

Read the full agenda



Jefferson County Board of County Commissioners

Thursday, May 21, 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. Suwannee River Water Management District Presentation

b. Department of Environmental Protection

4. CITIZENS REQUEST & INPUT ON NON-AGENDA ITEMS

(3 Minute Limit Please)

5. CONSENT AGENDA

a. Vouchers

Attachments:

- [Debt Services Dist. by Vendor 05.21.26](#)
- [GF DIST. BY VENDOR 05.15.26](#)
- [GF DIST. BY VENDOR 05.21.26](#)
- [List of Accounts](#)
- [SHIP DIST. BY VENDOR 05.21.26](#)
- [Statement of Activity April 2026 \(2\)](#)
- [TF DIST. BY VENDOR 05.21.26](#)
- [TF DIST. BY VENDOR PAV 05.15.26](#)

b. Meeting Minutes

Attachments:

- [BOCC Minutes 05-07-26](#)
- [BOCC Minutes 05-07-26 Budget Workshop](#)

c. NWF Health/Sheriff's Office Agreement

Attachments:

- [BA_Jefferson BOCC_V0240_NQ_2025](#)

d. 911 Annual Maintenance Grant Agreement

Attachments:

- [JeffersonCounty_26-04-20_Agreement_CLEAN](#)

e. Makacloud - grant agreement

Attachments:

- [Makacloud -grant agreement](#)

f. Humane Society - grant agreement

Attachments:

- [Humane Society - grant agreement](#)

g. Opera House -grant agreement

Attachments:

- [Opera House- Grant agreement](#)

6. GENERAL BUSINESS

a. EOC Budget Amendment

Attachments:

- [Budget Amendment EOC](#)
- [Budget Amendment Resolution](#)
- [Budget amendment EOC FY25-26 inc EMPG 10-22-25](#)

b. Approval of Award - Surplus Property

Attachments:

- [Agenda Item - Surplus Property](#)
- [Bid proposal](#)
- [Purchase agreement](#)
- [18-33-TD Corrective Deed](#)

c. Continuing Attorney - Consideration of Intended Award

Attachments:

- [Agenda Item - Continuing Attorney](#)

d. Continuing Engineering - Consideration of Intended Award

Attachments:

- [Agenda Item - Continuing Eng](#)
- [Scoring Sheets - Eng](#)

e. Small Non-Profit Grants

Attachments:

- [Agenda Item - Small Non-Profit Grants](#)

f. Animal Ordinance

Attachments:

- [Agenda Item - Animal Control Ord \(Board Direction\)](#)
- [2026 Animal Control Ord v.2](#)

g. County Manager recruitment update

Attachments:

- [Agenda Item - County Manager Recruitment 5.15.26 v.2](#)
- [Final Report.Jefferson County.2026](#)
- [Cover Letters & Resumes](#)

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: Ron Russo, Interim County Manager (rrusso@jeffersoncountyfl.gov 850-342-0287) | Agenda published on 05/15/2026 at 12:10 PM

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>
[11665] REGIONS BANK CORPORATE TRUST								
4/16/2026	5/21/2026	FGTRB2002-062026PMT	5/21/2026	ACCT# 1001027826 BI# 13159 - JEFFERSON COUNTY FLORIDA GAS TAX REVENUE BONDS, SERIES 2022 BI13159	211,525.00	211,525.00	24-4104-582.750 24-4104-582.760	140,000.00 71,525.00
4/16/2026	5/21/2026	FGTRB2012-062026INT	5/21/2026	ACCT# 3241000454 BI# 5123 - JEFFERSON COUNTY FLORIDA GAS TAX REVENUE BONDS	25,886.25	25,886.25	24-4104-582.740	25,886.25
Total for[11665] REGIONS BANK CORPORATE TRUST					237,411.25	237,411.25		237,411.25
Report Total					237,411.25	237,411.25		237,411.25

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[10480] Advanced Business Systems								
4/16/2026	4/16/2026	475996	5/15/2026	ACCT. # CO27-001 CT #3665-01 Dec 2025/Jan 2026	118.35	118.35	01-2780-515.441	118.35
5/07/2026	5/07/2026	482183	5/15/2026	ACCT# CO27 CT3625-01 Printer	171.71	171.71	01-6213-571.441	171.71
5/21/2026	5/21/2026	482876	5/15/2026	ACCT. #CO27-001 CT3665-01 April 2026	57.01	57.01	01-2780-515.441	57.01
5/21/2026	5/21/2026	482877	5/15/2026	ACCT. CO27-015 CT366-01	21.12	21.12	01-2780-515.441	21.12
5/21/2026	5/21/2026	482977	5/15/2026	CO27-001 CT2548-01 equipment April 2026	28.25	28.25	01-2780-515.441	28.25
5/15/2026	5/15/2026	483387	5/15/2026	ACCT. CO27-001 CT3665-01 Planning Dept Copier May 2026	15.75	15.75	01-2780-515.441	15.75
5/25/2026	5/25/2026	483389	5/15/2026	acct# CO27-015 CT3336-01 monthly copier maintenance Annex Toshiba 72266	21.12	21.12	01-2104-513.441	21.12
5/15/2026	5/15/2026	483616	5/15/2026	ACCT# C027 - CONTRACT# CT3881-01	27.80	27.80	19-3211-522.441	13.90
							28-3211-526.441	13.90
5/15/2026	5/15/2026	484055	5/15/2026	ACCT# C027 - CONTRACT# CT3625-01 LIBRARY	144.76	144.76	01-6213-571.441	144.76
Total for[10480] Advanced Business Systems					605.87	605.87		605.87
[10920] Animal Medical Clinic								
5/07/2026	5/07/2026	399693	5/15/2026	Acct #4512 bandage/splint/dressing - Goose (dog hit)	60.00	60.00	01-4212-562.310	60.00
5/07/2026	5/07/2026	399783	5/15/2026	Goose - bandage/splint/dressing, meds	85.30	85.30	01-4212-562.310	85.30
5/21/2026	5/21/2026	400112	5/15/2026	Acct #4512 simparica meds	67.39	67.39	01-4212-562.520	67.39
Total for[10920] Animal Medical Clinic					212.69	212.69		212.69
[10065] Aucilla Area Solid Waste								
5/21/2026	5/21/2026	430206	5/15/2026	april landfill tipping fees	35,662.89	35,662.89	22-4212-534.340	35,662.89
Total for[10065] Aucilla Area Solid Waste					35,662.89	35,662.89		35,662.89
[11425] B&B Porta-Toilets, Inc								
5/15/2026	5/15/2026	299331	5/15/2026	monthly rental & service - Hall park	195.00	195.00	01-6101-572.411	195.00
Total for[11425] B&B Porta-Toilets, Inc					195.00	195.00		195.00
[10630] Beall Tire Company								
5/21/2026	5/21/2026	1-197203	5/15/2026	CUST. 12091 2 x 11r22.5	330.00	330.00	22-4212-534.520	330.00
5/21/2026	5/21/2026	1-197511	5/15/2026	Cust #12091 1 x 11r22.5	185.00	185.00	22-4212-534.520	185.00
Total for[10630] Beall Tire Company					515.00	515.00		515.00
[10250] Big Bend Tire								
5/21/2026	5/21/2026	1607204298	5/15/2026	tire replace G-2	250.00	250.00	22-4212-534.462	250.00
5/21/2026	5/21/2026	1607204329	5/15/2026	tire replace R-15	143.00	143.00	22-4212-534.462	143.00
5/21/2026	5/21/2026	1607204334	5/15/2026	air pressure for tire replace/stem replace R15	62.50	62.50	22-4212-534.462	62.50
5/21/2026	5/21/2026	1607204461	5/15/2026	Oil change and fuel filter 3-4	345.53	345.53	28-3211-526.463	345.53
5/21/2026	5/21/2026	1607204488	5/15/2026	tire replace G-2	125.00	125.00	22-4212-534.462	125.00
5/21/2026	5/21/2026	1607204574	5/15/2026	tire repair R-15	285.08	285.08	22-4212-534.462	285.08
Total for[10250] Big Bend Tire					1,211.11	1,211.11		1,211.11
[10610] Big Bend-Eubanks Termite & Pest Control Inc								
5/15/2026	5/15/2026	274606	5/15/2026	ACCT# 8522 - PEST CONTROL WORK MONTHLY	530.00	530.00	01-2671-519.460	530.00
Total for[10610] Big Bend-Eubanks Termite & Pest Control					530.00	530.00		530.00

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[11825] CenturyLink Communications, LLC								
5/15/2026	5/15/2026	0426-0982	5/15/2026	ACCT# 311120982 - SUPREMEM CT OF FL	60.00	60.00	01-2322-516.410	60.00
5/15/2026	5/15/2026	0426-1743	5/15/2026	ACCT# 463021743 RECREATION PARK	216.29	216.29	01-6101-572.410	216.29
5/15/2026	5/15/2026	0426-2207	5/15/2026	ACCT# 312042207 JEFFERSON COUNTY CLERK MULTIPLE DEPARTMENTS	1,664.02	1,664.02	01-2670-519.410	243.44
							01-2671-519.410	817.20
							01-2780-515.410	87.98
							01-3440-524.410	87.98
							01-6212-571.410	343.45
							22-4212-534.410	83.97
5/15/2026	5/15/2026	0426-8787	5/15/2026	ACCT# 312248787 - JEFFERSON COUNTY	136.50	136.50	01-2332-516.410	136.50
5/15/2026	5/15/2026	0526-6495	5/15/2026	ACCT# 461036495 B.O.C.C	242.98	242.98	01-2671-519.410	128.78
							22-4212-534.410	114.20
Total for[11825] CenturyLink Communications, LLC					2,319.79	2,319.79		2,319.79
[10770] Cintas								
5/07/2026	5/07/2026	4266599655	5/15/2026	Cust #20833644 employee uniforms	91.75	91.75	22-4212-534.341	91.75
5/21/2026	5/21/2026	4267346887	5/15/2026	Cust #20833644 employee uniforms	91.75	91.75	22-4212-534.341	91.75
5/21/2026	5/21/2026	4268104472	5/15/2026	Cust #20833644 employee uniforms	110.99	110.99	22-4212-534.341	110.99
Total for[10770] Cintas					294.49	294.49		294.49
[10025] City of Monticello								
5/15/2026	5/15/2026	0326-0009	5/15/2026	ACCT# 00010009 COURTHOUSE	151.96	151.96	01-2670-519.430	151.96
5/11/2026	5/11/2026	0326-0119	5/15/2026	ACCT. #20119 monthly water Rec Park	94.80	94.80	01-6101-572.430	94.80
5/21/2026	5/21/2026	0326-0133	5/15/2026	ACCT. #00050133 JCFR Water and Sewer	43.50	43.50	19-3211-522.430	21.75
							28-3211-526.430	21.75
5/21/2026	5/21/2026	0326-0135	5/15/2026	ACCT. #00050135 Water JCFR	24.54	24.54	19-3211-522.430	12.27
							28-3211-526.430	12.27
5/05/2026	5/05/2026	0326-0150	5/15/2026	acct# 00010150 monthly water, sewer, courthouse	32.35	32.35	01-2671-519.430	32.35
5/21/2026	5/21/2026	0326-0166	5/15/2026	ACCT# 00010166 WATER LIBRARY	102.08	102.08	01-6212-571.430	102.08
5/05/2026	5/05/2026	0326-0215	5/15/2026	Acct# 00010215 monthly water, sewer, garbage SOE	142.74	142.74	01-2671-519.430	142.74
5/05/2026	5/05/2026	0326-0392	5/15/2026	acct# 00010392 monthly water, sewer, garbage old jail	55.53	55.53	01-2671-519.430	55.53
5/05/2026	5/05/2026	0326-0409	5/15/2026	acct# 00010409 monthly water, sewer, Bldg "A" old JCHS	1,097.86	1,097.86	01-2671-519.430	1,097.86
Total for[10025] City of Monticello					1,745.36	1,745.36		1,745.36
[14011] Doodie Calls LLC								
5/15/2026	5/15/2026	117785	5/15/2026	CUST ID# C1053 - RENTAL R873 - 433 WACISSA SPRINGS	384.00	384.00	01-6101-572.441	384.00
5/21/2026	5/21/2026	117870	5/15/2026	Cust #C1485 lloyd site	85.00	85.00	22-4212-534.440	85.00
5/21/2026	5/21/2026	117871	5/15/2026	Cust #C1485 wacissa site	85.00	85.00	22-4212-534.440	85.00
5/21/2026	5/21/2026	117872	5/15/2026	Cust #C1485 nash site	85.00	85.00	22-4212-534.440	85.00
5/21/2026	5/21/2026	117873	5/15/2026	Cust #C1485 new monticello site	85.00	85.00	22-4212-534.440	85.00
5/21/2026	5/21/2026	117874	5/15/2026	Cust #C1485 aucilla site	85.00	85.00	22-4212-534.440	85.00
5/21/2026	5/21/2026	117875	5/15/2026	Cust #C1485 bassett site	85.00	85.00	22-4212-534.440	85.00
5/21/2026	5/21/2026	117876	5/15/2026	Cust #C1485 main yard site	85.00	85.00	22-4212-534.440	85.00
5/21/2026	5/21/2026	117877	5/15/2026	Cust #C1485 pinkney site	85.00	85.00	22-4212-534.440	85.00

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5/21/2026	5/21/2026	117879	5/15/2026	Cust #C1485 fulford site	85.00	85.00	22-4212-534.440	85.00
Total for[14011] Doodie Calls LLC					1,149.00	1,149.00		1,149.00
[10130] Duke Energy								
4/29/2026	4/29/2026	0326-0879	5/15/2026	acct# 910085450879 450 E Walnut St	5,361.54	5,361.54	01-2671-519.430	5,361.54
5/21/2026	5/21/2026	0326-4879	5/15/2026	Acct #930000014879 collective solid waste	616.31	616.31	22-4212-534.430	616.31
4/29/2026	4/29/2026	0326-9537	5/15/2026	acct# 910085449537 meter courthouse	4,827.34	4,827.34	01-2670-519.430	4,827.34
5/21/2026	5/21/2026	0426-2356	5/15/2026	ACCT. # 9300 0001 2356 Power VFD	210.09	210.09	19-3211-522.410	47.24
							19-3211-522.620	39.79
							19-3211-522.621	123.06
Total for[10130] Duke Energy					11,015.28	11,015.28		11,015.28
[10215] EMS Management & Consultants Inc								
5/21/2026	5/21/2026	EMS-025939	5/15/2026	April Billing	5,064.27	5,064.27	28-3211-526.320	5,064.27
Total for[10215] EMS Management & Consultants Inc					5,064.27	5,064.27		5,064.27
[10555] GCL MONTICELLO								
5/04/2026	5/04/2026	191735	5/15/2026	acct# 300166 knobset classroom grade 2 s/s LIBRARY MAINTANENCE	37.99	37.99	01-2671-519.460	37.99
5/21/2026	5/21/2026	191809	5/15/2026	CUST. #300168 Conduit and outlet box	15.38	15.38	19-3211-522.623	15.38
5/04/2026	5/04/2026	191897	5/15/2026	acct# 300166 4pk med white pic hanger - commission chamber	8.58	8.58	01-2671-519.460	8.58
5/04/2026	5/04/2026	191913	5/15/2026	acct# 300166 paint inter eggshell, 4pkg med brs pic hanger, roller tray kit, liner paint tray, pole ext , brush, knife putty, paste spackling, rosin paper - Commission chamber	108.78	108.78	01-2671-519.460	108.78
5/11/2026	5/11/2026	191979	5/15/2026	Acct# 300166 cutoff wheel typ1 stl 4.5x.040	23.96	23.96	01-6101-572.523	23.96
5/11/2026	5/11/2026	191986	5/15/2026	acct# 300166 8x1-5/8 pgp ext screw star dri gr,	68.32	68.32	01-6101-572.523	68.32
5/18/2026	5/18/2026	191987	5/15/2026	bit spade 1-1/4 x 6, 60# concrete mix - acct# 300166 4x4x12 pt ground contact - rec park	17.97	17.97	01-6101-572.523	17.97
5/11/2026	5/11/2026	192027	5/15/2026	acct# 300166 5 disp dust mask	13.96	13.96	01-6101-572.523	13.96
6/01/2026	6/01/2026	192295	5/15/2026	acct# 300166 7/16-14 hex nut gr8, 7/16 uss flat wash zn, 7/16-14x2 hex cap gr8 nc	10.64	10.64	01-6101-572.523	10.64
6/01/2026	6/01/2026	192318	5/15/2026	acct# 300166 key blank kwikset Rec Park	9.00	9.00	01-6101-572.523	9.00
5/07/2026	5/07/2026	192436	5/15/2026	CUST. # 300168 CARIBINERS FOR KEYS	35.39	35.39	28-3211-526.462	35.39
5/21/2026	5/21/2026	192506	5/15/2026	CUST. 3300168 Bleach	87.92	87.92	19-3211-522.520	43.96
							28-3211-526.520	43.96
5/21/2026	5/21/2026	192755	5/15/2026	Cust #300166 clearweld	7.99	7.99	22-4212-534.520	7.99
5/21/2026	5/21/2026	192806	5/15/2026	CUST. #300168 trash liners and safety strip	36.98	36.98	19-3211-522.520	18.49
							28-3211-526.520	18.49
Total for[10555] GCL MONTICELLO					482.86	482.86		482.86
[11330] GREAT AMERICA FINANCIAL SERVICES								
5/01/2026	5/01/2026	41794219	5/15/2026	AGREEMENT #020-1868367-000 - SERIAL #CFLG66670	172.00	172.00	01-2102-513.525	172.00
5/07/2026	5/07/2026	41803821	5/15/2026	AGREEMENT# 020-1897530-000 Printer	326.00	326.00	01-6213-571.441	326.00
5/15/2026	5/15/2026	41848246	5/15/2026	agreement #020-1868373-000 Planning Dept Copier	172.00	172.00	01-2780-515.441	172.00

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5/03/2026	5/03/2026	41903657	5/15/2026	AGREEMENT# 020-1841366-000 - SERIAL# CSGM32380	139.00	139.00	01-2322-516.510	139.00
Total for[11330] GREAT AMERICA FINANCIAL SERVICES					809.00	809.00		809.00
[10980] Jefferson Communities Water System, Inc.								
5/21/2026	5/21/2026	0326-1200	5/15/2026	ACCT. #0311200 WVFD Water	26.45	26.45	19-3211-522.620	26.45
5/21/2026	5/21/2026	0326-3700	5/15/2026	ACCT. #0403700 LVFD Water	48.37	48.37	19-3211-522.621	48.37
5/21/2026	5/21/2026	0426-0500	5/15/2026	Acct #320500 wacissa utilities	38.50	38.50	22-4212-534.430	38.50
5/15/2026	5/15/2026	0426-2000	5/15/2026	ACCT# 0212000 - LAMONT SCHOOL HOUSE	44.28	44.28	01-2671-519.430	44.28
5/21/2026	5/21/2026	0426-4100	5/15/2026	Acct #424100 nash utilities	39.78	39.78	22-4212-534.430	39.78
5/21/2026	5/21/2026	0426-5600	5/15/2026	Acct #415600 lloyd utilities	38.93	38.93	22-4212-534.430	38.93
Total for[10980] Jefferson Communities Water System, Inc.					236.31	236.31		236.31
[10281] Jefferson County Road Department								
5/21/2026	5/21/2026	0426-F/R	5/15/2026	Fuel APRIL 2026	7,743.35	7,743.35	19-3211-522.521 19-3211-522.620 19-3211-522.621	1,930.96 280.36 41.17
5/21/2026	5/21/2026	0426-TAHOE	5/15/2026	Fuel APRIL 2026 F/R	120.08	120.08	28-3211-526.521 19-3211-522.521 28-3211-526.521	5,490.86 60.04 60.04
5/21/2026	5/21/2026	043026	5/15/2026	fleet fuel april 2026	12,218.73	12,218.73	22-4212-534.521	12,218.73
5/21/2026	5/21/2026	43026	5/15/2026	fuel APRIL 2026	610.48	610.48	01-4212-562.520	610.48
Total for[10281] Jefferson County Road Department					20,692.64	20,692.64		20,692.64
[11630] Keith Roddenberry								
5/15/2026	5/15/2026	894563	5/15/2026	5/1/2026 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								
5/15/2026	5/15/2026	776640893	5/15/2026	ACCT# 91487806 - STATE ATTORNEY 2ND	463.27	463.27	01-2332-516.410	463.27
5/15/2026	5/15/2026	780699800	5/15/2026	ACCT# 91487806 - STATE ATTORNEY 2ND	463.27	463.27	01-2332-516.410	463.27
Total for[12741] Lumen-CenturyLink					926.54	926.54		926.54
[10460] Madison County Board of County Commissioners								
5/15/2026	5/15/2026	0326VSO	5/15/2026	AGREEMENT BETWEEN MADISON COUNTY BOCC AND JEFFERSON COUNTY BOCC FOR SALARY AND BENEFITS FOR KAYSONA JONES - VETERANS SERVICE OFFICER	2,360.16	2,360.16	01-3102-553.310	2,360.16
5/15/2026	5/15/2026	0426VSO	5/15/2026	AGREEMENT BETWEEN MADISON COUNTY BOCC AND JEFFERSON COUNTY BOCC FOR SALARY AND BENEFITS FOR KAYSONA JONES - VETERANS SERVICE OFFICER	2,360.16	2,360.16	01-3102-553.310	2,360.16
Total for[10460] Madison County Board of County					4,720.32	4,720.32		4,720.32
[10440] Monticello Carquest Inc.								
5/07/2026	5/07/2026	10338-352607	5/15/2026	cust. # 263 hydraulic - bobcat	83.16	83.16	22-4212-534.463	83.16
5/11/2026	5/11/2026	10338-355546	5/15/2026	acct# 253 shop towel, evapo rust - Rec Park	40.75	40.75	01-6101-572.520	40.75
5/18/2026	5/18/2026	10338-355642	5/15/2026	acct# 253 stt lamp, (2) Rec park	38.22	38.22	01-6101-572.520	38.22
5/21/2026	5/21/2026	10338-356277	5/15/2026	Cust #263 breather interchange G2	25.14	25.14	22-4212-534.520	25.14

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5/21/2026	5/21/2026	10338-356283	5/15/2026	Cust #263 o-rings G2	1.78	1.78	22-4212-534.520	1.78
5/21/2026	5/21/2026	10338-356336	5/15/2026	CUST. 262 Wiper Blades 32	57.58	57.58	28-3211-526.463	57.58
5/21/2026	5/21/2026	10338-357030	5/15/2026	CUST. #262 Hose clamp, spark plug, fuel line	92.46	92.46	19-3211-522.623	92.46
Total for[10440] Monticello Carquest Inc.					339.09	339.09		339.09
[11165] Mowrey Elevator Co of Florida Inc								
5/15/2026	5/15/2026	1028456	5/15/2026	ACCT# 600483 - MONTHLY AGREEMENT	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
[11700] Pitney Bowes Inc Purchase Power								
5/07/2026	5/07/2026	0326-3785	5/15/2026	ACCT# 8000-9000-0348-3785	32.95	32.95	01-2780-515.420	32.95
5/15/2026	5/15/2026	0426-3785	5/15/2026	acct. #8000-9000-0348-3785 postage April 2026	279.60	279.60	01-2780-515.420	279.60
5/15/2026	5/15/2026	1029396356	5/15/2026	ACCT# 00010166 Ink-Postage Machine	119.06	119.06	01-2780-515.420	119.06
Total for[11700] Pitney Bowes Inc Purchase Power					431.61	431.61		431.61
[12737] Pro Chem Inc								
5/21/2026	5/21/2026	213775	5/15/2026	work gloves	180.60	180.60	22-4212-534.520	180.60
Total for[12737] Pro Chem Inc					180.60	180.60		180.60
[11405] Quadient Leasing USA Inc								
5/01/2026	5/01/2026	Q2329060	5/15/2026	CUSTOMER #00777345	473.55	473.55	01-2104-513.421	473.55
Total for[11405] Quadient Leasing USA Inc					473.55	473.55		473.55
[11665] REGIONS BANK CORPORATE TRUST								
5/15/2026	5/15/2026	130848	5/15/2026	JEFFERSON COUNTY GAS TAX REVENUE BONDS, SERIES 2022 BI 13159	1,200.00	1,200.00	24-4104-582.730	1,200.00
Total for[11665] REGIONS BANK CORPORATE TRUST					1,200.00	1,200.00		1,200.00
[14174] Sharon Sears								
5/07/2026	5/07/2026	714646939	5/15/2026	LOWES - REIMBURSEMENT FOR BRASS KEY REPLACEMENT	53.78	53.78	01-2670-519.460	53.78
Total for[14174] Sharon Sears					53.78	53.78		53.78
[12743] Site Truck Services LLC								
4/27/2026	4/27/2026	2796	5/15/2026	MC#1 repair - Diagnose grinding noise - Mosquito Control	614.23	614.23	01-4217-534.460	614.23
Total for[12743] Site Truck Services LLC					614.23	614.23		614.23
[10445] Sonitrol of Tallahassee								
5/15/2026	5/15/2026	640819	5/15/2026	CUST# R1M603291 - CS ACCESS CONTROL MANAGEMENT AND MAINTENANCE	116.81	116.81	01-2671-519.460	116.81
Total for[10445] Sonitrol of Tallahassee					116.81	116.81		116.81
[11500] SOUTH GA LOW COST SPAY & NEUTER CLINIC								
5/21/2026	5/21/2026	2415478	5/15/2026	16 dogs, 5 cats - Chloe, Chap #1, Chap #2, Chap #3, Chap #4, Sarah, Shell #1, Bandit, Girlie, Patches, Dodger, Harry, Felix, Female Puppy 1, Female Puppy 4, Female Puppy 2, Gunnar, Domino, Ghost, Moose, Piper	575.00	575.00	01-4212-562.492	575.00
Total for[11500] SOUTH GA LOW COST SPAY & NEUTER					575.00	575.00		575.00

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[14140] The Southern Group								
5/04/2026	5/04/2026	FL-101673	5/15/2026	Professional services rendered for May 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
[12836] Thomas M Coyne MD PA								
6/01/2026	6/01/2026	26-1222	5/15/2026	medical examiner service provided for April 2026	200.00	200.00	01-3990-527.310	200.00
Total for[12836] Thomas M Coyne MD PA					200.00	200.00		200.00
[12550] Toshiba Financial Services								
5/15/2026	5/15/2026	41963793	5/15/2026	AGREEMENT# 025-1689390-000 - SSNCL86582 - SSNCL86721 - SSNCL86449 - SSNDL86828 - SSNCL85607	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
Total for[12550] Toshiba Financial Services					1,745.00	1,745.00		1,745.00
[10520] TRI-COUNTY ELECTRIC COOPE								
5/07/2026	5/07/2026	0326-2908	5/15/2026	ACCT. # 542908 Power AAVFD	28.70	28.70	19-3211-522.623	28.70
5/07/2026	5/07/2026	0426-0024	5/15/2026	Acct #550024 aucilla utilities	54.56	54.56	22-4212-534.430	54.56
5/07/2026	5/07/2026	0426-0382	5/15/2026	Acct #550382 fulford utilities	106.42	106.42	22-4212-534.430	106.42
5/07/2026	5/07/2026	0426-1796	5/15/2026	Acct #521796 pinkney hill utilities	78.23	78.23	22-4212-534.430	78.23
5/07/2026	5/07/2026	0426-2888	5/15/2026	Acct #562888 aucilla utilities	56.81	56.81	22-4212-534.430	56.81
5/07/2026	5/07/2026	0426-6669	5/15/2026	Acct #516669 wacissa utilities	142.90	142.90	22-4212-534.430	142.90
5/07/2026	5/07/2026	569783	5/15/2026	Acct #569783 lloyd utilities	228.53	228.53	22-4212-534.430	228.53
Total for[10520] TRI-COUNTY ELECTRIC COOPE					696.15	696.15		696.15
[10465] UniFirst Corporation								
5/21/2026	5/21/2026	3050089443	5/15/2026	Cust #1237569 employee uniforms	84.50	84.50	22-4212-534.341	84.50
5/15/2026	5/15/2026	3050089455	5/15/2026	CUST# 1311916 - MONTICELLO COURTHOUSE	278.26	278.26	01-2670-519.520	278.26
5/15/2026	5/15/2026	3050089961	5/15/2026	CUST# 1311916 - MONTICELLO COURTHOUSE	278.26	278.26	01-2670-519.520	278.26
Total for[10465] UniFirst Corporation					641.02	641.02		641.02
[10255] Verizon Wireless								
5/15/2026	5/15/2026	6141793148	5/15/2026	ACCT# 222501100-00001	31.08	31.08	01-6101-572.410	31.08
5/15/2026	5/15/2026	6141877853	5/15/2026	ACCT# 742499911-00003 STATE ATTORNEY OFFICE PHONES	266.40	266.40	01-2332-516.410	266.40
5/15/2026	5/15/2026	6141889620	5/15/2026	ACCT# 842179031-00001 - LEON COUNTY PUBLIC DEFENDER	36.07	36.07	01-2333-516.410	36.07

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5/15/2026	5/15/2026	6141893603	5/15/2026	acct# 842543529-00001 monthly communication service 03/24-0423 2026	1,776.62	1,776.62	01-2102-513.410 01-2780-515.410 01-3440-524.410 01-6302-537.410 11-4102-541.410 19-3211-522.410 22-4212-534.410 28-3211-526.410	948.73 132.45 74.86 15.67 176.01 28.54 371.82 28.54
Total for[10255] Verizon Wireless					2,110.17	2,110.17		2,110.17
Report Total					103,055.45	103,055.45		103,055.45

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[10405] Amazon Capital Services								
5/07/2026	5/07/2026	11FLKGT6FM1G	5/21/2026	ACCT# A1E5P4C153SPTZ OPPERATING SUPPLIES	208.73	208.73	01-6213-571.520	208.73
3/13/2026	3/13/2026	11X7HY71WYY6	5/21/2026	ACCT# A1E5P4C153SPTZ OPERATING SUPPLIES	158.82	158.82	01-6213-571.520	158.82
5/01/2026	5/01/2026	137D-GY9D-DXRW	5/21/2026	ACCT# A24CGM0G5G9870 DETEX EXIT ALARM	169.65	169.65	01-2670-519.460	169.65
5/07/2026	5/07/2026	16QJT3KYD1V1	5/21/2026	ACCT# A1E5P4C153SPTZ OPPERATING SUPPLIES	60.22	60.22	01-6213-571.510	60.22
5/07/2026	5/07/2026	19PDHKLTP9RR	5/21/2026	ACCT# A1E5P4C153SPTZ OPPERATING SUPPLIES	119.80	119.80	01-6213-571.520	119.80
5/07/2026	5/07/2026	19QP136L7KLW	5/21/2026	ACCT# A1E5P4C153SPTZ Operating Supplies	14.98	14.98	01-6213-571.520	14.98
5/07/2026	5/07/2026	19RL1WJQ3DNL	5/21/2026	ACCT# A1E5P4C153SPTZ OPPERATING SUPPLIES	157.98	157.98	01-6213-571.520	157.98
5/07/2026	5/07/2026	1C776YTYLNXV	5/21/2026	ACCT# A1E5P4C153SPTZ Operating Supplies	98.28	98.28	01-6213-571.520	98.28
5/15/2026	5/15/2026	1C7J-TY3C-R1JM	5/21/2026	ACCT# A24CGM0G5G9870 - FLAG POLE & FLAGS	187.40	187.40	01-2670-519.520	187.40
5/07/2026	5/07/2026	1C7YJL366Q7K	5/21/2026	ACCT# A1E5P4C153SPTZ Operating Supplies	529.95	529.95	01-6213-571.520	529.95
5/07/2026	5/07/2026	1D6FTFHL6N6P	5/21/2026	ACCT# A1E5P4C153SPTZ OPPERATING SUPPLIES	89.00	89.00	01-6213-571.520	89.00
5/07/2026	5/07/2026	1G33DNMHGC9C	5/21/2026	ACCT# A1E5P4C153SPTZ OPERATING SUPPLIES	96.31	96.31	01-6213-571.520	96.31
5/07/2026	5/07/2026	1GJHTRRLYP9T	5/21/2026	ACCT# A1E5P4C153SPTZ OFFICE SUPPLIES	139.98	139.98	01-6213-571.520	139.98
5/07/2026	5/07/2026	1GMLHWC3M1FR	5/21/2026	ACCT# A1E5P4C153SPTZ Operating Supplies	28.49	28.49	01-6213-571.520	28.49
4/21/2026	5/21/2026	1HMH-TMGT-QG73	5/21/2026	Credit Memo for exit door alarm that was returned	-162.94	-162.94	01-2670-519.460	-162.94
5/07/2026	5/07/2026	1HNFFT3PC66W	5/21/2026	ACCT# A1E5P4C153SPTZ OPERATING SUPPLIES	626.27	626.27	01-6213-571.520	626.27
5/07/2026	5/07/2026	1HNL4RQCQFFF	5/21/2026	ACCT# A1E5P4C153SPTZ OPERATING SUPPLIES	63.00	63.00	01-6213-571.520	63.00
5/07/2026	5/07/2026	1HPHXVR67X7V	5/21/2026	ACCT# A1E5P4C153SPTZ OPPERATING SUPPLIES	24.36	24.36	01-6213-571.520	24.36
5/07/2026	5/07/2026	1JXCJFFHCH17	5/21/2026	ACCT# A1E5P4C153SPTZ OFFICE SUPPLIES	65.28	65.28	01-6213-571.510	65.28
5/07/2026	5/07/2026	1KJ6HRNN334P	5/21/2026	ACCT# A1E5P4C153SPTZ BOOKS	19.95	19.95	01-6213-571.660	19.95
5/07/2026	5/07/2026	1KYY6LWDLW4L	5/21/2026	ACCT# A1E5P4C153SPTZ OPPERATING SUPPLIES	63.99	63.99	01-6213-571.520	63.99
5/07/2026	5/07/2026	1LDL4CJ1C1LG	5/21/2026	ACCT# A1E5P4C153SPTZ OPPERATING SUPPLIES	22.79	22.79	01-6213-571.520	22.79
5/07/2026	5/07/2026	1LW4F4G6936C	5/21/2026	ACCT# A1E5P4C153SPTZ Operating Supplies	119.99	119.99	01-6213-571.520	119.99
5/07/2026	5/07/2026	1MJCL4QRKC1L	5/21/2026	ACCT# A1E5P4C153SPTZ OFFICE SUPPLIES	346.06	346.06	01-6213-571.510	346.06

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5/07/2026	5/07/2026	1MN6PYHY7VJT	5/21/2026	ACCT# A1E5P4C153SPTZ OFFICE SUPPLIES	229.81	229.81	01-6213-571.510	229.81
5/29/2026	5/29/2026	1MYN-KMLK-DHND	5/21/2026	ACCT# A24CGM0G5G9870 - HOOK AND LOOP TAPE	13.98	13.98	01-2670-519.460	13.98
5/07/2026	5/07/2026	1N3QWTFQQ4QN	5/21/2026	ACCT# A1E5P4C153SPTZ OPERATING SUPPLIES	81.30	81.30	01-6213-571.520	81.30
5/21/2026	5/21/2026	1PXX-1LG6-7FP4	5/21/2026	ACCT# A24CGM0G5G9870	218.00	218.00	01-2322-516.510	218.00
5/07/2026	5/07/2026	1QDT6CPGLYFX	5/21/2026	ACCT# A1E5P4C153SPTZ OPERATING SUPPLIES	52.16	52.16	01-6213-571.520	52.16
5/07/2026	5/07/2026	1QLFMJY39T4T	5/21/2026	ACCT# A1E5P4C153SPTZ OFFICE SUPPLIES	19.98	19.98	01-6213-571.520	19.98
5/07/2026	5/07/2026	1QLHGGML7W3M	5/21/2026	ACCT# A1E5P4C153SPTZ OFFICE SUPPLIES	47.96	47.96	01-6213-571.510	47.96
5/07/2026	5/07/2026	1T4MMXVHGNRD	5/21/2026	ACCT# A1E5P4C153SPTZ OPOPERATING SUPPLIES	54.45	54.45	01-6213-571.520	54.45
5/07/2026	5/07/2026	1T7FN1R1HT4X	5/21/2026	ACCT# A1E5P4C153SPTZ BOOKS	19.96	19.96	01-6213-571.660	19.96
5/07/2026	5/07/2026	1V3NPM7N33WN	5/21/2026	ACCT# A1E5P4C153SPTZ OPOPERATING SUPPLIES	166.44	166.44	01-6213-571.520	166.44
5/07/2026	5/07/2026	1V7DFDT3FYM4	5/21/2026	ACCT# A1E5P4C153SPTZ OFFICE SUPPLIES	165.21	165.21	01-6213-571.520	165.21
5/07/2026	5/07/2026	1XPL6LV9FR3Y	5/21/2026	ACCT# A1E5P4C153SPTZ Operating Supplies	64.98	64.98	01-6213-571.520	64.98
5/07/2026	5/07/2026	1YCXNMP4JKV7	5/21/2026	ACCT# A1E5P4C153SPTZ Operating Supplies	8.90	8.90	01-6213-571.520	8.90
Total for[10405] Amazon Capital Services					4,391.47	4,391.47		4,391.47
[10920] Animal Medical Clinic								
5/21/2026	5/21/2026	399225	5/21/2026	Acct #4512 exam, meds - Peaches	196.00	196.00	01-4212-562.310	196.00
5/21/2026	5/21/2026	399298	5/21/2026	Acct #4512 meds - Puppy	65.00	65.00	01-4212-562.520	65.00
5/21/2026	5/21/2026	399616	5/21/2026	Acct #4512 meds for bandaging - Goose	75.00	75.00	01-4212-562.310	75.00
5/21/2026	5/21/2026	399754	5/21/2026	Acct #4512 treatment - Roxie	35.00	35.00	01-4212-562.310	35.00
5/21/2026	5/21/2026	400056	5/21/2026	Acct #4512 exam, meds - Sarah	122.50	122.50	01-4212-562.310	122.50
Total for[10920] Animal Medical Clinic					493.50	493.50		493.50
[12325] ARTEZIA WATER								
5/15/2026	5/15/2026	0661398	5/21/2026	ACCT# 302577 - PUBLIC DEFENDERS OFFICE	52.00	52.00	01-2333-516.341	52.00
Total for[12325] ARTEZIA WATER					52.00	52.00		52.00
[10380] B & B Sporting Goods								
5/25/2026	5/25/2026	269034	5/21/2026	socks, belts - Rec Park	156.00	156.00	01-6101-572.640	156.00
5/11/2026	5/11/2026	44193	5/21/2026	spike down home & pitching plates, replacement tee tops	118.00	118.00	01-6101-572.640	118.00
Total for[10380] B & B Sporting Goods					274.00	274.00		274.00
[14137] Babe Ruth League Inc.								
5/07/2026	5/07/2026	81103-CH	5/21/2026	Cal Ripken Charter fee 2026 team (3)	75.00	75.00	01-6101-572.540	75.00
5/07/2026	5/07/2026	81103-ins	5/21/2026	2026 insurance for accident and liability for 3 teams	525.00	525.00	01-6101-572.540	525.00
Total for[14137] Babe Ruth League Inc.					600.00	600.00		600.00

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[12400] Big Bend Petroleum								
5/21/2026	5/21/2026	1598	5/21/2026	Fuel LVFD	190.17	190.17	19-3211-522.621	190.17
Total for[12400] Big Bend Petroleum					190.17	190.17		190.17
[14167] Billy's Heating and Air CAV LLC								
5/21/2026	5/21/2026	1081	5/21/2026	Condenser fan motor replacement	750.00	750.00	19-3211-522.460 28-3211-526.460	375.00 375.00
Total for[14167] Billy's Heating and Air CAV LLC					750.00	750.00		750.00
[11145] Campbell's Plumbing, LLC								
6/01/2026	6/01/2026	17207	5/21/2026	Repair broken waterline and galvanize pipe leak @ Art Building	1,280.00	1,280.00	01-2671-519.460	1,280.00
Total for[11145] Campbell's Plumbing, LLC					1,280.00	1,280.00		1,280.00
[11810] Capital City Pest Control Services LLC								
5/07/2026	5/07/2026	40861	5/21/2026	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
[10475] CIVICPLUS LLC								
5/21/2026	5/21/2026	346647	5/21/2026	SOCIAL MEDIA ARCHIVING SUBSCRIPTION	2,632.77	2,632.77	01-2104-513.525	2,632.77
Total for[10475] CIVICPLUS LLC					2,632.77	2,632.77		2,632.77
[13029] Dirty Pecan Inc								
4/27/2026	4/27/2026	13	5/21/2026	Tourist Dev Grant 2026	1,500.00	1,500.00	29-2781-519.801	1,500.00
Total for[13029] Dirty Pecan Inc					1,500.00	1,500.00		1,500.00
[10530] ECB PUBLISHING INC								
5/15/2026	5/15/2026	2119	5/21/2026	Planning Dept Legal Notice Apr 2026	16.17	16.17	01-2780-515.490	16.17
5/11/2026	5/11/2026	34909	5/21/2026	legal request for proposals, affidavit	53.62	53.62	01-2104-513.490	53.62
5/18/2026	5/18/2026	35396	5/21/2026	Legal Invitation to Bid, Affidavit	130.45	130.45	01-2104-513.490	130.45
6/08/2026	6/08/2026	35525	5/21/2026	meeting notice, affidavit	83.20	83.20	01-2104-513.490	83.20
Total for[10530] ECB PUBLISHING INC					283.44	283.44		283.44
[11140] Gale/Cengage Learning								
5/07/2026	5/07/2026	999102493817	5/21/2026	ACCT# 100260403 Books	224.73	224.73	01-6213-571.660	224.73
5/07/2026	5/07/2026	999102505135	5/21/2026	ACCT# 100260403 Books	78.72	78.72	01-6213-571.660	78.72
5/07/2026	5/07/2026	999102531652	5/21/2026	ACCT# 100260403 Books	56.23	56.23	01-6213-571.660	56.23
5/07/2026	5/07/2026	999102552071	5/21/2026	ACCT# 100260403 Books	32.79	32.79	01-6213-571.660	32.79
5/07/2026	5/07/2026	999102613674	5/21/2026	ACCT# 100260403 Books	32.80	32.80	01-6213-571.660	32.80
Total for[11140] Gale/Cengage Learning					425.27	425.27		425.27
[10590] GOVCONNECTION, INC								
5/21/2026	5/21/2026	25883193.02	5/21/2026	1 yr firebox/firewall computer	493.84	493.84	22-4212-534.461	493.84
5/21/2026	5/21/2026	77250165	5/21/2026	ACCT. #24001434 Firebox	421.67	421.67	19-3211-522.410 28-3211-526.410	210.84 210.83
5/04/2026	5/04/2026	77250176	5/21/2026	ACCT. #24001434 USB-C 65W Laptop Charger - Manager Office	74.78	74.78	01-2102-513.525	74.78
5/21/2026	5/21/2026	77333921	5/21/2026	ACCT. #24001434 Microsoft License	160.75	160.75	19-3211-522.410 28-3211-526.410	80.38 80.37
5/15/2026	5/15/2026	77605970	5/21/2026	acct. #24001434 order #810864Emails for Planning Commissioners	344.53	344.53	01-2780-515.511	344.53
Total for[10590] GOVCONNECTION, INC					1,495.57	1,495.57		1,495.57

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[14176] Gulf Coast Exterior Soft Wash LLC								
4/30/2026	4/30/2026	1016	5/21/2026	pre-treatment of concrete walkways or pads, pressure wash & post treatment, soft washing all sides of buildings - Government complex	2,500.00	2,500.00	01-2671-519.460	2,500.00
Total for[14176] Gulf Coast Exterior Soft Wash LLC					2,500.00	2,500.00		2,500.00
[90037] HOLMES, CALVIN BERNARD								
5/18/2026	5/18/2026	0526-C.HOLMES	5/21/2026	2026 Umpire pay C. HOLMES	440.00	440.00	01-6101-572.131	440.00
Total for[90037] HOLMES, CALVIN BERNARD					440.00	440.00		440.00
[13047] HyMaxx Plumbing								
5/21/2026	5/21/2026	1260206637	5/21/2026	camera main sewer line - tax collectors office	300.00	300.00	01-2671-519.460	300.00
5/21/2026	5/21/2026	1260216657	5/21/2026	install clean out for tag office sewer line	654.00	654.00	01-2671-519.460	654.00
5/21/2026	5/21/2026	1260501784	5/21/2026	commission chamber bathroom stoppage	240.00	240.00	01-2671-519.460	240.00
Total for[13047] HyMaxx Plumbing					1,194.00	1,194.00		1,194.00
[10220] Ingram Library Services								
5/07/2026	5/07/2026	91989838	5/21/2026	ACCT# 2005054 Books	149.54	149.54	01-6213-571.660	149.54
5/07/2026	5/07/2026	92134203	5/21/2026	ACCT# 2005054 Books	6.46	6.46	01-6213-571.660	6.46
5/07/2026	5/07/2026	92134205	5/21/2026	ACCT# 2005054 Books	25.40	25.40	01-6213-571.660	25.40
5/07/2026	5/07/2026	92165243	5/21/2026	ACCT# 2005054 Books	35.44	35.44	01-6213-571.660	35.44
5/07/2026	5/07/2026	92183893	5/21/2026	ACCT# 2005054 Books	16.86	16.86	01-6213-571.660	16.86
11/23/2025	11/23/2025	92183894	5/21/2026	ACCT# 2005054 Books	175.70	175.70	01-6213-571.660	175.70
5/07/2026	5/07/2026	92183895	5/21/2026	ACCT# 2005054 Books	58.59	58.59	01-6213-571.660	58.59
5/07/2026	5/07/2026	92262682	5/21/2026	ACCT# 2005054 Books	21.74	21.74	01-6213-571.660	21.74
11/26/2025	11/26/2025	92291024	5/21/2026	ACCT# 2005054 Books	35.36	35.36	01-6213-571.660	35.36
5/07/2026	5/07/2026	92291025	5/21/2026	ACCT# 2005054 Books	18.98	18.98	01-6213-571.660	18.98
5/21/2026	5/21/2026	92291026	5/21/2026	ACCT# 2005054 BOOKS	111.73	111.73	01-6213-571.660	111.73
5/21/2026	5/21/2026	92291027	5/21/2026	ACCT# 2005054 BOOKS	18.56	18.56	01-6213-571.660	18.56
5/21/2026	5/21/2026	92291028	5/21/2026	ACCT# 2005054 BOOKS	39.36	39.36	01-6213-571.120	39.36
12/03/2025	12/03/2025	92478560	5/21/2026	ACCT# 2005054 BOOKS	38.37	38.37	01-6213-571.660	38.37
5/21/2026	5/21/2026	92478561	5/21/2026	ACCT# 2005054 BOOKS	19.16	19.16	01-6213-571.660	19.16
5/21/2026	5/21/2026	92518862	5/21/2026	ACCT# 2005054 BOOKS	13.27	13.27	01-6213-571.660	13.27
5/21/2026	5/21/2026	92518863	5/21/2026	ACCT# 2005054 BOOKS	81.77	81.77	01-6213-571.660	81.77
5/21/2026	5/21/2026	92518864	5/21/2026	ACCT# 2005054 BOOKS	53.86	53.86	01-6213-571.660	53.86
5/21/2026	5/21/2026	92518865	5/21/2026	ACCT# 2005054 BOOKS	43.35	43.35	01-6213-571.660	43.35
12/05/2025	12/05/2025	92554609	5/21/2026	ACCT# 2005054 BOOKS	21.18	21.18	01-6213-571.660	21.18
5/21/2026	5/21/2026	92666571	5/21/2026	ACCT# 2005054 BOOKS	20.62	20.62	01-6213-571.660	20.62
5/21/2026	5/21/2026	92666572	5/21/2026	ACCT# 2005054 BOOKS	233.51	233.51	01-6213-571.660	233.51
5/21/2026	5/21/2026	92741838	5/21/2026	ACCT# 2005054 BOOKS	21.75	21.75	01-6213-571.660	21.75
5/21/2026	5/21/2026	92741839	5/21/2026	ACCT# 2005054 BOOKS	21.75	21.75	01-6213-571.660	21.75
5/21/2026	5/21/2026	92953000	5/21/2026	ACCT# 2005054 BOOKS	59.25	59.25	01-6213-571.660	59.25
5/21/2026	5/21/2026	92998285	5/21/2026	ACCT# 2005054 BOOKS	20.61	20.61	01-6213-571.660	20.61
12/21/2025	12/21/2025	93024009	5/21/2026	ACCT# 2005054 BOOKS	16.04	16.04	01-6213-571.660	16.04
5/21/2026	5/21/2026	93328613	5/21/2026	ACCT# 2005054 BOOKS	343.27	343.27	01-6213-571.660	343.27
5/21/2026	5/21/2026	93412542	5/21/2026	ACCT# 2005054 BOOKS	31.18	31.18	01-6213-571.660	31.18
5/21/2026	5/21/2026	93412543	5/21/2026	ACCT# 2005054 BOOKS	94.06	94.06	01-6213-571.660	94.06
5/21/2026	5/21/2026	93412544	5/21/2026	ACCT# 2005054 BOOKS	70.53	70.53	01-6213-571.660	70.53
Total for[10220] Ingram Library Services					1,917.25	1,917.25		1,917.25

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[12788] J.J. Keller & Associates Inc								
5/04/2026	5/04/2026	9111114459	5/21/2026	acct#200096410 everyday policy proceed safety plan mnl 3y, FI handout service 3y, Fed handout service 3Y (5/1/26-4/30/29)	844.99	844.99	01-2104-513.491	844.99
Total for[12788] J.J. Keller & Associates Inc					844.99	844.99		844.99
[14173] Jerry Scott								
5/18/2026	5/18/2026	0526-J.SCOTT	5/21/2026	2026 umpire pay J. SCOTT	254.00	254.00	01-6101-572.131	254.00
Total for[14173] Jerry Scott					254.00	254.00		254.00
[10540] Jones Welding & Industrial Supplies Inc								
5/21/2026	5/21/2026	R 00745553	5/21/2026	ACCT. #58675 Cylinder Rental	625.95	625.95	28-3211-526.522	625.95
5/07/2026	5/07/2026	VM 52831	5/21/2026	CUST. # 58675 Oxygen	194.45	194.45	28-3211-526.522	194.45
5/21/2026	5/21/2026	VM 52931	5/21/2026	ACCT.#58675 Oxygen	200.11	200.11	28-3211-526.522	200.11
Total for[10540] Jones Welding & Industrial Supplies Inc					1,020.51	1,020.51		1,020.51
[14181] Lake City Babe Ruth League								
5/21/2026	5/21/2026	BR13-16(2026)	5/21/2026	2026 Cal-Ripkin 13-16yr team	600.00	600.00	01-6101-572.540	600.00
5/21/2026	5/21/2026	Cal-Rip12U(2026)	5/21/2026	2026 Cal-Ripkin 12U team	500.00	500.00	01-6101-572.540	500.00
Total for[14181] Lake City Babe Ruth League					1,100.00	1,100.00		1,100.00
[12201] Marpan Supply Co Inc								
5/07/2026	5/07/2026	1831227	5/21/2026	CUST. # 009255005 lid rods for dumpsters	420.00	420.00	22-4212-534.520	420.00
Total for[12201] Marpan Supply Co Inc					420.00	420.00		420.00
[12768] Michael Meeks								
5/18/2026	5/18/2026	0526-M. MEEKS	5/21/2026	2026 Umpire pay M. MEEKS	200.00	200.00	01-6101-572.131	200.00
Total for[12768] Michael Meeks					200.00	200.00		200.00
[14175] Mitchell Brothers En Route LLC								
5/01/2026	5/01/2026	001	5/21/2026	JANITORIAL SERVICES 4/4-4/14/2026	2,425.00	2,425.00	01-2332-516.340	257.05
							01-2333-516.340	147.93
							01-2670-519.340	324.95
							01-2671-519.340	1,202.79
							01-2780-515.340	53.35
							01-3440-524.340	53.35
							01-6213-571.340	351.63
							01-6302-537.340	33.95
6/04/2026	6/04/2026	003	5/21/2026	janitorial Services May 1 - May 15, 2026	2,425.00	2,425.00	01-2332-516.340	257.03
							01-2333-516.340	147.93
							01-2670-519.340	324.95
							01-2671-519.340	1,202.81
							01-2780-515.340	53.35
							01-3440-524.340	53.35
							01-6213-571.340	351.63
							01-6302-537.340	33.95
Total for[14175] Mitchell Brothers En Route LLC					4,850.00	4,850.00		4,850.00

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[11110] Mitchell L. McElroy								
5/21/2026	5/21/2026	04012026MM-NASH	5/21/2026	nash site lease april-june 2026	600.00	600.00	22-4212-534.440	600.00
Total for[11110] Mitchell L. McElroy					600.00	600.00		600.00
[12769] Nicholas Cooksey								
5/18/2026	5/18/2026	0526-N. COOKSEY	5/21/2026	2026 Umpire pay N. COOKSEY	252.00	252.00	01-6101-572.131	252.00
Total for[12769] Nicholas Cooksey					252.00	252.00		252.00
[10775] Office Depot								
5/25/2026	5/25/2026	467900815-001	5/21/2026	Acct# 51501858 ruler, paper towels, dustpan, broom, paperclips, hand soap, pens, toilet paper Mosq Control-	141.48	141.48	01-4217-534.520	141.48
5/25/2026	5/25/2026	467911010-001	5/21/2026	Acct# 51501858 impact wood plunger - Mosq Control	9.89	9.89	01-4217-534.520	9.89
Total for[10775] Office Depot					151.37	151.37		151.37
[11504] Penn Care Inc								
5/21/2026	5/21/2026	M167862	5/21/2026	Medical Supplies	316.28	316.28	28-3211-526.522	316.28
Total for[11504] Penn Care Inc					316.28	316.28		316.28
[11505] PennCredit								
5/21/2026	5/21/2026	155339	5/21/2026	Collection Fees	332.28	332.28	28-3211-526.320	332.28
Total for[11505] PennCredit					332.28	332.28		332.28
[90064] PREVATT JR., JEFFREY WAYNE								
5/18/2026	5/18/2026	0526-J.PREVATT	5/21/2026	2026 Umpire pay J. PREVATT	720.00	720.00	01-6101-572.131	720.00
Total for[90064] PREVATT JR., JEFFREY WAYNE					720.00	720.00		720.00
[10350] Ring Power Corporation*								
5/07/2026	5/07/2026	02WE1394691	5/21/2026	CUST. #24322 Annual Service Station Generator	1,652.14	1,652.14	19-3211-522.460 28-3211-526.460	826.07 826.07
Total for[10350] Ring Power Corporation*					1,652.14	1,652.14		1,652.14
[14141] RJ Young								
5/07/2026	5/07/2026	INV8022718	5/21/2026	ACCT# L22-PD04 - CONTRACT# UNL-JMHI05-01 RICOH EQUIPMENT # AAA170555 SERIAL #9175R700320	206.92	206.92	01-2333-516.520	206.92
Total for[14141] RJ Young					206.92	206.92		206.92
[14178] Seminole Auto Glass								
5/21/2026	5/21/2026	40874	5/21/2026	replace rear window glass C-2	350.00	350.00	22-4212-534.462	350.00
Total for[14178] Seminole Auto Glass					350.00	350.00		350.00
[12285] SOUTHERN QUALITY PROPANE								
5/07/2026	5/07/2026	267337	5/21/2026	CUST. #500-15-0 Refill Propane JCFR	1,495.25	1,495.25	19-3211-522.521 28-3211-526.521	747.63 747.62
Total for[12285] SOUTHERN QUALITY PROPANE					1,495.25	1,495.25		1,495.25
[13058] Tallahassee Memorial Healthcare								
5/21/2026	5/21/2026	P980287563100 R. JONES	5/21/2026	ACCT# P980287563100 - PRE EMPLOYMENT SCREENING ROY JONES ANIMAL CONTROL	194.26	194.26	01-2104-513.310	194.26

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5/21/2026	5/21/2026	P980289190100 A RODRIGUEZ	5/21/2026	ACCT# P980289190100 - PRE EMPLOYMENT SCREENING ASHLEY RODRIGUEZ LIBRARY	194.26	194.26	01-2104-513.310	194.26
Total for[13058] Tallahassee Memorial Healthcare					388.52	388.52		388.52
[14179] The Garland Co. Inc								
5/05/2026	5/05/2026	CI-GUS0260777	5/21/2026	CUST. #1023611 Green-Lock Sealant XL Gray- EOC	492.34	492.34	01-2671-519.460	492.34
Total for[14179] The Garland Co. Inc					492.34	492.34		492.34
[11335] The Monticello Opera House, Inc.								
5/21/2026	5/21/2026	05082026TDC	5/21/2026	Reimbursement of advertising expenses, per TDC Grant Agreement 2026	4,000.00	4,000.00	29-2781-519.484	4,000.00
Total for[11335] The Monticello Opera House, Inc.					4,000.00	4,000.00		4,000.00
[14177] Thomasville Animal Hospital								
5/21/2026	5/21/2026	216103	5/21/2026	Acct #36716 exam, meds, testing - Belle	240.27	240.27	01-4212-562.310	240.27
5/21/2026	5/21/2026	216906	5/21/2026	Acct #36716 - exam, testing, meds - Belle	93.37	93.37	01-4212-562.310 01-4212-562.520	45.69 47.68
Total for[14177] Thomasville Animal Hospital					333.64	333.64		333.64
[10295] US Ecology Tampa Inc								
5/21/2026	5/21/2026	1408983	5/21/2026	haz mat - madison county	9,726.22	9,726.22	22-4212-534.544	9,726.22
5/21/2026	5/21/2026	1409862	5/21/2026	haz mat - wakulla county	13,317.25	13,317.25	22-4212-534.544	13,317.25
Total for[10295] US Ecology Tampa Inc					23,043.47	23,043.47		23,043.47
[12734] Waypoints LLC								
5/15/2026	5/15/2026	1407	5/21/2026	CLOUD SUPPORT	3,300.00	3,300.00	01-2104-513.310	3,300.00
Total for[12734] Waypoints LLC					3,300.00	3,300.00		3,300.00
Report Total					66,808.15	66,808.15		66,808.15

