

## **Board of County Commissioners Agenda Request**

**Date of Meeting:** January 16, 2018

**Date Submitted:** January 3, 2018

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

**From:** Dee Jackson, Interim County Administrator  
David Weiss, County Attorney  
Sonya Burns, TDC Administrative Assistant

**Subject:** Selection and Appointment of Members to the Gadsden County Tourist Development Council

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### **Statement of Issue:**

This agenda item is presented to the Board to appoint members to the Gadsden County Tourist Development Council. The Gadsden County Tourist Development Council currently has one vacant position that must be filled by an elected official. In addition, one member in the tourism industry has several consecutive unexcused absences, and his term expired on December 31, 2017.

### **Background:**

On October 15, 2002, the Gadsden County Board of County Commissioners (BOCC) approved Ordinance 2002-003 which levied and began imposing a Tourist Development tax, and adopted the Gadsden County Tourist Development Plan. Since that time, the Gadsden County Tourist Development Council has operated as a nine (9) member advisory council with members appointed by the BOCC for a four-year term, as required by §125.0104, Florida Statutes.

On September 18, 2017, City Councilman Jerrod Holton requested to discontinue his tenure with the Tourist Development Council via phone. Mr. Holton served in the capacity of an elected official. Mr. Matt Thro currently serves in the capacity of a person involved in the tourism industry, and his term expired December 31, 2017. Mr. Thro also has several consecutive unexcused absences, unanswered phone calls and emails. Ordinance 2015-008 provides that the BOCC must fill any vacancy for a member's unexpired term, and has authority to remove any member with just cause. Just cause may include unexcused absences from two meetings during any calendar year, unless excused for medical reasons. Staff has received several advisory committee applications from citizens' showing interest in the Tourist Development Council.

On December 19, 2017, this agenda item was presented to the Board for action. Before the meeting Commissioner Morgan spoke to Mr. Thro, who stated his willingness to continue to serve. During the meeting Commission Hinson stated that the Town of Havana had a council member willing to serve. The agenda item was tabled.

**Analysis:**

Section 125.0401, Florida Statutes, provides the regulatory framework for the makeup of the Tourist Development Council. To clarify this at the local level, in June of 2015 the Gadsden County Code of Ordinances was amended by the BOCC with the adoption of Ordinance 2015-008 to reflect these requirements.

The Council is established by that ordinance and is composed of nine members who must be appointed by the BOCC. These appointments include:

- The Chairperson of the Board of County Commissioners (BOCC) or any other member of the BOCC as designated by the Chairperson shall serve on the Council.
- Two members of the Council shall be elected municipal officials, at least one of whom shall be from the most populous municipality in the County (the City of Quincy).
- Six members of the Council shall be persons who are involved in the tourist industry and who have demonstrated an interest in tourist development, of which members, not less than three nor more than four shall be owners or operators of motels, hotels, recreational vehicle parks, or other tourist accommodations in the county and subject to the tax.

In addition, all members of the Council must be electors of the County in accordance with F.S. §124.0104. All applicants have been checked with the Supervisor of Elections office and are electors of Gadsden County. The following individuals have submitted applications and indicated interest to serve on the TDC, and are eligible to serve on the TDC based on statutory requirements.

**Elected Municipal Officials:** *one position for appointment*

Keith Dowdell  
City of Quincy Council  
Quincy, Florida 32351

Cathy S. Johnson  
Town of Havana  
Havana, Florida 32333

**Qualifying Bed Tax Collectors:** *a maximum of one position for appointment* (minimum three, not more than four total on the TDC)

Mr. Nick Bhakta, General Manager  
Comfort Inn Hotel  
Midway, Florida 32343

Mr. Richard McFarlin, Owner  
McFarlin House (B&B)  
305 E. King Street  
Quincy, FL 32351

Persons involved in the tourism industry: *maximum of one position for appointment if a bed tax collector is not appointed. If a bed tax collector is appointed, then there are no positions for appointment.*

Anthony Lombardo – *has indicated interest in other boards/committees*  
Havana Main Street  
Quincy, Florida 32333

Linda Dixon – *has indicated interest in the TDC*  
Local Business Owner  
Quincy, Florida 32351

The BOCC must appoint an elected municipal official to fill the unexpired term of City Councilman Jerrod Holton, who resigned from the TDC. The BOCC may remove and appoint either a bed tax collector or a person involved in the tourism industry to fill the unexpired term of Matt Thro and to continue to serve the following four-year term. The BOCC may also choose not to remove Matt Thro, but to appoint either a bed tax collector or a person involved in the tourism industry to serve the four-year term.

**Options:**

1. Appoint to the TDC one elected municipal official to fill the unexpired term of City Councilman Jerrod Holton, and remove and appoint either a bed tax collector or a person involved in the tourism industry to fill the expired term of Matt Thro and to continue to serve the following four-year term.
2. Appoint to the TDC one elected municipal official to fill the unexpired term of City Councilman Jerrod Holton, and appoint either a bed tax collector or a person involved in the tourism industry to serve the four-year term upon expiration of Matt Thro's current term on December 31, 2017.
3. Board direction.

**Interim County Administrator's Recommendation:**

Option 1

**Attachment(s):**

1. Ordinance No. 2015-008
2. Florida Statue Section 125.0104(4)(e)
3. Citizens Advisory Committee Applications
4. 2016 and 2017 TDC Attendance Report
5. List of Current TDC members

**ORDINANCE NO. 2015 - 008**

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF GADSDEN COUNTY, FLORIDA, AMENDING CHAPTER 2, ARTICLE V, DIVISION 3 AND CHAPTER 74, ARTICLE I, DIVISION 3 OF THE GADSDEN COUNTY CODE OF ORDINANCES, RELATED TO THE GADSDEN COUNTY TOURIST DEVELOPMENT COUNCIL AND TOURIST DEVELOPMENT TAX, TO PROVIDE FOR CLARITY AND CONSISTENCY WITH SECTION 125.0104, FLORIDA STATUTES; PROVIDING FOR REPEAL, SEVERABILITY, INCLUSION IN THE GADSDEN COUNTY CODE, AND MODIFICATIONS THAT MAY ARISE FROM CONSIDERATION AT PUBLIC HEARING; AND PROVIDING FOR AN EFFECTIVE DATE.**

*WHEREAS*, by Ordinance Numbers 2002-002 and 2002-003, approved by referendum, the Gadsden County Board of County Commissioners (the "Board") established the Gadsden County Tourist Development Council and the Tourist Development Tax; and

*WHEREAS*, the Ordinance was codified in the Gadsden County Code of Ordinances and subsequently amended; and

*WHEREAS*, the sections in the Code of Ordinances related to the Gadsden County Tourist Development Council and Tourist Development Tax must be amended to provide clarity and consistency with Section 125.0104, Florida Statutes;

Now therefore, be it ordained by the Board of County Commissioners of Gadsden County, Florida, that:

**Section I. Approval of Amendment to the Ordinance.**

These amendments to the Gadsden County Code of Ordinances, as attached hereto as Exhibit A and Exhibit B are hereby adopted and approved.

**Section II. Repealer**

The adoption of this Ordinance shall not affect the adopted Gadsden County Tourist Development Council Strategic Plan or By-Laws, and shall only revise the Code as set forth in Exhibits A and B. The adoption of this Ordinance shall only repeal and supersede those portions of Ordinance Numbers 2002-002, 2002-003, 2008-035, 2009-035, 2010-004, 2012-006, and 2013-005 which expressly conflict herewith to the extent of such conflict.

**Section III. Severability**

If any section, subsection, sentence, clause, phrase, or provision of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, the remainder of the Ordinance shall be construed as not having contained said section, subsection, sentence, clause, phrase, or provision, and shall not be affected by such holding.

**Section IV: Inclusion into the Code of Ordinances.**

This Ordinance shall be codified in the Gadsden County Code of Ordinances as set forth in Exhibit A and Exhibit B.

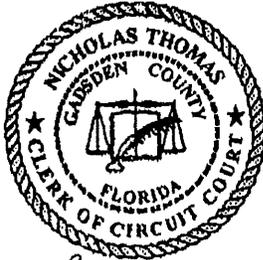
**Section V. Modification.**

It is the intent of the Board of County Commissioners that the provisions of this Ordinance may be modified as a result of considerations that may arise during public hearings. Such modifications shall be incorporated into the final version of the Ordinance adopted by the Board and filed by the Clerk pursuant to Section VI.

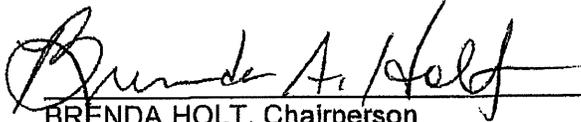
**Section VI. Effective Date.**

This Ordinance shall be effective as provided by law.

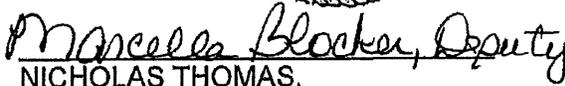
**DULY PASSED AND ADOPTED** by the Board of County Commissioners of Gadsden County, Florida, this 2nd day of June 2015.



