



**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

**September 22, 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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Meeting Location: 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

None

2. REPORTS AND INPUT

a. Proclamation Recognizing September 17-23, 2020 as Constitution Week

Documents:

[Constitution Week Proclamation.pdf](#)

b. Proclamation Recognizing October as Manufacturing Month

Documents:

[Manufacturing\\_Month\\_Proclamation.pdf](#)

c. County Administrator

1. C-466 Oxford Pointe Road Impact Fee Credit (For Information Only)

Documents:

[C-466 Oxford Pointe Road Impact Fee Credit.pdf](#)



2. City of Coleman Community Development Block Grant Mitigation Program (For Information Only)

Documents:

[City of Coleman Letter.pdf](#)

3. TECO Peoples Gas Synopsis of Rate Request (For Information Only)

Documents:

[TECO Peoples Gas Synopsis of Rate Request.pdf](#)

4. Wayfinder Master Plan (For Information Only)

Documents:

[Wayfinding Master Plan DRAFT Sept 2020.pdf](#)

d. County Attorney

e. Clerk of Circuit Court

1. Check Registers for August 2020 (For Information Only)

Documents:

[AUGUST 2020 BOCC CHECK REGISTERS.pdf](#)

f. Board Members

g. Public Forum

### 3. NEW BUSINESS - ACTION REQUIRED

a. MINUTES

1. Minutes of Special Called Meeting Held on September 1, 2020 (Staff Recommends Approval).

Documents:

[9-1-2020 Special Called Meeting Minutes.pdf](#)

b. SET FUTURE PUBLIC HEARINGS OR MEETINGS

1. Schedule Public Hearing for October 13, 2020, at 5:00 p.m. at the Everglades Regional Recreation Center (5497 Marsh Bend Trail, Grand Canyon Room, The Villages, FL 32163) Regarding the Sumter County Tourist Development Tax (Board's Option).

Documents:

[Tourist Development Tax Scheduling a Public Hearing Options.pdf](#)

c. APPOINTMENTS

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

Documents:

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

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

Documents:

[Executive\\_Summary\\_Construction.pdf](#)  
[Ordinance.pdf](#)

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

Documents:

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

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

Documents:

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

5. Tourist Development Council (TDC) Vacancy (Board's Option).

Documents:

[Executive\\_Summary\\_Tourist .pdf](#)  
[Ordinance - Tourist development tax.pdf](#)

d. FINANCIAL

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

Documents:

[Executive\\_Summary 9-22-20.pdf](#)

e. CONTRACTS AND AGREEMENTS

1. Amend the 2019 Adopted Tourism Strategic Plan Update for Fiscal Years 2020-2022 and Approve the Expenditure of Fund Balance as of 9/30/2020 Less the Allocated and Expended Tourist Development Tax Dollars in the FY 2020-2021 Adopted Budget (Board's Option).

Documents:

[TD Tax Project Approval ES.pdf](#)  
[Amendment No. 1 to Amended and Restated Lease with Fair Association \(00884618xA281E\).pdf](#)  
[Fair Association Lease.pdf](#)  
[Adopted Tourism Strategic Plan Update for FYs 2020-2022.pdf](#)

2. Amendment #2 to Task Order #27 with Kimley-Horn and Associates, Inc. and Sumter County Board of County Commissioners (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_Kimley- Horn Amendment 2.pdf](#)  
[Task Order 27\\_Amendment 2.pdf](#)

3. Annual Funding Agreement with the Sumter County Health Department (Staff Recommends Approval).

Documents:

[Executive Summary Health Department.pdf](#)  
[Health Department Contract.pdf](#)

4. Approve the Annual Job Description Revisions for Various Positions Effective October 1, 2020 (Staff Recommends Approval).

Documents:

[Executive\\_Summary Form Annual Job Description revisions.pdf](#)  
[Job Descriptions.pdf](#)

5. Award and Enter into Contract Negotiations with MC Squared, Inc. for RFQ 036-0-2020/RS Sumter County Pavement Management Services (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_Pavement Management.pdf](#)

6. Award and Enter into Contract with Mojo Grill 200 LLC. for RFP 034-0-2020/RS Sumter County On-Call Emergency Feeding Support for Emergency Operations (Staff Recommends Approval).

Documents:

[034-0-2020 RFP ES.pdf](#)  
[Agreement Mojos.pdf](#)

- Award and Enter into Contract Negotiations with Catlett & Company Inc. dba Catlett, Trigg and Associates for RFQ 035-0-2020/RS Sumter County On-Call Appraisal Services (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_RFQ035-0-2020.pdf](#)  
[Legal\\_AD\\_RFQ035-0-2020.pdf](#)  
[Opening Minutes and Sign In Sheet RFQ035-0-2020.pdf](#)  
[Selection Committee Minutes and Sign In Sheet RFQ035-0-2020.pdf](#)

- Change Order to Purchase Order No. 9117929 for FY 2019/2020 (Staff Recommends Approval).

Documents:

[Shenandoah\\_Change\\_Order\\_ES.pdf](#)  
[Shenandoah 9117929.pdf](#)  
[Shenandoah 9117929\\_2.pdf](#)

- Contract with Capitol Solutions, LLC for State Lobbying Services (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_Capitol\\_Solutions.pdf](#)  
[Capitol Solutions Agreement 20.21.pdf](#)

- Enter into Contract with Ad-VANCE Talent Solutions for RFQ 031-0-2020/RS Sumter County Staffing Services (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_AdVANCE Staffing.pdf](#)  
[Staffing Services Agreement AdVance.pdf](#)

- Enter into Contract with Kimley Horn for RFQ 030-0-2020/RS Sumter County Continuing Engineering Services (Staff Recommends Approval).

Documents:

[Executive\\_Summary Kimley Horn.pdf](#)  
[Engineering Services Agreement KH.pdf](#)

- Enter into Contract with WSP USA Inc. for RFQ 030-0-2020/RS Sumter County Continuing Engineering Services (Staff Recommends Approval).

Documents:

[Executive\\_Summary WSP.pdf](#)  
[Engineering Services Agreement WSP.pdf](#)

- Extension Agreement #2 to the Sumter County Fleet Vehicle Leasing Program with ACME Auto Leasing (Staff Recommends Approval).

Documents:

Executive\_Summary ACME Auto Leasing.pdf  
ACME Auto Leasing Agreement Extension.pdf

14. Extension #2 to the Transportation Agreement with Mid Florida Community Services, Inc. (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_Mid Florida Extension.pdf](#)  
[Mid\\_Florida Agreement Extension.pdf](#)

15. Extension #2 to the Transportation Agreement with Sumter Youth Center (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_Sumter\\_Youth\\_Extention2.pdf](#)  
[Transportation\\_Agreement\\_Extension2.pdf](#)

16. Fiscal Year 2020-2022 Renewal of the Delta Dental Administrative Services Contract (For Information Only)

Documents:

[Executive\\_Summary\\_Delta\\_Dental.pdf](#)  
[Delta\\_Dental\\_Rennewal\\_Letter.pdf](#)

17. Renewal of Agreement with R. Lee Hawkins, Jr. for Service as Code Enforcement Special Master (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_R Lee Hawkins Special Master.pdf](#)  
[R Lee Hawkins Special Master Agreement.pdf](#)

18. Renewal of the Stop-Loss Insurance with Symetra Life Insurance Company for the Sumter County Health Plan (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_Symetra\\_Ins.pdf](#)  
[Symetra Policy.pdf](#)

19. Sumter County CARES Act Housing Assistance Grant Subrecipient Agreement Amendment One. (Staff recommends Approval).

Documents:

[Executive\\_Summary\\_CARES Act.pdf](#)  
[094-2020 - Amendment 1.pdf](#)

20. Terminate the State of Florida Commission for the Transportation Disadvantaged Standard Coordination/Operator Contract with SCARC, Inc. (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_SCARC Termination.pdf](#)  
[Termination Letter SCARC Transportation.pdf](#)  
[Termination Request Email.pdf](#)



f. GENERAL ITEMS FOR CONSIDERATION

1. Grace Tabernacle Request for a Left Turn Lane on Warm Springs Avenue (Board's Option).

Documents:

[Grace Tabernacle Request ES.pdf](#)  
[Grace Tabernacle Email.pdf](#)

2. Limited Certificate of Public Convenience and Necessity (COPCN) for American Ambulance and Modification of Existing COPCN for LifeFleet Southeast., d/b/a American Medical Response (AMR) (Staff Recommends Approval).

Documents:

[Executive\\_Summary.pdf](#)  
[Limited COPCN American Ambulance.pdf](#)  
[Modified COPCN AMR.pdf](#)  
[UF Health Email.pdf](#)

3. Revision to the Sumter County Library Services Collection Development Policy (Staff Recommends Approval).

Documents:

[Executive\\_Summary Library Collection Development Policy.pdf](#)  
[Collection Development Policy.pdf](#)

4. Revision to the Sumter County Library Services Public Service Policy (Staff Recommends Approval).

Documents:

[Executive\\_Summary Library Public Service Policy.pdf](#)  
[Final\\_Policy.pdf](#)

5. Request from the Richloam Sportsman Association to Assist with the Annual Richloam Clean-up (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_Richloam Clean-up 9.26.2020.pdf](#)  
[Richloam Clean-Up Request.pdf](#)

6. Sumter County CARES Act Housing Assistance Grant Eligibility Dates Extended (Staff Recommends Approval).

Documents:

[Executive\\_Summary\\_CARES Act.pdf](#)

7. State of Emergency Declaration Extension Sumter County Board of County Commissioners (Staff Recommends Approval).

Documents:

[State of Emergency Declaration Extension 20200922.pdf](#)





**PROCLAMATION  
CONSTITUTION WEEK**

**WHEREAS**, It is the privilege and duty of the American people to commemorate the two hundred and thirty-third anniversary of the drafting of the Constitution of the United States of America with appropriate ceremonies and activities; and

**WHEREAS**, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

**NOW, THEREFORE**, the Board of County Commissioners of Sumter County, Florida hereby proclaims:

**The Week of September 17-23, 2020, as:**

**CONSTITUTION WEEK**

**DONE AND PROCLAIMED** this 22<sup>nd</sup> day of September 2020, Sumter County, Florida.

Attest:

**BOARD OF COUNTY COMMISSIONERS  
SUMTER COUNTY**

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**Caroline Alrestimawi  
Deputy Clerk**

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**Steve Printz  
Chairman**



## PROCLAMATION

### MANUFACTURING MONTH

**WHEREAS**, October is National Manufacturing Month, an effective way to highlight the importance of the manufacturing sector in our local, state, and national economies, and to draw attention to the many rewarding, high-skilled manufacturing careers available within our community; and

**WHEREAS**, Manufacturing is a cornerstone of our local economy, and a targeted industry for economic development; and

**WHEREAS**, According to the Sumter County Office of the Small Business Development Center, Sumter County has nearly 250 manufacturing firms as demonstrated in a report compiled from the Reference USA, Simply Analytics, and Mergent Intellect business databases. These firms, large and small, produce a diverse array of products right here in our community.

**WHEREAS**, EMSI Analytics estimates these firms employ approximately 1,300 workers with average earnings per job of \$67,282.00; and

**WHEREAS**, the Board of County Commissioners, commends and supports this important, targeted industry, and organizations involved in advocacy and support of educational and career advancement opportunities for our residents in the manufacturing sector.

**NOW, THEREFORE**, the Board of County Commissioners of Sumter County, Florida hereby proclaims:

**The Month of October 2020, as:**

**MANUFACTURING MONTH**

**DONE AND PROCLAIMED** this 22<sup>nd</sup> day of September 2020, Sumter County, Florida.

Attest:

**BOARD OF COUNTY COMMISSIONERS  
SUMTER COUNTY**

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**Caroline Alrestimawi**  
Deputy Clerk

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**Steve Printz**  
Chairman

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**From:** Arnold, Bradley

**Sent:** Thursday, September 10, 2020 9:21 AM

**To:** Ron Brown (ron@characteroaksrealestate.com) <ron@characteroaksrealestate.com>

**Cc:** Snyder, Deborah <Deborah.Snyder@sumtercountyfl.gov>; Cohoon, Steven <Steven.Cohoon@sumtercountyfl.gov>; 'michael.sanders@dot.state.fl.us' <michael.sanders@dot.state.fl.us>; 'alex.memering@kimley-horn.com' <alex.memering@kimley-horn.com>

**Subject:** C-466 Oxford Pointe

Ron,

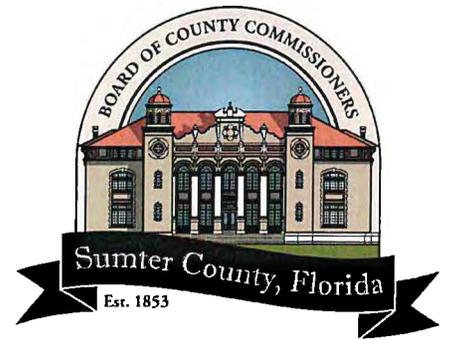
I concur that a road impact fee credit agreement would be appropriate for the required improvement on C-466 per FDOT's Permit No 2018-A-592-009. Rather than proceed in that fashion, please let this email serve as notice that Sumter County Board of County Commissioners will undertake the responsibility for the improvements within the C-466 right-of-way as it will be combined with our proposed project to improve the movement of traffic from US 301 west to Parcel D18-030. The responsibilities for the improvements at US 301 contained in FDOT's Permit No 2018-A-592-009 will not be assumed by the Sumter County Board of County Commissioners.

By copy, Deborah will coordinate with Mr. Sanders with FDOT on this issue.

Bradley

# ***Board of County Commissioners Sumter County, Florida***

7375 Powell Road, Suite 200 • Wildwood, FL 34785 • Phone (352) 689-4400 • FAX: (352) 689-4401  
Website: <http://sumtercountyfl.gov>



September 14, 2020

The Honorable Milton Hill, Mayor  
City of Coleman  
3502 E Warm Springs Avenue  
Coleman, FL 33521

RE: Letter of Support

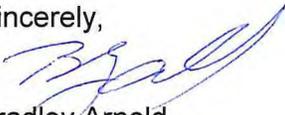
Dear Mayor Hill:

The Sumter County Board of County Commissioners fervently supports the City of Coleman in its pursuit of the United States Department of Housing and Urban Development Community Development Block Grant Mitigation Program award.

The desired improvements to alleviate recurring flooding will have positive impacts on both public safety and economic development for one of our unique and historic municipalities.

The Sumter County Board of County Commissioners, through our existing interlocal agreement, looks forward to cooperating and assisting with bringing this project to fruition should the grant be awarded.

Sincerely,



Bradley Arnold  
County Administrator

Al Butler, Dist 1  
Second Vice Chairman  
(352) 689-4400  
7375 Powell Road  
Wildwood, FL 34785

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

Steve Printz, Dist 5  
Chairman  
(352) 689-4400  
7375 Powell Road  
Wildwood, FL 34785

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

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

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

Gloria R. Hayward, Clerk & Auditor  
(352) 569-6600  
215 East McCollum Avenue  
Bushnell, FL 33513

County Attorney  
The Hogan Law Firm  
Post Office Box 485  
Brooksville, Florida 34605



September 4, 2020

Dear County Administrator,

As a follow-up to the packet you received in June regarding Peoples Gas System’s request for an increase to our customer base rates and charges, I am enclosing a detailed synopsis of our filing.

We are focused on the safety of our team members, customers and the general public as we continue to deliver the essential service of natural gas. This requested increase in base rates, our first in 12 years, will enable us the continued ability to deliver safe, resilient and clean natural gas throughout Florida. Please know we do not take our decision to make this filing lightly, particularly during these unprecedented times. We continue to work diligently to support our customers, while focusing on the long-term financial health of our business, so that we can be best positioned to contribute and encourage Florida’s economic recovery. Customers in Florida value natural gas for its economic value, efficiency and the reassurance of back-up electric generation in the face of severe weather.

This letter and the enclosed copy of our synopsis are provided to you as required by Rule 25-22.0406 of the Florida Administrative Code, Notice and Public Information on General Rate Increase Requests. A copy of our entire rate request filing with the Florida Public Service Commission (PSC) is available online at peoplesgas.com/rates and on the PSC website. We also will be communicating this information with our customers.

We value our relationship with your community and all the communities we serve across Florida. In response to the pandemic we voluntarily suspended all disconnects for non-payment for several months and have contributed more than \$1 million to support Floridians who have lost their jobs or substantial income as a result of COVID-19. Peoples Gas is proud to deliver consistently high customer satisfaction and we embrace our essential role at the heart of Florida’s energy.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

*James D. Adcock*

James Adcock  
Regional Manager, External Affairs  
Northwest Florida  
Tampa Electric | Peoples Gas  
14520 5th Street  
Dade City, FL 33523  
T: 352-567-1665 | C: 813-716-3225  
Email: [jdadcock@tecoenergy.com](mailto:jdadcock@tecoenergy.com)

Enclosures:  
Peoples Gas System Rate Case Synopsis, Docket No. 20200051-GU  
Exhibits A and B

Peoples Gas System  
P. O. Box 111 Tampa, FL 33601-0111 (813) 228-4111

[peoplesgas.com](http://peoplesgas.com)

**BEFORE THE  
FLORIDA PUBLIC SERVICE COMMISSION**

**DOCKET NO. 20200051-GU**

**IN RE: PEOPLES GAS SYSTEM'S  
PETITION FOR AN INCREASE IN BASE RATES**



**SYNOPSIS OF RATE REQUEST**

**THIS DOCUMENT IS PROVIDED BY PEOPLES GAS SYSTEM PURSUANT TO THE  
REQUIREMENTS OF RULE 25-22.0406, FLORIDA ADMINISTRATIVE CODE,  
NOTICE AND PUBLIC INFORMATION ON GENERAL RATE INCREASE REQUESTS**

# SUMMARY OF RATE CASE

## RATE CASE SYNOPSIS

On June 8, 2020, Peoples Gas System ("Peoples" or "Company") petitioned the Florida Public Service Commission ("Commission") for an increase in its permanent base rates and charges. The Commission, under Florida law, regulates rates, charges, and services provided by Florida investor-owned utilities. The case was assigned Docket No. 20200051-GU. Peoples' last rate case was filed in August 2008, with a final order being issued in May 2009.

Peoples filed its test year letter on February 7, 2020 advising that based on a review of the Company's projected 2020 and 2021 financial performance it must seek an increase in base rates to continue to meet the natural gas needs of existing and new customers, continue to provide safe, reliable, high quality customer service, and have an opportunity to earn a fair rate of return on the Company's investment.

The Company contemplated a filing date on or about April 7, 2020; however, after the Company filed its test year letter, a pandemic rapidly spread worldwide. The coronavirus is potentially endangering the lives of millions, and the efforts to try to prevent the spread have impacted Floridians' daily lives and the state's economy. Rarely in history have there been times of such sudden economic changes of fortune with virtually no warnings.

Peoples therefore requested, and received, an extension of the selected filing date of April 7, 2020 to June 8, 2020. This extension was requested out of consideration for the impacts of the pandemic on Peoples' customers. Peoples believed that delaying the rate case filing for an additional 60 days was appropriate given the sudden and unprecedented changes that were impacting the U.S. economy and more specifically, the state of Florida.

In the twelve years since Peoples' last rate case, many factors have contributed to the necessity for the Company to now seek rate relief. The Consumer Price Index during this period has increased more than 23 percent, which has not only required that the

Company pay more for the goods and services it purchases, but has also contributed to a steady increase in the level of the Company's direct and indirect payroll costs. Additionally, health care costs continue to escalate at a rate significantly higher than that of inflation. At the same time, the Company has been striving to improve the efficiency and economy of its operations without compromising the level of service rendered to its customers. In order to respond to customer growth and demand, improve system safety, and enhance system resiliency, the Company has an obligation to make prudent and necessary infrastructure investments that provide a safe and reliable natural gas distribution system in the communities Peoples serves. It is essential that the Company be permitted to recover these costs in order to maintain its financial integrity so that it can raise new capital needed to provide service to the public. The Company has calculated its revenue requirements based on an overall return on rate base of 6.63 percent. The request totals \$85.3 million which includes \$23.6 million of 2021 revenue requirements related to Peoples moving \$200.7 million of Cast Iron / Bare Steel Rider investments made through December 31, 2020 into adjusted rate base. Once that is accounted for, the net revenue deficiency is \$61.7 million.

#### Residential Comparison of Bills

In order to fairly accommodate residential customers with different volume and usage requirements, the Company has three residential tiers. Under the proposed rates, (including Peoples' the average purchased gas adjustment cost in 2019), the residential customer classes would receive gas bills as follows:

- Residential customers using less than 100 therms annually would be billed at the RS-1 rate. Customers using 6 therms a month would pay \$23.82 compared to \$19.10 currently, an increase of 24.67 percent.
- Residential customers using more than 99 therms but not more than 249 therms per year would be billed at the RS-2 rate. Customers using 15 therms a month would pay \$38.24 compared to \$33.51 currently, an increase of 14.13 percent.
- Residential customers using more than 249 but not more than 1,999 therms per year would be billed at the RS-3 rate. Customers using 35 therms a month would pay \$70.63 compared to \$63.95 currently, an increase of 10.45 percent.

- The minimum monthly bill for a residential standby generator service (“RSG”) customer would be \$27.74 compared to the current amount of \$19.01, an increase of 45.92 percent.
- The residential gas heat pump monthly price for 250 therms of \$300.31 would decrease to \$281.41, a change of 6.29 percent.

Residential customers using 2,000 or more therms per year would receive service under the general service rate schedule corresponding to their annual consumption and would be eligible to request that Peoples transport and deliver gas purchased by the customers from a third-party marketer.

#### Commercial and Interruptible Comparison of Bills

Under the proposed rates, (including Peoples’ average purchased gas adjustment in 2019), the commercial and interruptible customer classes would receive gas bills as follows:

- The minimum monthly bill for a commercial standby generator service (CSG) customer would be \$48.00 compared to the current amount of \$33.26, a change of 44.32 percent.
- The small general service (SGS) monthly price for 75 therms of \$122.19 would increase to \$134.01, a change of 9.68 percent.
- The commercial gas heat pump monthly price for 500 therms of \$605.32 would decrease to \$601.39, a change of 0.65 percent.
- The general service one (GS-1) monthly price for 400 therms of \$514.36 would increase to \$549.15, a change of 6.76 percent.
- The general service two (GS-2) monthly price for 1,500 therms of \$1,790.79 would increase to \$1,888.95, a change of 5.48 percent.
- The general service three (GS-3) monthly price for 7,500 therms of \$8,606.45 would increase to \$9,067.60, a change of 5.36 percent.
- The general service four (GS-4) monthly price for 36,000 therms of \$38,879.98 would increase to \$40,431.19, a change of 3.99 percent.
- The general service five (GS-5) monthly price for 80,000 therms of \$81,992.29 would increase to \$84,329.89, a change of 2.85 percent.

- The monthly bill for a commercial street lighting customer using 1,200 therms of \$1,388.56 would increase to \$1,461.12, a change of 5.23 percent.
- The monthly bill for a wholesale service customer using 12,000 therms of \$13,033.53 would increase to \$13,555.53, a change of 4.00 percent
- The monthly bill for a small interruptible service customer using 150,000 therms of \$10,450.59 would increase to \$15,198.00, a change of 45.43 percent (not including fuel\*).
- The monthly bill for an interruptible service customer using 875,000 therms of \$29,483.89 would increase to \$42,941.25, a change of 45.64 percent (not including fuel\*).
- The monthly bill for a large interruptible service customer using 5,250,000 therms of \$50,168.89 would increase to \$62,522.50, a change of 24.62 percent (not including fuel\*).
- \*See Exhibit B which includes a comparison of the proposed rate increase including fuel for rate classes SIS, IS, and ISLV.

***Please note, Commercial and Interruptible customers may transport and purchase fuel from a third-party supplier.***

## Rate Case Process

All public utilities, as defined in Section 366.02, Florida Statutes, must petition the Commission to increase their rates to retail customers. After the filing of the request, which took place on June 8, 2020, the Commission has eight months to conduct the case. The formal request is distributed to the Commissioners, the Public Service Commission staff, the Office of the Public Counsel ("Public Counsel"), and other parties who express interest in the case. During the course of the proceeding, the Company responds to many requests for documents and information. The filing to request a base rate increase consists of the petition, the direct testimony, and exhibits from company witnesses and the Minimum Filing Requirements, which are an extensive set of documents containing detailed data in support of the rate increase. This information is distributed to Commissioners, the Commission staff, the Office of Public Counsel, and other parties who intervene in the case.

After the filing is made, the discovery process begins. During this process the utility responds to requests for information (interrogatories) and production of documents from the Commission staff and the parties (intervenor) to the case. The Commission staff performs a field audit of the company's filed data to ensure compliance with Commission rules and accuracy of the information provided. Formal depositions with company witnesses may also be conducted to gather information and better identify issues.

Intervenors in the case often present their own witnesses, testimony, and exhibits in response to the company's filing. They use the company's initial filing materials, as well as discovery responses from the company, as a basis for the positions they take in the case. The parties, their witnesses, testimony, and exhibits are subject to discovery as well. The company will then have the opportunity to present rebuttal testimony and exhibits to any intervenors who file testimony.

Toward the end of the discovery process and just before the hearing commences, the company, staff, and intervenors prepare issue lists and preliminary positions for the case. These lists of issues are then combined and narrowed in a Prehearing Order in an effort to help the Commission focus on the important facets of the case during the hearing.

In the following paragraphs, the Commission schedule for the case is discussed.

In consideration of COVID 19, the Commission has scheduled the following virtual public hearings to provide customers an opportunity to express their views of the requested rate increase:

Thursday, October 1, 2020 at 2:00 p.m.

Wednesday, October 7, 2020 at 6:30 p.m.

Thursday, October 8, 2020 at 9:30 a.m.

Customers interested in participating can contact the Commission by emailing: [speakersignup@psc.state.fl.us](mailto:speakersignup@psc.state.fl.us) or calling 1-850-413-7080. Customers should reference Peoples Gas Rate Case and specific hearing date if interested in participating.

The service hearings dates and times will be published in newspapers of general circulation in the Company's service areas and will also be available on the Company's website at [peoplesgas.com/rates](http://peoplesgas.com/rates).

Public Counsel has intervened in this docket and will be participate at the service hearings to represent the public. Public Counsel may be contacted prior to the hearing at 111 West Madison Street, Suite 812, Claude Pepper Building, Tallahassee, Florida 32399-1400, or by phone at (800) 342-0222.

A technical hearing is scheduled to be held on October 27-29, 2020. At this hearing, the legal "record" is further established for deciding the case through direct, rebuttal, and cross examination testimony and the introduction of exhibits and other relevant evidence. More information on the technical hearing will be available on the Commission's website at <http://www.psc.state.fl.us/ClerkOffice/DocketFiling?docket=20200051>

After the hearing, legal briefs are filed by the parties to summarize their positions. The Commission staff reviews the briefs and the record produced at the hearing, and then produces a recommendation to the Commission that addresses each issue identified in the case.

The Commission then holds Special Agenda Conferences and votes on the issues, first on revenue requirements issues and then on rate issues. After the votes, Commission attorneys prepare a Final Order that reflects the Commission's votes and provides background for the case, the basis for each of the decisions reached, the new approved rates, and the effective dates of the new rates. After the Commission Order is issued, parties will have an opportunity to ask the Commission to reconsider its decision on the issues.

More detailed information on the Company's proposed rate increase is contained in exhibits that follow this discussion. A summary of the highlights of the case is set out in Exhibit A, and a bill comparison showing typical monthly bills is contained in Exhibit B. Copies of the complete Minimum Filing Requirements filed with the Commission are available for inspection online at [peoplesgas.com/rates](http://www.psc.state.fl.us/peoplesgas.com/rates) or the Commission Website at <http://www.psc.state.fl.us/ClerkOffice/DocketFiling?docket=20200051>.

### Major Rate Case Issues

It is not possible to anticipate at the beginning of a rate case all the issues that may arise, but potential major revenue requirement issues involved in the case could include:

- Are the company's test year and sales forecasts reasonable?
- What should be the value of the company's test year investment in rate base?
- What should be the company's test year operating revenues?
- What should be the company's test year operating expenses?
- What should be the company's test year earned rate of return?
- What should be the company's test year allowed rate of return?
- What will be the company's test year revenue deficiency?
- What is the appropriate cost of service methodology to use in designing rates?
- What will be the appropriate rate levels for each customer class of service?
- What will be the appropriate charge for each miscellaneous service?

The specific issues in the case will be identified in a prehearing order issued prior to the hearing.

## RATE CASE TIME SCHEDULE

Below is a tentative schedule of Peoples Gas System's rate case established by the PSC as of September 1, 2020:

<b>Description</b>	<b>Due Date</b>
<b>MFRs Due</b>	6/8/2020
<b>Order Establishing Procedure</b>	6/22/2020
<b>First Order Modifying Order Establishing Procedure</b>	7/30/2020
<b>Audit Report Due</b>	8/26/2020
<b>Testimony - Intervenor</b>	8/31/2020
<b>Testimony - Staff</b>	8/31/2020
<b>Testimony – Rebuttal</b>	9/21/2020
<b>Notice of Prehearing and Hearing</b>	9/23/2020
<b>Prehearing Statements</b>	9/28/2020
<b>Customer Service Hearings</b>	10/1/2020 – 2:00 p.m. 10/7/2020 – 6:30 p.m. 10/8/2020 – 9:30 a.m.
<b>Discovery Actions Complete</b>	10/9/2020
<b>Prehearing</b>	10/12/2020
<b>Deadline for filing of cross-examination exhibits</b>	10/20/2020
<b>Hearing</b>	10/27/2020 10/28/2020 10/29/2020
<b>Briefs Due</b>	11/12/2020
<b>Revised CASR Due</b>	11/23/2020

**NOTE: THIS SCHEDULE IS TENTATIVE AND SUBJECT TO REVISION.**

# **EXHIBIT A**

**“MINIMUM FILING REQUIREMENTS  
SCHEDULE A -  
EXECUTIVE SUMMARY”**

PEOPLES GAS SYSTEM  
DOCKET NO. 2020051-GU

MINIMUM FILING REQUIREMENTS  
INDEX  
SCHEDULE A - EXECUTIVE SUMMARY

SCHEDULE	REFERENCE PAGE	WITNESS	TITLE	BATES STAMP PAGE
A-1	p. 1 of 1	HILLARY	EXECUTIVE SUMMARY - MAGNITUDE OF CHANGE-PRESENT vs PRIOR RATE CASE	1
A-2	p. 1 of 1	HILLARY	EXECUTIVE SUMMARY - ANALYSIS OF PERMANENT RATE INCREASE REQUESTED	2
A-3	p. 1 of 1	HILLARY	EXECUTIVE SUMMARY - ANALYSIS OF JURISDICTIONAL RATE BASE	3
A-4	p. 1 of 1	HILLARY	EXECUTIVE SUMMARY - ANALYSIS OF JURISDICTIONAL N. O. I.	4
A-5	p. 1 of 1	HILLARY	EXECUTIVE SUMMARY - OVERALL RATE OF RETURN COMPARISON	5
A-6	p. 1 of 1	HILLARY	EXECUTIVE SUMMARY - FINANCIAL INDICATORS	6

FLORIDA PUBLIC SERVICE COMMISSION

EXPLANATION: PROVIDE A SCHEDULE SHOWING THE MAGNITUDE OF CHANGE - PRESENT vs PRIOR RATE CASE.

TYPE OF DATA SHOWN:  
 HISTORIC BY LAST CASE: 12/31/07  
 PROJECTED TY LAST CASE: 12/31/09  
 PROJECTED TY CURRENT CASE: 12/31/21

COMPANY: PEOPLES GAS SYSTEM

WITNESS: S. HILLARY

DOCKET NO. 20200051-GU

LINE NO.	ITEM	LAST RATE CASE						CURRENT RATE CASE				
		REQUESTED			AUTHORIZED			REQUESTED				
		(1)*	(2)*	(3)*	(4)*	(5)*	(6)*	(7)*	(8)*	(9)	(10)**	(11)
	HISTORICAL N/A	ATTRITION N/A	TOTAL N/A	PROJECTED TEST YEAR 12/31/09	HISTORICAL N/A	ATTRITION N/A	TOTAL	PROJECTED TEST YEAR 12/31/09	PROJECTED TEST YEAR 12/31/21	DOLLAR OR PERCENT DIFFERENCE	PERCENTAGE CHANGE	
1	DOCKET NUMBER				080318-GU				080318-GU	20200051-GU		
2	HISTORICAL DATA OR TEST YEAR				12/31/09				12/31/09	12/31/21		
3	PROJECTED TEST YEAR											
4	RATE INCREASE - PERMANENT				\$26,488,091			\$19,152,366	\$85,324,894	\$66,172,528	345.51%	
5	RATE INCREASE - INTERIM				\$3,748,000			\$2,380,000	\$0	(\$2,380,000)	-100.00%	
6	JURISDICTIONAL RATE BASE BEFORE RATE RELIEF				\$563,599,436			\$560,049,387	\$1,578,725,509	\$1,018,676,122	181.89%	
7	JURISDICTIONAL NET OPERATING INCOME BEFORE RATE RELIEF				\$33,944,697			\$36,063,515	\$40,779,039	\$4,715,524	13.08%	
8	RATE OF RETURN BEFORE RATE RELIEF				6.02%			6.44%	2.58%	-3.86%	-59.89%	
9	SYSTEM CAPITALIZATION				\$563,599,436			\$560,049,387	\$1,578,725,509	\$1,018,676,122	181.89%	
10	OVERALL RATE OF RETURN				8.88%			8.52%	6.63%	-1.89%	-22.21%	
11	COST OF LONG-TERM DEBT				7.20%			7.20%	4.47%	-2.73%	-37.91%	
12	COST OF PREFERRED STOCK				N/A			N/A	N/A	N/A	N/A	
13	COST OF SHORT-TERM DEBT				4.50%			3.02%	2.80%	-0.22%	-7.28%	
14	COST OF CUSTOMER DEPOSITS				6.65%			6.65%	2.51%	-4.14%	-62.26%	
15	COST OF COMMON EQUITY				11.50%			10.75%	10.75%	0.00%	0.00%	
16	NUMBER OF CUSTOMERS - AVERAGE				338,790			338,790	425,508	86,718	25.60%	
17	DATE NEW PERMANENT RATES EFFECTIVE				4/12/2009			6/18/2009	1/1/2021 (A)			

(A) AS DETERMINED BY THE "FILE AND SUSPEND" PROVISIONS OF SECTION 366.06 (4), FLORIDA STATUTES.

\* IF COMPANY'S LAST RATE CASE INCLUDED A HISTORIC AND ATTRITION YEAR, COMPLETE COLUMNS (1) - (3) AND COLUMNS (5) - (7) UNDER THE HEADING "LAST RATE CASE". IF THE COMPANY'S LAST RATE CASE WAS BASED ON A PROJECTED TEST YEAR, COMPLETE COLUMNS (4) AND (8) UNDER THE HEADING "LAST RATE CASE".

\*\* IF THE COMPANY'S LAST RATE CASE INCLUDED A HISTORIC AND ATTRITION YEAR, THIS CALCULATION WILL BE THE DIFFERENCE BETWEEN COLUMN (9) AND COLUMN (7). IF THE COMPANY'S LAST RATE CASE WAS BASED ON A PROJECTED TEST YEAR, THIS CALCULATION WILL BE THE DIFFERENCE BETWEEN COLUMN (9) AND COLUMN (8).

FLORIDA PUBLIC SERVICE COMMISSION

EXPLANATION: PROVIDE A SCHEDULE SHOWING AN ANALYSIS  
OF PERMANENT RATE INCREASE REQUESTED

TYPE OF DATA SHOWN:  
PROJECTED TY LAST CASE: 12/31/09  
PROJECTED TY CURRENT CASE: 12/31/21

COMPANY: PEOPLES GAS SYSTEM

WITNESS: S. HILLARY

DOCKET NO. 20200051-GU

LINE NO.	DESCRIPTION	INCREASE IN GROSS REVENUE DOLLARS	% OF TOTAL
1	RESTORE ADJUSTED NET OPERATING INCOME TO PREVIOUSLY ALLOWED OVERALL RATE OF RETURN OF 8.52%	\$ 28,579,557	33.49%
2	DECREASE IN REQUESTED OVERALL RATE OF RETURN FROM 8.52% TO 6.63%	(23,931,992)	-28.05%
3	EFFECT OF PROJECTED TEST YEAR	<u>80,677,329</u>	<u>94.55%</u>
4	TOTAL PERMANENT RATE INCREASE REQUESTED	<u>\$85,324,894</u>	<u>100.00%</u>

5 Totals may be affected due to rounding.

FLORIDA PUBLIC SERVICE COMMISSION  
 COMPANY: PEOPLES GAS SYSTEM  
 DOCKET NO. 20200051-GU

EXPLANATION: PROVIDE A SCHEDULE SHOWING AN ANALYSIS  
 OF JURISDICTIONAL RATE BASE

TYPE OF DATA SHOWN:  
 HISTORIC BY LAST CASE: 12/31/07  
 PROJECTED TY LAST CASE: 12/31/09  
 PROJECTED TY CURRENT CASE: 12/31/21  
 WITNESS: S. HILLARY

LINE NO.	ITEM	RATE BASE DETERMINED BY COMMISSION IN LAST RATE CASE				RATE BASE REQUESTED BY COMPANY IN CURRENT RATE CASE		(6)** DOLLAR DIFFERENCE	(7)** PERCENT DIFFERENCE
		(1)* HISTORIC N/A	(2)* ATTRITION N/A	(3)* TOTAL	(4)* PROJECTED TEST YEAR 12/31/09	(5) PROJECTED TEST YEAR 12/31/21			
<u>UTILITY PLANT</u>									
1	PLANT IN SERVICE	\$0	\$0	\$0	\$986,863,870	\$2,264,926,587	\$1,278,062,717	129.51%	
2	CONSTRUCTION WORK IN PROGRESS	0	0	0	18,249,444	154,563,081	136,313,637	746.95%	
3	UTILITY PLANT ACQUISITION ADJUSTMENT	0	0	0	2,301,671	2,084,900	(216,771)	-9.42%	
4	GROSS UTILITY PLANT	0	0	0	1,007,414,985	2,421,574,568	1,414,159,583	140.38%	
<u>DEDUCTIONS</u>									
5	ACCUMULATED DEPRECIATION	0	0	0	(412,509,168)	(795,890,364)	(383,381,196)	92.94%	
6	ACCUMULATED AMORTIZATION	0	0	0	(13,925,764)	(21,334,035)	(7,408,271)	53.20%	
7	LIMITED TERM UTILITY PLANT	0	0	0	0	0	0	0.00%	
8	ACQUISITION ADJUSTMENT	0	0	0	(1,520,168)	(2,148,582)	(628,414)	41.34%	
9	CUSTOMER ADVANCES FOR CONSTRUCTION	0	0	0	(7,916,127)	(11,423,077)	(3,506,950)	44.30%	
10	TOTAL DEDUCTIONS	0	0	0	(435,871,227)	(830,796,058)	(394,924,831)	90.61%	
11	NET UTILITY PLANT	0	0	0	571,543,758	1,590,778,510	1,019,234,752	178.33%	
12	ALLOWANCE FOR WORKING CAPITAL	0	0	0	(11,494,371)	(12,053,001)	(558,630)	4.86%	
13	RATE BASE	\$0	\$0	\$0	\$560,049,387	\$1,578,725,509	\$1,018,676,122	181.89%	

\* IF THE COMPANY'S LAST RATE CASE INCLUDED A HISTORIC AND ATTRITION YEAR, COMPLETE COLUMNS (1) - (3).  
 IF THE COMPANY'S LAST RATE CASE WAS BASED ON A PROJECTED TEST YEAR, COMPLETE COLUMN (4).

\*\* IF THE COMPANY'S LAST RATE CASE INCLUDED A HISTORIC AND ATTRITION YEAR, THIS CALCULATION WILL BE THE DIFFERENCE BETWEEN COLUMN (5) AND COLUMN (3). IF THE COMPANY'S LAST RATE CASE WAS BASED ON A PROJECTED TEST YEAR, THIS CALCULATION WILL BE THE DIFFERENCE BETWEEN COLUMN (5) AND COLUMN (4).

FLORIDA PUBLIC SERVICE COMMISSION

EXPLANATION: PROVIDE A SCHEDULE SHOWING AN ANALYSIS OF JURISDICTIONAL NET OPERATING INCOME

TYPE OF DATA SHOWN:

COMPANY: PEOPLES GAS SYSTEM

PROJECTED TY LAST CASE: 12/31/09  
PROJECTED TY CURRENT CASE: 12/31/21

DOCKET NO. 20200051-GU

WITNESS: S. HILLARY

LINE NO.	ITEM	NET OPERATING INCOME AS DETERMINED BY COMMISSION IN LAST RATE CASE				NOI REQUESTED BY COMPANY IN CURRENT CASE	(8)** DOLLAR DIFFERENCE	(7) PERCENT DIFFERENCE
		(1)* HISTORIC N/A	(2)* ATTRITION N/A	(3)* TOTAL	(4)* PROJECTED TEST YEAR 12/31/09	(5) PROJECTED TEST YEAR 12/31/21		
1	OPERATING REVENUES (A)	\$0	\$0	\$0	\$171,474,802	\$330,679,959	\$159,205,157	92.84%
	OPERATING REVENUE DEDUCTIONS:							
2	COST OF GAS				0	0		
3	OPERATING & MAINTENANCE EXPENSE	0	0	0	72,124,723	121,397,579	49,272,856	68.32%
4	DEPRECIATION & AMORTIZATION	0	0	0	43,051,093	56,615,935	13,564,842	31.51%
5	AMORTIZATION - OTHER	0	0	0	640,000	1,000,000	360,000	56.25%
6	TAXES OTHER THAN INCOME	0	0	0	10,831,776	21,531,041	10,699,265	98.78%
7	INCOME TAXES (FEDERAL & STATE)	0	0	0	9,192,521	12,803,897	3,611,376	39.29%
8	DEFERRED TAXES (FEDERAL & STATE)	0	0	0	0	12,693,245	12,693,245	
9	INTEREST SYNCHRONIZATION	0	0	0	51,495	0	(51,495)	-100.00%
10	GAIN ON SALE OF PROPERTY	0	0	0	(480,321)	0	480,321	-100.00%
11	TOTAL OPERATING REVENUE DEDUCTIONS	0	0	0	135,411,287	226,041,697	90,630,410	66.93%
12	NET OPERATING INCOME	\$0	\$0	\$0	\$36,063,515	\$104,638,261	\$68,574,746	190.15%

(A) EXCLUDES FUEL AND CONSERVATION REVENUE.

\* IF THE COMPANY'S LAST RATE CASE INCLUDED A HISTORIC AND ATTRITION YEAR, COMPLETE COLUMNS (1) - (3). IF THE COMPANY'S LAST RATE CASE WAS BASED ON A PROJECTED TEST YEAR, COMPLETE COLUMN (4).

\*\* IF THE COMPANY'S LAST RATE CASE INCLUDED A HISTORIC AND ATTRITION YEAR, THIS CALCULATION WILL BE THE DIFFERENCE BETWEEN COLUMN (5) AND COLUMN (3). IF THE COMPANY'S LAST RATE CASE WAS BASED ON A PROJECTED TEST YEAR, THIS CALCULATION WILL BE THE DIFFERENCE BETWEEN COLUMN (5) AND COLUMN (4).

FLORIDA PUBLIC SERVICE COMMISSION

EXPLANATION: PROVIDE A SCHEDULE SHOWING  
OVERALL RATE OF RETURN COMPARISON

TYPE OF DATA SHOWN:  
PROJECTED TY LAST CASE: 12/31/09  
PROJECTED TY CURRENT CASE: 12/31/21

COMPANY: PEOPLES GAS SYSTEM

DOCKET NO. 20200051-GU

WITNESS: S. HILLARY

PROJECTED TEST YEAR 12/31/09 (AUTHORIZED)

PROJECTED TEST YEAR 12/31/21 (REQUESTED)

LINE NO.	ITEM	DOCKET NO. 080318-GU ORDER NO. PSC-10-0208-S-GU LAST RATE CASE (AUTHORIZED)							
		DOLLARS	RATIO	EMBEDDED COST	WEIGHTED COST	DOLLARS	RATIO	EMBEDDED COST	WEIGHTED COST
1	LONG-TERM DEBT	\$221,637,780	39.57%	7.20%	2.85%	\$506,325,941	32.07%	4.47%	1.43%
2	SHORT-TERM DEBT	3,438,768	0.61%	3.02%	0.02%	99,010,902	6.27%	2.80%	0.18%
3	CUSTOMER DEPOSITS	36,128,943	6.45%	6.65%	0.43%	25,962,434	1.64%	2.51%	0.04%
4	COMMON EQUITY	272,192,768	48.60%	10.75%	5.22%	730,962,783	46.30%	10.75%	4.98%
5	TAX CREDITS	7,862	0.00%		0.00%	0	0.00%		0.00%
6	DEFERRED TAXES	26,643,266	4.76%		0.00%	216,463,449	13.71%		0.00%
7	TOTAL CAPITALIZATION	<u>\$560,049,387</u>	<u>100.00%</u>		<u>8.52%</u>	<u>\$1,578,725,509</u>	<u>100.00%</u>		<u>6.63%</u>

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FLORIDA PUBLIC SERVICE COMMISSION  
 COMPANY: PEOPLES GAS SYSTEM  
 DOCKET NO. 20200051-GU

EXPLANATION: PROVIDE A SUMMARY OF FINANCIAL INDICATORS AS SPECIFIED BELOW FOR THE HISTORIC DATA BASE YEAR OF THE LAST RATE CASE, HISTORIC DATA BASE YEAR FOR THIS CASE, AND THE YEAR IMMEDIATELY FOLLOWING THE PRESENT HISTORIC DATA BASE YEAR.

TYPE OF DATA SHOWN:  
 HISTORIC BY LAST CASE: 12/31/07  
 HIS. BASE YR DATA CURRENT: 12/31/19  
 BASE YR + 1 CURRENT CASE: 12/31/20  
 PROJECTED TY CURRENT CASE: 12/31/21  
 WITNESS: S. HILLARY

LINE NO.	INDICATORS	(1) DATA FROM HISTORIC BASE YR OR TY RELATED TO COMPANY'S PRIOR CASE	(2) DATA FROM HISTORIC BASE YEAR RELATED TO COMPANY'S CURRENT CASE	(3) YEAR AFTER CURRENT HISTORIC BASE YEAR WITHOUT ANY RATE INCREASE	(4) PROJECTED TEST YEAR WITHOUT ANY RATE INCREASE	(5) PROJECTED TEST YEAR INCLUDING REQUESTED RATE INCREASE
<u>INTEREST COVERAGE RATIOS:</u>						
1	INCLUDING AFUDC IN INCOME BEFORE INTEREST CHARGES	N/A	5.10	4.14	1.94	5.06
2	EXCLUDING AFUDC FROM INCOME BEFORE INTEREST CHARGES	3.25	5.06	3.96	1.87	4.99
<u>OTHER FINANCIAL RATIOS:</u>						
3	AFUDC AS A PERCENT OF INCOME AVAILABLE FOR COMMON	N/A	1.08%	6.90%	8.91%	2.15%
4	PERCENT OF CONSTRUCTION FUNDS GENERATED INTERNALLY	36.31%	22.61%	14.99%	22.99%	29.04%
<u>PREFERRED DIVIDEND COVERAGE:</u>						
5	INCLUDING AFUDC	Not Applicable - Peoples Gas has no Preferred Dividends				
6	EXCLUDING AFUDC	Not Applicable - Peoples Gas has no Preferred Dividends				
<u>RATIO OF EARNINGS TO FIXED CHARGES:</u>						
7	INCLUDING AFUDC	N/A	5.02	4.08	1.92	5.00
8	EXCLUDING AFUDC	1.40	4.98	3.90	1.85	4.93
<u>EARNINGS PER SHARE:</u>						
9	INCLUDING AFUDC					
10	EXCLUDING AFUDC	Not Applicable - Peoples Gas has no publicly traded stock				
11	DIVIDENDS PER SHARE					

12 Totals may be affected due to rounding.  
 SUPPORTING SCHEDULES: D-11 p.1-3, G-3 p.9-11

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## **EXHIBIT B**

### **“COMPARISON OF MONTHLY BILLS”**

Peoples Gas System  
Comparison of Monthly Bills  
Docket No. 20200051

Customer Class	Current Threshold	Proposed Threshold	Average Monthly Usage	*Present Rates With Fuel	*Proposed Rates With Fuel	Percent Increase
Residential 1	0 - 99	0 - 99	6	\$ 19.10	\$ 23.82	24.67%
Residential 2	100 - 249	100 - 249	15	\$ 33.51	\$ 38.24	14.13%
Residential 3	250 - 1,999	250 - 1,999	35	\$ 63.95	\$ 70.63	10.45%
Residential Standby Generator	> 20, distribution rate	> 20, distribution rate	Minimal	\$ 19.01	\$ 27.74	45.92%
Commercial Standby Generator	> 40, distribution rate	> 40, distribution rate	Minimal	\$ 33.26	\$ 48.00	44.32%
Small General Service	0 - 1,999	0 - 1,999	75	\$ 122.19	\$ 134.01	9.68%
General Service 1	2,000 - 9,999	2,000 - 9,999	400	\$ 514.36	\$ 549.15	6.76%
General Service 2	10,000 - 49,999	10,000 - 49,999	1,500	\$ 1,790.79	\$ 1,888.95	5.48%
General Service 3	50,000 - 249,999	50,000 - 249,999	7,500	\$ 8,606.45	\$ 9,067.60	5.36%
General Service 4	250,000 - 499,999	250,000 - 499,999	36,000	\$ 38,879.98	\$ 40,431.19	3.99%
General Service 5	> 500,000	> 500,000	80,000	\$ 81,992.29	\$ 84,329.89	2.85%
SIS	1,000,000 - 3,999,999	1,000,000 - 3,999,999	150,000	\$ 145,881.09	\$ 150,628.50	3.25%
IS	4,000,000 - 49,999,999	4,000,000 - 49,999,999	875,000	\$ 819,495.14	\$ 832,952.50	1.64%
ISLV	> 50,000,000	> 50,000,000	5,250,000	\$ 4,790,236.39	\$ 4,802,590.00	0.26%
Residential Gas Heat Pump			250	\$ 300.31	\$ 281.41	-6.29%
Commercial Gas Heat Pump			500	\$ 605.32	\$ 601.39	-0.65%
Commercial Street Lighting			1,200	\$ 1,388.56	\$ 1,461.12	5.23%
Wholesale			12,000	\$ 13,033.53	\$ 13,555.53	4.01%

---

**From:** Snyder, Deborah <Deborah.Snyder@sumtercountyfl.gov>  
**Sent:** Friday, September 04, 2020 12:16 PM  
**To:** Arnold, Bradley <Bradley.Arnold@sumtercountyfl.gov>  
**Cc:** Cohoon, Steven <Steven.Cohoon@sumtercountyfl.gov>; Bryant, Michael <Michael.Bryant@sumtercountyfl.gov>  
**Subject:** Action and Info: Wayfinding Master Plan

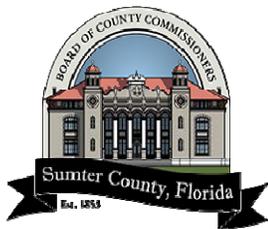
Good afternoon Mr. Arnold,

Please find attached the Draft Wayfinding Master Plan. Please review and provide comments. It is filed here: [S:\Public Works\Traffic - Wayfinding Signs](#) Once you are good with the plan, our next step is to work with one of our new general consultants to prepare the engineering plans FDOT requires for updates to the State Roads.

Steven has done well to decipher my old notes and put this Master Plan together. Thank you, Steven!

Mike and his Team have been working on removing the green and white "Sumter County" signs (where we have the brown signs), the "church" signs, and other signs we discussed when we did our field review.

Please let me know if you have any comments.



**Deborah Snyder**

Director

Public Works

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.*



# Sumter County Wayfinding Master Plan 2020 Revisions

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## Purpose

The Sumter County Board of County Commissioners (BOCC) approved the Wayfinding Master Plan on October 23, 2012. Phase one of the master plan established the design principals, proposed sign locations, and action plan for implementation. Phase two of the master plan, approved on June 24, 2014, included the implementation, fabrication, and installation of the wayfinding signage established in phase one. The master plan updates are being proposed to promote points of interest, and correct minor inconsistencies in the initial wayfinding master plan.

## Summary of Chapter 14-51 and the MUTCD

Chapter 14-51 of the Florida Administrative Code states there shall be a maximum of four destinations shown on each community wayfinding guide sign. This chapter also states the arrows location and priority order of destinations shall follow the provisions described in Section 2D.08 and Section 2D.37 of the Manual of Uniform Traffic Control Devices (MUTCD). The positioning of arrows relative to the destinations shown shall be in accordance with Section 2D.37 of the MUTCD. Community wayfinding guide and pedestrian wayfinding signs and their supporting structures shall be designed, constructed, and installed to meet the Florida Department of Transportation (FDOT) clear zone and safety criteria, including breakaway features. The design shall be signed and sealed by a Professional Engineer registered in the State of Florida.

From section 2D.37 of the MUTCD:

**Standard:**

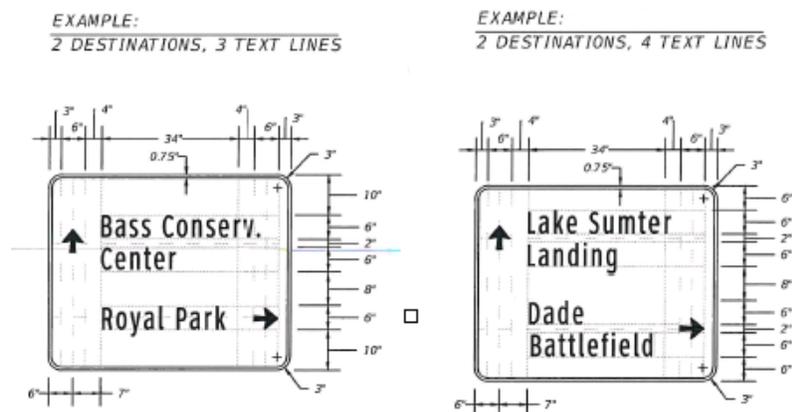
**05** *Except as otherwise provided in this Manual, an arrow pointing to the right shall be at the extreme right of the sign, and an arrow pointing left or up shall be at the extreme left. The distance numerals, if used, shall be placed to the right of the destination names.*

**Standard:**

**15** *If more than one destination is displayed in the same direction, the name of a nearer destination shall be displayed above the name of a destination that is further away.*

## Example of Arrow Placement

An example of proper arrow placement for a single line and two line destinations is shown below.



## FDOT Requirements

All signage on FDOT roadways will need to follow the requirements detailed in Chapter 14-51 of Florida's Highway Guide Sign Program. As stated above, no more than four destinations can be shown on each community wayfinding guide sign. The phrase "The Villages" is not recommended in the wayfinding sign revisions as it is considered an additional location. Secondly, FDOT will not allow two similar destinations in a single line (ex. Lake Okahumpka and Lake Deaton). Lastly, the revisions must be submitted as a plan set through the FDOT permit process. The following items are required:

1. Cover Sheet
2. Criteria Package
3. Letter of Transmittal
4. Copy of the County's Resolution adopting the Wayfinding Sign system and maintenance of the system
5. Specifications Sheet (this sheet(s) will typically show the design elements such as fonts, arrow forms, artwork for the logo, typical sign pallet, Quality Assurance statements, Project Conditions, Performance Requirements, etc.)
6. Plan sheets showing the design of each sign.
7. Map indicating sign locations.
8. Professional Engineer Certificate.
9. Wind loading/breakaway calculations
10. Engineered set of plans per FAC 14-51.052 (14)

## Implementing Approved Revisions

Once the draft revisions are approved, it is recommended that a consultant prepares and submits a signed and sealed plan set through the FDOT Permitting System. The consultant would be required to coordinate the draft plans with The Villages to ensure their concerns and requests are included or rejected with justification.

## Revisions north of SR 44 east of US 301

C 466 at Morse Blvd.

Action-place and remove signs



**Place Sign 1**

- ← Lake Sumter Landing
- Spanish Springs →
- ← Brownwood Paddock Square

**Place Sign 2**

- Lake Sumter Landing →
- ← Spanish Springs
- Brownwood Paddock Square →

**Remove two overhead “Lake Sumter Landing” signs from traffic signal mast arms.**

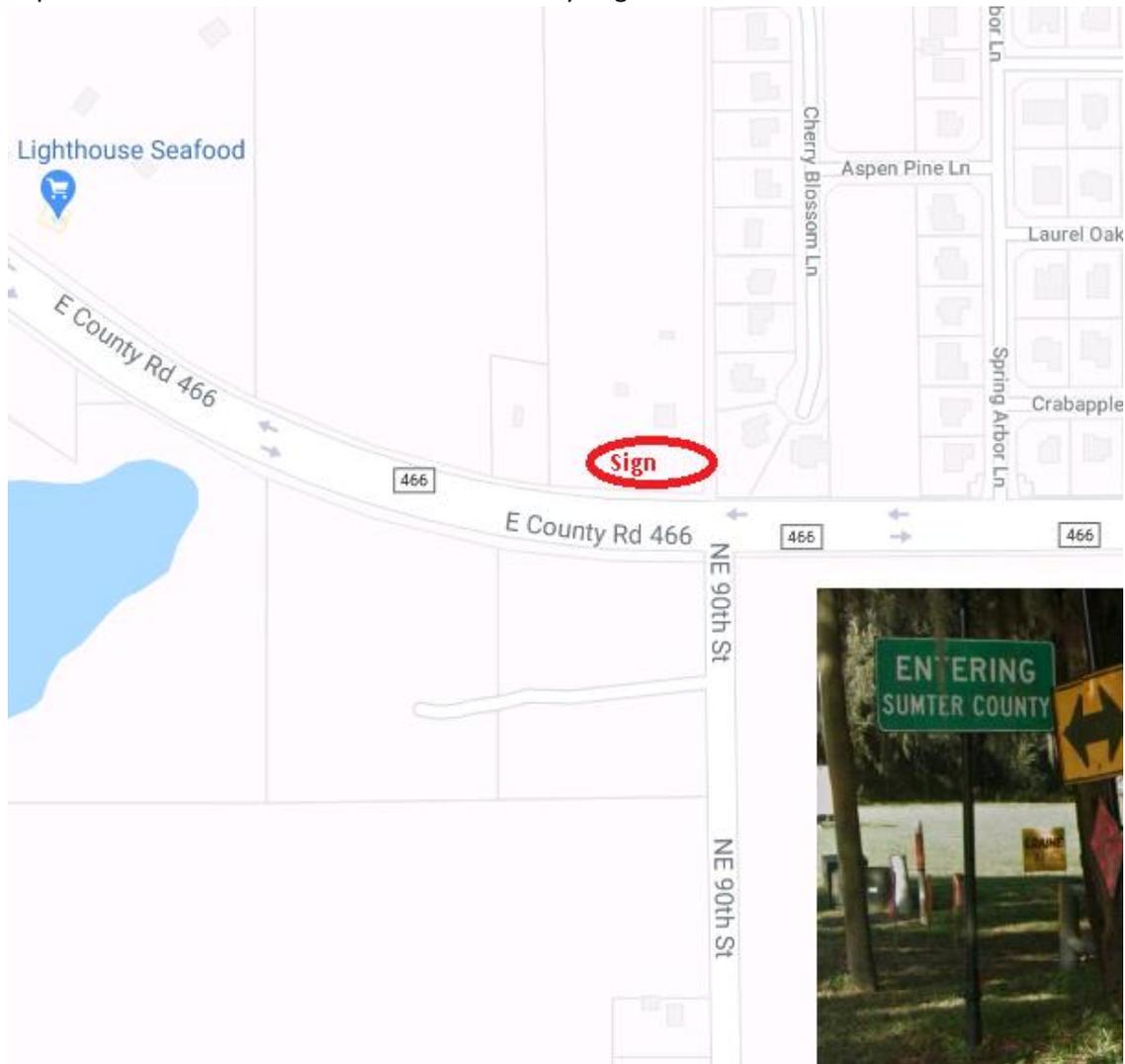


Justification:

1. Nearest points of interest.

C 466 at CR 100.

Action-place decorative “Welcome To Sumter County” sign.



**Additional Information:**

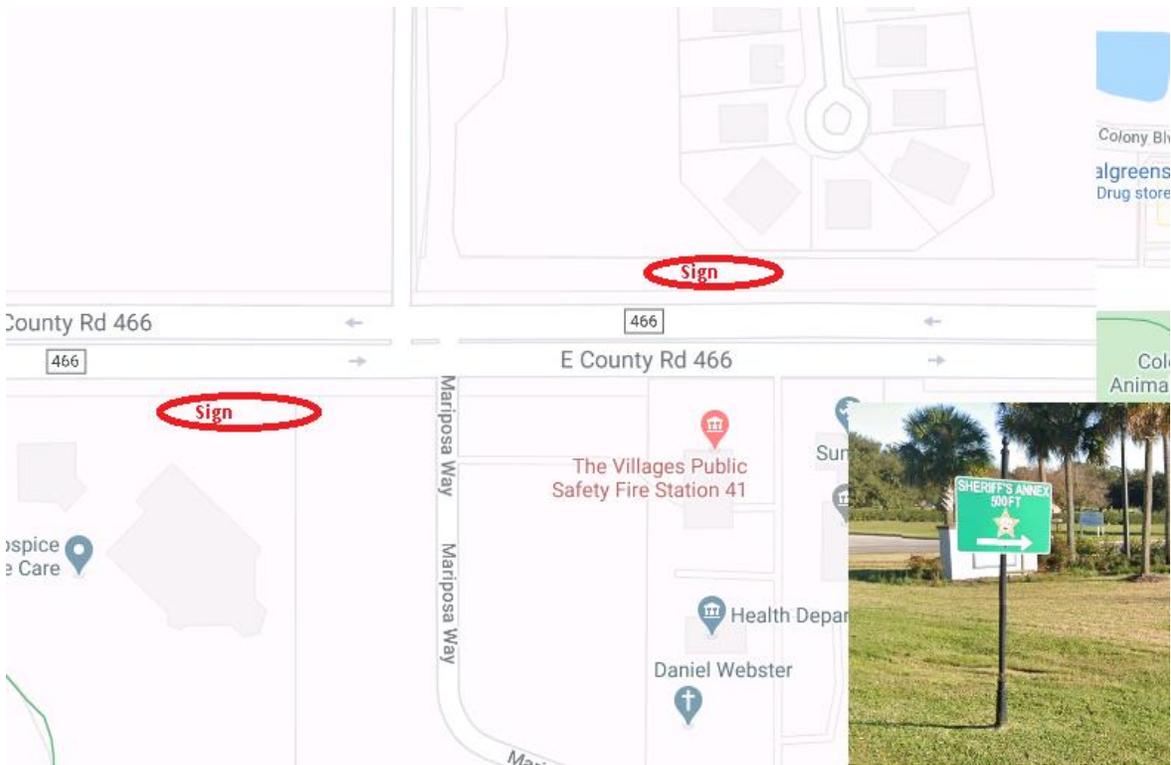
The existing “Entering Sumter County” sign was removed during the signal construction.

Justification:

1. Provide consistent “Welcome to Sumter County” signage for major corridors.

C 466 at Mariposa Way

Action- remove signs



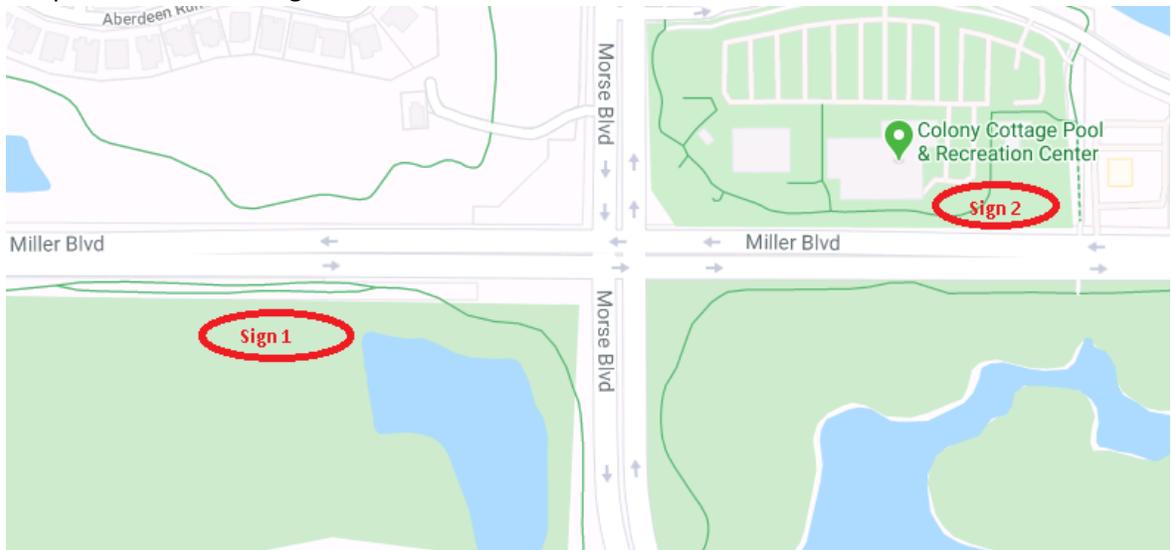
**Remove two Sheriffs Annex signs east and west of Mariposa Way.**

Justification:

1. Unnecessary signage/over signage near the intersection.

C 466A at Morse Blvd.

Action-place and remove signs



**Place Sign 1**

- ←Lake Sumter Landing
- Brownwood Paddock

Square →

- ← Spanish Springs

### Place Sign 2

- Lake Sumter Landing→
- ←Brownwood Paddock Square
- Spanish Springs →

Remove two overhead “Lake Sumter Landing” signs and two overhead “Brownwood” signs from traffic signal mast arms.



Justification:

1. Higher trip generations from this intersection to displayed destinations are expected.

## Revisions State Routes

US 301 at C 466

Action- revisions



### V-01

- ↑Lake Miona
- ←Lake Sumter Landing
- ↑ Brownwood Paddock Square

### V-02

- ←Lake Miona

- ← Brownwood Paddock Square

**V-03**

- Lake Sumter Landing→

**V-04**

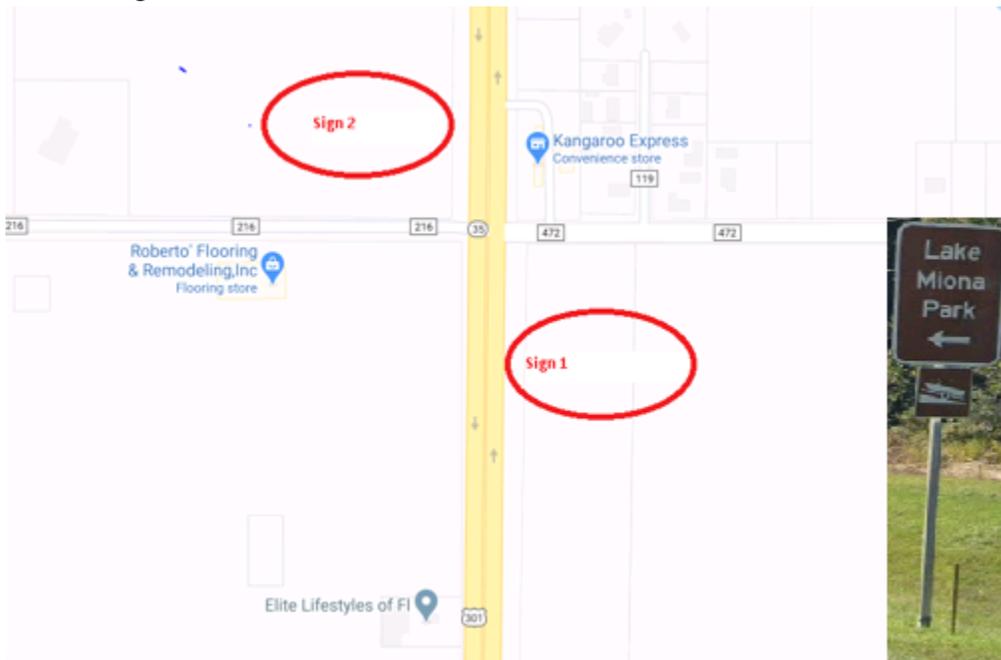
- Lake Miona→
- ↑ Lake Sumter Landing
- Brownwood Paddock Square →

Justification:

1. Remove Royal Park as this is a community park predominantly used by the neighboring school and church. The likelihood that the destination will generate a high number of trips from this intersection is low.
2. Remove Coleman Landing, Webster Market, and Lake Okahumpka Park. Trip generation from this intersection to the specified destinations would be low.
3. Remove Lk Pan WMA as this destination is not anticipated to be a high trip generator from this intersection.

US 301 at C 472

Action-Revise two signs



**Sign 1**

- Lake Miona→
- ↑Lake Sumter Landing

**Sign 2**

- ←Lake Miona

Justification:



1. Nearest points of interest.

## SR 44 at Morse Blvd.

Action-place and remove signs



### Sign 1

- ↑ Lake Okahumpka
- ↑ Lake Deaton
- ↑ Brownwood Paddock Square
- Lake Sumter Landing →

### Sign 2

- Lake Okahumpka →
- Lake Deaton →
- Brownwood Paddock Square →

### Sign 3

- ← Lake Sumter Landing

### Sign 4

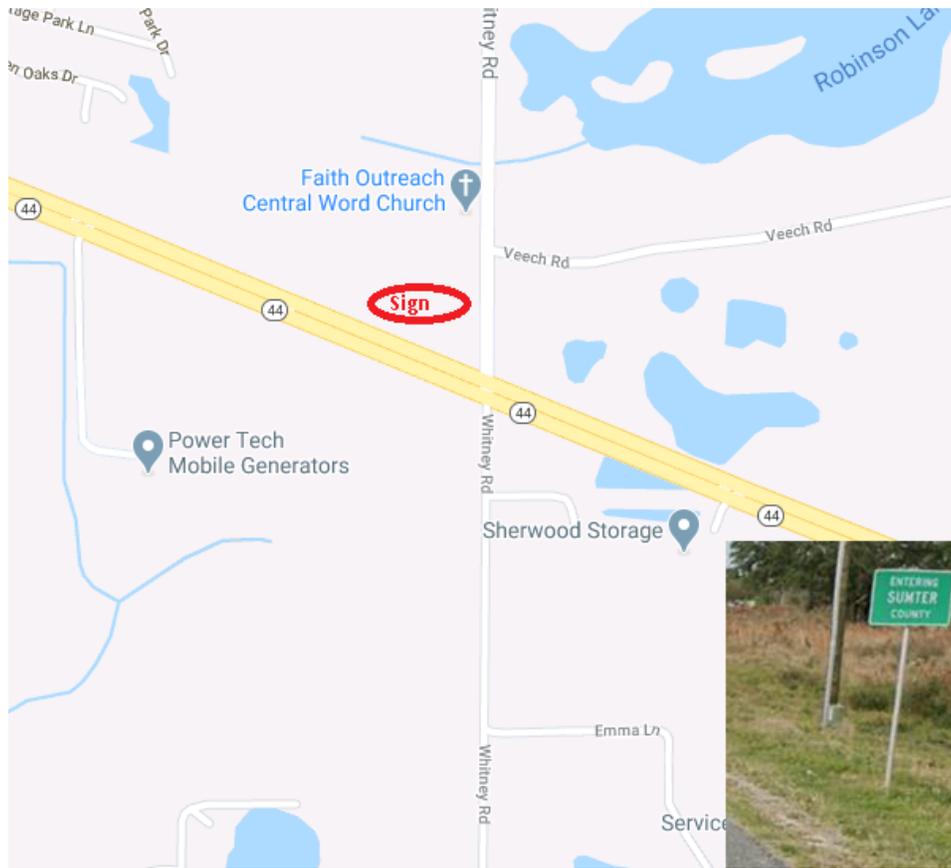
- ← Lake Okahumpka
- ← Lake Deaton
- ← Brownwood Paddock Square
- ↑ Lake Sumter Landing

Justification:

1. Nearest points of interest. The Baker House will be identified closer to the location.

## SR 44 at Sumter County/Lake County line

Action- place decorative “Welcome To Sumter County” sign, and remove green “Entering Sumter County” sign



### Sign

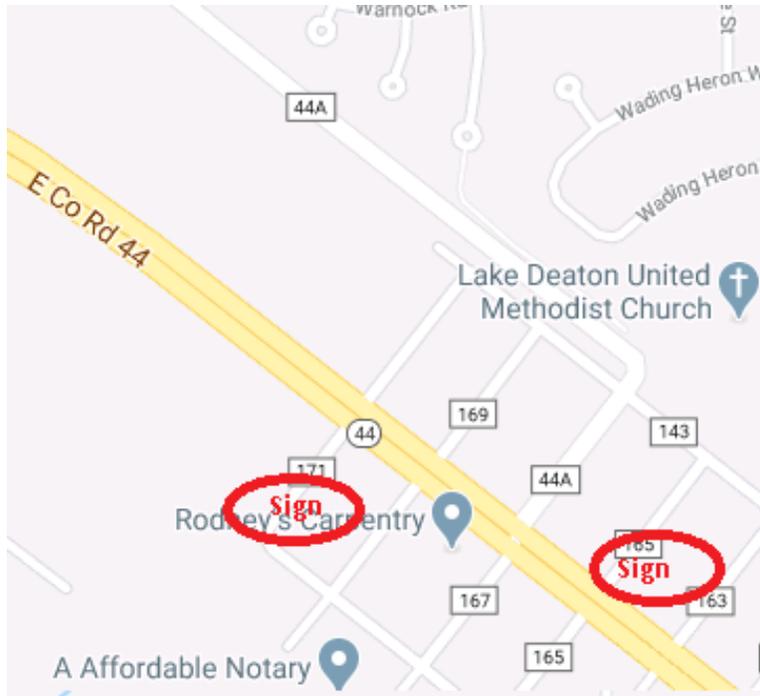
- **Welcome To Sumter County**

Justification:

1. Provide consistent “Welcome to Sumter County” signage for major corridors.

## SR 44 at C 44A

Action-place signs



**Sign east and west of C 44A**

- Baker House → (east)
- ← Baker House (west)

**SR 44 at Buena Vista Blvd.**

Action-place sign



**Sign 1**

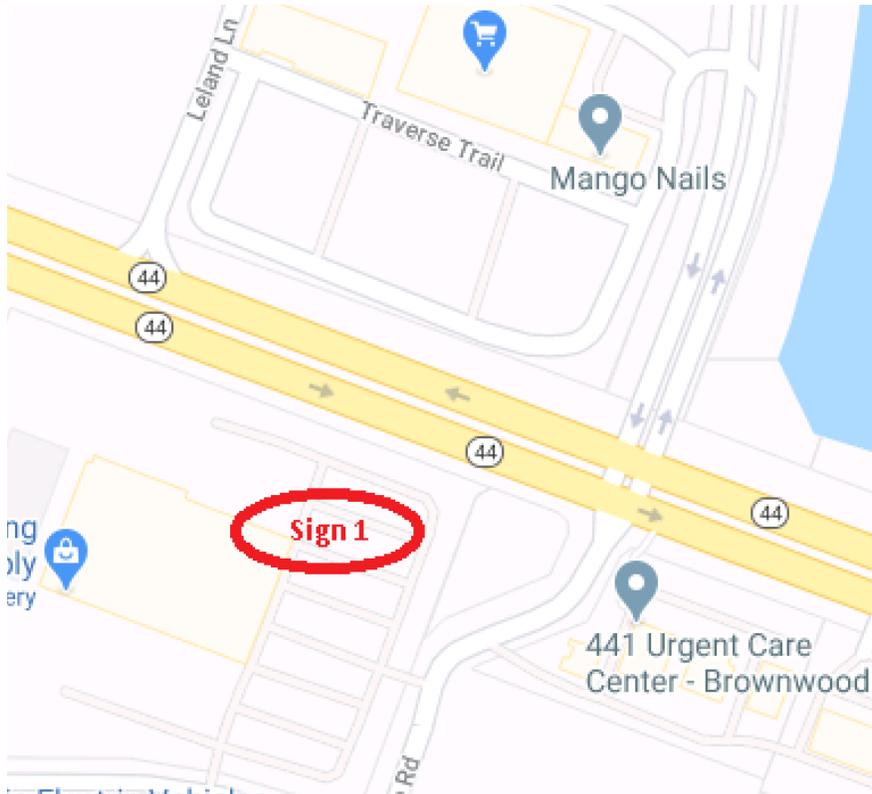
- Brownwood Paddock Square →

Justification:

1. The first point along SR 44 westbound to access Brownwood.

### SR 44 at Powell Road

Action-place sign



#### Sign 1

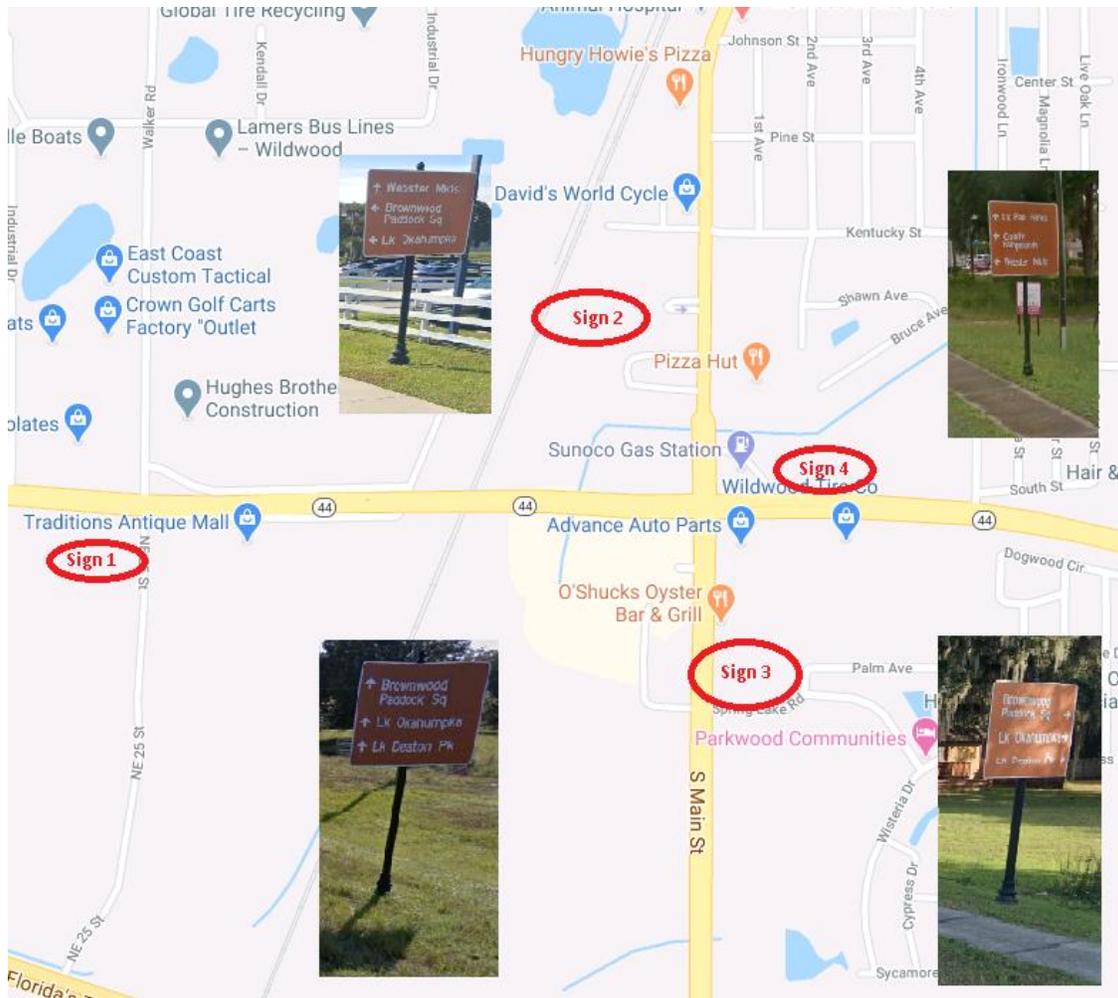
- ←Brownwood Paddock Square
- ↑ Lake Okahumpka
- ↑Lake Deaton
- ↑Lake Sumter Landing

Justification:

1. The first point along SR 44 eastbound to access Brownwood.

### SR 44 at US 301

Action-revise signs



**Sign 1**

- ↑ Brownwood Paddock Square
- ↑ Lake Okahumpka
- ↑ Lake Deaton
- ← Lake Sumter Landing
  - *This recommendation may be rejected by FDOT as there is an existing guide sign at the intersection with three locations. This may exceed the four locations per intersection rule.*

**Sign 2**

- ← Brownwood Paddock Square
- ← Lake Okahumpka
- ← Lake Deaton
- ↑ Coleman Landing
  - *This recommendation may be rejected by FDOT as there is an existing guide sign at the intersection with three locations. This may exceed the four locations per intersection rule.*

### Sign 3

- Brownwood Paddock → Square
- Lake Okahumpka →
- Lake Deaton →
- ↑ Lake Sumter Landing
  - *This recommendation may be rejected by FDOT as there is an existing guide sign at the intersection with three locations. This may exceed the four locations per intersection rule.*

### Sign 4

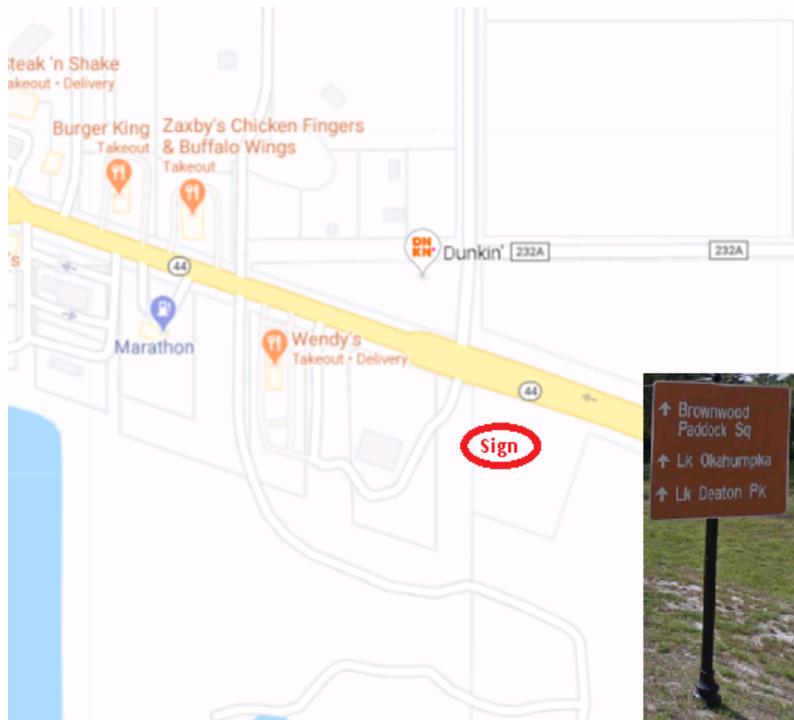
- ← Coleman Landing
- Lake Sumter Landing →
  - *This recommendation may be rejected by FDOT as there is an existing guide sign at the intersection with three locations. This may exceed the four locations per intersection rule.*

Justification:

1. Nearest points of interest. Trips to Lake Miona and the Baker House locations are not anticipated to be high from this intersection.

## SR 44 east of I-75

Action-revise signs



### Sign 1

- ↑ Brownwood Paddock Square

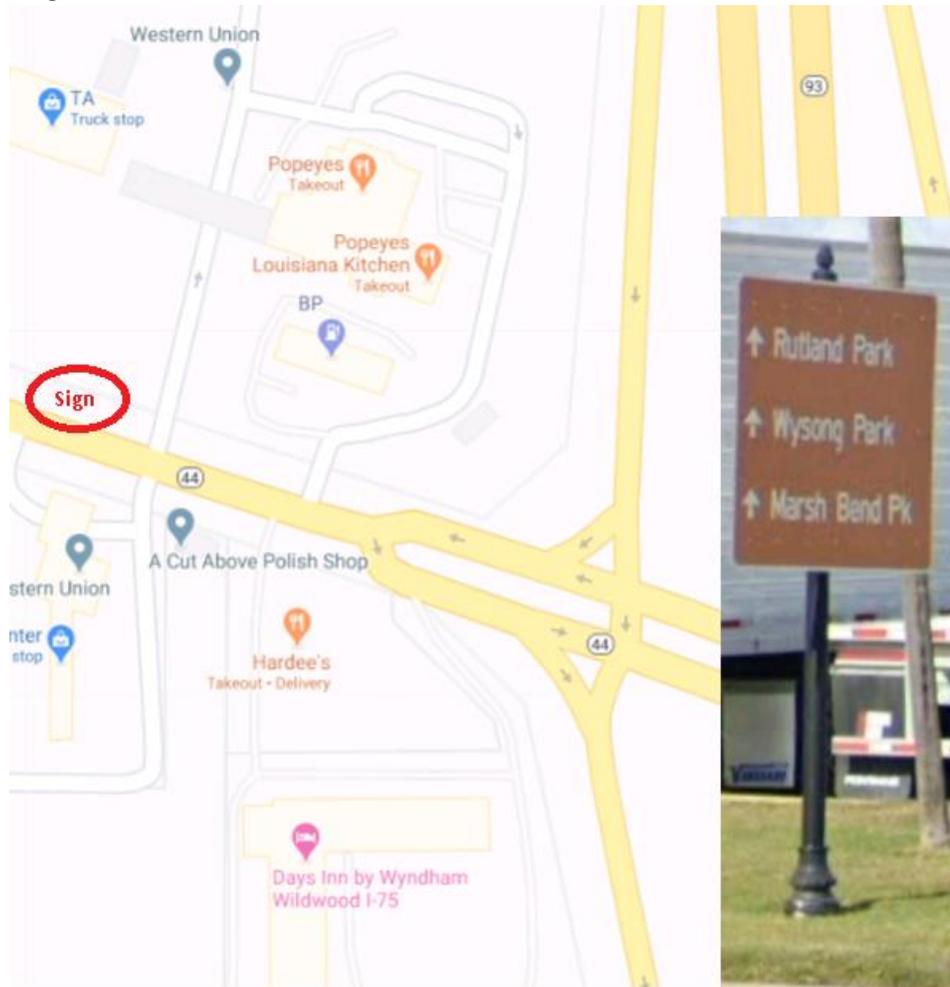
- ↑Lake Okahumpka
- ↑Lake Deaton
- ↑Lake Sumter Landing

Justification:

1. Nearest points of interest.

SR 44 west of I-75

Action-revise signs



**Sign 1**

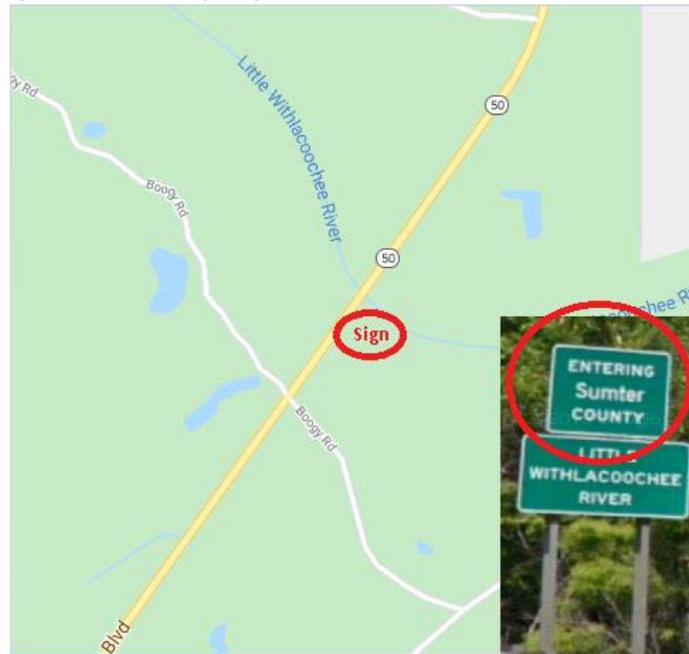
- ↑Rutland Park
- ↑Wysong Park
- ↑ Marsh Bend
- Park
- ↑Lake Panasoffkee WMA

Justification:

1. Nearest points of interest.

### SR 50 at County Line

Action-remove “Entering Sumter County” sign

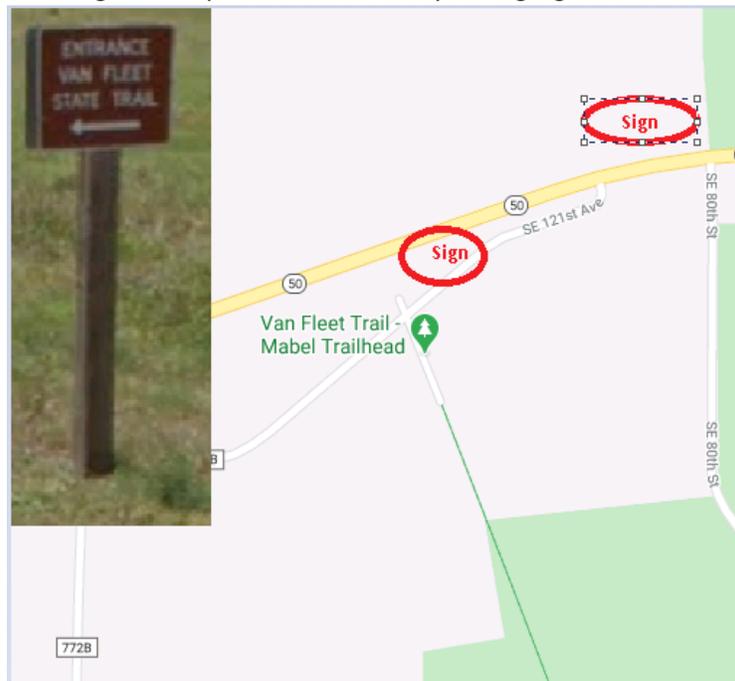


Justification:

1. Inconsistent with decorative “welcome” signage. Decorative signage exists on the east side of the Little Withlacoochee River.