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

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>
[12877] Florida Housing Finance Corporation (FHFC)								
5/21/2026	5/21/2026	HHRP-ROF	5/21/2026	Return of HHRP funds that were not used	341,000.00	341,000.00	12-0000-271.001	341,000.00
Total for[12877] Florida Housing Finance Corporation					341,000.00	341,000.00		341,000.00
Report Total					341,000.00	341,000.00		341,000.00

Statement of Activity

Jefferson County Board of County Commissioners

For 4/30/2026

All

	Y-T-D Actual	Y-T-D Budget	Variance
Revenues			
01-0000-311.000 Ad Valorem Revenue	7,653,766.52	8,458,806.00	(805,039.48)
01-0000-312.000 Loc Option Sales Tax-Rev	904,569.55	1,691,169.10	(786,599.55)
01-0000-321.000 Home Occup & Business Lic	880.00	2,200.00	(1,320.00)
01-0000-329.000 Contractor Licenses	6,486.82	426.00	6,060.82
01-0000-336.000 Statement Payment in Lieu Tax	6,324.65	7,000.00	(675.35)
01-0000-361.000 Interest	12,887.09	485,000.00	(472,112.91)
01-0000-361.001 General Fund MM Interest	138,357.27	0.00	138,357.27
01-0000-361.002 Florida Class General Interest	59,256.33	0.00	59,256.33
01-0000-361.003 Florida Trust General Interest	43,349.77	0.00	43,349.77
01-0000-362.010 Rent Income/Extension	750.24	0.00	750.24
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	31,172.68	79,000.00	(47,827.32)
01-1000-341.000 Record Indexing	10,590.00	21,000.00	(10,410.00)
01-1100-322.000 County Building Permits	110,161.45	245,000.00	(134,838.55)
01-1200-322.000 City Building Permits	28,140.98	75,000.00	(46,859.02)
01-1200-335.000 State Revenue Sharing	337,944.74	563,480.00	(225,535.26)
01-1300-322.000 Driveway Permits	1,431.00	2,500.00	(1,069.00)
01-1300-335.000 Insurance Agents Licenses	12,878.16	6,000.00	6,878.16
01-1400-322.000 911 Addresses	1,630.00	4,000.00	(2,370.00)
01-1400-335.000 Mobile Home Licenses	10,776.02	13,000.00	(2,223.98)
01-1500-335.000 Alcoholic Beverages	2,967.55	3,000.00	(32.45)
01-1600-335.000 Racing Tax	111,625.00	111,625.00	0.00
01-1810-335.000 Local Gov Half-Cent Sales	873,768.00	2,258,484.40	(1,384,716.40)
01-1830-335.000 Half Cent Supplemental/INMA	14,544.81	0.00	14,544.81
01-1900-335.000 Fiscally Const	158,837.43	334,772.40	(175,934.97)
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)
01-2000-337.020 EMPA (State) 1033	26,451.50	0.00	26,451.50
01-2000-337.030 EMPG 50/50 (1100)	13,672.43	0.00	13,672.43
01-2000-337.050 Law Enf. Salary Assistance	326,293.50	0.00	326,293.50
01-2000-347.000 Recreation/Regist Fees	8,647.00	12,000.00	(3,353.00)
01-2000-347.010 Sponsorships	2,770.00	5,000.00	(2,230.00)
01-2000-354.000 Parking Regulation Ordinance Fine	150.00	0.00	150.00
01-2100-324.000 Fire Rescue Impact Fee	4,256.36	7,000.00	(2,743.64)
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	2,717.75	0.00	2,717.75
01-4500-343.000 Mosquito Control Grant	34,793.76	67,479.00	(32,685.24)
01-5000-362.000 Valley View Non Ad Valor	12,885.99	14,079.00	(1,193.01)
01-5100-324.000 Medical Impact Fee	3,694.91	5,000.00	(1,305.09)
01-5100-341.000 Tax Collector Fees	418,060.01	300,000.00	118,060.01
01-5500-341.000 Supervisor/Election Fees	1,108.25	1,000.00	108.25
01-5500-369.000 Hurricane Proceeds/Reimbursement (Old ARPA Funds)	4,173,687.75	0.00	4,173,687.75
01-7200-334.000 State Library Aid	0.00	230,000.00	(230,000.00)
01-9000-366.000 Library Unanticipated Rev	1,232.22	2,400.00	(1,167.78)
01-9000-369.000 Miscellaneous Revenue	1,067.55	35,000.00	(33,932.45)
01-9000-369.040 Transfer from Restitution Fund	(282,208.87)	0.00	(282,208.87)
11-0000-361.000 INTEREST	4,002.46	0.00	4,002.46
11-0000-361.001 Florida Class Transportation Interest	25,882.25	0.00	25,882.25
11-0000-361.002 Transportation Fund MM Interest	19,041.73	0.00	19,041.73
11-1600-335.000 RACING TAX	111,625.00	111,625.00	0.00
11-4000-312.000 LOCAL OPTION FUEL TAX	399,810.35	1,259,341.00	(859,530.65)
11-4000-312.020 Ninth Cent Fuel Tax	81,717.09	140,040.00	(58,322.91)
11-4100-335.000 MOTOR FUEL TAX REBATE	1,232.85	16,965.00	(15,732.15)
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)	191,820.07	361,039.00	(169,218.93)
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	87,668.39	157,815.00	(70,146.61)
11-5000-362.000 Aucilla Shore Non Ad Valor	46,073.33	49,455.00	(3,381.67)

Statement of Activity

Jefferson County Board of County Commissioners

For 4/30/2026

All

	Y-T-D Actual	Y-T-D Budget	Variance
11-5000-362.001 Hanger Lot Road Ad Val	980.18	0.00	980.18
12-0000-344.080 SCOP-Small Co Outreach PR	1,120,563.18	0.00	1,120,563.18
12-3600-331.000 Interest	26.79	0.00	26.79
12-3610-331.010 Interest - Section 8	16.33	0.00	16.33
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	433.13	0.00	433.13
14-1100-351.010 DORI Slosberg Surcharge	5,455.65	11,400.00	(5,944.35)
14-1100-351.020 Court Facilities Surcharge	56,717.60	114,000.00	(57,282.40)
14-1100-351.030 Criminal Surcharge/Court Innovations (Restricted)	6,825.95	11,400.00	(4,574.05)
14-1100-351.060 Crime Prevention (Restricted)	2,952.83	9,500.00	(6,547.17)
14-2200-337.090 Patrol Vehicle Grant	44,331.00	0.00	44,331.00
14-3000-351.000 Court Education TF (Restricted)	7,610.20	7,600.00	10.20
14-4000-342.000 Impound Fee	750.00	0.00	750.00
14-4000-351.000 Communications TF (Restricted)	19,852.27	47,500.00	(27,647.73)
19-0000-319.000 FIRE ASSESSMENT REVENUE	1,221,380.85	1,398,827.00	(177,446.15)
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	23,524.09	22,000.00	1,524.09
22-4000-343.020 RESIDENTIAL ASSESSMENT	1,338,525.90	1,537,104.00	(198,578.10)
22-4100-343.000 REFUSE RECEIPTS(COUNTY)	177,322.24	300,000.00	(122,677.76)
22-4200-343.000 ROLLOFF RENTAL	75,138.05	160,000.00	(84,861.95)
22-4200-346.000 SOLID WASTE FEES	0.00	2,000.00	(2,000.00)
22-9000-334.000 SMALL COUNTY GRANT	93,750.00	93,750.00	0.00
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	19,653.67	36,831.00	(17,177.33)
23-2000-334.010 EOC Supplemental Award	78,094.76	84,720.00	(6,625.24)
23-4000-342.000 EOC Surcharge/Wireless	26,734.66	45,816.00	(19,081.34)
23-4000-342.010 Prepaid Wireless	4,737.18	3,645.00	1,092.18
23-4000-342.020 Non-Wireless	4,493.11	5,000.00	(506.89)
24-0000-385.003 Florida Class Debt Service Interest	2,172.50	0.00	2,172.50
24-4000-312.010 NEW LOCAL OPTIONS GAS TAX/5TH	191,128.21	355,255.00	(164,126.79)
24-4000-312.020 5TH & 6TH CENT - 80%	350,673.52	587,463.00	(236,789.48)
24-4000-312.030 CITY OF MONTICELLO - PAYBACK	0.00	30,000.00	(30,000.00)
26-0000-361.000 Interest - JCLA	7,036.34	0.00	7,036.34
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	622,593.84	1,794,441.00	(1,171,847.16)
28-5000-369.020 EMS COUNTY GRANT	2,712.15	10,000.00	(7,287.85)
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	42,509.72	114,000.00	(71,490.28)
30-0000-361.001 Florida Class Debt Service Interest	17,395.87	0.00	17,395.87
Total Revenues	24,394,179.54	35,784,892.90	(11,390,713.36)

Expenses

01-2101-511.110 Board of Co Comm. - Salary	104,876.25	176,185.00	71,308.75
01-2101-511.210 FICA	6,790.50	13,478.00	6,687.50
01-2101-511.220 Retirement	48,727.65	96,144.00	47,416.35
01-2101-511.230 Employee Health Insurance	52,414.39	94,731.00	42,316.61
01-2101-511.240 Workers Compensation Ins	187.38	264.00	76.62
01-2101-511.400 Travel	150.00	8,000.00	7,850.00
01-2102-513.120 County Coord Salaries	111,919.27	278,491.00	166,571.73
01-2102-513.210 FICA	8,401.64	21,305.00	12,903.36
01-2102-513.220 Retirement	30,973.67	62,641.00	31,667.33
01-2102-513.230 Employee Health Insurance	9,788.91	0.00	(9,788.91)
01-2102-513.231 Employee Health Insurance	0.00	49,797.00	49,797.00
01-2102-513.240 Workers Compensation Ins	4,497.38	6,795.00	2,297.62
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	2,463.57	1,500.00	(963.57)
01-2102-513.461 Office Equipment Maint	152.53	1,000.00	847.47
01-2102-513.462 Vehicle Maintenance	1,464.77	0.00	(1,464.77)
01-2102-513.491 Miscellaneous Expenditure	13,205.82	20,000.00	6,794.18

Statement of Activity

Jefferson County Board of County Commissioners

For 4/30/2026

All

	Y-T-D Actual	Y-T-D Budget	Variance
01-2102-513.510 Office Supplies	824.18	3,000.00	2,175.82
01-2102-513.520 Operating Supplies	907.77	1,000.00	92.23
01-2102-513.521 Fuel	428.51	1,200.00	771.49
01-2102-513.525 IT Expenditures	1,916.54	0.00	(1,916.54)
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
01-2104-513.230 Health Ins-Comm/Const	251,184.05	462,000.00	210,815.95
01-2104-513.310 Professional Services	70,737.31	215,000.00	144,262.69
01-2104-513.320 Audit Fees	64,000.00	150,000.00	86,000.00
01-2104-513.420 Postage	838.65	6,000.00	5,161.35
01-2104-513.421 Rents & Leases	947.10	0.00	(947.10)
01-2104-513.441 Rents & Leases	63.36	0.00	(63.36)
01-2104-513.450 Insurance - Prop/Auto/Liab	464,733.00	535,000.00	70,267.00
01-2104-513.451 Workers Compensation Ins	65,586.85	88,891.00	23,304.15
01-2104-513.490 Legal Advertising	2,151.94	10,000.00	7,848.06
01-2104-513.491 Miscellaneous Expenditure	41,958.32	25,000.00	(16,958.32)
01-2104-513.492 Mass Transit Line	0.00	85,000.00	85,000.00
01-2104-513.510 Office Supplies	469.46	2,500.00	2,030.54
01-2104-513.521 Operating Supplies - Opioid Settlement	35,852.00	0.00	(35,852.00)
Funds			
01-2104-513.525 IT Expenses	45,875.02	125,000.00	79,124.98
01-2104-513.540 Membership Dues	22,876.37	9,000.00	(13,876.37)
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 Budget	732,680.00	965,801.00	233,121.00
01-2320-513.930 Clerk of the Circuit Court Budget	323,750.00	655,000.00	331,250.00
01-2322-516.120 Circuit Employees/Co Exp	0.00	4,057.00	4,057.00
01-2322-516.312 Sheriffs Ser./Ch Support	(7,698.40)	3,000.00	10,698.40
01-2322-516.313 Circuit Fil Fees	0.00	15,000.00	15,000.00
01-2322-516.410 Communications	699.32	7,655.00	6,955.68
01-2322-516.470 Trial Courts Marshall	0.00	2,148.00	2,148.00
01-2322-516.510 Office Supplies	1,736.36	1,200.00	(536.36)
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	125.87	300.00	174.13
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	4,771.09	11,500.00	6,728.91
01-2332-516.410 Communications	5,000.95	10,000.00	4,999.05
01-2332-516.461 Office Equipment Maint	11,299.00	11,000.00	(299.00)
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	2,812.66	4,716.00	1,903.34
01-2333-516.341 Contractual Services	5,388.95	6,000.00	611.05
01-2333-516.410 Communications	5,029.93	4,337.00	(692.93)
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	40,211.00	40,211.00	0.00
01-2440-519.930 Supervisor Of Elections	454,239.55	689,191.00	234,951.45
01-2670-519.340 Courthouse Janitorial Ser	7,069.53	16,500.00	9,430.47
01-2670-519.410 Communications	7,490.48	13,000.00	5,509.52
01-2670-519.430 Utilities	7,067.10	17,500.00	10,432.90
01-2670-519.441 Rents & Leases	6,614.51	12,500.00	5,885.49
01-2670-519.460 Building Maintenance	21,041.89	32,500.00	11,458.11
01-2670-519.461 Office Equipment Maint	656.51	2,500.00	1,843.49
01-2670-519.491 Miscellaneous Expenditure	1,795.00	5,000.00	3,205.00
01-2670-519.520 Operating Supplies	10,396.59	4,500.00	(5,896.59)
01-2671-519.340 Admin Bldg Janitorial Ser	21,827.26	70,000.00	48,172.74
01-2671-519.410 Communications	28,196.35	30,000.00	1,803.65
01-2671-519.430 Utilities	30,924.57	55,000.00	24,075.43
01-2671-519.440 Rent	2,025.00	7,000.00	4,975.00

Statement of Activity

Jefferson County Board of County Commissioners

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All

	Y-T-D Actual	Y-T-D Budget	Variance
01-2671-519.441 Rent & Leases	448.26	2,000.00	1,551.74
01-2671-519.460 Building Maintenance	56,475.53	275,000.00	218,524.47
01-2780-515.120 County Planning - Salary	89,414.40	174,498.00	85,083.60
01-2780-515.210 FICA	6,799.01	13,349.00	6,549.99
01-2780-515.220 Retirement	12,545.15	24,482.00	11,936.85
01-2780-515.230 Employee Health Insurance	5,876.08	49,671.00	43,794.92
01-2780-515.240 Workers Compensation Ins	0.00	3,134.00	3,134.00
01-2780-515.310 Consultant Fees	11,411.87	150,000.00	138,588.13
01-2780-515.340 Janitorial Services	1,036.24	2,400.00	1,363.76
01-2780-515.410 Communications	821.11	1,000.00	178.89
01-2780-515.420 Postage	2,100.24	1,500.00	(600.24)
01-2780-515.430 Utilities	2,193.63	2,500.00	306.37
01-2780-515.441 Rents & Leases	1,224.11	3,775.00	2,550.89
01-2780-515.461 Office Equipment Maint	100.45	0.00	(100.45)
01-2780-515.490 Legal Advertising	977.26	1,200.00	222.74
01-2780-515.510 Office Supplies	151.97	1,200.00	1,048.03
01-2780-515.511 Computer Support	150.00	0.00	(150.00)
01-2780-515.520 Operating Supplies	7,774.51	2,500.00	(5,274.51)
01-2780-515.540 Subscriptions & Dues	0.00	600.00	600.00
01-2780-515.541 Education & Training	119.56	1,000.00	880.44
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	5,000.00	5,000.00	0.00
01-2781-519.888 Soil & Water Conservation District	2,500.00	2,500.00	0.00
01-2781-519.889 4-H Association	5,000.00	5,000.00	0.00
01-3101-521.132 EMPA (State)	79,354.50	105,806.00	26,451.50
01-3101-521.133 EMPG 50/50 (1100)	36,203.35	47,575.00	11,371.65
01-3101-521.135 Duke Energy Grant	0.00	18,000.00	18,000.00
01-3101-521.136 Cert Grant	0.00	7,500.00	7,500.00
01-3101-521.138 County In-Kind Match Grant - Emergency Management	43,957.48	35,610.00	(8,347.48)
01-3101-521.930 Sheriffs Budget - LEO, Traffic, Corrections, Court Security	4,445,565.13	7,387,786.00	2,942,220.87
01-3101-521.931 Law Enf. Salary Assistance Exp.	326,293.50	342,814.00	16,520.50
01-3102-553.310 VA Shared Costs	15,985.62	33,000.00	17,014.38
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	157,198.37	247,747.00	90,548.63
01-3440-524.210 FICA	11,647.48	18,953.00	7,305.52
01-3440-524.220 Retirement	22,592.69	34,759.00	12,166.31
01-3440-524.230 Employee Health Insurance	31,612.36	62,065.00	30,452.64
01-3440-524.240 Workers Compensation Ins	2,623.47	5,196.00	2,572.53
01-3440-524.310 Consultant Fees	2,203.20	4,500.00	2,296.80
01-3440-524.340 Janitorial Services	1,036.23	2,500.00	1,463.77
01-3440-524.400 Travel	174.97	500.00	325.03
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	1,289.15	2,575.00	1,285.85
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	3,186.93	3,550.00	363.07
01-3440-524.461 Office Equipment Maint	0.00	1,000.00	1,000.00
01-3440-524.462 Maintenance of Vehicles	439.99	2,000.00	1,560.01
01-3440-524.490 Legal Advertising	0.00	350.00	350.00
01-3440-524.510 Office Supplies	806.07	1,000.00	193.93
01-3440-524.520 Operating Supplies	8,231.24	4,400.00	(3,831.24)
01-3440-524.521 Fuel	1,593.81	4,500.00	2,906.19
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	26,649.76	75,000.00	48,350.24
01-4212-562.120 Animal Control - Salaries	25,815.50	49,960.00	24,144.50
01-4212-562.210 FICA	1,887.61	3,822.00	1,934.39
01-4212-562.220 Retirement	3,621.92	13,658.00	10,036.08
01-4212-562.230 Employee Health Insurance	4,947.75	37,277.00	32,329.25

Statement of Activity

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All

	Y-T-D Actual	Y-T-D Budget	Variance
01-4212-562.240 Workers Compensation Ins	2,998.26	5,082.00	2,083.74
01-4212-562.310 Professional Services	8,068.86	5,000.00	(3,068.86)
01-4212-562.400 Travel	0.00	2,000.00	2,000.00
01-4212-562.492 Spay & Neuter Exp/Fund	2,128.00	3,000.00	872.00
01-4212-562.520 Operating Supplies	10,574.58	3,000.00	(7,574.58)
01-4212-562.522 Tool & Supplies	1,190.88	500.00	(690.88)
01-4212-562.540 Subscriptions/Memberships	0.00	200.00	200.00
01-4212-562.550 Education & Training	2,040.40	1,500.00	(540.40)
01-4216-534.120 Mosq Control/Local Salary	1,376.52	21,244.00	19,867.48
01-4216-534.210 Mosq Control/Local FICA	105.32	1,625.00	1,519.68
01-4216-534.220 Mosq Control/Local Ret.	135.35	2,896.00	2,760.65
01-4216-534.240 Mosq Control/Local W/C	1,311.73	2,124.00	812.27
01-4216-534.410 Communications	132.39	500.00	367.61
01-4216-534.430 Utilities	1,442.51	3,702.00	2,259.49
01-4216-534.521 Gas/Oil	81.58	2,909.00	2,827.42
01-4217-534.120 Mosquito Control Salary - State	15,690.44	0.00	(15,690.44)
01-4217-534.123 Mosq Control/State Salary	0.00	24,200.00	24,200.00
01-4217-534.210 Mosq Control/State FICA	1,179.64	1,851.00	671.36
01-4217-534.220 Mosq Control/State Ret.	2,172.92	3,299.00	1,126.08
01-4217-534.230 Health Ins	2,525.22	0.00	(2,525.22)
01-4217-534.240 Mosq Control/State W/C	0.00	2,420.00	2,420.00
01-4217-534.460 Maintenance & Repairs	702.48	4,500.00	3,797.52
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	30,750.00	41,000.00	10,250.00
01-5103-563.811 Mental Health - Clin. Ser	26,677.89	51,000.00	24,322.11
01-5103-563.812 Detox	4,798.73	13,000.00	8,201.27
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	69,732.00	128,287.00	58,555.00
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	5,092.34	9,814.00	4,721.66
01-6101-572.220 Retirement	10,656.25	17,999.00	7,342.75
01-6101-572.230 Employee Health Insurance	18,059.65	44,869.00	26,809.35
01-6101-572.240 Workers Compensation Ins	2,623.50	4,349.00	1,725.50
01-6101-572.341 Contractual Services	0.00	100.00	100.00
01-6101-572.410 Communications	1,772.05	1,800.00	27.95
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	8,752.15	14,625.00	5,872.85
01-6101-572.441 RENTS & LEASES	2,115.00	0.00	(2,115.00)
01-6101-572.460 Building Maintenance	5,725.10	11,904.00	6,178.90
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	775.00	1,200.00	425.00
01-6101-572.491 Miscellaneous Expenditure	0.00	300.00	300.00
01-6101-572.510 Office Supplies	1,184.64	750.00	(434.64)
01-6101-572.520 Operating Supplies	9,394.76	11,000.00	1,605.24
01-6101-572.521 Gas & Oil	1,922.35	4,000.00	2,077.65
01-6101-572.523 Operating Supplies-Park	5,059.32	10,000.00	4,940.68
01-6101-572.540 Subscriptions/Memberships	0.99	200.00	199.01
01-6101-572.640 Equipment	13,950.87	20,000.00	6,049.13
01-6101-572.641 Equipment < \$1000	0.00	500.00	500.00
01-6212-571.120 Library - Salaries/Local	123,063.89	265,872.00	142,808.11
01-6212-571.210 FICA	9,238.36	20,339.00	11,100.64
01-6212-571.220 Retirement	16,915.00	37,302.00	20,387.00
01-6212-571.230 Employee Health Insurance	31,665.60	61,519.00	29,853.40
01-6212-571.240 Workers Compensation Ins	187.38	391.00	203.62
01-6212-571.340 Janitorial Services	0.00	17,310.00	17,310.00
01-6212-571.410 Communications	3,445.10	5,500.00	2,054.90
01-6212-571.420 Postage	10.80	100.00	89.20
01-6212-571.430 Utilities	9,900.27	23,492.00	13,591.73

Statement of Activity

Jefferson County Board of County Commissioners

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All

	Y-T-D Actual	Y-T-D Budget	Variance
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	6,640.48	0.00	(6,640.48)
01-6213-571.341 Contractual Services	932.00	8,000.00	7,068.00
01-6213-571.400 Travel	90.00	2,000.00	1,910.00
01-6213-571.441 Rents & Leases	2,629.41	1,500.00	(1,129.41)
01-6213-571.460 Building Maintenance	5,146.68	27,000.00	21,853.32
01-6213-571.461 OFFICE EQUIPMENT MAINT	803.56	0.00	(803.56)
01-6213-571.491 Miscellaneous Expenditure	388.15	2,000.00	1,611.85
01-6213-571.510 Office Supplies	838.44	11,500.00	10,661.56
01-6213-571.520 Operating Supplies	3,906.68	28,000.00	24,093.32
01-6213-571.525 IT Expenses	5,261.89	30,000.00	24,738.11
01-6213-571.540 Subscriptions/Memberships	1,110.84	10,000.00	8,889.16
01-6213-571.640 Capital Outlay	0.00	45,000.00	45,000.00
01-6213-571.660 Books & Materials	15,534.13	65,000.00	49,465.87
01-6302-537.120 Extension - Salaries	109,141.50	194,159.00	85,017.50
01-6302-537.210 FICA	8,463.99	14,853.00	6,389.01
01-6302-537.220 Retirement	15,565.11	27,241.00	11,675.89
01-6302-537.230 Employee Health Insurance	9,517.00	0.00	(9,517.00)
01-6302-537.240 Workers Compensation Ins	374.79	475.00	100.21
01-6302-537.242 Employee Health Insurance	0.00	49,093.00	49,093.00
01-6302-537.340 Janitorial Services	4,782.20	8,500.00	3,717.80
01-6302-537.400 Travel	0.00	2,000.00	2,000.00
01-6302-537.410 Communications	509.00	5,400.00	4,891.00
01-6302-537.430 Utilities	4,477.60	10,500.00	6,022.40
01-6302-537.441 Rents & Leases	2,681.47	4,000.00	1,318.53
01-6302-537.460 Building Maintenance	3,498.29	9,000.00	5,501.71
01-6302-537.461 Office Equipment Maint	2,623.68	7,500.00	4,876.32
01-6302-537.462 Maintenance of Vehicles	562.90	3,000.00	2,437.10
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	1,225.22	6,000.00	4,774.78
01-6302-537.523 IT/Computers	1,422.14	2,000.00	577.86
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	13.05	4,000.00	3,986.95
01-6302-537.641 Equipment < \$1000	1,110.71	1,000.00	(110.71)
01-9999-511.990 Reserve for Cont- BCC	0.00	572,346.00	572,346.00
11-4102-541.120 ROAD DEPARTMENT - SALARIES	383,954.31	686,619.00	302,664.69
11-4102-541.122 OVERTIME	0.00	30,000.00	30,000.00
11-4102-541.210 FICA	28,085.93	54,821.00	26,735.07
11-4102-541.220 RETIREMENT	53,868.86	100,542.00	46,673.14
11-4102-541.230 Employee Health Insurance	97,286.51	194,267.00	96,980.49
11-4102-541.240 Workers Compensation Ins	38,789.95	55,240.00	16,450.05
11-4102-541.340 TECHNICAL SERVICES	0.00	2,500.00	2,500.00
11-4102-541.341 CONTRACTOR SERVICES	76,364.04	30,000.00	(46,364.04)
11-4102-541.400 TRAVEL & TRAINING	1,050.00	2,500.00	1,450.00
11-4102-541.410 COMMUNICATIONS	7,649.75	9,250.00	1,600.25
11-4102-541.420 POSTAGE	0.00	150.00	150.00
11-4102-541.430 Utilities	10,815.70	29,500.00	18,684.30
11-4102-541.441 EQUIPMENT/RENT	1,324.29	15,000.00	13,675.71
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	55,451.05	80,000.00	24,548.95
11-4102-541.463 ROAD EQUIPMENT/PARTS	24,862.67	45,000.00	20,137.33
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	5,738.07	25,000.00	19,261.93
11-4102-541.521 FUEL	10,571.69	225,000.00	214,428.31
11-4102-541.525 IT SUPPLIES	462.20	1,000.00	537.80
11-4102-541.530 ROAD MATERIALS	40,338.18	100,000.00	59,661.82
11-4102-541.531 Road Construction	43,708.70	200,000.00	156,291.30
11-4102-541.532 ROAD SIGNAGE	7,666.91	6,000.00	(1,666.91)
11-4102-541.540 SUBSCRIPTIONS/MEMBERSHIPS	179.88	200.00	20.12
11-4102-541.638 Aucilla Shores MTCE	0.00	49,455.00	49,455.00
11-4102-541.640 EQUIPMENT/PURCHASE	132,017.38	50,000.00	(82,017.38)
11-4102-541.641 EQUIPMENT < \$1000	403.34	5,000.00	4,596.66
12-0001-554.300 Section 8 - O/E	0.00	200,000.00	200,000.00

Statement of Activity

Jefferson County Board of County Commissioners

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All	Y-T-D Actual	Y-T-D Budget	Variance
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	337,048.89	7,981,336.00	7,644,287.11
12-0098-525.351 T-Mobile Hometown Marketing Grant	11,000.00	0.00	(11,000.00)
Expenditures			
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	6,145.53	11,400.00	5,254.47
14-3101-521.420 Court Facilities	0.00	114,000.00	114,000.00
14-3101-521.440 Court Innovations/Legal Aid (Restricted)	1,036.67	11,400.00	10,363.33
14-3101-521.450 Crime Prevention (Restricted)	0.00	9,500.00	9,500.00
14-3101-521.540 Court Education TF (Restricted)	11,371.84	7,600.00	(3,771.84)
14-3101-521.931 Communications TF (Restricted)	17,376.00	47,500.00	30,124.00
18-4102-541.642 Construction - County Buildings	183,608.36	0.00	(183,608.36)
18-4102-541.643 Private Road Project	247,332.27	0.00	(247,332.27)
19-3211-522.120 FIRE DEPARTMENT SALARIES	293,476.26	0.00	(293,476.26)
19-3211-522.121 FIRE DEPARTMENT SALARIES	0.00	668,763.00	668,763.00
19-3211-522.122 OVERTIME	124,368.26	57,870.00	(66,498.26)
19-3211-522.210 FICA	29,850.15	55,587.00	25,736.85
19-3211-522.220 RETIREMENT	140,781.24	255,702.00	114,920.76
19-3211-522.230 Employee Health Insurance	97,111.47	151,561.00	54,449.53
19-3211-522.241 Workers Compensation Ins	21,737.33	28,902.00	7,164.67
19-3211-522.311 PROPERTY APPRAISER SERVICES	10,470.50	13,988.00	3,517.50
19-3211-522.410 COMMUNICATIONS	2,010.28	2,100.00	89.72
19-3211-522.420 POSTAGE	0.00	105.00	105.00
19-3211-522.430 Utilities	2,388.09	6,825.00	4,436.91
19-3211-522.441 RENTS & LEASES	532.67	554.00	21.33
19-3211-522.460 BUILDING MAINTENANCE	2,923.84	8,000.00	5,076.16
19-3211-522.461 OFFICE EQUIPMENT MAINT	0.00	1,050.00	1,050.00
19-3211-522.462 FIRE EQUIPMENT MAINT	6,144.89	12,000.00	5,855.11
19-3211-522.463 EQUIP MAINT/PARTS	5,884.43	8,400.00	2,515.57
19-3211-522.491 MISCELLANEOUS EXPENDITURE	407.32	1,050.00	642.68
19-3211-522.510 OFFICE SUPPLIES	11.94	68.00	56.06
19-3211-522.520 OPERATING SUPPLIES	4,320.61	20,180.00	15,859.39
19-3211-522.521 FUEL	6,634.56	16,383.00	9,748.44
19-3211-522.540 EDUCATION	617.05	2,800.00	2,182.95
19-3211-522.620 WACISSA VOLUNTEERS	5,279.46	5,000.00	(279.46)
19-3211-522.621 LLOYD VOLUNTEERS	3,069.67	5,000.00	1,930.33
19-3211-522.622 MONTICELLO VOLUNTEERS	0.00	5,000.00	5,000.00
19-3211-522.623 ASHVILLE VOLUNTEERS	3,929.16	5,000.00	1,070.84
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	375.00	1,800.00	1,425.00
19-3212-522.210 FICA	42.59	0.00	(42.59)
19-3212-522.220 RETIREMENT	159.42	0.00	(159.42)
19-3212-522.230 Health Insurance	53.04	0.00	(53.04)
22-4212-534.120 SOLID WASTE - SALARIES	428,332.43	743,970.00	315,637.57
22-4212-534.122 OVERTIME	0.00	30,000.00	30,000.00
22-4212-534.210 FICA	31,575.02	0.00	(31,575.02)
22-4212-534.212 FICA	0.00	59,209.00	59,209.00
22-4212-534.220 RETIREMENT	57,205.45	108,588.00	51,382.55
22-4212-534.230 Employee Health Insurance	81,898.53	149,302.00	67,403.47
22-4212-534.240 Workers Compensation Ins	24,735.62	38,835.00	14,099.38
22-4212-534.315 CLOSURE COSTS	39,725.68	62,450.00	22,724.32
22-4212-534.340 TIPPING FEES	88,787.40	369,904.00	281,116.60
22-4212-534.341 CONTRACTOR SERVICES	5,582.92	8,500.00	2,917.08
22-4212-534.342 PROPERTY APPRAISER SERVICES	11,494.50	14,000.00	2,505.50
22-4212-534.400 TRAVEL	0.00	540.00	540.00
22-4212-534.410 COMMUNICATIONS	2,406.63	6,500.00	4,093.37
22-4212-534.420 POSTAGE	0.00	750.00	750.00
22-4212-534.430 Utilities	18,317.90	38,000.00	19,682.10
22-4212-534.440 RENTS & LEASES	8,662.20	16,000.00	7,337.80
22-4212-534.441 EQUIPMENT LEASES	25,996.69	118,512.00	92,515.31
22-4212-534.460 BUILDING MAINTENANCE	1,000.07	0.00	(1,000.07)
22-4212-534.461 OFFICE EQUIPMENT MAINT	1,038.57	3,500.00	2,461.43
22-4212-534.462 MAINTENANCE OF VEHICLES	94,533.27	55,000.00	(39,533.27)
22-4212-534.463 EQUIPMENT MAINT/PARTS	30,930.49	35,000.00	4,069.51
22-4212-534.465 ADOPT A ROAD	0.00	100.00	100.00
22-4212-534.490 ADVERTISING	1,020.00	2,500.00	1,480.00

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Jefferson County Board of County Commissioners
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All	Y-T-D Actual	Y-T-D Budget	Variance
22-4212-534.491 MISCELLANEOUS EXPENDITURE	1,153.71	2,000.00	846.29
22-4212-534.510 OFFICE SUPPLIES	317.66	1,500.00	1,182.34
22-4212-534.520 OPERATING SUPPLIES	13,066.65	30,000.00	16,933.35
22-4212-534.521 GAS, DIESEL & OIL	61,245.48	119,500.00	58,254.52
22-4212-534.522 TOOLS & SUPPLIES	480.72	2,000.00	1,519.28
22-4212-534.540 MEMBERSHIPS AND SUBSCRIPTIONS	269.00	200.00	(69.00)
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
22-4212-534.544 HAZARDOUS WASTE COOP COLLECTION	718.67	0.00	(718.67)
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	56,024.50	96,872.00	40,847.50
23-2911-525.410 Emergency Communication	166,560.80	79,140.00	(87,420.80)
23-2911-525.411 Rural County Spring/Fall Grant Exp	(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	964.30	170,300.00	169,335.70
26-6214-571.491 MISCELLANEOUS EXPENDITURE	234.91	0.00	(234.91)
28-3211-526.120 EMS - SALARIES	333,986.76	0.00	(333,986.76)
28-3211-526.121 EMS - SALARIES	0.00	923,530.00	923,530.00
28-3211-526.122 OVERTIME	143,090.47	105,000.00	(38,090.47)
28-3211-526.150 SPECIAL EVENT PAY	3,150.00	12,500.00	9,350.00
28-3211-526.210 FICA	34,146.09	78,683.00	44,536.91
28-3211-526.220 RETIREMENT	158,429.55	361,940.00	203,510.45
28-3211-526.230 Employee Health Insurance	111,456.77	209,298.00	97,841.23
28-3211-526.240 Workers Compensation Ins	21,737.36	39,912.00	18,174.64
28-3211-526.320 CONTRACT SERVICES	40,631.74	56,000.00	15,368.26
28-3211-526.410 COMMUNICATIONS	1,795.76	6,000.00	4,204.24
28-3211-526.420 POSTAGE	0.00	220.00	220.00
28-3211-526.430 Utilities	2,436.73	7,000.00	4,563.27
28-3211-526.441 RENTS & LEASES	532.65	1,200.00	667.35
28-3211-526.460 BUILDING MAINTENANCE	2,923.86	8,000.00	5,076.14
28-3211-526.461 OFFICE EQUIPMENT MAINT	0.00	900.00	900.00
28-3211-526.462 MAINTENANCE OF VEHICLES	5,720.27	27,500.00	21,779.73
28-3211-526.463 MAINTENANCE OF VEHICLES - PARTS	14,473.08	20,000.00	5,526.92
28-3211-526.464 EMS EQUIPMENT MAINTENANCE	21,533.85	15,000.00	(6,533.85)
28-3211-526.491 MISCELLANEOUS EXPENDITURE	288.58	20,000.00	19,711.42
28-3211-526.510 OFFICE SUPPLIES	11.94	524.00	512.06
28-3211-526.520 OPERATING SUPPLIES	4,011.45	1,000.00	(3,011.45)
28-3211-526.521 FUEL	20,442.07	50,000.00	29,557.93
28-3211-526.522 MEDICAL SUPPLIES	25,357.20	40,000.00	14,642.80
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	(205.00)	5,000.00	5,205.00
28-3211-526.640 EQUIPMENT	4,872.59	19,000.00	14,127.41
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	6,696.80	14,500.00	7,803.20
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	4,000.00	4,000.00	0.00
29-2781-519.486 Promotional Services - Promo/Adver	30,000.00	13,500.00	(16,500.00)
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

Statement of Activity
Jefferson County Board of County Commissioners
For 4/30/2026

All

	Y-T-D Actual	Y-T-D Budget	Variance
29-2781-519.490 Monticello Market - Promo/Adver	0.00	4,000.00	4,000.00
29-2781-519.801 TDC Grants - Special Events	<u>7,500.00</u>	<u>10,000.00</u>	<u>2,500.00</u>
Total Expenses	<u>15,618,826.35</u>	<u>35,784,893.52</u>	<u>20,166,067.17</u>
Excess Revenue Over (Under) Expenditures	<u>8,775,353.19</u>	<u>(0.62)</u>	<u>8,775,353.81</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>
[10315] Beard Equipment Company								
5/18/2026	5/18/2026	2290008	5/21/2026	acct# 700352 repair - Diag & repair transmission leak between transmission & engine Poc #115	5,871.23	5,871.23	11-4102-541.462	5,871.23
Total for[10315] Beard Equipment Company					5,871.23	5,871.23		5,871.23
[10330] C. W. Roberts Contracting Inc								
5/21/2026	5/21/2026	1510952.990737	5/21/2026	Waukeenh Hwy repair Project# 1510952.990737	22,260.00	22,260.00	11-4102-541.531	22,260.00
Total for[10330] C. W. Roberts Contracting Inc					22,260.00	22,260.00		22,260.00
[12756] Certified Laboratories								
5/25/2026	5/25/2026	9603366	5/21/2026	acct# 538943 Premalube cs\40 Rd dept	431.95	431.95	11-4102-541.520	431.95
Total for[12756] Certified Laboratories					431.95	431.95		431.95
[10540] Jones Welding & Industrial Supplies Inc								
5/21/2026	5/21/2026	R00745554	5/21/2026	Acct# 58688 monthly cylinders rental, AC2, OX125, OX282	117.60	117.60	11-4102-541.520	117.60
Total for[10540] Jones Welding & Industrial Supplies Inc					117.60	117.60		117.60
[10725] Keaton Tire Repair								
5/11/2026	5/11/2026	909267	5/21/2026	service call - repair tires #124	550.00	550.00	11-4102-541.462	550.00
5/18/2026	5/18/2026	909268	5/21/2026	service call, 2 new tires, mount, scrap old tires - #112	3,063.75	3,063.75	11-4102-541.462	3,063.75
Total for[10725] Keaton Tire Repair					3,613.75	3,613.75		3,613.75
[11150] Potty Man Portables								
5/11/2026	5/11/2026	127749	5/21/2026	portable toilet rental - Rd Dept	95.00	95.00	11-4102-541.441	95.00
Total for[11150] Potty Man Portables					95.00	95.00		95.00
[14057] Primo Brand								
5/21/2026	5/21/2026	06D8740009773	5/21/2026	water, tank rental - Rd Dept acct# 8740009773	77.74	77.74	11-4102-541.520	77.74
Total for[14057] Primo Brand					77.74	77.74		77.74
[10915] Quality Pavement Repair								
5/18/2026	5/18/2026	33478195	5/21/2026	acct# 666815 (3) pallets of cold patch	3,402.00	3,402.00	11-4102-541.530	3,402.00
Total for[10915] Quality Pavement Repair					3,402.00	3,402.00		3,402.00
[12010] Safety-Kleen Systems, Inc								
6/01/2026	6/01/2026	CN21082231	5/21/2026	Acct# JE10809 parts washer solvent, Td Dept - SA# JE10808	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					35,922.43	35,922.43		35,922.43

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>
[10250] Big Bend Tire								
5/06/2026	5/06/2026	16072040621	5/15/2026	new tire, tire disposal fee - #29 LC trailer	411.66	411.66	11-4102-541.462	411.66
5/06/2026	5/06/2026	1607204246	5/15/2026	tire repair #109	30.00	30.00	11-4102-541.462	30.00
5/15/2026	5/15/2026	1607204353	5/15/2026	new tires x6, tire disposal fee #96	1,745.94	1,745.94	11-4102-541.462	1,745.94
Total for[10250] Big Bend Tire					2,187.60	2,187.60		2,187.60
[10770] Cintas								
5/18/2026	5/18/2026	4267347092	5/15/2026	acct# 19616374 uniform rental - Rd Dept	164.51	164.51	11-4102-541.341	164.51
6/01/2026	6/01/2026	4268104553	5/15/2026	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
[10025] City of Monticello								
5/06/2026	5/06/2026	0326-0112	5/15/2026	acct# 00050112 monthly water, sewer Rd Dept	51.74	51.74	11-4102-541.430	51.74
Total for[10025] City of Monticello					51.74	51.74		51.74
[12640] DoorKing INC								
5/06/2026	5/06/2026	2753760	5/15/2026	monthly service 4/3-5/2 2026 Gate	39.95	39.95	11-4102-541.410	39.95
Total for[12640] DoorKing INC					39.95	39.95		39.95
[10130] Duke Energy								
5/18/2026	5/18/2026	0426-4176	5/15/2026	acct# 930000014176 collective accts	762.34	762.34	11-4102-541.430	762.34
5/11/2026	5/11/2026	0426-8247	5/15/2026	Acct# 910085448247 95 E Capps Hwy	211.90	211.90	11-4102-541.430	211.90
Total for[10130] Duke Energy					974.24	974.24		974.24
[10040] ELI ROBERTS & SONS								
6/01/2026	6/01/2026	512765	5/15/2026	acct# 2022114 unleaded fuel	15,439.40	15,439.40	11-4102-541.521	15,439.40
6/01/2026	6/01/2026	512765A	5/15/2026	acct# 2022114 Diesel fuel	18,454.49	18,454.49	11-4102-541.521	18,454.49
Total for[10040] ELI ROBERTS & SONS					33,893.89	33,893.89		33,893.89
[10555] GCL MONTICELLO								
5/04/2026	5/04/2026	192135	5/15/2026	acct# 300170 Padlock combo, rubber strap, rcht td strap LC1, LC2, #29 Rd Dept	77.96	77.96	11-4102-541.520	77.96
Total for[10555] GCL MONTICELLO					77.96	77.96		77.96
[10575] Mobile Communications America Inc								
6/01/2026	6/01/2026	307070077814	5/15/2026	Fleet tracker service - GPS Rd Dept	544.70	544.70	11-4102-541.341	544.70
Total for[10575] Mobile Communications America Inc					544.70	544.70		544.70
[10440] Monticello Carquest Inc.								
5/18/2026	5/18/2026	10338-355630	5/15/2026	acct# 132 valve cover, valve cover #74	353.61	353.61	11-4102-541.463	353.61
5/18/2026	5/18/2026	10338-355638	5/15/2026	Acct# 132 4G-4FFORX90S, 4G-4FFORX, Hose #114	76.75	76.75	11-4102-541.463	76.75
5/18/2026	5/18/2026	10338-355894	5/15/2026	acct# 132 grinding wheel, shop towels #96, 109, 119 Rd Dept	48.02	48.02	11-4102-541.520	48.02
5/18/2026	5/18/2026	10338-356053	5/15/2026	acct# 132 hose, 4G-6FFORX, hose guard #78	39.44	39.44	11-4102-541.463	39.44
5/18/2026	5/18/2026	10338-356074	5/15/2026	Acct# 132 oil filter, brake cleaner, delo 15w40 syn blend oil #78, shop	157.64	157.64	11-4102-541.463	157.64
6/01/2026	6/01/2026	10338-356411	5/15/2026	Acct# 132 5/16in safety pin, 1/4 in safety pin, 1/2 in safety pin, sae 90 gear oil x2 -LC!, LC2, #119, #118, #96	93.65	93.65	11-4102-541.463	93.65
6/01/2026	6/01/2026	10338-356450	5/15/2026	acct# 132 fram psf, reman steering pump #119	165.31	165.31	11-4102-541.463	165.31
6/01/2026	6/01/2026	10338-356489	5/15/2026	Acct# 132 alternator - RMFD #111	248.96	248.96	11-4102-541.463	248.96

Jefferson County Board of County Commissioners

Accounts Payable Status with Accounting Distribution by Vendor

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5/05/2026	5/15/2026	10338-356540	5/15/2026	CREDIT MEMO 10338-356504 CREDIT TO ORIGINAL INVOICE # 10338-356489 ALTERNATOR	-40.00	-40.00	11-4102-541.463	-40.00
Total for[10440] Monticello Carquest Inc.					1,143.38	1,143.38		1,143.38
[10520] TRI-COUNTY ELECTRIC COOPE								
5/06/2026	5/06/2026	0426-1579	5/15/2026	acct# 531579 monthly service Gamble Rd & W Capps Hwy	471.74	471.74	11-4102-541.430	471.74
5/06/2026	5/06/2026	0426-4204	5/15/2026	acct# 544204 monthly service El Destino Rd	30.75	30.75	11-4102-541.430	30.75
5/04/2026	5/04/2026	0426-7347	5/15/2026	acct 567347 monthly service Hwy 90 & N salt rd -	35.75	35.75	11-4102-541.430	35.75
5/04/2026	5/04/2026	0626-6304A	5/15/2026	acct 536304 monthly service N salt rd	30.75	30.75	11-4102-541.430	30.75
Total for[10520] TRI-COUNTY ELECTRIC COOPE					568.99	568.99		568.99
Report Total					39,811.47	39,811.47		39,811.47

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

Budget Workshop Thursday, May 7, 2026 9:00 AM

The Board held a budget workshop where County Manager Ron Russo and department staff presented proposed fiscal year budget adjustments and operational updates. The Road Department budget was reduced by about \$200,000 while maintaining services, and staff discussed future vehicle replacement needs and potential coordination with the Sheriff's Office for surplus vehicles. The Solid Waste budget saw a small decrease and reported stable operations, full staffing, and ongoing recycling and Adopt-A-Road activities. The library budget decreased slightly due to staffing changes while continuing to report strong usage and expanded programming. The Extension Office budget was reduced primarily due to insurance cost adjustments, and commissioners reviewed concerns about how 4-H funding is recorded, including a \$5,000 pass-through to Dirty Pecan, prompting discussion about clearer budget categorization; Dr. Camille Lewis also outlined Extension programming and partnerships. Finally, the County Manager's Office budget increased due to the transfer of a countywide project management position from Planning into the Manager's Office.

9 AM Call to Order, Invocation, Pledge of Allegiance

1. Road Department

- a. County Manager Ron Russo reported that the Road Department's transportation budget decreased from \$2,122,644 to \$1,922,006 in the upcoming fiscal year, reflecting an approximate \$200,000 reduction.
- b. Jeffery Lee expressed appreciation to the Board for recently approved equipment acquisitions and noted that, although the existing fleet remained in use, the department would require replacement vehicles in the near future.
- c. Commissioner Surlles requested that Ron coordinate with the Sheriff's Office to explore the potential transfer of vehicles to the Road Department.

2. Solid Waste Department (00:00:03)

- a. County Manager Russo informed the Board that the Solid Waste budget decreased from \$2,278,610 to \$2,275,610, reflecting a net reduction of \$3,000.
- b. Robbie Slack informed the Board that the department was fully staffed and that collection drivers were maintaining current operations. He reported that the Adopt-A-Road program was being updated with new participants and website information, and that recycling activities including cardboard, hazardous waste, metals, oils, and light bulbs were ongoing and operating successfully.

3. Library (00:02:25)

- a. County Manager Russo introduced the Library budget, noting it decreased from \$665,325 to \$662,372. He explained that the reduction was primarily due to staffing changes.
- b. Emily presented library usage statistics and operational highlights, including visitation, computer use, circulation, program attendance, meeting room use, and

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

Budget Workshop

Thursday, May 7, 2026

9:00 AM

the in-library food pantry. She also reported efforts to expand community partnerships, outreach, and programming.

4. Extension (00:05:55)

- a.** County Manager Russo reported that the Extension Office budget was proposed to decrease from \$360,870 to \$335,412, a reduction of \$25,458 primarily due to health insurance adjustments. He also noted that staff has identified several funding categories in the overall county budget that may be more appropriately placed within specific operational divisions for improved oversight and accountability.
- b.** During the review, it was noted that the main budget did not reflect 4-H within the Extension budget and that a \$5,000 line item labeled for 4-H was being passed through to the Dirty Pecan organization. Ron expressed concern that line items and categories had changed over time and that current budget entries may not clearly or accurately reflect the actual use of those funds.
- c.** County Manager Russo introduced Dr. Camille Lewis as the County Extension Director and 4-H Agent, noting her leadership role in overseeing countywide programming in youth development, agriculture, and family and consumer sciences.
- d.** Dr. Lewis addressed the Board, emphasizing that the Extension Office had been working to strengthen relationships and partnerships and to ensure the department was effectively serving the residents of Jefferson County. In response to questions about Dirty Pecan, she explained that the organization had been a longtime supporter of Jefferson County 4-H.

5. Managers Office (00:18:30)

- a.** County Manager Russo reported that the County Manager's Office budget was proposed to increase from \$451,729 to \$538,474. He explained that the increase was primarily due to the reassignment of a full-time countywide project management position from the Planning Division to the Manager's Office, along with its associated funding.

***Regular session directly follows.**

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

Regular Session

Thursday, May 7, 2026

9:00 AM

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

The Jefferson County Board of County Commissioners met at 9:00 a.m. and approved the agenda and consent agenda before receiving updates and conducting multiple budget, grant, and procurement discussions. Key actions included approval of economic development initiatives, including workforce surveys and a \$25,000 grant application, and authorization of Hazard Mitigation Grant projects for a jail generator and Department of Health wind retrofit, both largely and fully funded. The Board awarded Small Nonprofit Grants to the Humane Society, MakaCloud, and the Monticello Opera House while discussing concerns about 4-H funding structure and a \$5,000 pass-through involving Dirty Pecan, with further review deferred. Extensive presentations were heard from candidates for county attorney services and engineering consulting contracts, alongside routine department updates on roads, solid waste, library services, and Extension programming. The County Manager also reported on veteran's services improvements through a state partnership, animal services changes following the City of Monticello's decision to maintain its current agreement, environmental testing plans near the Trulieve facility, and progress on county manager recruitment, while additional updates included infrastructure projects and the arrival of historic document reproductions for public display. The meeting concluded with commissioner comments and adjournment.

1. **9AM Call to Order**
2. **Approval of the Agenda (00:19:57)**
 - a. **Commissioner Gramling motions to approve the agenda, seconded by Commissioner Hall, and unanimously approved by the board.**
3. **Public Announcements, Presentations, and Awards (00:20:07)**
4. **Citizens Request and Input on Non-Agenda Items (00:20:17)**
5. **Consent Agenda (00:20:25)**
 - a. **Commissioner Surles motions to approve the consent agenda, seconded by Commissioner Gramling and unanimously approved by the board.**
6. **General Business (00:20:40)**
 - a. **ARPC – Economic Development Update (00:20:41)**
 - i. County Manager Russo introduced Carolyn Smith from the Jefferson County Economic Development Committee.
 - ii. Carolyn Smith updated the Board on the Economic Development Committee, noting strong stakeholder participation and five meetings held to date. She reported three priorities: retaining youth through workforce

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

Regular Session

Thursday, May 7, 2026

9:00 AM

training and job opportunities, supporting local businesses, and addressing workforce readiness gaps, along with ongoing data review and development of workforce surveys.

- iii. Commissioner Hall requested clarification on the designated point of contact.
- iv. Carolyn informed the Board that Commissioner White was currently the designated point of contact.
- v. **Commissioner Surles motions to approve the distribution of surveys, seconded by Commissioner Hosford, and unanimously approved by the board.**
 - i. Carolyn also requested authorization for the Economic Development Committee to apply for a Duke Energy Foundation grant of up to \$25,000 to support development of an integrated economic development webpage with data visualization, branding, and outreach efforts.
 - ii. **Commission Surles motions to approve the application process for the Duke Energy Foundation Grant, seconded by Commissioner Gramling, and unanimously approved by the board.**

b. Hazard Mitigation Grant – Jail Generator (00:28:00)

c. Department of Health, Wind Retrofit Award (00:28:00)

- i. County Manager Russo requested that General Business Items B: Hazard Mitigation Grant – Jail Generator and Item C: Department of Health Wind Retrofit Upgrade be combined and considered together.
- ii. Chairman White agreed to combine the items.
- iii. County Manager Russo informed the Board of two Local Mitigation Strategy grants: one fully funding a jail generator and another supporting a Department of Health wind retrofit, with a total project cost of approximately \$114,000 and a \$2,745 local share. Emergency Management Director Christy Anderson was present to address questions.
- iv. Emergency Management Director Kristy Anderson advised that both the jail generator and Department of Health wind retrofit projects were Hazard Mitigation Grants that had undergone an extensive RFI review process. She noted that the jail generator was funded at approximately \$500,000 at 100% coverage, and the retrofit required only a small local match, with both projects vetted and approved by the Local Mitigation Strategy Committee.
- v. **Commissioner Surles motions to approve all items from B and C under General Business as well as the construction agreement, seconded by Commissioner Gramling and unanimously approved by the board.**

d. Small Non-Profit Grants Application Presentations (00:30:30)

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

Regular Session

Thursday, May 7, 2026

9:00 AM

- i. County Manager Russo provided an overview of the Small Nonprofit Grant Program, noting it supports nonprofits that enhance the quality of life for Jefferson County residents and is governed by Resolution 2024-05 and established policy. He explained that the program provides \$15,000 annually with a \$2,000 cap per organization and requires standard organizational and IRS documentation. He reported that 13 applications were received, with one ineligible, seven missing required documents, and six complete, and reminded the Board that it retains full discretion in awarding funds, including applicants with incomplete submissions.
- ii. Annie Anderson from the Humane Society explained that the organization had operated locally since 1984 and was missing only its articles of incorporation due to its age and requested grant funding.
- iii. Tiffany Wilkie, representing her animal sanctuary MakaCloud, requested funding assistance to help cover food, veterinary care, and medication expenses.
- iv. Commissioner Gramling expressed a preference to create a single, strengthened 4-H line item within the Extension Office budget rather than relying on the Small Nonprofit Grant Program, and suggested potentially increasing overall 4-H funding while clarifying the structure of the existing \$5,000 and \$2,000 allocations and Dirty Pecan support.
- v. The Board and County Manager Russo discussed the 4-H funding structure, considering how current and future grant funds should be directed and whether they should remain within the Small Nonprofit Grant Program or be consolidated into the Extension Office budget.
- vi. County Manager Russo recommended postponing a final decision on 4-H funding and returning with a more detailed, structured proposal at the next meeting so the Board could better determine how 4-H and Dirty Pecan-related funds and line items should be organized.
- vii. Commissioner Surlles moved to approve grant funding for the Humane Society and MakaCloud to avoid delaying the applicants who had presented at the meeting, no second.
- viii. Mike Haring, Director of the Monticello Opera House, reported record youth participation and requested grant funding to support the Opera House's murder mystery dinner theater programs.
- ix. **Motion from Commissioner Surlles to give the Humane Society, MakaCloud and The Monticello Opera House \$2,000 each from the grant, seconded by Commissioner Gramling and unanimously approved by the board.**

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- x. Commissioner Hall asked whether nonprofit grant recipients would be required to submit a written report detailing how the awarded funds were used.
 - xi. County Manager Russo responded that all nonprofit grant recipients would be required to submit a written report by the end of the fiscal year detailing how the awarded funds were used.
- e. Continuing Attorney Service Presentation (00:51:10)**
- i. County Manager Russo informed the Board that the current contract for county attorney services is set to expire on June 30. He further advised that proposals had been received from Mr. Scott Snavely, Constangy, Brooks, Smith & Prophete LLC, and Nabors, Giblin & Nickerson. Mr. Snavely was unable to attend the meeting and therefore did not provide a presentation regarding his proposal.
 - ii. Attorney Scott Poole of Constangy, Brooks, Smith & Prophete outlined his 30 years of public sector labor and employment law experience, including service as chief legal counsel and parliamentarian for the Duval County School Board. Ms. Thompson highlighted her operational experience overseeing HR, policy compliance, public records, and procurement for a large public entity, noting that together they could provide both legal counsel and practical support to county staff.
 - iii. County Attorney Evan Rosenthal of Nabors, Giblin & Nickerson stated that NGN exclusively represents local governments and has worked with all 67 Florida counties, offering full-service counsel in areas such as land use, litigation, procurement, and animal control. He proposed continuing with Rosenthal as primary attorney, supported by former Jefferson County Attorney Heather Encinosa and other subject matter experts, while maintaining the current retainer and hourly rates.
- f. Continuing Engineering Consultant Presentation (01:07:30)**
- i. County Manager Russo explained that eleven engineering consultant firms had submitted qualifications and would present for consideration under a three-year continuing services contract with two one-year extension options, noting that the Board could select one or multiple firms to be on call for future engineering work.
 - ii. Project Manager Shandra Gaines of WSB explained that the firm had supported Jefferson County for five years, including work on Government Farm Road, Asheville Highway, and South Water Street. She noted that WSB had expanded from a CEI-only practice to a full-service engineering

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- firm with grant writing, planning, and project management capabilities, staffed by former public sector and FDOT professionals.
- iii. Joanna Moore of LJA Engineering, along with civil engineer Cody Boomer and transportation engineer Jared Hanson, presented the firm's qualifications in land development, stormwater, and transportation engineering.
 - iv. Meredith Heard of MH2 Engineering presented the firm's ability to support the county from project planning and grant assistance through design and construction administration.
 - v. MLD, an architectural firm with 48 years of experience in roofing, waterproofing, building envelopes, and historic preservation, presented its long-term continuing services work for state and local entities. The firm described itself as locally rooted, with several team members residing in the county, and noted it had assembled mechanical, electrical, plumbing, and civil engineering subconsultants while supporting community organizations and schools, positioning itself to serve as a continuing services architect/engineer for the county.
 - vi. Kimley-Horn was represented by Kaybre Prince, Jim Donahue, Chris Helm, and Allie Palmer, who outlined the firm's local resources in Tallahassee and its multidisciplinary capabilities in transportation engineering, stormwater and site design, planning, and grant support for Jefferson County.
 - vii. Panhandle Engineering, represented by Doug Crook and Julie Dennis, described its full-service civil engineering work for local governments across the Panhandle and highlighted Julie Dennis's firm, Ovid Solutions, which specializes in securing and administering grants for community infrastructure projects.
 - viii. Neel-Schaffer, Inc., represented by Greg Wayt and Donald Stanley, emphasized the firm's broad engineering and funding experience across the Southeast and its local team's ability to provide turnkey support to Jefferson County from grant acquisition and design through construction and project closeout.
 - ix. The Balmoral Group, represented by Nate Wilbur and Alison Campbell, highlighted the firm's expertise in economics, hydrology/hydraulics, and GIS-based data visualization, as well as its experience administering and managing grants for resiliency and infrastructure projects for rural counties.
 - x. Southeastern Consulting Engineers, represented by Jack Husbands and Hunter Baumgarner, noted their role as Jefferson County's current engineer, emphasizing FDOT prequalification, successful grant acquisition, and

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experience delivering local transportation and infrastructure projects from design through construction.

