



**BOARD OF SUMTER COUNTY COMMISSIONERS**

Chairman - Steve Printz - District 5  
Vice Chairman - Garry Breeden - District 4  
2<sup>nd</sup> Vice Chairman - Al Butler - District 1  
Doug Gilpin - District 2  
Don Burgess - District 3

**February 11, 2020  
5:00 PM**

PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES  
ANY PERSON WHO MAY FEEL THE NEED TO APPEAL A BOARD DECISION IS HEREBY NOTIFIED  
THAT IT WILL BE NECESSARY FOR YOU TO PROVIDE YOUR OWN VERBATIM RECORDING OF THE  
BOARDS MINUTES OR ANY PORTION THEREOF

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Any person requiring reasonable accommodation at this meeting because of a disability or physical  
impairment should contact the County Administrator's Office, 7375 Powell Road, Wildwood, FL 34785  
(352) 689-4400 at least two days before the meeting.

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Everglades Regional Recreation Center (5497 Marsh Bend Trail, Grand Canyon Room, The Villages, FL  
32163)

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**AGENDA**

MEETING IS CALLED TO ORDER BY THE CHAIRMAN  
INVOCATION  
FLAG SALUTE

1. TIMED ITEMS & PUBLIC HEARINGS

a. 5:30 PM - Public Hearing Planning and Zoning Special Master Recommendations  
\*Quasi Judicial

1. \*S2018-0007 - Consideration of Approval of Settlement Agreement with Carl  
Stephens, Petitioner (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_Settlement\\_Agreement\\_02\\_11-2020.pdf](#)  
[Mediated Settlement Agreement.pdf](#)

2. \*SS2020-0001 - Reggie Caruthers for George and Kathy Howton – Small Scale Comprehensive Plan Amendment on 2.1 Acres MOL from Agricultural to Rural Residential Consistent with the Provisions of the Wildwood Joint Planning Area Agreement - C-462/ Wildwood Area (Staff Recommends Approval).

Documents:

[Executive Summary\\_SS2020-0001\\_Howton.pdf](#)  
[Ordinance SS2020-0001 Caruthers for Howton\\_ADA.pdf](#)  
[PZSM order.pdf](#)  
[Application SS2020-0001.pdf](#)  
[Staff Report SS2020-0001.pdf](#)

3. \*CP2020-0001 - Conduct the First Required Public Hearing Amending the Future Land Use Map of the Sumter County Unified Comprehensive Plan by Reassigning 24.0 acres +/- from Agricultural to Commercial and Transmitting the Amendment to the Department of Economic Opportunity and Other Agencies as Required by Statute (Staff Recommends Approval).

Documents:

[ES CP2020-0001 Transmit.pdf](#)  
[CP2020-0001 \\_ Wildwood Village RV Park - staff report.pdf](#)  
[PZSM order for CP2020-0001.pdf](#)

## 2. REPORTS AND INPUT

### a. County Administrator

1. FY 2019-20 Quarter 1 Report from Department of Health (For Information Only)

Documents:

[ES Dept of Health Contract Report FY 19-20 Q1.pdf](#)  
[Department of Health FY 2019-20 Q1 Report.pdf](#)

### b. County Attorney

### c. Clerk of Circuit Court

### d. Board Members

### e. Public Forum

## 3. NEW BUSINESS - ACTION REQUIRED

### a. MINUTES

1. Minutes of Regular Meeting Held on January 14, 2020 (Staff Recommends Approval).

Documents:

[1-14-2020 Minutes.pdf](#)

2. Minutes of Workshop Meeting Held on January 21, 2020 (Staff Recommends Approval).

Documents:

[1-21-2020 Minutes.pdf](#)

3. Minutes of Regular Meeting Held on January 28, 2020 (Staff Recommends Approval).

Documents:

[1-28-2020 Minutes.pdf](#)

b. SET FUTURE PUBLIC HEARINGS OR MEETINGS

None

c. APPOINTMENTS

1. Construction Industry Licensing/Fire Code Board of Appeals Vacancy Deborah Snyder is replacing Richard Baier for the Engineer Sector (Board's Option).

Documents:

[Executive\\_Summary\\_Construction Appointment.pdf](#)  
[Ordinance.pdf](#)  
[Construction Industry Board - Deborah Snyder.pdf](#)

2. Affordable Housing Advisory Committee (AHAC) Vacancy (Board's Option).

Documents:

[Executive\\_Summary\\_Affordable\\_Housing\\_Advisory\\_Committee\\_\(AHAC\).pdf](#)  
[Ordinance\\_2016\\_07.pdf](#)

3. County Tourist Development Council Vacancy (Board's Option).

Documents:

[Executive\\_Summary\\_Tourist.pdf](#)  
[Ordinance\\_2013.pdf](#)

4. Public Safety Coordinating Council Vacancies (Board's Option).

Documents:

[Executive\\_Summary\\_Public Safety.pdf](#)  
[Resolution.pdf](#)

5. Sumter County Public Library Advisory Board (SCPLAB) Vacancy (Board's Option).

Documents:

[Executive\\_Summary\\_Library Advisory Board.pdf](#)  
[Resolution.pdf](#)

d. FINANCIAL

1. Inventory Transactions - Disposal and Surplus of Property (Staff Recommends Approval).

Documents:

[Executive\\_Summary 2-11-20.pdf](#)



2. Purchase Order Approval for FY 2019/2020 (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_Requisition\\_Report\\_2.11.20.pdf](#)

e. CONTRACTS AND AGREEMENTS

1. Approve Change Order #1 for Contract with C.W. Roberts Contracting, Inc. for ITB # 043-0-2019/RS, Sumter County Buena Vista Boulevard Phase II Rehabilitation from 300 Feet South of Lake Miona to North of C-44A Roundabout (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_ITB 043-0-2019 Change Order.pdf](#)

[ITB 043-0-2019 Change Order 1.pdf](#)

[ITB 043-0-2019 Change Order 1 C W Roberts Bid Form.pdf](#)

[ITB 043-0-2019 Change Order 1 Correspondence.pdf](#)

2. Approve Change Order #2 for Contract with C.W. Roberts Contracting, Inc. for ITB # 007-0-2019/RS, FPN 437604-1-58-01, Sumter County C-462 from NE 15th Drive to North of CR 228 (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_Change Order 2 C.W. Roberts Contracting.pdf](#)  
[Change Order 2.pdf](#)

3. Contract with MCCi, LLC for JustFOIA Open Records Request Tracking Solution (Staff Recommends Approval).

Documents:

[Executive\\_Summary JustFOIA.pdf](#)  
[Proposal.pdf](#)

4. Reduce Contract RFQ 017-0-2-18/RS, Sumter County Jail Expansion Design-Build Services, (2,434,855.90) for Owner Provided Purchase Orders Associated with the Owner Direct Purchase Program (DPO)(Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_DPO Jail Expansion.pdf](#)  
[20.01 02 DPO exe.pdf](#)

5. Reduce Contract RFQ 017-0-2-18/RS, Sumter County Jail Expansion Design-Build Services, (\$277,802.05) For Owner Provided Purchase Orders Associated with the Owner Direct Purchase Program (DPO) (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_DPO Jail Expansion Change Order 3.pdf](#)  
[20.02 03 DPO.pdf](#)

6. Enter into Contract with UF Department of Emergency Medicine for RFQ 056-0-2019/RS Sumter County Medical Director Services (Staff Recommends Approval).

Documents:

[Executive Summary Medical Director.pdf](#)  
[Medical Director Agreement.pdf](#)

f. GENERAL ITEMS FOR CONSIDERATION

1. Declare Surplus and Release of Historical Documents Regarding the Sumter County Recreation and Water Conservation Board to the Sumter County Historical Society (Staff Recommends Approval).

Documents:

[ES Stormwater Board Transfer of Documents.pdf](#)

2. State Housing Initiatives Partnership (SHIP) Request to Execute an Assumption Agreement for a SHIP Mortgagee (Staff Recommends Approval).

Documents:

[Executive\\_Summary.pdf](#)  
[Assumption Agreement F32Q264.pdf](#)

3. Approve Revisions to the Employee Manual Effective February 12, 2020 (Staff Recommends Approval).

Documents:

[Executive Summary Employee Manual.pdf](#)  
[9.040 Resignation.pdf](#)

4. Amend the 2019/2020 Classification and Compensation Schedule to Reflect the Reorganization of the Animal Services Division to Add Three (3) Animal Control Technician Positions (Pay Range 17) and Approve the Respective Job Description, Effective February 11, 2020 (Staff Recommends Approval).

Documents:

[Executive\\_Summary Reorganization of Animal Services 02-11-2020.pdf](#)  
[Draft Animal Control Technician 2020.pdf](#)  
[Classification and Compensation schedule.pdf](#)

5. Sumter County Authorizing Resolution for Florida Department of Transportation (FDOT) Section 5311 For Fiscal Year 2020-2021 (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_Florida Department of Transportation.pdf](#)  
[Section 5311 Application SFY2021 D5.pdf](#)

6. Approval of Release of Lien for Robert Duval and Whitney Rials (Staff Recommends Approval).

Documents:

[Executive\\_Summary.pdf](#)  
[Release\\_of\\_Lien.pdf](#)

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** \*Public Hearing and Consideration of Approval of Settlement Agreement with Carl Stephens, Petitioner, for Case S2018-0007.

**REQUESTED ACTION:** Staff Recommends Approval

**Meeting Type:** Regular Meeting                      **DATE OF MEETING:** 2/11/2020

**CONTRACT:**     N/A    Vendor/Entity: \_\_\_\_\_  
Effective Date:    Termination Date: \_\_\_\_\_  
Managing Division / Dept:    Choose a division/department.

**BUDGET IMPACT:** \_\_\_\_\_

**FUNDING SOURCE:** \_\_\_\_\_  
**Type:** N/A                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_

**HISTORY/FACTS/ISSUES:**

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**Petitioner Carl Stephens submitted application S2018-0007 to modify an existing special use permit relating to Parcel Nos. J23-121, J24A011, J23-127, J23-109, & J23-113 located 900-ft West of US Hwy 301 between CR 526 and SE 14th Pl. in the Sumterville area. On February 12, 2019, the Sumter County Board of County Commissioners denied the request. Petitioner Stephens served a Request for Relief, pursuant to the Florida Statutes §70.51, from the Sumter County Board of County Commissioners' denial of a request to modify a Special Use Permit. The matter was referred to a Special Magistrate for mediation. Mediation was held on May 30, 2019, resulting in the proposed agreement.**

**This issue was continued from the December 10, 2020 Commission meeting.**

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**Prepared by:** Karl Holley    **Grammarly Check**

## MEDIATED SETTLEMENT AGREEMENT

This Mediated Settlement Agreement (the "Agreement") is made by and among the Sumter County Board of County Commissioners, ("Sumter County") and Carl Stephens, an individual, ("Stephens") (collectively the "Parties") in consideration of the following promises, terms, and conditions set forth below:

(Each of the above Parties shall include singular and plural, their past, present and future permitted assigns, permitted transferees, successors, heirs, insurers, subsidiaries and affiliates, including, without limitation, each of their past, present and future elected officials, principals, officers, directors, shareholders, employees, attorneys, agents, predecessors and successors wherever the context so admits or requires of either Party)

### RECITALS

WHEREAS, Stephens is the owner of that certain property located in Sumter County, Florida approximately 900 feet west of US 301 between CR 526 and SE 14<sup>th</sup> Place (identified as parcel nos. J23-121, J24A011, J-23-127, J13-109, and J23-113) (hereafter referred to as the "Property"); and

WHEREAS, on October 16, 2015, Stephens obtained a Special Use Permit that allowed for sand excavation from the Property (the "2015 Special Use Permit") subject to a specific condition, "that trucks coming to and leaving (the Property) shall only utilize CR 526 to US 301;" and

WHEREAS, subsequent to the issuance of the 2015 Special Use Permit, Stephens was denied access across CR 526 to the Property; and

WHEREAS, Stephens was issued a Courtesy Notice of Violation on March 21, 2018 advising that he was operating in violation of the conditions of the 2015 Special Use Permit; and

WHEREAS, a code enforcement action was initiated against Stephens for failing to remedy the code violation identified in the March 21, 2018 Courtesy Notice of Violation, code enforcement action case number CE2018-0079; and

WHEREAS, the Sumter County Code Enforcement Special Magistrate heard case number CE2018-0079 on June 28, 2018, and issued an Order dated July 16, 2018 finding Stephens in violation of the conditions of the 2015 Special Use Permit and assessing costs associated therewith, a copy the Order on CE2018-0079 is attached hereto as Exhibit A; and

WHEREAS, Stephens applied to the County for a modification of the 2015 Special Use Permit to allow for an additional haul route on SE 14<sup>th</sup> Place, Petition Number S2018-007; and

WHEREAS, on February 12, 2019, the Sumter County Board of County Commissioners considered Petition Number S2018-007, and after public hearing, denied the petition; and

WHEREAS, on or about March 13, 2019, Stephens filed a Request for Relief Pursuant to Section 70.51, Florida Statutes, invoking the Florida Land Use and Environmental Dispute Resolution Act proceedings, the Request for Relief, including the petition for modification, is attached hereto as Exhibit B; and

WHEREAS, the parties selected Carlos Alvarez to serve as the Special Magistrate for the Section 70.51 Proceedings; and

WHEREAS, on May 30, 2019 the parties participated in mediation resulting in a mediated settlement agreement, subject to final approval by the Sumter County Board of County Commissioners; and

WHEREAS, the Property is a landlocked parcel with no recorded legal right of access, and Stephens has acquired and recorded an easement access agreement establishing lawful right of access to the Property from a public road; and

WHEREAS, the Parties have agreed to settle this matter as set forth in this Agreement; and

WHEREAS, the Parties desire to set forth the terms agreed to, without any of the Parties making any admission including, without limitation, any admission as to liability, to any other Party, as a good faith settlement of the disputes and controversies that are the subject of the Request for Relief.

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **RECITALS**. The Recitals set forth above are true and correct and incorporated herein.
2. **2015 SPECIAL USE PERMIT MODIFICATION**. The 2015 Special Use Permit is modified to:
  - a. Permit an alternative haul route to US 301 as expressly set forth in that certain easement access agreement to be provided in conjunction with this Agreement;
  - b. Require that the alternative haul route of SW 14<sup>th</sup> Place shall be improved with an asphalt surface from right-of-way of US 301 to the property line of Sumter County Parcel J23-115 and maintained as such to preclude the development of ruts and potholes, and to mitigate the generation of dust, and that such improvements shall be completed within 180 days of the date of this agreement; and
  - c. Be extended an additional five years, from the date of the execution of this Agreement.
3. **EASEMENT AGREEMENT**. Stephens shall obtain and provide to Sumter County a publicly-recorded document confirming his lawful easement rights to use an alternative access to US 301. This Easement Access Agreement is attached hereto as Exhibit C.

4. **RESOLUTION OF CODE ENFORCEMENT CASE.** Stephens shall pay all costs and attorney's fees incurred by Sumter County in this matter include Code Case No. CE2018-079 in the amount of \$4,233.54, as set forth in Exhibit D. Upon payment of the fees and costs as described above, County will waive its right to collect code enforcement fines assessed in the amount of \$39,700 and to release that certain code enforcement lien arising out of CE2018-079.

5. **DOT DRIVEWAY PERMIT.** Stephens shall obtain any necessary or required driveway permits from the Florida Department of Transportation to establish, use and maintain access to US 301 as a result of the use of the easement rights identified in Exhibit C.

6. **COUNTERPARTS.** This Agreement may be executed in counterparts and by electronic signature.

7. **AUTHORITY.** The undersigned individuals signing this Agreement on behalf of their respective Parties represent that they have full authority to execute this Agreement on behalf of their respective Party, and to bind their respective Party thereto. Furthermore, the Parties represent that they have obtained all approvals and consents necessary to execute this Agreement and bind the Parties and those that may make a claim by or through a Party.

8. **COMPLETE AGREEMENT.** This Agreement represents the entire agreement between the Parties with regard to the subject matter of this Agreement and all oral or written prior to contemporaneous agreements are merged herein and shall be of no force and effect. This Agreement may be modified only in writing and executed by all Parties.

9. **GOVERNING LAW AND VENUE.** This Agreement shall be interpreted under and its performance governed by the laws of the State of Florida, and venue for any action brought to enforce the Agreement shall be solely and exclusively in the state courts of competent jurisdiction in and for Sumter County, Florida.

10. **INDEPENDENT COUNSEL.** All Parties hereto acknowledge that they have had the benefit of independent counsel with regard to this Agreement and that this Agreement has been prepared as a result of the joint efforts of all Parties and their respective counsel. Accordingly, all Parties agree that the provisions of this Agreement shall not be construed or interpreted for or against any party hereto based upon authorship.

11. **NO ASSIGNMENT.** The Parties hereby warrant and represent to each other that they have not made any sale, assignment, transfer, conveyance or other disposition of any of their actual or potential claims, actions, cross claims, counterclaims, defenses and causes of action against each other and that they are authorized to execute, deliver and perform under this Agreement.

12. **SUCCESSORS AND PARTIES IN INTEREST.** This Agreement is binding upon all Parties and the respective officers, directors, shareholders, affiliates, parent companies, subsidiaries, related entities, employees, representatives, legal representatives, assigns, transferees, predecessors, heirs, partners, principals, attorneys and agents.

13. **CONSTRUCTION.** It is understood that this Agreement was negotiated and prepared by counsel for the Parties as a combined effort designed to meet their clients' desires and needs.

This Agreement shall be interpreted without regard to any presumption or rule requiring interpretation against the drafter or the party causing this Agreement to be prepared or revised.

**14. SEVERABILITY.** Wherever possible, each portion of this Agreement shall be interpreted in such a manner as to be valid, effective and enforceable under the applicable law. If any portion of this Agreement is held to be invalid by a court of competent jurisdiction under the terms hereof, such provision shall be severed therefrom and such invalidity shall not affect any other portion of this Agreement, the balance of which shall remain in, and have its intended, full force and effect.

**15. ATTORNEY'S FEES.** Each Party shall bear its own attorney's fees and costs, except as otherwise provided herein, with respect to the Request for Relief; however, in any legal action or other proceeding arising out of or relating to this Mediated Settlement Agreement including, without limitation, enforcement of the terms of this Agreement, the prevailing Party shall be entitled to recover their reasonable attorney's fees and court costs from the non-prevailing Party including reasonable attorney's fees incurred in connection with such dispute (including costs and fees incurred prior to the filing of any lawsuit, and also those costs including fees incurred at the trial court and appellate court levels, and fees and costs incurred litigating entitlement to, or the amount of, any fees and costs awarded under this provision), in addition to any other relief to which such Party or Parties may be entitled.

**16. LITIGATION.** Each Party hereby represents, warrants and covenants that there is no pending or threatened litigation, action or proceeding(s) affecting such Party concerning the matters contemplated in this Agreement which would affect, in any way, the execution, delivery and performance of this Agreement or the transactions contemplated hereby.

**17. NOTICE.** Any and all notices, demands or communications required or permitted to be given hereunder to any Party shall be in writing and sent by U.S. Mail, Certified Mail, Return Receipt Requested or by recognized overnight courier service at:

If to Sumter County:      Bradley Arnold  
County Administrator  
Sumter County Board of County Commissioners  
7375 Powell Road  
Wildwood, Florida 34785

If to Stephens:            Carl Stephens  
c/o S.M. Britt Hauling, Inc.  
6608 Jasper Street  
Bushnell, Florida 33513

Jonathan Huels, Esq.  
Lowndes, Drosdick, Doster, Kantor & Reed, P.A.  
215 North Eola Drive  
Orlando, Florida 32802-2809

Or to such other addresses as the Parties may hereafter provide to the other in writing as a notice of change of address. Each such notice, demand or other communication shall be effective upon receipt.

IN WITNESS WHEREOF, the Parties have executed this Mediated Settlement Agreement on the dates written below.

ATTEST:

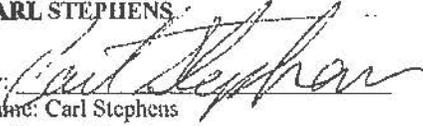
AS TO SUMTER COUNTY:

BOARD OF COUNTY COMMISSIONERS  
SUMTER COUNTY

\_\_\_\_\_  
Clerk of the Court

\_\_\_\_\_  
Chairman

CARL STEPHENS

By:   
Name: Carl Stephens  
Its: Owner / Petitioner

Date: \_\_\_\_\_

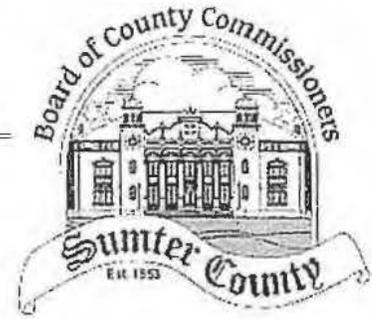
**EXHIBIT "A"**

# Board of County Commissioners

## Development Services Department

### Code Compliance Division

7375 Powell Road, Suite 115 • Wildwood, FL 34785 • Phone (352) 689-4467 • FAX: (352) 689-4461  
Website: <http://sumtercountyfl.gov>



COUNTY OF SUMTER (Petitioner)

File #: CE2018-0079

vs.

STEPHENS, CARL (Respondent)  
6608 JASPER ST  
BUSHNELL, FL 33513

## AFFIDAVIT OF NON-COMPLIANCE

STATE OF FLORIDA  
COUNTY OF SUMTER

BEFORE ME, the undersigned authority, Kevin Vann for Sumter County, personally appeared who after being sworn, deposes and says:

1. That on 06/28/2018, the Special Master held a public hearing and issued its Order in the above styled matter.
2. That, pursuant to said Order, Respondent was to have taken certain corrective action by or before 09/26/2018.
3. That staff personally conducted an inspection on 09/27/2018.
4. That the inspection revealed that the corrective action ordered has not been taken in that:

### Sumter County Code, Section(s)

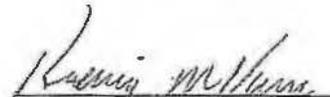
CE2018-0079

Violating Special Use Permit (S2015-0014) ingress/egress conditions

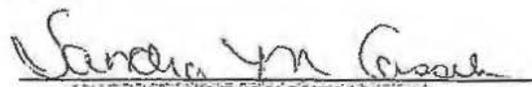
THE RESPONDENT HAS THE RIGHT TO REQUEST A HEARING TO CONTEST THIS AFFIDAVIT OF NON-COMPLIANCE.

IF THE RESPONDENT HAS NOT DONE SO WITHIN 20 DAYS, A LIEN WILL BE FILED.

FURTHER AFFIANT SAYETH NOT  
DATED this 09/28/2018.

  
\_\_\_\_\_  
Kevin Vann

Before me the above named Code Inspector, who personally known to me, did appear and execute the Affidavit of Non-Compliance this Friday, the 28th day of September, 2018.

  
\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION # 17-00061  
EXPIRES ON October 03, 2019  
I am Notary Public for the State of Florida

## Attorney Questionnaire

Inspector: KEVIN VANN

File #: CE2018-0079 OR 880 PG 670 Zoning: A5

Are you a qualified Inspector for Sumter County?  Yes  No

Do you maintain a written record of this case?  Yes  No

May we enter that record into evidence at this time and mark it as such?  Yes  No

May we return the record to the inspector at this time for use in the hearing process?  Yes  No

Are you familiar with property owned by: Property Owner Name: STEPHENS, CARL

Tenant Name: \_\_\_\_\_

Was a Notice of Hearing sent for today?  Yes  No How? Certified Mail?  Yes  No  
Posting?  Yes  No 6/14/18

What is the General Location of this property? SUMTERVILLE Parcel #: J23-121

What is the Property Address? CR 526, Sumterville, FL 33585

When did this case begin? 3/20/18

Have you had any occasion to visit the property?  Yes  No

Did you view any Code violations?  Yes  No

**What were those violations and can you explain them?**

CE2018-0079

Violating Special Use Permit (S2015-0014) ingress/egress conditions

Does this property have Homestead Exemption?  Yes  No

Was there any response from the property owner?  Yes  No

Are there any photographs?  Yes  No Who took them? Kevin Vann

Are the photos a true and accurate reflection of the property on the dates taken?  Yes  No

Date(s) Taken 6/14/2018

When was the last time you visited the property? 6/14/2018

Is property in compliance now?  Yes  No

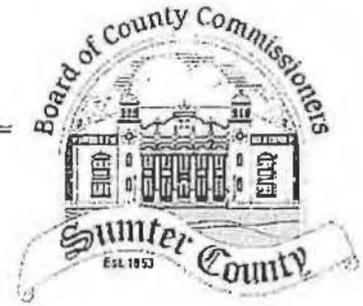
What is staff's recommendation?

**Witness has chance to ask questions of Inspector or state anything they want into record.**



**Board of County Commissioners**  
**Development Services Department**

Code Compliance Division  
7375 Powell Road, Suite 115 • Wildwood, FL 34785 • Phone (352) 689-4460 • FAX: (352) 689-4461  
Website: <http://sumtercountyfl.gov>



**SUMTER COUNTY**  
**CODE ENFORCEMENT SPECIAL MASTER**

SUMTER COUNTY, FLORIDA,  
Political subdivision of the State of Florida

Petitioner,  
VS.

CARL STEPHENS  
Respondent(s)

CASE #: CE2018-0079

**ORDER**

THIS CASE came to be heard by the Sumter County Special Master (SM) on June 28, 2018. Pursuant to Chapter 162, Florida Statutes and Sumter County Ordinance 2008-02, and after hearing sworn testimony, reviewing the evidence, hearing arguments and being otherwise fully informed, it is ORDERED as follows:

**FINDINGS OF FACT**

1. The real property which is the subject of this case ("Property") is located at . The Property is described as: Folio No.: J23-121, Legal Description: S-T-R: 232022

THE N1/2 OF THE N1/2 OF THE W1/2 OF THE E1/2 OF THE NE1/4 AND N1/2 OF N1/2 OF E1/2 OF E1/2 OF NE1/4

2. That CARL STEPHENS is/are the current owner(s) of record of the Property.
3. On April 04, 2018, Sumter County Code Compliance Department served written Notice of Violation to CARL STEPHENS.
4. Pursuant to the Notice of Violation, all violations were to be corrected and the Property brought into compliance with Sumter County Codes on or before the date included in the notice.

Violating Special Use Permit (S2015-0014) ingress/egress conditions

5. That a Notice of Hearing dated May 24, 2018, concerning the above-stated violations was served on CARL STEPHENS.
6. That the following were in attendance and provided testimony and/or evidence at the public hearing:

Carl Stephens, respondent, and David Springstead, representative for the respondent, were present.

**CONCLUSION OF LAW**

7. Based upon the above Findings of Fact, on the gravity of the violation(s), the actions taken by the Respondent, the Respondent's history, and after hearing sworn testimony, reviewing the evidence, hearing arguments and being otherwise fully informed, it is found that the Property continues to be in violation as follows:

Violating Special Use Permit (S2015-0014) ingress/egress conditions

8. Respondent(s) is/are to correct the above violation(s) on or before September 26, 2018. Upon Development Services receipt of an Affidavit of Non-Compliance from a Sumter County Inspector stating that the violations have not been corrected by the date set forth, staff costs and a fine of 100.00 per day shall commence for each and every day any violation described herein continues past September 26, 2018. Pursuant to Section 162.09(1), Florida Statutes, a hearing shall not be necessary prior to imposing such fine.

**IT IS THE RESPONSIBILITY OF THE RESPONDENT(S) TO NOTIFY CODE ENFORCEMENT STAFF AT(352) 689-4460, ON OR BEFORE THE COMPLIANCE DATE TO DEMONSTRATE TO SUMTER COUNTY'S SATISFACTION THAT THE VIOLATION(S) HAVE BEEN CORRECTED.**

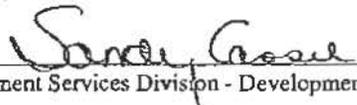
9. Section 162.11, Florida Statutes, provides as follows:  
162.11 Appeals. - An aggrieved party, including the local governing body, may appeal a final administrative order of an enforcement board to the circuit court. Such an appeal shall not be a hearing de novo, but shall be limited to appellate review of the record created before the enforcement board. An appeal shall be filed within 30 days of the execution of the order to be appealed.
- 10 Failure to comply with this Order within the specific times set forth above will result in the recordation of this Order in the Public Records, which constitutes a lien against the Property on which the violation(s) exist and upon any other real or personal property owned by the Respondent. Such lien may be foreclosed and the Property sold to enforce such lien. If such lien is filed, you will be assessed all cost incurred in recording and satisfying this lien.
- 11 After three (3) months from the recordation date of such lien, if the fines and fees remain unpaid, the Attorney is authorized to foreclose, collect or settle such lien using any legal or equitable remedies available under the law.

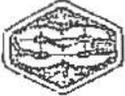
DONE AND ORDERED THIS 16 DAY OF July, 2018

COUNTY OF SUMTER  
CODE ENFORCEMENT SPECIAL MASTER

BY:   
SPECIAL MASTER

ATTEST:

  
Development Services Division - Development Technician



**Springstead  
Engineering, Inc.**  
Consulting Engineers - Planners

727 South 14th Street  
Lecsburg, Florida 34748

Phone (352) 787-3414  
Sumter (352) 793-3639  
Fax (352) 787-7221

TO: Sumter County Development Services  
Code Compliance Department  
7375 Powell Road, Suite 115  
Wildwood, Florida 34785

Date: 10/17/18 Job No.: 1510009.000  
Attention: Ms. Sandy Cassels  
RE: Cari Stephens - File #CE2018-0079

WE ARE SENDING YOU  Enclosed  under separate cover via \_\_\_\_\_ the following items:

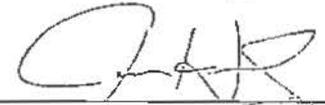
Copies	Date	No.	Description
1	10/16/18	1	Letter requesting hearing

THESE ARE TRANSMITTED as checked below:

For Approval  Approved as submitted  Approved for payment

REMARKS: *Thank you Sandy.*

COPY TO:

SIGNED:   
Jason Hurley, Project Engineer

Received by: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date & Time: \_\_\_\_\_

RECEIVED

OCT 17 2018

SUMTER COUNTY  
DEVELOPMENT SERVICES

REC'D CIVIL ENGINEERING

OCT 17 2018

RECEIVED



**Springstead  
Engineering, Inc.**  
Consulting Engineers - Planners

727 South 14th Street  
Leesburg, Florida 34748

Lake (352) 787-1414  
Sumter (352) 793-3639  
Fax (352) 787-7221

October 16, 2018

Ms. Sandy Cassels  
Sumter County Development Services  
Code Compliance Department  
7375 Powell Road, Suite 115  
Wildwood, Florida 34785

RE: Carl Stephens  
Response to Notice of Violation  
File #CE2018-0079

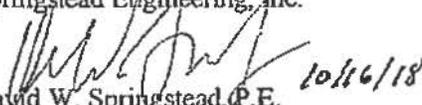
Dear Ms. Cassels:

We received a copy of the Affidavit of Non-Compliance – File #: CE2018-0079 dated September 28, 2018 regarding corrective actions not being taken.

We respectfully request a hearing to contest this affidavit of non-compliance and to demonstrate our current progress in the Modification of the Special Use Permit currently in effect, to mitigate the violation.

Should you have any questions or comments, please contact my office.

Sincerely,  
Springstead Engineering, Inc.

  
David W. Springstead, P.E. 10/16/18  
Florida Registration No. 48229

DWS/jal

Attachments

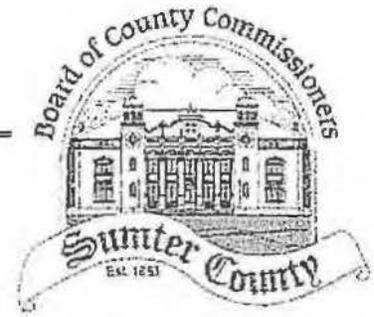
Cc: Carl Stephens

# Board of County Commissioners

## Development Services Department

### Code Compliance Division

7975 Powell Road, Suite 115 • Wildwood, FL 34785 • Phone (352) 689-4467 • FAX: (352) 689-4461  
Website: <http://sumtercountyfl.gov>



COUNTY OF SUMTER (Petitioner)

File #: CE2018-0079

vs.

STEPHENS, CARL (Respondent)  
6608 JASPER ST  
BUSHNELL, FL 33513

## AFFIDAVIT OF NON-COMPLIANCE

STATE OF FLORIDA  
COUNTY OF SUMTER

BEFORE ME, the undersigned authority, Kevin Vann for Sumter County, personally appeared who after being sworn, deposes and says:

1. That on 06/28/2018, the Special Master held a public hearing and issued its Order in the above styled matter.
2. That, pursuant to said Order, Respondent was to have taken certain corrective action by or before 09/26/2018.
3. That staff personally conducted an inspection on 09/27/2018.
4. That the inspection revealed that the corrective action ordered has not been taken in that:

Sumter County Code, Section(s)

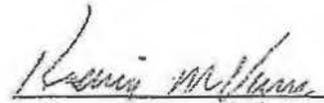
CE2018-0079

Violating Special Use Permit (S2015-0014) ingress/egress conditions

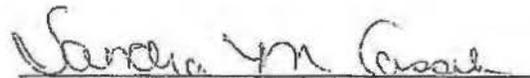
THE RESPONDENT HAS THE RIGHT TO REQUEST A HEARING TO CONTEST THIS AFFIDAVIT OF NON-COMPLIANCE.

IF THE RESPONDENT HAS NOT DONE SO WITHIN 20 DAYS, A LIEN WILL BE FILED.

FURTHER AFFIANT SAYETH NOT  
DATED this 09/28/2018.

  
\_\_\_\_\_  
Kevin Vann

Before me the above named Code Inspector, who personally known to me, did appear and execute the Affidavit of Non-Compliance this Friday, the 28th day of September, 2018.

  
\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES 09/30/2019  
STATE OF FLORIDA  
Notary Public  
Sumter County, Florida

**Board of County Commissioners**  
**Development Services Department**

**Code Compliance Division**

7375 Powell Road, Suite 115 • Wildwood, FL 34785 • Phone (352) 689-4467 • FAX: (352) 689-4461  
Website: <http://sumtercountyfl.gov>



**NOTICE OF HEARING**

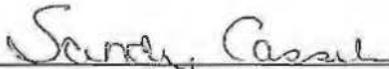
File #: CE2018-0079

STEPHENS, CARL  
6608 JASPER ST  
BUSHNELL, FL 33513

YOU ARE NOTIFIED that a public hearing concerning Sumter County Code Violations as alleged in the STATEMENT OF VIOLATION AND REQUEST FOR HEARING attached to this NOTICE and incorporated herein by reference will be held before the Sumter County Special Master on 6/28/2018, at 9:00 AM located at 215 E. McCollum Ave, Historic Courtroom, Bushnell, FL 33513.

At the hearing, the Special Master will hear testimony and receive evidence concerning the alleged violations and at the conclusion of the hearing shall issue an order.

I CERTIFY that a copy of this Notice of Hearing has been furnished by certified mail or personal service to the above named addressee, this 5/24/2018.

  
Sumter County Code Compliance

Any person who may feel the need to appeal any decision with respect to any matter considered at this hearing is hereby notified that a verbatim record of the proceedings, or a portion thereof, may be necessary for such purpose, and that the County assumes no responsibility for providing such record.

Persons with disabilities and needing assistance to participate in any of these proceedings should contact the Sumter County Administration office at 352-689-4400, 48 hours in advance of the scheduled meeting. If you are hearing or voice impaired, call 1-800-955-8771.

SEE ATTACHED SHEETS FOR IMPORTANT INFORMATION

92 7299 9992 7034 5911 4907

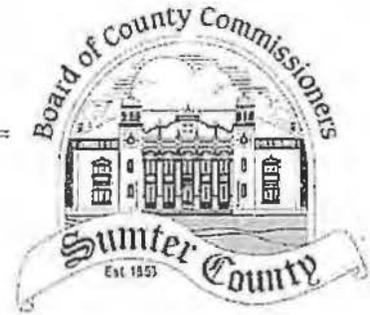
## Important Information Regarding Code Compliance Hearings

1. Please be advised that even if the violation contained in the Statement of Violation has been corrected prior to the time set forth for the scheduled hearing, the violation may still be heard and action taken.
2. You may have witnesses subpoenaed to testify on your behalf. If you wish subpoenas issued, please contact the Building Department at (352) 689-4460 at least (7) days prior to the scheduled hearing date and give the name and address of persons to be subpoenaed. You will be responsible for having the subpoenas properly served and paying for any costs incurred.
3. For your information, hearings shall be conducted as follows:
  - a. The Statement of Violations will be read.
  - b. The alleged violator will be asked if he/she wishes to contest the charges.
  - c. If the charges are not contested, the Special Master may issue an Order directing compliance or authorize further civil or criminal proceedings pursuant to Sumter County Ordinance 08-2.
  - d. If the charges are contested, Code Compliance shall present its case and the alleged violator shall present his or her case. The case shall be presented by an attorney, or by the Inspector, or other member of staff. The alleged violator's case may be presented by him/herself, an attorney, or other representative chosen by the alleged violator.
  - e. The parties may call witnesses and all witnesses shall be sworn. All testimony shall be under oath and shall be recorded by the Secretary present.
  - f. Formal rules of evidence shall not apply, but fundamental due process shall be observed and govern all proceedings. Minutes shall be kept of all hearings, and all hearings and proceedings shall be open to the public.
  - g. Both parties may cross-examine witnesses and present rebuttal evidence.
  - h. The Special Master may call, question, and take testimony from the Inspector, alleged violator, and any witness.
  - i. After all evidence has been submitted, the Special Master shall close the presentation of evidence.
  - j. Any order to comply shall contain Findings of Fact and Conclusions of Law based on the evidence of record, and shall include an order. The decision shall be announced as an oral order at the hearing and shall be reduced to writing and mailed to all parties.
  - k. If the Special Master finds for a violation, its written order shall be issued as an Order To Comply. Such order shall establish a date certain for compliance and further action to be taken if the deadline for compliance is not met. In determining corrective and punitive actions, the Special Master shall consider the following factors:
    - 1) The gravity of the violation.
    - 2) Any actions taken by the violator to correct the violation.
    - 3) Any previous violations committed by the violator.

**Board of County Commissioners**  
**Development Services Department**

**Code Compliance Division**

7375 Powell Road, Suite 115 • Wildwood, FL 34785 • Phone (352) 689-4467 • FAX: (352) 689-4461  
Website: <http://sumtercountyfl.gov>



**COUNTY OF SUMTER (Petitioner)**

File #: CE2018-0079

vs.

**STEPHENS, CARL (Respondent)**

cc:

**STATEMENT OF VIOLATION AND REQUEST FOR HEARING**

Pursuant to Sumter County Ordinance 08-2, the undersigned Code Secretary hereby gives notice of an uncorrected violation of the laws of Sumter County, more particularly described as follows, and requests a public hearing before the Special Master, Sumter County, Florida.

1. Violation of Code(s):

CE2018-0079

Violating Special Use Permit (S2015-0014) ingress/egress conditions

2. Property Owner(s):

STEPHENS, CARL

3. Location of Violation:

4. Legal Description of Property where violation exists:

Parcel #: J23-121 Section/Township/Range: 232022

Subdivision: Tract:

Block: Lot(s):

Legal Description (partial):

THE N1/2 OF THE N1/2 OF THE W1/2 OF THE E1/2 OF THE NE1/4 AND N1/2 OF N1/2 OF E1/2 OF E1/2 OF NE1/4

5. Date Violation first Observed: 3/20/2018

6. Date Property owner issued notice of violation: 4/4/2018

7. Date of Notice of Violation Inspection: 4/20/2018

The undersigned Code Secretary hereby certifies that the above-described violation continues to exist, that attempts to secure compliance with the laws of Sumter County have failed as aforesaid, and that the violation should be referred to the Code Special Master, Sumter County for a public hearing.

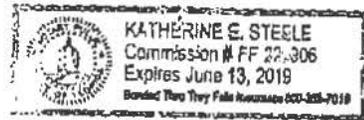
DATED this Thursday, the 24th day of May, 2018.

Sandy Cassels  
Sandy Cassels

---

Before me the above named Code Secretary, who personally known to me, did appear and execute the Statement of Violation and Request for Hearing this Thursday, the 24th day of May, 2018.

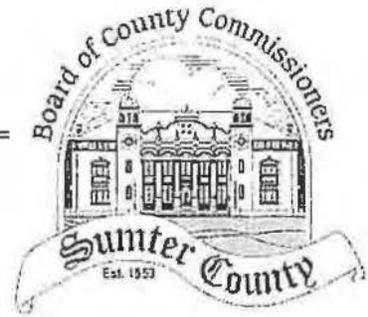
Katherine E. Steele  
NOTARY PUBLIC



**Board of County Commissioners**  
**Development Services Department**

Code Compliance Division

7375 Powell Road, Suite 115 • Wildwood, FL 34785 • Phone (352) 689-4460 • FAX: (352) 689-4461  
Website: <http://sumtercountyfl.gov>



**NOTICE OF VIOLATION**

4/4/2018

File #: CE2018-0079

CARL STEPHENS  
6608 JASPER ST  
BUSHNELL, FL 33513

Dear CARL STEPHENS:

We have requested you to correct the Sumter County Code violations on your property located at:

Parcel #: J23-121      Section/Township/Range: 232022  
Subdivision:      Tract:  
Block:      Lot(s):  
Legal Description (partial):  
THE N1/2 OF THE N1/2 OF THE W1/2 OF THE E1/2 OF THE NE1/4 AND N1/2 OF N1/2 OF E1/2 OF E1/2 OF NE1/4

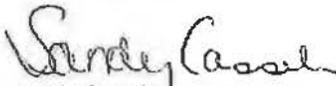
However, they have not been corrected as of this date; therefore, we must now insist the following violation(s) be corrected:

CE2018-0079

Violating Special Use Permit (S2015-0014) ingress/egress conditions

Failure to correct the above violations before April 19, 2018, will result in this matter being referred to the Special Master for a public hearing.

Sincerely,

  
Sandy Cassels

Development Technician

91 7199 9991 7034 5911 3931  
TELE 1165 4602 1666 6672 16



REDUCED INTO EVIDENCE

PUBLIC HEARING

Kevin ~~Quinn~~ Yarn

10/26/11



**HEARING NOTICE**

PROPERTY OF THE COUNTY OF  
SANTA BARBARA, CALIFORNIA  
COUNTY CLERK

PRODUCED INTO EVIDENCE  
PUBLIC HEARING

DATE: 6/21/18  
Devin Kavan 2



PRODUCED INTO EVIDENCE  
PUBLIC WORKS DEPARTMENT  
Kevin Vonn  
6/20/18

3

# HEARING NOTICE

**THIS PROPERTY WILL BE CONSIDERED  
FOR OFFICIAL ACTION DUE TO A PENDING  
CODE ENFORCEMENT CASE**

---

HEARING DATE: 06/28/2018 TIME: 9:00 AM

HEARING PLACE: 215 E. McCollum Ave, Historic Courtroom, Bushnell, FL 33513

**HEARING AUTHORITY**

- SUMTER COUNTY SPECIAL MASTER  
 OTHER

FOR FURTHER INFORMATION, CALL (352) 689-4460

REFER TO CASE NO. CE2018-0079

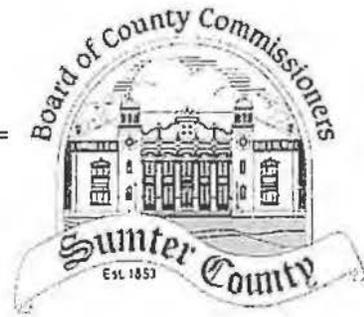
---

**Sumter County Code Compliance Department  
7375 Powell Road, Suite 115  
Wildwood, FL 34785**

**Board of County Commissioners**  
**Development Services Department**

Code Compliance Division

7375 Powell Road, Suite 115 • Wildwood, FL 34785 • Phone (352) 689-4467 • FAX: (352) 689-4461  
Website: <http://sumtercountyfl.gov>



COUNTY OF SUMTER (Petitioner)

File #: CE2018-0079

vs.

STEPHENS, CARL (Respondent)

cc:

**AFFIDAVIT PROOF OF NOTICE**

STATE OF FLORIDA  
COUNTY OF SUMTER

BEFORE ME, the undersigned authority, personally appeared KEVIN VANN for Sumter County, who after being sworn, deposes and says:

That on Thursday, June 14, 2018, he posted a copy of the Request for Hearing at the property upon which the violation exists.

The property is known as:

Section/Township/Range: 232022

Subdivision:

Tract:

Block:

Lot(s):

Legal Description (partial):

THE N1/2 OF THE N1/2 OF THE W1/2 OF THE E1/2 OF THE NE1/4 AND N1/2 OF N1/2 OF E1/2 OF E1/2 OF NE1/4

That, pursuant to F.S. 162.12 2 (b) 1, he has also posted the Request for Hearing at the front door of the courthouse in Sumter County.

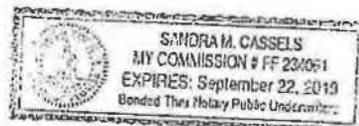
That a copy of the Request for Hearing has been sent certified, return receipt mail.

FURTHER AFFIANT SAYETH NOT  
DATED this Thursday, June 14, 2018.

KEVIN VANN

Before me the above named Inspector, who personally known to me, did appear and execute this Proof of Notice this Thursday, the 14th day of June, 2018.

NOTARY PUBLIC





**Springstead  
Engineering, Inc.**  
Consulting Engineers - Planners

727 South 14th Street  
Leesburg, Florida 34748

Lake (352) 787-1414  
Sumter (352) 793-3639  
Fax (352) 787-7231

October 16, 2018

Ms. Sandy Cassels  
Sumter County Development Services  
Code Compliance Department  
7375 Powell Road, Suite 115  
Wildwood, Florida 34785

RE: Carl Stephens  
Response to Notice of Violation  
File #CE2018-0079

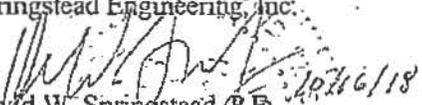
Dear Ms. Cassels:

We received a copy of the Affidavit of Non-Compliance – File #: CE2018-0079 dated September 28, 2018 regarding corrective actions not being taken.

We respectfully request a hearing to contest this affidavit of non-compliance and to demonstrate our current progress in the Modification of the Special Use Permit currently in effect, to mitigate the violation.

Should you have any questions or comments, please contact my office.

Sincerely,  
Springstead Engineering, Inc.

  
David W. Springstead, P.E.  
Florida Registration No. 48229

DWS/jal

Attachments:

Cc: Carl Stephens

# Board of County Commissioners

## Development Services Department

### Code Compliance Division

7375 Powell Road, Suite 115 • Wildwood, FL 34785 • Phone (352) 689-4467 • FAX: (352) 689-4461  
Website: <http://sumtercountyfl.gov>



COUNTY OF SUMTER (Petitioner)

File #: CE2018-0079

vs.

STEPHENS, CARL (Respondent)  
6608 JASPER ST  
BUSHNELL, FL 33513

## AFFIDAVIT OF NON-COMPLIANCE

STATE OF FLORIDA  
COUNTY OF SUMTER

BEFORE ME, the undersigned authority, Kevin Vann for Sumter County, personally appeared who after being sworn, deposes and says:

1. That on 06/28/2018, the Special Master held a public hearing and issued its Order in the above styled matter.
2. That, pursuant to said Order, Respondent was to have taken certain corrective action by or before 09/26/2018.
3. That staff personally conducted an inspection on 09/27/2018.
4. That the inspection revealed that the corrective action ordered has not been taken in that:

### Sumter County Code, Section(s)

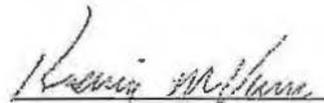
CE2018-0079

Violating Special Use Permit (S2015-0014) ingress/egress conditions

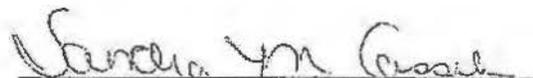
THE RESPONDENT HAS THE RIGHT TO REQUEST A HEARING TO CONTEST THIS AFFIDAVIT OF NON-COMPLIANCE.

IF THE RESPONDENT HAS NOT DONE SO WITHIN 20 DAYS, A LIEN WILL BE FILED.

FURTHER AFFIANT SAYETH NOT  
DATED this 09/28/2018.

  
\_\_\_\_\_  
Kevin Vann

Before me the above named Code Inspector, who personally known to me, did appear and execute the Affidavit of Non-Compliance this Friday, the 28th day of September, 2018.

  
\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES  
SEP 12 2019

### Sumter County Property Appraiser

update: 02/2018  
**PARCEL ID: J23-121**  
View Lower Parcel | View Higher Parcel

Department: Property Appraiser

Owner's Name	STEPHERS CARL		
Site Address	. FL		
Mail Address	6608 JASPER ST, BUSHNELL, FL 33513		
Use Desc. (rhd)	AGRICULTURAL (04000)		
Sec/Twp/Rng	13/20/22	Neighborhood	3003
Year Built		Tax District	County (1001)
Heated Area	0 (SF)	Market Area	1
Description	NOTE: This description is not to be used as the Legal Description for this parcel in any legal transactions. THE N1/2 OF THE N1/2 OF THE W1/2 OF THE E1/2 OF THE NE1/4 AND N1/2 OF N1/2 OF E1/2 OF NE1/4		

Property's Assessable Values

Land Value	\$2,430.00
Market Value	\$79,690.00
Assessed Value	\$2,430.00
Total Taxable Value	\$2,430.00
Exemptions	None \$0.00

Sales History

Sale Date	OR Book/Page	OR Inst.Type	Sale Vn (Qual)	Sale Price	Grantor
09/2008	832/630	WD	V (U)	\$0.00	STEPHERS CARL
09/2008	880/670	QC	V (U)	\$0.00	STEPHERS CARL
04/2009	799/123	WD	V (Q)	\$90,000.00	STEPHERS CARL
01/1900	0/0		I (U)		STEPHERS CARL

Building Characteristics

#	Bldg Style	Bldg Use (code)	Wall Type	EN Year Built	Area Breakdown
NONE					

Land Breakdown

#	Land Use	Land Units	Frontage	Depth
1	Native Pasture (6040V)	5.00 Acre		
2	Improved Pasture (8010V)	15.00 Acre		

Misc Features

#	Description (code)	Units (sqft)	EW Year
NONE			

### 2017 Certified Values

Parcel List Creator | Reprints Tax Record | 2015 Property Card  
2017 TRM (pdf) | Print

Result 1 of 1



Show Similar Sales in 1/2 mile radius

Sumter County Property Appraiser - Roll Year: 2017 updated: 6/21/2018

Result 1 of 1

**DISCLAIMER**

This information was derived from data which was compiled by the Sumter County Property Appraiser Office solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of the ownership of property or market value. No warranties, expressed or implied, are provided for the accuracy of the data herein, it's use, or it's interpretation. Although regularly updated, this information may not reflect the data currently on file in our office.

**Notice**

Under Florida Law, e-mail addresses are public record. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.



August 3, 2018

Dear Sandy 79 Cassels:

The following is in response to your request for proof of delivery on your item with the tracking number: 9171 9999 9170 3459 1149 07.

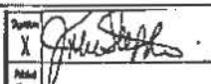
#### Item Details

<b>Status:</b>	Delivered, To Agent
<b>Status Date / Time:</b>	May 26, 2018, 1:07 pm
<b>Location:</b>	BUSHNELL, FL 33513
<b>Postal Product:</b>	First-Class Mail®
<b>Extra Services:</b>	Certified Mail™ Return Receipt Electronic

#### Shipment Details

**Weight:** 1lb, 14.3oz

#### Recipient Signature

Signature of Recipient:	
Address of Recipient:	

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,  
United States Postal Service®  
475 L'Enfant Plaza SW  
Washington, D.C. 20260-0004



August 7, 2018

Dear Sandy 79 Cassels:

The following is in response to your request for proof of delivery on your item with the tracking number:  
9171 9999 9170 3966 6447 20.

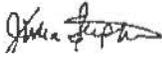
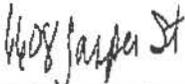
#### Item Details

<b>Status:</b>	Delivered
<b>Status Date / Time:</b>	July 26, 2018, 3:50 pm
<b>Location:</b>	BUSHNELL, FL 33513
<b>Postal Product:</b>	First-Class Mail®
<b>Extra Services:</b>	Certified Mail™ Return Receipt Electronic

#### Shipment Details

<b>Weight:</b>	1lb, 4.8oz
----------------	------------

#### Recipient Signature

Signature of Recipient:	
Address of Recipient:	

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,  
United States Postal Service®  
475 L'Enfant Plaza SW  
Washington, D.C. 20260-0004



Date: April 11, 2018

Sandy 79 Cassels:

The following is in response to your April 11, 2018 request for delivery information on your Certified Mail™ item number 9171999991703459113931. The delivery record shows that this item was delivered on April 9, 2018 at 11:53 am in BUSHNELL, FL 33513. The scanned image of the recipient information is provided below.

