



2025/2026 CHARTER REVIEW COMMISSION AGENDA

January 12, 2026

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

2025/2026 Charter Review Commission Minutes December 15, 2025.

DISCUSSION ITEMS

1. Overview of Clerk of Court Responsibilities as ex officio Clerk of the Board of County Commissioners - Speaker

PUBLIC COMMENT

OLD BUSINESS

1. Updated Charter Topic List
2. Article II Organization of County Government, Section 2.2: Legislative Branch, C. Salaries and Other Compensation

NEW BUSINESS

1. Article II Organization of County Government, Section 2.2: Legislative Branch, I. Initiative
2. Article II Organization of County Government, Section 2.3: Executive Branch, D. Commission Auditor

PUBLIC COMMENT

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, January 12 5:00 PM

TO: DATE:

FROM:

SUBJECT:

AGENDA
ITEM
TYPE:

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	12/16/2025 - 11:07 AM	Item Pushed to Agenda



Agenda Item
Clay County Charter Review Commission

Clay County Administration Building
Monday, January 12 5:00 PM

TO: CRC DATE: 1/7/2026

FROM: Teresa
Capo

SUBJECT:

AGENDA
ITEM TYPE:

ATTACHMENTS:

Description	Type	Upload Date	File Name
2025/2026 Charter Review Commission Minutes December 15, 2025.	Backup Material	1/8/2026	Charter_Review_Commission_Meeting_Minutes_December_15__2025.ADA_aw.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	1/7/2026 - 1:20 PM	Item Pushed to Agenda



2025/2026 CHARTER REVIEW COMMISSION MINUTES

December 15, 2025

5:00 PM

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

INVOCATION

Scotty Taylor gave the Invocation.

PLEDGE OF ALLEGIANCE

Steve Anderson led the Pledge of Allegiance.

CALL TO ORDER

Chairman Courtney Connor called the meeting to order at 5:02 pm.

WELCOME

Chairman Courtney Connor welcomed all in attendance and spoke about the success of the county events that took place and thanked county staff and CCSO/CCFR for all their hard work and efforts.

ROLL CALL

Present: Courtney Connor, Chairman
Yul McNair, Vice-Chairman
Rhonda Jett
Matthew Mitchell
Kurt Musser
Debbie Pascoe
Brandon Salter
Susan Callahan
Steve Anderson
Kristy Perry
Bill Engelbrecht
Joe Delgado
Van Royal left @ 6:00 pm
Len Hering
Scotty Taylor

Absent: Sherry Warren
Tim Nguyen

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

APPROVAL OF MINUTES

Charter Review Commission Meeting Minutes - November 17, 2025

Rhonda Jett made a motion for approval of the November 17, 2025, CRC Meeting minutes, seconded by Van Royal, which carried 11-0, with Len Herring abstaining due to his absence.

Before moving on to the agenda items, Chairman Courtney Connor provided an overview of the discussion topics for today's meeting and noted the information attached to the agenda for review.

DISCUSSION ITEMS

1. District vs. At Large - 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 7:39 and ending at 1:03:02. Below is a summary of the discussion.

Commissioner Jim Renninger, District 3, presented a PowerPoint to provide an overview and details for the discussion of Districts vs. At-Large Speaker. See Attachment A.

There were questions and discussion regarding Commissioners pay in other counties that are 'like' Clay County (driven by statute for Clay County and is population based) vs. Clay County, creation of staff for Commissioners and who assist all five commissioners (Teresa Capo), clarifications for salaries for county Commissioners and history for districts/At large seats, the job the commission is expected to do, the timeline when BoCC salaries were on the ballot, population of Clay County, expanding the number of commissioners and the efficiency of the BoCC and operations and attracting the quality of individuals to run for the commission.

PUBLIC COMMENT

Chairman Courtney Connor opened the floor for public comment at 6:03 pm.

Hearing no comments, Chairman Courtney Connor closed the public comment at 6:03 pm.

OLD BUSINESS

1. Acceptance of Resignation from the Charter Review Commission- Randy Bowman

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 1:03:21 and ending at 1:04:06. Below is a summary of the discussion and vote for this agenda item.

Chairman Courtney Connor opened the floor to discuss the resignation submitted by Randy Bowman and mentioned the reason for his resignation.

Len Hering made a motion for approval to accept the resignation submitted by Randy Bowman, seconded by Rhonda Jett, which carried unanimously.

2. Updated Charter Topic List

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 1:04:07 and ending at 1:04:40. Below is a summary of the discussion.

Chairman Courtney Connor mentioned that the updated Charter topic list is attached to the agenda for review with the addition of utility tax.

No action was required by the Commission.

3. CRC Final Reports of 17/18 CRC and 21/22 CRC

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 1:04:41 and ending at 1:05:07. Below is a summary of the discussion.

Chairman Courtney Connor noted the reports regarding ballot language requested at the previous meeting are attached to the back-up/agenda for review and information.

No action was required by the Commission.

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

Item One (1) (NB) 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 1:05:08 and ending at 1:05:15. Below is a summary of the discussion.

tv-and-video-archive/Charter Review Commission/November 17, 2025, beginning at 1:05:27 and ending at 1:19:46. Below is a summary of the discussion and vote for this agenda item

Chairman Courtney Connor opened the floor to discuss Article II, Organization of County Government, Section 2:2: Legislative - Branch A, as noted above.

