



2025/2026 CHARTER REVIEW COMMISSION AGENDA

December 15, 2025

5:00 PM

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

INVOCATION

Scotty Taylor

PLEDGE OF ALLEGIANCE

CALL TO ORDER

WELCOME

ROLL CALL

APPROVAL OF MINUTES

Charter Review Commission Meeting Minutes - November 17, 2025

DISCUSSION ITEMS

1. District vs. At Large - Speaker

PUBLIC COMMENT

OLD BUSINESS

1. Acceptance of Resignation from the Charter Review Commission- Randy Bowman
2. Updated Charter Topic List
3. CRC Final Reports of 17/18 CRC and 21/22 CRC

NEW BUSINESS

1. Article II Organization of County Government, Section 2.2: Legislative Branch, A. The County Commission
 - District vs. At Large
 - Florida Charter County Comparison Chart Attached
2. Article II Organization of County Government, Section 2.2: Legislative Branch, C. Salaries and Other Compensation
 - 2018 and 2022 Ballot Amendments Attached

PUBLIC HEARING

CRC MEMBER COMMENTS

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, December 15 5:00 PM

TO: DATE:

FROM:

SUBJECT:

AGENDA
ITEM
TYPE:

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	12/12/2025 - 10:09 AM	Item Pushed to Agenda



Agenda Item
Clay County Charter Review Commission

Clay County Administration Building
Monday, December 15 5:00 PM

TO: CRC DATE: 12/12/2025

FROM: Teresa
Capo

SUBJECT:

AGENDA ITEM
TYPE:

ATTACHMENTS:

Description	Type	Upload Date	File Name
Charter Review Commission Meeting Minutes - November 17, 2025	Cover Memo	12/12/2025	Charter_Review_Commission_Meeting_Minutes_November_17__2025.ADA_aw.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Schull, Dawn	Approved	12/12/2025 - 10:07 AM	Item Pushed to Agenda



2025/2026 CHARTER REVIEW COMMISSION MINUTES

November 17, 2025

5:00 PM

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

INVOCATION

Rhonda Jett gave the Invocation.

PLEDGE OF ALLEGIANCE

Kurt Musser led the Pledge of Allegiance.

CALL TO ORDER

Chairman Courtney Connor called the meeting to order at 5:01 pm.

WELCOME

Chairman Courtney Connor welcomed all those in attendance.

ROLL CALL

Present: Courtney Connor, Chairman
Yul McNair, Vice-Chairman
Rhonda Jett
Matthew Mitchell
Kurt Musser
Debbie Pascoe
Brandon Salter
Sherry Warren
Tim Nguyen
Susan Callahan
Steve Anderson
Kristy Perry
Bill Engelbrecht
Joe Delgado

Absent: Van Royal
Len Hering
Randy Bowman
Scotty Taylor

Staff Present: County Manager Howard Wanamaker
County Attorney Courtney K. Grimm

APPROVAL OF MINUTES

Charter Review Commission Minutes from October 20, 2025

Rhonda Jett made a motion for approval of the October 20, 2025, CRC Meeting minutes, seconded by Sherry Warren, which carried unanimously.

DISCUSSION ITEMS

1. Overview of Clay County Charter - Speaker

Item One (1) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/November 17, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/November%2017,%202025), beginning at 2:40 and ending at 1:00:45. Below is a summary of the discussion.

Chairman Courtney Connor opened the floor to welcome the guest speakers and provided an overview of today's meeting.

Mark Scruby, Attorney with Rogers Towers - Attorneys at Law, addressed the Committee to provide an overview and details of the Clay County Charter and to touch on Sunshine Law and Public Records.

There were clarifications, questions, and discussions regarding the proper scope of the charter, suggested topics from the CRC, gambling and a gambling room, functionality of the Clerk of Court and Comptroller, duties of the BoCC vs. CRC, majority vote for BoCC salaries, and the timeline for addressing topics.

2. Discussion of Residency Requirement - Speaker

Item Two (2) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/November 17, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/November%2017,%202025), beginning at 1:01:08 and ending at 1:21:09. Below is a summary of the discussion.

Prior to Mr. Chambless speaking, Chairman Courtney Connor requested that he cover Discussion Item - Item Two and New Business - Item Two - Section 3.2: Recall, with the Commission's consensus. Mr. Chambless agreed to cover both items.

Chris Chambless, Clay County Supervisor of Elections, addressed the Commission to provide details and information regarding requirements for residency and recall.

There were questions and discussions about the Attorney General's opinion on the Sheriff's residency, the timeline for term limits, clarifying the suggestion of residency as a topic for discussion, and guidance for moving forward.

Ms. Jett thanked Supervisor Chambless for his attendance and for presenting to the Commission. Mr. Chambless also commended the Commission for their service.

PUBLIC COMMENT

Chairman Courtney Connor opened the floor for public comment at 6:23 pm.

Hearing no comments, Chairman Courtney Connor closed public comment at 6:23 pm.

PRESENTATION

OLD BUSINESS

1. Acceptance of Resignation from the Charter Review Commission - Alt. Mike Cella and Alt. Melissa Benes

Old Business - Item One (1) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/November 17, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/November%2017,%202025), beginning at 1:21:49 and ending at 1:22:42. Below is a summary of the discussion and vote for this agenda item.

Chairman Courtney Connor opened the floor for discussion or for acceptance of the above-mentioned resignations from Mike Cella and Melissa Benes.

Rhonda Jett made a motion to approve the resignations of Mr. Cella and Ms. Benes, seconded by Sherry Warren, which carried unanimously.

2. 2025/26 Clay County Charter Review Commission Updated Roster

Old Business - Item Two (2) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/November 17, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/November%2017,%202025), beginning at 1:22:46 and ending at 1:23:49. Below is a summary of the discussion and vote for this agenda item.

Chairman Courtney Connor opened the floor for discussion of the 2025/2026 CRC updated roster, which attached to the agenda.

Mathew Mitchell made a motion for approval of the roster, seconded by Rhonda Jett, which carried unanimously.

3. Approval of CRC Counsel Agreement

Old Business - Item Three (3) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/November 17, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/November%2017,%202025), beginning at 1:23:50 and ending at 1:25:02. Below is a summary of the discussion and vote for this agenda item.

Courtney Grimm, County Attorney, addressed the Commission to provide details regarding the CRC counsel agreement, which is attached to the agenda.

Mathew Mitchell made a motion for approval of the agreement, seconded by Rhonda Jett, which carried unanimously.

4. Charter Topic Suggestions

Old Business - Item Four (4) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/November 17, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/November%2017,%202025), beginning at 1:25:04 and ending at 1:39:50. Below is a summary of the discussion and vote for this agenda item.

Chairman Courtney Connor opened the floor for discussion of the suggestions submitted by members of the Commission. The information discussed is attached to the agenda.

The Commission had questions and discussions regarding items to move forward with, removing items that are not under the purview of the Commission or topics outside of the scope of the Charter, process and bringing back items if wanted/needed, focusing on articles item referenced on the list, clarification of residency and removing the iteming, CRC frequency, and how to move forward.

Mathew Mitchell made a motion to postpone items that fall outside the scope and discuss items that do fall within the scope of the CRC, keeping the discussion open moving forward, seconded by Kristy Perry. There were comments and a discussion clarifying items that can be discussed at a later time. The motion carried unanimously.

