Board of County Commissioners  
Gadsden County, Florida  

AGENDA  

Regular Public Meeting  
August 20, 2013  
6:00 p.m.

Invocation, Pledge of Allegiance and Roll Call

Invocation
Pledge of Allegiance

Amendments and Approval of Agenda

Awards, Presentations and Appearances

1. Presentation of Resolution 2013-016 Honoring the Life of Patricia Elaine Fletcher Vice (Commissioner Gene Morgan, District 3)

2. Recognition of 2012-13 High Performing School Principals (Robert Presnell, County Administrator / Commissioner Douglas Croley, Chair)

3. Down & Dirty Motorcycle Club 4th Annual Family & Friends Day (Commissioner Eric Hinson, Vice Chairman District 1)

Clerk of Courts

4. County Finance and County Clerk Issues (Nicholas Thomas, Clerk of the Courts)

Consent

5. Approval of Minutes

6. Ratification of Approval to Pay County Bills

7. Approval to Award Bid Number 13-07 to Hodges Heating, Air Conditioning and Refrigeration to Provide HVAC Services for The County (Robert Presnell, County Administrator / Clyde Collins, Building Official)
8. Approval to Award Bid Number 13-12 to Rudd’s Pest Control of Greensboro for Pest Control Services  
   (Robert Presnell, County Administrator, Clyde Collins, Building Official)

9. Approval to Award Bid Number 13-13 to Gulf Atlantic Culvert Company, Inc. for Asphalt Coated Culvert Pipes  
   (Robert Presnell, County Administrator / Curtis Young, Interim Public Works Director)

10. Approval of the Mosquito Control Annual Certified Budget  
    (Robert Presnell, County Administrator / Curtis Young, Interim Public Works Director)

11. Approval to Accept the FY 2013 Third Quarter Budget Status Report  
    (Robert Presnell, County Administrator / Jeff A. Price, Senior Management & Budget Analyst)

12. Approval of New Road Names (Merganser Drive and Kingfisher Court)  
    (Robert Presnell, County Administrator / Maurice Peddie, E-911 Coordinator)

**Items Pulled for Discussion**

**Citizens Requesting to be Heard on Non-Agenda Items (3 minute limit)**

**Public Hearings**

    (Robert Presnell, County Administrator / Jill Jeglie, Interim Planning & Community Development Director)

**General Business**

14. Approval of Joint Economic Development Resolution 2013-015 with the Cities of Chattahoochee, Gretna, Midway and Quincy, the Towns of Greensboro and Havana, and Gadsden County.  
    (Robert Presnell, County Administrator)

**County Administrator**

15. Update on Board Requests

**County Attorney**

16. Update on Various Legal Issues  
    (Deborah Minnis, County Attorney)
Discussion Items by Commissioners

17. Report and Discussion on Public Issues and Concerns Pertaining to Commission Districts and Gadsden County:

   Commissioner Taylor, District 5
   Commissioner Holt, District 4
   Commissioner Morgan, District 3
   Commissioner Hinson, Vice Chairman, District 1
   Commissioner Croley, Chairman, District 2

Motion to Adjourn

Receipt and File

18.  
   A. Letter from Michael Dorian (Gadsden United, Inc.) to the Board
   B. August 6, 2013 Letter from BOCC Chair to members of the family of Mr. Ralph Lee Perkins
   C. July 29, 2013 Letter from Florida Department of Health (1/2 Cent Sales Tax Prevention & Education Program 3rd Quarter Report)

August Meeting(s)

   - August 22, 2013 (Budget Workshop at 4:00pm)

September Meeting(s)

   - September 3, 2013 (Regular Public Meeting at 6pm)
   - September 10, 2013 (1st Budget Hearing at 6pm)
   - September 17, 2013 (Regular Public Meeting at 6pm)
   - September 23, 2013 (Final Budget Hearing at 6pm)
FOR IMMEDIATE RELEASE:

CONTACT: Olivia V. Smith,
Special Projects Coordinator
(850) 743-8324

MEDIA ADVISORY

Gadsden County Commissioners to Recognize Local Principals for Receiving High Performing School Grades

The Gadsden County Board of County Commissioners is pleased with the results of the 2012-2013 Florida School Grades for the County. More than half of Gadsden County schools received a grade of “A” or “B”. Despite changes in testing standards, Gadsden County schools proved to be up for the challenge receiving some of the best school grades in the region. The Gadsden County Board of County Commissioners would like to recognize the principals of the following schools for their hard work and dedication to the students.

- **Stewart Street Elementary**
  - Lisa Robinson
- **Gretna Elementary School**
  - Delshauna Jackson
- **Gadsden Elementary Magnet School**
  - Erica Starling
- **Crossroad Academy Charter School**
  - Kevin Forehand
- **Chattahoochee Elementary School**
  - Valencia Denson
- **Greensboro Elementary**
  - Stephen Pitts

**When**: Tuesday August 20, 2013
6 p.m.

**Where**: County Commission Chamber
Edward J. Butler Governmental Complex
9 East Jefferson Street
Quincy, Florida 32353

###
August 7, 2013

Honorable Chairman and Members of Board of County Commissioners
9-B East Jefferson Street
P. O. Box 1799
Quincy, FL 32353-1799

Commissioners:

Please find for your information and review the attached Cash-In-Bank Summary Report, dated August 6, 2013.

Respectfully submitted,

[Signature]

Nicholas Thomas
Clerk of the Circuit Court

NT/gmc
Attachment
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<th>FUND</th>
<th>POOLED CASH</th>
<th>INVESTMENT-SBA</th>
<th>ESCROW ACCTS</th>
<th>PETTY CASH</th>
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GADSDEN COUNTY BOC\(C\)  
Cash-In-Bank Summary report  
CASH IN BANK AS OF 08/06/13   FISCAL PERIOD 11/13

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Board of County Commissioners
Agenda Request

Date of Meeting: August 20, 2013
Date Submitted: August 6, 2013
To: Honorable Chairman and Members of the Board
From: Robert Presnell, County Administrator
      Clyde Collins, Building Official
Subject: Approval to Award Bid No. 13-07 for HVAC Services

______________________________

Statement of Issue:

This agenda item seeks Board approval to award Bid No. 13-07 to Hodges Heating, Air Conditioning and Refrigeration to provide HVAC services for the County.

Background:

Staff solicited bids to secure a licensed contractor to service and repair the County’s HVAC equipment. The County desires to contract with a vendor that can service the complicated commercial chillers and boilers, as well as light commercial HVAC units. The vendor will be used on an as needed basis and must be available upon request.

Analysis:

Five bids were received to provide the requested services (see attached Bid Tabulation Form). Staff reviewed the bids and is recommending Bid No. 13-07 be awarded to Hodges Heating, Air Conditioning and Refrigeration.

Fiscal Impact:

Funds are allocated in the Building Maintenance budget for equipment repair and maintenance.
Options:

Option 1  Approve award of Bid 13-07 to Hodges Heating, Air Conditioning and Refrigeration for all HVAC services.

Option 2  Do not approve the bid as requested in item #1.

Option 3  Board Direction.

County Administrator’s Recommendation

Option 1

Attachment:

1. Bid Tabulation Sheet
# BID TABULATION FORM

**BID TITLE:** HVAC Maintenance  
**BID NUMBER:** 13-07  
**OPENING DATE:** 6-11-13  
**TIME OF OPENING:** 10:00 a.m.

**OPENED BY:** Shelia Faircloth  
**TABULATED BY:** Shelia Faircloth  
**VERIFIED BY:** Arthur Lawson, Sr.

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<th>VENDOR LIST</th>
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<td>Work scheduled during off hours for the convenience of the Contractor is not billable at an overtime rate.</td>
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<td>Parts Markup @ 20%</td>
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<td>Keith Lawson Company, Inc.</td>
<td>Service Tech $70.00/hr</td>
<td>Overtime will be billed at 1.5x the above rates.</td>
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<td>Mark up charges @ 25%</td>
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Adjourned @ 10:15 a.m.
Board of County Commissioners  
Agenda Request

Date of Meeting: August 20, 2013

Date Submitted: August 6, 2013

To: Honorable Chairman and Members of the Board

From: Robert Presnell, County Administrator  
       Clyde Collins, County Building Official

Subject: Approval to Award Bid No. 13-12 to Rudd’s Pest Control of Greensboro, FL for Pest Control Services

Statement of Issue:

This agenda item seeks Board approval to award Bid No. 13-12 to Rudd’s Pest Control of Greensboro, FL for pest control services.

Background:

The County solicited bids for monthly pest control services in July 2013. There were four bids received (see attached Bid Tabulation Sheet). The low bid of $459.00 per month was submitted by Rudd’s Pest Control of Greensboro, FL. Rudd’s Pest Control has been our pest control provider since August 2011 and has provided quality service.

Analysis:

The bid requires that all County buildings be serviced once each month for the term of the contract which is one year. During the course of the contract term, staff has requested additional services and Rudd’s Pest Control has met the requests in a responsible and timely manner. As stated in the bid document, the contract will be for a period of one year with the option to renew for an additional year.

Fiscal Impact

The fiscal impact will be $459.00 per month. These funds are budgeted in the Building Maintenance budget.
Options:

1. Approve the Award of Bid No. 13-12 to Rudd’s Pest Control of Greensboro, FL.

2. Do not approve item.

3. Board Direction.

Administrator’s Recommendation:

Option 1: Approve award of Bid No. 13-12 to Rudd’s Pest Control.

Attachment:

1. Bid Tabulation Form
2. Rudd’s Pest Control’s Bid
# BID TABULATION FORM

**BID TITLE:** Pest Control Services  
**BID NUMBER:** 13-12  
**OPENING DATE:** 7-19-13  
**TIME OF OPENING:** 10:00 a.m.  
**OPENED BY:** Shelia Faircloth  
**TABULATED BY:** Shelia Faircloth  
**VERIFIED BY:** Arthur Lawson, Sr.  

<table>
<thead>
<tr>
<th>VENDOR LIST</th>
<th>BID AMOUNT</th>
<th>MET SPECS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knox Pest Control</td>
<td>$592.00 per month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>McCall Service, Inc.</td>
<td>$695.00 per month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rudd’s Pest Control</td>
<td>$459.00 per month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terminix</td>
<td>$733.00 per month</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Adjourned @ 10:07 a.m.
Gadsden County
Board of County Commissioners
Department of Management Services
5-B East Jefferson Street
Quincy, FL 32351
July-16-2013

Bid No. 13-12

Rudd’s Pest Control Inc. would like to submit our bid for Pest Control Services for the offices listed:

Gadsden County Courthouse----------------------------- $30.00 Mo.
County Records Center-------------------------------- $18.00 Mo.
Property Appraisers Office----------------------------- $23.00 Mo.
Sup. Of Elections------------------------------------- $18.00 Mo.
W A Woodham Center---------------------------------- $43.00 Mo.
Guardian Ad Litem------------------------------------ $18.00 Mo.
EMS------------------------------------------------ $28.00 Mo.
Public Works Admin---------------------------------- $18.00 Mo.
Public Works Shop------------------------------------- $23.00 Mo.

Havana Public Library------------------------------------- $23.00 Mo.
Chattahoochee Public Library---------------------------- $23.00 Mo.
Livestock Pavilion/Soil Cons.-------------------------- $18.00 Mo.
Sheriff’s Garage--------------------------------------- $18.00 Mo.
Edward J. Butler Building----------------------------- $28.00 Mo.
Guy Race Judicial Complex----------------------------- $28.00 Mo.
Senior Citizens---------------------------------------- $23.00 Mo.

Public Library----------------------------------------- $23.00 Mo.
Commodities Building-------------------------------- $38.00 Mo.
Havana ESM------------------------------------------- $18.00 Mo.

Pest Control Service for all buildings will be a total of $459.00 each month.

In closing we appreciate your business and hope to be of service to you.

Sincerely,

Rudd’s Pest Control Inc
Board of County Commissioners
Agenda Request

Date of Meeting: August 20, 2013
Date Submitted: August 7, 2013
To: Honorable Chairman and Members of the Board
From: Robert M. Presnell, County Administrator
       Curtis P. Young, Interim Public Works Director
Subject: Approval to Award Bid Number 13-13 to Gulf Atlantic Culvert Company, Inc. for Asphalt Coated Culvert Pipes

Statement of Issue:

This agenda item seeks Board approval to award the County contract for the supply of asphalt coated culvert pipes to Gulf Atlantic Culvert Company, Inc.

Background:

The Public Works Department started utilizing asphalt coated culvert pipes approximately twelve years ago due to the increased life span of this particular pipe. The contract for the supply of the pipes is bid annually.

Analysis:

During the bid process, Gulf Atlantic Culvert Company, Inc. was the sole bidder for all sizes of asphalt coated pipe. If awarded this bid, the Public Works Department will continue to utilize asphalt coated pipes from the low bidder on an as needed basis.

Fiscal Impact:

It is estimated that the Public Works Department will spend approximately $50,000 this budget year for asphalt coated culvert pipes to accomplish road and driveway maintenance.

Options:

1. Approve the award of Bid Number 13-13 to Gulf Atlantic Culvert Company, Inc.
2. Board Direction.

County Administrator’s Recommendation:

Option 1
Attachments:

1. Bid Tabulation Form
2. Gulf Atlantic Culvert Company, Inc. Bid Documents
## BID TABULATION FORM

**BID TITLE:** Asphalt Coated Pipe  
**BID NUMBER:** 13-13  
**OPENING DATE:** 8-2-13  
**TIME OF OPENING:** 10:00 a.m.  
**OPENED BY:** Shelia Faircloth  
**TABULATED BY:** Shelia Faircloth  
**VERIFIED BY:** Arthur Lawson, Sr.

