BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING AGENDA
November 17, 2026 at 6:00 PM
Edward J. Butler Governmental Complex
9-B East Jefferson Street
Quincy, Florida

AGENDA

Swearing in on Newly Elected Commissioner Michael Brown, District 4, Re-Elected Commissioner Alonzetta Simpkins, District 2

(The Honorable Kathy Garner, County Judge)

1. Call to Order

2. Invocation

3. Pledge of Allegiance

4. Amendments to the Agenda

5. Approval of Agenda.

6. Awards, Presentations and Appearances

6.a

Election of Chairman and Vice Chairman

(Reginald James, Interim County Administrator)

7. Consent

7.a Ratification Memo

(Clerk of Court)

7.b

BOCC Meeting/Workshop Minutes:

1. October 15, 2026, Special Meeting
2. October 20, 2026, Regular BOCC Meeting

7.c

Approval of 2027 Holiday Schedule

(Reginald James, Interim County Administrator)

7.c Agenda Item 2027 Holiday Schedule.pdf

7.d

Approval and Signature(s) for Satisfaction of Special Assessment Lien

(Reginald James, Interim County Administrator/ Sonya D. Burns, Housing Coordinator)

7.d Agenda Item Special Asses Lien.pdf

7.e

Approval of Signatures for Special Assessment Liens and Contracts-State Housing Initiative Partnership Program (SHIP)

(Reginald James, Interim County Administrator/ Sonya D. Burns, Housing Coordinator)
7.e Agenda Item SHIP.pdf

7.f

Approval of Library Annual Plan of Service 2026-2027

(Reginald James, Interim County Administrator/ Tabitha D. Washington, Director of Library Services)

7.f Agenda Item Library Annual Plan.pdf

8. Items Pulled for Discussion

9. Citizens Requesting to be Heard on Non-Agenda Items (3-Minute Limit)

The Gadsden County Board of County Commissioners welcomes and encourages public participation at all meetings of the Board. Citizens are free to speak for up to three (3) minutes on non-agenda items. Public comments and participation are also encouraged for items on the agenda.

Additionally, if you are unable to attend a meeting in person, comments from the Public can also

be submitted via email to CitizensToBeHeard@gadsdencountyfl.gov until noon on the date of the meeting. Comments submitted after the deadline, but prior to the meeting, will be added to the official record, but the County cannot guarantee that Commissioners and staff will have adequate time to review comments prior to the meeting.

Citizens are further encouraged to participate on the County's website at www.gadsdencountyfl.gov.

10. Public Hearing

10.a
Approval of Resolution 2026-048 General and Debt Service Budget Amendments for FY2026

(Reginald James, Interim County Administrator/ Rose Raynak, Director of Finance/ Trudei Porter, Finance Director)

10.a Agenda Item Res 2026-048 Budget Amendment.pdf

10.b
Approval of Resolution 2027-001 General and Debt Service Budget Amendments for FY2027

(Reginald James, Interim County Administrator/ Rose Raynak, Director of Finance/ Trudei Porter, Finance Director)

10.b Agenda Item Res 2027-01 Budget Amendments.pdf

11. General Business

11.a
Approval of Resolution 2026-046 Grant Budget Amendments for FY2026

(Reginald James, Interim County Administrator/ Trudei Porter, Finance Director)

11.a Agenda Item Approval of Res 046 Grant Budget Amend.pdf

11.b
Approval of Amendment 1 to the Emergency Employee Meals and Feeding Policy During Declared Emergencies and Natural Disasters

(Reginald James, Interim County Administrator/ Louis J. Baptiste, Interim County Attorney/ Rose Raynak, Finance Director)

11.b Agend Item Emer Employee Meals.pdf

11.c
Approval of the Hammond Design Group Work Authorization to Provide additional Professional Architectural Services for the Boys and Girls Club Design Package at Strong Rd.

(Reginald James, Interim County Administrator/ Roosevelt Morris, Building Official)

11.c Agenda Item Hammond Design Group.pdf

11.d

Acceptance of Deed for property at Joe Adams Rd. from City of Quincy for the construction of the EMS Quincy Facility.

(Reginald James, Interim County Administrator/ Roosevelt Morris, Building Official)

11.d Agenda Item Deed Joe Adams Rd..pdf

11.e

Approval of Revised PEMT Letter of Agreement with Gadsden County Emergency Medical Services and Agency for Healthcare Administration for FY26-27.

(Reginald James, Interim County Administrator/Chris Uzell, Interim Chief of Emergency Medical Services)

11.e Approval of Revised PEMT.pdf

11.f

Approval of EPA Brownfields Grant award from the Office of Brownfields and Land Revitalization

(Reginald James, Interim County Administrator/ Louis J. Baptiste, Interim County Attorney)

11.f Agenda Item Brownsfields Grant.pdf

12. Clerk of Court

Updates
(Nicholas Thomas, Clerk of Court)

13. County Attorney

Updates
(Louis J. Baptiste, Interim County Attorney)

14. County Administrator

Updates
(Reginald James, Interim County Administrator)

15. Discussion Items by Commissioners

15.a. Commissioner Shawn Wood, District 3
15.b. Commissioner Ronterious Green, District 5
15.c. Commissioner Alonzetta Simpkins, District 2
15.d. Commissioner Brenda A. Holt, District 4

15.e. Commissioner Eric F. Hinson, District 1

16. Motion to Adjourn

17. Receipt and File

Board of County Commissioners
Agenda Request

Date of Meeting: November 17, 2026

Date Submitted: October 14, 2026

To: Honorable Chairman and Members of the Board

From: Reginald James, Interim County Administrator

Subject: Approval of 2027 Holiday Schedule

Statement of Issue:

This agenda item seeks Board approval of the 2027 Board of County Commissioners Holiday Schedule.

Background:

The annual 2027 Board of County Commissioners Holiday Schedule is provided to the Board, Constitutional Offices and Staff Members in order to assist them in planning their schedules for the upcoming calendar year. The holiday schedule lists regular county observed holidays approved by the Board each calendar year.

Analysis:

The proposed 2027 Holiday Schedule includes the same number of holidays previously approved by the Board of County Commissioners for the 2026 calendar year. The only changes are the dates on which the holidays will be observed to align with the 2027 calendar.

Fiscal Impact:

None.

Options:

1. Approval of 2027 Board of County Commissioners Holiday Schedule.
2. Do not approve.
3. Board direction.

Interim County Administrator's Recommendation:

Option 1.

Attachment:

2027 Board Holiday Schedule

Gadsden County Board of County Commissioners
2027 Proposed Paid Holidays

New Year's Day
Friday, January 1, 2027

Martin Luther King Day
Monday, January 18, 2027

Good Friday
Friday, March 26, 2027

Memorial Day
Monday, May 31, 2027

Juneteenth
Saturday, June 19, 2027
(Observed Friday, June 18)

Independence Day
Sunday July 4, 2027
(Observed Monday July 5)

Labor Day
Monday, September 6, 2027

Veteran's Day
Thursday, November 11, 2027

Thanksgiving Day
Thursday, November 25, 2027

Day After Thanksgiving Day
Friday, November 26, 2027

Christmas Eve
Friday, December 24, 2027

Christmas Day
Saturday, December 25, 2027
(Observed Monday December 27)

New Year's Eve
Friday, December 31, 2027

Floating Holiday (Personal Holiday)
Employee's Discretion

Board of County Commissioners
Agenda Request

Date of Meeting: November 17, 2026

Date Submitted: October 26, 2026

To: Honorable Chairperson and Members of the Board

From: Reginald James, Interim County Administrator
Sonya D. Burns, Housing Coordinator

Subject: Approval and Signature(s) for Satisfaction of Special Assessment Lien

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Statement of Issue:

This agenda item seeks Board approval and signatures to satisfy the Special Assessment Lien between the Gadsden County SHIP Housing Homebuyer Program and Homeowner.

Background:

The loan is funded by the State Housing Initiative Partnership (SHIP) Program through the State of Florida or the Gadsden County Board of County Commissioners and does not require repayment. Repayment of the loan, when required, is based upon the prorated principal balance for the term of the loan that has not expired. The Owner and the Gadsden County Community Development SHIP Housing Programs has agreed that the owner shall remain in the house for a full (10) ten-year period or (5) five-year period or (2) two- year period at no annual rate of interest and once the (10) ten-year period or (5) year-period is completed, the lien would be forgiven and satisfied. The homeowner(s) are required to pay the fees to have the lien recorded and the Clerk of Courts office and the Community Development office will provide them with a copy of the recorded document and keep the original in homeowner's file.

Analysis:

As agreed, upon by the Owner(s) and the Gadsden County Community Development Housing Rehabilitation Program, the owner has fully completed the (10) 10-year, (5) five-year or (2) two-year period the lien is due to be forgiven and satisfied.

Fiscal Impact:

None

Options:

1. Approve and authorize the Chairperson to sign the Lien Satisfaction for the homeowner(s) that was serviced under the Gadsden County SHIP Homebuyer Program.
2. Do not approve.
3. Board direction.

County Administrator's Recommendation:

Option 1

Attachment(s):

Satisfaction of Housing Rehabilitation Liens
Exhibit A

Exhibit A

1. Lynette Kimble – HHRP (5) Yr.

SATISFACTION OF HOUSING REHABILITIATION AGREEMENT

THE GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS, QUINCY, FLORIDA, the holder of that certain Housing Rehabilitation Agreement and Special Assessment Lien dated: January 6th, 2021 by and between LYNETTE KIMBLE, 252 Geneva Circle, Quincy, Fl 32351 as the Owner-Occupant, and the said **GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS, QUINCY, FLORIDA,** by through and as its **HOUSING REHABILITATION PROGRAM,** which said lien is recorded in Official Records Book: **O.R.** 894 at **Page** 1432 of the public records of Gadsden County, Florida do hereby on this 26th day of OCTOBER, 2026, acknowledge full payment of said lien and authorize Clerk to cancel the same record.

GADSDEN COUNTY BOARD OF COUNTY

COMMISSIONERS, GADSDEN COUNTY, FL

_____

Chairman, Board of County Commission
Gadsden County, Florida

ATTEST:

_____

Clerk of Gadsden County and Auditor of the Board of County Commissioners

STATE OF FLORIDA
COUNTY OF GADSDEN

The foregoing instrument was acknowledged before me this 3rd day of November, A.D. 2026, by Eric Hinson and Nicholas Thomas, the Chairman and Clerk respectively, of Gadsden County, Florida

_____

Notary Public

GADSDEN COUNTY NICHOLAS THOMAS
Instrument: 210003388 Recorded: 04/27/2021 1:33 PM

OFFICIAL RECORDS: 1 of 3
Book: 894 Page: 1432

Recording Fee: $27.00

GADSDEN COUNTY
REHABILITATION AGREEMENT AND
SPECIAL ASSESSMENT LIEN

THIS AGREEMENT, MADE THIS 4th of **January**, 20**21** by and between **Lynette Kimble** whose address is, **252 Geneva Circle , Quincy, FL., 32351,** its SHIP Housing Rehabilitation Program", hereinafter referred to as ", relates to the real property lying in Gadsden County, Florida described as follows:

PARCEL IDENTIFICATION NUMBER: 3-27-2N-3W-0000-00213-0300

Legal Description: COMMENCE AT THE NEC OF THE NW 1/4 OF SECT 27-2N-3W AND RUN S 89 DEG 46'57" W 1124.64 FT, S 00 DEG 05'28" W 711.42 FT, N 89 DEG 46'57" E 713.82 FT, S 00 DEG 23'37" E 104.5O FT FOR THE POB. FROM POB RUN N 89 DEG 46'57" E 208.42 FT, S 00 DEG 23'37" E 104.50 FT, S 89 DEG 46'57" W 208.42 FT, N 00 DEG 23'37" W 104.50 FT TO THE POB.

WITNESSETH:

WHEREAS, The Owner-Occupant proposes to finance the cost of the rehabilitation work on the above described property from the proceeds of a Deferred Payment Loan made, or to be made, available to Owner-Occupant by the Housing Rehabilitation Program. The Loan is funded from the Gadsden County Housing Rehabilitation (**SHIP**) Program through the State of Florida; and

WHEREAS, the applicant for a Deferred Payment Loan must be the Owner-Occupant of the structure or must be the Purchaser-Occupant under a validly executed and binding land sales contract for the above described real property; and

WHEREAS, as long as at least one of the Owner-Occupants who was awarded the Deferred Payment Loan under the Housing Rehabilitation Program remains the Owner-Occupant in the Five (5) year period from the date hereof, the Deferred Payment Loan does not require repayment.

NOW, THEREFORE, in consideration of the covenants and conditions contained herein and other good and valuable consideration, it is agreed as follows: **Sixty-Nine Thousand Four Hundred Sixty-Seven Dollars and 50/100 ($69,467.50)** and shall be based upon the final approved, construction contract price (less other funds supplied by the Owner Occupant, if any.)

2. The term of the Deferred Payment Loan for rehabilitating the above described shall be five (5) years from the date hereof, at zero percent (0%) annual rate of interest.

3. The Deferred Payment Loan principal amount shall be forgiven in an equal amount each month during the Owner-Occupant's ownership and occupancy of the property for the five (5) year term of the Loan. Fifty Percent (50%) of the principal is forgiven each year.) Repayment of the Loan, when required, shall be based upon the prorated principal balance for the unexpired term of the Loan.

4. The amount of the Loan as herein provided shall be a special assessment against the property as described herein, and this Agreement, shall constitute a LIEN ON SAID PROPERTY. Said lien shall be satisfied after the Owner-Occupant has completed the full five (5) year term of this Agreement, or paid to Gadsden County the balance of the Deferred Payment Loan that may become due to the County as a result of the Owner-Occupant's default of the terms of the Agreement.

5. The Owner-Occupant agrees to the following terms in the event of transfer of ownership, loss of residence at subject property, or death of the Owner-Occupant within five(5) years from the date hereof:

Loss of ownership by sale, transfer or death, or non-occupancy by the Owner-Occupant, shall constitute a default and will cause the Deferred Payment Loan to become due and payable in a lump sum. However, the County Commission may allow repayment on an annual basis in accordance with the provisions of Paragraph 6 as hereinafter set forth.

GADSDEN COUNTY
REHABILITATION AGREEMENT AND
SPECIAL ASSESSMENT LIEN

It is further provided that, upon the death of the Owner-Occupant, the five (5) year term of this Agreement may be continued and the requirements as herein established may be assumed by the Owner-Occupant's spouse and/or minor lineal descendants. "Minor" is defined as being under eighteen (18) years of age or being under twenty-two (22) years of age if a full-time student. **In order to assume this Agreement.** The spouse, must be residing in the home as described herein at the time of the Owner-Occupant's death, and the minor lineal descendants must move in the house, and make it their permanent residence, or already be residing in the house, upon the death of the Owner-Occupant and continue to reside there for the entire time this Agreement is in effect. In addition, the spouse and minor lineal descendants must acquire ownership of the property, and must continue Owner-Occupancy status for the remainder of the term of this Agreement. Otherwise, all requirements of this lien shall remain in full force and effect, including the provisions for a default at any time. **For purposes of this provision, the term "minor lineal descendants" shall include any grandchildren of the Owner-Occupant; and such grandchildren shall be entitled to continue this Agreement as long as they meet the age and residency requirements herein, and comply with all other provisions herein.**

6. Upon default, the special assessment levied hereby shall be payable in full to Gadsden County within thirty (30) days after such default occurs; provided, however, that the governing authority, the Gadsden Board of County Commissioners may, by resolution, provide for the payment of any lien in not more than ten (10) equal annual installments from the date of said resolution with interest thereon not exceeding six (6%) per annum, on the unpaid balance. Nevertheless, the Owner-Occupant of the property may pay the full amount of principal then remaining unpaid, plus accrued interest only, at any time. All unpaid sums, penalties and interest shall be and remain a lien on the above described real property in favor of Gadsden County and such lien shall have priority over all other liens and encumbrances whatsoever except any liens for state and local taxes due on the property, and any liens (including mortgages) recorded before the recording of this Agreement. **This special assessment lien will not be subordinated to any other mortgage insured by HUD/FHA under Title II of the National Housing Act of 1934 or its successors, except the original. If default occurs prior to expiration of this lien all remaining funds of the DPL shall become due and payable, this includes refinancing.**

If said lien shall be in default for a period of thirty (30) days, the Gadsden County may enforce the same by a suit in equity according to the provisions of the Florida Statues or other applicable law, and the Owner shall be responsible for all cost incurred in such proceedings, including a reasonable attorney's fee.

7. Failure of the Housing Rehabilitation Program to exercise such default options shall not constitute
a waiver of such options on any subsequent occasions.

8. The Owner-Occupant agrees to maintain a hazard insurance policy on the property for the full replacement value of the rehabilitated unit. Said property insurance shall be maintained during the entire five (5) year period which this lien is in effect, and shall list Gadsden County as a mortgagee in the loss-payment provisions thereof as its interest may appear.

9. If at time it is determined by Gadsden County that the Owner-Occupant qualified for and received SHIP Housing Rehabilitation funds under fraudulent pretenses or statements, or by any other means of misrepresentation, the full amount of the Deferred Payment Loan shall immediately become due and payable to Gadsden County by Owner-Occupant.

10. In the event it is determined by Gadsden County that the Owner-Occupant ceases to qualify for a Deferred Payment Loan of the SHIP Housing Rehabilitation Program at any time, this Agreement shall terminate immediately upon the Owner-Occupant being notified that Owner-Occupant does not qualify to receive the Deferred Payment Loan and shall constitute a default pursuant to paragraph 6.

GADSDEN COUNTY
REHABILITATION AGREEMENT AND
SPECIAL ASSESSMENT LIEN

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year above first written.

Witness

Witness

Owner-Occupant, Lynette Kimble

Owner-Occupant,

STATE OF FLORIDA
County of GADSDEN

Sworn to and subscribed before me, the undersigned authority, this ___of January ____, 2021, personally appeared Lynette Kimble of 252 Geneva Circle, Quincy, FL., 32351 this agreement for the purpose therein expressed.

Signature of Notary Public State of Florida

SONYA D. BURNS
Commission # GG 311916
Expires May 20, 2023
Bonded Thru Troy Fain Insurance 800-385-7019

Print, Type or Stamp Name of Notary Public

[ ] Personally known to me, or
[X] Produced Identification: VALID FLORIDA IDENTIFICATION CARD
Type of identification

This instrument prepared by Sonya D. Burns, P. O. Box 1799, Quincy, FL 32353

NICHOLAS THOMAS GADSDEN COUNTY FLORIDA CLERK OF CIRCUIT COURT

Attest:

CLERK OF THE CIRCUIT COURT

GADSDEN BOARD OF COUNTY COMMISSIONER
By:

CHAIRMAN, BOARD OF COUNTY COMMISSIONER

SATISFACTION OF HOUSING REHABILITIATION AGREEMENT

THE GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS, QUINCY, FLORIDA, the holder of that certain Housing Rehabilitation Agreement and Special Assessment Lien dated: August 9, 2021 by and between LOUISE DAWKINS, 5323 Bonnie Hill Road, Chattahoochee, Fl 32324 as the Owner-Occupant, and the said **GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS, QUINCY, FLORIDA,** by through and as its **HOUSING REHABILITATION PROGRAM,** which said lien is recorded in Official Records Book: **O.R.** 905 at **Page** 1049 of the public records of Gadsden County, Florida do hereby on this 27th day of OCTOBER, 2026, acknowledge full payment of said lien and authorize Clerk to cancel the same record.

GADSDEN COUNTY BOARD OF COUNTY

COMMISSIONERS, GADSDEN COUNTY, FL

_____

Chairman, Board of County Commission
Gadsden County, Florida

ATTEST:

_____

Clerk of Gadsden County and Auditor of the
Board of County Commissioners

STATE OF FLORIDA
COUNTY OF GADSDEN

The foregoing instrument was acknowledged before me this 3rd day of November, A.D. 2026, by Eric Hinson and Nicholas Thomas, the Chairman and Clerk respectively, of Gadsden County, Florida

_____

Notary Public

GADSDEN COUNTY NICHOLAS THOMAS
Instrument: 210009545 Recorded: 11/08/2021 1:40 PM

OFFICIAL RECORDS: 1 of 3
Book: 905 Page: 1049

Recording Fee: $27.00

GADSDEN COUNTY
REHABILITATION AGREEMENT AND
SPECIAL ASSESSMENT LIEN

THIS AGREEMENT, MADE THIS 9th day of August, 20 21 by and between **Louise Dawkins** whose address is, **5323 Bonnie Hill Rd., Chattahoochee, FL., 32324,** Gadsden County Board of County Commissioners and SHIP Housing Rehabilitation Program", hereinafter referred to as ", relates to the real property lying in Gadsden County, Florida described as follows:

PARCEL IDENTIFICATION NUMBER: 2-15-3N-6W-0000-00443-0100

Legal Description: BEGIN 972.14 FT. S. & 502.91 FT. W. OF NEC OF SE 1/4 OF SE 1/4, RUN W. 420 FT., N. 105 FT., E. 414.35 FT., S. 3* 5' E. 105.15 FT. TO P.O.B. SECTION 15-3N-6W.

WITNESSETH:

WHEREAS, The Owner-Occupant proposes to finance the cost of the rehabilitation work on the above described property from the proceeds of a Deferred Payment Loan made, or to be made, available to Owner-Occupant by the Housing Rehabilitation Program. The Loan is funded from the Gadsden County Housing Rehabilitation **(SHIP)** Program through the State of Florida; and

WHEREAS, the applicant for a Deferred Payment Loan must be the Owner-Occupant of the structure or must be the Purchaser-Occupant under a validly executed and binding land sales contract for the above described real property; and

WHEREAS, as long as at least one of the Owner-Occupants who was awarded the Deferred Payment Loan under the Housing Rehabilitation Program remains the Owner-Occupant in the Five (5) year period from the date hereof, the Deferred Payment Loan does not require repayment.

NOW, THEREFORE, in consideration of the covenants and conditions contained herein and other good and valuable consideration, it is agreed as follows: **One Hundred Thirty Thousand No Hundred No Dollars 00/100 ($130,000.00)** and shall be based upon the final approved construction contract price (less other funds supplied by the Owner Occupant, if any.)

2. The term of the Deferred Payment Loan for rehabilitating the above described shall be Five (5) years from the date hereof, at zero percent (0%) annual rate of interest.

3. The Deferred Payment Loan principal amount shall be forgiven in an equal amount each month during the Owner-Occupant's ownership and occupancy of the property for the five (5) year term of the Loan. Fifty Percent (50%) of the principal is forgiven each year.) Repayment of the Loan, when required, shall be based upon the prorated principal balance for the unexpired term of the Loan.

4. The amount of the Loan as herein provided shall be a special assessment against the property as described herein, and this Agreement, shall constitute a LIEN ON SAID PROPERTY. Said lien shall be satisfied after the Owner-Occupant has completed the full five (5) year term of this Agreement, or paid to Gadsden County the balance of the Deferred Payment Loan that may become due to the County as a result of the Owner-Occupant's default of the terms of the Agreement.

5. The Owner-Occupant agrees to the following terms in the event of transfer of ownership, loss of residence at subject property, or death of the Owner-Occupant within five (5) years from the date hereof:

Loss of ownership by sale, transfer or death, or non-occupancy by the Owner-Occupant, shall constitute a default and will cause the Deferred Payment Loan to become due and payable in a lump sum. However, the County Commission may allow repayment on an annual basis in accordance with the provisions of Paragraph 6 as hereinafter set forth.

GADSDEN COUNTY
REHABILITATION AGREEMENT AND
SPECIAL ASSESSMENT LIEN

It is further provided that, upon the death of the Owner-Occupant, the five (5) year term of this Agreement may be continued and the requirements as herein established may be assumed by the Owner-Occupant's spouse and/or minor lineal descendants. "Minor" is defined as being under eighteen (18) years of age or being under twenty-two (22) years of age if a full-time student. **In order to assume this Agreement.** The spouse, must be residing in the home as described herein at the time of the Owner-Occupant's death, and the minor lineal descendants must move in the house, and make it their permanent residence, or already be residing in the house, upon the death of the Owner-Occupant and continue to reside there for the entire time this Agreement is in effect. In addition, the spouse and minor lineal descendants must acquire ownership of the property, and must continue Owner-Occupancy status for the remainder of the term of this Agreement. Otherwise, all requirements of this lien shall remain in full force and effect, including the provisions for a default at any time. **For purposes of this provision, the term "minor lineal descendants" shall include any grandchildren of the Owner-Occupant; and such grandchildren shall be entitled to continue this Agreement as long as they meet the age and residency requirements herein, and comply with all other provisions herein.**

6. Upon default, the special assessment levied hereby shall be payable in full to Gadsden County within thirty (30) days after such default occurs; provided, however, that the governing authority, the Gadsden Board of County Commissioners may, by resolution, provide for the payment of any lien in not more than ten (10) equal annual installments from the date of said resolution with interest thereon not exceeding six (6%) per annum, on the unpaid balance. Nevertheless, the Owner-Occupant of the property may pay the full amount of principal then remaining unpaid, plus accrued interest only, at any time. All unpaid sums, penalties and interest shall be and remain a lien on the above described real property in favor of Gadsden County and such lien shall have priority over all other liens and encumbrances whatsoever except any liens for state and local taxes due on the property, and any liens (including mortgages) recorded before the recording of this Agreement. **This special assessment lien will not be subordinated to any other mortgage insured by HUD/FHA under Title II of the National Housing Act of 1934 or its successors, except the original. If default occurs prior to expiration of this lien all remaining funds of the DPL shall become due and payable, this includes refinancing.**

If said lien shall be in default for a period of thirty (30) days, the Gadsden County may enforce the same by a suit in equity according to the provisions of the Florida Statues or other applicable law, and the Owner shall be responsible for all cost incurred in such proceedings, including a reasonable attorney's fee.

7. Failure of the Housing Rehabilitation Program to exercise such default options shall not constitute
a waiver of such options on any subsequent occasions.

8. The Owner-Occupant agrees to maintain a hazard insurance policy on the property for the full replacement value of the rehabilitated unit. Said property insurance shall be maintained during the entire Five (5) year period which this lien is in effect, and shall list Gadsden County as a mortgagee in the loss-payment provisions thereof as its interest may appear.

9. If at time it is determined by Gadsden County that the Owner-Occupant qualified for and received SHIP Housing Rehabilitation funds under fraudulent pretenses or statements, or by any other means of misrepresentation, the full amount of the Deferred Payment Loan shall immediately become due and payable to Gadsden County by Owner-Occupant.

10. In the event it is determined by Gadsden County that the Owner-Occupant ceases to qualify for a Deferred Payment Loan of the SHIP Housing Rehabilitation Program at any time, this Agreement shall terminate immediately upon the Owner-Occupant being notified that Owner-Occupant does not qualify to receive the Deferred Payment Loan and shall constitute a default pursuant to paragraph 6.

GADSDEN COUNTY
REHABILITATION AGREEMENT AND
SPECIAL ASSESSMENT LIEN

SHIP/ER PROGRAM

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year above first written.

Witness E Ruth Davis

Witness Michelle Thomas

Owner-Occupant/**Louise Dawkins**

Owner-Occupant,

STATE OF FLORIDA
County of GADSDEN

Sworn to and subscribed before me, the undersigned authority, this 9th day of August 2021, personally appeared Louise Dawkins of 5323 Bonnie Hill Rd., Chattahoochee, FL., 32324 this agreement for the purpose therein expressed.

Signature of Notary Public State of Florida

SONYA D. BURNS
Commission # GG 311916
Expires May 20, 2023
Bonded Thru Troy Fain Insurance 800-385-7019

Print, Type or Stamp Name of Notary Public

[ ] Personally known to me, or
[X] Produced Identification: VALID FLORIDA IDENTIFICATION CARD
Type of identification

This instrument prepared by: Sonya D, Burns, P. O. Box 1799, Quincy, FL 32353

Attest: GADSDEN BOARD OF COUNTY COMMISSIONER

CLERK OF THE CIRCUIT COURT — CHAIRMAN, BOARD OF COUNTY COMMISSIONER

Board of County Commissioners
Agenda Request

Date of Meeting: November 17, 2026

Date Submitted: October 26, 2026

To: Honorable Chairman and Members of the Board

From: Reginald James, Interim County Administrator
Sonya D. Burns, SHIP Housing Coordinator

Subject: Approval of Signatures for Special Assessment Liens and Contracts - State Housing Initiative Partnership Program (SHIP)

Statement of Issue:

This agenda item seeks Board approval and signatures for the Special Assessment Lien and Rehabilitation Contract that was agreed upon by the Homeowner, Contractor, and Community Development Administration's SHIP Housing Programs.

Background:

To protect the interest of the County, the State requires that a lien and contract be placed on the homes that are going to be rehabilitated with SHIP/ER funds or assisted with the purchase of a home. The Special Assessment Lien was signed and needs to be recorded once the homeowners have been awarded the Deferred Payment Loan to rehabilitate their home. The loan is funded by the State Housing Initiative Partnership SHIP Program through the State of Florida and does not require repayment. Repayment of the loan, when required, is based upon the prorated principal balance for the term of the loan that has not expired. The Owners and the Gadsden County Community Development Administration's Housing Rehabilitation Program have agreed that the owners shall remain in the house a full five-year period at no annual rate of interest and once the five-year period is completed the lien would be forgiven and satisfied. The homeowners are required to pay fees to have the lien recorded at the Gadsden County Clerk or Court's office and the Gadsden County Community Development Administration office will furnish them a copy of the recorded document and keep the original for our files.

Analysis:

As agreed, upon by the Owner and the Gadsden County Community Development Administrations SHIP/ER Rehabilitation Programs the owner **(See Exhibit A)** shall remain in the house for a full five-year, two-year, seven-year or ten-year period, after the lien has expired it will be forgiven and satisfied. The Rehab Contract is the agreement that has been made between the contractor and homeowner.

Fiscal Impact:
None

Options:

1. Approve and sign the homeowner's lien and contract that is being or have been served by the SHIP housing programs and all related documents.

2. Board Direction.

Interim County Administrator's Recommendation:

Option 1

Attachment(s):

1. Exhibit A
2. Lien
3. Contract

Exhibit A
Homeowners List

1. Allie Smith – Emergency Repair (2yr. Lien Agreement)

GADSDEN COUNTY
REHABILITATION AGREEMENT AND
SPECIAL ASSESSMENT LIEN

BOCC ER PROGRAM

THIS AGREEMENT, MADE THIS **6th day** of **October** 20**26** by and between **Allie Smith** whose address is **235 Phillips Road, Chattahoochee, FL, 32324,** hereinafter referred to as "Owner Occupant" and Gadsden County through its Housing Rehabilitation Program, hereinafter referred to as **"SHIP PROGRAM"**, relates to the real property lying in Gadsden County, Florida described as follows:

PARCEL IDENTIFICATION NUMBER: 2-21-3N-5W-0000-00310-0500

Legal Description: "SEE EXHIBIT A"

WHEREAS, The Owner-Occupant proposes to finance the cost of the rehabilitation work on the above described property from the proceeds of a Deferred Payment Loan made, or to be made, available to Owner-Occupant by the Housing Rehabilitation Program. The Loan is funded from the Gadsden County Housing Rehabilitation (**SHIP**) Program through the State of Florida; and

WHEREAS, the applicant for a Deferred Payment Loan must be the Owner-Occupant of the structure or must be the Purchaser-Occupant under a validly executed and binding land sales contract for the above described real property; and

WHEREAS, as long as at least one of the Owner-Occupants who was awarded the Deferred Payment Loan under the Housing Rehabilitation Program remains the Owner-Occupant in the two (2) year period from the date hereof, the Deferred Payment Loan does not require repayment.

NOW, THEREFORE, in consideration of the covenants and conditions contained herein and other good and valuable considerations, it is agreed as follows: **Seventeen Thousand NO Hundred NO Dollars 00/100 ($17,000.00)** and shall be based upon the final approved construction contract price (less other funds supplied by the Owner Occupant, if any.

2. The term of the Deferred Payment Loan for rehabilitating the above described shall be two (2) years from the date hereof, at zero percent (0%) annual rate of interest.

3. The Deferred Payment Loan principal amount shall be forgiven in an equal amount each month during the Owner-Occupant's ownership and occupancy of the property for the two (2) year term of the Loan. Fifty Percent (50%) of the principal is forgiven each year.) Repayment of the Loan, when required, shall be based upon the prorated principal balance for the unexpired term of the Loan.

4. The amount of the Loan as herein provided shall be a special assessment against the property as described herein, and this Agreement shall constitute a LIEN ON SAID PROPERTY. Said lien shall be satisfied after the Owner-Occupant has completed the full two (2) year term of this Agreement, or paid to Gadsden County the balance of the Deferred Payment Loan that may become due to the County as a result of the Owner-Occupant's default of the terms of the Agreement.

5. The Owner-Occupant agrees to the following terms in the event of transfer of ownership, loss of residence at subject property, or death of the Owner-Occupant within two (2) years from the date hereof:

Loss of ownership by sale, transfer or death, or non-occupancy by the Owner-Occupant, shall constitute a default and will cause the Deferred Payment Loan to become due and payable in a lump sum. However, the County Commission may allow repayment on an annual basis in accordance with the provisions of Paragraph 6 as hereinafter set forth.
It is further provided that, upon the death of the Owner-Occupant, the two (2) year term of this Agreement may be continued and the requirements as herein established may be assumed by the Owner-Occupant's spouse and/or minor lineal descendants. "Minor" is defined as being under

eighteen (18) years of age or being under twenty-two (22) years of age if a full-time student. **In order to assume this Agreement.** The spouse, must be residing in the home as described herein at the time of the Owner-Occupant's death, and the minor lineal descendants must move in the house, and make it their permanent residence, or already be residing in the house, upon the death of the Owner-Occupant and continue to reside there for the entire time this Agreement is in effect. In addition, the spouse and minor lineal descendants must acquire ownership of the property and must continue Owner-Occupancy status for the remainder of the term of this Agreement. Otherwise, all requirements of this lien shall remain in full force and effect, including the provisions for a default at any time. **For purposes of this provision, the term "minor lineal descendants" shall include any grandchildren of the Owner-Occupant; and such grandchildren shall be entitled to continue this Agreement as long as they meet the age and residency requirements herein, and comply with all other provisions herein.**

6. Upon default, the special assessment levied hereby shall be payable in full to Gadsden County within thirty (30) days after such default occurs; provided, however, that the governing authority, the Gadsden Board of County Commissioners may, by resolution, provide for the payment of any lien in not more than ten (10) equal annual installments from the date of said resolution with interest thereon not exceeding six (6%) per annum, on the unpaid balance. Nevertheless, the Owner-Occupant of the property may pay the full amount of principal then remaining unpaid, plus accrued interest only, at any time. All unpaid sums, penalties and interest shall be and remain a lien on the above described real property in favor of Gadsden County and such lien shall have priority over all other liens and encumbrances whatsoever except any liens for state and local taxes due on the property, and any liens (including mortgages) recorded before the recording of this Agreement. **This special assessment lien will not be subordinated to any other mortgage insured by HUD/FHA under Title II of the National Housing Act of 1934 or its successors, except the original. If default occurs prior to expiration of this lien all remaining funds of the DPL shall become due and payable, this includes refinancing.**

If said lien shall be in default for a period of thirty (30) days, the Gadsden County may enforce the same by a suit in equity according to the provisions of the Florida Statues or other applicable law, and the Owner shall be responsible for all cost incurred in such proceedings, including a reasonable attorney's fee.

7. Failure of the Housing Rehabilitation Program to exercise such default options shall not constitute a waiver of such options on any subsequent occasions.

8. The Owner-Occupant agrees to maintain a hazard insurance policy on the property for the full replacement value of the rehabilitated unit. Said property insurance shall be maintained during the entire two (2) year period which this lien is in effect and shall list Gadsden County as a mortgagee in the loss-payment provisions thereof as its interest may appear.

9. If at time it is determined by Gadsden County that the Owner-Occupant qualified for and received SHIP Housing Rehabilitation funds under fraudulent pretenses or statements, or by any other means of misrepresentation, the full amount of the Deferred Payment Loan shall immediately become due and payable to Gadsden County by Owner-Occupant.

10. In the event it is determined by Gadsden County that the Owner-Occupant ceases to qualify for a Deferred Payment Loan of the SHIP Housing Rehabilitation Program at any time, this Agreement shall terminate immediately upon the Owner-Occupant being notified that Owner-Occupant does not qualify to receive the Deferred Payment Loan and shall constitute a default pursuant to paragraph 6.

GADSDEN COUNTY
REHABILITATION AGREEMENT AND
SPECIAL ASSESSMENT LIEN

BOCC ER PROGRAM

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day, and year above first written.

Witness Michelle Thomas
Address: 9 East Jefferson, Quincy, FL 32351

Owner-Occupant, **Allie Smith**

Witness
Address:

Witness
Address:

Owner-Occupant,

Witness
Address:

STATE OF FLORIDA
County of GADSDEN

Sworn to and subscribed before me, the undersigned authority, this 6th day of **October 2026,** personally appeared **Allie Smith of 235 Phillips Road, Chattahoochee, FL.,32324** this agreement for the purpose therein expressed.

NOTARY PUBLIC
Commission # HH 634625
Expires February 10, 2029

Signature of Notary Public State of Florida

Print, Type or Stamp Name of Notary Public

[ ] Personally known to me, or
[X] Produced Identification: VALID FLORIDA IDENTIFICATION CARD
Type of identification

This instrument prepared by: Sonya D, Burns, P. O. Box 1799, Quincy, FL 32353

Attest:
COMMISSIONER

GADSDEN BOARD OF COUNTY

By:

CLERK OF THE CIRCUIT COURT

CHAIRMAN, BOARD OF COUNTY COMMISSIONER

ATS 40192

Exhibit "A"

The East one-half of the Southwest one-quarter of Section 21, Township 3 North, Range 5 West, Gadsden County, Florida, less and except lands described in Official Records Book 464, Page 95; Official Records Book 493, Page 625; Official Records Book 500, Page 1273; Official Records Book 509, Page 1877; Official Records Book 544, Page 340; Official Records Book 584, Page 637; Official Records Book 592, Page 1634; Official Records Book 603, Page 1097; Official Records Book 625, Page 1339; Official Records Book 684, Page 1243 and Official Records Book 609, Page 1032.

AND

COMMENCE at the Southwest corner of the Southeast quarter of the Southwest quarter of Section 21, Township 3 North, Range 5 West, Gadsden County, Florida, and thence run North 89 degrees 32 minutes 08 seconds East 791.00 feet to a concrete monument (#3266) marking the Southeast corner of lands as described In O.R, Book 464, Page 97, in the Public Records of Gadsden County, Florida, thence run North 89 degrees 32 minutes 53 seconds East 538.07 feet to a concrete monument (#3266), thence run North 00 degrees 50 minutes 43 seconds West 1159.81 feet to a set iron rebor and cap (LB#6154), said point being the POINT OF BEGINNING. From said POINT OF BEGINNING thence run North 08 degrees 20 minutes 54 seconds West 242.30 feet to a set iron rebar and cap (LB#6154), thence run North 18 degrees 28 minutes 34 seconds East 264.22 feet to a set iron rebar and cap (LB#6154), thence run South 63 degrees 14 minutes 24 seconds East 174.52 feet to a set iron rebar and cap (LB#6154), thence run South 00 degrees 50 minutes 43 seconds East 179.03 feet to the POINT OF BEGINNING. TOGETHER WITH a 30 foot wide easement for Ingress, egress, and utilities.

Together with a 2020 Live Oak Doublewide Mobile Home (NO VIN# has been assigned to date).

Gadsden County
Housing Rehabilitation Program
Contract for Rehabilitation Work

THIS CONTRACT, entered into this **6th** day of **October,** 20**26**, by and between **Allie Smith** of **235 Phillips Road, Chattahoochee, FL. 32324**, hereinafter called **the "Owner,** "and **Jamey Westbrook, J & W Well Drilling, P.O. Box 135, Bascom, FL. 32423,** hereinafter called the **"Contractor,** "and as approved by the Gadsden County Board of County Commissioners through its designee, The Gadsden County's SHIP Housing Rehabilitation Program, Hereinafter called **"Agency."**

WITNESSETH:

WHEREAS, the Owner proposes to finance in whole or in part the cost of the rehabilitation work provided for in this Contract from the proceeds of rehabilitation monies made or to be made to the Owner through the United States of America pursuant to Title I of the Housing and Community Development Act of 1974, and applicable regulations of the Agency (and from other funds available to the Owner to finance the cost of such rehabilitation work has been approved by the Agency, and the owner desires to engage the Contractor to perform such rehabilitation work in accordance with the provisions of this Contract and applicable requirements of the Agency,

NOW, THEREFORE, for the considerations stated herein, the Owner and the Contractor do hereby mutually agree as follows:

GENERAL CONDITIONS

Section 1. **Property to be Rehabilitated**

The property to be rehabilitated pursuant to this Contract is located at **235 Phillips Road, Chattahoochee, FL. 32324** County of Gadsden, State of Florida, and is more particularly described as follows:

PARCEL IDENTIFICATION NUMBER: 2-21-3N-5W-0000-00310-0500

Legal Description: "SEE EXHIBIT A"

Section 2. **Contract Documents**

The Contract documents which comprise this contract for Rehabilitation Work consist of this Contract, as executed on behalf of the owner and the contractor, and the following additional documents, each of which has been attached to this Contract prior to its execution by the Owner and the Contractor and each of which is hereby incorporated in this Contract by reference: (a) the work write-up and Contractor's bid proposal, signed and dated on behalf of the Contractor as of the **6th** of **October 2026,** and accepted by

the Owner as of the **6th** of **October 2026,** and (b) the Standard Rehabilitation Specifications, including the plan Drawings (if any), for the rehabilitation work to be performed by the Contractor pursuant to this Contract. The Contractor shall perform the rehabilitation work provided for in this Contract in strict conformance with the Contract Documents that comprise this Contract. Change orders or other authorized documents pertaining to the work and issued after the execution of this Contract shall also become Contract Documents.

The Contractor shall maintain at the site one copy of all drawings, general specifications and work write-up, addenda, approved shop drawings, change orders, and other modifications in good order and marked to record all changes made during construction. These shall be available to the Owner and Agency upon request.

Section 3. **Occupancy Provision**

The premises are to be ___occupied/ x___ vacant for 90 days during the course of the rehabilitation work.

Section 4. **Contract Price**

Upon satisfactory completion of the rehabilitation work provided for in this Contract, the Contractor shall be paid the amount of **Seventeen Thousand NO Hundred NO Dollars and 00/100 ($17,000.00)** hereinafter called the "Contract Price", which shall constitute full and complete compensation for the Contractor's performance of the rehabilitation work provided for in this Contract, except as otherwise provided in Section 21 of this Contract.

Section 5. **Time of Performance**

The contractor shall commence the rehabilitation work provided for in this Contract within ten (10) days from the date of the Owner's issuance of the Order to Proceed referred to in Section 8 of this Contract, unless a delay is approved in writing by the Agency Director or designee. The Contractor shall satisfactorily complete such work within **90** days after issuance of the said Order to Proceed. Said completion period may be extended upon written approval by the Agency Director or designee, in conjunctions with an approved Change Order, or as a result of acts of God or other extenuating circumstances beyond the Contractor's fault or control. However, time is the essence of this Contract, and extensions shall be limited to unforeseeable circumstances.

The Contractor shall be responsible for scheduling the rehabilitation work, and for coordinating the operations of all trades, subcontractors, and suppliers engaged by the Contractor in connection with the work, in such manner as to assure the expeditious completion of work.

The Contractor shall not discriminate on the basis of race, color, religion, sex or national origin. He/she further agrees that (except where he/she has obtained identical certification from proposed subcontractors for specific time periods) he/she will obtain identical certification from proposed sub-contractors prior to the award of subcontractors exceeding $10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that he/she will retain such certifications in his/her files; and that he/she will forward the following notice to such proposed

subcontractors(except where proposed subcontractors have submitted identical certifications for specific time periods).

*Parking lots, drinking foundations, recreation or entertainment areas.

ADDITIONAL CONTRACT PROVISIONS

If this Contract includes additional provisions not included in the General Conditions of Federal Provisions, such additional execution by the Contractor and the owner. If no additional provisions are to be included in this Contract, this Contract shall so state so by having the work "**NONE**" written or typed on the following line.

"None"

IN WITNESS WHEREOF, the Contractor has executed this Contract as of the **6TH day** of **October**, **2026** and the Owner has executed this Contract as of the date above first written.

WITNESSES:

Contractor, **Jamey Westbrook**
J & W Well Drilling

FA Lic 2054
License Number

WITNESSES:

Owner, **Allie Smith**

WITNESSES:

Owner,

As approved by the Gadsden County's Housing Rehabilitation Program

By: Sonya Burns

Title: Housing Administrator

Attest:

GADSDEN BOARD OF COUNTY COMMISSIONERS
BY:

CLERK OF THE CIRCUIT COURT

CHAIRMAN, BCC

NOTE: TO HOMEOWNER(S)'THIS IS TO REMIND YOU THAT REHABILITATION UNDER THE SHIP PROGRAM IS MINOR TO MODERATE REPAIRS ONLY.

ATS 40192

Exhibit "A"

The East one-half of the Southwest one-quarter of Section 21, Township 3 North, Range 5 West, Gadsden County, Florida, less and except lands described in Official Records Book 464, Page 95; Official Records Book 493, Page 625; Official Records Book 500, Page 1273; Official Records Book 509, Page 1877; Official Records Book 544, Page 340; Official Records Book 584, Page 637; Official Records Book 592, Page 1634: Official Records Book 603, Page 1097; Official Records Book 625, Page 1339; Official Records Book 684, Page 1243 and Official Records Book 609, Page 1032.

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Together with a 2020 Live Oak Doublewide Mobile Home (NO VIN# has been assigned to date).

Board of County Commissioners
Agenda Request

Date of Meeting: November 17, 2026

Date Submitted: November 3, 2023

To: Honorable Chairman and Members of the Board

From: Reginald James, Interim County Administrator
Tabitha D. Washington, Director of Library Services

Subject: Approval of Library Annual Plan of Service 2026-2027

Statement of Issue:

The second part of the 2026-2027 State Aid to Public Libraries application that is due by December 1st requires submission of a Board approved Annual Plan of Service.

Background:

State Aid is an essential part of the Library budget. The State Aid grant award in Fiscal Year 2026-2027 is expected to be approximately $337,879. State Aid is used for materials, salaries, and operating expenses of the William A. "Bill" McGill Library in Quincy, the Havana Public Library, and the Cowen Public Library in Chattahoochee.

Analysis:

Services and goals outlined in the attached plan were extracted from the Library Strategic Long-Range Plan 2023-2028. Approval of the Annual Plan of Service is a required step toward obtaining this grant, which is vital to continuing library services in Gadsden County.

Fiscal Impact:

Gadsden County's State Aid funding is made up of two grants, an operating grant and an equalization grant. The majority of Gadsden County's State Aid is the equalization grant, which is provided to the poorest counties based upon taxable property values. The actual amount of the grant is determined by a formula that is based largely on local funds invested in library services. Therefore, more local dollars spent on library services means more potential for State Aid. The grant award for the FY 2026-2027 fiscal year will be approximately $337,879. No further financial obligation or match is required by the County.

Options:

1. Approve Annual Plan of Service 2026-2027.
2. Provide other direction.

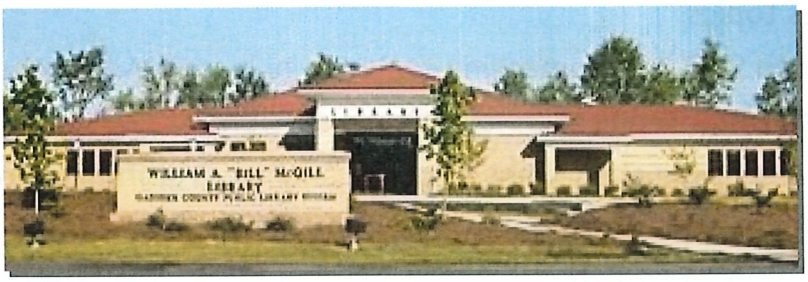
County Administrator's Recommendation:

Approval of Option 1.

Attachments

1. Annual Plan of Service 2026-2027.
2. Library 5 year Plan 2023-2028.

GADSDEN COUNTY PUBLIC LIBRARY SYSTEM
PLAN OF SERVICE 2026 -2027



Library mission

"To serve the diverse informational and recreational needs of the people of Gadsden County, to provide quality service and programs in a comfortable setting, and to keep the public aware of these resources."

Goal 1 | Technology, Internet and computer access

Strategic-plan direction: facilitate access beyond library premises; offer technology classes and individual assistance; and replace aging hardware and infrastructure.







Objective 1.1 — Improve access to devices and connectivity

- Review and, subject to funding and approved lending policies, relaunch or expand circulating hotspots, laptops, and other eligible devices.
- Assess Wi-Fi reach at each branch and options for improved exterior coverage; plan connectivity for any future mobile library service.

- Track loans, unique borrowers, demand, and technical issues monthly.

Objective 1.2 — Build digital skills for all ages

- Offer introductory computer, email, Internet safety, online applications, and Microsoft Office instruction, including employment and college-readiness topics.
- Offer youth STEM and emerging-technology learning opportunities and scheduled one-on-one technology help sessions.
- Provide accessible class times across branches as staffing allows; use partner instructors or volunteers when feasible.

