

Board of County Commissioners

Agenda Request

Date of Meeting: January 9, 2025

Date Submitted: January 3, 2025

To: Honorable Chairman and Members of the Board

From: Clerk Hightower

Subject: Pre-Approved Vendor List and Resolution

Statement of Issue:

This agenda item provides the Board with a request for approval of Pre-Approved Vendor List and authorize the Clerk of Court to process through direct payment method.

Background:

Currently invoices are processed twice per month and bills must wait until the Board of County Commissioners approves the vendor payments at the regular meeting before any payments can be made.

Analysis:

The current process results in delayed payments and late fees for many regular accounts. By having a Pre-Approved Vendor List for reoccurring invoices, this would ensure continued operations without delay. Any non-reoccurring invoice would remain on the current process.

Options:

1. Approve as Recommended
2. Deny
3. Board Direction

Recommendation:

Option # 1

Attachments:

1. Pre-Approved Vendor List
2. Resolution

RESOLUTION NO. 2025-01

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY FLORIDA RELATING TO AN APPROVAL OF A PRE-APPROVED VENDOR LIST FOR PAYMENT PROCESSING; AUTHORIZING AND DIRECTING THE CLERK OF COURT OR DESIGNEE TO MAKE ALL NECESSARY PAYMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Board of County Commissioners of Jefferson County, Florida has the responsibility and authority for managing county expenditures and vendor payments; and

WHEREAS, the County currently waits until the Board of County Commissioners approves the vendor payments at the regular meeting before any payments can be made; and

WHEREAS, in order to streamline the payment process and ensure timely payments to vendors, the Clerk of Court and County want to establish a list of pre-approved vendors to which payments may be made before the meeting; and

WHEREAS, such pre-approved vendor payments will ensure continued operations without delay, while still maintaining oversight by the Board of County Commissioners; and

WHEREAS, the Clerk of Court or their designee is authorized to make payments to vendors on this pre-approved list under the guidelines and parameters set forth by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1. RECITALS. The above recitals are true and correct and are hereby incorporated herein by reference.

SECTION 2. APPROVAL OF PRE-APPROVED VENDOR LIST.

(A) The "Pre-approved Vendor List" attached hereto as Exhibit "A" is hereby approved. Upon the County's receipt of an invoice from a vendor on the Pre-approved Vendor List, the invoice shall be reviewed for accuracy and sufficiency by the appropriate County staff person(s) and if determined to be suitable for payment, processed utilizing the County's adopted payment requisition policies and procedures. Once approved for payment, the invoice and

evidence of the requisite County staff person approvals shall be transmitted to the Clerk of Court, and the Clerk of Court or designee is hereby authorized and directed to process payment to the vendor.

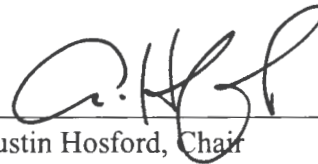
(B) Prior approval of the Board of County Commissioners is not required for the Clerk of Court to process payments to vendors on the Pre-Approved Vendor List that are approved in accordance with the process described in this Section 2. At each County Commission meeting, the Clerk of Court shall provide the Board of County Commissioners with a report detailing any payments made to vendors on the Pre-Approved Vendor List that were made in the time since the most recently submitted report was delivered to the Board. Such reports shall include the name of the vendor, amount of the invoice, and the date payment was processed.

(C) The Pre-Approved Vendor List shall be reviewed annually by the Board of County Commissioners, and any necessary adjustments or updates to the list shall be made.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage and adoption.

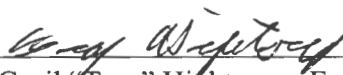
PASSED AND ADOPTED, on this the 9th day of JANUARY, 2025.

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



Austin Hosford, Chair

ATTEST:



Cecil "Trey" Hightower, Ex Officio
Clerk to the Board

**EXHIBIT A
PRE-APPROVED VENDOR LIST**

Vendor	Purpose
AccuFund	accounting software use (quarterly)
Advanced Business Systems	printer/copier usage (monthly)
Apalachee Center	mental health (monthly)
Avenu Insights & Analytics	PACE hosting (monthly)
CenturyLink	phone/internet use (monthly)
Cintas	road & solid waste employee uniforms (each check run)
City of Monticello	water/sewer/garbage (monthly)
Comcast	fire station internet (monthly)
Duke	utilities (monthly)
Elevator Telephone Services	elevator telephone maintenance (quarterly)
Eli Roberts & Sons	fuel (every check run)
Eric D Grayer	Extension office janitor (monthly)
Great America Financial	county offices printer/copier leasing (monthly)
Hancock Whitney Bank	gas tax revenue bond (2018)
Jefferson Clerk of Court	budget (monthly)
Jefferson Community Water	water (monthly)
Jefferson Emergency Mgmt	budget (quarterly)
Jefferson Property Appraiser	budget (quarterly)
Jefferson Road Dept	depts fuel reimbursements (monthly)
Jefferson Sheriff's Office	budget (monthly)
Legal Services of North Florida	legal aid services (quarterly)
Lumen	internet (monthly)
Madison County BOCC	shared VSO (monthly)
Mowrey Elevator Co of Florida	elevator maintenance (monthly)
Pitney Bowes Financial Services LLC	building/planning postage machine lease (quarterly)
Pitney Bowes Inc Purchase Power	building/planning postage used (monthly)
Quadient Leasing USA Inc	courthouse postage machine lease (quarterly)
Redwire	county offices security/fire system monitoring
REGIONS BANK CORPORATE TRUST	gas tax revenue bond (2012 & 2022)
Register's Mini Storage	storage for county & court records
Ricardo Fadell Cleaning & Supply	county offices janitorial services
Royal Mini Storage	storage for county & court records
Santander Leasing Inc	large equipment leases for various depts
Secure Records Solutions	shredding services (monthly)
Sonitrol of Tallahassee	cctv use & maintenance
Supervisor of Elections	budget (monthly)
The First	solar panel loan
To shiba Financial Services	county offices printer/copier leases (monthly)
Tower Compactor Rentals	trash site compactors (monthly)
Tri-County Electric Coop	county offices utilities
UniFirst	solid waste & courthouse supplies (each check run)
Verizon Wireless	county offices cell phone & mifi use