



2025/2026 CHARTER REVIEW COMMISSION AGENDA

October 20, 2025

5:00 PM

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

CALL TO ORDER

WELCOME

ROLL CALL

APPROVAL OF MINUTES

Charter Review Commission Meeting Minutes October 6, 2025

PUBLIC COMMENT

PRESENTATION

1. Budget Brief

OLD BUSINESS

1. Retention of Counsel for the CRC

NEW BUSINESS

1. Discussion of Clay County Charter

PUBLIC COMMENT

CRC MEMBER COMMENTS

ADJOURN

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) 679-8596, 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).



Agenda Item
Clay County Charter Review Commission

Clay County Administration Building
Monday, October 20 5:00 PM

TO: CRC DATE: 10/16/2025

FROM: Teresa
Capo

SUBJECT:

AGENDA ITEM
TYPE:

BACKGROUND INFORMATION:

The minutes from the last meeting are attached for your review and approval.

ATTACHMENTS:

Description	Type	Upload Date	File Name
Charter Review Commission Meeting Minutes October 6, 2025	Backup Material	10/14/2025	Charter_Review_Commission_Meeting_Minutes_October_6__2025.ADA_aw.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	10/7/2025 - 10:43 AM	Item Pushed to Agenda



2025/2026 CHARTER REVIEW COMMISSION MINUTES

October 6, 2025 - 5:00 PM

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

CALL TO ORDER

Present: Courtney Connor, Chairman
Yul McNair, Vice-Chairman
Rhonda Jett
Scotty Taylor
Matthew Mitchell
Len Herring
Kurt Musser
Debbie Pascoe
Brandon Salter
Sherry Warren
Randy Bowman
Tim Nguyen
Van Royal
Susan Callahan
Joe Delgado
Bill Engelbrecht

Absent: Mike Cella
Steve Anderson
Kristy Perry
Melissa Benes

Staff Present: County Manager Howard Wanamaker
County Attorney Courtney K. Grimm
Commissioner Jim Renninger
Executive Assistant Teresa Capo

Courtney Grimm, County Attorney, called the meeting to order at 5:01 pm.

WELCOME

Welcome can be seen at [www.claycountygov.com/government/clay-county-tv-and-video/Charter Review Commission/October 6, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video/Charter%20Review%20Commission/October%206,%202025), beginning at 0:24 and ending at 2:30. Below is a summary of the discussion.

Courtney Grimm, County Attorney, welcomed all members and provided details and

information on how the Charter Review Commission was formed, the process and procedures, and the meeting's intent. Ms. Grimm also mentioned that the focus of the CRC is on the Home Rule Charter. A copy can be found on the website: www.claycountygov.com/government/county-governing-documents.

CRC Members Introduction

Introductions can be seen at [www.claycountygov.com/government/clay-county-tv-and-video/Charter Review Commission/October 6, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video/Charter%20Review%20Commission/October%206,%202025), beginning at 2:30 and ending at 15:16. Below is a summary of the discussion.

Courtney Grimm, County Attorney, requested that each member introduce themselves and provide some information regarding their background.

Each Commission member introduced themselves and provided a brief overview of their background, and expressed their gratitude for serving the county.

County Attorney Grimm mentioned the members who were unable to attend the meeting. Which is noted in "Call to Order".

DISCUSSION ITEMS

1. Discussion of Duties and Requirements of CRC

Item One (1) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video/Charter Review Commission/October 6, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video/Charter%20Review%20Commission/October%206,%202025), beginning at 15:11 and ending at 30:52. Below is a summary of the discussion.

Courtney Grimm, County Attorney, addressed the Commission to provide the details and an overview of the duties/requirements of the CRC. County Attorney Grimm also provided information on the timeline for moving forward with any amendments and details regarding the use of emails, agenda format, and proposing an amendment.

There were questions and discussions regarding contacting staff, clarification of the sunshine law and contacting Commissioners, actions and take aways of past CRCs and distinction of charter counties vs non-charter, and ending the Charter.

2. **Appointments of Chair and Vice Chair**

Item Two (2) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video/Charter Review Commission/October 6, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video/Charter%20Review%20Commission/October%206,%202025), beginning at 30:52 and ending at 36:48 Below is a summary of the discussion and vote for this agenda item.

Courtney Grimm, County Attorney, requested that the Commission present nominations for appointing a Chair and Vice Chair for the CRC.

Tim Nguyen addressed the Commission to nominate Ms. Courtney Connor as Chair, and also provided reasons for his nomination.

Brandon Salter nominated Yul McNair as Chair, seconded by Sherry Warren. Mr. McNair expressed his gratitude and noted his reasons for not being able to serve as Chair, but supports the nomination for Ms. Connor to serve as Chair; however, he would serve as Vice-Chair.

Rhonda Jett seconded the nomination for Ms. Connor to serve as Chair.

Rhonda Jett made a motion for the approval of Courtney Connor to serve as Chair of the CRC, seconded by Len Herring, which carried unanimously.

Following Ms. Connor's appointment, County Attorney Grimm turned the meeting over to Chairman Connor.

Chairman Courtney Connor expressed her gratitude for everyone's support and noted she looks forward to serving with the Commission.

Rhonda Jett nominated Yul McNair to serve as Vice-Chair, seconded by Sherry Warren.

With no other nominations, Chairman Connor accepted the motion to appoint Yul McNair as Vice-Chairman, which carried unanimously.

3. Discussion of Retention of CRC Counsel

Item Three (3) can be seen at [www.claycountygov.com/government/clay-county-tv-and video/Charter Review Commission/October 6, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video/Charter%20Review%20Commission/October%206,%202025), beginning at 36:49 and ending at 45:45. Below is a summary of the discussion and vote for this agenda item.

Courtney Grimm, County Attorney, provided details and information regarding the process for retaining outside counsel to represent the CRC and the procedure for appointing counsel.

Rhonda Jett addressed the Commission to discuss her recommendation of John David Horne to serve as the CRC Attorney and spoke about his qualifications. Matthew Mitchell seconded the recommendation.

Scotty Taylor spoke about appointing an attorney who resides in Clay County and mentioned Glenn Taylor, who has previously served as counsel for the CRC.

Van Royal and Chairman Courtney Connor also spoke in favor of John David Horne serving as counsel.

Debbie Pascoe requested clarification to provide information for a recommendation at a later date or for immediate consideration. There were comments for providing the information. Ms. Pascoe recommended Lawsikia Hodges and noted her qualifications.

Mr. Taylor suggested that any counsel interested in serving attend a future meeting to

address the Commission and answer questions before the Commission appoints the CRC Counsel.

Matthew Mitchell made a motion to solely recommend counsel to be John David Horne, with no second the motion failed.

Van Royal made a motion to accept resumes from the mentioned attorneys, as well as others, and appoint counsel at the next meeting, seconded by Len Herring, the motion carried unanimously.

There was a brief discussion regarding having individuals attend the next meeting as well as submit resumes, the three recommended attorneys - John David Horne, Lawsikia Hodges and Glenn Taylor, and any recommendations from staff.