<table>
<thead>
<tr>
<th>VENDOR LIST</th>
<th>BID AMOUNT</th>
<th>MET SPECS</th>
<th>NOTES</th>
</tr>
</thead>
</table>
| Gulf Atlantic Culvert Co.  
P O Box 4002  
Tallahassee, FL 32315 | See Bid | | |

Adjourned @ 10:03 a.m.
## Specifications for Helical Corrugated Steel Pipe

**Bid No. 13-13**  **Opening Date:** 8-2-13  **Time:** 10:00 (EST)

<table>
<thead>
<tr>
<th>Plain with Rerolled Ends</th>
<th>Mitered Ends Sections</th>
<th>Annular Bands</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1&quot;W</td>
<td>2&quot;W - 16&quot;O</td>
</tr>
<tr>
<td>15&quot; x 24&quot; (16 ga.) $</td>
<td>$225.94</td>
<td>$8.79</td>
</tr>
<tr>
<td>18&quot; x 24&quot; (16 ga.) $</td>
<td>$269.74</td>
<td>10.49</td>
</tr>
<tr>
<td>24&quot; x 24&quot; (16 ga.) $</td>
<td>357.10</td>
<td>13.90</td>
</tr>
<tr>
<td>30&quot; x 24&quot; (14 ga.) $</td>
<td>516.64</td>
<td>22.31</td>
</tr>
<tr>
<td>48&quot; x 24&quot; (12 ga.) $</td>
<td>1220.44</td>
<td>48.86</td>
</tr>
<tr>
<td>36&quot; x 24&quot; (14 ga.) $</td>
<td>1618.00</td>
<td>24.75</td>
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<td><strong>Asphalt Coated With Rerolled Ends</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15&quot; x 24&quot; (16 ga.) $</td>
<td>362.92</td>
<td>10.33</td>
</tr>
<tr>
<td>18&quot; x 24&quot; (16 ga.) $</td>
<td>389.40</td>
<td>12.54</td>
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<tr>
<td>24&quot; x 24&quot; (16 ga.) $</td>
<td>418.80</td>
<td>14.45</td>
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<tr>
<td>30&quot; x 24&quot; (14 ga.) $</td>
<td>642.00</td>
<td>25.50</td>
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<tr>
<td>48&quot; x 24&quot; (12 ga.) $</td>
<td>1248.08</td>
<td>54.17</td>
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<tr>
<td>36&quot; x 24&quot; (14 ga.) $</td>
<td>7606.32</td>
<td>160.86</td>
</tr>
</tbody>
</table>

**Name and Address of Bidder:**

GULF ATLANTIC CULVERT CO.,
P O BOX 4002
TALLAHASSEE, FL 32315

**Authorized Signature:**

[Signature]

**Date:** 7-15-13
DRUG-FREE WORKPLACE CERTIFICATION

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that Gulf Atlantic Culvert Co. does:

Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance program, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirement.

Company Name Gulf Atlantic Culvert Vendor’s Signature

Must be executed and returned with attached bid at time of bid opening to be considered.
Gulf Atlantic Culvert Company, Inc.
Name of Company

PO. Box 4002,
Mailing Address

Tallahassee, Florida 32315
City State Zip

Jennifer Weaver - President
Authorized Signature, Title

Date 7-15-13
Name (Typed or Printed)

850-562-2384
Phone Number (Including Area Code)

850-562-5324
Fax Number (Including Area Code)

Website/Email Address
gulf-atlantic.net-tally.com

Date 7-15-13
Board of County Commissioners  
Agenda Request

Date of Meeting: August 20, 2013

Date Submitted: August 7, 2013

To: Honorable Chairman and Members of the Board

From: Robert M. Presnell, County Administrator  
Curtis P. Young, Interim Public Works Director

Subject: Approval of the Mosquito Control Annual Certified Budget

Statement of Issue:

Annually, the Public Works Department must apply to the Department of Agriculture and Consumer Services (DACS) for matching funds according to Florida Statutes, Chapter 388. Attached is the Annual Certified Budget for mosquito control funding between the Florida DACS and the Gadsden County Board of County Commissioners. Staff seeks Board approval of this budget.

Background:

The Gadsden County Mosquito Control program is partially funded by the DACS (State of Florida). Annually, the County must submit an Annual Certified Budget. Upon submission, the DACS provides partial funding for the spraying of mosquitoes during the year.

Analysis:

The attached Annual Certified Budget provides for the continued spraying of mosquitoes in Gadsden County during the next fiscal year.

Fiscal Impact:

The proposed County match for this program is $56,464.00, which has been requested in the 2013-‘14 Budget.

Options:

1. Approval and execution of this Annual Certified Budget for Mosquito Control Funding between FDACS and GCBOCC.
2. Board Direction.
Attachment:

Annual Certified Budget (2 copies)
# Annual Certified Budget for Mosquito Control

## Receivables

<table>
<thead>
<tr>
<th>Acct #</th>
<th>Description</th>
<th>TOTAL</th>
<th>LOCAL</th>
<th>STATE</th>
</tr>
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<tbody>
<tr>
<td>311</td>
<td>Ad Valorem (Current/Delinquent)</td>
<td>$56,464.00</td>
<td>$56,464.00</td>
<td>$29,456.00</td>
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<td>334.1</td>
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<td>Equipment Rentals</td>
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<td>Grants and Donations</td>
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<td>Other Sources</td>
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<td>389</td>
<td>Loans</td>
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<td>$0.00</td>
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<td>TOTAL RECEIPTS</td>
<td>$85,920.00</td>
<td>$56,464.00</td>
<td>$29,456.00</td>
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</table>

Beginning Fund Balance: $0.00

Total Budgetary Receipts & Balances: $85,920.00

## Expenditures

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<th>Uniform Accounting System Transaction</th>
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<td>Freight Services</td>
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<td>Utility Service</td>
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<td>Rentals &amp; Leases</td>
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<td>Insurance</td>
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<td>Repairs &amp; Maintenance</td>
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<td>47</td>
<td>Printing and Binding</td>
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<td>48</td>
<td>Promotional Activities</td>
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<td>Other Charges</td>
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<td>$0.00</td>
<td>$0.00</td>
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<td>Office Supplies</td>
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<td>$0.00</td>
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<td>52.1</td>
<td>Gasoline/Oil/Lube</td>
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<td>Chemicals</td>
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<td>52.3</td>
<td>Protective Clothing</td>
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<td>52.4</td>
<td>Misc. Supplies</td>
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<td>52.5</td>
<td>Tools &amp; Implements</td>
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<td>$0.00</td>
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<td>54</td>
<td>Publications &amp; Dues</td>
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<td>$100.00</td>
<td>$0.00</td>
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<tr>
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<td>Training</td>
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<td>60</td>
<td>Capital Outlay</td>
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<td>71</td>
<td>Principal</td>
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<td>$0.00</td>
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</tr>
<tr>
<td>72</td>
<td>Interest</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>61</td>
<td>Aids to Government Agencies</td>
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<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>63</td>
<td>Other Grants and Adds</td>
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<td>$0.00</td>
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<tr>
<td>69</td>
<td>Contingency (Current Year)</td>
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<td>$0.00</td>
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<td>Payment of Prior Year Accounts</td>
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<td>$0.00</td>
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<tr>
<td></td>
<td>TOTAL BUDGET AND CHANGES</td>
<td>$85,920.00</td>
<td>$56,464.00</td>
<td>$29,456.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Acct #</th>
<th>Description</th>
<th>TOTAL</th>
<th>LOCAL</th>
<th>STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.001</td>
<td>Reserves - Future Capital Outlay</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>0.002</td>
<td>Reserves - Self-Insurance</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>0.003</td>
<td>Reserves - Cash Balance to be Carried Forward</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>0.004</td>
<td>Reserves - Sick and Annual Leave Out</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>TOTAL RESERVES ENDING BALANCE</td>
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<td>$0.00</td>
<td>$0.00</td>
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<td></td>
<td>TOTAL BUDGETARY EXPENDITURES AND RESERVES BALANCES</td>
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<td>$56,464.00</td>
<td>$29,456.00</td>
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<td></td>
<td>ENDING FUND BALANCE</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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</table>

I certify that the budget shown was adopted on this Day of 20

Signed: ____________________________

Chairman of the Board, or Clerk of Circuit Court

Approved: State of Florida Department of Agriculture and Consumer Services, Bureau of Entomology and Pest Control

Signed: ____________________________

Bureau of Entomology and Pest Control

FDACS-13617 Rev. 9/03
Board of County Commissioners
Agenda Request

Date of Meeting: August 20, 2013
Date Submitted: August 7, 2013
To: Honorable Chairman and Members of the Board
From: Robert Presnell, County Administrator
       Jeff A. Price, Senior Management & Budget Analyst
Subject: Approval to Accept the FY 2013 3rd Quarter Budget Status Report

Statement of Issue:
This item seeks acceptance of the 3rd Quarter Budget Status Report for FY 2013.

Background:
In April of 2006 the Board adopted a Comprehensive Financial Management Policy. Section 3.03 – Budget Management and Amendment Policy states the following: “Finally, consistent with the spirit of this policy, the Board shall require the County Administrator or his designated budget officer to develop during FY 2007 and thereafter regularly submit quarterly (three month) budget status reports to the Board. These reports shall include:

1. The status of major revenue collections and/or projections.
2. The status of actual departmental expenditures in comparison with budgeted expenditures.
3. Notification of special issues that could possibly affect the current or future financial status of the Board.”

Analysis:
In summation, operating departments under the jurisdiction of the County Administrator have expended approximately 62% (versus the County’s established benchmark of 75%) of their allotted budgets through the second quarter of the fiscal year. Overall, data through the second quarter (October 1, 2012 thru June 30, 2013) provides enough definitive data to constitute the adjustment of original budget estimates at this time. This report is preliminary as of the date the report was printed and due to the fact that Finance may not have posted some adjustments.
Options:

1. Approve Acceptance of the FY 2013 3rd Quarter Budget Status Report
2. Board Direction

County Administrator’s Recommendation:

Option #1

Attachments:

FY 2013 3rd Quarter Budget Status Report
GADSDEN COUNTY

FY 2013 Quarterly Report

3rd Quarter

October 1, 2012 thru June 30, 2013

Prepared By:
Jeffrey A. Price
Senior Management & Budget Analyst
3rd Quarter FY 2013
Departmental Expenditure Analysis

<table>
<thead>
<tr>
<th>Dept. Title</th>
<th>Dept. #</th>
<th>FY 2013</th>
<th>Year to date</th>
<th>% of FY 2013</th>
<th>Remaining</th>
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</thead>
<tbody>
<tr>
<td>Board of County Commissioners</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal Control</td>
<td>0238</td>
<td>$160,762</td>
<td>$103,567</td>
<td>64%</td>
<td>57,195</td>
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<td>Building Inspection</td>
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<td>285,138</td>
<td>186,544</td>
<td>65%</td>
<td>98,594</td>
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<td>Code Enforcement</td>
<td>0048</td>
<td>129,444</td>
<td>83,617</td>
<td>65%</td>
<td>45,827</td>
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<td>265,098</td>
<td>177,430</td>
<td>67%</td>
<td>87,668</td>
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<tr>
<td>County Attorney</td>
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<td>215,000</td>
<td>82,050</td>
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<td>0001</td>
<td>407,731</td>
<td>229,445</td>
<td>56%</td>
<td>178,286</td>
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<td>County Extension Services</td>
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<td>County Probation</td>
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<td>Emergency Ambulance</td>
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<td>2,020,225</td>
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<tr>
<td>EMS Billing and Administration</td>
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<td>205,513</td>
<td>138,531</td>
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<td>66,982</td>
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<td>Facilities - County Buildings</td>
<td>0031</td>
<td>774,599</td>
<td>366,564</td>
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<tr>
<td>Facilities - Custodial Services</td>
<td>0034</td>
<td>236,743</td>
<td>165,360</td>
<td>70%</td>
<td>71,383</td>
</tr>
<tr>
<td>Facilities - Jail Maintenance</td>
<td>0032</td>
<td>60,800</td>
<td>48,478</td>
<td>80%</td>
<td>12,322</td>
</tr>
<tr>
<td>Fire Control</td>
<td>0105</td>
<td>956,842</td>
<td>544,499</td>
<td>57%</td>
<td>412,343</td>
</tr>
<tr>
<td>Landfill Monitoring</td>
<td>0218</td>
<td>11,500</td>
<td>11,500</td>
<td>100%</td>
<td>0</td>
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<tr>
<td>Grants Administrator</td>
<td>0029</td>
<td>138,035</td>
<td>85,920</td>
<td>62%</td>
<td>52,115</td>
</tr>
<tr>
<td>Information Technology</td>
<td>0020</td>
<td>386,051</td>
<td>261,656</td>
<td>68%</td>
<td>124,395</td>
</tr>
<tr>
<td>Literary Services - Administration</td>
<td>1218</td>
<td>520,905</td>
<td>354,374</td>
<td>68%</td>
<td>166,531</td>
</tr>
<tr>
<td>Literary Services - Chattanooga</td>
<td>1223</td>
<td>102,613</td>
<td>68,964</td>
<td>67%</td>
<td>33,649</td>
</tr>
<tr>
<td>Literary Services - Havana</td>
<td>1222</td>
<td>133,240</td>
<td>89,007</td>
<td>67%</td>
<td>44,233</td>
</tr>
<tr>
<td>Literary Services - Quincy</td>
<td>1221</td>
<td>99,547</td>
<td>72,039</td>
<td>72%</td>
<td>27,508</td>
</tr>
<tr>
<td>Budget Office</td>
<td>0234</td>
<td>101,176</td>
<td>68,653</td>
<td>68%</td>
<td>32,523</td>
</tr>
<tr>
<td>Purchasing/Human Resources</td>
<td>0016</td>
<td>355,200</td>
<td>206,210</td>
<td>58%</td>
<td>148,990</td>
</tr>
<tr>
<td>Parks and Recreation</td>
<td>0101</td>
<td>261,933</td>
<td>141,115</td>
<td>54%</td>
<td>120,818</td>
</tr>
<tr>
<td>Planning &amp; Zoning</td>
<td>0059</td>
<td>427,953</td>
<td>295,019</td>
<td>69%</td>
<td>132,934</td>
</tr>
<tr>
<td>PW Mosquito Control</td>
<td>0221</td>
<td>85,153</td>
<td>57,378</td>
<td>67%</td>
<td>27,775</td>
</tr>
<tr>
<td>PW Paved Road &amp; ROW Maintenance</td>
<td>0126</td>
<td>3,843,223</td>
<td>2,095,833</td>
<td>55%</td>
<td>1,747,390</td>
</tr>
<tr>
<td>PW Roads &amp; Bridges</td>
<td>0112</td>
<td>466,393</td>
<td>446,687</td>
<td>96%</td>
<td>19,706</td>
</tr>
<tr>
<td>Tourist Development</td>
<td>0020</td>
<td>145,875</td>
<td>31,266</td>
<td>21%</td>
<td>114,609</td>
</tr>
<tr>
<td>Hospital Maintenance</td>
<td>0050</td>
<td>237,301</td>
<td>158,397</td>
<td>67%</td>
<td>78,904</td>
</tr>
<tr>
<td>Vehicle Maintenance (PW)</td>
<td>0128</td>
<td>612,120</td>
<td>408,876</td>
<td>67%</td>
<td>203,244</td>
</tr>
<tr>
<td>Fuel Mgmt System</td>
<td>0058</td>
<td>50,000</td>
<td>33,614</td>
<td>67%</td>
<td>16,386</td>
</tr>
<tr>
<td>Veteran's Services</td>
<td>0057</td>
<td>156,377</td>
<td>111,136</td>
<td>71%</td>
<td>45,241</td>
</tr>
<tr>
<td>BOCC Sub-total</td>
<td></td>
<td>$14,342,533</td>
<td>$8,933,403</td>
<td>62%</td>
<td>$5,409,130</td>
</tr>
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</table>

