

SHERIFF'S CAREER SERVICE ACT
ORDINANCE NO. 2013- 1

AN ORDINANCE OF ST. JOHNS COUNTY, FLORIDA THAT REPEALS ST. JOHNS COUNTY ORDINANCE 99-61 (THE SHERIFF'S CAREER SERVICE ACT). THIS ORDINANCE IN EFFECT AMENDS ORDINANCE 99-61 BY MAKING FINDINGS; RECREATING A CAREER SERVICE ACT PERTAINING TO THE ST. JOHNS COUNTY SHERIFF'S OFFICE; PROVIDING FOR THE APPLICATION OF THE ACT TO ALL SWORN, TELECOMMUNICATIONS AND CIVILIAN REGULAR STATUS FULL-TIME EMPLOYEES OF THE ST. JOHNS COUNTY SHERIFF'S OFFICE; PROVIDING FOR THE SUSPENSION OR DISMISSAL OF EMPLOYEES; PROVIDING FOR THE TRANSITION OF EMPLOYEES; PROVIDING FOR APPEALS OF DISCIPLINARY ACTIONS; PROVIDING FOR CAREER SERVICE APPEALS BOARDS; PROVIDING FOR APPEAL BOARD PROCEDURES; PROVIDING FOR A PROMOTIONAL POLICY; PROVIDING MINIMUM REQUIREMENTS FOR PROMOTION; PROVIDING FOR WRITTEN PROMOTIONAL TESTING; PROVIDING FOR NOTICE OF PROMOTIONAL PROCESS; PROVIDING FOR APPLICATION FOR ORAL REVIEW; PROVIDING FOR PROMOTIONAL ORAL REVIEW BOARD MEMBERSHIP SELECTION; PROVIDING FOR ORAL REVIEW BOARD; PROVIDING FOR EXECUTIVE EVALUATION MEMBER SELECTION; PROVIDING FOR EXECUTIVE EVALUATION; PROVIDING FOR A PROMOTIONAL ELIGIBILITY LIST; PROVIDING FOR NOTICE OF CIVILIAN PROMOTIONAL OPPORTUNITY; PROVIDING FOR APPLICATION FOR CIVILIAN PROMOTION; PROVIDING FOR FINAL SELECTION FOR PROMOTION; PROVIDING CONSTITUTIONALITY; PROVIDING FOR REPEAL OF ORDINANCE 99-61; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA AS FOLLOWS:

Section 1. The Board of County Commissioners of St. Johns County, Florida (the "Board") hereby finds and determines that:

(A) The Florida Legislature, pursuant to HB 90-3447 (Laws of Florida, Chapter 90-477) and Chapter 125.01(2) (u) of the Florida Statutes, empowered and directed the County Commissioners to create a civil service system and board pertaining to St. Johns County Sheriff ("Sheriff") personnel. Florida law directs that once enacted as an ordinance the provision shall only be revised by the County Commission if requested by

the Sheriff, and pursuant to the Sheriff's recommendations. This ordinance shall sometimes hereinafter be referred to as an "act"; and

(B) In compliance with Florida law, the Board enacted St Johns County ordinance 99-61. The Sheriff has now requested and recommended that this ordinance be enacted in its stead.

Section 2. Applicability

(1) The provisions of this act, which shall be known as the "Career Service Act," shall apply to all sworn, telecommunications and civilian full-time employees of the St. Johns County Sheriff's Office, including deputy sheriffs, except as provided in this act.

(a) The provisions of this act do not apply to the Sheriff or any civilian employee that is categorized as Senior Management under the Florida Retirement System.

(b) The provisions of this act do not apply to any sworn or civilian member of a reserve, auxiliary, posse, volunteer, or other public service assistant ("PSA") unit, part-time personnel or contracted labor.

(c) The provisions of this act do not apply to retired employees, such as employees who have entered into the Deferred Retirement Option Program.

(2) Employees are defined as persons who have served in a full-time status in the agency for a continuous period of one calendar year from the date of initial appointment unless said employee has been placed on an extended period of probation by the Sheriff, in which case, the regular status will be attained only upon satisfactory completion of their extended probationary period.

(a) An employee who is terminated for any reason and is reappointed shall not be considered regular status until they have completed the required probationary period, commencing on the date of reappointment, with the exception of a reinstatement order from a career service appeals board.

(b) An employee who is required to serve a probationary period attendant with promotion shall retain their regular status, but may be demoted to their prior rank or position during such probationary status without the right of appeal. The probationary status is hereby limited to six months.