Signature of Recipient :

A handwritten signature in cursive script that reads "Carl Styer".

Address of Recipient :

A handwritten address in cursive script that reads "6608 Jensen Street".

Thank you for selecting the Postal Service for your mailing needs.

If you require additional assistance, please contact your local Post Office or postal representative.

Sincerely,  
United States Postal Service



UNITED STATES  
POSTAL SERVICE

CE2018-0079

Date Produced: 07/30/2018

SUMTER COUNTY BOCC:

The following is the delivery information for Certified Mail™ item number 7199 9991 7039 6664 4720. Our records indicate that this item was delivered on 07/26/2018 at 03:50 p.m. in BUSHNELL, FL 33513. The scanned image of the recipient information is provided below.

Signature of Recipient :

Address of Recipient :

6608 Jasper St

Thank you for selecting the Postal Service for your mailing needs. If you require additional assistance, please contact your local post office or Postal Service representative.

Sincerely,  
United States Postal Service

The customer reference number shown below is not validated or endorsed by the United States Postal Service. It is solely for customer use.

Customer Reference Number: 1396794 33525106code

69.50  
Credit

**SUMTER COUNTY ZONING AND ADJUSTMENT BOARD**  
**September 21, 2015**

**BOARD OF SUMTER COUNTY COMMISSIONERS**  
**October 13, 2015**

R-2  
P-2  
E

**CASE NO.:** S2015-0014

**APPLICANT:** Carl Stephens

**REPRESENTATIVE:** David Springstead

**REQUESTED ACTION:** Major Special Use Permit to allow sand excavation up to a maximum of 500,000 cubic yards.

**LEGAL DESCRIPTION:** Sec. 13, Twp. 20S, Rng. 22E: Beg at SW cor of sec run N 210' E 330' S 210' W to POB &

Sec. 23, Twp. 20S, Rng. 22E: N1/2 of NE1/4 of NE1/4 & beg at NE cor of SW1/4 of NE1/4 of NE 1/4 run S 258' thence W 240' S 112.50' W 420.97' N 370.50' E 660.7' to POB & SE1/4 of NE1/4 of NE1/4 &

Sec. 24, Twp. 20S, Rng. 22E: Lots 7 & 8 Barwicks Add to Sumterville PB 1 PG 21

**PARCEL NUMBERS:** J13=109, J23=121, J23=127 & J24A011

**EXISTING ZONING:** A5, non-compliant A5 & RR5

**EXISTING USE:** Vested sand pit & unapproved sand pit

**FUTURE LAND USE:** Agriculture

**PARCEL SIZE:** 46.56 acres MOL

**GENERAL LOCATION:** Sumterville area

**COMMISSIONER DISTRICT:** 2

**SURROUNDING LAND USE:**

**NORTH:** Agriculture & Rural Residential

**SOUTH:** Agriculture

**EAST:** Agriculture

**WEST:** Agriculture

**SURROUNDING ZONING:**

**NORTH:** RR2.5C – vacant

**SOUTH:** A5 & RR5 – vacant

**EAST:** A5 – sand pit

**WEST:** RR – mobile homes & residence

**CASE SUMMARY:**

The applicant is requesting approval of a Major Special Use Permit to allow sand excavation of up to a maximum of 500,000 cubic yards. All excavation will be above the existing groundwater table. The subject property is located west of US 301 on the south side of an unnamed easement that is approximately 1/10 mile west of the west end of CR 526. Access will be from CR 526.

Parcel J24A011 is vested for and currently being used for sand excavation. Parcels J13=109, J23=121, J23=127 are currently being used for sand excavation without an approved Special Use Permit.

There is an active code case (CE2015-0125) on parcel J23=121 for operating a sand excavation operation without the proper approval.

**CASE ANALYSIS:**

Pursuant to Section 13-143, Sumter County Land Development Code, the proposed special use must meet the following requirements for approval (Staff's review of each of the findings is provided in *italic text*):

The use must be in harmony with the purpose and intent of this chapter.

*Section 13-771 of the Sumter County Land Development Code provides for specific standards for excavation. The following provides the standards from Section 13-771 and staff assessment of compliance with the standards.*

Excavation is permissible as a permitted or special use where indicated by use 6.100 on Table 13-362A and intended to provide for such use in a manner that has the least possible adverse impact to the community.

*The subject property has a future land use of Agriculture and current zonings of A5, non-compliant A5, and RR5. Excavation is allowed as a*

*special use within the A5 and RR5 zonings. The current use of the property is sand excavation.*

Special use excavation permits are issued jointly to the property owner and excavator designated therein. A change in owner or excavator shall be reported to the commission, in writing, by certified mail, within thirty (30) days of such change by the new owner or excavator.

*This special use permit will be issued to Carl Stephens, as property owner and excavator.*

No excavation shall occur within fifty (50) feet of adjoining property owned by others or the right-of-way of any public road or street.

*The area proposed for excavation at this location is at a minimum of fifty (50) feet from the property boundary.*

*These large separation areas will assist in minimizing the impact of the restoration and excavation activities on surrounding properties.*

As specified in the special use approval, the authority may impose appropriate screening requirements.

*Screening to provide a visual barrier is required on the south and west property boundaries. Screening is not required along the north and east property boundaries.*

The area being lowered shall be sloped at a rate of not more than one (1) foot vertically to three (3) feet horizontally.

*The proposed excavation plan shows the slope of the area being lowered at a rate of five (5) feet vertically to one (1) foot horizontally.*

Upon completion, the excavation area shall be reclaimed so as to permit use of the land in conformity with the existing land use zone and usage of the surrounding area.

*The existing land use zones on the subject parcels are A5 and RR5. According to Table 13-366A of the Sunter County Land Development Code, A5 is equivalent to the RR5C land use zone. The RR5C land use zone allows for residential and agricultural uses. The applicant has proposed to reclaim the site for future agriculture uses upon completion of the sand excavation activities.*

Blasting is considered a mining activity and is expressly prohibited as an excavation activity.

*No blasting is proposed.*

The use must be compatible with surrounding uses and existing and anticipated land use patterns in the area and must not be detrimental to the neighborhood environment and must not unduly infringe on the rights of property owners in the vicinity of the use.

*The future land use of the surrounding properties is Agriculture and Rural Residential with a mix of A5, RR5, RR, and RR2.5C zonings.*

*The existing development pattern of the surrounding areas consists of vacant agricultural land to the south, residentially developed agricultural land to the west, and approved sand mining operations to the north and east.*

The use must not adversely affect the public interest. Adequate traffic circulation, sanitary, utility, drainage, refuse management, emergency services and similar necessary facilities and services shall be available for the use. A use shall not create hazardous vehicular or pedestrian traffic conditions, or parking congestion, or generate traffic that exceeds the capability of roads and streets serving the use, or otherwise affect public safety. It shall not adversely affect the county's ability to provide essential public services. A vehicular parking or traffic problem must not be created, and the vehicular average daily traffic created on local roads must not be increased by more than five (5) percent. Staff, reviewing agencies, and the commission may rely on input from the Florida Department of Transportation, the Florida Highway Patrol, and the Sumter County Sheriff's office in making this determination.

*The applicant has proposed traffic generation of a maximum of 100 loads per day, six days per week. Traffic information needs to be provided to ensure the vehicular average daily traffic created on local roads is not increased by more than five (5) percent.*

The site must be suitable for the proposed use, considering flood hazard, drainage, soils, and other conditions which may pose a danger to life, health, or property. The location, construction, operation, and maintenance of the use shall have no more than a minimal adverse effect on the environment and public health, safety, and welfare. If found necessary and effective, the site upon which the use is located shall have screening and buffering sufficient to minimize interference with the enjoyment of surrounding properties. The impact of nuisance or hazardous features involved in the use shall be minimized by buffers such as screening or open areas.

*Screening to provide a visual barrier is required on the south and west property boundaries. Screening is not required along the north and east property boundaries.*

**DEVELOPMENT SERVICES DIVISION STAFF CONCLUSIONS:**

Staff finds the application sufficient and in compliance with the minimum requirements of the Sumter County Land Development Code and recommends approval subject to the following conditions:

- Any change in the ownership of the subject property or excavator shall be reported to the County within 30 days. The conditions of this special use are binding on all future property owners or excavators.
- This special use permit shall expire five (5) years from the commencement of restoration/excavation activities. The excavator shall notify the County upon commencement of restoration/excavation activities;
- The area being lowered shall be sloped at a rate of not more than one (1) foot vertically to three (3) feet horizontally.
- Traffic information is to be provided to ensure the vehicular average daily traffic created on local roads is not increased by more than five (5) percent.
- Engineering plan approval by the Sumter County Development Review Committee of the final restoration/excavation plans shall be obtained prior to commencement of any restoration/excavation activities;
- All outside agency permits and monitoring reports shall be provided to the County;
- Trucks coming to and leaving the site shall only utilize CR 526 to US 301.
- If the County utilizes a consultant for the enforcement of the conditions of this special use permit, then the property owner/applicant shall reimburse the County within 90 days of the demand for payment sent to the property owner/applicant by certified mail for the actual cost of the consultant for the enforcement activities. Failure to reimburse the County shall result in the immediate expiration of this special use permit;
- County personnel shall be allowed to access the site at all times to perform unscheduled monitoring inspections;
- Suspension, expiration, or revocation of any other agency permit shall result in the immediate suspension, expiration, or revocation of this special use permit;

- o Notwithstanding the previous expiration conditions, this special use permit may be suspended or revoked by the Board of County Commissioners consistent with Section 13-144(e), Sumter County Land Development Code.

**Notices Sent:**     **12**           **(In favor)**           **2**           **(In objection)**           **2**

**Zoning & Adjustment Board Recommendation: Approval (5-0) with the following conditions:**

- o Any change in the ownership of the subject property or excavator shall be reported to the County within 30 days. The conditions of this special use are binding on all future property owners or excavators.
- o This special use permit shall expire five (5) years from the commencement of restoration/excavation activities. The excavator shall notify the County upon commencement of restoration/excavation activities;
- o The area being lowered shall be sloped at a rate of not more than one (1) foot vertically to three (3) feet horizontally.
- o Traffic information is to be provided to ensure the vehicular average daily traffic created on local roads is not increased by more than five (5) percent.
- o Engineering plan approval by the Sumter County Development Review Committee of the final restoration/excavation plans shall be obtained prior to commencement of any restoration/excavation activities;
- o All outside agency permits and monitoring reports shall be provided to the County;
- o Trucks coming to and leaving the site shall only utilize CR 526 to US 301.
- o Hours of operation shall be from 8:00 A.M. - 4:00 P.M.
- o Maximum of 10 loads per day.
- o A 250 foot buffer zone with Class B screening shall be installed along the east property line adjacent to parcel J24A012.
- o Mr. Stephens shall cooperate with the other excavators to upgrade CR 526.
- o If the County utilizes a consultant for the enforcement of the conditions of this special use permit, then the property owner/applicant shall reimburse the County within 90 days of the demand for payment sent to the property owner/applicant by certified mail for the actual cost of the consultant for the enforcement activities.

Failure to reimburse the County shall result in the immediate expiration of this special use permit;

- o County personnel shall be allowed to access the site at all times to perform unscheduled monitoring inspections;
- o Suspension, expiration, or revocation of any other agency permit shall result in the immediate suspension, expiration, or revocation of this special use permit;
- o Notwithstanding the previous expiration conditions, this special use permit may be suspended or revoked by the Board of County Commissioners consistent with Section 13-144(e), Sumter County Land Development Code.

**Board of County Commissioners Action: Approved with the following conditions:**

- o Any change in the ownership of the subject property or excavator shall be reported to the County within 30 days. The conditions of this special use are binding on all future property owners or excavators.
- o This special use permit shall expire five (5) years from the commencement of restoration/excavation activities. The excavator shall notify the County upon commencement of restoration/excavation activities;
- o The area being lowered shall be sloped at a rate of not more than one (1) foot vertically to three (3) feet horizontally.
- o Traffic information is to be provided to ensure the vehicular average daily traffic created on local roads is not increased by more than five (5) percent.
- o Engineering plan approval by the Sumter County Development Review Committee of the final restoration/excavation plans shall be obtained prior to commencement of any restoration/excavation activities;
- o All outside agency permits and monitoring reports shall be provided to the County;
- o Trucks coming to and leaving the site shall only utilize CR 526 to US 301.
- o Hours of operation shall be from 8:00 A.M. - 4:00 P.M.
- o Maximum of 10 loads per day.
- o A 250 foot buffer zone with Class B screening shall be installed along the east property line adjacent to parcel J24A012.

- Mr. Stephens shall cooperate with the other excavators to upgrade CR 526.
- If the County utilizes a consultant for the enforcement of the conditions of this special use permit, then the property owner/applicant shall reimburse the County within 90 days of the demand for payment sent to the property owner/applicant by certified mail for the actual cost of the consultant for the enforcement activities. Failure to reimburse the County shall result in the immediate expiration of this special use permit;
- County personnel shall be allowed to access the site at all times to perform unscheduled monitoring inspections;
- Suspension, expiration, or revocation of any other agency permit shall result in the immediate suspension, expiration, or revocation of this special use permit;
- Notwithstanding the previous expiration conditions, this special use permit may be suspended or revoked by the Board of County Commissioners consistent with Section 13-144(e), Sumter County Land Development Code.

## STATEMENT OF CODE CASE COSTS

Date: June 26, 2018

Case: CE2018-0079

Name: STEPHENS, CARL

<u>Item</u>	<u>Amount</u>
<b>STAFF COSTS*</b>	
NOV Inspection 04/20/2018 SW2	50.00
ADMINISTRATIVE COSTS	100.00
POSTAGE COST	
CNV LETTER	0.46
NOV LETTER	5.72
RFH LETTER	5.72
CNV Inspection 04/03/2018 RS	50.00
Initial Inspection 03/20/2018 RS	50.00
RFH Inspection 06/14/2018 KV	50.00
<b>Total Costs</b>	<b>311.90</b>

\*STAFF COSTS: These actual costs represent the amount owed to Sumter County during the course of this code case. Please remit within the time frame ordered by the Special Master. Make checks payable to: Sumter County Board of County Commissioners. Failure to remit funds in the allotted time frame may result in a lien being filed on any real or personal property and/or foreclosure on any real or personal property owned by the respondent(s).

**EXHIBIT "B"**

**CARL STEPHENS'**  
**REQUEST FOR RELIEF PURSUANT**  
**TO § 70.51, Florida Statutes (2018)**

Carl Stephens, as the owner of that certain property located in Sumter County, Florida (the "County") approximately 900 feet west of US 301 between CR 526 and SE 14<sup>th</sup> Place, and identified as Parcel Numbers J23-121, J24A011, J23-127, J13-109 and J23-113 (the "Property"), hereby files this Request for Relief, pursuant to §70.51, *Florida Statutes* (2018), from the Sumter County Board of County Commissioners' denial of a request to modify a Special Use Permit for an existing sand excavation operation to be able to utilize SE 14<sup>th</sup> Place as an alternative haul route (the "Development Order"). A copy of the Development Order is attached hereto as Exhibit "A". Pursuant to §70.51(4), *Florida Statutes*, Carl Stephens (the "Owner") hereby requests that the Sumter County Board of County Commissioners (the "County Commission") forward this Request for Relief to a mutually acceptable Special Magistrate within the ten (10) day requirement for doing so.

1. Brief Statement of Proposed Use of the Property:

On October 16, 2015, the Owner obtained a Special Use Permit that allowed for sand excavation from the Property. A condition for approval of that Special Use Permit provided that "trucks coming to and leaving [the Property] shall only utilize CR 526 to US 301." Subsequent to the receipt of the Special Use Permit, Owner was denied access from CR 526 to the Property. As such, in order to continue its on-going sand excavation business, the Owner proposed to utilize SE 14<sup>th</sup> Place as an alternative haul route for the sand excavation business (the "Proposed Use"). The Proposed Use is authorized in the recorded deed of parcel J23-121, which specifically allows access to and use of SE 14<sup>th</sup> Place. In order to utilize SE 14<sup>th</sup> Place as an alternative haul route, the 2015 Special Use Permit must be modified. Accordingly, the Owner applied for a modified Special Use Permit, S2018-0007, which would allow for an additional haul route on SE 14<sup>th</sup> Place (the "Request"). All other conditions set forth in the October 2015 approval for the Special Use Permit would remain unchanged.

2. Summary of the Development Order:

The Development Order denied the Request. This denial prohibits the Owner's proposed access to and from the Property from SE 14<sup>th</sup> Place, which has the ultimate effect of preventing the hauling of sand from the Property. The County Commission denied the Request despite the fact that the County's Planning Staff ("Staff") and the County's Zoning and Adjustment Board ("ZAB") recommended approval of the Request based on the Request's consistency with, and satisfaction of, the County's Land Development Code (the "Code"), subject to certain conditions. A copy of the Staff Report is attached hereto as Exhibit "B".

Such recommendations for approval were based on Staff's findings that the requested modification to the Special Use Permit was consistent with Section 13-332 of the Code, which sets forth the criteria for considering special use permits.

Despite the previous finding of consistency with the Code, the County Commission arbitrarily and capriciously denied the Request.

3. Brief Statement of the Impact of the Development Order:

Denial of the Request to modify the Special Use Permit means that the Owner cannot utilize his Property for his long-running sand excavation business, as there is no access to or from the Property to haul the excavated sand without the requested modification. The refusal to modify the Special Use Permit to permit the Owner to utilize the alternative haul route—which satisfies the applicable criteria and requirements as set forth in the Code relating to special use permits—is unreasonable. Denial of the requested modification to the Special Use Permit was arbitrary and unjust, and was not supported by competent and substantial evidence.

In summary, the Development Order is unreasonable, and unfairly burdens the use of the Property. Relief is hereby requested pursuant to the processes specified in §70.51, Fla. Stat. (2018).

Respectfully submitted,



---

REBECCA E. RHODEN

Fla. Bar No. 0019148

JONATHAN P. HUELS

Fla. Bar No. 0044209

Lowndes Drosdick Doster Kantor & Reed P.A.

PO Box 2809

Orlando, FL 32802-2809

407-843-4600

407-423-4495 (fax)

[rebecca.rhoden@lowndes-law.com](mailto:rebecca.rhoden@lowndes-law.com)

[jonathan.huels@lowndes-law.com](mailto:jonathan.huels@lowndes-law.com)

Attorneys for Carl Stephens

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that this Request for Relief has been served upon Chairman Don Burgess, Sumter County Board of County Commissioners, 7375 Powell Road, Wildwood, Florida 34785, by eservice at Don.Burgess@sumtercountyfl.gov, and certified delivery with copies to Sumter County Attorney, The Hogan Law Firm, 20 South Broad Street, Brooksville, Florida 34601; and County Administrator, Bradley Arnold, 7375 Powell Road, Wildwood, Florida 34785 on March 8, 2019.

  
REBECCA E. RHODEN

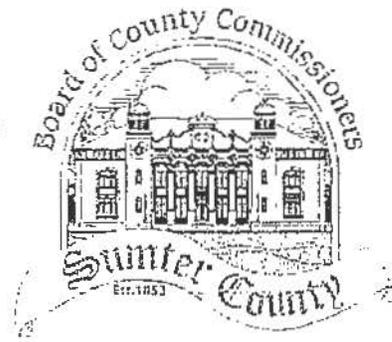
# **EXHIBIT A**

# Board of County Commissioners

## Development Services Department

### Planning Services Division

7375 Powell Road, Suite 115 • Wildwood, FL 34785 • Phone (352) 689-4460 • FAX: (352) 689-4461  
Website: <http://sumtercountyfl.gov>



February 13, 2019

Carl Stephens  
6608 C 476A  
Bushnell, FL 33513

Re: Denial of Special Use Permit (S2018-0007)

Mr. Stephens,

On February 12, 2019, the Sumter County Board of County Commissioners denied your request to modify a Special Use Permit for an existing sand pit, utilizing SE 14th Place as an additional route for trucks entering and existing the property.

Any adversely affected person, aggrieved by any final action of the Board of County Commissioners, may appeal any such final action to the circuit court for Sumter County [LDC 13-370(c)]. The appeal shall be by petition for *writ of certiorari* and must be filed within thirty (30) days after the date of the decision.

If you have any further questions, please contact me at (352) 689-4400 x 4750 or via email at [Susan.Farnsworth@sumtercountyfl.gov](mailto:Susan.Farnsworth@sumtercountyfl.gov).

Sincerely,

Sue Farnsworth, AICP, CFM  
Planner

Cc: David Springstead, Springstead Engineering (via email)

Karl E. Holley, AICP, CFM  
Development Services Director  
(352) 689-4463  
7375 Powell Road, Suite 115  
Wildwood, FL 34785

Bradley S. Arnold,  
County Administrator  
(352) 689-4400  
7375 Powell Road  
Wildwood, FL 34785

Al Buller, Dist 1  
(352) 689-4400  
7375 Powell Road  
Wildwood, FL 34785

Doug Gilpin, Dist 2  
(352) 689-4400  
7375 Powell Road  
Wildwood, FL 34785

Don Burgess, Dist 3  
Chairman  
(352) 689-4400  
7375 Powell Road  
Wildwood, FL 34785

Garry Breaden, Dist 4  
Vice Chairman  
(352) 689-4400  
7375 Powell Road  
Wildwood, FL 34785

Steve Printz, Dist 5  
2<sup>nd</sup> Vice Chairman  
(352) 689-4400  
7375 Powell Road  
Wildwood, FL 34785

# **EXHIBIT B**

**BOARD OF SUMTER COUNTY COMMISSIONERS**  
**February 12, 2019**

**CASE NO.:** S2018-0007

**APPLICANT:** Carl Stephens.

**REPRESENTATIVE:** Springstead Engineering

**REQUESTED ACTION:** Modification of a Special Use Permit for an existing sand pit to utilize SE 14th Place as an additional route for trucks entering and existing the property..

**LEGAL DESCRIPTION:** **SEC. 13, TWP. 20S, RNG . 22E** BEG AT SW COR OF SEC 13 RUN NORTH 210', EAST 330', SOUTH 210' AND WEST TO POB (J13-109)  
AND  
**SEC. 24, TWP. 20S, RNG . 22E** : LOTS 7 & 8 BARWICKS ADD TO SUMTERVILLE PB 1 PG 21 (J24A011)  
AND  
**SEC 23, TWP 20S, RNG 22E:** THE EAST 40-FT OF THE S ½ OF THE N1/2 OF THE E ½ OF THE EAST ½ OF THE NE ¼; AND THE NORTH 20-FT OF THE N ½ OF THE S ½ OF THE E ½ OF THE EAST ½ OF THE NE ¼; AND THE SOUTH 20-FT OF THE N ½ OF THE N ½ OF THE EAST ½ OF THE EAST ½ OF THE NE ¼. (J23-121)  
AND  
THE S ½ OF THE N ½ OF THE E ½ OF THE E ½ OF THE NE ¼, TOGETHER WITH AN EASEMENT FOR INGRESS AND EGRESS OVER AND ACROSS THE FOLLOWING DESCRIBED PARCELS:

A STRIP OF LAND 50- FT WIDE ACROSS THE SW ¼ OF THE NW ¼ OF SEC 24, TWP 20S, RNG 22E, WEST OF FEDERAL HIGHWAY NO 301, WHICH SAID STRIP OF LAND IS 420 FT SOUTH OF THE NORTH LINE OF THE SAID SW ¼ OF THE NW ¼ OF SAID SEC 24, TWP 20S, RNG 22E; AND THE EAST 40 FT OF THE N ½ OF THE S½ OF THE E ½ OF THE E ½ OF THE NE ¼

**PARCEL NUMBER:** J23-121, J24A011, J23-127, J23-109 & J23-113

**EXISTING ZONING:** A10C and RR5C

**EXISTING USE:** Sand pit and pasture

**FUTURE LAND USE:** Agriculture

**PARCEL SIZE:** 47 acres MOL

**GENERAL LOCATION:** Sumterville area

**SURROUNDING LAND USE:**

**SURROUNDING ZONING:**

**NORTH:** Agriculture & Rural Res

**NORTH:** RR5C & RR2.5C– Sand excavation

**SOUTH:** Agriculture

**SOUTH:** A10C & RR5– Rural homesites & Agriculture

**EAST:** Agriculture

**EAST:** RR5C– Rural homesites, Agriculture & sand excavation

**WEST:** Agriculture

**WEST:** RR5 & RR1– Agriculture & Rural homesites

**CASE SUMMARY:**

The subject property is located – 900-ft West of US Hwy 301 between CR 526 and SE 14<sup>th</sup> Pl. (Map). The applicant is requesting to modify the conditions of approval on their special use permit for sand excavation (S2015-0014). A condition of approval for S2015-0014 states that “trucks coming to and leaving the site shall only utilize CR 526 to US 301.” This access is not currently available so the applicant is requesting to utilize SE 14<sup>th</sup> Place as an additional haul route. Access to, and use of SE 14<sup>th</sup> Pl is recorded on the deed of parcel J23-121.

All other conditions of approval will remain unchanged. There is an active code case (CE2018-0079) for using incorrect ingress/egress other than provided in a special use approval.

**CASE ANALYSIS:**

Pursuant to Section 13-332, Sumter County Land Development Code, the proposed special use must meet the following requirements for approval (Staff’s review of each of the findings is provided in *italic text*):

- a. The use must be in harmony with the purpose and intent of this chapter.  
*The new haul road is consistent with Land Development Code requirements.*
- b. The use must be compatible with surrounding existing and anticipated uses.  
*The facility meets the required land use and zoning requirements and is vested for operation.*
- c. The use must not adversely affect the public interest. Adequate traffic circulation, sanitary, utility, drainage, refuse management, emergency services and similar necessary facilities and services shall be available for the use. A use shall not create hazardous vehicular or pedestrian traffic conditions, or parking congestion, or generate traffic that exceeds the capability of roads and streets serving the use, or otherwise affect public safety.  
*The additional access point will provide for safe access to the US Hwy 301..*
- d. The site must be suitable for the proposed use, considering flood hazard, drainage, soils, and other conditions which may pose a danger to life, health or property.  
*The proposed haul road will not pose a danger to life, health or property. It is via an existing easement and roadway which the owner has legal access.*
- e. The development of the use shall have no more than a minimal adverse effect on the environment, public health, safety, and welfare.  
*The proposed haul road will not pose an adverse effect on the environmental, public health, safety or public welfare.*
- f. Proposed improvements and the level of cooperation by the developer shall be considered.  
*The facility will be required to maintain the haul road when it is in use.*
- g. Unless specifically provided otherwise, the use shall comply with this code.  
*The request complies with the Land Development Code. All other conditions of approval from S2015-0014 are retained.*

The following additional requirements must be considered in reviewing special uses (Sec 13-232(2)).

- a. The use must not be detrimental to the neighborhood environment or unduly infringe on the rights of surrounding property owners.  
*The new haul road will not unduly infringe on the rights of surrounding property owners.*
- b. A vehicular parking or traffic problem must not be created, and the vehicular average daily traffic created on local roads must not be increased in such a manner as to degrade the established function of the roadway or create hazards to public health or safety. The commission and staff may rely on input from the Florida Department of Transportation, the Florida Highway Patrol and the sheriff's office in making this determination.  
*The applicant will address traffic issues on US 301 with FDOT. Usage of SE 14<sup>th</sup> Place, a private road, is addressed by modifications to condition #7.*

7. Trucks coming to and leaving the site shall ~~only~~ utilize CR 526 or SE 14<sup>th</sup> Place to US 301. The operator shall assist in maintaining SE 14<sup>th</sup> Place by having it filled and regraded once per year while being utilized as a haul route.
  - c. Screening and buffering sufficient to minimize interference with the enjoyment of surrounding properties may be required.  
*Additional screening and buffering is not required.*

#### **DEVELOPMENT SERVICES DEPARTMENT STAFF CONCLUSIONS:**

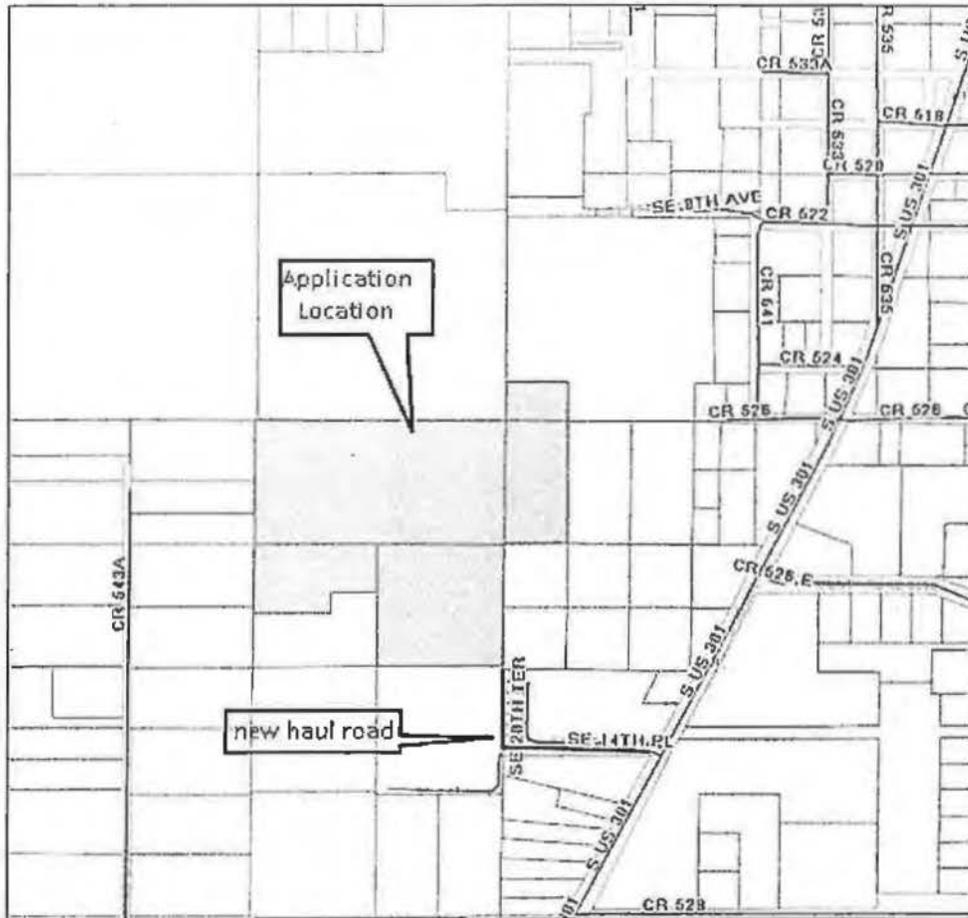
Staff finds the application sufficient and in compliance with the minimum requirements of the Sumter County Land Development Code subject to the following conditions. Conditions of approval stated in S2015-0014 are unchanged with the exception of #7, which has been modified to address the requested access.

1. Any change in the ownership of the subject property or excavator shall be reported to the County within 30 days. The conditions of this special use are binding on all future property owners or excavators.
2. This special use permit shall expire five (5) years from the commencement of restoration/excavation activities. The excavator shall notify the County upon commencement of restoration/excavation activities;
3. The area being lowered shall be sloped at a rate of not more than one (1) foot vertically to three (3) feet horizontally.
4. Traffic information is to be provided to ensure the vehicular average daily traffic created on local roads is not increased by more than five (5) percent.
5. Engineering plan approval by the Sumter County Development Review Committee of the final restoration/excavation plans shall be obtained prior to commencement of any restoration/excavation activities;
6. All outside agency permits and monitoring reports shall be provided to the County;
7. Trucks coming to and leaving the site shall utilize CR 526 or SE 14<sup>th</sup> Place to US 301. The operator shall assist in maintaining SE 14<sup>th</sup> Place by having it filled and regraded once per year while being utilized as a haul route.
8. If the County utilizes a consultant for the enforcement of the conditions of this special use permit, then the property owner/applicant shall reimburse the County within 90 days of the demand for payment sent to the property owner/applicant by certified mail for the actual cost of the consultant for the enforcement activities. Failure to reimburse the County shall result in the immediate expiration of this special use permit;
9. County personnel shall be allowed to access the site at all times to perform unscheduled monitoring inspections;
10. Suspension, expiration, or revocation of any other agency permit shall result in the immediate suspension, expiration, or revocation of this special use permit;

Notices Sent: 25 (No Objection) 0 (Objection) 3

Board of County Commissioners Action:

Location Map



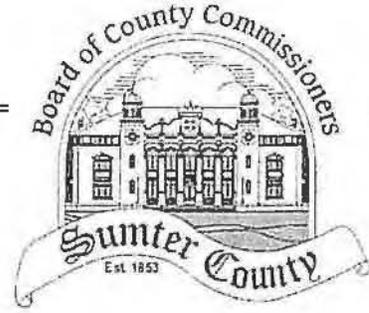
# Board of County Commissioners

## Development Services Department

Planning Services Division

7375 Powell Road, Suite 115 • Wildwood, FL 34785 • Phone (352) 689-4400 • FAX: (352) 689-4401

Website: <http://sumtercountyfl.gov>



Project # _____
Date Recv'd: _____
Planner: _____

ZAB date _____
BOCC date _____

### SPECIAL USE PERMIT APPLICATION

Residential

Commercial

(Minor requests are approved by ZAB--- Major requests approved by BOCC)

**Request:** (Additional information may be attached)

Utilize SE 14th Place as an additional route for trucks entering and exiting the property.

#### Applicant Information:

Name of Petitioner(s): Carl Stephens c/o Springstead Engineering, Inc.

(or Company/Corp. Name)

Mailing Address: 6608 C 476A, Bushnell, Florida 33513

Phone: 352-303-8373

Email: [smbritthauling@gmail.com](mailto:smbritthauling@gmail.com) & [staff@springsteadeng.net](mailto:staff@springsteadeng.net)

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

**Property Information:**

Legal Description of the property (lengthy descriptions may be attached)

See attached warranty deed

Street Address: CR 526, Sumterville, Florida 33585

Parcels # J23=121, J24/A011, J23=127, J13=109, J23=113

Current Use: Agriculture & Sand Excavation

**Please Provide:**

- Deed or other proof of ownership
- Signed authorization if applicant is not the land owner
- Site plan/sketch (showing how property will be used – if applicable)
- Legal description of the area under application. (lengthy or complex legal descriptions may be required in digital/text format)

As the owner/agent, I agree to post the hearing plaques at least seven (7) days prior to the first hearing on the property's road frontage at the corners and at 300-ft intervals between. I understand any action on my application will be governed by Sumter County's Comprehensive Plan and Land Development Code, and my payment of the non-refundable application fee will not guarantee approval.

Under penalties of perjury, I declare the above information that I have given to be true and correct to the best of my knowledge and belief.

Carl Stephens  
Signature

12-19-18  
Date

Carl Stephens

Print Name

A public hearing before the Zoning & Adjustment Board (ZAB) will be scheduled once the application is found to be complete. The hearing will be at 6 P.M. at 510 Colony Blvd., the Villages, FL. Your appearance or authorized representative is required at this hearing. Failure for you or your authorized representative's attendance will cause your application to be handled in accordance with the policy adopted in the Sumter County Land Development Code. Minor Special Use Permits are decided by the ZAB. They may assign conditions of approval to assure compatibility with the neighborhood. Hearings may be postponed by the ZAB at their discretion.

Building permits may be required following approval before business can be conducted.

**Carl Stephens  
Sand Excavation Site**

**Special Use Permit Modification Application  
Narrative**

The subject site is located in Sumter County, Florida approximately ¼ mile west of US 301 on CR 526. The property is situated on approximately 47 acres in Sections 13, 23, and 24, Township 20 South, Range 22 East and consists of parcels J24A011, J23=121, J23=127, J13=109 and J23=113.

The owner and applicant is Carl Stephens of Bushnell, Florida. Mr. Stephens operates a sand business and is proposing to utilize an additional route for trucks entering and exiting the property.

Mr. Stephens was granted a Major Special Use Permit to allow sand excavation up to 500,000 cubic yards in October of 2013. One of the conditions of the permit was that trucks coming to and leaving the site would only utilize CR 526 to US 301. This application is to request the approval to utilize SE 14<sup>th</sup> Place to US 301 in addition to CR 526.

All other conditions of the Special Use Permit from October 2015 are to remain.

**Board of County Commissioners**  
**Development Services Department**

Planning Services Division

7375 Powell Road, Suite 115 • Wildwood, FL 34785 • Phone (352) 689-4400 • FAX: (352) 689-4401

Website: <http://sumtercountyfl.gov>



RECEIVED

FEB 04 2019

January 15, 2019

BURDESHAW RONNIE L & JOYCE A  
1893 SE 14TH PL  
SUMTERVILLE, FL 33585-5386

Sumter County  
Development Services

To property owners whose property boundaries are within a distance of 500 feet of the outside perimeter of property in the name of **Carl Stephens** (see map on reverse). This property is being considered for modification of a special use permit at a public hearing.

**CASE# S2018-0007** - Modification to an existing special use permit approval allowing for an alternate haul route (via SE 13<sup>th</sup> Ave).

A public hearing before the Board of County Commissioners will be held on **February 12, 2019 at 5:30 PM** at the Sumter County Courthouse-Historic Courtroom, 215 E. McCollum Blvd, Bushnell, FL.

The property is generally located on the west side of US 301, 800-ft west of CR 526 (see map)

Written comments submitted will be heard. Hearings may be continued from time to time as found necessary. Please return this form to: SUMTER COUNTY PLANNING DIVISION, 7375 Powell Road, Suite 115, Wildwood, Florida, 34785. Alternatively, comments may be emailed to [susan.farnsworth@sumtercountyfl.gov](mailto:susan.farnsworth@sumtercountyfl.gov) Please include the case number on all emails. Questions should be directed to Sue Farnsworth at the Planning Division at (352)689-4400, ext. 4750.

I support the above.

I have no comment on the above.

I do not support the above for the following reason(s): road condition. My van is low to ground. It makes it difficult to drive down our road when they are in and out messing up road

Please return no later than **February 5, 2019**

RE: CASE# **S2018-0007**

**Farnsworth, Sue**

---

**From:** julio cruz <bat21cruz@att.net>  
**Sent:** Tuesday, February 05, 2019 10:26 AM  
**To:** Farnsworth, Sue  
**Subject:** CASE#S2018-0007I

I'm a landowner in the vicinity of SE 14th pl., property #J23-125. and what worries me is the damage caused by the trucks to the road. SE 14th pl. between road 301 and Mr. Carl Stephens' shale land business!! I ask that the county commissioners make sure that SE 14th pl. will be maintained either by black top, sanded or other material due to the excessive use of the shale trucks!!

Please be aware that SE 14th pl. is also used by the residents vehicles to get to their homes/land.

Thanking you in advance.

Julio Cruz, land owner

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This email has been scanned by the Symantec Email Security.cloud service.  
For more information please visit <http://www.symanteccloud.com>

---

## Farnsworth, Sue

---

**From:** forest cox <forest\_cox@yahoo.com>  
**Sent:** Friday, February 01, 2019 9:21 AM  
**To:** Farnsworth, Sue  
**Subject:** Case# S2018-0007

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

Forest Cox  
1386 SE 20th Ter  
Sumterville, FL 33585  
904-885-8190

Ma'am,

I do not support Case# S2018-0007 for the following reason.

1. SE 13th Ave comes to SE 20th Ter (east to west) Then dead ends as it meets SE 20th Ter, SE 20th Ter (eastern side of property) then dead ends north after four homes.
2. SE 14th Pl is right next to SE 13th Ave they run parallel together (east to west) , SE 14th Pl continues past my property on the southern side, it then comes to a Tee ( north and south). The north way goes past my property on the western side to Carl Stephens land.
3. The permit for the haul road should be for SE 14th Pl Not for SE13th Ave.

Thank you for time and consideration. Please feel free to contact me on this matter.

Very respectfully,

Forest Cox

---

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For more information please visit <http://www.symanteccloud.com>

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# **EXHIBIT "C"**

Rec 80.50  
Doc 0.70  
87.20

Gloria R. Hayward, Sumter County Clerk of Court  
Inst: 201960043461 Date: 11/08/2019 Time: 10:56AM  
Page 1 of 10 B: 3654 P: 141 By: ER  
Doc Stamp-Deed: 0.70

THIS INSTRUMENT WAS PREPARED BY  
AND SHOULD BE RETURNED TO:

Jonathan P. Huels, Esquire  
Lowndes, Drosdick, Doster, Kantor & Reed, P.A.  
215 North Eola Drive  
Post Office Box 2809  
Orlando, FL 32802-2809  
(407) 843-4600

### ACCESS EASEMENT AGREEMENT

THIS ACCESS EASEMENT AGREEMENT (this "Agreement") is made and entered into this 25 day of October, 2019, by and between **GERALD FREDERICK LA CROSSE**, ("G. La Crosse"), whose address is 1914 SE 14th Place, Sumterville, FL 33585, **CLIFFORD L. SCHIEL** and **MICHELLE R. LA CROSSE-SCHIEL**, husband and wife (together the "Shiels," and collectively with G. La Crosse, the "Grantor"), whose address is 1914 Southeast 14<sup>th</sup> Place, Sumterville, FL 33585, and **CARL STEPHENS** ("Grantee"), whose address is 6608 CR. 476A, Bushnell, FL 33513 (Grantee and Grantor are together referred to herein as the "Parties," and individually as a "Party").

### WITNESSETH:

**WHEREAS**, Grantor is the owner of certain real property located in Sumter County, Florida, more particularly described in Exhibit "A" attached hereto (the "Grantor Property");

**WHEREAS**, Grantee is the owner of certain real property located contiguous to the Grantor Property and described in Exhibit "B" attached hereto (the "Grantee Property");

**WHEREAS**, Grantee was previously granted certain access easement rights over and across a portion of the Grantor's Property, as more specifically described in that certain Corrective Warranty Deed recorded September 11, 2002 in Book 1001, Page 357 and Warranty Deed recorded July 25, 2001 in Book 897, Page 68 (collectively, the "Deeds");

**WHEREAS**, the Parties wish to enter into this Agreement in order to restate and reestablish such easement rights in an instrument separate from the Deeds; and

**WHEREAS**, Grantor wishes to grant to Grantee an access easement on, over, and across a portion of the Grantor Property, as more particularly described on Exhibit "C" attached hereto and incorporated herein by this reference (the "Easement Area").

**NOW, THEREFORE**, in consideration of the sum of Ten and No/Dollars (\$10.00), and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. Recitals. The recitals set forth above are true and correct and are hereby incorporated into the terms of this Agreement.

Gloria R. Hayward, Sumter County Clerk of Court  
Inst: 201960043461 Date: 11/08/2019 Time: 10:56AM  
Page 2 of 10 B: 3654 P: 142 By: ER  
Doc Stamp-Deed: 0.70

2. Easements. Grantor hereby grants, creates, conveys and establishes a non-exclusive easement for pedestrian and vehicular ingress and egress (the "Easement"), on, over and across the Easement Area to and in favor of Grantee, as an appurtenance to the Grantee Property, for the use and benefit of the Grantee, for so long as Grantee or an heir of Grantee is in control of the Grantee Property, which easement shall be binding upon the Grantor's successors and assigns. The Easement Area shall be maintained and repaired by Grantee, at its sole cost and expense. No barriers of any kind, including but not limited to fences and walls, shall be constructed or maintained on the Easement Area that would restrict the use of the Easement granted herein.

3. Restatement and Replacement of Prior Easement. The prior easement rights granted by the Deeds are hereby restated and replaced in their entirety by the Easement granted in this instrument. It being the intent of the Parties that their relationship with regard to the Easement Area shall be governed by this instrument and not the prior easement rights established in the Deeds.

4. Term of Easement. This Easement shall terminate upon the transfer of the control of the Grantee Property from Grantee or from the heirs of Grantee. For so long as Grantee or an heir of Grantee has control over the Grantee Property this Easement shall run with the land and be binding upon the respective heirs, successors and assigns of Grantor.

5. Hold Harmless. Grantee agrees to hold Grantor harmless from any and all damages, fines, claims, liabilities, losses, actions, and expenses (including without limitation reasonable attorneys' fees and court costs) arising out of or in connection with the Easement.

6. No Public Rights. Nothing herein contained shall be construed to create any rights of any kind or nature in favor of the general public.

7. Authority. Each Party signing this Agreement represents and warrants that the person signing this Agreement for such Party has full power and authority to enter into and execute this Agreement and that upon execution and delivery, this Agreement will be binding on and enforceable against that Party.

8. Counterpart Execution. This Agreement may be executed in counterparts, each of which shall constitute an original, but all taken together shall constitute one and the same instrument.

9. Severability. This Agreement is intended to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules and regulations. If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be invalid or unenforceable, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.

10. Governing Law. This Agreement and the provisions contained herein shall be construed and interpreted in accordance with and controlled and governed by the laws of the State of Florida.

Gloria R. Hayward, Sumter County Clerk of Court  
Inst: 201960043461 Date: 11/08/2019 Time: 10:56AM  
Page 3 of 10 B: 3654 P: 143 BY: ER  
Doc Stamp-Deed: 0.70

11. Entire Agreement; Waiver and Modification. This Agreement constitutes the entire agreement and understanding between the Parties hereto relating to the subject matter hereof. No failure of either Party to exercise any power or to insist upon strict compliance with any obligation specified herein, and no custom, practice or course of dealing at variance with the terms hereof, shall constitute a waiver of such Party's rights to demand exact compliance with the terms hereof. This Agreement may be modified or amended only upon the mutual written consent of all the Parties or their express successors and assigns.

12. Further Assurances. The Parties agree to do and take further and additional acts and actions and execute, acknowledge, and deliver such further and additional documents, instruments and writing which are not specifically referred to herein as may be necessary, required or appropriate for the purpose of fully effectuating the provisions of this Agreement.

[SIGNATURES APPEAR ON FOLLOWING PAGES]

Gloria R. Hayward, Sumter County Clerk of Court  
Inst: 201960043461 Date: 11/08/2019 Time: 10:56AM  
Page 4 of 10 B: 3654 P: 144 By: ER  
Doc Stamp-Deed: 0.70

IN WITNESS WHEREOF, the Parties have executed this Access Easement Agreement effective  
the day and year first above written.

Signed, sealed and delivered in the  
presence of the following witnesses:

GERALD FREDERICK LA CROSSE

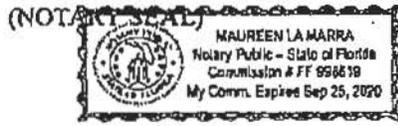
[Signature]  
Signature of Witness  
Christina Matteo  
Printed Name of Witness

By: [Signature]  
Gerald Frederick La Crosse, an  
unmarried man

[Signature]  
Signature of Witness  
Samantha North  
Printed Name of Witness

STATE OF Florida  
COUNTY OF Sumter

The foregoing instrument was acknowledged before me this 25 day of October  
2019, by Gerald Frederick La Crosse, an unmarried man. Such person is personally known to  
me or has produced \_\_\_\_\_ as identification.



[Signature]  
(Notary Public Signature)  
\_\_\_\_\_  
(Name typed, printed or stamped)  
Commission No.: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

Signed, sealed and delivered in the presence of the following witnesses:

[Signature]  
Signature of Witness  
GERARD W. LA CROSSE  
Printed Name of Witness

[Signature]  
Signature of Witness  
GERARD W. LA CROSSE  
Printed Name of Witness

CLIFFORD L. SCHIEL:

By: [Signature]  
Clifford L. Schiel

MICHELLE R. LA CROSSE-SCHIEL

By: [Signature]  
Michelle R. La Crosse-Schiel

STATE OF NJ  
COUNTY OF Ocean

The foregoing instrument was acknowledged before me this 10<sup>th</sup> day of October, 2019, by Clifford L. Schiel. Such person is personally known to me or has produced Driver's License as identification.



(NOTARY SEAL) Susan A. Minock  
Notary Seal  
New Jersey  
My Commission Exp. 6-25-2022

[Signature]  
(Notary Public Signature)  
Susan A. Minock  
(Name typed, printed or stamped)  
Commission No.: \_\_\_\_\_  
My Commission Expires: 6-25-2022

STATE OF NJ  
COUNTY OF Ocean

The foregoing instrument was acknowledged before me this 10<sup>th</sup> day of October, 2019, by Michelle R. La Crosse-Schiel. Such person is personally known to me or has produced Driver's License as identification.



(NOTARY SEAL) Susan A. Minock  
Notary Seal  
New Jersey  
My Commission Exp. 6-25-2022

[Signature]  
(Notary Public Signature)  
Susan A. Minock  
(Name typed, printed or stamped)  
Commission No.: \_\_\_\_\_  
My Commission Expires: 6-25-2022

*Amanda Carlson*  
Signature of Witness  
Amanda Carlson  
Printed Name of Witness

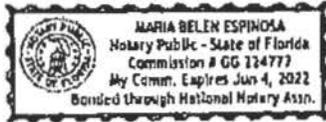
GRANTEE, CARL STEPHENS:

By: *Carl Stephens*  
Carl Stephens

STATE OF Florida  
COUNTY OF Sumter

The foregoing instrument was acknowledged before me this 16 day of October, 2019, by Carl Stephens. Such person is personally known to me or has produced FL DL# 5315120562240 as identification.

(NOTARY SEAL)



*Maria Belen Espinosa*  
(Notary Public Signature)  
Maria B. Espinosa  
(Name typed, printed or stamped)  
Commission No.: GG 224777  
My Commission Expires: June 4, 2022

Gloria R. Hayward, Sumter County Clerk of Court  
Inst: 201950043461 Date: 11/08/2019 Time: 10:56AM  
Page 7 of 10 B: 3654 P: 147 By: ER  
Doc Stamp-Deed: 0.70

Exhibit "A"

**Grantor Property**

THE NORTH 1/2 OF THE SOUTH 1/2 OF THE EAST 1/2 OF THE EAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 13, TOWNSHIP 20 SOUTH, RANGE 22 EAST, SUMTER COUNTY, FLORIDA; SUBJECT TO AN EASEMENT FOR INGRESS AND EGRESS OVER AND ACROSS THE EAST 40.00 FEET THEREOF; AND OVER AND ACROSS THE SOUTH 20.00 FEET THEREOF.  
AND  
A STRIP OF LAND 10 FEET WIDE ACROSS THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 24, TOWNSHIP 20 SOUTH, RANGE 22 EAST, WEST OF FEDERAL HIGHWAY NO. 303, WHICH SAID STRIP OF LAND IS 420 FEET SOUTH OF THE NORTH LINE OF SAID SOUTHWEST 1/4 OF NORTHWEST 1/4 OF SECTION 24, TOWNSHIP 20 SOUTH, RANGE 22 EAST, SUMTER COUNTY, FLORIDA.

Exhibit A-1

Exhibit "B"

Grantee Property

**Tax Parcel #J24A011**

Lots 7 and 8, Barwick's Addition to Sumterville, according to the plat thereof as recorded in Plat Book 1, Page 21, Public Records of Sumter, County, Florida.

AND

**Tax Parcel #J13-109**

Begin at the SW corner of Section 13, Township 20 South, Range 22 East, Sumter County, Florida, and run thence North 210 feet, East 330 feet, South 210 feet and West to Point of Beginning.

AND

The East 40.00 feet of the South 1/3 of the North 1/2 of the East 1/2 of the East 1/2 of the East 1/2 of the Northeast 1/4;

AND

The North 20.00 feet of the North 1/2 of the South 1/2 of the East 1/2 of the East 1/2 of the Northeast 1/4;

AND

The South 20.00 feet of the North 1/2 of the North 1/2 of the East 1/2 of the East 1/2 of the Northeast 1/4;

All lying and being in Section 13, Township 20 South, Range 22 East, Sumter County, Florida.

AND

The South 1/2 of the North 1/2 of the East 1/2 of the East 1/2 of the Northeast 1/4 of Section 13, Township 20 South, Range 22 East, Sumter County, Florida, subject to an easement for ingress and egress over and across the South 20 feet of the South 1/2 of the North 1/2 of the East 1/2 of the East 1/2 of the Northeast 1/4 of Section 13, Township 20 South, Range 22 East, Sumter County, Florida.