Chairman Connor clarified the topics by article that fall within the Charter and topics that fall outside of the scope:

Topics within the Scope:

- Article 1 - Section 1.5 - Casino Gambling
- Article 2 - Organization of County Government - Section 2.2A - County Commission
 - Number of Districts
 - Single Member Districts vs. Countywide
 - Section 2.2 C. Salaries and Other Compensation
 - Section 2.2 I. Initiative
 - Section 2.3 D. Commission Auditor
- Article 3 - Elected County Constitutional Offices
 - Section 3.1 Residency Requirement
 - Section 3.2 Recall
- Article IV Home Rule Charter Transition, Amendments, Review, Severance, Effective Date
 - Section 4.2: B. Amendments and Revisions by Charter Review Commission
 - CRC Frequency

Topics outside of the Scope:

- Marijuana Dispensaries
- Public Roads funding
- Greenspace Requirements
- Additional assistants for Commissioners
- Commission procedures
- Infrastructure requirement
- Main entrance enhancement into the County

There were comments, questions, and discussions regarding road enhancements/public road funding, placement of infrastructure prior to development, and clarifying comments on items postponed, not removed.

NEW BUSINESS

1. Article I Creation, Powers and Ordinances of Home Rule Charter Government
Section 1.5: Casino Gambling

New Business - Item One (1) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/November 17, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/November%2017,%202025), beginning at 1:39:53 and ending at 1:44:04. Below is a summary of the discussion and vote for this agenda item.

Chairman Courtney Connor opened the floor for discussion on casino gambling and asked Mr. Salter and CRC Attorney Taylor to address the issue.

Brandon Salter noted that the topic falls within the CRC's purview; however, it is also preempted by state law.

Glenn Taylor, CRC Attorney, mentioned that he had researched the topic, shared the information he received, and noted that it is beyond the scope of what the CRC is trying to accomplish.

There were clarifying comments, questions, and discussions regarding state preemption, modernizing language, and retracting the topic.

Brandon Salter made a motion to remove Section 1.5 from the discussion, seconded by Rhonda Jett, which carried unanimously.

2. Article III Elected County Constitutional Offices
Section 3.1: Elected County Constitutional Offices
Section 3.2: Recall

New Business - Item Two (2) can be seen at www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter

Review Commission/November 17, 2025, beginning at 1:44:05 and ending at 1:49:19. Below is a summary of the discussion and vote for this agenda item.

Chairman Courtney Connor opened the floor for discussions and review of Article III - Elected County Constitutional Offices as noted above.

There were comments and discussions regarding the article being guided by Florida Statute, the Attorney General's opinion, and the desired outcome.

Following the discussion, Vice-Chairman Yul McNair made a motion to remove Section 3.1, seconded by Rhonda Jett, which carried unanimously.

Chairman Connor moved forward to open the floor to discuss 3.2 recall and read the language in the Charter for recall.

Rhonda Jett, based on information received during the presentation, made a motion to pull 3.2, seconded by Debbie Pascoe, which carried unanimously.

PUBLIC COMMENT

Public Comment can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Committee/November 17, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Committee/November%2017,%202025), beginning at 1:49:21 and ending at 1:50:16. Below is a summary of the discussion.

Chairman Courtney Connor opened the floor for public comment at 6:51 pm.

Helana Cormier, 2839 Woodbridge Crossing Court, Green Cove Springs, Florida, addressed the Commission to express her gratitude, mention the BoCC's salaries, and express appreciation for the information received at the meeting.

Hearing no other comments, Chairman Courtney Connor closed public comment at 6:52 pm.

CRC MEMBER COMMENTS

CRC Comment can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Committee/November 17, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Committee/November%2017,%202025), beginning at 1:50:21 and ending at 2:06:22. Below is a summary of the discussion and vote.

Kurt Musser mentioned the utility tax; is it a legislative/policy item, or should the CRC consider it?

There were comments regarding keeping the topic as a review, for when the CRC has exhausted other topics, the utility tax could be added to the discussion, time permitting.

Kurt Musser made a motion to add municipal utility tax as a future agenda item, seconded by Debbie Pascoe. Following a brief discussion regarding the need for a motion. The motion carried unanimously.

Susan Callahan proposed discussing a limited number of items that would be likely to move forward and be placed on the ballot.

Chairman Connor noted that the topics would be discussed in the order of the article and listed them. Chairman Connor also spoke about having the flexibility to invite subject-matter experts to discuss topics based on their availability.

There were questions and discussions regarding having the Clay County Clerk of Court and Comptroller in attendance, along with the Commission Auditor, BoCC salaries and compensation, and language that was previously placed on the ballot.

Mathew Mitchell expressed his gratitude to the guest speakers for their attendance and also mentioned that there is not always a need for change.

Chairman Connor requested that the information provided to staff be attached to the next agenda for reference.

Debbie Pascoe spoke about the importance of having the previous language to review.

Chairman Connor noted the next meeting would be held on December 15, 2025, at 5:00 pm.

Staff requested that the future meeting dates be discussed due to holidays in January and February.

Following a brief discussion for possible dates, the Commission agreed to January 12, 2026, February 9, 2026, and March 16, 2026

Hearing no further business, Chairman Courtney Connor adjourned the meeting at 7:08 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, December 15 5:00 PM

TO: DATE:

FROM:

SUBJECT:

AGENDA
ITEM
TYPE:

REVIEWERS:

Department Reviewer		Action	Date	Comments
BCC	Capo, Teresa	Approved	12/12/2025 - 9:19 AM	Item Pushed to Agenda



Agenda Item
Clay County Charter Review Commission

Clay County Administration Building
Monday, December 15 5:00 PM

TO: CRC DATE: 12/12/2025

FROM: Teresa
Capo

SUBJECT:

AGENDA ITEM
TYPE:

ATTACHMENTS:

Description	Type	Upload Date	File Name
Resignation Ltr	Backup Material	12/12/2025	Resignation_- Clay_County_Charter_Review_Commission__dsada.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	12/12/2025 - 9:20 AM	Item Pushed to Agenda

From: [Seat1D3 CRC](#)
To: [Teresa Capo](#)
Subject: Resignation -Clay County Charter Review Commission
Date: Monday, November 17, 2025 4:56:50 PM
Attachments: [image001.png](#)

Good Evening Teresa,

Unfortunately, this is the second meeting I've had to miss due to unavoidable work conflicts. I had planned to attend this evening's meeting, but a tenant-related matter at the Mall required my immediate attention.

Given my expanded responsibilities at work and the continued scheduling conflicts, I feel it is only fair to submit my formal resignation from the Clay County Charter Review Commission. It was truly an honor to be considered and selected, and I remain grateful for the opportunity to serve.

Thank you for your understanding.

Randy Bowman

From: Teresa Capo <Teresa.Capo@claycountygov.com>
Sent: Thursday, November 13, 2025 3:52 PM
To: Courtney Grimm <Courtney.Grimm@claycountygov.com>
Subject: CRC Agenda for 11/17

Good afternoon,

Attached is the agenda for the Charter Review Commission meeting scheduled for Monday, November 17 at 5:00 PM.

Let me know if you have any questions or unable to attend.

Teresa Capo

Executive Assistant

Clay County Board of County Commissioners
P.O. Box 1366
Green Cove Springs, FL 32043

Office: (904) 284-6352
Mobile: (904) 540-8314
www.claycountygov.com





Agenda Item
Clay County Charter Review Commission

Clay County Administration Building
Monday, December 15 5:00 PM

TO: CRC DATE: 12/12/2025

FROM: Teresa
Capo

SUBJECT:

AGENDA ITEM
TYPE:

ATTACHMENTS:

Description	Type	Upload Date	File Name
□ CRC Updated Charter Topic List	Cover Memo	12/12/2025	2025-26_CRC_Charter_Topic_Suggestions_Revised_11.17.25dsada.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	12/12/2025 - 9:21 AM	Item Pushed to Agenda

2025/2026 Charter Topic Suggestions

Article I Creation, Powers and Ordinances of Home Rule Charter Government

~~Section 1.5: Casino Gambling~~ (decided 11.17.25)

Article II Organization of County Government

Section 2.2 A. The County Commission

- # of districts
- Single member districts vs. countywide

Section 2.2 C. Salaries and Other Compensation

Section 2.2 I. Initiative

Section 2.3 D. Commission Auditor

Article III Elected County Constitutional Offices

~~Section 3.1 Residency Requirement~~ (decided 11.17.25)