Z:\Management\Budget\Quarterly Reports\FY 2012-2013\3rd Quarter FY13 Departmental Expenditure Summary 7/23/2013

11-4
### 3rd Quarter FY 2013

**Departmental Expenditure Analysis**

<table>
<thead>
<tr>
<th>Dept. Title</th>
<th>Dept. #</th>
<th>FY 2013 Budget</th>
<th>Year to date Expenses</th>
<th>% of FY 2013</th>
<th>Remaining Balance</th>
<th>75%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constitutional Officers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerk Court- Board Finance</td>
<td>0009</td>
<td>$464,724</td>
<td>$344,943</td>
<td>74%</td>
<td>$119,781</td>
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<tr>
<td>Clerk Court - Information Systems</td>
<td>0756</td>
<td>184,208</td>
<td>138,156</td>
<td>75%</td>
<td>46,052</td>
<td></td>
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<tr>
<td>Property Appraiser</td>
<td>0005</td>
<td>728,658</td>
<td>525,169</td>
<td>72%</td>
<td>203,489</td>
<td></td>
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<tr>
<td>Sheriff - Detention &amp; Corrections</td>
<td>0116</td>
<td>2,556,188</td>
<td>2,117,657</td>
<td>83%</td>
<td>$438,531</td>
<td></td>
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<tr>
<td>Sheriff - Law Enforcement</td>
<td>0115</td>
<td>4,376,602</td>
<td>3,620,347</td>
<td>83%</td>
<td>756,255</td>
<td></td>
</tr>
<tr>
<td>Supervisor - Holding Elections</td>
<td>0137</td>
<td>150,900</td>
<td>133,626</td>
<td>89%</td>
<td>17,274</td>
<td></td>
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<tr>
<td>Supervisor - Cauvassing Board Exp.</td>
<td>0138</td>
<td>3,327</td>
<td>1,775</td>
<td></td>
<td>1,552</td>
<td></td>
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<tr>
<td>Supervisor of Elections</td>
<td>0135</td>
<td>373,735</td>
<td>284,904</td>
<td>76%</td>
<td>88,831</td>
<td></td>
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<tr>
<td>Tax Collector</td>
<td>0007</td>
<td>509,193</td>
<td>518,705</td>
<td>102%</td>
<td>$9,512</td>
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<tr>
<td>Constitutional Officers Sub-total</td>
<td></td>
<td>$9,347,535</td>
<td>$7,685,282</td>
<td>82%</td>
<td>$1,662,253</td>
<td></td>
</tr>
</tbody>
</table>

| Judicial                                         |         |                |                        |              |                  |      |
| Courts - Circuit Court Judge                     | 1496    | $22,250        | $30,261                | 136%         | $(8,011)         |      |
| Courts - Circuit Court Liaison                   | 1484    | 8,078          |                        |              | 8,078.00         |      |
| Courts - Circuit Court Reporters                 | 1497    | 2,585          | 1,414                  | 55%          | 1,171            |      |
| Courts - County Court Judge                      | 1490    | 3,150          | 1,333                  | 42%          | 1,817            |      |
| Courts - Court Administration Expenses           | 1491    | 21,160         | 1,802                  | 9%           | 19,358           |      |
| Courts - Integrated Technology Program           | 1492    | 7,807          | 8023                   | 103%         | $(216.00)        |      |
| Courts - Juvenile Alternative Sanctions Co.      | 1493    | 15,655         | 15,676                 | 100%         | $(21)            |      |
| Courts - Law Library                             | 1494    | 4,000          |                        |              | 4,000            |      |
| Courts - Legal Aid                               | 1486    | 25,000         | 8,298                  | 33%          | 16,702           |      |
| Courts - Trial Court Marshal                     | 1485    | 2,655          | 3,379                  | 127%         | $(724)           |      |
| Courts - User Support Analyst                    | 1495    | 24,487         | 24,087                 | 98%          | 400.00           |      |
| Courts - Witness Mgmt                            | 1487    | 9,200          | 6,800                  | 74%          | 2,400            |      |
| Courts - Guardian Ad Litem                       | 1489    | 16,750         | 8,532                  | 51%          | 8,218            |      |
| Public Defender                                  | 1498    | 43,000         | 24,829                 | 58%          | 18,171           |      |
| State Attorney                                   | 1499    | 43,350         | 16,671                 | 38%          | 26,679           |      |
| Judicial Sub-total                               |         | $249,127       | $151,105               | 61%          | $98,022          |      |
### 3rd Quarter FY 2013

#### Departmental Expenditure Analysis

<table>
<thead>
<tr>
<th>Dept. Title</th>
<th>Dept. #</th>
<th>FY 2013 Budget</th>
<th>Year to date Expenses</th>
<th>% of FY 2013</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys and Girls Club</td>
<td>0088</td>
<td>$150,000</td>
<td>$112,500</td>
<td>75%</td>
<td>$37,500</td>
</tr>
<tr>
<td>Developmental Disabilities</td>
<td>0086</td>
<td>9,800</td>
<td>1,750</td>
<td>18%</td>
<td>8,050</td>
</tr>
<tr>
<td>Gadsden Cty Chamber of Com.</td>
<td>0024</td>
<td>64,000</td>
<td>51,733</td>
<td>81%</td>
<td>12,267</td>
</tr>
<tr>
<td>Human Service - Apa. Mental Health</td>
<td>0087</td>
<td>136,000</td>
<td>90,667</td>
<td>67%</td>
<td>45,333</td>
</tr>
<tr>
<td>Human Service - Health Department</td>
<td>0400</td>
<td>47,530</td>
<td>23,765</td>
<td>50%</td>
<td>23,765</td>
</tr>
<tr>
<td>Human Service - Indigent Hosp. Service</td>
<td>0085</td>
<td>119,700</td>
<td>31,198</td>
<td>26%</td>
<td>88,502</td>
</tr>
<tr>
<td>Human Service - Art Ctr and N. Fl. Legal</td>
<td>0077</td>
<td>53,157</td>
<td>36,868</td>
<td>69%</td>
<td>16,289</td>
</tr>
<tr>
<td>Human Service - Pauper Burials</td>
<td>0091</td>
<td>980</td>
<td>980</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>County Health Dept</td>
<td>0073</td>
<td>5,000</td>
<td>-</td>
<td>100%</td>
<td>5,000</td>
</tr>
<tr>
<td>Human Service - Welfare-Medicaid</td>
<td>0075</td>
<td>860,067</td>
<td>371,886</td>
<td>43%</td>
<td>488,181</td>
</tr>
<tr>
<td>Human Service - Emergency Housing Rp</td>
<td>0047</td>
<td>24,250</td>
<td>19,400</td>
<td>80%</td>
<td>4,850</td>
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<tr>
<td>Line Item - Apa. Reg. Planning Council</td>
<td>0027</td>
<td>5,000</td>
<td>5,000</td>
<td>100%</td>
<td></td>
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<tr>
<td>Line Item - Gadsden County Sr. Citizens</td>
<td>0093</td>
<td>49,431</td>
<td>23,716</td>
<td>48%</td>
<td>25,715</td>
</tr>
<tr>
<td>Line Item - Medical Examiner</td>
<td>0023</td>
<td>105,000</td>
<td>50,858</td>
<td>48%</td>
<td>54,142</td>
</tr>
<tr>
<td>Other Programs - County Auditing</td>
<td>0002</td>
<td>134,000</td>
<td>134,000</td>
<td>100%</td>
<td></td>
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<tr>
<td>Other Programs - Courthouse Facilities</td>
<td>0521</td>
<td>509,311</td>
<td>61,130</td>
<td>12%</td>
<td>448,181</td>
</tr>
<tr>
<td>Other Programs - Courthouse Security</td>
<td>0525</td>
<td>31,000</td>
<td>22,085</td>
<td>71%</td>
<td>8,915</td>
</tr>
<tr>
<td>Other Programs - Forestry Assessment</td>
<td>0065</td>
<td>3,000</td>
<td>3,000</td>
<td>100%</td>
<td></td>
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<tr>
<td>Other Programs - Soil &amp; Wtr. Cons.</td>
<td>0063</td>
<td>45,909</td>
<td>31,359</td>
<td>68%</td>
<td>14,550</td>
</tr>
<tr>
<td>Hospital Endowment</td>
<td>9661</td>
<td>112,100</td>
<td>80,301</td>
<td>72%</td>
<td>31,799</td>
</tr>
<tr>
<td>Non-Operating Sub-total</td>
<td>$2,465,235</td>
<td>$1,152,196</td>
<td>47%</td>
<td>$1,313,059</td>
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</tr>
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</table>

#### Other:

<table>
<thead>
<tr>
<th>Department</th>
<th>Dept. #</th>
<th>FY 2013 Budget</th>
<th>Year to date Expenses</th>
<th>% of FY 2013</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other - Reserve for Contingency ($25,067)</td>
<td>8001</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4,735,593</td>
</tr>
<tr>
<td>Other - Interfund Transfer</td>
<td>9001</td>
<td>9,433,504</td>
<td>4,697,911</td>
<td>50%</td>
<td>4,735,593</td>
</tr>
<tr>
<td>Other - Fund 140 - Interfund Transfer</td>
<td>9140</td>
<td>1,601,000</td>
<td>263,792</td>
<td>16%</td>
<td>1,337,208</td>
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<tr>
<td>Other Sub-total</td>
<td>$11,034,504</td>
<td>$4,304,346</td>
<td>39%</td>
<td>$6,730,801</td>
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</table>

#### Grants:

<table>
<thead>
<tr>
<th>Department</th>
<th>FY 2013 Budget</th>
<th>Year to date Expenses</th>
<th>% of FY 2013</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various</td>
<td>999,676</td>
<td>753,589</td>
<td>75%</td>
<td>$246,087</td>
</tr>
<tr>
<td>Grants Sub-total</td>
<td>$999,676</td>
<td>$753,589</td>
<td>75%</td>
<td>$246,087</td>
</tr>
</tbody>
</table>

#### Debt Service:

<table>
<thead>
<tr>
<th>Department</th>
<th>FY 2013 Budget</th>
<th>Year to date Expenses</th>
<th>% of FY 2013</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital</td>
<td>1,051,937</td>
<td>9,955,478</td>
<td>94%</td>
<td>(8,903,541)</td>
</tr>
<tr>
<td>Library</td>
<td>1,009,521</td>
<td>41,508</td>
<td>4%</td>
<td>968,013</td>
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<tr>
<td>Public Works</td>
<td>1,030,621</td>
<td>814,180</td>
<td>79%</td>
<td>216,441</td>
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<tr>
<td>IT Equipment</td>
<td>273,250</td>
<td>273,250</td>
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</tr>
<tr>
<td>Debt Service Sub-total</td>
<td>$3,365,329</td>
<td>$11,084,416</td>
<td>32%</td>
<td>$(7,719,087)</td>
</tr>
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#### Capital Projects:

<table>
<thead>
<tr>
<th>Department</th>
<th>FY 2013 Budget</th>
<th>Year to date Expenses</th>
<th>% of FY 2013</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various</td>
<td>555,000</td>
<td>997,385</td>
<td>180%</td>
<td>(442,385)</td>
</tr>
<tr>
<td>Capital Projects Sub-total</td>
<td>$555,000</td>
<td>$997,385</td>
<td>180%</td>
<td>$(442,385)</td>
</tr>
</tbody>
</table>

Total

- $42,358,959
- $38,061,722
- 83% $6,369,880
### 3rd Quarter FY 2013 Major Operating Fund Analysis