- xi.** CTS Engineering, represented by Martellus Bennett and Rob Stephenson, presented itself as a rapidly growing firm with a new Tallahassee office, offering full service civil and transportation engineering, construction services, and strong grant support capabilities for county projects.
- xii.** North Florida Professional Services, represented by Greg Bailey, Trace Flowers, and Mark Mason, highlighted nearly 30 years of experience serving rural Florida communities, with in-house capabilities including transportation and utility design, planning, comprehensive plan and land development updates, and interim staffing support for local governments.

7. Clerk of Court (02:05:15)

- a.** Clerk of Court Trey Hightower advised the Board that he would be coordinating a meeting with the auditors regarding the FY 24-25 audit during the following week.

8. County Engineer (02:05:40)

- a.** The County Engineer Hunter Baumgarner reported that staff reviewed Lloyd/Ted Rentz Park and developed a concept to improve traffic flow and parking by adding a second entrance/exit at the existing three-way stop, separating parking for the pickleball and tennis courts from the ball fields and connecting access points with some required tree removal. He also noted that the Asheville Highway project design had been submitted to FDOT for initial review, and that on Waukeenah Highway the contractor would return to complete final surface patching and striping once scheduling was confirmed.

9. County Attorney (02:09:05)

- a.** The County Attorney Evan Rosenthal provided a brief county manager recruitment update, noting that all responsive applications had been forwarded to the commissioners. He stated that the Florida Association of County Managers was evaluating the applications and preparing a short list, which was expected the following week for Board discussion and direction at the May 21 meeting.

10. County Manager (02:09:42)

- a.** County Manager Russo reported ongoing challenges with the shared Veterans Affairs position under the existing MOU with Madison County, noting the county offset Officer Jones's salary by approximately \$32,000 for about two days of service per week, but that coverage and access had been inconsistent. He stated the goal of developing a more robust local veterans' program and informed the Board that the Florida Department of Veterans' Affairs had offered to provide a Veterans Services Officer one day per week at no cost. He requested the Board's concurrence, without formal vote, to move forward in engaging the state agency to

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supplement and strengthen current services while a long-term solution was developed.

- b. County Manager Russo reported that, after inviting the City of Monticello to a joint Animal Services meeting and proposing a revised interlocal agreement, the city declined and requested to continue under the existing arrangement. He stated he was now working with the County Attorney on a July 15 exit strategy, noting that City calls accounted for approximately 60% of Animal Services workload.
- c. Citizens to Speak – Clayton Tolbert
- d. County Manager Russo reported that the county had engaged a nationally accredited Tallahassee laboratory to develop a water and air quality testing plan around the Trulieve facility and had invited the lab and other state subject matter experts to the May 21 meeting to present their proposed testing methodology and coverage area to the Board.
- e. Commissioner Hosford inquired whether State Water Management District agencies would attend the next meeting.
- f. County Manager Russo responded by informing the Board that the Suwannee River agency and the Health Department would be present at the next meeting.

11. County Commissioners (02:20:39)

- a. Commissioner Hall requested an update regarding the status of the flagpole.
- b. County Manager Russo informed the Board that the county had been gifted high-quality reproductions of seven founding documents, including the Declaration of Independence and the Bill of Rights, making Jefferson one of only a few hundred counties nationwide to receive them. He stated he planned to bring examples of the documents and a mock-up design to the next meeting.

12. Adjourn (02:21:49)

- a. **Commissioner Surles motion to adjourn, seconded by Commissioner Hosford.**

ATTEST

Benjamin White, Chairman

ATTEST

Cecil “Trey” Hightower, Clerk of Court

Jefferson County Board of County Commissioners, Opioid Settlement, V0240

**BIG BEND COMMUNITY BASED CARE, INC., d/b/a NWF HEALTH NETWORK
BUSINESS AGREEMENT V0240**

THIS AGREEMENT, is entered into and between **BIG BEND COMMUNITY BASED CARE, INC., d/b/a NWF HEALTH NETWORK**, hereinafter referred to as “NWFHN” and **JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS**, hereinafter referred to as “**CONTRACTOR**.”

RECITALS

WHEREAS, NWFHN has entered into contracts with the Florida Department of Children and Families (hereinafter referred to as “DCF”).

WHEREAS, NWFHN desires to retain Contractor to provide services in connection with NWFHN’s performance under the DCF Contract, a copy of the DCF Contract is available at <https://www.myflfamilies.com/general-information/contracted-client-services/library>, and

WHEREAS, Contractor is duly licensed, if applicable, and desires to perform the services described in this Contract in connection with NWFHN’s performance under the DCF Contract.

NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth:

THE PARTIES AGREE:

A. THE CONTRACTOR AGREES:

1. To implement services in accordance with the approved Implementation Plan, incorporated herein.
2. To comply with all applicable requirements outlined in section 397.335, Florida Statutes (F.S.).
3. To comply with all applicable requirements outlined in the forthcoming Children and Families Operating Procedure (CFOP), Introduction to Florida’s Opioid Settlement Trust Fund.
4. To comply with applicable state and federal procurement laws.
5. To sole responsibility of sub-subcontractors’ performance and compliance with the terms and conditions of this Agreement, including any applicable laws, rules, and regulations.
6. Funds provided under this Agreement may be spent only in accordance with the provisions of the Contractor’s Opioid Settlement Implementation Plan and budget as approved.
7. To maintain and submit reports in accordance with the below.

Jefferson County Board of County Commissioners, Opioid Settlement, V0240

Report Title	Frequency	Report Details	Submit To	Required By
Expenditure Report	Monthly by the 5 th of each month for the previous month	Information related to the respective month's expenditures of settlement funds.	NWFHN at businessinvoice@NWFHealth.org	Agreement
Implementation Plans	Annually by June 30 of each year	Information related to how Contractor Plans to use the settlement funds and how it intends to collect data regarding use of funds.	Florida Opioid Implementation and Financial Reporting System (FOIFRS) and NWFHN at mecontracts@NWFHealth.org	Section 397.335, F.S. and CFOP
Annual Financial Reports	Annually by August 31 of each year	Information related to Contractor's expenditure of settlement funds and the results obtained from those expenditures.	Florida Opioid Implementation and Financial Reporting System (FOIFRS) and NWFHN at mecontracts@NWFHealth.org	Section 397.335, F.S. and CFOP

B. NWFHN AGREES:

1. To pay for services described herein, for an amount not to exceed **\$36,343.00** for state fiscal year 2025-26, subject to the availability of funds. The cost of services paid under any other agreement or from any other source is not eligible for reimbursement under this Agreement.
2. The Contractor will receive monthly payments in accordance with the below, subject to the availability of funds.

Month	Invoice Amount
July 2025 – May 2026	\$3,028.58
June 2026	\$3,028.62

3. To remit payment to Contractor for authorized services within thirty (30) calendar days of a properly completed and approved invoice.

C. NWFHN AND THE CONTRACTOR MUTUALLY AGREE:

1. This Agreement shall be effective from **July 1, 2025**, and end on **June 30, 2026**, unless earlier terminated as provided herein. Any unspent funds may be rolled over to

Jefferson County Board of County Commissioners, Opioid Settlement, V0240

the next fiscal year to allow contracts to expend funds beyond June 30, 2026, for the purposes set forth in this Agreement.

- 2. Cancellation of this agreement by either party requires thirty (30) days written notice to other party.

3. NAME AND MAILING ADDRESS OF PAYEE:

**Jefferson County Board of County Commissioners
1 Courthouse Cir Rm 10
Monticello, Florida, 32344**

CONTACT:

**Ron Russo, Interim County Manager
Jefferson County Board of County Commissioners
1 Courthouse Cir Rm 10
Monticello, Florida, 32344
P: 850-342-0223
E: rrusso@jeffersoncountyfl.gov**

I have read the above Agreement and understand each paragraph. **IN WITNESS THEREOF**, the Parties hereto have caused this Business Agreement to be executed by their undersigned officials as duly authorized.

Jefferson County Board of County Commissioners

NWF Health Network

Signature: _____

Signature: _____

Print Name: _____

Print Name: Mike Watkins/Courtney Stanford

Title: _____

Title: CEO/COO

Date: _____

Date: _____



Implementation Plan Non-Qualified County

Funding Amount: \$35, 852.00

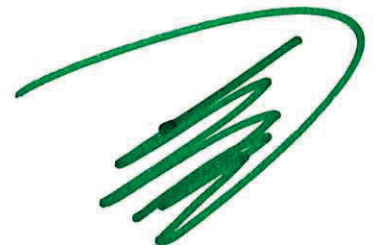
County of service: Jefferson

Total monies: \$446,007.00

Core Strategy (From Schedule B)	Allowable Use (From Schedule B)	Service Provider/Vendor	25-26 Contract amount	26-27 Projected	27-28 Projected
			\$35,852.00	\$36,858.00	
Lifesaving equipment to prevent overdose deaths	17) cardiac Science Power Heart G5 fully automated external defibrillators (AED), 8) replacement batteries and 12) replacement pads	Coro Medical LLC	\$32,732.00		
Prevention awareness, a county-wide media campaign promoting the prevention of opioid use	Newspaper ad published once a week for 1 year	ECB Publishing	\$3,120.00		

Scope of Work and Desired Outcome:

Jefferson County will focus our efforts for the 2025-2026 year on equipping our deputies with valuable lifesaving equipment to prevent overdose deaths. The Power Heart G5 automated external defibrillators (AEDs) will be used to perform lifesaving measures to treat cardiac arrest as a result of drug overdose. The G5 cardiac AEDs will have voice prompting and fast shock times. We are also requesting replacement pads and replacement batteries. The defibrillators will ensure the person has the best possible outcome for survival. Jefferson County is a rural county with limited first responders. The closest hospital is approximately thirty minutes away in another county, and with it being so far away, equipping our first responders with AEDs ensures our deputies can provide lifesaving measures to someone who has overdosed until more advanced medical treatment is available. Jefferson County will also be funding a media campaign in the local Jefferson County Journal newspaper to bring community awareness to the dangers of opioid use. The local newspaper will print one ad every week for an entire year, highlighting the dangers of opioid use.





Fixed Capital Outlay

(FCO) an appropriation category for the purchase of real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), including additions, replacements, major repairs and renovations to real property which materially extend its useful life or materially improve or change its functional use and including furniture and equipment necessary to furnish and operate a new or improved facility, when appropriated by the Legislature in the fixed capital outlay appropriation category.

To: Substance Abuse and Mental Health (SAMH) Management

Request Date: 8/19/2025

Managing Entity Name: NWF Health

Non-Qualified Funds Received: \$35,852.00

Range of Funds Requested to Spend from the Non-Qualified Funds: \$35,852.00

Location of the Project: Jefferson County Sheriff's Office 171 Industrial Park
Monticello, FL. 32344

Narrative Summary:

[Provide high level description and other additional information, if necessary, here for the FCO being requested to allow the Department to determine whether the proposal is necessary and reasonable for the program. For example, if you are requesting facility upgrades you would need to demonstrate the necessity of the upgrades, describe how you currently operate without the upgrades, and explain how the upgrades to your facility will link to the Schedule A and B of the Florida Opioid Allocation and Statewide Response agreement.]

Jefferson County will focus our efforts for the 2025-2026 year on equipping our deputies with valuable lifesaving equipment to prevent overdose deaths. The Power Heart G5 automated external defibrillators (AEDs) will be used to perform lifesaving measures to treat cardiac arrest as a result of drug overdose. The G5 cardiac AEDs will have voice prompting and fast shock times. We are also requesting replacement pads and replacement batteries. The defibrillators will ensure the person has the best possible outcome for survival. Jefferson County is a rural county with limited first responders. The closest hospital is approximately thirty minutes away in another county, and with it being so far away, equipping our first responders with AEDs ensures our deputies can provide lifesaving measures to someone who has overdosed until more advanced medical treatment is available. Jefferson County will also be funding a media

campaign in the local Jefferson County Journal newspaper to bring community awareness to the dangers of opioid use. The local newspaper will print one ad every week for an entire year, highlighting the dangers of opioid use.

Select how this will support Schedule A and B Strategies:

Schedule B: H. Prevent Overdose Deaths and Other Harms (Harm Reduction)

Name/Title of Requestor: Mac McNeill, Sheriff

Date Signed: 8/19/2025





4050 Esplanade Way
Tallahassee, FL 32399-0950
850-488-2786

Ron DeSantis, Governor
Tom Berger, Interim Secretary

STATE-FUNDED AGREEMENT

FOR

RURAL COUNTY GRANT PROGRAM

26-04-20

BETWEEN

THE STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

AND

JEFFERSON COUNTY

This Grant Agreement is entered into by and between the Florida Department of Management Services (the “Department” or “DMS”) and Jefferson County (“Grantee”), collectively referred to as the “Parties.” The terms of this Agreement encompass and supplement the terms and conditions contained in W Form 3A, 911 Grant Programs (the “Application”), incorporated by reference in Rule 60FF1-5.003, Florida Administrative Code (F.A.C.), and the Grantee’s award letter.

1. AUTHORITY

The Department has been appropriated funds from the Emergency Communications Trust Fund to provide grants to counties for the purpose of upgrading 911 systems. The Department has the authority, pursuant to section 282.702, Florida Statutes (F.S.), to enter into this Agreement and to disburse the appropriated funds to the Grantee under the terms and conditions set forth herein.

2. GENERAL TERMS AND CONDITIONS

2.1. The Application, the Grantee’s award letter, and this Grant Agreement, including its attachments and exhibits (collectively referred to as the “Agreement”), contain all of the terms and conditions agreed upon by the Parties. If there are any conflicting provisions between the documents that make up the Agreement, the following order of precedence applies:

2.1.1. Grant Agreement;

2.1.2. Attachment 1, Audit Requirements for Awards of Assistance (including Exhibit 1);

2.1.3. Attachment 2, the Grantee’s award letter; and

2.1.4. Attachment 3, the Grantee’s submitted Application.

2.2. The Grantee shall perform the tasks specified herein in accordance with sections 365.172 and 365.173, F.S., and the terms and conditions of this Agreement.

2.3. The term of this Agreement begins on April 17, 2026, and ends on April 16, 2028, two (2) years thereafter. No renewals of this Agreement are permitted.

2.4. The Parties shall be governed by all applicable state and federal laws, rules, executive orders, and regulations, including, but not limited to, those identified in the “Applicable Statutes and Regulations” table, below. Any express reference in this Agreement to a statute, rule, or regulation in no way implies that no other statute, rule, or regulation applies. Failure to comply may affect the current grant award and future grant awards.

3. FUNDING

3.1. Funding for this Agreement consists of the awarded state resources set forth in Exhibit 1, Audit Requirements.

3.2. The method of payment for this Agreement is cost-reimbursement, or rural payment pursuant to section 215.971(1)(h), F.S., and all payment is subject to the availability of funds. This Agreement shall not exceed the amount specified on the Grantee’s award letter, and payment shall only be issued by the Department after acceptance of the Grantee’s performance as set forth by the terms and conditions of this Agreement.

3.3. Advance payments may be permitted under this Agreement pursuant to section 215.422(15), F.S., or section 216.181(16), F.S., and the Department of Financial Services’ (DFS) Reference Guide for State Expenditures, available at: myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_7. Advance payment is subject to approval from DFS. Grantee shall provide DMS with all necessary information in

furtherance of facilitating an advanced payment which conforms with the Agreement terms and all applicable legal requirements.

- 3.4. The State's obligation to pay under this Agreement is contingent upon annual appropriation by the Legislature and is subject to any modification in accordance with either Chapter 216, F.S., or the Florida Constitution.
- 3.5. The Department will reimburse or provide rural payment to the Grantee only for allowable costs incurred during the Agreement period by the Grantee for the successful completion of each deliverable. Funds provided shall not exceed the amount specified in Section 6., Scope of Work, and Exhibit 1, Audit Requirements, of this Agreement.
- 3.6. The Grantee agrees to use the funds awarded under this Agreement only for costs directly incurred for the grant project activities specified in the Application. Costs must be reasonable, necessary, allocable, and allowable for the approved project and only incurred during the term of this Agreement.
 - 3.6.1 The Grantee shall refund to the Department any balance of unobligated funds that was advanced or paid to the Grantee.
 - 3.6.2 The Grantee shall refund to the Department any monies used for ineligible purposes under the laws, rules, and regulations governing the use of these funds.
 - 3.6.3 The Grantee shall refund to Department any funds paid in excess of the amount to which the Grantee is entitled under the terms and conditions of this Agreement.
- 3.7. For the purposes of this Agreement, the Department shall consider payments made by the Grantee to be improper under the following circumstances:
 - 3.7.1 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.
 - 3.7.2 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 or lack of documentation prevents a reviewer from discerning whether a payment was proper.
- 3.8. The following expenses are not eligible for reimbursement under this Agreement:
 - 3.8.1 Salaries and associated expenses for 911 coordinators, call takers, or other 911 personnel.
 - 3.8.2 Vehicle expenses.
 - 3.8.3 Wireline database costs.
 - 3.8.4 Outside plant fiber or copper cabling systems and building entrance cost.
 - 3.8.5 Consoles, workstation.
 - 3.8.6 Aerial photography expenses.
 - 3.8.7 Wireless 911 analog trunks; administrative lines and circuits; GIS database synchronization; and recurring network and circuit cost beyond the first year.

4. REQUEST FOR REIMBURSEMENT

- 4.1. The Grantee shall submit all requests for reimbursement, progress payments, and rural payments as described in this Agreement and Section 8., Financial and Administrative Requirements, of the Application. Such requests shall be submitted using the Financial Reimbursement of Expenditures Form in accordance with Rule 60FF1-5.0035(4), F.A.C., by email to the Department at

ECBSubmissions@dms.fl.gov, not to exceed once per month. No reimbursement shall duplicate any previous reimbursement.

- 4.2. All bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof and shall be accompanied by all supporting documentation required for reimbursement including, but not limited to, copies of purchase orders and paid vouchers, invoices, copies of check processing, and journal transfers. Reimbursement claims shall include only expenditures claimed against the awarded funding amount.
- 4.3. The Department shall not process requests for reimbursement for payments made by Grantee that are deemed as improper payments as set forth in Section 3., Funding, of this Agreement.
- 4.4. Submission of final documents and submission for closeout of the funding does not affect the Department's right to disallow costs and recover funds based on an audit or financial review. The Grantee shall submit the final request for reimbursement or payment and supporting documentation for incurred obligations to the Department no later than 120 days after expiration of this Agreement.
- 4.5. The Department is not liable for approval of reimbursement by the Department of Financial Services (DFS), and Grantee is responsible for ensuring purchases and invoices are in conformance with DFS requirements. Grantee agrees to comply with the State of Florida Reference Guide for State Expenditures.
- 4.6. The Department agrees to pay the Grantee in accordance with section 215.422, F.S. The applicable interest rate can be obtained at: <https://myfloridacfo.com/division/aa/audits-reports/judgment-interest-rates>.
- 4.7. The allowable grant funding for travel expenses is limited to the authorized amounts established in section 112.061, F.S., and the Department of Financial Services Guidelines for State Expenditures.

5. RURAL COMMUNITY OR RURAL AREA OF OPPORTUNITY

- 5.1. Pursuant to section 215.971(1)(h), F.S., if the Grantee is a Rural Community or Rural Area of Opportunity as those terms are defined in section 288.0656(2), F.S., ("Rural Grantee"), a Rural Grantee may request that the Department provide for the payment of invoices for verifiable and eligible performance that has been completed in accordance with the terms and conditions set forth in this Agreement ("rural payment"). Prior to, or in conjunction with, such a rural payment request, a Rural Grantee shall submit documentation to the Department sufficiently demonstrating the financial hardship of the Rural Grantee.
- 5.2. A Rural Grantee shall submit its request to elect to receive rural payment, including any financial hardship documentation, by email to the Department at ECBSubmissions@dms.fl.gov. Following demonstration of financial hardship and the initial request to elect to receive rural payment, the Rural Grantee shall submit subsequent requests for payment and all necessary documentation using the Financial Reimbursement of Expenditures Form in accordance with Rule 60FF1-5.0035(4), F.A.C., for incurred and appropriate costs. Requests for rural payment shall be submitted by email to the Department at ECBSubmissions@dms.fl.gov, not to exceed once per month.
- 5.3. The Rural Grantee is responsible for ensuring all documentation related to Rural Grantee's grant award is readily available to the Department upon request and is in conformance with the DFS requirements. All bills for fees or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof and shall be accompanied by all supporting documentation required for payment including, but not limited to, copies of purchase orders, invoices, and any other expenditure justifications.
- 5.4. The Department shall not process requests for rural payments made by Rural Grantee that are deemed as improper payments as set forth in Section 3., Funding, of this Agreement.

- 5.5. Funds provided to a Rural Grantee via rural payment shall only be used for allowable costs incurred by a Rural Grantee pursuant to section 216.301, F.S., in the successful completion of each deliverable outlined in this Agreement.
- 5.6. Submission of final documents and submission for closeout of the funding does not affect the Department's right to disallow costs and recover funds based on an audit or financial review. The final request for rural payment and supporting documentation for incurred obligations pursuant to section 216.301, F.S., shall be submitted to the Department no later than 120 days after expiration of this Agreement.

6. SCOPE OF WORK

6.1. The Scope of Work in the Application is hereby modified to specify the following deliverable(s):

Deliverable No. 1 – Tasks to complete 911 System Maintenance		
Performance Standard	Documentation	Financial Consequences
<i>Complete all work to complete 911 System Maintenance in accordance with the Grantee's contract with its vendor.</i>	1) The Grantee shall submit reimbursement or payment claims in accordance with Section 4. and Section 5. of the Agreement. 2) The Grantee shall submit copies of: <ul style="list-style-type: none"> a. Any contracts or purchase orders with vendors; b. Vendor invoices; c. Proof of payment to vendors; and d. Proof of receipt of deliverables. 	If Grantee fails to comply with any term of the award, DMS shall take one or more of the following actions: <ul style="list-style-type: none"> 1. Temporarily withhold cash payments pending correction of the deficiency by Grantee; 2. Disallow all or part of the cost of the activity or action not in compliance; 3. Wholly or partly suspend or terminate the current award for the Grantee; 4. Suspend or deny future grant awards; or 5. Take other remedies that may be legally available. DMS will provide no reimbursement or payment for any improvement that does not meet the standards established in this Agreement.
TOTAL REIMBURSABLE OR PAYMENT AMOUNT NOT TO EXCEED \$8,433.00		

7. CONTACTS AND NOTICE

7.1. In accordance with section 215.971(2), F.S., the Department's Grant Manager is responsible for enforcing the performance of this Agreement's terms and conditions and will serve as the Department's liaison with the Grantee. As part of their duties, the Department's Grant Manager will:

- 7.1.1. Monitor and document the Grantee’s performance of the terms of this Agreement, which may include but shall not be limited to, onsite visits by DMS staff, limited scope audits, or desktop monitoring;
- 7.1.2. Review all documentation for which the Grantee requests payment; and
- 7.1.3. Reconcile and verify all funds received against all funds expended during the period of this Agreement and produce a final reconciliation report which identifies any funds paid in excess of the expenditures incurred by the Grantee.
- 7.1.4. The name and address of the Department’s Grant Manager responsible for the administration of this Agreement is:

The Department’s Grant Manager responsible for the administration of this Agreement is:

Tracy L. Brim, Grant Manager
4030 Esplanade Way
Tallahassee, FL 32399
850-922-7532
Tracy.Brim@dms.fl.gov

- 7.2. The Grantee’s Grant Manager is responsible for monitoring the performance of this Agreement’s terms and conditions and will serve as the Grantee’s liaison with the Department. As part of their duties, the Grantee’s Grant Manager shall provide the Department with all required reports under this Agreement, to the Emergency Communications Board in accordance with Section 9., Grant Reporting Procedures, of the Application.
- 7.3. The name and address of the Grantee’s Grant Manager responsible for the administration of this Agreement is:

The Grantee’s Grant Manager responsible for the administration of this Agreement is:

The Jefferson County 911 Coordinator

- 7.4. In the event that different managers or addresses are designated by either party after execution of this Agreement, a notice of the name, title, and address of the new Grant Manager will be provided to the other party in writing. Such changes do not require a formal written amendment to the Agreement.
- 7.5. All notices from both Parties, other than the notice of award and notices related to the business of the Emergency Communications Board, shall be effective when placed in the United States, first-class mail, postage prepaid, by registered or certified mail, return receipt requested, to the addresses above.

8. MODIFICATION

- 8.1. Either party may request a modification of provisions of this Agreement via a formal amendment, which shall be valid only when in writing, signed by each of the parties, and attached to the original version of this Agreement.

- 8.2. Any reduction of grant expenditures approved by the Emergency Communications Board does not require a grant amendment to this Agreement.
- 8.3. Change requests must be submitted to the Department prior to the deviation from the grant award. No changes or deviations from the original award are authorized unless approved in writing by the Board. Such requests shall be submitted using the Change Request Form in accordance with Rule 60FF1-5.0035(3), F.A.C.
 - 8.3.1. Prior to a Grantee signing a contract with a different vendor from the original vendor stated in the grant application, the county, group of counties, or region must request a grant change on the Change Request Form in Rule 60FF1-5.0035(3), F.A.C, and include an itemized quote and a copy of the new contract.
 - 8.3.2. Time extension requests will not be granted unless the Grantee has executed a contract for the grant equipment and services or demonstrates good cause for failure to execute a contract within one year of the award. Good cause documentation shall include a new project timeline schedule. Time extensions shall be limited to a maximum of one additional year if approved by the Board.
 - 8.3.3. Conversion from a two-year grant up to a five-year grant will add up to three additional years from the grant's original expiration date.
 - 8.3.4. Change requests must be submitted 10 business days prior to a Board meeting to be reviewed. Late submissions will be reviewed at the next Board meeting. The Change Request Form and associated information should be e-mailed to ECBSubmissions@dms.fl.gov.

9. AUDIT REQUIREMENTS

- 9.1. In the event the Grantee expends \$750,000.00 or more in-state financial assistance during its fiscal year, the Grantee must have a State single or project specific audit conducted in accordance with section 215.97(2)(a), F.S.; applicable DFS rules; and Chapter 10.550, Rules of the Auditor General.
- 9.2. In connection with the audit requirements, the Grantee shall ensure that the audit complies with the requirements of section 215.97, F.S. This includes submission of a financial reporting package as defined by section 215.97, F.S., and Chapter 10.550, Rules of the Auditor General.

The Grantee shall send copies of reporting packages required under this paragraph directly to each of the following:

The Department of Management Services
Office of the Inspector General
4050 Esplanade Way
Tallahassee, Florida 32399-0950

The Auditor General
Room 401, Claude Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

- 9.3. If Grantee expends less than \$750,000.00 in state financial assistance in its fiscal year (for fiscal years ending September 30, 2004, or thereafter), an audit conducted in accordance with the provisions of

section 215.97(2)(a), F.S., is not required. In the event that Grantee expends less than \$750,000.00 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97(2)(a), F.S., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the Grantee's resources obtained from other than State entities).

- 9.4. This section does not limit the authority of the state awarding agency to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any State awarding agency inspector general, the Auditor General, or any other state official.
- 9.5. If an audit shows that all or any portion of the funds disbursed were not spent in accordance with the conditions of this Agreement, the Grantee shall be held liable for reimbursement to the Department of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty (30) days after the Department has notified the Grantee of such non-compliance.
- 9.6. Upon completion of the audit, a copy of the audit report and financial reporting package must be received by the Department and the Auditor General no later than nine (9) months from the end of the Grantee's fiscal year.
- 9.7. The Grantee shall retain all its records, financial records, supporting documents, statistical records, and any other documents, including electronic storage media, pertinent to this Agreement in accordance with the record retention requirements of Part V of Attachment 1, Audit Requirements for Awards of State Financial Assistance. The Grantee shall cooperate with the Department to facilitate the duplication and transfer of such records or documents upon the Department's request.
- 9.8. The Grantee shall maintain books, records, and documents in accordance with the generally accepted accounting principles to sufficiently and properly reflect all expenditures of funds provided by the Department under this Agreement.
- 9.9. The Grantee shall comply with all applicable requirements of section 215.97, F.S., and Attachment 1, Audit Requirements for Awards of State Financial Assistance. If the Grantee is required to undergo an audit, the Grantee shall disclose all related party transactions to the auditor.

10. REPORTS

- 10.1. The Grantee shall submit Quarterly Status Reports to the Department in accordance with Rule 60FF1-5.0035(2), F.A.C.
 - 10.1.1. Reporting will begin at the conclusion of the first full quarter after the award. The report periods will end on March 31, June 30, September 30, and December 31 of each year. Reports are due within 30 days of the ending report period.
 - 10.1.2. The Quarterly Status Report shall inform the Board of significant impacts on grant-supported activities. Significant impacts include project status developments affecting time schedules and objectives, anticipated lower costs, or producing beneficial results in addition to those originally planned. Additionally, problems, delays, or adverse conditions that will materially impair the ability to meet the timely completion of the award must be reported. The disclosure must include a statement of the action taken or contemplated and any assistance needed to resolve the situation.
 - 10.1.3. Upon receipt of final reimbursement from DFS, a final Quarterly Status Report, shall be submitted based on the same reporting requirements described in this section.
 - 10.1.3.1. Final reporting shall be submitted within 90 days of project completion. The "Final Report" box on the Quarterly Status Report, shall be marked and include your

project completion date. Grants that were for equipment installation should include date of final acceptance and start of warranty period. Service grants should include the date service was started.

10.1.3.2. Final document submission and closeout of a grant does not affect the Board's right to disallow costs and recover funds based on an audit or financial review. The Grantee shall remain obligated to return any funds expended that do not comply with the terms and conditions of the grant award.

10.2. The Grantee must provide DMS a copy of the Annual Comprehensive Financial Report (ACFR), consistent with section 218.32, F.S., no later than June 30 of each year.

10.3. All reports, associated information, and final reporting documents should be e-mailed to: ECBSubmissions@dms.fl.gov

11. RECORDS

11.1. Pursuant to section 20.055(5), F.S., the Grantee and its contractors and subcontractors (if any) understand and shall comply with their duty to cooperate with the Department's Inspector General in any investigation, audit, inspection, review, or hearing.

11.2. As required by section 215.97, F.S., and Rule 69I-5.006, F.A.C, the Department, the Department of Financial Services, and the Florida Auditor General, or any of their authorized representatives, shall enjoy the right of access to any documents, financial statements, papers, or other records of the Grantee which are pertinent to this Agreement, in order to make audits, examinations, excerpts, and transcripts. The right of access also includes timely and reasonable access to the Grantee's personnel for the purpose of interview and discussion related to such documents.

11.3. The Grantee shall maintain any books, records, or documents, including those pertaining to all contractors, subcontractors, and consultants to be paid from funds provided under this Agreement. The maintenance of these records shall be made in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all expenditures of funds provided by the Department under this Agreement, in a form sufficient to determine compliance with the requirements and objectives of this Agreement, and all other applicable laws and regulations.

11.4. The Grantee shall retain all records made or received in conjunction with this Agreement for the longer of five (5) years after the end of this Agreement period and all pending matters, or the period required by the General Records Schedules maintained by the Florida Department of State, available at: <https://dos.fl.gov/library-archives/records-management/general-records-schedules/>.

11.5. If the Grantee's record retention requirements terminate prior to the requirements stated herein, the Grantee may meet the Department's record retention requirements for this Agreement by transferring its records to the Department at that time, and by destroying duplicate records in accordance with section 501.171, F.S., and, if applicable, section 119.0701, F.S. The Grantee shall adhere to established information destruction standards such as those established by the National Institute of Standards and Technology Special Publication 800-88r2, "Guidelines for Media Sanitization" (2025), available at: <https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r2.pdf>.

11.6. In accordance with section 216.1366, F.S., Department is authorized to inspect the Grantee's financial records, papers, and documents that are directly related to the performance of the Agreement or the expenditure of state funds; and the programmatic records, papers, and documents of the Grantee that the Department determines are necessary to monitor the performance of the

Agreement or to ensure that the terms of the Agreement are being met. The Grantee shall provide such records, papers, and documents requested by the Department within ten (10) business days after the request is made.

12. PUBLIC RECORDS

12.1. The Grantee is required to comply with the State of Florida's Public Records Law, which provides a right of access to the records of the state and local governments. The Grantee shall:

12.1.1. Keep and maintain public records required to perform the services contemplated in this Agreement;

12.1.2. Upon request from the Department's custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law;

12.1.3. Ensure that public records that are exempt or confidential and exempt from public records disclosure are not disclosed except as authorized by law for the duration of the contract term and following the completion of the Contract if the Grantee does not transfer the records to the public agency;

12.1.4. Upon completion of the Contract, transfer, at no cost, to the Department all public records in possession of the Grantee or keep and maintain public records required by the Department to perform the service. If the Grantee transfers all public records to the public agency upon completion of the Agreement, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon completion of the Agreement, the Grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of public records, in a format that is compatible with the information technology systems of the Department; and

12.1.5. **IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, F.S., TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT THE TELEPHONE NUMBER, EMAIL ADDRESS AND MAILING ADDRESS PROVIDED IN SECTION 3., CONTACT, OF THE AGREEMENT.**

12.2. The Department reserves the right to unilaterally cancel this Agreement if the Grantee refuses to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, F.S., which the Grantee created or received under this Agreement.

13. LIABILITY

13.1. The Grantee is solely responsible to parties it deals with in carrying out the terms of this Agreement and, subject to the limitation of section 768.28, F.S., the Grantee shall hold the Department harmless against all claims of whatever nature by third parties arising from performance under this Agreement.

13.2. The Grantee, a subdivision as defined in section 768.28, F.S., agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against the Department and

agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in section 768.28, F.S. Nothing in this Agreement is intended to serve as a waiver of sovereign immunity by the Grantee. Nothing in this Agreement may be construed as consent by a state agency or subdivision of the state to be sued by third parties in any matter arising out of any contract.

14. EVENTS OF DEFAULT

If any of the following events occur ("Events of Default"), the Department shall have the right to terminate further payment of funds under this Agreement, and the Department may exercise any of its remedies set forth in Section 15., Remedies, of this Agreement. However, the Department may make payments or partial payments after any Events of Default without waiving the right to exercise such remedies and without becoming liable to make any further payment. The Events of Default are:

- 14.1. If any warranty or representation made by the Grantee in this Agreement or any previous agreement with the Department is or becomes false or misleading in any respect;
- 14.2. If the Grantee fails to keep or timely perform any of the obligations, terms, or covenants in this Agreement or any previous agreement with the Department and has not cured them in a timely fashion;
- 14.3. If material adverse changes occur in the financial condition of the Grantee at any time during the term of this Agreement; or
- 14.4. If any reports required by this Agreement have not been submitted to the Department or have been submitted with incorrect, incomplete, or insufficient information.

15. REMEDIES

If an Event of Default occurs, then the Department shall provide a written notice to the Grantee, and, upon the Grantee's failure to cure the default within the thirty (30) calendar days, the Department may exercise any one (1) or more of the following remedies, either concurrently or consecutively:

- 15.1. Terminate this Agreement in accordance with Section 16., Termination, below;
- 15.2. Withhold or suspend the payment of all or any part of a request for payment;
- 15.3. Exercise any corrective or remedial actions, including but not limited to:
 - 15.3.1. Request additional information from the Grantee to determine the reasons for or the extent of non-compliance or lack of performance;
 - 15.3.2. Issue a written warning to advise that more serious measures may be taken if the situation is not corrected; or
 - 15.3.3. Advise the Grantee to suspend, discontinue, or refrain from incurring costs for any activities in question.

Pursuing any of the above remedies will not preclude the Department from pursuing any other remedies available under this Agreement or at law or in equity. If the Department waives any right or remedy in this Agreement or fails to insist on strict performance by the Grantee, it does not affect, extend, or waive any other right or remedy of the Department, or affect the later exercise of the same right or remedy by the Department for any other default by the Grantee.

16. TERMINATION

- 16.1. Termination Due to the Lack of Funds. If funds become unavailable for the Agreement's purpose, such an event will not constitute a default by the Department or the State. The Department agrees to notify the Grantee in writing at the earliest possible time if funds are no longer available. In the

event that any funding identified by the Grantee as funds to be provided for completion of the project as described herein becomes unavailable, including if any State funds upon which this Agreement depends are withdrawn or redirected, the Department may terminate this Agreement by providing written notice to the Grantee. The Department will be the final authority as to the availability of funds.

- 16.2. Termination for Cause. The Department may terminate this Agreement for cause after ten (10) days of a written notice, which will be issued after the 30-day cure period ends. Cause includes, but is not limited to, misuse of funds, fraud, lack of compliance with applicable rules, laws, and regulations, failure to perform on time, or refusal to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, F.S., unless exempt from Section 24(a) of Article I of the State Constitution and section 119.07(1), F.S., or applicable state or federal law, which the Grantee created or received under this Agreement.
- 16.3. Termination for Convenience. The Department may terminate this Agreement for convenience or when it determines, in its sole discretion, that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds by providing the Grantee with thirty (30) calendar days' prior written notice.
- 16.4. Mutual Termination. The Parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment will state the effective date of the termination and the procedures for proper closeout of the Agreement.
- 16.5. Grantee Responsibilities upon Termination. Upon notice of termination, the Grantee shall:
 - 16.5.1. Not incur new obligations for the terminated portion of the Agreement; and
 - 16.5.2. Cancel as many outstanding obligations as possible. Costs incurred after the receipt of the termination notice are disallowed. The Grantee shall not be relieved of liability to the Department because of any breach of this Agreement by the Grantee. The Department may, to the extent authorized by law, withhold payments to the Grantee for the purpose of set-off until the exact amount of damages due to the Department from the Grantee is determined.

17. RESULTING THIRD PARTY CONTRACTS AND SUBCONTRACTS

- 17.1. The Grantee may contract with third parties to perform work in accordance with its Application. The Grantee will be fully responsible for the satisfactory completion of all work performed under any third-party contract(s).
- 17.2. If the Grantee contracts all or part of the work contemplated under this Agreement, including entering into contracts with vendors for services, it is understood by the Grantee that all such contract arrangements shall be evidenced by a written document containing all provisions necessary to ensure the contractor's compliance with applicable state and federal laws. The Grantee further agrees that the Department shall not be liable to the contractor for any expenses or liabilities incurred under the contract and that the Grantee shall be solely liable to the contractor for all expenses and liabilities incurred under the contract. The Grantee's contractor(s) or subcontractor(s) shall indemnify and hold the Department harmless against all claims to the extent allowed by the law; and, at its expense, will defend the Department against such claims; and
- 17.3. All Grantee contracts or subcontracts for which the State Legislature is in any part a funding source shall contain language to provide for termination with reasonable costs to be paid for eligible contract work completed prior to the date the notice of suspension or termination was received by the Grantee. Any cost incurred after a notice of suspension or termination is received by the Grantee may not be funded with funds provided under this Agreement unless previously approved in writing by the Department. All Grantee contracts and subcontracts shall contain provisions for termination for cause or convenience and shall provide for the method of payment in such event; and

- 17.4. With the Grantee's approval, the Grantee's contractor may subcontract work performed, and the Grantee's contractor will be fully responsible for satisfactory completion of all subcontracted work; and
- 17.5. For each contractor or subcontractor, the Grantee shall provide a written statement to the Department certifying the following:
 - 17.5.1. Whether the contractor or subcontractor is a minority business enterprise, as defined in section 288.703, F.S.
 - 17.5.2. Neither the contractor or subcontractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by the State of Florida.
 - 17.5.3. Neither the contractor or subcontractor are presently on the Convicted Vendor List identified in section 287.133(2), F.S, or the Discriminatory Vendor List identified in section 287.134(2), F.S.
 - 17.5.4. The contractor or subcontractor it is not participating in a boycott of Israel and is not on the State Board of Administration's "Quarterly List of Scrutinized Companies that Boycott Israel", in accordance with s. 287.135(5), F.S. At the Department's option, the Contract may be terminated if the Contractor is placed on the Quarterly List of Scrutinized Companies that Boycott Israel (referred to in statute as the "Scrutinized Companies that Boycott Israel List") or becomes engaged in a boycott of Israel.
 - 17.5.5. If the goods or services to be provided are \$1 million or more, in accordance with the requirements of section 287.135, F.S., the contractor or subcontractor certifies it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List (collectively, "Scrutinized List of Prohibited Companies"); does not have business operations in Cuba or Syria; and is not on the State Board of Administration's "Scrutinized List of Prohibited Companies"
 - 17.5.6. The contractor or subcontractor certifies it has completed and provided an affidavit signed by an officer or a representative of the contractor or subcontractor under penalty of perjury attesting that the contractor or subcontractor does not use coercion for labor or services as defined in section 787.06, F.S.
- 17.6. Pursuant to sections 287.135(5) and 287.135(3), F.S., Grantee agrees the Department may immediately terminate the Agreement for cause if the subcontractor is found to have submitted a false certification as provided under section 287.135(5), F.S., or has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, or has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel.

18. MANDATED CONDITIONS

- 18.1. The Grantee and its contractors and subcontractors have an obligation to utilize the U.S. Department of Homeland Security's (DHS) E-Verify system for all newly hired employees in accordance with section 448.095, F.S. By executing this Agreement, the Grantee certifies that it is registered with, and uses, the E-Verify system for all newly hired employees in accordance with section 448.095, F.S. The Grantee must obtain an affidavit from its contractors and subcontractors in accordance with paragraph (2)(b) of section 448.095, F.S., and maintain a copy of such affidavit for the duration of the Agreement.
- 18.2. This section serves as notice to the Grantee regarding the requirements of section 448.095, F.S., specifically sub-paragraph (5)(c)1, and the Department's obligation to terminate the Agreement if it

has a good faith belief that the Grantee has knowingly violated section 448.09(1), F.S. The Department will promptly notify the Grantee and order the immediate termination of the contract between the Grantee and a contractor and a subcontractor performing work on its behalf for this Agreement should the Department have a good faith belief that the contractor or subcontractor has knowingly violated section 448.09(1), F.S.

19. LOBBYING PROHIBITION

- 19.1. In accordance with sections 11.062 and 216.345, F.S., funds received under this Agreement are not to be used for the purpose of lobbying or used to directly or indirectly influence legislation or any other official action by the Florida Legislature, the judicial branch, or any state agency.
- 19.2. The Grantee certifies, by its signature to this Agreement, the terms shall include this provision.
- 19.3. The Grantee shall ensure in any agreements with subcontractors where a contractor or subcontractor receives payment under this Agreement, the terms shall include this lobbying prohibition and shall require such subcontractors to certify their compliance with this provision.

20. MISCELLANEOUS

- 20.1. Intellectual Property. Where activities supported by this Agreement result in the creation of intellectual property rights, the Grantee shall notify the Department, and the Department will determine whether the Grantee will be required to grant the Department a perpetual, irrevocable, royalty-free, nonexclusive license to use, and to authorize others to use for State government purposes, any resulting patented, copyrighted, or trademarked work products developed under this Agreement. The Department will also determine whether the Grantee will be required to pay all or a portion of any royalties resulting from such patents, copyrights, or trademarks.
- 20.2. Conflict of Interest. This Agreement is subject to Chapter 112, F.S. The Grantee shall disclose the name of any officer, director, employee, or other agent who is also an employee of the State. The Grantee shall also disclose the name of any State employee who owns, directly or indirectly, more than a five percent (5%) interest in the Grantee or its affiliates.
- 20.3. Non-Discrimination. The Grantee shall not unlawfully discriminate against any individual employed in the performance of this Agreement due to race, religion, color, sex, physical handicap unrelated to such person's ability to engage in this work, national origin, ancestry, or age. The Grantee shall provide a harassment-free workplace, and any allegation of harassment shall be given priority attention and action.
- 20.4. Electronic Funds Transfer Enrollment. The Grantee agrees to enroll in Electronic Funds Transfer (EFT), offered by the State's Chief Financial Officer, within thirty (30) days of the date the last Party signed this Agreement. Copies of the authorization form and a sample blank enrollment letter can be found at: <http://www.myfloridacfo.com/Division/AA/Vendors/>. Questions should be directed to the EFT Section at (850) 413-5517. Once enrolled, invoice payments will be made by EFT.
- 20.5. Survival. Any right or obligation of the parties in this Agreement which, by its express terms or nature and context, is intended to survive termination or expiration of this Agreement, will survive any such termination or expiration.
- 20.6. Severability. If any provision of this Agreement is in conflict with any applicable statute or rule or is unenforceable, then the provision shall be null and void to the extent of the conflict and shall be severable but shall not invalidate any other provision of this Agreement.

20.7. Governing Law and Venue. This Agreement shall be construed under the laws of the State of Florida, and the venue for any legal or equitable action that arises out of or relates to this Agreement shall be in the Circuit Court of Leon County; in any such action, the Parties waive any right to jury trial.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

I hereby affirm my authority to bind the Grantee and affirm the Grantee's authority and responsibility for the use of the funds requested.

Grantee

Signature of County Representative authorized to bind the Grantee

Date: _____

Printed Name

Grantor

Department of Management Services

Date: _____

Printed Name

APPLICABLE STATUTES AND REGULATIONS

This is a non-exhaustive list of statutes and regulations. The Grantee shall be aware of and comply with all State and Federal laws, rules, policies, and regulations relating to its performance under this Agreement.

General Requirements

Florida Statutes (F.S.)
§ 11.062, F.S. - Use of state funds for lobbying prohibited; penalty
§ 20.055, F.S. - Agency inspectors general
<i>Chapter 112, F.S. - Public Officers and Employees: General Provisions</i>
<i>Chapter 119, F.S. - Public Records</i>
§ 215.34, F.S. - State funds; non-collectible items; procedure
§ 215.422, F.S. - Payments, warrants, and invoices; processing time limits; dispute resolution; agency or judicial branch compliance
§ 215.97, F.S. - Florida Single Audit Act
§ 215.971, F.S. - Agreements funded with federal or state assistance
§215.971(1)(h), F.S. - Federal or state financial assistance to a county or municipality that is a rural community or rural area of opportunity
§ 216.301, F.S. - Appropriations; undisbursed balances
§ 216.347, F.S. - Disbursement of grants and aids appropriations for lobbying prohibited
§ 216.3475, F.S. - Maximum rate of payment for services funded under General Appropriations Act or awarded on a noncompetitive basis
§ 216.181(16), F.S.- Approved budgets for operations and fixed capital outlay
§ 273.02, F.S. - Record and inventory of certain property
§ 287.133, F.S. - Public entity crime; denial or revocation of the right to transact business with public entities
§ 287.134, F.S. - Discrimination; denial or revocation of the right to transact business with public entities
§ 287.135, F.S. - Prohibition against contracting with scrutinized companies
<i>Chapter 443, F.S. - Reemployment Assistance</i>
§ 501.171, F.S. - Security of confidential personal information
Florida Administrative Code (F.A.C.)
<i>Rule Chapter 69I-5 - State Financial Assistance</i>
Memoranda
CFO Memorandum No. 01 - Contract and Grant Reviews and Related Payment Processing Requirements
CFO Memorandum No. 20 - Compliance Requirements for Agreements

State 911 Plan and Emergency Communications Board Statutes and Rules

Florida Statutes
<i>Chapter 365, F.S. - Use of Telephones and Facsimile Machines</i>
Florida Administrative Code
<i>Rule Chapter 60FF-6 - State E911 Plan</i>
<i>Rule Chapter 60FF1-5 - Emergency Communications Board</i>

Attachment 1

AUDIT REQUIREMENTS FOR AWARDS OF STATE AND FEDERAL FINANCIAL ASSISTANCE

The administration of resources awarded by the Department of Management Services (Department) to the recipient may be subject to audits and/or monitoring by the Department, as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (see AUDITS below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by Department staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

Part I: Federally Funded

This part is applicable if the recipient is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A recipient that expends \$1,000,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. EXHIBIT 1 to this form lists the federal resources awarded through the Department by this agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§200.508-512.
3. A recipient that expends less than \$1,000,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the recipient expends less than \$1,000,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

Part II: State Funded

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through the Department by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the

Department, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.

2. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than state entities).

Part II: Other Audit Requirements

N/A

Part IV: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this form shall be submitted, when required by 2 CFR §200.512, by or on behalf of the recipient directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR §200.36 and §200.512.

The FAC's website provides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by Part II of this form shall be submitted by or on behalf of the recipient directly to each of the following:

- a. The Department at each of the following addresses:

Electronic copies (preferred): ECBSubmissions@dms.fl.gov; Audit@dms.fl.gov

Or

Paper copies:

The Department of Management Services
Emergency Communications Board
4030 Esplanade Way
Suite 135
Tallahassee FL, 32399

- b. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

The Auditor General's website (<https://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Any reports, management letters, or other information required to be submitted to the Department pursuant to this agreement shall be submitted timely in accordance with 2 CFR §200.512, section 215.97, F.S., and

Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

4. Recipients, when submitting financial reporting packages to the Department for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

Part V: Record Retention

The recipient shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five (5) years from the date the audit report is issued, and shall allow the Department, or its designee, the CFO, or Auditor General access to such records upon request. The Grantee shall ensure that audit working papers are made available to the Department, or its designee, the CFO, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:

N/A

Compliance Requirements Applicable to the Federal Resources Awarded Pursuant to this Agreement are as Follows:

N/A

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:

Matching Resources for Federal Programs:

N/A

Subject to Section 215.97, F.S.:

1. State Project: 911 Rural County Program

State Awarding Agency: State of Florida, Department of Management Services

Catalog of State Financial Assistance Title: Wireless 911 Emergency Telephone System Rural County

Catalog of State Financial Assistance Number: 72.001

Amount: \$8,433.00

Compliance Requirements Applicable to State Resources Awarded Pursuant to this Agreement Are as Follows:

The compliance requirements are as stated in Grant Agreement No. (26-04-20) between the Grantee and the Department, entered in State Fiscal Year 2025-2026.



Emergency Communications Board
 4030 Esplanade Way
 Tallahassee, FL 32399-0950

April 16, 2026

Jefferson County Board of County Commissioners
 Finance Department
 1 Courthouse Circle
 Monticello, FL 32344

FEID #: 59-6000690

Subject: Spring 2026 Rural County - Reimbursement Grant Program

Dear Jefferson County Board of County Commissioners:

The Florida Emergency Communications Board would like to congratulate you on your grant award to improve the 911 system serving your county. Funds awarded from the Spring 2026 cycle of the Rural Grant Program will normally be provided on a cost reimbursement basis. Please note, receipt of this letter initiates the start of the grant term.

Within the next two weeks, you should receive a grant award agreement for each grant awarded to your county. The grant agreement has the details regarding funding rules for the state grant program that apply to your grant award. You must return a signed copy of the grant agreement prior to the authorization to transfer funds from the Florida Department of Management Services to your county. Please try to have the agreement signed and returned within 45 days of receipt.

The following provides details concerning the Spring 2026 grant(s) to Jefferson County:

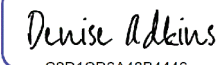
<u>Grant Number</u>	<u>CSFA #</u>	<u>Amount Requested</u>	<u>Amount Approved</u>	<u>Purpose</u>	<u>Date Board Awarded</u>
26-04-20	72.001	\$8,433.00	\$8,433.00		
			\$8,433.00	911 System Maintenance	4/16/2026
Total Grant Awards:			\$8,433.00		

Recipients of awards of state and/or federal financial assistance are required to comply with the provisions of the Florida Single Audit Act. To assist you, please reference sections 5, 6 and 7 of section 215.97 Florida Statute at the following web site address:

http://www.leg.state.fl.us/STATUTES/index.cfm?App_mode=Display_StatuteSearch_String=URL=0200-0299/0215/Sections/0215.97.html

The Board thanks you for your interest in 911 and improving public safety in Florida and your commendable efforts towards enhancing your 911 system. It is our hope that your county continues to ensure further public safety advancements in Florida.

Sincerely,

Signed by:

C2D1CD6A48B4446...
Denise Adkins, Chairwoman
Florida Emergency Communications Board

DA/KR

cc: Jefferson County 911 Coordinator

RURAL GRANT APPLICATION**Basic Information**

Application Submitted Date : 03-27-2026 13:26:41

PDF Generated Date: 03-27-2026 13:26:59

County : JEFFERSON

Project Title: Annual Maintenance

Amount Requested: 8433.00

Procurement Method : STATE

1. Chair, Board of County Commissioners.

1 Courthouse Circle
 Monticello , FL 32344
 Jefferson County

2. County 911 Coordinator:

171 Industrial Park
 Monticello , FL 32344
 Jefferson County

3. County fact information

Number of PSAPs : 1

Number of Call-taking Positions per PSAP : 2

What equipment is requested in this grant application :
 Annual Systems Maintenance

4. Financial Information

A) Current annual costs for 911 systems : 692911.85	B) Current annual costs for maintenance: 8144.00
C) Total amount of 911 fee revenue received : 62100	D) Carry-forward funding retained: 0
E) Current carry-forward funding : 0	F) Applied carry-forward funding : 0
G) Minimum calculated amount for applied carry-forward funding :-37260.00	

5. Describe the existing system

Current system is Vesta 911 installed June 2023 along with Eventide System Recorder. The county migrated to NGCS with Indigital in 2025.

6. Describe the scope of work

Annual system support and maintenance for 05/01/26 - 04/30/27.

7. Justification of the need for the proposed project

To maintain current system and recorder that are in place.

8. Justification of grant funding

Jefferson County is a fiscally constrained county that cannot afford to provide funding for system maintenance.

9. Project timeline

Once grant is approved, the county will enter into a contract with the vendor. The date of service for this project will be 5/1/2025 through 4/30/27

10. Single or sole source justification, if applicable

Annual Maintenance

12. Budget Reports

Year 1

System: Hardware, Software, Equipment, & Labor

Item	Total Amount , Unit Price , Quantity
------	--------------------------------------

System Subtotal : \$0.00

Services: Training, Maintenance, and Warranty Items

Item	Total Amount , Unit Price , Quantity
Annual Maintenance	\$8,433.00 (\$8,433.00 X 1)

Services Subtotal : \$8,433.00

Year 1 Budget Total : \$8,433.00

Service Subtotal : 8433

Overall Project Total : \$8,433.00

Carry-Forward Funds Applied :

Grant Request Total Less Carry-Forward Applied : \$8,433.00

13. Assurances

ACCEPTANCE OF TERMS AND CONDITIONS: The grantee accepts all grant terms and conditions. Grantee understands that grants are contingent upon the availability of funds.

DISCLAIMER: The grantee certifies that the facts and information contained in this application and any attached documents are true and correct.