Exhibit B-1

Gloria R. Hayward, Sumter County Clerk of Court  
Inst: 201960043461 Date: 11/08/2019 Time: 10:56AM  
Page 9 of 10 B: 3654 P: 149 By: ER  
Doc Stamp-Deed: 0.70

AND

That portion of the South 1/2 of the North 1/2 of the West 1/2 of the East 1/2 of the Northeast 1/4 of Section 23, Township 20 South, Range 22 East, Sumter County, Florida, described as follows:  
Begin at the Northeast corner of said South 1/2 of North 1/2 of West 1/2 of East 1/2 of Northeast 1/4, thence run S00°03'34"E. along the East line of said South 1/2 of North 1/2 of West 1/2 of East 1/2 of Northeast 1/4, a distance of 298.00 feet, thence departing said East line, run N89°57'12"W 240.00 feet, thence S00°00'06" 112.56 feet, thence N89°57'12"W. 420.97 feet to the West line of said South 1/2 of North 1/2 of West 1/2 of East 1/2 of Northeast 1/4, thence N00°00'06"W, along said West line a distance of 370.50 feet to the Northwest corner of said South 1/2 of North 1/2 of West 1/2 of East 1/2 of Northeast 1/4, thence S89°57'12"E along the North line of said South 1/2 of North 1/2 of West 1/2 of East 1/2 of Northeast 1/4 a distance of 660.71 feet to the POINT OF BEGINNING.

AND

The South 1/2 of the North 1/2 of the West 1/2 of the East 1/2 of the Northeast 1/4 of Section 23, Township 20 South, Range 22 East, Sumter County, Florida.

Exhibit B-2

Gloria R. Hayward, Sumter County Clerk of Court  
 Inst: 201960043461 Date: 11/08/2019 Time: 10:56AM  
 Page 10 of 10 B: 3654 P: 150 By: ER  
 Doc Stamp-Deed: 0.70

**Exhibit "C"**  
**Easement Area**

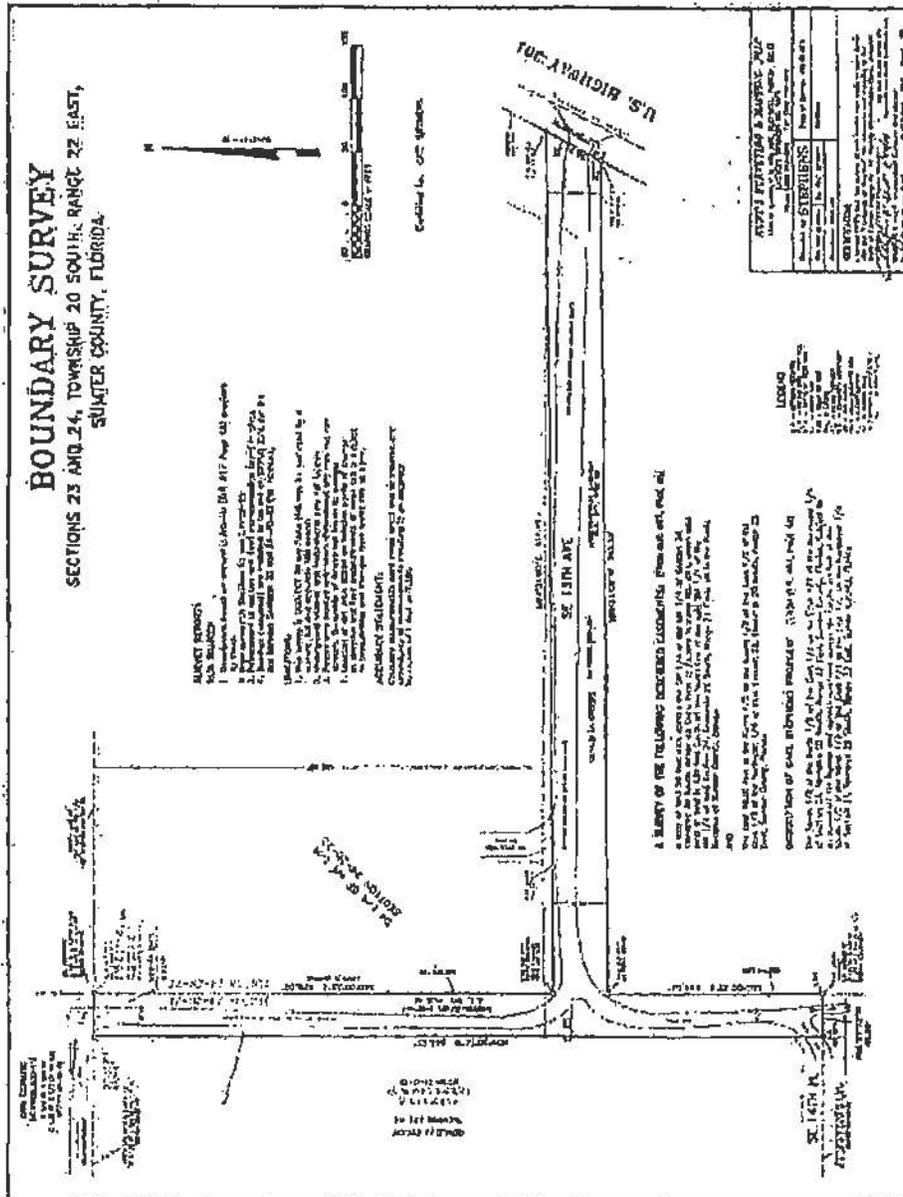


Exhibit C-1



JONATHAN P. HUELS

jonathan.huels@lowndes-law.com  
215 North Eola Drive, Orlando, Florida 32801-2028  
T: 407-418-6483 | F: 407-843-4444  
MAIN NUMBER: 407-843-4600



November 25, 2019

**SENT VIA FEDERAL EXPRESS**

The Hogan Law Firm  
Attn: Jennifer C. Rey, County Attorney  
20 S. Broad Street  
Brooksville, FL 34605

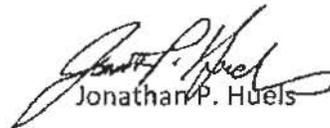
**Re: Sumter County Board of County Commissioners and Carl Stephens  
Mediated Settlement Agreement**

Dear Jennifer:

Enclosed please find the Mediated Settlement Agreement by and between Sumter County Board of County Commissioners and Carl Stephens for execution by the Chairman of the Board as well as a copy of Exhibit "C" referenced therein. Please confirm that this item has been included on the agenda for the December 10, 2019 Sumter County Board of County Commissioners Meeting.

If you have any questions or need additional information, please contact my office.

Sincerely,

  
Jonathan P. Huels

JPH/nle  
Enclosure  
cc: Rebecca Rhoden



**EXHIBIT "D"**

## STATEMENT OF CODE CASE COSTS

Date: October 28, 2019

Case: CE2018-0079

Name: STEPHENS, CARL

<u>Item</u>	<u>Amount</u>
<b>FINES/LIENS</b>	
CODE ENFORCEMENT LIEN	39,700.00
<b>STAFF COSTS*</b>	
NOV Inspection 04/20/2018 SW2	50.00
ADMINISTRATIVE COSTS	100.00
POSTAGE COST	
CNV LETTER	0.46
NOV LETTER	5.72
RFH LETTER	5.72
FOF LETTER	5.72
CNV Inspection 04/03/2018 RS	50.00
Initial Inspection 03/20/2018 RS	50.00
Inspection 03/20/2019 KV	50.00
Inspection 10/18/2018 KV	50.00
Hearing Inspection 09/27/2018 KV	50.00
RFH Inspection 06/14/2018 KV	50.00
<b>Total Costs</b>	<b>40,167.62</b>

\*STAFF COSTS: These actual costs represent the amount owed to Sumter County during the course of this code case. Please remit within the time frame ordered by the Special Master. Make checks payable to: Sumter County Board of County Commissioners. Failure to remit funds in the allotted time frame may result in a lien being filed on any real or personal property and/or foreclosure on any real or personal property owned by the respondent(s).

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

---

**SUBJECT:** \*SS2020-0001 – Reggie Caruthers for George and Kathy Howton– Small scale comprehensive plan amendment on 2.1 acres MOL from Agricultural to Rural Residential consistent with the provisions of the Wildwood Joint Planning Area Agreement –C-462/ Wildwood Area.

**REQUESTED ACTION:** **Planning and Zoning Special Master Recommends Approval**

**Meeting Type:** Regular Meeting

**DATE OF MEETING:** 2/11/2020

**CONTRACT:**  N/A

Vendor/Entity: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Termination Date: \_\_\_\_\_

Managing Division / Dept: \_\_\_\_\_

**BUDGET IMPACT:** \_\_\_\_\_

**FUNDING SOURCE:** \_\_\_\_\_

**Type:** N/A

**EXPENDITURE ACCOUNT:** \_\_\_\_\_

**HISTORY/FACTS/ISSUES:**

---

The applicant is requesting a small-scale comprehensive plan map amendment on 2.1 acres MOL from Agricultural to Rural Residential. This request is consistent with the Wildwood Joint Planning Area Agreement land use policies.

The Planning and Zoning Special Master held a public hearing on February 3, 2020, and recommended approval.

ZAB Cases:

SS2020-0001 Reggie Caruthers for George and Kathy Howton\*\*\*

Notified Property Owners:

PIN	Owners_Nam
D33-045	KAGEL LINDA KAY
D33-046	CONIGLIO C JOHN & ANNETTE N
D33-012	HOWTON GEORGE D & KATHY L
D33-010	MAIER LEWIS M & LINDA A (LE)
D33-014	MUNZ VERONICA (LE)
D33-009	VOSMUS SARAH PATRICIA (LE)
D33-020	GEE DAVID E
D33-010	MAIER LEWIS M & LINDA A (LE)

---

**Prepared by:** Sue Farnsworth

**Grammarly Check**

SUMTER COUNTY ORDINANCE 2020-

AN ORDINANCE OF SUMTER COUNTY, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE SUMTER COUNTY COMPREHENSIVE PLAN THROUGH THE SMALL SCALE LAND USE AMENDMENT PROCESS; SETTING FORTH THE AUTHORITY FOR SMALL SCALE AMENDMENT OF THE COMPREHENSIVE PLAN FUTURE LAND USE MAP; SETTING FORTH THE PURPOSE AND INTENT OF THE AMENDMENTS; PROVIDING FOR INTERPRETATION; PROVIDING FOR PROVISIONS, SEVERABILITY AND APPLICABILITY, FILING WITH THE DEPARTMENT OF STATE, EFFECTIVE DATE AND ADOPTION.

WHEREAS, Section 163.3161 et. seq., Florida Statutes established the Community Planning Act; and

WHEREAS, Section 163.3187, Florida Statutes, allows small scale land use amendments to be made to the adopted Comprehensive Plan Future Land Use Map; and

WHEREAS, the Board of County Commissioners of Sumter County, Florida has adopted its Comprehensive Plan pursuant to the Act and has now determined that certain amendments to portions of the Future Land Use Map are needed; and

WHEREAS, the Board has provided for opportunity for written comments, public hearings after public notice, provisions for open discussion, communications programs, and consideration of and response to public comments concerning the proposed amendment to the Comprehensive Plan; and

WHEREAS, the County invited written comment and public participation at scheduled public hearings; and

WHEREAS, Ordinance No. 79-9 adopted by the Board of County Commissioners of Sumter County, Florida, on July 18, 1979, Ordinance No. 96-23 adopted by the Board of County Commissioners of Sumter County, Florida on December 16, 1996, and Ordinance No. 2015-18 adopted by the Board of County Commissioners on September 22, 2015, designated the Sumter County Zoning and Adjustment Board as the Local Planning Agency for the unincorporated areas of Sumter County, Florida, and set forth the duties and responsibilities of said local planning agency; and

WHEREAS, the Sumter County Local Planning Agency held a public hearing on the proposed Comprehensive Plan Future Land Use Map amendment on February 3, 2020, and considered the findings and advice of all interested parties submitting comments at the public hearing, and recommended approval of the amendment to the Board of County Commissioners of Sumter County; and

WHEREAS, the Board of County Commissioners of Sumter County held a public hearing on the proposed Comprehensive Plan Future Land Use Map amendment on February 11, 2020, and considered the findings and advice of all interested parties submitting comments at the public hearing, and the recommendations of the Local Planning Agency, and upon complete consideration and deliberation, approved the amendment to the Comprehensive Plan Future Land Use Map for adoption, and

WHEREAS, the Board of County Commissioners of Sumter County, Florida has determined that the adoption of the amendment to the Comprehensive Plan is in the best interests of the health, safety and welfare of the citizens of Sumter County, Florida.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF SUMTER COUNTY, FLORIDA, AS FOLLOWS:

Section 1. Authority.

This Ordinance is adopted in compliance with, and pursuant to the Community Planning Act, Section 163.3161, et. seq., Florida Statutes.

Section 2. Purpose and Intent.

It is hereby declared that the purpose and intent of the adopted amendment is to make the Comprehensive Plan better able to preserve and enhance present advantages; encourage the most appropriate use of land, water, and resources consistent with the public interest; overcome present handicaps; and deal effectively with future problems which may result from the use and development of land within the unincorporated areas of Sumter County, Florida. Specifically, the amendment changes the land use designation on the Future Land Use Map to Rural Residential. The nature of this change is to provide a land use to provide development consistent and complementary with the character of development within the surrounding properties and local area. The change allows the Future Land Use Map to depict a land use designation capable of rural residential development.

Section 3. Adoption of Amendments to Certain Elements of the Comprehensive Plan.

The Future Land Use Element and the Future Land Use Map of the Sumter County Comprehensive Plan are hereby amended as per the amendments attached hereto, and as amended, is the official Comprehensive Plan for the unincorporated area of Sumter County, Florida.

Section 4. Interpretation.

The language and provisions of this ordinance and the Comprehensive Plan, as amended, shall be construed in pari materia with Section 163.3161, et. seq., Florida Statutes. Definitions provided in Section 163.3161, et. seq., Florida Statutes as they apply to interpretation of this ordinance are incorporated herein by reference as the same may from time to time be amended.

Section 5. Severability.

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is for any reason held by any court or other forum of competent jurisdiction to be invalid, the validity of the remaining portions of this code shall continue in full force and effect.

Section 6. Effective Date.

This ordinance shall become effective as provided by law.

**ADOPTED BY THE SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS, SUMTER COUNTY, FLORIDA, THIS 11TH DAY OF FEBRUARY 2020.**

**SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS**

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**STEVE PRINTZ, CHAIRMAN**

**ATTEST:**

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**GLORIA HAYWARD,  
SUMTER COUNTY CLERK OF COURT  
BY: CAROLINE ALRESTIMAWI, DEPUTY CLERK**

**Attachment A**

**PROPOSED SUMTER COUNTY COMPREHENSIVE PLAN FUTURE  
LAND USE MAP AMENDMENT**

**FUTURE LAND USE AMENDMENT: Application SS2020-0001**

The Future Land Use Map (FLUM) shall be amended to reflect a change in land use designation for the subject parcel. The subject parcel's current future land use designation, Agricultural, shall be changed to the Rural Residential future land use designation on the FLUM.

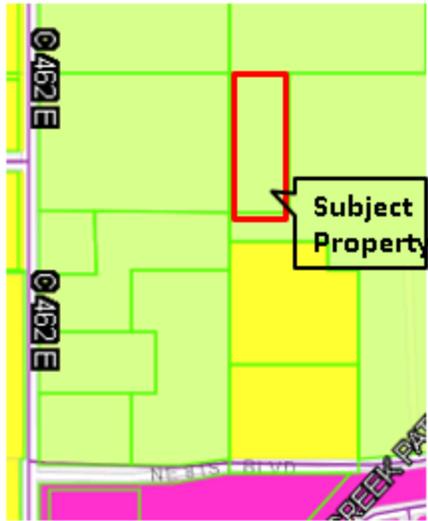
**LEGAL DESCRIPTION: THE W 200 FT OF N 462 FT OF W ½ OF SE ¼ OF  
NW ¼ OF SW ¼ OF SEC 33, TWP 18S, RNG 23E**

A location map of the subject properties is attached as **Map 1**. The Future Land Use Map with the existing land use designation and proposed land use designations shown on the subject parcels is attached as **Map 2**.

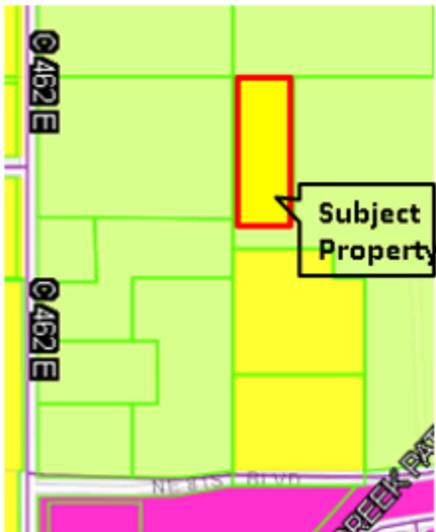
**MAP 1**  
**General Location of SS2020-0001**



**Map 2  
Future Land Use Map  
SS2020-0001**



Existing Future Land Use Designations



Proposed Future Land Use Designations

-  Agricultural
-  Rural Residential
-  Mixed Use

**SUMTER COUNTY  
SPECIAL MASTER PROCEEDING**

**CASE NO.** SS2020-0001  
**APPLICANT:** George and Kathy Howton  
**REQUESTED ACTION:** Small Scale Land use amendment reassigning 1.1 acres MOL from Rural Residential to Commercial

**RECOMMENDATION OF SPECIAL MASTER**

On February 3, 2020, Applicant George and Kathy Howton, through representative Reggie Caruthers, was present at the hearing before the Special Master requesting a small scale future land use amendment on 2.12 acres MOL from Agricultural to Rural Residential consistent with the provisions of the City of Wildwood Joint Planning Area Agreement.

The only evidence presented at the hearing was the staff report, in which staff deemed the application sufficient and consistent with the Sumter County Comprehensive Plan and recommended approval. There was no public comment, and the Applicant did not provide further information.

Based upon the evidence presented at the hearing, the Special Master finds as follows:

1. The proposed amendment is suitable for the land use of the subject property.
2. The proposed amendment is consistent with the Comprehensive Plan.

Therefore, the Special Master recommends Application SS2020-0001 for APPROVAL to the Board of County Commissioners at the commission meeting currently scheduled for February 11, 2020.

**ORDERED** this 3d day of February, 2020.

  
\_\_\_\_\_  
ZACHARY T. BROOME, ESQ.  
Special Master  
Florida Bar No. 91331

# Board of County Commissioners

## Development Services Department

### Planning Services Division

7375 Powell Rd., Ste. 115, Wildwood, FL 34785 Phone (352) 689-4400 FAX: (352) 689-4401

Website: <http://sumtercountyfl.gov>

Project # SS2020-0001

Date Rec'd: 1-8-2020

Planner: Sue

ZAB 2/3/2020 6pm

Everglades Rec  
Ctr.

BOCC 2/11/2020 5:30pm Everglades Rec  
Ctr.

## LAND USE AMENDMENT AND/OR REZONING APPLICATION



Rezoning



Land Use Amendment (<10 acres)

Land Use Amendment (10 acres or more)

### Applicant Information:

Name of Property Owner(s): George D. & Kathy L. Howton

Address: 5122 NE 81st Blvd., P.O. Box 737

Wildwood, FL 34785

Owner Phone: 352-603-4466 Email: ghowton@embargmail.com

Name of Agent: Reggie Caruthers

Address: 11262 N US 301, OXFORD, FL 34484

Agent Phone: 352-748-1182 Email: Reggie@OXFORDLAND.com

### Property Information:

Legal Description of the property (lengthy descriptions may be attached)

Street Address: 5122 NE 81st Blvd., Wildwood, FL 34785

Parcels # D33-012 Current Use: Residential RRIC

Current Future Land Use: Ag Current Zoning: RRIC

Requested Future Land Use RR Requested Zoning: NA

Acreage requested: 2.12 acres

Reason for the request:

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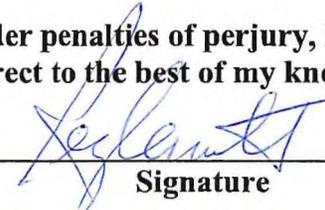
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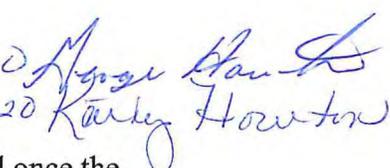
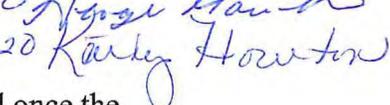
**Please Provide:**

- Deed or other proof of ownership
- Signed authorization if applicant is not the land owner
- Legal description of the area under application. (lengthy or complex legal descriptions may be required in digital/text format)

As the owner/agent, I agree to post the hearing plaques at least seven (7) days prior to the first hearing on the property's road frontage at the corners and at 300-ft intervals between. I understand any action on my application will be governed by Sumter County's Comprehensive Plan and Land Development Code, and my payment of the non-refundable application fee will not guarantee approval.

Under penalties of perjury, I declare the above information that I have given to be true and correct to the best of my knowledge and belief.

 1/7/20  
Signature Date

REGGIE CARROLLS 1/8/20   
Print Name 1/8/2020 

A public hearing before the Zoning Special Master (ZSM) will be scheduled once the application is found to be complete. The hearing will be at 6 P.M. at 510 Colony Blvd., The Villages, FL. Your appearance or authorized representative is required at this hearing. Failure for you or your authorized representative's attendance will cause your application to be handled in accordance with the policy adopted in the Sumter County Land Development Code. Minor Special Use Permits are decided by the ZSM. Conditions of approval may be assigned to assure compatibility with the neighborhood. Hearings may be postponed by the ZSM at his/her discretion.

**SMALL SCALE FUTURE LAND USE AMENDMENT**

**SUMTER COUNTY PLANNING AND ZONING SPECIAL MASTER**

**February 3, 2020**

**SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS**

**February 11, 2020**

**CASE NUMBER:** SS2020-0001

**LANDOWNER:** George and Kathy Howton

**REPRESENTATIVE:** Reggie Caruthers

**REQUEST:** Change the Future Land Use Designation on 2.12 acres MOL from Agricultural to Rural Residential consistent with the provisions of the City of Wildwood Joint Planning Area Agreement.

**PARCEL NUMBER:** D33-012

**LOCATION:** Wildwood area - 600-ft east of C-462 and 800-ft north of NE 81st Blvd.

**LEGAL DESCRIPTION:** THE W 200 FT OF N 462 FT OF W ½ OF SE ¼ OF NW ¼ OF SW ¼ OF SEC 33, TWP 18S, RNG 23E

**GENERAL DESCRIPTION AND BACKGROUND**

The subject property is located on the east side of C-462 between the City of Wildwood and The Villages (Map 1). It is located within the City of Wildwood-Sumter County Joint Planning Area (JPA) where it is designated for Low Density Residential use. The applicant is requesting a Comprehensive Plan Amendment from Agricultural to Rural Residential (Map 2).

**SURROUNDING LAND USE AND ZONING**

The property is located within 1000-foot of The Villages in a narrow strip between the large development and the City of Wildwood. The surrounding area is transitioning from agricultural in nature to homes on large lots and acreage. Adjacent properties are designated Agricultural on the Unified Comprehensive Plan Future Land Use Map. There is Low Density Residential and Mixed Use Future Land Use designations within 1000-foot of the subject site. Surrounding zoning is a mixture of rural residential designations. The property is developed with a single family residence.

## **LAND USE SUITABILITY**

### **Urban Sprawl**

The proposed amendment displays none of the sprawl indicators as identified in Florida Statutes Chapter 163.3177.9(a) and meets four of the sprawl test criteria in Florida Statutes Chapter 163.3177.9(b) (Attached).

### **Environmental Resources**

The property is currently vacant and does not contain significant natural resources.

### **Historic Resources**

This location does not appear on the Master Site File of Historic Resources.

### **Population and Housing**

The proposed amendment will not significantly impact the availability of housing.

## **CONCURRENCY ANALYSIS**

### **Potable Water & Sewer**

The project area is served by the City of Wildwood's utilities. The City of Wildwood may require connection at the time of construction. The proposed land use amendment will not affect the availability of these utilities.

### **Stormwater Drainage**

All development must conform to County and South West Florida Water Management District regulations for stormwater systems.

## **PROPOSED AMENDMENT TO THE TEXT OF THE COMPREHENSIVE PLAN**

This proposed amendment does not affect the text of the Comprehensive Plan.

## **PROPOSED AMENDMENT TO THE CAPITAL IMPROVEMENTS PLAN**

This proposed amendment does not affect the Capital Improvements program as outlined in the Sumter County Comprehensive Plan.

## **CONCLUSIONS**

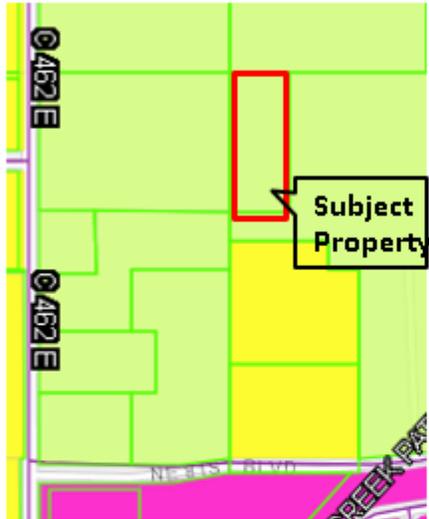
The proposed amendment is consistent with the applicable policies of the Sumter County Comprehensive Plan and the City of Wildwood/Sumter County Joint Planning Area Agreement Map. Staff recommends approval.

**Notices Sent:**            **9**                    **(Support/No Objection)**    **0**                    **(Objection)**            **0**

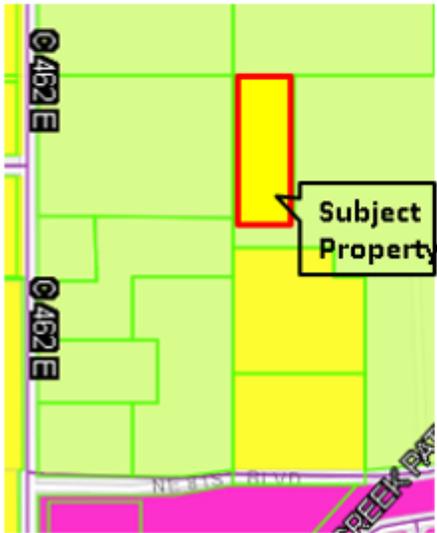
**Map 1**  
**General Location of SS2020-0001**



**Map 2  
Future Land Use Map  
SS2020-0001**



Existing Future Land Use Designations



Proposed Future Land Use Designations

-  Agricultural
-  Rural Residential
-  Mixed Use

**Attachment**  
**URBAN SPRAWL ANALYSIS**

The Community Planning Act (Florida Statutes Chapter 163) requires future land use amendments include an analysis to determine whether the proposed amendment contributes to urban sprawl. The proposed land use amendment does not display the sprawl indicators as identified in Florida Statutes Chapter 163.3177.9.a and listed below.

- I. Promotes, allows, or designates for development substantial areas of the jurisdiction to develop as low-intensity, low-density, or single-use development or uses. **The proposed amendment affects 2.12 acres, an insubstantial area of the jurisdiction.**
- II. Promotes, allows, or designates significant amounts of urban development to occur in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development. **The subject property is located within the Urban Development Boundary.**
- III. Promotes, allows, or designates urban development in radial, strip, isolated, or ribbon patterns generally emanating from existing urban developments. **The subject property is not isolated or in an area of strip development.**
- IV. Fails to adequately protect and conserve natural resources, such as wetlands, floodplains, native vegetation, environmentally sensitive areas, natural groundwater aquifer recharge areas, lakes, rivers, shorelines, beaches, bays, estuarine systems, and other significant natural systems. **There are no wetlands, flood zone or environmentally sensitive areas on the site.**
- V. Fails to adequately protect adjacent agricultural areas and activities, including silviculture, active agricultural and silvicultural activities, passive agricultural activities, and dormant, unique, and prime farmlands and soils. **The proposed project will not have an adverse impact on agricultural activities.**
- VI. Fails to maximize use of existing public facilities and services. **Existing public facilities and services are near the property.**
- VII. Fails to maximize use of future public facilities and services. **The subject property will utilize public facilities when required.**
- VIII. Allows for land use patterns or timing which disproportionately increase the cost in time, money, and energy of providing and maintaining facilities and services, including roads, potable water, sanitary sewer, stormwater management, law enforcement, education, health care, fire and emergency response, and general government. Fails to provide a clear separation between rural and urban land uses. **The proposed use of the site will not disproportionately increase the cost of public services in the area.**
- IX. Discourages or inhibits infill development or the redevelopment of existing neighborhoods and communities. **The requested amendment does not discourage or inhibit infill activities.**
- X. Fails to encourage a functional mix of uses. **The proposed use at the subject property will contribute to the functional mix of uses.**

- XI. Results in poor accessibility among linked or related land uses. **The proposed land use amendment will not affect the accessibility of adjacent lands.**
- XII. Results in the loss of significant amounts of functional open space. **The subject property does not impact functional open space.**

Further, a future land use amendment is required to meet four or more criteria listed in F.S. 163.3177.9.b. The proposed land use amendment meets the following four listed criteria:

- (I) Directs or locates economic growth and associated land development to geographic areas of the community in a manner that does not have an adverse impact on that protects natural resources and ecosystems. **The subject property does not contain significant native vegetation or wetlands. This application directs development to an area that does not have an adverse impact on natural resources.**
- (II) Promotes the efficient and cost-effective provision or extension of public infrastructure and services. **The proposed amendment will not require additional public infrastructure.**
- (III) Promotes walkable and connected communities and provides for compact development and a mix of uses at densities and intensities that will support a range of housing choices and a multimodal transportation system, including pedestrian, bicycle, and transit. **The proposed amendment will not affect housing options or transit.**
- (VII) Creates a balance of land uses based upon demands of residential population for the nonresidential needs of an area. **The proposed project will not significantly affect the mixture of land uses in the County.**



**Sumter County Planning and Zoning Special Master  
February 3, 2020**

**Board of Sumter County Commissioners  
February 11, 2020**

**CASE NO.:** CP2020-0001

**APPLICANT:** AAMW Enterprises, Inc.

**REPRESENTATIVE:** Michael P. Wood

**REQUESTED ACTION:** Change Future Land Use on 24.0 acres  
MOL from Agriculture to Commercial.

**PARCEL NUMBERS:** C34A174 and C35A003

**LEGAL DESCRIPTION:** Attached

**EXISTING ZONING:** A10C

**EXISTING USE:** Vacant

**FUTURE LAND USE:** Commercial, Agricultural

**PARCEL SIZE:** 33.40 acres

**GENERAL LOCATION:** I-75, SR 44

**COMMISSIONER DISTRICT:** 2

**SURROUNDING LAND USE:**

**NORTH:** Agriculture

**SOUTH:** Commercial

**EAST:** Agriculture

**WEST:** Commercial

**SURROUNDING ZONING:**

**NORTH:** RR5C

**SOUTH:** RVPUD

**EAST:** A10C

**WEST:** CL

**CASE SUMMARY:**

The applicant desires to change the Future Land Use Designation on approximately 24 acres from Agriculture to Commercial. The subject parcels are approximately 34.4 acres and both have Commercial and Agriculture Future Land Uses. This request is associated with Case R2020-0002 which requests rezoning to RVPUD for the expansion of an existing recreational vehicle park.

**CASE ANALYSIS:**

The subject property consists of two parcels, one on each side of CR 229. These parcels currently have Future Land Use Designations divided between Commercial and Agricultural along an awkward diagonal line that splits the two rectangular parcels. The applicant owns and operates the Wildwood RV Village immediately to the south of the subject properties. The subject properties are both located within the Urban Expansion area as defined by the Sumter County Unified Comprehensive Plan, as well as the Primary Economic Activity Center. The proposed amendment will provide the same Future Land Use Classification for the entirety of the two parcels involved.

The request is consistent with Policy 1.3.7, Conversion of Agricultural Lands, which reads as follows:

“Conversion of agricultural lands to a mixed use, industrial, commercial or residential future land use category shall demonstrate the following:

- a. The amendment will not result in urban sprawl as defined in Chapter 163, Part II, Florida Statutes;
- b. Availability of public infrastructure, including public water and sewer, to serve a more dense or intense use, or will be available at the time of development and is secured under a Developers Agreement.”

The request also comports with Policy 1.2.8 that provides that “The Commercial future land use category is applied to land suitable for commercial activity with access from an arterial or collector road.” The project can be directly accessed from SR 44.

**DEVELOPMENT SERVICES DIVISION STAFF CONCLUSIONS:**

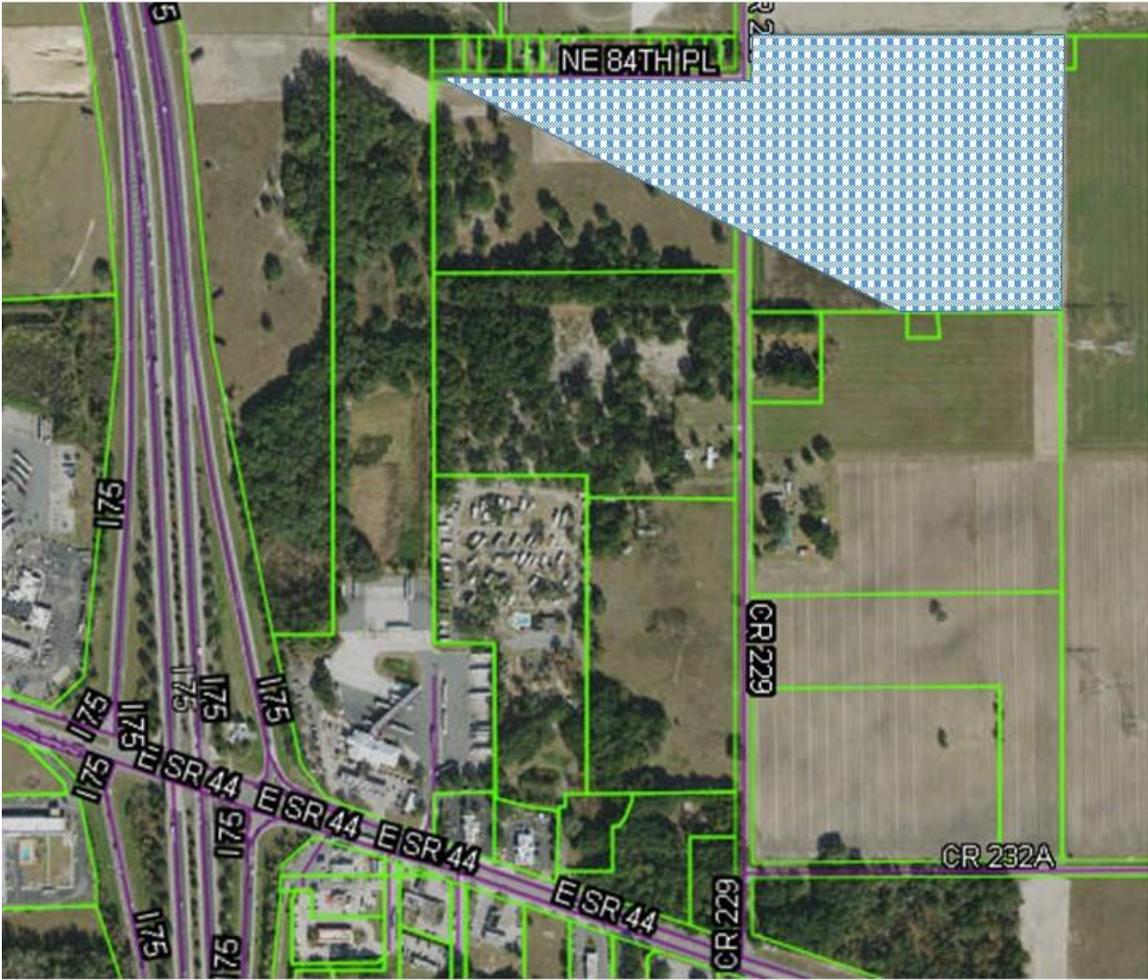
The staff recommends approval of the application.

**Notices Sent: 22 (In objection) 0 (In favor) 0**

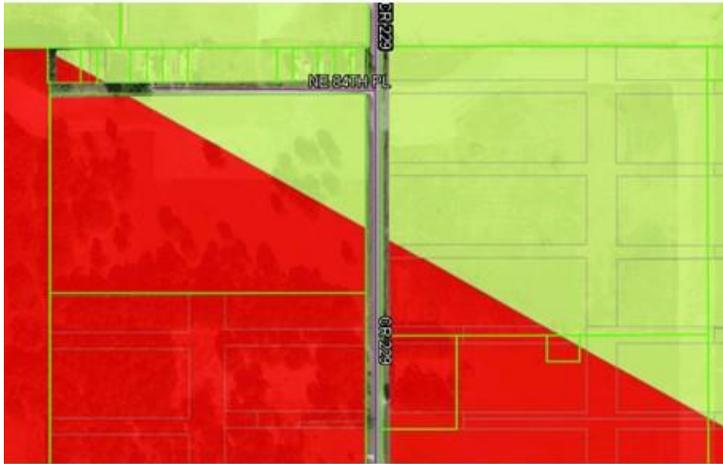
**Planning and Zoning Special Master Recommendation: Approval**

**Board of County Commissioners:**

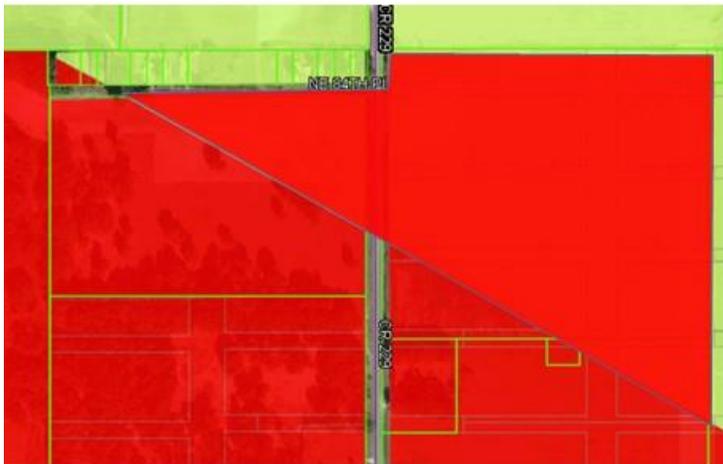
CP2020-0001  
Location Map



**CP2020-0001  
Current Land Use**



**CP2020-0001  
Proposed Land Use**



-  Agriculture
-  Conservation
-  Recreation
-  Commercial
-  Industrial
-  Public/ Institutional
-  Municipality
-  Mixed Use
-  High Density Residential
-  Urban Residential
-  Rural Residential

**SUMTER COUNTY  
SPECIAL MASTER PROCEEDING**

**CASE NO.** CP 2020-0001  
**APPLICANT:** AAMW Enterprises, Inc.  
**REQUESTED ACTION:** Change Future Land Use on 24.0 acres MOL from  
Agriculture to Commercial

**RECOMMENDATION OF SPECIAL MASTER**

On February 3, 2020, Applicant AAMW Enterprises, Inc., through representative Michael P. Wood, was present at the hearing before the Special Master requesting to change the Future Land Use on 24.0 acres MOL from Agriculture to Commercial. This request is associated with Case R2020-0002 which requests rezoning to RVPUD for the expansion of an existing recreational vehicle park. The subject properties are both located within the Urban Expansion area as defined by the Sumter County Unified Comprehensive Plan, as well as the Primary Economic Activity Center. The proposed amendment will provide the same Future Land Use Classification for the entirety of the two parcels involved

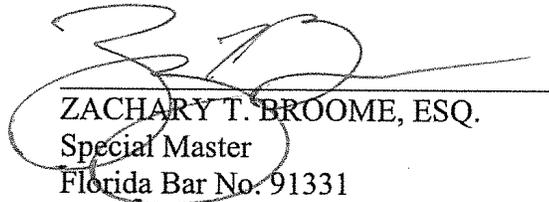
The only evidence presented at the hearing was the staff report, in which staff deemed the application sufficient and consisted with the Sumter County Comprehensive Plan and recommended approval. There was no public comment, and the Applicant did not provide further information.

Based upon the evidence presented at the hearing, the Special Master finds as follows:

1. The proposed amendment is suitable for the land use of the subject property.
2. The proposed amendment is consistent with the Comprehensive Plan.

Therefore, the Special Master recommends Application CP 2020-0001 for APPROVAL to the Board of County Commissioners at the commission meeting currently scheduled for February 11, 2020.

**ORDERED** this 3d day of February, 2020.

  
ZACHARY T. BROOME, ESQ.  
Special Master  
Florida Bar No. 91331

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** FY 2019-20 Quarter 1 Report from Department of Health (For Information Only).

**REQUESTED ACTION:** For Information Only.

**Meeting Type:** Regular Meeting                      **DATE OF MEETING:** 2/11/2020

**CONTRACT:**     N/A    Vendor/Entity: \_\_\_\_\_  
Effective Date:    Termination Date: \_\_\_\_\_  
Managing Division / Dept:    Office of Management & Budget

**BUDGET IMPACT:**    N/A

**FUNDING SOURCE:** \_\_\_\_\_  
**Type:** N/A                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_

**HISTORY/FACTS/ISSUES:**

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Sumter County’s contract with the Sumter County Health Department requires the County Health Department to provide quarterly a “DE385L1 Contract Management Variance Report” and a “DE580L1 Analysis of Fund Equities Report. The reports for the first quarter of FY 2019-20 are attached for your information.

---

**Prepared by:**    David Meng    **Grammarly Check**

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



**Ron DeSantis**  
Governor

**Scott A. Rivkees, MD**  
State Surgeon General

**Vision:** To be the Healthiest State in the Nation

January 27, 2020

JAN 30 2020  
BY: \_\_\_\_\_

The Honorable Steve Printz, Chairman  
Board of Sumter County Commissioners  
7375 Powell Road  
Wildwood, Florida 34785

RE: FY 2019-20 Contract between the Board of Sumter County Commissioners and the Department of Health for operation of the Sumter County Health Department

Dear Chairman Printz:

The above-referenced Core Contract and Section 154.02, Florida Statutes, require that the Department of Health submit quarterly reports to the County with the following information.

As specified in Section 6., Paragraphs o.i and ii, also enclosed are the DE385L1 Contract Management Variance Report and the DE580L1 Analysis of Fund Equities Report. A written explanation will be provided for any service level expenditure variance that deviates more than 25 percent from the planned service expenditure amount and exceeds three percent of the total planned expenditures for the corresponding level of service at the end of the contract year.

If you have any questions, please feel free to contact me at (352) 569-3138.

Respectfully,

Sanford D. Zelnick, D.O., M.S., Director  
Sumter County Health Department

Enclosures

  
Cc: Keith Hunter, M.P.H., C.P.H., Assistant Director

Commrs _____	Pub Wks Div _____
Co Atty _____	Dev Servs _____
Co Fin _____	Support Servs _____
Emer Mgmt _____	Fire _____
Other _____	Library _____

**Sumter Contract Management Variance Report for Period 10/01/2019 to 12/31/2019**

<b>Program</b>	<b>Reported FTEs</b>	<b>Planned FTEs</b>	<b>% Variance FTE</b>	<b>Reported Clients/Units</b>	<b>Planned Clients/Units</b>	<b>% Variance Clients/Units</b>	<b>Reported Visits/Services</b>	<b>Planned Visits/Services</b>	<b>% Variance Visits/Services</b>	<b>Reported Expenditures</b>	<b>Planned Expenditures</b>	<b>% Variance Expenditures</b>
<b>Communicable Disease Section</b>												
01:Immunization	3.23	3.35	-3.58	517	363	42.52	988	455	117.02	\$57,232.19	\$57,369.00	-0.24
02:Sexually Trans. Dis.	5.14	3.16	62.66	102	67	53.38	531	109	387.16	\$90,636.81	\$51,449.00	76.17
03:AIDS	1.90	1.83	3.83	29	23	27.47	159	90	77.65	\$30,550.06	\$35,372.00	-13.63
04:Tuberculosis	0.61	0.42	45.24	6	2	242.86	43	15	181.97	\$9,991.84	\$8,773.00	13.89
06:Comm. Dis. Surv.	1.96	1.80	8.89	0	0		44	84	-47.31	\$31,707.22	\$32,467.00	-2.34
09:Hepatitis	0.00	0.00		4	0		4	0		\$0.00	\$0.00	
16:Preparedness and Response	3.62	3.65	-0.82	0	0		0	0	-100.00	\$85,052.77	\$69,231.00	22.85
18:Refugee Health	0.00	0.00		0	0		0	0		\$0.00	\$0.00	
80:Vital Records	3.08	3.01	2.33	1,249	1,389	-10.05	5,332	5,848	-8.82	\$32,520.32	\$39,197.00	-17.03
<b>Communicable Disease Totals</b>	<b>19.54</b>	<b>17.22</b>	<b>13.47</b>	<b>1,907</b>	<b>1,842</b>	<b>3.51</b>	<b>7,101</b>	<b>6,601</b>	<b>7.58</b>	<b>\$337,691.21</b>	<b>\$293,858.00</b>	<b>14.92</b>
<b>Primary Care Section</b>												
10:Chronic Disease Prevention Pro	2.14	2.35	-8.94	0	0		0	0		\$23,807.44	\$39,522.00	-39.76
12:Tobacco Use Intervention	2.06	2.40	-14.17	0	0		0	0		\$29,927.94	\$38,264.00	-21.79
21:WIC	0.00	0.00		485	0		498	0		\$0.00	\$0.00	
23:Family Planning	6.25	4.88	28.07	117	116	1.30	977	238	311.37	\$108,901.86	\$95,526.00	14.00
25:Improved Pregnancy Outcome	0.00	1.40	-100.00	0	18	-100.00	0	35	-100.00	\$0.00	\$21,041.00	-100.00
27:Healthy Start Prenatal	0.11	0.03	266.67	0	0	-100.00	0	1	-100.00	\$1,350.06	\$397.00	240.06
29:Comprehensive Child Health	0.06	0.39	-84.62	6	39	-84.62	12	41	-70.55	\$1,017.41	\$7,075.00	-85.62
31:Healthy Start Child	0.01	0.00		0	0		0	0		-\$1.84	\$0.00	
34:School Health	5.88	4.54	29.52	0	0		28,556	15,871	79.93	\$76,985.90	\$64,360.00	19.62
37:Comprehensive Adult Health	0.90	2.41	-62.66	9	26	-65.71	29	47	-37.97	\$20,183.78	\$46,112.00	-56.23
38:Community Health Development	8.72	3.51	148.43	0	0		2	1	300.00	\$36,418.15	\$54,430.00	-33.09
40:Dental Health	0.85	0.86	-1.16	90	64	40.63	90	64	40.63	\$31,057.94	\$12,088.00	156.93
<b>Primary Care Totals</b>	<b>26.98</b>	<b>22.77</b>	<b>18.49</b>	<b>707</b>	<b>263</b>	<b>169.33</b>	<b>30,164</b>	<b>16,296</b>	<b>85.10</b>	<b>\$329,648.61</b>	<b>\$378,815.00</b>	<b>-12.98</b>
<b>Environmental Health Section</b>												
1:Water & Onsite Sewage	2.72	3.36	-19.05	128	198	-35.44	280	411	-31.83	\$37,255.13	\$47,806.00	-22.07
2:Facility Programs	1.90	1.63	16.56	46	99	-53.54	257	215	19.53	\$23,151.61	\$20,808.00	11.26
3:Groundwater Contamination Program	0.05	0.03	66.67	1	1	0.00	17	4	385.71	\$852.03	\$631.00	35.03
4:Community Hygiene	1.31	1.70	-22.94	69	112	-38.53	93	171	-45.45	\$20,376.79	\$25,823.00	-21.09
<b>Environmental Health Totals</b>	<b>5.98</b>	<b>6.72</b>	<b>-11.01</b>	<b>244</b>	<b>411</b>	<b>-40.56</b>	<b>647</b>	<b>800</b>	<b>-19.10</b>	<b>\$81,635.57</b>	<b>\$95,068.00</b>	<b>-14.13</b>
<b>CHD Totals</b>	<b>52.50</b>	<b>46.71</b>	<b>12.40</b>	<b>2,858</b>	<b>2,515</b>	<b>13.63</b>	<b>37,912</b>	<b>23,696</b>	<b>59.99</b>	<b>\$748,975.39</b>	<b>\$767,741.00</b>	<b>-2.44</b>

**Sumter DE580 Analysis of Fund Equities Report**

**Note: This report is based upon Schedule C, FIRS and year-to-date FLAIR transactions as of 12/31/2019**

**FIRS RT<sub>n</sub> Report**

**Sumter CHD (643660) DE580 Analysis of Fund Equities Report for fiscal year 2019-2020 as of 12/31/2019**

**Actual Year-to-Date (through Dec)**

OCA	OCA Title	Beginning Cash	Revenues YTD	Expenditures YTD	Certified Forward Expenditures YTD	Actual Cash YTD
<b>State</b>						
1E000	ON SITE SEWAGE DISPOSAL PERMIT FEES	120.8	3,704.40	3,825.20	0	0
1O000	SANITATION CERTIFICATES (FOOD INSPECTION)	0	942.5	942.5	0	0
3S000	INSPECTIONS OF SUMMER FEEDING PROGRAM - DOE	4,696.00	0	0	0	4,696.00
7F000	CHD - TB COMMUNITY PROGRAM	0	11,130.00	9,489.33	259.1	1,381.57
9V000	STATE UNDERGROUND PETROLEUM RESPONSE ACT	26,389.50	589	0	0	26,978.50
B9000	SEPTIC TANK RESEARCH SURCHARGE	15	390	405	0	0
BU000	ENVIRONMENTAL BIOMEDICAL WASTE PROGRAM	0	1,452.00	1,452.00	0	0
CIP19	COMPREHENSIVE COMMUNITY CARDIO - PHBG	0	4,459.95	8,949.29	0	-4,489.34
DE018	CMS-MCH PURCHASED CLIENT SERVICES	-381.81	381.81	0	0	0
ENVFE	CHD STATEWIDE ENVIRONMENTAL FEES	-151,435.68	97,249.81	113,290.51	9,787.51	-177,263.89
EPIGR	EPIDEMIOLOGY SURVEILLANCE GENERAL REVENUE	0	39,518.00	38,095.20	0	1,422.80
FMP20	FAMILY PLANNING TITLE X - GRANT	-5,961.84	29,430.06	28,119.45	0	-4,651.23
FMPGR	FAMILY PLANNING GENERAL REVENUE	0	22,909.00	21,486.01	0	1,422.99
HPC19	ADULT VIRAL HEPATITIS PREVENTION COORDINATOR	0	5,568.00	5,568.00	0	0
IMM20	IMMUNIZATION ACTION PLAN	0	6,437.13	7,089.20	0	-652.07
K3000	PUBLIC SWIMMING POOL PERMIT FEES-10% HQ TRANSFER	2,562.50	775	3,337.50	0	0
M5000	DRINKING WATER PROGRAM OPERATIONS	0	495	495	0	0
MC238	MCH SPECIAL PRJCT UNPLANNED PREGNANCY	-1,248.60	1,248.60	90	0	-90
MC239	MCH SPECIAL PRJCT UNPLANNED PREGNANCY	0	5,185.78	7,910.00	0	-2,724.22
MC388	MCH SPEC PRJ SOCIAL DETERMINANTS HLTH COMM EDU	-842.94	842.94	0	0	0
MC389	MCH SPEC PRJ SOCIAL DETERMINANTS HLTH COMM EDU	0	2,360.00	2,360.00	0	0
MCHB8	MCH BLOCK GRANT FLORIDAS HEALTHY BABIES	-2,565.13	2,565.13	0	0	0
MCHB9	MCH BLOCK GRANT FLORIDAS HEALTHY BABIES	0	0	0	0	0
NCGRV	CHD GENERAL REVENUE NON-CATEGORICAL	0	238,929.00	229,641.94	9,287.06	0
PCG00	PRIMARY CARE PROGRAM	0	79,938.00	80,067.08	58.35	-187.43
PHCP0	BASE COMMUNITY PREPAREDNESS CAPABILITY	0	31,844.07	39,703.66	0	-7,859.59
PHCP9	BASE COMMUNITY PREPAREDNESS CAPABILITY	-7,566.47	14,305.99	41,520.19	3,174.33	-37,955.00
R9000	TANNING FACILITIES	0	113.5	113.5	0	0
SCHGR	SCHOOL HEALTH SERVICES - GENERAL REVENUE	0	46,000.00	45,158.98	0	841.02
SCHSP	SUPPLEMENTAL SCHOOL HEALTH	0	6,389.66	7,150.16	0	-760.5
SEWTN	ONSITE SEWAGE TRAINING CENTER	15	305	320	0	0
TATTO	TATTO PROGRAM ENVIRONMENTAL HEALTH	0	248	248	0	0
TCI19	TOBACCO STATE AND COMMUNITY INTERVENTIONS	41,110.32	0	1,761.95	3,372.13	35,976.24
TCI20	TOBACCO STATE AND COMMUNITY INTERVENTIONS	0.17	60,618.00	41,650.46	0	18,967.71
UQ000	MOBILE HOME & RV PARK FEES	0	1,686.40	1,686.40	0	0
<b>State Total</b>		<b>-95,093.18</b>	<b>718,011.73</b>	<b>741,926.51</b>	<b>25,938.48</b>	<b>-144,946.44</b>
<b>Local</b>						
CLFEE	CHD CLINIC FEES	-398,347.59	72,677.95	171,082.51	32,601.94	-529,354.09
CPGCR	GENERAL CLINIC RABIES SERVICES & DRUG PURCHASES	9,573.56	6,822.69	16,537.52	0	-141.27
ENVLF	CHD LOCAL ENVIRONMENTAL FEES	37,510.97	11,707.00	676.97	0	48,541.00
HEP20	HEP A VACCINES	0	30,000.00	1,156.39	0	28,843.61
HSCNT	CHD HEALTHY START COALITION CONTRACT	-7,510.54	426	1,575.84	119.72	-8,780.10
JV000	VITAL STATISTICS CERTIFIED RECORDS	642,825.59	116,689.88	43,979.83	2,981.21	712,554.43
LOGOV	CHD LOCAL REVENUE & EXPENDITURES	317,718.74	632,972.41	507,679.86	63,867.83	379,143.46
MLH2A	MIGRANT LABOR HOUSING INSPECTION H-2A PROGRAM	130.41	0	0	0	130.41
NACMR	NACCHO - MEDICAL RESERVE CORPS	305.31	0	305	0	0.31
RWCGP	RYAN WHITE CONTRACTED GRANT PROGRAM	-128,009.11	31,289.54	31,490.54	1,799.98	-130,010.09
SALGS	CHD SALE OF SERVICES IN OR OUTSIDE OF STATE GOVT	2,050.97	0	-28	0	2,078.97
SCHHL	SCHOOL HEALTH CLINICS FUNDED BY SCHOOL BOARD	7,232.81	0	9,845.80	0	-2,612.99
TSMAR	HURRICANE MARIA	-1,601.49	0	0	0	-1,601.49
<b>Local Total</b>		<b>481,879.63</b>	<b>902,585.47</b>	<b>784,302.26</b>	<b>101,370.68</b>	<b>498,792.16</b>
<b>Grand Total</b>		<b>386,786.45</b>	<b>1,620,597.20</b>	<b>1,526,228.77</b>	<b>127,309.16</b>	<b>353,845.72</b>

The Board of Sumter County Commissioners (BOCC/Board) convened in regular session on Tuesday, January 14, 2020, at The Everglades Regional Recreation Center in The Villages, Florida, with the following members present to wit: Al Butler, 2nd Vice Chairman, District No. 1; Doug Gilpin, District No. 2; Don Burgess, District No. 3; Garry Breeden, Vice Chairman, District No. 4; and Steve Printz, Chairman, District No. 5. The following individuals were also present and acting in their respective official capacities: Bradley Arnold, County Administrator; Bill Kleinsorge, Finance Director; Caroline Alrestimawi, Deputy Clerk; and Jennifer Rey of The Hogan Law Firm, Attorneys for the Board. Commissioner Printz called the meeting to order at 5:00 p.m. with the invocation given by Commissioner Burgess followed by the flag salute led by Commissioner Butler. The complete audio recording of this meeting is available by request through the Clerk's Website - [www.sumterclerk.com](http://www.sumterclerk.com).