<table>
<thead>
<tr>
<th>Major Operating Funds</th>
<th>Fund #</th>
<th>FY 2013 Budget</th>
<th>Year to date Revenue</th>
<th>% of Budget vs Revenue</th>
<th>Year to date Expenses</th>
<th>% of Budget vs Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>001</td>
<td>$17,270,219</td>
<td>$15,347,371</td>
<td>89%</td>
<td>$9,642,929</td>
<td>56%</td>
</tr>
<tr>
<td>Court Facilities Fund</td>
<td>005</td>
<td>540,311</td>
<td>201,549</td>
<td>37%</td>
<td>61,130</td>
<td>11%</td>
</tr>
<tr>
<td>Fire Assessment Fund</td>
<td>105</td>
<td>956,842</td>
<td>597,900</td>
<td>62%</td>
<td>544,498</td>
<td>57%</td>
</tr>
<tr>
<td>County Transportation Fund</td>
<td>112</td>
<td>4,921,736</td>
<td>2,609,578</td>
<td>53%</td>
<td>2,987,622</td>
<td>61%</td>
</tr>
<tr>
<td>Landfill &amp; Arthropod Fund</td>
<td>113</td>
<td>85,153</td>
<td>9,246</td>
<td>11%</td>
<td>61,754</td>
<td>73%</td>
</tr>
<tr>
<td>Judicial Services Fund</td>
<td>114</td>
<td>249,127</td>
<td>140,043</td>
<td>56%</td>
<td>151,105</td>
<td>61%</td>
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<tr>
<td>Fine &amp; Forfeiture Fund</td>
<td>115</td>
<td>6,932,790</td>
<td>3,403,964</td>
<td>49%</td>
<td>5,738,003</td>
<td>83%</td>
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<tr>
<td>Library Services - State Fund</td>
<td>118</td>
<td>856,305</td>
<td>642,220</td>
<td>75%</td>
<td>584,384</td>
<td>68%</td>
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<tr>
<td>Tourist Development Fund</td>
<td>120</td>
<td>145,875</td>
<td>71,486</td>
<td>49%</td>
<td>31,266</td>
<td>21%</td>
</tr>
<tr>
<td>Building Inspection Fund</td>
<td>125</td>
<td>285,138</td>
<td>146,297</td>
<td>51%</td>
<td>186,544</td>
<td>65%</td>
</tr>
<tr>
<td>Property Appraiser</td>
<td>128</td>
<td>728,658</td>
<td>550,381</td>
<td>76%</td>
<td>525,169</td>
<td>72%</td>
</tr>
<tr>
<td>Supervisor of Elections</td>
<td>135</td>
<td>527,962</td>
<td>420,971</td>
<td>80%</td>
<td>420,305</td>
<td>80%</td>
</tr>
<tr>
<td>Indigent Ordinance Surtax</td>
<td>140</td>
<td>1,601,000</td>
<td>1,110,902</td>
<td>69%</td>
<td>263,792</td>
<td>16%</td>
</tr>
<tr>
<td>Emergency Medical Services Fund</td>
<td>142</td>
<td>2,225,738</td>
<td>2,392,086</td>
<td>112%</td>
<td>1,623,399</td>
<td>73%</td>
</tr>
<tr>
<td>Hospital Endowment Fund</td>
<td>661</td>
<td>112,100</td>
<td>385,940</td>
<td>344%</td>
<td>80,301</td>
<td>72%</td>
</tr>
</tbody>
</table>

**Sub-totals**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>$37,438,954</th>
<th>$28,129,934</th>
<th>75%</th>
<th>22,902,201</th>
<th>61%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grants</strong></td>
<td></td>
<td>999,676</td>
<td>916,800</td>
<td>92%</td>
<td>714,079</td>
<td>71%</td>
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<tr>
<td><strong>Debt Service</strong></td>
<td></td>
<td>3,365,329</td>
<td>10,650,352</td>
<td>316%</td>
<td>11,084,416</td>
<td>329%</td>
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<tr>
<td><strong>Capital Projects</strong></td>
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<td>555,000</td>
<td>500,755</td>
<td>90%</td>
<td>1,018,383</td>
<td>183%</td>
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</table>

**Totals**

|       |       | $42,588,959 | $40,187,841 | 93% | $35,061,722 | 83% |

7/11/2013
## Historical Major Revenue A Malysia

### 3rd Quarter FY13

<table>
<thead>
<tr>
<th>Fund</th>
<th>Revenue Source</th>
<th>FY 2016 Actual</th>
<th>FY 2017 Actual</th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Actual</th>
<th>FY 2021 Actual</th>
<th>FY 2022 Actual</th>
<th>FY 2023 Budget</th>
<th>FY 2023 Thru June 2013</th>
<th>% of Member</th>
<th>FY 2023 Projections</th>
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<tr>
<td>001</td>
<td>Ad Valorem (551000)</td>
<td><strong>7,417,220</strong></td>
<td><strong>11,506,107</strong></td>
<td><strong>12,039,427</strong></td>
<td><strong>11,817,023</strong></td>
<td><strong>11,854,908</strong></td>
<td><strong>11,419,640</strong></td>
<td><strong>11,253,206</strong></td>
<td><strong>11,807,070</strong></td>
<td><strong>11,245,570</strong></td>
<td>$11,400,000</td>
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<td>Tax Revenue (551100)</td>
<td>872,160</td>
<td>844,993</td>
<td>781,894</td>
<td>713,970</td>
<td>730,368</td>
<td>715,393</td>
<td>687,609</td>
<td>714,560</td>
<td>646,935</td>
<td>700,000</td>
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<td>001</td>
<td>Local Gov. Taxinggrp 1/2 Cost Sales Tax (Distribution (551813))</td>
<td>1,704,640</td>
<td>2,095,200</td>
<td>3,223,200</td>
<td>2,125,200</td>
<td>1,870,200</td>
<td>1,660,200</td>
<td>1,530,200</td>
<td>1,455,200</td>
<td>1,555,200</td>
<td>$1,700,000</td>
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<td>201</td>
<td>1/2 Cost Sal's Tax (32118000)</td>
<td>1,260,132</td>
<td>1,309,644</td>
<td>1,561,277</td>
<td>1,486,028</td>
<td>1,078,624</td>
<td>1,301,829</td>
<td>1,018,505</td>
<td>1,002,505</td>
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<td>001</td>
<td>Fully Constituted Bonds, 1/2 Cost Sales Tax (321609)</td>
<td>255,308</td>
<td>787,704</td>
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<td>Fully Constituted Bonds, Assessment (321818)</td>
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<td>Tax I and II Exempt (321300)</td>
<td>1,350,180</td>
<td>1,431,235</td>
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<td>112</td>
<td>1 1/2 Cost Local Option Gas Tax (1214101)</td>
<td>1,404,544</td>
<td>1,320,361</td>
<td>1,415,361</td>
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<td>Constituted 2 1/2 Cost of Galion Port Tax (335493)</td>
<td>1,100,740</td>
<td>1,261,224</td>
<td>1,256,224</td>
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<td>117</td>
<td>County Gas Tax (5th Cost - 3054405) (5th Cost - 335492)</td>
<td>770,911</td>
<td>509,890</td>
<td>548,486</td>
<td>381,813</td>
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<td>476,657</td>
<td>459,803</td>
<td>427,683</td>
<td>395,910</td>
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<td>140</td>
<td>Federal Outdoors Sales (523000)</td>
<td>603,652</td>
<td>948,818</td>
<td>948,818</td>
<td>948,818</td>
<td>800,243</td>
<td>1,200,243</td>
<td>1,050,243</td>
<td>1,145,243</td>
<td>802,243</td>
<td>1,217,000</td>
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<tr>
<td>115</td>
<td>Small County Sales (523000)</td>
<td>603,652</td>
<td>948,818</td>
<td>948,818</td>
<td>948,818</td>
<td>800,243</td>
<td>1,200,243</td>
<td>1,050,243</td>
<td>1,145,243</td>
<td>802,243</td>
<td>1,217,000</td>
<td></td>
</tr>
</tbody>
</table>

| Total Major Revenue Sources | **$11,605,206** | **$11,615,406** | **$11,615,406** | **$11,615,406** | **$11,615,406** | **$11,615,406** | **$11,615,406** | **$11,615,406** | **$11,615,406** | **$11,615,406** | **$11,615,406** | **$11,615,406** |

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Z:\Management\AL\SU\OCS\report\FY 2012-2013\3rd Quarter FY13 Departmental Expenditure Summary

11-8
Board of County Commissioners
Agenda Request

Date of Meeting: August 20, 2013
Date Submitted: August 5, 2013
To: Honorable Chairman and Members of the Board
From: Morris Young, Sheriff
Maurice Peddie, E 911 Coordinator
Subject: Approval of New Road Names (Merganser Drive & Kingfisher Court)

Statement of Issue:
This item seeks Board approval of two new road names.

Background:
In 1998 the Enhanced 911 Office was established and all public and private roads, if not already named, were named and all residents were given a new address which included a number as well as a road name. Subsequently, any new road names have been processed through the Enhanced 911 Office of the Sheriff’s Department and have been submitted to the Board of County Commissioners for approval.

Analysis:
All road names must be approved by the Board of County Commissioners. The Sheriff’s Enhanced 911 Office works with the Growth Management Department to make sure all approved road names are properly mapped for future reference.

Fiscal Impact:
None

Options:
1. Approve the naming of Merganser Drive and Kingfisher Court.
2. Do not approve the new road names.
3. Board Direction.

**County Administrator’s Recommendation**

Option 1. Approve the new road names

**Attachment:**

Requested new road names and map
The two new requested road names are **Merganser Drive** and **Kingfisher Court**. Please see attached map.
Statement of Issue:

Charlie Harris, Jr., property owner, and Auburn Ford, as agent, are requesting approval of a Preliminary Site Plan to allow the conversion of an existing warehouse facility into a 17,840 square foot assisted living facility, with 24 guest rooms housing 48 residents, a lounge, kitchen, parking and storage (Attachment #5). The proposed use is located at 18520 Blue Star Highway (U.S. 90) (Attachment #1).

The action is considered a quasi-judicial action in conjunction with the advertised public hearing as a Class II, Type II action per Subsection 7202 of the Gadsden County Land Development Code (LDC). Per Subsection 7501, the public hearing notice has been mailed to all property owners within 1000 feet of the property and a sign was posted.

Background:

The subject site is located on the south side of U. S. 90 at 18520 Blue Star Highway (U.S. 90), approximately 0.33 ± of a mile west of Ben Bostick Road (Attachment #1). It was originally constructed for a flea-market/warehouse. On March 1, 2005, the BOCC approved a conceptual plan with conditions for Gussie’s Garden Subsection 4202.D.10 of the LDC. The conceptual approval has been extended. The following conditions apply (Attachment #3):

1. Ensure that the building is inspected for fire safety and if necessary by Code, have central sprinklers installed.

2. A fenced enclosure should be provided for a site waste management container.

3. The proposed site plan does not indicate any provision for a fire lane around the facility. It is recommended that a fire lane be constructed capable of H20 wheel loading around the perimeter of the building. This can be graded and compacted gravel which can reseed.

4. Require connection to the Quincy water and sewer system.

5. Provide a sidewalk in the US 90 right-of-way or within an easement parallel to US 90.
6. Provide the code required corridor preservation/landscape area. Shift the parking area to the south outside of the 50’ wide corridor landscape area.

In 2005, a Community Development Block Grant (CDBG) was issued to extend a sewer line to the Bradwell site, located west and adjacent to the Gussie’s Garden site. This CDBG was rescinded by the State of Florida Department of Economic Opportunity (FDEO) when economic requirements could not be met. Over the past several years, the County has applied four (4) times on behalf of Mr. Harris, for CDBG funding to extend sewer lines to this site. A CDBG has not been issued.

**Analysis & Findings:**

The property is located in the Commercial Future Land Use category (Attachment #1). The gross parcel area is 13.85 ± acres with a 3.21 development site. The stormwater facility is located to the south of the development site and requires drainage improvements per the Florida Department of Environmental Protection (FDEP). The site is designated Commercial (COMM) on the Future Land Use Map (FLUM) (Policy 1.1.5(E)) of the Gadsden County Comprehensive Plan. The Land Development Code (LDC) does not specifically list assisted living facilities as a Commercial Use, Class II per Subsection 4202.D. However, it has been determined to be an allowable similar use. The adjacent parcels to the east and west are designated COMM. The property to the west contains the Bradwell Mortuary. The property to the west contains the North Florida Tomato facility. The property is separated from Agricultural 2 designated to the south by railroad tracks and U.S. 90 to the north.

**Utilities:**

Provided the project is connected to central sewer and water it will be consistent with Policy 4.3.1 of the Infrastructure Element of the Comprehensive (Comp) Plan as follows:

**Policy 4.3.1:** The County shall require new developments to connect to sanitary sewage systems and central water systems, if they are within ¼ mile of such public facilities, within 24 months if the provider can provide capacity.

As indicated in 2005, the site is required to connect to central water and sewer. The site is currently adjacent to City of Quincy water and within ¼ mile of the existing sewer line. There are currently no plans or funding in place to extend a sewer line to this site. The County has applied four (4) times for CDBG grants to provide funding for an extension of central sewer to this site. These applications were denied by the Florida Department of Economic Opportunity due to insufficient economic justification.

A fire hydrant is shown at the northeast corner of the site within 500 feet of the structures (Subsection 6104). Waste pick up will be required. A screened dumpster location is shown. A Traffic Analysis has not been provided as concurrency was approved with the original application.

**Environmental Impact & Open Space:**

The County GIS indicates that there are no environmentally sensitive lands on the development site. Sheet C4 indicates 79.3% post impervious area and there is sufficient area on the site to provide the 20% open space (Subsection 5102.B.D, 5301.C). The preliminary plat complies with
the sidewalk and corridor road setback and landscape requirements provided an easement is provided for access to the sidewalk along U.S. 90 (Subsection 5405.C.3) (Attachment #2).

**Stormwater Management:**
The Florida Department of Environmental Protection (FDEP) accepted the revised plans for an assisted living facility with the condition that the applicant provides curbing, a swale, and/or a diversion berm and grading of the site to direct runoff to the treatment facility, along the western boundary. The plans must be revised to demonstrate compliance with the FDEP requirements (Attachment #2). As-built plans are required to be approved by FDEP prior to completion of construction.