### SR 50 at Van Fleet Trail

Action-remove undersized sign and replace with 4’x5’ wayfinding sign



Sign east and west of SE 121<sup>st</sup> Ave.

- **Van Fleet Trail → (west)**
- **← Van Fleet Trail (east)**

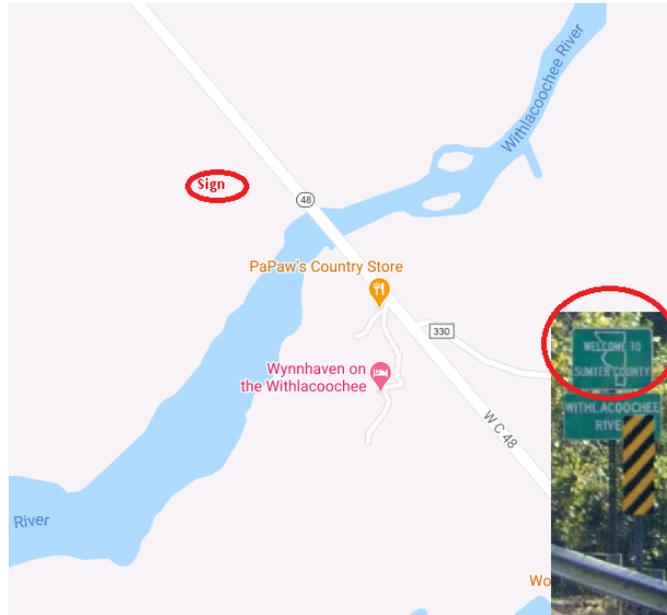
Justification:

1. Inconsistent wayfinding sign size.

## Revisions excluding state routes south of SR 44 west of US 301

### C 48 west of Withlacoochee River

Action-remove “Welcome To Sumter County” sign



Justification:

1. Inconsistent with decorative “welcome” signage. Brown and white decorative signage exist on the north side of the Withlacoochee River.

### Low volume roadways at County line

Action-remove and revise existing signage



**Locations:**

- CR 209
- CR 702
- CR 728

**Justification:**

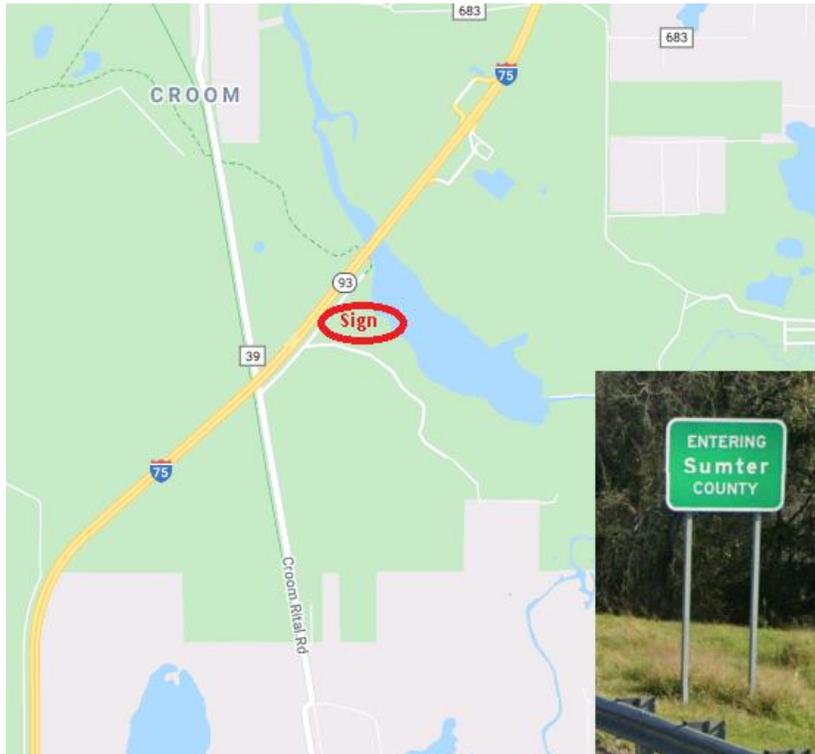
1. Inconsistent with decorative “welcome” signage. A smaller version of the brown and white decorative signage should be designed and installed.

## Revisions Interstate and Turnpike

Per Chapter 14-51 of Florida’s Highway Guide Sign Program, community wayfinding guide signs shall not be allowed within the right of way of limited access facilities, including ramps and frontage roads. However, the request can be made and may be approved.

### I 75 north at County line

Action-replace “Entering Sumter County” sign with decorative sign

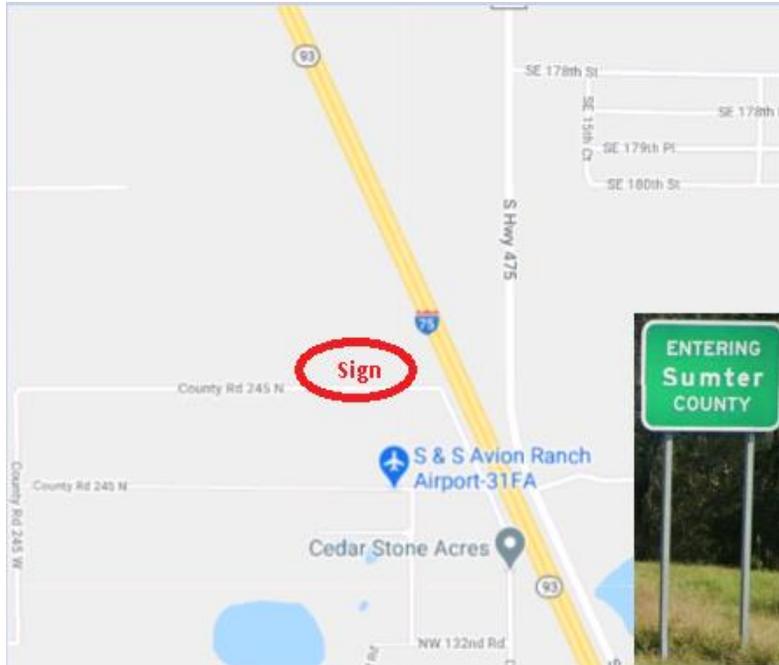


**Justification:**

1. Inconsistent with decorative “welcome” signage.

### I 75 south at County line

Action-replace “Entering Sumter County” sign with decorative sign



Justification:

1. Inconsistent with decorative “welcome” signage.

### Florida’s Turnpike north at County line

Action-Replace “Entering Sumter County” sign with decorative sign



Justification:

1. Inconsistent with decorative “welcome” signage. Brown and white decorative signage exist on the east side of the Withlacoochee River.

*FDOT’s regulations prohibit the placement of wayfinding signs within the right-of-way of the Florida Turnpike. However, an exception may be made as a secondary gateway sign already exists.*

SUMTER BOARD OF COMMISSIONERS  
 Payment Register Print

Batch: 0 Period: 08/04/20

Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
			FOR BANK ACCOUNT:2	SUNTRUST BANK, NATURE COAST					
3496		56	FLA RETIREMENT SYSTEM						
			JULY 2020 EFT PMT	JULY2020EFTPMT	277,948.73	0.00	277,948.73		
	HP		** PAYMENT TOTAL **	1	277,948.73	0.00	277,948.73	08/04/20	78191
3499		8349	EMPLOYEE BENEFITS CORPORATION						
			FSA Claims 7/28-29/2020	2969656	230.00	0.00	230.00		
	HP		** PAYMENT TOTAL **	1	230.00	0.00	230.00	08/03/20	78220
3500		7826	DELTA DENTAL INSURANCE COMPANY						
			DENTAL ACH8/3/2020 7/23-29	BE004045082C	10,268.20	0.00	10,268.20		
	HP		** PAYMENT TOTAL **	1	10,268.20	0.00	10,268.20	08/03/20	78222
1		1468	SHERIFF OF SUMTER COUNTY						
			TEST FOR EFT DEPOSITS	EFTTEST	1.00	0.00	1.00		
			** PAYMENT TOTAL **	1	1.00	0.00	1.00	08/04/20	78240
BANK TOTALS			PAYMENTS: 4	VOIDS: 0	4	288,447.93	0.00	288,447.93	

SUMTER BOARD OF COMMISSIONERS  
 Payment Register Print

Batch: 0 Period: 08/04/20

Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
REGISTER TOTALS		PAYMENTS: 4		VOIDS: 0	4	288,447.93	0.00	288,447.93	
PAYMENT TYPE TOTALS									
EFT		PAYMENTS: 3		VOIDS: 0		288,446.93	0.00	288,446.93	
EPAY		PAYMENTS: 1		VOIDS: 0		1.00	0.00	1.00	

SUMTER BOARD OF COMMISSIONERS  
Payment Register Print

Batch: 0 Period: 08/06/20

Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
			FOR BANK ACCOUNT:2	SUNTRUST BANK, NATURE COAST					
					PAYABLES CLEARING ACCOUNT				
1070899		2	RV MONEY LLC						
			REFUND ROAD IMPACT FEE	MSC2019-00005	17,241.54	0.00	17,241.54		
			** PAYMENT TOTAL **	1	17,241.54	0.00	17,241.54	08/06/20	78272
1070900		7	CLERK OF CIRCUIT COURT						
			RECORD SAT OF LIENS	2251	20.00	0.00	20.00		
			** PAYMENT TOTAL **	1	20.00	0.00	20.00	08/06/20	78272
1070901		7	CLERK OF CIRCUIT COURT						
			RECORD LIEN	2252	10.00	0.00	10.00		
			** PAYMENT TOTAL **	1	10.00	0.00	10.00	08/06/20	78272
1070902		7	CLERK OF CIRCUIT COURT						
			RECORD DEED	2255	44.00	0.00	44.00		
			** PAYMENT TOTAL **	1	44.00	0.00	44.00	08/06/20	78272
1070903		364	CDW COMPUTER GOVERNMENT INC						
			SOE canvassing room 3928237	ZLM3504	290.36	0.00	290.36		
			DELL 2D19 90W PD 130W 0728881	ZMJ3527	1,069.75	0.00	1,069.75		
			** PAYMENT TOTAL **	2	1,360.11	0.00	1,360.11	08/06/20	78272
1070904		402	CITY OF BUSHNELL						
			20113651-0 6/15-7/13	20113651-0071320	484.36	0.00	484.36		
			** PAYMENT TOTAL **	1	484.36	0.00	484.36	08/06/20	78272
1070905		406	CITY OF CENTER HILL						
			2-185.2 8/1	2-185.2072920	27.00	0.00	27.00		
			2-185 8/1/20	2-185072920	57.00	0.00	57.00		
			** PAYMENT TOTAL **	2	84.00	0.00	84.00	08/06/20	78272
1070906		463	CONTROL SPECIALISTS						
			SERVICE CALLS JULY	2007-040	2,932.00	0.00	2,932.00		
			TRAFFIC SIGNAL MAINT AUGUST	2008-011	11,030.00	0.00	11,030.00		
			** PAYMENT TOTAL **	2	13,962.00	0.00	13,962.00	08/06/20	78272
1070907		509	C.D.S. SYSTEMS						
			CDS Sys Cellular Monit 2389B	23203	65.00	0.00	65.00		
			** PAYMENT TOTAL **	1	65.00	0.00	65.00	08/06/20	78272
1070908		519	THE VILLAGES DAILY SUN						
			01116977 LEG NOT OF QUASI 7/24	955031	100.70	0.00	100.70		
			01116977 RFQ 7/24	955263	90.25	0.00	90.25		
			** PAYMENT TOTAL **	2	190.95	0.00	190.95	08/06/20	78272
1070909		529	DAB CONSTRUCTORS, INC						
			JUMPER CRK 25TH ST IMPR #2	ITB010-0-2020PAYAPP2	172,659.44	0.00	172,659.44		
			** PAYMENT TOTAL **	1	172,659.44	0.00	172,659.44	08/06/20	78272
1070910		1032	LEWIS BROTHERS INC						
			V#36 Demon/Recon G.VELA	GV080320	9,388.35	0.00	9,388.35		

SUMTER BOARD OF COMMISSIONERS  
Payment Register Print

Batch: 0 Period: 08/06/20

Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
			** PAYMENT TOTAL **	1	9,388.35	0.00	9,388.35	08/06/20	78272
1070911		1085	MARTIN'S LOCK SHOP INC Emergency Repair to Door	94094	248.02	0.00	248.02		
			** PAYMENT TOTAL **	1	248.02	0.00	248.02	08/06/20	78272
1070912		1515	SOUTHWEST FL WATER MGMT DIST Jumper Crk Wtrshd 13REV01A0000	20RE0000082	20,366.54	0.00	20,366.54		
			** PAYMENT TOTAL **	1	20,366.54	0.00	20,366.54	08/06/20	78272
1070913		1563	SUMTER COUNTY HEALTH DEPT Water Testing/Permit Fee ROYAL	60-BID-4787616	50.00	0.00	50.00		
			** PAYMENT TOTAL **	1	50.00	0.00	50.00	08/06/20	78272
1070914		1565	SECO ENERGY 8010598700 6/24-7/24 9600604901 6/25-7/27	8010598700072420 9600604901072720	46.15 352.97	0.00 0.00	46.15 352.97		
			** PAYMENT TOTAL **	2	399.12	0.00	399.12	08/06/20	78272
1070915		1650	TRI-CO COMMUNICATIONS INC. Radio repairs 1496 Radio install and removal 1496 Radio install and removal 1496 Tri-Co Radio Subscriber 1496 Tri-Co Radio svc agree 1496 Tri-Co Radio Subscrib Svc 1496 Tri-Co Radio Subscrib 1496	119005591-1 119005715-1 119005722-1 80002447 80002448 80002449 80002450	234.55 64.75 64.75 10,695.75 252.00 1,096.80 420.50	0.00 0.00 0.00 0.00 0.00 0.00 0.00	234.55 64.75 64.75 10,695.75 252.00 1,096.80 420.50		
			** PAYMENT TOTAL **	7	12,829.10	0.00	12,829.10	08/06/20	78272
1070916		1712	WASTE MANAGEMENT INC OF FL 23-19239-53004 8/1-31	0418629-2227-9	383.97	0.00	383.97		
			** PAYMENT TOTAL **	1	383.97	0.00	383.97	08/06/20	78272
1070917		1726	THOMSON REUTERS WEST West Law Subscrip 1000588013	842499874	704.00	0.00	704.00		
			** PAYMENT TOTAL **	1	704.00	0.00	704.00	08/06/20	78272
1070918		1763	WITHLACOCHEE RIVER ELEC 1230737 10138863 7/27	1230737072720	6.92	0.00	6.92		
			** PAYMENT TOTAL **	1	6.92	0.00	6.92	08/06/20	78272
1070919		2013	A-LINE FIRE & SAFETY INC Install Additional Repeat	12075	477.72	0.00	477.72		
			** PAYMENT TOTAL **	1	477.72	0.00	477.72	08/06/20	78272
1070920		2252	CAPITOL SOLUTIONS, LLC Lobbyist Services AUGUST	CS082020	5,500.00	0.00	5,500.00		
			** PAYMENT TOTAL **	1	5,500.00	0.00	5,500.00	08/06/20	78272
1070921		2259	OVERHEAD DOOR COMPANY OF OCALA REPAIR ROLL UP DOOR	13774	165.00	0.00	165.00		

SUMTER BOARD OF COMMISSIONERS  
Payment Register Print

Batch: 0 Period: 08/06/20

Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
			Roll Up Door Rep & Maint	13776	165.00	0.00	165.00		
			** PAYMENT TOTAL **	2	330.00	0.00	330.00	08/06/20	78272
1070922		2803	PATTERSON VETERINARY SUPPLY, INC						
			NOBIVAC FEL,PANACUR 0200137618	3006062375	3,712.04	0.00	3,712.04		
			** PAYMENT TOTAL **	1	3,712.04	0.00	3,712.04	08/06/20	78272
1070923		3760	VFIS						
			Add 3 F150 Ford Vehicl C40717	222352120	525.00	0.00	525.00		
			** PAYMENT TOTAL **	1	525.00	0.00	525.00	08/06/20	78272
1070924		3978	HRO, INC.						
			Ham radio accessories 81042744	81-412168	497.20	0.00	497.20		
			** PAYMENT TOTAL **	1	497.20	0.00	497.20	08/06/20	78272
1070925		4102	NATIONAL FIRE CODES						
			NFPA renewal notice 2993920	7755815X	1,495.00	0.00	1,495.00		
			** PAYMENT TOTAL **	1	1,495.00	0.00	1,495.00	08/06/20	78272
1070926		4114	SARMA/MAF BACKGROUND SCREENING						
			Background Checks V5033580	41402270	346.62	0.00	346.62		
			** PAYMENT TOTAL **	1	346.62	0.00	346.62	08/06/20	78272
1070927		4370	SPARR BUILDING & FARM SUPPLY						
			Animal Services Feed S4112	2007-153666	68.35	0.00	68.35		
			** PAYMENT TOTAL **	1	68.35	0.00	68.35	08/06/20	78272
1070928		5021	PAGE DIXON CHANDLER SMITH, LLC						
			FIRE INSP JULY	11104	30,069.00	0.00	30,069.00		
			PLAN REV&FIRE INSP JULY	11105	16,107.00	0.00	16,107.00		
			** PAYMENT TOTAL **	2	46,176.00	0.00	46,176.00	08/06/20	78272
1070929		5061	CED/RAYBRO ELECTRIC SUPPLIES						
			ODP ELECTRICAL SUPP FH-95780	5251-786337	1,300.00	0.00	1,300.00		
			ODP ELECTRIC SUPP FH-95780	5251-786350	1,200.00	0.00	1,200.00		
			** PAYMENT TOTAL **	2	2,500.00	0.00	2,500.00	08/06/20	78272
1070930		5181	BEYERS FUNERAL HOME INC						
			INDIGENT CREMATION BALL	20-0861	650.00	0.00	650.00		
			** PAYMENT TOTAL **	1	650.00	0.00	650.00	08/06/20	78272
1070931		5186	CENTURYLINK						
			482784029 7/23/20	482784029072320	436.73	0.00	436.73		
			** PAYMENT TOTAL **	1	436.73	0.00	436.73	08/06/20	78272
1070932		5325	US BANK						
			272821000 FL CAP IMP BOND 2015	5783911	650.00	0.00	650.00		
			** PAYMENT TOTAL **	1	650.00	0.00	650.00	08/06/20	78272
1070933		5461	VERIZON WIRELESS						
			842106896-00001 6/24-7/23	9859393156	233.49	0.00	233.49		
			** PAYMENT TOTAL **	1	233.49	0.00	233.49	08/06/20	78272

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1070934		5659	AT&T MOBILITY 287298760559 6/14-7/13	287298760559X072120	416.30	0.00	416.30		
			** PAYMENT TOTAL **	1	416.30	0.00	416.30	08/06/20	78272
1070935		5701	FEDEX 9874-0229-6 SHIPPING 1862-5131-8 SHIPPING 9874-0229-6 SHIPPING	7-071-86166 7-077-42726 7-078-28126	14.13 31.00 29.29	0.00 0.00 0.00	14.13 31.00 29.29		
			** PAYMENT TOTAL **	3	74.42	0.00	74.42	08/06/20	78272
1070936		5737	MARION COUNTY BOCC 003 1033 022993501 7/24-8/23	00310330229935010820	152.50	0.00	152.50		
			** PAYMENT TOTAL **	1	152.50	0.00	152.50	08/06/20	78272
1070937		6053	TOM BARROW COMPANY ODP BLDG SUPP JAIL SUMT450 ODP BLDG SUPP SUMT450	1269497 1269500	12,589.00 5,972.00	0.00 0.00	12,589.00 5,972.00		
			** PAYMENT TOTAL **	2	18,561.00	0.00	18,561.00	08/06/20	78272
1070938		7075	ESI ACQUISITION, INC WebEOC ArcGIS ext	INVESI2775	14,572.80	0.00	14,572.80		
			** PAYMENT TOTAL **	1	14,572.80	0.00	14,572.80	08/06/20	78272
1070939		7144	CINTAS CORPORATION NO 2 PW UNIFORMS 12704444 SCSC MATS 12707180 BELV LIB MATS 12707253 OXFORD FIRE MATS 12703293 WW FIRE MATS 12703237	4057415006 4057536367 4057536901 4057536994 4057537010	122.48 12.96 7.44 10.80 4.32	0.00 0.00 0.00 0.00 0.00	122.48 12.96 7.44 10.80 4.32		
			** PAYMENT TOTAL **	5	158.00	0.00	158.00	08/06/20	78272
1070940		7372	ELECTRICAL WORKS On-Call Electrical JUDICIAL BL	16892	549.18	0.00	549.18		
			** PAYMENT TOTAL **	1	549.18	0.00	549.18	08/06/20	78272
1070941		7408	THE VILLAGES TECH SOLUTIONS New Jail Exp hardware items WEB PROGRAMMING ECO DEV WEB PROGRAMMING ECO DEV Packet Viper license renewal	19422 19448 19448 19455	1,597.16 3,990.00 3,990.00 12,540.00	0.00 0.00 0.00 0.00	1,597.16 1,995.00 1,995.00 12,540.00		
			** PAYMENT TOTAL **	4	18,127.16	0.00	18,127.16	08/06/20	78272
1070942		7637	SYMETRA LIFE SPEC&AGG LOSS 16010163000	AUG202016010163000	44,402.22	0.00	44,402.22		
			** PAYMENT TOTAL **	1	44,402.22	0.00	44,402.22	08/06/20	78272
1070943		7650	MTM TRANSIT LLC Transit Services JULY 2020	08032020	55,751.41	0.00	55,751.41		
			** PAYMENT TOTAL **	1	55,751.41	0.00	55,751.41	08/06/20	78272

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1070944		7651	BRIGHTVIEW LANDSCAPES, LLC						
			Landscape Contract -16618198	6952740	387.00	0.00	387.00		
			Retrofit Irrigat PW 16618198	6952774	2,919.00	0.00	2,919.00		
			MOVE VALVE 16618198	6952776	427.60	0.00	427.60		
			REMOVE & PLANT TURF 16618198	6952917	4,961.41	0.00	4,961.41		
			Landscape Contract -16618198	6953171	59,145.17	0.00	59,145.17		
			** PAYMENT TOTAL **	5	67,840.18	0.00	67,840.18	08/06/20	78272
1070945		7652	AIR MECHANICAL & SERVICE CORP						
			SVC CALL DET CTR SUMTERCO	100170	275.00	0.00	275.00		
			HVAC Contract - JULY SCSC	FM22458	2,207.92	0.00	2,207.92		
			** PAYMENT TOTAL **	2	2,482.92	0.00	2,482.92	08/06/20	78272
1070946		7749	THOUSAND PALMS RESORT						
			RUTLAND BOAT RAMP BATH HOUSE	1843	60.00	0.00	60.00		
			** PAYMENT TOTAL **	1	60.00	0.00	60.00	08/06/20	78272
1070947		7789	BECKER FAMILY FUNERAL HOME						
			INDIGENT CREMATION WHIT	09-125-20	650.00	0.00	650.00		
			** PAYMENT TOTAL **	1	650.00	0.00	650.00	08/06/20	78272
1070948		7823	ELIZABETH M. BERTELO						
			Public Def IT 7/20-31	EB073120	1,307.69	0.00	1,307.69		
			** PAYMENT TOTAL **	1	1,307.69	0.00	1,307.69	08/06/20	78272
1070949		7824	WILDWOOD QUALITY CLEANERS						
			Uniform alteration	07-000831-1	5.00	0.00	5.00		
			** PAYMENT TOTAL **	1	5.00	0.00	5.00	08/06/20	78272
1070950		7833	THE LUNZ GROUP						
			1902.07 PW ANNEX	184842	1,654.58	0.00	1,654.58		
			1902.07 PW ANNEX	194920	3,860.68	0.00	3,860.68		
			1902.07 PW ANNEX	195015	2,757.63	0.00	2,757.63		
			** PAYMENT TOTAL **	3	8,272.89	0.00	8,272.89	08/06/20	78272
1070951		7856	STAPLES ADVANTAGE						
			Hand Sanitizer PW ATL1806898	3451983335	69.32	0.00	69.32		
			Roll Paper ATL1806898	3451983336	17.56	0.00	17.56		
			** PAYMENT TOTAL **	2	86.88	0.00	86.88	08/06/20	78272
1070952		7979	HEART OF FLORIDA ENVIRONMENTAL						
			Hauling Services 34	2846	2,913.31	0.00	2,913.31		
			** PAYMENT TOTAL **	1	2,913.31	0.00	2,913.31	08/06/20	78272
1070953		8020	LIBRARY SYSTEMS & SERVICES, LLC						
			Library Sys&Services JULY	INV3296	247,359.25	0.00	247,359.25		
			** PAYMENT TOTAL **	1	247,359.25	0.00	247,359.25	08/06/20	78272
1070954		8272	EMS TECHNOLOGY SOLUTIONS						
			ANN Narcotics tracking lic	32392	3,360.00	0.00	3,360.00		

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			** PAYMENT TOTAL **	1	3,360.00	0.00	3,360.00	08/06/20	78272
1070955		8286	AJAX BUILDING CORPORATION Jail Expansion Project #9	201828-PAYAPP9	987,410.00	0.00	987,410.00		
			** PAYMENT TOTAL **	1	987,410.00	0.00	987,410.00	08/06/20	78272
1070956		8343	FIRST VEHICLE SERVICES, INC Maint&Repair Contract 1150741	11683021	27,293.94	0.00	27,293.94		
			** PAYMENT TOTAL **	1	27,293.94	0.00	27,293.94	08/06/20	78272
1070957		8394	SAFARI MICRO INC Dell Memory Upgrades SC13029	SM351520	9,275.04	0.00	9,275.04		
			** PAYMENT TOTAL **	1	9,275.04	0.00	9,275.04	08/06/20	78272
1070958		8398	TAYLORS PHARMACY Controlled Medications SUM002	INV068880	117.00	0.00	117.00		
			** PAYMENT TOTAL **	1	117.00	0.00	117.00	08/06/20	78272
1070959		8452	FIKES WHOLESALE, INC JULY ATM LEASE CU10556	CIN-128486	75.00	0.00	75.00		
			** PAYMENT TOTAL **	1	75.00	0.00	75.00	08/06/20	78272
1070960		8468	CIT BANK, N.A. Lease Charges 900-0258312-028 Lease Charges -900-0258312-018 Lease Charges 900-0258312-026	35972591 35986589 35986590	212.97 319.52 88.70	0.00 0.00 0.00	212.97 319.52 88.70		
			** PAYMENT TOTAL **	3	621.19	0.00	621.19	08/06/20	78272
1070961		8481	JENNIFER SANDERS RETIREE WAIVED INS #10	19-20SANDERSJ10	138.58	0.00	138.58		
			** PAYMENT TOTAL **	1	138.58	0.00	138.58	08/06/20	78272
1070962		8567	KATHLEEN ELIZABETH GLOVER Program Specialist 7/20-31	KATHYGLOVER07312020	1,388.80	0.00	1,388.80		
			** PAYMENT TOTAL **	1	1,388.80	0.00	1,388.80	08/06/20	78272
1070963		8620	COHERENT STAFFING SOLUTIONS Kennel Workers 6/1-28	1954B-ANIMALSERVICES	8,220.11	0.00	8,220.11		
			** PAYMENT TOTAL **	1	8,220.11	0.00	8,220.11	08/06/20	78272
1070964		8640	AMERICAN MEDICAL RESPONSE Emerg Ambulance Transport APR Emerg Ambulance Transport FEB Emerg Ambulance Transport JUNE Emerg Ambulance Transport MAR Emerg Ambulance Transport MAY	APRIL2020 FEBRUARY2020 JUNE2020 MARCH2020 MAY2020	105,337.50 100,337.50 105,337.50 105,337.50 105,337.50	0.00 0.00 0.00 0.00 0.00	105,337.50 100,337.50 105,337.50 105,337.50 105,337.50		
			** PAYMENT TOTAL **	5	521,687.50	0.00	521,687.50	08/06/20	78272
1070965		8666	ACME AUTO LEASING, LLC Vehicle Lease SUMTERCO 4515	20080207	12,200.00	0.00	12,200.00		
			** PAYMENT TOTAL **	1	12,200.00	0.00	12,200.00	08/06/20	78272

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1070966		8716	AFS JANITORIAL SERVICES Janitorial Contract 11168 JULY	46169	36,340.11	0.00	36,340.11		
			** PAYMENT TOTAL **	1	36,340.11	0.00	36,340.11	08/06/20	78272
1070967		8762	MCCALL SERVICE, INC Pest Control 39911932	58492904	925.00	0.00	925.00		
			** PAYMENT TOTAL **	1	925.00	0.00	925.00	08/06/20	78272
1070968		8770	TECO 221004648699 6/20-7/21	221004648699072120	41.53	0.00	41.53		
			** PAYMENT TOTAL **	1	41.53	0.00	41.53	08/06/20	78272
1070969		8823	VECTOR DISEASE CONTROL INTERNATIONAL, LL Mosquito Control Svcs SUMTER01	PI-A00007681	44,460.00	0.00	44,460.00		
			** PAYMENT TOTAL **	1	44,460.00	0.00	44,460.00	08/06/20	78272
1070970		8834	CLABORN MANUFACTURING COMPANY Doors/Frames for Modular Cells Doors/Frames Mod Cells	200331-2 200427-1	37,500.00 75,000.00	0.00 0.00	37,500.00 75,000.00		
			** PAYMENT TOTAL **	2	112,500.00	0.00	112,500.00	08/06/20	78272
1070971		8887	ODYSSEY INTERNATIONAL, INC PW EXPANSION #2 W WW FIRE STA #33 APP#6	ITB01102020PAYAPP2 ITB05102019PAYAPP6	135,360.00 194,139.16	0.00 0.00	135,360.00 194,139.16		
			** PAYMENT TOTAL **	2	329,499.16	0.00	329,499.16	08/06/20	78272
1070972		8903	SIDNEY SMITH Professional Services - 6/5-30	1175	225.00	0.00	225.00		
			** PAYMENT TOTAL **	1	225.00	0.00	225.00	08/06/20	78272
1070973		8971	MELINDA LESLIE REIMB FOR FOOTWEAR	19-20LESLIEM1	49.84	0.00	49.84		
			** PAYMENT TOTAL **	1	49.84	0.00	49.84	08/06/20	78272
3501		8349	EMPLOYEE BENEFITS CORPORATION FSA Claims 7/29-31/2020	2971196	960.28	0.00	960.28		
	HP		** PAYMENT TOTAL **	1	960.28	0.00	960.28	08/04/20	78253
3502		8349	EMPLOYEE BENEFITS CORPORATION FSA Claims 7/30-8/2/2020	2972280	201.41	0.00	201.41		
	HP		** PAYMENT TOTAL **	1	201.41	0.00	201.41	08/05/20	78268
BANK TOTALS			PAYMENTS: 77	VOIDS: 0	117	2,894,828.17	0.00	2,894,828.17	

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REGISTER TOTALS		PAYMENTS: 77		VOIDS: 0	117	2,894,828.17	0.00	2,894,828.17	
PAYMENT TYPE TOTALS									
CHK		PAYMENTS: 75		VOIDS: 0		2,893,666.48	0.00	2,893,666.48	
EFT		PAYMENTS: 2		VOIDS: 0		1,161.69	0.00	1,161.69	

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			FOR BANK ACCOUNT:2	SUNTRUST BANK, NATURE COAST					
					PAYABLES CLEARING ACCOUNT				
1070974		7	CLERK OF CIRCUIT COURT						
			REC SAT OF LIEN	2256	10.00	0.00	10.00		
			** PAYMENT TOTAL **	1	10.00	0.00	10.00	08/10/20	78314
1070975		519	THE VILLAGES DAILY SUN						
			01116977 NOT OF BUDGET 7/9	953531	40.85	0.00	40.85		
			01116977 LEG NOT PUB HRG 7/10	953569	71.25	0.00	71.25		
			01116977 NOT OF RFQ 7/10	953666	90.25	0.00	90.25		
			01116977 INV TO BID 7/22	954971	78.85	0.00	78.85		
			01116977 RFP 7/27	955421	83.60	0.00	83.60		
			01116977 RFQ 8/4	956722	90.25	0.00	90.25		
			** PAYMENT TOTAL **	6	455.05	0.00	455.05	08/10/20	78314
1070976		816	TETRA TECH INC						
			Monitor of op perm 117-7348009	51619976	1,630.00	0.00	1,630.00		
			Monitor of op perm 117-7348009	51619997	1,630.00	0.00	1,630.00		
			** PAYMENT TOTAL **	2	3,260.00	0.00	3,260.00	08/10/20	78314
1070977		1006	LASER ACTION PLUS, INC.						
			Print maint STAAT01X CT195701	IN124294	45.40	0.00	45.40		
			** PAYMENT TOTAL **	1	45.40	0.00	45.40	08/10/20	78314
1070978		1032	LEWIS BROTHERS INC						
			V#37 Demo/Recon ALBARRAN #2	FA080420	14,171.03	0.00	14,171.03		
			** PAYMENT TOTAL **	1	14,171.03	0.00	14,171.03	08/10/20	78314
1070979		1565	SECO ENERGY						
			6010064200 7/2-8/3	6010064200080320	48.82	0.00	48.82		
			6011185000 7/2-8/3	6011185000080320	54.48	0.00	54.48		
			6011185200 7/2-8/3	6011185200080320	330.54	0.00	330.54		
			6510050010 7/2-8/3	6510050010080320	36.25	0.00	36.25		
			6520780010 7/6-8/4	6520780010080420	190.33	0.00	190.33		
			6570845010 7/2-8/3	6570845010080320	369.04	0.00	369.04		
			8010088500 7/6-8/4	8010088500080420	31.83	0.00	31.83		
			8514130210 7/6-8/4	8514130210080420	8.92	0.00	8.92		
			9600613101 7/2-8/3	9600613101080320	39.33	0.00	39.33		
			9600875203 7/2-8/3	9600875203080320	80.77	0.00	80.77		
			9600875302 7/2-8/3	9600875302080320	673.26	0.00	673.26		
			9600875402 7/2-8/3	9600875402080320	72.22	0.00	72.22		
			9600875502 7/2-8/3	9600875502080320	189.86	0.00	189.86		
			9605781301 7/1-8/2	9605781301080220	2,214.18	0.00	2,214.18		
			9605781401 7/1-8/2	9605781401080220	4,938.56	0.00	4,938.56		
			** PAYMENT TOTAL **	15	9,278.39	0.00	9,278.39	08/10/20	78314
1070980		1650	TRI-CO COMMUNICATIONS INC.						

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			Tri-Co Radio Subscrib Svc 1496	80002407	10,695.75	0.00	10,695.75		
			Tri-Co Radio Subscrib Svc 1496	80002408	252.00	0.00	252.00		
			** PAYMENT TOTAL **	2	10,947.75	0.00	10,947.75	08/10/20	78314
1070981		2388	MARY ALDERMAN						
			ENGLISH COMP I	19-20ALDERMANM1	690.00	0.00	690.00		
			** PAYMENT TOTAL **	1	690.00	0.00	690.00	08/10/20	78314
1070982		3262	MARION/SERVICE ROOFING						
			On Call Roofing -JUD CTR	7660	1,250.00	0.00	1,250.00		
			** PAYMENT TOTAL **	1	1,250.00	0.00	1,250.00	08/10/20	78314
1070983		7833	THE LUNZ GROUP						
			1902.08 SEC UPGRADE CRTHSE	195003	4,850.00	0.00	4,850.00		
			2002.03 BUSH PROP APPR GEN	195011	580.00	0.00	580.00		
			** PAYMENT TOTAL **	2	5,430.00	0.00	5,430.00	08/10/20	78314
1070984		8363	J. A. STANDRIDGE CONSTRUCTION						
			Install Standby Gen CRTHSE	BCTHSE080620	2,844.08	0.00	2,844.08		
			Move Existing Fence	SCCHAIN080620	3,782.89	0.00	3,782.89		
			** PAYMENT TOTAL **	2	6,626.97	0.00	6,626.97	08/10/20	78314
1070985		8468	CIT BANK, N.A.						
			Lease Charges -900-0258312-001	35972590	147.11	0.00	147.11		
			** PAYMENT TOTAL **	1	147.11	0.00	147.11	08/10/20	78314
1070986		8640	AMERICAN MEDICAL RESPONSE						
			Emerg Ambulance Transport JULY	JULY2020	105,337.50	0.00	105,337.50		
			** PAYMENT TOTAL **	1	105,337.50	0.00	105,337.50	08/10/20	78314
1070987		8693	LENHART ELECTRIC COMPANY						
			REIMB COVID SUPP CARES ACT	CARESLLENHART080520	2,728.55	0.00	2,728.55		
			** PAYMENT TOTAL **	1	2,728.55	0.00	2,728.55	08/10/20	78314
1070988		8842	LAW OFFICE OF HOLLY E COSBY PA						
			July 2020 VAB Legal	2112	337.50	0.00	337.50		
			** PAYMENT TOTAL **	1	337.50	0.00	337.50	08/10/20	78314
1070989		8890	BONNIE HELMCAMP						
			LIFESPAN DEVELOPMENT	19-20HELMCAMPB10	385.53	0.00	385.53		
			INTRO TO PUB SPEAK	19-20HELMCAMPB11	360.54	0.00	360.54		
			ENGLISH COMP 2	19-20HELMCAMPB8	380.53	0.00	380.53		
			ART APPRECIATION	19-20HELMCAMPB9	410.42	0.00	410.42		
			** PAYMENT TOTAL **	4	1,537.02	0.00	1,537.02	08/10/20	78314
1070990		8952	CAMILYN ELISON						
			FRESHMAN COMP I	19-20ELISONC3	333.18	0.00	333.18		
			** PAYMENT TOTAL **	1	333.18	0.00	333.18	08/10/20	78314
1070991		8961	GRANITE TELECOMMUNICATIONS, LLC						
			04344349 8/1/20	492968782	462.74	0.00	462.74		

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			** PAYMENT TOTAL **	1	462.74	0.00	462.74	08/10/20	78314
1070992		8977	MID-FL REGIONAL MANUFACTURERS ASSOC						
			ANN MBRSHIP DUES PRORATED	2489	270.83	0.00	270.83		
			** PAYMENT TOTAL **	1	270.83	0.00	270.83	08/10/20	78314
1070993		8978	NOVAAB LLC						
			REIMB COVID SUPP CARES ACT	CARESNVAAB080520	285.15	0.00	285.15		
			** PAYMENT TOTAL **	1	285.15	0.00	285.15	08/10/20	78314
1070994		8979	CARDIAC AND VASCULAR CONSULTANTS MD PA						
			REIMB COVID SUPP CARES ACT	CARESCARDIAC080420	3,176.41	0.00	3,176.41		
			** PAYMENT TOTAL **	1	3,176.41	0.00	3,176.41	08/10/20	78314
1070995		8980	LEGACY CLINIC OF CHIROPRACTIC						
			REIMB COVID SUPP CARES ACT	CARESLEGACY080320	946.97	0.00	946.97		
			** PAYMENT TOTAL **	1	946.97	0.00	946.97	08/10/20	78314
1070996		8982	METAL INDUSTRIES, LLC						
			REIMB COVID SUPP CARES ACT	CARESMETALIND080520	21,014.99	0.00	21,014.99		
			** PAYMENT TOTAL **	1	21,014.99	0.00	21,014.99	08/10/20	78314
1070997		8984	KOTTKE TRUCKING, INC						
			REIMB COVID SUPP CARES ACT	CARESKOTTKE080620	1,475.31	0.00	1,475.31		
			** PAYMENT TOTAL **	1	1,475.31	0.00	1,475.31	08/10/20	78314
3503		8349	EMPLOYEE BENEFITS CORPORATION						
			FSA Claims 8/3/2020	2973094	37.56	0.00	37.56		
	HP		** PAYMENT TOTAL **	1	37.56	0.00	37.56	08/06/20	78292
3504		8349	EMPLOYEE BENEFITS CORPORATION						
			FSA Claims 8/3-4/2020	2973899	281.58	0.00	281.58		
	HP		** PAYMENT TOTAL **	1	281.58	0.00	281.58	08/07/20	78303
BANK TOTALS			PAYMENTS: 26	VOIDS: 0	52	190,536.99	0.00	190,536.99	

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REGISTER TOTALS		PAYMENTS: 26		VOIDS: 0	52	190,536.99	0.00	190,536.99	
PAYMENT TYPE TOTALS									
CHK		PAYMENTS: 24		VOIDS: 0		190,217.85	0.00	190,217.85	
EFT		PAYMENTS: 2		VOIDS: 0		319.14	0.00	319.14	

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Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
			FOR BANK ACCOUNT:2	SUNTRUST BANK, NATURE COAST					
					PAYABLES CLEARING ACCOUNT				
1070998		7	CLERK OF CIRCUIT COURT						
			RECORD SAT OF LIEN	2257	20.00	0.00	20.00		
			** PAYMENT TOTAL **	1	20.00	0.00	20.00	08/13/20	78372
1070999		7	CLERK OF CIRCUIT COURT						
			REIMB FOR COVID SUPP CARES ACT	CARESCLERK080620	4,045.56	0.00	4,045.56		
			** PAYMENT TOTAL **	1	4,045.56	0.00	4,045.56	08/13/20	78372
1071000		76	ING RELIASTAR LIFE INS CO						
			ING:6108:425:08/08/20	6108:324	1,084.18	0.00	1,084.18		
			** PAYMENT TOTAL **	1	1,084.18	0.00	1,084.18	08/13/20	78372
1071001		80	NYS CHILD SUPPORT						
			CHILD SUP:6108:518:08/08/20	6108:309	274.00	0.00	274.00		
			** PAYMENT TOTAL **	1	274.00	0.00	274.00	08/13/20	78372
1071002		402	CITY OF BUSHNELL						
			100819-0 6/15-7/13	100819-0071320	84.21	0.00	84.21		
			11900-0 6/15-7/14	11900-0071420	460.15	0.00	460.15		
			1190500-0 6/15-7/14	1190500-0071420	222.89	0.00	222.89		
			1242700-0 6/15-7/13	1242700-0071320	47.73	0.00	47.73		
			133400-0 6/15-7/13	133400-0071320	268.73	0.00	268.73		
			14041688-1 6/16-7/14	14041688-1071420	261.12	0.00	261.12		
			142400-0 6/16-7/14	142400-0071420	105.56	0.00	105.56		
			142500-0 6/16-7/14	142500-0071420	249.31	0.00	249.31		
			142700-0 6/16-7/14	142700-0071420	103.42	0.00	103.42		
			143000-0 6/16-7/14	143000-0071420	156.73	0.00	156.73		
			143400-0 6/16-7/14	143400-0071420	76.81	0.00	76.81		
			143500-0 6/16-7/14	143500-0071420	919.43	0.00	919.43		
			148000-0 6/16-7/14	148000-0071420	1,830.06	0.00	1,830.06		
			148300-0 6/16-7/14	148300-0071420	87.30	0.00	87.30		
			148700-0 6/16-7/14	148700-0071420	496.98	0.00	496.98		
			148900-0 6/16-7/14	148900-0071420	14.14	0.00	14.14		
			149500-0 6/16-7/14	149500-0071420	378.49	0.00	378.49		
			156450-1 6/16-7/14	156450-1071420	656.82	0.00	656.82		
			157500-0 6/16-7/14	157500-0071420	390.28	0.00	390.28		
			1576400-0 6/15-7/13	1576400-0071320	823.68	0.00	823.68		
			163800-0 6/16-7/14	163800-0071420	3,006.26	0.00	3,006.26		
			163900-0 6/16-7/14	163900-0071420	10,352.42	0.00	10,352.42		
			164300-0 6/16-7/14	164300-0071420	3,036.77	0.00	3,036.77		
			164400-0 6/16-7/14	164400-0071420	7,773.29	0.00	7,773.29		
			20113220-0 6/15-7/14	20113220-0071420	839.64	0.00	839.64		
			20113241-2 6/16-7/14	20113241-2071420	286.22	0.00	286.22		

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			20113245-0 6/16-7/14	20113245-0071420	87.06	0.00	87.06		
			20113264-1 6/15-7/14	20113264-1071420	161.31	0.00	161.31		
			20113293-1 6/16-7/14	20113293-1071420	3,586.58	0.00	3,586.58		
			20113312-0 6/16-7/14	20113312-0071420	235.41	0.00	235.41		
			20113353-0 6/16-7/14	20113353-0071420	1,060.44	0.00	1,060.44		
			20113575-0 6/15-7/13	20113575-0071320	33.42	0.00	33.42		
			82100-3 6/16-7/14	82100-3071420	9,832.54	0.00	9,832.54		
			82150-0 6/16-7/14	82150-0071420	8,015.40	0.00	8,015.40		
			85600-7 6/16-7/14	85600-7071420	316.01	0.00	316.01		
			** PAYMENT TOTAL **	35	56,256.61	0.00	56,256.61	08/13/20	78372
1071003		409	CITY OF WEBSTER						
			473-0 7/1-31	473-0073120	1,921.78	0.00	1,921.78		
			474-0 7/1-31	474-0073120	812.70	0.00	812.70		
			535-0 7/1-31	535-0073120	1,930.66	0.00	1,930.66		
			537-0 7/1-31	537-0073120	248.23	0.00	248.23		
			** PAYMENT TOTAL **	4	4,913.37	0.00	4,913.37	08/13/20	78372
1071004		423	CLERK OF CIRCUIT COURT						
			MAY-JUL 2020 TEEN COURT BUDGET	MAY-JUL2020TEENCOURT	5,574.05	0.00	5,574.05		
			** PAYMENT TOTAL **	1	5,574.05	0.00	5,574.05	08/13/20	78372
1071005		463	CONTROL SPECIALISTS						
			REP & MAINT TRAFFIC CONT DEVIC	2007-029	233,839.87	0.00	233,839.87		
			** PAYMENT TOTAL **	1	233,839.87	0.00	233,839.87	08/13/20	78372
1071006		501	CSX TRANSPORTATION						
			CSX SIGNAL MAINT OXFORD	8392881	1,800.00	0.00	1,800.00		
			** PAYMENT TOTAL **	1	1,800.00	0.00	1,800.00	08/13/20	78372
1071007		509	C.D.S. SYSTEMS						
			CDS Sys Cellular Mon 2389B	23292	210.00	0.00	210.00		
			** PAYMENT TOTAL **	1	210.00	0.00	210.00	08/13/20	78372
1071008		519	THE VILLAGES DAILY SUN						
			01116977 LEG NOT PUB HRG 7/17	954402	71.25	0.00	71.25		
			** PAYMENT TOTAL **	1	71.25	0.00	71.25	08/13/20	78372
1071009		680	DUKE ENERGY						
			00451 15339 7/2-8/3	0045115339080320	4,718.74	0.00	4,718.74		
			06477 82312 6/30-7/30	0647782312073020	178.85	0.00	178.85		
			09050 56313 6/29-7/29	0905056313072920	334.29	0.00	334.29		
			27313 67269 6/29-7/29	2731367269072920	24.22	0.00	24.22		
			32164 30468 6/29-7/30	3216430468073020	818.31	0.00	818.31		
			38631 63270 6/30-7/30	3863163270073020	41.40	0.00	41.40		
			42588 04030 6/30-7/30	4258804030073020	51.54	0.00	51.54		
			63019 14390 7/2-8/3	6301914390080320	2,913.76	0.00	2,913.76		

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			67524 74272 7/1-31	6752474272073120	661.69	0.00	661.69		
			69843 30123 6/30-7/30	6984330123073020	18.96	0.00	18.96		
			88928 83777 6/30-7/30	8892883777073020	31.62	0.00	31.62		
			89667 30252 6/29-7/29	8966730252072920	316.16	0.00	316.16		
			96536 03063 6/29-7/29	9653603063072920	680.26	0.00	680.26		
			** PAYMENT TOTAL **	13	10,789.80	0.00	10,789.80	08/13/20	78372
1071010		1469	SHERIFF OF SUMTER CO.						
			JULY 2020 BUSHNELL LAW ENF	JUL2020BUSHNELL	64,164.08	0.00	64,164.08		
			JULY 2020 COLEMAN LAW ENF	JUL2020COLEMAN	8,856.50	0.00	8,856.50		
			JULY 2020 WEBSTER LAW ENF	JUL2020WEBSTER	11,603.59	0.00	11,603.59		
			** PAYMENT TOTAL **	3	84,624.17	0.00	84,624.17	08/13/20	78372
1071011		1558	SUMTER CTY CHAMBER OF COMMERCE						
			Annual Membership Dues 19-20	12406	82.50	0.00	82.50		
			** PAYMENT TOTAL **	1	82.50	0.00	82.50	08/13/20	78372
1071012		1563	SUMTER COUNTY HEALTH DEPT						
			AUG MONTHLY TRANSFER	AUG2020	108,333.33	0.00	108,333.33		
			** PAYMENT TOTAL **	1	108,333.33	0.00	108,333.33	08/13/20	78372
1071013		1565	SECO ENERGY						
			6011115600 7/7-8/5	6011115600080520	51.16	0.00	51.16		
			6511105010 7/2-8/3	6511105010080320	38.21	0.00	38.21		
			6571415010 7/2-8/3	6571415010080320	35.12	0.00	35.12		
			8010046801 7/8-8/6	8010046801080620	973.79	0.00	973.79		
			8010298300 7/8-8/6	8010298300080620	8.92	0.00	8.92		
			8011105700 7/7-8/5	8011105700080520	69.08	0.00	69.08		
			8013409802 7/2-8/4	8013409802080420	1,309.34	0.00	1,309.34		
			8013436002 7/7-8/5	8013436002080520	39.61	0.00	39.61		
			8019658200 7/8-8/6	8019658200080620	46.56	0.00	46.56		
			8019721900 7/8-8/6	8019721900080620	50.54	0.00	50.54		
			8019900300 7/8-8/6	8019900300080620	43.56	0.00	43.56		
			8512442510 7/7-8/5	8512442510080520	48.69	0.00	48.69		
			8514124011 7/7-8/5	8514124011080520	857.66	0.00	857.66		
			8514130011 7/7-8/5	8514130011080520	426.16	0.00	426.16		
			8514130111 7/7-8/5	8514130111080520	39.53	0.00	39.53		
			8514130311 7/7-8/5	8514130311080520	91.89	0.00	91.89		
			8514130411 7/7-8/5	8514130411080520	31.83	0.00	31.83		
			8533422510 7/8-8/6	8533422510080620	178.74	0.00	178.74		
			8547420016 7/7-8/5	8547420016080520	31.83	0.00	31.83		
			9602064902 6/26-7/28	9602064902072820	601.04	0.00	601.04		
			9602621101 7/2-8/3	9602621101080320	37.22	0.00	37.22		
			9603317101 7/7-8/5	9603317101080520	51.25	0.00	51.25		

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			9603893001 7/7-8/5	9603893001080520	43.09	0.00	43.09		
			9604228202 7/7-8/5	9604228202080520	47.77	0.00	47.77		
			9604228302 7/7-8/5	9604228302080520	48.25	0.00	48.25		
			9605780301 7/1-8/2	9605780301080220	6,368.17	0.00	6,368.17		
			9605780501 7/1-8/2	9605780501080220	4,778.03	0.00	4,778.03		
			9605780701 7/1-8/2	9605780701080220	10,961.26	0.00	10,961.26		
			9605780901 7/1-8/2	9605780901080220	14,273.91	0.00	14,273.91		
			9605781101 7/1-8/2	9605781101080220	10,061.87	0.00	10,061.87		
			9605781201 7/1-8/2	9605781201080220	6,424.12	0.00	6,424.12		
			** PAYMENT TOTAL **		58,068.20	0.00	58,068.20	08/13/20	78372
1071014		1577	TOM SWAIN						
			REFUND RETIREE AUG INS	REFUNDAUG20	1,044.49	0.00	1,044.49		
			** PAYMENT TOTAL **		1,044.49	0.00	1,044.49	08/13/20	78372
1071015		1650	TRI-CO COMMUNICATIONS INC.						
			RADIO INSTALL & REMOVAL 1496	119005656-1	350.38	0.00	350.38		
			Radio install and remov 1496	119005659-1	254.73	0.00	254.73		
			** PAYMENT TOTAL **		605.11	0.00	605.11	08/13/20	78372
1071016		1726	THOMSON REUTERS WEST						
			West Law Subscrip 1003309020	842742724	1,313.13	0.00	1,313.13		
			West Law Sub 1000588013	842834360	704.00	0.00	704.00		
			** PAYMENT TOTAL **		2,017.13	0.00	2,017.13	08/13/20	78372
1071017		2224	VILLAGES PUBLIC SAFETY DEPT						
			AUGUST 2020 VLGS FIRE FUNDING	AUG2020	1,256,802.83	0.00	1,256,802.83		
			** PAYMENT TOTAL **		1,256,802.83	0.00	1,256,802.83	08/13/20	78372
1071018		2272	SUMTER RECYCLING & SOLID WASTE						
			Const and Demo DISPOSAL 42	603	3,031.60	0.00	3,031.60		
			** PAYMENT TOTAL **		3,031.60	0.00	3,031.60	08/13/20	78372
1071019		2311	GALLS, LLC						
			Firefighters Uniforms 5420981	016097407	40.80	0.00	40.80		
			Firefighters Uniforms 5420981	016109893	40.40	0.00	40.40		
			** PAYMENT TOTAL **		81.20	0.00	81.20	08/13/20	78372
1071020		2388	MARY ALDERMAN						
			ENGLISH COMP I	19-20ALDERMANM1.	621.00	0.00	621.00		
			** PAYMENT TOTAL **		621.00	0.00	621.00	08/13/20	78372
1071021		2603	BRIGHT HOUSE NETWORKS						
			0050316034-02 8/1-31	031603402080220	379.01	0.00	379.01		
			0050317537-02 8/1-31	031753702080220	328.48	0.00	328.48		
			0050320912-01 8/1-31	032091201080220	707.49	0.00	707.49		
			0050322468-01 8/1-31	032246801080220	328.48	0.00	328.48		
			0050325937-02 8/1-30	032593702080220	328.48	0.00	328.48		

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			0050336989-01 8/1-31	033698901080220	154.00	0.00	154.00		
			0050341191-01 8/1-31	034119101080220	328.48	0.00	328.48		
			0050348034-01 8/1-31	034803401080220	328.48	0.00	328.48		
			0050380373-01 8/1-31	038037301080220	328.48	0.00	328.48		
			0050585486-01 8/1-31	058548601080220	328.48	0.00	328.48		
			0050669330-01 8/1-31	066933001080220	328.48	0.00	328.48		
			0050669470-01 8/1-31	066947001080220	328.48	0.00	328.48		
			0050671574-02 8/1-31	067157402080220	328.48	0.00	328.48		
			** PAYMENT TOTAL **	13	4,525.30	0.00	4,525.30	08/13/20	78372
1071022		2803	PATTERSON VETERINARY SUPPLY, INC						
			VETSCAN CANINE PRV 0200137618	3006426278	599.80	0.00	599.80		
			** PAYMENT TOTAL **	1	599.80	0.00	599.80	08/13/20	78372
1071023		3931	INSIGHT PUBLIC SECTOR						
			VmWare Supp renew 10945680	1100754775	12,939.64	0.00	12,939.64		
			** PAYMENT TOTAL **	1	12,939.64	0.00	12,939.64	08/13/20	78372
1071024		4075	FL DEPT OF JUVENILE JUSTICE						
			JUV DET COST SHARE AUGUST	202008-60	11,133.00	0.00	11,133.00		
			** PAYMENT TOTAL **	1	11,133.00	0.00	11,133.00	08/13/20	78372
1071025		4370	SPARR BUILDING & FARM SUPPLY						
			Animal Services Feed S4112	2008-173319	119.80	0.00	119.80		
			** PAYMENT TOTAL **	1	119.80	0.00	119.80	08/13/20	78372
1071026		4497	B&H PHOTO-VIDEO						
			Plan Blackwire 5200 71395540	175613512	414.50	0.00	414.50		
			SCTC security camera 71395540	175751434	1,945.47	0.00	1,945.47		
			** PAYMENT TOTAL **	2	2,359.97	0.00	2,359.97	08/13/20	78372
1071027		5186	CENTURYLINK						
			311022684 7/25/20	311022684072520	2,800.07	0.00	2,800.07		
			311401421 8/1/20	311401421080120	241.27	0.00	241.27		
			312279271 8/1/20	312279271080120	6,295.97	0.00	6,295.97		
			320291725 8/2/20	320291725080220	880.41	0.00	880.41		
			470666930 8/2	470666930080220	244.34	0.00	244.34		
			** PAYMENT TOTAL **	5	10,462.06	0.00	10,462.06	08/13/20	78372
1071028		5222	KYOCERA DOCUMENT SOLUTIONS						
			LEASE CONT5038-01 LE3003	55V1181432	86.32	0.00	86.32		
			** PAYMENT TOTAL **	1	86.32	0.00	86.32	08/13/20	78372
1071029		5461	VERIZON WIRELESS						
			421672038-00004 6/24-7/23	9859326051	131.70	0.00	131.70		
			842194510-00001 6/24-7/23	9859395098	36.07	0.00	36.07		
			942041334-00001 6/24-7/23	9859406277	52.99	0.00	52.99		
			** PAYMENT TOTAL **	3	220.76	0.00	220.76	08/13/20	78372

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1071030		5701	FEDEX 9874-0229-6 SHIPPING	7-084-90675	50.63	0.00	50.63		
			** PAYMENT TOTAL **	1	50.63	0.00	50.63	08/13/20	78372
1071031		5737	MARION COUNTY BOCC Ann Med Examiner Svc JUL-SEPT	JULY-SEPT20ME	80,508.17	0.00	80,508.17		
			** PAYMENT TOTAL **	1	80,508.17	0.00	80,508.17	08/13/20	78372
1071032		7076	DRMP, INC. Preston Dr CEI Svcs 190447000	159137	531.72	0.00	531.72		
			** PAYMENT TOTAL **	1	531.72	0.00	531.72	08/13/20	78372
1071033		7144	CINTAS CORPORATION NO 2 AN SVCS MATS 12700673 AN SVCS UNIFORMS 12703984 LP FIRE MATS 12704752 LP LIB MATS 12700601 WEBSTER LIB MATS 12700498 WEBSTER FIRE MATS 12704860 BUSHNELL FIRE MATS 12704907 BUSHNELL LIB MATS 12700160 PW UNIFORMS 12700311 BUSHNELL FIRE MATS 12701785 FAC/PARKS UNIFORMS 12700245 PROP APPR MATS 12707183 PW MATS 12700425 COURTHOUSE MATS 12700216 PW UNIFORMS 12704444 BUSHNELL FIRE MATS 12701852 TAX COLL MATS 12704367	4057805449 4057805595 4057805707 4057805716 4058010600 4058010671 4058010677 4058010706 4058010721 4058010729 4058010788 4058010812 4058010813 4058010816 4058010821 4058010844 4058010852	10.68 79.10 6.48 9.06 5.28 4.32 7.56 6.22 72.46 6.48 71.29 7.92 10.14 11.16 122.48 8.64 7.92	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	10.68 79.10 6.48 9.06 5.28 4.32 7.56 6.22 72.46 6.48 71.29 7.92 10.14 11.16 122.48 8.64 7.92		
			** PAYMENT TOTAL **	17	447.19	0.00	447.19	08/13/20	78372
1071034		7145	RELX INC. Lexis Nexis Sub 42543M6RR JUL	3092792244	276.00	0.00	276.00		
			** PAYMENT TOTAL **	1	276.00	0.00	276.00	08/13/20	78372
1071035		7372	ELECTRICAL WORKS On-Call Electrical WEBSTER FIR On-Call Electrical WWSC	16893 16902	856.20 1,693.20	0.00 0.00	856.20 1,693.20		
			** PAYMENT TOTAL **	2	2,549.40	0.00	2,549.40	08/13/20	78372
1071036		7408	THE VILLAGES TECH SOLUTIONS WEB PROGRAMMING TVTSG BDR SOLUTIONS UNLTD DATA TSG SLA & Courier service fees SC GIS SLA JULY	19476 19504 19514 19515	30.00 250.00 3,410.00 19,070.00	0.00 0.00 0.00 0.00	30.00 250.00 3,410.00 19,070.00		

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			** PAYMENT TOTAL **	4	22,760.00	0.00	22,760.00	08/13/20	78372
1071037		7563	SKYLINE ELEVATOR						
			Elevator Contract - JULY	210408	1,020.00	0.00	1,020.00		
			** PAYMENT TOTAL **	1	1,020.00	0.00	1,020.00	08/13/20	78372
1071038		7603	SUBURBAN PROPANE-1159						
			1159-116724-011 PROPANE	1159-203706	279.84	0.00	279.84		
			1159-116724 PROPANE	1159-213591	110.97	0.00	110.97		
			** PAYMENT TOTAL **	2	390.81	0.00	390.81	08/13/20	78372
1071039		7641	WASTE CONNECTIONS OF FLORIDA, INC						
			6473-7086 WASTE DISP AN CONT	15977	126.13	0.00	126.13		
			6473-7084 WASTE DISP FAIRGROUN	15978	340.82	0.00	340.82		
			6473-7409 WASTE DISP FIRE #23	15979	126.13	0.00	126.13		
			6473-7789 WASTE DISP LP COMM	15980	162.19	0.00	162.19		
			6473-7081 WASTE DISP LP FIRE&L	15981	162.19	0.00	162.19		
			6473-7375 WASTE DISP N WW FIRE	15982	126.13	0.00	126.13		
			6473-9133 WASTE DISP ROYAL COM	15983	162.19	0.00	162.19		
			6473-6793 WASTE DISP PW	16038	350.00	0.00	350.00		
			6473-6794-001 WASTE DISP CDA	16226	2,100.00	0.00	2,100.00		
			** PAYMENT TOTAL **	9	3,655.78	0.00	3,655.78	08/13/20	78372
1071040		7733	AMERICAN TOWER CORPORATION						
			Linden Tower lease agree 77712	3374699	5,320.42	0.00	5,320.42		
			** PAYMENT TOTAL **	1	5,320.42	0.00	5,320.42	08/13/20	78372
1071041		7784	ROSEN MATERIALS, LLC						
			ODP BLDG MAT 21008381	21041031226	508.80	0.00	508.80		
			** PAYMENT TOTAL **	1	508.80	0.00	508.80	08/13/20	78372
1071042		7833	THE LUNZ GROUP						
			2002-02 BUSH PROP APPR REMODEL	195009	2,700.00	0.00	2,700.00		
			** PAYMENT TOTAL **	1	2,700.00	0.00	2,700.00	08/13/20	78372
1071043		8359	SOUTHERN PRO FENCE & GATE, LLC						
			Sec Fencing at Kitchen JAIL	0000898	3,890.00	0.00	3,890.00		
			** PAYMENT TOTAL **	1	3,890.00	0.00	3,890.00	08/13/20	78372
1071044		8363	J. A. STANDRIDGE CONSTRUCTION						
			Electric Strike Rep OXFORD FIR	FS031820	630.00	0.00	630.00		
			Automatic Door Rep VLG TAX COL	VTC050720	2,518.89	0.00	2,518.89		
			** PAYMENT TOTAL **	2	3,148.89	0.00	3,148.89	08/13/20	78372
1071045		8435	UNITED DATA TECHNOLOGIES						
			Cisco Smartnet 7988	0500239545	3,879.25	0.00	3,879.25		
			** PAYMENT TOTAL **	1	3,879.25	0.00	3,879.25	08/13/20	78372
1071046		8460	HARTFORD LIFE AND ACCIDENT INSURANCE COM						
			Basic Life Ins Prem 878871 AUG	878871AUGUST2020	30,558.34	0.00	30,558.34		

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			** PAYMENT TOTAL **	1	30,558.34	0.00	30,558.34	08/13/20	78372
1071047		8470	LAKE PANASOFFKEE ANIMAL CLINIC Contracted Vet Svc 1868	07012020TNVR	2,214.85	0.00	2,214.85		
			** PAYMENT TOTAL **	1	2,214.85	0.00	2,214.85	08/13/20	78372
1071048		8620	COHERENT STAFFING SOLUTIONS CDA EMPLOYEES 6/29-8/2 Personnel Services -6/29-8/2	1965C-CDA 1965F-CIC	11,514.08 15,436.17	0.00 0.00	11,514.08 15,436.17		
			** PAYMENT TOTAL **	2	26,950.25	0.00	26,950.25	08/13/20	78372
1071049		8643	CANARX GROUP INC Claim for Mail Order Pharm	25106	1,572.30	0.00	1,572.30		
			** PAYMENT TOTAL **	1	1,572.30	0.00	1,572.30	08/13/20	78372
1071050		8721	HC CODE OF FLORIDA, LLC On Call Code Enf 7/27-8/7 On Call Code Enf 7/27-8/7	10060 10060	5,565.00 5,565.00	0.00 0.00	4,174.00 1,391.00		
			** PAYMENT TOTAL **	2	5,565.00	0.00	5,565.00	08/13/20	78372
1071051		8729	AKIMEKA, LLC GIS A7042.0001.0011	A7042002005	100,319.00	0.00	100,319.00		
			** PAYMENT TOTAL **	1	100,319.00	0.00	100,319.00	08/13/20	78372
1071052		8776	CRAWFORD ENTERTAINMENT HTDF SUMMER BROADCAST OFFER	20081061	5,500.00	0.00	5,500.00		
			** PAYMENT TOTAL **	1	5,500.00	0.00	5,500.00	08/13/20	78372
1071053		8824	JSM SERVICES INC ROW MOWING JULY 2020	28023	39,236.01	0.00	39,236.01		
			** PAYMENT TOTAL **	1	39,236.01	0.00	39,236.01	08/13/20	78372
1071054		8844	AMERICAS TITLE CORP V#38 Down Pmt&Closing ADKISON	SA081020	10,000.00	0.00	10,000.00		
			** PAYMENT TOTAL **	1	10,000.00	0.00	10,000.00	08/13/20	78372
1071055		8919	KATHLEEN LINDSEY REIMB FOR FOOTWEAR	19-20LINDSEYK2	99.99	0.00	99.99		
			** PAYMENT TOTAL **	1	99.99	0.00	99.99	08/13/20	78372
1071056		8921	PRIMUS PIPE AND TUBE, INC REIMB FOR COVID SUPP CARES ACT	CARESPRIMUS080720	11,119.55	0.00	11,119.55		
			** PAYMENT TOTAL **	1	11,119.55	0.00	11,119.55	08/13/20	78372
1071057		8970	STEVENS & STEVENS BUSINESS RECORDS MANAG PG1009 LETTER & LEGAL CONTAIN	0752256	76.00	0.00	76.00		
			** PAYMENT TOTAL **	1	76.00	0.00	76.00	08/13/20	78372
1071058		8976	ARCOSA TRAFFIC AND LIGHTING STRUCTURES L REIMB FOR COVID SUPP CARES ACT	CARESARCOSA081120	6,324.16	0.00	6,324.16		
			** PAYMENT TOTAL **	1	6,324.16	0.00	6,324.16	08/13/20	78372
1071059		8985	ALLIANT DERMATOLOGY, PA						

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			REIMB FOR COVID SUPP CARES ACT	CARESALLIANT080620	4,379.95	0.00	4,379.95		
			** PAYMENT TOTAL **	1	4,379.95	0.00	4,379.95	08/13/20	78372
3505		8349	EMPLOYEE BENEFITS CORPORATION						
			FSA Claims 8/5/2020	2974763	146.78	0.00	146.78		
	HP		** PAYMENT TOTAL **	1	146.78	0.00	146.78	08/10/20	78323
3506		7826	DELTA DENTAL INSURANCE COMPANY						
			DENTAL ACH8/10/2020 7/30-8/5	BE004051611C	8,011.05	0.00	8,011.05		
	HP		** PAYMENT TOTAL **	1	8,011.05	0.00	8,011.05	08/10/20	78325
3507		8349	EMPLOYEE BENEFITS CORPORATION						
			FSA Claims 7/1-8/7/2020	2976348	1,302.93	0.00	1,302.93		
	HP		** PAYMENT TOTAL **	1	1,302.93	0.00	1,302.93	08/11/20	78352
3508		8349	EMPLOYEE BENEFITS CORPORATION						
			FSA Claims 8/6-8/2020	2977663	160.61	0.00	160.61		
	HP		** PAYMENT TOTAL **	1	160.61	0.00	160.61	08/12/20	78373
BANK TOTALS			PAYMENTS: 66	VOIDS: 0	201	2,261,810.73	0.00	2,261,810.73	

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Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
REGISTER TOTALS		PAYMENTS: 66		VOIDS: 0	201	2,261,810.73	0.00	2,261,810.73	
PAYMENT TYPE TOTALS									
CHK		PAYMENTS: 62		VOIDS: 0		2,252,189.36	0.00	2,252,189.36	
EFT		PAYMENTS: 4		VOIDS: 0		9,621.37	0.00	9,621.37	

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Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
			FOR BANK ACCOUNT:2	SUNTRUST BANK, NATURE COAST					
					PAYABLES CLEARING ACCOUNT				
1071060		380	CENTRAL TESTING LABORATORY, INC						
			Mat Testing Svcs 2084053.100	76333	1,465.00	0.00	1,465.00		
			** PAYMENT TOTAL **	1	1,465.00	0.00	1,465.00	08/17/20	78416
1071061		399	CITRUS PUBLISHING						
			12960558 6348-0813SCT NOT OF	13090341	103.10	0.00	103.10		
			** PAYMENT TOTAL **	1	103.10	0.00	103.10	08/17/20	78416
1071062		411	CITY OF WILDWOOD						
			ALLISHA MOSELY 100213-6 #7125	1002136MOSELY	441.90	0.00	441.90		
			** PAYMENT TOTAL **	1	441.90	0.00	441.90	08/17/20	78416
1071063		519	THE VILLAGES DAILY SUN						
			01116977 NOT OF PUB HRG	957086	56.05	0.00	56.05		
			01116977 RFQ 8/7/20	957646	92.15	0.00	92.15		
			01116977 NOT OF VAC 8/7	957649	40.85	0.00	40.85		
			** PAYMENT TOTAL **	3	189.05	0.00	189.05	08/17/20	78416
1071064		615	ERNIE MORRIS ENTERPRISES						
			Sprlazerx Copy Paper 10244	421549-0	416.36	0.00	416.36		
			** PAYMENT TOTAL **	1	416.36	0.00	416.36	08/17/20	78416
1071065		680	DUKE ENERGY						
			61987-70219 MOSELY CARES ACT	6198770219MOSELY	914.67	0.00	914.67		
			** PAYMENT TOTAL **	1	914.67	0.00	914.67	08/17/20	78416
1071066		991	LAKE PANASOFFKEE WATER ASSN						
			10457200 7/7-30	10457200073020	22.00	0.00	22.00		
			10473100 7/1-30	10473100073020	22.00	0.00	22.00		
			** PAYMENT TOTAL **	2	44.00	0.00	44.00	08/17/20	78416
1071067		1006	LASER ACTION PLUS, INC.						
			LAP Toner Cartridges STAAT01X	IN124429	19.99	0.00	19.99		
			** PAYMENT TOTAL **	1	19.99	0.00	19.99	08/17/20	78416
1071068		1231	OFFICE DEPOT INC						
			TONER,DRUM,DUSTER 28978503	112257016001	179.21	0.00	179.21		
			** PAYMENT TOTAL **	1	179.21	0.00	179.21	08/17/20	78416
1071069		1565	SECO ENERGY						
			8010991500 7/13-8/11	8010991500081120	46.56	0.00	46.56		
			8010994200 7/13-8/11	8010994200081120	45.71	0.00	45.71		
			8011092600 7/12-8/10	8011092600081020	47.31	0.00	47.31		
			8011235600 7/13-8/11	8011235600081120	44.12	0.00	44.12		
			8011827900 7/13-8/11	8011827900081120	8.92	0.00	8.92		
			8011895300 7/13-8/11	8011895300081120	49.28	0.00	49.28		
			8013831800 7/13-8/11	8013831800081120	42.14	0.00	42.14		
			8019698100 7/8-8/6	8019698100080620	65.86	0.00	65.86		

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			8025785300 7/13-8/11	8025785300081120	43.56	0.00	43.56		
			8026131002 7/13-8/11	8026131002081120	54.96	0.00	54.96		
			8530460010 7/13-8/11	8530460010081120	16.85	0.00	16.85		
			9602442101 7/13-8/11	9602442101081120	31.93	0.00	31.93		
			9604276501 7/13-8/11	9604276501081120	46.84	0.00	46.84		
			9605156602 7/8-8/6	9605156602080620	49.37	0.00	49.37		
			** PAYMENT TOTAL **	14	593.41	0.00	593.41	08/17/20	78416
1071070		1650	TRI-CO COMMUNICATIONS INC. Radio install and removal 1496	119005763-1	144.75	0.00	144.75		
			** PAYMENT TOTAL **	1	144.75	0.00	144.75	08/17/20	78416
1071071		2013	A-LINE FIRE & SAFETY INC Fire & Security Contract JULY	20475I	300.00	0.00	300.00		
			** PAYMENT TOTAL **	1	300.00	0.00	300.00	08/17/20	78416
1071072		2603	BRIGHT HOUSE NETWORKS 0050746423-01 8/4-9/3	074642301080520	926.22	0.00	926.22		
			** PAYMENT TOTAL **	1	926.22	0.00	926.22	08/17/20	78416
1071073		2803	PATTERSON VETERINARY SUPPLY, INC NOBIVAC FEL&CAN,0200137618	3006440779	9,374.87	0.00	9,374.87		
			** PAYMENT TOTAL **	1	9,374.87	0.00	9,374.87	08/17/20	78416
1071074		3921	TAMPA BAY TRANE Maint on Chillers -SUM000 Maint on Chillers -SUM000	258090 258148	452.00 932.33	0.00 0.00	452.00 932.33		
			** PAYMENT TOTAL **	2	1,384.33	0.00	1,384.33	08/17/20	78416
1071075		5186	CENTURYLINK 311774097 8/1	311774097080120	21.50	0.00	21.50		
			** PAYMENT TOTAL **	1	21.50	0.00	21.50	08/17/20	78416
1071076		5461	VERIZON WIRELESS 342197294-00001 7/2-8/1	9859782201	83.21	0.00	83.21		
			** PAYMENT TOTAL **	1	83.21	0.00	83.21	08/17/20	78416
1071077		7144	CINTAS CORPORATION NO 2 TAX COLL MATS 12704367 UNIFORMS 12704444 BUSHNELL FIRE MATS 12701785	4058580669 4058580720 4058580775	7.92 122.48 6.48	0.00 0.00 0.00	7.92 122.48 6.48		
			** PAYMENT TOTAL **	3	136.88	0.00	136.88	08/17/20	78416
1071078		7372	ELECTRICAL WORKS On-Call Electrical JAIL	16940	270.00	0.00	270.00		
			** PAYMENT TOTAL **	1	270.00	0.00	270.00	08/17/20	78416
1071079		7544	LIFE SCAN WELLNESS CENTERS Occupational Health Svcs	23	4,900.00	0.00	4,900.00		
			** PAYMENT TOTAL **	1	4,900.00	0.00	4,900.00	08/17/20	78416

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1071080		7651	BRIGHTVIEW LANDSCAPES, LLC Landscape Contract 16618198 ** PAYMENT TOTAL **	6961210  1	700.00  700.00	0.00  0.00	700.00  700.00	08/17/20	78416
1071081		7864	HUMANA INSURANCE COMPANY Vision Premiums 628721-001 ** PAYMENT TOTAL **	990896002  1	2,373.38  2,373.38	0.00  0.00	2,373.38  2,373.38	08/17/20	78416
1071082		8198	ORLANDO MEDICAL INSTITUTE Paramedic Prog Courses MARQUEZ ** PAYMENT TOTAL **	#SFDP58TERM3-3  1	9,326.68  9,326.68	0.00  0.00	9,326.68  9,326.68	08/17/20	78416
1071083		8668	EVERGLADES EQUIPMENT GROUP Small Equip parts SUMTE020 ** PAYMENT TOTAL **	P25779  1	250.52  250.52	0.00  0.00	250.52  250.52	08/17/20	78416
1071084		8771	GENSET SERVICES, INC Generator Services - BHD GENERATOR SVC FAIRGROUNDS Generator Services -N PW MAINT Generator Services -SCSC Generator Services - SCSC ** PAYMENT TOTAL **	142473 142475 142479 142516 142517  5	80.00 80.00 80.00 554.00 250.00  1,044.00	0.00 0.00 0.00 0.00 0.00  0.00	80.00 80.00 80.00 554.00 250.00  1,044.00	08/17/20	78416
1071085		8993	JAMES C HAZELTON TENANT ALLISH MOSELY 516 PITT ** PAYMENT TOTAL **	CARESMOSELY081420  1	1,000.00  1,000.00	0.00  0.00	1,000.00  1,000.00	08/17/20	78416
1071086		8995	RED BEARD REAL ESTATE SOLUTIONS, LLC TENANT EMILY TUCKER 506 KILGOR ** PAYMENT TOTAL **	CARESTUCKER81420  1	2,258.00  2,258.00	0.00  0.00	2,258.00  2,258.00	08/17/20	78416
3509		49	MASS MUTUAL 8-14-20 PAYROLL DEDUCTION ** PAYMENT TOTAL **	8-14-20PAYDED  1	5,398.36  5,398.36	0.00  0.00	5,398.36  5,398.36	08/14/20	78382
3510	HP	79	MY FLORIDA COUNTY 8-14-20 PAYROLL DEDUCTION ** PAYMENT TOTAL **	8-14-20PAYDED  1	659.18  659.18	0.00  0.00	659.18  659.18	08/14/20	78382
3511		8349	EMPLOYEE BENEFITS CORPORATION FSA Claims 8/10/2020 ** PAYMENT TOTAL **	2978430  1	804.89  804.89	0.00  0.00	804.89  804.89	08/13/20	78401
3512		8349	EMPLOYEE BENEFITS CORPORATION FSA Claims 8/11/2020 ** PAYMENT TOTAL **	2979255  1	5.00  5.00	0.00  0.00	5.00  5.00	08/14/20	78403
3513		668	FLA DEPT OF REVENUE JULY 2020 SALES TAX ** PAYMENT TOTAL **	JULY2020  1	1.03  1.03	0.00  0.00	1.03  1.03	08/13/20	78404

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BANK TOTALS			PAYMENTS: 32	VOIDS: 0	55	45,729.49	0.00	45,729.49	

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Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
REGISTER TOTALS		PAYMENTS: 32		VOIDS: 0	55	45,729.49	0.00	45,729.49	
PAYMENT TYPE TOTALS									
CHK		PAYMENTS: 27		VOIDS: 0		38,861.03	0.00	38,861.03	
EFT		PAYMENTS: 5		VOIDS: 0		6,868.46	0.00	6,868.46	

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Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
			FOR BANK ACCOUNT:2	SUNTRUST BANK, NATURE COAST	PAYABLES CLEARING ACCOUNT				
1071087		364	CDW COMPUTER GOVERNMENT INC replacement receiver 3928237	ZQS1803	143.80	0.00	143.80		
			** PAYMENT TOTAL **	1	143.80	0.00	143.80	08/20/20	78472
1071088		402	CITY OF BUSHNELL 157100-0 6/16-7/14 20113435-1 6/16-7/14	157100-0071420 20113435-1071420	354.97 603.62	0.00 0.00	354.97 603.62		
			** PAYMENT TOTAL **	2	958.59	0.00	958.59	08/20/20	78472
1071089		411	CITY OF WILDWOOD JASON RUSSELL 110051-1 #5155 BLUFFET SAPPLETON 20235-6 3188	1100511RUSSELL 202356SAPPLETON81820	227.34 106.70	0.00 0.00	227.34 106.70		
			** PAYMENT TOTAL **	2	334.04	0.00	334.04	08/20/20	78472
1071090		519	THE VILLAGES DAILY SUN 01116977 NOT OF MTG 7/27	955425	26.60	0.00	26.60		
			** PAYMENT TOTAL **	1	26.60	0.00	26.60	08/20/20	78472
1071091		680	DUKE ENERGY 05342 71111 7/9-8/7 09719 74302 7/14-8/12 JASON RUSSELL #12533-31324 24515 32248 7/9-8/7 38023 00315 7/9-8/7 39514 07385 8/7-12 49949 42197 7/9-8/7 E.TUCKER 53976-18240 CARES ACT 61537 37525 7/14-8/12 62111 29365 7/14-8/12 62343 45232 7/14-8/12 SHARNISE EDWARDS 64576-24310 67108 51108 7/9-8/7 67112 40056 7/14-8/12 71617 80068 7/14-8/12 84530 83262 7/14-8/12 84564 17019 7/14-8/12 90678 20712 7/14-8/12	0534271111080720 0971974302081220 1253331324RUSSELL 2451532248080720 3802300315080720 3951407385081220 4994942197080720 5397618240TUCKER 6153737525081220 6211129365081220 6234345232081220 6457624310EDWARDS 6710851108080720 6711240056081220 7161780068081220 8453083262081220 8456417019081220 9067820712081220	29.18 14.43 639.81 32.31 23.47 63.41 39.82 1,696.97 134.49 32.43 27.13 729.82 36.96 34.28 14.43 77.90 86.81 24.22	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	29.18 14.43 639.81 32.31 23.47 63.41 39.82 1,696.97 134.49 32.43 27.13 729.82 36.96 34.28 14.43 77.90 86.81 24.22		
			** PAYMENT TOTAL **	18	3,737.87	0.00	3,737.87	08/20/20	78472
1071092		991	LAKE PANASOFFKEE WATER ASSN 10454000 7/1-30 10455000 7/1-30 10456000 7/1-30 10457000 7/1-30	10454000073020 10455000073020 10456000073020 10457000073020	20.00 20.00 3.00 51.50	0.00 0.00 0.00 0.00	20.00 20.00 3.00 51.50		

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			10457100 7/1-8/5	10457100080520	3.00	0.00	3.00		
			10458000 7/1-30	10458000073020	17.00	0.00	17.00		
			** PAYMENT TOTAL **	6	114.50	0.00	114.50	08/20/20	78472
1071093		1006	LASER ACTION PLUS, INC.						
			Xerox Black Toner STAAT01X	IN124060	19.99	0.00	19.99		
			** PAYMENT TOTAL **	1	19.99	0.00	19.99	08/20/20	78472
1071094		1032	LEWIS BROTHERS INC						
			V# 39Demo/Recon R.NELSON	RN081720	9,350.85	0.00	9,350.85		
			** PAYMENT TOTAL **	1	9,350.85	0.00	9,350.85	08/20/20	78472
1071095		1563	SUMTER COUNTY HEALTH DEPT						
			Emp Vaccinations	081120	498.09	0.00	498.09		
			Water Test/Perm Fee SW FIRE ST	60-BID-4805227	50.00	0.00	50.00		
			** PAYMENT TOTAL **	2	548.09	0.00	548.09	08/20/20	78472
1071096		1565	SECO ENERGY						
			6010156000 7/16-8/14	6010156000081420	40.50	0.00	40.50		
			6601945010 7/9-8/7	6601945010080720	8.92	0.00	8.92		
			6610510014 6/10-7/10 MUSOLINO	6610510014MUSOLINO	407.09	0.00	407.09		
			6621700010 7/10-8/10	6621700010081020	120.63	0.00	120.63		
			6621740010 7/10-8/10	6621740010081020	9.55	0.00	9.55		
			6722690010 7/17-8/17	6722690010081720	50.73	0.00	50.73		
			8010217900 7/15-8/13	8010217900081320	38.15	0.00	38.15		
			8010473001 7/13-8/12	8010473001081220	57.53	0.00	57.53		
			8011093801 7/13-8/11	8011093801081120	1,183.12	0.00	1,183.12		
			8011840200 7/13-8/11	8011840200081120	74.40	0.00	74.40		
			8011964000 7/9-8/7	8011964000080720	59.34	0.00	59.34		
			8012656101 7/16-8/14	8012656101081420	44.21	0.00	44.21		
			8019774300 7/9-8/7	8019774300080720	36.04	0.00	36.04		
			8019900000 7/16-8/14	8019900000081420	44.31	0.00	44.31		
			8019900100 7/16-8/14	8019900100081420	43.18	0.00	43.18		
			8019900200 7/16-8/14	8019900200081420	44.21	0.00	44.21		
			8025852102 7/16-8/14	8025852102081420	44.96	0.00	44.96		
			8026215701 7/14-8/12	8026215701081220	5,739.60	0.00	5,739.60		
			8026446501 7/17-8/17	8026446501081720	43.78	0.00	43.78		
			8531209510 7/14-8/12	8531209510081220	44.49	0.00	44.49		
			8531725010 7/14-8/12	8531725010081220	21.64	0.00	21.64		
			9600430301 7/14-8/12	9600430301081220	54.70	0.00	54.70		
			9600628901 7/14-8/12	9600628901081220	418.37	0.00	418.37		
			9601408801 7/14-8/12	9601408801081220	46.06	0.00	46.06		
			9602344201 7/7-8/5	9602344201080520	698.12	0.00	698.12		
			9603086201 7/14-8/12	9603086201081220	661.02	0.00	661.02		

