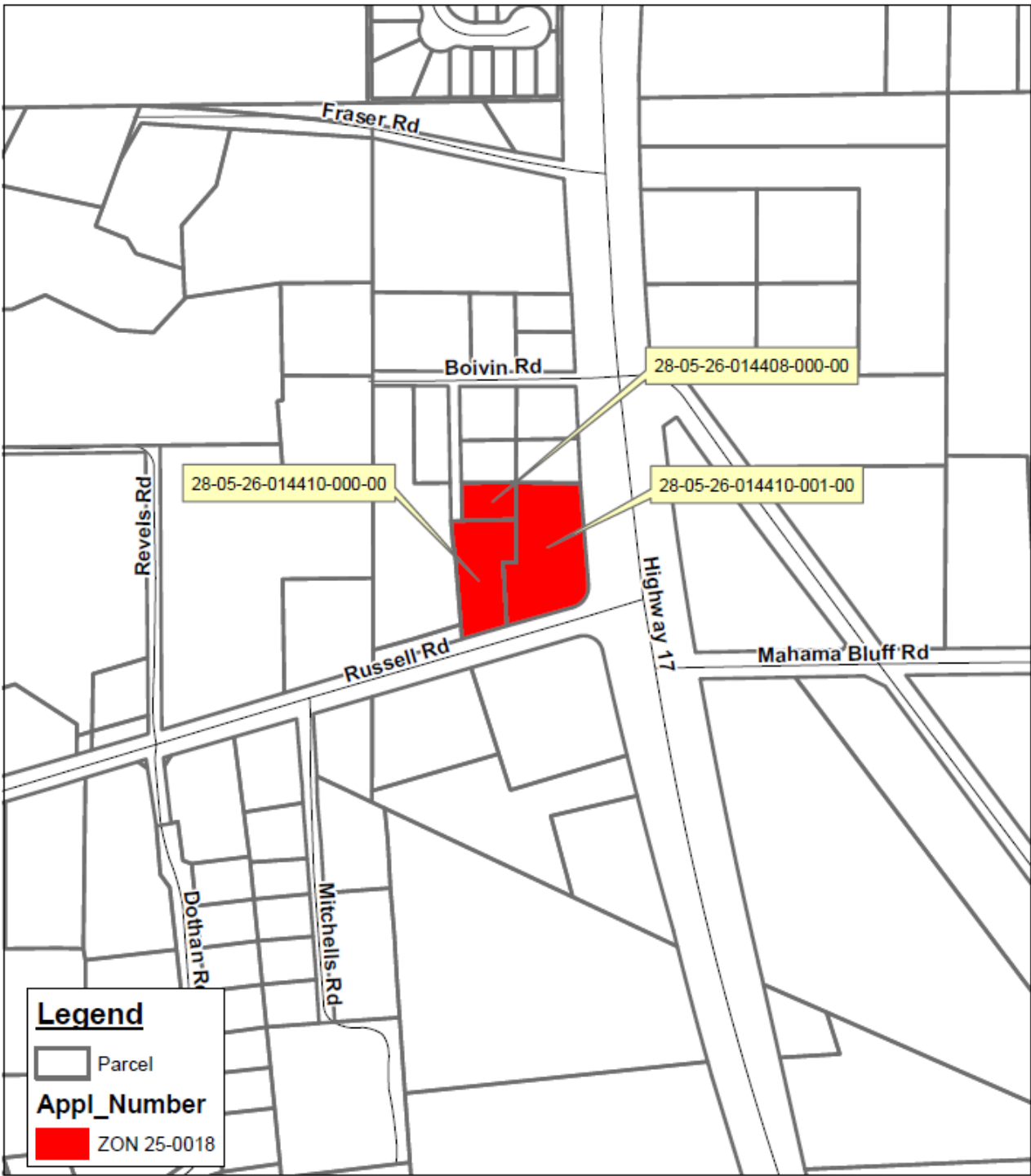
**Parcel 2:**

A parcel of land situated in Lot 4, Arnowln, Clay County, Florida, according to plat thereof recorded In Plat Book 4, page 30 of the public records of said county, said parcel being more particularly described as follows'

Commence et the northeast corner of said Lot 4 (said corner being situated in the west right-of-way line of State Road No. 15 C.U.S. Highway No. 17); thence on the north line of sold Lot 4, North 89 degrees 43 minutes 31 seconds West, 149.71 feet to the east line of those lands described in Official Records Book 2599, page 1709 of said public records; thence on said east line, South 00 degree 01 minute 25 seconds East, 86.00 feet to the southerly line of said lands and the point of beginning; thence South 00 degrees 06 minute 04 seconds East, 100.09 feet; thence North 89 degrees 33 minutes 42 seconds West, 30.43 feet; thence South 03 degrees 58 minutes 30 seconds East, 148.17 feet to the north line of County Road No. 209; thence on said north line, South 73 degrees 54 minutes 57 seconds West, 109.37 feet to a point on the southerly extension of the east line of those lands described In Official Records Book 2117, page 550 of said public records; thence on said southerly extension, and then on said east line, run the following 3 courses' 1) North 04 degrees 56 minutes 01 second West, 210.91 feet; 2) North 55 degrees 53 minutes 03 seconds West, 3.74 feet; 3) northerly, along the arc of a curve concave easterly and having a radius of 3264.80 feet, an arc distance of 63.18 feet, said arc being subtended by a chord bearing and distance of North 05 degrees 27 minutes 19 seconds West, 63.18 feet; thence North 88 degrees 55 minutes 47 seconds East, 152.33 feet to the point of beginning, being 0.74 acre, more or less. In area.

**Parcel Identification Number: 280526-014410-000-00**

Exhibit "A-2"



Location Map  
Rezoning: ZON 25-0018  
from BA, BA-2, BB, BB-3 to BA





Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County  
Commissioners

DATE: 7/30/2025

FROM: Courtney K.  
Grimm

SUBJECT:

AGENDA ITEM  
TYPE:

---

ATTACHMENTS:

Description	Type	Upload Date	File Name
▣ Annual Rate Resolution- Disposal	Resolution Letter	8/22/2025	Annual_Rate_Reso- Disposal_Assessment_-_ _FINAL_FOR_AGENDAada.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
County Attorney	Streeper, Lisa	Approved	8/20/2025 - 5:41 PM	Item Pushed to Agenda

**RESOLUTION NO. 2024/2025 – \_\_\_\_\_**

---

**CLAY COUNTY, FLORIDA**

\_\_\_\_\_

**2025 ANNUAL ASSESSMENT RESOLUTION  
FOR SOLID WASTE DISPOSAL SERVICES**

\_\_\_\_\_

**ADOPTED AUGUST 26, 2025**

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**Clay County Resolution No. 2024/2025 – \_\_\_\_**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, RELATING TO THE DISPOSAL OF SOLID WASTE; IMPOSING SOLID WASTE DISPOSAL ASSESSMENTS AGAINST CERTAIN RESIDENTIAL PROPERTY LOCATED WITHIN THE CLAY COUNTY SOLID WASTE DISPOSAL MUNICIPAL SERVICE BENEFIT UNIT WHICH SERVES THE UNINCORPORATED AREA OF CLAY COUNTY, FLORIDA, AND THE INCORPORATED AREAS OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AND THE TOWN OF ORANGE PARK, FLORIDA, AND SUBSTANTIALLY ALL OF THE INCORPORATED AREA OF THE CITY OF KEYSTONE HEIGHTS, FLORIDA; ESTABLISHING THE ASSESSMENT RATE FOR THE 2025/2026 FISCAL YEAR; APPROVING THE SOLID WASTE DISPOSAL ASSESSMENT ROLL FOR THE 2025/2026 FISCAL YEAR; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners (the “Board”) of Clay County, Florida (the “County”), has adopted Ordinance No. 93-19 creating the Clay County Solid Waste Disposal Municipal Service Benefit Unit (the “Benefit Unit”) which authorizes the imposition of solid waste disposal assessments against certain residential property located therein; and,