**Citizens’ Bill of Rights:**
The conceptual plan was filed in 2005 prior to the requirement of a Citizen’s Bill of Rights (CBR). Therefore, the applicant’s agent has asserted that a CBR meeting was not required. Bryan and Gwen Peacock-Kidd, of 18179 Blue Star Highway, spoke at the Planning Commission meeting. They had concerns over the additional traffic impacts and the need for a traffic signal at the intersection of US 90, W. Olean St. and Ben Bostick Road.

**Planning Commission Recommendation & Findings:**
At their July 18, 2013 public hearing, the Planning Commission voted to approve the Gussie’s Garden Inn Preliminary Site Plan with conditions based on the findings in the staff report and testimony presented at the public hearing (Subsections 7202.A.10) (Attachment #4).

**Options:**
1. Approve the request and approve the Gussie’s Garden Inn Preliminary Site Plan (SP-2011-02) with conditions to allow a 24 sleeping room, assisted living facility with dining, lounge and storage and up to 17,840 square feet of structures located on the 13.65 acre parcel (Tax Parcel ID #3-10-2N-4W-0000-00134-0400) as permitted by Subsection 4202.D of the Gadsden County Land Development Code (LDC) based on the findings in this agenda report and with the following conditions:
   1. Central water and sewer must be available for connection to this site prior to issuance of a Development Order to begin construction (Subsection 7105.E).
   2. On Sheet C3, show detail for the entire site (developable area to the stormwater facility) demonstrating required curbing, a swale, and/or a diversion berm, and grading of the site to direct runoff to the treatment facility along the west parcel boundary as indicated on the June 22, 2011 correspondence from FDEP. As-built plans are required to be submitted to the FDEP within 30 days of completion of the project.
   3. Revise all plan sets to remove all fences or gate within the 50’ Corridor Road Setback (Sheet C7) (Subsection 5405.C.5).
   4. Revise the proposed parking standard to be consistent with the sidewalk site plan. The parking analysis shows 20 client spaces and 11 employee spaces totaling required 31 parking spaces. The site plan shows 22 regular spaces and five (5) handicapped
spaces totaling 27 parking spaces. Provide four (4) additional spaces and revise applicable site data accordingly (opens space, impervious, pervious area, parking area, etc.).

5. On the plans, revise the number of dwelling (sleeping) units per acre for the development area (7.47 units per acre) and for the gross acreage (1.76±). (The data table shows 0.88 dwelling units per acre.)

6. Record the required ingress/egress easement allowing the public to access the required sidewalk along U.S. 90.

2. Deny the request for the Gussie’s Garden Inn Preliminary Site Plan (SP-2011-02) and provide findings in support of the decision.

3. Board Direction.

**County Administrator’s Recommendation:**

Option #1

**Attachments:**

1. Public Hearing Notice with Location Map, Future Land Use Map & Aerial
2. Letter from FDEP, June 22, 2011
3. March 1, 2005 Board Minutes, Conceptual Approval
4. PC Minutes, July 18, 2013
5. Applications & Site Plan
Gadsden County Board of
County Commissioners
NOTICE OF INTENT

NOTICE IS HEREBY GIVEN to all concerned that the Gadsden County Board of County Commissioners at their regularly scheduled meeting on Tuesday, August 20, 2013 at 6:00 p.m. intends to hear the following item:

1. Public Hearing – A preliminary site plan for Gussie’s Garden Inn Assisted Living Facility (SP-201-02) (Tax Parcel ID #3-10-2N-4W-0000-00134-0400) to be located at 18520 Blue Star Highway to allow the conversion and expansion of warehouse structures into an assisted living facility to include 24 sleeping rooms, housing 48 clients, plus a dining room, lounge and storage areas. The conceptual plan was approved contingent on hook-up to a central sewer system.

The public hearing will be held in the County Commission chambers located at 7 E. Jefferson Street, Quincy, FL. Persons wishing to review the agenda packet for the above project may review it on the County website at gadsdengov.net or come to the Planning & Community Development Department at 1B E. Jefferson St., Quincy, FL. In accordance with the Americans with Disabilities Acts, persons needing assistance in obtaining any information from the County or attending the public hearing should contact the County by communicating with the Planning and Community Development Department at (850) 875-8663 at least 48 hours prior to the hearing. If any person wishes to appeal any decision made with respect to this matter at the public hearing, they will need to ensure that a verbatim record of the proceedings is made recording the testimony and evidence presented.
LOCATION MAP

Gussie's Garden Inn Assisted Living Facility

18520 Blue Star Highway (U.S. 90)
FUTURE LAND USE MAP

Gussie’s Garden Inn Assisted Living Facility

18520 Blue Star Highway (U.S. 90)
June 22, 2011

Charlie Harris, CEO
Harris Enterprises
405 South Sheller Street
Quincy, Florida 32351

Re: Gussie's Garden Inn - ACLF
Gadsden County, RC20-181537 (original Sirrah Flea Market permit)

Dear Mr. Harris:

The information you submitted to the Department for the Gussie's Garden Inn - ACLF commercial project has been reviewed. It has been determined that the proposed Buildings A, B, & C, concrete walkways, paved vehicle use areas, and collection and conveyance system, are within the original permitted drainage area of the "Future SWMF", reference Sirrah Flea Market permit no. RC20-181537, and is excused from additional permitting requirements in accordance with Rule 62-25, Florida Administrative Code, (F.A.C.).

All practical and necessary effort should be taken during construction to control and prevent sediment transfer to surface waters or onto property other than your own. Stabilization of all disturbed surfaces should be completed as quickly as possible to prevent erosion and to reduce the possibility of a turbid discharge.

As was discussed on-site on June 21, 2011, curbing, a swale, and/or a diversion berm, and grading of the site to direct runoff to the treatment facility, are required along the west parcel boundary, in the northwest corner of the parcel, in order to provide assurance that the treatment requirements of the permit are met, and to inhibit the discharge of untreated runoff off-site.
An As-built Certification, signed and sealed by a Florida licensed professional, shall be submitted to this office within 30-days of completion of the proposed activity. This letter does not relieve the permittee from obtaining a collection system or distribution system permit where it is required. If you have any questions, please contact Michael Dalton at (850) 245-2981 or via email at Michael.Dalton@dep.state.fl.us.

Sincerely,

[Signature]

Marlane Castellanos
Branch Manager

MC: md

Enclosure: As-built Certification by Professional Engineer
c: Cliff Street, P.E.
Ms. Peppers said that was not a problem. She gave more detail clarity to the water source. She said it was not required to hook up. The intent is to run the pipe. The City of Havana has the capacity. She said they would comment to City of Havana or a Community Well rather than the individual well.

Commissioner Holt did Talquin service that area.

Commissioner Lamb asked would he commit to connect to water system on the road.

Ms. Peppers said that it’s not a requirement per County Code. Option A /extend the Main. Option B/ Community Well.

Commissioner Lamb said that he would like to see them use the Havana Water.

UPON MOTION BY COMMISSIONER WATSON AND SECOND BY COMMISSIONER HOLT, THE BOARD VOTED 5 - 0, BY VOICE VOTE, TO APPROVE GREEN MAJOR LAND USE AMENDMENT WITH THE STIPULATIONS AND SITE - BUILT HOMES.

2. Gussies’s Garden Inn - Assisted Living Facility - Conceptual Plan

Mr. McCord read the comments for Gussies Garden Inn. He said that the applicant, Charlie Harris, is applying for an adult care facility on his property on US90 west, just west of Bostick Road that is otherwise known by its property ID number as 3-10-2N-4W-0000-00134-0100. His property was the subject of a previous application last summer for a multi-story structure that was for adult and elderly housing, but which would not have provided professional health services. The agency applying for those grants to construct the subsidized senior housing has abandoned that site and the applicant. Therefore, Mr. Harris is modifying the request an making this application in his own name. The prior request would have demolished all of the site structures and started anew. This application proposes to re-use the building that was intended for flea market use, which was discontinued over six years ago. The two side wings, when reconstructed, would contain 24 rooms for single of double occupancy. An additional accessory building would be constructed to the rear for administrative functions. The existing building’s
central area would be extended slightly north and south to construct an entry to the front and a lounge/day room to the rear. The site has access to water from the City of Quincy’s water main on the south side of US90 and would be required to install sprinkler fire protection per applicable codes.

**B. Staff Recommendations**

1.) Ensure that the building is inspected for fire safety and the appropriate sections of the Florida Building Code, and if necessary, have fire suppression sprinklers installed.

2.) A fenced enclosure should be provided for site waste management container.

3.) The proposed plan does not indicate any provision for a fire lane around the loading around the perimeter of the building. This can be graded and compacted gravel, which can be seeded, or not.

4.) Require connections to the Quincy water and sewer systems.

**C. Planning Commission Recommendations**

1.) The Planning Commission approved the conceptual site plan with staff recommendations.

2.) As there are some specific conditions on this Class II site plan application, Staff further recommends that the Final Site Plan’s Development Order come before the Board for signature block approval on the consent agenda.

Mr. McCord commented that related to the Code this is a Class 2 use and that all site plans would come before the Board.

Discussion followed among the Board.

Chair Dixon inquired what would be some of the safeguards established to handle the residents with special needs.

Mr. McCord said that he felt since dealing with people with special needs fencing should be adding. Sidewalks and should be added.

Chair Dixon called for public comment and there was no response.
UPON MOTION BY COMMISSIONER WATSON AND SECOND BY COMMISSIONER HOLT, THE BOARD VOTED 5 - 0, BY VOICE VOTE, TO APPROVE GUSSIES'S GARDEN INN - ASSISTED LIVING FACILITY - CONCEPTUAL SITE PLAN WITH STAFF RECOMMENDATIONS.

3. San Bonita Small Scale Land Use Amendment - 5.0 ac. From Commercial to Rural Residential and 5.0 ac. From Rural Residential to Commercial

Mr. McCord read the comments and staff recommendations for the San Bonita Small Scale Land Use Amendment - 5.0 ac. from Commercial to Rural Residential and 5.0 ac. from Rural Residential to Commercial. He said that the applicant, Tommy Hatcher is proposing a 5.0-acre land use amendment that will relocate an existing area of commercial with no road frontage to another nearby location on the same property that has US27 frontage. Parcel numbers 3-11-2N-2W-0000-00443-0200 and 3-11-2N-2W-0000-00434-0100 further identifies the property. The total area of the affected parcels is 89.02 ac, however, only about 5.0 acres are proposed for the changes in designation on the FLU Map. The property is located on the west side of US27 and on the north and west side of Gibson Sawmill Road. It is composed or properties acquired a few years ago from St. Joe and more recently form the Gibson's. The site lies west, or behind the Shiloh Primitive Baptist Church. The intent of the application is to relocate 5.0 acres of existing commercial to the front of the property where it might be more logically developed. He mentioned that this was a Small Scale Amendment, and in comment #13 it stated that this would serve as the first reading of the ordinance. He commented that since, there was no draft ordinance it would be properly advertised and placed on the April 5, 2005 agenda.

Recommendations

1.) Egress from the site is as problematic now as it was four years ago. Staff recommends that the site be restricted from as exit on US27. All egress from the commercial site should be onto Gibson Road and then onto US27. This restriction will remove the temptation to execute 180° turns at the intersection. Staff recommends that the restriction be stated in the adoption ordinance.

Planning Commission Action
Gadsden County Board of County Commissioners
Planning Commission Regular Meeting

Agenda & Notes

Thursday, July 18, 2013
6:00 p.m.
Board of County Commissioners Meeting Room
7 East Jefferson Street
Quincy, Florida

Present: Commissioner Regina Davis, At-Large Member, Chair
Commissioner Edward Allen, Vice-Chair
Commissioner Dr. Gail Bridges - Bright
Commissioner Diane Sheffield (absent)
Commissioner Larry Ganus
Commissioner Mari VanLandingham (absent)
Commissioner David Tranchand
Commissioner Frank Rowan (absent)
Commissioner William Chukes
Commissioner Ed Dixon (absent)
Commissioner Catherine Robinson (absent)
Commissioner Isaac Simmons, School Board Representative
Jill Jeglie, Interim Planning & Community Development Director
Beryl H. Wood, Deputy Clerk

There were technical difficulties with the recording of this meeting, which resulted in it starting at 6:10 p.m.

1. PLEDGE OF ALLEGIANCE

Chair Davis called the meeting to order at 6:10 p.m. with a quorum and led in the Pledge of Allegiance to the U.S. flag.

2. INTRODUCTION OF MEMBERS/ROLL CALL

Each member present stated his or her name and district for the record.

3. Approval of Minutes:

The minutes were not included on this agenda. Mrs. Jeglie noted that the agenda could be amended to include or pass until the next meeting.

Motion: Dr. Gail Bridges-Bright/Tranchand 7 - 0 to pass minutes until next meeting.

4. DISCLOSURES AND DECLARATIONS OF CONFLICT - None

GENERAL BUSINESS
5. **PUBLIC HEARING** – A preliminary site plan for Gussie’s Garden Inn Assisted Living Facility (SP-201-02) (Tax Parcel ID#3-10-2N-4W-0000-00134-0400) to be located at 18520 Blue Star Highway to the conversion and expansion of the warehouse structures into an assisted living facility to include 24 sleeping rooms housing 48 clients plus a dining room, lounge and storage areas. The conceptual plan was approved contingent on hook-up to a central sewer system.

Ms. Jeglie introduced herself and was sworn by the deputy clerk, Beryl Wood. She reported Charlie Harris Jr., a property owner and Auburn Ford, as agent, are requesting a Preliminary Site Plan approval to allow the conversion of an existing warehouse facility into a 17,840 square foot assisted living facility with 24 guest rooms housing 48 residents, a lounge, kitchen, parking and storage (Attachment#4). The proposed use is located at 18520 Blue Star Highway next Bradwell’s Mortuary and is in the Commercial Future Land Use Category (Attachment#1).