Objective 1.3 — Maintain dependable technology

- Complete a branch-by-branch inventory of public computers, staff laptops, network equipment, and accessibility needs.
- Prioritize replacement of failing or obsolete equipment and infrastructure upgrades through the annual budget and grant opportunities.

Goal 2 | Outreach services and library marketing

Strategic-plan direction: develop mobile library service; offer offsite programs; improve access for homebound users; and strengthen the library website and community promotion.







Objective 2.1 — Bring library services into the community

- Develop a mobile-library feasibility and implementation plan, including vehicle funding, staffing, routes, collections, safety, and Internet access. Launch routes only if a vehicle and recurring operating funds are secured.

- Provide offsite workshops and information tables at schools, senior centers, and community events.
- Coordinate with local schools and community organizations to promote library cards, literacy resources, and digital services.

Objective 2.2 — Reach residents who cannot easily visit

- Promote eBooks and audiobooks and evaluate ways to assist homebound patrons with access and registration.
- Assess demand for homebound delivery or partner-supported services before committing to a delivery model.

Objective 2.3 — Make services easier to discover

- Review and refresh library website information, including branch details, programs, online resources, and accessibility.
- Publish a consistent monthly events calendar and coordinate promotion through branch displays, county channels, community partners, and social media.
- Track event referrals, outreach contacts, and digital engagement to refine messaging.

GADSDEN COUNTY PUBLIC LIBRARY

STRATEGIC PLAN 2023 -2028

Prepared by

Novare Library Services
novarelibrary.com

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Goal 2: Expand Outreach Services and Library Marketing 10
Goal 3: Promote enhanced health and wellness within Gadsden County by delivering education and resources. 11
Goal 4: Develop innovative programming and services to attract and engage a diverse audience at the library. 11
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Goal 6: Foster the growth and enrichment of youth in Gadsden County by promoting and expanding activities. 12
Goal 7: Ensure a culture of continuous staff development and cultivate an environment that prioritizes and sustains high job satisfaction. 12

Introduction

The Gadsden County Public Library (GCPL) has been a staple in this community since its inception in 1980. For over 40 years, they have been steadfast in their mission.

"To serve the diverse informational and recreational needs of the people of Gadsden County, to provide quality service and programs in a comfortable setting, and to keep the public aware of these resources."







Purpose

The strategic plan for the Gadsden County Public Library aims to provide a clear roadmap for its future development and growth. It outlines the library's vision, goals, and actions required to enhance its services and resources. By aligning efforts and resources, the plan aims to ensure the library's continued success, adaptability, and relevance to the community GCPL serves.

About Gadsden County



Gadsden County, Florida, is in the panhandle bordering Georgia on the north and the counties Leon, Liberty, Calhoun, and Jackson within Florida.

The county has four cities and two towns:

- Chattahoochee – population 3,327
- Greensboro – population 449
- Gretna – population 1,369
- Havana – population 1,713
- Midway – population 3,434
- Quincy (County Seat) - population 8,004

Gadsden County's rich heritage is intertwined with shade tobacco, elegant Victorian homes, and its historical association with Coca-Cola. In the early 1900s, the visionary local banker M.W. "Pat" Munroe foresaw the potential of Coca-Cola and encouraged clients to invest in its stock, leading to significant wealth for many residents as the

company's prominence grew. During that era, Gadsden County boasted the highest number of millionaires and the largest holdings of Coca-Cola stock in the nation. This legacy continues to shape the county's identity, showcasing its historical significance and entrepreneurial spirit.

Today, the county is the only Florida county with an African American majority. According to 2022 Census data, the county has 43,714 residents, a 6.4% decrease from 2010. 54.9% are African American, 42% are white, and 11.7% are Hispanic.

The county's median income is $25,400. The county has a high poverty rate of 24.2%, with 42.5% of children under 18 living below the poverty line. Compared to the state average of 13.1% of individuals living below the poverty level and 18.2% of children (0 – 17) living below the poverty, Gadsden County's poverty levels are extremely high.[i]

Healthwise, the county was hit hard during COVID, with over 13,000 cumulative cases reported.[ii] The county generally sees higher-than-average chronic diseases such as heart attacks, strokes, diabetes, colorectal cancer, asthma, and other respiratory diseases. Risks, such as inactivity or muscle strengthening recommendations, are well above state averages.[iii]

Today, agriculture, forestry, fishing, and hunting jobs still employ most residents though changes are coming. Gadsden County's location to the Tallahassee MSA and four major interstates has set Gadsden County on a path of growth with a 700-acre master-planned Intermodal Logistics Center, a nearby Amazon Distribution Center, and a focus on Inclusive Economic Development.[iv]

About Gadsden County Library

In 1980, the County designed a public library system to include a main library in Quincy and two branch libraries in Chattahoochee and Havana. Locations were decided in response to state standards suggesting that county residents' driving time to a library should be no more than 15 minutes in urban areas and 30 minutes or less in rural areas.

Gadsden County maintains a main library and two branch libraries. Library personnel includes a paid staff of 18. The library falls under the governance of the Gadsden County Board of Commissioners.

The Gadsden County Public Library actively promotes various programs for youth and adults in the community. In addition to providing highly rated services and programs, the GCPL is a support system to the local schools and institutions of higher learning.

The library system circulates over 200,000 adult items annually and over 200,000 for teens and children through its three locations. Using the Library Value Calculator, checking these items out of the library saved the citizens of Gadsden County over 6.8 million dollars last year.[v]

Library Locations





William A. "Bill" McGill Public Library

732 South Pat Thomas Parkway
Quincy, FL 32351
850-627-7106

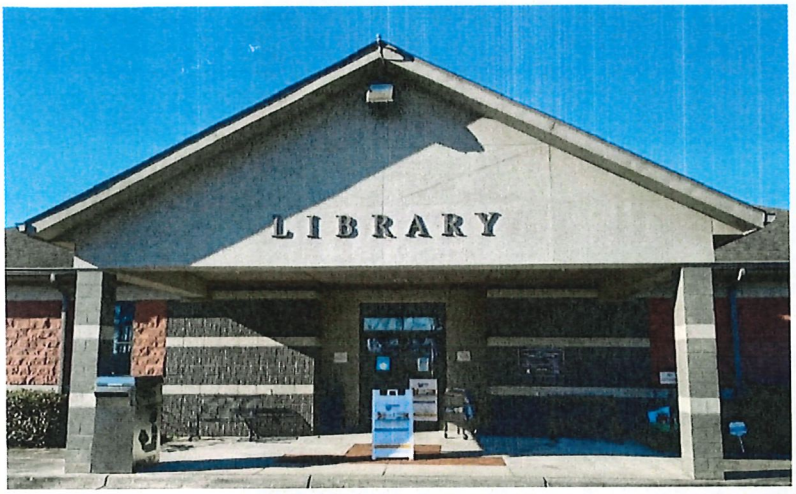
Built-in 2006 through a Public Library Construction Grant from the State of Florida, the main library in Quincy is 14,560 square feet. The library has a large meeting room, makerspace, and computers on the main floor.

The new maker area has a 3D printer, virtual reality, and a Cricut machine for library programming.

The library houses LVA-Gadsden Inc., which provides basic tutoring, English as a second language, computer literacy, and GED training.

Hours:

Monday – Tuesday 10:00 AM - 8:00 PM
Wednesday-Thursday 10:00 AM - 6:00 PM
Friday 10:00 AM - 6:00 PM
Saturday 10:00 AM - 2:00 PM
Sunday Closed





Cowen Public Library

300 Maple Street
Chattahoochee, FL 32324
850-663-2707

The Chattahoochee Library was the first library in the Gadsden County system. The City of Chattahoochee signed an inter-local agreement transferring the operation of the Chattahoochee Public Library to the County in 1980.

In 2007, the new Chattahoochee Library opened through a Public Library Construction Grant from the State of Florida. The library is 6,112 square feet facility has a small meeting room and public computers.

Hours:

Monday – Tuesday 10:00 AM - 8:00 PM
Wednesday-Thursday 10:00 AM - 6:00 PM
Friday 10:00 AM - 6:00 PM
Saturday 10:00 AM - 2:00 PM
Sunday Closed



Havana Public Library

203 E. Fifth Avenue
Havana, FL 32333
850-539-2844

In 2004 the Town of Havana built an 8,008-square-foot facility to house the Havana Public Library. The library has a flatbed scanner and public computers.

Hours:

Monday & Tuesday 11:00 AM - 8:00 PM
Wednesday – Friday 11:00 AM - 6:00 PM
Saturday 10:00 AM - 3:0 0 PM
Sunday Closed

Library Website

The library website http://www2.youseemore.com/gadsden/ provides access to:

- the online catalog and account management
- a calendar of events for all locations
- Friends of the Library Information
- Library News
- Online Resources

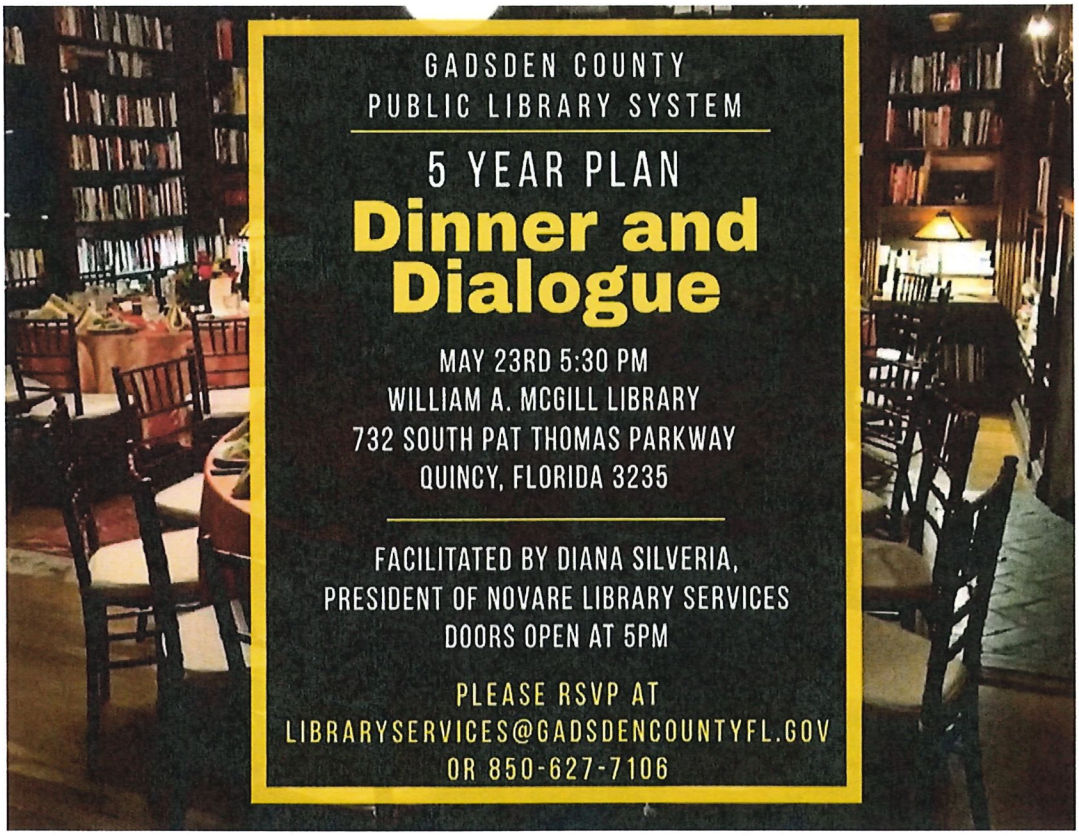
- Ancestry Library (in-house access only)
- Axis360 eBooks and audiobooks
- Florida Electronic Library (remote access) provides access to over 65 online premium resources for students, adults, and Spanish-language resources.
- African American Heritage
- Universal Class with over 500 online continuing education courses

Planning Process

Gadsden County Public Library contracted with Novare Library Services to develop a new strategic plan for the library for 2023 – 2028 through its membership with the Panhandle Library Access Network (PLAN) (https://planfl.org/). Before the Strategic Plan, Novare Library Services developed a 2022 – 2025 Technology Plan for Gadsden County Public Library.

The Strategic Plan will cover December 2023 to November 2028.

Community and Staff Input



The new strategic plan's development relied heavily on community input. A public survey was available to all users from April – May 2023 and promoted at each location, social media, and website. The survey analyzed current library services, possible services, and programming for the future and left room for open community input. In addition, staff completed a survey to identify staff and user needs from a staff perspective.

In addition, there was a public meeting on May 23, 2023. Staff members and the public attended. Moderated by Diana Silveira, the attendees discussed the current library and where the library should go in the future.

Community Needs

The determination of community needs involved various methods, including:

- Interviews with library staff
- A public meeting
- County statistics
- Review of the long-range plan for Gadsden County
- Review of the Gadsden County Development Council Initiative

Strategic Plan 2023 – 2028

Goal 1: Expand programs to offer access to Gadsden County residents to technology, Internet, and computers.

1. Facilitate user access to the Internet beyond the library premises.
    a. Relaunch the hotspot and device loaning programs.
    b. Deploy Wi-Fi extenders to broaden coverage outside the library premises.
    c. Provide Wi-Fi through Bookmobile.
2. Deliver technology classes tailored for community members focusing on workforce development, college preparedness, and hobbyist pursuits.
    a. Provide ongoing classes for users on new emerging technology and basic skills.
    b. Continue and expand STEM programming for K-12 visitors.
    c. Introduce tech help appointments/programming hours to provide one-on-one assistance to residents with their devices and technology-related issues.
3. Replace aging hardware.
    a. New laptops for staff members
    b. Complete upgrade to the in-house library technology infrastructure.
    c. Replace public and staff hardware at all locations.

Goal 2: Expand Outreach Services and Library Marketing

1. Provide mobile library services.
    a. Purchase a new smaller bookmobile, drivable by any staff member (without a commercial driver's license).
    b. Develop a new bookmobile schedule.
    c. Promote access to the Internet to residents visiting the bookmobile.
2. Provide Offsite programming at community events.
    a. Provide workshops at local senior centers.
    b. Expand school outreach services.
    c. Participate in community events.
3. Expand services to homebound users.
    a. Expand eBook and audiobook collections.
4. Enhance marketing and promotional efforts.
    a. Refresh the current website.
    b. Continue marketing programming and services to the community.

Goal 3: Promote enhanced health and wellness within Gadsden County by delivering education and resources.

1. Establish dedicated, soundproof meeting spaces at each location, allowing community members to schedule and conduct telehealth appointments.
2. Develop educational programming focused on health issues and exercise.
    a. Utilize the walking path at Havana Library for library programming including a walking group.
    b. Introduce new exercise-related classes through streaming to the library.
    c. Introduce new workshops for cooking and wellness.
3. Develop a pilot health, wellness, and exercise Library of Things.
4. Expand the seed program to promote healthy eating and sustainable living.
    a. Develop a library food garden at the Chattahoochee Branch.
    b. Develop new library programming on gardening and sustainable living.

Goal 4: Develop innovative programming and services to attract and engage a diverse audience at the library.

1. Create in-person, hybrid, and online programming for residents.
    a. Continue genealogy classes.
    b. Continue fun community-building events like Bingo.
    c. Introduce new exercise-related classes through streaming to the library.
    d. Create life-skill workshop series for new adults.
2. Expand Adult Literacy Services
    a. Continue introducing life skill literacy classes on health, finance, and legal.
    b. Introduce adult literacy classes.
    c. Launch a campaign for new volunteers.
    d. Provide training for volunteers.
    e. Market service to residents

Goal 5: Enhance community employability through targeted workforce development programs and resources.

1. Increase employability skills through library resources and training.
2. Offer services through software, partnerships, or volunteers for resume writing assistance.
3. Create programming and personalized mentoring to facilitate increased confidence and success in job interviews.

Goal 6: Foster the growth and enrichment of youth in Gadsden County by promoting and expanding activities.

1. Expand Children's programming and outreach.
    a. Introduce supplemental reading programs to encourage reading and bring literacy resources to early readers.
    b. Collaborate with local schools and daycares for programming and library card sign-ups.
2. Restart the yearly summer reading program with events and prizes for reading.
3. Expand in-person programming for local youth.
    a. Explore partnerships, collaborations, and other free/low-cost programming options.
    b. Provide regularly scheduled movie nights.
4. Create a story walk at the Havana Branch.
5. Develop focused programming for teens at all locations.
    a. Utilize teens as volunteers with Bright Future hours.
    b. Develop new programming with makerspace and life skills.

Goal 7: Ensure a culture of continuous staff development and cultivate an environment that prioritizes and sustains high job satisfaction.

1. Promote staff training opportunities through the county, PLAN, the state, and professional organizations.
    a. Find grant opportunities for staff to attend regional, state, and national library conferences.
    b. Establish a versatile system enabling staff to actively participate in live training sessions, webinars, and on-demand learning opportunities, enhancing their professional growth and expertise.
2. Maintain open and effective communication channels while consistently offering robust support mechanisms for staff members.
3. Empower staff to design personalized training plans for self-development, fostering continuous growth and skill enhancement.

End Notes and Resource Links

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[i] Data Commons Demographic Data - datacommons.org/place/geoId/12039/?utm_medium=explore&mprop=count&popt=Person&hl=en

[ii] Data Commons – COVID19 - datacommons.org/tools/timeline -&place=geoId/12039&statsVar=CumulativeCount_MedicalConditionIncident_COVID_19_ConfirmedOrProbableCase

[iii] Florida Health Charts flhealthcharts.gov/ChartsDashboards/rdPage.aspx?rdReport=ChronicDisease.Report&rdRequestForwarding=Form

[iv] Gadsden County Economic Development Council gadsdenfldev.com

[v] What's Your Library Worth? ilovelibraries.org/what-libraries-do/calculator

Resources Consulted

- Gadsden County Economic Development Council - Workforce Development
- Gadsden County Comprehensive Plan
- GIS Geography - Florida County Map (Image Source)
- Data Commons

Written by:

Diana Silveira, President.
Novare Library Services
novarelibrary.com

Submitted August 15, 2023

Board of County Commissioners
Agenda Request

Date of Meeting: November 17, 2026

Date Submitted: November 9, 2026

To: Honorable Chairperson and Members of the Board

From: Reginald James, Interim County Administrator
Rose Raynak, Director of Finance
Trudei Porter, Finance Director

Subject: **Public Hearing:** Approval of Resolution 2026-048 General and Debt Service Budget Amendments for FY2026

Statement of Issue:

This agenda item is presented to the Board for approval of Resolution 2026-048 and authorization for the Interim County Administrator and Finance Director to prepare, complete and execute all budget amendments required to maintain a balanced budget for the Fiscal Year 2026 BOCC budget.

Background:

Florida Statutes and generally accepted governmental accounting practices require that counties adopt and maintain a balanced budget each fiscal year. During the fiscal year, adjustments may be necessary to align expenditures with available revenues, address operational needs, and ensure compliance with statutory requirements. Resolution 2026-048 provides the administrative authority necessary for the timely processing of budget amendments when operational or financial conditions change.

Analysis:

Granting approval for the Interim County Administrator and the Finance Director to execute necessary budget amendments will allow the County to:

- Ensure the FY2026 BOCC budget remains balanced throughout the fiscal year
- Respond promptly to unanticipated financial adjustments
- Maintain compliance with budgetary regulations
- Reduce delays that can occur when amendments require separate Board action

Fiscal Impact:

No Fiscal Impact.

Options:

1. Approve Resolution 2026-048 and authorize the Interim County Administrator and Finance Director to complete and execute all necessary FY2026 BOCC budget amendments.
2. Do not approve.
3. Board direction.

Interim County Administrator's Recommendation

Option 1.

Attachment:

- Resolution 2026-048
- Narrative
- Budget Amendments

Amendment Narrative

BUDGET AMENDMENT #26-103 - FUND 101 DORI SLOSBERG 318.1215 – SETUP BUDGET FOR FISCAL YEAR 2026 - $17,137.66

BUDGET AMENDMENT #26-104 – FUND 001 GENERAL FUND – INCREASE THE TRANSFER TO FUND 105 – $124,000

BUDGET AMENDMENT #26-105 – FUND 005 COURT FACILITIES – INCREASE TRANSFER FROM GENERAL FUND AND ADJUST BUDGET FOR ACTUAL FY26 EXPENDITURES - $124,000

BUDGET AMENDMENT #26-106 – FUND 001 GENERAL FUND – INCREASE TRANSFER TO FUND 118 - $314,000

BUDGET AMENDMENT #26-107 – FUND 118 LIBRARY – INCREASE TRANSFER FROM GENERAL FUND AND ADJUST BUDGET FOR ACTUAL FY26 EXPENDITURES - $314,000

BUDGET AMENDMENT #26-108 – FUND 001 GENERAL FUND – INCREASE TRANSFER TO FUND 135 - $52,630

BUDGET AMENDMENT #26-109 – FUND 135 SUPERVISOR OF ELECTIONS - INCREASE TRANSFER FROM GENERAL FUND AND ADJUST BUDGET FOR ACTUAL FY26 EXPENDITURES - $52,630

BUDGET AMENDMENT #26-110 – FUND 166 OPIOID SETTLEMENT – SETUP BUDGET FOR FISCAL YEAR 2026 - $40,488.80

BUDGET AMENDMENT #26-111 – FUND 199 FEMA – SETUP BUDGET FOR FISCAL YEAR 2026 - $247,971.10

BUUDGET AMENDMENT #26-112 – FUND 215 DEBT SVC PUBLIC WORKS EQUIPMENT – SETUP BUDGET FOR FINANCING OF THE BALLON PAYMENT FOR EQUIPMENT WITH RING INVESTMENTS - $1,107,021.73

BUDGET AMENDMENT #26-113 – FUND 313 CAPITAL PROJECT PUBLIC WORKS – SETUP BUDGET FOR FISCAL YEAR 2026 - $31,485.00

BUDGET AMENDMENT #26-114 – FUND 170 NWFHN - OPIOID - CORRECT AND ADJUST BUDGET FOR ACTUAL FY26 EXPENDITURES - $134,401.69

BUDGET AMENDMENT #26-115 – FUND 139 TAX COLLECTOR – INCREASE TRANSFER FROM GENERAL FUND AND ADJUST BUDGET FOR ACTUAL FY26 EXPENDITURES - $111,943.86

BUDGET AMENDMENT #26-116 – FUND 001 GENERAL FUND – INCREASE TRANSFER TO FUND 139 - $679,245.67

BUDGET AMENDMENT #26-117 – FUND 120 TOURIST DEVELOPMENT – ADJUST CASH FORWARD AND EXPENDITURES FOR ACTAL FY26 FINAL NUMBERS - $7,332.56

BUDGET AMENDMENT #26-118 – FUND 114 JUDICIAL SERVICES - ADJUST CASH FORWARD AND EXPENDITURES FOR ACTAL FY26 FINAL NUMBERS - $55.38

BUDGET AMENDMENT #26-119 – FUND 125 BUILDING INSPECTION - ADJUST CASH FORWARD AND EXPENDITURES FOR ACTAL FY26 FINAL NUMBERS - $23,052.18

RESOLUTION NO. 2026-048

WHEREAS, the Board of County Commissioners of Gadsden County, Florida, approved the Fiscal Year 2025-2026 Budget; and,

WHEREAS, the Board of County Commissioners, pursuant to Chapter 129, Florida Statutes, desires to amend the budget.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Gadsden County, Florida, hereby amends the budget as reflected in the Budget Amendments attached hereto.

Adopted this ____ day of _____ 2026.

Board of County Commissioners
Gadsden County, Florida

_____
Chairperson

Attest: Nicholas Thomas, Clerk

By:_____

BA# **26-103**

Gadsden County BOCC Budget Amendment Form

Date: 11/6/2026
Fiscal Year: 2025-2026
Department:
Agenda Item:

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
101		348-5302	DORI SLOSBERG 318.1215	-	17,137.66	17,137.66
#1 Subtotal				**-**	**17,137.66**	**17,137.66**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
101	1011	53100	PROFESSIONAL SERVICES	-	17,137.66	17,137.66
#2 Subtotal				**-**	**17,137.66**	**17,137.66**

#3 Balancing (Subtotal Line #1 Less Subtotal Line 2) -

Notes

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND

FUND-101 DORI SLOSBERG 318.1215
DEPT TOTAL- TITLE NOT FOUND
1ST SUBTOTAL-340000 CHARGES FOR SERVICES

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
3485302 DORI SLOSBERG 318.1215	.00	1,650.52	.00	17,137.66	-17,137.66	.00
TOTAL CHARGES FOR SERVICES	.00	1,650.52	.00	17,137.66	-17,137.66	.00
TOTAL TITLE NOT FOUND	.00	1,650.52	.00	17,137.66	-17,137.66	.00
TOTAL DORI SLOSBERG 318.1215	.00	1,650.52	.00	17,137.66	-17,137.66	.00

BA# **26-104**

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2025-2026
Department:
Agenda Item:

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.

#1	**Subtotal**			-	-	

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
001	8001	59901	RESERVE FOR CONTENGENCY	1,176,528.97	(124,000.00)	1,052,528.97
001	9001	59140	TRANSFER CRT FACILITIES	41,406.00	124,000.00	165,406.00

#2	**Subtotal**	**1,217,934.97**	**-**	**1,217,934.97**

#3 Balancing (Subtotal Line #1 Less Subtotal Line 2) -

Notes

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

SELECTION CRITERIA: genledgr.fund='005'
ACCOUNTING PERIOD: 13/26

FUND - 005 - COURT FACILITIES FUND

ACCOUNT - - - - - TITLE - - - - -	DEBITS	CREDITS
101001 Disbursement Cash		119,647.41
TOTAL CASH IN BANK	.00	119,647.41
TOTAL ASSETS	.00	119,647.41
201001 Vouchers Payable		7,113.13
TOTAL Vouchers Payable	.00	7,113.13
TOTAL LIABILITIES	.00	7,113.13
241100 Expenditure Budget Cntrl		208,656.00
241200 Revenue Budget Control	208,656.00	
242000 Expenditure Control	274,973.56	
242100 Revenue Control		152,164.78
TOTAL CONTROL ACCOUNTS	483,629.56	360,820.78
281000 RESTRICTED FUND BALANCE	3,951.76	
TOTAL RESTRICTED FUND BALANCE	3,951.76	.00
TOTAL EQUITIES	487,581.32	360,820.78
TOTAL COURT FACILITIES FUND	487,581.32	487,581.32
TOTAL REPORT	487,581.32	487,581.32

(1) (122,808.78)

(123,599.17)

BA for over Budget/negative fund Balance

SUNGARD PENTAMATION INC.
DATE: 11/07/2026
TIME: 10:29:44

GADSDEN COUNTY BOCC
EXPENDITURE AUDIT TRAIL

SELECTION CRITERIA: expledgr.key_orgn='9001' and expledgr.account='59140'
ACCOUNTING PERIODS: 1/26 THRU 13/26

SORTED BY: FUND,FUNCTION,ACTIVITY,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,FUNCTION,ACTIVITY,DEPT TOTAL,1ST SUBTOTAL

PAGE BREAKS ON: FUND

FUND - 001 - GENERAL FUND
DEPARTMENT - 9001 - TRANSFERS-GEN'L FUND

ACCOUNT / DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
001-580-581-9001-9001 - TRANSFERS-GEN'L FUND									
59140 TRANSFER CRT FACILITES					.00	.00	.00	BEGINNING BALANCE	
10/02/25	11-1				.00			POSTED FROM BUDGET SYSTEM	
11/04/25	13-2				41,406.00			BA 2026-01	
11/05/25	19-2		28			41,406.00		FY26 TRF	
TOTAL	TRANSFER CRT FACILITES				41,406.00	41,406.00	.00		.00
TOTAL 1ST SUBTOTAL - OTHER USES					41,406.00	41,406.00	.00		.00
TOTAL DEPT TOTAL - TRANSFERS-GEN'L FUND					41,406.00	41,406.00	.00		.00
TOTAL ACTIVITY - INTERFUND TRANSFER					41,406.00	41,406.00	.00		.00
TOTAL FUNCTION - OTHER USES					41,406.00	41,406.00	.00		.00
TOTAL FUND - GENERAL FUND					41,406.00	41,406.00	.00		.00
TOTAL REPORT					41,406.00	41,406.00	.00		.00

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SELECTION CRITERIA: orgn.fund='001'
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-001 GENERAL FUND
DEPT TOTAL-8001 RESERVES
1ST SUBTOTAL-59000 OTHER USES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
59901	RESERVE FOR CONTINGENCY	1,176,528.97	.00	.00	.00	1,176,528.97	.00
	TOTAL OTHER USES	1,176,528.97	.00	.00	.00	1,176,528.97	.00
	TOTAL RESERVES	1,176,528.97	.00	.00	.00	1,176,528.97	.00

BA# **26-105**

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2025-2026
Department:
Agenda Item:

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
005		381-1000	TRANSFER FROM GENERAL FUND	41,406.00	124,000.00	165,406.00

#1 Subtotal	**41,406.00**	**124,000.00**	**165,406.00**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
005	0521	53400	OTHER CONTRACTUAL	1,782.00	10,000.00	11,782.00
005	0521	54300	UTILITY SERVICES	47,500.00	11,100.00	58,600.00
005	0521	54400	RENTAL & LEASES	11,124.00	2,000.00	13,124.00
005	0521	54500	INSURANCE	50,000.00	61,000.00	111,000.00
005	0521	55200	OPERATING SUPPLIES	2,000.00	2,000.00	4,000.00
005	0525	53400	OTHER CONTRACTUAL	3,050.00	5,000.00	8,050.00
005	0525	53406	CONTRACUTAL - SECURITY	47,200.00	5,000.00	52,200.00
005	0525	54900	OTHER CURRENT CHARGES	-	27,900.00	27,900.00

#2 Subtotal	**162,656.00**	**124,000.00**	**286,656.00**

#3 Balancing (Subtotal Line #1 Less Subtotal Line 2) -

Notes

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

SUNGARD PENTAMATION INC.
DATE: 11/07/2026
TIME: 07:33:36

GADSDEN COUNTY BOCC
PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 1
STATMN11

SELECTION CRITERIA: genledgr.fund='005'
ACCOUNTING PERIOD: 13/26

FUND - 005 - COURT FACILITIES FUND

ACCOUNT - - - - - TITLE - - - - -	DEBITS	CREDITS
101001 Disbursement Cash		119,647.41
TOTAL CASH IN BANK	.00	119,647.41
TOTAL ASSETS	.00	119,647.41
201001 Vouchers Payable		7,113.13
TOTAL Vouchers Payable	.00	7,113.13
TOTAL LIABILITIES	.00	7,113.13
241100 Expenditure Budget Cntrl		208,656.00
241200 Revenue Budget Control	208,656.00	
242000 Expenditure Control	274,973.56	
242100 Revenue Control		152,164.78
TOTAL CONTROL ACCOUNTS	483,629.56	360,820.78
281000 RESTRICTED FUND BALANCE	3,951.76	
TOTAL RESTRICTED FUND BALANCE	3,951.76	.00
TOTAL EQUITIES	487,581.32	360,820.78
TOTAL COURT FACILITIES FUND	487,581.32	487,581.32
TOTAL REPORT	487,581.32	487,581.32

(1) (122,808.78)

(123,599.17)

BA for over Budget/negative fund Balance

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND

FUND-005 COURT FACILITIES FUND
DEPT TOTAL- TITLE NOT FOUND
1ST SUBTOTAL-340000 CHARGES FOR SERVICES

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
3489301 CRT FACILITIES $30	175,000.00	10,567.82	.00	110,286.87	64,713.13	63.02
TOTAL CHARGES FOR SERVICES	175,000.00	10,567.82	.00	110,286.87	64,713.13	63.02
1ST SUBTOTAL-360000 MISCELLANEOUS REVENUES						
3611005 INTEREST-CAPITAL CITY BN	1,000.00	.00	.00	471.91	528.09	47.19
TOTAL MISCELLANEOUS REVENUES	1,000.00	.00	.00	471.91	528.09	47.19
1ST SUBTOTAL-370000 ADJUSTMENTS TO REVENUE						
3700001 LESS 5% ESTIMATED REVENU	-8,750.00	.00	.00	.00	-8,750.00	.00
TOTAL ADJUSTMENTS TO REVENUE	-8,750.00	.00	.00	.00	-8,750.00	.00
1ST SUBTOTAL-380000 OTHER SOURCES						
3811000 TRANSFER FROM GENERAL FN	41,406.00	.00	.00	41,406.00	.00	100.00
TOTAL OTHER SOURCES	41,406.00	.00	.00	41,406.00	.00	100.00
TOTAL TITLE NOT FOUND	208,656.00	10,567.82	.00	152,164.78	56,491.22	72.93
TOTAL COURT FACILITIES FUND	208,656.00	10,567.82	.00	152,164.78	56,491.22	72.93

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-005 COURT FACILITIES FUND
DEPT TOTAL-0521 COURTHOUSE - FACILITIES
1ST SUBTOTAL-53000 OPERATING EXPENSES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
53400	OTHER CONTRACTUAL SERVIC	1,782.00	.00	.00	3,047.16	-1,265.16	171.00
54100	COMMUNICATION SERVICES	31,000.00	1,638.39	.00	28,389.55	2,610.45	91.58
54300	UTILITY SERVICES	47,500.00	4,320.43	.00	58,595.59	-11,095.59	123.36
54400	RENTALS & LEASES	11,124.00	952.14	.00	11,425.68	-301.68	102.71
54500	INSURANCE	50,000.00	.00	.00	110,810.31	-60,810.31	221.62
54600	REPAIR & MAINTENANCE	10,000.00	.00	.00	1,469.34	8,530.66	14.69
55200	OPERATING SUPPLIES	2,000.00	95.09	.00	2,820.08	-820.08	141.00
55454	TITLES/REG/PERMITS	150.00	.00	.00	150.00	.00	100.00
	TOTAL OPERATING EXPENSES	153,556.00	7,006.05	.00	216,707.71	-63,151.71	141.13
	TOTAL COURTHOUSE - FACILITIES	153,556.00	7,006.05	.00	216,707.71	-63,151.71	141.13

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-005 COURT FACILITIES FUND
DEPT TOTAL-0525 COURTHOUSE - SECURITY
1ST SUBTOTAL-53000 OPERATING EXPENSES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
53400	OTHER CONTRACTUAL SERVIC	3,050.00	.00	.00	6,761.45	-3,711.45	221.69
53406	CONTRACTUAL - SECURITY	47,200.00	28.08	.00	50,266.32	-3,066.32	106.50
54600	REPAIR & MAINTENANCE	4,500.00	79.00	.00	1,238.08	3,261.92	27.51
55200	OPERATING SUPPLIES	350.00	.00	.00	.00	350.00	.00
	TOTAL OPERATING EXPENSES	55,100.00	107.08	.00	58,265.85	-3,165.85	105.75
	TOTAL COURTHOUSE - SECURITY	55,100.00	107.08	.00	58,265.85	-3,165.85	105.75
	TOTAL COURT FACILITIES FUND	208,656.00	7,113.13	.00	274,973.56	-66,317.56	131.78

BA# **26-106**

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2025-2026
Department:
Agenda Item:

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.

#1	**Subtotal**			-	-	

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
001	8001	59901	RESERVE FOR CONTENGENCY	1,052,528.97	(314,000.00)	738,528.97
001	9001	59101	TRANSFER TO LIBRARY	712,354.00	314,000.00	1,026,354.00

#2	**Subtotal**	**1,764,882.97**	**-**	**1,764,882.97**

#3 Balancing (Subtotal Line #1 *Less* Subtotal Line 2) -

Notes

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

SUNGARD PENTAMATION INC.
DATE: 11/07/2026
TIME: 07:46:28

GADSDEN COUNTY BOCC
PRINT BALANCE SHEETS BY FUND

SELECTION CRITERIA: genledgr.fund='118'
ACCOUNTING PERIOD: 13/26

FUND - 118 - LIBRARY SERVICES STATE

ACCOUNT - - - - - TITLE - - - - -	DEBITS	CREDITS
101001 Disbursement Cash		256,511.32
TOTAL CASH IN BANK	.00	256,511.32
102102 Petty Cash-Library	10.00	
TOTAL CASH ON HAND	10.00	.00
TOTAL ASSETS	10.00	256,511.32
201001 Vouchers Payable		23,445.51
TOTAL Vouchers Payable	.00	23,445.51
201003 ACCRUED WAGES PAYABLE		44,169.18
TOTAL ACCRUED WAGES PAYABLE	.00	44,169.18
TOTAL LIABILITIES	.00	67,614.69
241100 Expenditure Budget Cntrl		1,294,038.00
241200 Revenue Budget Control	1,294,038.00	
242000 Expenditure Control	1,332,524.86	
242100 Revenue Control		1,064,996.98
TOTAL CONTROL ACCOUNTS	2,626,562.86	2,359,034.98
283000 ASSIGNED FUND BALANCE	56,588.13	
TOTAL ASSIGNED FUND BALANCE	56,588.13	.00
TOTAL EQUITIES	2,683,150.99	2,359,034.98
TOTAL LIBRARY SERVICES STATE	2,683,160.99	2,683,160.99
TOTAL REPORT	2,683,160.99	2,683,160.99

(267,527.88)

313,099.45

need BA
over Budget +
negative fund balance

SELECTION CRITERIA: orgn.fund='001'
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-001 GENERAL FUND
DEPT TOTAL-8001 RESERVES
1ST SUBTOTAL-59000 OTHER USES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
59901	RESERVE FOR CONTINGENCY	1,176,528.97	.00	.00	.00	1,176,528.97	.00
	TOTAL OTHER USES	1,176,528.97	.00	.00	.00	1,176,528.97	.00
	TOTAL RESERVES	1,176,528.97	.00	.00	.00	1,176,528.97	.00

ADJUSTMENTS:
BA 26-104 -124,000
BA 26-106 -314,000

SUNGARD PENTAMATION INC.
DATE: 11/07/2026
TIME: 10:48:52

GADSDEN COUNTY BOCC
EXPENDITURE AUDIT TRAIL

SELECTION CRITERIA: expledgr.key_orgn='9001' and expledgr.account='59101'
ACCOUNTING PERIODS: 1/26 THRU 13/26

SORTED BY: FUND,FUNCTION,ACTIVITY,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,FUNCTION,ACTIVITY,DEPT TOTAL,1ST SUBTOTAL

PAGE BREAKS ON: FUND

FUND - 001 - GENERAL FUND
DEPARTMENT - 9001 - TRANSFERS-GEN'L FUND

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
001-580-581-9001-9001 - TRANSFERS-GEN'L FUND									
59101 TRANSFERS TO LIBRARY					.00	.00	.00	BEGINNING BALANCE	
10/02/25	11-1				712,354.00			POSTED FROM BUDGET SYSTEM	
11/05/25	19-2		29			178,088.50		OCT-DEC'25 GEN FUND TRF	
12/16/25	19-3		80			178,088.50		JAN-MAR'26 GEN FUND TRF	
04/01/26	19-7		269			178,088.50		APR-JUN'26 GEN FUND TRF	
06/29/26	19-9		409			178,088.50		JUL-SEP'26 GEN FUND TRF	
TOTAL TRANSFERS TO LIBRARY					712,354.00	712,354.00	.00		.00
TOTAL 1ST SUBTOTAL - OTHER USES					712,354.00	712,354.00	.00		.00
TOTAL DEPT TOTAL - TRANSFERS-GEN'L FUND					712,354.00	712,354.00	.00		.00
TOTAL ACTIVITY - INTERFUND TRANSFER					712,354.00	712,354.00	.00		.00
TOTAL FUNCTION - OTHER USES					712,354.00	712,354.00	.00		.00
TOTAL FUND - GENERAL FUND					712,354.00	712,354.00	.00		.00
TOTAL REPORT					712,354.00	712,354.00	.00		.00

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

BA# **26-107**

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2025-2026
Department:
Agenda Item:

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
118		381-1000	TRANSFER FROM GENERAL FUND	712,354.00	314,000.00	1,026,354.00
#1 Subtotal				**712,354.00**	**314,000.00**	**1,026,354.00**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
118	1218	51400	OVERTIME	-	20,000.00	20,000.00
118	1218	52400	WORKER'S COMP	350.00	1,000.00	1,350.00
118	1218	54000	TRVEL & PER DIEM	3,500.00	3,000.00	6,500.00
118	1218	54100	COMMUNICATION SERVICES	9,000.00	31,000.00	40,000.00
118	1218	54500	INSURANCE	20,000.00	8,000.00	28,000.00
118	1218	54635	MAINT AGREEMENT COMPUTER	37,000.00	8,000.00	45,000.00
118	1218	54700	PRINTING & BINDING	2,000.00	1,000.00	3,000.00
118	1218	54800	PROMOTIONAL ACTIVITIES	5,000.00	4,000.00	9,000.00
118	1218	54900	OTHER CURRENT CHARGES	-	110,600.00	110,600.00
118	1218	54901	ADVERTISING	1,000.00	300.00	1,300.00
118	1218	55100	OFFICE SUPPLIES	2,000.00	500.00	2,500.00
118	1218	55401	TRAINING & EDUCATIONAL	1,274.00	3,000.00	4,274.00
118	1218	55404	SOFTWARE LICENSES	4,000.00	7,000.00	11,000.00
118	1218	56600	BOOKS	25,000.00	7,000.00	32,000.00
118	1221	51200	REGULAR SALARIES & WAGES	68,745.00	12,000.00	80,745.00
118	1221	51300	OTHER SALARIES & WAGES	-	5,000.00	5,000.00
118	1221	52100	FICA TAXES	5,537.00	1,000.00	6,537.00
118	1221	53100	PROFESSIONAL SERVICES	-	100.00	100.00
118	1221	53406	CONTRACTUAL - SECURITY	23,400.00	10,000.00	33,400.00
118	1221	54600	REPAIR & MAINTENANCE	1,500.00	3,000.00	4,500.00
118	1221	55100	OFFICE SUPPLIES	500.00	2,000.00	2,500.00
118	1221	55200	OPERATING SUPPLIES	1,000.00	2,000.00	3,000.00
118	1222	53406	CONTRACTUAL - SECURITY	10,000.00	4,000.00	14,000.00
118	1222	54300	UTILITY SERVICES	7,000.00	3,000.00	10,000.00
118	1222	54400	RENTAL & LEASES	1,050.00	1,000.00	2,050.00
118	1222	54500	INSURANCE	15,000.00	6,000.00	21,000.00
118	1222	54600	REPAIR & MAINTENANCE	1,200.00	2,000.00	3,200.00
118	1222	55200	OPERATING SUPPLIES	150.00	1,000.00	1,150.00
118	1223	51200	REGULAR SALARIES & WAGES	84,219.00	22,000.00	106,219.00
118	1223	52100	FICA TAXES	6,443.00	2,000.00	8,443.00
118	1223	52200	RETIREMENT CONTRIBUTIONS	5,469.00	10,000.00	15,469.00
118	1223	52400	WORKER'S COMP	100.00	500.00	600.00
118	1223	52500	UNEMPLOYMENT COMPENSATION	-	500.00	500.00
118	1223	53406	CONTRACTUAL - SECURITY	10,000.00	8,000.00	18,000.00
118	1223	54100	COMMUNICATION SERVICES	5,000.00	1,500.00	6,500.00
118	1223	54300	UTILITY SERVICES	6,000.00	3,000.00	9,000.00
118	1223	54500	INSURANCE	6,271.00	8,000.00	14,271.00
118	1223	54600	REPAIR & MAINTENANCE	1,700.00	2,000.00	3,700.00
#2 Subtotal				**370,408.00**	**314,000.00**	**684,408.00**

#3 Balancing (Subtotal Line #1 Less Subtotal Line 2) -

Notes

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

SUNGARD PENTAMATION INC.
DATE: 11/07/2026
TIME: 07:46:28

GADSDEN COUNTY BOCC
PRINT BALANCE SHEETS BY FUND

SELECTION CRITERIA: genledgr.fund='118'
ACCOUNTING PERIOD: 13/26

FUND - 118 - LIBRARY SERVICES STATE

ACCOUNT - - - - - TITLE - - - - -	DEBITS	CREDITS
101001 Disbursement Cash		256,511.32
TOTAL CASH IN BANK	.00	256,511.32
102102 Petty Cash-Library	10.00	
TOTAL CASH ON HAND	10.00	.00
TOTAL ASSETS	10.00	256,511.32
201001 Vouchers Payable		23,445.51
TOTAL Vouchers Payable	.00	23,445.51
201003 ACCRUED WAGES PAYABLE		44,169.18
TOTAL ACCRUED WAGES PAYABLE	.00	44,169.18
TOTAL LIABILITIES	.00	67,614.69
241100 Expenditure Budget Cntrl		1,294,038.00
241200 Revenue Budget Control	1,294,038.00	
242000 Expenditure Control	1,332,524.86	
242100 Revenue Control		1,064,996.98
TOTAL CONTROL ACCOUNTS	2,626,562.86	2,359,034.98
283000 ASSIGNED FUND BALANCE	56,588.13	
TOTAL ASSIGNED FUND BALANCE	56,588.13	.00
TOTAL EQUITIES	2,683,150.99	2,359,034.98
TOTAL LIBRARY SERVICES STATE	2,683,160.99	2,683,160.99
TOTAL REPORT	2,683,160.99	2,683,160.99

(267,527.88)

313,099.45

need BA
over Budget +
negative fund balance

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND

FUND-118 LIBRARY SERVICES STATE
DEPT TOTAL- TITLE NOT FOUND
1ST SUBTOTAL-330000 INTERGOVERNMENT REVENUE

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
3347001 AID TO LIBRARIES	300,528.00	.00	.00	337,879.00	-37,351.00	112.43
TOTAL INTERGOVERNMENT REVENUE	300,528.00	.00	.00	337,879.00	-37,351.00	112.43
1ST SUBTOTAL-340000 CHARGES FOR SERVICES						
3471001 FEES-PHOTO COPIES	8,000.00	.00	.00	8,615.67	-615.67	107.70
3471002 FEES-LATE VIDEO	200.00	.00	.00	155.47	44.53	77.74
3471003 FEES-MEMBERSHIP	300.00	.00	.00	255.00	45.00	85.00
3471004 FEES - LATE BOOK FEES	2,000.00	.00	.00	1,914.97	85.03	95.75
TOTAL CHARGES FOR SERVICES	10,500.00	.00	.00	10,941.11	-441.11	104.20
1ST SUBTOTAL-360000 MISCELLANEOUS REVENUES						
3611005 INTEREST-CAPITAL CITY BN	13,000.00	.00	.00	35.37	12,964.63	.27
3699001 MISC REV OTHER	120.00	.00	.00	3,787.50	-3,667.50	3156.25
TOTAL MISCELLANEOUS REVENUES	13,120.00	.00	.00	3,822.87	9,297.13	29.14
1ST SUBTOTAL-370000 ADJUSTMENTS TO REVENUE						
3700001 LESS 5% ESTIMATED REVENU	-16,141.00	.00	.00	.00	-16,141.00	.00
TOTAL ADJUSTMENTS TO REVENUE	-16,141.00	.00	.00	.00	-16,141.00	.00
1ST SUBTOTAL-380000 OTHER SOURCES						
3811000 TRANSFER FROM GENERAL FN	712,354.00	.00	.00	712,354.00	.00	100.00
3899001 BALANCE FWD CASH FORWARD	273,677.00	.00	.00	.00	273,677.00	.00
TOTAL OTHER SOURCES	986,031.00	.00	.00	712,354.00	273,677.00	72.24
TOTAL TITLE NOT FOUND	1,294,038.00	.00	.00	1,064,996.98	229,041.02	82.30
TOTAL LIBRARY SERVICES STATE	1,294,038.00	.00	.00	1,064,996.98	229,041.02	82.30