~~Section 3.2 Recall~~ (decided 11.17.25)

Article IV Home Rule Charter Transition, Amendments, Review, Severance, Effective Date

Section 4.2: B. Amendments and Revisions by Charter Review Commission

(1) CRC frequency

Other Items:

Marijuana Dispensaries

Public Roads funding

Greenspace Requirements

Additional assistants for Commissioners

Commission procedures

Infrastructure requirement

Main entrance enhancement into the County

Utility Tax (Added 11.17.25)



Agenda Item
Clay County Charter Review Commission

Clay County Administration Building
Monday, December 15 5:00 PM

TO: CRC DATE: 12/12/2025

FROM: Teresa
Capo

SUBJECT:

AGENDA ITEM
TYPE:

ATTACHMENTS:

Description	Type	Upload Date	File Name
▢ CRC Final Report 1718	Backup Material	12/12/2025	2018_Clay_County_CRC_Final_Report_v3_(002)dsada.pdf
▢ CRC Final Report 2122	Backup Material	12/12/2025	CRC_Final_Report_2122dsada.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	12/12/2025 - 9:21 AM	Item Pushed to Agenda



CLAY COUNTY FLORIDA

2017-18 Charter Review Commission

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32043-1366

Phone (904) 269-6352
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Charter Review Commission Members:

Amy Pope-Wells
Madam Chair

Charles Taylor, Jr.
Vice Chairman

Tamara Bradt
Tom Branham
Ronnie Coleman
Art Hooker
Eric Jaffe
Larry Kirkman
Kim Knapp
Amy Miller
Paul Sarto
Glo Smith
Ronald Stotler
Bob Tatum
Charles Thompson

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KL (904) 533-2111
OP/MBG (904) 269-6300

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REPORT TO THE CLAY COUNTY BOARD OF COUNTY COMMISSIONERS FROM THE 2017-2018 CLAY COUNTY CHARTER REVIEW COMMISSION

I. Introduction

In accordance with the provisions of Section 4.2.B, of the Clay County Home Rule Charter ("Charter"), the duly appointed and constituted Charter Review Commission ("CRC") for the County convened, commencing in October 2017, for the purpose of reviewing the Charter and considering the need to propose amendments or revisions to the Charter to be placed on the ballot for approval or rejection by the voters of Clay County at the 2018 general election. At its initial, organizational meeting held on October 26, 2017, the CRC elected Amy Pope-Wells as its Chair and Charles Taylor as its Vice-Chair. Following the organizational meeting, the CRC held meetings on November 6, 20, and 30, and December 7 (sub-committee meeting) in 2017; and on January 4 and 29, February 22, March 29, and April 4 and 26 in 2018. Thereafter, on May 9, May 24, and June 13, 2018, the CRC held three public hearings on the two proposed charter amendments contained herein, as required by Section 4.2.B(4) of the Charter. Thus, the CRC held a total of 14 meetings and hearings, concluding its duties at the third public hearing held on June 13, 2018, where a majority of the entire membership of the CRC favorably voted upon the two proposed charter amendments contained herein. The CRC initially received legal guidance from County Attorney Courtney Grimm, and then at its November 30, 2017 meeting, agreed to engage and subsequently engaged Wade Vose of Vose Law Firm LLP to serve as General Counsel for the CRC.

Over the course of its deliberations, the members of the CRC developed a list of issues it deemed worthy of its discussion and study for possible proposal as ballot measures for consideration by the County's voters. As part of its study and deliberation, the CRC obtained written information and data, some contributed by members of the CRC and some obtained as a result of information requests submitted by or on behalf of members of the CRC to various County Departments and the County's Constitutional Officers. All such requests for information were handled expeditiously and professionally by the officials receiving the requests and for that cooperation, the CRC is grateful. In addition, the CRC heard testimony from elected officials, including members of the Board of County Commissioners and the County's Constitutional Officers. The CRC also received testimony from persons with expertise on particular issues considered by the CRC as well as from interested citizens of our County. Again, the CRC is grateful for all of the input it received, from both elected officials and citizens on the issues debated by the CRC.

II. Issues Considered and Debated by the CRC

Throughout its initial meetings, and as supplemented thereafter as additional issues were raised, the CRC developed a list of possible issues for consideration as part of its review of the Charter. These issues were as follows:

1. Changes to the frequency for CRC review of the Charter.
2. Revisions related to County Commissioner salaries.
3. Changes to the current term limits for County Commissioners.
4. Term limits for County Constitutional Officers.
5. Non-partisan elections for County Constitutional Officers.
6. Revisions to the appointment process and terms of eligibility for Charter Review Commissioners.
7. Election of County Commissioners on an at-large basis rather than by single-member districts.
8. Revisions relating to termination of County Department Heads.
9. Alternative methods to fill vacancies in elected County offices.
10. Revisions to the County's form of government to provide for an elected County Manager/County Executive.
11. Revisions to the citizen initiative petition process.
12. Medical Marijuana regulation.
13. Revisions related to infrastructure and growth.
14. Revisions related to the County's sign ordinance.

As to Items 2 and 3, after deliberation, discussion, and public hearings, a majority of the entire membership of the CRC voted to place two proposed charter amendments on the 2018 General Election ballot, as discussed below. As to Item 6, a majority of the CRC members voted to make a written recommendation to the Board of County Commissioners, as discussed below, rather than placing a proposed charter amendment on the ballot. As Items 5, 8, 9, 11, and 12, after receiving legal advice from the CRC General Counsel and/or input from County staff concerning such matters, the CRC affirmatively voted to have no further consideration of such matters. With regard to the balance of the items on the list, the CRC members received information and testimony on the issues, engaged in spirited debate, but ultimately a majority of CRC members did not support motions to propose charter amendments to be placed on the 2018 General Election ballot with regard to such issues.

III. Proposed Charter Amendments for Placement on the 2018 General Election Ballot

After substantial discussion and public comment, and after holding the three public hearings required by the Clay County Home Rule Charter, a majority of the entire membership of the 2017-2018 Clay County Charter Review Commission voted to place the following two proposed charter amendments on the 2018 General Election Ballot for approval by the electors of the County:

QUESTION #1

Ballot Proposal: The ballot title and ballot summary for Question #1 are as follows:

**CHARTER AMENDMENT REVISING
COMMISSIONER TERM LIMIT PROVISIONS**

Shall the Clay County Charter be amended to change the term limits applicable to county commissioners from two consecutive four-year terms to three consecutive four-year terms, while imposing a lifetime term limit of three four-year terms for county commissioners?

☐ Yes
☐ No

Text Revisions: Upon approval of this question at referendum, the foregoing portions of Section 2.2.A. of the Clay County Home Rule Charter are amended to read as follows:

A. The County Commission. The governing body of the County shall be a Board of County Commissioners composed of five (5) members serving staggered terms of four years. There shall be pursuant to general law one County Commissioner for each of the five County Commission Election Districts and each County Commissioner shall be elected only by vote of electors in the County Commissioner's own District. Each County Commissioner, during the term of office, shall reside in the district from which such Commissioner ran for office, provided that any Commissioner who is removed from a district due to redistricting may continue to serve during the balance of the term of office. No person elected for three ~~two~~ consecutive full terms as a member of the Board of County Commissioners shall be eligible for election as a member of the Board of County Commissioners in the next succeeding term. Only Board of County Commission terms commencing on or after the second Tuesday following the November, 2000 general election shall be considered terms for purposes of determining consecutive terms under this section. No person elected to three full terms as a member of the Board of County Commissioners shall be eligible for election as a member of the Board of County Commissioners in any succeeding term. Only Board of County Commission terms commencing on or after the second Tuesday following the November, 2018 general election shall be considered terms for purposes of determining terms under the lifetime limit of this section. ~~This amendment shall be effective immediately upon approval by the electors of Clay County at a referendum to be held at the general election of November, 2008.~~

QUESTION #2

Ballot Proposal: The ballot title and ballot summary for Question #2 are as follows:

**CHARTER AMENDMENT REVISING
COMMISSIONER SALARY PROVISIONS**

Shall the Clay County Charter be amended to remove the charter-specified county commissioner salary of \$37,000, remove the requirement that county commissioner salary changes must be approved by a majority of electors in a general election, and provide that county commissioner salaries will be incrementally adjusted to equal only 70% of the salaries set by general law for county commissioners in non-charter counties, phased in in roughly equal increments over four budget years?