The Commission discussed CRC setting the foundation, addressing the needs of the county, conflicts with having an At-Large, the number of administrative assistants for commissioners and compensation, removing verbiage/language from the charter, and whether to keep district-wide voting in Clay County or change it.

Following all discussion, Len Herring made a motion for approval to leave District voting as is, seconded by Rhonda Jett, which carried unanimously.

2. Article II Organization of County Government, Section 2.2: Legislative Branch, C. Salaries and Other Compensation
 - 2018 and 2022 Ballot Amendments Attached

Item Two (2) (NB) can be seen at www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/November 17, 2025, beginning at 1:19:49 and ending at 2:05:20. Below is a summary of the discussion and vote for this agenda item.

Chairman Courtney Connor opened the floor to discuss Article II, Organization of County Government, Section 2:2: Legislative Branch C, as noted above, and provided an overview of the topic. The information discussed is attached to the agenda.

The Commission had lengthy comments, questions and discussions regarding reasons to support or oppose an increase in pay for BoCC and the language to place on the ballot as well as approaching the issues differently, aligning with Florida statute, addition of staff, salary if aligned, teachers salary vs commissioners, growth in the county, funding an increase, infrastructure, duties of the BoCC, funding source for teachers' salaries, compensating the commissions correctly, attracting good applicants, job description, justification for making changes, having the CRC attorney provide new language to be considered, having the financial impact, county vs city charter, proposing a revision, raising vs. adjusting salaries, the statutory requirements for the disclosure, and the outcome of the amendment in Tallahassee.

Chairman Connor spoke about the CRC's proposed language to be placed on the ballot regarding commissioners' salaries.

Following a brief discussion, Bill Engelbrecht made a motion for approval to pursue language for the ballot, seconded by Kristy Perry. There was a request to clarify the motion. Mr. Engelbrecht clarified and amended the motion to move forward to pursue language for the ballot with proper verbiage and content, seconded by Kristy Perry. Further clarification was provided, and discussion continued regarding next steps. The motion carried 9-2, with Rhonda Jett and Matthew Mitchell in opposition.

Following the vote, the Commission continued clarification for discussion regarding the content, language, and formatting.

Steve Anderson made a motion to approve raising the county commissioners' salaries to align with state law and to have the CRC attorney review the language, seconded by Len Hering. There was a concern about the language in the motion. Steve Anderson moved to amend the motion for approval to adjust, not raise, seconded by Debbie Pascoe; the motion carried 10-1, with Matthew Mitchell in opposition.

Discussion was had regarding the timeframe for review of language by the CAC Attorney and the next meeting date - January 15, 2026.

PUBLIC HEARING

Public Comment 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 2:05:21 and ending at 2:08:08. Below is a summary of the discussion.

Chairman Courtney Connor opened the floor for public comment at 7:05 pm.

Helana Cormier, 2839 Woodbridge Crossing Court, Green Cove Springs, Florida, addressed the Board to express her gratitude for their hard work and spoke on topics addressed by the Commission.

Hearing no other comments, Chairman Courtney Connor closed the public comment at 7:08 pm.

CRC MEMBER COMMENTS

CRC Comments 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 2:08:12 and ending at 2:18:07. Below is a summary of the discussion.

Bill Engelbrecht spoke about his opposition to increasing costs on taxpayers, his support for a budget-neutral item, and the need to make cuts. Mr. Engelbrecht requested presentations from the County Manager to clarify funding and budget, as well as a presentation from engineering regarding road improvements.

Len Hering agreed with Mr. Engelbrecht and expressed his concerns about the lack of infrastructure and the need for County Commissioners to hold Tallahassee and developers accountable.

Debbie Pascoe mentioned addressing the bridge developer to discuss future growth plans.

There were comments about the responsibility for expanding infrastructure and schools.

Matthew Mitchell expressed his gratitude to Commissioner Jim Renninger for attending the meeting and for the information/presentation provided. Mr. Mitchell spoke about his support of the Commissioners and reasons for his opposition regarding salary increase.

There was a brief discussion regarding setting the agenda for the upcoming meetings.

Hearing no further discussions, Chairman Courtney Connor adjourned the meeting at 7:18 pm.

Attest:

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

Chairman or Vice-Chairman

Attachment
“A”
District vs At-Large

Review Commission

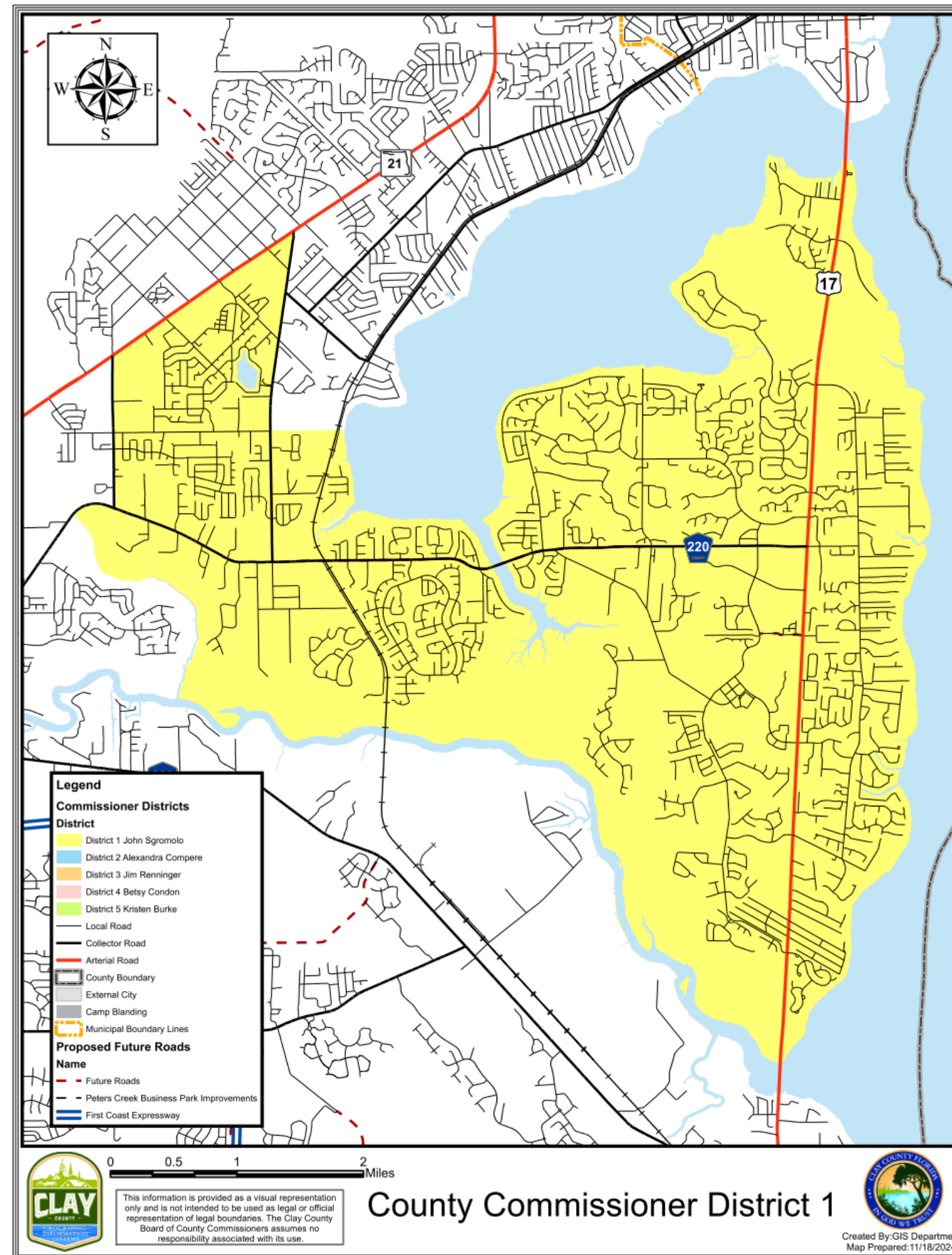
Section 2.2: Legislative Branch

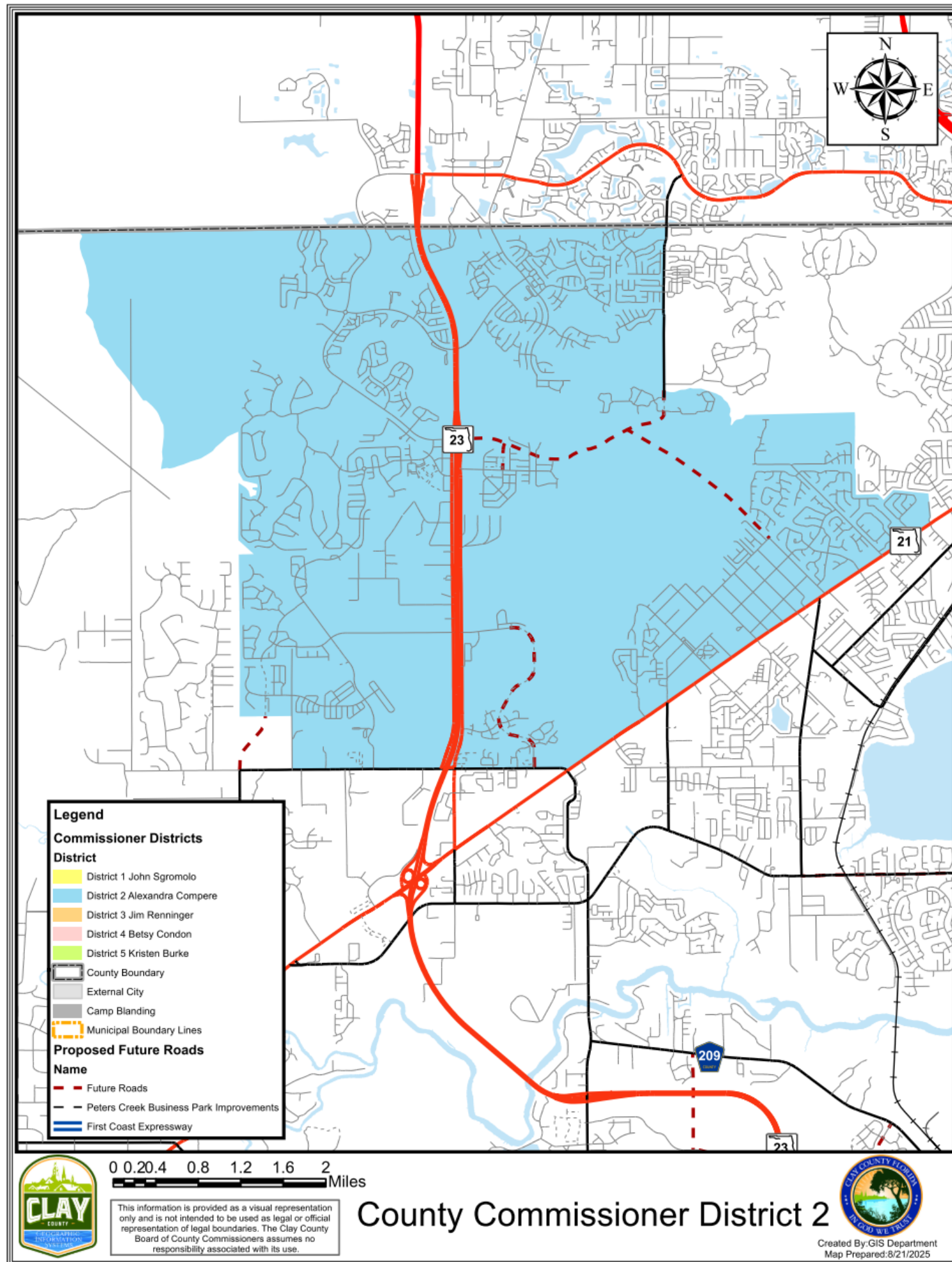