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-118 LIBRARY SERVICES STATE
DEPT TOTAL-1218 LIBRARY ADMINISTRATION
1ST SUBTOTAL-51000 PERSONAL SERVICES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
51200	REGULAR SALARIES & WAGES	455,915.00	21,801.90	.00	424,091.00	31,824.00	93.02
51400	OVERTIME	.00	.00	.00	11,894.45	-11,894.45	.00
52100	FICA TAXES	34,376.00	1,642.67	.00	32,501.11	1,874.89	94.55
52200	RETIREMENT CONTRIBUTIONS	76,125.00	3,560.59	.00	75,915.14	209.86	99.72
52300	HEALTH INSURANCE	110,071.00	.00	.00	96,727.40	13,343.60	87.88
52310	LIFE INSURANCE	356.00	.00	.00	239.06	116.94	67.15
52400	WORKER'S COMPENSATION	350.00	.00	.00	1,075.10	-725.10	307.17
	TOTAL PERSONAL SERVICES	677,193.00	27,005.16	.00	642,443.26	34,749.74	94.87
1ST SUBTOTAL-53000 OPERATING EXPENSES							
53100	PROFESSIONAL SERVICES	1,000.00	.00	.00	111.94	888.06	11.19
53400	OTHER CONTRACTUAL SERVIC	6,000.00	408.00	.00	5,400.00	600.00	90.00
54000	TRAVEL & PER DIEM	3,500.00	900.00	.00	5,703.14	-2,203.14	162.95
54100	COMMUNICATION SERVICES	9,000.00	237.32	.00	39,593.21	-30,593.21	439.92
54130	POSTAGE & FREIGHT	1,250.00	.00	.00	243.50	1,006.50	19.48
54400	RENTALS & LEASES	12,500.00	.00	.00	2,244.28	10,255.72	17.95
54500	INSURANCE	20,000.00	.00	.00	27,210.43	-7,210.43	136.05
54600	REPAIR & MAINTENANCE	1,500.00	.00	.00	174.51	1,325.49	11.63
54627	REPAIR & MAINT.-VEHICLES	2,858.00	.00	.00	1,607.84	1,250.16	56.26
54635	MAINT. AGREEMENT COMPUTE	37,000.00	12,732.00	.00	43,898.84	-6,898.84	118.65
54700	PRINTING & BINDING	2,000.00	.00	.00	2,054.82	-54.82	102.74
54800	PROMOTIONAL ACTIVITIES	5,000.00	.00	.00	8,619.76	-3,619.76	172.40
54814	CHILDREN'S PROGRAMS	3,000.00	.00	.00	1,649.97	1,350.03	55.00
54815	BLACK HISTORY ACT.	2,000.00	.00	.00	587.94	1,412.06	29.40
54901	ADVERTISING	1,000.00	.00	.00	1,265.75	-265.75	126.58
54959	LATE FEE	100.00	.00	.00	90.30	9.70	90.30
54960	FINANCE CHARGE	100.00	.00	.00	6.91	93.09	6.91
55100	OFFICE SUPPLIES	2,000.00	.00	.00	2,048.27	-48.27	102.41
55200	OPERATING SUPPLIES	2,000.00	.00	.00	789.53	1,210.47	39.48
55210	GAS & OIL	1,000.00	55.54	.00	527.04	472.96	52.70
55400	MEMBERSHIPS/SUBSCRIPTION	20,000.00	.00	.00	14,613.86	5,386.14	73.07
55401	TRAINING & EDUCATIONAL	1,274.00	.00	.00	3,461.00	-2,187.00	271.66
55404	SOFTWARE LICENSES	4,000.00	.00	.00	10,123.41	-6,123.41	253.09
55454	TITLES/REG/PERMITS	500.00	.00	.00	.00	500.00	.00
	TOTAL OPERATING EXPENSES	138,582.00	14,332.86	.00	172,026.25	-33,444.25	124.13
1ST SUBTOTAL-56000 CAPITAL OUTLAY							
56007	EQUIPMENT UNDER $5000	1,000.00	.00	.00	.00	1,000.00	.00
56600	BOOKS/PUBLICAT/LIBR. MAT	25,000.00	796.54	.00	30,588.08	-5,588.08	122.35
	TOTAL CAPITAL OUTLAY	26,000.00	796.54	.00	30,588.08	-4,588.08	117.65
1ST SUBTOTAL-57000 DEBT SERVICE							
57100	DEBT SERVICE PRINCIPAL	15,420.00	627.68	.00	12,058.24	3,361.76	78.20
57200	DEBT SERVICE INTEREST	3,809.00	154.56	.00	3,547.48	261.52	93.13
	TOTAL DEBT SERVICE	19,229.00	782.24	.00	15,605.72	3,623.28	81.16

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-118 LIBRARY SERVICES STATE
DEPT TOTAL-1218 LIBRARY ADMINISTRATION
1ST SUBTOTAL-57000 DEBT SERVICE

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL LIBRARY ADMINISTRATION	861,004.00	42,916.80	.00	860,663.31	340.69	99.96

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-118 LIBRARY SERVICES STATE
DEPT TOTAL-1221 QUINCY LIBRARY
1ST SUBTOTAL-51000 PERSONAL SERVICES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
51200	REGULAR SALARIES & WAGES	68,745.00	4,080.54	.00	80,699.70	-11,954.70	117.39
51300	OTHER SALARIES & WAGES	.00	.00	.00	4,256.00	-4,256.00	.00
52100	FICA TAXES	5,537.00	307.67	.00	6,494.60	-957.60	117.29
52200	RETIREMENT CONTRIBUTIONS	10,155.00	484.69	.00	9,412.24	742.76	92.69
52400	WORKER'S COMPENSATION	300.00	.00	.00	229.90	70.10	76.63
52500	UNEMPLOYMENT COMPENSATIO	100.00	.00	.00	.00	100.00	.00
	TOTAL PERSONAL SERVICES	84,837.00	4,872.90	.00	101,092.44	-16,255.44	119.16
1ST SUBTOTAL-53000 OPERATING EXPENSES							
53100	PROFESSIONAL SERVICES	.00	.00	.00	42.00	-42.00	.00
53400	OTHER CONTRACTUAL SERVIC	1,000.00	.00	.00	.00	1,000.00	.00
53406	CONTRACTUAL - SECURITY	23,400.00	2,880.00	.00	32,939.47	-9,539.47	140.77
54100	COMMUNICATION SERVICES	12,000.00	87.20	.00	11,092.45	907.55	92.44
54300	UTILITY SERVICES	20,000.00	1,680.11	.00	17,240.09	2,759.91	86.20
54400	RENTALS & LEASES	1,500.00	.00	.00	1,177.88	322.12	78.53
54500	INSURANCE	25,000.00	.00	.00	24,267.39	732.61	97.07
54600	REPAIR & MAINTENANCE	1,500.00	.00	.00	1,993.66	-493.66	132.91
54700	PRINTING & BINDING	500.00	.00	.00	.00	500.00	.00
54900	OTHER CURRENT CHGS & OBL	500.00	.00	.00	.00	500.00	.00
54959	LATE FEE	100.00	.00	.00	55.55	44.45	55.55
55100	OFFICE SUPPLIES	500.00	.00	.00	793.92	-293.92	158.78
55200	OPERATING SUPPLIES	1,000.00	.00	.00	2,063.18	-1,063.18	206.32
55208	UNIFORMS	250.00	.00	.00	.00	250.00	.00
55401	TRAINING & EDUCATIONAL	500.00	.00	.00	300.00	200.00	60.00
	TOTAL OPERATING EXPENSES	87,750.00	4,647.31	.00	91,965.59	-4,215.59	104.80
	TOTAL QUINCY LIBRARY	172,587.00	9,520.21	.00	193,058.03	-20,471.03	111.86

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-118 LIBRARY SERVICES STATE
DEPT TOTAL-1222 HAVANA LIBRARY
1ST SUBTOTAL-51000 PERSONAL SERVICES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
51200	REGULAR SALARIES & WAGES	52,832.00	3,092.88	.00	35,916.88	16,915.12	67.98
52100	FICA TAXES	4,042.00	235.40	.00	2,746.44	1,295.56	67.95
52200	RETIREMENT CONTRIBUTIONS	7,201.00	249.63	.00	3,418.39	3,782.61	47.47
52300	HEALTH INSURANCE	10,249.00	.00	.00	.00	10,249.00	.00
52310	LIFE INSURANCE	32.00	.00	.00	.00	32.00	.00
52400	WORKER'S COMPENSATION	100.00	.00	.00	71.41	28.59	71.41
	TOTAL PERSONAL SERVICES	74,456.00	3,577.91	.00	42,153.12	32,302.88	56.61
1ST SUBTOTAL-53000 OPERATING EXPENSES							
53100	PROFESSIONAL SERVICES	200.00	.00	.00	81.00	119.00	40.50
53406	CONTRACTUAL - SECURITY	10,000.00	800.00	.00	13,374.92	-3,374.92	133.75
54100	COMMUNICATION SERVICES	10,000.00	.00	.00	7,919.66	2,080.34	79.20
54300	UTILITY SERVICES	7,000.00	.00	.00	9,022.89	-2,022.89	128.90
54400	RENTALS & LEASES	1,050.00	.00	.00	1,142.88	-92.88	108.85
54500	INSURANCE	15,000.00	.00	.00	19,246.00	-4,246.00	128.31
54600	REPAIR & MAINTENANCE	1,200.00	.00	.00	1,893.00	-693.00	157.75
54700	PRINTING & BINDING	200.00	.00	.00	.00	200.00	.00
54900	OTHER CURRENT CHGS & OBL	150.00	.00	.00	.00	150.00	.00
54959	LATE FEE	100.00	.00	.00	70.00	30.00	70.00
55100	OFFICE SUPPLIES	500.00	.00	.00	37.52	462.48	7.50
55200	OPERATING SUPPLIES	150.00	.00	.00	399.18	-249.18	266.12
55208	UNIFORMS	155.00	.00	.00	.00	155.00	.00
55400	MEMBERSHIPS/SUBSCRIPTION	90.00	.00	.00	.00	90.00	.00
	TOTAL OPERATING EXPENSES	45,795.00	800.00	.00	53,187.05	-7,392.05	116.14
	TOTAL HAVANA LIBRARY	120,251.00	4,377.91	.00	95,340.17	24,910.83	79.28

SUNGARD PENTAMATION INC.
DATE: 11/06/2026
TIME: 13:22:18

GADSDEN COUNTY BOCC
EXPENDITURE STATUS REPORT

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-118 LIBRARY SERVICES STATE
DEPT TOTAL-1223 CHATTAHOOCHEE LIBRARY
1ST SUBTOTAL-51000 PERSONAL SERVICES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
51200	REGULAR SALARIES & WAGES	84,219.00	7,289.07	.00	102,572.23	-18,353.23	121.79
52100	FICA TAXES	6,443.00	556.51	.00	7,825.37	-1,382.37	121.46
52200	RETIREMENT CONTRIBUTIONS	5,469.00	867.63	.00	14,132.10	-8,663.10	258.40
52300	HEALTH INSURANCE	11,007.00	.00	.00	10,121.96	885.04	91.96
52310	LIFE INSURANCE	32.00	.00	.00	25.63	6.37	80.09
52400	WORKER'S COMPENSATION	100.00	.00	.00	237.95	-137.95	237.95
52500	UNEMPLOYMENT COMPENSATIO	.00	.00	.00	122.75	-122.75	.00
	TOTAL PERSONAL SERVICES	107,270.00	8,713.21	.00	135,037.99	-27,767.99	125.89
1ST SUBTOTAL-53000 OPERATING EXPENSES							
53100	PROFESSIONAL SERVICES	200.00	.00	.00	116.28	83.72	58.14
53406	CONTRACTUAL - SECURITY	10,000.00	1,470.00	.00	15,990.72	-5,990.72	159.91
54100	COMMUNICATION SERVICES	5,000.00	438.54	.00	6,065.13	-1,065.13	121.30
54130	POSTAGE & FREIGHT	600.00	.00	.00	.00	600.00	.00
54300	UTILITY SERVICES	6,000.00	1,015.80	.00	8,599.41	-2,599.41	143.32
54400	RENTALS & LEASES	1,300.00	.00	.00	1,142.88	157.12	87.91
54500	INSURANCE	6,271.00	.00	.00	14,032.00	-7,761.00	223.76
54600	REPAIR & MAINTENANCE	1,700.00	.00	.00	2,281.98	-581.98	134.23
54700	PRINTING & BINDING	300.00	.00	.00	.00	300.00	.00
54900	OTHER CURRENT CHGS & OBL	100.00	.00	.00	.00	100.00	.00
55100	OFFICE SUPPLIES	500.00	.00	.00	92.85	407.15	18.57
55200	OPERATING SUPPLIES	500.00	.00	.00	104.11	395.89	20.82
55208	UNIFORMS	305.00	.00	.00	.00	305.00	.00
55400	MEMBERSHIPS/SUBSCRIPTION	150.00	.00	.00	.00	150.00	.00
	TOTAL OPERATING EXPENSES	32,926.00	2,924.34	.00	48,425.36	-15,499.36	147.07
	TOTAL CHATTAHOOCHEE LIBRARY	140,196.00	11,637.55	.00	183,463.35	-43,267.35	130.86
	TOTAL LIBRARY SERVICES STATE	1,294,038.00	68,452.47	.00	1,332,524.86	-38,486.86	102.97

BA# 26-108

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2025-2026
Department:
Agenda Item:

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.

#1 Subtotal - -

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
001	8001	59901	RESERVE FOR CONTENGENCY	738,528.97	(52,630.00)	685,898.97
001	9001	59117	TRANSFER TO SOE	1,026,252.00	52,630.00	1,078,882.00

#2 Subtotal **1,764,780.97** - **1,764,780.97**

#3 Balancing (Subtotal Line #1 Less Subtotal Line 2) -

Notes

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

SUNGARD PENTAMATION INC.
DATE: 11/07/2026
TIME: 07:55:24

GADSDEN COUNTY BOCC
PRINT BALANCE SHEETS BY FUND

SELECTION CRITERIA: genledgr.fund='135'
ACCOUNTING PERIOD: 13/26

FUND - 135 - SUPERVISOR OF ELECTIONS

ACCOUNT - - - - - TITLE - - - - -	DEBITS	CREDITS
101001 Disbursement Cash		7,684.25
TOTAL CASH IN BANK	.00	7,684.25
TOTAL ASSETS	.00	7,684.25
201001 Vouchers Payable		19,966.25
TOTAL Vouchers Payable	.00	19,966.25
201003 ACCRUED WAGES PAYABLE		24,979.16
TOTAL ACCRUED WAGES PAYABLE	.00	24,979.16
TOTAL LIABILITIES	.00	44,945.41
241100 Expenditure Budget Cntrl		1,026,252.00
241200 Revenue Budget Control	1,026,252.00	
242000 Expenditure Control	1,078,881.18	
242100 Revenue Control		1,026,252.00
TOTAL CONTROL ACCOUNTS	2,105,133.18	2,052,504.00
284000 UNASSIGNED FUND BALANCE	.48	
TOTAL UNASSIGNED FUND BALANCE	.48	.00
TOTAL EQUITIES	2,105,133.66	2,052,504.00
TOTAL SUPERVISOR OF ELECTIONS	2,105,133.66	2,105,133.66
TOTAL REPORT	2,105,133.66	2,105,133.66

<52,629.18>

Exp
BA went over budget.

SELECTION CRITERIA: orgn.fund='001'
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-001 GENERAL FUND
DEPT TOTAL-8001 RESERVES
1ST SUBTOTAL-59000 OTHER USES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
59901	RESERVE FOR CONTINGENCY	1,176,528.97	.00	.00	.00	1,176,528.97	.00
	TOTAL OTHER USES	1,176,528.97	.00	.00	.00	1,176,528.97	.00
	TOTAL RESERVES	1,176,528.97	.00	.00	.00	1,176,528.97	.00

ADJUSTMENTS:
BA 26-104 -124,000
BA 26-106 -314,000
BA 26-108 -52,630

SUNGARD PENTAMATION INC.
DATE: 11/07/2026
TIME: 11:23:17

GADSDEN COUNTY BOCC
EXPENDITURE AUDIT TRAIL

SELECTION CRITERIA: expledgr.key_orgn='9001' and expledgr.account='59117'
ACCOUNTING PERIODS: 1/26 THRU 13/26

SORTED BY: FUND,FUNCTION,ACTIVITY,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,FUNCTION,ACTIVITY,DEPT TOTAL,1ST SUBTOTAL

PAGE BREAKS ON: FUND

FUND - 001 - GENERAL FUND
DEPARTMENT - 9001 - TRANSFERS-GEN'L FUND

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
001-580-581-9001-9001 - TRANSFERS-GEN'L FUND									
59117	TRANSFER TO SUPER OF ELEC				.00	.00	.00	BEGINNING BALANCE	
10/02/25	11-1				1,026,252.00			POSTED FROM BUDGET SYSTEM	
11/05/25	19-2		30			256,563.00		OCT-DEC'25 GEN FUND TRF	
01/09/26	19-4		109			256,563.00		JAN-MAR'26 GEN FUND TRF	
04/01/26	19-7		271			256,563.00		APR-JUN'26 GEN FUND TRF	
06/29/26	19-9		411			256,563.00		JUL-SEP'26 GEN FUND TRF	
TOTAL	TRANSFER TO SUPER OF ELEC				1,026,252.00	1,026,252.00	.00		.00
TOTAL 1ST SUBTOTAL - OTHER USES					1,026,252.00	1,026,252.00	.00		.00
TOTAL DEPT TOTAL - TRANSFERS-GEN'L FUND					1,026,252.00	1,026,252.00	.00		.00
TOTAL ACTIVITY - INTERFUND TRANSFER					1,026,252.00	1,026,252.00	.00		.00
TOTAL FUNCTION - OTHER USES					1,026,252.00	1,026,252.00	.00		.00
TOTAL FUND - GENERAL FUND					1,026,252.00	1,026,252.00	.00		.00
TOTAL REPORT					1,026,252.00	1,026,252.00	.00		.00

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

BA# 26-109

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2025-2026
Department:
Agenda Item:

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
135		381-1000	TRANSFER FROM GENERAL FUND	1,026,252.00	52,630.00	1,078,882.00

#1 Subtotal	**1,026,252.00**	**52,630.00**	**1,078,882.00**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
135	0135	51100	EXECUTIVE SALARIES	136,441.00	5,800.00	142,241.00
135	0135	51400	OVERTIME	30,000.00	8,200.00	38,200.00
135	0135	52100	FICA TAXES	19,841.00	8,600.00	28,441.00
135	0135	52200	RETIREMENT CONTRIBUTIONS	85,000.00	25,300.00	110,300.00
135	0135	52400	WORKERS COMP	3,900.00	1,400.00	5,300.00
135	0135	54632	REPAIR & MAINT COMPUTER	5,000.00	3,330.00	8,330.00

#2 Subtotal	**280,182.00**	**52,630.00**	**332,812.00**

#3 Balancing (Subtotal Line #1 Less Subtotal Line 2)

Notes

Approved By:
Budget Director
County Manager

Posting
Finance Director
Date

SELECTION CRITERIA: genledgr.fund='135'
ACCOUNTING PERIOD: 13/26

FUND - 135 - SUPERVISOR OF ELECTIONS

ACCOUNT - - - - - TITLE - - - - -	DEBITS	CREDITS
101001 Disbursement Cash		7,684.25
TOTAL CASH IN BANK	.00	7,684.25
TOTAL ASSETS	.00	7,684.25
201001 Vouchers Payable		19,966.25
TOTAL Vouchers Payable	.00	19,966.25
201003 ACCRUED WAGES PAYABLE		24,979.16
TOTAL ACCRUED WAGES PAYABLE	.00	24,979.16
TOTAL LIABILITIES	.00	44,945.41
241100 Expenditure Budget Cntrl		1,026,252.00
241200 Revenue Budget Control	1,026,252.00	
242000 Expenditure Control	1,078,881.18	
242100 Revenue Control		1,026,252.00
TOTAL CONTROL ACCOUNTS	2,105,133.18	2,052,504.00
284000 UNASSIGNED FUND BALANCE	.48	
TOTAL UNASSIGNED FUND BALANCE	.48	.00
TOTAL EQUITIES	2,105,133.66	2,052,504.00
TOTAL SUPERVISOR OF ELECTIONS	2,105,133.66	2,105,133.66
TOTAL REPORT	2,105,133.66	2,105,133.66

<(52,629.18)>

BA Exp went over budget.

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND

FUND-135 SUPERVISOR OF ELECTIONS
DEPT TOTAL- TITLE NOT FOUND
1ST SUBTOTAL-380000 OTHER SOURCES

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
3811000 TRANSFER FROM GENERAL FN	1,026,252.00	.00	.00	1,026,252.00	.00	100.00
TOTAL OTHER SOURCES	1,026,252.00	.00	.00	1,026,252.00	.00	100.00
TOTAL TITLE NOT FOUND	1,026,252.00	.00	.00	1,026,252.00	.00	100.00
TOTAL SUPERVISOR OF ELECTIONS	1,026,252.00	.00	.00	1,026,252.00	.00	100.00

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-135 SUPERVISOR OF ELECTIONS
DEPT TOTAL-0135 SUPERVISOR OF ELECTIONS
1ST SUBTOTAL-51000 PERSONAL SERVICES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
51100	EXECUTIVE SALARIES	136,441.00	6,234.97	.00	142,234.04	-5,793.04	104.25
51200	REGULAR SALARIES & WAGES	200,000.00	9,072.01	.00	195,384.01	4,615.99	97.69
51400	OVERTIME	30,000.00	837.97	.00	38,178.82	-8,178.82	127.26
52100	FICA TAXES	19,841.00	1,238.89	.00	28,320.12	-8,479.12	142.74
52200	RETIREMENT CONTRIBUTIONS	85,000.00	4,949.15	.00	110,298.83	-25,298.83	129.76
52300	HEALTH INSURANCE	59,000.00	.00	.00	55,196.10	3,803.90	93.55
52310	LIFE INSURANCE	270.00	.00	.00	139.80	130.20	51.78
52400	WORKER'S COMPENSATION	3,900.00	.00	.00	5,255.42	-1,355.42	134.75
	TOTAL PERSONAL SERVICES	534,452.00	22,332.99	.00	575,007.14	-40,555.14	107.59
1ST SUBTOTAL-53000 OPERATING EXPENSES							
53100	PROFESSIONAL SERVICES	10,000.00	3,100.00	.00	3,901.05	6,098.95	39.01
53406	CONTRACTUAL - SECURITY	2,000.00	.00	.00	1,970.97	29.03	98.55
54000	TRAVEL & PER DIEM	9,000.00	.00	.00	13,421.28	-4,421.28	149.13
54100	COMMUNICATION SERVICES	20,000.00	1,302.68	.00	15,603.70	4,396.30	78.02
54130	POSTAGE & FREIGHT	15,000.00	2,500.00	.00	9,885.56	5,114.44	65.90
54300	UTILITY SERVICES	10,000.00	618.37	.00	11,030.23	-1,030.23	110.30
54400	RENTALS & LEASES	10,000.00	.00	.00	6,022.80	3,977.20	60.23
54500	INSURANCE	2,500.00	.00	.00	1,861.84	638.16	74.47
54600	REPAIR & MAINTENANCE	7,000.00	437.50	.00	8,468.64	-1,468.64	120.98
54632	REPAIR & MAINT COMPUTER	5,000.00	.00	.00	18,607.05	-13,607.05	372.14
54635	MAINT. AGREEMENT COMPUTE	50,000.00	1,873.25	.00	55,744.82	-5,744.82	111.49
54700	PRINTING & BINDING	10,000.00	.00	.00	6,895.88	3,104.12	68.96
54800	PROMOTIONAL ACTIVITIES	2,000.00	.00	.00	3,404.95	-1,404.95	170.25
54900	OTHER CURRENT CHGS & OBL	1,000.00	2.37	.00	44.97	955.03	4.50
54901	ADVERTISING	1,500.00	.00	.00	105.00	1,395.00	7.00
54959	LATE FEE	100.00	39.00	.00	79.27	20.73	79.27
54960	FINANCE CHARGE	.00	43.74	.00	45.01	-45.01	.00
54962	TARIFF FEE	.00	.00	.00	55.35	-55.35	.00
55100	OFFICE SUPPLIES	5,000.00	86.17	.00	12,404.61	-7,404.61	248.09
55200	OPERATING SUPPLIES	6,000.00	.00	.00	4,872.00	1,128.00	81.20
55205	FOOD	.00	.00	.00	119.82	-119.82	.00
55208	UNIFORMS	1,500.00	.00	.00	395.00	1,105.00	26.33
55210	GAS & OIL	1,800.00	81.23	.00	1,834.20	-34.20	101.90
55400	MEMBERSHIPS/SUBSCRIPTION	50,000.00	.00	.00	47,836.48	2,163.52	95.67
55401	TRAINING & EDUCATIONAL	4,000.00	.00	.00	8,505.26	-4,505.26	212.63
55404	SOFTWARE LICENSES	5,200.00	.00	.00	28,790.44	-23,590.44	553.66
	TOTAL OPERATING EXPENSES	228,600.00	10,084.31	.00	261,906.18	-33,306.18	114.57
1ST SUBTOTAL-56000 CAPITAL OUTLAY							
56007	EQUIPMENT UNDER $5000	.00	.00	.00	2,623.70	-2,623.70	.00
56400	MACHINERY & EQUIPMENT	15,000.00	.00	.00	9,404.01	5,595.99	62.69
	TOTAL CAPITAL OUTLAY	15,000.00	.00	.00	12,027.71	2,972.29	80.18
	TOTAL SUPERVISOR OF ELECTIONS	778,052.00	32,417.30	.00	848,941.03	-70,889.03	109.11

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-135 SUPERVISOR OF ELECTIONS
DEPT TOTAL-0137 HOLDING ELECTIONS
1ST SUBTOTAL-51000 PERSONAL SERVICES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
DEPT TOTAL-0137 HOLDING ELECTIONS							
51300	OTHER SALARIES & WAGES	65,000.00	2,275.50	.00	84,503.26	-19,503.26	130.01
51400	OVERTIME	35,000.00	182.62	.00	20,653.90	14,346.10	59.01
52100	FICA TAXES	8,000.00	188.05	.00	8,044.61	-44.61	100.56
52400	WORKER'S COMPENSATION	.00	.00	.00	90.26	-90.26	.00
	TOTAL PERSONAL SERVICES	108,000.00	2,646.17	.00	113,292.03	-5,292.03	104.90
1ST SUBTOTAL-53000 OPERATING EXPENSES							
53100	PROFESSIONAL SERVICES	2,000.00	.00	.00	.00	2,000.00	.00
53400	OTHER CONTRACTUAL SERVIC	1,000.00	.00	.00	.00	1,000.00	.00
54000	TRAVEL & PER DIEM	.00	.00	.00	-120.00	120.00	.00
54100	COMMUNICATION SERVICES	3,000.00	.00	.00	434.70	2,565.30	14.49
54130	POSTAGE & FREIGHT	10,000.00	373.06	.00	10,589.76	-589.76	105.90
54400	RENTALS & LEASES	6,000.00	.00	.00	5,968.95	31.05	99.48
54600	REPAIR & MAINTENANCE	1,000.00	.00	.00	.00	1,000.00	.00
54635	MAINT. AGREEMENT COMPUTE	.00	2,420.18	.00	2,420.18	-2,420.18	.00
54700	PRINTING & BINDING	40,000.00	19.99	.00	25,853.98	14,146.02	64.63
54900	OTHER CURRENT CHGS & OBL	40,000.00	.00	.00	36,320.00	3,680.00	90.80
54901	ADVERTISING	10,000.00	.00	.00	5,320.00	4,680.00	53.20
55100	OFFICE SUPPLIES	6,000.00	328.81	.00	6,045.61	-45.61	100.76
55200	OPERATING SUPPLIES	10,000.00	5,415.00	.00	12,987.18	-2,987.18	129.87
55205	FOOD	.00	.00	.00	62.26	-62.26	.00
55210	GAS & OIL	1,200.00	.00	.00	.00	1,200.00	.00
55404	SOFTWARE LICENSES	.00	.00	.00	6,327.00	-6,327.00	.00
	TOTAL OPERATING EXPENSES	130,200.00	8,557.04	.00	112,209.62	17,990.38	86.18
1ST SUBTOTAL-56000 CAPITAL OUTLAY							
56007	EQUIPMENT UNDER $5000	4,000.00	1,408.50	.00	1,408.50	2,591.50	35.21
	TOTAL CAPITAL OUTLAY	4,000.00	1,408.50	.00	1,408.50	2,591.50	35.21
	TOTAL HOLDING ELECTIONS	242,200.00	12,611.71	.00	226,910.15	15,289.85	93.69

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-135 SUPERVISOR OF ELECTIONS
DEPT TOTAL-0138 SUPERVISOR OF ELECTIONS
1ST SUBTOTAL-53000 OPERATING EXPENSES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
53100	PROFESSIONAL SERVICES	6,000.00	.00	.00	3,030.00	2,970.00	50.50
	TOTAL OPERATING EXPENSES	6,000.00	.00	.00	3,030.00	2,970.00	50.50
	TOTAL SUPERVISOR OF ELECTIONS	6,000.00	.00	.00	3,030.00	2,970.00	50.50
	TOTAL SUPERVISOR OF ELECTIONS	1,026,252.00	45,029.01	.00	1,078,881.18	-52,629.18	105.13

BA# 26-110

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2025-2026
Department:
Agenda Item:

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
166		361-1005	INTEREST - CCB	-	4,997.02	4,997.02
166		369-3000	OPIOD SETTLEMENT	-	35,491.78	35,491.78
#1 Subtotal				**-**	**40,488.80**	**40,488.80**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
166	1166	53100	PROFESSIONAL SERVICES	-	40,488.80	40,488.80
#2 Subtotal				**-**	**40,488.80**	**40,488.80**

#3 Balancing (Subtotal Line #1 Less Subtotal Line 2) -

Notes

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

SUNGARD PENTAMATION INC.
DATE: 11/07/2026
TIME: 08:05:15

GADSDEN COUNTY BOCC
REVENUE STATUS REPORT

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-166 OPIOID SETTLEMENT
DEPT TOTAL- TITLE NOT FOUND
1ST SUBTOTAL-360000 MISCELLANEOUS REVENUES

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
3611005 INTEREST-CAPITAL CITY BN	.00	419.06	.00	4,997.02	-4,997.02	.00
3693000 OPIOID SETTLEMENT	.00	.00	.00	35,491.78	-35,491.78	.00
TOTAL MISCELLANEOUS REVENUES	.00	419.06	.00	40,488.80	-40,488.80	.00
TOTAL TITLE NOT FOUND	.00	419.06	.00	40,488.80	-40,488.80	.00
TOTAL OPIOID SETTLEMENT	.00	419.06	.00	40,488.80	-40,488.80	.00

BA - setup

SELECTION CRITERIA: genledgr.fund='166'
ACCOUNTING PERIOD: 13/26

FUND - 166 - OPIOID SETTLEMENT

ACCOUNT - - - - - TITLE - - - - -	DEBITS	CREDITS
101001 Disbursement Cash	172,266.08	
TOTAL CASH IN BANK	172,266.08	.00
TOTAL ASSETS	172,266.08	.00
242100 Revenue Control		40,488.80
TOTAL CONTROL ACCOUNTS	.00	40,488.80
281000 RESTRICTED FUND BALANCE		131,777.28
TOTAL RESTRICTED FUND BALANCE	.00	131,777.28
TOTAL EQUITIES	.00	172,266.08
TOTAL OPIOID SETTLEMENT	172,266.08	172,266.08
TOTAL REPORT	172,266.08	172,266.08

BA# **26-111**

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2025-2026
Department:
Agenda Item:

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
199		331-5008	FEMA - FEDERAL DISASTR FUND	-	220,280.50	220,280.50
199		334-5008	FEMA - STATE DISASTR FUND	-	27,690.60	27,690.60
#1 Subtotal				-	**247,971.10**	**247,971.10**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
199	1899	54900	OTHER CURRENT CHARGES	-	247,971.10	247,971.10
#2 Subtotal				-	**247,971.10**	**247,971.10**

#3 Balancing (Subtotal Line #1 Less Subtotal Line 2) -

Notes

Approved By:
Budget Director
County Manager

Posting
Finance Director
Date

SELECTION CRITERIA: genledgr.fund='199'
ACCOUNTING PERIOD: 13/26

FUND - 199 - FEMA DISASTER RELIEF FUND

ACCOUNT - - - - - TITLE - - - - -	DEBITS	CREDITS
101001 Disbursement Cash	652,722.07	
TOTAL CASH IN BANK	652,722.07	.00
TOTAL ASSETS	652,722.07	.00
242000 Expenditure Control	16,847.25	
242100 Revenue Control		247,971.10
TOTAL CONTROL ACCOUNTS	16,847.25	247,971.10
281000 RESTRICTED FUND BALANCE		421,598.22
TOTAL RESTRICTED FUND BALANCE	.00	421,598.22
TOTAL EQUITIES	16,847.25	669,569.32
TOTAL FEMA DISASTER RELIEF FUND	669,569.32	669,569.32
TOTAL REPORT	669,569.32	669,569.32

BA to setup

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-199 FEMA DISASTER RELIEF FUND
DEPT TOTAL- TITLE NOT FOUND
1ST SUBTOTAL-330000 INTERGOVERNMENT REVENUE

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
3315008 FEMA-FEDRAL DISASTR FUND	.00	.00	.00	220,280.50	-220,280.50	.00
3345008 FEMA-STATE DISASTER FUND	.00	.00	.00	27,690.60	-27,690.60	.00
TOTAL INTERGOVERNMENT REVENUE	.00	.00	.00	247,971.10	-247,971.10	.00
TOTAL TITLE NOT FOUND	.00	.00	.00	247,971.10	-247,971.10	.00
TOTAL FEMA DISASTER RELIEF FU	.00	.00	.00	247,971.10	-247,971.10	.00

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-199 FEMA DISASTER RELIEF FUND
DEPT TOTAL-1899 FEMA-HURRICANE MICHAEL
1ST SUBTOTAL-53000 OPERATING EXPENSES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
54900	OTHER CURRENT CHGS & OBL	.00	.00	.00	16,847.25	-16,847.25	.00
	TOTAL OPERATING EXPENSES	.00	.00	.00	16,847.25	-16,847.25	.00
	TOTAL FEMA-HURRICANE MICHAEL	.00	.00	.00	16,847.25	-16,847.25	.00
	TOTAL FEMA DISASTER RELIEF FU	.00	.00	.00	16,847.25	-16,847.25	.00

BA# **26-112**

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2025-2026
Department:
Agenda Item:

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
215		383-0001	OTHER FINANCING SOURCES	-	1,107,021.73	1,107,021.73
				-		
#1 Subtotal				**-**	**1,107,021.73**	**1,107,021.73**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
215	2215	59958	DEBT FUNDING	-	1,107,021.73	1,107,021.73
#2 Subtotal				**-**	**1,107,021.73**	**1,107,021.73**

#3 Balancing (Subtotal Line #1 Less Subtotal Line 2) -

Notes

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-215 DEBT SVC-PUB WRKS EQUIP
DEPT TOTAL- TITLE NOT FOUND
1ST SUBTOTAL-380000 OTHER SOURCES

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
3811000 TRANSFER FROM GENERAL FN	87,312.03	.00	.00	87,312.03	.00	100.00
3811012 TRANSFER FROM CO TRANS	339,922.00	.00	.00	339,922.00	.00	100.00
3830001 OTHER FINANCING SOURCES	.00	.00	.00	1,107,021.73	-1,107,021.73	.00
TOTAL OTHER SOURCES	427,234.03	.00	.00	1,534,255.76	-1,107,021.73	359.11
TOTAL TITLE NOT FOUND	427,234.03	.00	.00	1,534,255.76	-1,107,021.73	359.11
TOTAL DEBT SVC-PUB WRKS EQUIP	427,234.03	.00	.00	1,534,255.76	-1,107,021.73	359.11

BA - for financing of balloon payment.

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-215 DEBT SVC-PUB WRKS EQUIP
DEPT TOTAL-2215 DEBT SVC - RING POWER PW
1ST SUBTOTAL-57000 DEBT SERVICE

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
57100	DEBT SERVICE PRINCIPAL	427,234.03	.00	.00	427,234.03	.00	100.00
	TOTAL DEBT SERVICE	427,234.03	.00	.00	427,234.03	.00	100.00
1ST SUBTOTAL-59000 OTHER USES							
59958	DEBT REFUNDING	.00	.00	.00	1,107,021.73	-1,107,021.73	.00
	TOTAL OTHER USES	.00	.00	.00	1,107,021.73	-1,107,021.73	.00
	TOTAL DEBT SVC - RING POWER P	427,234.03	.00	.00	1,534,255.76	-1,107,021.73	359.11
	TOTAL DEBT SVC-PUB WRKS EQUIP	427,234.03	.00	.00	1,534,255.76	-1,107,021.73	359.11

SELECTION CRITERIA: genledgr.fund='215'
ACCOUNTING PERIOD: 13/26

FUND - 215 - DEBT SVC-PUB WRKS EQUIP

ACCOUNT - - - - - TITLE - - - - -	DEBITS	CREDITS
101001 Disbursement Cash	1.64	
TOTAL CASH IN BANK	1.64	.00
TOTAL ASSETS	1.64	.00
241100 Expenditure Budget Cntrl		427,234.03
241200 Revenue Budget Control	427,234.03	
242000 Expenditure Control	1,534,255.76	
242100 Revenue Control		1,534,255.76
TOTAL CONTROL ACCOUNTS	1,961,489.79	1,961,489.79
283000 ASSIGNED FUND BALANCE		1.64
TOTAL ASSIGNED FUND BALANCE	.00	1.64
TOTAL EQUITIES	1,961,489.79	1,961,491.43
TOTAL DEBT SVC-PUB WRKS EQUIP	1,961,491.43	1,961,491.43
TOTAL REPORT	1,961,491.43	1,961,491.43

BA# **26-113**

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2025-2026
Department:
Agenda Item:

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
313		361-1000	INTEREST - SBA	-	16,380.72	16,380.72
313		361-1005	INTEREST - CCB	-	16.73	16.73
313		389-9001	BALANCE FWD CASH FORWARD	-	15,087.55	15,087.55
#1 Subtotal				**-**	**31,485.00**	**31,485.00**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
313	620056	53400	OTHER CONTRACTUAL SERVICE	-	16,485.00	16,485.00
313	620056	56333	ENGINEERING - ROADS	-	15,000.00	15,000.00
#2 Subtotal				**-**	**31,485.00**	**31,485.00**

#3 Balancing (Subtotal Line #1 Less Subtotal Line 2) -

Notes

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

SELECTION CRITERIA: genledgr.fund='313'
ACCOUNTING PERIOD: 13/26

FUND - 313 - CAPITAL PROJECT-PUB WORKS

ACCOUNT - - - - - TITLE - - - - -	DEBITS	CREDITS
101001 Disbursement Cash	813.43	
TOTAL CASH IN BANK	813.43	.00
151100 Investments at SBA	376,610.84	
TOTAL INVESTMENTS	376,610.84	.00
TOTAL ASSETS	377,424.27	.00
242000 Expenditure Control	31,485.00	
242100 Revenue Control		16,397.45
TOTAL CONTROL ACCOUNTS	31,485.00	16,397.45
281000 RESTRICTED FUND BALANCE		392,511.82
TOTAL RESTRICTED FUND BALANCE	.00	392,511.82
TOTAL EQUITIES	31,485.00	408,909.27
TOTAL CAPITAL PROJECT-PUB WORKS	408,909.27	408,909.27
TOTAL REPORT	408,909.27	408,909.27

BA - to setup

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-313 CAPITAL PROJECT-PUB WORKS
DEPT TOTAL- TITLE NOT FOUND
1ST SUBTOTAL-360000 MISCELLANEOUS REVENUES

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
3611000 INTEREST-ST BOARD OF ADM	.00	.00	.00	16,380.72	-16,380.72	.00
3611005 INTEREST-CAPITAL CITY BN	.00	.00	.00	16.73	-16.73	.00
TOTAL MISCELLANEOUS REVENUES	.00	.00	.00	16,397.45	-16,397.45	.00
TOTAL TITLE NOT FOUND	.00	.00	.00	16,397.45	-16,397.45	.00
TOTAL CAPITAL PROJECT-PUB WOR	.00	.00	.00	16,397.45	-16,397.45	.00

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-313 CAPITAL PROJECT-PUB WORKS
DEPT TOTAL-620056 ROAD PAVING
1ST SUBTOTAL-53000 OPERATING EXPENSES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
53400	OTHER CONTRACTUAL SERVIC	.00	.00	.00	16,485.00	-16,485.00	.00
	TOTAL OPERATING EXPENSES	.00	.00	.00	16,485.00	-16,485.00	.00
1ST SUBTOTAL-56000 CAPITAL OUTLAY							
56333	ENGINEERING - ROADS	.00	.00	.00	15,000.00	-15,000.00	.00
	TOTAL CAPITAL OUTLAY	.00	.00	.00	15,000.00	-15,000.00	.00
	TOTAL ROAD PAVING	.00	.00	.00	31,485.00	-31,485.00	.00
	TOTAL CAPITAL PROJECT-PUB WOR	.00	.00	.00	31,485.00	-31,485.00	.00

BA# **26-114**

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2025-2026
Department:
Agenda Item:

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
170		369-3001	NWFHN - OPIOID V0136	268,744.55	(268,744.55)	
170		389-9001	BALANCE FWD CASH FORWARD	-	293,056.24	293,056.24
170		369-3002	NWFHN - OPIOID V0239	-	110,090.00	110,090.00
#1 Subtotal				**268,744.55**	**134,401.69**	**403,146.24**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
170	1702	53100	PROFESSIONAL SERVICES	3,500.00	218,546.02	222,046.02
170	1702	54130	POSTAGE & FREIGHT	-	149.47	149.47
170	1702	54632	REPAIR & MAINT COMPUTER	-	175.99	175.99
170	1702	54700	PRINTING & BINDING	1,000.00	218.02	1,218.02
170	1702	54800	PROMOTIONAL ACTIVITES	-	1,200.50	1,200.50
170	1702	55221	MEDICAL SUPPLIES	-	10,776.30	10,776.30
170	1702	55401	TRAINING & EDUCATIONAL	40,000.00	(5,901.11)	34,098.89
170	1702	56007	EQUIPMENT UNDER $5000	-	2,347.99	2,347.99
170	1702	56400	MACHINERY & EQUIPMENT	175,000.00	(93,111.49)	81,888.51
#2 Subtotal				**219,500.00**	**134,401.69**	**353,901.69**

#3 Balancing (Subtotal Line #1 Less Subtotal Line 2) -

Notes

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

SELECTION CRITERIA: genledgr.fund='170'
ACCOUNTING PERIOD: 13/26

FUND - 170 - NWFHN - OPIOID

ACCOUNT	- - - - - TITLE - - - - -	DEBITS	CREDITS
101001	Disbursement Cash	284,109.07	
TOTAL CASH IN BANK		284,109.07	.00
TOTAL ASSETS		284,109.07	.00
201001	Vouchers Payable		84.20
TOTAL Vouchers Payable		.00	84.20
208193	DUE TO VENDOR		220,914.76
TOTAL ACCOUNTS PAYABLE		.00	220,914.76
TOTAL LIABILITIES		.00	220,998.96
241100	Expenditure Budget Cntrl		268,744.55
241200	Revenue Budget Control	268,744.55	
242000	Expenditure Control	340,036.13	
242100	Revenue Control		110,090.00
TOTAL CONTROL ACCOUNTS		608,780.68	378,834.55
281000	RESTRICTED FUND BALANCE		293,056.24
TOTAL RESTRICTED FUND BALANCE		.00	293,056.24
TOTAL EQUITIES		608,780.68	671,890.79
TOTAL NWFHN - OPIOID		892,889.75	892,889.75
TOTAL REPORT		892,889.75	892,889.75

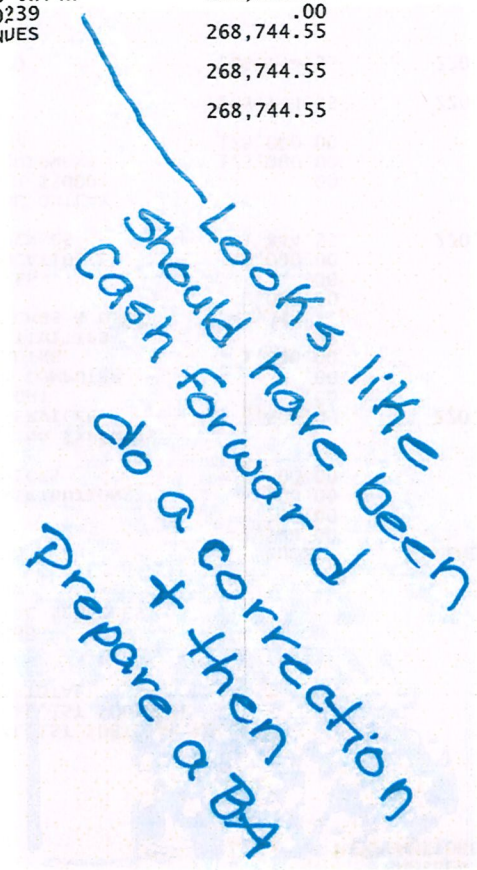
need BA for over budget + Correct Budget

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-170 NWFHN - OPIOID
DEPT TOTAL- TITLE NOT FOUND
1ST SUBTOTAL-360000 MISCELLANEOUS REVENUES

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
3693001 NWFHN - OPIOID V0136	268,744.55	.00	.00	.00	268,744.55	.00
3693002 NWFHN-OPIOD V0239	.00	.00	.00	110,090.00	-110,090.00	.00
TOTAL MISCELLANEOUS REVENUES	268,744.55	.00	.00	110,090.00	158,654.55	40.96
TOTAL TITLE NOT FOUND	268,744.55	.00	.00	110,090.00	158,654.55	40.96
TOTAL NWFHN - OPIOID	268,744.55	.00	.00	110,090.00	158,654.55	40.96



SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-170 NWFHN - OPIOID
DEPT TOTAL-1702 NWFHN V0136
1ST SUBTOTAL-51000 PERSONAL SERVICES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
51400	OVERTIME	1,500.00	.00	.00	687.60	812.40	45.84
52100	FICA TAXES	200.00	.00	.00	52.60	147.40	26.30
52200	RETIREMENT CONTRIBUTIONS	200.00	.00	.00	96.47	103.53	48.24
	TOTAL PERSONAL SERVICES	1,900.00	.00	.00	836.67	1,063.33	44.04
1ST SUBTOTAL-53000 OPERATING EXPENSES							
53100	PROFESSIONAL SERVICES	3,500.00	220,914.76	.00	222,046.02	-218,546.02	6344.17
54130	POSTAGE & FREIGHT	.00	.00	.00	149.47	-149.47	.00
54632	REPAIR & MAINT COMPUTER	.00	.00	.00	175.99	-175.99	.00
54700	PRINTING & BINDING	1,000.00	25.00	.00	1,218.02	-218.02	121.80
54800	PROMOTIONAL ACTIVITIES	.00	.00	.00	1,200.50	-1,200.50	.00
54900	OTHER CURRENT CHGS & OBL	45,344.55	59.20	.00	59.20	45,285.35	.13
54901	ADVERTISING	2,000.00	.00	.00	1,890.00	110.00	94.50
55221	MEDICAL SUPPLIES	.00	.00	.00	10,776.30	-10,776.30	.00
55401	TRAINING & EDUCATIONAL	40,000.00	.00	.00	34,098.89	5,901.11	85.25
	TOTAL OPERATING EXPENSES	91,844.55	220,998.96	.00	271,614.39	-179,769.84	295.73
1ST SUBTOTAL-56000 CAPITAL OUTLAY							
56007	EQUIPMENT UNDER $5000	.00	.00	.00	2,347.99	-2,347.99	.00
56400	MACHINERY & EQUIPMENT	175,000.00	.00	.00	65,237.08	109,762.92	37.28
	TOTAL CAPITAL OUTLAY	175,000.00	.00	.00	67,585.07	107,414.93	38.62
	TOTAL NWFHN V0136	268,744.55	220,998.96	.00	340,036.13	-71,291.58	126.53
	TOTAL NWFHN - OPIOID	268,744.55	220,998.96	.00	340,036.13	-71,291.58	126.53

BA# **26-115**

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2025-2026
Department:
Agenda Item:

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
139		381-1000	TRANSFER FROM GENERAL FUND	249,867.00	679,245.67	929,112.67
139		386-7001	TRANSFER FROM TAX COLLECTOR	862,013.27	(567,301.81)	294,711.46
#1 Subtotal				**1,111,880.27**	**111,943.86**	**1,223,824.13**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
139	1320	51100	EXECUTIVE SALARIES	168,528.00	0.05	168,528.05
139	1320	51200	REGULAR SALARIES & WAGES	598,914.70	19,203.18	618,117.88
139	1320	52100	FICA TAXES	58,709.37	(1,395.27)	57,314.10
139	1320	52200	RETIREMENT CONTRIBUTIONS	180,065.17	2,330.62	182,395.79
139	1320	52300	HEALTH INSURANCE	81,886.24	89,103.80	170,990.04
139	1320	52310	LIFE INSURANCE	403.09	11.65	414.74
139	1320	52400	WORKER'S COMP	5,373.70	1,597.68	6,971.38
139	1320	54300	UTILITY SERVICES	8,000.00	1,406.45	9,406.45
139	1320	54900	OTHER CURRENT CHARGES	10,000.00	(314.30)	9,685.70
#2 Subtotal				**1,111,880.27**	**111,943.86**	**1,223,824.13**

#3 Balancing (Subtotal Line #1 Less Subtotal Line 2) -

Notes

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-139 TAX COLLECTOR
DEPT TOTAL-1320 TAX COLLECTOR
1ST SUBTOTAL-51000 PERSONAL SERVICES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
51100	EXECUTIVE SALARIES	168,528.00	7,387.48	.00	168,528.05	- .05	100.00
51200	REGULAR SALARIES & WAGES	598,914.70	28,670.13	.00	618,117.88	-19,203.18	103.21
52100	FICA TAXES	58,709.37	2,632.43	.00	57,314.10	1,395.27	97.62
52200	RETIREMENT CONTRIBUTIONS	180,065.17	8,372.50	.00	182,395.79	-2,330.62	101.29
52300	HEALTH INSURANCE	81,886.24	.00	.00	170,990.04	-89,103.80	208.81
52310	LIFE INSURANCE	403.09	.00	.00	414.74	-11.65	102.89
52400	WORKER'S COMPENSATION	5,373.70	.00	.00	6,971.38	-1,597.68	129.73
	TOTAL PERSONAL SERVICES	1,093,880.27	47,062.54	.00	1,204,731.98	-110,851.71	110.13
1ST SUBTOTAL-53000 OPERATING EXPENSES							
54300	UTILITY SERVICES	8,000.00	794.92	.00	9,406.45	-1,406.45	117.58
54900	OTHER CURRENT CHGS & OBL	10,000.00	.00	.00	9,685.70	314.30	96.86
	TOTAL OPERATING EXPENSES	18,000.00	794.92	.00	19,092.15	-1,092.15	106.07
	TOTAL TAX COLLECTOR	1,111,880.27	47,857.46	.00	1,223,824.13	-111,943.86	110.07
	TOTAL TAX COLLECTOR	1,111,880.27	47,857.46	.00	1,223,824.13	-111,943.86	110.07