BOARD OF COUNTY COMMISSIONERS  
GADSDEN COUNTY, FLORIDA

  
BRENDA HOLT, Chairperson

ATTEST:

  
NICHOLAS THOMAS,  
Clerk of the Circuit Court

APPROVED AS TO FORM FOR THE  
RELIANCE OF GADSDEN COUNTY ONLY:

  
DAVID J. WEISS, County Attorney

**ORDINANCE 2015 - 008  
EXHIBIT A**

**CHAPTER 2 - ADMINISTRATION  
ARTICLE V. BOARDS, COMMISSIONS AND AUTHORITIES  
DIVISION 3 – TOURIST DEVELOPMENT COUNCIL**

~~Sec. 2-201. Adoption of council.~~

~~There is hereby adopted, pursuant to F.S. § 125.0104, the Gadsden County Tourist Development Council.~~

~~Sec. 2-202. The Gadsden County Tourist Development Council.~~

~~The Gadsden County Tourist Development Council shall be appointed by the Gadsden County Board of Commissioners for a term of two years. The council shall meet and adopt a tourist development plan in accordance with the provisions of F.S. § 125.104(4)(c).~~

~~Secs. 2-203 – 2-220. Reserved.~~

**Section 2-201. Establishment of Council.** There is hereby established, pursuant to F.S. §125.0104, the Gadsden County Tourist Development Council (TDC).

**Section 2-202. Council Membership.** The Tourist Development Council shall be appointed by the Gadsden County Board of County Commissioners and shall consist of nine members as follows:

- a) The Chairperson of the Board of County Commissioners (BOCC) or any other member of the BOCC as designated by the Chairperson shall serve on the Council.
- b) Two members of the Council shall be elected municipal officials, at least one of whom shall be from the most populous municipality in the county.
- c) Six members of the Council shall be persons who are involved in the tourist industry and who have demonstrated an interest in tourist development, of which members, not less than three nor more than four shall be owners or operators of motels, hotels, recreational vehicle parks, or other tourist accommodations in the county and subject to the tax.
- d) All members of the county shall be electors of the county and shall be appointed by the Board of County Commissioners in accordance with this section and F.S. §124.0104.
- e) The members of the Council shall serve for staggered terms of four years.
- f) Members of the Council may be reappointed for additional terms.

- g) At the expiration of a term, members may continue to serve until the BOCC makes an appointment.
- h) Any vacancy in membership shall be filled for the unexpired term by the Gadsden County Board of County Commissioners.
- i) The Board of County Commissioners shall have the authority to remove any member for just cause, upon written notification, after due notice and a public hearing. Just cause may include unexcused absences from two meetings during any calendar year, unless excused for medical reasons.
- j) The Council shall elect a Chairperson and Vice-Chairperson during the first regular meeting of each calendar year. The Chairperson may be reappointed by the members of the Council, or may be renewed each year.

**Section 2-203. TDC Duties and Responsibilities.** The Council hereby established shall make recommendations to the Board of County Commissioners for the effective operation of the uses of the Local Option Tourist Development Tax revenue and may perform such other duties or functions as set forth in § 125.0104, Florida Statutes, the adopted Tourist Development Strategic Plan and Bylaws, and as prescribed by ordinance, resolution, or direction of the governing board.

The Council and the TDC Administrator shall continuously review all expenditures of revenue raised by the tax hereby levied and shall report to the governing body all expenditures of said revenue believed to be unauthorized by the Council, shall review the Council's finding and take such administrative or judicial action as it sees fit to ensure compliance with this article and the provisions of §125.0104, Florida Statute.

**Section 2-204. TDC Meetings and Records.** The Gadsden County Tourist Development Council shall meet quarterly, at minimum. All meetings shall be open to the public and shall abide by Florida's Sunshine Law. All records of the Council meetings shall be public. All meetings of the Council shall be conducted in accordance with the Roberts Rules of Order.

**Section 2-205. Voting.**

- a) Five members of the Council in attendance shall constitute a quorum. In attendance shall include in person, via telephone, or via video conferencing.
- b) A majority vote of those present shall be binding.
- c) When there is a conflict of interest, such member shall abstain from voting and publicly state the reason for abstaining. Said votes shall be duly recorded.

**Section 2-206. Conflicts of Interest.** No TDC member shall apply for funding from the Local Option Tax collected, or gain direct benefit under any spending category outlined in the Tourist Development Strategic Plan. Members shall not submit application for funding or coordinate an event on behalf of any organization for which the member is affiliated with while serving as a member.

**Section 2-207. Tourist Development Plan.**

- a) The Gadsden County Tourist Development Strategic Plan is adopted pursuant to and in accordance with § 125.0104, F.S.
- b) The tax revenues received pursuant to §125.0104, F.S. shall be used in accordance with §125.0104, F.S. and the adopted Gadsden County Tourist Development Strategic Plan.
- c) The Plan may be amended pursuant to F.S. §125.0104.

**Section 2-208. Budget and Finance.** All Local Option Tax funds collected and returned to the county shall be distributed according to §125.0104, Florida Statutes. In addition:

- a) Prior to July of each year, the TDC Administrator, after consideration and recommendation by the TDC, shall forward a budget for approval to the Board of County Commissioners.
- b) The TDC annual budget must further and support the adopted Strategic Plan.
- c) The TDC is authorized to expend up to \$5,000 without specific approval from the Board of County Commissioners as long as the funds are available in the budget approved by the BOCC and the expenditure is designed to increase tourist-related business activities, where "tourist" means a person who participates in trade or recreation activities outside the county of his or her permanent residence or who rents or leases transient accommodations as described in §125.0104(3)(a).

**Section 2-209. Representation of County Tourism.** No business entity, other than a county tourism promotion agency, within the boundaries of Gadsden County, Florida, shall use the names as specified in §125.0104(9)(e), Florida Statutes, including "visitor information centers" when representing itself to the public as an entity representing a tourism interest of the county.

Being a county levying the Local Option Tourist Development Tax, the Tourist Development Council is authorized and empowered to represent themselves to the public as convention and visitors bureau representatives, vacation bureaus, county tourism promotions agencies, or visitor information centers.

Select Year:  

## The 2017 Florida Statutes

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<u>Title XI</u>	<u>Chapter 125</u>	<u>View Entire</u>
COUNTY ORGANIZATION AND INTERGOVERNMENTAL	COUNTY	<u>Chapter</u>
RELATIONS	GOVERNMENT	

**125.0104 Tourist development tax; procedure for levying; authorized uses; referendum; enforcement.—**

(1) **SHORT TITLE.**—This section shall be known and may be cited as the “Local Option Tourist Development Act.”

(2) **APPLICATION; DEFINITIONS.**—

(a) **Application.**—The provisions contained in chapter 212 apply to the administration of any tax levied pursuant to this section.

(b) **Definitions.**—For purposes of this section:

1. “Promotion” means marketing or advertising designed to increase tourist-related business activities.

2. “Tourist” means a person who participates in trade or recreation activities outside the county of his or her permanent residence or who rents or leases transient accommodations as described in paragraph (3)(a).

3. “Retained spring training franchise” means a spring training franchise that had a location in this state on or before December 31, 1998, and that has continuously remained at that location for at least the 10 years preceding that date.

(3) **TAXABLE PRIVILEGES; EXEMPTIONS; LEVY; RATE.**—

(a)1. It is declared to be the intent of the Legislature that every person who rents, leases, or lets for consideration any living quarters or accommodations in any hotel, apartment hotel, motel, resort motel, apartment, apartment motel, roominghouse, mobile home park, recreational vehicle park, condominium, or timeshare resort for a term of 6 months or less is exercising a privilege which is subject to taxation under this section, unless such person rents, leases, or lets for consideration any living quarters or accommodations which are exempt according to the provisions of chapter 212.

2.a. Tax shall be due on the consideration paid for occupancy in the county pursuant to a regulated short-term product, as defined in s. 721.05, or occupancy in the county pursuant to a product that would be deemed a regulated short-term product if the agreement to purchase the short-term right were executed in this state. Such tax shall be collected on the last day of occupancy within the county unless such consideration is applied to the purchase of a timeshare estate. The occupancy of an accommodation of a timeshare resort pursuant to a timeshare plan, a multisite timeshare plan, or an exchange transaction in an exchange program, as defined in s. 721.05, by the owner of a timeshare interest or such owner’s guest, which guest is not paying monetary consideration to the owner or to a third party for the benefit of the owner, is not a privilege subject to taxation under this section. A membership or transaction fee paid by a timeshare owner that does not provide the timeshare owner with the right to occupy any specific timeshare unit but merely provides the timeshare owner with the





provisions of paragraphs (4)(a)-(d), shall not apply to the additional tax authorized in this paragraph. The effective date of the levy and imposition of the tax authorized under this paragraph shall be the first day of the second month following approval of the ordinance by the governing board or the first day of any subsequent month as may be specified in the ordinance. A certified copy of such ordinance shall be furnished by the county to the Department of Revenue within 10 days after approval of such ordinance.

