

Agenda

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Jefferson County Board of County Commissioners

Thursday, March 19, 2026 at 6:00 pm

REGULAR SESSION AGENDA

Courthouse Annex, 435 W. Walnut Street, Monticello, FL 32344

1. 6 PM CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE
2. APPROVAL OF THE AGENDA
3. PUBLIC ANNOUNCEMENTS, PRESENTATIONS & AWARDS

a. Conexon Fiber Installation Presentation

Attachments:

- [Wacissa Off System Build](#)

b. Black History Month Proclamation

Attachments:

- [Proclamation- Black History](#)

4. CITIZENS REQUEST & INPUT ON NON-AGENDA ITEMS

(3 Minute Limit Please)

5. CONSENT AGENDA

a. Vouchers

Attachments:

- [List of Accounts](#)
- [Activity Statement Feb.2026](#)
- [TF DIST. BY VENDOR PAV 03.06.26](#)

- [GF DIST. BY VENDOR PAV 03.06.26](#)
- [TF DIST. BY VENDOR 03.13.26 PAV](#)
- [GF DIST. BY VENDOR PAV 03.13.26](#)
- [TF DIST. BY VENDOR 03.19.26](#)
- [GF DIST. BY VENDOR 03.19.26](#)

b. Meeting Minutes

Attachments:

- [BOCC Minutes 03-05-26](#)

c. Internal Control Engagement Letter

Attachments:

- [Cover Letter](#)
- [Jefferson County AUP Engagement Letter](#)
- [Supplemental Agreement - Internal Audit](#)

6. GENERAL BUSINESS

a. Budget Amendment-S. Metty

Attachments:

- [Memo - Budget Amendment 2](#)
- [Amendment 2 of the Budget Public Hearing - FY 25-26](#)
- [FY 2025-2026 Budget Amendment](#)
- [Budget Amendment - Clerk of Court & Property Appraiser](#)
- [Clerk of Court 25-26 Budget](#)
- [FY 2023-2024 Payback Funds Retention Request](#)
- [Budget Amendment 2 Resolution](#)
- [PABudget-02192026124859](#)

b. Budget Workshop Schedule-S.Metty

Attachments:

- [Budget schedule](#)

c. American's 250 Celebration- S.Metty

Attachments:

- [Agenda Item-Monticello-Jefferson County 250 Celebration](#)

- [Memo - Use of TDT Funds 1.13.26](#)

d. Jefferson County Land Development Code Updates

Attachments:

- [Agenda Item - LDC Ord BOCC Hearing 3.19.26](#)
- [LDC Revisions 3.18.26](#)
- [Attachment 3 - Platting and Subdivision Analysis](#)
- [LDC Ord Attachment 4 - PC Comments and Recommendations](#)

e. Level II Employee Background Ordinance-S.Metty

Attachments:

- [Agenda Item - Level II Employee Background Ordinance FOR PUBLICATION](#)
- [Background Checks Ordinance v2](#)
- [Business Impact Estimate Background Checks](#)

f. FDLE Grant Award Agreement-S.Metty

Attachments:

- [6N272-Federal Award Agreement](#)
- [Agenda Item-FDEL Grant Award Agreement](#)

g. Animal Control Department Update-S.Metty

h. SHIP Award

Attachments:

- [Agenda Item 23-24 SHIP Award](#)
- [Jefferson County Board Agenda Item Memo](#)
- [Jefferson County SHIP Bid Tab 1.6.2026](#)
- [SHIP Budget 3.6.2026](#)

7. CLERK OF COURTS

8. COUNTY ENGINEER

9. COUNTY ATTORNEY

10. COUNTY MANAGER

11. COUNTY COMMISSIONERS

12. ADJOURN

From the manual "Government in the Sunshine", page 40: Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he 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.

PARTICIPATING IN A COUNTY COMMISSION MEETING: A CITIZEN'S GUIDE

The Jefferson County Commission is pleased to have you at our Commission meeting. We appreciate your presence, welcome your participation, and want your visit to be interesting and informative. The following is a brief summary of the Commission's Meeting Rules of Procedure that apply to citizen participation.

See the meeting agenda so that you can follow each item of business the Commission will be discussing.

SPEAKING BEFORE THE COMMISSION: WHEN CAN I TALK?

If you want to address the Commission about an issue that's not on the agenda, notice there is a place to do this. To reserve a time to speak for up to 3 minutes, please sign a speaker request form usually found near the speaker's rostrum.

The first place to speak is soon after the meeting begins. This time is reserved for citizens who want to make a request or provide input that doesn't require discussion. The spot is frequently used by citizens who don't want to stay for the entire meeting and don't need an immediate response from the Commission.

Citizens may also have a chance to address the Commission about items of interest during the General Business part of the agenda. After the Commissioners have had a chance to discuss a general business item, the Chair usually asks if there are any comments from the audience. Again, if you wish to speak, please limit remarks to no more than 3 minutes.

For the record, always give your name and address before you begin speaking. If you're representing a particular group or organization, state that, too. Always address remarks to the Chair or the Commission as a whole, never to an individual commissioner or the audience. Speakers may speak only once on an issue and may not yield their time to another person.

THE COMMON COURTESY RULE: PLEASE BE BRIEF, RELEVANT, AND ALWAYS CIVIL

Commission meetings can be long. Our Commission works hard to keep meetings moving along in a productive and civil manner. Please plan your remarks so that you can make your point clearly and quickly. Always be courteous and civil.

The Chair may call down speakers (or members of the audience) who violate the Commission's rules of decorum. Here are some "no-no's": personal attacks or threats, booing, heckling, cheering, inappropriate clapping, verbal outbursts, and distracting private conversations during proceedings. Also, signs are okay outside of the meeting room but are not allowed in it.

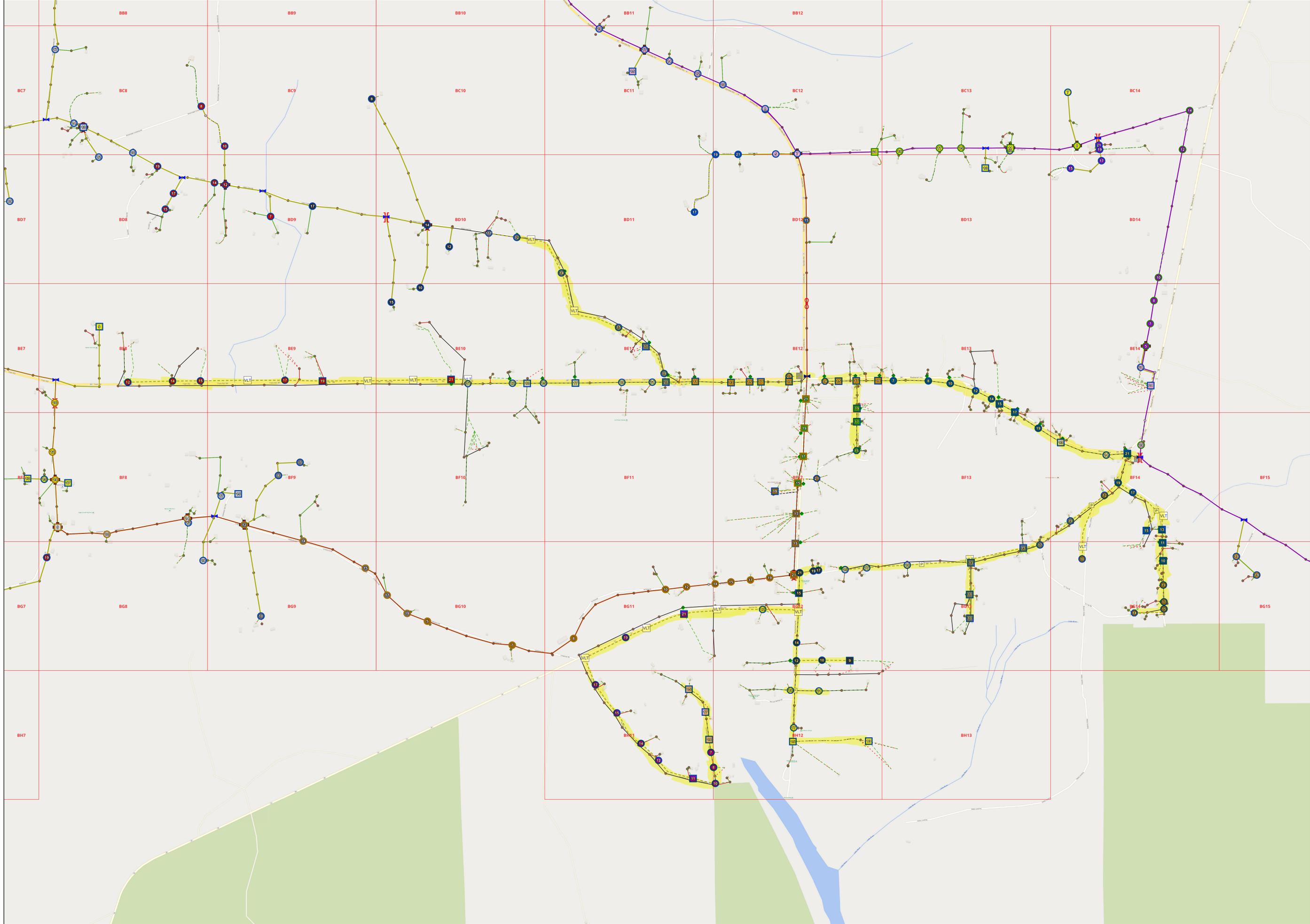
Commission Meeting Rules of Procedure (available at jeffersoncountyfl.gov) give the Chair control of the meeting, much like a judge controls his courtroom. These same rules also give the Chair a lot of flexibility to

use his or her judgment in running an efficient and orderly meeting. So if you think you need help or more time, let the Chair know. If time allows, the Chair will usually grant reasonable requests.

Again, thanks for your interest. We're glad you're here!

NOTE: *Except for Common Courtesy rules, slightly different guidelines may apply to public hearings and workshops.*

Contact: Shannon Metty, County Coordinator (smetty@jeffersoncountyfl.gov 850-342-0223) | Agenda published on 03/13/2026 at 1:50 PM



Tri County FL: St Augustine 13_133 - Wacissa Build
Construction E-Size Map January 29, 2026



**JEFFERSON COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS
PROCLAMATION
Black History Month – February 2026**

WHEREAS, Black History Month is an annual observance dedicated to recognizing the significant contributions, achievements, and enduring legacy of African Americans in shaping our nation’s history, culture, and progress; and

WHEREAS, the Jefferson County Board of County Commissioners acknowledges the profound impact of Black Americans across science, innovation, engineering, exploration, and beyond; and

WHEREAS, Black scientists have made groundbreaking discoveries that continue to benefit society, including:

- **Dr. Percy Julian**, a pioneering chemist who developed synthetic compounds for lifesaving medicines including cortisone and steroids.
- **Dr. George Carruthers**, an astrophysicist and inventor of the ultraviolet camera/spectrograph used during the Apollo missions, advancing our understanding of space.
- **Alice Ball**, a chemist who developed the “Ball Method,” the first effective treatment for leprosy.
- **Mark Dean**, a computer engineer who co-invented key components of the personal computer, including the ISA bus.
- **Dr. Neil deGrasse Tyson**, an astrophysicist who has advanced public understanding of the universe through research and science education. His most widely recognized discovery is Manhattanhenge.

WHEREAS, Black inventors have demonstrated extraordinary ingenuity, including:

- **Dr. Patricia Bath**, inventor of laser cataract surgery, restoring sight to countless individuals.
- **Jerry Lawson**, a pioneer of the video game industry who developed the first cartridge-based gaming system.
- **Dr. James West**, co-inventor of the electret microphone, which is used in most modern communication devices.
- **Lewis Latimer**, who improved the incandescent light bulb and contributed to advancements in electrical engineering.
- **Elijah McCoy**, an engineer and inventor known for his automatic lubrication system, leading to the phrase “the real McCoy”.

WHEREAS, Black engineers and world travelers have expanded the boundaries of innovation and exploration, including:

- **Frederick McKinley Jones**, an inventor who revolutionized refrigerated transportation.

- **Jean Baptiste Pointe du Sable**, widely recognized as the founder of Chicago and a pioneering trader and explorer.
- **Dr. Mae Jemison**, the first African American woman in space, advancing science and inspiring future generations.
- **James Beckwourth**, a frontiersman and explorer who discovered Beckwourth Pass through the Sierra Nevada.
- **Bessie Coleman**, the first African American woman to earn a pilot’s license, breaking barriers in aviation.

WHEREAS, these individuals exemplify courage, intellect, perseverance, and innovation, serving as an inspiration to all residents of Jefferson County; and

WHEREAS, the Board of County Commissioners encourages all citizens to celebrate Black History Month by learning about and honoring the contributions of African Americans throughout history.

NOW, THEREFORE, BE IT PROCLAIMED that the Jefferson County Board of County Commissioners hereby recognizes and celebrates **Black History Month** and calls upon all residents to reflect upon the rich heritage and lasting contributions of African Americans to our community, state, and nation.

ADOPTED this 19th day of March, 2026, by the Jefferson County Board of County Commissioners.

 Chairman, Jefferson County B.O.C.C – District 5

 Vice Chair, Jefferson County B.O.C.C- District 1

 Jefferson County B.O.C.C- District 2

 Jefferson County B.O.C.C – District 3

 Jefferson County B.O.C.C – District 4

Fund 01

1947 SCRAP
1948 SCOP
1949 CIGP
2101 BOCC
2102 Coordinator
2103 County Attorney
2104 County Administrative
2211 Property Appraiser
2212 Tax Deed
2325 JASC Shared Court
2326 USA Shared Court
2327 ICSID Shared Court
2320 Clerk
2322 Circuit Court
2324 County Court
2332 State Attorney
2333 Public Defender
2440 Supervisor of Elections
2670 Courthouse
2671 Admin Buildings
2780 Planning Dept
2781 Local Programs
3101 Sheriff/EOC
3102 Veterans Affairs
3211 Forestry
3440 Building Dept
3441 Impact Fees
3990 Medical Examiner
4212 Animal Control
4216 Mosquito Control-Local
4217 Mosquito Control-State
5101 Health Dept
5222 Other Welfare
6101 Parks & Recreation
6212 Library-Local
6213 Library-State
6302 Extension

Fund 11

4102 Road Dept

Fund 12

0018 CDBG
0098 SHIP & Other

Fund 14

3101 Sheriff

Fund 18

4102 Capital Projects

Fund 19

3211 Fire Rescue

Fund 22

4212 Solid Waste

Fund 23

2911 E911

Fund 24

4104 2012 & 2022 Bond Debt Service

Fund 26

6214 Literacy

Fund 27

4103 County Road Bond

Fund 28

3211 EMS

Fund 29

2781 Tourist Development

Fund 30

4104 2018 Bond Debt Service

Statement of Activity
Jefferson County Board of County Commissioners
For 2/28/2026

All

	Y-T-D Actual	Y-T-D Budget	Variance
Revenues			
01-0000-311.000 Ad Valorem Revenue	6,995,043.88	8,458,806.00	(1,463,762.12)
01-0000-312.000 Loc Option Sales Tax-Rev	737,182.79	1,691,169.10	(953,986.31)
01-0000-321.000 Home Occup & Business Lic	380.00	2,200.00	(1,820.00)
01-0000-329.000 Contractor Licenses	6,486.82	426.00	6,060.82
01-0000-336.000 Statement Payment in Lieu Tax	0.00	7,000.00	(7,000.00)
01-0000-361.000 Interest	11,765.14	485,000.00	(473,234.86)
01-0000-361.001 General Fund MM Interest	80,701.67	0.00	80,701.67
01-0000-361.002 Florida Class General Interest	45,436.54	0.00	45,436.54
01-0000-361.003 Florida Trust General Interest	30,385.75	0.00	30,385.75
01-0000-362.010 Rent Income/Extension	625.20	0.00	625.20
01-0000-362.060 Jeffco Homeschool Assoc	0.00	500.00	(500.00)
01-0000-362.070 Rent Income/County Complex	300.00	0.00	300.00
01-0000-369.030 Extension/Salary Reimbursement	0.00	240,000.00	(240,000.00)
01-0000-369.300 Opioid Settlement	11,716.61	0.00	11,716.61
01-1000-329.000 Dev Code Permits & Public	20,328.93	79,000.00	(58,671.07)
01-1000-341.000 Record Indexing	6,060.00	21,000.00	(14,940.00)
01-1100-322.000 County Building Permits	75,700.70	245,000.00	(169,299.30)
01-1200-322.000 City Building Permits	19,159.43	75,000.00	(55,840.57)
01-1200-335.000 State Revenue Sharing	243,672.28	563,480.00	(319,807.72)
01-1300-322.000 Driveway Permits	954.00	2,500.00	(1,546.00)
01-1300-335.000 Insurance Agents Licenses	7,082.16	6,000.00	1,082.16
01-1400-322.000 911 Addresses	1,070.00	4,000.00	(2,930.00)
01-1400-335.000 Mobile Home Licenses	9,695.78	13,000.00	(3,304.22)
01-1500-335.000 Alcoholic Beverages	2,967.55	3,000.00	(32.45)
01-1600-335.000 Racing Tax	55,812.50	111,625.00	(55,812.50)
01-1810-335.000 Local Gov Half-Cent Sales	634,688.64	2,258,484.40	(1,623,795.76)
01-1830-335.000 Half Cent Supplemental/INMA	10,389.15	0.00	10,389.15
01-1900-335.000 Fiscally Const	117,462.25	334,772.40	(217,310.15)
01-1900-335.010 Amendment 1 Offset	1,198,068.00	1,238,736.00	(40,668.00)
01-1900-335.040 Amendment 4 Offset	322,077.00	334,937.00	(12,860.00)
01-2000-337.050 Law Enf. Salary Assistance	217,529.00	0.00	217,529.00
01-2000-347.000 Recreation/Regist Fees	6,740.00	12,000.00	(5,260.00)
01-2000-347.010 Sponsorships	1,650.00	5,000.00	(3,350.00)
01-2000-354.000 Parking Regulation Ordinance Fine	150.00	0.00	150.00
01-2100-324.000 Fire Rescue Impact Fee	2,569.16	7,000.00	(4,430.84)
01-2200-337.020 EMPA (State) 1033	26,451.50	105,806.00	(79,354.50)
01-2200-337.030 EMPG 50/50 (1100)	0.00	47,575.00	(47,575.00)
01-2200-337.040 Cert Grant	0.00	10,000.00	(10,000.00)
01-2200-337.041 Duke Energy Grant	10,000.00	18,000.00	(8,000.00)
01-2200-337.050 Law Enf. Salary Assistance	0.00	342,814.00	(342,814.00)
01-4000-346.000 Animal Control Fees	1,787.75	13,000.00	(11,212.25)
01-4000-354.000 Animal Control Ordinance Fine	2,517.75	0.00	2,517.75
01-4500-343.000 Mosquito Control Grant	0.00	67,479.00	(67,479.00)
01-5000-362.000 Valley View Non Ad Valor	12,144.99	14,079.00	(1,934.01)
01-5100-324.000 Medical Impact Fee	2,407.01	5,000.00	(2,592.99)
01-5100-341.000 Tax Collector Fees	418,060.01	300,000.00	118,060.01
01-5500-341.000 Supervisor/Election Fees	1,102.85	1,000.00	102.85
01-7200-334.000 State Library Aid	0.00	230,000.00	(230,000.00)
01-9000-366.000 Library Unanticipated Rev	364.00	2,400.00	(2,036.00)
01-9000-369.000 Miscellaneous Revenue	1,102.55	35,000.00	(33,897.45)
01-9000-369.040 Transfer from Restitution Fund	(282,445.42)	0.00	(282,445.42)
11-0000-361.000 INTEREST	2,960.76	0.00	2,960.76
11-0000-361.001 Florida Class Transportation Interest	19,562.44	0.00	19,562.44
11-0000-361.002 Transportation Fund MM Interest	11,386.91	0.00	11,386.91
11-1600-335.000 RACING TAX	55,812.50	111,625.00	(55,812.50)
11-4000-312.000 LOCAL OPTION FUEL TAX	319,662.60	1,259,341.00	(939,678.40)
11-4000-312.020 Ninth Cent Fuel Tax	65,097.61	140,040.00	(74,942.39)
11-4100-335.000 MOTOR FUEL TAX REBATE	901.86	16,965.00	(16,063.14)
11-4100-364.000 SALE SURPLUS EQUIP/MISC REV	0.00	25,000.00	(25,000.00)
11-4400-335.000 COUNTY FUEL TAX(7th cent)	137,317.54	361,039.00	(223,721.46)
11-4410-335.000 MOTOR FUEL USE TAX	0.00	1,364.00	(1,364.00)
11-4900-335.000 5TH & 6TH CENT GAS TAX	63,382.29	157,815.00	(94,432.71)
11-5000-362.000 Aucilla Shore Non Ad Valor	35,311.63	49,455.00	(14,143.37)
11-5000-362.001 Hanger Lot Road Ad Val	482.58	0.00	482.58
12-0000-344.080 SCOP-Small Co Outreach PR	1,080,890.05	0.00	1,080,890.05
12-3600-331.000 Interest	19.21	0.00	19.21
12-3610-331.010 Interest - Section 8	11.70	0.00	11.70

Statement of Activity
Jefferson County Board of County Commissioners
For 2/28/2026

All

	Y-T-D Actual	Y-T-D Budget	Variance
12-5500-331.000 Sec 8 Program	0.00	200,000.00	(200,000.00)
12-5500-331.180 CDBG Housing Rehab	0.00	400,000.00	(400,000.00)
12-5500-331.650 SHIP	0.00	350,000.00	(350,000.00)
12-9000-344.080 SCOP-Small Co Outreach PR	0.00	7,981,336.00	(7,981,336.00)
14-0000-361.010 Interest SP Law Enf Trst	311.93	0.00	311.93
14-1100-351.010 DORI Slosberg Surcharge	3,653.95	11,400.00	(7,746.05)
14-1100-351.020 Court Facilities Surch	37,783.10	114,000.00	(76,216.90)
14-1100-351.030 Criminal Surcharge	5,110.95	11,400.00	(6,289.05)
14-1100-351.060 Crime Prevention	1,811.48	9,500.00	(7,688.52)
14-2200-337.090 Patrol Vehicle Grant	44,331.00	0.00	44,331.00
14-3000-351.000 Court Education Trust Fund	4,998.93	7,600.00	(2,601.07)
14-4000-342.000 Impound Fee	500.00	0.00	500.00
14-4000-351.000 Communications Trust Fund	13,244.22	47,500.00	(34,255.78)
19-0000-319.000 FIRE ASSESSMENT REVENUE	1,030,334.58	1,398,827.00	(368,492.42)
19-2300-337.010 Fire Truck Purchase Grant - Reim.	798,159.62	0.00	798,159.62
19-3000-342.000 FIRE INSPECTIONS	0.00	150.00	(150.00)
19-4000-342.000 STATE REIMBURSEMENT SUPP COMP	150.00	1,800.00	(1,650.00)
22-0000-369.000 REGIONAL LANDFILL ESCROW	0.00	3,000.00	(3,000.00)
22-4000-343.010 RECYCLE SALES	14,599.90	22,000.00	(7,400.10)
22-4000-343.020 RESIDENTIAL ASSESSMENT	1,131,487.68	1,537,104.00	(405,616.32)
22-4100-343.000 REFUSE RECEIPTS(COUNTY)	125,522.07	300,000.00	(174,477.93)
22-4200-343.000 ROLLOFF RENTAL	49,310.11	160,000.00	(110,689.89)
22-4200-346.000 SOLID WASTE FEES	0.00	2,000.00	(2,000.00)
22-9000-334.000 SMALL COUNTY GRANT	0.00	93,750.00	(93,750.00)
22-9000-343.010 REG LANDFILL SHARED REV	0.00	110,756.00	(110,756.00)
22-9050-343.000 HAZARDOUS WASTE GRANT	30,727.60	52,000.00	(21,272.40)
23-0000-315.000 Communications Services Tax	12,866.48	36,831.00	(23,964.52)
23-2000-334.010 EOC Supplemental Award	56,919.72	84,720.00	(27,800.28)
23-4000-342.000 EOC Surcharge/Wireless	18,909.70	45,816.00	(26,906.30)
23-4000-342.010 Prepaid Wireless	2,971.40	3,645.00	(673.60)
23-4000-342.020 Non-Wireless	3,245.43	5,000.00	(1,754.57)
24-4000-312.010 NEW LOCAL OPTIONS GAS TAX/5TH	141,016.84	355,255.00	(214,238.16)
24-4000-312.020 5TH & 6TH CENT - 80%	253,529.12	587,463.00	(333,933.88)
24-4000-312.030 CITY OF MONTICELLO - PAYBACK	0.00	30,000.00	(30,000.00)
26-0000-361.000 Interest - JCLA	5,021.83	0.00	5,021.83
26-4000-389.000 JEFF CO LITERACY ALLIANCE GRANT	170,300.00	170,300.00	0.00
28-5000-369.000 MISCELLANEOUS REVENUE	0.00	5,000.00	(5,000.00)
28-5000-369.010 AMBULANCE FEES	461,342.81	1,794,441.00	(1,333,098.19)
28-5000-369.020 EMS COUNTY GRANT	1,424.25	10,000.00	(8,575.75)
28-5000-369.030 EMS MONITOR GRANT	0.00	201,366.00	(201,366.00)
28-5000-369.040 SPECIAL EVENT REIMBURSEMENT	7,100.00	12,500.00	(5,400.00)
29-1000-312.010 Tourist Bed Tax	30,447.59	114,000.00	(83,552.41)
30-0000-361.001 Florida Class Debt Service Interest	15,396.11	0.00	15,396.11
Total Revenues	17,332,672.00	35,784,892.90	(18,452,220.90)
Expenses			
01-2101-511.110 Board of Co Comm. - Salary	76,909.25	176,185.00	99,275.75
01-2101-511.210 FICA	4,979.70	13,478.00	8,498.30
01-2101-511.220 Retirement	35,733.61	96,144.00	60,410.39
01-2101-511.230 Employee Health Insurance	37,438.85	94,731.00	57,292.15
01-2101-511.240 Workers Compensation Ins	66.51	264.00	197.49
01-2101-511.400 Travel	150.00	8,000.00	7,850.00
01-2102-513.120 County Coord Salaries	67,604.87	278,491.00	210,886.13
01-2102-513.210 FICA	5,076.33	21,305.00	16,228.67
01-2102-513.220 Retirement	20,173.87	62,641.00	42,467.13
01-2102-513.230 Employee Health Insurance	6,608.11	0.00	(6,608.11)
01-2102-513.231 Employee Health Insurance	0.00	49,797.00	49,797.00
01-2102-513.240 Workers Compensation Ins	1,596.31	6,795.00	5,198.69
01-2102-513.400 Travel	250.00	3,000.00	2,750.00
01-2102-513.401 Janitorial Services	0.00	2,000.00	2,000.00
01-2102-513.410 Communications	1,749.55	1,500.00	(249.55)
01-2102-513.461 Office Equipment Maint	80.77	1,000.00	919.23
01-2102-513.462 Vehicle Maintenance	1,412.79	0.00	(1,412.79)
01-2102-513.491 Miscellaneous Expenditure	12,978.60	20,000.00	7,021.40
01-2102-513.510 Office Supplies	210.39	3,000.00	2,789.61
01-2102-513.520 Operating Supplies	570.00	1,000.00	430.00
01-2102-513.521 Fuel	201.33	1,200.00	998.67
01-2102-513.525 IT Expenditures	926.00	0.00	(926.00)
01-2103-514.120 County Attorney-Retainer	50,416.28	140,000.00	89,583.72
01-2103-514.540 Co Attorney-Additional Services	5,911.89	35,000.00	29,088.11

Statement of Activity
Jefferson County Board of County Commissioners
For 2/28/2026

All

	Y-T-D Actual	Y-T-D Budget	Variance
01-2104-513.230 Health Ins-Comm/Const	181,098.45	462,000.00	280,901.55
01-2104-513.310 Professional Services	36,496.07	215,000.00	178,503.93
01-2104-513.320 Audit Fees	64,000.00	150,000.00	86,000.00
01-2104-513.420 Postage	596.41	6,000.00	5,403.59
01-2104-513.421 Rents & Leases	947.10	0.00	(947.10)
01-2104-513.441 Rents & Leases	21.12	0.00	(21.12)
01-2104-513.450 Insurance - Prop/Auto/Liab	349,553.50	535,000.00	185,446.50
01-2104-513.451 Workers Compensation Ins	23,279.55	88,891.00	65,611.45
01-2104-513.490 Legal Advertising	777.58	10,000.00	9,222.42
01-2104-513.491 Miscellaneous Expenditure	41,591.32	25,000.00	(16,591.32)
01-2104-513.492 Mass Transit Line	0.00	85,000.00	85,000.00
01-2104-513.510 Office Supplies	361.27	2,500.00	2,138.73
01-2104-513.525 IT Expenses	27,960.00	125,000.00	97,040.00
01-2104-513.540 Membership Dues	15,139.70	9,000.00	(6,139.70)
01-2104-513.541 Dues-APLA Red Pln Council	0.00	11,000.00	11,000.00
01-2104-559.311 Boat Ramp Improvements	0.00	8,350.00	8,350.00
01-2211-513.510 TRIM Notices	0.00	9,500.00	9,500.00
01-2211-513.930 Property Appraiser	468,453.00	935,801.00	467,348.00
01-2320-513.930 Transfer to Clerk Fund 17	277,500.00	555,000.00	277,500.00
01-2322-516.120 Circuit Employees/Co Exp	0.00	4,057.00	4,057.00
01-2322-516.312 Sheriffs Ser./Ch Support	(4,612.80)	3,000.00	7,612.80
01-2322-516.313 Circuit Fil Fees	0.00	15,000.00	15,000.00
01-2322-516.410 Communications	639.32	7,655.00	7,015.68
01-2322-516.470 Trial Courts Marshall	0.00	2,148.00	2,148.00
01-2322-516.510 Office Supplies	1,131.98	1,200.00	68.02
01-2322-516.640 Capital Outlay	0.00	8,000.00	8,000.00
01-2324-516.410 Communications	495.84	2,000.00	1,504.16
01-2324-516.441 Equipment Leases	68.87	300.00	231.13
01-2324-516.460 Equipment Maintenance	0.00	100.00	100.00
01-2324-516.510 Office Supplies	138.07	250.00	111.93
01-2325-516.410 Communications	0.00	375.00	375.00
01-2325-516.689 JASC PRO RATA Share	0.00	3,492.00	3,492.00
01-2326-516.410 Communications	0.00	802.00	802.00
01-2326-516.605 USA - PRO RATA Share	0.00	8,031.00	8,031.00
01-2327-516.410 Communications	0.00	43.00	43.00
01-2327-516.605 ICSID - PRO RATA Share	0.00	1,509.00	1,509.00
01-2332-516.340 Janitorial Services	3,792.00	11,500.00	7,708.00
01-2332-516.401 IT Training	463.27	0.00	(463.27)
01-2332-516.410 Communications	3,670.37	10,000.00	6,329.63
01-2332-516.461 Office Equipment Maint	6,787.00	11,000.00	4,213.00
01-2332-516.462 Contractual Services	5,950.00	11,000.00	5,050.00
01-2332-516.564 Capital Outlay	414.36	3,000.00	2,585.64
01-2333-516.340 Janitorial Services	2,180.00	4,716.00	2,536.00
01-2333-516.341 Contractual Services	5,104.95	6,000.00	895.05
01-2333-516.410 Communications	3,066.30	4,337.00	1,270.70
01-2333-516.460 Building Materials	0.00	1,039.00	1,039.00
01-2333-516.510 Office Supplies	0.00	3,180.00	3,180.00
01-2333-516.520 Equipment <\$750	620.76	2,999.00	2,378.24
01-2333-516.540 Subscriptions (Only.Inv.)	0.00	1,994.00	1,994.00
01-2440-519.810 Voting Sys Assistance Gr	0.00	40,211.00	40,211.00
01-2440-519.930 Supervisor Of Elections	407,249.25	689,191.00	281,941.75
01-2670-519.340 Courthouse Janitorial Ser	5,780.00	16,500.00	10,720.00
01-2670-519.410 Communications	5,555.87	13,000.00	7,444.13
01-2670-519.430 Utilities	1,949.99	17,500.00	15,550.01
01-2670-519.441 Rents & Leases	3,888.99	12,500.00	8,611.01
01-2670-519.460 Building Maintenance	11,682.33	32,500.00	20,817.67
01-2670-519.461 Office Equipment Maint	656.51	2,500.00	1,843.49
01-2670-519.491 Miscellaneous Expenditure	1,695.00	5,000.00	3,305.00
01-2670-519.520 Operating Supplies	7,024.27	4,500.00	(2,524.27)
01-2671-519.340 Admin Bldg Janitorial Ser	18,240.52	70,000.00	51,759.48
01-2671-519.410 Communications	15,509.62	30,000.00	14,490.38
01-2671-519.430 Utilities	18,656.73	55,000.00	36,343.27
01-2671-519.440 Rent	1,800.00	7,000.00	5,200.00
01-2671-519.441 Rent & Leases	301.26	2,000.00	1,698.74
01-2671-519.460 Building Maintenance	36,620.50	275,000.00	238,379.50
01-2780-515.120 County Planning - Salary	67,668.80	174,498.00	106,829.20
01-2780-515.210 FICA	5,141.81	13,349.00	8,207.19
01-2780-515.220 Retirement	9,494.13	24,482.00	14,987.87
01-2780-515.230 Employee Health Insurance	4,197.20	49,671.00	45,473.80
01-2780-515.240 Workers Compensation Ins	0.00	3,134.00	3,134.00

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All

	Y-T-D Actual	Y-T-D Budget	Variance
01-2780-515.310 Consultant Fees	9,711.87	150,000.00	140,288.13
01-2780-515.340 Janitorial Services	800.00	2,400.00	1,600.00
01-2780-515.410 Communications	733.03	1,000.00	266.97
01-2780-515.420 Postage	2,074.39	1,500.00	(574.39)
01-2780-515.430 Utilities	2,193.63	2,500.00	306.37
01-2780-515.441 Rents & Leases	543.15	3,775.00	3,231.85
01-2780-515.461 Office Equipment Maint	100.45	0.00	(100.45)
01-2780-515.490 Legal Advertising	488.11	1,200.00	711.89
01-2780-515.510 Office Supplies	20.00	1,200.00	1,180.00
01-2780-515.520 Operating Supplies	5,524.57	2,500.00	(3,024.57)
01-2780-515.540 Subscriptions & Dues	0.00	600.00	600.00
01-2780-515.541 Education & Training	98.26	1,000.00	901.74
01-2780-515.640 Equipment	0.00	500.00	500.00
01-2781-519.810 Chamber of Commerce	12,000.00	12,000.00	0.00
01-2781-519.830 Economic Development	151.69	0.00	(151.69)
01-2781-519.881 Small Grant Program	0.00	15,000.00	15,000.00
01-2781-519.882 Senior Center	0.00	30,000.00	30,000.00
01-2781-519.887 Humane Society	0.00	5,000.00	5,000.00
01-2781-519.888 Soil & Water Conservation District	0.00	2,500.00	2,500.00
01-2781-519.889 4-H Association	0.00	5,000.00	5,000.00
01-3101-521.132 EMPA (State)	52,903.00	105,806.00	52,903.00
01-3101-521.133 EMPG 50/50 (1100)	24,139.40	47,575.00	23,435.60
01-3101-521.135 Duke Energy Grant	0.00	18,000.00	18,000.00
01-3101-521.136 Cert Grant	(2,500.00)	7,500.00	10,000.00
01-3101-521.138 County In-Kind Match Grant - Emergency Management	17,805.00	35,610.00	17,805.00
01-3101-521.930 Sheriffs Budget - LEO, Traffic, Corrections, Court Security	3,922,891.98	7,387,786.00	3,464,894.02
01-3101-521.931 Law Enf. Salary Assistance Exp.	217,529.00	342,814.00	125,285.00
01-3102-553.310 VA Shared Costs	4,184.82	33,000.00	28,815.18
01-3102-553.491 Miscellaneous Expenditure	0.00	150.00	150.00
01-3211-522.342 FLA Board of Forestry	3,000.00	3,000.00	0.00
01-3211-522.343 Forestry Acreage Fee	21,296.52	21,296.52	0.00
01-3440-524.120 Bldg Insp/Salaries	105,705.17	247,747.00	142,041.83
01-3440-524.210 FICA	7,852.94	18,953.00	11,100.06
01-3440-524.220 Retirement	15,368.20	34,759.00	19,390.80
01-3440-524.230 Employee Health Insurance	21,743.48	62,065.00	40,321.52
01-3440-524.240 Workers Compensation Ins	931.18	5,196.00	4,264.82
01-3440-524.310 Consultant Fees	2,203.20	4,500.00	2,296.80
01-3440-524.340 Janitorial Services	800.00	2,500.00	1,700.00
01-3440-524.400 Travel	0.00	500.00	500.00
01-3440-524.401 Conferences-Out of County	0.00	500.00	500.00
01-3440-524.405 Certification/Education	0.00	1,500.00	1,500.00
01-3440-524.410 Communications	1,047.70	2,575.00	1,527.30
01-3440-524.420 Postage	0.00	500.00	500.00
01-3440-524.430 Utilities	2,193.64	3,375.00	1,181.36
01-3440-524.441 Rents & Leases	1,811.16	3,550.00	1,738.84
01-3440-524.461 Office Equipment Maint	0.00	1,000.00	1,000.00
01-3440-524.462 Maintenance of Vehicles	180.00	2,000.00	1,820.00
01-3440-524.490 Legal Advertising	0.00	350.00	350.00
01-3440-524.510 Office Supplies	592.68	1,000.00	407.32
01-3440-524.520 Operating Supplies	8,160.38	4,400.00	(3,760.38)
01-3440-524.521 Fuel	1,206.90	4,500.00	3,293.10
01-3440-524.540 Subscriptions & Dues	0.00	2,500.00	2,500.00
01-3440-524.640 Equipment	0.00	7,500.00	7,500.00
01-3441-522.000 Fire Rescue Impact Fee	0.00	7,000.00	7,000.00
01-3441-526.000 Medical Impact Fee	0.00	5,000.00	5,000.00
01-3990-527.310 Medical Examiner Fees	18,080.76	75,000.00	56,919.24
01-4212-562.120 Animal Control - Salaries	16,975.00	49,960.00	32,985.00
01-4212-562.210 FICA	1,275.31	3,822.00	2,546.69
01-4212-562.220 Retirement	2,381.60	13,658.00	11,276.40
01-4212-562.230 Employee Health Insurance	3,958.20	37,277.00	33,318.80
01-4212-562.240 Workers Compensation Ins	1,064.21	5,082.00	4,017.79
01-4212-562.310 Professional Services	2,000.46	5,000.00	2,999.54
01-4212-562.400 Travel	0.00	2,000.00	2,000.00
01-4212-562.492 Spay & Neuter Exp/Fund	1,363.00	3,000.00	1,637.00
01-4212-562.520 Operating Supplies	6,773.67	3,000.00	(3,773.67)
01-4212-562.522 Tool & Supplies	626.82	500.00	(126.82)
01-4212-562.540 Subscriptions/Memberships	0.00	200.00	200.00
01-4212-562.550 Education & Training	1,490.40	1,500.00	9.60

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	Y-T-D Actual	Y-T-D Budget	Variance
01-4216-534.120 Mosq Control/Local Salary	763.64	21,244.00	20,480.36
01-4216-534.210 Mosq Control/Local FICA	58.43	1,625.00	1,566.57
01-4216-534.220 Mosq Control/Local Ret.	69.05	2,896.00	2,826.95
01-4216-534.240 Mosq Control/Local W/C	465.59	2,124.00	1,658.41
01-4216-534.410 Communications	132.39	500.00	367.61
01-4216-534.430 Utilities	1,024.02	3,702.00	2,677.98
01-4216-534.521 Gas/Oil	81.58	2,909.00	2,827.42
01-4217-534.120 Mosquito Control Salary - State	11,366.27	0.00	(11,366.27)
01-4217-534.123 Mosq Control/State Salary	0.00	24,200.00	24,200.00
01-4217-534.210 Mosq Control/State FICA	850.64	1,851.00	1,000.36
01-4217-534.220 Mosq Control/State Ret.	1,566.37	3,299.00	1,732.63
01-4217-534.230 Health Ins	1,682.62	0.00	(1,682.62)
01-4217-534.240 Mosq Control/State W/C	0.00	2,420.00	2,420.00
01-4217-534.460 Maintenance & Repairs	479.86	4,500.00	4,020.14
01-4217-534.490 Advertising	0.00	3,000.00	3,000.00
01-4217-534.510 Office Supplies	0.00	500.00	500.00
01-4217-534.520 Operating Supplies	0.00	3,000.00	3,000.00
01-4217-534.522 Chemicals	0.00	11,120.00	11,120.00
01-4217-534.524 MISC Supplies - State	0.00	6,989.00	6,989.00
01-4217-534.525 Tools & Implements	82.99	5,500.00	5,417.01
01-4217-534.540 Training	290.00	1,100.00	810.00
01-5101-562.340 Contribution to Health Department	10,250.00	41,000.00	30,750.00
01-5103-563.811 Mental Health - Clin. Ser	18,996.23	51,000.00	32,003.77
01-5103-563.812 Detox	3,737.07	13,000.00	9,262.93
01-5222-562.830 HCRA-Indigent Care	0.00	55,000.00	55,000.00
01-5222-564.530 Cont to Guardian Ad Litem	0.00	7,500.00	7,500.00
01-5222-564.812 Medicaid Responsibilities	0.00	325,304.00	325,304.00
01-6101-572.120 Parks & Rec - Salaries	51,136.80	128,287.00	77,150.20
01-6101-572.130 Salaries-Softball	0.00	1,000.00	1,000.00
01-6101-572.131 Little League Salaries	0.00	3,600.00	3,600.00
01-6101-572.132 Football Salaries	2,140.00	1,400.00	(740.00)
01-6101-572.210 FICA	3,730.02	9,814.00	6,083.98
01-6101-572.220 Retirement	7,349.09	17,999.00	10,649.91
01-6101-572.230 Employee Health Insurance	12,899.75	44,869.00	31,969.25
01-6101-572.240 Workers Compensation Ins	931.19	4,349.00	3,417.81
01-6101-572.341 Contractual Services	0.00	100.00	100.00
01-6101-572.410 Communications	1,529.03	1,800.00	270.97
01-6101-572.411 Rents & Leases	1,536.00	500.00	(1,036.00)
01-6101-572.420 Postage	0.00	50.00	50.00
01-6101-572.430 Utilities	7,718.82	14,625.00	6,906.18
01-6101-572.441 RENTS & LEASES	1,152.00	0.00	(1,152.00)
01-6101-572.460 Building Maintenance	4,316.92	11,904.00	7,587.08
01-6101-572.461 Office Equipment Maint	0.00	200.00	200.00
01-6101-572.462 Maintenance of Vehicles	449.17	1,000.00	550.83
01-6101-572.490 Advertising	560.00	1,200.00	640.00
01-6101-572.491 Miscellaneous Expenditure	0.00	300.00	300.00
01-6101-572.510 Office Supplies	935.22	750.00	(185.22)
01-6101-572.520 Operating Supplies	6,860.16	11,000.00	4,139.84
01-6101-572.521 Gas & Oil	816.97	4,000.00	3,183.03
01-6101-572.523 Operating Supplies-Park	2,523.33	10,000.00	7,476.67
01-6101-572.540 Subscriptions/Memberships	0.00	200.00	200.00
01-6101-572.640 Equipment	4,408.73	20,000.00	15,591.27
01-6101-572.641 Equipment < \$1000	0.00	500.00	500.00
01-6212-571.120 Library - Salaries/Local	87,623.89	265,872.00	178,248.11
01-6212-571.210 FICA	6,579.20	20,339.00	13,759.80
01-6212-571.220 Retirement	11,942.80	37,302.00	25,359.20
01-6212-571.230 Employee Health Insurance	21,770.10	61,519.00	39,748.90
01-6212-571.240 Workers Compensation Ins	66.51	391.00	324.49
01-6212-571.340 Janitorial Services	0.00	17,310.00	17,310.00
01-6212-571.410 Communications	3,101.20	5,500.00	2,398.80
01-6212-571.420 Postage	10.80	100.00	89.20
01-6212-571.430 Utilities	9,692.75	23,492.00	13,799.25
01-6212-571.461 Office Equipment Maint	0.00	2,500.00	2,500.00
01-6212-571.490 Advertising	0.00	1,000.00	1,000.00
01-6213-571.340 Janitorial Services	5,200.00	0.00	(5,200.00)
01-6213-571.341 Contractual Services	790.00	8,000.00	7,210.00
01-6213-571.400 Travel	0.00	2,000.00	2,000.00
01-6213-571.441 Rents & Leases	1,845.25	1,500.00	(345.25)
01-6213-571.460 Building Maintenance	4,726.68	27,000.00	22,273.32
01-6213-571.461 OFFICE EQUIPMENT MAINT	803.56	0.00	(803.56)