4. Discussion of CRC Meeting Dates

Item Four (4) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video/Charter Review Commission/October 6, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video/Charter%20Review%20Commission/October%206,%202025), beginning at 45:46 and ending at 1:02:26. Below is a summary of the discussion and vote for this agenda item.

Courtney Grimm, County Attorney, addressed the Commission to discuss the potential future dates for meetings.

Dates Discussed:

- Monday - October 20, 2025 - 5:00 pm
- Wednesday - October 22, 2025 - 5:00 pm
- Monday - October 27, 2025 - 5:00 pm
- Wednesday - October 29, 2025 - 5:00 pm
- Thursday - October 30, 2025 - 5:00 pm

Following all discussions, Rhonda Jett made a motion for approval to hold the next CRC meeting on October 20, 2025, at 5:00 pm, seconded by Randy Bowman, which carried unanimously.

There was a brief discussion, with comments and questions regarding the day and frequency of meetings, as well as the timeline for including amendments on the ballot and institution of sub-committees as needed.

Len Herring made a motion to meet every third Monday of every month, Ms. Grimm noted that would be November 17, 2025 and December 15, 2025, the motion was seconded by Van Royal, with comments noting that time and day could be adjusted as needed, the motion carried unanimously.

Van Royal suggested having discussions regarding at least one item/article per month. There were questions and discussions regarding the timeline for the agenda to be published, suggestions/idea to be submitted by the Commission for discussion, and having public comments twice (2) on the agenda. Additionally, it was noted that CRC comments would remain at the end of the meeting.

PUBLIC COMMENT

Public Comment can be seen at [www.claycountygov.com/government/clay-county-tv-and-video/Charter Review Commission/October 6, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video/Charter%20Review%20Commission/October%206,%202025), beginning at 1:02:27 and ending at 1:08:00. Below is a summary of the discussion.

Chairman Courtney Connor opened the floor for public comment at 6:04 pm.

Richard Klinzman, 1985 Timucua Trail, Middleburg, Florida, addressed the Commissioner to wish the well during the process, expressed concerns regarding topics discussed, and suggested items for review regarding various topics, such as recycling, developer responsibilities, and overgrowth.

Hearing no other comments, Chairman Courtney Connor closed public comment at 6:09 pm.

CRC MEMBER COMMENTS

CRC Comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-video/Charter Review Commission/October 6, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video/Charter%20Review%20Commission/October%206,%202025), beginning at 1:08:09 and ending at 1:26:26. Below is a summary of the discussion.

Rhonda Jett spoke about the importance of the Charter Review Commission.

Len Herring requested clarification on the restrictions of the Charter and any conflicts with state law, as well as developer requirements/responsibilities.

Van Royal mentioned seeking guidance on the differences between what the Charter does and what County Commissioners do when addressing development.

There were comments and discussions regarding obtaining advice from counsel, SB 180, development restrictions, topic/amendments dictating restrictions, Charter Review regulations, the County Land Development Code and Comprehensive Plan, changes to fees and fines, and a request for review of the county budget.

Commissioner Jim Renninger noted that the CRC is a high-level organizational document that does not delve into development code. The recommendation of the budget review is a good way to gain an overall understanding of how the county operates. Commissioner Renninger wished the Commission well in their efforts.

Howard Wanamaker, County Manager, addressed the Commission and wished them the best of luck, suggesting that they read the Home Rule Charter multiple times and touched on areas discussed during the meeting, including dissolving the Charter, budget review, bases and construction for the Charter, and the hiring/firing process. Other resources can be found at claycountygov.com. County Manager Wanamaker noted that he and his staff are available for any questions.

Mr. Herring suggested that Commission Members contact their District Commissioner and gave an overview of why they should.

ADJOURN

Hearing no further business, Chairman Courtney Connor adjourned the meeting at 6:28 pm.

Attest:

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

Chairman or Vice-Chairman



Agenda Item
Clay County Charter Review Commission

Clay County Administration Building
Monday, October 20 5:00 PM

TO: CRC DATE: 10/16/2025

FROM: Teresa
Capo

SUBJECT:

AGENDA ITEM
TYPE:

BACKGROUND INFORMATION:

As mentioned at the last CRC meeting, County staff will make a brief presentation on the County budget.

ATTACHMENTS:

Description	Type	Upload Date	File Name
▢ Budget Presentation	Backup Material	10/16/2025	CRC_Budget_Presentation_Nagle.ADA_aw.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	10/9/2025 - 8:39 AM	Item Pushed to Agenda

Quick Budget Facts

- ▶ Budget is Balanced as Required by Florida Statute
- ▶ Overall Budget - \$779,833,243
- ▶ Budget Less Reserves - \$594,851,247
- ▶ General Fund Reserves - 16.7% - \$22,350,733
 - ▶ \$1.5M less Year over Year
 - ▶ Meets GFOA recommendation for reserves - **no less than two months of regular general fund operating revenues or operating expenditures**
- ▶ Cash Carry Forward Reduced by \$83M

Quick Budget Facts

	FY 24/25	FY25/26	YOY Amount	YOY %
Tax Rate	8.601	8.801**		
Ad Valorem	\$ 154,782,984	\$ 171,973,692	\$ 17,190,708	11.1%
Other Revenue (Non-Carry Forward)	\$ 282,280,100	\$ 259,560,283	\$ (22,719,817)	-8.0%
Total Budget (With Carry Forward)	\$ 817,900,377	\$ 779,833,243	\$ (38,067,134)	-4.7%
Expenses				
General Fund (less transfer, Less PS)	\$ 98,526,388	\$ 89,970,917	\$ (8,555,471)	-8.7%
Transportation Trust (Roads)	\$ 13,692,978	\$ 14,900,232	\$ 1,207,254	8.8%
Sheriff	\$ 98,474,306	\$ 110,119,156	\$ 11,644,850	11.8%
Public Safety (Fire and EMS, Non Admin\Comms)	\$ 55,298,204	\$ 58,533,755	\$ 3,235,551	5.9%
Unincorporated MSTU (Plan, Zoning, Engineering, Code Enforcement)	\$ 6,471,172	\$ 5,877,133	\$ (594,039)	-9.2%
Capital Fund Budget (All Fund 3000 Series)	\$ 224,054,651	\$ 159,340,099	\$ (64,714,552)	-28.9%
Other Funds and Transfers	\$ 152,253,927	\$ 156,109,955	\$ 3,856,028	2.5%
Total (Less Reserves)	\$ 648,771,626	\$ 594,851,247	\$ (53,920,379)	-8.3%
Total with Reserves	\$ 817,900,377	\$ 779,833,243	\$ (38,067,134)	-4.7%