Section 3. Suspension or dismissal of employees.

(1) An employee may only be suspended or terminated for just cause.

(a) Prior to such action the employee must be furnished with written notice of the proposed action and offered the opportunity to respond to the allegations or charges in the suspension or dismissal.

(b) In emergency circumstances and for cause, an employee may be suspended or dismissed immediately, providing notice thereof and the reasons therefore are given within (24) hours.

Section 4. Transition of employees.

(1) When a newly elected or appointed Sheriff lawfully assumes office, the new Sheriff shall continue the appointment of current regular status full-time personnel unless cause for termination exists and established methods of termination are followed.

(2) The incoming Sheriff shall have the option of retaining the current Appointed Staff in their positions.

(a) If the incoming Sheriff decides to realign any of the Appointed Staff positions, with the exception of those mentioned in Section 2 (1)(a), the Appointed Staff affected may be reduced in rank or pay grade not more than one rank or pay grade or not more than one position or pay grade. Any transfer of these personnel shall be to a position in the agency for which they are qualified. Such new rank or position shall be regular status upon effect unless later reduced as the result of formal disciplinary action. Actions taken under this paragraph are not appealable to the career service appeals board.

Section 5. Appeals of disciplinary action.

(1) Appeals may be filed when disciplinary action results in termination, suspension or reduction in rank or base salary. Appeal procedures are described in Section 7 of this act.

(2) All other disciplinary actions other than as stated in subsection (1) above are not appealable to the career service appeals board. Such other disciplinary actions are governed by the St. Johns County Sheriff's Office grievance policy.

Section 6. Career service appeals boards.

(1) There are hereby created career service appeals boards. Each Board shall meet as necessary.

(a) Each career service appeals board shall be an ad hoc board.

(b) A Board shall be empaneled upon the written filing of an appeal of disciplinary action by the aggrieved employee.

(2) Membership of boards:

(a) The Director of General Services or their designee will serve as an ex-officio member of each Board. This member shall assist the Board in securing records and issuing subpoenas, but will have no voting authority. Each Board shall be composed of five members and have the assistance of the Director of General Services or their designee as stated above. All members shall be employees of the St Johns County Sheriff's Office or a Law Enforcement Officer with jurisdiction within St Johns County.

1. The Sheriff and aggrieved employee each shall select one employee covered by the Career Service Act.

2. The Sheriff and the aggrieved employee each shall select one other member of the Board who may be an employee covered by the Career Service Act or who may be from another Law Enforcement agency having jurisdiction within St Johns County.

3. The fifth member, who will act as chairman on the Board, shall be selected by the other four members and must be covered by this Career Service Act.

(3) Any employee, as previously stated, shall be eligible to serve as a member of the Board if selected to serve as long as they have not had any formal discipline in the previous two years.

(4) Any employee selected to serve on the Board shall serve without additional compensation for such service. Such employee shall serve on the Board as a temporary duty type assignment and shall be relieved of other duties while such Board is in session.

(5) Board members shall serve until final action is taken by the Board with respect to the purpose for which it was called.

(6) Once final action is taken, the Board shall be dissolved; however, any such Board may also provide assistance and advice to the Sheriff on matters concerning the disciplinary action(s).

Section 7. Career service appeal boards procedures.

(1) Appeal Procedure. An appeal of actions specified as appealable in Section 5 of this act shall be made in writing to the Sheriff.

(a) The written appeal shall be directed to the Sheriff not later than 10 calendar days after the aggrieved employee is notified of the action on which the appeal is based.

(b) If the employee does not comply with the time provisions as specified in paragraph (a), it will be deemed that the employee has waived their right to appeal.

(2) Establishment of the Board.

(a) Upon receiving an appeal, the Sheriff shall notify the Director of General Services of the names of the Sheriff's selection to the Board within 10 calendar days.

(b) Concurrent with the written notice of appeal to the Sheriff, the employee shall advise the Director of General Services of the names of the employee's selection to the Board within 10 calendar days.

(c) The Director of General Services or their designee shall notify the selected personnel and verify their concurrence to serve. If the person selected declines to serve, or has a bona fide conflict, i.e. is a witness in the hearing, the Director of General Services or their designee shall notify the person that made the selection and request an alternate selection. The Director of General Services or their designee shall notify the selected member's immediate supervisor so that the supervisor may assign that employee a temporary duty status for the term of the Board.