## **1. TIMED ITEMS & PUBLIC HEARINGS**

- a. 5:30 PM - Public Hearing Planning and Zoning Special Master Recommendations

\*Quasi Judicial

1. \*SS2019-0014 – Bailey for Bharosay – Small Scale Comprehensive Plan Amendment on 13.4 acres MOL from Commercial to Agricultural Consistent with the Provisions of the Wildwood Joint Planning Area Agreement -CR 217/ Wildwood Area (Planning and Zoning Special Master Recommends Approval).

Commissioner Printz polled the Board Members for ex parte communications, written or verbal, related to this case. Commissioner Burgess - none; Commissioner Butler - none; Commissioner Gilpin - none; Commissioner Breeden - none; and Commissioner Printz - none.

This item was presented by Karl Holley, Development Services Director. The Staff Report is entered into the record. The applicant is requesting a small-scale comprehensive plan map amendment on 13.4 acres MOL from Commercial to Agriculture. This request is consistent with the Wildwood Joint Planning Area Agreement land use policies. The application is being heard as a small-scale map amendment per Florida Statutes 171.204(2). Nine (9) notices were sent with one (1) returned in support. The Planning and Zoning Special Master held a public hearing on January 6, 2020, and recommended approval.

APPLICANT - The applicant did not provide a presentation.

PUBLIC - There was no input from the public.

1-14-20-1-a-1

**Commissioner Butler moved, with a second by Commissioner Gilpin, to approve SS2019-0014 – Application by Bailey for Bharosay for a Small Scale Comprehensive Plan Amendment on 13.4 acres MOL from Commercial to Agricultural Consistent with the Provisions of the Wildwood Joint Planning Area Agreement and adopt the related Ordinance (2020-01). The Staff Report is entered into the record and the motion is based on competent, substantial, fact based testimony and evidence. The motion carried 5 - 0.**

- b. \* R2019-0035– Roland and Patricia Gardella – Rezone 1.2 acres MOL from ID to CN – SR 44A/ Wildwood area (Planning and Zoning Special Master Recommends Approval).

Commissioner Printz polled the Board Members for ex parte communications, written or verbal, related to this case. Commissioner Burgess - none; Commissioner Butler - none; Commissioner Gilpin - none; Commissioner Breeden - none; and Commissioner Printz - none.

This item was presented by Karl Holley, Development Services Director. The Staff Report is entered into the record. The applicant is requesting that a 1.2 acre parcel be rezoned from Industrial (ID) to Neighborhood Commercial (CN). The property was previously utilized by the State for a fire tower. The property is now in private ownership and the owner is seeking a zoning designation that will allow the site be redeveloped as a small business. There were nine (9) notices sent with zero (0) returned. The Planning and Zoning Special Master held a public hearing on January 6, 2020, and recommended approval.

APPLICANT- The applicant did not provide a presentation.

PUBLIC - There was no input from the public.

1-14-20-1-b

**Commissioner Gilpin moved, with a second by Commissioner Burgess, to Approve R2019-0035 – Application for Roland and Patricia Gardella to rezone 1.2 acres MOL from ID to CN and adopt the related Resolution (2020-01). The Staff Report is entered into the record and the motion is based on competent, substantial, fact based testimony and evidence. The motion carried unanimously 5 – 0.**

## **2. REPORTS AND INPUT**

- a. Proclamation Recognizing January 2020 as National Mentoring Month

Dr. Randy McDaniel from The Villages Charter School was present to accept the proclamation. Dr. McDaniel made comments after he received the proclamation.

1-14-20-2-a

- b. County Administrator

Bradley Arnold, County Administrator, presented the following for information and/or direction.

1. Catherine Martin Agricultural Exemption Issue (For Information Only)

This item is a follow-up from a past meeting. A meeting was set up between Ms. Martin and the Property Appraiser's Office to determine what she would need to do in order to obtain an Agricultural Exemption.

1-14-20-2-b-1

2. Cynthia Martin Mobile Home Permitting Issue - Code Enforcement Case: CE2019-0229 (For Information Only)

This item is also a follow-up from a past meeting. The County Attorney reviewed the Code Enforcement, which has since been closed.

1-14-20-2-b-2

3. Animal Services Report (For Information Only)

This is an update of the continued improvements taking place at Animal Services.

1-14-20-2-b-3

4. Residency of Board of Sumter County Commissioners Employees (For Information Only)

The Employee Services Division conducted a survey of the BOCC employees to determine residency. As of January 1, 2020, 48 % of the employees are Sumter County residents, and 52% live outside the county. Only four (4) positions require County residency; County Administrator, Assistant County Administrator, Public Works Director, and Fire Chief.

1-14-20-2-b-4

5. Census Complete County Committee (CCC) Status Report (For Information Only)

1-14-20-2-b-5

6. M Cores Update (For Information Only)

Within the last taskforce meeting, specific benefits and impacts related to Sumter County were discussed. Commissioner Gilpin noted the need for a sewer system in Lake Panasoffkee and requested that the Board have some discussion and

consensus regarding the issue. The Board provided consensus for Mr. Arnold to move forward with mediation for a requirement for a connection to occur and the system be put in place during the M Cores process. Mr. Arnold noted that all documents regarding M Cores can be found at [floridamcores.com](http://floridamcores.com).

1-14-20-2-b-6

7. Sumter County Fire and EMS ISO Letter (For Information Only)

1-14-20-2-b-7

8. Budget Calendar (For Information Only)

1-14-20-2-b-8

- c. County Attorney

1. Request for Attorney General Opinion by Sumter County, Florida, for purposes of enforcing Section 787.29(3)(b), Florida Statutes (For Information Only)

This item is for information only regarding the Human Trafficking Ordinance.

1-14-20-2-c-1

- d. Clerk of Circuit Court

1. Check Registers for November 2019 (For Information Only)

1-14-20-2-d-1

2. Check Registers for December 2019 (For Information Only)

1-14-20-2-d-2

- e. Board Members

1. Commissioner Burgess

Commissioner Burgess attended the MPO Governing Board Meeting in December, where new officers for the upcoming term were selected. Commissioner Campione of Lake County is Chair and Commissioner Burgess is Chairman Elect. The First Vice Chair is Mayor Richards of Lady Lake and Commissioner Sullivan will continue to serve. Joe Elliott, Councilman from City of Wildwood, is also on the Executive Board.

2. Commissioner Gilpin

Commissioner Gilpin noted that it is an exciting time as we get into 2020.

3. Commissioner Butler

Commissioner Butler attended a meeting in The Villages where Don Henderson, CEO of The Villages Hospital, spoke regarding the improvements made and gave an introduction of the new merger with University of Florida Health.

4. Commissioner Breeden

Commissioner Breeden attended a FACT meeting in Tallahassee on the 12th and 13th of December. Commissioner Breeden will provide his agenda and notes from that meeting to Mr. Arnold for the record.

5. Commissioner Printz

Commissioner Printz attended the Martin Luther King Jr. 17th Annual Commemorative Awards Breakfast, where scholarships were awarded to students. Commissioner Printz will attend the Withlacoochee Water Board Authority Meeting tomorrow. Commissioner Printz also attended the M Cores Meeting, which was referenced by Mr. Arnold, with Commissioner Gilpin. Lastly, Commissioner Printz raised the topic of 2nd Amendment Resolutions and wanted the other Commissioners input. The Commissioners discussed the topic and gave their consensus to Mr. Arnold move forward with drafting a Resolution to be considered at the January 28th meeting.

f. Public Forum

Terry Schermerhorn, 3503 CR 513, Wildwood, spoke during Public Forum.

**3. NEW BUSINESS - ACTION REQUIRED**

a. MINUTES

1. Minutes of Regular Meeting Held on November 12, 2019 (Staff Recommends Approval).

1-14-20-3-a-1

2. Minutes of Regular Meeting Held on November 26, 2019 (Staff Recommends Approval).

1-14-20-3-a-2

3. Minutes of Regular Meeting Held on December 10, 2019 (Staff Recommends

Approval).

1-14-20-3-a-3

**Commissioner Burgess moved, with a second by Commissioner Butler, to Approve items 1 through 3 under Minutes. The motion carried unanimously 5 – 0.**

b. SET FUTURE PUBLIC HEARINGS OR MEETINGS

None

c. APPOINTMENTS

1. Affordable Housing Advisory Committee (AHAC) Vacancy (Board's Option).

There are no applicants at this time. Thus, no action was taken.

1-14-20-3-c-1

2. Construction Industry Licensing/Fire Code Board of Appeals Vacancy (Board's Option).

There are no applicants at this time. Thus, no action was taken.

1-14-20-3-c-2

3. County Tourist Development Council Vacancy (Board's Option).

There are no applicants at this time. Thus, no action was taken.

1-14-20-3-c-3

4. Public Safety Coordinating Council Vacancies (Board's Option).

There are no applicants at this time. Thus, no action was taken.

1-14-20-3-c-4

5. Sumter County Public Library Advisory Board (SCPLAB) Vacancy (Board's Option).

There are no applicants at this time. Thus, no action was taken.

1-14-20-3-c-5

d. FINANCIAL

1. Budget Amendment A-9 (FY 19/20) Cisco Hardware for Library, Costs for Front Desk in The Villages Service Center, Supervisor of Elections Security Software, Hardware and Installation, Increase Costs for Kimley-Horn Task Order 30 and Right of Way Appraisal Firm, Grant Reimbursement for Villages Public Safety Department, Fumigation, Monitor and Media box, Public Works Tablets, E-911 Consultant and Radio System Security Partitioning (Staff Recommends Approval).

This budget amendment is needed to realign funds for Cisco hardware for library, costs for front desk in The Villages Service Center, Supervisor of Elections security software, hardware and installation, increase costs associated with Kimley-Horn task order 30 and Right of Way Appraisal Firm, grant reimbursement for Villages Public Safety Department, maintenance on folder/insert machine, fumigation for ants at judicial building, Public Safety Center security camera work and Courthouse monitor mount and media box, transfer funds from Public Works operations to Facilities to the proper division for the purchase of 8 tablets for Facilities and Parks Technicians to use with CityWorks and enable them to gather and generate work orders while in the field, E-911 Services consultant and Radio System Security Partitioning.

1-14-20-3-d-1

2. Budget Amendment A-10 (FY 19/20) to Recognize Proceeds from the 2019 Loan Construction Fund and Cost of Issuance Fees (Staff Recommends Approval).

This budget amendment is needed to recognize the proceeds from the 2019 Construction Loan the County obtained for transportation projects within the County. Two projects were identified with an estimated cost of \$22.5 million. The \$71,900 is the cost of issuance with respect to the note.

1-14-20-3-d-2

3. Inventory Transactions - Disposal and Surplus of Property (Staff Recommends Approval).

1-14-20-3-d-3

4. Purchase Order Approval for FY 2019/2020 (Staff Recommends Approval).

The attached list of open purchase requisitions is recommended for approval.

1-14-20-3-d-4

5. Resolution and Emergency Medical Services Grant Application (Staff Recommends Approval).

Sumter County applies for EMS Grant funds from the Florida Department of Health annually. This grant does not require County matching funds. The grant, in accordance with F.S. 401.113(1) is for the improvement and expansion of the County's Emergency Medical Services (EMS). The grant will be paid to Sumter County in a single lump sum to be split equally between Sumter County Fire & EMS Services and The Villages Public Safety Department. The total grant payment is in the amount of \$18,724.00, and each agency will receive \$9,362.00.

1-14-20-3-d-5

**Commissioner Burgess moved, with a second by Commissioner Breeden, to Approve items 1 through 5 under Financial. The motion carried unanimously 5 – 0.**

e. CONTRACTS AND AGREEMENTS

1. Local Agency Program Agreement between State of Florida Department of Transportation (FDOT) and Sumter County Board of County Commissioners for the Construction and Construction Engineering Inspection (CEI) Services for Safety Improvements along C-478 from US 301 to the City of Center Hill southern limit (Staff Recommends Approval).

This FDOT Local Agency Program (LAP) Agreement will assist the County in the construction and construction engineering inspection (CEI) services for Safety Improvements along C-478 from US 301 to the City of Center Hill southern limit, FPN 439912-1-58/68-01. The maximum amount reimbursed by federal funds is \$991,377.00 (\$901,252.00 Construction + \$90,125.00 CEI). This project involves multiple roadway safety improvements on County Road 478 from US 301 (MP 0.00) to the City of Center Hill southern limit (MP 10.35) with a total approximate milling and resurfacing length of 0.99 miles. Improvements will primarily be associated with curve 2 (MP1.65), curve 7 (MP 8.2), curve 8 (MP 8.5), and curve 9 (MP 8.8). Improvements include milling and resurfacing, cross-slope correction to establish proper superelevation, 5-foot paved shoulders (8-foot total shoulder) throughout curves and adjacent tangent extents, constructing driveway aprons, regrading soil adjacent to roadway to negate drop off hazards, guardrail removal, thermoplastic striping, installing centerline and edge line profiled thermoplastic markings, and signing (including new intersection warning, grade crossing advance warning, double-sided chevron alignment, and curve/speed advisory signs). Drainage improvements will be limited to regrading roadside swales.

1-14-20-3-e-1

2. Approve Change Order #1 for Contract with C.W. Roberts Contracting, Inc. for ITB # 007-0-2019/RS, FPN 437604-1-58-01, Sumter County C-462 from NE 15th Drive to North of CR-228 (Staff Recommends Approval).

ITB 007-0-2019/RS, Sumter County C-462 from NE 15th Drive to North of Cr-228 project was awarded to C.W. Roberts Contracting, Inc. on July 23, 2019, for the Base Bid of \$458,429.80. During the term of the contract, the project was shut down for one (1) day due to inclement weather and two (2) days for County observed holidays. Change Order #1 extends the term of the contract three (3) days. Substantial completion and contract completion are extended to December 30, 2019, and January 29, 2020, respectively.

1-14-20-3-e-2

3. Approve Change Order #3 for Contract with C.W. Roberts Contracting, Inc. for ITB # 020-0-2019/RS, Sumter County Pavement Preservation, and Reconstruction. (Staff Recommends Approval).

ITB 020-0-2019/RS, Sumter County Pavement Preservation, and Reconstruction project was awarded to C.W. Roberts Contracting, Inc. on July 23, 2019, for the Base Bid of \$1,107,395.90. During the term of the contract, Public Works Office requested transportation services be provided during the pavement preservation seal coat curing period. The contract duration remains the same.

1-14-20-3-e-3

4. Award and Enter into Contract Negotiations with Engineering Research International, Inc. (ERI) for RFQ 054-0-2019/RS Sumter County Pavement Management Services (Staff Recommends Approval).

RFQ 054-0-2019/RS Sumter County Pavement Management Services was broadcasted on 11/18/2019. Qualifications were due on 12/18/2019 at 1:30 p.m. in Room 110 of The Villages Sumter County Service Center. Four (4) qualification packages were received from the following firms: 1. Dynatest; 2. Data Transfer Solutions, LLC; 3. Engineering Research International, Inc. (ERI); and 4. The Kercher Group, Inc. The Selection Committee agreed to recommend to the BOCC to enter into contract with ERI. If negotiations with ERI are unsuccessful, the Selection Committee agreed to recommend contract negotiations with The Kercher Group, Inc.

1-14-20-3-e-4, 1-14-20-3-e-4-RFQ, 1-14-20-3-e-4-ERI Submittal, 1-14-20-3-e-4-Dynatest Submittal, 1-14-20-3-e-4-Data Transfer Submittal, 1-14-20-3-e-4-Kercher Submittal

5. Award and Enter into Contract Negotiations with The Lunz Group for RFQ 053-0-2019/RS Sumter County On Call Architectural and Engineering Services (Staff Recommends Approval).

RFQ 053-0-2019/RS Sumter County On Call Architectural and Engineering Services was broadcasted on 11/15/2019. Qualifications were due on 12/16/2019 at 1:00 p.m. and opened at 1:05 p.m. in Room 110 of The Villages Sumter County

Service Center. Three (3) qualification packages were received from the following firms: 1. Cardno; 2. Architecture Studio, Inc.; and 3. The Lunz Group. Cardno was deemed non-responsive as they failed to include a required document in their submittal package. The Selection Committee met on 12/18/2019 at 1:00 p.m. in Room 110 of The Villages Sumter County Service Center to score the submittal. Scoring is listed below: The Lunz Group; and Architecture Studio, Inc. The Selection Committee agreed that vendor presentations were not necessary. Based on the scoring, the Selection Committee agreed to recommend to the BOCC to enter into contract negotiations with The Lunz Group.

1-14-20-3-e-5, 1-14-20-3-e-5-RFQ, 1-14-20-3-e-5-Lunz Submittal, 1-14-20-3-e-5-Arcitecture Studio Submittal, 1-14-20-3-e-5-Cardno Submittal

6. Award and Enter into Contract with J.A. Standridge Construction, Inc. RFP 052-0-2019/RS Sumter County On-Call General Contractor Services (Staff Recommends Approval).

RFP 052-0-2019/RS Sumter County On-Call General Contractor Services was broadcasted on 11/11/2019. Proposals were due on 12/9/2019 at 9:30 a.m. and opened at 9:35 a.m. in Room 110 of The Villages Sumter County Service Center. Two (2) proposals were received from the following vendors: 1. Paul J. Sierra Construction, Inc.; and 2. J.A. Standridge Construction, Inc. Paul J. Sierra Construction, Inc. was deemed non-responsive, as they failed to respond to the request for their missing documents. The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to enter into contract with J.A. Standridge Construction, Inc., based on their work history with the County.

1-14-20-3-e-6, 1-14-20-3-e-6-JA Standridge Submittal, 1-14-20-3-e-6-Paul J Sierra Submittal, 1-14-20-3-e-6-RFP, 1-14-20-3-e-6-Agreement

7. Award and Enter into Contract with D.A.B. Constructors, Inc. for ITB 055-0-2019/RS Sumter County C-466A Eastbound from Canal Street to Morse Boulevard (Staff Recommends Approval).

ITB 055-0-2019/RS Sumter County C-466A Eastbound from Canal Street to Morse Boulevard was broadcasted on 11/19/2019. Bids were due on 12/19/2019 at 2:30 p.m. and opened at 2:55 p.m. in Room 110 of The Villages Sumter County Service Center. Four (4) were received from the following firms: 1. D.A.B. Constructors, Inc. (\$388,888.88); 2. Anderson Columbia Company, Inc. (\$399,772.21); 3. CWR Contracting, Inc. (\$421, 092.65); and 4. Ranger Construction (\$456, 916.40). The Selection Committee agreed to recommend to the BOCC to enter into contract with D.A.B. Constructors, Inc.

1-14-20-3-e-7, 1-14-20-3-e-7-ITB, 1-14-20-3-e-7-Anderson Submittal, 1-14-20-3-e-7-CW Roberts Submittal, 1-14-20-3-e-7-DAB Submittal, 1-14-20-3-e-7-RCI Submittal, 1-14-20-3-e-7-DAB Agreement

8. Award and Enter into Contract Negotiations with UF Department of Emergency Medicine for RFQ 056-0-2019/RS Sumter County Medical Director Services (Staff Recommends Approval).

RFQ 056-0-2019/RS Sumter County Medical Director Services was broadcasted on 11/27/2019. Qualifications were due on 12/31/2019 at 1:30 p.m. and opened at 1:35 p.m. in Room 110 of The Villages Sumter County Service Center. Two (2) qualification packages were received from the following: 1. AMR; and 2. UF Department of Emergency Medicine. The Selection Committee agreed that vendor presentations were not necessary. The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to enter into contract negotiations with UF Department of Emergency Medicine. Outside of this recommendation for the contract negotiations for the Medical Director Services with the County, it is important to note that The Villages and University of Florida Health recently announced an intent to develop a partnership to expand health care in the area.

1-14-20-3-e-8, 1-14-20-3-e-8-RFQ, 1-14-20-3-e-8-AMR Submittal, 1-14-20-3-e-8-UF Submittal

9. Affordable Housing (AH) Program Request to Approve and Execute the Contract for Grant Assistance (Staff Recommends Approval).

The Affordable Housing Program was created to comply with Florida Statutes § 125.379. The funds are used for various housing projects, including demolition/reconstruction, emergency repair, and purchase assistance. The demolition/reconstruction and emergency repair strategies are for applicants who currently own and occupy the residence. Purchase assistance is for applicants who are first-time homebuyers and will occupy a unit. The Local Housing Assistance Plan states any assistance under \$1,500.00 is to be considered a grant. The BOCC and the Grantee must execute a Contract for Grant. Mr. Ken DuBoise, Ms. Karen Smith, and Mr. Kary DuBoise received assistance in November 2019 for repairs to their home located at 313 E. Georgia Avenue, Bushnell, FL 33513. The total cost of the repairs was \$1,495.00. Staff is requesting approval and execution of the Affordable Housing Grant Contract for assistance provided to the family.

1-14-20-3-e-9

10. Funding Revisions to the State of Florida Department of Health Funding Related to the Sumter County Health Department Contract for FY 2019/2020 (Staff Recommends Approval).

Enclosed is the report of the funding revisions for the Florida Department of Health contract for the Sumter County Health Department for the fiscal year 2019-2020 budget. The contract specifies that either party may increase or

decrease funds to the contract upon written notification to the other party. The attached document from the Florida Department of Health includes:

1. An updated summary of funding revisions;
2. Page 2 of the contract reflecting updated funding adjustments;
3. Revised Attachment II, Part I; and
4. Revised Attachment II, Parts II and III, incorporating the changes indicated in the summary and covering the period subsequent to the contract amendment.

1-14-20-3-e-10

11. CR 525E Right-of-Way Acquisition - Purchase and Sales Agreement between SMM Development Properties, LLC and Sumter County (Staff Recommends Approval).

CR 525E is part of The Villages Regional Road Agreement, and the purpose of the right-of-way acquisition is for the necessary property for the future widening of the road from US 301 to CR 525 as well as provide the necessary stormwater conveyance and retention required. This property owner and its two parcels are the only impacted properties for this project (Parcels F35-008 and F36-058).

1-14-20-3-e-11

<b>Commissioner Breeden moved, with a second by Commissioner Butler, to Approve items 1 through 11 under Contracts and Agreements. The motion carried unanimously 5 – 0.</b>
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f. GENERAL ITEMS FOR CONSIDERATION

1. Satisfaction of Civil Restitution Lien for Mary Kessler Westerlund (Staff Recommends Approval).

On October 29, 2019 a Civil Restitution Lien for case 2019 MM 1601 was ordered in the amount of \$500.00, for Mary Kessler Westerlund. On December 18, 2019, the Clerk's Annex Office received check number 414101 in the amount of \$500.00 to satisfy the balance of said lien.

1-14-20-3-f-1

2. Satisfaction of Civil Restitution Lien for Brandon Tate Willman (Staff Recommends Approval).

On October 21, 2019 a Civil Restitution Lien for case 2019 CF 833 was ordered in the amount of \$50.00, for Brandon Tate Willman. On December 16, 2019, County Finance received cash in the amount of \$50.00 to satisfy the balance of said lien.

1-14-20-3-f-2

3. Satisfaction of Civil Restitution Lien for Roy Dewitt Boone (Staff Recommends Approval).

On April 8, 2009 a Civil Restitution Lien for case 2009 MM 224 was ordered in the amount of \$3,000.00, for Roy Dewitt Boone. On January 2, 2020, County Finance received check number 59462 in the amount of \$3,000.00 to satisfy the balance of said lien.

1-14-20-3-f-3

4. Approval of Release of Lien for D. E. & Louise Hess, N17H181 (Staff Recommends Approval).

A code enforcement lien was filed against this property on December 3, 2018, in which the property owner at the time was D. E. & Louise Hess. The property was found in compliance on December 10, 2019. The property was sold at a Tax Deed sale on October 31, 2019. Staff costs have not been paid, due to the fact we are awaiting a check from the Clerk's office for any proceeds.

1-14-20-3-f-4

5. Approval of Release of Lien for D.E. & Louise E. Hess, N17H182 (Staff Recommends Approval).

A code enforcement lien was filed against this property on December 3, 2018, in which the property owner at the time was D.E. & Louise E. Hess. The property was found in compliance on December 10, 2019. The property was sold at a Tax Deed sale on October 31, 2019. Staff costs have not been paid, due to the fact we are awaiting a check from the Clerk's office for any proceeds.

1-14-20-3-f-5

6. Certificate of Public Convenience and Necessity (COPCN) for Med-Trans Corporation (Staff Recommends Approval).

Florida Administrative Code requires an ambulance service to secure a Certificate of Public Necessity (COPCN) from the county commission in the county it intends to operate within. This request will allow Med-Trans to operate an air medical transport service in Sumter County.

1-14-20-3-f-6

<b>Commissioner Gilpin moved, with a second by Commissioner Burgess, to Approve items 1 through 6 under General Items for Consideration. The motion carried unanimously 5 – 0.</b>
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**4. ADJOURN**

The meeting adjourned at 5:47 p.m.

The Board of Sumter County Commissioners (BOCC/Board) convened in a workshop session on Tuesday, January 21, 2020, at the Sumter County Service Center in Wildwood, Florida, with the following members present to wit: Al Butler, 2nd Vice Chairman, District No. 1; Doug Gilpin, District No. 2; Don Burgess, District No. 3; Garry Breeden, Vice Chairman, District No. 4; and Steve Printz, Chairman, District No. 5. The following individuals were also present and acting in their respective official capacities: Bradley Arnold, County Administrator; Bill Kleinsorge, Finance Director; and Caroline Alrestimawi, Deputy Clerk. The complete audio recording of this meeting is available by request through the Clerk's Website - [www.sumterclerk.com](http://www.sumterclerk.com).

**1. Public Forum**

There was no input from the public.

**2. Annual Benefits Review (For Direction)**

Bradley Arnold, County Administrator, went over the County's current benefits in comparison with the recommendations for change. For FY 20/21, the proposed COLA is 1.60%. At this time, there is no additional recommended increase beyond this COLA. Recently, the County went through a self-reporting audit, through which 23 individuals were removed from the plan because they were no longer qualified to be dependents and seven (7) additional individuals aged off the plan. This audit is done periodically. There is no proposed change to the premiums. Mr. Arnold proposed an increase to the deductibles and out of pocket maximums, which is detailed in the attachment. This increase is a recommendation from the consultant. The Commissioners discussed the proposed changes. The Commissioners provided consensus to move forward with the proposed changes, as discussed and outlined in the attachment.

1-21-20-2

**3. Adjourn**

The workshop session adjourned at 5:31 p.m.

The Board of Sumter County Commissioners (BOCC/Board) convened in regular session on Tuesday, January 28, 2020, at The Everglades Regional Recreation Center in The Villages, Florida, with the following members present to wit: Al Butler, 2nd Vice Chairman, District No. 1; Doug Gilpin, District No. 2; Don Burgess, District No. 3; Garry Breeden, Vice Chairman, District No. 4; and Steve Printz, Chairman, District No. 5. The following individuals were also present and acting in their respective official capacities: Bradley Arnold, County Administrator; Bill Kleinsorge, Finance Director; Caroline Alrestimawi, Deputy Clerk; and Jennifer Rey of The Hogan Law Firm, Attorneys for the Board. Commissioner Printz called the meeting to order at 5:00 p.m. with the invocation given by Commissioner Butler followed by the flag salute led by Commissioner Breeden. The complete audio recording of this meeting is available by request through the Clerk's Website - [www.sumterclerk.com](http://www.sumterclerk.com).

**1. TIMED ITEMS & PUBLIC HEARINGS**

None

**2. REPORTS AND INPUT****a. County Administrator**

In addition to the below items, Bradley Arnold, County Administrator, provided a Conflict Waiver letter to the Board Clerk for the associated with item D2 under Financial, which is related to the refinancing of the loan. It is requested that when the Board considers D2 for approval that the Conflict Waiver letter also be considered as part of the motion.

**1. Tax Increase Concerns - Mr. Terry Lee Schermerhorn (For Information Only)**

This item is to address concerns that were brought forth during Public Forum at the last Regular Meeting.

1-28-20-2-a-1

**2. Amendment to Certificate of Authorization to Delete Service Area (For Information Only)**

This item is regarding a document received from the Public Service Commission related to a change in service area for CSU.

1-28-20-2-a-2

**b. County Attorney**

In the past, items have been submitted for the Attorney General's opinion. The Attorney General now requires an official vote prior to submitting an item for opinion. Recently, there have been discussions related to two issues: agritourism and a signed ordinance related to a newly enacted election administration statute. In conjunction with the Supervisor of Elections, a request for the Attorney General's opinion on the signed ordinance question has been prepared. A request for an Attorney General opinion has also been prepared for seeking clarification on the application of agritourism with regard to structures that are separate from agricultural operations.

**Commissioner Breeden moved, with a second by Commissioner Burgess, to Approve the submission of the two (2) discussed issues for opinions from the Attorney General. The motion carried unanimously 5 – 0.**

c. Clerk of Circuit Court

No report.

d. Board Members

1. Commissioner Burgess - No report.

2. Commissioner Gilpin requested discussion and consensus regarding the worn out park equipment in Croom. Commissioner Gilpin requested new park equipment at the park in Croom. The Commissioners provided consensus to move forward with new equipment.

3. Commissioner Butler - No report.

4. Commissioner Breeden - No report.

5. Commissioner Printz attended a ribbon cutting ceremony for the 24 Hour ER that opened up for the University of Florida on 44. Commissioner Printz also attended the Withlacoochee Regional Water Supply Authority and is the new Chair.

e. Public Forum

Commissioner Printz went over the instructions that individuals should follow during Public Forum.

Chuck Wildzunas, 1861 Treadwell Terrace, The Villages, spoke during Public Forum.

**3. NEW BUSINESS - ACTION REQUIRED**

a. MINUTES

None

b. SET FUTURE PUBLIC HEARINGS OR MEETINGS

None

c. APPOINTMENTS

1. Affordable Housing Advisory Committee (AHAC) Vacancy (Board's Option).

There are no applicants at this time. Thus, no action was taken.

1-28-20-3-c-1

2. Construction Industry Licensing/Fire Code Board of Appeals Vacancy (Board's Option).

There are no applicants at this time. Thus, no action was taken.

1-28-20-3-c-2

3. County Tourist Development Council Vacancy (Board's Option).

There are no applicants at this time. Thus, no action was taken.

1-28-20-3-c-3

4. Public Safety Coordinating Council Vacancies (Board's Option).

There are no applicants at this time. Thus, no action was taken.

1-28-20-3-c-4

5. Sumter County Public Library Advisory Board (SCPLAB) Vacancy (Board's Option).

There are no applicants at this time. Thus, no action was taken.

1-28-20-3-c-5

d. FINANCIAL

1. Budget Amendment A-11 (FY 19/20) for Public Defender's Additional Office

Space and Security Needs, Public Records Request Tracking Software, Add Second Door to Kennels at Animal Services and Courier Services Through TSG Until the End of the Fiscal Year (Staff Recommends Approval).

This budget amendment is needed to realign funds for Public Defender's additional office space and security needs, Public Records request tracking software, add second door to kennels at Animal Services and courier services through TSG until the end of the fiscal year.

1-28-20-3-d-1

2. Approve and Authorize Chairman to Execute the Refunding of County's Capital Improvement Revenue Bond, Series 2018 Resolution (Staff Recommends Approval).

This item was pulled for comments by Commissioner Burgess. Mr. Arnold reminded the Commissioners to add the Conflict Waiver letter as part of the motion. On December 10, 2019, you authorized the County Administrator to explore options for refunding the County's Capital Improvement Revenue Bond, Series 2018, which is held by Citizens First Bank. This loan has a 2.96% interest rate, matures on June 1, 2038 and can be refunded at any time without penalty. Several refunding options were considered including a loan with the same final maturity date, a loan with a 17-year term and a loan with a 15-year term. The 15-year term was selected in order to secure a lower interest rate and maximize total savings. On January 2nd, a Request for Proposals, with credit and legal packages attached, was sent to 36 national, regional and local banks. We are pleased to report that Sumter County received proposals/bids on January 16th from 10 commercial banks to provide a 15-year loan for up to \$28,200,000 to fully refund the 2018 loan proposed fixed interest rates ranged from 2.09% to 2.44%, with varying terms and conditions (see attachments). The selection committee held a public meeting on January 21st to discuss the proposals and to make a recommendation. They found the proposal of TD Bank to best meet the needs of Sumter County. TD Bank has agreed to lock the interest rate at 2.09% until the closing and for the 15-year life of the loan. This rate is well below the 2.28% average of the other 9 banks and the 2.20% rate that was estimated in the RFP. The refunding saves the County a total of nearly \$3.7 million in debt service, which equals \$2.11 million in present value savings and 7.47% of the refunded principal. County staff and Gollahon Financial Services Inc. recommend you accept and approve TD Bank's proposal and proceed with a February 6th pre-closing at the County's offices and closing by phone and email on February 7th.

1-28-20-3-d-2

<p><b>Commissioner Burgess moved, with a second by Commissioner Gilpin, to approve authorizing the Chairman to execute the refunding of County's Capital Improvement Revenue Bond, Series 2018 Resolution, with the Conflict Waiver letter. The motion carried</b></p>
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**5 - 0.**

3. Inventory Transactions - Disposal and Surplus of Property (Staff Recommends Approval).

1-28-20-3-d-3

4. Purchase Order Approval for FY 2019/2020 (Staff Recommends Approval).

The attached list of open purchase requisitions is recommended for approval.

1-28-20-3-d-4

**Commissioner Butler moved, with a second by Commissioner Burgess, to Approve items 1 and 3 through 4 under Financial The motion carried unanimously 5 – 0.**

e. CONTRACTS AND AGREEMENTS

1. Extension Agreement #3 for Sumter County Geotechnical and Materials Testing Services RFQ 040-0-2016/RS (Staff Recommends Approval).

On February 14, 2017, the Sumter County Board of County Commissioners (BOCC) entered into an agreement with Central Testing Laboratory, Inc. for RFQ 040-0-2016/RS Sumter County Geotechnical and Materials Testing Services. Extension Agreement #1 was approved by the BOCC on January 8, 2019 to extend the agreement through February 13, 2019. Extension Agreement #2 was approved by the BOCC on January 22, 2019 to extend the agreement through February 13, 2021. At this time, Public Works wishes to renew the agreement to February 13, 2021. There are no renewals left on this agreement.

1-28-20-3-e-1

2. Sumter County Board of County Commissioners (SCBOCC) Application for Developments Seeking the Required Local Government Contribution to Support a Florida Housing Finance Corporation (FHFC) State Apartment Incentive Loan (SAIL) (Staff Recommends Approval).

Commissioner Breeden asked Mr. Arnold for clarification on this item. On October 22, 2019, the SCBOCC approved to move forward with researching and establishing criteria for qualifications for the local government to provide support to a developer applying to FHFC for SAIL funding. An application to establish the qualifications for a developer to request a local government contribution has been completed. Each application will be reviewed for feasibility and ability of the applicant to proceed with the construction of the development. The proposed development must be located in Sumter County, cannot be less than a total of 100 rental units, and provide a minimum of 75 percent of the development's rental

units set aside for families earning 50 percent or less of the area median income. The applicant must provide evidence of ownership of the parcel and/or site control, and provide documentation of their project management experience, previous performance with local governments, compliance with FHFC financing, and percentage of successful housing developments. The project site must have approved land use and zoning, along with the commitment of infrastructure services to support the development. The SAIL program provides low-interest loans to developers on a competitive basis. FHFC may receive more than one application for a proposed housing development within Sumter County; however, only one development will be awarded the SAIL funding. FHFC's request for applications (RFA) process is intensive, and the award selection is based on a point system and a lottery method. Staff is proposing for Sumter County to provide a local government verification of contribution fee waiver letter to approved applicants for submittal to FHFC; however, Sumter County will only provide one local government contribution award of \$10,000 (via waiver of road impact fees) per calendar year. The next SAIL application cycle will open in the fall of 2020. The Affordable Housing Advisory Committee (AHAC) reviewed and approved the application on January 9, 2020.

1-28-20-3-e-2

3. Amendment #1 to the Agreement with Smith and Smith Realty, Inc. for RFP 048-0-2019/RS Sumter County Real Estate Broker Services (Staff Recommends Approval).

On December 10, 2019, the BOCC entered into an Agreement with Smith and Smith Realty, Inc. for RFP 048-0-2019/RS Sumter County Real Estate Broker Services. Attached is Amendment #1 to the Sumter County Real Estate Broker Services Agreement that provides a more comprehensive fee schedule for compensation earned by the Broker for their services. Also attached is the original agreement, which is valid through 12/9/2021 with two additional one-year renewal options.

1-28-20-3-e-3

4. Resolution to Small County Outreach Program (SCOP) Agreement for Improvements on C-478 from US 301 to SR 471 (Staff Recommends Approval).

The requested action is to approve a resolution authorizing the County Administrator to execute the agreement with the Florida Department of Transportation to provide Sumter County with SCOP funds to be used to fund a roadway improvement project. The project will provide for pavement rehabilitation improvements for an approximate 4.92 mile stretch of C- 478 from US 301 to SR 471. This project involves milling and resurfacing, widening, and depth reconstruction. Additional roadway improvements include constructing asphalt roadway and driveway turnouts, constructing 2 foot paved shoulders, and

signing and pavement markings. Site prep work includes clearing and grubbing, excavation and embankment, and erosion control. Coordination with CSX is ongoing and will be required during construction.

1-28-20-3-e-4

**Commissioner Gilpin moved, with a second by Commissioner Breedon, to Approve items 1 through 4 under Contracts and Agreements. The motion carried unanimously 5 – 0.**

f. GENERAL ITEMS FOR CONSIDERATION

1. Resolution Reaffirming the Oath to Uphold the United States Constitution's Second Amendment (Board's Option).

1-28-20-3-f-1

This item was moved up for discussion and voting after Public Forum.

**Commissioner Burgess moved, with a second by Commissioner Gilpin, to approve a Resolution (2020-06) reaffirming the oath to uphold the United States Constitution's Second Amendment. The motion carried 5 - 0.**

2. Approve Revisions to the Employee Manual Effective January 28, 2020 (Staff Recommends Approval).

The Sumter County Board of County Commissioners' Employee Manual is reviewed regularly for conformance to State and Federal laws as well as any issues or concerns relating to the policies. The Employee Manual was revised to address these concerns:

01/28/2020 - Section 4.020 - Hiring - To revise the wording for clarification

01/28/2020 - Section 8.130 - Drug-Free Workplace - To clarify the reporting procedure for prescription and over the counter medication usage.

01/28/2020 - Section 10.010 - Safety Policy - To clarify the reporting procedure for prescription and over the counter medication usage.

1-28-20-3-f-2

3. Amend the 2019/2020 Classification and Compensation Schedule to Reflect the Reorganization of the Office of Management and Budget Division to Reclassify a Budget Analyst Position (Pay Range 26) to a Budget Technician Position (Pay Range 24) Effective January 28, 2020 (Staff Recommends Approval).

A review of the BOCC's organizational structure of the Office of Management and Budget Division was conducted by the Assistant Budget Officer as the Division Director. As a result of this review, it was determined that a Budget Analyst positions (pay range 26) needed to be reclassified to a Budget Technician position (pay range 24). This reorganization will provide for appropriate staffing to meet the differentiation of job duties and address the competitive marketplace in our region for these positions. This amendment does not change the total employee count for FY 2019/2020 of 216 employees.

1-28-20-3-f-3

4. Approve and Authorize Chairman to Execute the Amended Fire Totals 2019 and the Tax Collector's Recapitulation of the Tax Roll (Staff Recommends Approval).

Each year the Office of Management and Budget provides a parcel count to the Tax Collector's Office for each of the Fire Municipal Service Benefit Units. The parcel count for the Sumter County Municipal Services Benefit Unit requires an amendment to reduce the number of parcels by 16 to 19,289. The reason is that these parcels were combined by the Property Appraiser into another parcel that already had a fire assessment. Staff recommends the approval and execution of the Amended Fire Totals 2019 and the Recapitulations of the Sumter County Municipal Services Benefit Unit (F044) and The Villages Fire District Municipal Services Benefit Unit (F045).

1-28-20-3-f-4

5. Approval of Release of Lien for Bruno Kuhlmann (Staff Recommends Approval).

A code enforcement lien was filed against this property on October 31, 2019, in which the property owner at the time was Bruno Kuhlmann. The property was found in compliance on January 9, 2020. Costs in the amount of \$517.62 were paid. Since costs were paid, a Release of Lien is being requested.

1-28-20-3-f-5

6. Satisfaction of Civil Restitution Lien for Raul Gonzalez-Patlan (Staff Recommends Approval).

On April 19, 2017 a Civil Restitution Lien for case 2017 CT 569 was ordered in the amount of \$1,450.00, for Raul Gonzalez-Patlan. On January 15, 2020, County Finance received cash, in the amount of \$1,450.00 to satisfy the balance of said lien.

1-28-20-3-f-6

7. Satisfaction of Civil Restitution Lien for Michael Anthony Hart Jr. (Staff Recommends Approval).

On March 7, 2016 a Civil Restitution Lien for case 2016 CF 380 was ordered in the amount of \$9,000.00, for Michael Anthony Hart. On November 27, 2019, County Finance received check #223429 from Americas Title Corporation, in the amount of \$9,000.00 to satisfy the balance of said lien.

1-28-20-3-f-7

8. Satisfaction of Civil Restitution Lien for Paula Jean Petras (Staff Recommends Approval).

On November 18, 2019 a Civil Restitution Lien for case 2019 CF 386 was ordered in the amount of \$50.00, for Paula Jean Petras. On January 16, 2020, County Finance received check #59602 from the Clerk of Courts, in the amount of \$50.00 to satisfy the balance of said lien.

1-28-20-3-f-8

<b>Commissioner Burgess moved, with a second by Commissioner Butler, to Approve items 2 through 8 under General Items for Consideration. The motion carried unanimously 5 – 0.</b>
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#### 4. ADJOURN

The meeting adjourned at 5:17 p.m.

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** Construction Industry Licensing/Fire Code Board of Appeals Vacancy and Appointment of Engineer (Board's Option).

**REQUESTED ACTION:** Board's Option

**Meeting Type:** Regular Meeting                      **DATE OF MEETING:** 1/14/2020

**CONTRACT:**     N/A    Vendor/Entity: N/A  
Effective Date: 11/15/2018                      Termination Date: 11/15/2021  
Managing Division / Dept: **Building & Code / Development Services**

**BUDGET IMPACT:** \_\_\_\_\_

**FUNDING SOURCE:** \_\_\_\_\_  
**Type:** N/A                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_

**HISTORY/FACTS/ISSUES:**

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The Construction Industry Licensing/Fire Code Board of Appeals evaluates and approves/disapproves contractors for local licensing. The Construction Industry Licensing/Fire Code Board of Appeals acts in the capacity of an impartial hearing board for complaints against licensed contractors and disciplines licensed contractors when warranted. The Construction Industry Licensing/Fire Code Board of Appeals also hears reports of unlicensed contractor activity and refers reports to the Commission or State Attorney's Office when warranted.

Appointment: The board shall consist of five (5) members appointed by the Board. Each member shall be a legal, bona fide resident of Sumter County, Florida, and meet all other appointee requirements established by the Board. All contractors appointed shall hold an active Sumter County Competency Card or a Florida Certified License.

Sector	Position Status	Term
Architect	Christopher Bowers	11/15/2018 - 11/15/2021
Business Person	Eleazar Flores	11/15/2018 - 11/15/2021
Engineer	Richard Baier	11/15/2018 - 11/15/2021
Fire Protection Contracting	Vacant	11/15/2018 - 11/15/2021
General Contractor	Thomas Cattell	11/15/2018 - 11/15/2021

Attachments: Ordinance

One vacancy is currently open for applications. Changing appointment of Engineer Sector from Richard Baier to Deborah Snyder.

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Sec. 6-22. - Construction Industry Licensing Board of Sumter County.

There is hereby established and continued the Construction Industry Licensing Board of Sumter County which shall hereinafter be referred to as the "licensing board."

- (a) *Powers and duties.* The primary responsibilities of the licensing board shall be as follows:
- (1) To evaluate and approve/disapprove contractors for local licensing via the issuance of competency cards, except when a contractor applies for a competency card through the reciprocity procedures set forth in section 6-29. When a contractor applies for a competency card through the reciprocity procedures of this code, the building official shall be responsible for the approval/disapproval of such applications.
  - (2) To act in the capacity of an impartial hearing board for complaints against licensed contractors and to discipline said licensed contractors when warranted.
  - (3) To act in the capacity of an impartial hearing board on reports of unlicensed contractor activity, and to refer said reports to the board when warranted.
- (b) *Appointment, terms and attendance of members.*
- (1) *Appointment.* The licensing board shall consist of five (5) members appointed by the board of county commissioners. Each member shall be a legal, bona fide resident of the county and meet all other appointee requirements established by the board. Membership shall be consistent with 61G4-20.001(1)(b) of the Florida Administrative Code. All contractors appointed shall hold an active competency card or a state certificate of competency.
  - (2) *Terms.* The term of office for each member of the licensing board shall be three (3) years. Each member of the licensing board shall serve until his or her successor is qualified and begins serving on the licensing board. Members of the licensing board shall be eligible for re-appointment.
  - (3) *Attendance.* Licensing board members serve at the pleasure of the board and may be suspended or removed for cause. If any member fails to attend two (2) of three (3) successive meetings without cause and approval of the chair, the licensing board may, by majority vote, declare that member's position vacant and notify the board, who shall promptly fill such vacancy. A member who ceases to be a resident of the county, or a contractor member who does not hold a current license, shall be automatically dismissed.
  - (4) *Officers.* The licensing board shall elect from among its members a chairman and vice-chairman annually. Officers shall serve for a term of one (1) year, with eligibility for subsequent re-election.
  - (5) *Meetings.* The licensing board shall meet at 6:00 p.m. on an as-needed basis at the designated location at which the board conducts its scheduled business. Applicants will be notified of the specific meeting date and location through the letter of notification sent to the applicant by the department. The department shall furnish a secretary who shall maintain written or electronically produced minutes of each meeting and provide clerical services for the licensing board. The county attorney or county attorney designee (also an attorney) shall be present at all meetings. Meetings may be rescheduled to a date certain if a quorum, is not available, or, in the alternative, if the building official finds the scheduled agenda items are not of an urgent nature, the issues for consideration shall be added to the next scheduled licensing board meeting agenda.
  - (6) *Quorum and voting.* A quorum for the licensing board shall consist of a simple majority of the duly appointed members. All members of the licensing board shall vote on each motion that comes before the board, unless a legally recognized conflict of interest exists, in which case a conflict of interest form shall be filed with the licensing board secretary, thus excusing said member from voting on any such matter.

(7) *Rules and regulations.* The licensing board may establish and adopt rules and regulations, in compliance with this article, for the conduct of its members and shall include such actions in the written minutes of the meeting.

(Ord. No. 2009-03, 3-10-09; Ord. No. 2015-11, § 3, 6-23-15; Ord. No. 2017-04, § 3A, 2-28-17; Ord. No. 2018-06, § 3, 2-27-18)

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**From:** Baier

**Sent:** Friday, January 24, 2020 7:43 AM

**To:** Arnold, Bradley <[Bradley.Arnold@sumtercountyfl.gov](mailto:Bradley.Arnold@sumtercountyfl.gov)>

**Subject:** [Forwarded from RazorSafe] [Tue Feb 4 14:30:21 2020] Re: Construction Industry Licensing Board

Bradley, Sure thing but know I am there if you need me. Richard

Sent from my iPhone

On Jan 24, 2020, at 7:38 AM, Arnold, Bradley <[Bradley.Arnold@sumtercountyfl.gov](mailto:Bradley.Arnold@sumtercountyfl.gov)> wrote:

Richard,

Would you be fine with Deborah Snyder filing your spot on the above. I know the number of meetings you are required to attend for it have been gruelling. :)

Sent from my Verizon, Samsung Galaxy smartphone



**Bradley Arnold**  
County Administrator

Board of Sumter County Commissioners

Tel: 352-689-4400

Fax: 352-689-4401

[www.sumtercountyfl.gov](http://www.sumtercountyfl.gov)



*NOTE: The Sumter County Board of County Commissioners is a government entity making this and future email transmissions including attachments subject to inspection under Florida Statutes Chapter 119 unless specifically exempted or deemed confidential by law.*

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For more information please visit <http://www.symanteccloud.com>

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SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** Affordable Housing Advisory Committee (AHAC) Vacancy (Board's Option).

**REQUESTED ACTION:** Board's Option

**Meeting Type:** Regular Meeting                      **DATE OF MEETING:** 2/11/2020

**CONTRACT:**     N/A    Vendor/Entity: \_\_\_\_\_  
                         Effective Date:    Termination Date: \_\_\_\_\_  
                         Managing Division / Dept.    **Administrative Services**

**BUDGET IMPACT:** \_\_\_\_\_  
**FUNDING SOURCE:** \_\_\_\_\_

**Type:** N/A                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_

**HISTORY/FACTS/ISSUES:**

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The purpose of the AHAC is to:

- Review the established policies and procedures, ordinances, land development regulations, and adopted local government comprehensive plan of the appointing local government.
- Recommend specific actions or initiatives to the Board of County Commissioners to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value.
- Serve as the Citizen Advisory Task Force (CATF) for Community Development Block Grants.

The committee shall follow the guidelines mandated in Section 420.9076 and Section 290.0426, Florida Statutes and Rule Chapter 73C-23, Florida Administrative Code.

