

Board of County Commissioners Agenda Request

Date of Meeting: November 21, 2023
Date Submitted: October 25, 2023
To: Honorable Chairman and Members of the Board
From: Edward J. Dixon, County Administrator
Subject: Approval for the Finance Office to Process Payments for Invoices

Statement of Issue:

This agenda item seeks Board approval for the Finance Department to process payment for invoices.

Background:

On Tuesday, October 24, 2023, the Board in conjunction with the Gadsden County Sheriff's Office hosted a site dedication for the new public safety complex. Love's Cakes & Catering, Inc. provided the set-up and refreshments for the event. The total cost is \$800.00.

On Thursday, October 26, 2023, the Board hosted an intergovernmental workshop with the municipalities regarding fire services. Mr. Darrell Gibson/Havana Springs provided set-up and refreshments for the event. The total cost for catering was \$1374.91.

On Saturday, October 28, 2023, the Board participated in the FAMU Homecoming parade by entering a float. Due to time constraints, staff were unable to build and decorate a float for the parade. Jones Construction & Design, Inc. built and decorated the parade float. The total cost is \$3,468.79.

Due to County Ordinance 06-18 only allowing the County Administrator to approve spending from line item 001-0001-54805 up to \$500.00, the Finance Department is requiring Board approval of the three expenditures.

Analysis:

None.

Fiscal Impact:

Love's Cakes & Catering, Inc.	\$ 800.00
Mr. Darrell Gibson	\$1,374.91
Jones Construction & Design, LLC	\$3,468.79
TOTAL:	\$5,643.70

Options:

1. Approve the Finance Department to process payment for the three invoices from line item 001-0001-54805.
2. Do not approve.
3. Board direction.

County Administrator's Recommendation:

Option 1.

Attachments:

- Invoices

Love's Cakes & Catering, Inc.

131 Minnies Lane
Quincy, FL 32352
(850) 875-1748 (H) or (850) 933-7463 (C)

INVOICE

DATE: October 31, 2023
INVOICE # 1
FOR:

Bill To:
Board of County Commission
ATT: Mr. Charles Hays
Quincy, FL

DESCRIPTION	AMOUNT
Set up/Refreshments for the Site Dedication 10-24-23	\$ 800.00
TOTAL	\$ 800.00

Make all checks payable to:
John W. Love or
Love's Cakes & Catering, Inc.
P10000068519

THANK YOU FOR YOUR BUSINESS!

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Receipt from Havana Springs

Receipt #1319-3572

AMOUNT PAID

\$1,374.91

DATE PAID

Oct 24, 2023, 3:05:56 PM

PAYMENT METHOD

- 6628

SUMMARY

Gadsden County Event Catering	\$1,374.91
Amount charged	\$1,374.91

If you have any questions, contact us at info@havasprings.com or call at **+1 850-508-1477**.

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You're receiving this email because you made a purchase at Havana Springs, which partners with [Stripe](#) to provide invoicing and payment processing.

Invoice 5842

Jones Construction & Design, LLC

433 Canopy Lane
Quincy, FL 32351



Bill To

Gadsden County BOCC
9 E Jefferson St # B,
Quincy, FL 32351

Invoice Date

10/30/2023

Description	Amount
Parade Float FAMU labor and materials	3,468.79

Total

\$3,468.79