



BOARD OF COUNTY COMMISSIONERS MEETING MINUTES

June 11, 2024

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

INVOCATION

Commissioner Kristen Burke, District 5, gave the Invocation.

PLEDGE

US Navy Petty Officer Third Class Robert Roland Powers led the Pledge of Allegiance.

Chairman James Renninger said Petty Officer Robert Powers was born in Clarksville, Tennessee, on June 13, 1924. In two days, he will be celebrating his 100th birthday! Pearl Harbor happened the same year Petty Officer Powers graduated high school in 1941. He, his younger brother, and their two friends joined the military together. They all ended up in different branches, but Petty Officer Powers joined the Navy, where he became a member of the Seabees - the United States Naval Construction Battalions. He began his service in July 1943 and was honorably discharged in May 1946. After World War II - he graduated from the Bowling Green College of Commerce and married his wife, Pat. He worked as an accountant until 1990 and loved to sing at weddings and funerals in his free time. When Petty Officer Powers retired, he moved from Tennessee to Jacksonville and sang in choirs at Mandarin Christian Church - Bay Meadows Baptist Church and University Baptist Church. Chairman Renninger wished Petty Officer Powers a Happy Birthday!

The Board presented Petty Officer Powers with a Certificate of Appreciation for his service and for leading the Pledge of Allegiance at today's meeting. In attendance along with Petty Officer Powers: Family Members:

- Alicia Powers
- Roland Powers (Jr)
- Christy Love
- John Benton

Petty Officer Powers thanked the Board for allowing him to lead the Pledge of Allegiance and spoke about his appreciation for life during and after the military.

CALL TO ORDER

Chairman James Renninger called the meeting to order at 4:10 pm.

ROLL CALL

Present: Commissioner District 3 James Renninger, Chairman
Commissioner District 1 Mike Cella, Vice-Chairman
Commissioner District 2 Alexandra Compere
Commissioner District 4 Betsy Condon
Commissioner District 5 Dr. Kristen T. Burke

Absent: None

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

PET ADOPTIONS

Teresa Capo, Executive Assistant, presented a PowerPoint presentation of pets available for adoption - Rocky (dog) - Ralphie (dog) - Astrid (cat.) If you are interested in adopting a pet, contact clayadoptions@claycountygov.com or call (904) 269-6342. Ms. Capo stated that Clay County Animal Services also offers community rabies and microchip clinics every month from 3:00 pm to 5:00 pm on the first Thursday of every month. The "Kitten Crew" is always looking for fosters. If you are interested, please contact clayfosters@claycountygov.com. If you are interested in helping our furry friends but cannot take one home, please look at our Amazon wish list. (Amazon.com). We always need items for our foster kittens and shelter animals. See Attachment A.

PROCLAMATIONS/RESOLUTIONS

1. Amateur Radio Week (June 17-23, 2024)

*Amateur Radio Proclamation can be seen-at-
www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC
Agenda/June 11, 2024, beginning at 12:25 and ending at 18:05. Below is a summary
of the discussion and vote.*

Chairman James Renninger said Amateur Radio Operators are celebrating more than a century of broadcast over the airwaves. We honor their dedicated service and valuable partnerships in Florida, especially during hurricane season, when they step up to ensure constant communication with emergency managers and impacted communities.

Present for the Proclamation:

- Scott Roberts - Assistant Emergency Coordinator and Public Information Officer with Clay County's Amateur Radio Emergency Service

Commissioner Kristen Burke read the Proclamation for Amateur Radio Week - June 17 through June 23, 2024.

Chairman James Renninger made a motion for approval of the Proclamation, seconded by Commissioner Alexandra Compere, which carried 5-0.

Mr. Roberts spoke about the upcoming event at Camp Chowenwaw on June 22 and 23, 2024, and talked about the activities that will be held that citizens can participate in.

Tim Devin, Director of Clay County Emergency Management, expressed his appreciation for the partnership with Amateur Radio Emergency Services (ARES), Mr. Roberts, and his team.

DECLARATIONS

2. National Mosquito Control Awareness Week (June 20-26, 2024)

Chairman James Renninger spoke about the Declaration on today's agenda for Mosquito Control Awareness Week. Last fiscal year, the Clay County Mosquito Control Program treated more than 235,000 acres of rural and urban property county-wide, utilizing effective and environmentally safe mosquito control practices. Chairman Renninger encouraged everyone to read the Declaration.

CONSTITUTIONAL OFFICERS

3. Tax Deed Sale Process (T. Green)

Chairman James Renninger recognized Sheriff Michelle Cook and Undersheriff Ron Lendvay and thanked them for their attendance.

Tax Deed Sale Process can be seen-at-[www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/June 11, 2024](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC_Agenda/June_11,_2024), beginning at 19:20 and ending at 42:30. Below is a summary of the discussion.

Tara S. Green, Clerk of Court and Comptroller, recognized several team members in attendance -Tracie McRae - Chief Operations Officer; Brian Byrd - General Counsel, and Stephanie Davis - Tax Manager with CCTC, and addressed the Board to provide details and an overview for the Tax Deed Sale Process. See Attachment B. Clerk and Comptroller Green also referenced the Clerk's website to provide more information regarding Tax Deed Sales and the steps to find all the details associated with Tax Deeds and Lands Available—www.clayclerk.com – Tax Deeds and Foreclosures.

Questions and discussions were had regarding lien information, title search, bidders' responsibility, bidding process, lien process, available documents, hearings before the Special Magistrate, code enforcement process, fees, and auction process.

Chairman James Renninger recognized Bryan Campbell - US House of Representatives District Director from Representative Aaron Bean's Office, and Sarah Campbell, Town Manager of Orange Park.

APPROVAL OF MINUTES

4. Board of County Commissioners Meeting Minutes May 28, 2024.

Commissioner Betsy Condon made a motion for approval of the May 28, 2024, BCC meeting minutes, seconded by Vice-Chairman Mike Cella, which carried 5-0.

PUBLIC COMMENTS

Public Comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/June 11, 2024](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/June%2011,%202024), beginning at 43:15 and ending at 46:02. Below is a summary of the discussion.

Chairman James Renninger opened the floor for public comment at 4:45 pm.

Dennis Metheny, 1825 B Green Springs Circle, Fleming Island, addressed the Board to express his gratitude to CCSO and Sheriff Michelle Cook.

Hearing no other comments, Chairman James Renninger closed public comment at 4:47 pm.

CONSENT AGENDA

5. Finance Business

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

6. Bid No. 23/24-056, Cold Mix Asphalt (K. Smith)

Approval to post Notice of Intent to Award Bid 23/24-056, Cold Mix Asphalt to Duval Asphalt Products, Inc. at the per ton cost provided in the bid submittal. Approval of award will be effective after the 72-hour protest period has expired.

Funding Source:

Transportation Trust Fund - Public Works - Road Materials and Supplies

7. Bid No. 23/24-063, Material and Delivery of Stormwater Drainage Pipe (K. Smith)

Approval to award Bid No. 23/24-063, Material and Delivery of Stormwater Drainage Pipe to both Core & Maine LP and to Gulf Atlantic Co, Inc. at the unit costs provided in the bid submittals. Approval of award will be effective after the 72-hour protest period has expired. Drainage Pipe is purchased as needed.

Funding Source:

Transportation Trust Fund - Public Works - Road Materials and Supplies

8. Second Renewal and First Amendment to Agreement with Command Counseling Center, LLC (D. Motes)

A) Approval of the Second Renewal and First Amendment to Agreement No. 2021/2022-188 with Command Counseling Center, LLC for Clinical Services in the amount of \$96,996.00 annually. Command Counseling Center is a sole source provider of these services.

B) Approval of advanced payment (\$24,249.00 quarterly).

Funding Source:

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

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

9. Thirteenth Amendment to Agreement No. 2020/2021-213 for Professional Engineering Design Consultant Services regarding Project 6A with Jacobs Engineering Group Inc. (E. Dendor)

Approval of the Thirteenth Amendment to Agreement No. 2020/2021-213 for Professional Engineering Design Consultant Services for the Bonded Transportation Program Project 6A with Jacobs Engineering Group Inc. in the total amount of \$25,345.16.

Funding Source:

2020 Bond Construction Fund - FCC-US17 to CR315 - Infrastructure

10. Interlocal Agreement with the Clay County School Board Re: Funding for School Resource Officers (July 1, 2024 - June 30, 2027) (C. Grimm)

A) Approval of the Interlocal Agreement with the Clay County School Board regarding Funding for School Resource Officers (July 1, 2024 - June 30, 2027)

B) Approval of the accompanying budget resolution.

11. Satisfaction of Mortgage for Croston, Downard, Watson and Webb (T. Sumner)
12. Deed of Easement from CSX Transportation, Inc. to Clay County for widening of Russell Road (County Road 209) (C. Grimm)

Commissioner Kristen Burke made a motion for approval of the Consent Agenda, seconded by Commissioner Betsy Condon, which carried 5-0.

DISCUSSION/UPDATES

13. Progress Report on the Bonded Transportation Program (E. Dendor)

Progress Report - BTP can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/June 11, 2024](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/June%2011,%202024), beginning at 46:43 and ending at 56:30. Below is a summary of the discussion.

Ed Dendor, Program Administrator of the Bonded Transportation Program, spoke about the injured worker who was struck early this morning around Watkins Road and Russell Road and asked for prayers for healing, as well as for his family, friends, and co-workers.

Mr. Dendor then addressed the Board to give a brief overview of the progress report attached to the agenda for the BTP on the following projects:

- **Project #1 – CR 218 from Masters Road to Pine Tree Lane:** Anderson Columbia was issued a construction notice to proceed and the team held a preconstruction meeting on May 22nd. TECO gas continued relocating their gas main within the County's right-of-way. Our team released, for construction revision No. 3, to design around CCUA's lack of easements to install their gravity sewer main. Our team is reviewing shop drawings to approve drainage structures and CCUA sanitary sewer. The Contractor installed Portable Changeable Message Signs (PCMS) Boards and advance warning signs to notify the public of the upcoming roadway construction.
- **CMAR Group #2 Projects - #2, #5 and #6A:** Appraisals and offers continue for ponds sites and ROW acquisitions. Some ROW acquisitions continued to be pursued through the Eminent Domain proceedings.
 - **Project #2 (CR209):** Superior continued clearing and grubbing work along the right of way on CR209. Utility adjustments continued throughout the corridor. Over the next several weeks Drainage systems will be installation from Pond 2 to US 17. On May 15th the County held a preconstruction kick-off meeting with CSX for their railroad crossing widening and improvements. A request for CSX flagmen was processed with CSX. The CSX schedule is critical to the overall work plan and the team is working with the contractor and CSX to maximize program efficiency during the CSX crossing closure, in an attempt to minimize impacts to the traveling public.

- **Project #5 (CR220):** Very little progress on this project due to the continued Federal injunction caused by the FDEP 404 permit delay. Plans are completed and, on the shelf, awaiting permit approval.
- **Project #6A (CR315):** ROW acquisition efforts continued, some of the properties are being pursued through Eminent Domain proceedings. The team is developing a slimmed down version of the operational and signaling improvements due to the Federal injunction on the FDEP 404 permit. The team is working with Superior for a GMP on this slimmed down version. The slimmed down scope is being divided up into work for Project #6B, transition work near Maryland Avenue and into Project #2 for the intersection work at CR315 & CR315B. The team continues to track a new permit application through the Army Corps of Engineers, this submittal is a duplicated effort for what was originally submitted to FDEP and is due to the FDEP 404 Federal injunction.
- **CMAR Group #1 Projects - #3 and #4:** Bi-Monthly status meeting was held.
 - **Project #3A (CR209 AKA Russell Road):** The contractor, Kirby Development, for the CR209 section from just north of Oak Stream Road to just south of Watkins Road continued with the operational and safety improvements and the sidewalk along the eastern side of CR209. Due largely to the multiple acts of vandalism and damage to the contractor's equipment as well as multiple trespassing infractions into the contractor's workspace and site by the community, Clay County Sheriff Officers were added to safe-up the site. An engineered solution was proposed, reviewed, and agreed to for the cross-culvert connection south of Watkins. The solution was to redirect the outflow. While dewatering and performing this assessment damage was discovered inside the cross-drain pipes so an engineered solution was to add liners to the double 54" cross-drains. This intent is to avoid having a costly and timely replacement of these cross-drains, this project is on schedule, 61% of the project is completed with respect to time and 20% has been paid out.
 - **Project #3B:** (Connecting the east-end of project #4 and runs through the roundabout to CR 209B) Kiewit continued their pre-mobilization activities and held their bi-monthly 4-week look ahead status meetings. The team continued working with property owners to obtain the necessary right-of-way for the balance of the roadway realignment. Clay Electric will begin their underground electrical relocation at the CR 209B intersection & CR 209 on June 10th. The Contractor installed Portable Changeable Message Signs (PCMS) Boards and advance warning signs to notify the public of the upcoming roadway construction.
 - **Project #4 (CR739B AKA Sandridge Road):** Kiewit Infrastructure South Co. continues construction activities along both side and across Sandridge Road. This project is on schedule with 56% paid out and 62% of time has been used.
 - **Project #6B (AKA Cathedral Oak Parkway (COP & CR216), FKA the First Coast Connector):** The County's Team and Superior Construction Company Southeast, LLC (SCC) and their designer RS&H continued to hold bi-monthly status meetings. Cut and fill operations continue throughout the roadway corridor from SR23 at the far west-end of this project to CR 315 and Maryland Ave at the far east end. Pile driving continued on the west bank of Pete's Creek. Pile cap installation continued at the bridge while Superior

continued setting beams on the completed pile caps and continued to place rebar for placing the bridge deck. The first portion of the bridge deck was placed. Stormwater cross drainpipe installations continue to be placed along with sub-base, limestone, sidewalk, and curbing installation continued from west to east.

There were questions and discussions regarding the Corps of Engineers permit process.

Bryan Campbell, the District Director of the US House of Representatives, offered an update regarding the federal injunction, case status, and permit issue.

OLD BUSINESS

14. Issuance of the County's Sales Surtax Revenue Bonds, Series 2024: Approval of Resolution of the Board of County Commissioners of Clay County, Florida, supplementing Resolution No. 2019/2020-45 of the County; making certain covenants and agreements in connection with the issuance of the County's Sales Surtax Revenue Bonds, Series 2024, including approval of execution for the Bond Closing of the Bond Purchase Contract; Official Statement relating to Clay County, Florida, Sales Surtax Revenue Bonds, Series 2024; and Disclosure Dissemination Agent Agreement; and approving authorization for the Chairman of the Board of County Commissioners and/or County Manager to execute any other documents necessary to close the transaction (C. Grimm/T. Nagle)

Bonds discussion can be seen-at-[www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC Agenda/June 11, 2024](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC%20Agenda/June%2011,%202024), beginning at 56:35 and ending at 1:02:12. Below is a summary of the discussion and vote.