**WHEREAS**, Ordinance No. 93-19 has been codified in the Clay County Code under Article IV of Chapter 10 thereof (the “Code”); and,

**WHEREAS**, by the adoption of Ordinance No. 2006-21, the Board amended Sec. 10-91 of the Code, by expanding the boundaries of the Benefit Unit so as to include all of the incorporated area of the City of Green Cove Springs, Florida, pursuant to the request of the City Council of the City as expressed in Ordinance No. O-17-2005 adopted by said City Council in accordance with Sec. 10-92 of the Code; and,

**WHEREAS**, by the adoption of Ordinance No. 2012-15, the Board amended Sec. 10-91, of the Code, by expanding the boundaries of the Benefit Unit so as to include all of the incorporated area of the Town of Orange Park, Florida, pursuant to the request of the Town

Council of the Town as expressed in Ordinance No. 06-11 adopted by said Town Council in accordance with Sec. 10-92 of the Code; and,

**WHEREAS**, by the adoption of Ordinance No. 2017-16, the Board amended Sec. 10-91 of the Code, by expanding the boundaries of the Benefit Unit so as to include substantially all of the incorporated area of the City of Keystone Heights, Florida, pursuant to the request of the City Council of the City as expressed in Ordinance No. 2016-565 adopted by said City Council in accordance with Sec. 10-92 of the Code; and,

**WHEREAS**, the Board has ascertained, determined and declared that each parcel assessed within the Benefit Unit is benefited by the provision of solid waste management and disposal services and facilities in an amount not less than the solid waste disposal assessment for each parcel; and,

**WHEREAS**, the Board has found that the benefits provided to affected lands include by way of example and not limitation, the availability of facilities to properly and safely dispose of solid waste generated on improved residential lands, closure and the long-term monitoring of the facilities, a potential increase in value to improved residential lands, better service to owners and tenants, and the enhancement of environmentally responsible use and enjoyment of residential land; and,

**WHEREAS**, the imposition of a solid waste disposal assessment each fiscal year is an equitable and efficient method of allocating and apportioning solid waste disposal costs among affected parcels of residential property located within the Benefit Unit; and,

**WHEREAS**, the Board desires to continue a solid waste disposal assessment program within the Benefit Unit using the tax bill collection method for the Fiscal Year beginning on October 1, 2025; and,

**WHEREAS**, pursuant to the provisions of Article IV of Chapter 10 of the Code, the Board is required to adopt an Annual Rate Resolution which shall approve and adopt the Solid Waste Disposal Assessment Roll for the upcoming Fiscal Year; and,

**WHEREAS**, such Solid Waste Disposal Assessment Roll for the Fiscal Year beginning October 1, 2025, has heretofore been made available for inspection by the public, as required by the Code; and,

**WHEREAS**, a public hearing to impose and provide for collection of solid waste non-ad valorem assessments and to approve and adopt the Solid Waste Disposal Assessment Roll for the Fiscal Year beginning October 1, 2025, was held on August 26, 2025, for which notice under Section 10-104 of the Code was published in the *Clay Today* as required therein and notice under Section 10-105 of the Code was mailed to the parcel owners added to the assessment roll subsequent to August 26, 2025, as required therein, as both notices were also required under Section 197.3632(4)(b), Florida Statutes, and comments and objections of all interested persons have been heard and considered as required by the terms of the Code.

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

**Section 1. Authority.** This Resolution is adopted pursuant to the Code, Chapter 125, Florida Statutes, and other applicable provisions of law.

**Section 2. Definitions and Interpretation.** This Resolution constitutes the Annual Rate Resolution as defined in the Code. All capitalized terms in this Resolution shall have the meanings defined in the Code.

**Section 3. Solid Waste Disposal Services.** Upon the imposition of Solid Waste Disposal Assessments against residential property located within the Benefit Unit, the County shall

provide solid waste disposal services to such residential property. The Solid Waste Disposal Cost and Assessment Collection Cost shall be paid from proceeds of the Solid Waste Disposal Assessments; provided, however, that the County may elect to charge additional fees for the management and disposal of Special Waste or Hazardous Waste.

**Section 4. Solid Waste Disposal Assessments.**

(A) The parcels described in the Solid Waste Disposal Assessment Roll for the Fiscal Year beginning October 1, 2025, which is hereby approved and adopted, are hereby found to be specially benefited by the provision of the solid waste management and disposal facilities and services described herein, in the amount of the Solid Waste Disposal Assessments set forth in the Solid Waste Disposal Assessment Roll for the Fiscal Year beginning October 1, 2025, a copy of which was available for public inspection prior to the August 26, 2025, public hearing, and was present at the above-referenced August 26, 2025, public hearing and is incorporated herein by reference.

(B) The method for computing Solid Waste Disposal Assessments set forth in the Solid Waste Disposal Assessment Roll for the Fiscal Year beginning October 1, 2025, including the computations supporting the rate of assessment attached hereto and made a part hereof as Appendix A, is substantially the same as previously adopted by the Board in the Final Assessment Resolution on July 27, 1993 (the "Final Assessment Resolution"), and is hereby approved.

(C) Neither the purpose of the assessment nor the use of the revenue generated by the assessment has been changed or substantially modified from that adopted under the Final Assessment Resolution.

(D) The boundaries of the Benefit Unit have not been changed or substantially modified from that established under the Final Assessment Resolution except by the inclusion of (1) all of the incorporated area of the City of Green Cove Springs within the boundaries of the Benefit Unit by the Board's adoption of Ordinance No. 2006-21; (2) all of the incorporated area of the Town of Orange Park within the boundaries of the Benefit Unit by the Board's adoption of Ordinance No. 2012-15; and (3) substantially all of the incorporated area of the City of Keystone Heights by the Board's adoption of Ordinance No. 2017-16.

(E) Notice of the public hearing to approve and adopt the Solid Waste Disposal Assessment Roll for the Fiscal Year beginning October 1, 2025, has been published, pursuant to Sec. 10-104 of the Code; and, has been mailed, pursuant to Sec. 10-105 of the Code, with respect to each Owner of each parcel of residential property that has been added to the Solid Waste Disposal Assessment Roll subsequent to August 26, 2025. An affidavit regarding the form and date of the notice mailed is attached hereto as Appendix B and the proof of publication is attached hereto as Appendix C.

(F) For the Fiscal Year beginning October 1, 2025, the Solid Waste Disposal Cost and the Assessment Collection Cost shall be allocated among all parcels of residential property, based upon the number of Dwelling Units for such parcels. An annual rate of assessment equal to \$96.00 for each Dwelling Unit is hereby approved. Solid Waste Disposal Assessments in the amounts set forth in the Solid Waste Disposal Assessment Roll for the Fiscal Year beginning October 1, 2025, as herein approved, are hereby levied and imposed on all parcels of residential property described in the Solid Waste Disposal Assessment Roll for the Fiscal Year beginning October 1, 2025.

(G) Such Solid Waste Disposal Assessments shall constitute a lien upon the residential property so assessed equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles and claims, until paid.