A violation of this requirement may result in revocation of the grant and return of all grant funds and interest accrued (if any), pursuant to the Emergency Communications Board authority and any other remedy provided by law.

NOTIFICATION OF AWARDS: The grantee understands and accepts that the notice of award will be advertised on the Florida 911 website.

MAINTENANCE OF IMPROVEMENT AND EXPANSION: The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained. No substantial changes or departures from the original proposal shall be permitted unless the Emergency Communications Board gives prior written authorization. Any unauthorized change will necessitate the return of grant funds, and accrued interest (if any) to the Board.

The county certifies that all applicable county procurement rules/procedures has been met.

Failure to utilize grant funds as represented may jeopardize eligibility to be considered for future funding.

14. Authority

I hereby affirm my authority and responsibility for the use of funds requested.

BWJ
SIGNATURE CHAIR, BOARD OF COUNTY COMMISSIONERS OR COUNTY MANAGER

3/30/26
Date

Benjamin White
Printed Name

Chairman
Position

Regional Signatures if Applicable (add additional lines if needed)



We have prepared a quote for you

IIC Support

Quote # 002053
Version 1

Prepared for:

Jefferson County, FL

Jesse Lovett
Jesse.lovett@jcso-fl.org

PO Box 2880
Concord, NH 03302
<http://www.akassociates911.com/>
(603) 432-5755



IIC Support

Description	Price	Qty	Ext. Price
IIC-Gold IIC Gold Support <i>Gold Support - 24/7 Remote Service Agreement Including Enhanced HW Warranty & SMA Dates of Support: 5/1/26 through 4/30/27</i>	\$8,433.00	1	\$8,433.00

Subtotal: **\$8,433.00**

Payment Terms

Description	Qty
Terms of Sale: • Payment Terms are Net 30	

IIC Support

Prepared by:

AK Associates

Beth Stankus
(603) 432-5755 x.283
Fax (603) 432-0900
bstankus@AKassociates911.com

Prepared for:

Jefferson County, FL

171 Industrial Park
Monticello, FL 32344
Jesse Lovett

Jesse.lovett@jcso-fl.org

Quote Information:

Quote #: 002053

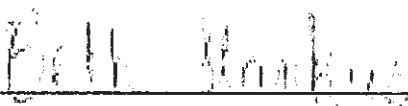
Version: 1
Delivery Date: 03/31/2026
Expiration Date: 04/26/2026

Quote Summary

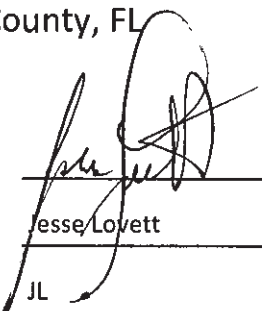
Description	Amount
IIC Support	\$8,433.00
Total: \$8,433.00	

Disclaimers: This quote is provided for the listed contact and is not to be shared or disseminated without written consent by AK Associates. This quote null and voids any previous version.

AK Associates

Signature: 
Name: Beth Stankus
Title: Manager of Accounting
Date: 03/31/2026

Jefferson County, FL

Signature: 
Name: Jesse Lovett
Initials: JL
Date: 3/31/2026 8:45:07 AM
IP Address: 65.152.111.2
Email Address: Jesse.Lovett@jcso-fl.org
PO Number: Jesse.Lovett@jcso-fl.org

County E911 Fiscal Information

Item No.	E911 Fee Revenue		
1	County	Jefferson	Fiscal Year 2024-2025
2	Wireless Fee Revenue	\$44,580.49	
3	Non-Wireless Fee Revenue	\$8,626.36	(LEC, Wireline, & VoIP)
4	Pre-Paid Fee Revenue	\$8,892.75	
5	Total Fee Revenue	\$62,099.60	Carry Forward Fee Revenue Calculation (Item #2 + Item #3 + Item #4)

Item No.	E911 Allowable Expenditures	
6	Fee Revenue Expenditures	62,099.60

Item No.	E911 Carry Forward & Excess Carry Forward		
9	Allowable Carry Forward	\$18,629.88	Maximum Allowable (30% of Item #5)
10	Actual Carry Forward		Limited by Para 365.173(2)(d). Florida Statutes. Assure amount is equal (=) to or less than (<) Item #9
11	Excess Carry Forward Recovery	\$0.00	

Item No.	Contact Information	
12	Preparer's Name	Jesse Lovett
13	Preparer's Title / Position	911 coordinator
14	Telephone Number	850-997-3011
15	Preparer's Email	Jesse.Lovett@jcso-fl.org
16	Date	11-25-25

In accordance with Paragraph 365.173(2)(d) and 365.172(6)(a)3., Florida Statutes

County E911 Fiscal Information

Incorporated by reference in Fla Admin. Code Rule 60FF1-5.006
Requirements for County Carry Forward Funds & Excess Funding
04/2020

AGREEMENT BETWEEN JEFFERSON COUNTY, FLORIDA AND
MAKACLOUD, inc FOR GRANT FUNDING ASSISTANCE

This Agreement is made and entered into on the effective date below by and between the JEFFERSON COUNTY, a political subdivision of the State of Florida (the "County") and MAKACLOUD, inc (the "Grantee").

WITNESSETH:

WHEREAS, Grantee is a nonprofit organization in Jefferson County, Florida, which offers Animal Rescue, Care & Sanctuary programs and/or services; and

WHEREAS, the County wishes to provide financial assistance to nonprofit organizations, such as Grantee which help to improve the quality of place and life of the citizens of the County.

NOW, THEREFORE, in consideration of mutual covenants and promises herein contained and other good and valuable consideration, the parties hereto agree as follows:

1. GRANT CONDITIONS.

- a. Grantee shall request fund distributions within twenty (20) days of start of the fiscal year [or the fiscal quarter ending (December 31, March 30, June 30, and September 30)] by email to: smetty@jeffersoncountyfl.gov
- b. Grantee warrants that funds will be used in accordance with the budget included with its Application and only for the purposes allowed by the IRS and other government agencies relating to grants from private foundations. No funds may be used for lobbying purposes or to aid in the election of a public official.
- c. Grantee agrees to comply with the Jefferson County Non-Profit Policy, as it may be amended.
- d. Grantee agrees to provide an annual financial report and annual programmatic report, which describes progress towards program outcomes and detailing expenditures signed by the Grantee's executive director or other responsible officer for the previous fiscal year by July 31. Grantee agrees to provide a _____% match of the grant funds received from Jefferson County.
- e. Grantee shall provide an affidavit stating the required match with non-county funds was provided and that the funds were used to reimburse the Grantee for expenses incurred in accordance with county policy, the Application and all applicable county, state and federal rules, laws, and regulations. The Affidavit shall accompany the first quarter distribution request.
- g. Grantee is required to maintain detailed back-up documentation of expenditures, available for review by the County upon request. Site visits may be performed periodically to determine and verify data collection methodology.
- h. Grantee agrees to furnish to the County within twenty (20) days, any information concerning a deviation from its Application or a change in Grantee's tax-exempt status.
- i. If Grantee's tax-exempt status changes or funds are not used for the purposes described in its Application, the County may seek return of all unused funds and reimbursement of any misappropriated funds and may cancel any remaining distributions for the fiscal year.

2. EFFECTIVE DATE AND TERM. This Agreement shall be effective October 1, 20 _____ thru September 30, 20 _____ and shall remain in effect until final payment is made.

3. COMPENSATION. The County agrees to provide funding to Grantee in the amount of _____ (\$ 2000.) for the following purposes:

[TO COME]

Funds shall be disbursed to Grantee upon receipt of a reimbursement request in a format prescribed by the County, which shall include any activities, events, or services that occurred during the period and were funded by the County.

Payment may be reduced as necessary in the event of an unforeseen occurrence that results in decreased tax revenue.

4. HOLD HARMLESS. Grantee shall protect, defend, indemnify and hold the County, its officers, and employees completely harmless from and against any and all liabilities, demands, suits, claims, losses, fines, or judgments arising by reason of the injury or death of any person or damage to any property, including all reasonable costs from investigation and defense thereof (including but not limited to attorney fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this Agreement or Grantee's officers, employees, agents, contractors, subcontractors, licensees or invitees regardless of where the injury, death or damage may occur; unless such injury, death or damage is caused by the sole negligence of the County. The County shall give Grantee reasonable notice of any such notice claims or actions. Grantee, in carrying out its obligations hereunder, shall use counsel reasonably acceptable to the County. The provisions of this section shall survive the expiration or earlier termination of this Agreement. The parties further agree that nothing contained herein is intended to nor shall be construed as a waiver of the County's rights and immunities under Section 768.28, Florida Statutes, as amended from time to time.

5. TERMINATION. This Agreement may be terminated by the County upon occurrence of any of the following:

- a. The filing for Bankruptcy, loss of tax exemption status or dissolution by Grantee.
- b. The County shall have authority to withhold funding upon a reasonable determination that the Grantee has not complied with any one or any part of the terms of this Agreement. The County shall specifically identify in writing why it withheld funding. Upon receipt of such written notice the Grantee shall have ten (10) days to cure its breach of the Agreement.
- c. If the Grantee has failed to cure its breach within the time specified after receipt of such notice, the County may deliver to the Grantee a written notice of its intent to terminate this Agreement (the "Notice to Terminate"). The Grantee, upon receipt of the Notice to Terminate, shall be placed on notice that this Agreement shall terminate on the 10th day after receipt, with no further negotiations.

Either party may terminate this Agreement by giving sixty (60) days' written notice to the other.

6. **AUDITS AND RECORDKEEPING.** The Grantee is hereby obligated to maintain accurate records of expenditure of public funds under this Agreement. All records relating to these expenditures shall be considered public documents and shall remain available for audit and/or review at the request of the County at all times during the term of this Agreement. Grantee shall allow public access to all documents, records, and other materials, subject to the provisions of Chapter 119, Florida Statutes, prepared or received by Grantee in conjunction with this Agreement. The County shall have the right from time to time at its sole expense to audit the compliance by the Grantee with the terms, conditions, obligations, limitations, restrictions and requirements of this Agreement and such right shall extend for a period of three (3) years after termination of this Agreement.

IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT JEFFERSON COUNTY AT (850) 322-0287, SMETTY@JEFFERSONCOUNTYFL.GOV, 450 W WALNUT STREET, MONTICELLO, FL 32344.

Grantee must comply with the public records laws, Florida Statute chapter 119, specifically Grantee must:

- a. Keep and maintain public records required by the County to perform the service.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Grantee does not transfer the records to the County.
- d. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the Grantee or keep and maintain public records required by the County to perform the service. If the Grantee transfers all public records to the public agency upon completion of the contract, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon completion of the contract, the Grantee shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

7. **NON-APPROPRIATION OF FUNDS.** Notwithstanding anything contained in this contract to the contrary, in the event the funds appropriated by the County in any fiscal period are insufficient to pay the costs of this Agreement, the Agreement shall terminate on the last quarter period of the fiscal period for which appropriations were received, without penalty or expense to the County of any kind whatsoever. The County will immediately notify the Grantee of such occurrence.

8. ASSIGNABILITY. This Agreement may not be assigned or transferred by Grantee without the express prior approval of the County.

9. NOTICES. All notices or other communications required or permitted to be given by Grantee or by the County shall be in writing and shall be deemed delivered by either party when deposited in the U.S. Mail, first class postage paid, and addressed to:

GRANTEE:

COUNTY: Shannon Metty, County Manager
Jefferson County
450 W. Walnut St.
Monticello, FL 32344

10. ENTIRE AGREEMENT. This Agreement contains the entire agreement and understanding between the Grantee and the County as to the subject matter hereof, and merges and supersedes all prior agreements, commitments, representations, writings, and discussions between them. Neither the Grantee nor the County will be bound by any prior obligations, conditions, warranties, or representations with respect to the subject matter of this Agreement. This Agreement may not be changed, modified, or supplemented in any way except by an instrument in writing executed by both the Grantee and the County.

11. GOVERNINGLAW & VENUE. This Agreement shall be interpreted in accordance with the laws of the State of Florida without regard to its principles of conflicts of laws. Venue for any legal proceedings arising out of this Agreement shall be in Jefferson County, Florida.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this ____ day of _____, 202_.

[NAME OF NONPROFIT]

JEFFERSON COUNTY, FLORIDA

Signature 

Chair _____

Date: April 17, 2026

Date: _____

AGREEMENT BETWEEN JEFFERSON COUNTY, FLORIDA AND
Jefferson County Humane Society/ FOR GRANT FUNDING ASSISTANCE
Wolf Creek Pet Adoption Center

This Agreement is made and entered into on the effective date below by and between the JEFFERSON COUNTY, a political subdivision of the State of Florida (the "County") and Jefferson County Humane (the "Grantee").
Society/Wolf Creek Pet Adoption Center

WITNESSETH:

WHEREAS, Grantee is a nonprofit organization in Jefferson County, Florida, which offers Animal rescue, shelter, adoption + medical programs and/or services; and
care

WHEREAS, the County wishes to provide financial assistance to nonprofit organizations, such as Grantee which help to improve the quality of place and life of the citizens of the County.

NOW, THEREFORE, in consideration of mutual covenants and promises herein contained and other good and valuable consideration, the parties hereto agree as follows:

1. GRANT CONDITIONS.

- a. Grantee shall request fund distributions within twenty (20) days of start of the fiscal year [or the fiscal quarter ending (December 31, March 30, June 30, and September 30)] by email to: smetty@jeffersoncountyfl.gov
- b. Grantee warrants that funds will be used in accordance with the budget included with its Application and only for the purposes allowed by the IRS and other government agencies relating to grants from private foundations. No funds may be used for lobbying purposes or to aid in the election of a public official.
- c. Grantee agrees to comply with the Jefferson County Non-Profit Policy, as it may be amended.
- d. Grantee agrees to provide an annual financial report and annual programmatic report, which describes progress towards program outcomes and detailing expenditures signed by the Grantee's executive director or other responsible officer for the previous fiscal year by July 31. Grantee agrees to provide a _____% match of the grant funds received from Jefferson County.
- e. Grantee shall provide an affidavit stating the required match with non-county funds was provided and that the funds were used to reimburse the Grantee for expenses incurred in accordance with county policy, the Application and all applicable county, state and federal rules, laws, and regulations. The Affidavit shall accompany the first quarter distribution request.
- g. Grantee is required to maintain detailed back-up documentation of expenditures, available for review by the County upon request. Site visits may be performed periodically to determine and verify data collection methodology.
- h. Grantee agrees to furnish to the County within twenty (20) days, any information concerning a deviation from its Application or a change in Grantee's tax-exempt status.
- i. If Grantee's tax-exempt status changes or funds are not used for the purposes described in its Application, the County may seek return of all unused funds and reimbursement of any misappropriated funds and may cancel any remaining distributions for the fiscal year.

2. EFFECTIVE DATE AND TERM. This Agreement shall be effective October 1, 20____ thru September 30, 20____ and shall remain in effect until final payment is made.

3. COMPENSATION. The County agrees to provide funding to Grantee in the amount of _____ (\$ 2000) for the following purposes:

[TO COME]

Funds shall be disbursed to Grantee upon receipt of a reimbursement request in a format prescribed by the County, which shall include any activities, events, or services that occurred during the period and were funded by the County.

Payment may be reduced as necessary in the event of an unforeseen occurrence that results in decreased tax revenue.

4. HOLD HARMLESS. Grantee shall protect, defend, indemnify and hold the County, its officers, and employees completely harmless from and against any and all liabilities, demands, suits, claims, losses, fines, or judgments arising by reason of the injury or death of any person or damage to any property, including all reasonable costs from investigation and defense thereof (including but not limited to attorney fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this Agreement or Grantee's officers, employees, agents, contractors, subcontractors, licensees or invitees regardless of where the injury, death or damage may occur; unless such injury, death or damage is caused by the sole negligence of the County. The County shall give Grantee reasonable notice of any such notice claims or actions. Grantee, in carrying out its obligations hereunder, shall use counsel reasonably acceptable to the County. The provisions of this section shall survive the expiration of earlier termination of this Agreement. The parties further agree that nothing contained herein is intended to nor shall be construed as a waiver of the County's rights and immunities under Section 768.28, Florida Statutes, as amended from time to time.

5. TERMINATION. This Agreement may be terminated by the County upon occurrence of any of the following:

- a. The filing for Bankruptcy, loss of tax exemption status or dissolution by Grantee.
- b. The County shall have authority to withhold funding upon a reasonable determination that the Grantee has not complied with any one or any part of the terms of this Agreement. The County shall specifically identify in writing why it withheld funding. Upon receipt of such written notice the Grantee shall have ten (10) days to cure its breach of the Agreement.
- c. If the Grantee has failed to cure its breach within the time specified after receipt of such notice, the County may deliver to the Grantee a written notice of its intent to terminate this Agreement (the "Notice to Terminate"). The Grantee, upon receipt of the Notice to Terminate, shall be placed on notice that this Agreement shall terminate on the 10th day after receipt, with no further negotiations.

Either party may terminate this Agreement by giving sixty (60) days' written notice to the other.

6. AUDITS AND RECORDKEEPING. The Grantee is hereby obligated to maintain accurate records of expenditure of public funds under this Agreement. All records relating to these expenditures shall be considered public documents and shall remain available for audit and/or review at the request of the County at all times during the term of this Agreement. Grantee shall allow public access to all documents, records, and other materials, subject to the provisions of Chapter 119, Florida Statutes, prepared or received by Grantee in conjunction with this Agreement. The County shall have the right from time to time at its sole expense to audit the compliance by the Grantee with the terms, conditions, obligations, limitations, restrictions and requirements of this Agreement and such right shall extend for a period of three (3) years after termination of this Agreement.

IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT JEFFERSON COUNTY AT (850) 322-0287, SMETTY@JEFFERSONCOUNTYFL.GOV, 450 W WALNUT STREET, MONTICELLO, FL 32344.

Grantee must comply with the public records laws, Florida Statute chapter 119, specifically Grantee must:

- a. Keep and maintain public records required by the County to perform the service.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Grantee does not transfer the records to the County.
- d. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the Grantee or keep and maintain public records required by the County to perform the service. If the Grantee transfers all public records to the public agency upon completion of the contract, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon completion of the contract, the Grantee shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

7. NON-APPROPRIATION OF FUNDS. Notwithstanding anything contained in this contract to the contrary, in the event the funds appropriated by the County in any fiscal period are insufficient to pay the costs of this Agreement, the Agreement shall terminate on the last quarter period of the fiscal period for which appropriations were received, without penalty or expense to the County of any kind whatsoever. The County will immediately notify the Grantee of such occurrence.

8. ASSIGNABILITY. This Agreement may not be assigned or transferred by Grantee without the express prior approval of the County.

9. NOTICES. All notices or other communications required or permitted to be given by Grantee or by the County shall be in writing and shall be deemed delivered by either party when deposited in the U.S. Mail, first class postage paid, and addressed to:

GRANTEE:

COUNTY: Shannon Metty, County Manager
Jefferson County
450 W. Walnut St.
Monticello, FL 32344

10. ENTIRE AGREEMENT. This Agreement contains the entire agreement and understanding between the Grantee and the County as to the subject matter hereof, and merges and supersedes all prior agreements, commitments, representations, writings, and discussions between them. Neither the Grantee nor the County will be bound by any prior obligations, conditions, warranties, or representations with respect to the subject matter of this Agreement. This Agreement may not be changed, modified, or supplemented in any way except by an instrument in writing executed by both the Grantee and the County.

11. GOVERNING LAW & VENUE. This Agreement shall be interpreted in accordance with the laws of the State of Florida without regard to its principles of conflicts of laws. Venue for any legal proceedings arising out of this Agreement shall be in Jefferson County, Florida.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this _____ day of _____, 202_.

[NAME OF NONPROFIT]

JEFFERSON COUNTY, FLORIDA

Cinnie Anderson
Signature

Chair

Date: 7/30/26

Date: _____

AGREEMENT BETWEEN JEFFERSON COUNTY, FLORIDA AND
THE MONTICELLO OPERA HOUSE, INC., FOR GRANT FUNDING ASSISTANCE

This Agreement is made and entered into on the effective date below by and between the JEFFERSON COUNTY, a political subdivision of the State of Florida (the "County") and the Monticello Opera House, Inc., (the "Grantee").

WITNESSETH:

WHEREAS, Grantee is a nonprofit organization in Jefferson County, Florida, which offers performing arts and a multi-purpose community center for the residents of North Florida, preservation of the historic Perkins Opera House, and the promotion of educational programs with an emphasis on the performing arts, visual arts, and local history; and

WHEREAS, the County wishes to provide financial assistance to nonprofit organizations, such as Grantee which help to improve the quality of place and life of the citizens of the County.

NOW, THEREFORE, in consideration of mutual covenants and promises herein contained and other good and valuable consideration, the parties hereto agree as follows:

1. GRANT CONDITIONS.

- a. Grantee shall request fund distributions within twenty (20) days of start of the fiscal year [or the fiscal quarter ending (December 31, March 30, June 30, and September 30)] by email to: smetty@jeffersoncountyfl.gov
- b. Grantee warrants that funds will be used in accordance with the budget included with its Application and only for the purposes allowed by the IRS and other government agencies relating to grants from private foundations. No funds may be used for lobbying purposes or to aid in the election of a public official.
- c. Grantee agrees to comply with the Jefferson County Non-Profit Policy, as it may be amended.
- d. Grantee agrees to provide an annual financial report and annual programmatic report, which describes progress towards program outcomes and detailing expenditures signed by the Grantee's executive director or other responsible officer for the previous fiscal year by July 31. Grantee agrees to provide a 0% match of the grant funds received from Jefferson County.
- e. Grantee shall provide an affidavit stating the required match with non-county funds was provided and that the funds were used to reimburse the Grantee for expenses incurred in accordance with county policy, the Application and all applicable county, state and federal rules, laws, and regulations. The Affidavit shall accompany the first quarter distribution request.
- g. Grantee is required to maintain detailed back-up documentation of expenditures, available for review by the County upon request. Site visits may be performed periodically to determine and verify data collection methodology.
- h. Grantee agrees to furnish to the County within twenty (20) days, any information concerning a deviation from its Application or a change in Grantee's tax-exempt status.
- i. If Grantee's tax-exempt status changes or funds are not used for the purposes described in its Application, the County may seek return of all unused funds and reimbursement of any

misappropriated funds and may cancel any remaining distributions for the fiscal year.

2. EFFECTIVE DATE AND TERM. This Agreement shall be effective October 1, 2026 thru September 30, 2027 and shall remain in effect until final payment is made.

3. COMPENSATION. The County agrees to provide funding to Grantee in the amount of _____ (\$ 2000) for the following purposes:

[TO COME]

Funds shall be disbursed to Grantee upon receipt of a reimbursement request in a format prescribed by the County, which shall include any activities, events, or services that occurred during the period and were funded by the County.

Payment may be reduced as necessary in the event of an unforeseen occurrence that results in decreased tax revenue.

4. HOLD HARMLESS. Grantee shall protect, defend, indemnify and hold the County, its officers, and employees completely harmless from and against any and all liabilities, demands, suits, claims, losses, fines, or judgments arising by reason of the injury or death of any person or damage to any property, including all reasonable costs from investigation and defense thereof (including but not limited to attorney fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this Agreement or Grantee's officers, employees, agents, contractors, subcontractors, licensees or invitees regardless of where the injury, death or damage may occur; unless such injury, death or damage is caused by the sole negligence of the County. The County shall give Grantee reasonable notice of any such notice claims or actions. Grantee, in carrying out its obligations hereunder, shall use counsel reasonably acceptable to the County. The provisions of this section shall survive the expiration of earlier termination of this Agreement. The parties further agree that nothing contained herein is intended to nor shall be construed as a waiver of the County's rights and immunities under Section 768.28, Florida Statutes, as amended from time to time.

5. TERMINATION. This Agreement may be terminated by the County upon occurrence of any of the following:

a. The filing for Bankruptcy, loss of tax exemption status or dissolution by Grantee.

b. The County shall have authority to withhold funding upon a reasonable determination that the Grantee has not complied with any one or any part of the terms of this Agreement. The County shall specifically identify in writing why it withheld funding. Upon receipt of such written notice the Grantee shall have ten (10) days to cure its breach of the Agreement.

c. If the Grantee has failed to cure its breach within the time specified after receipt of such notice, the County may deliver to the Grantee a written notice of its intent to terminate this Agreement (the "Notice to Terminate"). The Grantee, upon receipt of the Notice to Terminate, shall be placed on notice that this Agreement shall terminate on the 10th day after receipt, with no further negotiations.

Either party may terminate this Agreement by giving sixty (60) days' written notice to the other.

6. **AUDITS AND RECORDKEEPING.** The Grantee is hereby obligated to maintain accurate records of expenditure of public funds under this Agreement. All records relating to these expenditures shall be considered public documents and shall remain available for audit and/or review at the request of the County at all times during the term of this Agreement. Grantee shall allow public access to all documents, records, and other materials, subject to the provisions of Chapter 119, Florida Statutes, prepared or received by Grantee in conjunction with this Agreement. The County shall have the right from time to time at its sole expense to audit the compliance by the Grantee with the terms, conditions, obligations, limitations, restrictions and requirements of this Agreement and such right shall extend for a period of three (3) years after termination of this Agreement.

IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT JEFFERSON COUNTY AT (850) 322-0287, SMETTY@JEFFERSONCOUNTYFL.GOV, 450 W WALNUT STREET, MONTICELLO, FL 32344.

Grantee must comply with the public records laws, Florida Statute chapter 119, specifically Grantee must:

- a. Keep and maintain public records required by the County to perform the service.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Grantee does not transfer the records to the County.
- d. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the Grantee or keep and maintain public records required by the County to perform the service. If the Grantee transfers all public records to the public agency upon completion of the contract, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon completion of the contract, the Grantee shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

7. **NON-APPROPRIATION OF FUNDS.** Notwithstanding anything contained in this contract to the contrary, in the event the funds appropriated by the County in any fiscal period are insufficient to pay the costs of this Agreement, the Agreement shall terminate on the last quarter period of the fiscal period for which appropriations were received, without penalty or expense to

the County of any kind whatsoever. The County will immediately notify the Grantee of such occurrence.

8. ASSIGNABILITY. This Agreement may not be assigned or transferred by Grantee without the express prior approval of the County.

9. NOTICES. All notices or other communications required or permitted to be given by Grantee or by the County shall be in writing and shall be deemed delivered by either party when deposited in the U.S. Mail, first class postage paid, and addressed to:

GRANTEE: Monticello Opera House, Inc.
Michael J. Herrin, Executive Director
P.O. Box 518
Monticello, FL 32345

COUNTY: Shannon Metty, County Manager
Jefferson County
450 W. Walnut St.
Monticello, FL 32344

10. ENTIRE AGREEMENT. This Agreement contains the entire agreement and understanding between the Grantee and the County as to the subject matter hereof, and merges and supersedes all prior agreements, commitments, representations, writings, and discussions between them. Neither the Grantee nor the County will be bound by any prior obligations, conditions, warranties, or representations with respect to the subject matter of this Agreement. This Agreement may not be changed, modified, or supplemented in any way except by an instrument in writing executed by both the Grantee and the County.

11. GOVERNING LAW & VENUE. This Agreement shall be interpreted in accordance with the laws of the State of Florida without regard to its principles of conflicts of laws. Venue for any legal proceedings arising out of this Agreement shall be in Jefferson County, Florida.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this ____ day of _____, 202_.

MONTICELLO OPERA HOUSE, INC.

JEFFERSON COUNTY, FLORIDA

Michael Herrin
Signature

Chair

Date: 4 / 15 / 26

Date: _____



BOARD OF COUNTY COMMISSIONERS

JEFFERSON COUNTY, FLORIDA
THE KEYSTONE COUNTY-ESTABLISHED 1827
435 W WALNUT 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

May 15, 2026

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

RE: EOC Budget Amendment – Fiscal Year 2025-26

Honorable Commissioners of Jefferson County,

We are requesting a budget amendment in the amount of \$658.00 to reflect an increase in the federal EMPG award amount. We recently received notice that the EMPG Federal grant award was increased to \$48,255.78. The amendment should increase the total budget for EOCC Office to \$207,014 for FY25-26.

Revenues-- 01-2200-337.030 – EMPG 50/50 -- \$658
Expenditures—01-3101-521.133—EMPG 50/50--\$658

Thank you for your consideration.

Ron Russo
Interim County Manager

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

Cecil “Trey” Hightower
Clerk of Courts

Shannon Metty
County Manager

Heather Encinosa
County Attorney

**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-; 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	EOC	Grant	EOC	\$ 658

PASSED AND DULY ADOPTED, on this the 21th day of May 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.

2025-2026 BUDGET WORKSHEET
Emergency Management Costs

EMERGENCY MANAGEMENT EXPENSES	24/25 Budget	25/26 Budget Req.	Amendment	Increase or (Decrease)
PERSONNEL COSTS	\$ 69,000	\$ 66,000		
OVERTIME	\$ 5,000	\$ 5,000		
FICA	\$ 5,662	\$ 5,432		
RETIREMENT	\$ 25,546	\$ 24,850		
HEALTH INSURANCE	\$ 22,448	\$ 25,400		
TOTAL PERSONNEL SERVICES	\$ 127,656	\$ 126,682		
PROFESSIONAL SERVICES	\$ 10,000	\$ 26,098	\$ 26,756	\$ 658
TRAVEL / TRAINING	\$ 2,600	\$ 6,000		
COMMUNICATIONS	\$ 6,000	\$ 4,000		
UTILITIES	\$ 5,000	\$ 7,000		
REPAIR EQUIP. (auto, bldg, generator)	\$ 6,000	\$ 6,000		
OTHER CHARGES-ADMINISTRATIVE	\$ 9,500	\$ 2,000		
OFFICE SUPPLIES	\$ 10,588	\$ 4,000		
OPERATING SUPPLIES (fuel, misc)	\$ 5,000	\$ 4,000		
OPERATING SUPPLIES	\$ 1,000	\$ 2,634		
BOOKS & PUBLICATIONS	\$ 600	\$ 600		
CERT Team expenses	\$ 7,500	\$ 10,000		
CITIZEN CORP grant expenses		\$ -		
DUKE ENERGY grant expenses	\$ -	\$ 8,000		
TOTAL OPERATING SERVICES	\$ 63,788	\$ 80,332		
CAPITAL OUTLAY - AUTOS	\$ -	\$ -		
CAPITAL OUTLAY - RADIOS	\$ -	\$ -		
CAPITAL OUTLAY - OTHER EQUIPMENT (Tech upgrades)	\$6,467.00	\$ -		
TOTAL CAPITAL OUTLAY	\$ 6,467	\$ -		
TOTAL EOC	\$197,911	\$207,014	\$207,672	\$658

EOC REVENUE

50-50 FEDERAL GRANT (EMPG)	\$ 47,510	\$ 47,598	\$ 48,256	\$ 658
CERT GRANT (Community Emerg. Response)	\$ 7,500	\$ 10,000		
CITIZEN CORP grant	\$ -	\$ -		
DUKE ENERGY grant	\$ -	\$ 8,000		
Base/State Grant Revenue (EMPA)	\$ 105,806	\$ 105,806		
Hurricane Reimbursement	\$ 1,485	\$ -		
County In-kind Revenue	\$ 35,610	\$ 35,610		
TOTAL EOC REVENUE	\$197,911	\$207,014	\$207,672	\$658

Board of County Commissioners

Agenda Request

Date of Meeting: May 21, 2026

Date Submitted: May 15, 2026

To: Honorable Chairman and Members of the Board

From: Ron Russo, Interim County Manager

Subject: Approval of Award for ITB 2026-06, Purchase and Sale Agreement for Surplus Property and Authorization for County Manager to Effectuate Closing

Statement of Issue:

This agenda item requests Board approval of the award for ITB 2026-06, Purchase and Sale Agreement for the Parcel #00-00-00-0330-0000-0170 located at 1243 E Clark Ave to Arlene Early, the only responsive bidders.

Background:

The Jefferson County Board of County Commissioners acquired title to approximately .327 acres of certain real property identified as Parcel Tax ID No. 00-00-00-0330-0000-0170 located on 1243 E Clark Ave, Monticello, Florida 32344 on February 21, 2022.

On November 20, 2025, the Board approved a resolution declaring the 1243 E Clark Ave Parcel as surplus and approving its advertisement for sale via the Minimum Base Bid method.

On April 6, 2026, Staff advertised the Parcel for sale at a minimum base bid of \$19,499. On May 6, 2026, bids were received at the 3:00 PM deadline. Arlene Early was the only and highest responsive bidder with a bid price of \$19,499. (see Bid Tabulation, Attachment #1), submitted a deposit of \$2,000 on May 14, 2026, and signed the Contract for Purchase and Sale of the Parcel (Attachment #2).

Analysis:

Real property that is unusable or not needed for County purposes or usable for affordable housing can be declared surplus pursuant to Section 30-12 of the Jefferson County Code of Ordinances (the “Code”). The New Hope Subdivision Parcel aka 1243 E Clark Ave Monticello, Fl 32344 (hereinafter collectively referred to as the “Property”) may be declared as surplus because the Property is no longer needed for County purposes and is not usable for affordable housing.

Pursuant to the Section 30-13(h) of the Code, surplus property may be disposed of by Minimum Base Bid method utilizing the Property Appraiser value to determine the minimum base bid and the Board elects to advertise for bids using the minimum base bid.

The Property Appraiser's Just (Market) Value of the New Hope Parcel for 2026 is set at \$19,499,

The November 20, 2025, Surplus Resolution 2025-45 meets the requirements of the Ordinance and properly declared the Parcel as surplus and approved its sale via the Minimum Base Bid Method.

In accordance with the Ordinance and Section 125.35(1), Florida Statutes, the Property was competitively bid following notice published in ECB Publishing and on the County website for at least 2 weeks calling for bids on the Property. Staff properly advertised the Parcel for sale via the Minimum Base Bid Method, and Buyer is the highest and best bidder, and the Purchase and Sale Agreement conforms with the terms of the Buyer's bid. Following Approval of the Purchase and Sale of the Parcel (Attachment #2) and Deed of Conveyance (Attachment #3), staff will work with Buyer to effectuate Closing in accordance with the terms of the Purchase and Sale Agreement and transfer of the Property from County to Buyer.

Options:

1. Approve Award of ITB No. 2026-06 and Purchase and Sale Agreement for Surplus Property and Authorize Interim County Manager to Effectuate Closing.
2. Do Not Approve Award of ITB No. 2026-06 and Purchase and Sale Agreement for Surplus Property and Authorize Interim County Manager to Effectuate Closing.
3. Board Direction.

Recommendation:

Option #1

Attachments:

1. Bid Tabulation
2. Property Purchase and Sale Agreement
3. Property Deed

ITB 2026-06 .327 acres 1243 E Clark Ave Monticello, FL 32344
BID PROPOSAL FORMS

BID PROPOSAL FORM 1:
PROPOSAL TRANSMITTAL FORM (TO BE ON PROPOSER'S LETTERHEAD)

The Board of County Commissioners, Jefferson County, reserves the right to accept or reject any and/or all proposals in the best interest of Jefferson County.

Ben White,
Chair

The undersigned, as Bidder declares that the only person or parties interested in this Proposal as principals are those named herein, that this Proposal is made without collusion with any other person, firm or corporation; that he has carefully examined the location of the proposed work, the proposed forms of Agreement and Bonds, and the Contract Drawings and Specifications, including Addenda issued thereto and acknowledges receipt below:

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials _____ Addendum #2 dated _____ Initials _____
Addendum #3 dated _____ Initials _____ Addendum #4 dated _____ Initials _____

Bidder proposes, and agrees if this Proposal is accepted, Bidder will contract with the COUNTY in the form of the copy of the Agreement included in these Contract Documents, to purchase the Property in the manner and time herein prescribed and according to the requirements of the COUNTY as therein set forth.

This Proposal in response to itb 2026-01 is submitted by the below named firm/individual by the undersigned authorized representative.

Ariene Early
(Firm or Individual Name)

BY Ariene Early
(Signature of Authorized Representative)

(Printed or Typed Name)

ADDRESS 1240 E Clark Ave
Monticello FL 32344

TELEPHONE 954-668-3501

E-MAIL _____

FEID # _____ (if applicable)

To: BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA (hereinafter called the "COUNTY")

ITB 2026-06 .327 acres 1243 E Clark Ave Monticello, Fl 32344
BID PROPOSAL FORMS

INSERT SUNBIZ INFORMATION HERE, IF APPLICABLE:

ITB 2026-06 .327 acres 1243 E Clark Ave Monticello, Fl 32344
BID PROPOSAL FORMS

**BID PROPOSAL FORM 2:
JEFFERSON COUNTY**

Full Company Name of Bidder: _____

Main Business Address: _____
(including city, state and zip)

Business Telephone and Fax Numbers: _____

Contact Name: _____

State Contractor's License# _____

Basis of Bid

Bidder will purchase the Property in accordance with the Purchase and Sale Agreement for the following price(s), exclusive of all associated closing costs and fees:

Bid Price**	Deposit Amount*
\$ 19,499	\$ 2000

* Enter 10% of Bid Price or \$150, whichever is greater

** Bid price must exceed the Minimum Base Bid of \$19,499. The bidder with the highest bid price will be considered the apparent high bidder.

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT (“Agreement”) is made and entered into as of the date on which the final signature of the parties is affixed hereto (“Effective Date”) by and between **Jefferson County, Florida**, a political subdivision of the State of Florida, whose mailing address 450 W. Walnut Street, Monticello, FL 32344 (“Seller”) and Arlene Faily
_____, whose mailing address is 1240 E. Clark Ave, 32344 (“Buyer”).

For and in consideration of the purchase price and the mutual covenants and conditions contained herein, and for other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, Buyer and Seller hereby agree that Seller shall sell and Buyer shall buy, pursuant to the following terms and conditions, all of Seller’s rights, title, and interest in and to the following described real property (“Property”) in fee simple:

I. Description of Property: See Exhibit “A” attached hereto as if fully set forth herein.

II. Purchase Price: The purchase price for the Property is \$ 19,499 (“Purchase Price”) which will be paid by the Buyer to the Seller at closing. Buyer shall pay a deposit in the amount of \$ 2000.00 by May 14th, 2026 (“Deposit”) which shall be held in escrow by Nabors, Giblin & Nickerson, P.A., who shall serve as Closing Agent pursuant to the terms of this Agreement. Seller authorizes Buyer to deliver the Purchase Price directly to the Closing Agent who is authorized by law to receive such payment and who is acceptable to the Buyer and Seller.

III. Conditions and Limitations

(a) Seller is responsible for all taxes due on the Property up to but not including the day of closing.

(b) Buyer is responsible for any transfer taxes that may be due and for the cost of recording the deed.

(c) Seller shall maintain the Property described in **Section I** of this Agreement until the day of closing. The Property shall be maintained in the same condition existing on the date of this Agreement, except for reasonable wear and tear.

(d) Buyer agrees that the Property shall be conveyed to Buyer by conveyance instruments acceptable to Seller.

(e) Seller and Buyer agree that this Agreement represents the full and final agreement for the herein described sale and purchase and no other agreements or representations, unless incorporated into this agreement, shall be binding on the parties.

IV. Closing Date

The closing will occur no later than 90 days after the Effective Date hereof (“Closing Date”), unless extended by agreement of the parties in writing. Seller agrees that the County

PURCHASE AND SALE AGREEMENT

Manager is hereby delegated all necessary authority to act on its behalf for the purpose of negotiating and effecting an extension of the Closing Date.

V. Typewritten or Handwritten Provisions

Any typewritten or handwritten provisions inserted into or attached to this agreement as addenda must be initialed by both Seller and Buyer.

There is an addendum to this Agreement. Page ____ is made a part of this agreement.

There is not an addendum to this Agreement.

VI. Seller and Buyer hereby acknowledge and agree that their signatures as Seller and Buyer below constitute their acceptance of this Agreement as a binding real estate contract.

[Signatures on following pages]

ITB 2026-06
1243 E Clark Ave
PURCHASE AND SALE AGREEMENT
JEFFERSON COUNTY, FLORIDA, a political
subdivision of the State of Florida

**BY ITS BOARD OF COUNTY
COMMISSIONERS**

Ben White, Chairman

Date

ATTEST:

Cecil "Trey" Hightower, Ex Officio Clerk to the Board
1 Courthouse Circle
Monticello, FL 32344

APPROVED AS TO FORM:

Evan Rosenthal, County Attorney
1500 Mahan Drive, Suite 200
Tallahassee, FL 32303

PURCHASE AND SALE AGREEMENT

[BUYER]

Alene [Signature]
[BUYER]

DATE: 5/13/26

WITNESSES

Jennifer Hamrick
Witness 1 Signature

Jennifer Hamrick
Witness 1 Printed Name

718 Ashville Hwy Monticello FL 32344
Witness 1 Address

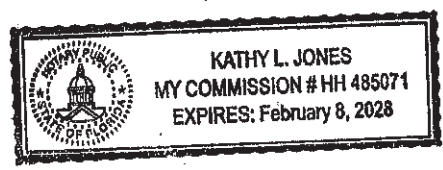
[Signature]
Witness 2 Signature

Mac McNeil
Witness 2 Printed Name

450 W. Walnut St
Witness 2 Address

STATE OF FLORIDA
COUNTY OF Jefferson

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 13th day of May 2026, by [BUYER],
 who is personally known to me or who has produced Driver license identification.

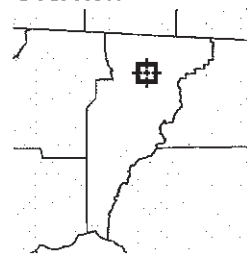


(Notary Stamp)

Kathy L. Jones
Signature of Notary Public
Printed Name of Notary: Kathy L. Jones
Commission Number: HH 485071
Commission Expiration: 2-8-28
Address: 500 W Walnut St
Mentiville, FL 32344



Overview



Legend

- County Outlines
- State Outlines
- Florida
- <all other values>
- Parcels
- Street Centerlines

Parcel ID 00-00-00-0330-0000-0170	Mailing Address JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS COURTHOUSE ROOM 10 MONTICELLO, FL 32344	Improvement Value \$9,158	Just Value \$19,158	Last 2 Sales
Prop ID 1416	Physical Address 1243 E CLARK AVE	Land Value \$0	Assessed Value \$19,158	Date 2/21/2022
Property Usage COUNTY		Ag Land Value \$0	Exempt Value \$19,158	Price 0
Acreage 0.327		Ag Market Value \$0	Taxable Value \$0	V/I 0
				Qual U

Desc LOTS 17,27,28 NEW HOPE SUBDIV DBS FFF P 385 & 592 & KKK P 386
 (Note: Not to be used on legal documents)

Date created: 5/8/2026
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Tax Deed File No: **18-33-TD** Parcel ID No: **00-00-00-0330-0000-0170**

Corrective

as to the site address only

Escheatment Tax Deed

State of Florida
County of Jefferson

The following Tax Sale Certificate Numbered 77 issued on May 22, 2014 was filed in the office of the Tax Collector of this County and application made for the issuance of a Tax Deed, the applicant having paid or redeemed all other taxes or tax sale certificates on the land described as required by law to be paid or redeemed, and the costs and expenses of this sale, and due notice of sale having been published as required by law, and no person entitled to do so having appeared to redeem said land; such land was on the 18th day of October, 2018 offered for sale as required by law for cash to the highest bidder. There were no bids offered and the property was therefore placed on the List of Lands Available for Taxes pursuant to Section 197.502, Florida Statutes.

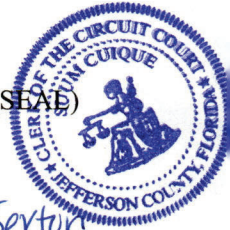
This tax deed is issued pursuant to Section 197.502(8), Florida Statutes. Three years have passed from the date the subject land was offered for public sale and placed on the "List of Lands Available for Taxes" in accordance with Section 197.502(7), Florida Statutes, without having been purchased. As provided in Section 197.502(8), Florida Statutes, **the property has escheated to the County** free and clear of any and all tax certificates, tax liens or any other liens of record, including government liens, which liens are deemed cancelled pursuant to said statute.

Now, on this 21st day of February, 2022, the undersigned Clerk conveys to Jefferson County through its Board of County Commissioners, whose address is 1 Courthouse Circle, Monticello, Florida 32344. Together with all hereditaments, buildings, fixtures and improvements of any kind and description, the following legally described land situated in Jefferson County, Florida:

00-00-00-0330-0000-0170
Lots 17, 27, 28 New Hope Subdiv
DB FFF PG 385, DB FFF PG 592 &
DB KKK PG 386

Site Address: 1243 E Clark Ave
Monticello, Florida 32334
Previous Owner/s: Ollie Harley HRS

Trey Hightower (SEAL)
Clerk of Circuit Court or County Comptroller
Jefferson County, Florida



Jessica Sexton / Jessica Sexton
1 Courthouse Circle

Monticello, FL 32344

Morgan Malloy / Morgan Malloy
1 Courthouse Circle
Monticello, FL 32344

State of Florida,
County of Jefferson

On this 12th day of May, 2026, before me Cecil "Trey" Hightower, Clerk of the Circuit Court or County Comptroller in and for the State and this County known to me to be the person described in, and who executed the foregoing instrument, and acknowledged the execution of this instrument to be his own free act and deed for the use and purposes therein mentioned.

Witness my hand and office seal date aforesaid Brenda McDonald
(Notary Public)



AFFIDAVIT OF PUBLICATION

The MONTICELLO NEWS & JEFFERSON COUNTY JOURNAL published every Wednesday and Friday in the City of Monticello, County of Jefferson and State of Florida. Before me, the undersigned authority personally appeared, Rachal Deming, who on oath says that she is a Bookkeeper for the Monticello News & Jefferson County Journal, both weekly newspapers, published in Monticello, Jefferson County, Florida by ECB Publishing; that the attached copy of the advertisement being a Legal Notice to appear in reference:

Notice of Application for Tax Deed Certificate Number 77

dates of August 24, 31 September 7, 14, 2018

Affiant further says that the said Monticello News, and Jefferson County Journal, a newspaper published at Monticello, in Jefferson County, Florida, and that the said newspaper has heretofore been continuously published in said Jefferson County, Florida, each week and has been entered as second class mail matter at the post office in Monticello, in said Jefferson County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Signed by: [Signature]

Sworn to and subscribed before me this day of

Sept. 17, A.D. 2018

[Signature]
Notary Public



NOTICE OF APPLICATION FOR TAX DEED

NOTICE IS HEREBY GIVEN, that Jefferson County Board of County Commissioners, the holder/s of the following Tax Sale Certificate has filed said Tax Certificate for the Tax Deed to be issued thereon. The Certificate Number and year of issuance, the Description of the property, and the Name in which it is assessed as follows:

File Number: 18-000033-TD

Certificate Number: 77 Year of Issuance: 2014

Description of Property: 00-00-00-0330-0000-0170

Lots 17, 27, 28 New Hope Subdivision
DB FFF PG 385 & DB FFF P 592 & DB KKK PG 386

Site Address: 1245 E Clark Ave

Name in which assessed: OLLIE HARLEY HRS
C/O ROOSEVELT HARLEY

All of said property being in the County of Jefferson, State of Florida. This property when sold may be subject to the current year taxes.

Unless such certificate shall be redeemed according to law, the property described in such certificate will be sold to the highest bidder at the Jefferson County Courthouse, North Steps on October 1, 2018 at 11:00 A.M.

Tim Sanders
Clerk of the Circuit Court
Jefferson County, FL

BY: Sherry Sears, Deputy Clerk

8/24/31/9/7,14

1932

CERTIFICATE OF MAILING

STATE OF FLORIDA
COUNTY OF JEFFERSON

Tax Sale Certificate #18-33-TD

I, Tim Sanders, Clerk of the Circuit Court of Jefferson County, Florida hereby certify that I did on 8/20/2018 mail a copy of the foregoing Notice of Application for Tax Deed to:

Ollie Harley HRS c/o Roosevelt Harley
321 Catspaw Court
Antioch, TN 37013

Maggie and Ira Williams
1075 King St
Monticello, FL 32344

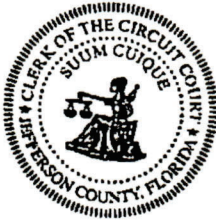
John Harley HRS
280 John Knox Rd, Apt 212
Tallahassee, FL 32303

Jake and Moses L Grant HRS
825 Goldberg St
Monticello, FL 32345

Witness my hand and official seal, this day 08/20/2018.

TIM SANDERS
Clerk of the Circuit Court
Jefferson County, FL

By: 
Deputy Clerk



Board of County Commissioners

Agenda Request

Date of Meeting: May 21, 2026

Date Submitted: May 15, 2026

To: Honorable Chairman and Members of the Board

From: Ron Russo, Interim County Manager

Subject: Consideration of Intended Award – Attorney Services

Statement of Issue:

The Board of County Commissioners will review the rankings of attorney firms submitted in response to RFP 2026-04 and consider an intended award to **Nabors, Giblin and Nickerson**, the top-ranked firm, for professional legal services.

Background:

Jefferson County solicited qualifications from attorney firms to provide professional legal services on an as-needed basis. Following responses to RFP 2026-04, the Commissioners individually reviewed and scored each firm based on qualifications, experience, and capacity to provide services. The County Manager's Office compiled the scoring sheets and determined the top-ranked firm according to the Commissioners' evaluations.

1. Nabors, Giblin and Nickerson
2. Constangy, Books, Smith & Prophete LLP
3. Mr. Scott Snavelly Esq.

Analysis:

The Board of County Commissioners must consider the compiled scores and make a decision regarding the intended award to **Nabors, Giblin and Nickerson**. This action will authorize the County to proceed with contract negotiations and the execution of a professional services agreement with the selected attorney firm.

Options:

1. Approve award and county staff move forward with proposed contract
2. Disapprove
3. Board Direction

Board of County Commissioners

Agenda Request

Date of Meeting: May 21, 2026

Date Submitted: May 15, 2026

To: Honorable Chairman and Members of the Board

From: Ron Russo, Interim County Manager

Subject: Continuing Engineering Services- Consideration of Intended Award

Statement of Issue:

This item requests the Board of County Commissioners (“Board”) to determine the ranking of firms responding to RFQ 2026-05 for continuing professional consulting services for engineering, construction engineering inspection, surveying/mapping, and grant writing and acquisition and related services, authorize the issuance of a notice of intended award, and determine the number of engineering firms that still will attempt to negotiate a contract with for subsequent Board approval.

Background:

Jefferson County maintains continuing engineering consultant contracts to provide professional services on an as-needed basis for infrastructure, utility, transportation, and capital improvement projects. Pursuant to Section 287.055, Florida Statutes, the Consultants Competitive Negotiation Act (“CCNA”), firms operating under continuing engineering contracts may work on projects for which the estimated construction cost does not exceed \$7.5M or study activities where the cost does not exceed \$500,000.

The CCNA establishes contracting procedures by which agencies must select architects, professional engineers, landscape architects, and surveyors and mappers (“Professional Firms” or “Firms”). The CCNA process allows for Professional Firms to be chosen based on quality of personnel, minority/women-owned business enterprise consideration, past performance, willingness to meet time and budget requirements, location, workload and volume of work previously awarded to each Professional Firm by the County. A summary of the CCNA process is as follows:

1. Public Announcement (Advertising of RFQ)
2. Competitive Selection (on basis of qualifications and performance only)
3. Competitive Negotiation

The County is currently in the competitive selection phase of the procurement process. On May 7, 2026, the Board of County Commissioners received oral presentations from consultant firms who submitted responses to RFQ 2026-05 for continuing engineering services.

Following the oral presentations, Commissioners individually completed their scoring sheets (Attachment 1) which were then submitted to the County Manager’s Office. A summary of the scoring is provided below:

Ranking:		Hall	Surles	White	Gramling	Hosford	Total
1	MLD	95	100	100	98	100	493
2	Southeastern Consulting Engineers Inc	95	95	95	95	95	475
3	Kimley-Horn	95	76	90	95	95	451
4	WSB	99	75	85	89	95	443
5	Neel Schaffer, Inc	85	70	85	95	90	425
6	The Balmoral Group	85	71	78	95	85	414
7	LJA	90	48	78	98	88	402
8	CTS Engineering, Inc	90	48	65	90	85	378
9	North Florida Professional Services	70	54	73	92	88	377
10	MH2 Engineering, LLC	70	38	65	89	85	347
11	Panhandle Engineering	60	36	65	80	85	326

The next step in the process is competitive negotiation. The Board at its option may elect to proceed with competitive negotiations with some or all of the above firms. If the Board elects to proceed with contract negotiations with only some of the firms, the Board must provide direction on how many firms it wishes to contract with.

For example, if the Board wishes to contract with 6 firms, County staff will negotiate with the top 6 ranked firms as listed above. If County staff is unable to reach agreement on a proposed contract with one of the top 6 firms, staff would move to the next ranked firm in order of preference until agreement is reached on a proposed contract.

It is recommended that that the Board direct staff to proceed with contract negotiations with at least three firms to ensure that the County has a suitable library of available engineering firms to assign projects to as the need arises.

The proposed contracts will be brought to the Board at a subsequent meeting for approval.

Options:

1. Approve the above-described scoring and ranking of the responsive engineering firms, provide direction to staff on the number of firms the Board wishes to contract with, authorize staff to engage in contract negotiations with those firms in the order of preference consistent with the above rankings, and direct staff to issue a notice of intent to award consistent with this direction.

2. Do not approve the above scoring and ranking of the responsive engineering firms and do not provide direction to staff on the number of firms the Board wishes to contract with.

3. Board direction.

Recommendation:

Option 1.