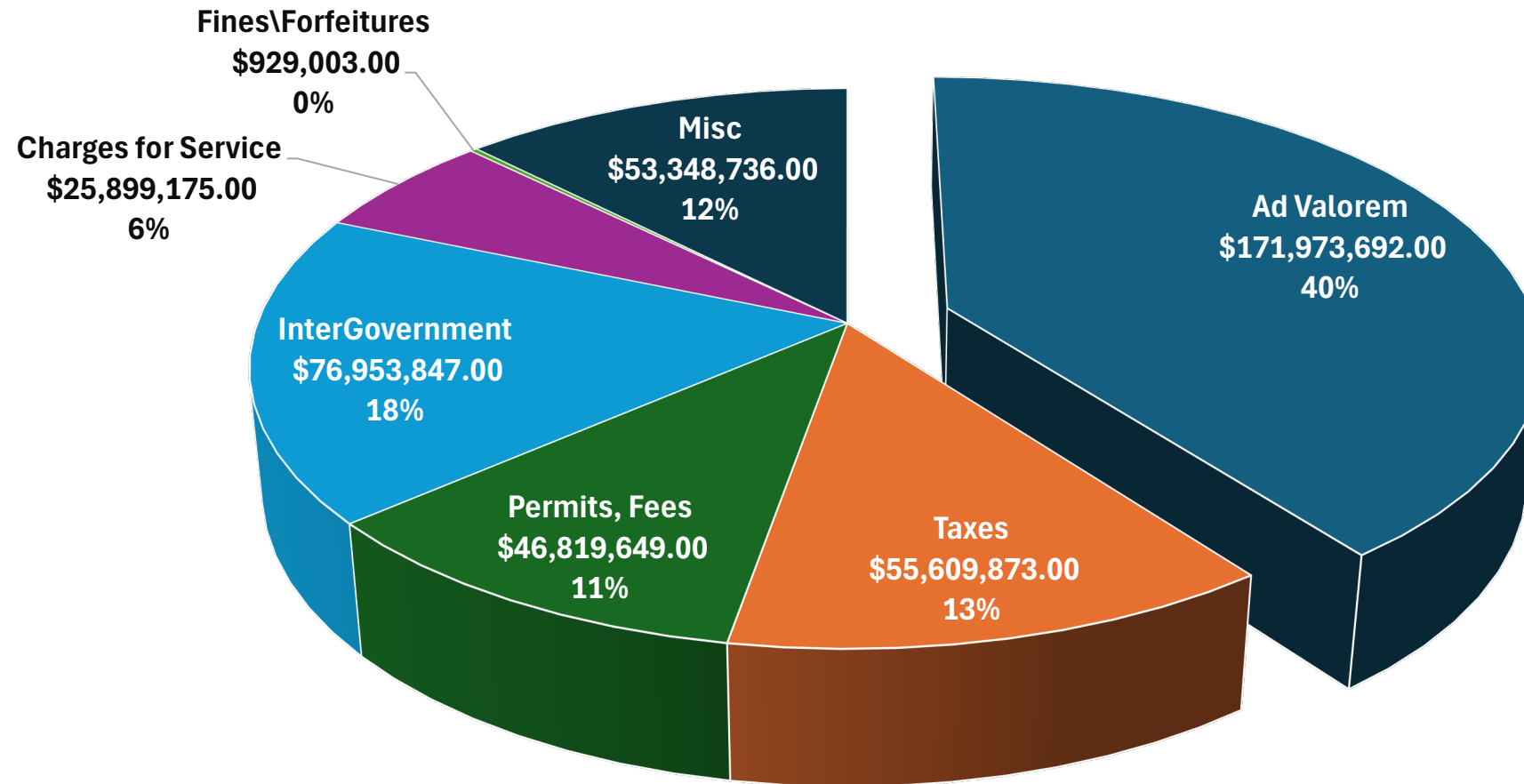
** .2 Mil for Conservation (Generates 4M) - Ad Valorem

Blue Box: Reduction in General Fund Expenses = \$8,707,032

Red Box: Public Safety and Law Enforcement = \$168,652,911

Purple Box: Reduction in overall budgeted expenses = \$53,920,379

New Revenue - FY25/26



Total New Revenue = \$431,533,975

Ad Valorem = \$171,973,692

Other Revenues = \$259,560,283

Current Expenses for FY25/26 = \$547,154,686

Cash Carry Forward accounts for the difference between New Revenue and Expenses

Revenue - Ad Valorem Breakdown

Ad Valorem Revenue		
Sheriff Countywide	\$ 55,960,764	32.5%
Law Enforcement	\$ 43,975,092	25.6%
Fire Control	\$ 9,654,156	5.6%
General Fund**	\$ 55,153,512	32.1%
<i>Total Public Safety and General Fund</i>	<i>\$ 164,743,524</i>	
Challenger Road	\$ 538,980	0.3%
Unincorporated MSTU	\$ 2,684,976	1.6%
Conservation Land	\$ 4,006,212	2.3%
<i>Total</i>	<i>\$ 171,973,692</i>	

** Includes Total EMS Cost \$43,862,426

Transfer to Fire Control - \$2,048,821

Transfer to Sheriff MSTU - \$2,916,632

Total of Ad Valorem:

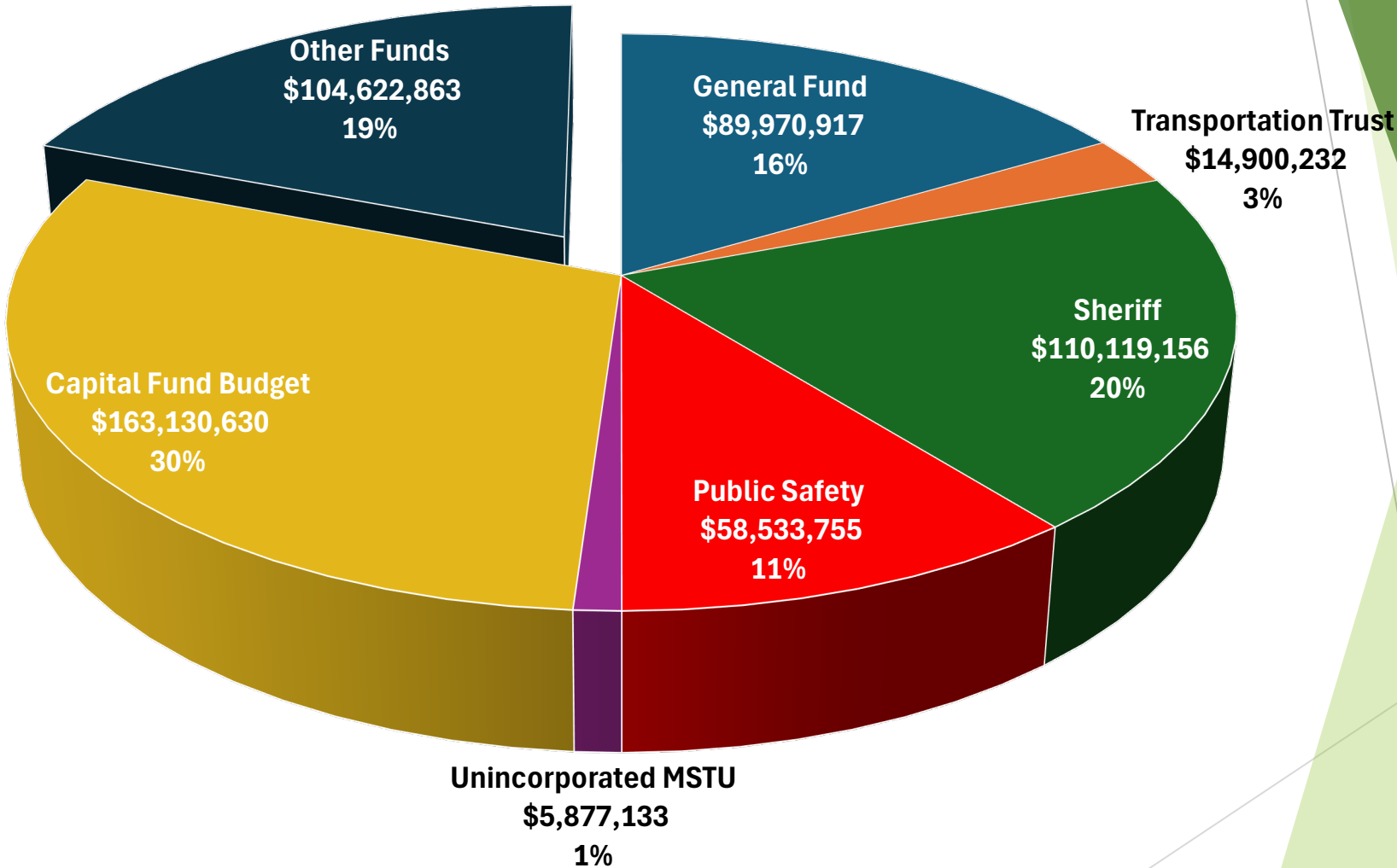
CCSO – \$102,852,488 - 59.8%

Public Safety - \$55,565,403 – 32.3%

Remaining General Fund - \$7,230,168 – 4.2%

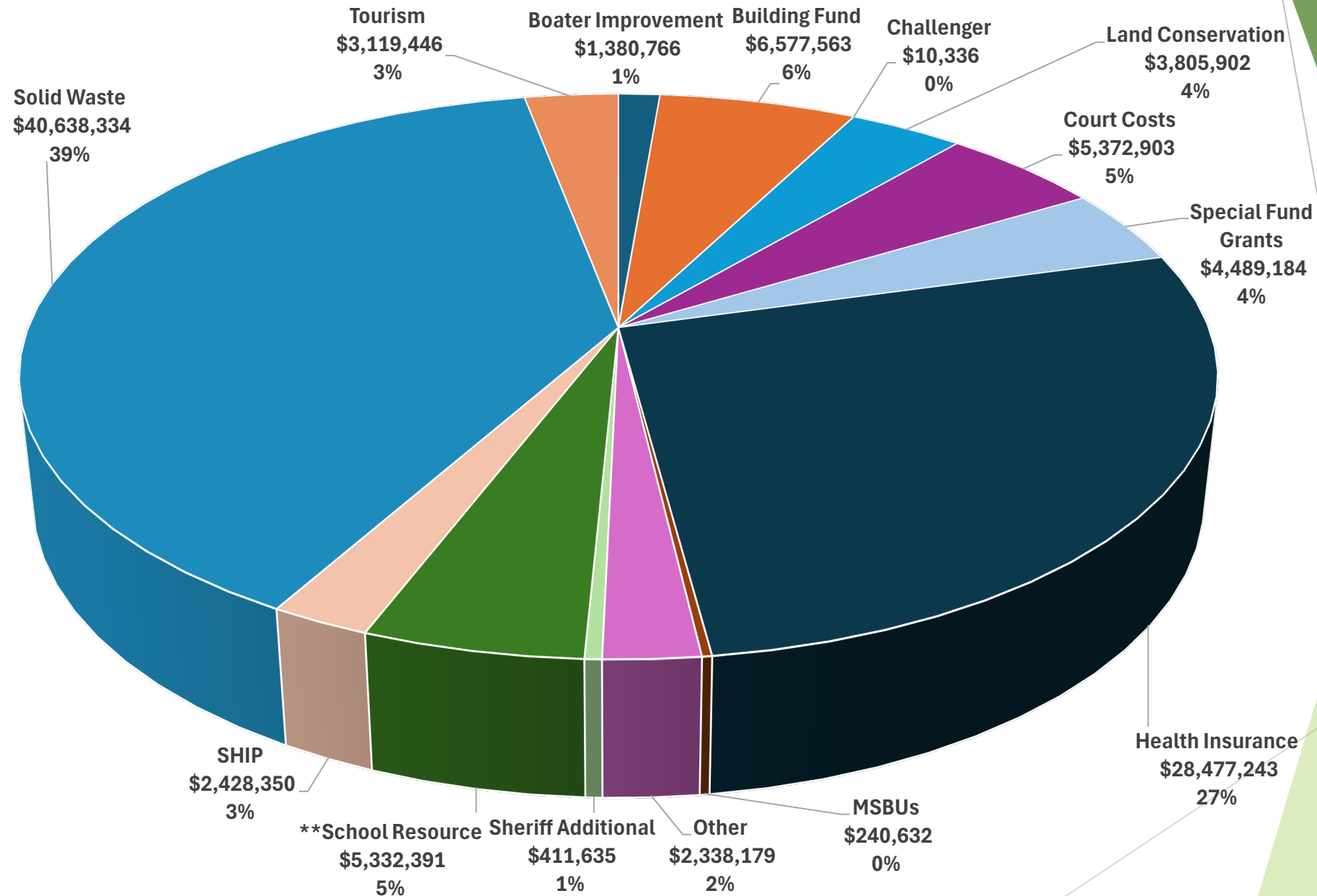
The amount generated in Ad Valorem that could be used for Public Safety\Law Enforcement is a total of \$164,743,524. The cost of those services (not included Fire Admin\Communications) is \$168,652,911