The governing board of a county or municipality shall appoint the members of the affordable housing advisory committee. Pursuant to the terms of any Interlocal agreement, a county and municipality may create and jointly appoint an advisory committee. The local action adopted pursuant to S. 420.9076, which creates the advisory committee and appoints the advisory committee members must name at least 8 but not more than 11 committee members and specify their terms. The committee must consist of one representative from at least six of the categories below:

- (a) A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- (b) A citizen who is actively engaged in the banking or mortgage industry in connection with affordable housing.
- (c) A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- (d) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- (e) A citizen who is actively engaged as a for-profit profit provider of affordable housing.
- (f) A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- (g) A citizen who is actively engaged as a real estate professional in connection with affordable

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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housing.

- (h) A citizen who actively serves on the local planning agency pursuant to S.163.3174. If the local planning agency is comprised of the governing board of the county or municipality, the governing board may appoint a designee who is knowledgeable in the local planning process.
- (i) A citizen who resides within the jurisdiction of the local governing body making the appointments.
- (j) A citizen who represents employers within the jurisdiction.
- (k) A citizen who represents essential services personnel, as defined in the local housing assistance plan.

Triennially, the advisory committee shall review the established policies and procedures, ordinances, land development regulations, and adopted local government comprehensive plan of the appointing local government and shall recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. The recommendations may include the modification or repeal of existing policies, procedures, ordinances, regulations, ordinances, or plan provisions; the creation of exceptions applicable to affordable housing; or the adoption of new policies, procedures, regulations, ordinances, or plan provisions, including recommendations to amend the local government comprehensive plan and corresponding regulations, ordinances and other policies. At a minimum, each advisory committee shall submit a report to the local governing body that includes recommendations on, and triennially thereafter evaluates the implementation of, affordable housing incentives in the following area:

- (a) The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in S. 163.3177 (6) (f) 3.
- (b) The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.
- (c) The allowance of flexibility in densities for affordable housing.
- (d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
- (e) The allowance of affordable accessory residential units residential zoning districts.
- (f) The reduction of parking and setback requirements for affordable housing.
- (g) The allowance of flexible lot configurations, including zero-lot-line configurations, for affordable housing.
- (h) The modification of street requirements for affordable housing.
- (i) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- (j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- (k) The support of development near transportation hubs and major employment centers and mixed-used developments.

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Sector Position

Status

Term

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**SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY**

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Building Industry	Diana Couillard	7/12/2018 - 7/12/2020
Essential Service Personnel	Robert Hanson	7/12/2018 - 7/12/2020
For-profit Housing Provider	Priscilla Lewis	7/12/2018 - 7/12/2020
Sumter County Resident	Karen C. Davis	7/12/2018 - 7/12/2020
Areas of Labor Activity	Vacant	7/12/2019 - 7/12/2021
Banking Industry	Samantha Crane	7/12/2019 - 7/12/2021
Low Income Advocate	Sandra Woodard	7/12/2019 - 7/12/2021
Non-profit Housing Provider	Gene Barton	7/12/2019 - 7/12/2021
Real Estate Professional	Danny Smith	7/12/2019 - 7/12/2021
Local Planning Agency	Karl Holley	7/12/2019 - 7/12/2021
Employer Representative	Matthew Yoder	7/12/2019 - 7/12/2021
Alternate	Michelle Purl	7/12/2018 - 7/12/2020

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**Prepared by: Charlene Pittman**

**Grammarly Check**

ORDINANCE 2016- 07

**AN ORDINANCE OF SUMTER COUNTY, FLORIDA, PURSUANT TO THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM, AMENDING THE CODE OF ORDINANCES, CHAPTER 12, ARTICLE III, SECTION 12-47 TO REFLECT CHANGES OUTLINED IN SENATE BILL 1534 REGARDING THE REQUIREMENTS RELATED TO THE CREATION AND APPOINTMENT OF MEMBERS OF THE AFFORDABLE HOUSING ADVISORY COMMITTEE; PROVIDING FOR CODIFICATION, PROVIDING FOR SEVERABILITY, PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT HEREWITH, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Ordinance 1993-1, 2013-04, and 2015-12 adopted by the BOCC established policies within the Sumter County Affordable Housing Assistance Program, pursuant to Section 420.907 through 420.9079, Florida Statutes, which was codified in Chapter 12, Article III, Section 12-41 through 12-48 of the Sumter County Code;

**WHEREAS**, the Sumter County Board of County Commissioners desires to amend the requirements related to the creation and appointment of members of the Affordable Housing Advisory Committee in ordinance with SB 1534 that was signed into law by Florida Governor, Rick Scott, on April 8, 2016;

**WHEREAS**, the revision to Section 12-47 will remove the requirement for committee members to be appointed by a resolution and decreases the required number of members from eleven to eight;

**WHEREAS**, the revision allows for more flexibility in the selection of members as the committee now must consist of one representative from at least six of the sectors listed below instead of eleven;

- (1) A citizen who is actively engaged in the residential home building industry in connection with affordable housing;
- (2) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing;
- (3) A citizen who is a representative of those areas of labor engaged in home building in connection with affordable housing;
- (4) A citizen who is designated as an advocate for low-income persons in connection with affordable housing;
- (5) A citizen who is a for-profit provider of affordable housing;
- (6) A citizen who is a not-for-profit provider of affordable housing;
- (7) A citizen who is actively engaged as a real estate professional in connection with affordable housing;
- (8) A citizen who actively serves on the local planning agency of the county;
- (9) A citizen chosen by the Board of County Commissioners from any profession or occupation;
- (10) A citizen who represents employers within the jurisdiction;
- (11) A citizen who represents essential services personnel, as defined in the local housing assistance plan;

**WHEREAS**, the revision includes changes to correct reference numbers of the Florida Statute and Florida Administrative Code, adds a triennial reporting requirement as well as changes to the process on how the committee makes recommendations to the Board of County Commissioner regarding the Affordable Housing Incentives;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of County Commissioners of Sumter County, Florida as follows:

**SECTION 1. PURPOSE.** The purpose of this Ordinance is to Amend the Sumter County Code of Ordinances: Chapter 12, Article III, Section 12-47, "Sumter County Affordable Housing Advisory Committee" for reasons set forth in the above Whereas clauses, which are incorporated herein.

**SECTION 2. AUTHORITY.** Pursuant to Article VIII, Section 1 of the Florida Constitution and Section 125.01 and 125.66 of the Florida Statutes, the Sumter County Board of County Commissioners has all powers of local self-government to perform county functions and render county services and facilities except when prohibited by law, including the authority to amend it Code of Ordinances.

**SECTION 3. CODIFICATION.** It is the intention of the BOCC that the provisions of this Ordinance shall become and be made part of the Sumter County Code and the word "ordinance" may be changed to "section", "article", or other appropriate work or phrase and the sections of this Ordinance may be renumbered or re-lettered to accomplish such intention.

**SECTION 4. CONFLICTS AND REPEALER.** This Ordinance shall cumulative of all provisions of the ordinances of Sumter County, Florida, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinances, in which event all Ordinances or parts thereof in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**SECTION 5. SEVERABILITY.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, or application hereof, is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion or application shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

**SECTION 6. EFFECTIVE DATE.** This Ordinance shall become effective immediately upon its adoption by the Sumter County Board of Commissioners.

**PASSED AND ADOPTED BY THE SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS, SUMTER COUNTY, FLORIDA, THIS 24 DAY OF May, 2016.**

**SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS**

  
**GARRY BREEDON, CHAIRMAN**



*Connie Webb*

GLORIA HAYWARD  
SUMTER COUNTY CLERK OF CIRCUIT COURT  
BY: CONNIE WEBB, Deputy Clerk

Exhibit "A"

Sec. 12-47. - Sumter County Affordable Housing Advisory Committee.

(a) Establishment, Purpose and Intent. There is hereby created the Sumter County Affordable Housing Advisory Committee (hereinafter referred to as the "committee" or "advisory committee"), whose members shall be appointed by the Board of County Commissioners. The local action adopted pursuant to F.S. § 420.9072 which creates the advisory committee and appoints the advisory committee members must name at least eight (8) but not more than eleven (11) committee members and specify their terms. Six (6) members shall constitute a quorum. The committee may not take formal actions unless a quorum is present, but may meet to hear presentations if duly noticed. The committee must consist of one representative from at least six of the categories listed below:

- (1) A citizen who is actively engaged in the residential home building industry in connection with affordable housing;
- (2) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing;
- (3) A citizen who is a representative of those areas of labor engaged in home building in connection with affordable housing;
- (4) A citizen who is designated as an advocate for low-income persons in connection with affordable housing;
- (5) A citizen who is a for-profit provider of affordable housing;
- (6) A citizen who is a not-for-profit provider of affordable housing;
- (7) A citizen who is actively engaged as a real estate professional in connection with affordable housing;
- (8) A citizen who actively serves on the local planning agency of the county;
- (9) A citizen chosen by the Board of County Commissioners from any profession or occupation;
- (10) A citizen who represents employers within the jurisdiction;
- (11) A citizen who represents essential services personnel, as defined in the local housing assistance plan.

All members must be full-time residents of Sumter County, Florida.

- (b) Term. Six (6) initial members shall serve three-year terms following their appointment, while the remaining initial members shall serve two-year terms following their appointment. All members or their successors may thereafter be appointed for two-year terms at the sole discretion of the Board of County Commissioners. If a member is unable to finish his or her term, his or her replacement shall serve the remainder of the departed member's existing term before being eligible for an appointment to a new two-year term. Alternates shall serve a term of two (2) years.
- (c) Meetings. Meetings shall be held monthly for the first year of committee existence and quarterly, or more frequently, as necessary thereafter. The committee shall comply with the the Sunshine Law, the Florida Public Records Laws including F.S. Ch. 119, and the special provisions regarding notice of plan considerations found in F.S. Ch. 420. Minutes of the meeting will be kept by Sumter County staff and the meetings shall be recorded via audio recording.
- (d) Officers. The committee shall annually elect a Chairperson, Vice Chairperson, and such other officers as it deems necessary. The Chairperson is charged with the duty of conducting the meeting in a manner consistent with Florida law and Roberts Rules of Order.
- (e) Support. Administrative and facility support for advisory committee shall be provided by the Board of County Commissioners and Housing Services staff.

(f) Duties. The advisory committee shall have the following duties:

(1) Review established policies and procedures, ordinances, land development regulations, and the adopted county comprehensive plan, and recommend specific initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. The recommendations may include the modification or repeal of existing policies, procedures, ordinances, regulations or plan provisions; those creations of exceptions applicable to affordable housing; or the adoption of new policies, procedures, regulations, ordinances or plan provisions. Triennially, the advisory committee shall make recommendations on affordable housing incentives in the following areas to the Board of County Commissioners:

- a. The processing of approvals of development orders or permits, for affordable housing projects is expedited to a greater degree than other projects, as provided in F.S. § 163.3177(6)(f)3.
- b. The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.
- c. The allowance of flexibility in densities for affordable housing.
- d. The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
- e. The allowance of affordable accessory residential units in residential zoning districts.
- f. The reduction of parking and setback requirements for affordable housing.
- g. The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- h. The modification of street requirements for affordable housing.
- i. The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- j. The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- k. The support of development near transportation hubs and major employment centers and mixed-use developments.

The committee recommendations may also include other affordable housing incentives identified by the advisory committee. The committee shall make recommendations approved by a majority of its membership at a public hearing. Notice of the time, date and place of the public hearing of the advisory committee to adopt final affordable housing incentive recommendations shall be advertised in a newspaper of greatest general circulation in Sumter County.

(2) The committee shall serve as the Community Development Block Grant Citizen Advisory Task Force (CATF), pursuant to F.S. § 290.046. The committee shall meet as the CATF as needed to review and monitor Community Development Block Grant projects consistent with the requirements of 73C-23.0041(5)(d), Florida Administrative Code.

**Editor's note**— Ord. No. 13-04, § 1, adopted Apr. 9, 2013, amended § 12-48 by changing the title from Sumter County Affordable Housing Incentive Plan to Sumter County's Affordable Housing Incentive Review and Implementation Process.

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** County Tourist Development Council Vacancy (Board's Option).

**REQUESTED ACTION:** Board's Sumter Option

**Meeting Type:** Regular Meeting

**DATE OF MEETING:** 2/11/2020

**CONTRACT:**  N/A

Vendor/Entity: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Termination Date: \_\_\_\_\_

Managing Division / Dept: **Office of Management & Budget**

**BUDGET IMPACT:** \_\_\_\_\_

**FUNDING SOURCE:** \_\_\_\_\_

**Type:** N/A

**EXPENDITURE ACCOUNT:** \_\_\_\_\_

**HISTORY/FACTS/ISSUES:**

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Pursuant to Section 125.0104(4), Florida Statute, Sumter County established The Sumter County Tourist Development Council, indicating the intention of the county to consider the enactment of an ordinance levying and imposing the Tourist Development Tax.

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 sub-county 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 or 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.

Sector	Position Status	Term
Chair	Doug Gilpin	
RV/Motel Owner/Operator	Raquel Nacaxe	11/01/2016 - 11/01/2020
RV/Motel Owner/Operator	Vacant	11/01/2016 - 11/01/2020
RV/Motel Owner/Operator	Bobby Hunt	11/01/2018 - 11/01/2022
Tourist Industry	Rebecca Morrison	11/01/2016 - 11/01/2020
Tourist Industry	Evelyn Stetler	11/01/2018 - 11/01/2022
Tourist Industry	Ronald McMahan	11/01/2018 - 11/01/2022
Municipality	Don Levens	11/01/2018 - 11/01/2022
Sub-County Taxing Dist. Municipality(Large)	Joe Elliott	11/01/2016 - 11/01/2020

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**Prepared by:** Charlene Pittman

**Grammarly Check**

SUMTER COUNTY ORDINANCE 2013- 08

AN ORDINANCE OF SUMTER COUNTY, FLORIDA AMENDING ORDINANCE 2010-22 AND, SPECIFICALLY, THE SUMTER COUNTY TOURISM DEVELOPMENT TAX PLAN TO ALLOW FOR A REALLOCATION OF TOURIST DEVELOPMENT TAX FUNDS, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Sumter County, Florida have determined that a reallocation of funds from revenue generated by the Tourist Development Tax approved by Sumter County voters via referendum would be in the best interests of Sumter County.

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Sumter County, Florida, as follows:

SECTION 1. AMENDMENT.

Ordinance 2010-22 shall be amended as follows:

The "Objectives" and "Definitions" Section of the Sumter County Tourist Development Tax Plan shall be amended to read as stated in "Exhibit A" attached hereto and incorporated as if stated fully herein.

SECTION 2. EFFECTIVE DATE.

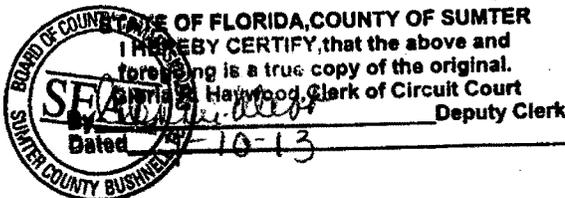
This Ordinance shall take effect upon recording with the Secretary of State by the Sumter County Clerk, on a date no later than October 1, 2013.

SECTION 3. SEVERABILITY.

If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, the invalidity shall not effect other provisions or applications of the Ordinance which can be given the effect without the invalid provision or application, and to this end, the provision of this act are declared severable.

2013 JUL 15 AM 11:43  
DEPARTMENT OF STATE  
TALLAHASSEE, FLORIDA

FILED

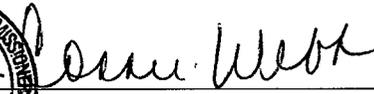


DONE AND ORDAINED this 9th day of July 2013, in regular session by the Sumter County Board of County Commissioners in Bushnell, Florida.

ATTEST: GLORIA HAYWARD  
CLERK OF CIRCUIT COURT

SUMTER COUNTY, FLORIDA

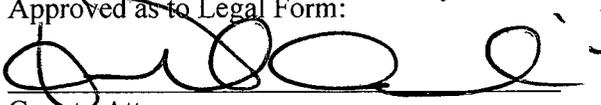


  
Deputy Clerk  
Connie Webb

  
By: Chairman  
DOUG GILPIN

(SEAL)

Approved as to Legal Form:

  
County Attorney  
George Angeliadis

## **TOURIST DEVELOPMENT TAX**

### **OBJECTIVE**

The Sumter County Tourist Development Council endeavors to support local organizations in their effort to develop and promote an event by making available special grant funding, provided that the organization has met the requirements of the Application and Reimbursement process.

### **LEGISLATIVE AUTHORITY / TDC HISTORY**

The Florida State Legislature enacted the Local Option Tourist Development Act (Section 125.0104, Florida Statutes) in response to the growing need of Florida counties to provide additional revenue sources for tourist development in an *effort* to stimulate the local economy. In response to this need, the voters of Sumter County approved in 2004, a two (2%) percent Tourist Development Tax on transient rental accommodations. A Tourist Development Council (hereinafter referred to as "TDC") was created as an advisory Council to the Sumter County Board of County Commissioners (hereinafter referred to as "BOCC") for the purpose of making recommendations, based on statutory guidelines, for the use of the revenue generated by the Tourist Development Tax.

### **REVENUES**

Tourist Development Tax revenues are generated by overnight guests staying in Sumter County RV parks/campgrounds, hotels, motels and condominiums. As a rule, any short term lodging of six months or less is subject to the two percent tax in addition to Sumter County's sales tax. Collections are received through the Florida Department of Revenue and returned to the County on a monthly basis for the County's use. Sumter County records this revenue in a separate Tourist Development Tax fund.

### **USE OF REVENUES**

Florida law outlines the proper use of these tax funds. Funds will be allocated as follows:

#### **15% for FY 2013-14; 30% for FY 2014-15 to FY 2017-18 of the annual budget for the following combined categories**

**PROMOTIONAL ACTIVITIES** – Development of projects that benefit and enhance the tourism industry within Sumter County (i.e. - development of wayfinding signage or tourism website maintenance).

**ADVERTISING** - Placement of advertisements and co-op advertising at intra-state, state or county level in magazines, newspapers, radio, etc. Development and placement of printed publications, brochures, rack cards, web sites, kiosk systems, tourism trade shows, billboards and any type of advertising opportunities for Sumter County (i.e. - ads directed at specific tourism industry or for general tourism promotion).

**SINGLE EVENTS** – Sponsorship of events to attract tourism to Sumter County (i.e. - fishing or sporting tournaments that may change geographical location each year).

REOCCURRING EVENTS – Annual events that have been determined to net reoccurring tourism that will most likely draw visitors from out of county who will stay overnight in local hotels, and/or RV parks (i.e. - festivals, County Fair and Dade Battlefield Reenactment).

**85% for FY 2013-14; 70% for FY 2014-15 to FY 2017-18 of the annual budget for the following category**

CAPITAL IMPROVEMENTS - Projects within the county to establish new or refurbish existing facilities for recreational activities, cultural events and performances within Sumter County.

**SUMTER COUNTY TOURIST DEVELOPMENT COUNCIL  
TOURIST DEVELOPMENT FUND GRANT REQUEST**

- **PURPOSE** - The Sumter County TDC was established to act as an advisory Council to the BOCC for the promotion of tourism in Sumter County. As such, the TDC allocates a portion of the Tourist Development Tax revenue for grants to support events that further the purposes of the TDC by promoting tourism. This document sets forth the guidelines and categories for grant requests from Tourist Development Tax funds. Grant applications will be accepted from organizations that will sponsor and promote tourism activities within Sumter County, bring substantial numbers of tourists/visitors to the County and promote overnight bed stays within the County. Tourism Development funds must be matched with other funding sources and must not be the sole source of income.
- Representatives from organizations submitting an application for grant funds will be invited to make a personal presentation at the July Sumter County TDC meeting as scheduled on Page 5.
- If recommended for funding, the Organization Official indicated on the grant application will be notified. The Organization Official will be required to sign an "Acceptance of Funding" form (Exhibit C), assuring the TDC that they understand the advertising requirements and the reimbursement process. If the "Acceptance for Funding" form is not signed and followed, reimbursement will not be authorized.
- Upon grant funding approval by the BOCC, a Purchase Order will be issued. Grant expenditures cannot be made until the Purchase Order is approved by the BOCC. Upon approval, the Financial Services Department will email the applicant a copy of the approved Purchase Order.
- It is the responsibility of the Applicant, if approved, to make sure any reimbursement requests are submitted to the BOCC Financial Services Department within forty-five (45) days after the approved event. All supporting and required documentation shall accompany the reimbursement request; otherwise, it will be deemed ineligible for reimbursement.

SUMTER COUNTY ORDINANCE 2010-22

AN ORDINANCE OF SUMTER COUNTY, FLORIDA AMENDING ORDINANCE 2004-25 AND, SPECIFICALLY, THE SUMTER COUNTY TOURIST DEVELOPMENT TAX PLAN TO ALLOW FOR A REALLOCATION OF TOURIST DEVELOPMENT TAX FUNDS, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

2010 DEC - 1 11:08 AM  
DEPARTMENT OF STATE  
TALLAHASSEE, FLORIDA  
FILED

WHEREAS, the Board of County Commissioners of Sumter County, Florida have determined that a reallocation of funds from revenues generated by the Tourist Development Tax approved by Sumter County voters via referendum would be in the best interests of Sumter County.

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Sumter County, Florida, as follows:

SECTION 1. AMENDMENT.

Ordinance 2004-25 shall be amended as follows:

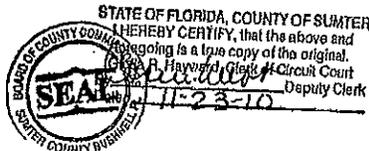
The "objectives" and "Definitions" Section of the Sumter County Tourist Development Tax Plan shall be amended to read as stated in Exhibit "A" attached hereto and incorporated as if stated fully herein.

SECTION 2. EFFECTIVE DATE.

This Ordinance shall take effect upon recording with the Secretary of State by the Sumter County Clerk, on a date no later than December 1, 2010.

SECTION 3. SEVERABILITY.

If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, the invalidity shall not effect other provisions or applications of the Ordinance which can be given the effect without the invalid provision or application, and to this end, the provision of this act are declared severable.



DONE AND ORDAINED this 23 day of November 2010, in regular session by the Sumter County Board of County Commissioners in Bushnell, Florida.

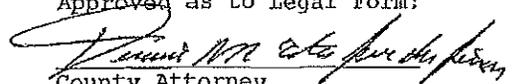
*The Villages*

ATTEST: GLORIA HAYWARD  
CLERK OF CIRCUIT COURT

SUMTER COUNTY, FLORIDA

 *G. Albert*  
Clerk

By:   
Chairman

Approved as to Legal Form:  
  
County Attorney

**SUMTER COUNTY TOURIST DEVELOPMENT TAX PLAN**

The objective of the TDC is to further enhance the tourism industry and the overall economy of Sumter County through projects or programs that meet the following criteria:

1. Conform to State/County Ordinances
2. Attract new visitors to Sumter County
3. Increase the frequency of visits
4. Increase the length of stay of visitors
5. Increase the per capita spending of visitors
6. Increase the number of room nights, thereby increase tourist development revenues.

All funds will be disbursed using the TDC grant application and must conform to these guidelines in one of the categories outlined below. Applications that do not conform to these guidelines will not be considered for funding. Funding limits are subject to approval by the TDC. A three-fourths affirmative vote of the membership of the TDC shall be required to approve any expenditure of funds in excess of fifty percent of the then available funds.

DEFINITIONS The funds to be disbursed no less than 40% of the annual budget for the following combined categories:

<i>Category</i>	<i>Definition</i>
SPONSORSHIPS	Major events staged in the county by non-profit Organizations that attract large numbers of visitors from outside the county. Examples would include National and international sports events or concerts.
SPECIAL EVENTS	One day and multi day events sponsored by non-profit Sumter County based organizations, which are open to the Public such as festivals, art shows and historical events. Individual grant amounts will be determined by need by the TDC.
EVENTS	Organized tournaments and events held within the county that brings participants from outside the county.
ADVERTISING/PROMOTION	Placement of advertisements and co-op advertising at intra-state, state or county level in magazines, newspapers, radio, BCT. Development and placement of printed publications, brochures, rack cards, web sites, kiosk systems, tourism trade shows, billboards and any type of advertising opportunities for Sumter County.

The funds to be disbursed no more than 60% of the net annual budget for the following category:

CAPITAL IMPROVEMENTS	Projects sponsored Governmental Organizations or non-profit organizations within the county to establish new or refurbish existing facilities for recreational activities, cultural events and performances within Sumter County.
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All material submitted with grant applications will become a matter of public record, open to inspection by any citizen of the State of Florida subject to Chapter 119, Florida Statutes. Sumter County Tourism is to be administered by local Chamber of Commerce.

SUMTER COUNTY ORDINANCE 2004-25

AN ORDINANCE OF SUMTER COUNTY, FLORIDA, LEVYING AND IMPOSING A TOURIST DEVELOPMENT TAX SUBJECT TO APPROVAL OF THE ELECTORS OF SUMTER COUNTY IN A REFERENDUM ELECTION SCHEDULED FOR NOVEMBER 2, 2004; ADOPTING THE SUMTER COUNTY TOURIST DEVELOPMENT TAX PLAN CREATED BY THE SUMTER COUNTY TOURIST DEVELOPMENT COUNCIL; APPOINTING A PERMANENT SUMTER COUNTY TOURIST DEVELOPMENT COUNCIL; PROVIDING FOR USE OF TOURIST DEVELOPMENT TAX REVENUES; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE; AND PROVIDING A SEVERABILITY CLAUSE.

WHEREAS, the Board of County Commissioners of Sumter County created a Tourist Development Council on May 18, 2004, to prepare and submit to the Board a plan for tourist development, and

WHEREAS, the Tourist Development Council held several meetings and studied the issue and filed with the Board on August 17, 2004, a tourist development plan, and

WHEREAS, the next step in determining if there will be a tourist development tax in Sumter County is the adoption of an ordinance levying the tax subject to referendum election and creating a permanent Tourist Development Council, and

WHEREAS, the board has determined that it is the best interest of the citizens and residents of Sumter County to allow this issue to go before the electors of Sumter County to decide the question;

NOW, THEREFORE, be it ordained by the Board of County Commissioners of Sumter County, Florida, as follows:

1. DEFINITIONS: The definitions as set forth in Section 125.0104(2)(b) Fla. Stat. are incorporated into this ordinance by reference.

2. The Sumter County Tourist Development Tax Plan developed by the Sumter County Tourist Development Council submitted to the Board on August 17, 2004, is hereby adopted.

3. There is hereby levied and imposed within the entire area of Sumter County, Florida, a tourist development tax in the amount of 2% of each dollar and major fraction of each dollar of the total consideration charged for lease or rental of properties as set forth in Section 125.0104(3), Fla. Stat.

4. The levy and imposition of the tourist development tax as set forth above is subject to approval by the electors of Sumter County in a referendum election which is hereby scheduled for the General Election of 2004 which to be held on November 2, 2004. The following question shall be on said ballot:

       FOR the Tourist Development Tax  
       AGAINST the Tourist Development Tax

5. There is hereby created a permanent Sumter County Tourist Development Council as set forth in Section 125.0104(4)(e), Fla. Stat.

6. All revenues derived from the tourist development tax, if approved, shall be utilized consistent with the provisions of Section 125.0104, Fla. Stat. and the Tourist Development Tax Plan adopted herein.

7. It is the intention of the Board of County Commissioners that the provisions of this Ordinance shall become and be made a part of the Sumter County Code and the word "ordinance" may be changed to "section," "article," or other appropriate word or phrase and the sections of this Ordinance may be renumbered or relettered to accomplish such intention.

8. This ordinance shall take effect as provided by law upon approval by the electors.

9. If any phrase or portion of this Ordinance is held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not effect the validity of the remaining portion.

DONE AND ORDAINED this 31<sup>st</sup> day of August, 2004, at Bushnell, Sumter County, Florida.



GLORIA HAYWARD  
Clerk of Circuit Court

Kirk Patrice  
DEPUTY CLERK

BOARD OF COUNTY COMMISSIONERS  
OF SUMTER COUNTY, FLORIDA

By: Benny Strickland  
Benny Strickland, Chair

**SUMTER COUNTY TOURIST DEVELOPMENT TAX PLAN**

The objective of the TDC is to further enhance the tourism industry and the overall economy of Sumter County through projects or programs that meet the following criteria:

1. Conform to State/County Ordinances
2. Attract new visitors to Sumter County
3. Increase the frequency of visits
4. Increase the length of stay of visitors
5. Increase the per capita spending of visitors
6. Increase the number of room nights, thereby increase tourist development revenues.

All funds will be disbursed using the TDC grant application and must conform to these guidelines in one of the categories outlined below. Applications that do not conform to these guidelines will not be considered for funding. Funding limits are subject to approval by the TDC. A three-fourths affirmative vote of the membership of the TDC shall be required to approve any expenditure of funds in excess of fifty percent of the then available funds.

**DEFINITIONS**

The funds to be disbursed no less than 60% of the annual budget for the following combined categories:

<i>Category</i>	<i>Definition</i>
SPONSORSHIPS	Major events staged in the county by non-profit Organizations that attract large numbers of visitors From outside the county. Examples would include National and International sports events or concerts.
SPECIAL EVENTS	One day and multi day events sponsored by non-profit Sumter County based organizations, which are open to the Public such as festivals, art shows and historical events. Individual grant amounts will be determined by need by the TDC.
EVENTS	Organized tournaments and events held within the county that brings participants from outside the county.
ADVERTISING/PROMOTION	Placement of advertisements and co-op advertising at intra-state, state or county level in magazines, newspapers, radio, ECT. Development and placement of printed publications, brochures, rack cards, web sites, kiosk systems, tourism trade shows, billboards and any type of advertising opportunities for Sumter County.

The funds to be disbursed no more than 40% of the net annual budget for the following category:

CAPITOL IMPROVEMENTS	Projects sponsored Governmental Organizations or non-profit organizations within the county to establish new or refurbish existing facilities for recreational activities, cultural events and performances within Sumter County.
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All material submitted with grant applications will become a matter of public record, open to inspection by any citizen of the State of Florida subject to Chapter 119, Florida Statutes. Sumter County Tourism. To be administered by local Chamber of Commerce.

### Sumter Proposed Projects With Budget

Under the provisions of Local Option Tourist Development Act, a two percent (2%) Tourist Development Tax will be levied throughout Sumter County, beginning on the first day of the second month following approval of the ordinance by referendum as provided by this ordinance. The anticipate revenue generated by the Sumter County Tourist Development Tax for the first twenty four (24) months beginning on said day of levy, based on the estimates from the Florida Department of Revenue for a total estimated revenue of \$279,286.00, estimated annually \$139,643.00.

Priority	Budget Funds for One Year	First Year Funds	24 Months Funds
		\$ 139,643.00	\$ 279,286.00
	Collection 3%	\$ 4,189.29	\$ 8,378.58
	Admin fee 10%	\$ 13,984.30	\$ 27,928.60
	<b>Total Net</b>	<b>\$ 121,469.41</b>	<b>\$ 242,978.62</b>
1	Promotion of Sumter Events	\$ 25,000.00	\$ 50,000.00
2	Visitors Information	\$ 10,000.00	\$ 20,000.00
3	Butterfly Festival	\$ 10,000.00	\$ 20,000.00
4	Antique Boat Motor show	\$ 4,493.65	\$ 8,987.30
5	Fall Festival	\$ 6,000.00	\$ 10,000.00
6	Kids Day Dade Park	\$ 3,000.00	\$ 6,000.00
7	Sumter Fishing Events	\$ 3,000.00	\$ 6,000.00
8	Sporting Events	\$ 3,000.00	\$ 6,000.00
9	County July 4 Celebration	\$ 3,000.00	\$ 6,000.00
10	Birding Trail Promo	\$ 3,000.00	\$ 6,000.00
11	Local Artist Festival	\$ 2,000.00	\$ 4,000.00
12	Dade Battle Memorial	\$ 1,400.00	\$ 2,800.00
13	Capitol Projects 40% of Net	\$ 48,595.76	\$ 97,191.53

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

**SUBJECT:** Public Safety Coordinating Council Vacancies (Board's Option).

**REQUESTED ACTION:** Board's Option

**Meeting Type:** Regular Meeting

**DATE OF MEETING:** 2/11/2020

**CONTRACT:**  N/A

Vendor/Entity: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Termination Date: \_\_\_\_\_

Managing Division / Dept: Administrative Services

**BUDGET IMPACT:** \_\_\_\_\_

**FUNDING SOURCE:** \_\_\_\_\_

**Type:** N/A

**EXPENDITURE ACCOUNT:** \_\_\_\_\_

**HISTORY/FACTS/ISSUES:**

Chapter 951.26 Florida Statutes provides that each Board of County Commissioners (BOCC) shall establish a county Public Safety Coordinating Council. Chapter 394.657 allows each BOCC to designate the existing Public Safety Coordinating Council as the Planning Council.

The chairperson of the Board of County Commissioners, or another County Commissioner as designee, shall serve as the chairperson of the council until the council elects a chairperson from the membership of the council.

Sector

Member

State Attorney

Brad King

Public Defender

Mike Graves

Chief Circuit Judge

William Hallman III

Chief County Judge

Paul Militello

Chief Correctional Officer

Major Reece Thompson

Sheriff

William Farmer

Police Chief

Vacant

State Probation Administrator (4-year term)

Susan Cizmadia

Court Administration

Lorna Barker

BOCC Commissioner

Doug Gilpin

Director of County Probation (4-year term)

Bradley Arnold

Director of Local Substance Abuse Program (4-year term)

Jonathan Cherry

Director of Community Mental Health

Vacant

DCF Mental Health Representative

Vacant

Consumer of Mental Health Services

Vacant - Selected by Community  
Mental Health Director

Consumer of Community-Based Treatment Services

Vacant - Selected by Community  
Mental Health Director

Consumer of Substance Abuse Services

Vacant - Selected by Community  
Mental Health Director

**SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY**

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Family Member of Consumer of Treatment Services	Vacant – Selected by Community Mental Health Director
Homeless Program/Housing Representative	Vacant
Director of Detention Facility of Juvenile Justice	Vacant
Chief Probation Officer of Juvenile Justice	Vacant
Jobs Program Representative (4-year term)	Vacant

The positions designated above as four-year terms will be a term from November 22, 2016 - November 22, 2020.

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**Prepared by: Charlene Pittman**

**Grammarly Check**

SUMTER COUNTY RESOLUTION 2018- 25

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF SUMTER COUNTY,  
FLORIDA DESIGNATING THE SUMTER COUNTY PUBLIC SAFETY COORDINATING  
COUNCIL AS THE SUMTER COUNTY PLANNING COUNCIL**

WHEREAS, The Sumter County Public Safety Coordinating Council established by Florida Statutes 951.26 is to meet at the call of the chairman of the committee for purpose of assessing the population status of all detention or correctional facilities owned by the county and formulating recommendations to ensure that the capabilities of such facilities are not exceeded, and

WHEREAS, Such recommendations shall include an assessment of the availability of pretrial intervention or probation programs, work-release programs, substance abuse programs, gain-time schedules, applicable bail bond schedules, and the confinement status of the inmates housed within each facility owned or contracted by the county, and

WHEREAS, Each Board of County Commissioners shall designate the county public safety coordinating council or designate another criminal or juvenile justice mental health and substance abuse council or committee, as the planning council or committee as established in Florida Statutes 394.657, and

WHEREAS, the Board of County Commissioners may assign any entity to prepare the application on behalf of the county administration for submission to the Criminal Justice, Mental Health, and Substance Abuse Statewide Grant Review Committee for review.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Sumter County Florida, as follows:

Sumter County hereby designates the Sumter County Public Safety Coordinating Council as the Sumter County Planning Council for the purpose of:

1. Making a formal recommendation to the Board of County Commissioners regarding how the Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant Program may best be implemented within a community.
2. Assessing the population status of all detention or correctional facilities owned by the county and formulating recommendations to ensure that the capabilities of such facilities are not exceeded.
3. Recommendations shall include an assessment of the availability of pretrial intervention or probation programs, work-release programs, substance abuse programs, gain-time schedules, applicable bail bond schedules, and the confinement status of the inmates housed within each facility owned or contracted by the county.

DONE and RESOLVED at Bushnell, Sumter County, Florida this 10<sup>th</sup> day of April 2018.

Effective Date. This Resolution shall take effect on April 16, 2018.

**BOARD OF COUNTY COMMISSIONERS  
SUMTER COUNTY**

Attest:



*Caroline AlRestimawi*

**Caroline AlRestimawi  
Deputy Clerk**

*Al Butler*

**Al Butler  
Chairman**



SUMTER COUNTY RESOLUTION 2013- 39

A RESOLUTION OF SUMTER COUNTY, FLORIDA, RE-ESTABLISHING A COUNTYWIDE LIBRARY SYSTEM ADVISORY BOARD, PROVIDING TERMS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is the intent of Board of County Commissioners to provide open public library services for all the citizens of Sumter County consistent with the Interlocal Service Boundary Agreements with the Cities of Bushnell, Center Hill, Webster, and Wildwood and;

WHEREAS, Section 125.01 (f), Florida Statutes, gives the Board of County Commissioners of Sumter County the authority to provide libraries as a matter of great public interest, and;

WHEREAS, it is desirable to have a countywide library system advisory board in order to provide recommendations of improving technology services for the countywide library system to support the goal of maintaining modern/up-to-date services.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Sumter County, Florida, as follows:

1. The currently appointed members of the formerly established Sumter County Public Library Advisory Board (SCPLAB) are hereby removed without prejudice.
2. There is hereby established the SCPLAB meeting the purpose of improving technology services for the countywide library system to support the goal of maintaining modern/up-to-date services
3. The membership shall be composed of five (5) at-large voting members and one (1) ex-officio member that is the Sumter County Library Single Administrative Head.
4. The at-large voting members shall be appointed by the Sumter County Board of Commissioners for a term of two years commencing October 1, 2013.

PASSED, ADOPTED AND APPROVED THIS 27<sup>th</sup> day of August 2013.

*Effective Date.* This resolution supersedes February 14, 2012 Resolution and shall take effect on August 27, 2013.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF SUMTER COUNTY, FLORIDA



  
Connie Webb

  
By: Doug Gilpin, Chairman

**SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Inventory Transactions - Disposal and Surplus of Property (Staff Recommends Approval).

**REQUESTED ACTION:** Staff Recommends Approval

**Meeting Type:** Regular Meeting                      **DATE OF MEETING:** 2/11/2020

**CONTRACT:**     N/A    Vendor/Entity: \_\_\_\_\_  
                          Effective Date:    Termination Date: \_\_\_\_\_  
                          Managing Division / Dept:    **Office of Management & Budget**

**BUDGET IMPACT:** \_\_\_\_\_  
**FUNDING SOURCE:** \_\_\_\_\_

**Type:** N/A                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_

**HISTORY/FACTS/ISSUES:**

Per the Sumter County Board of County Commissioners Tangible Personal Property Policy, Section IV Property Transfers and Surplus Property and Section IV Cannibalization and Disposal of Property. The request for the Board is to approve the inventory transactions as noted below:

Description	Asset Tag #	Custodian	Action
Four Outlet 3GPM Fire Hose Tester	05623	Fire & EMS	Surplus to Auction
Portacount Plus Respirator Fit Tester	03286	Fire & EMS	Surplus to Auction
Brush Chipper	02334	Parks	Surplus to Auction
Homemade Trailer	02571	Parks	Surplus to Auction
Homemade Trailer	02872	Road & Bridge	Surplus to Auction
Airboat Trailer	02927	Parks	Surplus to Auction
Tractor	02933	Parks	Surplus to Auction
Rotary Tiller	02990	Parks	Surplus to Auction
Grader w/ Broom	02993	Parks	Surplus to Auction
Brush Chipper	03210	Parks	Surplus to Auction
Bush Hog Mower	04666	Road & Bridge	Surplus to Auction
AED	03373-03381, 03384 03387,03389	Fire & EMS	Surplus to Auction
Low Pressure Controller	03361	Fire & EMS	Dispose
IBM Server	03534	Tax Collector	Dispose
Server	04188	Tax Collector	Dispose
File Server	04989	Tax Collector	Dispose
Cardiac Science AED's	04569-04574, 04607-04611	Fire & EMS	Surplus to Auction
Lifepak 3G modems	06002-06005, 06309-06311 06488-06489	Fire & EMS	Surplus to Auction
4x4 ATV Blue	03408	Road & Bridge	Surplus to Auction
4x4 Big Bear ATV	02919	Road & Bridge	Surplus to Auction

**Prepared by:** Suzanne Hammer    **Grammarly Check**

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** Purchase Order Approval for FY 2019/2020 (Staff Recommends Approval).

**REQUESTED ACTION:** Staff Recommends Approval.

**Meeting Type:** Regular Meeting                      **DATE OF MEETING:** 2/11/2020

**CONTRACT:**  N/A    Vendor/Entity: \_\_\_\_\_  
Effective Date:    Termination Date: \_\_\_\_\_  
Managing Division / Dept: **Purchasing**

**BUDGET IMPACT:** \_\_\_\_\_  
**FUNDING SOURCE:** \_\_\_\_\_

**Type:** N/A                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_

**HISTORY/FACTS/ISSUES:**

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The attached list of open purchase requisitions is recommended for approval. In accordance with the County's Purchasing Policies and Procedures, purchase requests \$25,000 and over must be approved by the Sumter County Board of County Commissioners.

The attached Open Requisitions Report is recommended for approval.

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**Prepared by:** Becky Segrest    **Grammarly Check**

SUMTER BOARD OF COMMISSIONERS  
 Open Requisitions Report

Only Possession Groups :BOCC Minimum Amount: 9,999,999.00-

Approval Group	Requisition No	Requisition Interface	Approval Status	Fiscal Year	EMG	Initiator	Creation Date	Last Action By	Possession	Requisition Total
FSREV	00019362	PO	Waiting	2020	No	BTODD	02/05/20	BARNOLD	BOARD APPROV	32,060.00

Line	Qty	Unit Price	Ext Price	Vendor / G/L Account
1	1.00	32,060.00	32,060.00	G/L: 308-100-523-6239 V: 8109-R & R REBAR FABRICATION, INC
Description: Owner Direct Purchase for the Sumter County Jail Expansion Design-Build Services.				

FSREV	00019364	PO	Waiting	2020	No	BTODD	02/05/20	BARNOLD	BOARD APPROV	96,000.00
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Line	Qty	Unit Price	Ext Price	Vendor / G/L Account
1	1.00	96,000.00	96,000.00	G/L: 308-100-523-6239 V: 8110-VULCRAFT SOUTH CAROLINA
Description: Owner Direct Purchase for the Sumter County Jail Expansion Design-Build Services.				

FSREV	00019361	PO	Waiting	2020	No	BTODD	02/05/20	BARNOLD	BOARD APPROV	265,518.00
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Line	Qty	Unit Price	Ext Price	Vendor / G/L Account
1	1.00	265,518.00	265,518.00	G/L: 308-100-523-6239 V: 8107-ARGOS USA CORP
Description: Owner Direct Purchase for the Sumter County Jail Expansion Design-Build Services.				

FSREV	00019365	PO	Waiting	2020	No	BTODD	02/05/20	BARNOLD	BOARD APPROV	28,777.90
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Line	Qty	Unit Price	Ext Price	Vendor / G/L Account
1	1.00	28,777.90	28,777.90	G/L: 308-100-523-6239 V: 8898-CONSOLIDATED PIPE & SUPPLY COM
Description: Owner Direct Purchase for the Sumter County Jail Expansion Design-Build Services.				

\*\* Totals \*\* Count: 4

422,355.90

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** **Approve Change Order #1 for Contract with C.W. Roberts Contracting, Inc. for ITB # 043-0-2019/RS, Sumter County Buena Vista Boulevard Phase II Rehabilitation from 300 Feet South of Lake Miona to North of C-44A Roundabout.**

**REQUESTED ACTION:** **Staff Recommends Approval**

**Meeting Type:** Regular Meeting

**DATE OF MEETING:** 2/11/2020

**CONTRACT:**  N/A

**Vendor/Entity:** C. W. Roberts Contracting, Inc.

**Effective Date:** 2/11/2020

**Termination Date:** 05/01/2020

**Managing Division / Dept.:** **Engineering**

**BUDGET IMPACT:** (\$218,025.00)

**FUNDING SOURCE:** Secondary Trust

**Type:** Capital

**EXPENDITURE ACCOUNT:** 106-340-541-6363

**HISTORY/FACTS/ISSUES:**

ITB 043-0-2019/RS, Sumter County Buena Vista Boulevard Phase II Rehabilitation from 300 Feet South of Lake Miona to North of C-44A Roundabout project was awarded to C.W. Roberts Contracting, Inc. on November 12, 2019, for the Base Bid of \$4,027,202.96. During the term of the contract, Public Works Office received a cost-savings proposal from the contractor. The contract duration remains the same.

---

**Prepared by:** **Shailesh Patel**

**Grammarly Check**



CHANGE ORDER NO. 1

Project: ITB # 043-0-2019/RS

Contractor: C. W. Roberts Contracting, Inc.

Project Description: Buena Vista Boulevard Phase II Rehabilitation from 300 Feet South of Lake Miona to North of C-44A Roundabout.

DATE OF ISSUANCE: 02/11/2020 EFFECTIVE DATE 02/11/2020

The following changes to the contract will be incorporated:

- C.W.Roberts Contracting proposed \$218,025.00 cost savings by changing the Asphalt mix design as follows.  
 Delete: Bid Item Number 334-1-57 Superpave Asphaltic Concrete, Traffic Level C, High Polymer (2.5") SP-12.5  
 28,500Tons for the unit price of \$113.65 = \$3,239,025.00  
 Add: Bid Item Number 334-1-53 Superpave Asphaltic Concrete, Traffic Level C, PG 76-22 (2.5") SP-12.5  
 28,500 Tons for the unit price of \$106.00 = \$3,021,000.00

ATTACHMENTS: Bid Form, Correspondence.

CHANGE IN CONTRACT PRICE	Original Contract TIME: 125 days Substantial Completion: 05/01/2020 Final Completion: 05/16/2020
ORIGINAL CONTRACT PRICE \$ 4,027,202.96	
Net Change From Previous Change Orders: \$0.00	Net Change From Previous Change Orders ( 0 days)
Contract Price Prior to this Change Order: \$ 4,027,202.96	Contract Times Prior to This Change Order: 125 days Substantial Completion: 05/01/2020 Final Completion: 05/16/2020
Net Increase (Decrease) This Change Order: (\$218,025.00)	Net Increase (Decrease) This Change Order: ( 0 days )
Contract Price with All Change Orders: \$ 3,809,177.96	Contract Times with Approved Change Orders: 125 days Substantial Completion: 05/01/2020 Final Completion: 05/16/2020

RECOMMENDED

APPROVED

ACCEPTED:

By: Shailesh Patel  
Digitally signed by Shailesh Patel  
 DN: cn=Shailesh Patel, ou=Sumter  
 County, ou=Public Works,  
 email=shailesh.patel@sumtercountyfl.  
 gov, c=US  
 Date: 2020.02.05 08:48:32 -0500

By: \_\_\_\_\_

By: Tammy L Hein  
Digitally signed by  
 Tammy L Hein  
 Date: 2020.02.05  
 10:32:04 -05'00'

County PM

County

Contractor

DATE 02/05/2020

DATE \_\_\_\_\_

DATE 02/05/2020

**BID FORM**  
**SUMTER COUNTY**  
**BUENA VISTA BOULEVARD PHASE 2 REHABILITATION**  
**FROM 300 FEET SOUTH OF LAKE MIONA DRIVE TO NORTH OF C-44A ROUNDABOUT (6.10 MILES)**

ITEM NUMBER	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL
101-1	MOBILIZATION	1	LS	78,220.00	78,220.00
102-1	MAINTENANCE OF TRAFFIC	1	LS	67,490.00	67,490.00
N/A	AS BUILT PLANS AND CONSTRUCTION LAYOUT SURVEY	1	LS	9,010.00	9,010.00
N/A	STORMWATER POLLUTION PREVENTION	1	LS	24,635.00	24,635.00
N/A	ROADWAY MATERIALS TESTING	1	LS	17,910.00	17,910.00
N/A	MOVEABLE PROJECT IDENTIFICATION SIGN	2	EA	2,145.00	4,290.00
0210-1	REWORKING LIMEROCK BASE - AS NEEDED AND DIRECTED BY COUNTY	500	SY	29.55	14,775.00
0210-2	LIMEROCK-NEW MATERIAL FOR REWORKING BASE - AS NEEDED	100	CY	23.75	2,375.00
0570-1-2	PERFORMANCE TURF (SOD) - AS NEEDED	1,000	SY	4.50	4,500.00
327-70-8	MILLING EXISTING ASPHALT PAVEMENT, 2.5" AVG DEPTH	189,400	SY	1.90	359,860.00
334-1-57- 53	SUPERPAVE ASPHALTIC CONCRETE, TRAFFIC LEVEL C, <sup>PG 76-22</sup> HIGH-POLYMER (2.5") SP-12.5	28,500	TN	<del>106.00</del> 113.65	<del>3,021,000.00</del> 3,239,025.00
706-3	RETRO-REFLECTIVE PAVEMENT MARKER (BI-DIRECTIONAL WHITE/ RED)	1,630	EA	3.20	5,216.00
706-3	RETRO-REFLECTIVE PAVEMENT MARKER (MONO-DIRECTIONAL YELLOW)	50	EA	3.20	160.00
710-90	PAINTED PAVEMENT MARKINGS - FINAL SURFACE	1	LS	39,025.00	39,025.00
711-11-124	THERMOPLASTIC, STANDARD, WHITE, SOLID, 18" FOR DIAGONALS AND CHEVRONS	580	LF	3.70	2,146.00
711-11-125	THERMOPLASTIC PAVEMENT MARKING (STANDARD) (WHITE) (SOLID) (24")	130	LF	4.50	585.00
711-11-160	THERMOPLASTIC PAVEMENT MARKINGS (STANDARD) (WHITE) (MESSAGE) (MERGE)	4	EA	132.25	529.00
711-11-170	THERMOPLASTIC PAVEMENT MARKINGS (STANDARD) (WHITE) (ARROW)	145	EA	52.90	7,670.50
711-11-224	THERMOPLASTIC PAVEMENT MARKINGS (STANDARD) (YELLOW) (SOLID) (18")	640	LF	3.70	2,368.00
711-11-241	THERMOPLASTIC PAVEMENT MARKINGS (STANDARD) (YELLOW) (6'-10' SKIP) (6")	0.102	GM	1,555.00	158.61
711-16-101	THERMOPLASTIC PAVEMENT MARKINGS (STANDARD- OTHER SURFACES) (WHITE) (SOLID) (6")	35.868	GM	4,020.00	63,789.36
711-16-102	THERMOPLASTIC PAVEMENT MARKINGS (STANDARD- OTHER SURFACES) (WHITE) (SOLID) (8")	0.409	GM	5,175.00	2,116.58
711-16-131	THERMOPLASTIC PAVEMENT MARKINGS (STANDARD- OTHER SURFACES) (WHITE) (SKIP 10-30) (6")	12.393	GM	1,375.00	17,040.38
711-16-141	THERMOPLASTIC PAVEMENT MARKINGS (STANDARD- OTHER SURFACES) (WHITE) (2-4 DOTTED) (6")	0.634	GM	3,155.00	2,000.27
711-16-143	THERMOPLASTIC PAVEMENT MARKINGS (STANDARD- OTHER SURFACES) (WHITE) (2-4 DOTTED) (12")	0.619	GM	5,245.00	3,228.09
711-16-201	THERMOPLASTIC PAVEMENT MARKINGS (STANDARD- OTHER SURFACES) (YELLOW) (SOLID) (6")	14.486	GM	4,020.00	58,233.72
711-16-202	THERMOPLASTIC PAVEMENT MARKINGS (STANDARD- OTHER SURFACES) (YELLOW) (SOLID) (8")	0.165	GM	5,130.00	846.45
				3,809,177.96	
				Road Construction Total	4,027,202.96

**NOTES:**

1. PAYMENTS FOR MOBILIZATION BY SUMTER COUNTY WILL BE MADE AFTER THE CONTRACTOR BEGINS WORK AT THE PROJECT SITE. PARTIAL PAYMENTS WILL NOT BE PROVIDED TO THE CONTRACTOR FOR THE PERIOD BETWEEN THE NOTICE TO PROCEED DATE AND BEGIN CONSTRUCTION DATE.
2. TEMPORARY STRIPING AS REQUIRED FOR TRAFFIC CONTROL IS INCLUDED WITHIN THE MAINTENANCE OF TRAFFIC PAY ITEM. NO ADDITIONAL PAYMENT WILL BE MADE.
3. NEW THERMOPLASTIC MARKINGS AND RETRO-REFLECTIVE PAVEMENT MARKERS SHALL MATCH EXISTING, WITH THE EXCEPTION OF BLUE RPM'S FOR FIRE HYDRANT LOCATIONS. BLUE RPM'S DO NOT NEED TO BE REPLACED.
4. PAY ITEM 710-9 SHALL INCLUDE ONE APPLICATION OF PAINT AND RPM'S ON THE FINAL PAVEMENT SURFACE PRIOR TO APPLICATION OF THE THERMOPLASTIC STRIPING. PAINTED PAVEMENT MARKINGS NOT ON THE FINAL SURFACE SHALL BE CONSIDERED INCIDENTAL TO THE WORK, NO SEPARATE PAYMENT SHALL BE MADE.
5. AREAS OF MILLING AND ASPHALT PAVING WILL BE IDENTIFIED BY SUMTER COUNTY. PAYMENT WILL BE MADE FOR ACTUAL QUANTITIES MEASURED IN THE FIELD. NO PAY ADJUSTMENTS OR UNIT PRICE ADJUSTMENTS FOR BITUMINOUS MATERIAL AS STATED IN THE FDOT SPECIFICATIONS WILL NOT BE ALLOWED.
6. AREAS FOR NEW LIMEROCK FOR REWORKING BASE SHALL BE DETERMINED BY SUMTER COUNTY. PAYMENT FOR ANY ADDITIONAL LIMEROCK MATERIAL WILL BE MADE FOR ACTUAL QUANTITIES MEASURED IN THE FIELD. QUANTITY MAY BE INCREASED, DECREASED, OR OMITTED AS DIRECTED BY THE COUNTY OR ENGINEER.
7. AREAS FOR PERFORMANCE TURF SHALL BE DETERMINED BY SUMTER COUNTY. PAYMENT WILL BE MADE FOR THE ACTUAL QUANTITIES MEASURED IN THE FIELD. NO PAYMENT SHALL BE MADE FOR SOD REPLACED BY CONTRACTOR DUE TO BEING DISTURBED BY WORK. THE CONTRACTOR SHALL RESTORE ALL DISTURBED AREAS TO AS GOOD OR BETTER CONDITION AS PRIOR TO WORK. ANY DISTURBED SOD SHALL BE REPLACED BY THE CONTRACTOR AT THEIR SOLE EXPENSE TO MATCH LIKE KIND. NO ADDITIONAL PAYMENT SHALL BE MADE.
8. THE MOVEABLE PROJECT IDENTIFICATION SIGNS SHALL BE PER THE SUMTER COUNTY ENGINEERING STANDARDS MANUAL, AND APPROVED BY SUMTER COUNTY PRIOR TO FABRICATION.
9. THE CONTRACTOR SHALL SUBMIT A SCHEDULE OF MATERIALS SAMPLING AND TESTING ACTIVITIES FOR REVIEW AND APPROVAL BY THE COUNTY.
10. THE COUNTY MAY DELETE OR ADD QUANTITIES WITH AN ESTABLISHED UNIT PRICE. ANY CHANGE IN THE QUANTITY SHALL NOT CONSTITUTE A CHANGE IN THE UNIT PRICE.