Attachments:

1. Commissioner Scoring Sheets

SCORING SHEET for Engineering Services

Date: 05/07/2020

Commissioner: Gramling

Firm Name: WSB

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	28
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	13
5. Project Approach	8
6. Oral Presentations	10
7. Local Business Preference	—
TOTAL POINTS	89

SCORING SHEET for Engineering Services

Date: 05/07/2020

Commissioner: Oramling

Firm Name: LJA *

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	14
5. Project Approach	10
6. Oral Presentations	10 9
7. Local Business Preference	5
TOTAL POINTS	98

SCORING SHEET for Engineering Services

Date: 05/07/2020

Commissioner: Crumbly

Firm Name: MH2 Engineering

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	18
2. Qualifications of Firm and Key Staff	28
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	13
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5 (over country line?)
TOTAL POINTS	94 89

SCORING SHEET for Engineering Services

Date: 5/7/2026

Commissioner: Granding

Firm Name: MLD *

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	8
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POINTS	98

SCORING SHEET for Engineering Services

Date: 08/07/2026

Commissioner: Cramling

Firm Name: Kimley Horn*

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	-
TOTAL POINTS	95

SCORING SHEET for Engineering Services

Date: 05/07/2026

Commissioner: Gramling

Firm Name: Punhandle

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	18
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	14
5. Project Approach	9
6. Oral Presentations	9
7. Local Business Preference	1
TOTAL POINTS	80

SCORING SHEET for Engineering Services

Date: 05/07/2020

Commissioner: Gramling

Firm Name: Neel Schutte*

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	-
TOTAL POINTS	95

SCORING SHEET for Engineering Services

Date: 05/07/2020

Commissioner: Gramling

Firm Name: Balmoral *

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	-
TOTAL POINTS	95

SCORING SHEET for Engineering Services

Date: 05/07/2020
 Commissioner: Cramling
 Firm Name: South Eastern*

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	-
TOTAL POINTS	95

SCORING SHEET for Engineering Services

Date: 05/07/2026

Commissioner: Bramling

Firm Name: CTS

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	28
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	13
5. Project Approach	9
6. Oral Presentations	10
7. Local Business Preference	-
TOTAL POINTS	90

SCORING SHEET for Engineering Services

Date: 05/07/2026

Commissioner: Cramling

Firm Name: NFPS *

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	14
5. Project Approach	9
6. Oral Presentations	9
7. Local Business Preference	—
TOTAL POINTS	92

SCORING SHEET for Engineering Services

Date: 5.11.26

Commissioner: Hosford

Firm Name: WSB

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	
TOTAL POINTS	95

SCORING SHEET for Engineering Services

Date: 5.11.26

Commissioner: HOSFORD

Firm Name: MLD

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POINTS	100

SCORING SHEET for Engineering Services

Date: 5.11.26

Commissioner: HOSFORD

Firm Name: Kimley Horn

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	
TOTAL POINTS	95

SCORING SHEET for Engineering Services

Date: 5-11-26

Commissioner: HOSFORD

Firm Name: South Eastern

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	
TOTAL POINTS	95

SCORING SHEET for Engineering Services

Date: 5-11-26

Commissioner: HOSFORD

Firm Name: N. FL. Professionals

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	25
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	8
6. Oral Presentations	10
7. Local Business Preference	
TOTAL POINTS	88

SCORING SHEET for Engineering Services

Date: 5.11.26

Commissioner: HOSFORD

Firm Name: CTS

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	25
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	
TOTAL POINTS	85

SCORING SHEET for Engineering Services

Date: 5.11.26

Commissioner: HOSFORD

Firm Name: ~~SIB~~ Balmoral

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	25
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	
TOTAL POINTS	85

SCORING SHEET for Engineering Services

Date: 5-11-26

Commissioner: Hosford

Firm Name: Neel Schaffer

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30 25
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	
TOTAL POINTS	90

SCORING SHEET for Engineering Services

Date: 5-11-26

Commissioner: HOSFORD

Firm Name: Panhandle

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	15
2. Qualifications of Firm and Key Staff	25
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	
TOTAL POINTS	85

SCORING SHEET for Engineering Services

Date: 5.11.26

Commissioner: HOSFORD

Firm Name: MH2

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	25
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	
TOTAL POINTS	85

SCORING SHEET for Engineering Services

Date: 5.11.26

Commissioner: HOSFORD

Firm Name: LJA

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	25
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	3
TOTAL POINTS	88

SCORING SHEET for Engineering Services

(1) ~~11~~

Date: 5/6/26

Commissioner: Ben Hink

Firm Name: SCE

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POINTS	95

SCORING SHEET for Engineering Services

2

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Date: 5/10/20

Commissioner: Ben Lusk

Firm Name: MCD

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POINTS	100

(3) (A)

SCORING SHEET for Engineering Services

Date: 8/6/26

Commissioner: Ben White

Firm Name: WSB

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	25
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	5
6. Oral Presentations	5
7. Local Business Preference	5
TOTAL POINTS	85

85

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4

SCORING SHEET for Engineering Services

Date: 5/6/26

Commissioner: Be White

Firm Name: Kimley Horn

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	15
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POINTS	90

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5

SCORING SHEET for Engineering Services

Date: 5/6/26

Commissioner: Bar Huf

Firm Name: Neel Schafer

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	15
2. Qualifications of Firm and Key Staff	25
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	0
TOTAL POINTS	85



SCORING SHEET for Engineering Services

Date: 5/6/20

Commissioner: Ben White

Firm Name: AFPS

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	15
2. Qualifications of Firm and Key Staff	20
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	8
6. Oral Presentations	10
7. Local Business Preference	
TOTAL POINTS	73

SCORING SHEET for Engineering Services

Date: 8/10/26

Commissioner: Ben White

Firm Name: CTS

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	15
2. Qualifications of Firm and Key Staff	20
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	5
6. Oral Presentations	5
7. Local Business Preference	0
TOTAL POINTS	(65)

SCORING SHEET for Engineering Services

Date: 5/6/26

Commissioner: Ben White

Firm Name: Bel Moral

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	15
2. Qualifications of Firm and Key Staff	25
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	8
6. Oral Presentations	10
7. Local Business Preference	0
TOTAL POINTS	78

SCORING SHEET for Engineering Services

Date: 5/6/26

Commissioner: Ben White

Firm Name: Penhance / Old Grant Writers Solutions

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	18
2. Qualifications of Firm and Key Staff	20
3. References	5
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	5
6. Oral Presentations	10
7. Local Business Preference	0
TOTAL POINTS	68

SCORING SHEET for Engineering Services

Date: 5/6/26

Commissioner: Ben White

Firm Name: MH2

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	15
2. Qualifications of Firm and Key Staff	25
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	5
6. Oral Presentations	10
7. Local Business Preference	0
TOTAL POINTS	65

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SCORING SHEET for Engineering Services

Date: 8/6/26

Commissioner: Ber Hite

Firm Name: LJA

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	15
2. Qualifications of Firm and Key Staff	25
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	8
6. Oral Presentations	10
7. Local Business Preference	0
TOTAL POINTS	78

SCORING SHEET for Engineering Services

Date: 5/7/24

Commissioner: JT

Firm Name: MLD

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POINTS	

SCORING SHEET for Engineering Services

Date: 5/7/26

Commissioner: 8 JT

Firm Name: Kimly Horn

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	20
3. References	8
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	8
6. Oral Presentations	10
7. Local Business Preference	0
TOTAL POINTS	76

SCORING SHEET for Engineering Services

Date: 5/7/20

Commissioner: JT

Firm Name: Perhandle

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	5
2. Qualifications of Firm and Key Staff	10
3. References	5
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	4
6. Oral Presentations	2
7. Local Business Preference	0
TOTAL POINTS	

36

SCORING SHEET for Engineering Services

Date: 5/7/26

Commissioner: JT

Firm Name: Shaffer

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	15
2. Qualifications of Firm and Key Staff	20
3. References	5
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	5
7. Local Business Preference	0
TOTAL POINTS	70

SCORING SHEET for Engineering Services

Date: 5/7/24

Commissioner: JT

Firm Name: ~~XXXXXXXXXX~~ Ramona

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	15
2. Qualifications of Firm and Key Staff	20
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	8
6. Oral Presentations	8
7. Local Business Preference	0
TOTAL POINTS	71

May want to Consider for
Hydrologics

SCORING SHEET for Engineering Services

Date: 5/7/26

Commissioner: JT

Firm Name: South Eastern

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POINTS	

SCORING SHEET for Engineering Services

Date: 5/7/26

Commissioner: JT

Firm Name: CTS

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	8
2. Qualifications of Firm and Key Staff	15
3. References	5
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	5
6. Oral Presentations	5
7. Local Business Preference	0
TOTAL POINTS	48

SCORING SHEET for Engineering Services

Date: 7/7/26

Commissioner: JT

Firm Name: MHZ

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	7
2. Qualifications of Firm and Key Staff	7
3. References	5
4. Availability of Workload and Willingness to Meet Time Requirements	5
5. Project Approach	5
6. Oral Presentations	8
7. Local Business Preference	
TOTAL POINTS	

SCORING SHEET for Engineering Services

Date: 5/2/24

Commissioner: JT

Firm Name: LJA

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	8
2. Qualifications of Firm and Key Staff	20
3. References	2
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	4
6. Oral Presentations	4
7. Local Business Preference	0
TOTAL POINTS	48

SCORING SHEET for Engineering Services

Date: 5/17/24

Commissioner: JT Surbe

Firm Name: WSB - AAE

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	20
3. References	5
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	.
TOTAL POINTS	75

SCORING SHEET for Engineering Services

Date: 5/7/26

Commissioner: JT

Firm Name: NFPS

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	15
2. Qualifications of Firm and Key Staff	15
3. References	5
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	5
6. Oral Presentations	4
7. Local Business Preference	
TOTAL POINTS	54

SCORING SHEET for Engineering Services

Date: 7 May 2026

Commissioner: _____

Firm Name: WSB

Ms. Gainous

Reference: _____

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	4
TOTAL POINTS	99

7 May 2026

SCORING SHEET for Engineering Services

Date:

Commissioner:

Gene Hall

Firm Name:

LJA

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	15
2. Qualifications of Firm and Key Staff	25
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POINTS	90

7 May 2026

SCORING SHEET for Engineering Services

Date: MLD

Commissioner: Jene Hall

Firm Name: MLD

J. J. Scott

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	25
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POINTS	

95

SCORING SHEET for Engineering Services

Date: 7 May 2026

Commissioner: Gene Hall

Firm Name: Kimberly Horn

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	5
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POINTS	95

SCORING SHEET for Engineering Services

Date: 7 May 2026

Commissioner: Sene

Firm Name: Pantandle Engineering

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

2

CRITERIA	Score
1. Experience	10
2. Qualifications of Firm and Key Staff	15
3. References	5
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	5
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POINTS	

60

SCORING SHEET for Engineering Services

Date: 7 May 2026
 Commissioner: Gene Hall
 Firm Name: Neel Schaffer

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	15
2. Qualifications of Firm and Key Staff	25
3. References	5
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POINTS	

85

SCORING SHEET for Engineering Services

Date: 7 May 2026

Commissioner: Dore Hall

Firm Name: SCE

Jack & Hunter
Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	25
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POINTS	95

SCORING SHEET for Attorney Services

Date: 7 May 2026

Commissioner: Gene Hall

Firm Name: Balmoral

Reference:

CRITERIA	Score
1. Experience	30
2. Qualifications of Firm and Key Staff	20
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	25
5. Oral Presentations	10
6. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	25
2. Qualifications of Firm and Key Staff	15
3. References	5
4. Availability of Workload and Willingness to Meet Time Requirements	25
5. Oral Presentations	10
6. Local Business Preference	5
TOTAL POINTS	

85

7 May 2026

SCORING SHEET for Engineering Services

Date: North Florida Professional Services

Commissioner: Gene Hall

Firm Name: _____

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	10
2. Qualifications of Firm and Key Staff	20
3. References	5
4. Availability of Workload and Willingness to Meet Time Requirements	10
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POINTS	

70

SCORING SHEET for Engineering Services

Date: 7 May 2026

Commissioner: Gene Hall

Firm Name: CTS

Reference:

CRITERIA	Score
1. Experience	20
2. Qualifications of Firm and Key Staff	30
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POSSIBLE POINTS	100 (90 if no Oral Presentations)

Evaluation:

CRITERIA	Score
1. Experience	15
2. Qualifications of Firm and Key Staff	25
3. References	10
4. Availability of Workload and Willingness to Meet Time Requirements	15
5. Project Approach	10
6. Oral Presentations	10
7. Local Business Preference	5
TOTAL POINTS	90

90

90

Board of County Commissioners

Agenda Request

Date of Meeting: May 21, 2026

Date Submitted: May 15, 2026

To: Honorable Chairman and Members of the Board

From: Ron Russo, Interim County Manager

Subject: Small Non-Profit Grants Awards

Statement of Issue:

The Small Non-Profit Grants awarded by the County aim to support programing, services, and initiatives carried out by Jefferson non-profit organizations in service to county residents. There is \$9,000 left to award.

Background:

We had 12 eligible grant applications submitted on April 30, 2026 with a pot of \$15,000 to award.

6 submitted **complete** applications:

United Force of Jefferson County, Inc
Children's Home Society of Florida (Jefferson k-12 Community Partnership School)
Cemetery Restoration and Preservation Society of North Florida
Monticello Acting & Dance Company (MadCo)
Jefferson County Historical Association
Monticello Opera House

6 were missing some information:

Dirty Pecan, Inc
Makacloud, Inc
Jefferson County Youth Council
Jefferson County \$H Association
Girls of Royalty, Inc
Jefferson County Humane Society

The Board voted to grant the 3 applicants who were present at the May 7, 2026 BOCC meeting their requested amount and table the rest until next meeting on May 21, 2026.

The 3 applicants awarded were: Jefferson County Humane Society, Makacloud Inc, and Monticello Opera House.

Analysis:

There is \$9,000 left to award to the remaining 9 applicants.

6 submitted **complete** applications:

United Force of Jefferson County, Inc

Children's Home Society of Florida (Jefferson k-12 Community Partnership School)

Cemetery Restoration and Preservation Society of North Florida

Monticello Acting & Dance Company (MadCo)

Jefferson County Historical Association

~~Monticello Opera House~~

6 were missing some information:

Dirty Pecan, Inc

~~Makaeloud, Inc~~

Jefferson County Youth Council

Jefferson County 4H Association

Girls of Royalty, Inc

~~Jefferson County Humane Society~~

Board of County Commissioners

Agenda Request

Date of Meeting: May 21, 2026

Date Submitted: May 14, 2026

To: Honorable Chairman and Members of the Board

From: Ron Russo, Interim County Manager
Cassie Griesheimer, Animal Services Director
Evan Rosenthal, County Attorney

Subject: Board Direction Regarding Proposed Ordinance Amending Chapter 8, Articles I and II of the Jefferson County Code of Ordinances concerning Animal Control

Statement of Issue:

This agenda item requests Board direction regarding whether to schedule and advertise a public hearing to consider adoption of an Ordinance Amending Chapter 8, Articles I and II of the Jefferson County Code of Ordinances (the “Code”) concerning Animal Control.

Background: Chapter 8 of the Code entitled “Animals” governs the keeping of animals in the County and the Jefferson County Animal Services Department. At its meeting held July 11, 2024, the Board directed Staff and the County Attorney to explore creation and enforcement of an ordinance prohibiting abandonment of animals along with basic animal control provisions. The Office of the County Attorney prepared a draft ordinance (the “Ordinance,” Attachment 1) to provide Jefferson County with basic animal control provisions consistent with state and federal law, including Chapter 828, Florida Statutes.

The Board held a public hearing to consider the Ordinance on November 6, 2024. At the public hearing, the Board voted to not adopt the Ordinance by a vote of 3-2.

Subsequently, at a recent meeting, the Board directed staff to bring back the Ordinance for Board consideration.

Analysis: The proposed ordinance amends definitions; provides clarity for procedures related to impoundment; prohibits the keeping of potential rabies carriers with exceptions consistent with state and federal law; prohibits animals running at large; prohibits animals as public nuisances; requires humane care of animals; prohibits abandonment of animals; prohibits fighting or baiting animals; revises enforcement policies and procedures; provides additional detail regarding the form of citation; revises provisions regarding fees administered by the animal control department; and revises inconsistent provisions related to impoundment codified in the section of the code related to

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dangerous animals. The proposed ordinance acknowledges the existence of community cats, removes provisions that would make animal defecation on private property other than property of the owner a public nuisance, and provides time and zoning district limitations in which continuous barking, howling, or disturbing the peace shall not be considered a public nuisance.

Enforcement of this ordinance would require hiring sufficient animal control personnel to enforce the ordinance during the County's normal business hours and cooperation of the Sheriff and Sheriff's deputies to enforce the ordinance outside of normal business hours.

The Board will not be voting on whether to adopt the Ordinance at this meeting. If the Board wants to move forward with the Ordinance, subject to any changes directed by the Board, staff will schedule and advertise a public hearing for the Board to consider adoption of the Ordinance at a future date.

Options:

1. Direct Staff to Schedule and Advertise a Public Hearing to Consider Adoption of an Ordinance Amending Chapter 8, Articles I and II of the Jefferson County Code of Ordinances concerning Animal Control
2. Do Not Direct Staff to Schedule and Advertise a Public Hearing to Consider Adoption of an Ordinance Amending Chapter 8, Articles I and II of the Jefferson County Code of Ordinances concerning Animal Control
3. Board Direction

Recommendation:

Option #3

Attachments:

1. Ordinance Amending Chapter 8, Articles I and II of the Jefferson County Code of Ordinances concerning Animal Control

ORDINANCE NO. 2026-_____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA RELATING TO ANIMAL CONTROL; REPEALING CHAPTER 8, ARTICLE I OF THE JEFFERSON COUNTY CODE OF ORDINANCES; AMENDING CHAPTER 8, ARTICLE II OF THE JEFFERSON COUNTY CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners (the “Board”) adopted Chapter 8, Article II of the Jefferson County Code of Ordinances (the “Code”) entitled “Dangerous Animals and Rabies Control” pursuant to Chapter 767, Florida Statutes; and

WHEREAS, Chapter 8 of the Code contains inconsistent references to the Jefferson County animal control department; and

WHEREAS, the Board desires to better align the provisions of the Chapter 8 of the Code with the provisions of Section 767.12, Florida Statutes; and

WHEREAS, in order to effectuate these changes, the Board hereby finds it necessary to amend Chapter 8 of the Code.

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. REPEAL OF CHAPTER 8, ARTICLE I OF THE CODE OF ORDINANCES. The Board hereby repeals Chapter 8, Article I of the Code.

SECTION 3. AMENDMENT OF CHAPTER 8, ARTICLE II OF THE CODE OF ORDINANCES. The Board hereby amends Chapter 8, Article II of the Code as follows:

(underline indicates addition; ~~striketrough~~ indicates deletion, * * * indicates that text following * * * has not changed)

ARTICLE II. -ANIMAL ~~DANGEROUS ANIMALS AND RABIES~~ CONTROL

DIVISION 1. GENERALLY

Sec. 8-21. Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ABANDON means to forsake, desert or give up an animal or to neglect or refuse to provide or perform the legal obligations for care and support of an animal by its owner, previously under the custody or possession of a person without having secured another owner or custodian or by failing to make reasonable arrangements for adequate care for a period of 24 or more consecutive hours.

ANIMAL means any domesticated animal or any captive wild animal.

ANIMAL CONTROL DEPARTMENT means the department designated by the board to enforce the ordinances and law pertaining to animal control and cruelty and encompasses the term “animal control authority” as used herein. retrieve and impound dangerous animals.

ANIMAL CONTROL OFFICER means any person employed or appointed by the county who is trained and certified to apprehend dangerous animals and assist in the investigation, on public or private property, of violations relating to animal control pursuant to Section 828.27, Florida Statutes. this article.

ANIMAL SHELTER means any facility designated by the county for the purpose of housing and caring for animals held under the authority of this article or state law.

AT LARGE means any animal, other than a dog, which is off of the premises of the owner, or in the case of dogs, when any dog is off the premises of the owner while not under the supervision of the owner.

ATTACK means the act by any animal of approaching a domestic animal or a person in such a manner that hostile contact with the other animal or a person occurs.

BAITING means to attack with violence, to provoke, or to harass an animal with one or more animals for the purpose of training an animal for, or to cause an animal to engage in, fights with or among other animals. In addition, the term “baiting” means the use of live animals in the training of racing greyhounds.

CITATION means a written notice issued to a person by a sheriff's department officer or a designee of the department which may be the animal control officer stating that the officer has probable cause to believe that the person has committed a civil infraction in violation of a duly enacted ordinance and that the county court will hear the charge.

COMMUNITY CAT means any feral, free-roaming cat that is cared for by one or more residents of the community. Community cats shall be distinguished from other feral cats by being sterilized, vaccinated against the threat of rabies as required by law, and ear tipped (preferably on the left ear) as defined herein.

COUNTY HEALTH OFFICER means the person designated by the board pursuant to the definitions in Chapter 154, Florida Statutes, and Chapter 10D-3, Florida Administrative Code. county health department director or administrator.

DANGEROUS ANIMAL means any animal that according to the appropriate authority:

(a) Has aggressively ~~When unprovoked, has~~ bitten, attacked, or endangered or has inflicted severe injury on a human being on public or private property;

(b) Has more than once severely injured or killed a domestic animal while off the owner's property; or

(c) Has, when unprovoked, chased or approached a person upon the streets, sidewalks, or any public grounds in a menacing fashion or apparent attitude of attack, provided that such actions are attested to in a sworn statement by one or more persons and dutifully investigated by the appropriate authority; ~~or~~

~~(d) In the case of a dog, has been used primarily or in part for the purpose of dogfighting or is a dog trained for dogfighting.~~

DEPARTMENT means the animal control department.

DOMESTIC ANIMAL means any equine or bovine animal, goat, sheep, swine, domestic cat, dog, poultry, ostrich, emus, rhea, or other domesticated beast or bird.

EAR TIP or EAR TIPPED means or refers to the removal of the one-quarter-inch tip of a community cat's ear, performed while the cat is under anesthesia, in compliance with any applicable federal or state law, and under the supervision of a licensed veterinarian, designed to identify the community cat as being sterilized and vaccinated for rabies.

EXPOSURE TO RABIES means contact by any person or domestic or captive wild animal with the saliva, brain tissue or body fluids of a rabid animal or of an animal suspected to be rabid due to its apparent health or which is of a species commonly recognized to be a carrier of rabies, such as, but not limited to, raccoons, foxes, bats, skunks or bobcats.

FERAL ANIMAL means any wild cat or dog whether it was born in the wild or reverted to a wild state due to abandonment or lack of domestication. Healthy dogs without collars will not necessarily be considered feral.

IMPOUNDMENT means the taking up and confining of an animal by the department ~~animal control~~ in a manner consistent with professionally recognized standards of humane treatment.

OWNER means any person, organization, group of persons, or association, or, in the case of a person under 18 years of age, that person's legal parent or guardian that has a property right in an animal, keeps or harbors an animal, has an animal in their care or acts as a custodian of an animal for seven or more consecutive days, except for a temporary caretaker acting on behalf of the animal's owner, and excluding a veterinary clinic, a boarding kennel, an animal shelter and every nonprofit animal welfare organization that operates an animal sheltering facility in the county.

POTENTIAL RABIES CARRIER means any species commonly recognized to be a carrier of rabies, such as, but not limited to, raccoons, foxes, bats, skunks or bobcats.

PUBLIC NUISANCE means any animal which damages property, chases vehicles or molests passersby; or, any animal which causes unsanitary or dangerous conditions to exist; or any feral animal. The term "public nuisance" includes any domestic animal, except those on land zoned for agricultural purposes, causing

aggravation or misery by continuously barking, howling or otherwise disturbing the peace between sundown and sunrise.

RESTRAINT. An animal is under restraint within the meaning of this article if it is:

- (a) Controlled by a competent person by means of a chain, leash or other like device;
- (b) Within a vehicle being driven or parked; or
- (c) Within a secure enclosure.

SECURE ENCLOSURE means a facility, suitable building or fenced area that:

- (a) Will prevent an animal from coming in contact with another animal or person;
- (b) All entrances and exits can be securely locked;
- (c) Has a top and a concrete floor; and
- (d) Has been approved by an animal control officer.

SEVERE INJURY means any physical injury that results in broken bones, multiple bites or disfiguring lacerations requiring sutures or reconstructive surgery.

Sec. 8-22. Territorial applicability.

This article shall be effective throughout the unincorporated area of the county. The article shall further be effective in the incorporated area of any municipality in the county, which so consents by ordinance.

Sec. 8-23. Obstructing enforcement.

No person shall:

- (a) Refuse to surrender an animal upon lawful demand by any animal control officer or law enforcement officer.
- (b) Interfere with any animal control officer or law enforcement officer who is lawfully performing his duties.
- (c) Hold, hide or conceal any animal, which any animal control officer or law enforcement officer has deemed to be in violation of this article.
- (d) Take or attempt to take any animal from any animal control officer or from any law enforcement officer or from any vehicle used by him to transport animals in the legal performance of his duties.
- (e) Take or attempt to take any animal from an animal control shelter, a humane live trap or an animal carrier, without proper authority.
- (f) Refuse to provide information to any animal control officer or any law enforcement officer which is necessary to complete official documents, including, but not limited to, citations, bite reports, courtesy notices or warnings.

Sec. 8-24. Animal bites generally.

(a) *Unlawful conduct.* It shall be unlawful for any person owning or having possession, charge, custody or control of an animal to allow that animal to bite a human being or animal.

(b) *Preventive measures authorized.* If the animal control department determines that an animal has bitten a human being or animal, then the department

shall have the authority to order the preventive measures authorized by section 8-25. The department shall have the authority to require the owner to notify the department if the animal escapes and the department shall have the authority to seize and impound the animal if the owner fails to comply with the provisions of this article.

(c) *Waiver.* The animal control department director shall have the authority to waive any or all of the requirements set forth in this section if the director determines that the bite was inconsequential.

Sec. 8-25. Preventive measures for confinement of animals.

(a) *Circumstances requiring special measures.* When the animal control department deems that preventive measures are appropriate, the department shall have the authority to require the person owning or having possession, charge, custody or control of an animal to comply with specific preventive measures, as described in subsection (c) of this section, after taking into consideration the following circumstances:

(1) *Nature of the particular animal.* The behavior, size, temperament, breed, capacity for inflicting serious injury, the number of animals or other such similar factors which would be relevant to a determination of whether or not additional preventive measures need to be imposed for a particular situation.

(2) *Adequacy of confinement.* The adequacy of the enclosure or confinement, if any.

(3) *Immediate surrounding area.* The likelihood that the conditions pertaining to the particular animal and the animal's confinement are detrimental to the safety or welfare of citizens or the peace and tranquility of citizens in the immediate surrounding area.

(b) *Additional factors.* In considering whether to order a special preventive measure, the department is authorized to consider additional factors as aggravating circumstances that might warrant the ordering of special preventive measures, including, but not limited to, the following:

(1) *Child under 13 years of age.* There is a child under the age of 13 years who lives in close proximity to the animal or children walk by or are otherwise in close proximity to the property occupied by the animal.

(2) *Bite.* The animal has bitten a human being or domestic animal without provocation.

(3) *Dogs trained for security purposes or police attack.* The dog is kept primarily or in part for the purpose of security and or police attack purposes.

(4) *Attitude of attack incident.* The animal, without provocation, has approached a person or domestic animal in an apparent attitude of attack.

(5) *Reputation of animal.* The individual animal has a known propensity, reputation, tendency or disposition to attack unprovoked, to cause injury or to otherwise endanger the safety of human beings or domestic animals.

(c) *Authority to require measures.* If the animal control department determines that the circumstances require special preventive measures, the department shall have the authority to require appropriate, specific preventive measures which shall include, but are not limited to, the following:

(1) Requiring repairs deemed appropriate by the department to any fence or enclosure.

(2) Measures to ensure that a gate will remain closed.

(3) A fence or secure dog fence or any other similar device that would provide greater assurance for the confinement of the animal, all of which are subject to being specifically approved for their adequacy by the department. The department shall have the authority to establish the fencing and enclosure requirements on a case-by-case basis.

(4) When the department deems that preventive measures are appropriate, requiring the animal's owner or person having possession, charge, custody or control of the animal to install a microchip implant in the animal at the owner's or keeper's expense, if that is deemed necessary by the department for identification, investigative or enforcement purposes.

(5) The department shall have the authority to require the animal's owner or keeper to procure liability insurance in the amount of at least \$100,000.00 at the owner's or keeper's expense for the benefit of any person who suffers damages, injury or death caused by the animal and to display a sign on the premises warning of the animal on the premises, for as long as the animal remains in the county. The department shall have the authority to require the owner or keeper to provide written proof of the liability insurance and to require the owner or keeper to have the insurer notify the department of any change in the insurance coverage or policy.

(6) The animal's owner or keeper shall have the duty to immediately notify the animal control department if the animal escapes.

(7) The department shall have the authority to seize and impound the animal if the owner or keeper fails to comply with any provision of this section.

(8) The animal control department shall have the authority to waive any or all of the requirements set forth in this section if the animal service officer determines that the incident is inconsequential.

(d) *Written order.* In order to protect the public's safety and welfare, if the animal control department determines that specific preventive measures should be implemented by the animal's owner or keeper, the department shall promptly issue a written order directed to the owner or keeper, stating the reasons why preventive measures are required, describing the specific preventive measures that must be implemented and designating the time period during which the owner is to comply with the written order. The department shall have the authority to exercise discretion in providing for extensions of time for the owner's or keeper's compliance if the department deems an extension to be reasonable in view of the owner's or keeper's good-faith progress in implementing the preventive measures.

(e) *Failure to comply with written order.* It shall be unlawful for the animal's owner or keeper to fail to comply with a written order from the department within the designated time for compliance stated in the order or any extension thereof. In addition to the penalties set forth in section 8-62, the penalty for a failure to comply with the written order shall be \$100.00.

(f) Impoundment Seizure and disposition of animal. In addition to any other authority or procedure authorized by this article or any other ordinance or law ~~to seize an animal~~, the animal control department shall have the authority to enforce this article and shall pick up, catch, confine, or summarily seize any animal from a premises when the department determines that the animal in the surrounding circumstances is dangerous or detrimental to the public safety or public health and ~~to seize an animal~~ at any other time when the animal is in violation of so authorized by this article. Animals which are impounded and are not suffering from or suspected of having an infectious or contagious disease shall be held for not less than five days unless sooner redeemed by the owner. Ill or injured animals may be euthanized prior to the expiration of the five days in accordance with Section 828.05, Florida Statutes. In instances when the owner of an impounded animal can be determined, the animal control department shall make a reasonable attempt to contact the owner before the disposition of the animal. The written order shall explicitly state that the animal control department has the authority to terminate ownership rights to the animal, including the possible humane destruction of the animal, if there is a failure to comply with the written order. If the animal control department presents an animal's owner or keeper with a written order or a court order to seize the animal, it shall be unlawful for the owner or keeper to fail to comply with the order or to interfere with the animal control officer. The animal's owner or keeper shall be entitled to redeem the animal from the animal control department within five days of the date of the animal's seizure (unless the department retains the animal upon some other basis of legal authority) by paying all applicable fees, citation fees, boarding fees, any other costs that are attributable to the animal and by complying with any outstanding department order and court order. If an animal's owner or keeper fails to comply with the requirements that constituted the basis for seizing the animal or fails to reclaim the animal within five days of its seizure, the animal control department shall have the authority to humanely destroy the animal or place the animal for adoption by the public, all in accordance with this article. An animal may not be voluntarily surrendered to animal control where the owner or possessor of such animal does not reside within the County.

Sec. 8-26. Rabies control.

(a) *Animal bites.*

(1) When any animal bites or wounds a human or when a human or domestic or captive wild animal is bitten by or exposed to rabies by a suspected or known rabid animal, the owner shall comply fully with F.A.C. ch. 64D-3.

(2) It shall be the duty of any person having knowledge that an animal has bitten or otherwise exposed a person or domestic or captive wild animal to rabies to report the incident immediately to any law enforcement officer, the county or the county health department for examination or for the supervised quarantine of the animal at the expense of the owner.

(3) Any cat or dog, which has bitten or exposed a human to the potential transmission of rabies, shall be quarantined for a period of not less than ten days.

(4) The procedures for the investigation of animal bites inflicted by animals other than dogs and cats shall be followed in accordance with the provisions set forth in Chapter 64D-3, Florida Administrative Code.

(5) The location and conditions of examination or quarantine of animals which have bitten or otherwise exposed a person to the possible transmission of rabies shall be established by the county health officer.

(6) It shall be unlawful for any person to hide, conceal or refuse to surrender any animal for examination or quarantine upon lawful demand to do so by animal control, any law enforcement officer or the county health department.

(7) Any person having knowledge that a domestic animal has been bitten by or otherwise exposed to rabies by a wild animal of a species commonly recognized to be a carrier of rabies such as, but not limited to, raccoons, foxes, skunks, bats or bobcats shall immediately report such exposure to the department, any law enforcement officer or the county health department.

(b) *Rabies vaccination for dogs and cats required.*

(1) *Frequency; exception.* Every dog and cat four months of age or older shall be vaccinated annually against rabies with a U.S. government-approved vaccine. Such vaccination is excused for bona fide racing greyhound kennels or if a licensed veterinarian certifies in writing that a vaccination would be injurious to the dog's or cat's health. In either case, the dog or cat shall be confined in an enclosed building or kennel.

(2) *Proof of vaccination; tags.* Proof of vaccination shall consist of a rabies vaccination certificate signed by the licensed veterinarian administering the vaccination and a rabies vaccination tag issued for one dog or cat shall be not valid for any other dog or cat. Rabies vaccinations by licensed veterinarians outside of the county shall be recognized as current rabies vaccinations in the county.

(3) *Display of proof.* It is unlawful for the owner of a dog or cat to refuse to show proof of current vaccination of such dog or cat by the end of the next business day if such information is requested by animal control, any law enforcement officer or the county health department.

(4) *Rabies information.* For rabies investigations, any veterinarian administering a rabies vaccination to a dog or cat within the county shall furnish the information contained therein to animal control or to the county health department upon request.

(c) *Potential rabies carriers.* No person shall keep, own, possess, or harbor any rabies carriers as a personal pet within the county. Owners of potential rabies carriers shall be allowed to keep, own, possess, or harbor said animal, provided that they are properly permitted through state or federal agencies. Adequate living quarters and confinement must be provided for the animal, which are consistent with the species' normal requirements for size, shelter, exercise area, heat, ventilation, light, and safety. All areas for the animal must be maintained in a sanitary manner. Carriers as defined in this chapter shall not apply to properly licensed or permitted museums, wildlife rehabilitators, zoological parks or research facilities. It shall be the responsibility of the owner of any potential rabies carrier animal to provide proof of the acquisition date and the animal's source if requested to do so by the division of animal control.

Sec. 8-27. Running at large prohibited.

(a) It shall be unlawful for any animal to run or remain at large on any public street, road, park or other public place.

(b) It shall be unlawful for any animal to run or remain at large upon any private property, whether under direct control or not, and posing a threat to public safety, without the consent of the owner of such private property.

(c) It shall be a violation of this article for the owner or keeper of any animal to tie, chain or otherwise tether such animal in such a manner that it has access to public property or the property of another without consent of that property owner.

(d) Dogs and cats in estrus. The owner of any female dog or cat in estrus shall keep such dog or cat confined in a building or secure enclosure, veterinary hospital, or boarding kennel in such a manner that such female dog or cat cannot come in contact with a male dog or cat, except for intentional breeding purposes.

(e) Responsibility. The owner or keeper of any animal found running or remaining at large shall be responsible for any violation of this article.

(f) Exceptions. This section shall not apply to:

(1) Any dog or cat being officially shown or trained.

(2) Any animal that is especially trained to assist or provide personal services for a disabled person, as defined under the American With Disabilities Act.

(3) Government police dogs.

(4) Any dog actually engaged in a legal sport, including supervised hunting within authorized areas.

(5) Any working farm dog actually engaged in work within authorized areas.

(6) A community cat.

(g) All dogs shall be physically contained on the property of the owner by fence or other enclosure.

Sec. 8-28. Public nuisances prohibited.

(a) It shall be unlawful for any owner or person to allow an animal in his or her care to become a public nuisance, as defined in this chapter.

(b) The owner of any domestic animal which is a public nuisance as defined in this chapter shall be subject to the procedures and penalties set forth in provided ordinances of the county.

(c) Any animal which is feral as defined in this chapter shall be classified as a public nuisance, and shall be impounded and humanely euthanized, except for community cats that do not otherwise qualify as a public nuisance as defined in section 8-21. Feral animals that are impounded by the county shall not be required to be held for a minimum period of time as required for other stray animals, as specified in the ordinances of the county.

(d) Any nuisance complaint shall be investigated by either animal control, law enforcement or code enforcement. The owner shall first be given written notification by the county that the animal's behavior constitutes a public

nuisance, that the owner is required to make reasonable effort to abate the nuisance within seven calendar days of the written notice of violation, and that subsequent violations may result in the issuance of a citation to the owner for allowing his animal to become a nuisance.

(e) Subsequent violations, after warning, shall be based on the animal control, law enforcement or code enforcement officer having personal knowledge of the nuisance or at least two affidavits from different parties residing in close proximity to the alleged nuisance must be received. Close proximity shall mean residing within a radius of 200 feet from the residence or location of the offending animal but shall not preclude the consideration of evidence and testimony of persons living more than 200 feet from the residence or location of the offending animal. One affidavit may be sufficient to warrant an investigation where there is only one party in close proximity to the alleged nuisance.

8-29. Humane care required.

(a) No owner shall fail to provide his or her animal with sufficient and wholesome food and water. The owner is also responsible for providing his or her animal with shelter and protection from the weather at all times, veterinary care when needed to prevent suffering or disease, and with humane care and treatment, including sufficient exercise space. The owner of an animal shall provide clean water for the animal in a sufficient quantity to maintain the animal in a healthy condition. Water shall be provided at all times in a stable container which is sized appropriately for the animal's species and breed.

(b) Pursuant to Section 828.12, Florida Statutes, no person shall:

(1) Unnecessarily overload, overdrive, torture, torment, deprive of necessary sustenance or shelter, unnecessarily mutilate, kill, or otherwise abuse any animal or cause, permit or allow, when such allowance is within the control of the person, the same to be done, or carry upon any vehicle or otherwise, any animal in a cruel or inhumane manner.

(2) No vehicle owner, passenger or operator shall place or confine an animal or allow it to be placed or confined or to remain in an unattended vehicle without sufficient ventilation or under conditions or for such a period of time as may reasonably be expected to endanger the health or well-being of such animal due to heat, lack of water, or such other circumstances as may be expected to cause suffering, disability or death.

(3) Officers finding an animal under the conditions reference above may rescue such animal from the vehicle following the policy established by animal control.

(c) Any person who, as the operator of a motor vehicle, strikes a domesticated animal shall immediately report such incident to any law enforcement agency or to animal control.

(d) No person shall under any circumstances tether or otherwise confine any animal in a manner that is injurious to the animal's health, safety and wellbeing. Proper and humane tethering includes, but is not limited to the following:

(1) Collars used to attach an animal should be comfortable and properly fitted. The uses of choke chains are prohibited, except when an owner is

walking or exercising their animal, or when the animal is participating in any organized exhibition or field trial, or is training for these events, or is engaged in a legal sport under competent supervision.

(2) The tether shall not extend over an object or edge in such a manner that could result in strangulation of or injury to the animal. The length of the tether must be a minimum of ten feet or at least three times the length of the animal measured from the animal's nose to the base of its tail, whichever is greater, unless the tether is being used to secure the animal to the bed of an open vehicle or pick-up truck. Restraints should allow the animal to move about and lie down comfortably. The weight or gauge of any tether or chain shall not be more than one-eighth of the animal's weight. Logging chains and vehicle tow chains are prohibited. No person shall add any weight to an animal collar, harness, chain or tether.

(3) Tethering of an animal is prohibited during natural disasters such as flood, fires, tornadoes or hurricanes.

(4) No animal shall be confined to a vacant or abandoned structure.

8-30. Abandonment of animals prohibited.

(a) It shall be a violation of this article for a person to abandon or dispose of an animal on the property of another person or on public property.

(b) It is a violation of this article to abandon an animal in a former residence when relocating to a new residence.

(c) After posting a 24-hour notice of intent to impound and no attempt by the owner has been made to contact animal control, the animal shall be impounded by animal control.

8-31. Fighting or baiting of animals prohibited.

(a) Pursuant to Section 828.122, Florida Statutes, fighting or baiting animals, in its entirety, is prohibited, and no person shall:

(1) Bait, use any animal for purpose of fighting or baiting any other animal.

(2) Knowingly own, manage, or operate any facility used for the purpose of fighting or baiting any animal or promote stage, advertise, or charge any admission fee to a fight or baiting between two or more animals.

(3) Bet or wager any money or other valuable consideration on the fighting or baiting of animals.

(4) Attend the fighting or baiting of any animals.

(b) Any animal baited, trained, transported, sold, owned, possessed, or used for the purpose of animal fighting or baiting shall be considered mistreated.

(c) The provisions of subsections (a)(1), (2), and (4) of this section shall not apply to any person using animals to:

(1) Pursue or take wildlife or to participate in any hunting regulated or subject to being regulated by rules and regulations of the state fish and wildlife commission.

(2) Work livestock for agricultural purposes.

(3) Hunt wild hogs or retrieve domestic hogs.

(d) Nothing in this section shall be construed to prohibit, impede or otherwise interfere with recognized animal husbandry and training techniques or practices not otherwise specifically prohibited by law.

(e) Penalty for violation of this section is a felony of the third degree.

* * *

Sec. 8-60. Enforcement policies and procedures.

(a) In addition to or in lieu of preventive measures or impounding an animal which any animal control officer or any law enforcement officer has probable cause to believe is in violation of this article the officer shall either:

(1) Issue a warning notice of violation to the owner or keeper of the animal; or

(2) Issue a citation to the owner or keeper of the animal; provided, however, that upon a second conviction within the same household of a violation of sections 8-23, 8-26, 8-27, 8-28, 8-29, 8-30, or 8-85, the animal shall be confined to the owner's premises by means of an enclosure approved by the animal control department for restraining the animal and for preventing its escape.

(b) Any person to whom a citation is issued shall pay the fine by the designated date or appear in county court at the time, date and location designated in the citation.

(c) Any person electing to appear or required so to appear waives the right to pay the minimum civil penalties.

(d) Penalties shall be in addition to court costs as established by the county court.

(e) The maximum civil penalty for each violation shall be \$500.00.

(f) A mandatory court appearance to determine if the animal owner is able to provide adequately for, and have custody of, the animal shall be required for any of the following:

(1) Third and subsequent violations of this article.

(2) Third and subsequent violations which result in the destruction or loss of personal property.

(3) Violations which involve more than two animals owned or kept by the person to whom the citation is issued.

(4) Violations in which the owner or keeper of the animal in violation has previously evaded or attempted to evade the animal control department in an effort to circumvent the provisions of this chapter or state law;

(5) Second and subsequent violations of section 8-29, humane care required;

(6) Second and subsequent violations which result in the unprovoked biting, wounding, or attacking of a domestic animal or person; and

(7) Second and subsequent violation of any provision pertaining to dangerous or vicious animals which does not result in injury to a person or domestic animal.

(8) Violation of any provision pertaining to dangerous or vicious animals which results in injury to a person or domestic animal.

(g) Minimum civil penalties for violations of the article not otherwise listed in subsection (f) of this section are as follows:

<u>Code Section</u>	<u>Description of Violation</u>	<u>1st Violation</u>	<u>2nd Violation</u>	<u>3rd Violation and Thereafter</u>
8-23	<u>Obstructing enforcement</u>	<u>\$50.00</u>	<u>\$75.00</u>	<u>\$250.00</u>
8-27	<u>Running at large</u>	<u>\$30.00</u>	<u>\$75.00</u>	<u>\$250.00</u>
8-27	<u>Failure to confine dog or cat in estrus</u>	<u>\$30.00</u>	<u>\$75.00</u>	<u>\$250.00</u>
8-28	<u>Public nuisance prohibited</u>	<u>\$30.00</u>	<u>\$75.00</u>	<u>\$250.00</u>
8-29	<u>Humane care required</u>	<u>\$250.00</u>	<u>Mandatory court appearance</u>	
8-30	<u>Abandonment of an animal</u>	<u>\$500.00</u>	<u>\$500.00 and mandatory court appearance</u>	
8-28	<u>Violations which result in the destruction or loss of personal property</u>	<u>\$100.00</u>	<u>\$250.00</u>	<u>Mandatory court appearance</u>
8-24	<u>Violations which result in the unprovoked, biting, wounding or attacking of a domestic animal or person</u>	<u>\$450.00 (person)</u> <u>\$250.00 (animal)</u>	<u>Mandatory court appearance</u>	
8-85	<u>Violations of any provision pertaining to a dangerous or vicious animal which does not result in injury to a person or domestic animal.</u>	<u>\$250.00</u>	<u>Mandatory court appearance</u>	
8-85	<u>Violations of any provision pertaining to dangerous or vicious animals which does result injury to a person or domestic animal.</u>	<u>Mandatory court appearance</u>		
8-26	<u>Animal not current on rabies vaccinations.</u>	<u>\$30.00</u>	<u>\$50.00</u>	<u>\$75.00</u>
8-26	<u>Animal not displaying current rabies tag.</u>	<u>\$30.00</u>	<u>\$50.00</u>	<u>\$75.00</u>

~~The policies and procedures used in the enforcement of this article shall be established by the board of county commissioners in accordance with professionally recognized standards of humane capture, care and disposal.~~

Sec. 8-61. Animal control department.

(a) *Establishment and composition; appointment and compensation of employees.* There is hereby created an animal control department of the county, which shall be composed of such number of employees as shall be determined by the board of county commissioners and animal control department. Such employees shall be appointed and compensated in accordance with policies of the board of county commissioners and the animal control department.

(b) *General duties of department.* The department shall be charged with the following duties:

(1) Enforcing county laws, ordinances and resolutions relating to dangerous animals and their care, custody and control.

(2) Enforcing this article within the corporate limits of those municipalities of this county, which have a standing resolution or ordinance duly adopting this article or its underlying ordinances.

(3) Cooperating with county health department officials and assisting in the enforcement of the laws of the state and county especially with regard to animals and with regard to the vaccination of dogs and cats against rabies and the acquisition and impoundment of dangerous animals.

(c) *Records to be kept by the department.* It shall be the duty of the animal control department to keep, or cause to be kept, accurate and detailed records of the following:

(1) All county laws, ordinances and resolutions relating to animals and their care, custody and control.

(2) Impoundment and disposition of all animals coming into the county impoundment facility.

(3) Bite cases, violations and complaints, and investigation of same.

(4) All monies belonging to the county, which were derived from impoundment fees and penalties of animals.

(5) All other records deemed necessary by the county manager or by law.

Sec. 8-62. Citations.

(a) *Generally.*

(1) In addition to or in lieu of impounding an animal which any animal control officer or any law enforcement officer has probable cause to believe is in violation of this article, the officer may issue a citation to the owner or keeper of the animal.

(2) Any person to whom a citation is issued shall pay the fine by the designated date or appear in county court at the time, date and located designation in the citation.

~~(3) Minimum civil penalties for violations of this article are as follows:~~

~~a. First violation \$50.00~~

~~b. Second violation \$100.00~~

~~c. Thereafter \$200.00~~

~~(4) — Minimum civil penalties for violations which result in the unprovoked biting, wounding or attacking of a domestic animal or person are as follows:~~

- ~~a. — First violation (animal) \$100.00~~
- ~~b. — Second violation (animal) \$200.00~~
- ~~c. — First violation (person) \$250.00~~
- ~~d. — Thereafter: Mandatory court appearance and a maximum penalty of \$500.00~~

~~(5) — Any response by animal control to investigate complaint, \$25.00/per call~~

~~(6) — Any person electing to appear or required so to appear waives the right to pay the minimum civil penalties.~~

~~(7) — Penalties shall be in addition to court costs as established by the county court.~~

~~(8) — The maximum civil penalty for each violation of this article shall be \$8,500.00.~~

~~(9) — If a person to whom a citation is issued does not contest the citation and elects to pay the applicable civil penalty in lieu of appearing in county court, the civil penalty shall be less than the maximum civil penalty.~~

~~(b) Procedure.~~

~~(1) Any person cited for violation of this article shall be deemed to be charged with a civil infraction and/or cited to appear in county court.~~

~~(2) Any person cited for an infraction under this article section must submit to the following:~~

~~a. Sign and accept a citation indicating a promise to appear in county court at the time, date and place indicated in the citation, or in lieu of appearing, pay the applicable civil penalty prior to the court date noted on the citation.~~

~~b. No person to whom a citation has been issued which requires a mandatory court appearance may pay the civil penalty in lieu of appearing in county court.~~

~~(3) If the person cited pays the applicable civil penalty in lieu of appearing in county court, he shall be deemed to have and admitted the infraction and to have waived his right to a hearing on the issue of commission of the infraction.~~

~~(4) If a person fails to pay the civil penalty, fails to appear in court to contest the citation, or fails to appear in court as required pursuant to Section 828.27(6), Florida Statutes, the court may issue an order to show cause upon the request of the board of county commissioners or the governing body of the municipality. This order shall require such persons to appear before the court to explain why action on the citation has not been taken. If any person who is issued such order fails to appear in response to the court's directive, that person may be held in contempt of court.~~

~~(5) Any person electing to appear or who is required to appear shall be deemed to have waived his right to pay the minimum civil penalty.~~

(c) *Contents.* A citation issued by an animal control officer or law enforcement officer under the provisions of this article shall be in a form prescribed by the board of county commissioners and shall include the information required by Section 828.27(1)(f), Florida Statutes, and shall include the following: other information as may be appropriate.

- (1) The time and date of issuance;
- (2) The name and address of the person accused;
- (3) The date and time the civil infraction was committed;
- (4) The section and number of this article which was violated;
- (5) The name and authority of the issuing animal protection

officer;

- (6) The facts constituting probable cause;
- (7) The time, date, and place at which the person accused shall

appear in court;

- (8) The signature of the person accused;
- (9) The procedure for the person to follow in order to pay the

specific civil penalty imposed or to contest the citation;

- (10) The maximum civil penalty if the person elects to contest the

citation; and

- (11) A conspicuous statement that if the person fails:

- a. To pay the civil penalty within the time allowed; or
- b. To appear in court to contest the citation, then he

shall be deemed to have waived his right to contest the citation, and that in such case judgment may be entered against the person for an amount up to the maximum civil penalty.

Sec. 8-63. Fees.

Impoundment and other fees for animals under this provision shall be ~~the established fees charged by local veterinarian offices and may be otherwise~~ established by resolution of the board of county commissioners and administered by the animal control department. All fees collected under this section that are not expended in the current fiscal year shall be carried over to the succeeding fiscal year for expenditure for the animal control department.

* * *

Sec. 8-92. - Disposition of dangerous animals.

(a) ~~Feral or unweaned animals may be euthanized immediately upon impoundment. Other animals not claimed at the end of the third day or after the quarantine period and impounded pursuant to section 8-26 shall become the property of the county, and shall be disposed of through adoption or euthanasia. Any animal not adopted as a pet shall be humanely euthanized.~~

(b) ~~No animal which has been classified as dangerous or which has been involved in an unprovoked bite or attack on a person or which has endangered without provocation a person or domestic animal shall be placed for adoption from the animal shelter if the owner does not redeem the animal. An animal involved in~~

a provoked bite attack on a person or domestic animal shall be placed for adoption only with prior approval of animal control, to be determined on a case-by-case basis.

~~(c) — Any animal, which has been impounded and not claimed by the owner and fines paid within 30 days of notice, then such animal shall be deemed abandoned and will be disposed of by animal services.~~

SECTION 5. SEVERABILITY. Should any section or provision of this Ordinance or any portion thereof, or any paragraph, sentence, or word be declared by a court or 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 6. INCLUSION INTO THE JEFFERSON COUNTY CODE OF ORDINANCES. It is the intent of the Board that the provisions of this Ordinance shall become and be made part of the Jefferson County Code of Ordinances and that the sections of this Ordinance may be renumbered or re-lettered to accomplish that intent.

SECTION 7. EFFECTIVE DATE. A certified copy of this Ordinance shall be filed with the Department of State within 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:

Trey Hightower
Clerk of the Circuit Court

APPROVED AS TO FORM:

Evan Rosenthal
County Attorney

Board of County Commissioners

Agenda Request

Date of Meeting: May 21, 2026

Date Submitted: May 15, 2026

To: Honorable Chairman and Members of the Board

From: Evan Rosenthal, County Attorney
Ron Russo, Interim County Manager

Subject: Request the Board to Establish a List of County Manager Candidates for Interviews and Schedule Interviews

Statement of Issue:

This agenda item provides an update to the Board on the County Manager recruitment process, provides the Board with a shortlist of candidates for further consideration provided by the Florida Association of County Managers (FACM), and requests the Board select candidates for interviews.

Background and Analysis:

At the February 19, 2026, BOCC meeting, the Board directed that the FACM County Management Recruitment Services program be used to assist in recruitment and selection of the new County Manager.

A draft advertisement was prepared in coordination with FACM. The County Manager position was advertised on a multitude of platforms including: the County website, Tallahassee Democrat, Monticello News, Florida Association of Counties, Florida Association of County Managers, Florida City & County Management Association, and the Florida Public Sector Human Resources.

The application period closed on April 22. The County received 22 responsive applications. All responsive applications have been transmitted to each Commissioner for their review.

Additionally, the responsive applications were transmitted to a FACM committee consisting of Mandy Hines (DeSoto County Manager), Vince Long (Leon County Manager), and David Edwards (Wakulla County Administrator), who served as independent fact finders for the County with regard to the pool of responsive applicants. These three managers reviewed the applications received, including the qualifications of the interested candidates and the County's identified candidate qualifications, and have provided a recommended shortlist for further vetting and consideration. See FACM Letter dated May 15, 2026, Attachment 1 hereto.

The following applicants were recommended by FACM for further consideration by the Board, in no particular order:

Douglas G. Baber
Richard J. Reade
Robert J. Reinshuttle

FACM also offered the following two candidates for consideration as honorable mentions that have experience or skills that align with the duties and responsibilities of the position and may warrant alternative consideration:

Suzanne Marie Linton
Brian David Stanley

Additionally, FACM noted that the County received applications from the following two veterans, both of whom met the minimum qualifications for the position:

Jeff Shoobridge
Sherry Coffey

Pursuant to state law, any veteran who meets the minimum requirements for the position must be offered an interview. Therefore, it is recommended that if the Board elects to move forward with interviews for selected candidates, Mr. Shoobridge and Ms. Coffey should be included in the list of candidates invited to interview.

The resumes for the full pool of candidates are attached since FACM was merely assisting the County in a fact finding, advisory role, and the Board is free to select any candidates for interviews from the pool of applicants. It is recommended that the Board agree on a list of 4 - 7 candidates for interviews.

Following the selection of interview candidates, it is recommended that individual interviews be set up between each candidate and each Commissioner. In addition or as an alternative to individual interviews, the Board as a whole may elect to interview the selected candidates at a public meeting.

The recommended scoring and ranking process to be used by the Board will be discussed at this meeting.

Options:

1. Approve a List of County Manager Candidates for Interviews and Direct the Interim County Manager to Schedule Interviews
2. Do Not Approve a List of County Manager Candidates for Interviews and Direct the Interim County Manager to Schedule Interviews
3. Board Direction.

Request the Board to Establish a List of County Manager Candidates for Interviews and
Schedule Interviews
May 21, 2026
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Recommendation:

Option #1

Attachments:

- (1) FACM Letter Dated May 15, 2026
- (2) Responsive Candidate Resumes

March 23, 2026

Trey Hightower
Jefferson County Clerk of Court

Dear Mr. Hightower and Members of the Board,

I am writing to express my interest in the County Manager position for Jefferson County, Florida. This role is a strong fit with my background in local government leadership, where I have spent more than twenty years guiding operations, budgeting, governance, compliance, modernization, and cross departmental service delivery in high accountability public environments. Jefferson County's priorities of budget discipline, infrastructure improvement, economic development, and stronger internal management are the same kinds of issues I have helped lead and solve throughout my career.

In my current role as CISO and Director of Information Technology for the City of Tarpon Springs, I serve as an executive partner to the City Manager and Board, helping translate risk, operations, and modernization needs into clear decisions that protect public trust, service reliability, and resident outcomes. I develop and administer operating and capital budgets, lead procurements, negotiate contracts, oversee vendor performance, coordinate compliance obligations, and maintain continuity planning and disaster recovery capabilities across city operations. Just as important, I help departments work together, move priorities forward, and stay focused on practical results.

My background also includes direct county government experience as Director of Management Information Systems for Mercer County, Pennsylvania, where I managed county service delivery, infrastructure, and modernization across multiple departments and facilities. That experience gave me a strong foundation in county operations, interagency coordination, policy implementation, and the discipline required to support elected leadership while maintaining effective day-to-day administration. It also taught me the value of clear standards, accountability, and sound internal management in serving the public well.

What I would bring to Jefferson County is a steady management style grounded in sound judgment, transparency, and execution. I understand that the County Manager must keep the Board informed, support staff, build consensus, manage resources carefully, and move priorities from discussion to implementation. My experience has required exactly that balance. I am comfortable leading through competing demands, making difficult decisions, communicating clearly with officials and stakeholders, and keeping the organization focused on service, professionalism, and measurable progress.

I also respect the character of a rural Florida community and the importance of preserving local identity while advancing long term progress. Jefferson County needs a manager who can strengthen operations without losing sight of community values. That approach matches my own. I believe in visible leadership, fiscal stewardship, staff accountability, and practical improvements that residents can see and trust.

I would be honored to be considered for this opportunity. I am prepared to reside in Jefferson County and would welcome the chance to serve the Board, staff, and community in this role. Thank you for your consideration.

Sincerely,

Suzanne Linton

SUZANNE MARIE LINTON

Palm Harbor, FL | 727 519 5585 | lintonsuzie@gmail.com | [linkedin.com/in/suzanne-linton-9a410355](https://www.linkedin.com/in/suzanne-linton-9a410355)

Government Executive: Senior Public Sector Leader in Operations, Budgeting, Governance, and Organizational Management

More than twenty years of government leadership, with deep experience in municipal operations, finance, HR, governance, compliance, cross-department modernization, and media representation. A practical, outcomes-driven leader known for translating complex risk and modernization priorities into clear decisions, sustainable governance, and reliable delivery. Comfortable in high accountability environments with competing priorities, and trusted to brief executives, elected officials, and community stakeholders.

Expertise includes:

- Governance, Policy, and Risk Management
- Crisis Management and Emergency Coordination
- Data Governance and Oversight
- Compliance, Audit, and Internal Controls
- Stakeholder and Legislative Engagement
- Budget and Financial Stewardship
- Strategic and Operations Planning
- Transformation and Modernization
- Workforce and Labor Relations
- Interagency Program Delivery

RELEVANT GOVERNMENT EXPERIENCE

CISO, Director of Information Technology, City of Tarpon Springs, Florida, 2013 to present

Full service coastal city serving 26,000 residents with a 120-million-dollar budget in Pinellas County, Florida. Executive partner to the City Manager and Commission, responsible for enterprise governance, security, continuity, and modernization across all departments, including public safety, finance, HR, utilities, planning and zoning, parks and recreation, and general services.

Duties and Responsibilities:

- Serve as executive advisor to the Board of Commissioners and City Manager, translating risk into clear options and guiding decisions that protect public trust, service reliability, and residents.
- Develop and administer operating and capital budgets, build business cases, lead procurements, negotiate contracts, and manage vendor performance to defined outcomes and service levels.
- Coordinate compliance impacts across County, State, and Federal requirements
- Lead continuity planning and disaster recovery to maintain essential services through hurricanes and operational disruptions, including exercises, after-action reviews, and corrective actions.
- Media representation of the city, including appearances on television and commercials
- Chief policy and decision authority for standards, risk posture, and modernization priorities citywide
- Draft, maintain, and enforce citywide policies, standards, and procedures covering security, continuity, and governance, and ensure adoption through training and accountability.

Achievements:

- Improved operational resilience by maturing disaster recovery planning, standardizing response playbooks, and strengthening continuity capabilities across departments.
- Delivered measurable cost control through citywide contract negotiations, licensing optimization, and disciplined vendor management while maintaining service levels.
- Built cross-department momentum for change by framing decisions in terms of risk, service reliability, and fiscal stewardship rather than tools.
- Achieved citywide public safety CJIS compliance by aligning policies, controls, and operating practices to FBI CJIS Security Policy and NIST standards
- Revolutionized citywide workforce training and policy acknowledgement, securing a \$50,000 training award and improving staff readiness, compliance adoption, and operational consistency. Reduced turnover by 60% in the first year of implementation.

Director of Management Information Systems, Mercer County, Pennsylvania, 1997-2003

Mercer County, Pennsylvania, serves about 108,500 residents across roughly 672.5 square miles. Directed countywide operations and modernization for core public services, with day-to-day partnership across courts, law enforcement, public safety, and administrative departments. Represented the County in statewide justice information sharing work and helped strengthen the policy and technical foundation for secure interagency data exchange aligned to FBI CJIS expectations and NIST-based controls.

