

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 250187

Number Assigned by Purchasing Dept.



CONTRACT REVIEW

BOARD MEETING DATE:

WHEN BOARD APPROVAL IS REQUIRED DO
NOT PLACE ITEM ON AGENDA UNTIL
REVIEW IS COMPLETED

☐ Must Have Board Approval over \$100,000.00

Date Submitted: 5/1/2025

Name of Contract Initiator: Paul Bement

Telephone #: 66829

School/Dept Submitting Contract: Operations

Cost Center # 9023

Vendor Name: DFH Land, LLC

Contract Title: Proportionate Share Mitigation Agreement: Bella Lago Townhomes Phase II

Contract Type: New ☒ Renewal ☐ Amendment ☐ Extension ☐ Previous Year Contract #

Contract Term: n/a

Renewal Option(s):

Contract Cost: n/a

☐ **BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**

Funding Source: Budget Line #

Funding Source: Budget Line #

☐ **NO COST MASTER (COUNTY WIDE) CONTRACT - SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**

☐ **INTERNAL ACCOUNT - IF FUNDED FROM SCHOOL IA FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO SBAO**

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (when applicable):

Completed Contract Review Form

SBAO Template Contract or other Contract (NOT SIGNED by District / School)

SIGNED Addendum A (if not an SBAO Template Contract)*

**This Statement MUST BE included in the body of the Contract:*

"The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."

Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:

COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.

General Liability = \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate.

Auto Liability = \$1,000,000 Combined Single Limit (\$5,000,000 for Charter Buses).

Workers' Compensation = \$100,000 Minimum

[If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].

State of Florida Workers Comp Exemption (<https://apps.fldfs.com/bocexempt/>) (If Applicable)

COVID-19 Waiver (If Applicable)

Release and Hold Harmless (If Applicable)

RECEIVED

By Elaine at 10:28 am, May 07, 2025

****AREA BELOW FOR DISTRICT PERSONNEL ONLY ****

CONTRACT REVIEWED BY:

COMMENTS BELOW BY REVIEWING DEPARTMENT

Purchasing Department

REVIEWED

By Bertha Staefe at 9:09 am, May 13, 2025

School Board Attorney

Review Date J. Blocker by email
5/15/2025

Other Dept. as Necessary

Review Date

PENDING STATUS: ☐ YES ☐ NO

IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR

FINAL STATUS

**TENTATIVELY
APPROVED**

Pending Signatures

SCHOOL CONCURRENCY PROPORTIONATE SHARE MITIGATION AGREEMENT
(Bella Lago Townhomes Phase II)

THIS SCHOOL CONCURRENCY PROPORTIONATE SHARE MITIGATION AGREEMENT (“**Agreement**”) is made by and among **CLAY COUNTY, FLORIDA**, a political subdivision of the State of Florida, whose address is 477 Houston Street, Green Cove Springs, Florida 32043 (hereinafter referred to as the “**County**”); **CLAY COUNTY DISTRICT SCHOOLS**, a body corporate and political subdivision of the State of Florida, whose address is 900 Walnut Street, Green Cove Springs, Florida 32043 (hereinafter referred to as “**School District**”); and **DFH Land, LLC**, a Florida Limited Liability Company, whose address is 14701 Philips Highway, Suite 200, Jacksonville, FL 32256 (hereinafter referred to as the “**Developer**”).

RECITALS:

WHEREAS, Developer is the contract purchaser of that certain tract of land being approximately 42 acres located in unincorporated Clay County, Florida, being a portion of Clay County Parcel Identification No. 23-05-25-010101-015-00 as more particularly described on **Exhibit “A”** attached hereto and incorporated herein by this reference (the “**Property**”). The location of the Property described in **Exhibit “A”** is illustrated with a map appearing in **Exhibit “B”**; and further described in the School Concurrency Reservation Certificate Application No. SCRC # 2025000004; and

WHEREAS, the Developer has submitted an application for a development proposal seeking approval to develop a maximum of fifty-four (54) single-family residential dwelling units on the Property (hereinafter referred to as the “**Development Proposal**”); and