Courtney Grimm, County Attorney, addressed the Board to provide details and information for the Issuance of the County's Sales Surtax Revenue Bonds, Series 2024: Approval of Resolution of the Board of County Commissioners of Clay County, Florida, supplementing Resolution Number 2019/2020-45 of the County.

Jeremy Neufeld, Managing Director for PFM, provided more information and an explanation of the process and moving forward for the Sales and Surtax Revenue Bonds - Series 2024.

There was clarification for the number of the Resolution - 2023/2024-57 and the intent for the Resolution.

Commissioner Betsy Condon made a motion for approval, seconded by Vice-Chairman Mike Cella, which carried 5-0.

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

15. Lien Reduction

Case No. CE-23-021, 492 A Taylor Avenue, Orange Park, Florida
Vera M. Willis and Roger D. Willis, current property owners
Christopher Carson, potential property owner

*Lien Reduction - CE-23-021 can be seen-at-
www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC
Agenda/June 11, 2024, beginning at 1:02:18 and ending at 1:08:46. Below is a
summary of the discussion and vote.*

Chereese Stewart, Assistant County Manager, addressed the Board to provide details and information regarding the lien reduction request, Case Number CE-23-021, 492 A Taylor Avenue, Orange Park, Florida, including staff costs at \$1,540.00.

There were comments, questions, and discussions regarding the scope of work to clean up the property, costs for cleaning up and purchasing the property, and lien information.

Commissioner Alexandra Compere made a motion for approval of staff cost of \$1,540.00, seconded by Commissioner Betsy Condon; the property value was mentioned - roughly \$57,000.00 and the burden of the staff costs; the motion carried 5-0.

16. Public Hearing on Petition to Establish the Governors Park South Community Development District (C. Grimm)

Governors Park Property Holdings, LLC, has submitted to the Board a petition to establish the Governors Park South Community Development District within a 2,045-acre tract situated solely within unincorporated Clay County.

*Establishing the Governors Park South CDD can be seen-at-
www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC
Agenda/June 11, 2024, beginning at 1:08:49 and ending at 1:21:56. Below is a
summary of the discussion and vote.*

Courtney Grimm, County Attorney, addressed the Board to provide details and information regarding item 16 - the public hearing to establish the Governors Park South Community Development District. Governors Park Property Holdings, LLC, has submitted to the Board a petition to establish the Governors Park South Community Development District within a 2,045-acre tract situated solely within unincorporated Clay County, as well as item 17 - the Ordinance creating the CDD. County Attorney Grimm introduced the representative for Governors Park South - Michael Eckert, who has a presentation.

Michael Eckert, Legal Counsel for Governors Park South, presented a PowerPoint

presentation to the Board regarding the request to establish and create the Governors Park South CDD. See Attachment C.

There were questions and discussions regarding future development and recreational components for the development.

Chairman James Renninger opened the floor for the public hearing at 5:21 pm.

Hearing no comments, Chairman James Renninger closed the public hearing at 5:21 pm.

Vice-Chairman Mike Cella made a motion for approval, seconded by Commissioner Alexandra Compere, which carried 5-0.

17. Public Hearing for consideration of an Ordinance creating the Governors Park South Community Development District (C. Grimm)

All discussions regarding the creation of the Governor's Park South CDD were held during item 16.

Chairman James Renninger opened the floor for the public hearing at 5:22 pm.

Hearing no comments, Chairman James Renninger closed the public hearing at 5:22 pm.

Vice-Chairman Mike Cella made a motion for approval of the Ordinance creating the CDD, seconded by Commissioner Alexandra Compere, which carried 5-0.

Commissioner Alexandra Compere expressed her gratitude for the partnership with Mr. Eckert and his help transferring the land from the CDD to the county for the library in Oakleaf.

18. First Public Hearing to Consider the Community Development Block Grant (CDBG) Annual Action Plan for FY 2024-25 (M. Covey)

A 30-day Public Comment Period to gain community response to the plan begins on June 11, 2024, and will run through July 10, 2024. Public Meetings will be held on June 17, 18, and 27. All comments received will be included with the presentation of the final plan for adoption before the Board on Tuesday, July 23, 2024.

*Community Development Block Grant (CDBG) can be seen at-
www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June 11, 2024, beginning at 1:21:57 and ending at 1:25:04. Below is a summary of the discussion and vote.*

Megan Covey, Grants Director, addressed the Board to provide details and information

regarding the Community Development Block Grant (CDBG) Annual Action Plan for FY 2024-25. A 30-day Public Comment Period to gain community response to the plan begins on June 11, 2024, and will run through July 10, 2024. Public Meetings will be held on June 17, 18, and 27, 2024. All comments received will be included with the presentation of the final plan for adoption before the Board on Tuesday, July 23, 2024.

Feedback, questions, and discussions were held regarding the estimated number of people helped by the community clean-up.

Chairman James Renninger opened the floor for the public hearing at 5:26 pm.

Hearing no comments, Chairman James Renninger closed the public hearing at 5:26 pm.

No action was required by the Board.

19. Public Hearing on Petition to Vacate a Portion of Railroad Ave ROW Closure of a portion of Railroad AVE and unnamed Rd ROW

Railroad Avenue ROW - can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June 11, 2024](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June%2011,%202024), beginning at 1:25:06 and ending at 1:28:23. Below is a summary of the discussion and vote.

Richard Smith, Director of Engineering, addressed the Board to provide details and information regarding the Petition to Vacate a Portion of Railroad Ave ROW public hearing.

Susan Frasier, SLF Consulting, addressed the Board to provide more comments and information for the request to vacate the road.

There were questions and discussions regarding the applicant and the size of the property.

Chairman James Renninger opened the floor for the public hearing at 5:29 pm.

Hearing no comments, Chairman James Renninger closed the public hearing at 5:29 pm.

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

20. Public Hearing on Petition to Vacate a Portion of Seminole Ave ROW Closure of a portion of Seminole Ave right-of-way

Seminole Avenue ROW - can be seen-at-www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June 11, 2024, beginning at 1:28:27 and ending at 1:30:10. Below is a summary of the discussion and vote.

Richard Smith, Director of Engineering, addressed the Board to provide details and information regarding the request for a continuance for the public hearing on the Petition to Vacate a Portion of Seminole Road ROW and the request for a continuance until However, there would need to be a public hearing due to advertisement.

Chairman James Renninger opened the floor for the public hearing at 5:31 pm.

Hearing no comments, Chairman James Renninger closed the public hearing at 5:31 pm.

Vice-Chairman Mike Cella made a motion for approval of the continuance until June 25, 2024, BCC meeting, seconded by Commissioner Kristen Burke, which carried 5-0.

21. Public Hearing on Petition to Vacate a Portion of Melrose Rd ROW Closure of a portion of the Melrose Rd right-of-way

Melrose Road ROW - can be seen-at-www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June 11, 2024, beginning at 1:30:12 and ending at 2:16:48. Below is a summary of the discussion and vote.

Richard Smith, Director of Engineering, addressed the Board to provide details and information regarding the public hearing for the Petition to Vacate a Portion of Melrose Road ROW. There are lots of safety concerns.

There were questions and discussions regarding emergency access and if the road is used for emergency services. Jason Boree, Deputy Chief of Operations - CCFR, stated that the road is not used for emergency services.

Chairman James Renninger opened the floor for the public hearing at 5:38 pm.

Joseph Foy, 8296 Melrose Road, Melrose, Florida, addressed the Board in favor of the request to vacate the road.

Nancy Blicht, 8449 Lilly Lake Road, Melrose, Florida, addressed the Board in favor of the request to vacate the road.

Corey Meade, 8324 Melrose Road, Melrose, Florida, addressed the Board in favor of the request to vacate the road.

Kenneth Feeken, 8230 Melrose Road, Melrose, Florida, addressed the Board in favor of the request to vacate the road.

William Beck, 8485 Lilly Lake Road, Melrose, Florida, addressed the Board in opposition to the request to vacate the road.

Payton Capper, 8291 Melrose Road, Melrose, Florida, addressed the Board in favor of the request to vacate the road.

James Doty-O'Kelly, 8358 Lilly Lake Lane, Melrose, Florida, addressed the Board in opposition to closing the road.

Kenneth Berry, 8263 Melrose Road, Melrose, Florida, addressed the Board in opposition to closing the road.

Gordon Curtis, 6574 Opal Lake Lane, Melrose, Florida, addressed the Board in opposition to closing the road.

Logan Curtis, 8358 Lilly Lake Road, Melrose, Florida, addressed the Board in opposition to closing the road.

Joan Winkler, 8437 Lilly Lake Road, Melrose, Florida, addressed the Board in opposition to closing the road.

Reggie Tumlin, Applicant, 680 CR219, Melrose, Florida, addressed the Board to explain the request to vacate this portion of Melrose Road.

Hearing no other comments, Chairman James Renninger closed the public hearing at 6:05 pm.

Commissioner Betsy Condon spoke about the complexity of closing the road.

Commissioner Betsy Condon made a motion for approval to vacate Melrose Road, seconded by Vice-Chairman Mike Cella. There were comments and discussions regarding the concerns mentioned during the public hearing and what measures will be taken to close the road. The motion carried 5-0.

22. Final Public Hearing to consider adoption of COMP 24-0011 and ZON 24-0009. (District 5, Comm. Burke) (T. McCoy)

A. COMP 24-0011

This application is a FLUM Amendment to change approximately 4 acres from Rural Fringe (RF) to Industrial (IND).

B. ZON 24-0009

This application is a Rezoning to change from Agricultural Residential (AR) to Heavy Industrial (IB).

COMP-24-0011 and ZON-24-0009 can be seen-at-www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June 11, 2024, beginning at 2:16:57 and ending at 2:29:16. Below is a summary of the discussion and vote.

All those wishing to speak were sworn in.

Tanja McCoy, Senior Planner, presented a PowerPoint presentation regarding the public hearing to consider COMP-24-0011 and ZON-24-0009. See Attachment D.

- **COMP-24-0011**: FLUM Amendment to change approximately four acres from Rural Fringe (RF) to Industrial (IND).
- **ZON-24-0009**: Rezoning to change from Agricultural Residential (AR) to Heavy Industrial (IB).

Patrick Kennedy, 673 3rd Avenue, Welaka, Florida, Agent for the applicant, was available to answer questions from the Board.

With no questions, Chairman James Renninger opened the floor for the public hearing at 6:29 pm.

Hearing no comments, Chairman James Renninger closed the public hearing at 6:29 pm.

Commissioner Kristen Burke made a motion for approval of COMP-24-0011, seconded by Commissioner Alexandra Compere, which carried 5-0.

Commissioner Kristen Burke made a motion for approval of ZON-24-0009, seconded by Commissioner Alexandra Compere, which carried 5-0.

23. First Public Hearing to consider adoption of ZON 24-0007. (BSC) (T. McCoy)

This application is a Land Development Code change to Article III changing section 3-27(b) to add hotels as a permitted use.

ZON-24-0007 can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June 11, 2024](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June%2011,%202024), beginning at 2:29:18 and ending at 2:41:10. Below is a summary of the discussion.

Tanja McCoy, Senior Planner, presented a PowerPoint presentation regarding the public hearing to consider ZON-24-0007, a Land Development Code change to Article III, changing Section 3-27(b) to add hotels as a permitted use. See Attachment E.

There were questions and discussions regarding proposed changes to the LDC not to allow extended-stay hotels, the intent and height of the proposed development, and the surrounding development.

Chairman James Renninger opened the floor for the public hearing at 6:41 pm.

Hearing no comments, Chairman James Renninger closed the public hearing at 6:41 pm.

No action was required by the Board.

24. First Public Hearing to consider ZON-24-0003. (Debris Facilities) (D. Selig)

This application is a Staff initiated amendment to the Land Development Code to limit the zoning districts in which Land Clearing Debris Disposal Facilities are allowed. In addition, changes are proposed to the conditional use itself including amending the use name and some of the conditions of the use.

ZON-24-0003 can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June 11, 2024](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June%2011,%202024), beginning at 2:41:16 and ending at 2:43:55. Below is a summary of the discussion.

Dodie Selig, Chief Planner, addressed the Commission to provide information and details regarding the public hearing to consider ZON-24-0003; the staff initiated an amendment to the Land Development Code limiting the zoning districts in which Land Clearing Debris Disposal Facilities are allowed. There are also some proposed changes to the conditional use itself, including amending the use name and some of the conditions of the use.

There were questions and discussions regarding conditional use.

Chairman James Renninger opened the floor for the public hearing at 6:45 pm.

Hearing no comments, Chairman James Renninger closed the public hearing at 6:45 pm.

No action was required by the Board.

25. Final Public Hearing to consider adoption of COMP 24-0002 and ZON 24-0001. (District 5, Comm. Burke) (B. Carson)

A. COMP 24-0002

This application is a large scale Comprehensive Plan Amendment to change approximately 214 acres to relocate a Village Center within the Lake Asbury Master Plan Area.

B. ZON 24-0001

This application is a Rezoning to change approximately 214 acres to correspond to the land uses to relocate the Village Center within the Lake Asbury Master Plan Area and to change 4 acres to Public Ownership (PO-1).

COMP-24-0002 and ZON-24-0001 can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June 11, 2024](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June%2011,%202024), beginning at 2:43:56 and ending at 2:57:53. Below is a

summary of the discussion and vote.

Casey Dendor, England-Thims, and Miller, Inc., agent for the applicant, presented a PowerPoint presentation for the public hearing to consider COMP-24-0002 and ZON-24-0001. See Attachment F.

Beth Carson, Interim Deputy Director of Planning and Zoning, presented a PowerPoint presentation regarding the public hearing to consider adopting COMP-24-0002 and ZON-24-0001. See Attachment G.

- **COMP-24-0002:** A large-scale Comprehensive Plan Amendment to change approximately 214 acres to relocate a Village Center within the Lake Asbury Master Plan Area.
- **ZON-24-0001:** Rezoning to change approximately 214 acres to correspond to the land uses to relocate the Village Center within the Lake Asbury Master Plan Area and to change 4 acres to Public Ownership (PO-1).

Chairman James Renninger opened the floor for the public hearing at 6:57 pm.