Duties and Responsibilities:

- Managed countywide service delivery, infrastructure, and modernization across multiple departments and facilities, balancing operational risk, cost, and user adoption.
- Set governance direction for continuity and risk, translating requirements into enforceable policy, standards, and accountability.
- Led multi-agency coordination for justice information sharing and CJIS-aligned compliance readiness, working with federal, state, and local stakeholders.

Achievements:

- Supported Pennsylvania Justice Network collaboration by driving secure integration and operational alignment for criminal justice data sharing.
- Strengthened continuity planning and disaster recovery posture by formalizing processes, responsibilities, and recovery priorities.
- Improved reliability and service responsiveness through infrastructure modernization and standard operating procedures for support and change control.

OTHER PROFESSIONAL EXPERIENCE

Community Health Solutions of America, 2011-2013

Affordable Care Act Electronic Data Interface Manager

Appointed to lead the technical implementation of federal and state data exchange infrastructure during the launch of the Affordable Care Act (ACA). Collaborated with state agencies, EMR vendors, and private payers to align systems with evolving ACA policy requirements and federal incentive timelines.

Phillip Roy, Inc., 2005-2011

Director Human Resources Information Technology

Led full-cycle fiscal operations during a period of rapid business and regulatory change, managing accounting, payroll, A/P, A/R, billing, taxation, treasury and investment activities, and 401(k) strategy.

Baumann Raymondo & Co. CPA P.A., 2003-2005

IT Accountant, Audit and SOX Administrator

Specialized in internal control frameworks with a strong focus on enterprise governance, regulatory alignment, and information systems oversight in support of Sarbanes-Oxley (SOX) and SSAE 18 audit requirements. Provide consultative leadership across finance, IT, and legal teams to ensure regulatory alignment and enterprise readiness.

EDUCATION

Post Grad CORE, CLIMB, Specialization in Finance and Accounting, Harvard University

MBA, Barry University

BS Management and Organizational Leadership, St. Petersburg College

PhD, Public Administration, Liberty University, in progress, expected 2028

Certified Public Manager, Florida State University, in progress, expected 2027

Certified Government Chief Information Officer, Florida State University, expected 2027

CERTIFICATIONS AND TRAINING

Project Management Professional (PMP)

Harvard Certification in Leadership, Dynamic Teaming, Business Strategy, and Sustainable Investing

FDLE Security and Privacy: Security Role (LASO); Level 2 Federal Background Check

FEMA Emergency Management Certified 00700.a-b, IS-00100. IS-00200.b, IEMC L0930

PROFESSIONAL AFFILIATIONS

Member International City/County Management Association (ICMA)

Member Florida Local Government Information Systems Association (FLGISA)

Member International Association of Chiefs of Police (IACP)

Patrick S. Jordan

1485 Seminole Rd. Muskegon, MI 49441

Phone: (231) 920-1122

Email: Patrick-Jordan@live.com

SUMMARY

More than twenty years of local government experience with expertise in the following areas:

- Operations & Project Management
- Labor Relations
- Customer Service
- Media Relations
- Strategic Planning & Operations Analysis
- Financial Operations and Budget
- System Design and Implementation
- Organizational Change and Development

An innovative leader with demonstrated organizational, analytical and communications skills. Experienced in managing change and specializing in turnarounds. Achievement-oriented with foresight; a dedicated team player who is able to work independently within the organizational framework.

RELEVANT PROFESSIONAL EXPERIENCE

County Administrator, Cass County, MI

Current

Chief Administrative Office for the County, serving at the pleasure of the Board of Commissioners. Responsible for ensuring directives and policies of the BOC are implemented. Responsible for the day-to-day business activities of the County, Finance/Budget management and Human Resources including union negotiations. Staff resource to the Board of Commissioners on all matters facing the County and attend all BOC and Committee meetings. I serve as liaison for various community commissions.

County Administrator, Ionia County, MI

2022 - 2024

Chief Administrative Office for the County, serving at the pleasure of the Board of Commissioners. Responsible for ensuring directives and policies of the BOC are implemented. Responsible for the day-to-day business activities of the County, Finance/Budget management and Human Resources including union negotiations. Staff resource to the Board of Commissioners on all matters facing the County and attend all BOC and Committee meetings. I serve as liaison for various community commissions.

City Manager, Escanaba, MI

2017 - 2022

Chief Administrative Officer of a full-service municipality of 13,000 with a private deep water port. Our budget, that I am responsible for assembling and managing, is \$30 Million including Electric, Water and Wastewater utilities. I am responsible to the 5-member City Council and

serve at their pleasure. I am very active as a community liaison with other local governments, working groups, Tribal governments and committees with interest in the community. I oversee Directors of Water, Wastewater, Electric, Public Works, Recreation, Finance, HR/Treasurer, City Clerk, Public Safety and Library. We have a DDA that covers our approximately 1 ½ mile long downtown corridor. I arrived in Escanaba after the first Court of Appeals decision in the "Dark Store" case, Menards v. City of Escanaba. I built support for our case through the MML, MTA and MAC and raised over \$250,000 in contributions from member communities to help fight this fight. I directed improvements to our water system and hydrant system, and oversaw the initial phases of lead service line replacements.

RESUME OF PATRICK JORDAN

Page 2

Wexford County Administrator, Wexford County, MI

2015 – 2017

Chief Administrative Office for the County, serving at the pleasure of the Board of Commissioners. Responsible for ensuring directives and policies of the BOC are implemented. Responsible for the day-to-day business activities of the County, Finance/Budget management and Human Resources including union negotiations. Staff resource to the Board of Commissioners on all matters facing the County and attend all BOC and Committee meetings. I served as liaison for various community commissions.

Assistant City Manager, Unalaska, AK

2013- 2015

I was the Director of Administration for the City. My duties included management of all HR functions, Risk Management, City Housing program and the Community Grants program, a program with a \$1 million annual endowment. I served as City Manager in his absence and therefore must stay current on all issues facing the city. I worked closely with the Tribe and the Native Corporation on various community projects. Unalaska had several Enterprise Funds. Critical ICS 100-400 certification.

Borough Manager, Bristol Bay Borough, AK

2011 - 2013

I served as Borough Manager with Bristol Bay Borough. Bristol Bay Borough is made up of three villages; Naknek, South Naknek and King Salmon. Children in S. Naknek are flown to school every day. We have an established Port but have also been accepted as part of a GO Bond by the State for \$350 million of which we are \$7 million for property acquisition and port expansion. My general fund budget was \$8 Million, with 40FT employees. In Alaska, the Native Corporations own virtually all lands, so good relationships are a necessity. I worked closely with the Native Corporation and the local Tribe on cooperative issues.

OTHER PROFESSIONAL EXPERIENCE

Also worked briefly as the Chief of Staff for the House Majority Leader of the Alaska State Legislature. Additionally, served as a Vital Records Manager (three years) for the Tarrant

County (TX) Clerk, as a Township Supervisor (four years) for Muskegon Township (MI), and as an Adjunct Professor (ten years working part-time while working full time elsewhere) at Baker College in Muskegon, MI where I taught college level courses in American Government, International Relations and Western Regional Geography.

Early in my career, worked as Deputy County Clerk Supervisor (four years) in Muskegon, MI, a Friend of the Court Investigator (two years) for Ottawa County Family Court in Grand Haven, MI, and as a Corrections Officer (four years) for the Ottawa County Sheriff Department

RESUME OF PATRICK JORDAN

Page 2

EDUCATION

Master of Public Administration, Western Michigan University, Kalamazoo, MI (awarded 2000)
Bachelor of Science, Political Science Grand Valley State University in Allendale, MI (1995)

PROFESSIONAL AFFILIATIONS

- Muskegon Area-Wide Plan- Smart Growth/Sustainable Development
- West Michigan Shoreline Regional Development Commission Board /MPO
- COPS (9-1-1) Board of Directors of Muskegon County
- Leadership West Michigan, Class of 2005
- Prison Liaison Committee, Brooks, MCF and Shoreline Correctional Facilities
- Muskegon Area First, Governmental Economic Development Agency Board of Directors

April 10, 2026

Jefferson County Board of County Commissioners

Monticello, FL

Dear Members of the Board,

I am writing to express my strong interest in the County Manager position. As a lifelong Florida resident with 15+ years of leadership experience, I am eager to transition into public service to help Jefferson County preserve its rural character while strategically advancing infrastructure, economic development, and community well-being.

Though my background is in the private sector, my leadership philosophy directly aligns with Jefferson County's needs: empower staff, resolve issues proactively, leverage federal and grant funding for infrastructure, and ensure every decision reflects accountability to the people. I believe technology should be used responsibly—not as a replacement for human judgment, but as a tool to increase efficiency and transparency. I also prioritize building strong relationships with the business community, ensuring their needs are heard and addressed through responsive, collaborative governance.

Though I am a lifelong Tallahassee resident, I recently relocated to Jefferson County — drawn by its unique blend of heritage and opportunity. I'm deeply committed to its rural character, community spirit, and the chance to help shape its future. I understand the importance of cautious growth, preserving rural identity, and managing resources with the utmost responsibility—because it's the people's money, and we owe them excellence. I am ready to bring my operational discipline, strategic mindset, and servant-leadership approach to support our vision for a thriving, resilient, and well-managed county.

Thank you for your time and consideration. I would welcome the opportunity to discuss how my experience and values can directly serve Jefferson County's residents and help shape its future.

Sincerely,



Jibri K. Knight

JIBRI K. KNIGHT

Monticello, FL 32344 | 850-545-2942 | JibriK@aol.com | LinkedIn: Jibriknight

Professional Summary

Results-driven leader with 15+ years of progressive experience in insurance operations, policy services, and public sector compliance. Proven ability to manage cross-functional teams, optimize workflows, and drive operational excellence. Adept at vendor and stakeholder management, data-driven decision-making, and regulatory compliance. Seeking to leverage private-sector efficiency and public-sector service ethos to lead Jefferson County with integrity, innovation, and community focus.

CORE COMPETENCIES

- Strategic Leadership & Team Development
 - Vendor & BPO Management
 - Process Improvement & Workflow Automation
 - Data Analysis & Reporting (Excel, Zendesk, Zapier)
 - Regulatory Compliance & Audit Oversight
 - Interdepartmental Collaboration
 - Public Sector Policy & Consumer Advocacy
 - Disaster Response & Crisis Management
 - Grant & Federal Funding Readiness (transferable skills)
-

Professional Experience

Senior Manager, Policy Services

SageSure | Mar 2024 – Present

(Dual role: Also oversees Underwriting Support Supervision and portions of Policy Services Operations)

- Lead and mentor a team of 4 Supervisors, 1 Team Lead, 1 Analyst, and 60 Underwriting Support Representatives — fostering accountability, growth, and operational excellence.
- Serve as strategic partner to department leaders, ensuring they have the tools, data, and support needed to drive team performance and meet organizational goals.
- Spearhead the Policy Services AI Initiative — identifying automation opportunities to enhance efficiency, reduce manual work, and improve customer experience.
- Drive scalable growth of the Underwriting Support function — aligning staffing, training, and technology with business demand.
- Proactively identify and resolve systemic business challenges that impede growth or customer satisfaction.
- Build and maintain trust with internal business partners and external customers through transparent communication, consistent delivery, and measurable results.
- Champion process automation — evaluating workflows to eliminate redundancy, reduce errors, and free up staff for higher-value work.
- Maintain departmental budget oversight and financial reconciliation.

Manager, Policy Services

SageSure | 03/2021-03/2023 *(Dual role: Also oversees Underwriting Support Supervision)*

- Manage vendor relationships and serve as liaison across premium accounting, customer service, product development, compliance, underwriting, sales, and marketing.

- Company-wide Zendesk, administrator, ensuring efficient ticket handling and workflow optimization.
- Lead executive meetings with CEO and leadership team, providing analysis and strategic recommendations.
- Manage a hybrid workforce spanning multiple physical offices and remote locations, maintaining productivity, communication, and team cohesion.

Underwriting Support Supervisor

SageSure Insurance Managers | 08/2019 – 03/2021

- Oversee Underwriting Support department, including staff training, resource allocation, and process implementation.
- Coordinated new business property inspections, resolved order failures with IT, and processed underwriting requests.
- Developed Excel reports and metrics to track renewals, endorsements, cancellations, and departmental KPIs.
- Audited workflows to improve efficiency, ensure SLA compliance, and enhance interdepartmental collaboration.

Customer Service Supervisor

SageSure Insurance Managers | 11/2017 – 08/2019

- Hired, trained, and managed staff while monitoring performance and adherence to policies.
- Optimized procedures, managed escalations, and ensured service quality metrics were met.
- Prepared monthly and annual performance reports for leadership.

Government Analyst I

Florida Department of Financial Services | 09/2017 – 11/2017

- Led Division operations in manager's absence and conducted audits of staff and consumer complaint handling.
- Investigated compliance with Florida Insurance Code, contracts, and regulations; resolved consumer issues regarding claims and coverage.
- Assisted with departmental policy creation, technical reviews, and disaster response initiatives.

Insurance Specialist III

Florida Department of Financial Services | 07/2016 – 09/2017

- Investigated and resolved complex consumer insurance inquiries and complaints.
- Provided technical guidance and assisted in disaster response efforts.

Insurance Agent

AAA | 06/2015 – 07/2016

- Advised clients on insurance products, coverage options, and policy servicing while maintaining compliance with carrier guidelines.

Financial Representative

Modern Woodmen of America | 11/2014 – 06/2015

- Sold life insurance and financial products, serving as liaison between members and headquarters.

Agent and Agency Manager

Premier Insurance of America | 05/2014 – 10/2014

- Managed a \$3M book of business, generated new business, cross-sold policies, and resolved customer issues.

Office Sales Manager

Direct General Corporation | 03/2004 – 08/2007 & 12/2007 – 05/2014

- Led retail sales operations across multiple locations, managed staff, and drove local market growth.
- Developed marketing initiatives, enhanced customer relationships, and ensured compliance with industry regulations.

LICENSES & CERTIFICATIONS

- Property & Casualty (2-20) | Life (2-14) | Health (2-40) | Surplus Lines (1-20)
- Florida Notary Public (2014–Present)

KEY ACHIEVEMENTS

- **Process Innovation:** Automated inspection workflows, reducing processing time by 40%.
- **Team Leadership:** Mentored 50+ employees; improved team performance metrics by 35%.
- **Public Sector Readiness:** Applied private-sector efficiency to public service delivery at DFS.
- **Crisis Management:** Served on state disaster response teams during hurricanes.

Hosea Washington

Hoseawashington57@gmail.com | (850) 933-3203 | 32302

WORK EXPERIENCE

Coach Operator | Star Metro City Of Tallahassee

January 1994 - Present

- Operated city buses following designated routes and schedules, ensuring passenger safety and timely transportation services.
- Provided excellent customer service by assisting passengers with fare collection, route information, and addressing any concerns or inquiries.
- Performed pre-trip and post-trip inspections of the bus to ensure mechanical safety and cleanliness, reporting any issues to maintenance.
- Maintained accurate records of passenger counts, fare collections, and any incidents or accidents that occurred during shifts.

EDUCATION

James Rickards

September 1973 - June 1977 | High School

LICENSES & CERTIFICATES

Commercial Driver License CDL (B) | July 2021 - September 2029

Florida CDL Class B

CDL Class B

NOTABLE SKILLS

Customer Service Vehicle Inspection Safety Procedures Public Transportation Route Management

Janice Gibson

jannese57@gmail.com | (904) 599-7146 | Tallahassee, FL 32303

WORK EXPERIENCE

Financial Services Manager | Capital Eurocars Vw, Volvo And Porsche

February 2022 - Present

- Managed the financial services department at Capital Eurocars Vw, Volvo And Porsche
- Evaluated and approved customer credit applications for vehicle financing
- Implemented strategies to increase finance penetration and achieve sales targets
- Provided exceptional customer service and resolved financial inquiries

NOTABLE SKILLS

Customer Service Credit Evaluation Financial Management Sales Strategies Finance Penetration

Roy Parrish

parrishroy658@gmail.com | (850) 933-1930 | MONTICELLO, FL 32344

WORK EXPERIENCE

Highway Maintenance Supervisor | VMS

September 2000 - March 2019

- Supervised a team of highway maintenance workers ensuring timely completion of tasks
- Implemented safety protocols and procedures to maintain a secure work environment
- Managed inventory of equipment and supplies to support ongoing maintenance operations
- Communicated effectively with stakeholders to address maintenance concerns and optimize processes

EDUCATION

Jefferson County School

September 1960 - Present | High School

NOTABLE SKILLS

Safety Procedures Inventory Management Maintenance Supervision Communication

Danny Hope

bigtruck1510@gmail.com | (229) 305-4912

WORK EXPERIENCE

Commercial Truck Driver | Evans transport

March 2008 - Present

- Delivered goods and supplies safely and promptly to designated locations
- Maintained accurate records of deliveries and vehicle inspections
- Adhered to all traffic laws and regulations while operating commercial vehicles
- Communicated effectively with dispatch and customers to ensure timely deliveries

EDUCATION

Deerfield beach high

February 1970 - June 1982 | High School

NOTABLE SKILLS

Record Keeping Vehicle Inspection Delivery Safety Commercial Driving

Zavona Akins

zcarter712@gmail.com | Orlando, FL 32835

WORK EXPERIENCE

Delivery driver | O'Reilly's Auto part

- Responsible for safely and efficiently delivering auto parts to customers in a timely manner
- Managed inventory and ensured accurate orders by carefully checking items before delivery
- Provided excellent customer service by maintaining a friendly and professional demeanor during interactions
- Adhered to all traffic and safety regulations to guarantee a safe working environment

NOTABLE SKILLS

Safety regulations Time management Inventory management Delivery Customer service

PATRICK VOLTAIRE

pvoltaire78@gmail.com · (321) 288-2286

<https://www.linkedin.com/in/patrick-voltaire-19066152/> · Monticello, FL

April 19, 2026

Dear Jefferson County Board of County Commissioners,

I am writing to express my interest in the County Manager position with Jefferson County, Florida. With more than two decades of executive leadership in public safety and organizational management, I have developed a results-driven approach to leading complex operations, managing resources responsibly, and fostering strong, collaborative relationships. Jefferson County's commitment to preserving its rural character while advancing strategic, responsible growth aligns closely with both my professional experience and personal values.

As Fire Chief serving a department of over 640,000 residents, I have led large, multifaceted organizations with responsibility for strategic planning, fiscal oversight, labor relations, and policy implementation. My leadership has required disciplined decision-making, operational accountability, and the ability to align teams and stakeholders around clear priorities. I have consistently delivered high-quality services while navigating fiscal constraints and organizational challenges.

Jefferson County's focus on budget management, infrastructure improvements, economic development, and strengthening internal operations reflects the same priorities I have successfully addressed throughout my career. I bring extensive experience in maintaining service levels within constrained budgets, identifying operational efficiencies, and implementing long-term financial strategies. My background also supports informed decision-making in public safety, community engagement, infrastructure planning, and sustainable growth initiatives.

A central component of my leadership approach is building and maintaining strong, professional relationships with elected officials. I am committed to ensuring open communication, trust, and alignment with the Board of County Commissioners to effectively advance the County's mission and strategic objectives, whether preserving its rural and agricultural heritage or supporting thoughtful progression. I understand the importance of providing clear, well-informed recommendations and executing Board direction with consistency, transparency, and integrity.

I recognize the unique character of Jefferson County and the importance of balancing preservation with progress. Supporting local agriculture, maintaining quality of life, and strengthening community services are essential to long-term success, and I am committed to representing the County with professionalism and a forward-thinking perspective.

As I close my chapter of public service in Brevard County and transition my family to Jefferson County, I remain steadfast in my commitment to continue serving the community with the same dedication, integrity, and sense of purpose that have defined my career. While we are now relocating our immediate family to the County, our connection to Jefferson County is longstanding through our family farm in Waukeelah, which we have regularly visited since 2001. This connection has provided me with a genuine understanding of the community and reinforces my long-term commitment to its continued success.

I am confident that my leadership experience and commitment to public service align with the expectations of this role and position me to effectively serve Jefferson County. I would welcome the opportunity to support the Board and contribute to the County's continued success.

Very respectfully,

Patrick Voltaire

PATRICK VOLTAIRE

pvoltaire78@gmail.com • (321) 288-2286

<https://www.linkedin.com/in/patrick-voltaire-19066152/> • Monticello, FL

FIRE CHIEF

Strategic, result-driven fire service leader with 20+ years of expertise in emergency management and incident command operations. Skilled at building collaborative partnerships with community stakeholders and governmental agencies. Proven record in implementing innovative solutions for complex public safety challenges. Adept at managing multimillion-dollar budgets while maintaining operational effectiveness. Recognized for developing high-performing teams through mentorship and professional development initiatives. Proficient in handling multi-agency emergency responses across diverse incident types. Experienced in developing next generation fire service leaders through comprehensive education programs.

AREAS OF EXPERTISE

- Emergency Management
- Incident Command Systems
- Fire Prevention
- Hazardous Materials Response
- Technical Rescue Operations
- Municipal Budget Administration
- Strategic Planning
- Intergovernmental Relations
- Public Safety Policy Development
- Personnel Management
- ISO Rating Improvement
- Capital Improvement Planning
- Marine Emergency Response
- Wildland Fire Mitigation
- Multi-Agency Coordination

PROFESSIONAL EXPERIENCE

Brevard County Fire Rescue, Rockledge, FL

2012 – Present

Fire Chief (2022 – Present)

Head operations for 700-person department including 500 field and 200 support personnel. Administer \$175M budget derived from multiple revenue streams. Elevate departmental status from ISO Class 4 to ISO Class 3 designation. Orchestrate \$45M capital improvements scheduled for 2025-2028. Introduce health and wellness initiatives including peer support and First Responder yoga. Acting Assistant County Manager, when Public Safety Director is on vacation or unavailable.

Key Achievements:

- Launched Brevard County Fire Rescue's first Marine Program responding to waterways bordering East and West county boundaries.
- Created comprehensive Technical Rescue Team enhancing departmental emergency response capabilities.
- Generated effective hiring and recruiting initiatives focusing on local talent acquisition.
- Cultivated people-first leadership culture throughout organization.
- Upgraded BCFR from ISO class 4 to ISO Class 3 Fire Department.

Assistant Chief Fire Operations (2019 – 2022)

Guided operations staff including 1 Division Chief, 15 District Chiefs, Special Operations division, Wildland mitigation officer, and E911 Dispatch center. Built strategic partnerships through auto-aid response agreements, regional training, and open communications with community stakeholders. Instituted performance measures ensuring best practices adoption throughout

Fire Rescue operations. Constructed Fire Operations budget comprising approximately half of overall Fire Rescue funding. Formulated departmental policies ensuring full compliance with legislative and regulatory requirements.

Key Achievements:

- Secured automatic aid agreements throughout entire 1500 sq mile County.
- Pioneered best practices focused on continuous improvement, efficiency, and cost-effectiveness.
- Expanded partnerships to better serve Citizens and visitors of Brevard County.
- Designed performance measures to ensure best practices implementation within Fire Rescue.
- Authored departmental policy, procedures and standards guiding activities within department.

District Chief (2012 – 2019)

Oversaw emergency responses, training, safety protocols, professional development, fire and life safety programs, budget management, and strategic planning initiatives. Controlled hundreds of fire incidents, mutual aid events, multiple casualty EMS incidents, and hazardous materials operations. Functioned in operations division, training division, and special operations division roles. Taught over 200 Fire officers statewide on Incident Command in Brevard Fire SIM lab. Led multiple critical committees including Standard Operating Procedures, Multi-agency Cohabitation/auto-aid response, and grant writing.

Key Achievements:

- Coordinated hundreds of fires and incidents, mutual aid incidents, multiple casualty EMS incidents throughout county.
- Resolved Haz/Mat and rescue situations occurring throughout county or in assigned district.
- Contributed to apparatus purchasing and bunker gear selection committees.
- Facilitated Incident Command training for 200+ Fire officers in Brevard Fire SIM lab.
- Executed effective emergency management strategies during complex incidents.

Additional Experience:

- *Adjunct Instructor | Eastern Florida State College, Cocoa, FL*
- *Blue Card Incident Command Instructor 2014- Current*
- *Lieutenant / Firefighter / Paramedic | Brevard County Fire Rescue, Rockledge, FL*

EDUCATION & CREDENTIAL

Master of Public Administration

Florida Institute of Technology, Melbourne, FL

Bachelor of Professional Studies in Public Administration

Barry University, Miami, FL

Associate of Fire Science

Brevard Community College, Melbourne, FL

Executive Leadership Institute Course

Brevard County Board of County Commissioners, Rockledge, FL

Statement of Interest – County Manager Position

I am very interested in the County Manager position and offer a strong background in executive-level administration, financial leadership, and organizational management. I have worked extensively at the senior management level and have significant experience reporting directly to a Board, providing clear, transparent analysis, and implementing policy direction through effective day-to-day operations. I bring a disciplined, professional approach to leadership that aligns with Jefferson County's values of teamwork, accountability, and transparency.

While I have not previously worked directly within local government, my professional experience has required me to operate in highly regulated environments with strict governance, oversight, and compliance requirements. I clearly understand the distinction between a governing body's policy-setting role and the administrative responsibility to execute those policies efficiently and ethically. My experience supporting Boards through accurate reporting, strategic analysis, and operational follow-through translates well to the Commission-Manager form of government.

The Jefferson County Strategic Plan, Volume 3 would serve as my operational blueprint as County Manager. I believe strongly that strategic plans must guide measurable action, not remain aspirational documents. Aligning daily operations, budgeting decisions, and departmental priorities with adopted strategic goals ensures accountability and reinforces public trust. The County Manager's role as Chief Administrative Officer requires extensive knowledge of administration, finance, personnel management, procurement, and organizational coordination—areas in which I have developed substantial expertise throughout my career.

Where I lack direct government experience, I am proactive and intentional about professional development. Membership in the Florida Association of County Managers would be an important resource for building professional relationships with experienced county leaders, engaging in discussions on current and emerging issues affecting counties, and accessing mentoring, education, guidance, and advocacy at both the county and state levels. I view this engagement as a practical and meaningful way to strengthen my effectiveness, remain informed of best practices, and ensure sound, forward-looking leadership for Jefferson County.

I understand the importance of rural and agricultural communities and the challenges associated with limited resources, infrastructure needs, and competing priorities. I am experienced in managing constrained budgets, prioritizing capital needs, pursuing external funding opportunities, and ensuring that resources are directed toward projects that deliver tangible results. I lead with integrity, clarity, and collaboration, and I am committed to

Statement of Interest – County Manager Position

fostering strong working relationships with elected officials, constitutional officers, department directors, staff, and the community.

I am enthusiastic about the opportunity to serve Jefferson County as County Manager and confident that my executive leadership experience, administrative expertise, and commitment to professional growth would allow me to provide stable, effective, and accountable leadership in this role.

Thank you for your consideration for this role.

Sarah Brimmer

Sarah Brimmer

229-200-9774 | sarahbrimmer@gmail.com | Monticello, FL

----- PROFESSIONAL SUMMARY -----

Accomplished finance professional with extensive experience in accounting, administration, and operational management. Highly skilled in implementing and overseeing efficient financial and office systems that enhance accuracy, compliance, and workflow productivity. Recognized for reliability, integrity, and the ability to perform effectively under pressure while maintaining exceptional attention to detail and organizational discipline. Highly effective communicator with a strong ability to collaborate across teams and engage confidently in customer-facing environments. Skilled at building rapport, clarifying expectations, and ensuring smooth coordination between internal stakeholders and clients. Known for maintaining professionalism and fostering positive working relationships.

----- AREAS OF EXPERTISE -----

Financial Leadership & Strategy

- Budgeting, forecasting, and financial planning
- Cash flow management and liquidity oversight
- Financial reporting (monthly, quarterly, annual)
- Variance analysis and performance monitoring
- Regulatory compliance and internal controls
- Audit preparation and coordination
- Strategic support for executive leadership

Accounting Operations

- General ledger management
- Month-end and year-end close
- Balance Sheet Reconciliations
- Accounts payable and receivable oversight
- Payroll
- Sales tax compliance and filings
- Multi-entity and multi-client accounting
- Process improvement and workflow optimization

Office and Operational Management

- Office systems implementation and administration
- Policy and procedure development
- Vendor and Contract management
- HR Support, onboarding, payroll coordination, employee records
- Facilities and resource management
- Cross departmental communication and coordination

Leadership and Team Management

- Staff supervision and mentoring
- Delegation and workload planning
- Training in accounting systems and office procedures
- Building high performing, collaborative teams

Systems & Technology

- QuickBooks Online & Desktop, Sage
- Excel (Advanced)
- Financial Dashboards and reporting tools
- Office Management Software and workflows
- Payroll Software

Communication & Stakeholder Engagement

- Clear professional communicator across all levels of an organization.
- Skilled in building rapport and maintaining strong client and vendor relationships
- Confident in customer-facing interactions, issue resolution, and expectation management
- Experienced in presenting financial information

----- PROFESSIONAL EXPERIENCE -----

Finance Director/Office Manager, J McKinnon Inc | Orlando, FL April 2019 – Present

Experienced Finance Director and Office Manager with a strong track record of leading financial operations, streamlining administrative processes, and supporting executive-level decision-making. Skilled in budgeting, financial reporting, cash flow management, and day-to-day operational oversight. Recognized for driving efficiency, strengthening internal controls, and ensuring smooth, well-coordinated organizational performance across both finance and administration

- Oversee all financial operations, including budgeting, forecasting, cash flow management, and financial planning.
- Prepare monthly, quarterly, and annual financial statements with accuracy and clarity.
- Conduct variance analysis and provide strategic insights to support executive decision making.
- Manage general ledger integrity, reconciliations, and month end/year end close processes.
- Ensure compliance with accounting standards, regulatory requirements, and internal controls.
- Co-ordinate with external auditors, tax professionals, and financial institutions.
- Oversee daily office operations, ensuring efficient workflows and a well-organized working environment.
- Manage administrative staff, delegate tasks, and support cross-departmental communication.
- Implement and improve office policies and procedures, and systems to enhance productivity.
- Oversee vendor relationships, purchasing, and contract management.
- Weekly payroll processing.
- Manage HR related tasks such as onboarding, payroll co-ordination, and employee records.
- Work closely with senior leadership to support organizational planning and long-term financial strategy.
- Prepare executive level reports and presentations.
- Provide recommendations on cost control, operational improvements, and resource allocation.
- Support risk management, insurance renewals, and compliance documentation.

Senior Accountant, LSCU | Tallahassee, FL October 2017 – April 2019

Senior Accountant with extensive experience overseeing complex accounting operations and supporting executive-level financial strategy within a nonprofit trade association environment. Providing executive-level financial reports and analysis to support the CFO's presentations to the Board, ensuring accuracy, clarity, and strategic insight for high-stakes decision-making. Recognized for strong technical expertise, sound judgment, and the ability to manage multiple priorities while maintaining exceptional standards of accuracy, compliance, and efficiency across the accounting and finance function.

- Prepare and review monthly, quarterly, and annual financial statements, ensuring accuracy, completeness, and compliance.
- Serve as a key financial partner to the CFO, providing timely reporting, variance analysis, and insights to support strategic decision making.

- Lead month-end, quarter-end, and year-end close processes, including reconciliations, journal entries, accruals, and adjustments.
- Oversee general ledger integrity and ensure proper documentation, internal contracts, and audit readiness.
- Manage complex accounting areas such as revenue recognition, fixed assets, prepaid schedules, and intercompany transactions.
- Support budgeting and forecasting activities by preparing schedules, analyzing trends, and identifying financial risks and opportunities.
- Co-ordinate with external auditors, tax professionals, and internal stakeholders to ensure smooth audit and compliance processes.
- Review and improve accounting procedures, workflow, and internal controls to enhance efficiency and accuracy.
- Assist the CFO with cash flow monitoring, financial modelling, and preparation of executive-level reports and presentations.

Accountant, Charles Musgrove CPA | Tallahassee, FL July 2017 – October 2017

Experienced Accountant managing a varied portfolio of clients across multiple industries. Skilled in day-to-day bookkeeping, sales tax compliance, and preparation of accurate financial statements. Known for delivering organized, reliable, and transparent financial support that helps clients maintain compliance, improve financial clarity, and make informed business decisions.

- Maintain accurate daily bookkeeping for multiple clients, including transaction recording, reconciliations, and journal entries.
- Manage accounts payable and receivable, ensuring timely processing and clear communication with clients.
- Prepare and file monthly and quarterly sales tax returns, ensuring full compliance with state and local regulations, and providing annual reconciliation.
- Produce monthly, quarterly, and annual financial statements with a focus on accuracy and clarity.
- Review financial data to identify discrepancies, trends, and opportunities for improved financial management.
- Serve as the primary point of contact for clients, providing guidance, support, and timely responses to financial inquiries.
- Maintain audit ready documentation and ensure all accounting practices align with relevant standards.
- Utilize accounting software including QuickBooks, Sage, and advanced Excel tools to streamline workflows, improve data integrity, and enhance the accuracy and efficiency of financial reporting.

Finance Manager, Flint International Ltd | Watford, UK May 2007 – September 2016

Hands-on Finance Manager overseeing the finance team and serving as a key member of the executive management team, driving strategic financial planning, operational excellence, and organizational performance.

- Timely preparation of complete management accounts, including all balance sheet and control account reconciliations, ensuring accuracy, compliance, and reliable financial insight for leadership.
- Provision of comprehensive monthly management reports, including detailed variance analysis against budget and year-to-date performance, to support informed discussion and decision-making at management meetings.
- Analysis and provision of financial information on a day-to-day basis to support the operational and strategic needs of the business.
- Monitoring and controlling the organization's cash management processes, including oversight of liquidity, cash flow forecasting, and management of foreign exchange exposure to ensure financial stability and risk mitigation.
- Liaison with banking partners to ensure all financial facilities are appropriate, effectively managed, and properly controlled in accordance with organizational requirements.

- Managing the year-end financial reporting process to ensure statutory accounts are prepared and filed in a timely manner, with full compliance with all legal and regulatory requirements.
- Primary point of contact for external auditors during the year-end audit process, ensuring timely provision of information, effective coordination, and smooth completion of statutory accounts.
- Working with the CFO and Managing Director to develop company strategy, prepare annual budgets, produce monthly financial forecasts, and deliver comprehensive management reports that support effective planning and decision-making.
- Preparation of VAT returns and corporation tax filings, along with providing guidance to the business on tax and VAT matters, including liaison with external specialists where required to ensure full compliance and accurate reporting.
- Management of the finance team, including objective settings, regular performance reviews, and ongoing training and development.
- Responsible for assessing workflows and processes to ensure alignment with company strategy and to drive continuous improvement across the function.
- Supporting the CFO in assessing, defining, and controlling financial business risks, ensuring full compliance with all legal and regulatory requirements related to finance and maintaining robust financial governance across the organization.
- Ad hoc responsibilities including preparation of sales proposals and bids as required, as well as defining business requirements for operating in worldwide territories

VAT Administrator, Farrel & Co CPA | Hemel, UK March 2004 – May 2007

Working for an established accounting firm and managing a diverse portfolio of clients, I prepared and submitted quarterly VAT returns to HMRC, ensuring accuracy, compliance, and timely filing.

- Strong bookkeeping skills, including accurate recording of financial transactions, maintenance of ledgers, reconciliation of accounts, and preparation of supporting schedules in preparation of VAT returns.
- Build strong partnerships with clients to ensure accuracy, efficiency, and the timely submission of all required information.
- Problem-solving and resolution of accounting issues, ensuring discrepancies are identified, investigated, and corrected to maintain the accuracy and integrity of financial information.
- Training clients on QuickBooks to enable them to manage day-to-day bookkeeping tasks confidently and ensure the accuracy and completeness of financial information.
- Ensuring the accuracy of billable hours to enable the firm to invoice clients correctly and on time.
- Managing billable time efficiently, clearly communicating expectations, and maintaining strong attention to detail to support accurate client invoicing and effective workflow management.

Bookkeeper, Coach House Performance | St Albans, UK September 1996 – March 2004

Experienced in delivering comprehensive bookkeeping and office administration support, including accurate recording of financial transactions, maintaining ledgers, reconciling accounts, and preparing supporting schedules to ensure the integrity of financial records. Skilled in managing day-to-day administrative tasks, coordinating documentation, supporting client communications, and ensuring smooth operational workflows.

EA/Admin/Secretary, Office Angels | Hemel, UK

June 1991 – September 1996

Lance Kelley
418 Golden Drive
Tallasse, AL 36078
kelleylance@yahoo.com

Trey Hightower
Jefferson County Clerk of Court
1 Courthouse Circle
Monticello, FL 32344

April 16, 2026

Subject: County Manager Position

Trey,

I have extensive management experience in both public service and private industry. I have a great combination of public/private experience in project management, procurement, logistics, warehousing, transportation, and operations management.

My professional goal is to be successful in the current business environment by adapting to continuous change through continuously learning from the environment and individuals around me. Utilizing this method, I will facilitate the County Manager role in Jefferson County, FL in an organized and ethical manner. I will apply the experience in procurement, logistics, and operations management gained in both private and public environments to achieve goals set by the Jefferson County Board of Commissioners.

I have developed a well-rounded skill set through holding management roles in different private industries and as a State Director. I seek to help Jefferson County with the combination of these private/public managerial skills. I will contribute to the success of the team there in Jefferson County by facilitating the role of County Manager in an organized, ethical, and effective manner. I have focused on continuous improvement, quality work, and high value/low-cost initiatives in all past roles. I will focus on these same initiatives to deliver results to the citizens of Jefferson County.

My personal priorities are to maintain the right life focus of God, family, meaningful employment, and healthy activities. I firmly believe that I can join the team at there in Jefferson County, augment the staff already present, and work with them to accomplish the goals set by the Jefferson County, FL Board of County Commissioners.

It is my hope that this letter of interest, resume, and references represent qualities and experience that the Jefferson County, FL Board of County Commissioners desires to have on the management team there in Jefferson County.

I spent a year+ assigned to five (5) panhandle counties for BP during the oil spill effort in 2010. That experience helped me understand what it means to be connected to County administration, the citizens, and work together toward a common goal.

I would like to thank you for taking the time to review my information and I hope to hear from you soon to schedule a personal discussion and interview with you and the Commissioners there in Monticello, FL for the position of County Manager.

Regards,



Lance Kelley
Cell: 251-604-2440

LANCE MASON KELLEY
418 Golden Drive Tallassee, AL 36078
Phone: (251)604-2440 Email: kelleylance@yahoo.com

EDUCATION

BSBA	Logistics & Supply Chain Management	Auburn University, Auburn, AL
BS	Forestry <i>Emphasis in Land Management</i>	Auburn University, Auburn, AL
Executive MBA	<i>Program course study</i>	Auburn University, Auburn, AL

EXPERIENCE

Alabama ABC Board Montgomery, AL 2/5/18-Present
\$725M (FY2021) Liquor Distribution Network that receives, warehouses, processes, and ships 3.5M+ cases annually comprised of 4,000+ sku's to 167 retail & wholesale stores located throughout Alabama shipped from a 140,000 sq. ft. main warehouse.

DIRECTOR of LOGISTICS

Hired as a contract employee to implement Microsoft D365 as the new WMS for the DC and serve as the Change Agent. Tasked with management of warehouse operations, inventory management, management of contract carrier, and DC interface with 167 stores statewide. Have helped support an 14% expansion in 2-1/2 years from \$494M FY18 to \$574M FY20.

- Implementation of new processes & procedures in 4 different departments within DC to facilitate implementation of WMS
- Lead 4 direct reports and 78 indirect reports
- Reorganized hiring process for the warehouse by coaching warehouse mngt via direct involvement with interviews
- Established the application of discipline by coaching warehouse mngt on how to properly apply General Work Rules
- Modify all warehouse processes required to facilitate the integration of new WMS module in D365
- Worked with IT in order to convey all implementation issues for WMS to the Integration Partner for resolution
- Improved the shipment fill rate from 94% to 99%+, each 1% increase = \$6M increase in annual sales
- Work with IT to help develop additional automated reports from D365 WMS used for warehouse KPIs
- Training all warehouse mngt on basic computer skills to facilitate efficient interaction with D365 WMS
- Helping to establish conveyor system PM schedule, equipment repair records, and organize spares storage
- Training all warehouse mngt on D365 WMS screens & functions required to manage tasks in each department
- Restructured warehouse departments to reflect functional areas in order to gain efficiencies and organize staff
- Initiated pick/bin location clean up for 2,200+ locations, trained team to complete remainder of clean up
- Worked with HR to create quarterly performance awards warehouse staff who display quality work habits
- Worked with Director of Stores to establish correct demand factors for replenishment to eliminate out of stock items
- Collaborate with contract carrier to satisfy all delivery needs regarding load quantities, scheduling, and assets

SL Alabama, Alexander City, AL 2/22/16-2/5/18
\$200M Tier 1 automotive supplier providing parts to Hyundai and KIA. Manufacturing & supplying 50+ different part numbers daily to two (2) different automotive OEM plants. Providing service parts domestically and internationally.

LOGISTICS MANAGER

Hired to manage Logistics. Tasked with management of transportation, warehouse operations, packaging design & approval, supporting Production Control team, inventory management, management of two (2) separate 3PLs, management of contracted packaging repair, and writing work instructions for Logistics department.

- Lead three (3) logistics specialists, three (3) warehouse supervisors, twenty (20) warehouse staff on two shifts
- Identify opportunities for improvement of WMS system with automating functions to help inventory i.d., disposition, and shipping paperwork requirements
- Oversight and management of \$3M annual budget for Logistics department
- Identify opportunities for improvement of MES system by helping resolve errors generated by production activities
- Work with customers at Hanon, Hyundai, MOBIS, and KIA to resolve supply issues and packaging issues
- Create and implement parts return process for parts returned due to handling damage and Quality issues
- Modify warehouse layout to suit changing requirements of production and shipping demand from customers
- Manage the design and modification process for finished goods packaging
- Convert idle parts totes into revenue through selling and scrapping activities
- Identified opportunities to maximize revenue with recyclables from the waste stream of inbound component packaging
- Manage two (2) separate 3PLs
- Manage three (3) separate transportation providers
- Eliminate storage cost/waste by clearing and returning rented 53' trailers
- Cleaned up, organized, and converted 30,000 sq. ft. rented warehouse into efficient repair facility

WKW Erbsloeh North America, Pell City, AL

7/1/15-2/3/16

\$100M Tier 1 automotive supplier providing parts to Mercedes, BMW, Volkswagen, and GM. Manufacturing & supplying up to 50 different part numbers daily to five (5) different automotive plants. Providing service parts domestically and internationally. After successful refinement of production control system, position was eliminated due to cost cutting/downsizing initiatives put in place as a part of the plant 'turn around' program

LOGISTICS PLANNER/ASSISTANT SCHEDULER

Hired in to help overhaul the Logistics dept. Tasked with domestic transportation analysis, warehouse operations, learning Customer Service, Materials Planning (domestic & international), Production Scheduling, implementing/managing Production Control team, and writing work instructions Logistics dept. Work with the Continuous Improvement Manager to implement lean practices in all Logistics functions and develop sustainable lean procedures compliant with ISO/TS 16949.

- Identified \$250,000 in transportation savings realized through transportation consolidation and piece price negotiations
- Process EDI errors in SAP and adjust the associated scheduling agreements for customer orders
- Create production orders in SAP for 26 different robotic and manual stations in the Polish Department
- Process finished goods exceptions in SAP
- Process requests from four departments to move parts through processes in SAP enabling part flow in production
- Helped train & supervise Material Flow Control team in all SAP transactions required to confirm parts and create orders on production floor
- Process requirements out of SAP to schedule daily production

FIVES North American Construction Services, Birmingham, AL

5/23/11-6/30/15

\$50M company focusing on design, fabrication & installation of custom thermal solutions for heavy industry (steel, pipe, aluminum, copper, concrete)

LOGISTICS & PROCUREMENT MANAGER

Maintain inventory of ceramic fiber, castable refractory, fire brick & insulating fire brick in onsite & offsite warehouses. Coordination with U.S. Group Purchasing Director to identify capable vendors, negotiate & sign national contracts with key vendors to support FIVES entity activities nationwide. Evaluated vendors based on capabilities & partnered with those demonstrating best delivered price & desired level of service to support construction crews locally & on remote job sites. Manage receiving, warehouse storage, picking & staging materials for jobs, truck loading, material delivery for the shop and remote job sites & return of residual materials/components to vendors for credit. Procurement of pipe, pipe fittings, hardware, refractory and other project components for \$100k - \$9M jobs. Purchase \$100k+ of facility and project needs. Coordinate customs requirements for international shipments of furnaces/components to Mexico, Canada, & South Africa.

- Identified, negotiated, & signed contract with fuel management provider offering real time reporting, e-invoicing, desktop management capabilities
- Established a central tool room, implementing processes & procedures for distribution from this central location
- Moved organization in the direction of e-solutions offered by vendors to achieve gains in productivity and efficiency
- Championed development & implementation for electronic ordering, reception, and material receipt notifications by developing company accounting software capabilities
- Negotiated & implemented national contract with United Rentals providing access to a virtual rental management system increasing ability to track & control rental equipment costs for each project while achieving a 7% reduction in rental rates over 2-years
- Negotiated / implemented national contract with Air Gas streamlining ordering, delivery, billing, and reducing overall costs from this vendor by leveraging overall welding supply spend
- Negotiated / implemented national contract with Enterprise Rental Car streamlining ordering, vehicle retrieval, billing, improved national support for projects, and negotiated lower rental rates
- Negotiated regional contract pricing with Fastenal for high volume items, bringing in a Fastenal vending machine solution to reduced procurement costs, increase shop productivity & track shop consumables costs
- Created electronic file storage system for projects utilized by all departments to obtain information
- Manage \$150,000 +/yr. transportation procurement for all projects

British Petroleum, Panama City, FL

7/2010-2/2011

FIELD MATERIALS COORDINATOR (Duration of BP incident)

Hired to serve in this critical Contract position created to manage the mobilization & demobilization of a distribution network in the Florida panhandle in response to the BP oil spill incident. Role encompassed management of real estate review, acquisition & release process for developing new deployment sites. Managed operations in a 55k sq. ft. warehouse including 25 personnel & associated processes/procedures for receiving, order fulfillment & equipment/material transfers. Helped to managed multiple deployment sites across 5 counties in the Florida panhandle.

- Designed warehouse layout and inventory storage locations based on item category and velocity.
- Created Value Stream map for information flow amongst contractor entities and warehouse staff.
- Coordinated transport of heavy equipment to beach locations for cleaning tar ball events
- Coordination with security in developing and executing a plan for potential/perceived security threats.
- Mobilized & demobilized assets to achieve right sizing operation and control costs.

- Effected compliance of OSHA requirements for warehouse and deployment sites.
- Coordinated with BP Finance on billing accuracy, analyzed data on distribution logs to control material supply costs
- Coordinated with State and Local law enforcement officials on recovery and identification of stolen equipment. Developed relationships with local residents aiding in quicker recovery times for stolen equipment
- Consulting member on design of distribution strategy for Florida operations.
- Identified alternate suppliers offering lower prices for high velocity supplies decreasing overall cost on consumables
- Negotiated agreements with municipalities for donation of supply overages

York Linings International, Calvert, AL

2/2010-7/2010

A worldwide market leader in the design & installation of refractory linings for all types of plants in all major industries

MATERIAL COORDINATOR

6-Month Contract position created to manage \$2M worth of materials and all equipment required for use during the installation of 3-walking beam furnaces at the Thyssen Krupp Steel Mill construction site. Reception and storage of 37 different refractory materials required for installation. Responsible for accurate population of QC forms for all refractory materials installed during shift. Oversight of pre-operation set up of all work stations and post operation clean up/re-stock for turnover to night shift. Prepared & ensured proper sequencing of materials for transfer into the furnace.

- Created and implemented SOPs applied to the installation process.
- Eliminated duplicative tasks associated with the preparation of the work stations and materials

Biofuels Operating Company, Bay Minette, AL

9/2008-4/2009

\$25M venture capital project funded by Vinod Khosla Ventures. A start-up pilot plant focused on proving a technology to create biodiesel from common waste & biomass, estimating yearly capacity of 85k gallon. Project ended in 2009 due to fraudulent technology and process.

PROCUREMENT & LOGISTICS MANAGER

Hired into this newly created position and tasked with the negotiation of supply contracts for raw materials required for plant operation. Scope encompassed the identification & satisfaction of all environmental regulations on municipal, state & federal levels. Purchased all construction, safety, lab & maintenance materials needed for plant completion, operations & compliance. Operation of Great Plains software (Procurement & Accounting modules.)

- Identified KPIs for truck load quantities of raw material required to keep dry input of plant at correct capacity levels
- Created production schedule required to reach plant capacity in a phased gallons/week & gallons/month increments
- Created a spares identification process to determine stocking levels & engineering requirements for all plant spares.
- Identified logistical cost requirements for current & future plant design to accomplish capacity goals efficiently
- Created raw materials cost estimate tracking and associated payment schedules

Austal USA, Mobile, AL

9/2006-9/2008

Australian shipbuilding company charged with construction of \$5.5B of LCS Naval contracts, \$1.6B of JHSV Naval contracts for the US Navy and \$1.5 M of commercial ferry building contracts for Hawaiian Superferry.

PROGRAM MANAGEMENT / EXTERNAL CHANGE MANAGER

Oversight of production metrics, maintenance & modification of metric tracking, with focus on 6-Sigma methods. Managed all external changes for Navy LCS 2 (Littoral Combat Ship) program. Served as lead in development of Sequil database modifications geared to efficiently manage external/internal change process. Developed complex estimates for application to LCS vessels for consideration by prime contractor & customer ranging from \$300k-\$3M. Worked extensively with EVMS (Earned Value Management System) as applied to LCS Program Contributor to sub contracts administration efforts for the facility & the Navy LCS Program Adherence to FAR, DFAR & ITAR as applied to the LCS and JHSV (Joint High Speed Venture) procurement and proposal requirements

- Identification, development, implementation of continuous improvement processes & procedures in production
- Core member of the Navy/Army JHSV proposal team, the Navy LCS 4 and follow on vessel proposal team
- Consulting member of 1). ERP procurement team that secured IFS (Industry Focused Solutions) Custom ERP System., 2) the Proposal Team for the \$200M Modular Manufacturing Facility & 3). the Katrina Relief Funds proposal team
- Championed procurement and installation of computer consoles/laptops into the production environment after developing data identifying costs associated with absence of that technology
- Developed training program for Austal apprentice program by coordinating with vendor on production of gas cylinder carts that decreased production costs and increased efficiency of order fulfillment from the vendor

GLOVIS Alabama L.L.C., Hope Hull, AL

2/2005-9/2006

Main supplier to Hyundai Automotive's Montgomery, AL plant, managing \$221M in daily inventory for 5-different production lines.

OPERATIONS SUPERVISOR 2/05-3/05

2ND SHIFT Operations Manager 9/05-9/06

Managed 73 employees on 1st & 2nd shifts, across 5-departments within a 550k sq. ft. Tier I auto parts supplier consolidation center including maintenance for all warehouse equipment, high velocity inventory & the Value-Added processing of said inventory. Use of Six Sigma Lean methods. Managed Just In Time (JIT) / Just In Sequence (JIS) inventory & shipment schedules. Coordinated with domestic Tier I vendors on inventory levels & quality issues for all JIT & JIS inventory. Identification, development & tracking of KPIs. Developed facility layout /design of part storage/flow for inventory in all departments. Extensive use of SAP procurement, transportation, WMS/IMS, and assembly line modules. Analyzed & purchased hardware used for order fulfillment & inventory management in warehouse. Managed 3PL transportation providers delivering sea containers & domestic supplier parts. Coordinated with security to comply with FTZ requirements for facility buildings and property

- Developed position descriptions / procedures specific to all 5-departments with an ISO 9001 qualification focus
- Trained 1st & 2nd shift staff on processes and procedures in all 5-departments
- Creation and implementation of employee development, evaluation, promotion, and disciplinary policies
- Creation and implementation of continuous improvement initiatives within each department

Fastenal, Opelika, AL

1/2004-2/2005

\$3.2B company focused on industrial supply for all industries, specializing in Vendor Managed Inventory services and custom procurement solutions for industrial supplies.

ASSISTANT GENERAL MANAGER

Managed inside & outside sales to individuals and business accounts. Operated Fastenal Point of Sale system and Inventory Management System. Managed VMI programs at several corporate customer locations in Auburn/Opelika area. Processed catalog/store and special orders for individuals and corporate accounts, grew local account revenues by signing new accounts

- Brought back log of collections on individual and business accounts to current status
- Participation in the accredited Fastenal School of Business (University of Minnesota) continuing education program
- Expanded revenues for custom Fastenal machining capabilities for Opelika Fastenal branch with Michelin Plant

AWARDS, CORPORATE LEADERSHIP ORGANIZATIONS & ACTIVITIES:

- EAGLE SCOUT
- AT&T Pioneers Volunteer Network
- TWIC Card
- Ingram State Technical College Advisory Committee
- Current Passport
- AUM Industrial Team Leader Training

SOFTWARE:

General: Microsoft Office suite **Forecasting:** AVAIL **Accounting:** Computer Ease **Networking:** Sharepoint
ERP/MRP: Oracle IMS/WMS, Microsoft Office Suite, SAP WMS, production, & inventory management modules, Fastenal proprietary POS systems, Sequel database, IFS, Great Plains, Smart Work Systems MES & WMS, Microsoft D365
Inventory Management: DDE, SAP, ORACLE, Stock & Roll IMS, IAP i.d.
Project/Estimating Software: Prima vera/Estimating software **Engineering:** ArcView GIS software, AutoCad
Transportation Management: BOLT dispatch software, Appian routing & scheduling, NetworkFleet GPS

WILLIAM H. BENSON
529 E TENNESEE ST., APT. 101
TALLAHASSEE, FL 32308
850-879-2950
whbensoniii@yahoo.com

April 21, 2026

Jefferson County Clerk of Court
Trey Hightower
via email

Dear Mr. Hightower:

I am writing to express my interest in the County Manager position with Jefferson County, as advertised. With an extensive background in public administration, legal expertise, and leadership experience in both government and private sectors, I am well-prepared to address the challenges and opportunities outlined in the job description. My commitment to ethical governance, strategic oversight, and community engagement aligns perfectly with the Board of County Commissioners' vision for the county's future.

In my current role as Administrator of Field Operations with the Florida Department of Transportation, I oversee a diverse team, ensuring compliance with regulations while fostering an environment of accountability and exceptional performance. My experience includes budget development, personnel oversight, and strategic planning, all of which are essential for leading Jefferson County through its current priorities, such as infrastructure improvement and economic development. Additionally, my legal background equips me with the analytical skills necessary to navigate complex issues and provide sound recommendations to elected officials.

I am excited about the opportunity to contribute to the growth and preservation of Jefferson County's unique identity. I am committed to transparency, collaboration, and service excellence, and I believe my skills and experiences would make me a valuable asset to your team. I look forward to the opportunity of discussing how I can help advance the county's strategic goals.

Thank you for considering my application.

Sincerely,

/s/William H. Benson

William H. Benson

WILLIAM H. BENSON
529 E. Tennessee St., Apt. 101
Tallahassee, FL 32308
850-879-2950 (cell)
whbensoniii@yahoo.com

SUMMARY

Public-sector operations leader with extensive experience in government administration, statewide program management, regulatory compliance, contract oversight, and personnel leadership. Known for strengthening organizational systems, improving operational efficiency, and fostering collaboration among elected officials, staff, community partners, and the public. Combines legal expertise with strategic decision-making, ethical leadership, and a commitment to community service.

AREAS OF EXPERTISE

- Government Operations & Administration
- Personnel & Organizational Leadership
- Budget & Resource Management
- Contract Negotiation & Oversight
- Regulatory Compliance
- Process & Performance Improvement
- Community & Stakeholder Engagement
- Land Use, Permitting & Code Enforcement
- Policy Development
- Strategic Planning & Program Management

PROFESSIONAL EXPERIENCE

Florida Department of Transportation

Administrator, Field Operations – Outdoor Advertising

2016 – Present

- Direct statewide outdoor advertising inspection operations, supervising field staff, setting performance standards, and ensuring consistent program execution.
- Review and evaluate permit applications; determine compliance with statutes, rules, and administrative procedures.
- Manage the Outdoor Advertising Field Operations statewide contract, including vendor oversight and performance evaluation.
- Serve as primary liaison for the public, industry entities, local governments, and state partners.
- Develop and refine operational processes to improve efficiency, accuracy, and service

delivery.

- Ensure statewide adherence to Florida statutes, administrative rules, and FDOT policies.

Florida Department of Business and Professional Regulation (DBPR)

Senior Attorney (OPS)

2014 – 2016

- Analyzed investigative case files involving unlicensed contracting and condominium association management.
- Determined probable cause and drafted administrative complaints, closing orders, and settlement documentation.
- Conducted negotiations and provided guidance to investigative staff on statutory procedures and administrative law requirements.
- Ensured consistency and legal integrity within regulatory enforcement processes.

William H. Benson, Attorney at Law – Birmingham, AL

Attorney

2007 – 2014

- Managed a full-service law practice in criminal, family, and civil matters.
- Conducted courtroom representation, legal research, document drafting, and negotiation.
- Oversaw all business operations including scheduling, billing, and client communications.
- Represented clients in court-appointed cases ranging from drug offenses to capital matters.

