Hernando County

Board of County Commissioners

John Law Ayers Commission Chambers, Room 160
20 North Main Street, Brooksville, FL 34601

Regular Meeting

Agenda

Tuesday, February 10, 2026 - 9:00 A.M.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, PERSONS WITH DISABILITIES NEEDING A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT DAVE AURA, RISK MANAGEMENT MANAGER, 15470 FLIGHT PATH DRIVE, BROOKSVILLE, FLORIDA 34604, (352) 442-7787. IF HEARING IMPAIRED, PLEASE CALL 1-800-676-3777.

If a person decides to appeal any quasi-judicial decision made by the Hernando County Board of County Commissioners with respect to any matter considered at such hearing or meeting, he or she will need a record of the proceeding, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

PLEASE NOTE THAT THIS MEETING HAS A START TIME OF 9:00 A.M., AND ALL ITEMS CAN BE HEARD ANYTIME THEREAFTER.

UPCOMING MEETINGS:

The Board of County Commissioners' next regular meeting is scheduled for Tuesday, February 24, 2026, beginning at 9:00 A.M., in the John Law Ayers County Commission Chambers, Room 160.

A. CALL TO ORDER

1. Invocation
2. Pledge of Allegiance

B. APPROVAL OF AGENDA (Limited to Board and Staff)

C. ELECTED OFFICIALS

D. CITIZENS' COMMENTS

E. BOARD/STAFF RESPONSES

F. PUBLIC SAFETY DIRECTOR/FIRE CHIEF PAUL HASENMEIER

17009 Update Regarding Status of Declaration of Temporary Burn Ban Due to Drought Conditions

Attachments: Memorandum - Recommendation to Enact County-Wide Burning Ban
Resolution - Implementing Ordinance 2025-02 for Burn Ban

G. CONSENT AGENDA

AGREEMENT/GRANT

1. **17095** Confirmation of Authorized Representative Carla Rossiter-Smith, Director of Procurement and Strategic Initiatives, for FY 2025 U.S. Economic Development Administration Disaster Supplemental Grant Application on Behalf of Hernando County and Associated Budget Resolution

   Attachments: Board Approval for Application to Federal Economic Development Administration 09-09-2025
   Match Letter
   Authorized Representative Letter
   Budget Resolution - Design/Construction Taxiways
   01551 Expenditure

2. **16985** Tourist Development Council Special Events Marketing Grant Awards to Promote Florida's Adventure Coast Events for FY 2026

   Attachments: Foggy Longbritches Folk Festival - Foggy Longbritches
   Front Porch Art Walk - Coastal Hernando Business Group, Inc.
   Reggae Music Festival - Foggy Longbritches
   Spring Lake Memorial Classic - The Arc - Nature Coast
   FY 2026 TDC Special Event Grant Funding Recommendations

AVIATION

3. **17012** Corporate Hangar Lease Agreement With Pem-Air, LLC, for Corporate Hangar Located at 16316 Flight Path Drive at Brooksville-Tampa Bay Regional Airport

   Attachments: Corporate Hangar Lease Agreement
   Certificate of Property Insurance - Pem-Air Turbine Engine Services, LLC

4. **16946** Ground Lease Agreement With AHST 438, LLC, for Property Located at 15216-15222 Telcom Drive at Brooksville-Tampa Bay Regional Airport

Attachments: Ground Lease Agreement
GIS Map

MINUTES FOR APPROVAL

5. **16820** Approval of Minutes for Regular Meeting of August 26, 2025

Attachments: Minutes for Regular Meeting of August 26, 2025

6. **17143** Approval of Minutes for Regular Meeting of December 16, 2025

Attachments: Minutes for Regular Meeting of December 16, 2025

7. **17144** Approval of Minutes for Port Authority Meeting of December 16, 2025

Attachments: Minutes for Port Authority Meeting of December 16, 2025

MISCELLANEOUS

8. **16933** Declaration of Various Tangible Property as Surplus for Disposal and Removal From Fixed Asset Inventory

Attachments: Surplus Vehicles 02-10-2026
Surplus Computers 02-10-2026

9. **17014** Transmittal of List of Accounts Payable Disbursements for Weeks Ended January 9, 2026, January 16, 2026, and January 23, 2026

Attachments: BCC Check Register 01-09-26
BCC Check Register 01-16-26
BCC Check Register 01-23-26

PROPERTY

10. **16967** Acceptance of Perpetual Utility Easement From Hawk Sunrise, LLC, With Hernando County and Sewer District for Sunrise Development Located From Sunrise Boulevard to Ridge Manor Wastewater Treatment Plant

Attachments: Perpetual Utility Easement 10-21-2025 - Hawk Sunrise, LLC

11. **17025** Acceptance of Perpetual Utility Easement From Hernando County With Hernando County Water and Sewer District for Property Located at 7701 Forest Oaks Boulevard, 7751 Forest Oaks Boulevard and 0 Forest Oaks Boulevard

Attachments: Perpetual Utility Easement 01-16-2026
Sketch of Description

RESOLUTION

12. **17027** Resolution Proclaiming February 21, 2026, as Heritage Day

Attachments: Heritage Day

H. CORRESPONDENCE TO NOTE

1. **17079** Transmittal of Minutes From Affordable Housing Advisory Committee Meetings of 2025

Attachments: 01-09-2025 Affordable Housing Advisory Committee Meeting Minutes
02-13-2025 Affordable Housing Advisory Committee Meeting Minutes
03-20-2025 Affordable Housing Advisory Committee Meeting Minutes
04-10-2025 Affordable Housing Advisory Committee Meeting Minutes
05-08-2025 Affordable Housing Advisory Committee Meeting Minutes
06-12-2025 Affordable Housing Advisory Committee Meeting Minutes
07-18-2025 Affordable Housing Advisory Committee Meeting Minutes
08-15-2025 Affordable Housing Advisory Committee Meeting Minutes
09-11-2025 Affordable Housing Advisory Committee Meeting Minutes
10-09-2025 Affordable Housing Advisory Committee Meeting Minutes
11-13-2025 Affordable Housing Advisory Committee Meeting Minutes
12-11-2025 Affordable Housing Advisory Committee Meeting Minutes

2. **17082** Transmittal of Minutes From Delegation on Government Efficiency a/k/a DOGE Committee Meetings of 2025

   Attachments: 06-30-2025 DOGE Committee Meeting Minutes
   07-07-2025 DOGE Committee Meeting Minutes
   07-21-2025 DOGE Committee Meeting Minutes
   08-04-2025 DOGE Committee Meeting Minutes
   08-18-2025 DOGE Committee Meeting Minutes
   09-08-2025 DOGE Committee Meeting Minutes
   09-22-2025 DOGE Committee Meeting Minutes
   10-13-2025 DOGE Committee Meeting Minutes
   10-27-2025 DOGE Committee Meeting Minutes
   11-10-2025 DOGE Committee Meeting Minutes
   12-15-2025 DOGE Committee Meeting Minutes

3. **17081** Transmittal of Minutes From Economic Development and Airport Technical Advisory Committee Meetings of 2025

   Attachments: 02-06-2025 Technical Advisory Committee Meeting Minutes
   05-22-2025 Technical Advisory Committee Meeting Minutes
   11-13-2025 Technical Advisory Committee Meeting Minutes

4. **17087** Transmittal of Minutes From Fine Arts Council Meetings of 2025

   Attachments: 01-2025 Fine Arts Council Meeting Minutes
   02-13-2025 Fine Arts Council Meeting Minutes
   03-13-2025 Fine Arts Council Meeting Minutes
   04-10-2025 Fine Arts Council Meeting Minutes
   05-08-2025 Fine Arts Council Meeting Minutes
   06-12-2025 Fine Arts Council Meeting Minutes
   07-10-2025 Fine Arts Council Meeting Minutes
   8-2025 Fine Arts Council Meeting Minutes
   08-14-2025 Fine Arts Council Meeting Minutes
   10-2025 Fine Arts Council Meeting Minutes
   11-13-2025 Fine Arts Meeting Minutes
   12-2025 Fine Arts Council Meeting Minutes

5. **17077** Transmittal of Minutes From Library Advisory Committee Meetings of 2025

Attachments:
01-14-2025 Library Advisory Committee Meeting Minutes
05-13-2025 Library Advisory Committee Meeting Minutes
07-08-2025 Library Advisory Committee Meeting Minutes
09-09-2025 Library Advisory Committee Meeting Minutes
11-04-2025 Library Advisory Committee Meeting Minutes

6. **17078** Transmittal of Minutes From Planning and Zoning Commission Meetings of 2025

Attachments:
01-13-2025 Planning & Zoning Meeting Minutes
02-10-2025 Planning & Zoning Meeting Minutes
03-10-2025 Planning & Zoning Meeting Minutes
04-14-2025 Planning & Zoning Meeting Minutes
05-12-2025 Planning & Zoning Meeting Minutes
06-09-2025 Planning & Zoning Meeting Minutes
07-14-2025 Planning & Zoning Meeting Minutes
08-11-2025 Planning & Zoning Meeting Minutes
09-08-2025 Planning & Zoning Meeting Minutes
10-13-2025 Planning & Zoning Meeting Minutes
11-10-2025 Planning & Zoning Meeting Minutes
12-08-2025 Planning & Zoning Meeting Minutes

7. **17076** Transmittal of Minutes From Tourism Development Council Meetings of 2024 and 2025

Attachments:
11-21-2024 Tourist Development Council Meeting Minutes
01-23-2025 Tourist Development Council Meeting Minutes
03-27-2025 Tourist Development Council Meeting Minutes
06-05-2025 Tourist Development Council Meeting Minutes
07-24-2025 Tourist Development Council Meeting Minutes
09-25-2025 Tourist Development Council Meeting Minutes

8. **17080** Transmittal of Minutes From Waterways Advisory Committee Meetings of 2025

Attachments:
01-13-2025 Waterways Advisory Committee Meeting Minutes
03-10-2025 Waterways Advisory Committee Meeting Minutes
05-12-2025 Waterways Advisory Committee Meeting Minutes
07-14-2025 Waterways Advisory Committee Meeting Minutes
09-08-2025 Waterways Advisory Committee Meeting Minutes
11-10-2025 Waterways Advisory Committee Meeting Minutes

9. **17016** Transmittal of Rabies Surveillance Quarterly Summary Report for October 1, 2025, Through December 31, 2025

Attachments: Rabies Surveillance for 2025 4th Quarterly Summary

I. PUBLIC HEARINGS

* Entry of Proof of Publication into the Record

LEGISLATIVE

INTERIM UTILITIES DIRECTOR BRAD SMITH

16998 Second Public Hearing to Consider Resolution Amending Wellhead Protection Areas and Special Protection Areas Maps Associated With Ordinance Relating to Groundwater Protection and Siting

Attachments: Wellhead Areas Map Resolution
Public Notification for Proposed Updated Wellhead Areas Maps

J. COUNTY ATTORNEY JON JOUBEN

1. **17021** Consideration of Request to Forgive Outstanding Civil Restitution Lien Order Filed Against Robert Norman Benson

Attachments: Benson Email - Request for CRLO Forgiveness
Benson Social Security Benefit Verification Letter
Benson Civil Restitution Lien Order
Benson Recorded Judgment 09-CF-2035
Benson Satisfaction of Judgment
Benson Payoff
Draft Discharge of Civil Restitution Lien Order

2. **17030** Renewal of Certificate of Public Convenience and Necessity Requested by Rocky Mountain Holdings, LLC, d/b/a Bayflite for Provision of Advanced Life Support and Basic Life Support Helicopter Ambulance Transport Services

Attachments: Renewal Request Letter
Application for Certificate of Public Convenience and Necessity
Proposed Emergency Medical Services Certificate of Public Convenience and Necessity
Affidavit of Publication

K. DEVELOPMENT SERVICES PLANNING DIRECTOR OMAR DEPABLO

17122 Update Regarding Initiatives From Development Services Department

Attachments: Development Services Current Initiatives & Activity Summary

L. DIRECTOR OF PROCUREMENT & STRATEGIC INITIATIVES CARLA ROSSITER-SMITH

1. **17011** Amendment No.1 to Sole Source Contract and Innovation Agreement With Quantum Partners, LLC, d/b/a SwiftGov, for Artificial Intelligence (AI) Implementation Plan Project for Planning Department (Contract No. 25-TSS0230/JC; Amount: $1,687,500.00)

Attachments: SwiftGov Letter - Sole Source Justification - Strategic AI Modernization & Optimization Initiative
Notice of Intended Single-Sole Source Purchase
Contract 25-TSS0230 Innovation Agreement for Artificial Intelligence Implementation Plan 05-27-2025
Amendment No. One to Contract 25-TSS0230
01751 Expenditure

2. **16630** Award of Contract to Clark Productions, Inc., for Audio Visual Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms Project (Contract No. 25-RFP01060/CT; Amount: $1,756,843.69)

Attachments: Solicitation With Addenda - 25-RFP01060/CT
Department Recommendation With Reference Checks - 25-RFP01060/CT
Notice of Intent to Award - 25-RFP01060/CT
Clark Productions Proposal - 25-RFP01060/CT
Clark Proposal for Courtrooms D and E Audio Design and Installation
Contract - 25-RFP01060/CT
02311 Expenditure

3. **17064** Change Order No. 1 to Purchase Order With McKim and Creed, Inc., for Utility Locator Subsurface Services for Utilities Department and Associated Budget Amendment (Contract No. 24-RFQG00543; Amount: $481,908.00)

Attachments:
BOCC Approval 07-09-2024
Contract No. 24-RFQG00543 - McKim & Creed, Inc.
Notice of Award Letter - McKim & Creed, Inc.
Task Order No. 11 - Fee Schedule
Utilities Locate Reimbursement Agreement
Change Order No. 1
Budget Amendment No. 2026-044 - Utilities Department

4. **17031** Change Order No. 2 to Purchase Order With Centrisys CNP Corporation for Repair of Centrifuge Equipment for Utilities Department (Contract No. 25-TS0204; Amount: $94,148.39)

Attachments:
Contract 25-TS0204 Major Repairs to Centrifuge No. 3
BOCC Approval - 03-11-2025
Change Order No. 1
Board Approval of Change Order No. 1 - 09-23-2025
Change Order No. 2 and Quote
07201 Expenditure

5. **17141** Change Order No. 3 to Purchase Order With Tyler Technologies, Inc., for Public Sector and Education Administration Software Solutions With Related Services for Enterprise Resource Planning Software and Enterprise Permitting and Licensing Software and Related Services for Various County Departments and Entities (Contract No. 25-P0191C; Change Order Amount: $132,641.00)

Attachments:
Board Approval for Utilization of Sourcewell Contract - 12-03-2024
Sourcewell Contract No. RFP No. 090320
Tyler Technologies Software as a Service Agreement
Amendment No. 1
Amendment No. 2
Amendment No. 3
Amendment No. 4
Change Order No. 1
Change Order No. 2
Change Order No. 3 Quote
01051 Expenditure

6. **17018** Request for Approval of FY 2026 Purchase Order With Amazon for Library Materials and Electronic Resources for Library Department (Amount: up to $100,000.00)

Attachments: BOCC Approval - 12-15-2020
Procurement Manual - 3. Application of Manual and Exemptions

M. EMERGENCY MANAGEMENT DIRECTOR ERIN THOMAS

16947 Resolution Supporting and Adopting 2025 Five-Year Update of Comprehensive Emergency Management Plan

Attachments: Comprehensive Emergency Management Plan - December 2025
2025 CEMP Adoption Resolution

N. PUBLIC WORKS DIRECTOR SCOTT HERRING

1. **16667** Acceptance of Warranty Deed From NNN Reit, LP, for Newly Constructed Frontage Road Right-of-Way Located on Commercial Way

Attachments: Key No. 1007617 Special Warranty Deed
Key No. 1007617 Warranty Deed - 12-16-2025
Key No. 1007617 Property Record Card 2025 Final Tax Roll
Key No. 1007617 Aerials
Anti-Human Trafficking Affidavit

2. **16983** Three-Year Contract With State Department of Corrections for Inmate Work Squad Program for Department of Public Works

Attachments: Florida Department of Corrections' Interagency/Public Works Agreement

O. NATURAL RESOURCES MANAGER CARLA BURRMANN

16987 Removal of Brian Woolfolk as Member of Waterways Advisory Committee

Attachments: Brian Woolfolk - Removal Letter
Brian Woolfolk - Appreciation Certificate
Policy No. 06-01

P. COUNTY ADMINISTRATOR JEFFREY ROGERS

16920 Update Regarding Ongoing Board Directives

Attachments: Ongoing BOCC Directives 2-10-26

Q. BOARD OF COUNTY COMMISSIONERS

1. Commissioner Steve Champion
2. Commissioner Brian Hawkins
3. Commissioner John Allocco
4. Commissioner Ryan Amsler
5. Chairman Jerry Campbell
6. County Attorney Jon Jouben
7. Deputy County Administrator Toni Brady
8. County Administrator Jeffrey Rogers

R. ADJOURNMENT

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: HCFRD
Prepared By: Rosalyn Falcon
Initiator: Paul Hasenmeier
DOC ID: 17009
Legal Request Number:
Bid/Contract Number:

TITLE
Update Regarding Status of Declaration of Temporary Burn Ban Due to Drought Conditions

BRIEF OVERVIEW
On January 29, 2026, the Board of County Commissioners adopted a resolution ratifying the declaration by the County Administrator, upon the recommendation of the Fire Chief, that an emergency drought condition exists and his enactment of a temporary burn ban throughout the unincorporated areas of Hernando County (Legistar No. 16976). Fire and Emergency Services staff will provide an update to the Board regarding precipitation and Keetch-Byram Drought Index (KBDI) numbers.

FINANCIAL IMPACT
There is no financial impact.

LEGAL NOTE
The Board is authorized to act on this matter pursuant to Chapter 12 of the Hernando County Code and Chapter 125, Florida Statutes.

RECOMMENDATION
No action is required from the Board currently.

REVIEW PROCESS

Paul Hasenmeier	Approved	01/15/2026 9:05 AM
Erin Dohren	Approved	01/15/2026 9:31 AM
Pamela Hare	Approved	01/15/2026 12:52 PM
Michael Cowan	Approved	01/20/2026 9:48 AM
Heidi Prouse	Approved	01/29/2026 10:36 AM
Toni Brady	Approved	01/29/2026 6:53 PM
Jeffrey Rogers	Approved	01/30/2026 6:07 AM
Colleen Conko	Approved	01/30/2026 9:34 AM

DEPARTMENT OF PUBLIC SAFETY
HERNANDO COUNTY FIRE RESCUE

15470 FLIGHT PATH DRIVE ♦ BROOKSVILLE FLORIDA 34604
P 352.540.4353 ♦ F 352.540.4355 ♦ W www.HernandoCounty.us

To: Jeff Rogers, County Administrator

cc: Lisa Hendrickson, City Manager

From: Paul Hasenmeier, Fire Chief & Public Safety Director

Date: January 8, 2026

Re: Recommendation to enact County-Wide Burning Ban

With the on-going lack of precipitation, Hernando County Fire Rescue has recognized a spike in the number of brush fires.

The current Keetch-Byram Drought Index (KBDI) for Hernando County is 604 (Moderate/High) as of January 7, 2026, which is a 3-point increase over the prior days reading with the Florida Fire Service. The County is on track to reach severe drought/fire conditions. The highest rating on the scale is 800 (Desert-like conditions).

Conversations with other area fire departments have yielded the following information:

- Pasco County – Monitoring
- Citrus County – Burn ban
- Sumter County – Monitoring

The Florida Department of Agriculture is forecasting below average precipitation as we continue through the driest months. Exception to the burn ban may be granted by the Florida Forest Service after a request for such exception is submitted by the individual concerned and an onsite inspection is made and is determined by the Florida Forest Service representative that such burning can be safely accomplished.

HCFR is recommending the implementation of a County-Wide Burn Ban, in accordance with Hernando County Ordinance, which would apply to all unincorporated areas of Hernando County and the City of Brooksville. The burn ban will be reviewed at each BOCC meeting until rescinded.

RESOLUTION NO. 2026-_____

A RESOLUTION RATIFYING THE DECLARATION THAT A DROUGHT EMERGENCY EXISTS IN ALL UNINCORPORATED AREAS OF HERNANDO COUNTY, FLORIDA AND IMPLEMENTING HERNANDO COUNTY ORDINANCE NO. 2025-02.

WHEREAS, the Board of County Commissioners of Hernando County, Florida ("Board") has adopted Ordinance No. 2025-02 setting forth the procedures to follow in the event the Board declares that a drought emergency exists; and,

WHEREAS, due to climatic conditions causing an extreme shortage of rainfall, a spike in the number of brushfires throughout Hernando County and following conversations with several fire departments within the State of Florida, that Fire Chief has determined that a drought emergency exists in the unincorporated areas of Hernando County ("County"); and,

WHEREAS, based upon these observations and analysis, and pursuant to the authority granted him under Ordinance No. 2025-02, the Fire Chief declared a countywide temporary burn ban effective January 8, 2026; and,

WHEREAS, the Board can implement the burn ban provisions of Ordinance No. 2025-02 by adopting a resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Hernando County, Florida as follows:

SECTION 1. The above-stated recitals are hereby incorporated as if fully set forth herein.

SECTION 2. Pursuant to Article IV of Ordinance No. 2025-02, the Fire Chief has notified the County Administrator that he has determined the existence of extreme drought conditions in the County.

SECTION 3. In accordance with the provisions of Ordinance No. 2025-02 and the Fire Chief's determination, the Board finds that an emergency drought condition exists in the County, ratifies the Fire Chief's declaration of a temporary burn ban and implements the provisions of Ordinance No. 2025-02 *nunc pro tunc* to January 8, 2026.

SECTION 4. This resolution shall remain in full force and effect until the Board by like resolution determines that emergency drought conditions no longer exist in the County.

ADOPTED in Regular Session this _____ day of _____ 2026.

BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY, FLORIDA

ATTEST:

_____
DOUGLAS A. CHORVAT, JR.
Clerk of Court & Comptroller

_____
JERRY CAMPBELL
Chairman

Approved as to form and legal sufficiency:

Michael Cowan
_____
County Attorney's Office

Meeting: 02/10/2026
Department: Procurement Department
Prepared By: Casey Stepp
Initiator: Carla Rossiter-Smith
DOC ID: 17095
Legal Request Number:
Bid/Contract Number:

TITLE

Confirmation of Authorized Representative Carla Rossiter-Smith, Director of Procurement and Strategic Initiatives, for FY 2025 U.S. Economic Development Administration Disaster Supplemental Grant Application on Behalf of Hernando County and Associated Budget Resolution

BRIEF OVERVIEW

The Hernando County Board of County Commissioners approved Legistar Item No. 16270 for the submission of a grant application for the U.S. Economic Development Administration (EDA) under the FY 2025 EDA Disaster Supplemental Notice of Funding Opportunity at the September 9, 2025, meeting.

In the Board approved application, Carla Rossiter-Smith, Director of Procurement & Strategic Initiatives, was designated the Authorized Representative for Hernando County for this EDA funding cycle. EDA has requested a formal confirmation letter naming Carla Rossiter-Smith, as the Authorized Representative, with the authorization to bind the County for the purpose of EDA'S grant application online portal and related documentation.

Additionally, with the approval of Legistar Item No. 16270, the Board committed $1,600,000 in County funds and $1,800,000 of the Florida Department of Transportation (FDOT) funding through Grant Contract No. G2M86 towards the required $3,400,000 County Match. The County did acknowledge that other funding sources would be pursued to offset some of the County funds. EDA has also requested a modification of the language to the match documentation letter as originally submitted which requires Chairman's signature for resubmission.

FINANCIAL IMPACT

There is no change from the original approval at the September 9, 2025, BOCC meeting.

Funding from FDOT available in:

Fund: 4311 - Airport/Industrial Park, **Department: 34299** - AP-Runway Conversion, **Account: 5666537** - CIP-AP Dsgn/Cnstr Txwys for $1,800,000.

The remainder of the match in the amount of $1,600,000 is budgeted in the FY26 budget in the following account:

Fund: 0011 - General Fund, **Department: 01551** - Economic Incentive, **Account: 5909985** - Budget Res-Ded Ind Dev for $1,600,000.

LEGAL NOTE

The Board is authorized to act on this matter pursuant to Chapter 125, Florida Statutes.

RECOMMENDATION

It is recommended that the Board approve and authorize the Chairman's signature on the attached letter formally confirming Carla Rossiter-Smith, Director of Procurement & Strategic Initiatives, as the Authorized Representative for Hernando County on the EDA Disaster Supplement Grant Application and associated documents.

It further recommended that the Board approve and authorize the Chairman's signature on the attached associated budget resolution and attached letter confirming the County's intent to provide the required matching funds with award.

REVIEW PROCESS

Steve Miller	Approved	01/28/2026 1:20 PM
Valerie Pianta	Approved	01/28/2026 2:55 PM
Erin Briggs	Approved	01/29/2026 1:21 PM
Erin Dohren	Approved	02/02/2026 4:30 PM
Carla Rossiter-Smith	Approved	02/03/2026 4:07 PM
Pamela Hare	Approved	02/03/2026 4:40 PM
Jon Jouben	Approved	02/04/2026 2:06 PM
Heidi Prouse	Approved	02/04/2026 2:21 PM
Toni Brady	Approved	02/05/2026 10:30 AM
Jeffrey Rogers	Approved	02/05/2026 1:17 PM
Colleen Conko	Approved	02/05/2026 1:20 PM

Meeting: 09/09/2025
Department: Business Development
Prepared By: Casey Stepp
Initiator: Valerie Pianta
DOC ID: 16270
Legal Request Number:
Bid/Contract Number:

TITLE

Submittal of Application to Federal Economic Development Administration for FY 2025 Disaster Supplemental Grant for Critical Infrastructure Construction Runway Conversion Project at Brooksville-Tampa Bay Regional Airport

Submittal of Application to Federal Economic Development Administration for FY 2025 Disaster Supplemental Grant for Critical Infrastructure Construction Runway Conversion Project at Brooksville-Tampa Bay Regional Airport

BRIEF OVERVIEW

The U.S. Economic Development Administration (EDA) released the Disaster Supplemental grant in June 2025.