SUNGARD PENTAMATION INC.
DATE: 11/07/2026
TIME: 08:24:39

GADSDEN COUNTY BOCC
PRINT BALANCE SHEETS BY FUND

SELECTION CRITERIA: genledgr.fund='139'
ACCOUNTING PERIOD: 13/26

FUND - 139 - TAX COLLECTOR

ACCOUNT - - - - - TITLE - - - - -	DEBITS	CREDITS
101001 Disbursement Cash		774,604.94
TOTAL CASH IN BANK	.00	774,604.94
TOTAL ASSETS	.00	774,604.94
201001 Vouchers Payable		794.92
TOTAL Vouchers Payable	.00	794.92
201003 ACCRUED WAGES PAYABLE		47,062.54
TOTAL ACCRUED WAGES PAYABLE	.00	47,062.54
TOTAL LIABILITIES	.00	47,857.46
241100 Expenditure Budget Cntrl		1,111,880.27
241200 Revenue Budget Control	1,111,880.27	
242000 Expenditure Control	1,223,824.13	
242100 Revenue Control		401,361.73
TOTAL CONTROL ACCOUNTS	2,335,704.40	1,513,242.00
TOTAL EQUITIES	2,335,704.40	1,513,242.00
TOTAL TAX COLLECTOR	2,335,704.40	2,335,704.40
TOTAL REPORT	2,335,704.40	2,335,704.40

BA needed to adjust Trf. from Gen. Fund + due from TC will need to do extra to cover addt'l cash shortage

2026 Tax Commission Calculation - BCC

£ Calculation is in accordance with Section 192.091, F.S.
Σ Based on year's official tax roll from the property appraiser - Example year is 2024

	Millage		
BCC General Fund	0.009000	Σ	
School RLE	0.003000	Σ	
School Disc	0.002248	Σ	
	0.014248	G	

From 2025 Taxes Commissions Excel

County Collections			
25,096,984.16	.10, .05, .03, .02	See calc to left	C
8,365,804.06	0.02	167,316.08	E
2,313,229.58	0.02	46,264.59	F

50,000,000	[G]	0.014463	712,400.00	B		
	100,000.00	10% of first $100k	10,000.00			
	100,000.00	5% of second $100k	5,000.00		25,096,984.16	C
£	512,400.00	3% of cell B18	15,372.00		(712,400.00)	B
			487,691.68	2% of [A]	24,384,584.16	A
			518,063.65			
		Less Advance Payments (Sum of [H]s)	-			
		Amount Due	518,063.68	D		

H	-		
D	518,063.68	Rep #1-5	
E	167,316.08	Rep #6-10	
F	46,264.59	2025 & Delinquent	del tax not included as of 7/28/26
	731,644.36	Total Commissions Earned by TC	

CURRENT YTD EXP	1,026,355.82	151,494.73	1-Oct
EST EARNED COMMISSIONS	731,644.36	51,363.53	27-Oct
EST DUE FROM TC	294,711.46	202,858.26	
		91,853.20	BALANCE DUE FROM TC

CURRENT YTD EXP	1,223,824.13		
HEALTH INSURANCE	170,990.04	EARNED COMMISSIONS	731,644.36
LIFE INSURANCE	414.74	COUNTY'S OBLIGATION	197,468.31
WORKERS COMP	6,971.38		929,112.67
UTITILITIES	9,406.45		
OTHER CURRENT	9,685.70		1,223,824.13
	197,468.31		929,112.67
			294,711.46
NET AFTER CO OBLIGATIONS	1,026,355.82		
		FINAL BUDGET	929,112.67
		CURRENT BUDGET	249,867.00
		BA NEEDED	679,245.67

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-139 TAX COLLECTOR
DEPT TOTAL- TITLE NOT FOUND
1ST SUBTOTAL-380000 OTHER SOURCES

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
3811000 TRANSFER FROM GENERAL FN	249,867.00	.00	.00	249,867.00	.00	100.00
3867001 TRANSFER FROM TAX COLLEC	862,013.27	.00	.00	151,494.73	710,518.54	17.57
TOTAL OTHER SOURCES	1,111,880.27	.00	.00	401,361.73	710,518.54	36.10
TOTAL TITLE NOT FOUND	1,111,880.27	.00	.00	401,361.73	710,518.54	36.10
TOTAL TAX COLLECTOR	1,111,880.27	.00	.00	401,361.73	710,518.54	36.10

BA# **26-116**

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2025-2026
Department:
Agenda Item:

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
001		389-9001	BALANCE FWD CASH FORWARD	3,307,718.69	679,245.67	3,986,964.36

#1 Subtotal	**3,307,718.69**	**679,245.67**	**3,986,964.36**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
001	9001	59115	TRANSFER TO TAX COLLECTOR	249,867.00	679,245.67	929,112.67

#2 Subtotal	**249,867.00**	**679,245.67**	**929,112.67**

#3 Balancing (Subtotal Line #1 Less Subtotal Line 2) -

Notes

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

SUNGARD PENTAMATION INC.
DATE: 11/09/2026
TIME: 09:11:12

GADSDEN COUNTY BOCC
EXPENDITURE STATUS REPORT

SELECTION CRITERIA: expledgr.key_orgn='9001' and expledgr.account='59115'
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-001 GENERAL FUND
DEPT TOTAL-9001 TRANSFERS-GEN'L FUND
1ST SUBTOTAL-59000 OTHER USES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
59115	TRANSFER TO TAX COLLECTO	249,867.00	.00	.00	249,867.00	.00	100.00
	TOTAL OTHER USES	249,867.00	.00	.00	249,867.00	.00	100.00
	TOTAL TRANSFERS-GEN'L FUND	249,867.00	.00	.00	249,867.00	.00	100.00
	TOTAL GENERAL FUND	249,867.00	.00	.00	249,867.00	.00	100.00
TOTAL REPORT		249,867.00	.00	.00	249,867.00	.00	100.00

SELECTION CRITERIA: genledgr.fund='001'
ACCOUNTING PERIOD: 13/26

FUND - 001 - GENERAL FUND

ACCOUNT - - - - - TITLE - - - - -	DEBITS	CREDITS
TOTAL INVENTORIES-STORES RESALE	1,226.00	.00
151100 Investments at SBA	4,539,374.43	
TOTAL INVESTMENTS	4,539,374.43	.00
155103 Prepaid Trim Expense	16,000.00	
TOTAL PREPAID EXPENSES	16,000.00	.00
155130 Prepaid Insurance	2,575.00	
TOTAL Prepaid Insurance	2,575.00	.00
TOTAL ASSETS	14,021,940.73	.05
201001 Vouchers Payable		359,310.56
TOTAL Vouchers Payable	.00	359,310.56
201003 ACCRUED WAGES PAYABLE		299,348.30
TOTAL ACCRUED WAGES PAYABLE	.00	299,348.30
202001 ******EXCHANGE******		6,385.50
202017 DUE TO CHP		693.23
TOTAL ACCOUNTS PAYABLE	.00	7,078.73
208110 Due to DOR - Sales Tax	39.05	
208174 DUE TO CITY OF MIDWAY		20,000.00
TOTAL DUE TO OTHER GOVERNMENTS	39.05	20,000.00
220001 VENDING COMMISSIONS		2,205.60
TOTAL DEPOSITS	.00	2,205.60
223130 DEFERRED INFLOW LEASES		1,779,544.01
223161 Deferred Revenue		19,958.00
223162 DEF REV-DONATIONS		55,000.00
TOTAL DEFERRED REVENE	.00	1,854,502.01
TOTAL LIABILITIES	39.05	2,542,445.20
241100 Expenditure Budget Cntrl		35,967,130.24
241200 Revenue Budget Control	35,967,130.24	
242000 Expenditure Control	33,228,785.47	
242100 Revenue Control		33,514,196.63
TOTAL CONTROL ACCOUNTS	69,195,915.71	69,481,326.87
280000 NONSPENDABLE FUND BALANCE		164,664.00
TOTAL NONSPENDABLE FUND BALANCE	.00	164,664.00
283000 ASSIGNED FUND BALANCE		1,527,504.00
TOTAL ASSIGNED FUND BALANCE	.00	1,527,504.00
284000 UNASSIGNED FUND BALANCE		9,501,955.37

BA# **26-117**

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2025-2026
Department:
Agenda Item:

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
120		389-9001	BALANCE FWD CASH FORWARD	102,382.00	7,332.56	109,714.56

#1 Subtotal	**102,382.00**	**7,332.56**	**109,714.56**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
120	0020	53100	PROFESSIONAL SERVICES	-	4,500.00	4,500.00
120	0020	54800	PORMOTIONAL ACTIVITIES	-	2,832.56	2,832.56

#2 Subtotal	**-**	**7,332.56**	**7,332.56**

#3 Balancing (Subtotal Line #1 Less Subtotal Line 2) -

Notes

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

SUNGARD PENTAMATION INC.
DATE: 11/07/2026
TIME: 07:50:30

GADSDEN COUNTY BOCC
PRINT BALANCE SHEETS BY FUND

SELECTION CRITERIA: genledgr.fund='120'
ACCOUNTING PERIOD: 13/26

FUND - 120 - TOURIST DEVELOPMENT

ACCOUNT - - - - - TITLE - - - - -	DEBITS	CREDITS
101001 Disbursement Cash	460,556.09	
TOTAL CASH IN BANK	460,556.09	.00
133110 DUE FROM STATE	15,457.12	
TOTAL DUE FROM OTHER GOV'MENTAL	15,457.12	.00
TOTAL ASSETS	476,013.21	.00
201001 Vouchers Payable		5,707.70
TOTAL Vouchers Payable	.00	5,707.70
201003 ACCRUED WAGES PAYABLE		4,916.01
TOTAL ACCRUED WAGES PAYABLE	.00	4,916.01
TOTAL LIABILITIES	.00	10,623.71
241100 Expenditure Budget Cntrl		354,524.00
241200 Revenue Budget Control	354,524.00	
242000 Expenditure Control	320,855.04	
242100 Revenue Control		211,140.48
TOTAL CONTROL ACCOUNTS	675,379.04	565,664.48
281000 RESTRICTED FUND BALANCE		575,104.06
TOTAL RESTRICTED FUND BALANCE	.00	575,104.06
TOTAL EQUITIES	675,379.04	1,140,768.54
TOTAL TOURIST DEVELOPMENT	1,151,392.25	1,151,392.25
TOTAL REPORT	1,151,392.25	1,151,392.25

(109,714.56)

BA needed

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND

FUND-120 TOURIST DEVELOPMENT
DEPT TOTAL- TITLE NOT FOUND
1ST SUBTOTAL-310000 TAXES

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
3121001 TOURIST DEVELOPMENT TAX	217,142.00	15,457.12	.00	193,970.69	23,171.31	89.33
TOTAL TAXES	217,142.00	15,457.12	.00	193,970.69	23,171.31	89.33
1ST SUBTOTAL-360000 MISCELLANEOUS REVENUES						
3611005 INTEREST-CAPITAL CITY BN	35,000.00	1,071.52	.00	17,169.79	17,830.21	49.06
TOTAL MISCELLANEOUS REVENUES	35,000.00	1,071.52	.00	17,169.79	17,830.21	49.06
1ST SUBTOTAL-380000 OTHER SOURCES						
3899001 BALANCE FWD CASH FORWARD	102,382.00	.00	.00	.00	102,382.00	.00
TOTAL OTHER SOURCES	102,382.00	.00	.00	.00	102,382.00	.00
TOTAL TITLE NOT FOUND	354,524.00	16,528.64	.00	211,140.48	143,383.52	59.56
TOTAL TOURIST DEVELOPMENT	354,524.00	16,528.64	.00	211,140.48	143,383.52	59.56

313,522.48

7332.56

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-120 TOURIST DEVELOPMENT
DEPT TOTAL-0020 TOURIST DEVELOPMENT
1ST SUBTOTAL-51000 PERSONAL SERVICES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
51200	REGULAR SALARIES & WAGES	21,971.00	4,103.06	.00	12,140.98	9,830.02	55.26
51400	OVERTIME	1,000.00	.00	.00	.00	1,000.00	.00
52100	FICA TAXES	1,757.00	313.70	.00	929.64	827.36	52.91
52200	RETIREMENT CONTRIBUTIONS	3,083.00	499.25	.00	1,607.65	1,475.35	52.15
52300	HEALTH INSURANCE	3,600.00	.00	.00	923.66	2,676.34	25.66
52310	LIFE INSURANCE	6.00	.00	.00	2.33	3.67	38.83
	TOTAL PERSONAL SERVICES	31,417.00	4,916.01	.00	15,604.26	15,812.74	49.67
1ST SUBTOTAL-53000 OPERATING EXPENSES							
53100	PROFESSIONAL SERVICES	.00	.00	.00	4,500.00	-4,500.00	.00
53112	PROF SVSCS-LEGAL	10,000.00	.00	.00	.00	10,000.00	.00
53406	CONTRACTUAL - SECURITY	.00	.00	.00	20.00	-20.00	.00
54000	TRAVEL & PER DIEM	10,000.00	691.78	.00	2,414.38	7,585.62	24.14
54800	PROMOTIONAL ACTIVITIES	.00	.00	.00	6,000.00	-6,000.00	.00
54810	MARKETING FUNDS	55,000.00	5,715.92	.00	69,450.00	-14,450.00	126.27
54811	EVENT GRANT FUNDS	95,000.00	.00	.00	31,000.00	64,000.00	32.63
54812	TOURISM & MARKETING FUND	92,607.00	.00	.00	156,920.00	-64,313.00	169.45
54815	BLACK HISTORY ACT.	45,000.00	.00	.00	32,271.40	12,728.60	71.71
54901	ADVERTISING	1,500.00	.00	.00	210.00	1,290.00	14.00
55400	MEMBERSHIPS/SUBSCRIPTION	6,000.00	.00	.00	2,750.00	3,250.00	45.83
55401	TRAINING & EDUCATIONAL	8,000.00	-700.00	.00	-285.00	8,285.00	-3.56
	TOTAL OPERATING EXPENSES	323,107.00	5,707.70	.00	305,250.78	17,856.22	94.47
	TOTAL TOURIST DEVELOPMENT	354,524.00	10,623.71	.00	320,855.04	33,668.96	90.50
	TOTAL TOURIST DEVELOPMENT	354,524.00	10,623.71	.00	320,855.04	33,668.96	90.50

BA# **26-118**

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2025-2026
Department:
Agenda Item:

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
114		389-9001	BALANCE FWD CASH FORWARD	9,175.00	55.38	9,230.38
#1 Subtotal				**9,175.00**	**55.38**	**9,230.38**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
114	1499	53100	PROFESSIONAL SERVICES	45,000.00	55.38	45,055.38
#2 Subtotal				**45,000.00**	**55.38**	**45,055.38**

#3 Balancing (Subtotal Line #1 Less Subtotal Line 2) -

Notes

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

SELECTION CRITERIA: genledgr.fund='114'
ACCOUNTING PERIOD: 13/26

FUND - 114 - JUDICIAL SERVICES (ART 5)

ACCOUNT - - - - - TITLE - - - - -	DEBITS	CREDITS
101001 Disbursement Cash	429,036.69	
TOTAL CASH IN BANK	429,036.69	.00
TOTAL ASSETS	429,036.69	.00
201001 Vouchers Payable		7,404.54
TOTAL Vouchers Payable	.00	7,404.54
TOTAL LIABILITIES	.00	7,404.54
241100 Expenditure Budget Cntrl		305,934.00
241200 Revenue Budget Control	305,934.00	
242000 Expenditure Control	301,813.32	
242100 Revenue Control		292,582.94
TOTAL CONTROL ACCOUNTS	607,747.32	598,516.94
281000 RESTRICTED FUND BALANCE		430,862.53
TOTAL RESTRICTED FUND BALANCE	.00	430,862.53
TOTAL EQUITIES	607,747.32	1,029,379.47
TOTAL JUDICIAL SERVICES (ART 5)	1,036,784.01	1,036,784.01
TOTAL REPORT	1,036,784.01	1,036,784.01

<9,230.38>

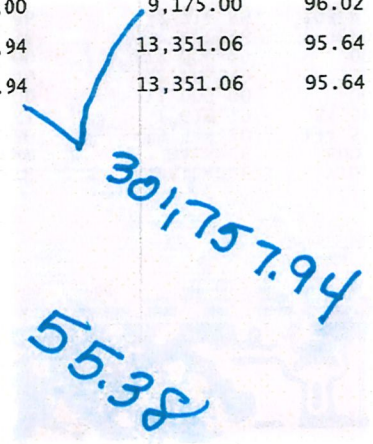
BA needed

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND

FUND-114 JUDICIAL SERVICES (ART 5)
DEPT TOTAL- TITLE NOT FOUND
1ST SUBTOTAL-340000 CHARGES FOR SERVICES

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
3489210 ORDINANCE 25% COURT ADMI	6,250.00	335.24	.00	5,507.49	742.51	88.12
3489220 ORDINANCE 25% LEGAL AID	6,000.00	335.24	.00	5,507.46	492.54	91.79
3489230 ORDINANCE 25% LAW LIBRAR	5,250.00	335.24	.00	5,507.48	-257.48	104.90
3489240 ORDINANCE 25% JUVENILE	5,250.00	335.24	.00	5,507.51	-257.51	104.90
TOTAL CHARGES FOR SERVICES	22,750.00	1,340.96	.00	22,029.94	720.06	96.83
1ST SUBTOTAL-341000 GENERAL GOV'T (NON-COURT)						
3411601 RECORDING $2. OF $4.	56,845.00	4,184.00	.00	49,362.00	7,483.00	86.84
TOTAL GENERAL GOV'T (NON-COUR	56,845.00	4,184.00	.00	49,362.00	7,483.00	86.84
1ST SUBTOTAL-360000 MISCELLANEOUS REVENUES						
3699001 MISC REV OTHER	.00	.00	.00	47.00	-47.00	.00
TOTAL MISCELLANEOUS REVENUES	.00	.00	.00	47.00	-47.00	.00
1ST SUBTOTAL-370000 ADJUSTMENTS TO REVENUE						
3700001 LESS 5% ESTIMATED REVENU	-3,980.00	.00	.00	.00	-3,980.00	.00
TOTAL ADJUSTMENTS TO REVENUE	-3,980.00	.00	.00	.00	-3,980.00	.00
1ST SUBTOTAL-380000 OTHER SOURCES						
3811000 TRANSFER FROM GENERAL FN	221,144.00	.00	.00	221,144.00	.00	100.00
3899001 BALANCE FWD CASH FORWARD	9,175.00	.00	.00	.00	9,175.00	.00
TOTAL OTHER SOURCES	230,319.00	.00	.00	221,144.00	9,175.00	96.02
TOTAL TITLE NOT FOUND	305,934.00	5,524.96	.00	292,582.94	13,351.06	95.64
TOTAL JUDICIAL SERVICES (ART	305,934.00	5,524.96	.00	292,582.94	13,351.06	95.64



SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-114 JUDICIAL SERVICES (ART 5)
DEPT TOTAL-1499 STATE ATTORNEY
1ST SUBTOTAL-53000 OPERATING EXPENSES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
53100	PROFESSIONAL SERVICES	45,000.00	.00	.00	60,548.20	-15,548.20	134.55
54100	COMMUNICATION SERVICES	10,500.00	1,180.58	.00	8,880.81	1,619.19	84.58
54130	POSTAGE & FREIGHT	11,000.00	.00	.00	.00	11,000.00	.00
54300	UTILITY SERVICES	.00	1,468.16	.00	12,765.49	-12,765.49	.00
54635	MAINT. AGREEMENT COMPUTE	13,000.00	.00	.00	.00	13,000.00	.00
54959	LATE FEE	.00	.00	.00	22.36	-22.36	.00
	TOTAL OPERATING EXPENSES	79,500.00	2,648.74	.00	82,216.86	-2,716.86	103.42
1ST SUBTOTAL-56000 CAPITAL OUTLAY							
56007	EQUIPMENT UNDER $5000	.00	.00	.00	6,028.62	-6,028.62	.00
56400	MACHINERY & EQUIPMENT	7,500.00	.00	.00	.00	7,500.00	.00
	TOTAL CAPITAL OUTLAY	7,500.00	.00	.00	6,028.62	1,471.38	80.38
	TOTAL STATE ATTORNEY	87,000.00	2,648.74	.00	88,245.48	-1,245.48	101.43
	TOTAL JUDICIAL SERVICES (ART	305,934.00	7,404.54	.00	301,813.32	4,120.68	98.65

BA# **26-119**

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2025-2026
Department:
Agenda Item:

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
125		389-9001	BALANCE FWD CASH FORWARD	126,565.00	23,052.18	149,617.18

#1 Subtotal	**126,565.00**	**23,052.18**	**149,617.18**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
125	1215	51400	OVERTIME	-	15,452.28	15,452.28
125	1215	52300	HEALTH INSURANCE	60,000.00	3,378.97	63,378.97
125	1215	52400	WORKER'S COMP	4,700.00	4,220.93	8,920.93

#2 Subtotal	**64,700.00**	**23,052.18**	**87,752.18**

#3 Balancing (Subtotal Line #1 Less Subtotal Line 2) -

Notes

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

SELECTION CRITERIA: genledgr.fund='125'
ACCOUNTING PERIOD: 13/26

FUND - 125 - BUILDING INSPECTION FUND

ACCOUNT - - - - - TITLE - - - - -	DEBITS	CREDITS
101001 Disbursement Cash	234,778.34	
TOTAL CASH IN BANK	234,778.34	.00
133107 Due from City of Quincy	16,950.00	
TOTAL DUE FROM OTHER GOV'MENTAL	16,950.00	.00
TOTAL ASSETS	251,728.34	.00
201001 Vouchers Payable		226.75
TOTAL Vouchers Payable	.00	226.75
201003 ACCRUED WAGES PAYABLE		24,516.11
TOTAL ACCRUED WAGES PAYABLE	.00	24,516.11
TOTAL LIABILITIES	.00	24,742.86
241100 Expenditure Budget Cntrl		664,835.00
241200 Revenue Budget Control	664,835.00	
242000 Expenditure Control	652,400.20	
242100 Revenue Control		502,783.02
TOTAL CONTROL ACCOUNTS	1,317,235.20	1,167,618.02
281000 RESTRICTED FUND BALANCE		376,602.66
TOTAL RESTRICTED FUND BALANCE	.00	376,602.66
TOTAL EQUITIES	1,317,235.20	1,544,220.68
TOTAL BUILDING INSPECTION FUND	1,568,963.54	1,568,963.54
TOTAL REPORT	1,568,963.54	1,568,963.54

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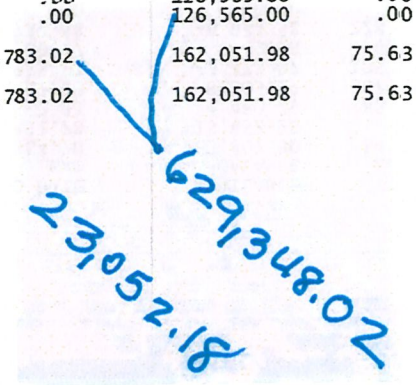
BA needed

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND

FUND-125 BUILDING INSPECTION FUND
DEPT TOTAL- TITLE NOT FOUND
1ST SUBTOTAL-310000 TAXES

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
3161001 PROFESSIONAL & OCCUP LIC	600.00	.00	.00	.00	600.00	.00
TOTAL TAXES	600.00	.00	.00	.00	600.00	.00
1ST SUBTOTAL-320000 PERMITS,FEES & LICENSES						
3221000 BUILDING PERMITS	500,000.00	36,736.88	.00	437,133.02	62,866.98	87.43
TOTAL PERMITS,FEES & LICENSES	500,000.00	36,736.88	.00	437,133.02	62,866.98	87.43
1ST SUBTOTAL-341000 GENERAL GOV'T (NON-COURT)						
3419006 FEES- BLDG INSPECT-MIDWA	6,000.00	.00	.00	.00	6,000.00	.00
TOTAL GENERAL GOV'T (NON-COUR	6,000.00	.00	.00	.00	6,000.00	.00
1ST SUBTOTAL-341900 OTHER GENERAL GOV CHGS						
3419004 FEES-BLDG INSPECT-QUINCY	60,000.00	3,950.00	.00	65,650.00	-5,650.00	109.42
TOTAL OTHER GENERAL GOV CHGS	60,000.00	3,950.00	.00	65,650.00	-5,650.00	109.42
1ST SUBTOTAL-370000 ADJUSTMENTS TO REVENUE						
3700001 LESS 5% ESTIMATED REVENU	-28,330.00	.00	.00	.00	-28,330.00	.00
TOTAL ADJUSTMENTS TO REVENUE	-28,330.00	.00	.00	.00	-28,330.00	.00
1ST SUBTOTAL-380000 OTHER SOURCES						
3899001 BALANCE FWD CASH FORWARD	126,565.00	.00	.00	.00	126,565.00	.00
TOTAL OTHER SOURCES	126,565.00	.00	.00	.00	126,565.00	.00
TOTAL TITLE NOT FOUND	664,835.00	40,686.88	.00	502,783.02	162,051.98	75.63
TOTAL BUILDING INSPECTION FUN	664,835.00	40,686.88	.00	502,783.02	162,051.98	75.63



SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-125 BUILDING INSPECTION FUND
DEPT TOTAL-T41215 BUILDING INSPECTION
1ST SUBTOTAL-51000 PERSONAL SERVICES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
51200	REGULAR SALARIES & WAGES	413,672.00	19,279.29	.00	349,864.70	63,807.30	84.58
51400	OVERTIME	.00	886.14	.00	15,452.28	-15,452.28	.00
52100	FICA TAXES	32,028.00	1,523.42	.00	27,567.21	4,460.79	86.07
52200	RETIREMENT CONTRIBUTIONS	65,788.00	2,827.26	.00	57,482.83	8,305.17	87.38
52300	HEALTH INSURANCE	60,000.00	.00	.00	63,378.97	-3,378.97	105.63
52310	LIFE INSURANCE	210.00	.00	.00	160.77	49.23	76.56
52400	WORKER'S COMPENSATION	4,700.00	.00	.00	10,734.58	-6,034.58	228.40
52500	UNEMPLOYMENT COMPENSATIO	500.00	.00	.00	.00	500.00	.00
	TOTAL PERSONAL SERVICES	576,898.00	24,516.11	.00	524,641.34	52,256.66	90.94
1ST SUBTOTAL-53000 OPERATING EXPENSES							
53100	PROFESSIONAL SERVICES	1,000.00	.00	.00	32.65	967.35	3.27
54000	TRAVEL & PER DIEM	4,712.00	.00	.00	1,628.76	3,083.24	34.57
54100	COMMUNICATION SERVICES	5,000.00	68.59	.00	5,297.55	-297.55	105.95
54130	POSTAGE & FREIGHT	500.00	.00	.00	83.54	416.46	16.71
54400	RENTALS & LEASES	3,000.00	.00	.00	1,280.80	1,719.20	42.69
54500	INSURANCE	12,000.00	.00	.00	15,799.43	-3,799.43	131.66
54600	REPAIR & MAINTENANCE	5,000.00	581.82	.00	8,833.67	-3,833.67	176.67
54627	REPAIR & MAINT.-VEHICLES	1,920.00	.00	.00	1,007.40	912.60	52.47
54632	REPAIR & MAINT COMPUTER	.00	.00	.00	188.21	-188.21	.00
54635	MAINT. AGREEMENT COMPUTE	11,000.00	.00	.00	17,800.00	-6,800.00	161.82
54700	PRINTING & BINDING	500.00	.00	.00	123.00	377.00	24.60
54800	PROMOTIONAL ACTIVITIES	500.00	.00	.00	.00	500.00	.00
54900	OTHER CURRENT CHGS & OBL	700.00	.00	.00	.00	700.00	.00
54959	LATE FEE	100.00	.00	.00	.00	100.00	.00
54960	FINANCE CHARGE	.00	.00	.00	2.54	-2.54	.00
55100	OFFICE SUPPLIES	2,000.00	.00	.00	1,315.84	684.16	65.79
55200	OPERATING SUPPLIES	4,500.00	148.16	.00	7,013.28	-2,513.28	155.85
55208	UNIFORMS	2,000.00	.00	.00	2,009.09	-9.09	100.45
55210	GAS & OIL	5,000.00	739.41	.00	7,337.77	-2,337.77	146.76
55400	MEMBERSHIPS/SUBSCRIPTION	1,500.00	.00	.00	680.00	820.00	45.33
55401	TRAINING & EDUCATIONAL	5,000.00	.00	.00	2,552.90	2,447.10	51.06
55402	SOFTWARE PURCHASES	3,005.00	.00	.00	3,766.98	-761.98	125.36
55454	TITLES/REG/PERMITS	1,000.00	.00	.00	.00	1,000.00	.00
	TOTAL OPERATING EXPENSES	69,937.00	1,537.98	.00	76,753.41	-6,816.41	109.75
1ST SUBTOTAL-56000 CAPITAL OUTLAY							
56007	EQUIPMENT UNDER $5000	.00	.00	.00	10,870.75	-10,870.75	.00
56300	IMPROV OTHER THAN BUILDG	.00	23,589.00	.00	23,589.00	-23,589.00	.00
56400	MACHINERY & EQUIPMENT	.00	-23,589.00	.00	5,594.34	-5,594.34	.00
	TOTAL CAPITAL OUTLAY	.00	.00	.00	40,054.09	-40,054.09	.00
1ST SUBTOTAL-57000 DEBT SERVICE							
57100	DEBT SERVICE PRINCIPAL	15,000.00	627.68	.00	8,476.51	6,523.49	56.51
57200	DEBT SERVICE INTEREST	3,000.00	154.56	.00	2,474.85	525.15	82.50
	TOTAL DEBT SERVICE	18,000.00	782.24	.00	10,951.36	7,048.64	60.84

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND,DEPT TOTAL

FUND-125 BUILDING INSPECTION FUND
DEPT TOTAL-T41215 BUILDING INSPECTION
1ST SUBTOTAL-57000 DEBT SERVICE

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL BUILDING INSPECTION	664,835.00	26,836.33	.00	652,400.20	12,434.80	98.13
TOTAL BUILDING INSPECTION FUN	664,835.00	26,836.33	.00	652,400.20	12,434.80	98.13

Board of County Commissioners
Agenda Request

Date of Meeting: November 17, 2026

Date Submitted: November 9, 2026

To: Honorable Chairperson and Members of the Board

From: Reginald James, Interim County Administrator
Rose Raynak, Director of Finance
Trudei Porter, Finance Director

Subject: **Public Hearing:** Approval of Resolution 2027-001 General and Debt Service Budget Amendments for FY2027

Statement of Issue:

This agenda item is presented to the Board for approval of Resolution 2027-001 and authorization for the Interim County Administrator and Finance Director to prepare, complete and execute all budget amendments required to maintain a balanced budget for the Fiscal Year 2027 BOCC budget.

Background:

Florida Statutes and generally accepted governmental accounting practices require that counties adopt and maintain a balanced budget each fiscal year. During the fiscal year, adjustments may be necessary to align expenditures with available revenues, address operational needs, and ensure compliance with statutory requirements. Resolution 2027-001 provides the administrative authority necessary for the timely processing of budget amendments when operational or financial conditions change.

Analysis:

Granting approval for the Interim County Administrator and the Finance Director to execute necessary budget amendments will allow the County to:

- Ensure the FY2027 BOCC budget remains balanced throughout the fiscal year
- Respond promptly to unanticipated financial adjustments
- Maintain compliance with budgetary regulations
- Reduce delays that can occur when amendments require separate Board action

Fiscal Impact:

No Fiscal Impact.

Options:

1. Approve Resolution 2027-001 and authorize the Interim County Administrator and Finance Director to complete and execute all necessary FY2027 BOCC budget amendments.
2. Do not approve.
3. Board direction.

Interim County Administrator's Recommendation

Option 1.

Attachment:

- Resolution 2027-001
- Narrative
- Budget Amendments

Amendment Narrative

BUDGET AMENDMENT #27-002 – FUND 001 GENERAL FUND – INCREASE TRANSFER TO PUBLIC WORKS TO PROVIDE FUNDING FOR PAVING PROJECT - $542,885

BUDGET AMENDMENT #27-003 – FUND 112 GENERAL FUND – INCREASE THE TRANSFER FROM GENERAL FUND AND ADJUST BUDGET FOR EXPENDITURES – $542,885

BUDGET AMENDMENT #27-004 – FUND 001 GENERAL FUND – INCREASE GENERAL FUND AND ADJUST BUDGET FOR EXPENDITURES APPROVED YET NOT COMPLETED DURING FY26 FOR THE JAIL AND TRANSFER UNUSED FUNDING FOR THE SAWDUST/GREENSBORO SR CENTER - $225,625.61

RESOLUTION NO. 2027-001

WHEREAS, the Board of County Commissioners of Gadsden County, Florida, approved the Fiscal Year 2026-2027 Budget; and,

WHEREAS, the Board of County Commissioners, pursuant to Chapter 129, Florida Statutes, desires to amend the budget.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Gadsden County, Florida, hereby amends the budget as reflected in the Budget Amendments attached hereto.

Adopted this _____ day of _____ 2026.

Board of County Commissioners
Gadsden County, Florida

_____
Chairperson

Attest: Nicholas Thomas, Clerk

By:_____

BA# 2027-02

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2026-2027
Department: General Fund
Agenda Item: Public Hearing - Budget Amendments

Intra-departmental
BOCC Motion
BOCC Resolution 2027-001
BOCC Public Hearing **Yes**

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
						-
						-
						-
						-
#1 Subtotal				-	-	-

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
001	8001	59901	Reserve for Contingency	615,314.00	(542,885.00)	72,429.00
001	9001	59107	Transfer to Public Works	-	542,885.00	542,885.00
						-
						-
#2 Subtotal				**615,314.00**	-	**615,314.00**

Transfer funding to Public Works for road paving project (Timber Run and Jamison Road).

Approved By:
Budget Director
County Manager

Posting
Finance Director
Date

GADSDEN COUNTY BOCC
EXPENDITURE STATUS REPORT

SELECTION CRITERIA: expledgr.key_orgn in ('8001','9001') and expledgr.account in ('59901','59107')
ACCOUNTING PERIOD: 13/27

SORTED BY: FUND,FUNCTION,ACTIVITY,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,FUNCTION,ACTIVITY,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND

FUND-001 GENERAL FUND 1ST SUBTOTAL-59000 OTHER USES
FUNCTION-580 OTHER USES
ACTIVITY-590 OTHER NONOPERATING
DEPT TOTAL-8001 RESERVES

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
59901	RESERVE FOR CONTINGENCY	615,314.00	.00	.00	.00	615,314.00	.00
	TOTAL OTHER USES	615,314.00	.00	.00	.00	615,314.00	.00
	TOTAL RESERVES	615,314.00	.00	.00	.00	615,314.00	.00
	TOTAL OTHER NONOPERATING	615,314.00	.00	.00	.00	615,314.00	.00
	TOTAL OTHER USES	615,314.00	.00	.00	.00	615,314.00	.00
	TOTAL GENERAL FUND	615,314.00	.00	.00	.00	615,314.00	.00
TOTAL REPORT		615,314.00	.00	.00	.00	615,314.00	.00

BA# 2027-03

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2026-2027
Department: General Fund
Agenda Item: Public Hearing - Budget Amendments

Intra-departmental
BOCC Motion
BOCC Resolution 2027-001
BOCC Public Hearing **Yes**

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
112		389-1000	Balance Fwd Cash Forward	-	542,885.00	542,885.00
						-
						-
						-
#1 Subtotal				**-**	**542,885.00**	**542,885.00**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
112	0126	56300	Improv Other Than Buildings	-	542,885.00	542,885.00
						-
						-
#2 Subtotal				**-**	**542,885.00**	**542,885.00**

Receive and allocate funding for road paving project (Timber Run and Jamison Road).

Approved By:
Budget Director
County Manager

Posting
Finance Director
Date

BA# 2027-04

Gadsden County BOCC Budget Amendment Form

Date: 11/9/2026
Fiscal Year: 2026-2027
Department: General Fund
Agenda Item: Public Hearing - Budget Amendments

Intra-departmental
BOCC Motion
BOCC Resolution 2027-001
BOCC Public Hearing **Yes**

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
001		389-1000	Balance Fwd Cash Forward	-	225,625.61	225,625.61
						-
						-
						-
#1 Subtotal				**-**	**225,625.61**	**225,625.61**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
001	0060	58165	Sawdust/Greensboro Sr Ct	10,000.00	21,765.61	31,765.61
001	0032	54600	Repair & Maintenance	393,600.00	203,860.00	597,460.00
						-
						-
#2 Subtotal				**403,600.00**	**225,625.61**	**629,225.61**

Reallocation of prior year funding for approved expenses.

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

GADSDEN COUNTY BOCC
EXPENDITURE STATUS REPORT

SELECTION CRITERIA: expledgr.key_orgn in ('0060','0032') and expledgr.account in ('58165','54600')
ACCOUNTING PERIOD: 13/27

SORTED BY: FUND,FUNCTION,ACTIVITY,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,FUNCTION,ACTIVITY,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND

FUND-001 GENERAL FUND — 1ST SUBTOTAL-53000 OPERATING EXPENSES
FUNCTION-510 GENERAL GOVERNMENT SVCES
ACTIVITY-519 OTHER GENERAL GOVT SVCES
DEPT TOTAL-0032 JAIL MAINTENANCE

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
54600	REPAIR & MAINTENANCE	335,000.00	.00	203,860.00	149.00	130,991.00	60.90
	TOTAL OPERATING EXPENSES	335,000.00	.00	203,860.00	149.00	130,991.00	60.90
	TOTAL JAIL MAINTENANCE	335,000.00	.00	203,860.00	149.00	130,991.00	60.90
DEPT TOTAL-0060 ELDER AFFAIRS							
1ST SUBTOTAL-53000 OPERATING EXPENSES							
54600	REPAIR & MAINTENANCE	2,500.00	.00	.00	760.21	1,739.79	30.41
	TOTAL OPERATING EXPENSES	2,500.00	.00	.00	760.21	1,739.79	30.41
1ST SUBTOTAL-58000 GRANTS AND AIDS							
58165	SAWDUST/GREENSBORO SR CT	10,000.00	.00	.00	620.00	9,380.00	6.20
	TOTAL GRANTS AND AIDS	10,000.00	.00	.00	620.00	9,380.00	6.20
	TOTAL ELDER AFFAIRS	12,500.00	.00	.00	1,380.21	11,119.79	11.04
	TOTAL OTHER GENERAL GOVT SVCE	347,500.00	.00	203,860.00	1,529.21	142,110.79	59.10
	TOTAL GENERAL GOVERNMENT SVCE	347,500.00	.00	203,860.00	1,529.21	142,110.79	59.10
	TOTAL GENERAL FUND	347,500.00	.00	203,860.00	1,529.21	142,110.79	59.10
TOTAL REPORT		347,500.00	.00	203,860.00	1,529.21	142,110.79	59.10

GADSDEN COUNTY BOCC
EXPENDITURE STATUS REPORT

SELECTION CRITERIA: expledgr.key_orgn in ('0060','0032') and expledgr.account in ('58165','54600')
ACCOUNTING PERIOD: 13/26

SORTED BY: FUND,FUNCTION,ACTIVITY,DEPT TOTAL,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,FUNCTION,ACTIVITY,DEPT TOTAL,1ST SUBTOTAL
PAGE BREAKS ON: FUND

FUND-001 GENERAL FUND 1ST SUBTOTAL-53000 OPERATING EXPENSES
FUNCTION-510 GENERAL GOVERNMENT SVCES
ACTIVITY-519 OTHER GENERAL GOVT SVCES
DEPT TOTAL-0032 JAIL MAINTENANCE

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
54600	REPAIR & MAINTENANCE	150,000.00	12,666.92	.00	62,069.10	87,930.90	41.38
	TOTAL OPERATING EXPENSES	150,000.00	12,666.92	.00	62,069.10	87,930.90	41.38
	TOTAL JAIL MAINTENANCE	150,000.00	12,666.92	.00	62,069.10	87,930.90	41.38
DEPT TOTAL-0060 ELDER AFFAIRS							
1ST SUBTOTAL-53000 OPERATING EXPENSES							
54600	REPAIR & MAINTENANCE	5,000.00	.00	.00	7,691.59	-2,691.59	153.83
	TOTAL OPERATING EXPENSES	5,000.00	.00	.00	7,691.59	-2,691.59	153.83
1ST SUBTOTAL-58000 GRANTS AND AIDS							
58165	SAWDUST/GREENSBORO SR CT	25,000.00	.00	.00	3,234.39	21,765.61	12.94
	TOTAL GRANTS AND AIDS	25,000.00	.00	.00	3,234.39	21,765.61	12.94
	TOTAL ELDER AFFAIRS	30,000.00	.00	.00	10,925.98	19,074.02	36.42
	TOTAL OTHER GENERAL GOVT SVCE	180,000.00	12,666.92	.00	72,995.08	107,004.92	40.55
	TOTAL GENERAL GOVERNMENT SVCE	180,000.00	12,666.92	.00	72,995.08	107,004.92	40.55
	TOTAL GENERAL FUND	180,000.00	12,666.92	.00	72,995.08	107,004.92	40.55
TOTAL REPORT		180,000.00	12,666.92	.00	72,995.08	107,004.92	40.55

Board of County Commissioners
Agenda Request

Date of Meeting: November 17, 2026

Date Submitted: October 15, 2026

To: Honorable Chairman and Members of the Board

From: Reginald James, Interim County Administrator
Trudei Porter, Finance Director

Subject: Approval of Resolution 2026-046 Grant Budget Amendments for FY206

Statement of Issue:

This agenda item seeks Board approval of Resolution 2026-046 and authorization for the Interim County Administrator and Finance Director to complete and execute all budget amendments necessary to maintain a balanced budget for Fiscal Year 2026 BOCC budget.

Background:

Florida Statute 129.01 (2) (b) requires that the County's budget be balanced. Additionally, Florida 129.06 (2) permits the board to amend the current fiscal year's budget. (2)(d) allows the budget to be amended due to receipt of a nature from a source not anticipated in the budget and received for a particular purpose, including but not limited to grants, donations, gift, or reimbursement for damages, may, by resolution spread on its minutes, be appropriated and expended for that purpose. The resolution may amend the budget to transfer funds to properly account for unanticipated revenue.

Analysis:

The attached budget amendments are to set up grant budgets for various funds and projects or to adjust budgets due to a change in the grant.

The attached budget amendments listed under Administrative were not required to be advertised as they relate to internal fund transfers, donations or grants.

Fiscal Impact:

No Fiscal Impact

Options:

1. Approve Resolution 2026-046, along with the attached Budget Amendments and authorize the Interim County Administrator, Finance Director, and Sr. Accountant to complete and execute all the attached amendments.
2. Do not approve.
3. Board direction.

County Administrator's Recommendation:

Option 1

Attachments:

Resolution # 2026-046
Narrative
Budget Amendments

Amendment Narrative

Budget Amendment #26-096 – Fund 364 – SCOP – CANE CREEK RD – Grant Supplemental Agreement - increasing grant $60,792.00.

Budget Amendment #26-097 - Fund 364 – SCOP – FAIRBANKS RD – Grant Supplemental Agreement – Increasing grant $37,232.00

Budget Amendment #26-098 – Fund 134 – FLORIDA HUMANITIES GRANT (Library) – Setup grant $2,000.00.

Budget Amendment #26-099 – Fund 163 – CDBG-DR GRANT (EMS Facility) – Amendment 4 – Increasing grant 1,939,937.23.

Budget Amendment #26-100 – Fund 109 – FDLE SALARY ASSISTANCE GRANT – Setup grant for $783,826.00. Grant runs July'26 – June'27.

Budget Amendment #26-101 – Fund 124 – POST ELECTION VOTING SYSTEM AUDIT Grant (Supervisor of Elections) – Setup grant $97,711.00.

RESOLUTION NO. 2026-046

WHEREAS, the Board of County Commissioners of Gadsden County, Florida, approved the Fiscal Year 2025-2026 Budget and,

WHEREAS, the Board of County Commissioners, pursuant to Chapter 129, Florida Statutes, desires to amend the budget.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Gadsden County, Florida, hereby amends the budget as reflected on the Budget Amendments attached hereto.

Adopted this _____

Board of County Commissioners
Gadsden County, Florida

_____
Chairman

Attest: Nicholas Thomas, Clerk

By:_____

SCOP - CANE CREEK RD CONSTRUCTION **BA# 26-096**

Gadsden County BOCC Budget Amendment Form

Date: 10/15/2026
Fiscal Year: 2025-26
Department: 620045
Agenda Item: Setup Grant Budget

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
364		334-0003	SCOP - CANE CREEK RD	1,429,882.00	60,792.00	1,490,674.00

#1 Subtotal	**1,429,882.00**	**60,792.00**	**1,490,674.00**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
	620045	56300	IMPROV OTHER THAN BUILDINGS	1,345,254.00	-	1,345,254.00
	620045	56333	ENGINEERING-ROADS	84,728.00	-	84,728.00

#2 Subtotal	**1,429,982.00**	**-**	**1,429,982.00**

#3 Balancing (Subtotal Line #1 Less Subtotal Line 2) **60,792.00**

Notes

Setup Grant Budget - FY26

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

Docusign Envelope ID: E5F88C27-DF95-8689-83A0-3E74296AFDB9

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

STATE-FUNDED GRANT SUPPLEMENTAL AGREEMENT

SUPPLEMENTAL NO.
SA002

CONTRACT NO.
G3A01

FPN
453007-2-54-01

Recipient: Gadsden County BOCC

This Supplemental Agreement ("Supplemental"), dated 06/03/2026 | 8:37 AM EDT arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on February 24, 2025 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

The parties agree that the Agreement is to be amended and supplemented as follows:

Exhibit B - Schedule of Financial Assistance
Exhibit D - Recipient Resolution
Exhibit J - State Financial Assistance (Florida Single Audit Act)

Reason for this Supplemental and supporting engineering and/or cost analysis:

This Supplemental Agreement is to add additional funds of $9,310 to cover concrete calculation error. Total amount of the new agreement is $1,454,244

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

RECIPIENT:
Gadsden County BOCC

By: Eric Hinson

Name: Eric Hinson
Title: Chairman

Attest: Nicholas Thomas, Clerk

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

DocuSigned by:
By: Adam Scurlock
75A80E32BF42442...

Name: Rodney Chamberlain, P.E.
Title: Director of Transportation Development

Legal Review:
DocuSigned by:
Kristy Kirkland
140DE2B77CAB4D4...
Kristy Kirkland

Docusign Envelope ID: E5F88C27-DF95-8689-83A0-3E74296AFDB9

EXHIBIT B
SCHEDULE OF FINANCIAL ASSISTANCE

RECIPIENT NAME & BILLING ADDRESS:	FINANCIAL PROJECT NUMBER:
Gadsden County BOCC 9-B East Jefferson Street PO Box 1799 Quincy, Florida 32353	453007-2-54-01

PHASE OF WORK by Fiscal Year:	MAXIMUM PARTICIPATION (1) TOTAL PROJECT FUNDS	(2) LOCAL FUNDS	(3) STATE FUNDS	(4) FEDERAL FUNDS
Design- Phase 38 FY:				
Total Design Cost	$0.00	$0.00	$0.00	$0.00
Right-of-Way- Phase 48 FY:				
Total Right-of-Way Cost	$0.00	$0.00	$0.00	$0.00
Construction- Phase 58 FY:				
Total Construction Cost	$0.00	$0.00	$0.00	$0.00
Construction Engineering and Inspection - Phase 68 FY:				
Total Construction Engineering and Inspection Cost	$0.00	$0.00	$0.00	$0.00
(Phase) : 54 FY: 2025 (SCOP) 2026 (SCOP) 2026 (SCOP)	$938,897.00 $506,037.00 $9,310.00	$0.00 $0.00 $0.00	$938,897.00 $506,037.00 $9,310.00	$0.00 $0.00 $0.00
Total (54,54,54) Cost	$1,454,244.00	$0.00	$1,454,244.00	$0.00
TOTAL COST OF THE PROJECT	$1,454,244.00	$0.00	$1,454,244.00	$0.00

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:
I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

Maria Showalter, Local Programs Administrator
District Grant Manager Name

DocuSigned by:
Maria Showalter
6250BD1C42E7475...
05/28/2026 | 3:36 PM EDT
Signature Date

RESOLUTION No: 2026-027

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GADSDEN COUNTY FLORIDA, AUTHORIZING THE CHAIRMAN OR VICE CHAIR OF THE BOARD OF COUNTY COMMISIONERS TO EXECUTE AND ENTER INTO AN AGREEMENT AND ALL GRANT DOCUMENTS FOR THE CONSTRUCTION AND CEI SERVICES FOR THE "SMALL COUNTY OUTREACH PROGRAM AGREEMENT" (FPN: 453007-2-54-01) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION AND HEREBY AUTHORIZE GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS OF GADSDEN COUNTY WITH CHAIRMAN OR VICE-CHAIRMAN TO SIGN ON ITS BEHALF.