## Patel, Shailesh

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**From:** Billy Joiner <bjoiner@cwrcontracting.com>  
**Sent:** Friday, January 17, 2020 4:14 PM  
**To:** Patel, Shailesh  
**Cc:** Billy Joiner; Stuart Savoy; Tammy Hein; Terry Overcash; Thurman Matney; James Moller; Paul Carlson  
**Subject:** Buena Vista Blvd. & Morse Blvd.. Savings of Cost for Sumter County for Asphalt 12.5 Mix with 76/22 Polymer Vs. 12.5 Mix with High Polymer Job # 1511562

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

Good Afternoon Mr. Patel, the total savings if you go with the SP-12.5 Mix with 76-22 Polymer rather than the SP- 12.5 Mix with the High Polymer for the Buena Vista Blvd & Morse Blvd. Phase 2 Rehabilitation Projects is a total savings of \$344,525.00 . Each Project according to the Bid Form will show as follows:

### Buena Vista Blvd. Phase 2 Rehabilitation

Current Contract @ 28,500 tons of SP-12.5 Mix With High Poly @ \$113.65 / ton = \$3,239,025.00

Other Option @ 28,500 tons of SP-12.5 Mix With 76-22 @ \$106.00 / ton = \$3,021,000.00

Proposed Savings : \$218,025.00

### Morse Blvd. Phase 2 Rehabilitation

Current Contract @ 22,000 tons of 12.5 Mix with High Poly @ \$111.75 / ton = \$2,458,500

Other Option @ 22,000 tons of 12.5 Mix With 76-22 @ \$106.00 / ton = \$2,332,000

Proposed Savings : \$126,500.00

Total Savings : \$344,525.00

### Billy Joiner

Project Manager

C.W. Roberts Contracting, Inc.

4208 Hwy 124-A | Wildwood, FL 34785

☎ 352.330.2540 | 📠 352.330.2609



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CHANGE ORDER NO. 2

Project: ITB # 007-0-2019, FPN 437604-1-58-01

Contractor: C.W. Roberts Contracting, Inc.

Project Description: C-462 from NE 15th Drive to North or CR 228, Sumter County

DATE OF ISSUANCE: 2/11/2020

EFFECTIVE DATE 2/11/2020

The following changes to the contract will be incorporated: Two (2) days for inclement Weather (12/18/19, 12/23/19) Per article 4.05 ( C ) of the bid package (Pg 107 of 202) "If Contractor's performance or progress is delayed, disrupted, or interfered with by unanticipated causes not the fault of and beyond the control of Owner, Contractor, etc..." Four ( 4 ) days for holidays (12/24/19, 12/25/19, 1/1/20, 1/20/20) Per article 7.02 ( b ) of the bid package (Pg. 122 of 202). In total, six ( 6 ) days will be added to the contract.

ATTACHMENTS: Yes

CHANGE IN CONTRACT PRICE ORIGINAL CONTRACT PRICE \$ 458,429.80	Original Contract TIME: 140 days Substantial Completion: 12/27/19 Final Completion: 1/26/20
Net Change From Previous Change Orders: \$0.00	Net Change From Previous Change Orders ( 3 days)
Contract Price Prior to this Change Order: \$ 458,429.80	Contract Times Prior to This Change Order: 143 days Substantial Completion: 12/30/19 Final Completion: 1/29/20
Net Increase (Decrease) This Change Order: \$ 0.00	Net Increase (Decrease) This Change Order: (6 days)
Contract Price with All Change Orders: \$ 458,429.80	Contract Times with Approved Change Orders: 149 days Substantial Completion: 1/5/20 Final Completion: 2/4/20

RECOMMENDED

APPROVED

ACCEPTED:

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

County PM

County

Contractor

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**DAILY REPORT OF CONSTRUCTION**

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Date: 12/18/2019	Contract ID: 007-02019	Financial Project ID: 437604-1-58-01	Inspector: Azim Alvi
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High Temp: 73	AM Conditions:	PM Conditions:
Low Temp: 58	Rain	Cloudy

Remarks			
<p>General:</p> <p>The Contractor was unable to work do to wet conditions on the project.</p> <p>The rain event from yesterday prevented the Contractor to from working on the lime rock shoulders which was the only controlling item of work scheduled. The Contracted requested a rain day via e-mail. Rainfall of 1" was recorded on the evening.</p> <p>Progress meeting was conducted at the public works office.</p>			
Accidents: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes See Accident Report Dated:	Day of Week: Wednesday	Contract Day: 101	Total Days: 140
Visitors:			

Contractor(s) and Personnel										
#	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime CWR	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
2.	Sub/Utility	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
3.	Sub/Utility	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
4.	Sub/Utility	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		

Contractor(s) Equipment (Active or Idle)					
Contr/Sub #	Equipment ID	Description	# Pieces	# Used	Total Hours Used
		Grader	1		
		Roller	1		
		Scraper	1		
		Pan	2		
		Dozer	2		
		Sweeper	1		

Date: 12/18/2019	Contract ID: 007-02019
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Estimated Work Performed							
Contr/ Sub #	Line Item #	Pay Item Code	Location	Time (AM/PM)		Installed	
				Beginning	Ending	Qty.	Units

EFFECTS OF WEATHER ON MAJOR WORK ITEMS (CHECK CONTROLLING ITEMS):

Major and/or Controlling Work Items	No Effect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% Of Work Day	No Work All Day
Grading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CONTRACTOR PAST PERFORMANCE**

PURSUIT OF THE WORK: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
CONFORMANCE WITH CONTRACT DOCUMENTS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

TECHNICIAN'S SIGNATURE AND RATING:	HOURS AT JOB SITE		TOTAL HOURS
<i>Azim Alvi</i>	FROM:	TO:	0

ENGINEER IN CHARGE (NAME, RANK AND INITIALS):	
Robert Taraska, PA <i>RT</i>	DATE: 12/18/2019

DISTRIBUTION: Project Engineer  
 Contractor (as requested)



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
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Date: 12/23/2019	Contract ID: 007-02019	Financial Project ID: 437604-1-58-01	Inspector: Azim Alvi
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High Temp: 81	AM Conditions:	PM Conditions:
Low Temp: 65	Cloudy	Sunny

Remarks			
General:			
The Contractor was unable to perform work on the controlling item due to flooding caused by the rain event from yesterday. Rainfall of 2.25" prevented work on the controlling item.			
Accidents: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes See Accident Report Dated:	Day of Week: Monday	Contract Day: 106	Total Days: 140
Visitors: Steven Cohoon			

Contractor(s) and Personnel										
#	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime CWR	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
2.	Sub/Utility	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
3.	Sub/Utility	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
4.	Sub/Utility	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		

Contractor(s) Equipment (Active or Idle)					
Contr/Sub #	Equipment ID	Description	# Pieces	# Used	Total Hours Used
		Grader	1		
		Roller	1		
		Scraper	1		
		Pan	2		
		Dozer	1		
		Sweeper	1		

Date: 12/23/2019	Contract ID: 007-02019
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Estimated Work Performed							
Contr/ Sub #	Line Item #	Pay Item Code	Location	Time (AM/PM)		Installed	
				Beginning	Ending	Qty.	Units

EFFECTS OF WEATHER ON MAJOR WORK ITEMS (CHECK CONTROLLING ITEMS):

Major and/or Controlling Work Items	No Effect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% Of Work Day	No Work All Day
Grading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CONTRACTOR PAST PERFORMANCE**

PURSUIT OF THE WORK: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
CONFORMANCE WITH CONTRACT DOCUMENTS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

TECHNICIAN'S SIGNATURE AND RATING:	HOURS AT JOB SITE		TOTAL HOURS
<i>Azim Alvi</i>	FROM:	TO:	0

ENGINEER IN CHARGE (NAME, RANK AND INITIALS):	
Robert Taraska, PA <i>RT</i>	DATE: 12/23/2019

DISTRIBUTION: Project Engineer  
 Contractor (as requested)



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
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Date: 12/24/2019	Contract ID: 007-02019	Financial Project ID: 437604-1-58-01	Inspector: Azim Alvi
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High Temp: 59	AM Conditions:	PM Conditions:
Low Temp: 40	Cloudy	Heavy Rain

<b>Remarks</b>			
General: County observed holiday - Christmas Eve			
Accidents: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes See Accident Report Dated:	Day of Week: Tuesday	Contract Day: 107	Total Days: 140
Visitors: None			

Contractor(s) and Personnel										
#	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime CWR	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
2.	Sub/Utility	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
3.	Sub/Utility	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
4.	Sub/Utility	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		

Contractor(s) Equipment (Active or Idle)					
Contr/Sub #	Equipment ID	Description	# Pieces	# Used	Total Hours Used
		Grader	1	0	0
		Roller	1	0	0
		Scraper	1		
		Pan	2	0	0
		Dozer	1		
		Sweeper	1		

Date: 12/24/2019	Contract ID: 007-02019
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Estimated Work Performed							
Contr/ Sub #	Line Item #	Pay Item Code	Location	Time (AM/PM)		Installed	
				Beginning	Ending	Qty.	Units

EFFECTS OF WEATHER ON MAJOR WORK ITEMS (CHECK CONTROLLING ITEMS):

Major and/or Controlling Work Items	No Effect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% Of Work Day	No Work All Day
Grading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTRACTOR PAST PERFORMANCE	
PURSUIT OF THE WORK: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
CONFORMANCE WITH CONTRACT DOCUMENTS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

TECHNICIAN'S SIGNATURE AND RATING:	HOURS AT JOB SITE		TOTAL HOURS
<i>Azim Alvi</i>	FROM:	TO:	0

ENGINEER IN CHARGE (NAME, RANK AND INITIALS):		DATE:
Robert Taraska, PA	<i>RT</i>	12/24/2019

DISTRIBUTION: Project Engineer  
 Contractor (as requested)



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Date: 12/25/2019	Contract ID: 007-02019	Financial Project ID: 437604-1-58-01	Inspector: Azim Alvi
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High Temp: 73	AM Conditions:	PM Conditions:
Low Temp: 58	Cloudy	Cloudy

<b>Remarks</b>			
General:  County observed holiday - Christmas			
Accidents: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes See Accident Report Dated:	Day of Week: Wednesday	Contract Day: 108	Total Days: 140
Visitors:			

Contractor(s) and Personnel										
#	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime CWR	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
2.	Sub/Utility	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
3.	Sub/Utility	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
4.	Sub/Utility	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		

Contractor(s) Equipment (Active or Idle)					
Contr/Sub #	Equipment ID	Description	# Pieces	# Used	Total Hours Used
		Grader	1		
		Roller	1		
		Scraper	1		
		Pan	2		
		Dozer	2		
		Sweeper	1		

Date: 12/25/2019	Contract ID: 007-02019
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Estimated Work Performed							
Contr/ Sub #	Line Item #	Pay Item Code	Location	Time (AM/PM)		Installed	
				Beginning	Ending	Qty.	Units

EFFECTS OF WEATHER ON MAJOR WORK ITEMS (CHECK CONTROLLING ITEMS):

Major and/or Controlling Work Items	No Effect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% Of Work Day	No Work All Day
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CONTRACTOR PAST PERFORMANCE**

PURSUIT OF THE WORK: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
CONFORMANCE WITH CONTRACT DOCUMENTS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

TECHNICIAN'S SIGNATURE AND RATING:	HOURS AT JOB SITE		TOTAL HOURS
<i>Azim Alvi</i>	FROM:	TO:	0

ENGINEER IN CHARGE (NAME, RANK AND INITIALS):	
Robert Taraska, PA <i>RT</i>	DATE: 12/25/2019

DISTRIBUTION: Project Engineer  
 Contractor (as requested)



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
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 CONSTRUCTION  
 04/18  
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Date: 1/1/2020	Contract ID: 007-02019	Financial Project ID: 437604-1-58-01	Inspector: Azim Alvi
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High Temp: 73	AM Conditions:	PM Conditions:
Low Temp: 58	Cloudy	Cloudy

<b>Remarks</b>			
General:  County observed holiday - New Years			
Accidents: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes See Accident Report Dated:	Day of Week: Wednesday	Contract Day: 115	Total Days: 140
Visitors:			

Contractor(s) and Personnel										
#	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime CWR	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
2.	Sub/Utility	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
3.	Sub/Utility	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
4.	Sub/Utility	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		

Contractor(s) Equipment (Active or Idle)					
Contr/Sub #	Equipment ID	Description	# Pieces	# Used	Total Hours Used
		Grader	1		
		Roller	1		
		Scraper	1		
		Pan	2		
		Dozer	2		
		Sweeper	1		

Date: 1/1/2020	Contract ID: 007-02019
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Estimated Work Performed							
Contr/ Sub #	Line Item #	Pay Item Code	Location	Time (AM/PM)		Installed	
				Beginning	Ending	Qty.	Units

EFFECTS OF WEATHER ON MAJOR WORK ITEMS (CHECK CONTROLLING ITEMS):

Major and/or Controlling Work Items	No Effect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% Of Work Day	No Work All Day
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTRACTOR PAST PERFORMANCE	
PURSUIT OF THE WORK: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
CONFORMANCE WITH CONTRACT DOCUMENTS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

TECHNICIAN'S SIGNATURE AND RATING:	HOURS AT JOB SITE		TOTAL HOURS
<i>Azim Alvi</i>	FROM:	TO:	0

ENGINEER IN CHARGE (NAME, RANK AND INITIALS):	
Robert Taraska, PA	<i>RT</i> DATE: 1/1/2020

DISTRIBUTION: Project Engineer  
 Contractor (as requested)



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
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Date: 1/20/2020	Contract ID: 007-02019	Financial Project ID: 437604-1-58-01	Inspector: Azim Alvi
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High Temp: 79	AM Conditions:	PM Conditions:
Low Temp: 66	Cloudy	Sunny

<b>Remarks</b>			
General: County observed holiday - MLK.			
Accidents: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes See Accident Report Dated:	Day of Week: Monday	Contract Day: 134	Total Days: 140
Visitors: None			

Contractor(s) and Personnel										
#	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
2.	Sub/Utility Scherer Quality Farms Inc.	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
3.	Sub/Utility	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		
4.	Sub/Utility	Supt			Foreman			Skilled		
		Semi skilled			Common			Trainee		

Contractor(s) Equipment (Active or Idle)					
Contr/Sub #	Equipment ID	Description	# Pieces	# Used	Total Hours Used
		Grader			
		Roller			
		Scraper			
		Pan			
		Dozer			
		Sweeper			

Date: 1/20/2020	Contract ID: 007-02019
--------------------	---------------------------

Estimated Work Performed							
Contr/ Sub #	Line Item #	Pay Item Code	Location	Time (AM/PM)		Installed	
				Beginning	Ending	Qty.	Units

EFFECTS OF WEATHER ON MAJOR WORK ITEMS (CHECK CONTROLLING ITEMS):

Major and/or Controlling Work Items	No Effect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% Of Work Day	No Work All Day
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CONTRACTOR PAST PERFORMANCE**

PURSUIT OF THE WORK: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
CONFORMANCE WITH CONTRACT DOCUMENTS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

TECHNICIAN'S SIGNATURE AND RATING:	HOURS AT JOB SITE		TOTAL HOURS
<i>Azim Alvi</i>	FROM:	TO:	0

ENGINEER IN CHARGE (NAME, RANK AND INITIALS):	
Robert Taraska, PA <i>RT</i>	DATE: 1/20/2020

DISTRIBUTION: Project Engineer  
 Contractor (as requested)



SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** Award and Enter into Contract with CWR Contracting, Inc. for ITB 007-0-2019/RS Sumter County C-462 From East of NE 15th Drive to North of CR 228 (Staff Recommends Approval).

**REQUESTED ACTION:** Staff Recommends Approval

**Meeting Type:** Regular Meeting

**DATE OF MEETING:** 7/23/2019

**CONTRACT:**  N/A  
Effective Date: 7/23/2019

Vendor/Entity: CWR Contracting, Inc.  
Termination Date: 140 calendar days from the date established in the Notice to Proceed

Managing Division / Dept: Purchasing

**BUDGET IMPACT:** \$ 458,429.80

**FUNDING SOURCE:** Secondary Trust Fund  
**Type:** Annual **EXPENDITURE ACCOUNT:** 106-340-541-6309

**HISTORY/FACTS/ISSUES:**

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ITB 007-0-2019/RS Sumter County C-462 From East of NE 15th Drive to North of CR 228 was broadcasted on 4/29/2019. Bids were due on 5/29/2019 at 2:00 p.m. and opened at 2:05 p.m. in Room 208 of The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Three (3) bids were received from the following firms:

1. CWR Contracting, Inc. - \$458,429.80
2. Pave-Rite, Inc. - \$488,356.68
3. D.A.B. Constructors, Inc. - \$648,888.88

The Selection Committee met on 5/31/2019 at 10:30 a.m. in Room 110 of The Villages Sumter County Service Center to review the bids. The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to enter into contract with CWR Contracting, Inc. as the lowest bid. Florida Department of Transportation (FDOT) concurrence has been provided.

The following items are attached: Bid opening meeting minutes from 5/29/2019, Selection Committee meeting minutes from 5/31/2019, ITB 007-0-2019/RS bid document, ITB submittal from CWR Contracting, Inc., Agreement and FDOT concurrence.

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Prepared by: Becky Segrest

Grammarly Check

**APPROVED**

**July 23, 2019**

# 2019 BOCC Holiday Calendar

January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
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21	22	23	24	25	26	27
28	29	30				

May						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
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30						

July						
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14	15	16	17	18	19	20
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28	29	30	31			

August						
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25	26	27	28	29	30	31

September						
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29	30					

October						
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27	28	29	30	31		

November						
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December						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## January

1 New Years Day

21 Martin Luther King Jr. Day

## April

19 Good Friday

## May

27 Memorial Day

## July

4 Independence Day

## September

2 Labor Day

## November

11 Veteran's Day Holiday

28 Thanksgiving Day

29 Thanksgiving Holiday

## December

24 Christmas Eve

25 Christmas Day

# 2020 BOCC Holiday Calendar

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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February						
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March						
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29	30	31				

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19	20	21	22	23	24	25
26	27	28	29	30		

May						
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					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**January**  
 1 New Years Day  
 20 Martin Luther King Jr. Day

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10 Good Friday

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3 Independence Day Holiday

## September

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## November

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12	13	14	15	16	17	18
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August						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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December						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Prepared For:

**Sumter County, FL**

Presented By:

Scott Mursten

# JustFOIA

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## Records Request Solution

Issued: February 4, 2020





**CORPORATE OFFICE**

Sales Department  
1958A Commonwealth Lane • Tallahassee, FL 32303  
Phone (800) 342-2633 • Fax (850) 564-7496

**SCOTT MURSTEN**

Account Executive  
(850) 701-0725 ext. 1520  
[smursten@mccinnovations.com](mailto:smursten@mccinnovations.com)

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February 4, 2020

Leslie Smith  
209 North Florida Street, Room 206  
Bushnell, FL 33513

Dear Ms. Smith:

I enjoyed speaking with you recently regarding our **JustFOIA** Open Records Request Tracking Solution. Pursuant to our discussion, we are pleased to enclose our Professional Services Proposal. While reviewing the proposal, please keep in mind the following features included with your JustFOIA subscription:

- **Hosted Solution:** JustFOIA is an affordable fully hosted cloud solution. The application and associated data are hosted on the Microsoft Azure Government Cloud, providing world-class security. This ensures a minimal IT impact for our clients.
- **Unlimited Users:** No matter the number of people you have as part of your process, JustFOIA allows for unlimited users at no additional charge.
- **Correspondence:** JustFOIA handles Internal emails, emails to the requestor, templates, and even discussion threads all within the application.
- **Training:** MCCi offers user training along with administrative training as part of your new JustFOIA subscription.
- **Focus Group:** Our clients are invited to participate in our ongoing JustFOIA Focus Group. A periodic meeting to review product development, solicit new ideas and share best-demonstrated practices amongst other users from around the country.
- **Enterprise Capability:** JustFOIA offers options for managing a specific department's Open Records Requests and can also be expanded to the Enterprise level.

**Why invest in JustFOIA? We are confident that with the help of JustFOIA, you will experience:**

- **Improved Citizen Engagement and Transparency:** The Public Portal is the perfect landing page for citizens to securely search previous requests, publicly posted content, and the status of their current request. A fully customizable online form along with automated receipt verification and communication throughout the duration of their request enhances the requester experience.
- **Improved Efficiency:** Your records request process will be more efficient than ever using our robust workflow engine that offers enhanced communication, automated notifications and reminders, fee tracking and management, request searching and reporting.
- **Mitigated Risk:** Automated request tracking, activity, and deadline management will help mitigate the risk of non-compliance.

If you have any questions concerning our proposal or desire additional information, please do not hesitate to contact me. We appreciate your interest and hope that we will have the pleasure of working with you.

Sincerely,

A handwritten signature in black ink that reads "Scott Mursten".

Scott Mursten  
Account Executive

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## EXECUTIVE SUMMARY

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Transparency in Public Records Requests has become a genuine concern for many organizations. A solution that assists your organization to stay in compliance with the Freedom of Information Act (FOIA) and State laws while being transparent to the public is essential in today's digital age.

The confidence of the public is also something to consider when thinking of a Public Records Management Solution. If the public is not provided access to specific documents that comply with the FOIA, they feel as if the organization is hiding information. By making your agency's records easily accessible, citizens will feel a sense of trust. In conjunction with the morale of the public, organizations will also see a rise in the team-spirit from their employees. When employees are given specific deadlines with a clear idea of what they need to complete, they take a sense of pride in their job, and that will radiate through the entire department.

Not only will you see employees' state of mind increase due to their work-life improvements, but the amount of money saved by avoiding fines (from delays in processing) and the increase from revenue generated by charging for specific records supports the operating budget overall. By becoming transparent in public records, your agency will immediately see three things happen: an increase in public trust, in employee morale, and in working capital. All of which can only benefit an organization's reputation long-term.

**Selecting the right solution provider is equally important.** The solution can be the best fit for your organization, but if you choose the wrong provider, you will be faced with unexpected challenges that result in a delayed or failed project. Your provider should be the best in the industry with in-depth expertise, resources, and a steadfast commitment to client success. Gartner, Inc. cites this as the most important decision when embarking on a transformation project. Expertise does not come overnight; it comes with time, projects, and learning best practices over a wide range of clients. Part of evaluating the provider's stability should include how long the provider has been in business, their reputation in the industry, their knowledge about your business model, and the strength and size of their team members in support and client relations.

**It all started with our clients.** MCCi has been a leader in content/document management and business process improvement for the government sector since 1998. In 2014, MCCi recognized the common issue of tracking and managing the growing volume of public records requests among our public-sector clients. MCCi stayed true to our client-focused culture by forming a client focus group that worked with our development team to build the JustFOIA solution. Fast forward a few years and this focus group continues to drive features and feedback based on common needs of their organizations.

MCCi has successfully deployed JustFOIA to many clients across the country. Our clients include some of the largest cities and state agencies in the country to small and mid-size municipalities, law enforcement agencies, special districts, and public education institutions. The varying type and size of our clients provides a higher ability to understand the needs of our clients.

### ABOUT MCCi

MCCi provides 1,400 clients nationwide with the technology and services for automating business processes and managing electronic records and documents. MCCi is committed to leading the industry, staying abreast of technology, and innovates and evolves by focusing on the needs of our clients so that everyone – our clients and our employees — may benefit.

We pride ourselves in the fact that many of our clients' successes are widely recognized as industry-specific award winners and frequently published as leaders in their fields. Most recently, Inc. Magazine recognized MCCi as an Inc. 5000 fastest-growing private company in the United States. Additional noteworthy recognition includes Best Companies to Work, Microsoft Gold Certified Partner, and the only Laserfiche Platinum Solution Provider, to name a few.

## **OUR TEAM**

MCCi is a leading solution provider, focusing on customer service in every aspect. As a client, you will receive access to our highly trained staff and support services, such as:

### **TRAINING & PROFESSIONAL SERVICES**

Our highly trained professionals in the areas of implementation, process improvements, integrations, and more to help you implement a well-thought-out solution system based on your organization's needs and business processes. Before, during, and after your project, we focus on ensuring the users are trained on the solution and stay up-to-date on the features available. With each new feature release, online training is available for your team. In addition, remote and onsite training options are available, as is access to our Learning Management System (LMS) – "Training Center for JustFOIA".

### **TECHNICAL SUPPORT**

Once your project is complete, you will have access to our technical support team for troubleshooting and for support your JustFOIA solution. Our team can be easily reached by email, phone, or our online support center.

### **CLIENT RELATIONS**

You will have a dedicated team for account services that you can directly contact. We believe in a proactive support methodology, which begins with client education, excellent service, and communication.

- Identify any needs that could quickly be addressed by the current solution
- A resource for questions and answers, and best practices
- Annual support renewal notifications to ensure your renewal process is timely and accurate

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## KEY BENEFITS & FEATURES

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### **PUBLIC PORTAL**

The Public Portal is the perfect landing page to submit, track, or search for a request. This feature is customizable with your organization's logos, brand colors, and more. The centralized location is the place for securely searching previous requests, publicly posted content, and the status of their current request.

### **PUBLIC FORM SUBMISSION**

Toss the paper forms and electronic PDFs. The request submission form is completely customizable to your agency's requirements.

### **DASHBOARDS**

A real-time snapshot of requests and a way to quickly identify requests that need attention.

### **REQUESTS OVERVIEW**

An overview list of new and in-progress requests with status alerts and involved departments. A simple click will dive deeper into the request.

### **CORRESPONDENCE**

Centralize communication by using JustFOIA correspondence for inbound and outbound emails and general notes. Template or custom emails can be created. In addition, other forms of correspondence related to a request can be tracked (phone calls, letters or in-person conversations).

### **DISCUSSIONS**

Never lose track of cross-department communication. Discussions will keep everyone in the loop and organized within the request.

### **ASSIGNMENT AND NOTIFICATION**

When a request comes in, simply assign it to a department or user and they're immediately notified of their tasks and due dates. Departments and key personnel stay in the loop with notifications as tasks are completed or with a digest summary of the day's progress. Also available are reminders, escalations, reassignments and approvals as well as the capability to automatically send out custom emails to users and requestors. For even greater efficiency, leverage the power of automation with our robust structured workflow capabilities.

### **TIME & MATERIAL CALCULATIONS**

Keep track of the labor, time and materials costs of fulfilling requests. JustFOIA uses popular third-party payment processors for secure transactions.

### **COMPREHENSIVE REPORTS**

Keeping the staff in each department accountable is important for your organization to stay in compliance with the laws. JustFOIA streamlines the process and minimizes delays. Custom reports are available, in addition to standard reports, such as:

- Processed Requests
- Bottlenecks
- Correspondence
- Time and Materials
- Fees & Payment Details
- Request Data Table
- Deleted Requests
- User Activity

## **WORLD-CLASS SECURITY**

MCCi is committed to maintaining a safe and secure platform for our clients that meets or exceeds industry best practices. JustFOIA is deployed in a physically isolated instance of the Microsoft Azure Government Cloud that employs world-class security and compliance services critical to the U.S. government. MCCi has undergone a validation of eligibility for deploying JustFOIA using best practices and has a CISSP certified person on staff, the industry's de facto security credential. Azure Government services handles data that is subject to specific government regulations and requirements, such as FedRAMP, NIST 800.171 (DIB), ITAR, IRS 1075, DoD L4, and CJIS. All of JustFOIA's datacenters are located within the United States.

## **ON-PREMISE ARCHIVING**

JustFOIA provides export capabilities for archiving records request data locally or in your content services solution.

## **SIMPLE HARDWARE/SOFTWARE REQUIREMENTS**

JustFOIA is a web-based hosted solution and therefore has no server-side hardware components. End-user access is provided through a web interface, which means no client-side software is required. We test and support the following browsers: Microsoft® Internet Explorer® version 10 or higher; Google Chrome™, most recent stable version; Mozilla® Firefox®, most recent stable version; Apple® Safari® most recent stable version.

## **SOFTWARE DEVELOPMENT KIT (SDK)**

Our SDK was built to assist our clients with integrating with the JustFOIA platform. The SDK includes a set of RESTful API's that allow developers to interact with JustFOIA programmatically and perform a variety of functions. Access to the SDK is available only to our active clients. If software developer assistance is needed for utilizing the SDK, it would be at an additional cost.

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## JUSTFOIA ADD-ONS

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### REDACTION MODULE

JustFOIA's powerful integrated Redaction Module allows you to upload and redact documents in your browser. Automatically redact documents with one click or manually remove sensitive data. Features include: text search, pattern matching, proximity search, redact selected text and/or full page(s). Easily apply exemption codes to cite redaction reasons. Once redaction is applied, the redacted areas are burnt into the document and cannot be recovered or removed and only the redacted version of the document can be released. There is no per-user fee, so any user can redact a document if they are permissioned by your organization.

### ACTIVE DIRECTORY/SINGLE SIGN-ON

This JustFOIA authentication system enables Single Sign-On (SSO) for using Azure Active Directory. This allows users to login via their current AD account instead of using username and password authentication within the JustFOIA application. This feature eliminates the need for users to maintain two sets of credentials, is easier for IT to maintain security protocols, and gives you more control for managing user changes.

### PAYMENT PORTAL

JustFOIA integrates with Authorize.net, PayPal and JetPay to provide collect payments from requestors online. These third-party payment processors handle all monetary transactions and sensitive credit card data. The requestor enters the request number/security key to see any fees that they owe. If they owe fees, they can pay through a secure Authorize.net, PayPal or JetPay site. Once they pay, you are able to make their request documents available for immediate release.

### ADOBE ACROBAT PRO PLUGIN

Adobe Acrobat Pro Plugin allows you to easily upload documents that you are working on in Adobe to a specific JustFOIA request. In Adobe, you can create and edit documents, as well as apply redactions and other features available in the Adobe software. Once you are ready, simply click the JustFOIA button to upload the document. It's as easy as picking the request number. In order to utilize this plugin, your organization will need to have Acrobat Pro available to the user.

### LASERFICHE INTEGRATION

The Laserfiche integration allows you to leverage Laserfiche to help fulfill records requests. Conduct all of your searching, editing, and redaction in Laserfiche, then click the JustFOIA button to send selected documents as response documents to the specific JustFOIA request number. This integration makes for a seamless to use Laserfiche and JustFOIA to complete records requests. In order to utilize this integration, each user will need a full Laserfiche license.

### TRAINING CENTER FOR JUSTFOIA

MCCI's Training Center for JustFOIA annual subscription provides an easy, cost-effective way for all users in your organization to access JustFOIA training videos. Benefits include:

- 24/7 access to on-demand JustFOIA training videos and other resources
- Reduce training time and expense while enhancing your internal JustFOIA training program
- Caters to all skill levels from Basic Users to JustFOIA System Administrators
- Unlimited access for your entire organization
- Reduction in internal support and increased user productivity

- Increased efficiency through improved internal usage/adoption of JustFOIA
- Instant/budgeted customized training available in the case of employee turnover
- Customized to your organization with your fully indexed recorded training sessions

# IMPLEMENTATION GUIDE

There is no need to read a 100-page training and user guide. JustFOIA is an easy-to-configure and easy-to-use solution. Your users will quickly be up to speed. Time to complete implementation depends on several factors such as complexity, the client completing assignments on time, and a solid foundation of training.

## IMPLEMENTATION TEAM

## CLIENT LIAISON

<b>ONBOARDING</b> 1-2 WEEK DURATION	<b>TEAM ASSIGNMENT</b> The implementation team member is assigned to the project.	<b>GENERAL</b> Lead time for MCCi team member assignment is typically less than a week.
	<b>PROJECT KICK-OFF</b> The team member will contact the primary client liaison to discuss expectations, timeframes, install process, scheduling, and any special needs.	<b>INFORMATION GATHERING</b> Complete Implementation Configuration Form for each process to be configured.
<b>IMPLEMENTATION</b> 4-6 WEEK DURATION	<b>SITE CONFIGURATION</b> The team member will configure the site based on the Implementation Configuration Form submitted by the client.	<b>PRE-TRAINING</b> Admins and users to watch previously recorded demo for a foundational understanding of JustFOIA.
	<b>ADMIN &amp; USER TRAINING</b> The team member will provide initial site training to users.	<b>SITE TESTING</b> The client's key users will test their site. by working with practice requests and complete a full request for each request form and process.
<b>GO-LIVE!</b>	<b>GO-LIVE PREPARATION</b> Team member and Client to review the status of configuration and make final plans to go live.	<b>PROJECT CLOSURE</b> Call with the MCCi team member to review project completion, support handoff, and project survey.
	<b>POST GO-LIVE</b> Discuss with the Client to discuss additional training for users.	<b>CELEBRATE!</b> Once your site is live, it's time to celebrate! Additionally, MCCi is available to support media or PR opportunities.

## PROFESSIONAL SERVICES

We are fanatical about client success. Your time is limited, but with JustFOIA professional services, we are an extension of your organization, our qualified experts can assist with a successful implementation. Not sure which package fits your needs, we are here to help!

	BASIC	STANDARD	ENTERPRISE
<b>Project Kickoff Call and Implementation Plan</b> Identify milestones for successful implementation	✓	✓	✓
<b>Process Analysis Review</b> Conduct a remote information gathering session to understand, guide, and recommend process improvement		✓ Up to 2 Sessions	✓ Up to 6 Sessions
<b>Project Plan Reviews</b> Detailed weekly project updates		✓	✓
<b>User Configuration</b> Establish and configure initial user security credentials and roles	✓ Up to 25 Employees	✓ Up to 50 Employees	✓ Up to 100 Employees
<b>Process Configuration</b> Based on client-supplied requirements, we will configure business process forms, workflow statuses, departments, and holidays	✓ Up to 1 Process	✓ Up to 3 Processes	✓ Up to 6 Processes
<b>Template Configuration</b> Configure email templates and requestor web pages related to the process	✓ 1 Template	✓ Up to 4 Templates	✓ Up to 10 Templates
<b>On-Site Project Management</b> Facilitate a successful implementation and training session			✓ 2 Days
<b>Support</b> Technical support through user testing before going live	✓	✓	✓
<b>Remote Administrative Training</b> Remote administrative training up to 60 minutes per session. Recording available for viewing.	✓ 1 Session	✓ Up to 2 Sessions	✓ Up to 3 Sessions
<b>Remote User Training</b> Remote user training up 60 minutes per session. Recording available for viewing.	✓ Up to 2 Sessions	✓ Up to 4 Sessions	✓ Up to 6 Sessions
<b>Security</b> Deployed in the Microsoft Azure Government Cloud, providing world-class security	✓	✓	✓
<b>Structured Workflow</b> Automation to help processing larger volumes of specific types of requests. Comes with 5-hour block of Administration Assistance.	✓ Available at an additional charge	✓ Available at an additional charge	✓ 1 included

## **ADMINISTRATION ASSISTANCE**

JustFOIA's Administration Assistance package provides additional training and assistance to a Client's administrator and users. Pricing for the advanced block of hours is based on JustFOIA's Support Technician hourly rate discounted by 10%. The number of hours included is based on your active subscription and will expire on the same date as your annual renewal. Administration Assistance can be used for the following:

### **ADDITIONAL TRAINING**

Additional web-based training is conducted to train new users or as refresher training for existing users.

### **SUPPLEMENTARY SYSTEM SET UP CONSULTATION**

MCCi offers additional best practices consultation that includes recommendations for adding additional departments, statuses, templates, etc.

### **CONFIGURATION SERVICES**

Basic configuration services and maintenance of existing complex workflows.

## **STRUCTURED WORKFLOWS**

Building on JustFOIA's capability to design lists of tasks and set defaults, a Structured Workflow leverages automation to save your organization time by routing certain types of requests from submission to completion.

Automatically run when a request comes in, a Structured Workflow can use the supplied form data to determine which departments and tasks get assigned. Best suited for organizations that process larger volumes of specific types of requests. Also available are the full use of due dates, reminders, escalations and approvals as well as the capability to automatically send out system and custom emails triggered by events in the workflow.

We work with you to design the unique series of tasks to assign out to departments so you can handle the approvals while JustFOIA keeps the request moving through your system. Structured Workflow Package includes up to 3 hours requirements gathering and up to 4 hours of configuration and implementation. Total package not to exceed 7 hours. Requires an annual 5-hour block of Administration Assistance.

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## MCCI SUPPORT

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As a MCCi client, you gain much more than just a new solution. You gain a relationship between our team and your organization to make your solution implementation successful and the usage of your product an enjoyable experience. In order to make this possible, MCCi offers both proactive and technical support.

### **PROACTIVE SUPPORT**

Your dedicated Account Manager will continue to assist with post-implementation client success, be a resource for questions and answers, and throughout the year to discuss optimal system usage and ensure client satisfaction.

### **TECHNICAL SUPPORT**

Your subscription to JustFOIA helps preserve your investment and extend the benefits of your original purchase by providing you access to the assistance needed. You have access to a toll-free line to call for technical support or submit tickets online through our support center. You receive the following benefits:

- Free software updates for your current solution
- Periodic user webinars
- Embedded system help files
- Technical bulletins and newsletters
- Email/Phone Support (see below)

MCCi provides technical support for all MCCi solutions. Technical Support is provided by email or telephone during business hours of 8:00 a.m. to 8:00 p.m. Eastern Time. The Client can designate several individuals to be technical support contacts. There is no limit on the number of technical support calls that can be made. Clients may contact MCCi support through the online support center, by email ([support@mccinnovations.com](mailto:support@mccinnovations.com)), or by telephone (866-942-0464).

## JUSTFOIA PRICING

To determine which services and products are included with your project, please refer to the Pricing Section below.

Subscription Annual Expense	Cost	Total
JustFOIA Single Department County Pricing - Tier 3: Up to 1,000	\$5,750	\$5,750.00
Active Directory	\$863	\$862.50
<b>Initial Subscription Expense:</b>		<b>\$6,612.50</b>
Setup and Training: One Time Expense		
1 <b>Basic Implementation</b> *Up to 1 Business Processes, Security Configuration for Up to 25 Staff Members, Up to 3 hours of Remote User and Administrative training, and Configuration of 1 email template. Total Professional Services package not to exceed 11 hours. Excludes Structured Workflow Configuration and Implementation.	\$2,035	\$2,035.00
1 <b>Active Directory Configuration</b> , Installation and Testing. Up to 6 hours of remote assistance	\$1,500	\$1,500.00
<b>Implementation One-Time Expense:</b>		<b>\$3,535.00</b>
<b>One-Time MCCi Discount: Active Directory FL Pilot</b>		<b>-\$1,130.00</b>
Total Project Cost		\$9,017.50
<p><b>For budgetary purposes, the Client should include \$6,810.88 for the first renewal period.</b></p> <p><i>Quote Expires February 28, 2020</i></p>		

Your JustFOIA service includes up to 500 GB of data storage. While a vast majority of our clients do not go over this allotted amount, we do charge a fee of \$500 per 500 GB over the included amount of data storage. This fee is added to your yearly subscription.

This proposal is for up to 1000 requests per renewal year, if the client goes over 1000 up to 2500 the annual subscription will increase to \$8913.

### **PAYMENT & BILLING TERMS**

MCCi will invoice one hundred percent (100%) of the subscription amount upon providing the Client online access to the JustFOIA service. The balance of the total project will be invoiced upon completion of the proposed professional services. Sales Tax will be included where applicable. Payment will be due within 45 days upon receipt of an invoice. The Client's annual subscription renewal date is set based on 30 days after the contract is received.

#### **TERMS AND CONDITIONS**

MCCI, a Limited Liability Company, which is duly organized and existing under the laws of the State of Florida, hereinafter referred to as MCCI, hereby offers the JustFOIA solution according to the following terms and conditions.

#### **JUSTFOIA SUBSCRIPTION**

MCCI is the developer and hosting provider for JustFOIA. An active subscription is required to access the solution. The official subscription date is established on the date MCCI grants initial access to JustFOIA. Adjustments in annual subscription rates will not exceed 3%. All subscriptions are prepaid and non-refundable.

#### **JUSTFOIA IS AVAILABLE "AS-IS"**

Though we want to provide a great service, there are certain things about the service we cannot promise. For example, the services and software are provided "as is", at your own risk, without express or implied warranty or condition of any kind. We also disclaim any warranties of merchantability or fitness for a particular purpose. JustFOIA will have no responsibility for any harm to your computer system, loss or corruption of data, or other harm that results from your access to or use of the Services or Software. Some states do not allow the types of disclaimers in this paragraph, so they may not apply to you.

#### **LIMITED LIABILITY**

Notwithstanding anything in this Agreement to the contrary, MCCI's total liability to the client for any and all claims, damages, or liability arising out of or related in any way to this agreement or the products or services being provided by MCCI to Client shall be strictly limited to the project fees paid to MCCI by the Client for the preceding 12-month period immediately preceding the event giving rise to the claim by the Client, and shall also be limited to the fees paid to MCCI for the particular service/product that the Client's claim was caused by or arose out of.

Due to the intended use of JustFOIA being focused on "Open Records" Requests, MCCI assumes that only public and non-confidential data will be uploaded to the solution, and the full Terms of Use are accessible on the home page of the JustFOIA solution.

#### **INDEMNIFICATION**

If MCCI or our affiliates (owners or partners), or any of our or their respective employees, agents, or suppliers (the "Indemnitees") is faced with a legal claim by a third-party arising out of your actual or alleged gross negligence, willful misconduct, violation of law, failure to meet the security obligations required by the Agreement, or violation of your agreement with your customers or end users, then you will pay the cost of defending the claim (including reasonable attorney fees) and any damages award, fine or other amount that is imposed on the Indemnitees as a result of the claim. Your obligations under this subsection include claims arising out of the acts or omissions of your employees or agents, any other person to whom you have given access to the Services, and any person who gains access to the Services as a result of your failure to use reasonable security precautions, even if the acts or omissions of such persons were not authorized by you. You must also pay reasonable attorney fees and other expenses we incur in connection with any dispute between persons having a conflicting claim to control your account with us or arising from an actual or alleged breach of your obligations to them.

#### **FORCE MAJEURE**

Neither party shall be liable for any delay or failure in performance due to causes beyond its reasonable control.

#### **CLIENT FINANCIAL SOLVENCY/BANKRUPTCY**

MCCI may require payment in advance for products and services in response to learning of financial solvency or bankruptcy issues.

#### **NO HIRE CLAUSE**

Client and MCCI agree that during the period that this agreement is in force, including extensions or modifications thereto, and for an additional 12 months following this period, neither Client nor MCCI will actively recruit, or solicit employees or independent contractors of either company, or the employees of any of the other Subcontractors; who are on active payroll status and are currently participating in this Program, without the prior written approval of the party whose employee or independent contractor is being considered for employment. This does not prohibit any employee from responding to or pursuing employment opportunities through normal media channels, i.e. newspapers, professional journals, etc. so long as it is not related to this particular program and that it is not an attempt to avoid the intent of the above restriction.

If, during the term of, or within (12) months after the termination of the performance period of this agreement, client hires directly, or indirectly contracts with any of MCCI's personnel for the performance of systems engineering and/or related services hereunder, client agrees to pay MCCI 125% of the fees paid to, or in favor of such personnel for one (1) year after such personnel separates from service with MCCI.

#### **TERMINATION**

The services provided in this agreement will be in full force and effect for a period of three (3) years from the execution date of the agreement, or from the initial software/maintenance subscription date (applicable only when such components are included). Thereafter, this agreement will be automatically renewed from year to year, provided that either party may alter or cancel the terms of this agreement upon 60 days written notice.

#### **USE OF BASECAMP**

Through the course of this project, MCCI may choose to utilize the third-party service Basecamp (<http://www.basecamp.com>) for project management and team collaboration. Documentation and correspondence exchanged between MCCI and The Client may be stored in Basecamp. The Client acknowledges that Basecamp is responsible for secure storage of this documentation, and agrees that Basecamp's security guidelines located at <https://basecamp.com/security> are acceptable for the storage of The Client's data and correspondence exchanged with MCCI.

#### **PROFESSIONAL SERVICES RESCHEDULING/CANCELLATIONS**

Travel Expenses: If the client cancels or reschedules an installation after MCCI has made travel arrangements, travel expenses may be incurred due to circumstances such as non-refundable airline tickets, hotel reservations, rental cars, etc.

Site Preparation: The Client site should be ready for installation according to specifications outlined within the Hardware section. If site is not prepared and results in cancellation, delays, or rescheduling of an installation after MCCI has made travel arrangements, the client may incur expenses due to circumstances such as non-refundable airline tickets, training/install charges, hotel reservations, rental cars, etc.

Project Delays: Requests made by the client to cancel/reschedule delivery of services will cause a delay in delivery of the services and the overall project. The client understands that MCCI will have to respect the timelines of other scheduled projects when rescheduling services due to a request made by the client.

#### **OTHER CONTENT**

The Services may contain links to third-party websites or resources. JustFOIA does not endorse and is not responsible or liable for third-party website availability, accuracy, the related content, products, or services. You are solely responsible for your use of any such websites or resources.

#### **MARKETING & REFERENCES**

Client agrees to allow MCCI to publicly announce the client's selection of MCCI for the specific solution(s), at the time of the client contracting with MCCI. Additionally, upon the client providing written consent, MCCI is authorized to publish and publicize testimonials and case study information pertaining to MCCI's work with the Client. This information, including the Client's organization name, logo, and contact information will be used in all media types.

#### **MCCI SOFTWARE CONFIGURATION SERVICES**

The customer may elect to contract with MCCI to configure the software. The customer is responsible for testing all software configurations completed by MCCI. By acknowledging this testing requirement, the customer waives any and all liability to MCCI for any fees, damages, etc. that could be related to software configurations.

**IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDORS' DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 352-689-4400, Sumter County Board of County Commissioners, 7375 Powell Road, Wildwood, Florida 34785 or via email at [Administrative.Services@sumtercountyfl.gov](mailto:Administrative.Services@sumtercountyfl.gov).**

Submitted by: **MCCi, LLC**

Date: February 4, 2020

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name & Title)

Noted Items Accepted by: **SUMTER COUNTY, FL**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name & Title)



**AJAX BUILDING CORPORATION**  
 109 COMMERCE BOULEVARD  
 OLDSMAR, FLORIDA 34677  
 FL License #CG 042112

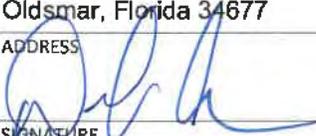
**OWNER CHANGE ORDER**

<b>PROJECT NAME:</b> Sumter County Jail Expansion Bushnell, Florida	<b>CHANGE ORDER NUMBER:</b> Two (2) (for Construction)
	<b>DATE OF CHANGE ORDER:</b> January 22, 2020
	<b>DESIGN-BUILDERS JOB #:</b> 201828
<b>OWNER:</b> Sumter County Board of County Commissioners 7375 Powell Road Wildwood, Florida 34785	<b>CONTRACT FOR:</b> Construction Services
	<b>CONTRACT DATE:</b> November 26, 2019

DESCRIPTION OF CHANGE <i>(Attach additional pages if required)</i>	ADD	DEDUCT
Reduce the Contract for Owner provided Purchase Orders associated with the Owner Direct Purchase Program (DPO) requested as of 01/22/2020 and not included in previous Contract Change Orders. Deductive amount of (\$2,434,855.90) includes the actual amount of Owner issued Purchase Orders. This amount is approximate and will be reconciled by additive or deductive change order as each purchase order is fulfilled. See Attachment A dated 01/22/2020 for further clarification.		(\$ 2,434,855.90)

Original Contract Sum	\$ 1,706,923.00	CONTRACT TIME	DAYS	SUBSTANTIAL COMPLETION DATE
Previously Approved Change Orders	\$ 18,281,835.00	Original Contract Time	450	02/11/2021
Present Contract Amount	\$ 19,988,758.00	This Change Add (Deduct)	0	0
This Change Order Add (Deduct)	(\$ 2,434,855.90)	New Contract Time	450	02/11/2021
New Contract Sum	\$ 17,553,902.10			

This Change Order is an amendment to the Contract Agreement between the Design-Builder and the Owner, and all contract provisions shall apply unless specifically exempted. The amount and time change designated are the maximum agreed to by both the Owner and the Design-Builder for this change. Inconsideration of the foregoing adjustments in contract time and contract sum, the Design-Builder hereby releases the Owner from all claims, demands or causes of action arising out of the transactions, events and occurrences giving rise to this Change Order. This written Change Order is the entire agreement between the Owner and Design-Builder with respect to this Change Order. No other agreements or modifications shall apply to this contract agreement unless expressly provided herein.

**AJAX BUILDING CORPORATION**  
 DESIGN-BUILDER  
 109 Commerce Boulevard  
 Oldsmar, Florida 34677  
 ADDRESS  
  
 SIGNATURE  
 Derek Gamble, VP of Operations  
 PRINTED NAME & TITLE  
 1/21/2020  
 DATE

**SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS**  
 OWNER  
 7375 Powell Road, Suite 200  
 Wildwood, Florida 34785  
 ADDRESS  
 \_\_\_\_\_  
 SIGNATURE  
 Steve Printz, Chairman  
 PRINTED NAME & TITLE  
 \_\_\_\_\_  
 DATE

**ATTACHMENT 'A' to Change Order #2**  
dated 01/22/2020  
Sumter County Jail Expansion, Sumter County, Florida

This Change Order is a reduction in the construction contract value for the Owner Direct Purchase Program (ODP or DPO). See the attached Change Order Request 02 dated 01/22/2020 and the associated DPO log dated 01/22/2020 for tracking.

• Total DPO PO's issued as of 01/21/2020 BOCC Board Meeting:	\$ 2,434,855.90
• Anticipated Tax Savings:	\$ 146,441.35
• Total Invoices submitted to be paid to date:	\$ 0.00
• Balance remaining on DPO PO's to date:	\$ 2,434,855.90

This change order includes all anticipated costs for the initial Direct Purchase Order requisitions submitted as of 01/22/2020 and all anticipated tax savings.

Should any balance exist on a Purchase Order after all purchases have been made and paid for, the remaining balance shall be returned to the Construction Manager, including the applicable sales tax for distribution to the applicable subcontractor(s).