Expenses - Total \$547,154,686



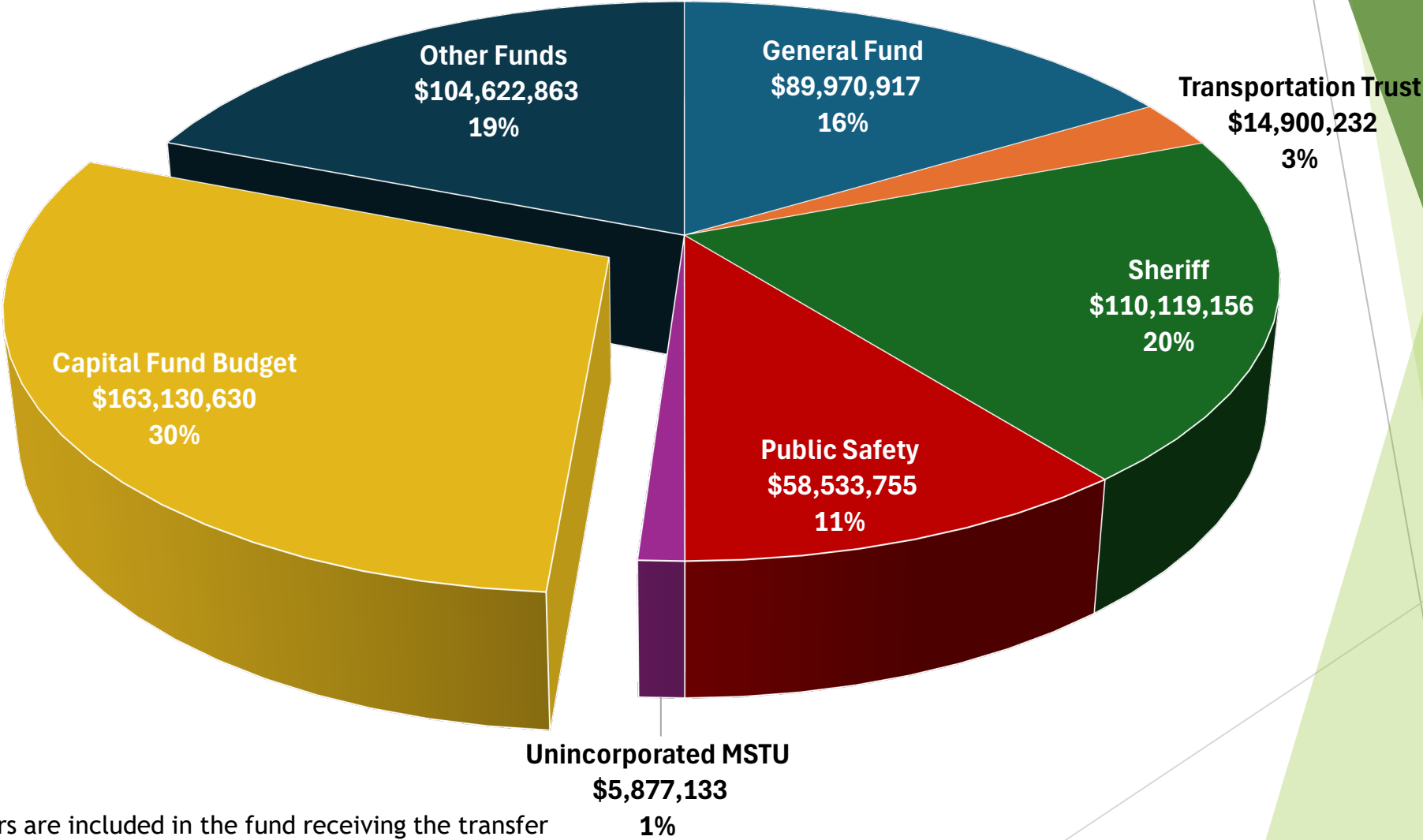
****Note:**
Transfers are included in the fund receiving the transfer
Rescue Services has been moved from General Fund to Public Safety for comparisons
All capital purchases of vehicles and equipment are listed in the Capital Fund Budget

Other Funds - \$104,622,863



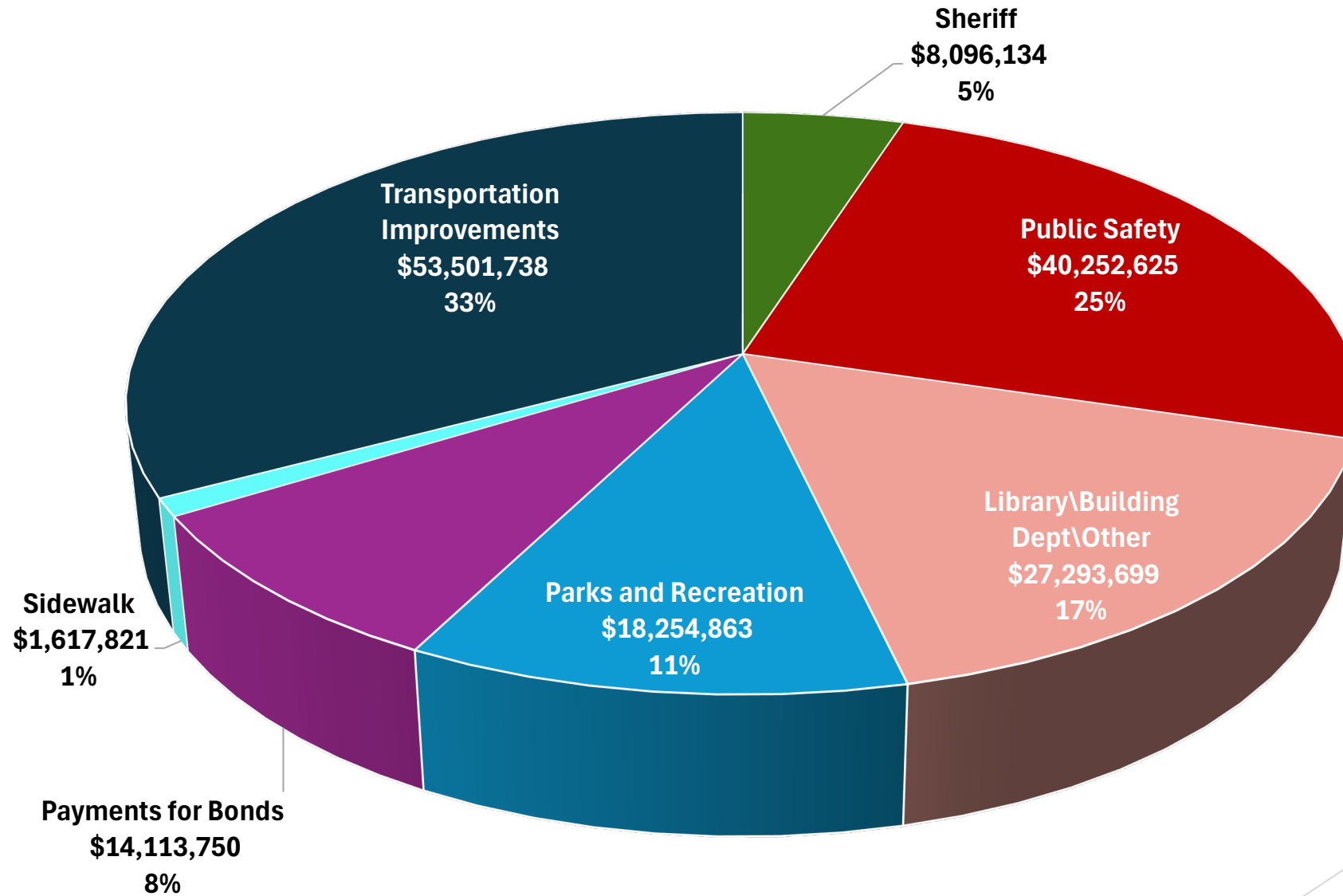
** Note: School Resource is a pass thru from the Clay County School Board