(m)1. In addition to any other tax which is imposed pursuant to this section, a high tourism impact county may impose an additional 1-percent tax on the exercise of the privilege described in paragraph (a) by extraordinary vote of the governing board of the county. The tax revenues received pursuant to this paragraph shall be used for one or more of the authorized uses pursuant to subsection (5).

2. A county is considered to be a high tourism impact county after the Department of Revenue has certified to such county that the sales subject to the tax levied pursuant to this section exceeded \$600 million during the previous calendar year, or were at least 18 percent of the county's total taxable sales under chapter 212 where the sales subject to the tax levied pursuant to this section were a minimum of \$200 million, except that no county authorized to levy a convention development tax pursuant to s. 212.0305 shall be considered a high tourism impact county. Once a county qualifies as a high tourism impact county, it shall retain this designation for the period the tax is levied pursuant to this paragraph.

3. The provisions of paragraphs (4)(a)-(d) shall not apply to the adoption of the additional tax authorized in this paragraph. The effective date of the levy and imposition of the tax authorized under this paragraph shall be the first day of the second month following approval of the ordinance by the governing board or the first day of any subsequent month as may be specified in the ordinance. A certified copy of such ordinance shall be furnished by the county to the Department of Revenue within 10 days after approval of such ordinance.

(n) In addition to any other tax that is imposed under this section, a county that has imposed the tax under paragraph (l) may impose an additional tax that is no greater than 1 percent on the exercise of the privilege described in paragraph (a) by a majority plus one vote of the membership of the board of county commissioners in order to:

1. Pay the debt service on bonds issued to finance:

a. The construction, reconstruction, or renovation of a facility either publicly owned and operated, or publicly owned and operated by the owner of a professional sports franchise or other lessee with sufficient expertise or financial capability to operate such facility, and to pay the planning and design costs incurred prior to the issuance of such bonds for a new professional sports franchise as defined in s. 288.1162.

b. The acquisition, construction, reconstruction, or renovation of a facility either publicly owned and operated, or publicly owned and operated by the owner of a professional sports franchise or other lessee with sufficient expertise or financial capability to operate such facility, and to pay the planning and design costs incurred prior to the issuance of such bonds for a retained spring training franchise.

2. Promote and advertise tourism in the State of Florida and nationally and internationally; however, if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event shall have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists.

A county that imposes the tax authorized in this paragraph may not expend any ad valorem tax revenues for the acquisition, construction, reconstruction, or renovation of a facility for which tax revenues are used pursuant to subparagraph 1. The provision of paragraph (b) which prohibits any county authorized

to levy a convention development tax pursuant to s. 212.0305 from levying more than the 2-percent tax authorized by this section shall not apply to the additional tax authorized by this paragraph in counties which levy convention development taxes pursuant to s. 212.0305(4)(a). Subsection (4) does not apply to the adoption of the additional tax authorized in this paragraph. The effective date of the levy and imposition of the tax authorized under this paragraph is the first day of the second month following approval of the ordinance by the board of county commissioners or the first day of any subsequent month specified in the ordinance. A certified copy of such ordinance shall be furnished by the county to the Department of Revenue within 10 days after approval of the ordinance.

(4) ORDINANCE LEVY TAX; PROCEDURE.—

(a) The tourist development tax shall be levied and imposed pursuant to an ordinance containing the county tourist development plan prescribed under paragraph (c), enacted by the governing board of the county. The ordinance levying and imposing the tourist development tax shall not be effective unless the electors of the county or the electors in the subcounty special district in which the tax is to be levied approve the ordinance authorizing the levy and imposition of the tax, in accordance with subsection (6). The effective date of the levy and imposition of the tax shall be the first day of the second month following approval of the ordinance by referendum, as prescribed in subsection (6), or the first day of any subsequent month as may be specified in the ordinance. A certified copy of the ordinance shall be furnished by the county to the Department of Revenue within 10 days after approval of such ordinance. The governing authority of any county levying such tax shall notify the department, within 10 days after approval of the ordinance by referendum, of the time period during which the tax will be levied.

(b) At least 60 days prior to the enactment of the ordinance levying the tax, the governing board of the county shall adopt a resolution establishing and appointing the members of the county tourist development council, as prescribed in paragraph (e), and indicating the intention of the county to consider the enactment of an ordinance levying and imposing the tourist development tax.

(c) Prior to enactment of the ordinance levying and imposing the tax, the county tourist development council shall prepare and submit to the governing board of the county for its approval a plan for tourist development. The plan shall set forth the anticipated net tourist development tax revenue to be derived by the county for the 24 months following the levy of the tax; the tax district in which the tourist development tax is proposed; and a list, in the order of priority, of the proposed uses of the tax revenue by specific project or special use as the same are authorized under subsection (5). The plan shall include the approximate cost or expense allocation for each specific project or special use.

(d) The governing board of the county shall adopt the county plan for tourist development as part of the ordinance levying the tax. After enactment of the ordinance levying and imposing the tax, the plan of tourist development may not be substantially amended except by ordinance enacted by an affirmative vote of a majority plus one additional member of the governing board.

(e) The governing board of each county which levies and imposes a tourist development tax under this section shall appoint an advisory council to be known as the “ (name of county) Tourist Development Council.” The council shall be established by ordinance and composed of nine members who shall be appointed by the governing board. The chair of the governing board of the county or any other member of the governing board as designated by the chair shall serve on the council. Two members of the council shall be elected municipal officials, at least one of whom shall be from the most populous municipality in the county or subcounty special taxing district in which the tax is levied. Six members of the council shall be persons who are involved in the tourist industry and who have demonstrated an

interest in tourist development, of which members, not less than three nor more than four shall be owners or operators of motels, hotels, recreational vehicle parks, or other tourist accommodations in the county and subject to the tax. All members of the council shall be electors of the county. The governing board of the county shall have the option of designating the chair of the council or allowing the council to elect a chair. The chair shall be appointed or elected annually and may be reelected or reappointed. The members of the council shall serve for staggered terms of 4 years. The terms of office of the original members shall be prescribed in the resolution required under paragraph (b). The council shall meet at least once each quarter and, from time to time, shall make recommendations to the county governing board for the effective operation of the special projects or for uses of the tourist development tax revenue and perform such other duties as may be prescribed by county ordinance or resolution. The council shall continuously review expenditures of revenues from the tourist development trust fund and shall receive, at least quarterly, expenditure reports from the county governing board or its designee. Expenditures which the council believes to be unauthorized shall be reported to the county governing board and the Department of Revenue. The governing board and the department shall review the findings of the council and take appropriate administrative or judicial action to ensure compliance with this section. The changes in the composition of the membership of the tourist development council mandated by chapter 86-4, Laws of Florida, and this act shall not cause the interruption of the current term of any person who is a member of a council on October 1, 1996.

(5) AUTHORIZED USES OF REVENUE.—

(a) All tax revenues received pursuant to this section by a county imposing the tourist development tax shall be used by that county for the following purposes only:

1. To acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate, or promote one or more:

a. Publicly owned and operated convention centers, sports stadiums, sports arenas, coliseums, or auditoriums within the boundaries of the county or subcounty special taxing district in which the tax is levied;

b. Auditoriums that are publicly owned but are operated by organizations that are exempt from federal taxation pursuant to 26 U.S.C. s. 501(c)(3) and open to the public, within the boundaries of the county or subcounty special taxing district in which the tax is levied; or

c. Aquariums or museums that are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public, within the boundaries of the county or subcounty special taxing district in which the tax is levied;

2. To promote zoological parks that are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public;

3. To promote and advertise tourism in this state and nationally and internationally; however, if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event must have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists;

4. To fund convention bureaus, tourist bureaus, tourist information centers, and news bureaus as county agencies or by contract with the chambers of commerce or similar associations in the county, which may include any indirect administrative costs for services performed by the county on behalf of the promotion agency; or

5. To finance beach park facilities or beach improvement, maintenance, renourishment, restoration, and erosion control, including shoreline protection, enhancement, cleanup, or restoration of inland lakes and rivers to which there is public access as those uses relate to the physical preservation of the

beach, shoreline, or inland lake or river. However, any funds identified by a county as the local matching source for beach renourishment, restoration, or erosion control projects included in the long-range budget plan of the state's Beach Management Plan, pursuant to s. 161.091, or funds contractually obligated by a county in the financial plan for a federally authorized shore protection project may not be used or loaned for any other purpose. In counties of fewer than 100,000 population, up to 10 percent of the revenues from the tourist development tax may be used for beach park facilities.

Subparagraphs 1. and 2. may be implemented through service contracts and leases with lessees that have sufficient expertise or financial capability to operate such facilities.

(b) Tax revenues received pursuant to this section by a county of less than 750,000 population imposing a tourist development tax may only be used by that county for the following purposes in addition to those purposes allowed pursuant to paragraph (a): to acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate, or promote one or more zoological parks, fishing piers or nature centers which are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public. All population figures relating to this subsection shall be based on the most recent population estimates prepared pursuant to the provisions of s. 186.901. These population estimates shall be those in effect on July 1 of each year.