(H) The Solid Waste Disposal Assessment Roll for the Fiscal Year beginning October 1, 2025, as herein approved and adopted, shall be delivered to the Tax Collector for collection using the tax bill collection method in the manner prescribed by the Code. The Solid Waste Collection Assessment Roll, as delivered to the Tax Collector, shall be accompanied by a Certificate to Non-Ad Valorem Assessment Roll in substantially the form attached hereto as Appendix D.

**Section 5. Effect of Adoption of Resolution.** The adoption of this Annual Rate Resolution shall be the final adjudication of the issues presented herein (including, but not limited to, the method of apportionment, the assessment rate for the 2025/2026 fiscal year, the Solid Waste Disposal Assessment Roll for the Fiscal Year beginning October 1, 2025, and the levy and lien of the Solid Waste Disposal Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within twenty (20) days from the effective date of this Annual Rate Resolution.

**Section 6. Severability.** If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and shall in no way affect the validity of the other provisions of this Resolution.

**Section 7. Effective Date.** This Annual Rate Resolution shall take effect immediately upon its adoption.

**DULY ADOPTED**, by the Board of County Commissioners of Clay County, Florida,  
this 26th day of August, 2025.

CLAY COUNTY, a political subdivision of  
the State of Florida, by its Board of County  
Commissioners

By: \_\_\_\_\_  
Betsy Condon  
Its Chairman

ATTEST:

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



APPENDIX A

COMPUTATIONS SUPPORTING THE RATE OF ASSESSMENTS

Clay County, Florida  
Department of Environmental Services  
Fiscal Year 2025 / 2026 Revenue

Solid Waste Disposal Assessment	
Calculations:	
Budgeted Assessment Revenue Requirement	\$7,751,808
Subtotal Assessment Revenue Requirement	\$7,751,808
Plus: Adjustment for Prepayment	\$232,554
Assessment Revenue Requirement	\$7,984,362
Plus: Adjustment for Rounding	\$232,554
Total Assessment Revenue Requirement	\$7,751,808
Dwelling Units Subject to Assessment	80,748
Total Annual Solid Waste Disposal Assessment	\$96
Monthly Solid Waste Disposal Assessment	\$8

## APPENDIX B

### AFFIDAVIT REGARDING NOTICES MAILED TO PROPERTY OWNERS

**AFFIDAVIT OF MAILING  
(DISPOSAL)**


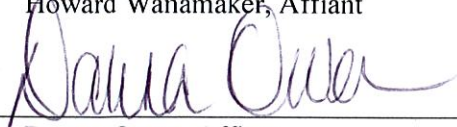
BEFORE ME, the undersigned authority, personally appeared Howard Wanamaker and Dawna Owen who, after being duly sworn, depose and say:

1. Howard Wanamaker, as County Manager of Clay County, Florida (the "County"), pursuant to the authority and direction received from the Board of County Commissioners thereof, timely directed the preparation of the Solid Waste Disposal Assessment Roll and the preparation, mailing, and publication of notices in accordance with and under the authority of Ordinance No. 1993-19 known as the Solid Waste Disposal Assessment Ordinance adopted by the Board on June 8, 1993.

2. Dawna Owen is the Environmental Services Office Manager for the County's Department of Environmental Services ("Department"). The Department has caused the notices required by Section 10-105 of the Code to be prepared in conformance with the Initial Assessment Resolution. A copy of the form of such notice is attached hereto. The Department has caused such individual notices for each affected property owner to be prepared and each notice included the following information: the purpose of the assessment; the total amount proposed to be levied against each parcel; the unit of measurement to be applied against each parcel to determine the assessment; the number of such units contained within each parcel; the total revenue the County expects to collect by the assessment; a statement that failure to pay the assessment will cause a tax certificate to be issued against the property which may result in a loss of title; a statement that all affected property owners have a right to appear at the hearing and to file written objections with the local governing board within 20 days of the notice; and the date, time, and place of the hearing.


3. On or before August 6, 2025, the Department mailed, or caused to be mailed, first class and postage pre-paid, the above-referenced notices.

FURTHER AFFIANTS SAYETH NAUGHT.

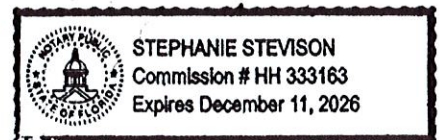
  
Howard Wanamaker, Affiant  
  
Dawna Owen, Affiant

STATE OF FLORIDA  
COUNTY OF CLAY

The foregoing instrument was acknowledged before me by means of (☒) physical presence or (☐) online notarization, this 20<sup>th</sup> day of August, 2025, by Howard Wanamaker, who is (☒) personally known to me or who (☐) produced \_\_\_\_\_ as identification.

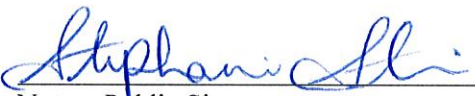
  
Notary Public Signature  
Printed Name: Stephanie Stevison  
(☐) Online Notary (Check if acknowledgment done by Online Notarization)

My Commission Expires: 12-11-26  
(SEAL)



STATE OF FLORIDA  
COUNTY OF CLAY

The foregoing instrument was acknowledged before me by means of (☒) physical presence or (☐) online notarization, this 21<sup>st</sup> day of August, 2025, by Dawna Owen, who is (☐) personally known to me or who (☒) produced FL DL as identification.

  
Notary Public Signature  
Printed Name: Stephanie Stevison  
(☐) Online Notary (Check if acknowledgment done by Online Notarization)

My Commission Expires: 12-6-26  
(SEAL)



\*\*\*\*\* NOTICE TO PROPERTY OWNER \*\*\*\*\*

Clay County  
P. O. Box 1366  
Green Cove Springs, FL 32043

CLAY COUNTY, FLORIDA  
NOTICE OF HEARING TO IMPOSE AND PROVIDE  
FOR COLLECTION OF SOLID WASTE DISPOSAL  
NON-AD VALOREM ASSESSMENTS  
NOTICE DATE: AUGUST 6, 2025

[REDACTED]  
[REDACTED]  
[REDACTED]

Physical Address: [REDACTED]

Tax Parcel # [REDACTED]

Legal Description: [REDACTED]

As required by Section 197.3632, Florida Statutes (the "Statute"), Clay County, Florida (the "County"), gives notice that an annual assessment for solid waste disposal services and facilities (the "Disposal Assessment") using the Statute's tax bill collection method, may be levied on your property for the 2026 fiscal year commencing October 1, 2025 (the "2026 Fiscal Year"). The purpose of the Disposal Assessment is to fund solid waste disposal services and facilities benefiting residential property located within the County's unincorporated area (the "Unincorporated Area") and within the city limits of Green Cove Springs, the town limits of Orange Park, and the incorporated area of Keystone Heights. The total annual Disposal Assessment revenue to be collected within the County is estimated to be \$7,710,240.00 for the 2026 Fiscal Year.

The annual Disposal Assessment is based on the number of residential dwelling units contained on each parcel of property.

The total number of residential dwelling units on the above parcel is 1.

The Disposal Assessment for said parcel is \$96.00 for Fiscal Year 2026, with a maximum assessment rate for future Fiscal Years of \$144.00.

A public hearing will be held before the County's Board of County Commissioners at 5:00 p.m. or as soon thereafter as can be heard on August 26, 2025 in the Board's meeting room on the 4<sup>th</sup> floor of the Clay County Administration Building, 477 Houston Street, Green Cove Springs, Florida, for the purpose of receiving public comment on the proposed assessment. You and all other affected property owners have a right to appear at the hearing and to file written objections with the Board within 20 days of this notice. If you decide to appeal any decision made by the Board with respect to any matter considered at the hearing, you will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made.

