

## Board of County Commissioners Agenda Request

**Date of Meeting:** January 16, 2024

**Date Submitted:** December 28, 2023

**To:** Honorable Chairman and Members of the Board

**From:** Edward J. Dixon, County Administrator  
Micheal Jackson, Veterans Services Director  
Leslie D. Steele, Public Information Officer

**Subject:** Approval of the payment to Classic Shirts, Inc., for Veterans Day T-Shirts

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### **Statement of Issue:**

This agenda item seeks Board approval for the purchase of the County's Veterans Day T-Shirts that were dispersed to the public during the Veterans Day Celebration.

### **Background:**

The Gadsden County Veterans Services Office sponsored a Veterans Day Celebration on the Courthouse Square on November 10, 2023. The public was invited to attend.

The Finance Office returned the payment request due to the amount being more than the Ordinance previously allowed the administrator to authorize for payment.

### **Fiscal Impact:**

The amount of the invoice is \$945. The celebration was included and approved by the Gadsden County Board of County Commissioners on Tuesday, September 19, 2023, line item 001-0001-54805, in the County's fiscal year 23-24 fiscal year budget (\$55,000).

### **Options:**

1. Approve the payment of the Classic Shirts, Inc. Invoice for \$945.00
2. Do not approve.
3. Board direction.

### **County Administrator's Recommendation:**

Option 1.

**Attachment(s):**

- Email from Cindy Samford
- Invoice Correction Sheet
- FY 23-24 Budget
- Public Purpose Statement
- County Purchase Order
- Classic Shirts, Inc. Invoice

## Cindy Samford

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**To:** Leslie Steele  
**Cc:** Trudei Porter (trudeip@gadsdenclerk.com); Michael Jackson (mjackson@gadsdencountyfl.gov); Sonya Solis  
**Subject:** T-shirts for Vet Day

Good morning, Leslie:

While yes, there is money in the budget to cover the purchase of the t-shirts celebrating Veteran's Day in the Ordinance 06-18 line item. However, the purchases still have to meet the Ordinance guidelines in order to be paid through a public purpose statement. At the time the purchase was made, the cap on the Ordinance was \$500 without Board approval. As stated on the pink return sheet, the new Ordinance did not take effect until November 21<sup>st</sup>. The t-shirt invoice will still need Board approval if payment is to be made from 0001-54805.

Thank you,

*Cindy Samford*  
Finance Department  
Gadsden County Clerk of Court  
[cindy@gadsdenclerk.com](mailto:cindy@gadsdenclerk.com)  
Direct Line: 850-875-7059

Returned 12-12-23

Returned to: Leslie Steele

**Invoice Return Correction Sheet**

Vendor Classic Shirts Date Returned 12/04/23

Please make the following corrections checked below and return to Finance for processing.

- ☐ 1. Invoices are out of order
- ☐ 2. Missing signature
- ☐ 3. Incorrect vendor and/or vendor number
- ☐ 4. Notation of special or grant funding
- ☐ 5. Missing picture or proof copy
- ☐ 6. Missing charge card back-up: \_\_\_\_\_
- ☐ 7. Missing travel info: \_\_\_\_\_
- ☐ 8. Missing contract and agenda item
- ☐ 9. Need current year signed W-9
- ☐ 10. Missing proposals/bids or other supporting documentation ie. single source

☒ 11. invoice will need Board approval (exceeds Ordinance approval cap for Co. Admin)

★ the purchase was made before Board approval of new ordinance (Nov. 21<sup>st</sup>)  
Any purchase before Nov. 21<sup>st</sup> falls under the old ordinance.