Hearing no comments, Chairman James Renninger closed the public hearing at 6:57 pm.

Commissioner Kristen Burke made a motion for approval as discussed for COMP-24-0002, seconded by Vice-Chairman Mike Cella, which carried 5-0.

Commissioner Kristen Burke made a motion for approval of the amendments discussed for ZON-24-0001, seconded by Vice-Chairman Mike Cella, which carried 5-0.

26. Final Public Hearing to consider adoption of COMP 24-0005 (B. Carson)

This is a Text Amendment to add policies to the Capital Improvements Element and Community Facilities Element of the 2040 Comprehensive Plan in response to HB 1379.

COMP-24-0005 can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June 11, 2024](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June%2011,%202024), beginning at 2:57:56 and ending at 3:02:59. Below is a summary of the discussion and vote.

Beth Carson, Interim Deputy Director of Planning and Zoning, presented a PowerPoint presentation regarding the public hearing to consider the adoption of COMP 24-0005, Text Amendment to add policies to the Capital Improvements Element and Community Facilities Element of the 2040 Comprehensive Plan in response to HB 1379. See Attachment H.

Chairman James Renninger opened the floor for the public hearing at 7:03 pm.

Hearing no comments, Chairman James Renninger closed the public hearing at 7:03 pm.

Commissioner Betsy Condon made a motion for approval, seconded by Vice-Chairman Mike Cella, which carried 5-0.

LETTERS FOR ACTION

27. Discussion of Appointment to the Clay County Housing Finance Authority

Barbara Coleman (Insurance) is seeking reappointment to her seat on the Clay County Housing Finance Authority.

Letters for Action discussion can be seen-at-www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June 11, 2024, beginning at 3:03:02 and ending at 3:03:45. Below is a summary of the discussion and vote.

Chairman James Renninger opened the floor to discuss the Clay County Housing Finance Authority appointment. Ms. Coleman is seeking a reappointment.

Following all discussions, Commissioner Betsy Condon made a motion for approval, seconded by Commissioner Alexandra Compere, which carried 5-0.

LETTERS OF DOCUMENTATION

28. Bid Opening Tabulations (K. Smith)

Bid Opening Tabulation for May 21, 2024:

A. RFQ No. 23/24-009, Construction Engineering and Inspection Services for CR 220 Widening Phase I

Bid Opening Tabulations for May 31, 2024:

A. RFQ No. 23/24-053, Construction Engineering and Inspection Services for CR 220 Widening Phase 2

B. Bid No. 23/24-056, Cold Mix Asphalt

C. Bid No. 23/24-063, Material and Delivery of Stormwater Drainage Pipe

D. Bid No. 23/24-075, College Drive Visioning and Strategic Development Charrette

Chairman James Renninger acknowledged the Letters of Documentation.

PUBLIC COMMENTS

Chairman James Renninger opened the floor for public comment at 7:05 pm.

Hearing no comments, Chairman James Renninger closed public comment at 7:05 pm.

COMMISSION AUDITOR

Commission Auditor comments can be seen-at-www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June 11, 2024, beginning at 3:04:17 and ending at 3:25:25. Below is a summary of the discussion.

Heather Boucher, Commission Auditor, presented a PowerPoint presentation to provide details and information regarding the Franchise Hauler Program, the application process, and fees. See Attachment I.

There were questions and discussions regarding the application period and process, number of active haulers, limitations of the application period, managing applications, supporting small businesses, year-round schedule, and reviewing the ordinance and costs.

Following all discussions, the Board reached a consensus for the Ordinance to be reviewed and brought back before the Board for discussion.

Ms. Boucher addressed the Board to provide details and an overview of the Commission Auditor Policy that outlines the position's purpose, authority, and responsibilities and revisions made to the policy. See Attachment J.

There were questions and discussions regarding the added language in the policy, job description, and policy vs. procedure.

The Board requested that the document be reviewed and brought back to make a decision.

Commissioner Kristen Burke left the meeting at 7:27 pm and returned at 7:29 pm.

COUNTY ATTORNEY

County Attorney comments can be seen-at-www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June 11, 2024, beginning at 3:25:29 and ending at 3:26:38. Below is a summary of the discussion.

Courtney Grimm, County Attorney, reminded the Board of the June 25, 2024 bond date and introduced summer interns in her department.

- Ella Gibson - Sophomore at Ave Maria University

- Sophia Chaon - Senior at Middleburg High School
- Justin Aho - attending University of Florida law School

COUNTY MANAGER

County Manager comments can be seen at- www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June 11, 2024, beginning at 3:26:40 and ending at 3:30:15. Below is a summary of the discussion.

Howard Wanamaker, County Manager, introduced summer interns from several other departments and spoke about the partnership with the school board.

- Riley Chapman – Ridgeview High School - Communications
- Antonio McPhatter – Ridgeview High School - MIS
- Kaylie Glenn - Middleburg High School – MIS
- Xavier Greene – Ridgeview High School – UF/IFAS
- Dwight Shipley - Middleburg High School – Public Works
- Aurora Nieves – Ridgeview High School – Tourism

County Manager Wanamaker read part of a letter from Mr. George Egan from the Reinhold Corporation. See Attachment K.

County Manager Wanamaker reminded everyone about Hurricane Season and the Disaster Preparedness Sales Tax Holiday through Saturday, June 14, 2024.

COMMISSIONERS' COMMENTS

Commissioners Comments can be seen at- www.claycountygov.com/government/clay-county-tv-and-video-archive/BCC-Agenda/June 11, 2024, beginning at 3:30:17 and ending at 4:00:17. Below is a summary of the discussion.

Commissioner Betsy Condon spoke about the issues with the phone system. Commissioner Condon welcomed all the interns. Commissioner Condon thanked Eric Anderson for his attendance and his work in facilitating the strategic plan and spoke about attending the North Florida Regional Council meeting and the advantages that Clay County receives from the Regional Council. Commissioner Condon talked about the compliments from the CEO - Beth Payne, and President Whitehurst regarding the Agricola Project and commended the BCC for working with them to bring an extremely unique project to Clay County.

Commissioner Alexandra Compere thanked IT and staff for resolving her phone issue, being ready to address concerns, and being willing to respond quickly. Commissioner Compere also commended the Emergency Services Team for their work in diffusing an issue today.

Commissioner Kristen Burke spoke about visiting the command station at "Boaters Skip Day" and partnering with other counties and agencies. Commissioner Burke also spoke about her daughter, Kenzie, who is fostering a dog from the shelter, Cookie, and other fostering opportunities.

Vice-Chairman Mike Cella spoke about the Vineyard Transition Center and possible ways to support the program in helping with applying for grants and asked for feedback from the Board.

Questions and discussions were had regarding the grant writing procedure, identifying the needs for the program - i.e., building for the program, staff availability, process for requesting grants, adding the program to the non-profit funding policy, concerns regarding staff researching the grant, and suggestions for moving forward.

Following all discussions, reached a consensus to bring back a proposal as discussed.

Vice-Chairman Mike Cella congratulated Gary Newman, who was elected President of the Vietnam Veterans of America - Florida State Council, and David Treffinger for being elected as the Secretary. Vice-Chairman Cella also sent well wishes to Mr. Newman and his wife and thanked VOS for reaching out to them.

Chairman James Renninger spoke about Mr. Egan's letter and expressed gratitude for the compliments. Chairman Renninger thanked Mr. Eric Anderson for his attendance. Chairman Renninger amplified Commissioner Condon's comments regarding the Agricola project. Chairman Renninger mentioned the relocation of the Regional Council Headquarters to the Jessie Ball Building downtown. Chairman Renninger spoke about attending the Florida Youth Challenging Academy graduation. Lastly, Chairman Renninger commended the staff for all their hard work and Emergency Services for handling the situation this morning.

Commissioner Alexandra Compere also extended prayers to the injured worker from the accident that occurred this morning.

Hearing no further business, Chairman James Renninger adjourned the meeting at 8:02 pm.

Attest:



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

[Jim Renninger \(Jul 1, 2024 11:38 EDT\)](#)

Jim Renninger
Chairman or Vice-Chairman

Attachment
“A”
Pet Adoptions



Name: Rocky

ANIMAL ID: A0055581052



SEX: Neutered Male

BREED: Mixed Breed, 2 years old 38lbs

LOCATION: CCACC Main Shelter in Green Cove Springs

ABOUT: Meet Rocky, the adorable 2-year-old Beagle/Bulldog mix who is ready to find his forever home! Rocky is a friendly and sociable pup who gets along well with other dogs, though he especially enjoys the company of dog-savvy female dogs.

This charming boy loves people and is always eager to be wherever you are, making him a loyal and devoted companion. Rocky's love for treats makes him an eager learner, and he's always up for a bit of training or just some good old-fashioned spoiling.

If you're looking for a friendly and affectionate dog who will be your constant shadow and best friend, Rocky is the perfect match. Come meet Rocky today and see how quickly he will win your heart!

claycountygov.com/adopt



Name: Ralphie

ANIMAL ID: A0056037830

SEX: Neutered Male

BREED: Mix Breed, 2 months old, 17lbs

LOCATION: CCACC Main Shelter in Green Cove Springs

ABOUT: Meet Ralphie, the adorable 2-month-old Aussie mix pup who is ready to find his forever home! Ralphie is full of puppy energy and curiosity, always eager to explore his surroundings and discover new adventures.

With his sweet demeanor and playful spirit, Ralphie is sure to bring joy and laughter to any household. He loves to cuddle up for nap time after a fun play session and is always looking for a new toy or game to enjoy.

Ralphie is at the perfect age to start training and socializing, making him an ideal addition to a family ready to invest time and love into his upbringing. If you're looking for a loving and energetic pup to grow with your family, Ralphie is the perfect match. Come meet Ralphie today and fall in love with this sweet little guy!





Name: Astrid

ANIMAL ID: A0056010973

SEX: Spayed Female

BREED: DMH Mix, 7 years old

LOCATION: CCACC Main Shelter in Green Cove Springs

ABOUT: Meet Astrid, the independent 7-year-young cat with a spirit for adventure! Astrid would much prefer the freedom and excitement of being a barn cat rather than a house cat. She thrives in an environment where she can explore, hunt, and roam to her heart's content.

Astrid is self-sufficient and enjoys her independence, making her the perfect addition to a barn or outdoor setting where she can have the space she desires. While she may not be a typical lap cat, Astrid will bring her unique charm and presence to your barn, helping keep it free of pests and adding a touch of feline grace.

If you're looking for a barn cat who is ready to embrace her natural instincts and enjoy the great outdoors, Astrid is the perfect match. Come meet Astrid today and give her the freedom-filled life she's been longing for!





Its Kitten SEASON!



We are in need of foster families for underage kittens and nursing moms. We get boxes like this daily which will continue through October.

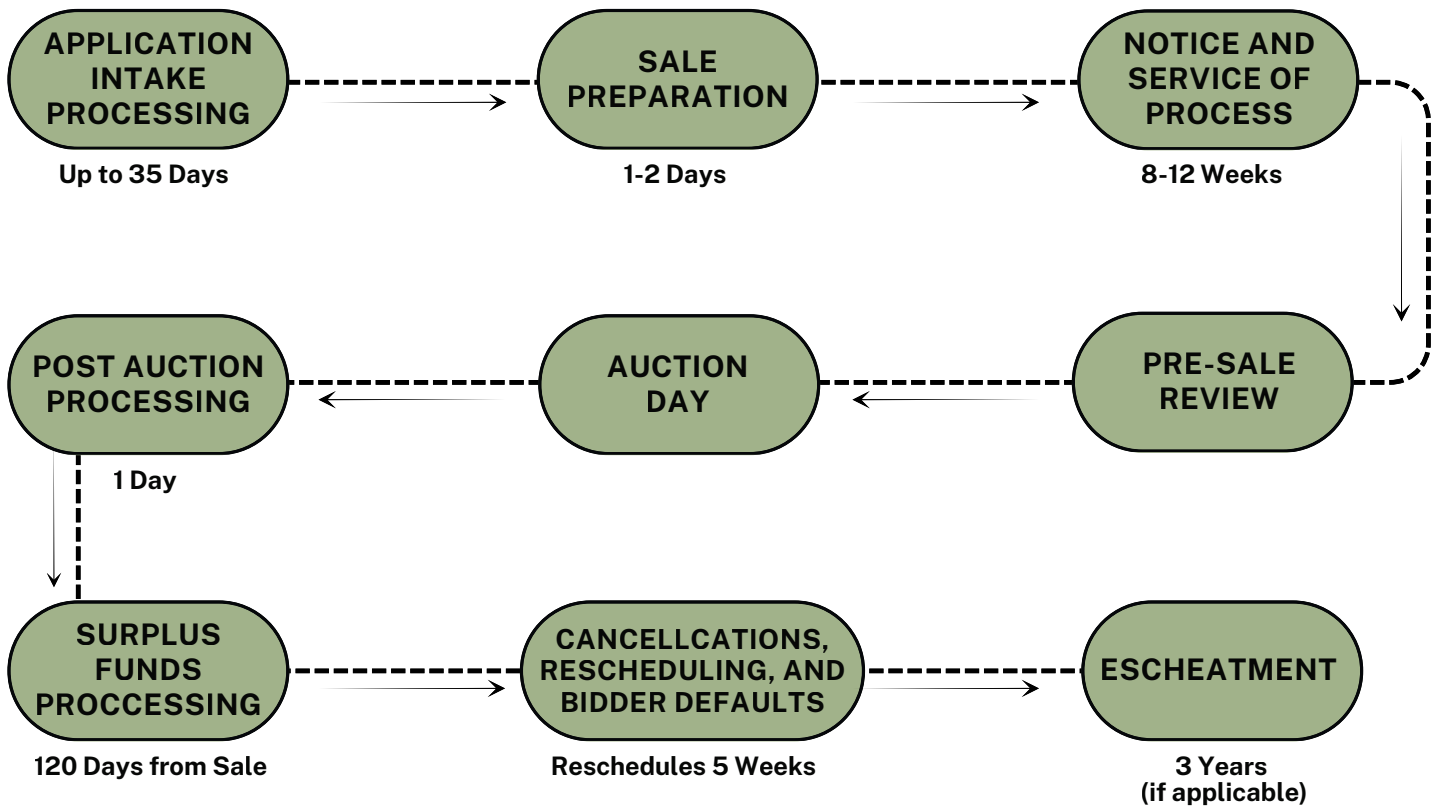
claycountygov.com/adopt

B

Attachment
“B”
Tax Deed Sale
Workflow



Clay County Clerk & Comptroller's Office Tax Deed Sale Workflow



Attachment
“C”
Governors Park South
CDD



Agenda Item #_

Petition to Establish the Governors Park South Community Development District

June 11, 2024

Governors Park South CDD

Request

Petitioner, Governors Park Property Holdings, LLC, petitions the Board of County Commissioners to:

1. Establish the Governors Park South Community Development District ("CDD") (pursuant to Section 190.005, Florida Statutes) containing 2,045 acres; and
2. Consent to the CDD's exercise of special powers (pursuant to Section 190.012(2), Florida Statutes) for parks and facilities for indoor and outdoor recreational, cultural and educational uses and security.