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			9603089701 7/10-8/10	9603089701081020	672.16	0.00	672.16		
			9603145002 7/16-8/14	9603145002081420	43.65	0.00	43.65		
			9604064201 7/14-8/12	9604064201081220	10,024.54	0.00	10,024.54		
			9604315701 7/8-8/6	9604315701080620	44.87	0.00	44.87		
			9605781501 7/14-8/12	9605781501081220	10,384.58	0.00	10,384.58		
			** PAYMENT TOTAL **	31	31,204.45	0.00	31,204.45	08/20/20	78472
1071097		1650	TRI-CO COMMUNICATIONS INC. Radio Accessories 1496	112001743-1	15,767.25	0.00	15,767.25		
			** PAYMENT TOTAL **	1	15,767.25	0.00	15,767.25	08/20/20	78472
1071098		1712	WASTE MANAGEMENT INC OF FL 17-94208-53006 7/1-31	0419286-2227-7	2,321.68	0.00	2,321.68		
			** PAYMENT TOTAL **	1	2,321.68	0.00	2,321.68	08/20/20	78472
1071099		1796	SUMTER FAIR ASSOCIATION INC APR-JUN AFX 10% COMMISSION	08172020	144.00	0.00	144.00		
			** PAYMENT TOTAL **	1	144.00	0.00	144.00	08/20/20	78472
1071100		1987	PRIDE ENTERPRISES Cleaning Supplies 233557	E1132705	580.55	0.00	580.55		
			** PAYMENT TOTAL **	1	580.55	0.00	580.55	08/20/20	78472
1071101		2013	A-LINE FIRE & SAFETY INC Fire & Security Contract Fire & Security Contract -INSP Fire & Security Con QTR INSP Fire & Security Contract JUNE Install and Test WIRELESS GSM	12074 20234I 20337S 20477I 59236E	336.80 7,690.00 3,240.00 300.00 401.80	0.00 0.00 0.00 0.00 0.00	336.80 7,690.00 3,240.00 300.00 401.80		
			** PAYMENT TOTAL **	5	11,968.60	0.00	11,968.60	08/20/20	78472
1071102		2289	YOUNG PERFORMING ARTISTS REIMB FOR RHEAP JAN-MAY	BOCC050120AB	680.00	0.00	680.00		
			** PAYMENT TOTAL **	1	680.00	0.00	680.00	08/20/20	78472
1071103		2603	BRIGHT HOUSE NETWORKS 0050745734-01 8/8-9/7	074573401080920	83.88	0.00	83.88		
			** PAYMENT TOTAL **	1	83.88	0.00	83.88	08/20/20	78472
1071104		2930	MUNICIPAL EQUIPMENT CO Smoke Fluid 19348	417620-00	571.20	0.00	571.20		
			** PAYMENT TOTAL **	1	571.20	0.00	571.20	08/20/20	78472
1071105		2950	ARBOR CARE TREE SERVICE TREE SERVICES CONTR CR525E	07202020	4,000.00	0.00	4,000.00		
			** PAYMENT TOTAL **	1	4,000.00	0.00	4,000.00	08/20/20	78472
1071106		3858	FLORIDA CLINICAL PRAC ASSC INC Sumter Co. Med Dir APR-JUN	20-SC-Q4REVISED	15,000.00	0.00	15,000.00		
			** PAYMENT TOTAL **	1	15,000.00	0.00	15,000.00	08/20/20	78472

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1071107		3931	INSIGHT PUBLIC SECTOR Annual Arcserve maint 10945680	1100757389	1,146.92	0.00	1,146.92		
			** PAYMENT TOTAL **	1	1,146.92	0.00	1,146.92	08/20/20	78472
1071108		4353	KIMLEY-HORN AND ASSOC, INC 142109076 CR525 E EXTENSION 142109115.1 AN SVCS CENTER 142109124-1 CR229 DESIGN	142109076-0720 17023377 17100003	1,953.90 477.00 25,889.76	0.00 0.00 0.00	1,953.90 477.00 25,889.76		
			** PAYMENT TOTAL **	3	28,320.66	0.00	28,320.66	08/20/20	78472
1071109		4641	NORTH SUMTER COUNTY UTILITY N001-3901-00 7/1-8/3	N001-3901-00080320	518.87	0.00	518.87		
			** PAYMENT TOTAL **	1	518.87	0.00	518.87	08/20/20	78472
1071110		4744	R.LEE HAWKINS, JR Code Enf Special Master AUG	82A	945.00	0.00	945.00		
			** PAYMENT TOTAL **	1	945.00	0.00	945.00	08/20/20	78472
1071111		4981	HENRY SCHEIN INC Case Sani-Cloth Wipes 2749232	80729689	64.80	0.00	64.80		
			** PAYMENT TOTAL **	1	64.80	0.00	64.80	08/20/20	78472
1071112		5186	CENTURYLINK 311445239 8/4 311863995 8/1/20 421897834 8/3	311445239080420 311863995080120 421897834080320	11,534.41 154.71 63.85	0.00 0.00 0.00	11,534.41 154.71 63.85		
			** PAYMENT TOTAL **	3	11,752.97	0.00	11,752.97	08/20/20	78472
1071113		5186	CENTURYLINK 88860521 7/10-8/7	140878138	2,852.07	0.00	2,852.07		
			** PAYMENT TOTAL **	1	2,852.07	0.00	2,852.07	08/20/20	78472
1071114		5222	KYOCERA DOCUMENT SOLUTIONS Copy Charges -SC22 4923-01 Copy Charges -SC22 4924-01 Copy Charges -SC22 4925-01 Copy Charges -SC22 1176-01 Copy Charges -SC22 1205-01 Copy Charges -SC22 1245-01 Copy Charges -SC22 1548-01 Copy Charges -SC22 1394-01 Copy Charges -SC22 1046-01 Copy Charges -SC22 1047-01 Copy Charges SC22 1695-01 Copy Charges 1974-01 SC22 Copy Charges -SC22 5214-01 Copy Charges -SC22 5132-01	55V1183145 55V1183146 55V1183147 55V1183148 55V1183149 55V1183150 55V1183151 55V1183152 55V1183219 55V1183220 55V1183221 55V1183222 55V1183223 55V1183224	44.00 79.68 44.09 64.10 40.24 93.53 417.02 83.44 344.22 210.11 1,269.57 33.84 779.44 37.38	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	44.00 79.68 44.09 64.10 40.24 93.53 417.02 83.44 344.22 210.11 1,269.57 33.84 779.44 37.38		

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			Copy Charges -SC22 4922-01	55V1184238	396.04	0.00	396.04		
			** PAYMENT TOTAL **	15	3,936.70	0.00	3,936.70	08/20/20	78472
1071115		5659	AT&T MOBILITY						
			287286659497 7/1-31 MODEMS	287286659497X080820	2,064.00	0.00	2,064.00		
			287286659497 7/1-31	287286659497X080820B	598.00	0.00	511.60		
			287286659497 7/1-31	287286659497X080820B	598.00	0.00	86.40		
			** PAYMENT TOTAL **	3	2,662.00	0.00	2,662.00	08/20/20	78472
1071116		5701	FEDEX						
			9874-0229-6 SHIPPING	7-090-23689	44.07	0.00	44.07		
			** PAYMENT TOTAL **	1	44.07	0.00	44.07	08/20/20	78472
1071117		5823	CUMMINS POWER SOUTH						
			ODP TRANSFER SWITCH 352175	96-42737	3,390.93	0.00	3,390.93		
			ODP TRANSFER SWITCH 352175	96-42738	13,109.22	0.00	13,109.22		
			** PAYMENT TOTAL **	2	16,500.15	0.00	16,500.15	08/20/20	78472
1071118		5942	SPRINT						
			641417410 7/7-8/6	641417410-221	803.15	0.00	803.15		
			** PAYMENT TOTAL **	1	803.15	0.00	803.15	08/20/20	78472
1071119		7042	LANGUAGE LINE SERVICES, INC						
			INTERPRETATION 9020873428	4869223	55.99	0.00	55.99		
			** PAYMENT TOTAL **	1	55.99	0.00	55.99	08/20/20	78472
1071120		7144	CINTAS CORPORATION NO 2						
			LK PAN LIB MATS 12700601	4054582606	9.06	0.00	9.06		
			SCSC MATS 12707180	4058177850	12.96	0.00	12.96		
			PW UNIFORMS 12700330	4058177855	20.44	0.00	20.44		
			BELV LIB MATS 12707253	4058178398	7.44	0.00	7.44		
			OXFORD FIRE MATS 12703293	4058178459	10.80	0.00	10.80		
			WW FIRE MATS 12703237	4058178507	4.32	0.00	4.32		
			AN CONT MATS 12700673	4058554100	10.68	0.00	10.68		
			LP LIB MATS 12700601	4058554130	9.06	0.00	9.06		
			AN CONT UNIFORMS 12703984	4058554180	79.10	0.00	79.10		
			LP FIRE MATS 12704752	4058554214	6.48	0.00	6.48		
			WEBSTER FIRE MATS 12704860	4058580405	4.32	0.00	4.32		
			WEBSTER LIB MATS 12700498	4058580432	5.28	0.00	5.28		
			BUSHNELL LIB MATS 12700160	4058580527	6.22	0.00	6.22		
			BUSHNELL FIRE MATS 12704907	4058580534	7.56	0.00	7.56		
			PW MATS 12700425	4058580576	10.14	0.00	10.14		
			FAC/PARKS UNIFORMS 12700245	4058580619	71.29	0.00	71.29		
			PROP APPR MATS 12707183	4058580696	7.92	0.00	7.92		
			PW SHOP UNIFORMS 12700311	4058580704	70.59	0.00	70.59		
			COURTHOUSE MATS 12700216	4058580733	11.16	0.00	11.16		

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			BUSHNELL FIRE MATS 12701852	4058580738	8.64	0.00	8.64		
			SCSC MATS 12707180	4058883691	12.96	0.00	12.96		
			PW UNIFORMS 12700330	4058883765	20.44	0.00	20.44		
			** PAYMENT TOTAL **	22	406.86	0.00	406.86	08/20/20	78472
1071121		7372	ELECTRICAL WORKS						
			On-Call Electrical JAIL	16941	297.50	0.00	297.50		
			** PAYMENT TOTAL **	1	297.50	0.00	297.50	08/20/20	78472
1071122		7557	MYFLORIDACOUNTY.COM						
			MFC REFUNDS MYFLC60BOCC	REF07-20	159.33	0.00	159.33		
			** PAYMENT TOTAL **	1	159.33	0.00	159.33	08/20/20	78472
1071123		7603	SUBURBAN PROPANE-1159						
			1159-187684 PROPANE	1159-203903	111.80	0.00	111.80		
			1159-108218 PROPANE	1159-233229	222.93	0.00	222.93		
			** PAYMENT TOTAL **	2	334.73	0.00	334.73	08/20/20	78472
1071124		7619	GRAYBAR ELECTRIC COMPANY, INC.						
			ODP LIGHTING JAIL JP8896088	9316828435	11,514.00	0.00	11,514.00		
			ODP LIGHTING JAIL JP8896088	9316912452	4,878.00	0.00	4,878.00		
			ODP LIGHTING JAIL JP8896321	9316983913	314.00	0.00	314.00		
			ODP LIGHTING JAIL JP8896321	9317054898	118.00	0.00	118.00		
			** PAYMENT TOTAL **	4	16,824.00	0.00	16,824.00	08/20/20	78472
1071125		7626	GENERAL UTILITIES						
			JULY WATER PLANT INSP	333925	218.52	0.00	218.52		
			** PAYMENT TOTAL **	1	218.52	0.00	218.52	08/20/20	78472
1071126		7641	WASTE CONNECTIONS OF FLORIDA, INC						
			WASTE DISPOSAL 6473-7807	15984	126.13	0.00	126.13		
			** PAYMENT TOTAL **	1	126.13	0.00	126.13	08/20/20	78472
1071127		7679	DIRECTV						
			019402692 8/9-9/8	37675665227	38.99	0.00	38.99		
			** PAYMENT TOTAL **	1	38.99	0.00	38.99	08/20/20	78472
1071128		7696	DALY AND ZILCH						
			AN SVCS EUTH BLDG #3	ITB010702020RS073120	46,970.10	0.00	46,970.10		
			** PAYMENT TOTAL **	1	46,970.10	0.00	46,970.10	08/20/20	78472
1071129		7730	MOTOROLA SOLUTIONS, INC						
			P-25 radio sys sec 1035665548	41289618	17,000.00	0.00	17,000.00		
			** PAYMENT TOTAL **	1	17,000.00	0.00	17,000.00	08/20/20	78472
1071130		7823	ELIZABETH M. BERTELO						
			Public Defender IT 8/3-14	EB081420	1,307.69	0.00	1,307.69		
			** PAYMENT TOTAL **	1	1,307.69	0.00	1,307.69	08/20/20	78472
1071131		7833	THE LUNZ GROUP						
			1902.03 AN CONT STORAGE&EUTH	195008	750.00	0.00	750.00		

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			** PAYMENT TOTAL **	1	750.00	0.00	750.00	08/20/20	78472
1071132		7856	STAPLES ADVANTAGE						
			BUS ENVELOPES,NTEBK AT11806898	3452510677	55.86	0.00	55.86		
			Avery 5160 Labels AT11806898	3453410493	17.66	0.00	17.66		
			DRY ERASE BOARD AT11806898	3453410494	161.49	0.00	161.49		
			Calc Tape, TONER AT11806898	3453410495	75.61	0.00	75.61		
			** PAYMENT TOTAL **	4	310.62	0.00	310.62	08/20/20	78472
1071133		7972	BAY AREA GEAR REPAIR						
			Bunker Gear Repair	1287	905.45	0.00	905.45		
			** PAYMENT TOTAL **	1	905.45	0.00	905.45	08/20/20	78472
1071134		8107	ARGOS USA CORP						
			ODP CONCRETE 100928	92043241	540.00	0.00	540.00		
			** PAYMENT TOTAL **	1	540.00	0.00	540.00	08/20/20	78472
1071135		8429	RICKY RESCUE TRAINING ACADEMY						
			Morningstar Legal ISO -	20204829	150.00	0.00	150.00		
			BLDG CONST FIRE-MARTIN MURRAY	20204830	150.00	0.00	150.00		
			** PAYMENT TOTAL **	2	300.00	0.00	300.00	08/20/20	78472
1071136		8460	HARTFORD LIFE AND ACCIDENT INSURANCE COM						
			Voluntary Supp Benefit 878871	878871SUPPLAUG2020	4,674.45	0.00	4,674.45		
			** PAYMENT TOTAL **	1	4,674.45	0.00	4,674.45	08/20/20	78472
1071137		8468	CIT BANK, N.A.						
			Lease Chgs 900-0299370-000	36019693	963.75	0.00	963.75		
			Lease Chgs 900-0258312004-012	36023685	1,475.29	0.00	1,475.29		
			Lease Chgs 900-0258312014-031	36023686	4,709.24	0.00	4,709.24		
			Lease Chgs 900-0258312002-003	36023687	630.42	0.00	630.42		
			Lease Charges 900-0258312-007	36023688	65.44	0.00	65.44		
			Lease Charges -900-0258312-010	36023689	199.15	0.00	199.15		
			Lease Chgs 900-0271584-000	36023690	218.73	0.00	218.73		
			Lease Chgs 900-0297160-000	36023691	58.70	0.00	58.70		
			Lease Charges 900-0258312-029	36031875	114.70	0.00	114.70		
			Lease Chgs 900-0258312-030	36031876	234.80	0.00	234.80		
			Lease Chgs 900-0280209-000	36031877	203.00	0.00	203.00		
			** PAYMENT TOTAL **	11	8,873.22	0.00	8,873.22	08/20/20	78472
1071138		8567	KATHLEEN ELIZABETH GLOVER						
			Program Specialist II 8/3-14	KATHYGLOVER08142020	1,388.80	0.00	1,388.80		
			** PAYMENT TOTAL **	1	1,388.80	0.00	1,388.80	08/20/20	78472
1071139		8620	COHERENT STAFFING SOLUTIONS						
			ADMIN PERSONNEL 6/29-8/2	1965A-ADMIN	8,345.14	0.00	8,345.14		
			** PAYMENT TOTAL **	1	8,345.14	0.00	8,345.14	08/20/20	78472
1071140		8656	ZOHO CORPORATION						

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			Annual Fee 31079241		2269544	235.60	0.00	235.60	
			** PAYMENT TOTAL **	1	235.60	0.00	235.60	08/20/20	78472
1071141		8666	ACME AUTO LEASING, LLC						
			Vehicle Lease SUMTERCO6382		20080180	1,295.00	0.00	1,295.00	
			** PAYMENT TOTAL **	1	1,295.00	0.00	1,295.00	08/20/20	78472
1071142		8685	PHARMALINK INC						
			Pharmaceutical Disp 136038		566264	499.00	0.00	499.00	
			Pharmaceutical Disposal 13677		566822	249.00	0.00	249.00	
			** PAYMENT TOTAL **	2	748.00	0.00	748.00	08/20/20	78472
1071143		8693	LENHART ELECTRIC COMPANY						
			REIMB COVID SUPP CARES ACT		CARESLLENHART81420	619.68	0.00	619.68	
			** PAYMENT TOTAL **	1	619.68	0.00	619.68	08/20/20	78472
1071144		8771	GENSET SERVICES, INC						
			Generator Services -DET CENTER		142474	80.00	0.00	80.00	
			Generator Services -JUD CTR		142476	80.00	0.00	80.00	
			Generator Services - NEW JAIL		142477	160.00	0.00	160.00	
			PW MAINT GENERATOR SVC		142480	80.00	0.00	80.00	
			Generator Services SCPSC		142481	80.00	0.00	80.00	
			Generator Services TV SCPSC		142482	160.00	0.00	160.00	
			** PAYMENT TOTAL **	6	640.00	0.00	640.00	08/20/20	78472
1071145		8835	MSSI INC						
			Modular Cells/Mezzanine Stairs		302	278,000.00	0.00	278,000.00	
			** PAYMENT TOTAL **	1	278,000.00	0.00	278,000.00	08/20/20	78472
1071146		8848	PETE'S LAND CLEARING, LLC						
			STREET SWEEPING CON		3312	3,776.64	0.00	3,776.64	
			** PAYMENT TOTAL **	1	3,776.64	0.00	3,776.64	08/20/20	78472
1071147		8959	OK FINE PRODUCTIONS						
			Extrication Rescue Dummy		8720SCFEMS	1,690.00	0.00	1,690.00	
			** PAYMENT TOTAL **	1	1,690.00	0.00	1,690.00	08/20/20	78472
1071148		8967	INDIAN SPRINGS MFG CO INC						
			Chlorine 1 Ton Container Train		20200697	3,120.00	0.00	3,120.00	
			** PAYMENT TOTAL **	1	3,120.00	0.00	3,120.00	08/20/20	78472
1071149		8989	MR COOPER						
			CARES ACT FUNDING 0650937931		0650937931MUSOLINO	2,718.32	0.00	2,718.32	
			** PAYMENT TOTAL **	1	2,718.32	0.00	2,718.32	08/20/20	78472
1071150		8990	MANGO NAILS & SPA						
			REIMB COVID SUPP CARES ACT		CARESMANGO81220	1,740.05	0.00	1,740.05	
			** PAYMENT TOTAL **	1	1,740.05	0.00	1,740.05	08/20/20	78472
1071151		8991	NANCY S MCELROY						
			RETIREE WAIVED INS #1		19-20MCELROYN1	144.60	0.00	144.60	

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			** PAYMENT TOTAL **	1	144.60	0.00	144.60	08/20/20	78472
1071152		8996	CARRINGTON MORTGAGE SERVICES, LLC #7000284216-LEWIS REICH & DONN	7000284216REICH	5,393.86	0.00	5,393.86		
			** PAYMENT TOTAL **	1	5,393.86	0.00	5,393.86	08/20/20	78472
1071153		8997	PEPPERTREE APARTMENTS CEMORY PEEPLES 3849 PEPPERTREE	CARESPEEPLES81720	1,618.35	0.00	1,618.35		
			** PAYMENT TOTAL **	1	1,618.35	0.00	1,618.35	08/20/20	78472
1071154		8998	BIG O'S STEAKHOUSE REIMB COVID SUPP CARES ACT	CARESBIGOS81720	616.57	0.00	616.57		
			** PAYMENT TOTAL **	1	616.57	0.00	616.57	08/20/20	78472
1071155		9000	LITTLE POND FARM REIMB COVID SUPP CARES ACT	CARESLITTLEPOND81820	115.23	0.00	115.23		
			** PAYMENT TOTAL **	1	115.23	0.00	115.23	08/20/20	78472
1071156		9001	SETNIWAS VASHIST BLUFFET SAPPLETON 7924 CR129	CARESSAPPLETON81820	3,555.00	0.00	3,555.00		
			** PAYMENT TOTAL **	1	3,555.00	0.00	3,555.00	08/20/20	78472
1071157		9002	SPEEDLING INCORPORATED REIMB COVID SUPP CARES ACT	CARESSPEEDLING081820	8,437.42	0.00	8,437.42		
			** PAYMENT TOTAL **	1	8,437.42	0.00	8,437.42	08/20/20	78472
1071158		9003	GWENDOLYN LEWIS BROWN YATISA MOSELY&JASON RUSSELL	CARESYMOSELY81920	4,636.00	0.00	4,636.00		
			** PAYMENT TOTAL **	1	4,636.00	0.00	4,636.00	08/20/20	78472
1071159		9004	TARGET MARKET DEVELOPMENT, LLD SHARNISE EDWARDS 404 PETERS ST SHARNISE EDWARDS 404 PETERS	CARESEDWARDS081920 CARESEDWARDS81920	550.00 550.00	0.00 0.00	550.00 550.00		
			** PAYMENT TOTAL **	2	1,100.00	0.00	1,100.00	08/20/20	78472
3514		8349	EMPLOYEE BENEFITS CORPORATION FSA Claims 8/11-12/2020	2980111	612.57	0.00	612.57		
	HP		** PAYMENT TOTAL **	1	612.57	0.00	612.57	08/17/20	78417
3515		7826	DELTA DENTAL INSURANCE COMPANY DENTAL ACH8/17/2020 8/6-12	BE004056018C	4,629.30	0.00	4,629.30		
	HP		** PAYMENT TOTAL **	1	4,629.30	0.00	4,629.30	08/17/20	78418
3516		8349	EMPLOYEE BENEFITS CORPORATION FSA Claims 8/13-14/2020	2988461	303.22	0.00	303.22		
	HP		** PAYMENT TOTAL **	1	303.22	0.00	303.22	08/18/20	78434
3517		8349	EMPLOYEE BENEFITS CORPORATION FSA Claims 7/19-8/16/2020	2989508	533.50	0.00	533.50		
	HP		** PAYMENT TOTAL **	1	533.50	0.00	533.50	08/19/20	78450
BANK TOTALS			PAYMENTS: 77	VOIDS: 0	203	603,209.73	0.00	603,209.73	

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REGISTER TOTALS		PAYMENTS: 77		VOIDS: 0	203	603,209.73	0.00	603,209.73	
PAYMENT TYPE TOTALS									
CHK		PAYMENTS: 73		VOIDS: 0		597,131.14	0.00	597,131.14	
EFT		PAYMENTS: 4		VOIDS: 0		6,078.59	0.00	6,078.59	

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Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
			FOR BANK ACCOUNT:2	SUNTRUST BANK, NATURE COAST					
				PAYABLES CLEARING ACCOUNT					
1071160		9004	TARGET MARKET DEVELOPMENT, LLD						
			SHARNISE EDWARDS 404 PETERS ST	CARESEDWARDS81920.	550.00	0.00	550.00		
			** PAYMENT TOTAL **	1	550.00	0.00	550.00	08/21/20	78478
3518		8349	EMPLOYEE BENEFITS CORPORATION						
			FSA Claims 8/17/2020	2990258	176.50	0.00	176.50		
	HP		** PAYMENT TOTAL **	1	176.50	0.00	176.50	08/20/20	78476
BANK TOTALS			PAYMENTS: 2	VOIDS: 0	2	726.50	0.00	726.50	

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Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
REGISTER TOTALS		PAYMENTS: 2		VOIDS: 0	2	726.50	0.00	726.50	
PAYMENT TYPE TOTALS									
CHK		PAYMENTS: 1		VOIDS: 0	550.00	0.00	550.00		
EFT		PAYMENTS: 1		VOIDS: 0	176.50	0.00	176.50		

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Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
			FOR BANK ACCOUNT:2	SUNTRUST BANK, NATURE COAST					
					PAYABLES CLEARING ACCOUNT				
1071161		7	CLERK OF CIRCUIT COURT						
			QUIT CLAIM DEED RECORDING	2261	44.00	0.00	44.00		
			** PAYMENT TOTAL **	1	44.00	0.00	44.00	08/24/20	78503
1071162		7	CLERK OF CIRCUIT COURT						
			PERPETUAL ROW EASEMENT	2260	505.00	0.00	505.00		
			** PAYMENT TOTAL **	1	505.00	0.00	505.00	08/24/20	78503
1071163		411	CITY OF WILDWOOD						
			70499-1 7/10-8/9	70499-1080920	289.17	0.00	289.17		
			70500-0 7/10-8/9	70500-0080920	320.99	0.00	320.99		
			70501-0 7/10-8/9	70501-0080920	9.56	0.00	9.56		
			70600-1 7/10-8/9	70600-1080920	194.37	0.00	194.37		
			** PAYMENT TOTAL **	4	814.09	0.00	814.09	08/24/20	78503
1071164		519	THE VILLAGES DAILY SUN						
			01116977 PUB NOT BY SUMTER 8/1	956644	50.35	0.00	50.35		
			** PAYMENT TOTAL **	1	50.35	0.00	50.35	08/24/20	78503
1071165		615	ERNIE MORRIS ENTERPRISES						
			Scott Hard Roll Towels 10244	421649-0	1,672.75	0.00	1,672.75		
			** PAYMENT TOTAL **	1	1,672.75	0.00	1,672.75	08/24/20	78503
1071166		680	DUKE ENERGY						
			04155 18099 7/6-8/6	0415518099SAPPLETON	850.35	0.00	850.35		
			92322 58560 7/14-8/12	9232258560081220	29.23	0.00	29.23		
			** PAYMENT TOTAL **	2	879.58	0.00	879.58	08/24/20	78503
1071167		991	LAKE PANASOFFKEE WATER ASSN						
			TREVON KIRBY 30017000	30017000KIRBY	23.80	0.00	23.80		
			** PAYMENT TOTAL **	1	23.80	0.00	23.80	08/24/20	78503
1071168		1031	LIFESTREAM BEHAVIORAL						
			19-20 ASSISTANCE	LIFESTREAM19-20	137,637.31	0.00	137,637.31		
			** PAYMENT TOTAL **	1	137,637.31	0.00	137,637.31	08/24/20	78503
1071169		1563	SUMTER COUNTY HEALTH DEPT						
			Water Testing/Perm Fee WAHOO	60-BID-4900547	50.00	0.00	50.00		
			** PAYMENT TOTAL **	1	50.00	0.00	50.00	08/24/20	78503
1071170		1565	SECO ENERGY						
			6010241300 7/22-8/20	6010241300082020	31.83	0.00	31.83		
			6011039801 7/21-8/19	6011039801081920	31.83	0.00	31.83		
			6760160011 7/21-8/19	6760160011081920	50.59	0.00	50.59		
			6760166011 7/21-8/19	6760166011081920	219.38	0.00	219.38		
			S. MORGAN 9603860802 7/9-8/7	9603860802MORGAN	179.94	0.00	179.94		
			** PAYMENT TOTAL **	5	513.57	0.00	513.57	08/24/20	78503
1071171		1650	TRI-CO COMMUNICATIONS INC.						

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			Radio install and removal 1496	119005559-1	1,197.64	0.00	1,197.64		
			Setcom Headset equip 1496	300007973-1	4,446.93	0.00	4,446.93		
			** PAYMENT TOTAL **	2	5,644.57	0.00	5,644.57	08/24/20	78503
1071172		2013	A-LINE FIRE & SAFETY INC						
			Fire & Security Contract LOGIS	12095	160.00	0.00	160.00		
			Fire & Security Cont ANN TEST	12100	500.00	0.00	500.00		
			Fire & Security Cont ANN TEST	12101	2,150.00	0.00	2,150.00		
			Fire & Security QTRLY INSP	20478I	3,240.00	0.00	3,240.00		
			** PAYMENT TOTAL **	4	6,050.00	0.00	6,050.00	08/24/20	78503
1071173		2803	PATTERSON VETERINARY SUPPLY, INC						
			CAPSTAR TABS 0200137618	3006505246	463.50	0.00	463.50		
			** PAYMENT TOTAL **	1	463.50	0.00	463.50	08/24/20	78503
1071174		3262	MARION/SERVICE ROOFING						
			On Call Roofing HIST COURTHOUS	7686	1,084.50	0.00	1,084.50		
			On Call Roofing JAIL	7686A	692.25	0.00	692.25		
			** PAYMENT TOTAL **	2	1,776.75	0.00	1,776.75	08/24/20	78503
1071175		3294	FL DEPT OF FINANCIAL SVCS						
			Robin Smithgall ISO Training	11538	75.00	0.00	75.00		
			** PAYMENT TOTAL **	1	75.00	0.00	75.00	08/24/20	78503
1071176		4167	C.W. ROBERTS CONTRACTING, INC						
			C478 SAFETY IMPROVE #3	1511619PAYAPP3	200,294.43	0.00	200,294.43		
			** PAYMENT TOTAL **	1	200,294.43	0.00	200,294.43	08/24/20	78503
1071177		4353	KIMLEY-HORN AND ASSOC, INC						
			142109123.1 BVB EXT DESIGN	17099993	59,751.13	0.00	59,751.13		
			142109097.3 GENERAL SERVICES	17144892	1,600.00	0.00	1,600.00		
			** PAYMENT TOTAL **	2	61,351.13	0.00	61,351.13	08/24/20	78503
1071178		4641	NORTH SUMTER COUNTY UTILITY						
			N002-3441-00 7/8-8/7	N002-3441-00080720	50.74	0.00	50.74		
			** PAYMENT TOTAL **	1	50.74	0.00	50.74	08/24/20	78503
1071179		5166	ORACLE AMERICA, INC						
			SOFTWARE UPDATE LIC 44564831	44564831	4.87	0.00	4.87		
			** PAYMENT TOTAL **	1	4.87	0.00	4.87	08/24/20	78503
1071180		5461	VERIZON WIRELESS						
			723723846-00001 7/11-8/10	9860528640	3,073.79	0.00	2,998.41		
			723723846-00001 7/11-8/10	9860528640	3,073.79	0.00	75.38		
			521188371-00032 7/16-8/15	9860828202	303.48	0.00	303.48		
			** PAYMENT TOTAL **	3	3,377.27	0.00	3,377.27	08/24/20	78503
1071181		7076	DRMP, INC.						
			Preston Dr CEI Svcs 19-0447000	159441	118.16	0.00	118.16		
			** PAYMENT TOTAL **	1	118.16	0.00	118.16	08/24/20	78503

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1071182		7372	ELECTRICAL WORKS						
			On-Call Electrical WW/FLEET	16997	160.00	0.00	160.00		
			** PAYMENT TOTAL **	1	160.00	0.00	160.00	08/24/20	78503
1071183		7784	ROSEN MATERIALS, LLC						
			ODP BLDG MAT 21008381	21041031248	151.20	0.00	151.20		
			ODP BLDG MAT 21008381	21041031434	3,432.00	0.00	3,432.00		
			ODP BLDG MAT 21008381 JAIL	21041031494	5,823.57-	0.00	5,823.57-		
			ODP BLDG MAT 21008381	21041031495	5,057.97	0.00	5,057.97		
			** PAYMENT TOTAL **	4	2,817.60	0.00	2,817.60	08/24/20	78503
1071184		8163	CHERYL HOLCOMB						
			AMERICAN MILITARY HISTORY	19-20HOLCOMBC3	621.00	0.00	621.00		
			** PAYMENT TOTAL **	1	621.00	0.00	621.00	08/24/20	78503
1071185		8363	J. A. STANDRIDGE CONSTRUCTION						
			PREV INV SHORT PD SNEEZE GUARD	VACOC724A	297.91	0.00	297.91		
			** PAYMENT TOTAL **	1	297.91	0.00	297.91	08/24/20	78503
1071186		8429	RICKY RESCUE TRAINING ACADEMY						
			Jacob Bogue Fire Officer	20204968	500.00	0.00	500.00		
			Marcello Adamo Fire Officer	20204969	500.00	0.00	500.00		
			** PAYMENT TOTAL **	2	1,000.00	0.00	1,000.00	08/24/20	78503
1071187		8470	LAKE PANASOPFKEE ANIMAL CLINIC						
			Contract Veterinarian Svc 203	07012020VETCARE	21,074.65	0.00	21,074.65		
			** PAYMENT TOTAL **	1	21,074.65	0.00	21,074.65	08/24/20	78503
1071188		8643	CANARX GROUP INC						
			Claim for Mail Order Pharmacy/	25237	938.70	0.00	938.70		
			** PAYMENT TOTAL **	1	938.70	0.00	938.70	08/24/20	78503
1071189		8762	MCCALL SERVICE, INC						
			Pest Control -STA #32 39911932	58462000	50.00	0.00	50.00		
			** PAYMENT TOTAL **	1	50.00	0.00	50.00	08/24/20	78503
1071190		8765	BLACKJACK SPORTING CLAYS, LLC						
			REIMB COVID SVCS CARES ACT	CARESBLACKJACK81920	68,200.00	0.00	68,200.00		
			** PAYMENT TOTAL **	1	68,200.00	0.00	68,200.00	08/24/20	78503
1071191		8771	GENSET SERVICES, INC						
			Generator Services -911 BLDG	142659	554.00	0.00	554.00		
			Generator Services DET CENTER	142671	297.98	0.00	297.98		
			** PAYMENT TOTAL **	2	851.98	0.00	851.98	08/24/20	78503
1071192		8835	MSSI INC						
			Modular Cells/Mezzanine Stairs	303	34,910.50	0.00	34,910.50		
			** PAYMENT TOTAL **	1	34,910.50	0.00	34,910.50	08/24/20	78503
1071193		8903	SIDNEY SMITH						
			Performance Svcs -JUL/AUG	1176	600.00	0.00	600.00		

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			** PAYMENT TOTAL **	1	600.00	0.00	600.00	08/24/20	78503
3519		8349	EMPLOYEE BENEFITS CORPORATION						
			FSA Claims 8/17-18/2020	2993140	157.50	0.00	157.50		
	HP		** PAYMENT TOTAL **	1	157.50	0.00	157.50	08/21/20	78494
BANK TOTALS			PAYMENTS: 34	VOIDS: 0	55	553,076.71	0.00	553,076.71	

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Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
REGISTER TOTALS		PAYMENTS: 34		VOIDS: 0	55	553,076.71	0.00	553,076.71	
PAYMENT TYPE TOTALS									
CHK		PAYMENTS: 33		VOIDS: 0		552,919.21	0.00	552,919.21	
EFT		PAYMENTS: 1		VOIDS: 0		157.50	0.00	157.50	

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			FOR BANK ACCOUNT:2	SUNTRUST BANK, NATURE COAST					
					PAYABLES CLEARING ACCOUNT				
1071194		7	CLERK OF CIRCUIT COURT DECLARATION OF RES COV ** PAYMENT TOTAL **	2262  1	61.00  61.00	0.00  0.00	61.00  61.00	08/27/20	78534
1071195		76	ING RELIASTAR LIFE INS CO ING:6112:425:08/22/20 ** PAYMENT TOTAL **	6112:264  1	1,084.18  1,084.18	0.00  0.00	1,084.18  1,084.18	08/27/20	78534
1071196		80	NYS CHILD SUPPORT CHILD SUP:6112:518:08/22/20 ** PAYMENT TOTAL **	6112:248  1	274.00  274.00	0.00  0.00	274.00  274.00	08/27/20	78534
1071197		364	CDW COMPUTER GOVERNMENT INC APC RBC6 batt cart 3928237 Cisco Smartnet 0728881 ** PAYMENT TOTAL **	ZRM3634 ZSZ4921  2	154.19 229.07  383.26	0.00 0.00  0.00	154.19 229.07  383.26	08/27/20	78534
1071198		411	CITY OF WILDWOOD CRAIG MARTIN 230045-2 #5357 ** PAYMENT TOTAL **	2300452MARTIN  1	317.89  317.89	0.00  0.00	317.89  317.89	08/27/20	78534
1071199		423	CLERK OF CIRCUIT COURT SEPT 2020 BUDGET REQ SEPT BUDGET REQ COURTS ** PAYMENT TOTAL **	SEPT2020 SEPT2020COURTS  2	161,511.75 250.00  161,761.75	0.00 0.00  0.00	161,511.75 250.00  161,761.75	08/27/20	78534
1071200		680	DUKE ENERGY 12960 52064 CRAIG MARTIN 32797 24287 7/20-8/18 ** PAYMENT TOTAL **	1296052064MARTIN 3279724287081820  2	446.29 39.65  485.94	0.00 0.00  0.00	446.29 39.65  485.94	08/27/20	78534
1071201		1553	SUMTER COMMUNICATIONS SEPT TOWER LICENSE FEE SEPT TOWER SPACE LEASE ** PAYMENT TOTAL **	09-2020A 09-2020B  2	12,128.11 1,195.45  13,323.56	0.00 0.00  0.00	12,128.11 1,195.45  13,323.56	08/27/20	78534
1071202		1565	SECO ENERGY 8013775400 7/21-8/19 9603323601 7/21-8/19 9604030401 7/21-8/19 9604030601 7/21-8/19 9604030701 7/21-8/19 9604031001 7/21-8/19 ** PAYMENT TOTAL **	8013775400081920 9603323601081920 9604030401081920 9604030601081920 9604030701081920 9604031001081920  6	45.42 1,523.78 3,222.50 31.83 33.05 127.17  4,983.75	0.00 0.00 0.00 0.00 0.00 0.00  0.00	45.42 1,523.78 3,222.50 31.83 33.05 127.17  4,983.75	08/27/20	78534
1071203		1581	SUPERVISOR OF ELECTIONS SEPT 2020 BUDGET REQ ** PAYMENT TOTAL **	SEPT2020  1	144,148.06  144,148.06	0.00  0.00	144,148.06  144,148.06	08/27/20	78534

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1071204		1600	RANDY MASK, TAX COLLECTOR 2% COMM FIRE ASSESS MSBU ** PAYMENT TOTAL **	08242020TAXCOLLCOMM  1	163,726.76  163,726.76	0.00  0.00	163,726.76  163,726.76	08/27/20	78534
1071205		2311	GALLS, LLC Citation Pins & Bars 5420981 Firefighters Uniforms 5420981 ** PAYMENT TOTAL **	016115893 016223963 2	76.50 174.92 251.42	0.00 0.00 0.00	76.50 174.92 251.42	08/27/20	78534
1071206		2603	BRIGHT HOUSE NETWORKS 0050744677-01 8/17-9/16 0050771392-01 8/6-9/5 ** PAYMENT TOTAL **	074467701081820 077139201080720 2	219.98 606.42 826.40	0.00 0.00 0.00	219.98 606.42 826.40	08/27/20	78534
1071207		3262	MARION/SERVICE ROOFING On Call Roofing FIRE STA 22 On Call Roofing - LP REC CTR 30' Of Gutter Repair&Replace ** PAYMENT TOTAL **	7733 7734 7735 3	199.00 329.75 2,750.00 3,278.75	0.00 0.00 0.00 0.00	199.00 329.75 2,750.00 3,278.75	08/27/20	78534
1071208		3755	GLOBAL TIRE RECYCLING Tire Disposal ** PAYMENT TOTAL **	35784 1	39.20 39.20	0.00 0.00	39.20 39.20	08/27/20	78534
1071209		4803	SHI INTERNATIONAL CORP. Veeam Premium Supp 1006488 ** PAYMENT TOTAL **	B12116433 1	384.14 384.14	0.00 0.00	384.14 384.14	08/27/20	78534
1071210		5186	CENTURYLINK Agree for Svc& Supp 61996 ** PAYMENT TOTAL **	2212674 1	6,736.66 6,736.66	0.00 0.00	6,736.66 6,736.66	08/27/20	78534
1071211		5461	VERIZON WIRELESS 442182347-00001 7/11-8/10 521188371-00033 7/16-8/15 ** PAYMENT TOTAL **	9860471106 9860828203 2	475.02 36.73 511.75	0.00 0.00 0.00	475.02 36.73 511.75	08/27/20	78534
1071212		5821	FLORIDA STATE UNIVERSITY Certified Public Manager Cours ** PAYMENT TOTAL **	6002 1	1,050.00 1,050.00	0.00 0.00	1,050.00 1,050.00	08/27/20	78534
1071213		7144	CINTAS CORPORATION NO 2 WEBSTER LIB MATS 12700498 BUSHNELL LIB MATS 12700160 WEBSTER FIRE MATS 12704860 BUSHNELL FIRE MATS 12704907 PW SHOP UNIFORMS 12700311 COURTHOUSE MATS 12700216 PW MATS 12700425	4059303267 4059303291 4059303302 4059303358 4059303429 4059303439 4059303453	5.28 6.22 4.32 7.56 70.59 11.16 10.14	0.00 0.00 0.00 0.00 0.00 0.00 0.00	5.28 6.22 4.32 7.56 70.59 11.16 10.14		

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			PROP APPR MATS 12707183	4059303465	7.92	0.00	7.92		
			BUSHNELL FIRE MATS 12701852	4059303481	8.64	0.00	8.64		
			PW UNIFORMS 12704444	4059303486	114.31	0.00	114.31		
			FAC/PARKS UNIFORMS 12700245	4059303502	70.75	0.00	70.75		
			TAX COLL MATS 12704367	4059303503	7.92	0.00	7.92		
			BUSHNELL FIRE MATS 12701785	4059303583	6.48	0.00	6.48		
			PW UNIFORMS 12700330	4059533791	20.44	0.00	20.44		
			SCSC MATS 12707180	4059533892	12.96	0.00	12.96		
			BELV LIB MATS 12707253	4059534460	7.44	0.00	7.44		
			WW FIRE MATS 12703237	4059534527	4.32	0.00	4.32		
			OXFORD FIRE MATS 12703293	4059534544	10.80	0.00	10.80		
			AN CONT UNIFORMS 12703984	9089377741	208.50	0.00	208.50		
			** PAYMENT TOTAL **		595.75	0.00	595.75	08/27/20	78534
1071214		7191	AKCA INC						
			Pavement Marking Services	9489	377.52	0.00	377.52		
			** PAYMENT TOTAL **		377.52	0.00	377.52	08/27/20	78534
1071215		7372	ELECTRICAL WORKS						
			On-Call Electrical -	17001	293.34	0.00	293.34		
			On-Call Electrical -AN CONT	17024	442.29	0.00	442.29		
			On-Call Electrical-FIRE STA 12	17025	270.29	0.00	270.29		
			** PAYMENT TOTAL **		1,005.92	0.00	1,005.92	08/27/20	78534
1071216		7652	AIR MECHANICAL & SERVICE CORP						
			HVAC Contract -SUMTERCO	100698	211.25	0.00	211.25		
			** PAYMENT TOTAL **		211.25	0.00	211.25	08/27/20	78534
1071217		7816	CBT NUGGETS, LLC						
			CBT Learner - IT Training	2237680	179.70	0.00	179.70		
			** PAYMENT TOTAL **		179.70	0.00	179.70	08/27/20	78534
1071218		7856	STAPLES ADVANTAGE						
			Asstd office supp ATL1806898	3453858676	233.90	0.00	233.90		
			BROTHER TZE-2312 PK ATL1806898	3453858677	11.90	0.00	11.90		
			** PAYMENT TOTAL **		245.80	0.00	245.80	08/27/20	78534
1071219		8377	CRENNELL PAINTING INC						
			Prep & Paint Exterior STA #22	55549	23,691.50	0.00	23,691.50		
			** PAYMENT TOTAL **		23,691.50	0.00	23,691.50	08/27/20	78534
1071220		8468	CIT BANK, N.A.						
			Lease Charges 900-0307949-000	36078362	25.40	0.00	25.40		
			Lease Charges -900-0258312-000	36110227	147.11	0.00	147.11		
			Lease Charges -900-0302200-000	36110228	197.74	0.00	197.74		
			Lease Charges 900-0258312-027	36133031	212.97	0.00	212.97		
			** PAYMENT TOTAL **		583.22	0.00	583.22	08/27/20	78534

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1071221		8620	COHERENT STAFFING SOLUTIONS 4 - Kennel Workers 6/29-8/2 ** PAYMENT TOTAL **	1965B-ANIMALSERVICES 1	9,053.76 9,053.76	0.00 0.00	9,053.76 9,053.76	08/27/20	78534
1071222		8668	EVERGLADES EQUIPMENT GROUP HAND GUARD SUMTE020 ** PAYMENT TOTAL **	P26479 1	16.43 16.43	0.00 0.00	16.43 16.43	08/27/20	78534
1071223		8721	HC CODE OF FLORIDA, LLC On Call Code Enf 8/10-21 On Call Code Enf 8/10-21 ** PAYMENT TOTAL **	10061 10061 2	6,125.00 6,125.00 6,125.00	0.00 0.00 0.00	4,593.75 1,531.25 6,125.00	08/27/20	78534
1071224		8758	TEALA SOLTIS INTRO TO COLLEGE MATH ** PAYMENT TOTAL **	19-20SOLTIST3 1	371.12 371.12	0.00 0.00	371.12 371.12	08/27/20	78534
1071225		8796	DAVID NEWELL REIMB FOR FOOTWEAR ** PAYMENT TOTAL **	19-20NEWELLD2 1	29.77 29.77	0.00 0.00	29.77 29.77	08/27/20	78534
1071226		8898	CONSOLIDATED PIPE & SUPPLY COMPANY, INC ODP DOWN SPOUT ADPT 772016 ** PAYMENT TOTAL **	7702280-000-000 1	400.00 400.00	0.00 0.00	400.00 400.00	08/27/20	78534
1071227		8910	LEXISNEXIS RISK DATA MANAGEMENT INC LexisNexis 1723577 ** PAYMENT TOTAL **	1723577-20200731 1	115.20 115.20	0.00 0.00	115.20 115.20	08/27/20	78534
1071228		8978	NOVAAB LLC REIMB COVID SUPP CARES ACT ** PAYMENT TOTAL **	CARESNOVAAB82420 1	1,126.00 1,126.00	0.00 0.00	1,126.00 1,126.00	08/27/20	78534
1071229		9005	BACK ROAD BERRIES REIMB COVID SUPP CARES ACT ** PAYMENT TOTAL **	CARESBACKROAD82520 1	1,075.03 1,075.03	0.00 0.00	1,075.03 1,075.03	08/27/20	78534
1071230		9007	NUT RIDGE II TREVOR&SAMANTHA KIRBY 2247 CR ** PAYMENT TOTAL **	CARESKIRBY82620 1	977.00 977.00	0.00 0.00	977.00 977.00	08/27/20	78534
1071231		9010	JACK & RESA INC REIMB COVID SUPP CARES ACT ** PAYMENT TOTAL **	CARESJACKRESA82620 1	2,176.85 2,176.85	0.00 0.00	2,176.85 2,176.85	08/27/20	78534
1071232		9012	GOLDEN CORRAL REIMB COVID SUPP CARES ACT ** PAYMENT TOTAL **	CARESGOLDEN82520 1	4,222.77 4,222.77	0.00 0.00	4,222.77 4,222.77	08/27/20	78534
3520	HP	7826	DELTA DENTAL INSURANCE COMPANY DENTAL ACH8/24/2020 8/13-19 ** PAYMENT TOTAL **	BE004079405C 1	6,966.50 6,966.50	0.00 0.00	6,966.50 6,966.50	08/24/20	78505

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3521		8349	EMPLOYEE BENEFITS CORPORATION						
			FSA Claims 8/19/2020	2993966	919.23	0.00	919.23		
	HP		** PAYMENT TOTAL **	1	919.23	0.00	919.23	08/24/20	78506
921		2805	WEX BANK						
			JUL FLEET FUEL 0496002223139	66837131	20,105.03	0.00	20,105.03		
	HP		** PAYMENT TOTAL **	1	20,105.03	0.00	20,105.03	08/24/20	78522
922		2805	WEX BANK						
			JUL FLEET FUEL 0496002223139	66837131-124	119.88	0.00	119.88		
	HP		** PAYMENT TOTAL **	1	119.88	0.00	119.88	08/24/20	78522
BANK TOTALS			PAYMENTS: 43	VOIDS: 0	82	584,318.70	0.00	584,318.70	

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Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
REGISTER TOTALS		PAYMENTS: 43		VOIDS: 0	82	584,318.70	0.00	584,318.70	
PAYMENT TYPE TOTALS									
CHK		PAYMENTS: 39		VOIDS: 0		556,208.06	0.00	556,208.06	
EFT		PAYMENTS: 2		VOIDS: 0		7,885.73	0.00	7,885.73	
WIRE		PAYMENTS: 2		VOIDS: 0		20,224.91	0.00	20,224.91	

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			FOR BANK ACCOUNT:2	SUNTRUST BANK, NATURE COAST					
					PAYABLES CLEARING ACCOUNT				
1071233		7	CLERK OF CIRCUIT COURT						
			V#42 Rec fee for Walter/Ousle	TW082820	264.40	0.00	264.40		
			** PAYMENT TOTAL **	1	264.40	0.00	264.40	08/31/20	78569
1071234		409	CITY OF WEBSTER						
			534-0 7/1-31	534-0073120	338.62	0.00	338.62		
			** PAYMENT TOTAL **	1	338.62	0.00	338.62	08/31/20	78569
1071235		411	CITY OF WILDWOOD						
			TIA NELSON 110067-2	1100672NELSON	328.52	0.00	328.52		
			50020-0 7/10-8/9	50020-0080920	147.14	0.00	147.14		
			** PAYMENT TOTAL **	2	475.66	0.00	475.66	08/31/20	78569
1071236		414	CITY OF WILDWOOD						
			REIMB FOR COVID SUPP CARES ACT	CARESCITYOFWILD82820	4,436.19	0.00	4,436.19		
			** PAYMENT TOTAL **	1	4,436.19	0.00	4,436.19	08/31/20	78569
1071237		680	DUKE ENERGY						
			25481 02461 7/15-8/13	2548102461081320	22.60	0.00	22.60		
			** PAYMENT TOTAL **	1	22.60	0.00	22.60	08/31/20	78569
1071238		991	LAKE PANASOFFKEE WATER ASSN						
			60682000 7/16-8/14	60682000081420	15.00	0.00	15.00		
			** PAYMENT TOTAL **	1	15.00	0.00	15.00	08/31/20	78569
1071239		1032	LEWIS BROTHERS INC						
			V#42 Demo/Recon ALBARRAN #3	FA082820	14,171.02	0.00	14,171.02		
			V#40 Demo/Recon NELSON #2	RN082820	14,026.28	0.00	14,026.28		
			** PAYMENT TOTAL **	2	28,197.30	0.00	28,197.30	08/31/20	78569
1071240		1563	SUMTER COUNTY HEALTH DEPT						
			Water Test/Perm Fee CROOM PK	60-BID-4805229	50.00	0.00	50.00		
			** PAYMENT TOTAL **	1	50.00	0.00	50.00	08/31/20	78569
1071241		1565	SECO ENERGY						
			9604031401 7/21-8/19	9604031401081920	32.01	0.00	32.01		
			9604031501 7/21-8/19	9604031501081920	46.38	0.00	46.38		
			9604031601 7/21-8/19	9604031601081920	41.64	0.00	41.64		
			9604031701 7/21-8/19	9604031701081920	32.48	0.00	32.48		
			9604118801 7/21-8/19	9604118801081920	39.15	0.00	39.15		
			** PAYMENT TOTAL **	5	191.66	0.00	191.66	08/31/20	78569
1071242		1650	TRI-CO COMMUNICATIONS INC.						
			APX portable radio rep 1496	102006503-1	516.00	0.00	516.00		
			** PAYMENT TOTAL **	1	516.00	0.00	516.00	08/31/20	78569
1071243		1763	WITHLACOCHEE RIVER ELEC						
			1230737 10138863 8/26/20	1230737082620	6.92	0.00	6.92		
			** PAYMENT TOTAL **	1	6.92	0.00	6.92	08/31/20	78569

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1071244		2013	A-LINE FIRE & SAFETY INC Fire & Security Cont STA 11	12104	160.00	0.00	160.00		
			** PAYMENT TOTAL **	1	160.00	0.00	160.00	08/31/20	78569
1071245		2259	OVERHEAD DOOR COMPANY OF OCALA Roll Up Door Repair & Maint	13870	165.00	0.00	165.00		
			** PAYMENT TOTAL **	1	165.00	0.00	165.00	08/31/20	78569
1071246		2311	GALLS, LLC Firefighters Uniforms 5420981	016268533	198.00	0.00	198.00		
			** PAYMENT TOTAL **	1	198.00	0.00	198.00	08/31/20	78569
1071247		2950	ARBOR CARE TREE SERVICE TREE SVCS CR525E,722,W48,609C	08182020	2,000.00	0.00	1,000.00		
			TREE SVCS CR525E,722,W48,609C	08182020	2,000.00	0.00	1,000.00		
			** PAYMENT TOTAL **	2	2,000.00	0.00	2,000.00	08/31/20	78569
1071248		3294	FL DEPT OF FINANCIAL SVCS Ralph Kaylor ISO Training	11539	75.00	0.00	75.00		
			** PAYMENT TOTAL **	1	75.00	0.00	75.00	08/31/20	78569
1071249		3755	GLOBAL TIRE RECYCLING Tire Disposal	35778	62.40	0.00	62.40		
			** PAYMENT TOTAL **	1	62.40	0.00	62.40	08/31/20	78569
1071250		4167	C.W. ROBERTS CONTRACTING, INC Hot Mix Asphalt 14027	79149	843.92	0.00	843.92		
			** PAYMENT TOTAL **	1	843.92	0.00	843.92	08/31/20	78569
1071251		4641	NORTH SUMTER COUNTY UTILITY N030-6390-00 7/15-8/14	N030-6390-00081420	116.86	0.00	116.86		
			** PAYMENT TOTAL **	1	116.86	0.00	116.86	08/31/20	78569
1071252		5186	CENTURYLINK 88683647 7/16/20	130897818	1,298.27	0.00	1,298.27		
			** PAYMENT TOTAL **	1	1,298.27	0.00	1,298.27	08/31/20	78569
1071253		5461	VERIZON WIRELESS 521188371-00001 7/16-8/15	9860828201	3,493.23	0.00	3,347.59		
			521188371-00001 7/16-8/15	9860828201	3,493.23	0.00	145.64		
			** PAYMENT TOTAL **	2	3,493.23	0.00	3,493.23	08/31/20	78569
1071254		5655	MARK A WEBER PLUMBING INC On-Call Plumbing PUB SAFETY	1054-SCBCC	150.00	0.00	150.00		
			On-Call Plumbing -WWHD	1055-SCBCC	191.02	0.00	191.02		
			On-Call Plumbing -RUTLAND PK	1063-SCBCC	1,158.23	0.00	1,158.23		
			** PAYMENT TOTAL **	3	1,499.25	0.00	1,499.25	08/31/20	78569
1071255		6053	TOM BARROW COMPANY ODP RUSKIN LOUVERS SUMT450	1273832	36,173.00	0.00	36,173.00		
			** PAYMENT TOTAL **	1	36,173.00	0.00	36,173.00	08/31/20	78569

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1071256		7144	CINTAS CORPORATION NO 2						
			PW UNIFORMS 12700330	4056888181	20.71	0.00	20.71		
			BELV LIB MATS 12707253	4058884370	7.44	0.00	7.44		
			OXFORD FIRE MATS 12703293	4058884476	10.80	0.00	10.80		
			WW FIRE MATS 12703237	4058884500	4.32	0.00	4.32		
			AN SVCS MATS 12700673	4059153519	10.68	0.00	10.68		
			AN SVCS UNIFORMS 12703984	4059153648	79.10	0.00	79.10		
			LK PAN LIB MATS 12700601	4059153678	9.06	0.00	9.06		
			LP FIRE MATS 12704752	4059153752	6.48	0.00	6.48		
			PW MATS 12700425	4059867968	10.14	0.00	10.14		
			BUSHNELL LIB MATS 12700160	4059867997	6.22	0.00	6.22		
			PROP APPR MATS 12707183	4059868077	7.92	0.00	7.92		
			TAX COLL MATS 12704367	4059868096	7.92	0.00	7.92		
			FAC/PARKS UNIFORMS 12700245	4059868104	70.75	0.00	70.75		
			COURTHOUSE MATS 12700216	4059868110	11.16	0.00	11.16		
			BUSHNELL FIRE MATS 12701852	4059868164	8.64	0.00	8.64		
			PW UNIFORMS 12704444	4059868194	114.31	0.00	114.31		
			** PAYMENT TOTAL **	16	385.65	0.00	385.65	08/31/20	78569
1071257		7372	ELECTRICAL WORKS						
			On-Call Electrical -JAIL	17044	380.00	0.00	380.00		
			** PAYMENT TOTAL **	1	380.00	0.00	380.00	08/31/20	78569
1071258		7408	THE VILLAGES TECH SOLUTIONS						
			TSG SLA MONTHLY FEE	19596	123,600.00	0.00	123,600.00		
			Cisco anyconnect plus	19611	188.50	0.00	188.50		
			** PAYMENT TOTAL **	2	123,788.50	0.00	123,788.50	08/31/20	78569
1071259		7641	WASTE CONNECTIONS OF FLORIDA, INC						
			Hauling Services 6794-001	16508	2,475.00	0.00	2,475.00		
			** PAYMENT TOTAL **	1	2,475.00	0.00	2,475.00	08/31/20	78569
1071260		7651	BRIGHTVIEW LANDSCAPES, LLC						
			Landscape Contract 16618198	6992784	59,145.17	0.00	59,145.17		
			** PAYMENT TOTAL **	1	59,145.17	0.00	59,145.17	08/31/20	78569
1071261		7652	AIR MECHANICAL & SERVICE CORP						
			HVAC Cont STA#12 SUMTERCO	100694	1,333.10	0.00	1,333.10		
			** PAYMENT TOTAL **	1	1,333.10	0.00	1,333.10	08/31/20	78569
1071262		7679	DIRECTV						
			082710169 8/15-9/14	37691360741	24.99	0.00	24.99		
			** PAYMENT TOTAL **	1	24.99	0.00	24.99	08/31/20	78569
1071263		7749	THOUSAND PALMS RESORT						
			RUTLAND BOAT RAMP BATH HOUSE	1853	60.00	0.00	60.00		
			** PAYMENT TOTAL **	1	60.00	0.00	60.00	08/31/20	78569

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Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
1071264		7784	ROSEN MATERIALS, LLC						
			5/8 FIRE TYPE X 4X12 21008381	21041031643	725.76	0.00	725.76		
			ODP BLDG SUPPLIES 21008381	21041031712	606.40	0.00	606.40		
			ODP BLDG SUPP 21008381	21041031810	212.20	0.00	212.20		
			** PAYMENT TOTAL **	3	1,544.36	0.00	1,544.36	08/31/20	78569
1071265		8020	LIBRARY SYSTEMS & SERVICES, LLC						
			Library Sys& Services AUGUST	INV3370	247,359.25	0.00	247,359.25		
			** PAYMENT TOTAL **	1	247,359.25	0.00	247,359.25	08/31/20	78569
1071266		8094	AMERICAN DOOR & HARDWARE, LLC						
			Dup Keys Jud bld 2020HISTCOUR	18236	420.00	0.00	420.00		
			** PAYMENT TOTAL **	1	420.00	0.00	420.00	08/31/20	78569
1071267		8281	COUNTRY VILLAGE POWER EQUIPMENT						
			2 Cycle mix	49402	120.00	0.00	120.00		
			** PAYMENT TOTAL **	1	120.00	0.00	120.00	08/31/20	78569
1071268		8762	MCCALL SERVICE, INC						
			Pest Control -39911932	58513032	925.00	0.00	925.00		
			** PAYMENT TOTAL **	1	925.00	0.00	925.00	08/31/20	78569
1071269		8936	GREAT SOUTHERN WOOD - BUSHNELL, INC						
			GSW BUSHNELL BUS EXP #1	GSWINCENTIVE1	320,000.00	0.00	320,000.00		
			** PAYMENT TOTAL **	1	320,000.00	0.00	320,000.00	08/31/20	78569
1071270		9008	SCOTT EDWARD VASATKA						
			CRAIG MARTIN 5427 ADMIRAL WAY	CARESMARTIN82620	2,133.00	0.00	2,133.00		
			** PAYMENT TOTAL **	1	2,133.00	0.00	2,133.00	08/31/20	78569
3522		79	MY FLORIDA COUNTY						
			8/28/20 PAYROLL DEDUCTION	8/28/2020PAYDED	659.18	0.00	659.18		
	HP		** PAYMENT TOTAL **	1	659.18	0.00	659.18	08/28/20	78530
3523		49	MASS MUTUAL						
			8/28/20 PAYROLL DEDUCTION	8/28/2020PAYDED	5,398.36	0.00	5,398.36		
	HP		** PAYMENT TOTAL **	1	5,398.36	0.00	5,398.36	08/28/20	78530
3524		8349	EMPLOYEE BENEFITS CORPORATION						
			FSA Claims 7/1-8/21/2020	2995574	356.61	0.00	356.61		
	HP		** PAYMENT TOTAL **	1	356.61	0.00	356.61	08/25/20	78535
3525		8349	EMPLOYEE BENEFITS CORPORATION						
			FSA Claims 8/21-22/2020	2996662	258.94	0.00	258.94		
	HP		** PAYMENT TOTAL **	1	258.94	0.00	258.94	08/26/20	78539
3526		64	BLUE CROSS BLUE SHIELD OF FLA.						
			60668 BCBS JULY2020 CLAIMS	1000054686	636,308.43	0.00	636,308.43		
	HP		** PAYMENT TOTAL **	1	636,308.43	0.00	636,308.43	08/25/20	78540
3527		56	FLA RETIREMENT SYSTEM						
			AUGUST 2020 EFT PMT	AUGUST2020EFTPMT	178,104.44	0.00	178,104.44		

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Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
	HP		** PAYMENT TOTAL **	1	178,104.44	0.00	178,104.44	08/28/20	78541
3528		8349	EMPLOYEE BENEFITS CORPORATION						
			FSA Claims 8/24/2020	2997590	73.13	0.00	73.13		
	HP		** PAYMENT TOTAL **	1	73.13	0.00	73.13	08/27/20	78551
3529		8349	EMPLOYEE BENEFITS CORPORATION						
			FSA Claims 8/25/2020	2998612	379.97	0.00	379.97		
	HP		** PAYMENT TOTAL **	1	379.97	0.00	379.97	08/28/20	78558
923		7940	HANCOCK BANK						
			SERIES 2003 REFUNDING LOAN PMT	092020	60,931.35	0.00	60,931.35		
	HP		** PAYMENT TOTAL **	1	60,931.35	0.00	60,931.35	08/31/20	78565
BANK TOTALS		PAYMENTS: 47		VOIDS: 0	75	1,723,163.71	0.00	1,723,163.71	

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Payment Number	HP/VD	Vendor Number	Name/Description	Invoice/Items	Gross Amount	Discounts/Deductions	Net Pay	Paid Date	Batch Number
REGISTER TOTALS		PAYMENTS: 47		VOIDS: 0	75	1,723,163.71	0.00	1,723,163.71	
PAYMENT TYPE TOTALS									
CHK		PAYMENTS: 38		VOIDS: 0		840,693.30	0.00	840,693.30	
EFT		PAYMENTS: 8		VOIDS: 0		821,539.06	0.00	821,539.06	
WIRE		PAYMENTS: 1		VOIDS: 0		60,931.35	0.00	60,931.35	

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Employee No	Check Name	Check/NOD No	Check Amount	EFT Amount	Total	
60543	JORDAN M BAILEY	88963	0.00	1,090.57	1,090.57	NOD
60622	CELESTE M LARISEY	88964	0.00	1,138.91	1,138.91	NOD
60414	EMILLY K MORRISON	88965	0.00	1,053.60	1,053.60	NOD
73	JOHNNY R RICE JR	88966	0.00	1,033.60	1,033.60	NOD
60529	EDWARD L SCANLON	88967	0.00	1,348.44	1,348.44	NOD
705	REBECCA J SEGREST	88968	0.00	2,102.77	2,102.77	NOD
60525	JACQUELINE A VALDEZ	88969	0.00	1,274.48	1,274.48	NOD
595	BRADLEY S ARNOLD	88970	0.00	5,824.14	5,824.14	NOD
2	GARRY D BREEDEN	88971	0.00	1,640.69	1,640.69	NOD
808	DONALD L BURGESS	88972	0.00	1,514.10	1,514.10	NOD
1836	ALBERT A BUTLER JR	88973	0.00	1,756.35	1,756.35	NOD
143	BETTY E COMIS	88974	0.00	1,227.28	1,227.28	NOD
157	JESSICA R DOUGLAS	88975	0.00	1,036.33	1,036.33	NOD
667	DOUG D GILPIN	88976	0.00	1,550.31	1,550.31	NOD
998	STEPHEN J KENNEDY	88977	0.00	3,532.19	3,532.19	NOD
60637	TERESA F MAXWELL	88978	0.00	1,117.41	1,117.41	NOD
60603	CHARLENE M PITTMAN	88979	0.00	943.82	943.82	NOD
60439	STEPHEN C PRINTZ	88980	0.00	1,881.68	1,881.68	NOD
746	BRENDA L SCHLAK	88981	0.00	1,167.72	1,167.72	NOD
829	LESLIE M SMITH	88982	0.00	1,827.05	1,827.05	NOD
1848	BRUCE M ATKINSON	88983	0.00	1,677.46	1,677.46	NOD
60642	SHAWN C CREMEANS	88984	0.00	909.37	909.37	NOD
337	LEROY L EDWARDS	88985	0.00	1,278.56	1,278.56	NOD
60619	JOSEPH FOTI	88986	0.00	949.19	949.19	NOD
154	FREDDIE L FUDGE III	88987	0.00	1,085.63	1,085.63	NOD
1742	TOMAS E GRANADO	88988	0.00	1,053.14	1,053.14	NOD
60585	MICHAEL F JARA	88989	0.00	2,652.44	2,652.44	NOD
415	KERRY PARKER	88990	0.00	1,000.45	1,000.45	NOD
632	FAIRLESS L RUSHING SR	88991	0.00	1,006.30	1,006.30	NOD
504	RICHARD C SORTER	88992	0.00	0.00	0.00	NOD
30	MARION L SOWELL	88993	0.00	1,401.63	1,401.63	NOD
60497	FRANK CALASCIONE	88994	0.00	2,164.31	2,164.31	NOD
1993	CEYDA C GLOVER	88995	0.00	1,199.75	1,199.75	NOD
151	DENNA F LAFFERTY	88996	0.00	1,394.08	1,394.08	NOD
665	KRISTY M RUSSELL	88997	0.00	1,206.35	1,206.35	NOD
60652	BEVERLY E FENNER	88998	0.00	1,334.70	1,334.70	NOD
108	KITTY L FIELDS	88999	0.00	2,551.43	2,551.43	NOD
60646	NICHOLAS P MELLINGTON	89000	0.00	1,106.83	1,106.83	NOD
60589	RONA L MOHRENNE	89001	0.00	1,251.27	1,251.27	NOD
60616	PATRICIA A BURGOS	89002	0.00	1,163.44	1,163.44	NOD
961	SUSAN O FARNSWORTH	89003	0.00	1,139.94	1,139.94	NOD
1011	KARL E HOLLEY	89004	0.00	2,873.73	2,873.73	NOD
60567	THOMAS J MAHR	89005	0.00	1,396.91	1,396.91	NOD
207	RHONDA K AUBUCHON	89006	0.00	1,264.41	1,264.41	NOD
71	SANDRA M CASSELS	89007	0.00	1,430.93	1,430.93	NOD
433	GUYLAINE T CHASSE	89008	0.00	1,099.69	1,099.69	NOD
531	SARAH M GILL	89009	0.00	1,217.72	1,217.72	NOD
251	SANDRA L PURVIS	89010	0.00	1,095.09	1,095.09	NOD
242	KATHERINE E STEELE	89011	0.00	1,313.17	1,313.17	NOD
734	STEPHEN G WILCOX	89012	0.00	2,938.47	2,938.47	NOD
60621	KEVIN D NICHOLSON	89013	0.00	1,247.02	1,247.02	NOD
60579	RICHARD S OBRIEN	89014	0.00	1,124.40	1,124.40	NOD
994	DAVID A CASTO	89015	0.00	2,131.75	2,131.75	NOD
60584	DAVID DAVIES	89016	0.00	1,524.18	1,524.18	NOD
512	CHRISTINA A MORRISON	89017	0.00	1,301.24	1,301.24	NOD
60412	SUZANNE E HAMMER	89018	0.00	1,071.06	1,071.06	NOD

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Employee No	Check Name	Check/NOD No	Check Amount	EFT Amount	Total	
60449	JENNIFER A HEMEON	89019	0.00	1,131.76	1,131.76	NOD
999	DEBRA E HUNTON	89020	0.00	1,330.39	1,330.39	NOD
2002	DAVID E MYERS	89021	0.00	1,490.42	1,490.42	NOD
60664	ANGELA J REX	89022	0.00	2,492.04	2,492.04	NOD
1961	BOBBIE J TODD	89023	0.00	1,491.61	1,491.61	NOD
60540	TYLER C ABBOTT	89024	0.00	1,204.35	1,204.35	NOD
60566	MARCELLO N ADAMO	89025	0.00	1,098.43	1,098.43	NOD
60605	MITCHELL H ALEXANDER	89026	0.00	1,208.11	1,208.11	NOD
782	DAMON S ALLEN	89027	0.00	2,856.64	2,856.64	NOD
60629	MARK A ALVAREZ	89028	0.00	1,062.71	1,062.71	NOD
60488	TYLER G ANDRIUK	89029	0.00	1,351.21	1,351.21	NOD
60573	RYAN M BAKER	89030	0.00	795.24	795.24	NOD
930	MICHAEL D BASILE	89031	0.00	1,571.16	1,571.16	NOD
60517	HENRY R BLACKWELDER	89032	0.00	1,050.34	1,050.34	NOD
60485	JACOB A BOGUE	89033	0.00	1,799.29	1,799.29	NOD
60602	RYAN R BRICKMEIER	89034	0.00	944.11	944.11	NOD
60669	PAUL M BRUTON	89035	0.00	926.31	926.31	NOD
878	BO B BURGESS	89036	0.00	1,938.33	1,938.33	NOD
425	CHRISTOPHER B BURRIS	89037	0.00	1,325.65	1,325.65	NOD
1968	HERLY J CACERES	89038	0.00	1,603.60	1,603.60	NOD
60421	TYLER A CASSIDY	89039	0.00	1,167.58	1,167.58	NOD
60630	GLEN F CERRATO	89040	0.00	1,104.73	1,104.73	NOD
60670	LAURA A CHIARAMONTE	89041	0.00	921.88	921.88	NOD
881	JUSTIN J COURTRIGHT	89042	0.00	2,210.02	2,210.02	NOD
1971	ALEX L CRAMER	89043	0.00	1,165.58	1,165.58	NOD
60628	DAWSON W CRUZ	89044	0.00	1,171.24	1,171.24	NOD
1817	JOHN E DAVIS	89045	0.00	1,957.74	1,957.74	NOD
779	ANTHONY E DAWKINS	89046	0.00	2,169.55	2,169.55	NOD
60618	FRANK A DILORENZO	89047	0.00	1,013.11	1,013.11	NOD
60398	KEVIN M DUCHARME	89048	0.00	1,801.18	1,801.18	NOD
60544	DAVID J EINSTEDER	89049	0.00	1,052.95	1,052.95	NOD
60432	CAMILYN ELISON	89050	0.00	1,348.68	1,348.68	NOD
785	JEREMY J FEIL	89051	0.00	1,390.70	1,390.70	NOD
60631	EMILY M FISHER	89052	0.00	864.40	864.40	NOD
278	DONALD E FOSTER	89053	0.00	1,391.24	1,391.24	NOD
450	BRYAN D FRITCHEY	89054	0.00	943.34	943.34	NOD
1920	TIMOTHY J GAREMORE	89055	0.00	1,346.62	1,346.62	NOD
60437	CODY J GERARD	89056	0.00	1,802.72	1,802.72	NOD
60627	NOEL GONZALES JR	89057	0.00	976.10	976.10	NOD
1953	WILLIAM L GROVE III	89058	0.00	1,052.45	1,052.45	NOD
1881	AUBREY J HACKNEY	89059	0.00	1,602.90	1,602.90	NOD
363	ROBERT J HANSON	89060	0.00	3,673.35	3,673.35	NOD
758	WILLIE J HAUGABROOK JR	89061	0.00	2,079.28	2,079.28	NOD
1950	BONNIE J HELMCAMP	89062	0.00	1,648.44	1,648.44	NOD
60514	JOSEPH N HENIGSMITH	89063	0.00	1,149.32	1,149.32	NOD
916	AMANDA D HERBY	89064	0.00	2,409.94	2,409.94	NOD
1925	SCOTT M HESS	89065	0.00	1,496.36	1,496.36	NOD
625	BRIAN A HOOGWIND	89066	0.00	1,686.60	1,686.60	NOD
942	MARCUS A HOWARD	89067	0.00	1,840.73	1,840.73	NOD
60564	TYLER S IRVIN	89068	0.00	943.65	943.65	NOD
618	HAROLD W JACQUES	89069	0.00	1,587.85	1,587.85	NOD
60489	NICHOLAS R JOHNSON	89070	0.00	1,252.65	1,252.65	NOD
889	NICHOLAS W JONES	89071	0.00	151.15	151.15	NOD
60476	WILLIAM D JONES	89072	0.00	1,028.39	1,028.39	NOD
60516	DOUGLAS P KAUFMAN	89073	0.00	1,237.67	1,237.67	NOD
780	RALPH E KAYLOR	89074	0.00	2,624.39	2,624.39	NOD

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Employee No	Check Name	Check/NOD No	Check Amount	EFT Amount	Total	
1921	MICHAEL W KLINE	89075	0.00	1,944.73	1,944.73	NOD
897	MICHAEL A LAMING	89076	0.00	2,124.62	2,124.62	NOD
60395	ADAM C LANGLEY	89077	0.00	1,363.02	1,363.02	NOD
60667	JUAN J LUNA	89078	0.00	546.60	546.60	NOD
1892	ZACHARY S MAHANEY	89079	0.00	1,843.41	1,843.41	NOD
964	JOSEPH A MARCHESE	89080	0.00	1,526.65	1,526.65	NOD
60407	WYATT E MCCALL	89081	0.00	1,248.57	1,248.57	NOD
1928	NIKKI L MILLER-ROBERTSON	89082	0.00	1,252.13	1,252.13	NOD
609	BRADLEY J MORNINGSTAR	89083	0.00	2,149.94	2,149.94	NOD
60613	MARTIN C MURRAY JR	89084	0.00	1,132.08	1,132.08	NOD
1891	BRECON A MURTIE	89085	0.00	2,449.47	2,449.47	NOD
60671	MICHAEL J OUBRE	89086	0.00	1,057.79	1,057.79	NOD
794	FREDERICK A PITTS JR	89087	0.00	2,947.76	2,947.76	NOD
60494	JOVANY PONCE DELEON	89088	0.00	1,333.50	1,333.50	NOD
1944	GINNY K RAETTIG	89089	0.00	1,391.52	1,391.52	NOD
60614	NECTOR J RAMOS ALAMEDA	89090	0.00	1,177.54	1,177.54	NOD
60576	JAMES B RAMSAY	89091	0.00	566.87	566.87	NOD
1945	CHRISTOPHER J RANKIN	89092	0.00	2,261.94	2,261.94	NOD
389	JERRY A RHODEN	89093	0.00	2,937.72	2,937.72	NOD
1977	JONATHAN W RICE	89094	0.00	1,327.90	1,327.90	NOD
861	DANIEL C RIVENBARK	89095	0.00	1,405.86	1,405.86	NOD
60672	BRANDON R SALINAS	89096	0.00	1,097.49	1,097.49	NOD
60611	JOSHUA J SCHULT	89097	0.00	1,022.81	1,022.81	NOD
60507	BRANDON M SMIDY	89098	0.00	1,059.84	1,059.84	NOD
60570	ETHAN A SMITH	89099	0.00	1,026.80	1,026.80	NOD
60393	ROBIN H SMITHGALL	89100	0.00	1,633.55	1,633.55	NOD
60583	ADAM J SMOUSE	89101	0.00	1,147.28	1,147.28	NOD
730	CASEY M STANBERRY	89102	0.00	2,662.58	2,662.58	NOD
1926	NICHOLAS C STEELE	89103	0.00	1,100.86	1,100.86	NOD
1955	JONATHAN TELLINI	89104	0.00	2,850.23	2,850.23	NOD
367	JUSTIN G THALGOTT	89105	0.00	2,901.08	2,901.08	NOD
1958	CHRISTOPHER A TRIANA	89106	0.00	3,005.15	3,005.15	NOD
306	KARL B TUCKER	89107	0.00	3,168.18	3,168.18	NOD
1838	DAVID M TUSCANI	89108	0.00	1,456.22	1,456.22	NOD
60508	JUSTIN T URQUHART	89109	0.00	1,285.79	1,285.79	NOD
60510	ANDREW B WEAVER	89110	0.00	2,811.16	2,811.16	NOD
1951	MARK D WILLIAMS	89111	0.00	1,290.71	1,290.71	NOD
60391	NORMAN S YOUNG JR	89112	0.00	1,550.13	1,550.13	NOD
361	CAROLYN H ALLFREY	89113	0.00	1,098.92	1,098.92	NOD
60658	DOMINICK L NATI III	89114	0.00	894.16	894.16	NOD
1962	KIM L RUMMELL	89115	0.00	1,547.99	1,547.99	NOD
60420	MARK H ANDERSON	89116	0.00	1,850.55	1,850.55	NOD
60559	MONICA J AUCI	89117	0.00	1,675.92	1,675.92	NOD
60480	SARAH E BESSLER	89118	0.00	1,027.52	1,027.52	NOD
60665	SAMANTHA BLIXT	89119	0.00	986.16	986.16	NOD
60666	DESTINY A BUSCHENA	89120	0.00	767.96	767.96	NOD
60661	ELAINE M GODFREY-GRAY	89121	0.00	945.33	945.33	NOD
60648	KIMBERLEE D HILL	89122	0.00	709.13	709.13	NOD
60663	AUSTIN L LANIER	89123	0.00	976.80	976.80	NOD
60575	CYNTHIA G LARRAMORE	89124	0.00	864.86	864.86	NOD
60623	KATHLEEN K LINDSEY	89125	0.00	1,296.61	1,296.61	NOD
60527	DAVID E NEWELL JR	89126	0.00	1,045.91	1,045.91	NOD
60640	PHILIP D PACE	89127	0.00	1,010.19	1,010.19	NOD
60657	MADISON M PARRIS	89128	0.00	854.17	854.17	NOD
60538	TEALA R SOLTIS	89129	0.00	1,319.17	1,319.17	NOD
60440	BRENDEN TUTTLE	89130	0.00	890.44	890.44	NOD

Run No: 6108 / Period Ending Date: 08/08/20 / Check Date: 08/14/20

Employee No	Check Name	Check/NOD No	Check Amount	EFT Amount	Total	
60464	AARON W ADAMS	89131	0.00	948.38	948.38	NOD
2001	DULIE J ARCHBELL	89132	0.00	1,079.86	1,079.86	NOD
11	BASIL J BECKELHEIMER	89133	0.00	1,407.88	1,407.88	NOD
184	MICHAEL T BRADY	89134	0.00	1,317.12	1,317.12	NOD
1872	DAVID A BRINDAC	89135	0.00	1,040.17	1,040.17	NOD
201	MICHAEL J BRYANT	89136	0.00	2,012.56	2,012.56	NOD
1918	JIMMY A CARPENTER	89137	0.00	872.91	872.91	NOD
60551	STEVEN D COHOON	89138	0.00	1,949.14	1,949.14	NOD
198	TERRY D HAMM	89139	0.00	1,355.92	1,355.92	NOD
145	WILLIAM L JOHNSON	89140	0.00	1,392.27	1,392.27	NOD
1016	KEITH R JUDD	89141	0.00	998.95	998.95	NOD
463	ANDREW W LEE	89142	0.00	1,166.62	1,166.62	NOD
85	TIMOTHY E LEE	89143	0.00	1,704.67	1,704.67	NOD
83	JOHN W MCCLAIN	89144	0.00	1,773.70	1,773.70	NOD
60442	ROBERT E MOORE III	89145	0.00	688.29	688.29	NOD
256	TIMOTHY D NAEGELE	89146	0.00	1,006.16	1,006.16	NOD
49	ESLIE H OXENDINE	89147	0.00	1,534.93	1,534.93	NOD
60562	SHAILESH J PATEL	89148	0.00	2,697.18	2,697.18	NOD
142	BOBBY R RILEY	89149	0.00	1,407.04	1,407.04	NOD
60662	TROY O SAUNDERS	89150	0.00	999.29	999.29	NOD
241	GREG N SEAY	89151	0.00	1,294.99	1,294.99	NOD
50	STEPHEN A SEAY	89152	0.00	1,325.54	1,325.54	NOD
60550	DEBORAH L SNYDER	89153	0.00	3,471.28	3,471.28	NOD
60617	WILLIAM D STRATTON	89154	0.00	1,087.74	1,087.74	NOD
60558	DONALD WADE	89155	0.00	1,651.53	1,651.53	NOD
455	MICHAEL J WALSH	89156	0.00	976.92	976.92	NOD
60483	JOHN E WILSON II	89157	0.00	797.64	797.64	NOD
110	STANFORD L LOVETT	89158	0.00	1,591.12	1,591.12	NOD
60598	RODNEY K STEVENSON	89159	0.00	1,368.72	1,368.72	NOD
210	MARSHALL D WINN	89160	0.00	1,268.40	1,268.40	NOD
TOTAL PAYROLL CHECKS 0 NOD 198			0.00	293,561.85	293,561.85	

SUMTER BOARD OF COMMISSIONERS  
Check/NOD Register

Run No: 6112 / Period Ending Date: 08/22/20 / Check Date: 08/28/20

Employee No	Check Name	Check/NOD No	Check Amount	EFT Amount	Total	
60543	JORDAN M BAILEY	89161	0.00	1,090.60	1,090.60	NOD
60622	CELESTE M LARISEY	89162	0.00	1,138.90	1,138.90	NOD
60414	EMILLY K MORRISON	89163	0.00	1,053.58	1,053.58	NOD
60529	EDWARD L SCANLON	89164	0.00	1,348.44	1,348.44	NOD
705	REBECCA J SEGREST	89165	0.00	2,102.78	2,102.78	NOD
60525	JACQUELINE A VALDEZ	89166	0.00	1,274.46	1,274.46	NOD
595	BRADLEY S ARNOLD	89167	0.00	6,088.09	6,088.09	NOD
2	GARRY D BREEDEN	89168	0.00	1,640.71	1,640.71	NOD
808	DONALD L BURGESS	89169	0.00	1,514.11	1,514.11	NOD
1836	ALBERT A BUTLER JR	89170	0.00	1,756.36	1,756.36	NOD
143	BETTY E COMIS	89171	0.00	1,227.29	1,227.29	NOD
157	JESSICA R DOUGLAS	89172	0.00	1,036.34	1,036.34	NOD
667	DOUG D GILPIN	89173	0.00	1,550.32	1,550.32	NOD
998	STEPHEN J KENNEDY	89174	0.00	3,532.19	3,532.19	NOD
60637	TERESA F MAXWELL	89175	0.00	1,117.41	1,117.41	NOD
60603	CHARLENE M PITTMAN	89176	0.00	943.81	943.81	NOD
60439	STEPHEN C PRINTZ	89177	0.00	1,881.69	1,881.69	NOD
746	BRENDA L SCHLAK	89178	0.00	1,167.71	1,167.71	NOD
829	LESLIE M SMITH	89179	0.00	1,827.04	1,827.04	NOD
1848	BRUCE M ATKINSON	89180	0.00	1,677.45	1,677.45	NOD
60642	SHAWN C CREMEANS	89181	0.00	909.38	909.38	NOD
337	LEROY L EDWARDS	89182	0.00	1,225.53	1,225.53	NOD
60619	JOSEPH FOTI	89183	0.00	949.19	949.19	NOD
154	FREDDIE L FUDGE III	89184	0.00	1,085.63	1,085.63	NOD
1742	TOMAS E GRANADO	89185	0.00	981.04	981.04	NOD
60585	MICHAEL F JARA	89186	0.00	2,652.45	2,652.45	NOD
415	KERRY PARKER	89187	0.00	1,000.46	1,000.46	NOD
632	FAIRLESS L RUSHING SR	89188	0.00	1,006.31	1,006.31	NOD
504	RICHARD C SORTER	89189	0.00	0.00	0.00	NOD
30	MARION L SOWELL	89190	0.00	1,349.45	1,349.45	NOD
60497	FRANK CALASCIONE	89191	0.00	2,164.31	2,164.31	NOD
1993	CEYDA C GLOVER	89192	0.00	1,199.75	1,199.75	NOD
151	DENNA F LAFFERTY	89193	0.00	1,394.07	1,394.07	NOD
665	KRISTY M RUSSELL	89194	0.00	1,206.34	1,206.34	NOD
60652	BEVERLY E FENNER	89195	0.00	1,334.70	1,334.70	NOD
108	KITTY L FIELDS	89196	0.00	2,551.42	2,551.42	NOD
60646	NICHOLAS P MELLINGTON	89197	0.00	1,106.85	1,106.85	NOD
60589	RONA L MOHRENNE	89198	0.00	1,251.26	1,251.26	NOD
60616	PATRICIA A BURGOS	89199	0.00	1,163.44	1,163.44	NOD
961	SUSAN O FARNSWORTH	89200	0.00	1,139.94	1,139.94	NOD
1011	KARL E HOLLEY	89201	0.00	2,873.72	2,873.72	NOD
60567	THOMAS J MAHR	89202	0.00	1,396.91	1,396.91	NOD
207	RHONDA K AUBUCHON	89203	0.00	1,264.40	1,264.40	NOD
71	SANDRA M CASSELS	89204	0.00	1,430.94	1,430.94	NOD
433	GUYLAINE T CHASSE	89205	0.00	1,099.69	1,099.69	NOD
531	SARAH M GILL	89206	0.00	1,217.73	1,217.73	NOD
251	SANDRA L PURVIS	89207	0.00	1,095.08	1,095.08	NOD
242	KATHERINE E STEELE	89208	0.00	1,313.20	1,313.20	NOD
734	STEPHEN G WILCOX	89209	0.00	2,938.47	2,938.47	NOD
60621	KEVIN D NICHOLSON	89210	0.00	1,247.02	1,247.02	NOD
60579	RICHARD S OBRIEN	89211	0.00	1,124.40	1,124.40	NOD
994	DAVID A CASTO	89212	0.00	2,131.75	2,131.75	NOD
60584	DAVID DAVIES	89213	0.00	1,524.19	1,524.19	NOD
512	CHRISTINA A MORRISON	89214	0.00	1,301.24	1,301.24	NOD
60412	SUZANNE E HAMMER	89215	0.00	0.00	0.00	NOD
60449	JENNIFER A HEMEON	89216	0.00	1,131.76	1,131.76	NOD