In accordance with the Americans with Disabilities Act, any persons needing accommodations to participate in this proceeding should contact Clay County Risk Management by mail at P.O. Box 1366, Green Cove Springs, Florida 32043, or by telephone at (904) 278-4718, no later than three (3) days prior to the hearing or proceeding for which this notice has been given. Deaf and hard of hearing persons can access the telephone number by contacting the Florida Relay Service at 1-800-955-8770 (Voice) or 1-800-955-8771 (TDD).

Unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of Board action at the above hearing (including the method of apportionment, the rate of assessment and the imposition of assessments for the Disposal Assessment), such action shall be the final adjudication of the issues presented.

Copies of the assessment ordinance, the Annual Rate Resolution, and the updated assessment roll for the Disposal Assessment are available for inspection at the office of the County Manager, located at the Clay County Administration Building, 477 Houston Street, Green Cove Springs, Florida.

The assessment amount shown on this notice for the above parcel will be collected on the ad valorem tax bill mailed in November 2025. The Statute requires the County to notify you that your failure to pay this assessment will cause a tax certificate to be issued against your property in accordance with the provisions of Florida law, which may result in a loss of title. Any mistake on this notice will be corrected. For questions regarding this assessment, please contact Clay County at (904) 269-6300, Monday through Friday between 8:30 a.m. and 4:30 p.m. or at [askclay@claycountygov.com](mailto:askclay@claycountygov.com).



\*\*\*\*\* THIS IS NOT A BILL DO NOT PAY \*\*\*\*\*

Clay County  
P. O. Box 1366  
Green Cove Springs, FL 32043

CLAY COUNTY, FLORIDA  
NOTICE OF HEARING TO IMPOSE AND PROVIDE  
FOR COLLECTION OF SOLID WASTE  
COLLECTION NON-AD VALOREM ASSESSMENTS  
AND OF SOLID WASTE DISPOSAL NON-AD  
VALOREM ASSESSMENTS  
NOTICE DATE: AUGUST 6, 2025

[REDACTED]  
[REDACTED]  
[REDACTED]

Physical Address: [REDACTED]

Tax Parcel #: [REDACTED]

Legal: [REDACTED]  
[REDACTED]

As required by Section 197.3632, Florida Statutes (the "Statute"), Clay County, Florida (the "County"), gives notice that an annual assessment for solid waste and recovered materials collection services (the "Collection Assessment") using the Statute's tax bill collection method may be levied on your property for the County's fiscal year commencing October 1, 2025 (the "2026 Fiscal Year"). The purpose of the Collection Assessment is to fund solid waste and recovered materials collection services benefiting residential property located within the County's unincorporated area (the "Unincorporated Area") and within the incorporated area of the City of Keystone Heights. The total annual Collection Assessment revenue to be collected within the County is estimated to be \$19,575,330.00 for the 2026 Fiscal Year.

As required by the Statute, notice is also given by the County that an annual assessment for solid waste disposal services and facilities (the "Disposal Assessment") using the tax bill collection method, may be levied on your property for the 2026 Fiscal Year. The purpose of the Disposal Assessment is to fund solid waste disposal services and facilities benefiting residential property located within the Unincorporated Area, within the city limits of Green Cove Springs and the town limits of Orange Park, and the incorporated area of Keystone Heights. The total annual Disposal Assessment revenue to be collected within the County is estimated to be \$7,710,240.00 for the 2026 Fiscal Year.

The annual Collection Assessment and the annual Disposal Assessment are each based on the number of residential dwelling units contained on each parcel of property.

The total number of residential dwelling units on the above parcel is 1.

The Collection Assessment for the above parcel is \$262.00 for Fiscal Year 2026, with a maximum rate of assessment for future Fiscal Years of \$504.00. The Disposal Assessment for said parcel is \$96.00 for Fiscal Year 2026, with a maximum rate of assessment for future Fiscal Years of \$144.00.

A public hearing will be held before the County's Board of County Commissioners at 5:00 p.m. or as soon thereafter as can be heard on August 26, 2025 in the Board's meeting room on the 4<sup>th</sup> floor of the Clay County Administration Building, 477 Houston Street, Green Cove Springs, Florida, for the purpose of receiving public comment on the proposed assessments.

You and all other affected property owners have a right to appear at the hearing and to file written objections with the Board within 20 days of this notice. If you decide to appeal any decision made by the Board with respect to any matter considered at the hearing, you will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made.

In accordance with the Americans with Disabilities Act, any persons needing accommodations to participate in this proceeding should contact Clay County Risk Management by mail at P.O. Box 1366, Green Cove Springs, Florida 32043, or by telephone at (904) 278-4718, no later than three (3) days prior to the hearing or proceeding for which this notice has been given. Deaf and hard of hearing persons can access the telephone number by contacting the Florida Relay Service at 1-800-955-8770 (Voice) or 1-800-955-8771 (TDD).

Unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of Board action at the above hearing (including the method of apportionment, the rate of assessment and the imposition of assessments for the Collection Assessment and the Disposal Assessment), such action shall be the final adjudication of the issues presented.

Copies of the assessment ordinances, the Initial Assessment Resolutions, the Annual Rate Resolutions, and the updated assessment rolls for both the Collection Assessment and the Disposal Assessment are available for inspection at the office of the County Manager, located at the Clay County Administration Building, 477 Houston Street, Green Cove Springs, Florida.

The assessment amounts shown on this notice for the above parcel will be collected on the ad valorem tax bill mailed in November 2025. The Statute requires the County to notify you that your failure to pay either or both of these assessments will cause a tax certificate to be issued against your property in accordance with the provisions of Florida law, which may result in a loss of title. Any mistake on this notice will be corrected. For questions regarding this assessment, please contact Clay County at (904) 269-6300, Monday through Friday between 8:30 a.m. and 4:30 p.m. or at [askclay@claycountygov.com](mailto:askclay@claycountygov.com).

APPENDIX C  
PROOF OF PUBLICATION

# CLAY TODAY

## PUBLISHER AFFIDAVIT

PUBLISHER AFFIDAVIT  
CLAY TODAY  
Published Weekly  
Fleming Island, Florida

STATE OF FLORIDA  
COUNTY OF CLAY:

Before the undersigned authority personally appeared  
Hugh Ottens, who on oath says that he is the publisher of  
the "Clay Today" newspaper published weekly at Fleming  
Island in Clay County, Florida, that the attached copy of  
advertisement  
Being a Legal Notice

In the matter of Solid Waste Disposal Assessments

LEGAL: 157266

Was published in said newspaper on the date:

7/24/2025

Affiant further says that said "Clay Today" is a newspaper  
published at Fleming Island, in said Clay County, Florida, and  
that the said newspaper has been published continuously  
published in said Clay County, Florida, Weekly, and has been  
entered in Periodical mail matter at the post  
Office at Orange Park, in said Clay County, Florida, for  
period of one year next preceding the first publication of  
the attached copy of advertisement, and affiant further says  
that he has neither paid nor promised any person, firm or  
corporation any discount, rebate, commission or reward for  
the purpose of securing this advertisement for publication in  
the said newspaper.