___ Yes
___ No

Text Revisions: Upon approval of this question at referendum, the foregoing portions of Section 2.2.C. of the Clay County Home Rule Charter are amended to read as follows:

C. Salaries and Other Compensation. Salaries of the county commissioners shall be set at \$37,000 per year through September 30, 2019. In county budget year 2019-2020, salaries of the county commissioners shall be set at 55 percent of the salaries set by general law for the county commissioners of non-charter counties. In county budget year 2020-2021, salaries of the county commissioners shall be set at 60 percent of the salaries set by general law for the county commissioners of non-charter counties. In county budget year 2021-2022, salaries of the county commissioners shall be set at 65 percent of the salaries set by general law for the county commissioners of non-charter counties. Beginning in county budget year 2022-2023 and continuing in each county budget year thereafter, salaries of the county commissioners shall be set at 70 percent of the salaries set by general law for the county commissioners of non-charter counties. ~~Any salary changes shall be approved by a majority of electors in a general election.~~ Other compensation, benefits, or reimbursable expenses shall be set the same as those set by general law for the county commissioners of non-charter counties or by county ordinance.

IV. Recommendations from the CRC to the Board of County Commissioners

In addition to the two proposed charter amendments, the CRC approved submission of the following recommendations to the Board of County Commissioners:

Recommendations on Appointment of Charter Review Commissioners

As part of its deliberations, the Clay County Charter Review Commission ("CRC") discussed and considered the issue of fair and equal representation of all parts of the County in the appointment by the Board of County Commissioners ("BCC") of Charter Review Commissioners. The Charter provides at Article IV, Section 4.2.B. that 15 members and 5 alternates will be appointed by the BCC to the Charter Review Commission, and that these Charter Review Commissioners will be appointed at least 12 months in advance of the general election. After extensive discussion regarding the need for amendatory language to ensure that all parts of the County are fairly and equally represented in the CRC appointments, the CRC declined to propose charter amendments, but rather decided to make recommendations to the BCC regarding achieving the goal of fair and equal representation in the makeup of the CRC in future appointments to this body.

The CRC recommends that the BCC consider adoption, for itself, of rules or policies regarding appointment of CRC Commissioners that will insure:

- That, if reasonably possible, all 5 Commission Districts are equally represented in the appointment of the 15 members of the CRC and the 5 alternates.
- That in soliciting candidates and making appointments the BCC will strive to include all demographics and segments of Clay County's population.
- That CRC candidates be asked to disclose in writing any of their family or employment relationships with Clay County officials or employees, and with the officials or employees of County Constitutional Officers, but that such CRC candidates not be automatically disqualified as a result of such relationships.
- That at its initial meeting, the CRC members will receive training concerning not only the Sunshine Law and Public Records Act, but also the voting conflict provisions of Ch. 112, Fla. Stat.

V. Recommendations to the 2021-2022 Charter Review Commission

The CRC did not contract with an independent attorney to provide it with legal advice and counsel until a substantial amount of the CRC's activity was already underway. Wade Vose with Vose Law Firm LLP in Winter Park was first interviewed by the CRC on November 30, 2017, at which time the CRC approved engaging Mr. Vose. Although the CRC was ably and professionally counseled on legal matters by County Attorney Courtney Grimm prior to obtaining independent legal counsel, the CRC continues to believe advice and assistance from qualified legal counsel independent of the County is important to the integrity of the Charter review function. Mr. Vose provided excellent counsel to the CRC and the expense associated with obtaining independent counsel to advise the CRC was reasonable and appropriate. The CRC

recommends that the next CRC engage independent counsel as early in its processes as is possible.

Teresa Capo, a County employee, served as Administrative Assistant for the CRC. Teresa did an outstanding job in this capacity. She was at all times responsive to requests of the Chairman and individual CRC members and did an excellent job in coordinating requests for information from County officials needed by the CRC in its deliberations. The CRC and the citizens of Clay County are indebted to Teresa for her dedication and professionalism.

VI. Conclusion

From its first meeting, the CRC took its job seriously and undertook the task of Charter review with energy and enthusiasm. As members of the CRC noted at the outset of this process, the measure of the success of the 2017-2018 CRC would not be related to the number of charter amendment proposals approved for placement on the 2018 general election ballot. Rather, the success of any CRC should be measured by the thoroughness with which the Charter review task is conducted and the openness of the CRC to exploring the need and desirability of proposals for charter amendment. Measured on this scale, the CRC was open to proposals for change, did a thorough job of reviewing the Charter and all proposals brought forward for change, thereby fulfilling its responsibilities under the Charter. The 2017-2018 CRC is proud to have been entrusted with this task by the BCC and the citizens of Clay County. Being directly involved in this task for the past several months has affirmed, for the 2017-2018 CRC members, the value of a regularly scheduled citizen review of the County's most basic governing document – the County Charter.



CLAY COUNTY FLORIDA

2021-22 Charter Review Commission

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Charter Review Commission Members:

Christine Backscheider
Robert Dews
DeAnn Dockery
Randy Gillis
Charles Hodges
James Jett
Suzi Ludwig
Yul McNair
Howard "Bo" Norton
Chris Russell
Connie Schoenung
Scotty Taylor
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REPORT TO THE CLAY COUNTY BOARD OF COUNTY COMMISSIONERS FROM THE 2021--2022 CLAY COUNTY CHARTER REVIEW COMMISSION

I. Introduction

In accordance with the provisions of Section 4.2.B, of the Clay County Home Rule Charter ("Charter"), the duly appointed and constituted Charter Review Commission ("CRC") for the County convened, commencing in October 2021, for the purpose of reviewing the Charter and considering the need to propose amendments or revisions to the Charter to be placed on the ballot for approval or rejection by the voters of Clay County at the 2022 general election. At its initial, organizational meeting held on October 7, 2021, the CRC elected Howard "Bo" Norton as its Chair and Suzi Ludwig as its Vice-Chair. Following the organizational meeting, the CRC held meetings on October 28th and December 2nd in 2021. Then in 2022 held meetings on January 6th, February 3rd and 15th, and March 2nd, 15th and 29th in 2022. Thereafter, on May 4, May 16, and May 31, 2022, the CRC held three public hearings on the three (3) proposed charter amendments contained herein, as required by Section 4.2.B(4) of the Charter. Thus, the CRC held a total of 12 meetings and hearings, concluding its duties at the third public hearing held on May 31, 2022, where a majority of the entire membership of the CRC favorably voted upon the three proposed charter amendments contained herein. The CRC initially received legal guidance from County Attorney Courtney Grimm, and then at its December 2, 2021 meeting, agreed to engage and subsequently engaged Glenn A. Taylor, of the Law Firm of Glenn A. Taylor, P.A. to serve as General Counsel for the CRC.

Over the course of its deliberations, the members of the CRC developed a list of issues it deemed worthy of its discussion and study for possible proposal as ballot measures for consideration by the County's voters. As part of its study and deliberations, the CRC obtained written information and data, some contributed by members of the CRC, some by attorney Mark Scruby (former County Attorney), and some obtained as a result of information requests submitted by or on behalf of members of the CRC to various County Departments and the County's Constitutional Officers. All such requests for information were handled expeditiously and professionally by the officials receiving the requests and for that cooperation, the CRC is grateful. In addition, the CRC heard testimony from elected officials, including members of the Board of County Commissioners and the County's Constitutional Officers. The CRC also received testimony from persons with expertise on particular issues considered by the CRC as well as from interested citizens of our County. Again, the CRC is grateful for all of the input it received, from both elected officials and citizens on the issues debated by the CRC.