SUMTER BOARD OF COMMISSIONERS  
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Run No: 6112 / Period Ending Date: 08/22/20 / Check Date: 08/28/20

Employee No	Check Name	Check/NOD No	Check Amount	EFT Amount	Total	
999	DEBRA E HUNTON	89217	0.00	1,330.38	1,330.38	NOD
2002	DAVID E MYERS	89218	0.00	1,490.40	1,490.40	NOD
60664	ANGELA J REX	89219	0.00	2,492.04	2,492.04	NOD
1961	BOBBIE J TODD	89220	0.00	1,491.61	1,491.61	NOD
60540	TYLER C ABBOTT	89221	0.00	1,092.77	1,092.77	NOD
60566	MARCELLO N ADAMO	89222	0.00	983.23	983.23	NOD
60605	MITCHELL H ALEXANDER	89223	0.00	1,112.72	1,112.72	NOD
782	DAMON S ALLEN	89224	0.00	2,856.65	2,856.65	NOD
60629	MARK A ALVAREZ	89225	0.00	957.79	957.79	NOD
60488	TYLER G ANDRIUK	89226	0.00	1,336.36	1,336.36	NOD
60573	RYAN M BAKER	89227	0.00	938.30	938.30	NOD
930	MICHAEL D BASILE	89228	0.00	1,962.47	1,962.47	NOD
60517	HENRY R BLACKWELDER	89229	0.00	933.39	933.39	NOD
60485	JACOB A BOGUE	89230	0.00	1,208.37	1,208.37	NOD
60602	RYAN R BRICKMEIER	89231	0.00	1,160.99	1,160.99	NOD
60669	PAUL M BRUTON	89232	0.00	1,203.51	1,203.51	NOD
878	BO B BURGESS	89233	0.00	1,768.54	1,768.54	NOD
425	CHRISTOPHER B BURRIS	89234	0.00	1,530.40	1,530.40	NOD
1968	HERLY J CACERES	89235	0.00	1,425.59	1,425.59	NOD
60421	TYLER A CASSIDY	89236	0.00	1,042.53	1,042.53	NOD
60630	GLEN F CERRATO	89237	0.00	997.24	997.24	NOD
60670	LAURA A CHIARAMONTE	89238	0.00	1,203.51	1,203.51	NOD
881	JUSTIN J COURTRIGHT	89239	0.00	1,733.53	1,733.53	NOD
1971	ALEX L CRAMER	89240	0.00	1,416.66	1,416.66	NOD
60628	DAWSON W CRUZ	89241	0.00	1,065.22	1,065.22	NOD
1817	JOHN E DAVIS	89242	0.00	1,752.11	1,752.11	NOD
779	ANTHONY E DAWKINS	89243	0.00	2,005.71	2,005.71	NOD
60618	FRANK A DILORENZO	89244	0.00	900.32	900.32	NOD
60398	KEVIN M DUCHARME	89245	0.00	1,394.28	1,394.28	NOD
60544	DAVID J EINSTEDER	89246	0.00	1,106.35	1,106.35	NOD
60432	CAMILYN ELISON	89247	0.00	1,258.41	1,258.41	NOD
785	JEREMY J FEIL	89248	0.00	1,276.53	1,276.53	NOD
60631	EMILY M FISHER	89249	0.00	939.12	939.12	NOD
278	DONALD E FOSTER	89250	0.00	1,242.05	1,242.05	NOD
450	BRYAN D FRITCHEY	89251	0.00	1,326.03	1,326.03	NOD
1920	TIMOTHY J GAREMORE	89252	0.00	1,164.52	1,164.52	NOD
60437	CODY J GERARD	89253	0.00	1,044.41	1,044.41	NOD
60627	NOEL GONZALES JR	89254	0.00	1,173.81	1,173.81	NOD
1953	WILLIAM L GROVE III	89255	0.00	1,368.33	1,368.33	NOD
1881	AUBREY J HACKNEY	89256	0.00	1,415.40	1,415.40	NOD
363	ROBERT J HANSON	89257	0.00	3,673.35	3,673.35	NOD
758	WILLIE J HAUGABROOK JR	89258	0.00	2,301.56	2,301.56	NOD
1950	BONNIE J HELMCAMP	89259	0.00	1,126.50	1,126.50	NOD
60514	JOSEPH N HENIGSMITH	89260	0.00	1,381.99	1,381.99	NOD
916	AMANDA D HERBY	89261	0.00	1,710.27	1,710.27	NOD
1925	SCOTT M HESS	89262	0.00	2,232.43	2,232.43	NOD
625	BRIAN A HOOG EWIND	89263	0.00	2,149.54	2,149.54	NOD
942	MARCUS A HOWARD	89264	0.00	1,641.40	1,641.40	NOD
60564	TYLER S IRVIN	89265	0.00	1,160.54	1,160.54	NOD
618	HAROLD W JACQUES	89266	0.00	1,999.79	1,999.79	NOD
60489	NICHOLAS R JOHNSON	89267	0.00	1,135.70	1,135.70	NOD
889	NICHOLAS W JONES	89268	0.00	20.62	20.62	NOD
60476	WILLIAM D JONES	89269	0.00	1,268.42	1,268.42	NOD
60516	DOUGLAS P KAUFMAN	89270	0.00	1,718.28	1,718.28	NOD
780	RALPH E KAYLOR	89271	0.00	2,624.39	2,624.39	NOD
1921	MICHAEL W KLINE	89272	0.00	1,647.54	1,647.54	NOD

SUMTER BOARD OF COMMISSIONERS  
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Run No: 6112 / Period Ending Date: 08/22/20 / Check Date: 08/28/20

Employee No	Check Name	Check/NOD No	Check Amount	EFT Amount	Total	
897	MICHAEL A LAMING	89273	0.00	1,855.50	1,855.50	NOD
60395	ADAM C LANGLEY	89274	0.00	1,218.71	1,218.71	NOD
60667	JUAN J LUNA	89275	0.00	0.00	0.00	NOD
1892	ZACHARY S MAHANEY	89276	0.00	1,704.53	1,704.53	NOD
964	JOSEPH A MARCHESI	89277	0.00	1,415.26	1,415.26	NOD
60407	WYATT E MCCALL	89278	0.00	1,138.36	1,138.36	NOD
1928	NIKKI L MILLER-ROBERTSON	89279	0.00	1,504.45	1,504.45	NOD
60392	BRIAN C MOLINA	89280	0.00	48.25	48.25	NOD
609	BRADLEY J MORNINGSTAR	89281	0.00	2,514.37	2,514.37	NOD
60613	MARTIN C MURRAY JR	89282	0.00	1,052.57	1,052.57	NOD
1891	BRECON A MURTIE	89283	0.00	1,736.73	1,736.73	NOD
60671	MICHAEL J OUBRE	89284	0.00	952.87	952.87	NOD
794	FREDERICK A PITTS JR	89285	0.00	2,969.46	2,969.46	NOD
60494	JOVANY PONCE DELEON	89286	0.00	1,455.33	1,455.33	NOD
1944	GINNY K RAETTIG	89287	0.00	1,599.03	1,599.03	NOD
60614	NECTOR J RAMOS ALAMEDA	89288	0.00	1,068.88	1,068.88	NOD
60576	JAMES B RAMSAY	89289	0.00	0.00	0.00	NOD
1945	CHRISTOPHER J RANKIN	89290	0.00	3,480.96	3,480.96	NOD
389	JERRY A RHODEN	89291	0.00	2,615.63	2,615.63	NOD
1977	JONATHAN W RICE	89292	0.00	1,203.00	1,203.00	NOD
861	DANIEL C RIVENBARK	89293	0.00	1,278.11	1,278.11	NOD
60672	BRANDON R SALINAS	89294	0.00	992.57	992.57	NOD
60611	JOSHUA J SCHULT	89295	0.00	913.47	913.47	NOD
60507	BRANDON M SMIDY	89296	0.00	1,484.44	1,484.44	NOD
60570	ETHAN A SMITH	89297	0.00	1,093.36	1,093.36	NOD
60393	ROBIN H SMITHGALL	89298	0.00	2,622.42	2,622.42	NOD
60583	ADAM J SMOUSE	89299	0.00	596.03	596.03	NOD
730	CASEY M STANBERRY	89300	0.00	3,206.00	3,206.00	NOD
1926	NICHOLAS C STEELE	89301	0.00	1,282.09	1,282.09	NOD
1955	JONATHAN TELLINI	89302	0.00	2,375.72	2,375.72	NOD
367	JUSTIN G THALGOTT	89303	0.00	2,901.06	2,901.06	NOD
1958	CHRISTOPHER A TRIANA	89304	0.00	1,855.41	1,855.41	NOD
306	KARL B TUCKER	89305	0.00	2,352.91	2,352.91	NOD
1838	DAVID M TUSCANI	89306	0.00	1,366.80	1,366.80	NOD
60508	JUSTIN T URQUHART	89307	0.00	1,171.87	1,171.87	NOD
60510	ANDREW B WEAVER	89308	0.00	1,812.36	1,812.36	NOD
1825	RYAN F WILE	89309	0.00	0.00	0.00	NOD
1951	MARK D WILLIAMS	89310	0.00	1,117.31	1,117.31	NOD
60391	NORMAN S YOUNG JR	89311	0.00	1,363.98	1,363.98	NOD
361	CAROLYN H ALLFREY	89312	0.00	1,098.93	1,098.93	NOD
60658	DOMINICK L NATI III	89313	0.00	1,678.96	1,678.96	NOD
1962	KIM L RUMMELL	89314	0.00	1,548.00	1,548.00	NOD
60420	MARK H ANDERSON	89315	0.00	1,626.35	1,626.35	NOD
60559	MONICA J AUCI	89316	0.00	1,675.90	1,675.90	NOD
60480	SARAH E BESSLER	89317	0.00	989.56	989.56	NOD
60665	SAMANTHA BLIXT	89318	0.00	994.80	994.80	NOD
60666	DESTINY A BUSCHENA	89319	0.00	404.22	404.22	NOD
60661	ELAINE M GODFREY-GRAY	89320	0.00	945.32	945.32	NOD
60648	KIMBERLEE D HILL	89321	0.00	709.14	709.14	NOD
60663	AUSTIN L LANIER	89322	0.00	945.41	945.41	NOD
60575	CYNTHIA G LARRAMORE	89323	0.00	864.85	864.85	NOD
60623	KATHLEEN K LINDSEY	89324	0.00	1,363.84	1,363.84	NOD
60527	DAVID E NEWELL JR	89325	0.00	980.08	980.08	NOD
60640	PHILIP D PACE	89326	0.00	1,039.75	1,039.75	NOD
60657	MADISON M PARRIS	89327	0.00	913.06	913.06	NOD
60538	TEALA R SOLTIS	89328	0.00	1,091.30	1,091.30	NOD

Run No: 6112 / Period Ending Date: 08/22/20 / Check Date: 08/28/20

Employee No	Check Name	Check/NOD No	Check Amount	EFT Amount	Total	
60440	BRENDEN TUTTLE	89329	0.00	955.58	955.58	NOD
60464	AARON W ADAMS	89330	0.00	948.39	948.39	NOD
2001	DULIE J ARCHBELL	89331	0.00	1,079.85	1,079.85	NOD
11	BASIL J BECKELHEIMER	89332	0.00	1,407.87	1,407.87	NOD
184	MICHAEL T BRADY	89333	0.00	1,520.65	1,520.65	NOD
1872	DAVID A BRINDAC	89334	0.00	1,040.17	1,040.17	NOD
201	MICHAEL J BRYANT	89335	0.00	2,012.55	2,012.55	NOD
1918	JIMMY A CARPENTER	89336	0.00	872.92	872.92	NOD
60551	STEVEN D COHOON	89337	0.00	1,949.14	1,949.14	NOD
60655	ROBERT W HALL	89338	0.00	744.86	744.86	NOD
198	TERRY D HAMM	89339	0.00	1,671.50	1,671.50	NOD
145	WILLIAM L JOHNSON	89340	0.00	1,392.27	1,392.27	NOD
1016	KEITH R JUDD	89341	0.00	929.04	929.04	NOD
463	ANDREW W LEE	89342	0.00	1,222.95	1,222.95	NOD
85	TIMOTHY E LEE	89343	0.00	1,704.67	1,704.67	NOD
83	JOHN W MCCLAIN	89344	0.00	1,531.62	1,531.62	NOD
60442	ROBERT E MOORE III	89345	0.00	546.13	546.13	NOD
256	TIMOTHY D NAEGELE	89346	0.00	1,006.16	1,006.16	NOD
49	ESLIE H OXENDINE	89347	0.00	1,534.93	1,534.93	NOD
60562	SHAILESH J PATEL	89348	0.00	2,697.19	2,697.19	NOD
142	BOBBY R RILEY	89349	0.00	1,435.51	1,435.51	NOD
60662	TROY O SAUNDERS	89350	0.00	1,027.40	1,027.40	NOD
241	GREG N SEAY	89351	0.00	1,294.98	1,294.98	NOD
50	STEPHEN A SEAY	89352	0.00	1,351.04	1,351.04	NOD
60550	DEBORAH L SNYDER	89353	0.00	3,471.28	3,471.28	NOD
60617	WILLIAM D STRATTON	89354	0.00	797.13	797.13	NOD
60558	DONALD WADE	89355	0.00	1,651.53	1,651.53	NOD
455	MICHAEL J WALSH	89356	0.00	976.92	976.92	NOD
60483	JOHN E WILSON II	89357	0.00	797.63	797.63	NOD
110	STANFORD L LOVETT	89358	0.00	1,591.13	1,591.13	NOD
73	JOHNNY R RICE JR	89359	0.00	1,057.21	1,057.21	NOD
60598	RODNEY K STEVENSON	89360	0.00	1,368.72	1,368.72	NOD
210	MARSHALL D WINN	89361	0.00	1,268.39	1,268.39	NOD
TOTAL PAYROLL CHECKS 0 NOD 201			0.00	288,671.78	288,671.78	

**DRAFT**

SPECIAL CALLED  
MEETING

BOARD OF COUNTY COMMISSIONERS

SEPTEMBER 1,  
2020

The Board of Sumter County Commissioners (BOCC/Board) convened in a special called meeting on Tuesday, September 1, 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 (via remote access); and Steve Printz, Chairman, District No. 5. The following individuals were also present and acting in their respective official capacities: Bradley Arnold, County Administrator; and Caroline Alrestimawi, Deputy Clerk. Commissioner Printz called the meeting to order at 5:00 p.m. The complete audio recording of this meeting is available by request through the Clerk's Website - [www.sumterclerk.com](http://www.sumterclerk.com).

**1. State Of Emergency Declaration Extension Sumter County Board Of County Commissioners (Staff Recommends Approval).**

Bradley Arnold, County Administrator, provided a COVID-19 update. There are a total of 53 deaths in Sumter County. There are 13 individuals in The Villages Hospital with eight of those in ICU and four on ventilators. The Governor and Health Department sent out a notice that Quest Diagnostics was terminated from providing laboratory services for related to COVID testing, which caused an increase in cases due to Quest dumping any data they had. Dr. Zelnick, Health Department Director, has been working with Rick Shirley, School Superintendent, on the school reopening process. There have been 13 individuals supported by the CARES Housing funds and there are eight individuals pending final review. Regarding government reimbursements, the Clerk's has been processed and Wildwood is in the final phase of the process. Sumter County is working on their submission, which will be processed as a journal entry. The County is purchasing handwashing stations for the Fairgrounds. There have been 24 businesses supported by the CARES business funding, around \$200,000. Since the County opened up the non-profit component of the CARES funding, SCARC has completed the application process. Mr. Arnold spoke with The University of Florida Health Shands to let them know about the non-profit component. On the September 8, 2020 agenda, the Board will have the opportunity to vote to extend the CARES application timeline into November. The Commissioners offered commentary regarded COVID-19.

9-1-20-Local State of Emergency Declaration Ext.

**Commissioner Butler moved, with a second by Commissioner Burgess, to approve the Local State Of Emergency Declaration Extension. The motion carried 5 - 0.**

**2. Adjourn**

The meeting adjourned at 5:11 p.m.



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:** 9/22/2020

**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 increase in value.
  - Serve as the Citizen Advisory Task Force (CATF) for Community Development Block Grants.
- The committee shall follow the guidelines mandated in Florida Statute § 420.9076, 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. 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. Effective October 1, 2020, the committee must consist of one locally elected official from each county or municipality participating in the State Housing Initiatives Partnership and 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 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 housing.

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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(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.

The locally elected official serving on an advisory committee, or a locally elected designee, must attend biannual regional workshops convened and administered under the Affordable Housing Catalyst Program as provided in S. 420.531 (2). If the locally elected official or a locally elected designee fails to attend three consecutive regional workshops, the corporation may withhold funds pending the person's attendance at the next regularly scheduled biannual meeting.

At a minimum, each advisory committee shall submit an annual report to the local governing body and the entity providing statewide training and technical assistance for the Affordable Housing Catalyst Program. The report must include recommendations on the implementation of affordable housing incentives in the following areas:

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.

**SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY**

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<b>Sector Position</b>	<b>Status</b>	<b>Term</b>
Local Elected Official	Doug Gilpin	7/12/2020 – 7/12/2022
Building Industry	Francis Harper	7/12/2020 - 7/12/2022
Essential Service Personnel	Robert Hanson	7/12/2020 - 7/12/2022
For-profit Housing Provider	Priscilla Lewis	7/12/2020 - 7/12/2022
Sumter County Resident	Karen C. Davis	7/12/2020 - 7/12/2022
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	7/12/2020 - 7/12/2022

One vacancy is currently open for applications.

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 resolution of 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 (1) representative from at least six (6) 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.

With regard to the occupation requirements noted above, if an individual cannot be found in the noted occupations that has a "connection with affordable housing," then such an individual may be chosen without regard to any connection with affordable housing.

- (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 Florida Government in 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 must 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.

(Ord. No. 2015-12, § 1(Exh. A), 7-28-15; Ord. No. 2016-07, § 3(Exh. A), 5-24-16)

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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

**REQUESTED ACTION:** Board's Option

**Meeting Type:** Regular Meeting                      **DATE OF MEETING:** 9/22/2020

**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	Deborah Snyder	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.

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**Prepared by:** Charlene Pittman    **Grammarly Check**

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)

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** Public Safety Coordinating Council Vacancies (Board's Option).

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**REQUESTED ACTION:** Board's Option

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**Meeting Type:** Regular Meeting

**DATE OF MEETING:** 9/22/2020

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**CONTRACT:**  N/A

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

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

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

Managing Division / Dept: **Administrative Services**

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

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

**Type:** N/A

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

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**HISTORY/FACTS/ISSUES:**

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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

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**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.

Several vacancies are currently open for applications.

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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.

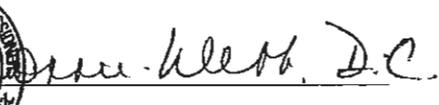
PASSED, ADOPTED AND APPROVED THIS 27<sup>th</sup> day of August 2013.

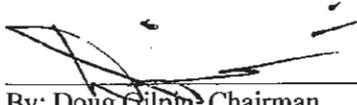
*Effective Date.* This resolution supersedes February 14, 2012 Resolution and shall take effect on August 27, 2013.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF SUMTER COUNTY, FLORIDA



  
Connie Webb

  
By: Doug Gilpin, Chairman

**SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY**

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**SUBJECT: Tourist Development Council (TDC) Vacancy (Board's Option).**

**REQUESTED ACTION: Board's Option**

**Meeting Type:** Regular Meeting

**DATE OF MEETING:** 9/22/2020

**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:**

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

One vacancy is currently open for applications.

**Prepared by: Charlene Pittman**

**Grammarly Check**

## Sec. 14-7. - Tourist development tax.

- (a) *Definitions.* The definitions as set forth in F.S. § 125.0104(2)(b) are incorporated into this section by reference.
- (b) The original county tourist development tax plan developed by the county tourist development council and submitted to the board of county commissioners on August 17, 2004, was hereby adopted. The exhibit A to the county tourist development tax plan under Ordinance 2013-08 shall be amended to read as stated in "Exhibit A" attached hereto and incorporated as if stated fully herein. This amendment shall take effect upon recording with the Secretary of State by the Sumter County Clerk, on a date no later than October 1, 2018.
- (c) There is hereby levied and imposed within the entire area of the county, a tourist development tax in the amount of two (2) percent of each dollar and major fraction of each dollar of the total consideration charged for lease or rental of properties as set forth in F.S. § 125.0104(3).
- (d) There is hereby created a permanent county tourist development council as set forth in F.S. § 125.0104(4)(e).
- (e) All revenues derived from the tourist development tax, if approved, shall be utilized consistent with the provisions of F.S. § 125.0104 and the tourist development tax plan adopted herein.

(Ord. No. 2004-25, §§ 1—3, 5, 6, 8-31-04; Ord. No. 2010-22, § 1, 11-23-10; Ord. No. 2013-08, § 1, 07-09-13; Ord. No. 2018-17, § 3, 6-26-18)

**Editor's note—** Ord. No. 2004-25, adopted Aug. 31, 2004 and passed at an election held Nov. 2, 2004, did not specifically amend the Code. Hence, its inclusion herein as section 14-7 was at the discretion of the editor.

**Editor's note—** Exhibit A as referenced above has not been set out, but may be inspected at the county office.





SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**Option 3: Approve the amendment to the 2019 adopted Tourism Strategic Plan Update for Fiscal Years 2020-2022 by adding this project as a capital expenditure and amending the current lease between the BOCC and the Fair Association that would incorporate a transfer of the funding as a grant with a requirement that the Fair Association design, permit, and construct the project within three years or return the funding provided. The proposed amendment to the lease under this option is attached.**

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**Prepared by: Bradley Arnold**

**Grammarly Check**

**Amendment No. 1 to  
Amended and Restated Lease Agreement  
Between Sumter County, Florida and The Sumter County Fair Association, Inc.**

This **Amendment No. 1** to that certain **Amended and Restated Lease Agreement** between Sumter County, Florida (“Sumter County”) and The Sumter County Fair Association, Inc. (“Fair Association”) dated September 10, 2013 is made and entered into this \_\_\_ day of \_\_\_\_\_, 2020 (the “Effective Date”).

**RECITALS**

WHEREAS, Sumter County and the Fair Association entered into that certain Amended and Restated Lease Agreement between Sumter County, Florida and The Sumter County Fair Association, Inc. dated September 10, 2013 (the “Lease”), and,

WHEREAS, Sumter County desires to grant tourist development tax funds to the Fair Association for the express purpose of constructing capital improvements to the equestrian arena located at the Sumter County Fairgrounds, a qualifying capital improvement project identified in the amended Tourist Development Plan; and,

WHEREAS, in accordance with paragraph 19 of the Lease, the parties desire to amend the Lease as set forth herein.

NOW THEREFORE, accepting the above Recitals as true and incorporating them as if they are fully re-stated herein, *in haec verba*, and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by both parties, together with the mutual terms, covenants, and conditions to be complied with on the part of the parties hereto, the parties hereby agree as follows:

1. Sumter County shall pay, not later than October 31, 2020, to the Fair Association the available uncommitted tourist development funds estimated at the time of approval of this Lease to be \$2,400,000.00 (the “Capital Improvement Funds”), which funds shall be used by the Fair Association to construct a covering for the equestrian arena located at the Sumter County Fairgrounds (the “Capital Improvement Project”).
2. The Fair Association shall design, permit, construct and complete the Capital Improvement Project within three years of the receipt of the Capital Improvement Funds, November 1, 2023 (the “Due Date”). Construction is subject to all applicable state and local codes, rules, and regulations. Completion is defined as the issuance of a Certificate of Occupancy, if applicable, or the completion by Sumter County of a final inspection of building improvements.
3. In the event the Fair Association fails to construct and complete the Capital Improvement Project within the time prescribed, then the Fair Association shall repay, without demand from Sumter County, the entire amount of the Capital Improvement Funds within thirty (30) days of the expiration of the Due Date. In the event the

construction and completion of the Capital Improvement Project do not result in the expenditure of 100% of the Capital Improvement Funds by the Due Date, then all unexpended Capital Improvement Funds as of the Due Date shall be repaid to Sumter County without demand and within thirty (30) days of the expiration of the Due Date.

4. Except as expressly modified by this Amendment No. 1 to the Lease, all other terms and conditions of the original Lease remain in full force and effect for the term of the Agreement.

IN WITNESS WHEREOF, the parties have duly executed this Agreement on the day and year first written above.

Signed, Sealed, and Delivered  
In the Presence of:

The Sumter County Fair Association, Inc.

\_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_, President

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

The Board of County Commissioners of Sumter County, FL

\_\_\_\_\_ By: \_\_\_\_\_

Deputy Clerk

Steve Printz, Chairman

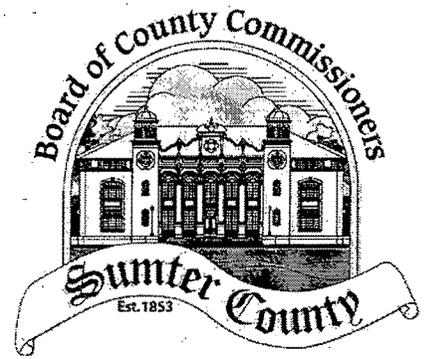
Date: \_\_\_\_\_



# **Board of County Commissioners**

## **Sumter County, Florida**

7375 Powell Road, Suite 200 • Wildwood, FL 34785 • Phone (352) 689-4400 • FAX: (352) 689-4401  
Website: <http://sumtercountyfl.gov>



September 11, 2013

Erin Munz, President  
The Sumter Fair Association, Inc.  
P.O. Box 647  
Webster, FL 33597

Dear Erin:

Enclosed for your records is a fully-executed original of the "Amended and Restated Lease Agreement Between Sumter County, Florida and The Sumter Fair Association, Inc." approved by the Board of Sumter County Commissioners on September 10, 2013.

If there are any questions, please do not hesitate to contact our office at (352) 569-6615.

Very truly yours,

BOARD OF SUMTER COUNTY COMMISSIONERS

GLORIA R. HAYWARD  
CLERK & AUDITOR

By Connie Webb

Connie Webb  
Deputy Clerk

Enclosure

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

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

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

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

Don Hahnfeldt, Dist 5  
Second Vice Chairman  
(352) 689-4400  
7375 Powell Road  
Wildwood, FL 34785

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

Gloria R. Hayward, Clerk & Auditor  
(352) 569-6600  
215 East McCollum Avenue  
Bushnell, FL 33513

County Attorney  
The Hogan Law Firm  
Post Office Box 485  
Brooksville, Florida 34605

**AMENDED AND RESTATED LEASE AGREEMENT BETWEEN SUMTER COUNTY,  
FLORIDA AND THE SUMTER FAIR ASSOCIATION, INC.**

**THIS AMENDED AND RESTATED LEASE AGREEMENT** (“Agreement”) is made and entered into this 10<sup>th</sup> day of September, 2013, by and between **THE SUMTER FAIR ASSOCIATION, INC.** (hereinafter referred to as “Fair Association”) and **SUMTER COUNTY**, a political subdivision of the State of Florida, whose address is 7375 Powell Road, Wildwood, FL 34785 (hereinafter referred to as “County”).

**RECITALS**

**WHEREAS**, Fair Association entered into a lease on October 14, 1980 (hereinafter called “1980 Lease”) for a term of sixty (60) years with County regarding the County’s property more particularly described as the Sumter County Livestock and Crops Pavilion located on and together with the S-1/2 of NE-1/4 of Section 24, Township 21 South, Range 22 East, LESS Begin at the SW corner of the said S-1/2 of the NE-1/4 of NE-1/4 and run thence North 660 feet, thence East 100 feet, thence South 660 feet, thence West 100 feet, to point of beginning (Real Estate Tax Parcel N24=034) (hereinafter referred to as “County property”); and

**WHEREAS**, the 1980 Lease was modified on December 13, 2005 to accommodate the release of that portion of the 1980 Lease associated with the construction and operation of the new agricultural center to County; and

**WHEREAS**, County acquired the Fair Association’s equipment/property via a Lease Purchase Agreement dated November 14, 2006 for a total cost to County of \$28,000; and

**WHEREAS**, the 1980 Lease was modified a second time on September 23, 2008 to allow the Fair Association to operate the agricultural center, to receive funding through September 30, 2013 for a total cost to County of \$580,000, to ensure compliance with codes, to provide indemnification requirements, to provide for the free use of designated space by the USDA and Sumter County Extension Office, to provide for the use of designated County kitchen equipment, and to allow the sale and consumption of alcoholic beverages as part of an event subject to the prior approval of County; and

**WHEREAS**, the 1980 Lease was modified a third time to permit the sale or consumption of alcoholic beverages without obtaining the prior approval of County; and

**WHEREAS**, the Fair Association owns that property specifically described as the S 188 feet of N1/2 of NE1/4 of SE1/4 less E 210 feet of S 155 feet thereof & less rd R/W & E 420 feet of S 600 feet of NW1/4 of SE 1/4 & W 100 feet of S1/2 of NE1/4 of SE1/4 (Real Estate Tax Parcel N24=130) (hereinafter called “Fair Association property”); and

**WHEREAS**, County plans to further invest in the County’s property with the provision of sewer service for access by both the County property and Fair Association property, and the construction of a new entertainment structure that connects to the existing steer and hog pens

known as the "Cow Palace", with both projects estimated to exceed \$2,500,000 in cost to County; and

**WHEREAS**, the parties desire to enter into this Amended and Restated Lease Agreement to set forth their duties and obligations;

**NOW THEREFORE**, accepting the above recitals as true and incorporating them as if fully re-stated herein, *in haec verba*, and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by both parties, together with the mutual terms, covenants and conditions to be complied with on the part of the parties hereto, the parties do hereby agree as follows:

1. **Term.** The term of this Agreement shall be twenty-seven (27) years, commencing October 1, 2013 (hereinafter called "Effective Date") and ending on October 13, 2040, unless earlier terminated pursuant to the provisions contained in this Agreement.

2. **Consideration.** Fair Association shall provide the use of Fair Association property as consideration of Fair Association's use of County's property, less those areas assigned for use by the County Extension Office, the of City of Webster, and U.S.D.A. for the purpose of the Sumter County Fair during the period of the last fourteen (14) days of February and the first twenty-one (21) days of March of each year of the term of this Agreement. Fair Association shall enjoy the use of one (1) office and two (2) storage rooms at County property for the purposes of its administrative functions during the term of this Agreement as designated by the County Administrator. Fair Association shall have the non-exclusive use of a meeting room as designated by the County Administrator at County property for purposes of conducting its meetings. Said use of the County property shall be in compliance with all applicable laws and codes. Further, the condition of the County property prior to each annual fair shall be returned to the same condition that existed prior to the conclusion of the annual period of use for the fair. County shall have full use of Fair Association's property except during the period of the last fourteen (14) days of February and the first twenty-one (21) days of March of each year of the term of this Agreement. County shall provide for the maintenance of the County property and Fair Association property except as provided herein.

3. **Transition Period for Services.** Following the Effective Date of the Agreement, Fair Association shall continue to provide the following services, and specific dates for providing such services, based on prior contract commitments with customer bookings of County property:

- a. Beer and Wine Vending (via Fair Association license for the sale and distribution of the same) for the October 19, 2013, November 23, 2013, December 28, 2013, and February 8, 2014 events.
- b. Food Concessions for the Gun Show events on December 14-15, 2013, January 11-12, 2014, and March 22-23, 2014.

4. **Transition Period for Commission on Sales and Vendor Contracts.** Fair Association shall provide County with all event booking and vendor contracts prior to the Effective Date in order for Fair Association to receive a ten percent (10%) commission on the

mutually agreed upon listing of booked events. Deposits collected by Fair Association shall be transferred to County concurrent with the transfer of the booked event contracts.

5. **Personal Property Inventory.** Fair Association shall provide County with a listing of Fair Association's assets and tangible personal property that will remain on County property and/or Fair Association property for joint use of County and Fair Association, during the term of this Agreement.

6. **Rental Use by Fair Association outside the period for the Sumter County Fair.** The rental use by Fair Association other than as designated herein for the purpose of the Fair shall adhere to the Sumter County Use Policy for the Fairgrounds. The following specific dates/facilities are reserved for use by Fair Association with no charge for use by County to Fair Association:

- a. Steer Pen area and associated parking for steer weighing – 3<sup>rd</sup> Saturday of September of each year of the term of this Agreement
- b. Hog Pen area and associated parking for hog weighing – 3<sup>rd</sup> Saturday of November of each year of the term of this Agreement
- c. Main Hall of the Agricultural Center for Pageant Practice for the sole dates in 2014 of January 28, February 4, February 6, February 11, and February 13, and the Cow Palace for Pageant Practice each subsequent year occurring the 4<sup>th</sup> Tuesday of January for the remaining term of this Agreement
- d. Main Hall, Kitchen, and associated parking of the Agricultural Center for the Fair Exhibitors Awards Dinner – 3<sup>rd</sup> Friday of April of each year of the term of this Agreement
- e. Main Hall, Kitchen, and associated parking of the Agricultural Center for the Fair Association Annual Membership Meeting – 3<sup>rd</sup> Monday of June of each year of the term of this Agreement

7. **Management and Marketing of County property and Fair Association property.** County will be the sole provider of management and marketing of County property and Fair Association property through its employees and/or its agents. Fair Association agrees and acknowledges County's full discretion in deploying its management and marketing.

8. **Notices.** Any notice or demand that must or may be given or made in connection with this Agreement must be in writing and delivered by personal delivery or mailed by certified or registered mail, return receipt requested, and addressed to the parties as follows:

**COUNTY:**  
Sumter County Administrator  
7375 Powell Road, Suite 200  
Wildwood, FL 34785

**FAIR ASSOCIATION:**  
President  
Sumter Fair Association, Inc.  
P.O. Box 647  
Webster, FL 33597

Copy to:  
George Angeliadis, Esq.  
The Hogan Law Firm  
Post Office Box 485  
Brooksville, Florida 34605

Such addresses may be changed by notice pursuant to this paragraph, but notice of change of addresses is effective only upon receipt.

9. **Public Records.** Pursuant to Florida Statutes Section 119.0701, Fair Association shall:

- a. Keep and maintain public records that ordinarily and necessarily would be required to be kept by County.
- b. Provide the public with access to public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided in Florida Statutes Section 119 or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- d. Meet all requirements for retaining public records and transfer, at no cost, to County all public records in possession of Fair Association upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to County in a format that is compatible with the information technology systems of County.
- e. If Fair Association does not comply with a public records request, the County may terminate this Agreement for cause.

10. **E-Verify.** E-Verify is a system established by the U.S. Department of Homeland Security to determine the immigration and work-eligibility status of prospective employees. Fair Association agrees to certify to County that Fair Association is in compliance with E-Verify which include obtaining written certification from all subcontractors who will participate in the performance of this Agreement. All subcontractor certifications must be kept on file by Fair Association and made available to the State of Florida and/or County upon request. County reserves the right to take action against Fair Association to terminate this Agreement should Fair Association be deemed to be non-compliant with this provision.

11. **Insurance.** Fair Association shall maintain insurance meeting the following criteria:

- a. Financial Rating of Insurance Companies - All insurance companies must have financial rating of A- or higher by A.M. Best with the exception of self-insured insurance companies, pursuant to F.S. 627.442. If F.S. 627.442 applies, Fair Association shall provide written confirmation from the insurance company that they are self-insured.

- b. Commercial General Liability at a limit of liability not less than \$1,000,000 Each Occurrence and \$2,000,000 Annual Aggregate. The coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Independent Contractors, Broad Form Property Damage, X-C-U Coverage, Contractual Liability or Cross Liability. The self-insured retention or deductible shall not exceed \$25,000.
- c. Worker's Compensation Insurance & Employers Liability – Fair Association shall maintain its own Worker's Compensation Insurance & Employers Liability in accordance with Florida Statute Chapter 440.
- d. Additional Insured – Fair Association shall endorse County as an Additional Insured on the Commercial General Liability with a CG 2010 Additional Insured – Owners, Lessees, or Contractors, or CG2026 Additional Insured – Owners, Lessees, or Contractors – Scheduled Person or Organization endorsement, or similar endorsement providing equal or broader Additional Insured coverage.
- e. Indemnification – Fair Association shall indemnify, defend and hold harmless the County, its offices, agents and employees from and against any and all claims, losses or liability, or any portion thereof, including attorney's fees and costs, arising from injury or death to persons, including injuries, sickness, disease or death to Fair Association's own employees or damage to property occasioned by a negligent act, omission or failure of Fair Association.
- f. Deductibles, Coinsurance Penalties, & Self-Insured Retention – Fair Association shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible, coinsurance penalty, or self-insured retention; including any loss not covered because of the operation of such deductible, coinsurance penalty, self-insured retention, or coverage exclusion or limitation. For deductible amounts that exceed the amounts stated herein that are acceptable to County, Fair Association shall, when requested by County, maintain a Commercial Surety Bond in an amount equal to said deductible amount.
- g. Waiver of Subrogation – Fair Association shall provide a Waiver of Subrogation in favor of the County and Fair Association and its subcontractor(s) for each required policy providing coverage during the life of this Agreement. When required by the insurer, or should a policy condition not permit Fair Association to enter into a pre-loss agreement to waive subrogation without an endorsement, then Fair Association shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or an equivalent endorsement. This Waiver of Subrogation requirement shall not apply to any policy which includes a condition specifically prohibiting such an endorsement, or voids coverage should Fair Association enter into such an agreement on a pre-loss basis.
- h. Right to Revise or Reject - County reserves the right, but not the obligation, to review and revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work / specifications affecting the applicability of coverage. Additionally, County

reserves the right, but not the obligation, to review and reject any insurance policies failing to meet the criteria stated herein, or any insurer(s) providing coverage due to its poor financial condition or failure to operate legally. In such events, County shall provide Fair Association written notice of such revision or rejections.

- i. No Representation of Coverage Adequacy - The coverages, limits or endorsements required herein protect the primary interests of County, and these coverages, limits or endorsements shall in no way be required to be relied upon when assessing the extent or determining appropriate types and limits of coverage to protect Fair Association against any loss exposures, whether as a result of this Agreement or otherwise.
- j. Certificate(s) of Insurance – Fair Association shall provide County with Certificate(s) of Insurance clearly evidencing that all coverage, limits and endorsements required herein are maintained and in full force and effect. A minimum thirty (30) day endeavor to notify due to cancellation or non-renewal of coverage shall be identified on each Certificate of Insurance. In the event County is notified that a required insurance coverage will cancel or expire during the period of this Agreement, Fair Association agrees to furnish County prior to the expiration of such insurance, a new Certificate of Insurance evidencing replacement coverage. When notified by County, Fair Association agrees not to continue the use of County property pursuant to this Agreement, unless all required insurance remains in effect.
- k. County shall have the right, but not the obligation, of prohibiting Fair Association from entering County property pursuant to this Agreement until a new Certificate of Insurance is provided to County evidencing the replacement coverage. Fair Association agrees County reserves the right to withhold use of County property pursuant to this Agreement until evidence of reinstated or replacement coverage is provided to County. If Fair Association fails to maintain the insurance as set forth herein, Fair Association agrees County shall have the right, but not the obligation, to purchase replacement insurance, which Fair Association agrees to reimburse any premiums or expenses incurred by County.
- l. Fair Association agrees the Certificate(s) of Insurance shall:
  1. Clearly indicate County has been endorsed on the Commercial General Liability with a CG 2010 Additional Insured – Owners, Lessees, or Contractors, or CG 2026 Additional Insured – Owners, Lessees, or Contractors – Scheduled Person or Organization endorsement, or similar endorsement providing equal or greater Additional Insured coverage.
  2. Clearly indicate County is endorsed as an Additional Insured on the Commercial Liability as required herein.
  3. Clearly identify each policy's limits, flat & percentage deductibles, sub limits, or self-insured retentions, which exceed the amounts or percentages set forth herein.
  4. Clearly indicate a minimum thirty (30) day endeavor to notify requirement in the event of cancellation or non-renewal of coverage.

5. Forward original to and clearly indicate Certificate Holder and Additional Insured as follows:  
Sumter County Board of County Commissioners  
Attention: Financial Services Department  
7375 Powell Road, Suite 200  
Wildwood, FL 34785

County shall maintain insurance meeting the following criteria:

- a. Financial Rating of Insurance Companies - All insurance companies must have financial rating of A- or higher by A.M. Best with the exception of self-insured insurance companies, pursuant to F.S. 627.442. If F.S. 627.442 applies, County shall provide written confirmation from the insurance company that they are self-insured.
- b. Commercial General Liability at a limit of liability not less than \$1,000,000 Each Occurrence and \$2,000,000 Annual Aggregate. The coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Independent Contractors, Broad Form Property Damage, X-C-U Coverage, Contractual Liability or Cross Liability. The self-insured retention or deductible shall not exceed \$25,000.
- c. Worker's Compensation Insurance & Employers Liability - County shall maintain its own Worker's Compensation Insurance & Employers Liability in accordance with Florida Statute Chapter 440.
- d. Certificate(s) of Insurance - County shall provide Fair Association with Certificate(s) of Insurance clearly evidencing that all coverage, limits and endorsements required herein are maintained and in full force and effect. A minimum thirty (30) day endeavor to notify due to cancellation or non-renewal of coverage shall be identified on each Certificate of Insurance. In the event Fair Association is notified that a required insurance coverage will cancel or expire during the period of this Agreement, County agrees to furnish Fair Association prior to the expiration of such insurance, a new Certificate of Insurance evidencing replacement coverage. When notified by Fair Association, County agrees not to continue the use of Fair Association property pursuant to this Agreement, unless all required insurance remains in effect.

12. **Successors.** This Agreement shall bind and inure to the benefit of the parties and their successors in interest. No prior or present agreements or representations shall be binding unless included in this Agreement. No subsequent agreement shall be valid or binding upon the parties unless in writing and executed by the party immediately bound by it. In any litigation arising out of the enforcement or interpretation of this Agreement, each party shall be responsible for bearing its own attorney's fees and costs.

13. **Force Majeure.** In the event that the performance of this Agreement by either party is prevented or interrupted in consequence of any cause beyond the control of either party, including but not limited to Acts of God or of the public enemy, war, national emergency, allocation or of other governmental restrictions upon the use or availability of labor or materials,

rationing, civil insurrection, riot, racial or civil rights disorder or demonstration, strike, embargo, flood, tidal wave, fire, explosion, bomb detonation, nuclear fallout, windstorm, hurricane, earthquake, sinkhole or other casualty or disaster, governmental rules or acts or orders or restrictions or regulations or requirements, acts or action of any government or public or governmental authority or commission or board or agency or agent or official or officer, the enactment of any statute or ordinance or resolution or regulation or rule or ruling or order, order or decree or judgment or restraining order or injunction of any court, then such party shall not be liable for damages to the other party as a result of such non-performance. Notwithstanding the above, both parties agree to take no action that would prevent the intended operation of this Agreement.

14. **Authority to Act.** No party to this Agreement shall act or have the authority to act as an agent for the other party for any purpose whatsoever. Nothing in this Agreement shall be deemed to constitute or create a joint venture, partnership, joint arrangement or other formal business entity between the parties.

15. **Interpretation.** Nothing in this Agreement shall be intended or construed or interpreted to give any person or entity other than the parties herein any legal or equitable right, remedy or claim under or in respect to this Agreement. This Agreement shall be construed and interpreted in accordance with and governed by the laws of the State of Florida, notwithstanding any choice of law principle that may require the application of the law of another jurisdiction. Venue for any action brought to interpret or enforce the rights and interests of the parties shall only lie in state courts in and for Sumter County, Florida.

16. **Time is of the Essence.** Time is of the Essence in the performance of this Agreement.

17. **Survival of the Agreement.** If any provision of this Agreement or any modification thereof shall be held or determined invalid, then the remainder of this Agreement shall remain valid, in full force and effect, and enforced to the fullest extent permitted by law.

18. **Termination for Cause without the opportunity for cure.** Termination for cause of this Agreement without the opportunity for cure shall occur pursuant to any one of the following conditions:

- a. Fair Association fails to promote and produce the Sumter County Fair during any calendar year during the term of this Agreement.
- b. Fair Association sells the Fair Association property during the term of this Agreement.
- c. County sells the County property during the term of this Agreement.

19. **Amendment.** This Agreement shall supersede and replace any prior Agreements entered into by and between the parties regarding the lease of the County property. If any provisions of this Agreement are in conflict with any other agreement concerning the lease of the County property identified in this Agreement, the parties acknowledge and agree that this

Agreement shall control. This Agreement may be amended by mutual written agreement of the parties where such amendment is duly executed with the same formalities as this Agreement.

IN WITNESS WHEREOF, the parties have duly executed this Agreement on the day and year above first written.



ATTEST: GLORIA R. HAYWARD  
CLERK OF COURT

*Gloria R. Hayward*

Deputy Clerk

BOARD OF COUNTY COMMISSIONERS  
SUMTER COUNTY, FLORIDA

*Doug Gilpin*

Doug Gilpin, Chairman

THE SUMTER FAIR ASSOCIATION, INC.

By: *Erin Munz*

Name: Erin Munz, President

Date: 9/9/2013

ATTEST:

By: *Gloria R. Hayward*



# SUMTER COUNTY

## TOURISM STRATEGIC PLAN 2020-2022





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# INTRODUCTION

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Sumter County is a beautiful natural landscape of lakes, rivers, forests, parks, farms, and preserves close to the urban corridor of Interstate 75, US Highway 301, and Florida's Turnpike, and an hour drive from either Orlando or Tampa. This geographic location coupled with its features and activities offers a market to draw visitors traveling in and through Central Florida. The Villages® community is a strong international market attraction and compliments the national identity of pride and remembrance with the Florida National Cemetery. Additional opportunities to increase visitors and overnight lodging are plentiful in the regional marketplace.

## BACKGROUND

The Sumter County Tourism strategy focuses primarily on promoting existing events and facilities for their growth in attracting visitors. The Villages® community has a wide variety of excellent events and superbly maintained facilities which draw both in-state, national, and international visitors for overnight and day visits.

Ecotourism and agritourism are two of the fastest-growing segments of the Florida marketplace. Sumter County has a unique opportunity to blend these segments with other facilities and attractions to build a successful regional visitor program. The history, culture, festivals, special events and recreational facilities of the area, highlighted by ecotourism and agritourism programs, enhance the unique draw of The Villages® community and combined are a successful formula for tourism growth.

## GOALS & OBJECTIVES

Sumter County strives to improve its position as a tourist destination on a continuous basis. The goal is to increase the number of visitors and the number of nights spent in Sumter County. This can be accomplished by focusing on increasing visits, which attract tourism-related businesses such as lodging, restaurants, recreational facilities, and special festival events. There are opportunities for visitors to spend a few days exploring Sumter County at its various attractions and historical sites.



# STRATEGIC LOCATION

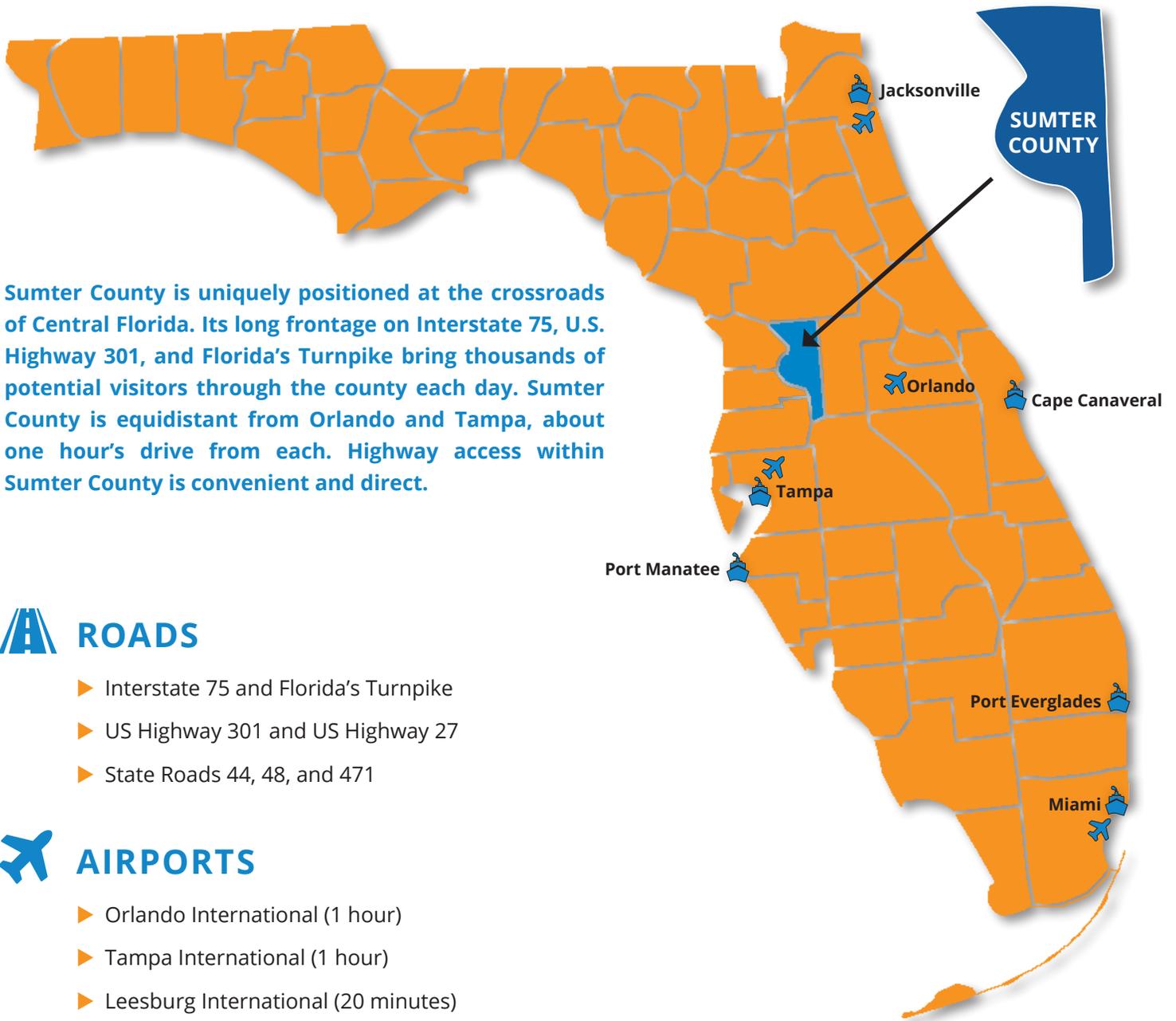
Sumter County is a dynamic combination of assets. It is a beautiful landscape with lakes, rivers, numerous parks and preserves bisected by winding tree-shaded roads traversing farm and cattle raising properties. It is also a unique collection of communities including The Villages® community, Wildwood, Bushnell, Coleman, Webster, and Center Hill. The communities are both diverse and charming, from the historic charm to the large micro-urban success of The Villages® age-restricted development.

Sumter County is uniquely positioned at major intersections of roads and rail in Central Florida. Its long frontage on Interstate 75, U.S. Highway 301, and Florida's Turnpike bring thousands of potential visitors through the county each day. Sumter County is equidistant from Orlando and Tampa, about one hour's drive from each. Highway access within Sumter County is convenient and direct.

Florida welcomed 126.1 million overnight visitors during the 2017 calendar year according to Visit Florida's most recent tourism study. Since more than 35% of all domestic Florida leisure trips aim for Central Florida, which includes Sumter County, the county is geographically well positioned in the heart of Florida's tourism. Being well located is a starting point of advantage, but the fierce competition of Orlando's theme parks and Tampa Bay's theme parks and beaches requires Sumter County to create a special and unique appeal in the most competitive tourism market in the country.

Visit Florida reported that Florida's domestic visitors stayed an average of 4.2 nights in the state during 2017. This positive data lends itself to short-term (day, overnight, weekend) pleasure trips to Sumter County as a target area of focus. Sumter County should shape itself as a regional market destination for in-state travelers with the possibility of drawing some out-of-state travelers with the major national and international identity of The Villages® community.





Sumter County is uniquely positioned at the crossroads of Central Florida. Its long frontage on Interstate 75, U.S. Highway 301, and Florida's Turnpike bring thousands of potential visitors through the county each day. Sumter County is equidistant from Orlando and Tampa, about one hour's drive from each. Highway access within Sumter County is convenient and direct.

## ROADS

- ▶ Interstate 75 and Florida's Turnpike
- ▶ US Highway 301 and US Highway 27
- ▶ State Roads 44, 48, and 471

## AIRPORTS

- ▶ Orlando International (1 hour)
- ▶ Tampa International (1 hour)
- ▶ Leesburg International (20 minutes)

## SEAPORTS

- ▶ Port of Tampa (1 hour)
- ▶ Port Manatee (1.25 hours)
- ▶ Port Canaveral (1.75 hours)
- ▶ Port of Jacksonville (2.5 hours)
- ▶ Port Everglades (3.5 hours)
- ▶ Port of Miami (4 hours)



# TARGET MARKETS

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The core assets for attracting tourists include: the natural setting of the county seasoned by a diverse group of cities, the Florida Bass Conservation Center, the Florida National Cemetery, birding and biking trails, agritourism events and facilities, eco-tourism events and facilities, equestrian events and facilities, the Dade Battlefield Park, farms and ranches, the Green Swamp and other preserves, The Villages® community, and the Sumter County Fairgrounds.

Sumter County should focus on a regional market attracting day trips from a 150-mile radius, pass-through travelers, overnight trips of one or two nights and extended overnight vacation trips.

Domestic tourists visiting Florida are as diverse, and no single message reaches or attracts the attention of every potential visitor to Sumter County. According to research reported by Visit Florida for 2017 travel data, the average Florida domestic tourist visitor was a couple (2.1 persons), spending an average of 4.2 nights, with an average age of 49.1 years, an average household income of \$117,900, and spending an average of \$158.90 per day per person including transportation.

## HIGHLIGHTS

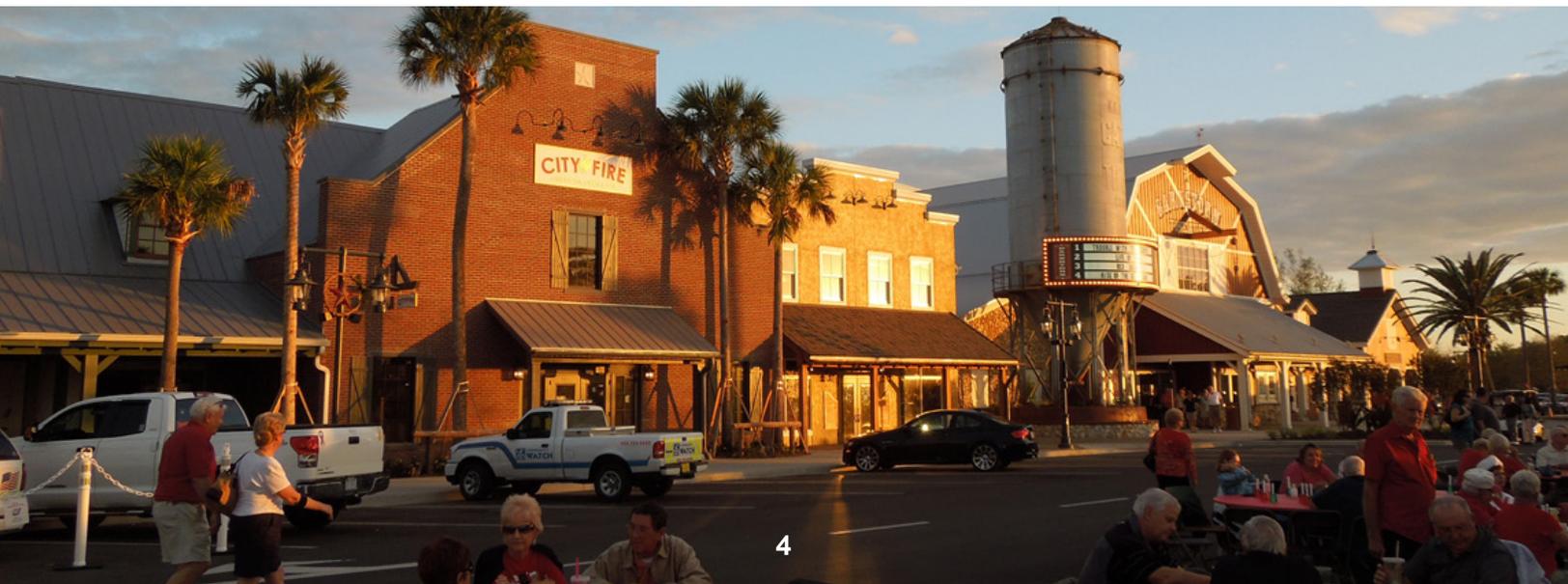
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▶ **4.2** NIGHTS  
Average Visitor Stay

▶ **\$117,900**  
AVERAGE HOUSEHOLD INCOME

▶ **49.1** YEARS  
Average Age of Visitors

▶ **\$158.90**  
AVERAGE SPEND PER DAY  
(Including Transportation)



Most domestic visitors to Florida enjoy beach/waterfront activities, culinary/dining experiences, visiting friends/relatives, shopping and experiencing theme/amusement parks. Sumter County's marketing message needs to segment into niche promotions that interest smaller, targeted demographic groups with varied interests and expectations such as freshwater fishing enthusiasts, families searching for equestrian competitions or history buffs of the Seminole Wars and Florida "Crackers."

Domestic and international patients traveling to Sumter County for medical procedures at highly renowned medical facilities is an opportunity to garner overnight visitors for patient visitors and their families. According to a 2016 report by the Florida Chamber Foundation, each year, Florida generally sees between 300,000 and 400,000 medical tourists who generate almost \$6 billion in medical expenses. These expenses do not take into account money that these tourists spend on lodging, food, shopping and visits to local attractions and cultural events during the patient's recovery time. The county should focus on a multi-faceted community angle to promote the other tourist attractions while visitors may be here for medical treatment and recovery.





# SUMTER COUNTY'S MAIN ATTRACTIONS

## A GROUP OF UNIQUE COMMUNITIES

The Villages® development is one of the most successful planned retirement communities in the United States filled with premier golf courses, outstanding entertainment events, and diverse retail and restaurant offerings. The Villages® community already has a wide and effective marketing outreach that minimizes the need for broad tourism marketing expenditures by Sumter County. Identifying and promoting events and facilities in the other unique areas of the county can significantly increase “day trippers” and “overnight stay” visitors. Sumter County also offers rural charm in cities like Webster, home to one of the oldest cattle auction and largest continuous flea markets in the country.

## A RICH NATURAL ENVIRONMENT WITH PROXIMITY TO MAJOR URBAN AREAS

Sumter County offers several potential ecotourism possibilities, from the mysteries of Green Swamp to the big bass of Lake Panasoffkee to long winding scenic roads. Fishing, kayaking/canoeing, biking, walking/hiking, camping, bird watching, sightseeing, hunting, and other outdoor activities are all regional attractions located in Sumter County.

## A SPECIAL PLACE IN AMERICAN REMEMBRANCE AND HISTORY

The Florida National Cemetery, Dade Battlefield Park, and sites along the Florida Seminole Wars Heritage Trail (See map on Page 7) offer rich historic and cultural visitor attractions. Visitors can also find markers and monuments throughout the county memorializing historical locations and important figures.

## AN ACTIVE COLLECTION OF WORKING FARMS AND CATTLE RANCHES

Sumter County offers urban visitors direct connections to agricultural experiences including a wide variety of homegrown and home-raised products.





## SCENIC SUMTER HERITAGE BYWAY

The roads that comprise the Scenic Sumter Heritage Byway traverse pastoral farmlands, cattle ranches, and horse farms. The corridor passes through several of the most attractive small country towns in the region and travels through the lush hardwood hammock and floodplain parklands that are part of the Withlacoochee Watershed.

### Byway attractions include:

1. Half Moon Wildlife Management Area
2. Lake Panasoffkee & Lake Panasoffkee Wildlife Management Area
3. Downtown Bushnell and Sumter County Historic Courthouse
4. Dade Battlefield Historic State Park
5. Florida National Cemetery
6. Downtown Webster and Webster Flea Market
7. Green Swamp Wildlife Management Area
8. General James Van Fleet Trail State Park







# SWOT ANALYSIS

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## STRENGTHS

- ▶ Home to The Villages® development, one of the most successful planned retirement communities in the United States, and ranked multiple times as the fastest growing metropolitan statistical area in the country by the U.S. Census Bureau. This community is both a national and an international identifier and offers many unique opportunities such as state-of-the-art medical facilities for medical tourism.
- ▶ Beautiful natural environment with lakes, rivers, forests, nature preserves, state, county and local parks connected by long winding roads through scenic farms and ranches. This natural and agrarian landscape presents many opportunities for ecotourism and agritourism events and activities.
- ▶ Webster Westside Flea Market: one of the oldest and largest continuous flea markets in the United States.
- ▶ Home to the Florida National Cemetery: donated by the people of Sumter County after the Civil War to provide an honorable resting place for both Union and Confederate soldiers. It is the second most active cemetery in the U.S. Department of Veterans Affairs' National Cemetery Administration, according to Visit Florida.
- ▶ Great geographical positioning: outstanding highway systems including Interstate 75 along the western border further enhanced by US Highway 301 and Florida's Turnpike. Sumter County is geographically well positioned at the apex of Central Florida and has an excellent road transportation system in place for access and easy movement throughout the state.
- ▶ Good out-of-state visitor geographic positioning: at the northern apex of the Central Florida triangle, about a one-hour drive from both the theme parks mecca of Orlando and the theme parks and beaches of the Tampa Bay area. The majority of out-of-state visitors pass through the 100- or 150-mile radius of Sumter County.
- ▶ Good in-state geographic positioning: within a 150-mile radius of Sumter County, there are approximately 13 million residents. Sumter County, with the right mix of events, facilities, and marketing, can become a successful regional destination.
- ▶ The Tourist Development Council along with strong leadership on the Sumter Board of County Commissioners, seek the benefits of tourism to provide a higher quality of life for residents, attract new businesses related to tourism, enhance revenues for existing businesses and create a stronger market identity for the county, which will assist in the recruitment of new businesses.

## WEAKNESSES

- ▶ Aside from The Villages® community, Sumter County's attractions, facilities, and events are not marketed significantly at the regional or state levels. Sharing the unique attractions of Sumter County with new visitors is an ongoing effort, but once they become knowledgeable about the tourism attractors, visitations increase.
- ▶ Sumter County currently has a shortage of adequate lodging accommodations to support growth as a visitor destination.
- ▶ Sumter County lacks tourism market data associated with the number of tourists visiting the county during seasonal and non-seasonal periods.



# SWOT ANALYSIS

## OPPORTUNITIES

- ▶ **Proximity and access to Orlando and Tampa:** Capitalize on the wide range and number of tourists visiting the theme parks and coast by marketing opportunities for these tourists to experience a different part of the region in Sumter County.
- ▶ Sumter County maintains a comprehensive map highlighting facilities, attractions, parks, and other historical venues in the county. This map could be expanded to include regional attractions to highlight Sumter County's proximity and driving time to those venues.
- ▶ **Access to east and west coast beaches:** An hour drive to the west coast and less than a two-hour drive to the east coast, Sumter County offers unique attractions that are only a short drive away.
- ▶ **International visitors:** Marketing to more international visitors that are coming to Florida for other tourism destinations is an opportunity to gain more exposure and increase the number of tourists that visit the county.
- ▶ **The Villages® community:** Encourage the tourists that are visiting the community to explore other attractions the county offers.
- ▶ **Medical tourism:** With more advanced medical facilities coming online, Sumter County can be a premier destination for patients to experience top-notch medical care all while exploring the other attractions in the area.
- ▶ The Center for Advanced Healthcare at Brownwood and adjacent 151-room Brownwood Hotel & Spa scheduled to be operational in 2020 will result in overnight stays for patients and their families. More and higher-grade lodging experiences like this one will bring more people to visit the county for multiple days and thus experience more of Sumter County. Additional hotel lodging facilities will result in a greater tax base, which can be reinvested into tourism marketing and supporting local tourism events through tourist development grants. The result is a virtuous cycle of business and private enterprise benefiting both the tourist industry and the residents of Sumter County. The first step in attracting new lodging construction is simply building total visitor traffic, both day and overnight visitors.
- ▶ **Small or specialized business conferences and corporate retreats:** Sumter County offers beautiful venues for business conferences and team building activities for corporate functions.

## THREATS

- ▶ **Regional competition:** The Central Florida region is full of large theme park attractions and coastal beaches that overshadow Sumter County's attractions.
- ▶ **Location awareness:** Outside of The Villages® development, Sumter County is not well known for its tourism destinations to domestic and international visitors due to its smaller presence in the state's marketing message.



# STRATEGY IMPLEMENTATION

Sumter County's main priority is to market and communicate Sumter County's historical and ecological attractions, facilities, and events. The county promotes current events and attractions such as the growing number of events year-round at the Sumter County Fairgrounds, and the already successful events of The Villages® community.

The second priority of the county is to encourage local groups, nonprofit organizations, and businesses to host events in Sumter County. Events such as the Annual Western Hoedown, Bushnell Fall Festival, Dade Battlefield Re-enactment, recreational and sporting tournaments, attract visitors to the area. Blackjack Sporting Clays and Shooters World, are two great examples of recreational venues that encourage visitors to visit Sumter County for group activities.

In 2015, Sumter County installed wayfinding signage on all the main county roads to assist residents and visitors in finding tourism attractions and facilities. This has been a great addition to the overall visitor experience in the county. Additional signage and updates to the existing signage should be added as major tourism venues open.

## ACTIVITIES

- ▶ Maintain the Sumter County tourism logo, branding, and theme—Discover Sumter.
- ▶ Maintain a compelling, intuitive and interactive website containing very current information about events and activities, stakeholder facilities, lodging locations, and unique visitation possibilities: [www.DiscoverSumterFL.com](http://www.DiscoverSumterFL.com)
- ▶ Maintain a printable map with the main attractions in the county for tourists.
- ▶ Maintain a tourism mobile application that can be used by visitors and residents alike. It showcases venues around the county such as bed and breakfasts, restaurants, attractions, events, etc. It also includes a map for easy navigation and “nearby” options for the user.
- ▶ Populate a calendar database with tourism-related events data.
- ▶ Assist agritourism businesses that are interested in developing in the county.
- ▶ Participate in state partner opportunities such as the How to Do Florida video series to promote the diverse assets of the county to a larger audience.





# BUDGET RESOURCES

Tourism is Florida's largest industry. Central Florida is the most successful regional destination in the state and is blessed with many transportation and tourism assets. To gain and maintain a successful destination program, Sumter County faces the dual challenges of overcoming current low recognition/identity among existing tourists and limited long-term resources to gain initial market penetration and drive annual visitation growth. Sumter County has been successful in other highly competitive regional issues by embracing new, innovative but cost-conscious alternatives. A similar approach in expanding the tourism program is recommended.

Sumter County's funding source for tourism promotion is the tourist development tax (TDT) which currently levies a 2% tax on short-term lodging. The tourist development tax averages \$566,784 per year since 2010.

## TDT REVENUE RECEIVED FROM STATE BY YEAR (2010 - 2018)

YEAR	REVENUE RECEIVED
2010/2011	\$403,935.27
2011/2012	\$396,683.23
2012/2013	\$424,944.06
2013/2014	\$515,116.30
2014/2015	\$617,731.74
2015/2016	\$662,686.65
2016/2017	\$719,517.76
2017/2018	\$793,657.02



# TOURISM ACTIVITIES & PROGRAM COSTS

Program costs associated with tourism functions in the county vary based on activity. The following is a snapshot of current activities funded through a tourist development tax grant for the 2018-2019 fiscal year. The first two activities are managed by county staff and have matching funds in the county's general fund.

## MONITORING & EVALUATION

1. Basic monitoring actions can help program administrators and policymakers measure the effectiveness of the county's tourism programs.
2. Monitor collection amounts of the tourist tax revenues and compare/contrast those revenues to previous months and years.
3. Monitor, collect and value any public relations articles or columns appearing in the print or electronic media.
4. Monitor stakeholders' attendance report at Sumter County facilities and events and compare/contrast to previous periods.
5. Monitor the number of hotel/RV stays per event and occupancy rates.
6. Conduct tourism stakeholder surveys to include the feedback of the community.

Activity	Tourist Development Grant Funds
TOURISM MOBILE APPLICATION AND WEBSITE MAINTENANCE	\$15,288
HOW TO DO FLORIDA VIDEO PROJECT	\$14,884
COUNTRY WESTERN HOEDOWN	\$50,000
64TH ANNUAL FLORIDA ATHLETIC COACH ASSOCIATION ALL-STAR CLASSIC	\$16,000
BATTLE AT THE VILLAGES	\$55,100
BUSHNELL FALL FESTIVAL	\$10,600
DADE BATTLEFIELD 39TH RE-ENACTMENT	\$9,545
DOWNTOWN ENTERTAINMENT IN THE VILLAGES® COMMUNITY	\$80,000
HEARTS FOR OUR HOSPITAL	\$8,000
SUMTER COUNTY FAIR AND 4-H BUILDING IMPROVEMENTS	\$52,250
SOUTHERN DRAFT HORSE ASSOCIATION PULLS	\$50,000
BLACKJACK OPEN SERIES	\$24,000





**SUMTER COUNTY FL**  
**ECONOMIC DEVELOPMENT**

P: 352.689.4400

[www.sumterbusiness.com](http://www.sumterbusiness.com)

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** Amendment #2 to Task Order #27 with Kimley-Horn and Associates, Inc. and Sumter County Board of County Commissioners (Staff Recommends Approval).

**REQUESTED ACTION:** Staff Recommends Approval

**Meeting Type:** Regular Meeting                      **DATE OF MEETING:** 9/22/2020

**CONTRACT:**     N/A    Vendor/Entity: Kimley-Horn and Associates, Inc.

Effective Date: 9/22/2020    Termination Date: 10/30/2020

Managing Division / Dept: **Engineering**

**BUDGET IMPACT:**    \$4,520.00

**FUNDING SOURCE:**                      Secondary Trust

**Type:** Capital                      **EXPENDITURE ACCOUNT:** 106-340-541-6352

**HISTORY/FACTS/ISSUES:**

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On October 10, 2017, the Board of County Commissioners entered into a contract with Kimley-Horn. A request was approved for the design services for C-466 Intersection Improvements, Task Order #27, on July 23, 2019. The board wishes to amend Task Order #27 to include additional services for landscaping design and construction drawings for the median areas along C-466 that will be affected by the C-466 Phase II improvements at Morse Boulevard.

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**Prepared by:**    Steven Cohoon    Grammarly Check

**AMENDMENT NUMBER 2 TO TASK ORDER 27 BETWEEN  
KIMLEY-HORN AND ASSOCIATES, INC. AND  
SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS**

AMENDMENT NUMBER 2 DATED September 15, 2020 to Task Order 27 between Sumter County Board of County Commissioners, ("the BOARD") and Kimley-Horn and Associates, Inc., ("Kimley-Horn" or "ENGINEER") dated June 21, 2019 ("Task Order") concerning C-466 Intersection Improvements Phase II (the "Project").

Kimley-Horn has entered into the Task Order with the BOARD for the furnishing of professional services, and the parties now desire to amend the Task Order.

Therefore, it is mutually agreed that the Task Order is amended to include Additional Services to be performed by Kimley-Horn and provisions for additional compensation by the BOARD to Kimley-Horn, all as set forth in Exhibit A hereto. The parties ratify the terms and conditions of the Task Order not inconsistent with this Amendment, all of which are incorporated by reference.

ACCEPTED:

SUMTER COUNTY BOARD OF COUNTY  
COMMISSIONERS

KIMLEY-HORN AND ASSOCIATES, INC.

BY: \_\_\_\_\_

BY:  \_\_\_\_\_

Richard Busche, P.E.

TITLE: \_\_\_\_\_

TITLE: Sr. Vice President

DATE: \_\_\_\_\_

DATE: September 15, 2020

Consultant shall perform the following Additional Services:

***Specific Scope of Basic Services:***

Task 1 – Landscaping and Irrigation Plans

Michael Pape and Associates (MPA), as a subconsultant to the ENGINEER, will prepare landscaping design and construction drawings for the median areas along C-466 that will be affected by the construction of the C-466 Phase II improvements at Morse Boulevard. MPA will also prepare irrigation modification construction plans and specifications. MPA will provide limited services during the bidding and construction phases of the project relative to the landscaping and irrigation plans including coordination with bidders and participation in the pre-bid conference (if necessary), participation in the pre-construction meeting, field coordination and punch list coordination, inspection and certification of completion, and review of as-built plans per the Contractor supplied data.

***Additional Services if Required:***

Services requested that are not specifically included in this Agreement will be provided under a new and separate task order agreement or can be performed on an hourly basis upon written authorization.

***Method of Compensation:***

For the Additional Services set forth above, Client shall pay Consultant the following additional compensation:

*Lump Sum Fee of \$4,520.00*

Attachment: TABLE A

**TABLE A  
COST ESTIMATE FOR SERVICES**

PROJECT: AMD 2 TO TASK ORDER 27 - C-466 INTERSECTION IMPROVEMENTS								SHEET 1 OF 1		
CLIENT: BOARD OF SUMTER COUNTY COMMISSIONERS								FILE NO.		
KHA PM: AMBER L. GARTNER, PE								DATE: SEPTEMBER 15, 2020		
BASIS FOR ESTIMATE: APPROVED RATES PER RFQ 023-0-2017/RS										
		DIRECT LABOR								
		Principal Engineer	Senior Professional	Professional	Senior Technical Support	Junior Professional	Support Staff	LABOR HOURS	SUB (\$)	LABOR TOTAL
<b>TASK NO.</b>	<b>DESCRIPTION</b>	\$ 200	\$ 165	\$ 135	\$ 120	\$ 110	\$ 65	--	--	--
1.0	LANDSCAPING AND IRRIGATION PLANS		2				1	3	\$ 4,125.00	\$ 4,520.00
	<b>TASK TOTALS</b>	0	2	0	0	0	1	3	\$ 4,125.00	\$ 4,520.00

**CONTRACT TOTAL \$ 4,520.00**



**CONTRACT BETWEEN  
SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
AND  
STATE OF FLORIDA DEPARTMENT OF HEALTH  
FOR OPERATION OF THE  
SUMTER COUNTY HEALTH DEPARTMENT  
CONTRACT YEAR 2020-2021**

This contract is made and entered into between the State of Florida, Department of Health ("State") and the Sumter County Board of County Commissioners ("County"), through their undersigned authorities, effective October 1, 2020.

**RECITALS**

A. Pursuant to Chapter 154, Florida Statutes, the intent of the legislature is to "promote, protect, maintain, and improve the health and safety of all citizens and visitors of this state through a system of coordinated county health department services."

B. County Health Departments were created throughout Florida to satisfy this legislative intent through "promotion of the public's health, the control and eradication of preventable diseases, and the provision of primary health care for special populations."

C. Sumter County Health Department ("CHD") is one of the created County Health Departments.

D. It is necessary for the parties hereto to enter into this contract in order to ensure coordination between the State and the County in the operation of the CHD.

NOW THEREFORE, in consideration of the mutual promises set forth herein, the sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. RECITALS. The parties mutually agree that the foregoing recitals are true and correct and incorporated herein by reference.

2. TERM. The parties mutually agree that this contract shall be effective from October 1, 2020, through September 30, 2021, or until a written contract replacing this contract is entered into between the parties, whichever is later, unless this contract is otherwise terminated pursuant to the termination provisions set forth in paragraph 8. below.

3. SERVICES MAINTAINED BY THE CHD. The parties mutually agree that the CHD shall provide those services as set forth on Part III of Attachment II hereof, in order to maintain the following three levels of service pursuant to section 154.01(2), Florida Statutes, as defined below:

a. "Environmental health services" are those services which are organized and operated to protect the health of the general public by monitoring and regulating activities in the environment which may contribute to the occurrence or transmission of disease. Environmental health services shall be supported by available federal, state and local funds

and shall include those services mandated on a state or federal level. Examples of environmental health services include, but are not limited to, food hygiene, safe drinking water supply, sewage and solid waste disposal, swimming pools, group care facilities, migrant labor camps, toxic material control, radiological health, and occupational health.

b. "Communicable disease control services" are those services which protect the health of the general public through the detection, control, and eradication of diseases which are transmitted primarily by human beings. Communicable disease services shall be supported by available federal, state, and local funds and shall include those services mandated on a state or federal level. Such services include, but are not limited to, epidemiology, sexually transmissible disease detection and control, HIV/AIDS, immunization, tuberculosis control and maintenance of vital statistics.

c. "Primary care services" are acute care and preventive services that are made available to well and sick persons who are unable to obtain such services due to lack of income or other barriers beyond their control. These services are provided to benefit individuals, improve the collective health of the public, and prevent and control the spread of disease. Primary health care services are provided at home, in group settings, or in clinics. These services shall be supported by available federal, state, and local funds and shall include services mandated on a state or federal level. Examples of primary health care services include, but are not limited to: first contact acute care services; chronic disease detection and treatment; maternal and child health services; family planning; nutrition; school health; supplemental food assistance for women, infants, and children; home health; and dental services.

4. FUNDING. The parties further agree that funding for the CHD will be handled as follows:

a. The funding to be provided by the parties and any other sources is set forth in Part II of Attachment II hereof. This funding will be used as shown in Part I of Attachment II.

i. The State's appropriated responsibility (*direct contribution excluding any state fees, Medicaid contributions or any other funds not listed on the Schedule C*) as provided in Attachment II, Part II is an amount not to exceed \$ 2,070,048 (*State General Revenue, State Funds, Other State Funds and Federal Funds listed on the Schedule C*). The State's obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

ii. The County's appropriated responsibility (*direct contribution excluding any fees, other cash or local contributions*) as provided in Attachment II, Part II is an amount not to exceed \$1,400,000 (*amount listed under the "Board of County Commissioners Annual Appropriations section of the revenue attachment*).

b. Overall expenditures will not exceed available funding or budget authority, whichever is less, (either current year or from surplus trust funds) in any service category. Unless requested otherwise, any surplus at the end of the term of this contract in the County Health Department Trust Fund that is attributed to the CHD shall be carried forward to the next contract period.

c. Either party may establish service fees as allowed by law to fund activities of the CHD. Where applicable, such fees shall be automatically adjusted to at least the Medicaid fee schedule.

d. Either party may increase or decrease funding of this contract during the term hereof by notifying the other party in writing of the amount and purpose for the change in funding. If the State initiates the increase/decrease, the CHD will revise the Attachment II and send a copy of the revised pages to the County and the Department of Health, Office of Budget and Revenue Management. If the County initiates the increase/decrease, the County shall notify the CHD. The CHD will then revise the Attachment II and send a copy of the revised pages to the Department of Health, Office of Budget and Revenue Management.

e. The name and address of the official payee to whom payments shall be made is:

County Health Department Trust Fund  
Sumter County  
P. O. Box 98  
Bushnell, FL 33513

5. CHD DIRECTOR/ADMINISTRATOR. Both parties agree the director/administrator of the CHD shall be a State employee or under contract with the State and will be under the day-to-day direction of the Deputy Secretary for County Health Systems. The director/administrator shall be selected by the State with the concurrence of the County. The director/administrator of the CHD shall ensure that non-categorical sources of funding are used to fulfill public health priorities in the community and the Long Range Program Plan.

6. ADMINISTRATIVE POLICIES AND PROCEDURES. The parties hereto agree that the following standards should apply in the operation of the CHD:

a. The CHD and its personnel shall follow all State policies and procedures, except to the extent permitted for the use of County purchasing procedures as set forth in subparagraph b., below. All CHD employees shall be State or State-contract personnel subject to State personnel rules and procedures. Employees will report time in the Health Management System compatible format by program component as specified by the State.

b. The CHD shall comply with all applicable provisions of federal and state laws and regulations relating to its operation with the exception that the use of County purchasing procedures shall be allowed when it will result in a better price or service and no statewide Department of Health purchasing contract has been implemented for those goods or services. In such cases, the CHD director/administrator must sign a justification therefore, and all County purchasing procedures must be followed in their entirety, and such compliance shall be documented. Such justification and compliance documentation shall be maintained by the CHD in accordance with the terms of this contract. State procedures must be followed for all leases on facilities not enumerated in Attachment IV.

c. The CHD shall maintain books, records and documents in accordance with the Generally Accepted Accounting Principles (GAAP), as promulgated by the Governmental

Accounting Standards Board (GASB), and the requirements of federal or state law. These records shall be maintained as required by the Department of Health Policies and Procedures for Records Management and shall be open for inspection at any time by the parties and the public, except for those records that are not otherwise subject to disclosure as provided by law which are subject to the confidentiality provisions of paragraphs 6.i. and 6.k., below. Books, records and documents must be adequate to allow the CHD to comply with the following reporting requirements:

- i.* The revenue and expenditure requirements in the Florida Accounting Information Resource (FLAIR) System;
- ii.* The client registration and services reporting requirements of the minimum data set as specified in the most current version of the Client Information System/Health Management Component Pamphlet;
- iii.* Financial procedures specified in the Department of Health's Accounting Procedures Manuals, Accounting memoranda, and Comptroller's memoranda;
- iv.* The CHD is responsible for assuring that all contracts with service providers include provisions that all subcontracted services be reported to the CHD in a manner consistent with the client registration and service reporting requirements of the minimum data set as specified in the Client Information System/Health Management Component Pamphlet.

d. All funds for the CHD shall be deposited in the County Health Department Trust Fund maintained by the state treasurer. These funds shall be accounted for separately from funds deposited for other CHDs and shall be used only for public health purposes in Sumter County.

e. That any surplus/deficit funds, including fees or accrued interest, remaining in the County Health Department Trust Fund account at the end of the contract year shall be credited/debited to the State or County, as appropriate, based on the funds contributed by each and the expenditures incurred by each. Expenditures will be charged to the program accounts by State and County based on the ratio of planned expenditures in this contract and funding from all sources is credited to the program accounts by State and County. The equity share of any surplus/deficit funds accruing to the State and County is determined each month and at contract year-end. Surplus funds may be applied toward the funding requirements of each participating governmental entity in the following year. However, in each such case, all surplus funds, including fees and accrued interest, shall remain in the trust fund until accounted for in a manner which clearly illustrates the amount which has been credited to each participating governmental entity. The planned use of surplus funds shall be reflected in Attachment II, Part I of this contract, with special capital projects explained in Attachment V.

f. There shall be no transfer of funds between the three levels of services without a contract amendment unless the CHD director/administrator determines that an emergency exists wherein a time delay would endanger the public's health and the Deputy Secretary for County Health Systems has approved the transfer. The Deputy Secretary for County Health

Systems shall forward written evidence of this approval to the CHD within 30 days after an emergency transfer.

g. The CHD may execute subcontracts for services necessary to enable the CHD to carry out the programs specified in this contract. Any such subcontract shall include all aforementioned audit and record keeping requirements.

h. At the request of either party, an audit may be conducted by an independent CPA on the financial records of the CHD and the results made available to the parties within 180 days after the close of the CHD fiscal year. This audit will follow requirements contained in OMB Circular A-133 and may be in conjunction with audits performed by County government. If audit exceptions are found, then the director/administrator of the CHD will prepare a corrective action plan and a copy of that plan and monthly status reports will be furnished to the contract managers for the parties.

i. The CHD shall not use or disclose any information concerning a recipient of services except as allowed by federal or state law or policy.

j. The CHD shall retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of this contract. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings.

k. The CHD shall maintain confidentiality of all data, files, and records that are confidential under the law or are otherwise exempted from disclosure as a public record under Florida law. The CHD shall implement procedures to ensure the protection and confidentiality of all such records and shall comply with sections 384.29, 381.004, 392.65 and 456.057, Florida Statutes, and all other state and federal laws regarding confidentiality. All confidentiality procedures implemented by the CHD shall be consistent with the Department of Health Information Security Policies, Protocols, and Procedures. The CHD shall further adhere to any amendments to the State's security requirements and shall comply with any applicable professional standards of practice with respect to client confidentiality.

l. The CHD shall abide by all State policies and procedures, which by this reference are incorporated herein as standards to be followed by the CHD, except as otherwise permitted for some purchases using County procedures pursuant to paragraph 6.b.

m. The CHD shall establish a system through which applicants for services and current clients may present grievances over denial, modification or termination of services. The CHD will advise applicants of the right to appeal a denial or exclusion from services, of failure to take account of a client's choice of service, and of his/her right to a fair hearing to the final governing authority of the agency. Specific references to existing laws, rules or program manuals are included in Attachment I of this contract.

n. The CHD shall comply with the provisions contained in the Civil Rights Certificate, hereby incorporated into this contract as Attachment III.

o. The CHD shall submit quarterly reports to the County that shall include at least the following:

- i.* The DE385L1 Contract Management Variance Report and the DE580L1 Analysis of Fund Equities Report;
- ii.* A written explanation to the County of service variances reflected in the year end DE385L1 report if the variance exceeds or falls below 25 percent of the planned expenditure amount for the contract year. However, if the amount of the service specific variance between actual and planned expenditures does not exceed three percent of the total planned expenditures for the level of service in which the type of service is included, a variance explanation is not required. A copy of the written explanation shall be sent to the Department of Health, Office of Budget and Revenue Management.

p. The dates for the submission of quarterly reports to the County shall be as follows unless the generation and distribution of reports is delayed due to circumstances beyond the CHD's control:

- i.* March 1, 2021 for the report period October 1, 2020 through December 31, 2020;
- ii.* June 1, 2021 for the report period October 1, 2020 through March 31, 2021;
- iii.* September 1, 2021 for the report period October 1, 2020 through June 30, 2021; and
- iv.* December 1, 2021 for the report period October 1, 2020 through September 30, 2021.

7. FACILITIES AND EQUIPMENT. The parties mutually agree that:

a. CHD facilities shall be provided as specified in Attachment IV to this contract and the County shall own the facilities used by the CHD unless otherwise provided in Attachment IV.

b. The County shall ensure adequate fire and casualty insurance coverage for County-owned CHD offices and buildings and for all furnishings and equipment in CHD offices through either a self-insurance program or insurance purchased by the County.

c. All vehicles will be transferred to the ownership of the County and registered as County vehicles. The County shall ensure insurance coverage for these vehicles is available through either a self-insurance program or insurance purchased by the County. All vehicles will be used solely for CHD operations. Vehicles purchased through the County Health Department Trust Fund shall be sold at fair market value when they are no longer needed by the CHD and the proceeds returned to the County Health Department Trust Fund.