WHEREAS, Gadsden County, Florida (County), has requested the State of Florida Department of Transportation, (FDOT) for financial assistance through their "Small County Outreach Program Agreement" for the purpose of repairing **Cane Creek Road; and**

WHEREAS, The State of Florida, Department of Transportation has requested that Gadsden County enter a **"Small County Outreach Program"**, attached hereto; **and**

WHEREAS, FDOT requires that a resolution be passed by the Board of County Commissioners of Gadsden County, Florida in support of the **FPN: 453007-2-54-01**, authorizing the Chairman, or other approved Commissioner, to execute and enter the **"Small County Outreach Program Agreement"**, as attached hereto.

NOW, THEREFORE, BE RESOLVED, BY THE GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS OF FLORIDA THAT:

The County authorize its Chairman or Vice-Chairman of the Board of County Commissioners of Gadsden County, Florida to enter and execute the **"Small County Outreach Program"** attached hereto. The Public Works Director is authorized to execute all grant documents for the construction CEI services.

DULY PASSED AND ADOPTED by the Board of County Commissioners of Gadsden County, Florida, on this 19 day of May, 2026.

BOARD OF COUNTY COMMISSIONERS
GADSDEN COUNTY, FLORIDA

By: _____
Eric F. Hinson, CHAIRMAN

ATTEST:

_____
Nicholas Thomas, Clerk of Circuit Court

NICHOLAS THOMAS GADSDEN COUNTY CLERK OF CIRCUIT COURT FLORIDA

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

STATE-FUNDED GRANT SUPPLEMENTAL AGREEMENT

SUPPLEMENTAL NO.
003

CONTRACT NO.
G3A01

FPN
453007-2-54-01

Recipient: Gadsden County Board of County Commissioners

This Supplemental Agreement ("Supplemental"), dated _____ arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on February 24, 2025 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

The parties agree that the Agreement is to be amended and supplemented as follows:

Exhibit B - Schedule of Financial Assistance

Exhibit D - Recipient Resolution

Exhibit J - State Financial Assistance (Florida Single Audit Act)

Reason for this Supplemental and supporting engineering and/or cost analysis:

This Supplemental Agreement is to add additional funds to repair the roadway due to additional settling after the endwall gave way, causing the soil beneath the roadway to sink. Total amount being added is $51,482.00. Total amount of the new agreement is $1,505,726.00

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

RECIPIENT:
Gadsden County Board of County Commissioners

By: Eric Hinson
Name: Eric Hinson
Title: Chairman

Attest: Adriana P. Quintela
Nicholas Thomas, Clerk

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

By: _____
Name: Rodney Chamberlain, P.E.
Title: Director of Transportation Development

Legal Review:

_____

EXHIBIT B
SCHEDULE OF FINANCIAL ASSISTANCE

RECIPIENT NAME & BILLING ADDRESS:	FINANCIAL PROJECT NUMBER:
Gadsden County Board of County Commissioners 9-B East Jefferson Street PO Box 1799 Quincy, Florida 32353	453007-2-54-01

PHASE OF WORK by Fiscal Year:		MAXIMUM PARTICIPATION (1) TOTAL PROJECT FUNDS	(2) LOCAL FUNDS	(3) STATE FUNDS	Indicate source of Local funds
Design- Phase 34 FY:	Maximum Department Participation (Insert Program Name)	$	$	$	☐ In-Kind ☐ Cash
FY:	Maximum Department Participation (Insert Program Name)	$	$	$	☐ In-Kind ☐ Cash
	Total Design Cost	$ 0.00 %	$ 0.00 %	$ 0.00 %	
Right-of-Way- Phase 44 FY:	Maximum Department Participation (Insert Program Name)	$	$	$	☐ In-Kind ☐ Cash
FY:	Maximum Department Participation (Insert Program Name)	$	$	$	☐ In-Kind ☐ Cash
	Total Right-of-Way Cost	$ 0.00 %	$ 0.00 %	$ 0.00 %	
Construction- Phase 54 FY: 2025/2026	Maximum Department Participation (Small County Outreach Program)	$1,454,244.00	$	$1,454,244.00	☐ In-Kind ☐ Cash
FY: 2027	Maximum Department Participation (Small County Outreach Program)	$51,482.00	$	$51,482.00	☐ In-Kind ☐ Cash
	Total Construction Cost	$1,505,726.00 100.00%	$ 0.00 %	$1,505,726.00 100.00%	
Construction Engineering and Inspection - Phase 64 FY:	Maximum Department Participation (Insert Program Name)	$	$	$	☐ In-Kind ☐ Cash
FY:	Maximum Department Participation (Insert Program Name)	$	$	$	☐ In-Kind ☐ Cash
	Total Construction Engineering and Inspection Cost	$ 0.00 %	$ 0.00 %	$ 0.00 %	
(Phase :) FY:	Maximum Department Participation (Insert Program Name)	$	$	$	☐ In-Kind ☐ Cash
FY:	Maximum Department Participation (Insert Program Name)	$	$	$	☐ In-Kind ☐ Cash
	Total Cost	$ 0.00 %	$ 0.00 %	$ 0.00 %	
	TOTAL COST OF THE PROJECT	$1,505,726.00	$ 0.00	$1,505,726.00	

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:
I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

Maria Showalter, Local Programs Administrator
District Grant Manager Name

Signature Date

SCOP - FAIRBANKS RD PHASE 2 - **AMENDMENT 2** **BA#** **26-097**

Gadsden County BOCC Budget Amendment Form

Date: 10/15/2026
Fiscal Year: 2025-26
Department: 620081
Agenda Item: Setup Grant Budget Amendment

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
364		334-4929	SCOP - FAIRBANKS RD- PHASE 2	2,063,262.00	37,232.00	2,100,494.00

#1 Subtotal	**2,063,262.00**	**37,232.00**	**2,100,494.00**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
	620081	56300	IMPROV OTHER THAN BUILDINGS	1,596,388.25	37,232.00	1,633,620.25
	620081	56333	ENGINEERING-ROADS	466,873.75	-	466,873.75

#2 Subtotal	**2,063,262.00**	**37,232.00**	**2,100,494.00**

#3 Balancing (Subtotal Line #1 *Less* Subtotal Line 2) -

Notes

Setup Grant Budget **AMENDMENT** 2 (Increase to grant by FDOT)- FY26

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

STATE-FUNDED GRANT SUPPLEMENTAL AGREEMENT

SUPPLEMENTAL NO.
002

CONTRACT NO.
G3815

FPN
446637-2-54-01

Recipient: Gadsden County Board of County Commissioners

This Supplemental Agreement ("Supplemental"), dated _____ arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on 12/27/2024 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

The parties agree that the Agreement is to be amended and supplemented as follows:

Exhibit B - Schedule of Financial Assitance

Exhibit D - Recipient Resolution

Exhibit J - State Financial Assistance (Florida Single Audit Act)

Reason for this Supplemental and supporting engineering and/or cost analysis:

This Supplemental Agreement is to add additional funds to cover cost assoicated with the unknowsn desilting of pipe that must be completed. Total amount being added is $37,232.00. Total amount of the new agreement is $2,100,494.00.

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

RECIPIENT:
Gadsden County Board of County Commissioners

By: Eric Hinson
Name: Eric Hinson
Title: Chairman

Attest: Nicholas Thomas, Clerk

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

By: _____
Name: Rodney Chamberlain, P.E.
Title: Director of Transportation Development

Legal Review:

_____

FL HUMANITIES GRANT - LIBRARY PROGRM 2026 **BA# 26-098**

Gadsden County BOCC Budget Amendment Form

Date: 10/15/2026
Fiscal Year: 2025-26
Department: 1035
Agenda Item: SETUP GRANT

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
134		331-3003	LIB-HUMANITIES GRANT	-	2,000.00	2,000.00

#1 Subtotal	**-**	**2,000.00**	**2,000.00**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
	1035	53100	PROFESSIONAL SERVICES	-	750.00	750.00
	1035	54800	PROMOTIONAL ACTIVITIES	-	1,250.00	1,250.00

#2 Subtotal	**-**	**2,000.00**	**2,000.00**

#3 Balancing (Subtotal Line #1 *Less* Subtotal Line 2) -

Notes

Setup New Grant

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

2026 GRANT CONTRACT

between Florida Humanities and Gadsden County Public Library - Gadsden County Board of County Commissioners (Grantee)

Grant number:	**GR_0626_5666_2962**
Project title:	**America250 Book Collection Grant**
Grantee:	**Gadsden County Public Library (Gadsden County Board of County Commissioners)**
Project director:	**Tabitha Washington, Library Director**
Contract period:	**June 1 – September 30, 2026**
Award amount:	**$2000** **No cost share is required for this grant award.**

All grant funds must be expended on America250 titles included in the pre-approved America250 booklists. Florida Humanities recognizes that pricing and availability of titles may have changed following grant submission. Grantee may substitute titles in any format from the approved booklists, if needed. No books may be purchased that are not included on the approved booklists. All purchased titles must be utilized in the library's circulating collection; however, a limited number may be given away to the public as part of dedicated America250 programming.

This non-negotiable Contract including the award letter and all attachments set forth the terms and conditions upon which Florida Humanities has provided funding to the grantee for the purposes specified in their approved Florida Humanities **America250 Book Collection Grant** application. Grantee also agrees to administer the approved funding in compliance with the **General Provisions & Certifications of Compliance** which follow.

GENERAL PROVISIONS

Payee / Unique Entity ID: All funds will be made payable to the grantee identified above. Any changes to payee must be approved by Florida Humanities upon submittal of a Grant Change Request form. Grantee and assigned Project Director are responsible for the fiscal and programmatic management of all project activities. Grantee must also provide a verifiable Unique Entity ID created in SAM.gov in order to receive payment of any contracted funds. Organizations are NOT required to have a full SAM.gov registration in order to receive funding.

Release of Contracted Funds: Contracted funds may only be spent in accordance with the proposed project budget as approved by Florida Humanities. Any funds provided in advance and not expended according to the approved budget must be returned to Florida Humanities. Grantee may request the full award amount by signing this contract and providing the requested mailing address.

Final Reporting: Grantee is required to submit a final report in their online grants account by no later than September 30, 2026. Final report will include brief narrative responses as well as photo documentation of book displays created and America250 programming executed. A final financial report detailing expenditure of all Florida Humanities funds and total books purchased must also be submitted in the grantee's online account. All receipts and other financial records documenting the expenditure of awarded funds must be kept by grantee for potential audit for a period of at least three years after the grant contract closes.

Changes: The approved application submitted by the grantee is part of this contract and grantee agrees to carry out the project within the specified contract period and as set forth in the approved application and budget. Any significant changes to the scope or objectives of the project, the duration of the project, or the project budget must be approved by Florida Humanities. Florida Humanities must also be notified if a change in project director will occur. Unapproved changes may result in loss of some or all funds covered by this contract. Grantee must submit a **Grant Change Request Form** to Florida Humanities for any expected changes.

Fees or Charges: No admission or other fees may be charged to any participant in any activities conducted under this contract unless specifically approved by Florida Humanities.

Collection and Use of Information: Where information is collected from the public in connection with this contract (as by interview, questionnaire, or evaluation), it may not, without prior approval from Florida Humanities be represented as being collected for Florida Humanities or other federal or state agency or funder.

Right to Reproduce: Florida Humanities reserves a non-exclusive license to use and reproduce, without payment, any produced materials, including copyrighted material, arising out of grant-funded activities.

Acknowledgement of Support and Disclaimer: Awarded funds are provided by Florida Humanities through a grant from the National Endowment for the Humanities (NEH). All materials publicizing your grant award must contain the following acknowledgement of Florida Humanities and NEH support and carry the appropriate Florida Humanities logo to be obtained directly from Florida Humanities. Type in the logo must be legible and no smaller than 5 points:

> *"(Library name) has been awarded an **America250 Book Collection grant** from Florida Humanities with funds from the National Endowment for the Humanities: Democracy demands wisdom. Grant funding has allowed (library name) to expand its collection with titles that commemorate our nation's 250th anniversary. Any views, findings, conclusions or recommendations expressed in library programming do not necessarily represent those of Florida Humanities or the National Endowment for the Humanities."*

Termination: Florida Humanities reserves the right to terminate this contract if at any time, in sole discretion, it determines that the Grantee has made any misrepresentations, has in any way misappropriated Florida Humanities funds, or has done anything inconsistent with the signed contract. If within one year the project has not started or no funds have been requested, the contract may also be terminated by Florida Humanities.

DEO - CDBG-DR M0026 (EMS FACILITY) **BA#** **26-099**

Gadsden County BOCC Budget Amendment Form

Date: 10/15/2026
Fiscal Year: 2025-26
Department: 1863
Agenda Item: Adjust Grant Budget

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
163		331-5003	CDBG-DR M0026	2,139,779.23	1,939,937.23	4,079,716.46

#1 Subtotal	**2,139,779.23**	**1,939,937.23**	**4,079,716.46**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
	1863	53150	PROFESIONAL SERVICES - ENGINEERING	83,603.32	-	-
	1863	56200	BUILDINGS	2,056,175.91	1,939,937.23	3,996,113.14

#2 Subtotal	**2,139,779.23**	**1,939,937.23**	**4,079,716.46**

#3 Balancing (Subtotal Line #1 *Less* Subtotal Line 2) -

Notes

Adjust Grant Budget - FY26. Original grant amount 2,500,000. Increased to 4,439,937.23. This grant started back in 2022.

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

Docusign Envelope ID: FE2C97A9-F1BD-4F0B-AFBA-04672E87CBE8

Commerce Agreement Number: M0026

AMENDMENT FOUR
TO THE FEDERALLY FUNDED
COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR)
GENERAL INFRASTRUCTURE REPAIR PROGRAM
SUBRECIPIENT AGREEMENT

On **April 13, 2022**, the State of Florida, Department of Commerce ("Commerce") and **Gadsden County, Florida** ("Subrecipient") entered into agreement **M0026** ("Agreement"). Commerce and the Subrecipient may individually be referred to herein as a "Party" or collectively as the "Parties".

WHEREAS, Section 4, Modification of Agreement, of the Agreement provides that any amendment to the Agreement shall be in writing executed by the Parties thereto; and

WHEREAS the Agreement was previously amended on **August 11, 2023, September 21, 2025,** and **December 3, 2025**; and

WHEREAS the Parties wish to amend the Agreement as set forth herein.

NOW THEREFORE, in consideration of the mutual covenants and obligations set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the following:

1. **Section 3, Period of Agreement,** is hereby deleted in its entirety and replaced with the following:

   (3) Period of Agreement. This Agreement begins April 13, 2022, (the "Effective Date") and ends **September 30, 2027,** unless otherwise terminated as provided in this Agreement. Commerce shall not grant any extension of this Agreement unless Subrecipient provides justification satisfactory to Commerce in its sole discretion and Commerce's Deputy Secretary of the Division of Community Development approves such.

2. **Section 6, Audit Requirements,** Subsection (a) is hereby deleted in its entirety and replaced with the following:

   (a) The Subrecipient shall conduct a single or program-specific audit in accordance with the provisions of 2 CFR Part 200 if it expends one million dollars ($1,000,000) or more in Federal awards from all sources during its fiscal year.

3. **Section 20, Funding/Consideration,** Subsection (a) is hereby deleted in entirety and replaced with the following:

   (a) The funding for the Agreement shall not exceed **Four Million, Four Hundred Thirty-Nine Thousand, Nine Hundred Thirty-Seven Dollars and Twenty-Three Cents, ($4,439,937.23)** subject to the availability of funds. The State of Florida and Commerce's performance and obligation to pay under this Agreement is contingent upon annual appropriations by the Legislature and subject to any modifications in accordance with Chapter 216, F.S. or the Florida Constitution.

4. This Agreement is hereby amended to add the following:

   (31) CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES OF CONCERN PROHIBITED

FDLE SALARY ASSIST GRANT

BA# **26-100**

Gadsden County BOCC Budget Amendment Form

Date: 10/15/2026
Fiscal Year: 2025-26
Department: 1090
Agenda Item: Setup New Grant

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
109		334-2000	FDLE SALARY ASSIST GRANT	-	783,826.00	783,826.00

#1	**Subtotal**			**-**	**783,826.00**	**783,826.00**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
	1090	59108	TRANSFER TO SHERIFF	-	783,826.00	783,826.00

#2	**Subtotal**			**-**	**783,826.00**	**783,826.00**

#3 **Balancing (Subtotal Line #1 *Less* Subtotal Line 2)** -

Notes

SETUP NEW GRANT (JUL'26-JUN'27)

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

Florida Department of Law Enforcement
State Financial Assistance (SFA) Agreement
Law Enforcement Salary Assistance (LESA) Grant

Award Number:	AJ008
Recipient:	Gadsden County Board of County Commissioners
Grant Activity Period:	07/01/2026 - 06/30/2027
Award Amount:	$783,826.00
CSFA Catalog Number:	71.067

This grant award agreement ("agreement" or "award") is entered into by and between the Florida Department of Law Enforcement (herein referred to as the "Department" or "FDLE") and the Gadsden County Board of County Commissioners on behalf of the Gadsden County Sheriff's Office (herein collectively referred to as the "Recipient"). The Department and Recipient and/or Recipient's Sheriff are sometimes referred to herein individually as a "Party", or collectively as the "Parties".

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

WHEREAS, Line 1333 of the Florida General Appropriations Act for the 2026-2027 state fiscal year authorizes $783,826.00 in nonrecurring, General Revenue funds, to be provided to the Recipient for salary increases for deputy sheriffs and correctional officers employed by the sheriff's office or the county operated correctional facility in fiscally constrained counties, as defined in section 218.67(1), F.S.; and

WHEREAS, the Recipient represents that it is fully qualified and possesses the requisite skills, knowledge, qualifications, and experience to carry out the state project identified herein.

NOW THEREFORE, in consideration of the foregoing, the Parties hereto agree to the terms and conditions outlined in this agreement.

This grant award agreement is comprised of the following sections:

Section I: Scope of Work
Section II: Deliverables
Section III: Amendments
Section IV: Reporting Requirements
Section V: Payments
Section VI: Annual Reconciliation Requirement
Section VII: Monitoring Requirements
Section VIII: Award Contacts
Section IX: Audit Requirements for Awards of State and Federal Financial Assistance
Section X: Standard Terms and Conditions
Section XI: Award Signatures

SECTION I: SCOPE OF WORK

(1) The Recipient shall provide regular and ongoing law enforcement and correctional services to the community it serves during the project period.

(2) The Recipient shall strive to maintain adequate staffing levels based upon the specific needs of the community it serves and in accordance with established policies and procedures.

SOE - POST ELECTION VOTING SYSTEM AUDIT **BA#** **26-101**

Gadsden County BOCC Budget Amendment Form

Date: 10/15/2026
Fiscal Year: 2025-26
Department: 1204
Agenda Item: Setup Grant Budget

Intra-departmental
BOCC Motion
BOCC Resolution
BOCC Public Hearing

Revenue

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
124		334-7034	GRANT 27.e.va.000.019	-	97,711.00	97,711.00

#1 Subtotal	**-**	**97,711.00**	**97,711.00**

Expenditure

Fund	Dept.	Account	Account Description	Beginning Bud.	+/- $	Ending Bud.
	1024	55200	OPERATING SUPPLIES		35,000.00	35,000.00
	1024	55402	SOFTWARE PURCHASES		12,711.00	12,711.00
	1024	56400	MACHINERY & EQUIPMENT		50,000.00	50,000.00

#2 Subtotal	**-**	**97,711.00**	**97,711.00**

#3 Balancing (Subtotal Line #1 *Less* Subtotal Line 2) -

Notes

Setup new grant budget - SUPERVISOR OF ELECTIONS - POST ELECTION VOTING SYS GRANT

Approved By:
Budget Director _____
County Manager _____

Posting
Finance Director _____
Date _____

E 27E019-0001

FLORIDA DEPARTMENT OF STATE

Secretary of State

DIVISION OF ELECTIONS

INVOICE

Organization: Gadsden County Supervisor of Elections
FEIN: F 59-6000616007
Title: 2026-27 Grant Award - Post Election Voting System Audit

Grant Number: 27.e.va.000.019
Payment Address: 16 South Madison Street Quincy, FL 32353 ✓
Contact:

Type of Payment	Payment #	Invoice #	Invoice Period Begin Date	Invoice Period End Date
Advanced Payment	1	127e019	7/1/2026	12/31/2026

Total Grant Amount:	$97,711.00
Prior Payment:	$0.00
Balance to Date:	$97,711.00
THIS PAYMENT:	$97,711.00
Balance Remaining:	$0.00

Deliverable(s) provided (as stated in grant agreement):

- Category 1: New Purchase or Acquisitions, in whole or in part, or hardware, software, or licenses necessary to conduct 100 percent post - election voting system audits prior to certification of election results. The license must be for support through the end of the 2028 calendar year.

Documentation Provided

- ProForma Invoice
- Contract Summary Form

N/A - Advanced Payment — 8/26/2026

Electronic Signature of Grantee (Project Manager or Authorized Official) — Date Of Request Electronically Submitted to DOSGrants.com

Information to be completed by the Department of State:

Deliverables and minimum performance levels have been satisfactorily completed by the recipient: ☑

ushaputcha — 9/22/2026

Electronic Signature for DOS Program Manager Approval — Date Invoice Approved by Grants Staff

Date Invoice Paid by Finance

Fund ID	Category	Encumbrance	Org	EO	OBJECT	GAA Line #
261011	051162	E7E019	45-10-02-10-000	C4	780003	3270

Vendor ID	Contract
	7E019

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
REMITTANCE ADVICE

FLAIR ACCOUNT CODE	OLO	SITE	DOCUMENT NUMBER	OBJECT	DATE	PAYMENT NO
45-202261011-45100200-00-05116200	450000	00	D7000155522	7800	10/01/26	0269665

PAYMENT AMOUNT
$ 97,711.00

AGENCY DOCUMENT NO
V001190

GADSDEN COUNTY SUPERVISOR OF
ELECTIONS
16 S. MADISON STREET
QUINCY FL 32351

PLEASE DIRECT QUESTIONS TO: (850) 245-6579, DEPARTMENT OF STATE

VENDORS NOW CAN VIEW PAYMENT INFORMATION AT HTTP://FLAIR.DBF.STATE.FL.US

INVOICE NUMBER	AMOUNT
127E019	$ 97,711.00

DETACH CAREFULLY AND RETAIN FOR YOUR RECORDS BEFORE CASHING OR DEPOSITING THE WARRANT
THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND CAPITOL BUILDING MUST APPEAR BELOW TO BE AUTHENTIC

FLAIR ACCOUNT CODE	SWDN	ADN	OBJECT	DATE	WARRANT NO	56-1544 / 441
45-202261011-45100200-00-05116200	D7000155522	V001190	7800	10/01/26	74-0269665-0	

OLO 450000 SITE 00 CONTACT (850) 245-6579 FOR PAYMENT QUESTIONS

VOID AFTER 12 MONTHS

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES

4-41-642 538

AMOUNT

$****97,711.00

NINETY-SEVEN-THOUSAND-SEVEN-HUNDRED-ELEVEN & 00/100 DOLLARS

EXPENSE WARRANT

TO: DIVISION OF TREASURY
TALLAHASSEE

PAY TO THE ORDER OF
GADSDEN COUNTY SUPERVISOR OF
ELECTIONS
16 S. MADISON STREET
QUINCY FL 32351

BLAISE INGOGLIA, CHIEF FINANCIAL OFFICER

⑈74026966 50⑈ ⑆044115443⑆ 392793136⑈

Board of County Commissioners
Agenda Request

DATE OF MEETING:	November 17, 2026
DATE SUBMITTED:	October 22, 2026
TO:	Honorable Chairman and Members of the Board
FROM:	Reginald James, Interim County Administrator Louis Baptiste, Interim County Attorney Rose Raynak, Finance Director
SUBJECT:	Approval of Amendment 1 to the **Emergency Employee Meals and Feeding Policy During Declared Emergencies and Natural Disasters**

Statement of Issue:
This item seeks Board approval of Amendment 1 to the **Emergency Employee Meals and Feeding Policy During Declared Emergencies and Natural Disasters** to revise the effective date and to include meal coverage for outside agencies and personnel specifically assigned to assist Gadsden County during recovery from an emergency or disaster.

Background:
The County approved procedures for Emergency Feeding of Employees on October 20, 2026. This Amendment makes the effective date October 1, 2026 and adds language about outside agencies and personnel, setting eligibility requirements to be included under this policy.

Analysis:
Staff recommends approval of the Amendment

Fiscal Impact:
No fiscal impact.

Options:
1. Approve Amendment 1 of the Emergency Feeding Policy
2. Do not approve.
3. Board direction.

Interim County Administrator's Recommendation:
Option 1

Attachments:
Emergency Feeding Policy agenda item
Executed Emergency Feeding Policy Resolution
Emergency Feeding Policy Amendment 1

AMENDMENT 1 TO THE GADSDEN COUNTY
EMERGENCY EMPLOYEE MEALS AND FEEDING POLICY 4.21
PERSONNEL POLICY

Effective Date: October 1, 2026

1. Effective Date
The Emergency Employee Meals and Feeding Policy, as amended herein, shall become effective October 1, 2026.

2. Eligibility for Emergency Meals and Feeding
During an emergency, disaster, declared state of emergency, or other incident requiring an emergency response, Gadsden County may provide meals, drinking water, and other reasonable feeding support to County employees who are required to work or remain on duty to support emergency response, recovery, public safety, or essential County operations.

The County may also provide meals and feeding support to personnel from outside agencies and organizations that are assisting Gadsden County with emergency response or recovery operations. Such personnel may include, but are not limited to, emergency medical services, fire rescue, law enforcement, emergency management, public works, utilities, state agencies, federal agencies, municipalities, other counties, mutual-aid partners, and authorized volunteer or nonprofit response organizations.

Eligibility shall not be limited solely to personnel employed by Gadsden County. Outside personnel must be assigned to, coordinated with, or otherwise authorized to assist with the emergency response or recovery effort.

3. Authorization and Administration
Meals and feeding support provided under this policy must be reasonably related to the emergency response or recovery effort and shall be subject to available appropriations, applicable purchasing requirements, emergency procurement procedures, and other applicable County policies and laws.

The County Administrator or designee, or the designated emergency management official acting within their authorized responsibilities, may coordinate and authorize meal provision under this policy. During an activated Emergency Operations Center or other formally coordinated emergency response, feeding support may be coordinated through the designated incident command or emergency management structure.

The County shall maintain reasonable documentation of meal expenditures, the emergency or incident involved, the personnel or agencies served, and the operational purpose of the expenditure, consistent with applicable County procedures and recordkeeping requirements.

4. No Change to Other Provisions
All provisions of the existing Emergency Employee Meals and Feeding Policy not specifically amended herein shall remain in full force and effect.

Approved by the Gadsden County Board of County Commissioners on: _____

Board Chair or Authorized Signatory: _____

Date: _____

Board of County Commissioners
Agenda Request

DATE OF MEETING:	October 20, 2026
DATE SUBMITTED:	October 19, 2026
TO:	Honorable Chairman and Members of the Board
FROM:	Reginald James, Interim County Administrator Louis Baptiste, Interim County Attorney Rose Raynak, Finance Director
SUBJECT:	Approval of **Emergency Employee Meals and Feeding During Declared Emergencies and Natural Disasters**

Statement of Issue:
This item seeks Board approval of an **Emergency Employee Meals and Feeding During Declared Emergencies and Natural Disasters** to add to the Personnel Rules to address emergency situations that necessitate feeding employees who are called back and required to staff emergency operation centers to provide services for those temporarily displaced by the emergency.

Background:
The County does not have any established procedures and guidelines for the authorization, coordination, documentation, and reimbursement of meals and food services provided to County employees, emergency responders, volunteers, and other authorized personnel during declared emergencies, disaster response operations, and other qualifying emergency situations. The approval seeks to authorize the County Administrator to implement the policy and administer it in accordance with applicable law, County fiscal policies, and state and federal reimbursement requirements. The County Administrator would assign staff to handle the preparation for such operations, set applicable spending limits, require receipts and records be collected, and to work with disaster agencies to determine eligibility for reimbursement. The approval would not authorize expenditures beyond existing delegated purchasing authority or an approved emergency spending limit.

Analysis:
Staff recommends approval of the Emergency Feeding Policy to establish consistent procedures for providing meals and food services during emergency operations, ensure appropriate fiscal controls and documentation, and support compliance with applicable state and federal disaster reimbursement requirements

Fiscal Impact:
No fiscal impact if approved. If not approved, the fiscal impact would be that the County must absorb the cost of providing meal service and feeding employees during an emergency.

Options:

1. Approve the Emergency Feeding Policy
2. Do not approve.
3. Board direction.

Interim County Administrator's Recommendation:

Option 1

Attachments:

Emergency Feeding Policy

GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICY AMENDMENT

Emergency Employee Meals and Feeding During Declared Emergencies and Natural Disasters

Proposed Amendment to Chapter IV — Pay Plan
Add New Section 4.21

Effective Date: 10/20/26
Resolution No.: 2026-047
Adopted by BOCC: 10/20/26

§4.21 EMERGENCY EMPLOYEE MEALS AND FEEDING

A. Purpose

The purpose of this section is to establish a uniform procedure for providing meals, beverages, and reasonable food supplies to County employees and authorized emergency personnel who are required to perform extended or continuous duties during a declared state of emergency, natural disaster, or other emergency activation.

This section is intended to:

1. Support the health, safety and operational readiness of County employees performing emergency duties;
2. Establish when the County may provide meals to employees;
3. Establish authorization, procurement and documentation requirements;
4. Prevent duplicate reimbursement of meals;
5. Establish records necessary for potential FEMA or other governmental reimbursement; and
6. Ensure that emergency meal expenditures are reasonable, necessary, properly documented and consistent with applicable law.

B. Applicability

This section applies to County employees, and when specifically authorized, other personnel supporting County emergency operations, including authorized volunteers, emergency workers, mutual-aid personnel and other individuals whose services are directly supporting County emergency operations.

Nothing in this section shall be construed to create a right to a meal, meal allowance, per diem or cash payment when the conditions established by this policy are not met.

C. Authority to Provide Emergency Meals

During a declared state of emergency or natural disaster, the **County Administrator or designee** may authorize the provision of meals to eligible personnel. The County Administrator may delegate operational authority to the Emergency Management Director, Incident Commander, Department Director or other designated emergency official when immediate action is necessary. The official authorizing emergency meals shall determine:

1. The emergency work location;
2. The personnel eligible to receive meals;
3. The anticipated duration of the operation;
4. The number and type of meals required;
5. The method of obtaining the meals; and
6. The appropriate funding source.

Emergency meals may be authorized before, during or after the emergency event when employees are required to perform emergency preparation, response, sheltering, recovery or other directly related emergency duties.

D. Conditions Under Which Meals May Be Provided

The County may provide meals when one or more of the following circumstances exists:

1. Employees are required to remain at an Emergency Operations Center, emergency shelter, staging area, Public Works facility, fire/rescue facility, emergency work site or other designated emergency location;
2. Employees are required to work extended or abnormal hours and do not have a reasonable opportunity to leave the work location to obtain a meal;
3. The nature or severity of the emergency makes it impractical or unsafe for employees to leave the work location;
4. Food or water is not reasonably available for employees to purchase;
5. Transportation, road conditions, curfews, shelter operations or other emergency circumstances prevent employees from reasonably obtaining food;
6. Employees are required to remain in a "lockdown" status pursuant to §4.20; or
7. The County Administrator or designee determines that providing meals is necessary to maintain continuous emergency operations.

E. Method of Providing Meals

Whenever reasonably practicable, emergency meals shall be:

- Delivered to the emergency work location;
- Purchased in bulk;
- Obtained from an approved food-service vendor, restaurant, caterer, grocery supplier or other authorized source;
- Reasonable in quantity and cost; and
- Appropriate to the length and nature of the emergency operation.

The County should use the most economical reasonable method that will meet the operational need.

Individual employee restaurant purchases should not be used as the normal method of emergency feeding. The County may provide bottled water, other non-alcoholic beverages and reasonable snacks or emergency food supplies when necessary for extended emergency operations.

F. Prohibited Expenses

Emergency meal expenditures shall not include:

1. Alcoholic beverages;
2. Entertainment;
3. Personal purchases unrelated to emergency operations;
4. Meals for family members or guests who are not authorized emergency personnel;
5. Individual restaurant expenses incurred for convenience when reasonable food is otherwise available at the emergency work location; or
6. Expenses that are otherwise reimbursed through County travel, per diem or another funding source.

G. No Duplicate Meal Reimbursement

An employee who receives a meal provided by the County under this section shall not receive reimbursement for the same meal through:

- County travel reimbursement;
- County per diem;
- Departmental reimbursement;
- Another governmental reimbursement program; or
- Any other County-funded source.

When an employee is traveling under the County's authorized travel policy and is receiving applicable per diem, the employee shall not also receive a County-provided meal for the same meal period unless specifically authorized because the employee is performing emergency duties under circumstances covered by this section.

H. No Automatic Cash Meal Allowance
This section does **not** establish an automatic cash meal allowance. The County's preferred method shall be the direct provision of a reasonable meal at the emergency work location. The County Administrator may authorize reimbursement of an actual emergency meal expense when circumstances make direct meal provision impractical and the expense is properly documented and otherwise allowable. No employee shall receive a cash payment merely because the employee worked overtime or during a declared emergency.

I. Meal Cost Standards
The County Administrator or designee shall establish administrative meal-cost guidelines consistent with:

1. Available County budget;
2. Applicable County purchasing requirements;
3. Applicable state and federal requirements;
4. FEMA reimbursement requirements, when applicable; and
5. Reasonable local market costs.

The administrative guidelines may establish maximum amounts for breakfast, lunch, dinner, beverages and snacks. The limits shall apply to the **County's cost of the food provided**, rather than establishing an employee entitlement to receive the maximum amount. When circumstances require exceeding an established administrative limit, the County Administrator or designee shall document the reason for the exception.

J. Emergency Meal Authorization
Each department requesting emergency meals shall, to the extent reasonably practicable, provide the following information:

Emergency Event: _____

Declaration/Activation Date: _____

Department: _____

Emergency Work Location: _____

Person Authorizing Meals: _____

Expected Number of Employees/Personnel: _____

Meal(s) Requested:
☐ Breakfast
☐ Lunch
☐ Dinner
☐ Snacks
☐ Water/Non-Alcoholic Beverages

Reason Meals Are Necessary:

Estimated Cost: $_____

Vendor/Source: _____

Funding Source: _____

K. Emergency Meal Records
The responsible department shall maintain records sufficient to establish:

1. The emergency event;
2. The applicable declaration or emergency activation;
3. The location where the emergency work was performed;
4. The dates and times meals were provided;
5. The number of personnel served;
6. The type of meals provided;
7. The vendor or source;
8. The invoice or receipt;
9. The total amount paid;
10. The employees/personnel receiving the meals, when reasonably practicable;
11. The emergency work being performed; and
12. The applicable department, project, grant or FEMA project identification number, when available.

Employee time records required by **§4.20(B)** shall be maintained separately and shall be available for reconciliation with emergency meal expenditures.

L. FEMA and Other Reimbursement
When emergency meal expenditures may be submitted for reimbursement by FEMA, the State of Florida or another governmental entity, the County shall maintain documentation demonstrating the relationship between the meal expenditure and eligible emergency work. The responsible department shall coordinate with Finance and Emergency Management to determine applicable reimbursement requirements. Nothing in this section guarantees that any emergency meal expenditure will be reimbursed by FEMA or another governmental agency. Where federal reimbursement requirements are more restrictive than this policy, the more restrictive requirements shall govern the reimbursement submission.

M. Procurement
Emergency meals shall be purchased in accordance with the County's emergency procurement procedures and applicable Florida law. During an emergency, purchases may be made using the emergency purchasing authority applicable to the circumstances; however, the department shall document:

- the emergency condition;
- the necessity for immediate purchase;
- the vendor selected;
- the amount paid; and
- the reason normal purchasing procedures could not reasonably be followed, when applicable.

Emergency purchasing authority does not eliminate the requirement for adequate documentation.

N. Employee Time and Overtime
Nothing in this section changes the compensation provisions contained in **§4.12 — Overtime, §4.14 — On-Call and Call-Out Pay,** or **§4.20 — Emergency Pay During Declared Emergencies and/or Natural Disasters.**

Employee meals are a benefit or operational expense associated with emergency operations and shall **not be treated as wages, overtime compensation, compensatory leave or premium pay,** except to the extent otherwise required by applicable law. The payment of overtime and provision of meals are separate matters.

O. Relationship to Existing Travel Policy
The general County travel and meal reimbursement provisions remain applicable to ordinary County travel. This section is intended specifically for **emergency operations** in which employees are required to remain at or near an emergency work location and ordinary travel-meal procedures are inadequate or impractical. Where an employee is traveling under the County travel policy and is eligible for meal reimbursement or per diem, the employee shall not receive duplicate County-funded meals.

P. Administrative Procedures

The County Administrator, Finance Director, Human Resources Director and Emergency Management Director are authorized to develop administrative procedures, forms and documentation requirements necessary to implement this section. Such procedures may establish:

- Emergency meal authorization forms;
- Meal cost limits;
- Approved vendors;
- Ordering procedures;
- Employee rosters;
- Meal distribution logs;
- Purchasing-card procedures;
- FEMA documentation requirements;
- Departmental coding requirements; and
- Reconciliation procedures.

Administrative procedures shall not conflict with this Personnel Policy or applicable law.

RESOLUTION NO. 2026-047

A RESOLUTION OF THE GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS AMENDING CHAPTER IV OF THE GADSDEN COUNTY PERSONNEL POLICY TO ESTABLISH PROCEDURES FOR PROVIDING MEALS TO COUNTY EMPLOYEES AND AUTHORIZED EMERGENCY PERSONNEL DURING DECLARED EMERGENCIES AND NATURAL DISASTERS; PROVIDING FOR AUTHORITY, ELIGIBILITY, PROCUREMENT, COST CONTROL, DOCUMENTATION, FEMA REIMBURSEMENT REQUIREMENTS, AND PROHIBITION OF DUPLICATE REIMBURSEMENT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Gadsden County Board of County Commissioners has adopted personnel policies governing compensation and emergency operations; and

WHEREAS, Section 4.20 of the Personnel Policy establishes procedures governing employee compensation during declared emergencies and natural disasters, including emergency overtime and FEMA-related timekeeping; and

WHEREAS, the County may be required to maintain employees at emergency operations centers, shelters, staging areas, public works facilities and other emergency work locations for extended periods; and

WHEREAS, emergency circumstances may make it impractical or unsafe for employees to obtain meals independently; and

WHEREAS, the Board desires to establish clear controls governing when the County may provide emergency meals, how such meals shall be procured and documented, and how duplicate reimbursement shall be prevented; and

WHEREAS, the Board further desires to establish documentation procedures that will facilitate reimbursement when emergency meal expenditures are eligible under applicable federal or state disaster assistance programs;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Gadsden County, Florida, that:

Section 1.
Chapter IV of the Gadsden County Personnel Policy is amended by adding **§4.21, Emergency Employee Meals and Feeding During Declared Emergencies and Natural Disasters,** as set forth in the attached policy amendment.

Section 2.
The County Administrator is authorized to develop administrative procedures, forms and internal controls necessary to implement §4.21.

Section 3.
Nothing in this amendment shall be interpreted to supersede applicable federal or state law, FEMA requirements, County purchasing requirements, or other duly adopted County policies.

Section 4.
This Resolution shall become effective October 20th, 2026.

PASSED AND ADOPTED this 20th day of October, 2026.

BOARD OF COUNTY COMMISSIONERS
GADSDEN COUNTY, FLORIDA

By: _____
Chairman

ATTEST: _____

Clerk of the Board

NICHOLAS THOMAS
GADSDEN COUNTY
CLERK OF CIRCUIT COURT
FLORIDA

Board of County Commissioners
Agenda Request

Date of Meeting: November 17, 2026

Date Submitted: November 6, 2026

To: Honorable Chairman and Members of the Board

From: Reginald James, Interim County Administrator
Roosevelt Morris, Building Official

Subject: Approval of the Hammond Design Group Work Authorization to Provide additional Professional Architectural Services for the Boys and Girls Club Design Package at Strong Rd.

Statement of Issue:
This agenda item is presented to the Board for approval of the Hammond Design Group ("Hammond") Work Authorization to provide additional professional architectural services for the Boys and Girls Club design package at Strong Rd., and approval for the Chairman to sign.

Background:
At the October 20, 2026, regular meeting, the Board voted to move the Boys and Girls Club Grant-Funded Project to move the location of the Boys and Girls Club from Parcel 3-12-2N-4W-0000-00114-0600 – Wards Lot to Parcel 3-12-2N-3W-0000-00310-000 at Strong Rd., Quincy, for the future site of a new Boys and Girls Club non-profit facility.

Funding for a Boys and Girls Club is provided to the County pursuant to an FY 2023-24 state legislative appropriation in the amount of $3,618,705.00 through the Florida Commerce Department ("Commerce") grant agreement HL222 (the "Agreement"). The Agreement was effective on July 1, 2023, and expires on June 30, 2026, unless otherwise amended and extended by Commerce.

Per the Agreement Attachment A, (Attachment 1) the scope of work states that grant funds are to be used to *construct a hurricane-resistant, COVID-19 sensitive Boys and Girls Club facility in Quincy, Florida*, and further defines deliverables with allocations for *Pre-Construction Services* in the amount of $361,879.50 and *Construction Services* in the amount of $3,256,834.50. These funds were already fully expended. This work authorization/task order will incur $78,380.00 additional, payable out of General Fund, for the re-design of the facility at the new site.

The County has a continuing services contract (the "Contract") with Hammond to provide professional architectural services to the County pursuant to its RFQ 23-01 and section 287.055 FS, better known as Florida's Competitive Consultants Negotiation Act (CCNA)

law. The Contract allows the County to purchase professional architectural services as needed through the issuance of a project specific work authorization for a project when such services are needed and allowable pursuant to the Contract and the CCNA law.

Each work authorization issued from the Contract requires the project specific work authorization to be negotiated and include, at a minimum, the specific project scope of work, grant requirements if applicable, deliverables, milestones, target dates and the total amount to be paid for services; County responsibilities and costs; and any exceptions as applicable to the project.

Analysis:
A full design package signed and sealed by an Architect, probable construction cost, and issuance of any required state permits are needed before the Boys and Girls Club can be bid out for construction, which is standard practice for undesigned and unpermitted public construction projects.

Therefore, staff met with Hammond Group to develop a draft work authorization pursuant to the Contract. The total cost to be paid to Hammond under this newest work authorization is $78,380.00, for required re-design of the site and pre-construction and construction services and deliverables associated with this type of project. This will leave $3,256,834.50 from the original award for site work and construction of the Boys and Girls facility.

The County will need to provide and pay for the following: IF APPLICABLE, re-design costs beyond those approved in this agenda item. Exclusions include: Agency Permitting Submission Fees, and Printing Costs if prints are needed beyond submission of PDF files to be invoiced at 1.25% of face value of the documented cost.

Staff are recommending approval of the Hammond Design Group Work Authorization to provide professional architectural services for the Boys and Girls Club design package, and approval for the Chairman to sign.

Fiscal Impact:
$78,380.00 for re-design of the plans and any overrun costs for design to be paid from General Fund.

Options:
1. Approve the Hammond Design Group Work Authorization to provide professional architectural services for the Boys and Girls Club re-design package, and approval for the Chairman to sign.
2. Do not approve.
3. Board direction.

County Administrator's Recommendation:
Option 1.

Attachments:
1. Hammond Work Authorization

HAMMOND Design GROUP, LLC ARCHITECTS

9/28/ 2026

Mr. Reginal James
County Administrator
Gadsden County Board of County Commissioners
9-B East Jefferson Street
Quincy, FL 32353-1799

RE: Additional Services, Building Site Relocation Design Fees
Gadsden County Boys & Girls Club

Mr. James,

The Hammond Design Group, LLC, Architects (HDGA) is pleased to provide this proposal for additional services on the proposed Boys & Girls Club Project. We are submitting this proposal for the relocation of the building from the Ward Lot location (Parcel 3-12-2N-4W-0000-00114-0600) to the new location at Strong Road (Parcel 3-12-2N-3W-0000-00310-000). We have assembled our fees based on a review of the information, provided us by Ms. Ashley Scott on 9/9/2026, field investigation, review of existing infrastructure data (water and sewer), soil data, building orientation maps, Planning and Zoning maps and USGS topography data. Although, the building core will not significantly change the relocation to this site makes impactful modifications:

Relocation increases our impervious surface area. The paved surface area for the parking lot moves the project from FDEP stormwater exemption (Ward Lot) to FDEP Stormwater permitting (Strong Road). This will require a stormwater pond and FDEP permitting. Sitework costs such as clearing and topographic grading of the site for relocation of the building, parking and providing the correct stormwater run-off, will be significantly greater than the previous site and impact the construction budget.

Relocation to this site requires the addition of a sanitary duplex grinder and lift station to connect to the existing sanitary force main, thereby increasing site development costs.

The following is a breakdown of the additional services that we propose making these modifications:

In-House

HDGA Architectural Services

The architect proposes collaborating with the client to develop a new site plan and parking arrangement identifying driveway connection to Strong Road. Once the site plan is formalized the architect will coordinate the new site plan with each respective consultants and coordinate the final plan into a construction document set of drawings for bidding and construction. We will collaborate with the civil engineer to coordinate

Architecture / Landscape Architecture
AR #16903 LA #0001313

2627 S. Blair Stone Road, Tallahassee, Florida 32301 Phone (850) 222-2092, www. hdg-architects.com

permit review of the site plan, potable water and sanitary connections with both City and County.

Proposed Fee 25,000.00

HDGA Landscape Architectural Services

HDGA will prepare a landscape plan consistent with the code requirements of Gadsden County and the City of Quincy.

Proposed Fee $3,000.00

Outside Consultants

Surveying

Dewberry Surveying will identify the property boundaries and survey topographic conditions from the edge of the Right-of-Way to the interior of the site 300'. This information is required for correct topographic grading and stormwater interception.

Proposed Fee $9,625.00

Geotechnical Engineering

Alpha Geotechnical Engineering will perform 6 standard penetration test borings to a depth of 15' and one 10' boring in the area of the stormwater pond and provide foundation recommendations for soil bearing capacity and stormwater percolation data.

Proposed Fee $6,490.00

Electrical Engineering Site

Applied Research & Design Inc will be providing a new electrical site plan illustrating the location of power on-site and how it connects to the existing building. Additionally, they will be preparing site lighting details and layouts of this new building and automobile circulation and parking placement.

Proposed Fee $1,870.00

Structural Engineering

Johnson Milner Engineering will evaluate the existing geotechnical report outlining soil types and soil bearing capacity and modifying structural foundations, as required to support the structure on the proposed site.

Proposed Fee $2,695.00

Civil Engineering

Dewberry Engineering will prepare grading and drainage of the proposed site for the building and immediate parking for this building and design a stormwater pond compliant with FDEP standards. They will also be preparing potable water connections and a sewage grinder and pump for the sewage line connection.

Proposed Fee $26,950.00

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Mechanical & Plumbing Engineering

FSM Engineering will coordinate the mechanical & plumbing engineering modifications and will coordinate their existing work with the new site relocation, recalculate heating and cooling loads required by the Florida Energy Code and coordinate the plumbing outfalls for the building with civil engineering connections.

Proposed Fee	$2,750.00
Total Professional Fees	**$78,380.00**

TIMELINE

A project like this we would usually expect to take approximately 120 days to complete. We would be happy to discuss your timelines and needs for the proposed relocation and generate a detailed production schedule once we are under contract.

EXCLUSIONS

1. Agency Permitting Submission Fees
2. Printing costs if prints are needed beyond submission of Portable Document Files (PDF)

The above elements would be treated as reimbursable cost or additional services and invoiced at 1.25 the face value of the documented cost.

PERMITTING

In cases where the scope of services requires HAMMOND DESIGN GROUP, LLC, Architects (HDGA) to submit, on behalf of the Client, a permit application and/or approval by a third party to this contract, HDGA does not make any warrantees, guarantees or representations as to the success of our effort on behalf of the client. HDGA pledges full support and cooperation with the client and permitting authority to secure the necessary permits sought. Payment for services rendered by HDGA is not contingent upon the successful acquisition of these permits.

TERMS OF AGREEMENT

If during the project, Mr. James, or designated County staff, finds it necessary to suspend the work; the work will stop on the project upon receipt of written notification to the consultant from the client. The client will pay for services and expenses incurred to the point of suspension, based upon the Consultants' expense records i.e., employee time records and reproduction expenses.

Invoices for work completed will be submitted on the 30th of each month or upon submission of the phases of design documents of the project, depending on the progress of the project. All invoices will be due in 30 days unless both parties have agreed upon other arrangements. In the event that the invoice is not paid within 30 days the consultant reserves the right to stop work, after notifying the client in writing, until such outstanding invoices are paid in full.

Architecture / Landscape Architecture
AR #16903 LA #0001313

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We have endeavored to show professional services we believe important to resolve. We would welcome the opportunity to discuss these items in detail if you would like further clarification. We look forward to collaborating with you on this project.

If you agree, please execute below and return a copy for our record.

Please contact me if we can be of assistance.