This action is a Class II, Type II review as a major site plan (Subsection 7202.A). The action is considered a quasi-judicial action in conjunction with the advertised public hearing as a Type II action per Subsection 7202 of the Gadsden County Land Development Code (LDC). Per Subsection7501, the public hearing notice has been mailed to all property owners within a 1000' of the property.

Mr. Ganus – since the conceptual plan was approved in 2005. What time frame was involved in the extension. Chapter 7 of the land development shall be cancelled after 180 days. If there was no writing that it was extended than it should be expired. If it was recent should they be required to do a Citizen Bill of Rights. On the original plan back of 2005 one of the stipulation was it required sewer. How would you dispose of sewage?

Mrs. Jeglie said the connection would have to be placed.

The applicant made that request. She gave history of the original grant was Mr. Bradwell, but it do

Mr. Allen said this grant has been before the Board 4 times.

Mrs. Jeglie said it has been denied by the Department of Opportunities. They have not directed staff to apply for another CDBG Grant.

Auburn Ford, 95 Rozena Loop, addressed the commission.

Mr. Allen said at the last County Commission meeting was this turned down.

Mr. Ford said the grant was funded by DEO, but the bank financing was not gotten and the grant was returned. The time period expired. We would like to reapply for grant.
The extension of
The method was used it was grandfathered in. He said there was no time limit.

Mrs. Davis asked for clarity. Was it in 2005 they rescinded.

Mr. Ford gave the history. Grant was awarded in 2011. The funds are still available from DEO. The 2013 cycle should be open shortly.

Commissioner Ganus asked what is the hold up with financing?

Mr. Ford said Mr. Harris would have to answer that. I dealt with construction and plans.

Mr. Allen said originally the grant was for Bradwell to extend sewer line, does the sewer line pass within a quarter of mile.

Mr. Ford replied yes Atlanta St. and US 90.

Mr. Charlie Harris asked about the financing part of this plan.

Mr. Harris said I was held up with the financing 2012 tax returns. I only had 14 days to get financing in place. Nor was it enough time for my director to be apart of the package. He said he said he should.

Commissioner Ganus asked what is time frame.

Mr. Harris said the target date 1st of the year.

Commissioner Ganus said he is trying to figure sequence of events, what needs to come first.

Mr. Harris explained he stepped back so Mr.

Commissioner Ganus is it premature in approving the preliminary plat.

Commissioner Tranchand – Financing should not be our concerned. He will have approval when he puts everything together.

Commissioner Bridges -Bright agreed with Mr. Tranchand.

Commissioner Simmons said he was for approval of option 1.

Commissioner Allen commented you said you completed 75% of the project.

Mr. Harris said he has; he said he met with Director and developed a back-up plan for septic tanks if it is not possible with the sewer.
Commissioner Davis asked when that option was given.

Mrs. Jeglie said the plans we received we had them remove that option. If they do not hook up to sewer they are not consistent.

**Bryan Kidd/ Gwen Peacock Kidd (wife) – (sworn)** Addressed his Concerns with the increase of traffic flow. The intersection of South Atlantic and 90 is very dangerous. He asked for a signal light for south Atlantic/Highway 90 and 45 limit starting at the Horseshoe lounge. He then mentioned if there was to be a sewer line how for would it be extended. Would we be forced to join the sewer line. Storage building being switched to Assisted Living.

Commissioner Davis asked would they (citizens that lived along High 90) be required to hook up. She then asked who makes the request for the light to be placed?

Mrs. Jeglie said sewer provision would be by the City of Quincy. The County is not requiring them to hook up only for new development. There is capacity but it is a State Rd. She believed anyone can request.

Mr. Simmons said most of the time a light placed at an intersection occurs with a fatality.

Commissioner Allen asked how people would get to the property.

Mr. Ford said as for the entrance to the property from the east they would have to come down and turn around. He said as for speed has to be addressed with DOT at least a year in advance.

Commissioner Davis encouraged staff to work with the applicant on speed limits and light at Atlanta St and 90.

**Motion for approval of Option 1: Tranchand/Bright 7- 0 Option 1**

6. **PUBLIC COMMENTS** – None

    Mrs. Jeglie said it was 3 applicants on the August 15 meeting, reminded Commissioners it would be a lengthy meeting.

7. **ADJOURNMENT -6:55**
GADSDEN COUNTY DEPARTMENT OF PLANNING & COMMUNITY
DEVELOPMENT (P&CD)
PLANNING DIVISION
1-B East Jefferson Street, Post Office Box 1799, Quincy, FL 32353-1799
Phone: (850) 875-8663
Fax: (850) 875-7280
E-mail: planning@gadsdencountyfl.gov
Web site: www.gadsdencountyfl.gov

APPLICATION FOR CONCEPTUAL/PRELIMINARY SITE PLAN REVIEW
(Type I and Type II Site Plans)

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

IMPORTANT:

THERE MAY BE DEED RESTRICTIONS AFFECTING DEVELOPMENT OF THE
PROPERTY. ANY SITE PLAN REVIEW AND APPROVAL DOES NOT SUPERCEDE
ANY DEED RESTRICTIONS OR COVENANTS, OR ANY NEIGHBORHOOD
BYLAWS, RULES OR REGULATIONS. BEFORE CONTINUING WITH THIS OR ANY
OTHER DEVELOPMENT

APPLYING FOR SITE PLAN OR SUBDIVISION APPROVAL DOES NOT MEAN
THAT YOUR APPLICATION WILL BE APPROVED! DO NOT PURCHASE THE
PROPERTY OR CONSTRUCTION MATERIALS OR ENTER INTO A
DEVELOPMENT CONTRACT BEFORE OBTAINING APPROVAL OF THE FINAL
SITE PLAN AND ISSUED A DEVELOPMENT ORDER BY THE PLANNING &
COMMUNITY DEVELOPMENT DEPARTMENT (P&CD).

This Conceptual/Preliminary Site Plan Application must be completed and returned to the Gadsden
County P&CD along with all required documents. The application will be reviewed by staff and if required
(Type II or Class II, Special Exception) forwarded to the Gadsden County Planning Commission for public
hearing and recommendation to the Board of County Commissioners. The Board of County
Commissioners will then hold a public hearing and render a final decision. Type I review is reviewed and
a decision rendered by P&CD.

Type I ✔ Type II ___ Special Exception ______

____ Conceptual ✔ Preliminary ____ Conceptual/Preliminary (concurrent)

NAME OF SITE PLAN:  Gussie's Garden Inn

1. APPLICANT NAME (Print):  Charlie Harris Jr.
CONTACT PERSON (If Corporation):
ADDRESS:  405 S. Shellak St
CITY:  Quincy
STATE:  FL
ZIP:  32351
ATTACHMENT # 5

TELEPHONE: (850) 570-9222 FAX: ( )
E-MAIL ADDRESS: 

2. OWNER OF PROPERTY (Print):
ADDRESS: Same as Applicant
CITY: STATE: ZIP:
TELEPHONE: ( ) FAX: ( )
E-MAIL ADDRESS: 

For a Type II plan, if the Applicant or Owner cannot attend the Planning Commission and/or County Commission meetings, please list the name of a representative or agent who will make the presentation, answer questions, or make decisions for the Applicant or Owner.

3. REPRESENTATIVE/AGENT
NAME: Anthony Ford
ADDRESS: 69 Anzona Loop
CITY: Panama STATE: FL ZIP: 32333
TELEPHONE: (850) 570-1391 FAX: (850) 339-8011
E-MAIL ADDRESS: ford4357@att.net

4. Legal Description of the specific property covered by this application (If lengthy, please attach extra sheets):
TWP: 3 RNG: 10 SEC: 21
BLK: Parcel/LOT (if applicable):

Parcel Identification Number 3-10-2N-4W-000-001-0400

5. Size of area covered by application (acreage must agree w/legal and survey):

6. Location of Property:

7. Future Land Use Designation:

8. Type of Proposed Development:
    Number of Structures proposed:
    Proposed Use of Structures:
    Proposed Square Footage of each use:
    Total acreage of open space:
    Density:

9. Variances existing or applied for on subject property:
    Date Approved:

10. Is the project proposed as a Special Exception use? Yes √ No
11. All conceptual/preliminary site plans shall address at a minimum the Code required standards per Subsections 5207 and 5208, Gadsden County Land Development Code.

12. The following items are needed to complete this application for review (also see County Land Development Code Chapter 5, Subsections 5207 and 5208 and Chapter 7, Subsection 7102 (Level I) or Subsection 7103 (Level II)):

   a. ✔ Two copies of this application.

   b. ✔ 15 Folded Preliminary Site Plan 24" x 36" prints showing vicinity map, survey with legal description(s), and phasing, 2 of which are signed and sealed (copies must include the signature and seal), plus one copy of the proposed preliminary plans on an 11" x 17" sheet per the minimum requirements of Subsection 5208 and other applicable development standards. Plans created electronically must be accompanied by a .pdf via E-mail or disc.

   c. ✔ Class I Conceptual/Preliminary Site Plan review fee of $400.00; Class II Conceptual/Preliminary Site Plan review fee of $525. Please submit fee in CASH, CHECK or MONEY ORDER drawn to the order of the Gadsden County Board of County Commissioners (BOCC). If a variance is requested, the review fee shall be increased by $750.00.

   e. ✔ Indication of FEMA Flood Zones/special flood hazard areas on plans.

   f. ✔ Affidavit of Ownership, if applicable.

   g. ✔ Two (2) copies of an Environmental Impact Assessment per County Land Development Code Section 5400, with 2 copies of a Certified Tree Survey as required per Subsection 5404.B.3 for protected trees (Trees greater than 20" diameter) must be shown on preliminary plats or on site plans.

   h. ✔ The completed Concurrency Review Application (if plan is unchanged from conceptual review resubmit the application) including review and approval by utility providers and traffic analysis.

   i. ✔ Certificate or approvals from outside (non-county) agencies and previously approved site plans (i.e. FDEP, FDOT, NWFWMD, etc. permit applications).

   j. ✔ Citizen Growth Management & Planning Bill of Rights (Ordinance #2010-05) – Demonstrate compliance including copy of citizen participation plan, mailing list .50 mile, mail and newspaper notification 3 papers, written verification of public workshop, written summary of identified issues and outcomes, etc. (Does not apply to Minor Subdivision or Class I Site Plan reviews).
I AM THE OWNER,

I AM THE LEGAL REPRESENTATIVE OF THE OWNER (Attach Affidavit of Ownership) of the property described which is the subject matter of this application. Under penalties of perjury, I declare that I have read said application and all sketches and data and matter attached to and made a part of said application are honest and true to the best of my knowledge and belief. I understand that by signing this document, I am giving the County or agent thereof the authority to duplicate, disseminate, and reproduce any and all items submitted as part of this request, whether copyrighted or not.

SIGNATURE OF APPLICANT

April 7, '11

DATE

SWORN TO AND SUBSCRIBED BEFORE ME THIS __ day of ____________, 20__

By _____________________________

(Charlie H. Harris)

(Applicant)

who is personally known to me or produced I.D. and did take an oath.

Notary Public, State of Florida at Large

Linda J. Hill

My Commission

Gadsden County
Citizens Growth Management and Planning
Bill Of Rights

Submitittal Requirements Check List

The following items must be addressed and written verification provided with applications requiring Planning Commission review and Board of County Commission Approval pursuant to Ordinance #2010-05:

Check List
1. Copy of the Mailing List to Property Owners within 0.50 of a mile from the subject parcels
2. Copy of receipt for mailing receipt verifying the date & number of pieces mailed.
3. Copy of legal advertisement from the three (3) local newspapers: Twin City New (Chattahoochee), Gadsden County
Times (Quincy), and Havana Herald (Havana). The advertisement should include the following information:

- A title. For example, "You are invited to attend a Public Meeting to discuss (development name & description) as required by the Gadsden County Growth Management and Planning Bill of Rights."
- A location map indicating the subject property and properties within a 0.50 mile radius or greater sufficient so that the location can be identified.
- The date, time, place of the meeting

4. ___

Copy of Sign-up Sheet with the Name, Address & Phone numbers of attendees

5. ___

A summary of the meeting that identifies issues raised and/or discussed and whether they were resolved or not; and, how the plans incorporated and/or resolved the issues.
Board of County Commissioners  
Agenda Request

Date of Meeting: August 20, 2013

Date Submitted: August 7, 2013

To: Honorable Chairman and Members of the Board

From: Robert M. Presnell, County Administrator

Subject: Approval of Joint Economic Development Resolution 2013-015 with the Cities of Chattahoochee, Gretna, Midway and Quincy, the Towns of Greensboro and Havana, and Gadsden County.

Statement of Issue:

This item seeks Board approval of the Joint Economic Development Resolution 2013-015 drafted and approved by the Managers of the Cities of Chattahoochee, Gretna, Midway and Quincy, the Towns of Greensboro and Havana, and Gadsden County and authorization for the Chairperson to sign.

Background:

The Managers of the Cities of Chattahoochee, Gretna, Midway and Quincy, the Towns of Greensboro and Havana, and Gadsden County are hopeful of promoting economic development in their respective jurisdictions and believe that working together on projects could benefit their individual communities and attract businesses.

In view of this, the City / Town Managers of Gadsden County realize that it is counterproductive to compete against each other in the pursuit of a new business and desire instead to lend full support to each other. As County Administrator, it is my belief that it is in our best interest to work with and support our local cities in their effort to attract businesses.

Analysis:

The proposed Joint Economic Development Resolution outlines the goals and objectives that will assist the Cities and County in moving forward to promote economic development by focusing on talent supply and education, innovation and economic development, infrastructure, business climate and competitiveness, civic governance, and quality of life.
I am in agreement with each of our local City Managers who are very supportive of the proposed Joint Economic Development Resolution and am requesting the support of the Board of County Commissioners through the approval of this resolution.