Dish Network / Blockbuster, LLC

Manager

2011 – 2013

- Managed daily operations of multiple store locations, including staffing, scheduling, inventory control, and customer relations.
- Maintained bookkeeping, shipping/receiving, and operational compliance during major corporate transitions.
- Recognized with seven performance awards for operational excellence.

Environmental Attorneys Group, LLC – Birmingham, AL

Associate Attorney

2005 – 2006

- Assisted with asbestos litigation through client meetings, document preparation, and case management.

Maynard, Cooper & Gale, P.C. – Birmingham, AL

Staff Attorney

2000 – 2005

- Managed large-scale document databases in complex mass tort litigation.
- Provided litigation support, including deposition attendance and coordination with legal teams.

EDUCATION

Cumberland School of Law, Samford University – J.D., 1993
Davidson College – B.A., Political Science, 1990

CERTIFICATIONS

- Florida Certified Contract Manager
- Certified Supervisory Manager
- Certified Public Manager
- FDOT Management Academy Graduate
- Alabama State Bar (Inactive), 1996–2014

TO: Jefferson County Commission;
FROM: Jeff Shoobridge

Thank you for taking the time to consider my qualifications as your next County Manager. I am excited at the opportunity to assist in leading Jefferson County forward through the next phase of its future and beyond.

In each of my previous positions I have been a hands-on leader, with duties including finance, human resources, community development and land use. I believe my experience in these areas will serve the County well, both in the immediate future and moving forward in long term planning and operations. I was recently the City Manager for Tifton, GA and prior I was the City Administrator for Crookston, MN, with full services including Police, Fire, Utilities, Economic Development Authority, Housing Authority, a robust parks and recreation dept. and a Municipal Airport. Additionally, I have completed the ICMA certification series in local government with the emergency management module and am in process of finishing the FEMA/TEEX certificate in infrastructure protection. Although my time in Tifton was brief, I feel I was able to make significant impacts, particularly regarding staffing levels in the Community Development Department. My Time in Crookston was a rebuilding time for the city, filling 4 key vacant positions, including Finance Director, IT Director, HR Coordinator, and staff Accountant and improving processes and procedures. Concurrently negotiating new labor union contracts with the Police and Fire unions and drafting a 2025 budget that had not begun upon my arrival. While I recognize my tenure in Crookston was short, I was told the Council was ready to make a change from disorganized and unplanned spending towards a planned budgeting and spending process. The current budget season has identified the Council is unwilling to change patterns and despite a positive 6-month review (3.7 out of 5 with 3 being meets expectations and 4 exceeds), I could not, in good conscience, move forward with the spending plan intended by the Council given the current financial condition of the City.

Until accepting my previous position as the first Town Administrator of Redington Shores, FL since 2005 (A barrier Island Community), I was the City Administrator for Madison Lake, MN. and a board member of the Minnesota Association of Small Cities. Additionally, I have served as a Council Member for one of Florida's fastest growing cities, the City of Groveland, providing the additional perspective of an elected official and insight into growth management. I am a Navy veteran (Machinists Mate) with several years of executive experience in the retail furniture and real estate industries with full budget and P&L responsibilities combined with additional operations management experience in the restaurant industry to supplement my public sector experience. The challenges I have faced and overcome in municipal infrastructure, budgeting (including TIF district management), and quality of life enhancements, in addition to my private sector real estate and management experience give me a comprehensive background to help lead Jefferson County forward through current and upcoming challenges.

During my time in Madison Lake, the primary challenges were those facing many municipalities and counties, including infrastructure improvements (along with the associated funding challenges) and the creation of a formal Capital Improvement Plan concurrent with beginning stages of an update to the city land development code (in conjunction with the city attorney) while maintaining community identity. I have consistently worked with staff to improve processes that resulted in better operational efficiencies and cost savings while improving service levels, including the implementation of a new accounting software system.

My time in Redington Shores brought several accomplishments, including changes to operations in the Building Department resulting in average permit application times falling from over 75 days to under 2 weeks, creating departments within the Town structure, and the creation of a formal Capital Improvement Plan where none had previously existed, projecting expenses for a 20-year horizon to stabilize the Town budget.

While serving on the City Council of Groveland, FL, I worked with my fellow Council Members and City Leadership team to improve the quality of life for residents, including the renovation of a central city park and authorizing the construction of a new 33,000 sq ft Public Safety Complex, and having been a small part in attracting millions of square feet of commercial development while the city was one of the fastest growing municipalities in Florida. This experience has solidified my belief in listening to citizens and finding compromise in moving forward to help build community cohesiveness and retain community character.

My greatest strength lies in an open-door, adaptive leadership style that focuses on pragmatism, collaboration, and consensus building with the recognition that it is appropriate for a more directive approach in time critical situations. I believe that any policy or project must have stakeholder buy-in to be successful and that buy-in is often contingent on people knowing that even if the outcome is not what they had hoped or lobbied for, that their voice was heard and considered while finding a legitimate way to say yes within statutes and policy. My varied background and training provides the ability to competently discuss multiple topics with practitioners from a wide variety of disciplines with my time as a teacher providing the skills required to mentor and guide. I pride myself on being approachable, fair, and ethical while supporting a growth mindset of always being better today than yesterday, both personally and professionally.

No leader can be honest without acknowledging their weaknesses, I recognize that I have the tendency to give individuals "the benefit of the doubt" and this can become a weakness. To address this, time has taught me to "trust but verify" while maintaining positive and respectful professional relationships that continue to encourage diverse perspectives by addressing items in a timely fashion professionally and constructively.

In summary, I have skillsets required to effectively work with the Commission in leading Jefferson County forward through any challenges that may arise. Again, Thank You for your consideration, you may find my resume attached along with a memo to Council from the City Attorney regarding my 2021 evaluation. Upon review you will note a gap in employment from 2011 to 2015. During this period, I was in school and working part-time as a trainer at Walt Disney World (also noted in additional experience section of resume).

I look forward to the opportunity to serve.

Jeff Shoobridge

Jeff Shoobridge
321-418-2916
JeffShoobridge1@gmail.com

EDUCATION:

University of Central Florida- Master of Public Administration

University of Central Florida -BA Political Science/International Relations

Additional coursework in Accounting, Human Resources Management, Organizational Management, Planning/Zoning, Land Use, and Coaching (Football)

Florida State Fire College- Building construction, Plans review, and Fire prevention practices

Urban Land Institute- Planning workshop for public officials- 2018

US Navy Machinists Mate Class 'A' school (Nuclear Field)

CERTIFICATIONS, MEMBERSHIPS, and PROFESSIONAL AFFILIATIONS:

Member ICMA-Certification in Local Government w/ Emergency Management

FEMA/TEEX certificate in Infrastructure Protection (In Progress)

Past Board Member- Minnesota Association of Small Cities -re-appointed for continuing term

Facilities Committee-Mankato Independent School District 2019-2022

Groveland, FL- representative to the East Central Florida Regional Planning Council (past)

EXPERIENCE

JUL 2023-PRESENT

Owner/Principal David Samuels Services, LLC

- Government consulting and projects- Partner with clients to achieve operational and strategic goals while maximizing operational efficiencies
- recent project-City Hall space needs analysis for city of Groveland, FL. Population-25,000

OCT 2025-FEB 2026

City Manager- Tifton, GA

- Oversight of \$74M total budget, including \$19M general fund
- Created and implemented plan to rebuild understaffed Community Development/Building dept. for strategic stability

JUL 2024-SEPT 2025

City Administrator- Crookston, MN

- Oversight of 13 Direct Reports, including Finance, Police, Fire, Building, Parks/Rec, Public Works, Utilities, City Clerk, Human Resources, Economic Development, Housing, and a Municipal Airport
- Filled vacant positions in senior leadership, including IT Director, Finance Director, HR Coordinator, and Staff Accountant
- Partnered with Parks/Recreation Director to build sports and recreation schedule, including attracting and scheduling regional tournaments
- Contract oversight of Hockey arena contracts with University of MN and local High School

APR 2022-JUNE 2023

Town Administrator, Redington Shores, FL.

- Oversight of Processes and Procedures in all Departments; Including Finance, HR, and Administration as the Town transitions from a Commission to a Council-Manager form of government

- Transitioned the Town finance structure to increase compliance with State Statute related to restricted revenues/funds
- Reorganized building department to improve efficiency- permit approval times which improved from 45+ days to an average of 10-11 days
- Reorganized municipal structure into departments and work groups to improve efficiencies

NOV 2019-APR 2022 City Administrator, Madison Lake, Minnesota

- Duties include serving as the City Finance Director and Zoning Administrator
- City operations, focus on budgeting, development, and infrastructure improvement
- Member of the Mankato area Public Schools Facilities Committee
- Worked with the City Engineer to develop a long-term infrastructure improvement plan
- Implemented a successful 3-year plan to eliminate ongoing deficit spending
- Built relationships regionally and statewide through position as board member of MASC

NOV 2018-NOV 2019 City Council Member- City of Groveland, Florida

- Constituent outreach/problem solving
- Consensus building for intra-local agreements
- Collaboratively plan, adopt, and oversee annual municipal operating budget of \$21M
- Member- East Central Florida Regional Planning Council
- Lake County Schools Concurrency Committee
- Alternate Member South Lake Regional Water Cooperative

SEP 2015-NOV 2019 Lake County Schools/Leesburg High School

Social Studies Teacher-AP US History/US Government/Economics

- Collaboratively develop lesson plans and curricula with Department Chair
- Using effective communication skills during interactions with students, guardians, and other stakeholders from a variety of socio-economic backgrounds to achieve goals.
- Ensure that student educational records are maintained in accordance with state statute and school board policy.
- Assistant Football Coach/ Videography and Analysis (non-stipend)

NOV 2009-MAR 2011 David Samuels Realty- Mascotte, FL.
Owner/Broker

- Maintained all company records in accordance with state statute including reconciliation of company budget and state escrow accounts
- Reviewed and ensured that all contracts were completed appropriately
- Contract negotiations
- Prepared agenda for periodic sales and staff meetings and recruited and organized guest speakers.

Previous Experience includes:

Owner/President- Evelyn's Furniture

Full P&L responsibility including analysis of annual budget and earnings reports, scheduling, and organizing weekly staff/sales meetings, working with over 35 factory vendors' representatives for merchandise purchasing, inbound and outbound logistics, contracts, sales, advertising, and operations.

12 Years Restaurant management experience- Applebee's, Universal Orlando Resorts, McDonalds

Responsibilities included operations and budgeting (labor, capital, and operating).

11 Years as a Trainer at Walt Disney World Resorts (Customer Service Mindset)

Military:

US Navy- 1986-1990 Honorable discharge

REFERENCES:

Jason Moran, LeSueur County, MN Chief Asst Prosecutor	507.330.4955
Kent Hoehn, Mayor Madison Lake, MN	507.380.7870
Bobby Bennett, City Manager Tifton, Ga	229.392.3195
Patricia Burt, Vice Mayor Madison Lake, MN	507.420.4391
Kenny Later, Former Commissioner, Redington Shores	727.423.4242

MEMO

TO: Madison Lake City Council

FROM: Jason Moran, City Attorney

RE: Jeff Shoobridge, Contract Review

DATE: October 28, 2021

Dear Council Members:

It is time to once again review City Administrator Jeff Shoobridge's Contract. His Contract was approved on October 7, 2019 with an effective date of November 4, 2019. It calls for a review at the 24 month mark. We have hit the 24 month mark.

Under the terms of the Contract he is to receive an increase in his annual salary amount to the tune of \$5,000 for satisfactory performance. I would submit that his performance is not simply satisfactory, it is exemplary. Jeff consistently strives to improve the City. His work on the Capital Improvement Plan is excellent. He is constantly looking for ways to save the City money and improve the budget outlook. For the first time in a very long time we have a solid and well prepared budget. He holds the employees accountable while encouraging them to do their best. He has excellent communication skills and this is apparent in how he deals with residents. He tackles challenges with ease and is personable. His knowledge of municipal matters is excellent. In sum, his performance is, in my opinion, exceptional. I would recommend the raise and continued employment.

Certainly if individual Council Members wish to discuss this review privately with me I am at your availability. Barring no issues, we should do a review at the next meeting.

JLM

Douglas G. Baber, ICMA-CM (c), MBA, DBA(c), SHRM-CP
16018 6th Avenue East
Bradenton, FL 34212
(954) 830-0546 Cell
baber3000@gmail.com

March 16, 2026

Jefferson County Clerk of Court
Attn: Trey Hightower
1 Courthouse Circle
Monticello, FL 32344

Dear Hiring Committee,

I am writing to express my strong interest in the County Manager position with Jefferson County Government. With over two decades of executive leadership in Florida local government, including recent roles as Assistant County Manager/CFO for Hardee County and Chief Administrative Officer for both Mexico Beach and Crystal River. I offer a comprehensive background in strategic planning, operational and financial oversight, and intergovernmental collaboration that aligns directly with the responsibilities outlined for this role.

Throughout my career, I have directed all phases of municipal operations, led multi-million-dollar recovery efforts following Hurricane Michael and Hurricane Idalia, and collaborated with FEMA, FDEM, and other agencies to secure critical resources. My experience in coastal and inland communities has honed my expertise in grant management, appropriations, financial planning, disaster recovery, permitting, code enforcement, and public communication—skills essential to Jefferson County's continued resilience and managed growth.

Key qualifications include:

- Executive oversight of interdepartmental operations and strategic initiatives
- Certified HR professional with extensive experience in collective bargaining and succession planning
- Fiscal leadership as CFO, crafting GFOA-compliant budgets and maximizing taxpayer value
- Legislative and policy development, including ordinances, resolutions, and governance frameworks
- Public relations and media management as an experienced Public Information Officer
- Commitment to citizen engagement and transparent reporting to elected officials

I am passionate about serving Florida communities and believe my leadership style; grounded in integrity, collaboration, and results, will be a strong asset to Jefferson County. I welcome the opportunity to contribute to your mission and support the Board's strategic objectives.

Thank you for considering my application. I look forward to the possibility of discussing how I can help advance Jefferson County's vision.

Respectfully,



Douglas G. Baber

Douglas G. Baber, ICMA-CM (c), MBA, DBA(c), SHRM-CP
16018 6th Avenue East
Bradenton, FL 34212
(954) 830-0546 Cell
baber3000@gmail.com

Professional Objective:

Gain an executive management position at a growing, highly active government agency that will allow me to apply my education and knowledge of Public Administration, Government Finance, Business Management, Human Resources & Risk Management.

Qualification Highlights:

- **Leadership & Management:** Over twenty (20) year career in local government experience with progressive management duties and responsibilities
- **Emergency Operations:** Extensive experience with all hazards planning, incident command, multi-agency coordination and emergency response
- **Multi-Departmental Experience:** Developed considerable working knowledge in a multitude of areas throughout my career
- **Financial/Budgeting:** Developed and administered numerous budgets at all levels and performed financial analyses of various programs and projects
- **Operational Efficiency:** Highly proficient in overseeing all areas of local and county actions and operations
- **Contract Administration and Project Management:** Experience with project management, including administration of contracts from the bid process to close out and audit
- **Succession Planning & Development:** As part of overall strategic planning, developed succession plans and created individual development plans with key staff members
- **Standard Operating Procedures:** Knowledgeable in areas of government accreditation efforts including the development of standard operating procedures based on industry's best practices
- **Facilitation:** Facilitated numerous citizen engagement meetings, planning sessions and community forums

Professional Experience:

Hardee County Board of County Commissioners, Florida
Assistant County Manager/Chief Financial Officer

March 2024 to Present

Hardee County is a rural heartland in central Florida, known for its rich agricultural heritage and the peaceful Peace River. Spanning approximately 638 square miles with a population of around 30,000, the county seat, Wauchula, serves as its vibrant hub. Renowned for its citrus groves, cattle ranches, and phosphate mining, Hardee County embodies Florida's deep-rooted farming traditions and natural beauty.

- **Strategic Governance:** Directed the development and implementation of key goals, policies, and priorities, providing comprehensive administrative and analytical support to the County Manager.
- **Fiscal Management:** Coordinated and significantly contributed to the preparation and administration of the annual budget for the County Manager and Board of County Commissioners.
- **Administrative Decision-Making:** Exercised broad operational independence to make critical administrative decisions and effectively resolve complex policy and procedural issues.
- **Program & Project Management:** Directed the research, analysis, and execution of special programs and projects, delivering impactful recommendations and results.
- **Legislative Affairs:** Managed critical legislative portfolios, including monitoring proposed legislation, developing agendas, and drafting essential ordinances and resolutions.
- **Intergovernmental Relations:** Served as a primary liaison and representative for the County Manager to various departments, community functions, and official committees, fostering collaboration.
- **Public Service & Relations:** Provided professional and effective public service, adeptly assisting the Board of County Commissioners with information requests and representing county interests.

Douglas G. Baber, ICMA-CM (c), MBA, DBA(c), SHRM-CP
16018 6th Avenue East
Bradenton, FL 34212
(954) 830-0546 Cell
baber3000@gmail.com

City of Crystal River, Florida
City Manager

July 2023 to January 2024

Crystal River is a coastal city in west central Florida on the Gulf of Mexico and is centered around its pristine waterway, Kings Bay, and is the self-proclaimed "Home of the Manatee." The small town of approximately 6.8 square miles and approximately 5,000 residents welcome hundreds of manatees each winter to its many warm springs including the famous Three Sisters Springs. Together with neighboring Homosassa, Crystal River is the site of the largest gathering of manatees in North America.

- Responsible for administration of the City of Crystal River by directing and coordinating all phases of the municipal government.
- Administers through Department Directors and Contractors for floodplain administration, public safety, fire protection, emergency medical services, maintenance of public streets and property, financial operations and budgets, recreational activities, inspectional services, utilities operations, code enforcement planning, engineering and other related functions.
- Responsible for overseeing and controlling the inventory, maintenance, repairs, improvements and use of city property, materials, equipment and supplies.
- Prepares the annual city budget for submission to the Council. Submits recommendations to the Council for their discussion and approval concerning the efficient operation of the city government. Keeps the Council informed of general city operations and activities.
- Attend all meetings and workshops of the City Council, Planning Commission and other committees or workshops as directed by the City Council.
- Responsible for all media relations activities for the city.
- Knowledge of laws and administrative policies governing municipal activities and of operations of municipal government.

Gulf Coast State College
Adjunct Professor

December 2021 to Present

City of Mexico Beach, Florida
City Administrator

September 2021 to July 2023

The City of Mexico Beach is a coastal community located on the Northwest Florida coast with a population of 1,100 full time residents. However, there are always around 2,500 people in the town as it hosts many 2nd and 3rd homes for part-time residents and visitors alike. As a direct result of damages incurred from Hurricane Michael in 2018, the City, through an exceptional partnership with FDEM & FEMA, has utilized more than \$110M to rebuild its infrastructure and resources, including an improved marina, boat ramp and canal system (\$3.5M Completed in 2022), beachfront parks (\$2M Completed in 2022), and more. The city is also currently rebuilding its Municipal Fishing Pier, Municipal Complex and Canal Jetties which will add more than \$35M to the rebuild.

- Responsible for administration of the City of Mexico Beach by directing and coordination all phases of the municipal government.
- Prepares the annual city budget for submission to the Council. Submits recommendations to the Council for their discussion and approval concerning the efficient operation of the city government. Keeps the Council informed of general city operations and activities.
- Plans, organizes, directs and coordinates the activities of the City Departments.
- Assists Council members in developing major policies for the general direction of City affairs, for planning long range programs and for making difficult administrative decisions.
- Confers with and advises department heads on problems related to the operation and direction of various City programs, develops and installs work procedures, forms and methods.

Douglas G. Baber, ICMA-CM (c), MBA, DBA(c), SHRM-CP
16018 6th Avenue East
Bradenton, FL 34212
(954) 830-0546 Cell
bab3000@gmail.com

St. Lucie County Board of County Commissioners, Florida
Human Resources & Risk Management Director

April 2016 to August 2021

St. Lucie County has total population of approximately 320,000 with a requisite location, business environment and workforce to be one of the best performing communities in the nation for the very near future. Additionally, St. Lucie County features Port St Lucie as the 7th largest City in Florida.

- Responsible for planning, organizing, and directing the activities of the Human Resources Department and staff, including policy development, workforce planning and employment, compensation, benefits, performance management, risk management, regulatory compliance, organizational and professional development, and labor and employee relations.
- Advises and provides recommendations to the County Administrator, Department Heads, Supervisors, and Employees in a comprehensive range of related matters while ensuring compliance with local, state, and federal laws.
- Establishes and implements short-term and long-term department goals, objectives, policies, and procedures in alignment with the County's strategic direction.
- Provides leadership and guidance for the County's Human Resources function by overseeing talent acquisition, employee relations, career development, succession planning, retention, training, risk management, and compensation and benefits.
- Conducts wage and benefits studies to ensure compensation for positions is equitable and competitive with surrounding communities to effectively recruit and retain qualified personnel.
- Coaches leadership and managers on employee performance, development, and discipline concerns. Conducts investigations, manages labor relations issues and grievance process to ensure compliance with union agreements.

Human Resources Systems Administrator, City of Boca Raton, FL

July 2012 to April 2016

Boca Raton is a City in Palm Beach County, Florida, incorporated in May 1925. In the 2010 census, the city had a total population of over 85,000. However, the city swells to over 200,000 people during the business day due to the presence of 2 major universities, a stadium and The Town Center Mall.

- Responsible for all aspects of AS400/Infinium/NEOGOV/Halogen network systems City-wide
- Research and prepare all salary surveys
- HRIS Administrator and liaison for Finance and Information Technology
- Assists with labor relations, employee relations, and disciplinary actions as directed
- Responsible for recruitment, development and retention processes
- Participate and proctor for promotional interviews/examinations within the city for management, Police & Fire
- Responsible for preparing budgetary information for the Human Resources Department
- Maintain monthly reports within department and position control

Owner/Operator, Wowies Sports Grill, Boca Raton, FL

January 2011 to July 2012

Personnel Analyst, City of Hallandale Beach, Hallandale Beach, FL

January 2006 to February 2011

Douglas G. Baber, ICMA-CM (c), MBA, DBA(c), SHRM-CP
16018 6th Avenue East
Bradenton, FL 34212
(954) 830-0546 Cell
bab3000@gmail.com

Education:

Western Kentucky University, Bachelor's Degree
Columbia Southern University, MBA
Columbia Southern University, DBA(c)

Certifications, Training, and Organizations:

International City/County Management Association – ICMA - Credential Manager Candidate
Society for Human Resource Management - Certified Professional (SHRM-CP)
Inclusive Workplace Culture Micro-Credential (SHRM)
Tyndall Airforce Base, Honorary Commander
Lean Six Sigma Green Belt
Florida City & County Management Association (FCCMA) – 2023, 2024 & 2025 Membership Chair
Certified Labor Negotiator - FPELRA
NIMS Certified - ICS 100, 200, 300 & 400, G402, IS 700, IS 800 & IS 907 for Emergency Management
ICMA, FACM, FCCMA, SHRM, & FPELRA Member
Heart Defibrillator & CPR Certified
Notary of the Public, 2010 to Present

References:

Terry Atchley, County Manager
Hardee County BOCC
Email: Terry.Atchley@hardeecountyfl.gov
Cell: (863) 781-9402

George Landry, County Administrator
St. Lucie County BOCC
Email: George.Landry@stlucieco.com
Cell: (313) 410-5605

Howard Tipton, Town Manager
Town of Longboat Key
Email: htipton@longboatkey.org
Cell: (321) 239-4612

March 25, 2026

To whom it may concern:

Please consider this letter of introduction as an expression of my interest in a position with your organization. My resume is enclosed for your review and consideration.

During my career in the U.S. Army and as Senior Contracting and Logistics Technician Officer, in collaboration as a collateral Security Education Training Awareness (SETA) program. I managed, and adept at developing plans, molding teams, and ensuring the success of organizational goals. My qualifications include logistics, transportation, and maintenance management, contracting officer and security awareness program, participating in logistic and/or maintenance planning to develop schedules and determine productions/test equipment and identify facility. Since 2023 I have been assigned as the Logistic Management Specialist for the Corp of Engineers in Savannah, Georgia, I developed policies and procedures applicable to government logistics operations, contracts statement of work, surveillance plans, and other logistic functions and requirements. A secondary mission is to administer the monitoring and reporting functions of the statewide economic, revenue. I can and have engage in outreach efforts to work with and reach those who are not motivated to seek outsource careers and expert in educational counseling.

In addition to the experience and accomplishments outlined on my resume the following factors reflect absolute values I can bring to an organization's current and long-term business objectives:

Demonstrated Leadership Skills

Over 29 years of Military training in team building, development of vision, goals, and objectives; successfully planning, organizing, and executing directives; interpersonal skills in coaching, training, counseling, motivating, and empowering; sound judgment and tough decision-making.

Management Skills

Use all resources to achieve goals and objectives—on time and on budget. My experience includes managing budgets in excess of \$30 billion. Constantly evaluating management effectiveness and implementing "*continuous improvement*" initiatives.

I attribute my success to date to several key factors: (1) the ability to find structural solutions to business problems, (2) a capacity for continued personal and professional growth, (3) advanced interpersonal and analytical skills, and (4) Bilingual in Spanish/English fluent (5) my personal desire to serve and passion for excellence.

I am confident that the strength of my experience, combined with my dedication, energy, commitment, and attitude, will add measurable value to your organization. I would appreciate the opportunity to meet with you to discuss your needs and my potential to contribute as a team member. Please call me at your earliest convenience. In the interim, thank you for your attention, consideration, and forthcoming response. My resume is enclosed for your review and consideration.

References:

Valerie Robinson 817-709-5630

Jeanie Williams 912-572-4468

Willie Mitchel 706-580-5297

Sincerely,

Sherry M. Coffey

sherry.maria.coffey@gmail.com

229-255-5553

Sherry M. Coffey (RET/CW5)

Veteran Status Claimed: 10 Point Veteran (30%DAV, VEOA& VRA Eligible)

Flamingo Court, Monticello FL | (229)255-5553 | sherry.maria.coffey@gmail.com

SKILLED LOGISTICS MANAGEMENT SPECIALIST / SENIOR ADMINISTRATIVE OFFICER / MILITARY VETERAN with over 30 years of proven experience in areas including logistics and maintenance for the U.S. Army. Possess a comprehensive background in operational readiness, personnel management, and administrative support derived from conducting domestic and global operations. Managed risk upon multiple lines to protect assets, property, and equipment, exceeding expectations of senior leadership. Review appeal responses, Issue proposed final determinations and prepare applications for administrative and judicial review. Extensive knowledge of projected/plans on identifying spending patterns and makes recommendations to management for additional funds, when required. Draft reports, research and resolve special problems, articulate conclusions through the issuance of interim and final written decisions and provide input for the preparation of issue papers. Possess, a Bachelor of Science in Administration and Management Studies, and a Master of Science in General Business Management from Excelsior University.

CLEARANCE: Understand the SF-86 and Active Security Clearance.

CERTIFICATIONS: Certified Veterans Service Representative, WARTAC Challenge Training, 2020, Capabilities Development Graduate 2024, CES Foundation 2023, Civilian Education Basic (CES) 2024, Organizational Leader Development Course/Intermediate 2024, Manager Development Course/Advance 2025

AREAS OF EXPERTISE: Logistics & Operations Program Management | Maintenance & Readiness | Security Awareness | Contract Management | Policy Implementation | Procurement & Acquisition | Strategic Planning & Operations | Policy Development & Implementation | Team & Project Oversight | International Interoperability | Analytical & Critical Thinking Skills | Process Improvement & Simplification | Oral & Written Communication Skills

TECHNICAL SKILLS: Microsoft Office Suite (Word, Excel, Outlook, PowerPoint); and expert ability to conduct credible internet-based research, skilled users of virtual collaboration applications such as Zoom, MS Teams, Google Meet Skype, Salesforce, SharePoint, Personal Property management System CEFMS system, GCSS-Army System.

WORK EXPERIENCE:

02/25/2025 Present | Logistic Management Specialist, United States Army, Corp of Engineers (GS-0346-9) | Savannah, GA | Hours Per Week: 40+ | Supervisor: Maurice Alford, okay to contact: Yes

Logistic Management Specialist (LMS): Oversee the supply chain requirements and evaluate logistical needs for the Corps of Engineers. As assistant to the District Logistics Manager (DLM) coordinate with all customers and inform them about any major issues. Offer budget suggestions to the DLM regarding the logistics budget for the District's Logistics Office and advise on how to allocate or reallocate funds to meet mission objectives. Continuously analyze supply chain activities and suggest ways to improve them. Communicate with customers and staff about how logistics supports overall operations, readiness, and sustainability. Review monthly financial and sub-account reports and take necessary actions. Propose solutions to improve operational efficiency and drive enhancements. Supervised, Transportation, Facility Manager arena, maintaining an oversight, by reviewing all daily duties and responsibilities, coordinates with employees on long-term absences including annual and sick leave scheduling.

07/01/24-02/24/2025 | Logistic Management Specialist, United States Army, CASCOM(GS-0346-12) | Fort Gregory Adams, VA | Hours Per Week: 40+ | Supervisor: Krysten Barnum, okay to contact: Yes

Prepare, review, update, validate and revalidate capability development documentation for sustainment Information systems and agile Enterprise Resource Planning (ERP) development. Develop concept statements for existing and emerging Army sustainment Information Systems and communications support requirements in accordance with the DoD Business Systems (DBS) process. Develop and integrate conceptual, doctrinal and training products involving logistics automation and ERP Business System requirements and capabilities for sustainment of the Army at tactical, operational and strategic levels. Draft reports, research and resolve special problems,

articulate conclusions through the issuance of interim and final written decisions and provide input for the preparation of issue papers. Perform review and analysis of sustainment systems to evaluate automation performance and effectiveness and determine the appropriate direction for future business system initiatives. Provides guidance on interpretation and implementation of new and revised legislation, policies, regulations and procedures.

05/08/2023- 06/30/24 | Logistic Management Specialist, United States Army, Corp of Engineers (GS-0346-9) | Savannah, GA | Hours Per Week: 40+ | Supervisor: Valerie A. ALLEYNE-ROBINSON, okay to contact: Yes

Logistic Management Specialist (LMS): Manage the supply chain needs, performs logistical assessments of strategic supply support with the Corp of Engineers, assisted the District Logistic Manager (DLM) in coordination of all customer and alerts management of systemic problems. Provide budgetary recommendations to the DLM concerning logistics operating budget for the Districts Logistics Office and recommend allocation and reallocation efforts to meet mission needs. Develops ongoing strategic analyses across supply chain activities and recommends solutions for improvements. I participate in the development of education and training documentation. Communicate with customers and personnel on the role logistics plays in maintaining comprehensive logistics support, operational readiness, and sustainability. Reviews monthly financial and sub-account reports and takes appropriate action. Recommend solutions to ensure efficiency of operations and facilitate improvements.

07/24/2018 – 05/27/2020 | United States Army, 5 Battalion, 306 Regiment Brigade Support Battalion (BSB) | Fort Stewart, GA | Hours Per Week: 45 | Supervisor: MAJ Lawrence, okay to contact: Yes

SENIOR MAINTENANCE TECHNICIAN OBSERVER, CONTROLLER / TRAINER: Directed, supervised, and managed the Security Assistance Enterprise with the U.S. Army Security Assistance Training Management Program in Panama. As Principal Staff Action Officer, directed multinational logistics and conducted policy planning, development, and program guidance. Applied logistics principles in international forums to influence policy decisions in support of worldwide operations. Maintained operational productivity, effectiveness, and efficiency of operations within this critically important operation. Serves as Project officer for special projects regarding actions related to the development, test, implementation, and maintenance of automated systems to include coordination and/or development of functional design and resource requirements. Advises management of unique conditions and issues which affect administrative functions. Investigates and resolves employee relations issues such as those shown in accordance with approved policy, leave/pay/repayment/overtime.

RELATED TRAINING & CERTIFICATION: Sexual Harassment/Assault Response & Prevention, 2026 / Equal Opportunity Course 2025 / Fiscal Law Annually / CES Foundation 2025 / Capabilities Development 2025 / Action Officers Development 2024 / Manager Development (1-250-MDC) 2024 / Organizational Leader Development (1-250-C70) 2024 / Regional Property Book / Officer Course 2023 / Operational Contract Support 2020 / Army Logistic University 2018 / Army Logistic University, 2017 / Advanced Leaders Course, Warrant Officer Senior Staff Course 2016 / Master Resiliency Training, (MTSA), Fort Benning, GA, 2015 / Advanced Instructors Course 2015/

LANGUAGE SKILLS: Fluent Spanish, Advanced written, Advanced spoken, Advanced read.

AWARDS: Bronze Star Meritorious / Service Medal (6) Army Commendation Medal / (8) Army Achievement Medal / (5) NATO Medal / National Defense Service Medal / Civilian Service Commendation Medal of 35yrs

ADDITIONAL WORK EXPERIENCE: 1991– 2018, U.S. Army, Various Locations Worldwide Served as Active Service Member for the United States Army, **CONTRACT OVERSIGHT** on contract and associated partnership activities. Ensured all contracts were administered in accordance with established policies and procedures. Compiled and provided direct reporting on current and relevant readiness statuses to regional leadership for all equipment. Equal Opportunity and Sharp Representative throughout my career; conducts interviews and utilizes assessment tools to assess emotional, functional, and/ conditions. Communicate with employees and managers using advanced consultation and problem-solving skills. Prepared and maintains records and reports in accordance with program guidelines. Manages risk management safety issues, consolidates corrective action plans, and evaluates initiatives to determine effectiveness. Maintains staffing levels and master schedules to ensure adequate coverage. Tracks and certifies all forms of employee leave requests and maintains tour of duty updates. Possess and extensive senior management experience and a master's degree in a related field. As Logistic Officer Manager, I ensured ongoing communication with the Leaders and members, which required

exceptional organizational leadership, sound judgment, strategic thinking, daily engagement, and a commitment to service excellence. Reviewing outgoing correspondence and reports prepared by professional employees in the organization, ensuring proper format, mathematical correctness, correct grammatical content, and ascertaining that all necessary coordination of facts has been completed and is in accordance with established policy.

Kenneth R. Dukes
Tallahassee, Florida
386-965-5757
KennethR.Dukes@gmail.com

April 19, 2026

Trey Hightower, Jefferson County Clerk of Court
Board of County Commissioners
Jefferson County, Florida

Re: County Manager Position

Dear Mr. Hightower and Members of the Board of County Commissioners,

I am writing to express my interest in the County Manager position for Jefferson County, Florida. With more than a decade of progressively responsible leadership experience in Florida state government, including my current role as Deputy Assistant Secretary and Chief Quality Officer for the Florida Department of Children and Families, I have built a career centered on strengthening operations, improving accountability, and delivering measurable improvements in service delivery. I am drawn to this opportunity because of Jefferson County's commitment to responsible governance and its importance as a close partner to surrounding communities, including the Tallahassee area.

In my current role, I lead enterprise-wide operational improvement initiatives that support multiple program areas serving diverse communities across the state. My responsibilities include advising executive leadership, overseeing performance improvement systems, coordinating cross-functional teams, and strengthening workforce development and operational effectiveness. These experiences have required disciplined planning, sound judgment, and the ability to translate policy direction into effective operational outcomes—skills that are directly aligned with the responsibilities of a County Manager.

Throughout my career, I have consistently focused on helping organizations operate more efficiently while maintaining strong accountability to leadership and stakeholders. I have led the design and implementation of performance management and continuous improvement systems, supported strategic planning efforts, and managed initiatives that required collaboration across departments and agencies. My experience working closely with executive leadership and supporting legislative and external stakeholder engagement has prepared me to effectively partner with elected officials, provide timely and well-supported recommendations, and ensure that Board priorities are translated into clear operational results.

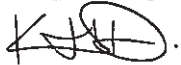
Equally important, I recognize that leadership in a county government setting requires accessibility, responsiveness, and a strong commitment to the community. I bring a collaborative leadership style that emphasizes transparency, communication, and measurable outcomes. I understand the importance of balancing fiscal responsibility with service delivery needs, particularly in jurisdictions where resources must be managed carefully and strategically. My

experience managing teams, overseeing budgets, and aligning operations with strategic priorities positions me to support Jefferson County in strengthening organizational performance and maintaining public trust.

Jefferson County presents an opportunity to contribute to a community-focused government where thoughtful leadership can have a visible and lasting impact. I am particularly motivated by the opportunity to support the Board of County Commissioners in advancing county priorities, strengthening internal operations, and ensuring that services are delivered efficiently and responsibly to residents.

Thank you for your time and consideration. I welcome the opportunity to discuss how my leadership experience and commitment to public service align with Jefferson County's goals. I would be honored to contribute to the continued success and stability of the County.

Respectfully,

A handwritten signature in black ink, appearing to read 'KRD', followed by a period.

Kenneth R. Dukes, Ph.D.

EXPERIENCE

Deputy Assistant Secretary/Chief Quality Officer, Office of Quality and Innovation (OQI) Aug 2025 – Current
Florida Department of Children and Families, Tallahassee, FL

- Drive measurable statewide quality improvement and innovation initiatives across all areas to improve operations and policy; Division of Administration, Substance Abuse and Mental Health, Child and Family Wellbeing, Economic Self-Sufficiency, and Community Services.
- Lead enterprise continuous improvement efforts through project management, performance improvement projects and initiatives, quality reviews, critical incident response, and systematic program monitoring.
- Lead the development and implementation of the Department's strategic plan ensuring alignment with its mission, vision, and values.
- Oversee workforce development, training, and staff wellness initiatives to strengthen capacity, improve service delivery and employee retention.
- Advise the Secretary and executive leadership on program quality and operational efficiency.
- Represent the Department with legislative and external stakeholders to advance priorities.
- Champion a culture of accountability, transparency, and continuous improvement.
- Manage the Quality Office's budget ensuring efficient resource allocation and fiscal responsibility

Staff Director, Office of Quality and Innovation (OQI) Aug 2024 – Aug 2025
Florida Department of Children and Families, Tallahassee, FL

- As requested by the Assistant Secretary, complete, coordinate, and lead special projects and initiatives.
- Advised leadership and management on efforts to ensure the successful operation of the Department's performance improvement system including leveraging opportunities for improvement.
- Designed and implemented an agency-wide performance improvement system to improve Department efficiency and effectiveness.
- Oversaw and provided leadership to the Project Management Office.
- Led the development and implementation of the Division Strategic Plan that established priorities, goals, and objectives.
- Aligned OQI initiatives with the Department's strategic priorities, ensuring measurable improvements in performance, quality, and innovation.
- Led cross-functional teams to foster a culture of innovation and continuous improvement.
- Directed staffing, professional development, and team performance to build a high-performing, collaborative work environment.
- Applied expertise in quality frameworks (e.g., Six Sigma, Lean) to design and execute performance improvement strategies.
- Designed and scaled innovative technologies, processes, and service models, enhancing organizational outcomes and service delivery.
- Managed OQI's budget, ensuring efficient resource allocation and fiscal responsibility.

Enterprise Support Director, Office of the Chief of Staff March 2023 – Aug 2024
Florida Department of Children and Families, Tallahassee, FL

- Effectively supervised team performance to ensure agency performance goals are met.
- Planned, organized, and directed the operational activities of the Customer Support and Resolution Unit.
- Led a Department-wide initiative to assess the effectiveness of the Document Production System and address deficiencies in the system design or related processes. The newly implemented process and system enhancements resulted in a 96% improvement in the timely submission of statutory reports, legislative and constituent inquiries.
- Led the development and implementation of executive leadership strategic initiatives.
- Coordinated correspondence and critical information to support executive leadership preparation for external facing agendas with the Executive Office of the Governor, the Legislature, and other Executive Branch agencies.
- Directed the development of reports and executive briefing documents.
- Directed the development of the Department's long-range program plan.
- Confirmed the timely and effective resolution of sensitive and public-facing issues, including responses with multiple Department programs and/or other state agencies.
- Ensured inter-agency collaboration with principal stakeholders in the health and human services system.
- Monitored priority programs and projects to support the effective operation of the Executive Office of the Secretary.
- Ensured appropriate enterprise process and systems are in place to support organizational execution.

Kenneth R. Dukes, Ph.D., MPA
PHONE (386) 965-5757 · EMAIL kennethr.dukes@gmail.com

- Collaborated with the Chief of Staff, Deputy Secretary, Assistant Secretaries, and other members of the Department's Executive Leadership Team on assigned projects.

Performance Management and Quality Improvement (PMQI) Manager
Florida Department of Health, Tallahassee, FL

Aug 2021 – March 2023

- As requested by the Division Director, complete, coordinate, and lead special projects and initiatives.
- Advised Division leadership and management on efforts to ensure the successful operation of the Department's performance management system including opportunities for improvement.
- Supervised PMQI staff in the use of Lean, Agile, or other strategies to ensure continuous improvement.
- Served as the Division's Human Resources Manager by supervising the Division Human Resources Liaison and related activities.
- Led the process for developing the Agency PMQI Plan and aligning it to the Agency Strategic Plan.
- Led the process for developing the Bureau Strategic Plan.
- Ensured quality data are collected and reported on the Agency PMQI Plan.
- Developed and implemented a plan to re-engage the agency on strategic performance management and improvement activities, projects, and initiatives.
- Fostered a culture of data-driven strategic planning, decision making and continuous improvement.
- Consulted on agencywide efforts to procure and implement a new performance improvement and monitoring system.
- Implemented performance management projects to address identified strategic priorities.
- Served as a voluntary member of the Division's Employee Satisfaction Committee responsible for assessing workplace environment/culture and using a data-driven approach to address opportunities for improvement.
- Evaluated and monitored components of the Department's performance management system to identify opportunities for continuous quality improvement.
- Kept abreast of new trends and ongoing issues affecting progress toward meeting performance objectives.
- Provide technical assistance to County Health Departments and other divisions/offices on identifying and addressing continuous quality improvement initiatives.
- Assisted with designing and implementing organization-wide performance management training.
- Assisted with aligning performance management activities to Public Health Accreditation Board accreditation measures and standards.
- Led departmentwide performance management teams to improve department processes and systems, using project management tools and methods.

Government Operations Consultant (Performance Management and Tracking)
Florida Department of Health, Tallahassee, FL

Jan 2020 – Aug 2021

- As requested by the Bureau Chief and Division Director, completed, coordinated, and led special projects and initiatives.
- Advised Bureau and Division leadership on efforts to ensure the successful operation of the Department's performance management system.
- Led agencywide efforts to assess the functionality and use of the Health Improvement Plan and Strategic Plan Tracking System used performance monitoring and tracking.
- Led agencywide efforts to procure and implement a new information system for performance improvement and management to strengthen the monitoring and reporting of strategic priorities in the quality improvement plan, workforce development plan, and strategic plans at all levels of the organization.
- Led agencywide performance tracking and monitoring efforts for strategic plan objectives.
- Fostered a culture of data-driven strategic planning and continuous improvement.
- Served as a voluntary member of the Division's Employee Satisfaction Committee responsible for assessing workplace environment/culture and using a data-driven approach to address opportunities for improvement.
- Evaluated and monitored components of the Department's performance management system, including at the County Health Department level, to identify opportunities for continuous quality improvement.
- Monitored and coordinated the progress of program performance reviews.
- Kept abreast of new trends and ongoing issues affecting progress toward meeting performance objectives.
- Provided agencywide assistance on identifying and addressing opportunities for improvement related to the performance management system.
- Assisted with designing and implementing organization-wide performance management training.
- Assisted with aligning performance management activities to Public Health Accreditation Board measures and standards.
- Assisted with the development and review of strategic plans at all levels of the organization.

References available upon request.

Database Administrator/Data Quality Manager, Division of Technology and Innovation
Florida Department of Education, Tallahassee, FL

Sep 2016 – Jan 2020

- Represented the Department and Division at meetings and conferences dealing with data quality, management information systems, and educational programs.
- Managed the collection of quality quantitative and qualitative data related to the state's nearly \$10 billion Florida Education Finance Program and statutory class size maximums.
- Clearly defined data terms and collection criteria to increase the quality of data collected and analyzed.
- Focused technical assistance and data analytics on ensuring quality data were collected and used in the organization and related decision-making processes to improve the efficiency and/or effectiveness of programs.
- Supported and improved a culture of data-driven decision making through policy, leadership, and management.
- Delivered complete, accurate, and timely technical assistance/customer service to all of Florida's school districts, the Florida Legislature, and general public regarding the collection, reporting, and use of data in assigned areas.
- Consulted with and assisted Department staff at all levels in responding to ad hoc or non-recurring data requests for public information and reports which included the writing of technical specifications.
- Reviewed, improved, and implemented data quality processes related to data sets, queries, and statistical charts and reports to ensure their appropriateness, accuracy, completeness, and timelines.
- Oversaw processes and managed staff responsible for data quality and implementing Planview PPM Pro (project management software) and related business processes to achieve the Division's vision, mission, and goals.
- Prepared routine memorandums and correspondence on behalf of the Department.

Program Specialist IV (Data Quality), Division of Technology and Innovation
Florida Department of Education, Tallahassee, FL

Dec 2014 – Aug 2016

- Represented the Department and Division at meetings and conferences dealing with management information systems and educational programs.
- Led annual efforts to update the statewide database in specific program areas.
- Assisted with developing and updating the database including clearly defining data elements/definitions, reporting formats, and ensuring the accuracy of program specific technical assistance documents and database edit specifications for use with DOE data collection instruments.
- Retrieved and synthesized data/records to meet local, state, and national agency data requirements as well as provide data to and consult with Department staff and federal reporting staff in the production of reports of both general and specific nature for program improvement, monitoring, and accountability.
- Provided excellent customer service to school district staff in the interpretation of data reporting requirements such as data editing procedures, data definitions and intent, and reporting timelines.
- Timely completed data/report requests from state legislators, internal Agency staff, and the general public; ensured appropriate documentation was obtained for personally identifiable information/records.
- Consulted and assisted Department staff at all levels in responding to legislative requests for data and related policy memos.

FORMAL PRESENTATIONS AND TRAININGS

- Overview of Performance Management and Quality Improvement Projects: Virtual training (2022) provided to Florida Department of Health's Central Office Performance Improvement Team.
- Overview of Performance Improvement and Management System: Virtual orientation to system (2020, 2021) provided to Department leadership, management, and operational staff.
- Florida Association of Management Information Systems (FAMIS): School Environmental Safety Incident Reporting (SESIR) presentation (2015) on behalf of the Florida Department of Education.
- Annual Forecasting Conference: Overview of FTE Reporting and Resources presentation (2016, 2017, 2018, and 2019) on behalf of the Florida Department of Education.
- Florida Association of Management Information Systems (FAMIS): Class Size Data Collection and Reporting Requirements presentation (2017, 2018, and 2019) on behalf of the Florida Department of Education.
- Panhandle Area Educational Consortium: Overview of FTE and Class Size Reporting and Resources presentation (2018) on behalf of the Florida Department of Education.
- Florida Charter School Support: Class Size Reporting and FTE Essentials web-based presentation (2018) on behalf of the Florida Department of Education.

Kenneth R. Dukes, Ph.D., MPA
PHONE (386) 965-5757 · EMAIL kennethr.dukes@gmail.com

- Florida Association of Management Information Systems (FAMIS): FTE Reporting Basics presentation (2019) on behalf of the Florida Department of Education.

EDUCATION

Florida State University, Tallahassee, FL
Doctor of Philosophy (Ph.D.) in Public Administration and Policy (Evidence-based Policymaking)

Florida State University, Tallahassee, FL
Master of Public Administration (Public Financial Management and Leadership)

Florida A&M University, Tallahassee, FL
Bachelor of Science in Political Science with a Minor in Pre-Law (*Magna Cum Laude*)
Bachelor of Criminal Justice (*Magna Cum Laude*)

CERTIFICATIONS AND LICENSES

- Lean Six Sigma Black Belt Certification (In Progress – June 2026 Completion)
- Florida Certified Contract Manager
- Lean Six Sigma Green Belt Certification
- Lean Six Sigma Advanced Yellow Belt Certification

PROFESSIONAL INTERESTS

- Measurement of public sector performance and effectiveness to improve operations and policy
- Diffusion of government innovation and policy
- Use of project management tools and methodologies to improve government management
- Use of data and technology to improve government efficiency, effectiveness, and financial management
- Use of Lean Six Sigma tools and methodologies to identify the root cause of problems and foster continuous improvement

SKILLS

- | | |
|--|--------------------------------|
| • Excellent verbal and written communicator | • Interpersonal |
| • Proficient in Microsoft Suite | • Innovative and adaptable |
| • Superior analytical and strategic operations abilities | • Effective leader and manager |

PROFESSIONAL AFFILIATIONS

- | | |
|--------------------------------|-----------------------------------|
| • American Society for Quality | • American Evaluation Association |
| • Florida Sterling Council | • Project Management Institute |

VOLUNTEER AND COMMUNITY SERVICE

- | | |
|--|------------------------------|
| • Pace Center for Girls, Executive Board Member | <i>Dec 2025 – Current</i> |
| • Big Brothers Big Sisters of America, Mentor | <i>Sep 2020 – June 2023</i> |
| • New Leaders Council Tallahassee, Non-profit Executive Board Member | <i>July 2020 – June 2021</i> |
| • Leon County Schools, Volunteer | <i>Aug 2019 – Jan 2020</i> |

References available upon request.

RICHARD J. READE

Boynton Beach, Florida | 863.412.7767 | richardjreade@aol.com

April 22, 2026

The Honorable Ben White
Chairman
Jefferson County Board of County Commissioners
1 Courthouse Circle - Room 10
Monticello, Florida 32344

Dear Chairman White and Members of the Jefferson County Board of County Commissioners:

I would like to respectfully submit for your consideration my interest in serving as the County Manager with the Jefferson County Board of County Commissioners. I have spent the past thirty (30) years building a career in local government management and believe that my government and private sector experience along with my education has prepared me to be exceptionally qualified to serve as the County's next County Manager.

Throughout my local government service, my primary focus has been to ensure that my community remains vibrant and filled with opportunities for our residents and businesses as well as our staff.

My extensive experience and knowledge as a local government (city and county) manager would enable me to immediately ensure the completion and success of various projects/challenges that the County is currently facing, including:

- ❖ Ensure that the County's economy is healthy and growing and benefits all community members
- ❖ Value and understand working within a fiscally constrained, rural and agricultural community
- ❖ Maintain a professional relationship with the current Leon County County Administrator and members of the County's Leadership Team (Mr. Long and I graduated from FSU together) to assist in ensuring that our Counties maintain strong regional partnerships and opportunities for economic growth
- ❖ Significant knowledge of land development, budgeting, personnel management, procurement, grants, state and federal legislative lobbying and local government operations
- ❖ Protective of my community's identity, character and culture while promoting the community's outdoor lifestyle and history
- ❖ Effectively listen to our residents, businesses and stakeholders while working to understand the need to address new development, environmental vulnerabilities (i.e., stormwater/drainage) and transportation issues and balance competing interests and develop realistic solutions to overcome barriers and challenges (including sensitive, significant and sometimes controversial issues/concerns/projects)
- ❖ Providing strong leadership, problem-solving skills, motivation, the highest ethics and professional support to staff in all aspects of their positions to ensure the highest quality of work life

As a local government professional, I always strive to encourage staff to provide customer service that is second to none, while at the same time, working to provide facilities, services, programs, events, activities and projects that support the highest quality of life possible.

The Honorable Ben White
Chairman
Jefferson County Board of County Commissioners

April 22, 2026

Therefore, I am sending you a copy of my resume for your review. Please do not hesitate to contact me if you have any questions and/or require additional information.

Thank you in advance for your time and consideration of my qualifications and experience.

Sincerely,



Richard J. Reade

Enclosure

c: Mr. Trey Hightower, Jefferson County Clerk of Court

RICHARD J. READE

Boynton Beach, Florida

Cell Phone: (863) 412-7767 | E-Mail: richardjreade@aol.com

PROFESSIONAL EXPERIENCE

TOWN MANAGER/LAKE PARK CRA EXECUTIVE DIRECTOR

Town of Lake Park, Florida

2025 to Present

Population 9,014

69 FTE Employees

\$37.468 Million Annual Budget

Responsible for overseeing and managing all aspects of the Town's general fund and enterprise operations within all Town and contracted departments as well as the long-term growth and livability of the community, including developing economic (re-)development programs within the Town.

DEPUTY COUNTY ADMINISTRATOR/INTERIM PUBLIC WORKS DIRECTOR

Okeechobee County, Florida

2021 to 2025

Population 40,266

187 FTE Employees

\$193.86 Million Annual Budget

Work with the County Administrator in overseeing and managing daily operations of all County services/departments and completed community and operational projects. Developed and advocated state and federal legislative agenda/position and served as acting Public Works Director and acting County Administrator (in absence of Administrator)

VILLAGE MANAGER/PALM SPRINGS CRA EXECUTIVE DIRECTOR

Village of Palm Springs, Florida

2013 to 2021

Population 23,867

218 FTE Employees

\$70.479 Million Annual Budget

Oversaw all aspects of the Village's general fund and enterprise operations as well as the planning of long-term growth and livability of the community. Established the Palm Springs Community Redevelopment Agency and oversaw all economic and (re-)development opportunities within the Village

ASSISTANT CITY MANAGER – SUSTAINABILITY AND PUBLIC INFORMATION OFFICER

City of Delray Beach, Florida

2009 to 2013

Population 60,831

765 Employees

\$144.2 Million Annual Budget

Responsible for daily operations of the Public Information Office and Initiated City's sustainability and vulnerability efforts. Developed City's economic (re-)development programs and managed stimulus (grant) funding during the American Recovery and Reinvestment Act of 2009 in response to the Great Recession to save existing jobs and create new jobs.