Governors Park South CDD

Presentation Outline

- Establishment Process
- Proposed Governors Park South CDD
 - General Location
 - Review of Proposed Infrastructure
- Analysis
- Findings
- Conclusion

Governors Park South CDD

Review – Establishment Process

- Chapter 190, Florida Statutes (the “Act”) governs the procedures, approval and implementation of a community development district.
- Local unit of special-purpose government
- Provides a stable, long-term mechanism to finance, construct and maintain high quality improvements and amenities
- Does not have the power to adopt its own comprehensive plan, building code or land development code – it is not a zoning authority.
- All of the CDD’s powers must comply with all applicable County laws, rules, regulations, and policies governing planning and permitting of the development.

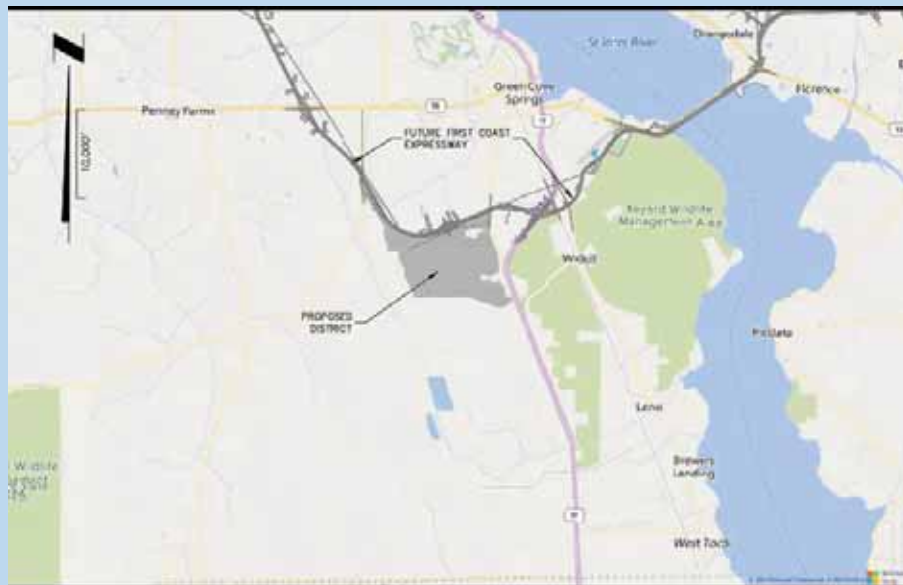
Governors Park South CDD

Review – General Location

- Generally located west of County Road 15A and U.S. Highway 17 and south and west of First Coast Expressway
- Approximately 2,045 acres

Governors Park South CDD

Review – General Location Map



Governors Park South CDD

Review – Proposed Infrastructure

- Potential District Infrastructure (constructed/installed between 2024-2030):
 - Stormwater Management Facilities
 - Potable Water System
 - Reclaimed Water System
 - Sanitary Sewer System
 - Onsite Roadways
 - Offsite Roadways
 - Streetlighting & Undergrounding of Electric
 - Common Area Landscape, Hardscape, Irrigation, and Site Amenities
- Estimated costs of improvements \$306,516,200

Governors Park South CDD

Analysis

- Chapter 190 provides that a community development district less than 2,500 acres in size may be approved by the Board of County Commissioners, which shall consider **six factors** in the establishment:
 - 1) Whether all statements contained within the petition have been found to be true and correct.
 - 2) Whether the establishment of the district is inconsistent with any applicable element or portion of the state comprehensive plan or of the effective local government comprehensive plan.
 - 3) Whether the area of land within the proposed district is of sufficient size, is sufficiently compact, and is sufficiently contiguous to be developable as one functional interrelated community.

Governors Park South CDD

Analysis Continued

(Chapter 190's six factors continued):

4) Whether the district is the best alternative available for delivering community development services and facilities to the area that will be served by the district.

5) Whether the community development services and facilities of the district will be incompatible with the capacity and uses of existing local and regional community development services and facilities.

6) Whether the area that will be served by the district is amenable to separate special-district government.

Governors Park South CDD

Analysis Continued

	KRAMER Petitioner Rep	WRATHELL DM/FA	GUILBEAULT Engineer/Planner
Whether all statements contained within the petition have been found to be true and correct	Pages 2-4	N/A	N/A
Whether the establishment of the district is inconsistent with any applicable element or portion of the state comprehensive plan or of the effective local government comprehensive plan	N/A	N/A	Pages 5-7
Whether the area of land within the proposed district is of sufficient size, is sufficiently compact, and is sufficiently contiguous to be developable as one functional interrelated community	N/A	Pages 5-6	Pages 2-3
Whether the district is the best alternative available for delivering community development services and facilities to the area that will be served by the district	N/A	Pages 4-5	Pages 3-4
Whether the community development services and facilities of the district will be incompatible with the capacity and uses of existing local and regional community development services and facilities	N/A	Pages 6-7	Page 4-5
Whether the area that will be served by the district is amenable to separate special-district government	N/A	Page 6	Page 5

Governors Park South CDD

Findings

- Written consent to the establishment of the CDD was provided by all landowners whose real property is to be included in the CDD.
- The notice of establishment hearing for the CDD was advertised according to Florida law.
- Pre-filed testimonies demonstrate that petition meets statutory criteria.

Governors Park South CDD

Conclusion

Petitioner, Governors Park Property Holdings, LLC, believes all establishment factors have been met, including findings and evidence presented today, supporting the Board of County Commissioners' decision to:

1. Establish the Governors Park South Community Development District, containing 2,045 acres; and
2. Consent to the CDD's exercise of special powers for parks and facilities for indoor and outdoor recreational, cultural and educational uses and security.

Questions?

Michael C. Eckert
Kutak Rock LLP
(850) 567-0558

Attachment
“D”
COMP-24-0011
ZON-24-0009



Board of County Commissioners

COMP 24-0011 & ZON 24-0009

Public Hearing

June 11, 2024

APPLICATION INFORMATION

Applicant: Green Gove Springs Dry Storage, LLC.

Agent: David Pepper

Requests: Small-scale land use amendment of approximately 4 acres from Rural Fringe (RF) to Industrial (IND)) and a companion rezoning from AR (Agricultural/Residential) to Heavy Industrial (IB).

Planning Dist. Doctors Inlet/Ridgewood

Comm. Dist. 5 Commissioner Burke

PC Hearing June 4, 2024

Spring CAC June 4, 2024

PUBLIC NOTIFICATION - 350' BUFFER



NOTICE TO ADJACENT PROPERTY OWNERS OF A PROPOSED FUTURE LAND USE MAP AMENDMENT

The City Council Planning Commission and the Board of County Commissioners propose to consider the following item:

Application: 2024-0009

Proposed Action: A change of the Future Land Use designations for a portion of the parcels of land for general development to R-100 (27.000000-000000 & 20-acre (20.000000) and 200, including approximately 1/2 acre, Shiloh Park, State College, 3000 N. Shiloh Rd., located on State Road 22 adjacent to Shiloh Park, 3000 N. State College, FL.

Meeting: 27.00.07.000000-000000 & 20-acre (20.000000)

This meeting will be held at the following public hearing. Interested persons may appear at the public hearing and be heard and appear at the proposed application.

Planning Commission
Meeting: June 4, 2024 at 7:00 p.m. or as soon thereafter as can be heard.
Board of County Commissioners
Meeting: June 11, 2024 at 7:00 p.m. or as soon thereafter as can be heard.

These meetings will be held at the BCC Meeting Room, 4th Floor, City Center Administration Building, 201 Westside Blvd., Clearwater, Florida.

A copy of the proposed ordinance is available for inspection by the public at the City Council Planning and Energy Department, 1st Floor of the Administration Building, between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, including legal holidays.

If you have any questions or need additional information regarding this application, please contact the City Council Planning and Energy Director at (787) 333-3333.

Please see map on back.

NOTICE TO ADJACENT PROPERTY OWNERS OF A PROPOSED REZONING

The City Council Planning Commission and the Board of County Commissioners propose to consider the following item:

Application: 2024-0009

Proposed Action: A change of the Future Land Use designations for a portion of the parcels of land for general development to R-100 (27.000000-000000 & 20-acre (20.000000) and 200, including approximately 1/2 acre, Shiloh Park, State College, 3000 N. Shiloh Rd., located on State Road 22 adjacent to Shiloh Park, 3000 N. State College, FL.

Meeting: 27.00.07.000000-000000 & 20-acre (20.000000)

This meeting will be held at the following public hearing. Interested persons may appear at the public hearing and be heard and appear at the proposed application.

Planning Commission
Meeting: June 4, 2024 at 7:00 p.m. or as soon thereafter as can be heard.
Board of County Commissioners
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Please see map on back.



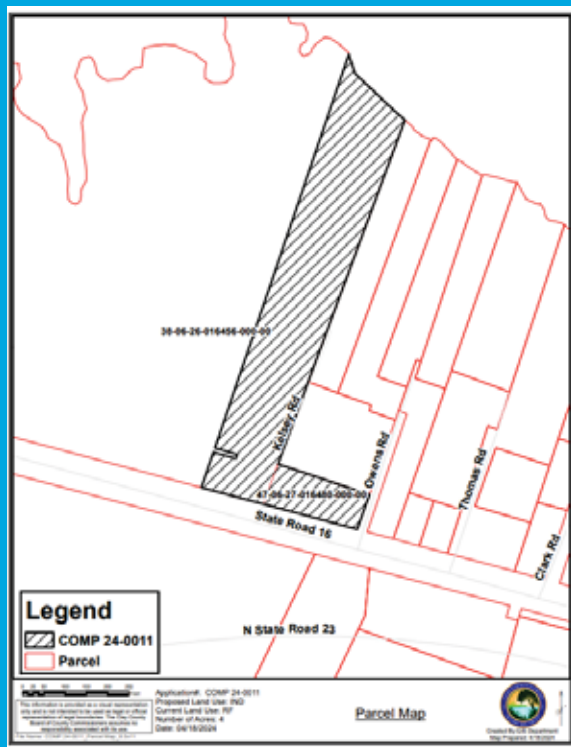
BACKGROUND

The subject property is located north of State Route 16 approximately one mile west of the Shands Bridge.

The proposed use of the property is to continue the industrial marina and the development of stacked boat storage facility on the St Johns River, including parking, restrooms, boat wash area, and fueling service will be available to customers.



PARCEL MAP



AERIAL





First Coast Expressway

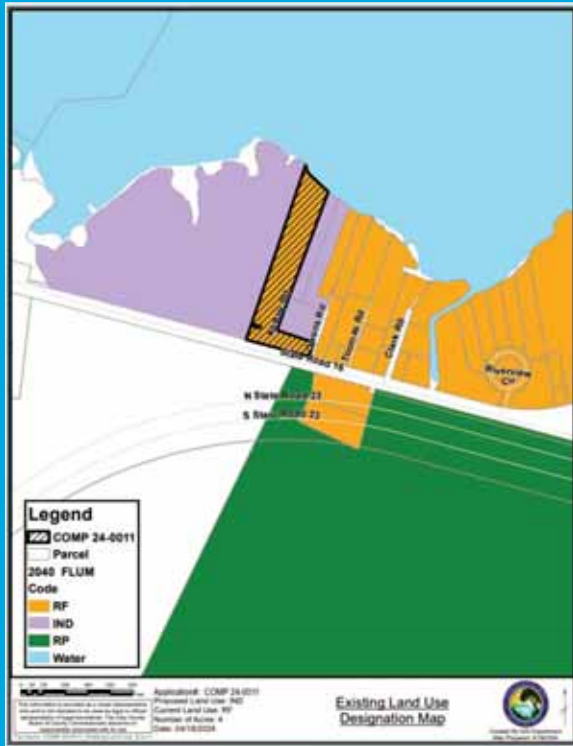


FLU ANALYSIS

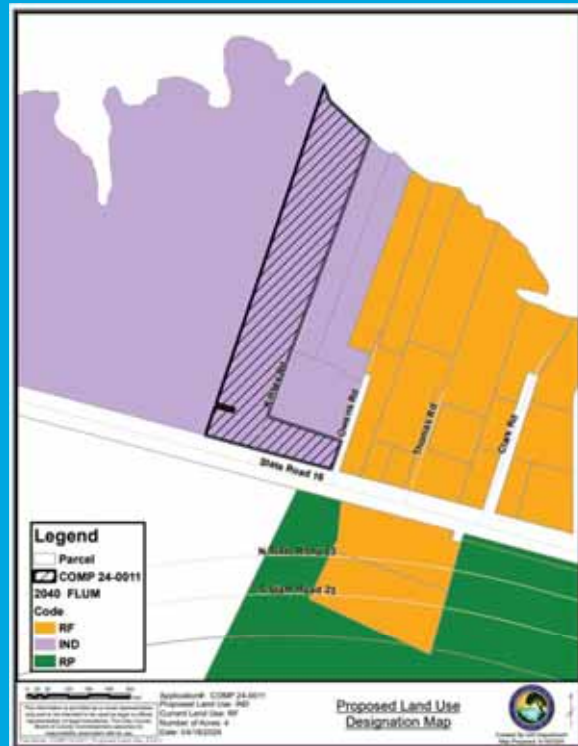
- Parcel is located in the GCS utilities services area.
- Water and sewer are available to the site.
- School concurrency is no required.
- Solid waste capacity is available.
- Topography is relatively flat.
- Site is not located in a floodway.
- Parcel is not located near Camp Blanding.
- No historic structures are located within the property.
- Site does not contain any regionally significant habitats.
- The project is subject to concurrency and mobility program for open space and transportation.
- The current and proposed Marina use has traffic generation at approximately 35 peak hour trips.
- The lot and building, landscaping, parking and barrier requirements of the proposed zoning district will buffer and protect adjacent developments.