WHEREAS, the County and the School District have adopted and implemented a public school concurrency management system to assure the future availability of public school facilities to serve new development consistent with level of service standards (“**Level of Service**” and “**Level of Service Standards**”), the terms of the current Interlocal Agreement for Coordinated Planning, Public Educational Facility Siting and Review and School Concurrency in Clay County between the School District, the Clay County Board of County Commissioners and the local governments (the “**Interlocal Agreement**”), and the public school facilities and capital improvement elements of the respective comprehensive plans (individually, “**Element**”; plural, “**Elements**”); and

WHEREAS, at the time of this Agreement, adequate junior high and high school capacity is available to accommodate the junior high and high school students the Development Proposal is anticipated to generate by the Development Proposal; and

WHEREAS, at the adopted Level of Service standards, (i) adequate school capacity is not available for fourteen (14) elementary students generated by the Development Proposal at the Level of Service Standard within the school concurrency services area or areas (“**Concurrency Service Area**”; “**Concurrency Service Areas**”) in which the Development Proposal is located, to accommodate the anticipated number of public school students that the Development Proposal will generate; (ii) the needed elementary school capacity for the applicable Concurrency Service Area

or Concurrency Service Areas within which the Development Proposal is located is also not available in any contiguous Concurrency Service Areas; and (iii) available elementary school capacity will not be in place or under actual construction within three (3) years after the approval of the Development Proposal; and

WHEREAS, authorizing these new residential dwelling units without the mitigation provided for in this Agreement would result in a failure of the Level of Service Standard for public school facilities in one or more applicable Concurrency Service Areas, or will exacerbate existing deficiencies in Level of Service; and

WHEREAS, the Parties agree that public school concurrency shall be satisfied by the Developer's execution of this legally binding Agreement to provide mitigation proportionate to the demand for public school facilities to be created by these new residential dwelling units ("**Proportionate Share Mitigation**"); and

WHEREAS, the Parties further agree that the appropriate Proportionate Share Mitigation option necessary to satisfy public school concurrency is payment of Proportionate Share Mitigation in the amount of **\$ 763,798 for the Development Proposal, or \$ 14,144.41 per dwelling unit**, as more specifically depicted or described herein; and

WHEREAS, the purpose of this Agreement is to set forth the terms and conditions upon which the Developer shall pay funds as Proportionate Share Mitigation for the Property impacts on K-12 educational facilities under control of the School District.

NOW, THEREFORE, in consideration of the foregoing described Proportionate Share Mitigation, the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto, intending to be legally bound, hereby agree as follows:

1. **INCORPORATION OF RECITALS**. The foregoing recitals are true and correct and are hereby incorporated into this Agreement by this reference as if fully set forth herein.

2. **PARTIES**. The County, the School District and the Developer shall be collectively referred to as the "**Parties**."

3. **LEGALLY BINDING COMMITMENT**. The Parties agree that this Agreement constitutes a legally binding commitment by the Developer to provide Proportionate Share Mitigation for the new residential dwelling units sought to be approved by the County in the Development Proposal for the Property.

4. **PROPORTIONATE SHARE MITIGATION**. The Parties agree that the payment of Proportionate Share Mitigation in the total amount of \$ 763,798 for the Development Proposal, or \$ 14,144.41 per dwelling unit, is an appropriate Proportionate Share Mitigation option necessary to maintain the Level of Service Standard for school capacity in the affected Concurrency Service Area or Concurrency Service Areas. Upon the final execution of this Agreement, the School District shall issue a revised School Concurrency Determination showing adequate mitigation. The duration and effect of this School Concurrency Determination shall be in accordance with the Interlocal Agreement and the public school facilities

Element. However, in no event shall this School Concurrency Determination, or any capacity reservation based on this Determination, continue to be effective if the Developer fails to perform its obligations under this Agreement. Conversely, once the Developer has completely performed its obligations under this Agreement, the Developer shall be entitled to rely on the School Concurrency Determination and capacity reservation to the extent of the capacity provided by the Proportionate Share Mitigation and once the Developer has completely performed its obligations under this Agreement, such right of reliance shall survive the expiration of this Agreement.