This funding opportunity allows communities and regions to implement long-term economic recovery strategies through a variety of construction projects in areas where a Presidential declaration of major disaster was issued in calendar years 2023 and 2024. During this time, Hernando County had declarations for Hurricanes Idalia, Debby, Milton and Helene.

Hernando County Economic Development is requesting funding for a standalone construction project to improve the economic trajectories beyond pre-disaster economic conditions. The requested funding would allow Brooksville-Tampa Bay Regional Airport (BKV) to resurface 4,480 linear feet of a decommissioned taxiway and extend water/sewer infrastructure enabling industrial growth across 195 acres infield and 228 acres of adjacent designated land.

Two industry companies have committed to expansion or new facilities with the project:

Pem-Air Turbine Engine Services, LLC in the amount of $65,000,000 with an estimated 50 created jobs through an expansion of their onsite facilities.

Judah 1, Inc., in the amount of $5,000,000 - $8,000,000 with an estimated 15-20 created jobs through the addition of an onsite facility.

The Tampa Bay Regional Planning Council (TBRPC) analyzed the economic impact of rehabilitating the deactivated runway and constructing supporting infield infrastructure with their Impact Analysis for Planning (IMPLAN) model for the Tampa Bay Region. The analysis is attached.

The total project cost is $17,000,000, with $13,600,000 in EDA Disaster Supplemental Grant funds, Florida Department of Transportation Aviation Grant Program funding of $1,800,000 and County match of $1,600,000. The EDA Disaster Supplemental Grant is funded at 80%/20% Federal/County cost share, and the County is partially using the Florida Department of Transportation (FDOT) funds to assist with the County match.

Applications are accepted on a rolling basis until funds are expended.

FINANCIAL IMPACT

Funding from FDOT available in:

Fund: 4311 - Airport/Industrial Park, **Department: 34299** - AP-Runway Conversion, **Account: 5666537** - CIP-AP Dsgn/Cnstr Txwys for $1,800,000.

The remainder of the match in the amount of $1,600,000 is budgeted in the FY26 budget in the following account:

Fund: 0011 - General Fund, **Department: 01551** - Economic Incentive, **Account: 5909985** - Budget Res-Ded Ind Dev for $1,600,000.

LEGAL NOTE

The Board is authorized to act on this matter pursuant to Chapter 125, Florida Statutes.

RECOMMENDATION

It is recommended that the Board approve the application to EDA for the Disaster Supplemental Grant Program and authorize the Chairman's signature on the attached letter signifying the County's intent to provide the required match with award.

REVIEW PROCESS

Christine Schmidt	Approved	08/28/2025 2:07 PM
Valerie Pianta	Approved	08/28/2025 2:13 PM
Amelia Gebala	Delegated	08/28/2025 2:42 PM
Jodi Florio	Approved	08/29/2025 9:14 AM
Erin Briggs	Approved	08/29/2025 10:12 AM
Albert Bertram	Approved	08/29/2025 11:00 AM
Carla Rossiter-Smith	Approved	09/02/2025 1:11 PM
Pamela Hare	Approved	09/03/2025 2:13 PM
Jon Jouben	Approved	09/03/2025 3:40 PM
Heidi Prouse	Approved	09/03/2025 5:54 PM
Toni Brady	Approved	09/03/2025 7:52 PM
Jeffrey Rogers	Approved	09/03/2025 9:49 PM
Colleen Conko	Approved	09/04/2025 8:18 AM

RESULT: **ADOPTED**
MOVER: John Allocco
SECONDER: Ryan Amsler
AYES: Hawkins, Campbell, Allocco, Amsler and Champion

BOARD OF COUNTY COMMISSIONERS

15470 FLIGHT PATH DRIVE ◆ BROOKSVILLE, FLORIDA 34604
P 352.754.4002 ◆ F 352.754.4477 ◆ W www.HernandoCounty.us

U.S. Economic Development Administration
1401 Constitution Avenue NW, Suite 71014
Washington, DC 20230

Acting Assistant Secretary Page:
RE: EDA-APP# 00014054

This letter serves as formal confirmation that matching share funds in the amount of $3,400,000 are committed to the Brooksville-Tampa Bay Regional Airport Critical Infrastructure Construction Project. These funds will be available as needed and are not encumbered preventing them from being available for use to pay for project expenses.

Funding is available in the amount of $1,600,000 from the Board of County Commissioners' funds and will remain available during the duration of the project. Brooksville-Tampa Bay Regional Airport has received $1,800,000 from the FY 24 State of Florida Department of Transportation Aviation Grant Program, Contract Number G2M86, which is committed to this project.

It is the intention of Hernando County Board of County Commissioners to continue to seek state grant funding to offset the matching funds when available and appropriate through the duration of the project.

Thank you,

_____
Jerry Campbell, Chairman
Hernando County Board of County Commissioners

BOARD OF COUNTY COMMISSIONERS

15470 FLIGHT PATH DRIVE ◆ BROOKSVILLE, FLORIDA 34604
P 352.754.4002 ◆ F 352.754.4477 ◆ W www.HernandoCounty.us

U.S. Economic Development Administration

1401 Constitution Avenue NW, Suite 71014

Washington, DC 20230

Acting Assistant Secretary Page:

RE: EDA-APP# 00014054

This letter serves as formal confirmation that Carla Rossiter-Smith, Director of Procurement & Strategic Initiatives, was approved as the Authorized Representative on behalf of Hernando County for the U.S. Economic Development Administration (EDA) funding opportunity under the FY 2025 EDA Disaster Supplemental Notice of Funding Opportunity at the September 9, 2025, Hernando County Board of County Commissioners meeting.

Thank you,

_____

Jerry Campbell, Chairman

Hernando County Board of County Commissioners

RESOLUTION NO.: 2026-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HERNANDO COUNTY AMENDING THE BUDGET TO REFLECT DECREASED FUNDS OR REVENUES ANTICIPATED IN THE 2026 BUDGET, PURSUANT TO §129.06 OF THE FLORIDA STATUTES, AND MAKING THE CORRESPONDING BUDGET AMENDMENTS SO THAT REVENUES AND EXPENDITURES ARE EQUAL.

WHEREAS, Hernando County did not receive the funds anticipated when the budget for the 2026 Fiscal Year was adopted; and,

WHEREAS, pursuant to §129.06 of the Florida Statutes, the budget for Fiscal Year 2026 must be amended to account for the reduced revenues; and,

WHEREAS, these reduced revenues must be a reduction to the budget in the proper fund; and,

WHEREAS, the total 2026 Fiscal Year Adopted Budget will be adjusted in the amount set forth below and the total estimated receipts, including balances brought forward, shall equal the total of the appropriations and reserves.

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

REVENUES

Account Number	Account Name	Present Budget	Increase/ Decrease	Amended Budget
4311-34296-3999708	TRANSFER/GRANT MATCH	14,912.00	-14,912.00	$0.00
4311-34296-3893001	ST GRT-FDOT 55.004	59,650.00	-59,650.00	0.00
				0.00
	TOTAL	$74,562.00	-$74,562.00	$0.00

EXPENSES

Account Number	Account Name	Present Budget	Increase/ Decrease	Amended Budget
4311-34288-5666537	CIP-AP DSGN/CNSTR TXWYS	15,050.00	-15,050.00	$0.00
4311-34299-5666537	CIP-AP DSGN/CNSTR TXWYS	1,650,400.00	188,501.00	1,838,901.00
4311-07411-5909917	BUDGET RES - CAPITAL PROJ	5,270,739.00	-248,013.00	5,022,726.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
	TOTAL	$6,936,189.00	-$74,562.00	$6,861,627.00

ADOPTED this _____ day of _____, 2026.

BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY, FLORIDA

Attest: _____
DOUGLAS A. CHORVAT, JR.
Clerk of Circuit Court & Comptroller

By: _____
Jerry Campbell
Chairperson

**** Reference: Legistar # 17095 / Mtg Date. 2/10/26**

Office of Management and Budget use only:

Fund Number: 4311 Department No. 34296/34288/34299/07411 Approved by: ED Date: 2/1/26 BR2026-021

HERNANDO CO BOARD OF CO COMMISSIONERS
Expenditure Ledger Short Listing

SELECTION CRITERIA: orgn.yr='26' and orgn.key_orgn='01551' AND expledgr.yr = orgn.yr AND expledgr.key_orgn = orgn.key_o

YEAR	DEPARTMENT		ACCOUNT		BUDGET CONTROL ORGN/ACCOUNT	STATUS
	BUDGET	PERIOD EXPENSES	YTD EXPENSES	ENCUMBRANCES	BALANCE	
26	01551	ECONOMIC INCENTIVE	5808201	AID TO PRVT ORGANIZATIONS	01551	5808201 Active
	.00	.00	.00	.00	.00	
26	01551	ECONOMIC INCENTIVE	5808223	AID-UNITED WAY-ADMIN	01551	5808223 Active
	.00	.00	.00	.00	.00	
26	01551	ECONOMIC INCENTIVE	5808230	AID-QUAL TRGT INDSTRY PGM	01551	5808230 Active
	.00	.00	.00	.00	.00	
26	01551	ECONOMIC INCENTIVE	5808231	AID-BLDG PRMT FEE MIT	01551	5808231 Active
	.00	.00	.00	.00	.00	
26	01551	ECONOMIC INCENTIVE	5808233	AID-JOB CREATION INCENTIV	01551	5808233 Active
	610,800.00	.00	261,833.00	.00	348,967.00	
26	01551	ECONOMIC INCENTIVE	5808237	AID-EC DEV HGH IMP INCNTV	01551	5808237 Active
	.00	.00	.00	.00	.00	
26	01551	ECONOMIC INCENTIVE	5909985	BUDGET RES-DED IND DEV	01551	5909985 Active
	1,613,874.00	.00	.00	.00	1,613,874.00	

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Tourist Development
Prepared By: Tammy Heon
Initiator: Tammy Heon
DOC ID: 16985
Legal Request Number:
Bid/Contract Number:

TITLE
Tourist Development Council Special Events Marketing Grant Awards to Promote Florida's Adventure Coast Events for FY 2026

BRIEF OVERVIEW
The Tourist Development Council (TDC) has recommended Marketing Grants for the following in Florida's Adventure Coast:

- Hernando Beach Front Porch Art Walk, hosted by Coastal Hernando Business Group, Inc - $2,000
- Spring Lake Memorial Classic, hosted by The Arc Nature Coast, Inc. - $1,000
- Reggae Music Festival, hosted by Foggy Longbritches - $1,000
- Foggy Longbritches Folk Festival, hosted by Foggy Longbritches - $1,000

FINANCIAL IMPACT
The current budget available for grant funding is $20,600.

Expense:
Fund: 1261 - Tourist Development, **Department: 02811** - Tourist Development, **Account: 5304804** - PROM ACT-Sponsorship.

All TDC Special Event Marketing Grants are funded by the 5% Tourist Development Tax. The requested grant funding is available in the approved budget.

LEGAL NOTE
The Board is authorized to act on this matter pursuant to Chapter 125, Florida Statutes.

RECOMMENDATION
It is recommended that the Board approve the TDC's special event grant funding recommendations. It is further recommended that the Board approve and authorize the Chairman's signature on the attached Coastal Hernando Business Group, Inc., Indemnification Agreement for the Front Porch Art Walk event.

REVIEW PROCESS

Tammy Heon	Approved	01/13/2026 12:15 PM
Valerie Pianta	Approved	01/13/2026 12:22 PM
Erin Dohren	Approved	01/16/2026 8:05 AM
Pamela Hare	Approved	01/20/2026 11:23 AM
Michael Cowan	Approved	01/22/2026 2:44 PM
Heidi Prouse	Approved	01/22/2026 2:57 PM
Toni Brady	Approved	01/22/2026 3:03 PM
Jeffrey Rogers	Approved	01/25/2026 5:53 PM

Colleen Conko	Approved	01/28/2026 8:28 AM

TDC Grant Funding Score Sheet

Applicant **Foggy Longbritches**

Applicant Event **Foggy Longbritches Folk Festival**

Dates of Event **March 6-8, 2026**

Number of days of Event **3**
(1 point for 1-day event; 2 points for 2-day event; 3 points for 3-day or longer event)

Marketing Plan **1**
(Reach of the Marketing Plan; 1 point for 75 miles, 2 points for 150 miles, 3 points for over 150 miles)

Expected Attendance **1**
Expected Attendees 1 point for less than 1,000; 2 points for 1001-5,000; 3 points for 5,001-10,000, 4 points for 10,000 or more)

Room Nights **0**
(0 points up to 25; 1 point for 26-50; 2 points for 51-100; 3 points for 100 or more rooms

Camp Sites **0**
(0 points up to 25; 1 point for 26-50; 2 points for 51-100; 3 points for 100 or more sites

Key Initiative? **0**
Does this event support one of the key niche markets or initiatives of the Visitors Bureau?

Total Marketing Budget	$4,100.00
1/3 Allowed TDC Funding	$1,366.67
Requested Grant Funding	$1,500.00
Total Points	5
Grant Award Based on Points	$1,000
Recommended Grant Award	**$ 1,000.00**

TJH, 1/13/2026, 4:41 PM

Tuesday, January 13, 2026

Application for HC TDC Grant Funding

Hernando County Tourist Development Council
Grant Funding Program Application, Procedures and Agreement

The primary purpose of the Hernando County Local Special Event Grant Funding Program is to provide funding to local organizations for marketing of special events that promote Hernando County as a tourist destination. **Funds received pursuant to the Special Event Grant Funding Program must ONLY be used for expenditures associated with marketing and promoting the event** to visitors and guests outside of Hernando County, with the goal of encouraging overnight **visitors.** The program is administered through the Hernando County Tourist Development Council (HCTDC) and Florida's Adventure Coast Visitors Bureau.

Applicants are required to provide a completed application with a detailed marketing plan. Local special events that may receive funding must demonstrate a history of producing room nights, creating positive economic impact, and/or the potential to draw visitors to the area with a regional marketing plan. In addition, applicants must be able to project a number of overnight visitors staying in Hernando County accommodations. The application should specify the grant dollar amount requested and a detailed proposed use of the requested funds.

All forms must be completed and submitted to the Visitors Bureau in advance of the HCTDC Meeting where presentations will be heard. **Applications for grants for the FY 2025-2026 year must be recieved at least 10 Days prior to the TDC Meeting where it will be reviewed.** Applications will be reviewed by the TDC Meeting and funding recommendations forwarded to the BOCC for review and final approval. Please allow at least six weeks for the process and creation of a PO.

The remaining TDC Meetings and Grant Application Due Dates for FY 2025-2026 are as follows:

September 25th TDC Meeting – Grant Applications due by September 12th
November 20th TDC Meeting – Grant Applications due by November 7th
January 22nd TDC Meeting - Grant Applications due by January 9th
March 26th TDC Meeting - Grant Applications due by March 13th
May 23rd TDC Meeting - Grant Applications due by May 15th
July 23rd TDC Meeting - Grant Applications due by July 10th

The number of grants awarded, and the amount of each grant award, will be dependent upon the availability of designated funds and specific allocations.

All Local Special Event Funding Grants are **reimbursement grants** and will be paid upon completion of the event and submission of an invoice, and required documentation.

There are several requirements to be met to be eligible for grant funding.

1. Funds are for advertising and marketing expenses for the event only.
2. All advertisements MUST include the Florida's Adventure Coast logo and MUST be pre-approved by Visitors Bureau staff prior to use. Allow 2 business days for approval.
3. All Social Media ads must include the hashtag #FLAdventureCoast.
4. Invoices for all advertising and expenses, WITH copies of the ads, AND proof of payment MUST be

submitted with your report and invoice.
5. An Invoice requesting reimbursement, along with a report on the event, must be submitted to the HCTDC within 60 days of the close of the event. Invoices must be made out to the HCTDC and include copies of paid invoices, cancelled checks, tear sheets, printed samples or other backup information to substantiate the request for funds. The link to the electronic reporting form will be sent to you with the notification of your grant.
6. All applications and subsequent reports must be submitted thru the Grant Funding Portal. Please do not submit your reports in any other format.
7. You must meet all of the requirements listed above to receive your grant funding reimbursement. If you skip any steps or do not seek approval of your ads, you will be disqualified and will not receive your reimbursement.

Organization Name	Foggy Longbritches LLC
Organization EIN# or FEN#	932297678
Business Address	1056 Osowaw Blvd Spring Hill, FL, 34607
Application completed by	Ingrid Schaper
Title	Manager
Email	ingrid.schaper34607@gmail.com
Telephone No.	(352) 228-0292
Name of Event	Foggy Longbritches Folk Festival
Description of Event: Please provide the details of your festival or event, including theme, planned entertainment, games, installations, vendors, beneficiary of funds raised, etc.	Music festival featuring original artists in the folk and Americana genre with an emphasis on younger artists
Date(s) of Event	Friday, March 6, 2026
Hours of Event	12:00 PM - 10:00 PM
Date(s) of Event	Saturday, March 7, 2026
Hours of Event	12:00 PM - 10:00 PM
Date(s) of Event	Sunday, March 8, 2026
Hours of Event	12:00 PM - 6:00 PM
Should your event span more than three days, please list all dates and times below:	NA
Is this a new event or a repeat event?	Repeat event; Initial grant request

Event Marketing Contact	Keegan Galt
Email Address	keeganjahtt@gmail.com
Telephone No.	(813) 516 1388
Organization or event Website	foggylongbritches.com

Event or Organization Social Media Sites: (Please provide complete URL for social media channels)

https://www.facebook.com/groups/3176878105956455

Event location(s)	Sparacia Witherell Family Winery
Address of Event	21509 Snow Hill Rd Brooksville, FL, 34601
Telephone No.	(352) 650-8466
Projected number of event vendors	20
Projected Number of Local Attendees:	500
Projected Number of Out-of-Town Attendees:	500
Projected Number of Hotel Rooms:	10
Projected Number of Camping Sites:	0

Please provide a detailed marketing plan and proposed use of requested funds.

Be certain to indicate the target markets reached by the advertising and the run dates for all advertising programs; reimbursable expenses must be spent on advertising outside of Hernando County.

Ex: Tampa Bay Times

Weeks of March 15-April 28, 2018

Pinellas, Hillsborough, Pasco and Hernando

$1500

Media Outlet #1	Facebook
Schedule for Publication or Media	ongoing - $500
Reach of Publication or Media	Florida and beyond
Budget for Publication or Media	$500
Media Outlet #2	Instagram
Schedule for Publication or Media	$500

Reach of Publication or Media	Florida and beyond
Budget for Publication or Media	$500
Media Outlet #3	Other social media and website
Schedule for Publication or Media	ongoing
Reach of Publication or Media	Florida and beyond
Budget for Publication or Media	$500
Media Outlet #4	Tshirts and merch
Schedule for Publication or Media	at festival
Reach of Publication or Media	Florida and beyond
Budget for Publication or Media	$1000
Media Outlet #5	Posters in local area
Schedule for Publication or Media	January 15 - February 5
Reach of Publication or Media	Pasco and Hernando Counties
Budget for Publication or Media	$100
Media Outlet #6	Website and Google search
Schedule for Publication or Media	ongoing
Reach of Publication or Media	Florida and beyond
Budget for Publication or Media	$500
Total Marketing and Advertising Budget:	$4100
Total Grant Amount Requested:	$1500

Please retain a copy of the entire completed packet for your own reference.

Please initial each item below, signifying that you have read and understand the conditions of the Tourism Grant Program.

I understand that all printed and/or digital collateral and advertisements must include the Florida's Adventure Coast Visitors Bureaus' logo as one of the event sponsors, and that any and all digital platforms, must include a link to FloridasAdventureCoast.com. All social media ads must include the hashtag #FLAdventureCoast.	IMS

I understand that the Event's Marketing Coordinator must incorporate the Florida's Adventure Coast, Brooksville - Weeki Wachee name and geographic location in all press releases	IMS
I understand that all printed or promotional materials with the Florida's Adventure Coast Visitors Bureau logo must be reviewed and approved by the Visitors Bureau staff in order to ensure correct and appropriate usage of the brand. All reviews require a minimum of 48 hours. Failure to have advertising pre-approved by the Tourism Bureau does not eliminate the requirement of proper usage in order to be eligible for reimbursement. Failure to use the correct logo and use it properly will result in cancellation of any grant funds awarded. Submit your ad proofs to Michelle Rose at mrose@floridasadventurecoast.com.	IMS
I understand that all advertising and promotion submitted for reimbursement must take place in areas outside of Hernando County. Copies of all advertising, and the paid invoices, with proof of payment, must be submitted with your reimbursement request.	IMS
I understand that all reporting requirements must be satisfied in order to receive reimbursement dollars.	IMS
I understand that the Event must be accessible to the public and to disabled persons.	IMS
I understand that Hernando County requires each event grant recipient to have a General Liability Insurance of $1 million each occurrence / $2 million aggregate with HC BOCC as additional insured and waiver of subrogation as to General Liability. Certificates of insurance must be provided to the Visitors Bureau no less than 15 days prior to the event.	IMS

I understand that the event coordinators will provide the Florida's Adventure Coast Visitors Bureau an onsite presence during the event. Typically the Visitors Bureau will provide organizations with maps and literature for display, however for certain events aligned with key tourism initiatives, the Visitors Bureau may wish to have a booth or staff on site.	IMS
The Event coordinators will also supply 10 all access tickets to the event, any required parking passes and agree to allow the Visitors Bureau staff all access to the Event to capture photos/videos. Tickets and/or passes must be delivered to the Visitors Bureau at least one week in advance of the event.	IMS

Any notice contemplated or required by this Agreement shall be sent, in writing, to:

Florida's Adventure Coast Visitors Bureau
Attn: Tammy J. Heon
205 E. Ft Dade Ave.
Brooksville, FL 34601

I certify that I have completed this Event Grant Funding Application and attest that all information provided herein and attached hereto is true and accurate:	
Name:	Ingrid Schaper
Title:	Manager
Date	Tuesday, January 13, 2026

TDC Grant Funding Score Sheet

Applicant **Coastal Hernando Business Group, Inc.**

Applicant Event **Front Porch Art Walk**

Dates of Event **1st Saturday of each month**

Number of days of Event **1**
(1 point for 1-day event; 2 points for 2-day event; 3 points for 3-day or longer event)

Marketing Plan **1**
(Reach of the Marketing Plan; 1 point for 75 miles, 2 points for 150 miles, 3 points for over 150 miles)

Expected Attendance **3**
Expected Attendees 1 point for less than 1,000; 2 points for 1001-5,000; 3 points for 5,001-10,000, 4 points for 10,000 or more)

Room Nights **1**
(0 points up to 25; 1 point for 26-50; 2 points for 51-100; 3 points for 100 or more rooms

Camp Sites **0**
(0 points up to 25; 1 point for 26-50; 2 points for 51-100; 3 points for 100 or more sites

Key Initiative? **0**
Does this event support one of the key niche markets or initiatives of the Visitors Bureau?

Total Marketing Budget	$5,250.00
1/3 Allowed TDC Funding	$1,750.00
Requested Grant Funding	$5,250.00
Total Points	6
Grant Award Based on Points	$2,500
Recommended Grant Award	**$ 2,000.00**

TJH, 1/13/2026, 11:47 AM

Thursday, December 18, 2025

Application for HC TDC Grant Funding

Hernando County Tourist Development Council
Grant Funding Program Application, Procedures and Agreement

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July 23rd TDC Meeting - Grant Applications due by July 10th

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3. All Social Media ads must include the hashtag #FLAdventureCoast.
4. Invoices for all advertising and expenses, WITH copies of the ads, AND proof of payment MUST be

submitted with your report and invoice.
5. An Invoice requesting reimbursement, along with a report on the event, must be submitted to the HCTDC within 60 days of the close of the event. Invoices must be made out to the HCTDC and include copies of paid invoices, cancelled checks, tear sheets, printed samples or other backup information to substantiate the request for funds. The link to the electronic reporting form will be sent to you with the notification of your grant.
6. All applications and subsequent reports must be submitted thru the Grant Funding Portal. Please do not submit your reports in any other format.
7. You must meet all of the requirements listed above to receive your grant funding reimbursement. If you skip any steps or do not seek approval of your ads, you will be disqualified and will not receive your reimbursement.

Organization Name	Coastal Hernando Business Group Inc
Organization EIN# or FEN# Business	230620083006-700410744477
Address	Coastal Hernando Business Group, Inc., 4291 Shoal Line Blvd. Hernando Beach, FL, 34607
Application completed by	Diane Greenwell
Title	Hernando Beach Front Porch Art Walk
Email	dianemgreenwell@gmail.com
Telephone No.	(304) 633-7110
Name of Event	1st Saturdays Hernando Beach Front Porch Art Walk
Description of Event: Please provide the details of your festival or event, including theme, planned entertainment, games, installations, vendors, beneficiary of funds raised, etc.	1st Saturdays HERNANDO BEACH FRONT PORCH ART WALK was founded in January 2023 by two individuals who saw a need to partner with other organizations and businesses to incorporate arts and culture into our local community activities. Our mission is to provide opportunities to all artists to learn, teach, and exhibit their arts, to promote collaboration within the community, and to create a vibrant arts community with improved economic development.
Date(s) of Event **Hours of Event**	Saturday, March 7, 2026 10:00 AM - 2:00 PM
Date(s) of Event **Hours of Event**	Saturday, April 4, 2026 10:00 AM - 2:00 PM
Date(s) of Event **Hours of Event**	Saturday, May 2, 2026 10:00 AM - 2:00 PM
Date(s) of Event **Hours of Event**	Saturday, June 6, 2026 10:00 AM - 2:00 PM
Date(s) of Event **Hours of Event**	Saturday, September 5, 2026 10:00 AM - 2 PM
Should your event span more than three days, please list all dates and times below:	Saturday, October 3, 2026 10:00 AM - 2 PM Saturday, November 7, 2026 10:00 AM - 2:00 PM Saturday, December 5, 2026 10:00 AM - 2:00 PM
Is this a new event or a repeat event?	Repeat event; Initial grant request

Event Marketing Contact	Diane Greenwell
Email Address	dianemgreenwell@gmail.com
Telephone No.	(304) 633-7110
Organization or event Website	https://hernandobeachfrontporchartwalk.com/

Event or Organization Social Media Sites: (Please provide complete URL for social media channels)

https://www.facebook.com/HernandoBeachFrontPorchArtWalk/

Event or Organization Social Media Sites: (Please provide complete URL for social media channels)

https://www.instagram.com/hernandobeachfrontporchartwalk/

Event or Organization Social Media Sites: (Please provide complete URL for social media channels)

https://www.youtube.com/channel/UCLd9z8qW
5zlx2tQpoFtez2Q

Event or Organization Social Media Sites: (Please provide complete URL for social media channels)

https://myhernandobeach.com/front-porch-artwalk/

Event or Organization Social Media Sites: (Please provide complete URL for social media channels)

porch art walk hernando beach hp7x7 7f8m7
rek3p-ww7d8

Event location(s)	Hernando Beach, Silver Dolphin, Coldwell Banker & Other businesses
Address of Event	4036 Shoal Line Blvd., 3436 Shoal Line Blvd., 3430 Shoal Line Blvd.,Hernando Beach, FL, 34607
Telephone No.	(304) 633-7110
Projected number of event vendors	600
Projected Number of Local Attendees:	4000
Projected Number of Out-of-Town Attendees:	200
Projected Number of Hotel Rooms:	40
Projected Number of Camping Sites:	0

Please provide a detailed marketing plan and proposed use of requested funds.