HAMMOND DESIGN GROUP, LLC

Bret D. Hammond, AIA, ASLA

Bret D. Hammond, AIA, ASLA

CLIENT AUTHORIZATION

Company Name:	***Billing Contact:***
Billing Address:	
Phone Number:	***Fax Number and/or E-mail:***
Authorized Signature:	***Date:***
Printed Name:	***Title:***

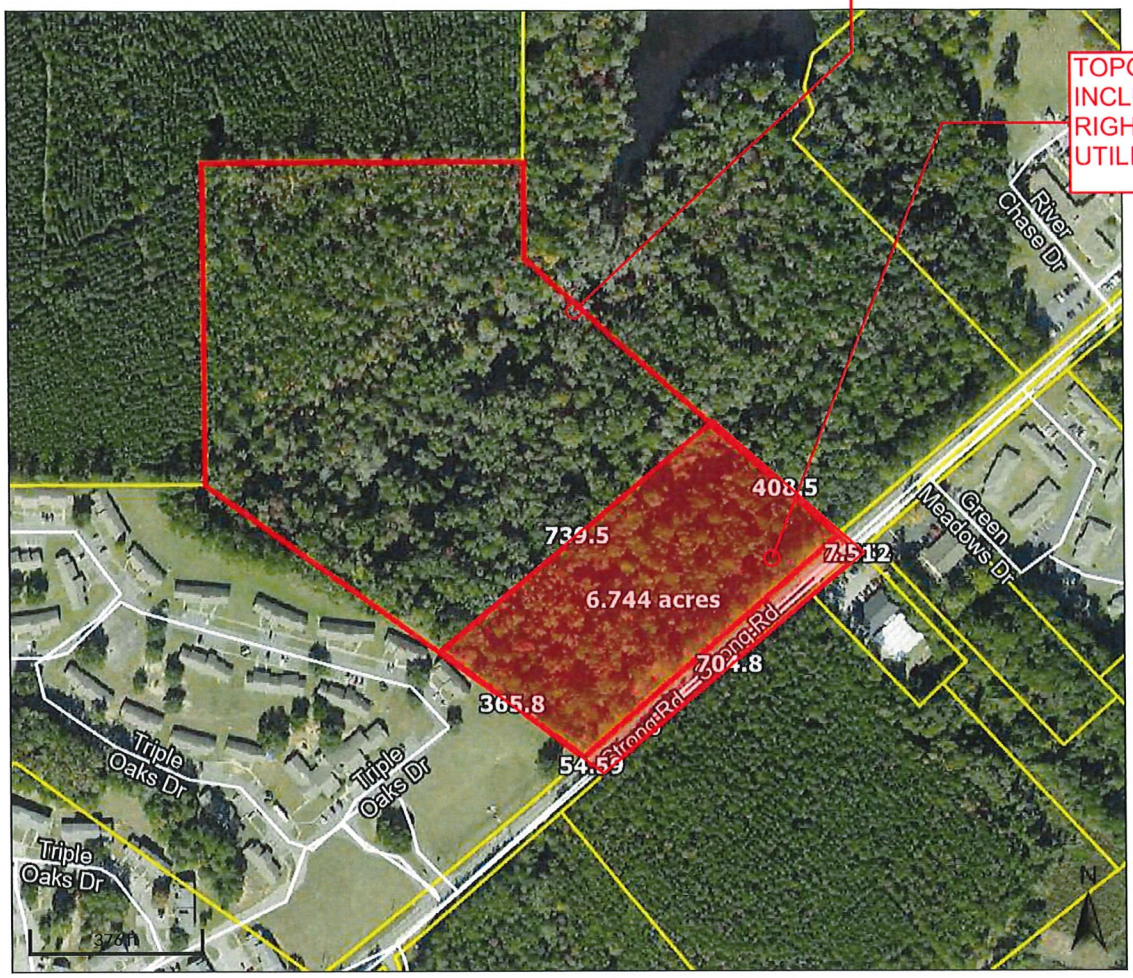
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Gadsden County, FL

BOUNDARY SURVEY OF ENTIRE 22 AC PARCEL.

TOPO LIMITS 6.7 ACRES. INCLUDE STRONG ROAD RIGHT OF WAY AND ALL UTILITIES.



Overview

Legend

- Parcels
- Roads (Local)
- Roads (Major)
- Streams and Rivers (Large)

Parcel ID	3-17-2N-3W-0000-00310-0000	Alternate ID	17361	Owner Address	GADSDEN COUNTY PO BOX 1799 QUINCY, FL 32353	Improvement Value		Just Market Value	$346,500
Sec/Twp/Rng	17/2N/3W	Class	COUNTY (8600)			Land Value	$346,500	Total Assessed Value	$346,500
Property Address	STRONG RD QUINCY	Acreage	22.0			Land Ag Value		Exempt Value	
						Ag Market Value		Taxable Value	

District	QUINCY
Brief Tax Description	OR 837 P 1579 OR 458 P 600 BEG (Note: Not to be used on legal documents)

Date created: 9/21/2026
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Board of County Commissioners
Agenda Request

Date of Meeting: November 17, 2026

Date Submitted: November 6, 2026

To: Honorable Chairman and Members of the Board

From: Reginald James, Interim County Administrator
Roosevelt Morris, Building Official

Subject: Acceptance of Deed for property at Joe Adams Rd. from City of Quincy for the construction of the EMS Quincy Facility.

Statement of Issue:
This agenda item is presented to the Board for acceptance of the deed for the property at Joe Adams Rd. from City of Quincy for the construction of the EMS Quincy Facility.

Background:
The City of Quincy is the record owner of real property located along Joe Adams Rd. (Parcel ID 3-24-2N-4W-0000-00410-0000. The County's Quincy EMS station was destroyed by Hurricane Michael in October 2018 and the County seeks to develop and operate a new County governmental facility on the property along Joe Adams Rd. On April 4, 2023 the Board adopted Resolution No. 2023-010 accepting the title to City-owned property on Joe Adams Rd. for a county EMS facility. On October 27, 2026, the City Commission of the City of Quincy, at a duly noticed public meeting, voted to execute all documents necessary to effectuate the transfer of five acres of City-owned real property along Joe Adams Rd. to the County including A Special Warranty Deed, affidavits, certifications, and other documents necessary to complete the conveyance, and coordinate with County officials to finalize the transaction and record the deed. The parcel to be conveyed is depicted on the attached survey, containing 4.19 acres, more or less. It does not include parcel 2 or any other portion of the parent parcel, all of which Quincy will retain.

Analysis:
Staff recommend acceptance of the deed along Joe Adams Rd. from the City of Quincy to construct the EMS Quincy Facility and approval for the Chairman to sign.

Fiscal Impact:
$10.00

Options:
1. Accept the Deed and appropriate documents for the property along Joe Adams Rd. for the construction of the EMS Quincy Facility and approve the Chairman to sign.

2. Do not approve.
3. Board direction.

County Administrator's Recommendation:
Option 1.

Attachments:
1. E. Joe Aams Parcel
2. County:City Agreement
3. Special Warranty Deed

Prepared by and return to:
Louis J. Baptiste, Esq.
County Attorney, Gadsden County, Florida
Webster + Baptiste, Attorneys at Law, PLLC
1785 Thomasville Road
Tallahassee, Florida 32303
(850) 597-7142

Parcel ID No.: Portion of 3-24-2N-4W-0000-00410-0000
Consideration: $10.00
Documentary Stamp Tax: $_____ /
Exempt [VERIFY BEFORE FILING]

_____ Space Above This Line For Recording Data _____

SPECIAL WARRANTY DEED

THIS SPECIAL WARRANTY DEED is made this _____ day of _____, 20___, by the CITY OF QUINCY, FLORIDA, a Florida municipal corporation, whose post-office address is 404 West Jefferson Street, Quincy, Florida 32351 [VERIFY BEFORE FILING] ("Grantor"), to GADSDEN COUNTY, FLORIDA, a political subdivision of the State of Florida, whose post-office address is 9-B East Jefferson Street, Quincy, Florida 32351 [VERIFY BEFORE FILING] ("Grantee").

(Wherever used herein, the terms "Grantor" and "Grantee" include the parties to this instrument and their respective successors and assigns.)

W I T N E S S E T H:

That Grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS ($10.00) and other good and valuable consideration, including the public benefits to the residents of the City of Quincy and Gadsden County resulting from Grantee's use of the property described below for governmental purposes, the receipt and sufficiency of which are hereby acknowledged, has granted, bargained, sold, conveyed, and confirmed, and by these presents does grant, bargain, sell, convey, and confirm unto Grantee and its successors and assigns forever, all that certain real property situate, lying, and being in Gadsden County, Florida, more particularly described in **Exhibit A** attached hereto and incorporated herein (the "Property").

TOGETHER WITH all tenements, hereditaments, easements, rights-of-way, privileges, and appurtenances thereto belonging or in anywise appertaining, and all of Grantor's right, title, and interest in and to any strips, gores, or abandoned roadways adjoining the Property.

TO HAVE AND TO HOLD the same in fee simple forever.

SUBJECT TO the matters set forth in **Exhibit B** attached hereto (the "Permitted Exceptions"); provided, however, that reference to the Permitted Exceptions shall not operate to reimpose or extend any of them.

AND Grantor hereby covenants with Grantee that Grantor is lawfully seized of the Property in fee simple; that Grantor has good right and lawful authority to sell and convey the Property; and that Grantor hereby specially warrants the title to the Property and will defend the same against the lawful claims of all persons claiming by, through, or under Grantor, but against none other.

NO REVERTER. This conveyance is absolute and unconditional. Nothing in this Deed creates or shall be construed to create any reverter, possibility of reverter, right of reentry, power of termination, condition subsequent, or restriction on use in favor of Grantor.

AUTHORITY. This Deed is executed and delivered pursuant to the action of the City Commission of the City of Quincy, Florida, taken at its duly noticed public meeting held on October 27, 2026, Resolution authorizing Mayor Dr. Robin Wood to execute this Deed on behalf of Grantor, and pursuant to the Real Property Transfer Agreement between Grantor and Grantee dated _____, 20___.

IN WITNESS WHEREOF, Grantor has caused this Special Warranty Deed to be executed in its name by its Mayor, attested by its City Clerk, and its official seal affixed, on the day and year first above written.

Signed, sealed, and delivered in the presence of:

Witness No. 1:

_____
Signature
Printed Name: _____
Post-Office Address:
_____
_____

Witness No. 2:

_____
Signature
Printed Name: _____
Post-Office Address:
_____
_____

GRANTOR:

CITY OF QUINCY, FLORIDA,
a Florida municipal corporation

By: _____
Dr. Robin Wood, Mayor
404 West Jefferson Street
Quincy, Florida 32351

ATTEST:

_____
City Clerk
Printed Name: _____

(CITY SEAL)

STATE OF FLORIDA
COUNTY OF GADSDEN

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20___, by **Dr. Robin Wood**, as Mayor of the **City of Quincy, Florida**, a Florida municipal corporation, on behalf of the municipal corporation, who ☐ is personally known to me or ☐ has produced _____ as identification.

_____
Notary Public, State of Florida
Printed Name: _____
Commission No.: _____
My Commission Expires: _____

(NOTARY SEAL)

EXHIBIT A
LEGAL DESCRIPTION OF THE PROPERTY

A parcel of land lying in Section 24, Township 2 North, Range 4 West, Gadsden County, Florida, being a portion of lands recorded in Official Records Book 426, Page 1182 of the Public Records of Gadsden County, Florida, being more particularly described as follows:

Commence at the Southwest Corner of the Northwest Quarter of Section 24, Township 2 North, Range 4 West, Gadsden County, Florida, and run thence North 00 degrees 47 minutes 01 seconds West 5.08 feet; thence North 89 degrees 12 minutes 59 seconds East 1462.22 feet to the intersection of State Road 267 and the State Road known as Joe Adams Road; thence continue North 89 degrees 12 minutes 59 seconds East along the centerline of said Joe Adams Road 1700.27 feet; thence South 00 degrees 47 minutes 01 seconds East 40.00 feet to a concrete monument on the Southerly right of way boundary of said Joe Adams Road for the Point of Beginning.

From said Point of Beginning run along the Southerly right of way boundary of said Joe Adams Road North 89 degrees 08 minutes 15 seconds East 435.84 feet to a 5/8 inch iron bar and cap #6297, set; thence leaving the Southerly right of way boundary of said Joe Adams Road run South 00 degrees 01 minutes 01 seconds West 424.63 feet to a 5/8 inch iron bar and cap #6297, set; thence run South 89 degrees 59 minutes 39 seconds West 430.77 feet to a 5/8 inch iron bar and cap #6297, set; thence run North 00 degrees 40 minutes 15 seconds West 418.14 feet to said Point of Beginning.

Containing 4.19 acres, more or less.

Parcel ID No.: Portion of 3-24-2N-4W-0000-00410-0000.

EXHIBIT B
PERMITTED EXCEPTIONS

1. Zoning, land-use, and other regulations of governmental authorities having jurisdiction.

2. Real property taxes and non-ad valorem assessments for the year of this conveyance and subsequent years, if any.

3. Easements and restrictions of record, if any, not created by Grantor after the effective date of the Real Property Transfer Agreement between Grantor and Grantee.

REAL PROPERTY TRANSFER AGREEMENT
BETWEEN
THE CITY OF QUINCY, FLORIDA,
AND
GADSDEN COUNTY, FLORIDA

(Joe Adams Road — Portion of Parcel ID No. 3-24-2N-4W-0000-00410-0000)

THIS REAL PROPERTY TRANSFER AGREEMENT (this "Agreement") is made and entered into as of the Effective Date (as defined in Section 2.1) by and between the CITY OF QUINCY, FLORIDA, a Florida municipal corporation, whose address is 404 West Jefferson Street, Quincy, Florida 32351 (the "City"), and GADSDEN COUNTY, FLORIDA, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners, whose address is 9-B East Jefferson Street, Quincy, Florida 32351 (the "County"). The City and the County are each a "Party" and together the "Parties."

RECITALS

A. The City is the record owner of certain real property located along Joe Adams Road, Gadsden County, Florida, identified by the Gadsden County Property Appraiser as Parcel Identification No. 3-24-2N-4W-0000-00410-0000 and described in the instrument recorded in Official Records Book 426, Page 1182, of the Public Records of Gadsden County, Florida (the "Parent Parcel").

B. The County's Quincy emergency medical services station was destroyed by Hurricane Michael in October 2018, and the County seeks to develop and operate County governmental facilities on property along Joe Adams Road, including emergency medical services, public safety infrastructure, and related governmental operations.

C. On April 4, 2023, the Board of County Commissioners of Gadsden County adopted Resolution No. 2023-010, authorizing the acceptance of title to City-owned property on Joe Adams Road for a County emergency medical services facility upon payment of Ten Dollars ($10.00) and delivery of a duly executed deed. The environmental review of the Property contemplated by Resolution No. 2023-010 has been completed, and the Property has passed that review.

D. Douglas W. Nunnamaker, PSM No. 6297, prepared a Boundary Survey of portions of the Parent Parcel, Job No. 22-194, field and plat dates November 17, 2022, certified to the City of Quincy (the "Existing Survey"), which depicts "Parcel 1" designated as the "EMS Site" containing 4.19 acres, more or less; "Parcel 2" containing 22.90 acres, more or less; and a proposed sixty-foot (60') ingress, egress, and utility easement containing 0.58 acres, more or less, lying within the westerly sixty feet of Parcel 1.

E. On Tuesday, October 27, 2026, the City Commission of the City of Quincy, at a duly noticed public meeting, voted to authorize Mayor Dr. Robin Wood to execute all documents necessary to effectuate the transfer of five (5) acres of City-owned real property located along Joe Adams Road to the County, including this Agreement, a Special Warranty Deed, affidavits, certifications, and other documents necessary to complete the conveyance, and to coordinate with County officials to finalize the transaction and record the deed (the "City Authorization").

F. The Parties have agreed that the property to be conveyed under the City Authorization is Parcel 1 (EMS Site) as depicted and described on the Existing Survey, containing 4.19 acres, more or less. The conveyance does not include Parcel 2 (22.90 acres) or any other portion of the Parent Parcel, all of which the City retains.

G. The City Commission has determined that the conveyance serves a valid municipal and public purpose, and the County has determined that the acquisition serves a valid county and public purpose, by enhancing first-responder response times, consolidating public safety and governmental operations, and promoting the public health, safety, and welfare of the residents of the City and the County.

H. The Board of County Commissioners approved this Agreement.

I. The Parties intend this Agreement to constitute a present, binding, and enforceable contract obligating the City to convey, and the County to accept, the Property on the terms stated herein, and not a memorandum of understanding or a statement of intent.

NOW, THEREFORE, in consideration of the mutual covenants herein, the sum of Ten Dollars ($10.00), and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows:

ARTICLE 1 — RECITALS AND DEFINITIONS

1.1 Recitals. The foregoing recitals are true and correct and are incorporated into this Agreement.

1.2 Definitions. Capitalized terms have the following meanings:

(a) "**Authorized City Representative**" means Mayor Dr. Robin Wood, or any successor Mayor of the City, acting pursuant to the City Authorization.

(b) "**Authorized County Representative**" means the County Administrator of Gadsden County or the County Administrator's written designee.

(c) "**Certified Authorization**" has the meaning given in Section 2.3.

(d) "**Deed**" means the Special Warranty Deed conveying the Property in the form attached as Exhibit B.

(e) "**Delivery Date**" has the meaning given in Section 7.1.

(f) "**Existing Survey**" has the meaning given in Recital D.

(g) "**Project**" means the County's development and operation of governmental facilities on the Property, including emergency medical services, public safety infrastructure, and related governmental operations.

(h) "**Property**" has the meaning given in Section 3.1.

ARTICLE 2 — EFFECTIVE DATE; BINDING EFFECT; AUTHORITY

2.1 Effective Date. This Agreement shall become effective on the date on which it has been executed by the Authorized City Representative and by the Chair of the Board of County Commissioners following approval by the Board, as evidenced by the later of the dates beneath their signatures (the "Effective Date").

2.2 Binding Obligation. Upon the Effective Date, this Agreement constitutes a present, binding, and enforceable obligation of the City to convey the Property to the County, and of the County to accept the Property, on the terms stated herein. Neither Party's obligations are subject to further discretionary approval of its governing body, except for any City action required under Section 2.3.

2.3 City Authorization; Further City Action. The City acknowledges the City Commission action of October 27, 2026, and designates Mayor Dr. Robin Wood as the Authorized City Representative empowered to execute and deliver this Agreement, the Deed, and all related documents on behalf of the City. Within one (1) day after the Effective Date, the City shall deliver to the County a copy of the approved minutes of the October 27, 2026 City Commission meeting, or a resolution of the City Commission memorializing that action, certified by the City Clerk as true, correct, and in full force and effect, and confirming that the Property is the land authorized for conveyance (the "Certified Authorization"). If any further City action is legally required to convey the Property, including adoption of an ordinance or resolution, a surplus-property declaration, or a lot split or other subdivision approval, the County shall complete that action at its expense within ten (10) days after the Effective Date.

2.4 County Authorization. The County enters into this Agreement pursuant to the action of its Board of County Commissioners approving this Agreement, and in furtherance of Resolution No. 2023-010. The Board authorizes the Authorized County Representative to administer this Agreement, approve any correction under Section 3.4, and execute any documents necessary to accept the Deed. Acceptance of the Deed is authorized by the Board's approval of this Agreement and shall be evidenced by the County's recording of the Deed.

ARTICLE 3 — THE PROPERTY; LEGAL DESCRIPTION

3.1 The Property. The "Property" means the real property designated "Parcel 1 — EMS Site" on the Existing Survey, containing 4.19 acres, more or less, abutting the southerly right-of-way boundary of Joe Adams Road, and legally described in Exhibit A, together with (a) all improvements and fixtures thereon; (b) all easements, rights-of-way, privileges, and appurtenances benefiting that land; and (c) all of the City's right, title, and interest in any strips, gores, or abandoned roadways adjoining that land. The Property excludes Parcel 2 as depicted on the Existing Survey and all other portions of the Parent Parcel, which are retained by the City.

3.2 Legal Description. The Parties adopt the legal description of Parcel 1 shown on the Existing Survey, set out in Exhibit A, as the legal description of the Property.

3.3 Survey Update. The County may, at its expense, have the Existing Survey updated by Douglas W. Nunnamaker, PSM No. 6297, or another Florida-licensed Professional Surveyor and Mapper.

3.4 Correction of Legal Description. If the surveyor certifies that the legal description in Exhibit A contains a scrivener's, transcription, or closure error, the Authorized City Representative and the Authorized County Representative may substitute a corrected description by written certificate without further action of either governing body, provided the corrected description describes the same land depicted as Parcel 1 on the Existing Survey.

3.5 Proposed Easement; No Reservations. The Parties acknowledge that the proposed sixty-foot (60') ingress, egress, and utility easement shown on the Existing Survey lies within the westerly sixty feet of the Property. No easement, right-of-way, or other interest shall be reserved by the City or excepted from the Deed unless approved in writing by the Authorized County Representative and stated in the Deed. If the City requires access to retained City lands, the Parties shall cooperate in good faith to locate such access outside the Property or along a boundary of the Property approved by the County.

3.6 Consistency of Descriptions. The legal description attached to the Deed as Exhibit A shall be identical to Exhibit A to this Agreement, as corrected under Section 3.4 if applicable.

ARTICLE 4 — CONSIDERATION

4.1 Consideration. The consideration for the conveyance is Ten Dollars ($10.00), payable by the County upon delivery of the Deed, together with the public benefits to the residents of the City and the County resulting from the County's use of the Property for the Project, which the Parties acknowledge to be adequate and sufficient consideration. No other monetary consideration is payable.

4.2 Public Purpose. Each Party finds that its performance under this Agreement serves a valid public purpose within its respective governmental powers.

ARTICLE 5 — OBLIGATION TO CONVEY AND ACCEPT

5.1 City's Obligation to Convey. The City shall convey fee simple title to the Property to the County by the Deed, free of all mortgages, liens, leases, licenses, and occupancies, subject only to governmental land-use regulations and to easements and restrictions of record, if any, not created by the City after the Effective Date.

5.2 County's Obligation to Accept. The County shall accept the Property upon delivery of a Deed that conforms to this Agreement.

5.3 No Reverter or Use Restriction. The Deed shall convey an unconditional fee simple estate. Neither this Agreement nor the Deed creates any reverter, possibility of reverter, right of reentry, power of termination, condition subsequent, or use restriction in favor of the City.

5.4 Access and Utilities. The City represents that the Property has, and covenants that on the Delivery Date it will have, direct legal access to Joe Adams Road, a public right-of-way. To the extent the City provides utility service in the area, the City shall make utility connections available to the Project on the same terms and at the same rates applicable to similarly situated customers, and shall grant, without additional consideration, such utility easements across retained City lands as are reasonably necessary to serve the Property. Nothing herein waives any lawful connection fee or rate.

5.5 No Encumbrance Before Delivery. Until the Deed is delivered, the City shall not convey, mortgage, lease, or license the Property or grant any easement or other interest in it without the County's written consent.

ARTICLE 6 — REPRESENTATIONS AND WARRANTIES

6.1 City Representations. The City represents and warrants to the County, as of the Effective Date and the Delivery Date, that:

(a) The City holds fee simple title of record to the Parent Parcel, including the Property, under the instrument recorded in Official Records Book 426, Page 1182, of the Public Records of Gadsden County, Florida.

(b) Upon delivery of the Certified Authorization and completion of any action required under Section 2.3, the City has full power and authority to enter into and perform this Agreement and to convey the Property, and the persons executing this Agreement and the Deed on behalf of the City are duly authorized to do so.

(c) No lease, license, or occupancy or use agreement, including any agreement relating to the adjacent solar facility, affects the Property.

(d) There is no pending or, to the City's knowledge, threatened litigation, condemnation, administrative proceeding, or code enforcement action affecting the Property.

(e) The Property is not subject to any funding covenant, restriction, or obligation that would restrict its transfer to or use by the County.

(f) To the City's knowledge, no hazardous substances, petroleum products, underground storage tanks, landfills, dumps, wastewater sprayfields, or solid waste disposal areas exist or have existed on the Property, and the City has received no notice of any environmental violation affecting the Property.

(g) The Property is not subject to any agreement, covenant, or restriction that would prohibit or materially impair its use for the Project.

6.2 County Representations. The County represents and warrants that it has full power and authority to enter into and perform this Agreement, and that the person executing this Agreement on its behalf is duly authorized to do so by action of the Board of County Commissioners. The County further covenants that it shall take no action to reduce the width of, or otherwise diminish, the proposed sixty-foot (60') ingress, egress, and utility easement depicted on the Existing Survey attached as Exhibit C.

6.3 Survival. The representations in this Article survive delivery and recording of the Deed.

ARTICLE 7 — DELIVERY OF DEED

7.1 Delivery Date. Within three (3) days after the later of the Effective Date or completion of any City action required under Section 2.3, and in no event later than ten (10) days after the Effective Date, the Authorized City Representative shall execute and deliver the Deed to the

County Attorney, together with the Certified Authorization if not previously delivered. The date the Deed is so delivered is the "Delivery Date."

7.2 Payment. Upon delivery of the Deed, the County shall pay the City the sum of Ten Dollars ($10.00).

7.3 Possession. Exclusive possession of the Property shall be delivered to the County on the Delivery Date, free of all tenants, occupants, and personal property.

7.4 Recording. Promptly after the Delivery Date, the County Attorney shall record the Deed in the Official Records of Gadsden County, Florida. The County shall pay the recording fees. No Deed shall be recorded with an incomplete or inconsistent legal description.

7.5 Documentary Stamp Tax. The Parties believe the conveyance, being between political subdivisions of the State for nominal consideration, is exempt from documentary stamp tax under Chapter 201, Florida Statutes. If any such tax is determined to be due, it shall be paid by the City.

ARTICLE 8 — ENFORCEMENT

8.1 Specific Performance. The City acknowledges that the Property is unique. If the City fails to deliver the Deed as required by this Agreement, the County may enforce the City's obligation by an action for specific performance, in addition to any other remedy available at law or in equity.

8.2 Sovereign Immunity. Nothing in this Agreement waives the sovereign immunity of either Party beyond the limits of Section 768.28, Florida Statutes, with respect to claims sounding in tort. The Parties acknowledge that this Agreement is an express, written contract authorized by law, and that each Party may enforce the other's express obligations hereunder.

8.3 Attorneys' Fees. Each Party shall bear its own attorneys' fees and costs in any dispute arising under this Agreement.

ARTICLE 9 — NOTICES

9.1 Manner of Notice. All notices under this Agreement shall be in writing and delivered by hand, by nationally recognized overnight courier, or by certified mail, return receipt requested, with a contemporaneous copy by electronic mail, addressed as follows, and are effective upon receipt or refusal:

If to the City:
City of Quincy, Florida
Attention: Mayor Dr. Robin Wood
404 West Jefferson Street
Quincy, Florida 32351
With a copy to: City Manager and City Attorney, at the same address

If to the County:
Gadsden County Board of County Commissioners
Attention: County Administrator
9-B East Jefferson Street

Quincy, Florida 32351
With a copy to:
Louis J. Baptiste, Esq., County Attorney
Webster + Baptiste, Attorneys at Law, PLLC
1785 Thomasville Road
Tallahassee, Florida 32303
lb@websterandbaptiste.com

Either Party may change its notice address by written notice to the other.

ARTICLE 10 — GENERAL PROVISIONS

10.1 Governing Law; Venue. This Agreement is governed by the laws of the State of Florida. Venue for any action arising under this Agreement shall lie exclusively in the Circuit Court of the Second Judicial Circuit in and for Gadsden County, Florida.

10.2 Waiver of Jury Trial. EACH PARTY KNOWINGLY AND VOLUNTARILY WAIVES TRIAL BY JURY IN ANY ACTION ARISING UNDER OR RELATING TO THIS AGREEMENT.

10.3 Entire Agreement. This Agreement, including its exhibits, constitutes the entire agreement of the Parties regarding its subject matter.

10.4 Amendments. This Agreement may be amended only by a written instrument executed by both Parties, except for corrections made under Section 3.4.

10.5 Severability. If any provision of this Agreement is held invalid, the remaining provisions shall remain in full force, and the invalid provision shall be reformed to the minimum extent necessary to make it enforceable consistent with the Parties' intent; provided that if the City's obligation to convey is held unenforceable, the County may terminate this Agreement.

10.6 Counterparts; Electronic Signatures. This Agreement may be executed in counterparts, each of which is an original, and may be executed and delivered by electronic signature to the extent permitted by Chapter 668, Florida Statutes. The Deed shall be executed with original signatures, or by electronic means only in a form acceptable to the Clerk of the Circuit Court for recording and compliant with Chapters 689, 695, and 117, Florida Statutes.

10.7 Time of the Essence. Time is of the essence of this Agreement.

10.8 Further Assurances. Each Party shall execute and deliver such further instruments, including corrective deeds and affidavits, and take such further actions as are reasonably necessary to carry out this Agreement, both before and after the Delivery Date. This Section survives delivery of the Deed.

10.9 Successors; No Assignment. This Agreement binds and benefits the Parties and their successors. Neither Party may assign this Agreement without the other's written consent.

10.10 No Third-Party Beneficiaries. Nothing in this Agreement confers any right or remedy on any person other than the Parties.

10.11 Joint Drafting. This Agreement shall be construed as jointly drafted and without presumption against either Party.

10.12 Public Records. Each Party shall comply with Chapter 119, Florida Statutes, with respect to records relating to this Agreement.

10.13 Interlocal Filing. To the extent this Agreement constitutes an interlocal agreement under Section 163.01, Florida Statutes, the County shall file it with the Clerk of the Circuit Court of Gadsden County as required by Section 163.01(11), Florida Statutes

10.14 Exhibits. The following exhibits are incorporated: Exhibit A (Legal Description of the Property); Exhibit B (Form of Special Warranty Deed); Exhibit C (Existing Survey).

[Signature pages follow]

IN WITNESS WHEREOF, the Parties have executed this Agreement by their duly authorized representatives on the dates indicated below.

CITY OF QUINCY, FLORIDA,
a Florida municipal corporation

By: _____
Dr. Robin Wood, Mayor
Authorized City Representative pursuant to
City Commission action of October 27, 2026

Date: _____, 20___

ATTEST:

_____
City Clerk
Printed Name: _____

(CITY SEAL)

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
FOR THE USE AND RELIANCE OF THE CITY ONLY:

_____
City Attorney
Printed Name: _____

GADSDEN COUNTY, FLORIDA,
a political subdivision of the State of Florida,
by and through its
BOARD OF COUNTY COMMISSIONERS

By: _____
Chair
Printed Name: _____

Date: _____, 20___

Approved by the Board of County Commissioners
on _____, 20___, Agenda Item ____

ATTEST:
NICHOLAS THOMAS, CLERK OF THE CIRCUIT COURT AND COMPTROLLER

By: _____
Deputy Clerk

(SEAL)

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
FOR THE USE AND RELIANCE OF THE COUNTY ONLY:

_____
Louis J. Baptiste, County Attorney
Florida Bar No. 126082

EXHIBIT A
LEGAL DESCRIPTION OF THE PROPERTY
(Parcel 1 — EMS Site, Boundary Survey by Douglas W. Nunnamaker, PSM No. 6297, Job No. 22-194, dated November 17, 2022)

A parcel of land lying in Section 24, Township 2 North, Range 4 West, Gadsden County, Florida, being a portion of lands recorded in Official Records Book 426, Page 1182 of the Public Records of Gadsden County, Florida, being more particularly described as follows:

Commence at the Southwest Corner of the Northwest Quarter of Section 24, Township 2 North, Range 4 West, Gadsden County, Florida, and run thence North 00 degrees 47 minutes 01 seconds West 5.08 feet; thence North 89 degrees 12 minutes 59 seconds East 1462.22 feet to the intersection of State Road 267 and the State Road known as Joe Adams Road; thence continue North 89 degrees 12 minutes 59 seconds East along the centerline of said Joe Adams Road 1700.27 feet; thence South 00 degrees 47 minutes 01 seconds East 40.00 feet to a concrete monument on the Southerly right of way boundary of said Joe Adams Road for the Point of Beginning.

From said Point of Beginning run along the Southerly right of way boundary of said Joe Adams Road North 89 degrees 08 minutes 15 seconds East 435.84 feet to a 5/8 inch iron bar and cap #6297, set; thence leaving the Southerly right of way boundary of said Joe Adams Road run South 00 degrees 01 minutes 01 seconds West 424.63 feet to a 5/8 inch iron bar and cap #6297, set; thence run South 89 degrees 59 minutes 39 seconds West 430.77 feet to a 5/8 inch iron bar and cap #6297, set; thence run North 00 degrees 40 minutes 15 seconds West 418.14 feet to said Point of Beginning.

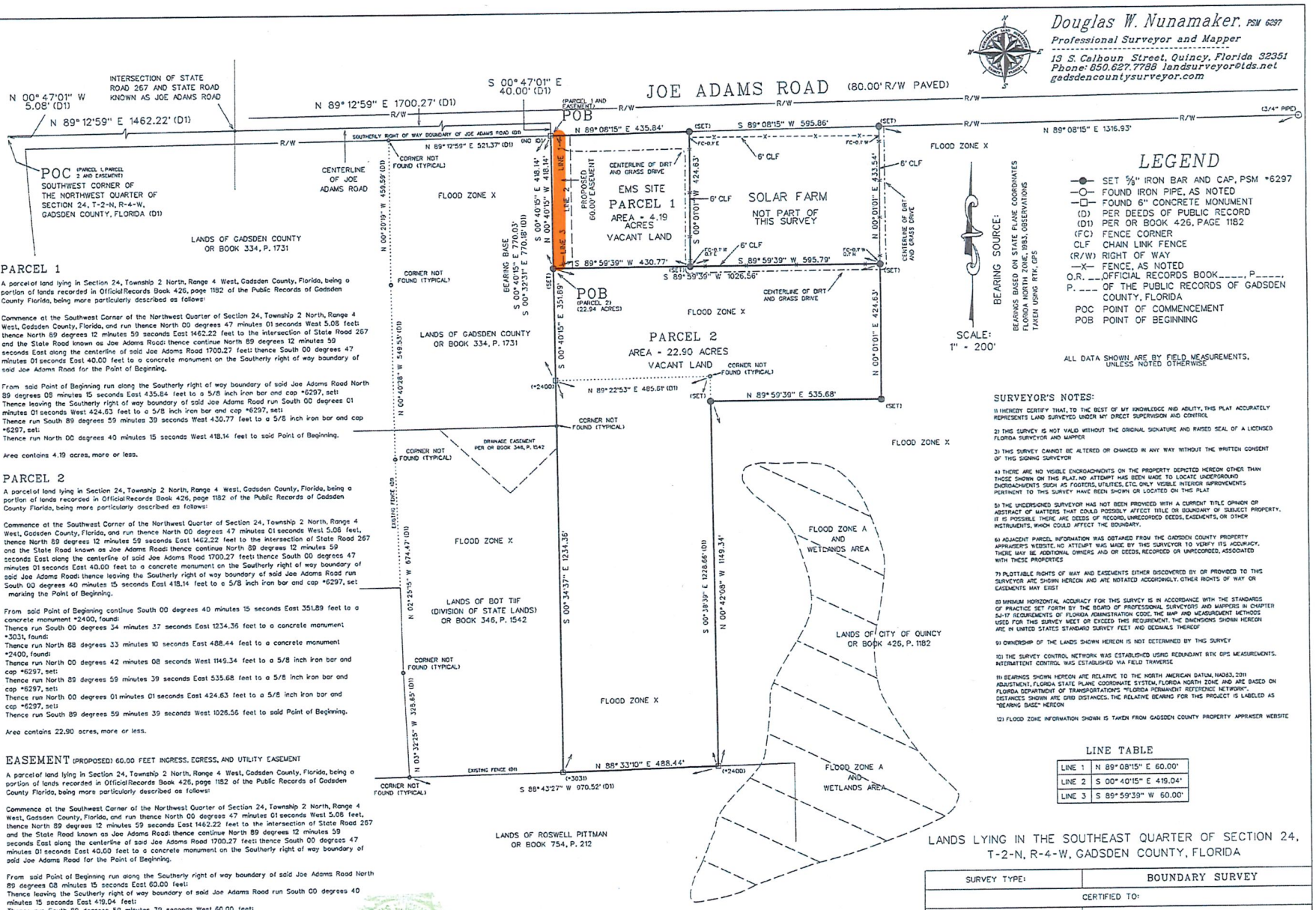
Containing 4.19 acres, more or less.

EXHIBIT B
FORM OF SPECIAL WARRANTY DEED

The form of Special Warranty Deed approved as part of this Agreement is attached. Exhibit A to the Deed shall conform to Section 3.6 before the Deed is executed.

EXHIBIT C
EXISTING SURVEY

Boundary Survey prepared by Douglas W. Nunnamaker, PSM No. 6297, Job No. 22-194, field and plat dates November 17, 2022, certified to the City of Quincy, one sheet. A copy of the signed and sealed original is attached. The Existing Survey is attached to depict the Property in relation to the Parent Parcel. The legal description of the Property is set out in Exhibit A.



Douglas W. Nunamaker, PSM 6297
Professional Surveyor and Mapper
13 S. Calhoun Street, Quincy, Florida 32351
Phone: 850.627.7788 landsurveyor@tds.net
gadsdencountysurveyor.com

LEGEND

- SET 5/8" IRON BAR AND CAP, PSM #6297
- FOUND IRON PIPE, AS NOTED
- FOUND 6" CONCRETE MONUMENT
- (D) PER DEEDS OF PUBLIC RECORD
- (D1) PER OR BOOK 426, PAGE 1182
- (FC) FENCE CORNER
- CLF CHAIN LINK FENCE
- (R/W) RIGHT OF WAY
- —X— FENCE, AS NOTED
- O.R. ___ OFFICIAL RECORDS BOOK____, P____,
- P. ___ OF THE PUBLIC RECORDS OF GADSDEN COUNTY, FLORIDA
- POC POINT OF COMMENCEMENT
- POB POINT OF BEGINNING

ALL DATA SHOWN ARE BY FIELD MEASUREMENTS, UNLESS NOTED OTHERWISE

PARCEL 1

A parcel of land lying in Section 24, Township 2 North, Range 4 West, Gadsden County, Florida, being a portion of lands recorded in Official Records Book 426, page 1182 of the Public Records of Gadsden County Florida, being more particularly described as follows:

Commence at the Southwest Corner of the Northwest Quarter of Section 24, Township 2 North, Range 4 West, Gadsden County, Florida, and run thence North 00 degrees 47 minutes 01 seconds West 5.08 feet; thence North 89 degrees 12 minutes 59 seconds East 1462.22 feet to the intersection of State Road 267 and the State Road known as Joe Adams Road; thence continue North 89 degrees 12 minutes 59 seconds East along the centerline of said Joe Adams Road 1700.27 feet; thence South 00 degrees 47 minutes 01 seconds East 40.00 feet to a concrete monument on the Southerly right of way boundary of said Joe Adams Road for the Point of Beginning.

From said Point of Beginning run along the Southerly right of way boundary of said Joe Adams Road North 89 degrees 08 minutes 15 seconds East 435.84 feet to a 5/8 inch iron bar and cap #6297, set; Thence leaving the Southerly right of way boundary of said Joe Adams Road run South 00 degrees 01 minutes 01 seconds West 424.63 feet to a 5/8 inch iron bar and cap #6297, set; Thence run South 89 degrees 59 minutes 39 seconds West 430.77 feet to a 5/8 inch iron bar and cap #6297, set; Thence run North 00 degrees 40 minutes 15 seconds West 418.14 feet to said Point of Beginning.

Area contains 4.19 acres, more or less.

PARCEL 2

A parcel of land lying in Section 24, Township 2 North, Range 4 West, Gadsden County, Florida, being a portion of lands recorded in Official Records Book 426, page 1182 of the Public Records of Gadsden County Florida, being more particularly described as follows:

Commence at the Southwest Corner of the Northwest Quarter of Section 24, Township 2 North, Range 4 West, Gadsden County, Florida, and run thence North 00 degrees 47 minutes 01 seconds West 5.08 feet, thence North 89 degrees 12 minutes 59 seconds East 1462.22 feet to the intersection of State Road 267 and the State Road known as Joe Adams Road; thence continue North 89 degrees 12 minutes 59 seconds East along the centerline of said Joe Adams Road 1700.27 feet; thence South 00 degrees 47 minutes 01 seconds East 40.00 feet to a concrete monument on the Southerly right of way boundary of said Joe Adams Road; thence leaving the Southerly right of way boundary of said Joe Adams Road run South 00 degrees 40 minutes 15 seconds East 418.14 feet to a 5/8 inch iron bar and cap #6297, set marking the Point of Beginning.

From said Point of Beginning continue South 00 degrees 40 minutes 15 seconds East 351.89 feet to a concrete monument #2400, found; Thence run South 00 degrees 34 minutes 37 seconds East 1234.36 feet to a concrete monument #3031, found; Thence run North 88 degrees 33 minutes 10 seconds East 488.44 feet to a concrete monument #2400, found; Thence run North 00 degrees 42 minutes 08 seconds West 1149.34 feet to a 5/8 inch iron bar and cap #6297, set; Thence run North 89 degrees 59 minutes 39 seconds East 535.68 feet to a 5/8 inch iron bar and cap #6297, set; Thence run North 00 degrees 01 minutes 01 seconds East 424.63 feet to a 5/8 inch iron bar and cap #6297, set; Thence run South 89 degrees 59 minutes 39 seconds West 1026.56 feet to said Point of Beginning.

Area contains 22.90 acres, more or less.

EASEMENT (PROPOSED) 60.00 FEET INGRESS, EGRESS, AND UTILITY EASEMENT

A parcel of land lying in Section 24, Township 2 North, Range 4 West, Gadsden County, Florida, being a portion of lands recorded in Official Records Book 426, page 1182 of the Public Records of Gadsden County Florida, being more particularly described as follows:

Commence at the Southwest Corner of the Northwest Quarter of Section 24, Township 2 North, Range 4 West, Gadsden County, Florida, and run thence North 00 degrees 47 minutes 01 seconds West 5.08 feet, thence North 89 degrees 12 minutes 59 seconds East 1462.22 feet to the intersection of State Road 267 and the State Road known as Joe Adams Road; thence continue North 89 degrees 12 minutes 59 seconds East along the centerline of said Joe Adams Road 1700.27 feet; thence South 00 degrees 47 minutes 01 seconds East 40.00 feet to a concrete monument on the Southerly right of way boundary of said Joe Adams Road for the Point of Beginning.

From said Point of Beginning run along the Southerly right of way boundary of said Joe Adams Road North 89 degrees 08 minutes 15 seconds East 60.00 feet; Thence leaving the Southerly right of way boundary of said Joe Adams Road run South 00 degrees 40 minutes 15 seconds East 419.04 feet; Thence run South 89 degrees 59 minutes 39 seconds West 60.00 feet; Thence run North 00 degrees 40 minutes 15 seconds West 418.14 feet to said Point of Beginning.

Area containing 0.58 acre, more or less.

SIGNATURE _____ DOUGLAS W. NUNAMAKER, PSM

NOT VALID WITHOUT SIGNATURE AND RAISED SEAL

STATE OF FLORIDA — NO. 6297

SURVEYOR'S NOTES:

1) I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND ABILITY, THIS PLAT ACCURATELY REPRESENTS LAND SURVEYED UNDER MY DIRECT SUPERVISION AND CONTROL.

2) THIS SURVEY IS NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND RAISED SEAL OF A LICENSED FLORIDA SURVEYOR AND MAPPER.

3) THIS SURVEY CANNOT BE ALTERED OR CHANGED IN ANY WAY WITHOUT THE WRITTEN CONSENT OF THE SIGNING SURVEYOR.

4) THERE ARE NO VISIBLE ENCROACHMENTS ON THE PROPERTY DEPICTED HEREON OTHER THAN THOSE SHOWN ON THIS PLAT. NO ATTEMPT HAS BEEN MADE TO LOCATE UNDERGROUND ENCROACHMENTS SUCH AS FOOTERS, UTILITIES, ETC. ONLY VISIBLE INTERIOR IMPROVEMENTS PERTINENT TO THIS SURVEY HAVE BEEN SHOWN OR LOCATED ON THIS PLAT.

5) THE UNDERSIGNED SURVEYOR HAS NOT BEEN PROVIDED WITH A CURRENT TITLE OPINION OR ABSTRACT OF MATTERS THAT COULD POSSIBLY AFFECT TITLE OR BOUNDARY OF SUBJECT PROPERTY. IT IS POSSIBLE THERE ARE DEEDS OF RECORD, UNRECORDED DEEDS, EASEMENTS, OR OTHER INSTRUMENTS, WHICH COULD AFFECT THE BOUNDARY.

6) ADJACENT PARCEL INFORMATION WAS OBTAINED FROM THE GADSDEN COUNTY PROPERTY APPRAISER'S WEBSITE. NO ATTEMPT WAS MADE BY THIS SURVEYOR TO VERIFY ITS ACCURACY. THERE MAY BE ADDITIONAL OWNERS AND OR DEEDS, RECORDED OR UNRECORDED, ASSOCIATED WITH THESE PROPERTIES.

7) PLOTTABLE RIGHTS OF WAY AND EASEMENTS EITHER DISCOVERED BY OR PROVIDED TO THIS SURVEYOR ARE SHOWN HEREON AND ARE NOTATED ACCORDINGLY. OTHER RIGHTS OF WAY OR EASEMENTS MAY EXIST.

8) MINIMUM HORIZONTAL ACCURACY FOR THIS SURVEY IS IN ACCORDANCE WITH THE STANDARDS OF PRACTICE SET FORTH BY THE BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17 REQUIREMENTS OF FLORIDA ADMINISTRATION CODE. THE MAP AND MEASUREMENT METHODS USED FOR THIS SURVEY MEET OR EXCEED THIS REQUIREMENT. THE DIMENSIONS SHOWN HEREON ARE IN UNITED STATES STANDARD SURVEY FEET AND DECIMALS THEREOF.

9) OWNERSHIP OF THE LANDS SHOWN HEREON IS NOT DETERMINED BY THIS SURVEY.

10) THE SURVEY CONTROL NETWORK WAS ESTABLISHED USING REDUNDANT RTK GPS MEASUREMENTS. INTERMITTENT CONTROL WAS ESTABLISHED VIA FIELD TRAVERSE.

11) BEARINGS SHOWN HEREON ARE RELATIVE TO THE NORTH AMERICAN DATUM, NAD83, 2011 ADJUSTMENT, FLORIDA STATE PLANE COORDINATE SYSTEM, FLORIDA NORTH ZONE AND ARE BASED ON FLORIDA DEPARTMENT OF TRANSPORTATIONS "FLORIDA PERMANENT REFERENCE NETWORK". DISTANCES SHOWN ARE GRID DISTANCES. THE RELATIVE BEARING FOR THIS PROJECT IS LABELED AS "BEARING BASE" HEREON.

12) FLOOD ZONE INFORMATION SHOWN IS TAKEN FROM GADSDEN COUNTY PROPERTY APPRAISER WEBSITE.

LINE TABLE

LINE 1	N 89° 08'15" E 60.00'
LINE 2	S 00° 40'15" E 419.04'
LINE 3	S 89° 59'39" W 60.00'

SEE THIS SHEET FOR LEGAL DESCRIPTIONS

LANDS LYING IN THE SOUTHEAST QUARTER OF SECTION 24, T-2-N, R-4-W, GADSDEN COUNTY, FLORIDA

SURVEY TYPE:	BOUNDARY SURVEY		
CERTIFIED TO:			
CITY OF QUINCY			
SHEET 1 OF 1	FB FLFLDR	DATE FIELD: NOV 17, 2022 PLAT: NOV 17, 2022	JOB NO. 22-194

Board of County Commissioners
Agenda Request

DATE of Meeting: November 17, 2025

DATE submitted: November 4, 2025

TO: Honorable Chairman and Members of the Board

FROM: Reginald James, Interim County Administrator
Chris Uzell, Interim Chief of Emergency Medical Services

RE: Approval of Revised PEMT Letter of Agreement with Gadsden County Emergency Medical Services and Agency for Healthcare Administration for FY26-27.

Statement of Issue:
This item seeks Board approval of the agreement between Gadsden County Emergency Medical Services and the Agency for Healthcare Administration (AHCA) for reimbursement of Public Emergency Medical Transport (PEMT) for FY26-27.

Background:
The federal government provides states with flexibility in financing and reimbursement for Medicaid programs. Medicaid reimbursement rates, as established through the states fee schedule, typically cover less than 50% of the actual costs of providing transport to Medicaid patients. Due to this, we have found alternative funding sources to supplement the costs incurred for the transportation services EMS provides. ACHA supports this effort by providing PEMT reimbursement with the additional support of federal dollars. Digitech is AHCA's current billing provider for the PEMT reimbursement program and will assist the agency and County with reimbursement completion.

The Board has already approved this at the October 6, 2026 Board Meeting for the value of $1, due to a sensitive state-wide participation deadline. Now the full amount has been identified as $713,019.21.00. This will be funding paid in advance in order to realize more once the Medicaid reimbursements come back to the Board.

Analysis:
Digitech will collect all data required for billing, financial, and utilization data. Once this is completed Digitech will prepare all files and submit a cost report to AHCA. Digitech will ensure that the County is meeting all federal and state guidelines while ensuring that the county receives optimal revenue. Digitech will also be responsible for all audits required by AHCA and the program guidelines.

The County agreed to participate in this program the last two years. For FY 2026-2027,

AHCA is estimating the County will receive up to $1,406,317.78 in additional revenue if the County chooses to participate.