5. **TIMING**. The Parties agree that the Proportionate Share Mitigation shall occur at the time of, and be a condition for the issue by County of, final plat approval for each lot within the Property. For example, if a plat contains 100 lots, the Developer shall pay \$ \$1,414,440.74 (100 lots times \$ 14,144.41 per lot) in Proportionate Share Mitigation prior to the County's approval of such plat. Each payment shall be made directly to the School District.

6. **IMPACT FEE CREDIT**. As consideration for the Developer's Proportionate Share Mitigation specified herein, the Parties agree that the County shall provide a credit of \$ 763,798 for the Development Proposal, or \$14,144.41 per dwelling unit, toward any school impact fee or exaction imposed by ordinance of Clay County for the same need. Should the school impact fee or exaction be greater than the above-described credit, the Developer shall pay the difference at the time school impact fees are due. The Developer shall provide a school impact fee voucher substantially in the form of "**Exhibit C**" to the County, at the time of impact fee payment. Should the school impact fee or exaction be less, the Developer shall not be entitled to the use of any excess credits. Should school impact fees be prepaid in order to extend the School Concurrency Reservation Certificate, any remaining balance due on the Proportionate Share Mitigation shall be paid at the time of final subdivision approval. Provided, however, nothing in this Agreement shall be deemed to require the County to continue to levy or collect School Impact Fees, or, if levied, to levy them for any certain amount.

7. **SCHOOL CAPACITY IMPROVEMENT**. The School District agrees to apply the Proportionate Share Mitigation contributed by the Developer toward a school capacity improvement which will be added to the planned capital improvements in the Five-Year District Facilities Work Plan at the time of its next annual update, and which satisfies the demands created by the Development Proposal in accordance with this Agreement.

8. **NO GUARANTEE OF LAND USE/ZONING**. Nothing in this Agreement shall require the County to approve any Land Use Amendment or Rezoning application associated with the Property.

9. **EFFECTIVE DATE**. This Agreement shall become effective on the date it is recorded in the Public Records of Clay County, Florida (the "**Effective Date**"). If this Agreement is not executed by the Developer and delivered to the County within thirty (30) days after the latter of County or School District approval of this Agreement, this Agreement shall become void.

10. **TERM**. This Agreement shall expire upon the Parties' completion of their performance of all obligations herein.

11. **STATUTORY COMPLIANCE.** The Parties agree that this Agreement satisfies the requirements for a binding Proportionate Share Mitigation Agreement in Section 163.3180(6)(h), Florida Statutes.

12. **NOTICES.** Whenever any of the Parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified. The place for giving of notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. Until otherwise designated by amendment to this Agreement, the Parties designate the following as the respective places for giving notice:

TO THE COUNTY:

County Manager
Clay County
477 Houston Street
Green Cove Springs, Florida 32043

WITH COPIES TO:

County Attorney
Clay County
477 Houston Street
Green Cove Springs, Florida 32043

FOR SCHOOL DISTRICT:

Paul Bement
Supervisor, Planning and Intergovernmental
Relations
Clay County District Schools
925 Center Street
Green Cove Springs, Florida 32043

FOR DEVELOPER:

DFH Land LLC
Attn: Robert Riva
14701 Philips Highway, Suite 200
Jacksonville, Florida 32256

WITH COPIES TO:

Kimley-Horn and Associates, Inc.
Attn: Blair Knighting, AICP
12740 Gran Bay Parkway West,
Suite 2350
Jacksonville, Florida 32258

13. **RELEASE.** Upon the performance of all obligations of all Parties hereto, the School District shall release the Developer from this Agreement, and the Developer shall release the School District and the County from any and all future claims, costs or liabilities arising out of the provision of Proportionate Share Mitigation in accordance with this Agreement. These releases

shall be recorded at the Developer's expense in the Official Records of Clay County, Florida, evidencing such performance.