Be certain to indicate the target markets reached by the advertising and the run dates for all advertising programs; reimbursable expenses must be spent on advertising outside of Hernando County.

Ex: Tampa Bay Times

	Weeks of March 15-April 28, 2018
	Pinellas, Hillsborough, Pasco and Hernando
	$1500
Media Outlet #1	Facebook
Schedule for Publication or Media	March through Dec. 2026
Reach of Publication or Media	Pasco, Citrus, Sumter, Marion, N. Pinellas
Budget for Publication or Media	$500
Media Outlet #2	Florida Events and Festivals
Schedule for Publication or Media	March through December 2026
Reach of Publication or Media	Florida
Budget for Publication or Media	$350
Media Outlet #3	Event Banners
Schedule for Publication or Media	March through December 2026
Reach of Publication or Media	Citrus, Pasco, Sumter
Budget for Publication or Media	$350
Media Outlet #4	Targeted Flyers to Arts Organizations
Schedule for Publication or Media	March through December 2026
Reach of Publication or Media	200 mile radius of Hernando County
Budget for Publication or Media	$250
Media Outlet #5	Sign Time HOA Newsletters
Schedule for Publication or Media	March, May, August, November 2026 Citrus,
Reach of Publication or Media	Hudson, Trinity
Budget for Publication or Media	$2800
Media Outlet #6	Tampa Bay TImes
Schedule for Publication or Media	June, July, August 2026
Reach of Publication or Media	Tampa Bay Area
Budget for Publication or Media	$1000

Total Marketing and Advertising Budget:	$5250
Total Grant Amount Requested:	$5250

Please retain a copy of the entire completed packet for your own reference.

Please initial each item below, signifying that you have read and understand the conditions of the Tourism Grant Program.

I understand that all printed and/or digital collateral and advertisements must include the Florida's Adventure Coast Visitors Bureaus' logo as one of the event sponsors, and that any and all digital platforms, must include a link to FloridasAdventureCoast.com. All social media ads must include the hashtag #FLAdventureCoast.	SC
I understand that the Event's Marketing Coordinator must incorporate the Florida's Adventure Coast, Brooksville - Weeki Wachee name and geographic location in all press releases	SC
I understand that all printed or promotional materials with the Florida's Adventure Coast Visitors Bureau logo must be reviewed and approved by the Visitors Bureau staff in order to ensure correct and appropriate usage of the brand. All reviews require a minimum of 48 hours. Failure to have advertising pre-approved by the Tourism Bureau does not eliminate the requirement of proper usage in order to be eligible for reimbursement. Failure to use the correct logo and use it properly will result in cancellation of any grant funds awarded. Submit your ad proofs to Michelle Rose at mrose@floridasadventurecoast.com.	SC
I understand that all advertising and promotion submitted for reimbursement must take place in areas outside of Hernando County. Copies of all advertising, and the paid invoices, with proof of payment, must be submitted with your reimbursement request.	SC

I understand that all reporting requirements must be satisfied in order to receive reimbursement dollars. SC

I understand that the Event must be accessible to the public and to disabled persons. SC

I understand that Hernando County requires each event grant recipient to have a General Liability Insurance of $1 million each occurrence / $2 million aggregate with HC BOCC as additional insured and waiver of subrogation as to General Liability. Certificates of insurance must be provided to the Visitors Bureau no less than 15 days prior to the event. SC

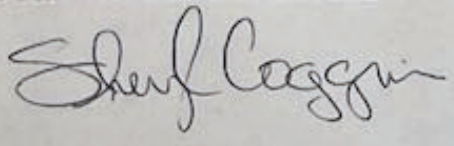
I understand that the event coordinators will provide the Florida's Adventure Coast Visitors Bureau an onsite presence during the event. Typically the Visitors Bureau will provide organizations with maps and literature for display, however for certain events aligned with key tourism initiatives, the Visitors Bureau may wish to have a booth or staff on site. SC

The Event coordinators will also supply 10 all access tickets to the event, any required parking passes and agree to allow the Visitors Bureau staff all access to the Event to capture photos/videos. Tickets and/or passes must be delivered to the Visitors Bureau at least one week in advance of the event. SC

Any notice contemplated or required by this Agreement shall be sent, in writing, to:

Florida's Adventure Coast Visitors Bureau
Attn: Tammy J. Heon
205 E. Ft Dade Ave.
Brooksville, FL 34601

I certify that I have completed this Event Grant Funding Application and attest that all information provided herein and attached hereto is true and accurate:



Name: Sheryl Coggins

Title: President, CHBG

Date 14 January 2026

INDEMNIFICATION AGREEMENT

THE PARTIES, Hernando County, Florida, a political subdivision ("the County") and Coastal Hernando Business Group Inc., a Florida not-for-profit corporation ("the Recipient") (collectively "the Parties"), enter this Indemnification Agreement and agree as delineated herein.

WHEREAS, the County, through its Tourism Development department, regularly awards a Special Event Marketing Grant ("the Grant") to businesses located in Hernando County, Florida, the funds from which recipients may market special events in Hernando County, Florida; and

WHEREAS, the County requires that recipients of the Grant carry liability insurance;

and WHEREAS, the County awarded the Grant to the Recipient on or about February 10,

2026; and

WHEREAS, the Recipient lacks the funds to obtain liability insurance and desires that the County waive the requirement to carry liability insurance; and

WHEREAS, the County agrees to waive the requirement that Recipient carry liability insurance, and

WHEREAS, the Recipient intends to use the Grant to fund monthly events in Hernando County, Florida; and

WHEREAS, the County intends to be a sponsor of the monthly event and may advertise same on its website(s) and/or other online and paper publications, but will not participate in any manner therein, nor plan nor organize the events in any manner.

NOW THEREFORE, as full consideration for the County's waiver of its requirement that the Recipient carry liability insurance, it is agreed that:

(1) The Recipient will protect, defend, hold harmless, and indemnify (collectively "Indemnify" and "Indemnification") the County, its subsidiaries, and its and their respective successors, assigns, directors, officers, employees, agents, and affiliates (collectively, "Indemnified Parties") from and against all claims, demands, actions, suits, damages of every kind, liabilities, losses, settlements, judgments, costs, and expenses whether or not involving a claim by a third party, including but not limited to reasonable attorneys' fees and costs (collectively, "Claims"), actually or allegedly, directly or indirectly, arising out of or related to: (1) any and all advertisements, marketing campaigns, promotions, etc., by the County, the Recipient, or any other sponsor of the monthly events including but not limited to trademark and copyright infringement, defamation, or inaccurate information; (2) loss or injury to persons or property (real, tangible and intangible) before, during, and after each monthly event, whether due to simple, gross or willful negligence of either Party or other sponsors of the monthly events; (3) any breach or violation of any covenant or other obligation or duty of County under applicable law; (4) any third party Claims which arise out of, relate to or result from any act or omission of County or the other sponsors of the monthly events; in each case whether or not caused in whole

or in part by the negligence of the County, or any other Party or sponsor, and whether or not the relevant Claim has merit.

(2) There is no express or implied third-party beneficiary of this Agreement.

(3) This Agreement is governed by the laws of Florida. Any provision of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the Parties, who agree that this Agreement shall be reformed to replace such stricken provision with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

(4) This Agreement represents the entire Agreement between the parties and supersedes all prior agreements, negotiations, or understandings, written or oral relating to the matters set forth herein. Prior agreements, negotiations, or understandings, if any, shall have no force or affect whatsoever on this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of Hernando County and Coastal Hernando Business Group Inc., on the dates indicated below.

[SEAL]

ATTEST

_____

DOUG CHORVAT JR., CLERK AND COMPTROLLER

HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS

BY: _____

JERRY CAMPBELL, CHAIR

DATE: _____

WITNESS

_____

Signature of Witness

_____

Printed Name of Witness

COASTAL HERNANDO BUSINESS GROUP INC.

BY: Sheryl Coggins

Sheryl Coggins, President CHBG

Printed Name and Title

DATE: Jan 14, 2026

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

BY: Melissa Tartaglia

County Attorney's Office

TDC Grant Funding Score Sheet

Applicant **Foggy Longbritches**

Applicant Event **Reggae Music Festival**

Dates of Event **March 27-29, 2026**

Number of days of Event **3**
(1 point for 1-day event; 2 points for 2-day event; 3 points for 3-day or longer event)

Marketing Plan **1**
(Reach of the Marketing Plan; 1 point for 75 miles, 2 points for 150 miles, 3 points for over 150 miles)

Expected Attendance **1**
Expected Attendees 1 point for less than 1,000; 2 points for 1001-5,000; 3 points for 5,001-10,000, 4 points for 10,000 or more)

Room Nights **0**
(0 points up to 25; 1 point for 26-50; 2 points for 51-100; 3 points for 100 or more rooms

Camp Sites **0**
(0 points up to 25; 1 point for 26-50; 2 points for 51-100; 3 points for 100 or more sites

Key Initiative? **0**
Does this event support one of the key niche markets or initiatives of the Visitors Bureau?

Total Marketing Budget	$4,100.00
1/3 Allowed TDC Funding	$1,366.67
Requested Grant Funding	$1,500.00
Total Points	5
Grant Award Based on Points	$1,000
Recommended Grant Award	**$ 1,000.00**

TJH, 1/13/2026, 3:54 PM

Tuesday, January 13, 2026

Application for HC TDC Grant Funding

Hernando County Tourist Development Council
Grant Funding Program Application, Procedures and Agreement

The primary purpose of the Hernando County Local Special Event Grant Funding Program is to provide funding to local organizations for marketing of special events that promote Hernando County as a tourist destination. **Funds received pursuant to the Special Event Grant Funding Program must ONLY be used for expenditures associated with marketing and promoting the event** to visitors and guests outside of Hernando County, with the goal of encouraging overnight **visitors.** The program is administered through the Hernando County Tourist Development Council (HCTDC) and Florida's Adventure Coast Visitors Bureau.

Applicants are required to provide a completed application with a detailed marketing plan. Local special events that may receive funding must demonstrate a history of producing room nights, creating positive economic impact, and/or the potential to draw visitors to the area with a regional marketing plan. In addition, applicants must be able to project a number of overnight visitors staying in Hernando County accommodations. The application should specify the grant dollar amount requested and a detailed proposed use of the requested funds.

All forms must be completed and submitted to the Visitors Bureau in advance of the HCTDC Meeting where presentations will be heard. **Applications for grants for the FY 2025-2026 year must be recieved at least 10 Days prior to the TDC Meeting where it will be reviewed.** Applications will be reviewed by the TDC Meeting and funding recommendations forwarded to the BOCC for review and final approval. Please allow at least six weeks for the process and creation of a PO.

The remaining TDC Meetings and Grant Application Due Dates for FY 2025-2026 are as follows:

September 25th TDC Meeting – Grant Applications due by September 12th
November 20th TDC Meeting – Grant Applications due by November 7th
January 22nd TDC Meeting - Grant Applications due by January 9th
March 26th TDC Meeting - Grant Applications due by March 13th
May 23rd TDC Meeting - Grant Applications due by May 15th
July 23rd TDC Meeting - Grant Applications due by July 10th

The number of grants awarded, and the amount of each grant award, will be dependent upon the availability of designated funds and specific allocations.

All Local Special Event Funding Grants are **reimbursement grants** and will be paid upon completion of the event and submission of an invoice, and required documentation.

There are several requirements to be met to be eligible for grant funding.

1. Funds are for advertising and marketing expenses for the event only.
2. All advertisements MUST include the Florida's Adventure Coast logo and MUST be pre-approved by Visitors Bureau staff prior to use. Allow 2 business days for approval.
3. All Social Media ads must include the hashtag #FLAdventureCoast.
4. Invoices for all advertising and expenses, WITH copies of the ads, AND proof of payment MUST be

submitted with your report and invoice.
5. An Invoice requesting reimbursement, along with a report on the event, must be submitted to the HCTDC within 60 days of the close of the event. Invoices must be made out to the HCTDC and include copies of paid invoices, cancelled checks, tear sheets, printed samples or other backup information to substantiate the request for funds. The link to the electronic reporting form will be sent to you with the notification of your grant.
6. All applications and subsequent reports must be submitted thru the Grant Funding Portal. Please do not submit your reports in any other format.
7. You must meet all of the requirements listed above to receive your grant funding reimbursement. If you skip any steps or do not seek approval of your ads, you will be disqualified and will not receive your reimbursement.

Organization Name	Foggy Longbritches LLC
Organization EIN# or FEN#	932297678
Business Address	1056 Osowaw Blvd Spring Hill, FL, 34607
Application completed by	Ingrid Schaper
Title	Manager
Email	ingrid.schaper34607@gmail.com
Telephone No.	(352) 228-0292
Name of Event	Reggae on the Vine
Description of Event: Please provide the details of your festival or event, including theme, planned entertainment, games, installations, vendors, beneficiary of funds raised, etc.	Music festival featuring reggae artists
Date(s) of Event	Friday, March 27, 2026
Hours of Event	12:00 PM - 10:00 PM
Date(s) of Event	Saturday, March 28, 2026
Hours of Event	12:00 PM - 10:00 PM
Date(s) of Event	Sunday, March 29, 2026
Hours of Event	12:00 PM - 6:00 PM
Should your event span more than three days, please list all dates and times below:	NA
Is this a new event or a repeat event?	New

Event Marketing Contact	Keegan Galt
Email Address	keeganjahtt@gmail.com
Telephone No.	(813) 516 1388
Organization or event Website	foggylongbritches.com

Event or Organization Social Media Sites: (Please provide complete URL for social media channels)

https://www.facebook.com/groups/3176878105956455

Event location(s)	Sparacia Witherell Winery
Address of Event	21509 Snow Hill Rd Brooksville, FL, 34601
Telephone No.	(352) 650-8466
Projected number of event vendors	20
Projected Number of Local Attendees:	500
Projected Number of Out-of-Town Attendees:	500
Projected Number of Hotel Rooms:	10
Projected Number of Camping Sites:	0

Please provide a detailed marketing plan and proposed use of requested funds.

Be certain to indicate the target markets reached by the advertising and the run dates for all advertising programs; reimbursable expenses must be spent on advertising outside of Hernando County.

Ex: Tampa Bay Times

Weeks of March 15-April 28, 2018

Pinellas, Hillsborough, Pasco and Hernando

$1500

Media Outlet #1	Facebook
Schedule for Publication or Media	ongoing
Reach of Publication or Media	Florida and beyond
Budget for Publication or Media	$500
Media Outlet #2	Instagram
Schedule for Publication or Media	ongoing

Reach of Publication or Media	Florida and beyond
Budget for Publication or Media	$500
Media Outlet #3	Other social media and website
Schedule for Publication or Media	ongoing
Reach of Publication or Media	Florida and beyond
Budget for Publication or Media	$500
Media Outlet #4	Tshirts and merch
Schedule for Publication or Media	at festival
Reach of Publication or Media	Florida and beyond
Budget for Publication or Media	$1000
Media Outlet #5	Posters in local area
Schedule for Publication or Media	January 15 - February 5
Reach of Publication or Media	Pasco and Hernando Counties
Budget for Publication or Media	$100
Media Outlet #6	Website and Google search
Schedule for Publication or Media	ongoing
Reach of Publication or Media	Florida and beyond
Budget for Publication or Media	$500
Total Marketing and Advertising Budget:	$4100
Total Grant Amount Requested:	$1500

Please retain a copy of the entire completed packet for your own reference.

Please initial each item below, signifying that you have read and understand the conditions of the Tourism Grant Program.

I understand that all printed and/or digital collateral and advertisements must include the Florida's Adventure Coast Visitors Bureaus' logo as one of the event sponsors, and that any and all digital platforms, must include a link to FloridasAdventureCoast.com. All social media ads must include the hashtag #FLAdventureCoast.	IMS

I understand that the Event's Marketing Coordinator must incorporate the Florida's Adventure Coast, Brooksville - Weeki Wachee name and geographic location in all press releases	IMS
I understand that all printed or promotional materials with the Florida's Adventure Coast Visitors Bureau logo must be reviewed and approved by the Visitors Bureau staff in order to ensure correct and appropriate usage of the brand. All reviews require a minimum of 48 hours. Failure to have advertising pre-approved by the Tourism Bureau does not eliminate the requirement of proper usage in order to be eligible for reimbursement. Failure to use the correct logo and use it properly will result in cancellation of any grant funds awarded. Submit your ad proofs to Michelle Rose at mrose@floridasadventurecoast.com.	IMS
I understand that all advertising and promotion submitted for reimbursement must take place in areas outside of Hernando County. Copies of all advertising, and the paid invoices, with proof of payment, must be submitted with your reimbursement request.	IMS
I understand that all reporting requirements must be satisfied in order to receive reimbursement dollars.	IMS
I understand that the Event must be accessible to the public and to disabled persons.	IMS
I understand that Hernando County requires each event grant recipient to have a General Liability Insurance of $1 million each occurrence / $2 million aggregate with HC BOCC as additional insured and waiver of subrogation as to General Liability. Certificates of insurance must be provided to the Visitors Bureau no less than 15 days prior to the event.	IMS

I understand that the event coordinators will provide the Florida's Adventure Coast Visitors Bureau an onsite presence during the event. Typically the Visitors Bureau will provide organizations with maps and literature for display, however for certain events aligned with key tourism initiatives, the Visitors Bureau may wish to have a booth or staff on site.	IMS
The Event coordinators will also supply 10 all access tickets to the event, any required parking passes and agree to allow the Visitors Bureau staff all access to the Event to capture photos/videos. Tickets and/or passes must be delivered to the Visitors Bureau at least one week in advance of the event.	IMS

Any notice contemplated or required by this Agreement shall be sent, in writing, to:

Florida's Adventure Coast Visitors Bureau
Attn: Tammy J. Heon
205 E. Ft Dade Ave.
Brooksville, FL 34601

I certify that I have completed this Event Grant Funding Application and attest that all information provided herein and attached hereto is true and accurate:	
Name:	Ingrid Schaper
Title:	Manager
Date	Tuesday, January 13, 2026

TDC Grant Funding Score Sheet

Applicant	**The Arc - Nature Coast**
Applicant Event	**Spring Lake Memorial Classic**
Dates of Event	**Saturday, May 23, 2026**
Number of days of Event	**1**

(1 point for 1-day event; 2 points for 2-day event; 3 points for 3-day or longer event)

Marketing Plan	**1**

(Reach of the Marketing Plan; 1 point for 75 miles, 2 points for 150 miles, 3 points for over 150 miles)

Expected Attendance	**1**

Expected Attendees 1 point for less than 1,000; 2 points for 1001-5,000; 3 points for 5,001-10,000, 4 points for 10,000 or more)

Room Nights	**0**

(0 points up to 25; 1 point for 26-50; 2 points for 51-100; 3 points for 100 or more rooms

Camp Sites	**0**

(0 points up to 25; 1 point for 26-50; 2 points for 51-100; 3 points for 100 or more sites

Key Initiative?	**0**

Does this event support one of the key niche markets or initiatives of the Visitors Bureau?

Total Marketing Budget	$3,500.00
1/3 Allowed TDC Funding	$1,166.67
Requested Grant Funding	$3,000.00
Total Points	3
Grant Award Based on Points	$1,000
Recommended Grant Award	**$ 1,000.00**

Wednesday, December 31, 2025

Application for HC TDC Grant Funding

Hernando County Tourist Development Council
Grant Funding Program Application, Procedures and Agreement

The primary purpose of the Hernando County Local Special Event Grant Funding Program is to provide funding to local organizations for marketing of special events that promote Hernando County as a tourist destination. **Funds received pursuant to the Special Event Grant Funding Program must ONLY be used for expenditures associated with marketing and promoting the event** to visitors and guests outside of Hernando County, with the goal of encouraging overnight **visitors.** The program is administered through the Hernando County Tourist Development Council (HCTDC) and Florida's Adventure Coast Visitors Bureau.

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3. All Social Media ads must include the hashtag #FLAdventureCoast.
4. Invoices for all advertising and expenses, WITH copies of the ads, AND proof of payment MUST be

submitted with your report and invoice.
5. An Invoice requesting reimbursement, along with a report on the event, must be submitted to the HCTDC within 60 days of the close of the event. Invoices must be made out to the HCTDC and include copies of paid invoices, cancelled checks, tear sheets, printed samples or other backup information to substantiate the request for funds. The link to the electronic reporting form will be sent to you with the notification of your grant.
6. All applications and subsequent reports must be submitted thru the Grant Funding Portal. Please do not submit your reports in any other format.
7. You must meet all of the requirements listed above to receive your grant funding reimbursement. If you skip any steps or do not seek approval of your ads, you will be disqualified and will not receive your reimbursement.

Organization Name	The Arc Nature Coast Inc
Organization EIN# or FEN#	237305830
Business Address	15782 Little Ranch Road Spring Hill, FL, 34610
Application completed by	Nancy Stubbs
Title	Chief Development Officer
Email	nstubbs@tancinc.org
Telephone No.	(352) 263-0461
Name of Event	Spring Lake Memorial Classic
Description of Event: Please provide the details of your festival or event, including theme, planned entertainment, games, installations, vendors, beneficiary of funds raised, etc.	Walk Run to benfit individuals with intellectual and developmental disabilities
Date(s) of Event	Saturday, May 23, 2026
Hours of Event	6:30 AM - 10:30 AM
Should your event span more than three days, please list all dates and times below:	May twenty fifth twenty twenty six
Is this a new event or a repeat event?	Repeat
If a repeat event, upload the most recent Grant Funding Report	TDC Grant Report 2025.pdf
Event Marketing Contact	Nancy Stubbs
Email Address	nstubbs@tancinc.org

Telephone No.	(352) 263-0461
Organization or event Website	https://runsignup.com/Race/FL/Brooksville/2020SpringLakeMemorialClassic2Mile5K10K

Event or Organization Social Media Sites: (Please provide complete URL for social media channels)

https://runsignup.com/Race/FL/Brooksville/2020SpringLakeMemorialClassic2Mile5K10K

Event location(s)	The Arc Nature Coast Neff Lake Road Campus
Address of Event	5283 Neff Lake Road Brooksville, FL, 34610
Telephone No.	(727) 619-0694
Projected number of event vendors	25
Projected Number of Local Attendees:	225
Projected Number of Out-of-Town Attendees:	200
Projected Number of Hotel Rooms:	50
Projected Number of Camping Sites:	0

Please provide a detailed marketing plan and proposed use of requested funds.

Be certain to indicate the target markets reached by the advertising and the run dates for all advertising programs; reimbursable expenses must be spent on advertising outside of Hernando County.

Ex: Tampa Bay Times

Weeks of March 15-April 28, 2018

Pinellas, Hillsborough, Pasco and Hernando

$1500

Media Outlet #1	NatureCoaster
Schedule for Publication or Media	April 1 through May 20
Reach of Publication or Media	Naturecoaster
Budget for Publication or Media	350.00
Media Outlet #2	Florida Race Place Magazine
Schedule for Publication or Media	March April May
Reach of Publication or Media	a

Budget for Publication or Media	750.00
Media Outlet #3	Run Tampa
Schedule for Publication or Media	March April May
Reach of Publication or Media	Tampa Bay and More
Budget for Publication or Media	500
Media Outlet #4	Florida Road Race Magazine
Schedule for Publication or Media	March April May
Reach of Publication or Media	Florida
Budget for Publication or Media	500
Media Outlet #5	All Out Running
Schedule for Publication or Media	March April May
Reach of Publication or Media	Runners in their Social Media Group
Budget for Publication or Media	250
Media Outlet #6	Facebook Boosts
Schedule for Publication or Media	March April May
Reach of Publication or Media	Runners
Budget for Publication or Media	250
Media Outlet #7	Villages Daily Sun
Schedule for Publication or Media	March April May
Reach of Publication or Media	R
Budget for Publication or Media	500
Media Outlet #8	Print Advertisement posters postcards
Schedule for Publication or Media	January through May
Reach of Publication or Media	Hernando Pasco Sumter Citrus
Budget for Publication or Media	400
Total Marketing and Advertising Budget:	3500

Total Grant Amount Requested: 3000

Please retain a copy of the entire completed packet for your own reference.

Please initial each item below, signifying that you have read and understand the conditions of the Tourism Grant Program.