	LAND USE	DENSITY/ INTENSITY
Current	RF Rural Fringe	3 du/1 net ac (max. 11 du)
Proposed	IND Industrial	FAR 50%

EXISTING LAND USE



PROPOSED LAND USE



ZONING ANALYSIS

- The IB zoning district is intended to provide land for adequate areas to be use for activities of a heavy industrial nature.
- The Parcel has direct access to a major thoroughfare-State Route 16 and The First Coast Expressway.
- The IB zoning stipulates a floor area ratio (FAR) of 50%.
- The proposed development must adhere to the IB zoning requirements which ensure an appropriate transition between different land uses and mitigate potential impacts on surrounding properties.

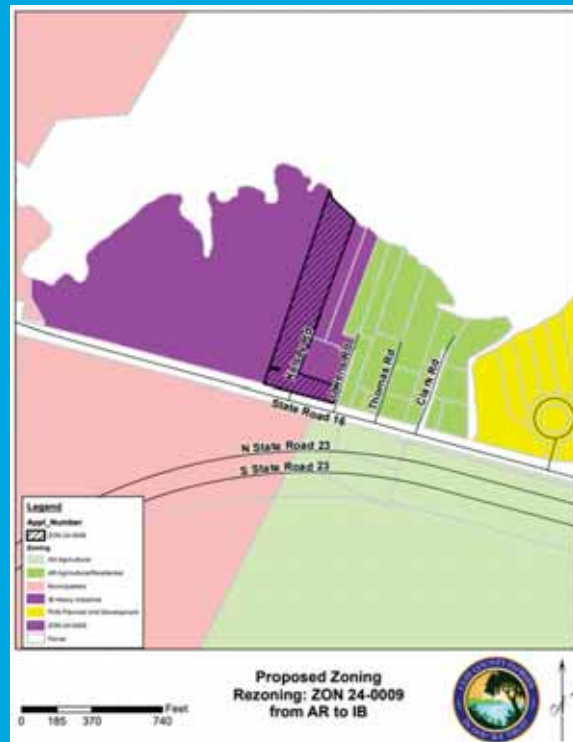
Adjacent Parcel Summary

Existing	FLU	ZONING	USE
North	N/A	N/A	St. Johns River
South	GCS / RP	GCS / AG	Municipality/ Conservation
East	IND	IB	Marina/Industrial
West	IND	IB	Single Family Residential

EXISTING ZONING



PROPOSED ZONING



FINDINGS

The proposed amendment from Rural Fringe (RF) to Industrial (IND)) and a companion rezoning from AR (Agricultural/Residential) to Heavy Industrial (IB), is consistent with the Comprehensive Plan.

The land use change is a logical transition considering the property's location which is surrounded by industrial uses and adjacent to major roadways.

The change promotes efficient land use, due to the property being situated within the Green Cove Springs utility service area.

The project and any new development will be subject to Clay County concurrency and mobility program requirements with regard to open space and transportation.

The land's suitability for industrial development is underscored by significant industrial activity adjacent and in close proximity. The companion rezoning is crucial for the development of the proposed marina use which promotes access to recreation and fosters economic development.

PRIOR ACTIONS

Planning Commission:

The Planning Commission heard this matter on June 4th and vote **5-0** to recommend **approval**

Spring Citizens Advisory Committee:

The Committee heard this matter on June 4th and vote **4-1** to recommend **approval**

SUMMARY and RECOMMENDATION

The change sought by this application will not result in urban sprawl and would allow a industrial use of the property consistent with the area.

Staff recommends approval of the Comprehensive Plan Amendment, to change the FLUM designation from Rural Fringe (RF) to Industrial (IND), and the companion rezoning of approximately 4 acres from AR to IB, subject to any additional conditions deemed necessary to mitigate potential impacts on the surrounding area.

Staff recommends approval of COMP 24-0011
&
Staff recommends approval of ZON 24-0009

B

Attachment
“E”
ZON-24-0007



Board of County Commissioners

Land Development Code Change

ZON 24-0007

Public Hearing

June 11, 2024

APPLICATION INFORMATION

Applicant: Orange Park Mall, LLC.

Agent: Brandy Fahrbach, Development Manger at WPG

Requests: Zoning Text Amendment to allow Hotel as a permitted use in the Shopping Center District (BSC).

PC Hearing June 4, 2024

BACKGROUND

The applicant has applied to amend Article III, Section 3-27(b) (14) to allow the Hotel use as a Permitted Use in the Shopping Center District as follows:

(14) Hotel



FINDINGS

The Shopping Center District (BSC) is designated for commercial uses supporting retail and service activities, but the current zoning ordinance does not permit hotels. This proposed text amendment aims to enhance the BSC district's economic viability and flexibility by promoting mixed-use development and addressing the demand for short-term accommodations.

The addition of hotels as a permitted use in the BSC district strategically enhances the zoning ordinance by promoting economic vitality and aligning with broader urban planning goals. This amendment is consistent with the Commercial FLU designation and fits within the BSC zoning intended use.

PRIOR ACTIONS

Planning Commission:

The Planning Commission heard this matter on June 4th and vote 5-0 to recommend **approval**

Recommendation:

Staff recommends approval of ZON 24-0007 a proposed text amendment to Article III to include "Hotel" as a permitted use in the Shopping Center District (BSC). This change is expected to foster economic development, enhance land use compatibility, and support the objectives outlined in the Comprehensive Plan.

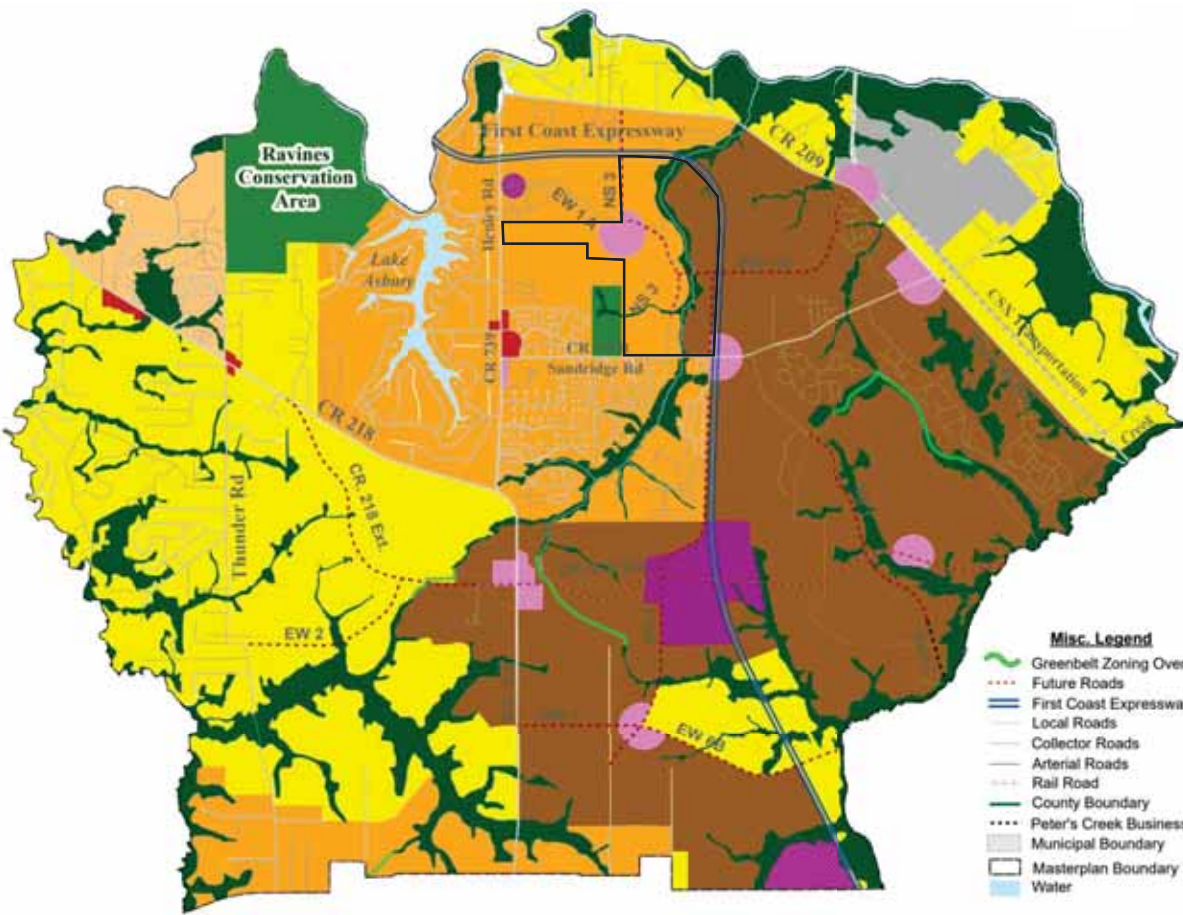
Attachment
“F”
COMP-24-0002
ZON-24-0001
(Applicant)



Board of County Commissioners – June 11, 2024

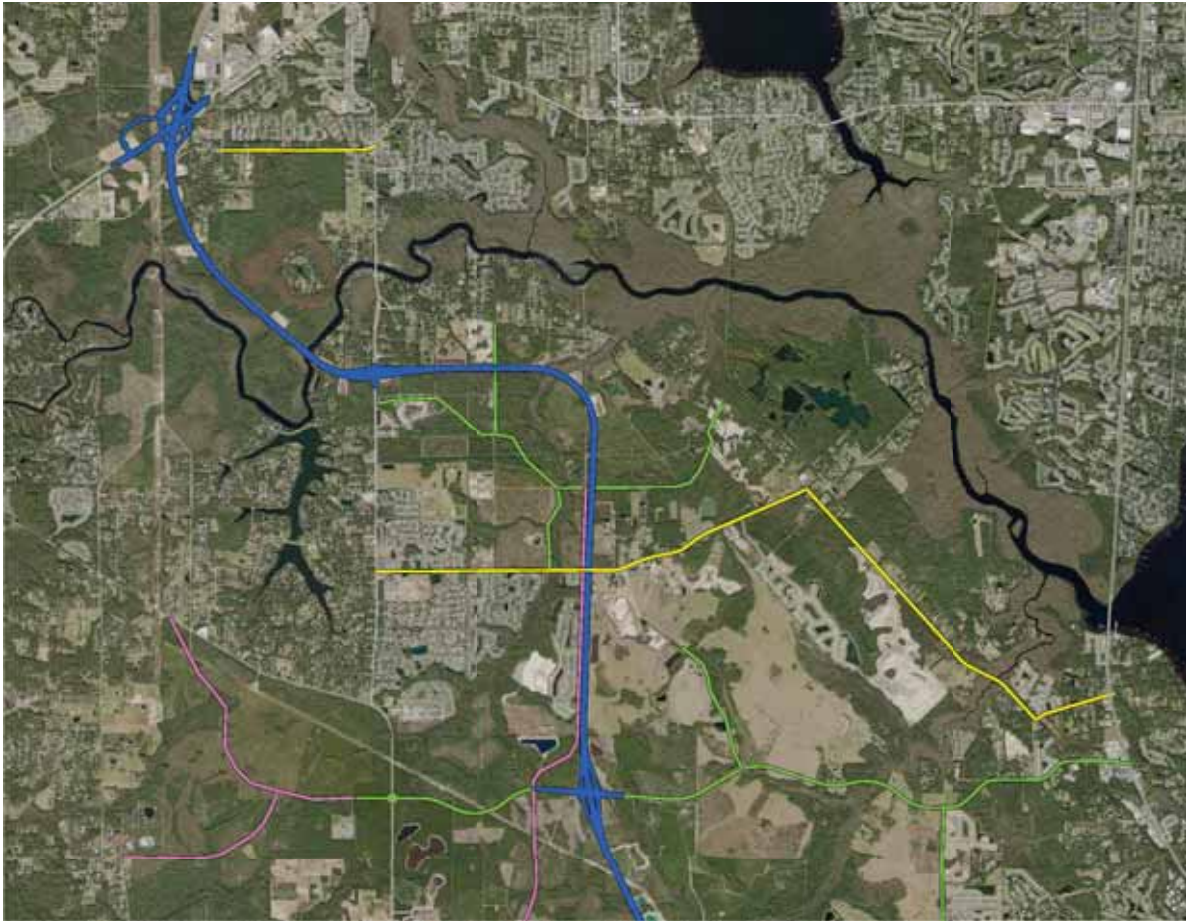
Large Scale Comprehensive Plan Amendment and Rezoning Application
COMP 24-0002 & REZ 24-0001

Lake Asbury



- Misc. Legend**
- Greenbelt Zoning Overlay
 - Future Roads
 - First Coast Expressway
 - Local Roads
 - Collector Roads
 - Arterial Roads
 - Rail Road
 - County Boundary
 - Peter's Creek Business Park Improvements
 - Municipal Boundary
 - Masterplan Boundary
 - Water

- Future Land Use Legend**
- LA RC
 - LA RRS/
 - LA RF
 - LA MPC
 - LA CON
 - LA SOL
 - LA VC
 - LA AC
 - LA IVC
 - LA GW
 - RP



Planned Transportation Improvements

- Planned Roads - Clay County Mobility Plan
- Planned Roads - LAMPA
- South Outer Beltway - Complete
- Clay County Bond Program Roads

*Planned Mobility Plan and LAMPA Roads may qualify as APF.