14. **DEFAULT**. If any party to this Agreement materially defaults under the terms hereof, then the non-defaulting party shall give the defaulting party thirty (30) days' notice and a right to cure such breach. Should the Developer of the property described herein fail to timely cure a default in meeting its obligations set forth herein, its concurrency certificate, issued based upon payment and/or performance hereunder, shall be voided and that Developer and the property described herein shall lose their right to concurrency under this Agreement and their right to School Impact Fee credits under this Agreement. Further, in the case of such default, any development upon that property dependent upon such certificate will be stopped, until and unless the agreement is reinstated or the default is cured or capacity becomes available and is granted through an appropriate application. Should the County or School District fail to timely cure a default in meeting their obligations set forth herein, Developer may seek any and all remedies available to it in law or equity.

15. **VENUE; CHOICE OF LAW**. Any controversies or legal issues arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder, shall be submitted to the jurisdiction of the Circuit Court of Clay County, Florida, the venue situs, and shall be governed by the laws of the State of Florida.

16. **CAPTIONS and PARAGRAPH HEADINGS**. Captions and paragraph headings contained in this Agreement are for convenience and reference only. They in no way define, describe, extend or limit the scope or intent of this Agreement.

17. **NO WAIVER**. No waiver of any provision of this Agreement shall be effective unless it is in writing, and signed by the party against whom it is asserted. Any such written waiver shall only be applicable to the specific instance to which it relates, and shall not be deemed to be a continuing or future waiver.

18. **EXHIBITS**. All Exhibits attached hereto contain additional terms of this Agreement and are incorporated herein by reference.

19. **FURTHER ASSURANCES**. The Parties hereby agree to execute, acknowledge and deliver and cause to be done, executed, acknowledged and delivered all further assurances and to perform such acts as shall reasonably be requested of them in order to carry out this Agreement.

20. **AMENDMENTS**. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective, unless contained in a written document prepared with the same or similar formality as this Agreement and executed by all the Parties to this Agreement.

21. **ASSIGNMENT**. This Agreement runs with the land. The Developer may assign its rights, obligations and responsibilities under this Agreement to a third-party purchaser of all or any part of fee simple title to the Property. Any such assignment shall be in writing and shall require the prior acknowledgement of all of the Parties. At the election of the School District, such acknowledgement may be conditioned upon the written agreement of the assignee to comply with

conditions and procedures to aid in the monitoring and enforcement of the assignee's performance of the Proportionate Share Mitigation under this Agreement. The assignor under such assignment shall furnish the Parties with a copy of the written assignment within ten (10) days of the date of execution of same.

22. **NO THIRD-PARTY BENEFICIARIES.** This Agreement is made for the sole benefit and protection of the parties, their successors and assigns, and no other persons shall have any right of action hereunder.

23. **COUNTERPARTS.** This Agreement may be executed in three (3) counterparts, each of which may be deemed to be an original.

24. **RECORDING OF THIS AGREEMENT.** The Developer shall record this Agreement, at its expense, within fourteen (14) days after full execution, in the Clay County Public Records. Time is of the essence in the recording, and failure to timely record shall render this Agreement void.

25. **MERGER CLAUSE.** This Agreement sets forth the entire agreement among the Parties, and it supersedes all prior and contemporaneous negotiations, understandings and agreements, written or oral, among the Parties.

26. **SEVERABILITY.** If any provision of this Agreement is declared invalid or unenforceable by a court of competent jurisdiction, the invalid or unenforceable provision will be stricken from the Agreement, and the balance of this Agreement will remain in full force and effect as long as doing so would not affect the overall purpose or intent of the Agreement.

IN WITNESS WHEREOF, the Parties have made and executed this Agreement on the respective dates above each signature:

COUNTY

CLAY COUNTY, through its BOARD OF COUNTY COMMISSIONERS, signing by and through its chairman, authorized to execute same by Board action on this _____ day of _____, 2025.

CLAY COUNTY, FLORIDA, a political
subdivision of the State of Florida

By: _____
Chairman

ATTEST:

By: _____
Tara S. Green
Clay County Clerk of Court and Comptroller
EX Officio Clerk to the Board

SCHOOL DISTRICT

The SCHOOL DISTRICT OF CLAY COUNTY, signing by and through its Chair, authorized to execute same by District action on this _____ day of _____, 2025.