ADDITIONAL RELEVANT PROFESSIONAL EXPERIENCE

- City Manager, CRA Director, Finance Director and Utilities Director - City of Port Richey, Florida 2007 to 2008
- President – Managing Member - Entitlements, LLC 2004 to 2007
- City Manager - City of Davenport, Florida 2003 to 2004
- Assistant City Manager and Assistant to the City Manager - City of Auburndale, Florida 1999 to 2003

EDUCATION

Master of Public Administration, 1995

Florida State University - Reubin O'D. Askew School of Public Administration and Policy

Bachelor of Business Administration, Finance, 1993

Florida Atlantic University

RICHARD J. READE

PROFESSIONAL INVOLVEMENT and DEVELOPMENT

- Palm Beach County City County Management Association (PBCCMA President - 2025 to Present
- Florida City and County Management Association (FCCMA), 1996 to present (30 Year Award Received in 2026)
- Florida City and County Management Association (FCCMA) Board of Directors, 2000 to 2004, 2012 to 2013 and 2017 and 2026 to 2030 (Nominated to serve beginning in May 2026)
- International City/County Management Association, present (25 Year Award Received in 2026)
- Florida Association of County Managers (FACM), 2022 to 2025
- Treasure Coast City and County Managers (TCCCM), 2022 to 2025
- Florida Redevelopment Association (FRA), 2019 to Present
- Seacoast Utilities Authority (SUA) Governing Board Member - 2025 to Present
- National Association of Counties (NACo) High Performance Leadership Academy, 2022
- National Incident Management System (NIMS) – Various Certificates of Achievement, 2009 and 2025
- Florida League of Cities (FLC) Home Rule Hero - 2026

CAREER HIGHLIGHTS

- Oversaw and managed the daily operations of various municipal and county full-service services/departments, including: Human Resources/Personnel, Economic Development, Information Technology, Finance/Budget, Police, Fire and Rescue (In-House and Contracted), Emergency Management, Utilities (Water and Wastewater), Capital Improvements, Clerk, Risk Management, Legal, Marina, Airport and Commerce Park, Engineering, Public Works (Road and Bridge, Fleet Maintenance, Stormwater/Drainage, Solid Waste, Facilities, Cemetery Services), Community Development [Planning, Zoning, Building, Code Enforcement, Affordable Housing and State Housing Initiative Partnership Program (SHIP)], Community Services (Parks and Recreation, Library, Senior Services, Veteran's Services, Agri-Civic Center, UF/IFAS Extension, Indigent Services), State and Federal Legislative Affairs, Grants and Appropriations
- Prepared the Palm Springs' balanced annual budget utilizing a lower total ad-valorem (property) tax rate over 9 years (reduced from 4.6117 mills to 3.7994 mills – more than a 21% decrease) while increasing/improving service levels to residents, businesses, customers and stakeholders - no job loss or reduced customer service due to COVID-19 pandemic
- Requested, obtained and managed more \$100 million in state and federal grant and/or legislative appropriation funding
- Developed city and county Five-Year Strategic Plans, including Vision and Mission statements and Goals and Objectives
- Executive Director for Community Redevelopment Agency's in Lake Park, Palm Springs, Port Richey, Auburndale and Haines City, including overseeing the establishment of the Palm Springs Community Redevelopment Agency, which is expected to generate more than \$58 million dollars in Tax Increment Financing revenues to support/promote new investment, job creation, commercial and retail/shopping opportunities, utilities infrastructure installation and improved public safety
- Initiated Economic Development programs/activities that resulted in a 257% increase in property valuations over 9 years in Palm Springs [or more than \$905 million in new property valuation (Investment and annexation) – from \$579 million to \$1.485 billion], creation of more than 650 new jobs, improved community livability, created a clean and safe community and promoted a business-friendly environment
- Developed City of Delray Beach's Economic Development programs to create jobs and increase tax base, including the Delray Beach Economic Development Fund – \$1 million to fund State and County local match requirements and the Delray Beach Innovation Corridor and Delray Beach Innovation Park, Economic Development Media Marketing and Promotion, creation of the Delray Beach Economic Development Action Team (staff team to provide quick response to potential business opportunities), PACE (Property Assessed Clean Energy) micro-loan program, Economic Development Self-Assessment Survey (analysis of City's ability to retain, grow and attract new businesses) and

RICHARD J. READE

legislation to create an Enterprise Zone

- Took a leadership role regarding the re-negotiation of the Lake Park Marina P3 (Public-Private Partnership) Project to (re-)develop the Town's Marina and surrounding 12 acres of waterfront property to improve the Town's long-term financial sustainability (from a previously approved 99 year term providing the Town with \$4.2 million over the term of the lease) and ensure that the project provides significant revenues back to the Town while also protecting the Town's interests/needs, maintaining local access to our waterways at an affordable opportunity as well as contributing to the job growth and economic impact (i.e., surrounding business growth, property valuation increases, visitor reach, etc.) within our community and the downtown area
- Responsible for the daily operations of the City's Public Information Office, including development and coordination of communications (for City departments – Administration, Police, Fire-Rescue, Parks and Recreation, etc.) with citizens through the local media (i.e., television, print, radio, social news content, etc.) as well as City publications, brochures, information packets, reports, newsletters, website and social media accounts
- Developed and coordinated state and federal legislative priorities/agenda (City, County, FCCMA) [regarding Home Rule, economic (re-)development, quality of life, pensions, revenues, public safety, public infrastructure, planning and environmental priorities], drafted state bills, requested state and federal appropriation and grant funding (i.e., park and pedestrian/sidewalk funding, new P25 compliant radios with multi-agency interoperability and related equipment funding, roads and sidewalks, airport improvements, jail construction funding, regional drainage projects, public safety vehicles – Fire-Rescue Ladder Truck, etc.), tracked bills and provided updates/analysis, communicated (verbal and written) support/opposition to proposed bills and amendments during session, defended legislative positions/requests during Florida Legislative Committee meetings, built relationships and advocated legislative position (i.e., local, state and federal elected officials, delegations and aides, state legislative staff directors, state and federal lobbyists, community and labor groups, FLC Legislative Policy Committees, etc.)
- Responsible for Okeechobee's \$25 million Series 2024 Bond financing to support the Jail Improvement Project
- Recommended and utilized funding from the Palm Beach County and School Board of Palm Beach County one-cent infrastructure surtax (sales tax) voter referendum (56.63% of voters approved), which provided the Village with approximately \$14.839 million over a 10-year period, for needed capital improvement projects and equipment (including Police Department Expansion Project, Ballfields Improvements, development of pedestrian and biking trail throughout community, purchased camp and recreation-related transportation buses, re-constructed roadway bridges, etc.)
- Improved Police Department safety/protection equipment, vehicles, tools, training and resources to ensure increased productivity and protection of the Palm Springs community, including the replacement of all Police vehicles over a 6 to 8 year period as well as the planned \$8.5 million expansion project to support current and future staff needs [expected to be the largest non-utility project to be completed since the development of the Village Hall Complex (almost 15 years ago) and expected to be funded entirely with Sales Tax, Grant and General Fund Balance/ Reserve dollars – with no planned increase in property taxes and/or assessments]
- Established new departments [i.e., Palm Springs – Information Technology (IT) and Human Resources (HR) Departments], reorganized departments (Okeechobee – Public Works, CIP and Facilities, Budget and Grants; Palm Springs – Finance, Administration, Library, etc.) and implemented numerous operational process changes (including the implementation of new software and technology prior to recommending/hiring new staff) to ensure increased productivity and improve service delivery (remove the culture that “we have always done it that way” and promote a process of innovation and opportunity to overcome challenges/issues)
- Re-developed the Village's Library building to create a place where all ages of residents and visitors look forward to coming together (a “community meeting place”) and developed partnerships with the School District of Palm Beach County to assist in educating the community's students about local government as well as the Salvation Army to develop new programs and services for the community (including the distribution of food and other important resources during the COVID-19 pandemic as well as books through the creation of a mobile book mobile) to reach members of the Village that may never have an opportunity to visit and utilize the services within the Library
- Developed six (6) new community parks throughout Palm Springs (i.e., new ADA-compliant fitness park and a new 6.7 mile interactive walking/fitness trail) as well as the revitalization of many existing park facilities, including the

RICHARD J. READE

comprehensive renovation of the Village's primary athletic fields/complex (i.e., re-turf, irrigation and security fencing), to support Village-run sports leagues, community "pick-up" athletic activities, improve the community's quality of life while also utilizing the parks as an economic development opportunity to grow the Village

- Implemented Property Improvement Program that provided matching grant funding to support residential and commercial property improvements (e.g., roof, window, door replacement – hurricane certified, painting, building expansion, etc.) to enhance Palm Springs' appearance, subsidize needed improvements and reduce code enforcement issues and resulted in increased Village property valuations due to improvements
- Initiated development and permitting improvements to promote a business-friendly environment [i.e., Land Development Regulations (LDR) amendments, improved permitting and development approval processes – "one-stop shop," selection and implementation of new permitting software system, etc.] to significantly reduce development costs and construction times and enhance our customer service experience
- Responsible for all aspects of the Utilities and Public Works functions including completion of utility-related master plans [i.e., Water Treatment Facilities (Master) Plan, Wastewater Infiltration and Inflow Study, Septic to Sewer Study and Stormwater Master Plan] and more than 30 capital projects to improve the aging water production, treatment and distribution system (i.e., revitalization/upgrade of two (2) MIEX Regeneration Water Treatment plants, replacement/rehabilitation of various water production wells, installation of new AMI metering system) as well as the wastewater collection system to ensure proper operation and safety of the collection and treatment process [i.e., installation of System Control and Data Acquisition (SCADA) system, annual Lift Station Rehabilitation program, safety improvements within the vacuum wastewater station, relining manholes and sewer pipes throughout the utility service area (to prevent/reduce infiltration/inflow into the wastewater collection system and save costs)]
- Oversaw the development of thirty (30) County (roadway-related) capital improvements projects (utilizing more than \$39.385 million in grant funding and invested more than \$14.778 million in Local Option Gas Tax funding) to improve driver safer and pedestrian (multi-)mobility as well as to protect public rights-of-way and private property (including resurfacing County roadways, intersection and signalization, install, repair and maintain drainage systems, expanded roadways, installation of signage, striping and guardrails in accordance with MUTCD standards, etc.)
- Managed and oversaw all aspects of Okeechobee County's stormwater system, including the National Pollutant Discharge Elimination System (NPDES) annual permit, serve as the point of contact with South Florida Water Management District (SFWMD) on stormwater treatment areas (STA's) (including P3 projects), reservoirs and updates to the Regional Water Supply Plan, work with US Army Corps of Engineers (USACE) on the Lake Okeechobee water release schedule as well as participation with Lake Okeechobee Basin Management Action Plan (BMAP) to reduce pollutants within County, state and federal waterways and drainage systems through current and future projects and strategies
- Initiated and oversaw Delray Beach's continued sustainability and vulnerability efforts by promoting energy and environmentally efficient projects and educating the community on the importance of sustainability, overseeing the City's Green and Sustainable projects and programs and implemented the City's 1st cross departmental green and sustainability program resulting in significant savings (more than \$150,000 annually), operational efficiency and City recognition as an innovative leader in green and sustainability practices - Developed over 75 departmental sustainability recommendations to reduce the City's annual expenditures
- Work together with the County Administrator to develop a new organizational culture that recognizes County staff as the organization's greatest resource and promote improved communication, group learning and decision making as well as improved training and education opportunities for all employees
- Built trusted relationships with labor unions/bargaining units and negotiated labor agreements (1 and 3-year contracts with annual re-openers) that resulted in higher staff morale while ensuring fair and competitive wages and benefits and improved operational equipment and staff training to assist with staff growth (increased productivity and knowledge), retention and recruitment
- Improved Employee hiring processes (i.e., use of social media, advertised within free and/or low cost websites - professional associations, chambers of commerce, local universities and technical schools, state and county leagues/associations, Career Source, etc.), benefits (i.e., implemented new pension plan, competitively selected improved health and dental plans, improved voluntary benefits to provide lower cost with enhanced benefit limits, etc.) and

RICHARD J. READE

salaries to ensure that the best candidates were selected to serve our communities

- Established and improved relationships and communication with County Constitutional Officers, state and federal elected officials, state agencies (e.g., FDOT, SFWMD, FDEP, FDMS, Governor's Office – Sustainability, etc.), local and municipal elected officials/staff, bargaining teams, community groups, and contractors/vendors to develop partnerships and enhance the sustainability of the community, lower costs and increase service delivery
- Organized, planned and implemented various community outreach and public relations efforts, including public meetings (i.e., Town Hall and Youth Town Hall Meetings, Citizen's Roundtables, Strategic Planning), press conferences and public events to ensure stakeholder engagement
- Improved quality of life for all residents - ensured that the city's/county's diverse, working-class community maintained increased opportunities to work closer to their homes and children (schools) while improving affordable housing opportunities and promoting increased retail/commercial opportunities to shop and eat locally while continuing to ensure active lifestyles (i.e., access to parks, events, library, policing services and recreational activities)
- Oversaw all aspects of Disaster Relief and Emergency Operations and Assistance during storm events in Florida (i.e., Hurricanes Nicole, Ian, Irma, Dorian, Ike, Isaac, Isaias, Matthew, Wilma, Jeanne, Frances Charley, as well as Tropical Storms Hanna and Erika, etc.)

Jefferson County Clerk of Court
Attn: Trey Hightower
1 Courthouse Circle
Monticello, FL 32344

Dear Mr. Hightower,

I am submitting my application for the County Manager position with Jefferson County. I bring a strong background in public sector operations, fiscal oversight, contract management, and performance monitoring, with direct experience supporting government and nonprofit systems that require accountability, transparency, and consistent execution.

Throughout my career, I have managed complex funding structures, overseen contract compliance, and developed operational frameworks that align policy with day-to-day practice. My work focuses on ensuring that services are delivered effectively, budgets are managed responsibly, and reporting and performance expectations are consistently met. I am experienced in working with leadership, staff, and community partners to maintain alignment, address challenges, and move priorities forward.

In my current work, I oversee multimillion dollar funding portfolios and have implemented compliance and performance systems that meet or exceed contract requirements. I supported a program that exceeded required service delivery hours by more than 250 percent while maintaining full compliance across fiscal and reporting standards. I have also developed monitoring and reporting processes that improved data accuracy, strengthened financial oversight, and reduced risk across multiple programs.

I bring a practical and steady approach to leadership. I am comfortable advising a Board, presenting clear recommendations, and ensuring that direction is carried out with consistency and follow-through. My focus is on building structure, supporting staff, and ensuring that operations are efficient, accountable, and aligned with community needs.

Jefferson County requires strong financial management, clear operational structure, and leadership that can navigate budget constraints, staffing challenges, and infrastructure demands while maintaining public trust. I understand the importance of balancing immediate needs with long-term sustainability, and I am prepared to bring a disciplined, solutions-focused approach to county operations.

I am ready to step into this role and provide the leadership, organization, and accountability needed to support the Board and serve the residents of Jefferson County.

Thank you for your consideration. I welcome the opportunity to speak with you.

Sincerely,
Amy Grissom



AMY GRISSOM

PRESIDENT/OWNER

AJG CONSULTING & MANAGEMENT, LLC.

CONTACT

- 850-688-3693
- ajgconsultingmgmt@gmail.com
- Tallahassee, FL, USA
- www.linkedin.com/in/amy-grissom-866

EDUCATION

Bachelor's degree
Business Admin and Management
Saint Leo University
2014

SKILLS

- Vendor Performance Management
- Contract Administration
- Nonprofit Management & Grant Compliance
- Procurement & Contract Development
- Communication
- Teamwork
- Critical thinking
- Time management
- Leadership
- Adaptability
- Project Management
- Policy Analysis and Advocacy
- Strategic Communications
- Community Relations
- Executive Leadership & Organizational Strategy

CERTIFICATIONS

FCCN and FCCM
2019

**In Process – Certified Professional
Contract Manager via. NCMA**
2025

PROFESSIONAL OVERVIEW

Strategic and results-driven executive with 20+ years of expertise in contract management, vendor compliance, grant management and writing, compliance oversight, public policy, legislative communications, and nonprofit consulting. Adept at driving policy initiatives, shaping external affairs strategies, and fostering key stakeholder relationships to advance organizational goals. Proven ability to develop and execute communications strategies that enhance public perception, inform policy decisions, and strengthen advocacy efforts. Recognized for exceptional leadership, policy development, contract negotiation, and grant compliance, ensuring organizational success and regulatory adherence.

WORK EXPERIENCE

President/Owner

AJG Consulting & Management, LLC | Tallahassee, FL | October 2023 - Present

- Provide strategic guidance on nonprofit management, governance, and compliance best practices.
- Develop and execute grant compliance strategies to ensure adherence to funding requirements.
- Oversee external affairs, stakeholder engagement, and legislative advocacy initiatives.
- Craft public policy strategies and legislative communications to advance client objectives.
- Advise organizations on contract negotiation, risk assessment, and compliance measures.
- Develop tailored communications plans to strengthen organizational messaging and public relations.

Chief Executive Officer

Florida Agencies Serving the Blind | Tallahassee, FL | Aug 2021 – Mar 2024

Tina Torrance, Lighthouse of the Big Bend, 850-942-3658

- Lead organizational strategy, governance, and financial oversight to ensure operational excellence.
- Develop and execute comprehensive external affairs strategies to strengthen government and community relations.
- Oversee public policy initiatives, advocating for legislative changes that benefit stakeholders.
- Serve as the primary spokesperson, managing media relations and crafting impactful communications.
- Direct contract management efforts, ensuring compliance with state and federal regulations.
- Foster partnerships with key stakeholders, policymakers, and advocacy groups to drive organizational objectives.

Contract Management and Compliance Supervisor

Department of Education | Tallahassee, FL | Sep 2019 – Aug 2021

Mitchell Clark, 850-566-3619

- Led compliance audits and developed policy recommendations to align with state and federal regulations.
- Drafted and presented legislative reports and policy briefs to inform executive leadership and policymakers.
- Provided strategic guidance on regulatory requirements and compliance initiatives.
- Conducted risk assessments and implemented corrective action plans to mitigate organizational vulnerabilities.
- Established cross-functional collaborations with government agencies, ensuring adherence to legal frameworks.

Operations Supervisor and Grant Manager/Writer

DISC Village | Tallahassee, FL | Feb 2015 – Jan 2019

Jordan Cowart, 850-321-7310

- Managed team operations, optimizing productivity and efficiency through strategic process improvements.
- Developed and implemented communications strategies to enhance stakeholder engagement.
- Trained and mentored employees, fostering leadership development and performance excellence.
- Strengthened relationships with community partners, vendors, and internal stakeholders.

Vendor and Contract Manager

Citizens Property Insurance Corporation | Tallahassee, FL | Jun 2009 – Dec 2014

Lori Newman (retired), 850-321-8665

- Negotiated and managed multimillion-dollar contracts, ensuring compliance and financial efficiency.
- Developed policy frameworks and legislative communications to support regulatory compliance.
- Liaised with government agencies and policymakers to align business practices with legislative mandates.
- Led external affairs initiatives, strengthening corporate reputation and public trust.

Contract and Compliance Auditor

Department of Community Affairs | Tallahassee, FL | Feb 2006 – Jun 2009

- Internal auditor for special programs funded through state and federal dollars throughout the state of Florida.

Consultant

RCL CONSULTING AND MANAGEMENT, INC.

April 2004 to January 2006

- Affordable Housing Consultant

FLORIDA HOUSING FINANCE CORPORATION

December 1999 to April 2004

- State Housing Initiatives Partnership Program Manager
- Compliance Specialist

To the Honorable Board of County Commissioners:

I am writing to express my interest in the Jefferson County Manager position and to offer my experience in county budgeting, finance, and administration in service to the Board of County Commissioners and the residents of Jefferson County. As a current Jefferson County resident, former County Budget Officer for the Jefferson County BOCC, and current senior administrator with the Florida Department of Revenue, I bring both a deep familiarity with Jefferson County's operations and a strong track record of managing complex governmental functions.

From April 2023 to July 2025, I served as Jefferson County's Budget Officer, acting as the BOCC's lead accountant and financial advisor. In this role, I led the annual budget process from initial department requests through workshops, TRIM compliance, and adoption, and I provided ongoing financial updates and budget amendments throughout the year. I prepared the County's Capital Improvement Program, Five-Year General Fund Projection, and carryovers, coordinated closely with the Clerk of Court and external auditors, and ensured that budget and financial reports remained in sync and compliant. This experience aligns closely with the County Manager's responsibility for preparing and administering the operating and capital budgets and providing informed financial recommendations to the Board.

My background also includes extensive senior management experience in state government that is directly relevant to the County Manager's leadership, personnel management, and operational oversight responsibilities. At the Florida Department of Revenue, I currently serve as a Revenue Program Administrator I for the Account Services process, where I lead 28.5 FTE across accounting and related units, oversee daily revenue accounting operations, supervise the preparation of accounting and production reports, and ensure strong internal controls and separation of duties. Previously, as Revenue Program Administrator I for Refund Determination, I supervised more than 70 staff, directed complex audit and refund operations across multiple tax types, managed legislative and systems changes, and led strategic planning efforts for the process. These roles have honed my ability to manage large teams, navigate complex regulatory environments, and implement policies and procedures that support accuracy, efficiency, and accountability.

In addition to budget and finance, I have hands-on experience with procurement, contract management, and intergovernmental coordination, which are central to the County Manager role. As Jefferson County's Budget Officer, I acted as the County's procurement officer, managing the procurement process from beginning to end, drafting contracts, and presenting them to the BOCC for approval. I regularly coordinated with the County Manager, department heads, the Clerk's Office, state and federal agencies,

and external auditors on grants, reimbursements, and financial reporting. This collaborative approach mirrors the County Manager's charge of working closely with the Board, constitutional officers, department directors, and external partners while ensuring effective policy implementation and service delivery.

Jefferson County's emphasis on preserving its rural character while pursuing strategic, fiscally responsible progress strongly resonates with me, both professionally and personally. My career has been built on careful stewardship of public resources, data-driven decision-making, and a commitment to clear, transparent communication with elected officials, staff, and the public. I am bilingual in English and Spanish and proficient with a wide range of financial and enterprise systems, and I am fully prepared to reside and remain engaged in the community I already call home.

I would welcome the opportunity to further discuss how my experience in Jefferson County government and state-level financial administration can support the Board's vision and priorities. Thank you for your consideration.

Sincerely,

Gustavo Rojas
32 Kameron Dr.
Monticello, FL 32344
(850) 815-1835
Gustavo.Rojas84@yahoo.com

Gustavo Rojas

32 Kameron Dr. Monticello, FL 32344 – (850) 815-1835 – Gustavo.Rojas84@yahoo.com

PROFESSIONAL SUMMARY

Senior public sector leader with over 10 years of progressive experience in local and state government, including executive-level financial management, strategic planning, and organizational leadership. Proven ability to manage large teams, oversee multimillion-dollar budgets, and advise elected officials on policy, operations, and fiscal strategy. Extensive experience in county government operations, procurement, grant administration, and intergovernmental coordination.

CORE COMPETENCIES

- Public Sector Leadership
- Budgeting & Financial Management
- Strategic Planning
- Personnel Management
- Procurement & Contract Administration
- Grant Management (State & Federal)
- Policy Analysis & Implementation
- Board & Stakeholder Relations
- Internal Controls & Compliance

EDUCATION

Florida International University, Miami, Florida
Bachelor of Business Administration, Finance, 2010

EXPERIENCE

Florida Department of Revenue- Tallahassee, FL

Jul 2025- Present

February July 2025 to Present

Revenue Program Administrator I- Account Services

- High level Administrator position reporting directly to the Program Administrator of Refunds & Revenue Accounting process.
- Leading 29 FTE comprised of accountants, analysts and support staff. Maintaining an effective balance between timely and accurate revenue receipts and taxpayer accounting.
- Serves as key subject matter expert for the Revenue Receipts and Taxpayer Accounting Business Processes. Ensuring that business rules and other aspects of the financial system development and design are appropriately configured to accommodate the department's revenue reconciliation and distribution requirements.
- This is a senior staff position responsible for providing professional support at the Program level. Primary duties include the following: Oversee, monitor and coordinate Accounting Services Unit. Develop procedures to implement and enhance the viability of the Unit.
- Oversight of the tax receipt accounting unit to ensure the timely reporting and accuracy of the daily collection report and provide direction in the resolution of data errors or system problems.
- Supervise the preparation of accounting and production reports.
- Serve as a resource and subject matter expert for the program for the purpose of analyzing and developing solutions to financial posting issues within the accounting system.
- Oversight of warrant processing function for Refunds and Revenue Accounting. Managing and guiding the Revenue Manager and his/her vouchering unit to ensure timely and accurate warrant preparation, reconciliation, and distribution. Establishing and maintaining proper internal controls, separation of duties, and policies/procedures for the comprehensive vouchering process
- Maintaining and monitoring the Refunds and Revenue Accounting file room. Insuring adequate telephone and reception coverage.

- Serve as liaison between the SUNTAX Team and the operational area to ensure that business requirements are timely and properly addressed and implemented. This includes cross-functional meetings to enhance communication with Program's upstream processes.
- Assisting the Program Administrator in evaluating business process and resource alignment to streamline workflow and minimize staffing costs. Assisting in developing and tracking strategic initiatives for the Process.
- Coordinating the review of legislative concepts having a potential operational impact on the Program. Recommending and coordinating legislative changes necessary to support strategic objectives.
- Acting as technical advisor on issues related to Revenue Accounting., PAMS, legislation, and strategic direction. Providing various historical information and data to assist the Program Administrator in his/her decision making.

Jefferson County Board of County Commissioners – Monticello, FL

Apr 2023- Present

April 2023 to July 2025

County Budget Officer

- Serves as the lead to the BOCC in the annual budget process including: requesting and gathering information from various departments/organizations, performing associated calculations, preparing the budget, planning and providing information at the budget workshops and public hearings, preparing the required legal advertisements for TRIM compliance, monitoring and providing financial updates to the BOCC throughout the fiscal year, and preparing budget amendments for increases/decreases and resolutions for unanticipated revenues.
- Assists external auditors in the review of financial operations by furnishing necessary data. Responds to requests for information and prepares reconciliations of funds & financial summaries, tables, and schedules. Specifically, assists in the preparation of the non-financial events section of the management discussion and analysis, the long-term debt schedules, the schedule of State and Federal Assistance, and various millage rate/ad valorem proceeds tables and charts.
- Serves as liaison between the external auditors to facilitate communications, interpret findings and present corrective action plan proposals to the BOCC.
- Annually prepare the County's Capital Improvement Program (CIP) document, Five-Year General Fund Projection, and budget carryovers.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Prepare periodic financial reports and submit to the BOCC; review department reports related to the budget; review, advise and process approved budget amendment requests.
- Audits, reviews, and approves all accounts payable for the BOCC.
- Coordinate state and federal expenditures and reimbursement processes for grants; respond to related correspondence; coordinate with department managers and State and Federal agencies. This includes review of expenditures to insure appropriateness.
- Coordinate with the Clerk of Court's Office and County Audit firm to ensure budget and financial reports are in sync. Serves as the BOCC's lead accountant and advises the Clerk of the Circuit Court on major accounting and financial decisions on behalf of the BOCC.
- Act as the County's procurement officer. Managing the procurement process from beginning to end. Drafting of contracts and presentation to the BOCC for approval.
- Coordinate with County Manager to forecast funding needed for personnel, benefits, equipment, materials, and supplies; Develop and maintain budget-related report programs; prepare periodic financial reports to include budget-to-actual revenue and expenditure information; analyze significant variances and present information to County Manager and BOCC.
- Provide responsible staff assistance to the County Manager including on-demand financial analyses, preparation of RFP's, supervisory support and preparation or review of staff reports for BOCC presentation.

- Attend and participate in professional group meetings; stay abreast of new trends and innovation in the fields of budgeting and public finance.
- Coordinates with County Manager and Departments to ensure the County's adopted Procurement Policies.
- Keep current file of current leases and contracts, as well as assisting with keep these contracts and lease current.
- Perform related duties as required.

Florida Department of Revenue- Tallahassee, FL

Jan 2014- Apr 2023

February 2019 to April 2023

Revenue Program Administrator I- Refund Determination

- High level Administrator position reporting directly to the Program Administrator of Refunds & Revenue Accounting.
- Leading 73.75 FTE comprised of refund audit, refund support and review staff. Maintaining an effective balance between timely and accurate refund claim processing. Validating legal sufficiency and necessary documentation supporting refund claims, while minimizing the state's exposure to interest expense by promoting efficient cycle time.
- Responsible for effective oversight, adherence to accounting standards, policies, procedures and adequate segregation of duties.
- Ensuring proper internal controls are in place to reduce the risk of fraud or inappropriate actions.
- Develop and maintain procedures used by Refund Personnel. Routinely review internal practices, policies and procedures for process improvement opportunities. Propose and implement recommendations for continual improvement activities in order to increase the accuracy, timeliness and controls with which refund disbursements are made.
- Supervise the overpayment resolution business process for all taxes administered by the Department in accordance with applicable state law and administrative code rules.
- Monitoring of refund audit budgeted funds and taxpayer vendor payment information within the FLAIR system to assist with management decisions.
- Serve as liaison between the SUNTAX Team and the operational area to ensure that the business requirements for return based refunds, unemployment tax refunds, and the Refund Case Management system are addressed and implemented.
- Performs Bill Analysis for all new legislation that may impact the Refund Determination process. Continuous review of legislative impact to audit inventory and staff allocation. Manage the Implementation process for Refund Determination (System & Procedure Changes).
- This position is responsible for assuring all PAMs measures are met for the Refund Sub-Process. Head the Refund Determination strategic planning team and coordinate with the GTA program strategic planning unit to ensure top-down responsibilities are met.

February 2016 – February 2019

Tax Audit Supervisor- Refunds & Distribution – Motor Fuel, Documentary Stamps, Intangible, Insurance Premium & Communication Services Taxes

- Establishes the strategic and operational goals of the Miscellaneous Refund Audit team by implementing efficient strategies to meet the overall process goals. Manage implemented strategies through oral and written directions communicated to Refund Auditors and support staff as priorities shift. Provide data essential to the completion of tasks and process goals assigned.
- Plans, directs, reviews and organizes the work of the Refund Audit team, and other sub-processes of Refunds, including but not limited to Tax Auditor I-IV, Revenue Specialists, Senior Tax Specialists, Secretary Specialists, and others as required.
- Follow the Department of Revenue Standards of Conduct, model ethical behavior, and demonstrate the Department's mission, vision and values in all activities.
- Provide excellent customer service, maintain a professional demeanor, and strive for continual improvement at all times.

- Hold all employees accountable for ethical and appropriate standards of conduct. This includes adherence and compliance with ethics-related policies and procedures. Show concern for others through demonstrated action. Model the way for employees by initiating, supporting and rewarding innovation, teamwork and quality performance; contribute to a working environment based upon Department of Revenue values that is free of harassment or intimidation and that is conducive to a pleasant and productive atmosphere.
- Manages 12 Tax Auditors responsible for all miscellaneous taxes administered by GTA. Ensures performance is in compliance with the agency's policies and procedures. This is accomplished by observing and reviewing the employee's performance, as well as analyzing their utilization of time. Assigns and reviews the work of the Audit team and other members of his/her group.
- Leads, assists and manages process improvement subgroups within the Refund process. Assist BTO and SUNTAX teams as needed.
- Confers with and assists Tax Auditors and Tax Law Specialists in the more difficult issues whenever help is required. This includes areas such as audit procedures, accounting principles, audit techniques, laws, rules, and other matters relating to the technical aspects of their work.
- Maintains working knowledge of taxes audited by the team.
- Communicates on a regular basis with their team members both individually and during staff meetings.
- Reviews completed case files for format, accuracy, general sufficiency of investigations conducted, adequate justification and explanation of audit findings. Conducts meetings with taxpayers as required.
- Maintains control of all case files assigned to the team for audit to ensure the timely completion of audits.
- Performs Bill Analysis for all new legislation that may impact the Miscellaneous Refund Taxes. Continuous review of legislative impact to audit inventory and staff allocation. Manage the implementation process for Miscellaneous Refund Taxes (System & Procedure Changes).
- Conducts general administrative and personnel duties. This includes, but is not limited to, approval of time sheets, leave requests, travel vouchers and other reports required. Prepares Review and Performance Plans for members of the team.
- Estimates unit productivity weekly, reconciliation of funds remaining versus projected dollars going out. Legislative Analysis on the impact for Motor Fuel Refund audits. Works with Technical Assistance and Dispute Resolution, and Tax Coordinators on more complex issues.
- Assist with Strategic Planning for all miscellaneous tax categories.

July 2015- January 2016

Tax Auditor V- Refunds & Distribution

Internal promotion within the Refunds & Distribution section, tasks include those of an Auditor II & III with the addition of the following;

- Conducts more complex tax audits using taxpayer computerized accounting system; analyzes taxpayer accounting system and or data to determine which general ledger accounts will be reviewed to determine audit method including but not limited to appropriate sampling or detail method for complex audits.
- Conducts complex refund audits, utilizing appropriate sample methods to support refund requests and using the Department's approved sampling software.
- Determines the need for examinations of related entities and coordinates with supporting team members the scope of audits of inter-company transactions.
- Coordinates the activities of supporting team members on the more complex audits involving a team approach.
- Makes recommendations for improvements in taxpayers' accounting methods or in internal procedures and controls, as it relates to Florida Tax Statutes.
- Conducts closing conferences with taxpayers and/or taxpayers' representatives; explains applicable laws and facts supporting changes in tax liabilities and attempts to secure agreement to

findings in audit reports.

- Researches and reviews various issues and problems pertaining to taxpayers.
- Responsible for training auditors of all levels
- Independently responds to complex taxpayer inquiries.
- Responsible for preparing and presenting information at monthly meetings.
- Assists manager in conducting file review of complex audits.
- Conducts and manages the completion of special projects at the direction of the manager.
- Performs related work as required, including assisting management

September 2014- June 2015

Revenue Tax Auditor III- Refunds & Distribution

Internal promotion within the Refunds & Distribution section, tasks include those of an Auditor II with the addition of the following;

- Audit degree of difficulty and complexity increased.
- Provide training assistance to Tax Auditor II.

May 2014 – August 2014

Tax Auditor II- Refunds & Distribution

- Initiates correspondence to the taxpayers and or their representatives to request information for refund audit, secures evidence and proper documentation required to substantiate the refund request, and explains the refund process to the taxpayer.
- Independently audits one or more taxes or assists in performing moderately complex audits of business entities for the various Florida taxes administered by the Department.
- Performs pre-audit analysis and develops audit plans and procedures to be followed during audits and assists in determining the most efficient and effective manner to conduct audits within established guidelines.
- Examines and analyzes accounting systems of taxpayers to identify additional liabilities, tax evasion, or to verify refunds in the case of tax overpayment.
- Computes tax assessments or refund adjustments based upon evidence and data developed from audits.
- Prepares detailed reports of audit results and makes recommendations for taxpayer compliance.

Jan 2014- Apr 2014

Accountant I- Collection Agency Referral Unit

- Independently initiate corrections for taxpayers detailed accounting records to correct discrepancies noted during analysis of accounts within the state accounting system.
- Maintain accurate check logs for all checks received, ensuring payments received for both units are secured, processed and delivered to Return and Revenue Processing within a strict time frame.
- Assist with maintaining Collection Agency databases for all manual referrals and payments.
- Compile statistics on referral, collection, and other activities in the Collection Agency Referral Unit and creates monthly, quarterly, or yearly reports as requested by management.
- Interpret and ensure compliance with departmental rules and regulations and the debt collection RFP.
- Extensive knowledge in scanning checks/returns through remote capture processing system.

Financial Analyst

- Managed all ad hoc reporting involving P & L analysis for all accounts and categories in North America. Interpret complex data into accurate and viable forecasting, budgeting reporting and analysis.
- Prepare analysis of financial and expense performance, rates of return, depreciation, working capital and investment.
- Perform monthly budget & actual analysis. Make category by category recommendations or amendments to Chief Financial Officer.
- Assisting retail store managers with local lease administration, purchasing and expense accounting functions on a monthly and annual basis.
- Assume critical role in aiding staff accountants during period close by producing accruals, JE and adjustments to General Ledger for current and future months.
- In charge of tracking completion of period close for stated deadline.
- Involved in post accounting close, audit testing of specified areas, and identification of reportable issues and possible SOX violations.
- Assist Retail Managers with the execution of proper budgeting and allocation of expenses and revenues. Make necessary amendments to location budget and allocation changes. Reporting out of monthly, quarterly and annual actuals to Chief Financial Officer.

Del Monte Fresh Produce- Coral Gables, FL

Nov 2005- Apr 2012

Mar 2011- Apr 2012

Assistant Product Manager- Production, North America

- Managed and controlled Del Monte's top commodity.
- Responsible for the coordination of product import between sales and production.
- Head daily and weekly pricing, inventory and volume control. Approved daily and weekly quality, sales, inventory, pricing and adjustment reporting. Quality Assurance reviews on commodity and facilities.
- Ensure logistics and support services between the point of origin, warehousing and delivery of products.
- Lead monthly and annual budgeting and allocation for Director and VP of Production. Reported directly to Director of Production. Lead on any amendments to budget and allocation changes.

Feb 2008- Feb 2011

Financial Analyst- Loss & Damage- Accounting, North America

- Ensured the timely processing and collecting of all logistic claims while maintaining a 90% revenue collection rate.
- Produced monthly, quarterly and annual claim accruals and revenue projections.
- Responsible for initial verification and approval for all accruals, fruit cost entries and general JE to GL during North America Accounting monthly, quarterly and annual close.
- Involved in post accounting close audit testing of specified areas and identification of reportable issues and possible SOX violations.
- Managed travel and expense reporting for all of North America.

Nov 2005 – Jan 2008

Sales Assistant- Production, North America

- Provide vital statistical assistance to management and sales personnel.
- Support Sales Management with all sales reporting requirements
- Weekly sales reports and ensure data is current in all reports.

QUALIFICATIONS

- **Bilingual: English & Spanish.**
- **Advanced proficiency in Windows and Microsoft Office (Word, Excel, PowerPoint, Outlook, and Access), Oracle, SAP, Profits, Produce Pro, Covus, Cognos, FLAIR, SUNTAX and extensive software skills as well as internet research ability.**

ROBERT J REINSHUTTLE

Tallahassee, Florida

Dear Mr. Hightower,

Please accept my letter and resume as application for the position of County Manager in Jefferson County. It is a position for which I am very interested and uniquely qualified.

I have had the opportunity to serve in several key governmental positions and acquired considerable leadership acumen as well as the ability to effectively communicate with a governing body and the public. As Deputy County Administrator in Manatee County Florida, a county of 400,000 residents and 2000 employees, I worked daily to bring a high degree of integrity and mission (and constituent) focused agenda to my work. You will find that I have utilized advanced problem-solving abilities and critical thinking skills to lead others and achieve goals and objectives.

In this prior role I had oversight over most of the critical departments of county government and established excellent working relationships with new and established Commissioners alike. It would be my intent to work daily to establish strong lines of communication with the Board, ensure that we all have the same set of information and facts to move forward so that we can bring positive outcomes for the public.

I would appreciate the opportunity to speak with you further. Thank you for your interest and consideration of my credentials and I look forward to hearing from you soon.

Sincerely,

Robert J Reinshuttle

Robert J. Reinshuttle, MPA DPA

Tallahassee, FL (850) 980-0262 reinshuttle@aol.com

Professional Experience

President & CEO
Florida Strategies and Consulting
Tallahassee, Florida
2024-Present

Founded a boutique lobby firm specializing in government and legislative affairs, community affairs, strategic planning, and media and public relations in Florida. We bring together all these fields to address challenging problems using innovative solutions. We know how government works, who makes it work, and how to make it work for our clients. We use our channels of influence and well-established relationships with local and state leaders to position our clients as trusted voices and industry leaders.

Deputy County Administrator / Public Safety Director | 2021 – 2024
Manatee County Government | Bradenton, FL

Served as a senior executive overseeing countywide operations with direct responsibility for a wide portfolio of departments, including HR, Natural Resources, Utilities, Legislative Affairs, Communications, Economic Development and Community Affairs and more. Partnered with elected officials, led cross-functional initiatives, and managed strategic planning and budgeting for over 2,200 employees.

- Designed and implemented operational improvements that streamlined workflows and enhanced community-facing services.
- Directed a Public Safety department of 420 employees while concurrently managing broader county administration and strategic priorities.
- Served as a key advisor to county commissioners by briefing them on complex policy issues, legislative developments, and board agenda items.

Chief Operations Officer / Director of Legislative Affairs | 2007 – 2021
Florida Association of Community Health Centers | Tallahassee, FL

Provided executive leadership for the statewide association supporting over 50 federally qualified health centers. Led day-to-day operations, budgeting, grants administration, and strategic planning, while acting as the association's primary legislative and regulatory advocate.

- Served as the organization's lead representative at the state and federal levels, shaping legislation impacting community health.
- Maintained the financial integrity of the organization through responsible oversight of a \$2M budget and successful grant management.
- Identified and secured new funding streams while cultivating strategic partnerships with public and private stakeholders, enhancing the association's statewide impact, financial sustainability, and long-term growth potential.

**National Director of Government Relations
National Association of Extracorporeal Technology
Tallahassee, FL / Washington, DC
2002– 2007**

Led nationwide legislative and regulatory strategy for a professional healthcare association. Testified before Congress and state legislatures, developed public policy, and built a national lobbying network to support perfusion professionals.

- Successfully lobbied and testified on behalf of the profession across all 50 states and at the federal level.
- Recruited, managed, and aligned contract lobbyists to support legislative objectives in key jurisdictions.
- Elevated the association's visibility and impact by transforming the government relations function into a results-driven unit.

**Chief of Staff – Policy / Director of Health Policy
Florida Agency for Health Care Administration (AHCA) | Tallahassee, FL
1998 – 2002**

Directed state-level health policy initiatives, including Medicaid, managed care, and insurance reform. Oversaw large-scale regulatory, fiscal, and programmatic efforts in coordination with state agencies and legislative leadership.

- Led the development of legislative Initiatives by coordinating Interagency policy, fiscal analysis, and strategic planning.
- Managed a team of 40 and administered numerous federal and foundation grants awarded to universities across Florida.
- Played a key role in shaping health care regulations, contributing to long-term program reforms and stakeholder alignment.

**Senior Policy Advisor
Office of the Governor of Florida | Tallahassee, FL
1992 – 1998**

Served as a senior policy advisor and principal liaison to local governments and Florida's Congressional delegation. Oversaw intergovernmental affairs, healthcare budgeting, and legislative planning.

- Developed and implemented the state's federal funding strategy, resulting in increased formula and discretionary grants.
- Directed a 15-person policy team responsible for research, legislative strategy, and planning across state-level initiatives.
- Advised the Governor on healthcare and federal affairs, shaping key policy recommendations and interagency coordination.

**Director, Washington, DC Office &
Central Office of Federal Funds Management
Governor of Texas | Washington, DC
1989 – 1992**

Acted as the Governor's senior federal liaison to Congress, executive agencies, and the White House. Led federal advocacy efforts on appropriations and policy matters impacting the state of Texas.

- Facilitated engagement across state agencies, universities, and federal programs to secure over \$2B in new federal funds.
- Testified before Congress on behalf of the Governor and secured key legislative and budgetary priorities.
- Directed staff operations in Washington, advancing Texas' legislative and regulatory agenda at the national level.

Washington Director | 1982 – 1989
Council of State Governments | Southern Governors Association
Washington, DC

Led policy, legislative, and intergovernmental efforts for a national organization representing state elected officials. Also served as Director for both the Southern Governors' Association and the National Association of Secretaries of State.

- Directed federal affairs for two organizations, serving as a key voice for state interests in policy deliberations.
- Chaired a committee on intergovernmental affairs, coordinating positions across state and local associations.
- Oversaw national conferences, publications, and strategic partnerships supporting state policy advancement.

Education

MPA, DPA Public Administration
Western Michigan University | Kalamazoo, MI

Bachelor of Arts (B.A.) Economics/Political Science
Aquinas College | Grand Rapids, MI

Certificate in Management
Florida State University | Tallahassee, FL

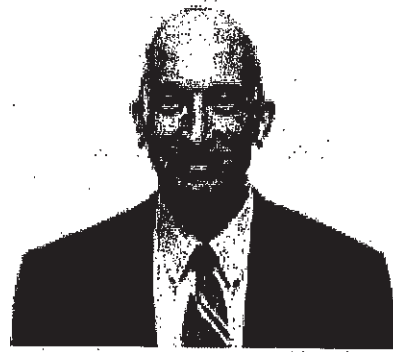
Brian David Stanley

🏠 El Paso, Texas 79911

☎ 817 690 6392

✉ brian_david25@hotmail.com

🌐 <http://www.linkedin.com/in/briandavidstanley>



EXECUTIVE SUMMARY

Senior public administration executive with more than 15 years of progressive leadership experience in county government, directing complex operations, supervising multidisciplinary management teams, and advancing high-impact public service initiatives. Currently serving as Executive Director for a county department, reporting to executive leadership and regularly advising elected officials on operational performance, budget strategy, policy development, and organizational effectiveness.

Experience leading strategic planning, overseeing operating and grant-funded budgets, strengthening governance frameworks, and aligning departmental operations with executive and legislative priorities. Proven ability to coordinate multi-departmental initiatives, evaluate and improve policies and procedures, and implement data-driven performance systems that enhance transparency, accountability, and service delivery.

Recognized for collaborative leadership, sound judgment, and the ability to manage complex, interrelated organizational functions while balancing strategic vision with day-to-day operational execution. Experienced in representing executive leadership before governing bodies, community stakeholders, and intergovernmental partners, with a strong service-oriented approach and a commitment to ethical, effective public administration.

CORE COMPETENCIES

- Executive & Departmental Oversight
- County Government Operations
- Strategic Planning & Performance Management
- Operating & Capital Budget Development

- Policy & Procedure Development
 - Multi-Departmental Project Management
 - Personnel Management & Labor Relations
 - Elected Official & Public Engagement
 - Grant Administration & Compliance
 - Organizational Change & Innovation
-

PROFESSIONAL EXPERIENCE

Executive Director

El Paso County Domestic Relations Office & Law Library

El Paso County, Texas | May 2018 – Present

Provide executive leadership and administrative oversight for a county department delivering legal/ social public services In El Paso County, serving a population of more than 865,000 residents. Report directly to executive leadership and regularly brief Commissioners Court on departmental operations, budget performance, policy initiatives, and community impact.

- Oversee daily and long-term operations of assigned departments, including strategic planning, goal development, performance monitoring, and service delivery evaluation.
- Supervise managers and professional staff; establish priorities; conduct performance evaluations; and make hiring, compensation, and disciplinary recommendations in accordance with county policies.
- Administer and monitor a \$3M+ annual operating budget and multiple grant-funded and capital initiatives; prepare budget requests, track expenditures, and recommend resource allocation adjustments to executive leadership.
- Lead the development, review, and implementation of departmental operating policies and procedures to ensure compliance, effectiveness, and alignment with county-wide governance standards.
- Serve as Project Manager for major, multi-departmental initiatives, including a \$600K ARPA-funded AI Kiosk Project designed to improve public access to county and court services.

- Coordinate with state and federal agencies, including the Office of the Attorney General, Office on Violence Against Women, Office for Victims of Crime, and the U.S. State Department.
- Represent the County on committees, task forces, and public forums; maintain strong working relationships with elected officials, judiciary, community organizations, and stakeholders.
- Implemented dashboards for each divisions performance.
- Prepare and present written reports, performance analyses, and recommendations to executive leadership to support informed decision-making.
- Recognized at the state and national level for innovation, operational excellence, and public service delivery.
- Developed and executed the department's Continuity of Operations Plan (COOP) during the COVID-19 public health emergency, coordinating cross-functional response efforts, safeguarding critical public services, aligning operations with countywide emergency directives, and overseeing implementation of federal ARPA recovery initiatives.

Staff Supervised: 30+ | **Budget Authority:** \$3M+ operating; grant funds

Program Director I

Family, Community, and Health Systems Department

University of Alabama at Birmingham – School of Nursing | March 2014 – May 2018

Provided senior administrative and operational support to departmental leadership within a large public academic institution, the University of Alabama at Birmingham, which employs more than 28,000 faculty and staff.

- Supported departmental leadership in strategic planning, performance reporting, and compliance with institutional and regulatory standards.
- Coordinated faculty evaluations, hiring documentation, onboarding, and promotion processes for 60+ faculty members.
- Assisted in grant review, reporting, and administrative oversight.
- Prepared executive reports, agendas, and meeting materials for department leadership and governance bodies.

- Managed departmental travel and operating budgets and ensured accurate financial tracking.
-

Manager

Tarrant County Domestic Relations Office – Child Support Division

Tarrant County, Texas | October 2002 – March 2014

Managed day-to-day operations and long-range planning for a high-volume public service division in Tarrant County, serving a population of more than 2.1 million residents.

- Supervised managers and frontline staff, overseeing personnel actions, performance evaluations, and compliance with state and federal regulations.
 - Developed and implemented operational goals, increasing child support collection rates from 82% to 87%.
 - Forecasted staffing and budget needs to support annual budget development and service delivery demands.
 - Implemented dashboards for staff performance monitoring.
 - Maintained and updated departmental policies and procedures; conducted audits and ensured compliance with IV-D requirements.
 - Presided over administrative hearings and served as a liaison between the public, legal staff, and executive leadership.
-

Ombudsman / Child Support Officer

Office of the Attorney General of Texas | March 1999 – October 2002

Provided regulatory, enforcement, and public-facing services in a legally complex environment.

EDUCATION

Master of Public Administration (MPA)

University of Texas at Arlington

Master of Family & Child Science

New Mexico State University

Bachelor of Science - Family Relations & Child Development
Oklahoma State University

PROFESSIONAL LEADERSHIP & SERVICE

Texas Association of Domestic Relations Offices

- President (2022-2023)
 - Vice President (2020-2021)
 - Past President (2023-2024)
-

CERTIFICATIONS & TRAINING

- Change Management Specialist
 - Project Management Essentials
 - Agile Foundations
 - Six Sigma Yellow Belt | Kaizen Facilitator
 - Performance Management & Organizational Planning
 - Mediation Training - University of New Mexico School of Law
 - Graduate school statistics
-

HONORS & AWARDS

- El Paso County Staff Recognition for Excellence as a shining star (2026)
- National Association of Counties Innovation Award (2024)
- Texas Association of Counties Innovation Award (2020, 2024)
- Texas Association of Domestic Relations Offices Excellence Award (2019)

George Calvin Dickens III

109 Stevedores Ct.
Savannah, GA. 31410
912.536.9980
giodickens@gmail.com
gdickens@savannahga.gov
gdickens@georgiasouthern.edu

Summary of Skills:

- ** Communicate effectively with people
- ** Ability to quickly assess situations and take actions accordingly
- ** Good Leader

Job Objective:

I am seeking an opportunity to utilize my leadership skills, administrative and organizational abilities in a public sector career. I believe that I have a requisite understanding of governmental organizations and how policies and procedures affect operations of those organizations.

Education:

Juris Doctorate (J.D.) (In Progress)
Mitchell Hamline School of Law
(2020-2022) 2L.

Master of Public Administration (MPA)
Georgia Southern University
(2009)

Bachelor of Science (B.S. Political Science)
Georgia Southern University
(2004).

Relevant Work Experience:

City of Midway, Georgia Career Professional Fire Department

41 Charlie Butler Road, Midway, GA 31320. (912) 884-3344.

Position: Deputy Fire Chief (2025-2025)

Responsibilities: Assisting the Fire Chief in the department's overall management, ensuring compliance with laws, and overseeing daily operations, personnel, and emergency response. Strategic planning, budgeting, supervising staff, coordinating with other agencies, managing training programs, and responding to major incidents. Second-in-command, assuming the Fire Chief's duties in their absence.

Office of Commissioner of Insurance and Safety Fire (State of Georgia)

2 Martin Luther King Jr. Dr. West Tower, Suite 702 Atlanta, GA 30334 US.

(404) 656-2070. (800) 656-2298.

Position: Building Inspector (All/Special Hazards Team) (2025-2025)

Responsibilities: Inspections for compliance with policy, procedures, state and federal regulations and standards to ensure safety. Investigate reports of complaints under the jurisdiction of the Office of Commissioner of Insurance and Safety Fire. Fire safety inspections on facilities under the jurisdiction of the agency in accordance with established procedures, and determination of regulations applicable to the facility being inspected. Inspections, investigations, meetings, surveys, consultation visits, administrative duties, code research, and training. Familiarity with applicable codes, standards, rules, regulations, statutes, laws, and industry standards. Assist local fire departments and building code officials with code enforcement concerns. Interpret site plans, building plans, specifications, calculations, and codes to determine compliance. Record keeping, organization, and customer service skills.

Georgia Southern University Savannah (Armstrong Campus)
11935 Abercorn Street. Savannah, GA 31419. (912) 478-4636

Position: Fire Safety Maintenance Inspector (2024-Currently)

Responsibilities: Ensure Life Safety and operability of campus fire alarm systems for the Savannah Armstrong and Hinesville Liberty campuses. Coordinate annual facility fire inspections, fire alarm, and sprinkler testing for both campuses. Coordinate annual portable fire extinguisher testing with the main campus. Coordinate annual commercial hood inspections with the main campus. Inspect and maintain fire alarm panels for both Savannah Armstrong and Hinesville Liberty campuses. Coordinate annual State of Georgia elevator inspections for campus. Coordinate elevator service, maintenance, and repair. Perform low voltage electrical wiring of LED drivers to be used for exterior illumination. Coordinate exterior illumination service, maintenance, and repair. Receive proposals, bids, and quotes from outside vendors. Project coordination and management.

Oliver Maner LLP

218 West State St. Savannah, GA. 31401. (912) 236-3311

Position: File Clerk/Administrator and E-billing Specialist (2017-2020)

Responsibilities: Maintain legal files for cases to which I have been assigned. Trial Preparation, case exhibits, and tracking case progress. Filing for firm attorneys and bookkeeping accounts payable and receivable. Performing a variety of other tasks as needed in order to promote the interests of the firm. Finding and correcting deficiencies that would have otherwise been costly or time-consuming errors for the firm. Work generally toward the betterment of the firm through efficiency of streamlining processes. Promote cohesion of coworkers, and success for the firm. Electronic billing account specialist. Handle firm finances (accounts payable/receivable) via E-billing OMEGA software. The supervisor regarding the legal aspect of my work was Chris Ray and can be contacted at chrisraysav@gmail.com or phone #912.507.9416. My supervisor regarding electronic billing is Ona Collins and can be reached by calling the firm phone #912.236.3311 extension 3021.

City of Savannah Fire and Emergency Services

121 E. Oglethorpe Ave. Savannah, GA. 31401. (912) 651-6484

Position: Fire Engineer (2009-currently).

Responsibilities: Supervise company operations during emergency and non-emergency situations and incidents. Manage subordinate personnel. Successfully facilitate completion of annual projects, project management, company training, employee performance evaluations including feedback. Establish Incident Command and direct units to mitigate hazards. Operate Fire Department Emergency Vehicles including – Tiller (Ladder Truck), Aerial Fire Apparatus (Ladder Truck), and Fire Engine Pumper. Drive, perform basic maintenance, review/implement safety procedures for the optimal operation of equipment and machinery. Manage the on-scene operation of this equipment during hazardous emergencies and catastrophic situations that pose an immediate danger to life and health, in accordance with departmental Standard Operating Procedures (SOP's). Supervise company operations.

Position: Firefighter (2005-2009).

Responsibilities: To protect the lives and property of the citizens and visitors of the City of Savannah by providing the highest level of service through fire prevention, public education, fire suppression, rescue and mitigation of the effects of natural and man-made disasters consistent with the resources provided.

Other Certifications/Specialized Skills:

Fire Inspector State of Georgia Certified and National Professional Qualification Certified NPQ, GFSTC, GPSTC. Georgia Public Safety Training Center (G.P.S.T.C.) 05/23/2025.

Introduction to Fire Inspector: Basic Principles and Practices of Fire Inspectors awarded by Georgia Public Safety Training Center (G.P.S.T.C.) 02/02/23.

Life Safety Code awarded by Georgia Public Safety Training Center (G.P.S.T.C.) 04/18/24.

City of Savannah City Managers Emerging Leaders Academy CMELA 2023

Firefighter I and II, awarded by the Georgia Firefighter Standards and Training Council (G.F.S.T.C.) Georgia Public Safety Training Center (G.P.S.T.C.).

Georgia Basic Firefighter Training Course awarded by Georgia Public Safety Training Center (G.P.S.T.C.) on 12/15/2005. License#F10103-NPQ.

Emergency Medical Technician: National Registry of Emergency Medical Technicians. License# E3546112. On 08.13.2020.

Oath of Office awarded by the State of Georgia on 10/21/2005.

Fire Officer I awarded by The City of Savannah Fire Department on 05/14/2010.

Fire Officer II awarded by Savannah Fire and Emergency Services on 03/07/2011.

Fire Instructor I awarded by Georgia Firefighter Standards and Training Council (G.F.S.T.C.) on 04/23/2010.

Due Regard awarded by Georgia Public Safety Training Center (G.P.S.T.C.) on 01/11/2017.
License#DLT00G.

NEPA 1021 Assuming the Role of Company Officer awarded by Target Safety/Target Solutions on 10/11/2010.

Hazardous Materials Awareness, Operations, and Technician, awarded by G.F.S.T.C. and the Georgia Public Safety Training Center (G.P.S.T.C.)

First Responder, awarded by the Department of Human Resources, Division of Public Health, Office of Emergency Medical Services/Trauma

Driver/Operator Aerial, awarded by the City of Savannah Fire Department

Driver/Operator Pumper, awarded by the City of Savannah Fire Department

Emergency Vehicle Operator, awarded by Savannah-Chatham Driver Training

IS-00100 (ICS 100) Introduction to the Incident Command System, awarded by the Emergency Management Institute, the Federal Emergency Management Agency (FEMA), and the Department of Homeland Security

IS-00200.FW Basic Incident Command System, I-200 for Federal Disaster Workers, awarded by the Emergency Management Institute, the Federal Emergency Management Agency (FEMA), and the Department of Homeland Security

NIMS ICS 300 Intermediate Georgia Public Safety Training Center (G.P.S.T.C.)

IS-00340 (ICS 340) Hazardous Materials Prevention, awarded by the Emergency Management Institute, the Federal Emergency Management Agency (FEMA), and the Department of Homeland Security

NIMS ICS 400 Advanced Georgia Public Safety Training Center (G.P.S.T.C.)

IS-00700,701.a,703.a,704,706, 800, awarded by the Emergency Management Institute, the Federal Emergency Management Agency (FEMA), and the Department of Homeland Security

TRANSCAER Responding to Railroad Emergencies awarded by Norfolk Southern Corp. on 03/05/2015.

Customer Service Training awarded by The City of Savannah (2017).

Q-494 NFIRS 5.0 Self Study Program awarded by FEMA and the National Fire Academy on 12/06/2016.

Q0751 Principles of Building Construction awarded by FEMA and the National Fire Academy on 11/27/2021.

Q0368 Introduction to Fire Behavior in a Single Family Dwelling awarded by FEMA and the National Fire Academy on 10/08/2022.

U0382 Hazardous Materials for Inspectors awarded by FEMA and the National Fire Academy on 10/15/2022.

Avon-ISI Tech II ISI Viking Self-Contained Breathing Apparatus (SCBA), awarded by ISI

Adult Cardio-Pulmonary Respiration (CPR), and Automatic Electronic Defibrillator (AED), and Infant CPR, awarded by The American Heart Association

Computer literate, PC: Various desktop applications, word processing (MS Word), Excel, OMEGA E-billing Software.



May 15, 2026

The Honorable Ben White, Chair
Jefferson County Board of County Commissioners
1 Courthouse Cir Rm 10
Monticello, FL 32344

Re: Florida Association of County Managers Consulting

Dear Chairman:

On behalf of the Florida Association of County Managers (FACM), I would like to thank you for allowing our organization to assist you with your search for a county administrator. We are pleased to provide the final report of the FACM volunteer group assisting with this search.

The services provided fulfil the obligations of our organization in accordance with the Engagement Letter provided to Jefferson County on February 26th.

Accordingly, three County Administrators from FACM were impaneled to undertake the task of reviewing the twenty-one applicants and to ultimately recommend a short list for further vetting and consideration. The panel consisted of myself, Chair Mandy Hines, Desoto County Administrator; Vince Long, Leon County Administrator; and David Edwards, Wakulla County Manager.

As charged, the panel unanimously recommends the following three applicants for further consideration, in no particular order:

Douglas G. Baber
Richard J. Reade
Robert J. Reinshuttle

In addition, we offer two candidates for consideration as honorable mentions that have experience or skills that align with the duties and responsibilities of the position and may warrant alternative consideration. The honorable mention candidates include the following:

Suzanne Marie Linton
Brian David Stanley

We hope that these candidates will offer a candidate that meets the needs of your County. Please let us know if you have any questions or can be of further assistance and we wish you the best of luck finding the right fit for Jefferson County.

Sincerely,

Mandy Hines

Mandy Hines, FACM President
DeSoto County Administrator

cc: Vince Long, Leon County Administrator
David Edwards, Wakulla County Manager
Eavan Rosenthal, Jefferson County Attorney