I understand that all printed and/or digital collateral and advertisements must include the Florida's Adventure Coast Visitors Bureaus' logo as one of the event sponsors, and that any and all digital platforms, must include a link to FloridasAdventureCoast.com. All social media ads must include the hashtag #FLAdventureCoast. NLS

I understand that the Event's Marketing Coordinator must incorporate the Florida's Adventure Coast, Brooksville - Weeki Wachee name and geographic location in all press releases NLS

I understand that all printed or promotional materials with the Florida's Adventure Coast Visitors Bureau logo must be reviewed and approved by the Visitors Bureau staff in order to ensure correct and appropriate usage of the brand. All reviews require a minimum of 48 hours. Failure to have advertising pre-approved by the Tourism Bureau does not eliminate the requirement of proper usage in order to be eligible for reimbursement. Failure to use the correct logo and use it properly will result in cancellation of any grant funds awarded. Submit your ad proofs to Michelle Rose at mrose@floridasadventurecoast.com. NLS

I understand that all advertising and promotion submitted for reimbursement must take place in areas outside of Hernando County. Copies of all advertising, and the paid invoices, with proof of payment, must be submitted with your reimbursement request. NLS

I understand that all reporting requirements must be satisfied in order to receive reimbursement dollars. NLS

I understand that the Event must be accessible to the public and to disabled persons.	NLS
I understand that Hernando County requires each event grant recipient to have a General Liability Insurance of $1 million each occurrence / $2 million aggregate with HC BOCC as additional insured and waiver of subrogation as to General Liability. Certificates of insurance must be provided to the Visitors Bureau no less than 15 days prior to the event.	NLS
I understand that the event coordinators will provide the Florida's Adventure Coast Visitors Bureau an onsite presence during the event. Typically the Visitors Bureau will provide organizations with maps and literature for display, however for certain events aligned with key tourism initiatives, the Visitors Bureau may wish to have a booth or staff on site.	NLS
The Event coordinators will also supply 10 all access tickets to the event, any required parking passes and agree to allow the Visitors Bureau staff all access to the Event to capture photos/videos. Tickets and/or passes must be delivered to the Visitors Bureau at least one week in advance of the event.	NLS

Any notice contemplated or required by this Agreement shall be sent, in writing, to:

Florida's Adventure Coast Visitors Bureau
Attn: Tammy J. Heon
205 E. Ft Dade Ave.
Brooksville, FL 34601

I certify that I have completed this Event Grant Funding Application and attest that all information provided herein and attached hereto is true and accurate:	
Name:	NANCY LOUISE Stubbs
Title:	Chief Development Officer

Date	Wednesday, December 31, 2025

TDC Special Event Grant Funding Recommendations
FY 2026

Applicant	Event	Date of Event	Description	Recommended Funding
Foggy Longbritches, LLC	Florida Winter Music Festival	Nov 5-9, 2025	The Florida Winter Music Festival in Brooksville Florida is a five-day celebration of Americana, folk, bluegrass, and roots music, bringing together local and national artists at the Florida Sand Music Ranch. Includes Children's programming as well.	$1,000
Brooksville Main Street	Tunnel 2 Towers/Unplugged for the Brave Concert	Nov 7-9 2025	This is a powerful multifaceted event designed to honor the heroes and our nation's military and first responders. The two main components are the Tunnel to Towers NEVER FORGET Mobile Exhibit on Saturday and Sunday and an accompanying Unplugged for the Brave concert on Friday in downtown Brooksville.	$2,000
Brooksville Main Street	Christmas on Main Street	December 6, 2025	Christmas on Main is a true community celebration that brings our historic downtown to life. The tree lighting ceremony is the centerpiece, but the magic extends to every corner of the event, including local choirs and carolers who fill the air with festive music., a Christmas Craft Market with local vendors and artisans offering unique gifts for the season.	$1,300
Foggy Longbritches, LLC	Florida Americana Music Festival	February 4-8, 2026	The Florida Winter Music Festival in Brooksville Florida is five-day celebration of Americana, folk, bluegrass, and roots music, bringing together local and national artists at the Florida Sand Music Ranch.	$1,300
SWAMP Mountain Bike Club	Croomfest	Feb 6-7, 2026	CroomFest is the signature annual celebration of adventure community, and the great outdoors held at the scenic Silver Lake Campground in the Withlacoochee State Forest. Each February riders of all levels gather to enjoy mountain biking gravel and road rides along with paddling and hiking in one of Florida's most beautiful natural settings.	$1,300
HC Fine Arts Council	Art in the Park	March 14-15, 2026	Art in the Park is an annual event dedicated to fine art, craftsmanship, and community that creates a unique opportunity and tradition for artists, collectors, and patrons of the arts. Their 40th annual show will feature 100 unique arts exhibitors, art demonstrations, live music, and interactive art installations throughout the park.	$3,500
Brooksville Main Street	Brooksville Tangerine Festival	February 7, 2026	The Brooksville Tangerine Festival is a vibrant all-day celebration of the community's citrus heritage featuring two stages with liver entertainment, Tangerine Royalty Pageant, a bustling market of vendors, local food trucks, a car show and plenty of tangerine inspired treats.	$2,000
GFWC Brooksville Women's Club	Booksville Festival	January 24, 2026	A celebration of the literary arts, featuring author readings and book signings, a literary themed costume contest, spelling bee and writing contests.	$2,000

Coastal Hernando Business Group, Inc	Front Porch Art Walk	March 7, April 4, May 2, June 6, Sept 5	A fun festive outdoor art walk First Saturdays every month throughout the Hernando Beach area. Running from ten am until two pm with up to sixty artists per month.	$2,000
The Arc Nature Coast	Spring Lake Memorial Classic	May 23, 2026	The Annual Race is a fundraiser for The Arc. The event features multiple distances, all timed, allowing for a family friendly event, drawing runners from around the state.	$1,000
Foggy Longbritches, LLC	Florida Americana Music Festival	March 6-8, 2026	Outdoor Music Festival featuring original artitsts in folk and American genre's with an emphasis on yournger artists.	$1,000
Foggy Longbritches, LLC	Reggae on the Vine	March 27-29, 2026	The Florida Reggai Music Festival in Brooksville Florida is three-day celebration of reggae music in an outdoor setting at Sparacia Witherell Winery.	$1,000
Total TDC Marketing Grant Funding (as of January 20, 2026)				**$19,400**

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Airport
Prepared By: Christine Schmidt
Initiator: Steve Miller
DOC ID: 17012
Legal Request Number: 21-094-3
Bid/Contract Number:

TITLE
Corporate Hangar Lease Agreement With Pem-Air, LLC, for Corporate Hangar Located at 16316 Flight Path Drive at Brooksville-Tampa Bay Regional Airport

BRIEF OVERVIEW
Pem-Air, LLC is a tenant in good standing and currently leases several County-owned corporate hangars and ground parcels. The company's current lease is expiring, and they wish to enter into another Lease for the hangar located at 16316 Flight Path Drive. The term of the lease is 5 years with annual rent increases.

FINANCIAL IMPACT
The Airport will receive annual revenue paid in equal monthly installments, along with any other required taxes and fees, in the amounts stated below and recognized in:

Revenue:
Fund: 4311 - Airport/Industrial Park, **Account: 3620024** - Lease-Airport Hangars

LEGAL NOTE
The Board is authorized to act on this matter pursuant to Chapter 125, Florida Statute.

RECOMMENDATION
It is recommended that the Board approve and authorize the Chairman's signature on the attached corporate hangar lease agreement with Pem-Air, LLC.

REVIEW PROCESS

Gina Grimmer	Approved	01/16/2026 2:06 PM
Steve Miller	Approved	01/16/2026 2:09 PM
Valerie Pianta	Approved	01/20/2026 11:57 AM
Erin Dohren	Approved	01/28/2026 7:24 AM
Pamela Hare	Approved	01/28/2026 1:15 PM
Jon Jouben	Approved	02/02/2026 12:39 PM
Heidi Prouse	Approved	02/02/2026 2:57 PM
Toni Brady	Approved	02/03/2026 5:42 PM
Jeffrey Rogers	Approved	02/04/2026 12:45 PM
Colleen Conko	Approved	02/04/2026 12:46 PM

CORPORATE HANGAR LEASE AGREEMENT

THIS IS A LEASE AGREEMENT dated as of ____ day of February 2026, between **Hernando County**, a political subdivision of the State of Florida (the "**Lessor**" or the "County") whose address is 15470 Flight Path Drive, Brooksville, FL 34604 and **Pem Air, LLC** (the "**Lessee**") whose address is 15741 Technology Drive, Brooksville, FL 34604.

WHEREAS, the Brooksville - Tampa Bay Regional Airport (the "Airport") is subject to the requirements of various federal laws and regulations including, without limitation, the Surplus Property Act of 1944, as amended, the Federal Property and Administrative Services Act of 1949, as amended, and the rules and orders promulgated by the Federal Aviation Administration (the FAA); and,

WHEREAS, FAA Compliance Order No. 5190.6A, including but not limited to Chapter 4 thereof, require that surplus property airports (which includes the Airport herein) generate revenue, income or its functional equivalent to the airport; and,

WHEREAS, pursuant to a directive of Congress, as a surplus airport property, the Airport is subject to compliance review by the FAA and the United States Department of Transportation Inspector General Office; and,

WHEREAS, FAA Compliance regulations require that use of Surplus Airport Property be authorized by a written instrument providing for payment of fair, reasonable and non-discriminatory fees, rentals or other user charges; and,

WHEREAS, all leases at the Airport are further governed by Chapter 3 of the Hernando County Code of Ordinances.

NOW THEREFORE, the **Lessor** and the **Lessee** hereby agree as follows:

The above recitals are incorporated herein and made a part hereof.

SECTION 1 - PREMISES

1.A.1. The **Lessor** hereby leases the real property with a street address of 16316 Flight Path Drive, Brooksville, FL, 34604.

1.A.2. The **Lessor** will lease a building containing approximately 6,000 square feet of interior floor space together with certain improvements (collectively the "Improvements"). The Improvements were constructed in accordance with all applicable building codes and standards in effect at the time of construction.

SECTION 2 - LEASE TERM

2.A. This Agreement shall be effective upon the last date signed by the **Lessor** and the **Lessee** (the "Effective Date"). The lease term for the Premises shall commence on the 1st day of February 2026, and shall end on the anniversary date five years hence (the "Anniversary Date"), unless it is terminated earlier in accordance with the terms of this Agreement.

2.B. Renewal Option: **Lessee** shall have the option to renew this Agreement for up to one (1) additional five (5) year term, with the first renewal term commencing immediately upon expiration of the initial lease term. The option may be exercised at **Lessee's** sole discretion by providing written notice to **Lessor** no less than one hundred twenty (120) days prior to the expiration of the then-current lease term or renewal term. Each renewal term shall be on the same terms and conditions as this Agreement, unless otherwise agreed in writing by the parties, and unless terminated in accordance with this Agreement.

SECTION 3 - SECURITY DEPOSIT

3.A. The **Lessee** has on deposit with the **Lessor** the sum of Two Thousand Fifty-Five and no/100 dollars ($2,055.00) (the "Security Deposit") which deposit shall be held by the **Lessor** as security for the steadfast performance by the **Lessee** of all the terms, covenants, and conditions of this Agreement during the term hereof.

3.B. If the **Lessee** defaults with respect to any provision of this Agreement, including but not limited to the payment of any rent, the **Lessor** may, but shall not be obligated to, apply or retain all or any portion of said Security Deposit for the payment of any amount due the **Lessor** or to reimburse or compensate the **Lessor** for any liability, cost, defense, loss or damage which the **Lessor** may suffer or incur by reason thereof.

3.C. The **Lessor** shall promptly, at the expiration or earlier termination of the term hereof and after the **Lessee** has vacated the Premises, return to the **Lessee** that portion of the Security Deposit not used or applied by the **Lessor**. Said Security Deposit shall not accrue interest to the **Lessee**.

SECTION 4 - RENT

4.A. **Lessee** shall pay to the **Lessor** the following Facility Rent:

4.A.1. **Lessee** shall pay monthly Facility Rent ($1/12^{th}$ of annual Facility Rent) in advance and without demand, on or before the first day of each month upon commencement of the term of this Agreement pursuant to the schedule below for the first two (2) years:

$ per square foot	Annual Rent	Monthly Rent

Year 1	$6.55	$39,300.00	$3,275.00
Year 2	$7.53	$45,180.00	$3,765.00
Year 3	$8.70	$52,200.00	$4,350.00
Year 4	$9.00	$54,000.00	$4,500.00
Year 5	$9.27	$55,620.00	$4,635.00

4.A.2. In the event the Lessee exercises its option to renew pursuant to Section 2.B. above, the Annual Rent shall increase by three percent (3%) annually on each anniversary of the commencement date of the applicable renewal term.

4.B. Late Payment Penalty: A ten percent (10%) monthly penalty will be applied to all rents received after 5:00 p.m. on the tenth (10th) day of the month. The **Lessee** is separately responsible for all applicable taxes, sales tax, late fees, special assessments, fire assessments, etc.

4.C. The acceptance by the **Lessor** of any payment from the **Lessee** in an amount less than that which is due shall in no way affect **Lessor's** rights under this Agreement and shall in no way constitute an accord and satisfaction, waiver, or estoppel upon the **Lessor**.

SECTION 5 - USE OF PREMISES

5.A. The **Lessee** shall use the Premises for the storage of **Lessee**-owned or managed aircraft and related support equipment. Additionally, Lessee shall conduct equipment repair and maintenance on the premises. No other use shall be permitted without the prior written consent of the Airport Manager.

5.B. The **Lessee** shall comply with all present and future laws, ordinances, orders, rules and regulations or zoning classifications of any lawful governmental authority, agency or other public or private regulatory authority having jurisdiction over the Premises or the operation thereof.

5.C. The **Lessee** shall not commit or permit any act to be committed in or about the Premises which results in any damage of the Premises, damages Airport property or harms others, or in any way constitutes a nuisance or interferes with the rights of other Airport tenants.

5.D. The **Lessee** shall comply with all federal, state and local requirements concerning the disposition of sump drained fuel. The **Lessee** is responsible should any fine, penalty or judgment be handed down to the **Lessor** as a result of the **Lessee's** actions.

5.E. As used herein, the term "hazardous material" shall mean any hazardous or toxic substance, material or waste (including, without limitation, asbestos) which, now or in the

future, is determined by any state, federal or local governmental authority to be capable of posing a risk of injury to health, safety or property and/or the use and/or disposal of which is regulated by any governmental authority. The **Lessee** shall not cause or permit any hazardous material to be brought upon, kept or used in or about the Premises by the **Lessee**, its sub-tenants, agents, employees, contractors or invitees, unless permitted by, and used or stored in accordance with, any required permits and applicable laws. If the **Lessee** breaches its obligations, as herein above set forth, the **Lessor**, at its election, shall have the right to (1) terminate this Agreement, or (2) cause the **Lessee** to remove and properly dispose of the hazardous material, all at the **Lessee**'s sole cost and expense and in compliance with a removal and disposal plan in conformity with applicable laws and subject to the prior approval of the **Lessor**, or (3) perform the removal and disposal thereof itself, in which event the **Lessee** shall reimburse the **Lessor**, on demand, for the cost incurred by the **Lessor** in doing so and in securing any certifications deemed necessary or desirable by the **Lessor**.

SECTION 6 - UTILITIES, CONNECTIONS, FEES AND SERVICES

6. The **Lessee** shall pay for all water, gas, heat, electricity, light, power, sewer charges, fire protection fees, telephone service, and all other services and utilities supplied or provided to the Premises. The **Lessee** shall further pay for all connection charges and deposits in connection with such utility services.

SECTION 7 - DELIVERY OF POSSESSION

7. The **Lessee** hereby acknowledges it has had adequate opportunity to inspect the proposed Premises and will lease the Premises at 16316 Flight Path Drive. The **Lessor** makes no warranty or representation to the **Lessee**, and the **Lessee** agrees the **Lessor** has made no representation, respecting the condition of the Premises, or applicable zoning laws and regulations. The taking of possession of the Premises by the **Lessee** shall be conclusive evidence against the **Lessee** that the Premises were in good and satisfactory condition when possession was so taken.

SECTION 8 - INSURANCE

8.A. At all times while this Agreement remains in force, the **Lessor** agrees to maintain fire and casualty insurance on the improvements located on the Premises in such amount deemed acceptable to **Lessor**; however, the **Lessee** shall reimburse the **Lessor** its cost of said casualty insurance for such policy pertaining to the Premises or in such pro rata share if coverage is provided under a master or umbrella policy. The **Lessee** agrees to pay the **Lessor** such amount within thirty (30) days of receipt of invoice from the **Lessor**.

8.B. At all times while this Agreement remains in force, the **Lessee**, at the **Lessee's** sole expense, shall maintain the following insurance with a Best's rating of 'A' or better:

8.B.1. Workers Compensation/Employer's Liability. The minimum limits of insurance (inclusive of any amount provided by an umbrella or excess policy) shall be as required by law.

8.B.2. Liability. At all times while this Agreement remains in force, the **Lessee**, at the **Lessee**'s sole expense, shall maintain with respect to the Premises, primary insurance coverage in an amount not less than One Million Dollars ($1,000,000) in general liability insurance (per occurrence) and Two Million Dollars ($2,000,000) (general aggregate) as per the 2012 Insurance Requirements established by the County. In addition, the **Lessee**, at the **Lessee**'s sole expense, shall provide Products/Completed Operations liability insurance in an amount not less One Million Dollars ($1,000,000) (per occurrence) and Two Million Dollars ($2,000,000) (general aggregate) and Hangarkeepers Legal Liability in an amount not less One Million Dollars ($1,000,000) (each aircraft/each occurrence). The **Lessee** shall endorse "Hernando County Board of County Commissioners" as an additional insured on the General Liability Insurance policy. All insurance shall have a Best's Rating of "A" or better. Insurance Certificates shall be provided to the Airport Manager prior to any use or occupation of the premises. Notwithstanding the foregoing, the parties agree that the existence of insurance is not intended to relieve the **Lessee**, its employees or agents of any duty as may be imposed under this Agreement or under applicable law. Notwithstanding the minimum insurance requirements above, the Airport Manager is authorized to reduce the general aggregate insurance limit to One Million Dollars when Umbrella Liability insurance is provided, or such other reduction as approved with the concurrence of the County Administrator.

Reduction Sought. Type/Reason:_____ .
Approval:_____ . (Airport Manager Initials)
Approval_____ . (County Administrator)

8.B.3. Auto Liability. Coverage shall be provided for all tagged vehicles. The minimum limits of auto liability insurance (inclusive of any amounts provided by an umbrella or excess policy) is $1,000,000.

8.C. The **Lessee** shall deliver to the **Lessor** certificates or binders evidencing the existence of the insurance upon execution of this Agreement and shall be obligated to provide evidence of continuing coverage throughout the term of this Agreement. The insurance binder shall provide that the insurance carrier shall notify the **Lessor** twenty (20) days prior to the date of expiration of coverage thereunder. The **Lessee** shall notify the **Lessor** in writing a minimum of twenty (20) days in advance in the event of future insurability cancellation.

8.D. Failure to maintain required insurance and to provide continuing evidence of insurance to the **Lessor** is a material breach of this Agreement and shall be grounds for the **Lessor** to take immediate action to evict the **Lessee** pursuant to applicable law. In addition to any other remedies available to the **Lessor** under this Agreement or applicable law, lapse of

insurance coverage required herein on leasehold improvements and/or for liability shall subject the **Lessee** to a penalty of five hundred dollars ($500.00) to be added to the amount of rent due for the first rental period after notice to the **Lessor** of such lapse.

SECTION 9 - INDEMNIFICATION

9.A. The **Lessee** shall indemnify, defend, and save the **Lessor** harmless against any and all claims, suits, demands, actions, fines, damages, and liabilities, and all cost and expenses thereof arising out of injury to persons (including death) or property occurring in, on or about, or arising out of the Premises if caused or occasioned wholly or in part by any acts or omissions of the **Lessee**, its agents, contractors, subcontractors, employees, subtenants or invitees. In any litigation arising from this Agreement, the parties to such litigation shall bear their own attorney's fees, costs and other expenses. Further, the **Lessee** shall give the **Lessor** immediate written notice of any such happening causing injury to persons or property.

9.B. The **Lessor** shall indemnify, defend, and save the **Lessee** harmless against any and all claims, suits, demands, actions, fines, damages, and liabilities, and all cost and expenses thereof arising out of injury to persons (including death) or property occurring in, on or about, or arising out of the Premises if caused or occasioned wholly or in part by any acts or omissions of the **Lessor**, its agents, contractors, subcontractors, employees, subtenants or invitees. In any litigation arising from this Agreement, the parties to such litigation shall bear their own attorney's fees, costs and other expenses. Further, the **Lessor** shall give the **Lessee** immediate written notice of any such happening causing injury to persons or property.

9.C. The **Lessor** shall not be liable for any injury or damage to persons or property resulting from fire, explosion, steam, gas, electricity, water, rain, or leaks from the Premises or from pipes, appliances, plumbing works, roof, street, subsurface or from any other place or by dampness or by any other cause of whatever nature. The **Lessor** shall not be liable for any damage caused by other tenants or persons in the Premises, occupants of adjacent property, the public, or such damage caused by operations in construction of any public or private work.

9.D. All property of the **Lessee** or any others kept or stored on the Premises shall be so kept or stored at the risk of the **Lessee** only and the **Lessee** shall hold the **Lessor** harmless from any claims arising out of the damage to the same. Without limiting the provisions of this paragraph, the **Lessor** shall not be liable for any damage to fixtures, merchandise, property of whatever kind of the **Lessee**, caused by fire or any other insurable hazard regardless of the nature or cause and including, non-exclusively, fire, wind, flood, water-damage, Acts of God, disasters, war, acts of terrorism, and aviation accidents, and the **Lessee** does hereby expressly release the **Lessor** from all liability for such, damage of all items covered in this paragraph.

9.E. Damages for any tort claim or action are limited to actual damages, incidental damages, costs, and case expenses. In no event shall the parties be liable for consequential,

special, indirect, punitive or exemplary damages, costs, expenses, or losses (including, without limitation, lost profits and opportunity costs).

SECTION 10 - PROTECTION AGAINST LIENS

10. The **Lessee** shall keep the Premises free from any and all liens arising out of any work performed, materials furnished or obligations incurred by the **Lessee**. In the event the **Lessee** fails to discharge any such lien within fifteen (15) days following written notice and demand by the **Lessor** for removal of such lien, the **Lessor**, in addition to all remedies provided herein and by law or in equity, has the right but not the obligation to discharge the lien by means of bond or posting security. If the **Lessor** acts to discharge or secure any lien caused by the **Lessee**, then the **Lessee** shall reimburse the **Lessor** on demand, as additional rent, for all sums paid and all costs and expenses incurred by the **Lessor** involving such lien together with interest on the total expenses and costs at the maximum rate allowed by law.

SECTION 11 - COMMON AREAS

11. The **Lessor** agrees that the **Lessee**, shall have the right throughout the term of this Agreement, running from the Effective Date herein, to use, in common with others entitled to similar use thereof, all of the common use areas of the Airport that may from time to time be constructed or maintained, including but not limited to all taxi lanes, service drives and sidewalks for ingress and egress to and from the Premises and all parking areas provided by the **Lessor**. The **Lessor** shall adequately maintain all such common areas in good, usable condition throughout the term of this Agreement. The **Lessor** may temporarily close the common areas in order to make any necessary repairs. The **Lessor** reserves the right, in its sole discretion, to modify, alter, remove, reduce, redesign or to make changes, additions, alterations, improvements or installments in or to the common areas or any portion thereof; provided, however, that no obstruction of the **Lessee**'s right of reasonable access to the Premises shall be caused by any of the above changes.

SECTION 12 - SIGNS

12.A. The Lessee shall install no signs on the exterior of the Improvements without prior written consent of the Airport Manager and shall install any such approved signage in compliance with the Hernando County Sign Regulations.

SECTION 13 - ALTERATIONS BY LESSEE

13.A. The **Lessee** shall make no structural changes respecting the Premises except by and with the prior written consent of the **Lessor**, which consent shall be in **Lessor**'s sole

discretion. Any written request by the **Lessee** to the **Lessor** to make any alterations, additions or improvements shall in each instance be accompanied by plans and specifications for such alterations (the "Alterations") in such detail as the **Lessor** may reasonably require. All Alterations to the Premises shall be made or installed in accordance with applicable laws and codes. **Lessor**'s approval of the plans for any alterations, additions or improvements to be constructed by the **Lessee** shall in no event create any responsibility or liability on the part of the **Lessor** for their completeness, design sufficiency or compliance with any and all applicable laws, rules and regulations of any governmental authorities.

13.B. All Alterations, including, without limitation: partitions; walls; railings; carpeting; floor and wall coverings; and other fixtures (excluding, however, the **Lessee**'s trade fixtures as described in the Section entitled "Trade Fixtures and Equipment" herein), shall, when made or installed, at once become the property of the **Lessor** and shall remain for the benefit of the **Lessor** at the expiration date or earlier termination of this Agreement, in as good order and condition as they were when made or installed, reasonable wear and tear excepted.

13.C. In the event of making such Alterations as herein provided, the **Lessee** shall indemnify and save harmless the **Lessor** from all expenses, liens, claims or damages to either persons or property arising out of or resulting from the undertaking or making of such Alterations. The **Lessor**, as a condition of approving any Alterations, may require the **Lessee** to remove any alterations and to restore the Premises to its original condition, ordinary wear and tear excepted.

SECTION 14 - MAINTENANCE OF PREMISES

14.A. The **Lessor** shall keep and maintain the roof over the Premises and the structural portions of the Premises in good order, condition and repair. In the event any damage thereto shall have been caused by any act or negligence of the **Lessee**, its employees, agents, invitees or contractors, then such damage shall be repaired by the **Lessee** to the reasonable satisfaction of the **Lessor**.

14.B. Except as provided in Section 14.A., at all times while this Agreement remains in force, the **Lessee** shall keep and maintain in good order, condition and repair the Premises and every part thereof, including, without limitation: the interior walls; floors and ceilings; the exterior and interior portions of all doors, windows, glass, security gates, landscaping, utility facilities, plumbing and sewage facilities within the Premises or under the floor slab, fixtures, heating, air-conditioning including exterior mechanical equipment, and interior and exterior electrical equipment serving the Premises, including compliance with all applicable building codes.

SECTION 15 - TRADE FIXTURES AND EQUIPMENT

15. Provided the **Lessee** is not in default under this Agreement, any trade fixtures installed in the Premises, at the **Lessee**'s sole expense, shall remain the **Lessee**'s personal property and the **Lessee** shall have the right at any time during the term of this Agreement to remove such trade fixtures. Upon removal of any trade fixtures, the **Lessee** shall immediately restore the Premises to substantially the same condition as they were when received by the **Lessee**, ordinary wear and tear excepted. Any trade fixtures not removed at termination or end of this Agreement become, at **Lessor**'s sole election, the property of the **Lessor**.