ATTEST:

**THE SCHOOL BOARD OF CLAY COUNTY,
FLORIDA**

By: _____
David Broskie, Superintendent of Schools

By: _____
Erin Skipper, Chairwoman

DEVELOPER

Signed, witnessed, executed and acknowledged on this ____ day of _____, 2025.

WITNESSES

DEVELOPER

DFH Land, LLC. a Florida limited liability
company

Print Name: _____

By: _____
Its: _____
Date: _____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ____ physical presence
or ____ online notarization on this day ____ of _____, 2025, by
_____, as _____ of (developer name- location)-, a
(state of incorporation) corporation, on behalf of the corporation, who is (check one) ☐ personally
known to me or ☐ has produced a valid driver's license as identification.

Notary Public

Name: _____
Commission Expires: _____

Exhibit "A"

Property Legal Description

LEGAL DESCRIPTION PER TITLE COMMITMENT:

A PORTION OF SECTIONS 23 AND 26, TOWNSHIP 5 SOUTH, RANGE 25 EAST, CLAY COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF SAID SECTION 26; THENCE NORTH 89°49'46" EAST, ALONG THE SOUTHERLY LINE OF SAID SECTION 26, A DISTANCE OF 414.54 FEET TO THE SOUTHEAST CORNER OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 4070, PAGES 484, 489 AND 497, OF THE PUBLIC RECORDS OF CLAY COUNTY, FLORIDA, SAID CORNER ALSO BEING A POINT ON A CURVE CONCAVE EASTERLY, HAVING A RADIUS OF 14,552.00 FEET AND A CENTRAL ANGLE OF 02°57'51"; THENCE NORTHEASTERLY, SOUTHEASTERLY AND NORTHWESTERLY, ALONG THE EASTERLY LINE OF SAID LANDS, THE FOLLOWING EIGHT (8) COURSES AND DISTANCES: COURSE NO. 1: ALONG AND AROUND THE ARC OF SAID CURVE A DISTANCE OF 752.86 FEET TO THE POINT OF TANGENCY, SAID CURVE BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 00°16'58" EAST, 752.78 FEET; COURSE NO. 2: NORTH 01°45'54" EAST, A DISTANCE OF 2354.16 FEET; COURSE NO. 3: SOUTH 88°14'06" EAST, A DISTANCE OF 448.00 FEET; COURSE NO. 4: NORTH 01°45'54" EAST, A DISTANCE OF 1334.00 FEET; COURSE NO. 5: NORTH 88°14'06" WEST, A DISTANCE OF 448.00 FEET; COURSE NO. 6: NORTH 01°45'54" EAST, A DISTANCE OF 1377.44 FEET TO THE POINT OF BEGINNING; COURSE NO. 7: CONTINUE NORTH 01°45'54" EAST, A DISTANCE OF 860.58 FEET; COURSE NO. 8: NORTH 02°30'54" EAST, A DISTANCE OF 433.23 FEET, TO THE SOUTH RIGHT OF WAY LINE OF SANDRIDGE ROAD, COUNTY ROAD 739-B AN 80 FOOT RIGHT OF WAY AS NOW