*This was already approved by the Board. Please see attached Budget Sheet.*

*Leslie Steele*

2023 DEC - 6 PM 4:49

## EXPENDITURE BUDGET

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0001 - COUNTY COMMISSIONERS

FY20-21  
ACTUAL

FY21-22  
ACTUAL

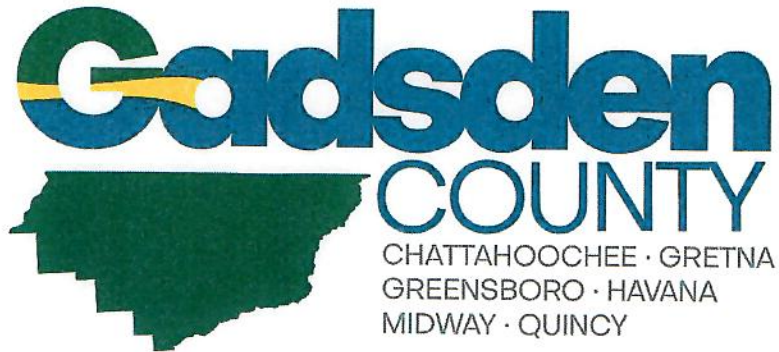
FY22-23  
ADOPTED  
BUDGET

FY23-24  
ADOPTED  
BUDGET

FY23-24 vs.  
FY22-23 ADOPTED  
VARIANCE

## COMMENTS/JUSTIFICATION

001-0001-51100 EXECUTIVE SALARIES	\$	203,944	\$	201,282	\$	203,944	\$	215,500	\$	11,556	
001-0001-51200 REGULAR SALARIES				1,215		78,000		78,000		-	
001-0001-51300 OTHER SALARIES		-				-		-		-	
TOTAL SALARIES & WAGES	\$	203,944	\$	202,497	\$	281,944	\$	293,500	\$	11,556	
001-0001-52100 FICA TAXES		15,201		15,367		21,569		22,453		884	
001-0001-52200 RETIREMENT CONTRIBUTION		52,892		58,856		68,297		76,508		8,211	
001-0001-52300 HEALTH INSURANCE		20,755		35,082		28,322		51,622		23,300	
001-0001-52310 LIFE INSURANCE		134		138		162		162		-	
001-0001-52400 WORKER'S COMPENSATION		3,262		3,732		3,300		3,300		-	
001-0001-52500 UNEMPLOYMENT COMPENSATION		-								-	
TOTAL BENEFITS	\$	92,244	\$	113,175	\$	121,650	\$	154,044	\$	32,394	
TOTAL PERSONNEL SERVICES	\$	296,189	\$	315,672	\$	403,594	\$	447,544	\$	43,950	
001-0001-53100 PROFESSIONAL SERVICES		3,252		22,137		10,500		11,000		500	(Prof. Picture/Comm x 3 C&A CA) (VAB Attorney/2K) (Court Reporter 800.00 x 4)
001-0001-53400 OTHER CONTRACTUAL SERVICES		66,721		59,278		77,000		212,000		135,000	Lobbyist \$60K state & \$90K federal- Video Services \$36K; Misc: \$28K
001-0001-54000 TRAVEL & PER DIEM		16,116		42,850		40,000		40,000		-	(FAC Annual Conf 1500.00 x 5 = 7500) (NACO Annual Conf. 3500 x 5 = 17,500) (ACC/COC = 1,000) MISC CONF (10,000)
001-0001-54100 COMMUNICATION SERVICES		7,953		4,725		3,500		7,000		3,500	Comcast/TDS/Verizon
001-0001-54130 POSTAGE & FREIGHT		9,893		10,108		750		18,000		17,250	Includes trim notices mailed
001-0001-54400 RENTALS & LEASES		2,396		2,885		4,300		4,000		(300)	Post Office Box; Lease of Copier; Mail System (BOCC Portion); DEP Lease of St. Land State Lease of Wetumpka Fire Dept., etc.
001-0001-54500 INSURANCE		95,422		113,980		95,000		210,000		115,000	Increase in General Liability Insurance (Florida Municipal Audit = 7,500) (Public Off Bonds 1,500) (Auto 1,500)
001-0001-54501 INSURANCE CLAIMS -\$5,000		51,000		42,817		20,000		20,000		-	(\$10,000 deductible)
001-0001-54600 REPAIR & MAINTENANCE		-		1,561		2,000		-		(2,000)	Budget not needed
001-0001-54632 REPAIR & MAINTENANCE COMP				325						-	
001-0001-54635 MAINT AGREEMENT COMPUTERS		297								-	
001-0001-54700 PRINTING & BINDING				15				1,000		1,000	
001-0001-54800 PROMOTIONAL ACTIVITIES		187		-		500		5,000		4,500	Cups/pens, etc for events
001-0001-54805 ORDINANCE 06-18		17,004		23,088		180,000		55,000		(125,000)	Veterans Day Celebration; Christmas Decorations - Courthouse; Halloween; Juneteenth; Women's Veterans Day and Veterans - 4th of July; Labor I
001-0001-54815 BLACK HISTORY ACT.				15,931				40,000		40,000	
001-0001-54816 4TH OF JULY EVENT				46,720				25,000		25,000	
001-0001-54817 MAY DAY								25,000		25,000	
001-0001-54818 EMANCIPATION								25,000		25,000	
001-0001-54810 MARKETING FUNDS		800								-	
001-0001-54900 OTHER CURRENT CHARGES		25,638		10,997		32,000		32,000		-	Capital City Bank Account Charges
001-0001-54901 ADVERTISING		18,087		23,304		38,400		38,400		-	Ads in Local Newspapers, BOCC Meetings, Workshops, etc.