(c) A county located adjacent to the Gulf of Mexico or the Atlantic Ocean, except a county that receives revenue from taxes levied pursuant to s. 125.0108, which meets the following criteria may use up to 10 percent of the tax revenue received pursuant to this section to reimburse expenses incurred in providing public safety services, including emergency medical services as defined in s. 401.107(3), and law enforcement services, which are needed to address impacts related to increased tourism and visitors to an area. However, if taxes collected pursuant to this section are used to reimburse emergency medical services or public safety services for tourism or special events, the governing board of a county or municipality may not use such taxes to supplant the normal operating expenses of an emergency medical services department, a fire department, a sheriff's office, or a police department. To receive reimbursement, the county must:

1. Generate a minimum of \$10 million in annual proceeds from any tax, or any combination of taxes, authorized to be levied pursuant to this section;
2. Have at least three municipalities; and
3. Have an estimated population of less than 225,000, according to the most recent population estimate prepared pursuant to s. 186.901, excluding the inmate population.

The board of county commissioners must by majority vote approve reimbursement made pursuant to this paragraph upon receipt of a recommendation from the tourist development council.

(d) The revenues to be derived from the tourist development tax may be pledged to secure and liquidate revenue bonds issued by the county for the purposes set forth in subparagraphs (a)1., 2., and 5. or for the purpose of refunding bonds previously issued for such purposes, or both; however, no more than 50 percent of the revenues from the tourist development tax may be pledged to secure and liquidate revenue bonds or revenue refunding bonds issued for the purposes set forth in subparagraph (a) 5. Such revenue bonds and revenue refunding bonds may be authorized and issued in such principal amounts, with such interest rates and maturity dates, and subject to such other terms, conditions, and covenants as the governing board of the county shall provide. The Legislature intends that this paragraph be full and complete authority for accomplishing such purposes, but such authority is supplemental and additional to, and not in derogation of, any powers now existing or later conferred under law.

(e) Any use of the local option tourist development tax revenues collected pursuant to this section for a purpose not expressly authorized by paragraph (3)(l) or paragraph (3)(n) or paragraphs (a)-(d) of this subsection is expressly prohibited.

(6) REFERENDUM.—

(a) No ordinance enacted by any county levying the tax authorized by paragraphs (3)(b) and (c) shall take effect until the ordinance levying and imposing the tax has been approved in a referendum election by a majority of the electors voting in such election in the county or by a majority of the electors voting in the subcounty special tax district affected by the tax.

(b) The governing board of the county levying the tax shall arrange to place a question on the ballot at the next regular or special election to be held within the county, substantially as follows:

FOR the Tourist Development Tax

AGAINST the Tourist Development Tax.

(c) If a majority of the electors voting on the question approve the levy, the ordinance shall be deemed to be in effect.

(d) In any case where a referendum levying and imposing the tax has been approved pursuant to this section and 15 percent of the electors in the county or 15 percent of the electors in the subcounty special district in which the tax is levied file a petition with the board of county commissioners for a referendum to repeal the tax, the board of county commissioners shall cause an election to be held for the repeal of the tax which election shall be subject only to the outstanding bonds for which the tax has been pledged. However, the repeal of the tax shall not be effective with respect to any portion of taxes initially levied in November 1989, which has been pledged or is being used to support bonds under paragraph (3)(d) or paragraph (3)(l) until the retirement of those bonds.

(7) AUTOMATIC EXPIRATION ON RETIREMENT OF BONDS.—Notwithstanding any other provision of this section, if the plan for tourist development approved by the governing board of the county, as amended pursuant to paragraph (4)(d), includes the acquisition, construction, extension, enlargement, remodeling, repair, or improvement of a publicly owned and operated convention center, sports stadium, sports arena, coliseum, or auditorium, or museum or aquarium that is publicly owned and operated or owned and operated by a not-for-profit organization, the county ordinance levying and imposing the tax automatically expires upon the later of:

(a) The retirement of all bonds issued by the county for financing the acquisition, construction, extension, enlargement, remodeling, repair, or improvement of a publicly owned and operated convention center, sports stadium, sports arena, coliseum, or auditorium, or museum or aquarium that is publicly owned and operated or owned and operated by a not-for-profit organization; or

(b) The expiration of any agreement by the county for the operation or maintenance, or both, of a publicly owned and operated convention center, sports stadium, sports arena, coliseum, auditorium, aquarium, or museum. However, this does not preclude that county from amending the ordinance extending the tax to the extent that the board of the county determines to be necessary to provide funds to operate, maintain, repair, or renew and replace a publicly owned and operated convention center, sports stadium, sports arena, coliseum, auditorium, aquarium, or museum or from enacting an ordinance that takes effect without referendum approval, unless the original referendum required ordinance expiration, pursuant to the provisions of this section reimposing a tourist development tax, upon or following the expiration of the previous ordinance.

(8) PROHIBITED ACTS; ENFORCEMENT; PENALTIES.—

(a) Any person who is taxable hereunder who fails or refuses to charge and collect from the person paying any rental or lease the taxes herein provided, either by himself or herself or through agents or

employees, is, in addition to being personally liable for the payment of the tax, guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

(b) No person shall advertise or hold out to the public in any manner, directly or indirectly, that he or she will absorb all or any part of the tax, that he or she will relieve the person paying the rental of the payment of all or any part of the tax, or that the tax will not be added to the rental or lease consideration or, when added, that it or any part thereof will be refunded or refused, either directly or indirectly, by any method whatsoever. Any person who willfully violates any provision of this subsection is guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

(c) The tax authorized to be levied by this section shall constitute a lien on the property of the lessee, customer, or tenant in the same manner as, and shall be collectible as are, liens authorized and imposed in ss. 713.67, 713.68, and 713.69.

(9) COUNTY TOURISM PROMOTION AGENCIES.—In addition to any other powers and duties provided for agencies created for the purpose of tourism promotion by a county levying the tourist development tax, such agencies are authorized and empowered to:

(a) Provide, arrange, and make expenditures for transportation, lodging, meals, and other reasonable and necessary items and services for such persons, as determined by the head of the agency, in connection with the performance of promotional and other duties of the agency. However, entertainment expenses shall be authorized only when meeting with travel writers, tour brokers, or other persons connected with the tourist industry. All travel and entertainment-related expenditures in excess of \$10 made pursuant to this subsection shall be substantiated by paid bills therefor. Complete and detailed justification for all travel and entertainment-related expenditures made pursuant to this subsection shall be shown on the travel expense voucher or attached thereto. Transportation and other incidental expenses, other than those provided in s. 112.061, shall only be authorized for officers and employees of the agency, other authorized persons, travel writers, tour brokers, or other persons connected with the tourist industry when traveling pursuant to paragraph (c). All other transportation and incidental expenses pursuant to this subsection shall be as provided in s. 112.061. Operational or promotional advancements, as defined in s. 288.35(4), obtained pursuant to this subsection, shall not be commingled with any other funds.

(b) Pay by advancement or reimbursement, or a combination thereof, the costs of per diem and incidental expenses of officers and employees of the agency and other authorized persons, for foreign travel at the current rates as specified in the federal publication "Standardized Regulations (Government Civilians, Foreign Areas)." The provisions of this paragraph shall apply for any officer or employee of the agency traveling in foreign countries for the purposes of promoting tourism and travel to the county, if such travel expenses are approved and certified by the agency head from whose funds the traveler is paid. As used in this paragraph, the term "authorized person" shall have the same meaning as provided in s. 112.061(2)(e). With the exception of provisions concerning rates of payment for per diem, the provisions of s. 112.061 are applicable to the travel described in this paragraph. As used in this paragraph, "foreign travel" means all travel outside the United States. Persons traveling in foreign countries pursuant to this subsection shall not be entitled to reimbursements or advancements pursuant to s. 112.061(6)(a)2.

(c) Pay by advancement or reimbursement, or by a combination thereof, the actual reasonable and necessary costs of travel, meals, lodging, and incidental expenses of officers and employees of the agency and other authorized persons when meeting with travel writers, tour brokers, or other persons connected with the tourist industry, and while attending or traveling in connection with travel or trade

shows. With the exception of provisions concerning rates of payment, the provisions of s. 112.061 are applicable to the travel described in this paragraph.

(d) Undertake marketing research and advertising research studies and provide reservations services and convention and meetings booking services consistent with the authorized uses of revenue as set forth in subsection (5).

1. Information given to a county tourism promotion agency which, if released, would reveal the identity of persons or entities who provide data or other information as a response to a sales promotion effort, an advertisement, or a research project or whose names, addresses, meeting or convention plan information or accommodations or other visitation needs become booking or reservation list data, is exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

2. The following information, when held by a county tourism promotion agency, is exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution:

a. Booking business records, as defined in s. 255.047.

b. Trade secrets and commercial or financial information gathered from a person and privileged or confidential, as defined and interpreted under 5 U.S.C. s. 552(b)(4), or any amendments thereto.

3. A trade secret, as defined in s. 812.081, held by a county tourism promotion agency is exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. This subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2021, unless reviewed and saved from repeal through reenactment by the Legislature.

(e) Represent themselves to the public as convention and visitors bureaus, visitors bureaus, tourist development councils, vacation bureaus, or county tourism promotion agencies operating under any other name or names specifically designated by ordinance.