The Letter of Agreement (LOA) currently lists $1 as a placeholder because AHCA has not finalized its funding model. This preliminary model estimated an intergovernmental transfer of $626,795.83 in order to generate a total of $1,406,317.78, leaving a net return of $779,521.95. Current Payment with full cost will be $713,019.21 potentially realizing a net return of $693,298.57.

Fiscal Impact:
AHCA will reimburse the County up to $1,406,317.78 if we participate. This will include $713,019.21 that will need to be pre-paid by the County from the Special Revenue Account for EMS. This amount will not be exceeded. The investment is estimated to return up to $693,298.57 in net new Federal funding to the County after repayment of the $713,019.21 to the Special Revenue Account for EMS.

Digitech will receive up to 6% of the total new revenue.

Options:
1. Approve the PEMT LOA with Gadsden County Emergency Medical Services and AHCA.
2. Do not approve.
3. Board direction.

Interim County Administrator's Recommendation:

Option 1

Attachments:

A. Revised PEMT Agreement
B. Prior Preliminary PEMT Agreement signed
C. Prior Agenda Item with attachments

Public Emergency Medical Transportation Letter of Agreement

THIS LETTER OF AGREEMENT ("LOA") is made and entered into in duplicate on the 1st day of October 2026, by and between **Gadsden County BOCC** (the "IGT Provider") on behalf of **County of Gadsden Board County Commissioners**, and the State of Florida, **Agency for Health Care Administration** (the "Agency"), for good and valuable consideration, the receipt and sufficiency of which is acknowledged.

DEFINITIONS

"Public Emergency Medical Transportation (PEMT)," pursuant to the General Appropriation Act, Laws of Florida 2025-231 is the program that provides supplemental payments for eligible Public Emergency Medical Transportation (PEMT) entities that meet specified requirements and provide emergency medical transportation services to Medicaid beneficiaries.

"Intergovernmental Transfers (IGTs)" means transfers of funds from a non-Medicaid governmental entity (e.g., counties, hospital taxing districts, providers operated by state or local government) to the Medicaid agency. IGTs must be compliant with 42 CFR Part 433 Subpart B.

"Medicaid" means the medical assistance program authorized by Title XIX of the Social Security Act, 42 US.C. §§ 1396 et seq., and regulations thereunder, as administered in Florida by the Agency.

A. GENERAL PROVISIONS

1. 1. Per House Bill 5001, the General Appropriations Act of State Fiscal Year 2026-2027, passed by the 2026 Florida Legislature, the IGT Provider and the Agency agree that the IGT Provider will remit IGT funds to the Agency in an amount not to exceed the total of **$1.00.**

2. The IGT Provider must return the signed LOA to the Agency no later than October 1, 2026.

3. The IGT Provider will pay IGT funds to the Agency in an amount not to exceed the total of **$1.00.** The IGT Provider will transfer payments to the Agency in the following manner:

    a. Per Florida Statute 409.908, annual payments for the months of July 2026 through June 2027 are due to the Agency no later than October 31, 2026, unless an alternative plan is specifically approved by the agency.

    b. The Agency will bill the IGT Provider when payment is due.

4. The IGT Provider and the Agency agree that the Agency will maintain necessary records and supporting documentation applicable to health services covered by this LOA in accordance with public records laws and established retention schedules.

a. AUDITS AND RECORDS

i. The IGT Provider agrees to maintain books, records, and documents (including electronic storage media) pertinent to performance under this LOA in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided.

ii. The IGT Provider agrees to assure that these records shall be subject at all reasonable times to inspection, review, or audit by state personnel and other personnel duly authorized by the Agency, as well as by federal personnel.

iii. The IGT Provider agrees to comply with public record laws as outlined in section 119.0701, Florida Statutes.

b. RETENTION OF RECORDS

i. The IGT Provider agrees to retain all financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to performance under this LOA for a period of six (6) years after termination of this LOA, or if an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings.

ii. Persons duly authorized by the Agency and federal auditors shall have full access to and the right to examine any of said records and documents.

iii. The rights of access in this section must not be limited to the required retention period but shall last as long as the records are retained.

c. MONITORING

i. The IGT Provider agrees to permit persons duly authorized by the Agency to inspect any records, papers, and documents of the IGT Provider which are relevant to this LOA.

d. ASSIGNMENT AND SUBCONTRACTS

i. The IGT Provider agrees to neither assign the responsibility of this LOA to another party nor subcontract for any of the work contemplated under this LOA without prior written approval of the Agency. No such approval by the Agency of any assignment or subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation of the Agency in addition to the total dollar amount agreed upon in this LOA. All such assignments or subcontracts shall be subject to the conditions of this LOA and to any conditions of approval that the Agency shall deem necessary.

5. This LOA may only be amended upon written agreement signed by both parties.
   a. The IGT Provider and the Agency agree that any modifications to this LOA shall be in the same form, namely the exchange of signed copies of a revised LOA.

6. The IGT Provider confirms that there are no pre-arranged agreements (contractual or otherwise) between the respective counties, taxing districts, and/or the providers to re-direct any portion of these aforementioned supplemental payments in order to satisfy non-Medicaid, non-uninsured, and non-underinsured activities.

7. The IGT Provider agrees the following provision shall be included in any agreements between Gadsden County BOCC IGT Provider and local providers where IGT funding is provided pursuant to this LOA. Funding provided in this agreement shall be prioritized so that designated IGT funding shall first be used to fund the Medicaid program and used secondarily for other purposes.

8. This LOA covers the period of July 1, 2026, through June 30, 2027, and shall be terminated September 30, 2027, which includes the states certified forward period.

9. This LOA may be executed in multiple counterparts, each of which shall constitute an original, and each of which shall be fully binding on any party signing at least one counterpart.

PEMT Local Intergovernmental Transfers	
Program / Amount	**State Fiscal Year 2026-2027**
Estimated IGTs	**$1.00**
Total Funding Not to Exceed	**$1.00**

WITNESSETH:

IN WITNESS WHEREOF, the parties have caused this 3-page Letter of Agreement to be executed by their undersigned officials as duly authorized.

GADSDEN COUNTY BOCC

SIGNED BY: [signature]

NAME: Reginald James

TITLE: County Administrator

DATE: 10/1/26

STATE OF FLORIDA, AGENCY FOR HEALTH CARE ADMINISTRATION

SIGNED BY: Stephanie Scanlon

NAME: Stephanie Scanlon

TITLE: ADS for Medicaid Finance and Analytics

DATE: 10/19/2026

Letter of Agreement Amendment

This Amendment is made to the 2026-2027 Public Emergency Medical Transportation Letter of Agreement previously executed by and between **Gadsden County BOCC** (the "IGT Provider") on behalf of County of Gadsden Board County Commissioners and the State of Florida, Agency for Health Care Administration, with an effective date of **10/1/2026.**

It is mutually understood and agreed upon by and between the undersigned contracting parties to amend the previously executed Agreement dated **10/19/2026**, as follows:

General Provisions

Deleted: 1. Per House Bill 5001, the General Appropriations Act of State Fiscal Year 2026-2027, passed by the 2026 Florida Legislature. The IGT Provider and the Agency agree that the IGT Provider will remit IGT funds to the Agency in an amount not to exceed the total of **$1.00**.

Inserted: 1. Per House Bill 5001, the General Appropriations Act of State Fiscal Year 2026-2027, passed by the 2026 Florida Legislature, the IGT Provider and the Agency agree that the IGT Provider will remit IGT funds to the Agency in an amount not to exceed the total of **$713,019.21**.

Deleted: 3. The IGT Provider will pay IGT funds to the Agency in an amount not to exceed the total of **$1.00**. The IGT Provider will transfer payments to the Agency in the following manner:

Inserted: 3. The IGT Provider will pay IGT funds to the Agency in an amount not to exceed the total of **$713,019.21.** The IGT Provider will transfer payments to the Agency in the following manner:

Deleted: 4.
The IGT Provider agrees to indemnify and hold harmless the Agency against any and all liability related to a finding by CMS or the federal government that the IGT transfer, or source of funds transferred, did not comply with the Medicaid state plan, Title XIX of the Social Security Act, or any state or federal regulations or policies implementing Title XIX of the Social Security Act, including but not limited to Section 1903(w) of the Social Security Act; 42 C.F.R. Part 433, subpart B; and Centers for Medicare & Medicaid Services' ("CMS") State Medicaid Director Letter #14-004 (May 9, 2014). This indemnification would extend to any completed, actual, pending, or threatened action, suit, claim, or proceeding brought by CMS or the federal government based upon a demand or disallowance of any amount, including amounts relating to supplemental payments. The IGT Provider shall timely reimburse the Agency's reasonable legal fees and costs with respect to any proceeding related to whether the IGT transfer, or source of funds transferred, violated the Medicaid state plan, Title XIX of the Social Security Act, or any state or federal regulations or policies implementing Title XIX of the Social Security Act. The IGT Provider will also be liable and financially responsible in the event that a demand or disallowance of any amount is found to be due and owing on this basis.

Deleted:

PEMT Local Intergovernmental Transfers	
Program / Amount	**State Fiscal Year 2026-2027**
Estimated IGTs	**$1.00**
Total Funding Not to Exceed	**$1.00**

Inserted:

PEMT Local Intergovernmental Transfers	
Program / Amount	**State Fiscal Year 2026-2027**
Estimated IGTs	**$713,019.21**
Total Funding Not to Exceed	**$713,019.21**

All provisions not in conflict with this amendment remain in effect. This amendment is hereby made a part of the Letter of Agreement.

GADSDEN COUNTY BOCC

SIGNED BY: _____

NAME: _____

TITLE: _____

DATE: _____

STATE OF FLORIDA, AGENCY FOR HEALTH CARE ADMINISTRATION

SIGNED BY: _____

NAME: Stephanie Scanlon

TITLE: Assistant Deputy Secretary for Health Care Finance and Data

DATE: _____

Board of County Commissioners
Agenda Request

DATE of Meeting:	October 6, 2026
DATE submitted:	September 30, 2026
TO:	Honorable Chairman and Members of the Board
FROM:	Reginald James, Interim County Administrator Dewayne Ford, Chief of Emergency Medical Services
RE:	Approval of PEMT Letter of Agreement with Gadsden County Emergency Medical Services and Agency for Healthcare Administration for FY26-27.

Statement of Issue:
This item seeks Board approval of the agreement between Gadsden County Emergency Medical Services and the Agency for Healthcare Administration (AHCA) for reimbursement of Public Emergency Medical Transport (PEMT) for FY26-27

Background:
The federal government provides states with flexibility in financing and reimbursement for Medicaid programs. Medicaid reimbursement rates, as established through the states fee schedule, typically cover less than 50% of the actual costs of providing transport to Medicaid patients. Due to this, we have found alternative funding sources to supplement the costs incurred for the transportation services EMS provides. ACHA supports this effort by providing PEMT reimbursement with the additional support of federal dollars. Digitech is AHCA's current billing provider for the PEMT reimbursement program and will assist the agency and County with reimbursement completion.

Analysis:
Digitech will collect all data required for billing, financial, and utilization data. Once this is completed Digitech will prepare all files and submit a cost report to AHCA. Digitech will ensure that the County is meeting all federal and state guidelines while ensuring that the county receives optimal revenue. Digitech will also be responsible for all audits required by AHCA and the program guidelines.

The County agreed to participate in this program the last two years. For FY 2026-2027, AHCA is estimating the County will receive up to $1,406,317.78 in additional revenue if the County chooses to participate.

The Letter of Agreement (LOA) currently lists $1 as a placeholder because AHCA has not finalized its funding model. This preliminary model estimates an intergovernmental transfer of $626,795.83 in order to generate a total of $1,406,317.78, leaving a net return

of $779,521.95. Current Payment says it will not exceed $1.00 but it will go to the $626,795.83 payment once ACHA finalizes it model and reissues a revised agreement.

Fiscal Impact:
AHCA will reimburse the County up to $1,406,317.78 if we participate. This will include an estimated $626,795.83 that will need to be pre-paid by the County from Fund Balance, this amount will not be exceeded. The investment is estimated to return up to $779,521.95 in net New Federal Funding to the County after repaying $626,795.83 to the Fund Balance.

Digitech will receive up to 6% of the total new revenue.

Options:

1. Approve the PEMT LOA with Gadsden County Emergency Medical Services and AHCA.
2. Do not approve.
3. Board direction.

Interim County Administrator's Recommendation:

Option 1

Attachments:

A. PEMT Agreement
B. PEMT Allotment Projections

Public Emergency Medical Transportation Letter of Agreement

THIS LETTER OF AGREEMENT ("LOA") is made and entered into in duplicate on the _____ day of _____ 2026, by and between **Gadsden County BOCC** (the "IGT Provider") on behalf of **County of Gadsden Board County Commissioners**, and the State of Florida, **Agency for Health Care Administration** (the "Agency"), for good and valuable consideration, the receipt and sufficiency of which is acknowledged.

DEFINITIONS

"Public Emergency Medical Transportation (PEMT)," pursuant to the General Appropriation Act, Laws of Florida 2025-231 is the program that provides supplemental payments for eligible Public Emergency Medical Transportation (PEMT) entities that meet specified requirements and provide emergency medical transportation services to Medicaid beneficiaries.

"Intergovernmental Transfers (IGTs)" means transfers of funds from a non-Medicaid governmental entity (e.g., counties, hospital taxing districts, providers operated by state or local government) to the Medicaid agency. IGTs must be compliant with 42 CFR Part 433 Subpart B.

"Medicaid" means the medical assistance program authorized by Title XIX of the Social Security Act, 42 US.C. §§ 1396 et seq., and regulations thereunder, as administered in Florida by the Agency.

A. GENERAL PROVISIONS

1. 1. Per House Bill 5001, the General Appropriations Act of State Fiscal Year 2026-2027, passed by the 2026 Florida Legislature, the IGT Provider and the Agency agree that the IGT Provider will remit IGT funds to the Agency in an amount not to exceed the total of **$1.00**.

2. The IGT Provider must return the signed LOA to the Agency no later than October 1, 2026.

3. The IGT Provider will pay IGT funds to the Agency in an amount not to exceed the total of **$1.00.** The IGT Provider will transfer payments to the Agency in the following manner:

    a. Per Florida Statute 409.908, annual payments for the months of July 2026 through June 2027 are due to the Agency no later than October 31, 2026, unless an alternative plan is specifically approved by the agency.

    b. The Agency will bill the IGT Provider when payment is due.

4. The IGT Provider and the Agency agree that the Agency will maintain necessary records and supporting documentation applicable to health services covered by this LOA in accordance with public records laws and established retention schedules.

a. AUDITS AND RECORDS

i. The IGT Provider agrees to maintain books, records, and documents (including electronic storage media) pertinent to performance under this LOA in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided.

ii. The IGT Provider agrees to assure that these records shall be subject at all reasonable times to inspection, review, or audit by state personnel and other personnel duly authorized by the Agency, as well as by federal personnel.

iii. The IGT Provider agrees to comply with public record laws as outlined in section 119.0701, Florida Statutes.

b. RETENTION OF RECORDS

i. The IGT Provider agrees to retain all financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to performance under this LOA for a period of six (6) years after termination of this LOA, or if an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings.

ii. Persons duly authorized by the Agency and federal auditors shall have full access to and the right to examine any of said records and documents.

iii. The rights of access in this section must not be limited to the required retention period but shall last as long as the records are retained.

c. MONITORING

i. The IGT Provider agrees to permit persons duly authorized by the Agency to inspect any records, papers, and documents of the IGT Provider which are relevant to this LOA.

d. ASSIGNMENT AND SUBCONTRACTS

i. The IGT Provider agrees to neither assign the responsibility of this LOA to another party nor subcontract for any of the work contemplated under this LOA without prior written approval of the Agency. No such approval by the Agency of any assignment or subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation of the Agency in addition to the total dollar amount agreed upon in this LOA. All such assignments or subcontracts shall be subject to the conditions of this LOA and to any conditions of approval that the Agency shall deem necessary.

5. This LOA may only be amended upon written agreement signed by both parties.
   a. The IGT Provider and the Agency agree that any modifications to this LOA shall be in the same form, namely the exchange of signed copies of a revised LOA.

6. The IGT Provider confirms that there are no pre-arranged agreements (contractual or otherwise) between the respective counties, taxing districts, and/or the providers to re-direct any portion of these aforementioned supplemental payments in order to satisfy non-Medicaid, non-uninsured, and non-underinsured activities.

7. The IGT Provider agrees the following provision shall be included in any agreements between Gadsden County BOCC IGT Provider and local providers where IGT funding is provided pursuant to this LOA. Funding provided in this agreement shall be prioritized so that designated IGT funding shall first be used to fund the Medicaid program and used secondarily for other purposes.

8. This LOA covers the period of July 1, 2026, through June 30, 2027, and shall be terminated September 30, 2027, which includes the states certified forward period.

9. This LOA may be executed in multiple counterparts, each of which shall constitute an original, and each of which shall be fully binding on any party signing at least one counterpart.

PEMT Local Intergovernmental Transfers	
Program / Amount	**State Fiscal Year 2026-2027**
Estimated IGTs	**$1.00**
Total Funding Not to Exceed	**$1.00**

WITNESSETH:

IN WITNESS WHEREOF, the parties have caused this 3-page Letter of Agreement to be executed by their undersigned officials as duly authorized.

GADSDEN COUNTY BOCC

SIGNED BY: _____

NAME: _____

TITLE: _____

DATE: _____

STATE OF FLORIDA, AGENCY FOR HEALTH CARE ADMINISTRATION

SIGNED BY: _____

NAME: Stephanie Scanlon

TITLE: ADS for Medicaid Finance and Analytics

DATE: _____

SFY 2026-27 PEMT MCO Allotments (Year 8)

	Medicaid Number	Provider	Total Allotment	IGT Needed	Net New Federal Funding
1	88173200	Alachua County Fire Rescue	$ 5,892,067.03	$ 2,626,094.27	$ 3,265,972.76
2	124356900	Bay County EMS	$ 2,512,392.94	$ 1,119,773.53	$ 1,392,619.41
3	400001300	Boynton Beach Fire Rescue	$ 1,016,624.63	$ 453,109.60	$ 563,515.03
4	99404900	Bradford County Fire Rescue	$ 969,954.80	$ 432,308.85	$ 537,645.95
5	88137600	Brevard County Board of County Commissioners	$ 5,028,675.03	$ 2,241,280.46	$ 2,787,394.57
6	400042100	Broward Sheriffs Fire Rescue	$ 3,316,669.81	$ 1,478,239.73	$ 1,838,430.08
7	89925900	Charlotte County Fire/EMS	$ 2,558,284.94	$ 1,140,227.60	$ 1,418,057.34
8	112679700	City of Coconut Creek	$ 293,242.15	$ 130,698.03	$ 162,544.12
9	400039100	Coral Springs Fire Department	$ 889,838.24	$ 396,600.90	$ 493,237.34
10	125443300	The City of Fernandina Beach Fire Department	$ 185,123.69	$ 82,509.63	$ 102,614.06
11	400009900	Greenacres	$ 383,470.50	$ 170,912.80	$ 212,557.70
12	400007200	City of Hialeah Fire Department	$ 1,162,856.79	$ 518,285.27	$ 644,571.52
13	88104000	City of Jacksonville Fire Division Rescue Services	$ 13,529,585.98	$ 6,030,136.47	$ 7,499,449.51
14	14564900	City of Key West Fire Department	$ 256,684.11	$ 114,404.11	$ 142,280.00
15	400037400	City of Lauderhill Fire Rescue Department	$ 1,247,640.33	$ 556,073.30	$ 691,567.03
16	89282300	City of Margate Florida	$ 595,818.26	$ 265,556.20	$ 330,262.06
17	87475200	City of Miami Emergency Services	$ 7,567,514.20	$ 3,372,841.08	$ 4,194,673.12
18	88070100	City of Miramar Fire-Rescue	$ 772,385.82	$ 344,252.36	$ 428,133.46
19	8855600	Ocoee Fire Rescue	$ 514,146.05	$ 229,154.89	$ 284,991.16
20	400040400	City of Plantation	$ 546,037.10	$ 243,368.74	$ 302,668.36
21	400057900	City of Stuart Fire Rescue	$ 478,365.84	$ 213,207.65	$ 265,158.19
22	113723400	City of Sunrise	$ 950,509.03	$ 423,641.87	$ 526,867.16
23	400041200	City of Tamarac	$ 648,710.75	$ 289,130.38	$ 359,580.37
24	22548000	City of Tampa	$ 5,231,688.82	$ 2,331,763.71	$ 2,899,925.11
25	113842700	Citrus County Fire Rescue	$ 2,587,064.68	$ 1,153,054.73	$ 1,434,009.95
26	88103100	Clay County Board of County Commissioners	$ 1,565,773.06	$ 697,865.05	$ 867,908.01
27	89707800	Collier County EMS - BOCC	$ 1,932,909.12	$ 861,497.59	$ 1,071,411.53
28	88100700	DeSoto County	$ 532,813.98	$ 237,475.19	$ 295,338.79
29	3997800	Volusia County	$ 6,907,136.00	$ 3,078,510.51	$ 3,828,625.49
30	20395700	City of Delray Beach Fire Rescue	$ 570,927.68	$ 254,462.47	$ 316,465.21
31	88175900	Dixie County EMS	$ 375,692.19	$ 167,446.01	$ 208,246.18
32	88087600	Flagler County / Flagler County Fire Rescue Department	$ 1,129,410.08	$ 503,378.07	$ 626,032.01
33	400063300	Fort Lauderdale Fire Rescue	$ 2,499,947.65	$ 1,114,226.67	$ 1,385,720.98
34	400045500	Fort Myers	$ 7,778.31	$ 3,466.79	$ 4,311.52
35	109865100	County of Gadsden Board County Commissioners	$ 1,406,317.78	$ 626,795.83	$ 779,521.95
36	89871600	Gilchrist County	$ 426,251.19	$ 189,980.15	$ 236,271.04
37	88053100	Hamilton County Ambulance Service	$ 140,009.51	$ 62,402.24	$ 77,607.27
38	400115000	Hardee County	$ 239,571.83	$ 106,777.17	$ 132,794.66
39	84839500	Hendry County	$ 515,701.71	$ 229,848.25	$ 285,853.46
40	112349200	Hernando County Fire and Emergency Services Department	$ 3,447,345.35	$ 1,536,481.82	$ 1,910,863.53
41	88084100	Hillsborough County Fire Rescue	$ 5,895,956.18	$ 2,627,827.67	$ 3,268,128.51
42	88031100	City of Hollywood Fire Rescue & Beach Safety Department	$ 1,337,868.68	$ 596,288.07	$ 741,580.61
43	114515300	Holmes County	$ 522,702.18	$ 232,968.36	$ 289,733.82
44	88224100	Indian River County Department of Em	$ 2,095,475.72	$ 933,953.53	$ 1,161,522.19
45	88024800	Jackson County Fire Rescue	$ 1,465,432.91	$ 653,143.45	$ 812,289.46
46	88061200	Jefferson County Ambulance Service	$ 353,912.94	$ 157,739.00	$ 196,173.94
47	84438100	Kissimmee Fire Department	$ 1,751,674.58	$ 780,721.36	$ 970,953.22
48	103181100	Lake EMS	$ 4,397,854.38	$ 1,960,123.70	$ 2,437,730.68
49	400105200	City of Lake Mary	$ 180,456.71	$ 80,429.55	$ 100,027.16
50	88022100	Lee County EMS	$ 7,792,307.26	$ 3,473,031.34	$ 4,319,275.92
51	400024200	Lehigh Acres Fire Control and Rescue District	$ 2,108,698.84	$ 939,847.07	$ 1,168,851.77
52	400101000	Leon County EMS Division	$ 6,907,136.00	$ 3,078,510.51	$ 3,828,625.49
53	88051500	Levy County Department of Public Saf	$ 1,214,971.44	$ 541,512.77	$ 673,458.67
54	400035800	Longwood Fire Department	$ 236,460.51	$ 105,390.45	$ 131,070.06
55	88042600	Madison County	$ 252,794.95	$ 112,670.71	$ 140,124.24
56	400064100	Maitland Fire Rescue Department	$ 167,233.59	$ 74,536.01	$ 92,697.58
57	88030200	Manatee County Department of Public	$ 3,952,157.43	$ 1,761,476.57	$ 2,190,680.86
58	683100	Marion County Fire Rescue	$ 7,874,757.30	$ 3,509,779.33	$ 4,364,977.97
59	83903500	Martin County Fire Rescue	$ 1,176,857.74	$ 524,525.50	$ 652,332.24
60	110344600	Miami Beach Fire Rescue Department	$ 498,589.43	$ 222,221.31	$ 276,368.12
61	83899301	Miami-Dade County Fire Rescue Department	$ 13,140,670.67	$ 5,856,796.92	$ 7,283,873.75
62	87736100	Monroe County Fire Rescue	$ 220,903.90	$ 98,456.87	$ 122,447.03
63	88086800	Nassau County Fire Rescue	$ 889,838.24	$ 396,600.90	$ 493,237.34
64	400050100	North Lauderdale Fire Rescue	$ 420,806.37	$ 187,553.40	$ 233,252.97
65	88048500	North Port Fire Rescue EMS	$ 710,937.20	$ 316,864.71	$ 394,072.49
66	400006400	Oakland Park Fire Rescue	$ 422,362.03	$ 188,246.76	$ 234,115.27
67	17422000	Okaloosa County EMS	$ 3,192,216.91	$ 1,422,771.08	$ 1,769,445.83
68	88046900	Okeechobee County Fire Rescue	$ 738,939.10	$ 329,345.16	$ 409,593.94
69	400038200	Orange County Fire Rescue	$ 11,495,558.89	$ 5,123,570.60	$ 6,371,988.29
70	3655700	Orlando Fire Department	$ 4,950,891.96	$ 2,206,612.55	$ 2,744,279.41

	Medicaid Number	Provider	Total Allotment	IGT Needed	Net New Federal Funding
71	89085500	Osceola County Fire Rescue	$ 2,704,517.10	$ 1,205,403.27	$ 1,499,113.83
72	400032300	City of Oviedo	$ 170,344.91	$ 75,922.73	$ 94,422.18
73	400028500	Palm Beach County Fire Rescue	$ 7,330,275.86	$ 3,267,103.95	$ 4,063,171.91
74	18248400	City of Palm Beach Gardens	$ 489,255.47	$ 218,061.16	$ 271,194.31
75	88120100	Pasco County Fire Rescue	$ 8,917,050.35	$ 3,974,329.34	$ 4,942,721.01
76	85063200	City of Pembroke Pines Fire Rescue Department	$ 1,099,852.51	$ 490,204.26	$ 609,648.25
77	87678000	Pinellas County EMS	$ 30,104,378.89	$ 13,417,521.67	$ 16,686,857.22
78	113731200	Plant City Fire Rescue	$ 617,597.52	$ 275,263.21	$ 342,334.31
79	88015900	Polk County BOCC-EMS	$ 13,010,772.95	$ 5,798,901.51	$ 7,211,871.44
80	400002100	City of Pompano Beach EMS	$ 1,736,117.97	$ 773,787.78	$ 962,330.19
81	400021800	Riviera Beach Fire Rescue	$ 742,828.25	$ 331,078.55	$ 411,749.70
82	400047100	City of Sanford	$ 1,119,298.28	$ 498,871.24	$ 620,427.04
83	84662700	Sarasota County Fire Department	$ 3,803,591.78	$ 1,695,260.86	$ 2,108,330.92
84	400046300	Seminole County Fire Rescue	$ 3,024,205.49	$ 1,347,888.39	$ 1,676,317.10
85	111179500	South Walton Fire District	$ 229,460.04	$ 102,270.34	$ 127,189.70
86	88499500	St Cloud Fire Rescue	$ 896,060.89	$ 399,374.34	$ 496,686.55
87	88065500	St. Lucie County Fire District	$ 6,495,663.59	$ 2,895,117.26	$ 3,600,546.33
88	116069400	Sumter County Fire & EMS	$ 1,076,517.59	$ 479,803.89	$ 596,713.70
89	88085000	Suwannee County Fire Rescue	$ 333,689.34	$ 148,725.34	$ 184,964.00
90	89269600	Temple Terrace Fire Department	$ 434,029.49	$ 193,446.94	$ 240,582.55
91	400051000	The Town of Davie Fire Rescue	$ 646,377.25	$ 288,090.34	$ 358,286.91
92	88723400	Union County Fire Rescue	$ 269,907.23	$ 120,297.65	$ 149,609.58
93	88105800	Wakulla County Fire Rescue	$ 402,916.27	$ 179,579.78	$ 223,336.49
94	23813300	Walton County Fire Rescue	$ 913,173.16	$ 407,001.28	$ 506,171.88
95	87867700	City of West Palm Beach	$ 1,175,302.08	$ 523,832.14	$ 651,469.94
96	111779200	City of Winter Garden	$ 563,149.38	$ 250,995.68	$ 312,153.70
97	3458200	City of Winter Park	$ 396,693.62	$ 176,806.35	$ 219,887.27
98	111363700	Highlands County EMS	$ 2,277,488.09	$ 1,015,076.44	$ 1,262,411.65
99	117949700	Lighthouse Point Fire Rescue	$ 35,780.21	$ 15,947.26	$ 19,832.95
100	122572100	Baker County Fire Rescue	$ 184,345.86	$ 82,162.95	$ 102,182.91
101	19659300	Washington County EMS	$ 700,047.57	$ 312,011.20	$ 388,036.37
102	88047700	City of Apopka Fire Department	$ 899,950.04	$ 401,107.73	$ 498,842.31
	Totals		**$ 260,000,000.00**	**$ 115,882,000.01**	**$ 144,117,999.99**

Board of County Commissioners
Agenda Request

Date of Meeting: November 17, 2026

Date Submitted: November 5, 2026

To: Honorable Chairman and Members of the Board

From: Reginald James, Interim County Administrator
Louis Baptiste, Interim County Attorney

Subject: Approval of EPA Brownfields Grant award from the Office of Brownfields and Land Revitalization.

Statement of Issue:

This agenda item seeks Board approval of the actual award for the EPA Brownfields Grant from the Office of Brownfields and Land Revitalization.

Background:

On June 11, 2025, T.J. Lewis, the past Economic Development Director, applied for the planning grant to review all the possible Gadsden County identified Brownfield areas for future economic development. On February 26, 2026, an RFQ was released for the planning grant of all the county's Brownfield areas for the possibility of economic development after Board approval to post it. The contract was awarded to Ayers Associates on April 21, 2026, after Board approval. The Tasks to be implemented include establishing a Community Involvement Plan, developing marketing materials, implementing community outreach, create and manage brownfield site inventories using GIS, preparing project plans and sampling plans, and analyzing cleanup alternatives. The project is currently being monitored by the Grants Administrator.

This is a multi-year project and the project is underway. Ayers has submitted their first invoice and it is pending payment. The Clerk's office will not pay the invoice without the Board first actually approving acceptance of the award. They have requested that this item be brought to the Board for approval.

Analysis:

none

Fiscal Impact:

There is no fiscal impact with this award approval. It is a reimbursement EPA grant from the Office of Brownfields and Land Revitalization, Washington D.C.

Options:

1. Approve award from the Office of Brownfields and Land Revitalization for the EPA Grant that Ayers Associates has been awarded to implement.
2. Do not approve
3. Board direction.

Interim County Administrator's Recommendation:

Option 1.

Attachments:

Contract
Gadsden Award
Agenda Item awarding contract
Letter of Award
Brownfields application
Certificate of Insurance
Signed EPA contract
W-9 for Ayers

AGREEMENT

THIS AGREEMENT, by and between **GADSDEN BOARD OF COUNTY COMMISSIONERS FLORIDA,** a -non-charter county and a political subdivision of the State of Florida, herein ("County"), and **Ayres Associates, located at 214 W. Lincoln Way, Cheyenne, WY 82001, FEID Number** _____, herein ("Contractor"), (each a "Party" or together the "Parties") is entered into as of the date of last signature below ("Effective Date"). For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. SERVICES TO BE PROVIDED
   The Contractor agrees to provide its services to the County to perform Environmental Review services as set forth in: 1) RFQ 26-09 attached hereto and incorporated herein as Exhibit A; and 2) the Contractor's proposal submission, attached hereto and incorporated herein as Exhibit B (collectively "Work"). If any provision contained in this Agreement conflicts with any provision in Exhibit A or Exhibit B, the provision contained in this Agreement shall govern and control.

2. WORK
   Contractor understands that no amount of Work is guaranteed to it nor is the County under any obligation to utilize the services of the Contractor in those instances where the Work to be performed can be done by County personnel or under separate contract. Any Work to be performed shall be upon the direction of the County Administrator or his designee, which request shall set forth the commencement date of such Work and the time within which such Work shall be completed.

   The performance of Gadsden County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

3. TERM
   The Agreement shall be for a period three years, commencing on the date it is fully executed by the Parties ("Effective Date") and terminating on September 20, 2029.

4. TIME OF THE ESSENCE
   Time is of the essence in performing the duties, obligations, and responsibilities required by this Agreement.

   The term "Business Day," means any day occurring Monday through Friday, except when such day is deemed to be a Holiday.

5. CONTRACT SUM
   The Contractor agrees that for the performance of the Work as outlined in Section 1 above, it shall be remunerated by the County for a total sum not to exceed $474,700 in accordance with the Contractor's cost proposal.

6. INVOICING AND PAYMENTS
   Invoices should be submitted no more than monthly by the 30th of each month in accordance with paragraph D and E below. Payments will be made in accordance with Section 218.70, Florida Statutes, et. seq., the "Local Government Prompt Payment Act."

7. PROMPT PAYMENT INFORMATION REQUIREMENTS AND NOTICES
   A. The County Project Manager is:

      Name: TJ Lewis
      Street Address: 11 W. Jefferson Street
      City, State, Zip Code: Quincy, FL 32351
      Telephone: 850-815-0480

E-mail: tjlewis@gadsdencountyfl.gov

B. The Contractor's Project Manager is:
Name: Matthew J. Ashby
Street Address: 214 W. Lincolnway
City, State, Zip Code: Cheyenne, WY 82001
Telephone: 307.286.5825
E-mail: ashbym@ayresassociates.com

C. Notices to the Contractor are to be submitted to:
Name: Matthew J. Ashby
Street Address: 214 W. Lincolnway
City, State, Zip Code: Cheyenne, Wy 82001
Telephone: 307.286.5825
E-mail: Ashbym@ayresassociates.com

D. Invoices are to be submitted to:
Name: TJ Lewis
Street Address: 11 W. Jefferson St.
City, State, Zip Code: Quincy, FL 32351
Telephone: 850-815-0480
E-mail: tlewis@gadsdencountyfl.gov

E. Proper form for an invoice is:
A numbered document with date of invoice; reference to the County purchase order number; itemized listing of all goods and Work being billed with unit prices and extended pricing; vendor's name, address, billing contact person information, and Federal tax identification number. The invoice must be properly addressed to the Division listed on the County purchase order and delivered to that address. Delivery to another County address will void the invoice, and it shall be of no force and effect.

F. Payment Dispute Resolution: To be negotiated with County Administrator and County Attorney.

8. TAXES

The County is tax-exempt and therefore is not obligated to pay sales, use and excise taxes. A copy of the County's Certificate of Exemption is available upon request

9. DISPUTES/REMEDIES

A. All disputes arising under or relating to this Agreement shall be resolved in accordance with this Section, except for disputes related to payments and payment disputes, which shall be addressed and resolved in accordance with .

B. The Parties shall attempt to resolve all disputes that arise under this Agreement in good faith and in accordance with the following procedure:
1) The aggrieved Party shall give written notice to the other Party setting forth the nature of the dispute, date of occurrence (if known), and proposed equitable resolution.
2) Representatives of both Parties shall meet at the earliest opportunity to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of both, they shall report their decision to the Parties in writing.
3) If those representatives are unable to reconcile the dispute, they shall report their impasse to the appropriate County Director and the Contractor's designee, who, at their earliest opportunity, shall meet and attempt to reconcile the dispute.
4) Should the Director and the Contractor's designee fail to resolve the dispute, they shall report their impasse to the County Administrator, or authorized representative, and the Contractor's designee, who, at their earliest opportunity, shall review and attempt to resolve the dispute.
5) If the County Administrator and the Contractor's designee are not able to amicably resolve the dispute within fifteen (15) Business Days after the impasse is reported to them, then either Party can pursue whatever forms

of relief that may be available to it under this Agreement, at law, or in equity.

10. STATUS

The Contractor at all times relevant to this Agreement shall be an independent contractor and in no event shall the Contractor nor any employees or subcontractors under it be considered to be employees of the County.

11. INSURANCE

Contractor shall, at its sole expense, procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1) General Liability: $1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial general liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Project/location or the general aggregate limit shall be twice the required occurrence limit.
2) Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage. (non-owned, hired car).
3) Workers' Compensation and Employers Liability: insurance covering all employees meeting statutory limits in compliance with the applicable state and Federal laws and employer's liability with a limit of $500,000 per accident, $500,000 disease policy limit, $500,000 disease each employee. Waiver of subrogation in lieu of additional insured is required.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

C. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1) General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
   a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.

   b. The Contractor's insurance coverage shall be primary insurance as respects the County, it officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.

   c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees, or volunteers.

   d. The Contractor's insurance shall apply separately to each insured against whom claims are made or suit is brought, except with respect to the limits of the insurer's liability.

2) All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.

12. LICENSES & REGISTRATIONS

The Contractor shall be responsible for obtaining and maintaining any applicable licenses, certifications, and/or registrations required pursuant to the laws of Gadsden County and the State of Florida, or any other applicable state or Federal law. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain its license, certification, and/or registration necessary to operate, the Contractor shall be in default of this Agreement as of the date such license, certification, and/or registration is lost.

The Contractor shall be registered to do business with the Florida Department of State prior to execution of this Agreement unless Contractor provides written verification of its exempt status (See applicable sections of Title XXXVI, Chapters 605 through 623, Florida Statutes).

13. ASSIGNMENTS

This Agreement shall not be assigned or sublet in whole or in part without the written consent of the County nor shall the Contractor assign any monies due or to become due to it hereunder without the previous written consent of the County.

14. INDEMNIFICATION

Contractor shall indemnify, hold harmless, County and all of County's current, past, and future officers, agents, and employees (collectively, "Indemnified Party") from and against any and all causes of action, demands, claims, losses, liabilities, and expenditures of any kind, including attorneys' fees, court costs, and expenses, including through the conclusion of any appellate proceedings, raised or asserted by any person or entity not a party to this Agreement, and caused, in whole or in part, by any breach of this Agreement by Contractor, or any intentional, reckless, or negligent act or omission of Contractor, its officers, employees, or agents, arising from, relating to, or in connection with this Agreement (collectively, a "Claim"). The obligations of this section shall survive the expiration or earlier termination of this Agreement. The Contractor acknowledges that ten dollars ($10.00) of the Contract Sum paid to the Contractor, and the promises and covenants herein, constitute sufficient consideration for the Contractor's indemnification of the County, its officials, officers, and employees. "Contractor's obligation to indemnify Indemnified Party as set forth in this Agreement shall not exceed the value of the contract.

15. AUDITS, RECORDS, AND RECORDS RETENTION

By entering into this Agreement, Contractor acknowledges and agrees that any records maintained, generated, received, or kept in connection with, or related to the performance of services provided under, this Agreement are public records subject to the public records disclosure requirements of Section 119.071, Florida Statutes. The Contractor agrees:

A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with

generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.

B. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.

C. Upon completion or termination of this Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in Subsection B above.

D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.

E. That persons duly authorized by the County and Federal auditors, pursuant to 45 CFR 75.364 shall have full access to and the right to examine this Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

F. 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 Agreement term and following completion or termination of the Agreement if Contractor does not transfer the records to the County.

G. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

Any material submitted to the County that Bidder contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET" and the applicable statutory provision for the exemption must be stated. The redacted copy should be provided to the County at the same time Bidder submits its reply to the solicitation and should only exclude those exact portions which are claimed confidential, proprietary, or trade secret. Bidder shall be responsible for defending its determination that the redacted portions of its Reply are confidential, trade secret or otherwise not subject to disclosure. Further, Bidder shall protect, defend, and indemnify the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to Bidder's determination that the redacted portions of its reply are confidential, proprietary, trade secret or otherwise not subject to disclosure. If Bidder fails to submit a Redacted Copy with its Reply, the County is authorized to produce the entire documents, data or records submitted by Bidder in answer to a public records request for these records.

The Bidder is required to also provide an unredacted copy of the redacted information as part of the Bid. If a third party submits a request to the County for records designated as Trade Secret Materials by a Bidder, the County shall refrain from disclosing the unredacted copy of the designated Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Bidder. By submitting a Bid, Bidder agrees to indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

Contractor acknowledges that failure to provide the public records to the County within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes. Contractor further agrees not to release any records that are statutorily confidential or otherwise exempt from disclosure without first receiving prior written authorization from the County. Contractor shall indemnify, defend, and hold the County harmless for and against any and all claims, damage awards, and causes of action arising from Contractor's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by Contractor's failure to maintain public records that are exempt or confidential

and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes County to seek declaratory, injunctive, or other appropriate relief against Contractor from a Circuit Court in Gadsden County on an expedited basis to enforce the requirements of this section.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Name: Laurel Bradley
Street Address: 9-B E. Jefferson St.
City, State, Zip Code: Quincy, FL 32353
Telephone: 850-875-8656
E-mail: lbradley@gadsdencountyfl.gov

Contractor agrees to abide by all applicable federal, state and local laws and regulations. It is the responsibility of the Contractor to determine applicability and requirements of any such laws and to abide by them as stated in the Solicitation document.

16. MONITORING

The Agreement will require the Contractor to permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and Work of the Contractor which are relevant to this Agreement and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this Agreement.

Following such evaluation, the County will deliver to the Contractor a written report of its findings and will include written recommendations with regard to the Contractor's performance of the terms and conditions of this Agreement. The Contractor will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The Contractor's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the Contractor being deemed in breach or default of this Agreement; (2) the withholding of payments to the Contractor by the County; and (3) the termination of this Agreement for cause.

17. TERMINATION

The County may terminate this Agreement without cause by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder or, in the County's opinion, the Work being performed is not satisfactory. In such case, the County may immediately terminate the Agreement effective upon notice of termination to the Contractor.

18. SCRUTINIZED COMPANIES

Contractor certifies that neither it nor any of its affiliates are scrutinized companies as identified in Section 287.135, Florida Statutes. In addition, Contractor agrees to observe the requirements of Section 287.135, Florida Statutes, for applicable sub-agreements entered into for the performance of work under this Agreement. Pursuant to Section 287.135, Florida Statutes, the County may immediately terminate this Agreement for cause if the Contractor, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Contractor, its affiliates, or its subcontractors are placed on any applicable scrutinized companies list or engaged in prohibited contracting activity during performance under this Agreement.

The agreement may be terminated by the County if the Contractor is found to have submitted a false certification as

required under Section 287.135(2)(a), Florida Statutes, been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

The agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under Section 287.135(5), Florida Statutes, or has been placed on a list created pursuant to Section 215.473, Florida Statutes relating to scrutinized active business operations in Iran.

19. PUBLIC ENTITY CRIMES STATEMENT
In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of its knowledge and belief neither Contractor nor its affiliates has been convicted of a public entity crime.

20. UNAUTHORIZED ALIEN(S)
The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this Agreement. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be grounds for termination of this Agreement by the County.

21. EMPLOYMENT ELIGIBILITY VERIFICATION
By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

22. NON-WAIVER
Failure by the County to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a general waiver or relinquishment of the same, or of any other terms, conditions or acts; but the same shall be and remain at all times in full force and effect.

23. REVISIONS
In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced in or required thereby it is necessary for the Contractor to deviate from the requirements of this Agreement, Contractor shall obtain the prior written consent of the County.

24. FORCE MAJEURE
If either of the Parties is prevented from or delayed from performing any obligations under this Agreement (except payment or financial obligations) by circumstances beyond its control, including but not limited to fires, hurricanes, severe weather, floods, pandemics, quarantines, war, civil disturbances, acts of terrorism, acts of God, or significant threats of such circumstances, or any future laws, rules, regulations, orders, or acts of any local, state, or Federal government (collectively "Force Majeure"), then the affected party shall be excused from performance hereunder during the period of inability to perform. The party claiming Force Majeure shall promptly notify the other party in writing when upon learning of the existence of a Force Majeure condition, and when the Force Majeure condition has terminated. Notwithstanding anything in this Agreement to the contrary, the term "Force Majeure" does not include or excuse performance under this Agreement for events related to increased costs associated with fuel, labor, labor disputes, insurance, or other expenses of performing the obligations hereunder.

25. RESERVATION OF SOVEREIGN IMMUNITY
Nothing herein is intended to serve as a waiver of sovereign immunity by the County nor shall anything included herein be construed as consent by the County to be sued by third parties in any matter arising out of this Agreement. The County is included within the definition of "state agencies or subdivisions" in Section 768.28, Florida Statutes, and shall be responsible for the negligent or wrongful acts or omissions of its employees pursuant to Section 768.28, Florida Statutes.

26. THIRD PARTY BENEFICIARIES
Neither the County nor the Contractor intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement and no third party shall be entitled to assert a right or claim against either of the Parties based upon this Agreement.

27. LAW, JURISDICTION, VENUE, WAIVER OF JURY TRIAL
This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for all actions arising from, related to, or in connection with this Agreement shall be in the state courts of the Second Judicial Circuit in and for Gadsden County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in Federal court, the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Northern District of Florida. By entering into this Agreement, the County and Contractor hereby expressly waive any rights either Party may have to a trial by jury of any civil litigation related to this Agreement.

28. CONSTRUCTION
The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

29. SEVERABILITY
It is intended that each section of this Agreement shall be viewed as separate and divisible, and in the event that any section, or part thereof, shall be held to be invalid, the remaining sections and parts shall continue to be in full force and effect.

30. AMENDMENTS
No modification, amendment, or alteration in the terms or conditions contained in this Agreement shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by duly authorized representatives of the County and Contractor.

31. CONFLICTING TERMS AND CONDITIONS
In the instance that any other agreement exists concerning the matters herein, then the terms and conditions in this Agreement shall prevail over all other terms and conditions.

32. INTERPRETATION
This Agreement shall be interpreted without the aid of any canon, custom, or rule requiring construction against the drafter.

33. COUNTERPARTS AND MULTIPLE ORIGINALS
This Agreement may be executed in multiple originals and in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

34. AUTHORITY TO SIGN
Each signatory to this Agreement who signs on behalf of a party expressly represents and warrants that he or she has the authority to sign on behalf of that party.

41. ENTIRE AGREEMENT
This Agreement, including the terms and conditions shown above contains the complete and final agreement between the County and Contractor and no other agreement in any way modifying any of said terms and conditions will be binding upon the County unless made in conformance with this Agreement. Contractor may not unilaterally modify the terms of the Agreement (e.g., attachment or inclusion of standard preprinted forms, product literature, or terms accompanying or affixed to a product or purchase order, whether written or electronic) or by incorporating such terms onto Contractor's invoice or other documents forwarded by Contractor for payment. The County's acceptance of product or processing of documentation on forms furnished by Contractor for approval or payment shall not constitute acceptance of any proposed modification to terms and conditions and any additional or conflicting, terms proposed by

Contractor. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the Parties after the date hereof.

ORDER OF PRECEDENCE

1. Agreement
2. Exhibit A
3. Exhibit B

ATTACHMENTS

Exhibit A – RFQ 26-09
Exhibit B – Contractor's Response to RFP 26-09

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.]

WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

GADSDEN COUNTY BOARD OF COUNTY COMMISSONERS

By: _____

Eric Hinson
Chairperson

Date: _____

ATTEST:
Clerk of the Court & Comptroller, Gadsden County, Florida

BY: _____

DATE: _____

APPROVED AS TO LEGAL SUFFICIENCY:

By: _____

Louis Baptiste
County Attorney

Date: _____

<<VENDOR NAME>>

By: _____

Printed Name _____

Title: _____

Date: _____

U.S. ENVIRONMENTAL PROTECTION AGENCY

Cooperative Agreement

GRANT NUMBER (FAIN): 05D48925 **MODIFICATION NUMBER:** 0 **PROGRAM CODE:** BF	**DATE OF AWARD** 09/11/2025
TYPE OF ACTION: New	**MAILING DATE** 09/16/2025
PAYMENT METHOD: ASAP	**ACH#** 40879

RECIPIENT TYPE:
County

Send Payment Request to:
Contact EPA RTPFC at: rtpfc-grants@epa.gov

RECIPIENT:
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS
5 E JEFFERSON ST
QUINCY, FL 32351-2405
EIN: 59-6000616

PAYEE:
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS
9 East Jefferson Street, Rm. 102
Quincy, FL 32353-1799

PROJECT MANAGER	EPA PROJECT OFFICER	EPA GRANT SPECIALIST
T.J. Lewis 11 West Jefferson Street Quincy, FL 32353 **Email:** tjlewis@gadsdencountyfl.gov **Phone:** 850-815-0480	Austin Gilly 61 Forsyth Street S.W. Atlanta, GA 30303 **Email:** gilly.austin@epa.gov **Phone:** 404-562-8193	Zakiya Davis Grants Management Section 61 Forsyth Street S.W. Atlanta, GA 30303 **Email:** davis.zakiya@epa.gov **Phone:** 404-562-8064

PROJECT TITLE AND DESCRIPTION

Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Cooperative Agreements

See Attachment 1 for project description.