*H. Ottens*

Sworn to and subscribed before me 07/24/2025

*Christy J. Wayne*

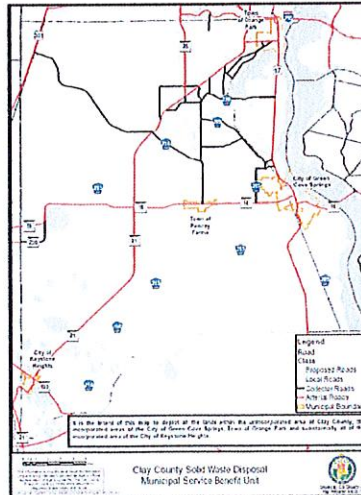
NOTARY PUBLIC, STATE OF FLORIDA

3513 US HWY 17 Fleming Island FL 32003  
Telephone: (904) 264-3200  
FAX: (904) 264-3285  
E-Mail: hgo@claytodayonline.com  
Christy Wayne: chwayne@notarymediasup.com

## Notice of Hearing to Impose And Provide For Collection of Solid Waste Disposal Assessments

**NOTICE IS HEREBY GIVEN** that the Board of County Commissioners of Clay County, Florida will conduct a public hearing to consider the imposition of assessments against certain improved residential properties located within the Clay County Solid Waste Municipal Benefit Unit, which serves the unincorporated area of Clay County, the incorporated areas of the City of Green Cove Springs and the Town of Orange Park, and substantially all of the incorporated area of Keystone Heights, to fund the costs of the solid waste disposal services and facilities to such properties and to authorize the collection of such assessments on the annual ad valorem tax bill. Failure to pay the assessments may result in the loss of title to such property by tax deed sale. A public hearing to receive comments from affected property owners and to authorize the imposition and collection of the Solid Waste Disposal Assessments will be held at 5:00 p.m., or as soon thereafter as can be heard, on August 26, 2025 in the Board of County Commissioners Meeting Room, fourth floor, 477 Houston Street, Clay County Administration Building, Green Cove Springs, FL 32043. All affected property owners have a right to appear at the hearing and to file written objections with the Board within 20 days of this notice. Actions taken by the Board at the public hearing shall be the final adjudication of the issues presented, including the method of apportionments, the rate of assessment and the imposition of assessments, unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 20 days from the date of the Board action at the hearing. Any person wishing to appeal any decision of the Board with respect to any matter considered will need a record and may wish to ensure that a verbatim record is made.

The assessment will be computed by multiplying the number of dwelling units on each parcel by the rate of assessment. The rate of assessment for the fiscal year beginning October 1, 2025 and ending September, 30, 2026 shall be \$96.00. When applicable, the assessments will include an amount equivalent to the payment delinquency for the prior year's Solid Waste Disposal Assessment. Copies of the Assessment Roll showing the amount of the assessments imposed against each parcel of property, and the legal documentation relating to the assessments are available for inspection at the office of the Assessment Coordinator, located on the Second floor of the Clay County Administration Building, 477 Houston Street, Green Cove Springs, FL 32043 between the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday. In accordance with the Americans with Disabilities Act, any person needing accommodations to participate in this matter should contact Clay County Risk Management by mail at P.O. Box 1366, Green Cove Springs, Florida 32043, or by telephone at (904) 278-4718, no later than three (3) days prior to the hearing or proceeding for which this notice has been given. Deaf and hard of hearing persons can access the telephone number by contacting the Florida Relay Service at 1-800-955-8770 (Voice) or 1-800-955-8771 (TDD).



If you have any questions, please contact the Clay County Environmental Services Department at the following telephone numbers: 284/269-6374, 473-3711 or 533-2111.

Legal #157266 published July 24, 2025 in Clay County's Clay Today newspaper.

APPENDIX D

FORM OF CERTIFICATE TO NON-AD VALOREM ASSESSMENT ROLL

CERTIFICATE TO  
NON-AD VALOREM ASSESSMENT ROLL  
[DISPOSAL]

I HEREBY CERTIFY that I am the Chairman of the Board of County Commissioners or authorized agent of Clay County, Florida, (the "County"); as such I have satisfied myself that all property included or includable on the non-ad valorem assessment roll for solid waste disposal (the "Non-Ad Valorem Assessment Roll") for the County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I FURTHER CERTIFY that, in accordance with the Uniform Assessment Collection Act, this certificate and the herein described Non-Ad Valorem Assessment Roll will be delivered to the Clay County Tax Collector by September 15, 2025.

IN WITNESS WHEREOF, I have subscribed this certificate and directed the same to be delivered to the Clay County Tax Collector and made part of the above described Non-Ad Valorem Assessment Roll this 26th day of August, 2025.

BOARD OF COUNTY COMMISSIONERS  
CLAY COUNTY, FLORIDA

---

Betsy Condon, Chairman

ATTEST:

---

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

[to be delivered to Tax Collector prior to September 15]



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County  
Commissioners

DATE: 7/30/2025

FROM: Courtney K.  
Grimm

SUBJECT:

AGENDA ITEM  
TYPE:

---

ATTACHMENTS:

Description	Type	Upload Date	File Name
▣ Annual Rate Resolution-Collection	Resolution Letter	8/22/2025	Annual_Rate_Reso-Collection_Assessment_-_FINAL_FOR_AGENDAada.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
County Attorney	Streeper, Lisa	Approved	8/20/2025 - 5:41 PM	Item Pushed to Agenda



**RESOLUTION NO. 2024/2025 – \_\_\_\_\_**

---

**CLAY COUNTY, FLORIDA**

\_\_\_\_\_

**2025 ANNUAL ASSESSMENT RESOLUTION  
FOR SOLID WASTE COLLECTION SERVICES**

\_\_\_\_\_

**ADOPTED AUGUST 26, 2025**

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**RESOLUTION NO. 2024/2025 – \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, RELATING TO THE COLLECTION OF SOLID WASTE AND RECOVERED MATERIALS; IMPOSING SOLID WASTE COLLECTION ASSESSMENTS AGAINST CERTAIN RESIDENTIAL PROPERTY LOCATED WITHIN THE CLAY COUNTY SOLID WASTE COLLECTION MUNICIPAL SERVICE BENEFIT UNIT WHICH SERVES THE UNINCORPORATED AREA OF CLAY COUNTY, FLORIDA, AND SUBSTANTIALLY ALL OF THE INCORPORATED AREA OF THE CITY OF KEYSTONE HEIGHTS, FLORIDA; ESTABLISHING THE ASSESSMENT RATE FOR THE 2025/2026 FISCAL YEAR; APPROVING THE SOLID WASTE COLLECTION ASSESSMENT ROLL FOR THE 2025/2026 FISCAL YEAR; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners (the “Board”) of Clay County, Florida (the “County”), has enacted Ordinance No. 2006-53 (the “Ordinance”), which authorizes the imposition of annual Solid Waste Collection Assessments for Solid Waste and Recovered Materials collection services, facilities and programs against certain Assessed Property within the Clay County Municipal Service Benefit Unit for Solid Waste Collection Services (the “Collection Benefit Unit”); and,

**WHEREAS**, Ordinance No. 2006-53 has been codified in the Clay County Code under Article V of Chapter 10 thereof (the “Code”); and,

**WHEREAS**, the City of Keystone Heights, Florida in accord with Sec. 10-140 of the Code adopted its ordinance 2016-566 which evidenced its consent to and request for substantially all of the incorporated area of the City of Keystone Heights, Florida, to be included into the Collection Benefit Unit; and,

**WHEREAS**, the reimposition of a Solid Waste Collection Assessment for Solid Waste and Recovered Materials collection services, facilities and programs for each Fiscal Year is an

equitable and efficient method of allocating and apportioning the Solid Waste Collection Cost among parcels of Assessed Property; and,