(d) The four members selected shall meet and select the fifth member no later than 10 calendar days after being notified by the Director of General Services or their designee. Upon selection of the fifth member, the Director of General Services or their designee shall verify that member's concurrence to serve. This member shall act as the chairman of the Board.

(e) The chairman of the Board shall receive the charge from the Sheriff or his designee and gather all supporting documentary evidence, or other items necessary or having bearing on the appeal, unless said items are to be subpoenaed along with the witnesses. The Director of General Services or their designee, at the chairman's request, shall assist in gathering or compiling said information or articles. The chairman shall convene the Board and the Board shall hold hearings as soon as practical.

(f) If the Director of General Services determines that the aggrieved employee has failed to comply with the rules set forth above, it shall be deemed that the employee has waived their right to appeal.

(3) Board Hearings. The authority of the Board is granted by this act and:

(a) The Board shall have in the conduct of said hearings, the power to administer oaths, issue subpoenas to compel the attendance of witnesses and their testimony, and require the production of books,

records, accounts, papers, documents, and any other necessary items. In case of failure of any persons to comply with an order of the Board or a subpoena issued by the Board or upon the refusal of a witness to testify on a matter regarding that which he may be lawfully questioned, the Board chairman may apply to a judge of the county in which the witness is a resident and request that the judge initiate injunctive relief or contempt of court proceedings.

(b) The employee filing the appeal shall have the right to testify on their own behalf before the Board, to be counseled by an advisor of their choice, and to present any relevant facts on their own behalf. The Sheriff, General Counsel, or designee shall also have the right to an advisor and to present testimony on their behalf during such proceedings. The Sheriff, General Counsel, or designee shall have the same rights as the employee.

(c) Neither advisor shall have the right to address the Board unless requested by the chairman. The only persons that shall have the right to address the Board are the aggrieved employee or the Sheriff, General Counsel, or the Sheriff's designee.

(d) The aggrieved employee shall be present during all allegations and when evidence is being presented against them. The advisor of either or both parties may be present if the respective parties wish.

(e) The technical rules of evidence in a court of law shall not apply.

(f) Witnesses who appear in obedience to a subpoena before the Board shall receive compensation for attendance and mileage, as provided for witnesses in civil cases in the courts of this state.

1. Witness payments shall be made by the party calling the witnesses.

2. Witness payments for witnesses called by this Board shall be paid by the St. Johns County Sheriff's Office upon presentation of proper vouchers and approval by at least three or more Board members.

3. Agency employees serving as witnesses shall be paid in accordance with agency policy.

(4) Board Findings.

(a) The Board shall dispose of the appeal by majority vote after deliberation of the facts in the matter for which it was called.

(b) The decision of the Board shall be limited to either "sustain" or "not sustain" the Sheriff's action(s) that is being appealed.

1. If an action by the Sheriff is not sustained by the Board, the Board may include reinstatement with back pay or may modify the personnel action which was the subject of the appeal.

2. No Board shall have the authority to impose on any employee any penalty which is more severe than that which formed the basis of the appeal.

3. If any violation of law or policy is uncovered by the Board during the hearings, the Board shall refer the matter to the Sheriff or appropriate authority for further investigation.

(c) Upon conclusion of deliberations by the Board, the Board shall make a verbal statement of their findings to the Sheriff, General Counsel, or their designee and the aggrieved employee as soon as practical.

(d) The Board shall prepare and submit a written decision to the Sheriff and a copy to the employee who initiated the appeal or their representative within 5 calendar days upon conclusion of the testimony in such proceeding.

(e) The decision of the Board shall be final and binding on the employee and the Sheriff. This shall not limit or circumvent either the rights of the Sheriff or the employee to further proceedings in an actual court of proper jurisdiction.

(f) It shall be the duty of the authorities having charge of the public buildings of St. Johns County to allow the reasonable use of a public building for the holding of meetings of the Board and any investigations provided for by the act.

Section 8. Promotional Policy. The promotional policies of the St. Johns County Sheriff's Office will be consistent with the guidelines of the promotional policy structure established by the Career Service Act.

(1) Any new ranks/titles, other than Appointed Staff, implemented by the Sheriff's Office will be consistent with the structure, procedure, and policies governing the established promotional policies and guidelines enacted by the Career Service Act.

(2) This Career Service Act will apply to all promotions with the exception of Appointed Staff and the Corporal status.

Section 9. Minimum requirements for Sworn and Telecommunication promotion. Minimum requirements for ranks/titles currently established in accordance with the Career Service Act are as follows:

(1) To be eligible for promotion an applicant:

(a) Shall have completed a minimum of five (5) full-time consecutive years of service with the Sheriff's Office with at least three (3) years in the career path for which promotion is sought.