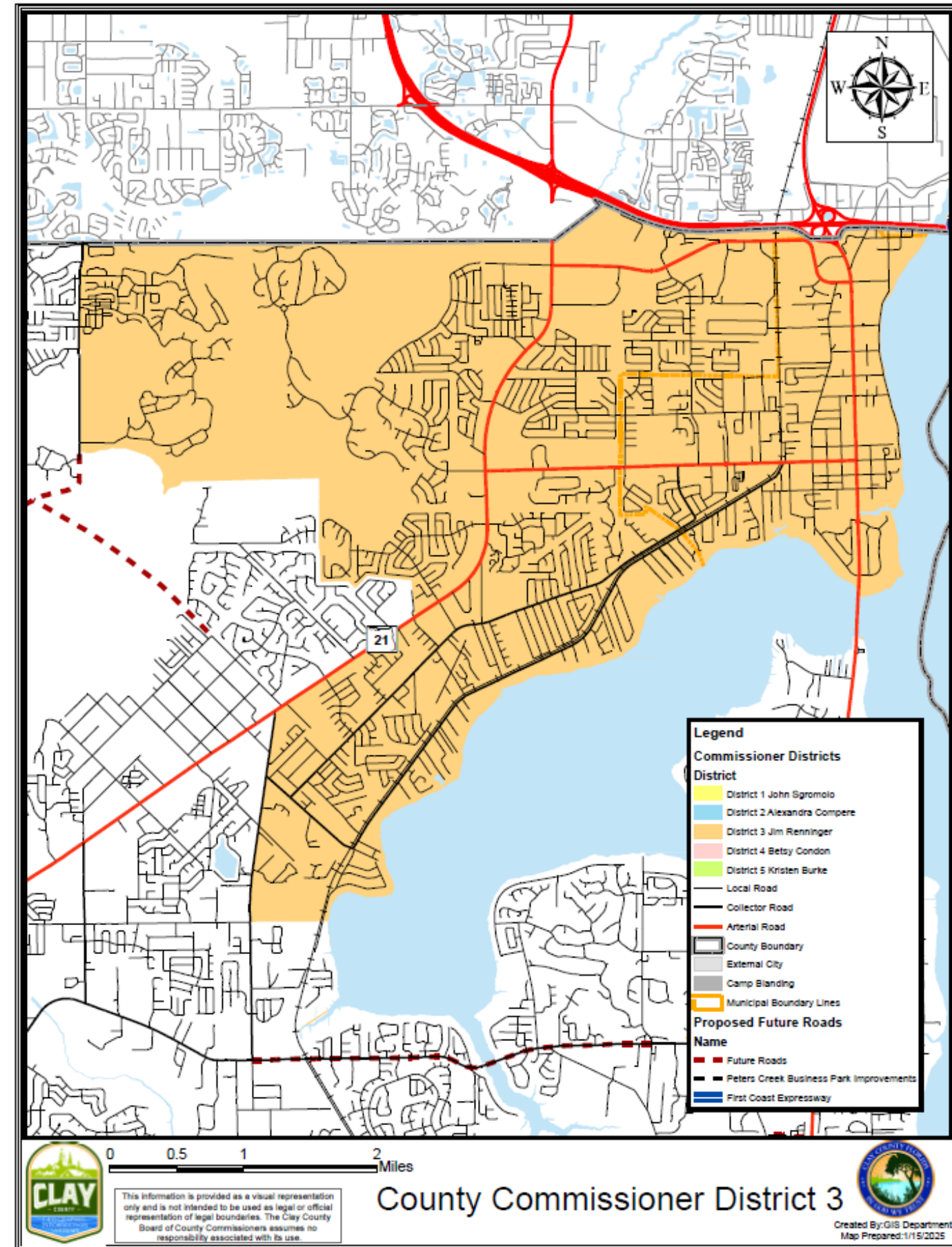
Section 2.2 Legislative Branch

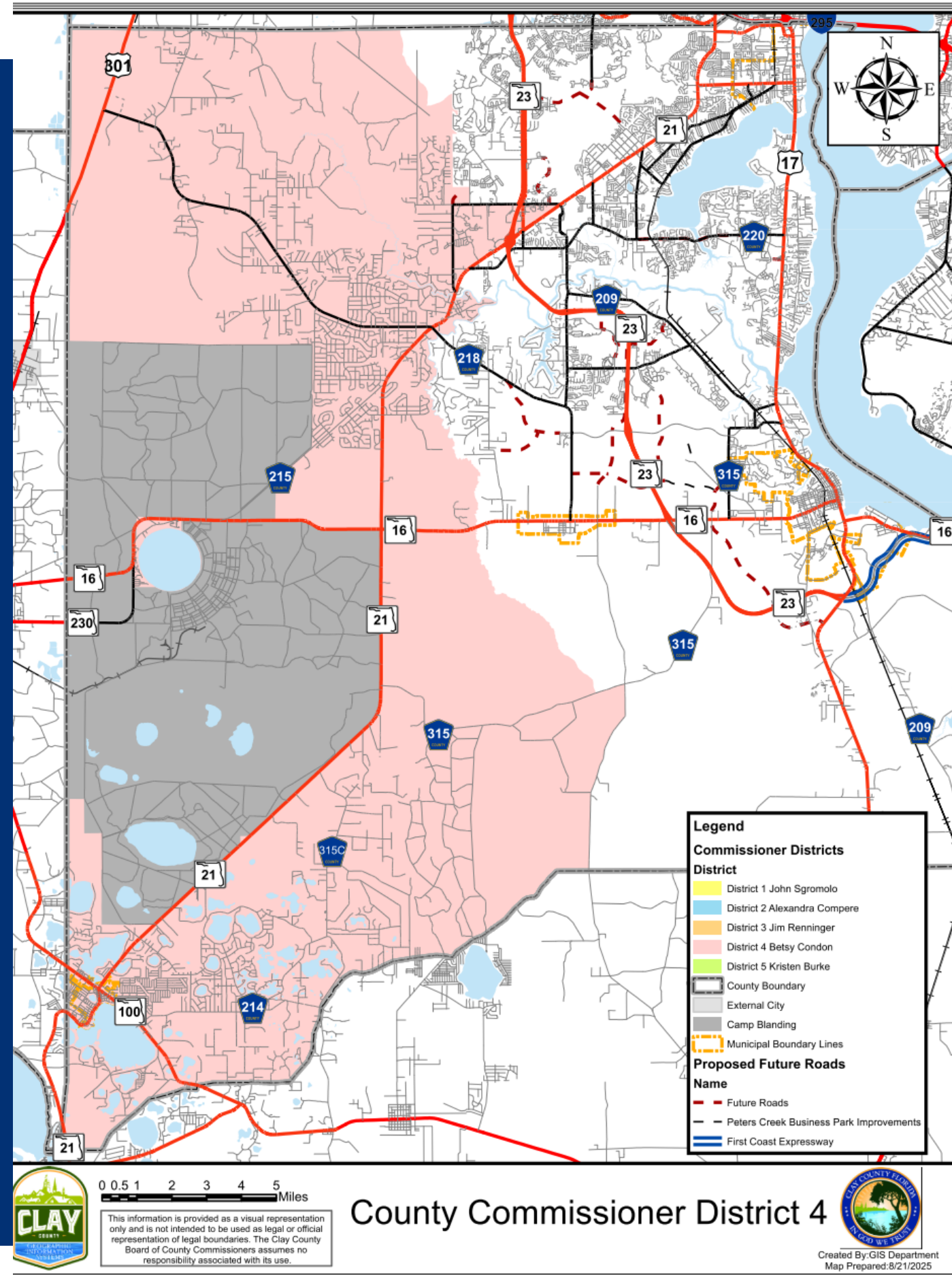
A. The governing body of the County shall be a Board of County Commissioners composed of five (5) members serving staggered terms of four years. There shall be pursuant to general law one county Commissioner for each of the five County Commission Election electors in the county Commissioner's own District. Each County Commissioner during the term of office shall reside in the district from which such Commissioner ran for office.... ,