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	Y-T-D Actual	Y-T-D Budget	Variance
01-6213-571.491 Miscellaneous Expenditure	388.15	2,000.00	1,611.85
01-6213-571.510 Office Supplies	715.71	11,500.00	10,784.29
01-6213-571.520 Operating Supplies	1,556.06	28,000.00	26,443.94
01-6213-571.525 IT Expenses	2,582.66	30,000.00	27,417.34
01-6213-571.540 Subscriptions/Memberships	525.67	10,000.00	9,474.33
01-6213-571.640 Capital Outlay	0.00	45,000.00	45,000.00
01-6213-571.660 Books & Materials	11,209.90	65,000.00	53,790.10
01-6302-537.120 Extension - Salaries	80,677.10	194,159.00	113,481.90
01-6302-537.210 FICA	6,206.55	14,853.00	8,646.45
01-6302-537.220 Retirement	11,403.17	27,241.00	15,837.83
01-6302-537.230 Employee Health Insurance	6,802.88	0.00	(6,802.88)
01-6302-537.240 Workers Compensation Ins	133.03	475.00	341.97
01-6302-537.242 Employee Health Insurance	0.00	49,093.00	49,093.00
01-6302-537.340 Janitorial Services	3,115.50	8,500.00	5,384.50
01-6302-537.400 Travel	0.00	2,000.00	2,000.00
01-6302-537.410 Communications	361.96	5,400.00	5,038.04
01-6302-537.430 Utilities	1,334.93	10,500.00	9,165.07
01-6302-537.441 Rents & Leases	1,407.77	4,000.00	2,592.23
01-6302-537.460 Building Maintenance	3,472.16	9,000.00	5,527.84
01-6302-537.461 Office Equipment Maint	2,408.62	7,500.00	5,091.38
01-6302-537.462 Maintenance of Vehicles	160.00	3,000.00	2,840.00
01-6302-537.490 Advertising	0.00	600.00	600.00
01-6302-537.510 Office Supplies	821.71	2,000.00	1,178.29
01-6302-537.520 Operating Supplies	264.44	4,000.00	3,735.56
01-6302-537.521 Fuel	821.13	6,000.00	5,178.87
01-6302-537.523 IT/Computers	362.53	2,000.00	1,637.47
01-6302-537.525 Horse Arena/Extension	0.00	5,000.00	5,000.00
01-6302-537.540 Dues & Subscriptions	694.00	550.00	(144.00)
01-6302-537.640 Equipment	0.00	4,000.00	4,000.00
01-6302-537.641 Equipment < \$1000	166.46	1,000.00	833.54
01-9999-511.990 Reserve for Cont- BCC	0.00	702,346.00	702,346.00
11-4102-541.120 ROAD DEPARTMENT - SALARIES	280,067.60	686,619.00	406,551.40
11-4102-541.122 OVERTIME	0.00	30,000.00	30,000.00
11-4102-541.210 FICA	20,480.94	54,821.00	34,340.06
11-4102-541.220 RETIREMENT	39,293.55	100,542.00	61,248.45
11-4102-541.230 Employee Health Insurance	69,606.45	194,267.00	124,660.55
11-4102-541.240 Workers Compensation Ins	13,768.19	55,240.00	41,471.81
11-4102-541.340 TECHNICAL SERVICES	0.00	2,500.00	2,500.00
11-4102-541.341 CONTRACTOR SERVICES	69,664.95	30,000.00	(39,664.95)
11-4102-541.400 TRAVEL & TRAINING	0.00	2,500.00	2,500.00
11-4102-541.410 COMMUNICATIONS	4,885.82	9,250.00	4,364.18
11-4102-541.420 POSTAGE	0.00	150.00	150.00
11-4102-541.430 Utilities	7,909.40	29,500.00	21,590.60
11-4102-541.441 EQUIPMENT/RENT	745.49	15,000.00	14,254.51
11-4102-541.442 EQUIPMENT/LEASE PURCHASE	118,307.09	122,600.00	4,292.91
11-4102-541.460 BUILDING MAINTENANCE	300.00	0.00	(300.00)
11-4102-541.461 OFFICE EQUIPMENT MAINT	194.55	1,500.00	1,305.45
11-4102-541.462 ROAD EQUIPMENT REPAIRS	25,763.41	80,000.00	54,236.59
11-4102-541.463 ROAD EQUIPMENT/PARTS	12,984.57	45,000.00	32,015.43
11-4102-541.490 ADVERTISING	0.00	500.00	500.00
11-4102-541.510 OFFICE SUPPLIES	177.20	1,000.00	822.80
11-4102-541.520 OPERATING SUPPLIES	4,341.45	25,000.00	20,658.55
11-4102-541.521 FUEL	10,676.23	225,000.00	214,323.77
11-4102-541.525 IT SUPPLIES	0.00	1,000.00	1,000.00
11-4102-541.530 ROAD MATERIALS	31,263.94	100,000.00	68,736.06
11-4102-541.531 Road Construction	38,708.70	200,000.00	161,291.30
11-4102-541.532 ROAD SIGNAGE	5,422.30	6,000.00	577.70
11-4102-541.540 SUBSCRIPTIONS/MEMBERSHIPS	0.00	200.00	200.00
11-4102-541.638 Aucilla Shores MTCE	0.00	49,455.00	49,455.00
11-4102-541.640 EQUIPMENT/PURCHASE	(91,648.21)	50,000.00	141,648.21
11-4102-541.641 EQUIPMENT < \$1000	114.48	5,000.00	4,885.52
12-0001-554.300 Section 8 - O/E	0.00	200,000.00	200,000.00
12-0018-554.300 CDBG Housing Rehab/Admini	0.00	400,000.00	400,000.00
12-0098-525.311 SCOP-Small Co Outreach PR-Exp	194,341.89	7,981,336.00	7,786,994.11
12-0098-525.351 T-Mobile Hometown Marketing Grant Expenditures	11,000.00	0.00	(11,000.00)
12-0098-551.300 SHIP>Oth Exp	192,014.33	350,000.00	157,985.67
12-0098-551.302 Mass Transit - Big Bend Transit	33,515.00	0.00	(33,515.00)
14-3101-521.390 DORI Slosberg	0.00	11,400.00	11,400.00
14-3101-521.420 Court Facilities	0.00	114,000.00	114,000.00

Statement of Activity
Jefferson County Board of County Commissioners
For 2/28/2026

All

	Y-T-D Actual	Y-T-D Budget	Variance
14-3101-521.440 Legal AID (Surcharge)	1,036.67	11,400.00	10,363.33
14-3101-521.450 Law Library	0.00	9,500.00	9,500.00
14-3101-521.540 Court Educ. Trust Fund	5,749.84	7,600.00	1,850.16
14-3101-521.931 Communications Trust Fund	5,376.00	47,500.00	42,124.00
18-4102-541.642 Construction - County Buildings	168,608.36	0.00	(168,608.36)
18-4102-541.643 Private Road Project	247,332.27	0.00	(247,332.27)
19-3211-522.120 FIRE DEPARTMENT SALARIES	212,989.67	0.00	(212,989.67)
19-3211-522.121 FIRE DEPARTMENT SALARIES	0.00	668,763.00	668,763.00
19-3211-522.122 OVERTIME	92,541.62	57,870.00	(34,671.62)
19-3211-522.210 FICA	21,825.66	55,587.00	33,761.34
19-3211-522.220 RETIREMENT	102,830.48	255,702.00	152,871.52
19-3211-522.230 Employee Health Insurance	69,346.80	151,561.00	82,214.20
19-3211-522.241 Workers Compensation Ins	7,715.50	28,902.00	21,186.50
19-3211-522.311 PROPERTY APPRAISER SERVICES	6,980.50	13,988.00	7,007.50
19-3211-522.410 COMMUNICATIONS	1,327.54	2,100.00	772.46
19-3211-522.420 POSTAGE	0.00	105.00	105.00
19-3211-522.430 Utilities	1,379.40	6,825.00	5,445.60
19-3211-522.441 RENTS & LEASES	423.88	554.00	130.12
19-3211-522.460 BUILDING MAINTENANCE	1,174.07	8,000.00	6,825.93
19-3211-522.461 OFFICE EQUIPMENT MAINT	0.00	1,050.00	1,050.00
19-3211-522.462 FIRE EQUIPMENT MAINT	5,798.91	12,000.00	6,201.09
19-3211-522.463 EQUIP MAINT/PARTS	5,336.62	8,400.00	3,063.38
19-3211-522.491 MISCELLANEOUS EXPENDITURE	387.35	1,050.00	662.65
19-3211-522.510 OFFICE SUPPLIES	0.00	68.00	68.00
19-3211-522.520 OPERATING SUPPLIES	2,626.24	20,180.00	17,553.76
19-3211-522.521 FUEL	4,719.79	16,383.00	11,663.21
19-3211-522.540 EDUCATION	467.05	2,800.00	2,332.95
19-3211-522.620 WACISSA VOLUNTEERS	2,850.35	5,000.00	2,149.65
19-3211-522.621 LLOYD VOLUNTEERS	2,364.57	5,000.00	2,635.43
19-3211-522.622 MONTICELLO VOLUNTEERS	0.00	5,000.00	5,000.00
19-3211-522.623 ASHVILLE VOLUNTEERS	3,621.33	5,000.00	1,378.67
19-3211-522.640 EQUIPMENT/COUNTY FIRE DEPT	9,250.31	10,000.00	749.69
19-3211-522.650 MONTICELLO VFD FIRE ASSESS. PORTION	59,128.09	57,089.00	(2,039.09)
19-3212-522.150 FIREFIGHTERS SUPP COMP	275.00	1,800.00	1,525.00
19-3212-522.210 FICA	35.31	0.00	(35.31)
19-3212-522.220 RETIREMENT	124.42	0.00	(124.42)
19-3212-522.230 Health Insurance	37.80	0.00	(37.80)
22-4212-534.120 SOLID WASTE - SALARIES	314,645.22	743,970.00	429,324.78
22-4212-534.122 OVERTIME	0.00	30,000.00	30,000.00
22-4212-534.210 FICA	23,184.24	0.00	(23,184.24)
22-4212-534.212 FICA	0.00	59,209.00	59,209.00
22-4212-534.220 RETIREMENT	42,063.78	108,588.00	66,524.22
22-4212-534.230 Employee Health Insurance	58,953.35	149,302.00	90,348.65
22-4212-534.240 Workers Compensation Ins	8,779.72	38,835.00	30,055.28
22-4212-534.315 CLOSURE COSTS	35,225.68	62,450.00	27,224.32
22-4212-534.340 TIPPING FEES	13,603.63	369,904.00	356,300.37
22-4212-534.341 CONTRACTOR SERVICES	3,588.91	8,500.00	4,911.09
22-4212-534.342 PROPERTY APPRAISER SERVICES	7,663.00	14,000.00	6,337.00
22-4212-534.400 TRAVEL	0.00	540.00	540.00
22-4212-534.410 COMMUNICATIONS	1,695.03	6,500.00	4,804.97
22-4212-534.420 POSTAGE	0.00	750.00	750.00
22-4212-534.430 Utilities	13,970.12	38,000.00	24,029.88
22-4212-534.440 RENTS & LEASES	37.86	16,000.00	15,962.14
22-4212-534.441 EQUIPMENT LEASES	21,367.96	118,512.00	97,144.04
22-4212-534.460 BUILDING MAINTENANCE	230.00	0.00	(230.00)
22-4212-534.461 OFFICE EQUIPMENT MAINT	746.12	3,500.00	2,753.88
22-4212-534.462 MAINTENANCE OF VEHICLES	66,311.11	55,000.00	(11,311.11)
22-4212-534.463 EQUIPMENT MAINT/PARTS	21,171.37	35,000.00	13,828.63
22-4212-534.465 ADOPT A ROAD	0.00	100.00	100.00
22-4212-534.490 ADVERTISING	615.00	2,500.00	1,885.00
22-4212-534.491 MISCELLANEOUS EXPENDITURE	0.00	2,000.00	2,000.00
22-4212-534.510 OFFICE SUPPLIES	215.99	1,500.00	1,284.01
22-4212-534.520 OPERATING SUPPLIES	10,420.79	30,000.00	19,579.21
22-4212-534.521 GAS, DIESEL & OIL	41,915.01	119,500.00	77,584.99
22-4212-534.522 TOOLS & SUPPLIES	441.99	2,000.00	1,558.01
22-4212-534.540 MEMBERSHIPS AND SUBSCRIPTIONS	0.00	200.00	200.00
22-4212-534.541 SMALL COUNTY GRANT EXP	93,750.00	93,750.00	0.00
22-4212-534.542 EXP PD FROM HAZ WASTE GRANT	0.00	52,000.00	52,000.00

Statement of Activity Jefferson County Board of County Commissioners For 2/28/2026

All

	Y-T-D Actual	Y-T-D Budget	Variance
22-4212-534.550 EDUCATION & TRAINING	0.00	1,500.00	1,500.00
22-4212-534.610 CITY OF MONTICELLO ASSMNT PORTION	0.00	100,000.00	100,000.00
22-4212-534.640 EQUIPMENT	0.00	15,000.00	15,000.00
22-4212-534.641 EQUIPMENT < 1,000	209.98	2,000.00	1,790.02
23-2911-521.931 911/Dispatch Budget - Sheriff	48,021.00	96,872.00	48,851.00
23-2911-525.410 Emergency Communication	74,133.62	79,140.00	5,006.38
23-2911-525.411 Rural County Spring/Fall Grant	(44,010.82)	0.00	44,010.82
24-4104-582.730 PRINC PAYMENTS 2012 RD BONDS	240,000.00	240,000.00	0.00
24-4104-582.740 INT PAYMENTS 2012 RD BONDS	28,766.25	54,653.00	25,886.75
24-4104-582.750 PRINC PAYMENTS 2022 RD BONDS	0.00	140,000.00	140,000.00
24-4104-582.760 INT PAYMENTS 2022RD BONDS	71,525.00	143,050.00	71,525.00
24-4104-582.770 PRINC PAYMENTS 2018 RD BONDS	265,000.00	265,000.00	0.00
24-4104-582.780 INT PAYMENTS 2018 RD BONDS	65,757.50	130,015.00	64,257.50
26-6214-571.341 CONTRACT SERVICES	651.50	170,300.00	169,648.50
28-3211-526.120 EMS - SALARIES	243,102.65	0.00	(243,102.65)
28-3211-526.121 EMS - SALARIES	0.00	923,530.00	923,530.00
28-3211-526.122 OVERTIME	106,472.69	105,000.00	(1,472.69)
28-3211-526.150 SPECIAL EVENT PAY	3,150.00	12,500.00	9,350.00
28-3211-526.210 FICA	25,016.38	78,683.00	53,666.62
28-3211-526.220 RETIREMENT	116,020.57	361,940.00	245,919.43
28-3211-526.230 Employee Health Insurance	79,630.60	209,298.00	129,667.40
28-3211-526.240 Workers Compensation Ins	7,715.51	39,912.00	32,196.49
28-3211-526.320 CONTRACT SERVICES	26,347.94	56,000.00	29,652.06
28-3211-526.410 COMMUNICATIONS	1,309.08	6,000.00	4,690.92
28-3211-526.420 POSTAGE	0.00	220.00	220.00
28-3211-526.430 Utilities	1,428.03	7,000.00	5,571.97
28-3211-526.441 RENTS & LEASES	423.86	1,200.00	776.14
28-3211-526.460 BUILDING MAINTENANCE	1,174.10	8,000.00	6,825.90
28-3211-526.461 OFFICE EQUIPMENT MAINT	0.00	900.00	900.00
28-3211-526.462 MAINTENANCE OF VEHICLES	4,615.27	27,500.00	22,884.73
28-3211-526.463 MAINTENANCE OF VEHICLES - PARTS	10,228.23	20,000.00	9,771.77
28-3211-526.464 EMS EQUIPMENT MAINTENANCE	20,615.00	15,000.00	(5,615.00)
28-3211-526.491 MISCELLANEOUS EXPENDITURE	227.22	20,000.00	19,772.78
28-3211-526.510 OFFICE SUPPLIES	0.00	524.00	524.00
28-3211-526.520 OPERATING SUPPLIES	3,062.78	1,000.00	(2,062.78)
28-3211-526.521 FUEL	13,085.49	50,000.00	36,914.51
28-3211-526.522 MEDICAL SUPPLIES	18,309.12	40,000.00	21,690.88
28-3211-526.540 MEMBERSHIPS/SUBSCRIPTIONS	168.12	600.00	431.88
28-3211-526.541 EMS LICENSES	619.40	2,500.00	1,880.60
28-3211-526.580 EDUCATION	(325.00)	5,000.00	5,325.00
28-3211-526.640 EQUIPMENT	3,766.59	19,000.00	15,233.41
28-3211-526.641 EQUIPMENT < \$1000	0.00	2,000.00	2,000.00
28-3211-526.642 EMS COUNTY GRANT	0.00	10,000.00	10,000.00
28-3211-526.643 EMS AMBULANCE GRANT	166,553.90	0.00	(166,553.90)
28-3211-526.999 REFUND OF AMBULANCE FEES	8,530.57	0.00	(8,530.57)
29-2781-519.310 Legal Services - Admin/Ops	4,799.31	11,400.00	6,600.69
29-2781-519.341 North Florida Wildlife Center - Non-Promotional	0.00	5,700.00	5,700.00
29-2781-519.342 Administrative Services - Admin/Ops	2,850.00	0.00	(2,850.00)
29-2781-519.480 TDC Promotional Printing - Promo/Adver	5,696.80	14,500.00	8,803.20
29-2781-519.481 Tourism Events - Promo/Adver	0.00	10,000.00	10,000.00
29-2781-519.482 Conferences - Promo/Adver	0.00	4,000.00	4,000.00
29-2781-519.483 Co-Op Advertising- Visit Florida/ VNNF Partnership - Promo/Adver	2,750.00	6,000.00	3,250.00
29-2781-519.484 Monticello Opera House - Promo/Adver	0.00	4,000.00	4,000.00
29-2781-519.485 Watermelon Festival - Promo/Adver	0.00	4,000.00	4,000.00
29-2781-519.486 Promotional Services - Promo/Adver	0.00	13,500.00	13,500.00
29-2781-519.487 Advertising and Promotional Services - Promo/Adver	2,035.00	22,900.00	20,865.00
29-2781-519.489 Monticello Christmas - Promo/Adver	0.00	4,000.00	4,000.00
29-2781-519.490 Monticello Market - Promo/Adver	0.00	4,000.00	4,000.00
29-2781-519.801 TDC Grants - Special Events	4,000.00	10,000.00	6,000.00
Total Expenses	<u>11,999,542.70</u>	<u>35,784,893.52</u>	<u>23,785,350.82</u>
Excess Revenue Over (Under) Expenditures	<u>5,333,129.30</u>	<u>(0.62)</u>	<u>5,333,129.92</u>

Jefferson County Board of County Commissioners

Accounts Payable Status with Accounting Distribution by Vendor

<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Accounting Distribution</u>	<u>Distribution Amount</u>
[10480] Advanced Business Systems								
2/24/2026	2/24/2026	478499	3/06/2026	acct# CO27-005 contract# CT3327-01 monthly copier maintenance toshiba #73175	21.82	21.82	11-4102-541.441	21.82
Total for[10480] Advanced Business Systems					21.82	21.82		21.82
[10770] Cintas								
2/24/2026	2/24/2026	4259094870	3/06/2026	Acct# 19616374 uniform rental - Rd Dept	164.51	164.51	11-4102-541.341	164.51
3/09/2026	3/09/2026	4259850399	3/06/2026	Acct# 19616374 uniform rental - Rd Dept	164.51	164.51	11-4102-541.341	164.51
Total for[10770] Cintas					329.02	329.02		329.02
[10040] ELI ROBERTS & SONS								
2/24/2026	2/24/2026	508776	3/06/2026	acct# 2022114 Diesel fuel - Rd Dept	11,599.20	11,599.20	11-4102-541.521	11,599.20
2/24/2026	2/24/2026	508777	3/06/2026	acct# 2022114 Unleaded fuel - Rd Dept	9,535.77	9,535.77	11-4102-541.521	9,535.77
Total for[10040] ELI ROBERTS & SONS					21,134.97	21,134.97		21,134.97
[12130] Vector Security								
2/24/2026	2/24/2026	77377266	3/06/2026	Acct# 6478853 monthly security service - rd Dept	88.12	88.12	11-4102-541.341	88.12
Total for[12130] Vector Security					88.12	88.12		88.12
Report Total					21,573.93	21,573.93		21,573.93

Jefferson County Board of County Commissioners

Accounts Payable Status with Accounting Distribution by Vendor

<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Accounting Distribution</u>	<u>Distribution Amount</u>
[10130] Duke Energy								
2/24/2026	2/24/2026	0226-0324	3/06/2026	acct# 910085450324 monthly service 1175 W Washington 1/13-2/9	1,195.85	1,195.85	01-2671-519.430	1,195.85
2/27/2026	2/27/2026	0226-2968	3/06/2026	Acct# 930000012968 REC PARK	2,048.14	2,048.14	01-6101-572.430	2,048.14
2/27/2026	2/27/2026	0226-7581	3/06/2026	Acct# 930000007581	359.61	359.61	01-2671-519.430	359.61
2/24/2026	2/24/2026	0226-9785	3/06/2026	acct# 910085449785 monthly service 01/14 - 02/10 Mosq Control	318.83	318.83	01-4216-534.430	318.83
Total for[10130] Duke Energy					3,922.43	3,922.43		3,922.43
[10555] GCL MONTICELLO								
2/24/2026	2/24/2026	188462	3/06/2026	Acct# 300166 cable uncoated 1/8"x500 ft, paint spray, clip rope wire gal, bolt u square - rec Park	33.06	33.06	01-6101-572.520	33.06
2/24/2026	2/24/2026	188494	3/06/2026	Act# 300166 blk 24.9 cable tie ehd, flag us polycotton 3x5 ft - Rec park	32.97	32.97	01-6101-572.520	32.97
2/24/2026	2/24/2026	188648	3/06/2026	acct# 300166 2x6x12 #2 prime ground contact, 3/4 treated plywood - Rec park	81.09	81.09	01-6101-572.520	81.09
Total for[10555] GCL MONTICELLO					147.12	147.12		147.12
[11630] Keith Roddenberry								
2/27/2026	2/27/2026	884509	3/06/2026	Lawn Service	50.00	50.00	01-2670-519.460	50.00
Total for[11630] Keith Roddenberry					50.00	50.00		50.00
[10155] Moran & Smith LLP								
2/27/2026	2/27/2026	1677	3/06/2026	Inv 1677 - Audited FS - Final 2024	10,000.00	10,000.00	01-2104-513.320	10,000.00
Total for[10155] Moran & Smith LLP					10,000.00	10,000.00		10,000.00
[10520] TRI-COUNTY ELECTRIC COOPE								
3/05/2026	3/05/2026	01/0226-6669	3/06/2026	Acct #516669 wacissa utilities	450.99	450.99	22-4212-534.430	450.99
3/05/2026	3/05/2026	0226-0024	3/06/2026	Acct #550024 aucilla utilities	107.18	107.18	22-4212-534.430	107.18
3/05/2026	3/05/2026	0226-0382	3/06/2026	Acct #550382 fulford utilities	155.33	155.33	22-4212-534.430	155.33
3/05/2026	3/05/2026	0226-2888	3/06/2026	Acct #562888 aucilla utilities	68.64	68.64	22-4212-534.430	68.64
3/05/2026	3/05/2026	0226-9783	3/06/2026	Acct #569783 lloyd utilities	293.91	293.91	22-4212-534.430	293.91
Total for[10520] TRI-COUNTY ELECTRIC COOPE					1,076.05	1,076.05		1,076.05
Report Total					15,195.60	15,195.60		15,195.60

Accounts Payable Status with Accounting Distribution by Vendor

<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice</u>	<u>Due Date</u>	<u>Description</u>	<u>Original Amount</u>	<u>Amount Owed</u>	<u>Accounting Distribution</u>	<u>Distribution Amount</u>
[10480] Advanced Business Systems								
3/30/2026	3/30/2026	479626	3/13/2026	acct# C027-005 acct# C027-005 monthly maintenance Kyocera #73198 Rd Dept contract# CT3356-01	19.88	19.88	11-4102-541.441	19.88
Total for[10480] Advanced Business Systems					19.88	19.88		19.88
[11825] CenturyLink Communications, LLC								
3/09/2026	3/09/2026	0226-8304	3/13/2026	acct# 312168304 monthly service - Rd dept	1,207.55	1,207.55	11-4102-541.410	1,207.55
Total for[11825] CenturyLink Communications, LLC					1,207.55	1,207.55		1,207.55
[10770] Cintas								
3/16/2026	3/16/2026	4260572717	3/13/2026	acct# 19616374 uniform rental - Rd Dept	164.51	164.51	11-4102-541.341	164.51
3/30/2026	3/30/2026	4261316542	3/13/2026	acct# 19616374 uniform rental Rd Dept	164.51	164.51	11-4102-541.341	164.51
3/30/2026	3/30/2026	4262074196	3/13/2026	acct# 19616374 uniform rental - Rd Dept	164.51	164.51	11-4102-541.341	164.51
Total for[10770] Cintas					493.53	493.53		493.53
[10025] City of Monticello								
3/16/2026	3/16/2026	0126-0112	3/13/2026	Acct# 00050112 monthly water, sewer 1/8-2/5 2026 Rd Dept	48.07	48.07	11-4102-541.430	48.07
Total for[10025] City of Monticello					48.07	48.07		48.07
[10090] Conrad Yelvington Distrib								
3/02/2026	3/02/2026	2450080	3/13/2026	acct# 314478 limestone roadbase - yard	2,070.27	2,070.27	11-4102-541.530	2,070.27
3/09/2026	3/09/2026	2456279	3/13/2026	acct# 314478 limestone roadbase - yard	795.03	795.03	11-4102-541.530	795.03
3/09/2026	3/09/2026	2457065	3/13/2026	acct# 314478 limestone roadbase - yard	524.38	524.38	11-4102-541.530	524.38
Total for[10090] Conrad Yelvington Distrib					3,389.68	3,389.68		3,389.68
[12640] DoorKing INC								
3/16/2026	3/16/2026	2708525	3/13/2026	monthly service 2/3-3/2 2026 Gate Rd dept	39.95	39.95	11-4102-541.410	39.95
Total for[12640] DoorKing INC					39.95	39.95		39.95
[10130] Duke Energy								
3/16/2026	3/16/2026	0226-4176	3/13/2026	acct# 930000014176 monthly service 1/17-2/18 2026	904.16	904.16	11-4102-541.430	904.16
Total for[10130] Duke Energy					904.16	904.16		904.16
[10040] ELI ROBERTS & SONS								
3/16/2026	3/16/2026	509957	3/13/2026	CUST. #2022114 Rd Dept fuel delivery - unleaded	11,819.40	11,819.40	11-4102-541.521	11,819.40
3/16/2026	3/16/2026	509957A	3/13/2026	CUST. #2022114 Rd Dept fuel delivery - Diesel	9,361.14	9,361.14	11-4102-541.521	9,361.14
Total for[10040] ELI ROBERTS & SONS					21,180.54	21,180.54		21,180.54
[10555] GCL MONTICELLO								
3/09/2026	3/09/2026	188794	3/13/2026	acct# 300170 grade stakes - rd Dept	29.28	29.28	11-4102-541.520	29.28
3/09/2026	3/09/2026	188826	3/13/2026	acct# 300170 grade stakes - rd Dept	43.92	43.92	11-4102-541.520	43.92
3/09/2026	3/09/2026	188866	3/13/2026	acct# 300170 grade stakes - rd Dept	61.00	61.00	11-4102-541.520	61.00
3/30/2026	3/30/2026	189467	3/13/2026	Acct# 300170 bolts nuts washers - Rd Dept	3.00	3.00	11-4102-541.520	3.00
Total for[10555] GCL MONTICELLO					137.20	137.20		137.20
[10575] Mobile Communications								
3/16/2026	3/16/2026	307070075960	3/13/2026	Fleet Tracker Service - GPS March 2026	544.70	544.70	11-4102-541.341	544.70
Total for[10575] Mobile Communications					544.70	544.70		544.70

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[10440] Monticello Carquest Inc.								
2/24/2026	2/24/2026	10338-350137	3/13/2026	Acct# 132 air filter, oil filter, bar & chain oil, shop towels, HP 2.5 gal 2 cycle , oil 10w30	224.19	224.19	11-4102-541.463	224.19
2/24/2026	2/24/2026	10338-350253	3/13/2026	Acct# 132 ryc 4pk md lb, headlight halogen #95, shop Rd Dept	64.96	64.96	11-4102-541.463	64.96
3/09/2026	3/09/2026	10338-350757	3/13/2026	Acct# 132 seal, hub cap, 80w90 gear oil - #95, 107, shop Rd Dept	112.89	112.89	11-4102-541.463	112.89
3/09/2026	3/09/2026	10338-350840	3/13/2026	Acct# 132 lube, air, rot t5 15w40, oil stablizer, val atf mercon, val hp 80w90 #119, shop Rd dept	273.61	273.61	11-4102-541.463	273.61
3/16/2026	3/16/2026	10338-351142	3/13/2026	Acct# 132 orange torque grip gloves, 12oz smart straw, penetrating oil - Shop Rd Dept	30.29	30.29	11-4102-541.520	30.29
3/16/2026	3/16/2026	10338-351218	3/13/2026	acct# 132 61pmm3 44 pole saw, chain saw scrench, shop towel, orange mamba nitrile gloves, black mamba nitrex gloves, saw file - Rd Dept #119, #96	72.81	72.81	11-4102-541.520	72.81
3/30/2026	3/30/2026	10338-351755	3/13/2026	acct# 132 transfer case motor #118 - Rd Dept	192.32	192.32	11-4102-541.463	192.32
Total for[10440] Monticello Carquest Inc.					971.07	971.07		971.07
[12743] Site Truck Services LLC								
2/24/2026	2/24/2026	2735	3/13/2026	service order 1570 heat repair - #73 Rd Dept	1,385.41	1,385.41	11-4102-541.462	1,385.41
2/24/2026	2/24/2026	2736	3/13/2026	service order 1572 Repair - check engine light - #107 Rd Dept	380.00	380.00	11-4102-541.462	380.00
3/16/2026	3/16/2026	2746	3/13/2026	equipment repair - reseal oil cooler #119 Rd Dept	1,159.59	1,159.59	11-4102-541.462	1,159.59
3/16/2026	3/16/2026	2747	3/13/2026	repair steering wheel tilt #105 Rd Dept	802.54	802.54	11-4102-541.462	802.54
Total for[12743] Site Truck Services LLC					3,727.54	3,727.54		3,727.54
[10520] TRI-COUNTY ELECTRIC COOPE								
3/03/2026	3/03/2026	0226-7347	3/13/2026	Acct# 567347 monthly service 1.15-2.15 2026 Hwy 90 & Salt Rd	35.75	35.75	11-4102-541.430	35.75
3/16/2026	3/16/2026	0229-1579	3/13/2026	Acct# 531579 monthly service Gamble Rd & W Capps	124.87	124.87	11-4102-541.430	124.87
Total for[10520] TRI-COUNTY ELECTRIC COOPE					160.62	160.62		160.62
[12130] Vector Security								
3/30/2026	3/30/2026	77532127	3/13/2026	Acct# 6478853 monthly security service 3/15-4/14 2026 Rd Dept	88.12	88.12	11-4102-541.341	88.12
Total for[12130] Vector Security					88.12	88.12		88.12
Report Total					32,912.61	32,912.61		32,912.61

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[10320] ABC Maintenance Services								
3/19/2026	3/19/2026	80	3/13/2026	REPLACEMENT OF AC UNIT W/WARRANTY	4,989.00	4,989.00	01-2671-519.460	4,989.00
				JAIL 1.5 TON				
3/10/2026	3/10/2026	8367	3/13/2026	clean blower, evaporator, air handler housi8ng in Bldg 1 & Bldg 2 Ext Office	2,778.00	2,778.00	01-2671-519.460	2,778.00
Total for[10320] ABC Maintenance Services					7,767.00	7,767.00		7,767.00
[10480] Advanced Business Systems								
3/26/2026	3/26/2026	478770	3/13/2026	C027-012 CT3326-01 Copies	98.55	98.55	01-3440-524.441	98.55
3/10/2026	3/10/2026	478950	3/13/2026	acct# Co27-015 contract # CT3666-01 monthly copier maintenance Toshiba 72266	21.12	21.12	01-2104-513.441	21.12
3/05/2026	3/05/2026	479330	3/13/2026	ACCT. C027-003 CONTRACT #CT3324-01 JCEO printers toner/maintenance	78.31	78.31	01-6302-537.441	78.31
3/16/2026	3/16/2026	479534	3/13/2026	acct# Co27-001 contract # CT2548-01 monthly copier maintenance Toshiba 71985	41.90	41.90	01-2102-513.461	41.90
3/30/2026	3/30/2026	479627	3/13/2026	acct# Co27-015 contract # CT3666-01 monthly copier maintenance Toshiba 72266	21.12	21.12	01-2104-513.441	21.12
3/27/2026	3/27/2026	479957	3/13/2026	Acct# C027 - Contract# CT3881-01 FIRE/RESCUE	12.97	12.97	19-3211-522.441 28-3211-526.441	6.48 6.49
3/19/2026	3/19/2026	479958	3/13/2026	ACCT. # C027-003 CT3321-01 JCEO printer(s) toner/maintenance	111.20	111.20	01-6302-537.441	111.20
Total for[10480] Advanced Business Systems					385.17	385.17		385.17
[10920] Animal Medical Clinic								
3/05/2026	3/05/2026	397439	3/13/2026	Acct #4512 exam, testing - Zeus	438.00	438.00	01-4212-562.310	438.00
3/05/2026	3/05/2026	397629	3/13/2026	Acct #4512 heartworm treatment - Roxie	195.80	195.80	01-4212-562.310	195.80
3/05/2026	3/05/2026	397714	3/13/2026	Acct #4512 rabies - Ginger (Sophia)	40.00	40.00	01-4212-562.310	40.00
3/19/2026	3/19/2026	397916	3/13/2026	Acct #4512 exam - Roxie, meds	330.04	330.04	01-4212-562.310	330.04
3/19/2026	3/19/2026	397997	3/13/2026	Acct #4512 simparica, meds	317.40	317.40	01-4212-562.520	317.40
Total for[10920] Animal Medical Clinic					1,321.24	1,321.24		1,321.24
[10065] Aucilla Area Solid Waste								
3/19/2026	3/19/2026	02282026	3/13/2026	February 2026 landfill tipping fees	27,232.00	27,232.00	22-4212-534.340	27,232.00
Total for[10065] Aucilla Area Solid Waste					27,232.00	27,232.00		27,232.00
[10820] Avenu Insights & Analytic								
3/13/2026	3/13/2026	INVB-069134	3/13/2026	CUST# C100468 tech support	3,171.25	3,171.25	01-2104-513.525	3,171.25
Total for[10820] Avenu Insights & Analytic					3,171.25	3,171.25		3,171.25
[11425] B&B Porta-Toilets, Inc								
3/16/2026	3/16/2026	299102	3/13/2026	porta-toilets rental Hall Park 1/16/26 - 2/12/26	195.00	195.00	01-6101-572.430	195.00
Total for[11425] B&B Porta-Toilets, Inc					195.00	195.00		195.00
[10250] Big Bend Tire								
3/19/2026	3/19/2026	16072039756	3/13/2026	tire repair R15	250.00	250.00	22-4212-534.462	250.00
3/19/2026	3/19/2026	16072039772	3/13/2026	tire repair R15	125.00	125.00	22-4212-534.462	125.00
3/19/2026	3/19/2026	16072039861	3/13/2026	replace tire FL-2	125.00	125.00	22-4212-534.462	125.00
3/19/2026	3/19/2026	16072039874	3/13/2026	tire replace FL-2	125.00	125.00	22-4212-534.462	125.00
3/19/2026	3/19/2026	16072039899	3/13/2026	new tires C1	856.52	856.52	22-4212-534.462	856.52
3/19/2026	3/19/2026	16072039924	3/13/2026	tire repair FL-2	125.00	125.00	22-4212-534.462	125.00

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3/19/2026	3/19/2026	16072040128	3/13/2026	Tires, Oil, Air Filter 3-2 FIRE & RESCUE	1,027.97	1,027.97	28-3211-526.463	1,027.97
Total for[10250] Big Bend Tire					2,634.49	2,634.49		2,634.49
[10610] Big Bend-Eubanks Termite & Pest Control Inc								
3/27/2026	3/27/2026	273418	3/13/2026	ACCT# 8522 - MONTHLY PEST CONTROL	530.00	530.00	01-2671-519.460	530.00
3/27/2026	3/27/2026	273419	3/13/2026	ACCT# 13572 - SERVICE 5 RODENT BOXES RECYCLING CENTER	25.00	25.00	22-4212-534.460	25.00
Total for[10610] Big Bend-Eubanks Termite & Pest Control					555.00	555.00		555.00
[14147] Blaze Goode								
3/13/2026	3/13/2026	0226BG	3/13/2026	PER DIEM - TACTICAL DRUG LAW ENFORCEMENT, INTERVIEWS AND INTERROGATIONS	562.00	562.00	14-3101-521.540	562.00
Total for[14147] Blaze Goode					562.00	562.00		562.00
[11825] CenturyLink Communications, LLC								
3/13/2026	3/13/2026	0226-1743RP	3/13/2026	ACCT# 463021743 - RECREATION PARK	8.56	8.56	01-6101-572.410	8.56
3/27/2026	3/27/2026	0326-6495	3/13/2026	Acct# 461036495	1.81	1.81	01-2671-519.410 22-4212-534.410	0.91 0.90
3/05/2026	3/05/2026	311709776	3/13/2026	Acct# 311709776 - Jefferson County 911 OFC	5,135.52	5,135.52	23-2911-525.410	5,135.52
Total for[11825] CenturyLink Communications, LLC					5,145.89	5,145.89		5,145.89
[10770] Cintas								
3/05/2026	3/05/2026	4260572536	3/13/2026	Cust #20833644 employee uniforms	91.75	91.75	22-4212-534.341	91.75
Total for[10770] Cintas					91.75	91.75		91.75
[10025] City of Monticello								
3/13/2026	3/13/2026	0126-0009	3/13/2026	ACCT# 00010009 COURTHOUSE	129.64	129.64	01-2670-519.430	129.64
2/24/2026	2/24/2026	0126-0119	3/13/2026	acct# 00020119 monthly water, rec park 12/2/25 - 1/8/26	308.18	308.18	01-6101-572.430	308.18
3/19/2026	3/19/2026	0126-0133	3/13/2026	ACCT. #00050133 JCFR Water/SEWER F/R	38.87	38.87	19-3211-522.430 28-3211-526.430	19.43 19.44
3/19/2026	3/19/2026	0126-0135	3/13/2026	ACCT. #00050135 Water FLUSH METER JCFR	21.34	21.34	19-3211-522.430 28-3211-526.430	10.67 10.67
3/10/2026	3/10/2026	0126-0150	3/13/2026	Acct# 00010150 monthly water, sewer, Water St Courthouse Annex	30.07	30.07	01-2671-519.430	30.07
3/19/2026	3/19/2026	0126-0166	3/13/2026	ACCT# 00010166 LIBRARY	96.07	96.07	01-6212-571.430	96.07
3/10/2026	3/10/2026	0126-0215	3/13/2026	acct# 00010215 monthly water, sewer, garbage SOE 1175 W Washington	130.72	130.72	01-2671-519.430	130.72
3/10/2026	3/10/2026	0126-0392	3/13/2026	acct# 00010392 monthly water, sewer, garbage 380 W Dogwood st Old Jail	93.02	93.02	01-2671-519.430	93.02
3/10/2026	3/10/2026	0226-0409	3/13/2026	Acct# 00010409 monthly water, sewer, 1490 W Washington Bldg A old JCHS	1,189.77	1,189.77	01-2671-519.430	1,189.77
Total for[10025] City of Monticello					2,037.68	2,037.68		2,037.68
[14011] Doodie Calls LLC								
2/19/2026	3/13/2026	114402	3/13/2026	CUST. C1485 Pinkney Hill	85.00	85.00	22-4212-534.430	85.00
3/13/2026	3/13/2026	115444	3/13/2026	CUST ID# C1053 RENTAL# R873	384.00	384.00	01-6101-572.441	384.00
Total for[14011] Doodie Calls LLC					469.00	469.00		469.00
[10130] Duke Energy								
3/19/2026	3/19/2026	0126-4879	3/13/2026	Acct #930000014879 utilities	914.75	914.75	22-4212-534.430	914.75

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3/16/2026	3/16/2026	0226-0043	3/13/2026	Acct# 910085450043 monthly service 551 Wacissa Springs Rd	129.53	129.53	01-6101-572.430	129.53
3/19/2026	3/19/2026	0226-0473	3/13/2026	Acct. # 910085450473 JCFR Power	1,224.11	1,224.11	19-3211-522.430 28-3211-526.430	612.06 612.05
3/19/2026	3/19/2026	0226-2356	3/13/2026	acct. # 9300 0001 2356 VFD Power and Tower Power	683.98	683.98	19-3211-522.410 19-3211-522.620 19-3211-522.621	115.68 272.70 295.60
3/13/2026	3/13/2026	0226-3462MC	3/13/2026	Acct# 9100 8542 3462 - Dept of Health	5.53	5.53	19-3211-522.430 28-3211-526.430	2.77 2.76
3/05/2026	3/05/2026	0226-4564	3/13/2026	acct. # 9300 0001 4564 JCEO electric utilities	1,790.29	1,790.29	01-6302-537.430	1,790.29
3/19/2026	3/19/2026	0226-4879	3/13/2026	Acct #930000014879 utilities	814.50	814.50	22-4212-534.430	814.50
3/16/2026	3/16/2026	0226-8106	3/13/2026	Acct# 910085448106 monthly service 420 W Washington St	32.64	32.64	01-2671-519.430	32.64
3/05/2026	3/05/2026	0226-8429	3/13/2026	Acct #910085448429 main office utilities	487.24	487.24	22-4212-534.430	487.24
12/18/2025	12/18/2025	1125 4879	3/13/2026	Acct #930000014879 utilities	663.92	663.92	22-4212-534.430	663.92
12/10/2025	12/10/2025	1125-0746	3/13/2026	Acct# 910085450746 monthly service 10.11-11.10 2025 - 445 W Palmer Mill Rd	1,120.57	1,120.57	01-2780-515.430 01-3440-524.430	560.28 560.29
12/10/2025	12/10/2025	1125-0879	3/13/2026	Acct# 910085450879 monthly service 10.11-11.10 2025 - 450 E Walnut St	1,025.48	1,025.48	01-2671-519.430	1,025.48
12/10/2025	12/10/2025	1125-9537	3/13/2026	Acct# 910085449537 monthly service 10.11-11.10 2025 - 1 W Washington st	500.48	500.48	01-2671-519.430	500.48
Total for[10130] Duke Energy					9,393.02	9,393.02		9,393.02
[10040] ELI ROBERTS & SONS								
3/19/2026	3/19/2026	107241	3/13/2026	ACCT. #2022113 Fuel F/R FLYNT	81.94	81.94	19-3211-522.521	81.94
3/19/2026	3/19/2026	107813	3/13/2026	Acct #2022576 fuel C-1	49.51	49.51	22-4212-534.521	49.51
Total for[10040] ELI ROBERTS & SONS					131.45	131.45		131.45
[10215] EMS Management & Consultants Inc								
3/19/2026	3/19/2026	EMS-023279	3/13/2026	CUST. #C0194 January Patient Billing	4,844.68	4,844.68	28-3211-526.320	4,844.68
Total for[10215] EMS Management & Consultants Inc					4,844.68	4,844.68		4,844.68
[10415] FACC Services Group, LLC dba Civitek								
3/19/2026	3/19/2026	SSI12639	3/13/2026	CUST ID# JEFFERSON - INV SSI12639 - TAPS 10/1/2025-12/31/2025	2,732.37	2,732.37	01-2102-513.525 01-2104-513.525 01-2780-515.511 01-6302-537.523	37.50 1,551.16 150.00 993.71
Total for[10415] FACC Services Group, LLC dba Civitek					2,732.37	2,732.37		2,732.37
[10555] GCL MONTICELLO								
3/13/2026	3/13/2026	182223	3/13/2026	CUST# 300166 3 qty ballast	68.97	68.97	01-2671-519.460	68.97
3/13/2026	3/13/2026	185738	3/13/2026	CUST# 300166 5 QTY BALLAST	199.95	199.95	01-2671-519.460	199.95
3/16/2026	3/16/2026	186883	3/13/2026	Acct# 300166 1/4x1 hex lag screw, 5/16 USS FI washer HDG, 8mm-1.25x60mm Phi Pan Mchn Screw, Key blank kwikset Rec park	11.86	11.86	01-6101-572.520	11.86
3/16/2026	3/16/2026	187680	3/13/2026	acct# 300166 10mmx25mm Hex bolt zinc Rec Park	3.16	3.16	01-6101-572.520	3.16
3/05/2026	3/05/2026	188118	3/13/2026	CUST. #300774 JCEO plumbing supplies to fix water pipe breaks/leaks from freeze -2/2026	26.13	26.13	01-6302-537.460	26.13