II. Issues Considered and Debated by the CRC

Throughout its initial meetings, and as supplemented thereafter as additional issues were raised, the CRC developed a list of possible issues for consideration as part of its review of the Charter. These issues were as follows:

1. Revisions to County Commissioner Salaries.
2. Provision for County Commissioner Cost of Living Adjustment.
3. Changes/Removal of Term Limit Provision for Constitutional Officers.
4. Changes to the frequency for CRC review of the Charter.
5. Should BCC Board remain at five members.
6. Composition of County Commissioners at an at-large basis relative to single member districts.
7. BCC -Commissioner residency requirements.
8. BCC – Composition; Term limits; Minimum qualification.
9. Should changes be made to the Comptroller duties.
10. Constitutional Officers – Additional minimum qualifications or age requirements, if any.
11. Community Activist Committees.
12. Applicability of a Citizens Bill of Rights.
13. Public Safety Coordination.
14. Applicability of Impact fees and new Mobility fees.

As to Items 2, 3 and 4, after deliberation, discussion, and public hearings, a majority of the entire membership of the CRC voted to place three proposed charter amendments on the 2022 General Election ballot, as discussed below. As for Items 1, 5, 6, 7, 8, 9, 10, 11, 12, 13 and 14, after receiving legal advice from the CRC General Counsel and/or input from County staff concerning such matters, the CRC affirmatively voted to have no further consideration of such matters. The CRC members received information and testimony on the issues, engaged in spirited debate, but ultimately a majority of CRC members did not support motions to propose charter amendments to be placed on the 2022 General Election ballot with regard to such issues.

III. Proposed Charter Amendments for Placement on the 2022 General Election Ballot

After substantial discussion and public comment, and after holding the three public hearings required by the Clay County Home Rule Charter, a majority of the entire membership of the 2021-2022 Clay County Charter Review Commission voted to place the following three proposed charter amendments on the 2022 General Election Ballot for approval by the electors of the County:

QUESTION #1

Ballot Proposal: The ballot title and ballot summary for Question #1 are as follows:

**Charter Amendment For Cost of Living Increase to
Salaries of Clay County Commissioners**

Shall the Clay County Charter Article II, Section 2.2.C, be amended to include an annual cost of living increase to the current \$37,000 per year salaries of Clay County Commissioners, based upon the Federal consumer price index for urban wage earners and clerical workers, effective September 30, 2023 and thereafter adjusting annually for inflation.

_____ Yes

_____ No

Text Revisions: Upon approval of this question at referendum, the foregoing portions of the Clay County Home Rule Charter are amended to read as follows:

C. Salaries and Other Compensation. Salaries of the county commissioners shall be set at \$37,000 per year through September 30, 2023. Beginning in county budget year 2023-2024 and on each following September 30th, the then current commissioner salary shall be increased by the rate of inflation during the twelve months prior to each September 1st using the Federal consumer price index for urban wage earners and clerical workers, CPI-W, or a successor index as calculated by the United States Department of Labor. Each adjusted commissioner salary calculated shall be published and take effect on the following October 1st. Any other salary changes shall be approved by a majority of electors in a general election. Other compensation, benefits, or reimbursable expenses shall be set the same as those set by general law for the county commissioners of non-charter counties or by county ordinance.

QUESTION #2

Ballot Proposal: The ballot title and ballot summary for Question #2 are as follows:

**Charter Amendment Removing Term
Limit Provision for Constitutional Offices**

Shall the Clay County Charter Article III, Section 3.1 be amended to remove existing term limits of three consecutive four-year terms, for the constitutional offices of the County Sheriff, Property Appraiser, Tax Collector, Clerk of the Circuit Court and Supervisor of Elections, following the November 2022 General Election?

_____ Yes

_____ No

Text Revisions: Upon approval of this question at referendum, the foregoing portions of the Clay County Home Rule Charter are amended to read as follows:

Section 3.1: Elected County Constitutional Offices.

The County offices of Sheriff, Property Appraiser, Tax Collector, Clerk of the Circuit Court and Supervisor of Elections shall remain as elected constitutional offices serving terms of four years, ~~– No person elected for three consecutive full terms in the same constitutional office shall be eligible for election in that same constitutional office in the next succeeding term. Only terms for constitutional offices commencing on or after the second Tuesday following the November 6, 2018 general election shall be considered terms for purposes of determining consecutive terms under this section.~~ and Otherwise, the powers, duties and functions of the constitutional offices shall not be altered by this Home Rule Charter, except that the powers, duties and functions of the Clerk of the Circuit Court shall be limited to those of clerk of the circuit court and recorder as described in Article VIII, § 1 (d), Constitution of the State of Florida. The Constitutional officers shall perform their executive and administrative functions as specified by law, except that the Clerk of the Circuit Court shall perform only the executive and administrative functions as specified by law with respect to those powers, duties and functions of the Clerk of the Circuit Court described in Article VIII, § 1(d), Constitution of the State of Florida, as clerk of the circuit court and recorder.

QUESTION #3

Ballot Proposal: The ballot title and ballot summary for Question #3 are as follows:

**Charter Amendment Revising
Appointment of Charter Review Commission**

Shall the Clay County Charter Article IV, Section 4.2B, be amended to change the appointment of the Charter Review Commission from every four years to every eight years following the November 2022 General Election?

_____ Yes

_____ No

Text Revisions: Upon approval of this question at referendum, the foregoing portions of the Clay County Home Rule Charter are amended to read as follows:

Section 4.2: Home Rule Charter Amendments.

B. Amendments and revisions by Charter Review Commission.

(1) A Charter Review Commission consisting of 15 electors as members and 5 additional electors as alternate members of the Charter Review Commission shall be appointed by the Board of County Commissioners at least 12 months before the general election occurring in 1994 and at least 12 months before the general election of every ~~four (4)~~ eight (8) years thereafter. To the extent reasonably possible, the Board of County Commissioners shall appoint the alternates such that an equal number of them reside within each District of the County. The Charter Review Commission shall review the Home Rule Charter and propose any amendments or revisions which may be advisable for placement on the general election ballot. No member of the State Legislature or Board of County Commissioners shall be a member of the Charter Review Commission. If there is a vacancy in the office of a Charter Review Commission member, then the alternate residing in the same

District in which the former member resided, will automatically accede to the seat that was vacated, if such an alternate member is available. If there is not an alternate available who resides in the same District of the County as did the person who vacated the seat, then the alternate who resides in the next seat in numerical sequence will accede to the open position. Thus, for example, if a member who resides in District I vacates his or her seat and an alternate residing in District I is unavailable, then the alternate residing in District 2 will automatically accede to the open seat. If there is also no alternate residing in District 2, then the alternate residing in District 3 will accede to the open seat, and so on. Additionally, and by way of example, if a member of the Commission residing in District 5 vacates his or her seat, and there is no available alternate residing in District 5, then the alternate residing in District I, if available, will automatically accede to the open seat, and so on. If there are no available alternates, then the Board of County Commissioners upon request by the Charter Review Commission shall appoint such number of alternates as may be requested by the Charter Review Commission, not to exceed 5 alternates, within thirty (30) days of the request.

IV. Recommendations from the CRC to the Board of County Commissioners

In addition to the three proposed charter amendments, the CRC approved submission of the following recommendation(s) to the Board of County Commissioners:

The BCC ask staff to assist future CRC by creating a turnover package for future Commissions. This would include the CRC members receive training concerning the Sunshine Law, Public Records Act and the voting conflict provisions of Ch. 112, Fla. Stat. In addition, a review presentation of the Clay County Charter history is recommended before the third meeting.