(b) Shall meet minimum standards as set forth in job description(s) and promotional policies.

Section 10. Written Promotional Examination - Promotional eligibility exams for Sergeants and Lieutenants will be held once every year.

(1) Notice of this examination will be distributed throughout all divisions of the agency by bulletin board, or other means, a minimum of 30 calendar days in advance of the date of the test.

(2) Each employee wishing to take the examination must apply to Human Resource and must have been with this agency in a full-time capacity for a minimum of five (5) consecutive years.

(3) Each employee who has applied to participate in the promotional process will be required to have taken a written examination and met the minimum passing score of 80 percent to be eligible for an interview.

(4) Promotional examinations shall be given on an annual basis.

Section 11. Notice of Promotional Process – A notice of upcoming promotional process will be published announcing the beginning of the Promotional Cycle, as dictated by policy.

(1) This notice will be distributed throughout all divisions of the agency by bulletin board, or other means, a minimum of 10 calendar days in advance of the date of the oral review board.

(2) The responsibility of the publication and posting of said notice shall be initiated by the Sheriff through the Director of General Services or designee.

Section 12. Oral Review – Consistent with policy, the top twenty list will be developed using combined scores from written exam and employee assessment evaluation. Those included on the list will be invited to an interview session with the Oral Review Board (ORB).

Section 13. Review board membership selection - Each ORB shall be comprised of five members as follows:

(1) Sergeant's - Sworn/Telecommunication's Promotional Board

(a) One individual with the rank of Lieutenant or above is to be selected by the Sheriff to serve as OIC of the board.

(b) The OIC, with the guidance of the Sheriff, will select an outside individual from a list of qualified persons furnished by the Sheriff.

(c) One Sergeant from any other division selected by the President of the Fraternal Order of Police, Lodge 113.

(d) These three members will select a non-ranking employee from the division in which the vacancy occurs.

(e) These four members will select an employee from any rank from any division.

(f) All Board members will have equal vote in all actions of the board.

(2) Lieutenant's - Sworn/Telecommunication's Promotional Board

(a) One individual with the rank of Commander or above is to be selected by the Sheriff to serve as OIC of the board.

(b) The OIC, with the guidance of the Sheriff will select an outside individual from a list of qualified persons furnished by the Sheriff.

(c) One Lieutenant to be selected from any other division by the President of the Fraternal Order of Police, Lodge 113.

(d) These three members will select a Sergeant from the division in which the vacancy occurs.

(e) These four members will select an employee from any rank from any division.

(f) All board members will have equal vote in all actions of the board.

Section 14. Oral Review Board

(1) At the conclusion of the ORB, the OIC will total each applicant's score sheet. The board will then compile a list of applicants in descending order beginning with the highest score. All five board members will sign the list.

(2) The list will be forwarded to the Director of General Services or their designee. The Director of Administration or designee will then combine each applicant's assessment score and oral review board score.

(3) The Director of General Services or designee will determine the minimum number of applicants' as dictated by policy. This list will be forwarded for Executive Evaluation as per policy.

Section 15: Executive Evaluation Membership Selection

- (1) One individual with the rank of Commander or above is to be selected by the Sheriff to serve as OIC of the board.**
- (2) The OIC will select the three remaining board members.**
- (3) Each Executive Evaluation Board will be comprised of four (4) members.**
- (4) All Executive Evaluation Board members will hold the rank of Commander or higher.**

Section 16: Executive Evaluation

- (1) At the conclusion of the Executive Evaluation, each applicant's Executive Evaluations score will be forwarded to the Director of General Services or designee for final computation. All four board members will sign this list.**
- (2) The Director of General Services or designee will combine the scores of each applicant's promotional assessment, oral review board and executive evaluation.**
- (3) The Director of General Services or designee will compile a promotional eligibility list based on each applicant's combined score and place the applicants in descending order beginning with the highest score.**

Section 17: Promotional Eligibility List

- (1) When an opening for promotion occurs, the Director of General Services or designee will provide the Sheriff with a list of the "top 5" scores from the annual promotional eligibility list.**
- (2) The Sheriff will make selections from the "top 5" list.**
- (3) Once the Sheriff has selected for promotion an employee from the "top 5" list, the next highest scoring employee will be advanced to the "top 5" list. In the event of a tie within the highest five overall scores, all candidates who have scored within the top five will be included and posted on the list.**
- (4) The Promotional Eligibility list shall remain valid for 1 year from the date of publication.**

Section 18. Notice of Civilian Promotional Opportunity – At the direction of the Sheriff, whenever an opportunity for civilian promotion is available within the Sheriff's Office, a notice will be published by Human Resource.