**Fiscal Impact:**

N/A

**Options:**

1. Approve Joint Economic Development Resolution 2013-015 with the Cities of Chattahoochee, Gretna, Midway and Quincy, the Towns of Greensboro and Havana, and Gadsden County and authorize the Chairperson to execute Resolution 2013-015.
2. Do not approve Joint Economic Development Resolution 2013-015 and do not authorize the Chairperson to execute Resolution 2013-015.
3. Board Direction.

**County Administrator’s Recommendation:**

Option 1:

**Attachment:**

1. Resolution 2013-015
RESOLUTION 2013-015

A JOINT RESOLUTION WITH THE CITIES OF GADSDEN COUNTY AND THE COUNTY IN SUPPORT OF ECONOMIC DEVELOPMENT

WHEREAS, the Cities of Chattahoochee, Greensboro, Gretna, Havana, Midway and Quincy; and Gadsden County want to ensure the economic vitality of their respective communities and of Gadsden County as a whole; and

WHEREAS, the current economic development climate makes the development of human and financial resources very important for economic growth; and

WHEREAS, the high capitalization needed for infrastructure installation often exceeds the available fiscal resources of small towns and cities thus requiring small cities to pull their resources together to help each other achieve the economic aim of the city; and

WHEREAS, the largest employer in the Apalachee Region is State government and the largest employer in the county, a nine county region is local governments; and

WHEREAS, excluding government, the largest private employer in Gadsden County is the Mushroom Plant, Coastal Lumber, Wholesale Food Distributors, Furniture, Mining, Utilities and Healthcare; and

WHEREAS, natural resource industrial is a cornerstone of the regional economy and Gadsden County economy and represents an opportunity for future development and diversification; and

WHEREAS, nearly 50,000 national organizations compete for 500 major relocation industries or start up each year makes the development of an intergraded strategy utilizing various types of efforts critical; and

WHEREAS, most of the Cities in the County have experienced a loss in population in recent years due to the economic down turn; and

WHEREAS, the high unemployment observed in the Cities and County is due to: 1) the great recession of 2008 caused by bank failures and real estate bust 2) lack of diversity in job mix in the County and 3) lack of strategic planning for economic development opportunities; and
WHEREAS, a significant portion of commercial activities and economic development occur within the jurisdictions of the cities and their urban growth boundaries or utility areas; and

WHEREAS, half of Wakulla County workforce and nearly one half of Gadsden and Jefferson Counties workforce make daily commutes to Leon County; and

WHEREAS, seven percent of Jackson, Calhoun, Liberty and Wakulla Counties travel to Gadsden County for employment each day; and

WHEREAS, the Managers, Council Members, and Commissioners of Gadsden County have realized that there is a significant power in working together on projects that could benefit their respective communities and attract businesses; and

WHEREAS, collectively, the Cities of Gadsden County believe that working together in a coalition regarding issues of interest to the economic development of the cities is a policy that should be emphasized and promoted within the cities; and

WHEREAS, the cities of Gadsden County have realized that it is counterproductive to compete against each other in the pursuit of a new business and would instead lend full support to each other; and

WHEREAS, the Gadsden County Board of County Commissioners has realized that it is in its best interest to work with and support the Cities in their effort to attract businesses; and

WHEREAS, the Apalachee Regional Planning Council has identified the six pillars of economic development as talent supply and education; innovation and economic development; infrastructure and leader growth; business climate and competitiveness; civic and governance systems; and quality of life and place; and

THEREFORE, BE IT RESOLVED THAT:

1. **Talent Supply & Education – Goals**

   Goal 1: Gadsden County and its municipalities shall develop a strong talent supply chain encompassing education, training and workforce development programs.

   Objective 1: Assist in the location of a Tallahassee Community College (TCC) Campus in the county seat for development of career training academies or programs that emphasize a two year program with a certification demonstrating a mastery of identified skill sets that match potential employment opportunities within the region.
Objective 2: Identify the site for a TCC campus and assist with land assembly and construction of a TCC site.

Objective 3: Assist in the identification or creation of curricula, and provide support equipment, and trainers to meet the needs of existing or future tenants of the County/Cities Commercial and Industrial Parks.

Goal 2: Greater coordination between business sector and career training or vocational education institutions.

Objective 1: Chambers of Commerce and economic development organizations will coordinate the development of vocational curricula by Gadsden Vocational and Training School, and TCC Academy with business representatives in the region to ensure that the training matches industry demand.

Objective 2: The municipalities and the County shall coordinate with the Job Training Partnership Act programs and other vocational and educational programs in the Region to develop and implement training activities that will complement the economic diversification efforts of the region.

Objective 3: The local Economic Development Council (EDC) will act as the clearinghouse of educational and vocational resources, including available programs, grants and funding information.

2. Innovation and Economic Development - Goals

Goal 1: To increase growth in the number of private sector firms and employment in commercial start-ups and expansion and new industries within the next five years.

Objective 1: Increase by 30% private sector firms and industries within the next 5 years by providing targeted local and/or state incentives as well as the necessary amenities for industries development.

Objective 2: Each community shall identify (by characteristics and zoning) designated suitable sites, including existing buildings and parcels to which new businesses shall be directed for possible start-ups and/or expansion.

Objective 3: Each local government shall designate land for economic development strategically, based on the availability or planned availability of infrastructure, and environmental suitability in order to facilitate new business locations.

Objective 4: Local governments should build public-private partnerships involving the government and private landowners to ensure that there is adequate land to meet the economic development needs of the community.
Objective 5: Each community shall conduct an analysis of its Strengths, Weaknesses, Opportunities and Threats (SWOT) to help identify the amenities it offers and its potential to attract prospective businesses and industries that could locate in our region. The analysis has to take into account our region’s major private sector ventures: Mushroom Plant, Coastal Lumber, Wholesale Food Distributors, Furniture, Mining, Utilities and Healthcare, and identify the companies whose locations would complement our existing industries.

Objective 6: Each community shall conduct a market study, via coordination with the EDC, to specifically identify the emerging businesses, which compliments the already established private businesses in the County as those industries that could take advantage of our County’s natural resources, eco-tourism and specialty agricultural businesses.

Objective 7: Realtors, potential investors, and city/county officials shall promote and attract businesses that fit the available buildings, parcels and location identified in the marketing study and in the SWOT Analysis.

Objective 8: Signatories to this joint resolution should immediately identify the agency in our County that will serve as the EDC for the County: be it the Chamber of Commerce, Gadsden County Development Council or any other entity so designated.

Objective 9: Signatories to this joint resolution commit to funding the EDC directly, or through the reallocation of existing resources.

Goal 2: To incentivize economic development in order to enhance new business locations at the Business Parks and elsewhere in the County.

Objective 1: The EDC shall direct businesses to Business Parks in municipalities where infrastructure as well as amenities exist or are planned to be in place to meet the needs of the new company.

Objective 2: Each local government shall assist small businesses, where possible, in obtaining capital for business start-ups and expansion. This will be accomplished by assisting small businesses in acquiring local, state and federal funding, when available.

Objective 3: The EDC will coordinate with local agencies to catalog the available development conditions and development incentives to be offered to new business locations.

Objective 4: The EDC shall aggressively promote private sector investment in commercial start-ups and expansion, early stage investments and seek funding of new businesses in the County by developing local or regional angel investor networks and assisting in obtaining capital for start-ups and expansion.
Objective 5: The Cities, Gadsden County, Community Redevelopment Agency (CRA), EDC and local economic development programs shall establish a working relationship with local banks and encourage bank-sponsored programs for small businesses in our community.

Objective 6: The City or County Planning Director, in coordination with the EDC and the Chambers of Commerce, shall make information about business financing available to local entrepreneurs.

Objective 7: The local governments and their staff commit to working together in a coalition fashion on economic development issues of vital importance to their respective jurisdictions and not compete with each other or work against each other during a business recruitment effort.

3. **Infrastructure - Goal**

**Goal 1:** Ensure the availability of infrastructure that will support economic development in the County.

Objective 1: Each local government shall take an inventory of its infrastructure (i.e., roads, water, sewer, electricity, gas, etc.) to ascertain that sufficient infrastructure exists or is planned to support the economic objectives of the community for the next 10 years.

Objective 2: If the local government determines that available infrastructure would be inadequate to support its economic development aims, that local government shall appropriate money annually towards the expansion or creation of the needed infrastructure.

Objective 3: The municipalities and the County shall work collaboratively by pulling their resources together to jointly fund infrastructure development in the County. When needed, the municipalities and the County shall jointly lobby and seek state and federal funding for infrastructure development.

Objective 4: The local governments within the region shall enter into inter-local agreements for the shared use of infrastructure in order to maximize the use of the available or planned infrastructures.

Objective 5: Each municipality and County shall commit to funding the infrastructure needed to support the location of businesses at the Business Parks.

Objective 6: The City of Quincy and the County shall work together to jointly seek funding for the location of a waste water treatment plant in the Lake Talquin area and to help the City of Quincy extend its water and sewer service to the Lake Talquin community.
4. **Business Climate and Competitiveness - Goals**

**Goal 1:** Streamline the local permitting process in order to shorten the time to locate a new business.

Objective 1: Each local government (through the Planning Director or City Manager) shall establish procedures for an inter-departmental and inter-local government review process to ensure that an application, once received, is reviewed in an expedited manner using such methods as the assemblage of the reviewing staff to jointly and simultaneously review the project beginning on the date of formal submittal.

Objective 2: Each local government (through the leadership of the Planning Director) shall ensure that the permitting process is measured in weeks and not in months in order to save the new businesses time and money.

**Goal 2:** Provide a welcoming atmosphere for every prospective or new business and do whatever it takes to address specific needs of the companies in order to ensure their location and retention in the community.

Objective 1: Create an open door system between the business community and the local government representatives that will allow for the exchange of ideas between the businesses and the local government in order to ensure that the needs of the businesses are addressed expeditiously.

Objective 2: The local Planning Director, in coordination with the EDC and the Chambers of Commerce, shall periodically conduct surveys of existing businesses to determine the needs of the small business.

Objective 3: The local Planning Director, in coordination with the EDC and the Chambers of Commerce, shall establish a tracking system to record reasons for business failures and emigration, and use that information to help frame policies and the enactment of new measures that will reduce business failures and emigrations.

5. **Civic Governance Systems-Goal**

**Goal 1:** Ensure that the leadership of the local government is well educated on what is needed to promote and achieve a healthy economic atmosphere in the community.

Objective 1: Annually conduct an economic development symposium that espouses the importance of Economic Development to the community and to use the forum as a means to apprise the community of the state of our economy.

Objective 2: Establish a leadership forum for private sector business leaders as well as
governmental stakeholders to meet and discuss the economic development needs of the community and the ways by which the stakeholders could work collaboratively to enhance economic development in the community.

Objective 3: Encourage Commissioners and local decision makers to participate in workshops and conferences organized by the Florida League of Cities, Florida Association of Counties and other state and federal organizations to promote economic development.

6. **Quality of Life & Places – Goals**

*Goal 1: To ensure that the economic development strategies embarked upon by the respective local governments are sustainable, and that they protect the environment and the quality of life.*

Objective 1: Seek economic development projects that will take advantage of the community’s way of life and enhance the Florida sense of place.

Objective 2: Ensure that new business locations are on sites that are environmentally suitable and that the impact of the new business does not degrade the environment and diminish the community’s quality of life.

Objective 3: Encourage and aggressively promote the region’s natural and cultural heritage as amenities that enhance the quality of life of workers and residents of the region.

Objective 4: Local governments should build public-private partnerships between government and private landowners to ensure the development of ecotourism facilities is coordinated and conducted in a manner that is mutually beneficial.

Objective 5: Local governments, if feasible, should make infrastructure improvements that support eco and cultural tourism as a part of their Capital Improvements Program.

*Goal 2: To ensure that the social amenities needed to support life (schools, recreational facilities, etc.) are available and that they are of the highest quality possible.*

Objective 1: Work with the School Board and other non-profit organizations on programs that will improve the quality of the County’s schools.

Objective 2: Ensure the development and maintenance of first class recreational facilities that will address the leisure needs of the workers and residents of the County.

PASSED in session by the Board of County Commissioners of Gadsden County, Florida this ___ day of __________, 2013.
BOARD OF COUNTY COMMISSIONERS
OF GADSDEN COUNTY, FLORIDA

By: ____________________________________
    Douglas Croley, Chairperson

Attest:

_____________________________
Nicholas Thomas
Clerk of the Circuit Court
Dear Commissioner,

The members of Gadsden United Inc., a local environmental group, are concerned about the proposal to increase density in Ag 1, 2, and 3. By opening 60% of Gadsden County to a higher density we could be looking at urban sprawl. Urban sprawl is characterized as "automobile oriented." We could expect automobiles on county roads to double or possibly quadruple. Septic tanks and wells could double, threatening our aquifer. Infrastructure (roads, railroad crossings, sidewalks) would have to increase. Emergency services (police, fire and ambulance) would have to increase or face delays.

This drastic change needs close scrutiny. The Citizens Bill of Rights needs to come into play. County workshops in different cities around the county should educate and receive input from the public. We need to move slowly and look for alternatives. Family property division could be accomplished through variances. Economic development is a real problem and needs to be addressed. Codes, strictly for Gadsden County citizens in economic distress could be developed. Higher house density should be kept near cities where water and septic lines could easily be expanded.

Sincerely,

Michael Dorian
Gadsden United Inc.
August 6, 2013

To The Members of The Perkins Family:

On behalf of the Gadsden County Board of County Commissioners, I would like to express our sincere condolences on the loss of Mr. Ralph Lee Perkins.