**WHEREAS**, the County has complied with the procedural provisions of Section 197.3632, Florida Statutes, to use the tax bill for collection of the Solid Waste Collection Assessments; and,

**WHEREAS**, the Board desires to reimpose a solid waste collection program in the Collection Benefit Unit using the procedures provided in the Ordinance, including the tax bill collection method for the Fiscal Year beginning on October 1, 2025; and,

**WHEREAS**, pursuant to the Ordinance, the Board is required to adopt an Annual Rate Resolution establishing the rate of assessment to be imposed in the upcoming Fiscal Year and approving the Assessment Roll for such Fiscal Year with such adjustments as the Board deems just and right, after hearing comments and objections of all interested parties; and,

**WHEREAS**, the Solid Waste Collection Assessment Roll has heretofore been made available for inspection by the public, as required by the Ordinance; and,

**WHEREAS**, notice of a public hearing has been published in the Clay Today newspaper and, as required by the terms of the Ordinance, a notice has been mailed to the Owners of Residential Property added to the assessment roll subsequent to August 26, 2025, notifying such Owners of their opportunity to be heard, an affidavit regarding the form of notice mailed to such Owners being attached hereto as Appendix A and the proof of publication being attached hereto as Appendix B; and,

**WHEREAS**, a public hearing to impose and provide for collection of solid waste non-ad valorem assessments and to approve and adopt the Solid Waste Collection Assessment Roll for the Fiscal Year beginning October 1, 2025, was held on August 26, 2025, and comments and

objections of all interested persons have been heard and considered as required by the terms of the Ordinance;

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

**SECTION 1. AUTHORITY.** This Resolution is adopted pursuant to the Ordinance, as codified in Chapter 10, Article V of the Code; Resolution No. 06/07-06 (the “Initial Assessment Resolution”); Resolution No. 06/07-14 (the “Final Assessment Resolution”); Article VIII, Florida Constitution; Sections 125.01 and 125.66, Florida Statutes; and other applicable provisions of law.

**SECTION 2. DEFINITIONS AND INTERPRETATION.** This Resolution constitutes the Annual Rate Resolution as defined in the Code. All capitalized terms in this Resolution shall have the meanings defined in the Code, the Initial Assessment Resolution, and the Final Assessment Resolution. Unless the context indicates otherwise, words imparting the singular number, include the plural number, and vice versa.

**SECTION 3. LEGISLATIVE DETERMINATIONS OF SPECIAL BENEFIT AND FAIR APPORTIONMENT.** The legislative determinations of special benefit and fair apportionment embodied in the Code, the Initial Assessment Resolution and the Final Assessment Resolution are affirmed and incorporated herein by reference.

**SECTION 4. SOLID WASTE COLLECTION SERVICES.** Upon the imposition of Solid Waste Collection Assessments for Solid Waste and Recovered Materials collection services against Assessed Property located within the Collection Benefit Unit, the County shall cause Solid Waste and Recovered Materials collection services to be provided to such Assessed

Property commencing October 1, 2025. The Solid Waste Collection Cost shall be paid from proceeds of the Solid Waste Collection Assessments.

**SECTION 5. IMPOSITION OF SOLID WASTE COLLECTION ASSESSMENTS.**

(A) The parcels of Assessed Property described in the Solid Waste Collection Assessment Roll, which is hereby approved, are hereby found to be specially benefited by the provision of Solid Waste and Recovered Materials collection services, facilities and programs described in the Initial Assessment Resolution in the amount of the Solid Waste Collection Assessment set forth in the Solid Waste Collection Assessment Roll, a copy of which was present at the above referenced public hearing and is incorporated herein by reference. It is hereby ascertained, determined and declared that each parcel of Assessed Property within the Collection Benefit Unit will be benefited by the County's provision of Solid Waste and Recovered Materials collection services, facilities and programs in an amount not less than the Solid Waste Collection Assessment for such parcel, computed in the manner set forth in the Initial Assessment Resolution. Adoption of this Annual Rate Resolution constitutes a legislative determination that all parcels assessed derive a special benefit, as set forth in the Code, the Initial Assessment Resolution and the Final Assessment Resolution from the Solid Waste and Recovered Materials collection services, facilities and programs to be provided and a legislative determination that the Solid Waste Collection Assessments are fairly and reasonably apportioned among the Residential Properties that receive the special benefit as set forth in the Initial Assessment Resolution.

(B) The method for computing Solid Waste Collection Assessments described in the Initial Assessment Resolution is hereby approved.

(C) For the Fiscal Year beginning October 1, 2025, the Solid Waste Collection Cost of \$19,575,330.00 shall be allocated among all parcels of Assessed Property, based upon each parcel's classification as Residential Property and the number of Dwelling Units for such parcel. An annual rate of assessment equal to \$262.00 for each Dwelling Unit is hereby approved for the Fiscal Year commencing October 1, 2025. Solid Waste Collection Assessments for Solid Waste and Recovered Materials collection services, facilities and programs in the amounts set forth in the Solid Waste Collection Assessment Roll, that is herein approved, are hereby levied and imposed on all parcels of Assessed Property described in the Solid Waste Collection Assessment Roll for the Fiscal Year commencing October 1, 2025.

(D) Any shortfall in the expected Solid Waste Collection Assessment proceeds due to any reduction or exemption from payment of the Solid Waste Collection Assessments required by law or authorized by the Board shall be supplemented by any legally available funds, or combination of such funds, and shall not be paid for by proceeds or funds derived from the Solid Waste Collection Assessments.

(E) As authorized in Sec. 10-139 of the Code, interim Solid Waste Collection Assessments are also levied and imposed against all Residential Property for which a Certificate of Occupancy is issued after adoption of this Annual Rate Resolution based upon the annual rate of assessment approved herein.

(F) Such Solid Waste Collection Assessments shall constitute a lien upon the Assessed Property so assessed equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles and claims, until paid.



(G) The Solid Waste Collection Assessment Roll, as herein approved, shall be delivered to the Tax Collector for collection using the tax bill collection method in the manner prescribed by the Code. The Solid Waste Collection Assessment Roll, as delivered to the Tax Collector, shall be accompanied by a Certificate to Non-Ad Valorem Assessment Roll in substantially the form attached hereto as Appendix C.

**SECTION 6. EFFECT OF ADOPTION OF RESOLUTION.** The adoption of this Annual Rate Resolution shall be the final adjudication of the issues presented herein (including, but not limited to, the method of apportionment, the assessment rate for the 2025/2026 fiscal year, the Solid Waste Collection Assessment Roll and the levy and lien of the Solid Waste Collection Assessments for Solid Waste and Recovered Materials collection services, facilities and programs) unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 20 days from the date of adoption of this Annual Rate Resolution.

**SECTION 7. SEVERABILITY.** If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and shall in no way affect the validity of the other provisions of this Resolution.