SECTION 16 - COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

16. The **Lessee** will use the Premises and conduct or allow any activities upon the Premises only in compliance with all applicable laws and governmental regulations, together with those regulations generally applicable to Airport tenants as adopted from time to time by the Aviation Authority and the County after due public notice and hearing.

SECTION 17 - AIRPORT MATTERS

17. This Agreement is subordinate to the provisions of the deed and other instruments from the United States of America conveying title to the Airport or otherwise imposing restrictions of record concerning use and operation of the Airport. This Agreement is further governed by all rules, regulations, and orders of the Federal Aviation Administration, including but not limited to Compliance Order 5190.6A, as amended from time to time, relative to the operation of surplus airport property (which includes the Airport herein).

SECTION 18 - EXCLUSIVE RIGHTS

18. Notwithstanding any other provision of this Agreement, it is expressly understood and agreed that the rights granted under this Lease are non-exclusive and the **Lessor** herein reserves the right to grant similar privileges, licenses or use to another operator(s), tenant(s) and/or licensee(s) in other portion(s) of the Airport property.

SECTION 19 - NON-DISCRIMINATION

19. The **Lessee** for itself, its heirs, personal representatives, successors in interest and assigns, as a part of the consideration hereof does hereby covenant and agree that in the event facilities are constructed, maintained or otherwise operated on said property described in this Agreement for a purpose which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the **Lessee** shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 49 CFR, Part 21, Non-Discrimination in Federally Assisted Programs of the Department of Transportation, as said regulations may be amended or renumbered.

SECTION 20 - STANDARD PROTECTION CLAUSES

20.A. The **Lessor** reserves unto itself, its successors and assigns, for the use and benefit of the public, a right of flight for the passage of aircraft in the airspace above the surface of the real property herein described together with the right to cause in said airspace such noise as may be inherent in the operation of aircraft, now known or hereafter used, for navigation of or flight in the said airspace, and for use of said airspace for landing on, taking off from, or operating at the Brooksville - Tampa Bay Regional Airport.

20.B. The **Lessee** expressly agrees for itself, its successors and assigns, to restrict the height of structures, objects of natural growth and other obstructions on the herein described real property to such a height so as to comply with Federal Aviation Regulations, Part 77, as said regulations may be amended.

20.C. The **Lessee** expressly agrees for itself, its successors and assigns, to prevent any use of the herein described real property which would interfere with or adversely affect the operation or maintenance of the airport or the air traffic there over or otherwise constitute an airport hazard.

SECTION 21 - COVENANTS

21.A. As a part of the consideration for this lease, the **Lessee** covenants and agrees:

21.A.1. To further pay or discharge all taxes, assessments, penalties, charges, rates, or liens of any nature whatsoever which may for the period following the effective date of this lease be levied, assessed, charged, imposed, or claimed on or against said Premises or any improvements or fixtures thereon or appurtenances thereto, or any part thereof, or against the Owner or Owners of said land or the improvements, by reason of said ownership, by whatsoever authority levied, assessed, charged, imposed, claimed, and whether the same be on or against the property herein leased, its improvements, fixtures, or appurtenances, or any part thereof, or on or against the income from said land or its improvements, it being the intention of the parties to this lease that the rents herein reserved shall constitute a net income to the **Lessor** from said land herein leased, equal in amount to said rents.

21.A.2. That if the building is destroyed or rendered untenable by fire or other unavoidable accident through no fault of the **Lessee**, the **Lessor** shall make appropriate repairs or replacement within no later than twelve (12) months or such period which is commercially reasonable and practicable under the circumstances.

21.A.3. That in the event the **Lessee**, without the prior written consent of the **Lessor**, shall sell, assign or in any manner encumber or pledge this lease, or if the **Lessee** shall

fail to comply with any statute, ordinance, rule, order, regulation or requirement of the Federal or State governments, or Hernando County, or any of its departments, or bureaus applicable to said Premises, the **Lessor** may, if it elects, at any time thereafter, terminate this lease or any of the terms thereof, on giving the **Lessee** fifteen (15) days notice thereof in writing of its intention to do so, and upon giving such notice the lease or those terms thereof shall terminate, expire and come to an end on the date fixed in this lease for the termination and expiration thereof. However, if **Lessee** cures the default within fifteen (15) days of receipt of the notice mentioned above, then **Lessor's** right to terminate this lease shall be abated, provided, however, if said default cannot be cured within fifteen (15) days upon Lessee's exercise of reasonable diligence, Lessee shall have such longer time as is reasonably necessary to cure said default provided that Lessee commences said cure within said fifteen (15) day period and thereafter diligently prosecutes said cure to completion.

21.A.4. That if at any time prior to the date fixed as the commencement of the term of this lease or if at any time during the term hereby demised there shall be filed by or against **Lessee** in any court pursuant to any law either of the United States or of any State, a petition in bankruptcy or insolvency or for reorganization or for the appointment of a receiver or trustee of all or a portion of **Lessee's** property, or if **Lessee** makes an assignment for the benefit of creditors, this lease, at the option of the **Lessor**, exercised within a reasonable time after notice of the happening of any one or more of such events, may be canceled and terminated. In such event neither **Lessee** nor any person claiming through or under **Lessee** by virtue of any statute or of order of any court shall be entitled to possession or to remain in possession of the Premises demised but shall forthwith quit and surrender the Premises. **Lessor**, in addition to the other rights and remedies it has by virtue of any other provision herein or elsewhere in this lease contained or by virtue of any statute or rule of law, may retain as liquidated damages any rent, security, deposit of moneys received by it from **Lessee** or others on behalf of **Lessee**.

21.B. As a part of the consideration for this lease, the **Lessor**, upon its part, hereby covenants and agrees as follows:

21.B.1. That the **Lessee** may quietly hold and enjoy the Premises hereby leased without any interruption by the **Lessor**, or any persons claiming through or under it, provided that on the breach of any of the covenants by the **Lessee** herein contained, the **Lessor** may thereupon re-enter said Premises and immediately this Agreement shall be terminated.

21.B.2. That the **Lessor** is unaware of any particular circumstances or information affecting or bearing upon the environmental condition of the Premises, but **Lessor** affirms that, to the best of its knowledge, the condition of the property is suitable for the uses permitted herein and that **Lessor** has not disposed of any hazardous materials on the Premises.

21.B.3. Lessor agrees that it will not seek payment or contribution from **Lessee** for any claims or costs of any environmental related clean-up or environmental remediation with respect to the Premises where such claims or costs are the sole result of activities on the Premises prior to the commencement of this Agreement; or where such claims or cost were not caused, influenced, or contributed to by **Lessee**, its employees, agents, contractors, or persons acting under the direction or control of **Lessee**, and such claims or costs are not in any way related to or stems from any of the activities described under this Agreement.

21.B.4. Nothing in the foregoing is intended for **Lessor** to relinquish any of its rights as a sovereign local government and **Lessor** expressly reserves all rights and defenses under applicable sovereign immunity law.

SECTION 22 - DAMAGE TO PREMISES

22.A. If the Premises shall be damaged to the extent of less than twenty-five percent (25%) of the cost of replacement value, by fire or other casualty during the term of this Agreement, except for the last six (6) months of this Agreement, then the **Lessor** shall cause such damage to be repaired or restored without unreasonable delay. If the damage to the Premises occurs during the last six (6) months of this Agreement, then the **Lessor** shall have the option to: (a) terminate this Agreement by giving written notice of termination to the **Lessee** within sixty (60) days after the date of the casualty; or (b) cause such damage to be repaired or restored without unreasonable delay.

22.B. If the Premises shall be damaged to the extent of more than twenty-five percent (25%) of the cost of replacement, by fire or other casualty, then the **Lessor** may compel repair of such damage and restoration of improvements without unreasonable delay. The **Lessee** shall give the **Lessor** immediate written notice of any fire or other casualty on the Premises.

22.C. The **Lessee**, at the **Lessee**'s sole expense, may obtain rental insurance to cover its loss for any period that the Premises may be wholly or partially untenable or otherwise unusable hereunder.

SECTION 23 - SURRENDER OF PREMISES

23. Upon the Expiration Date or earlier termination of this Agreement, the **Lessee** shall quit and surrender the Premises to the **Lessor** in the same condition as when received, ordinary wear and tear excepted, together with all keys and combinations to all locks and all improvements, alterations, additions and equipment at any time made or installed in, upon or to the Premises (except personal property and trade fixtures installed at the **Lessee**'s expense), all of which shall thereupon become the property of the **Lessor** without any subsequent claim by the **Lessee**. The **Lessee** agrees to repair any damage caused by the removal of the **Lessee**'s personal property or trade fixtures. If the **Lessee** fails to remove any personal property or trade

fixtures, said property shall, at **Lessor**'s sole discretion, be deemed abandoned and become the property of the **Lessor**, or the **Lessor** shall have the right to remove and store such property at the expense of the **Lessee** without further notice to the **Lessee**, and hold the **Lessee** responsible for any and all charges and expenses incurred by the **Lessee** therefor. All expenses incurred by the **Lessor** in the removal and storage of the **Lessee**'s personal property or trade fixtures shall be reimbursed by the **Lessee** on demand as Additional Rent. The provisions of this Section shall survive the expiration date or earlier termination of this Agreement.

SECTION 24 - HOLDING OVER

24. If the **Lessee** remains in possession of the Premises, or any part thereof, after any termination of this Agreement, then the **Lessee** shall be deemed only a tenant-at-will and shall be subject to immediate eviction and removal, with limiting any other remedies the **Lessor** may have. The **Lessor** may, in addition to any other rights which it may have hereunder or at law or in equity, elect in its sole option and discretion to treat any such holding over as the creation of a month-to-month tenancy subject to all of the terms and conditions set forth in this Agreement, except that the rent shall be doubled.

SECTION 25 - EVENTS OF DEFAULT AND REMEDIES

25.A. The occurrence of any one or more of the following events shall constitute a default on the part of the **Lessee**: (1) the **Lessee** fails to pay when due any rental (including Minimum Rent and Additional Rent) or any other sum of money payable hereunder within ten days after such rental or payment is due; (2) the **Lessee** breaches or fails to comply with any other term, provision, covenant or condition of this Agreement and such breach or failure shall continue for a period of fifteen days or more after written notice thereof from the **Lessor**; (3) the **Lessee** transfers, assigns, sublets, mortgages, pledges or encumbers this Agreement, the Premises, or any interest in the whole or in any portion thereof in violation of the provisions hereunder; (4) the **Lessee** abandons, deserts or vacates the Premises; or (5) a receiver is appointed to take possession of all or substantially all of the assets of the **Lessee**, or an assignment is made by **Lessee** for the benefit of its creditors, or any action is taken or suffered by the **Lessee** under any insolvency, bankruptcy or reorganization act.

25.B. Upon the occurrence of any of the above events of default, the **Lessor** shall have the option to perform any one or more of the following, in addition to, and not in limitation of, any other remedy or right permitted by law or in equity: (1) the **Lessor** may at once or any time thereafter, without notice to the **Lessee** or any other person, re-enter and repossess the Premises and remove all persons and effects therefrom, using such forces as may be needed without being deemed guilty in any manner of trespass or forcible entry or detainer; (2) the **Lessor** may at once or any time thereafter, without notice to the **Lessee** or any other person, re-enter the Premises and cure, correct or repair any condition which shall constitute a failure on the **Lessee**'s behalf to keep, observe, perform, satisfy or abide by any term, condition,

covenant, agreement or obligation of this Agreement or any alteration, amendment, change or addition thereto, and the **Lessee** shall fully reimburse and compensate the **Lessor** upon demand for any costs and expenses incurred in connection with such cure, correction or repair, which sums shall be deemed to be Additional Rent hereunder; (3) the **Lessor** may at once or any time thereafter either declare this Agreement to be terminated without prejudice to any and all rights which the **Lessor** may have against the **Lessee** for rents, damages or breach of this Agreement, or attempt to relet the Premises on such terms as the **Lessor** shall determine. Such reletting shall not be considered as a surrender or acceptance back of the Premises or a termination of this Agreement, and the **Lessee** shall pay the **Lessor** any deficiency between the amount received, if any, from such reletting after such amount is applied first to **Lessor**'s expenses in connection with re-entry, taking possession and reletting, including brokerage fees and commissions, alterations and redecorating as the **Lessor** may deem appropriate to prepare the Premises for reletting, and the amount of Minimum Rent and Additional Rent payable by the **Lessee** hereunder. The foregoing remedies shall be available to **Lessor** on giving the **Lessee** fifteen (15) days notice thereof in writing of its intention. However, if **Lessee** cures the default within fifteen (15) days of receipt of the notice mentioned above, then **Lessor's** foregoing remedies shall be abated, provided, however, if said default cannot be cured within fifteen (15) days upon Lessee's exercise of reasonable diligence, Lessee shall have such longer time as is reasonably necessary to cure said default provided that Lessee commences said cure within said fifteen (15) day period and thereafter diligently prosecutes said cure to completion.

25.C. The **Lessee** hereby expressly waives any and all rights of redemption granted by or under any present or future laws in the event of the **Lessee** being evicted or dispossessed for any cause, or in the event of the **Lessor** obtaining possession of the Premises by reason of the violation by the **Lessee** of any of the covenants and conditions of this Agreement or otherwise.

25.D. Any obligation imposed by law upon the **Lessor** to relet the Premises shall be subject to the permitted uses provided in this Agreement, and the **Lessor** may relet the Premises on such terms and conditions as the **Lessor** may deem advisable. The failure of the **Lessor** to relet or, if the Premises are relet, to collect the rent under such reletting shall not release or affect the **Lessee**'s liability for damages under this Agreement.

25.E. Unless otherwise specified in this Agreement, no remedy of the **Lessor** or the **Lessee** shall be considered exclusive of any other remedy, but each shall be distinct, separate and cumulative with all other available remedies. Each remedy available under this Agreement or at law or in equity may be exercised by the **Lessor** or the **Lessee** from time to time as often as the need may arise. No course of dealing between the **Lessor** and the **Lessee** or any delay or omission of the **Lessor** or the **Lessee** in exercising any right arising from the other party's default or violation shall impair such right or be construed to be a waiver of a default or violation.

SECTION 26 - VENUE; GOVERNING LAW; ATTORNEYS' FEES

26. Any dispute, claim, action, or appeal arising under this Agreement shall be brought in civil court in Hernando County, Florida. This Agreement shall be governed by the laws of Florida and shall be deemed to have been prepared jointly by the **Lessor** and the **Lessee**, and any uncertainty or ambiguity existing herein, if any, shall not be interpreted against either party, but shall be interpreted according to the application of the rules of interpretation for arm's-length agreements. Each party hereto agrees to bear their own attorneys' fees and costs in the event of any dispute, claim, action, or appeal arising out of our related to this Agreement.

SECTION 27 - FORCE MAJEURE

27. In the event either party hereto shall be delayed, hindered or prevented from the performance of any act required hereunder, by reason of governmental restrictions, scarcity of labor or materials, strikes, riots, war, acts of God, or any other reason beyond the reasonable control of the party delayed, hindered or prevented from performing the act, then the performance of such act shall be excused for the period of the delay, and the period for performance of any such act shall be extended for a period equivalent to the period of such delay.

SECTION 28 - NOTICES

28. All notices, consents, waivers, demands, requests or other instruments required or permitted by this Agreement shall be deemed to have been sufficiently served if the same shall be in writing and placed in the United States mail, via certified mail or registered mail, return receipt requested, with proper postage prepaid and addressed to the other party hereto at the address shown on page 1 hereof. Any such notice shall be deemed received on the third business day from the date it is sent, or on the date of receipt indicated on the certified mail or registered mail receipt, whichever is earlier.

SECTION 29 - ASSIGNMENT AND SUBLETTING

29. The **Lessee** may not assign, transfer, sublet, mortgage, pledge or encumber this Agreement or the Premises, in whole or in part without prior written permission of the **Lessor**. This does not exclude 3rd party service agreements pertaining to all lawful business conducted by **Lessee** as approved is Section 5.A above.

SECTION 30 - SUCCESSORS

30. This Agreement and the covenants and conditions contained herein shall be binding upon and inure to the benefit of the **Lessor** and its successors and assigns, and shall be binding upon the **Lessee** and its successors and assigns.

SECTION 31 - ENTIRE AGREEMENT

31. This Agreement and the Exhibits hereto set forth the entire understanding between the **Lessor** and the **Lessee** concerning the subject matter of this Agreement and incorporate all prior negotiations and understandings, either oral or written. No alteration, amendment, change or addition to this Agreement shall be binding upon either party unless in writing and executed and delivered by both the **Lessor** and the **Lessee**.

SECTION 32 - SEVERABILITY

32. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be declared invalid or deemed unenforceable by a court of competent jurisdiction or superseding law, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law notwithstanding the invalidity of any other term or provision hereof.

SECTION 33 - RECORDING OF LEASE AGREEMENT

33. This Agreement shall be recorded at the **Lessee's** expense.

SECTION 34 - DESIGNATION OF LESSOR AGENT

34. This **Lessor** designates, and the **Lessee** agrees that the Manager of the Airport shall do and perform on behalf of the **Lessor** all acts requiring the discretion of its agent hereunder, including at all reasonable times, the right to enter upon the Premises for the inspection of same.

SECTION 35 -ACCESS TO PREMISES

35. The **Lessor** and its authorized representatives and agents shall have the right to enter the Premises during all regular business hours, and in emergencies at all times, for the purpose of making repairs, installing utilities, providing services to the Premises, or making inspections or showing the same to prospective purchasers, lessor, or lenders.

SECTION 36 - QUIET ENJOYMENT

36. The **Lessee**, so long as **Lessee** does not default in the performance of any of the terms of this Agreement, shall peaceably and quietly hold, occupy and enjoy the Premises, during the term hereof without any hindrance by the **Lessor**.

SECTION 37 - EXECUTION IN COUNTERPARTS

37. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the **Lessor** and the **Lessee** have caused this Agreement to be executed in their respective names and their respective seals to be hereunto affixed and attested by their duly authorized officers.

ATTEST: **PEM AIR, LLC** **LESSEE**

Madison Brannon

By: _____ JAN-15-2026

Virgil D. Pizer, Manager Date

STATE OF FLORIDA

COUNTY OF HERNANDO

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this 15 day of January, 2026, by Virgil D. Pizer as Manager of Pem Air, LLC, who is personally known to me or who has produced _____ as identification.

GINA GRIMMER
Notary Public-State of Florida
Commission # HH 330520
My Commission Expires
February 10, 2027

_____
(Signature of person taking acknowledgment)

Gina Grimmer
(Name typed, printed or stamped)

ATTEST:

BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY, FLORIDA **LESSOR**

_____

Douglas Chorvat, Jr.
CLERK OF CIRCUIT COURT

By:_____
Jerry Campbell, Chairman Date

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

Jon Jouben
County Attorney

STATE OF FLORIDA
COUNTY OF HERNANDO

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this ____ day of _____, 2026, by Jerry Campbell, as Chairman of the Hernando County Board of County Commissioners, who is personally known to me or who has produced _____ as identification.

_____
(Signature of person taking acknowledgment)

_____
(Name typed, printed or stamped)

Anti-Human Trafficking Affidavit

In compliance with Fla. Stat. § 787.06(13), this affidavit must be completed by an officer or representative of a nongovernmental entity that is executing, renewing, or extending a contract with Hernando County or any of its subordinate units (the "Governmental Entity").

1. My name is Virgil D. Pizer and I am over eighteen years of age. The following information is given from my own personal knowledge.

2. I am an officer or representative with Pem Air, LLC, a non-governmental entity (the "Nongovernmental Entity"). I am authorized to provide this affidavit on behalf of Nongovernmental Entity.

3. Neither Nongovernmental Entity, nor any of its subsidiaries or affiliates, uses *coercion* for *labor* or *services*, as such italicized terms are defined in Fla. Stat. § 787.06, as it may be amended from time to time.

4. If, at any time in the future, Nongovernmental Entity does use coercion for labor or services, Nongovernmental Entity will immediately notify Governmental Entity and no contracts may be executed, renewed, or extended between the parties.

5. This declaration is made pursuant to Fla, Stat. § 92.525. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I Virgil D. Pizer, declare that I have read the foregoing Anti-Human Trafficking Affidavit and that the facts stated in it are true.

FURTHER AFFIANT SAYETH NAUGHT.

Pem Air, LLC
Name of Nongovernmental Entity

Virgil D. Pizer
Printed Name of Affiant

Manager
Title of Affiant

Signature of Affiant

JAN-15-2026
Date

CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY): 5/8/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

PRODUCER
Arthur J. Gallagher Risk Management Services, LLC
1160 N Town Center Dr Ste 300
Las Vegas NV 89144

License#: 0D69293

CONTACT NAME: Dirk Olsen
PHONE (A/C, No, Ext): 702-647-2333 **FAX (A/C, No):** 702-647-5433
E-MAIL ADDRESS: dirk_olsen@ajg.com
PRODUCER CUSTOMER ID: PEMALLC-01

INSURED
Pem-Air Turbine Engine Services, LLC
15471 Technology Drive
Brooksville FL 34604

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Lexington Insurance Company	19437
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 637302511 **REVISION NUMBER:**

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Locations:
1. 16300 FLIGHTPATH DRIVE, BROOKSVILLE, FL 34604 - $5,000 Business Personal Property
See Attached...

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
A	X **PROPERTY** — CAUSES OF LOSS — DEDUCTIBLES	41-LX-018522434-5	3/5/2025	3/5/2026	BUILDING	$
	BASIC — BUILDING				PERSONAL PROPERTY	$
	BROAD — CONTENTS				BUSINESS INCOME	$
	X SPECIAL				EXTRA EXPENSE	$
	EARTHQUAKE				RENTAL VALUE	$
	X WIND				BLANKET BUILDING	$
	FLOOD				BLANKET PERS PROP	$
					BLANKET BLDG & PP	$
					X Limits Below	$
						$
	INLAND MARINE — CAUSES OF LOSS	TYPE OF POLICY				$
	NAMED PERILS	POLICY NUMBER				$
						$
						$
	CRIME — TYPE OF POLICY					$
						$
						$
	BOILER & MACHINERY / EQUIPMENT BREAKDOWN					$
						$
						$
						$

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Hernando County Board of County Commissioners
15470 Flight Path Drive
Brooksville FL 34604
USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: PEMALLC-01

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY		NAMED INSURED
Arthur J. Gallagher Risk Management Services, LLC		Pem-Air Turbine Engine Services, LLC 15471 Technology Drive Brooksville FL 34604
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 24 **FORM TITLE:** CERTIFICATE OF PROPERTY INSURANCE

DESCRIPTION OF PROPERTY:

2. 16304 FLIGHTPATH DRIVE, BROOKSVILLE, FL 34604 - $5,000 Business Personal Property
3. 16316 FLIGHTPATH DRIVE, BROOKSVILLE, FL 34604 - $5,000 Business Personal Property
4. 17330 SPRINGHILL DRIVE, BROOKSVILLE, FL 34604 - $5,000 Business Personal Property

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Continental Indemnity Insurance Company

CERTIFICATE OF COMMERCIAL LIABILITY INSURANCE

This certificate is issued for informational purposes only. It certifies that the policies listed in this document have been issued to the Named Insured. It does not grant any rights to any party nor can it be used, in any way, to modify coverage provided by such policies. alteration of this certificate does not change the terms, exclusions or conditions of such policies. Coverage is subject to the provisions of the policies, including any exclusions or conditions, regardless of the provisions of any other contract, such as between the certificate holder and the Named Insured. The limits shown below are the limits provided at the policy inception. Subsequent paid claims may reduce these limits.

Producer:	Named Insured:
Arthur J Gallagher Risk Management Services, LLC 2580 Foxfield Road, Suite 203 St. Charles, IL 60174	Pem-Air Turbine Engine Services, LLC and as endorsed 15471 Technology Drive Brooksville, FL 34604

Certificate Holder:
Hernando County Boaerd of County Commissioners
Address: 15800 Flight Path Drive, Brooksville, FL 33762
Insurer Name: Continental Indemnity Company
Policy Number: BAVAGLNFL011500_130869_03
Policy Effective Date: 05/21/2025 Policy Expiration Date: 05/21/2026

LIMITS OF INSURANCE

EACH OCCURRENCE LIMIT	$ 20,000,000	
DAMAGE TO PREMISES		
RENTED TO YOU LIMIT	$ 250,000	Any one premises
MEDICAL EXPENSE LIMIT	$ 5,000	Any one person
PERSONAL & ADVERTISING INJURY AGGREGATE LIMIT		$ 20,000,000
GENERAL AGGREGATE LIMIT		$ not applicable
PRODUCTS/COMPLETED OPERATIONS AGGREGATE LIMIT		$ 20,000,000
HANGARKEEPERS LIMIT	$ 20,000,000	
EACH AIRCRAFT LIMIT		
EACH LOSS LIMIT	$ 20,000,000	
HANGARKEEPER'S DEDUCTIBLE	$ 20,000	Each Aircraft

Description of **Operations/Locations/Endorsements/Special Provisions**

THE CERTIFICATE HOLDER IS INCLUDED AS AN ADDITIONAL INSURED, BUT ONLY AS RESPECTS LIABILITY ARISING OUT OF OPERATIONS OF THE NAMED INSURED.

THE CERTIFICATE HOLDER IS PROVIDED A WAIVER OF SUBROGATION AS RESPECTS LIABILITY COVERAGE.

Additional Insured Status

THIS CERTIFICATE DOES NOT GRANT ANY COVERAGE OR RIGHTS TO THE CERTIFICATE HOLDER.
IF THIS CERTIFICATE INDICATES THAT THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED, THE POLICY(IES) MUST EITHER BE ENDORSED OR CONTAIN SPECIFIC LANGUAGE PROVIDING THE CERTIFICATE HOLDER WITH ADDITIONAL INSURED STATUS. THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED ONLY TO THE EXTENT INDICATED IN SUCH POLICY LANGUAGE OR ENDORSEMENT.