Expenses - Total \$547,154,686

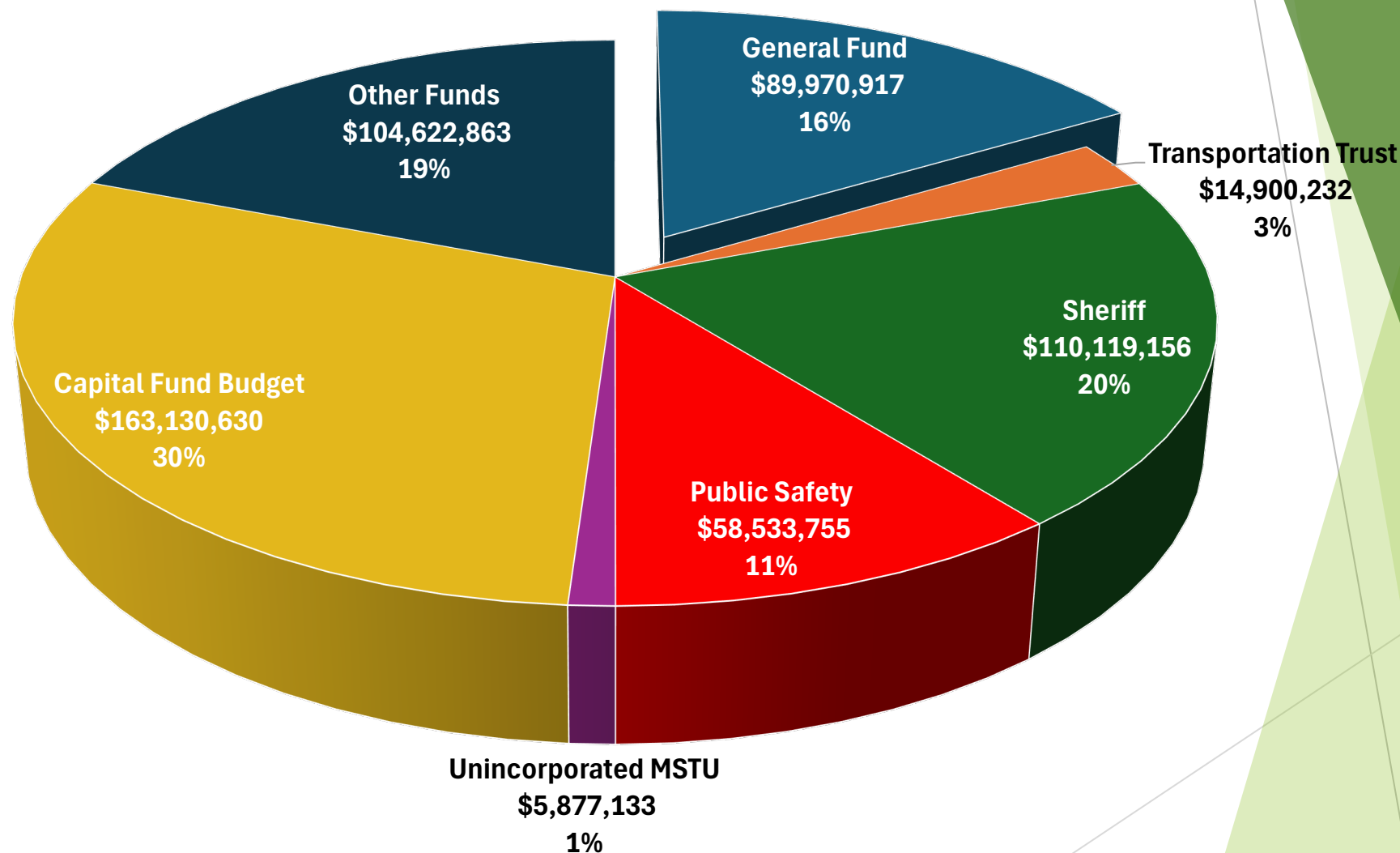


****Note:**
Transfers are included in the fund receiving the transfer
Rescue Services has been moved from General Fund to Public Safety for comparisons
All capital purchases of vehicles and equipment are listed in the Capital Fund Budget

Capital Expenses - \$163,130,630

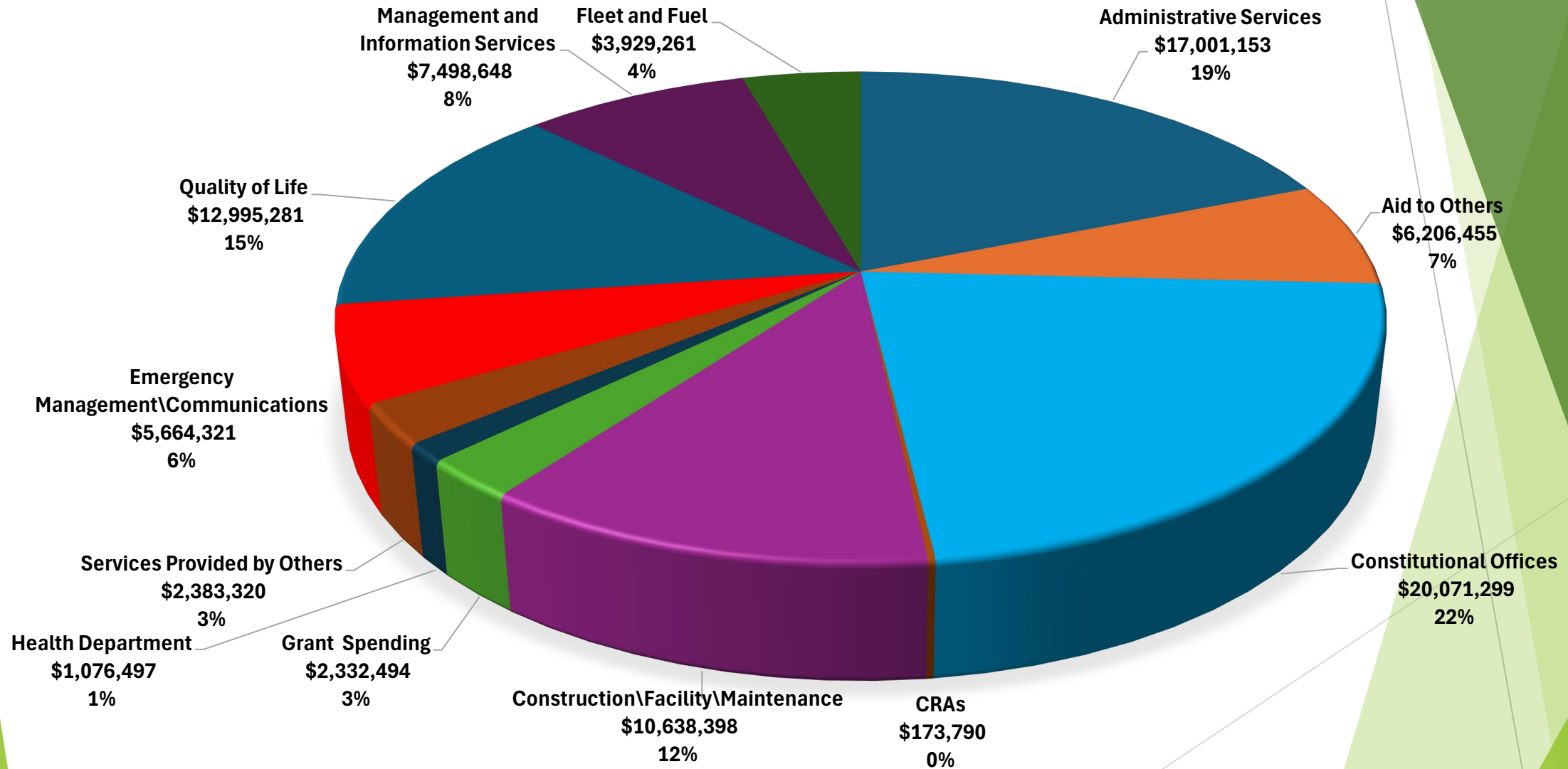


Expenses - Total \$547,154,686



****Note:**
Transfers are included in the fund receiving the transfer
Rescue Services has been moved from General Fund to Public Safety for comparisons
All capital purchases of vehicles and equipment are listed in the Capital Fund Budget

General Fund Expenses - \$89,970,917





Agenda Item
Clay County Charter Review Commission

Clay County Administration Building
Monday, October 20 5:00 PM

TO: CRC

DATE: 10/16/2025

FROM: Teresa
Capo

SUBJECT:

AGENDA ITEM
TYPE:

BACKGROUND INFORMATION:

Glenn A. Taylor, PA

Glenn A. Taylor is a native of North Florida and has been practicing law and accounting for nearly 30 years. Although his practice is diverse, Mr. Taylor concentrates on commercial and residential real estate, corporations, business law, wills, estates, probate and civil trial legal services.