ESTABLISHED; THENCE SOUTH 89°25'32" EAST, ALONG SAID SOUTHERLY RIGHT OF WAY LINE, A DISTANCE OF 100.09 FEET, TO THE SOUTHERLY RIGHT OF WAY OF SAID SANDRIDGE ROAD AS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 4781, PAGE 595, OF THE PUBLIC RECORDS OF CLAY COUNTY, FLORIDA; THENCE SOUTH 30°56'45" EAST, ALONG LAST SAID LINE, A DISTANCE OF 23.46 FEET, THENCE; SOUTH 89°25'32" EAST, CONTINUING ALONG LAST SAID LINE, A DISTANCE OF 497.12 FEET, TO THE WESTERLY RIGHT-OF-WAY LINE OF LAGO VISTA DRIVE, AN 80 FOOT PUBLIC RIGHT OF WAY, AS SHOWN ON THE PLAT OF BELLA LAGO PHASE 1, RECORDED IN PLAT BOOK 72, PAGES 19 THROUGH 40, INCLUSIVE OF SAID PUBLIC RECORDS; THENCE ALONG SAID WESTERLY RIGHT OF WAY LINE, RUN THE FOLLOWING SEVEN (7) COURSES AND DISTANCES: COURSE NO. 1: SOUTH 44°25'35" EAST, FOR 42.43 FEET; COURSE NO. 2: SOUTH 00°34'23" WEST, FOR 280.80 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE TO THE EAST; COURSE NO. 3: SOUTHERLY ALONG THE ARC OF SAID CURVE, HAVING A RADIUS OF 440.00 FEET, A CENTRAL ANGLE OF 19°18'06", AN ARC LENGTH OF 148.23 FEET AND A CHORD BEARING SOUTH 09°04'40" EAST, FOR 147.53 FEET TO THE POINT OF TANGENCY; COURSE NO. 4: SOUTH 18°43'43" EAST, FOR 309.51 FEET; COURSE NO. 5: SOUTH 18°43'43" EAST, A DISTANCE OF 62.53 FEET, TO THE POINT OF CURVATURE OF A CURVE CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 260.00 FEET AND A CENTRAL ANGLE OF 54°01'52"; COURSE NO. 6: SOUTHWESTERLY, ALONG AND AROUND THE ARC OF SAID CURVE, A DISTANCE OF 245.18 FEET, SAID CURVE BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 08°17'13" WEST, A DISTANCE OF 236.20 FEET, TO THE POINT OF TANGENCY OF SAID CURVE; COURSE NO. 7: SOUTH 35°18'09" WEST, A DISTANCE OF 884.62 FEET; THENCE NORTH 37°59'22" WEST, A DISTANCE OF 28.21 FEET; THENCE NORTH 55°08'59" WEST, A DISTANCE OF 56.37 FEET; THENCE NORTH 31°00'58" WEST, A DISTANCE OF 38.76 FEET; THENCE NORTH 37°14'10" WEST, A DISTANCE OF 47.12 FEET; THENCE NORTH 09°23'12" WEST, A DISTANCE OF 57.63 FEET; THENCE NORTH 18°49'57" WEST, A DISTANCE OF 55.32 FEET; THENCE NORTH 30°29'57" WEST, A DISTANCE OF 78.50 FEET; THENCE NORTH 29°16'01" WEST A DISTANCE OF 74.18 FEET; THENCE NORTH 31°15'33" WEST, A DISTANCE OF 82.88 FEET; THENCE NORTH 27°29'01" WEST, A DISTANCE OF 1.24 FEET, TO THE POINT OF BEGINNING OF THE PARCEL HEREIN DESCRIBED.