## *Public Purpose Statement*

December 5, 2023

The Gadsden County Veterans Service Office sponsored a Veterans Day Celebration on November 10, 2023. The public was invited to attend this event. I am authorizing payment of the attached invoice for this event.

  
Edward J. Dixon,  
County Administrator

FL. TAX EXEMP. NO.  
85-8012740173C-2  
FED. EMPLOYER ID NO.  
59-6000616

**BOARD OF COUNTY COMMISSIONERS  
GADSDEN COUNTY**

**QUINCY, FLORIDA 32353**  
**(850) 875-8660**

P- 100645

# Invoice

Date	Invoice #
11/7/2023	35050

# PURCHASE ORDER

**FOR PURCHASES  
NOT TO EXCEED  
\$1000.00**

**VENDOR**

DATE \_\_\_\_\_

ACCOUNT NO.

VENDOR NO.

Invoice Date	Invoice Number	Items Purchased	Price
1/17/23	35050	100 J-Shirts	945.00
2			
3			
4			
5			
6			
7			
8			
9			
0			
TOTAL			945.00

SENT TO FINANCE

PURCHASED BY \_\_\_\_\_

**AUTHORIZED PURCHASER**

NOV 30 2023

APPROVED BY

DEPARTMENT DIRECTOR

**MANAGEMENT SERVICES**  
*An Equal Opportunity Employer*

WHITE - VENDOR COPY BLUE - FINANCE COPY YELLOW - REQUISITIONER'S COPY

 **Safeguard** LITHO USA Form No. 85-3/CS003444 09/19

Board of COunty Commission  
St Room 204

Rep

	Rate	Amount
100	9.45 0.00%	945.00T 0.00

2023 NOV 30 PM 12:21

Thank you for your business.

<b>Total</b>	<b>\$945.00</b>
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<b>Payments/Credits</b>	<b>\$0.00</b>
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<b>Balance Due</b>	<b>\$945.00</b>
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Classic Shirts, Inc.  
110 Porro Street  
Quincy, Florida 32351  
850-875-2200

# Invoice

Date	Invoice #
11/7/2023	35050

Bill To
Gadsden County Board of County Commission 9 B East Jefferson St Room 204 Quincy, FL 32351

Ship To
Gadsden County Board of County Commission 9B East Jefferson St Room 204 Quincy, FL 32351

P.O. No.	Terms	Ship Via	Rep
Gadsden Veterans	Net 30	Pick-up	

Item	Description	Qty	Rate	Amount
T-shirts	G2000 w/ 4C/F SS Tee - White L-50 XL-50 Sales Tax	100	9.45 0.00%	945.00T 0.00

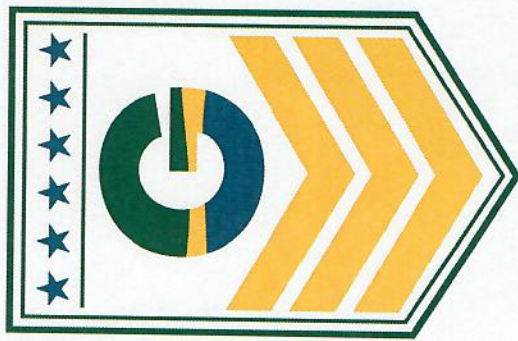
2023 NOV 30 PM 12: 21

Thank you for your business.

**Total** \$945.00

**Payments/Credits** \$0.00

**Balance Due** \$945.00



GADSDEN COUNTY  
**VETERAN  
SERVICES**

## Leslie Steele

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**From:** Bill Finn <billf@classicshirts.com>  
**Sent:** Friday, November 3, 2023 11:39 AM  
**To:** Leslie Steele; Laurel Bradley  
**Subject:** FW: Veterans Services T-Shirt Order  
**Attachments:** Gadsden Veteran Services - Tee.jpg

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

See attached do you happen to have vector art file for this?

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**From:** Mike Maynard <mike@classicshirts.com>  
**Sent:** Friday, November 3, 2023 11:34 AM  
**To:** Bill Finn <billf@classicshirts.com>  
**Subject:** RE: Veterans Services T-Shirt Order

I'm assuming it's a front only and 7.5 x 15 will be fine?  
4 screens

Can I get a vector version provided (.AI ?)