- (1) This notice will be distributed throughout all divisions of the agency by bulletin board, or other means, a minimum of 10 calendar days in advance of the closing date.**

- (2) The responsibility of the publication and posting of said notice shall be initiated by the Sheriff through the Director of General Services or their designee.

Section 19. Application for Civilian Promotion – Upon posting a notice of promotional opportunity, each employee requesting consideration must apply in accordance with St Johns County Sheriff's Office policy to Human Resource.

- (1) Human Resource will either approve or disapprove the application based on the employee's eligibility.
- (2) At the end of the 10 calendar day notification period, the Director of General Services or their designee will forward all applications to the Division Director in which the vacancy occurs.
- (3) The Division Director will review and make a recommendation to the Sheriff for his approval.
- (4) In the event no applicant meets the desired criteria, the Sheriff may appoint an eligible candidate by lateral transfer, or from inside or outside the agency.

Section 20. Final Selection for Promotion(s)

- (1) The final selection for promotion(s) will be made by the Sheriff.

Section 21. Constitutionality

- (1) Should any section or subsection of the Career Service Act be found unconstitutional, only that section or subsection found to be unconstitutional shall be deleted and the remainder of this Act remain in effect.

Section 22. Repeal of Ordinance 99-61,

- (1) St Johns County Ordinance 99-61 is hereby repealed.
- (2) The repeal of St Johns County Ordinance 99-61 shall not effect any actions or proceedings that occurred or took place prior to its repeal.
- (3) Any Boards created pursuant to Ordinance 99-61 that are active on the effective date of this Ordinance shall continue as Boards created pursuant to this Ordinance and they shall conduct their affairs and continue their proceedings in the manner provided in this Ordinance.

Section 23. It is recognized that the Sheriff retains all operational responsibility for the Sheriff's Office and that the Board of County Commission is acting ministerially in enacting and adopting this Ordinance.

Section 24. Effective Date - This Ordinance shall take effect on the date that a certified copy of this Ordinance is filed with the Department of State.

Enacted and adopted the 15 day of January, 2013.

Board of County Commissioners
of St Johns County, Florida

By: _____


John H. Morris, Chair

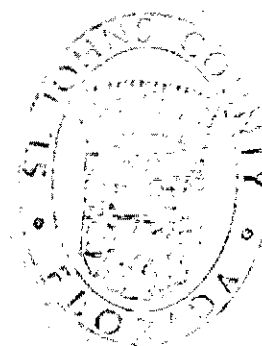
ATTEST: Cheryl Strickland, Clerk of Court

By: _____


Deputy Clerk

Effective Date: 01-18-13

Rendition Date: 01-17-13



THE ST. AUGUSTINE RECORD

COPY OF NOTICE OF A PUBLIC HEARING BY THE ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS

MINUTES AND RECORDS
500 SAN SEBASTIAN VIEW
SAINT AUGUSTINE FL. 32084

Ref.#: L064-13
P.O.#: L064-13

PUBLISHED EVERY MORNING SUNDAY THRU SATURDAY
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

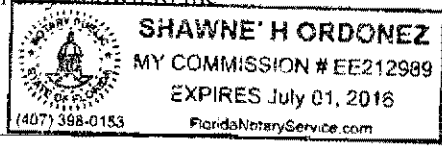
STATE OF FLORIDA,
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared STEVEN SMITH
who on oath says that he/she is an Employee of the St. Augustine Record,
a daily newspaper published at St. Augustine in St. Johns County, Florida:
that the attached copy of advertisement being a NOTICE OF HEARING
In the matter of SHERIFF CAREER SERV - HEARING JANUARY 15, 2013
was published in said newspaper on 01/04/2013

Affiant further says that the St. Augustine Record is a newspaper published
at St. Augustine, in said St. Johns County, Florida, and that the said newspaper
heretofore has been continuously published in said St. Johns County, Florida,
each day and has been entered as second class mail matter at the post office in the
City of St. Augustine, in said St. Johns County, for a period of one year preceding
the first publication of the copy of advertisement; and affiant further says that
he/she has neither paid nor promised any person, firm or corporation any discount,
rebate, commission or refund for the purpose of securing the advertisement for
publication in the said newspaper.