Exhibit "B"

Property Location (map/plans)

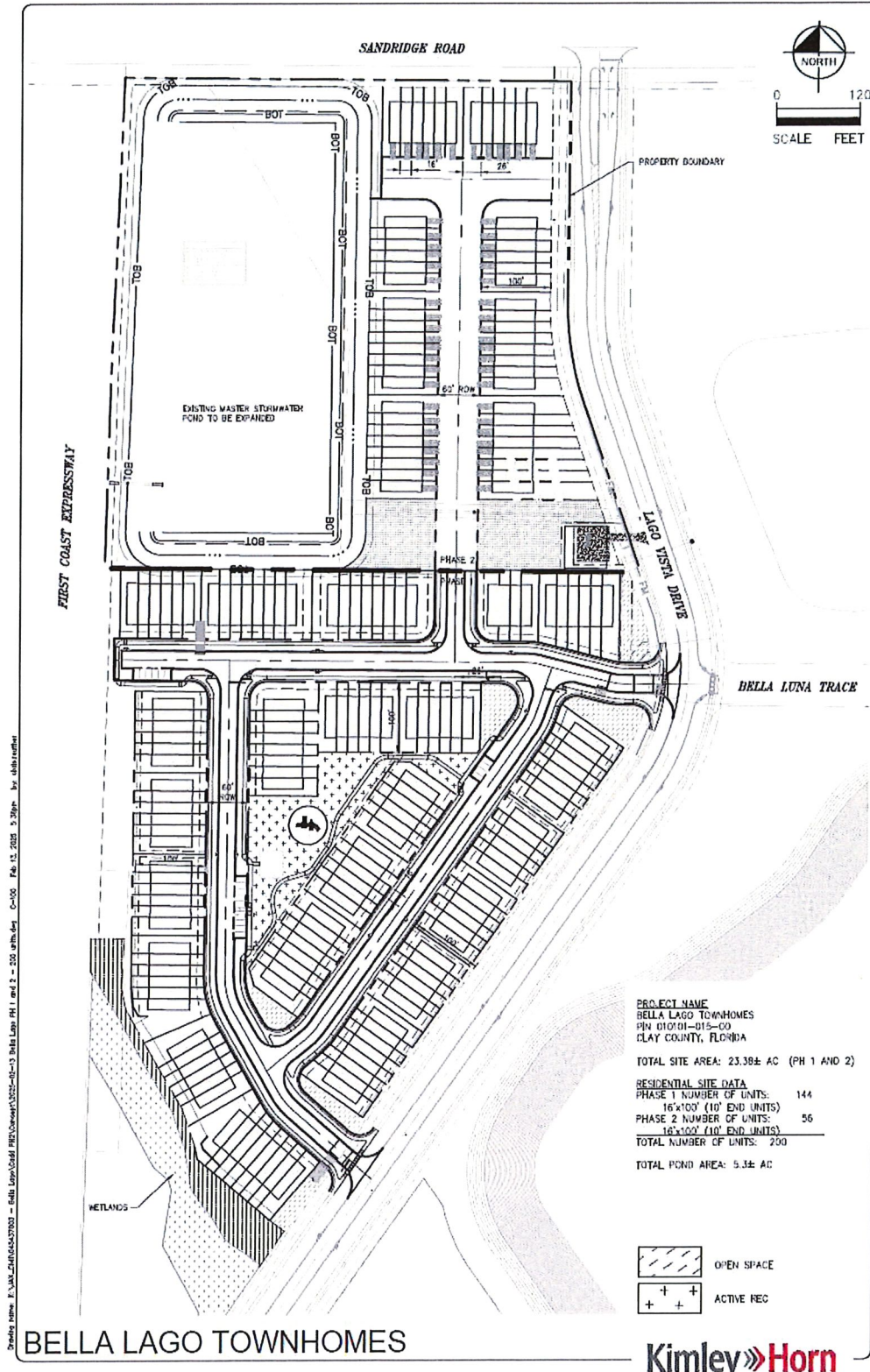


Exhibit "C"

CLAY COUNTY EDUCATIONAL IMPACT FEE CREDIT VOUCHER

Voucher # _____

Date _____

Assignor/Developer: _____

Contact: _____

Address: _____

Phone# _____ Email: _____

Builder/Owner Name -Assignee _____

Contact: _____

Address: _____

Phone# _____ Email _____

Parcel Information

Legal Description/Parcel ID #: _____

Lot No. _____ Block No. _____

Street Address: _____

Subdivision Name, Unit, Phase: _____

The undersigned Assignor hereby gives notice to Clay County, Florida that the sum of \$_____ should be deducted from the remaining educational impact fee credit for the above referenced address/parcel as referenced in the Fourth Amendment to Interlocal Agreement as Clay County Agreement/Contract # ("Agreement") of the current public records of Clay County, as amended by the Clay County Board of County Commissioners dated _____ for educational impact fees as required under Clay County Ordinance No. 2009-30. The deduction leaves a remaining balance of \$_____. The School Board will record the credit in the School Impact Fee Credit Ledger.

Assignor:

By: _____

Date: _____

Verified by: _____

Date: _____

School District Designee

Note: All sections must be filled out completely. Failure to do so may result in the delay or denial of the credit.