Existing Future Land Use Map



- Future Roads
 - First Coast Expressway
 - WAT: Water
 - Clay County Pond Site
- Future Land Use**
- LA RC: LAKE ASSBURY RC
 - LA RF: LAKE ASSBURY RF
 - LA MPC: LAKE ASSBURY MPC
 - BF MPC: BRANAN FIELD MPC
 - LA COM: LAKE ASSBURY COM
 - LA SOL: LAKE ASSBURY SOL
 - LA VC: LAKE ASSBURY VC
 - LA IVC: LAKE ASSBURY IVC
 - BF PCN: BRANAN FIELD PCN
 - LA GW: LAKE ASSBURY GW
 - RP: RECREATION PRESERVATION



Proposed Future Land Use Map



Legend:

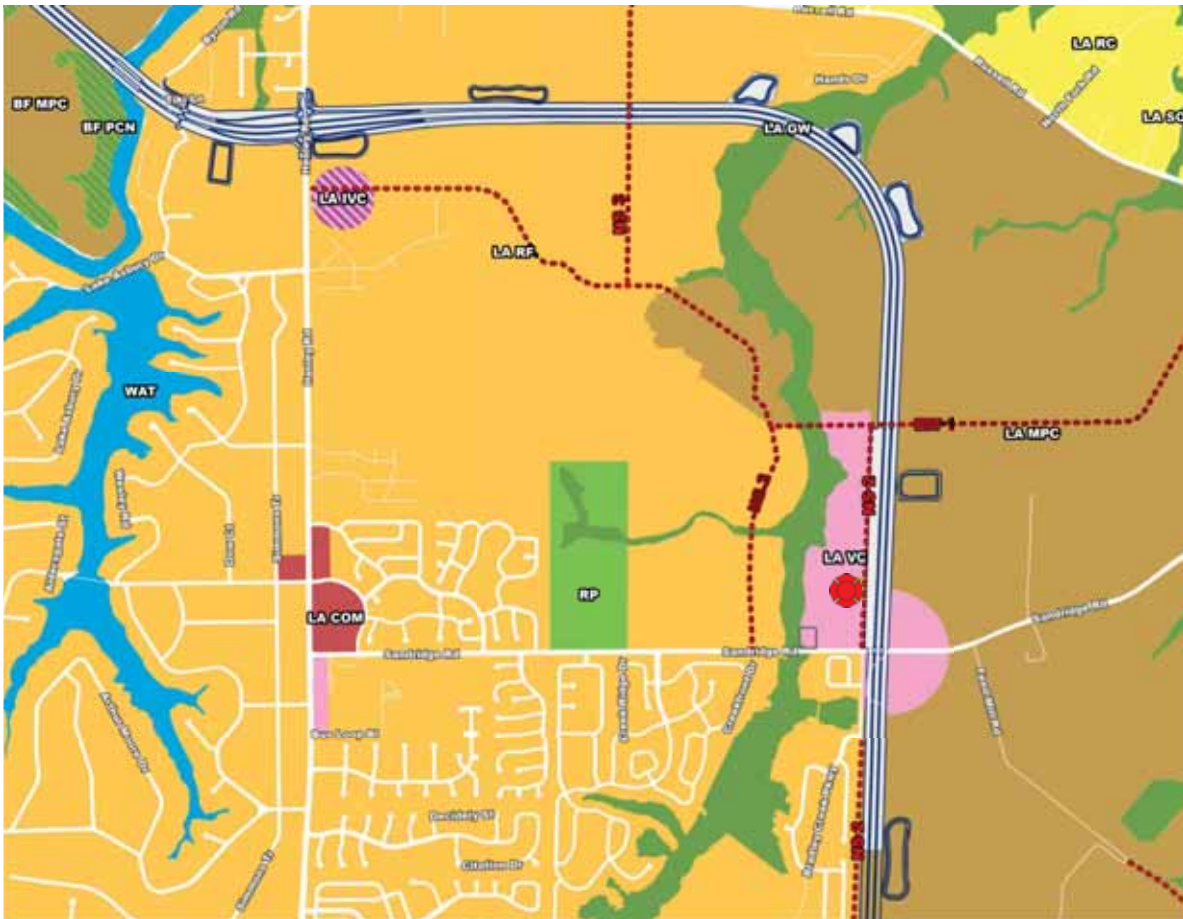
- Future Roads
- First Coast Expressway
- WAT: Water
- Clay County Pond Site

Future Land Use

- LA RC: LAKE ASBURY RC
- LA RF: LAKE ASBURY RF
- LA MPC: LAKE ASBURY MPC
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- LA COM: LAKE ASBURY COM
- LA SOL: LAKE ASBURY SOL
- LA VC: LAKE ASBURY VC
- LA IVC: LAKE ASBURY IVC
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- LA GW: LAKE ASBURY GW
- RP: RECREATION PRESERVATION

Future Land Use	Adopted FLU Acreages	Proposed FLU Acreages
LA VC	66	66
LA MPC	76	76
LA RF	72	52
LA GW	0	20
Total	214	214

Proposed Future Land Use Map



Legend:

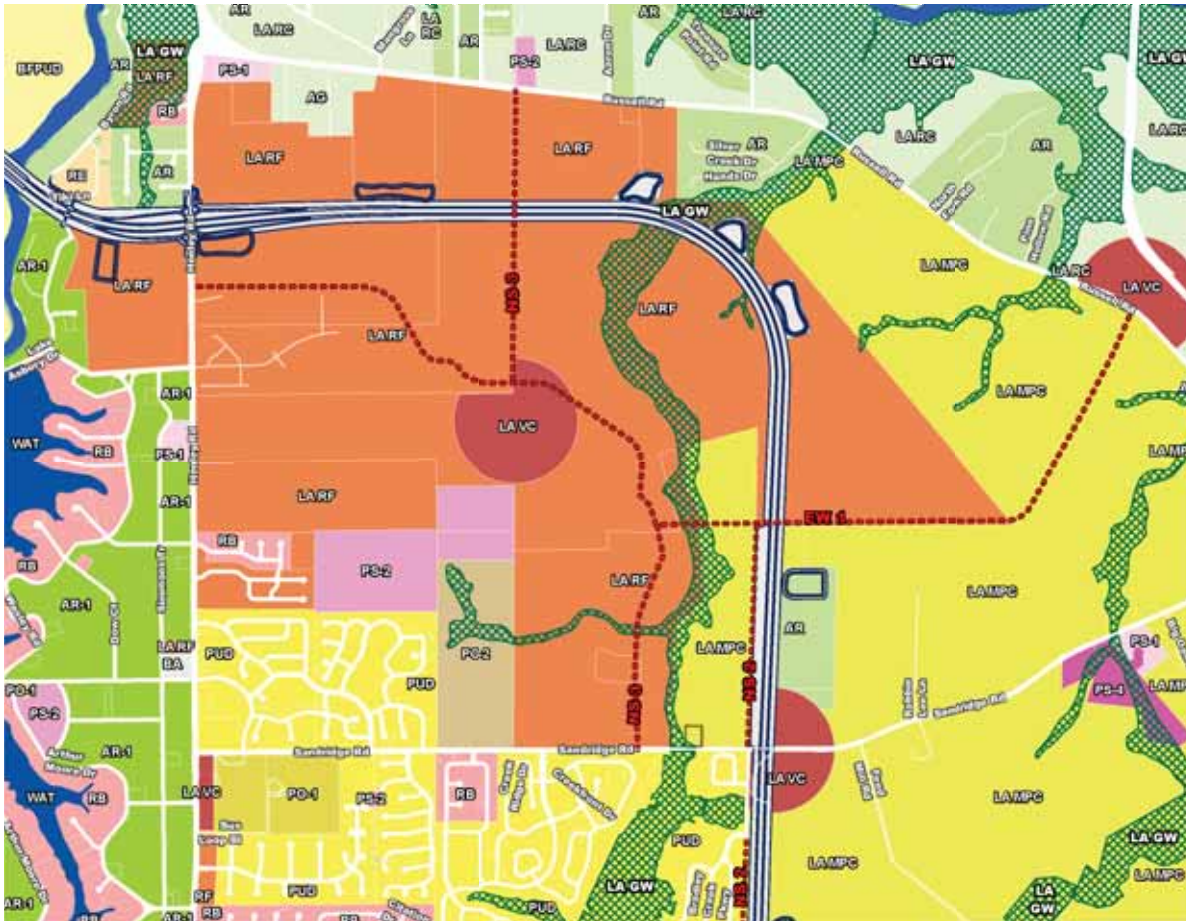
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- First Coast Expressway
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Future Land Use

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LA RF	72	52
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Total	214	214

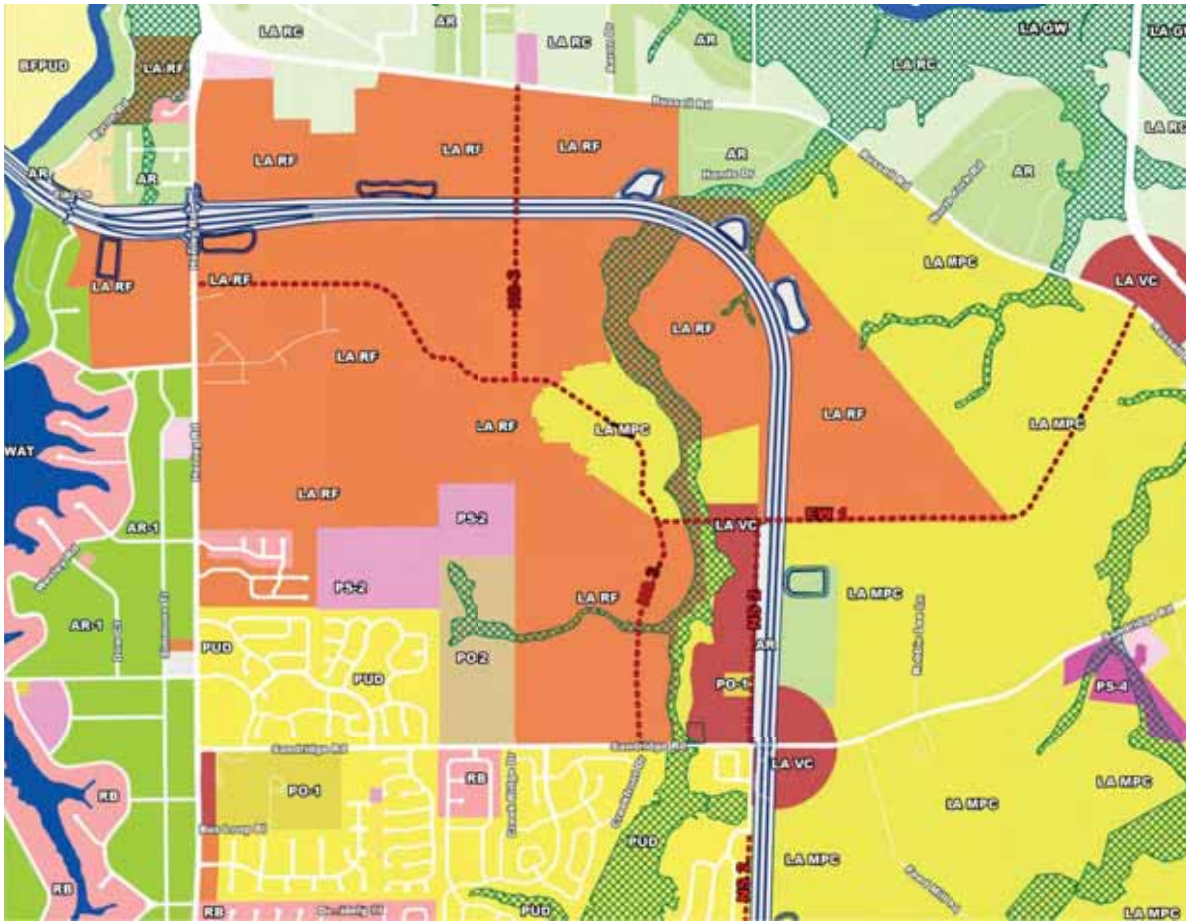
Adopted Zoning Map



- Future Roads
 - First Coast Expressway
 - ▨ Adopted Future Land Use: Lake Asbury Greenway
 - ▭ Clay County Pond Site
- Zoning
- AG: Agriculture
 - AR: Agricultural/Residential
 - AR-1: Country Estates
 - BA: Neighborhood Business District
 - BFPUD: Brannan Field PUD
 - LAMPC: Lake Asbury Master Planned Community
 - LA RC: Lake Asbury Rural Community
 - LA RF: Lake Asbury Rural Fringe
 - LA VC: Lake Asbury Village Center
 - PO-1: Public Ownership-1
 - PO-2: Public Ownership-2
 - PS-1: Private Services-1
 - PS-2: Private Services-2
 - PS-3: Private Services-3
 - PS-4: Private Services-4
 - PUD: Planned Unit Development
 - RB: Single-Family Residential
 - RE: Single-Family Residential
 - RF: Rural Fringe
 - WAT: Water



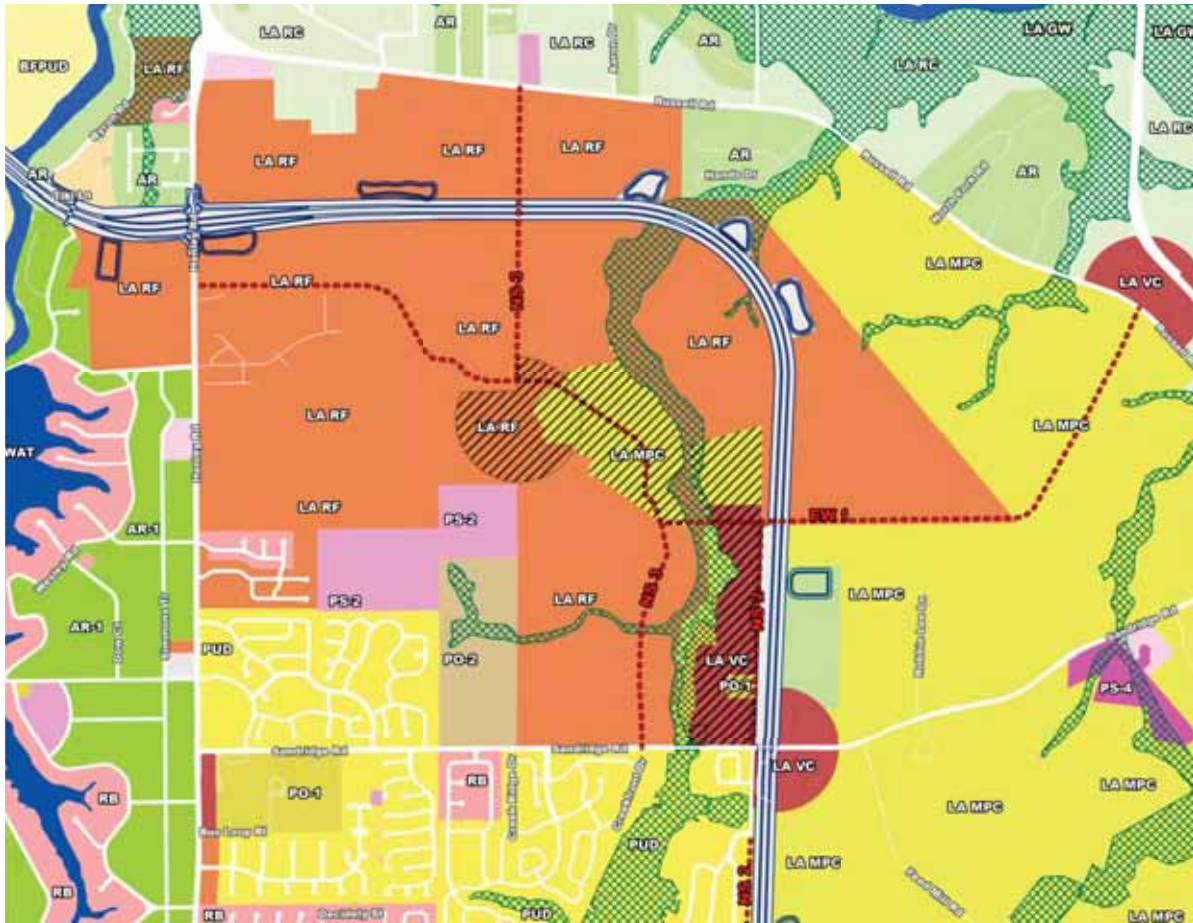
Proposed Zoning Map



- Future Roads
- First Coast Expressway
- Clay County Flood Site
- ▨ Adopted Future Land Use - Lake Abury Greenway
- ▨ Proposed Future Land Use - Lake Abury Greenway
- ▨ Proposed Future Land Use - Lake Abury Greenway
- ▨ Proposed Future Land Use - Lake Abury Greenway
- Proposed Zoning**
- AG Agriculture
- AR Agricultural/Residential
- AR-1 Country Estates
- BA Neighborhood Business District
- BFPUD Breannan Field PUD
- LA MPC Lake Abury Master Planned Community
- LA RC Lake Abury Rural Community
- LA RF Lake Abury Rural Fringe
- LA VC Lake Abury Village Center
- PO-1 Public Ownership-1
- PO-2 Public Ownership-2
- PS-1 Private Services-1
- PS-2 Private Services-2
- PS-3 Private Services-3
- PS-4 Private Services-4
- PUD Planned Unit Development
- RB Single-Family Residential
- RE Single-Family Residential
- RF Rural Fringe
- WAT Water