**SECTION 8. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its passage and adoption.

[Remainder of Page Intentionally Left Blank]

**DULY ADOPTED** by the Board of County Commissioners of Clay County, Florida, this  
26th day of August, 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

Ord/solid waste (collection and disposal)/swca-msbu/2025/Annual Rate Reso-Collection Assessment – FINAL FOR AGENDA.doc

APPENDIX A

AFFIDAVIT REGARDING NOTICE MAILED TO PROPERTY OWNERS

**AFFIDAVIT OF MAILING  
(COLLECTION)**

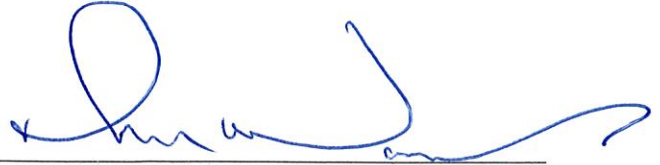
BEFORE ME, the undersigned authority, personally appeared Howard Wanamaker and Dawna Owen who, after being duly sworn, depose and say:

1. Howard Wanamaker, as County Manager of Clay County, Florida (the "County"), pursuant to the authority and direction received from the Board of County Commissioners thereof, timely directed the preparation of the Solid Waste Collection Assessment Roll and the preparation, mailing, and publication of notices in accordance with and under the authority of Ordinance No. 2006-53 known as the Solid Waste Collection Assessment Ordinance adopted by the Board on October 10, 2006.

2. Dawna Owen is the Environmental Services Office Manager for the County's Department of Environmental Services ("Department"). The Department has caused the notices required by Section 10-131 of the Code to be prepared in conformance with the Initial Assessment Resolution. A copy of the form of such notice is attached hereto. The Department has caused such individual notices for each affected property owner to be prepared and each notice included the following information: the purpose of the assessment; the total amount proposed to be levied against each parcel; the unit of measurement to be applied against each parcel to determine the assessment; the number of such units contained within each parcel; the total revenue the County expects to collect by the assessment; a statement that failure to pay the assessment will cause a tax certificate to be issued against the property which may result in a loss of title; a statement that all affected property owners have a right to appear at the hearing and to file written objections with the local governing board within 20 days of the notice; and the date, time, and place of the hearing.

3. On or before August 6, 2025, the Department mailed or caused to be mailed first class and postage pre-paid the above-referenced notices.

FURTHER AFFIANTS SAYETH NAUGHT.



Howard Wanamaker, Affiant



Dawna Owen, Affiant

STATE OF FLORIDA  
COUNTY OF CLAY

The foregoing instrument was acknowledged before me by means of (☒) physical presence or (☐) online notarization, this 20<sup>th</sup> day of August, 2025, by Howard Wanamaker, who is (☒) personally known to me or who (☐) produced \_\_\_\_\_ as identification.

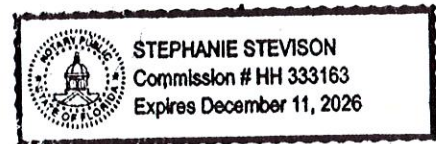


Notary Public Signature

Printed Name: Stephanie Stevison

(☐) Online Notary (Check if acknowledgment done by Online Notarization)

My Commission Expires: 12-11-26  
(SEAL)



STATE OF FLORIDA  
COUNTY OF CLAY

The foregoing instrument was acknowledged before me by means of (☒) physical presence or (☐) online notarization, this 21<sup>st</sup> day of August, 2025, by Dawna Owen, who is (☐) personally known to me or who (☒) produced FL DL as identification.



Notary Public Signature

Printed Name: Stephanie Stevison

(☐) Online Notary (Check if acknowledgment done by Online Notarization)

My Commission Expires: 12-11-26  
(SEAL)



\*\*\*\*\* THIS IS NOT A BILL DO NOT PAY \*\*\*\*\*

Clay County  
P. O. Box 1366  
Green Cove Springs, FL 32043

CLAY COUNTY, FLORIDA  
NOTICE OF HEARING TO IMPOSE AND PROVIDE  
FOR COLLECTION OF SOLID WASTE  
COLLECTION NON-AD VALOREM ASSESSMENTS  
AND OF SOLID WASTE DISPOSAL NON-AD  
VALOREM ASSESSMENTS  
NOTICE DATE: AUGUST 6, 2025

Physical Address: [REDACTED]

Tax Parcel #: [REDACTED]

Legal: [REDACTED]  
[REDACTED]

As required by Section 197.3632, Florida Statutes (the "Statute"), Clay County, Florida (the "County"), gives notice that an annual assessment for solid waste and recovered materials collection services (the "Collection Assessment") using the Statute's tax bill collection method may be levied on your property for the County's fiscal year commencing October 1, 2025 (the "2026 Fiscal Year"). The purpose of the Collection Assessment is to fund solid waste and recovered materials collection services benefiting residential property located within the County's unincorporated area (the "Unincorporated Area") and within the incorporated area of the City of Keystone Heights. The total annual Collection Assessment revenue to be collected within the County is estimated to be \$19,575,330.00 for the 2026 Fiscal Year.

As required by the Statute, notice is also given by the County that an annual assessment for solid waste disposal services and facilities (the "Disposal Assessment") using the tax bill collection method, may be levied on your property for the 2026 Fiscal Year. The purpose of the Disposal Assessment is to fund solid waste disposal services and facilities benefiting residential property located within the Unincorporated Area, within the city limits of Green Cove Springs and the town limits of Orange Park, and the incorporated area of Keystone Heights. The total annual Disposal Assessment revenue to be collected within the County is estimated to be \$7,710,240.00 for the 2026 Fiscal Year.

The annual Collection Assessment and the annual Disposal Assessment are each based on the number of residential dwelling units contained on each parcel of property.

The total number of residential dwelling units on the above parcel is 1.

The Collection Assessment for the above parcel is \$262.00 for Fiscal Year 2026, with a maximum rate of assessment for future Fiscal Years of \$504.00. The Disposal Assessment for said parcel is \$96.00 for Fiscal Year 2026, with a maximum rate of assessment for future Fiscal Years of \$144.00.

A public hearing will be held before the County's Board of County Commissioners at 5:00 p.m. or as soon thereafter as can be heard on August 26, 2025 in the Board's meeting room on the 4<sup>th</sup> floor of the Clay County Administration Building, 477 Houston Street, Green Cove Springs, Florida, for the purpose of receiving public comment on the proposed assessments.

You and all other affected property owners have a right to appear at the hearing and to file written objections with the Board within 20 days of this notice. If you decide to appeal any decision made by the Board with respect to any matter considered at the hearing, you will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made.

In accordance with the Americans with Disabilities Act, any persons needing accommodations to participate in this proceeding should contact Clay County Risk Management by mail at P.O. Box 1366, Green Cove Springs, Florida 32043, or by telephone at (904) 278-4718, no later than three (3) days prior to the hearing or proceeding for which this notice has been given. Deaf and hard of hearing persons can access the telephone number by contacting the Florida Relay Service at 1-800-955-8770 (Voice) or 1-800-955-8771 (TDD).

Unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of Board action at the above hearing (including the method of apportionment, the rate of assessment and the imposition of assessments for the Collection Assessment and the Disposal Assessment), such action shall be the final adjudication of the issues presented.

Copies of the assessment ordinances, the Initial Assessment Resolutions, the Annual Rate Resolutions, and the updated assessment rolls for both the Collection Assessment and the Disposal Assessment are available for inspection at the office of the County Manager, located at the Clay County Administration Building, 477 Houston Street, Green Cove Springs, Florida.

The assessment amounts shown on this notice for the above parcel will be collected on the ad valorem tax bill mailed in November 2025. The Statute requires the County to notify you that your failure to pay either or both of these assessments will cause a tax certificate to be issued against your property in accordance with the provisions of Florida law, which may result in a loss of title. Any mistake on this notice will be corrected. For questions regarding this assessment, please contact Clay County at (904) 269-6300, Monday through Friday between 8:30 a.m. and 4:30 p.m. or at [askclay@claycountygov.com](mailto:askclay@claycountygov.com).