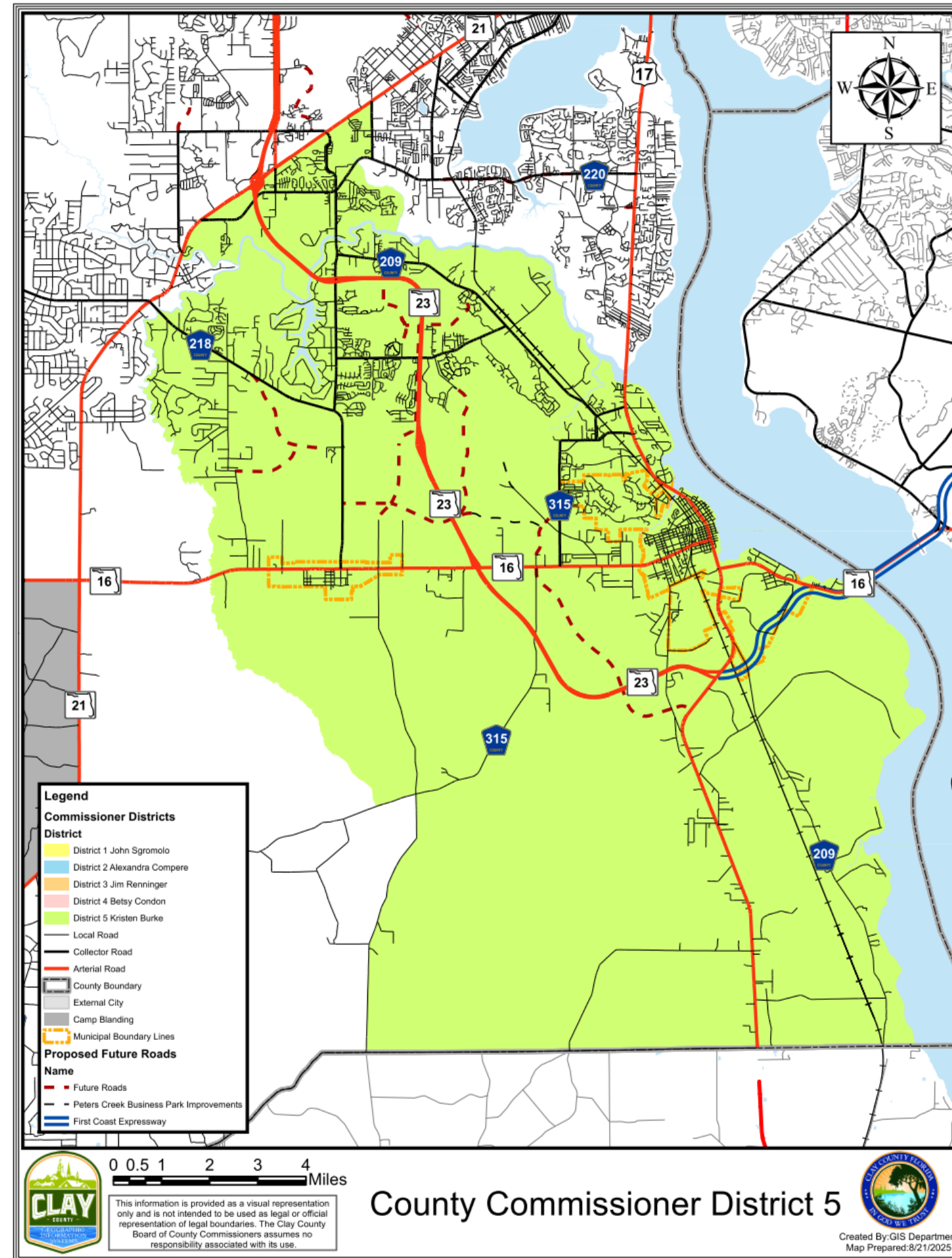


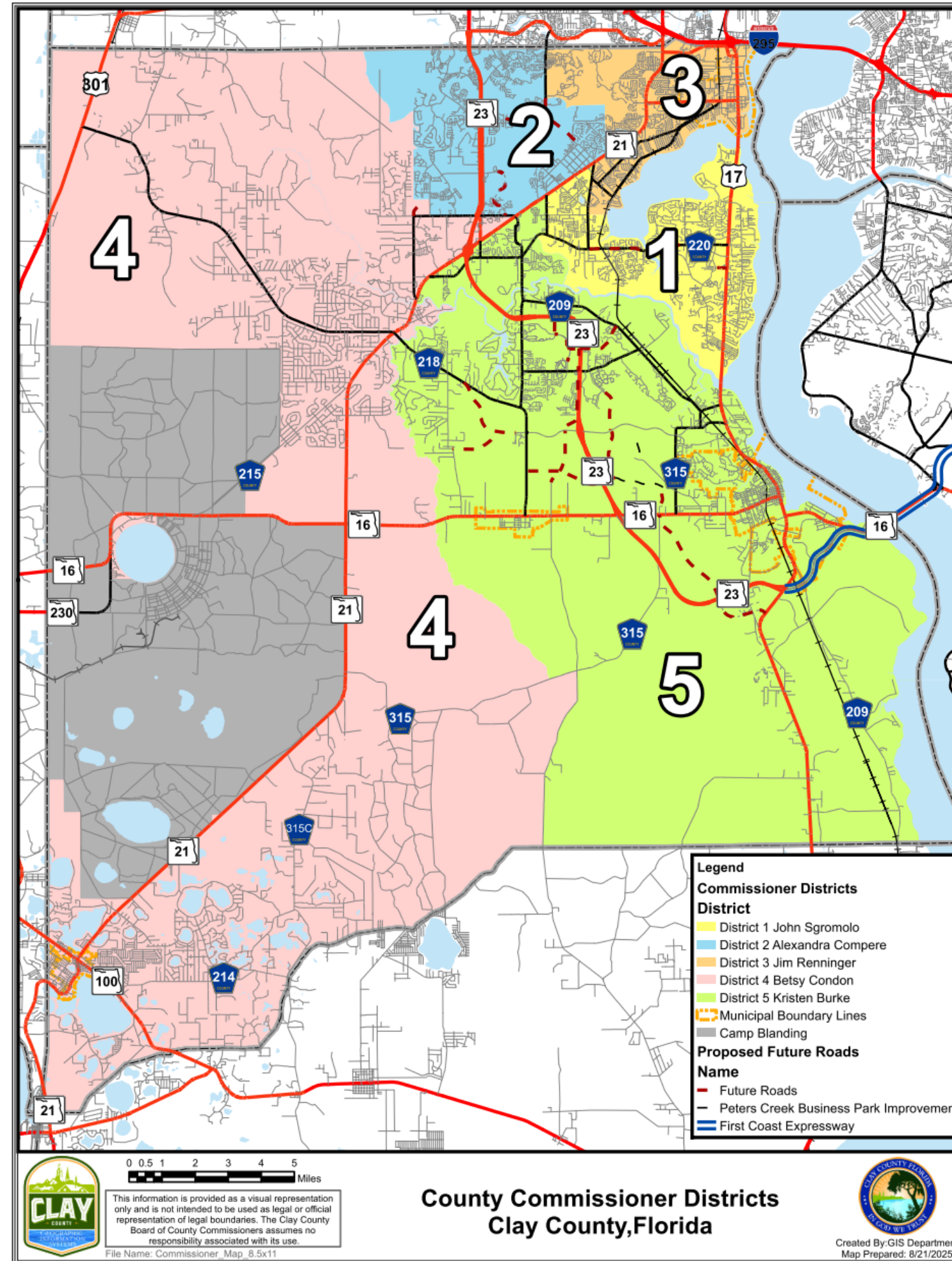


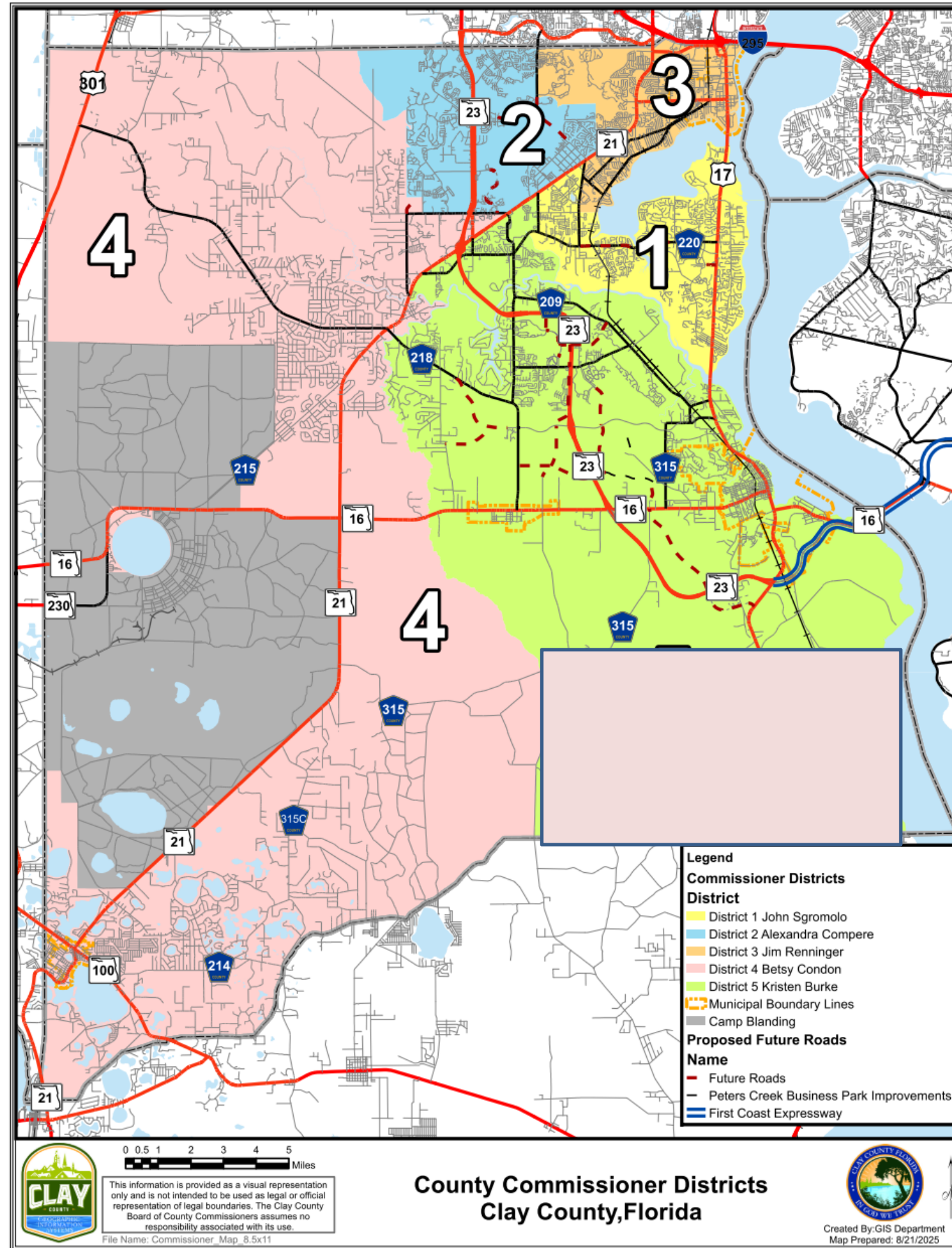












Section 2.2 Legislative Branch

Considerations	Single District	Countywide
➤ Campaign	\$20k (10 miles)	\$100k (40 miles)
➤ Population	43.5+K	230+K
➤ Land Use	AG-Rural-Suburban-Commercial	All
➤ Socio-Economic	Homeless – Estates	All
➤ Job task	Part Time	Full Time
➤ Salary (St Teacher)	\$37K (No pay inc for 18 yr)	\$37K
➤ Assistant	1 per 5	1 per 5
➤ All legislation applies to entire county so there is really no District		
Legislation/Commissioner		



Section 2.2 Legislative Branch

Future Considerations

- EY 20 1 commissioner did not run for second term
- EY 24 3 of 3 commission seats were unchallenged
- EY 26 1 commissioner will not run for second term
- Commissioners Today: Talented, highly experienced, professional, responsive
- Commissioners Tomorrow: ?????