(10) LOCAL ADMINISTRATION OF TAX.—

(a) A county levying a tax under this section or s. 125.0108 may be exempted from the requirements of the respective section that:

1. The tax collected be remitted to the Department of Revenue before being returned to the county; and

2. The tax be administered according to chapter 212,

if the county adopts an ordinance providing for the local collection and administration of the tax.

(b) The ordinance shall include provision for, but need not be limited to:

1. Initial collection of the tax to be made in the same manner as the tax imposed under chapter 212.

2. Designation of the local official to whom the tax shall be remitted, and that official's powers and duties with respect thereto. Tax revenues may be used only in accordance with the provisions of this section.

3. Requirements respecting the keeping of appropriate books, records, and accounts by those responsible for collecting and administering the tax.

4. Provision for payment of a dealer's credit as required under chapter 212.

5. A portion of the tax collected may be retained by the county for costs of administration, but such portion shall not exceed 3 percent of collections.

(c) A county adopting an ordinance providing for the collection and administration of the tax on a local basis shall also adopt an ordinance electing either to assume all responsibility for auditing the records and accounts of dealers, and assessing, collecting, and enforcing payments of delinquent taxes, or to delegate such authority to the Department of Revenue. If the county elects to assume such

responsibility, it shall be bound by all rules promulgated by the Department of Revenue pursuant to paragraph (3)(k), as well as those rules pertaining to the sales and use tax on transient rentals imposed by s. 212.03. The county may use any power granted in this section to the department to determine the amount of tax, penalties, and interest to be paid by each dealer and to enforce payment of such tax, penalties, and interest. The county may use a certified public accountant licensed in this state in the administration of its statutory duties and responsibilities. Such certified public accountants are bound by the same confidentiality requirements and subject to the same penalties as the county under s. 213.053. If the county delegates such authority to the department, the department shall distribute any collections so received, less costs of administration, to the county. The amount deducted for costs of administration by the department shall be used only for those costs which are solely and directly attributable to auditing, assessing, collecting, processing, and enforcing payments of delinquent taxes authorized in this section. If a county elects to delegate such authority to the department, the department shall audit only those businesses in the county that it audits pursuant to chapter 212.

(11) INTEREST PAID ON DISTRIBUTIONS.—

(a) Interest shall be paid on undistributed taxes collected and remitted to the Department of Revenue under this section. Such interest shall be included along with the tax proceeds distributed to the counties and shall be paid from moneys transferred from the General Revenue Fund. The department shall calculate the interest for net tax distributions using the average daily rate that was earned by the State Treasury for the preceding calendar quarter and paid to the General Revenue Fund. This rate shall be certified by the Chief Financial Officer to the department by the 20th day following the close of each quarter.

(b) The interest applicable to taxes collected under this section shall be calculated by multiplying the tax amounts to be distributed times the daily rate times the number of days after the third working day following the date the tax is due and payable pursuant to s. 212.11 until the date the department issues a voucher to request the Chief Financial Officer to issue the payment warrant. The warrant shall be issued within 7 days after the request.

(c) If an overdistribution of taxes is made by the department, interest shall be paid on the overpaid amount beginning on the date the warrant including the overpayment was issued until the third working day following the due date of the payment period from which the overpayment is being deducted. The interest on an overpayment shall be calculated using the average daily rate from the applicable calendar quarter and shall be deducted from moneys distributed to the county under this section.

**History.**—ss. 1, 2, 3, 4, 5, 6, 7, 8, ch. 77-209; s. 3, ch. 79-359; s. 72, ch. 79-400; s. 4, ch. 80-209; s. 2, ch. 80-222; s. 5, ch. 83-297; s. 1, ch. 83-321; s. 40, ch. 85-55; s. 1, ch. 86-4; s. 76, ch. 86-163; s. 61, ch. 87-6; s. 1, ch. 87-99; s. 35, ch. 87-101; s. 1, ch. 87-175; s. 5, ch. 87-280; s. 4, ch. 88-226; s. 6, ch. 88-243; s. 2, ch. 89-217; ss. 31, 66, ch. 89-356; s. 2, ch. 89-362; s. 1, ch. 90-107; s. 1, ch. 90-349; s. 81, ch. 91-45; s. 230, ch. 91-224; s. 3, ch. 92-175; s. 1, ch. 92-204; s. 32, ch. 92-320; s. 4, ch. 93-233; s. 1, ch. 94-275; s. 3, ch. 94-314; s. 37, ch. 94-338; s. 3, ch. 94-353; s. 1, ch. 95-133; s. 1434, ch. 95-147; s. 3, ch. 95-304; s. 1, ch. 95-360; s. 1, ch. 95-416; ss. 44, 46, ch. 96-397; s. 43, ch. 96-406; s. 15, ch. 97-99; s. 1, ch. 98-106; s. 58, ch. 99-2; s. 1, ch. 99-287; ss. 6, 11, 14, ch. 2000-312; s. 11, ch. 2000-351; s. 14, ch. 2001-252; s. 10, ch. 2002-265; s. 1, ch. 2003-34; s. 1, ch. 2003-37; s. 2, ch. 2003-78; s. 145, ch. 2003-261; s. 1, ch. 2005-96; s. 1, ch. 2009-133; s. 1, ch. 2012-180; s. 1, ch. 2013-168; s. 2, ch. 2016-6; s. 1, ch. 2016-220; s. 1, ch. 2017-36.



# Gadsden County, Florida

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## Citizen Advisory Committee Application

You are here: [Home](#) | [Action Center](#) | [Citizen Advisory Committee Application](#)  
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Step 1 of 3

If you have a desire to serve your community by volunteering with a BOCC Citizen Advisory Committee, please complete the on-line application below. Once your application is submitted, you will receive an email confirmation. If you should require assistance, please contact the County Administrator's Office at 850-875-8650.

\* Denotes a required field

Date\*

Nov ▼ 20 ▼ 2017

### APPLICANT

First Name\*

KEVIN

Last Name\*

DOWDELL

Occupation\*

VICE PRINCIPAL / CITY COMMISSIONER

Employer

GADSDEN COUNTY SCHOOLS / CITY OF QUINCY

### PHYSICAL ADDRESS

Address 1\*

408 WILLIAMS STREET

City\*

QUINCY

State\*

- Select a State - FL

ZIP\*

32351

Second portion of ZIP Code is optional.

### MAILING ADDRESS

Address 1\*

414 WILLIAMS STREET

City\*

QUINDY

State\*

-- Select a State -- FL

ZIP\*

32351

Second portion of ZIP Code is optional.

CONTACT INFORMATION

Home Phone

850 662 4678 ext

Work Phone

850 662 2300 ext 2109

Mobile Phone

850 241 8150 ext

Email

KDOWDELL04@GMAIL.COM

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# Cathy S. Johnson

470 Mason Drive • Havana, Florida 32333 • (850) 509-2847

ceejaysgrouphomes@gmail.com

## PROFILE

- I have a diverse employment background from working with physical and mentally challenged individuals to working in private and state government. Served as the founder of Second Thought, Inc. and board member of the Havana Learning Center and So Unique, Inc. of Tallahassee, Florida. I'm also a newly elected Council Member of the Town of Havana. A Graduate of Florida State University with a bachelor of Science in Criminology and a LPN Honor Certificate from Lively Technical Vocational School.

## KEY SKILLS

- Board Relations
- Budget & Cost Control
- Child & Youth Services
- Communication
- Community Outreach
- Compliance Monitoring
- Documentation
- Event Planning
- Fundraising
- Meeting Facilitation
- Program Administration
- Report Writing
- Resource Allocation
- Strategic Partnerships
- Team Collaborations
- Training & Development

## EXPERIENCE

Town Councilwoman, Havana, Florida, May 2017 – present

Setting and interpreting rules governing its proceeding, exercising all the powers of the Town that the law does not delegate to others, directing and enforcing the city ordinances, appoint members to the board, conducting the Town's intergovernmental affairs, providing leadership, protecting the welfare of the town and its inhabitants.