APPENDIX B

PROOF OF PUBLICATION

# CLAY TODAY

## PUBLISHER AFFIDAVIT

PUBLISHER AFFIDAVIT  
CLAY TODAY  
Published Weekly  
Fleming Island, Florida

STATE OF FLORIDA  
COUNTY OF CLAY:

Before the undersigned authority personally appeared  
Hugh Ottens, who on oath says that he is the publisher of  
the "Clay Today" newspaper published weekly at Fleming  
Island in Clay County, Florida, that the attached copy of  
advertisement  
Bearing a Legal Notice

In the matter of Solid Waste Collection Special Assessments

LEGAL: 157265

Was published in said newspaper on the date:

7/24/2025

Affiant further says that said "Clay Today" is a newspaper  
published at Fleming Island, in said Clay County, Florida, and  
that the said newspaper has heretofore been continuously  
published in said Clay County, Florida, Weekly, and has been  
entered in Periodical matters matter at the post  
Office at Orange Park, in said Clay County, Florida, for  
period of one year next preceding the first publication of  
the attached copy of advertisement, and affiant further says  
that he has neither paid nor promised any person, firm or  
corporation any discount, rebate, commission or reward for  
the purpose of securing the advertisement for publication in  
the said newspaper.

*H. Ottens*

Sworn to me and subscribed before me 07/24/2025

*Christy Lynn Wayne*

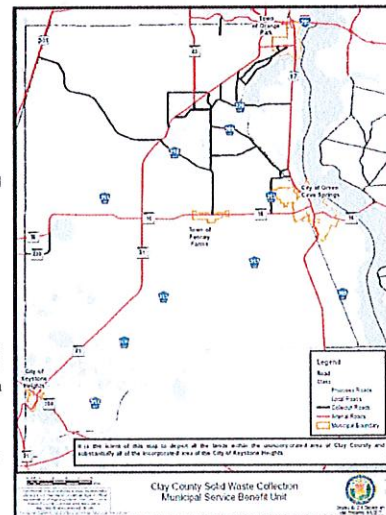
NOTARY PUBLIC, STATE OF FLORIDA

3513 US HWY 17 Fleming Island FL 32003  
Telephone (904) 264-3200  
FAX (904) 264-3205  
E-Mail: legal@claytoday.com  
Christy Lynn Wayne christy@notaryclaytoday.com

## Notice of Hearing to Impose And Provide For Collection of Solid Waste Collection Special Assessments

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Clay County, Florida will conduct a public hearing to consider the imposition of special assessments against certain improved residential properties located within the Clay County Solid Waste Municipal Benefit Unit, which serves the unincorporated area of Clay County and substantially all of the incorporated area of Keystone Heights, to fund the costs of solid waste and recovered materials collection services, facilities and programs to such properties and to authorize the collection of such assessments on the annual ad valorem tax bill. Failure to pay the assessments may result in the loss of title to such property by tax deed sale. A public hearing to receive comments from affected property owners and to authorize the imposition and collection of the Solid Waste Collection Special Assessments will be held at 5:00 p.m., or as soon thereafter as can be heard, on August 26, 2025 in the Board of County Commissioners Meeting Room, fourth floor, 477 Houston Street, Clay County Administration Building, Green Cove Springs, FL 32043. All affected property owners have a right to appear at the hearing and to file written objections with the Board within 20 days of this notice. Actions taken by the Board at the public hearing shall be the final adjudication of the issues presented, including the method of apportionments, the rate of assessment and the imposition of assessments, unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 20 days from the date of the Board action at the hearing. Any person wishing to appeal any decision of the Board with respect to any matter considered will need a record and may wish to ensure that a verbatim record is made.

The assessment will be computed by multiplying the number of dwelling units on each parcel by the rate of assessment. The rate of assessment for the fiscal year beginning October 1, 2025 and ending September 30, 2026 shall be \$262.00. When applicable, the assessments will include an amount equivalent to the payment delinquency for the prior year's Solid Waste Collection Assessment. Copies of the Assessment Roll showing the amount of the assessments imposed against each parcel of property, and the legal documentation relating to the assessments are available for inspection at the office of the Assessment Coordinator, located on the Second floor of the Clay County Administration Building, 477 Houston Street, Green Cove Springs, FL 32043 between the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday. In accordance with the Americans with Disabilities Act, any person needing accommodations to participate in this matter should contact Clay County Risk Management by mail at P.O. Box 1366, Green Cove Springs, Florida 32043, or by telephone at (904) 278-4718, no later than three (3) days prior to the hearing or proceeding for which this notice has been given. Deaf and hard of hearing persons can access the telephone number by contacting the Florida Relay Service at 1-800-955-8770 (Voice) or 1-800-955-8771 (TDD).



If you have any questions, please contact the Clay County Environmental Services Department at the following telephone numbers: 284/269-6374, 473-3711 or 533-2111.

Legal #157265 published July 24, 2025 in Clay County's Clay Today newspaper.

## APPENDIX C

### FORM OF CERTIFICATE TO NON-AD VALOREM ASSESSMENT ROLL

CERTIFICATE TO  
NON-AD VALOREM ASSESSMENT ROLL  
[COLLECTION]

I HEREBY CERTIFY that I am the Chairman of the Board of County Commissioners or authorized agent of Clay County, Florida, (the "County"); as such I have satisfied myself that all property included or includable on the non-ad valorem assessment roll for solid waste collection (the "Non-Ad Valorem Assessment Roll") for the County is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I FURTHER CERTIFY that, in accordance with the Uniform Assessment Collection Act, this certificate and the herein described Non-Ad Valorem Assessment Roll will be delivered to the Clay County Tax Collector by September 15, 2025.

IN WITNESS WHEREOF, I have subscribed this certificate and directed the same to be delivered to the Clay County Tax Collector and made part of the above described Non-Ad Valorem Assessment Roll this 26th day of August, 2025.

BOARD OF COUNTY COMMISSIONERS  
CLAY COUNTY, FLORIDA

---

Betsy Condon, Chairman

ATTEST:

---

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

[to be delivered to Tax Collector prior to September 15]



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, August 26 4:00 PM

TO: Board of County  
Commissioners

DATE: 6/24/2025

FROM: Administrative &  
Contractual Services

SUBJECT:

Bid Opening Tabulation for August 8, 2025:

A. Bid No. 24/25-094, Green Cove Springs Library Roof Over

AGENDA ITEM TYPE:

---

BACKGROUND INFORMATION:

Letters of Documentation

ATTACHMENTS:

Description	Type	Upload Date	File Name
▢ Bid Tab	Cover Memo	8/19/2025	Bid_Tab_BCC_bid_opening_082625_ada.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Administrative and Contractual Services	Streeper, Lisa	Approved	8/20/2025 - 5:42 PM	Item Pushed to Agenda

**BID TABULATION FORM**RFB: **24/25-094**

Date:

August 8, 2025Proj: **Green Cove Springs Library Roof Over**

Time Open:

9:00 AM

Ad: Clay Today, June 26, 2025

Time Close:

9:05 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	Advanced Roofing, Inc.	N/A	X	\$113,903
2	Blue CS Construction, LLC	N/A	X	\$105,000
3	JT Ruby Contracting, Inc.	N/A	X	\$185,600
4	K & G Construction Co, Inc.	No-Bid		No-Bid
5	Legacy in Action, Construction, Roofing, Dock and Marine	N/A	X	\$110,000
6	Lewis Walker Roofing, Inc.	N/A	X	\$125,360