Cancellation

In the event of cancellation of any policy described above, the insurer will attempt to mail thirty (30) days written notice to the certificate holder prior to the effective date of cancellation. However, failure to do so will not impose duty or liability upon the insurer, its agents or representatives, nor will it delay cancellation.

By: _____
(Authorized Representative)

Date of Issue: 05/22/2025

Certificate No.: 4

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Airport
Prepared By: Gina Grimmer
Initiator: Steve Miller
DOC ID: 16946
Legal Request Number: 25-358-2
Bid/Contract Number:

TITLE
Ground Lease Agreement With AHST 438, LLC, for Property Located at 15216-15222 Telcom Drive at Brooksville-Tampa Bay Regional Airport

BRIEF OVERVIEW
AHST 438, LLC has requested a ground lease agreement with the County for property located at 15216-15222 Telcom Boulevard located at the Brooksville-Tampa Bay Regional Airport. The site encompasses 106,932 square feet (mol) and AHST 438, LLC will be developing a facility containing 19,800 square feet of interior floor space, together with certain improvements. The ground lease term is thirty (30) years with the option of two (2) ten (10) year additional extensions.

FINANCIAL IMPACT
The Airport's revenue will increase annually by $35,287.56:

Fund: 4311 - Airport/Industrial Park, **Account: 3620054** - Lease-Non Aviation

LEGAL NOTE
The Board is authorized to act on this matter pursuant to Chapter 125, Florida Statutes.

RECOMMENDATION
It is recommended that the Board approve and authorize the Chairman's signature on the attached Ground Lease Agreement between Hernando County and AHST 438, LLC for improvements located at 15216-15222 Telcom Drive at Brooksville-Tampa Bay Regional Airport.

REVIEW PROCESS

Christine Schmidt	Approved	01/28/2026 10:28 AM
Steve Miller	Approved	01/28/2026 11:02 AM
Valerie Pianta	Approved	01/28/2026 12:12 PM
Amelia Gebala	Approved	01/28/2026 12:56 PM
Erin Dohren	Approved	01/28/2026 2:49 PM
Pamela Hare	Approved	01/30/2026 9:38 AM
Melissa Tartaglia	Approved	02/01/2026 10:22 AM
Heidi Prouse	Approved	02/02/2026 10:03 AM
Toni Brady	Approved	02/03/2026 5:42 PM
Jeffrey Rogers	Approved	02/04/2026 12:45 PM
Colleen Conko	Approved	02/04/2026 12:46 PM

GROUND LEASE AGREEMENT

THIS IS A GROUND LEASE AGREEMENT dated as of 27 day of January, 2026 (the "Agreement") by and between HERNANDO COUNTY a subdivision of the State of Florida existing under the laws of the State of Florida, whose address is 15740 Flight Path Drive, Brooksville, FL 34604 (hereinafter referred to as the "**Lessor**" or the "County") and AHST 438, LLC, a State of Florida Limited Liability Corporation whose address is 1420 Rocky Ridge Drive, Suite 270, Roseville, CA 95661 (hereinafter referred to as "**Lessee**"), individually and collectively referred to as the 'Party" or "Parties".

WITNESSETH

WHEREAS, the Brooksville – Tampa Bay Regional Airport (the "Airport") is subject to the requirements of various federal laws and regulations including, without limitation, the Surplus Property Act of 1944, as amended, the Federal Property and Administrative Services Act of 1949, as amended, and the rules and orders promulgated by the Federal Aviation Administration (the "FAA"); and,

WHEREAS, FAA Compliance Order No. 5190.6A, including but not limited to Chapter 4 thereof, requires that surplus property airports (which includes the Airport herein) generate revenue, income or its functional equivalent to the airport; and,

WHEREAS, pursuant to a directive of Congress, as a surplus airport property, the Airport is subject to compliance review by the FAA and the United States Department of Transportation Inspector General Office; and,

WHEREAS, FAA Compliance regulations require that use of surplus airport property be authorized by a written instrument providing for payment of fair, reasonable and non-discriminatory fees, rentals or other user charges; and,

WHEREAS, all leases at the Airport are further governed by Chapter 3 of the Hernando County Code of Ordinances, as amended from time to time.

NOW THEREFORE, the **Lessor** and the **Lessee** hereby agree as follows:

The above recitals are incorporated herein and made a part hereof.

ARTICLE I - REPRESENTATIVES

1. Designated Representatives. For the purpose of this Agreement, each party designates the following representatives: ***Lessee's Representative*** - **Lessee's** full-time employee or agent that the **Lessee** designates to the **Lessor** in writing, which for contract purposes at this time is Sareet Majumdar, Managing Member. ***Lessor's Representative*** - the Airport Manager or such person that the **Lessor** designates by written notice delivered to the **Lessee**.

ARTICLE 2 - LAND, IMPROVEMENTS AND PREMISES

2.A. **Lessor** hereby demises and leases the real property located at a street address of 15216-15222 Telcom Drive, Brooksville, FL, containing approximately 106,932 square feet, more or less, and legally described in **Exhibit "A"** to the **Lessee** and **Lessee** hereby hires, takes and leases the leased land from the **Lessor** pursuant to the terms and conditions in this Agreement ("the Land").

2.B. Improvements. **Lessee**, at **Lessee's** sole expense, will be developing a facility containing 19,800 square feet of interior floor space together with certain improvements (hereinafter collectively referred to as the "Improvements"). The improvements will be built in accordance with the building plans as approved by the Lessor and in accordance with all applicable building codes and standards and subject to all permitting requirements in effect at the time such permit(s) are pulled.

2.C. Premises. The **Land** and the Improvements shall hereinafter collectively be referred to as "Premises".

2.D. Due Diligence and Inspections. It is the responsibility of the **Lessee**, at the **Lessee's** sole expense, to satisfy itself, prior to the execution of this Agreement or as provided herein, as to the condition of the Land subject to this Agreement including, without limitation, permitted land uses, zoning codes, building regulations, height limitations, set backs, applicable building codes, permits, soil conditions, and environmental conditions (the **Lessee**, at the **Lessee's** sole expense, may obtain any environmental tests that it deems necessary including Environmental Phase I or Phase II Reports) as part of its due diligence. In connection with any and all inspections performed by or for the **Lessee**, the **Lessee** shall indemnify and hold harmless the **Lessor** for any damage or injury done to the Land, Airport property, or the property of others as a consequence of such inspection(s), and the **Lessee** shall promptly repair, or have repaired, in good workmanship manner such damage caused.

2.E. No Warranties or Representations. **Lessor** makes no warranties or representations to the **Lessee**, and the **Lessee** agrees the **Lessor** has made no warranty or representation respecting the condition of the **Land**, or applicable zoning laws and regulations, or applicability of the uses contemplated by the **Lessee**, or environmental conditions, or any matters which a survey, prepared pursuant to Chapter 427, *Fla. Stat.*, and Rule Chapter 61G17, *Fla. Admin. Code*, would disclose, or the applicability of any covenants or restrictions of public record, except as otherwise expressly provided herein.

2.F. Acceptance of Land. **Lessee** further acknowledges it has had adequate opportunity to inspect the Land hereunder prior to entering into this **Agreement** or has made adequate provision herein.

Accordingly, the taking of possession of the Land by the **Lessee** shall be conclusive evidence against the **Lessee** that the Land was in good and satisfactory condition when possession was so taken.

ARTICLE 3 - PRIVILEGES, USES, EXCLUSIONS AND SERVICES

3.A. **Lessee** shall enjoy the following nonexclusive rights on the Airport subject to the conditions of this Agreement and as further provided below:

* **Lessee** shall use the Land for administrative operations, warehousing, distribution, and associated offices. Article 29 of this lease must be complied with all subleases.

3.B. It is understood and agreed that any other use or occupancy that may now or in the future be proposed for said building(s) or the Land hereunder shall conform to the type of industry or business envisioned by the restrictions and covenants of public record the conformance of which shall be determined and approved in advance in writing by the **Lessor** through the Airport Manager or his designee.

ARTICLE 4 - TERM AND COMMENCEMENT

4.A. Effective Date. This Agreement shall become binding and effective (the "Effective Date") upon approval and execution by the **Lessee** and the **Lessor**.

4.B. Term. The lease term for this Agreement shall commence on the 1st of March, 2026, and shall end on the anniversary date thirty (30) years hence (the "Anniversary Date").

4.C. Renewal Options. **Lessee** shall have the option, in its sole discretion and upon giving written notice to the **Lessor** not less than three months prior to the Anniversary Date, to renew this Agreement for up to two (2) additional 10-year terms, provided the **Lessee** has complied with all of the terms and conditions of this Agreement and is not otherwise in default hereunder. At the time of renewal, all other terms and conditions of this Agreement shall remain the same subject to adjustment of Land Rent as provided for in **Sections 6.A.2 and 6.A.3** and adjustment of required insurance coverage as provided for in **Section 16.C** herein. In addition to the foregoing, if at the time of renewal, the Current Fair Market Value has not been attained (by virtue of the 5% cap limitations being applied over one or more years), then the Land Rent shall immediately be adjusted upward to equal the Current Fair Market Value (as defined in **Section 6.A.2** below). At the request of the **Lessee** the term of this lease may, subject to the regulations in effect at that time, be further extended under mutually agreeable lease provisions and conditions.

ARTICLE 5 - OBLIGATIONS OF LESSEE

5.A. The use and occupancy of the Premises by the **Lessee** shall be without cost or expense to the **Lessor** except as provided herein.

5.B. **Lessee** shall provide adequate utility services to the Premises as determined by the **Lessor**. It is understood and agreed that the **Lessee** shall be responsible for obtaining, at its sole expense, any and all utility services, such as electricity, water, sewer or gas needed by the **Lessee** during the lease term and any renewals and extensions pursuant to Article V herein. **Lessee** shall pay all charges for providing said utility service and the cost of necessary meters for measuring said utility services.

5.C. **Lessee** shall, at its sole expense, maintain the Premises as described herein, in a presentable condition consistent with good business practice and in good repair as of the date this Agreement was executed, normal wear and tear excepted, and that it will procure and keep in force during the term of this Agreement all necessary occupational licenses and permits required by law for the operation and maintenance of the **Lessee**'s business on the Premises. **Lessee** shall keep the Premises mowed and groomed and will not allow the accumulation of materials, parts or other materials on the Premises.

5.D. **Lessee** shall conduct its business in a proper and first-class manner at all times. **Lessee** shall operate in harmony with others on the Airport and will at all times operate safely and with a concern for others and in accordance with all covenants and restrictions of public record.

5.E. **Lessee** will provide or cause to be provided all necessary dumpsters or other types of storage receptacles or devices as necessary. The piling of boxes, cartons, barrels, or similar items in an unsightly manner on or about the Premises is prohibited. **Lessee**, at **Lessee's** sole expense, shall cause to be removed from the Premises all waste, garbage, and rubbish. Further, the **Lessee** shall not deposit said waste on any part of the Airport, except in connection with collection or removal. Said waste shall be placed in a location and container approved by the **Lessor**.

5.F. **Lessee** shall neither create nor permit to be caused or created upon the Premises, or elsewhere on the Airport, any obnoxious odor, smoke or noxious gases or vapors. The creation of exhaust fumes by the operation of internal-combustion engines or engines of other types, so long as such engines are maintained and are being operated in a proper manner, shall not be a violation of this Agreement.

5.G. **Lessee** shall not keep or store flammable liquids within any covered and enclosed portion of the Premises in excess of the **Lessee**'s working requirements. Any such liquids having a flash point of less than 110 degrees Fahrenheit shall be kept and stored in safety containers of a type approved by the Underwriters Laboratories.

ARTICLE 6 - RENTALS AND FEES

6.A. **Lessee** shall pay to the **Lessor** the following Land Rent:

6.A.1. Land Rent. **Lessee** shall pay monthly Land Rent (1/12th of annual Land Rent) in advance and without demand, on or before the first day of each month upon commencement of the term of this Agreement pursuant to the schedule below for the first five (5) years and then

adjusted, thereafter, as provided for in **Section 6.A.2** herein. Land Rent shall be calculated as twelve percent (12.0%) per annum of the then current fair market appraised value for unimproved land within the applicable area or park of the Airport (see **Section 6.A.2** below) and calculated on a per square foot rate using the gross square footage contained in the Survey (described in **Section 2.D**), or as established by the **Lessor** if no Survey is obtained by the **Lessee**. The parties agree that the gross square footage of the Land for purposes herein is 106,932 square feet.

During the first five years of this Agreement, annual Land Rent shall be at as follows:

Year 1	$.33 per square foot	$35,287.56 annual	$2,940.63 monthly
Year 2	$.33 per square foot	$35,287.56 annual	$2,940.63 monthly
Year 3	$.33 per square foot	$35,287.56 annual	$2,940.63 monthly
Year 4	$.33 per square foot	$35,287.56 annual	$2,940.63 monthly
Year 5	$.33 per square foot	$35,287.56 annual	$2,940.63 monthly

6.A.2. Adjustment of Land Rent. Beginning in the sixth year, and every fifth year thereafter (*i.e.* years 6, 11, 16, 21, 26, etc. including renewal and extension periods), the Land Rent shall be adjusted to equal twelve percent (12.0%) per annum of the then current fair market appraised value (hereinafter referred to as "Current Fair Market Value"). The Current Fair Market Value shall be based upon the most recent appraisal performed for and paid for by the **Lessor**, but in no event shall said appraisal be older than 18 months (hereinafter referred to as the "Lessor's Appraisal"). The Lessor's Appraisal shall be prepared by a Florida-registered or Florida-licensed appraiser in accordance with the Uniform Standards of Professional Appraisal Practice ("USPAP") and Chapter 475, Part II, *Fla. Stat.* and Rule Chapter 61J1, *Fla. Admin. Code* ("Florida Appraisal Law") as applicable to the Land. Not less than 90 days and not more than 180 days before imposition of the new adjusted rent, the **Lessor** shall advise the **Lessee** in writing (the "Notice") of the new adjusted rent amount. Not later than thirty (30) days from the date of the Notice, the **Lessee** may dispute the new adjusted rent amount by notifying the **Lessor** in writing of such dispute; however, no later than 60 days from the date of the Notice, the **Lessee** shall provide the **Lessor**, at the **Lessee's** sole expense, its appraisal (the "Lessee's Appraisal") performed in accordance with USPAP and Florida Appraisal Law. In the event that there is a five percent (5%) or less difference in the appraised Current Fair Market Value amount between the Lessor's Appraisal and the Lessee's Appraisal, then the Lessor, in the Lessor's sole discretion, may chose either value or may chose a middle value. In the event that there is more than a five percent (5%) difference in appraised Current Fair Market Value amount between the Lessor's Appraisal and the Lessee's Appraisal, then within 15 days of the date of the Lessee's Appraisal, the Lessor and Lessee shall cause the two appraisers to communicate as necessary and agree on the name of a third appraiser who shall be a Florida-registered or Florida-licensed appraiser who shall perform the Third Appraisal. The Third Appraisal shall be performed in accordance with Florida Appraisal Law and USPAP. The third appraiser may review and utilize the first two appraisals to the extent permitted under USPAP. The cost of the Third Appraisal shall be split evenly between the **Lessor** and the **Lessee,** and an appraisal report shall be prepared within 30 days from the date ordered. The Current Fair Market Value amount stated in the Third Appraisal shall be binding on the parties as the new adjusted rent for that five-year period. The provisions

in this Section shall be the **Lessee's** sole remedy for disputing the new adjusted rent for each and every five-year period.

6.A.3. Cap on Adjustment of Land Rent. Notwithstanding **Section 6.A.2**, Land Rent shall not be adjusted more than five percent (5%) in any one year (or adjusted more than twenty five percent (25%) over any five-year period). Adjustments in excess of five percent (5%) in any one year shall be carried over to the subsequent year (not to exceed said cap in such year), and each year thereafter until the Current Fair Market Value is attained or a new appraisal is a required (in connection with the subsequent five-year period).

6.A.4. Late Rent; Other Fees. Land Rent shall be due monthly as set forth above and shall be due and payable, without demand, on the first day of each month. A ten percent (10%) penalty will be applied to all rents received after 5:00 p.m. on the tenth (10th) day of the month that the payment is due. The **Lessee** is separately responsible for all applicable taxes, sales taxes, late fees, special assessments, charges, other fees and penalties.

6.B. In addition to the Land Rent in **Section 6.A**, the **Lessee** shall pay the **Lessor** an Annual Fee of one thousand five hundred dollars ($1,500.00) relating to the cost, operation, and maintenance of the common areas of the Airport. This Annual Fee shall be paid to the Lessor in equal monthly installments (1/12th of the Annual Fee) at the time the Land Rent is paid. The **Lessor** reserves the right to adjust this fee annually.

6.C. Land Rent shall be forgiven for six consecutive months beginning March 1, 2026. The first Land Rent payment will be due September 1, 2026.

ARTICLE 7 - MAINTENANCE OBLIGATIONS OF LESSOR

7. **Lessor's** maintenance obligations shall be limited to normal and ordinary maintenance of the Airport common areas.

ARTICLE 8 - MAINTENANCE OBLIGATIONS OF LESSEE

8.A. General Obligations. **Lessee** is required to maintain the Premises and every part thereof in good appearance, repair and safe condition, consistent with good business practices, whether installed by the **Lessor** or the **Lessee**, such maintenance shall be without cost to the **Lessor**. Such maintenance shall include, but not be limited to, the scheduled maintenance of the Premises listed in Section 8.B. **Lessee** shall repair all damages to the Premises caused by its employees, patrons or its operations thereon. All such maintenance, repair and replacements shall be of a quality equal to the original in materials and workmanship. Lessee shall submit all paint colors to the Airport Manager, and the Airport Manager in his sole discretion shall approve or disapprove the same, prior to any exterior painting.

8.B. Required Scheduled Maintenance to Premises. In addition to the **Lessee**'s maintenance obligations included in this Agreement, the **Lessee** shall maintain, at a minimum, certain components (singular use shall not limit the **Lessee**'s obligations herein where buildings or the parts thereof exist in

the plural) of the Premises according to the following maintenance schedule: **(1)** Building Exterior. Buildings' exteriors shall be inspected annually. Mildew, staining, dirt, cobwebs, etc., shall be cleaned as needed. **(2)** Landscaping. The landscaping shall be maintained in a manner consistent with good horticultural practices, and free of unsightly conditions. **(3)** Electrical Service and HVAC. Area shall be kept free of debris and foreign objects at all times. **(4)** Parking Lots. Shall be cleaned, swept, removed of oil and debris, repaired and striped, on a routine basis.

8.C. Condition of Premises at End of Term. In addition to manufacturer's recommended scheduled maintenance and the provisions in **Section 9.B** above, the **Lessee** shall maintain the Premises whereas at the end of the term (and any renewals and extensions) of this Agreement said condition of the Premises shall be in a good state of repair and comply with the following conditions: **(1)** The Roofs shall be free of any leaks; **(2)** The HVACs system shall cool and heat properly; **(3)** The exterior paint shall be free of unsightly conditions; and **(4)** The interior of the Premises shall be painted within one year prior to the termination of this Agreement. **(5)** Be responsible for the maintenance and repair of all utility service lines except common utilities, if any, including but not limited to, service lines for the supply of water, gas service lines, electrical power and telephone conduits and line, sanitary sewers and storm sewers which are now or which may be subsequently located upon the Premises and used by **Lessee** or any subtenants.

8.D. Failure to Repair and Maintain Premises. If the **Lessee** fails to perform the **Lessee**'s maintenance responsibilities, the **Lessor** shall have the right, but not the obligation, to perform such maintenance responsibilities, provided the **Lessor** has first, in any situation not involving an emergency, by written notice to the **Lessee**, delivered in accordance with **Article 32**, afforded the **Lessee** a period within which to correct the failure of thirty (30) days, or of such longer duration as may be reasonably required to rectify the failure through the exercise of prompt, diligent and continuous effort said extension must be approved by the **Lessor**. All costs incurred by the **Lessor** in performing the **Lessee**'s maintenance responsibility, plus a fifteen percent (15%) administrative charge, shall be paid by the **Lessee** within thirty (30) days of receipt of the invoice therefore. Failure of the **Lessee** to pay the Lessor within thirty (30) days after receipt of the said invoice shall be deemed a condition of default. The **Lessor** retains the right, after giving reasonable advance notice to the **Lessee**, to enter upon the Land to repair any utilities thereon that serve any areas, including the **Lessee**'s Premises. **Lessor** shall endeavor to use commercially reasonable efforts to minimize interference or disruption to the **Lessee**'s operations.

ARTICLE 9 - FUTURE IMPROVEMENTS AND ALTERATIONS BY LESSEE

9.A. Written Approval. The **Lessee** shall make no further improvements or alterations whatsoever to the Premises without the prior written approval of the **Lessor**, which consent shall not be unreasonably withheld, provided, however, that such improvements do not conflict with the current use and future development of the Airport and that such alterations or fixed leasehold improvements shall be commenced only after plans and specifications thereof have been submitted to and approved in writing by the **Lessor**, and the **Lessee** has obtained the required building permits. Within thirty (30) days after receipt by the **Lessor** of the **Lessee**'s plans and specifications, the **Lessor** shall inform the **Lessee** that the plans are either approved, approved subject to certain stated conditions and changes; or not approved. The **Lessor**'s failure to either approve or disapprove the **Lessee**'s plans and specifications

within thirty (30) business days after the **Lessee** delivers written notice to the **Lessor** that the **Lessor** has not acted within the thirty (30) day period described above will constitute the **Lessor** approval of the **Lessee**'s plans and specifications. The improvements or alterations made by the Lessee pursuant to this provision shall be included in the definition of "Improvements" in paragraph 2.B. above from the date such improvements or alterations are completed.

9.B. Conditions. If the **Lessee**'s request for approval to make improvements or alterations is permitted pursuant to **Section 9.A** (whether by express grant of the **Lessor** or by estoppel), the following conditions shall apply: **(1) Lessee** shall obtain all required permits and licenses necessary under, and shall comply with applicable zoning laws, building codes and other laws or regulations of all appropriate governing entities, including the Federal, State and County, applicable to the construction or installation of approved improvements or alterations.; **(2)** All construction shall conform to the general architectural and construction requirements of the Florida Building Code, as may be amended, from time to time, as well as the development standards and ordinances of Hernando County; **(3) Lessee** shall hire only licensed contractors and subcontractors and indemnify the **Lessor** in the event of any loss or damage resulting from work performed on the Premises by its contractors and subcontractors; **(4) Lessee** shall comply with all then current building, permitting and licensing requirements; **(5) Lessee** shall pay all costs necessary to complete the approved alterations or improvements; and **(6) Lessee** is solely responsible for any damage (other than normal wear and tear) resulting from the removal by the **Lessee** of its personal property or signs.

ARTICLE 10 - SURRENDER OF PREMISES

10. Upon the expiration of the term or any renewal or extension thereto, or earlier termination for whatever reason, or default, of this Agreement, Lessee's right to occupy the Premises and exercise the privileges and rights herein granted shall cease, and it shall surrender the Premises to the Lessor. All permanent Improvements of whatever kind or nature, including but not limited to, all buildings and all equipment installed including, but not limited to, heating and air conditioning equipment, interior and exterior light fixtures, fencing, landscaping, pavement, tie-down facilities and all other permanent Improvements which become part of the Premises with or without prior consent of Lessor, shall become and be deemed to be a part of the Premises and shall be free and clear of all liens and shall become the property of Lessor, and shall remain on the Premises unless otherwise directed by the Lessor, andall keys and combinations to all locks shall automatically convey to the Lessor, excepting all personal property and trade fixtures installed at the Lessee's expense. The Lessee shall repair any damage caused by the removal of the Lessee's personal property or trade fixtures. If the Lessee fails to remove any personal property or trade fixtures, said property shall, at Lessee's sole discretion, be deemed abandoned and become the property of the Lessor, or the Lessor shall have the right to remove and store such property at the expense of the Lessee without further notice to the Lessee, and hold the Lessee responsible for any and all charges and expenses incurred by the Lessor therefor. As additional rent, the Lessee shall reimburse to Lessor within thirty (30) days of Lessor's notice to Lessee all expenses incurred by the Lessor in the removal and storage of the Lessee's personal property or trade fixtures, and for Lessor's repair of damages caused by Lessee's removal of personal property or trade fixtures. The provisions of this Section shall survive the expiration or the term or any renewal or extension or earlier termination of this Agreement. In the event a reputable, independent engineer is hired by the Lessor and

such engineer determines that the structures have reached the end of their useful life, the Lessee shall remove the structures at no cost to the Lessor within thirty (30) days of receipt of Lessor's notice of the same to Lessee. Upon written demand, Lessee shall execute and deliver to the Lessor a proper document of conveyance evidencing such transfer or title.

ARTICLE 11 - EVENTS OF DEFAULT AND REMEDIES

11.A. Events of Default. The occurrence of any one or more of the following events shall constitute a default on the part of the **Lessee**: **(1)** the **Lessee** fails to pay when due any rental (including Land Rent and Additional Rent) or any other sum of money payable hereunder within ten days after such rental or payment is due; **(2)** the conduct of any business or performance of any acts at the Airport not specifically authorized in this Agreement or by other agreements between the **Lessor** and the **Lessee**, and the **Lessee's** failure to discontinue that business or those acts within thirty (30) days of receipt by the **Lessee** of the **Lessor**'s written notice to cease said business or acts; **(3)** the **Lessee** breaches or fails to comply with any other term, provision, covenant or condition of this Agreement and such breach or failure shall continue for a period of thirty (30) days or more after written notice thereof from the **Lessor**; **(4)** the **Lessee** transfers, assigns, or sublets this Agreement, in whole or part, other than as provided for in **Article 29** herein; **(5)** the **Lessee** mortgages, pledges or encumbers the Premises, in whole or part, or this Agreement, other than as expressly provided for in this Agreement or upon prior written consent of the **Lessor**; **(6)** the **Lessee** abandons, deserts or vacates the Premises; **(7)** the divestiture of the **Lessee's** estate herein by operation of law, by dissolution or by liquidation (not including a merger or sale of assets); or **(8)** a receiver, custodian or trustee is appointed to take possession of all or substantially all of the assets of the **Lessee**, or an assignment is made by **Lessee** for the benefit of its creditors, or any action is taken or suffered by the **Lessee** under any insolvency, bankruptcy or reorganization act. Any or all of the foregoing shall hereinafter be referred to as "Events of Default".