We would like to recognize Commissioner Perkins as Gadsden County Commissioner for District Two. His appointment as Gadsden County Commissioner by Governor Haydon Burns on December 27, 1965 marked the beginning of his public service to our residents of Gadsden County over the next five years. Commissioner Perkins’ cared deeply about his community and gave all his efforts to making Gadsden County a more harmonious place to live.

Again, we extend our deepest sympathies to you and your family during this period of mourning.

Sincerely,

[Signature]

Douglas M. Crole, Chair
Gadsden County Board of County Commissioners

DC/lb
Robert Presnell, County Administrator  
Gadsden County Board of County Commissioners  
P.O. Box 1799  
Quincy, Florida 32353  

Re: Gadsden County Health Department Quarterly Progress Report for ½ Cent Sale Tax Prevention and Education Program  

Dear Mr. Presnell:  

Please find enclosed the Florida Department of Health-Gadsden's Prevention and Education Program 3rd quarter report (April 1, 2013-June 30, 2013) for the 2012-2013 fiscal year.  

If you have any questions, please do not hesitate to contact Maximo Martinez at (850) 519-0068.  

Sincerely,  

Aaron M. Kissler, MPH  
Florida Department of Health-Gadsden  
Health Officer  

Cc: Howard McKinnon, Gadsden Community Health Council, Inc.  
Nicolas Thomas, Clerk of Courts  
Maximo Martinez, Population Based Program  

Florida Department of Health  
In GADSDEN COUNTY • 278 Laselle Lefalle Dr.  
P.O. Box 1000 • Quincy, Florida 32353  
PHONE: 850/875-7200 • FAX 850/875-7210  

www.FloridasHealth.com  
TWITTER: HealthyFLA  
FACEBOOK: FLDepartmentOfHealth  
YOUTUBE: fldoh
Florida Department of Health-Gadsden Population Based Services:
Prevention & Education Program
Quarterly Report – April 1-June 30, 2013
Report due by July 10, 2013

Program Accomplishments:
Quarterly Progress Report

Community Health Education:
The Prevention & Education Program (PEP) continues to work diligently throughout Gadsden County to provide educational resources to the community at-large. Health education classes have been designed to target all age groups, ethnicities and socio-economic backgrounds of the diverse Gadsden County population.

Outreach efforts are the core of the program. Time is designated monthly to establish an information center in random county locations, (i.e. grocery stores, libraries, businesses, city municipalities, churches, etc.). Monthly presentation partnerships have been established with the local Boys & Girls Club, community churches, schools, correctional facilities, businesses, senior citizen centers, social clubs and community-based facilities. This is in an effort to maximize the opportunities for all Gadsden citizens to be impacted by the program. During the third quarter (April-June 2013), the following courses were facilitated throughout the county:

- Achieving & Maintaining a Healthy Weight
- Personal Growth & Development: Know Yourself and Love Yourself
- Diabetes: Often Preventable…Often Reversible
- Nutrition 101
- Nutrition on a Budget
- Puberty: What’s Happening to Me?
- Sex: Am I Really Ready?
- STDs: What You Should Know
- The Local Public Health System & You
- Cardiovascular Disease
- High Blood Pressure: A Closer Look
- No Salt, Low Sodium: Cooking Class Demonstration

Requests for classes are made via email, phone, or through the Florida Department of Health–Gadsden’s website. Staff continues to allocate time to visit local churches, businesses, community based organization to market and/or collaborative on health classes and/or county-wide initiatives. In addition, Lunch & Learn health education classes are being conducted throughout the county to increase awareness of Gadsden’s health disparities and to promote national health initiatives.
One day was allocated to visit local churches and businesses to market the classes available. Six educational outreach activities occurred during the reporting quarter, wherein health information was distributed at highly trafficked areas throughout the county. Staff was available and trained to answer health questions, calculate body mass index (BMI) and assist in weight management goals upon request. PEP staff also participated in a massive healthy food distribution day, wherein over 700 families received food, educational materials and an invitation to upcoming PEP classes for the remainder of the month.

**Health Education Classes: (From Data to Action)**
As research studies show, promoting prevention through health education awareness can prevent or delay the onset of chronic disease illness such as Type 2 Diabetes and Cardiovascular Disease. These lifestyle interventions can include but are not limited to diet and moderate-intensity physical activity (i.e. walking for 2.5 hours each week).

The Prevention and Education staff has been providing health education classes, presentations and workshops since conception in January 2011. Classes are offered to the community both individually and in groups. The goal is to educate and empower the community to prevent chronic illnesses (i.e. diabetes, cardiovascular disease). Special emphasis is placed on achieving and maintaining a healthy weight. Healthy weight is the first step to prevention and best way to combat acceleration of chronic illnesses for those already impacted. Participants are educated on risk factors of chronic disease and given appropriate nutrition counseling via calorie recommendations and portion control ideas.

Below are the total numbers of classes offered and provided during the 3rd quarter.

### 3rd Quarter Community Education & Outreach

<table>
<thead>
<tr>
<th></th>
<th>April 2013</th>
<th>May 2013</th>
<th>June 2013</th>
<th>Quarter Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classes Completed</strong></td>
<td>4</td>
<td>14</td>
<td>7</td>
<td>25</td>
</tr>
<tr>
<td><strong>Classes Offered</strong></td>
<td>12</td>
<td>18</td>
<td>23</td>
<td>53</td>
</tr>
<tr>
<td><strong>Health Education Material Disseminated</strong></td>
<td>740</td>
<td>412</td>
<td>730</td>
<td>1,882</td>
</tr>
<tr>
<td><strong>Outreach Activities</strong></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td><strong>Community Referrals/Linkage</strong></td>
<td>7</td>
<td>2</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total Residents Impacted</strong></td>
<td>780</td>
<td>440</td>
<td>812</td>
<td>2,032</td>
</tr>
</tbody>
</table>

*Information disseminated at community events.

The chart above represents the number of classes offered vs. those completed and the number of outreach activities for the third quarter.
**Strategic Planning with Partners Initiative Updates:**
The Ten Essential Public Health Service #3 (Inform, Educate and Empower) continues to be the driving force for the Prevention and Education Program. The PEP staff instills in community stakeholders the Center for Disease Control’s national model to generate a new perspective about prevention and control, utilizing the Local Public Health System Essential Services.

Major activities for the quarter included:

- **Community Outreach Events**
  The PEP staff disseminated education materials to all persons passing the PEP booth on several dates throughout the quarter at several stores throughout the county. A little over 2,000 Gadsden County residents ranging from 4-99 years in age were impacted. Some received counseling on various health topics. Staff was on post from 9:00AM-12:00PM at each location.

- **Cumulus Radio Advertisements**
  Three separate radio advertisements were created and aired promoting Get Going Gadsden 2013. The advertisements were aired on all Cumulus stations.

- **Farm-Share Food Give-a-Way**
  The PEP staff partnered with the Gadsden Community Health Council, Inc., the Florida Department of Health-Gadsden, Farm Share and community volunteers to distribute fresh fruit and vegetables to needy families in the Gadsden County community. Over 700 families were serviced. Educational materials and a schedule of PEP classes were given to all cars as they drove up to receive their food items. Two local news stations and the Gadsden County Times were in attendance and featured the event in their media venues.

- **Get Going Gadsden Press Conference**
  A press conference was held in May to launch the Third Annual Get Going Gadsden Healthy Weight/Healthy Eating initiative. The Get Going Gadsden campaign challenges Gadsden County citizens to increase physical activity and adopt healthier eating habits, via support counseling, educational classes/resources and peer-interaction. Local newspaper and television media representatives were present.

- **Health Education Classes**
  Staff held Lunch & Learn with the senior citizens in (Quincy, Gretna, and Chattahoochee). In addition, health education classes where conducted with the Havana’s Boys & Girls Club, Havana Elementary, James A. Shanks Middle and Havana Middle School. Participants received health information on various health topics ranging from Cardiovascular Disease, Diabetes, Sex Education, Puberty, Nutrition, and Healthy Weight.
**Outreach Activities/Community Partnership:**
Population Based Services (PBS) of the Florida Department of Health-Gadsden is a program that approaches the use of a defined population as the organizing principle for preventative action targeting the broad distribution of diseases and health determinants. It identifies interventions for chronic disease, sexually transmitted disease and general health promotion that shape the community's overall profile. PEP is a subset of PBS--cross-trained for PBS responses. PEP staff has been CPR and HIV testing certified.

In pursuance of expanding its outreach efforts, the guiding principles and values of the PEP include:

- Community involvement/empowerment
- Partnership and collaboration
- Inclusion and equity
- Shared decision-making
- Knowledge sharing and communication
- Attention to broader social determinants of health

Thus, it is imperative that we continue to formulate relationships and partner with local people, clubs, societies, faith-based institutions and organizations of all kinds - whether voluntary or otherwise - to generate and take forward ideas to improve the health and environmental life of all Gadsden County residents. Great strides have been made to maintain old relationships as well as foster new ones.

Some community partnerships activities to highlight for this quarter (April-June 2013) are:

- **Cumulus Radio Stations**
  Advertisements for Get Going Gadsden 2013 have been aired May-July 2013 on all Cumulus Broadcast stations. Based on the continued partnerships, advertisements were priced ½ of the original amount with ad-to-ad matching.

- **Gadsden Community Health Council, Inc.**
  The PEP staff has actively participated in the efforts of the GCHC, by attending monthly meetings and partnering with the organization on PEP education & outreach activities.

- **Gadsden Community Health Council, Inc: PAMS Program**
  The PEP staff continued its partnership with the PAMS Program to promote healthy living in Gadsden County. Events and Lunch & Learns with the seniors to ensure residents are knowledgeable about the resources that are available to them.

- **Gadsden County City Municipalities**
  The PEP staff partnered with the city managers in each of the six city municipalities in Gadsden County to promote Get Going Gadsden 2013. All city managers agreed to use their community resources to encourage their residents to participate in the challenge as
well as make health a regular part of their city’s mantra.

- **Gadsden County School Board**
  Preliminary meetings were held to plan the first annual Nutrition Camp. The camp will be held in July 2013, for middle and high school students looking for tutelage on how to achieve a healthy weight and adopt healthier eating habits. The camp will be at no cost or attending students.

- **Gadsden Senior Citizens Centers (Quincy, Gretna, Chattahoochee)**
  The PEP staff has created a lasting partnership with the Senior Citizens Centers to conduct education classes on a monthly basis.

- **Havana’s Boys & Girls Club**
  The PEP staff has created a lasting partnership with the Boys & Girls Club to conduct monthly health education classes on the second Monday each month.

- **Mother Care Network, Inc.**
  MotherCare Network, Inc. volunteers are often used to assist in distribution of Get Going Gadsden flyers, Get Going Gadsden registration, and dissemination of health information to underserved population throughout Gadsden County. The group also hosts a monthly class from the PEP staff.

**Fiscal Management**

It is our goal to utilize the financial resources sacrificed by the citizens of Gadsden County wisely. It is understood that the citizens have an expectation that their ½ cents will be used to provide access to quality healthcare to those in need, increase educational opportunities and make financial decisions in an open and transparent way.

Through partnership with the We Care Network, they have continued to provide specialty medical services to low-income and/or uninsured adults in Gadsden and surrounding counties. There are over 300 volunteer physicians as well as 40 dentists participating in the program. In addition, numerous providers of imaging services and durable equipment are committed to the program.

Patients are referred to the program by their primary care physician at Gadsden Medical Center, Gadsden County Health Department, and TMH Family Medicine of Quincy. When referrals are received, a medical social worker screens the patient for financial eligibility. Pending qualification, he/she will be provided donated care from one of the participating physicians/dentists.
During the reporting period of April-June 2013, there were a total of 89 current cases. Of that, 13 new patients were determined eligible and provided with specialty medical care, and 26 new patients were provided short-term case management. In this quarter, $26,896.17 of services was donated from physicians & dentists, and $4,732.18 was donated from hospitals/ambulatory surgery centers. Overall, the total value of donated services for the reporting period is $31,628.35. The year-to-date total value is $808,222.18.

<table>
<thead>
<tr>
<th>Input/Issues Requiring Director Action:</th>
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<tbody>
<tr>
<td>None Reported</td>
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<table>
<thead>
<tr>
<th>Overall Program Accomplishments:</th>
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<tbody>
<tr>
<td>It is our goal to utilize the financial resources sacrificed by the citizens of Gadsden County wisely. It is understood that the citizens have an expectation that their ½ cents will be used to provide access to quality healthcare to those in need, increase educational opportunities and make financial decisions in an open and transparent way.</td>
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The Prevention and Education staff continue to implement community-wide projects, mobilize resources and develop partnerships with schools, worksites, faith-based institutions, and other groups to implement policy and environmental changes that will support each community member’s ability to achieve and maintain a healthy lifestyle.

<table>
<thead>
<tr>
<th>Upcoming/Planning/Events/Activities:</th>
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<tbody>
<tr>
<td>• The first annual Gadsden County Schools-Florida Department of Health PEP Nutrition will be held in July 2013. It is designed for middle and high school students looking for tutelage on how to achieve a healthy weight and adopt healthier eating habits. The camp will be at no cost or attending students.</td>
</tr>
<tr>
<td>• Get Going Gadsden 2013 will run from July 1-August 31, 2013. An awards ceremony will be held in September 2013.</td>
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<table>
<thead>
<tr>
<th>In-Kind Donations Received:</th>
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<tbody>
<tr>
<td>Cumulus Broadcasting</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>For Information Purposes Only:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The Florida Department of Health-Gadsden Community Health Nurse Program has been implemented and the Prevention &amp; Education Program will work closely with the community nurses to provide additional outreach services.</td>
</tr>
<tr>
<td>• To extend the efforts of the Florida Department of Health-Gadsden Community Health Nurse Program, one of the health educator positions was eliminated to accommodate funding for another community health nurse.</td>
</tr>
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Report submitted by: | Date: |