V. Recommendations of the 2021-2022 Charter Review Commission

The CRC sought out an independent attorney to provide it with legal advice and counsel. Glenn A. Taylor of the Law Firm Glenn A. Taylor, P.A. in Orange Park was first interviewed by the CRC on December 2, 2021 and thereafter engaged. Although the CRC was ably and professionally counseled on legal matters by County Attorney Courtney Grimm prior to obtaining independent legal counsel, the CRC continues to believe advice and assistance from qualified legal counsel independent of the County is important to the integrity of the Charter review function. Mr. Taylor provided excellent counsel to the CRC and the expense associated with obtaining independent counsel to advise the CRC was reasonable and appropriate. The CRC recommends that the next CRC continue to engage independent counsel as early in its processes as is possible.

Teresa Capo, a County employee, served as Administrative Assistant for the CRC. Teresa did an outstanding job in this capacity. She was at all times responsive to requests of the Chairman and individual CRC members and did an excellent job in coordinating requests for information from County officials needed by the CRC in its deliberations. The CRC and the citizens of Clay County are indebted to Teresa for her dedication and professionalism.

VI. Conclusion

From its first meeting, the CRC took its job seriously and undertook the task of Charter review with energy and enthusiasm. As members of the CRC noted at the outset of this process, the measure of the success of the 2021-2022 CRC would not be related to the number of charter amendment proposals approved for placement on the 2022 general election ballot. Rather, the success of any CRC should be measured by the thoroughness with which the Charter review task is conducted and the openness of the CRC to exploring the need and desirability of proposals for charter amendment. Measured on this scale, the CRC was open to proposals for change, did a thorough job of reviewing the Charter and all proposals brought forward for change, thereby fulfilling its responsibilities under the Charter. The 2021-2022 CRC is proud to have been entrusted with this task by the BCC and the citizens of Clay County. Being directly involved in this task for the past several months has affirmed, for the 2021-2022 CRC members, the value of a regularly scheduled citizen review of the County's most basic governing document the County Charter.



Agenda Item
Clay County Charter Review Commission

Clay County Administration Building
Monday, December 15 5:00 PM

TO: CRC

DATE: 12/12/2025

FROM: Teresa Capo

SUBJECT:

- District vs. At Large
- Florida Charter County Comparison Chart Attached

AGENDA ITEM

TYPE:

ATTACHMENTS:

	Description	Type	Upload Date	File Name
▢	Article II Section 2.2 Legislative Branch	Backup Material	12/12/2025	Article_II_Section_2.2_dsada.pdf
▢	Florida Charter County Comparison Chart	Backup Material	12/12/2025	Charter-County-Provision-Comparisons.2024dsadaru.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	12/12/2025 - 9:22 AM	Item Pushed to Agenda

ARTICLE II
ORGANIZATION OF COUNTY GOVERNMENT

Section 2.2: Legislative Branch.

³ A. **The County Commission.** The governing body of the County shall be a Board of County Commissioners composed of five (5) members serving staggered terms of four years. There shall be pursuant to general law one County Commissioner for each of the five County Commission Election Districts and each County Commissioner shall be elected only by vote of electors in the County Commissioner's own District. Each County Commissioner, during the term of office, shall reside in the district from which such Commissioner ran for office, provided that any Commissioner who is removed from a district due to redistricting may continue to serve during the balance of the term of office. No person elected for two consecutive full terms as a member of the Board of County Commissioners shall be eligible for election as member [sic] of the Board of County Commissioners in the next succeeding term. Only Board of County Commission terms commencing on or after the second Tuesday following the November, 2000 general election shall be considered terms for purposes of determining consecutive terms under this section. This amendment shall be effective immediately upon approval by the electors of Clay County at a referendum to be held at the general election of November, 2008.

B. **Redistricting.** County Commission district boundaries shall be changed only after notice and a public hearing as provided by general law.

⁴ C. **Salaries and Other Compensation.**[†] Salaries of the county commissioners shall be set at \$37,000 per year. Any salary changes shall be approved by a majority of electors in a general election. Other compensation, benefits, or reimbursable expenses shall be set the same as those set by general law for the county commissioners of non-charter counties or by county ordinance.

D. **Authority.** The Board of County Commissioners shall exercise all legislative authority provided by this Home Rule Charter in addition to any other powers and duties authorized by general law or special law.

⁵ E. **Code of Ethics.** Before July 1, 2007, the Board of County Commissioners shall enact by ordinance a Code of Ethics. The Code of Ethics shall prescribe standards of conduct for members of the Board, the County Manager, the County Attorney, the County Auditor, all other elected or appointed County Officers including the Superintendent of Schools and members of the School Board, and the deputies and employees of all such officers. The Code of Ethics shall supplement and not contradict or supersede any statutory or administrative standards of conduct which apply to any such officer or employee. The Code of Ethics may include, but is not limited to, provisions de-fining offenses, establishing an ethics board to hear and determine charges, and prescribing penalties within the limits allowed by law. The Code shall not conflict with the power of the Governor to suspend county officers or of the Senate to remove them from office, or the power of the people to recall them from office.

F. **Administrative Code.** The Board of County Commissioners shall adopt an Administrative Code in accordance with general law within twelve (12) months of the effective date of this Charter.

(1) The Administrative Code shall organize the administration of County government and set forth the duties and responsibilities and powers of all County officials and agencies.

(2) The Administrative Code shall not apply to the elected Constitutional Officers as set forth in Section 3.1 of this Charter.

G. **Vacancies.** A vacancy in the office of County Commissioner shall be defined and filled as provided by general law.

H. **Recall.** The members of the Board of County Commissioners shall be subject to recall as provided by general law.

⁶ I. **Initiative.**

(1) The electors of Clay County shall have the right to initiate County ordinances in order to establish new ordinances and to amend or repeal existing ordinances upon petition of the qualified electors in the County. The number of qualified elector signatures for a valid petition must equal at least ten per- cent (10%) of the electors who cast ballots in the last preceding general election.

(2) The Sponsor of an initiative ordinance shall, prior to obtaining any signatures, submit the text of the proposed ordinance to the Supervisor of Elections, with the form on which signatures will be affixed, and shall obtain the approval of the Supervisor of Elections of such form. The style and requirements of such form shall be specified by County ordinance. The beginning date of any petition drive shall commence upon the date of approval by the Supervisor of Elections of the form on which signatures will be affixed, and said drive shall terminate one hundred and eighty (180) days after that date. In the event sufficient signatures are not acquired during that one hundred and eighty (180) day period, the petition initiative shall be rendered null and void and none of the signatures may be carried over into another identical or similar petition. The sponsor shall submit signed and dated forms to the Supervisor of Elections and upon submission shall pay all fees as required by general law. The Supervisor of Elections shall within sixty (60) days verify the signatures thereon.

(3) Within forty-five (45) days after the requisite number of names have been verified by the Supervisor of Elections and reported to the Board of County Commissioners, the Board of County Commissioners shall notice and hold according to general law a public hearing on the proposed ordinance and vote on it. If the Board of County Commissioners fails to enact the proposed ordinance at the public hearing, it shall at the public hearing, by resolution, call a referendum on the question of the adoption of the proposed ordinance to be held at the next general election occurring at least ninety (90) days after the adoption of such resolution. If the question of the adoption of the proposed ordinance is approved by a majority of those registered electors voting on the question, the proposed ordinance shall be declared by resolution of the Board of County Commissioners to be enacted and shall become effective on the date specified in the ordinance, or, if not so specified, on January 1 of the succeeding year. The Board of County Commissioners shall not amend or repeal an ordinance adopted by initiative for a period of one year after the effective date of such ordinance.

(4) The consideration of adoption by the electors of a proposed ordinance under this Section 2.2.I shall only be scheduled at a general election as pro-vided under state law.