11.B. Lessor's Remedies. Upon the occurrence of any of the above Events of Default, the **Lessor** shall have the option to perform any one or more of the following, in addition to, and not in limitation of, any other remedy or right permitted by law or in equity: **(1)** the **Lessor** may at once or any time thereafter, without notice to the **Lessee** or any other person, re-enter and repossess the Premises and remove all persons and effects therefrom, using such forces as may be needed without being deemed guilty in any manner of trespass or forcible entry or detainer; **(2)** the **Lessor** may at once or any time thereafter, without notice to the **Lessee** or any other person, re-enter the Premises and cure, correct or repair any condition which shall constitute a failure on the **Lessee**'s behalf to keep, observe, perform, satisfy or abide by any term, condition, covenant, agreement or obligation of this Agreement or any alteration, amendment, change or addition thereto, and the **Lessee** shall fully reimburse and compensate the **Lessor** upon demand for any costs and expenses incurred in connection with such cure, correction or repair, which sums shall be deemed to be Additional Rent subject to Late Fees hereunder; **(3)** the **Lessor** may at once or any time thereafter either declare this Agreement to be terminated without prejudice to any and all rights which the **Lessor** may have against the **Lessee** for rents, damages or breach of this Agreement, or attempt to relet the Premises on such terms as the **Lessor** shall determine. In the event the **Lessor** relets the Premises, such reletting shall not be considered as a surrender or acceptance back of the Premises or a termination of this Agreement, and the **Lessee** shall pay the **Lessor** any deficiency between the amount received, if any, from such reletting after such amount is applied first to **Lessor**'s

expenses in connection with re-entry, taking possession and reletting, including brokerage fees and commissions, alterations and redecorating as the **Lessor** may deem appropriate to prepare the Premises for reletting, and the amount of Land Rent, Additional Rent and other fees payable by the **Lessee** hereunder. The **Lessee** hereby waives the service of any notice of intention to terminate this Agreement or to re-enter the Premises and waives the service of any demand for payment of rent or repossession. The **Lessee** further waives any and all rights of redemption granted by or under any present or future laws in the event of the tenant being evicted or dispossessed for any cause, or in the event of the **Lessor** obtaining possession of the Premises by reason of the violation by the **Lessee** of any of the covenants and conditions of this Agreement or otherwise.

11.C. Continuing Responsibilities of Lessee. Notwithstanding the occurrence of any Events of Default, the **Lessee** shall remain liable to the **Lessor** for all payments payable hereunder and for all preceding breaches of any covenant of this Agreement. Furthermore, unless the **Lessor** elects to cancel this Agreement pursuant to **Section 11.B**, the **Lessee** shall remain liable for and promptly pay any and all payments accruing hereunder until such time as this Agreement has been duly canceled. No retaking of possession of the Premises by the **Lessor** (under **Section 11.B** above) shall be construed as an election on its part to terminate this Agreement, unless a written notice of such intention be given to the **Lessee**, nor shall pursuit of any remedy herein provided constitute a forfeiture or waiver of any payments or other moneys due to the **Lessor** hereunder, or of any damages accruing to the **Lessor** by reason of the violations of any of the terms, provisions, and covenants herein contained. **Lessor**'s acceptance of payments or other moneys following any event of default hereunder shall not be construed as the **Lessor**'s waiver of such Event of Default unless the event of default is the delinquency in the payment of the amount accepted. No forbearance by the **Lessor** of action upon any violation or breach of any of the terms, provisions and covenants herein contained shall be deemed or construed to constitute a waiver of the terms, provisions and covenants herein contained. Forbearance by the **Lessor** to enforce one or more of the remedies herein provided upon an Event of Default shall not be deemed or construed to constitute a waiver of any such remedy. It is agreed by the Parties that losses or damages that the **Lessor** may suffer by reason of termination of this Agreement, or the deficiency from any reletting as provided for above, shall include the expense of repossession or reletting, any unpaid amounts for construction of improvements, and any repairs or remodeling undertaken by the **Lessor** following repossession.

11.D. Lessee's Remedies. **Lessee** may, in its option, terminate this Agreement and all of its obligations hereunder, if the **Lessee** is not in default in the payment of any payments or other charges to the **Lessor** or in breach of any of the provisions of this Agreement, and only upon or after the happening of any of the following events: **(1)** the inability of the **Lessee** to use Airport for a period of longer than ninety (90) consecutive days due to war, terrorism, disaster or Act of God; **(2)** the issuance of any order, rule or regulation by a competent governmental authority or court having jurisdiction over this Agreement, preventing the **Lessee** from operating its business for a period of ninety (90) consecutive days, provided, however that such inability or such order, rule or regulation is not due to any fault of the **Lessee**.

11.E. Time of the Essence. Time is of the essence in the performance of this Agreement.

ARTICLE 12 - NO LIENS

12. **Lessee** shall pay for all labor done or materials furnished in the repair, replacement, development or improvement of the Premises by the **Lessee**, and shall keep said Premises and the **Lessee**'s possessory interest therein free and clear of any lien or encumbrance of any kind whatsoever created by the **Lessee**'s act or omission. **Lessee**'s personal property is not subject to this provision.

ARTICLE 13 - TAXES AND FEES

13. **Lessee** shall timely pay applicable sales, use, intangible and ad valorem taxes of any kind, against the Premises, the Land and the Improvements thereto or leasehold estate created herein, or which result from the **Lessee**'s occupancy or use of the Premises, whether levied against the **Lessee** or the **Lessor**. In this regard, **Lessor** will attempt to cause the appropriate taxing authorities to send the applicable tax bills directly to the **Lessee** and the **Lessee** shall remit payment directly to such authorities, and to the extent that such notices are sent to the **Lessor**, the **Lessor** agrees to immediately forward same to the **Lessee**. Additionally, **Lessee** shall timely pay any and all other taxes, assessments and fees (including, without limitation, Hernando County Fire Rescue assessment fees) against the Premises or leasehold estate created herein or any part thereof. **Lessee** may reserve the right to contest such other taxes or assessments and withhold payment of such taxes upon written notice to the **Lessor** of its intent to do so, so long as the nonpayment of such taxes does not result in a lien against the Land or the Improvements thereon or a direct liability on the part of the **Lessor**. The Lessee's failure to timely pay its taxes, assessments, and fees hereunder shall be deemed a material breach of this Agreement.

ARTICLE 14 - INDEMNIFICATION

14.A. **Lessee** shall protect, defend, reimburse, indemnify and hold the **Lessor**, its agents, employees and officers and each of them forever, free and harmless at all times from and against any and all claims, liability, expenses, losses, costs, fines and damages (including reasonable attorney fees) and causes of action of every kind and character (this is to the extent allowed by law, and except to the extent caused by the **Lessor**'s gross negligence or intentional misconduct) by reason of any damage to property, or the environment (including, without limitation, any contamination of Airport property, such as the soil or storm water, or by fuel, gas, chemicals or any Hazardous Substances as defined in **Section 17.A.**, or as may be redefined by the appropriate regulatory agencies in the future), or bodily injury (including death) incurred or sustained by any party hereto, any agent or employee of any party hereto, or any other person whomsoever, or any governmental agency, arising out of or incident to or in connection with the **Lessee**'s performance under this Agreement, the **Lessee**'s use or occupancy of the Premises, the **Lessee**'s acts, omissions or operations hereunder or the performance, non-performance or purported performance of this Agreement or any breach of the terms of this Agreement. **Lessee** recognizes the broad nature of this indemnification and hold harmless clause, and voluntarily makes this covenant and expressly acknowledges the receipt of Ten Dollars ($10.00) and such other good and valuable consideration provided by the **Lessor** in support of this indemnification in accordance with laws of the State of Florida. This clause shall survive the termination of this Agreement. Compliance with the insurance requirements herein shall not relieve the **Lessee** of its liability or obligation to indemnify the **Lessor** as set forth in this Article.

14.B. Notwithstanding anything to the contrary in the foregoing or within this Agreement, the **Lessor** does not relinquish or waive any of its rights as a sovereign local government and the **Lessor** reserves all rights and defenses under applicable sovereign immunity law.

ARTICLE 15 - INSURANCE

15.A. General Insurance Terms and Conditions. In the event the **Lessee** becomes in default of the following requirements, the **Lessor** reserves the right to take whatever actions deemed necessary to protect its interests. All insurance herein shall have a Best's Rating of "A" or better.

15.B. Minimum Coverage Requirements. **Lessee** shall maintain the following minimum limits and coverages uninterrupted or amended through the life of this agreement as set forth below:

15.B.1. Workers' Compensation/Employer's Liability. The minimum limits of insurance (inclusive of any amount provided by an umbrella or excess policy) shall be no less than the "Statutory" requirement for Part One.

15.B.2. Liability Insurance. Coverage shall be provided for liability resulting out of, or in connection with, ongoing operations performed by, or on behalf of, the **Lessee** under this Agreement or the use or occupancy of the Premises by, or on behalf of, the **Lessee** in connection with this Agreement. The minimum limits of liability insurance covering the **Lessee** under this Agreement shall be no less than $1,000,000 and the Hernando County Board of County Commissioners shall be listed as an additional insured on an endorsement to all policies under this provision.

15.B.3. Property Insurance. This insurance shall cover any existing or hereafter constructed (including while under construction) buildings, structures, or any other improvements to the Land leased, rented or otherwise demised by the **Lessor** to the **Lessee** under this Agreement. Property insurance shall at all times be maintained in such amount to adequately cover the replacement cost of all buildings, structures and improvements located on the Land. The Hernando County Board of County Commissioners shall be listed as an additional insured on all policies hereunder.

15.B.4. Business Interruption Insurance. **Lessee**, at its option and sole expense, may obtain business interruption or rental insurance to cover its loss for any period that the Premises may be wholly or partially untenable or otherwise unusable hereunder; however, in no event shall the **Lessor** be responsible to pay, credit, or set off such sums or any Land Rent hereunder in the event the Premises become untenable or otherwise unusable for any reason whatsoever.

15.C. Evidence of Insurance. The **Lessee** shall deliver to the **Lessor** all certificates or binders, together with the required endorsements, evidencing the existence of the insurance upon execution of this Agreement and shall be obligated to provide evidence of continuing coverage throughout the term of this Agreement. The insurance binder shall provide that the insurance carrier shall notify the

Lessor twenty (20) days prior to the date of expiration of coverage thereunder. The **Lessee** shall notify the Lessor in writing a minimum of twenty (20) days in advance in the event of future insurability cancellation.

15.D. Periodic Review of Coverage Limits. Beginning in year six (6), and every five years thereafter, the **Lessor**, in its sole discretion, may review and adjust the required coverage limits set forth in **Section 15.B**; however, in no event may the **Lessor** increase required coverage in excess of one hundred and twenty five percent (125%) of the preceding five-year period.

ARTICLE 16 - DAMAGE OR DESTRUCTION OF PREMISES

16.A. Partial Damage. In the event all or a portion of the Premises are partially damaged by fire, explosion, the elements, a public enemy, terrorism, aircraft accident, or other casualty, but not rendered untenantable, the **Lessee** will make the repairs immediately, at its own cost and expense.

16.B. Extensive Damage. In the event damages as referenced in **Section 16.A.** shall be so extensive as to render all or a significant portion of the Premises untenantable, but capable of being repaired within one hundred twenty (120) days, the **Lessee** will make the repairs with due diligence, at its sole expense.

16.C. Complete Destruction. In the event the Premises are completely destroyed by fire, explosion, the elements, a public enemy, terrorism, aircraft accident, or other casualty or are so damaged that they are untenantable and cannot be replaced within one hundred twenty (120) days, the **Lessee** shall fully restore the Premises within twelve (12) months or, pay to the **Lessor**, the **Lessee**'s insurance payment equal to the replacement value of the Premises prior to the destruction.

ARTICLE 17 - ENVIRONMENTAL REGULATIONS AND GENERAL CONDITIONS

17.A. Hazardous Substances. The term "Hazardous Substance" means any substance:

17.A.1. The presence of which requires or may later require notification, investigation or remediation under any environmental law; or,

17.A.2. That is or becomes defined as a "hazardous waste", "hazardous material", "hazardous substance", "pollutant" or "contaminant" under any environmental law, including, without limitation, the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. § 9601 *et seq.*), the Resource Conservation and Recovery Act (42 U.S.C. § 6901 *et seq.*) and the Code of Federal Regulations thereunder, as said regulations may be amended or renumbered; and including Chapters 376 and 403, *Fla. Stat.*, and the Florida Administrative Rules thereunder, as said regulations may be amended or renumbered; or,

17.A.3. That is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic or otherwise hazardous and is or becomes regulated by any

governmental authority, agency, department, commission, board, agency or instrumentality of the United States and/or the State of Florida; or,

17.A.4. The presence of which on the Premises causes or threatens to cause a nuisance on the Premises or to adjacent properties or poses or threatens to pose a hazard to the Premises or to the health or safety of persons on or about the Premises or adjacent properties; or,

17.A.5. That contains gasoline, diesel fuel or other petroleum hydrocarbons or volatile organic compounds; or,

17.A.6. That contains polychlorinated biphenyls (PCBs), asbestos or urea formaldehyde foam insulation; or,

17.A.7. That contains or emits radioactive particles, waves or materials, including, without limitation, radon gas.

17.B. General Conditions: Environmental. Notwithstanding any other provisions of this Agreement, and in addition to any and all other requirements of this Agreement or any other covenants, representations or warranties of the **Lessee**, the **Lessee** hereby expressly covenants, warrants and represents to the **Lessor**, in connection with the **Lessee**'s operations on the Premises, the following:

17.B.1. Lessee is knowledgeable of all applicable federal, State and local environmental laws, ordinances, rules, regulations and orders, that apply to the **Lessee**'s operations at the Airport and acknowledges that such environmental laws, ordinances, rules, regulations and orders change from time-to-time, and the **Lessee** shall keep informed of any such future changes.

17.B.2. Lessee shall comply with all applicable federal, State and local environmental laws, ordinances, rules, regulations and orders that apply to the **Lessee**'s operations. **Lessee** shall hold harmless and indemnify the **Lessor** for any violation by the **Lessee** of such applicable federal, State and local environmental laws, ordinances, rules, regulations and orders and for any non-compliance by the **Lessee** with any permits issued to the **Lessee** pursuant to such environmental laws, which hold harmless and indemnify shall include but not be limited to, enforcement actions to assess, abate, remediate, undertake corrective measures and monitor environmental conditions and for any monetary penalties, costs, expenses or damages, including natural resource damages, imposed against the **Lessee**, its employees, invitees, suppliers or service providers or the **Lessor** by reason of the **Lessee**'s violation or non-compliance.

17.B.3. Lessee shall cooperate with any investigation, audit or inquiry by the **Lessor** or any governmental agency, regarding possible violation of any environmental law or regulation upon the Airport premises.

17.B.4. All remedies of the **Lessor** as provided herein with regard to violation of any federal, State or local environmental laws, ordinances, rules, regulations or orders shall be deemed cumulative in nature and shall survive termination of this Agreement.

17.B.5. Lessee shall provide to Lessor any notice of violation, notice of non-compliance, or other enforcement action of the nature described in **Section 17.B.2** within twenty-four (24) hours of receipt by the **Lessee** or the **Lessee**'s agent. Any violation or notice of violation or non-compliance with federal, State or local environmental law or ordinance that the **Lessee** fails to rectify within the earlier of thirty (30) days or such applicable provision herein shall be deemed a default under this Agreement. Any such default which is not cured shall be grounds for termination of this Agreement.

17.B.6. In entering this Agreement, the **Lessor** expressly relies on the covenants, representations and warranties of the **Lessee** as stated herein.

17.C. General Conditions: Stormwater.

17.C.1. Notwithstanding any other provisions or terms of this Agreement, the **Lessee** acknowledges that certain properties within the Airport, or on the **Lessor** owned land, are subject to stormwater rules and regulations. **Lessee** shall observe and abide by such stormwater rules and regulations as may be applicable to the Premises.

17.C.2. Lessee acknowledges that any stormwater discharge permit issued to the **Lessor** may name the **Lessee** as a co-permittee or the **Lessee** may be required to submit a separate Notice of Intent for the Premises before the expiration date of the existing EPA NDPES Stormwater Multi-Sector General Permit (MSGP). The **Lessor** and the **Lessee** both acknowledge that close cooperation is necessary to ensure compliance with any stormwater discharge permit terms and conditions, as well as to ensure safety and to minimize cost of compliance. The **Lessee** acknowledges further that it may be necessary to undertake actions to minimize the exposure of stormwater to "significant materials" (as such term may be defined by applicable stormwater rules and regulations) generated, stored, handled, or otherwise used by the **Lessee** by implementing and maintaining "best management practice" (as such term may be defined in applicable stormwater rules and regulations).

17.C.3. Lessor will provide the **Lessee** with written notice of any stormwater discharge permit requirements applicable to the **Lessee** and with which the **Lessee** will be obligated to comply including the submittal of Notice of Intent to the appropriate agency along with a copy to the **Lessor**. **Lessee** may also be required to comply with the following requirements including but not limited to certification of non-stormwater discharges; collection of stormwater samples; preparation of stormwater pollution prevention or similar plans; implementation of best management practices; and maintenance and submittal of necessary records. In complying with such requirements, the **Lessee** shall observe applicable deadlines set by the regulatory agency that has jurisdiction over the permit. **Lessee** shall undertake, as its sole expense, those stormwater permit requirements for which it has received written notice from the regulatory

agency and that apply to the Premises, and the **Lessee** shall hold harmless and indemnify the **Lessor** for any violations or non-compliance with any such permit requirements.

17.D. General Conditions: Solid and Hazardous Waste.

17.D.1. If the **Lessee** is deemed to be a generator of hazardous waste, as defined by federal, State or local law, the **Lessee** shall obtain a generator identification number from the U.S. Environmental Protection Agency ("EPA") and the appropriate generator permit and shall comply with all federal, State and local laws, and any rules and regulations promulgated thereunder, including but not limited to, ensuring that the transportation, storage, handling and disposal of such hazardous wastes are conducted in full compliance with applicable law.

17.D.2. Lessee shall provide the **Lessor**, within ten (10) days after the **Lessor**'s request, copies of all hazardous waste permit application documentation, permits, monitoring reports, transportation responses, storage and disposal plans, and material safety data sheets prepared or issued in connection with the **Lessee**'s use of the Premises.

17.E. Installation of Underground Tanks. **Lessee** shall not be permitted to install underground storage tanks of any kind.

17.F. Environmental Inspection at End of Agreement Term.

17.F.1. At least thirty (30) days, but no more than ninety (90) days, before the expiration of the term of this Agreement, including renewals or extensions thereto (as provided in **Article 4** herein), the **Lessee** shall conduct an environmental inspection, examination and audit to be performed within the aforementioned time period. The cost for professional consulting and engineering services required for such audit shall be at the sole cost of the **Lessee**. **Lessee** shall pay all associated laboratory and testing fees incurred to test and analyze samples collected during the audit process. If the existence of Hazardous Substances or hazardous waste are detected, the **Lessee** shall immediately take such action as is necessary to clean up the contamination at its own expense, and in accordance with applicable federal, State and local law and the foregoing provisions of this **Article 17**.

17.F.2. If the **Lessor** is unable to lease the Premises during the period of a cleanup, referred to in this Article, due to the environmental condition of the Premises, in addition to any other damages for which the **Lessee** may be liable, the **Lessee** shall be responsible for payment of lost Land Rent or lost use to the **Lessor**.

17.F.3. The firm conducting cleanup work must be approved by the **Lessor**, and the methodology used by such firm shall be consistent with then current engineering practices and methods required by the State of Florida or the United States government and be reasonably acceptable to the **Lessor**.

17.G. Lessor Contamination. Nothing in this **Article 17** shall be construed to make the **Lessee** liable to the **Lessor** in any way for any contamination or release of Hazardous Substances that occurs as a result of the actions of the **Lessor** or any of its employees, agents or contractors.

17.H. Site Contamination. Nothing in this **Article 17** shall be construed to make the **Lessee** liable to the **Lessor** in any way for any contamination or release of Hazardous Substances affecting the Premises that occurs by reason of the migration or flow to the Premises from verifiable or documented offsite contamination that is not attributable in any way whatsoever to the **Lessee**'s activities at or upon the Premises or under this Agreement.

ARTICLE 18 - COMPLIANCE WITH LAWS, REGULATIONS, ORDINANCES, RULES

18.A. **Lessee** and its subcontractors shall at all times comply with all applicable federal, State and local laws and regulations, Airport rules, regulations and operating directives as are now or may hereinafter be prescribed by the **Lessor**, all applicable health rules and regulations and other mandates whether existing or as promulgated from time to time by the federal, State or local government, or the **Lessor** including, but not limited to, permitted and restricted activities, security matters, parking, ingress and egress, environmental and storm water regulations and any other operational matters related to the operation of the Airport. If the **Lessee**, its officers, employees, agents, subcontractors, or those under its control shall fail or refuse to comply with said measures and such non-compliance results in a monetary penalty being assessed against the **Lessor**, then, in addition to any other remedies available to the **Lessor**, the **Lessee** shall be responsible and shall reimburse the **Lessor** in the full amount of any such monetary penalty or other damages. This amount must be paid by the **Lessee** within ten (10) days of written notice.

18.B. Further, where the **Lessee** is a corporation, limited liability company, limited partnership, professional association or any other business entity, whether domestic or foreign, which is required to be registered with the Florida Secretary of State, then the **Lessee** shall be so registered and in good standing at the time of execution of this Agreement and the **Lessee** shall remain current and in good standing with the Florida Secretary of State at all times during this Agreement (including renewals or extensions thereto).

ARTICLE 19 -- GOVERNMENTAL INCLUSIONS

19. This Agreement is subordinate to the provisions of the deed and other instruments from the United States of America conveying title to the Airport or otherwise imposing restrictions of record concerning use and operation of the Airport. This Agreement is further governed by all rules, regulations and orders of the Federal Aviation Administration (FAA) including, but not limited to, Compliance Order 5190.6A, as amended from time to time, relative to the operation of surplus airport property which includes the Airport herein.

ARTICLE 20 - NON-EXCLUSIVE

20. Notwithstanding any other provision of this Agreement, it is understood and agreed that the rights granted under this Agreement are non-exclusive and the **Lessor** herein reserves the right to grant similar privileges, licenses or use to another operator(s), tenant(s) and/or licensee(s) on other portions of Airport property. Nor shall this Agreement be construed to grant or authorize the granting of an exclusive right within the meaning of 49 U.S.C. § 40103(e) or 49 U.S.C. § 47107(a), as said regulations may be amended or renumbered.

ARTICLE 21 - RIGHT TO DEVELOP AIRPORT

21. It is covenanted and agreed that the **Lessor**, in its sole discretion, reserves the right to further develop or improve the Airport and all landing areas and taxiways.

ARTICLE 22 - RIGHT OF FLIGHT

22.A. **Lessor** reserves, for the use and benefit of the public, a right of flight for the passage of airspace above the surface of the real property owned by the **Lessor**, including the Premises, together with the right to cause in said airspace, such noise as may be inherent in the operation of aircraft, now known or hereafter used, for navigation of or flight in the said airspace, and for use of said airspace for landing on, taking off from or operating on Airport.

22.B. **Lessee** expressly agrees for itself, its successors and assigns, to restrict the height of structures, objects of natural growth and other obstructions on the Premises to such a height so as to fully comply with all requirements imposed pursuant to 14 C.F.R. Part 77 (Objects Affecting Navigable Airspace), as said regulations may be amended or renumbered. **Lessee** further expressly agrees for itself, its successors and assigns, to prevent any use of the Premises which adversely affects the operation or maintenance of the Airport, or otherwise constitute an airport hazard.

ARTICLE 23 - RIGHT OF ENTRY

23. **Lessor** shall have the right to enter the Premises for the purpose of periodic inspection of the Premises from the standpoint of safety and health and monitoring the **Lessee**'s compliance with the terms of this Agreement.

ARTICLE 24 - PROPERTY RIGHTS RESERVED

24. This Agreement shall be subject and subordinate to all the terms and conditions documents under which the **Lessor** acquired the real property or improvements thereon, of which said Premises are a part. This Agreement is subordinate to the provisions of any existing or future agreement(s) between the **Lessor** and the United States of America, or any of its agencies, relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the Airport, and to any terms or conditions imposed upon the Airport by any other governmental entity.

ARTICLE 25 - SUBORDINATION OF TRUST AGREEMENT

25. This Agreement and all rights of the **Lessee** hereunder are expressly subordinated and subject to the lien and provisions of any pledge, transfer, hypothecation or assignment made (at any time) by the **Lessor** to secure financing. Conflicts between this Agreement and the documents mentioned above shall be resolved in favor of such documents.

ARTICLE 26 - NONDISCRIMINATION / AFFIRMATIVE ACTION

26. **Lessee** for itself, its heirs, personal representatives, successors in interest and assigns, as a part of the consideration hereof, does hereby covenant and agree that in the event facilities are constructed, maintained or otherwise operated on said property described in this Agreement for a purpose which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the **Lessee** shall maintain and operate such facilities and services so as to fully comply with all requirements imposed pursuant to 49 CFR Part 21 (Non-Discrimination in Federally Assisted Programs of the Department of Transportation), as said regulations may be amended or renumbered.

ARTICLE 27 - SIGNS

27. **Lessee** may, at the **Lessee**'s sole expense, erect such exterior signs concerning the **Lessee**'s business, that conform and comply with all requirements of appropriate governmental authorities including, but not limited to, existing sign ordinances and regulations of Hernando County. The **Lessee** shall obtain all necessary permits or licenses with respect to said signs, to maintain said signs in a good state of repair, to save the **Lessor** harmless from any loss, cost or damage as a result of the erection, maintenance, existence or removal of said signs and to repair any damage which may have been caused by the erection, existence, maintenance or removal of said signs, and providing further that the plan and location for said signs be submitted to and approved by the **Lessor** in writing prior to the erection or alteration thereof. At the end of the term of this Agreement, the **Lessee** shall remove, at the **Lessee**'s sole expense, any exterior signs erected during the term of this Agreement and to repair, at the **Lessee**'s sole expense, any damage caused thereby.