BUDGET PERIOD	PROJECT PERIOD	TOTAL BUDGET PERIOD COST	TOTAL PROJECT PERIOD COST
07/01/2025 - 06/30/2029	07/01/2025 - 06/30/2029	$ 500,000.00	$ 500,000.00

NOTICE OF AWARD

Based on your Application dated 11/14/2024 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards $ 500,000.00. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of $ 500,000.00. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.

ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)	AWARD APPROVAL OFFICE
ORGANIZATION / ADDRESS	**ORGANIZATION / ADDRESS**
U.S. EPA, Region 4 61 Forsyth Street Atlanta, GA 30303-8960	U.S. EPA, Region 4, Land Chemicals and Redevelopment Division R4 - Region 4 61 Forsyth Street S.W. Atlanta, GA 30303

THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY

Digital signature applied by EPA Award Official Shantel Shelmon - Grants Management Officer	**DATE** 09/11/2025

EPA Funding Information

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	$ 0	$ 500,000	$ 500,000
EPA In-Kind Amount	$ 0	$ 0	$ 0
Unexpended Prior Year Balance	$ 0	$ 0	$ 0
Other Federal Funds	$ 0	$ 0	$ 0
Recipient Contribution	$ 0	$ 0	$ 0
State Contribution	$ 0	$ 0	$ 0
Local Contribution	$ 0	$ 0	$ 0
Other Contribution	$ 0	$ 0	$ 0
Allowable Project Cost	$ 0	$ 500,000	$ 500,000

Assistance Program	Statutory Authority	Regulatory Authority
66.818 - Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Cooperative Agreements	CERCLA: Secs. 104(k)(2) & 104(k)(5)(E)	2 CFR 200, 2 CFR 1500 and 40 CFR 33

Fiscal									
Site Name	Req No	FY	Approp. Code	Budget Organization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
-	2504VT5082	25	E4	04V2AG7	000D79	4114	-	-	$ 500,000
									$ 500,000

Budget Summary Page

Table A - Object Class Category (Non-Construction)	Total Approved Allowable Budget Period Cost
1. Personnel	$ 14,200
2. Fringe Benefits	$ 0
3. Travel	$ 9,000
4. Equipment	$ 0
5. Supplies	$ 1,050
6. Contractual	$ 474,700
7. Construction	$ 0
8. Other	$ 1,050
9. Total Direct Charges	$ 500,000
10. Indirect Costs: 0.00 % Base	$ 0
11. Total (Share: Recipient 0.00 % Federal 100.00 %)	$ 500,000
12. Total Approved Assistance Amount	$ 500,000
13. Program Income	$ 0
14. Total EPA Amount Awarded This Action	$ 500,000
15. Total EPA Amount Awarded To Date	$ 500,000

Attachment 1 - Project Description

This agreement provides funding in the amount of $500,00 to Florida Gadsden County Board of County Commissioners, to conduct eligible assessment related activities as authorized by CERCLA 104(k)(2). Brownfields are real property, the expansion, development or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.

Specifically, this agreement will provide funding to the recipient to inventory, characterize, assess, and conduct cleanup planning and community involvement related activities. Additionally, the recipient will competitively procure (as needed) and direct a Qualified Environmental Professional to conduct environmental site activities. Also, the recipient will report on interim progress and final accomplishments by completing and submitting relevant portions of the Property Profile Form using Environmental Protection Agency's Assessment, Cleanup and Redevelopment Exchange System (ACRES). Further, the recipient anticipates conducting 17 Phase I and II 8 environmental site assessments, holding 4 community meetings, developing 4 site-specific cleanup plans, Analysis of Brownfield Cleanup Alternatives, developing 1 planning documents to initiate brownfields revitalization, and submitting 16 quarterly reports. Work conducted under this agreement will benefit the residents, business owners, and stakeholders in and near the County of Gadsden Florida. No subawards are included in this assistance agreement.

Administrative Conditions

General Administrative Terms and Conditions

The recipient agrees to comply with the current Environmental Protection Agency (EPA) general terms and conditions available at: https://www.epa.gov/system/files/documents/2024-10/fy_2025_epa_general_terms_and_conditions_effective_october_1_2024_or_later.pdf

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: https://www.epa.gov/grants/grant-terms-and-conditions#general.

A. Correspondence Condition

The terms and conditions of this agreement require the submittal of reports, specific requests for approval, or notifications to EPA. Unless otherwise noted, all such correspondence should be sent to the following email addresses:

- Federal Financial Reports (SF-425): rtpfc-grants@epa.gov and davis.zakiya@epa.gov

- All other forms/certifications/assurances, Indirect Cost Rate Agreements, Requests for Extensions of the Budget and Project Period, Amendment Requests, Requests for other Prior Approvals, updates to recipient information (including email addresses, changes in contact information or changes in authorized representatives) and other notifications: Austin Gilly, Gilly.Austin@epa.gov and Zakiya Davis, Davis.Zakiya@epa.gov

- Payment requests (if applicable): Austin Gilly, Gilly.Austin@epa.gov and Zakiya Davis, Davis.Zakiya@epa.gov

- Quality Assurance documents, workplan revisions, equipment lists, programmatic reports and deliverables: Austin Gilly, Gilly.Austin@epa.gov.

B. Pre-Award Costs

In accordance with 2 CFR 1500.9, the recipient may charge otherwise allowable pre-award costs (both Federal and non-Federal cost sharing) incurred from **07/01/2025** to the actual award date provided that such costs were contained in the approved application and all costs are incurred within the approved budget period.

Programmatic Conditions

FY25 Brownfields Community-wide Assessment Cooperative Agreement

Terms and Conditions

Please note that these Terms and Conditions (T&Cs) apply to Brownfield Assessment Cooperative Agreements awarded under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) § 104(k).

I. GENERAL FEDERAL REQUIREMENTS

NOTE: For the purposes of these Terms and Conditions, the term "assessment" includes eligible activities under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) § 104(k)(2)(A)(i) such as activities involving the inventory, characterization, assessment, and planning relating to brownfield sites as described in the EPA-approved workplan.

A. Federal Policy and Guidance

1. Cooperative Agreement Recipients: By awarding this cooperative agreement, the Environmental Protection Agency (EPA) has approved the application for the Cooperative Agreement Recipient (CAR) submitted in the Fiscal Year 2025 competition for Brownfield Assessment cooperative agreements.

   a. the recipient must not request payments and EPA will not make payments for unapproved work; and

   b. any costs incurred for unapproved work by the recipient are at its own risk.

2. In implementing this agreement, the CAR shall ensure that work done with cooperative agreement funds complies with the requirements of CERCLA § 104(k). The CAR shall also ensure that assessment activities supported with cooperative agreement funding comply with all applicable Federal and state laws and regulations.

3. A term and condition or other legally binding provision shall be included in all subawards entered into with the funds awarded under this agreement, or when funds awarded under this agreement are used in combination with non-Federal sources of funds, to ensure that the CAR complies with all applicable Federal and state laws and requirements. In addition to CERCLA § 104(k), applicable Federal laws and requirements include 2 CFR Part 200.

4. The CAR must comply with Federal cross-cutting requirements. These requirements include, but are not limited to, DBE requirements found at 40 CFR Part 33 (as applicable);

OSHA Worker Health & Safety Standard 29 CFR § 1910.120; Uniform Relocation Act (40 USC § 61); National Historic Preservation Act (16 USC § 470); Endangered Species Act (P.L. 93-205); Permits required by Section 404 of the Clean Water Act; Contract Work Hours and Safety Standards Act, as amended (40 USC §§ 327-333); the Anti-Kickback Act (40 USC § 3145); and Section 504 of the Rehabilitation Act of 1973, 29 USC §§ 793 and 794; 40 CFR Part 7, Subpart C. For additional information on cross-cutting requirements visit https://www.epa.gov/grants/epa-subaward-cross-cutter-requirements.

5. The CAR must comply with Davis-Bacon Related Act prevailing wage requirements and associated U.S. Department of Labor (DOL) regulations for all construction, alteration, and repair contracts and subcontracts awarded with funds provided under this agreement by operation of CERCLA § 104(g). Assessment activities generally do not involve construction, alteration, and repair within the meaning of the Davis-Bacon Related Act. However, the recipient must contact the EPA Project Officer if there are unique circumstances (e.g., removal of an underground storage tank or another structure and restoration of the site) that indicate that the Davis-Bacon Related Act applies to an activity the CAR intends to carry out with funds provided under this agreement. EPA will provide guidance on Davis-Bacon Act compliance if necessary.

II. SITE ELIGIBILITY REQUIREMENTS

All brownfield sites that will be addressed using funds from the cooperative agreement must be located within the geographic boundary (i.e., as discussed in the FY25 application) and described in the scope of work for this cooperative agreement (i.e., the EPA-approved workplan).

A. Eligible Brownfield Site Determinations

1. Prior to performing site work, the CAR must provide information to the EPA Project Officer about each site that will be addressed under this cooperative agreement. The CAR may use cooperative agreement funds to prepare information that is provided to the EPA Project Officer. The information that must be provided includes whether the site meets the definition of a brownfield site as defined in CERCLA § 101(39), and whether the CAR is a potentially responsible party under CERCLA § 107, is exempt from CERCLA liability, and/or has a defense to CERCLA liability.

2. If the site is excluded from the general definition of a brownfield but is eligible for a property-specific funding determination, then the CAR may request a property-specific funding determination from the EPA Project Officer. In its request, the CAR must provide information sufficient for EPA to make a property-specific funding determination on how financial assistance will protect human health and the environment, and either promote economic development or enable the creation of, preservation of, or addition to parks, greenways, undeveloped property, other recreational property, or other property used for nonprofit purposes. The CAR must not incur costs for assessing sites requiring a property-specific funding determination by EPA until the EPA Project Officer has advised the CAR that EPA has determined that the property is eligible.

3. Brownfield Sites Contaminated with Petroleum

a. For any petroleum-contaminated brownfield site that is not included in the CAR's EPA-approved workplan, the CAR shall provide sufficient documentation to EPA prior to incurring costs under this cooperative agreement which documents that:

i. the State determines there is "no viable responsible party" for the site;

ii. the State determines that the person assessing or investigating the site is a person who is not potentially liable for cleaning up the site; and

iii. the site is not subject to any order issued under Section 9003(h) of the Solid Waste Disposal Act.

This documentation must be prepared by the CAR or the State, following contact and discussion with the appropriate state petroleum program official. Please contact the EPA Project Officer for additional information.

b. Documentation must include:

i. the identity of the State program official contacted;

ii. the State official's telephone number;

iii. the date of the contact; and

iv. a summary of the discussion relating to the State's determination that there is no viable responsible party and that the person assessing or investigating the site is not potentially liable for cleaning up the site.

Other documentation provided by a State to the recipient relevant to any of the determinations by the State must also be provided to the EPA Project Officer.

c. If the State chooses not to make the determinations described in Section II.A.3. above, the CAR must contact the EPA Project Officer and provide the necessary information for EPA to make the requisite determinations.

d. EPA will make all determinations on the eligibility of petroleum-contaminated brownfield sites located on tribal lands (i.e., reservation lands or lands otherwise in Indian country, as defined at 18 U.S.C. § 1151). Before incurring costs for these sites, the CAR must contact the EPA Project Officer and provide the necessary information for EPA to make the determinations.

III. GENERAL COOPERATIVE AGREEMENT ADMINISTRATIVE REQUIREMENTS

A. Sufficient Progress

1. This condition supplements the requirements of the Termination and Sufficient Progress

Conditions in the General Terms and Conditions.

The EPA Project Officer will assess whether the recipient is making sufficient progress in implementing the cooperative agreement 18 months and 30 months from the date of award. If EPA determines that the CAR has not made sufficient progress in implementing the cooperative agreement, the CAR, if directed to do so, must implement a corrective action plan concurred on by the EPA Project Officer and approved by the Grants Management Officer or Award Official. Alternatively, EPA may terminate this agreement under 2 CFR § 200.340 either for material non-compliance with its terms or with the consent of the CAR, depending on the circumstances.

Sufficient progress at 18 months is indicated when:

- at least 25% of funds have been drawn down and disbursed for eligible activities;
- a Qualified Environmental Professional(s) has been procured;
- sites are prioritized or an inventory has been initiated (unless site prioritization or an inventory was completed prior to award);
- community engagement activities have been initiated; and/or
- other documented activities have occurred that demonstrate to EPA's satisfaction that the CAR will successfully perform the cooperative agreement.

Sufficient progress at 30 months is indicated when:

- at least 45% of funds have been drawn down and disbursed for eligible activities;
- assessments on at least two sites have been initiated; and/or
- other documented activities have occurred that demonstrate to EPA's satisfaction that the CAR will successfully perform the cooperative agreement.

B. Substantial Involvement

1. The EPA Project Officer will be substantially involved in overseeing and monitoring this cooperative agreement. Substantial involvement, includes, but is not limited to:

a. Close monitoring of the CAR's performance to verify compliance with the EPA-approved workplan and achievement of environmental results.

b. Participation in periodic telephone conference calls to share ideas, project successes and challenges, etc., with EPA.

c. Reviewing and commenting on quarterly and annual reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient or subrecipients receiving pass-through awards).

d. Verifying sites meet applicable site eligibility criteria (including property-specific funding determinations described in Section II.A.2.), including when the CAR awards a subaward for site assessment. The CAR must obtain technical assistance from the

EPA Project Officer, or his/her designee, on which sites qualify as a brownfield site and determine whether the statutory prohibitions found in CERCLA § 104(k)(5)(B)(i)-(iv) apply. (Note, the prohibition does not allow a subrecipient to use EPA cooperative agreement funds to assess a site for which the subrecipient is potentially liable under CERCLA § 107.)

e. Reviewing and approving Quality Assurance Project Plans and related documents or verifying that appropriate Quality Assurance requirements have been met where quality assurance activities are being conducted pursuant to an EPA-approved Quality Assurance Management Plan.

Substantial involvement may also include, depending on the direction of the EPA Project Officer:

f. Collaboration during the performance of the scope of work including participation in project activities, to the extent permissible under EPA policies. Examples of collaboration include:

i. Consultation between EPA staff and the CAR on effective methods of carrying out the scope of work provided the CAR makes the final decision on how to perform authorized activities.

ii. Advice from EPA staff on how to access publicly available information on EPA or other Federal agency websites.

iii. With the consent of the CAR, EPA staff may provide technical advice to the CAR's contractors or subrecipients provided the CAR approves any expenditures of funds necessary to follow advice from EPA staff. (The CAR remains accountable for performing contract and subaward management as specified in 2 CFR § 200.318 and 2 CFR § 200.332 as well as the terms of the EPA cooperative agreement.)

iv. EPA staff participation in meetings, webinars, and similar events upon the request of the CAR or in connection with a co-sponsorship agreement.

g. Reviewing and approving that the Analysis of Brownfield Cleanup Alternatives (ABCA), or equivalent state Brownfields program document, meets the Brownfields Program's requirements for an ABCA.

h. Reviewing proposed procurements in accordance with 2 CFR § 200.325, as well as the substantive terms of proposed contracts or subawards as appropriate. This may include reviewing requests for proposals, invitations for bids, scopes of work, and/or plans and specifications for contracts over $250,000 prior to advertising for bids.

i. Reviewing the qualifications of key personnel. (EPA does not have the authority to select employees or contractors, including consultants, employed by the CAR or subrecipients receiving pass-through awards.)

j. Reviewing information in performance reports to ensure all costs incurred by the CAR and/or its contractor(s) if needed to ensure appropriate expenditure of grant funds.

EPA may waive any of the provisions in Section III.B.1., except for property-specific funding determinations. The EPA Project Officer will provide waivers to provisions a. – e. in Section III.B.1. in writing.

2. Effects of EPA's substantial involvement include:

a. EPA's review of any project phase, document, or cost incurred under this cooperative agreement will not have any effect upon CERCLA § 128 *Eligible Response Site* determinations or rights, authorities, and actions under CERCLA or any Federal statute.

b. The CAR remains responsible for ensuring that all assessments are protective of human health and the environment and comply with all applicable Federal and state laws.

c. The CAR and its subrecipients remain responsible for ensuring costs are allowable under 2 CFR Part 200, Subpart E.

C. Cooperative Agreement Recipient Roles and Responsibilities

1. All additional sites selected for eligible activities throughout the period of performance (i.e., sites that were not identified in the workplan) must be located within the geographic boundary(ies) identified by the CAR in the workplan.

Criteria for selecting additional sites should consider the prioritization criteria identified in the FY25 application, the workplan, or developed during implementation of the workplan. Note, criteria developed during the implementation of the workplan should lead to the CAR addressing sites in areas with similar characteristics to the areas discussed in the FY25 application.

2. The CAR is responsible for ensuring that funding received under this cooperative agreement does not exceed the statutory $200,000 funding limitation for an individual brownfield site. The CAR may request a waiver of the $200,000 funding limitation based on the anticipated level of contamination, size, or status of ownership of the site. Waiver of this funding limit for a brownfield site must be submitted to and approved by the EPA Project Officer prior to the expenditure of funding exceeding $200,000. In no case may funding for site-specific assessment activities exceed $350,000 on a site receiving a waiver.

3. If the CAR's workplan includes eligible planning activities to prepare a brownfield site for reuse (see https://www.epa.gov/brownfields/information-eligible-planning-activities for eligible planning activities), the CAR must demonstrate meaningful community engagement in the reuse planning of brownfields assessed under the grant. Meaningful community engagement is demonstrated by actively including local nonprofit organizations, citizen leaders, or similar local groups/entities in brownfield reuse planning.

4. CARs, other than state or Tribal entities, that procure a contractor(s) (including consultants) where the contract will be more than the micro-purchase threshold in 2 CFR § 200.320(a)(1) ($10,000 for most CARs) must select the contractor(s) in compliance with the competitive procurement standards in 2 CFR Part 200 (including the requirements for full and open competition). Additionally, all CARs (including State and Tribal entities), regardless of the contract amount, must comply with EPA's regulations at 40 CFR Part 33 as applicable. For additional information on these requirements, see https://www.epa.gov/grants/rain-2025-g02 and the "Utilization of Disadvantaged Business Enterprises" General Term and Condition of this agreement. These requirements also apply to procurement processes that were completed before the award of this cooperative agreement, to include if the CAR intends to submit payment requests for pre-award costs. See EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements and the *Brownfields Grants: Guidance on Competitively Procuring a Contractor* for additional information.

CARs may procure multiple contractors to ensure the appropriate expertise is in place to perform work under the agreement (e.g., expertise to conduct site assessment activities vs. planning activities) and to allow the ability for work be performed concurrently at multiple sites within the defined and approved geographic boundary.

5. The CAR must acquire the services of a Qualified Environmental Professional(s) as defined in 40 CFR § 312.10, if it does not have such a professional on staff to coordinate, direct, and oversee the brownfield site assessment activities at a given site.

6. Cybersecurity – The recipient agrees that when collecting and managing environmental data under this cooperative agreement, it will protect the data by following all applicable State or Tribal law cybersecurity requirements.

a. EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement are secure. For purposes of this section, a connection is defined as a dedicated persistent interface between an Agency Information Technology (IT) system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer no later than 90 days after the date of this award and work with the designated Regional/ Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

b. The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in Cybersecurity Section a. above if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental

Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR § 200.332(e), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

7. All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov.

D. Quarterly Performance Reports

1. In accordance with the regulations at 2 CFR Parts 200 and 1500 (specifically, 2 CFR § 200.329, *Monitoring and Reporting Program Performance*), the CAR agrees to submit quarterly performance reports to the EPA Project Officer within 30 days after each reporting period. Initially, quarterly performance reports will be submitted via email or via the optional Quarterly Reporting function tool within the Assessment, Cleanup and Redevelopment Exchange System (ACRES). The EPA Project Officer will notify the CAR when use of the Quarterly Reporting tool within ACRES is required. Once the EPA Project Officer notifies the CAR of required use, the CAR agrees to use this tool to input quarterly performance reports directly into ACRES within 30 days after each reporting period. The reporting periods are October 1 – December 31 (1st quarter); January 1 – March 31 (2nd quarter); April 1 – June 30 (3rd quarter); and July 1 – September 30 (4th quarter). If a due date falls on a weekend or holiday, the report will be due on the next business day.

These reports shall cover work status, work progress, difficulties encountered, preliminary data results, and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures and financial status for each workplan task, along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies from the EPA-approved workplan and budget shall be included in the report. The report shall also include any changes of key personnel concerned with the project that were approved by the EPA Grants Management Officer or Award Official. (Note, as provided at 2 CFR § 200.308, *Revision of budget and program*, the CAR must seek prior approval from the EPA Grants Management Officer or Award Official for a change in a key personnel (including employees and contractors) that are identified by name or position in the workplan. Prior approval means the written approval obtained in advance of a recipient taking an action by an authorized official of a Federal agency or pass-through entity of certain costs or programmatic decisions.)

2. The CAR must submit performance reports on a quarterly basis in ACRES using the Assessment Quarterly Report function or to the EPA Project Officer. Quarterly performance reports must include:

a. A summary that clearly differentiates between activities completed with EPA funds provided under the Brownfield Assessment cooperative agreement and related activities completed with other sources of leveraged funding.

b. A summary and status of approved activities performed during the reporting quarter; a summary of the performance outputs/outcomes achieved during the reporting quarter; and a description of problems encountered during the reporting quarter that may affect the project schedule.

c. A comparison of actual accomplishments to the anticipated outputs/outcomes specified in the EPA-approved workplan and reasons why anticipated outputs/outcomes were not met.

d. An update on the project schedule and milestones, including an explanation of any discrepancies from the EPA-approved workplan.

e. A list of the properties where assessment and/or planning activities were performed and/or completed during the reporting quarter.

f. A budget summary table with the following information: current approved project budget; EPA funds drawn down during the reporting quarter; costs drawn down to date (cumulative expenditures); program income generated and used (if applicable) (i.e., program income received and disbursed during the reporting quarter and during the entire cooperative agreement, and the amount of program income remaining); and total remaining funds. The budget summary table must include costs that are charged to the "other" budget object class category (e.g., participant support costs, subawards, etc.).

The CAR shall include an explanation of any discrepancies in the budget from the EPA-approved workplan, cost overruns or high unit costs, and other pertinent information. If significant developments occur that negatively impact the Federal Award, the CAR shall include information on their plan for corrective action and any assistance needed to resolve the situation. The CAR shall include a statement on funding transfers[1] among direct budget categories or programs, functions and activities that occurred during the quarter and cumulatively during the period of performance.

Note: ACRES reporting requirements may change over time, based on expansion of EPA's information collection authority, and the CAR is responsible for complying with the latest ACRES reporting requirements at the time of each quarterly performance report. The EPA Project Officer will notify the CAR when ACRES reporting requirements specific to Brownfields Assessment change.

g. For local governments that are using cooperative agreement funds for health monitoring, the quarterly report must also include the specific budget, the quarterly expenditure, and cumulative expenditures to demonstrate that 10% of Federal funding is not exceeded.

Note: Each property where assessment activities were performed and/or completed must have its corresponding information updated in ACRES (or via the Property Profile Form with prior approval from the EPA Project Officer) prior to submitting the quarterly performance report (see Section III.E. below).

3. The CAR must maintain records that will enable it to report to EPA on the amount of funds disbursed by the CAR to assess the specific properties under this cooperative agreement.

4. In accordance with 2 CFR § 200.329(e), the CAR agrees to inform the EPA Project Officer as soon as problems, delays, or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the EPA-approved workplan.

E. Property Profile Submission

1. The CAR must report on interim progress (e.g., assessments started, reuse planning activities started) and any final accomplishments (e.g., assessments completed, clean up required, contaminants found, institutional controls required, engineering controls required, leveraged dollars and/or jobs) by completing and submitting relevant portions of the electronic Property Profile Form using the Assessment, Cleanup and Redevelopment Exchange System (ACRES). The CAR must enter the data in ACRES as soon as the interim action or final accomplishment has occurred, or within 30 days after the end of each reporting quarter. The CAR must enter any new data into ACRES prior to submitting the quarterly performance report to the EPA Project Officer. The CAR must utilize the electronic version of the Property Profile Form in ACRES unless approval is obtained from the EPA Project Officer to use the hardcopy version of the Property Profile Form or its use is included in the approved workplan.

F. Final Cooperative Agreement Performance Report with Environmental Results

1. In accordance with the regulations at 2 CFR Parts 200 and 1500 (specifically, § 200.329, *Monitoring and Reporting Program Performance* and 2 CFR § 200.344(a), *Closeout*), the CAR agrees to submit to the EPA Project Officer within 120 days after the expiration or termination of the approved project period a final performance report on the cooperative agreement via email; unless the EPA Project Officer agrees to accept a paper copy of the report. The final performance report shall document and summarize the elements listed in Section III.D.2., as appropriate, for activities that occurred over the entire project period.

IV. FINANCIAL ADMINISTRATION REQUIREMENTS

A. Eligible Uses of the Funds for the Cooperative Agreement Recipient

1. To the extent allowable under the EPA-approved workplan, cooperative agreement funds may be used for eligible programmatic expenses to inventory, characterize, assess sites; conduct site-specific planning, general brownfield-related planning activities around one or more brownfield sites; conduct outreach and community engagement; and for reasonable participant support costs associated with one community liaison per target area identified in the selected FY25 application. Refer to the EPA Guidance on Participant Support Costs for information regarding reasonable stipend amounts for community liaisons. Eligible programmatic expenses include activities described in Section V. of these Terms and Conditions. In addition, eligible programmatic expenses may include:

a. Determining whether assessment activities at a particular site are authorized by

CERCLA § 104(k).

b. Ensuring that an assessment complies with applicable requirements under Federal and state laws, as required by CERCLA § 104(k).

c. Preparing and updating an Analysis of Brownfield Cleanup Alternatives (ABCA) which will include information about the site and contamination issues, cleanup standards, applicable laws, alternatives considered, and the proposed cleanup.

d. Preparing a Community Involvement Plan which includes reasonable notice, opportunity for public involvement and comment on the proposed cleanup, and response to comments.

e. Developing a Quality Assurance Project Plan (QAPP) as required by 2 CFR § 1500.12. The specific requirement for a QAPP is outlined in *Implementation of Quality Assurance Requirements for Organizations Receiving EPA Financial Assistance* available at https://www.epa.gov/grants/implementation-quality-assurance-requirements-organizations-receiving-epa-financial.

f. Using a portion of the cooperative agreement funds to purchase environmental insurance for the characterization or assessment of the site. [Funds shall not be used to purchase insurance intended to provide coverage for any of the ineligible uses under Section IV., *Ineligible Uses of the Funds for the Cooperative Agreement Recipient.*]

g. Any other eligible programmatic costs, including direct costs incurred by the recipient in reporting to EPA; procuring and managing contracts; awarding, monitoring, and managing subawards to the extent required to comply with 2 CFR § 200.332 and the "Establishing and Managing Subawards" General Term and Condition; and carrying out community engagement pertaining to the assessment activities.

2. Under CERCLA § 104(k)(5)(E), CARs and subrecipients may use up to 5% of the amount of Federal funding for this cooperative agreement for administrative costs, including indirect costs under 2 CFR § 200.414. The limit on administrative costs for the CAR under this agreement is $25,000 The total amount of indirect costs and any direct costs for cooperative agreement administration by the CAR paid for by EPA under the cooperative agreement shall not exceed this amount. Subrecipients may use up to 5% of the amount of Federal funds in their subawards for administrative costs. As required by 2 CFR § 200.403 (d), the CAR and subrecipients must classify administrative costs as direct or indirect consistently and shall not classify the same types of costs in both categories. The term "administrative costs" does not include:

a. Investigation and identification of the extent of contamination of a brownfield site;

b. Design and performance of a response action; or

c. Monitoring of a natural resource.

Eligible cooperative agreement and subaward administrative costs subject to the 5% limitation include direct costs for:

a. Costs incurred to comply with the following provisions of the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* at 2 CFR Parts 200 and 1500 other than those identified as programmatic.

i. Record-keeping associated with equipment purchases required under 2 CFR § 200.313;

ii. Preparing revisions and changes in the budgets, scopes of work, program plans, and other activities required under 2 CFR § 200.308;

iii. Maintaining and operating financial management systems required under 2 CFR § 200.302;

iv. Preparing payment requests and handling payments under 2 CFR § 200.305;

v. Financial reporting under 2 CFR § 200.328;

vi. Non-Federal audits required under 2 CFR Part 200, Subpart F; and

vii. Closeout under 2 CFR § 200.344 with the exception of preparing the recipient's final performance report. Costs for preparing this report are programmatic and are not subject to the 5% limitation on direct administrative costs.

b. Pre-award costs for preparation of the proposal and application for this cooperative agreement (including the final workplan) or applications for subawards are not allowable as direct costs but may be included in the CAR's or subrecipient's indirect cost pool to the extent authorized by 2 CFR § 200.460.

3. **Local Governments Only** – If authorized in the EPA-approved workplan and budget narrative, up to 10% of the funds awarded by this agreement may be used by the CAR itself as a programmatic cost for Brownfield Program development and implementation of monitoring health conditions and institutional controls. The health monitoring activities must be associated with brownfield sites at which at least a Phase II environmental site assessment is conducted and is contaminated with hazardous substances. The CAR must maintain records on funds that will be used to carry out this task to ensure compliance with this requirement.

B. Ineligible Uses of the Funds for the Cooperative Agreement Recipient

1. Cooperative agreement funds shall not be used by the CAR for any of the following activities:

a. Cleanup activities;

b. Site development activities that are not brownfield site assessment activities (e. g., marketing of property (activities or products created specifically to attract buyers or investors) or construction of a new facility);

c. General community visioning, area-wide zoning updates, design guideline development, master planning, green infrastructure, infrastructure service delivery, and city-wide or comprehensive planning/plan updates – these activities are all ineligible uses of grant funds if unrelated to advancing cleanup and reuse of brownfield sites or sites to be assessed. Note: for these types of activities to be an eligible use of grant funds, there must be a specific nexus between the activity and how it will help further cleanup and reuse of the priority brownfield site(s). This nexus must be clearly described in the workplan for the project;

d. Job training activities unrelated to performing a specific assessment at a site (i.e., on the job training) covered by the cooperative agreement;

e. To pay for a penalty or fine;

f. To pay a Federal cost share requirement (e.g., a cost share required by another Federal grant) unless there is specific statutory authority;

g. To pay for a response cost at a brownfield site for which the CAR or subaward recipient is potentially liable under CERCLA § 107;

h. To pay a cost of compliance with any Federal law, excluding the cost of compliance with laws applicable to the assessment; and

i. Unallowable costs (e.g., lobbying and purchases of alcoholic beverages) under 2 CFR Part 200, Subpart E.

2. Cooperative agreement funds shall not be used for any of the following properties:

a. Facilities listed, or proposed for listing, on the National Priorities List (NPL);

b. Facilities subject to unilateral administrative orders, court orders, and administrative orders on consent or judicial consent decree issued to or entered by parties under CERCLA;

c. Facilities that are subject to the jurisdiction, custody or control of the United States government except for land held in trust by the United States government for an Indian Tribe; or

d. A site excluded from the definition of a brownfield site for which EPA has not made a property-specific funding determination.

V. ASSESSMENT REQUIREMENTS

A. Authorized Assessment Activities

1. Prior to conducting or engaging in any on-site activity with the potential to impact historic properties (such as invasive sampling), the CAR shall consult with the EPA Project Officer regarding potential applicability of the National Historic Preservation Act (NHPA) (16 USC § 470) and, if applicable, shall assist EPA in complying with any requirements of the NHPA and implementing regulations.

2. If funds from this cooperative agreement are used to prepare an Analysis of Brownfield Cleanup Alternatives (ABCA), or equivalent state Brownfields program document, the CAR must include information about the site and contamination issues (i.e., exposure pathways, identification of contaminant sources, etc.); cleanup standards; applicable laws; alternatives considered; and the proposed cleanup. The evaluation of alternatives must include effectiveness, ability to implement, and the cost of the response proposed. The evaluation of alternatives must also consider the resilience of the remedial options to address potential adverse impacts caused by extreme weather events (e.g., sea level rise, drought, increased frequency and intensity of flooding, etc.). The alternatives may additionally consider the degree to which they reduce greenhouse gas discharges, reduce energy use or employ alternative energy sources, reduce volume of wastewater generated/disposed of, reduce volume of materials taken to landfills, and recycle and re-use materials generated during the cleanup process to the maximum extent practicable. The evaluation will include an analysis of reasonable alternatives including no action. The cleanup method chosen must be based on this analysis.

B. Quality Assurance (QA) Requirements

Authority: Quality Assurance applies to all assistance agreements involving environmental information as defined in 2 C.F.R. § 1500.12 Quality Assurance.

When environmental data are collected as part of the brownfield assessment, the CAR shall comply with 2 CFR § 1500.12 requirements to develop and implement quality assurance practices sufficient to produce data adequate to meet project objectives and to minimize data loss. State law may impose additional QA requirements.

The recipient shall ensure that subawards involving environmental information issued under this agreement include appropriate quality requirements for the work. The recipient shall ensure sub-award recipients develop and implement Quality Assurance (QA) planning document[s] in accordance with this term and condition and submit the QA planning document[s] to EPA for review and approval; and/or ensure sub-award recipients implement all applicable approved QA planning documents.

1. **Quality Management Plan (QMP)**

a. Prior to beginning environmental information operations, the recipient must:

i. Develop a QMP if the EPA Project Officer, in coordination with the EPA Quality Assurance Manager or designee (hereafter referred to as the QAM), determine a QMP is necessary,

ii. Prepare the QMP in accordance with the current version of EPA's Quality Management Plan (QMP) Standard. Submit the document for

EPA review, and

iii. Obtain EPA Quality Assurance Manager or designee.

b. The recipient must submit the QMP within 180 days, or another timeframe agreed to by the EPA Project Officer, after grant award. (QAM may specify both timeframes or specify only one timeframe and remove the other.)

c. The recipient must review their approved QMP at least annually. These reviews shall be documented. If no revisions are needed, the recipient shall provide written confirmation to the EPA Project Officer. If minor revisions are needed, the recipient shall revise its QMP to incorporate minor changes and notify the EPA Project Officer and QAM of the changes and provide a copy of the finalized QMP. If the annual review identifies significant changes to the QMP are necessary, the QMP must be revised and resubmitted to the EPA for re-approval. Example conditions requiring the revision and resubmittal of an approved QMP can be found in section 6 of EPA's Quality Management Plan (QMP) Standard.

d. The recipient must submit a QMP crosswalk with the QMP. The EPA Project Officer will provide a copy of the current QMP crosswalk.

2. Quality Assurance Project Plan (QAPP)

a. Prior to beginning environmental information operations, the recipient must:

i. Develop a QAPP (the QAPP is the document that provides comprehensive details about the quality assurance, quality control, and technical activities that must be implemented to ensure that project objectives are met. Environmental programs include, but are not limited to, direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technology),

ii. Prepare QAPP in accordance with the current version of EPA's Quality Assurance Project Plan (QAPP) Standard,

iii. Submit the document for EPA review within 180 days, or another timeframe agreed to by the EPA Project Officer, and

iv. Obtain EPA Quality Assurance Manager or designee approval.

b. The recipient must submit the QAPP no more than 180 days after grant award unless an extension is approved by the Project Officer.

c. The recipient shall notify the EPA Project Officer and the EPA Quality Assurance Manager or designee when substantive changes are needed to the QAPP and submit the QAPP to the EPA for review and approval

d. The recipient must review their approved QAPP at least annually. These reviews shall be documented. If no revisions are needed, the recipient shall provide written confirmation to the EPA Project Officer. If minor revisions are needed, the recipient shall revise its QAPP to incorporate minor changes and notify the EPA Project Officer and QAM of the changes and provide a copy of the finalized QAPP. If the annual review identifies significant changes to the QAPP are necessary, the QAPP must be revised and resubmitted to the EPA for re-approval. Example conditions requiring the revision and resubmittal of an approved QAPP can be found in section 5 of EPA's Quality Assurance Project Plan (QAPP) Standard.

e. The recipient must submit a QAPP Crosswalk with the QAPP. The EPA Project Officer will provide a copy current QAPP Crosswalk.

For Reference:

- Quality Management Plan (QMP) Standard and EPA's Quality Assurance Project Plan (QAPP) Standard; contain quality specifications for EPA and non-EPA organizations and definitions applicable to these terms and conditions.

- Region 4 Brownfields Quality Assurance Project Plan Standard Toolbox has various templates and crosswalks to assist with the development of brownfields QAPPs.

- EPA's Quality Program website has a list of QA managers, and Non-EPA Organizations Quality Specifications.

- The Office of Grants and Debarment Implementation of Quality Assurance Requirements for Organizations Receiving EPA Financial Assistance.

3. **Competency of Organizations Generating Environmental Measurement Data:** In

accordance with Agency Policy Directive Number FEM-2012-02, *Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements*, the CAR agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable, the CAR agrees to demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data. The CAR shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at https://www.epa.gov/measurements-modeling/documents-about-measurement-competency-under-assistance-agreements or a copy may also be requested by contacting the EPA Project Officer for this award.

C. Public Awareness

1. The CAR agrees to clearly reference EPA investments in the project during all phases of community outreach outlined in the EPA-approved workplan which may include the development of post-project summary or success materials that highlight achievements to

which this project contributed.

a. If any documents, fact sheets, and/or web materials are developed as part of this cooperative agreement, then they shall comply with the *Acknowledgement Requirements for Non-ORD Assistance Agreements* in the General Terms and Conditions of this agreement.

b. If a sign is developed as part of a project funded by this cooperative agreement, then the sign shall include either a statement (e.g., this project has been funded, wholly or in part, by EPA) and/or EPA's logo acknowledging that EPA is a source of funding for the project. The EPA logo may be used on project signage when the sign can be placed in a visible location with a direct linkage to site activities. Use of the EPA logo must follow the sign specifications available at https://www.epa.gov/grants/epa-logo-seal-specifications-signage-produced-epa-assistance-agreement-recipients.

To obtain the appropriate EPA logo or seal graphic file, the CAR should send a request directly to the EPA Office of Public Affairs (OPA) and include the EPA Project Officer in the communication. Instructions for contacting OPA are available at https://www.epa.gov/aboutepa/using-epa-seal-and-logo.

c. EPA Logo: If the EPA logo is displayed along with logos from other participating entities on websites, outreach materials, or reports, it must not be prominently displayed to imply that any of the recipient's or subrecipient's activities are being conducted by the EPA. Instead, the EPA logo must be accompanied with a statement indicating that the County of Gadsden received Federal financial assistance from EPA for the project. The recipient will ensure compliance with the sign specifications provided by the OPA available at https://www.epa.gov/stylebook/using-epa-seal-and-logo. As provided in the sign specifications from OPA, the EPA logo is the preferred identifier for assistance agreement projects and use of the EPA seal requires prior approval from the EPA.

d. Procuring Signs: Consistent with section 6002 of RCRA, 42 U.S.C. 6962, and 2 CFR 200.323, recipients are encouraged to use recycled or recovered materials when procuring signs. Signage costs are considered an allowable cost under this assistance agreement provided that the costs associated with signage are reasonable.

2. The CAR agrees to notify the EPA Project Officer listed in this award document of public or media events publicizing the accomplishment of significant events related to construction and/or site reuse projects as a result of this agreement, and provide the opportunity for attendance and participation by Federal representatives with at least ten (10) working days' notice.

3. To increase public awareness of projects serving communities where English is not the predominant language, CARs are encouraged to include in their outreach strategies communication in non-English languages. This includes translating the language on signs (excluding the EPA logo or seal) into the appropriate non-English language(s). Translation costs for this purpose are allowable, provided the costs are reasonable.

4. All public awareness activities conducted with EPA funding are subject to the provisions in the General Terms and Conditions on compliance with section 504 of the Americans with Disabilities Act.

D. All Appropriate Inquiries

1. As required by CERCLA § 104(k)(2)(B)(ii) and CERCLA § 101(35)(B), the CAR shall ensure that a Phase I site characterization and assessment carried out under this agreement will be performed in accordance with EPA's all appropriate inquiries regulation (AAI). The CAR shall utilize the practices in ASTM standard E1527-21 *"Standard Practices for Environmental Site Assessment: Phase I Environmental Site Assessment Process"* (or the latest recognized ASTM standard at the time the assessment is performed), or EPA's All Appropriate Inquiries Final Rule (40 CFR Part 312). A suggested outline for an AAI final report is provided in *"All Appropriate Inquiries Rule: Reporting Requirements and Suggestions on Report Content"* (Publication Number: EPA 560-F-23-004 (or the latest available publication)). This does not preclude the use of cooperative agreement funds for additional site characterization and assessment activities that may be necessary to characterize the environmental impacts at the site or to comply with applicable state standards.

2. AAI final reports produced with funding from this agreement must comply with 40 CFR Part 312 and must, at a minimum, include the information below. All AAI reports submitted to the EPA Project Officer as deliverables under this agreement must be accompanied by a completed *"All Appropriate Inquiries: Reporting Requirements Checklist for Assessment and Multipurpose Grant Recipients"* (Publication Number: EPA 560-F-23-017 (or the latest available publication)) that the EPA Project Officer will provide to the recipient. The checklist is available to CARs on EPA's website at https://www.epa.gov/brownfields/all-appropriate-inquiries-reporting-requirements-checklist-assessment-grant-recipients. The completed checklist must include:

a. An ***opinion*** as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.

b. An identification of ***"significant" data gaps*** (as defined in 40 CFR § 312.10), if any, in the information collected for the inquiry. Significant data gaps include missing or unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property. The documentation of significant data gaps must include information regarding the significance of these data gaps.

c. ***Qualifications*** **and** ***signature*** of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:

- *"[I, We] declare that, to the best of [my, our] professional knowledge and belief, [I, we] meet the definition of Environmental Professional as defined in 40 CFR § 312.10 of this part."*

- *"[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312."*

Note: Please use either "I/my" or "We/our."

d. In compliance with 40 CFR § 312.31(b), the environmental professional must include in the final report an ***opinion regarding additional appropriate investigation***, if the environmental professional has such an opinion.

3. EPA may review checklists and AAI final reports for compliance with the AAI regulation documentation requirements at 40 CFR Part 312 (or comparable requirements for those using ASTM Standard 1527-21 or the latest recognized ASTM standard at the time the assessment is performed). Any deficiencies identified during an EPA review of these documents must be corrected by the recipient within 30 days of notification. Failure to correct any identified deficiencies may result in EPA disallowing the costs for the entire AAI report as authorized by 2 CFR § 200.339. If a recipient willfully fails to correct the deficiencies, EPA may consider other available remedies, including under 2 CFR § 200.339 and 2 CFR § 200.340.

E. Completion of Assessment Activities

1. The CAR shall properly document the completion of all activities described in the EPA-approved workplan. This must be done through a final report or letter from a Qualified Environmental Professional, or other documentation provided by a State or Tribe that shows assessments are complete.

F. Inclusion of Additional Terms and Conditions

1. In accordance with 2 CFR § 200.334, the CAR shall maintain records pertaining to the cooperative agreement for a minimum of three (3) years following submission of the final financial report unless one or more of the conditions described in the regulation applies. The CAR shall provide access to records, including subrecipients' records, relating to assessments supported with Assessment cooperative agreement funds to authorized representatives of the Federal government as required by 2 CFR § 200.337.

2. The CAR has an ongoing obligation to advise EPA if it assessed any penalties resulting from environmental non-compliance at sites subject to this agreement.

VI. PAYMENT AND CLOSEOUT

For the purposes of these Terms and Conditions, the following definitions apply: "payment" is EPA's transfer of funds to the CAR; "closeout" refers to the process EPA follows to ensure that all administrative actions and work required under the cooperative agreement have been completed.

A. Payment Schedule

1. The CAR may request advance payment from EPA pursuant to 2 CFR § 200.305(b)(1) and the prompt disbursement requirements of the General Terms and Conditions of this agreement. The CAR must pay subrecipients in advance provided the subrecipient complies with the requirements of 2 CFR § 200.305(b)(1).

This requirement does not apply to states which are subject to 2 CFR § 200.305(a).

B. Schedule for Closeout

1. Closeout will be conducted in accordance with 2 CFR § 200.344. EPA will close out the award when it determines that all applicable administrative actions and all required work under the cooperative agreement have been completed.

2. The CAR, within 120 days after the expiration or termination of the cooperative agreement, must submit all financial, performance, and other reports required as a condition of the cooperative agreement.

a. The CAR must submit the following documentation:

i. The Final Cooperative Agreement Performance Report as described in Section III.F. of these Terms and Conditions.

ii. Administrative and Financial Reports as described in the General Terms and Conditions of this agreement.

b. The CAR must ensure that all appropriate data have been entered into ACRES or all hardcopy Property Profile Forms are submitted to the EPA Project Officer.

c. As required by 2 CFR § 200.344, the CAR must immediately refund to EPA any balance of unobligated (unencumbered) advanced cash or accrued program income that is not authorized to be retained for use on other cooperative agreements.

[1] Per EPA's General Term and Condition, the CAR must obtain prior approval from the EPA Grants Management Officer or Award Official for cumulative transfers of funds in excess of 10% of the total budget.

Davis-Bacon Term and Condition for Brownfields

1. Program Applicability

a. Program Name: Brownfields Program

b. Statute: Brownfields Direct Cleanup and Revolving Loan Fund Grants authorized by 42 U.S.C. 9604(k) are subject to Davis-Bacon and Related Acts (DBRA) as provided in 42 U.S.C. 9604(g)

c. Activities subject to Davis-Bacon:

i. **Brownfield Sites Contaminated with Hazardous Substances:** All construction, alteration, and repair activity involving the remediation of hazardous substances is subject to DBRA. This includes:

Excavation of contaminated soil;

Construction of caps, barriers, and structures which permanently house treatment equipment;

Installation of water supply wells/piping/connections;

Abatement of contamination in buildings; and

Demolition (if followed by new construction).

ii. **Brownfield Sites Contaminated with Petroleum:** DBRA prevailing wage requirements apply when the project includes:

Excavation of contaminated soil and/or tank removal if followed by paving and concrete replacement, or if it is an extensive soil excavation project;

Construction of caps, barriers, and structures which permanently house treatment equipment; and

Installation of water supply wells/piping/connections and related excavation and replacement of contaminated soil.

d. Prevailing Wage Classification (e.g., Heavy Construction, Residential, Commercial) (optional):

- **Heavy Construction:** EPA has determined the "Heavy Construction" classification should be used when soliciting competitive contracts or issuing ordering instruments to existing contractors for:

Excavation and removal of contaminated soil;

Construction of caps or barriers;

Replacement of paving and concrete; and

Installation of water supply wells/piping/connections.

- **Building Construction:** EPA has determined the "Building Construction" classification should be used when soliciting competitive contracts or issuing ordering instruments for the construction of:

Demolition (if followed by new construction);

Construction of structures which permanently house treatment equipment; and

Abatement of contamination in buildings (other than residential structures less than 4 stories in height).

- **Residential Construction:** EPA has determined the "Residential

Construction" classification should be used when soliciting competitive contracts or issuing ordering instruments for the abatement of contamination in residential structures less than 4 stories in height.

2. Davis-Bacon and Related Acts

DBRA is a collection of labor standards provisions administered by the Department of Labor, that are applicable to grants involving construction. These labor standards include the:

- Davis-Bacon Act, which requires payment of prevailing wage rates for laborers and mechanics on construction contracts of $2,000 or more

- Copeland "Anti-Kickback" Act, which prohibits a contractor or subcontractor from inducing an employee into giving up any part of the compensation to which he or she is entitled; and

- Contract Work Hours and Safety Standards Act, which requires overtime wages to be paid for over 40 hours of work per week, under contracts in excess of $100,000.

3. Recipient Responsibilities When Entering Into and Managing Contracts:

a. Solicitation and Contract Requirements:

i. Include the Correct Wage Determinations in Bid Solicitations and Contracts: Recipients are responsible for complying with the procedures provided in 29 CFR 1.6 when soliciting bids and awarding contracts.

ii. Include DBRA Requirements in All Contracts: Include the following text on all contracts under this grant:

"By accepting this contract, the contractor acknowledges and agrees to the terms provided in the DBRA Requirements for Contractors and Subcontractors Under EPA Grants."

b. After Award of Contract:

i. Approve and Submit Requests for Additional Wages Rates: Work with contractors to request additional wage rates if required for contracts under this grant, as provided in 29 CFR 5.5(a)(1)(iii).

ii. Provide Oversight of Contractors to Ensure Compliance with DBRA Provisions: Ensure contractor compliance with the terms of the contract, as required by 29 CFR 5.6.

4. Recipient Responsibilities When Establishing and Managing Additional Subawards:

a. Include DBRA Requirements in All Subawards (including Loans):

Include the following text on all subawards under this grant:

"By accepting this award, the EPA subrecipient acknowledges and agrees to the terms and conditions provided in the DBRA Requirements for EPA Subrecipients."

b. Provide Oversight to Ensure Compliance with DBRA Provisions: Recipients are responsible for oversight of subrecipients, and must ensure subrecipients comply with the requirements in 29 CFR 5.6.

5. The contract clauses set forth in this Term & Condition, along with the correct wage determinations, will be considered to be a part of every prime contract covered by Davis-Bacon and Related Acts (see 29 CFR5.1), and will be effective by operation of law, whether or not they are included or incorporated by reference into such contract, unless the Department of Labor grants a variance, tolerance, or exemption. Where the clauses and applicable wage determinations are effective by operation of law under this paragraph, the prime contractor must be compensated for any resulting increase in wages in accordance with applicable law.