8. TERMINATION.

a. Termination at Will. This contract may be terminated by either party without cause upon no less than one-hundred eighty (180) calendar days notice in writing to the other party unless a lesser time is mutually agreed upon in writing by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person to the other party's contract manager with proof of delivery.

b. Termination Because of Lack of Funds. In the event funds to finance this contract become unavailable, either party may terminate this contract upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person to the other party's contract manager with proof of delivery.

c. Termination for Breach. This contract may be terminated by one party, upon no less than thirty (30) days notice, because of the other party's failure to perform an obligation hereunder. Said notice shall be delivered by certified mail, return receipt requested, or in person to the other party's contract manager with proof of delivery. Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract.

9. MISCELLANEOUS. The parties further agree:

a. Availability of Funds. If this contract, any renewal hereof, or any term, performance or payment hereunder, extends beyond the fiscal year beginning July 1, 2021, it is agreed that the performance and payment under this contract are contingent upon an annual appropriation by the Legislature, in accordance with section 287.0582, Florida Statutes.

b. Contract Managers. The name and address of the contract managers for the parties under this contract are as follows:

For the State:

Sanford D. Zelnick, D.O., M.S.  
Name  
Director  
Title  
P. O. Box 98, Bushnell, FL 33513  
Address  
(352) 569-3138  
Telephone

For the County:

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

If different contract managers are designated after execution of this contract, the name, address and telephone number of the new representative shall be furnished in writing to the other parties and attached to originals of this contract.

c. Captions. The captions and headings contained in this contract are for the convenience of the parties only and do not in any way modify, amplify, or give additional notice of the provisions hereof.

In WITNESS THEREOF, the parties hereto have caused this 8 page contract, with its attachments as referenced, including Attachment I (2 pages), Attachment II (6 pages), Attachment III (1 page), Attachment IV (1 page), and Attachment V (1 page), to be executed by their undersigned officials as duly authorized effective the 1<sup>st</sup> day of October, 2020.

**BOARD OF COUNTY COMMISSIONERS  
FOR SUMTER COUNTY**

**STATE OF FLORIDA  
DEPARTMENT OF HEALTH**

SIGNED BY: \_\_\_\_\_

NAME: Steve Printz

TITLE: Chairman

DATE: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

NAME: Scott A. Rivkees, MD

TITLE: State Surgeon General

DATE: \_\_\_\_\_

ATTESTED TO:

SIGNED BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNED BY:  \_\_\_\_\_

NAME: Sanford D. Zelnick, DO, MS

TITLE: CHD Director

DATE: 09/02/2020

**ATTACHMENT I**  
**SUMTER COUNTY HEALTH DEPARTMENT**  
**PROGRAM SPECIFIC REPORTING REQUIREMENTS AND PROGRAMS REQUIRING**  
**COMPLIANCE WITH THE PROVISIONS OF SPECIFIC MANUALS**

Some health services must comply with specific program and reporting requirements in addition to the Personal Health Coding Pamphlet (DHP 50-20), Environmental Health Coding Pamphlet (DHP 50-21) and FLAIR requirements because of federal or state law, regulation or rule. If a county health department is funded to provide one of these services, it must comply with the special reporting requirements for that service. The services and the reporting requirements are listed below:

	<u>Service</u>	<u>Requirement</u>
1.	Sexually Transmitted Disease Program	Requirements as specified in F.A.C. 64D-3, F.S. 381 and F.S. 384.
2.	Dental Health	Periodic financial and programmatic reports as specified by the program office.
3.	Special Supplemental Nutrition Program for Women, Infants and Children (including the WIC Breastfeeding Peer Counseling Program)	Service documentation and monthly financial reports as specified in DHM 150-24* and all federal, state and county requirements detailed in program manuals and published procedures.
4.	Healthy Start/ Improved Pregnancy Outcome	Requirements as specified in the 2007 Healthy Start Standards and Guidelines and as specified by the Healthy Start Coalitions in contract with each county health department.
5.	Family Planning	Requirements as specified in Public Law 91-572, 42 U.S.C. 300, et seq., 42 CFR part 59, subpart A, 45 CFR parts 74 & 92, 2 CFR 215 (OMB Circular A-110) OMB Circular A-102, F.S. 381.0051, F.A.C. 64F-7, F.A.C. 64F-16, and F.A.C. 64F-19. Requirements and Guidance as specified in the Program Requirements for Title X Funded Family Planning Projects (Title X Requirements)(2014) and the Providing Quality Family Planning Services (QFP): Recommendations of CDC and the U.S. Office of Population Affairs published on the Office of Population Affairs website. Programmatic annual reports as specified by the program office as specified in the annual programmatic Scope of Work for Family Planning and Maternal Child Health Services, including the Family Planning Annual Report (FPAR), and other minimum guidelines as specified by the Policy Web Technical Assistance Guidelines.
6.	Immunization	Periodic reports as specified by the department pertaining to immunization levels in kindergarten and/or seventh grade pursuant to instructions contained in the Immunization Guidelines-Florida Schools, Childcare Facilities and Family Daycare Homes (DH Form 150-615) and Rule 64D-3.046, F.A.C. In addition, periodic reports as specified by the department pertaining to the surveillance/investigation of reportable vaccine-preventable diseases, adverse events, vaccine accountability, and assessment of immunization

- levels as documented in Florida SHOTS and supported by CHD Guidebook policies and technical assistance guidance.
7. Environmental Health  
Requirements as specified in Environmental Health Programs Manual 150-4\* and DHP 50-21\*
  8. HIV/AIDS Program  
Requirements as specified in F.S. 384.25 and F.A.C. 64D-3.030 and 64D-3.031. Case reporting should be on Adult HIV/AIDS Confidential Case Report CDC Form DH2139 and Pediatric HIV/AIDS Confidential Case Report CDC Form DH2140.  
  
Requirements as specified in F.A.C. 64D-2 and 64D-3, F.S. 381 and F.S. 384. Socio-demographic and risk data on persons tested for HIV in CHD clinics should be reported on Lab Request DH Form 1628 in accordance with the Forms Instruction Guide. Requirements for the HIV/AIDS Patient Care programs are found in the Patient Care Contract Administrative Guidelines.
  9. School Health Services  
Requirements as specified in the Florida School Health Administrative Guidelines (May 2012). Requirements as specified in F.S. 381.0056, F.S. 381.0057, F.S. 402.3026 and F.A.C. 64F-6.
  10. Tuberculosis  
Tuberculosis Program Requirements as specified in F.A.C. 64D-3 and F.S. 392.
  11. General Communicable Disease Control  
Carry out surveillance for reportable communicable and other acute diseases, detect outbreaks, respond to individual cases of reportable diseases, investigate outbreaks, and carry out communication and quality assurance functions, as specified in F.A.C. 64D-3, F.S. 381, F.S. 384 and the CHD Epidemiology Guide to Surveillance and Investigations.
  12. Refugee Health Program  
Programmatic and financial requirements as specified by the program office.

\*or the subsequent replacement if adopted during the contract period.

**ATTACHMENT II**  
**SUMTER COUNTY HEALTH DEPARTMENT**  
**PART I. PLANNED USE OF COUNTY HEALTH DEPARTMENT TRUST FUND BALANCES**

	Estimated State Share of CHD Trust Fund Balance	Estimated County Share of CHD Trust Fund Balance	Total
1. CHD Trust Fund Ending Balance 09/30/20	-10611	524537	513926
2. Drawdown for Contract Year October 1, 2020 to September 30, 2021	0	-24407	-24407
3. Special Capital Project use for Contract Year October 1, 2020 to September 30, 2021	0	0	0
4. Balance Reserved for Contingency Fund October 1, 2020 to September 30, 2021	-10611	500130	489519

Special Capital Projects are new construction or renovation projects and new furniture or equipment associated with these projects, and mobile health vans.

## ATTACHMENT II

### SUMTER COUNTY HEALTH DEPARTMENT

#### Part II, Sources of Contributions to County Health Department

October 1, 2020 to September 30, 2021

	State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
<b>1. GENERAL REVENUE - STATE</b>					
015040 CHD - TB COMMUNITY PROGRAM	22,544	0	22,544	0	22,544
015040 CORONAVIRUS GENERAL REVENUE	856,074	0	856,074	0	856,074
015040 EPIDEMIOLOGY SURVEILLANCE GENERAL REVENUE	79,035	0	79,035	0	79,035
015040 FAMILY PLANNING GENERAL REVENUE	42,677	0	42,677	0	42,677
015040 PRIMARY CARE PROGRAM	159,876	0	159,876	0	159,876
015040 SCHOOL HEALTH SERVICES - GENERAL REVENUE	92,000	0	92,000	0	92,000
015050 CHD GENERAL REVENUE NON-CATEGORICAL	484,068	0	484,068	0	484,068
<b>GENERAL REVENUE TOTAL</b>	<b>1,736,274</b>	<b>0</b>	<b>1,736,274</b>	<b>0</b>	<b>1,736,274</b>
<b>2. NON GENERAL REVENUE - STATE</b>					
015010 ENVIRONMENTAL BIOMEDICAL WASTE PROGRAM	2,967	0	2,967	0	2,967
015010 TOBACCO STATE AND COMMUNITY INTERVENTIONS	121,235	0	121,235	0	121,235
<b>NON GENERAL REVENUE TOTAL</b>	<b>124,202</b>	<b>0</b>	<b>124,202</b>	<b>0</b>	<b>124,202</b>
<b>3. FEDERAL FUNDS - STATE</b>					
007000 COMPREHENSIVE COMMUNITY CARDIO - PHBG	35,000	0	35,000	0	35,000
007000 EPID & LAB FOR INFECTIOUS DISEASE COVID-19	3,666	0	3,666	0	3,666
007000 FAMILY PLANNING TITLE X - GRANT	32,814	0	32,814	0	32,814
007000 IMMUNIZATION ACTION PLAN	7,337	0	7,337	0	7,337
007000 MCH SPECIAL PRJCT UNPLANNED PREGNANCY	7,910	0	7,910	0	7,910
007000 MCH SPEC PRJ SOCIAL DETERMINANTS HLTH COMM EDU	5,000	0	5,000	0	5,000
007000 MCH BLOCK GRANT FLORIDA'S HEALTHY BABIES	12,950	0	12,950	0	12,950
007000 BASE COMMUNITY PREPAREDNESS CAPABILITY	89,568	0	89,568	0	89,568
015075 SUPPLEMENTAL SCHOOL HEALTH	15,327	0	15,327	0	15,327
<b>FEDERAL FUNDS TOTAL</b>	<b>209,572</b>	<b>0</b>	<b>209,572</b>	<b>0</b>	<b>209,572</b>
<b>4. FEES ASSESSED BY STATE OR FEDERAL RULES - STATE</b>					
001020 CHD STATEWIDE ENVIRONMENTAL FEES	97,950	0	97,950	0	97,950
001092 CHD STATEWIDE ENVIRONMENTAL FEES	81,800	0	81,800	0	81,800
001206 ON SITE SEWAGE DISPOSAL PERMIT FEES	8,200	0	8,200	0	8,200
001206 SANITATION CERTIFICATES (FOOD INSPECTION)	1,000	0	1,000	0	1,000
001206 SEPTIC TANK RESEARCH SURCHARGE	900	0	900	0	900
001206 PUBLIC SWIMMING POOL PERMIT FEES-10% HQ TRANSFER	5,100	0	5,100	0	5,100
001206 DRINKING WATER PROGRAM OPERATIONS	600	0	600	0	600
001206 TANNING FACILITIES	150	0	150	0	150
001206 ONSITE SEWAGE TRAINING CENTER	750	0	750	0	750
001206 TATTO PROGRAM ENVIRONMENTAL HEALTH	500	0	500	0	500
001206 MOBILE HOME & RV PARK FEES	2,000	0	2,000	0	2,000
<b>FEES ASSESSED BY STATE OR FEDERAL RULES TOTAL</b>	<b>198,950</b>	<b>0</b>	<b>198,950</b>	<b>0</b>	<b>198,950</b>
<b>5. OTHER CASH CONTRIBUTIONS - STATE:</b>					
	0	0	0	0	0
090001 DRAW DOWN FROM PUBLIC HEALTH UNIT	0	0	0	0	0
<b>OTHER CASH CONTRIBUTION TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## ATTACHMENT II

### SUMTER COUNTY HEALTH DEPARTMENT

#### Part II, Sources of Contributions to County Health Department

October 1, 2020 to September 30, 2021

	State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
<b>6. MEDICAID - STATE/COUNTY:</b>					
001057 CHD CLINIC FEES	0	19,425	19,425	0	19,425
001148 CHD CLINIC FEES	0	62,000	62,000	0	62,000
001148 GENERAL CLINIC RABIES SERVICES & DRUG PURCHASES	0	750	750	0	750
<b>MEDICAID TOTAL</b>	<b>0</b>	<b>82,175</b>	<b>82,175</b>	<b>0</b>	<b>82,175</b>
<b>7. ALLOCABLE REVENUE - STATE:</b>					
031005 GENERAL CLINIC RABIES SERVICES & DRUG PURCHASES	15,500	0	15,500	0	15,500
<b>ALLOCABLE REVENUE TOTAL</b>	<b>15,500</b>	<b>0</b>	<b>15,500</b>	<b>0</b>	<b>15,500</b>
<b>8. OTHER STATE CONTRIBUTIONS NOT IN CHD TRUST FUND - STATE</b>					
ADAP	0	0	0	55,997	55,997
PHARMACY DRUG PROGRAM	0	0	0	3,154	3,154
WIC PROGRAM	0	0	0	783,850	783,850
BUREAU OF PUBLIC HEALTH LABORATORIES	0	0	0	14,603	14,603
IMMUNIZATIONS	0	0	0	111,241	111,241
<b>OTHER STATE CONTRIBUTIONS TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>968,845</b>	<b>968,845</b>
<b>9. DIRECT LOCAL CONTRIBUTIONS - BCC/TAX DISTRICT</b>					
008005 CHD LOCAL REVENUE & EXPENDITURES	0	1,400,000	1,400,000	0	1,400,000
<b>DIRECT COUNTY CONTRIBUTIONS TOTAL</b>	<b>0</b>	<b>1,400,000</b>	<b>1,400,000</b>	<b>0</b>	<b>1,400,000</b>
<b>10. FEES AUTHORIZED BY COUNTY ORDINANCE OR RESOLUTION - COUNTY</b>					
001077 CHD CLINIC FEES	0	30,650	30,650	0	30,650
001077 GENERAL CLINIC RABIES SERVICES & DRUG PURCHASES	0	2,600	2,600	0	2,600
001094 CHD LOCAL ENVIRONMENTAL FEES	0	18,110	18,110	0	18,110
001110 VITAL STATISTICS CERTIFIED RECORDS	0	250,000	250,000	0	250,000
<b>FEES AUTHORIZED BY COUNTY TOTAL</b>	<b>0</b>	<b>301,360</b>	<b>301,360</b>	<b>0</b>	<b>301,360</b>
<b>11. OTHER CASH AND LOCAL CONTRIBUTIONS - COUNTY</b>					
001029 CHD CLINIC FEES	0	16,100	16,100	0	16,100
001090 CHD CLINIC FEES	0	3,900	3,900	0	3,900
001090 GENERAL CLINIC RABIES SERVICES & DRUG PURCHASES	0	750	750	0	750
005000 CHD LOCAL REVENUE & EXPENDITURES	0	200	200	0	200
008050 SCHOOL HEALTH CLINICS FUNDED BY SCHOOL BOARD	0	15,000	15,000	0	15,000
010300 STATE UNDERGROUND PETROLEUM RESPONSE ACT	0	4,000	4,000	0	4,000
010400 CHD SALE OF SERVICES IN OR OUTSIDE OF STATE GOVT	0	175	175	0	175
011000 CHD CLINIC FEES	0	5,000	5,000	0	5,000
011000 RYAN WHITE CONTRACTED GRANT PROGRAM	0	46,000	46,000	0	46,000
011001 CHD HEALTHY START COALITION CONTRACT	0	1,103	1,103	0	1,103
090002 DRAW DOWN FROM PUBLIC HEALTH UNIT	0	24,407	24,407	0	24,407
<b>OTHER CASH AND LOCAL CONTRIBUTIONS TOTAL</b>	<b>0</b>	<b>116,635</b>	<b>116,635</b>	<b>0</b>	<b>116,635</b>
<b>12. ALLOCABLE REVENUE - COUNTY</b>					
031005 GENERAL CLINIC RABIES SERVICES & DRUG PURCHASES	0	15,500	15,500	0	15,500
<b>COUNTY ALLOCABLE REVENUE TOTAL</b>	<b>0</b>	<b>15,500</b>	<b>15,500</b>	<b>0</b>	<b>15,500</b>

## ATTACHMENT II

### SUMTER COUNTY HEALTH DEPARTMENT

#### Part II, Sources of Contributions to County Health Department

October 1, 2020 to September 30, 2021

	State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
<b>13. BUILDINGS - COUNTY</b>					
ANNUAL RENTAL EQUIVALENT VALUE	0	0	0	0	0
OTHER (Specify)	0	0	0	0	0
UTILITIES	0	0	0	0	0
BUILDING MAINTENANCE	0	0	0	0	0
GROUNDS MAINTENANCE	0	0	0	0	0
INSURANCE	0	0	0	0	0
OTHER (Specify)	0	0	0	0	0
OTHER (Specify)	0	0	0	0	0
<b>BUILDINGS TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>14. OTHER COUNTY CONTRIBUTIONS NOT IN CHD TRUST FUND - COUNTY</b>					
EQUIPMENT / VEHICLE PURCHASES	0	0	0	0	0
VEHICLE INSURANCE	0	0	0	0	0
VEHICLE MAINTENANCE	0	0	0	0	0
OTHER COUNTY CONTRIBUTION (SPECIFY)	0	0	0	0	0
OTHER COUNTY CONTRIBUTION (SPECIFY)	0	0	0	0	0
<b>OTHER COUNTY CONTRIBUTIONS TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL CHD PROGRAM</b>	<b>2,284,498</b>	<b>1,915,670</b>	<b>4,200,168</b>	<b>968,845</b>	<b>5,169,013</b>

ATTACHMENT II

SUMTER COUNTY HEALTH DEPARTMENT

Part III, Planned Staffing, Clients, Services and Expenditures By Program Service Area Within Each Level of Service

October 1, 2020 to September 30, 2021

	FTE's (0.00)	Clients Units	Services/ Visits	Quarterly Expenditure Plan				State	County	Grand Total
				1st	2nd (Whole dollars only)	3rd	4th			
<b>A. COMMUNICABLE DISEASE CONTROL:</b>										
IMMUNIZATION (101)	1.72	629	796	47,657	40,859	47,657	40,858	99,551	77,480	177,031
SEXUALLY TRANS. DIS. (102)	3.07	231	366	60,118	51,542	60,118	51,542	78,000	145,320	223,320
HIV/AIDS PREVENTION (03A1)	0.00	0	0	0	0	0	0	0	0	0
HIV/AIDS SURVEILLANCE (03A2)	0.00	0	0	0	0	0	0	0	0	0
HIV/AIDS PATIENT CARE (03A3)	1.17	50	233	23,607	20,240	23,607	20,240	0	87,694	87,694
ADAP (03A4)	0.31	86	186	6,444	5,525	6,444	5,526	0	23,939	23,939
TUBERCULOSIS (104)	0.67	8	97	15,662	13,428	15,662	13,429	58,181	0	58,181
COMM. DIS. SURV. (106)	3.04	0	525	290,477	249,042	290,477	249,042	1,079,038	0	1,079,038
HEPATITIS (109)	0.00	0	0	0	0	0	0	0	0	0
PREPAREDNESS AND RESPONSE (116)	3.83	0	562	79,616	68,259	79,616	68,259	295,750	0	295,750
REFUGEE HEALTH (118)	0.00	0	0	0	0	0	0	0	0	0
VITAL RECORDS (180)	2.26	3,872	17,464	31,669	27,152	31,669	27,153	0	117,643	117,643
<b>COMMUNICABLE DISEASE SUBTOTAL</b>	<b>16.07</b>	<b>4,876</b>	<b>20,229</b>	<b>555,250</b>	<b>476,047</b>	<b>555,250</b>	<b>476,049</b>	<b>1,610,520</b>	<b>452,076</b>	<b>2,062,596</b>
<b>B. PRIMARY CARE:</b>										
CHRONIC DISEASE PREVENTION PRO (210)	3.34	0	0	63,896	54,782	63,896	54,781	35,000	202,355	237,355
WIC (21W1)	0.00	0	0	0	0	0	0	0	0	0
TOBACCO USE INTERVENTION (212)	1.82	0	0	42,354	36,312	42,354	36,313	121,235	36,098	157,333
WIC BREASTFEEDING PEER COUNSELING (21W2)	0.00	0	0	0	0	0	0	0	0	0
FAMILY PLANNING (223)	4.72	383	793	105,038	90,055	105,038	90,054	83,401	306,784	390,185
IMPROVED PREGNANCY OUTCOME (225)	1.15	0	0	20,019	17,163	20,019	17,163	0	74,364	74,364
HEALTHY START PRENATAL (227)	0.03	0	0	401	344	401	345	0	1,491	1,491
COMPREHENSIVE CHILD HEALTH (229)	0.37	170	185	8,102	6,946	8,102	6,947	5,000	25,097	30,097
HEALTHY START CHILD (231)	0.00	0	0	0	0	0	0	0	0	0
SCHOOL HEALTH (234)	4.47	0	50,429	75,915	65,086	75,915	65,086	107,327	174,675	282,002
COMPREHENSIVE ADULT HEALTH (237)	2.61	203	349	59,603	51,101	59,603	51,101	40,000	181,408	221,408
COMMUNITY HEALTH DEVELOPMENT (238)	3.80	0	7	59,017	50,599	59,017	50,598	117,683	101,548	219,231
DENTAL HEALTH (240)	0.86	303	303	17,706	15,180	17,706	15,181	0	65,773	65,773
<b>PRIMARY CARE SUBTOTAL</b>	<b>23.17</b>	<b>1,059</b>	<b>52,066</b>	<b>452,051</b>	<b>387,568</b>	<b>452,051</b>	<b>387,569</b>	<b>509,646</b>	<b>1,169,593</b>	<b>1,679,239</b>
<b>C. ENVIRONMENTAL HEALTH:</b>										
<b>Water and Onsite Sewage Programs</b>										
COSTAL BEACH MONITORING (347)	0.00	0	0	0	0	0	0	0	0	0
LIMITED USE PUBLIC WATER SYSTEMS (357)	0.77	105	299	12,833	11,002	12,833	11,003	5,700	41,971	47,671
PUBLIC WATER SYSTEM (358)	0.00	0	0	55	47	55	47	0	204	204
PRIVATE WATER SYSTEM (359)	0.04	0	10	781	670	781	670	0	2,902	2,902
ONSITE SEWAGE TREATMENT & DISPOSAL (361)	2.56	656	1,238	43,751	37,510	43,751	37,509	80,000	82,521	162,521
<b>Group Total</b>	<b>3.37</b>	<b>761</b>	<b>1,547</b>	<b>57,420</b>	<b>49,229</b>	<b>57,420</b>	<b>49,229</b>	<b>85,700</b>	<b>127,598</b>	<b>213,298</b>
<b>Facility Programs</b>										
TATTOO FACILITY SERVICES (344)	0.04	17	12	763	654	763	655	2,835	0	2,835
FOOD HYGIENE (348)	0.72	103	506	12,677	10,869	12,677	10,870	9,300	37,793	47,093

## ATTACHMENT II

## SUMTER COUNTY HEALTH DEPARTMENT

## Part III, Planned Staffing, Clients, Services and Expenditures By Program Service Area Within Each Level of Service

October 1, 2020 to September 30, 2021

	FTE's (0.00)	Clients Units	Services/ Visits	Quarterly Expenditure Plan				State	County	Grand Total
				1st	2nd (Whole dollars only)	3rd	4th			
BODY PIERCING FACILITIES SERVICES (349)	0.01	0	0	225	193	225	193	0	836	836
GROUP CARE FACILITY (351)	0.07	36	37	1,099	943	1,099	943	0	4,084	4,084
MIGRANT LABOR CAMP (352)	0.01	1	3	342	294	342	294	250	1,022	1,272
HOUSING & PUB. BLDG. (353)	0.00	0	0	0	0	0	0	0	0	0
MOBILE HOME AND PARK (354)	0.39	128	257	5,740	4,921	5,740	4,920	16,000	5,321	21,321
POOLS/BATHING PLACES (360)	0.39	139	321	6,515	5,585	6,515	5,585	23,635	565	24,200
BIOMEDICAL WASTE SERVICES (364)	0.15	72	73	2,157	1,849	2,157	1,849	8,008	4	8,012
TANNING FACILITY SERVICES (369)	0.01	5	7	112	96	112	97	417	0	417
<b>Group Total</b>	1.79	501	1,216	29,630	25,404	29,630	25,406	60,445	49,625	110,070
<b>Groundwater Contamination</b>										
STORAGE TANK COMPLIANCE SERVICES (355)	0.00	0	0	0	0	0	0	0	0	0
SUPER ACT SERVICES (356)	0.03	6	57	622	533	622	534	0	2,311	2,311
<b>Group Total</b>	0.03	6	57	622	533	622	534	0	2,311	2,311
<b>Community Hygiene</b>										
COMMUNITY ENVIR. HEALTH (345)	0.00	0	0	0	0	0	0	0	0	0
INJURY PREVENTION (346)	1.25	0	78	22,530	19,317	22,530	19,317	0	83,694	83,694
LEAD MONITORING SERVICES (350)	0.01	0	0	195	167	195	166	0	723	723
PUBLIC SEWAGE (362)	0.00	0	0	0	0	0	0	0	0	0
SOLID WASTE DISPOSAL SERVICE (363)	0.00	0	0	0	0	0	0	0	0	0
SANITARY NUISANCE (365)	0.06	159	72	803	688	803	688	0	2,982	2,982
RABIES SURVEILLANCE (366)	0.39	277	381	7,269	6,233	7,269	6,233	0	27,004	27,004
ARBORVIRUS SURVEIL. (367)	0.00	0	0	0	0	0	0	0	0	0
RODENT/ARTHROPOD CONTROL (368)	0.00	0	0	0	0	0	0	0	0	0
WATER POLLUTION (370)	0.00	0	0	0	0	0	0	0	0	0
INDOOR AIR (371)	0.00	0	0	0	0	0	0	0	0	0
RADIOLOGICAL HEALTH (372)	0.00	0	0	0	0	0	0	0	0	0
TOXIC SUBSTANCES (373)	0.00	0	0	17	15	17	15	0	64	64
<b>Group Total</b>	1.71	436	531	30,814	26,420	30,814	26,419	0	114,467	114,467
<b>ENVIRONMENTAL HEALTH SUBTOTAL</b>	6.90	1,704	3,351	118,486	101,586	118,486	101,588	146,145	294,001	440,146
<b>D. NON-OPERATIONAL COSTS:</b>										
NON-OPERATIONAL COSTS (599)	0.00	0	0	0	0	0	0	0	0	0
ENVIRONMENTAL HEALTH SURCHARGE (399)	0.00	0	0	4,289	3,678	4,289	3,678	15,934	0	15,934
MEDICAID BUYBACK (611)	0.00	0	0	607	520	607	519	2,253	0	2,253
<b>NON-OPERATIONAL COSTS SUBTOTAL</b>	0.00	0	0	4,896	4,198	4,896	4,197	18,187	0	18,187
<b>TOTAL CONTRACT</b>	46.14	7,639	75,646	1,130,683	969,399	1,130,683	969,403	2,284,498	1,915,670	4,200,168

**ATTACHMENT III**  
**SUMTER COUNTY HEALTH DEPARTMENT**  
**CIVIL RIGHTS CERTIFICATE**

The applicant provides this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance. The provider agrees to complete the Civil Rights Compliance Questionnaire, DH Forms 946 A and B (or the subsequent replacement if adopted during the contract period), if so requested by the department.

The applicant assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C., 2000 Et seq., which prohibits discrimination on the basis of race, color or national origin in programs and activities receiving or benefiting from federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving or benefiting from federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from federal financial assistance.
5. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from federal financial assistance.
6. All regulations, guidelines and standards lawfully adopted under the above statutes. The applicant agrees that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. The applicant further assures that all contracts, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the applicant understands that the grantor may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.







SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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Emergency Management Director  
Emergency Management Technician  
Facilities and Parks Manager  
Field Supervisor  
Firefighter/EMT  
Fleet Maintenance Technician  
Lieutenant  
Maintenance Technician  
Public Works Director  
Traffic Engineering Technician

Staff recommends approval.

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**Prepared by: Kitty L. Fields**

**Grammarly Check**

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**                **Administrative Services Manager**

**DEPARTMENT:**        **County Administrator**

**DIVISION:**            **Administrative Services**

**GENERAL DESCRIPTION:**

Highly responsible for the overall management or coordination of the library within the framework established by interlocal or other agreements, plans, policies, and budgets. Assists in developing a single long-range plan for all library outlets; developing a single annual plan of service; developing a budget; implementing the long-range plan, annual plan of service, and the budget; and preparing reports on behalf of the library. Oversees centralized administrative staff for the organization, the Veterans Services Office, the Board of County Commissioners (BOCC) website administration, and the Misdemeanor Probation Services contract.

**ESSENTIAL JOB FUNCTIONS:**

1. Serves as administrative head for the Sumter County Library System.
2. Plans, organizes, directs and implements the operation and administration of branch libraries
3. Functions as liaison and fosters cooperation between all governing agencies, local advisory boards, and library staff.
4. Prepares applications and documentation to qualify and receive state, federal, and private assistance; administers all state, federal, and private grants.
5. Develops, implements, and updates an annual plan of service and a single long-range plan of service for the Sumter County Library System.
6. Develops, implements and updates Library Services policies for approval.
7. Responsible for Library Services budget preparation, maintenance, and control. Prepares a single budget for library service to residents of participating local governments and organizations and administers the budget for the Sumter County Library System.
8. Prepares, evaluates, analyzes, and maintains statistical/financial reports. Provides monthly and yearly reports reflecting the activities and statistics.
9. Develops a training program for advisory boards and others responsible for the provision of county-wide library services.
10. Develops, implements, and monitors provisions of service programs consistent with the strategic plans and the purposes of the county library system.
11. Informs County Administration of changes in state and federal regulations and appropriations and local concerns affecting responsible areas.
12. Responsible for supervision of centralized administrative support for the Board of County Commissioners, County Administrator, and other BOCC departments.
13. Responsible for supervision of the Veterans Service Office.
14. Responsible for overseeing the Misdemeanor Probation Services contract and providing monthly and yearly reports.

15. Supervises processing of centralized travel arrangements. Monitors travel, per diem, and education expenses for the division. Reviews payroll for assigned divisions.
16. Supervises the processing of legal advertisements for the County departments and BOCC public hearings. Includes development of annual legal advertisement budgets.
17. Supervises the development of BOCC meeting agendas for consistency and ADA compliance.
18. Oversees the Public records process and records retention for the organization.
19. Compiles data and prepares various reports, presentations, recommendations, and other documents as required by the County and/or other agencies.
20. Maintains the County website and monitors administration of submitted pages and documents for ADA compliance.
21. Serves as the State Division of Library and Information Service primary contact for the Sumter County Library System and as the County Records Management Liaison Officer preparing reports for the Division as required.
22. Participates in professional activities to maintain knowledge of current trends in librarianship, administration, and related fields.
23. Regular travel in the service area required.
24. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform reasonable duties as assigned by immediate supervisor.
25. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
26. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, and holidays as required.

*[These 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:**

- Comprehensive knowledge of public library governance, services, and management, including planning, budgeting, and evaluation.
- Knowledge of Florida Library governance structure.
- Knowledge and experience with principles and methods of professional library services.
- Knowledge and experience in developing and implementing administrative procedures and evaluating their effectiveness.
- Knowledge of principles and practices of library cooperation.
- Skill in the use of personal computers, including word-processing software and spreadsheet programs.
- Ability to motivate and supervise.
- Ability to develop and present training for staff, boards, and volunteers.
- Ability to speak, read, write, and understand English.
- Ability to communicate clearly and concisely both orally and in writing.

**EDUCATION AND EXPERIENCE:**

- Graduation from a college or university accredited by the American Library Association with a Master's Degree in a Library Science program.
- Five (5) years of full-time professional experience at an administrative level to include a minimum of two (2) years of senior management in a public library.
- Two (2) years of full-time paid post-MLS professional experience in a public library open to the public for a minimum of 40 hours per week.
- Professional experience within multi-site library systems and cooperative library systems is preferred.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS**

- Valid Florida Driver's License, and a driving record acceptable to the insurance provider.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable hearing (with or without correction.)
- Acceptable vision (with or without correction.)
- Able to operate a motor vehicle.
- Must be able to communicate using speech, hearing, and vision skills.

**ENVIRONMENTAL CONDITIONS:**

- Primarily works in a climate-controlled office environment.
- Some travel to other locations out-of-doors visiting County staff, public and field projects.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**                **Assistant Public Works Director – Construction Engineering and Inspection**

**DEPARTMENT:**        **Public Works**

**DIVISION:**              **Construction**

**GENERAL DESCRIPTION:**

Responsible supervisory and technical work in connection with roadway and bridge engineering projects, project management, surveying, utility engineering, inspection, verification, and materials testing.

**ESSENTIAL JOB FUNCTIONS:**

1. Organizes, plans, leads and manages professional and technical County staff members in the engineering review, planning, financing, acquisition, construction, operation, and maintenance of County roads, rights-of-way (ROW), and bridges.
2. Oversees and guides the staff to ensure successful project development and completion. Ensures costs are adequately and accurately tracked.
3. Reviews existing work processes, work relationships, space utilization, equipment needs, computer operations, and workforce and equipment utilization; promote effective operations through standardization, improvement, simplification, and installation of new operating systems. Develops and implements approved organizational and administrative changes.
4. Works directly with outside consultants and contractors including, but not limited to: architects, engineers, materials and geotechnical specialists, contractors, and other specialists. Reviews engineering and architectural plans and studies. Acts as liaison between the contractor and the County.
5. Tracks the progress of roadway and water resource projects through field reviews of construction projects at frequent intervals to assure that plans, specifications, codes, and regulations are being observed and followed. For projects behind schedule, a plan of action will be devised and recommended for implementation. Value-engineers projects to ensure optimal benefit cost return to the County.
6. Assists in or acts as the County lead for the pavement management program and the development of various pavement treatment techniques and materials. Ensures annual inspections and rankings are completed, and funding requests are submitted promptly.
7. Oversees County and consultant roadway and building construction inspection personnel. Oversees ROW use permit management inspections.
8. Supervises and provides training and assistance to Division staff. Assigns projects and evaluates the work performance of staff. Reviews reports and documents for accuracy and thoroughness.
9. Assures the accurate review and interpretation by the staff of specifications, plans, service agreements, codes, regulations, permit conditions, standards, and laboratory analysis. Reviews Federal and State regulations, guidelines and publications for information related to road construction.
10. Utilizes data systems to promote program changes which provide greater efficiency and enhanced customer service while optimizing expenditures associated with these programs and project efforts.
11. May serve as Acting Public Works Director as designated.
12. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.

13. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
14. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights and holidays as required.

*[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 the principles, practices, standards, and techniques of surveying, civil engineering, road design and construction, engineering inspections, and roadway maintenance.
- Knowledge of professional services and construction contracts, and contract forms.
- Knowledge of methods, material, and equipment common to public works/civil/environmental engineering projects.
- Knowledge of State of Florida Department of Transportation (FDOT) Standard Plans, Design Manual, and Standard Specifications for Road and Bridge Construction, latest edition.
- Experience working with Federal, State, and regional regulatory agencies on infrastructure system efforts.
- Ability to resolve engineering problems relating to drainage, roadway, infrastructure, and facilities.
- Ability to read and interpret complex engineering plans and specifications.
- Ability to make engineering computations quickly and accurately.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability to understand and follow verbal and written instructions.
- Ability to access, input, and retrieve information from a computer. Proficient in the use of Microsoft Word, Excel, PowerPoint, Project, and Outlook.
- Ability to supervise the work of others.
- Ability to utilize Geographic Information Systems (GIS).

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering or a reasonably related field.
- Eight (8) years of experience in civil engineering disciplines related to transportation/stormwater/building construction.
- Five (5) years of supervisory experience.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to the insurance provider.
- State of Florida, Professional Engineer License required within one (1) year of employment.
- FDOT Local Agency Program (LAP) Training/County LAP certification within six (6) months of employment.
- FDOT Temporary Traffic Control (TTC) – Intermediate Level Certification within one (1) year of employment.
- Required National Incident Management System (NIMS) certifications within 6 months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Physical stamina to work outdoors, occasionally under adverse weather conditions.
- Ability to operate a motor vehicle.

**ENVIRONMENTAL CONDITIONS:**

- Works inside and outside in varying weather conditions
- Works in or around noise, vibrations, or in dusty conditions.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**                   **Assistant Public Works Director – Facilities and Parks**

**DEPARTMENT:**           **Public Works**

**DIVISION:**               **Facilities and Parks**

**GENERAL DESCRIPTION:**

Responsible supervisory and technical work in connection with all phases of project management of vertical and site construction. Responsible for property maintenance, including developing a program of care, maintenance, and repair of facilities and parks.

**ESSENTIAL JOB FUNCTIONS:**

1. Organize, plan, lead and manage professional and technical staff in the plan review, financing, acquisition, planning, design, construction, operation and maintenance of facilities and parks.
2. Develop, implement, and manage repair and maintenance programs for all operational aspects of building systems including structural, mechanical, electrical and plumbing engineering (MEP), life safety, and environmental.
3. Oversees and guides the staff to ensure successful project development and completion. Ensures costs are adequately and accurately tracked.
4. Reviews existing work processes, work relationships, space utilization, equipment needs, computer operations, and workforce and equipment utilization; promote effective operations through standardization, improvement, simplification, and installation of new operating systems. Develops and implements approved organizational and administrative changes.
5. Manage vendors, contractors, and warranties in the implementation of preventative and predictive maintenance programs for all facilities and parks.
6. Provides full spectrum project management of buildings, parks, and facilities construction projects. Ensures that plans, specifications, codes, and regulations are being observed and followed. For projects that behindschedule, develop a plan of action for recovery to the approved schedule.
7. Develop procurement documents including specifications required for all buildings, parks, and facilities construction projects.
8. Assists in the budget preparation for the Division and prepares cost analysis and operational reports. Makes procedural and operational recommendations to the Public Works Director.
9. Supervises and provides training and assistance to Division staff. Assigns projects and evaluates the work performance of staff. Reviews reports and documents for accuracy and thoroughness.
10. May serve as Acting Public Works Director as designated.
11. In case of emergency or crisis situation (hurricane, roadway collapse, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by the Public Works Director.
12. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.

13. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, and holidays as required..

*[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 project management principles, practices, and methodologies.
- Knowledge of the tools, equipment, and materials used in the care and maintenance of grounds and facilities.
- Skill in the use of computers and various computer software programs.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability to understand and follow verbal and written instructions.
- Ability to access, input and retrieve information from a computer, to include the use of Microsoft Word, Excel, PowerPoint, Outlook, and Project.
- Ability to analyze data and develop a program or adjust programmed activities in response to data analysis.
- Ability to maintain records, prepare written technical reports, estimates, and cost records using mathematical functions, calculation of ratios, rates, and percentages.
- Ability to utilize maintenance management information systems.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Architecture, or Construction Management, or a related field.
- Eight (8) years of experience in project management related to building and site construction.
- Five (5) years of supervisory experience.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to the insurance provider.
- Project Management Professional (PMP) Certification preferred
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Physical stamina to work outdoors, occasionally under adverse weather conditions.
- Ability to operate a motor vehicle.

**ENVIRONMENTAL CONDITIONS:**

- Works inside and works outside in varying weather conditions
- Works in or around noise, vibrations, or dust.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**                    **Assistant Public Works Director - Operations**

**DEPARTMENT:**                **Public Works**

**DIVISION:**                    **Operations**

**GENERAL DESCRIPTION:**

Responsible supervisory and management work in directing the activities of the Operations Division of the Public Works Department. The Operations Division includes Solid Waste and the infrastructure maintenance in the County's rights-of-way and easements.

**ESSENTIAL JOB FUNCTIONS:**

1. Plans coordinates, and directs employees engaged in providing the services of the Operations Division.
2. Assists in the selection, placement, promotion, training, development, safety, discipline, and appraisal of employees.
3. Studies divisional organization, personnel distribution, and project requirements to effect the most efficient and economical utilization of facilities, personnel, and equipment. Coordinates supporting work activities and tasks between the other three Divisions of Public Works to ensure efficient completion of assigned tasks.
4. Provides direct management of the solid waste and hazardous waste FDEP reports. Coordinates directly with permitting agencies and consultants to ensure all Federal, State and Local regulations are satisfied.
5. Develops and implements programs, practices, and procedures for the Operations Division, including performance standards and progress reports.
6. Conducts and attends meetings and conferences to discuss current work problems, policy changes, safety, and other related matters.
7. Assists in the budget preparation for the Division. Prepares cost analysis and operational reports.
8. Makes procedural and operational recommendations to the Public Works Director.
9. Investigates and resolves public questions or complaints about the Operations Division.
10. Utilizes all data systems to optimize the Operation Division's efficiencies and enhancing customer service while containing costs.
11. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor. Serves as the lead for ESF 3 – Public Works, in the EOC.
12. 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 the same tobacco-free status throughout the term of employment.
13. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, and holidays as required.

*[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 modern techniques, methods, procedures, and practices of public works.
- Knowledge of road construction, maintenance, and operations.
- Ability to read plans and specifications for roadway infrastructure construction and operations
- Ability to plan, direct, supervise, and inspect public works programs and activities.
- Ability to prepare written technical reports, cost estimates, and performance measure evaluations.
- Ability to plan, assign, instruct, review, and evaluate the work assignments of personnel.
- Ability to establish and maintain effective working relationships with subordinates, officials, and the general public.
- Ability to develop, prepare, and present long-range plans and programs relating to public works.
- Ability to evaluate construction/maintenance problems and respond to community needs.
- Ability to resolve problems and make sound decisions.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Project Management, Construction Management, or a reasonably related field.
- Five (5) years experience in the field of public works.
- Three (3) years in a responsible supervisory position.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Class "A" Temporary Driving Permit within sixty (60) days of employment and a driving record acceptable to the insurance provider.
- Valid Florida Class "A" Commercial Driver License within six (6) months of employment and a driving record acceptable to the insurance provider.
- Florida Department of Transportation Temporary Traffic Control (TTC) – Basic Level Certification within six (6) months of employment.
- Florida Department of Transportation Temporary Traffic Control (TTC) – Intermediate Level Certification within one (1) year of employment.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Able to operate motor vehicles and construction equipment.
- Heavy lifting and carrying (over 50 pounds)
- Physical stamina to work outdoors, occasionally under adverse weather conditions

**VACCINATIONS:**

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

**ENVIRONMENTAL CONDITIONS:**

- Works outside in various weather conditions with noise, vibrations, and dust.
- Works in or with moving vehicles

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**                **Assistant Public Works Director – Planning and Design**

**DEPARTMENT:**        **Public Works**

**DIVISION:**              **Design**

**GENERAL DESCRIPTION:**

Responsible supervisory and technical work in connection with roadway and transportation engineering projects.

**ESSENTIAL JOB FUNCTIONS:**

1. Leads, directs, and coordinates County staff members in the engineering review, planning, and design of County infrastructure. Provides technical input in the review of traffic and stormwater impacts resulting from proposed development.
2. Provides detailed technical input on the review of development plans.
3. Coordinates directly with permitting agencies and consultants to ensure all Federal, State, and Local regulations are satisfied.
4. Reviews existing work processes, work relationships, space utilization, workforce, and equipment utilization; promotes effective operations through standardization, improvement, simplification, and installation of new systems. Develops and implements approved organizational and administrative changes.
5. Manages the County's Design Services consultants. Prepares scope statements, cost estimates, and negotiates final scope, price, and schedule for agreements.
6. Works directly with outside contractors including, but not limited to: engineers, planners, and specialists. Reviews engineering plans and studies, checks preliminary and final designs. Acts as liaison between consultants, contractors, and the County.
7. Manages the pavement management program for the County.
8. Assures the accurate review and interpretation by the staff of specifications, plans, service agreements, codes, regulations, permit conditions, standards, and laboratory analysis. Reviews Federal and State regulations, guidelines and publications for information related to the design and operations of road construction and maintenance activities. Provides updates to the Public Works Director regarding proposed Federal and State law revisions and analysis as to effects upon the County.
9. Develops and manages the County's stormwater management program. Coordinates directly with the Southwest Florida Water Management District (SWFWMD), the Florida Department of Environmental Protection (FDEP), and County municipalities to ensure effective stormwater, driveway permits, and traffic management within the County, and timely permitting as required.
10. Coordinates with applicable regulatory and regional agencies related to roadway and water resource engineering projects.
11. Assists in the budget preparation for the Division. Prepares cost analysis and operational reports. Makes procedural and operational recommendations to the Public Works Director.
12. May serve as Acting Public Works Director as designated.
13. In case of emergency or crisis situation (hurricane, roadway collapse, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by the Public Works Director.

14. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
15. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, and holidays as required..

*[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 principles, practices, and techniques of surveying, civil engineering, water resource construction, or engineering inspections.
- Knowledge of engineering standards, practices, and techniques for the design, construction, operation, and maintenance of water resource infrastructure.
- Knowledge of methods, material, and equipment common to public works/civil/environmental engineering projects.
- Knowledge of State of Florida Department of Transportation, FDEP, SWFWMD, and Federal Highway Administration standards and specifications for roadway and water resource construction, latest editions.
- Ability to resolve engineering problems relating to stormwater, drainage, roadway infrastructure, and traffic engineering. Ability to read and interpret complex engineering plans and specifications.
- Ability to make engineering computations quickly and accurately.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability to understand and follow verbal and written instructions.

#### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a Bachelor's Degree in Civil or Environmental Engineering or related field.
- Eight (8) years experience in civil engineering disciplines related to transportation and stormwater.
- Five (5) years supervisory experience.
- Ability to utilize Geographic Information Systems (GIS).

#### **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to the insurance provider.
- State of Florida, Professional Engineer Registration required within one (1) year of employment.
- LAP Qualified with FDOT or capability to achieve LAP Qualifications within six (6) months after accepting the position.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Physical stamina to work outdoors, occasionally under adverse weather conditions.
- Ability to operate a motor vehicle.

**ENVIRONMENTAL CONDITIONS:**

- Works inside
- Works outside in varying weather conditions

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Battalion Chief

**DEPARTMENT:** Fire and Emergency Medical Services

**GENERAL DESCRIPTION:**

This is a mid-level managerial and supervisory position responsible for routine management of emergency personnel, coordinating physical and human resources as required for emergency preparedness and response, ensuring training and readiness of all personnel and equipment assigned to their shift, and on-scene command and control of major incidents. Functions at and supervises Advanced Life Support EMS operations.

Positions allocated to this job description work on a 24-hour shift basis supervising operations throughout the department under the general supervision of the Deputy Chief of Operations; or, if assigned to the training division will work a 52-hour workweek reporting directly to the Fire Chief. Work involves multi-company supervisory and administrative duties, routine exercises of independent judgment, wide-ranging impact of decisions, and the requirement for advanced technical, managerial, and leadership skills. If assigned to the training division, will be responsible for developing, coordinating, implementing, and delivering, continuing and in-service training programs for the department.

**ESSENTIAL JOB FUNCTIONS:**

1. Responsible for the direction of all emergency personnel and other personnel assigned to emergency response apparatus and fire rescue stations, i.e. firefighters, and part-time employees. Protects life and property in compliance with County policies and procedures by controlling and extinguishing fires, performing advanced emergency medical techniques and patient care procedures, and responds to disasters and other emergencies. Drives and/or operates the emergency response apparatus.
2. If assigned to the training division, will respond to emergency and/or fire scenes as the Incident Safety Officer for purposes of monitoring on-the-scene activities in terms of efficiency and effectiveness and accident prevention or other capacities as assigned by the Incident Commander; may function as Incident Commander, as needed
3. Supervises daily operations of fire rescue personnel, facilities, apparatus, and equipment. Inspects, cleans and maintains personal protective gear, assigned office space and quarters, assigned apparatus and equipment, which may include medications to ensure operational readiness. Ensures all vehicles and personnel are in compliance with the State of Florida Statutes and Rules as well as Sumter County BOCC Policy, and Sumter County Fire and EMS Department policy and guidelines.
4. Responds to emergency calls and fire alarms. Must be able to perform all key functions of Incident Command, be in compliance with and understand NIMS (National Incident Management System) and assume the role of Incident Commander as needed. Will direct fire service personnel and other responding support agencies during emergency situations and the mitigation of emergent situations. May serve in other functional areas within the Incident Command System; i.e., Branch, Group, Division, Safety Officer, Triage, Treatment, Transport or similar position.
5. Participates in seminars, conferences, and training courses; keeps abreast of technological advances related to Firefighting/Emergency Medical Services activities.
6. Reserches, develops, coordinates, and/or delivers a variety of training programs relating to fire suppression, truck/engine/squad driver/operator, EMS, and other departmental programs. Assists in

developing and evaluating entry-level and continuing education minimum standards, and assists in developing educational plans for compliance by all department personnel. Responsible for general and specialized training classes in all areas of EMS, firefighting and fire prevention, including equipment use and handling special hazards, radiation, and flammable liquids, etc.

7. Assists in reviewing applications, performing written and skill testing, interviewing and assisting in the final recommendation of candidates for employment or promotion. Evaluates employee performance and assures that employees meet required standards pursuant to department policy, Pre-Hospital Practice Parameters, Standard Operating Guidelines, Policies and Procedures, General Orders, and other official documents that affect operations. Keeps abreast of, complies with, and ensures subordinate compliance with County policies, department rules, and regulations. Assures that employees meet the required standards of dress, appearance, and conduct.
8. Coordinates and conducts department training activities as assigned; to include the delivery of EMS continuing education training; works in cooperation with other interested groups to formulate new and necessary courses.
9. Inspects personal protective equipment of assigned personnel for safety and adequacy.
10. Makes initial determination as to possible origin and cause of fire, works with Fire Inspector/Investigator on final cause determination.
11. If assigned to the Training division, maintains up-to-date department training records, accurate personnel training files, and complete documents relating to all phases of the position and continuously monitors all required certification courses needed by the department.
12. If assigned to the Training division, manages the department's Physical Fitness Program as prescribed by the Fire Chief.
13. Participates in fire prevention activities and training to improve public awareness of fire safety. Participates in educational and public information programs of the department. Attends training, company drills, and administrative meetings as required. Serves on assigned committees and employee teams.
14. Maintains accurate and complete records as well as provides ongoing status reports of all functions and projects as assigned, including, but not limited to; patient care records, monthly station and unit reports, incident reports, payroll, EMS quality assurance, documented review of protocols, procedures, run reports, and new equipment. Reviews and recommends data criteria to ensure accurate quality measurements of service.
15. Must be a non-tobacco using person, both on and off the job, for at least 1 year immediately preceding application per Florida State Statute chapter 633.412 (f) and maintain the same non-tobacco status throughout the term of employment.
16. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings and nights, works shifts, callback, and holidays as required.

*[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 pre-hospital patient care for Basic Life Support and Advanced Life Support (Paramedic) methods and procedures.

- Knowledge of the Florida Statutes and Rules, as well as local ordinances and codes pertaining to fire department operation, membership, personnel, training, and employment requirements.
- Knowledge of fire suppression and prevention methods, tools, equipment and appliances, procedures and techniques.
- Knowledge and ability to use emergency medical reporting systems.
- Skill in the use of computers and computer programs.
- Skill in the use of various emergency medical equipment.
- Ability to pass a physical examination by the County's contracted provider as prescribed by the Florida Statutes chapter 633.412 (e) and NFPA 1582.
- Ability to organize and direct firefighting and EMS activities of broad scope and complexity at emergency and fire scenes.
- Ability to plan, assign, supervise, and direct assigned personnel.
- Ability to understand and follow oral and written instructions quickly.
- Ability to establish and maintain effective working relationships with employees and management as necessitated by the work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively perform prolonged combat firefighting and rescue tasks under adverse emergency conditions involving physical and mental stress.
- Ability to efficiently operate the wide variety of firefighting equipment utilized within the department.
- Ability to think clearly and use independent judgment in routine and non-routine situations that may occur, involving sometimes hazardous and/or high-pressure situations.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a Bachelor's degree in an emergency services related field.
- Eight (8) years fire and emergency medical service experience.
- Three (3) years' experience as a Company Officer or above.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Possess and maintain a valid Florida Driver's License and driving record acceptable to insurance provider.
- Possess and maintain a current Firefighter Certificate of Compliance (Florida Certified Firefighter II) as per Florida State Statutes chapter 633.406(1)(a).
- Possess and maintain a current State of Florida Paramedic Certification as per Florida State Statutes chapter 401.27.
- Possess and maintain a current American Heart Association (or approved equivalent) CPR card, and ACLS card.
- Florida Fire Officer II Certification (Fire Officer III preferred)
- Florida Fire Instructor III Certification
- Emergency Vehicle Operator's Course (EVOC)
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Must be able to wear all assigned bunker gear and perform related emergency scene duties in an effective and efficient manner.
- Job tasks require frequent lifting and carrying of heavy weights (forty-five (45) pounds and over), climbing, good vision, good hearing, ability to distinguish odors, the ability to walk, run, drive vehicles, crawl, stoop, push, jump, grasp hoses, grasp and manipulate small objects, work on unsteady footing, and use other emergency and firefighting equipment as required.
- Must be able to effectively communicate, both orally and in writing.

- Must be able to utilize a computer and/or typewriter keyboard and be able to proficiently navigate the Mobile Data Terminals (MDT) installed in response vehicles.
- Must be able to meet medical/physical requirements as identified in FS 633.412 (e) and NFPA 1582.
- Ability to pass the SCFEMS Physical Ability test.
- Ability to pass the “PPE” mask fit test procedure.

**VACCINATIONS:**

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

**ENVIRONMENT CONDITIONS:**

- A considerable amount of time is spent working inside station facilities and in the field.
- Work is frequently performed in emergency conditions which may often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, around loud noises, charged or oxygen-deficient atmospheres, downed power lines, in and among moving vehicles, and in varying and inclement weather, among others.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Captain – Health/Safety/Training

**DEPARTMENT:** Fire and Emergency Medical Services

**GENERAL DESCRIPTION:**

The duties performed require the application of technical and supervisory skills including decision-making, initiative, and leadership within established Departmental and County Policies, Procedures, and Practices. Responsible for promoting a safe environment for employees and reducing risk loss through compliance with federal, state, and local codes, standards, and regulations. Works with management to assess training needs for the fire department. Develops, coordinates, and delivers classes and training to department personnel. Has primary responsibility to ensure that fire department personnel are proficiently trained to perform their assigned tasks, meet minimum State and National standards of training and that required certifications are kept current. Reports to the Deputy Chief of Professional Standards. The person in this position is accountable for the fulfillment of all duties and authority commensurate with assigned responsibilities.

**ESSENTIAL JOB FUNCTIONS:**

1. Works closely with the Deputy Chief of Professional Standards to establish policies and procedures for the assigned areas of responsibility; Provides technical assistance and review for departmental policies;
2. Develops short and long-range plans for the Department and assigned areas of responsibility; reviews and analyzes methods, equipment utilized, and performance to increase program effectiveness and forecast long-term needs and commitments.
3. Attends and participates in multiple agency, professional groups, and committee meetings; Develop and deliver presentations to leadership, employee groups, and others on matters related to the operations of the Department.
4. Make recommendations to the Deputy Chief of Professional Standards and/or Fire Chief on related personnel actions.
5. Makes recommendations for the department budget to include such materials as equipment, supplies, improvements, and related needs.
6. Prepares and maintains Departmental records and reports according to established record-keeping policies and procedures.
7. Responds to emergency incidents for assignment to command staff roles such as Incident Commander, Safety Officer, Division or Group Supervisor, Command Post Aide, etc. Assumes command of and responsibility for fire and other emergency scenes until otherwise relieved of command by a higher-ranking officer.
8. Directs and performs the modern firefighting methods and techniques necessary to extinguish a fire efficiently, to provide for the safety of personnel, rescue persons trapped or injured in fires or other emergencies, and protect property and the environment.
9. Administers pre-hospital emergency medical care to sick and injured persons.
10. Coordinates and participates with assigned personnel in the Department's Physical Fitness Program as approved by the Fire Chief.
11. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
12. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, and holidays as required.

**HEALTH & SAFETY FUNCTIONS**

- Manages the Department's Health, Safety, and Wellness Programs
- Acts as the Department's Infectious Control Officer.
- Ensures all reportable exposures are investigated and reviewed for opportunities for improvement.
- Oversees the personal protective equipment (PPE) annual inspection program as well as on-going research and development. Inspects the PPE of assigned personnel for safety and adequacy.
- Evaluates and recommends appropriate levels of safety-related training for personnel and the needs for equipment and supplies relating to safety.

**TRAINING FUNCTIONS**

- Designs compliance programs and training for hazardous materials regulations and requirements.
- Performs training and evaluations of personnel and conducts research and implements programs to ensure the department operates in an efficient, effective, and safe manner.
- Remains current on the principles, practices, and new developments in the field of fire suppression, rescue, emergency medical, and hazardous materials; incorporates new developments as appropriate; creates and/or updates department training materials according to best practices.
- Coordinates, prepares, and participates in daily training schedules for assigned station personnel consisting of topics such as multi-company, single company, in-house self-study, fire evolution, building inspections, area familiarization, map updates, equipment study, incident command, resource management, fire ground accountability, and other similar programs.

*[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 pre-hospital patient care for Basic Life Support and Advanced Life Support (Paramedic) methods and procedures.
- Knowledge of the Florida Statutes and Rules, as well as local ordinances and codes pertaining to fire department operation, membership, personnel, training, and employment requirements.
- Knowledge of fire suppression and prevention methods, tools, equipment and appliances, procedures, and techniques.
- Knowledge and ability to use emergency medical reporting systems.
- Skill in the use of computers and computer programs.
- Skill in the use of various emergency medical equipment.
- Ability to pass a physical examination by the County's contracted provider as prescribed by the Florida Statutes chapter 633.412 (e) and NFPA 1582.
- Ability to organize and direct firefighting and EMS activities of broad scope and complexity at emergency and fire scenes.
- Ability to plan, assign, supervise, and direct assigned personnel.
- Ability to understand and follow oral and written instructions quickly.
- Ability to establish and maintain effective working relationships with employees and management as necessitated by the work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively perform prolonged combat firefighting and rescue tasks under adverse emergency conditions involving physical and mental stress.
- Ability to efficiently operate the wide variety of firefighting equipment utilized within the Department.
- Ability to think clearly and use independent judgment in routine and non-routine situations that may occur, involving sometimes hazardous and/or high-pressure situations.
- Ability to manage and motivate assigned personnel to maximize the efficiency and effectiveness of the delivery of all services by the Department and to promote team unity.

**EDUCATION AND EXPERIENCE:**

- Associate's Degree in an approved emergency service related field from an accredited college or university.
- Three (3) years' experience as a Company Officer or above.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Possess and maintain a valid Florida Driver's License and driving record acceptable to the insurance provider.
- Possess and maintain a current Firefighter Certificate of Compliance (Florida Certified Firefighter II) as per Florida State Statutes chapter 633.406(1)(a).
- Possess and maintain a current State of Florida Paramedic Certification as per Florida State Statutes chapter 401.27.
- Possess and maintain a current American Heart Association (or approved equivalent) CPR card and ACLS card.
- Florida Fire Officer II Certification (Fire Officer III preferred)
- Florida Fire Instructor II Certification
- Live Fire Training Instructor I
- Emergency Vehicle Operator's Course (EVOC)
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Must be able to wear all assigned bunker gear and perform related emergency scene duties in an effective and efficient manner.
- Job tasks require frequent lifting and carrying of heavy weights (forty-five (45) pounds and over), climbing, good vision, good hearing, ability to distinguish odors, the ability to walk, run, drive vehicles, crawl, stoop, push, jump, grasp hoses, grasp and manipulate small objects, work on unsteady footing, and use other emergency and firefighting equipment as required.
- Must be able to communicate, both orally and in writing effectively.
- Must be able to utilize a computer and/or typewriter keyboard and be able to proficiently navigate the Mobile Data Terminals (MDT) installed in response vehicles.
- Must be able to meet medical/physical requirements as identified in FS 633.412 (e) and NFPA 1582.
- Ability to pass SCFEMS's Physical Ability Test.
- Ability to pass the "PPE" mask fit test procedure.

**VACCINATIONS:**

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

**ENVIRONMENTAL CONDITIONS:**

- A considerable amount of time is spent working inside station facilities and field.
- Work is frequently performed in emergency conditions which may often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, around loud noises, charged or oxygen-deficient atmospheres, downed power lines, in and among moving vehicles, and in varying and inclement weather, among others.
- Typically works Monday-Friday, 52 hrs/week.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status  
 Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**                   **Construction and Traffic Inspector**

**DEPARTMENT:**           **Public Works**

**DIVISION:**               **Traffic and Stormwater**

**GENERAL DESCRIPTION:**

Responsible for quality assurance and quality control (QA/QC) technical work in connection with construction and rehabilitation of County roadway, bridge, and stormwater infrastructure. Areas of responsibility include construction inspection, contract management, field condition reviews, and surveying. The position requires work outdoors in the field and a professional office environment.

**ESSENTIAL JOB FUNCTIONS:**

1. Functions as lead construction inspector and coordinates written reports with consultant Construction Engineering Inspection (CEI) personnel. Monitors the progress of road and bridge construction projects by visiting construction projects at frequent intervals to assure that plans, specifications, codes, and regulations are being observed and followed. Inspect the contractor's traffic control and ensure compliance with approved plans and the Manual on Uniform Traffic Control Devices (MUTCD). For projects behind schedule, a plan of action will be devised and recommended for implementation. Review contractors pay estimates for approval of installed quantities of work.
2. Functions as lead inspector for the Pavement Management Program. Schedules and performs annual road inspection and ensures rankings are completed.
3. Prepares written daily field reports. Reports contain information regarding the materials supplied and installed by the contractor and materials compliance with project specifications.
4. Operates surveying equipment to establish lines, verify cross slopes, cross-sections, and drainage features. Provides survey notes, plots, and checks cross-sections, centerlines, and grades. Transfers proposed grades to cross-section sheets and plots.
5. Performs field testing and preparation of samples for laboratory testing. Obtains representative project samples of construction materials for the testing laboratory.
6. Utility permit reviews and tracking as directed.
7. Inspects grading work for proper installation, materials, moisture content, width, mixture, and amount of materials. Computes excavation and fill, percentage of grade, and elevations.
8. Inspects the construction of drainage structures for appropriate alignment, grade, and reinforcement.
9. Assures the accurate review and interpretation of specifications, plans, service agreements, codes, regulations, permit conditions, standards, and laboratory analysis. Reviews Federal and State regulations, guidelines, and publications for information related to road construction and maintenance of traffic control activities.
10. Review, investigate, and respond to citizens concerns, service requests from other Divisions, phone calls, and as otherwise assigned.

11. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor. This includes assignment to the Sumter County Emergency Operations Center.
12. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
13. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities..

*[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 principles, practices, and techniques of surveying, civil engineering, drafting, or engineering inspections.
- Knowledge of mathematics through algebra and geometry.
- Knowledge of methods, materials, and equipment common to public works/civil/environmental engineering projects.
- Knowledge of State of Florida Department of Transportation (FDOT) Standard Plans, Design Manual, and Standard Specifications for Road and Bridge Construction, latest edition.
- Ability to read and interpret complex engineering plans and specifications.
- Ability to make engineering computations quickly and accurately, the use of engineering calculator.
- Ability to understand and follow verbal and written instructions.
- Ability to perform specific technical duties.
- Ability to access, input and retrieve information from a computer.

#### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Graduation from an accredited college or university with an Associate's Degree in Civil Engineering, Architecture, Surveying, or a closely related field, preferred.
- Four (4) years experience in civil engineering, surveying, drafting, or roadway/utility construction.

#### **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to the insurance provider.
- FDOT Construction Training Qualification Program (CTQP) Asphalt Paving Level 1 Certification within six (6) months of employment. Level 2 Certification of the same within 12 months.
- FDOT CTQP Earthwork Construction Inspector Level 1 Certification within six (6) months of employment. Level 2 Certification of the same within 12 months.
- FDOT Concrete Field Inspector Specification Certification within six (6) months of employment.
- FDOT Temporary Traffic Control (TTC) – Intermediate Level Certification within one (1) year of employment.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)

- Moderate lifting or carrying (up to 50 pounds)
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Stooping
- Physical stamina to work outdoors, occasionally under adverse weather conditions.
- Ability to operate a motor vehicle.

**ENVIRONMENTAL CONDITIONS:**

- Works inside and outside in varying weather conditions
- Works in or around noise, vibrations or dust

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Deputy Chief – Operations

**DEPARTMENT:** Fire and Emergency Medical Services

**GENERAL DESCRIPTION:**

Directly responsible for the daily activities of the Operations Division. Assists the Fire Chief on day-to-day operational matters. Responsible for developing and implementing strategic operational plans related to fire and EMS service delivery. Establishes and maintains communication and positive working relations with internal and external customers of the department. Performs a variety of duties requiring a high degree of public trust and confidence. May be required to assume the duties and responsibilities of the Fire Chief.

**ESSENTIAL JOB FUNCTIONS:**

1. Assists the Fire Chief in preparing and processing the yearly budget. Monitors the current budget for major expenditures.
2. Develops and implements short-term goals to complete projects that occur during the fiscal year.
3. Develops operational division response plans and ensures their implementation.
4. Develops and reviews drafts of policies, procedures, and S.O.G.'s for inclusion in the department's policy manual.
5. Assists with the development and implementation of plans and programs that affect the overall performance of the Department such as; new station locations, additional personnel, technology, etc.
6. Manages and Ensures the operational readiness of the department, it's resources, and equipment.
7. Supervises subordinate personnel, and provides timely performance reviews as appropriate.
8. Collaborates with Employee Services to assist in any investigations or personnel matters.
9. Facilitates public education and represents the department at public meetings and citizen groups when required.
10. Responds to major fires and other emergencies, including medical of a significant nature. Must be able to perform all key functions of Incident Command assuming the role of Incident Commander as needed. Works closely with Emergency Management, Local, State, and Federal agencies in managing the response to hazardous materials incidents and other multi-agency responses within Sumter County.
11. Carries phone and/or radio and responds to scenes after hours as required.
12. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
13. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, shifts, callback, and holidays as required.

*(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 requested.)*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of the principles and practices of effective supervision and administration as it applies to the fire service
- Knowledge of telephone etiquette.
- Knowledge of building construction and how it affects fire behavior.
- Knowledge of the Florida Statutes and Rules, as well as local ordinances and codes pertaining to Pre-Hospital Emergency Medical Services, fire department operation, membership, personnel, training, and employment requirements.
- Knowledge of Firefighting Strategies and Tactics
- Knowledge of the use of the Florida Fire Incident Reporting System and related fire investigation software
- Skill in codes, ordinances, and records research techniques.
- Ability to operate office equipment.
- Ability to work effectively with the public, co-workers, and related agencies.
- Ability to communicate effectively both verbally and in writing
- Ability to work under pressure and meet deadlines.
- Ability to follow verbal and written instructions.
- Ability to follow through on designated tasks.
- Ability to access, input and retrieve information from a computer.
- Ability to research applicable National Fire Protection Association (N.F.P.A.) Codes & Standards, both electronically (“on-line”) and in traditional (book or pamphlet) format.
- Ability to use and operate protective respiratory equipment, including Self Contained Breathing Apparatus.
- Ability to pass an annual physical examination by the County's contracted provider as prescribed by the Florida Statutes chapter 633.412 (e) and NFPA 1582.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a Master's Degree in Fire Sciences, Fire Administration, or a reasonably related field.
- A minimum of eight (8) years' experience as a Fire Officer

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to the insurance provider.
- Possess and maintain a Firefighter Certificate of Compliance (Florida Certified Firefighter II) as per Florida State Statutes chapter 633.406(1)(a).
- Florida Certified Fire Officer II (FO III preferred)
- Possess and maintain Florida Certified Paramedic as per Florida State Statute chap. 401.27.
- Florida Certified Fire Service Instructor III
- Emergency Vehicle Operator's Course (EVOC)
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate using speech, hearing and vision skills.

- Ability to sit at a desk, view a display screen and input data.
- Heavy lifting and carrying (over 100 pounds)
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing
- Digging
- Walking
- Standing
- Climbing ladders
- Pushing, pulling and prying motions using fire service tools
- Able to wear and function while wearing a self-contained breathing apparatus and fire protective clothing
- Ability to pass the “PPE” mask fit test procedure.
- Operation of motor vehicle

**VACCINATIONS:**

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

**ENVIRONMENT CONDITIONS:**

- Works inside and outside in various weather conditions with noise, slippery surfaces, and uneven surfaces.
- Heights (up to 100 feet)
- May be exposed to stressful and hazardous situations.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Deputy Chief – Professional Standards

**DEPARTMENT:** Fire and Emergency Medical Services

**GENERAL DESCRIPTION:**

Directly responsible for the daily activities of the Training & Safety Division. Assists the Fire Chief on day-to-day matters associated with training, safety, health, and maintenance of the department's professional standards. Establishes and maintains communication and positive working relations with internal and external customers of the department. Performs a variety of duties requiring a high degree of public trust and confidence. May be required to assume the duties and responsibilities of the Fire Chief.

**ESSENTIAL JOB FUNCTIONS:**

1. Assists the Fire Chief in preparing and processing the yearly budget. Monitors the current budget for major expenditures.
2. Develops and implements short-term goals to complete projects that occur during the fiscal year.
3. Develops short and long term training & safety initiatives. Ensures their implementation through presentation and training of Operations personnel.
4. Develops and implements new hire and promotional testing, training, orientation.
5. Serves as the department's Accreditation Manager. Develops and ensures department compliance with organization's Standards of Cover document.
6. Facilitates and make recommendations in cooperation with Employees Services Staff for the health and safety of department personnel
7. Develops and reviews drafts of policies, procedures, and S.O.G.'s for inclusion in the department's policy manual.
8. Supervises subordinate personnel, and provides timely performance reviews as appropriate.
9. Collaborates with Employee Services to assist in any investigations or personnel matters.
10. Facilitates public education and represents the department at public meetings and citizen groups when required.
11. Responds to major fires and other emergencies, including medical of a significant nature. Must be able to perform all key functions of Incident Command assuming the role of Incident Commander as needed. Works closely with Emergency Management, Local, State, and Federal agencies in managing the response to hazardous materials incidents and other multi-agency responses within Sumter County.
12. Carries phone and/or radio and responds to scenes after hours as required.
13. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.

14. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, shifts, callback, and holidays as required.

*(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 requested.)*

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of the principles and practices of effective supervision and administration as it applies to the fire service
- Knowledge of telephone etiquette.
- Knowledge of building construction and how it affects fire behavior.
- Knowledge of the Florida Statutes and Rules, as well as local ordinances and codes pertaining to Pre-Hospital Emergency Medical Services, fire department operation, membership, personnel, training, and employment requirements.
- Knowledge of Firefighting Strategies and Tactics
- Knowledge of the use of the Florida Fire Incident Reporting System and related fire investigation software
- Skill in codes, ordinances, and records research techniques.
- Ability to operate office equipment.
- Ability to work effectively with the public, co-workers, and related agencies.
- Ability to communicate effectively both verbally and in writing
- Ability to work under pressure and meet deadlines.
- Ability to follow verbal and written instructions.
- Ability to follow through on designated tasks.
- Ability to access, input and retrieve information from a computer.
- Ability to research applicable National Fire Protection Association (N.F.P.A.) Codes & Standards, both electronically ("on-line") and in traditional (book or pamphlet) format.
- Ability to use and operate protective respiratory equipment, including Self Contained Breathing Apparatus.
- Ability to pass an annual physical examination by the County's contracted provider as prescribed by the Florida Statutes chapter 633.412 (e) and NFPA 1582.

#### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a Master's Degree in Fire Sciences, Fire Administration, or a reasonably related field.
- A minimum of eight (8) years' experience as a Fire Officer

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to the insurance provider.
- Possess and maintain a Firefighter Certificate of Compliance (Florida Certified Firefighter II) as per Florida State Statutes chapter 633.406(1)(a).
- Florida Certified Fire Officer II (FO III preferred)
- Possess and maintain Florida Certified Paramedic as per Florida State Statute chap. 401.27.
- Florida Certified Fire Service Instructor III
- Emergency Vehicle Operator's Course (EVOC)
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate using speech, hearing and vision skills.
- Ability to sit at a desk, view a display screen and input data.
- Heavy lifting and carrying (over 100 pounds)
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing
- Digging
- Walking
- Standing
- Climbing ladders
- Pushing, pulling and prying motions using fire service tools
- Able to wear and function while wearing a self-contained breathing apparatus and fire protective clothing
- Ability to pass the “PPE” mask fit test procedure.
- Operation of motor vehicle

**VACCINATIONS:**

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

**ENVIRONMENT CONDITIONS:**

- Works inside and outside in various weather conditions with noise, slippery surfaces, and uneven surfaces.
- Heights (up to 100 feet)
- May be exposed to stressful and hazardous situations.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Economic Development Director

**DEPARTMENT:** County Administrator

**DIVISION:** Economic Development

**GENERAL DESCRIPTION:**

Highly responsible, independent, professional, administrative, and technical work in the administration of all activities of Economic Development including business retention and expansion, business recruitment, and property development/redevelopment. Manages consultants utilized in support of essential job functions.

**ESSENTIAL JOB FUNCTIONS:**

1. Responsible for administering the directives of the County Administrator.
2. Responsible for managing Tourism functions and directives.
3. Responsible for overseeing Housing Services and Housing Assistance Programs.
4. Prepares regular status reports for the County Administrator regarding economic development activities and opportunities.
5. Develops and implements work plans related to economic development activities. Monitors the progress of economic development programs and various local economic indicators.
6. Recruits new businesses, manages expansion and retainment activities for targeted industries in Sumter County.
7. Manages Federal and State Economic Development programs at the local level.
8. Develops and maintains the site inventory database for all industrial and other designated property.
9. Develops and implements short and long range business retention, expansion, and recruitment marketing and support plans.
10. Prepares and submits regular informative communications with existing targeted industries.
11. Gathers statistics, reports and exhibits. Researches and analyzes data. Makes presentations and recommendations to the County Administrator, Businesses, Industries, and Public agencies, as needed.
12. Manages the content of the websites for Economic Development, Tourism, and the Sumter County Industrial Development Authority.
13. Conducts regular site visits to county businesses and industries to develop public-private sector partnerships and to monitor business needs.
14. Monitors and oversees the cooperative agreement and ongoing operations of the Small Business Development Office in partnership with the University of Central Florida.
15. In cases of emergency or crisis situation (hurricane, flood, etc.) position is required to perform recovery duties as assigned by the immediate supervisor.

16. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least (one) 1 year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
17. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, and holidays as required.

*[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 economic development functions and organization.
- Knowledge of business English, spelling, and punctuation.
- Knowledge and experience with comprehensive planning and land development regulations, policies, rules and statutes to operate at a proficient level.
- Skill in typing, filing and records research techniques.
- Skill in operating computers and various office equipment.
- Ability to acquire sufficient knowledge of the processing of applications for development approval and permitting and of development inspections to operate at a proficient level.
- Ability to read site plans and legal descriptions, to use a variety of maps and map scales, to interpret map data, and convey that information to the public
- Ability to read and/or prepare a variety of forms and documents using proper format.
- Ability to understand and follow complex polices, laws, and directives.
- Ability to establish and maintain good working relationships with government officials, division directors, department heads, employees, business professionals and the general public.
- Ability to work effectively with the public.
- Ability to effectively present to large audiences.
- Ability to follow oral and written instructions.
- Ability to follow through on designated tasks.
- Ability to communicate effectively both orally and in writing.
- Ability to access, input, and retrieve information from a computer using Microsoft Word, Microsoft Excel, GIS, and other programs.
- Ability to multi-task within an environment of shifting priorities and deadlines.

#### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Marketing, or closely related field.
- Graduation from an accredited college or university with a Master degree in Public Administration, Business Administration, Marketing or a closely related field preferred.
- Six (6) years experience in a progressively responsible position in economic development, public administration, business administration, or a closely related field.

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Certified Economic Developer (CEcD) preferred.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to operate a motor vehicle
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate using speech, hearing and vision skills.
- Ability to enter data into a computer.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.
- Works outside for field inspections and site visits periodically.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Economic Development Specialist

**DEPARTMENT:** County Administrator

**DIVISION:** Economic Development

**GENERAL DESCRIPTION:**

Advanced specialized work providing support to the Economic Development Director. Provides administrative, and technical support in the administration of all activities of Economic Development including business retention and expansion, business recruitment, and property development/redevelopment.

**ESSENTIAL JOB FUNCTIONS:**

1. Assist in the preparation of regular status reports for the County Administrator regarding economic development activities and opportunities.
2. Monitors the progress of economic development programs and various local economic indicators.
3. Supports the Economic Development Director in recruiting and retaining targeted industry in Sumter County.
4. Maintains the site inventory database for all industrial and other designated property.
5. Prepares and submits regular informative communications with existing targeted industries per direction of the Economic Development Director.
6. Conduct regular site visits to county businesses and targeted industries to monitor business needs per direction of the Economic Development Director.
7. Gathers statistics, reports, and exhibits. Researches and analyzes data. Makes presentations and recommendations to the Economic Development Director.
8. Maintains the content of the websites for Economic Development, tourism and the Industrial Development Authority..
9. Assist the Economic Development Director with short and long-range strategic and marketing plans.
10. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by the immediate supervisor.
11. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
12. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities.

*[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 economic development functions and organization.
- Knowledge of business English, spelling, and punctuation.
- Knowledge and experience with comprehensive planning and land development regulations, policies, rules and statutes to operate at a proficient level.
- Skill in typing, filing and records research techniques.
- Skill in operating computers and various office equipment.
- Ability to acquire sufficient knowledge of the processing of applications for development approval and permitting and of development inspections to operate at a proficient level.
- Ability to read site plans and legal descriptions, to use a variety of maps and map scales, to interpret map data, and convey that information to the public
- Ability to read and/or prepare a variety of forms and documents using proper format.
- Ability to understand and follow complex polices, laws, and directives.
- Ability to establish and maintain good working relationships with government officials, division directors, department heads, employees, business professionals and the general public.
- Ability to follow oral and written instructions.
- Ability to follow through on designated tasks.
- Ability to communicate effectively both orally and in writing.
- Ability to multi-task within an environment of shifting priorities and deadlines.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with an Associate's degree in Business Administration, Marketing, or closely related field.
- Two (2) years experience in a progressively responsible position in economic development, public administration, business administration, or a closely related field.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to operate a motor vehicle
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate using speech, hearing and vision skills.
- Ability to enter data into a computer.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.
- Works outside for field inspections and site visits periodically.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non - Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**               **Emergency Management Director**

**DEPARTMENT:**       **Assistant County Administrator**

**DIVISION:**           **Emergency Management**

**GENERAL DESCRIPTION:**

This is a division head managerial and supervisory position responsible for planning, operations, and administrative work in coordinating and promoting a countywide comprehensive emergency management program. This position organizes plans for emergency preparedness, response, mitigation, and recovery operations for all natural and man-made hazards that affect the county.

**ESSENTIAL JOB FUNCTONS:**

1. Perform the duties as required by Florida Statutes, Chapter 252, Florida Administrative Code Chapter 27P-6, 44 Code of Federal Regulations Part 13, Sumter County Code of Ordinances, Sumter County Board of County Commissioners (BOCC) Policies and Regulations.
2. Develop, administer and maintain the policies, procedures, and programs necessary for a comprehensive emergency management department including but not limited to the local comprehensive emergency management plan (CEMP) and continuity of operations plan (COOP). Coordinate the CEMP with local, state, and federal agencies.
3. Provides weekly briefings to the County Administrator and the emergency service functions (ESF) related to but not limited to threat level conditions for Sumter County and the data/trend information related to each (i.e., hurricanes, wildfires, terrorism, etc.).
4. Ensures the Emergency Operations Center and any back-up Emergency Operations Center is fully operational at all times to support all emergency service functions to include but not limited to a computer, audio/visual, telephone, and radio equipment and any associated software.
5. Manage day-to-day operational support of public safety technology services to include coordinating radio maintenance and repair, and coordinating contracted vendor support.
6. Manage emergency management grants, budgets, and expenditures to ensure full compliance of the grant documents and balanced budgets. Provide monthly reports as required.
7. Single point of contact who serves as coordinator for the county's Incident Management System implementation.
8. Maintains accurate and complete records as well as provides ongoing status reports of all functions and projects as assigned to include but not limited to National Incident Management System (NIMS) compliance documentation, interstate, and intrastate agreements, grant contracts, and other service related contracts.
9. Develop, maintain, and coordinate a comprehensive resource program that involves pre-disaster, systematic identification of resource requirements, shortfalls, and inventories.
10. Develop, maintain, and coordinate an effective countywide alert and notification program.
11. Develop, maintain, and coordinate a countywide special needs program for the elderly, disabled, and others with special needs in an emergency and a countywide evacuation plan.

12. Develop, maintain, and coordinate a countywide all-hazards emergency sheltering plan.
13. Provides recommendations for action to the respective ESF agencies based on the current threat levels conditions.
14. Supervises department staff and programs which involve instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, selecting new employees, recommending and approving transfers, promotions, disciplinary actions, discharges, and salary increases.
15. Travels to and participates in educational and public information programs of the department. Attends and/or conducts training, emergency management exercises, and administrative meetings as required.
16. Maintains accreditation for the Division.
17. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
18. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, and holidays as required.

*[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 administrative and management concepts and practices.
- Knowledge of modern business methods and procedures as applied to county government.
- Knowledge of Emergency Management process and practices.
- Skill in the use of computers and various computer software products.
- Ability to remain calm in stressful emergency situations.
- Ability to understand and follow oral and written instructions quickly.
- Ability to establish and maintain effective working relationships with employees and management as necessitated by the work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively perform prolonged and strenuous work under adverse emergency conditions involving physical and mental stress.
- Ability to think clearly and use independent judgment in routine and non-routine situations which may occur.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a Bachelor's Degree in an emergency management related discipline
- Ten (10) years of progressive experience in the emergency management or related field.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Possess and maintain a valid Florida Driver's License and driving record acceptable to insurance provider.
- Florida Professional Emergency Manager Certification within one year of employment
- Completion of the Federal Emergency Management Agency (FEMA) Professional Development Series courses and the Advanced Development Series courses within one year of employment.

- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Must be able to communicate using speech, hearing, and vision skills.
- Moderate lifting and carrying (up to 50 pounds)
- Sitting
- Walking
- Standing
- Kneeling
- Bending
- Must be able to operate a motor vehicle.

**ENVIRONMENTAL CONDITIONS:**

- A considerable amount of time is spent working inside an office environment
- Some outside activity will occur subject to weather conditions associated with gathering information and creating reports in the field.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**                   **Emergency Management Technician**

**DEPARTMENT:**           **Assistant County Administrator**

**DIVISION:**               **Emergency Management**

**GENERAL DESCRIPTION:**

Under the general supervision of the Emergency Management Director, the employee is assigned duties in administrative and operational work developing, coordinating, and implementing plans, programs, and systems for all emergency management mission areas including prevention, preparedness, mitigation, response, and recovery. Provides responsible technical coordination of public safety radio and technology programs, mission-critical hardware, and software and technical support to public safety agencies. Supports the Emergency Management Director in the management of the County's communication and technology programs.

**ESSENTIAL JOB FUNCTIONS:**

1. Assists in the coordination of emergency preparedness, response, recovery, and mitigation activities with local, state, and federal agencies.
2. Works directly with outside contractors including, but not limited to: public safety radio, and other contracted resources.
3. Tracks the progress of communications and technology projects. For projects behind schedule, a plan of action will be devised and recommended for implementation.
4. Coordinates with applicable regulatory and regional agencies as directed.
5. Assists in the development, implementation, or coordination of emergency management plans and procedures.
6. Inventories, inspects and tests response equipment such as radios, supplies, vehicles, computers, and facility systems, as assigned
7. Develops and promotes public education materials; provides public presentations to varying audiences
8. Generates various complex and specialized correspondence, memorandums, agendas, reports, forms, and manuals
9. Participates in various working groups and planning committees
10. Assists in emergency management exercises and drills
11. In case of emergency or crisis situation (hurricane, flood, etc.), the position is required to respond/perform recovery duties as assigned by immediate supervisor.
12. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.

13. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, weekends, and holidays as required.

*[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 administrative support functions, e.g., records management, report processing, and finance administration
- Skill in interpersonal communications with the ability to communicate verbally, in writing. Must be able to conduct presentations and platform instruction.
- Skill in the use of computers and the ability to access, operate, and maintain various software applications, as well as, operate basic office equipment.
- Ability to review and understand local, state, and federal regulations, rules, and standards related to programs supported by the Emergency Management Division.
- Ability to work in a dynamically changing environment supporting team members in the coordination of disaster management activities
- Ability to operate communications equipment, generators, outdoor lighting, audio/visual systems, and other field response equipment.
- Ability to establish and maintain effective working relationships and communications with other agencies, personnel, co-workers, and public
- Ability to understand and follow oral and written instructions quickly.

#### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with an Associate's degree in emergency management, business or public administration, or related field.
- Two (2) years of experience in emergency management, public safety, or public administration.
- Three (3) years of project management experience.

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and driving record acceptable to the insurance provider
- 
- FEMA Professional Development Series within 6 months of employment
- Florida Professional Emergency Manager Certification within three (3) years.
- Required National Incident Management System (NIMS) certifications within six (6) years of employment.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to sit or stand or walk for long periods of time.
- Lifting equipment up to 25 lbs alone; up to 50 lbs with assistance.
- Must be able to effectively communicate, both orally and in writing.

### **ENVIRONMENT CONDITIONS:**

- Routinely works normal office hours, but must be prepared to work flexible hours (including nights, weekends, and holidays) or overtime when required due to emergencies.
- Occasionally works impacted areas during emergency situations

- Perform duties under varying, and possible extreme, weather conditions
- Requires some local travel to perform assessments or attend meetings
- May be required to attend out-of-town seminars/training of overnight or longer duration.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**           **Engineer**

**DEPARTMENT:**       **Public Works**

**DIVISION:**           **Design**

**GENERAL DESCRIPTION:**

Under general direction, is responsible for managing and coordinating activities relating to County maintained infrastructure including but not limited to roadway improvements, traffic control devices, stormwater projects, and utility permits.

**ESSENTIAL JOB FUNCTIONS:**

1. Facilitates engineering functions and manages the planning, design, and construction of transportation and stormwater projects. This includes the management of professional services and construction contracts and coordination with internal and external stakeholders, as directed.
2. Applies engineering principals in the planning/environmental phase, design phase, and construction phase of projects, as assigned.
3. Inspects construction sites and reviews construction progress to ensure conformity to plans, specifications, and schedules, as needed.
4. Performs inspections of roadways to determine pavement condition and supports the pavement management program, as directed.
5. Reviews studies and site plans submitted by developers or their agents and assists in the recommendation of mitigation measures.
6. Assures the accurate review and interpretation of specifications, plans, service agreements, codes, regulations, permit conditions, standards, and laboratory analyses, as directed.
7. Assists in resolving rights-of-way issues that include road closing/vacation petitions, title examinations, survey work for boundary surveys and legal descriptions, and coordination of consultant assistance, as needed, to address rights-of-way issues.
8. Assists in the preparation of documents required for the selection of consultants and contractors; serves as a member of selection committees for reviewing vendor qualifications.
9. Assists with Driveway Permit, Utility Permit, and Rights-of-Way Use Programs, to ensure compliance with the Sumter County Code of Ordinances and Design Standards.
10. Reviews Federal and State regulations, guidelines and publications for design, construction and maintenance information related to roads, traffic and stormwater facilities.
11. Prepares and revises cost estimates for economic analysis of any given project.
12. Provides technical engineering support for natural and engineered infrastructure systems.
13. In case of emergency or crisis situation (hurricane, tornado, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by the supervisor.

14. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
15. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities.

*[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 principles, practices, standards, and techniques of the assigned area of engineering, construction management, project management, and/or land development.
- Knowledge of State of Florida Department of Transportation (FDOT) rules, regulations and FDOT Standard Plans and Design Manual.
- Skilled in the use and care of engineering tools; reading and interpreting design plans, utility plans, transportation impact analysis, site plans, and utility permits; use of computer programs such as Microsoft Office.
- Ability to read and interpret complex engineering plans and specifications.
- Ability to make engineering computations quickly and accurately.
- Ability to understand and follow verbal and written instructions.

#### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a Bachelor's Degree in Engineering or a closely related field.

#### **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Valid Florida Driver's License of the correct class for the vehicle driven and a driving record acceptable to the insurance provider.
- FDOT Local Agency Project (LAP) Training/County LAP certification within one (1) year of employment.
- FDOT Maintenance of Traffic Control – Intermediate Level Certification within one (1) year of employment.
- Passing score on the NCEES Fundamentals of Engineering Exam within one (1) year of employment.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Moderate lifting or carrying (up to 30 pounds)
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Stooping
- Physical stamina to work outdoors, occasionally under adverse weather conditions.

- Ability to operate a motor vehicle.

**ENVIRONMENTAL CONDITIONS:**

- Works inside and outside in varying weather conditions
- Works in or around noise, vibrations, or dust

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**           **Facilities and Parks Manager**

**DEPARTMENT:**       **Public Works**

**DIVISION:**           **Facilities and Parks**

**GENERAL DESCRIPTION:**

Responsible supervisory work in directing a program of care, maintenance, and repair of buildings, parks, and facilities. This position reports to the Assistant Public Works Director – Facilities and Parks.

**ESSENTIAL JOB FUNCTIONS:**

1. Supervises and participates in the work of skilled and semi-skilled personnel engaged in maintenance and repair, including plumbing, painting, carpentry, heating, and air conditioning, electrical systems, and fixtures, and all other building components in the remodeling and renovation of County-owned/leased buildings and facilities. This involves instructing, assigning, and reviewing work, planning, maintaining standards, coordinating activities, budget preparation, and monitoring, and allocating personnel.
2. Plans, coordinates, and supervises Division personnel in the maintenance, construction, and repair of parks, and the development and implementation of long-range plans for those facilities. Conducts inspections of park areas to ensure the quality of maintenance. Trains crew members in the proper safety and operation of Division equipment.
3. Establish and maintain daily inspection of buildings for cleanliness and repair needs.
4. Reads and interprets building construction drawings, specifications, materials, equipment, and fixture product/catalog information sheets to investigate and resolve problems pertaining to building maintenance issues. Tracks maintenance productivity.
5. Makes recommendations regarding the need for contracted services. Responsible for the supervision of service contracts.
6. Manages contracts for the design, construction management, and construction of building renovation and new building projects.
7. Procures and controls the use of supplies and equipment.
8. Maintain facilities protocol in terms of routine, periodic, preventative, and emergency maintenance records and makes reports as required.
9. Confers with Division Heads regarding their maintenance needs and problems. Communicates with occupants of the area being serviced in terms of scope of work and the estimated timeline of services.
10. Analyze data trends from Department software systems and other sources to optimize Division efficiency and enhance customer service while controlling expenditures.
11. Processes account invoices, prepares Board of County Commissioners (BOCC) Executive Summary items related to changes in contractor pricing. Addition or deletion of service amendments to existing contracts.

12. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by the immediate supervisor.
13. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
14. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, and holidays as requested..

*[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 the methods, techniques, tools, and materials used in the building trades.
- Knowledge of the occupational hazards associated with various trades work and the pertinent safety precautions.
- Knowledge of the materials commonly used in the care and maintenance of grounds and buildings.
- Skill in the use of computers and computer software programs Ability to layout work and instruct skilled and semi-skilled workers in a variety of maintenance activities.
- Ability to maintain records, prepare written technical reports, estimates, and cost records using mathematical functions, calculation of ratios, rates, and percentages.
- Ability to establish and maintain good working relationships with associates and the general public.
- Ability to read and interpret sketches and blueprints.
- Possession of effective supervisory ability.
- Ability to communicate effectively, both verbally and in writing, to understand, issue, and carry out verbal and written directions.

#### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with an Associate degree in Engineering Technology, Facilities Management Technology, Construction Management, or a closely related field.
- Four (4) years experience in general building maintenance and repair, including some experience as a trade's foreman or a similar supervisory capacity.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

#### **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Valid Florida Driver's License of the correct class for the vehicle driven and a driving record acceptable to insurance provider.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing.
- Heavy lifting and carrying (up to 100 lbs)
- Reaching
- Climbing
- Walking

- Standing
- Driving

**VACCINATIONS:**

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

**ENVIRONMENTAL CONDITIONS:**

- Works inside and outside with: solvents, electrical energy, uneven surfaces, in and with moving objects and equipment, heights (up to 50 feet)

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**                **Field Supervisor**

**DEPARTMENT:**        **Public Works**

**DIVISION:**                **Operations**

**GENERAL DESCRIPTION:**

Supervisory Field Supervisor work in Public Works construction and maintenance. Leads a crew and manages multiple pieces of heavy equipment to perform assigned tasks on the County rights-of-way, and elsewhere as assigned. Trains assigned personnel to perform tasks safely.

**ESSENTIAL JOB FUNCTIONS:**

1. Functions as Field Supervisor in road and highway maintenance and construction operations. Supervises the construction, rebuilding, and replacing of culverts and drainage structures, patching roads, and minor bridge repairs.
2. Reviews the work of crews performing construction and maintenance projects done by backhoes , bulldozers, motor graders, trucks, mowing equipment, other earthmoving and construction equipment.
3. Contacts public in the area where equipment and crews are working making necessary property right-of-entry arrangements. Answers questions regarding concerns, requests or information from the public about projects. Reports actions and more complex public questions to the supervisor.
4. Performs equipment operation and laboring duties when not supervising crews.
5. Manages and evaluates assigned personnel using the County's employee performance appraisal system and forms.
6. Uses the Florida Department of Transportation (FDOT) Standard Plans to set-up and maintain Temporary Traffic Control using the correct signage and barricades.
7. Trains crew members in the tasks and proper operation of construction equipment, and temporary traffic control per FDOT standards.
8. Maintains time and material records. Receives assignments remotely from department software systems via field laptops and/or tablets, and creates work orders based on the same. Identifies trend areas from department software systems data sets and makes recommendations to the Road and Bridge Superintendent and/or the Assistant Public Works Director – Operations.
9. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
10. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
11. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities.

*[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 the operation, maintenance, limitations, and safety precautions of construction equipment.
- Knowledge of tools and practices used in general labor work.
- Ability to operate equipment in a safe and efficient manner.
- Ability to understand and follow verbal and written instructions.
- Physical strength and ability sufficient to operate heavy equipment.
- Ability to perform manual labor under adverse weather conditions.
- Ability to lead crews and use effective communication skills.
- Ability to receive customer service requests via laptop/tablet and create work orders remotely.
- Ability to communicate via radio, cell phone, and email technology.
- Basic analysis skills of data.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Five (5) years experience in the maintenance or construction of roads and highways, including, experience at a crew leader level.
- One (1) year supervisory experience.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Valid Florida Class "A" Temporary Driving Permit within sixty (60) days of employment and a driving record acceptable to the insurance provider.
- Valid Florida Class "A" Commercial Driver License within six (6) months of employment and a driving record acceptable to the insurance provider.
- Florida Department of Transportation Temporary Traffic Control (TTC) – Basic Level Certification within six (6) months of employment.
- Florida Department of Transportation Temporary Traffic Control (TTC) - Intermediate Level Certification within one (1) year of employment.
- Required National Incident Management System (NIMS) certifications 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)
- Reaching
- Climbing
- Pushing
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Driving and operating equipment

**VACCINATIONS:**

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

**ENVIRONMENTAL CONDITIONS:**

- Works outside in various weather conditions with electricity, and uneven surfaces.
- Works in moving objects or vehicles
- Works on equipment with heights (up to 30 feet)
- Works below ground level

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Firefighter/EMT

**DEPARTMENT** Fire and Emergency Medical Services

**GENERAL DESCRIPTION:**

To protect life and property by controlling and extinguishing fires, performing first response emergency medical techniques and patient care procedures, responding to disasters and other emergencies. Must comply with all county and department policies and procedures and ensure the maintenance of department equipment, apparatus and stations. Work is performed under the general supervision of the Lieutenant/ Battalion Chief.

**ESSENTIAL JOB FUNCTIONS:**

1. Responds to fire alarms in the county; drives and operates all emergency response vehicles and apparatus in safe and lawful manner.
2. Performs fire suppression activities.
3. Assists in rescue operations; administers emergency medical care to sick and injured persons.
4. Performs salvage and overhaul operations at fire scenes.
5. Maintains and checks fire equipment for serviceability and assists in minor repairs and maintenance of equipment as directed. Performs routine cleaning of apparatus and facilities on a daily basis.
6. Attends training sessions for firefighting, rescue techniques, emergency medical care and other areas of training as required.
7. Prepares and submits routine records and reports.
8. Assists in departmental activities in preparation for a major emergency, such as a hurricane, other natural or manmade disasters, and assists with aftermath activities such as inspection, clean-up, and disaster relief.
9. Participates in fire prevention activities and training to improve public awareness of fire safety.
10. Essential functions as described in the current edition of NFPA 1582.
11. Abides by department and county policies, represents the department and county in a professional, courteous and considerate manner.
12. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
13. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings and nights, work shifts, callback and holidays as required

*(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 requested.)*

**MINIMUM QUALIFICATIONS:****KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of telephone etiquette.
- Knowledge of building construction and how it affects fire behavior.
- Knowledge of the streets, roads, and geography of the county.
- Knowledge of firefighting techniques and procedures
- Knowledge of first response emergency medical principles and procedures.
- Knowledge of the operation and maintenance of various types of firefighting apparatus.
- Ability to operate office equipment.
- Ability to work effectively with the public, co-workers, and related agencies.
- Ability to communicate effectively both verbally and in writing.
- Ability to work under pressure and meet deadlines.
- Ability to follow verbal and written instructions.
- Ability to follow through on designated tasks.
- Ability to access, input and retrieve information from a computer.
- Ability to perform prolonged and arduous work under adverse conditions.
- Ability to work rotating shifts, including nights, weekends and holidays.
- Ability to respond to work when off duty as required, including nights weekends and holidays.
- Ability to use and operate protective respiratory equipment, including self contained breathing apparatus (SCBA).

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida driver's license of the correct class for the vehicle driven, and driving record acceptable to insurance provider.
- Certificate of Compliance (Florida Certified Firefighter II) as per Florida State Statute 633.406(1)(a)
- Florida Certified Emergency Medical Technician Basic (EMT-B) Or Florida Certified Emergency Medical Technician Paramedic (EMT-P) as per Florida State Statute 401.27
- Possession and maintenance of a current American Heart Association (or approved equivalent) CPR card; as well as ACLS if a Paramedic.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Must be able to meet medical/physical requirements as identified in FS 633.412 (e) and NFPA 1582. Ability to pass SCFEMS Physical Ability test.
- Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Crawling: Moving about on hands and knees or hands and feet.
- Kneeling: Bending legs and knees to come to rest on knee or knees.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces.
- Stooping: Bending body downward and forward bending spine at the waist.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crouching: Bending the body downward and forward by bending legs and spine.
- Reaching: Extending hand(s) and arm(s) in any direction.

- Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- Standing: Particularly for sustained periods of time.
- Sitting: Particularly for sustained periods of time.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects such as size, shape, temperature, or texture by touching with the skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- Ability to receive detailed information through oral communications, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.
- Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
- Ability to pass department's Physical Ability test.
- Able to wear and function while wearing a self contained breathing apparatus (SCBA) and fire protective clothing.
- Ability to pass "PPE" mask fit test procedures.

**VACCINATIONS:**

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

**ENVIRONMENT CONDITIONS:**

- Works inside and outside in various weather conditions with noise, slippery surfaces, and uneven surfaces.
- Extreme cold: Temperatures below 32 degrees for periods of more than one hour.
- Extreme heat: Temperatures above 100 degrees for periods of more than one hour.
- Noise: Sufficient noise to cause the worker to shout in order to be heard.
- Vibration: Exposure to oscillating movements of the extremities or the whole body.
- Hazardous situations: Proximity to moving mechanical parts, electrical current, working on scaffolding and high places (up to 100 feet), and exposure to chemicals.
- Atmospheric conditions: One or more of the following conditions that affect respiratory conditions or the skin: Fumes, odors, dust, mists, gases, or poor ventilation.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Reviewed 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Fleet Maintenance Technician

**DEPARTMENT:** Assistant County Administrator

**DIVISION:** Fleet Services

**GENERAL DESCRIPTION:**

Coordinates vehicle and equipment repair and maintenance for applicable vehicles and equipment.

**ESSENTIAL JOB FUNCTIONS:**

1. Manages workflow (work order request) in the assigned location.
2. Understand and ensure compliance with vehicle and equipment manufacturer warranty and policy procedures.
3. Monitors shop conditions including cleanliness, safety, and conditions.
4. Acts as the liaison between County users and contracted service providers.
5. Coordinates with the service providers to maintain high-quality service repairs to minimize comebacks. Conduct periodic spot checks of completed jobs for thoroughness and quality.
6. May be required to service vehicles and equipment with fuel, fluids, or lubricants; may spray paint vehicles as needed. Operates and transports all vehicles and equipment within the division.
7. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by the immediate supervisor.
8. 8.Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
9. 9.Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities.

*[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 construction, assembly, repair, and maintenance of a wide variety of vehicles and equipment.
- Knowledge of all types of mechanic's shop tools.
- Mechanical aptitude.
- Skill in applying methods and techniques in the use of automotive or diesel repairs.
- Ability to follow oral and written directions.
- Ability to repair diesel motors, pumps, and public works equipment.
- Ability to diagnose the defects of worn or broken parts on engines.
- Ability to perform tune-ups; electrical, brake, air conditioning and cooling system, exhaust system repairs; front end and clutch repairs; pumps and related equipment maintenance.
- Ability to operate a computer

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Two (2) years of industry experience in the small engine/automotive/truck repair field.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Class "A" Temporary Driving Permit within (60) days of employment and a driving record to the insurance provider.
- Valid Florida Class "A" Commercial Driver License within six (6) months of employment and a driving record acceptable to the insurance provider.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (over 45 pounds)
- Reaching
- Climbing
- Distinguish colors
- Pulling
- Pushing
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Driving
- Equipment Operation to test repairs.

**VACCINATIONS:**

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

**ENVIRONMENTAL CONDITIONS:**

- Works inside
- Works in noise, dust, fumes, grease or oils, electrical energy
- Slippery surfaces
- With moving objects or vehicles

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Lieutenant

**DEPARTMENT:** Fire and Emergency Medical Services

**GENERAL DESCRIPTION:**

Professional and technical position responsible for the direct supervision of assigned station personnel engaged in firefighting, EMS, and related operations. This position is often referred to as a Company Officer. The duties performed require the application of technical and supervisory skills including decision-making, initiative, and leadership within established departmental and county policies, procedures, and practices. Reports to a Battalion Chief. The person in this position is accountable for the fulfillment of all duties and authority commensurate with assigned responsibilities.

**ESSENTIAL JOB FUNCTIONS:**

1. Responds to emergency and non-emergency calls for service in the county; drives and operates all emergency response vehicles and apparatus in safe and lawful manner
2. Assumes command of and responsibility for fire and other emergency scenes until otherwise relieved of command by a higher-ranking officer.
3. Directs and performs the modern firefighting methods and techniques necessary to extinguish a fire efficiently, to provide for the safety of personnel, rescue persons trapped or injured in fires or other emergencies, and protect property and the environment.
4. Administers pre-hospital emergency medical care to sick and injured persons.
5. Responsible for the cleanliness and maintenance of fire stations, apparatus, equipment, and records. Participates in station duties as required.
6. Meets with on-coming or off-going personnel to discuss events of the previous day, status of emergency vehicles, condition of facility, and changes in operating procedures, upcoming events, and other related shift exchange information.
7. Inspects personal protective equipment of assigned personnel for safety and adequacy.
8. Makes initial determination as to possible origin and cause of fire, works with Fire Inspector/Investigator on final cause determination.
9. Coordinates, prepares, and participates in daily training schedules for assigned station personnel consisting of topics such as multi-company, single company, in-house self-study, EMS, fire evolution, building inspections, area familiarization, map updates, equipment study, incident command, resource management, fire ground accountability, and other similar programs.
10. Coordinates, prepares, delivers, and participates in public education programs such as engine demonstrations, station tours, smoke detector installations, static displays and other programs that may be coordinated, and scheduled by the department.
11. On a shift-by-shift basis, develops schedules and work programs for assigned personnel with due regard to the equal division of work, wherever possible, evaluates the performance of assigned personnel on all aspects of their jobs such as emergency calls, public relations, tactical surveys, station duties, fire scene efficiency, interpersonal relationships with fellow employees, management, and the general public to who fire rescue services are provided.

12. Prepares and maintains departmental records and reports according to established record keeping policies and procedures; reviews completed Fire, EMS, and departmental reports for thoroughness and completeness.
13. May be required to prepare and submit detailed monthly reports to the Battalion Chief listing the accomplishments of the station and/or assigned personnel.
14. Coordinates and participates with assigned personnel in the department's physical fitness Program as approved by the Fire Chief.
15. Practices and enforces Department Policies and Procedures and the BOCC's Policies and procedures.
16. Strives to maximize effective communications between assigned personnel, management, other employees throughout the county, and the general public.
17. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
18. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings and nights, work shifts, callback, and holidays as required.

*[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**

- Considerable knowledge of pre-hospital patient care for Basic Life Support and Advanced Life Support (if Paramedic) methods and procedures.
- Ability to pass a physical examination by the county's contracted provider as prescribed by the Florida Statute 633.412 (e) and NFPA 1582.
- Considerable knowledge of fire suppression and prevention methods, tools, equipment and appliances, procedures and techniques.
- Ability to understand and follow oral and written instructions quickly.
- Ability to establish and maintain effective working relationships with employees and management as necessitated by the work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Must possess adequate computer skills.
- Ability to effectively perform prolonged and strenuous work under adverse emergency conditions involving physical and mental stress.
- Ability to efficiently operate the wide variety of firefighting equipment utilized within the Department.
- Ability to think clearly and use independent judgment in routine and non-routine situations which may occur.
- Ability to manage and motivate assigned personnel to maximize the efficiency and effectiveness of the delivery of all services by the Department and to promote team unity.

### **EDUCATION AND EXPERIENCE:**

- Associate's Degree in an approved emergency services related field from an accredited college or university.
- Minimum three (3) years' experience as a firefighter.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Valid Florida Driver's License and driving record acceptable to insurance provider.
- Possession and maintenance of a current State of Florida Firefighter Minimum Standards Compliance Certificate) as per Florida State Statute chap. 633.406(1)(a).
- Possession and maintenance of a current State of Florida EMT or Paramedic Certification as per Florida State Statute chap. 401.27.
- Possession and maintenance of a current American Heart Association (or approved equivalent) CPR card, and ACLS card if paramedic.
- Florida Fire Officer II Certification
- Florida Fire Instructor I Certification preferred.
- Florida Pump Operator Certification.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Must be able to wear all assigned bunker gear and perform related emergency scene duties in an effective and efficient manner.
- Job tasks require frequent lifting and carrying of heavy weights (forty-five (45) pounds and over), climbing, good vision, good hearing, ability to distinguish odors, the ability to walk, run, drive vehicles, crawl, stoop, push, jump, grasp hoses, grasp and manipulate small objects, work on unsteady footing, and use other emergency and firefighting equipment as required.
- Must be able to effectively communicate, both orally and in writing.
- Must be able to utilize a computer and/or typewriter keyboard and be able to proficiently navigate the Mobile Data Terminals (MDT) installed in response vehicles.
- Must be able to meet medical/physical requirements as identified in FS 633.412 (e) and NFPA 1582.
- Ability to pass SCFEMS's Physical Ability test.
- Ability to pass "PPE" mask fit test procedure.

**VACCINATIONS:**

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

**ENVIRONMENTAL CONDITIONS:**

- A considerable amount of time is spent working inside station facilities and field.
- Work is frequently performed in emergency conditions which may often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, around loud noises, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles, and in varying and inclement weather, among others.
- Normally works a 24 hours on duty, 48 hours off duty shift.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Maintenance Technician

**DEPARTMENT:** Public Works

**DIVISION:** Facilities and Parks

**GENERAL DESCRIPTION:**

Performs skilled work in the overall maintenance of County owned; facilities, historical markers, parks, cemeteries, and trails

**ESSENTIAL JOB FUNCTIONS:**

1. Reads and understands blueprints, schematics, or wiring diagrams.
2. Installs and maintains plumbing fixtures and appliances, as well as installs water lines, sewer lines, drainage lines, pipes, and pipe repair.
3. Operates various trade equipment such as, but not limited to, power saws, planers, routers, bench grinders, sanders, cement mixers, paint sprayers, pressure cleaning equipment, trenchers, chain saws, trimmers, small trucks, and automotive equipment.
4. Prepares layout, selects a specified type of lumber and materials to complete assigned carpentry tasks successfully. Fits and installs prefabricated window frames, doors, doorframes, drywall, paneling, insulation, floor tile, and carpet.
5. Performs preventative maintenance on playground equipment, tools, and facility equipment.
6. Operates and maintains various building and park electrical and heating, ventilation, and air conditioning (HVAC) systems on a routine basis, keeping records and reports on the same.
7. Prepares and paints County leased and owned non-road properties.
8. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by the immediate supervisor.
9. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
10. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities.

*[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 occupational hazards and necessary safety precautions, applicable building codes, or regulations.
- Knowledge of mechanical and electrical trade procedures.

- Knowledge of grounds keeping practices and principles in accordance with Division's standard operating procedures .
- Knowledge of principles and methods of operating equipment used for park, buildings, and office repair, carpentry, custodial, basic electrical, irrigation, masonry, plumbing, painting, and related work.
- Skill in the operation and maintenance of tools, machinery, and equipment of the trades.
- Ability to read and interpret plans, specifications, schematic drawings, and wiring diagrams .
- Ability to prepare and maintain accurate records and to make necessary reports.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to make inspections for needed repairs.
- Ability to use standard test and hand tools.
- Ability to communicate effectively, both verbally and in writing, to understand, issue, and carry out verbal and written directions.
- Ability to use a computer, tablets, and asset management software.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Three (3) years progressively responsible experience in the maintenance and repair of buildings, parks and facilities.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to the insurance provider.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (up to 100 pounds)
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing
- Ability to work in small areas
- Operation of motor vehicle

**VACCINATIONS:**

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

**ENVIRONMENT CONDITIONS:**

- Works inside and outside with: solvents, electrical energy, uneven surfaces, in and with moving objects and equipment, heights (up to 50 feet)

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**            **Public Works Director**

**DEPARTMENT:**        **Public Works**

**GENERAL DESCRIPTION:**

Highly responsible work in the management and administration of all activities of the Public Works Department.

**ESSENTIAL JOB FUNCTIONS:**

1. Plans, coordinates, and directs employees engaged in a wide variety of public works tasks and services, including the planning, design, construction, and maintenance of all County roads, parks, facilities, bridges, and stormwater. Manages solid waste , and traffic operations. Coordinates other projects as assigned by the County Administrator.
2. Responsible for directing and participating in the selection, placement, promotion, training, development, safety, discipline, and appraisal of a large staff of employees.
3. Studies departmental organization, personnel distribution, and project requirements to effect the most efficient and economical utilization of facilities, personnel, and equipment, including contracting out services.
4. Administers the program of maintenance of the County's road systems and coordination with the Florida Department of Transportation (FDOT), Southwest Florida Water Management District (SWFWMD), and the Metropolitan Planning Organization (MPO) as to regional and state impacts to County roadways. Responsible for County bridges and drainage systems.
5. Develops and implements programs, practices, and procedures for the Public Works Department. Oversees the County's long-range facility master plan. Oversees various contracts for the Public Works Department.
6. Conducts and attends meetings and conferences to discuss current work problems, policy changes, safety, and other related matters.
7. Directs the budget preparation for the Department. Administers and prepares cost analyses and operational reports.
8. Prepares procedural and operational recommendations for the County Administrator.
9. Investigates and resolves public questions or complaints relating to the Public Works Department services.
10. Personally checks field crews, worksites, and equipment to determine if projects are progressing in accordance with schedules and specifications. Makes decisions to resolve schedule and project budget issues.
11. Maintains and leads APWA accreditation.
12. Utilizes department software systems and other data sources to adjust programs and systems for optimal efficiency, enhance customer service while optimizing associated costs.
13. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
14. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.

15. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights and holidays as required.

*(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 modern techniques, methods, procedures, and practices of public works.
- Knowledge of planning, design, construction, and maintenance of all County roads, parks, facilities, bridges, and stormwater facilities.
- Ability to plan, direct, supervise, and inspect public works programs and activities.
- Ability to prepare written technical reports, estimates, and construction and cost records.
- Ability to plan, assign, instruct, review, and evaluate the work assignments of personnel.
- Ability to establish and maintain effective working relationships with subordinates, officials, and the general public.
- Ability to develop, prepare, and present long-range plans and programs relating to public works.
- Ability to evaluate construction problems and respond to community needs.
- Ability to resolve problems and make sound decisions.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a Bachelors Degree in Civil Engineering or a closely related field.
- Graduation from an accredited college or university with a Masters Degree in Business Administration or closely related field preferred.
- Eight (8) years experience in the field of public works
- Five (5) years in a responsible supervisory position.
- Must be a Sumter County resident within one (1) year of employment.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to the insurance provider.
- State of Florida, Professional Engineer License.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Able to operate a motor vehicle.

**ENVIRONMENTAL CONDITIONS:**

- Works outside in various weather conditions with noise and dust.
- Works in or with moving vehicles.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Senior Equipment Operator

**DEPARTMENT:** Public Works

**DIVISION:** Operations

**GENERAL DESCRIPTION:**

Highly responsible position which entails the operation of heavy equipment to perform finish level activities. Duties may require the employee to function as a lead worker over a small road crew.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs duties utilizing heavy equipment and materials necessary to perform finish level activities on various road types within the connected system of county roads.
2. Occasionally operates gasoline or other powered machinery such as portable concrete mixers, air hammers, compressors, pumping machinery, and chainsaws.
3. Washes, cleans, and gives routine first level maintenance to the equipment.
4. Performs tasks as assigned, such as patching, shoulder repair, ditch cleaning, tree trimming, bridge repair, headwall construction, and other duties.
5. May be assigned to operate other specialty equipment on a temporary, emergency basis.
6. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
7. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
8. Maintains regular physical attendance during normal work hours as assigned at one of the county' offices or work facilities.

*[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 principles and methods of operating heavy road construction type equipment in finish applications.
- Knowledge of practices, methods, and materials used in public works road construction and maintenance activities.
- Knowledge of rules and regulations pertaining to the safety and operation of equipment.
- Skill in cleaning and maintaining equipment.
- Skill in operating medium to heavy equipment.
- Skill in the use of hand tools and power tools.
- Ability to make minor repairs and adjustments to equipment and detect problems with equipment.

- Ability to perform manual labor tasks.
- Ability to follow and understand written and verbal instructions.
- Ability to operate a computer.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Five (5) years experience in medium/heavy equipment operation and maintenance.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Valid Florida Class "A" Commercial Driver License and a driving record acceptable to the insurance provider.
- Florida Department of Transportation Temporary Traffic Control (TTC) – Basic Level Certification within six (6) months of employment.
- Florida Department of Transportation Temporary Traffic Control (TTC) - Intermediate Level Certification within one (1) year of employment.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (over 50 pounds)
- Walking
- Pushing
- Pulling
- Standing
- Kneeling
- Bending
- Stooping
- Climbing
- Driving
- Equipment Operation
- Eye, hand, and foot coordination

**VACCINATIONS:**

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

**ENVIRONMENTAL CONDITIONS:**

- Works outside in various weather conditions with dust, vibrations and noise.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Revised 10/01/2020



**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Traffic Engineering Technician

**DEPARTMENT:** Public Works

**DIVISION:** Operations

**GENERAL DESCRIPTION:**

Performs skilled work in the maintenance and manufacturing of traffic control devices including signs, pavement markings, traffic signals, and basic repair of potholes.

**ESSENTIAL JOB FUNCTIONS:**

1. Installs and repairs traffic control devices such as: signs, signals, and pavement markings.
2. Patch potholes with cold mix or hot mix asphalt. Perform minor repairs to concrete curbs, inlet tops, and sidewalks.
3. Operates gasoline or other powered machinery such as portable cement mixers, air hammers, compressors, pumping machinery, compaction equipment, and chainsaws.
4. Investigate, report, and/or perform maintenance due to line of sight concerns.
5. Performs sign inspections in the field assessing general condition and need for replacing. Utilize sign shop software to design and manufacture signs, utilizes the Manual of Uniform Traffic Control Devices (MUTCD) to identify issues on sign location, height, size, and color.
6. Performs road marking inspection and installation.
7. Use Florida Department of Transportation (FDOT) Standard Plans to set-up and maintain Temporary Traffic Control using the correct signage and barricades. Design and layout of routine traffic operations projects.
8. Maintains equipment and tools. Mixes paint for highway marking. Operates striping machine and street sweeper.
9. Inspects traffic signals for proper/malfunctioning operations. Performs general repair and maintenance to traffic signal devices.
10. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
11. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
12. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities..

*[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 occupational hazards and safety precautions applicable to work traffic control.
- Knowledge of the MUTCD and the standard highway signs handbook.
- Knowledge of the procedures and practices of installing and maintaining traffic control devices.
- Skill in the use of common hand tools and power tools.
- Skill in reading and writing.
- Skill in driving motor vehicle.
- Ability to use a laptop computer.
- Ability to follow verbal and written instructions.
- Ability to do mathematical computations.
- Ability to operate thermoplastic and paint road-marking equipment.
- Ability to identify safety deficiencies.
- Ability to complete work orders, time, and equipment logs.
- Ability to generate and assemble traffic signs.
- Ability to utilize a GPS and/or road map to navigate through the County's road systems.
- Ability to operate a street sweeper and closeout maintenance management service requests through completion of work orders.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma, supplemented with courses in traffic engineering.
- One (1) year experience in traffic signs, traffic signals, pavement marking, or pavement repair.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Valid Florida Class "A" Temporary Driving Permit within (60) days of employment and a driving record to the insurance provider.
- Valid Florida Class "A" Commercial Driver License within six (6) months of employment and a driving record acceptable to the insurance provider.
- Florida Department of Transportation Temporary Traffic Control (TTC) – Basic Level Certification within six (6) months of employment.
- Florida Department of Transportation Temporary Traffic Control (TTC) – Intermediate Level Certification within one (1) year of employment.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (45 pounds and over)
- Ability to access, input, and retrieve information from a computer.
- Reaching
- Climbing
- Walking
- Standing
- Kneeling
- Bending
- Stooping

**VACCINATIONS:**

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

**ENVIRONMENTAL CONDITIONS:**

- Works outside in various weather conditions with dust, fumes, gases, chemicals, solvents, uneven surfaces
- Works in or with moving vehicles and traffic
- Works on equipment with heights (up to 10 feet)

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Revised 10/01/2020



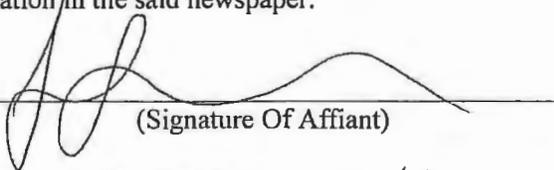
# The Villages<sup>®</sup> DAILY SUN

Published Daily  
Lady Lake, Florida  
State of Florida  
County Of Lake

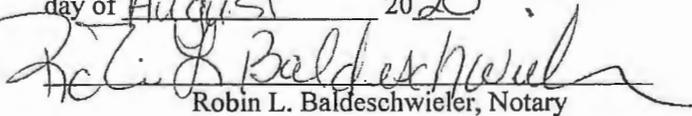
Before the undersigned authority personally appeared **Jackie Lancero**, who on oath says that she is Legal Ad Coordinator of the DAILY SUN, a daily newspaper published at Lady Lake in Lake County, Florida with circulation in Lake, Sumter and Marion Counties; that the attached copy of advertisement, being a Legal #00957646 in the matter of **NOTICE OF REQUEST FOR QAULIFICATIONS**

was published in said newspaper in the issues of  
**AUGUST 7, 2020**

Affiant further says that the said Daily Sun is a newspaper published at Lady Lake in said Lake County, Florida, and that the said newspaper has heretofore been continuously published in said Lake County, Florida each week and has been entered as second class mail matter at the post office in Lady Lake, in said Lake County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisements; and affiant further says that he has neither paid nor promised any person, firm, or Corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for Publication in the said newspaper.

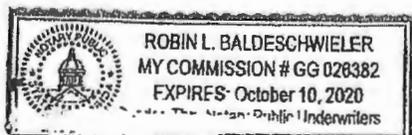
  
(Signature Of Affiant)

Sworn to and subscribed before me this 10  
day of August 2020.

  
Robin L. Baldeschwieler, Notary

Personally Known X or  
Production Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

Attach Notice Here:



## REQUEST FOR QUALIFICATIONS (RFQ)

Notice is hereby given that the Sumter County Board of County Commissioners (BOCC) will receive qualification packages for the following: "RFQ 036-0-2020/RS Sumter County Pavement Management Services".

RFQ information is available upon request by calling (352) 689-4400, by coming to Sumter County Purchasing Division, 319 E. Anderson Avenue, Bushnell, Florida 33513, or by contacting Demand Star at 1-800-711-1712 or [www.DemandStar.com](http://www.DemandStar.com).

All inquiries and questions regarding this request for qualifications must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Mrs. Becky Segrest, Assistant Purchasing Agent/Logistics Manager  
Mailing Address: 319 E. Anderson Avenue, Bushnell, Florida 33513  
E-mail: [Becky.Segrest@sumtercountyfl.gov](mailto:Becky.Segrest@sumtercountyfl.gov)  
Fax: (352) 689-4401

The deadline for submission of questions relating to the RFQ shall be August 21, 2020 by 5:00 p.m. A copy of the RFQ must be obtained in order to view the items being requested by BOCC.

All RFQ packages are due by 1:30 p.m. on September 9, 2020 to the address listed above. Late submittals will not be opened. RFQ submittals must be clearly marked as: "RFQ 036-0-2020/RS Sumter County Pavement Management Services".

Upon submission, all RFQ packages will become the property of the BOCC, who has the right to use any or all ideas presented in any packages submitted in response to this RFQ, whether or not the RFQ is accepted. Qualification packages will be opened at 1:35 p.m. on September 9, 2020 in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513.

The Selection Committee shall meet on September 11, 2020 at 11:30 a.m. in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513 to review and discuss the qualification packages.

If deemed necessary, Vendor Presentations will be conducted on September 16, 2020 at 9:00 a.m. in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513.

The Selection Committee's recommendation for contract negotiations will be presented to the BOCC on September 22, 2020.

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
SUMTER COUNTY, FLORIDA  
#00957646 August 7, 2020



Three (3) printed copies and one (1) electronic copy	Only 2 copies were included	Included	Included	Included	Included	Included
E-Verify Certification Form	Included	Included	Included	Included	Included	Included
Electronic signature page from the DHS MOU	Included	Missing	Missing	Missing	Included	Included
Qualification Document Checklist	Included	Included	Included	Included	Included	Included
Certificate of Insurability	Included	Included	Included	Included	Included	Included

The meeting adjourned at 12:10 p.m.

Engineering & Research International and IMS Infrastructure Management Services, LLC were deemed non-responsive/non-responsible as the missing documents were mandatory documents (per page 11) and must accompany the submittal of the qualification package.

Transmap and EXP U.S. Services, Inc. were given 24 business hours to submit the missing electronic signature page from the Department of Homeland Security. Per page 11 of the RFQ document, if submitted within 24 business hours and found in compliance with the purchasing standards, the submittals will be deemed to have minor discrepancies.

Both Transmap and EXP U.S. Services, Inc. submitted their missing forms and both were in compliance.

**PART 3**

**QUALIFICATION DOCUMENTS CHECKLIST OF ITEMS REQUIRED TO BE SUBMITTED**

The following documents and forms in the following arrangement must accompany each RFQ or alternate RFQ submitted:

**Documents that are mandatory and MUST accompany the submittal of the qualification package in order for the submission to be considered:**

- One (1) original qualification package, clearly labeled "Original"
- RFQ Cover Page. This is to be used as the first page of the RFQ. This form must be fully completed and signed by an authorized officer of the vendor.
- Proposer Certification / Addenda Acknowledgement Form
- Statement of General Terms and Conditions
- A sworn, notarized Statement of Contractor's Experience and Personnel *missing form included notarized sheet*
- A sworn, notarized Drug Free Work Place Certificate must accompany each qualification submittal or alternate submittal.
- A sworn, notarized Statement of Public Entity Crimes
- A separate sheet or sheets, clearly identified and numbered, of Exceptions or Deviations from the minimum specifications (if applicable).
- Anti-Collusion Statement
- Hold Harmless Agreement

**Documents that are required as part of the submittal but will be considered minor discrepancies if turned in within 24 business hours (Monday – Friday 8:00 a.m. to 5:00 p.m.) after opening of the RFQ package and are found to be in compliance with the purchasing standards of Sumter County:**

- Three (3) printed copies of the qualification package in its entirety; and one (1) electronic single PDF version not password protected of the original submitted qualification package in its entirety. *only 2 copies*
- E-Verify Certification Form
- Electronic signature page of the E-Verify Memorandum of Understanding from the Department of Homeland Security. This must be dated prior to the RFQ due date.
- Qualification Document Checklist of Items Required to be Submitted
- A Certificate of Insurability, acceptable to the County, shall accompany each submittal or alternate submittal, in the amounts as prescribed by State and Sumter County BOCC .
  - o All insurance policies shall be written on companies authorized to do business in the State of Florida and satisfactory to the Sumter County BOCC. Prior to commencing services pursuant to the award of this bid, the Contractor shall furnish to the Sumter County BOCC certificates of insurance showing the required coverage has been procured and paid for in advance. Within

**PART 3**

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**PART 3**

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**PART 3**

**QUALIFICATION DOCUMENTS CHECKLIST OF ITEMS REQUIRED TO BE SUBMITTED**

The following documents and forms in the following arrangement must accompany each RFQ or alternate RFQ submitted:

**Documents that are mandatory and MUST accompany the submittal of the qualification package in order for the submission to be considered:**

- One (1) original qualification package, clearly labeled "Original"
- RFQ Cover Page. This is to be used as the first page of the RFQ. This form must be fully completed and signed by an authorized officer of the vendor.
- Proposer Certification / Addenda Acknowledgement Form
- Statement of General Terms and Conditions
- A sworn, notarized Statement of Contractor's Experience and Personnel
- A sworn, notarized Drug Free Work Place Certificate must accompany each qualification submittal or alternate submittal.
- A sworn, notarized Statement of Public Entity Crimes
- A separate sheet or sheets, clearly identified and numbered, of Exceptions or Deviations from the minimum specifications (if applicable).
- Anti-Collusion Statement
- Hold Harmless Agreement

**Documents that are required as part of the submittal but will be considered minor discrepancies if turned in within 24 business hours (Monday – Friday 8:00 a.m. to 5:00 p.m.) after opening of the RFQ package and are found to be in compliance with the purchasing standards of Sumter County:**

- Three (3) printed copies of the qualification package in its entirety; and one (1) electronic single PDF version not password protected of the original submitted qualification package in its entirety.
- E-Verify Certification Form
- Electronic signature page of the E-Verify Memorandum of Understanding from the Department of Homeland Security. This must be dated prior to the RFQ due date.
- Qualification Document Checklist of Items Required to be Submitted
- A Certificate of Insurability, acceptable to the County, shall accompany each submittal or alternate submittal, in the amounts as prescribed by State and Sumter County BOCC .
  - o All insurance policies shall be written on companies authorized to do business in the State of Florida and satisfactory to the Sumter County BOCC. Prior to commencing services pursuant to the award of this bid, the Contractor shall furnish to the Sumter County BOCC certificates of insurance showing the required coverage has been procured and paid for in advance. Within

**SIGN – IN SHEET**

**DATE:** 9-9-20

**TIME:** 1:35 pm PWT

**BID/RFP/RFQ NAME:** 036-0-2020

- Pre-Bid/Proposal/Qualifications Meeting
- Bid/RFP/RFQ Opening
- Selection Committee Meeting
- Vendor Presentations / Selection Committee Meeting

**Please list all the companies you are representing beside your name.**

**NAME**

**COMPANY**

Becky Segrest

Bocc Purchasing

Shailesh Patel

Bocc/PW

~~Shawn K...~~

↓ ↓

Jackie Valdez

Bocc Purchasing

Emilee Mc...

Bocc Purchasing

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Selection Committee Meeting Minutes for RFQ 036-0-2020/RS Sumter County Pavement Management Services.

The meeting was held on September 11, 2020 at 11:30 a.m. in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, FL, 33513.

Shailesh Patel, Assistant Public Works Director and Steven Cohoon, Engineer were present on behalf of the Selection Committee. Deborah Snyder had an emergency out of the office but left her scoring sheets and notes with the Purchasing Division to be presented in the open meeting to the remainder of the committee members.

Becky Segrest, Assistant Purchasing Agent and Logistics Manager, Emily Morrison, Purchasing Technician, and Jackie Valdez, Purchasing Technician were present on behalf of the Purchasing Division.

Becky announced that if deemed necessary, vendor presentations will be held September 16, 2020 starting at 9:00 a.m. in the Public Works Training Room. The final recommendation of the Selection Committee will go to the Sumter County Board of County Commissioners (BOCC) for award and to enter into contract negotiations on September 22, 2020.

The Selection Committee submitted their scoring of the RFQ submittals as follows:

<b>Committee Member</b>	<b>MC Squared, Inc.</b>	<b>EXP U.S. Services, Inc.</b>	<b>Applied Pavement Technology</b>	<b>Transmap Corporation</b>
Deborah Snyder	4.30	3.50	3.20	4.80
Shailesh Patel	4.45	4.65	4.40	4.20
Steven Cohoon	4.90	4.50	5.00	2.90
<b>TOTAL</b>	<b>13.65</b>	<b>12.65</b>	<b>12.60</b>	<b>11.90</b>

The Selection Committee agreed that, based on background and resume, they would recommend going into contract negotiations with MC Squared, Inc.

The meeting adjourned at 11:59 a.m.

MC Squared, Inc.  
9/10/2020  
Robert Snyder

**PART 2  
EVALUATION AND AWARD**

**RFQ EVALUATION**

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ICC IS SUB FOR PCI COLLECTION

**Scoring for all RFQ's**

	Score	X	Weight	=	Rating	
1. Qualifications and experience of key personnel with similar projects and services.	4		.50		2.0	HAVE LOCAL FL EXPERIENCE BUT MORE AS GEOTECH FIRM
2. Experience with the latest version of Paver.	5		.20		1.0	Recent exp. with City of Tampa with Paver
3. Experience collecting, delivering, and utilizing pavement condition index (PCI) inspections.	4		.20		0.8	ICC EXPERIENCE NOT LISTED OTHER THAN CITY OF TAMPA
4. Submittal quality and completeness of qualifications package.	5		.10		0.5	Followed Scope to Address how they would perform
TOTAL					4.3	
SCORE:						

E. Morrison

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine if Consultant presentations are necessary. Consultant presentations are usually held if the scores are tied or very close. This determination is solely up to the Selection Committee. If presentations are not necessary, the Consultant that receives the highest number of points collectively from all Selection Committee members will be selected for nomination to the BOCC for the contract award.

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Sumter County will provide a projector and a projector screen. All other equipment or hand-outs must be provided by the presenting Consultant. If a Consultant does bring handouts a total of four (4) copies are required.

The scoring criteria listed below will be used by the Selection Committee to score consultant presentations and

Shrikesh Patel

9/11/20

MC2

**PART 2  
EVALUATION AND AWARD**

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**Scoring for all RFQ's**

	Score	X	Weight	=	Rating
1. Qualifications and experience of key personnel with similar projects and services.	<u>4.5</u>		<u>.50</u>		<u>2.25</u>
2. Experience with the latest version of Paver.	<u>4.5</u>		<u>.20</u>		<u>0.9</u>
3. Experience collecting, delivering, and utilizing pavement condition index (PCI) inspections.	<u>4</u>		<u>.20</u>		<u>0.8</u>
4. Submittal quality and completeness of qualifications package.	<u>5</u>		<u>.10</u>		<u>0.5</u>
TOTAL					
SCORE:					<u>4.45</u>

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*B. Segrest*

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine if Consultant presentations are necessary. Consultant presentations are usually held if the scores are tied or very close. This determination is solely up to the Selection Committee. If presentations are not necessary, the Consultant that receives the highest number of points collectively from all Selection Committee members will be selected for nomination to the BOCC for the contract award.

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MC<sup>2</sup>  
 Steven Johnson  
 9/11/2020

**PART 2  
 EVALUATION AND AWARD**

**RFQ EVALUATION**

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**Scoring for all RFQ's**

	Score	X	Weight	=	Rating
1. Qualifications and experience of key personnel with similar projects and services.	<u>5</u>		<u>.50</u>		<u>2.5</u>
2. Experience with the latest version of Paver.	<u>5</u>		<u>.20</u>		<u>1</u>
3. Experience collecting, delivering, and utilizing pavement condition index (PCI) inspections.	<u>5</u>		<u>.20</u>		<u>1</u>
4. Submittal quality and completeness of qualifications package.	<u>4</u>		<u>.10</u>		<u>.4</u>
TOTAL					<u>4.9</u>
SCORE:					<u>4.9</u>

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*E. Morrison*

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EX-1  
9/10/2020  
*Deborah Bryden*

**PART 2  
EVALUATION AND AWARD**

**RFQ EVALUATION**

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*ARRB-Sub - NO FL EXPERIENCE  
Carbin.ai-Sub - NOT IN SCOPE*

Scoring for all RFQ's

	Score	X	Weight	=	Rating	
1. Qualifications and experience of key personnel with similar projects and services.	<u>3</u>		<u>.50</u>		<u>1.5</u>	<i>GOOD P.M. NOT FL P.E.</i>
2. Experience with the latest version of Paver.	<u>4</u>		<u>.20</u>		<u>0.8</u>	<i>PAVEMENT MGMT EXP IN GA NOT PAVER</i>
3. Experience collecting, delivering, and utilizing pavement condition index (PCI) inspections.	<u>4</u>		<u>.20</u>		<u>0.8</u>	<i>FL EXP. NOT IN PVT. MGMT</i>
4. Submittal quality and completeness of qualifications package.	<u>4</u>		<u>.10</u>		<u>0.4</u>	
<b>TOTAL</b>						
<b>SCORE:</b>					<u>3.5</u>	<i>E. Morrison</i>

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Shailesh Patel

9/11/20

exp

**PART 2  
EVALUATION AND AWARD**

**RFQ EVALUATION**

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**Scoring for all RFQ's**

	Score	X	Weight	=	Rating
1. Qualifications and experience of key personnel with similar projects and services.	<u>5</u>		<u>.50</u>		<u>2.25</u>
2. Experience with the latest version of Paver.	<u>5</u>		<u>.20</u>		<u>1.0</u>
3. Experience collecting, delivering, and utilizing pavement condition index (PCI) inspections.	<u>4.5</u>		<u>.20</u>		<u>0.9</u>
4. Submittal quality and completeness of qualifications package.	<u>5</u>		<u>.10</u>		<u>0.5</u>
TOTAL					
SCORE:					<u>4.65</u>

*B. Segrest*

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*Stennis Adams*  
 EXP  
 9/11/2020

**PART 2  
 EVALUATION AND AWARD**

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**Scoring for all RFQ's**

Score X Weight = Rating

1. Qualifications and experience of key personnel with similar projects and services.	<u>4</u>	.50	<u>2</u>
2. Experience with the latest version of Paver.	<u>5</u>	.20	<u>1</u>
3. Experience collecting, delivering, and utilizing pavement condition index (PCI) inspections.	<u>5</u>	.20	<u>1</u>
4. Submittal quality and completeness of qualifications package.	<u>5</u>	.10	<u>.5</u>
TOTAL			<u>4.5</u>
SCORE:			<u>4.5</u>

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*E. Merriam*

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Applied Pavement Tech,  
9/10/2020  
*[Signature]*

**PART 2  
EVALUATION AND AWARD**

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**Scoring for all RFQ's**

	Score	X	Weight	=	Rating
1. Qualifications and experience of key personnel with similar projects and services.	<u>3</u>		.50		<u>1.5</u>
2. Experience with the latest version of Paver.	<u>4</u>		.20		<u>0.8</u>
3. Experience collecting, delivering, and utilizing pavement condition index (PCI) inspections. <i>NO GOOD FL EXPERIENCE</i>	<u>3</u>		.20		<u>0.6</u>
4. Submittal quality and completeness of qualifications package.	<u>3</u>		.10		<u>0.3</u>
TOTAL					
SCORE:					<u>3.2</u>

*MIAMI ONLY ONE FL CLIENT - NOT SIMILAR TO COUNTY  
VERY GOOD PAVER EXPERIENCE BUT WANT TO CHANGE OUR GRADING CRITERIA*

*E. Morrison*

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Shailesh Patel

9/11/20

Applied Pavement

**PART 2  
EVALUATION AND AWARD**

**RFQ EVALUATION**

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	Score	X	Weight	=	Rating
1. Qualifications and experience of key personnel with similar projects and services.	<u>4.5</u>		<u>.50</u>		<u>2.25</u>
2. Experience with the latest version of Paver.	<u>4.5</u>		<u>.20</u>		<u>0.9</u>
3. Experience collecting, delivering, and utilizing pavement condition index (PCI) inspections.	<u>4</u>		<u>.20</u>		<u>0.8</u>
4. Submittal quality and completeness of qualifications package.	<u>4.5</u>		<u>.10</u>		<u>0.45</u>
TOTAL					
SCORE:					<u>4.40</u>

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*E. Newen*

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*[Handwritten Signature]*  
 APT, inc.  
 9/11/2020

**PART 2  
 EVALUATION AND AWARD**

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**Scoring for all RFQ's**

	Score	X	Weight	=	Rating
1. Qualifications and experience of key personnel with similar projects and services.	5		.50		2.5
2. Experience with the latest version of Paver.	5		.20		1
3. Experience collecting, delivering, and utilizing pavement condition index (PCI) inspections.	5		.20		1
4. Submittal quality and completeness of qualifications package.	5		.10		0.5
<b>TOTAL</b>					5
<b>SCORE:</b>					5

*[Handwritten Signature]*

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TRANSMAP CORP  
9/10/2020  
*[Signature]*

**PART 2  
EVALUATION AND AWARD**

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Scoring for all RFQ's

	Score	X	Weight	=	Rating	
1. Qualifications and experience of key personnel with similar projects and services.	<u>5</u>		.50		<u>2.5</u>	MANY FL PROJECTS PAVEMENT MGMT IS ONLY SERVICE
2. Experience with the latest version of Paver.	<u>5</u>		.20		<u>1</u>	MICRO PAVER TRAINED & EXPERIENCE
3. Experience collecting, delivering, and utilizing pavement condition index (PCI) inspections.	<u>5</u>		.20		<u>1</u>	VAST EXPERIENCE W/ PCI DATA COLLECTION
4. Submittal quality and completeness of qualifications package.	<u>3</u>		.10		<u>0.3</u>	
TOTAL						
SCORE:					<u>4.8</u>	BONUS: CITY WORKS EXPERIENCE

↑  
DID NOT TIE COUNTY'S CRITERIA INTO PACKAGE

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*[Signature]*

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Shailesh Patel

9/11/20

Transmap

**PART 2  
EVALUATION AND AWARD**

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**Scoring for all RFQ's**

	Score	X	Weight	=	Rating
1. Qualifications and experience of key personnel with similar projects and services.	<u>4</u>		<u>.50</u>		<u>2</u>
2. Experience with the latest version of Paver.	<u>4</u>		<u>.20</u>		<u>0.8</u>
3. Experience collecting, delivering, and utilizing pavement condition index (PCI) inspections.	<u>5</u>		<u>.20</u>		<u>1.0</u>
4. Submittal quality and completeness of qualifications package.	<u>4</u>		<u>.10</u>		<u>0.4</u>
TOTAL					
SCORE:					<u>4.20</u>

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

*E. Mervise*

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine if Consultant presentations are necessary. Consultant presentations are usually held if the scores are tied or very close. This determination is solely up to the Selection Committee. If presentations are not necessary, the Consultant that receives the highest number of points collectively from all Selection Committee members will be selected for nomination to the BOCC for the contract award.

If Consultant presentations are deemed necessary, the Consultants will be contacted to schedule their presentations. Presentations will be a total of 45 minutes. Each consultant will have up to 30 minutes for their presentation and 15 minutes for questions and answers with the Selection Committee. Presentations will be timed and terminated if they extend beyond 30 minutes. Consultant presentations meetings will not be open to the public per F.S. 119.071 relating to House Bill 7223.

Sumter County will provide a projector and a projector screen. All other equipment or hand-outs must be provided by the presenting Consultant. If a Consultant does bring handouts a total of four (4) copies are required.

The scoring criteria listed below will be used by the Selection Committee to score consultant presentations and

*Steven Blum*  
 Transmap Corporation  
 9/11/2020

**PART 2  
 EVALUATION AND AWARD**

**RFQ EVALUATION**

This Request for Qualification includes following all the procedures in this document and sending the sealed RFQ information to the Sumter County BOCC by the due date and time. Once RFQ's are received, the Selection Committee members will independently review each submittal and score each RFQ based on the evaluation criteria. All RFQ's received in accordance with this Request for Qualification will be evaluated using the following criteria.

**Scoring for all RFQ's**

	Score	X	Weight	=	Rating
1. Qualifications and experience of key personnel with similar projects and services.	<u>3</u>		<u>.50</u>		<u>1.5</u>
2. Experience with the latest version of Paver.	<u>2</u>		<u>.20</u>		<u>0.4</u>
3. Experience collecting, delivering, and utilizing pavement condition index (PCI) inspections.	<u>4</u>		<u>.20</u>		<u>0.8</u>
4. Submittal quality and completeness of qualifications package.	<u>2</u>		<u>.10</u>		<u>0.2</u>
<b>TOTAL</b>					<u>2.9</u>
<b>SCORE:</b>					<u>2.9</u>

*E. Morrison*

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine if Consultant presentations are necessary. Consultant presentations are usually held if the scores are tied or very close. This determination is solely up to the Selection Committee. If presentations are not necessary, the Consultant that receives the highest number of points collectively from all Selection Committee members will be selected for nomination to the BOCC for the contract award.

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The scoring criteria listed below will be used by the Selection Committee to score consultant presentations and





**AGREEMENT FOR ON CALL EMERGENCY FEEDING SUPPORT FOR  
EMERGENCY OPERATIONS SERVICES**

**THIS AGREEMENT** (hereinafter referred to as “Agreement”) is made and entered into this 22<sup>th</sup> day of September, 2020, by and between **Board of Sumter County Commissioners** (hereinafter referred to as "Board," or “County”), whose address is 7375 Powell Road, Wildwood, Florida 34785, and Mojo Grill 200, LLC Mojo Grill and Catering (hereafter referred to as "Vendor"), whose address is 2015 SW 17<sup>th</sup> Street, Ocala, Florida 34471.

**RECITALS**

WHEREAS, the Board has need of professional services for RFP 034-0-2020/RS; and

WHEREAS, the parties desire to enter into a written agreement outlining the duties, responsibilities and compensation of Vendor, based on the Vendor's response to RFP 034-0-2020/RS On Call Emergency Feeding Support for Emergency Operations.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The relationship of the Vendor to the Board will be that of a professional Vendor and the Vendor will provide the professional and technical services required under this Agreement in accordance with acceptable professional practices and ethical standards applicable to Vendor's profession, and Vendor will endeavor to provide to the Board prompt and efficient feeding services to the best of its ability.
2. Vendor is hereby retained and employed as a Sumter County Contactor, and will work with the Board to provide services in accordance with the scope of work outlined in RFP 034-0-2020/RS.
3. The term of this Agreement shall commence on September 22, 2020 and continue in full force for two (2) years through September 21, 2022 (the “Initial Term”) with two, one-year options to renew, unless otherwise terminated as provided in paragraph four (4) of this Agreement. The term of this Agreement does not relieve the Vendor of any future responsibility as described in paragraph six (6) of this Agreement.
4. This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party at the address designated in this Agreement for receiving such notice. If this Agreement is terminated, Vendor shall be authorized to receive payment for all work performed up to the date of termination.
5. With regard to compensation paid to Contractor, Contractor shall furnish to the Board an itemized invoice detailing all of Contractors hours, services, expenses and any other services utilized by the Board. The invoice shall be itemized pursuant to and in accordance with the Fee Schedule, attached hereto as Exhibit A, and incorporated herein *in haec verba*. Contractor shall submit all invoices pursuant to the Local Government Prompt Payment Act, F.S. 218. Contractor acknowledges and agrees that the rates set forth in the Fee Schedule shall remain fixed throughout the duration of this Agreement, including both the Initial Term and any Renewal Term, and thereafter shall only be adjusted by mutual written agreement of both parties.

6. General Considerations.

- a. All reports, drawings, designs, specifications, notebooks, computations, details, and calculation documents prepared by Vendor and presented to the Board pursuant to this Agreement are and remain the property of the Board as instruments of service.
- b. All analyses, data, documents, models, modeling, reports and tests performed or utilized by Vendor shall be made available to the Board upon request and shall be considered public records.
- c. Vendor is required to: (i) keep and maintain public records required by Board; (ii) upon request from Board's custodian of public records, provide Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a reasonable or as otherwise provided by law; (iii) ensure that public records that are exempt or, confidential and exempt, from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of this Agreement if Vendor does not transfer the records to Board; (iv) upon completion of this Agreement, transfer, at no cost, to Board all public records in possession of Vendor or keep and maintain public records required by Board.
- d. If Vendor transfers all public records to Board upon completion of this Agreement, Vendor shall destroy any duplicate public records that are exempt or, confidential and exempt, from public records disclosure requirements. If Vendor keeps and maintains public records upon completion of this Agreement, Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Board, upon request from Board's custodian of public records, in a format that is compatible with the information technology systems of Board.
- e. Vendor shall keep all books, records, files, drawings, plans and other documentation, including all electronically stored items, which concern or relate to the services required hereunder (the "Records"), for a minimum of five (5) years from the date of expiration or suspension of this Agreement, or as otherwise required by any applicable law, whichever date is later. The Board shall have the right to order, inspect, and copy all the Records as often as it deems necessary during any such period-of-time. The right to audit, inspect, and copy Records shall include all of the records of sub-Vendors (if any).
- f. Vendor 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.
- g. **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 [Records@sumtercountyfl.gov](mailto:Records@sumtercountyfl.gov).**
- h. Vendor shall, at all times, carry General Liability, and Worker's Compensation Insurance pursuant to the insurance requirements in RFP 034-0-2020/RS, naming Board as both a certificate holder and an additional insured in each such policy.
- i. Upon Vendor's written request, the Board will furnish, or cause to be furnished, such reports, studies, instruments, documents, and other information as Vendor and Board mutually deem necessary, and Vendor may rely upon same in performing the services required under this Agreement.
- j. Vendor is obligated by this agreement to comply with Section 20.055(5), Florida Statutes.

- k. Any entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsive contractor may not submit a bid.
7. The Vendor may be required to provide additional services to the Board on challenges, public protests, administrative hearings or similar matters. The Vendor shall be available to represent the Board, serve as an expert witness, and provide supporting documentation as necessary. Should any other professional services be called for by the Board that are not otherwise set forth in this Agreement or any of its attachments or exhibits, charges for these services shall be agreed upon in advance by the parties hereto.
8. The Contract Documents, which comprise the entire Contract between Board and Vendor and which are further incorporated herein by reference, consist of the following:
  - a. RFP 034-0-2020/RS
  - b. Vendor's Proposal in Response to RFP 034-0-2020/RS
  - c. This Agreement
  - d. Permits / Licenses
  - e. All Proposal Addenda Issued Prior to Opening Date
  - f. All Modifications and Change Orders Issued
9. Vendor shall be solely and entirely responsible for its tortious acts and for the tortious acts of its agents, employees, or servants during the performance of this Agreement. Vendor shall indemnify and save harmless the Board, its agents, employees and officers from and against all liabilities, claims, demands, or actions at law and equity including court costs and attorney's fees that may hereafter at any time be made or brought by anyone for the purposes of enforcing a claim on account of any injury or damage allegedly caused or occurring to any person or property in which was caused in whole or in part by any tortious, wrongful, or intentional acts or omissions of Vendor, its agents, or employees during performance under this Agreement. The foregoing is not intended, and shall not be construed, as a waiver by Board of the benefits of Section 768.28, *Florida Statutes*.
10. Vendor is, and shall be, in the performance of all services and activities under this Agreement, an independent contractor, and not an employee, agent, or servant of Board; and no provisions of Board's personnel policies shall apply to this Agreement. None of the benefits provided by Board to its employees including, but not limited to, worker's compensation insurance and unemployment insurance, are available from Board to Vendor, or its employees, agents or servants. Vendor assumes responsibility for payment of all federal, state and local taxes imposed or required of Vendor including but not limited to FICA, FUTA, unemployment insurance, Social Security and income tax laws for which Vendor as employer is responsible. Vendor shall be solely responsible for any worker's compensation insurance required by law and shall provide the Board with proof of insurance upon demand. The parties agree that Board shall not: (a) pay dues, licenses or membership fees for Vendor; (b) require attendance by Vendor, except as otherwise specified herein; (c) control the method, manner or means of performing under this Agreement, except as otherwise specified herein; or (d) restrict or prevent Vendor from working for any other party.
11. **Force Majeure.** No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make payments to the other party hereunder)], when and to the extent such failure or delay is caused by or results

from the following force majeure events ("**Force Majeure Events**"): (a) acts of God; (b) flood, fire, earthquake or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, warlike operation, insurrection, rebellion, revolution, military or usurped power, sabotage or other civil unrest; (d) strikes, embargoes, blockades, labor stoppages, lockouts or slowdowns or other industrial disturbances or inability to obtain necessary materials or services (e) governmental delay regarding permits or approvals; (f) action by any governmental authority; (g) national or regional emergency; (h) shortage of adequate power or transportation facilities; or (j) other similar events beyond the reasonable control of the party impacted by the Force Majeure Event (the "**Impacted Party**") and provided further, however, that such performance shall be resumed and completed with due diligence and reasonable dispatch as soon as the contingency causing the delay or impossibility shall abate.

12. **Attorney's Fees; and Costs of Enforcement.** In the event suit is commenced to enforce this Agreement, costs of said suit including reasonable attorneys' fees in all proceedings, trials, investigations, appearances, appeals and in any bankruptcy proceeding or administrative proceeding shall be paid to the prevailing party by the non-prevailing party. In the event of default by either party hereto, the defaulting party shall be liable for all costs and expenses, including reasonable attorney' s fees and costs incurred by the other party in enforcing its rights hereunder, whether litigation be instituted or not, at the trial court and appellate court level.
13. **Law of the Agreement; Jurisdiction and Venue.** The Parties agree that the laws of the State of Florida shall govern any dispute arising from or related to this Agreement. The Parties to this Agreement agree that venue and jurisdiction is mandated to lie only in the state courts located in Sumter County, Florida. Removal of this case to federal court is not permitted. Litigation in federal court is precluded by agreement of the parties hereto. If, even though precluded by agreement of the Parties hereto, litigation arising from or based upon this contract should be mandated by a court of competent jurisdiction issued pursuant to a duly noticed hearing giving Sumter County adequate time to respond and all of the benefits of due process to lie in the proper venue or jurisdiction of a federal court, that federal court shall only be in the Middle District of Florida, Ocala Division. The Parties further agree that entry into this agreement constitutes irrevocable consent that the exclusive venue for any such dispute shall lie solely in the state or county courts in and for Sumter County, Florida. The Parties expressly and irrevocably waive any right(s) to removal of any such dispute to any federal court, unless the federal court has exclusive jurisdiction; in such cases, the parties agree that the exclusive venue for any such disputes shall be the United States District Court, in and for the Middle District of Florida, Ocala Division. Process in any action or proceeding referred to in this paragraph may be served on any party anywhere in the world, such party waives any argument that said party is not subject to the jurisdiction of the state courts located in Sumter County, Florida and that the laws of the state of Florida.
14. **Entire Agreement.** This Agreement contains the entire agreement of the Parties and may not be changed except by written agreement duly executed by the Parties hereto. This Agreement supersedes any prior understandings or agreements between the Parties, and there are no representations, warranties, or oral agreements other than those expressly set forth herein.
15. **Assignment.** This Agreement shall not be assigned nor may any portion of the obligations contemplated in this Agreement be subcontracted to another party without prior written approval of County. No such approval by County of any assignment or subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation of County. All such

assignments and subcontracts shall be subject to the terms and conditions of this Agreement and to any conditions of approval that County shall deem necessary.

16. **Compliance with Licenses, Permits, and Applicable Laws.** In performing services hereunder, Vendor shall comply with all federal, state and local laws and regulations. Vendor shall be responsible for identifying and obtaining all permits necessary to complete the scope of services. Vendor shall be responsible for obtaining, at its sole cost and expense, all necessary license licenses and other governmental approvals required in order for Vendor to provide the type of services required hereunder.
17. **E-Verify:** system established by the U.S. Department of Homeland Security to determine the immigration and work-eligibility status of prospective employees.
18. The Vendor agrees to certify to the Board that Vendor is in compliance with the federal E-Verify program, including obtaining written certification from all sub-Vendors who will participate in the performance of scope of services contemplated in this Agreement. All sub-Vendor certifications must be kept on file by the Vendor and made available to the state and/or the Board upon request. The Board reserves the right to take action against any Vendor deemed to be non-compliant; potential actions may include, but are not limited to, cancellation of this Agreement and/or suspending or debaring the Vendor from performing services for the County.
19. **Conflict of Interest.** Vendor shall notify Board in writing of any commitments during the term of this Agreement which may constitute a potential or actual conflict of interest with respect to the scope of services to be performed for the Board.
20. **Corporate Status; Change of Ownership.** If Vendor is a non-governmental, corporate entity:
  - a. *Corporate Status.* Vendor shall ensure that the corporate status shall continuously be in good standing and active and current with the state of its incorporation and the State of Florida and at all times throughout the Term, and any renewal or extension hereof. Failure of the Vendor to keep its corporate status active and current shall constitute a material breach under the terms of this Agreement.
  - b. *Change of Ownership.* Vendor shall notify County immediately upon any change in corporate ownership or any substitution of the key professional assigned (the "Key Person") to perform under this Agreement ("Change of Ownership"). County shall have the option of cancelling this Agreement if a Change of Ownership is not suitable to it, provided however, no cancellation shall relieve the Vendor of its obligations to perform the work described herein or for liability for breach of same. A Change of Ownership means the occurrence of any one or more of the following: a sale, lease, or other disposition of 50% or more of the interest or assets of the company or corporation; a merger, reverse merger or consolidation with another entity; a transaction wherein a third-party becomes the beneficial owner having fifty (50%) percent or more interest in the corporation or company; or fifty (50%) percent or more of the total number of votes that may be cast for any act of the entity.
21. **Default.** Neither Party shall declare the other party in default of any provision of this Agreement without giving the other party at least ten (10) days advance written notice of intention to do so, during which time the other party shall have the opportunity to remedy the default. The notice shall specify the default with particularity.

22. **Dispute Resolution.** All disputes arising out of or in connection with this Agreement shall be attempted to be settled through good-faith negotiation between the Parties, followed if necessary within thirty (30) days by professionally-assisted mediation. Any mediator so designated must be acceptable to each Party. The mediation will be conducted as specified by the mediator and agreed upon by the Parties. The Parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the dispute. The mediation will be treated as a settlement discussion and therefore will be confidential. The mediator may not testify for either Party in any later proceeding relating to the dispute. No recording or transcript shall be made of the mediation proceedings. Each Party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the Parties. Failing resolution through negotiation or mediation, either Party may file an action in a court of competent jurisdiction or other appropriate remedy available in law or equity as defined herein below.
23. **Jointly Drafted.** The Parties agree that this Agreement is entered into knowingly and voluntarily, after having the opportunity to fully discuss it with an attorney. Having had the opportunity to obtain the advice of legal counsel to review, comment upon, and redraft this Agreement, the Parties agree that this Agreement shall be construed as if the parties jointly prepared it so that any uncertainty or ambiguity shall not be interpreted against any one party and in favor of the other.
24. **Parties Acknowledgement; Parties Bound.** The Parties acknowledge that they have read this Agreement, and that they understand the terms and conditions herein and that the terms have been fully and completely explained to the Parties prior to the execution thereof. Each party acknowledges that the other party has made no warranties, representations, covenants, or agreements, express or implied, except as expressly contained in this Agreement. Further, the Parties have caused this Agreement to be executed on their respective behalf by the authorized officer whose signature appears below under their respective name, to be effective as of the date first written above. This Agreement shall inure to the benefit of and be binding upon the Parties, their successors, heirs, and personal representatives.
25. **Waiver.** The waiver by any party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by any party.
26. **Time is of the Essence.** Time shall be of the essence of this Agreement.
27. **Survivability.** Any provision of this Agreement which obligates any of the Parties to perform an obligation either before the commencement of the Term or after the expiration of the Term, or any renewal or extension thereof, shall be binding and enforceable notwithstanding that performance is not within the Term, and the same shall survive.
28. **Severability.** Whenever possible each provision and term of this Agreement will be interpreted in a manner to be effective and valid but if any provision or term of this Agreement is held to be prohibited or invalid, then such provision or term will be ineffective only to the extent of such prohibition or invalidity, without invalidating or affecting in any manner whatsoever the remainder of such provision or term or the remaining provisions or terms of this Agreement.
29. **Counterparts.** This Agreement may be executed in a number of identical counterparts and a facsimile or electronic/digital copy shall be treated as an original. If so executed, each of such counterparts is to be deemed an original for all purposes, and all such counterparts shall,

collectively, constitute one agreement. In making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

30. **Initiation of Litigation.** The Parties hereto understand and agree that Sumter County, a political subdivision of the state of Florida, and party hereto, is a governmental entity of limited funds that is dependent upon the income derived from taxpayers. Therefore, the Vendor entering into this agreement with Sumter County agrees that it will deposit, prior to initiating litigation (by filing a complaint or other pleading with a court of competent jurisdiction as described above herein, that requires a responsive pleading or other action by Sumter County) the irrevocable, nonrefundable sum of \$25,000 to the control of the Clerk of the Court in and for Sumter County, Florida or such other designated account as maybe designated by Sumter County. Said funds shall be used by Sumter County in any manner that Sumter County deems appropriate in its sole and absolute discretion.
31. **Section and Paragraph Headings.** Captions or paragraph headings herein contained are for organizational convenience only and shall not be constructed as material provisions of this agreement or to limit any provisions hereunder.
32. **Cooperation; Supplementary Actions.** All Parties agree to cooperate fully and to execute any supplementary documents, and to take any additional actions that may be necessary or appropriate to give full force and effect to the basic terms and intent of this Agreement, and which are not inconsistent with its terms.
33. **Miscellaneous.** Whenever the context shall so require, all words in this Agreement of one gender shall be deemed to include the other gender.
34. **Incorporation of Recitals.** Each of the WHEREAS clauses listed above are hereby re-alleged and incorporated into this Agreement as if otherwise fully stated herein.
35. **Notice.** Whenever any notice, demand or request is required or permitted hereunder, such notice, demand or request shall be made in writing and shall be personally delivered to the individuals listed below, sent via prepaid courier or overnight courier, or deposited in the United States mail, registered or certified, return receipt requested, postage prepaid, addressed to the addresses (and individuals) set forth below. No other form of electronic communications (Facebook, Twitter, Text) will be deemed Notice.

FOR THE BOARD	FOR THE VENDOR
_____	_____
Name: Bradley S. Arnold	Name: _____
Address: 7375 Powell Road, Wildwood, FL 34785	Address: _____
Title: County Administrator	Title: _____
Date: _____	Date: _____

IN WITNESS WHEREOF, the parties have signed this agreement the day and year first above written.

ATTEST:

SUMTER COUNTY  
BOARD OF COUNTY COMMISSIONERS

By: \_\_\_\_\_

\_\_\_\_\_

By: Chairman

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

ATTEST:

MOJO GRILL 200 LLC, MOJO GRILL AND  
CATERING

By: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

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

**PART 6  
EXHIBITS  
Exhibit A: Proposal Form**

Re: **Sumter County On Call Emergency Feeding Support for Emergency Operations**

Having carefully examined the RFP document and being familiar with the premises affecting the work, the undersigned proposes and hereby agrees to furnish all labor and material and to perform all work in accordance with said documents for the following:

<u>Description</u>	<u>Small Event Price Per Meal (50 – 100 people)</u>	<u>Medium Event Price Per Meal (101 – 200 people)</u>	<u>Large Event Price Per Meal (201 + people)</u>
Breakfast	\$19.61	\$18.20	\$17.00
Lunch	\$20.81	\$19.40	\$18.20
Dinner	\$24.41	\$23.00	\$21.80
Night Operations	\$24.41	\$23.00	\$21.80
<b>Restocking costs (if meals are cancelled with less than 24-hour notice)</b>			<b>\$750</b>

The above prices should include all set-up, food preparation, warming stations, serving equipment, plates, eating utensils and napkins.

The service to be furnished by us is hereby declared and guaranteed to be in conformance with the specifications of the County.

1. In submitting this Proposal, it is understood that the right is reserved by the Sumter County Board of County Commissioners to reject any and all proposals.
2. The Contractor hereby acknowledges the receipt of Addenda No. \_\_\_\_\_ issued during the proposal period and certifies their inclusion in the proposal. (Indicate "NONE" if no addendums were received).
3. The Undersigned agrees that this proposal will hold good for sixty (60) days from due date.
4. All request for information (RFI's) will be sent to Mrs. Becky Segrest for response.

Date: 5 August 2020

Mojo Grill LLC, Mojo Grill and Catering  
Contractor

By: Jamie Green

Title: Catering Director

Telephone: 352-598-9840

Address 2015 SW 17<sup>th</sup> Street Ocala FL 34471

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** Award and Enter into Contract Negotiations with Catlett & Company Inc. dba Catlett, Trigg and Associates for RFQ 035-0-2020/RS Sumter County On-Call Appraisal Services (Staff Recommends Approval).

**REQUESTED ACTION:** **Staff Recommends Approval**

**Meeting Type:** Regular Meeting

**DATE OF MEETING:** 9/22/2020

**CONTRACT:**  N/A

**Vendor/Entity:** Catlett & Company Inc.  
dba Catlett, Trigg &  
Associates

**Effective Date:**

**Termination Date:**

**Managing Division / Dept:** **Assistant County Administrator**

**BUDGET IMPACT:** To be determined through contract negotiations

**FUNDING SOURCE:**

**Type:** Annual

**EXPENDITURE ACCOUNT:**

**HISTORY/FACTS/ISSUES:**

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RFQ 035-0-2020/RS Sumter County On-Call Appraisal Services was broadcasted on 8/4/2020. Qualifications were due on 9/4/2020 at 10:30 a.m. and opened at 10:35 a.m. in the Training Room at 319 E. Anderson Avenue, Bushnell, FL 33513.

One (1) qualification package was received from the following firm:

1. Catlett & Company, Inc. dba Catlett, Trigg & Associates

The Selection Committee met on 9/8/2020 at 11:30 a.m. in the Training Room at 319 E. Anderson Avenue, Bushnell, FL to score the submittals. Scoring is listed below:

Catlett & Company Inc, dba Catlett, Trigg & Associates	10.00
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Based on the background and resume submitted, the Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to enter into contract negotiations with Catlett & Company Inc, dba Catlett, Trigg & Associates.

The following items are attached: legal ad, qualifications opening meeting minutes from 9/4/2020 and Selection Committee meeting minutes from 9/8/2020.

---

**Prepared by:** **Emilly Morrison**

**Grammarly Check**

## REQUEST FOR QUALIFICATIONS (RFQ)

Notice is hereby given that the Sumter County Board of County Commissioners (BOCC) will receive qualification packages for the following: “RFQ 035-0-2020/RS Sumter County On-Call Appraisal Services”.

RFQ information is available upon request by calling (352) 689-4400, by coming to Sumter County Purchasing Division, 319 E. Anderson Avenue, Bushnell, Florida 33513, or by contacting Demand Star at 1-800-711-1712 or [www.DemandStar.com](http://www.DemandStar.com).

All inquiries and questions regarding this request for qualifications must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Mrs. Becky Segrest, Assistant Purchasing Agent/Logistics Manager  
Mailing Address: 319 E. Anderson Avenue, Bushnell, Florida 33513  
E-mail: [Becky.Segrest@sumtercountyfl.gov](mailto:Becky.Segrest@sumtercountyfl.gov)  
Fax: (352) 689-4401

The deadline for submission of questions relating to the RFQ shall be August 18, 2020 by 5:00 p.m. A copy of the RFQ must be obtained in order to view the items being requested by BOCC.

All RFQ packages are due by 10:30 a.m. on September 4, 2020 to the address listed above. Late submittals will not be opened. RFQ submittals must be clearly marked as: “RFQ 035-0-2020/RS Sumter County On-Call Appraisal Services”.

Upon submission, all RFQ packages will become the property of the BOCC, who has the right to use any or all ideas presented in any packages submitted in response to this RFQ, whether or not the RFQ is accepted. Qualification packages will be opened at 10:35 a.m. on September 4, 2020 in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513.

The Selection Committee shall meet on September 8, 2020 at 11:30 a.m. in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513 to review and discuss the qualification packages.

If deemed necessary, Vendor Presentations will be conducted on September 10, 2020 at 9:00 a.m. in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513.

The Selection Committee’s recommendation for contract negotiations will be presented to the BOCC on September 22, 2020.

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
SUMTER COUNTY, FLORIDA  
PUBLISH 8/4/2020

RFQ 035-0-2020/RS Sumter County On-Call Appraisal Services – RFQ Opening Meeting Minutes

The meeting was held on 9/4/20 at 10:35 a.m. in the Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513.

Becky Segrest, Assistant Purchasing Agent/Logistics Manager, Emily Morrison, Purchasing Technician and Jackie Valdez, Purchasing Technician were present on behalf of the Purchasing Division. Deborah Snyder, Public Works Director, was present on behalf of the Selection Committee.

Becky Segrest opened the meeting and read aloud the remaining RFQ dates as follows:

- Selection Committee meeting will be held on 9/8/20 at 11:30 a.m. in the Training Room at 319 E. Anderson Avenue, Bushnell, FL.
- Vendor Presentations, if deemed necessary, will be held on 9/10/2020 at 9:00 a.m. in the Training at 319 E. Anderson Avenue, Bushnell, FL.
- Recommendations to award and enter into contract will go to the Sumter County Board of County Commissioners on 9/22/2020.

Becky stated that all items on the Qualifications Document Checklist will be verified. If any items are omitted or found to be non-compliant then the Purchasing Agent will be notified and will determine if the RFQ is responsive or non-responsive.

One (1) qualification package was received on time and opened. The following RFQ requirements were verified as follows:

RFQ Requirements	Catlett & Company Inc./ dba Trigg, Catlett & Associates
One (1) original qualification package, clearly labeled "Original"	Included
RFQ Cover Page	Included
Certification/Addenda Acknowledgement Form	Included
Statement of General Terms and Conditions	Included
A sworn, notarized Statement of Experience and Personnel	Included
A sworn, notarized Drug Free Work Place Certificate	Included
A sworn, notarized Statement of Public Entity Crimes	Included
Anti-Collusion Statement	Included
Hold Harmless Agreement	Included
Three (3) printed copies and one (1) electronic copy	Included
E-Verify Certification Form	Included
Electronic signature page from the DHS MOU	Included
Qualification Document Checklist	Included
Certificate of Insurability	Included

The meeting adjourned at 10:41 a.m.

**PART 3**

**QUALIFICATION DOCUMENTS CHECKLIST OF ITEMS REQUIRED TO BE SUBMITTED**

The following documents and forms in the following arrangement must accompany each RFQ or alternate RFQ submitted:

**Documents that are mandatory and MUST accompany the submittal of the qualification package in order for the submission to be considered:**

- One (1) original qualification package, clearly labeled "Original"
- RFQ Cover Page. This is to be used as the first page of the RFQ. This form must be fully completed and signed by an authorized officer of the vendor.
- Proposer Certification / Addenda Acknowledgement Form
- Statement of General Terms and Conditions
- A sworn, notarized Statement of Contractor's Experience and Personnel
- A sworn, notarized Drug Free Work Place Certificate must accompany each qualification submittal or alternate submittal.
- A sworn, notarized Statement of Public Entity Crimes
- A separate sheet or sheets, clearly identified and numbered, of Exceptions or Deviations from the minimum specifications (if applicable).
- Anti-Collusion Statement
- Hold Harmless Agreement

**Documents that are required as part of the submittal but will be considered minor discrepancies if turned in within 24 business hours (Monday – Friday 8:00 a.m. to 5:00 p.m.) after opening of the RFQ package and are found to be in compliance with the purchasing standards of Sumter County:**

- Three (3) printed copies of the qualification package in its entirety; and one (1) electronic single PDF version not password protected of the original submitted qualification package in its entirety.
- E-Verify Certification Form
- Electronic signature page of the E-Verify Memorandum of Understanding from the Department of Homeland Security. This must be dated prior to the RFQ due date.
- Qualification Document Checklist of Items Required to be Submitted
- A Certificate of Insurability, acceptable to the County, shall accompany each submittal or alternate submittal, in the amounts as prescribed by State and Sumter County BOCC .
  - o All insurance policies shall be written on companies authorized to do business in the State of Florida and satisfactory to the Sumter County BOCC. Prior to commencing services pursuant to the award of this bid, the Contractor shall furnish to the Sumter County BOCC certificates of insurance showing the required coverage has been procured and paid for in advance. Within



Selection Committee Meeting Minutes for RFQ 035-0-2020/RS Sumter County On-Call Appraisal Services.

The meeting was held on September 8, 2020 at 11:30 a.m. in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, FL. 33513.

Stephen Kennedy, Assistant County Administrator, Bradley Arnold, County Administrator, and Deborah Snyder, Public Works Director were present on behalf of the Selection Committee.

Becky Segrest, Assistant Purchasing Agent and Logistics Manager, Emily Morrison, Purchasing Technician, and Jackie Valdez, Purchasing Technician were present on behalf of the Purchasing Division.

Becky announced that if deemed necessary, vendor presentations will be held September 10, 2020 starting at 9:00 a.m. in the Public Works Training Room. The final recommendation of the Selection Committee will go to the Sumter County Board of County Commissioners (BOCC) for award and to enter into contract negotiations on September 22, 2020.

The Selection Committee submitted their scoring of the RFQ submittals as follows:

<b>Committee Member</b>	<b>Catlett &amp; Company, Inc. dba Trigg, Catlett &amp; Associates</b>
Stephen Kennedy	3.10
Bradly Arnold	3.40
Deborah Snyder	3.50
<b>TOTAL</b>	<b>10.00</b>

The Selection Committee agreed that, based on background and resume, they would recommend going into contract negotiations with Catlett & Company, Inc. dba Trigg, Catlett & Associates.

The meeting adjourned at 11:48 a.m.

STEPHEN KEANEY  
Cattlett & Company, Inc

## PART 2 EVALUATION AND AWARD

### RFQ EVALUATION

This Request for Qualification includes following all the procedures in this document and sending the sealed RFQ information to the Sumter County BOCC by the due date and time. Once RFQ's are received, the Selection Committee members will independently review each submittal and score each RFQ based on the evaluation criteria. All RFQ's received in accordance with this Request for Qualification will be evaluated using the following criteria.

### Scoring for all RFQ's

	Score	X	Weight	=	Rating	
1. Quality of similar work that has been provided for other public entities. Reports from direct and indirect references will be evaluated as well as the County's right to conduct background inquiries.	<u>3</u>		<u>.50</u>		<u>1.5</u>	only 1 gov Agency listed in prof experience
2. Completeness of qualification submittals and thorough explanation of how the work will meet performance expectations.	<u>2</u>		<u>.20</u>		<u>.4</u>	no explanation of how work will be done
3. Comparable experience and background of the specific personnel that shall be assigned to the team that will serve the County.	<u>84</u>		<u>.30</u>		<u>1.20</u>	Resume only of 3 persons. unclear what Role they would serve the County
Total SCORE:					<u>3.1</u>	

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

*E. Morrison*

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine if Firm presentations are necessary. Firm presentations are usually held if the scores are tied or very close. This determination is solely up to the Selection Committee. If presentations are not necessary, the Firm that receives the highest number of points collectively from all Selection Committee members will be selected for nomination to the BOCC for the contract award.

If Firm presentations are deemed necessary, the Firms will be contacted to schedule their presentations. Presentations will be a total of 45 minutes. Each Firm will have up to 30 minutes for their presentation and 15 minutes for questions and answers with the Selection Committee. Presentations will be timed and terminated if they extend beyond 30 minutes. Firm presentations meetings will not be open to the public per F.S. 119.071 relating to House Bill 7223.

Sumter County will provide a projector and a projector screen. All other equipment or hand-outs must be provided by the presenting Firm. If a Firm does bring handouts a total of four (4) copies are required.

The scoring criteria listed below will be used by the Selection Committee to score Firm presentations and are as follows:

9/8/20  
TIBBELL, CATLINT & ASSOCIATES  
*[Signature]*

**PART 2  
EVALUATION AND AWARD**

**RFQ EVALUATION**

This Request for Qualification includes following all the procedures in this document and sending the sealed RFQ information to the Sumter County BOCC by the due date and time. Once RFQ's are received, the Selection Committee members will independently review each submittal and score each RFQ based on the evaluation criteria. All RFQ's received in accordance with this Request for Qualification will be evaluated using the following criteria.