Agenda Item
Clay County Charter Review Commission

Clay County Administration Building
Monday, January 12 5:00 PM

TO: DATE:

FROM:

SUBJECT:

AGENDA
ITEM
TYPE:

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	12/16/2025 - 11:09 AM	Item Pushed to Agenda



Agenda Item
Clay County Charter Review Commission

Clay County Administration Building
Monday, January 12 5:00 PM

TO: CRC DATE: 12/16/2025

FROM: Teresa
Capo

SUBJECT:

AGENDA ITEM
TYPE:

ATTACHMENTS:

Description	Type	Upload Date	File Name
Updated Charter Topic List	Cover Memo	12/23/2025	2025-26_CRC_Charter_Topic_Suggestions_12152025.ADA_aw.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	12/16/2025 - 11:19 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~~ (decided 12.15.25)
- ~~• Single member districts vs. countywide~~ (decided 12.15.25)

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, January 12 5:00 PM

TO: CRC

DATE: 12/16/2025

FROM: Teresa
Capo

SUBJECT:

AGENDA ITEM
TYPE:

ATTACHMENTS:

Description	Type	Upload Date	File Name
Article II Organization of County Government Section 2.2 Legislative Branch C Salaries and Other Compensation	Backup Material	12/23/2025	Article_II_Organization_of_County_Governemnt_Section_2.2_Legislative_Branch_C_Salaries_and_Other_Com.ADA_;

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	12/16/2025 - 12:25 PM	Item Pushed to Agenda

ARTICLE II
ORGANIZATION OF COUNTY GOVERNMENT

Section 2.2: Legislative Branch.

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.



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FROM: Teresa
Capo

SUBJECT:

AGENDA ITEM
TYPE:

ATTACHMENTS:

Description	Type	Upload Date	File Name
Article II Organization of County Government Section 2.2 Legislative Branch I Initiative	Backup Material	12/23/2025	Article_II_Organization_of_County_Govermemnt_Section_2.2_Legislative_Branch_I_Initiative.ADA_aw.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	12/16/2025 - 12:25 PM	Item Pushed to Agenda

ARTICLE II

ORGANIZATION OF COUNTY GOVERNMENT

Section 2.2: Legislative Branch.

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 employees, the levy and collection of taxes, and the re-zoning of an individual parcel of land.



Agenda Item
Clay County Charter Review Commission

Clay County Administration Building
Monday, January 12 5:00 PM

TO: CRC DATE: 12/16/2025

FROM: Teresa
Capo

SUBJECT:

AGENDA ITEM
TYPE:

ATTACHMENTS:

Description	Type	Upload Date	File Name
Article II Organization of County Government			
▣ Section 2.3 Executive Branch D Commission Auditor	Backup Material	12/23/2025	Article_II_Organization_of_County_Government_Section_2.3_Executie_Branch_D_Commission_Auditor.ADA_aw.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
BCC	Capo, Teresa	Approved	12/16/2025 - 12:25 PM	Item Pushed to Agenda

ARTICLE II
ORGANIZATION OF COUNTY GOVERNMENT

Section 2.3: Executive Branch.

D. Commission Auditor.

(1) The Commission Auditor shall be appointed by and may be terminated with or without cause by a majority of the membership of the Board of County Commissioners. The Commission Auditor shall be responsible for the maintenance of the internal controls employed to monitor and document financial, performance, efficiency and compliance matters related to all components and programs of County government directly under the Board of County Commissioners, and for interfacing with all external auditors engaged by the Board of County Commissioners.

(2) At the time of his or her appointment, and throughout his or her tenure, the Commission Auditor shall be a certified public accountant holding an active license to practice public accountancy in the State of Florida, or shall be qualified by education and experience in governmental accounting, internal auditing practices and fiscal controls, and shall meet such other qualifications as may be established by the Board of County Commissioners.

(3) To the degree necessary to fulfill his or her responsibilities under Paragraph (1), the Commission Auditor:

- (a) Shall have the power and authority to conduct financial and compliance, economy and efficiency, and performance and post audits of all components and programs of County government directly under the Board of County Commissioners.
- (b) Shall have free and unrestricted access to all of the employees, officials, records, and reports of the components and programs of County government directly under the Board of County Commissioners, and, where appropriate, may require all branches, departments, and officials of the components and programs of County government directly under the Board of County Commissioners to provide oral and written reports and to produce documents, files and other records.
- (4) Assistant Commission Auditors shall be appointed by and be responsible to the Commission Auditor. The appointment of any Assistant Commission Auditor shall be subject to the appropriation of funds therefor by the Board of County Commissioners. The Commission Auditor shall have the sole authority to suspend or terminate any Assistant Commission Auditor with or without cause.