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2/24/2026	2/24/2026	188412	3/13/2026	acct# 300166 hinge strap, qt pro toilet bowl cleaner, paint spray, 5/16-18x2 hex bolt, 5/16-18x1-1/2 hex bolt, 5/16-18 nyl ins lock nut - Rec Park	44.12	44.12	01-6101-572.520	44.12
2/24/2026	2/24/2026	188419	3/13/2026	Acct# 300166 bolt u w/nut, bolt u w/nut - Rec Park	25.92	25.92	01-6101-572.520	25.92
3/16/2026	3/16/2026	189006	3/13/2026	acct# 300166 diablo demon 9" 8/10 tpi, Diablo demon 9" 6/12 tpi, bulb halogen, white com grd receipt, glue wood gorilla, receipt wall plate, box outlet pvc, 2x6x8 pt ground contact, Rec Park	97.92	97.92	01-6101-572.520	97.92
3/19/2026	3/19/2026	189155	3/13/2026	CUST. #300166 Flags for Code Enforcement Feb 2026	12.40	12.40	01-2780-515.520	12.40
3/16/2026	3/16/2026	189282	3/13/2026	Acct# 300166 2x4x8 pt ground contact Rec Park	13.98	13.98	01-6101-572.520	13.98
3/19/2026	3/19/2026	189405	3/13/2026	Cust #300166 padlock - bassett site	31.98	31.98	22-4212-534.520	31.98
3/16/2026	3/16/2026	189432	3/13/2026	acct# 300166 grade stakes 48" 50ct Rec Park	37.20	37.20	01-6101-572.520	37.20
3/19/2026	3/19/2026	189495	3/13/2026	Cust #300166 hose mender clamp	51.96	51.96	01-4212-562.520	51.96
3/16/2026	3/16/2026	189513	3/13/2026	acct# 300166 tape duct 1.88x55, cord extsn blk 14/3, pipe strap galvanized 3/4x50 Rec Park	53.97	53.97	01-6101-572.520	53.97
3/19/2026	3/19/2026	189637	3/13/2026	CUST. #300168 EXTENSION SPRING for LMTV	17.11	17.11	19-3211-522.623	17.11
3/30/2026	3/30/2026	189852	3/13/2026	acct# 300166 key blank kwikset - Co Manager	18.00	18.00	01-2104-513.491	18.00
3/19/2026	3/19/2026	189877	3/13/2026	Cust. #300168 Replaced parts on broken water filter on ice machine	129.54	129.54	19-3211-522.460 28-3211-526.460	64.77 64.77
Total for[10555] GCL MONTICELLO					844.17	844.17		844.17
[11330] GREAT AMERICA FINANCIAL SERVICES								
2/27/2026	2/27/2026	41278131	3/13/2026	Agreement# 022-3094392-000 FIRE/RESCUE	188.00	188.00	19-3211-522.441 28-3211-526.441	94.00 94.00
3/05/2026	3/05/2026	41291358	3/13/2026	Agreement #020-1868367-000	172.00	172.00	01-2102-513.525	172.00
3/13/2026	3/13/2026	41344189	3/13/2026	AGREEMENT# 020-1868373-000	172.00	172.00	01-2780-515.441	172.00
3/13/2026	3/13/2026	41409889	3/13/2026	Agreement #020-1841366-000	139.00	139.00	01-2322-516.510	139.00
3/27/2026	3/27/2026	41441922	3/13/2026	AGREEMENT# 012-1689390-001	68.00	68.00	01-2670-519.441	68.00
Total for[11330] GREAT AMERICA FINANCIAL SERVICES					739.00	739.00		739.00
[10980] Jefferson Communities Water System, Inc.								
3/16/2026	3/16/2026	0206-1800	3/13/2026	acct# 0201800 monthly service - 290 Hall Park	132.36	132.36	01-6101-572.430	132.36
3/19/2026	3/19/2026	0226-0500	3/13/2026	Acct #320500 wacissa utilities	65.58	65.58	22-4212-534.430	65.58
3/19/2026	3/19/2026	0226-1200	3/13/2026	ACCT. #0311200 Wacissa VFD Water	168.21	168.21	19-3211-522.620	168.21
3/13/2026	3/13/2026	0226-2000	3/13/2026	ACCT# 0212000 - LAMONT SCHOOL HOUSE	38.50	38.50	01-2671-519.430	38.50
3/19/2026	3/19/2026	0226-3700	3/13/2026	ACCT. #0403700 Lloyd VFD Water	118.92	118.92	19-3211-522.621	118.92
3/19/2026	3/19/2026	0226-4100	3/13/2026	Acct #424100 nash utilities	44.60	44.60	22-4212-534.430	44.60
3/19/2026	3/19/2026	0226-5600	3/13/2026	Acct #415600 utilities lloyd	44.71	44.71	22-4212-534.430	44.71
Total for[10980] Jefferson Communities Water System, Inc.					612.88	612.88		612.88
[10281] Jefferson County Road Department								
3/26/2026	3/26/2026	0226-BD	3/13/2026	FEB 2026 FUEL BUILDING DEPT. F-150 & EXPLORER	285.68	285.68	01-3440-524.521	285.68
3/09/2026	3/09/2026	0226-CODE ENFORCEMENT	3/13/2026	February 2026 fuel - code Enforcement	92.99	92.99	01-2102-513.521	92.99

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3/19/2026	3/19/2026	0226-FIRE/RESCUE	3/13/2026	FEB. 2026 Fuel FIRE/RESCUE CHIEF, BRUSH 1 AND 7, TANKER, E-1	3,444.98	3,444.98	19-3211-522.521 19-3211-522.620 28-3211-526.521	865.56 212.37 2,367.05
3/05/2026	3/05/2026	0226-JCEO	3/13/2026	Fuel - Feb. 2026 JCEO County vehicle(s)	66.55	66.55	01-6302-537.521	66.55
3/19/2026	3/19/2026	0226-JCFR	3/13/2026	FEB 2026 Fuel JCFR SUMMERLIN AND BLOMELEY	95.98	95.98	19-3211-522.521 28-3211-526.521	47.99 47.99
3/19/2026	3/19/2026	0226-JCSWD	3/13/2026	FEB. 2026 fleet gas JCSWD	6,304.53	6,304.53	22-4212-534.521	6,304.53
3/16/2026	3/16/2026	0226-RP	3/13/2026	February 2026 Fuel Rec Park	452.79	452.79	01-6101-572.521	452.79
Total for[10281] Jefferson County Road Department					10,743.50	10,743.50		10,743.50
[11630] Keith Roddenberry								
3/27/2026	3/27/2026	884531	3/13/2026	COURTHOUSE LAWN SERVICE	50.00	50.00	01-2670-519.460	50.00
Total for[11630] Keith Roddenberry					50.00	50.00		50.00
[12741] Lumen-CenturyLink								
3/05/2026	3/05/2026	772652318	3/13/2026	Acct# 91309765 - Public defender office charges	511.70	511.70	01-2333-516.410	511.70
3/13/2026	3/13/2026	772673793	3/13/2026	Acct# 91487806 SAO	463.27	463.27	01-2332-516.401	463.27
3/05/2026	3/05/2026	772674573	3/13/2026	Acct# 91296824 CLERK OF COURT	486.70	486.70	01-2670-519.410	486.70
Total for[12741] Lumen-CenturyLink					1,461.67	1,461.67		1,461.67
[10575] Mobile Communications								
3/19/2026	3/19/2026	INV307070075959	3/13/2026	fleet gps SOLID WASTE	314.25	314.25	22-4212-534.520	314.25
Total for[10575] Mobile Communications					314.25	314.25		314.25
[10440] Monticello Carquest Inc.								
2/24/2026	2/24/2026	10338-350001	3/13/2026	acct# 253 full force long life universal - Rec Park	23.98	23.98	01-6101-572.462	23.98
3/09/2026	3/09/2026	10338-350841	3/13/2026	acct# 132 conv oil 10w30, 5w20, oil filter Mosq Control truck# 1, 2, 3 and spray unit on #1, 2, 3	222.62	222.62	01-4217-534.460	222.62
3/19/2026	3/19/2026	10338-350998	3/13/2026	CUST. #262 Blue -20 for LMTV	4.93	4.93	19-3211-522.623	4.93
3/19/2026	3/19/2026	10338-351331	3/13/2026	CUST. 253 Wiper blades LMTV	34.97	34.97	19-3211-522.623	34.97
3/19/2026	3/19/2026	10338-351473	3/13/2026	CUST. 262 DEF Fluid EMS	257.73	257.73	28-3211-526.521	257.73
3/19/2026	3/19/2026	10338-351562	3/13/2026	CUST. 262 Xtreme HD fluid for LMTV	63.99	63.99	19-3211-522.623	63.99
3/16/2026	3/16/2026	10338-351565	3/13/2026	Acct# 253 27-2 w/nylon line accessory - Rec Park	44.40	44.40	01-6101-572.520	44.40
3/19/2026	3/19/2026	10338-351614	3/13/2026	Cust #263 new battery - bobcat	201.45	201.45	22-4212-534.520	201.45
3/19/2026	3/19/2026	10338-352104	3/13/2026	CUST. # 262 Edger Blade and Weedeater line	53.00	53.00	19-3211-522.460 28-3211-526.460	26.50 26.50
Total for[10440] Monticello Carquest Inc.					907.07	907.07		907.07
[11295] Monticello Milling Co.								
3/05/2026	3/05/2026	15537	3/13/2026	dog feed for kennels	116.00	116.00	01-4212-562.520	116.00
Total for[11295] Monticello Milling Co.					116.00	116.00		116.00
[11165] Mowrey Elevator Co of Florida Inc								
3/13/2026	3/13/2026	1018287	3/13/2026	ACCT# 600483 MONTHLY BILLING	240.02	240.02	01-2670-519.460	240.02
Total for[11165] Mowrey Elevator Co of Florida Inc					240.02	240.02		240.02

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[12737] Pro Chem Inc								
3/05/2026	3/05/2026	209406	3/13/2026	ORDER #246575 alive plus, lemon solv (kennel cleaning supplies)	553.63	553.63	01-4212-562.520	553.63
Total for[12737] Pro Chem Inc					553.63	553.63		553.63
[10615] Redwire								
3/13/2026	3/13/2026	632869	3/13/2026	Cust# W1M1414 Fire alarm test and inspection	349.35	349.35	01-2671-519.460	349.35
3/19/2026	3/19/2026	632872	3/13/2026	JCEO CCTV security system maintenance - March 2026	107.53	107.53	01-6302-537.461	107.53
Total for[10615] Redwire					456.88	456.88		456.88
[10305] Right Way Welding & Fabrication LLC								
3/05/2026	3/05/2026	3954	3/13/2026	6 yd container repair	1,160.27	1,160.27	22-4212-534.463	1,160.27
Total for[10305] Right Way Welding & Fabrication LLC					1,160.27	1,160.27		1,160.27
[10055] Risk Management Associates Inc								
3/13/2026	3/13/2026	23985337	3/13/2026	ACCT# 602739 - POLICY RENEWALS	115,179.50	115,179.50	01-2104-513.450	115,179.50
Total for[10055] Risk Management Associates Inc					115,179.50	115,179.50		115,179.50
[11575] Secure Records Solutions								
3/02/2026	3/13/2026	0311636	3/13/2026	Cust.#1258 secure records destruction 2/2026	50.00	50.00	01-2670-519.491	50.00
Total for[11575] Secure Records Solutions					50.00	50.00		50.00
[12743] Site Truck Services LLC								
3/05/2026	3/05/2026	2744	3/13/2026	coolant leak, replace battery and install battery cut of switch R-10	2,895.32	2,895.32	22-4212-534.462	2,895.32
Total for[12743] Site Truck Services LLC					2,895.32	2,895.32		2,895.32
[10445] Sonitrol of Tallahassee								
3/13/2026	3/13/2026	632109	3/13/2026	Cust# R1M603291 - Jefferson Co State Attorney's Office	116.81	116.81	01-2671-519.460	116.81
3/27/2026	3/27/2026	635361	3/13/2026	CUST# R1M601957 - Install Fire Detection System - Panel Repair - Install Fire- Add JOB# S26938-1	8,598.75	8,598.75	01-2670-519.460	8,598.75
3/27/2026	3/27/2026	635377	3/13/2026	Cust# R1M601957 - Jefferson County BOCC - Trip Charge	79.00	79.00	01-2670-519.460	79.00
Total for[10445] Sonitrol of Tallahassee					8,794.56	8,794.56		8,794.56
[11500] SOUTH GA LOW COST SPAY & NEUTER CLINIC								
3/19/2026	3/19/2026	2391210	3/13/2026	spay/neuter - 2 dogs, 2 cats - Charlie, Peddle, Snow Fox, Willow	64.00	64.00	01-4212-562.492	64.00
Total for[11500] SOUTH GA LOW COST SPAY & NEUTER					64.00	64.00		64.00
[11470] The Dollywood Foundation								
3/19/2026	3/19/2026	03262623	3/13/2026	ACCT# FLJEFFERSON BOOKS	155.83	155.83	26-6214-571.341	155.83
3/19/2026	3/19/2026	04262623	3/13/2026	ACCT# FLJEFFERSON BOOKS	156.97	156.97	26-6214-571.341	156.97
Total for[11470] The Dollywood Foundation					312.80	312.80		312.80
[14140] The Southern Group								
3/09/2026	3/09/2026	TLH-55898	3/13/2026	Professional Services for March 2026	5,000.00	5,000.00	01-2104-513.310	5,000.00
Total for[14140] The Southern Group					5,000.00	5,000.00		5,000.00

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[12836] Thomas M Coyne MD PA								
3/16/2026	3/16/2026	26-1082	3/13/2026	Medical examiner service February 2026	620.00	620.00	01-3990-527.310	620.00
Total for[12836] Thomas M Coyne MD PA					620.00	620.00		620.00
[11025] TIDEMARK MARKETING								
2/25/2026	2/25/2026	13068	3/13/2026	monthly email and website hosting Jan 2026	560.08	560.08	01-2104-513.310	560.08
3/09/2026	3/09/2026	13213	3/13/2026	monthly email & website hosting March 2026	560.08	560.08	01-2104-513.310	560.08
Total for[11025] TIDEMARK MARKETING					1,120.16	1,120.16		1,120.16
[12550] Toshiba Financial Services								
2/06/2026	3/13/2026	41230110	3/13/2026	Acct#025-1689390-000 Multiple Department Monthly Printer Lease	1,745.00	1,745.00	01-2324-516.441 01-2670-519.441 01-2671-519.441 01-3440-524.441 01-6302-537.441 11-4102-541.441 22-4212-534.441	19.00 692.20 49.00 357.10 337.60 172.10 118.00
3/05/2026	3/13/2026	41441924	3/13/2026	Acct#025-1689390-000 Multiple Department Monthly Printer Lease	1,919.50	1,919.50	01-2104-513.491 01-2324-516.441 01-2670-519.441 01-2671-519.441 01-3440-524.441 01-6302-537.441 11-4102-541.441 22-4212-534.441	174.50 19.00 692.20 49.00 357.10 337.60 172.10 118.00
Total for[12550] Toshiba Financial Services					3,664.50	3,664.50		3,664.50
[10520] TRI-COUNTY ELECTRIC COOPE								
3/03/2026	3/03/2026	0226-6304	3/13/2026	Acct# 536304 monthly service 1.15-2.15 2026 N Salt Rd	30.75	30.75	11-4102-541.430	30.75
Total for[10520] TRI-COUNTY ELECTRIC COOPE					30.75	30.75		30.75
[10465] UniFirst Corporation								
3/13/2026	3/13/2026	3050082003	3/13/2026	CUST# 1311916	248.72	248.72	01-2670-519.520	248.72
3/19/2026	3/19/2026	3050082878	3/13/2026	Cust #1237569 employee uniforms	82.75	82.75	22-4212-534.341	82.75
3/13/2026	3/13/2026	3050083324	3/13/2026	CUST# 1311916	248.72	248.72	01-2670-519.520	248.72
3/13/2026	3/13/2026	3050083819	3/13/2026	CUST# 1311916	257.87	257.87	01-2670-519.520	257.87
3/13/2026	3/13/2026	3050084604	3/13/2026	CUST# 1311916	407.43	407.43	01-2670-519.520	407.43
3/05/2026	3/05/2026	3050084991	3/13/2026	Cust #1237569 employee uniforms	83.75	83.75	22-4212-534.341	83.75
3/13/2026	3/13/2026	3050085001	3/13/2026	CUST# 1311916	263.28	263.28	01-2670-519.520	263.28
3/13/2026	3/13/2026	3050085473	3/13/2026	CUST# 1311916	277.51	277.51	01-2670-519.520	277.51
3/27/2026	3/27/2026	3050085981	3/13/2026	CUST# 1311916	281.24	281.24	01-2670-519.520	281.24
Total for[10465] UniFirst Corporation					2,151.27	2,151.27		2,151.27

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[10255] Verizon Wireless								
3/10/2026	3/10/2026	6136845090	3/13/2026	acct# 842543529-00001 monthly communication service -1.24-2.23 2026	1,314.03	1,314.03	01-2102-513.410 01-3440-524.410 01-6302-537.410 11-4102-541.410 19-3211-522.410 22-4212-534.410 28-3211-526.410	357.07 78.48 73.52 135.17 198.38 273.02 198.39
Total for[10255] Verizon Wireless					1,314.03	1,314.03		1,314.03
Report Total					228,065.22	228,065.22		228,065.22

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[10760] AG-PRO, LLC.								
3/09/2026	3/09/2026	P15442	3/19/2026	acct# JEFFE017 22.25" CCW blade #123 Rd Dept	259.48	259.48	11-4102-541.463	259.48
3/09/2026	3/09/2026	P15443	3/19/2026	acct# JEFFE017 22.25" CCW blade, bld 22.25 Par, bolt kit #123 Rd Dept	1,399.40	1,399.40	11-4102-541.463	1,399.40
Total for[10760] AG-PRO, LLC.					1,658.88	1,658.88		1,658.88
[10005] Capital Asphalt								
3/30/2026	3/30/2026	1720	3/19/2026	Aucilla Road patch - job# 26-0010	5,000.00	5,000.00	11-4102-541.531	5,000.00
Total for[10005] Capital Asphalt					5,000.00	5,000.00		5,000.00
[13080] Crstal Tractor & Equipment - Madison								
3/16/2026	3/16/2026	P22689	3/19/2026	Acct# JEFFE097 cartridge, oil, oil filter, air filter, outer air filter, #124, #123	2,145.40	2,145.40	11-4102-541.463	2,145.40
3/30/2026	3/30/2026	P22904	3/19/2026	acct# JEFFE097 oil 15w-4, oil super floor, #123, #124	219.36	219.36	11-4102-541.463	219.36
Total for[13080] Crystal Tractor & Equipment - Madison					2,364.76	2,364.76		2,364.76
[14153] Grading & Bush Hog Services Inc								
3/30/2026	3/30/2026	14799	3/19/2026	Guardrail Repair - Waukeelah Hwy south of Watermill Rd	5,365.00	5,365.00	11-4102-541.341	5,365.00
Total for[14153] Grading & Bush Hog Services Inc					5,365.00	5,365.00		5,365.00
[10540] Jones Welding & Industrial Supplies Inc								
3/16/2026	3/16/2026	R00740466	3/19/2026	Acct# 58688 cylinder rental, AC@, OX125, OX282 Rd dept	109.76	109.76	11-4102-541.520	109.76
Total for[10540] Jones Welding & Industrial Supplies Inc					109.76	109.76		109.76
[10725] Keaton Tire Repair								
2/24/2026	2/24/2026	929263	3/19/2026	service call, 11R 22.5 repair, 425 6s R 22.5 repair #105	500.00	500.00	11-4102-541.462	500.00
Total for[10725] Keaton Tire Repair					500.00	500.00		500.00
[11150] Potty Man Portables								
3/16/2026	3/16/2026	126612	3/19/2026	portable toilet rental Rd Dept	95.00	95.00	11-4102-541.430	95.00
Total for[11150] Potty Man Portables					95.00	95.00		95.00
[12010] Safety-Kleen Systems, Inc								
3/30/2026	3/30/2026	CN20833121	3/19/2026	acct# JE10808 parts washer solvent - Rd Dept Acct# JE10809 Service	53.16	53.16	11-4102-541.520	53.16
Total for[12010] Safety-Kleen Systems, Inc					53.16	53.16		53.16
Report Total					15,146.56	15,146.56		15,146.56

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[10405] Amazon Capital Services								
3/05/2026	3/05/2026	111PFOWLND4X	3/19/2026	ACCT# A1E5P4C153SPTZ	593.71	593.71	01-6213-571.520	593.71
3/05/2026	3/05/2026	1N3Q-WTFQ-Q4QN	3/19/2026	ACCT# A1E5P4C153SPTZ	81.30	81.30	01-6213-571.520	81.30
3/05/2026	3/05/2026	1QG4767Y71TR	3/19/2026	ACCT# A1E5P4C153SPTZ	51.98	51.98	01-6213-571.510	51.98
3/05/2026	3/05/2026	1RFY1M1KYMCK	3/19/2026	ACCT# A1E5P4C153SPTZ	367.76	367.76	01-6213-571.520	367.76
3/05/2026	3/05/2026	1TF4K6M4RPF6	3/19/2026	ACCT# A1E5P4C153SPTZ	349.00	349.00	01-6213-571.540	349.00
Total for[10405] Amazon Capital Services					1,443.75	1,443.75		1,443.75
[12888] ANSBACHER LAW								
3/19/2026	3/19/2026	50323	3/19/2026	Legal Counsel for Planning Dept Jan-Feb 2026	1,420.00	1,420.00	01-2780-515.310	1,420.00
Total for[12888] ANSBACHER LAW					1,420.00	1,420.00		1,420.00
[10790] Apalachee Regional Planning Council								
3/09/2026	3/09/2026	26-27	3/19/2026	ARPC County Dues 2025-2026 Payment #2	3,678.60	3,678.60	01-2104-513.540	3,678.60
Total for[10790] Apalachee Regional Planning Council					3,678.60	3,678.60		3,678.60
[10380] B & B Sporting Goods								
2/24/2026	2/24/2026	269001	3/19/2026	t-shirts, whistles, lanyards - Soccer Rec Park	1,678.00	1,678.00	01-6101-572.640	1,678.00
2/24/2026	2/24/2026	44315	3/19/2026	rawlings bat - rec Park	150.00	150.00	01-6101-572.640	150.00
Total for[10380] B & B Sporting Goods					1,828.00	1,828.00		1,828.00
[11810] Capital City Pest Control Services LLC								
3/19/2026	3/19/2026	39379	3/19/2026	ACCT. 1502 WVFD Pest Control	65.00	65.00	19-3211-522.620	65.00
Total for[11810] Capital City Pest Control Services LLC					65.00	65.00		65.00
[12465] Collaborative Summer Library Program								
3/19/2026	3/19/2026	789419	3/19/2026	CSLP INV# 789419 Program Supplies	39.85	39.85	01-6213-571.520	39.85
Total for[12465] Collaborative Summer Library Program					39.85	39.85		39.85
[12955] CORO Medical LLC								
3/05/2026	3/05/2026	PS-INV263791	3/19/2026	Order No S-ORD247079 - Cardiac Science Powerheart G5 Fully Auto Dual Language, carry sleeve, ZOLL Mobilize Rescue Systems Compact, AED Battery, ICPR Feedback pad	32,732.00	32,732.00	01-2104-513.521	32,732.00
Total for[12955] CORO Medical LLC					32,732.00	32,732.00		32,732.00
[14082] DOMAIN NAME SERVICES								
3/10/2026	3/10/2026	2026-2031	3/19/2026	5 year renewal 05/12/2026-05/12/2031 "visitjeffersoncountyflorida.org"	265.00	265.00	01-2104-513.540	265.00
Total for[14082] DOMAIN NAME SERVICES					265.00	265.00		265.00
[10530] ECB PUBLISHING INC								
3/19/2026	3/19/2026	34540	3/19/2026	Legal notice of public hearing Jan 2026	118.83	118.83	01-2780-515.490	118.83
Total for[10530] ECB PUBLISHING INC					118.83	118.83		118.83
[11020] Florida League of Cities								
3/19/2026	3/19/2026	20155	3/19/2026	ACCT# 16686 FLC ACTUARIAL SERVICES	6,000.00	6,000.00	01-2104-513.310	6,000.00
Total for[11020] Florida League of Cities					6,000.00	6,000.00		6,000.00

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[14148] Florida Sheriffs Employee Benefits Trust								
3/19/2026	3/19/2026	FSEBT052716	3/19/2026	ACCT#_JEFFERSON BOCC - MO ACA REPORTING /EAP	266.88	266.88	01-2104-513.310	266.88
Total for[14148] Florida Sheriffs Employee Benefits Trust					266.88	266.88		266.88
[11140] Gale/Cengage Learning								
3/19/2026	3/19/2026	999102408349	3/19/2026	ACCT# 100260403 Books	56.23	56.23	01-6213-571.660	56.23
Total for[11140] Gale/Cengage Learning					56.23	56.23		56.23
[11900] Indoor Environmental Management								
3/10/2026	3/10/2026	4115	3/19/2026	limited environmental assessment - Extension office	791.00	791.00	01-2671-519.460	791.00
Total for[11900] Indoor Environmental Management					791.00	791.00		791.00
[10220] Ingram Library Services								
3/19/2026	3/19/2026	90996810	3/19/2026	ACCT# 2005054 BOOKS	21.74	21.74	01-6213-571.660	21.74
3/19/2026	3/19/2026	91276351	3/19/2026	ACCT# 2005054 BOOKS	121.13	121.13	01-6213-571.660	121.13
3/19/2026	3/19/2026	91276352	3/19/2026	ACCT# 2005054 BOOKS	94.81	94.81	01-6213-571.120	94.81
3/19/2026	3/19/2026	91276353	3/19/2026	ACCT# 2005054 BOOKS	1,456.09	1,456.09	01-6213-571.660	1,456.09
3/19/2026	3/19/2026	91276354	3/19/2026	ACCT# 2005054 BOOKS	32.75	32.75	01-6213-571.660	32.75
3/19/2026	3/19/2026	91399215	3/19/2026	ACCT# 2005054 BOOKS, BAR CODES, SPINE LABELS, MYLAR JACKETS	20.61	20.61	01-6213-571.120	20.61
3/19/2026	3/19/2026	91459162	3/19/2026	ACCT# 2005054 BOOKS	34.27	34.27	01-6213-571.660	34.27
3/19/2026	3/19/2026	91459163	3/19/2026	ACCT# 2005054 BOOKS	364.27	364.27	01-6213-571.660	364.27
3/19/2026	3/19/2026	91459164	3/19/2026	ACCT# 2005054 BOOKS	11.47	11.47	01-6213-571.660	11.47
3/19/2026	3/19/2026	91459165	3/19/2026	ACCT# 2005054 BOOKS	151.72	151.72	01-6213-571.660	151.72
3/19/2026	3/19/2026	91459166	3/19/2026	ACCT# 2005054 BOOKS	18.07	18.07	01-6213-571.660	18.07
3/19/2026	3/19/2026	91522961	3/19/2026	ACCT# 2005054 BOOKS	138.85	138.85	01-6213-571.660	138.85
3/19/2026	3/19/2026	91522962	3/19/2026	ACCT# 2005054 BOOKS	330.00	330.00	01-6213-571.660	330.00
3/19/2026	3/19/2026	91522963	3/19/2026	ACCT# 2005054 BOOKS	102.61	102.61	01-6213-571.120	102.61
3/19/2026	3/19/2026	91693103	3/19/2026	ACCT# 2005054 BOOKS	15.72	15.72	01-6213-571.660	15.72
3/19/2026	3/19/2026	91821326	3/19/2026	ACCT# 2005054 BOOKS	12.21	12.21	01-6213-571.660	12.21
3/19/2026	3/19/2026	91821327	3/19/2026	ACCT# 2005054 BOOKS	240.42	240.42	01-6213-571.660	240.42
3/19/2026	3/19/2026	91821328	3/19/2026	ACCT# 2005054 BOOKS	232.63	232.63	01-6213-571.660	232.63
3/19/2026	3/19/2026	91821329	3/19/2026	ACCT# 2005054 BOOKS, SPINE LABEL, MYLAR JACKETS, BAR CODES	54.41	54.41	01-6213-571.660	54.41
3/19/2026	3/19/2026	91821330	3/19/2026	ACCT# 2005054 BOOKS	19.56	19.56	01-6213-571.660	19.56
3/19/2026	3/19/2026	91821331	3/19/2026	ACCT# 2005054 BOOKS	58.83	58.83	01-6213-571.660	58.83
3/09/2026	3/09/2026	91821332	3/19/2026	ACCT# 2005054 BOOKS	84.87	84.87	01-6213-571.660	84.87
3/19/2026	3/19/2026	91964274	3/19/2026	ACCT# 2005054 BOOKS, BAR CODE PROTECTORS, BAR CODES, SPINE LABELS, MYLAR JACKETS, SPINE PROCTORS	90.81	90.81	01-6213-571.660	90.81
3/19/2026	3/19/2026	91964275	3/19/2026	ACCT# 2005054 BOOKS	475.07	475.07	01-6213-571.660	475.07
3/19/2026	3/19/2026	91964276	3/19/2026	ACCT# 2005054 BOOKS	85.08	85.08	01-6213-571.660	85.08
Total for[10220] Ingram Library Services					4,268.00	4,268.00		4,268.00
[12085] It's Personal Distinct Custom Designs LLC								
3/10/2026	3/10/2026	11793	3/19/2026	embroidery - name, logo - ron russo	110.00	110.00	01-2102-513.520	110.00
Total for[12085] It's Personal Distinct Custom Designs LLC					110.00	110.00		110.00

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[10300] Jefferson County School Board								
6/30/2025	3/19/2026	FY25Q3-DS	3/19/2026	April-June 2025 Driver's Ed/Dori Slosberg	1,928.41	1,928.41	14-3101-521.390	1,928.41
9/30/2025	3/19/2026	FY25Q4-DS	3/19/2026	July-Sept 2025 Driver's Ed/Dori Slosberg	1,940.40	1,940.40	14-3101-521.390	1,940.40
12/31/2025	3/19/2026	FY26Q1-DS	3/19/2026	July-Sept 2025 Driver's Ed/Dori Slosberg	2,276.72	2,276.72	14-3101-521.390	2,276.72
Total for[10300] Jefferson County School Board					6,145.53	6,145.53		6,145.53
[11350] Jefferson Humane Society								
3/10/2026	3/10/2026	25-26 HS	3/19/2026	25-26 funding	5,000.00	5,000.00	01-2781-519.887	5,000.00
Total for[11350] Jefferson Humane Society					5,000.00	5,000.00		5,000.00
[12939] Jefferson Soil & Water Conservation District								
3/10/2026	3/10/2026	25-26 S & W	3/19/2026	25-26 funding SOIL AND WATER	2,500.00	2,500.00	01-2781-519.888	2,500.00
Total for[12939] Jefferson Soil & Water Conservation					2,500.00	2,500.00		2,500.00
[12936] Jefferson Welding Shop LLC								
3/19/2026	3/19/2026	03042026	3/19/2026	build and install safety rails at nash site	693.00	693.00	22-4212-534.341	693.00
Total for[12936] Jefferson Welding Shop LLC					693.00	693.00		693.00
[10540] Jones Welding & Industrial Supplies Inc								
3/19/2026	3/19/2026	R 00740465	3/19/2026	Oxygen Cylinder Rental	583.88	583.88	28-3211-526.522	583.88
Total for[10540] Jones Welding & Industrial Supplies Inc					583.88	583.88		583.88
[14151] Liberty Vote								
3/02/2026	3/02/2026	LV162108	3/19/2026	Managed Services Agreement year 7 of 8 - Jan 40,211.00 1 2026-Dec 31 2026	40,211.00	40,211.00	01-2440-519.810	40,211.00
Total for[14151] Liberty Vote					40,211.00	40,211.00		40,211.00
[12968] Mad Man Graphics LLC								
3/02/2026	3/02/2026	78	3/19/2026	14" seal with Administration office of County Manager	50.00	50.00	01-2102-513.491	50.00
Total for[12968] Mad Man Graphics LLC					50.00	50.00		50.00
[11295] Monticello Milling Co.								
3/19/2026	3/19/2026	15550	3/19/2026	dog feed-kennels 6 BAGS	174.00	174.00	01-4212-562.520	174.00
Total for[11295] Monticello Milling Co.					174.00	174.00		174.00
[11220] ODP BUSINESS SOLUTIONS LLC								
3/10/2026	3/10/2026	39163246	3/19/2026	ACCT. # 41599691 tissue toilet, towel, multifold, manila foulder, paper, tissue, toilet, towel multifold, manila folder, paper, paper, envelope - Bldg, Plan, Co Manager	351.25	351.25	01-2102-513.510 01-2780-515.510 01-3440-524.510	144.80 61.65 144.80
3/10/2026	3/10/2026	39777215	3/19/2026	ACCT. #415996 manila file folders, legal pad, stapler, 3x3 pads, comb binding pulsar manual, pens, cover ltr, folders, notes, ext cord, spine comb, paper, County Manager office	448.99	448.99	01-2102-513.510	448.99
3/10/2026	3/10/2026	40419026	3/19/2026	ACCT. #41599691lined notes, post it notes, sharpie, usb corded opital wheel, shears, papy, stamp, manila jkt folder Bldg Dept	258.04	258.04	01-3440-524.510	258.04
Total for[11220] ODP BUSINESS SOLUTIONS LLC					1,058.28	1,058.28		1,058.28
[11505] PennCredit								
3/19/2026	3/19/2026	154254	3/19/2026	Collections F1218 EMS	469.48	469.48	28-3211-526.320	469.48
Total for[11505] PennCredit					469.48	469.48		469.48

Jefferson County Board of County Commissioners

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[14152] Pinnacle Resources Group LLC								
3/10/2026	3/10/2026	1637	3/19/2026	Extention Office Building 2 mold mildew cleanup	785.00	785.00	01-2671-519.460	785.00
3/10/2026	3/10/2026	1638	3/19/2026	Extention Office Building 1 mold mildew cleanup	1,375.00	1,375.00	01-2671-519.460	1,375.00
Total for[14152] Pinnacle Resources Group LLC					2,160.00	2,160.00		2,160.00
[10095] Preferred Government Insurance Trust								
1/01/2026	3/19/2026	70437-2	3/19/2026	Agmt#WC2FL1-0331033 25-08 FY25/26 Q2 workers comp insurance	66,513.00	66,513.00	01-2101-511.240 01-2102-513.240 01-2104-513.451 01-3440-524.240 01-4212-562.240 01-4216-534.240 01-6101-572.240 01-6212-571.240 01-6302-537.240 11-4102-541.240 19-3211-522.241 22-4212-534.240 28-3211-526.240	66.51 1,596.31 23,279.55 931.18 1,064.21 465.59 931.19 66.51 133.03 13,768.19 7,715.50 8,779.72 7,715.51
Total for[10095] Preferred Government Insurance Trust					66,513.00	66,513.00		66,513.00
[10140] Ricardo A Fadell Sr. dba At Your Service!								
2/05/2026	2/05/2026	260102FJB	3/19/2026	Inv 260102FJB - Strip/Wax County Courthouse Hallways	1,000.00	1,000.00	01-2670-519.340	1,000.00
3/05/2026	3/05/2026	260201JB	3/19/2026	Cust ID FADELLRI - Custodial Services	2,064.97	2,064.97	01-2332-516.340 01-2333-516.340 01-2670-519.340 01-2671-519.340 01-2780-515.340 01-3440-524.340 01-6213-571.340	218.77 125.78 275.77 1,052.34 46.16 46.15 300.00
Total for[10140] Ricardo A Fadell Sr. dba At Your Service!					3,064.97	3,064.97		3,064.97
[12285] SOUTHERN QUALITY PROPANE								
3/19/2026	3/19/2026	REF.260227	3/19/2026	ACCT. # 50015 Wacissa Generator Fuel	601.10	601.10	19-3211-522.620	601.10
Total for[12285] SOUTHERN QUALITY PROPANE					601.10	601.10		601.10
[10385] State of Florida-DMS								
1/16/2026	3/19/2026	2L-1544/2L-6072/2M0487	3/19/2026	Acct#AN2-433240546 VoIP CBMT subscriber, equipment & ethernet access (Oct-Dec 2025)	7,781.04	7,781.04	01-2671-519.410	7,781.04
1/16/2026	3/19/2026	2L-6074/2M-0489	3/19/2026	Acct#AN2-1550 RBS2 Internet Access (Nov-Dec 2025)	74.50	74.50	01-2671-519.410	74.50
1/16/2026	3/19/2026	2M-0486	3/19/2026	Acct#AN2-Multiple Accounts Subscriber VoIP CBMT & switched long distance (Dec 2025)	725.21	725.21	01-2671-519.410	725.21
1/16/2026	3/19/2026	2M-0488	3/19/2026	Acct#AN2-14844 RBS-2 internet access (Dec 2025)	37.25	37.25	01-2670-519.410	37.25
2/18/2026	3/19/2026	2M-4755	3/19/2026	Acct#AN2-Multiple Accounts Subscriber VoIP CBMT & switched long distance (Jan 2026)	387.66	387.66	01-2671-519.410	387.66

Jefferson County Board of County Commissioners

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2/18/2026	3/19/2026	2M-4756	3/19/2026	Acct#AN2-433240546 VolP CBMT subscriber, equipment & ethernet access (Jan 2026)	2,771.17	2,771.17	01-2671-519.410	2,771.17
Total for[10385] State of Florida-DMS					11,776.83	11,776.83		11,776.83
[12080] Stewart's Towing & Recovery								
3/26/2026	3/26/2026	4508	3/19/2026	2008 FORD Explorer - Tow	85.00	85.00	01-3440-524.462	85.00
Total for[12080] Stewart's Towing & Recovery					85.00	85.00		85.00
[13058] Tallahassee Memorial								
3/19/2026	3/19/2026	980202621800	3/19/2026	Patient acct# P980202621800 - Pre employment screenings D. Mahoney	235.18	235.18	01-2104-513.310	235.18
3/19/2026	3/19/2026	P980214582500	3/19/2026	Patient# P980214582500 - PRE EMPLOYMENT SCREENINGS JT WARD	235.18	235.18	01-2104-513.310	235.18
3/19/2026	3/19/2026	P980219654900	3/19/2026	PATIENT# P980219654900 - PRE EMPLOYMENT SCREENINGS E GROSSKOPF	235.18	235.18	01-2104-513.310	235.18
Total for[13058] Tallahassee Memorial					705.54	705.54		705.54
[14149] Tallahassee Museum of History and Natural Science								
3/19/2026	3/19/2026	06.25.2026	3/19/2026	Summer Programing - Performers MAMMALS, REPTILES AND BIRDS	142.00	142.00	01-6213-571.341	142.00
Total for[14149] Tallahassee Museum of History and Natural					142.00	142.00		142.00
[11730] Tommy Stover								
3/05/2026	3/05/2026	960027	3/19/2026	nash compactor bad fuse	88.00	88.00	22-4212-534.341	88.00
Total for[11730] Tommy Stover					88.00	88.00		88.00
[11450] USA OIL LLC								
3/19/2026	3/19/2026	45463	3/19/2026	275 gallons recycled oil	200.00	200.00	22-4212-534.521	200.00
3/19/2026	3/19/2026	46504	3/19/2026	600 gallons recycled oil contaminated	1,200.00	1,200.00	22-4212-534.521	1,200.00
3/19/2026	3/19/2026	46505	3/19/2026	175 gallons recycled oil contaminated, 3 drums oil filters	650.00	650.00	22-4212-534.521	650.00
3/19/2026	3/19/2026	46513	3/19/2026	3 drums recycled oil filters	300.00	300.00	22-4212-534.521	300.00
Total for[11450] USA OIL LLC					2,350.00	2,350.00		2,350.00
[12210] WEC Heating & A/C, Inc.								
3/10/2026	3/10/2026	118901	3/19/2026	A/C Repair N. Side unit - Rd Dept work order# 25755	629.00	629.00	01-2671-519.460	629.00
Total for[12210] WEC Heating & A/C, Inc.					629.00	629.00		629.00
Report Total					198,083.75	198,083.75		198,083.75

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

Regular Session

Thursday, March 5, 2026

9:00 AM

The Board met on this date in Regular Session. Chairman Ben White, Commissioners Austin Hosford, Jessica Gramling, JT Surlles, and Gene Hall were present. County Manager Shannon Metty, Deputy Manager Ron Russo, Clerk of Court Trey Hightower, and County Attorney Evan Rosenthal were also present.

The Board approved the agenda with the addition of two general business items and welcomed the county's new library director. During public comments, citizens raised concerns about a proposed truck stop development and requested improvements to the tax collector's office. The Board approved the consent agenda and addressed several general business items. Actions included directing staff to prepare a RESTORE funding amendment for a new Emergency Operations Center and exploring eligibility for other projects. The Board also approved the county manager job advertisement and recruitment services, adopted a cybersecurity policy, waived procurement for extension office repairs, and approved transportation program resolutions, an inmate work agreement for county departments, and a grant amendment for the sheriff's office. Staff provided updates on planning activities, road projects, and potential grant opportunities. Commissioners also discussed communication and transparency, the future procurement of county attorney services, and concerns related to litter control and the Veterans Affairs Office before adjourning.

1. 9 AM Call to Order, Invocation, Pledge of Allegiance (00:00:09)

2. Approval of the Agenda (00:01:01)

- a. Shannon Metty introduces two agenda items: an interlocal agreement with the Florida Department of Corrections and an amendment to the DMS grant with the sheriff's office.
- b. Evan Rosenthal advises the Chairman that the items need to be added to General Business.
- c. **Commissioner Surlles motions to approve the agenda, seconded by Commissioner Gramling and unanimously approved by the board.**

3. Public Announcements, Presentations & Awards (00:02:36)

- a. Shannon Metty introduces Emily Grosskopf, the new library director, who briefly introduces herself.

4. Citizens Request & Input on Non-Agenda Items (00:03:43)

- a. John Broadway raises concerns about a truck stop development, citing legal arguments and appeals. He discusses the legal theory behind denying the truck stop and the ongoing appeals, suggesting that the board consult a land use attorney to avoid setting a dangerous precedent.
- b. Shanna Boutwell requests updates and improvements for the tax collector's office, including better locks, panel repairs, and a concealed weapons permit space.
- c. Shannon Metty mentions ongoing renovations and the need for a full RFP for the tax collector's office improvements.

5. Consent Agenda (00:21:59)

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

Regular Session

Thursday, March 5, 2026

9:00 AM

- a. Commissioner Hosford motions to approve the Consent Agenda, seconded by Commissioner Hall, and unanimously approved by the board.**

6. General Business

a. RESTORE Pot 3 (00:22:16)

- i. Commissioner Gramling proposes amending the Restore funds to include a new EOC, jail refurbishing, courthouse renovations, and a trade school.
- ii. Sheriff Mac McNeil wants to explore using the Restore funds for our jail and courthouse, lessening the burden on the taxpayer.
- iii. Clerk Trey Hightower echoes the sentiments of Commissioner Gramling and Sheriff McNeil.
- iv. Evan Rosenthal clarifies that the motion is to prepare the SEP amendment for the new EOC and to report back to the board whether the three other uses are allowed.
- v. **Commissioner Gramling motions to approve, seconded by Commissioner Surles.**
- vi. **Commissioner Gramling amends her motion to include broadband, seconded by Commissioner Surles and unanimously approved by the board.**
- vii. Shannon Metty asks the board who they would like to handle this project. The County Manager's office will work on the SEP amendment.

b. County Manager Advertisement (00:37:15)

- i. Evan Rosenthal prepared an advertisement for the county manager's position, directing focus to the salary range, which has been adjusted for inflation (\$87,400 to \$131,000).
- ii. **Commissioner Hosford motions to approve the County Manager advertisement, seconded by Commissioner Hall and unanimously approved by the board.**

c. County Manager Recruitment (00:39:14)

- i. Evan Rosenthal obtained a proposal from the Florida Association of County Managers Recruitment Services. The cost is a flat fee of \$5,000, the same as in 2022.
- ii. **Commissioner Hosford motions to approve, seconded by Commissioner Surles and unanimously approved by the board.**
- iii. Clerk of Court Trey Hightower asks for clarification regarding the application process since he will be receiving them.
- iv. Evan Rosenthal replies that Clerk Hightower will only be collecting the applications, not answering any questions.
- v. Commissioner Gramling asks how the transition will work, suggesting that Shannon Metty prepare a list of open projects.