(5) The power to enact, amend or repeal an ordinance by initiative shall not include ordinances relating to administrative, or judicial functions of County government, including but not limited to, County budget, debt obligations, capital improvement programs, salaries of County officers and employ-ees, the levy and collection of taxes, and the re-zoning of an individual parcel of land.

⁷ J. **Non-Interference.** County Commissioners shall not give directions to or interfere with any employee, officer or agent under the direct or indirect supervision of the County Manager, the County Attorney or the Commission Auditor. Such action shall be malfeasance within the meaning of Article IV, Section 7(a) of the State Constitution. County Commissioners may communicate with employees, officers or agents under the direct or indirect supervision of the County Manager, the County Attorney or the County Auditor [sic] for the purpose of inquiry or information. Nothing in this provision shall prevent a County Commissioner from referring a citizen complaint or request to the County Manager, the County Attorney or the Commission Auditor. The Commission may make investigations of County affairs, inquire into the conduct, accounts, records and transactions of any department or office of the County, and for these purposes require reports from all County officers and employees, subpoena witnesses, administer oaths, and require the production of records.

County Charter Provision Comparisons

Updated January 2025

LEGISLATIVE BODY										
County	Size	How Elected	Partisan Election -- Y/N	Length of Term	Term Limitation	Adjustments to Salary	Separates Legislative & Executive Functions	Non-Interference Clause	Administrative Code Required	Recall
Alachua	5	At-Large (2024)	Silent	4 Staggered	N	Statute	Y (§2.1)	N	Y(§2.2)	Y (§2.2)
Brevard	5	District (§2.1;2.3)	Silent	4 (§2.4)	2 (§2.4)	Ordinance (even-numbered years)(§2.6)	Y (§1.5)	Y (§3.4)	Y (§2.10.2)	Y (§5.2)
Broward	9	District (§2.01(A)1)	Y (§2.01(B))	4	3 (§2.02)	Statute (§2.01(D))	Y (§1.02(c))	Y(§2.07)	Y (§2.13)	Y (§1.04(M))
Charlotte	5	District/At-Large (§2.2)	Silent	4	Silent	Statute	Y	Y	Y	Y
Clay	5	District	Silent	4	2	Charter (majority vote in general election)	Y	Y	Y	Y
Columbia	5	District (§2.1)	N (§2.3;5.3)	4	N	Statute (§2.5)	Y (§1.6)	Y (§3.4)	Y (§2.8(6))	Y
Duval	19	14 District/5 At Large (§5.02)	Silent	4 (§5.03)	2 (§5.041)	Charter (§5.04, 9.12)	Y (§4.01)	N	Y	Y (§15.01)
Hillsborough	7	4 District/3 At-Large (§4.03)	Y	12		Ordinance (§4.04)	Y (§3.01)	N	Y (§7.01)	Y (§9.08)
Lee	5	District/At Large (§2.2(A))	Y (§ 2.2A)	4	3	Statute (§2.2(C))	Y (§2.1)	Y (§2.2(I))	Y (§2.2(E))	Y (§2.2(G))
Leon	7	5 District/2 At-Large (§2.2(1))	N	4	Silent	Ordinance (§2.2(3))	Y (§§1.8, 2.1)	Y	Y (§2.2(6))	Y (§4.2)
Miami-Dade	13	13 District (§1.04)	N (§3.3)	4 (§3.01)	2 (§3.01(E))	Charter (§1.06)	Y§1.01, §2.02	Y (§4.04)	Y (§1.02(H))	Y (§8.02)

County Charter Provision Comparisons

Updated January 2025

LEGISLATIVE BODY										
County	Size	How Elected	Partisan Election -- Y/N	Length of Term	Term Limitation	Adjustments to Salary	Separates Legislative & Executive Functions	Non-Interference Clause	Administrative Code Required	Recall
Orange	7	8 District/Mayor (2024 starting in 2026)	N (§605)	4 (§204(A))	2 §(204(B))	Ordinance (§2.05)	Y (§108)	Y (§212)	Y (§211)	Y (§604)
Osceola	5	District/At-Large (§2.2(A))	Silent	4	Silent	Statute (§2.2(C))	Y (§2.1)	Silent	Y (§2.2)(E))	Y (§2.2(G))
Palm Beach	7	District (§2.2)	Y-except non-partisan for property app, sheriff, sup. of elections (§4.1.a)	4	2	Statute	Y (§2.1)	Y (§2.5)	Y (§2.4)	Y (§5.2)
Pinellas	7	4 District/3 At-Large (§3.01)	Silent	4	12 yrs: w/4 yrs off before serving again	Statute (§3.01)	Y (§3.01, §4.01 (c))	N	Silent	Silent
Polk	5	District/At-Large (§2.1)	Y (§5.2.1)	4 (§2.4)	12 (§2.3)	Charter (§2.5)	Y (§1.6)	Y (§3.4)	Y (§2.10)	Y (§6.2)
Sarasota	5	District/At-Large (§2.1A)	Silent	4 (§2.1A)	2 (§2.1A)	Charter (§2.1B)	Silent	Y	Y	Y
Seminole	5	District/At-Large (§2.2A)	Silent	4 (§2.2A)	Silent	Ordinance	Y (§2.1)	Y (§2.2(I))	Y (§2.2E)	Y (§2.2G)
Volusia	7	5 District/1 At-Large/1 Chair At-Large (elected) (§301)	N (§904)	4 (§303.1)	2 (§303.5)	Charter (§304)	Y (§203)	Y (§404)	Y (§308.1)	Silent

County Charter Provision Comparisons

Updated January 2025

LEGISLATIVE BODY										
County	Size	How Elected	Partisan Election -- Y/N	Length of Term	Term Limitation	Adjustments to Salary	Separates Legislative & Executive Functions	Non- Interfe- rence Clause	Administra- tive Code Required	Recall
Wakulla	5	District/At Large (§2.1)	Silent	4 (§2.4)	N	Statute (§2.5)	Y (§1.6)	Y (§3.4)	Y (§§2.8,2.9)	Y (§6.2)



Agenda Item
Clay County Charter Review Commission

Clay County Administration Building
Monday, December 15 5:00 PM

TO: CRC

DATE: 12/12/2025

FROM: Teresa
Capo

SUBJECT:
• 2018 and 2022 Ballot Amendments Attached

AGENDA ITEM
TYPE:

ATTACHMENTS:

Description	Type	Upload Date	File Name
▢ Pay Adjustments	Backup Material	12/12/2025	Pay_Adjustmentsdsada.pdf
▢ Ordinance City of Tallahassee	Backup Material	12/12/2025	DOC111225-11122025175600dsada.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	12/12/2025 - 9:23 AM	Item Pushed to Agenda

Chris,

Below is the ballot language for the four (4) referenda that will appear on the November 6, 2018 ballot. The referenda should be placed on the ballot in this order.

**CHARTER AMENDMENT REVISING
COMMISSIONER TERM LIMIT PROVISIONS**

SHALL THE CLAY COUNTY CHARTER BE AMENDED TO CHANGE THE TERM LIMITS APPLICABLE TO COUNTY COMMISSIONERS FROM TWO CONSECUTIVE FOUR-YEAR TERMS TO THREE CONSECUTIVE FOUR-YEAR TERMS, WHILE IMPOSING A LIFETIME TERM LIMIT OF THREE FOUR-YEAR TERMS FOR COUNTY COMMISSIONERS?

___ YES

___ NO

**CHARTER AMENDMENT REVISING
COMMISSIONER SALARY PROVISIONS**

SHALL THE CLAY COUNTY CHARTER BE AMENDED TO REMOVE THE CHARTER-SPECIFIED COUNTY COMMISSIONER SALARY OF \$37,000, REMOVE THE REQUIREMENT THAT COMMISSIONER SALARY CHANGES MUST BE APPROVED BY A MAJORITY OF ELECTORS IN A GENERAL ELECTION, AND PROVIDE THAT COMMISSIONER SALARIES WILL BE INCREMENTALLY ADJUSTED TO EQUAL ONLY 70% OF THE SALARIES SET BY GENERAL LAW FOR COUNTY COMMISSIONERS IN NON-CHARTER COUNTIES, PHASED IN IN ROUGHLY EQUAL INCREMENTS OVER FOUR BUDGET YEARS?