The Construction Manager shall submit a detailed ODP / Sales Tax savings account summary monthly to Sumter County Board of County Commissioners.

**CONTRACT SUMMARY TRACKING**

**Pre- construction Services (Not included in the Construction Contract referenced herein)**

Base Preconstruction	1,706,923.00	
<hr/>		
Subtotal Preconstruction		\$ 1,706,923.00

**Construction (as referenced herein)**

GMP 01 Detention Cells	5,919,784.00	
Less Preconstruction Included in GMP 01 Estimates	(1,706,923.00)	
GMP 02 Final	14,068,974.00	
CO 02 DPO	(2,434,855.90)	
<hr/>		
Subtotal Construction through this CO		\$ 15,846,979.10
<b>Total Current Overall Contract Cost</b>		<b>\$ 17,553,902.10</b>

**DIRECT PURCHASE ORDER LOG**

201820 - Summit County Jail Expansion

Last Updated: 1/25/2020

LINKED DATA TO INDIVIDUAL TABS. DO NOT TYPE VALUES IN!

BASED ON RS-11% LDI

Order Ref/Alt From Sub	DATE QUANTIFIED TO SC	PO NO/YD FROM SC	AJAX ATTN	FILE CODE	SUBCONTRACTOR	SUPPLIER	ITEMS	Summit PO #	PROJECTED ORIGINAL Summit PO AMOUNT	PO% ISSUED TO DATE	SHIPPING AMOUNT (INC IN PO)	DIRECT PURCHASE TO DATE	PROJECTED ORIGINAL ANTICIPATED TAX SAVINGS	CURRENT ANTICIPATED TAX SAVINGS	TAX SAVINGS TO DATE	AMOUNT REMAINING
05/19	05/19	020/19	DD1	BP11 10	Conemaugh Detention	ISSI	Mod. Cells	8117006	1,850,000.00	1,850,000.00	0.00	0.00	111,050.00	111,050.00	0.00	1,460,000.00
05/19	05/19	020/19	DD7	BP11 1H	Conemaugh Detention	Clabers Manufacturing	Doors, Frames for Mod. Cells	8117298	150,000.00	150,000.00	0.00	0.00	9,050.00	9,050.00	0.00	150,000.00
05/19	05/19	019/19	DD5	BP11 1I	Conemaugh Detention	Global Security Glazing	Glaze & Glazing	8117740	12,500.00	12,500.00	0.00	0.00	800.00	800.00	0.00	12,500.00
			DD6	BP07 03	Big D Roofing	TBD	Roofing	TBD	193,563.90	0.00	0.00	0.00	5,625.63			
			DD7	BP23 06	CCE Mechanical	TBD	Controls Equipment	TBD	231,200.00	0.00	0.00	0.00	13,322.00			
			DD8	BP23 01	CCE Mechanical	TBD	Mechanical Equipment	TBD	124,739.95	0.00	0.00	0.00	7,634.20			
1/13/20	1/14/20		DD9	BP03 01	BNO Construction	Argon Ready Mix	Concrete	Pending	218,452.93	265,618.00	0.00	0.00	13,169.55	15,981.66	0.00	269,518.00
1/20/20	1/20/20		DD10	BP03 01	BNO Construction	R & R Rebar	Rebar	Pending	48,994.65	20,090.00	0.00	0.00	2,950.26	1,972.80	0.00	32,000.00
			DD11	B11 03	C.A. Carvers	TBD	*Security Equipment	TBD	98,000.00	0.00	0.00	0.00	5,810.00			
			DD12	BP11 1,11	C.A. Carvers	TBD	Detention Equipment	TBD	413,950.00	0.00	0.00	0.00	24,867.00			
			DD13	BP05 01	A&W	TBD	Framing and Drywall	TBD	42,500.00	0.00	0.00	0.00	2,600.00			
			DD14	BP06 01	A&W	TBD	Insulation	TBD	17,000.00	0.00	0.00	0.00	1,070.00			
			DD15	BP04 01	Wavercrest Masonry	TBD	Masonry	TBD	88,940.00	0.00	0.00	0.00	5,993.40			
			DD16	BP05 03	Service Painting	TBD	Painting	TBD	70,777.80	0.00	0.00	0.00	4,295.67			
			DD17	BP10 06	Perfection	TBD	Walkway Covers	TBD	19,550.00	0.00	0.00	0.00	1,223.00			
			DD18	BP21 01	Convergint	TBD	Pipe Fittings Fire Sprinkler	TBD	21,250.00	0.00	0.00	0.00	1,205.00			
			DD19	BP22 01	Adleman	TBD	*Water Management Systems	TBD	119,000.00	0.00	0.00	0.00	7,160.00			
			DD20	BP25 01	EM	TBD	Generator	TBD	170,000.00	0.00	0.00	0.00	10,350.00			
1/13/20	1/14/20		DD21	BP31 01	Wayne	Crosslinked Pipe	Piping	Pending	34,800.00	25,777.30	0.00	0.00	2,116.00	1,778.67	0.00	26,777.90
			DD22	BP32 04	Arbol Fence	Pencing	Fencing	TBD	15,889.75	0.00	0.00	0.00	885.13			
1/17/20	1/17/20		DD28	BP05 01	Fabco Metal	Nucor	Structural & Misc. Steel	Pending	0.00	95,000.00	0.00	0.00	0.00	5,810.00	0.00	95,000.00
<b>TOTALS</b>									<b>3,864,963.25</b>	<b>2,434,855.90</b>	<b>0.00</b>	<b>0.00</b>	<b>231,854.33</b>	<b>148,441.33</b>	<b>0.00</b>	<b>2,484,855.90</b>



**AJAX BUILDING CORPORATION**  
 109 COMMERCE BOULEVARD  
 OLDSMAR, FLORIDA 34677  
 FL License #CG C042112

**OWNER CHANGE ORDER**

<b>PROJECT NAME:</b> Sumter County Jail Expansion Bushnell, Florida	<b>CHANGE ORDER NUMBER:</b> Three (3) (for Construction)
<b>OWNER:</b> Sumter County Board of County Commissioners 7375 Powell Road Wildwood, Florida 34785	<b>DATE OF CHANGE ORDER:</b> February 3, 2020
	<b>DESIGN-BUILDERS JOB #:</b> 201828
	<b>CONTRACT FOR:</b> Construction Services
	<b>CONTRACT DATE:</b> November 26, 2019

DESCRIPTION OF CHANGE <i>(Attach additional pages if required)</i>	ADD	DEDUCT
Reduce the Contract for Owner provided Purchase Orders associated with the Owner Direct Purchase Program (DPO) requested as of 02/03/2020 and not included in previous Contract Change Orders. Deductive amount of (\$277,802.05) includes the actual amount of Owner issued Purchase Orders. This amount is approximate and will be reconciled by additive or deductive change order as each purchase order is fulfilled. See Attachment A dated 02/03/2020 for further clarification.		(\$ 277,802.05)

Original Contract Sum	\$ 19,988,758.00	CONTRACT TIME	DAYS	SUBSTANTIAL COMPLETION DATE
Previously Approved Change Orders	(\$ 2,434,855.90)			
Present Contract Amount	\$ 17,553,902.10	This Change Add (Deduct)	0	0
This Change Order Add (Deduct)	(\$ 277,802.05)	New Contract Time	450	02/11/2021
New Contract Sum	\$ 17,276,100.05			

This Change Order is an amendment to the Contract Agreement between the Design-Builder and the Owner, and all contract provisions shall apply unless specifically exempted. The amount and time change designated are the maximum agreed to by both the Owner and the Design-Builder for this change. Inconsideration of the foregoing adjustments in contract time and contract sum, the Design-Builder hereby releases the Owner from all claims, demands or causes of action arising out of the transactions, events and occurrences giving rise to this Change Order. This written Change Order is the entire agreement between the Owner and Design-Builder with respect to this Change Order. No other agreements or modifications shall apply to this contract agreement unless expressly provided herein.

**AJAX BUILDING CORPORATION**  
 DESIGN-BUILDER  
 109 Commerce Boulevard  
 Oldsmar, Florida 34677  
 ADDRESS  
 Digitally signed by Derek Gamble  
 Date: 2020.02.04 11:56:22 -05'00'  
 SIGNATURE  
 Derek Gamble, VP of Operations  
 PRINTED NAME & TITLE  
 February 4, 2020  
 DATE

**SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS**  
 OWNER  
 7375 Powell Road, Suite 200  
 Wildwood, Florida 34785  
 ADDRESS  
 SIGNATURE  
 Steve Printz, Chairman  
 PRINTED NAME & TITLE  
 DATE

**ATTACHMENT 'A' to Change Order 3**  
dated 02/03/2020  
Sumter County Jail Expansion, Sumter County, Florida

This Change Order is a reduction in the construction contract value for the Owner Direct Purchase Program (ODP or DPO). See the attached Change Order Request 03 dated 02/03/2020 and the associated DPO log dated 02/03/2020 for tracking.

- Total DPO PO's issued as of 02/03/2020 BOCC Board Meeting: \$ 2,712,657.95
- Anticipated Tax Savings: \$ 163,359.48
- Total Invoices submitted to be paid to date: \$ 0.00
- Balance remaining on DPO PO's to date: \$ 2,712,657.95

This change order includes all anticipated costs for the initial Direct Purchase Order requisitions submitted as of 02/03/2020 and all anticipated tax savings.

Should any balance exist on a Purchase Order after all purchases have been made and paid for, the remaining balance shall be returned to the Construction Manager, including the applicable sales tax for distribution to the applicable subcontractor(s).

The Construction Manager shall submit a detailed ODP / Sales Tax savings account summary monthly to Sumter County Board of County Commissioners.

**CONTRACT SUMMARY TRACKING**

**Pre- construction Services (Not included in the Construction Contract referenced herein)**

Base Preconstruction	1,706,923.00	
<hr/>		
Subtotal Preconstruction		\$ 1,706,923.00
<b>Construction (as referenced herein)</b>		
GMP 01 Detention Cells	5,919,784.00	
Less Preconstruction Included in GMP 01 Estimates	(1,706,923.00)	
GMP 02 Final	14,068,974.00	
CO 02 DPO	(2,434,855.90)	
CO 03 DPO	(277,802.05)	
<hr/>		
Subtotal Construction through this CO		\$ 15,569,177.05
<b>Total Current Overall Contract Cost</b>		<b>\$ 17,276,100.05</b>

**DIRECT PURCHASE ORDER LOG**

201828 - Summit County Jail Expansion

0.00

Last Updated: 3/3/2020

LINKED DATA TO INDIVIDUAL TABS DO NOT TYPE VALUES IN

Quote Ref From Sub	DATE SUBMITTED TO SC	PO RC-YO FROM SC	AJAX ATNA	FILE CODE	SUBCONTRACTOR	SUPPLIER	ITEMS	Summit PO #	ORIGINAL Summit PO AMOUNT	PO% ISSUED TO DATE	SHIPPING AMOUNT (INC IN PO)	DIRECT PURCHASE TO DATE	BASED ON 8% + 1% LDT				ORIGINAL SUB CO AMOUNT
													ORIGINALLY ANTICIPATED TAX SAVINGS	CURRENT ANTICIPATED TAX SAVINGS	TAX SAVINGS TO DATE	AMOUNT REMAINING	
6/5/19	6/5/19	6/78/19	001	BP11 10	Comerstone Delantion	NEB	Med. Cells	9117191	1,850,000.00	1,850,000.00	0.00	0.00	111,050.00	111,050.00	0.00	1,850,000.00	1,961,050.00
6/5/19	6/5/19	6/78/19	002	BP11 10A	Comerstone Delantion	Global Manufacturing	Doors, Frames for Med. Cells	9117798	150,000.00	150,000.00	0.00	0.00	8,060.00	8,060.00	0.00	150,000.00	158,060.00
6/5/19	6/5/19	6/18/19	003	BP11 11	Comerstone Delantion	Global Security Glazing	Glass & Glazing	9117760	12,500.00	12,500.00	0.00	0.00	800.00	800.00	0.00	12,500.00	13,300.00
			006	BP07 03	Big D Roofing	TBD	Roofing	TBD	128,934.00	0.00	0.00	0.00	7,786.04	7,786.04	0.00		
			007	BP23 01	CCS Mechanical	TBD	Controls Equipment	TBD	272,000.00	0.00	0.00	0.00	16,370.00	16,370.00	0.00		
			008	BP23 01	CCS Mechanical	TBD	Mechanical Equipment	TBD	146,749.00	0.00	0.00	0.00	8,854.84	8,854.84	0.00		
1/13/20	1/14/20		009	BP03 01	BNG Construction	Argos Ready Mix	Concrete	Pending	265,518.00	265,518.00	0.00	0.00	15,981.08	15,981.08	15,981.08	265,518.00	281,499.08
1/20/20	1/20/20		010	BP03 01	BNG Construction	R & R Rebar	Rebar	Pending	32,060.00	32,060.00	0.00	0.00	1,973.60	1,973.60	1,973.60	32,060.00	34,033.60
			011	BP5 01	C.A. Owens	TBD	*Security Equipment	TBD	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
			012	BP11 11	C.A. Owens	TBD	Defention Equipment	TBD	487,000.00	0.00	0.00	0.00	29,270.00	29,270.00	0.00		
			013	BP09 01	A&W	TBD	Framing and Drywall	TBD	50,000.00	0.00	0.00	0.00	3,550.00	3,550.00	0.00		
			014	BP09 01	A&W	TBD	Insulation	TBD	20,000.00	0.00	0.00	0.00	1,350.00	1,350.00	0.00		
1/23/20	1/24/20		015	BP04 01	Whitcraft Masonry	Comex	Masonry	Pending	81,902.80	81,902.80	0.00	0.00	4,964.17	4,964.17	4,964.17	81,902.80	86,866.97
			016	BP08 09	Service Painting	TBD	Painting	TBD	83,268.09	0.00	0.00	0.00	5,045.08	5,045.08	0.00		
			017	BP10 08	Perfection	TBD	Walkway Covers	TBD	23,000.00	0.00	0.00	0.00	1,430.00	1,430.00	0.00		
			018	BP21 01	Convergin	TBD	Pipe Fittings Fire Sprinkler	TBD	25,000.00	0.00	0.00	0.00	1,550.00	1,550.00	0.00		
			019	BP22 01	Ackerman	TBD	*Water Management System	TBD	140,000.00	0.00	0.00	0.00	8,450.00	8,450.00	0.00		
			020	BP26 01	ESI	TBD	Generator	TBD	200,000.00	0.00	0.00	0.00	12,050.00	12,050.00	0.00		
1/13/20	1/14/20		021	BP11 01	Wipac	Consolidated Pipe	Piping	Pending	28,777.90	28,777.90	0.00	0.00	1,776.67	1,776.67	1,776.67	28,777.90	30,554.57
1/17/20	1/17/20		022	BP22 04	Ashted Fence	Fencing	Fencing	TBD	18,435.00	0.00	0.00	0.00	1,156.10	1,156.10	0.00		
1/17/20	1/17/20		028	BP04 01	Palco Metal	Kucor	Structural & Misc. Steel	Pending	96,000.00	96,000.00	0.00	0.00	5,810.00	5,810.00	5,810.00	96,000.00	101,810.00
1/23/20	1/24/20		030	BP04 01	WaveCrest	White Cap	Masonry Accessories	TBD	13,800.00	13,800.00	0.00	0.00	878.00	878.00	0.00		
1/23/20	1/24/20		032	BP04 01	WaveCrest	Trinity	Reinforcing Steel	TBD	21,541.25	21,541.25	0.00	0.00	1,342.48	1,342.48	1,342.48	21,541.25	22,883.73
1/28/20	1/30/20		033	BP26 01	Electric Services	Graybar	Lot Gear	TBD	81,948.00	81,948.00	0.00	0.00	4,869.76	4,869.76	4,869.76	81,948.00	86,817.76
1/28/20	1/30/20		034	BP26 01	Electric Services	Graybar	Lighting	TBD	78,812.00	78,812.00	0.00	0.00	4,768.72	4,768.72	4,768.72	78,812.00	83,580.72
<b>TOTALS</b>									<b>4,015,144.70</b>	<b>2,712,657.95</b>	<b>0.00</b>	<b>0.00</b>	<b>259,622.64</b>	<b>163,359.48</b>	<b>0.00</b>	<b>2,712,657.95</b>	<b>2,876,017.43</b>

email invoices to [administrator.servicos@summitcountyl.gov](mailto:administrator.servicos@summitcountyl.gov)



**AGREEMENT BETWEEN  
SUMTER COUNTY,  
FLORIDA AND  
THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES  
FOR MEDICAL DIRECTOR AND ASSOCIATE MEDICAL DIRECTOR SERVICES**

THIS AGREEMENT is entered by and between Sumter County, Florida, a political subdivision of the State of Florida, hereinafter referred to as "County" and The University of Florida Board of Trustees, for the benefit of the Department of Emergency Medicine, College of Medicine, University of Florida, a public body corporate organized under Florida Law, hereinafter referred to as "University":

**WITNESSETH:**

**WHEREAS**, pursuant to Chapter 401, Florida Statutes, and Chapter 64J-1, Florida Administrative Code, as the provider of an advanced life support service, the County is required to employ or contract with a Medical Director who meets the requirements of Chapter 401, Florida Statutes, and the Florida Administrative Code; and

**WHEREAS**, County coordinates all ground pre-hospital emergency medical services in Sumter County, Florida, and desires to obtain Medical Director Services and Associate Medical Director Services with respect to such services; and

**WHEREAS**, the parties hereto desire to enter into this Agreement for University to provide Medical Director and Associate Medical Director services for County; and

**WHEREAS**, the parties hereto also desire to coordinate the emergency medical services provided by the County and any certified agency approved as set forth herein, by contracting for Medical Director and Associate Medical Director (as that term is hereinafter defined) services; and

**WHEREAS**, University desires to provide the services through appropriately qualified and experienced physicians who are Florida licensed physicians Board Certified in Emergency Medicine to provide services as the Medical Director and Associate Medical Director to the County and to any certified agency approved by County to provide emergency medical services as defined in Appendix A; and

**WHEREAS**, University, pursuant to Regulation 9.017 of the Board of Governors, State University System of Florida, and in furtherance of its education, training, and service responsibilities, authorizes its professional faculty and staff, as an integral part of their academic activities and their employment as faculty and staff, to provide health, medical care, and treatment to patients, including patients at independent hospitals, other institutions, and various other clinical sites; the College of Medicine is authorized, pursuant to said Regulation 9.017, to develop and maintain a faculty practice plan for the orderly collection and distribution of fees and income generated from such faculty practice activities; the College of Medicine has established and maintains such a faculty practice plan, known as the "Florida Clinical Practice Association, Inc."; and

**WHEREAS**, Under Article IX, § 7 (a) of the Florida Constitution, University's purpose or

“mission” is to achieve excellence through: 1) teaching students, 2) advancing research, and 3) providing public service for the benefit of the state’s citizens. The provision of University’s administrative emergency medical services system Medical Director and Associate Medical Director services within the scope of the arrangement described hereunder operates to further these important goals, by providing to University an emergency medical services setting for University administrative services, from which University physicians and students will benefit through the experience gained and the knowledge obtained from the provision of such University services, while also allowing University to provide training to numerous area emergency services personnel, and from which enhanced opportunities are likely to develop for the educational research and services programs of the University, including but not limited to the Emergency Medical Services Fellowship program; and

**WHEREAS**, County has determined it to be in the best interests of the residents and visitors to Sumter County to contract with University for the purpose of providing Medical Director and Associate Medical Director services to the County; and

**WHEREAS**, University desires to provide professional services according to the terms and conditions stated herein.

**NOW, THEREFORE**, in consideration of the mutual understandings and Agreements set forth herein, County and University agree as follows:

1. **Term.** This Agreement shall become effective on March 1, 2020 and shall run through February 28, 2022, and shall be auto renewed thereafter for two (2) additional two (2)-year periods. At or prior to the time of each renewal, the parties will meet to discuss the terms of this Agreement and any modifications that may be appropriate, subject to the terms of Section 24 below.
2. **Purpose.** The purpose of this Agreement is to support compliance of the County in medical direction of emergency medical services and emergency medical service personnel in accordance with the provisions of Chapter 401, Florida Statutes and Chapter 64J-1.004, Florida Administrative Code.
3. **Compensation.**

3.1 University shall be paid at a rate of Ninety Thousand Dollars (\$90,000.00) annually (“Annual Amount”) to provide Medical Director and Associate Medical Director services as herein outlined. University shall invoice County the sum of Twenty-Two Thousand Five Hundred Dollars (\$22,500.00) on or about the last working day of each quarterly period for services provided in the just-concluded quarter. Payments shall be made by County pursuant to the Florida Local Government Prompt Payment Act after receipt of proper invoice submitted by University.

3.2 University shall assume and pay for all costs and expenses incurred by University in the performance of University’s duties under this Agreement.

3.3 Invoices received from University shall be reviewed and approved by the County, indicating

that services have been rendered in conformity with this Agreement, and then, processed for payment.

3.4 In order for both parties to close their books and records, University must clearly state “FINAL INVOICE” on University’s final and last billing to the County. This certifies that all services have been properly performed and all charges and costs have been invoiced to the County.

3.5 Nothing in this Agreement prohibits University from billing any third party for medical services rendered outside the scope of this Agreement that may arise during or after the term of this Agreement. It is understood and agreed by University and the County that Medical Director and Associate Medical Director services to be provided by University pursuant to this Agreement are administrative, supervisory and educational in nature as described in section 401.265, Florida Statutes, and Chapter 64J-1, Florida Administrative Code. During the term of this Agreement, University, through the University-employed physician(s), may also provide professional clinical services to patients which are separate and distinct from the Medical Director and Associate Medical Director services and, thus, are outside the scope of this Agreement. Accordingly, University shall be solely and separately responsible for the provision of, and the billing and collection for, any professional fees for clinical services provided by University- employed physician(s) to patients. All such fees accrue solely to University.

3.6 Consistent with their missions, the parties acknowledge and agree that the compensation set forth herein represents the fair market value of the services provided by University to the County, negotiated in an arms-length transaction and has not been determined in a manner which takes into account the volume or value of any referrals or business that otherwise may be generated between the County and University. The parties further agree that this Agreement does not involve the counseling or promotion of a business arrangement that violates state or federal law. Nothing contained in this Agreement shall be construed in any manner as an obligation or inducement for University or the County to refer patients, if any, to the other, or any organizations affiliated with either party. The parties enter into this Agreement with the intent of conducting their relationship and implementing the provisions hereof in full compliance with applicable federal, state and local law.

4. **Duties and Responsibilities of University.** All duties and responsibilities listed below will be performed in collaboration with the County. The parties further agree as follows:

**4.1 Medical Director and Associate Medical Director.** University shall provide all services described in this Agreement, through its assigned University-employed physicians having substantial expertise and experience in the field of emergency medicine and demonstrated experience in pre-hospital care, and who are Board Certified in Emergency Medicine with strong preference for Fellowship in Emergency Medical Services and hold an ACLS certificate of completion to assume the designated roles of Medical Director and Associate Medical Director (“Medical Director and Associate Medical Director”). University shall direct the assigned Medical Director and Associate Medical Director to provide services as required by Chapter 401, Florida Statutes, and Chapter 64J-1, Florida Administrative Code, as either of the same may be amended, to emergency medical services and any certified agency approved by the County to provide emergency medical services. The Associate Medical Director will perform the same range of duties as the Medical Director, with specific duties as determine and delegated by University through the

Medical Director.

**4.2 University Physicians.** The parties agree that University shall provide services and perform its duties as required by this Agreement, through its University-employed faculty physician(s), including the assigned Medical Director and Associate Medical Director, and any other assigned University-employed physician (including Fellows), as employees/agents of University (collectively, “Medical Director and Associate Medical Director”). The parties agree that **Desmond Fitzpatrick, MD** will be the Medical Director assigned by University, and that **Joshua Gordon, MD** will be the Associate Medical Director assigned by University pursuant to this Agreement. As mutually agreed upon by the parties, the University may assign additional physician(s) to assist the Medical Director and Associate Medical Director in the provision of services specified herein.

**4.3 University Emergency Medical Services Fellowship.** University, through the direction of its Emergency Medical Services Fellowship Director and the assigned Medical Director and Associate Medical Director, will assign Emergency Medical Services Fellows (University-employed, residency trained and fully qualified emergency physicians) to various tasks and to perform certain duties associated with medical direction of the County’s emergency response and emergency medical services system in keeping with the Fellowship training program of the University.

**4.4 Supervision and Control.** The University Physician(s) assigned to serve as Medical Director and Associate Medical Director will be employees of University, for whom University shall be solely responsible. The activities of University Physicians shall be under the exclusive supervision, direction, and control of University. University shall be solely responsible for ensuring the proper execution and completion of University’s duties pursuant to this Agreement. University shall be responsible to the County in performance of University’s Medical Director and Associate Medical Director duties and responsibilities and shall report, as appropriate, to the County’s Office of Emergency Medical Services Director, and/or his/her designee.

**4.5 Absence.** During any period of temporary absence or unavailability of the assigned Medical Director and Associate Medical Director, University may designate another similarly qualified University Physician to serve as Acting Medical Director or Associate Medical Director. In the event the assigned Medical Director or Associate Medical Director is absent on a long term basis or is otherwise unable to fulfill the Medical Director or Associate Medical Director duties on behalf of the University, then University shall assign another University Physician to serve as the Medical Director or Associate Medical Director in accordance with section 4.1 and subsection 4.1.1.above.

**4.6 Duties.** Medical Director and Associate Medical Director shall adhere to the responsibilities as set forth in Chapter 401, Florida Statutes, and Rule 64J-1.004, Florida Administrative Code; the applicable rules of any government agency implementing said chapter; and any additional duties upon written notice from the Florida Department of Health that such additional duties are required of Medical Director and any Associate Medical Director. Such duties include supervising the medical performance of all certified/licensed response personnel functioning within the scope of their official duties while on duty within the Sumter County Emergency Medical Services System. While these duties will typically occur within the geographical borders of Sumter County, they will include duties performed during mutual aid and deployments during disaster situations to requesting entities outside those geographical borders and while transporting patients to out-of-

county medical facilities.

4.7 **Knowledge of Standards.** Medical Director and any Associate Medical Director shall be knowledgeable with the standards set by National Fire Protection Association, and in particular, Standard 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments, as the same may be amended.

4.8 **Standards of Care.** Medical Director, with the assistance of the Associate Medical Director, shall establish and maintain standards of care for the County emergency medical service providers.

4.8.1 Medical Director and Associate Medical Director shall gather agency input in the review and development of standards of care on an annual basis, and in establishing and revising agency performance standards as necessary.

4.8.2 Medical Director, with the assistance of the Associate Medical Director, shall develop pre-hospital practice parameters for EMS personnel of all levels. The parameters shall be developed with consideration to budgetary and staffing limitations and the fiscal impact on the County, emergency medical services and the citizens of Sumter County.

4.9 **Patient Advocate.** Medical Director and Associate Medical Director shall be patient advocates in the Sumter County EMS system, and shall make effort to ensure that all aspects of the County systems are developed to place the needs of the patient first.

#### 4.10 **Protocols and Standing Orders.**

4.10.1 Medical Director, with the assistance of the Associate Medical Director, shall develop, revise, implement, and maintain basic and advanced life support protocols and standing orders under which the County emergency medical services personnel will function under medical control. The protocols and standing orders shall include pre-hospital emergency medical response, transport, and inter-facility transports.

4.10.2 Medical Director, with the assistance of Associate Medical Director, shall develop protocols and standing orders to ensure that they meet nationally accepted standards of practice for use by all system providers, which permit specified ALS, BLS, and first responder procedures when communication cannot be established with a supervising physician, or when any delay in patient care would threaten the life or health of the patient. These standards include, but are not limited to, Advanced Cardiac Life Support (ACLS), Basic Trauma Life Support (BTLS) (n/k/a International Trauma Life Support (ITLS)), and Pediatric Advanced Life Support (PALS). In addition to medical treatment, protocols shall address determination of patient destination.

4.10.3 The County shall publish and distribute, at its own cost, all protocols and standing orders, as issued by the University through its Medical Director with assistance of the Associate Medical Director. The protocols and standing orders shall be published in a form consistent with agency Standard Operating Procedures. Copies of the protocols and standing orders will be maintained on all licensed Fire and EMS vehicles, and will be distributed to certified/licensed County personnel. Copies may be provided electronically. The county shall obtain and retain a

receipt from each personnel member verifying receipt of the protocols and any changes. These receipts may be electronic, and shall state clearly that each person is individually accountable and obligated to follow all rules, regulations and protocols. All protocols and standing orders shall become public domain upon implementation.

4.10.4 Medical Director, with the assistance of Associate Medical Director, shall develop, review, and revise, when necessary, Trauma Transport Protocols (TTP) for submission to the Florida Department of Health, Bureau of Emergency Medical Services for approval in accordance with Rule 64J-2, Florida Administrative Code.

4.10.5 Medical Director, with the assistance of Associate Medical Director shall conduct an on-going review of all protocols and standing orders as may be necessary to promote reliable service delivery, appropriate patient care, and the maintenance of the current standard of care. This shall include, at a minimum, a comprehensive annual review and written approval of all protocols and standing orders. While conducting the annual review, Medical Director and Associate Medical Director shall take into consideration the results of quality assurance reviews, review of current medical literature, and input from County personnel. Changes shall be developed with consideration to budgetary limitations and the fiscal impact on the County, and the citizens of Sumter County. The annual review shall be completed and all proposed changes forwarded to the County prior to the end of each Fiscal Year.

4.10.6 Medical Director and Associate Medical Director shall: ensure that appropriate training for new protocols and standing orders is conducted prior to implementation; ensure compliance with protocols and standing orders by all County personnel; and ensure that additional training is conducted for any identified needs.

4.11 **Availability.** Medical Director and Associate Medical Director (or his/her previously-approved designee) shall be available remotely by telephone twenty-four (24) hours a day for medical direction to County personnel in order to resolve problems, system conflicts, and provide services in an emergency as that term is defined in Section 252.34(3), Florida Statutes, while taking medical director call as agreed upon by Medical Director and Associate Medical Director. Associate Medical Director will be on call remotely for these situations at all remaining time; University, through its Medical Director will determine the on-call schedule for the Associate Medical Director each month in advance. University, through its assigned Medical Director and Associate Medical Director, will provide the Medical Director services described in this Agreement on a total 0.40 full-time equivalent basis, including services provided in person in Sumter County and remotely from the University campus in Gainesville. Services may be performed at any time of day. The weekly schedule for the Medical Director and Associate Medical Director will be determined in advance by University.

4.12 **Trauma Scorecard Methodologies.** Medical Director in cooperation with the Associate Medical Director shall ensure that all certified/licensed EMS personnel are trained in the use of the trauma scorecard methodologies, as provided in Chapter 64J-2.004, FAC, for adult trauma patients and 64J-2.005, FAC, for pediatric trauma patients.

#### **4.13 Oversight of Medical Qualifications and Proficiency of EMS Personnel.**

4.13.1 Medical Director and Associate Medical Director shall ensure initial and continued medical qualifications and proficiency of County personnel.

4.13.2 Medical Director and Associate Medical Director shall establish and periodically update the minimum personnel training standards and certification requirements for all EMS personnel who provide emergency medical care. Such standards shall include the requirements for orientation and initial training, continuing medical education, standards for professional conduct and evaluation standards and procedures.

4.13.3 Medical Director and Associate Medical Director shall ensure that all field personnel meet the initial requirements and continuously comply with established standards to attain and maintain approval to operate within the EMS system.

4.13.4 Medical Director and Associate Medical Director shall establish procedures for issuance, renewal, suspension, and revocation of practice privileges for EMS personnel in concert with the County's Office of Emergency Medical Services Director, to include a process for remediation. The procedures shall contain due process provisions and all such provisions shall be approved, in advance, by the County's Office of Emergency Medical Services Director.

4.13.5 Medical Director and Associate Medical Director shall provide for direct observation of field level providers while performing their duties that meets or exceeds Section 401.265, Florida Statutes, and FAC Rule 64J-1.004.

#### **4.14 Quality Assurance**

4.14.1 Medical Director and Associate Medical Director shall develop, implement, and maintain an effective patient care quality assurance system to assess the medical performance of all certified/licensed EMS personnel in conjunction with the County's staff appointed Clinical Quality Officer.

4.14.2 Medical Director and Associate Medical Director shall develop, implement, and supervise a formal patient care quality assurance system in accordance with Section 401.265(2), Florida Statutes, and Rule 64J-1.004, Florida Administrative Code, to include the formation and supervision of a quality assurance committee.

4.14.3 The purpose and tone of the quality assurance review process shall be positive and educational; however, Medical Director and Associate Medical Director may, at any time and without limitation, conduct a quality assurance review investigation or audit to ensure that EMS personnel comply with the protocols and standards of care.

4.14.4 The method and extent of the investigation employed during any given quality assurance review shall be determined by University through its Medical Director in consultation with the Associate Medical Director. As a result of such an investigation, Associate Medical Director or the Medical Director may require remedial training of EMS

personnel and/or revocation of practice privileges. Remedial training may be conducted by the Medical Director, Associate Medical Director, EMS personnel, or other personnel at Medical Director's discretion.

4.14.5 Medical Director, Associate Medical Director or designee may also conduct special audits in response to observations or customer feedback provided by patients, family members, caregivers, bystanders, crew members, physicians and hospital personnel.

4.14.6 Medical Director and Associate Medical Director may also develop procedures for routine auditing of EMS system performance and adherence to protocols on individual EMS incidents and overall EMS system compliance.

4.14.7 Medical Director and Associate Medical Director shall review, in conjunction with Quality Development designees of the County and partner Fire Services, patient care reports on an ongoing basis; review all protocol deviations trauma alerts, STEMI alerts, stroke alerts and initiate or recommend corrective action.

4.14.8 Medical Director and Associate Medical Director shall periodically visit and communicate with the hospital emergency departments to exchange information and review the quality of care provided by the EMS personnel.

4.14.9 Medical Director and Associate Medical Director shall participate in field activity and system monitoring.

#### **4.15 Educational Programs.**

4.15.1 Medical Director and Associate Medical Director shall participate in educational programs at all levels, to include all certified/licensed EMS personnel.

4.15.2 Medical Director and Associate Medical Director shall create, assist with creation, or approve a minimum of 12 hours of CME annually.

4.15.3 Medical Director and Associate Medical Director shall actively participate in the development and presentation of EMS continuing education programs by identifying educational topics, presenting lectures and providing other educational opportunities for the enhancement of the EMS system.

4.15.4 Education should be geared to reach the specific needs of the audience. As providers work varied shifts, consideration shall be given to scheduling some training on nights or weekends.

4.15.5 Course content should include system-specific issues and items resulting from audit and review.

4.15.6 Where Medical Director or Associate Medical Director is not the presenter, and training services are conducted by other County personnel and/or are subcontracted to an outside provider, Medical Director and Associate Medical Director will ensure the quality

of the Continuing Medical Education (CME) training provided to EMS personnel by:

- A. Reviewing and approving all curriculum and courses for continuing education units (CEU's) prior to EMS personnel being trained;
- B. Evaluating the educational effectiveness of instruction, courses and programs in consultation with the CME contractor.

4.15.7 The Medical Director and Associate Medical Director shall maintain necessary and appropriate certifications and participate as Medical Director and Associate Medical Director for educational programs sponsored by EMS such as ACLS, PALS, BTLS/ITLS, and similar programs.

4.15.8 Upon proof of completion, Medical Director and Associate Medical Director shall sign documents to show that certificate holders have completed a minimum of 30 hours of biannual recertification training, as set forth in s. 401.2715, Florida Statutes.

#### 4.16 **Agency Liaison.**

4.16.1 Medical Director and Associate Medical Director shall participate in interagency discussions about specific issues or problems as necessary.

4.16.2 Medical Director and Associate Medical Director shall notify agencies of any pertinent concerns of other agencies as appropriate.

4.16.3 Medical Director and Associate Medical Director shall develop and maintain liaisons with the local medical community: hospitals, emergency departments, mental health agencies, physicians, providers, ambulance services, and other agencies impacting EMS.

4.16.4 Medical Director and Associate Medical Director shall assist in resolution of problems involving the delivery of pre-hospital care and other services in accordance with FAC Rule 64J-1.004.

4.16.5 Medical Director and Associate Medical Director shall interact with and educate local government officials on an as needed basis.

4.16.6 Medical Director and Associate Medical Director shall participate in the Florida EMS Associate Medical Director's Association or a statewide physician's group involved in pre-hospital care.

4.16.7 Medical Director and Associate Medical Director shall be an active member of at least one national emergency medicine constituency group such as the National Association of EMS Physicians, the American College of Emergency Physicians, or similar organization.

4.16.8 Medical Director and Associate Medical Director shall interact with County, regional, state and federal authorities, regulators and legislators to ensure standards, needs, and requirements are met, and resource utilization is optimized.

4.17 **Community Access to Healthcare Initiatives.** Medical Director and Associate Medical Director shall coordinate community access to healthcare initiatives per the goals of the County.

4.18 **EMT Oversight.**

4.18.1 In accordance with FAC Rules 64J-1.004 (g) and (h), Medical Director and Associate Medical Director shall assume direct responsibility for: the use of an automatic or semi-automatic defibrillator; the use of a glucometer; the administration of aspirin; the administration of oral glucose; the use of any medicated auto injector; the performance of airway patency techniques including airway adjuncts, not to include endotracheal intubation; insertion of non-medicated I.V.s; and on routine interfacility transports, the monitoring and maintenance of non-medicated I.V.s, all by an EMT.

4.18.2 Medical Director and Associate Medical Director shall ensure that all EMTs are trained to perform the foregoing procedures; shall establish and/or maintain written protocols for performance of these procedures; and shall provide written evidence to the Florida Department of Health documenting compliance with provisions of these administrative rules.

4.19 **Disaster Assistance and Planning.**

4.19.1 Medical Director and Associate Medical Director shall be available for consultation and/or response during a disaster situation occurring in or near Sumter County.

4.19.2 Medical Director and Associate Medical Director shall function as a liaison between field EMS operations, hospitals and public health agencies during disaster situations.

4.19.3 Medical Director and Associate Medical Director shall provide specific information to assist in the mitigation of the EMS aspects during a disaster situation.

4.19.4 Medical Director and Associate Medical Director shall cooperate in planning, updating, and following applicable sections of the County's Comprehensive Emergency Management Plan, including, but not limited to, participation in disaster drill and emergency management drills.

4.20 **Controlled Substances, Medical Equipment and Supplies.**

4.20.1 In accordance with Chapter 401, Florida Statutes, and Rule 64J-1.004(3)(c), Florida Administrative Code, Medical Director and Associate Medical Director shall possess proof of current registration as a Medical Director and Associate Medical Director

with the U.S. Department of Justice, DEA, to provide controlled substances to an EMS provider. The DEA registration shall include each address at which controlled substances are stored. Proof of such registration shall be maintained on file with the County, which shall maintain the copies and make them readily available for inspection. The County will forward all renewal documents as received from DEA to Medical Director and Associate Medical Director in order to ensure continuous registration and will reimburse Associate Medical Director for the cost of such registration. Copies of physician license and registrations must be provided to the County.

4.20.2 Medical Director and Associate Medical Director shall formulate and ensure adherence to detailed written procedures to cover the purchase, storage, use, and accountability for medications, fluids, and controlled substances used by EMS personnel, in accordance with Chapters 499 and 893, Florida Statutes, and Rule 64J-1.021, Florida Administrative Code.

4.20.3 Medical Director and Associate Medical Director shall ensure and certify that security procedures of all EMS providers for medications, fluids and controlled substances are in accordance with Chapters 499 and 893, Florida Statutes, and Rule 64J-1.021, Florida Administrative Code.

4.20.4 Medical Director and Associate Medical Director shall establish a list of mandatory equipment, medications and medical supplies that must be on board transport and non- transport vehicles to respond to EMS incidents.

4.20.5 Medical Director and Associate Medical Director shall conduct an on- going and comprehensive review of all EMS medical equipment, medications and medical supplies as may be necessary to ensure reliable service delivery in the EMS system and excellence in patient care. In conducting the review, Medical Director and Associate Medical Director shall take into consideration the results of quality assurance reviews, review of medical literature, input from interested physicians, and EMS personnel.

4.20.6 Medical Director and Associate Medical Director shall complete the comprehensive review of all EMS system medical supplies and equipment and present the proposed changes to the County's Office of Emergency Medical Services Director for approval prior to the end of each Fiscal Year.

4.20.7 Medical Director and Associate Medical Director shall ensure that the following criteria are met prior to activating new medical equipment or supplies within the EMS system:

4.20.8 Proposed medical equipment or supplies have been thoroughly researched, supported by medical literature, a field evaluation completed when applicable, and the analysis of available system data; and

4.20.9 All protocols related to the medical equipment or supplies have been changed and evaluated to ensure consistency and accuracy; and

4.20.10 Protocols, supporting documents and implementation instructions are distributed to EMS personnel prior to training or implementation, and training has been completed, if necessary prior to implementation.

4.21 **Infectious Disease Control Policy.**

4.21.1 Medical Director and Associate Medical Director shall formulate, monitor, evaluate and update as necessary, a policy complying with all applicable laws and rules necessary to control exposure of EMS personnel to infectious diseases. This policy shall cover protective measures to be taken on incidents, inoculation procedures and recommendations, record keeping, follow up care recommendations as well as storage and disposal policies for contaminated materials.

4.21.2 Medical Director and Associate Medical Director shall be available, in conjunction with the County's Infection Control Officer for consultation from field personnel to determine the significance of any bodily fluid exposure and suggest appropriate action for such an exposure in accordance with the County's existing Workers' Compensation policies and procedures.

4.22 **Personnel Services Agreement.** This Agreement is a personnel services agreement based on the qualifications of the University and Medical Director and Associate Medical Director, and the services required hereunder shall be performed by University, through Medical Director and Associate Medical Director. Any additional personnel necessary for the fulfillment of the services required under this Agreement shall be secured at University's sole expense and such personnel shall be fully qualified and, if required, authorized or permitted under State and local law to perform such services. In keeping with University's tripartite mission, this shall specifically include services of University Physician Fellows.

4.23 **Professional Judgment.** The County acknowledges and agrees that it shall not exercise control or direction over the means, methods, or manner by which the University Physician exercises professional judgment in the provision of the Medical Director and Associate Medical Director services on behalf of University.

5. **Insurance/Limits of Liability.** Each party to this Agreement agrees to be fully responsible for its acts of negligence, or its agents' acts of negligence when acting within the scope of employment or agency. Nothing herein is intended to serve as a waiver of sovereign immunity by the County, The University of Florida Board of Trustees, the University of Florida and/or the Florida Board of Governors. Nothing herein shall be construed as consent by a state agency, public body corporate, or political subdivision of the State of Florida to be sued in any matter arising out of any contract by any party or parties.

To the extent that the State of Florida, on behalf of the Board of Governors and the University of Florida, has partially waived its immunity to tort claims and is vicariously responsible for the negligent acts and omissions of its employees and agents as prescribed by Section 768.28, Florida Statutes, the University of Florida is protected for a claim or judgment by any one person in a sum not exceeding Two Hundred thousand Dollars (\$200,000.00) and for total claims or judgments arising out of the same incident or occurrence in a total amount not exceeding Three Hundred Thousand Dollars (\$300,000.00), such protection being provided with respect to the University of Florida by the University of Florida J. Hillis Miller Health Center Self-Insurance Program, a self-insurance program created pursuant to the authority of Section 1004.24, Florida Statutes; and with respect to the County, by the County's Self Insurance Program. Personnel and agents of the University of Florida and the County are not individually subject to actions arising from their state functions. Any damages allocated against the University of Florida or the County as prescribed by Section 766.112, Florida Statutes, are not subject to reallocation under the doctrine of joint-and- several liability to codefendants of the University of Florida or the County in professional liability actions. The sole remedy available to a claimant to collect damages allocated to the University of Florida or the County is as prescribed by Section 768.28, Florida Statutes. All liability protection described in this section is on "occurrence" basis. The University of Florida Health Center Self Insurance Program provides ongoing protection for the University of Florida with no expiration.

Notwithstanding the provisions of Section 768.28, Florida Statutes, the participation of University and the County in this Agreement and the acquisition of any commercial liability insurance coverage, self-insurance coverage, or local government liability insurance pool coverage shall not be deemed a waiver of immunity to the extent of liability coverage, nor shall any contract entered into by University or the County be required to contain any provision for waiver.

6. **Termination.**

6.1 Early termination may occur as follows:

- A. This Agreement may be terminated by University, with or without cause, upon not less than ninety (90) days written notice delivered to County.
- B. County may terminate this Agreement in whole or in part and without cause, upon not less than ninety (90) days written notice, delivered to University.

C. Either party may terminate this Agreement immediately in the event that the other party fails to fulfill any of the terms, understandings or covenants of this Agreement; provided, however, the non-breaching party has given the breaching party thirty (30) days' prior written notice of such failure affording the breaching party the opportunity to cure any claimed breach and such party fails to cure within the 30 day period.

6.2 At such time as this Agreement is terminated, whether at the expiration date or upon termination, University shall:

- A. Stop work on the date and to the extent specified.
  - B. Transfer all work in process, completed work, and other materials related to the terminated work.
  - C. Continue and complete all parts of that work that have not been terminated, if any.
  - D. Upon termination of this Agreement neither party shall have any further obligation hereunder except for (i) obligations accruing prior to the date of termination, and (ii) obligations, promises, or covenants contained herein which are expressly or by implication made to extend beyond the term of this Agreement.
7. **Payments.** Payments shall be made by the County pursuant to the Florida Local Government Prompt Payment Act after the completion of the rendered services and proper invoicing by University. Payment for University services as set forth herein shall be made to University, through University's billing entity, as follows: Florida Clinical Practice Association, Inc., P.O. Box 100186, Gainesville, FL 32610-0186. University shall assure that funds received pursuant to this Agreement will be deposited in such a way so as to reimburse the sources which made the original expenditures.
8. **Contingency.** The County's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the County. In the event that an annual appropriation is not granted by the County, then University shall have the option to terminate this Agreement effective with the last date covered by the prior appropriation granted to the County.
9. **Section Headings.** Section headings have been inserted in this Agreement as a matter of convenience of reference only, and it is agreed that such section headings are not a part of this Agreement and will not be used in the interpretation of any provision of this Agreement.
10. **Ownership of Documents.** Any documents created by University during the term of this Agreement belong to University and University grants to the County a non-exclusive license to use and disseminate such documents which may be reproduced and copied without further acknowledgement or permission of University.
11. **Successors and Assigns.** University shall not assign its right hereunder, except its right to payment, nor shall it delegate any of its duties hereunder without the written consent of the County. Subject to the provisions of the immediately preceding sentence, each party hereto binds itself, its successors, assigns and legal representatives to the other and to the successors, assigns and legal representatives of such other party.

12. **No Third-Party Beneficiaries.** Nothing contained herein shall create any relationship, contractual or otherwise, with or any rights in favor of, any third party.
  
13. **Records.** University shall maintain all books, records, and documents directly pertinent to performance under this Agreement in accordance with generally accepted accounting principles. Upon ten (10) business days' written notice to the other party, representatives of either party shall have access, at all reasonable times, to all the other party's books, records, correspondence,

instructions, receipts, vouchers and memoranda (excluding computer software) pertaining to work under this Agreement for the purpose of conducting a complete independent fiscal audit. University shall retain all records required to be kept under this Agreement for a minimum of five (5) years, and for at least four (4) years after the termination of this Agreement. Storage of medical records required by Federal or State statute in excess of the times stated herein and subsequent to the termination of this Agreement shall be revisited by the parties at such time as any transition period is established to accommodate the termination of this Agreement. University shall keep such records as are necessary to document the provision of services under this Agreement and expenses as incurred, and give access to these records at the request of County, the State of Florida or authorized agents and representatives of said government bodies. It is the responsibility of University to maintain appropriate records to insure a proper accounting of all collections and remittances. University shall be responsible for repayment of any and all audit exceptions that are properly identified by the Auditor General for the State of Florida, the Sumter County Clerk of Court & Comptroller, the County, or their agents or representatives.

**Both parties shall, at all times, comply with the Florida Public Records Law, the Florida Open Meeting Law and all other applicable laws, rules and regulations of the State of Florida.**

**IF THE UNIVERSITY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDORS' DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 352-689-4400, Sumter County Board of County Commissioners, 7375 Powell Road, Wildwood, Florida 34785 or via email at [Records.Services@sumtercountyfl.gov](mailto:Records.Services@sumtercountyfl.gov).**

14. **Governing Law, Venue, Interpretation, Costs, and Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida applicable to agreements made and to be performed entirely in the State. Venue will be in Alachua County, Florida, where the University of Florida main campus is located. This Agreement is not subject to arbitration.
15. **Severability.** If any term, covenant, condition or provision of this Agreement (or the application thereof to any circumstance or person) shall be declared invalid or unenforceable to any extent by a court of competent jurisdiction, the remaining terms, covenants, conditions and provisions of this Agreement, shall not be affected thereby; and each remaining term, covenant, condition and provision of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law unless the enforcement of the remaining terms, covenants, conditions and provisions of this Agreement would prevent the accomplishment of the original intent of this Agreement. The County and University agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.
16. **Cooperation.** In the event any administrative or legal proceeding is instituted against either party relating to the formation, execution, performance, or breach of this Agreement, the County and University agree to participate, to the extent required by the other party, in all

proceedings, hearings, processes, meetings, and other activities related to the substance of this Agreement or provision of the services under this Agreement.

17. **Nondiscrimination**. University and the County agree that there will be no discrimination against any person, and it is expressly understood that upon a determination by a court of competent jurisdiction that discrimination has occurred, this Agreement automatically terminates without any further action on the part of any party, effective the date of the court order. University and the County agree to comply with all Federal and Florida Statutes, and all local ordinances, as applicable, relating to nondiscrimination.
  
18. **No Solicitation/Payment**. University and the County warrant that, in respect to itself, it has neither employed nor retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working

solely for it, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

19. **No Personal Liability.** No covenant or provision contained herein shall be deemed to be a covenant or provision of any member, officer, agent or employee of the County or University in his or her individual capacity, and no member, officer, agent or employee of the County or University shall be liable personally on this Agreement or be subject to any personal liability or accountability by reason of the execution of this Agreement.
20. **Execution of Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be regarded as an original, all of which taken together shall constitute one and the same instrument and any of the parties hereto may execute this Agreement by signing any such counterpart. Counterparts may be exchanged via facsimile or electronic delivery.
21. **Amendments and Assignments.** No amendment or assignment of this Agreement shall be valid without the prior written consent from the County and/or University, as the case may be.
22. **Independent Contractor.** The parties intend that with regard to the provisions of this Agreement, the parties are and shall remain independent contractors and neither party shall receive any benefit except as set forth in this Agreement. Further, at all times and for all purposes hereunder, University is an independent contractor and not an employee of the County. No statement contained in this Agreement shall be construed as to find University or any of its employees, contractors, servants or agents as the employees of the County, and they shall be entitled to none of the rights, privileges or benefits of employees of the County. Nothing herein shall be construed to create a joint venture, partnership or agency between the parties.
23. **Compliance with Law.** In carrying out its obligations under this Agreement, both parties shall abide by all statutes, ordinances, laws, rules and regulations pertaining to or regulating the provisions of this Agreement, including those now in effect and hereafter adopted. Any violation of said statutes, ordinances, laws, rules or regulations shall constitute a material breach of this Agreement and shall entitle the non-breaching party to terminate this Agreement immediately upon delivery of written notice of termination to the other party.
24. **Licensing and Permits.** University shall have, prior to commencement of work under this Agreement and at all times during said work, all required licenses and permits whether federal, state, county or municipal.
25. **Notice.** All notices by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by nationally recognized expedited delivery (for which evidence of receipt is required). Notice shall be deemed as given on the day of receipt of the notice or communication, as indicated on the signed and dated receipt or acknowledgment, or on the date of hand delivery, addressed to the representatives of University and the County as follows:

If to University:

Dean, College of Medicine  
c/o Jeremy Sibiski, Executive Director of Finance and  
Administration  
College of Medicine, University of Florida  
P.O. Box 100205  
Gainesville, Florida 32610-0205

with copy to: Joseph A. Tyndall, M.D., Chair, Department of Emergency Medicine  
College of Medicine, University of Florida c/o Frank Jurkiewicz,  
Director  
P.O. Box 100186  
Gainesville, Florida 32610-0186.

If to County: Bradley Arnold  
County Administrator  
Sumter County Board of County Commissioners  
7375 Powell Road, Suite 200  
with copy to: Wildwood, FL 34785

Jennifer C. Rey, Esq.  
County Attorney  
20 S. Broad Street  
Brooksville, Florida 34601

In the event that representatives change after execution of this Agreement, notice of the name of the new representative shall be furnished in writing to the other party and a copy of such notification shall be attached to the Agreement. Such notification in writing shall not require further amendment.