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

Regular Session

Thursday, March 5, 2026

9:00 AM

d. County Attorney Contract Extension (00:42:20)

- i. Evan Rosenthal explains that the county's contract with NGN for county attorney services is set to expire at the end of June. The board has previously elected to extend the contract on a year-to-year basis, or it may extend it for a term of two or three years.
- ii. Commissioner Hall asks if another attorney will be assisting Evan should the contract be renewed.
- iii. Citizens to be Heard: Kim Odom
- iv. Evan Rosenthal states that if there is no motion, the board needs to make plans to reprocur county attorney services.
- v. **Commissioner Hall motions to renew the contract extension for one year. No second motion is made, and no board vote is taken.**

e. Cyber Security (00:45:38)

- i. Shannon Metty explains that the state requires local governments to implement cybersecurity standards, training, and risk management practices. It will define the roles and responsibilities of the IT department.
- ii. **Commissioner Surles motions to approve the cybersecurity policy, seconded by Commissioner Gramling and unanimously approved by the board.**

f. Waive Procurement for Extension Office Repairs (00:46:32)

- i. Shannon Metty reports that she received some quotes for the extension office annex building. She has a quote from a contractor for \$15,998.86 to replace two doors and repair wood rot.
- ii. **Commissioner Surles motions to approve, seconded by Commissioner Gramling and unanimously approved by the board.**
- iii. Citizens to be Heard: Lisa Bretc, Heather Herman
- iv. Board discussion as to the status of the Senior Center.

g. SCOP/SCRAP/CGIP Resolutions (00:55:18)

- i. Shannon Metty explains the resolutions before the board.
- ii. **Commissioner Surles motions to approve, seconded by Commissioner Gramling and unanimously approved by the board.**

h. Planning Department Monthly Update (00:56:44)

- i. David Wheeler provides the planning department update, noting an upcoming informational meeting and developments with the Solero application. He urges citizens to attend and ask questions.
- ii. Commissioner Gramling states that the board was not properly notified of this meeting since it was not organized by the county. She mentions the need for more social media advertising.

i. FDOC Interagency/Public Works Agreement (01:02:58)

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

Regular Session

Thursday, March 5, 2026

9:00 AM

responses from the County Manager's Office to ensure that the public is informed about county decisions and projects.

- c. Commissioner Surles highlights the issue of litter control, noting that their county is the only one without a four-wheeler crew to pick up litter along roadways. He suggests bringing the issue back as an agenda item to gather public input and discuss creating such a position.

12. Adjourn (01:26:15)

- a. **Commissioner Surles motions to approve, seconded by Commissioner Hall and unanimously approved by the board.**

ATTEST

Benjamin White, Chairman

ATTEST

Cecil "Trey" Hightower, Clerk of Court

Board of County Commissioners

Agenda Request

Date of Meeting: March 19, 2026

Date Submitted: March 19, 2026

To: Honorable Chairman and Members of the Board

From: Clerk Hightower

Subject: Supplemental Agreement- Internal Control Evaluation

Statement of Issue:

Approval of a Supplemental Agreement with Moran & Smith, LLP to perform an Agreed-Upon Procedures engagement evaluating certain aspects of Jefferson County's internal control structure and related financial policies and procedures.

Background:

Jefferson County maintains an auditing services agreement with Moran & Smith, LLP for financial statement audit services. The agreement allows additional services to be authorized through a supplemental agreement when necessary.

The proposed engagement will review documentation and processes related to internal controls and policies supporting major accounting cycles, including cash receipts and disbursements, payroll, accounts payable, and financial reporting.

Analysis:

The engagement will be conducted under AICPA attestation standards and will result in a report of findings based on agreed-upon procedures. The supplemental agreement authorizes the services at \$150 per hour, not to exceed \$30,000, under the County's existing auditing services contract.

All costs associated with this engagement will be paid entirely from the Clerk of Court's budgeted funds.

Attachments:

1. Agreed-Upon Procedures Engagement Letter – Moran & Smith, LLP
2. Supplemental Agreement No. 2026-01 – Internal Control Evaluation

MORAN & SMITH LLP

Certified Public Accountants

MORANSMITHCPA.COM

February 26, 2026

Board of County Commissioners
Clerk of Court
Jefferson County, Florida
Monticello, Florida

RE: Agreed-Upon Procedures Engagement – Internal Control Evaluation

Dear Commissioners:

This letter confirms our understanding of the terms and objectives of our agreed-upon procedures engagement with the Jefferson County Board of County Commissioners (the “County”) to perform a one-time evaluation of certain aspects of the County’s system of internal control and related policies and procedures.

Objective of the Engagement

The objective of this engagement is to perform the procedures enumerated below, which have been agreed to by the County, and to report the findings based on those procedures.

This engagement will be conducted in accordance with the American Institute of Certified Public Accountants’ Statements on Standards for Attestation Engagements, specifically AT-C Section 215, Agreed-Upon Procedures Engagements.

We will not express an opinion or provide any assurance on the effectiveness of the County’s internal control system. Instead, we will report our findings based solely on the procedures performed.

Scope of Agreed-Upon Procedures

The agreed-upon procedures will include inquiry, observation, and inspection of documentation related to internal controls and current written policies and procedures supporting the County’s major accounting cycles, including:

- Cash receipts and disbursements
- Investing activities
- Revenue recording processes
- Payroll processing
- Accounts payable processes
- Debt service transactions
- Interfund transfers

- Due to / Due from transactions
- Financial reporting processes

Specifically, we will:

1. Obtain and review documentation describing internal controls in place over each of the above accounting cycles.
2. Obtain and review written policies and procedures currently adopted by the County.
3. Perform inquiries of management regarding how controls are implemented and monitored.
4. Observe selected processes, where applicable.
5. Identify and describe control design elements in place.
6. Report any potential weaknesses or areas where controls appear absent or not formally documented.

Our procedures will not include testing operating effectiveness unless specifically requested and agreed to in writing.

Nature and Limitations of the Engagement

This is a one-time engagement. We will not:

- Design internal controls
- Implement controls
- Perform or supervise ongoing monitoring procedures
- Act as internal auditors
- Approve transactions
- Assume management responsibilities

We understand that Government Auditing Standards prohibit auditors from providing or supervising ongoing monitoring procedures over an entity's internal control system because doing so would impair independence. This engagement does not include any such services.

Our report will consist solely of procedures performed and related findings. We make no representation regarding the sufficiency of the procedures for any purpose.

Management Responsibilities

Management acknowledges and agrees that it:

- Is responsible for establishing and maintaining internal control
- Is responsible for designing, implementing, and monitoring internal control
- Is responsible for the preparation and maintenance of written policies and procedures
- Will designate an individual with suitable skill, knowledge, and experience to oversee this

engagement

- Will evaluate and determine whether to implement any recommendations
- Retains all decision-making authority

Management further acknowledges that the County's internal control system remains its sole responsibility before, during, and after this engagement.

Independence and Safeguards

Jefferson County is an audit client of our firm. We will comply with the independence requirements of the AICPA Code of Professional Conduct and Government Auditing Standards.

We have evaluated potential threats to independence, including self-review and management participation threats. To safeguard independence:

- Management will designate a responsible individual to oversee the engagement.
- We will not assume management responsibilities.
- We will not design or implement controls.
- Personnel performing this engagement will not make management decisions.
- The engagement will be subject to appropriate partner-level review.

We have concluded that independence is not impaired with respect to this agreed-upon procedures engagement.

Use of the Report

Our report is intended solely for the information and use of the Board of County Commissioners and management and is not intended to be and should not be used by anyone other than these specified parties.

Timing and Fees

We anticipate beginning fieldwork on or about March 24, 2026, subject to receipt of requested documentation. Our fees will be based on time incurred at our standard hourly rate of \$150 an hour and will be billed periodically as work progresses.

Separate from Financial Statement Audit

This engagement is separate from our financial statement audit engagement and does not modify the terms of that engagement. Any additional services beyond those described herein will require a separate written agreement.

If the foregoing accurately reflects your understanding of the terms of this agreed-upon procedures engagement, please sign and return a copy of this letter.

MORAN & SMITH LLP

Certified Public Accountants

MORANSMITHCPA.COM

We appreciate the opportunity to be of service to Jefferson County.

Sincerely,

Moran & Smith LLP
Moran & Smith LLP
Tallahassee, Florida

Accepted and agreed on behalf of
Jefferson County Board of County Commissioners:

Name: _____

Title: _____

Date: _____

Supplemental Agreement No. 2026-01
to the
Auditing Services Agreement
between
Jefferson County and Moran and Smith, LLP

WHEREAS, on or about September 11, 2025, Jefferson County (“County”) and Moran and Smith, LLP (“Auditor”) entered into an Auditing Services Agreement (“Agreement”) pursuant to which Auditor provides certain professional auditing services to the County; and

WHEREAS, Section 2.2 of the Agreement provides for Auditor to perform additional services as may specifically be designated and authorized by the County in writing; and

WHEREAS, County now wishes to authorize Auditor to perform an audit of County’s system of internal controls and written policies and procedures supporting the County’s major accounting cycles, as more particularly described in Exhibit “A” attached hereto.

NOW, THEREFORE, in consideration of the promises contained herein, the parties hereto agree as follows:

A. SUPPLEMENTAL AGREEMENT SERVICES. The Supplemental Agreement Services (the “Services”) to be rendered by Auditor are those described in Exhibit “A,” Scope of Services, attached hereto and incorporated herein by reference. The Services shall be performed under and pursuant to the Agreement, and all terms and provisions of the Agreement shall apply to Auditor’s performance of the Services. In the event of any conflict between the Supplemental Agreement and the Agreement, the Supplemental Agreement shall control.

B. PROJECT COST. For its performance of the Services, Auditor shall be compensated at a rate of \$150/hr of auditor time expended, billed in increments of 1/10th of an hour. Notwithstanding anything herein to the contrary, the total amount of compensation paid to Auditor for its performance of the services shall not exceed \$30,000.00.

IN WITNESS WHEREOF, the parties hereto have set their hands and official seals the day and year below last written.

(Signature Page Follows)

JEFFERSON COUNTY

Ben White, Chairman

Date: _____

ATTEST:

Cecil "Trey" Hightower, Clerk of Courts

Attest:

MORAN AND SMITH, LLP
a Florida Limited Liability Partnership

By: _____
Corporate Secretary

Christopher Moran

Chris H. Moran, CPA

Partner

[Print Name]

DATE: _____

DATE: 3/10/2026

EXHIBIT A
SCOPE OF SERVICES



BOARD OF COUNTY COMMISSIONERS

JEFFERSON COUNTY, FLORIDA THE KEYSTONE COUNTY-ESTABLISHED 1827

1484 SOUTH JEFFERSON STREET; MONTICELLO, FLORIDA 32344

PHONE: (850)-342-0287

Jessica Gramling

District 1-Vice Chair

Gene Hall

District 2

J T Surles

District 3

Austin Hosford

District 4

Ben White

District 5-Chair

March 19, 2026

Ben White, Chairman
Board of County Commissioners
1 Courthouse Circle
Monticello, FL 32344

RE: Budget Amendment – Fiscal Year 2025-26

Honorable Commissioners of Jefferson County,

The County Manager's office proposes amending the current budget by \$205,000 for the following revenues & appropriations:

Revenues – 01-999-511.990 – Contingency – \$130,000
Expenditures – 01-2211-513.930– Property Appraiser- \$30,000
Expenditures – 01-2320-513.930– Clerk of the Circuit Court- \$100,000

Revenues – Record Modernization– Carryforward in Record Mod – \$75,000
Expenditures – Record Modernization– Transfer Out of Record Mod. – \$75,000
Revenues – Clerk General Operating– Transfer in Clerk Operating Budget – \$75,000
Expenditures – Clerk General Operating– Clerk Operating Budget – \$75,000

Thank you for your consideration.

Shannon Metty
County Manager

CC: Ron Russo, Deputy County Manager
Trey Hightower, Clerk of the Court
Evan Rosenthal, County Attorney

Trey Hightower
Clerk of the Circuit Court

Shannon Metty
County Manager

Evan Rosenthal
County Attorney

Notice of Public Hearing

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, ADOPTING AN AMENDMENT TO THE BUDGET FOR JEFFERSON COUNTY FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026; AND PROVIDING FOR AN EFFECTIVE DATE.

The Jefferson County Board of County Commissioners will convene a Public Hearing to consider adoption of the above-referenced resolution amending the County's adopted budget for Fiscal Year 2025-26 on March 19, at 6:00 p.m., or as soon thereafter as such matter may be heard, in the courtroom of the Jefferson County Courthouse Annex located at 445 West Walnut Street, Monticello, Florida. There will be a Zoom option available, which can be found on the Jefferson County webpage, jeffersoncountyfl.gov. This hearing may be continued as necessary.

Appropriated expenditures and reserves to be amended by fund are as follows:

<u>Fund</u>	<u>Source</u>	<u>Use</u>	<u>Increase (Decrease)</u>	<u>Total Appropriations</u>
General	Contingency	Clerk & Property Appr.	\$ 130,000	\$ 17,583,781
Special Revenue	Carryforward	General Gov.- Clerk Ops	\$ 75,000	\$ 161,000

Information concerning the meeting is available at the Jefferson County Manager's Office 445 W. Palmer Mill Road, Monticello, FL. 32344, Telephone 850-342-0223. The proposed resolution and budget amendment may be reviewed during business hours at the County Manager's office. Persons with a disability needing a special accommodation should contact Shannon Metty at least two (2) days prior to the meeting at 850-342-0223 or email at smetty@jeffersoncountyfl.gov.

If any person decides to appeal any decision made by the Board of County Commissioners with respect to any matter considered at the above-described public hearing, he or she will need a record of the proceedings, and that, for such purpose, he or 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.



March 13, 2026

Board of County Commissioners
Jefferson County, Florida
and
County Manager Shannon Metty

RE: Request for FY 2025–2026 Budget Amendment – Records Modernization Funds

Dear Members of the Board and County Manager Metty:

I respectfully request a budget amendment to increase the Clerk of Court and Comptroller's FY 2025–2026 budget in the amount of \$75,000.00 in order to transfer available funds from the Records Modernization account into the Clerk's operating budget.

The requested funds will be used to modernize and digitize a variety of public records and make them available online for enhanced public access and transparency. Records to be digitized include, but are not limited to, County plats, historical Board of County Commissioners (BOCC) minutes, DD2–14 records, Official Records Indexes dating from the 1820s through 1953, and select deed records that are currently unavailable for online viewing.

These funds have already been collected through the Clerk's statutory portion of recording document fees and civil traffic citation revenues. Florida Statutes prescribe the allowable uses of these funds, and the proposed expenditures are fully compliant with all applicable statutory requirements.

Please accept this letter as our formal request for the Board's approval to amend the FY 2025–2026 budget accordingly. We appreciate your consideration and are happy to provide any additional information as needed.

Sincerely,

Cecil "Trey" Hightower
Clerk of Court and Comptroller
Jefferson County, Florida

FY 2025-26 - Budget Amendment #2

Fund	Type	Account Number	REVENUES	Approved Budget	Increase	Decrease	Ending Budget
Genral Fund	Revenues	01-9999-511.990	Contingency	\$ 702,346	\$ -	\$ (130,000)	\$ 572,346
Genral Fund	Expenditures	01-2211-513.930	Property Appraiser	\$ 935,801	\$ 30,000	\$ -	\$ 965,801
Genral Fund	Expenditures	01-2320-513.930	Clerk of Court	\$ 555,000	\$ 100,000	\$ -	\$ 655,000
Special Revenue	Revenue	Record Modernization	Carryforward Record Mod.	\$ -	\$ 75,000	\$ -	\$ 75,000
Special Revenue	Expenditures	Record Modernization	Transfer Out of Record Mod.	\$ -	\$ -	\$ (75,000)	\$ (75,000)
Special Revenue	Revenue	Clerk General Operating	Transfer in Clerk Operating Budget	\$ -	\$ 75,000		\$ 75,000
Special Revenue	Expenditures	Clerk General Operating	Clerk Operating Budget	\$ 86,000	\$ 75,000	\$ -	\$ 161,000



CLERK OF COURT CFY 2025-26 County Budget Request



Clerk Revenue/Budget	CFY 24-25 County Budget (CFO & Board)	CFY 25-26 County Budget Request	Increase or Decrease	CFY 24-25 Fee Budget	CFY25-26 Fee Budget Request	Increase or Decrease	CFY 24-25 State Budget	CFY 25-26 State Budget Request	Increase or Decrease	CFY 24-25 Total Budget	CFY 25-26 Total Budget Request	Increase or Decrease
Article V Court Related State Budget			\$ -			\$ -	\$ 565,956.00	\$ 573,155.00	\$ 7,199.00	\$ 565,956.00	\$ 573,155.00	\$ 7,199.00
JAC Juror Program			\$ -			\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -
\$1.50 Records Mod			\$ -	\$ 6,000.00	\$ 6,000.00	\$ -			\$ -	\$ 6,000.00	\$ 6,000.00	\$ -
\$1.90 Records Mod			\$ -	\$ 16,000.00	\$ 20,000.00	\$ 4,000.00			\$ -	\$ 16,000.00	\$ 20,000.00	\$ 4,000.00
BCC Budget Appropriation	\$ 475,000.00	\$ 655,000.00	\$ 180,000.00			\$ -			\$ -	\$ 475,000.00	\$ 655,000.00	\$ 180,000.00
Clerk Recording			\$ -	\$ 60,000.00	\$ 60,000.00	\$ -			\$ -	\$ 60,000.00	\$ 60,000.00	\$ -
Title IV-D- Child Support Program			\$ -			\$ -	\$ 45,000.00	\$ 46,000.00	\$ 1,000.00	\$ 45,000.00	\$ 46,000.00	\$ 1,000.00
Record Modernization Carry Forward					\$ 75,000.00	\$ 75,000.00				\$ -	\$ 75,000.00	\$ 75,000.00
Total Revenue	\$ 475,000.00	\$ 655,000.00	\$ 180,000.00	\$ 82,000.00	\$ 161,000.00	\$ 79,000.00	\$ 625,956.00	\$ 634,155.00	\$ 8,199.00	\$ 1,182,956.00	\$ 1,450,155.00	\$ 267,199.00
Personel Expenses												
Salary- Official	\$ 61,000.00	\$ 63,000.00	\$ 2,000.00			\$ -	\$ 61,000.00	\$ 63,000.00	\$ 2,000.00	\$ 122,000.00	\$ 126,000.00	\$ 4,000.00
Salary- Other Employees	\$ 251,000.00	\$ 335,000.00	\$ 84,000.00	\$ 48,000.00	\$ 50,000.00	\$ 2,000.00	\$ 306,000.00	\$ 315,000.00	\$ 9,000.00	\$ 605,000.00	\$ 700,000.00	\$ 95,000.00
Payroll Expenses- Official	\$ 13,000.00	\$ 6,000.00	\$ (7,000.00)			\$ -	\$ 13,000.00	\$ 6,000.00	\$ (7,000.00)	\$ 26,000.00	\$ 12,000.00	\$ (14,000.00)
Payroll Expenses- Employees	\$ 28,000.00	\$ 25,000.00	\$ (3,000.00)	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 60,000.00	\$ 33,000.00	\$ (27,000.00)	\$ 94,000.00	\$ 64,000.00	\$ (30,000.00)
Retirement- Official	\$ 36,000.00	\$ 38,000.00	\$ 2,000.00			\$ -	\$ 36,000.00	\$ 38,000.00	\$ 2,000.00	\$ 72,000.00	\$ 76,000.00	\$ 4,000.00
Retirement- Employees	\$ 31,000.00	\$ 49,000.00	\$ 18,000.00	\$ 6,000.00	\$ 8,000.00	\$ 2,000.00	\$ 43,600.00	\$ 72,000.00	\$ 28,400.00	\$ 80,600.00	\$ 129,000.00	\$ 48,400.00
Total Personel Expense	\$ 420,000.00	\$ 516,000.00	\$ 96,000.00	\$ 60,000.00	\$ 64,000.00	\$ 4,000.00	\$ 519,600.00	\$ 527,000.00	\$ 7,400.00	\$ 999,600.00	\$ 1,107,000.00	\$ 107,400.00
Operating Expenses												
Maintenance & Equipment	\$ 3,500.00	\$ 3,500.00	\$ -			\$ -	\$ 2,500.00	\$ 3,500.00	\$ 1,000.00	\$ 6,000.00	\$ 7,000.00	\$ 1,000.00
Office Supplies	\$ 3,500.00	\$ 3,500.00	\$ -			\$ -	\$ 8,500.00	\$ 9,500.00	\$ 1,000.00	\$ 12,000.00	\$ 13,000.00	\$ 1,000.00
Postage	\$ 1,500.00	\$ 1,500.00	\$ -			\$ -	\$ 1,500.00	\$ 2,500.00	\$ 1,000.00	\$ 3,000.00	\$ 4,000.00	\$ 1,000.00
IT Expenses/Communication	\$ 9,500.00	\$ 9,500.00	\$ -	\$ 22,000.00	\$ 22,000.00	\$ -	\$ 20,956.00	\$ 21,000.00	\$ 44.00	\$ 52,456.00	\$ 52,500.00	\$ 44.00
Contractual Services	\$ 36,000.00	\$ 116,000.00	\$ 80,000.00		\$ 75,000.00	\$ 75,000.00	\$ 66,900.00	\$ 58,655.00	\$ (8,245.00)	\$ 102,900.00	\$ 249,655.00	\$ 146,755.00
Legal Advertising	\$ 1,000.00	\$ 1,000.00	\$ -			\$ -			\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
Education & Training		\$ 2,000.00	\$ 2,000.00			\$ -	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00	\$ 8,000.00	\$ 5,000.00
Travel		\$ 2,000.00	\$ 2,000.00			\$ -	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00	\$ 8,000.00	\$ 5,000.00
Total Operating Expense	\$ 55,000.00	\$ 139,000.00	\$ 84,000.00	\$ 22,000.00	\$ 97,000.00	\$ 75,000.00	\$ 106,356.00	\$ 107,155.00	\$ 799.00	\$ 183,356.00	\$ 343,155.00	\$ 159,799.00
Total Expense	\$ 475,000.00	\$ 655,000.00	\$ 180,000.00	\$ 82,000.00	\$ 161,000.00	\$ 79,000.00	\$ 625,956.00	\$ 634,155.00	\$ 8,199.00	\$ 1,182,956.00	\$ 1,450,155.00	\$ 267,199.00

Submitted by:

Trey Hightower

* \$100,000 requested from payback funds is in BCC revenue for FY 25-26. Increased from original budget request of \$555,000



March 13, 2026

Board of County Commissioners
Jefferson County, Florida
and
County Manager Shannon Metty

RE: Request for Authorization to Retain Portion of FY 2023–2024 Payback Funds

Dear Members of the Board and County Manager Metty:

On behalf of the Clerk of Court and Comptroller's Office, I respectfully submit the Fiscal Year 2023–2024 payback funds to the Board in the total amount of \$258,916.00. In conjunction with this submission, we respectfully request authorization to retain \$100,000.00 of these funds for specific operational and compliance-related purposes.

The requested retained funds would be utilized to support several essential courthouse initiatives. A primary focus of these initiatives is the next phase of enhancements to the Courthouse security system, including upgrades to internal camera systems and security monitoring boards. In addition, a portion of the funds would be allocated toward an internal control evaluation to assist in strengthening audit processes and improving compliance and risk mitigation in future fiscal years. The funds would also support a redesign of the Clerk's website to ensure compliance with Americans with Disabilities Act (ADA) accessibility requirements in advance of next year's deadline.

There are also several smaller, yet critical, operational projects requiring attention. Retention of a portion of the payback funds will allow these initiatives to be addressed in a timely and cost-effective manner without placing additional strain on the General Fund.

We appreciate the Board's consideration of this request and stand ready to provide any additional information or documentation the Board may require.

Respectfully submitted,

Cecil "Trey" Hightower
Clerk of Court and Comptroller
Jefferson County, Florida

**JEFFERSON COUNTY
RESOLUTION NO. 2026-**

WHEREAS, The Board of County Commissioners of Jefferson County, Florida has received funds from sources not anticipated in its budget for 2025-26; and

WHEREAS, those funds hereinafter described were received for a particular purpose; and

WHEREAS, Chapter 129.06, Florida Statutes, provides that the County any time within a fiscal year may amend a budget for that year when there is receipt of funds from a source not anticipated in the budget and for a particular purpose, and expend it for a particular purpose; and

WHEREAS, there is provision for such receipts and appropriations to be added to the budget of the proper fund:

NOW, THEREFORE, The Board of County Commissioners does resolve that the following described funds be appropriated and expended for the purpose indicated:

<u>Fund</u>	<u>Department</u>	<u>Source</u>	<u>Use</u>	<u>Amount</u>
General	Constitutional Off Transfer Out	Contingency	Clerk & Property Appraiser	\$ 130,000
Special Revenue	Clerk General Operating	Carryforward	General Government	\$ 75,000

PASSED AND DULY ADOPTED, on this the 19th day of March 2026.

**BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA**

Ben White, Chair

ATTEST:

Trey Hightower, Clerk of the Circuit Court

APPROVED AS TO FORM:

Evan J. Rosenthal, Esq.

Jefferson County - FY 25-26 Budget Schedule

Date	Participant(s)	Topics and Times	Time of Day	F.S. & F.A.C. Reference
Thursday, March 19, 2026	County Manager's Office, Board of County Commissioners	Presentation of the FY 26-27 Budget Schedule	6:00 P.M.	
Friday, March 27, 2026	Department Heads	Deadline to submit Operational Budgets, Strategic Initiative and Non-recurring requests to County Manager.	5:00 P.M.	
Thursday, April 2, 2026	County Manager's Office, Department Heads, Board of County Commissioners	BOCC Workshop - Building, Recreation, Debt Services, Mosquito Control, Planning, Fire, EMS, Animal Control	9:00 A.M.	
Thursday, April 16, 2026	County Manager's Office, Department Heads, Board of County Commissioners	BOCC Workshop - County Buildings, Tourist Development, Veteran Affairs, Medical Services, Small Local Programs & Grants	6:00 P.M.	
Thursday, May 7, 2026	County Manager's Office, Department Heads, Board of County Commissioners	BOCC Workshop -Transportation, Capital Projects, Solid Waste, Library, Extension, Manager's Office	9:00 A.M.	
Monday, June 1, 2026	Constitutional Officers	Submission of budget requests to the County Manager	5:00 PM	F.S. 129.03(2)
Thursday, June 4, 2026	County Manager's Office, Board of County Commissioners, Constitutional Officers	BOCC Workshop - Clerk of The Court & Judicial Services (<i>Circuit & County</i>), Property Appraiser, Supervisor of Elections, Tax Collector & Sheriff's Office (<i>JSCO, Jail, 911, & Emergency Management</i>)	9:00 A.M.	
Wednesday, July 1, 2026	Property Appraiser	No later than July 1, the Property Appraiser certifies, to each taxing authority, the taxable value within the jurisdiction of the taxing authority on Form DR-420.	5:00 PM	F.S. 129.03(1)
Friday, July 10, 2026	County Manager, Board of County Commissioners	The Board of County Commissioners' County Manager's Office delivers a tentative budget to the board.	5:00 PM	F.S. 129.03(3)
Thursday, July 16, 2026	Board of County Commissioners	BOCC Workshop - Discussion of Budget. Announcement of Proposed Millage Rates and selection of dates, times and places for public hearings. Approval to advise the Property Appraiser of proposed millage rates.	6:00 P.M.	F.S. 129.03(3)(a), F.S. 200.065(2)(b)
Wednesday, August 5, 2026	County Manager's Office	Last day to advise the Property Appraiser of the Proposed Millage Rates, current year rolled-back rate and the date, times to advertise.	5:00 P.M.	F.S.200.065(2)(b)
Tuesday, August 25, 2026	Property Appraiser	Property Appraiser mails out the Notice of Proposed Property Taxes to each taxpayer listed on the current year assessment roll. (TRIM Notices)	5:00 P.M.	F.S. 200.065(2)(b), F.S. 200.069
Friday, August 28, 2026	County Manager's Office	Advertisement published in newspaper for First budget hearing.	12:00 P.M.	
Thursday, September 3, 2026	Board of County Commissioners, County Manager's Office	First Public Hearing for Adoption of Tentative Budget and Millage Rate. 5:01 PM	5:01 P.M.	F.S. 129.03(3)(c), 200.065(2)(c) and 200.065(2)(e)
Friday, September 11, 2026	County Manager's Office	Advertisement published in newspaper for final budget hearing.	12:00 P.M.	F.S. 200.065(2)(d)
Wednesday, September 16, 2026	Board of County Commissioners, County Manager's Office	Final Public Hearing for Adoption of Final Budget and Millage Rate. 5:01 PM	5:01 P.M.	F.S. 129.03(3)(c), 200.065(2)(d) and 200.065(2)(e)
Wednesday, September 16, 2026	County Manager's Office	Notification of adopted budget to the Sheriff - Notify the Sheriff, in writing, of the proposed fiscal year 2024-2025 budget appropriations of the Sheriff. Shortly after final public hearing.	5:01 P.M.	F.S. 30.49(4)
Friday, September 18, 2026	County Manager's Office	Notification of adopted budget to constitutional officers - Within 3 days of Final Hearing, the Resolution adopting final millage and budget to Property Appraiser, Tax Collector, Supervisor of Elections and Clerk of the Court.	8:01 A.M.	F.A.C. 12D-17.003(f)
Friday, September 18, 2026	County Manager's Office	Notification of Millage Resolution to the Property Appraiser, Tax Collector and the Florida Department of Revenue.	8:01 A.M.	
Wednesday, September 30, 2026	County Manager's Office, Clerk of the Court	Clerk of the Court provide final budget ledger to County Manager.	5:00 P.M.	
Thursday, October 15, 2026	County Manager's Office	Electronically submit the following information regarding the final budget and the county's economic status to the Office of Economic and Demographic Research. *	8:01 A.M.	
Friday, October 16, 2026	County Manager's Office	Notification to the Florida Department of Revenue - Within 30 days of adoption of final millage and budget, submit TRIM package (DR-487) to the Florida Department of Revenue. Certify final millages to Property Appraiser via DR-422 and DR-422DEBT (if any debt). Post summary budget on website.	12:00 P.M.	F.S. 129.03(3), F.A.C. 12D-173.003(h)
Friday, October 16, 2026	County Manager's Office	Post adopted budget to website.	12:00 P.M.	

* F.S. 129.03(3)(d) - "By each October 15, the county budget officer shall electronically submit the following information regarding the final budget and the county's economic status to the Office of Economic and Demographic Research in the format specified by the office..."

Board of County Commissioners

Agenda Request

Date of Meeting: March 19th, 2026

Date Submitted: March 11th, 2026

To: Honorable Chairman and Members of the Board

From: County Manager Shannon Metty

Subject: Monticello, Jefferson County, FL: Celebrating 250 Years of Independence

Statement of Issue:

Board approval is requested to utilize Tourist Development Council (TDC) funds for the Monticello, Jefferson County, FL: Celebrating 250 Years of Independence event. The proposed funding would support advertising and a community fireworks display in celebration of the United States' 250th anniversary of independence, in an amount not to exceed \$30,000.

Background:

On July 4, 2026, the United States will commemorate 250 years of independence. Governor Ron DeSantis has encouraged Florida cities and counties to celebrate this historic milestone. In response, a local working group, Monticello, Jefferson County, FL: Celebrating 250 Years of Independence, has been formed to plan and host a community-wide celebration. This coalition includes the City of Monticello, Jefferson County, the Jefferson County Chamber of Commerce, and other community partners. Each organization has committed to contribute funds, sponsorships, or services to support the event.

Analysis:

A primary portion of the event's budget will be dedicated to advertising and the fireworks display, which are essential to drawing visitors and ensuring successful public engagement. Following consultation with the County Attorney and discussions with the Jefferson County Tourist Development Council, the TDC has recommended that the Board authorize up to \$10,000 in funding from TDC reserves. These funds would be provided through a matching grant program, under which the TDC would contribute \$1 for every \$2 raised by the community, up to the \$10,000 cap. This approach would help leverage local support and ensure community participation in funding the event.

Options:

1. **Approve** the TDC recommendation to provide up to \$10,000 in TDC funds through a \$2 community-to-\$1 TDC matching program.
2. **Do not approve** the TDC recommendation and utilize the full \$30,000.
3. **Board discussion and direction.**

Attachment:

1. Attorney's clarification

January 13, 2026

Informal Memorandum Re: Use of Tourist Development Tax Funds

From: Evan Rosenthal, County Attorney

To: Jefferson County BOCC

We have researched the following proposed uses of tourist development tax (“TDT”) funds: (1) for a stage to be used to support events like the Watermelon Festival and Monticello Christmas and/or for maps, brochures, or similar materials related to these events, and (2) for a fireworks demonstration to be associated with the County’s July 4th celebration for the nation’s 250th birthday.

Unfortunately there is not a clear “yes or no” answer to these questions, as these are uses that are not specifically listed in the tourist development tax statute and there is no case law or attorney general opinions directly on point. The statute which governs the use of TDT funds (Section 125.0104(5)(a), Fla. Stat.), sets forth the allowable uses of TDC funds. For purposes of this inquiry, only one of the statutorily enumerated uses is relevant:

3. To promote and advertise tourism in this state and nationally and internationally; **however, if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event must have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists;**

Significantly, the statute also provides that “[a]ny use of the local option tourist development tax revenues collected pursuant to this section for a purpose not expressly authorized by [this section] is expressly prohibited.” In other words, unless the use is clearly authorized by the statute, it is not allowed.

While I indicated that we were unable to find any case law or attorney general opinions directly on point, in considering whether other proposed projects are sufficiently tourist related, the attorney general has opined on several occasions that this question is a “factual determination which must be made by the legislative and governing body of the county founded upon appropriate legislative findings and due consideration of the peculiar and prevailing local conditions and needs.” See Ops. Att’y Gen. Fla. 98-74 (1998), 97-48 (1997), 92-66 (1992), 87-16 (1987), and 83-18 (1983).

Based on the foregoing, the issue is whether the events in question (the 250 Celebration, Watermelon Festival, Monticello Christmas) have “as one of their main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists.” If the County wants to proceed with using TDT funds for any or all of these

uses, it will be extremely important for the County to make written findings in a resolution approved by the BOCC to this effect. The most important piece of supporting evidence demonstrating the requisite connection to tourism is expenditures of County funds advertising these events (i.e. the 250 Celebration, Watermelon Festival, Monticello Christmas) in other markets in an effort to attract tourists to come to Jefferson County. In other words, if the County can state that it has spent (or will spend) \$X on advertising these events in out of County markets, this helps establish that tourist attraction is a primary purpose of these events. It would also be helpful if the County can cite to data regarding out of County tourism for these events in prior years. For example, if the County has data showing how many out of County visitors typically come to the County for the July 4 celebration, Monticello Christmas, or the Watermelon Festival, this will also help to demonstrate the required tourism nexus.

Board of County Commissioners

Agenda Request

Date of Meeting: March 19, 2026

Date Submitted: March 13, 2026

To: Honorable Chairman and Members of the Board

From: Evan Rosenthal, County Attorney
David Wheeler, Planning Official

Subject: Proposed Ordinance Amending the Jefferson County Land Development Code

Statement of Issue: This agenda item requests that the Board of County Commissioners (the “Board”) conduct a public hearing and adopt an ordinance amending the Jefferson County Land Development Code (the “LDC”) for internal clarity, providing clear application requirements and procedures for review of development orders, and consistency and compliance with State law.

Background: The Office of the County Attorney has worked with Planning Staff to identify within the LDC internal inconsistencies, provisions lacking in clarity or otherwise problematic, and language in conflict with State law.

During the 2025 Legislative Session, the Florida Legislature adopted Chapter 2025-164, Laws of Florida, regarding platting (requiring all plats be approved administratively), and Chapter 2025-182, Laws of Florida, governing certified recovery residences, which require changes to all affected local regulations and land development codes. In addition, Chapter 2025-190, Laws of Florida (“SB 180”), required significant revisions to recommended changes to the LDC to avoid any changes that might be interpreted as more restrictive or burdensome than the existing LDC.

The proposed Ordinance makes changes necessary to provide clarity to vague and inconsistent portions of the LDC, clear application requirements and procedures for review of development orders (i.e. site plans, plats, special exceptions, land use changes, etc.), to revise conflicts with State law, and to update the LDC for compliance with new laws enacted during the 2025 legislative session.

The proposed Ordinance does not change the actual list of permitted, conditional, or prohibited uses within any zoning category or any designation of parcels and therefore requires only one public hearing pursuant to Section 125.66, Florida Statutes.

Analysis: The proposed Ordinance makes the following changes to the LDC:

Section 1. Revise definitions for clarity and consistency with Florida Statutes. Amends

Section 50-1.3.0 of the LDC to add a definition for the Board of County Commissioners; define a certified recovery residence, community residential home, recovery, recovery residence, and recovery residence administrator in alignment with Chapters 397 and 419, Florida Statutes; amend the definition of subdivision and remove existing definitions of subdivision types and replats for which the LDC does not clearly require platting consistent with Chapter 177, Florida Statutes; and provide clear definitions for the planning department, a plat, and a site plan or development plan.

*For a more detailed analysis of issues related to subdivision/platting requirements, please see Attachment “3.”

Section 2. Removal of language preempted by Chapter 177, Florida Statutes. Amends Section 50-2.7.0 of the LDC related to Traditional Communities to remove unnecessary reference to the method of subdividing lots within a Traditional Community, as subdivision is already covered in another part of the LDC.

Section 3. Provides language clarifying that site plans are governed by Article IX of the LDC. Amends Section 50-5.1.0 of the LDC related to Site Planning and Building Arrangement to refer clearly to the requirements for site plans in Article IX of the LDC.

Section 4. Amends language for conformance with Chapter 419, Florida Statutes. Amends Section 50-2.4.0 of the LDC concerning what the LDC previously referred to as a ‘residential care facility’ to conform with the language of Chapter 419, Florida Statutes, governing community residential homes.

Section 5. Requirements for an application for variance. Amends Section 50-7.2.2 of the LDC to provide clear requirements for an application for variance.

Section 6. Procedure for reasonable accommodation of certified recovery residences in compliance with Chapter 2025-182, Laws of Florida. Creates a procedure for the review and approval of reasonable accommodations for a certified recovery residence in compliance with Chapter 2025-182, Laws of Florida.

Section 7. Requirements for development orders. Amends Sections 50-9.0.0 through 50-9.0.4 of the LDC to clarify that no development activity (as defined in Section 50-1.4.0) may be undertaken unless authorized by development permit or development order and to remove references to “exempt subdivisions” which are preempted by and inconsistent with Chapter 177, Florida Statutes (see a more detailed analysis of this issue in Attachment “3”).

Section 8. Requirements for review of site development plans and conformity with Chapter 2025-164, Laws of Florida. Amends Sections 50-9.1.0 through 50-9.1.5 of the LDC to make contents and review timelines for development applications, makes the requirements for Minor and Major Developments consistent internally and with the new state law requirement that plats be

administratively approved pursuant to Section 177.071, Fla. Stat. The LDC currently provides that any division of land into more than five parcels requires planning commission approval, and any development involving dedication of lands or facilities by ownership by the County required Board approval (which presumably would include any plat in which a dedication to the County is offered). This is in direct conflict with Section 177.01, Florida Statutes, which provides that, “A plat or replat submitted under this part must be administratively approved and no further action or approval by the governing body of a county or municipality is required if the plat or replat complies with the requirements of s. 177.091.”

Section 9. Requirements for public notices. Amends Sections 50-9.2.0 through 50-9.2.5 of the LDC concerning public notice requirements to provide clarity to staff and applicants regarding the notice requirements applicable to each application type, ensure conformity with existing state law and Planning Department practice.

Section 10. Conformity with Chapter 2025-164, Laws of Florida, and Chapter 177, Florida Statutes. Amends Sections 50-9.3.0 through 50-9.3.2 of the LDC to ensure compliance with existing law regarding platting, simple lot splits, and family homestead exemptions, provide the contents of an application for plat approval and minor site plans, and ensure compliance with new requirements of Chapter 2025-164, Laws of Florida, regarding administrative approval of plats.

*For a more detailed analysis of issues related to subdivision/platting requirements, please see Attachment “3.”

Section 11. Clarification of requirements for review of Major Developments. Amends Sections 50-9.4.0 through 50-9.4.8 of the LDC concerning Major Developments to remove references to plats (which now must be administratively approved pursuant to Chapter 2025-164, Laws of Florida) and to clarify the required contents of an application for Major Development Site Plan approval to provide clear direction to staff and applicants.

Section 12. Contents for Development Orders. Amends Sections 50-9.7.0 through 50-9.7.2 of the LDC for consistency with Section 125.022(7), Florida Statutes, which prohibits conditioning issuance of a development permit or order on the applicant’s obtaining a permit or approval from any state or federal agency and clarifies that a development order may serve as a development permit if the site plan application submittals are in sufficient detail and all other requirements for issuance of a development permit are satisfied.

Section 13. Clarification regarding authority to accept dedication of right-of-way and public land in light of Chapter 2025-164, Laws of Florida, and unchanged provisions of Chapter 177, Florida Statutes. Amends Section 50-9.11.0 of the LDC to provide that the exclusive authority to accept dedications of land is through a resolution adopted by the Board of County Commissioners. As a result, for any plats that include dedications of land to the County, the Board shall have exclusive authority as to whether accept any such dedications. However, pursuant to state law, the

plat shall otherwise be approved administratively by the Planning Official.

Section 14. Reference the correct section of the LDC regarding appeals. Amends Section 50-9.15.7 of the LDC to refer to Section 50-9.18.0 of the LDC, which is the actual section which addresses procedure for appeals from decisions of the Planning Department, Planning Commission, and Board of County Commissioners.

Section 15. Provide for noticing of Comprehensive Plan Amendments as provided in the section of the LDC related to notice. Amends Section 50-9.17.2 of the LDC related to notice for comprehensive plan amendments to refer back to Section 50-9.2.0 of the LDC which contains provisions governing public notice for all kinds of planning activities including comprehensive plan amendments.

Section 16. Clarify the process for appeals from decisions of the Planning Official. Amends Section 50-9.18.5 governing procedure for appeals from decisions of the planning official to make clear that the appeal is heard by the planning commission and correcting the standard of review to comport with the same legal standard for competent, substantial evidence used in circuit court for appeals of decisions of the Planning Commission or Board of County Commissioners.

Planning Commission Hearings

The Planning Commission considered the proposed Ordinance at public hearings on December 9, 2025, January 6, 2026, and February 12, 2026. At the public hearing on February 12, 2026, the Planning Commission voted 9-1 to recommend approval of the Ordinance, subject to the comments and recommendations which are attached as Attachment 4.

Several of the Planning Commission's comments concerned requirements related to notices for applications for land use permits and approvals. In response to the Planning Commission's recommendations, the notification requirements for land use permits and applications in the Ordinance were revised to more closely align with current requirements while ensuring consistency with minimum requirements for certain applications dictated by statute.

Several of the Planning Commission's recommendations proposed changes that might be considered more "restrictive or burdensome" and therefore run afoul of SB180 (2025). These include reducing the square footage threshold for what constitutes a major development. The County may revisit these issues following expiration of SB180 in October 2027. Notably, proposed legislation during the 2026 legislative session that would have significantly relaxed the restrictions on the County in SB180 did not pass.

Additionally, there was discussion at the Planning Commission hearings regarding proposed revisions that will require all divisions of property that result in the creation of three or more parcels to follow the platting process set forth in Chapter 177, Florida Statutes, and Section 50-9.3.2 – 50-9-

3.5, LDC. Currently, the LDC appears to allow for “Minor Subdivisions” proposing the creation of 3 - 5 lots to be approved by the Planning Official without adherence to the platting process. The LDC also references “Exempt Subdivisions” which are defined as “a subdivision of a large parcel where all lots are a minimum of 100 acres in the Agriculture 20 and Conservation Land Use Districts and a minimum of 50 acres in all other Land Use Districts.” The process by which an “Exempt Subdivision” would be approved and the new lots created is not clear. Section 50-9.03.E., LDC, states that a development permit may be issued for an Exempt Subdivision in the absence of a final development order.¹ This indicates that a plat may not be required for Exempt Subdivisions. The LDC does not otherwise speak to the process by which an Exempt Subdivision may be approved.