**Director, SECOND THOUGHT, INC.**, Havana, Florida, February 2010 — May 2014

- Founded a **501(c) (3) organization** that mentor **female adolescents** with behavioral problems, troubled home lives, and issues with substance abuse, pregnancies, and law enforcement:
  - Collaborate with a **Board of Directors** comprised of community leaders to chart a strategic direction, And allocate limited resources to optimize quality and ensure compliance with regulatory requirements
  - Manage all business functions, monitoring activities, maintaining documentation, controlling finances, and directing a team of **three volunteers** who serve **up to 15 at risk juveniles at any given time**
  - Lead a charity that has **served 20+ clients and helped seven dropouts earn high school diplomas** by equipping girls to take responsibility, resist peer pressure, and develop into proud young ladies
  - Provide **counseling and intervention** services, encouraging girls to stay in school, helping dropouts earn **high school diplomas or GED**, performing pregnancy tests, facilitating access to prenatal and medical care, conducting parenting classes, and providing referrals to public and nonprofit resources
  - Serve as a role model to inspire girls coping with immense challenges to broaden their world view, modify behaviors, and gain the skills, motivation, and self-confidence to pursue healthy life options

**Director, CEE JAYS GROUP HOMES**, Havana, Florida, July 1997 — present

- Founded a nonprofit that operates **two residential facilities for adults with disabilities**, in addition to providing **non-residential, companion services**, and **supportive services for children and adults**:
  - Located suitable properties, assessed feasibility, negotiated contracts to purchase suitable homes, and oversaw renovations required to adapt the facilities to house a **total of nine disable adults**
    - Manage all administrative functions, directing **20 employees** and administering an **operating the budget of \$492,000** that funds facilities maintenance, food, and other services for both facilities
    - Recruit, screen, interview, check backgrounds, hire, and train staff with the credentials, sensitivity, and skills to maintain a stable environment in serving disabled residents requiring 24-hour attention
    - Monitor operations and personnel, tracking **CEUs**, confirming certifications, and ensuring compliance with local, state, and federal codes, laws, and regulations to maintain safety, security, and welfare
    - Ensure that all aspects of the facilities are prepared for state inspections by the **Agency for Persons with Disabilities** and annual monitoring by the **Delmarva Foundation** to retain accreditation status
    - Apply knowledge of each resident to prepare **Individual Implementation Plans** with defined goals and educate staff members on appropriate methods to support clients in attaining those goals
    - Observe clients to maintain knowledge of the likes, dislikes, fears, and behavior patterns to identify signs of distress and take timely and appropriate action to deter incidents, including handling issues involving nonverbal individuals and those prone to masking medical symptoms and emotional dues

# Cathy S. Johnson

Page Two of Three

## (Cee Jays Group Homes – continued)

- Provide services to **four supportive living clients** who reside in individual rental homes, ensuring the properties comply with health and safety codes:
  - Provide training to equip clients with skills to live with a degree of independence, while overseeing their finances and medical needs, as well as living conditions to ensure health, safety, and sanitation
  - Maintain copies of all **lease agreements** and annual renewals, in addition to communicating with landlords on issues involving rental payments, maintenance requests, and other tenant issues
  - **Contract with a vendor** to transport clients to various enrichment programs in the area, ensuring that their bags contain the medications, lunches, clothing, and other necessities for the day
  - Prepare properties for **monthly Long Term Residential Care reviews** of documentation, condition of facilities, security and HVAC systems, standard supplies, emergency supplies, and the usage of client's funds client's, medications, rooms, clothing, and food
  - Arrange details of home visits and involve clients in community outreach opportunities, coordinating with parents, guardians, nonprofit partners, and the **Office of the Public Guardian** to ensure all parties know the location of the client at all times
- Direct a **staff of fifteen** who work in the field to provide **non-residential services**, which entails delivering services to households comprised of both disabled adults and children:
  - Develop and facilitate **training** to ensure staff have the requisite credentials and are aware of policies, procedures, and standards of care to protect clients and limit risks to the organization
  - Act as liaison to coordinate communications with staff, clients (adults, children, and juveniles), parents, teachers, medical providers, courts, law enforcement officials, and other stakeholders
  - Attend **parent teacher meetings** and court proceedings to maintain a current knowledge of all issues impacting the client's life and serve as **advocate in protecting the client's rights**
  - Provide **in-home supportive living care for one client, supportive living care for four clients, and personal care companion services for three clients** in homes throughout the community
  - Arrange **Dial-a-Ride** transportation for clients working in supportive employment positions, coordinating communication between the provider, clients, and area employers
  - Maintain ongoing communication through phone, e-mail, and in-person contacts to coordinate the details of transporting clients to and from medical appointments and other locations

## **Revenue Examiner II**, DEPARTMENT OF REVENUE, STATE OF FLORIDA, Tallahassee, Florida, 1996-1997

- Received **intangible tax reports** from business owners, reviewed entries, verified completeness, and secured missing data to adjust entries, prepare correspondence, and transmit notices of fines
- Educated business owners to their rights and responsibilities, applying a working knowledge of the agency's regulations, policies, and procedures, as well as applicable **Florida Statutes**

## **Supervisor**, DEPARTMENT OF LABOR, STATE OF FLORIDA, Tallahassee, Florida, 1992 — 1996

- Supervised a **team of six Word Processing Operators** in the **Bureau of Monitoring and Audit** to meet time and quality goals in receiving information from field personnel auditing finances of insurance companies, inputting data, and preparing reports for review and transmittal insurers

## **Administrative Secretary**, DEPARTMENT OF REVENUE, STATE OF FLORIDA, Tallahassee, Florida, 1989 — 1992

- Performed administrative support duties for the **Personnel Office**, including conducting classes to educate new employees on benefits, gathering application forms, and processing paperwork

# Cathy S. Johnson

Page Three of Three

## COMMUNITY LEADERSHIP

- **New Jerusalem M. B. Church**, Havana, Florida, *Pastor Aide Ministry Chair*, 2008 — present
  - Lead a **12-person committee** in planning and executing **fundraising events** scheduled throughout the year ranging from cookie dough sales and car washes to an **annual black tie gala for 100+ guests** to generate proceeds that fund trips to express appreciation to the pastor and his family for their contributions to the congregation
- **Second Harvest Food Bank of the Big Bend**, Tallahassee, Florida, *Community Volunteer*, 2008 — present
  - Coordinate with the organization's staff, volunteers, and community leaders to implement a program providing **nutritious meals for low-income children** during the summer months
  - Recruit volunteers to be teamed with developmentally and physically disabled residents of **Cee Jays Group Homes** delivering meals as part of a **community outreach commitment**
  - Monitor activities, maintain performance data, and prepare reports on the number of meals served to eligible children in order to document level of need and justify continued funding
- **Meals on Wheels – Gadsden County**, Havana, Florida, 1997 — present
  - Initiated a partnership between the **Meals on Wheels** program and **Cee Jays Group Homes** that involves the facility's disabled residents in community service and builds personal pride
  - Coordinate with staff, volunteers, and clients to expedite the process of picking up prepared meals, delivering food, and returning empty coolers to the designated drop off point **Havana**
  - Help implement a program that in addition to providing sound nutrition enriches the lives of shut-ins with regular home visits, human contact, and opportunities to check on the welfare of frail individuals

## EDUCATION

FLORIDA A&M UNIVERSITY, Tallahassee, Florida :  
*Masters-Level Studies* in *Adult Education*, 1994 — 1997  
(Completed all but six credit hours  
toward a **Master of Science** degree)

FLORIDA STATE UNIVERSITY, Tallahassee, Florida  
*Bachelor of Science* in *Criminology*, 1993

## LICENSES & CERTIFICATIONS

- **Licensed Practical Nurse (PN-5177811)** State of Florida
- **CPR & First Aid**, American Heart Association

## COMPUTER SKILLS

- Ability to rapidly master and efficiently apply knowledge of new technologies and software
- Skilled in operating tablet devices in the field using features to direct and document work functions
- Proficient in operating Windows based computers using standard applications that include: Word, Excel, PowerPoint, Quicken, Versa Check, and Internet programs



## ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

*TDC*

Name: <i>Nick Bhakta</i>		Date: <i>12/16/15</i>	
Address: <i>Midway, FL 32343</i>		Email:	
Home Phone:	Work Phone: <i>(850) 576-7300</i>	Cell:	
Occupation: <i>General Mgr.</i>	Employer: <i>Limfous Inn and Suites</i>		
Do you live in Gadsden County? <i>YES</i>		Do you own property in Gadsden County? <i>YES</i>	
Are you currently serving on a County Advisory Committee? If so, which one? <i>No</i>		Have you previously served on a County Advisory Committee? If so, what committee and when? <i>No</i>	
Are you interested in serving on any specific Committee? If so, please indicate:			
1 <sup>st</sup> Choice <i>TDC</i>		2 <sup>nd</sup> Choice	
If you're appointed to a Committee, you're expected to attend regular meetings.			
Are you available to attend meetings at least once a month?		<i>YES</i>	NO
What times are you available to attend meetings? <i>After 4:00 pm</i>		Morning	<input checked="" type="checkbox"/> Evenings
<p>in the space below, briefly describe or list the following: Any previous experience on other Committees; your educational background; your skills and experience that enable you to contribute to the Committee; any of your professional licenses and/or designations and indicate how long you held them and whether they are effective on Gadsden County; any charitable or community activities in which you participate; any reasons for your choice of the Committee indicated on this application. *** Please attach your resume. ***</p> <p><i>Bed Tax Collector - Tourism Industry.</i></p>			
References: (You must provide at least one personal reference who is not a family member)			
Name: <i>Peter Patel</i>		Telephone: <i>(850) 322-3962</i>	
Address: <i>Quincy, FL 32351</i>		Telephone:	
Name:		Telephone:	
Address:			

**Important Legal Requirements for Advisory Committee Membership:** As a member of an advisory committee, you will be obligated to follow any applicable laws regarding Government-In-The-Sunshine, Code of ethics for Public Officers, and Public Records disclosure. The consequences of violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee action and of any subsequent action by the Board of County Commissioners.