**Scoring for all RFQ's**

	Score	X	Weight	=	Rating	
1. Quality of similar work that has been provided for other public entities. Reports from direct and indirect references will be evaluated as well as the County's right to conduct background inquiries.	<u>3</u>		.50		<u>1.5</u>	R/W EXPERIENCE REFERENCES WOULD HAVE BEEN BETTER AS ONE OF THEM
2. <u>Completeness of qualification submittals and thorough explanation of how the work will meet performance expectations.</u>	<u>2</u>		.20		<u>0.4</u>	TYPE CORRIDOR SB AND NOTHING ON THE LATTER
3. Comparable experience and background of the specific personnel that shall be assigned to the team that will serve the County.	<u>5</u>		.30		<u>1.5</u>	① TRAINING INDICATES CONDEMNATION UNDERSTANDING ② EXPERIENCE TESTED SHOWS EASEMENT, WAVE PROP, 4 BLDG ③ RIGHT-OF-WAY SHOWS IN RESUME'S
Total SCORE:					<u>3.4</u>	

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

*PROCESS DISCUSSION  
PART OF CONTRACT NEG. SA*

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine if Consultant presentations are necessary. Consultant presentations are usually held if the scores are tied or very close. This determination is solely up to the Selection Committee. If presentations are not necessary, the Consultant that receives the highest number of points collectively from all Selection Committee members will be selected for nomination to the BOCC for the contract award.

If Consultant presentations are deemed necessary, the Consultants will be contacted to schedule their presentations. Presentations will be a total of 45 minutes. Each consultant will have up to 30 minutes for their presentation and 15 minutes for questions and answers with the Selection Committee. Presentations will be timed and terminated if they extend beyond 30 minutes. Consultant presentations meetings will not be open to the public per F.S. 119.071 relating to House Bill 7223.

Sumter County will provide a projector and a projector screen. All other equipment or hand-outs must be provided by the presenting Consultant. If a Consultant does bring handouts a total of four (4) copies are required.

The scoring criteria listed below will be used by the Selection Committee to score consultant presentations and are as follows:

*Q. Moursen*

*Cattlett and Company  
Sept 8th, 2020  
N. Murrison*

**PART 2  
EVALUATION AND AWARD**

**RFQ EVALUATION**

This Request for Qualification includes following all the procedures in this document and sending the sealed RFQ information to the Sumter County BOCC by the due date and time. Once RFQ's are received, the Selection Committee members will independently review each submittal and score each RFQ based on the evaluation criteria. All RFQ's received in accordance with this Request for Qualification will be evaluated using the following criteria.

**Scoring for all RFQ's**

	Score	X	Weight	=	Rating	
1. Quality of similar work that has been provided for other public entities. Reports from direct and indirect references will be evaluated as well as the County's right to conduct background inquiries.	<u>4</u>		.50		<u>2</u>	<i>Hillsborough &amp; Pasco Experience. Project Description need more detail.</i>
2. Completeness of qualification submittals and thorough explanation of how the work will meet performance expectations.	<u>3</u>		.20		<u>0.6</u>	<i>No Summary of Experience or what they would do for us</i>
3. Comparable experience and background of the specific personnel that shall be assigned to the team that will serve the County.	<u>3</u>		.30		<u>0.9</u>	<i>3 Resumes - Enough for County Needs?</i>
Total SCORE:					<u>3.5</u>	<i>P. Murrison</i>

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine if Consultant presentations are necessary. Consultant presentations are usually held if the scores are tied or very close. This determination is solely up to the Selection Committee. If presentations are not necessary, the Consultant that receives the highest number of points collectively from all Selection Committee members will be selected for nomination to the BOCC for the contract award.

If Consultant presentations are deemed necessary, the Consultants will be contacted to schedule their presentations. Presentations will be a total of 45 minutes. Each consultant will have up to 30 minutes for their presentation and 15 minutes for questions and answers with the Selection Committee. Presentations will be timed and terminated if they extend beyond 30 minutes. Consultant presentations meetings will not be open to the public per F.S. 119.071 relating to House Bill 7223.

Sumter County will provide a projector and a projector screen. All other equipment or hand-outs must be provided by the presenting Consultant. If a Consultant does bring handouts a total of four (4) copies are required.

The scoring criteria listed below will be used by the Selection Committee to score consultant presentations and are as follows:



SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** Change Order to Purchase Order No. 9117929 for FY 2019/2020 (Staff Recommends Approval).

**REQUESTED ACTION:** Staff Recommends Approval.

**Meeting Type:** Regular Meeting

**DATE OF MEETING:** 9/22/2020

**CONTRACT:**  N/A

**Vendor/Entity:** Shenandoah General Construction

**Effective Date:** 08/13/2019

**Termination Date:** 325 days from the date established in the Notice to Proceed

**Managing Division / Dept:** Engineering / Public Works

**BUDGET IMPACT:** \$40,000

**FUNDING SOURCE:**

General Fund

**Type:** Annual

**EXPENDITURE ACCOUNT:** 001-131-538-4600

**HISTORY/FACTS/ISSUES:**

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Purchase Order No. 9117929 – Shenandoah General Construction increase request of \$40,000.00.

Additional cost increase necessary to cover remainder of FY 19/20 invoices.

This request is to increase the agreement costs through the remainder of the 19/20 fiscal year.

Staff is recommending that this Change Order be approved.

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**Prepared by:** Emilly Morrison

**Grammarly Check**

# SUMTER BOARD OF COMMISSIONERS

7375 POWELL RD STE 200  
WILDWOOD FL 34785

**PURCHASE ORDER: 9117929**

Page: 1 of 1

\*\*\*\*\* VENDOR \*\*\*\*\*

**SHENANDOAH GENERAL CONSTRUCTION COMPANY  
1888 NW 22 ST  
POMPANO BEACH FL 33069**

\*\*\*\*\* DELIVER TO \*\*\*\*\*

**SUMTER CO PURCHASING  
316 E SEMINOLE AVE  
BUSHNELL FL 33513**

Ordered					
11/13/19	12/13/19			NET	MELLIOTT

00018998	8538-1			
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1	1.00	Sumter County Pipe Assessment Project	850,000.0000	850,000.00	001-131-538-4600
			** TOTAL **	850,000.00	

**VENDOR INSTRUCTIONS:**

- MAIL INVOICES TO:  
SUMTER CO BOARD OF COMMISSIONERS  
7375 POWELL RD SUITE 206  
WILDWOOD, FL 34785-4203  
OR EMAIL INVOICES TO:  
ADMINISTRATIVE.SERVICES@SUMTERCOUNTYFL.GOV
- INVOICES AND PACKAGES MUST BEAR THE P.O. NO. ABOVE.
- PURCHASES MAY NOT EXCEED THE TOTAL AMOUNT OF THIS ORDER WITHOUT PRIOR APPROVAL BY THE PURCHASING DEPT.
- ACCEPTANCE OF THIS ORDER INCLUDES ACCEPTANCE OF ALL TERMS, PRICES, DELIVERY INSTRUCTIONS, SPECIFICATIONS AND CONDITIONS.
- STATE TAX EXEMPT#: 85-8012622366C-3
- IF YOU HAVE QUESTIONS, PLEASE CALL (352)689-4400.

**SPECIAL INSTRUCTIONS:**

\_\_\_\_\_  
AUTHORIZED BY

## Exhibit E

# PURCHASE ORDER CHANGE ORDER REQUEST FORM

Attach a copy of the purchase order and any supporting documentation.



Purchase order number 9117929  
 Vendor (include vendor's number from ADG) Shenandoah General Construction #8538

Current purchase order amount (including any previously approved change orders) \$850,000.00  
 Requested change order amount \$ 40,000.00  
 New purchase order total \$890,000.00

PLEASE CHANGE THE FOLLOWING ITEMS (FILL IN ALL THAT APPLY)						
Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code
1			\$850,000.00	\$890,000.00	001-131-538-4600	001-131-538-4600

PLEASE ADD THE FOLLOWING ITEMS					
Item	Account	Description	Quantity	Unit Price	Amount

Reason/Justification/Special Instructions: **These funds are necessary to pay invoices in this current FY19/20.**

Signature/Approvals <hr/> Division Head <hr/> Date	Department Director 9/16/2020 Date	Digitally signed by Becky Segrest Date: 2020.09.16 15:57:29 -04'00' Assistant Purchasing Agent <hr/> Date	Digitally signed by Bradley Arnold Date: 2020.09.16 17:36:08 -04'00' County Administrator <hr/> Date
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**Submit to Purchasing**

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** Contract with Capitol Solutions, LLC for State Lobbying Services (Staff Recommends Approval).

**REQUESTED ACTION:** Staff Recommends Approval.

**Meeting Type:** Regular Meeting

**DATE OF MEETING:** 9/22/2020

**CONTRACT:**  N/A

Vendor/Entity: Capitol Solutions, LLC

Effective Date: 10/1/2020

Termination Date: 9/30/2021

Managing Division / Dept: **Purchasing**

**BUDGET IMPACT:** \$66,000.00

**FUNDING SOURCE:**

General Fund

**Type:** Annual

**EXPENDITURE ACCOUNT:** 001-412-512-3407

**HISTORY/FACTS/ISSUES:**

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Capitol Solutions, LLC provides legislative consulting and lobbying services on appropriation issues and other matters considered by the legislature regarding Sumter County.

Attached is a one-year contract between Capitol Solutions, LLC and Sumter County for the 2020/2021 fiscal year to provide these services.

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**Prepared by:** **Becky Segrest**

**Grammarly Check**

## CONSULTANT AGREEMENT

**This Agreement** is made and entered into this 22<sup>th</sup> day of September, 2020 by and between the Sumter County Board of County Commissioners, Florida, a political subdivision of the State of Florida, 7375 Powell Road, Wildwood, Florida 34785, hereinafter referred to as “Board” and **CAPITOL SOLUTIONS, LLC** hereinafter referred to as “Consultant”. Sumter County agrees to retain the Consultant and the Consultant agrees to provide professional services to Sumter County, in accordance with the following terms:

1. **TERM:** The term of this agreement shall begin on the date the agreement is signed by both parties, and shall terminate on September 30, 2021. Either party may terminate this agreement with thirty (30) days written notice.
2. **COMPENSATION:** Sumter County shall pay Sixty-Six Thousand Dollars (\$66,000) for services rendered by the Consultant, payable as follows: twelve monthly installments in the amount of Five Thousand Five Hundred Dollars (\$5,500) beginning October 1, 2020.
3. **SERVICES:** The Consultant shall provide state lobbying services to Sumter County and serve as Sumter County's Consultant. The Consultant shall coordinate consulting activities on Sumter County's behalf with Sumter County's designated officers and keep Sumter County informed of consulting and lobbying activities undertaken on Sumter County's behalf during and regarding the period of this contract term only. The Consultant shall provide state consulting and lobbying services on appropriation issues and other matters considered by the Legislative and Executive Branch of the State of Florida regarding Sumter County.
4. **EXTENT OF SERVICES:** The Consultant shall devote an appropriate amount of time and attention to Sumter County's business before the Florida legislature, Cabinet, and Executive Branch. During the term of this agreement, the Consultant shall not engage in any other business activity and which could pose a conflict of interest between its other business activity and the Consultant's representation of Sumter County regardless of whether or not it is pursued for gain or profit.
5. **WORKING FACILITIES:** The Consultant shall provide its own office, office help, and other facilities and services.
6. **EXPENSES:** The Consultant may incur reasonable expenses for promoting Sumter County's business, including expenses for entertainment, travel and similar items. Expenses shall be reimbursed by Sumter County to the Consultant on a monthly billing basis, through the duration of the agreement. Consultant must have Sumter County's prior approval before it incurs expenses on behalf of Sumter County for those expenses not already included as part of the compensation above.
7. **WAIVER OF BREACH:** Sumter County's waiver of breach of any provision of this agreement by the Consultant shall not operate or be construed as a waiver of any subsequent breach by the Consultant. No waiver shall be valid unless in writing and signed by an authorized officer of Sumter County.
8. **ASSIGNMENT:** The Consultant acknowledges that its services are unique and personal. Accordingly, the Consultant may not assign its rights or delegate its duties or obligations under this agreement. Sumter County's rights and obligations under this agreement shall inure to the benefit of and shall be binding upon Sumter County's successors and assigns.

9. **ENTIRE AGREEMENT:** This agreement contains the entire understanding of the parties. It may not be changed orally, but only by an agreement in writing signed by the party against whom enforcement of and waiver, change, modification, extension, or discharge is sought.
10. **HEADINGS:** Headings in this agreement are for convenience only and shall not be used to interpret or construe its provisions.
11. **COUNTERPARTS:** This agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which shall be construed as one and the same instrument.
12. **VENUE AND JURISDICTION:** Any dispute arising from this agreement shall only be litigated in a court of competent jurisdiction in Sumter County, Florida.
13. **E-VERIFY:** system established by the U.S. Department of Homeland Security to determine the immigration and work-eligibility status of prospective employees.

The Consultant agrees to certify to Sumter County (County) that they are in compliance with the federal E-Verify program; this includes obtaining written certification from all sub-Consultants who will participate in the performance of the contract. All sub-Consultant certifications must be kept on file by the general Consultant and made available to the state and/or the County upon request. The Sumter County Board of County Commissioners reserves the right to take action against any Consultant deemed to be non-compliant; potential actions may include, but are not limited to, cancellation of the contract and/or suspending or debaring the Consultant from performing services for the County.

14. **PUBLIC RECORDS** - All analyses, data, documents, models, modeling, reports and tests performed or utilized by Consultant shall be made available to the Board upon request and shall be considered public records, pursuant to F.S. 119.0701. Firm 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 Consultant has questions regarding the application of Chapter 119, Florida Statutes, to the Consultants' 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@sumtercountyfl.gov](mailto:Records@sumtercountyfl.gov).**

15. **INDEMNIFICATION** - The Consultant shall indemnify, defend and hold harmless the County, its offices, agents and employees from and against any and all claims, losses or liability, or any portion thereof, including attorney's fees and costs, arising from injury or death to persons, including injuries, sickness, disease or death to Consultant's own employees or damage to property occasioned by a negligent act, omission or failure of the Consultant.

**IN WITNESS WHEREOF:** The following parties have executed this agreement:

CLERK and AUDITOR

BOARD OF COUNTY COMMISSIONERS

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By: Deputy Clerk

---

By: Chairman

CAPITOL SOLUTIONS, LLC

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By: Patrick E. Bell, Partner

**SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY**

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**SUBJECT:** Enter into Contract with Ad-VANCE Talent Solutions for RFQ 031-0-2020/RS Sumter County Staffing Services (Staff Recommends Approval).

---

**REQUESTED ACTION:** **Staff Recommends Approval**

**Meeting Type:** Regular Meeting                      **DATE OF MEETING:** 9/22/2020

**CONTRACT:**     N/A    Vendor/Entity: Ad-VANCE Talent Solutions

Effective Date: 10/1/2020                      Termination Date: 09/30/2022

Managing Division / Dept: **Employee Services**

**BUDGET IMPACT:** Varies depending upon number of staff utilized

**FUNDING SOURCE:** Varies depending upon staffing location

**Type:** Annual                      **EXPENDITURE ACCOUNT:** Varies depending upon staffing location

**HISTORY/FACTS/ISSUES:**

---

On September 8, 2020, the BOCC approved contract negotiations with Ad-VANCE Talent Solutions for RFQ 031-0-2020/RS Sumter County Staffing Services.

This agreement will be a two-year agreement with two additional one-year renewal options.

Attached for the BOCC review and approval is the negotiated agreement with Ad-VANCE Talent Solutions.

---

**Prepared by:** **Becky Segrest**    **Grammarly Check**

## SUMTER COUNTY STAFFING SERVICES AGREEMENT

**THIS AGREEMENT** (hereinafter referred to as “Agreement”) is made and entered into this 22rd day of September 2020, by and between the **Board of Sumter County Commissioners** (hereinafter referred to as "Board," or “County”), whose address is 7375 Powell Road, Wildwood, Florida 34785, and Ad-VANCE Talent Solutions (hereinafter referred to as "Vendor"), whose address is 3911 Golf Park Loop, Unit 103, Bradenton, FL 34203.

### RECITALS

WHEREAS, the Board requires professional services for Temporary Staffing Services; and

WHEREAS, the parties desire to enter into a written agreement outlining the duties, responsibilities, and compensation of the Vendor, based on the Vendor’s response to RFQ 031-0-2020.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and agreements contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The relationship of the Vendor to the Board will be that of a professional Vendor and the Vendor will provide the professional and technical services required under this Agreement in accordance with acceptable professional practices and ethical standards applicable to Vendor’s profession, and Vendor will endeavor to provide to the Board prompt and efficient consulting services to the best of its ability.
2. The vendor is hereby retained and employed as a Sumter County Contactor and will work with the Board to provide services in accordance with the scope of work outlined in RFQ 031-0-2020.
3. The term of this Agreement shall commence on 10/01/2020 and continue in full force up to two (2) years through 09/30/2022 (the “Initial Term”) with an option to renew for an additional two (2) one-year terms (“Renewal Terms”) unless otherwise terminated as provided in paragraph four (4) of this Agreement. The term of this Agreement does not relieve the Vendor of any future responsibility as described in paragraph six (6) of this Agreement.
4. This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party at the address designated in this Agreement for receiving such notice. If this Agreement is terminated, the Vendor shall be authorized to receive payment for all work performed up to the date of termination.
5. With regard to compensation paid to Vendor, Vendor shall furnish to the Board an itemized invoice detailing all of Vendor's hours, services, expenses, and any other services utilized by the Board. The invoice shall be itemized pursuant to and in accordance with the Fee Schedule, attached hereto as Exhibit A, and incorporated herein *in haec verba*. The vendor shall submit all invoices pursuant to the Local Government Prompt Payment Act, F.S. 218. Vendor acknowledges and agrees that the rates set forth in the Fee Schedule shall remain fixed throughout the duration of this Agreement, including both the Initial Term and any Renewal Term, and thereafter shall only be adjusted by mutual written agreement of both parties.
6. General Considerations.
  - a. All reports, drawings, designs, specifications, notebooks, computations, details, and calculation documents prepared by Vendor and presented to the Board pursuant to this Agreement are and remain the property of the Board as instruments of service.

- b. All analyses, data, documents, models, modeling, reports, and tests performed or utilized by Vendor shall be made available to the Board upon request and shall be considered public records.
  - c. Vendor is required to: (i) keep and maintain public records required by Board; (ii) upon request from Board's custodian of public records, provide Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a reasonable or as otherwise provided by law; (iii) ensure that public records that are exempt or, confidential and exempt, from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of this Agreement if Vendor does not transfer the records to Board; (iv) upon completion of this Agreement, transfer, at no cost, to Board all public records in possession of Vendor or keep and maintain public records required by Board.
  - d. If Vendor transfers all public records to Board upon completion of this Agreement, Vendor shall destroy any duplicate public records that are exempt or, confidential and exempt, from public records disclosure requirements. If Vendor keeps and maintains public records upon completion of this Agreement, Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Board, upon request from Board's custodian of public records, in a format that is compatible with the information technology systems of Board.
  - e. Vendor shall keep all books, records, files, drawings, plans, and other documentation, including all electronically stored items, (which concern or relate to the services required hereunder the "Records"), for a minimum of three (3) years from the date of expiration or termination of this Agreement, or as otherwise required by any applicable law, whichever date is later. The Board shall have the right to order, inspect, and copy all the Records as often as it deems necessary during any such period-of-time. The right to audit, inspect, and copy Records shall include all of the records of sub-Vendors (if any).
  - f. Vendor 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.
  - g. **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 Records@sumtercountyfl.gov.**
  - h. Vendor shall, at all times, carry Professional Liability, General Liability, Automobile and Worker's Compensation Insurance pursuant to the insurance requirements in RFQ 031-0-2020 naming Board as both a certificate holder and an additional insured in each such policy.
  - i. Upon Vendor's written request, the Board will furnish, or cause to be furnished, such reports, studies, instruments, documents, and other information as Vendor and Board mutually deem necessary, and Vendor may rely upon same in performing the services required under this Agreement.
7. The Vendor may be required to provide additional services to the Board on challenges, public protests, administrative hearings, or similar matters. The Vendor shall be available to represent the Board, serve as an expert witness, and provide supporting documentation as necessary. Should any other professional services be called for by the Board that are not otherwise set forth in this Agreement or any of its attachments or exhibits, charges for these services shall be agreed upon in advance by the parties hereto.
8. The Contract Documents, which comprise the entire Contract between Board and Vendor and which are further incorporated herein by reference, consist of the following:
- a. RFQ 031-0-2020
  - b. Vendor's Proposal in Response to RFP

- c. This Agreement
- d. Permits / Licenses
- e. All Proposals Addenda Issued Prior to Opening Date
- f. All Modifications and Change Orders Issued

9. Vendor shall be solely and entirely responsible for its tortious acts and for the tortious acts of its agents, employees, or servants during the performance of this Agreement. Vendor shall indemnify and save harmless the Board, its agents, employees, and officers from and against all liabilities, claims, demands, or actions at law and equity including court costs and attorney's fees that may hereafter at any time be made or brought by anyone for the purposes of enforcing a claim on account of any injury or damage allegedly caused or occurring to any person or property in which was caused in whole or in part by any tortious, wrongful, or intentional acts or omissions of Vendor, its agents, or employees during performance under this Agreement. The foregoing is not intended, and shall not be construed, as a waiver by Board of the benefits of Section 768.28, *Florida Statutes*.
10. Vendor is, and shall be, in the performance of all services and activities under this Agreement, an independent contractor, and not an employee, agent, or servant of Board; and no provisions of Board's personnel policies shall apply to this Agreement. None of the benefits provided by Board to its employees including, but not limited to, worker's compensation insurance and unemployment insurance, are available from Board to Vendor, or its employees, agents, or servants. Vendor assumes responsibility for payment of all federal, state, and local taxes imposed or required of Vendor including but not limited to FICA, FUTA, unemployment insurance, Social Security, and income tax laws for which Vendor as employer is responsible. Vendor shall be solely responsible for any worker's compensation insurance required by law and shall provide the Board with proof of insurance upon demand. The parties agree that Board shall not: (a) pay dues, licenses or membership fees for Vendor; (b) require attendance by Vendor, except as otherwise specified herein; (c) control the method, manner, or means of performing under this Agreement, except as otherwise specified herein; or (d) restrict or prevent Vendor from working for any other party.
11. **Force Majeure.** No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make payments to the other party hereunder)], when and to the extent such failure or delay is caused by or results from the following force majeure events ("**Force Majeure Events**"): (a) acts of God; (b) flood, fire, earthquake or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, warlike operation, insurrection, rebellion, revolution, military or usurped power, sabotage or other civil unrest; (d) strikes, embargoes, blockades, labor stoppages, lockouts or slowdowns or other industrial disturbances or inability to obtain necessary materials or services (e) governmental delay regarding permits or approvals; (f) action by any governmental authority; (g) national or regional emergency; (h) shortage of adequate power or transportation facilities; or (j) other similar events beyond the reasonable control of the party impacted by the Force Majeure Event (the "**Impacted Party**") and provided further, however, that such performance shall be resumed and completed with due diligence and reasonable dispatch as soon as the contingency causing the delay or impossibility shall abate.
12. **Attorney's Fees; and Costs of Enforcement.** In the event, suit is commenced to enforce this Agreement, costs of said suit including reasonable attorneys' fees in all proceedings, trials, investigations, appearances, appeals, and in any bankruptcy proceeding or administrative proceeding shall be paid to the prevailing party by the non-prevailing party. In the event of default by either party hereto, the defaulting party shall be liable for all costs and expenses, including reasonable attorney's fees and costs incurred by the other party in enforcing its rights hereunder, whether litigation be instituted or not, at the trial court and appellate court level.
13. **Law of the Agreement; Jurisdiction and Venue.** The Parties agree that the laws of the State of Florida shall govern any dispute arising from or related to this Agreement. The Parties to this

Agreement agree that venue and jurisdiction is mandated to lie only in the state courts located in Sumter County, Florida. Removal of this case to federal court is not permitted. Litigation in federal court is precluded by agreement of the parties hereto. If even though precluded by agreement of the Parties hereto, litigation arising from or based upon this contract should be mandated by a court of competent jurisdiction issued pursuant to a duly noticed hearing giving Sumter County adequate time to respond and all of the benefits of due process to lie in the proper venue or jurisdiction of a federal court, that federal court shall only be in the Middle District of Florida, Ocala Division. The Parties further agree that entry into this agreement constitutes irrevocable consent that the exclusive venue for any such dispute shall lie solely in the state or county courts in and for Sumter County, Florida. The Parties expressly and irrevocably waive any right(s) to removal of any such dispute to any federal court, unless the federal court has exclusive jurisdiction; in such cases, the parties agree that the exclusive venue for any such disputes shall be the United States District Court, in and for the Middle District of Florida, Ocala Division. Process in any action or proceeding referred to in this paragraph may be served on any party anywhere in the world, such party waives any argument that said party is not subject to the jurisdiction of the state courts located in Sumter County, Florida and that the laws of the state of Florida.

14. **Entire Agreement.** This Agreement contains the entire agreement of the Parties and may not be changed except by written agreement duly executed by the Parties hereto. This Agreement supersedes any prior understandings or agreements between the Parties, and there are no representations, warranties, or oral agreements other than those expressly set forth herein.
15. **Assignment.** This Agreement shall not be assigned nor may any portion of the obligations contemplated in this Agreement be subcontracted to another party without prior written approval of County. No such approval by County of any assignment or subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation of County. All such assignments and subcontracts shall be subject to the terms and conditions of this Agreement and to any conditions of approval that County shall deem necessary.
16. **Compliance with Licenses, Permits, and Applicable Laws.** In performing services hereunder, Vendor shall comply with all federal, state, and local laws and regulations. Vendor shall be responsible for identifying and obtaining all permits necessary to complete the scope of services. Vendor shall be responsible for obtaining, at its sole cost and expense, all necessary license licenses and other governmental approvals required in order for Vendor to provide the type of services required hereunder.
17. **E-Verify.** system established by the U.S. Department of Homeland Security to determine the immigration and work-eligibility status of prospective employees.
18. The Vendor agrees to certify to Board that Vendor is in compliance with the federal E-Verify program, including obtaining written certification from all sub-Vendors who will participate in the performance of scope of services contemplated in this Agreement. All sub-Vendor certifications must be kept on file by the Vendor and made available to the state and/or the Board upon request. The Board reserves the right to take action against any Vendor deemed to be non-compliant; potential actions may include, but are not limited to, cancellation of this Agreement and/or suspending or debarring the Vendor from performing services for the County.
19. **Conflict of Interest.** Vendor shall notify Board in writing of any commitments during the term of this Agreement which may constitute a potential or actual conflict of interest with respect to the scope of services to be performed for the Board.
20. **Corporate Status; Change of Ownership.** If Vendor is a non-governmental, corporate entity:

- a. *Corporate Status.* Vendor shall ensure that the corporate status shall continuously be in good standing and active and current with the state of its incorporation and the State of Florida and at all times throughout the Term, and any renewal or extension hereof. Failure of the Vendor to keep its corporate status active and current shall constitute a material breach under the terms of this Agreement.
  - b. *Change of Ownership.* Vendor shall notify County immediately upon any change in corporate ownership or any substitution of the key professional assigned (the “ Key Person” ) to perform under this Agreement (“ Change of Ownership” ). County shall have the option of cancelling this Agreement if a Change of Ownership is not suitable to it, provided, however, no cancellation shall relieve the Vendor of its obligations to perform the work described herein or for liability for breach of same. A Change of Ownership means the occurrence of any one or more of the following: a sale, lease, or other disposition of 50% or more of the interest or assets of the company or corporation; a merger, reverse merger, or consolidation with another entity; a transaction wherein a third-party becomes the beneficial owner having fifty (50%) percent or more interest in the corporation or company; or fifty (50%) percent or more of the total number of votes that may be cast for any act of the entity.
21. **Default.** Neither Party shall declare the other party in default of any provision of this Agreement without giving the other party at least ten (10) days advance written notice of intention to do so, during which time the other party shall have the opportunity to remedy the default. The notice shall specify the default with particularity.
22. **Dispute Resolution.** All disputes arising out of or in connection with this Agreement shall be attempted to be settled through good-faith negotiation between the Parties, followed if necessary within thirty (30) days by professionally-assisted mediation. Any mediator so designated must be acceptable to each Party. The mediation will be conducted as specified by the mediator and agreed upon by the Parties. The Parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the dispute. The mediation will be treated as a settlement discussion and therefore will be confidential. The mediator may not testify for either Party in any later proceeding relating to the dispute. No recording or transcript shall be made of the mediation proceedings. Each Party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the Parties. Failing resolution through negotiation or mediation, either Party may file an action in a court of competent jurisdiction or other appropriate remedy available in law or equity as defined herein below.
23. **Jointly Drafted.** The Parties agree that this Agreement is entered into knowingly and voluntarily, after having the opportunity to fully discuss it with an attorney. Having had the opportunity to obtain the advice of legal counsel to review, comment upon, and redraft this Agreement, the Parties agree that this Agreement shall be construed as if the parties jointly prepared it so that any uncertainty or ambiguity shall not be interpreted against any one party and in favor of the other.
24. **Parties Acknowledgement; Parties Bound.** The Parties acknowledge that they have read this Agreement, and that they understand the terms and conditions herein and that the terms have been fully and completely explained to the Parties prior to the execution thereof. Each party acknowledges that the other party has made no warranties, representations, covenants, or agreements, express or implied, except as expressly contained in this Agreement. Further, the Parties have caused this Agreement to be executed on their respective behalf by the authorized officer whose signature appears below under their respective name, to be effective as of the date first written above. This Agreement shall inure to the benefit of and be binding upon the Parties, their successors, heirs, and personal representatives.

25. **Waiver.** The waiver by any party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by any party.
26. **Time is of the Essence.** Time shall be of the essence of this Agreement.
27. **Survivability.** Any provision of this Agreement which obligates any of the Parties to perform an obligation either before the commencement of the Term or after the expiration of the Term, or any renewal or extension thereof, shall be binding and enforceable notwithstanding that performance is not within the Term, and the same shall survive.
28. **Severability.** Whenever possible each provision and term of this Agreement will be interpreted in a manner to be effective and valid but if any provision or term of this Agreement is held to be prohibited or invalid, then such provision or term will be ineffective only to the extent of such prohibition or invalidity, without invalidating or affecting in any manner whatsoever the remainder of such provision or term or the remaining provisions or terms of this Agreement.
29. **Counterparts.** This Agreement may be executed in a number of identical counterparts and a facsimile or electronic/digital copy shall be treated as an original. If so executed, each of such counterparts is to be deemed an original for all purposes, and all such counterparts shall, collectively, constitute one agreement. In making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart.
30. **Section and Paragraph Headings.** Captions or paragraph headings herein contained are for organizational convenience only and shall not be constructed as material provisions of this agreement or to limit any provisions hereunder.
31. **Cooperation; Supplementary Actions.** All Parties agree to cooperate fully and to execute any supplementary documents, and to take any additional actions that may be necessary or appropriate to give full force and effect to the basic terms and intent of this Agreement, and which are not inconsistent with its terms.
32. **Miscellaneous.** Whenever the context shall so require, all words in this Agreement of one gender shall be deemed to include the other gender.
33. **Incorporation of Recitals.** Each of the WHEREAS clauses listed above are hereby re-alleged and incorporated into this Agreement as if otherwise fully stated herein.
34. **Notice.** Whenever any notice, demand, or request is required or permitted hereunder, such notice, demand, or request shall be made in writing and shall be personally delivered to the individuals listed below, sent via prepaid courier or overnight courier, or deposited in the United States mail, registered or certified, return receipt requested, postage prepaid, addressed to the addresses (and individuals) set forth below. No other form of electronic communications (Facebook, Twitter, Text) will be deemed Notice.

FOR THE BOARD

FOR THE VENDOR

Name: Bradley S. Arnold

Name: Brion Sunseri

Address: 7375 Powell Road, Wildwood, FL 34785

Address: 3911 Golf Park Loop, Bradenton, FL 34203

Title: County Administrator

Title: Owner/President

Date:

Date:

\_\_\_\_\_ IN WITNESS WHEREOF, the parties have signed this agreement the day and year first above written.

ATTEST:

SUMTER COUNTY  
BOARD OF COUNTY COMMISSIONERS

By: \_\_\_\_\_

\_\_\_\_\_

By: Chairman

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

ATTEST:

AD-VANCE TALENT SOLUTIONS

By: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

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





## SUMTER COUNTY CONTINUING ENGINEERING SERVICES AGREEMENT

**THIS AGREEMENT** (hereinafter referred to as “Agreement”) is made and entered into this 22<sup>nd</sup> day of September, 2020, by and between **Board of Sumter County Commissioners** (hereinafter referred to as "Board," or “County”), whose address is 7375 Powell Road, Wildwood, Florida 34785, and Kimley Horn (hereinafter referred to as "Consultant"), whose address is 101 E. Silver Springs Boulevard, Suite 400, Ocala, Florida 34470.

### RECITALS

WHEREAS, the Board has need of professional services for an engineering Consultant based on RFQ 030-0-2020/RS; and

WHEREAS, the parties desire to enter into a written agreement outlining the duties, responsibilities and compensation of Consultant based on the Consultant’s response to RFQ 030-0-2020/RS Sumter County Continuing Engineering Services.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The relationship of the Consultant to the Board will be that of a professional Consultant and the Consultant will provide the professional and technical services required under this Agreement in accordance with acceptable professional practices and ethical standards applicable to Consultant’s profession, and Consultant will endeavor to provide to the Board prompt and efficient engineering services in accordance with such standards.
2. Consultant is hereby retained and employed as a Sumter County Contactor, and will work with the Board to provide services in accordance with the scope of work outlined in RFQ 030-0-2020/RS.
3. The term of this Agreement shall commence on October 1, 2020 and continue in full force up to two (2) years through September 30, 2022 (the “Initial Term”) with an option to renew for an additional two (2) one-year terms (“Renewal Terms”), unless otherwise terminated as provided in paragraph four (4) of this Agreement. The term of this Agreement does not relieve the Consultant of any future responsibility as described in paragraph six (6) of this Agreement.
4. This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party at the address designated in this Agreement for receiving such notice. If this Agreement is terminated, Consultant shall be authorized to receive payment for all work performed up to the date of termination.
5. With regard to compensation paid to Consultant, the Consultant shall furnish to the Board a lump sum project invoice. The invoice shall be itemized pursuant to and in accordance with the Fee Schedule, attached hereto as Exhibit A, and incorporated herein *in haec verba*. Consultant shall submit all invoices pursuant to the Local Government Prompt Payment Act, F.S. 218. Consultant acknowledges and agrees that the rates set forth in the Fee Schedule shall remain fixed throughout the duration of this Agreement, including both the Initial Term and any Renewal Term, and thereafter shall only be adjusted by mutual written agreement of both parties.
6. General Considerations.
  - a. All final reports, drawings, designs, specifications, notebooks, computations, details, and calculation documents prepared by Consultant and presented to the Board if provided as

deliverables in the scope of services pursuant to this Agreement are and remain the property of the Board as instruments of service.

- b. All final analyses, data, documents, models, modeling, reports and tests performed or utilized by Consultant if provided as deliverables in the scope of services pursuant to this Agreement shall be made available to the Board upon request and shall be considered public records.
  - c. Consultant is required to: (i) keep and maintain public records required by Board; (ii) upon request from Board's custodian of public records, provide Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a reasonable or as otherwise provided by law; (iii) ensure that public records that are exempt or, confidential and exempt, from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of this Agreement if Consultant does not transfer the records to Board; (iv) upon completion of this Agreement, transfer, at no cost, to Board all public records in possession of Consultant or keep and maintain public records required by Board.
  - d. If Consultant transfers all public records to Board upon completion of this Agreement, Consultant shall destroy any duplicate public records that are exempt or, confidential and exempt, from public records disclosure requirements. If Consultant keeps and maintains public records upon completion of this Agreement, Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Board, upon request from Board's custodian of public records, in a format that is compatible with the information technology systems of Board.
  - e. Consultant shall keep all books, records, files, drawings, plans and other documentation, including all electronically stored items, (which concern or relate to the services required hereunder the "Records"), for a minimum of three (3) years from the date of expiration or termination of this Agreement, or as otherwise required by any applicable law, whichever date is later. The Board shall have the right to order, inspect, and copy all the Records as often as it deems necessary during any such period-of-time. The right to audit, inspect, and copy Records shall include all of the records of sub-Consultants (if any).
  - f. Consultant 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.
  - g. **IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANTS' 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@sumtercountyfl.gov.**
  - h. Consultant shall, at all times, carry Professional Liability, General Liability, Automobile and Worker's Compensation Insurance pursuant to the insurance requirements in RFQ 030-0-2020/RS, naming Board as a certificate holder for all such policies, and an additional insured in each such policy excluding workers' compensation and professional liability.
  - i. Upon Consultant's written request, the Board will furnish, or cause to be furnished, such reports, studies, instruments, documents, and other information as Consultant and Board mutually deem necessary, and Consultant may rely upon same in performing the services required under this Agreement.
7. The Consultant may be required to provide additional services to the Board on challenges, public protests, administrative hearings or similar matters. The Consultant shall be available to represent the Board, serve as an expert witness, and provide supporting documentation as necessary and further agreed. Should any other professional services be called for by the Board that are not otherwise set forth in this Agreement or any of its attachments or exhibits, charges for these services shall be agreed upon in advance by the parties hereto.

8. The Contract Documents, which comprise the entire Contract between Board and Consultant and which are further incorporated herein by reference, consist of the following:
  - a. RFQ 030-0-2020/RS
  - b. Consultant' s Proposal in Response to RFQ
  - c. This Agreement
  - d. Permits / Licenses
  - e. All Qualification Addenda Issued Prior to Opening Date
  - f. All Modifications and Change Orders Issued
9. Consultant shall be solely and entirely responsible for its tortious acts and for the tortious acts of its agents, employees, or servants during the performance of this Agreement. Consultant shall indemnify and save harmless the Board, its agents, employees and officers from and against all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant or other persons employed or utilized by the Consultant in the performance of the Contract. The foregoing is not intended, and shall not be construed, as a waiver by Board of the benefits of Section 768.28, *Florida Statutes*.
10. Consultant is, and shall be, in the performance of all services and activities under this Agreement, an independent contractor, and not an employee, agent, or servant of Board; and no provisions of Board' s personnel policies shall apply to this Agreement. None of the benefits provided by Board to its employees including, but not limited to, worker' s compensation insurance and unemployment insurance, are available from Board to Consultant or its employees, agents or servants. Consultant assumes responsibility for payment of all federal, state and local taxes imposed or required of Consultant including but not limited to FICA, FUTA, unemployment insurance, Social Security and income tax laws for which Consultant as employer is responsible. Consultant shall be solely responsible for any worker's compensation insurance required by law and shall provide the Board with proof of insurance upon demand. The parties agree that Board shall not: (a) pay dues, licenses or membership fees for Consultant; (b) require attendance by Consultant except as otherwise specified herein; (c) control the method, manner or means of performing under this Agreement, except as otherwise specified herein; or (d) restrict or prevent Consultant from working for any other party.
11. **Force Majeure.** No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make payments to the other party hereunder)], when and to the extent such failure or delay is caused by or results from the following force majeure events ("**Force Majeure Events**"): (a) acts of God; (b) flood, fire, earthquake or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, warlike operation, insurrection, rebellion, revolution, military or usurped power, sabotage or other civil unrest; (d) strikes, embargoes, blockades, labor stoppages, lockouts or slowdowns or other industrial disturbances or inability to obtain necessary materials or services (e) governmental delay regarding permits or approvals; (f) action by any governmental authority; (g) national or regional emergency; (h) shortage of adequate power or transportation facilities; or (j) other similar events beyond the reasonable control of the party impacted by the Force Majeure Event (the "**Impacted Party**") and provided further, however, that such performance shall be resumed and completed with due diligence and reasonable dispatch as soon as the contingency causing the delay or impossibility shall abate.
12. **Attorney's Fees; and Costs of Enforcement.** In the event suit is commenced to enforce this Agreement, costs of said suit including reasonable attorneys' fees in all proceedings, trials, investigations, appearances, appeals and in any bankruptcy proceeding or administrative proceeding shall be paid to the prevailing party by the non-prevailing party. In the event of default by either party hereto, the defaulting party shall be liable for all costs and expenses, including reasonable attorney' s

fees and costs incurred by the other party in enforcing its rights hereunder, whether litigation be instituted or not, at the trial court and appellate court level.

13. **Law of the Agreement; Jurisdiction and Venue.** The Parties agree that the laws of the State of Florida shall govern any dispute arising from or related to this Agreement. The Parties to this Agreement agree that venue and jurisdiction is mandated to lie only in the state courts located in Sumter County, Florida. Removal of this case to federal court is not permitted. Litigation in federal court is precluded by agreement of the parties hereto. If, even though precluded by agreement of the Parties hereto, litigation arising from or based upon this contract should be mandated by a court of competent jurisdiction issued pursuant to a duly noticed hearing giving Sumter County adequate time to respond and all of the benefits of due process to lie in the proper venue or jurisdiction of a federal court, that federal court shall only be in the Middle District of Florida, Ocala Division. The Parties further agree that entry into this agreement constitutes irrevocable consent that the exclusive venue for any such dispute shall lie solely in the state or county courts in and for Sumter County, Florida. The Parties expressly and irrevocably waive any right(s) to removal of any such dispute to any federal court, unless the federal court has exclusive jurisdiction; in such cases, the parties agree that the exclusive venue for any such disputes shall be the United States District Court, in and for the Middle District of Florida, Ocala Division. Process in any action or proceeding referred to in this paragraph may be served on any party anywhere in the world, such party waives any argument that said party is not subject to the jurisdiction of the state courts located in Sumter County, Florida and that the laws of the state of Florida.
14. **Entire Agreement.** This Agreement contains the entire agreement of the Parties and may not be changed except by written agreement duly executed by the Parties hereto. This Agreement supersedes any prior understandings or agreements between the Parties, and there are no representations, warranties, or oral agreements other than those expressly set forth herein.
15. **Assignment.** This Agreement shall not be assigned nor may any portion of the obligations contemplated in this Agreement be subcontracted to another party without prior written approval of County. No such approval by County of any assignment or subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation of County. All such assignments and subcontracts shall be subject to the terms and conditions of this Agreement and to any conditions of approval that County shall deem necessary.
16. **Compliance with Licenses, Permits, and Applicable Laws.** In performing services hereunder, Consultant shall comply with all federal, state and local laws and regulations. Consultant shall be responsible for identifying and obtaining all permits necessary to complete the scope of services. Consultant shall be responsible for obtaining, at its sole cost and expense, all necessary license licenses and other governmental approvals required in order for Consultant to provide the type of services required hereunder.
17. **E-Verify.** system established by the U.S. Department of Homeland Security to determine the immigration and work-eligibility status of prospective employees.
18. The Consultant agrees to certify to Board that Consultant is in compliance with the federal E-Verify program, including obtaining written certification from all sub-Consultants who will participate in the performance of scope of services contemplated in this Agreement. All sub-Consultant certifications must be kept on file by the Consultant and made available to the state and/or the Board upon request. The Board reserves the right to take action against any Consultant deemed to be non-compliant; potential actions may include, but are not limited to, cancellation of this Agreement and/or suspending or debaring the Consultant from performing services for the County.
19. **Conflict of Interest.** By accepting the award of this Agreement the Consultant, which shall include its directors, officers, and employees, represents that it presently has no interest in and shall acquire

no interest in any business or activity which would conflict in any manner with the performance of services required hereunder, including as described in the Consultant's professional and ethical requirements. An interest in a business or activity which shall be deemed a conflict includes but is not limited to direct financial interest in any of the material and equipment manufacturers, suppliers, distributors, or contractors who will be eligible to supply material and equipment for a project for which the Consultant is furnishing its services required hereunder. If in the sole discretion of the County Administrator or designee, a conflict in the representation of the County's interest is deemed to exist or arise during the term of the Agreement with another of the Consultant's clients, the County Administrator or designee may terminate this Agreement, effective upon the date so stated in the Written Notice of Cancellation, without penalty to the County.

20. **Corporate Status; Change of Ownership.** If Consultant is a non-governmental, corporate entity:
- a. **Corporate Status.** Consultant shall ensure that the corporate status shall continuously be in good standing and active and current with the state of its incorporation and the State of Florida and at all times throughout the Term, and any renewal or extension hereof. Failure of the Consultant to keep its corporate status active and current shall constitute a material breach under the terms of this Agreement.
  - b. **Change of Ownership.** Consultant shall notify County immediately upon any change in corporate ownership or any substitution of the key professional assigned (the "Key Person") to perform under this Agreement ("Change of Ownership"). County shall have the option of cancelling this Agreement if a Change of Ownership is not suitable to it, provided however, no cancellation shall relieve the Consultant of its obligations to perform the work described herein or for liability for breach of same. A Change of Ownership means the occurrence of any one or more of the following: a sale, lease, or other disposition of 50% or more of the interest or assets of the company or corporation; a merger, reverse merger or consolidation with another entity; a transaction wherein a third-party becomes the beneficial owner having fifty (50%) percent or more interest in the corporation or company; or fifty (50%) percent or more of the total number of votes that may be cast for any act of the entity.
21. **Default.** Neither Party shall declare the other party in default of any provision of this Agreement without giving the other party at least ten (10) days advance written notice of intention to do so, during which time the other party shall have the opportunity to remedy the default. The notice shall specify the default with particularity.
22. **Dispute Resolution.** All disputes arising out of or in connection with this Agreement shall be attempted to be settled through good-faith negotiation between the Parties, followed if necessary within thirty (30) days by professionally-assisted mediation. Any mediator so designated must be acceptable to each Party. The mediation will be conducted as specified by the mediator and agreed upon by the Parties. The Parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the dispute. The mediation will be treated as a settlement discussion and therefore will be confidential. The mediator may not testify for either Party in any later proceeding relating to the dispute. No recording or transcript shall be made of the mediation proceedings. Each Party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the Parties. Failing resolution through negotiation or mediation, either Party may file an action in a court of competent jurisdiction or other appropriate remedy available in law or equity as defined herein below.
23. **Jointly Drafted.** The Parties agree that this Agreement is entered into knowingly and voluntarily, after having the opportunity to fully discuss it with an attorney. Having had the opportunity to obtain the advice of legal counsel to review, comment upon, and redraft this Agreement, the Parties agree that

this Agreement shall be construed as if the parties jointly prepared it so that any uncertainty or ambiguity shall not be interpreted against any one party and in favor of the other.

24. **Parties Acknowledgement; Parties Bound.** The Parties acknowledge that they have read this Agreement, and that they understand the terms and conditions herein and that the terms have been fully and completely explained to the Parties prior to the execution thereof. Each party acknowledges that the other party has made no warranties, representations, covenants, or agreements, express or implied, except as expressly contained in this Agreement. Further, the Parties have caused this Agreement to be executed on their respective behalf by the authorized officer whose signature appears below under their respective name, to be effective as of the date first written above. This Agreement shall inure to the benefit of and be binding upon the Parties, their successors, heirs, and personal representatives.
25. **Waiver.** The waiver by any party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by any party.
26. **Time is of the Essence.** Time shall be of the essence of this Agreement.
27. **Survivability.** Any provision of this Agreement which obligates any of the Parties to perform an obligation either before the commencement of the Term or after the expiration of the Term, or any renewal or extension thereof, shall be binding and enforceable notwithstanding that performance is not within the Term, and the same shall survive.
28. **Severability.** Whenever possible each provision and term of this Agreement will be interpreted in a manner to be effective and valid but if any provision or term of this Agreement is held to be prohibited or invalid, then such provision or term will be ineffective only to the extent of such prohibition or invalidity, without invalidating or affecting in any manner whatsoever the remainder of such provision or term or the remaining provisions or terms of this Agreement.
29. **Counterparts.** This Agreement may be executed in a number of identical counterparts and a facsimile or electronic/digital copy shall be treated as an original. If so executed, each of such counterparts is to be deemed an original for all purposes, and all such counterparts shall, collectively, constitute one agreement. In making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart.
30. **Section and Paragraph Headings.** Captions or paragraph headings herein contained are for organizational convenience only and shall not be constructed as material provisions of this agreement or to limit any provisions hereunder.
31. **Cooperation; Supplementary Actions.** All Parties agree to cooperate fully and to execute any supplementary documents, and to take any additional actions that may be necessary or appropriate to give full force and effect to the basic terms and intent of this Agreement, and which are not inconsistent with its terms.
32. **Miscellaneous.** Whenever the context shall so require, all words in this Agreement of one gender shall be deemed to include the other gender.
33. **Incorporation of Recitals.** Each of the WHEREAS clauses listed above are hereby re-alleged and incorporated into this Agreement as if otherwise fully stated herein.
34. **Notice.** Whenever any notice, demand or request is required or permitted hereunder, such notice, demand or request shall be made in writing and shall be personally delivered to the individuals listed below, sent via prepaid courier or overnight courier, or deposited in the United States mail, registered or certified, return receipt requested, postage prepaid, addressed to the addresses (and individuals)

set forth below. No other form of electronic communications (Facebook, Twitter, Text) will be deemed Notice.

35. **Prohibition Against Contingent Fees.** The professional engineer, warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the professional engineer to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the professional engineer any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement

FOR THE BOARD

FOR THE CONSULTANT

Name: Bradley S. Arnold

Name:

Address: 7375 Powell Road, Wildwood, FL 34785

Address:

Title: County Administrator

Title:

Date:

Date:

\_\_\_\_\_ IN WITNESS WHEREOF, the parties have signed this agreement the day and year first above written.

ATTEST:

SUMTER COUNTY  
BOARD OF COUNTY COMMISSIONERS

By: \_\_\_\_\_

\_\_\_\_\_

By: Chairman

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

ATTEST:

KIMLEY HORN

By: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

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



**KIMLEY-HORN AND ASSOCIATES, INC.**

**BILLING RATE SCHEDULE**

**RFQ 030-0-2020/RS**

<u>Classification</u>	<u>Hourly Rate</u>
Principal Engineer	\$225.00
Senior Engineer/Project Manager	\$195.00
Senior Engineer	\$150.00
Project Engineer	\$135.00
Engineering Intern	\$105.00
Senior Designer	\$130.00
CAD Draftsperson	\$85.00
Survey Field Crew	\$140.00
Survey Field Crew Supervisor	\$100.00
Project Surveyor	\$120.00
Senior Surveyor	\$160.00
Senior Planner	\$160.00
Planner	\$95.00
Support Staff	\$70.00

**SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY**

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**SUBJECT:** Enter into Contract with WSP USA Inc. for RFQ 030-0-2020/RS Sumter County Continuing Engineering Services (Staff Recommends Approval).

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**REQUESTED ACTION:** **Staff Recommends Approval**

**Meeting Type:** Regular Meeting                      **DATE OF MEETING:** 9/22/2020

**CONTRACT:**     N/A    Vendor/Entity: WSP USA Inc.  
Effective Date: 10/1/2020    Termination Date: 09/30/2022  
Managing Division / Dept: **Engineering**

**BUDGET IMPACT:** Varies depending upon number of task orders and projects

**FUNDING SOURCE:** Varies depending upon project

**Type:** Annual                      **EXPENDITURE ACCOUNT:** Varies depending upon project

**HISTORY/FACTS/ISSUES:**

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On August 25, 2020, the BOCC approved contract negotiations with WSP USA Inc. for RFQ 030-0-2020/RS Sumter County Continuing Engineering Services.

This agreement will be a two-year agreement with two additional one-year renewal options.

Attached for the BOCC review and approval is the negotiated agreement with WSP USA Inc..

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**Prepared by:** **Becky Segrest**    **Grammarly Check**

## SUMTER COUNTY CONTINUING ENGINEERING SERVICES AGREEMENT

**THIS AGREEMENT** (hereinafter referred to as “Agreement”) is made and entered into this 22<sup>nd</sup> day of September, 2020, by and between **Board of Sumter County Commissioners** (hereinafter referred to as "Board," or “County”), whose address is 7375 Powell Road, Wildwood, Florida 34785, and WSP USA Inc. (hereafter referred to as "Consultant"), whose address is 301 E. Pine Street, Suite 1020, Orlando, Florida 32801.

### RECITALS

WHEREAS, the Board has need of professional services for an engineering Consultant based on RFQ 030-0-2020/RS; and

WHEREAS, the parties desire to enter into a written agreement outlining the duties, responsibilities and compensation of Consultant based on the Consultant’s response to RFQ 030-0-2020/RS Sumter County Continuing Engineering Services.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The relationship of the Consultant to the Board will be that of a professional Consultant and the Consultant will provide the professional and technical services required under this Agreement in accordance with acceptable professional practices and ethical standards applicable to Consultant’s profession, and Consultant will endeavor to provide to the Board prompt and efficient engineering services in accordance with such standards.
2. Consultant is hereby retained and employed as a Sumter County Contactor, and will work with the Board to provide services in accordance with the scope of work outlined in RFQ 030-0-2020/RS.
3. The term of this Agreement shall commence on October 1, 2020 and continue in full force up to two (2) years through September 30, 2022 (the “Initial Term”) with an option to renew for an additional two (2) one-year terms (“Renewal Terms”), unless otherwise terminated as provided in paragraph four (4) of this Agreement. The term of this Agreement does not relieve the Consultant of any future responsibility as described in paragraph six (6) of this Agreement.
4. This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party at the address designated in this Agreement for receiving such notice. If this Agreement is terminated, Consultant shall be authorized to receive payment for all work performed up to the date of termination.
5. With regard to compensation paid to Consultant, the Consultant shall furnish to the Board a lump sum project invoice. The invoice shall be itemized pursuant to and in accordance with the Fee Schedule, attached hereto as Exhibit A, and incorporated herein *in haec verba*. Consultant shall submit all invoices pursuant to the Local Government Prompt Payment Act, F.S. 218. Consultant acknowledges and agrees that the rates set forth in the Fee Schedule shall remain fixed throughout the duration of this Agreement, including both the Initial Term and any Renewal Term, and thereafter shall only be adjusted by mutual written agreement of both parties.
6. General Considerations.
  - a. All final reports, drawings, designs, specifications, notebooks, computations, details, and calculation documents prepared by Consultant and presented to the Board if provided as

deliverables in the scope of services pursuant to this Agreement are and remain the property of the Board as instruments of service.

- b. All final analyses, data, documents, models, modeling, reports and tests performed or utilized by Consultant if provided as deliverables in the scope of services pursuant to this Agreement shall be made available to the Board upon request and shall be considered public records.
  - c. Consultant is required to: (i) keep and maintain public records required by Board; (ii) upon request from Board's custodian of public records, provide Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a reasonable or as otherwise provided by law; (iii) ensure that public records that are exempt or, confidential and exempt, from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of this Agreement if Consultant does not transfer the records to Board; (iv) upon completion of this Agreement, transfer, at no cost, to Board all public records in possession of Consultant or keep and maintain public records required by Board.
  - d. If Consultant transfers all public records to Board upon completion of this Agreement, Consultant shall destroy any duplicate public records that are exempt or, confidential and exempt, from public records disclosure requirements. If Consultant keeps and maintains public records upon completion of this Agreement, Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Board, upon request from Board's custodian of public records, in a format that is compatible with the information technology systems of Board.
  - e. Consultant shall keep all books, records, files, drawings, plans and other documentation, including all electronically stored items, (which concern or relate to the services required hereunder the "Records"), for a minimum of three (3) years from the date of expiration or termination of this Agreement, or as otherwise required by any applicable law, whichever date is later. The Board shall have the right to order, inspect, and copy all the Records as often as it deems necessary during any such period-of-time. The right to audit, inspect, and copy Records shall include all of the records of sub-Consultants (if any).
  - f. Consultant 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.
  - g. **IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANTS' 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@sumtercountyfl.gov.**
  - h. Consultant shall, at all times, carry Professional Liability, General Liability, Automobile and Worker's Compensation Insurance pursuant to the insurance requirements in RFQ 030-0-2020/RS, naming Board as a certificate holder for all such policies, and an additional insured in each such policy excluding workers' compensation and professional liability.
  - i. Upon Consultant's written request, the Board will furnish, or cause to be furnished, such reports, studies, instruments, documents, and other information as Consultant and Board mutually deem necessary, and Consultant may rely upon same in performing the services required under this Agreement.
7. The Consultant may be required to provide additional services to the Board on challenges, public protests, administrative hearings or similar matters. The Consultant shall be available to represent the Board, serve as an expert witness, and provide supporting documentation as necessary and further agreed. Should any other professional services be called for by the Board that are not otherwise set forth in this Agreement or any of its attachments or exhibits, charges for these services shall be agreed upon in advance by the parties hereto.

8. The Contract Documents, which comprise the entire Contract between Board and Consultant and which are further incorporated herein by reference, consist of the following:
  - a. RFQ 030-0-2020/RS
  - b. Consultant' s Proposal in Response to RFQ
  - c. This Agreement
  - d. Permits / Licenses
  - e. All Qualification Addenda Issued Prior to Opening Date
  - f. All Modifications and Change Orders Issued
9. Consultant shall be solely and entirely responsible for its tortious acts and for the tortious acts of its agents, employees, or servants during the performance of this Agreement. Consultant shall indemnify and save harmless the Board, its agents, employees and officers from and against all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant or other persons employed or utilized by the Consultant in the performance of the Contract. The foregoing is not intended, and shall not be construed, as a waiver by Board of the benefits of Section 768.28, *Florida Statutes*.
10. Consultant is, and shall be, in the performance of all services and activities under this Agreement, an independent contractor, and not an employee, agent, or servant of Board; and no provisions of Board' s personnel policies shall apply to this Agreement. None of the benefits provided by Board to its employees including, but not limited to, worker' s compensation insurance and unemployment insurance, are available from Board to Consultant or its employees, agents or servants. Consultant assumes responsibility for payment of all federal, state and local taxes imposed or required of Consultant including but not limited to FICA, FUTA, unemployment insurance, Social Security and income tax laws for which Consultant as employer is responsible. Consultant shall be solely responsible for any worker's compensation insurance required by law and shall provide the Board with proof of insurance upon demand. The parties agree that Board shall not: (a) pay dues, licenses or membership fees for Consultant; (b) require attendance by Consultant except as otherwise specified herein; (c) control the method, manner or means of performing under this Agreement, except as otherwise specified herein; or (d) restrict or prevent Consultant from working for any other party.
11. **Force Majeure.** No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make payments to the other party hereunder)], when and to the extent such failure or delay is caused by or results from the following force majeure events ("**Force Majeure Events**"): (a) acts of God; (b) flood, fire, earthquake or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, warlike operation, insurrection, rebellion, revolution, military or usurped power, sabotage or other civil unrest; (d) strikes, embargoes, blockades, labor stoppages, lockouts or slowdowns or other industrial disturbances or inability to obtain necessary materials or services (e) governmental delay regarding permits or approvals; (f) action by any governmental authority; (g) national or regional emergency; (h) shortage of adequate power or transportation facilities; or (j) other similar events beyond the reasonable control of the party impacted by the Force Majeure Event (the "**Impacted Party**") and provided further, however, that such performance shall be resumed and completed with due diligence and reasonable dispatch as soon as the contingency causing the delay or impossibility shall abate.
12. **Attorney's Fees; and Costs of Enforcement.** In the event suit is commenced to enforce this Agreement, costs of said suit including reasonable attorneys' fees in all proceedings, trials, investigations, appearances, appeals and in any bankruptcy proceeding or administrative proceeding shall be paid to the prevailing party by the non-prevailing party. In the event of default by either party hereto, the defaulting party shall be liable for all costs and expenses, including reasonable attorney' s

fees and costs incurred by the other party in enforcing its rights hereunder, whether litigation be instituted or not, at the trial court and appellate court level.

13. **Law of the Agreement; Jurisdiction and Venue.** The Parties agree that the laws of the State of Florida shall govern any dispute arising from or related to this Agreement. The Parties to this Agreement agree that venue and jurisdiction is mandated to lie only in the state courts located in Sumter County, Florida. Removal of this case to federal court is not permitted. Litigation in federal court is precluded by agreement of the parties hereto. If, even though precluded by agreement of the Parties hereto, litigation arising from or based upon this contract should be mandated by a court of competent jurisdiction issued pursuant to a duly noticed hearing giving Sumter County adequate time to respond and all of the benefits of due process to lie in the proper venue or jurisdiction of a federal court, that federal court shall only be in the Middle District of Florida, Ocala Division. The Parties further agree that entry into this agreement constitutes irrevocable consent that the exclusive venue for any such dispute shall lie solely in the state or county courts in and for Sumter County, Florida. The Parties expressly and irrevocably waive any right(s) to removal of any such dispute to any federal court, unless the federal court has exclusive jurisdiction; in such cases, the parties agree that the exclusive venue for any such disputes shall be the United States District Court, in and for the Middle District of Florida, Ocala Division. Process in any action or proceeding referred to in this paragraph may be served on any party anywhere in the world, such party waives any argument that said party is not subject to the jurisdiction of the state courts located in Sumter County, Florida and that the laws of the state of Florida.
14. **Entire Agreement.** This Agreement contains the entire agreement of the Parties and may not be changed except by written agreement duly executed by the Parties hereto. This Agreement supersedes any prior understandings or agreements between the Parties, and there are no representations, warranties, or oral agreements other than those expressly set forth herein.
15. **Assignment.** This Agreement shall not be assigned nor may any portion of the obligations contemplated in this Agreement be subcontracted to another party without prior written approval of County. No such approval by County of any assignment or subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation of County. All such assignments and subcontracts shall be subject to the terms and conditions of this Agreement and to any conditions of approval that County shall deem necessary.
16. **Compliance with Licenses, Permits, and Applicable Laws.** In performing services hereunder, Consultant shall comply with all federal, state and local laws and regulations. Consultant shall be responsible for identifying and obtaining all permits necessary to complete the scope of services. Consultant shall be responsible for obtaining, at its sole cost and expense, all necessary license licenses and other governmental approvals required in order for Consultant to provide the type of services required hereunder.
17. **E-Verify.** system established by the U.S. Department of Homeland Security to determine the immigration and work-eligibility status of prospective employees.
18. The Consultant agrees to certify to Board that Consultant is in compliance with the federal E-Verify program, including obtaining written certification from all sub-Consultants who will participate in the performance of scope of services contemplated in this Agreement. All sub-Consultant certifications must be kept on file by the Consultant and made available to the state and/or the Board upon request. The Board reserves the right to take action against any Consultant deemed to be non-compliant; potential actions may include, but are not limited to, cancellation of this Agreement and/or suspending or debaring the Consultant from performing services for the County.
19. **Conflict of Interest.** By accepting the award of this Agreement the Consultant, which shall include its directors, officers, and employees, represents that it presently has no interest in and shall acquire

no interest in any business or activity which would conflict in any manner with the performance of services required hereunder, including as described in the Consultant's professional and ethical requirements. An interest in a business or activity which shall be deemed a conflict includes but is not limited to direct financial interest in any of the material and equipment manufacturers, suppliers, distributors, or contractors who will be eligible to supply material and equipment for a project for which the Consultant is furnishing its services required hereunder. If in the sole discretion of the County Administrator or designee, a conflict in the representation of the County's interest is deemed to exist or arise during the term of the Agreement with another of the Consultant's clients, the County Administrator or designee may terminate this Agreement, effective upon the date so stated in the Written Notice of Cancellation, without penalty to the County.

20. **Corporate Status; Change of Ownership.** If Consultant is a non-governmental, corporate entity:
- a. **Corporate Status.** Consultant shall ensure that the corporate status shall continuously be in good standing and active and current with the state of its incorporation and the State of Florida and at all times throughout the Term, and any renewal or extension hereof. Failure of the Consultant to keep its corporate status active and current shall constitute a material breach under the terms of this Agreement.
  - b. **Change of Ownership.** Consultant shall notify County immediately upon any change in corporate ownership or any substitution of the key professional assigned (the "Key Person") to perform under this Agreement ("Change of Ownership"). County shall have the option of cancelling this Agreement if a Change of Ownership is not suitable to it, provided however, no cancellation shall relieve the Consultant of its obligations to perform the work described herein or for liability for breach of same. A Change of Ownership means the occurrence of any one or more of the following: a sale, lease, or other disposition of 50% or more of the interest or assets of the company or corporation; a merger, reverse merger or consolidation with another entity; a transaction wherein a third-party becomes the beneficial owner having fifty (50%) percent or more interest in the corporation or company; or fifty (50%) percent or more of the total number of votes that may be cast for any act of the entity.
21. **Default.** Neither Party shall declare the other party in default of any provision of this Agreement without giving the other party at least ten (10) days advance written notice of intention to do so, during which time the other party shall have the opportunity to remedy the default. The notice shall specify the default with particularity.
22. **Dispute Resolution.** All disputes arising out of or in connection with this Agreement shall be attempted to be settled through good-faith negotiation between the Parties, followed if necessary within thirty (30) days by professionally-assisted mediation. Any mediator so designated must be acceptable to each Party. The mediation will be conducted as specified by the mediator and agreed upon by the Parties. The Parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the dispute. The mediation will be treated as a settlement discussion and therefore will be confidential. The mediator may not testify for either Party in any later proceeding relating to the dispute. No recording or transcript shall be made of the mediation proceedings. Each Party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the Parties. Failing resolution through negotiation or mediation, either Party may file an action in a court of competent jurisdiction or other appropriate remedy available in law or equity as defined herein below.
23. **Jointly Drafted.** The Parties agree that this Agreement is entered into knowingly and voluntarily, after having the opportunity to fully discuss it with an attorney. Having had the opportunity to obtain the advice of legal counsel to review, comment upon, and redraft this Agreement, the Parties agree that

this Agreement shall be construed as if the parties jointly prepared it so that any uncertainty or ambiguity shall not be interpreted against any one party and in favor of the other.

24. **Parties Acknowledgement; Parties Bound.** The Parties acknowledge that they have read this Agreement, and that they understand the terms and conditions herein and that the terms have been fully and completely explained to the Parties prior to the execution thereof. Each party acknowledges that the other party has made no warranties, representations, covenants, or agreements, express or implied, except as expressly contained in this Agreement. Further, the Parties have caused this Agreement to be executed on their respective behalf by the authorized officer whose signature appears below under their respective name, to be effective as of the date first written above. This Agreement shall inure to the benefit of and be binding upon the Parties, their successors, heirs, and personal representatives.
25. **Waiver.** The waiver by any party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by any party.
26. **Time is of the Essence.** Time shall be of the essence of this Agreement.
27. **Survivability.** Any provision of this Agreement which obligates any of the Parties to perform an obligation either before the commencement of the Term or after the expiration of the Term, or any renewal or extension thereof, shall be binding and enforceable notwithstanding that performance is not within the Term, and the same shall survive.
28. **Severability.** Whenever possible each provision and term of this Agreement will be interpreted in a manner to be effective and valid but if any provision or term of this Agreement is held to be prohibited or invalid, then such provision or term will be ineffective only to the extent of such prohibition or invalidity, without invalidating or affecting in any manner whatsoever the remainder of such provision or term or the remaining provisions or terms of this Agreement.
29. **Counterparts.** This Agreement may be executed in a number of identical counterparts and a facsimile or electronic/digital copy shall be treated as an original. If so executed, each of such counterparts is to be deemed an original for all purposes, and all such counterparts shall, collectively, constitute one agreement. In making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart.
30. **Section and Paragraph Headings.** Captions or paragraph headings herein contained are for organizational convenience only and shall not be constructed as material provisions of this agreement or to limit any provisions hereunder.
31. **Cooperation; Supplementary Actions.** All Parties agree to cooperate fully and to execute any supplementary documents, and to take any additional actions that may be necessary or appropriate to give full force and effect to the basic terms and intent of this Agreement, and which are not inconsistent with its terms.
32. **Miscellaneous.** Whenever the context shall so require, all words in this Agreement of one gender shall be deemed to include the other gender.
33. **Incorporation of Recitals.** Each of the WHEREAS clauses listed above are hereby re-alleged and incorporated into this Agreement as if otherwise fully stated herein.
34. **Notice.** Whenever any notice, demand or request is required or permitted hereunder, such notice, demand or request shall be made in writing and shall be personally delivered to the individuals listed below, sent via prepaid courier or overnight courier, or deposited in the United States mail, registered or certified, return receipt requested, postage prepaid, addressed to the addresses (and individuals)

set forth below. No other form of electronic communications (Facebook, Twitter, Text) will be deemed Notice.

35. **Prohibition Against Contingent Fees.** The professional engineer, warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the professional engineer to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the professional engineer any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement

FOR THE BOARD

FOR THE CONSULTANT

Name: Bradley S. Arnold

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

Address: 7375 Powell Road, Wildwood, FL 34785

Address: \_\_\_\_\_

Title: County Administrator

Title: \_\_\_\_\_

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

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

\_\_\_\_\_ IN WITNESS WHEREOF, the parties have signed this agreement the day and year first above written.

ATTEST:

SUMTER COUNTY  
BOARD OF COUNTY COMMISSIONERS

By: \_\_\_\_\_

\_\_\_\_\_

By: Chairman

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

ATTEST:

WSP USA, INC.

By: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

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

**Sumter County Continuing Engineering Services  
WSP Team Overhead Rates**

**WSP USA**

	<b>Direct Labor</b>	<b>FDOT OH</b>	<b>FCCM</b>	<b>Margin</b>	<b>Multiplier</b>
Field	100%	103.43%	0.52%	24.41%	2.28
Office	100%	138.95%	0.52%	27.00%	2.66

**HARBOR COORDINATION**

<b>Dir Labor</b>	<b>OH</b>	<b>Margin</b>	<b>Multiplier</b>
100%	167.50%	27.0%	2.95

**MADRID/CPWG**

<b>Dir Labor</b>	<b>OH</b>	<b>Margin</b>	<b>Multiplier</b>
100%	214.95%	15.0%	3.30

**MSE GROUP**

<b>Dir Labor</b>	<b>OH</b>	<b>Margin</b>	<b>Multiplier</b>
100%	160.08%	27.0%	2.87



Sumter County Continuing Engineering Services – Staff Labor Rates  
WSP USA Inc.

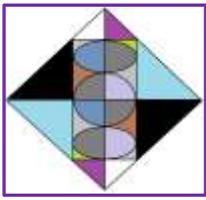
	Direct Labor	FDOT OH	FCCM	Margin	Multiplier
Field	100%	103.43%	0.52%	24.41%	2.28
Office	100%	138.95%	0.52%	27.00%	2.66

Classification	Loaded Rate *
CEI Contract Support Specialist	\$97.73
CEI Inspector	\$58.09
CEI Inspector Aide	\$40.55
CEI ITS Inspector	\$89.96
CEI Project Administrator	\$128.68
CEI Senior Inspector	\$80.47
CEI Resident Compliance Inspector	\$71.51
CEI Senior Project Engineer	\$245.45
Designer	\$93.55
Senior Designer	\$156.49
Engineering Intern	\$107.84
Engineer	\$109.51
Project Engineer I	\$131.09
Project Engineer II	\$154.75
Project Manager	\$173.58
Senior Engineer	\$196.14
Senior Electrical Engineer	\$247.86
Principal Engineer	\$214.87
Chief Engineer	\$263.56
Intern	\$55.62
Planner	\$86.90
Senior Planner	\$150.79
Chief Planner	\$257.66
Graphic Designer	\$117.19
Senior Graphic Designer	\$161.13
Project Administrator	\$93.16
Secretary/Clerical	\$58.15

\* The loaded rates above apply to the first two years of the contract.

WSP USA  
Suite 1020  
301 East Pine Street  
Orlando, FL 32801

Tel.: +1 407 587-7800  
Fax: +1 407 587-7960  
wsp.com



# Harbor Coordination Solutions, Inc.

2519 N. McMullen Booth Rd Suite 510, #124  
Clearwater, FL 33761

## Sumter County GEC Contract Labor Rates

Job Classification	Contract Labor Rate
Chief Utility Coordinator	\$152.71
Utility Coordinator	\$95.82



MADRID CPWG  
 1221 E. Broadway Street,  
 Suite 1031  
 Oviedo, Florida 32765

**SUMTER COUNTY GEC CONTRACT LABOR RATES**

Madrid Engineering Group, Inc. d/b/a Madrid CPWG					
Job Classification	Payroll Rate	Overhead %	OM	Multiplier	Contract Labor Rate
SUR Senior Surveyor	\$53.00	214.95%	15.00%	3.30	\$174.87
SUR Project Surveyor	\$43.00	214.95%	15.00%	3.30	\$141.88
SUR Survey Analyst 2 (Junior)	\$26.00	214.95%	15.00%	3.30	\$85.79
SUR Survey Analyst 1 (Entry)	\$21.50	214.95%	15.00%	3.30	\$70.94
SUR Party Chief	\$26.00	214.95%	15.00%	3.30	\$85.79
SUR Survey Tech 3 (Instrument Person)	\$16.50	214.95%	15.00%	3.30	\$54.44
SUR Survey Tech 1 (Rod Person)	\$11.00	214.95%	15.00%	3.30	\$36.29
3 Person Field Crew (Party Chief, Instrument Person, Rod Person)					\$176.52
2 Person Field Crew (Party Chief, Instrument Person)					\$140.23
Senior Landscape Architect	\$50.00	214.95%	15.00%	3.30	\$164.98
Landscape Architect	\$40.00	214.95%	15.00%	3.30	\$131.98
Landscape Designer	\$26.00	214.95%	15.00%	3.30	\$85.79
Senior Engineer	\$60.00	214.95%	15.00%	3.30	\$197.97
Project Engineer	\$48.00	214.95%	15.00%	3.30	\$158.38
Engineering Intern	\$35.00	214.95%	15.00%	3.30	\$115.48
Senior Engineering Technician	\$30.00	214.95%	15.00%	3.30	\$98.99



**CONTINUING ENGINEERING SERVICES  
SUMTER COUNTY  
MSE Group, LLC**

**Billable Rates and Multiplier**

Position Category	Base Rate	Multiplier	Base Rate	Option Year Rates
Chief Scientist	\$ 73.32	2.87	\$ 210.49	\$ 216.80
Principal Engineer	\$ 62.50	2.87	\$ 179.43	\$ 184.81
Senior Engineer	\$ 43.27	2.87	\$ 124.22	\$ 127.95
Senior Scientist	\$ 36.54	2.87	\$ 104.90	\$ 108.05
Project Engineer	\$ 38.46	2.87	\$ 110.41	\$ 113.72
Senior Env. Specialist	\$ 29.88	2.87	\$ 85.78	\$ 88.35
Engineering Intern	\$ 25.67	2.87	\$ 73.69	\$ 75.90
Scientist	\$ 24.52	2.87	\$ 70.39	\$ 72.50
Engineering Technician	\$ 20.43	2.87	\$ 58.65	\$ 60.41
CADD/Computer Technician	\$ 26.44	2.87	\$ 75.90	\$ 78.18
Secretary/Clerical	\$ 18.51	2.87	\$ 53.14	\$ 54.73

In the most recent reporting period, which consisted of 01/01/19 - 12/31/19 of the year 2019, MSE Group, LLC had the following multipliers, which are submitted to Sumter County to be used on this Contract.

General Overhead Rate	100.64%
Fringe Benefit Rate	59.44%
Fringe + General Overhead Rate	160.08%
Salary+Fringe+General Overhead Rate	260.08%
Profit Margin (10.38%)	27.0%
Overall Multiplier	287.08%
MAX ALLOWABLE MULTIPLIER	2.99

This is to certify that the above salary information is accurate as of 07/31/2020. Under penalty of perjury, I declare tht I have read the foregoing and the facts stated in it are true. False statmens may result in criminal prosecution for a felony of the thrid degree as provided for in Section 92.525(3), Florida Statutes.

Maurice Pearson, Vice President  
Name of Company Officer, Title

9/15/2020  
Date

  
Signature



**Extension Agreement #2**  
**Sumter County Fleet Vehicle Leasing Program**

This agreement extension is made and entered into this 22nd day of September 2020, between the Board of County Commissioners of Sumter County Florida, 7375 Powell Road, Wildwood, Florida 34785 (County) and ACME Auto Leasing, 440 Washington Avenue, North Haven, Connecticut 06473-1311.

WHEREAS, the parties executed an original agreement dated October 10, 2017;

WHEREAS, the County wishes to extend the agreement for one year through September 30, 2021 under the same terms and conditions.

NOW, THEREFORE, the parties agree as follows:

1. That the certain agreement between the parties originally dated October 10, 2017, is hereby extended to September 30, 2021.
2. Firm 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.
3. **IF THE FIRM HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE FIRMS' 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@sumtercountyfl.gov](mailto:Records@sumtercountyfl.gov).**
4. Except as expressly modified by this Extension Agreement, all other terms and conditions of the original Agreement remain in full force and effect for the term of the Agreement.

THIS AGREEMENT is executed the day and year first written above.

Attest: Deputy Clerk

BOARD OF COUNTY COMMISSIONERS,  
SUMTER COUNTY, FLORIDA

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

By: \_\_\_\_\_

Chairman

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

ACME AUTO LEASING

By: \_\_\_\_\_

Witness:

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

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

**SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY**

---

**SUBJECT:** Extension #2 to the Transportation Agreement with Mid Florida Community Services, Inc. (Staff Recommends Approval).

---

**REQUESTED ACTION:** **Staff Recommends Approval**

**Meeting Type:** Regular Meeting                      **DATE OF MEETING:** 9/22/2020

**CONTRACT:**     N/A    Vendor/Entity: Mid Florida Community Services, Inc.  
Effective Date: 10/8/2018                      Termination Date: 9/30/2021  
Managing Division / Dept: **Purchasing**

**BUDGET IMPACT:** Revenue of approximately \$23,826.00

**FUNDING SOURCE:** Transit Fund 116-344923 Revenue  
**Type:** Annual                      **EXPENDITURE ACCOUNT:** N/A

---

**HISTORY/FACTS/ISSUES:**

---

On September 25, 2018, the Board of County Commissioners entered into a Transportation Agreement with Mid Florida Community Services, Inc. to provide transportation services for eligible participants from their homes to designated congregate meal sites. Sumter County residents who qualify for the program take part in lunch, activities, programs and socialization offered through Mid Florida Community Services.

The cost charged to Mid Florida Community Services, Inc. under this agreement is \$7.04 per trip.

Attached for BOCC review and approval are the original Mid Florida Transportation Agreement and the Extension#2.

---

**Prepared by:** **Emilly Morrison**    **Grammarly Check**

**Extension Agreement #2  
Transportation Agreement**

This agreement extension is made and entered into this 22nd day of September 2020, between the Board of County Commissioners of Sumter County Florida, 7375 Powell Road, Wildwood, Florida 34785 (County) and Mid Florida Community Services, Inc., Post Office Box 896, Brooksville, Florida 34605-0896.

WHEREAS, the parties executed an original agreement dated October 1, 2018;

WHEREAS, the County wishes to extend the agreement for one year through September 30, 2021 under the same terms and conditions.

NOW, THEREFORE, the parties agree as follows:

1. That the certain agreement between the parties originally dated October 1, 2018, is hereby extended to September 30, 2021.
2. Firm 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.
3. **IF THE FIRM HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE FIRMS' 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).**
4. Except as expressly modified by this Extension Agreement, all other terms and conditions of the original Agreement remain in full force and effect for the term of the Agreement.

THIS AGREEMENT is executed the day and year first written above.

Attest: Deputy Clerk

BOARD OF COUNTY COMMISSIONERS,  
SUMTER COUNTY, FLORIDA

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

By: \_\_\_\_\_  
Chairman

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

MID FLORIDA COMMUNITY SERVICES, INC.  
By: \_\_\_\_\_

Witness:

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

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

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

---

**SUBJECT:** Extension #2 to the Transportation Agreement with Sumter Youth Center (Staff Recommends Approval).

---

**REQUESTED ACTION:** **Staff Recommends Approval**

**Meeting Type:** Regular Meeting                      **DATE OF MEETING:** 9/22/2020

**CONTRACT:**     N/A    Vendor/Entity: Sumter Youth Center  
Effective Date: 7/1/2017    Termination Date: 9/30/2021  
Managing Division / Dept: **Public Safety**

**BUDGET IMPACT:** Approximate Revenue of \$4,800  
**FUNDING SOURCE:** Transit Fund 116-344970 – Revenue  
**Type:** Annual                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_

---

**HISTORY/FACTS/ISSUES:**

---

On August 22, 2017, the Board of County Commissioners entered into a Transportation Agreement with Sumter Youth Center.

At this time, staff wishes to extend the current agreement for a one-year term. There are no renewals remaining on this agreement.

Attached for BOCC review and approval are the original approved Sumter Youth Center Transportation Executive Summary and Extension#2 Agreement.

---

**Prepared by:** **Becky Segrest**    **Grammarly Check**

**Extension Agreement #2**  
**Transportation Agreement between Sumter County Board of County Commissioners and Sumter Youth Center, Inc.**

This agreement extension is made and entered into this 22<sup>nd</sup> day of September 2020, between the Board of County Commissioners of Sumter County Florida, 7375 Powell Road, Wildwood, Florida 34785 (County) and Sumter Youth Center, Post Office Box 2092, Bushnell, Florida 33513.

WHEREAS, the parties executed an original agreement effective July 1, 2017;

WHEREAS, the County wishes to extend the agreement for one year through September 30, 2021 under the same terms and conditions.

NOW, THEREFORE, the parties agree as follows:

1. That the certain agreement between the parties originally effective July 1, 2017, is hereby extended to September 30, 2021.
2. Firm 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.
3. **IF THE FIRM HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE FIRMS' 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@sumtercountyfl.gov](mailto:Records@sumtercountyfl.gov).**
4. Except as expressly modified by this Extension Agreement, all other terms and conditions of the original Agreement remain in full force and effect for the term of the Agreement.

THIS AGREEMENT is executed the day and year first written above.

\_\_\_\_\_  
Attest: Deputy Clerk

BOARD OF COUNTY COMMISSIONERS,  
SUMTER COUNTY, FLORIDA

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

By: \_\_\_\_\_  
Chairman

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

\_\_\_\_\_  
Witness:

SUMTER YOUTH CENTER  
By: \_\_\_\_\_

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

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



June 18, 2020

REVISED

Sumter County Board of Commissioners  
7375 Powell Road  
Wildwood, FL 34785

RE: Contract Renewal for Sumter County Board of Commissioners  
Delta Dental PPO<sup>SM</sup> Group# 16057

We appreciate your business and thank you for choosing Delta Dental Insurance Company. Your employees are among the millions nationwide who trust their smiles to Delta Dental.

We are pleased to present you with your dental plan contract renewal information. We are committed to providing you with quality plan designs combined with excellent customer service.

When reviewing your dental plan, we considered cost factors related to your group's dental service utilization and claims experience. We have made every attempt to provide the most competitive renewal possible.

We have calculated your rates based on the employer/employee contribution levels in your contract remaining the same. If the contribution levels and/or enrollment guidelines have changed or will change, please notify us immediately, as such a change may affect your renewal rate.

The following is the renewal information for your Delta Dental PPO<sup>SM</sup> dental plan:

<b><i>Effective Date</i></b>	<b><i>October 01, 2020</i></b>	
<b><i>Contract Term</i></b>	<b><i>October 01, 2020 - September 30, 2022</i></b>	
	<b><i>Current Fee</i></b>	<b><i>Renewal Fee</i></b>
		<b><i>10/1/2020 - 9/30/2022</i></b>
<b><i>Administration Fee (per enrollee per month)</i></b>	<b><i>\$3.68</i></b>	<b><i>\$3.75</i></b>

Delta Dental Insurance Company  
Telephone: 800-521-2651

Delta Dental of California  
Telephone: 888-335-8227

Delta Dental Mid-Atlantic Region  
Delta Dental of Delaware, Inc.  
Delta Dental of the District of Columbia  
Delta Dental of New York, Inc.  
Delta Dental of Pennsylvania (Maryland)  
Delta Dental of West Virginia  
Telephone: 800-932-0783

To renew your dental plan contract, please follow these steps:

- 1) Review this letter for changes to your dental plan for October 01, 2020
- 2) Begin paying the rates outlined in this letter with your new contract term.

If you have any questions about your renewal, your Account Manager will be happy to help. We appreciate your continued confidence in Delta Dental. We are proud of our association with you and look forward to a long and mutually successful relationship.

Sincerely,

Delta Dental Insurance Company



MohammadReza Navid  
Group Vice President, Sales & Marketing

The American Dental Association (ADA) annually updates its standard dental procedure coding system, which is a component of its Code on Dental Procedures and Nomenclature (CDT Code) reference manual. When the ADA changes the codes, carriers must adopt the changes. We process claims according to the current CDT reference manual. Changes made to comply with the CDT Code do not constitute a material change to your dental plan design.

**Summary of Contract Amendments to  
Sumter County Board of Commissioners  
Delta Dental PPO<sup>SM</sup>**

**OTHER INFORMATION**

Delta Dental's retro-termination policy for enrollees. As a reminder, Delta Dental's policy is that enrollment may be adjusted retroactively to the immediately preceding three months plus the current month billed if no claims have been processed after the requested termination date for the enrollee.

Provider reimbursement. As a reminder, Delta Dental's policy is to reimburse contracted dentists based on the network payment provisions for the geographic area in which the services are provided.



Sumter County Board of Commissioners  
GROUP NUMBER: 16057  
DELTA DENTAL INSURANCE COMPANY

October 1, 2020 Renewal

Summary of Group Information	
<b>Group Name:</b>	Sumter County Board of Commissioners
<b>Group Number:</b>	16057
<b>Address:</b>	7375 Powell Road Wildwood, FL 34785
<b>Original Effective Date:</b>	October 01, 2012
<b>Current Contract Effective Date:</b>	October 01, 2019
<b>Renewal Date:</b>	October 01, 2020
<b>Current Enrollment:</b>	679 primary enrollees (Jan-2020)
<b>Prior Enrollment:</b>	666 primary enrollees (Jan-2019)
<b>Dual Choice?:</b>	No
<b>Contract Type:</b>	ASC or ASO
<b>Current Commission:</b>	\$0.00
<b>Account Manager:</b>	Oralie Rodriguez



**SUMTER COUNTY SPECIAL MASTER  
RE-APPOINTMENT AND RETENTION AGREEMENT**

THIS AGREEMENT, made this 22<sup>nd</sup> day of September, 2020, between the BOARD OF COUNTY COMMISSIONERS, SUMTER COUNTY, FLORIDA, hereafter called (the "County"), and R. LEE HAWKINS, JR., Attorney at Law, PO Box 97, Lake Panasoffkee, FL 33538, hereafter called "Attorney", is hereby entered into under the following circumstances and conditions:

WHEREAS, the Sumter County Board of County Commissioners passed Ordinance Number 2008-02 on January 8, 2008, and;

WHEREAS, Ordinance Number 2008-02 grants the Sumter County Administrator the power to appoint, re-appoint, and place under contract a Special Master to hear and adjudicate Code Enforcement cases in the County, and;

WHEREAS, the County Administrator desires to re-appoint Attorney as Special Master for the County ("Special Master").

WHEREAS, the consolidation of Building Inspections Services for the Cities of Webster, Coleman and Center Hill under the interlocal service boundary agreements also include the provision of code enforcement services and case hearings;

NOW, THEREFORE, based on the foregoing considerations and other good and valuable considerations, the parties agree as follows:

1. The WHEREAS clauses recited above are hereby incorporated as if stated herein.
2. The Attorney is hereby retained as Special Master under the terms of this agreement. All recitals above are recognized as true and adopted as if stated herein.
3. This Agreement shall be effective from October 1, 2020, through September 30, 2021, at which time the County Administrator shall make a determination as to whether or not the Special Master shall be reappointed or removed. The County Administrator must give thirty (30) days' notice to the Special Master of intent to remove, and the Special Master must give thirty (30) days' notice to the County if he does not intend to seek reappointment.
4. The County shall pay to the Special Master a monthly retainer of \$945.00 per month, payable at the end of each month. The monthly retainer shall cover unlimited hours of services rendered.