It is important to note that other than “Minor Subdivisions” (proposing the creation of 3 - 5 lots) and “Exempt Subdivisions” (proposing creation of lots of a minimum 100 acres (in AG-20/CON) or 50 acres in all other land use districts), it appears that the LDC already requires all other divisions of property resulting in the creation of more than two lots to be platted. See Sec. 50-9.4.7.A., LDC., which requires that all divisions of land into more than five lots are considered “Major Developments,” and at the conclusion of the process “the developer shall submit a Final Subdivision Record Plat for recording in the Public Records Plat Book of Jefferson County.”

It is the opinion of the County Attorney that state law—specifically Chapter 177, Florida Statutes—requires that *all* divisions of property that result in the creation of more than three lots proceed through the platting process. As the LDC appears to permit certain divisions of property that result in the creation of more than three lots to occur without plat approval, this would appear inconsistent with state law. Revisions included in Sections 1, 7, and 10 of the proposed Ordinance are intended to address this issue. A more detailed analysis of this issue is provided in Attachment 4.

At the February 12, 2026, Planning Commission meeting, the Planning Commission voted against a motion to reject any changes to the LDC that would require platting of any subdivisions that create three or more parcels. At such meeting, the Planning Commission also voted unanimously to recommend that the Board of County Commissioners seek an opinion from the Attorney General on the issue of whether any division of property into three or more lots must occur pursuant to the platting process set forth in Chapter 177, Florida Statutes. The Board, in its discretion, may by motion request an opinion from the Attorney General as to this issue. As a matter of law, Attorney General opinions are not binding legal authority and a court would not be bound to adopt the position of the Attorney General in subsequent litigation concerning this issue.

In response to the Planning Commission’s comments and recommendations, the Ordinance was

¹ The LDC defines a “Final Development Order” as: The final authorization order granting, denying, or granting with conditions an application for a development project or activity. This authorization must be granted prior to issuance of a development permit as defined for purposes of this Code. (The final development order authorizes the project, whereas the development permit authorizes specific components of the project, such as building construction, parking lot installation, landscaping, and the like.). **For purposes of this Code preliminary plats and/or site plan approval is the final development order.**

revised to provide that any subdivision of property into not more than 5 lots which also does not include the construction of infrastructure may proceed directly to final plat (no submission of a preliminary plat is required) and need only meet the minimum requirements for plat approval contained in Chapter 177, Florida Statutes.

Business Impact Estimate: This proposed ordinance is not anticipated to have any impact on business. No new charges or fees are part of the ordinance. The full Business Impact Estimate is attached hereto as Attachment #2.

Options:

1. Conduct a Public Hearing and Adopt the Attached Ordinance Amending the Jefferson County Land Development Code.
2. Conduct a Public Hearing and Do Not Adopt the Attached Ordinance Amending the Jefferson County Land Development Code.
3. Board Direction.

Recommendation:

Option #1

Attachments:

1. Ordinance Amending the Jefferson County Land Development Code
2. Business Impact Estimate
3. Summary of State Law Requirements Related to Subdivision and Platting
4. Planning Commission Comments and Recommendations

ORDINANCE NO. 2026-__

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY FLORIDA, REVISING PROCESSES, PROCEDURES, AND REQUIREMENTS IN THE JEFFERSON COUNTY LAND DEVELOPMENT CODE RELATED TO APPLICATIONS FOR DEVELOPMENT ORDERS AND DEVELOPMENT PERMITS; AMENDING SECTION 50-1.3.0 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE RELATED TO DEFINITIONS; AMENDING SECTION 50-2.4.0 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE RELATED TO STANDARDS FOR RESIDENTIAL CARE FACILITIES; AMENDING SECTION 50-2.7.0 OF THE LAND DEVELOPMENT CODE RELATED TO TRADITIONAL COMMUNITIES; AMENDING SECTION 50-5.1.0 OF THE LAND DEVELOPMENT CODE RELATED TO SITE PLANNING AND BUILDING ARRANGEMENT; AMENDING SECTION 50-7.2.2. OF THE LAND DEVELOPMENT CODE RELATED TO VARIANCES TO BE CONSIDERED AS PART OF DEVELOPMENT REVIEW; CREATING SECTION 50-7.3.0 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE RELATED TO PROCEDURES FOR THE REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCES; AMENDING SECTION 50-9.0.0. OF THE LAND DEVELOPMENT CODE RELATED TO DEVELOPMENT PERMIT REQUIREMENTS; REPEALING AND REPLACING SECTION 50-9.2.0 OF THE LAND DEVELOPMENT CODE RELATED TO NOTIFICATION REQUIREMENTS; REPEALING AND REPLACING SECTION 50-9.3.0 OF THE LAND DEVELOPMENT CODE RELATED TO THE MINOR DEVELOPMENT REVIEW PROCESS; REPEALING AND REPLACING SECTION 50-9.4.0 OF THE LAND DEVELOPMENT CODE RELATED TO THE MAJOR DEVELOPMENT REVIEW PROCESS; PROVIDING STANDARDS AND REQUIREMENTS APPLICABLE TO APPLICATIONS FOR AND REVIEW OF VARIANCES, PRELIMINARY PLATS, FINAL PLATS, SITE PLANS, FAMILY HOMESTEAD EXEMPTION APPLICATIONS, SIMPLE LOT SPLITS, AND DEVELOPMENT PLANS; AMENDING SECTION 50-9.7.0 OF THE LAND DEVELOPMENT CODE RELATED TO PRELIMINARY DEVELOPMENT ORDERS; AMENDING SECTION 50-9.15.7 OF THE LAND DEVELOPMENT CODE RELATED TO APPEALS; AMENDING SECTION 50-9.18.5 OF THE LAND DEVELOPMENT CODE RELATED TO PROCEDURE; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is the intent of Jefferson County Board of County Commissioners (“Board”) to regulate the use and development of land within the County to promote, protect, and improve the public health, safety, and welfare of Jefferson County’s residents, while maximizing economic benefits and minimizing threats to the environment and natural and man-made resources; and

WHEREAS, the Jefferson County Land Development Code is currently inconsistent with Florida law regarding platting and must be updated to ensure compliance with Chapter 2025-164, Laws of Florida, concerning administrative approval of final plats and replats and Chapter 2025-182, Laws of Florida, concerning certified recovery residences; and

WHEREAS, in furtherance of the public health, safety, and welfare, and to facilitate the proper and efficient administration of the County’s Land Development Code in a manner that protects and balances the rights and interests of property owners, the general public, and the environmental and natural resources of the County, the Board finds it necessary to revise and update the processes and procedures contained within the Land Development Code related to applications for, and review and approval of, development permits and development orders.

NOW, THEREFORE, BE IT ORDAINED by the Jefferson County Board of County Commissioners as follows:

SECTION 1. AMENDMENT OF SECTION 50-1.3.0 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE. Section 50-1.3.0 of the Jefferson County Land Development Code, entitled “Definitions Used Throughout This Code,” is hereby amended as follows:

50-1.3.0. DEFINITIONS USED THROUGHOUT THIS CODE

All general provisions, terms, phrases and expressions contained in this Code shall be liberally construed in order that the true intent and meaning of the Board of County Commissioners (the Board) may be fully carried out. The words, terms, and phrases, used throughout this Code shall be interpreted so as to give them the meaning they have in common usage and to give this Code it’s most reasonable application. The definitions and meanings ascribed to them are outlined below and are to be used in this Code, except where the context clearly indicates a different meaning. Unless otherwise specifically provided herein, terms shall have the meanings prescribed by the statutes of the State of Florida for such terms.

Board of County Commissioners or County Commission: The Jefferson County Board of County Commissioners.

* * *

Certified recovery residence: A recovery residence that holds a valid certificate of compliance and is actively managed by a certified recovery residence administrator.

Certified recovery residences shall comply with Chapter 397, Florida Statutes, and applicable rules and regulations promulgated by the Department of Children and Families .

* * *

Community residential home: A dwelling unit licensed to serve residents who are clients of the Department of Elderly Affairs, the Agency for Persons with Disabilities, the Department of Juvenile Justice, or the Department of Children and Families or licensed by the Agency for Health Care Administration which provides a living environment for up to 14 unrelated residents who operate as the functional equivalent of a family, including such supervision and care by supportive staff as may be necessary to meet the physical, emotional, and social needs of the residents.

* * *

~~“Exempt” Subdivision: An “Exempt” Subdivision is a subdivision of a large parcel where all lots are a minimum of 100 acres in the Agriculture 20 and Conservation Land Use Districts and a minimum of 50 acres in all other Land Use Districts.~~

* * *

~~Minor Replat: A process for the subdivision of lots, primarily for use in recorded plats but also permitted in unrecorded subdivisions, whereby one or more lots may be reconfigured and/or re-subdivided, provided the density does not exceed the underlying land use category of the subdivision and all lots have frontage on existing publicly or privately maintained roads.~~

* * *

~~Mobile Home Subdivision: A subdivision specifically designed with lots to be sold to individuals for placement of mobile homes only.~~

* * *

Planning Department: The Jefferson County Planning Department.

* * *

Plat: A map or delineated representation of the subdivision of lands, being a complete exact representation of the subdivision and other information in compliance with the requirements of all applicable sections of the Code and any other local or state legislation. The term may include the terms "replat," "amended plat" or "revised plat."

* * *

Site Plan or Site Development Plan: a plan prepared to scale, showing accurately and with complete dimensioning, the boundaries of a site and the location of all buildings, structures, uses, and principal site development features proposed for a specific parcel of land.

* * *

Subdivision or Subdivide: the division of land into three or more lots, parcels, tracts, tiers, blocks, sites, units or any other division of land; and may include establishment of new streets and alleys, additions and resubdivisions; and, when appropriate to the context relates to the process of subdividing or to the lands or area subdivided. ~~platting or division of real property into two or more lots, parcels, tracts, tiers, blocks, sites, units, or any other division of land, or structure for the sale, rent, lease, mortgage, or any other method of distinguishing occupancy or use by another person(s) or entity and includes establishment of new streets and alleys, additions, and resubdivisions and, when appropriate to the context, relates to the process of subdividing or to the lands or area subdivided.~~

* * *

Recovery: A process of personal change through which individuals achieve abstinence from alcohol or drug use and improve health, wellness, and quality of life.

Recovery residence: A residential dwelling unit, the community housing component of a licensed day or night treatment facility with community housing, or other form of group housing, which is offered or advertised through any means, including oral, written, electronic, or printed means, by any person or entity as a residence that provides a peer-supported, alcohol-free, and drug-free living environment.

Recovery residence administrator: The person responsible for overall management of the recovery residence, including, but not limited to, the supervision of residents and staff employed by, or volunteering for, the residence.

* * *

[underline indicates addition; ~~strikethrough~~ indicates deletion; * * * indicates text following * * * remains unchanged]

SECTION 2. AMENDMENT OF SECTION 50-2.7.0 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE. Section 50-2.7.0 of the Jefferson County Land Development Code, entitled “Traditional Communities,” is hereby amended as follows:

50-2.7.0. TRADITIONAL COMMUNITIES

Recognized Traditional Communities with a brief description are described herein below:

* * *

Lots of record within a Traditional Community may be subdivided for infill development provided the resulting division does not exceed the density of properties within two lots in any direction from the subject lot of record. ~~Any subdivision other than a lot split shall be reviewed and approved by the Planning Official as a minor replat.~~

* * *

[underline indicates addition; ~~striketrough~~ indicates deletion; * * * indicates text following * * * remains unchanged]

SECTION 3. AMENDMENT OF SECTION 50-5.1.0 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE. Section 50-5.1.0 of the Jefferson County Land Development Code, entitled “Site Planning and Building Arrangement,” is hereby amended as follows:

50-5.1.0. SITE PLANNING AND BUILDING ARRANGEMENT

All developments in all land use categories, including the construction of new single-family residences or the placement of mobile homes, are required to obtain approval of a site plan in accordance with applicable provisions of Article IX hereof as part of the application for a development permit and shall be subject to minimum building setbacks from perimeter property lines and road right of way boundaries as established in the Building Placement Standards below. Developments other than single-family residences on lots of record shall be designed in compliance with all the standards and criteria in this section pertinent to the type of development, including structures, parking, driveways, landscaping, and all other elements in the site plan.

[underline indicates addition; ~~striketrough~~ indicates deletion; * * * indicates text following * * * remains unchanged]

SECTION 4. AMENDMENT OF SECTION 50-2.4.0 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE. Section 50-2.4.0 of the Jefferson County Land Development Code, entitled “Standards for residential care facilities,” is hereby amended as follows:

50-2.4.0. STANDARDS FOR COMMUNITY RESIDENTIAL HOMES~~RESIDENTIAL CARE FACILITIES.~~

Community residential homes are a permitted use ~~Residential care facilities (RCF)~~ are those facilities providing both a residence (for varying periods of time) and a care component, including group care homes and foster care facilities licensed by the State of Florida. They are an allowed use as an institutional use in all land use districts where residential use is permitted. ~~allowed.~~ A community residential home ~~An RCF can receive a business license to be classified and operated as a licensed home business with proof of licensure or approval from the appropriate upon receipt of State of Florida agency.~~ approval. An RCF located in a residential neighborhood shall be constructed and maintained in a character consistent with the residential area in which it is located, including all parts of the structure, gross floor area, building design, and lot ratio. A community residential home ~~An RCF containing multiple individual dwelling units shall meet the density limitations of the underlying land use district, calculated as follows: six residents (including resident staff) = one dwelling unit. Residential care facilities shall not be allowed within a 1,000 foot radius of another RCF as measured from property line to property line.~~ A home of six or fewer residents which otherwise meet the definition of a community residential home shall not be located within a radius of 1,000 feet of another existing such home with six or fewer residents or within a radius of 1,200 feet of another existing community residential home. Community residential homes shall comply with all applicable notification requirements and procedures found in Chapter 419, Florida Statutes.

[underline indicates addition; strikethrough indicates deletion; * * * indicates text following * * * remains unchanged]

SECTION 5. AMENDMENT OF SECTION 50-7.2.0 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE. Section 50-7.2.0 of the Jefferson County Land Development Code, entitled “Variances,” is hereby amended as follows:

SEC. 50-7.2.0. - VARIANCES.

SEC. 50-7.2.1. GRANTED BY PLANNING COMMISSION.

The planning commission may grant a variance from the strict application of any provision of this chapter if the following procedures are adhered to and findings made, except the following provisions:

Article II (Land Use)

Section 50-2.1.0—Types of uses by category;

Sections 50-2.1.150-2.1.10;

Section 50-2.2.0—Allowable uses within each land use district;

Sections 50-2.2.1—50-2.2.8; and

Article III (Concurrency).

SEC. 50-7.2.2. VARIANCES TO BE CONSIDERED AS PART OF DEVELOPMENT REVIEW.

Any person desiring to undertake a development activity not in conformance with this chapter may apply for a variance in conjunction with the application for development review. A development activity that might otherwise be approved by the planning administrator must be approved by the planning commission if a variance is sought. The variance may be reviewed in conjunction with the application for development review, but shall be granted or denied by a separate action prior to the action taken on the associated development application.

50-7.2.2. VARIANCES TO BE CONSIDERED AS PART OF DEVELOPMENT REVIEW; APPLICATIONS FOR VARIANCE.

Any person desiring to undertake a development activity not in conformance with this Code may apply for a variance in conjunction with the application for development review. A development ~~application activity~~ that might otherwise be approved by the Planning ~~Official Administrator~~ must be approved by the Planning Commission if a variance is sought. The variance may be reviewed in conjunction with the application for development review, but shall be granted or denied by a separate action prior to the action taken on the associated development application.

A. *In general.* The following steps are to be followed to request a variance for property from the particular regulations of this Code.

B. *Filing Application.* An application shall be filed with the planning official on a form obtained through that office.

C. *Contents of a complete application for variance.* A complete application for variance shall include the following information in triplicate:

1. *Owner.* If the applicant is other than the owner of the entire parcel in question, written consent for such application signed by all the owners of the property.
2. *Description.* A complete legal description of the premises for which a variance is requested.
3. *Survey or plot diagram.* A survey or plot diagram indicating setback lines and the location of the proposed construction, if applicable.

4. Nature of variance. A statement as to the exact nature of the proposed variance and the physical nature of the premises which makes the variance necessary.
5. Required Findings. A statement including supporting facts and analysis as to whether each of the Required Findings in Section 50-7.2.3.B. below are satisfied.
6. Land Use Classification. The land use classification of the premises.
7. Impact. A statement as to the impact of granting the variance on contiguous property owners.
8. Fee. A filing fee set by the County Commission to cover advertising and other administrative costs.
9. Signature. A statement signed by the applicant under penalty of perjury that the materials submitted are true and correct to the best of the applicant's knowledge and belief.

SEC. 50-7.2.3. LIMITATIONS ON GRANTING VARIANCES.

~~(a)~~A. Initial determination. The planning commission shall first determine whether the need for the proposed variance arises out of the physical surroundings, shape, topographical condition, or other physical or environmental conditions that are unique to the specific property involved. If so, the planning commission shall make the following required findings based on the granting of the variance for that site alone. If, however, the condition is common to numerous sites so that requests for similar variances are likely to be received, the planning commission shall make the required findings based on the cumulative effect of granting the variance to all who may apply.

~~(b)~~B. Required findings. The planning commission shall not grant a variance unless it vary the requirements of any provision of this chapter unless it makes a positive finding, based on substantial competent substantial evidence, on each of the following:

- (1) There are practical or economic difficulties in carrying out the strict letter of the regulation.
- (2) The variance request is not based exclusively upon a desire to reduce the cost of developing the site.
- (3) The proposed variance will not substantially increase congestion on surrounding public streets; the danger of fire; or other hazards to the public.

(4) The proposed variance will not substantially diminish property values in, nor alter the essential character of, the area surrounding the site.

(5) The effect of the proposed variance is in harmony with the general intent of this chapter and the specific intent of the relevant subject area(s) of the Code.

~~(e)~~C. Imposition of conditions. In granting a development approval involving a variance, the planning commission may impose such conditions and restrictions upon the premises benefited by a variance as may be necessary to allow a positive finding to be made on any of the foregoing factors, or to minimize the injurious effect of the variance.

[underline indicates addition; ~~strike through~~ indicates deletion; * * * indicates text following * * * remains unchanged]

SECTION 6. CREATION OF SECTION 50-7.3.0 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE. Section 50-7.3.0 of the Jefferson County Land Development Code, entitled “Procedures for the Review and Approval of Certified Recovery Residences,” is hereby created to read as follows:

50-7.3.0. PROCEDURES FOR THE REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCES.

Certified recovery residences shall be reviewed and approved through a development application pursuant to Section 9.1.0 of the Jefferson County Land Development Code. Applicants seeking to establish a certified recovery residence may request reasonable accommodations from any portion of the Jefferson County Land Development Code that serves to prohibit the establishment of a certified recovery residence in conjunction with a development application. All activities governed by this section shall be conducted consistently with the Fair Housing Amendments Act of 1988, 42 U.S.C. ss. 3601 et seq., and Title II of the Americans with Disabilities Act, 42 U.S.C. ss. 12131 et seq. The procedures for review and approval of applications for reasonable accommodations are as follows:

- A. Filing Application. An application for reasonable accommodation for the establishment of a certified recovery residence shall be filed with the planning official on a form obtained through that office.
- B. Contents of a complete application for reasonable accommodation for the establishment of a certified recovery residence. A complete application for

reasonable accommodation for the establishment of a certified recovery residence shall include the following information in triplicate:

1. Owner. Name and contact information of the applicant or applicant's authorized representative. If the applicant is other than the owner of the entire parcel in question, written consent for such application signed by all the owners of the property which is the subject of the application.
 2. Description. The address(es), parcel identification number(s), and a complete legal description of the property which is the subject of the application.
 3. Survey. A survey or plot diagram indicating applicable setback lines and the location of the proposed construction.
 4. Nature of reasonable accommodation. A statement as to the exact nature of the proposed reasonable accommodation and the nature of the premises which makes the accommodation necessary.
 5. Prohibition statement. Citation to the portion of the Jefferson County Land Development Code from which applicant seeks a reasonable accommodation and a statement of how the portion of the Jefferson County Land Development Code serves to prohibit the establishment of a certified recovery residence.
 6. Land Use Classification. The land use classification of the premises.
 7. Impact. A statement as to the impact of granting the reasonable accommodation on contiguous property owners.
 8. Fee. A filing fee set by the County Commission to cover any necessary advertising and other administrative costs.
 9. Signature. All applications shall include a statement made under penalty of perjury that the application materials submitted are true and correct to the best of the applicant's knowledge and belief. A completed application shall be signed by all owners of the subject property(ies) or their duly authorized agent(s) who have been so authorized via a document that includes the notarized signatures of all owners of the subject property(ies). Signatures by parties other than the property owners will be accepted only with notarized proof of authorization by the owners. In the case of corporate ownership, the authorized signature shall be accompanied by a notation of the signatory's office in the corporation.
- C. Completion of application. Upon receipt of an application, staff shall date-stamp the application and review shall commence. During staff review, additional information or documentation may be requested from the applicant in writing within the first 30 days of receipt of the application, and staff shall allow the applicant at least 30 days to respond.
- D. Required findings. Staff shall review completed applications and shall not grant any reasonable accommodation from any portion of the Jefferson County land development code unless it makes a positive finding, based on competent, substantial evidence, on each of the following criteria:

1. The portion of the Jefferson County Land Development Code that is the subject of the application serves to prohibit the establishment of a certified recovery residence.
 2. The reasonable accommodation does not impose an undue financial and administrative burden on the County.
 3. The reasonable accommodation does not fundamentally alter the essential nature of the County's zoning scheme.
- E. Written determination. Within 60 days of receipt of a completed application, the Planning Official shall issue a final written determination to the applicant approving the application in whole or in part, with or without conditions or denying the request stating with specificity the objective, evidence-based reasons for denial and identifying any deficiencies or actions necessary for reconsideration. If a final written determination is not issued within 60 days after receipt of a completed application, the request is deemed approved unless the parties agree in writing to a reasonable extension of time. The Planning Official shall take action on the application prior to any action being taken on the associated development application.
- F. Revocation. The Planning Official may revoke a reasonable accommodation for a certified recovery residency granted under this Section for cause, including, but not limited to, a violation of the conditions of approval or the lapse, revocation, or failure to maintain certification or licensure required under Chapter 397, Florida Statutes, if not reinstated within 180 days.
- G. Nondiscrimination. This Section does not relieve the County of its obligations under the Fair Housing Amendments Act of 1988, 42 U.S.C. ss. 3601 et seq., and Title II of the Americans with Disabilities Act, 42 U.S.C. ss. 12131 et seq. The regulation for which the applicant is seeking a reasonable accommodation must not facially discriminate against or otherwise disparately impact the applicant.

SECTION 7. AMENDMENT OF SECTION 50-9.0.0 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE. Section 50-9.0.0 of the Jefferson County Land Development Code, entitled "Development Permit Requirements," inclusive of Sections 50-9.0.0 -50-9.0.4, is hereby amended as follows:

50-9.0.0. DEVELOPMENT PERMIT AND DEVELOPMENT ORDER REQUIREMENTS

No development activity ~~requiring any type of permit for new construction~~ may be undertaken unless the activity is authorized by a development order and/or development permit, as applicable. This Article sets forth the application and review procedures required for obtaining development orders, and development

~~certain types of permits as well as the procedures for appealing decisions and seeking legislative action.~~

* * *

50-9.0.3. EXCEPTIONS TO REQUIREMENT OF A FINAL DEVELOPMENT ORDER

A development permit may be issued for the following development activities in the absence of a final development order issued pursuant to this Code. Unless otherwise specifically provided, the development activity shall conform to this Code.

A. Development activity necessary to complete any final development order that has continued in good faith. Compliance with the new development standards in this Code is not required if in conflict with the previously approved plan.

B. The construction or alteration of a one or two-family dwelling on a legal or legal non-conforming lot of record.

C. The alteration of an existing building or structure so long as no change is made to its gross floor area, its use, or the amount of impervious surface on the site.

D. The erection of a sign or the removal of protected trees on a previously developed site and independent of any other development activity on the site, unless specifically included as a condition of a previously approved development.

~~E. "Exempt" subdivisions: The subdividing of large parcels into smaller parcels provided the smallest parcel created in the Agriculture 20 District contains a minimum of 100 acres, and the smallest parcel created in all other land use categories shall contain a minimum of 50 acres.~~

E.F. Non-occupied utility support structure with less than 1000 square feet of impervious surface.

[underline indicates addition; ~~strikethrough~~ indicates deletion; * * * indicates text following * * * remains unchanged]

SECTION 8. AMENDMENT OF SECTION 50-9.1.0 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE. Section 50-9.1.0 of the Jefferson County Land Development Code, entitled "Review of Site Development Plans," inclusive of Sections 50-9.1.0 – 50-9.1.5, is hereby amended as follows:

50-9.1.0. REVIEW OF SITE DEVELOPMENT PLANS- SUBMITTAL AND REVIEW OF DEVELOPMENT APPLICATIONS

A. All applications for Development Orders and Development Permits shall be submitted to the Planning Department along with payment of any applicable application fee(s) in the amount established by the County pursuant to Section 9.20.0 hereof. All application fees are due concurrently with submittal of the application. All documents and materials comprising the application shall be submitted in paper and electronic form. Where not otherwise provided in this Code, the sheet size and scale of maps for submittal shall be determined by the Planning Official or their designee.

B. Within five business days after receiving an application for a Development Order or Development Permit, county staff shall confirm receipt of the application in writing using the contact information provided by the applicant. All applications shall initially be checked for completeness and, if applicable, consistency with the comprehensive plan by county staff. An application shall be deemed complete when it contains all required information and documentation required by the substantive code provisions for each type of development application. Within thirty (30) days after the receipt of an application, the planning official or designee shall determine whether the application contains all required information at the required level of detail and shall advise the applicant in writing whether the application is complete or specify with particularity any areas of deficiency and any additional information or documentation that is required to continue review of the application. In the event that an applicant fails to submit the required additional information within thirty (30) calendar days of the date of the notice of deficiency, the planning official may consider the application to be withdrawn. Incomplete applications will not be accepted for review and will not be noticed for hearing in accordance with the due public notice provisions of Section 50-9.2.0 hereof.

C. A completed application shall be signed by all owners of the subject property(ies) or their duly authorized agent(s) who have been so authorized via a document that includes the notarized signatures of all owners of the subject property(ies). Signatures by parties other than the property owners will be accepted only with notarized proof of authorization by the owners. In the case of corporate ownership, the authorized signature shall be accompanied by a notation of the signatory's office in the corporation.

D. Upon receipt of a complete application, staff review shall commence. During staff review, additional information or documentation may be requested from the applicant in writing. At the conclusion of staff review, the application shall be noticed in accordance with the due public notice provisions of Section 50-9.2.0 hereof and placed on the next available agenda of the appropriate reviewing body (where required). After the application has been noticed in accordance with Section 50-9.2.0, no material changes may be made to the application that would necessitate re-noticing of the application. If any material changes are made to the application after the commencement of the due public notice process in Section 50-9.2.0, the application review and noticing process shall start over.

E. Prior to submittal of a Development Application, the owner(s) or designated representative involved in the preparation of the development application shall meet with the Planning Official and/or staff to discuss the proposed development and the application review and approval process. The Planning Official may waive a pre-application conference for small applications not requiring notification. Applicants are also encouraged to meet with neighboring property owners as early as possible in the process, particularly those living adjacent to a site proposed for a major development to discover pertinent issues that may affect project design, including environmental issues that may not be readily apparent or other neighborhood concerns. No comment by any staff member should be inferred to indicate the proposal will ultimately be approved or rejected. The applicant will obtain the following information through the pre-application process: All items in the following Sections 9.1.2-9.1.5.

50-9.1.2. DETERMINATION OF LEVEL OF REVIEW

Development applications for a Development Order shall be classified as either a Minor Development or a Major Development, which shall determine the level of review and the official or entity vested with approval authority for the application.

~~All developments are generally residential, non-residential, or mixed use. Review and approval level is dependent on classification as a Minor or Major Development. The procedural steps, including any notification requirements, all application submittal requirements, and the normal application review schedule will be outlined by staff during the pre-application meeting. No comment by any staff member should be inferred to indicate the proposal will ultimately be approved or rejected.~~

~~NOTE: During the pre-application conference, some aspect of the proposed application may cause the planning official to require review of an application as a major development. The planning official may consult with the county land use attorney in rendering such decision.~~

* * *

50-9.1.4. DESIGNATION OF PLANS AS MINOR OR MAJOR DEVELOPMENTS

~~The Board of County Commissioners is the final approval entity for applications requiring legislative decisions including:~~

- ~~• Comprehensive Plan text and map amendments, including additions to overlay districts;~~
- ~~• Amendments of the Land Development Code;~~

- ~~Special Exception Applications; and~~
- ~~Zoning Applications (upon adoption of site specific zoning)~~
- ~~Any major development application requiring dedication of property and/or facilities to Jefferson County for maintenance, operation, and/or ownership shall be approved by the Board of County Commissioners as to intent to accept such dedication.~~

~~Any development proposal for which an application has been submitted shall be designated as a minor or major development by the Planning Official based on the following criteria:~~

~~A — Minor Development. Any development that requires a Development Order and is not otherwise designated as a Major Development is a Minor Development. A plan shall be designated as a minor development requiring final development approval by the Planning Official if it is as outlined in the following (Table 9.1.4.A.):~~

TABLE 9.1.4.A.	
Developments where Mailed Notice IS Required (Section 9.3.1.)	
A Minor Subdivision of land into three to five (5) parcels not including any dedication to the county for right of way or any other purpose. Where there are adjacent lands large enough for potential future development, a 60-foot wide access / utility easement shall be created for future road connection improvement and possible dedication to the County (at no expense to the County) may be required.	
Any multi-family residential development of ten (10) units or less, that does not involve the subdivision or platting of properties.	
Any non-residential development where the aggregate gross building area of all structures totals 25,000 square feet or less.	
NOTE: When notification is required, follow procedures for Certified Mail — Return Receipt Requested as outlined in Section 9.2.1. below.	
Developments where Mailed Notice is NOT Required	
Existing multi-family residential developments / structures: Additions or renovations to individual buildings; addition of non-habitable accessory structures (examples: laundry room, maintenance building, “clubhouse” / meeting room, etc.)	
Existing non-residential structure: Change of use (type of business) or structural addition not classified as a major modification to a site plan, provided the aggregate gross building area of all structures does not exceed 25,000 square feet. If allowable building additions result in alterations to the site including but not limited to: additional parking spaces, driveways, alteration or expansion of stormwater management facilities, changes in landscaping, etc., the Planning Official may require mailed notice to adjacent potentially affected residential owners.	
Any development located within the Jefferson County Industrial Park.	
Antenna — addition to an existing tower.	Simple Lot Split
Exempt Subdivision	Boundary Adjustment
Family Subdivision	Minor Replat

A. Major Development. The Board of County Commissioners shall have final approval authority of all Major Development applications. The following shall be considered a Major Development:

1. All Comprehensive Plan Map and Text Amendments.
2. Special Exceptions.

3. Site Plans containing more than 25,000 square feet in building floor area.
4. Planned Unit Developments.
5. All applications for a Development Order otherwise designated as a Major Development by this Code.
6. Any development involving the installation of infrastructure to support, or to be served by, large scale withdrawals of groundwater (greater than 100,000 gallons per day as a thirty (30) day rolling average) for purposes other than agriculture, irrigation, recreation, public or private utility, or construction dewatering (processed pursuant to Major Site Plan application process).
7. Any development associated with, or related to, the production of bottled water, which must also be approved by supermajority (defined as a minimum of 4 votes in favor) vote of the Board of County Commissioners (processed pursuant to Major Site Plan application process).

~~B. Major Development.~~

~~A plan shall be designated as a major development requiring public hearing(s) to obtain final development approval by the Planning Commission and, when required, the Board of County Commissioners if it is:~~

- ~~1. Planning Commission only (Final Approval authority):~~
 - ~~a. Any division of land into more than five (5) parcels.~~
 - ~~b. Any multi-family residential development of more than ten (10) dwelling units.~~
 - ~~c. Any non-residential development where the aggregate gross building area of all structures exceeds 25,000 square feet.~~
 - ~~d. Any development that the Planning Official determines should be more thoroughly considered and reviewed because of its location or potential for impact on public facilities, natural resources and public safety.~~
 - ~~e. Any part of a phased development for which all phases, in total, would constitute a major development.~~
 - ~~f. Any additional phase to an existing or previously approved development, when the additional phase, together with the existing or previously approved development, constitutes a major development.~~
- ~~2. Board of County Commissioners (Final Action authority) at a Public Hearing following a recommendation of approval, approval with conditions, or denial, by the Planning Commission Public Hearing:~~
 - ~~a. Any development involving dedication of lands or facilities for ownership and/or maintenance by Jefferson County.~~

- ~~b. Any development involving the installation of infrastructure to support, or to be served by, large scale withdrawals of groundwater (greater than 100,000 gallons per day as a thirty (30) day rolling average) for purposes other than agriculture, irrigation, recreation, public or private utility, or construction dewatering.~~
- ~~c. Any development associated with, or related to, the production of bottled water, which must also be approved by supermajority (defined as a minimum of 4 votes in favor) vote of the Board of County Commissioners.~~
- ~~d. Any development categorized as a Special Exception shall be reviewed at appropriately noticed public hearing by the Planning Commission, which shall make a recommendation of approval, approval with conditions, or denial to the Board of County Commissioners who shall approve, approve with conditions, or deny the final development order.~~

B. Minor Development. The Planning Official shall have final approval authority of all Minor Developments, except when final approval authority is otherwise expressly vested in another entity pursuant to the provisions of this Land Development Code. The following shall be considered a Minor Development:

1. All Subdivisions (including all Preliminary and Final Plats see Sections 50-9.3.3 through 50-9.3.5).
2. Simple Lot Split (see Section 50-9.3.1).
3. Family Homestead Exemption (see Section 50-9.3.7).
4. Minor Site Plans Containing Less than 25,000 square feet of building floor area (see Section 50-9.3.8).
5. All Development that requires a Development Order and is not otherwise designated as a Major Development by this Code.

~~50-9.1.5. RESIDENTIAL RENTAL UNITS~~

~~Any new development (notwithstanding classification as minor or major) intended primarily as rental residential units must comply with the underlying Land Use District density while meeting the following requirements:~~

- ~~A. No more than 2 units per acre in a development without a public or private community water and sewer system.~~
- ~~B. Paved drives and parking if the density is two 2 units per acre or more and a development contains more than 8 units.~~
- ~~C. Include sidewalks if four units or more per acre.~~

~~D. A maximum of one entrance to the development per frontage on a public or private road. A separate service entrance can be allowed if on any road frontage it has a locked gate.~~

[underline indicates addition; ~~strike through~~ indicates deletion; * * * indicates text following * * * remains unchanged]

SECTION 9. REPEAL AND REPLACEMENT OF SECTION 50-9.2.0 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE. Section 50-9.2.0 of the Jefferson County Land Development Code, entitled “Notification Requirements,” inclusive of Sections 50-9.2.0 - 9.2.5, is hereby repealed in its entirety and replaced with the following:

50-9.2.0. DUE PUBLIC NOTICE REQUIREMENTS

50-9.2.1. GENERAL

A. It is the intent of the Board of County Commissioners that any person affected by actions taken as a result of this regulation shall be afforded due process of law. The basic elements of due process shall include: notice of the action being taken, and; opportunity to be heard at a public hearing. Public notice and hearing requirements are provided in this section 50-9.2.0.

B. When the phrase "due public notice" is used in this Code in connection with the requirement for a public hearing on the matters listed below, it shall have the meaning set forth in the following subsections.

C. All costs associated with the required notices described herein for an application for development order or development permit shall be paid for by the applicant.

50-9.2.2. TYPES OF DUE PUBLIC NOTICE

Forms of notice required for various public hearings may include mailed notice, published notice provided through a newspaper of general circulation in the county, posted notice on the subject property, and online publication of notice as required by F.S. § 50.0211. The various due public notice requirements are indicated in the table below and apply when decisions making authority is vested in either the Planning Commission or the Board of County Commissioners:

Application	Mailed Notice	Published Notice	Posted Notice	Online Notice
Comprehensive Plan Text Amendment		X		X
Comprehensive Plan Map Amendment	X	X	X	X

Land Development Code Text Amendment		X		X
Changes to Permitted, Conditional, or Prohibited Uses in land use District*		X		X
Variances	X		X	X
Preliminary Plat			X	X
Final Plat or Replat	X		X	X
Vacation of Plats in Whole or in Part		X		X
Site Plan Encompassing more than 25,000 sq. ft. of Building Floor Area	X	X	X	X
Non-Residential Site Plan Encompassing 25,000 sq. ft. or Less of Building Floor Area	X			X
Planned Unit Development (PUD) or Major PUD Modification	X	X	X	X
Special Exception	X	X	X	X
Administrative Appeal (to Planning Commission or County Commission)		X	X	X

* Two advertised public hearings before the Board of County Commissioners are required for: (1) county initiated rezonings of ten acres or more; and (2) proposed ordinances that change the actual list of permitted, conditional, or prohibited uses within a zoning category. The first public hearing shall be held at least seven days after the day that the first advertisement is published. The second hearing shall be held at least ten days after the first hearing and shall be advertised at least five days prior to the public hearing.

50-9.2.3. NOTICE REQUIREMENTS AND CONTENTS

- A. *Notice contents.* All mailed and published notices shall include, at a minimum, the information listed below, as applicable:
1. Any information required by Florida Statutes for the type of application which is the subject of the notice. For published notices required by F.S. §§ 125.66 or 163.3184, the standards of those sections shall apply;
 2. The title of the notice shall be "Notice of Public Hearing;" If a public hearing is not required, the title of the notice shall be "Notice of Proposed [Insert Name of Application]."
 3. For applications that must be approved by ordinance, the title of the ordinance shall be included;

4. The application number, the application type, and a description of the proposal or request;
5. The location, time, date, and place of all scheduled public hearings on the application (if any);
6. A description of the land involved by street address, if any, or by legal description or parcel identification number. Additionally, for mailed notices, a location map shall be included indicating the location and general boundaries of the property with reference to the closest intersection or public streets, when possible;
7. The total size of the parcels, rounded to the nearest one-tenth of an acre;
8. The future land use map designation of the property subject to the application;
9. The name, address, and telephone number of the department in which the application, staff report, and related materials may be inspected by the public and where the public may submit written comments or evidence prior to the public hearing; and
10. If a public hearing is required, a statement that all affected parties may appear at the public hearing, be heard, and submit evidence and written comments on the application.

B. *Mailed notice procedures.*

1. When required, the Planning Department shall mail notice to all entities, individuals, and property owners indicated below:
 - a. The owners of the land subject to the application (if different from the applicant);
 - b. The Jefferson County School Board for all residential development;
 - c. Abutting property owners, including all property owners within 500 feet of the boundary of the land subject to the application. When the distance measurement ends in a roadway, the property directly across the road shall also be mailed a written notice; and
 - d. All other individuals or entities who have registered with the County to receive mailed notice on a specific application.
2. For any application requiring mailed notice, such mailed notice shall be mailed a minimum of fifteen (15) days prior to the initial public hearing. Notice shall be deemed mailed by its deposit in the mail, properly addressed as determined by the most recent ad valorem tax records, and with postage prepaid.
3. Within 72 hours of the mailing, the following information shall be submitted by the applicant to the County to demonstrate that the mailed notice requirements were satisfied:

- a. A notarized affidavit certifying that the notices were mailed in compliance with the standards of this section;
 - b. A copy of the mailed notice; and
 - c. The names and addresses of all entities, individuals, and property owners to whom the mailed notices were provided.
4. Where notice of a hearing or matter is sent to a person by mail, that person's failure to receive the notice shall not affect the validity of any action taken at a public hearing, so long as the procedures for mailing the notice were followed.

C. *Published notice procedures.*

- 1. When required, the County shall prepare the published notice and be responsible for timely publishing the notice in a newspaper of general circulation within the County, as defined by F.S. ch. 50.
- 2. All notices shall be published no less than fifteen (15) days prior to the public hearing(s) on the application.
- 3. Notices containing the information published in the newspaper advertisement shall also be maintained and available for review during normal business hours at the Planning Department.

D. *Posted notice.* As to any matter for which posted notice is required, the applicant shall be responsible for posting notice in accordance with the requirements of this paragraph. One or more signs shall be posted on the parcel subject to the application. The signs shall comply with the following requirements:

- 1. The signs shall be posted by the applicant on the subject property a minimum of fifteen (15) days before the initial public hearing (where a public hearing is required) or within five (5) days following the County's determination that an application for a Development Order is complete (where a public hearing is not required).
- 2. The sign(s) shall be yellow-orange with black letters in Arial font type, at least twenty four inches (24") wide, and shall state NOTICE at the top followed by a brief description of the nature of the application and the Planning Department telephone number.



EXAMPLES OF NOTICE SIGNS

- 3. A minimum of one sign at the center of the roadway frontage shall be prominently posted.

4. Additional signs may be required at the discretion of the Planning Official, particularly for large sites or sides with multiple road frontages.
 5. Within 72 hours of posting the required signage, the following information shall be submitted by the applicant to the County to demonstrate that the posted notice requirements were satisfied:
 - a. A notarized affidavit certifying that the signage was posted in compliance with the standards of this section;
 - b. A photograph showing the signage posted on the subject property.
 6. Signs shall be removed within 7 days of final action (approval or denial).
- E. *Online notice.*
1. All online notices shall contain the same information as the published notice required for the application under consideration. Where a published notice is not required, the online notice shall contain the information described in Section 50-9.2.3.A hereof.
 2. Each published notice must be posted on the county's website no later than the day that the printed notice appears in the newspaper. Where a published notice is not required, the online notice shall be posted within five (5) business days following the County's determination that an application for a Development Order is complete. The home screen of the county's website shall contain a link providing direct access to all pending land development applications.
 3. The notice must remain online until after final action has been taken on the application.
 4. Additionally, each newspaper of general circulation shall comply with Section 50.0211, Florida Statutes, with regard to all county legal notices.
 5. The planning official (or designee) shall be responsible for posting all online notices.

50-9.2.4. NOTICE OF ADMINISTRATIVE APPROVALS

- A. Where the Land Development Code has vested final approval authority in the building official, planning official or another administrative official, notice of all such approved applications shall be provided as follows:
 1. Written notice of the administrative approval shall be provided to the applicant and owners of all land subject to the application in the format requested by the applicant and all other individuals or entities who have informed the county that they would like to receive written notice on a specific application in the format requested by the individuals or entities.

This written notice must be sent within five (5) business days of the administrative approval. This mailed notice shall contain the following:

- a. The application number, the application type, and a description of the proposal or request that was approved and the date of the approval;
 - b. A description of the land involved by street address, if any, or by legal description or parcel identification number. Additionally, a location map shall be included indicating the location and general boundaries of the property with reference to the closest intersection or public streets, when possible;
 - c. The total size of the parcels, rounded to the nearest one-tenth of an acre;
 - d. The future land use map designation of the property;
 - e. The name, address, and telephone number of the department in which the application, staff report, and related materials may be inspected by the public; and
 - f. A statement that an administrative appeal of this decision by any aggrieved person must be filed within 30 days of the day of approval in accordance with the procedures provided in section 50-9.18.0 of the Land Development Code.
- B. Notice of the administrative approval shall be posted on the county's website within five business days of the administrative approval. The home screen of the county's website shall contain a link providing direct access to all administratively approvals. This online notice shall contain the following information:
1. All online notices shall contain the same information as the written notices required in section 50-9.2.3 hereof; and
 2. The notice must remain online until after the expiration of the 30-day appeal period.

SECTION 10. REPEAL AND REPLACEMENT OF SECTION 50-9.3.0 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE. Section 50-9.3.0 of the Jefferson County Land Development Code, entitled "Minor Development Review Process," inclusive of Sections 50-9.3.0 - 50-9.3.2, is hereby repealed in its entirety and replaced with the following:

50-9.3.0 MINOR DEVELOPMENTS.

50-9.3.1 SIMPLE LOT SPLITS

- A. The following shall qualify for review as a simple lot split:

1. The division of a parcel of land, not contained within a recorded plat, with legal access from an existing public or private road and consistent with the property's land use designation, into not more than two parcels.

2. Adjustments to the existing boundaries of parcels not located within a recorded plat, consistent with the property's land use designation, without creation of any new parcel of land.

B. *Limitations:*

1. A simple lot split shall not require the creation of a new street, however, may allow the creation of a private driveway easement containing a minimum width of 30 feet, unless otherwise approved by the planning official based on environmental, legal or physical constraints which may exist. In no case shall the easement be less than 20 feet in width.