Please return Application to:  
 Laurel Bradley, Executive Assistant to the County Administrator  
 9 B East Jefferson Street  
 Quincy, Florida 32351  
[lbradley@gadsdencountyfl.gov](mailto:lbradley@gadsdencountyfl.gov)  
 phone: 850-875-8650  
 fax: 850-662-3289



## Submission Information

<b>ID:</b>	1239
<b>Item:</b>	Citizen Advisory Committee Application
<b>Tracking Num:</b>	2017-2YAGI6
<b>Submission Date:</b>	2017-10-12 11:42:30

## Submitter Responses

Form Page: Page 1

<b>Date:</b>	10/12/2017
<b>APPLICANT:</b>	
<b>First Name:</b>	Richard
<b>Last Name:</b>	Fauble
<b>Occupation:</b>	Inn owner
<b>PHYSICAL ADDRESS:</b>	
<b>Address:</b>	305 E King st, Quincy, FL 32351
<b>MAILING ADDRESS:</b>	
<b>Address:</b>	305 E King st, Quincy, FL 32351
<b>CONTACT INFORMATION:</b>	
<b>Home Phone:</b>	850-875-2526
<b>Mobile Phone:</b>	850-524-0640
<b>Email:</b>	info@mcfarlinhouse.com
<b>APPLICATION DATA:</b>	
<b>Do you live in Gadsden County?:</b>	Yes
<b>Do you own property in Gadsden County?:</b>	Yes
<b>Do you CURRENTLY serve on a County Advisory Committee?:</b>	No
<b>Have you PREVIOUSLY served on a County Advisory Committee?:</b>	No
<b>Are you interested in serving on any specific committee? If so, please indicate your 1st and 2nd choice below.:</b>	
<b>1st Choice:</b>	The Gadsden County Tourist Development Council

<b>2nd Choice:</b>	The Gadsden County Community Development Advisory Committee
<b>MEETING ATTENDANCE:</b>	
<b>If you're appointed to a committee, you're expected to attend regular meetings. Are you available to attend meetings at least once a month?:</b>	Yes
<b>What times are you available to attend meetings?:</b>	
<b>EXPERIENCE (If you wish to submit your professional resume, you may do so via email to Laurel Bradley at lbradley@gadsdencountyfl.gov.):</b>	
<b>Please describe or list any previous experience you have serving on committees.:</b>	23 years in the hotel business 6 years in corporate America as a merchandiser and buyer
<b>Please list your educational background.:</b>	3 years of college
<b>REFERENCES (you must provide at least one personal reference who IS NOT a family member):</b>	
<b>Reference #1's relationship to you::</b>	working partner
<b>First Name:</b>	joe
<b>Last Name:</b>	monroe
<b>Contact #:</b>	850-662-1812
<b>Address:</b>	main street, quincy, FL 32351
<b>Reference #2's relationship to you::</b>	wife
<b>First Name:</b>	Tina
<b>Last Name:</b>	Fauble
<b>Contact #:</b>	850-524-6440
<b>Address:</b>	305 E King st, Quincy, FL 32351

## Contact Information

<b>Contact One:</b>	Laurel Bradley lbradley@gadsdencountyfl.gov
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## Workflow History

### Status Update

<b>Status:</b>	Open
<b>Step:</b>	Submitted
<b>Updated:</b>	2017-10-12 11:42:30

<b>Updated By:</b>	eGov Strategies
<b>Notes:</b>	No Notes

## Contituent's Messages

<b>Service Norm:</b>	
<b>Confirmation Message:</b>	<p>On behalf of the Gadsden County Board of County Commissioners, thank you for expressing an interest to serve your community by volunteering with one of our Citizen Advisory Committees. Your application has been forwarded to the County Administrator's Office for review. You will receive a follow-up phone call / email from the County Administrator's Executive Assistant, Laurel Bradley, within 48-hours. If you should have any questions or concerns prior to being contacted, please feel free to contact the <b>County Administrator's Office</b> at <b>850-875-8650</b>.</p> <p><b><u>Important Legal Requirements for Advisory Committee Membership:</u></b> As a member of an advisory committee, you will be obligated to follow any applicable laws regarding Government-In-The-Sunshine, code of ethics for Public Officers, and Public Records disclosure. The consequences of violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee action and of any subsequent action by the Board of County Commissioners.</p>



Action Center

# Item Detail Report - 2017-3TE7DW

## Submission Information

<b>ID:</b>	1213
<b>Item:</b>	Citizen Advisory Committee Application
<b>Tracking Num:</b>	2017-3TE7DW
<b>Submission Date:</b>	2017-09-20 18:16:05

## Submitter Responses

Form Page: Page 1

<b>Date:</b>	09/20/2017
<b>APPLICANT:</b>	
<b>First Name:</b>	Anthony
<b>Last Name:</b>	Lombardo
<b>Occupation:</b>	Executive Director
<b>Employer:</b>	Havana Main Street
<b>PHYSICAL ADDRESS:</b>	
<b>Address:</b>	312 1st Street, nw, Havana, FL 32333
<b>MAILING ADDRESS:</b>	
<b>Address:</b>	P.O. Box 346, Havana, FL 32333
<b>CONTACT INFORMATION:</b>	
<b>Home Phone:</b>	850-591-2222
<b>Work Phone:</b>	850-539-7711
<b>Mobile Phone:</b>	850-591-2222
<b>Email:</b>	tony.havanamainstreet@gmail.com
<b>APPLICATION DATA:</b>	
<b>Do you live in Gadsden County?:</b>	No
<b>Do you own property in Gadsden County?:</b>	Yes
<b>Do you CURRENTLY serve on a County Advisory Committee?:</b>	No
<b>Have you PREVIOUSLY served on a County Advisory Committee?:</b>	No
<b>Are you interested in serving on any specific committee? If so,</b>	

<b>please indicate your 1st and 2nd choice below.:</b>	
<b>1st Choice:</b>	The Gadsden County Tourist Development Council
<b>2nd Choice:</b>	The Gadsden County Tourist Development Council
<b>MEETING ATTENDANCE:</b>	
<b>If you're appointed to a committee, you're expected to attend regular meetings. Are you available to attend meetings at least once a month?:</b>	Yes
<b>What times are you available to attend meetings?:</b>	Evenings
<b>EXPERIENCE (If you wish to submit your professional resume, you may do so via email to Laurel Bradley at lbradley@gadsdencountyfl.gov.):</b>	
<b>Please describe or list any previous experience you have serving on committees.:</b>	Serve on the Havana Economic Development Committee and the Havana Downtown Improvement Committee
<b>Please list your educational background.:</b>	BS in Business from Jacksonville University MBA from University of Miami Advanced Management program from Harvard University
<b>Please list your skills and experience that enable you to contribute to the committee(s) you are interested in volunteering with.:</b>	Retired State Regulatory Vice President, BellSouth Past President of the Tallahassee Museum of Art Past President of the Florida Telephone Association Owner of the Wanderings (retail furniture, accessories, gifts) in Havana for 25 years
<b>Professional licenses and/or designations, their effective date and whether said licenses are effective in Gadsden County.:</b>	Owner of Wanderings, FEIN 593179370 Florida Sales Tax ID, 3080120681230
<b>Please list any charitable or community activities in which you participate.:</b>	Work with the Havana Merchants association supporting various charitable organizations
<b>REFERENCES (you must provide at least one personal reference who IS NOT a family member):</b>	
<b>Reference #1's relationship to you.:</b>	President of Havana Main Street
<b>First Name:</b>	Debbie
<b>Last Name:</b>	Revell
<b>Contact #:</b>	850-539-4496
<b>Address:</b>	116 s. main street, havana, FL 32333
<b>Reference #2's relationship to you.:</b>	Havana Main Street Board of Directors
<b>First Name:</b>	Karen
<b>Last Name:</b>	Bass
<b>Contact #:</b>	850-933-5050
<b>Address:</b>	805 N. Gadsden, Tallahassee, FL 32303

## Contact Information

<b>Contact One:</b>	Laurel Bradley lbradley@gadsdencountyfl.gov
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## Workflow History

### Status Update

<b>Status:</b>	Open
<b>Step:</b>	Submitted
<b>Updated:</b>	2017-09-20 18:16:05
<b>Updated By:</b>	eGov Strategies
<b>Notes:</b>	No Notes

## Contituent's Messages

<b>Service Norm:</b>	
<b>Confirmation Message:</b>	<p>On behalf of the Gadsden County Board of County Commissioners, thank you for expressing an interest to serve your community by volunteering with one of our Citizen Advisory Committees. Your application has been forwarded to the County Administrator's Office for review. You will receive a follow-up phone call / email from the County Administrator's Executive Assistant, Laurel Bradley, within 48-hours. If you should have any questions or concerns prior to being contacted, please feel free to contact the <b>County Administrator's Office</b> at <b>850-875-8650</b>.</p> <p><b><u>Important Legal Requirements for Advisory Committee Membership:</u></b> As a member of an advisory committee, you will be obligated to follow any applicable laws regarding Government-In-The-Sunshine, code of ethics for Public Officers, and Public Records disclosure. The consequences of violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee action and of any subsequent action by the Board of County Commissioners.</p>