Glenn A. Taylor, P.A. is a resourceful and community-based law firm which strives with each case to achieve the goal of the client in a practical, expeditious manner. Mr. Taylor believes that working *with* the client as well as *for* the client offers the best possibility of achieving positive results.

Mr. Taylor received his BS in Finance and Accounting in the early 1980's and practiced as a certified public accountant with Ernst & Young in Jacksonville, Florida. A graduate of the University of Florida College of Law, he received there the American Jurisprudence Award for International Business Transactions. He is licensed as a certified public accountant in both Florida and Hawaii, and is also a member of the Florida and Hawaii state bars. He is a member of the Real Property, Business Law and Probate Law Sections.

He is admitted to the Trial Bar of the US District Courts throughout Florida, and Mr. Taylor has participated in cases before the 11th Circuit Court of Appeals and the United States Supreme Court. He has served as the Regional General Council for Northeast Florida, overseeing state-chartered banks and other financial institutions, including credit unions, mortgage brokers, mortgage lenders, securities brokers and investment advisors. Mr. Taylor credits his success to his family, and his unyielding commitment to honesty and integrity while providing equal opportunity to all who seek a fair and just result.

Through the course of his practice, Mr. Taylor has focused on the individual needs and goals of his clients and their concerns ranging from personal issues, and the concerns of local business enterprises to those with substantial international operations.

He is currently a member of the Jacksonville Bar association and Northeast Florida Association of Realtors.

Lawsikia J. Hodges B.C.S.

Lawsikia Hodges, B.C.S. is not applying for the position of council for the Charter Review Commission at this time, but she wanted the members to know that she is available to assist primary Council on a volunteer basis as needed.

ATTACHMENTS:

Description Type		Upload Date	File Name
☐ Glenn Taylor Resume	Backup Material	10/16/2025	GAT_Resume_2020_-Town_of_Orange_Park.ADA_aw.pdf
☐ Lawsikia Hodges Resume	Backup Material	10/16/2025	Lawsikia_J._Hodges_Resume.(short_form)_(10.9.2025.71033202.3)_(81159717.1).ADA_aw.pdf

REVIEWERS:

Department Reviewer		Action	Date	Comments
BCC	Capo, Teresa	Approved	10/7/2025 - 10:43 AM	Item Pushed to Agenda

GLENN A. TAYLOR

RESIDENCE: 956 BIRDWOOD DRIVE, ORANGE PARK, FL 32073

Office: 462 KINGSLEY AVENUE, STE 103, O. P., FL 32073

(904) 215-7953

Glenn@GlennATaylor.com

STRENGTH	Real Estate Attorney and Certified Public Accountant	
QUALIFICATIONS SUMMARY	■ 35 years comprehensive experience in the practice of Real Estate law & Banking ■ 3 years experience in Public Accounting as Certified Public Accountant ■ Established, developed and managed a 9 employee real estate law firm ■ Represent over 70 nationwide and Local Lending Institutions as an approved real estate and title examiner and closing attorney ■ Represent numerous real estate developers, contractors and real estate brokerages ■ Designated Arbitrator for Northeast Florida Real Property Council ■ Former environmental Quality Control Board member for the Town of Orange Park ■ Member of the Florida and Hawaii Associations ■ Licensed Certified Public Accountant in Florida and Hawaii.	
PROFESSIONAL EXPERIENCE	Attorney at Law-C.P.A <i>Glenn A. Taylor, P.A., Orange Park, FL</i> Engage in general law practice with emphasis on real property law, general litigation, corporate law, and wills and estates. Law office consists of two (2) paralegal assistants and two (2) secretarial assistants and myself. Practice includes residential and commercial planning and development, business representation and litigation; all residential real estate building and closing matters; counsel residential and commercial building contractors; zoning law, rezoning and local codes compliance; formation of corporations for acquisition and development; residential foreclosures; commercial and residential landlord-tenant matters; creation, enforcement, and defense of covenant restrictions ; wills and estates; commercial litigation .	<i>2001 to Present</i>
	General Counsel, Clay County Charter Review Commission	2021/2022
	Attorneys at Law <i>Barry J. Fuller & Associates, Orange Park, FL</i> Associate and Director of the real estate department. Emphasis on real property law, corporate and business law, litigation. Practice included matters referenced above under Glenn A. Taylor, P.A..	<i>1997-2001</i>

1993 to
1997

Florida Comptroller

Department of Banking and Finances, Tallahassee & Jacksonville, FL

Regional General Counsel-Northeast Florida, compromising 16 counties since 1995. Rendered legal advice and counseled regarding State Chartered Banks, mortgage brokers, mortgage lenders, correspondent mortgage lenders, and securities to regional and division directors. Provided interpretation and analysis of state and federal legislation and case law in the areas of banking and mortgage lending and securities.

Assistant State Attorney

1991-1993

Office of the State Attorney-First Judicial Circuit, Pensacola, FL

Responsible for all phases of pre-trial and trial practice. Experience includes numerous jury trials, bench trials and motion hearings.

Certified Public Accountant

1986-1988

Ernst & Young, Jacksonville, FL

Auditor-Public Accountant. Responsible for conducting independent audits in accordance with AICPA and Securities and Exchange Commission Standards.

**REPRESENTATIVE
CLIENTS**

- Local building contractors and building-associated Businesses
- Numerous real estate brokers
- Numerous local businesses including restaurants, service and manufacturing
- First Union National Bank; Former Florida National Bank, Atlantic National Bank, American General Insurance, Independent Life Insurance Charter Oil, CSX Transportation

PROFESSIONAL AFFILIATIONS

- Florida Bar Member since 1991
- Hawaii Bar Member since 1996
- Florida Certified Public Accountant since 1986
- Hawaii Certified Public Accountant since 1992
- Jacksonville Bar Association
- Northeast Florida Association of Realtors-Member
- Federal Trial Bar S.D. of FL; Federal District Court-Middle & Northern Districts; U.S. Court of Appeals-Eleventh Circuit

EDUCATION

UNIVERSITY OF FLORIDA

Juris Doctor-1990

- Upper one third class ranking
- American Jurisprudence Book Award-International Business Transactions

FLORIDA STATE UNIVERSITY

B.S.-Accounting-1985

B.S.-Finance-1983

Lawsikia J. Hodges, B.C.S.