Proposed Zoning Map



- Future Roads
 - First Coast Expressway
 - Clay County Flood Site
 - Adopted Future Land Use - Lake Abury Greenway
 - Proposed Razing Lands
 - Proposed Future Land Use - Lake Abury Greenway
- Proposed Zoning**
- AG - Agriculture
 - AR - Agricultural/Residential
 - AR-1 - Country Estates
 - BA - Neighborhood Business District
 - BFPUD - Breannan Field PUD
 - LA MPC - Lake Abury Master Planned Community
 - LARC - Lake Abury Rural Community
 - LA RF - Lake Abury Rural Farming
 - LA VC - Lake Abury Village Center
 - PG-1 - Public Ownership-1
 - PG-2 - Public Ownership-2
 - PS-1 - Public Services-1
 - PS-2 - Public Services-2
 - PS-4 - Public Services-4
 - PUD - Planned Unit Development
 - RB - Single-Family Residential
 - RE - Single-Family Residential
 - RF - Rural Farming
 - WAT - Water



Lake Asbury Walkability

“Walkability shall be achieved through sidewalks on both sides of streets, connected neighborhoods, parks within walking distance, and traffic calming techniques. Local and collector streets and pedestrian/bicycle paths will contribute to a connected system of routes from individual neighborhoods to village centers, the activity center and other neighborhoods. Street design shall encourage pedestrian and bicycle use.”

- Commercial uses must be in compact, walkable form, accessible by sidewalk.
- The Village Center shall be designed to provide connections to the surrounding pedestrian/bicycle path system and to integrate with the street network of surrounding neighborhoods.
- Vehicular and Pedestrian routes shall be predominantly linked

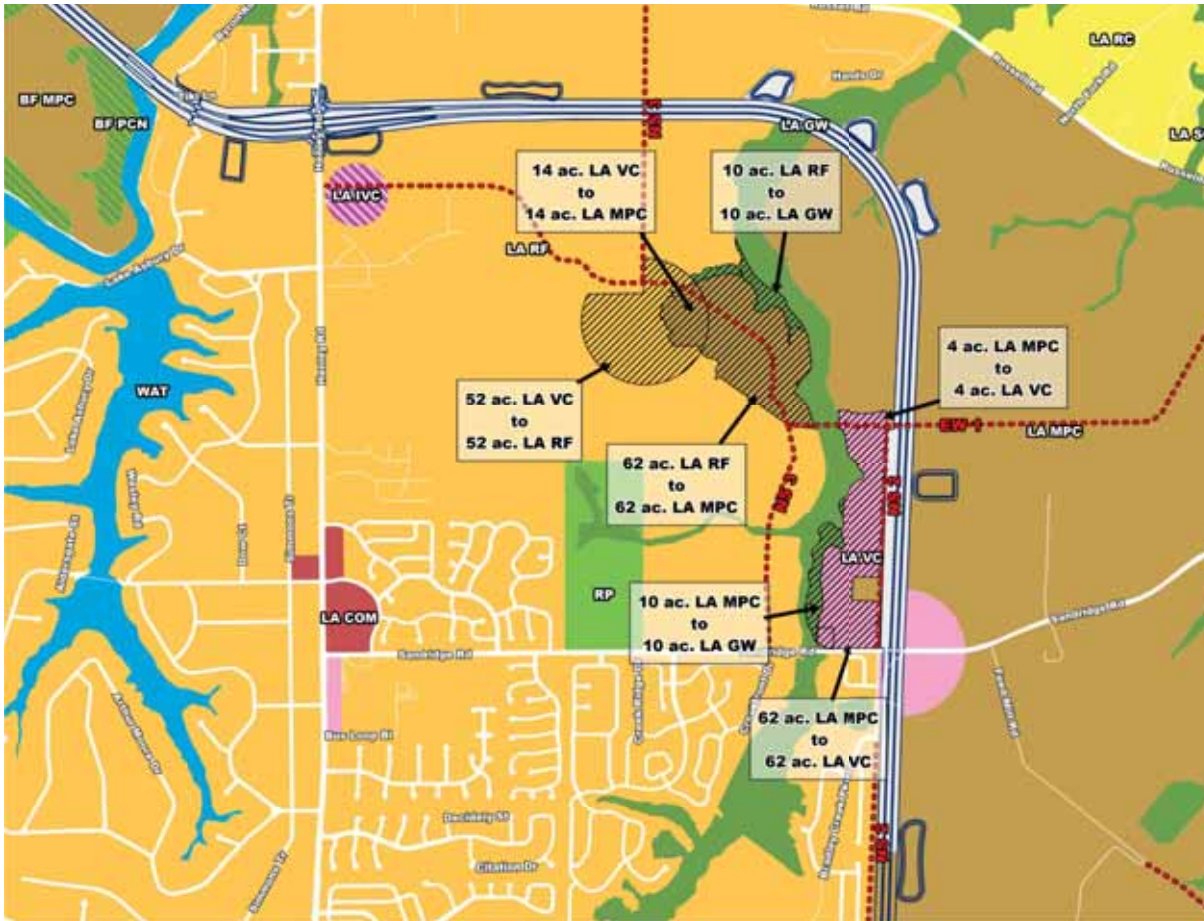
Summary

- Proposed Changes = No Increase of Density/Intensity and No Additional Impact on Public Services
 - Redesignation of lands totaling 214 AC
 - 20 additional acres allocated to Asbury Greenway
- Schools
 - No change to existing school concurrency agreement, except to add land and spread rights.
- Public Benefit:
 - Dedicated Fire Station Site.
 - Allows for a more conducive development pattern. Service to Sandridge Road neighborhoods.
 - Mobility Roads NS-3 (Verbena Parkway), NS-2 and EW-1 roads.
 - More sensitive to Bradley Creek, wetland and flood plain constraints.
- Consistent with Comprehensive Plan and Lake Asbury Master Plan.
- Transmitted and received no comments from State Agency Coordinated Reviews.
- Planning Commission Recommends Approval 5-0.

Thank you!



Proposed Future Land Use Map



- Future Roads
 - First Coast Expressway
 - WAT: Water
 - Clay County Pond Site
- Future Land Use**
- LA RC: LAKE ASBURY RC
 - LA RF: LAKE ASBURY RF
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Future Land Use	Adopted FLU Acreages	Proposed FLU Acreages
LA VC	66	66
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Total	214	214

Lake Asbury Sidewalk Standards (in part)

Non-Residential

- Sidewalk required on both sides of shopping street.
 - 10' next to building, 6' not adjacent to building
- Sidewalk in Civic/Park area minimum width: 8 feet
- Sidewalks shall connect to building entrances.
- 15-foot Pedestrian Corridors shall be provided where the distance between parking spaces and storefront exceeds 200 feet.
 - 5' landscape strip / 5' sidewalk / 5' landscape strip

Residential

- Street pattern shall provide through streets every 2,500 feet or may allow pedestrian throughways between street connections if through streets are provided every 3,000 feet.

Attachment
“G”
COMP-24-0002
ZON-24-0001
(Staff)



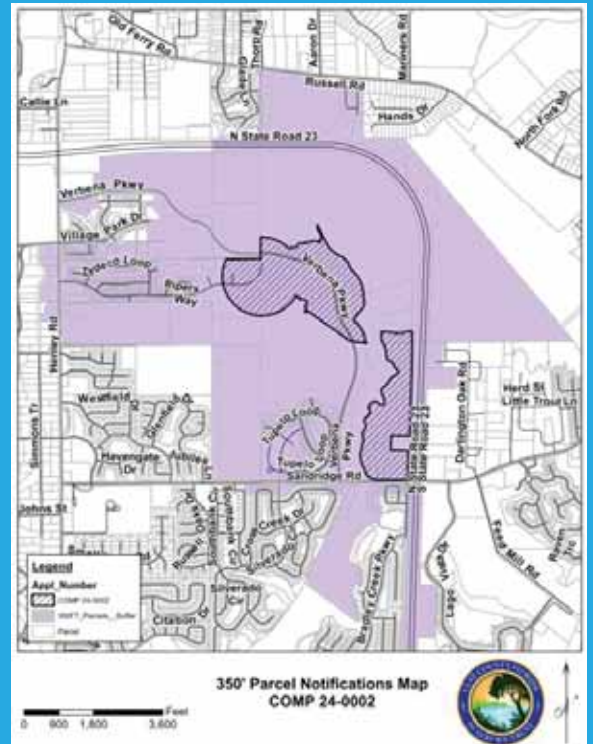
BOARD OF COUNTY COMMISSIONERS

COMP 24-0002
ZON 24-0001
Final Public Hearing
June 11, 2024

APPLICATION INFORMATION

Applicant:	Creekview GP LLC. and Clay County Board of County Commissioners
Agent:	Casey Dendor, England-Thims & Miller, Inc.
Requests:	Large-scale land use amendment of 214 acres to shift the location of Lake Asbury Village Center (LA VC), Lake Asbury Master Planned Community (LA MPC), Lake Asbury Rural Fringe (LA RF) and addition of Lake Asbury Greenway (LA GW); Rezoning to correlate to Lake Asbury land use designations and to designate 4 ac Public Ownership (PO-1) for a fire station
Planning Dist.	Penney Farms/Lake Asbury
Comm. Dist. 5	Commissioner Burke
Hearing History	4/2/24 – PC Voted 7-0 to recommend transmittal; 4/23/24 – BCC Voted 4-0 to transmit. 6/4/24 – PC Voted 5-0 to recommend approval of ZON 24-0001

PUBLIC NOTIFICATION - 350' BUFFER



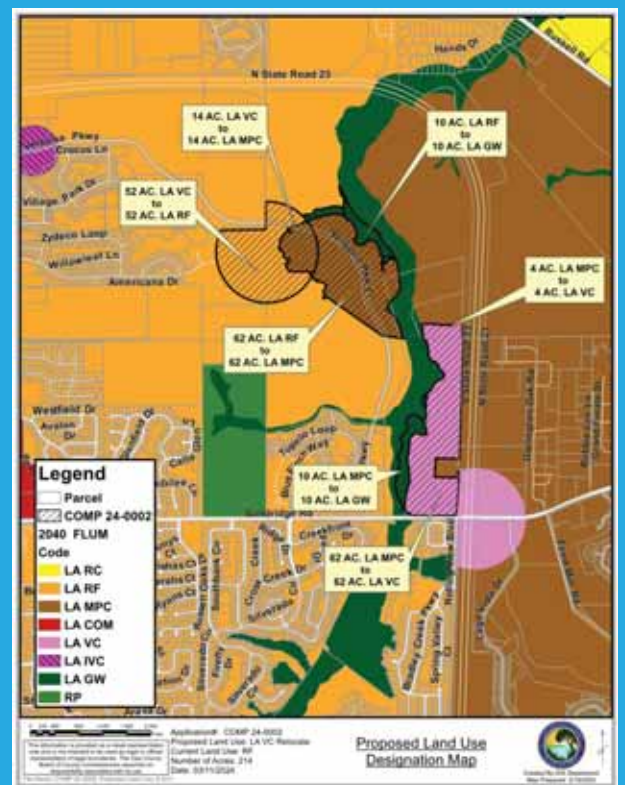
The proposed location for the LA VC would allow access from Sandridge Road, NS 2 and EW 1B in an area between the FCE and the creek, offering easy access to residential without the negative impacts immediately adjacent to non-residential.

There is no increase in density from the currently mapped Village Center acreage and therefore no further impact on services.

The Lake Asbury/Penney Farms CAC voted 8-1 to recommend approval subject to conditions – greater detail of sidewalks/paths and that the VC roads be completed prior to opening except for fire station.

No objections, recommendations or comments were received by the State or any reviewing agency.

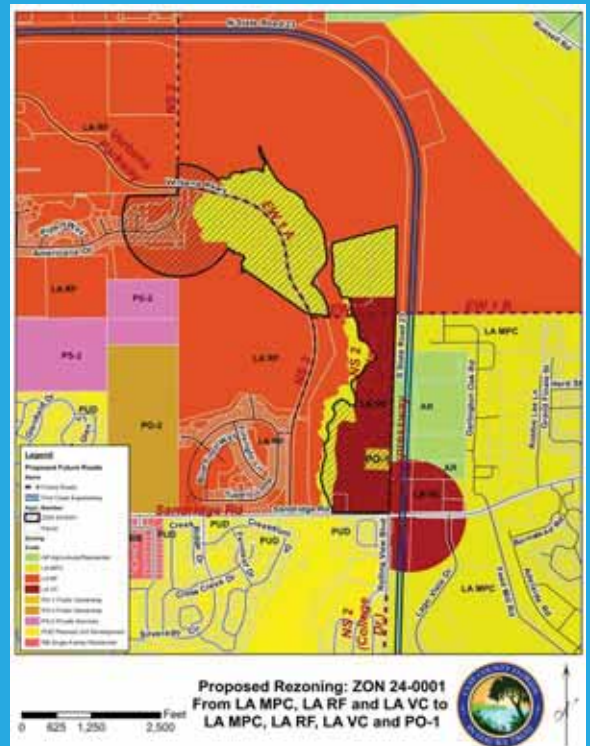
Staff recommends approval of COMP 24-0002.