# Action Center Item Detail Report - 2017-KNEAAU

## Submission Information

<b>ID:</b>	1318
<b>Item:</b>	Citizen Advisory Committee Application
<b>Tracking Num:</b>	2017-KNEAAU
<b>Submission Date:</b>	2017-11-20 21:11:12

## Submitter Responses

Form Page: Page 1

<b>Date:</b>	11/20/2017
<b>APPLICANT:</b>	
<b>First Name:</b>	Linda
<b>Last Name:</b>	Dixon
<b>Occupation:</b>	Owner, Linshell's Boutique & Gifts LLC
<b>Employer:</b>	Self-Employed
<b>PHYSICAL ADDRESS:</b>	
<b>Address:</b>	4332 Attapulugus Hwy, Quylncy, FL 32352
<b>MAILING ADDRESS:</b>	
<b>Address:</b>	4332 Attapulugus, Quincy, FL 32352
<b>CONTACT INFORMATION:</b>	
<b>Home Phone:</b>	850-627-8504
<b>Mobile Phone:</b>	678-438-6688
<b>Email:</b>	linda51670@yahoo.com
<b>APPLICATION DATA:</b>	
<b>Do you live in Gadsden County?:</b>	Yes
<b>Do you own property in Gadsden County?:</b>	Yes
<b>Do you CURRENTLY serve on a County Advisory Committee?:</b>	No
<b>Have you PREVIOUSLY served on a County Advisory Committee?:</b>	Yes
<b>Are you interested in serving on any specific committee? If so, please indicate your 1st and 2nd choice below.:</b>	

<b>1st Choice:</b>	The Gadsden County Tourist Development Council
<b>2nd Choice:</b>	The Gadsden County Tourist Development Council
<b>MEETING ATTENDANCE:</b>	
<b>If you're appointed to a committee, you're expected to attend regular meetings. Are you available to attend meetings at least once a month?:</b>	Yes
<b>What times are you available to attend meetings?:</b>	
<b>EXPERIENCE (If you wish to submit your professional resume, you may do so via email to Laurel Bradley at lbradley@gadsdencountyfl.gov.):</b>	
<b>Please describe or list any previous experience you have serving on committees.:</b>	I served 13 years as President of the Villages at Lake Ridge Homeowners Association, and 10 years as President of the Wilkerson Mill Homeowners Association. I was an active President in both communities, and recognized by the Clayton County and South Fulton Commissioners for the organization and involvement of our community.
<b>Please list your educational background.:</b>	High School
<b>Please list your skills and experience that enable you to contribute to the committee(s) you are interested in volunteering with.:</b>	I worked as a legal assistant for 35+ years. I work well in any setting, with anyone, I'm able to make rational decisions, and to think outside the box and self, to make decisions that are best for my community and county.
<b>Please list any charitable or community activities in which you participate.:</b>	I've worked extensively for Breast Cancer Awareness, and have fundraisers for Breast Cancer as well. I'm currently active in my Community with the Scott Town Neighborhood Watch Committee, and looking forward to a meeting to discuss reclaiming the beauty of Scott Town with the Community and calling it "Sweep Around Your Door."
<b>REFERENCES (you must provide at least one personal reference who IS NOT a family member):</b>	
<b>Reference #1's relationship to you.:</b>	Former Employer
<b>First Name:</b>	Precious
<b>Last Name:</b>	Anderson
<b>Contact #:</b>	404-521-1111
<b>Address:</b>	1100 Spring Street NW, #730, Atlanta, GA 30309
<b>Reference #2's relationship to you.:</b>	Cousin
<b>First Name:</b>	Fannie
<b>Last Name:</b>	Smith
<b>Contact #:</b>	850-868-1088
<b>Address:</b>	205 Davis Street, Quincy, FL 32351

## Contact Information

<b>Contact One:</b>	Laurel Bradley
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lbradley@gadscdencountyfl.gov

## Workflow History

### Status Update

<b>Status:</b>	Open
<b>Step:</b>	Submitted
<b>Updated:</b>	2017-11-20 21:11:12
<b>Updated By:</b>	eGov Strategies
<b>Notes:</b>	No Notes

### Contituent's Messages

<b>Service Norm:</b>	
<b>Confirmation Message:</b>	<p>On behalf of the Gadsden County Board of County Commissioners, thank you for expressing an interest to serve your community by volunteering with one of our Citizen Advisory Committees. Your application has been forwarded to the County Administrator's Office for review. You will receive a follow-up phone call / email from the County Administrator's Executive Assistant, Laurel Bradley, within 48-hours. If you should have any questions or concerns prior to being contacted, please feel free to contact the <b>County Administrator's Office</b> at <b>850-875-8650</b>.</p> <p><b><u>Important Legal Requirements for Advisory Committee Membership:</u></b> As a member of an advisory committee, you will be obligated to follow any applicable laws regarding Government-In-The-Sunshine, code of ethics for Public Officers, and Public Records disclosure. The consequences of violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee action and of any subsequent action by the Board of County Commissioners.</p>

**2016 TOURIST DEVELOPMENT COUNCIL ATTENDANCE SHEET**

<b>MEMBERS</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
<b>PETER PATEL</b>		✓	Excused		✓	Excused	Excused	Excused	Un- Excused	Excused	Excused	
<b>JEFF DUBREE</b>		✓	✓		Excused	✓	✓	✓	✓	✓	✓	
<b>LEE GARNER</b>		Excused	Excused		✓	✓	✓	✓	Excused	✓	✓	
<b>CAROLYN FORD</b>		✓	✓		✓	✓	✓	✓	✓	✓	✓	
<b>JOE MUNROE</b>		✓	✓		Excused	✓	✓	✓	✓	✓	✓	
<b>COMM. CLARENCE JACKSON</b>		Excused	✓		Un Excused	Un Excused	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned
<b>COMM. KEITH DOWDELL</b>		✓	✓		✓	✓	✓	✓	✓	✓	✓	
<b>Councilman Jerrold Holton (Rep. C. Jackson)</b>								✓	✓	Un Excused	Excused	
<b>MATT THRO</b>		Un- excused	✓		Via Phone	✓	✓	Via Phone	Un Excused	Un Excused	Un Excused	
<b>COMM. BRENDA HOLT</b>		✓	✓		✓	✓	✓	Excused	Via Phone	✓	✓	

**No Quorum: January and April**

**No December Meeting (Holiday)**

**2017 TOURIST DEVELOPMENT COUNCIL ATTENDANCE SHEET**

**No Quorum: February, March, August and November Conference Call(s) – April & June**

MEMBERS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
PETER PATEL	Excused			✓	✓	✓	✓		✓		Excused	
JEFF DUBREE	Un Excused			✓	✓	✓	✓		Unexcused	Excused	Excused	
LEE GARNER	Excused			Excused	✓	Excused	Excused		✓	✓	Excused	
CAROLYN FORD	✓			✓	✓	✓	✓		✓	✓	✓	
JOE MUNROE	Excused			✓	✓	✓	✓		✓	✓	✓	
COMM. JERROD HOLTON	✓			Excused	Un Excused	Un Excused	Un Excused		Resigned	Resigned	Resigned	
COMM. ANGLEA SAPP	✓			Un Excused	✓	Excused	✓		Excused	✓	✓	
MATT THRO	✓			✓	✓	Un Excused	Un Excused		Un Excused	Un Excused	Un Excused	
COMM. BRENDA HOLT	✓			Via Phone	✓	✓	Excused		✓	✓	✓	

**GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS  
TOURIST DEVELOPMENT COUNCIL MEMBERS**

1. Jeff Dubree – Tax Collector  
Whippoorwill Lodge  
(850) 545-8223  
[fishalquin@aol.com](mailto:fishalquin@aol.com)
  
2. Councilman Lee Garner, – Tax Collector  
Chattahoochee RV Park  
(850) 663-4475  
[citymgr@fairpoint.net](mailto:citymgr@fairpoint.net)
  
3. Peter Patel- Tax Collector – Tax Collector  
Hampton Inn  
(850) 322-3962  
[Peter.patel@hilton.com](mailto:Peter.patel@hilton.com)
  
4. Councilman Angela Sapp –City Official  
City of Quincy-(largest municipality)  
[asapp@myquincy.net](mailto:asapp@myquincy.net)
  
5. Councilman Carolyn Ford – Person of Tourist Interest  
(850) 567-2004  
[bossNFEDC@gmail.com](mailto:bossNFEDC@gmail.com)
  
6. Councilman Jerrod Holton – City Official  
City of Midway  
(850) 559-8473  
[holton.jerrod@gmail.com](mailto:holton.jerrod@gmail.com)
  
7. Commissioner Brenda A. Holt – BOCC Chairperson/Governering Body Representative  
Gadsden County BOCC  
(850) 510-9162  
[Bholt\\_285@hotmail.com](mailto:Bholt_285@hotmail.com)
  
8. Matt Thro, TDC Vice-Chair – Tax Collector  
H&H Furniture  
(813) 850-9900  
[matt.thro@gmail.com](mailto:matt.thro@gmail.com)
  
9. Joe Munroe - Person of Tourist Interest  
Quincy Main Street  
[jroemun@aol.com](mailto:jroemun@aol.com)