26. **Proprietary Information.** Neither party shall use the name of the other or any confusingly similar adaptation thereof, or any trade-name, personal name, trademark, trade device, service mark, symbol, image, icon, logo, or any abbreviation, contraction or simulation thereof owned by the other, or likeness of the other party or its staff, in any publicity, news release, written advertising or promotional literature, ("Proprietary Information") without obtaining prior written consent of the other party in each case. Any permitted usage will cease immediately upon termination of this Agreement. All requests for use of University's Proprietary Material must be presented to the Chief Communications Officer and Associate Vice President for Health Affairs, University of Florida Academic Health Center Office of News and Publication, P. O. Box 100253, University of Florida, Gainesville, FL 32610-0253, telephone (352) 273-5810, fax (352) 392-9220.
27. **Protected Health Information:** As may be applicable, the parties shall instruct their employees to hold as confidential any protected health information ("PHI") acquired as a result of this Agreement. Any and all use or disclosure of patient information must be made in accordance with Sections 501.171, 394.4615, 395.3025 and 456.057, Florida Statutes, as applicable, and in accordance with any other applicable state and federal law, including the Health Insurance and Portability and Accountability Act of 1996 ("HIPAA"), and the Health Information Technology for Economic and Clinical Health Act ("HITECH") and any and all implementing regulations. During the term of this Agreement, except as otherwise required by state and/or federal law, each party agrees (1) to maintain all PHI in a secure and confidential fashion, (2) to ensure that its directors, officers, employees and

agents will maintain all PHI in a secure and confidential fashion, and (3) not to disclose such information to any third party, except as set forth herein.

28. **Entirety of Agreement.** This Agreement sets forth the entire agreement of the parties with respect to the subject matter hereof and supersedes any prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended, altered, or modified except by mutual written agreement.

{Remainder of page intentionally left blank.}

**Agreement between Sumter County, Florida and the University of Florida Board of Trustees for Medical Director and Associate Medical Director Services**

**IN WITNESS WHEREOF**, the parties have made and executed this Agreement on the respective dates under each signature: Sumter County, Florida, through its Board of County Commissioners, signing by and through its Chairman, and by The University of Florida Board of Trustees for The Benefit of the Department of Emergency Medicine, College of Medicine, University of Florida, by its duly authorized representative.

**COUNTY**

ATTEST:

SUMTER COUNTY, FLORIDA through its Board of County Commissioners

\_\_\_\_\_  
Board of County Commissioners  
of Sumter County, Florida

\_\_\_\_\_  
This \_\_\_ day of \_\_\_\_\_, 2020.

Approved as to form for the reliance of Sumter County:

\_\_\_\_\_  
Jennifer C. Rey, Esq., County Attorney

**Agreement between Sumter County, Florida and the University of Florida Board of Trustees for Medical Director and Associate Medical Director Services**

**UNIVERSITY**

THE UNIVERSITY OF FLORIDA  
BOARD OF TRUSTEES, FOR THE  
BENEFIT OF THE DEPARTMENT OF  
EMERGENCY MEDICINE, COLLEGE OF  
MEDICINE, UNIVERSITY OF FLORIDA

---

Joseph A. Tyndall, M.D., MPH, FACEP,  
FAAEM  
Interim Dean, College of Medicine  
University of Florida

Date: \_\_\_\_\_

## Appendix A

1. Sumter County Fire & EMS
2. American Medical Response





TOTAL CONSIDERATION = \$56,301.41

**THIS INSTRUMENT PREPARED BY:**  
CARRIE N. FELICE, ESQ.  
THE HOGAN LAW FIRM, LLC  
11031 Spring Hill Drive  
Spring Hill, FL 34608  
(352) 686-0334

**RETURN TO:**  
Sumter County Housing Services  
319 East Anderson Ave, Suite 103  
Bushnell, FL 33513  
(352) 689-4400

Parcel I.D. #: F32Q264

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

### ASSUMPTION AGREEMENT

**THIS ASSUMPTION AGREEMENT ("AGREEMENT")** is made this 30th day of January 2020, by and between **STACY SCHLEMAN**, ("**NEW OWNER**"), and **SUMTER COUNTY** ("**COUNTY**").

#### **RECITALS:**

**WHEREAS, DOT H. SMITH**, a single woman ("**ORIGINAL OWNER**") owned the real property described below; and

**WHEREAS**, the **ORIGINAL OWNER** and the **COUNTY** entered into that certain Promissory Note and Purchase Money Mortgage dated August 2, 2012, and recorded on August 10, 2012, in Official Records Book 2483, Page(s) 99-103, Instrument Number 201260025272, subsequently amended by that certain Mortgage Modification Agreement, dated November 9, 2012, and recorded on November 29, 2012 in Official Records Books 2528, Pages 615-616, in the Public Records of Sumter County, Florida, encumbering the real property ("**PROPERTY**") described in the Purchase Money Mortgage recorded in Official Records Book 2483, Pages 99-103 and incorporated herein by this reference; and

**WHEREAS**, the **ORIGINAL OWNER** of the **PROPERTY** is deceased; and

**WHEREAS**, the **NEW OWNER** of the **PROPERTY** received an undivided one-fourth ownership interest in the property by Order Determining Homestead Status of Real Property issued on October 4, 2019 In Re: Estate of Dot H. Smith, Case No. 2019-CP-663; and

**WHEREAS**, the obligations under the Purchase Money Mortgage and Promissory Note remain outstanding and the **NEW OWNER** has agreed to assume all obligations contained therein.

**NOW, THEREFORE**, for and in consideration of the sum of ten dollars and zero cents (\$10.00) and other valuable consideration, the **NEW OWNER** and the **COUNTY** hereby agree as follows:

1. The foregoing Recitals are true and correct and incorporated herein by this reference.

2. **STACY SCHLEMAN** hereby assumes and agrees to perform, be bound by, pay, and be subject to, as if **STACY SCHLEMAN** had originally executed the Purchase Money Mortgage and Promissory Note. **STACY SCHLEMAN** agrees to be bound by all covenants, agreements, and requirements of the Purchase Money Mortgage and Promissory Note as if originally obligated thereunder. Nothing in this **AGREEMENT** shall be construed to be a satisfaction or release in whole or in part of the terms and conditions of Purchase Money Mortgage and Promissory Note. It is the intention of the **COUNTY** and **STACY SCHLEMAN**, that **STACY SCHLEMAN** be fully liable on the Purchase Money Mortgage and Promissory Note.

3. Except as otherwise specifically provided in this **AGREEMENT**, the Purchase Money Mortgage and Promissory Note shall remain unchanged, and **STACY SCHLEMAN** and the **COUNTY** shall be bound by, and comply with all of the terms and provisions thereof and the mortgage liens created by the Purchase Money Mortgage and Promissory Note shall remain in full force and effect and shall continue to be a second mortgage lien on the **PROPERTY**.

4. Remaining owners of the **PROPERTY**, by their signature below, hereby acknowledge and consent to **STACY SCHLEMAN**'s assumption of the Purchase Money Mortgage and Promissory Note described herein. In no way does their acknowledgment create a joinder in the financial responsibility of the remaining owners.

The parties acknowledge having read all of the provisions of this **AGREEMENT** and agree to its terms.

Sharon Aie  
Witness

Stacy Schlem  
**STACY SCHLEMAN**

Kathy Steele  
Witness

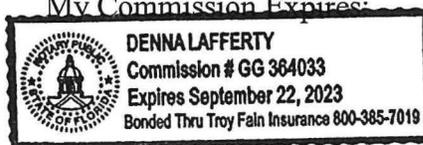
**STATE OF FLORIDA**     )  
**COUNTY OF SUMTER**    )

**I HEREBY CERTIFY** that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, **STACY SCHLEMAN**, who is personally known to me or who produced as identification and who did take an oath and she acknowledged before me that she executed the same freely and voluntarily for the purposes therein expressed on 30<sup>th</sup> day of January, 2020.

Denna Lafferty  
Notary Public

Denna Lafferty  
Notary Name Printed

My Commission Expires:



**ATTEST:**  
**GLORIA HAYWARD, CLERK OF COURT**

**SUMTER COUNTY**, a political  
subdivision of the State of Florida by Its  
County Commissioners,

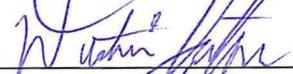
\_\_\_\_\_  
**DEPUTY CLERK**

\_\_\_\_\_  
By: **STEVE PRINTZ**, Chairman, Sumter  
County Board of County Commissioners

**APPROVAL AND CONSENT OF REMAINING PROPERTY OWNERS:**

  
\_\_\_\_\_  
**KATHY LOLLAR**

  
\_\_\_\_\_  
**LISA MILLS**

  
\_\_\_\_\_  
**DUSTIN JOHNSTON**

  
\_\_\_\_\_  
**DEBBIE CARLISLE**

  
\_\_\_\_\_  
**BECKY OSWALT**

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** Approve Revisions to the Employee Manual Effective February 12, 2020 (Staff Recommends Approval).

---

**REQUESTED ACTION:** Staff Recommends Approval

**Meeting Type:** Regular Meeting                      **DATE OF MEETING:** 2/11/2020

**CONTRACT:**     N/A    Vendor/Entity: \_\_\_\_\_  
Effective Date:    Termination Date: \_\_\_\_\_  
Managing Division / Dept: **Employee Services**

**BUDGET IMPACT:** NA  
**FUNDING SOURCE:** \_\_\_\_\_

**Type:** N/A                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_

**HISTORY/FACTS/ISSUES:**

---

The Sumter County Board of County Commissioners' Employee Manual is reviewed regularly for conformance to State and Federal laws as well as any issues or concerns relating to the policies.

The Employee Manual was revised to address these concerns:

02/12/2020 – Section 9.040 – Resignation – To include the process to rescind a resignation.

---

**Prepared by:**    **Kitty L. Fields**    **Grammarly Check**

#### 9.040 RESIGNATION

- a. Resignations can only be accepted by the Department Head or the County Administrator. Customary notice of resignation is a minimum of:
  1. Employees - two (2) weeks,
  2. Division Manager – three (3) weeks,
  3. Department Head – four (4) weeks.
- b. The County Administrator or designee has the right to waive the customary minimum resignation notice requirement.
- c. If an employee wishes to rescind their resignation, the request must be made in writing and submitted to the Department Head, or County Administrator prior to the stated resignation date.



**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**           **Animal Control Technician**

**DIVISION:**           **Animal Services and Mosquito Control**

**GENERAL DESCRIPTION:**

Responsible for functions in the field, kennel and office based on task assignment. Responsible for assisting the coordination of adoptions and transfer of domestic animals and livestock. Responsible for maintaining daily shelter operations, caring for impounded animals and performs technical and clerical duties in support of the kennel, field and coordination operations.

**ESSENTIAL JOB FUNCTIONS:**

1.     Receives and processes domestic animals and livestock brought to the kennel for impoundment or possession release; redeems animals to proper owners; processes unclaimed animals for adoption or rescue, assists members of the public searching for lost animals or seeking to adopt animals.
2.     Assist humane rescue organizations with the transfer of animals as well as maintain accurate records of such activities.
3.     Assist with administration of animal medications and testing as directed by a licensed veterinarian, scan for microchips; properly handles controlled substances used for euthanasia.
4.     Performs routine inspections of animals and their cages to monitor food consumption, behavior, symptoms of disease, and condition of confined animals for health and safety purposes; provides basic animal care including bathing, feeding, and observing animal behavior, transports animals to veterinarian's office for medical testing and treatment as directed.
5.     Clean, sanitize and disinfect kennels and cages, including food bowls and litter pans, sweeping and using high-pressure water hose to clean floors and walls using bleach or other chemical disinfectants. Performs repair and routine maintenance of kennels, cages, exercise pens, and other facilities. Maintains and sanitizes equipment used including vehicle assigned. Maintains accurate records of daily work activities and inventory on Animal Services software.
6.     Feeds and waters animals daily and maintains sanitary eating and drinking conditions for animals.
7.     Euthanizes or assist others with euthanasia of animals in accordance with policies and procedures.
8.     Transports animals as needed.
9.     In case of an emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned. Performs related duties as required to control emergencies related to animal control ordinances and statutes.
10.    Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least 1 year immediately preceding application and maintain same tobacco-free status throughout the term of employment.
11.    Works varied schedules, holidays, weekends and emergencies, or call back status; may work varying locations and assignments as needed to assist officers.

12. Maintains regular attendance.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of State and County animal control ordinances, regulations, animal care procedures and policies of the Services Division, and Board of County Commissioners.
- Knowledge of animal behavior and animal disease sufficient to recognize normal and abnormal behavior in domestic and wild animals.
- Knowledge of trapping, ensnaring, handling, transporting, caring for animals and sufficient knowledge to distinguish between various breeds of animals for proper identification.
- Ability to use a computer.
- Ability to work alone or with others and to establish and maintain effective working relationships with members of the general public, co-workers, adopters, humane rescue organizations, members of law enforcement, elected and appointed officials, as well as members of a diverse background.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain accurate records.
- Ability to operate a truck and/or van.
- Ability to inspect items for proper length, width and shape.
- Ability to coordinate hands and eyes rapidly and accurately in using machinery and equipment.
- Ability to carry out detailed written or oral instructions.
- Ability to deal with animals and people under stress.

#### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- One (1) year of related training and/or experience in handling, trapping, ensnaring, transporting and caring for domestic animals and livestock.

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Must possess and maintain certification as Euthanasia Technician or obtain certification within six (6) months of employment.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction);
- Acceptable hearing (with or without correction);
- Moderate lifting and carrying (up to 50 pounds without assistance);
- Distinguish colors
- Reaching
- Pulling
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Stooping
- Jumping
- Running

- Must be able to drive a truck and/or van.

**VACCINATIONS:**

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Pre-exposure Rabies within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

**ENVIRONMENTAL CONDITIONS:**

- Works inside and outside in varying weather conditions with noise and dust.
- Works on uneven, slippery surfaces and heights.
- Works with animals, including flea and tick infested areas, dead and diseased animals.
- Works with moving objects and vehicles.
- Works in stressful situations.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Revised 02/11/2020

**2019-2020 CLASSIFICATION AND AUTHORIZED POSITION SCHEDULE**

<b>Department</b>	<b>Dept. Staffing</b>	<b>Position Title</b>	<b>Pay Range</b>	<b>Authorized Positions</b>
<b>Assistant County Administrator Department</b>				
<i>Animal Services and Mosquito Control Division</i>				
	23	Mosquitol Control Technician	17	5
		Animal Control Technician	17	3
		Animal Control Officer	19	11
		Mosquito Control Operations Supervisor	26	1
		Animal Control Supervisor	26	2
		*Animal Services Manager	27	1
<i>Compliance and Quality Assurance Division</i>				
	4	Quality Assurance Technician	23	3
		*Compliance and Quality Assurance Manager	26	1
<i>Emergency Management Division</i>				
	3	Emergency Management Technician	23	2
		*Emergency Management Director	32	1
<i>Fire and EMS</i>				
	95	Firefighter	12	60
		Firefighter - PT	12	2
		Lieutenant	21	24
		*Battalion Chief	30	7
		*Deputy Chief - Operations	31	1
		*Chief	34	1
<i>Fleet Services Division</i>				
	4	Senior Mechanic	22	3
		*Fleet Manager	25	1
<b>County Administrator Department</b>				
<i>County Administrator</i>				
	2	*Assistant County Administrator	40	1
		*County Administrator/Budget Officer/Purchasing Agent	45	1
<i>Administrative Services Division</i>				
	9	Veterans Counselor	18	1
		Records and Information Specialist	19	5
		Veterans Service Officer	25	1
		Veterans Service Office Manager	26	1
		*Administrative Services Manager	32	1
<i>Economic Development Division</i>				
	4	Housing Coordinator	23	1
		Economic Development Specialist	23	1
		Economic Development Specialist - PT	23	1
		*Economic Development Director	29	1
<i>Employee Services Division</i>				
	4	Employee Services Specialist	23	3
		*Employee Services Manager	36	1
<i>Office of Management and Budget Division</i>				
	7	Budget Technician	24	4
		Budget Analyst	26	2
		*Assistant County Budget Officer	36	1
<i>Purchasing Division</i>				
	11	Maintenance Worker	10	1
		Inventory Technician	18	2
		Traffic Engineering Technician	18	1
		Purchasing Technician	23	6
		*Assistant Purchasing Agent	29	1
<b>Development Services Department</b>				
<i>Building Services Division</i>				
	8	Development Technician	19	6
		*Chief Fire Inspector	26	1
		*Building Official	29	1
<i>Planning Services Division</i>				
	3	Planner	25	2
		*Development Services Director	36	1

**Public Works Department**

<i>Construction Division</i>	3	Construction and Traffic Inspector	25	2
		*Asst. PW Director - Construction	36	1
<i>Facilities and Parks</i>	11	Maintenance Technician	19	9
		*Facilities and Parks Manager	27	1
		*Asst. PW Director - Facilities and Parks	33	1
<i>Operations Division</i>	25	Equipment Operator	18	12
		Traffic Engineering Technician	18	5
		Senior Equipment Operator	19	2
		Field Supervisor	24	3
		*Road & Bridge Superintendent	27	1
		*Asst. PW Director - Operations	33	1
		*Public Works Director	39	1
<i>Design Division</i>	3	Engineer	25	2
		*Asst. PW Director -Planning and Design	36	1

*Total BOCC Staffing*      219

*Full-time: 216*

*Part-time: 3*

\* Indicates Fair Labor Standards Act Exempt Positions.

*Revised 02/11/2020*

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** Sumter County Authorizing Resolution for Florida Department of Transportation (FDOT) Section 5311 For Fiscal Year 2020-2021.

**REQUESTED ACTION:** Staff Recommends Approval

**Meeting Type:** Regular Meeting                      **DATE OF MEETING:** 2/11/2020

**CONTRACT:**  N/A                                      Vendor/Entity: Florida Department of Transportation (FDOT)  
Effective Date: 10/01/2020                      Termination Date: 9/30/2021  
Managing Division / Dept: **Fleet Services**

**BUDGET IMPACT:** TBD – Grant pays 50%, remaining 50% is local match

**FUNDING SOURCE:** Transit Fund (GF Transfer)  
**EXPENDITURE ACCOUNT:** 116-490-549-6403  
**Type:** N/A

**HISTORY/FACTS/ISSUES:**

---

**Federal Section 5311 operational grant provides funding for rural and small urban areas for the purpose of supporting public transportation. Funding is apportioned on a formula basis to each of the state’s Community Transportation Coordinators serving non-urbanized populations. The maximum federal share for operating assistance is 50 percent of the net operating costs.**

**The Authorizing Resolution authorizes the County Administrator to sign the grant application and all documents relating to the grant process. The actual grant award will be presented to the BOCC upon approval from FDOT under the County Administrator report as information only.**

---

**Prepared by:** Keith Stevenson                                      Grammarly Check

# Florida Department of Transportation



## 49 U.S.C. Section 5311 Capital & Operating Assistance Application – SFY 2021

Formula Grants for Rural Areas  
CFDA 20.509

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## Please Note

This grant application is color coded based on which type of award you are applying for.

Forms and exhibits in **purple** must be completed for **all** applications.

### **All Applications**

Forms and exhibits in **red** apply to capital applications, exclusively.

### **Capital Applications**

Forms and exhibits in **blue** apply to operating applications, exclusively.

### **Operating Applications**

# Application Checklist

Each of the below items must be included with your Section 5311 Grant Application submittal in the same order as the checklist.

- Application Checklist (this form)
- Applicant Information

## **PART I - APPLICANT ELIGIBILITY**

- Eligibility Questionnaire (*only applicable for returning applicants*)
- Exhibit A: Cover Letter
- Exhibit B: Governing Board's Resolution
- Exhibit C: Public Hearing Notice
- Exhibit D: Local Clearinghouse Agency/RPC Cover Letter (*Required if proposed project is for facilities*)

Date received: \_\_\_\_\_

## **PART II - FUNDING REQUEST**

- Form A-1: Current System Description
- Form A-2: Fact Sheet
  - Organization Chart
- Form A-3: Proposed Project Description
- Form B-1: Financial Capacity – Proposed Budget for Transportation Program
  - Proof of Local Match
  - Supporting Documentation
- Form B-2: Operations Phase- Estimate of Project Costs by Budget Category
- Form B-3: Capital Request
  - Completed Sample Order Form(s)
- Form C: Current Vehicle and Transportation Equipment Inventory
- Exhibit I: FDOT Certification and Assurances
- Exhibit J: Standard Lobby Certification
- Exhibit K: FTA Section 5333 (b) Assurance
- Exhibit L: Leasing Certification
- Exhibit M: Certification of Equivalent Service
- Form 424: Application for Federal Assistance
- Exhibit N: Federal Certifications and Assurances
- Exhibit O: Title VI Plan (*Required if not previously submitted to District*)
- Exhibit P: Protection of the Environment (*Required if the proposed project is for facilities*)
- Exhibit Q: Triennial Review- CAP Closeout

# Applicant Information

		<b>49 U.S.C. Section 5311, Formula Grants for Rural Areas:</b> <b><i>GRANT APPLICATION</i></b>	
Agency (Applicant) Legal Name: Sumter County Board of County Commissioners		Physical Address (No P.O. Box): 7375 Powell Road Wildwood, FL 34785	
Applicant Status: <input type="checkbox"/> First-time applicant <input checked="" type="checkbox"/> Returning applicant <i>A first-time applicant has not received any funding for the past two grant cycles</i>			
Applicant's County: Sumter			
City: Wildwood	State: FL	Zip Code: 34785	Congressional District: 11th
Federal Taxpayer ID Number: 59-6000865			
Applicant Fiscal period start and end dates: <u>October 1</u> to <u>September 30</u> <i>State Fiscal period from: July 1, 2020 to June 30, 2021</i>			
Applicant's DUNS Number: <i>Unique 9-Digit number issued by Dun &amp; Bradstreet. May be obtained free of charge at: <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a></i> 06-967-3853			
Project's Service Area: <i>List the county or counties that will be served by the proposed project.</i> Sumter County			
Executive Director: Stephen Kennedy		Grant Contact Person (if different than Executive Director): R Keith Stevenson	
Telephone: (352)689-4400		Telephone: (352)689-4400	
Fax: (352)689-4401		Fax: (352)689-4401	
E-mail Address: Stephen.kennedy@sumtercountyfl.gov		Email Address: Keith.stevenson@sumtercountyfl.gov	
Current Vehicle Inventory: _____ Vans _____ Vans/Lifts _____ Sedans or Minivans Enter Number for <b>ENTIRE</b> Fleet <p style="text-align: center;"> <u>23</u> Buses/Cutaways _____ Other _____ N/A                 </p>			
Authorizing Representative certifying to the information contained in this application is true and accurate. Signature (Authorizing Representative) [blue ink]: _____ Printed Name: <u>Bradley Arnold</u> Title: <u>County Administrator</u> Email Address: <u>bradley.arnold@sumtercountyfl.gov</u> *Must attach a Resolution of Authority from your Board (original document) for the person signing all documents on behalf of your agency. See Exhibit B			

# PART I – APPLICANT ELIGIBILITY

## Eligibility Questionnaire

This questionnaire applies to returning applicants. If you are a current grant sub-recipient and are not compliant with all FDOT and FTA Section 5311 requirements, you will not be eligible to receive grant funds until compliance has been determined. You must be in compliance at time of grant award execution.

<p>Are you a returning applicant?</p> <p>*If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.</p>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p>Has your agency completed a Triennial Oversight Review?</p> <p>If yes, what date(s) did the review occur? <u>1/28/2019</u></p> <p>If yes, is your agency currently in compliance?</p>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Review Scheduled <input type="checkbox"/> Was not notified by FDOT District Office</p> <p><input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No   <input type="checkbox"/> N/A</p>
<p>If your agency is not in compliance, do you have a corrective action plan to come into compliance?</p> <p>If yes, what is the date of anticipated date of corrective action closeout? <u>1/31/2020</u></p>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p>
<p>Is your agency registered on SAM.gov?</p> <p><i>Note: Agency must register each year/application cycle.</i></p>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, registration expiration date:</p>
<p>_____</p> <p><i>Signature [blue ink]</i></p> <p><u>Bradley Arnold County Administrator</u></p> <p><i>Typed Name and Title</i></p> <p>_____</p> <p><i>Date</i></p>	

**Exhibit A: Cover Letter**

*( On Agency Letterhead )*

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
GRANT APPLICATION**

***Sumter County Board of County Commissioners*** submits this Application for the Section 5311 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

***Sumter County Board of County Commissioners*** further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the FDOT and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this ***24<sup>th</sup>*** day of ***January, 2020*** with an original resolution or certified copy of the original resolution authorizing ***Bradley Arnold County Administrator*** to sign this Application.

*Sumter County Board of County Commissioners*

\_\_\_\_\_  
*Agency Name*

\_\_\_\_\_  
*Signature [blue ink]*

*Bradley Arnold County Administrator*

\_\_\_\_\_  
*Typed Name and Title of Authorized Representative*

*January 23, 2020*

\_\_\_\_\_  
*Date*

## Exhibit B: Governing Board's Resolution

*(On Agency Letterhead)*

A RESOLUTION of the *Sumter County Board of County Commissioners* authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, *Sumter County Board of County Commissioners* has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE *Sumter County Board of County Commissioners*, FLORIDA:

This resolution applies to the Federal Program under U.S.C. Section 5311.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

*Bradley Arnold, County Administrator* is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS *11<sup>th</sup> day of February, 2020*

By

---

*Signature, Chairperson of the Board [blue ink]*

*Steve Printz District 5 Commissioner Chairman*

---

*Typed Name and Title*

ATTEST:

---

*Seal*

## Exhibit C: Public Hearing Notice

Attach a copy of the notice of public hearing and an affidavit of publication here. You may insert the notice as a PDF or print and attach the document to your final application.

### Public Notice–Sample

All interested parties within *Sumter County* are hereby advised that *Sumter County Board of County Commissioners* is applying to the Florida Department of Transportation for a capital grant under Section 5311 of the Federal Transit Act of 1991, as amended, for the purchase of *four paratransit buses* to be used for the provision of public transit services within *Sumter County*.

This notice is to provide an opportunity for a Public Hearing for this project. This public notice is to ensure that this project and the contemplated services will not duplicate current or proposed services provided by existing transit or paratransit operators in the area.

This hearing will be conducted if and only if a written request for the hearing is received by February 11, 2020.

Requests for a hearing must be addressed to *Sumter County Board of County Commissioners, 7375 Powell Road, Wildwood, FL 34785* and a copy sent to *FDOT District 5, 420 West Landstreet Road, Orlando, FL 32824*.

All public notices must include the following language:

Florida Law and Title VI of the Civil Rights Act of 1964 Prohibits Discrimination in Public accommodation on the basis of race, color, sex, religion, national origin, disability, income, or of marital status.

Persons believing they have been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging)

## Exhibit D: Local Clearinghouse Agency/RPC Cover Letter

If grant application is for facilities, please include a copy of the cover letter submitted to the local clearinghouse agency or Regional Planning Council (RPC). You may insert the letter as a PDF or print and attach the document to your final application.

# PART II - FUNDING REQUEST

## Form A-1: Current System Description

- (a) Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including its mission, program goals, and objectives (Maximum 300 words).

Sumter County Board of County Commissioners (BOCC) is a local government entity. The BOCC is the designated Community Transportation Coordinator for the transportation disadvantaged. Sumter County Transit provides transportation to the disadvantaged population. The system's goal is to ensure that none of our citizens are precluded from vital services due to financial or physical disadvantages. This is done with door-to-door and deviated fixed route service.

- (b) Please provide information below:

- Organizational structure (***attach an organizational chart at the end of this section***)
- Total number of employees in organization 213
- Total number of transportation-related employees in the organization 3

(c) Who is responsible for insurance, training, management, and administration of the agency's transportation programs? (Maximum 100 words)

Under the current vehicle lease agreement with MTM Transit, the responsibility for full insurance coverage of the fleet is the operator. The county holds a separate liability policy for the fleet. MTM is responsible for training and management of drivers, dispatchers and reservationists.

The administration of the agency's transportation programs are taken care of by county staff. Stephen Kennedy, Assistant County Administrator and R. Keith Stevenson, Fleet Manager

(d) How are the

operations of the transportation program currently funded? What are the sources of the funding (e.g., state, local, federal, private foundations, fares, other program fees)? (Maximum 200 words)

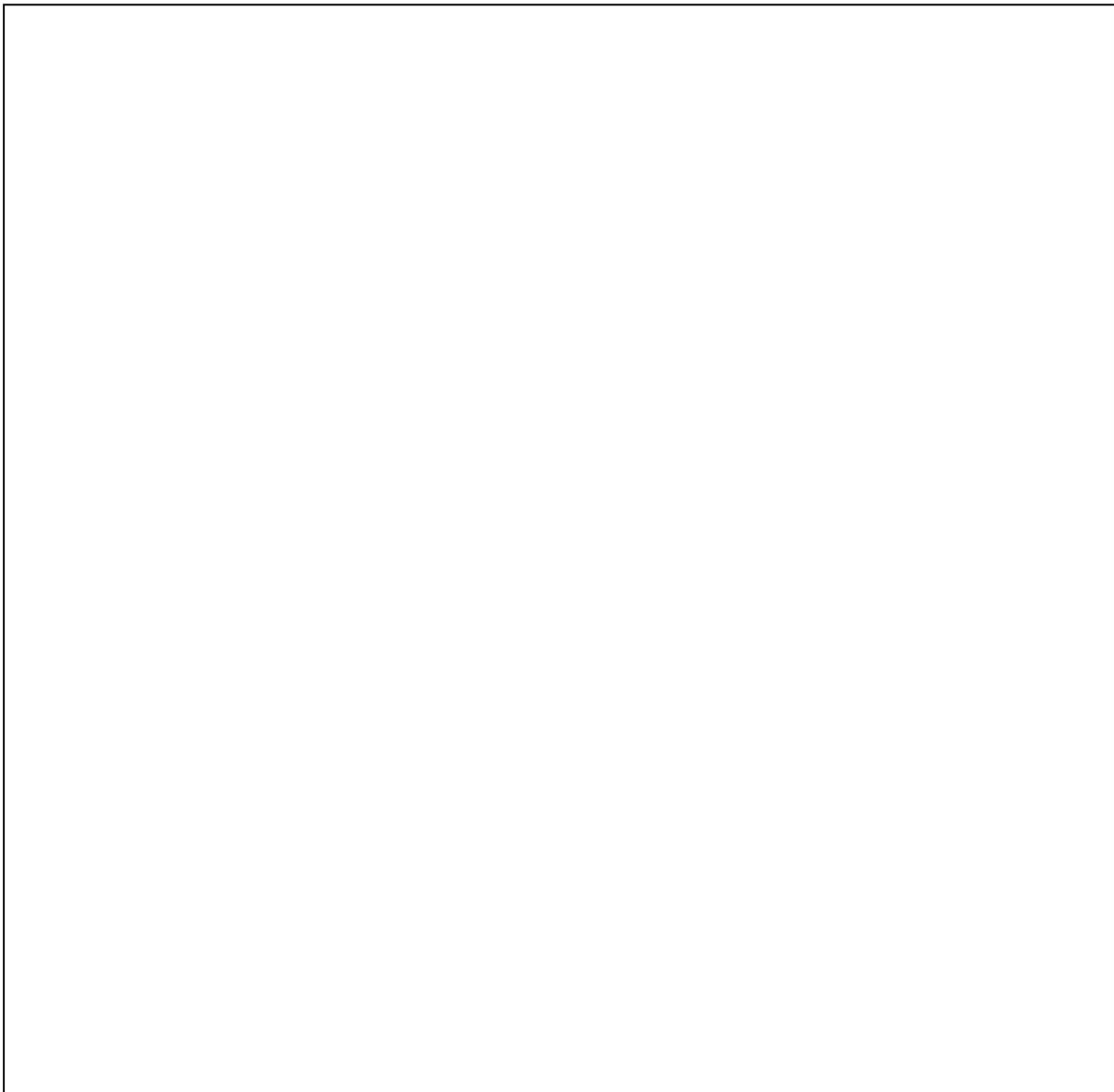
Funds are a mix of state, local and fares

(e) Fully explain your transportation program:

- Service hours, planned service, routes and trip types;
- Staffing—include plan for training on vehicle equipment such as wheelchair lifts, etc.;
- Records maintenance—who, what methods, use of databases, spreadsheets etc.;
- Vehicle maintenance—who, what, when and where. Which services are outsourced (e.g., oil changes)? Include a section on how vehicles are maintained without interruptions in service;
- System safety plan;
- Drug-free workplace; and
- Data collection methods, including how data was collected to complete Exhibit A-2.

*Note: If the applicant is a Community Transportation Coordinator (CTC), **relevant pages** of a Transportation Disadvantaged Service Plan (TDSP) and AOR containing the above information may be provided. **Please do not attach entire documents.***

See TDSP



### Form A-2: Fact Sheet

	Calculations <sup>1</sup> (current system)	Current System	Calculations <sup>1</sup> (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
1 Number of total one-way trips served by the agency <b>PER YEAR. *</b>	66504	(a)		
2 Number of individuals served unduplicated (first ride per fiscal year) <b>PER YEAR. **</b>	860	(b)		
3 Number of vehicles used for this service <b>ACTUAL.</b>	23	(c)		
4 Number of ambulatory seats. <b>AVERAGE PER VEHICLE</b> (Total ambulatory seats divided by total number of fleet vehicles)	11.6	(d)		

1 If a software program is used to obtain the required data for the fact sheet, please include the source of the data, i.e., Trapeze).

	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
5 Number of wheelchair positions <b>AVERAGE PER VEHICLE</b> (Total wheelchair positions divided by total number of fleet vehicles)	2	(e)		
6 Vehicle miles traveled. <b>PER YEAR</b>	522572	(f)		
7 Average vehicle miles. <b>PER DAY</b>	100	(g)		
8 Normal vehicle hours in operation. <b>PER DAY</b>	8	(h)		
9 Normal number of days in operation. <b>PER WEEK</b>	5			
10 Trip length (roundtrip). <b>AVERAGE</b>	15.5			

The information listed should be specific to the Section 5311 funds and not agency wide.

\* *One-way passenger trip* is the unit of service provided each time a passenger enters the vehicle, is transported, and then exits the vehicle. Each different destination would constitute a passenger trip.

\*\* The unduplicated riders are for current year and the subsequent year once the grant is awarded

### Form A-3: Proposed Project Description

(a) How will the grant funding improve your agency's transportation service? Provide detail.

Will it be used to:

- Provide more hours of service?
- Expand service to a larger geographic area?
- Provide shorter headways?
- Provide more trips?
- Replace existing equipment?
- Purchase additional vehicles/equipment?

Also, highlight the challenges or difficulties that your agency will overcome if awarded these funds.

Sumter County Transit's (SCT) current and long-term focus is to establish and maintain a successful coordinated transportation system for Sumter County. The 5311 project continues the existing level of services. As the CTC, the BOCC will continue to modify destinations to reflect our commitment to maintaining a cost-effective and efficient operation. The grant award will be used specifically for operating costs associated with trips provided to the public and disadvantaged residents of Sumter County.

- (b) If a grant award will be used to maintain services as described in Form A-1, specifically explain how it will be used in the context of total service. Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.

SCT will continue to provide transportation services in Sumter County as described in Form A. Maintenance records will be maintained by contracted operator First Vehicle Services and backed up by BOCC. SCT's software, Ecolane, is used by both the BOCC and MTM Transit to maintain operating and financial records. The software is used for dispatch and periodic operational and financial reporting.

- (c) If this grant is not fully funded, can you still proceed with your transportation program? Explain.

Yes, however, the level of service would need to be reduced. Trips would have to be declined due to funding.

(d) **New agencies only:** Have you met with the CTC and, if so, how are you providing a service they cannot? Provide detailed information supporting this requirement.

N/A

Applications submitted without the appropriate CTC coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement. This coordination agreement must be enforced the entire time of the grant (vehicle life or operating PTGA expiration).

### Operating Requests Only

- (a) Please specify year of activity for operating assistance.

Fiscal Year 2019-2020

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### Capital Requests Only

- (a) If this capital request includes equipment, please describe the purpose of the request.
- (b) If you are requesting a vehicle that requires a driver with a CDL:
- Who will drive the vehicle?
  - How will you ensure that your driver(s) maintain CDL certification?
- (c) If the requested vehicles or equipment will be used by a lessee or private operator under contract to the applicant agency, identify the proposed lessee/operator.
- Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators.

N/A

(d) If this capital request is for bus related facilities

- Please provide any pertinent documents that may be on record, to make a determination on such things as reasonableness of cost, sufficiency of preliminary engineering and design work completed.
- Please provide a full, detailed scope of the project, including but not limited to a project schedule, construction days, method of procurement, etc.
- Please provide a detailed description of all project activities included in the construction of the facility.

**NOTE: If awarded, the agency must prepare a draft/proposed facilities/building maintenance plan that will need to be adopted after construction of facilities.**

N/A

### Form B-1: Financial Capacity – Proposed Budget for Transportation Program

<b>Estimated Revenues</b> <i>(See Instruction Manual)</i>	<b>Revenue Amount</b> <i>Entire Transportation program</i> <i>(See Instruction Manual)</i>
Passenger Fares for Transit Service (401)	\$ 25582
Special Transit Fares (402)	\$ 4800
School Bus Service Revenues (403)	0
Freight Tariffs (404)	0
Charter Service Revenues (405)	0
Auxiliary Transportation Revenues (406)	\$ 23
Non-transportation Revenues (407)	0
<b>Total Revenue</b>	<b>\$32207</b>
<b>Other Revenue Categories</b>	_____
Taxes Levied Directly by the Transit System (408)	0
Local Cash Grants and Reimbursements (409)	\$ 507985
Local Special Fare Assistance (410)	0
State Cash Grants and Reimbursements (411)	\$ 299985
State Special Fare Assistance (412)	
Federal Cash Grants and Reimbursements (413)	\$ 334342
Interest Income (414)	
Contributed Services (430)	
Contributed Cash (431)	
Subsidy from Other Sectors of Operations (440)	
<b>Total of Other Revenue</b>	<b>\$</b>
<b>Grand Total All Revenue (Line 1)</b>	<b>\$ 1172717</b>

<b>Estimated Expenses</b> <i>(See Instruction Manual)</i>	<b>Expense Amount</b> <i>Entire Transportation program</i>
Labor (501)	0
Fringe & Benefits (502)	0
Services (503)	0
Materials & Supplies (504)	\$ 3400
Vehicle Maintenance (504.01)	\$ 32387
Utilities (505)	0
Insurance (506)	\$ 11500
Licenses & Taxes (507)	0
Purchased Transit Service (508)	\$ 1125430
Miscellaneous (509)*	
Leases & Rentals (512)	
Depreciation (513)*	
<b>Grand Total All Expenses (Line 2)</b>	<b>\$ 1172717</b>

\*Refer to CFR 200.436 for guidance when entering expenses under “Depreciation”.

<b>Shortfall</b>	
Source	Amount
1. Grand Total All Revenues <i>minus</i> 5311 Operating Project Amount	\$
2. Grand Total All Expenses	\$
3. Shortfall (Subtract Line 2 from Line 1)	\$
4. Enter Total <i>Operating</i> Project Amount (Form 424, Line 18(g))	\$
5. If request (Line 4) is more than needed shortfall identified on Line 3, provide justification:	

Note: Line 5 is MANDATORY – do not leave blank. If information is not provided it reflects no urgency for the requested funds. Amount needed should be clearly identified.

Proof of Local Match	
Source	Amount
<b>Sumter County General Fund Transfer</b>	<b>\$507985</b>
	\$
	\$
	\$
	\$
	\$
<b>Total Local Match</b> 50 % of Total Project Cost for operating awards 20% of Total Project Cost for capital awards	\$

Attach documentation of match funds directly after this page. Proof may consist of, but not be limited to:

- Transportation Disadvantaged (TD) allocation,
- Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

---

*Signature* [blue ink]

---

*Typed Name and Title of Authorized Representative*

---

*Date*

**Form B-2: Operations Phase- Estimate of Project Costs by Budget Category**

<b>Budget Categories Operations (<i>Expenses related to transit operations only</i>)*</b>	<b>Local</b>	<b>Federal</b>	<b>Total</b>
Salaries			
Fringe Benefits			
Contractual Services			
Travel	2918		2918
Other Direct Costs			
a. Materials and supplies (504)			
b. Vehicle maintenance (504.01)	32387		32387
c. Insurance (506)	11500		11500
d. Purchased Transit Service (508)	791088	334342	1125430
e. Miscellaneous (509)	7025		7025
f.			
g.			
h.			
i.			
j.			
k.			
l.			
m.			
Indirect Costs			
<b>Totals</b>	<b>\$844918</b>	<b>\$334342</b>	<b>\$1179260</b>

Budget category amounts are estimates. While the contract is active, amounts can be shifted between items without amendment (because they are all within the Operations Phase), but the revised budget must be submitted to the District to be approved and updated in the Florida Accountability Contract Tracking System (FACTS).

Estimated project-generated revenue: \_\_\_\_\_

### Form B-3: Capital Request

To identify vehicle type and estimate cost visit <http://tripsflorida.org/>

All vehicle requests must be supported with a completed sample order form in order to generate a more accurate estimation of the vehicle cost. The order form can be obtained from <http://www.tripsflorida.org/contracts.html>

1. Select Desired Vehicle (Cutaway, Minibus etc.)
2. Choose Vendor (use drop down arrow next to vendor name to see information)
3. Select Order Packet
4. Complete Exhibit A (Order Form)

The Florida Department of Management Services Contract can be found at [Florida Department of Management DMS](#)

#### Vehicle Request

Replacement (R) or Expansion (E)	Fuel Type	Useful Life <i>(See Application Instructions)</i>	Description/ Vehicle Type	Quantity	Estimated Cost  (from Order Form)
<b>Subtotal</b>					<b>\$</b>

\*Under Description/Vehicle Type, include the length and type vehicle, lift or ramp, number of seats and wheelchair positions. For example, 22' gasoline bus with lift, twelve (12) ambulatory seats, and two (2) wheelchair positions. Please note, in this example, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). **Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment.**

#### Replacement Vehicles (R)

If the capital request includes replacement vehicles. Please list the vehicles in your current fleet that you are intending to replace with the vehicle from your vehicle request.

YEAR	TYPE	MAKE	MILES	VIN	FDOT Control #

### Equipment Request

If item requested is after-market, it is recommended to gather and retain at least two estimates for the equipment requested. Purchases must be approved at the local level and follow the [Procurement Guidance](#).

Description*	Useful Life <i>(See Application Instructions)</i>	Quantity	Estimated Cost
		<b>Subtotal</b>	\$

\* List the number of items and provide a brief description (i.e. two-way radio or stereo radio, computer hardware/software, etc.)

\$	+	\$	=	\$
Vehicle Subtotal	Plus	Equipment Subtotal	Equals	Total Cost

\$	*	0.8	=	\$
Total Cost	Multiplied by	80%	Equals	Federal Request Form 424, Block 18 (a)





# PART III – MANAGERIAL CAPABILITY

## Exhibit I: FDOT Certification and Assurances

***Sumter County Board of County Commissioners*** certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5311 dated 23rd day of ***January, 2020***

- 1 It shall adhere to all Certifications and Assurances made to the federal government in its Application.
- 2 It shall comply with Florida Statutes:
  - Section 341.051–Administration and financing of public transit and intercity bus service programs and projects
  - Section 341.061 (2)–Transit Safety Standards; Inspections and System Safety Reviews
- 3 It shall comply with Florida Administrative Code:
  - Rule Chapter 14-73–Public Transportation
  - Rule Chapter 14-90–Equipment and Operational Safety Standards for Bus Transit Systems
  - Rule Chapter 14-90.0041–Medical Examination for Bus System Driver
  - Rule Chapter 41-2–Definitions
- 4 It shall comply with FDOT’s:
  - Bus Transit System Safety Program Procedure No. 725-030-009  
(Does not apply to Section 5310 only recipients)
  - Public Transit Substance Abuse Management Program Procedure No. 725-030-035
  - Transit Vehicle Inventory Management Procedure No. 725-030-025
  - Public Transportation Vehicle Leasing Procedure No. 725-030-001
  - Guidelines for Acquiring Vehicles
  - Procurement Guidance for Transit Agencies Manual
- 5 It has the fiscal and managerial capability and legal authority to file the application.
- 6 Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
- 7 It will carry adequate insurance to maintain, repair, or replace project vehicles/equipment in the event of loss or damage due to an accident or casualty.
- 8 It will maintain project vehicles/equipment in good working order for the useful life of the vehicles/equipment.
- 9 It will return project vehicles/equipment to FDOT if, for any reason, they are no longer needed or used for the purpose intended.
- 10 It recognizes FDOT’s authority to remove vehicles/equipment from its premises, at no cost to FDOT, if FDOT determines the vehicles/equipment are not used for the purpose intended, improperly maintained, uninsured, or operated unsafely.

- 11 It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior approval of FDOT.
- 12 It will notify FDOT within **24 hours** of any accident or casualty involving project vehicles/equipment, and submit related reports as required by FDOT.
- 13 It will notify FDOT and request assistance if a vehicle should become unserviceable.
- 14 It will submit an annual financial audit report to FDOT (FDOTSingleAudit@dot.state.fl.us), if required.
- 15 It will undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. If found not in compliance, it must send a progress report to the local FDOT District office on a quarterly basis outlining the agency's progress towards compliance.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Contractor's Authorized Official**

\_\_\_\_\_  
**Name and Title of Contractor's Authorized Official**

## Exhibit J: Standard Lobbying Certification

The undersigned **MTM Transit, Inc.** certifies, to the best of his or her knowledge and belief, that:

- 1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," (a copy of the form can be obtained from [FDOT's website](#)) in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]
- 3 The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**NOTE:** Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.

The **MTM Transit, Inc.**, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor's Authorized Official

\_\_\_\_\_  
Name and Title of Contractor's Authorized Official



**Exhibit K: FTA Section 5333 (b) Assurance**

(Note: By signing the following assurance, the recipient of Section 5311 and/or 5311(f) assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Rural Area Program ([see FTA Circular C 9040.JG, Chapter VIII](#)) (2) agreeing to alternative comparable arrangements approved by the ([Department of Labor \(DOL\)](#)); or (3) obtaining a waiver from the DOL.)

The Sumter County Transit (hereinafter referred to as the “Recipient”) HEREBY ASSURES that the “Special Section 5333 (b) Warranty for Application to the Small Urban and Rural Program” has been reviewed and certifies to the Florida Department of Transportation that it will comply with its provisions and all its provisions will be incorporated into any contract between the recipient and any sub-recipient which will expend funds received as a result of an application to the Florida Department of Transportation under the FTA Section 5311 Program.

\_\_\_\_\_  
Date

Bradley S. Arnold, County Administrator  
Name and title of authorized representative

\_\_\_\_\_  
Signature of authorized representative

**Note: All applicants must complete the following form and submit it with the above Assurance.**

LISTING OF RECIPIENTS, OTHER ELIGIBLE SURFACE TRANSPORTATION PROVIDERS, UNIONS OF SUB-RECIPIENTS, AND LABOR ORGANIZATIONS REPRESENTING EMPLOYEES OF SUCH PROVIDERS, IF ANY

1 Identify Recipients of Transportation Assistance Under this Grant.	2 Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	3 Identify Other Eligible Surface Transportation Providers (Type of Service)	4 Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3

## Exhibit L: Leasing Certification

### Memorandum for FTA 5311

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**From:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
*Typed name and title*

\_\_\_\_\_  
*Typed or printed agency name*

**To:** Florida Department of Transportation, District Office Modal Development Office/Public Transit

**Subject:** YEAR 2021 GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION, OPERATING OR CAPITAL GRANTS FOR RURAL AREAS PROGRAM, 49 UNITED STATES CODE SECTION 5311

**Leasing:**

Will the Sumter County Transit, as applicant to the Federal Transit Administration Section 5311 Program, lease the proposed vehicle(s) or equipment out to a third-party?

No

Yes

If yes, specify to whom:

\_\_\_\_\_  
**NOTE:** It is the responsibility of the applicant agency to ensure District approval of all lease agreements.

## Exhibit M: Certification of Equivalent Service

### CERTIFICATION OF EQUIVALENT SERVICE

Sumter County Transit certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- 1 Response time;
- 2 Fares;
- 3 Geographic service area;
- 4 Hours and days of service;
- 5 Restrictions on trip purpose;
- 6 Availability of information and reservation capability; and
- 7 Constraints on capacity or service availability.

In accordance with 49 CFR Part 37, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5310 and 5311 of the Federal Transit Administration (FTA) funds must file this certification with the appropriate state program office before procuring any non-accessible vehicle. Such public entities not receiving FTA funds shall also file the certification with the appropriate state office program. Such public entities receiving FTA funds under any other section of the FTA Programs must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing. Non-public transportation systems that serve their own clients, such as social service agencies, are required to complete this form.

Executed this 24th day of January, 2020

Bradley Arnold County Administrator

*Name and title of authorized representative*

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*Signature of authorized representative*

### **Form 424: Application for Federal Assistance**

Attach the completed [Form 424](#) here. You may insert the completed form as a PDF or print and attach the form to your final application document.

### **Exhibit N: Federal Certifications and Assurances**

Please attach [Federal Certifications and Assurances](#) signature page and the page listing the certification categories here. You may insert the signed certifications and assurances as a PDF or print and attach the form to your final application document.

### **Exhibit O: Title VI Plan**

If an applicant has not previously submitted their Title VI plan to the Department, a copy must be included here. You may insert the Title VI Plan as a PDF or print and attach the document to your final application.

### **Exhibit P: Protection of the Environment**

Required if the proposed project is for the construction of facilities. Please see Grant Application Instruction Manual for details.

### **Exhibit Q: Triennial Review - CAP Closeout**

Required if the agency's latest Triennial Review included a Corrective Action Plan. Please submit a copy of the corrective action plan and/or letter of compliance.

## **Application**

### **5311 Grant Application Revised on September 13, 2019**

Revised by: Erin Schepers, Grant Programs Administrator

FDOT Public Transit Office

605 Suwannee Street (MS 26)

Tallahassee, Florida 32399-0450

Work Phone: 850-414-4526

Email: [erin.schepers@dot.state.fl.us](mailto:erin.schepers@dot.state.fl.us)



This instrument prepared by:  
Sandy Cassels, Development Services Division  
7375 Powell Rd., Ste. 115  
Wildwood, FL 34785

**RELEASE OF LIEN**

In consideration of value received, the lien recorded as part of a Final Order of the Sumter County Code Enforcement Board, dated May 11, 2011, and recorded February 3, 2012, in OR Book 2406, Pages 15 - 16, Document #201260003294, Public Records of Sumter County, direct the Clerk to satisfy the same of record, as is more particularly described as follows:

1. Lien amount: \$73,181.50 for daily fines and \$2,906.18 for staff costs.
2. That certain lien, claimed by above lien notice, is hereby released.
3. This applies to the following described property in Sumter County, Florida:

Parcel: M06B037

Section 6, Township 21S, Range 21E:

LOT 36&37 JAMES LOVETT'S SUBD DESC AS FOLLOWS COMM 912.41 FT S AND 877.36 FT W OF THE RR SPIKE IN SR 575 SAID RRSPIKE BEGIN THE NE COR OF THE NE 1/4 OF THE NW 1/4 OF SECT 6 TWN 21 S RNG 21 E FOR POB THENCE S 59 DEG 14'07" W 130.26FT S 30 DEG 20'05" E 65.00 FT N 56 DEG 58'47" E 128.34 FT THENCE N 28 DEG 22'15" W 60.00 FT TO POB LOT 36 JAMES LOVETT SUBD DESC AS COMM 96 5.20 FT S & 849.05 FT W OF RR SPIKE IN SR575 BEING IN NE COR OF NE 1/4 OF NW 1/4 OF SEC THENCERUN S 56 DEG 58 MIN 47 SEC W128.34 FT S 30 DEG 20 MIN 05 SEC E 65 FT N 64 DEG 39 MIN 35 SEC E 126.63 FT N 28 DEG 22 MIN 15 SEC W 60 FT TO POB

4. Property Owner: Robert Duval & Whitney Rials

ATTEST:

SUMTER COUNTY, FLORIDA

\_\_\_\_\_  
By: Deputy Clerk

\_\_\_\_\_  
By: Steve Printz, Chairman

STATE OF FLORIDA  
COUNTY OF SUMTER.

The foregoing instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2020, by Steve Printz, Chairman, BOARD OF COUNTY COMMISSIONERS.

\_\_\_\_\_  
Notary Public, State of Florida  
My Commission Expires: \_\_\_\_\_

Personally known \_\_\_\_\_ or Produced Identification  
Type of Identification Produced \_\_\_\_\_