



# BOARD OF COUNTY COMMISSIONERS

## JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827

1484 SOUTH JEFFERSON STREET; MONTICELLO, FLORIDA 32344

PHONE: (850)-342-0287

**Chris Tuten**

District 1

**Gene Hall**

District 2

**J T Surles**

District 3- Chair

**Austin Hosford**

District 4-Vice-Chair

**Ben White**

District 5

January 5, 2024

J.T. Surles, Chairman  
Board of County Commissioners  
1 Courthouse Circle  
Monticello, FL 32344

RE: Supplemental Budget – Fiscal Year 2023-24

Honorable Commissioners of Jefferson County,

We request the board amend the budget to increase appropriations by \$97,360 in the Tourist Development Trust Fund.

The appropriations are to cover the procurement of a county marketing plan and additional promotional expenses. Deferred revenues from prior fiscal years will cover these non-recurring expenses.

Please see Exhibit A for detailed line changes.

Thank you for your consideration.

Gustavo Rojas  
County Budget Officer

CC: Shannon Metty, County Manager  
Jason Welty, Clerk of the Court  
Heather Encinosa, County Attorney  
Evan Rosenthal, Deputy County Attorney  
Austin Hosford, Commissioner Vice-Chair

**Jason Welty**  
Clerk of Courts

**Shannon Metty**  
County Manager

**Heather Encinosa**  
County Attorney

**JEFFERSON COUNTY  
RESOLUTION NO. 2024-**

**WHEREAS**, The Board of County Commissioners of Jefferson County, Florida has received funds from sources not anticipated in its budget for 2023-24; and

**WHEREAS**, those funds hereinafter described were received for a particular purpose; and

**WHEREAS**, Chapter 129.06, Florida Statutes, provides that the Budget Officer at any time within a fiscal year may amend a budget for that year when there is a receipt of funds from a source not anticipated in the budget and for a particular purpose, and expend it for a particular purpose; and

**WHEREAS**, there is provision for such receipts and appropriations to be added to the budget of the proper fund:

**NOW, THEREFORE**, The Board of County Commissioners does resolve that the following described funds be appropriated and expended for the purpose indicated:

<u>Fund</u>	<u>Department</u>	<u>Source</u>	<u>Type</u>	<u>Amount</u>
Tourist Dev TF	Tourist Development	Def. Rev.	Non-recurring Expenses	\$ 97,360

**PASSED AND DULY ADOPTED, on this the 17<sup>th</sup> day of January 2024.**

**BOARD OF COUNTY COMMISSIONERS  
OF JEFFERSON COUNTY, FLORIDA**

\_\_\_\_\_  
J.T. Surles, Chair

ATTEST:

\_\_\_\_\_  
Jason Welty, Clerk of the Circuit Court

APPROVED AS TO FORM:

\_\_\_\_\_  
Heather J. Encinosa, Esq.

## TOURIST DEVELOPMENT TRUST FUND

### Revenues

Account Number	Account Description	Approved Budget FY 23-24	Amended Budget FY 23-24	Increase or (Decrease)
29-312-100.01	Tourist Bed Tax	\$ 96,425	\$ 85,000	\$ (11,425)
29-361-100.00	TBT Interest	\$ -	\$ -	\$ -
29-369-900.01	Prior Year Carryforward	\$ -	\$ 108,785	\$ 108,785
<b>TOTAL REVENUES</b>		<b>\$ 96,425</b>	<b>\$ 193,785</b>	<b>\$ 97,360</b>