Sworn to and subscribed before me this 4th day of JAN 04 2013
by Steven Smith who is personally known to me
or who has produced as identification

(Signature of Notary Public)



(Seal)

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of St. Johns County, Florida, will hold a public hearing on Tuesday, January 15, 2013, at 9:00 a.m. In the County Auditorium at the County Administration Building, 500 San Sebastian View, St. Augustine, Florida, to consider adoption of the following ordinance:

AN ORDINANCE OF ST. JOHNS COUNTY, FLORIDA, THAT REPEALS ST. JOHNS COUNTY ORDINANCE 99-61 (THE SHERIFF'S CAREER SERVICE ACT). THIS ORDINANCE IN EFFECT AMENDS ORDINANCE 99-61 BY MAKING FINDINGS; RECREATING A CAREER SERVICE ACT PERTAINING TO THE ST. JOHNS COUNTY SHERIFF'S OFFICE; PROVIDING FOR THE APPLICATION OF THE ACT TO ALL SWORN, TELECOMMUNICATIONS AND CIVILIAN EMPLOYEES OF THE ST. JOHNS COUNTY SHERIFF'S OFFICE; PROVIDING FOR THE SUSPENSION OR DISMISSAL OF EMPLOYEES; PROVIDING FOR THE TRANSITION OF EMPLOYEES; PROVIDING FOR APPEALS OF DISCIPLINARY ACTIONS; PROVIDING FOR CAREER SERVICE APPEALS BOARDS; PROVIDING FOR APPEAL BOARD PROCEDURES; PROVIDING FOR A PROMOTIONAL POLICY; PROVIDING MINIMUM REQUIREMENTS FOR PROMOTION; PROVIDING FOR WRITTEN PROMOTIONAL TESTING; PROVIDING FOR NOTICE OF PROMOTIONAL PROCESS; PROVIDING FOR APPLICATION FOR ORAL REVIEW; PROVIDING FOR PROMOTIONAL ORAL REVIEW BOARD MEMBERSHIP SELECTION; PROVIDING FOR ORAL REVIEW BOARD; PROVIDING FOR EXECUTIVE EVALUATION MEMBER SELECTION; PROVIDING FOR EXECUTIVE EVALUATION; PROVIDING FOR A PROMOTIONAL ELIGIBILITY LIST; PROVIDING FOR NOTICE OF CIVILIAN PROMOTIONAL OPPORTUNITY; PROVIDING FOR APPLICATION FOR CIVILIAN PROMOTION; PROVIDING FOR FINAL SELECTION FOR PROMOTION; PROVIDING CONSTITUTIONALITY; PROVIDING FOR REPEAL OF ORDINANCE 99-61; AND PROVIDING AN EFFECTIVE DATE.

The proposed ordinance is on file in the office of the Clerk of the Board of County Commissioners at the St. Johns County Administration Building, 500 San Sebastian View, St. Augustine, Florida and may be examined by parties interested prior to the public hearing.

Interested parties may appear at the public hearing and be heard with respect to the proposed ordinance.

If a person decides to appeal any decision made by the Board of County Commissioners with respect to any matter considered at the public hearing, he/she will need a record of the proceedings, and for such purposes he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

NOTICE TO PERSONS NEEDING SPECIAL ACCOMMODATIONS AND TO ALL HEARING IMPAIRED PERSONS: In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in the proceedings should contact ADA Coordinator, at (904) 209-0450 at the St. Johns County Administration Building, 500 San Sebastian View, St. Augustine, FL 32084. For hearing impaired individuals: Telecommunication Device for the Deaf (TDD): Florida Relay Service: 1-800-955-8779, no later than 9 days prior to the date of the hearing.

BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA
CHERYL STRICKLAND, ITS CLERK
By: Robin L. Platt, Deputy Clerk
L064-13 Jan 4, 2013



FLORIDA DEPARTMENT *of* STATE

RICK SCOTT
Governor

KEN DETZNER
Secretary of State

January 22, 2013

Ms. Cheryl Strickland
Secretary
St. Johns County
500 San Sebastian View
St. Augustine, Florida 32084

Attention: Ms. Yvonne King, Minutes and Records Division

Dear Ms. Strickland:

Pursuant to the provisions of Section 125.66, Florida Statutes, this will acknowledge receipt of your letters dated January 17, 2013 and certified copies of Ordinance Nos. 2013 -01 through 2013-03, which were filed in this office on January 18, 2013.

Sincerely,

Liz Cloud
Program Administrator

LC/elr

2013 JAN 28 PM 3:36