___ YES

___ NO

RESOLUTION NO. 2021/2022-48

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA, ACKNOWLEDGING THE RECEIPT BY THE BOARD OF A REPORT FROM THE 2021-2022 CLAY COUNTY CHARTER REVIEW COMMISSION, PURSUANT TO ARTICLE IV, SECTION 4.2.B OF THE CLAY COUNTY HOME RULE CHARTER, PROVIDING PROPOSED CHARTER AMENDMENTS FOR PLACEMENT ON THE 2022 GENERAL ELECTION BALLOT; CALLING A SPECIAL ELECTION TO BE CONDUCTED ON NOVEMBER 8, 2022, CONCURRENT WITH THE GENERAL ELECTION SCHEDULED FOR THAT DATE; DIRECTING THE PLACEMENT OF REFERENDA ON THE BALLOT OF THE SPECIAL ELECTION WHETHER TO AMEND THE CHARTER IN ACCORDANCE WITH THE AMENDMENTS PROPOSED BY THE CHARTER REVIEW COMMISSION; ESTABLISHING THE BALLOT TITLES AND SUMMARIES; APPROVING THE FORM OF THE NOTICE REQUIRED UNDER SECTION 100.342, FLORIDA STATUTES, FOR THE REFERENDA; DIRECTING THE PUBLICATION THEREOF; AND PROVIDING AN EFFECTIVE DATE.

Recitals

WHEREAS, pursuant to the provisions of Section 4.2.B(1) of the Clay County Home Rule Charter (the Charter), the Board of County Commissioners (the Board) of Clay County, Florida (the County), established the 2021-2022 Clay County Charter Review Commission (the CRC) and appointed fifteen members to serve thereon; and,

WHEREAS, the CRC approved a Report to the Clay County Board of County Commissioners from the 2021-2022 Clay County Charter Review Commission on May 31, 2022 (the CRC Report), a copy of which is attached hereto as Exhibit A, providing for proposed Charter amendments for placement on the 2022 General Election ballot; and,

WHEREAS, the Board received the CRC Report at its June 14, 2022, meeting and caused the same to be spread upon the minutes thereof; and,

WHEREAS, the Board desires to call a special election to be conducted on November 8, 2022, concurrent with the General Election scheduled on that date, and to provide for the authorization and direction to cause referenda to be placed on the ballot for such special election whether the proposed amendments set forth in the CRC Report shall be approved by the electors of the County (the Charter Referenda); and,

WHEREAS, the Board desires to provide for the establishment of the ballot titles and summaries for each of the Charter Referenda; and,

WHEREAS, the Board desires to direct the publication of the notice of the Charter Referenda as required under Section 100.342, Florida Statutes, and, further, to provide for the form of the notice.

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

Section 1. Findings. The Board adopts the foregoing Recitals as its findings and declares that its findings provide the justification for the adoption by the Board of this resolution.

Section 2. Special Election. Pursuant to the authority provided in Section 125.01(1)(y), Florida Statutes, and the requirements of Art. VIII, s. (1)(c), *Fla. Const.*, and of Section 4.2.B(5) of the Charter, the Board hereby calls a special election to be conducted throughout the County on November 8, 2022 (the Special Election), concurrent with the General Election scheduled on that date.

Section 3. Referenda. Pursuant to the requirements of Section 4.2.B(5) of the Charter, the Board hereby authorizes and directs that the Charter Referenda be placed on the ballot for the Special Election.

Section 4. First Referendum. The ballot title and summary for the first of the Charter Referenda shall read as follows:

**CHARTER AMENDMENT FOR COST OF LIVING INCREASE TO
SALARIES OF CLAY COUNTY COMMISSIONERS**

**SHALL THE CLAY COUNTY CHARTER ARTICLE II,
SECTION 2.2.C., BE AMENDED TO INCLUDE AN
ANNUAL COST OF LIVING INCREASE TO THE
CURRENT \$37,000 PER YEAR SALARIES OF CLAY
COUNTY COMMISSIONERS, BASED UPON THE
FEDERAL CONSUMER PRICE INDEX FOR URBAN
WAGE EARNERS AND CLERICAL WORKERS,
EFFECTIVE SEPTEMBER 30, 2023 AND THEREAFTER
ADJUSTING ANNUALLY FOR INFLATION?**

___ YES

___ NO

Ordinance No. 24-O-20

AN ORDINANCE OF THE CITY OF TALLAHASSEE, FLORIDA, PROVIDING FOR A REFERENDUM ELECTION TO BE HELD ON NOVEMBER 5, 2024, FOR THE PURPOSE OF DETERMINING WHETHER THE CITY CHARTER SHOULD BE AMENDED REGARDING COMMISSIONER COMPENSATION; DELETING SECTION 1-1 OF RELATED LAWS AND CREATING SECTION 23 IN THE CHARTER OF THE CITY OF TALLAHASSEE; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in October 2023, the City Commission established a charter review committee (CRC) to review and submit recommendations on specific sections of the City Charter to the City Commission; and

WHEREAS, on April 10, 2024, the City Commission considered the recommendations of the CRC and voted to submit to the electors a proposed charter amendment regarding commissioner compensation; and

WHEREAS, pursuant to Section 166.031(1), Florida Statutes, the City Commission must adopt proposed charter amendments by ordinance; and

WHEREAS, the City Commission intends to submit the following charter amendment concerning city commissioner compensation to the electors of the City of Tallahassee at a referendum election to be held in conjunction with the general election on November 5, 2024; and

WHEREAS, the proposed charter amendment will not take effect unless approved by a majority of those electors voting in the next general election.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF TALLAHASSEE, FLORIDA, AS FOLLOWS:

Section 1. Section 1-1 of Related Laws is hereby deleted in its entirety as follows:

1 ~~Sec. 1 1. City commission salaries.~~

2 ~~Each member of the city commission, except for the mayor, of the City of Tallahassee~~
3 ~~shall be paid an annual salary equal to one half (1/2) of the annual salary set by state law for~~
4 ~~members of the Board of County Commissioners of Leon County, Florida.~~

5 ~~The Mayor shall be paid an annual salary which shall be the same as that set by state law~~
6 ~~for the Chairman of the Board of County Commissioners of Leon County, Florida.~~

7 Section 2. Section 23 is hereby created in the Charter and shall read as follows:

8 Section 23. Salaries.

9 The annual salary for members of the City Commission shall be equal to the annual
10 salary set by state law for the members of the Board of County Commissioners of Leon County,
11 Florida. Salaries shall become effective each October 1st.

12 Section 3. Conflicts. All ordinances or parts of ordinances in conflict herewith are
13 hereby repealed to the extent of such conflict.

14 Section 4. Severability. If any portion of this Ordinance is for any reason held invalid or
15 declared to be unconstitutional, inoperative, or void by any court of competent jurisdiction, such
16 holdings shall not affect the validity of the remainder of this Ordinance.

17 Section 5. Effective Date. This Ordinance shall become effective only upon approval of
18 the related City of Tallahassee referendum in the 2024 general election.

19 *Noted that it was
adopted 11-5-24*

1 INTRODUCED in the City Commission on the 24th day of April, 2024.

2 PASSED by the City Commission on the 8th day of May, 2024.

3
4 CITY OF TALLAHASSEE

5
6
7
8 By: _____
9 John E. Dailey
10 Mayor

11
12
13 ATTEST:

14 APPROVED AS TO FORM:

15
16
17 By: _____
18 James O. Cooke, IV
19 City Treasurer-Clerk

By: _____
Amy M. Toman
City Attorney