### Expenditures

Account Number	Account Description	Approved Budget FY 22-23	Amended Budget FY 23-24	Increase or (Decrease)
29-2781-519.341	North Florida Wildlife Center - Non-Promotional	\$ -	\$ 8,500	\$ 8,500
29-2781-519.340	Administrative Services - Admin/Ops	\$ -	\$ 9,000	\$ 9,000
29-2781-519.310	Legal Services - Admin/Ops	\$ -	\$ 7,000	\$ 7,000
29-2781-519.480	TDC Promotional Printing - Promo/Adver	\$ -	\$ 10,000	\$ 10,000
29-2781-519.481	Tourism Events - Promo/Adver	\$ -	\$ 8,500	\$ 8,500
29-2781-519.482	Conferences - Promo/Adver	\$ -	\$ 1,500	\$ 1,500
29-2781-519.483	Co-Op Advertising- Visit Florida/ VNNF Partnership - Promo/Adver	\$ -	\$ 2,000	\$ 2,000
29-2781-519.484	Monticello Opera House - Promo/Adver	\$ -	\$ 8,500	\$ 8,500
29-2781-519.485	Watermelon Festival - Promo/Adver	\$ -	\$ 3,000	\$ 3,000
29-2781-519.486	Promotional Services - Promo/Adver	\$ -	\$ 8,200	\$ 8,200
29-2781-519.487	Advertising and Promotional Services - Promo/Adver	\$ -	\$ 17,000	\$ 17,000
29-2781-519.488	Marketing Plan - Promo Adver	\$ -	\$ 80,000	\$ 80,000
29-2781-519.340	Other Contractual Services	\$ 96,425	\$ -	\$ (96,425)
29-2781-519.800	Grants	\$ -	\$ -	\$ -
29-2781-519.999	Contingency	\$ -	\$ 30,585	\$ 30,585
<b>TOTALS</b>		<b>\$ 96,425</b>	<b>\$ 193,785</b>	<b>\$ 97,360</b>

<b>Tourist Development Tax Fund Balance</b>	<b>\$ -</b>
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**Exhibit A - FY 2023-24 - Budget Amendment #3**

<b>Fund</b>	<b>Type</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Approved Budget</b>	<b>Increase</b>	<b>Decrease</b>	<b>Ending Budget</b>
Tourist Dev TF	Revenues	29-312-100.01	Tourist Bed Tax	\$ 96,425	\$ -	\$ 11,425	\$ 85,000
Tourist Dev TF	Revenues	29-369-900.01	Prior Year Carryforward	\$ -	\$ 108,785	\$ -	\$ 108,785
Tourist Dev TF	Expenditures	29-2781-519.341	North Florida Wildlife Center - Non-Promotional	\$ -	\$ 8,500		\$ 8,500
Tourist Dev TF	Expenditures	29-2781-519.340	Administrative Services - Admin/Ops	\$ -	\$ 9,000		\$ 9,000
Tourist Dev TF	Expenditures	29-2781-519.310	Legal Services - Admin/Ops	\$ -	\$ 7,000		\$ 7,000
Tourist Dev TF	Expenditures	29-2781-519.480	TDC Promotional Printing - Promo/Adver	\$ -	\$ 10,000		\$ 10,000
Tourist Dev TF	Expenditures	29-2781-519.481	Tourism Events - Promo/Adver	\$ -	\$ 8,500		\$ 8,500
Tourist Dev TF	Expenditures	29-2781-519.482	Conferences - Promo/Adver	\$ -	\$ 1,500		\$ 1,500
Tourist Dev TF	Expenditures	29-2781-519.483	Co-Op Advertising- Visit Florida/ VNNF Partnership - Promo/Adver	\$ -	\$ 2,000		\$ 2,000
Tourist Dev TF	Expenditures	29-2781-519.484	Monticello Opera House - Promo/Adver	\$ -	\$ 8,500		\$ 8,500
Tourist Dev TF	Expenditures	29-2781-519.485	Watermelon Festival - Promo/Adver	\$ -	\$ 3,000		\$ 3,000
Tourist Dev TF	Expenditures	29-2781-519.486	Promotional Services - Promo/Adver	\$ -	\$ 8,200		\$ 8,200
Tourist Dev TF	Expenditures	29-2781-519.487	Advertising and Promotional Services - Promo/Adver	\$ -	\$ 17,000		\$ 17,000
Tourist Dev TF	Expenditures	29-2781-519.488	Marketing Plan - Promo Adver	\$ -	\$ 80,000		\$ 80,000
Tourist Dev TF	Expenditures	29-2781-519.340	Other Contractual Services	\$ 96,425		\$ 96,425	\$ -
Tourist Dev TF	Expenditures	29-2781-519.800	Grants	\$ -		\$ -	\$ -
Tourist Dev TF	Expenditures	29-2781-519.999	Contingency	\$ -	\$ 30,585		\$ 30,585