The monthly retainer set forth above shall cover the following services and obligations of the Special Master, who shall:

- a. Attend all County Special Master Code Enforcement and Animal Control Hearings.

- b. Adopt rules for the conduct of his hearings.
  - c. Subpoena alleged violators and witnesses to his or her hearings. (Subpoenas may be served by the Sheriff of Sumter County.)
  - d. Subpoena evidence to his or her hearings.
  - e. Take testimony under oath.
  - f. Issue findings of fact and subsequent orders have the force of law to command whatever steps are necessary to bring a code violation into compliance.
5. The Special Master shall be an independent contractor and shall not be considered an employee of the Board.
  6. The County shall provide clerical and administrative personnel as may be reasonably required by the Special Master for the proper performance of his duties, the level and expense of said requirement being determined and approved solely by the County Administrator.
  7. The parties agree that venue and jurisdiction for any dispute arising from this agreement shall only be in Sumter County, Florida.
  8. If any provision of this agreement is determined to be unenforceable by a court of competent jurisdiction, the remaining portions of this agreement, where practically and functionally possible, shall remain in full force and effect.
  9. E-Verify: system established by the U.S. Department of Homeland Security to determine the immigration and work eligibility status of prospective employees. The Special Master agrees to certify to Sumter County (County) that they are in compliance with the federal E-Verify program; this includes obtaining written certification from all subcontractors who will participate in the performance of the contract. The E-Verify Certification Form is attached as an exhibit to this contract shall be completed and returned to Sumter County prior to commencement of any work for the County. All subcontractor certifications must be kept on file by the Special Master and made available to the state and/or the County upon request. The Sumter County Board of County Commissioners reserves the right to take action against any vendor deemed to be non-compliant; potential actions may include, but are not limited to, cancellation of the contract and/or suspending or debaring the contractor from performing services for the County.

10. Contractor 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 CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTORS' 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@sumtercountyfl.gov](mailto:Records@sumtercountyfl.gov).**

IN WITNESS WHEREOF, the parties hereto have set forth their hands and seals the day and year first written above.

SPECIAL MASTER:

\_\_\_\_\_

Print: R. Lee Hawkins, Jr.

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

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS:

\_\_\_\_\_

Print: CHAIRMAN

Date: September 22, 2020

ATTEST: Gloria Hayward, Clerk of Court

By: \_\_\_\_\_

Print: Caroline Alrestimawi, Deputy Clerk

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

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** Renewal of the Stop-Loss Insurance with Symetra Life Insurance Company for the Sumter County Health Plan (Staff Recommends Approval).

**REQUESTED ACTION:** **Staff Recommends Approval**

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**Meeting Type:** Regular Meeting

**DATE OF MEETING:** 9/22/2020

**CONTRACT:**  N/A

Vendor/Entity: Symetra Life Insurance Company

Effective Date: 10/1/2020

Termination Date: 9/30/2021

Managing Division / Dept: **Employee Services**

**BUDGET IMPACT:** FY 20/21 Budget \$640,000 (see below for breakdown)

**FUNDING SOURCE:** Health Benefits

**Type:** Annual

**EXPENDITURE ACCOUNT:** 501-590-591-4509 - \$600,000 - Stop Loss  
501-590-591-4590 - \$40,000 - Aggregate Premium Stop Loss

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**HISTORY/FACTS/ISSUES:**

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Attached for BOCC review are the Fiscal Year 2020/2021 Symetra Policy for Stop Loss and Aggregate Premium Stop Loss.

The Participating Employer's coverage under the Symetra Life Insurance Company Policy will automatically renew on each anniversary date if the Participating Employer continues to pay premiums at the rates set by Symetra. A 31-day advanced notice must be given by either party to terminate the policy.

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**Prepared by:** **Emilly Morrison**

**Grammarly Check**



# Symetra Life Insurance Company

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Excess Loss Insurance

**POLICY**

Excess Loss Insurance

**POLICY**



**Symetra Life Insurance Company**  
777 108th Avenue NE, Suite 1200  
Bellevue, Washington 98004-5135

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## EXCESS LOSS INSURANCE POLICY

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### POLICY SPECIFICATIONS

Policyholder: Bank of Newport, Trustee

Policy Number: GT-EXL(CA)-01

Policy Effective Date: October 20, 2002

Premium Due Date: Premium is due on the Policy Effective Date and the first of each month beginning with November 1, 2002.

Policy Anniversary: January 1st of each year beginning in 2003.

Governing Jurisdiction: This Policy is delivered in and governed by the laws of the state of Rhode Island.

This Policy has been issued in consideration of the signed Participation Agreement and payment of premium. This Policy renews on each Policy Anniversary.

Symetra Life Insurance Company issues this Policy and agrees to pay the benefits of this Policy subject to its terms and conditions.

Symetra Life Insurance Company has, by its President and Secretary, executed this Policy as of the Policy Effective Date and caused it to be duly countersigned at Bellevue, Washington.

  
Jacqueline M. Veneziani, Secretary

  
Margaret Meister, President



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Symetra Life Insurance Company
777 108th Avenue NE, Suite 1200
Bellevue, Washington 98004-5135

EXCESS LOSS SCHEDULE OF BENEFITS

A. Participating Employer: Sumter County Board of County Commissioners

Policy Number: 16-010163-00
Effective Date of Coverage: October 1, 2011
Participating Employer Anniversary Date: October 1st of each year beginning in 2012.
Premium Due Date: Premium is due on the Effective Date of Coverage and the first of each month beginning with November 1, 2011.

Enrollment (at the beginning of the Policy Period):
Single 340 Family 317

B. This Schedule of Benefits applies to the Policy Period: from 10-01-2020 to 10-01-2021

C. Individual Excess Loss Insurance: [X] Yes [ ] No

- 1. Individual Deductible per Covered Unit: \$200,000
2. Alternate Individual Deductibles applicable? [ ] Yes (See Excess Loss Alternate Reimbursement Endorsement) [X] No
3. Covered Expenses: [ ] Medical excluding all Prescription Drugs [X] Medical including Prescription Drugs defined as ONE of the following: [X] Rx Card and Mail Order [ ] Rx Card Only [ ] Rx Mail Order Only OR [ ] Rx as part of Medical Plan subject to a Deductible and Coinsurance [ ] Other:
4. Symetra's Reimbursement Percentage: 100% of Covered Expenses in excess of the Individual Deductible.
5. Individual Lifetime Reimbursement Maximum: Unlimited per Covered Unit
Policy Period Reimbursement Maximum: Unlimited per Covered Unit
6. Premium Rates:
Covered Units
Single \$44.96
Family \$99.91



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## EXCESS LOSS SCHEDULE OF BENEFITS

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Applies to Policy Period: from 10-01-2020 to 10-01-2021

7. Reimbursement Option:

Covered Expenses incurred on or after the Policy Effective Date and paid during the Policy Period with:

Run-in Period	<u>Unlimited</u>	months	Run-in Limit	<u>Unlimited</u>
Run-out Period	<u>0</u>	months	Run-out Limit	<u>N/A</u>

8. Individual Excess Loss Terminal Provision applicable?  Yes  No
9. Individual Excess Loss Advantage Provision applicable?  Yes  No  
Individual Advantage Deductible: \$136,000
10. Individual Advantage Deductible applies toward the Aggregate Attachment Point?  Yes  No
11. Individual Excess Loss Transplant Provision applicable?  Yes  No

**D. Aggregate Excess Loss Insurance:**  Yes  No

1. Covered Expenses:

- Medical excluding all Prescription Drugs
- Medical including Prescription Drugs defined as **ONE** of the following:
- Rx Card and Mail Order  Rx Card Only  Rx Mail Order Only **OR**
- Rx as part of Medical Plan subject to a Deductible and Coinsurance
- Vision
- Dental
- Short-Term Disability
- Other \_\_\_\_\_

2. Aggregate Attachment Point will be set by Symetra.

3. Symetra's Reimbursement Percentage:

100% of Covered Expenses in excess of the Aggregate Attachment Point.

4. Aggregate Reimbursement Maximum per Policy Period: \$1,000,000

5. Monthly Aggregate Accommodation Provision applicable?  Yes  No

6. Reimbursement Option:

Covered Expenses incurred on or after the Policy Effective Date and paid during the Policy Period with:

Run-in Period	<u>Unlimited</u>	months	Run-in Limit	<u>Unlimited</u>
Run-out Period	<u>0</u>	months	Run-out Limit	<u>N/A</u>

7. Minimum Aggregate Attachment Point:

85% of the first Monthly Aggregate Attachment Point x 12.





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## DEFINITIONS

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The following words and phrases are used throughout this Policy and have specific meaning for purposes of this Policy.

**AGGREGATE ATTACHMENT POINT** means for the Policy Period, or any portion of the Policy Period, the amount of Covered Expenses for which the Participating Employer is responsible to pay. The Aggregate Attachment Point must be met in each Policy Period and will be determined at the end of each Policy Period.

**AGGREGATE REIMBURSEMENT MAXIMUM** means the limit of Symetra's liability in excess of the Aggregate Attachment Point per Policy Period, as shown on the Schedule.

**ALTERNATE INDIVIDUAL DEDUCTIBLE** means the amount shown on the Policy page entitled Excess Loss Alternate Reimbursement Endorsement and is the amount for which the Participating Employer is responsible to pay. The Alternate Individual Deductible applies separately to each Covered Unit shown on the Excess Loss Alternate Reimbursement Endorsement.

**ASSOCIATED COMPANY** means an affiliate or subsidiary of the Participating Employer, as shown on the Schedule.

**CLAIMS ADMINISTRATOR** means a firm or person selected by the Participating Employer, having a written agreement with the Participating Employer to process Employee Benefit Plan benefits and provide administrative services.

The term "Claims Administrator" as used in this Policy does not refer to the Plan Administrator used in the Employee Retirement Income Security Act (ERISA) of 1974, as amended unless the Participating Employer has specifically appointed the Claims Administrator as such.

**COVERED EXPENSES** means the eligible charges payable under the terms of the Employee Benefit Plan.

Covered Expenses do not include charges that are:

- a. in excess of, or not covered by, the Participating Employer's Employee Benefit Plan; or
- b. specifically excluded or limited by this Policy, the Participating Employer's Schedule, any endorsements, or any amendments.

**COVERED FAMILY UNIT** means any eligible individual who becomes covered for benefits under the Employee Benefit Plan and that individual's dependents.

**COVERED UNIT** means any eligible individual who becomes covered for benefits under the Employee Benefit Plan.

**DISABLED PERSONS** are those Covered Units who, by reason of disability, are not actively at work or able to perform each of the usual and customary duties or activities of a person of like sex and age.

**DISCLOSURE STATEMENT** means the written statement from the Participating Employer provided to and accepted by Symetra that provides certain underwriting information regarding Covered Units.

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## DEFINITIONS (continued)

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**EMPLOYEE BENEFIT PLAN** means the employee welfare benefit plan established by the Participating Employer. The Employee Benefit Plan must be defined in written form and be in effect on the Effective Date of the Participating Employer's coverage under this Policy. A copy of the Employee Benefit Plan and any amendments must be provided to and approved by Symetra.

**EMPLOYER** means the Participating Employer.

**EXCESS LOSS** refers to the coverage provided to the Participating Employer by Symetra under this Policy.

**FINAL POLICY PERIOD** means the Policy Period shown on the Schedule that is in effect when coverage is terminated.

**INCURRED** means the date on which services for Covered Expenses were rendered for a Covered Unit or Covered Family Unit according to the terms of the Employee Benefit Plan.

**INDIVIDUAL ADVANTAGE DEDUCTIBLE** means the amount shown on the Schedule for which the Participating Employer is responsible to pay. It applies collectively to each Covered Unit or Covered Family Unit for each Policy Period.

**INDIVIDUAL DEDUCTIBLE** means the amount shown on the Schedule for which the Participating Employer is responsible to pay. The Individual Deductible applies separately to each Covered Unit or Covered Family Unit for each Policy Period.

**INDIVIDUAL LIFETIME REIMBURSEMENT MAXIMUM** means the limit of Symetra's liability as shown on the Schedule, in excess of the Individual Deductible for a Covered Unit or Covered Family Unit during the lifetime of that Covered Unit or Covered Family Unit.

**LARGE CLAIM** means paid or pending Covered Expenses greater than or equal to 50% of the Individual Deductible.

**MONTHLY AGGREGATE ATTACHMENT POINT** means the sum of the Monthly Aggregate Attachment Factors multiplied by the monthly Covered Units. The Monthly Aggregate Attachment Point is used to calculate the Aggregate Attachment Point.

**PAID CLAIM** means that:

- a. the Covered Expense is adjudicated according to the terms of the Employee Benefit Plan;
- b. a check is written and mailed or electronically deposited directly to the payee within the Policy Period; and
- c. funds are available to honor the check. To be sure that funds are available, they must be on deposit no later than the first working day following the end of the Policy Period.

**PARTICIPATING EMPLOYER** means the entity named on the Participation Agreement and the Schedule who has applied for coverage under this Policy.

**POLICY** refers to the terms and provisions of this contract.

**POLICYHOLDER** means the entity named as the Trustee for this Policy.

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## DEFINITIONS (continued)

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**POLICY MONTH** means each calendar month within a Policy Period. If the effective date of this coverage is other than the first day of the calendar month, then the first Policy Month is from the effective date to the last day of the same month.

**POLICY PERIOD** means the period of time shown on the Schedule.

**POTENTIAL LARGE CLAIM** means any Covered Expense included on the list of Potential Large Claims shown in the claims provisions section.

**REIMBURSEMENT PERCENTAGE** means the rate at which Symetra will reimburse the Participating Employer, as shown on the Schedule.

**RUN-IN LIMIT** means the maximum amount shown on the Schedule, paid by the Participating Employer for Covered Expenses incurred prior to the Policy Period, or during the Run-in Period which will be considered for reimbursement by Symetra.

**RUN-IN PERIOD** means the number of months immediately prior to the Policy Period as shown on the Schedule.

**RUN-OUT LIMIT** means the maximum amount shown on the Schedule, paid by the Participating Employer during the Run-out Period for Covered Expenses incurred during the Policy Period which will be considered for reimbursement by Symetra.

**RUN-OUT PERIOD** means the number of months immediately following the Policy Period as shown on the Schedule.

**SCHEDULE** means the Excess Loss Insurance Schedule of Benefits that is a part of this Policy.

**TERMINAL RUN-OUT PERIOD** means the number of months immediately following the Final Policy Period as shown on the Schedule.

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## INDIVIDUAL EXCESS LOSS

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This benefit applies only if indicated on the Schedule.

### INDIVIDUAL EXCESS LOSS BENEFIT

Upon acceptance of proof of loss, Symetra will reimburse the Participating Employer for payments Symetra considers are Covered Expenses that the Participating Employer makes that exceed the Individual Deductible shown on the Schedule for Paid Claims that are:

- a. incurred while the Employee Benefit Plan is in force;
- b. paid for Covered Units or Covered Family Units according to the terms of the Employee Benefit Plan; and
- c. incurred during the Policy Period or during the Run-in Period shown on the Schedule and paid during the Policy Period or during the Run-out Period shown on the Schedule.

Payments for Covered Expenses that are eligible for more than one Policy Period will apply toward the Policy Period in which the Covered Expenses were actually incurred.

Reimbursements will be subject to the Run-in Limit and Run-out Limit shown on the Schedule.

The benefit reimbursed by Symetra will be at the Reimbursement Percentage shown on the Schedule and will not exceed the Individual Lifetime Reimbursement Maximum shown on the Schedule.

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## INDIVIDUAL EXCESS LOSS ADVANTAGE PROVISION

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**This provision applies only if indicated on the Schedule.**

Symetra will reimburse the Participating Employer for payments Symetra considers are Covered Expenses that the Participating Employer makes that exceed the Individual Advantage Deductible shown on the Schedule. The Individual Advantage Deductible applies in addition to the Individual Deductible for Paid Claims that are:

- a. incurred while the Employee Benefit Plan is in force;
- b. in excess of the Individual Deductible, shown on the Schedule;
- c. paid for Covered Units or Covered Family Units according to the terms of the Employee Benefit Plan; and
- d. incurred during the Policy Period or during the Run-in Period shown on the Schedule and paid during the Policy Period or during the Run-out Period shown on the Schedule.

Payments for Covered Expenses that are eligible for more than one Policy Period will apply toward the Policy Period in which the Covered Expenses were actually incurred.

Reimbursements will be subject to the Run-in Limit and Run-out Limit shown on the Schedule.

Covered Expenses for more than one Covered Unit or Covered Family Unit may be combined to satisfy the Individual Advantage Deductible.

Covered Expenses that apply toward the Alternate Individual Deductible shown on the Alternate Reimbursement Endorsement will not apply toward the Individual Advantage Deductible.

The benefit reimbursed by Symetra will be at the Reimbursement Percentage shown on the Schedule and will not exceed the Individual Lifetime Reimbursement Maximum shown on the Schedule.

The Individual Advantage Deductible may be applied toward the Aggregate Attachment Point if indicated on the Schedule.

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## INDIVIDUAL EXCESS LOSS TERMINAL PROVISION

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**This provision applies only if indicated on the Schedule.**

If the Individual Excess Loss benefit terminates at the end of the Policy Period, Paid Claims will apply toward the Individual Deductible for the Final Policy Period only if they are:

- a. incurred while the Individual Excess Loss benefit is in force or during the Run-in Period, subject to the Run-in Limit; and
- b. paid within the final Policy Period or the Terminal Run-out Period shown on the Schedule.

This provision will not apply if the Individual Excess Loss benefit terminates before the end of the Policy Period.

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## INDIVIDUAL EXCESS LOSS TRANSPLANT PROVISION

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**This provision applies only if indicated on the Schedule.**

Symetra will reduce the Individual Deductible for transplant procedures that are:

- a. Covered Expenses; and
- b. performed in a Symetra approved transplant network facility.

The amount of the reduction will be equal to the greater of \$10,000 or 10% of the deductible, not to exceed the amount of the Individual Deductible remaining to be satisfied at the time the transplant procedure becomes a Paid Claim.

The reduction of the Individual Deductible is limited to a one-time reduction per transplant.

The reduction will apply to the Policy Period in which the Covered Expenses for the approved transplant procedure become a Paid Claim.

The reduction will not apply if any other discounts are applicable or if the hospital has any other contracts with Symetra.

The reduction does not apply to the Individual Advantage Deductible or to the Alternate Individual Deductible.

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## INDIVIDUAL EXCESS LOSS EXCLUSIONS AND LIMITATIONS

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**The following exclusions and limitations apply to all Individual Excess Loss provisions.**

Symetra will not reimburse the Participating Employer for Paid Claims that:

- a. have been reimbursed by another insurance company or reinsurance company;
- b. are incurred after the Participating Employer's Individual Excess Loss benefit terminates;
- c. exceed Symetra's Individual Lifetime Reimbursement Maximum as shown on the Schedule; or
- d. have been excluded under the terms described in the Excess Loss Alternate Reimbursement Endorsement.

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## **AGGREGATE EXCESS LOSS**

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**This benefit applies only if indicated on the Schedule.**

### **AGGREGATE EXCESS LOSS BENEFIT**

Upon acceptance of proof of loss, Symetra will reimburse the Participating Employer for payments Symetra considers are Covered Expenses that the Participating Employer makes that exceed the Aggregate Attachment Point for Paid Claims that are:

- a. incurred while the Employee Benefit Plan is in force;
- b. paid for Covered Units according to the terms of the Employee Benefit Plan; and
- c. incurred during the Policy Period or during the Run-in Period shown on the Schedule and paid during the Policy Period or during the Run-out Period shown on the Schedule.

Payments for Covered Expenses that are eligible for more than one Policy Period will apply toward the Policy Period in which the Covered Expenses are actually incurred.

Reimbursements will be subject to the Run-in Limit and Run-out Limit shown on the Schedule.

The benefit reimbursed by Symetra will be at the Reimbursement Percentage shown on the Schedule and will not exceed the Aggregate Reimbursement Maximum shown on the Schedule.

### **AGGREGATE ATTACHMENT POINT**

The Aggregate Attachment Point is equal to the greater of:

- a. the sum of the Monthly Aggregate Attachment Points for the Policy Period shown on the Schedule;  
or
- b. the Minimum Aggregate Attachment Point shown on the Schedule.

If the Aggregate Excess Loss benefit terminates before the end of the Policy Period, the Minimum Aggregate Attachment Point is equal to the greater of:

- a. the sum of the Monthly Aggregate Attachment Points to the date of termination; or
- b. the Minimum Aggregate Attachment Point shown on the Schedule.

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## **AGGREGATE EXCESS LOSS (continued)**

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### **CALCULATION OF MONTHLY AGGREGATE ATTACHMENT POINT**

Each Monthly Aggregate Attachment Point is calculated by multiplying the number of Covered Units for that month by the Monthly Aggregate Attachment Factor(s) shown on the Schedule.

The Monthly Aggregate Attachment Point in any Policy Month cannot be less than 95% of the Monthly Aggregate Attachment Point for the immediately preceding Policy Month.

If any of the Participating Employer's employees are absent from work due to a strike, lock out, or work stoppage, the number of Covered Units will remain at the same level as for the month before such interruption began.

The number of Covered Units used to calculate the Monthly Aggregate Attachment Point in the first month of the second or subsequent Policy Periods cannot be less than 95% of the number of Covered Units reported 90 days prior to the end of the immediately preceding Policy Period.

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## **AGGREGATE EXCESS LOSS TERMINAL PROVISION**

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**This provision applies only if indicated on the Schedule.**

If the Aggregate Excess Loss benefit terminates at the end of the Policy Period, Paid Claims will apply toward the Aggregate Attachment Point for the Final Policy Period only if they are:

- a. incurred while the Aggregate Excess Loss benefit is in force or during the Run-in Period, subject to the Run-in Limit; and
- b. paid during the Final Policy Period or the Terminal Run-out Period shown on the Schedule.

The Annual Aggregate Attachment Point for the Policy Period will be increased by an amount equal to the average number of Covered Units during the last 3 months of the Policy Period multiplied by the terminal factor(s) shown in the Schedule.

This provision will not apply if the Aggregate Excess Loss benefit terminates before the end of the Policy Period.

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## **AGGREGATE EXCESS LOSS MONTHLY AGGREGATE ACCOMMODATION PROVISION**

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**This provision applies only if indicated on the Schedule.**

Symetra will reimburse the Participating Employer during the current Policy Period if, at the end of any month during that period, the Net Covered Expenses (defined below) exceed the sum of the Monthly Aggregate Attachment Points for the same period by \$1,000 or more.

Net Covered Expenses means the sum of the payments for Covered Expenses made by the Participating Employer:

- a. less Covered Expenses in excess of the Individual Deductible shown on the Schedule; and
- b. less any applicable Monthly Aggregate Accommodation reimbursements made by Symetra.

The Monthly Aggregate Accommodation Provision will not apply during the last month of the Policy Period or during the Run-out Period.

### **OVERPAYMENT BY SYMETRA**

Symetra may, at its option, require repayment of any previous Monthly Aggregate Accommodation reimbursement, and may also reduce subsequent Excess Loss reimbursements if at any time during the Policy Period the total of all:

- a. Monthly Aggregate Accommodation reimbursements; and
- b. Individual Excess Loss reimbursements; and
- c. Monthly Aggregate Attachment Points

for the previous Policy Months in that Policy Period exceeds the total Paid Claims for the same Policy Months in that Policy Period.

### **END OF POLICY YEAR RECONCILIATION**

At the end of the Policy Period, any Monthly Aggregate Accommodation reimbursement that exceeds the amount payable under the Aggregate Excess Loss provisions must be repaid within 31 days of written notice from Symetra.

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## **AGGREGATE EXCESS LOSS EXCLUSIONS AND LIMITATIONS**

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**The following exclusions and limitations apply to all Aggregate Excess Loss provisions.**

Symetra will not reimburse the Participating Employer for Paid Claims that:

- a. have been reimbursed by another insurance company or reinsurance company;
- b. are incurred after the Participating Employer's Aggregate Excess Loss benefit terminates;
- c. have been reimbursed by Symetra under Individual Excess Loss Insurance;
- d. exceed Symetra's Individual Lifetime Reimbursement Maximum or the Aggregate Reimbursement Maximum as shown on the Schedule; or
- e. have been excluded under the terms described in the Excess Loss Alternate Reimbursement Endorsement.

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## GENERAL EXCLUSIONS AND LIMITATIONS

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### LIMITATIONS ON ELIGIBILITY FOR REIMBURSEMENT UNDER THIS POLICY

Symetra will not reimburse the Participating Employer for Covered Expenses incurred by Covered Units or Covered Family Units that qualify as Potential Large Claims, unless disclosed and accepted by Symetra.

In the event of nondisclosure by the Participating Employer, Symetra reserves the right to:

- a. change or modify the premium rates, Monthly Aggregate Attachment Factors, or Individual Deductible amount(s); or
- b. adjust the terms of the Aggregate and Individual Excess Loss benefit.

### EXCLUSIONS

Symetra will not reimburse any loss or expense caused by, or resulting from, any of the following:

- a. expenses for occupational accidents or illnesses or expenses that the Employee Benefit Plan covers that are covered or eligible for coverage by Worker's Compensation, including any payments made by Worker's Compensation carriers as exceptions or payments with no liability concerning Worker's Compensation coverage;
- b. the cost of the administration of claims, payments, or other service(s) provided by the Claims Administrator for consulting fees; or
- c. payments for treatment or services which are considered experimental or investigational as defined by the Employee Benefit Plan.

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## EMPLOYEE BENEFIT PLAN CHANGES

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### AMENDMENT TO THE EMPLOYEE BENEFIT PLAN

Symetra must be notified of any change to the Employee Benefit Plan. Notices of change must be in writing and provided to Symetra prior to the effective date of the change. Symetra must approve changes in writing before the benefits provided by the changes will be included as Covered Expenses.

If notice is not received prior to the effective date of the change, Symetra will determine the date, if any, the benefits that are provided by this change will be considered Covered Expenses.

If Symetra does not approve a submitted change, Symetra will not consider the benefits provided by this change as Covered Expenses.

Only Covered Expenses for benefits provided by the most current Symetra approved Employee Benefit Plan will be considered for reimbursement.

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## CLAIMS PROVISIONS

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### EMPLOYEE BENEFIT PLAN'S CLAIMS ADMINISTRATION

The Participating Employer must retain a Claims Administrator at all times. All Claims Administrator(s) must be approved by Symetra. The Claims Administrator performs as the Participating Employer's agent, and Symetra will not be held liable for any act or omission of the Claims Administrator.

Symetra will only reimburse the Participating Employer for claims paid by the Claims Administrator(s).

The Claims Administrator will:

- a. supervise the administration and adjustment of all claims and verify the accuracy and computation of all claims in accordance with the terms of the Employee Benefit Plan;
- b. maintain accurate records of all claim payments;
- c. maintain separate records of expenses not covered; and
- d. provide Symetra with the following data for the preceding Policy Month on or before the 30th day of each succeeding Policy Month:
  1. number of Covered Units;
  2. notice of claims that reach 50% of the Individual Deductible; and
  3. total amount of claims paid.

### MANAGEMENT OF LARGE CLAIMS AND POTENTIAL LARGE CLAIMS

**Notice of Large Claim** The Participating Employer or the Participating Employer's Claims Administrator(s) must notify Symetra in writing within 10 business days of receiving information indicating that Covered Expenses qualify as a Large Claim.

If the Participating Employer receives information that any claim may be or become a Large Claim, the Participating Employer will immediately notify the Participating Employer's Claims Administrator.

**Notice of Potential Large Claim** The Participating Employer or the Participating Employer's Claims Administrator must notify Symetra of any Potential Large Claim in writing within 10 business days of receiving any information indicating that the claim qualifies as a Potential Large Claim. See the List of Potential Large Claims below.

If the Participating Employer receives information that any claim may be or become a Potential Large Claim, the Participating Employer will immediately notify the Participating Employer's Claims Administrator.

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## **CLAIMS PROVISIONS (continued)**

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### **LIST OF POTENTIAL LARGE CLAIMS**

Covered Expenses which qualify as Potential Large Claims are listed below. Symetra retains the right to add to or delete from the list of Potential Large Claims with 30 days written notice to the Participating Employer.

- Transplants, whether incurred or anticipated
- Dialysis, home infusion or injection therapy other than insulin or vitamins
- Cancer
- Chemotherapy or radiation
- Multiple trauma
- Premature birth at less than 34 week gestation
- Any inpatient confinement greater than 7 days including acute rehabilitation or skilled nursing
- Brain or spinal cord injury or stroke
- High risk pregnancy or pre-term labor

### **CASE MANAGEMENT**

If Symetra recommends alternative care and treatment that is not provided for in the Employee Benefit Plan and the Participating Employer allows charges for such recommended care and treatment to be considered eligible under the Employee Benefit Plan, these charges will be considered Covered Expenses under this Policy.

### **NOTICE OF EXCESS LOSS CLAIM**

#### **Aggregate Excess Loss Claim**

The Participating Employer will give written notice of Aggregate Excess Loss claims to Symetra within 31 days of the date Covered Expenses have reached the Aggregate Attachment Point.

#### **Individual Excess Loss Claim**

The Participating Employer will give written notice of Individual Excess Loss claims to Symetra within 31 days of the date the Covered Expenses, with respect to a Covered Unit or Covered Family Unit, have reached the Individual Deductible.

The Participating Employer's failure to furnish written notice within 31 days will not invalidate or reduce any claim if it were not reasonably possible to provide written notice within such time. However, written notice must be furnished as soon as possible, but in no event later than 1 year after the date written notice is first required.

The Participating Employer or the Participating Employer's Claims Administrator(s) will submit on a timely basis all proofs of loss, reports, and supporting documents that Symetra may request.

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## **CLAIMS PROVISIONS (continued)**

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### **AUDIT**

Symetra, or its duly authorized representative(s), prior to making a reimbursement, will have the right to inspect and audit all of the Participating Employer's and the Participating Employer's Claims Administrator's records and procedures as well as any other records and procedures that pertain to this Policy. Symetra will also have the right to require proof that payment of Covered Expenses has been made.

### **SUBROGATION**

In the event of any payment(s) of Covered Expenses under the Employee Benefit Plan due to an illness and/or injury to a Covered Unit or Covered Family Unit caused by a third party, the Participating Employer may be entitled to a recovery from such third party. Symetra retains the right to pursue any recovery received by the Participating Employer and to collect any and all reimbursements made to the Participating Employer. In the event Symetra recovers an amount greater than its reimbursement, the excess, reduced by the costs to obtain the recovery, will be returned to the Participating Employer. Symetra is entitled to first recovery of payments as an offset to the deductible paid by the Participating Employer.

If the Participating Employer receives a recovery prior to Symetra reimbursing any Covered Expenses under the Policy, the Participating Employer must deduct these payments from any reimbursement request. If the Participating Employer receives a recovery after Symetra has made reimbursement for some or all of a particular claim, then the Participating Employer must reimburse Symetra to the extent of the reimbursement within 30 days.

The obligation of the Participating Employer to reimburse Symetra remains, regardless of whether the Policy is still in force on the date of recovery. In addition, this provision is applicable even if it is determined the amount of the Covered Unit's or Covered Family Unit's recovery does not fully indemnify or make whole the Covered Unit or Covered Family Unit. The Participating Employer's payment to Symetra may be reduced by the reasonable and necessary expenses incurred in recovering from the other party.

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## **SURCHARGES PROVISION**

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Symetra will reimburse surcharges required by state statute and/or regulations. In order for surcharges to be considered Covered Expenses under the Excess Loss Policy, the provider bills must be for Covered Expenses according to the terms of the Employee Benefit Plan.

### **EXCLUSIONS AND LIMITATIONS**

Symetra will not reimburse any expenses that are:

- a. surcharges made on a per Covered Unit or Covered Family Unit basis; or
- b. penalties or fines assessed by a state against the Participating Employer.

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## **PREMIUM PROVISIONS**

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### **PAYMENT OF PREMIUMS**

Premiums for this Policy must be received on or before Premium Due Date, as shown on the Schedule, at Symetra's Home Office. Payment of premium will continue Excess Loss coverage only until, but not including, the next Premium Due Date.

If the Participating Employer chooses to use any third party to pay premium on its behalf, such third party is the agent of the Participating Employer and the Participating Employer is responsible for ensuring that the premium is received by Symetra. Symetra will not be held liable for any act or omission of the third party.

### **GRACE PERIOD**

If premium is not received on the Premium Due Date, a 31 day grace period will be granted starting from and including the Premium Due Date. If premium is not received at the end of the 31 days, this Policy will terminate on the last date of coverage for which premium has been paid.

### **CHANGES IN PREMIUM RATES AND MONTHLY AGGREGATE ATTACHMENT FACTORS**

Symetra has the right to establish new Premium Rates and Monthly Aggregate Attachment factors on each Participating Employer Anniversary Date.

Symetra will provide the Participating Employer a 31 day advance written notice in the event of any change in premium rates or Monthly Aggregate Attachment Factors at renewal.

Symetra has the right to establish new Premium Rates and new Monthly Aggregate Attachment Factors at any time during a Policy Period if:

- a. the number of enrolled Covered Units changes by more than 25% from the Enrollment shown on the Schedule;
- b. Symetra discovers an individual who was not disclosed and whom Symetra determines to be an unacceptable risk;
- c. an amendment is made to the Employee Benefit Plan; or
- d. a change in the terms of Excess Loss coverage occurs.

### **RENEWAL RATING PROVISION**

Symetra reserves the right to change the Premium rates and/or Monthly Aggregate Attachment Factors for a Policy Period if the average Paid Claims for the last two Policy Months of the immediately preceding Policy Period exceeds 125% of the average Paid Claims for all prior Policy Months in that preceding Policy Period.

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## **CONTRACT TERMINATION AND RENEWAL**

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### **TERMINATION BY THE POLICYHOLDER (TRUSTEE)**

The Policyholder may terminate this Policy at any time by giving Symetra written notice. The Policy will end no sooner than 90 days after the date on which notice is received by Symetra.

### **TERMINATION BY THE PARTICIPATING EMPLOYER**

The Participating Employer may terminate its coverage under this Policy at any time by giving Symetra 31 days advance written notice.

### **TERMINATION BY SYMETRA**

Symetra may terminate the Participating Employer's coverage under this Policy by giving the Participating Employer 31 days written notice. Symetra can only terminate for the following reasons:

- a. the Participating Employer fails to comply with a provision of this Policy;
- b. the Participating Employer fails to perform the obligations under this Policy in good faith;
- c. the Participating Employer is covering fewer than 50 employees; or
- d. in the event the Participating Employer fails to provide the information required in the Excess Loss Disclosure Statement.

This Participating Employer's coverage under this Policy will automatically terminate if:

- a. the Participating Employer does not pay all premiums that are due by the end of the Grace Period;
- b. the Participating Employer does not pay claims or make available funds to pay claims as required by this Policy;
- c. the Participating Employer's Employee Benefit Plan terminates; or
- d. the Policy is terminated by the Policyholder.

### **RENEWAL**

Symetra may refuse to renew the Participating Employer's coverage under this Policy by giving the Participating Employer 31 days advance written notice. Otherwise, the coverage under this Policy will automatically renew on each Participating Employer's Policy Anniversary Date if the Participating Employer continues to pay premiums at the rates set by Symetra.

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## GENERAL CONTRACT PROVISIONS

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### ENTIRE CONTRACT

This entire contract consists of:

- a. the pages of this Policy, including any amendments or endorsements;
- b. the Participating Employer's Participation Agreement;
- c. the Disclosure Statement;
- d. the Participating Employer's Employee Benefit Plan as approved by Symetra; and
- e. the Excess Loss Schedule of Benefits.

### LIABILITY AND INDEMNIFICATION

Symetra is not liable for any costs the Participating Employer incurs because of any disputes or contested claims under the Employee Benefit Plan. Symetra is not liable for punitive, exemplary or consequential damages. The Participating Employer must hold Symetra harmless from damages of any kind which are not caused by Symetra's own acts or omissions.

The Participating Employer must indemnify Symetra for all expenses of litigation, including attorney fees, that Symetra incurs in defending claims or lawsuits brought against Symetra by a Covered Unit or Covered Family Unit under the Employee Benefit Plan.

### OBLIGATION

Symetra is acting only as a provider of insurance to the Participating Employer. Symetra is not and will not be considered a fiduciary. Symetra assumes no obligations required by the Employee Retirement Income Act (ERISA) of 1974, as amended.

Symetra has no responsibility or obligation to directly reimburse any Covered Unit or Covered Family Unit. This Policy will not create any right or legal relationship between Symetra and any Covered Unit or Covered Family Unit. Symetra's sole obligation under this Policy is to the Participating Employer.

### ASSOCIATED COMPANIES

Excess Loss Insurance is extended to the Participating Employer's Associated Companies listed on the Schedule. Additions and terminations may only be made by amendment to coverage under this Policy. Termination of an Associated Company is treated as termination of coverage for that company only.

### NOTICE

For purposes of any notice required under this Policy, notice to the last known Claims Administrator will be considered notice to the Participating Employer. Notice to the Participating Employer will be considered notice to the Claims Administrator.

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## **GENERAL CONTRACT PROVISIONS (continued)**

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### **RECORDS**

The Participating Employer must:

- a. keep appropriate records regarding administration of the Employee Benefit Plan;
- b. allow Symetra to review and copy, during normal business hours, all records affecting Symetra's liability; and
- c. ensure that Symetra receives monthly status reports and other data as requested under the Claims Provisions of this Policy.

### **CLERICAL ERROR**

Clerical error, whether by the Participating Employer or Symetra, will not invalidate coverage validly in force or affect coverage validly terminated. Clerical errors should be reported and corrected. Symetra will make appropriate adjustments in the premiums due for claims eligible for reimbursement under this Policy. Refunds and credits are limited to the 12 month period prior to the request for adjustment.

### **LEGAL ACTION**

No legal action may be brought to recover on this Policy within 60 days after written proof of loss has been furnished. No legal action may be brought after 3 years from the time written proof of loss is required to be furnished.

### **AMENDMENTS TO THIS POLICY**

This Policy or the Participating Employer's coverage under this Policy may be amended at any time by mutual consent between the parties. Such modification must be by written agreement signed by Symetra's President, Vice President or Secretary. Only these Officers have the authority to modify coverage under this Policy, waive any of Symetra's rights or requirements, or make any promise with respect to benefits under this Policy.

### **TAXES**

If premium taxes should be assessed against the Participating Employer, with respect to claims paid under the Participating Employer's Employee Benefit Plan, the Participating Employer shall hold Symetra harmless from any tax liability.

If premium taxes should be assessed against Symetra with respect to Employee Benefit Plan benefits paid, the Participating Employer must reimburse Symetra the amount of the premium tax liability, interest, penalty, and costs incurred by Symetra as a result of the tax assessment.

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## MEDICAL CONVERSION PRIVILEGE

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**This benefit applies only if indicated on the Schedule.**

An employee whose coverage under the Employee Benefit Plan ends solely due to termination of employment or change in classification may be eligible for an individual medical conversion policy. A dependent whose coverage under the Employee Benefit Plan ends solely due to loss of dependency status or change in classification may also be eligible.

Eligibility for conversion is determined as follows:

- a. the person must have been covered for medical benefits under the Employee Benefit Plan for at least 3 months;
- b. proof of good health will not be required;
- c. the person must be under the age of 65;
- d. the person must be a resident of the United States;
- e. the person's coverage under the Employee Benefit Plan must end prior to termination of the Participating Employer's coverage under this Policy; and
- f. the person must not currently have an individual medical conversion policy issued through Symetra.

Symetra, or its designee, will issue an individual medical conversion policy, subject to the following:

- a. the eligible person must apply for conversion, and the application and first premium payment must be received by Symetra at its Home Office within 31 days after the date coverage under the Employee Benefit Plan terminates;
- b. a then current individual medical conversion policy will be issued at the rate in use on the conversion effective date; and
- c. the effective date of the individual medical conversion policy will be the day after coverage terminates under the Employee Benefit Plan.



Symetra Life Insurance Company
777 108th Avenue NE, Suite 1200
Bellevue, Washington 98004-5135

PARTICIPATION AGREEMENT

Policy Number 16-010163-00

The Participating Employer: Sumter County Board of County Commissioners
(Legal Name)

has received a Symetra contract which consists of:

- (a) the Symetra Excess Loss Policy, including any amendments or endorsements;
(b) the Excess Loss Schedule of Benefits;
(c) the Employee Benefit Plan document, approved by Symetra; and
(d) the Disclosure Statement

and has approved and accepted the terms of this contract.

No reimbursement under this Policy will be paid until such time as this Participation Agreement has been executed and received by Symetra.

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Name: (Please Print Name of Signatory) Title: (Please Print)

By: (Signature of Participating Employer)

Signed at: (City/State) On: (Date)

Witness: (Signature) Title: (Please Print)

Instructions to Participating Employer: (1) Sign and return original to Symetra. (2) Retain copy with your Policy.



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SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** Sumter County CARES Act Housing Assistance Grant Subrecipient Agreement Amendment One. (Staff recommends Approval).

---

**REQUESTED ACTION:** **Staff Recommends Approval.**

**Meeting Type:** Regular Meeting                      **DATE OF MEETING:** 9/22/2020

**CONTRACT:**     N/A    Vendor/Entity: \_\_\_\_\_  
Effective Date: 7/29/2020                      Termination Date: 12/30/2020  
Managing Division / Dept.: **Housing / Economic Development**

**BUDGET IMPACT:** \$103,875.00 Increase  
**FUNDING SOURCE:** Federal CARES Act

---

**Type:** Annual              **EXPENDITURE ACCOUNT:** N/A

**HISTORY/FACTS/ISSUES:**

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The federal government created the CARES Act, and with it was a distribution of funding to include local governments. The Housing Assistance Grant Funds were distributed by the Florida Housing Finance Corporation and are expended only for the purposes authorized by the Coronavirus Relief Fund (CRF) Subrecipient Agreement executed on July 29, 2020.

Sumter County received an initial allocation of \$309,029 to assist renters and homeowners who have been directly affected by COVID-19. Florida Housing Finance Corporation (FHFC) notified staff that Sumter County is eligible to receive the second allocation of \$103,875. FHFC sent an amendment to the CRF Subrecipient Agreement, which will govern the disbursement of the second allocation of funds and incorporate technical changes that have been made through the clarifications issued on July 28, 2020, in CRF-2.

---

**Prepared by:** **Denna Lafferty**    **Grammarly Check**

**FIRST AMENDMENT  
TO AGREEMENT NUMBER 094-2020**

THIS FIRST AMENDMENT (“Amendment”) to AGREEMENT NUMBER 094-2020 is entered into and effective as of October 1, 2020, (“Effective Date”) by and between FLORIDA HOUSING FINANCE CORPORATION, a public corporation and a public body corporate and politic (“Florida Housing”), and SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS (“Subrecipient”).

RECITALS

- A. Florida Housing and Subrecipient entered into Contract Number 094-2020, dated July 29, 2020, (“Contract”) wherein Subrecipient agreed to participate in the Coronavirus Relief Fund Program. As used herein, “Agreement” shall include within its meaning any modification or amendment to the Agreement.
- B. The term of the Contract began on July 29, 2020 and ends March 31, 2021.
- C. Section C.2. of the Agreement provides for a potential second disbursement of funds on or before October 1, 2020 for Subrecipients who meet the requirements of this Agreement and are satisfactorily performing.

AGREEMENT

NOW THEREFORE, in consideration of the terms and conditions contained in the Contract and this Amendment, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

A. Effective Date; Recitals. Upon its execution by both parties, this Amendment shall be effective as of October 1, 2020. The above recitals are true and correct and form a part of this Amendment.

B. Amendments. The Agreement is hereby amended to:

- 1. Add a definition for Technical Bulletin as a new Section B.11.

11. “Technical Bulletin” or “TB” means any technical assistance document that Florida Housing issues to explain updated processes, provisions or monitoring requirements as Florida Housing receives updates, clarification and additional guidance with respect to the CRF funds.

- 2. Delete Section C.1. in its entirety and replace with the following:

1. Amount of Funds Available to Subrecipient: The total funds made available to Subrecipient under this Agreement is up to \$412,904.00.

3. Delete Section C.2. in its entirety and replace with the following:

2. Disbursement of Funds to Eligible Subrecipients: The available funds will be disbursed to Subrecipient for activities described in Item C.4., below. The Subrecipient received an initial allocation of \$309,029.00 upon execution of the Agreement. Upon execution of the First Amendment, an additional \$103,875.00 shall be provided to the Subrecipient. Any additional funds will be disbursed in an amount to be determined by Florida Housing. If Florida Housing determines that the Subrecipient has failed to make satisfactory progress in meeting the requirements of this Agreement or has otherwise failed to satisfactorily perform under the terms of this Agreement, subsequent funds may be withheld by Florida Housing pending resolution of the issues giving rise to the lack of progress or failure to perform satisfactory to Florida Housing which may include a written plan to address the issues prepared by the Subrecipient and submitted to Florida Housing for approval.

4. Add a new section C.10., to address Technical Bulletins:

10. TBs will be used to clarify, discuss, interpret, and provide guidance for contract administration issues related to this Agreement. TBs will be both e-mailed and posted at <https://www.floridahousing.org/programs/special-programs/ship---state-housing-initiatives-partnership-program/ship-technical-bulletins>, and Subrecipient is encouraged to regularly check for TBs.

C. General Terms and Conditions.

1. This Amendment shall be construed and enforced according to the laws of the State of Florida and venue for any actions arising hereunder shall lie in Leon County, Florida.

2. This Amendment shall be binding upon and inure to the benefit of the parties hereto, and their respective heirs, successors and assigns.

3. This Amendment may be executed in counterpart originals, no one of which needs to contain the signatures of all parties hereto, but all of which together shall constitute one and the same instrument.

4. All rights, powers and remedies provided herein may be exercised only to the extent that the exercise thereof does not violate any applicable law and are intended to be limited to the extent necessary so that they will not render this Amendment invalid, illegal, or unenforceable under any applicable law. If any term of this Amendment shall be held to be invalid, illegal or unenforceable, the validity of the other terms of this Amendment shall in no way be affected thereby.

5. Except as specifically modified by this Amendment, the Contract shall remain in full force and effect, and all of the terms and provisions thereof are hereby ratified and confirmed.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

IN WITNESS WHEREOF, the Parties have executed this FIRST AMENDMENT to Agreement Number 094-2020, by a duly authorized representative, effective on October 1, 2020.

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

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

FEIN: \_\_\_\_\_

FLORIDA HOUSING FINANCE CORPORATION

By: \_\_\_\_\_

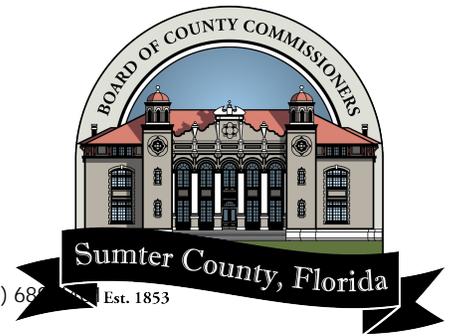
Name/Title: \_\_\_\_\_

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



# Board of County Commissioners Sumter County, Florida

7375 Powell Road, Suite 200 • Wildwood, FL 34785 • Phone (352) 689-4400 • FAX: (352) 689-4401  
Website: <http://sumtercountyfl.gov>



September 22, 2020

Marsha W. Perkins  
Executive Director  
SCARC, Inc.  
213 West McCollum Avenue  
Bushnell, FL 33513

Re: State of Florida Commission for the Transportation Disadvantaged Standard  
Coordination/Operator Contract

Dear Ms. Perkins:

Per your request on July 23, 2020, the above referenced contract will terminate on September 30, 2020. Arrangements have been made by the County to take over the current SCARC, Inc. transports starting October 1, 2020. Per the terms of the contract (C.4), the contract can be terminated with no less than twenty-four (24) hours written notice.

Sincerely,

Chairman

Al Butler, Dist 1  
Second Vice Chairman  
(352) 689-4400  
7375 Powell Road  
Wildwood, FL 34785

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

Steve Printz, Dist 5  
Chairman  
(352) 689-4400  
7375 Powell Road  
Wildwood, FL 34785

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

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

Gloria R. Hayward, Clerk & Auditor  
(352) 569-6600  
215 East McCollum Avenue  
Bushnell, FL 33513

B

## Segrest, Becky

---

**From:** Kennedy, Stephen  
**Sent:** Friday, September 11, 2020 8:13 AM  
**To:** Segrest, Becky  
**Cc:** Stevenson, Keith; Morrison, Emilly  
**Subject:** FW: [Forwarded from Intradyn] [Fri Sep 11 12:12:39 2020] Additional SCARC Transportation

We have confirmed the transition on our end and made arrangements to take over the transports for October.

Stephen Kennedy  
Assistant County Administrator  
Board of Sumter County Commissioners  
Tel: 352-689-4400  
Fax: 352-689-4401  
[www.sumtercountyfl.gov](http://www.sumtercountyfl.gov)

---

**From:** Marsha Perkins <[marshaperkins@scarcinc.org](mailto:marshaperkins@scarcinc.org)>  
**Sent:** Thursday, July 23, 2020 6:19 PM  
**To:** Kennedy, Stephen <[Stephen.Kennedy@sumtercountyfl.gov](mailto:Stephen.Kennedy@sumtercountyfl.gov)>  
**Subject:** [Forwarded from Intradyn] [Fri Sep 11 12:12:39 2020] Additional SCARC Transportation

Good Afternoon Mr. Kennedy,

I would like for you to consider Sumter Transit taking over the rest of the SCARC transportation services. This would involve 12 people in the Bushnell area that are transported from their homes to the SCARC ADT daily. This would be the final phase of the plan for Transit to transport all SCARC clients. Our buses are 12 years old, the insurance is costly, and the rates paid by the Medicaid Waiver are not sufficient to cover the cost of the service.

If this is possible, I would like to shoot for an October 1 start date.

Thank you for your consideration, Marsha

Marsha Woodard Perkins, Executive Director, SCARC, Inc.; 213 West McCollum Avenue; Bushnell, FL 33513 Office: 352/793-5156 FAX: 352/793-6545 CELL: 352/303-5236 HOME: 352/568-0353 e-mail: [marshaperkins@scarcinc.org](mailto:marshaperkins@scarcinc.org) website: [www.scarcinc.com](http://www.scarcinc.com)

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SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** Grace Tabernacle Request for a Left Turn Lane on Warm Springs Avenue  
(Board's Option)

**REQUESTED ACTION:** See the Options Provided for Consideration

**Meeting Type:** Regular Meeting                      **DATE OF MEETING:** 9/22/2020

**CONTRACT:**  N/A                                      Vendor/Entity: \_\_\_\_\_  
Effective Date:                                      Termination Date: \_\_\_\_\_  
Managing Division / Dept: **Administrative Services**

**BUDGET IMPACT:** Depends on the Option Selected

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

**HISTORY/FACTS/ISSUES:**

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Grace Tabernacle made a request for a left-turn lane for westbound travelers on Warm Springs Avenue. After establishing in prior documentation presented to the Board that Grace Tabernacle previously accepted a closed median incorporated in the right-of-way acquisition when the road expanded from a 2-lane facility to a 4-lane facility as well as the reduction in safety to accommodate their request, the County Engineer is on record through this documentation as not recommending the Board not to approve their request. The Board has the option to reject the recommendation of the County Engineer; therefore, the options below include it for your consideration. Grace Tabernacle submitted a postponement request, as shown in the attached email, so that is an additional option for the Board to consider. The options provided are as follows:

**Option 1:** Keep the existing road segment in front of Grace Tabernacle in its current constructed form.

**Option 2:** Revise the traffic signal at Meggison Road/Warm Springs Avenue to protected only left-turn phasing to increase the safety of westbound movement desiring to access Grace Tabernacle. Sumter County would bear the updated cost estimate for this change of \$2,000).

**Option 3:** Add the westbound left turn to Grace Tabernacle's driveway entrance as they requested. Grace Tabernacle's Responsibilities would include hiring an Engineering Firm to Design and Obtain Permits (Estimated Design Cost = \$20,000.00 +/-). Permit left-turn lane to be in Sumter County right-of-way (ROW); therefore, the design will need to be approved by the County Engineer. Grace Tabernacle will need to secure SECO Energy Permitting (SECO has Street Lighting in the median, which has to be relocated.). Grace Tabernacle will bear the cost of the construction estimated at \$ 90,000.00 (not including utility relocation costs) as well as an Engineering firm for CEI. Sumter County's responsibility will be to ensure the design meets County's standards and provide inspection of the work until the County Engineer is satisfied; it is complete for acceptance by Sumter County.

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SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**Option 4: Postpone action on this item as requested by Grace Tabernacle.**

**Grace Tabernacle shared a desire for a deceleration lane for eastbound traffic entering their driveway. The County Engineer has no objection to their pursuit to design and construct the same. Grace Tabernacle's responsibility would be hiring an Engineering firm to design and obtain permits (Estimated Design Cost = \$25,000.00 +/-). The engineering firm will need to work with Southwest Florida Water Management District (SWFWMD) to modify the existing County stormwater permit, gain a right-of-way permit from Sumter County, as well as gain permission from Duke Energy. As a note, Duke Energy indicated that permitting in the transmission line easement is a serious issue, so Duke Energy's Contact is Amy Finney (Transmission Asset Protection – North Florida) Mobile: 386-681-8908 - [Amy.Finney@duke-energy.com](mailto:Amy.Finney@duke-energy.com) should be the first stop for the church to pursue this issue. The estimated cost of the work is \$100,000, not including required utility relocation costs to the church. Sumter County will provide the normal review and inspections of the work as performed for other entities proposing the same type of work.**

---

**Prepared by: Bradley Arnold**

**Grammarly Check**

## Maxwell, Teresa

---

**From:**

**Sent:**

**To:**

**Cc:**

**Subject:**

Pastor Washburn,

This email will be included in the documentation for the 9/22/20 meeting; however, the item will be on the agenda as planned for the Board to consider this issue. The Board can choose to postpone the item if they so choose to do so.

Bradley

---

**From:** gary Washburn <garywashburn@gracetab.org>

**Sent:** Thursday, September 17, 2020 11:26 AM

**To:** Arnold, Bradley <Bradley.Arnold@sumtercountyfl.gov>

**Cc:** Rene Abreu <rabreumail@gmail.com>; stevebrunnerjr@gracetab.org

**Subject:** 9-22 meeting

Dear Mr. Arnold,

Since we are not in agreement yet as to the best approach concerning safe entrance to our property we would like some more time to consider this matter more thoroughly. Please allow us time to consult some other experts concerning this matter. We do not believe this matter is ready to be voted on during the September 22nd meeting. We request that you table this matter until we can have more time to review.

In addition to this Mr. Abreu in reviewing our meeting with you, has these observations for you to consider:

I believe there are conflict points in the U turn and left turn evaluations that are not considered, as well as added in error.

Using the slides in your presentation we believe that the U turn at Meggison Road shown on slide #20 is missing a conflict point.

Left turns and U turns from oncoming West to East traffic on Warm Springs Ave

are a possible conflict with opposing U turns to Grace Tabernacle from the East.

A GREEN left turn / U turn arrow is customarily provided for both directions.

The variability of the radius of those turns are a source of a conflict. This would

make the Megasson U turn a 2 conflict configuration

Conflicts shown for the "Left turn only" at the Grace Tabernacle entrance are shown on slide #19. We believe the conflict identified with the right turn merge out of our driveway is an error and is not a conflict. There is no U turn at this left turn, no merging of traffic exists between those making a left to enter the driveway and those making a right out of the driveway.

I hope the above clearly shows a total of 2 conflicts exist in BOTH options. There is no safety penalty for the LEFT TURN ONLY requested at Grace Tabernacle's entrance.

We look forward to hearing back from you soon.

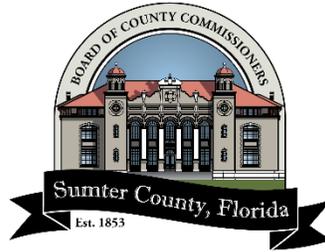
**Pastor Gary Washburn**  
[garywashburn@gracetab.org](mailto:garywashburn@gracetab.org)

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## **SUMTER COUNTY, FLORIDA**

### **CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY (COPCN) FOR ADVANCED AND BASIC LIFE SUPPORT TRANSPORT SERVICE**

**WHEREAS**, the Board of County Commissioners of Sumter County, Florida (BOCC) determined there is a need for Advanced and Basic Life Support (ALS/BLS) Ambulance Transport Services within Sumter County; and

**WHEREAS**, on December 12, 2017 Sumter County BOCC entered into an agreement with LifeFleet Southeast, d/b/a American Medical Response (AMR) to provide Advanced and Basic Life Support Ambulance Transport Services for emergency and inter-facility services within Sumter County; and

**WHEREAS**, the University of Florida (UF) Health Central Florida desires a limited COPCN for American Ambulance to provide Ambulance Transport Services from UF Health The Villages<sup>®</sup> Hospital Brownwood Freestanding Emergency Department located at 3800 Meggison Road, The Villages, FL 32163; and

**WHEREAS**, the BOCC established minimum service levels for Ambulance Transport Services in Sumter County to include Specialty Care Transport (SCT) utilizing “Critical Care” Paramedic Training as well as additional training in the use of transport ventilators and additional infusion medication beyond the scope of a typical paramedic; and

**WHEREAS**, the BOCC has a transportation plan for involuntary transport for mental health evaluation in accordance with Florida Statutes § 394.462; and

**WHEREAS**, the BOCC desires to maintain a minimum service level for Ambulance Transport Services in Sumter County; and

**WHEREAS**, the BOCC desires to award a limited Certificate of Public Convenience and Necessity (COPCN) to American Ambulance, for all Ambulance Transport Services originating from the UF Health The Villages<sup>®</sup> Hospital Brownwood Freestanding Emergency Department located at 3800 Meggison Road, The Villages, FL 32163 to include Critical Care Transport, Bariatric Ambulance Transport, Air Ambulance inter-facility coordination, and Baker Act services;

**NOW, THEREFORE,** there is hereby issued to American Ambulance the limited COPCN to operate ALS/BLS Transport (Ambulance) Services in Sumter County serving transports originating from UF Health The Villages® Hospital Brownwood Freestanding Emergency Department located at 3800 Meggison Road, The Villages, FL 32163 for twelve months commencing 00:00:01, October 1, 2020; expiring 23:59:59, September 30, 2021

**Issued** this 22<sup>nd</sup> day of September 2020, in Sumter County, Florida.

Attest:

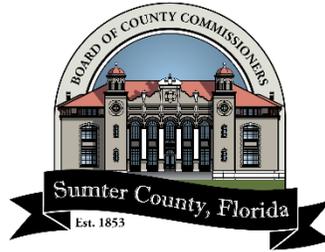
**BOARD OF COUNTY COMMISSIONERS  
SUMTER COUNTY**

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Caroline AlRestimawi  
Deputy Clerk

---

Steve Printz  
Chairman



## **SUMTER COUNTY, FLORIDA**

### **CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY (COPCN) FOR ADVANCED AND BASIC LIFE SUPPORT TRANSPORT SERVICE**

**WHEREAS**, the Board of County Commissioners of Sumter County, Florida (BOCC) determined there is a need for Advanced and Basic Life Support (ALS/BLS) Ambulance Transport Services within Sumter County; and

**WHEREAS**, on December 12, 2017 Sumter County BOCC entered into an agreement with LifeFleet Southeast., d/b/a American Medical Response (AMR) to provide Advanced and Basic Life Support Ambulance Transport Services for emergency and inter-facility services within Sumter County; and

**WHEREAS**, on June 23, 2020 Sumter County issued a county-wide COPCN to American Medical Response (AMR) to provide Advanced and Basic Life Support Ambulance Transport Services; and

**WHEREAS**, the University of Florida (UF) Health Central Florida desires a limited COPCN for American Ambulance to provide Ambulance Transport Services from UF Health The Villages® Hospital Brownwood Freestanding Emergency Department located at 3800 Meggison Road, The Villages, FL 32163; and

**WHEREAS**, the BOCC established minimum service levels for Ambulance Transport Services in Sumter County to include Specialty Care Transport (SCT) utilizing “Critical Care” Paramedic Training as well as additional training in the use of transport ventilators and additional infusion medication beyond the scope of a typical paramedic; and

**WHEREAS**, the BOCC has a transportation plan for involuntary transport for mental health evaluation in accordance with Florida Statutes § 394.462; and

**WHEREAS**, the BOCC desires to maintain a minimum service level for Ambulance Transport Services in Sumter County; and

**WHEREAS**, the BOCC desires to award a Certificate of Public Convenience and Necessity (COPCN) to LifeFleet Southeast., d/b/a American Medical Response (AMR) , for all

Ambulance Transport Services originating in Sumter County with the exception of Ambulance Transport from UF Health The Villages® Hospital Brownwood Freestanding Emergency Department located at 3800 Meggison Road, The Villages, FL 32163 to include Critical Care Transport, Bariatric Ambulance Transport, Air Ambulance inter-facility coordination, and Baker Act services;

**NOW, THEREFORE**, there is hereby issued to LifeFleet Southeast., d/b/a American Medical Response (AMR) a COPCN to operate ALS/BLS Transport (Ambulance) Services in Sumter County serving transports originating from in Sumter County with the exception of Ambulance Transport from UF Health The Villages® Hospital Brownwood Freestanding Emergency Department located at 3800 Meggison Road, The Villages, FL for twenty-four months commencing 00:00:01, October 1, 2020; expiring 23:59:59, September 30, 2022

**Issued** this 22<sup>nd</sup> day of September 2020, in Sumter County, Florida.

Attest:

BOARD OF COUNTY COMMISSIONERS  
SUMTER COUNTY

---

Caroline AlRestimawi  
Deputy Clerk

---

Steve Printz  
Chairman

## Kennedy, Stephen

---

**From:** Arnold, Bradley  
**Sent:** Thursday, September 17, 2020 2:38 PM  
**To:** Kennedy, Stephen  
**Subject:** FW: LIMITED COPCN

Bradley Arnold  
County Administrator  
Board of Sumter County Commissioners  
Tel: 352-689-4400  
Fax: 352-689-4401  
[www.sumtercountyfl.gov](http://www.sumtercountyfl.gov)

---

**From:** Don Henderson <[donhenderson@centflhealth.org](mailto:donhenderson@centflhealth.org)>  
**Sent:** Thursday, September 17, 2020 2:34 PM  
**To:** Arnold, Bradley <[Bradley.Arnold@sumtercountyfl.gov](mailto:Bradley.Arnold@sumtercountyfl.gov)>  
**Subject:** RE: LIMITED COPCN

Brad:

This looks good to me thanks,

Don

**Don Henderson, FACHE**  
CEO, UF Health Central Florida  
410 S. Childs St.  
Leesburg, FL 34748  
Phone (352) 323-5001  
[donhenderson@centflhealth.org](mailto:donhenderson@centflhealth.org)



---

**From:** Arnold, Bradley <[Bradley.Arnold@sumtercountyfl.gov](mailto:Bradley.Arnold@sumtercountyfl.gov)>  
**Sent:** Thursday, September 17, 2020 2:24 PM  
**To:** Don Henderson <[donhenderson@centflhealth.org](mailto:donhenderson@centflhealth.org)>  
**Subject:** LIMITED COPCN

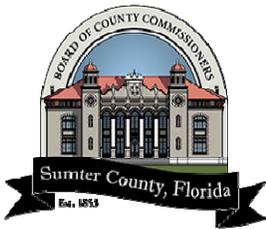
**Caution:** This message originated from outside of UF Health Central Florida. If this email is from an unknown sender or unexpected email, **DO NOT** respond, open attachments, or click links.

Don,

Please review the attached as we are headed to place it on the agenda to confirm it meets with American Ambulance's capabilities.

Thanks!

Bradley



**Bradley Arnold**  
County Administrator

Board of Sumter County Commissioners  
Tel: 352-689-4400  
Fax: 352-689-4401  
[www.sumtercountyfl.gov](http://www.sumtercountyfl.gov)



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SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
SUMTER COUNTY LIBRARY SYSTEM  
**COLLECTION DEVELOPMENT POLICY**

Revised: September 2020

## **COLLECTION DEVELOPMENT POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide all area residents ready access on a fair and equitable basis to a broad collection of materials in a variety of media; to offer guidance and encouragement in the use of these materials, and to provide the community with access to reliable and easily available sources of information and reference. Materials include but are not exclusive to books, audiobooks, DVDs, and periodicals in various formats.

The volume of publishing, as well as budgetary considerations, necessitate the adoption of a collection development policy if the Sumter County Library System (Library) is to fulfill its objective of meeting community needs and interests. This collection development policy is used by Sumter County and its authorized agent in the selection of materials and also serves to acquaint the general public with the principles of selection.

### **II. RESPONSIBILITY FOR MATERIALS SELECTION**

The ultimate responsibility for the selection of materials, as for all library activities, rests with the designated administrative head, who operates within the framework of policies adopted by the Sumter County Board of County Commissioners (SCBOCC).

Because it is desirable that all authorized staff participate in the selection of materials, the administrative head may delegate the selection functions. However, since the administrative head must be able to answer to the County Administrator for actual selections made by the County and its authorized agent, the administrative head has the authority to reject or select any item contrary to the recommendations of authorized staff.

The general public is encouraged to suggest and recommend materials and will be considered in accordance with this collection development policy.

### **III. SELECTION AS MEANS OF CARRYING OUT LIBRARY OBJECTIVES**

Collection development is influenced by the nature of the community the Library serves, the nature of existing collections, and the roles/service responses the Library has selected for itself in the community. The roles/service responses that the Library has chosen to emphasize in serving the community are those of Current Topics and Titles, General Information, and Florida Books.

### **IV. CRITERIA FOR MATERIALS SELECTION**

Materials are judged on the basis of the total work and not on any individual portion of the whole taken out of context.

*General Criteria:*

- Suitability of subject for the intended audience
- Appeal to the general-interest reader
- Relationship to the existing collection and other materials on the subject
- Cost and availability
- Scope and authority of subject matter
- Present or potential relevance to community needs
- Date of publication
- Widespread demand or Bestsellers
- Suitability of the format for library use
- Availability in other formats

*Criteria for Other Materials:*

- Periodicals: Selection is based on appeal, demand, and availability.
- Florida Fiction and Non-Fiction: The Library maintains a collection of Florida materials and actively solicits materials for this collection. Any publications relating to local history shall be a priority for purchase consideration.

*Additional Criteria for Materials - Specific Audiences:*

- Children: In selecting books for children, the Library's objective is to make available a collection that satisfies the informational, recreational, and cultural reading needs and potentials of children of preschool age through elementary school. Books are selected which meet the general demands of the majority of children. An additional consideration in selection is that the vocabulary level of an item is appropriate for the age of the intended audience.
- Young Adults: Young adults (grades 6-12) will be served by materials in the general collection but will also be provided with materials specially selected to meet the informational, recreational, and emotional concerns of this age group. The Young Adult collection will be fluid, current, and attractive. Priority will be given to materials that are in demand, broaden their viewpoints and knowledge of the world, stimulate their curiosity, and expand both their reading ability and their reading enjoyment. Emphasis will be on popular browsing materials (particularly paperbacks). Selection criteria for young adult materials will follow the general guidelines laid out in this policy for books and other print materials.

- Large Print Books: The Library maintains a collection of large print fiction and non-fiction titles. In addition, patrons in need of large print materials will be actively encouraged to request titles or complete the online Recommended to Order form.

## **V. WEEDING OF THE LIBRARY COLLECTION**

Weeding is a vital aspect of collection maintenance and a valuable tool in maintaining a vital, useful, and up-to-date collection. Materials that are no longer useful in light of stated library objectives will be systematically weeded from the collection in accordance with accepted professional practices.

Materials in the following categories shall be considered candidates for weeding:

- Materials that are badly damaged or worn-out from use
- Materials that are no longer factual or accurate
- Materials that have not circulated within three years
- Materials that are duplicates of titles no longer in demand

Library materials that have been weeded from the collection, which are judged by the administrative head and authorized staff to have possible resale value, shall be kept for that purpose. Materials unsuitable for sale shall be recycled or discarded. The Friends of the Library will receive library space and weeded library materials with possible resale value on the following conditions: 1. All proceeds from these materials will be allocated solely towards library programs or events 2. The Friends of the Library remain within the designated spaces on library premises as determined in writing by the County Administrator.

## **VI. GIFTS AND DONATION**

The Library follows the Board of Sumter County Commissioners Donation Policy.

Due to the extensive and regular volume of donated materials, all donated books, audio, and visual materials will be directed to the Friends of the Library.

Customers may make a monetary donation to the Library in memory of or in honor of someone by contacting the administrative head. Checks are made out to the Sumter County BOCC. Customers propose a topic or area of interest for donated materials. The administrative head and authorized staff will select materials with respect to the suitability of the collection and availability with book vendors. A bookplate will be affixed on the books denoting the donation, and a donation letter may be requested.

## **VII. CONTROVERSIAL ISSUES**

The Library recognizes that many materials are controversial and that any given item may be offensive to some customers. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the selection principles set forth in this policy.

In no case will materials be excluded from the collection because of the race, nationality, social, political, or religious views of the author.

The Library has a responsibility to keep on its shelves a representative selection of materials of controversial issues. Variety and balance of opinion are sought wherever available. There may not be an equal number of representative copies in the Library due to demand and availability.

Library materials will not be marked or identified to show approval or disapproval of their contents.

Library materials shall not be considered for exclusion from the collection based solely on single words or passages taken out of context.

Responsibility for the reading, listening, and viewing materials selected by children and young adults, as well as for their use of the Library, rests with their parents or legal guardians. The selection of library materials will not be inhibited by the possibility that items may come into the possession of children or young adults.

## **VIII. WITHDRAWAL REQUESTS**

Patrons requesting that materials be withdrawn from the collection may register a complaint with the administrative head. The administrative head will consider the complaint in light of this Collection Development Policy.

The administrative head's decision on the matter shall be final.

No materials that are the subject of complaint will be removed from the collection without the action of the administrative head. During the review of the complaint, the materials in question shall remain on the shelf.



Sumter County Library System  
Sumter Board of County Commissioners  
**Public Service Policy**  
Revised September 2020

## I. Card Registration

Sumter County Library System (Library) provides a free borrower's card to any resident of the State of Florida who completes an application. A borrower's card allows customers to check out library materials and have access to online databases. An applicant must present a current photo identification (ID) and provide proof of a current Florida address. Juveniles under the age of 16 need parental or legal guardian consent to obtain a card and, when possible, will be linked to the parent's card. The use of library card indicates agreement to follow the Public Service Policy. Library cards are non-transferable and need to be renewed biennially to ensure correct contact information. Renewal may be completed over the phone after verification of identity.

Any of the following may be accepted as proof of residency with Photo ID:

- Valid Florida driver's license
- Valid Florida ID card
- Florida voter registration card
- Current utility bill
- Florida property tax bill
- Valid school ID
- Villages ID card

## II. Loan Periods and Limits

Items	Loan Period	Loan Limit
New Books and Magazines	21 days	10 per card
Books, AudioBooks, Books by Mail and Music CDs, and Devices	28 days	No limits
DVDs	Ten (10) days	10 per card
Interlibrary Loans (Books Only)*	Due date varies due to shipping times	4 per card
Hotspots	Seven (7) days	1 per card
Canoes, Life Jackets, and Paddles**	Three (3) days	Maximum of two canoes per card

\* More information in Section V

\*\*Cardholder must be 18 years or older to checkout

**Any regular circulating item may be automatically or manually renewed twice unless a hold exists on the item. Interlibrary loan renewals are at the discretion of the lending library. Canoes and equipment are not available for automatic renewals.**

## III. Fee Schedule

Fines are assessed to the record of any borrower who fails to return adult library resources on or before their due date. Accumulated fines will result in the suspension of borrowing privileges. If an item or part of an item has been lost or damaged beyond repair, the charge is the full replacement cost of the item. Replacement costs for all resources will be billed ten (10) days after the due date. Customers are notified of overdue items before replacement charges are billed. Charges will be fully removed once the item is returned.

Borrowing privileges will be suspended for cardholders with accumulated fines and fees totaling \$10 or more. There is a maximum fine of \$5 per item (excluding canoes). The maximum fine for canoes will be \$50.

Adult New Material, Books and Audio Books, DVDs, Music CDs, Magazines:

\$ .10 per day, per item

Kids & Teen Resources

No late fees

Interlibrary Loan	\$1.00 per day, per item
Black & White Prints	\$.10 per page
Color Prints	\$.20 per page
Fax (incoming and outgoing)	\$.50 per page excluding the cover page
Canoes	\$5.00 per day

## IV. Holds

Any regularly circulating item, including materials currently on order, may be placed on hold for pickup at any Library location. Items on hold may be borrowed for their usual loan period (see Loan Periods and Limits). Canoes and equipment are not available for holds, are only available at certain locations, and are checked out on a first-come, first-served manner.

Customers are encouraged to place holds directly on the Library online catalog at [www.sumterpubliclibrary.org](http://www.sumterpubliclibrary.org), through the Library's mobile app, or by contacting the Library. The customer will be notified by an automated notification system when the requested item becomes available. Available holds must be picked up at the Library within five business days of notification.

## V. Interlibrary Loan

Interlibrary loans are books loaned to library customers from other libraries. They are not a primary tool of collection development but can be used to expand the range of materials available to library customers.

Based on the varying lending rules that affect format availability, the SCLS will only submit requests for books. Based on the varying lending rules that affect recent publication availability, requested items must also have a date of publication that is older than one (1) year in order to be submitted.

Customers are limited to a maximum of four (4) items requested and checked out at a time. Interlibrary loans' lend period is set by the lending library to ensure a timely return to the lending library. Late fines on interlibrary loans are assessed at \$1.00 per day per item, and lost books will result in the full cost charged by the lending institution.

Interlibrary loans are only available to the customer that originally requested the item. If another customer requests the item, another interlibrary loan request must be submitted.

Items outside the collection with interlibrary loan requests totaling more than five requests in the last twelve months will be considered for collection development.

## VI. Confidentiality

Sumter County and its authorized agent provide confidentiality of registration and circulation records in accordance with *Florida Statute Section 257.261*.

Sumter County and its authorized agent strive to protect customer confidentiality in relation to items used in or checked out of the Library and to information sought through the Library and the Library's reference services. In accordance with Florida Statutes, registration and circulation records are confidential, and disclosure of these records is limited to the customer him/herself. All other disclosure of these records is permitted only by court order or Florida Statute.

No user data is retained that is not essential to the functioning of library service. Information is available only to Sumter County and its authorized agent that must use it in the course of their duties.

## VII. Unattended Children

The Library welcomes the use of its facilities and services by children. To ensure the welfare and safety of children in the Library, children under the age of 12 should have an authorized guardian (parent, legal guardian, or caregiver) in the immediate vicinity of or in visual contact with the child while in the Library.

### *Procedure*

Staff will follow the below procedures with unattended children under age 12 in the Library.

1. The staff member shall attempt to identify the child and attempt to locate the authorized guardian within the Library or on the grounds.
2. When authorized guardian is located, the staff member will explain the policy on unattended children.
3. If unable to locate the authorized guardian within the Library, the staff member will attempt to contact the parent or caregiver by telephone if possible.
4. If the authorized guardian has not been located within 30 minutes, or by the time the Library is to close, law enforcement will be called.
5. Under no circumstance will the library staff member take the child out of the Library.
6. Two staff members will remain with the child until the authorized guardian or the Sheriff/Police arrive, and the situation is resolved.

## VIII. Technology Access

The use of library public access computers and devices constitutes acceptance that users will comply with federal, state, and local laws, as well as Library policies. Library staff are authorized to take prompt and appropriate actions to prohibit use by persons who fail to comply with this Public Service Policy as stated or implied herein.

## ***A. Computer Workstations***

The Library established procedures for the responsible and equitable use of public workstations. These procedures include monitoring workstations for security purposes and conformance with this Internet Access Policy. Computer sessions are typically one hour in length. Session lengths may be extended depending upon computer availability. Registration is required. Printing is available from all public access computers with charges as established in the Fee Schedule. Audio is available but must be used with headphones.

## ***B. Internet Access***

Internet resources accessible through the Library are provided equally to all library users. Parents or legal guardians are responsible for the Internet information selected and/or accessed by their children. Only authorized guardians may restrict their children from access to Internet resources accessible through the Library.

## ***C. Safety***

The Library supports the right of authorized guardians to direct children in the use of the Internet. The Library encourages authorized guardians to review and discuss online safety and security with their children.

The Library encourages minors to follow basic safety guidelines in using the Internet, electronic mail, and other forms of electronic communication, including but not limited to: Never giving out personal information such as name, address, telephone number, or school; Never arranging via a computer to meet someone in person; Never responding to messages that are threatening or suggestive; Remembering that people online may not be who they say they are.

In compliance with the Children's Internet Protection Act (CIPA), the Library provides filtered Internet access on all public access computers and hotspots. Filtered Internet access may restrict access to sites that could be deemed inappropriate, objectionable, or harmful to minors, but may also limit access to sites that have legitimate research value. No filtering system is completely effective or efficient. Authorized guardians are advised to supervise their children's Internet sessions. Adult customers may submit a request for consideration to unblock a specific site. Customers may not make unauthorized disclosure of, use of, or dissemination of a minor's personal information by means of the Internet, e-mail, or any other electronic technology.

## ***D. Security***

Intentional disruption of the operation of computer systems and networks is a violation of *Florida Statute Section 815.05*. Unauthorized access, including so-called "hacking" and other unlawful activities, are prohibited.

Sumter County and its authorized agent avoid collecting or maintaining records that could compromise the privacy of customers. Nevertheless, customers must also exercise caution

when using the Internet to avoid unauthorized disclosure, use, and dissemination of personal identification information.

Sumter County and its authorized agent are not responsible for ensuring the privacy of information transferred over the public network. Due to the fundamentally insecure nature of public computer networks, the use of its computers for online purchasing, electronic banking, or other financial transactions is not recommended.

While Sumter County and its authorized agent do not block these activities, it does not ensure the provision of secure connections to support them; it does not provide support or troubleshooting for electronic financial transactions and is not liable for any financial transactions.

Wireless Internet access (Wi-Fi) is available in all library buildings. Wi-Fi networks are not configured with security, and Sumter County and its authorized agent are not responsible for ensuring the privacy of transferred information. Sumter County and its authorized agent assume no responsibility for the safety of wireless device configurations, security, or data files resulting from connection to the Library's wireless Internet access.

All customers are expected to abide by the rules of the Library and to cooperate with this Internet Access Policy. Customers not abiding by the rules and policies of the Library may be asked to relinquish their use of a public access computer and/or be asked to leave the Library.

## IX. Code of Customer Conduct

The Library aims to offer customers the proper atmosphere in their usage of the Library by establishing basic rules of conduct. The following basic rules of conduct prevent behavior, which either subconsciously or unconsciously violates or restricts the right of customers or staff to use the Library.

- Covered drinks and light snacks (finger foods) are permitted, and trash must be disposed of in a trash receptacle before leaving.
- As a courtesy to others, customers entering the Library with a cell phone or similar device must set the device to a non-audible signal. Cell phones should be answered promptly and, if possible, taken outside the Library so as not to impose on other customers' library usage.
- The use and/or sale of tobacco products, alcoholic beverages, or illegal drugs are not permitted in the Library.
- Shirts and shoes must be worn in the Library. Bathing suits are not permitted.
- Unpleasant body odor, which may offend other library customers or staff, is considered unacceptable.
- The Library follows the Sumter County Animals in County Buildings Policy.
- Customers may not use sports equipment inside the Library.
- The use of profane, obscene, or offensive language is prohibited.
- Any damage or defacement of library materials or property will be reported to the Sheriff's

Office or City Police.

- Misusing the Library's restrooms is not permitted.
- Loitering is not permitted.
- Customers are not allowed to enter selected areas of the Library to include but are not limited to any staff work area, storage room, mechanical room, and meeting rooms without prior approval by Sumter County and its authorized agent.
- Threatening behavior is not allowed including but not limited to abusive and threatening language and gestures toward staff and customers, violence, threats of violence, and possession of weapons. The Sheriff's Office or City Police will be contacted in the event such behavior occurs.
- As protected by *Florida Statutes Section 877.03*, disorderly conduct is not permitted in any public library. This includes but is not limited to physical or verbal fighting, talking loudly or shouting, and willfully exposing body parts. The Sheriff's Office or City Police will be contacted in the event such behavior occurs.
- Soliciting customers or staff for donations or purchase and for the purpose of obtaining signatures on petitions is not allowed inside library facilities unless officially sponsored or approved by the governing agency.
- Interfering with another person's right to use the Library or with the library staff's performance of their duties is not allowed.

Continued instances of noncompliance will be grounds for suspension of library privileges, including denial of access to all libraries.

## X. Service Complaint Resolution

Feedback from the community is welcomed by the Library and is used to identify areas for potential service level improvement. Complaints will be remedied as close to the point of service as possible. If the customer is not immediately satisfied with the explanation given or action by the attending staff member, the customer will be referred to the library supervisor and library director. If the complaint is not resolved, this customer shall be referred to the Sumter County Library Single Administrative Head (LSAH).

## XI. Meeting Room Use

The Library offers the community a welcoming place for community interaction. Library meeting rooms are available for reservation and use by community groups.

Meeting rooms are available for the community to reserve and use by agreeing to the following guidelines:

- Organizations may not conduct financial transactions on the premises or perform fee-based services.
- Solicitation and promotion of business or selling of products and services not directly connected with the Library are prohibited.
- Sumter County and its authorized agent assume no responsibility for personal injury to

any individual using the library meeting room and loss, theft, or damage of the property of any group or individual using the library meeting rooms.

- Meetings must be held during the Library's operating hours and vacated at least 15 minutes prior to closing.
- Applications to use the meeting room will be accepted and approved on a first-come, first-served basis. Priority will be given to the Sumter County Board of County Commissioners events and Library sponsored or co-sponsored programs and events.
- Public reservations may be made no more than six (6) months in advance.
- Sumter County or its authorized agent reserves the right to cancel a scheduled meeting if the room is needed by Sumter County or its authorized agent for an event.
- If a meeting or program is canceled, the Library shall be notified in advance.
- Groups are responsible for complying with copyright laws and securing all necessary performance rights for their use of film, video, music, and other media.
- Permission to use the meeting room does not in any way imply endorsement of the group or entity using the facility by Sumter County or its authorized agent.
- Attendance shall not exceed the occupancy limit for the designated meeting room.
- Each group is responsible for its own publicity and shall not include the Library as a contact for information.
- Materials are not to be attached to the wall, windows, doors, or furnishings.
- The meeting room must be left in the original condition in which it was found. The applicant will be held responsible for loss or damage resulting from room use.
- The sponsoring organization is responsible for keeping any refreshments served within the meeting room and cleaning up afterward.
- Setup and cleaning time will be included in the meeting room reservation time.
- Furniture used in the meeting room is limited to what is assigned to the room.
- Sumter County or its authorized agent reserves the right to deny future use of the meeting room to any group or organization that does not follow this meeting room policy.
- Each group is responsible for complying with the Americans with Disabilities Act (ADA) requirements for its respective events and advertising.

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** Request from the Richloam Sportsman Association to Assist with the Annual Richloam Clean-up (Staff Recommends Approval).

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**REQUESTED ACTION:** **Staff Recommends Approval**

**Meeting Type:** Regular Meeting

**DATE OF MEETING:** 9/22/2020

**CONTRACT:**  N/A

Vendor/Entity: Richloam Sportsman Association

Effective Date: 9/26/20

Termination Date: 9/26/20

Managing Division / Dept: **Operations**

**BUDGET IMPACT:** \$300.00 Disposal Fee

**FUNDING SOURCE:** General Fund

**Type:** Annual

**EXPENDITURE ACCOUNT:** 001-170-534-3400 Municipal Solid Waste (MSW) Disposal

**HISTORY/FACTS/ISSUES:**

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For the past twenty years, the Public Works Department has worked in conjunction with the Florida Wildlife Commission, Forestry Department, and the Richloam Sportsman Association with the annual cleanup of the Richloam Management Area by providing equipment and personnel.

The Public Works Department has received a request from Dawn Crouch, Secretary of the Richloam Sportsman Association, to assist with the Annual Richloam Clean-Up in the Richloam portion of Sumter County for the same support as the previous years. The event will be Saturday, September 26, 2020.

If approved, Public Works will provide:

- Three county employees,
- One 20-yard Dump Trailer,
- Two 5-yard Dump Trucks,
- One loader, and
- Disposal of the collected materials.

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**Prepared by:** Michael Bryant

**Grammarly Check**

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**Subject:** FW: ACTION: Richloam Cleanup

**From:** Dawn Crouch <[gwtwdawnie@gmail.com](mailto:gwtwdawnie@gmail.com)>

**Sent:** Friday, September 4, 2020 2:20 PM

**To:** Snyder, Deborah <[Deborah.Snyder@sumtercountyfl.gov](mailto:Deborah.Snyder@sumtercountyfl.gov)>

**Subject:** Richloam Cleanup

I wanted to touch base with Sumter County concerning this year's Richloam Cleanup. We usually ask for assistance from Sumter County for removal of the trash that is brought in from cleaning up the Management Area. This year's cleanup will occur on September 26th. I have not requested assistance from Sumter County because we were just approved for the event this week and I am aware that permission to assist us has to be routed through the BOCC. I hope to continue our working relationship with the County next year for this event. We have thoroughly appreciated all the help we have received over the past 20 years. Please thank your staff for their past assistance and willingness to help us every year.

If however assistance can be provided this year, please contact me at 352-206-5634.

Dawn Crouch, Secretary  
Richloam Sportsman Association

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**STATE OF EMERGENCY DECLARATION EXTENSION  
SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS**

**WHEREAS**, the Coronavirus Disease 2019 (COVID-19) continues to pose an imminent health risk to the residents in Sumter County; and

**WHEREAS**, Florida State Statutes, Chapter 252 authorizes the Chairman of the Board of County Commissioners to declare that a Local State of Emergency exists; and

**WHEREAS**, the Chairman of the Board of County Commissioner declared a Local State of Emergency on March 17, 2020, and extension every seven days since then; and

**WHEREAS**, Florida State Statutes, Chapter 252 limits each Declaration to seven (7) days; and

**WHEREAS**, the Sumter County Board of County Commissioners supports the Executive Orders of Governor DeSantis that are more restrictive than prior orders of Sumter County and finds that the anticipated conditions created by COVID-19 pose a threat to the health, safety, and welfare of the people of Sumter County.

**THEREFORE, BY CONSIDERATION AND INCORPORATION OF THE ABOVE RECITALS, IT IS HEREBY ORDERED:**

1. That the Comprehensive Emergency Management Plan remain activated through the duration of the State of Florida Declaration of a State of Emergency.
2. All public officials and employees of Sumter County are hereby directed to continue to exercise the utmost diligence in the discharge of duties required of them for the duration of this Local State of Emergency and in the execution of State and Local emergency orders, regulations, and directives.
3. The Emergency Management Director shall continue functioning as the County Coordinating Officer and shall provide overall coordination for the response to this emergency in Sumter County.
4. This Declaration shall remain in effect for seven days unless extended or dissolved.

Signed: \_\_\_\_\_  
Steve Printz, Chairman  
Board of County Commissioners

Date: September 22, 2020

Attest:

By: \_\_\_\_\_  
Caroline AlRestimawi  
Clerk to the Board, Deputy Clerk

Date: September 22, 2020