2. A simple lot split shall not be used where extension of public utilities would be required by the county, however, may be approved if the extension of necessary utilities are completed at the expense of the applicant and in accordance with minimum county standards.

3. A simple lot split may not be used when any portion of the parent parcel has been previously been divided. Provided, any parent parcel that was previously split may reconfigure the boundaries of the resulting parcels so long as no new parcels are created upon application made by the owners of such parcels.

C. *Application:* The applicant shall make application on appropriate forms provided by the Planning Department, for the review of a simple lot split. Application materials shall be provided in triplicate. A complete application shall include the following:

1. The current deed and legal description for the property proposed to be split;

2. Boundary survey and legal description of the existing parent parcel which is signed and sealed by a professional surveyor licensed in the State of Florida;

3. Boundary survey and legal description of the proposed parcels which is signed and sealed by a professional surveyor licensed in the State of Florida;

4. The location of all existing structures and associated infrastructure present on-site, including: driveways, accessory buildings, septic tanks and associated drainfields, wells, parking area(s) and other manmade features;

5. Location of any wetlands and/or karst features;
6. Date of preparation;
7. Total acreage of the parcel to be split and acreage for the newly created parcels;
8. All easements on the property to be split, with corresponding official record book and page numbers;
9. Each abutting street;
10. A statement on the face of the plan stating that any further division of the lot shall be subject to the platting requirements of the Land Development Code and chapter 177, Florida Statutes;
11. Scale of plan, both written and graphic; and
12. A complete application form.

D. Approval of a simple lot split shall be dependent upon a finding by the planning official that the application satisfies the following criteria:

1. The application is consistent with the comprehensive plan;
2. The application complies with all applicable provisions of the Land Development Code, except when the application intends to correct the deficiencies in previously improperly subdivided lands; and,
3. The requirements of this chapter and other applicable regulations and ordinances have been met.

E. In those instances wherein the application substantially meets these three criteria but, in the determination of reviewing entity, does not completely satisfy these criteria, the entity may approve the application subject to the condition that all deficiencies are corrected; whereupon the applicant shall thereafter be required to provide documentation demonstrating complete satisfaction with these criteria. No permits for development activity for properties included in such applications shall be issued by the county unless and until the application has been determined to demonstrate complete satisfaction with these criteria.

F. *Materials required for recording:* Upon approval of a simple lot split, the applicant shall provide to the Planning Department the following for recording:

1. One original eight and one-half by 14-inch copy of the signed and sealed survey, which depicts the approved division and any required revisions which have been made during the course of review;
2. A metes and bounds description of each lot in the approved simple lot split;
3. The required recording fee.

G. *Recording subsequent to approval:* All simple lot splits approved under this section shall be recorded with the Clerk of Court of Jefferson County by the Planning Department upon submittal of the approved plan and recording fee by the applicant. If the applicant fails to submit both the approved plan and recording fees within 60 calendar days following the final plan approval, said approval shall be deemed to have been revoked and expired.

50-9.3.2 SUBDIVISIONS GENERALLY

A. No person shall subdivide land within the county unless and until an application for such subdivision has been submitted and approved in accordance with the provisions in this Section.

B. The prior approval of a preliminary plat is required prior to filing a final plat, with the exception of subdivisions consisting of the creation of no more than five (5) lots and that do not include the construction or installation of roads, utilities, or other infrastructure which shall proceed directly to final plat, as more particularly described in Section 50-9.3.5.F.

C. Three sets of the items listed in section 50-9.3.3 and 50-9.3.5 shall be submitted at the time of application, in addition to at least one digital copy.

50-9.3.3 PRELIMINARY PLATS

A. *In general.* In order to ensure compliance with this Article and the Code, and to avoid wherever possible additional expenses imposed on an applicant in connection with required subsequent revisions to a proposed plat, the applicant shall submit a preliminary plat for the property to be subdivided showing in textual and graphic form, at a scale not smaller than one inch equals 100 feet, the information and drawings listed in this section. Three sets of the items listed in this section 50-9.3.3 shall be submitted at the time of application, in addition to at least one digital copy.

B. *Complete application required.* A complete application for a preliminary plat shall include the following information:

1. *Name.* The subdivision name, the name and address of the owners, and the designer of the plat.

2. *Date, scale and acreage.* Date of preparation of the preliminary plat, north point, graphic scale and total acreage of the site to be subdivided, and the acreage of each plot and other area within the subdivision.

3. *Existing.* The location of existing property lines, roads and streets, buildings, watercourses or bodies, wetlands, karst features, railroads, sewers, bridges, culverts, drainpipes, water mains and any public utility easements, both on the land to be subdivided and on the immediately adjoining land, and the proposed phases of development. The width of all roads, streets, and easements shall be noted by reference to the numerical width followed by the word "wide."

4. *Adjacent lands.* The names of adjacent subdivisions of record of contiguous parcels of land as they appear in the current tax records of the county.

5. *Proposed street and building lines.* The name, location, width, composition and other dimensions of proposed streets, alleys, easements, lot lines, building and setback lines, fire lanes, bridges and rights-of-way. The width of all roads, streets, and easements shall be noted by reference to the numerical width followed by the word "wide."

6. *Topography.* Topography of the parcel or parcels to be subdivided, showing contour lines at one-foot intervals. The most recent LiDAR data available through the Jefferson County Property Appraiser's office may be utilized.

7. *Utilities.* Conceptual layout of proposed utility plan (sewer, water, electricity and gas)

8. *Land use.* The land use designation for the site, as well as the proposed use or uses, number of commercial or residential units which the subdivision is designed for and density.

9. *Soil and vegetation map.* General soil and vegetation maps with tables of interpretation, and vegetation key and index.

10. *Flood areas.* Flood hazard designations assigned to the property by the federal emergency management agency or other applicable federal authority.

11. *Reserved areas.* Map showing lands to be reserved or dedicated for public uses, including schools, parks, open spaces, roads and utilities.

12. *Additional items.* Copies of all deed restrictions, property owners association documents and plans for enforcement of same, and such additional information as is required in other parts of this Code or as is deemed necessary by the Planning Official to properly implement this chapter and other parts of this Code.

13. Written approval from the Planning Department or other designated department of all newly proposed street names for any proposed public or private street in accordance with County regulations.

14. Vicinity map showing relationship of site to surrounding streets at a scale of not less than one inch equals 2,000 feet.

15. Documentation showing the record owners of all lands and all mortgages on the property to be included within the preliminary plat. An opinion of title or a certification by an abstractor is not required at this stage and the county will accept an ownership and encumbrance report or other similar documentation.

16. All preliminary plat drawings shall be on trim line sheet size 24 inches by 36 inches. A one-inch margin shall be provided on all sides except for the left binding side where a two-inch margin shall be provided.

C. *Transmission.* The planning official shall forward a copy of all or a portion of the application materials to all appropriate county or municipal departments for technical review and recommendation.

D. *Review and Approval.* The planning official shall review the application for preliminary plat for compliance with this Code and, if found to be in compliance, shall approve, approve with conditions, or disapprove the application. If the application for the preliminary plat is approved subject to conditions to be fulfilled by the applicant, such approval shall not become effective until such time as the applicant has submitted an amended plat reflecting the fulfillment of said conditions and the planning official has approved the amended preliminary plat with due public notice. If the planning official does not approve the preliminary plat, the reasons therefore shall be stated in writing and the written notice containing such reasons shall be provided to the applicant.

E. *Effect of Approval.* The approval of the preliminary plat shall not be deemed final acceptance of the plat for recording, but rather an expression of approval of the layout of the proposed subdivision as submitted on the preliminary plat. One copy of the approved preliminary plat shall be retained in the Planning Department files.

F. *Minor revisions of preliminary plat.* Minor extensions, alterations, or modifications of the approved preliminary plat may be permitted after review and

approval by the planning official, provided they are substantially consistent with the purposes and intent of the approved preliminary plat, do not affect the overall character of the approved preliminary plat and do not increase density or intensity, decrease open space or change the alignment, location, direction or length of local streets.

G. *Substantial revisions of preliminary plat.* Substantial changes in the approved preliminary plat may be permitted following the filing of a new application for preliminary plat (meeting the requirements of Section 50-9.3.3.B hereof) with the Planning Department along with additional materials demonstrating the effect of the changes on each element within the original preliminary plat. Following the consideration of technical review and the Planning Department determining consistency with applicable sections of the Code and comprehensive plan and the completion of the application, the planning official will publish due public notice of the application in accordance with section 50-9.2.0 of this Code and review the application. Substantial revisions include, but are not limited to, any increases in density or intensity, any decreases in open space and changes in alignment, location, direction or length of local streets.

50-9.3.4 REVIEW OF SUBDIVISION DEVELOPMENT PLANS

A. Following approval of a preliminary plat, the applicant shall submit development plans for the construction of all roads, utilities, and other infrastructure depicted on the preliminary plat to the Planning Department for review in accordance with this Section. It is the County's intent that the development plans reflect compliance with standards and procedures for installation and maintenance of required improvements so that services and facilities are provided in such a manner as to insure health and safety of the public. These requirements are intended to provide that all improvements are installed in a timely and efficient manner and that, where improvements will be retained in private ownership, the improvements will be maintained permanently.

B. All plans for the construction of roads, utilities and all other infrastructure as required by this Code, shall be reviewed and approved by the Planning Department following the approval of a preliminary plat. At a minimum, development plans shall be submitted in triplicate and contain the following information:

1. Name, address and telephone number of the property owner(s).
2. Name, address and telephone number of all individuals responsible for preparation of the drawings. All drawings must contain the original signature and seal of the project engineer and project surveyor licensed in the state.
3. The cover page shall include: the name of the subdivision, the approval date of the preliminary plat, a vicinity map and a statement certifying that the development plan meets or exceeds the minimum requirements of the Code.

4. The development plan shall be drawn at the same scale on the same sheet size as the approved preliminary plat.

5. Each sheet of the development plan shall contain a title block showing the subdivision name, stated and graphic scale, a north arrow, date, legend and number of sheets.

6. Details shall be shown in plan elevation or section. Pictorial or isometric presentations shall not be used.

7. A drainage map showing the complete drainage system including, but not limited to: closed drainage areas, design high water, acreage, the effect on and compatibility with drainage or surface waters, the effect on adjacent lands and existing outfall systems, and the complete calculations used to design the system. This information shall be shown on a master drainage plan at a scale not smaller than one inch equals 100 feet. It is the specific intent of this requirement that rights-of-way for all drainage improvements for both on-site and off-site improvements shall be provided including, but not limited to: retention ponds, ditches, culverts, channels and the like required for drainage of the site.

8. Soil map and soil infiltration test location and results of test borings and subsurface conditions (at least one per drainage retention/detention area) of the tract to be developed.

9. Paving and drainage plans and profiles showing existing and proposed elevations and grades of all public and private paved and open areas including size, location and type of drainage facilities and proposed first floor elevations of all lots created within the plat.

10. Water distribution and wastewater collection plans and proposed profiles.

11. Typical and special roadway drainage sections, and a summary of quantities to include a driveway apron and culvert schedule with typical sections.

12. Construction details showing compliance with construction and design standards.

13. Profile sheet showing special or unique situations such as intersections or waterways.

14. Plans showing existing and proposed improvements, if any, to waterways, lakes, streams, channels or ditches, bridges, culverts, seawalls, bulkheads, docks, retaining walls, and any other proposed structure.

15. If street lighting is proposed, plans shall bear approval of the appropriate utility authority.

C. Upon receipt of the development plans, the Planning Department shall review same, in conjunction with the Road Department, County Engineer, and such other employees and consultants as may be required, and the applicant will be notified in writing of any deficiencies the development plans may contain. Upon receipt of a complete and satisfactory development plan certified by the County's

designated employee or consultant, the Planning Official may approve the development plan.

D. Upon approval of development plans as provided in subsection (2) the developer will be eligible to obtain a development permit to commence construction.

E. Any modification or deviation of the approved development plans shall be brought to the immediate attention of the Planning Official for approval.

F. *Commencement of construction.* Prior to the commencement of any infrastructure related to or associated with any approved preliminary plat, the applicant must first obtain all required federal, state, and local permits.

50-9.3.5 FINAL PLATS

A. *In general.* Any person who wishes to record a final subdivision plat in the public records of the county shall, upon the completion of all improvements contained in the approved preliminary plat or the posting of security as required in section 50-9.9.0, submit an application for approval of the proposed final plat in the form described below to the planning official with an application fee for advertising and other administrative expenses in an amount set by resolution of the board of commissioners.

B. If the construction of the approved development plan is not complete at the time of application for final plat, a performance agreement and bond, pursuant to the requirements of this Code, will be required.

C. *Form.* The final plat or replat shall be submitted in triplicate, including the original reproducible drawing drawn on Mylar or velum, and shall be at a scale of one inch equals 100 feet or greater detail. Where necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision.

D. *Contents; complete application required.* To be considered complete, the final plat or replat shall be certified by a qualified Florida licensed land surveyor and include information or drawings showing the following:

1. Primary control points, or descriptions and ties to such control points to which all dimensions, angles, bearings, and similar data on the plat shall be referred.

2. Tract boundary lines; right-of-way lines of streets, easements and other rights-of-way; property lines of residential lots and other sites, with accurate dimensions, bearing or deflection angles and radii, arcs, and central angles of all curves and block corners.

3. Location, center line, name and right-of-way width of each street or other right-of-way, including location and width of sidewalks, if any; location, width and names of all waterways, wetlands and karst features. The width of all features shall be noted by reference to the numerical width followed by word "wide."

4. Location, dimensions (including width) and purpose of any easements.
5. Number or letter to identify each separate lot, plot or site.
6. Purpose for which sites, other than residential lots, are dedicated or reserved.
7. Minimum building setback line on all lots and other sites.
8. Location and description of survey monuments.
9. All contiguous properties shall be identified by subdivision title, plat book, and page, or, if unplatted, land shall be so designated.
10. Certification by registered surveyor or registered engineer certifying to accuracy of survey and plat and certificate of title or title opinion submitted with Mylar prepared not more than 30 days prior to submittal for signatures and final recording.
11. Certification of title showing that applicant is the land owner.
12. Statement by owner dedicating streets, rights-of-way, and any sites for public use, and identification of those areas on the plat.
13. Subdivision name, scale, north point, legend and date; section, township and range.
14. Certificate of approval and signature lines for the board of County Commission chairperson, planning official, and county attorney.
15. Certificate for recording by the clerk of the court.
16. Executed dedication of all mortgagees of record, if any.
17. Vicinity map showing relationship of site to surrounding streets.
18. The plat shall contain a note that states all such duly recorded subdivision lots shall not be divided or resubdivided in the future without complying with the platting requirements of the Land Development Code, and the prior written approval from the homeowner's or property owner's association.
19. Statement by property owner regarding dedication of roadways, stormwater facilities, tracts, easements or rights-of-way being dedicated to public or private use, which corresponds to such areas identified on the plat. Homeowner or property owner associations may be created and identified prior to recordation of the plat or sale of newly created lots. In the event any roads, easements, or rights-of-way are not dedicated to the public, creation of a homeowner or property owner association shall be mandatory. Such homeowner or property owner association shall be responsible for maintenance of the roads, easements, and/or rights-of-way not dedicated to the public, and a statement establishing the maintenance responsibility of the homeowner or property owner association shall be included in the dedication. Membership in the homeowners' association shall be mandatory when an association is responsible for the ownership or maintenance of roadways,

easements or tracts, common area, stormwater facilities or any other improvements not dedicated to the use of the public.

20. Written approval from the Planning Department or other designated department of all newly proposed street names for any proposed public or private street, if such approval was not granted during the preliminary plat stage of development.

21. All final plats shall be on trim line sheet size 24 inches by 36 inches. A one-inch margin shall be provided on all sides except for the left binding side where a two-inch margin shall be provided.

E. *Other requirements.* In addition to the above requirements, any additional requirements found in Chapter 177, Florida Statutes, shall be included in the plat which is submitted for final approval.

F. *Subdivisions consisting of the creation of no more than five (5) lots.* Applicants seeking the approval of a subdivision consisting of the creation of no more than five (5) lots and that does not include the construction or installation of roads, utilities, or other infrastructure shall not be required to submit an application for preliminary plat and may proceed directly to submission of an application for final plat pursuant to this Section 50-9.3.5. An application for final plat for a subdivision consisting of the creation of no more than five (5) lots and that does not include the construction or installation of roads, utilities, or other infrastructure need only comply with the minimum requirements for a plat set forth in Chapter 177, Florida Statutes, and need not include any of the information or requirements set forth in Section 50-5.9.3.5(D) to the extent such information or requirements are not required pursuant to Chapter 177, Florida Statutes.

50-9.3.6 FAMILY HOMESTEAD EXEMPTION

A. The Comprehensive Plan allows for the one-time dividing of land among the immediate family members of the property owner where the number of lots being created exceeds the maximum density of the underlying land use category. Immediate family is limited to Grandparents, Parents, Brothers and Sisters, Children, and Grandchildren. Such exemption shall also apply to the minimum lot area and lot width and depth standards under the applicable land use category. Once a family homestead exemption is granted by the planning official, the division of land may then occur in accordance with the requirements of this Code, including subdivision under Section 9.4.0 hereof, if applicable.

B. *Application requirements:* Any person intending to divide or subdivide land as a family homestead shall submit the following to the Planning Department:

1. Completed application for approval on a form provided by the Planning Department;

2. Application and recording fees;
3. Survey of the parent parcel;
4. Deed and legal description of the parent parcel;
5. Scaled drawing of the proposed division with legal description of the proposed lots and any proposed easements;

6. An affidavit made jointly by the applicant/owner and the immediate family member(s) to whom a portion of the property is intended to be conveyed, devised, or transferred, on a form provided by the Planning Department, and verifying the following:

a. If the new parcel(s) to be created are smaller than allowed by the existing land use designation, the parent parcel being divided must have been a lot of record on or before December 13, 1990. Parcels created after 1990 may not be divided in a manner that exceeds the maximum density of the existing land use designation area size; and

b. The intended recipient of the land is an immediate family member of the person from whom the parcel is conveyed, devised, or transferred, as defined in subsection A. above, and is legally eligible to own fee simple title to homestead property under Florida law.

7. The covenants and restrictions provided by subsection D., executed by the applicant.

C. *Requirements for approval of a family homestead exemption.* The planning official is granted the authority to approve, approve with conditions, or deny an application for family homestead exemption. Approval shall be based on the following requirements:

1. The existing parcel was a legal lot of record as of December 13, 1990, and either.

2. The parcel or parcels to be created by the proposed division shall only be conveyed to an immediate family member, as defined in subsection A. above.

3. Any person who is conveyed a parcel created by a family homestead exemption may not be conveyed any other parcels created under such an exemption.

4. The gross density of all parcels created pursuant to a family homestead exemption, including the remaining parent parcel, shall not exceed two dwellings per acre.

5. The parcel proposed for division shall not be located in a platted Subdivision.

6. A parcel that has previously been divided or created pursuant to a family homestead exemption may not be further divided under this section except upon submittal of a new application and review fee and subject to all standards of this section and the Jefferson County Comprehensive Plan.

7. All parcels to be created by this section, including the remaining parent parcel, must have legal access to the public street system. Legal access shall include direct frontage on the public street system or a street connected to the public street system, or by recorded easement in compliance with Florida law.

D. *Limits on transferability.*

1. The parcel or parcels to be created by the proposed division shall be used solely as the homestead of an immediate family member of the person who conveyed the parcel to said individual for ten years from the date a certificate of occupancy is issued for the residence, and shall not be transferable before the expiration of that ten-year period;

2. The applicant shall provide covenants and restrictions to be executed by the applicant and the planning official, on behalf of Jefferson County, which shall be recorded in the clerk of the court's records at the applicant's expense, restricting transfer and regulating the development of the property to comply with the limitations of this section. The covenants and restrictions shall be enforceable by Jefferson County. The covenants and restrictions may be amended by the Board of County Commissioners, as necessary, to otherwise provide for the transfer or permitting in the case of the death or institutionalization of the originally intended immediate family member.

E. *Recording of family homestead exemption approval.*

1. If the planning official approves or approves with conditions the application for family homestead exemption, a written approval shall be issued in the name of the applicant.

2. The family homestead exemption approval shall be recorded in the clerk of the court's records at the applicant's expense, along with the executed covenants and restrictions required by subsection (D). For those lots that are not required to be platted, a legal description of the lots created by the family homestead exemption must also be recorded. Proof that the required documents have been recorded must be submitted with any application for a building permit on a family homestead lot prior to approval by the county.

F *Compliance with other requirements.*

1. The parent parcel and all parcels created pursuant to this section shall comply with these and all other applicable comprehensive plan policies, and federal, state, and county regulations, including the requirements of this Code.

2. Demonstration of compliance with the requirements for a family homestead exemption shall not itself constitute a basis for the granting of a variance from any other applicable provisions of this Code.

50-9.3.7 EFFECT OF FINAL PLAT, REPLAT, OR FAMILY HOMESTEAD SUBDIVISION APPROVAL

A. *Copies of plat.* Upon approval of the plat, the original reproducible drawings shall be returned to the subdivider and one copy retained in the files of the Planning Department.

B. *Dedications.* The approval of any subdivision plat by the planning official or the planning official's designee shall not constitute an acceptance of the dedication of any street or any other land or improvement shown upon the plat. The authority to accept such dedications for whatever purposes shall be exercised exclusively by the County Commission by adoption of a resolution evidencing said acceptance in accordance with county policies. The developer shall be responsible for the maintenance of the roads and all other facilities during all phases of construction required prior to acceptance or upon which acceptance of the dedication by the county is contingent.

C. *Recording.* Upon approval of the final plat, replat, or family homestead subdivision by the planning official or the planning official's designee, the plat may be recorded in the public records of the county as provided by law.

D. *Amendments to recorded plats; replats.* Any change in a recorded plat, including reconfiguration of the boundaries of existing lots, changes that effect any street layout as shown on the plat, areas reserved or dedicated for public use or common area, or any change in the lot lines shall constitute a replat, and shall comply with the procedures for platting set forth in this Article, including due public notice.

50-9.3.8 MINOR SITE PLANS

A. The following procedure shall be followed for the approval of any Minor Site plan. A Minor Site plan is any site plan which encompasses 25,000 square feet or less of building floor area.

B. *Submission to planning official.* The documents prepared under the provisions of this section shall be submitted to the planning official, on a form to be supplied by that official.

1. *Contents of a complete Minor Site plan.* A complete Minor Site plan application shall consist of the same documents and information in triplicate, as required for a site plan consisting of more than 25,000 square feet of building floor area, as described in section 50-9.4.5.
2. *Approval of Minor Site plans.* The planning official may approve, approve subject to conditions, or disapprove all Minor Site plans; however, they must provide the written reasons for their decision.
3. *Denial.* The denial of any Minor Site plan may be appealed to the Planning Commission in accordance with Section 9.18 hereof.

SECTION 11. REPEAL AND REPLACEMENT OF SECTION 50-9.4.0 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE. Section 50-9.4.0 of the Jefferson County Land Development Code, entitled “Major Development Review Process,” inclusive of Sections 50-9.4.0 – 50-9.4.8, is hereby repealed in its entirety and replaced with the following:

50-9.4.0 MAJOR DEVELOPMENTS

50-9.4.1 MAJOR SITE PLANS

A. *Purpose.* The purpose of this section is to establish procedures and standards for the preparation, review and approval of all plans to construct, reconstruct or alter structures, or to carry on any other type of land development activity that does not fall under the regulatory purview of the subdivision regulations in this Code. This site plan review procedure is the principal way of enforcing the provisions of this Code regulating new construction or development in the county. No site plan shall be approved by the Planning Official or the County Commission unless it complies with all relevant provisions in this Code, including but not limited to all regulations in the district in which said site is to be located concerning use; setback lines; lot area, width, depth and coverage; building height; density; conditional use; accessory buildings; landscaping; water or sewer systems; off-street parking; road and utility design and construction standards; signs; and special requirements; and also such regulations as they apply to the particular use or uses included in the site plan.

B. *Applicability.* The site plan review process applies as follows:

1. *For building permit.* An approved site plan is required before the issuance of a building permit for the construction, reconstruction or alteration of any building or structure, or the issuance of any permit for the improvement, excavation or other development of any property.

2. *Other permits.* A site plan shall be approved as part of an approved conditional use and where otherwise provided in this Code as a condition of approval of any development or administrative order.

C. *Application; area and scale of site plan.* Prior to the initiation of any land clearing, construction or other development activity on land within the county in preparation of the subdivision of land or the erection of any new building or structure on the land, a site plan with supporting maps and documents shall be submitted to the planning official covering the entire tract proposed for ultimate development at a scale of one inch equals 50 feet, or at such more detailed scale as is determined necessary by such official.

D. *Contents of a complete site plan for single-family or duplex dwellings or mobile homes.* Complete site plans for single-family or duplex dwellings, or mobile homes, not a part of a larger development shall contain the following maps and documents, in triplicate, indicating:

1. Name of owner.
2. Land use designation and statement of intended use.
3. Linear dimensions and size of the site as found in the legal description; scale; north arrow.
4. Building and structure location, height and area in square feet, along with linear dimensions of same.
5. Location of all setback lines and required yards in relation to adjacent properties and roads or rights-of-way.
6. Location of proposed driveways and/or parking areas, wells, septic tanks, existing buildings and utilities.
7. The applicant's signature indicating under penalty of perjury that the information submitted is true and correct to the best of his knowledge and belief.

E. *Contents of a complete site plan for other developments.* A complete site plan for all other developments shall contain maps and drawings indicating:

1. Name of project.
2. Statement of intended use of site.
3. Date, north arrow and number of sheets.
4. Vicinity map showing relationship of site to surrounding streets at a scale of not less than one inch equals 2,000 feet.
5. Linear dimensions and size of the site as found in the legal description.
6. Existing topography at two-foot contour intervals unless planning official requests one-foot contour intervals.
7. Proposed finished grading elevations.

8. All existing and proposed building, parking and other development restriction lines (setbacks, easements, etc.).

9. Building and structure locations, height, number of stories, gross floor areas, number of dwelling units and density (for site plans for multifamily uses), and number of seats or capacities for restaurants and similar commercial uses.

10. Street, sidewalk and driveway engineering plans, specifications and cross sections.

11. Designation of all parking spaces, number of spaces, number and location of handicapped spaces, number and designation of loading spaces, number of square feet of paved parking and driveway areas and surface materials of driveways.

12. Location and size of all fire lanes.

13. Location of proposed driveways, median cuts and proposed exits and entrances from roads or rights-of-way.

14. Internal traffic circulation plan (directional arrows, signs and devices).

15. Water and stormwater management plans per the requirements of this Code.

16. Erosion control plan.

17. Identification of flood hazard areas.

18. Water and sewer facility engineering plans and specifications.

19. Solid waste disposal plans.

20. Landscape and tree protection plans.

21. Additional information as requested by said official.

F. *Engineering plans.* Any portion of a site plan which includes engineering or architectural specifications or plans shall be certified as true and correct by a professional engineer or architect registered in the state.

G. *Planning commission review of site plan.* The Planning Commission shall review all site plans encompassing more than 25,000 square feet of building floor area through the following procedure:

1. Promptly after receipt of a complete application for site plan containing more than 25,000 square feet in building floor area, the planning official shall forward the site plan and accompanying documents to the Planning Department.

2. As soon thereafter as is practicable to allow for study of the site plan and the publishing of due public notice, the planning official shall place the site plan review on the agenda of the Planning Commission and publish notice as provided in this Code.

3. At the conclusion of review of the site plan by the Planning Commission it shall issue its report and recommendation with respect to said site plan, which must comply with this Code.

H. *Review by County Commission.* The County Commission shall, after review by the Planning Commission, approve or deny the site plan in accordance with the following procedure:

1. Promptly after the Planning Commission issues its written report and recommendation, the site plan application and the report and recommendation shall be forwarded to the Planning Department.

2. The planning official shall promptly place the site plan application on the agenda for the next practicable County Commission meeting and publish due public notice thereof in accordance with this Code.

I. *Conditional approval of site plans.* In reviewing the proposed site plan, the planning official, Planning Commission or County Commission may condition approval on specified changes in the proposal. Where conditions are attached, approval will be withheld except upon written agreement by the applicant to conform to such conditions. In particular, where the site plan indicates potential adverse effects on neighboring property, rearrangement of the plan, increased yard width, fences, hedges or walls may be required.

J. *Effect of approval.* Upon the approval of a site plan and the issuance of a building permit, the development shall be constructed in accordance with the approved site plan, including any changes, and the site plan regulations.

K. *Lot requirements.* The area, width and depth of the lot indicated in the site plan shall be sufficient to permit the construction of the principal and accessory buildings and paved parking areas in a design that does not interfere with the use of adjacent properties and which encourages safe and efficient vehicular ingress and egress to the adjacent street system while complying with the maximum lot coverage and parking requirements.

L. *Public dedication of improvements.* In cases where roads, utility lines, sewer lines, parks, water lines or other improvements are to be dedicated to the public, the procedures, security requirements and design standards for such dedication contained in the subdivision regulations in this Code shall apply to the proposed site plan.

M. *Site plans for mobile homes.* No mobile home shall be placed on any parcel of land prior to issuance of the proper permit by the planning official approving same. The applicant for said permit shall submit such materials as the building official deems necessary to ensure compliance with this Code and a fee in an amount set by the board of commissioners shall be charged by the planning official for review of any site plan information submitted to ensure compliance with this Code.

50-9.4.2. INTERGOVERNMENTAL REVIEW

Should a proposed development impact adjacent jurisdictions as determined by the Planning Official, the impacted jurisdictions will be notified in writing of the proposed development and given an opportunity to identify specific issues of concern. Such correspondence shall be submitted, along with the Planning Official's recommendation, to the appropriate board approving such development action. If a development is determined to constitute a Development of Regional Impact, the review shall comply with the requirements of Section 380.06, Florida Statutes.

SECTION 12. AMENDMENT OF SECTION 50-9.7.0 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE. Section 50-9.7.0 of the Jefferson County Land Development Code, entitled "Required Contents of Development Orders," inclusive of sections 50-9.7.0 – 50-9.7.2, is hereby amended as follows:

50-9.7.0 REQUIRED CONTENTS OF DEVELOPMENT ORDERS.

50-9.7.1. PRELIMINARY DEVELOPMENT ORDER.

A preliminary development order shall contain the following:

A. An approved preliminary development order (may be subject to conditions and modifications) with findings and conclusions.

B. A listing of any conditions that must be met and modifications to the preliminary development plan that must be made in order for a final development order to be issued. The modifications shall be described in sufficient detail and exactness to permit a developer to amend the proposal accordingly.

C. A statement providing that all applicable local, state, and federal permits and approvals must be obtained and all applicable local, state, and federal laws, rules, and regulations adhered to with respect to the development. ~~A listing of federal, state, and regional permits that must be obtained in order for a final development order to be issued.~~

D. With regard to the concurrency management requirements in Article Three:

1. The determination of concurrency.
2. The time period for which the preliminary development order is valid.

50-9.7.2. FINAL DEVELOPMENT ORDER.

A. A final development shall contain the following:

1. A determination that, where one was required, a valid preliminary development order exists for the requested development.

2. An approved final development plan with findings and conclusions.
3. A determination that all conditions of the preliminary development order have been met.
4. If modifications must be made to the development plan before a final development order may be issued, a listing of those modifications and the time limit for submitting a modified plan.
5. A specific time period during which the development order is valid and during which time development shall commence. A final development order shall remain valid only if development commences and continues in good faith according to the terms and conditions of approval.

B. At the discretion of the Planning Official, a Final Development Order as defined in Section 50-1.3.0 of the Code may also be designated as a Development Permit as defined in Section 50-1.3.0 of the Code if the site plan application submittals are in sufficient detail and all other requirements for issuance of a Development Permit have been satisfied.

[underline indicates addition; ~~strike through~~ indicates deletion; * * * indicates text following * * * remains unchanged]

SECTION 13. AMENDMENT OF SECTION 50-9.11.0 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE. Section 50-9.11.0 of the Jefferson County Land Development Code, entitled “Dedication of Right-of-Way and Common Lands,” is hereby amended as follows:

50-9.11.0. DEDICATION OF RIGHT-OF-WAY AND COMMON LANDS

Approval of subdivision plans and plats ~~by the Planning Official or the Planning Commission~~ shall not constitute or effect an acceptance of the dedication of any street or any other ground shown upon the plat. The authority to accept dedications of land for any purpose shall be exercised exclusively by the Board of County Commissioners by adoption of a resolution evidencing said acceptance in accordance with county policies.

[underline indicates addition; ~~strike through~~ indicates deletion; * * * indicates text following * * * remains unchanged]

SECTION 14. AMENDMENT OF SECTION 50-9.15.7 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE. Section 50-9.15.7 of the Jefferson County Land Development Code, entitled “Appeals,” is hereby amended as follows:

50-9.15.7 APPEALS

Appeals from decisions of the Planning Department, Planning Commission or Board of County Commissioners shall be made pursuant to the provisions of Section 50-9.18.0 ~~9-16.0~~ of this Code.

[underline indicates addition; ~~strike through~~ indicates deletion; * * * indicates text following * * * remains unchanged]

SECTION 15. AMENDMENT OF SECTION 50-9.17.2 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE. Section 50-9.17.2 of the Jefferson County Land Development Code, entitled “Comprehensive Plan Amendments,” is hereby amended as follows:

50-9.17.2. NOTICING OF COMPREHENSIVE PLAN AMENDMENTS.

Public hearings concerning applications for comprehensive plan map and text amendments shall be noticed in accordance with the requirements of Section 50-9.2.0 hereof and applicable requirements of Florida law.

~~Notwithstanding anything in this Section to the contrary, hearings before the Planning Commission and Board of County Commissioners on County government initiated amendments to the Comprehensive Plan, including the Future Land Use Map, shall be held, and notice shall be given, in accordance with the requirements of Florida Statutes, Section 163.3184 (15). All other amendments to the Comprehensive Plan, including the Comprehensive Plan Future Land Use Map, shall be subject to all notice requirements of this Section in addition to the notice requirements of Florida Statutes, Section 163.3184(15), and, in addition, the published notice of public hearings before the Planning Commission concerning such amendments shall also include a geographic location map as described in Florida Statutes Section 125.66(4)(a)2 in the same manner as is required for public hearings on Comprehensive Plan amendments before the Board of County Commissioners.~~

[underline indicates addition; ~~strike through~~ indicates deletion; * * * indicates text following * * * remains unchanged]

SECTION 16. AMENDMENT OF SECTION 50-9.18.5 OF THE JEFFERSON COUNTY LAND DEVELOPMENT CODE. . Section 50-9.18.5 of the Jefferson County Land Development Code, entitled “Procedure,” is hereby amended as follows:

A. The planning commission shall hold a hearing on the appeal within a reasonable time after a notice of appeal is filed. The appellant shall be notified by the planning official of the time, date and place of the public hearing by certified mail, return receipt requested. The planning commission sitting as the appellate board shall affirm ~~reverse~~ the order, decision, determination or interpretation of the planning official ~~only~~ if there is ~~substantial~~ competent substantial evidence in the record supporting the decision, determination or interpretation on appeal. ~~The planning commission sitting as that an error was made in the decision being appealed from that fails to comply with the requirements of this chapter. In so modifying such decision,~~ the appellate board shall be deemed to have all powers of the planning official ~~officer or board~~ from whom the appeal is taken, including the power to impose reasonable conditions of approval requiring compliance by the appellant. ~~applicant.~~

B. The decision of the planning commission sitting as the appellate board shall be mailed to the appellant and others requesting copies by the planning official.

[underline indicates addition; ~~strike through~~ indicates deletion; * * * indicates text following * * * remains unchanged]

SECTION 17. CODIFICATION.

It is the intention of the Board, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Jefferson County Land Development Code, and that the sections of this Ordinance may be renumbered to accomplish such intent.

SECTION 18. SEVERABILITY.

Should any section or provision of this Ordinance or any portion thereof, or any paragraph, sentence or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereof other than the part declared to be invalid.

SECTION 19. CONFLICT.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such of conflict, hereby repealed.

SECTION 20. EFFECTIVE DATE.

A certified copy of this Ordinance shall be filed with the Department of State within ten (10) days after its enactment by the Board and shall take effect as provided by law.

PASSED AND DULY ADOPTED with a quorum present and voting by the Board of County Commissioners of Jefferson County this ____ day of ____, 202__.

BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA

Ben White, Chairman

ATTESTED BY:

Trey Hightower, Clerk of Court

APPROVED AS TO FORM

Evan Rosenthal, County Attorney

Attachment 4

Summary of State Law Requirements Related to Subdivision and Platting

What is a “Plat”?

- Simple Definition – A survey of property which meets certain statutory requirements and which shows the division of the property into separate parcels.
- Statutory Definition – “Plat means a map or delineated representation of the subdivision of lands, being a complete exact representation of the subdivision and other information in compliance with the requirement of all applicable sections of this part and of any local ordinances.” Section 177.031(14), Florida Statutes.
- Florida law, specifically Chapter 177, Florida Statutes, establishes statutory requirements applicable to the platting process. The purpose is to:
 - Establish consistent minimum requirements for subdividing property that apply statewide.
 - Provide streamlined way to establish identity and boundaries of parcels.

What is a “Subdivision”?

- Often thought of as a suburban residential neighborhood featuring paved roads, utilities, and lots on which a single-family home could be built. BUT state law has a different definition for a subdivision. Under state law, “subdivision” means *any* division of land into three or more lots.
- Statutory Definition – “Subdivision means the division of land into **three or more lots**, parcels, tracts, tiers, blocks, sites, units, or any other division of land; and includes establishment of new streets and alleys, additions, and resubdivisions; and, when appropriate to the context, relates to the process of subdividing or to the lands or area subdivided.” Section 177.031(18), Florida Statutes.

Why must all divisions of property into 3 or more lots be platted?

- Note that the statutory definition of “Plat” includes the term “Subdivision.” “Plat” means a map or delineated representation of the **subdivision of lands...**
- And recall that a “Subdivision” is defined as “**the division of land into three or more lots...**”

- Replacing the term “subdivision” with “division of land into three or more lots” in the definition of Plat results in:
- “Plat” means a map or delineated representation of the **[division of land into three or more lots]**, being a complete exact representation of the **[division of land into three or more lots]** and other information in compliance with the requirement of all applicable sections of this part and of any local ordinances.
- **Putting it all together, any division of land into three or more lots must be platted “in compliance with the requirement of all applicable sections of [chapter 177, Fla. Stat.]”**
- There are numerous sections within Chapter 177 that refer to Plats and Subdivisions as synonymous. See Exhibit A, Excerpts from Chapter 177, Fla. Stat.
- Chapter 177 establishes “minimum requirements.” Counties may exceed those requirements, but may not drop below them.

What About Attorney General Opinion 74-242?

- Attorney General Opinion 74-242, issued in 1974, considered whether a city could require a developer for a condominium project to plat the property pursuant to Chapter 177.
- In the Opinion, the Attorney General stated: “Chapter 177, F. S., establishes consistent minimum requirements for the platting of lands and, although it does not require that a subdivision plat be recorded, all plats of subdivisions which are, in fact, recorded must comply with the minimum requirements of the chapter.”
- Chapter 177 has been amended considerably since 1974. Most notably, in 1976, Section 177.132, Florida Statutes, pertaining to unrecorded maps and plats was enacted. It provides that unrecorded maps and plats which do not meet requirements of Chapter 177 **“shall be used for informational purposes only and shall not be referred to for the purpose of conveying property or for circumventing the lawful regulation and control of subdividing lands by local governing bodies.”** Sec. 177.132, Fla. Stat.
- Therefore, unrecorded maps and plats that do not comply with Chapter 177 may exist, but they are for “informational purposes only” and may not be used for conveying property or subdividing lands.

- Also, if properties were permitted to be subdivided without the use of a recorded plat, how would it be effectuated? What would put prospective purchasers and the public on notice that a property has been subdivided?

What about SB180? Wouldn't this be more burdensome or restrictive?

- As discussed in the Agenda Summary, it appears the LDC currently allows for the division of property into three or more lots without platting in two instances: "Minor Subdivisions" (proposing the creation of 3 - 5 lots) and "Exempt Subdivisions" (proposing creation of lots of a minimum 100 acres (in AG-20/CON) or 50 acres in all other land use districts). As this appears inconsistent with state law, the changes to the Ordinance are intended to correct this issue and bring the LDC into compliance with state law. It does not appear consistent with the intent of SB 180 to prohibit the County from making changes to its regulations that are intended to address existing inconsistencies with state law.
- It appears that the LDC already requires all other divisions of property resulting in the creation of more than two lots to be platted, because all divisions of land into more than five lots are considered "Major Developments," and all residential Major Developments culminate in the submittal of a "Final Subdivision Record Plat for recording in the Public Records Plat Book of Jefferson County." Sec. 50-9.4.7.A., LDC.

Exhibit A

Excerpts from Chapter 177, Fla. Stat.

Sec. 177.031 Definitions.

(6) “Developer” means the owners of record executing the dedication required by s. 177.081 and **applying for approval of a plat of a subdivision** pursuant to this part.

Sec. 177.041 Boundary survey and title opinion or property information report required.— **Every plat or replat of a subdivision submitted to the approving agency of the local governing body must be accompanied by:**

(1) A boundary survey of the platted lands. However, a new boundary survey for a replat is required only when the replat affects any boundary of the previously platted property or when improvements which may affect the boundary of the previously platted property have been made on the lands to be replatted. The boundary survey must be performed and prepared under the responsible direction and supervision of a professional surveyor and mapper preceding the initial submittal of the plat to the local governing body. This subsection does not restrict a legal entity from employing one professional surveyor and mapper to perform and prepare the boundary survey and another professional surveyor and mapper to prepare the plat.

(2) A title opinion of an attorney at law licensed in Florida or a property information report showing that record title to the land as described and shown on the plat is in the name of the person, persons, corporation, or entity executing the dedication. The title opinion or property information report must also show all mortgages not satisfied or released of record nor otherwise terminated by law.

Sec. 177.051 Name and **replat of subdivision.**—

(1) Every subdivision shall be given a name by which it shall be legally known. For the purpose of this section, that name is the “primary name.” **The primary name shall not be the same or in any way so similar to any name appearing on any recorded plat in the same county as to confuse the records or to mislead the public as to the identity of the subdivision, except when the subdivision is further divided as an additional unit or section by the same developer or the developer’s successors in title**

(2) Any change in a plat, except as provided in s. 177.141, shall be labeled a “replat,” and a replat must conform with this part. After the effective date of this act, the terms

“amended plat,” “revised plat,” “corrected plat,” and “resubdivision” may not be used to describe the process by which a plat is changed.

Sec. 177.081 Dedication and approval.—

(1) Prior to approval by the appropriate governing body, the plat shall be reviewed for conformity to this chapter by a professional surveyor and mapper either employed by or under contract to the local governing body, the costs of which shall be borne by the legal entity offering the plat for recordation, and evidence of such review must be placed on such plat.

(2) **Every plat of a subdivision filed for record** must contain a dedication by the owner or owners of record. The dedication must be executed by all persons, corporations, or entities whose signature would be required to convey record fee simple title to the lands being dedicated in the same manner in which deeds are required to be executed. All mortgagees having a record interest in the lands subdivided shall execute, in the same manner in which deeds are required to be executed, either the dedication contained on the plat or a separate instrument joining in and ratifying the plat and all dedications and reservations thereon.

(3) **When a tract or parcel of land has been subdivided and a plat thereof** bearing the dedication executed by the owners of record and mortgagees having a record interest in the lands subdivided, and when the approval of the governing body has been secured and recorded in compliance with this part, all streets, alleys, easements, rights-of-way, and public areas shown on such plat, unless otherwise stated, shall be deemed to have been dedicated to the public for the uses and purposes thereon stated

Sec. 177.091 Plats made for recording.—

Every plat of a subdivision offered for recording shall conform to the following:

(1) It must be:

(a) An original drawing made with black permanent drawing ink; or

(b) A nonadhered scaled print on a stable base film made by photographic processes from a film scribing tested for residual hypo testing solution to assure permanency.

. . .

177.132 Preservation of unrecorded maps.—

(1) The clerk of the circuit court of a county may receive and copy, as unrecorded maps, otherwise unrecorded plats and maps, including sales maps, which describe or illustrate the boundaries and subdivision of parcels of land, but which do not necessarily indicate proper metes and bounds or otherwise comply with the recording requirements of this part. The receipt and copying of such documents shall not affect or impair the title to the property in any manner, nor shall it be construed as actual or constructive notice, but shall be for informational purposes only and shall not be referred to for the purpose of conveying property or for circumventing the lawful regulation and control of subdividing lands by local governing bodies. The clerk may maintain a separate book or other filing process provided by the county for this purpose. The clerk shall make reproductions of these copies available to the public at a reasonable fee.