CONTRACT REVIEW PROCESS FOR "ALL" CONTRACTS

A contract is defined as an agreement between two or more parties that is intended to have legal effect. This may include MOUs, Interlocal Agreements, Service Agreements and Contracts. Contracts document the mutual understanding between the parties as to the terms and conditions of their agreement, contain mutual obligations, and clearly state the agreement's consideration. The term consideration includes the cost of the services and/or products to be provided by second party (vendor or service provider) and any non-monetary performance. No school, department, or other organizational unit has authority to contract in its own name. All Board contracts must be made in the legal name of the Board, "The School Board of Clay County, Florida". The School or Department may extend this name to include the school or department as follows, "The School Board of Clay County, Florida o/b/o _____ (insert the school or department name)" where o/b/o means "on behalf of".

All contracts shall be reviewed and approved by the School Board Attorney and/or the Supervisor of Purchasing to ensure legality, compliance with Board policy, and to ensure the Board interests are protected before the authorized signatory may execute the contract.

All contracts having a value of \$100,000 or more shall be authorized by the Board at a regular or special meeting and signed by the Board Chairman. All approved contracts having a value of less than \$100,000 may be executed by the Superintendent or appropriate District administrator based on the value of the contract.

1. All approved contracts having a value of \$50,000 or more, but less than \$100,000 shall be signed by the Superintendent, or the person who has been designated, in writing by the Superintendent, as the Superintendent's Designee at the time of the contract signing. All contracts executed pursuant to this subparagraph shall be reported to the School Board in a separate entry as part of the monthly financial report.
2. All approved contracts having a value of \$25,000 or more, but less than \$50,000, shall be signed by the Superintendent, or the Assistant Superintendent for Business Affairs.
3. All approved contracts having a value of less than \$25,000 and contracts of any value described in Board Authorized Contracts above that are exempt from the requirement for Board approval, may be signed by the Superintendent, or the Assistant Superintendent for their Division, or Chief Officers, or Directors, or Principals.
4. The Superintendent is authorized to approve contract amendments or change orders for the purchase of commodities and services up to the amount of ten (10) percent or \$50,000, whichever is less, of the original contract amount that was previously approved by the Board.

Employees who enter into agreements without authority may be personally liable for such agreements, whether oral or written.

Step 1: Contract Initiator and Vendor prepare draft contract
(School Board Attorney Office (SBAO) Template Contracts available on SBAO webpage are strongly encouraged)

Step 2: Complete Contract Review Form, attach Required Documents to include the UNSIGNED Contract by the District / School.

For Contracts using Budgeted Funds or For No Cost / Master (County Wide) Contracts:
Initiator submits Contract Review Package to Purchasing Department - See Step 3

For Contracts using Internal Funds Individual to each School:
Initiator submits Contract Review Package direct to SBAO - See Step 4

IMPORTANT

Step 3: If Funded by Budgeted Funds, submit the Contract Review Package to the Purchasing Department.

Purchasing will begin the contract review process and submit the contract to the SBAO for review. SBAO may reach out to Initiator and/or other Departments (Risk, IT,) with questions or concerns and will assist with contract revisions. SBAO will send the Contract Review Package back to the Purchasing Department for final processing and the return to Initiator.

Purchasing will log "District" Contracts (Cost/No Cost) on Contract Review Log and save copy of the Contract Review Package PLUS the Final Signed Contract you've return to Purchasing in the Contract Review Team Drive.

Step 4: If Funded by Internal Account (IA), submit the Contract Review Package directly to SBAO.

Email: contractreview@myoneclay.net

The SBAO will begin the contract review process and return it directly to Initiator

Step 5: The Initiator is responsible for finalizing the Contract which includes:

Addressing Comments/Revisions, Obtaining Required Signatures, Send District Final Signed Contract to Purchasing OR Retain Internal Accounts Final Signed Contract at School per School Board Record Policy.

If there is a Cost associated with Contract, the Initiator must work with their Bookkeeper to finalize the Purchasing Process.

Budgeted Funds require a District Purchase Order. Internal Accounts require an IA Purchase Order.

For assistance with legal-related matters, please visit the [School Board Attorney's Office \("SBAO"\) webpage](#) or call 904-336-6507
For assistance with insurance-related matters, please visit the [Business Affairs - Risk Management webpage](#) or call 904-336-6745
For assistance with District Purchasing, please visit the [Business Affairs - Purchasing webpage](#) or call 904-336-6736