FINDINGS AND RECOMMENDATION OF REZONING

The proposed rezoning is consistent with the changes proposed in COMP 24-0002 transmitted to the State. PO-1 is consistent with the LA MPC land use designation and permits the use of a fire station.

Staff recommends approval of ZON 24-0001.



B

Attachment
“H”
COMP-24-0005



Board of County Commissioners

COMP 24-0005
Final Public Hearing
June 11, 2024

APPLICATION INFORMATION

County initiated text amendment to the Comprehensive Plan in response to requirements of HB 1379 (protection of environmental resources).

PC Hearing April 2, 2024, voted 6-0 to recommend approval to transmit

BCC Hearing April 9, 2024, requested policy changes

BCC Hearing April 23, 2024 voted to approve transmittal of amendment

- Reviewing agencies had no objections or comments.

BACKGROUND

- To further strengthen these efforts, HB 1379 requires Comp Plans to be amended (by July 1, 2024) to include a list of projects that are necessary to achieve pollutant reductions as established in the BMAP.
- The bill further requires local governments to consider the feasibility of providing sanitary sewer services within a 10 year planning horizon for any development of more than 50 residential lots with more than one sewage treatment and disposal system per acre.


**2023 FLORIDA LEGISLATIVE SESSION
HOUSE BILL 1379**

This comprehensive environmental protection legislation supports the goals of Executive Order 23-06 (Achieving Even More for Florida's Environment), which was signed by Governor DeSantis in January of this year, and builds on our historic investments and accomplishments over the last four years in advancing the protection of our environmental resources.

STRENGTHENS BASIN MANAGEMENT ACTION PLANS (BMAPs)		
LIST OF IDENTIFIED PROJECTS Requires a list of projects that achieve 5-year implementation milestones and meet Total Maximum Daily Load (TMDL) allocations.	AGRICULTURAL NONPOINT SOURCES Specifies list of regional projects to achieve nutrient reductions established for agricultural nonpoint sources.	INCREASED COORDINATION Requires DEP to increase coordination with local governments, water management districts and other stakeholders to identify projects.
ENHANCES INDIAN RIVER LAGOON (IRL) PROTECTIONS Enhances protections for the IRL by establishing dedicated funding for restoration projects, a comprehensive water quality monitoring program and new requirements and prohibitions on water systems within the IRL watershed.		
\$100 MILLION Secures \$100 million for water quality projects to benefit the IRL.	JANUARY 1, 2024 Start date for prohibition on the installation of new septic systems of new previously permitted where cover is available.	
RESTORATION PLAN UPDATES Requires IRL BMAPs to be updated every five years.	JULY 1, 2020 Deadline for existing water systems to connect to central sewer or upgrade to advanced nutrient-reducing system.	
EXPANDS AND IMPROVES WATER QUALITY PROTECTIONS Expands and improves water quality protections for areas within a BMAP or Watershed Assessment Plan (WAP) through more stringent requirements for septic systems and wastewater treatment.		
NEW CONSTRUCTION REQUIREMENTS New construction on lots 1 acre or less will be required to connect to central sewer if available, or upgrade its on-lot septic system.	WASTEWATER FACILITIES UPDATES By 2025, all wastewater facilities discharging to an impaired waterway must be upgraded to advanced wastewater treatment, reducing nitrogen and phosphorus.	
EXPANDS WASTEWATER GRANT PROGRAM Expands the eligible projects and project areas.		
EXPANDS ELIGIBLE PROJECTS Expands eligible projects to include wastewater, agriculture and repairs to aging wastewater treatment facilities.	EXPANDS ELIGIBLE AREAS Expands to include projects to benefit any waters not planning water quality treatment.	
IMPROVES LOCAL GOVERNMENT LONG-TERM COMPREHENSIVE PLANNING Requires local government long-term comprehensive planning to support environmental restoration.		
INCLUSION OF BMAP PROJECTS Requires local governments to include BMAP projects in their comprehensive plans so that these projects can be better prioritized to achieve restoration benefits.	SANITARY SEWER Budget for land areas of requirements, require local governments to assess the feasibility of providing sanitary sewer for developments of more than 50 lots, in a 10-year planning horizon.	JULY 1, 2024 Deadline for comprehensive plans to be updated with new sanitary sewer requirements.
EXPEDITES STATE LAND CONSERVATION EFFORTS Expedites and creates alternatives for the state's land conservation efforts through the Florida Forever program.		
INCREASES THRESHOLD FOR DEP DELEGATION Adjusts threshold to \$5 million for local applications requiring approval by the Board of Trustees.	FLORIDA WILDLIFE CORRIDOR Adds an emphasis on lands within the Florida Wildlife Corridor by including them as a specific public purpose for which the Board of Trustees may acquire land.	\$100 MILLION ANNUALLY 1 year dedicated funding of \$100 million annually to fund projects through the Florida Forever program.

Fla1379DEF.gov

PROPOSED AMENDMENTS

An amendment to add a new policy to the Community Facilities Element -

- CFE POLICY 1.4.8
- The County shall assess the feasibility of providing sanitary sewer services, within a 10-year planning horizon, for any development under its jurisdiction of 50 or more residential lots, whether built or unbuilt, with more than one onsite sewage treatment and disposal system (OSTDS) per 1 acre. This analysis shall be conducted pursuant to Section 163.3177 6(c)3 of the Florida Statutes, incorporated by reference in this element by July 1, 2024, and updated as needed thereafter to account for future applicable developments.

PROPOSED AMENDMENTS

An amendment to add a new policy to the Capital Improvements Element -

- CIE POLICY 1.4.5-1.4.7
- The County shall annually update as necessary into its Capital Improvement Element a schedule of capital improvements which may include any publicly, funded projects of federal, state, or local government, and which may include privately funded projects for which the local government has no fiscal responsibility that provide for increased capacity or upgrade of treatment required to achieve the pollutant load reductions attributable to the County, to meet the Total Maximum Daily Load (TMDL) established in the Lower St. Johns River basin management action plan pursuant to s. 403.067 (7). If the current TMDL is being met no projects shall be listed.

RECOMMENDATION

Staff recommends approval of COMP 24-0005.

Attachment
“I”
Franchise Hauler
Information



Commission Auditor

P.O. Box 1366
477 Houston Street
4th Floor, Admin. Building
Green Cove Springs, FL
32043

Area code: 904
Phone: 529-3609
278-3609
Fax: 278-4749

County Manager
Howard Wanamaker

Commissioners:
Mike Cella
District 1

Alexandra Compere
District 2

Jim Renninger
District 3

Betsy Condon
District 4

Kristen Burke, D.C.
District 5

Switchboard:
GCS (904) 284-6300
KH (352) 473-3711
KL (904) 533-2111
OP/MBG (904) 269-6300

www.claycountygov.com



June 11, 2024

To: Jim Renninger, Mike Cella, Alexandra Compere, Betsy Condon, Kristen Burke
From: Heather Boucher, Commission Auditor
Subject: Franchise Hauler Fee Comparison

The Clay County Board of County Commissioners asked the Commission Auditor to benchmark with surrounding counties on fees and application process of the Franchise Hauler program.

7 surrounding counties were included in the evaluation; Duval, St. Johns, Alachua, Marion, Nassau, Putnam, and Volusia. See below table detailing specifics from each county.

Jurisdiction	Application Fee	Application Type	Rate/Fee	Tipping fee
Clay County	\$250 initial	Open upon Board Approval	14%	\$40-70/ton
Duval County	\$1,500 annual, \$500 Transfer	Open	17%	\$30.30/ton
St. Johns County	\$500 initial, \$100 per vehicle	Open	10%	\$64.12/ton
Alachua County	\$250 initial	Open	10%	\$57/ton
Marion County	\$1,000 initial	Open	N/A	\$45/ton
Nassau County	\$500 annual	Open	N/A	N/A
Putnam County	N/A	Open	\$150/year	\$34/ton
Volusia County	\$500 every 5 years, \$10 per truck/trailer annually	Open	10% or \$200	\$30-37/ton

Considerations:

1. Clay County is the only county in the evaluation that does not have open applications.
2. Clay County is the only county in the evaluation that offers reduced tipping fees.
3. Multiple counties have contracts/renewals with the same start date.
4. Multiple counties charge fees per vehicle/trailer, either upon approval of application or annually.

Attachment
“J”
Commission Auditor
Policy



Clay County Commission Auditor Policy

This Policy identifies the purpose, authority, and responsibility of the Clay County Commission Auditor.

Purpose

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

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

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

Qualifications of the Commission Auditor

The Commission Auditor shall possess adequate professional proficiency, demonstrated by relevant, active certifications, such as CPA (Certified Public Accountant), CIA (Certified Internal Auditor), CGAP (Certified Government Auditing Professional) or a combination of education and experience as would be desired by the County.

Authority

The Commission Auditor position is established by the Clay County Home Rule Charter and reports to the Clay County Board of County Commissioners.

The Commission Auditor shall perform his/her work in compliance with the County's objectives and policies, as well as the Institute of Internal Auditor's Code of Ethics and professional standards.

The Commission Auditor is granted full, unrestricted access to all activities, records (including electronic/computerized data), property, and employees of the County directly under the Board of County

Commissioners, as necessary. Any lack of access impacts the ability to perform reviews and may be reflected in any related report. The Commission Auditor is strictly accountable for the safekeeping of records and property examined, and for maintaining the confidentiality of information obtained and reviewed.

The Commission Auditor has no line responsibilities and his/her activities do not relieve directors, department heads or other staff of any assignments.

Upon request by a Constitutional Officer, and approval by the Board of County Commissioners, the Commission Auditor may perform a review of Constitutional Officer operations.

Responsibilities

The Commission Auditor will ensure that he/she remains free from all conditions that threaten the ability of the Commission Auditor to carry out his/her responsibilities in an unbiased manner, including matters of subject selection, scope, procedures, frequency, timing and report content.

Review and analysis priorities are determined by the Commission Auditor in consultation with the Board of County Commissioners, County Manager, Assistant County Managers, and with consideration from Departments. Specific responsibilities include:

- Develop and adopt a multi-year plan aligned with County-wide priorities and department needs.
- Effectively communicate review processes and results to Departments, the County Manager, Assistant County Managers, and the Board of County Commissioners.
- Help departments ensure that appropriate policies and procedures are in place to guard against misuse of County assets.
- Provide analysis assistance in areas determined by the Board of County Commissioners to be a high priority.
- Follow-up on recommendations and corrective actions, and report periodically to the County Manager and Assistant County Managers regarding any corrective actions not effectively implemented. If corrective action remains unimplemented, it will be reported to the Board of County Commissioners.

The Commission Auditor shall serve as the BCC designee for the auditor selection committee under Florida State Statue 218.391 and is responsible for contract oversight with all external auditors engaged by the Board of County Commissioners.

Scope of Review Activities

The Commission Auditor shall establish policies and procedures to assure that review and analysis work is conducted to objectively determine whether:

- The actions of employees are following County policies, procedures, applicable law, and regulations.

- The results of operations or programs are consistent with established goals and strategic objectives.
- Operations and programs are being carried out effectively and efficiently.
- Information and the means used to identify, measure, analyze, classify, and report such information are reliable and have integrity.
- Resources and assets are acquired economically, used efficiently, and protected adequately.

Reporting and Monitoring

A written report will be prepared and issued by the Commission Auditor following the conclusion of a review engagement. Report will include Background, Scope, Analysis, and Recommendations. This report will be presented to the Department Heads or Directors, the Assistant County Manager, County Manager, and the Board of County Commissioners, as appropriate.

Management's response to recommendations should include a timetable for anticipated completion of the actions to be taken.

An annual report will be presented to the Board of County Commissioners to provide a summary of reviews conducted and recommendations issued.

Attachment
“K”
Letter from
Reinhold Corporation



June 5, 2024

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

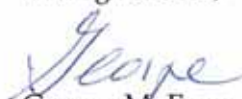
Dear Jim:

I want to compliment the BCC and the County staff on the Clay County Strategic Plan. It is a superb document. Looking back on the hundreds of strategic plans I have reviewed over the years, your plan is in the top 5%... maybe top 1%! The document is concise, well organized, goal oriented and easy to read/understand.

Each of the five categories lay out the purpose, immediate/urgent goals and aspirational goals, tactics for implementing the goals, timelines, and accountability methods. It provides the reader with a holistic view of what really matters within the County. The plan is also notable for what is missing from the document... catch phrases, slogans, feel good sentences that don't really mean anything, and fluff for the sake of fluff.

Most importantly, the entirety of the plan ties back to quality of life in Clay County, which is the ultimate goal to promote and protect. Clay County is a very special place. Many thanks to you, the entire BCC and County staff for working so hard to keep it special.

With gratitude,


George M. Egan

GME/sp

cc: Commissioner Mike Cella, District 1 and Vice-Chair
Commissioner Alexandra Compere, District 2
Commissioner Betsy Condon, District 4
Commissioner Kristen Burke, District 5











BCC Minutes 6.11.24 BCC#2

Final Audit Report

2024-07-01

Created:	2024-06-27
By:	Lisa Osha (Lisa.Osha@claycountygov.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAADI-fGKCoGWfyuSMnzy1sGrzFP4bwpScJ

"BCC Minutes 6.11.24 BCC#2" History

-  Document created by Lisa Osha (Lisa.Osha@claycountygov.com)
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-  Document emailed to clayesign@claycountygov.com for signature
2024-06-27 - 3:41:19 PM GMT
-  Email viewed by clayesign@claycountygov.com
2024-07-01 - 3:37:48 PM GMT
-  Signer clayesign@claycountygov.com entered name at signing as Jim Renninger
2024-07-01 - 3:38:06 PM GMT
-  Document e-signed by Jim Renninger (claysign@claycountygov.com)
Signature Date: 2024-07-01 - 3:38:08 PM GMT - Time Source: server
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2024-07-01 - 7:00:43 PM GMT
-  Signer bccdocs@clayclerk.com entered name at signing as Tara S Green
2024-07-01 - 7:01:01 PM GMT
-  Document e-signed by Tara S Green (bccdocs@clayclerk.com)
Signature Date: 2024-07-01 - 7:01:03 PM GMT - Time Source: server
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