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**From:** Bill Finn <[billf@classicshirts.com](mailto:billf@classicshirts.com)>  
**Sent:** Friday, November 3, 2023 11:17 AM  
**To:** Mike Maynard <[mike@classicshirts.com](mailto:mike@classicshirts.com)>  
**Subject:** FW: Veterans Services T-Shirt Order

Set up proof with dimensions

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**From:** Leslie Steele <[lsteel@gadsdencountyfl.gov](mailto:lsteel@gadsdencountyfl.gov)>  
**Sent:** Friday, November 3, 2023 11:08 AM  
**To:** Bill Finn <[billf@classicshirts.com](mailto:billf@classicshirts.com)>  
**Cc:** Laurel Bradley <[lbradley@gadsdencountyfl.gov](mailto:lbradley@gadsdencountyfl.gov)>  
**Subject:** Veterans Services T-Shirt Order

Good morning, Bill. Next Friday the Veterans Services office will be celebrating Veterans Day and are in need of 100 white t-shirts 50 large and 50 extra large by Wednesday. The required graphic is attached. Please provide a quote and let me know if this is possible.

**Leslie D. Steele** | Public Information Officer  
Gadsden County Board of County Commissioners  
Office: 850.875.8671 | Cell: 850.743.8757  
[LSteele@GadsdenCountyFL.gov](mailto:LSteele@GadsdenCountyFL.gov)  
[www.GadsdenCountyFL.gov](http://www.GadsdenCountyFL.gov)



**From:** Michael E. Jackson <[mjackson@gadsdencountyfl.gov](mailto:mjackson@gadsdencountyfl.gov)>  
**Sent:** Monday, October 30, 2023 9:18 AM  
**To:** Leslie Steele <[lstele@gadsdencountyfl.gov](mailto:lstele@gadsdencountyfl.gov)>  
**Subject:** Re: shirts

White will do just fine. Like the 200 year celebration ones. Thanks.

*Michael Jackson*  
*Gadsden County Veteran Services Officer*  
*5-B East Jefferson street*  
*Quincy, FL 32351*  
*(850) 875-8714, (c) (850) 933-1210*

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**From:** Leslie Steele <[lstele@gadsdencountyfl.gov](mailto:lstele@gadsdencountyfl.gov)>  
**Sent:** Monday, October 30, 2023 8:48 AM  
**To:** Michael E. Jackson <[mjackson@gadsdencountyfl.gov](mailto:mjackson@gadsdencountyfl.gov)>  
**Subject:** Re: shirts

What color shirt?

Sent from my iPhone

On Oct 30, 2023, at 8:36 AM, Michael E. Jackson <[mjackson@gadsdencountyfl.gov](mailto:mjackson@gadsdencountyfl.gov)> wrote:

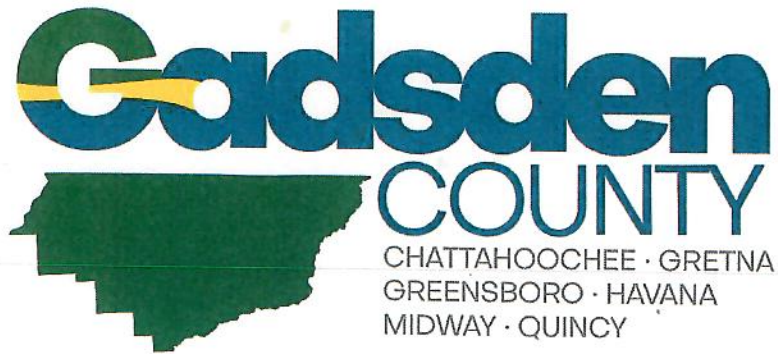
Leslie, we need 100 shirts, 50 large and 50 extra large. We are going with the logo with this logo. Thanks.

*Michael Jackson*  
<[image.png](#)>  
*Gadsden County Veteran Services Officer*  
*5-B East Jefferson street*  
*Quincy, FL 32351*  
*(850) 875-8714, (c) (850) 933-1210*

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## ***Public Purpose Statement***

October 25, 2023

The Gadsden County Veterans Service Office is sponsoring a Veterans Day Celebration on November 10, 2023. The public will be invited to attend this event. The Veteran Service Office is requesting \$2,000.00 for expenses for this event to be paid in accordance with Ordinance No. 06-018, Section 2-141.

A handwritten signature in black ink, appearing to read 'Ed Dixon', written over a horizontal line.

Edward J. Dixon,  
County Administrator