Florida Bar Board Certified Specialist in City, County and Local Government Law

(904) 303-6145 - lhodges@sgrlaw.com

PROFILE

Twenty-three-year veteran transactional attorney; proficient in the practice of city, county, and local government law; contracts and real estate transactions; and quasi-judicial government proceedings.

- Counsel, Governmental Affairs Practice (2024 - present)
- Deputy General Counsel of Government Operations (2014 - 2024)
- Florida Bar member since 2002
- Florida Bar Board Certified Specialist in City, County and Local Government Law
- Current member and former Chair and Vice Chair of the Florida Bar City, County and Local Government Certification Committee
- AV Preeminent® Martindale-Hubbell® Peer Review Rated Attorney™
- Recognized as a Legal Elite Top Government Attorney by *Florida Trend Magazine*
- Leadership Jacksonville
- Leadership Clay

PROFESSIONAL EXPERIENCE

Smith, Gambrell & Russell, LLP (2024 – present)

Counsel, Governmental Affairs Practice

Lead attorney of Jacksonville office's Governmental Affairs Practice; advise and represent various public and private, nonprofit and for profit entities in all facets of government transactions, including real estate and finance transactions, public finance transactions, government procurement, government budget matters, economic incentives and community redevelopment, federal and local grant applications and contracts, affordable housing transactions, code enforcement hearings, land use and zoning hearings, sunshine law, public records, and ethics, local ordinance and charter drafting, analysis, and interpretation, and inter-local agreements with municipalities, counties and special districts.

Current Government Clients: Town Attorney for the Town of Orange Park, Florida; District Attorney for the Anastasia Mosquito Control District of St. Johns County, Florida; transactional outside counsel to the Consolidated Government of the City of Jacksonville, Florida; transactional outside counsel to the Jacksonville Housing Authority.

City of Jacksonville, Office of General Counsel, Jacksonville, FL (2007 – 2024)

Deputy General Counsel, Government Operations Department (2014 - 2024)

Attorney IV, Government Operations Department (2012 - 2014)

Attorney III, Government Operations Department (2007 - 2012)

Advised the Mayor's office, 19-member City Council, constitutional officers, executive branch departments, independent agencies, and various boards and commissions on day-to-day government operations and transactions; advise on real estate matters, public finance transactions, government procurement, pension law, employment matters, annual budget ordinances, economic incentives and community redevelopment, federal and local grants, sunshine law, public records, and ethics; authored various ordinance code revisions regarding City of Jacksonville Charter, small and emerging business program, procurement code, children's programs, and downtown investment programs.

Foley & Lardner LLP, Jacksonville, FL (2002 - 2007)

Associate, Business Law Department/Commercial Real Estate and Finance Practice Group

Represented lenders and developers in commercial real estate, finance, and development transactions. Tasks included negotiation and preparation of contracts, real estate and loan closing documents, leases, restrictive covenants, easement agreements, and review of title and survey documents. Represented developers of condominium projects. Tasks included preparation of condominium filing documents to be submitted to the Division of Florida Land Sales, Condominiums and Mobile Homes. Represented national lenders in sale of bulk loan assets. Tasks included negotiation and preparation of asset sale agreement and assignment documents.

EDUCATION

University of Florida Levin College of Law, Gainesville, FL
Juris Doctorate Degree, *with Honors*

2002

Activities and scholarships:

- Foley & Lardner LLP Summer Associate
- Justice Campbell Thornal Moot Court Team
- Legal Research and Writing Professor's Assistant
- U.S. House of Representatives Intern

University of North Florida, Jacksonville, FL
Bachelor of Arts Degree, Political Science, *with Honors*

1998

Activities and scholarships:

- Golden Key National Honor Society Member
- Political Science Association President

MEMBERSHIPS AND ASSOCIATIONS

Florida Bar
Jacksonville Bar Association
Clay County Bar Association
Clay County Chamber of Commerce
Florida Association of Counties
Florida Municipal Lawyers Association
Catholic Lawyers Guild
Jacksonville Women Lawyers Association
Jacksonville Women's Network
D.W. Perkins Bar

APPOINTMENTS AND HONORS

Florida Bar Committee on Sustainability Initiatives for Attorneys (2025)
City Council of the City of Jacksonville Resolution 2024-263-A (Recognition for Outstanding Career with the Office of General Counsel)
Florida Bar Board Certified in City, County and Local Government Law since 2016
Florida Bar City, County and Local Government Certification Committee, Chair
AV Preeminent® Martindale-Hubbell® Peer Review Rated Attorney™
Florida Trend Magazine Legal Elite Top Government Attorney
Leadership Jacksonville (Graduate)
Leadership Clay (Participant)
Appreciation Letter from Commanding Officer Haley, U.S. Navy (2017) Recognition of Service Letter from City of Jacksonville Mayor John Peyton (2008)

SPEAKING ENGAGEMENTS

Panelist, *"Educate to Advocate: Linking Knowledge to Change,"* The Links Incorporated (2023)
Speaker, *"Jacksonville's Legislative Process"* Youth Leadership Jacksonville (2021)
Guest Speaker, *"It's All About Purpose: A Free Empowerment Seminar for Women"* Women of Power (2011)
Panelist, *"Transactional Law vs. Litigation Law"* Florida Coastal School of Law (2010)
Panelist, *"Real Estate/Real Property Law"* Florida Coastal School of Law (2007)

COMMUNITY INVOLVEMENT AND BOARD MEMBERSHIPS

Museum of Contemporary Art Jacksonville Inc., Board Member
WJCT Inc., Board Trustee
Young Catholic Professionals, Board Member
Nonprofit Center of Northeast Florida, Board member
Youth Leadership Jacksonville Volunteer
Former Board Member, Pace Center for Girls, Inc. (Jacksonville)
Former Board Advisor, University of North Florida Pre-Law Program

FAITH INVOLVEMENT

Ministry Formation Program Participant, Diocese of St. Augustine

St. Catherine of Siena Catholic Church, Orange Park, FL (2012 - present)

- Lector; Lector Ministry Coordinator
- Eucharistic Minister of Holy Communion
- Eucharistic Adorer
- Chair of the Justice and Peace Ministry
- Parish Finance Council Member
- Former Annunciation Catholic School Finance Council Member

St. Pius V Catholic Church, Jacksonville, FL (2012 - 1984)

- Lector; Lector Ministry Coordinator

PERSONAL INTERESTS

Three amazing children: one Harvard graduate student, one University of Pennsylvania undergraduate student, and one St. Johns Country Day School student. Enjoy reading spiritual books, listening to classical music, and attending the Jacksonville Symphony. Currently self-studying Latin, as time permits.

PERSONAL MANTRA

“To much that is given, much is required.”



Agenda Item
Clay County Charter Review Commission

Clay County Administration Building
Monday, October 20 5:00 PM

TO: CRC DATE: 10/16/2025

FROM: Teresa
Capo

SUBJECT:

AGENDA ITEM
TYPE:

BACKGROUND INFORMATION:

CRC members were to bring back at least three topics for discussion.

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	10/7/2025 - 10:44 AM	Item Pushed to Agenda