Attachment 4

Planning Commission Comments on Proposed Revisions to Jefferson County Land Development Code

§50-7.2.2.C. (3) - Concerns about requiring a survey as part of a variance application

(5) Use of “hardship” specifically could be a slippery slope when introduced to variance discussions.

§50-7.2.2.C. – reasons for the application— requirement of survey

- List of reasons for seeking the variance

§50-9.0.0.-50-9.0.4 - Acknowledges notification within 5 days/30 days

- To be signed/notarized will add additional time to the process for both applicant and planning staff—perhaps no need for notary

§50-9.1.4.A - expressed concerns over the 25,000 square foot building size threshold for “major” as being too large.

§50-9.2.3.D.2 - expressed interest in having on-site signage be required to be much larger than the current requirement. Current on-site signage size requirements are much too small and not easily visible to the public. This has been suggested by board members in the past.

§50-9.2.2-50-9.2.3 - Require mailed notice for subdivisions/plats that’s currently required

- Understand that not all people have online access
- The name, address, and telephone number of the department in which the application, staff report, and related materials may be inspected by the public and where the public may submit written comments or evidence prior to the public hearing; and

B. Mailed notice procedures.

1. When required, the Planning Department shall mail notice to all entities, individuals, and property owners indicated below:
 - a. The owners of the land subject to the application (if different from the applicant);
 - b. The Jefferson County School Board for all residential development;
 - c. Abutting property owners, including all property owners within 500 feet of the boundary of the land subject to the application. When the distance measurement ends in a roadway, the property directly across the road shall also be mailed a written notice; and
 - d. All other individuals or entities who have registered with the County to receive mailed notice on a specific application.
- (PC) P. 19 Increase size of posted sign to 36” (or more) from 24”
 - P. 20 online notice - where to post?

(PC) would like to request an opinion from the Attorney General’s Office concerning the platting requirements in FL Statute Chap. 177 and whether a plat is required any time property is divided into 3 or more lots.

Jefferson County Board of County Commissioners

Agenda Request

Date of Meeting: January 15, 2026

Date Submitted: January 9, 2026

To: Honorable Chairman and Members of the Board of County Commissioners

From: Shannon Metty, County Manager
Ron Russo, Deputy County Manager

Subject: Request Board Approval to Schedule and Advertise a Public Hearing for Adoption of an Ordinance Providing for Level II Employee Background Checks

Statement of Issue: This agenda item requests Board approval to schedule and advertise a public hearing to consider adoption of an ordinance requiring Level II criminal background checks for certain County employees and applicants for employment.

Background: Section 125.5801, Florida Statutes, authorizes counties to require Level II criminal background checks by ordinance for appointees, employees, and applicants in positions designated by the Board as critical to security or public safety. To enhance public safety, safeguard County facilities and operations, and ensure consistent screening standards, staff has prepared a proposed ordinance establishing Level II background check requirements for designated positions. The proposed ordinance identifies the following positions as critical to security or public safety and therefore subject to such background checks:

- | | |
|------------------------------|---|
| 1. Admin Assistant | 18. Field Foreman |
| 2. Animal Control Director | 19. Fire Captain |
| 3. Animal Control Officer | 20. Fire Captain/Inspector |
| 4. Billing Assistant | 21. Fire Chief |
| 5. Budget Officer | 22. Firefighter/EMT |
| 6. Building Inspector | 23. Firefighter/EMT PT |
| 7. Building Official | 24. Grants & Economic Development Administrator |
| 8. Captain Firefighter/EMT | 25. Inmate Crew Leader |
| 9. Code Enforcement Director | 26. Inmate Supervisor |
| 10. Code Enforcement Officer | 27. Library Director |
| 11. Contractors | 28. Library Manager |
| 12. County Manager | 29. Library PT |
| 13. Deputy County Manager | 30. Library Technician |
| 14. Equipment Operator I | 31. Lieutenant |
| 15. Equipment Operator II | 32. Lieutenant Firefighter/EMT |
| 16. Equipment Operator III | 33. Office Manager |
| 17. Equipment Operator IV | |

Request Board Approval to Schedule and Advertise a Public Hearing for Adoption of an Ordinance Providing for Level II Employee Background Checks

January 15, 2025

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- | | |
|-------------------------------|--------------------------|
| 34. Outreach Coordinator | 38. Planning Official |
| 35. Parks and Rec Maintenance | 39. Rec Park Director |
| 36. Permit Tech | 40. Road Superintendent |
| 37. Planning Assistant | 41. Shop Mechanic |
| | 42. Solid Waste Director |
| | 43. Solid Waste Driver |
| | 44. Staff Assistant |
| | 45. Superintendent |

The proposed ordinance further authorizes the County Manager to designate any other positions of county employment or appointment as the County Manager authorized pursuant to Section 2-21 of the Jefferson County Code of Ordinances to “[s]elect, employ and supervise all personnel, and fill all vacancies, positions or employment under the jurisdiction of the board, pursuant to the policies and procedures adopted by the board; provided, however, the employment of all department heads shall require confirmation by the board.”

Florida law requires that the Board schedule and properly advertise a public hearing prior to adoption of the ordinance.

Analysis: Scheduling and advertising the public hearing allows the Board to consider the proposed ordinance in a transparent manner and provides an opportunity for public input. Approval of this agenda item authorizes staff to take the procedural steps required to bring the ordinance forward for formal consideration.

There is no direct fiscal impact associated with scheduling and advertising the public hearing. Any operational or fiscal impacts related to implementation of Level II background checks will be addressed during consideration of the ordinance. See Attachment #2, Business Impact Estimate.

Options:

1. Approve scheduling and advertising a public hearing to consider adoption of an ordinance providing for Level II employee background checks.
2. Do Not Approve scheduling and advertising a public hearing to consider adoption of an ordinance providing for Level II employee background checks.
3. Board Direction.

Recommendation:

Option #1

Attachments:

1. Proposed Level II Background Check Ordinance
2. Business Impact Estimate

ORDINANCE NO. 2026-_____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, MAKING CERTAIN FINDINGS; CREATING SECTION 2-22 OF THE JEFFERSON COUNTY CODE PROVIDING FOR CRIMINAL HISTORY RECORD CHECKS OF COUNTY EMPLOYEES AND APPOINTEES IN POSITIONS DEEMED CRITICAL TO SECURITY OR PUBLIC SAFETY; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, Jefferson County follows the common employment practice of conducting background checks of certain prospective employees; and

WHEREAS, section 125.5801, Florida Statutes, authorizes the County to require by ordinance criminal history record checks for certain employees and appointees; and

WHEREAS, the Board of County Commissioners of Jefferson County, Florida, has determined that it is in the best interests of the County and its citizens to require such background checks.

NOW THEREFORE, be it ordained by the Board of County Commissioners of Jefferson County, Florida, as follows:

SECTION 1. INCORPORATION OF RECITALS. The above recitals are true and correct and are hereby incorporated by reference.

SECTION 2. CREATION OF SECTION 2-22 OF THE JEFFERSON COUNTY CODE OF ORDINANCES. Section 2-22 of the Jefferson County Code of Ordinances, entitled “Criminal History Record Checks,” is hereby created to read as follows:

(a) As authorized in section 125.5801, Florida Statutes, the County may, in its sole discretion, require screening for any position of county employment or appointment, whether paid, unpaid, or contractual, which the County determines is critical to security or public safety as identified in subsection (b) of this Ordinance. Each person applying for or continuing employment in any such position shall be fingerprinted. The County shall submit the fingerprints to the Florida Department of Law Enforcement for a state criminal history record check and to the Federal Bureau of Investigation for a national criminal history record check. The County may use information obtained from the criminal history record checks conducted pursuant to this Ordinance to determine an applicant's eligibility for employment or appointment and to determine an employee's eligibility for continued employment. This section is not intended to preempt or prevent any other background screening that the County may lawfully undertake.

(b) The County has determined that the positions of county employment or appointment that are critical to security or public safety and subject to the

requirements of subsection (a) above include, but are not limited to, the following positions:

- | | |
|------------------------------|---|
| 1. Admin Assistant | 25. Inmate Crew Leader |
| 2. Animal Control Director | 26. Inmate Supervisor |
| 3. Animal Control Officer | 27. Library Director |
| 4. Billing Assistant | 28. Library Manager |
| 5. Budget Officer | 29. Library PT |
| 6. Building Inspector | 30. Library Technician |
| 7. Building Official | 31. Lieutenant |
| 8. Captain Firefighter/EMT | 32. Lieutenant Firefighter/EMT |
| 9. Code Enforcement Director | 33. Office Manager |
| 10. Code Enforcement Officer | 34. Outreach Coordinator |
| 11. Contractors | 35. Parks and Rec Maintenance |
| 12. County Manager | 36. Permit Tech |
| 13. Deputy County Manager | 37. Planning Assistant |
| 14. Equipment Operator I | 38. Planning Official |
| 15. Equipment Operator II | 39. Rec Park Director |
| 16. Equipment Operator III | 40. Road Superintendent |
| 17. Equipment Operator IV | 41. Shop Mechanic |
| 18. Field Foreman | 42. Solid Waste Director |
| 19. Fire Captain | 43. Solid Waste Driver |
| 20. Fire Captain/Inspector | 44. Staff Assistant |
| 21. Fire Chief | 45. Superintendent |
| 22. Firefighter/EMT | 46. Other positions of county |
| 23. Firefighter/EMT PT | employment or appointment that are |
| 24. Grants & Economic | critical to security or public safety, as |
| Development Administrator | determined by the County Manager. |

SECTION 3. CODIFICATION IN THE CODE OF ORDINANCES. The Board intends and hereby ordains that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of Jefferson County, Florida. The sections of the Ordinance may be renumbered or re-lettered to accomplish such, and the word "ordinance" may be changed to "section," "article," or any other appropriate word.

SECTION 4. SEVERABILITY. Should any section or provision of this Ordinance or any portion thereof, or any paragraph, sentence, or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereof other than the part declared invalid.

SECTION 5. EFFECTIVE DATE. A certified copy of this Ordinance shall be filed with the Department of State within ten (10) days after its enactment by the Board and shall take effect as provided by law.

PASSED AND DULY ENACTED by the Board of County Commissioners of Jefferson County, Florida in regular session, this _____ day of _____, 2026.

BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA

Ben White, Chair

ATTEST:

Cecil "Trey" Hightower, III, Clerk of the Circuit Court

APPROVED AS TO FORM:

Evan J. Rosenthal, County Attorney

Business Impact Estimate Directions

The Business Impact Estimate Form, attached to these directions must be filled out at the time of drafting of any proposed ordinance, unless the proposed ordinance is on the exemption list below. The completed Business Impact Estimate must be posted on the County's website at the time the advertisement for the proposed ordinance is published.

The following proposed ordinances are exempt and do not require a Business Impact Estimate:

1. Ordinances required for compliance with federal or state law or regulation;
2. Ordinances relating to the issuance or refinancing of debt;
3. Ordinances relating to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
4. Ordinances required to implement a contract or an agreement, including, but not limited to, any federal, state, local or private grant, or other financial assistance accepted by a county government;
5. Emergency Ordinances;
6. Ordinances relating to procurements; or
7. Ordinances enacted to implement the following:
 - a. Part II of chapter 163, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements, and development permits;
 - b. §§ 190.005 and 190.046, Fla. Stat. Community Development Districts;
 - c. § 553.73, Fla. Stat. relating to the Florida Building Code; or
 - d. § 633.202, Fla. Stat. relating to the Florida Fire Prevention Code.

Legal citation: § 125.66(3) (a) – (c), Fla. Stat. and § 166.041(4)(a)-(c), Fla. Stat.

BUSINESS IMPACT ESTIMATE FORM

Posted To Webpage **INSERT DATE**

This Business Impact Estimate is given as it relates to the proposed ordinance titled:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, MAKING CERTAIN FINDINGS; CREATING SECTION 2-22 OF THE JEFFERSON COUNTY CODE PROVIDING FOR CRIMINAL HISTORY RECORD CHECKS OF COUNTY EMPLOYEES AND APPOINTEES IN POSITIONS DEEMED CRITICAL TO SECURITY OR PUBLIC SAFETY; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

Part I.

Summary of the proposed ordinance and statement of public purpose¹:

The proposed ordinance authorizes Jefferson County to conduct Level II criminal history background checks through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI) for applicants for employment and for individuals continuing employment in positions designated by the Board of County Commissioners as critical to security or public safety, including positions with access to sensitive facilities, information, or vulnerable populations.

The public purpose of the ordinance is to enhance public safety, protect County assets and infrastructure, reduce risk to the public and County operations, and ensure that individuals occupying sensitive or security-related positions meet appropriate standards of trust and integrity. The ordinance provides a uniform, lawful framework for conducting such background checks consistent with Florida law and established state and federal procedures.

Part II.

Estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the County: *(fill out subsections a-c. If no impact expected, write "NONE")*

- a. Estimate of direct compliance costs that businesses may reasonably incur if the proposed ordinance is enacted:

¹ Address the public purpose to be served by the proposed ordinance, such as serving the public health, safety, morals, and welfare of the County.

NONE. The ordinance applies to Jefferson County employment and to individuals performing work in positions designated by the County as critical to security or public safety. The ordinance does not impose operational, reporting, or compliance requirements on private, for-profit businesses conducting business within the County.

- b. Identification of any new charges or fees on businesses subject to the proposed ordinance, or for which businesses will be financially responsible; and

The ordinance does not establish any new fees, charges, or assessments applicable to private, for-profit businesses. Any costs associated with Level II background checks are related to County employment or County-controlled access and are not imposed as a regulatory fee on businesses.

- c. An estimate of the County's regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed on businesses to cover such costs.

The County's costs associated with the ordinance are expected to be minimal and administrative in nature, consisting primarily of FDLE and FBI processing fees for Level II background checks. These costs are anticipated to be absorbed within existing departmental budgets or addressed through internal County employment processes. No new regulatory costs will be imposed on private businesses, and no revenues from business fees are expected or proposed under this ordinance.

Part III.

Good Faith Estimate of the number of businesses likely to be impacted by the ordinance:

Zero. The proposed ordinance does not directly regulate, require action by, or impose costs on private, for-profit businesses operating within Jefferson County.

**State of Florida
Florida Department of Law Enforcement
Bureau of Criminal Justice Grants (CJG)
2331 Phillips Road
Tallahassee, FL 32308**

AWARD AGREEMENT

Recipient: Jefferson County

Recipient SAM UEI: NMBJJVXNEHS6

Award Number: 6N272

Award Period: 10/01/2025 – 06/30/2026

Award Title: C-6N272: Fully Equipped Patrol Vehicle

Federal Funds: \$65,446.20

Matching Funds: \$0.00

Total Funds: \$65,446.20

CFDA: 16.738

Federal Award Number: 15PBJA-23-GG-02972-MUMU

Federal Program: Edward Byrne Memorial Justice Assistance Grant (JAG)

Federal Awarding Agency: U.S. Department of Justice (USDOJ)

Pass-through Entity: Florida Department of Law Enforcement (FDLE)

Research & Development: No

Indirect Cost: No

An award agreement is entered into by and between the Florida Department of Law Enforcement (herein referred to as "FDLE" or "Department") and the Jefferson County (herein referred to as "Recipient");

WHEREAS, the Department has the authority pursuant to Florida law and does hereby agree to provide federal financial assistance to the Recipient in accordance with the terms and conditions set forth in the award agreement, and

WHEREAS, the Department has available funds resulting from the federal award listed above, and

WHEREAS, the Recipient and the Department have each affirmed they have read and understood the agreement in its entirety and the Recipient has provided an executed agreement to the Department.

SCHEDULE OF APPENDICES

Appendix A – Scope of Work

Appendix B – Deliverables

Appendix C – Approved Budget

Appendix D – Award Contacts

Appendix E – Special Conditions

Appendix F – Standard Conditions

PERFORMANCE REPORTING

The Recipient shall provide **Quarterly Performance Reports** to the Department attesting to the progress towards deliverables. Performance Reports are due no later than 15 days after the end of each reporting period.

For example: If the monthly reporting period is July 1-31, the Performance Report is due August 15th; if the quarterly reporting period is January 1 – March 31, the Performance Report is due by April 15th.

The Recipient shall respond to the metrics in the electronic grant management system. Information provided by the Recipient will be used by the Department to compile reports on project progress and metrics to the U.S. Department of Justice.

Supporting documentation for performance must be maintained by Recipient and made available upon request for monitoring purposes. Examples of supporting documentation include but are not limited to timesheets, activity reports, meeting notices, delivery documents, public announcements, rosters, presentations, database statistics, etc.

Failure to submit performance reports by the deadline will result in a withholding of funds until performance reports are received.

FINANCIAL REPORTING

The State of Florida's performance and obligation to pay under this agreement is contingent upon an appropriation by the Legislature. The Department will administer and disburse funds under this agreement in accordance with ss. 215.97, 215.971, 215.981 and 215.985, F.S.

This is a cost reimbursement agreement. The Department will reimburse the Recipient for allowable expenditures included in the approved budget (**Appendix C**) incurred during each reporting period. The Recipient shall provide **Quarterly Payment Requests** to the Department attesting to expenditures made during the reporting period. These reports are due no later than 30 days after the end of each reporting period. For example: If the monthly reporting period is July 1-31, the Payment Request is due August 30th; if the quarterly reporting period is January 1 – March 31, the Payment Request is due by April 30th.

Using the electronic grant management system to record expenses, Payment Requests must clearly identify the dates of services, a description of the specific contract deliverables provided during the reporting period, the quantity provided, and the payment amount. All Payment Requests are reviewed and may be audited to the satisfaction of the Department. The Department's determination of acceptable expenditures shall be conclusive.

The final Payment Request shall be submitted to the Department no more than 60 days after the end date of the award. Any payment due under the terms of this agreement may be withheld until performance of services, all reports due are received, and necessary adjustments have been approved by the Department.

The Recipient must maintain original supporting documentation for all funds expended and received under this agreement in sufficient detail for proper pre- and post-audit and to verify work performed was in accordance with the deliverable(s). Payment shall be contingent upon the Department's grant manager receiving and accepting the invoice and the associated supporting documentation. Supporting documentation includes, but is not limited to: quotes, procurement documents, purchase orders, original receipts, invoices, canceled checks or EFT records, bank statements, etc. The state's Chief Financial Officer (CFO) reserves the right to require further documentation on an as needed basis.

Failure to comply with these provisions shall result in forfeiture of reimbursement.

Award Signatures

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in **Appendix E and Appendix F** of this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duly authorized officers on the date, month and year set out below.

Modifications to this page, including strikeovers, whiteout, etc. are not permitted.

Award ID: 6N272
Award Title: C-6N272: Fully Equipped Patrol Vehicle
Award Period: 10/01/2025 – 06/30/2026

**Florida Department of Law Enforcement
Bureau of Criminal Justice Grants**

Signature: _____ Date: _____

Typed Name and Title: Cody Menacof, Bureau Chief

**Recipient
Jefferson County**

The award is not valid until signed and dated by all required parties including either the Chief Official or Designee below. Any Designee signatures must be accompanied by documentation granting the authority to execute this agreement.

By signing below, I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343, and Title 31, Sections 3729-3730 and 3801-3812.

Recipient Chief Official

Signature: _____ Date: _____

Typed Name and Title: Ben White, Chairman Jefferson County BOCC

Recipient Chief Official Designee

Signature: _____ Date: _____

Printed Name and Title: _____

Additional Recipient Signatures (optional)

If your local process requires additional signatures (i.e., legal, clerk, etc.) use the spaces below.

Signature: _____ Date: _____

Printed Name and Title: _____

Signature: _____ Date: _____

Printed Name and Title: _____

Appendix A - Scope of Work

Award Number: 6N272
Recipient: Jefferson County
Award Title: C-6N272: Fully Equipped Patrol Vehicle
Award Period: 10/01/2025 - 06/30/2026

Problem Identification

Jefferson County Board of County Commissioners recognizes the urgent need to maintain a dependable fleet of patrol vehicles to support the Sheriff's Office in delivering uninterrupted emergency and non-emergency law enforcement services. The county's terrain requires SUV style patrol vehicles with higher ground clearance and durable tires to ensure deputies can respond safely and efficiently. Several vehicles in the current fleet are aging and no longer meet operational demands, making this project a clear priority.

To address these challenges, the Jefferson County Sheriff's Office continues to manage available resources on a day-to-day basis. This includes maintaining all patrol vehicles according to manufacturer recommended service schedules, requiring deputies to report mechanical issues immediately, and investing in in car emergency radio systems to ensure reliable communication during critical incidents.

However, the county budget does not allow for the purchase of the number of new patrol vehicles needed. Grant funding would directly support the replacement of outdated units with reliable SUV style patrol vehicles and help equip them with essential emergency communication systems. This investment would enhance response capabilities, improve deputy safety, reduce maintenance costs, and ensure the continued delivery of high-quality law enforcement services to the residents and visitors of Jefferson County.

Scope of Work

Jefferson County Board of County Commissioners will use grant funds to purchase a patrol vehicle and an in-car emergency radio system to ensure the uninterrupted delivery of law enforcement emergency and non-emergency services.

Appendix B - Deliverables

Award Number: 6N272
Recipient: Jefferson County
Award Title: C-6N272: Fully Equipped Patrol Vehicle
Award Period: 10/01/2025 - 06/30/2026

Total payments for all deliverables will not exceed the maximum grant award amount.

Deliverable 1	Recipient will use federal grant funds to procure a patrol vehicle and an in-car emergency radio system.
Minimum Performance Criteria:	Performance will be the procurement and receipt of goods/services purchased.
Financial Consequences:	This is a cost reimbursement deliverable. Only those items purchased and received will be eligible for payment.
Deliverable Price:	Total payments for this deliverable will be approximately \$65,446.20

Appendix C - Approved Budget

Award Number:	6N272		
Recipient:	Jefferson County		
Award Title:	C-6N272: Fully Equipped Patrol Vehicle		
Award Period:	10/01/2025-06/30/2026		
Award Amount:	\$65,446.20	\$0.00	\$65,446.20
	Grant Funded	Match	Total

Standard Budget Terms

All items, quantities, and/or prices below are estimates based on the information available at the time of application.

The item(s) listed below may include additional individually priced, operationally necessary accessories, components, and/or peripherals and may be categorized as a "kit", "bundle", "system" etc.

Award funds may be used to pay for any applicable shipping, freight, and/or installation costs.

Award funds will NOT be used to pay for extended warranties, service agreements, contracts, etc., covering any periods that extend beyond the award end date. Funds may be prorated for services within the award period.

Any costs that exceed the award allocation will be the responsibility of the Recipient.

D. Equipment

Item Name	Description	Grant Funded	Match	Total
CAR RADIO SYSTEM	(1)- Car Radio System- @ \$4,496.20 = \$4,496.20	\$4,496.20	\$0.00	\$4,496.20
FULLY EQUIPPED PATROL VEHICLE	(1)- Fully Equipped Patrol Vehicle- @ \$60,950.00 = \$ 60,950.00	\$60,950.00	\$0.00	\$60,950.00
D. Equipment Subtotal:				\$65,446.20

Appendix D: Award Contacts

Award Number: 6N272
Recipient: Jefferson County
Award Title: C-6N272: Fully Equipped Patrol Vehicle
Award Period: 10/01/2025 - 06/30/2026

Recipient Grant Manager (GM)

Name: Jesse Lovett
Title: Grant Manager
Address: 171 Industrial Park
Monticello, FL 32344-6385
Phone: 850-997-3011
Email: jesse.lovett@jcso-fl.org

Recipient Chief Official (CO)

Name: Ben White
Title: Chairman Jefferson County BOCC
Address: 1 Courthouse Circle
Monticello, FL 32344-1972
Phone: 850-342-0218
Email: bwhite@Jeffersoncountyfl.gov

Recipient Chief Financial Officer (CFO)

Name: Trey Hightower
Title: Clerk of Courts
Address: 1 Courthouse Circle
Monticello, FL
Phone: 850-342-0218
Email: thightower@jeffersonclerk.com

Appendix E: Special Conditions

Award Number: 6N272
Recipient: Jefferson County
Award Title: C-6N272: Fully Equipped Patrol Vehicle
Award Period: 10/01/2025 - 06/30/2026

In addition to the attached standard conditions, the above-referenced grant project is subject to the special conditions set forth below.

- W0037 WITHHOLDING OF FUNDS: Prior to the drawdown of federal funds, the Recipient must submit a current and complete Subrecipient Management Questionnaire (SMQ) to Criminal Justice Grants. The answers on the SMQ must apply to the Eligible Recipient (unit of local government), and must have been signed within the last twelve months.
- W0056 WITHHOLDING OF FUNDS: Within sixty (60) days of award, the Recipient must submit a current EEO Certification (EEOC) to Criminal Justice Grants.
- S0058 At the time of application, the Recipient indicated its organization is required to create and maintain an EEO Plan. The Recipient must provide a copy of its Utilization Report to Criminal Justice Grants at monitoring.
- W0067 WITHHOLDING OF FUNDS: This project requests funding for telecommunications and/or video surveillance equipment. Prior to the drawdown of funds for the car radio system, in accordance with the Office of Management and Budget (OMB) Uniform Requirements, 2 CFR 200.216, the Recipient must provide documentation that the manufacturer and vendor are not on the Excluded Parties List in SAM.gov to Criminal Justice Grants.
- S0086 A project risk assessment completed at the time of application review determined this project is HIGH-RISK. Full back-up documentation supporting all expenditures must accompany each payment request submitted to CJG for approval. Documentation may include, but is not limited to: procurement records (including quotes, competitive solicitations/bids, etc.), purchase orders, packing slips, delivery/receivable documents, invoices, proof of payment, timesheets, paystubs, activity logs, client activity logs, participant sign in sheets, billing documentation, travel vouchers etc.
- W0089 WITHHOLDING OF FUNDS: Prior to the drawdown of federal funds, the Recipient must provide a management response in regard to findings noted on the Single Audit for the year ending September 30, 2024, to Criminal Justice Grants.
- W0090 WITHHOLDING OF FUNDS: The Recipient is currently delinquent in satisfying the Single Audit requirements detailed in the Office of Management and Budget (OMB), Uniform Requirements, 2 C.F.R. 200 - Subpart F. Prior to the drawdown of funds, the Recipient must submit the Single Audit for the year ending September 30, 2024, to the Federal Audit Clearinghouse at <https://harvester.census.gov/facweb/>
- W0091 WITHHOLDING OF FUNDS: Prior to the drawdown of funds, the Recipient must submit a Single Audit Certification Form for the fiscal year ending September 30, 2024, to Criminal Justice Grants.
- W0092 WITHHOLDING OF FUNDS: The project period for this award started 10/01/2025. Prior to the drawdown of federal funds, the Recipient must submit all quarterly performance reports due since the start date of the award period.

S0111

At the time of application, the Recipient did not have a Annual Financial Report for the year ending September 30, 2024 uploaded to the Florida Auditor General's website. Pursuant to Sections 10.558(3), 10.807(3), and 10.857(4), Rules of the Auditor General, and Section 218.39, Florida Statutes, each entity is required to submit an audit report to the Auditor General.

Appendix F – FY2023 Award Standard Conditions

The Florida Department of Law Enforcement (FDLE), Criminal Justice Grants (CJG) serves as the State Administering Agency (SAA) for various federal award programs awarded through the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP). FDLE has been assigned as the certified Fiscal Agent for the Project Safe Neighborhoods awards by the U.S. Attorney. CJG awards funds to eligible applicants and requires compliance with the agreement and Standard Conditions upon signed acceptance of the award.

The Department will only reimburse recipients for authorized activities specified in the agreement. Failure to comply with provisions of this agreement, or failure to perform award activities as specified, will result in required corrective action including but not limited to financial consequences, project costs being disallowed, withholding of federal funds and/or termination of the project.

GENERAL REQUIREMENTS

All recipients must comply with the financial and administrative requirements set forth in the following:

Current edition of the U.S. Department of Justice (DOJ) Grants Financial Guide
<https://www.ojp.gov/doj-financial-guide-2022>

Office of Management and Budget (OMB) Uniform Grant Guidance (2 C.F.R. Part 200)
Subpart A, Definitions
Subparts B-D, Administrative Requirements
Subpart E, Cost Principles
Subpart F, Audit Requirements and all applicable Appendices

Code of Federal Regulations: <https://www.ecfr.gov/>
2 C.F.R. § 175.105(b), Award Term for Trafficking in Persons
28 C.F.R. § 38, Equal Treatment for Faith-Based Organizations
28 C.F.R. § 83, Government-Wide Requirements for Drug-Free Workplace
28 C.F.R. §§ 18, 22, 23, 30, 35, 42, 61, and 63

U.S. Code:
Title 34, U.S. Code, Crime Control and Law Enforcement
Title 41, U.S. Code § 4712, Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information
Title 34, U.S. Code, § 10101 et seq., "Omnibus Crime Control and Safe Streets Act of 1968"

State of Florida General Records Schedule GS1-SL for State and Local Government Agencies:
<https://files.floridados.gov/media/706717/g1-sl-june-2023.pdf> and <https://files.floridados.gov/media/706718/g2-june-2023.pdf>

State of Florida Statutes:
Section 112.061, Fla. Stat., Per diem/travel expenses of public officers, employees, authorized persons
Chapter 119, Fla. Stat., Public Records
Section 215.34(2), Fla. Stat., State funds; non-collectible items; procedure
Section 215.97, Fla. Stat. Florida Single Audit Act
Section 215.971, Fla. Stat., Agreements funded with federal or state assistance
Section 215.985, Fla. Stat., Transparency in government spending
Section 216.181(6), Fla. Stat., Approved budgets for operations and fixed capital outlay

DEFINITIONS

Award agreement means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304, is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal awarding agency or pass-through entity's direct benefit or use; and is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

Disallowed costs means those charges to a Federal award that the Federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also the definitions of *capital assets*, *computing devices*, *general purpose equipment*, *information technology systems*, *special purpose equipment*, and *supplies* in 2 C.F.R. § 200.1.

Fiscal Agent refers to the agency responsible for the administration of the Project Safe Neighborhoods (PSN) award programs. FDLE has been assigned as the certified Fiscal Agent for PSN awards.

Improper payment means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements. Improper payment also includes any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient documentation prevents a reviewer from discerning whether a payment was proper.

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation in 48 CFR Subpart 2.1 (Definitions). It is \$10,000 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each award (regardless of the period of performance of the awards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each award in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Non-Federal entity is a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

Non-federal pass-through entity is a non-Federal entity that provides an award to a recipient to carry out part of a Federal program; the Florida Department of Law Enforcement (FDLE) is the non-federal pass-through entity for this agreement, also referred to as the State Administering Agency (SAA).

Performance goal means a target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate. In some instances (e.g., discretionary research awards), this may be limited to the requirement to submit technical performance reports (to be evaluated in accordance with agency policy).

Period of performance means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award (see §§ 200.211 Information contained in a Federal award paragraph (b)(5) and 200.332 Requirements for pass-through entities, paragraph (a)(1)(iv)).

Protected Personally Identifiable Information (PII) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to social security numbers; passport numbers; credit card numbers; clearances; bank numbers; biometrics; date and place of birth; mother's maiden name; criminal, medical, and financial records; and educational transcripts. This does not include PII that is required by law to be disclosed. (See also § 200.79 Personally Identifiable Information (PII)).

Questioned cost means a cost that is questioned by the auditor because of an audit finding 1) that resulted from a violation or possible violation of a statute, regulation, or the terms and conditions of a Federal award, including for funds used to match Federal funds; 2) where the costs, at the time of the audit, are not supported by adequate documentation; or 3) where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

Simplified acquisition threshold means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. § 1908. As of the publication of this part, the simplified acquisition threshold is \$250,000, but this threshold is periodically adjusted for inflation. (Also see definition of Micro-purchase, 2 C.F.R. § 200.67).

Subaward is an award provided by a pass-through entity to a recipient for the recipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual who is a

beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Recipient means a non-Federal entity that receives an award from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program.

Supplies means all tangible personal property other than those described in § 200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also §§ 200.20 Computing devices and 200.33 Equipment.

For PSN: Task Forces are established by each USAO to collaborate with a PSN team of federal, state, local, and tribal (where applicable) law enforcement and other community members to implement a strategic plan for investigating, prosecuting, and preventing violent crime.

SECTION I: TERMS AND CONDITIONS

1.0 Payment Contingent on Appropriation and Available Funds - The State of Florida's obligation to pay under this agreement is contingent upon an annual appropriation by the Florida Legislature. Furthermore, the obligation of the State of Florida to reimburse recipients for incurred costs is subject to available federal funds.

2.0 Commencement of Project - If a project is not operational within 60 days of the original start date of the award period or the date of award activation (whichever is later), the recipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and the expected start date.

If a project is not operational within 90 days of the original start date of the award period or the date of award activation (whichever is later), the recipient must submit a second statement to the Department explaining the implementation delay.

Upon receipt of the ninety (90) day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, unilaterally terminate this agreement and re-obligate award funds to other Department approved projects. The Department, where warranted by extenuating circumstances, may extend the starting date of the project past the ninety (90) day period, but only by formal written adjustment to this agreement.

3.0 Supplanting - The recipient agrees that funds received under this award will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for award activities.

4.0 Non-Procurement, Debarment and Suspension - The recipient agrees to comply with Executive Order 12549, Debarment and Suspension and 2 C.F.R. § 180, "OMB Guidelines To Agencies On Governmentwide Debarment And Suspension (Non-procurement)". These procedures require the recipient to certify it shall not enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or is voluntarily excluded from participating in this covered transaction, unless authorized by the Department. If the award is \$100,000 or more, the sub recipient and implementing agency certify that they and their principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
- 2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a)(ii) of the "Lobbying, Debarment and Drug Free Workplace" certification; and
- 4) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

- 5.0 Federal Restrictions on Lobbying** - In general, as a matter of federal law, federal funds may not be used by any recipient or subrecipient at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. § 1913.

Another federal law generally prohibits federal funds from being used by any recipient or subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal award or cooperative agreement, subaward, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. § 1352.

- 6.0 State Restrictions on Lobbying** - In addition to the provisions contained above, the expenditure of funds for the purpose of lobbying the legislature or a state agency is prohibited under this agreement.
- 7.0 Additional Restrictions on Lobbying** - The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs.
- 8.0 "Pay-to-Stay"** - Funds from this award may not be used to operate a "pay-to-stay" program in any local jail. Furthermore, no funds may be given to local jails that operate "pay-to-stay" programs. "Local jail", as referenced in this condition, means an adult facility or detention center owned and/or operated by city, county, or municipality. It does not include juvenile detention centers. "Pay-to-stay" programs as referenced in this condition, means a program by which extraordinary services, amenities and/or accommodations, not otherwise available to the general inmate population, may be provided, based upon an offender's apparent ability to pay, such that disparate conditions of confinement are created for the same or similar offenders within a jurisdiction.
- 9.0 The Coastal Barrier Resources Act** - The recipient will comply and assure the compliance of all contractors with the provisions of the Coastal Barrier Resources Act (P.L. No. 97-348) dated October 18, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new federal funds within the units of the Coastal Barrier Resources System.
- 10.0 Background Check** - Whenever a background screening for employment or a background security check is required by law for employment, unless otherwise provided by law, the provisions of Section 435, Florida Statutes shall apply. All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of the subsection, security background investigations shall include, but not be limited to, employment history checks, fingerprinting for all purposes and checks in this subsection, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies. Such background investigations shall be conducted at the expense of the employing agency or employee.
- 11.0 Confidentiality of Data** - The recipient (or subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. § 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate in accordance with the requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23. Privacy Certification forms must be signed by the recipient chief official or an individual with formal, written signature authority for the chief official.
- 12.0 Conferences and Inspection of Work** - Conferences may be held at the request of any party to this agreement. At any time, a representative of the Department, of the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right of visiting the project site to monitor, inspect and assess work performed under this agreement.
- 13.0 Insurance for Real Property and Equipment** - The recipient must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity.
- 14.0 Flood Disaster Protection Act** - The subrecipient will comply with Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, requiring that the purchase of flood insurance in communities where such insurance is available as a condition of the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified as an area having special flood hazards.
- 15.0 General Appropriations Restrictions** - The recipient must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes as set forth in the Consolidated Appropriations Act, 2018.
- 16.0 Immigration and Nationality Act** - No public funds will intentionally be awarded to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324(a), Section 274(A) of the Immigration and Nationality Act ("INA"). The Department shall consider the

employment by any contractor of unauthorized aliens a violation of Section 274(A) of the INA. Such violation by the recipient of the employment provisions contained in Section 274(A) of the INA shall be grounds for unilateral cancellation of this contract by the Department.

17.0 For NCHIP & NARIP: Enhancement of Security - If funds are used for enhancing security, the recipient must:

- 1) Have an adequate process to assess the impact of any enhancement of a school security measure that is undertaken on the incidence of crime in the geographic area where the enhancement is undertaken.
- 2) Conduct such an assessment with respect to each such enhancement; and submit to the Department the aforementioned assessment in its Final Program Report.

18.0 Personally Identifiable Information Breaches - The recipient (or subrecipient at any tier) must have written procedures in place to respond in the event of actual or imminent "breach" (OMB M-17-12) if it: 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" within the scope of an OJP award-funded program or activity, or 2) uses or operates a "federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to FDLE's Criminal Justice Grants for subsequent reporting to the OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

19.0 Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards - Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP requires the recipient, and any subrecipient ("subgrantee") at any tier, to put in place specified controls prior to using federal funds under this award to acquire or transfer any property identified on the "controlled equipment" list. The details of the requirement are posted on the OJP web site at <https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment>, and are incorporated by reference here.

20.0 Exceptions regarding Prohibited and Controlled Equipment under OJP awards - Notwithstanding any provision to the contrary in the other terms and conditions of this award, including in the condition regarding "Compliance with restrictions on the use of federal funds-- prohibited and controlled equipment under OJP awards," the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to Other LEAs" and the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to NON-LEAs" do not apply to this award.

SECTION II: CIVIL RIGHTS REQUIREMENTS

- 1.0 Participant Notification of Non-discrimination** - FDLE does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in the delivery of services, benefits or in employment.
- 2.0 Title VI of the Civil Rights Act of 1964** - The recipient, or subrecipient at any tier, must comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, and the DOJ implementing regulations, 28 C.F.R. pt. 42, subpts. C & D, which prohibits discrimination in federally assisted programs based on race, color, and national origin in the delivery of services.
- 3.0 Equal Employment Opportunity Program (EEO) –** The recipient and/or implementing agency must comply with all applicable requirements in 28 C.F.R. § 42, Subpart E, including preparing a Verification Form within 120 days from the initial award date and annually thereafter, and preparing an EEO Plan if required.

Recipients are required to use the Office for Civil Rights EEO Reporting Tool to satisfy this condition (<https://ojp.gov/about/ocr/eeop.htm>).

- 4.0 Title IX of the Education Amendments of 1972** - If the recipient operates an education program or activity, the recipient must comply with all applicable requirements of 20 U.S.C. § 1681, and the DOJ implementing regulation at 28 C.F.R. § 54, which prohibits discrimination in federally assisted education programs based on sex both in employment and in the delivery of services.
- 5.0 Partnerships with Faith-Based and other Neighborhood Organizations** - The recipient or subrecipient at any tier, must comply with all applicable requirements of 28 C.F.R. § 38, "Partnerships with Faith-Based and other Neighborhood Organizations", specifically including the provision for written notice to current or prospective program beneficiaries.
- 6.0 Title II of the Americans with Disabilities Act of 1990** - Recipients who are public entities must comply with the requirements of the Americans with Disabilities Act (ADA), 42 U.S.C. § 12132, and the DOJ implementing

regulation at 28 C.F.R. pt. 35, which prohibits discrimination on the basis of disability both in employment and in the delivery of services, including provision to provide reasonable accommodations.

- 7.0 Section 504 of the Rehabilitation Act of 1973** - Recipients must comply with all provisions of 28 U.S.C. § 794, and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpt. G, which prohibits discrimination in federally assisted programs on the basis of disability in both employment and the delivery of services.
- 8.0 Age Discrimination Act of 1975** - Recipients must comply with all requirements of 42 U.S.C. § 6102, and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpt. I, which prohibits discrimination based on age in the delivery of services in federally assisted programs.
- 9.0 Omnibus Crime Control and Safe Streets Act of 1968** – Recipients must comply with all provisions of 34 U.S.C. § 10228(c), and the DOJ implementing regulations at 28 C.F.R. pt. 42, subpts. D & E, which prohibits discrimination in programs funded under the statute on the basis of race, color, national origin, sex, and religion, both in employment and in the delivery of services.
- 10.0 Limited English Proficiency (LEP)** - In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. FDLE strongly advises recipients to have a written LEP Language Access Plan. For more information visit www.lep.gov.
- 11.0 Finding of Discrimination** - In the event a federal or state court or federal or state administrative agency makes, after a due process hearing, a finding of discrimination on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to FDLE and to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.
- 12.0 Filing a Complaint** - If an employee, applicant, or client of a recipient has a discrimination complaint against the recipient, they may file a complaint with the recipient, with FDLE, or with the Office for Civil Rights.

Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489, or online at info@fdle.state.fl.us. Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint. Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, Northwest, Washington, D.C. 20531, or at <https://www.ojp.gov/program/civil-rights-office/filing-civil-rights-complaint> .

For additional information on procedures for filing discrimination complaints, please visit <https://www.fdle.state.fl.us/FDLE-Grants/Office-of-Criminal-Justice-Grants/Contact-Us>.

- 13.0 Retaliation** - In accordance with federal civil rights laws, the recipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
- 14.0 Non-discrimination Contract Requirements** - Recipients must include comprehensive Civil Rights nondiscrimination provisions in all contracts funded by the recipient.
- 15.0 Pass-through Requirements** - Recipients are responsible for the compliance of contractors and other entities to whom they pass-through funds including compliance with all Civil Rights requirements. These additional tier subrecipients must be made aware that their employees, applicants, or clients may file a discrimination complaint with the recipient, with FDLE, or with the USDOJ Office for Civil Rights and provided the contact information.
- 16.0 Civil Rights Training Requirements** - In accordance with Office of Justice Programs (OJP) requirements, the grant manager of the recipient entity responsible for managing awards from FDLE Criminal Justice Grants, will be required to complete a two part Civil Rights Training and maintain copies of the training certificates within their award files to be provided upon request at monitoring.

SECTION III: FINANCIAL REQUIREMENTS AND RESPONSIBILITY

- 1.0 Fiscal Control and Fund Accounting Procedures** - All expenditures and cost accounting of funds shall conform to the DOJ Grants Financial Guide and 2 C.F.R. § 200 as applicable, in their entirety.

Recipients are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. Financial management systems must be able to record and report on the receipt, obligation, and expenditure of award funds. Systems must also be able to accommodate a fund and

account structure to separately track receipts, expenditures, assets, and liabilities for awards, programs, and additional tiered subrecipients. The awarded funds may or may not be an interest-bearing account, but any earned interest must be accounted for as program income and used for program purposes before the federal award period end date. Any unexpended interest remaining at the end of the federal award period must be refunded to the Criminal Justice Grants for transmittal to DOJ.

- 2.0 Match** - The value or amount of any "non-federal share," "match," or cost-sharing contribution incorporated into the approved budget is part of the "project cost" for purposes of the 2 C.F.R. § 200 Uniform Requirements, and is subject to audit. In general, the rules and restrictions that apply to award funds from federal sources also apply to funds in the approved budget that are provided as "match" or through "cost sharing."

SECTION IV: AWARD MANAGEMENT AND REPORTING REQUIREMENTS

- 1.0 Obligation of Funds** - Award funds shall not be obligated prior to the start date, or subsequent to the end date, of the award. Only project costs incurred on or after the effective date, and on or prior to the termination date of the recipient's project are eligible for reimbursement.
- 2.0 Use of Funds** - Federal funds may only be used for the purposes in the recipient's approved award agreement.
- 3.0 Advance Funding** - Advance funding may be provided to a recipient upon a written request to the Department.
- 4.0 Performance Reporting** - The recipient shall submit Monthly or Quarterly Project performance achievements and performance questionnaires to the Department, within fifteen (15) days after the end of the reporting period. Performance reporting must clearly articulate the activities that occurred within the reporting period, including descriptions of major accomplishments, milestones achieved, and/or barriers or delays encountered. Additional information may be required if necessary to comply with federal reporting requirements. Performance achievements and performance questionnaires that are not complete, accurate, and timely may result in sanctions, as specified in Section IV, Award Management and Reporting Requirements.
- 5.0 Financial Consequences for Failure to Perform** - In accordance with Section 215.971, Florida Statutes, payments for state and federal financial assistance must be directly related to the scope of work and meet the minimum level of performance for successful completion. If the recipient fails to meet the minimum level of service or performance identified in this agreement, the Department will apply financial consequences commensurate with the deficiency. Financial consequences may include but are not limited to withholding payments or reimbursement until the deficiency is resolved, tendering only partial payment/reimbursement, imposition of other financial consequences according to the Standard Conditions as applicable, and/or termination of contract and requisition of goods or services from an alternate source. Any payment made in reliance on recipient's evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to the Department as a refund.
- 6.0 Award Amendments** - Recipients must submit an award amendment through the electronic grant management system for major substantive changes such as changes in project activities or scope of the project, target populations, service providers, implementation schedules, and designs or research plans set forth in the approved agreement and for any budget changes that affect a cost category that was not included in the original budget. Amendments are also required when there will be a transfer of 10% or more of the total budget between budget categories, or there is an indirect cost rate category change.

Recipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval as long as the funds are transferred to an existing line item.

Under no circumstances can transfers of funds increase the total budgeted award.

Retroactive (after-the-fact) approval of project adjustments or items not currently in the approved award will only be considered under extenuating circumstances. Recipients who incur costs prior to approval of requested adjustments do so at the risk of the items being ineligible for reimbursement under the award.

All requests for changes, including requests for project period extensions, must be submitted in the electronic grant management system no later than thirty (30) days prior to award expiration date.

- 7.0 Financial Expenditures and Reporting** - The recipient shall close the expense reporting period either on a Monthly or Quarterly basis. For any reporting period the recipient is seeking reimbursement, a payment request must also be submitted in the grant management system. Closing of the reporting period and Payment Requests are due thirty (30) days after the end of the reporting period with the exception of the final reporting period.

All project expenditures for reimbursement of recipient costs shall be submitted on the Project Expenditure Report Forms prescribed and provided by the Criminal Justice Grants (CJG) through the electronic grant management system.

All Project Expenditure Reports shall be submitted in sufficient detail for proper pre-audit and post-audit.

All reports must relate financial data to performance accomplishments.

An expenditure report is not required when no reimbursement is being requested; however, recipients should close the associated reporting period in the electronic grant management system.

Before the "final" Payment Request will be processed, the recipient must submit to the Department all outstanding Performance Achievements and must have satisfied all withholding, special, and monitoring conditions. Failure to comply with the above provisions shall result in forfeiture of reimbursement.

- 8.0 Project Income (PGI)** - All income generated as a direct result of a project shall be deemed program income. Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (i.e., law enforcement entity).

The recipient shall submit a PGI Earnings and Expenditures form in the electronic grant management system as soon as PGI is earned or expended. Prior to expending funds, the recipient shall submit a PGI Spending Request form for CJG approval. All PGI expenditures must directly relate to the project being funded and must be allowable under the federal award.

Additionally, any unexpended PGI remaining at the end of the federal award period must be submitted to CJG for transmittal to the Bureau of Justice Assistance.

- 9.0 Recipient Integrity and Performance Matters** - Requirement to report information on certain civil, criminal, and administrative proceedings to CJG, SAM and FAPIIS.

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management ("SAM"), to the designated federal integrity and performance system ("FAPIIS").

- 10.0 Verification and updating of Recipient Grant Manager contact information** - The recipient must verify its Recipient Grant Manager (GM) contact information in AmpliFund, including telephone number and e-mail address, is current and correct. If any information is incorrect or has changed, an authorized user of the recipient must make changes to the GM information in AmpliFund and provide the GM's contact information to the CJG grant manager within thirty days of the change.

SECTION V: MONITORING AND AUDITS

- 1.0 Access to Records** - The Florida Department of Law Enforcement, the Auditor General of the State of Florida, the U.S. Department of Justice, the U.S. Comptroller General or any of their duly authorized representatives, shall have access to books, documents, papers and records of the recipient and contractors for the purpose of audit and examination according to the Financial Guide. At any time, a representative of the Department, the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right to visit the project site to monitor, inspect and assess work performed under this agreement.

The Department reserves the right to unilaterally terminate this agreement if the recipient or contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of Chapter 119, Florida Statutes, unless specifically exempted and/or made confidential by operation of Chapter 119, Florida Statutes, and made or received by the recipient or its contractor in conjunction with this agreement.

The recipient will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

- 2.0 Assessments and Evaluations** - The recipient agrees to participate in a data collection process measuring program outputs and outcomes as outlined by the Office of Justice Programs. The recipient agrees to cooperate with any

assessments, national evaluation efforts, and/or information or data collection requests related to activities under this award.

- 3.0 Monitoring** - The recipient agrees to comply with FDLE's award monitoring guidelines, protocols, and procedures; and to cooperate with FDLE on all award monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide FDLE all documentation necessary to complete monitoring of the award. Further, the recipient agrees to abide by reasonable deadlines set by FDLE for providing requested documents. Failure to cooperate with award monitoring activities may result in sanctions affecting the recipient's award, including, but not limited to: withholding and/or other restrictions on the recipient's access to funds, referral to the Office of the Inspector General for audit review, designation of the recipient as a FDLE High Risk grantee, or termination of award(s).
- 4.0 Property Management** - The recipient shall establish and administer a system to protect, preserve, use, maintain and dispose of any property furnished to it by the Department or purchased pursuant to this agreement according to federal property management standards set forth in the DOJ Grants Financial Guide and 2 C.F.R. § 200.313. This obligation continues as long as the recipient retains the property, notwithstanding expiration of this agreement.
- 5.0 Award Closeout** - Award Closeout will be initiated by the Department after the final payment request has been processed. The final payment request must be submitted within sixty (60) days of the end date of the award. All performance achievements and performance questionnaires must be completed before the award can be closed.
- 6.0 High Risk Recipients** - If a recipient is designated "high risk" by a federal award-making agency, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to FDLE's CJG. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.
- 7.0 Imposition of Additional Requirements** - The recipient agrees to comply with any additional requirements that may be imposed by CJG during the period of performance for this award if the recipient is designated as "high-risk" for purposes of the DOJ high-risk list.
- 8.0 Retention of Records** - The recipient shall maintain all records and documents for a minimum of five (5) years from the date of the final financial statement and be available for audit and public disclosure upon request of duly authorized persons. The recipient shall comply with State of Florida General Records Schedule GS1-SL for State and Local Government Agencies: <https://files.floridados.gov/media/706717/g1-sl-june-2023.pdf>.
- 9.0 Disputes and Appeals** - The Department shall make its decision in writing when responding to any disputes, disagreements, or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The recipient shall proceed diligently with the performance of this agreement according to the Department's decision. If the recipient appeals the Department's decision, the appeal also shall be made in writing within twenty-one (21) calendar days to the Department's clerk (agency clerk). The recipient's right to appeal the Department's decision is contained in Chapter 120, Florida Statutes, and in procedures set forth in Rule 28-106.104, Florida Administrative Code. Failure to appeal within this time frame constitutes a waiver of proceedings under Chapter 120, Florida Statutes.
- 10.0 Failure to Address Audit Issues** - The recipient understands and agrees that FDLE's CJG may withhold award funds, or may impose award conditions or other related requirements, if (as determined by CJG) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the 2 C.F.R. § 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews.
- 11.0 Single Annual Audit** - Recipients that expend \$1,000,000 or more in a year in total federal award funding shall have a single audit or program-specific audit conducted for that year. The audit shall be performed in accordance with the OMB 2 C.F.R. § 200 Subpart F – Audit Requirements and other applicable federal law. The contract for this agreement shall be identified in the Schedule of Federal Financial Assistance in the subject audit. The contract shall be identified as federal funds passed through the Florida Department of Law Enforcement and include the contract number, CFDA number, award amount, contract period, funds received and disbursed. When applicable, the recipient shall submit an annual financial audit that meets the requirements of 2 C.F.R. § 200 Subpart F, "Audit Requirements" Section 215.97, Florida Statutes, "Florida Single Audit Act" and Rules of the Auditor General, Chapter 10.550, and Chapter 10.650, "Local Governmental Entity Audits" and "Florida Single Audit Act Audits Nonprofit and For-Profit Organizations."

A complete audit report that covers any portion of the effective dates of this agreement must be performed and submitted to the Federal Audit Clearinghouse within the earlier of thirty (30) calendar days after receipt of the auditor's report(s), or nine (9) months after the end of the audit period. Submissions must include required elements described in Appendix X to 2 C.F.R. § 200 on the specified Data Collection Form (Form SF-SAC).

Records shall be made available upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

Recipients that expend less than \$1,000,000 in federal awards during a fiscal year are exempt from the Single Audit Act audit requirements for that fiscal year. In this case, written notification, in the form of the "Certification of Audit Exemption" form, shall be provided to the Department by the Chief Financial Officer, or designee, that the recipient is exempt. This notice shall be provided to the Department no later than March 1 following the end of the fiscal year.

SECTION VI: AWARD PROCUREMENT AND COST PRINCIPLES

- 1.0 Procurement Procedures** - Recipients must have written procedures for procurement transactions. Procedures must conform to applicable Federal law and the standards in 2 C.F.R. §§ 200.318-326.

This condition applies to agreements that CJG considers to be a procurement "contract", and not a second-tier award.

The details of the advance approval requirement to use a noncompetitive approach in a procurement contract under this award are posed on the OJP website at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

Additional information on Federal purchasing guidelines can be found in the Guide to Procurements Under DOJ Grants and Cooperative agreements at <https://www.ojp.gov/doj-guide-to-procurement-procedures>.

- 2.0 Cost Analysis** - A cost analysis must be performed by the recipient if the cost or price is at or above the \$35,000 acquisition threshold and the contract was awarded non-competitively in accordance with Section 216.3475, Florida Statutes. The recipient must maintain records to support the cost analysis, which includes a detailed budget, documented review of individual cost elements for allowability, reasonableness, and necessity. See also: [Reference Guide for State Expenditures](#).
- 3.0 Allowable Costs** - Allowance for costs incurred under the award shall be determined according to the general principles and standards for selected cost items set forth in the DOJ Grants Financial Guide and 2 C.F.R. Part 200, Subpart E, "Cost Principles".
- 4.0 Unallowable Costs** - Payments made for costs determined to be unallowable by either the Federal awarding agency, or the Department, either as direct or indirect costs, must be refunded (including interest) to FDLE and the Federal Government in accordance with instructions that determined the costs are unallowable unless state or Federal statute or regulation directs otherwise. See also 2 C.F.R. §§ 200.300-309.
- 5.0 Unmanned Aircraft Systems (UAS)** - The recipient agrees that no funds under this award (including via subcontract or subaward, at any tier) may be used for unmanned aircraft systems (UAS), which includes unmanned aircraft vehicles (UAV), or for any accompanying accessories to support UAS.
- 6.0 Facial Recognition Technology (FRT)** - In accepting this award, the recipient agrees that grant funds cannot be used for Facial Recognition Technology (FRT) unless the recipient has policies and procedures in place to ensure that the FRT will be utilized in an appropriate and responsible manner that promotes public safety, and protects privacy, civil rights, and civil liberties and complies with all applicable provisions of the U.S. Constitution, including the Fourth Amendment's protection against unreasonable searches and seizures and the First Amendment's freedom of association and speech, as well as other laws and regulations. Recipients utilizing funds for FRT must make such policies and procedures available to DOJ upon request.
- 7.0 Body Armor** - Certification of body armor "mandatory wear" policies, and compliance with NIJ standards If recipient uses funds under this award to purchase body armor, the recipient must submit a signed certification that each law enforcement agency receiving body armor purchased with funds from this award has a written "mandatory wear" policy in effect. The recipient must keep signed certifications on file for any subrecipients planning to utilize funds from this award for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any funds from this award may be used by an agency for body armor. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty. **For PSN**, if recipient uses funds under this award to purchase body armor, the recipient is strongly encouraged to have a "mandatory wear" policy in effect. There are no requirements regarding the nature of the policy

other than it be a mandatory wear policy for all uniformed officers while on duty.

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards, and is listed on the NIJ Compliant Body Armor Model List. In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information and the NIJ Compliant Body Armor List may be found by following the links located on the NIJ Body Armor page: <https://nij.ojp.gov/topics/equipment-and-technology/body-armor>.

- 8.0 Indirect Cost Rate** - A recipient that is eligible to use the "de minimis" indirect cost rate described in 2 C.F.R. § 200.414(f), and elects to do so, must advise CJG in writing of both its eligibility and its election, and must comply with all associated requirements in the 2 C.F.R. § 200 and Appendix VII.
- 9.0 Sole Source** - If the project requires a non-competitive purchase from a sole source, the recipient must complete the Sole Source Justification for Services and Equipment Form and submit to CJG upon application for pre-approval. If the recipient is a state agency and the cost meets or exceeds \$250,000, the recipient must also receive approval from the Florida Department of Management Services (DMS) (See § 287.057(5), Fla. Stat.). Additional details on the sole source requirement can be found at 2 C.F.R. § 200 and the DOJ Grants Financial Guide.
- 10.0 Personnel Services** - Recipients may use award funds for eligible personnel services including salaries, wages, and fringe benefits, including overtime in accordance with the DOJ Grants Financial Guide Section 3.9 - Compensation for Personal Services, consistent with the principles set out in 2 C.F.R. § 200, Subpart E and those permitted in the federal program's authorizing legislation. Recipient employees should be compensated with overtime payments for work performed in excess of the established work week and in accordance with the recipient's written compensation and pay plan.

Documentation - Charges for salaries, wages, and fringe benefits must be supported by a system of internal controls providing reasonable assurance that charges are accurate, allowable, and properly allocated. Documentation supporting charges must be incorporated into the official records of the organization.

Charges made to the Personnel Budget Category must reasonably reflect the total time and activity for which the employee is compensated by the organization and cover both federally funded and all other activities. The records may include the use of subsidiary records as defined in the organization's written policies. Where award recipients work on multiple award programs or cost activities, documentation must support a reasonable allocation or distribution of costs among specific activities or cost objectives.

Federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. An award recipient may compensate an employee at a higher rate, provided the amount in excess of the compensation limitation is not paid with federal funds.

- 11.0 Contractual Services** - The recipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts as described in 2 C.F.R. § 200.318, General procurement.

Requirements for Contractors of Recipients - The recipient assures the compliance of all contractors with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended 34 U.S.C. § 10101 et seq.; the provisions of the current edition of the DOJ Grants Financial Guide (<https://www.ojp.gov/doj-financial-guide-2022>); and all other applicable federal and state laws, orders, circulars, or regulations. The recipient must pass-through all requirements and conditions applicable to the federal award to any subcontract. The term "contractor" is used rather than the term "vendor" and means an entity that receives a contract as defined in 2 C.F.R. § 200.22, the nature of the contractual relationship determines the type of agreement.

Approval of Consultant Contracts - Compensation for individual consultant services must be reasonable and consistent with that paid for similar services in the marketplace. The Federal awarding agency and pass-through entity must review and approve in writing all consultant contracts prior to employment of a consultant when the individual compensation rate exceeds \$650 (excluding travel and subsistence costs) per eight-hour day, or \$81.25 per hour. A detailed justification must be submitted to and approved by FDLE, who will coordinate written approval of the Federal awarding agency, prior to recipient obligation or expenditures of such funds. Approval shall be based upon the contract's compliance with requirements found in the Financial Guide Section 3.6 Consultant Rates and applicable state statutes. The Department's approval of the recipient agreement does not constitute approval of

individual consultant contracts or rates. If consultants are hired through a competitive bidding process (not sole source), the \$650 threshold does not apply.

- 12.0 FFATA Reporting Requirements** - Recipients that enter into awards of \$30,000 or more should review the Federal Funding Accountability and Transparency Act of 2006 (FFATA), website for additional reporting requirements at <https://ojp.gov/funding/Explore/FFATA.htm>.
- 13.0 Travel and Training** - The cost of all travel shall be reimbursed according to the recipient's written travel policy. If the recipient does not have a written travel policy, cost of all travel will be reimbursed according to State of Florida Travel Guidelines Section 112.061, Florida Statutes. Any foreign travel must obtain prior written approval from the Federal awarding agency and pass-through entity.
- 14.0 Expenses Related to Conferences, Meetings, Trainings, and Other Events** - Award funds requested for meetings, retreats, seminars, symposia, events, and group training activities and related expenses must receive written pre-approval from the Federal awarding agency and pass-through entity and comply with all provisions in 2 C.F.R. § 200.432 and DOJ Grants Financial Guide Section 3.10; Conference Approval, Planning, and Reporting. Award applications requesting approval for meeting, training, conference, or other event costs must include a completed Conference & Events Submission Form for approval prior to obligating award funds for these purposes.
- 15.0 Training and Training Materials** - Any training or training materials that has been developed or delivered with award funding under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at www.ojp.gov/funding/ojptrainingguidingprinciples.htm.
- 16.0 Publications, Media, Websites, and Patents Ownership of Data and Creative Material** - Ownership of material, discoveries, inventions, and results developed, produced, or discovered subordinate to this agreement is governed by the terms of the DOJ Grants Financial Guide and 2 C.F.R. 200.315.

Written, Visual, or Audio Publications - Publication costs for electronic and print media, including distribution, promotion, and general handling are allowable. If these costs are not identifiable with a particular direct cost objective, it should be allocated as indirect costs. Publication includes writing, editing, and preparing the illustrated material (including videos and electronic mediums).

Recipients must request pre-approval in writing for page charges for professional journal publications. All publication materials must comply with provisions in 2 C.F.R. § 200.461 and DOJ Grants Financial Guide, Section 3.9; Allowable Costs – Publication.

Recipients must submit for review and approval one (1) copy of any written materials to be published, including web-based materials and website content, to be paid under this award at least thirty (30) days prior to the targeted dissemination date.

Any written, visual, or audio publications funded in whole or in part under this award, with the exception of press releases, must contain the following statements identifying the federal award:

"This project was supported by [Federal Award Number] awarded by the [Bureau of Justice Assistance/Bureau of Justice Statistics]. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

Websites - Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

"This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

Patents - Recipients are subject to applicable regulations governing patents and inventions, including government wide regulations issued by the Department of Commerce (37 C.F.R. § 401 and 2 C.F.R. § 200.315(c)).

Recipients must promptly and fully report to FDLE and the Federal awarding agency if any program produces patentable items, patent rights, processes, or inventions, in the course of work sponsored under this award.

17.0 For NCHIP & NICS: Purchase of Automated Fingerprint Identification System (AFIS) - AFIS equipment purchased under this award must conform to the American National Standards Institute (ANSI) Standard, "Data Format for the Interchange of Fingerprint, Facial & Other Biometric Information" (ANSI/NIST-ITL 1-2007 PART 1) and any other applicable standards set forth by the Federal Bureau of Investigation (FBI).

18.0 Information Technology Projects

Criminal Intelligence Systems - The recipient agrees that any information technology system funded or supported by the Office of Justice Programs funds will comply with 28 C.F.R. § 23, Criminal Intelligence Systems Operating Policies, if the Office of Justice Programs determines this regulation to be applicable. Should the Office of Justice Programs determine 28 C.F.R. § 23 to be applicable, the Office of Justice Programs may, at its discretion, perform audits of the system, as per 28 C.F.R. § 23.20(g). Should any violation of 28 C.F.R. § 23 occur, the recipient may be fined as per 34 U.S.C. § 10231. The recipient may not satisfy such a fine with federal funds.

The recipient understands and agrees that no awarded funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. In doing so the recipient agrees that these restrictions will not limit the use of awarded funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

State IT Point of Contact - The recipient must ensure that the State IT Point of Contact receives written notification regarding any information technology project funded by this award during the obligation and expenditures period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these award funds. In addition, the recipient must maintain an administrative file documenting the meeting of this requirement. For a list of State IT Points of Contact, go to <https://it.ojp.gov/technology-contacts>.

The State IT Point of Contact will ensure the recipient's project follows a statewide comprehensive strategy for information sharing systems that improve the functioning of the criminal justice system, with an emphasis on integration of all criminal justice components, law enforcement, courts, prosecution, corrections, and probation and parole.

Interstate Connectivity - To avoid duplicating existing networks or IT systems in any initiatives funded by the Bureau of Justice Assistance for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the recipient can demonstrate to the satisfaction of the Bureau of Justice Assistance that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

19.0 Interoperable Communications Guidance - Recipients using funds to support emergency communications activities must comply with the current SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order. SAFECOM guidance can be found at https://www.cisa.gov/sites/default/files/2023-04/fy23_safecom_guidance.pdf.

Recipients interested in developing a public safety broadband network in the 700 MHz band in their jurisdictions must adhere to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band. The recipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC). If any future regulatory requirement (from the FCC or other governmental entity) results in a material technical or financial change in the project, the recipient should submit associated documentation, and other material, as applicable, for review by the SWIC to ensure coordination. Recipients must provide a listing of all communications equipment purchased with award funding (plus the quantity purchased of each item) to FDLE once items are procured during any periodic programmatic progress reports.

20.0 Global Standards Package - In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the recipient to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular award. Recipient shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at <https://it.ojp.gov/gsp>. Recipient shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

21.0 Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment - In accordance with the requirements as set out in 2 C.F.R. § 200.216, recipients are prohibited from obligating or expending award funds to:

- 1) Procure or obtain;
- 2) Extend or renew a contract to procure or obtain;
- 3) Enter into a contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, produced by Huawei Technologies Company or ZTE Corporation (or a subsidiary or affiliate of such entities).

22.0 Unreasonable Restrictions on Competition - This condition applies with respect to any procurement of property or services funded (in whole or in part) by this award, by the recipient (or subrecipient at any tier), and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

- 1) Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 and 200.319(a) – Recipient (or subrecipient at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.
- 2) Monitoring of compliance with the requirements of this condition will be conducted by FDLE.
- 3) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), award recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
- 4) Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

23.0 Non-Disclosure Agreements - No recipient or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

24.0 Whistleblower Protections - An employee of a recipient (at any tier) must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in paragraph (a)(2) of 41 U.S.C. 4712 information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

The recipient and subrecipient must inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712.

25.0 Confidential Funds and Confidential Funds Certificate - A signed certification that the Project Director or Implementing Agency Chief Official has read, understands, and agrees to abide by all conditions for confidential funds outlined in Section 3.12 of the [DOJ Grants Financial Guide](#) is required for all projects that involve confidential funds. The signed certification must be submitted at the time of award application. Confidential Funds certifications must be signed by the recipient Chief Official or an individual with formal, written signature authority for the Chief Official.

Prior to the reimbursement of expenditures for confidential funds, the recipient must compile and maintain a CI Funds Tracking Sheet to record all disbursements under the award. The completed form must be submitted with the payment request for CJG review.

- 26.0 For JAG: Task Force Training Requirement** - The recipient agrees that within 120 days of award, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. The training can be accessed <https://www.centf.org/CTFLI/>.

All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability.

When FDLE awards funds to support a task force, the recipient must compile and maintain a task force personnel roster along with course completion certificates.

- 27.0 For NCHIP & NARIP: Protective Order Systems** - Any system developed with funds awarded under this cooperative agreement will be designed to permit interface with the National Protective Order file maintained by the FBI.

SECTION VII: ADDITIONAL REQUIREMENTS

- 1.0 Environmental Protection Agency's (EPA) list of Violating Facilities** - The recipient assures that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Program Purpose are not listed on the EPA's list of Violating Facilities and that it will notify the Department of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

- 2.0 National Environmental Policy Act (NEPA)** - The recipient agrees to assist FDLE in complying with the NEPA, the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of award funds by the recipient. This applies to the following new activities whether or not they are being specifically funded with these award funds. That is, it applies as long as the activity is being conducted by the recipient or any third party and the activity needs to be undertaken in order to use these award funds. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the award, prior to obligating funds for any of these purposes.

If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact FDLE CJG.

- 1) New construction;
- 2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain; a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- 3) A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- 4) Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments; and
- 5) Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by the Bureau of Justice Assistance. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed by the Department of Justice at <https://www.bja.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations.

- 3.0 National Historic Preservation Act** - The recipient will assist the Department (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 300.101 et seq.), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. 312501-312508) and the National Environmental Policy Act of 1969 (43 C.F.R. 46).

- 4.0 Human Research Subjects** - The recipient agrees to comply with the requirements of 28 C.F.R. § 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
- 5.0 Disclosures**
- Conflict of Interest** – Recipients (at any tier) must establish safeguards to prohibit employees, officers, agents, and board members from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. Recipients must disclose in writing any potential conflict of interest to FDLE (the non-federal pass-through entity).
- No employee, officer, agency, or board member may solicit nor accept gratuities, favors, or anything of monetary value from providers/contractors.
- Violations of Criminal Law** - The recipient must disclose all violations of state or federal criminal law involving fraud, bribery or gratuity violations potentially affecting the award.
- 6.0 Uniform Relocation Assistance and Real Property Acquisitions Act** - The recipient will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs.
- 7.0 Limitations on Government Employees Financed by Federal Assistance** - The recipient will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7321-26, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
- 8.0 Funds to Association of Community Organizations for Reform Now (ACORN) Unallowable** - Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
- 9.0 Text Messaging While Driving** - Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), and Section 316.305, Florida Statutes., the recipient is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
- 10.0 DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database** - If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), by a government DNA lab with access to CODIS. With the exception of Forensic Genetic Genealogy, no profiles generated with award funding may be entered into any other non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS. Booking agencies should work with their state CODIS agency to ensure all requirements are met for participation in Rapid DNA (see National Rapid DNA Booking Operational Procedures Manual).
- 11.0 Forensic Genealogy Testing** - Recipients utilizing award funds for forensic genealogy testing must adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching and must collect and report the metrics identified in Section IX of the document to the Bureau of Justice Assistance. For more information, visit <https://www.justice.gov/olp/page/file/1204386/download>.
- 12.0 Environmental Requirements and Energy** - For awards in excess of \$100,000, the recipient must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C § 85), section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 C.F.R. § 1 seq.). The recipient must comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), if any.
- 13.0 Other Federal Funds** - The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this award, and those awards have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this award, the recipient will promptly notify, in writing the grant manager for this award, and, if so requested by CJG seek a budget modification or change of project scope amendment to eliminate any inappropriate duplication of funding.

14.0 Trafficking in Persons - The recipient must comply with applicable requirements pertaining to prohibited conduct relating to the trafficking of persons, whether on the part of recipients, recipients or individuals defined as "employees" of the recipient. The details of the recipient and recipient obligations related to prohibited conduct related to trafficking in persons are incorporated by reference and posted at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

15.0 Requirement of the Award; Remedies for Non-Compliance or for Materially False Statements - Any materially false, fictitious, or fraudulent statement to the Department related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001, 1621, and/or 34 U.S.C. § 10272), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable; such provision shall be deemed severable from this award.

16.0 Employment Eligibility Verification for Hiring Under This Award - The recipient must ensure that as part of the hiring process for any position that is or will be funded (in whole or in part) with award funds, the employment eligibility of the individual being hired is properly verified in accordance with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

- 1) All persons who are or will be involved in activities under this award must be made aware of the requirement for verification of employment eligibility, and associated provisions of 8 U.S.C. 1324a(a)(1) and (2) that make it unlawful in the United States to hire (or recruit for employment) certain aliens.
- 2) The recipient must provide training (to the extent necessary) to those persons required by this condition to be notified of the requirement for employment eligibility verification and the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).
- 3) As part of the recordkeeping requirements of this award, the recipient must maintain records of all employment eligibility verifications pertinent to compliance with this condition and in accordance with I-9 record retention requirements, as well as pertinent records of notifications and trainings.
- 4) Monitoring of compliance with the requirements of this condition will be conducted by FDLE.
- 5) Persons who are or will be involved in activities under this award includes any and all recipient officials or other staff who are or will be involved in the hiring process with respect to an award funded position under this award.
- 6) For the purposes of satisfying this condition, the recipient may choose to participate in, and use E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient entity uses E-Verify to confirm employment eligibility for each position funded through this award.
- 7) Nothing in this condition shall be understood to authorize or require any recipient, or any person or other entity, to violate federal law, including any applicable civil rights or nondiscrimination law.
- 8) Nothing in this condition, including paragraph vi., shall be understood to relieve any recipient, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

17.0 Determination of Suitability to Interact with Minors - This condition applies if it is indicated in the application for award (at any tier) that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The recipient (or subrecipient at any tier), must make determinations of suitability before certain individuals may interact with participating minors. The requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP website at <https://ojp.gov/funding/Explore/Interact-Minors.htm>.

18.0 Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters - No recipient under this award, or entity that receives a procurement contract with funds under this award, may require an employee to sign an internal confidentiality agreement that prohibits the reporting of waste, fraud, or abuse to an investigative or law enforcement representative authorized to receive such information.

The foregoing is not intended, to contravene requirements applicable to classified information. In accepting this award, the recipient:

- 1) Has not required internal confidentiality agreements or statements from employees or contractors that currently prohibit reporting waste, fraud, or abuse;
- 2) Certifies that, if it learns that it is or has been requiring its employees or contractors to execute agreements that prohibit reporting of waste, fraud, or abuse, it will immediately stop any further obligations of award funds, will provide prompt written notification to CJG, and will resume such obligations only if expressly authorized to do so by CJG.

- 3) Will comply with requirements of 5 U.S.C. §§ 1501-08 and 7321-26, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

- 19.0 Safe Policing and Law Enforcement** - Recipients that are state, local, college or university law enforcement agencies must be in compliance with the safe policing certification requirement outlined in [Executive Order 13929](#). For detailed information on this certification requirement, see <https://cops.usdoj.gov/SafePolicingEO>.
- 20.0 For JAG: Extreme Risk Protection Programs** - Recipients using funds for Extreme Risk Protection programs must include, at a minimum: pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive or procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). Such programs must include, at the appropriate phase to prevent any violation of constitutional rights, at minimum, notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses; the right to be represented by counsel at no expense to the government; pre-deprivation and post-deprivation heightened evidentiary standards and proof which mean not less than the protections afforded to a similarly situated litigant in Federal court or promulgated by the State's evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive and procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). The heightened evidentiary standards and proof under such programs must, at all appropriate phases to prevent any violation of any constitutional right, at minimum, prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation; and penalties for abuse of the program.
- 21.0 For RSAT: State Alcohol and Drug Abuse Agency** - The recipient will coordinate the design and implementation of treatment programs with the State alcohol and drug abuse agency or any appropriate local alcohol and drug abuse agency, especially when there is an opportunity to coordinate with initiatives funded through the Justice Assistance Grant (JAG) program.
- 22.0 For RSAT: Drug Testing** - The recipient will implement or continue to require urinalysis or other proven reliable forms of testing of individuals in correctional residential substance abuse treatment programs. Such testing shall include individuals released from residential substance abuse treatment programs who remain in the custody of the State.
- 23.0 For RSAT: Opioid Abuse and Reduction** - The recipient understands and agrees that, to the extent that substance abuse treatment and related services are funded by this award, they will include needed treatment and services to address opioid abuse and reduction.
- 24.0 For RSAT: Data Collection** - The recipient agrees that award funds may be used to pay for data collection, analysis, and report preparation only if that activity is associated with federal reporting requirements. Other data collection, analysis, and evaluation activities are not allowable uses of award funds.
- 25.0 For RSAT:** Recipient understands and agrees that strategic planning activities funded by this award must include planning on how to address individuals with co-occurring mental health and opioid use disorders.
- 26.0 For PSN: Coordination with U.S. Attorney and PSN Task Forces** - The recipient agrees to coordinate the project with the U.S. Attorney and Project Safe Neighborhoods Task Force(s) for the respective U.S. Attorney Districts covered by the award. The recipient also is encouraged to coordinate with other community justice initiatives and other ongoing, local gun prosecution and law enforcement strategies.
- 27.0 For PSN: Media-related Outreach** - The recipient agrees to submit to CJG for review and approval by DOJ, any proposal or plan for PSN media-related outreach projects.
- 28.0 For NCHIP & NARIP: Comprehensive Evaluation** - In order to ensure that the National Criminal History Improvement Program (NCHIP) and the NICS Act Record Improvement Program (NARIP) are realizing the objectives in the most productive manner, the recipient agrees to participate in a comprehensive evaluation effort. It is anticipated that the evaluation will take place during the course of the program and will likely involve each participating agency. It is expected that the evaluation will have a minimal impact on an agency's program personnel and resources.
- 29.0 For NCHIP & NARIP: Coordination and Compatibility with Systems** - In accordance with federal award conditions, recipient agrees all activities supported under this award must:

- 1) Be coordinated with Federal, State, and local activities relating to homeland security and presale firearm checks.
- 2) Ensure criminal justice information systems designed, implemented, or upgraded with NCHIP or NARIP funds are compatible, where applicable, with the National Incident-Based Reporting System (NIBRS), the National Crime Information Center system (NCIC 2000), the National Criminal Instant Background Check System (NICS), the Integrated Automated Fingerprint Identification System (IAFIS), and applicable national, statewide or regional criminal justice information sharing standards and plans.
- 3) Intend to establish or continue a program that enters into the National Crime Information Center (NCIC) records of: (a) Protection orders for the protection of persons from stalking or domestic violence; (b) Warrants for the arrest of persons violating protection orders intended to protect victims from stalking or domestic violence; and (c) Arrests or convictions of persons violating protection orders intended to protect victims from stalking or domestic violence.

30.0 For NCHIP & NARIP: Firearm and Background Checks - Consonant with federal statutes that pertain to firearms and background checks -- including 18 U.S.C. § 922 and 34 U.S.C. Ch. 409 -- in connection with any use, by the recipient (or any subrecipient at any tier), of this award to fund (in whole or in part) a specific project or program (such as a law enforcement, prosecution, or court program) that results in any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and -- when appropriate -- promptly must update, correct, modify, or remove such NICS-relevant "eligible records".

In the event of minor and transitory non-compliance, the recipient may submit evidence to demonstrate diligent monitoring of compliance with this condition (including subrecipient compliance). DOJ will give great weight to any such evidence in any express written determination regarding this condition.

Board of County Commissioners

Agenda Request

Date of Meeting: March 19th, 2026

Date Submitted: March 11th, 2026

To: Honorable Chairman and Members of the Board

From: County Manager Shannon Metty

Subject: FDLE Grant Award Agreement for the purchase of a new patrol vehicle

Statement of Issue:

This agenda item requests Board approval of the Federal Award Agreement (Award No. 6N272) between the Florida Department of Law Enforcement (FDLE) and Jefferson County for the purchase of one fully equipped patrol vehicle and one in-car emergency radio system.

Background:

Jefferson County has received a federal award under the Edward Byrne Memorial Justice Assistance Grant (JAG) program in the amount of \$65,446.20, with no matching funds required.

The award period runs from October 1, 2025 through June 30, 2026, during which all costs must be incurred and reported. The Scope of Work authorizes use of funds for procuring a patrol vehicle and radio system to support law enforcement emergency and non-emergency operations.

FDLE requires that the County execute the award agreement before reimbursement requests may be submitted. Several special conditions must be met prior to drawing funds, including submission of the Subrecipient Management Questionnaire (SMQ), EEO certification, Single Audit documentation, and verification of vendor eligibility for the radio system.

Analysis:

The project is designated high-risk, requiring enhanced documentation for all expenditures, including procurement records, invoices, payment proofs, delivery records, and audit compliance.

Financial and performance reporting will occur quarterly, with performance reports due within 15 days after each quarter and reimbursement (“Payment Request”) submissions due within 30 days

after each period. Funds will be reimbursed only for items purchased and received, consistent with the cost-reimbursement structure of the agreement.

The agreement requires verification that telecommunications equipment providers are not on the federal Excluded Parties List (SAM.gov), and withholding will apply until all required documents and reports have been submitted.

Approval of the agreement allows Jefferson County to proceed with procurement of the planned equipment, improving law enforcement operational readiness while ensuring compliance with federal and state grant management requirements.

Options:

1. Approve the Federal Award Agreement No. 6N272 and authorize the Chairman to execute the agreement and all related documents.
2. Do not approve the agreement.
3. Board direction.

Board of County Commissioners

Agenda Request

Date of Meeting: March 19, 2026

Date Submitted: March 6, 2026

To: Honorable Chairman and Members of the Board

From: County Manager, Shannon Metty
SHIP Program Staff, Accenture

Subject: Approval of State Housing Initiatives Partnership (SHIP) Program
FY 2023-2024 Funding Award for Applicants and Contractors

Statement of Issue: This agenda item requests Board approval to accept and award State Housing Initiatives Partnership (SHIP) Program funding for applications for the Fiscal Year (FY) 2023-2024 and the low bidder selected to perform the rehabilitation or demolition/reconstruction and authorize execution of the SHIP Program contract.

Background: The State Housing Initiatives Partnership program (SHIP) provides funds to local governments as an incentive to create partnerships that produce and preserve affordable homeownership and multifamily housing. The program was designed to serve very low, low and moderate income families.

SHIP funds are distributed on an entitlement basis to all 67 counties and 53 Community Development Block Grant entitlement cities in Florida. The minimum allocation is \$350,000 and the maximum allocation is over \$8.8 million. In order to participate, local governments must establish a local housing assistance program by ordinance; develop a local housing assistance plan and housing incentive strategy; amend land development regulations or establish local policies to implement the incentive strategies; form partnerships and combine resources in order to reduce housing costs; and ensure that rent or mortgage payments within the targeted areas do not exceed 30 percent of the area median income limits, unless authorized by the mortgage lender.

SHIP dollars may be used to fund emergency repairs, new construction, rehabilitation, down payment and closing cost assistance, impact fees, construction and gap financing, mortgage buy-downs, acquisition of property for affordable housing, matching dollars for federal housing grants and programs, and homeownership counseling. A minimum of 65 percent of the funds must be spent on eligible homeownership activities; a minimum of 75 percent of funds must be spent on eligible construction activities; at least 30 percent of the funds must be reserved for very low income households (up to 50 percent of the area median income or AMI); an additional 30 percent may be reserved for low income households (up to 80 percent of AMI); and the remaining funds may be reserved for moderate income households (up to 120 percent of AMI). Funding for this program was

established by the passage of the 1992 William E. Sadowski Affordable Housing Act. Funds are allocated to local governments each month on a population-based formula. These funds are derived from the collection of documentary stamp tax revenues, which are deposited into the Local Government Housing Trust Fund. Total actual disbursements are dependent upon these documentary stamp collections.

Analysis: On November 26, 2025, staff released SHIP Notice to Bidders soliciting bids from qualified businesses registered to do business in the State of Florida to provide the construction and/or rehabilitation services under the SHIP program for six (4) residential homes located at:

- 7862 N Jefferson Highway, Monticello, Florida 32344
- 25 Pine Cone Drive, Monticello, Florida 32344
- 224 Pine Needle Trace, Monticello, Florida 32344
- 545 Ebenezer Road, Lamont, Florida 32336

Advertisements were placed in The Monticello News on November 26, 2025, along with posting on the Jefferson County Website.

Bids were received until 10:30 AM on January 6, 2026. Three (3) bids were received. The three responsive bids with their base bids are awarded as follows (Attachment #1):

- **Fla Homes, Inc**
 - \$53,000.00 - 7862 N Jefferson Highway, Monticello, Florida 32344
 - \$49,825.00 - 224 Pine Needle Trace, Monticello, Florida 32344
- **K2K Construction and Development**
 - \$21,096.00 - 25 Pine Cone Drive, Monticello, Florida 32344
- **Certified Roofing and Construction**
 - \$172,500.00 - 545 Ebenezer Road, Lamont, Florida 32336

Upon approval, the Contracts will be executed between the Contractor and the homeowner.

Budgetary Impact: Funds for the awarded projects will be funded from the County's Local Housing Trust Fund which is designated for receipt of SHIP funding. The County has received \$350,000 in Fiscal Year 2023-2024 and \$350,000 in Fiscal Year 2024-2025. For Fiscal Year 2023-2024 allocation, \$315,000.00 is used for rehabilitation, construction, or purchase assistance, with \$35,000 set aside for administration. For Fiscal Year 2024-2025 allocation, \$315,000.00 is used for rehabilitation, construction, or purchase assistance, with \$35,000.00 set aside for administration (Attachment #2).

Options:

1. Approve to Accept and Award State Housing Initiatives Partnership (SHIP) Program Funding for Applications for the Fiscal Year (FY) 2023-2024 and the Low Bidder Selected to Perform the Rehabilitation or Demolition/Reconstruction and Authorize Execution of the SHIP Program Contract.
2. Do Not Approve to Accept and Award State Housing Initiatives Partnership (SHIP) Program Funding for Applications for the Fiscal Year (FY) 2023-2024 and the Low Bidder Selected to Perform the Rehabilitation or Demolition/Reconstruction and Authorize Execution of the SHIP Program Contract.
3. Board Direction.

Recommendation:

Option # 1

Attachments:

1. Bid Tabulation
2. SHIP Budget for FY 2023-2024 and FY 2024-2025 Allocations
3. Accenture Memorandum

MEMORANDUM

TO: Jefferson County Board of County Commissioners

FROM: Tara Reynolds, Grant Manager, Accenture (SHIP Administrator)

SUBJECT: Approval of SHIP Award

DATE: March 6, 2026

BACKGROUND

Accenture Infrastructure and Capital Projects LLC (Accenture) is the consulting firm hired to administer SHIP funds. Accenture received FY 2023-2024 applications for Sophia Olivo, Kista Hill, Eric Mueller, and Gail Parramore and have verified their income qualification for SHIP funding for owner occupied rehabilitation and demolition/reconstruction on their homes.

A notice to bidders was published for these two projects on November 26, 2025. Three firms responded, and submitted bids on January 6, 2026: Fla Homes, Inc., K2K Construction and Development, LLC. (K2K), and Certified Roofing and Construction. The lowest bidder for each project and bid prices are listed below:

Applicant	Contractor	Amount
Sophia Olivo	Fla Homes, Inc	\$219,524
Kista Hill	K2K Construction & Development	\$21,096
Eric Mueller	Fla Homes, Inc	\$49,825
Gail Parramore	Certified Roofing and Construction	\$172,500

Accenture recommends that the BOCC award SHIP funding to Sophia Olivo, Kista Hill, Eric Mueller, and Gail Parramore, with the applicants entering into an agreement with the County in the form of a second mortgage for the amounts listed above.



JEFFERSON COUNTY
STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
BID TABULATION
TUESDAY, JANUARY 6, 2026 @ 10:30 AM

CONTRACTOR	APPLICANT			
	Sophia Olivo 7862 N Jefferson Hwy	Kista Hill 25 Pine Cone Drive	Eric Mueller 224 Pine Needle Trace	Gail Parramore 545 Ebenezer Road
Certified Roofing and Construction	\$240,000.00	\$56,250.00	\$63,100.00	\$172,500.00
K2K Construction & Development	\$283,957.00	\$21,096.00	-	\$193,659.00
Fla Homes, Inc	\$219,524.00	\$45,578.00	\$49,825.00	\$184,206.00
RECOMMENDED CONTRACTOR	Fla Homes, Inc	K2K Construction & Development	Fla Homes, Inc	Certified Roofing and Construction

Consultant Cost Estimate:	\$235,000	\$40,000	\$75,000	\$180,000
15% Above Estimate:	\$270,250	\$46,000	\$86,250	\$215,000
15% Below Estimate:	\$199,750	\$34,000	\$63,750	\$161,000

Opened By: Diana Bullock, Grant Coordinator | Jefferson County

Recommended By: Tara Reynolds, Consultant | Accenture

Signature:

Signature:

The County's consultant, Accenture, has reviewed all submitted bids contractor documentation and recommends award go to the lowest, responsive bidder for each property.



JEFFERSON COUNTY
STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
HOUSING REHABILITATION PROGRAM BUDGET
FY 2023-2024 AND FY 2024-2025

Rank Number	Applicant Address	Funding Type	Income Status	SHIP Award	O & E Report	Recording Fees	Change Orders	Contractor	% Complete	Total SHIP
1	7862 N Jefferson Highway Monticello, FL 32344	Demolition/Reconstruction	<80%	\$ 219,542.00	\$ 110.00	\$ -	\$ -	Fla Homes, Inc	0%	\$ 219,652.00
2	25 Pine Cone Drive Monticello, FL 32344	Rehabilitation	<80%	\$ 21,096.00	\$ 110.00	\$ -	\$ -	K2K Construction	0%	\$ 21,206.00
3	224 Pine Needle Trace Monticello, FL 32344	Rehabilitation	<80%	\$ 49,825.00	\$ 110.00	\$ -	\$ -	Fla Homes, Inc	0%	\$ 49,935.00
4	545 Ebenezer Road Lamont, FL 32336	Demolition/Reconstruction	<80%	\$ 172,500.00	\$ 110.00	\$ -	\$ -	Certified Roofing	0%	\$ 172,610.00
										\$ 463,403.00

Budget	\$ 630,000.00
Remaining	\$ 166,597.00