ARTICLE 28 - ENJOYMENT

28. **Lessor** represents and warrants that the **Lessee** shall peaceably have, hold and enjoy the Premises during the term of this Agreement (including renewals and extensions thereto) without hindrance or molestation from the **Lessor** subject, however, to all the terms and provisions hereof and covenants, easements and other encumbrances affecting the Premises.

ARTICLE 29 - ASSIGNMENT AND SUBLETTING

29. **Lessee** may not voluntarily assign this Agreement or sublease the Premises, in whole or in part, without the prior written consent of the **Lessor**, which consent will not be unreasonably withheld,

conditioned or delayed; however, in the event of any voluntary assignment (excluding bankruptcy, forfeiture, and foreclosure) or sub-lessee, the **Lessee** shall remain jointly and severally liable, together with any assignee or sub-lessee, for the performance of all terms and conditions in this **Agreement** unless otherwise released by the **Lessor** in writing. In determining whether to grant or deny its consent to any assignment or sublease, the Lessor may review and consider the financial capacity and business experience of the proposed assignee or sub-lessee.

ARTICLE 30 - WAIVER OF CLAIM

30. **Lessee** hereby waives any claim against the **Lessor**, and its officers, board members, agents or employees, for loss of anticipated profits caused by any suit or proceedings directly or indirectly attacking the validity of this Agreement or any part hereof, or by any judgment or award in any suit or proceeding declaring this Agreement null, void, or voidable, or delaying the same, or any part hereof, from being carried out.

ARTICLE 31 - APPLICABLE LAW; VENUE; ATTORNEY'S FEES

31. This Agreement shall be governed by the laws of Florida and shall be deemed to have been prepared jointly by the **Lessee** and the **Lessor**, and any uncertainty or ambiguity existing herein, shall not be interpreted against either party, but shall be interpreted according to the application of the rules of interpretation for arm's-length agreements. Each party hereto shall bear their own attorneys' fees and costs in the event of any dispute, claim, action, or appeal arising out of or related to this Agreement. Any dispute to this Agreement shall be litigated in civil court in Hernando County, Florida. The parties waive their right to a jury trial on any litigation arising out of this Agreement.

ARTICLE 32 - NOTICES AND COMMUNICATIONS

32. All notices or communications whether to the **Lessor** or to the **Lessee** will be considered valid upon receipt by the party addressed to, and shall be addressed as follows:

TO LESSOR: c/o Airport Manager, 15800 Flight Path Drive, Brooksville, FL 34604; ***and copy to***: County Attorney's Office, 20 Main Street, Suite 462, Brooksville, FL 34601

TO LESSEE: Sareet Majumdar, 16090 Flight Path Drive, Brooksville, FL 34604 or to such other address as either Party may designate in writing by notice to the other party in accordance with the provisions of this Article. If the Notice is sent through the U.S. Mail or private delivery company (*e.g.* FedEx, UPS), a verifiable tracking documentation such as certified receipt or overnight mail tracking receipt shall be used.

ARTICLE 33 - AGENT FOR SERVICE OF PROCESS

33. **Lessee** agrees that service of process may be made against its Florida registered agent, any of its officers or directors, its on-site manager, or its designated representative in **Article 1** hereunder. It is further expressly understood that **Lessee** hereby agrees to the process so served, submits to the

jurisdiction of Hernando County courts and waives any and all obligation and protest thereto, any laws to the contrary notwithstanding.

ARTICLE 34 - COMPLETE AGREEMENT; AMENDMENTS; SUPERSEDES

34. This Agreement represents the complete understanding between the Parties, and any prior agreements or representations, whether written or verbal, are hereby superseded. This Agreement may subsequently be amended only by written instrument signed by the Parties hereto. Any and all amendments or modifications to this Agreement shall be in conformity with the provisions herein and shall comport with all laws, regulations, rules and orders regarding the leasing of surplus airport property and including, without limitation, the provisions referenced in **Article 19** herein.

ARTICLE 35 - SEVERABILITY

35. If any term or provision of this Agreement or the application thereof to any person or circumstance shall be, to any extent, declared invalid or deemed unenforceable by a court of competent jurisdiction or superseding law, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law notwithstanding the invalidity of any other term or provision hereof.

ARTICLE 36 - BINDING EFFECT

36. This Agreement and the covenants and conditions contained herein shall be binding upon and inure to the benefit of the **Lessor** and its successors and assigns and shall be binding upon the **Lessee** and its successors and assigns.

ARTICLE 37 - RECORDING OF LEASE AGREEMENT

37. **Lessor** shall record this Agreement in the public records of Hernando County. The **Lessee** shall pay all recording costs.

ARTICLE 38 - BROKERS

38. **Lessor** shall not be liable for any brokerage fees or commissions except pursuant to a brokerage fee agreement duly signed by the **Lessor**, or the Airport Manager as designee, prior to the Effective Date of this Agreement and which agreement shall name or refer to the **Lessee** herein, shall state the brokerage fee or commission and time of payment of such fee or commission, and shall name the broker(s) entitled to such fee or commission (the "Brokerage Agreement"). The Brokerage Agreement shall be attached as an Exhibit hereto. Other than the broker(s) named in the Brokerage Agreement, the parties represent that there are no other brokers involved regarding the negotiation or consummation of this Agreement or of the leased fee herein.

ARTICLE 39 – MISCELLANEOUS

39.A. Wherever used, the singular shall include the plural, the plural the singular, and the use of any gender shall include all genders.

39.B. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

****

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the **Lessor** and the **Lessee** have caused this Agreement to be executed in their respective names and their respective seals to be hereunto affixed and attested by their duly authorized officers or representatives.

ATTEST:

AHST 438, LLC **(LESSEE)**

By: API Stewart Holdings LLC, its sole member
By: Asset Preservation, Inc., its sole member

By: _____ 1/27/2026

Diane Fox, Senior Vice President Date

ATTEST:

BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY, FLORIDA **(LESSOR)**

_____

Doug Chorvat, Jr., Clerk
CLERK OF CIRCUIT COURT

By: _____

Jerry Campbell, Chairman Date
Hernando County Board of County Commission

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

Melissa Tartaglia

County Attorney

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA }
} ss.
COUNTY OF PLACER }

On January 27 2026, before me, E. Fortune Handy, notary public, personally appeared Diane Fox who provided to me on the basis of satisfactory evidence to be the person(s) whose name is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

MGC1 E. FORTUNE HANDY MGC1
COMM. # 2393119
NOTARY PUBLIC - CALIFORNIA
PLACER COUNTY
COMM. EXPIRES FEB. 5, 2026

STATE OF FLORIDA
COUNTY OF HERNANDO

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2026, by Jerry Campbell, as Chairman of the Hernando County Board of County Commissioners, who ☐ is personally known to me OR ☐ has produced _____, as identification.

_____
Notary Public (Signature of Notary)

_____
Name legibly printed, typewritten or stamped

EXHIBIT A

Lot 48, Corporate Air Park, Phase Two, according to the Plat as recorded in Plat Book 32, Pages 40 – 41 inclusive, of the Public Records of Hernando County, Florida

Anti-Human Trafficking Affidavit

In compliance with Fla. Stat. § 787.06(13), this affidavit must be completed by an officer or representative of a nongovernmental entity that is executing, renewing, or extending a contract with Hernando County or any of its subordinate units (the "Governmental Entity").

1. My name is Diane Fox and I am over eighteen years of age. The following information is given from my own personal knowledge.

2. I am an officer or representative with AHST 438 LLC, a non-governmental entity (the "Nongovernmental Entity"). I am authorized to provide this affidavit on behalf of Nongovernmental Entity.

3. Neither Nongovernmental Entity, nor any of its subsidiaries or affiliates, uses *coercion* for *labor* or *services*, as such italicized terms are defined in Fla. Stat. § 787.06, as it may be amended from time to time.

4. If, at any time in the future, Nongovernmental Entity does use coercion for labor or services, Nongovernmental Entity will immediately notify Governmental Entity and no contracts may be executed, renewed, or extended between the parties.

5. This declaration is made pursuant to Fla, Stat. § 92.525. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I Diane Fox, declare that I have read the foregoing Anti-Human Trafficking Affidavit and that the facts stated in it are true.

FURTHER AFFIANT SAYETH NAUGHT.

AHST 438 LLC
Name of Nongovernmental Entity

Diane Fox
Printed Name of Affiant

Senior Vice President of Asset Preservation, Inc., the sole member of API Stewart Holdings LLC, the sole member of AHST 438 LLC
Title of Affiant

Signature of Affiant

1/27/2026
Date

GIS Map

Esri Community Maps Contributors, FDEP, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

Parcel Information **Street Names** **Dimensions** **Parcel Lines**

Parcels (Labels)

Easement Historic

Parcel Dimensions

Parcels

Stabilization Permit Complete **Sinkhole Unrepaired**

HILLS OF FLORIDA LLC

PARCEL_KEY	1354108
PARCEL_SHORTNUM	2.2
PARCEL_TYPE	R
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BUILDING_LEASE	N
LOT	
MINERAL_RIGHTS	N
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PARCEL_SORTNUM	R4231823000000200020
PARCEL_EFFDATE	11061998
PARENT_KEY	377862
SECTION	23
TOWNSHIP	23
RANGE	18
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SITUS_HOUSENO	0
SITUS_PREDIR	
SITUS_STREET	CORPORATE
SITUS_STRTYPE	BLVD
SITUS_SUFFDIR	
SITUS_SECTYPE	
SITUS_SECLOC	
SITUS_CITY	SPRING HILL
SITUS_ZIP5	34609
SITUS_ZIP4	
LEGAL1	13.2 AC MOL IN NW1/4 LYING N
LEGAL2	BREDA BLVD & W OF SUNCOAST PKY
LEGAL3	AKA PAR A IN RECONFIG
LEGAL4	** CONTINUED **
CONFIDENTIAL	N
OWNER_NAME	HILLS OF FLORIDA LLC

OWNER_NAME2	
MAIL_ADDR1	675 CALIFORNIA RD
MAIL_ADDR2	QUAKERTOWN PA 18951-2478
MAIL_ADDR3	
MAIL_ADDR4	
MAIL_PRURBAN	
MAIL_CITY	QUAKERTOWN
MAIL_STATE	PA
MAIL_POSTALCODE	18951-2478
MAIL_COUNTRY	UNITED STATES
MAIL_CNTRY_CODE	US
MAIL_EFFDATE	09162005
MAIL_FLAG	Y
MAIL_HERN_FLAG	N
MAIL_VALID_FLAG	N
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GIS_MAP_CODE	A166
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FLOOD_COMMENT	
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PCA4_LAND_SIZE	9
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MISC_DISTRICT2	0
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LAND_UNITS	0.000000
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PRYR_TOTPERMSVAL	0
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INVESTIGATED_BY	0
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CER_ADDITIONS	0.000000

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CER_ASSESSED_CNTY	277200.000000
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CER_DELETIONS	0.000000
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CER_EXEM_WXONLY	0.000000
CER_EXEMPT_CNTY	0.000000
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CER_LAND_VALUE	277200.000000
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CER_LEVY_CODE	CWES
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CER_NAD_TAX6_DSC	
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COUNTYNO	37
OBJECTID	19607
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SHAPE__Area	578223.911011

Meeting: 02/10/2026
Department: BCC Records
Prepared By: Heidi Prouse
Initiator: Heidi Prouse
DOC ID: 16820
Legal Request Number:
Bid/Contract Number:

TITLE
Approval of Minutes for Regular Meeting of August 26, 2025

BRIEF OVERVIEW
The attached Minutes for the Regular Meeting of the Board of County Commissioners on August 26, 2025, are submitted for review and approval.

FINANCIAL IMPACT
N/A

LEGAL NOTE
N/A

RECOMMENDATION
The attached Minutes for the Regular Meeting of the Board of County Commissioners on August 26, 2025, are submitted for review and approval.

REVIEW PROCESS

Heidi Prouse	Approved	02/03/2026 12:24 PM
Colleen Conko	Approved	02/03/2026 12:27 PM

Hernando County

Board of County Commissioners

Regular Meeting

Minutes

August 26, 2025

CALL TO ORDER

The meeting was called to order at 9:00 a.m. on Tuesday, August 26, 2025, in the John Law Ayers County Commission Chambers, Government Center, Brooksville, Florida.

Attendee Name	Title
Brian Hawkins	Chairman
Jerry Campbell	Vice Chairman
John Allocco	Second Vice Chairman
Ryan Amsler	Commissioner
Steve Champion	Commissioner
Toni Brady	Deputy County Administrator
Carla Burrmann	Aquatic Services Manager
Todd Crosby	Assistant County Engineer
Paul Hasenmeier	Public Safety Director/Fire Chief
Jon Jouben	County Attorney
Christopher Linsbeck	Community Services Director
Dennis O'Keefe	Acting Building Official
Gordon Onderdonk	Utilities Director
Jeffrey Rogers	County Administrator
Carla Rossiter-Smith	Chief Procurement Officer
Rob Talmage	Parks and Recreation Administrator
Paige Jefferys	Deputy Clerk
Heidi Prouse	Deputy Clerk

Invocation

Pledge of Allegiance

AGENDA

Motion
To approve the Agenda with changes.

(Note: Item Nos. G-17 [Acceptance of Federal Aviation Administration Grant Through Airport Improvement Program for Airfield Layout Plan Update and Property Inventory Map a Brooksville-Tampa Bay Regional Airport and Associated Budget Resolution] and P-3 [First Amendment to Interlocal Agreement for Fire Protection and Other Emergency Services With City of Brooksville] were added to the Agenda.)

RESULT:	**ADOPTED**
MOVER:	Ryan Amsler
SECONDER:	John Allocco
AYES:	Hawkins, Campbell, Allocco, Amsler and Champion

ELECTED OFFICIALS

There were no Elected Officials' comments.

CITIZENS' COMMENTS

Citizens commented on various topics and issues.

BOARD/STAFF RESPONSES

The Board and/or staff responded to questions and concerns expressed during Citizens' Comments.

There was Board consensus to direct the County Attorney's Office to provide a summary of Senate Bill 180, and to bring it back to the Board on a future Agenda.

CHIEF FINANCIAL OFFICER JOSHUA STRINGFELLOW

Presentation by Clerk of Circuit Court and Comptroller's Office Financial Services of Banking Relationship Review

Quarterly Investment Report for Quarter Ended June 30, 2025

COUNTY ADMINISTRATOR JEFFREY ROGERS

County Administrator Jeffrey Rogers requested Board consensus to move Agenda Item No. N [Proposed Renaming of Hexam Water Treatment Plant to Mark K. Morgan Regional Water Treatment Facility] up in the Agenda to be heard before Agenda Item No. G [Consent Agenda].

The Board concurred.

UTILITIES DIRECTOR GORDON ONDERDONK

Proposed Renaming of Hexam Water Treatment Plant to Mark K. Morgan Regional Water Treatment Facility

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	John Allocco
SECONDER:	Steve Champion
AYES:	Hawkins, Campbell, Allocco, Amsler and Champion

CONSENT AGENDA

FY 2026 Project Grant Agreement With Withlacoochee Regional Water Supply Authority for Local Government Water Supply and Conservation Funding Assistance Program

This item was pulled and voted on separately.

Ratification of Donation Agreements Through County Travel Trailer Units Program for Disaster Housing Relief

Ratification of Hazard Mitigation Grant Program Application for Disaster Assistance for Hunters Lake Outfall System Project and Associated Resolution Granting County Administrator Signature Authority for Documents Related to Project

This item was pulled and voted on separately.

Revocable License Agreement With Prime-88, Inc., to Temporarily Utilize Portion of Parking Lot at Utilities Department for Overflow Parking

Ninth Amendment to Aviation Ground Lease Agreement With Raytheon Company for Use of Airfield at Brooksville-Tampa Bay Regional Airport

Statutory Deed for Severed Improvement Only With Flightpath Aviation Services, Inc., Transferring Hangar Only Located at 17330 Spring Hill Drive at Brookville-Tampa Bay Regional Airport as Part of Approved Incentive Agreement

2025 Local Mitigation Strategy Plan and Associated Resolution

Approval of Minutes for Land Use Meeting of July 1, 2025

Approval of Minutes for Regular Meeting of July 22, 2025

Approval of Minutes for Regular Meeting of August 12, 2025

Declaration of Various Tangible Property as Surplus for Disposal and Removal From Fixed Asset Inventory

Ratification of Emergency Purchase Order to Tetra Tech, Inc., for Substantial Damage Technical Assistance Services Due to Hurricane Helene and Hurricane Milton for Developmental Services Department

Satisfactions of Second Mortgages for Archie R. Scott and Laura Martin Through Neighborhood Stabilization Program Purchase Assistance Program

Transmittal of List of Accounts Payable Disbursements for Weeks Ended July 18, 2025, and July 25, 2025

Write-Off of Uncollectible Utilities Department Accounts

Corporate Easement From Hernando County Water & Sewer District to Withlacoochee River Electric Cooperative, Inc., for Access Across Ridge Manor Wastewater Treatment Plant Located at 5095 Kettering Road

This item was pulled and voted on separately.

Acceptance of Federal Aviation Administration Grant Through Airport Improvement Program for Airfield Layout Plan Update and Property Inventory Map at Brooksville-Tampa Bay Regional Airport and Associated Budget Resolution

This item was added during approval of the Agenda.

Comm. Champion made the following Motion.

Motion
To approve Consent Agenda Item Nos. G-2 through G-17.

Comm. Champion revised his Motion as follows:

Revised Motion
To approve Consent Agenda Item Nos. G-2, G-4 through G-15 and G-17 (Resolution No. 2025-140 and Budget Resolution No. 2025-141).

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Ryan Amsler
AYES:	Hawkins, Campbell, Allocco, Amsler and Champion

FY 2026 Project Grant Agreement With Withlacoochee Regional Water Supply Authority for Local Government Water Supply and Conservation Funding Assistance Program

Comm. Allocco made the following Motion.

Motion
To approve.

Comm. Champion made the following Motion.

Motion
To deny.

Comm. Allocco clarified that he had a Motion on the floor.

Comm. Campbell seconded Comm. Allocco's Motion.

Comm. Campbell withdrew his second of the Motion.

Comm. Allocco withdrew his Motion.

Comm. Campbell made the following Motion.

Motion
To table to a date certain of September 9, 2025.

RESULT:	**ADOPTED**
MOVER:	Jerry Campbell
SECONDER:	Steve Champion
AYES:	Hawkins, Campbell, Allocco, Amsler and Champion

Ratification of Hazard Mitigation Grant Program Application for Disaster Assistance for Hunters Lake Outfall System Project and Associated Resolution Granting County Administrator Signature Authority for Documents Related to Project

Comm. Campbell temporarily left the meeting and returned shortly thereafter.

Motion
To approve Consent Agenda Item No. G-3 (Resolution No. 2025-142).

RESULT:	**ADOPTED**
MOVER:	Ryan Amsler
SECONDER:	Steve Champion
AYES:	Hawkins, Campbell, Allocco, Amsler and Champion

Corporate Easement From Hernando County Water & Sewer District to Withlacoochee River Electric Cooperative, Inc., for Access Across Ridge Manor Wastewater Treatment Plant Located at 5095 Kettering Road

Motion
To approve Consent Agenda Item No. G-16.

RESULT:	**ADOPTED**
MOVER:	Ryan Amsler
SECONDER:	Steve Champion
AYES:	Hawkins, Campbell, Allocco, Amsler and Champion

CORRESPONDENCE TO NOTE

Quarterly Investment Report for Quarter Ended March 31, 2025

RECESS/RECONVENE

The Board recessed at 11:20 a.m. and reconvened at 11:30 a.m.

PUBLIC HEARINGS

Proofs of publication of Notices of Public Hearing were noted for the scheduled public hearings.

Appeal of Notice of Unsafe Building Against Property Located at 3273 Mangrove Drive

County Attorney Jon Jouben announced that the unsafe building abatement appeal was resolved prior to the Board meeting, and therefore, there is no appeal to be heard.

County Attorney Jon Jouben requested Board consensus to draft a proposed amendment to the Ordinance pertaining to unsafe building procedures due to ongoing lack of quorum on the Construction and Regulation Board.

The Board concurred.

First Public Hearing to Consider Ordinance Creating and Defining Boundaries for Rainbow Woods Traffic Calming Municipal Service Benefit Unit

The Board accepted public input on this matter.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	John Allocco
SECONDER:	Steve Champion
AYES:	Hawkins, Campbell, Allocco, Amsler and Champion

Ordinance Recognizing Manatee Protection Zone Located at Mud River and Weeki Wachee Gardens Area

RECESS/RECONVENE

The Board recessed at 11:50 a.m. due to an emergency evacuation of the building and reconvened at 12:10 p.m.

Ordinance Recognizing Manatee Protection Zone Located at Mud River and Weeki Wachee Gardens Area

The Board accepted public input on this matter.

Comm. Champion made the following Motion.

Motion
To not proceed with any of these and leave as-is.

Comm. Amsler seconded the Motion.

Comm. Champion clarified his Motion as follows:

Clarification to Motion
To deny and leave as-is.

Comm. Champion revised his Motion as follows:

Revised Motion
To include signage and education to the public.

Comm. Amsler announced that his second on the Motion stands.

Comm. Champion restated the Motion.

Restated Motion
To deny as written and for administration and staff to look into education for the public.

RESULT:	**DEFEATED**
MOVER:	Steve Champion
SECONDER:	Ryan Amsler
AYES:	Amsler and Champion
NAYES:	Hawkins, Campbell and Allocco

There was Board consensus to direct the staff to mail a survey, utilizing funds from Tourism Development Tax collection, to the residents pertaining to options for the Manatee Protection Zone, and to bring the collected data back to the Board for discussion on a future Agenda.

Comm. Amsler temporarily left the meeting and returned shortly thereafter.

RECESS/RECONVENE

The Board recessed at 2:00 p.m. and reconvened at 2:10 p.m.

PUBLIC HEARINGS

First Public Hearing to Consider Ordinance Creating and Defining Boundaries for Rainbow Woods Traffic Calming Municipal Service Benefit Unit

Motion
To approve the staff recommendation (Ordinance No. 2025-10).

RESULT:	**ADOPTED**
MOVER:	John Allocco
SECONDER:	Steve Champion
AYES:	Hawkins, Campbell, Allocco, Amsler and Champion

AQUATIC SERVICES MANAGER CARLA BURRMANN

Presentation of Canal Maintenance Study Results Regarding Evaluation of Residential Navigable Canals West of U.S.19 by Aquatic Services and Waterways Department

RECESS/RECONVENE

The Board recessed at 2:45 p.m. due to an emergency evacuation of the building and reconvened at 3:00 p.m.

COUNTY ATTORNEY JON JOUBEN

Consideration of Request to Reduce or Forgive In Whole Outstanding Special Master Default Order for Public Nuisance Animal and Failing to License Animal Filed Against Brittany Schick

Motion
To reduce the fine to $75 per month for a year with no further interest to incur.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Jerry Campbell
AYES:	Hawkins, Campbell, Allocco, Amsler and Champion

COMMUNITY SERVICES DIRECTOR CHRISTOPHER LINSBECK

Update and Request for Additional Staffing to Operate Splash Park at Anderson Snow Sports Complex

There was Board consensus to direct the staff to not add any payroll and to operate as necessary.

CHIEF PROCUREMENT OFFICER CARLA ROSSITER-SMITH

Award of Construction Contract to Superior Asphalt, Inc., for Taxiway D Rehabilitation and Taxiway A1 Reconstruction Projects at Brooksville-Tampa Bay Regional Airport (Contract No. 25-CG00987/JG; Amount: $497,001.00)

Award of Term Contract to Friends Recycling, LLC, for Processing and Disposal of Waste Tire Management Services (Contract No. 25-T00998/JG; Amount: $150,000.00)

Change Order No. 5 to Purchase Order With Coastal Engineering Associates, Inc., for Engineering Services for Septic to Sewer Conversion, District A Project and Development of Septic Upgrade Incentive Program for Utilities Department (Contract No. 21-RG0045; Amount: $120,857.00)

Utilization of Brevard County Contracts With Life Assist, Inc., Bound Tree Medical, LLC, and Henry Schein, Inc., for Medical Supplies for Hernando County Fire and Emergency Services (Amount: $1,800,000.00)

Motion
To approve Item Nos. M-1 through M-4

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	John Allocco
AYES:	Hawkins, Campbell, Allocco, Amsler and Champion

UTILITIES DIRECTOR GORDON ONDERDONK

Proposed Renaming of Hexam Water Treatment Plant to Mark K. Morgan Regional Water Treatment Facility

This item was moved up on the Agenda and heard prior to Agenda Item No.G [Consent Agenda].

ACTING PUBLIC WORKS DIRECTOR/COUNTY ENGINEER TODD CROSBY

Contract for Sale and Purchase of Real Estate With NNN Reit, LP, for Property Located at 18885 Cortez Boulevard for Development Services Department Expansion and Associated Budget Amendment (Key #1211281)

Contract for Sale and Purchase of Real Estate With Randall S. Harris and Pamela J. Harris for Property Located on County Line Road for Extension of Frontage Road From Linden Drive to Anderson Snow Road for Department of Public Works (Key #378718)

Installation of Additional Street Lights Within Spring Hill Street Lighting Municipal Service Benefit Unit

Motion
To approve Item Nos. O-1 through O-3.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	John Allocco
AYES:	Hawkins, Campbell, Allocco, Amsler and Champion

COUNTY ADMINISTRATOR JEFFREY ROGERS

Appointment of Members to Affordable Housing Advisory Committee for Two-Year Term in Accordance With State Housing Initiatives Partnership Act

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Jerry Campbell
SECONDER:	Steve Champion
AYES:	Hawkins, Campbell, Allocco, Amsler and Champion

First Amendment to Interlocal Agreement for Fire Protection and Other Emergency Services With City of Brooksville

This item was added during approval of the Agenda and was moved up and heard before Item No. P-2 [Update Regarding Ongoing Board Directives].

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Jerry Campbell
AYES:	Hawkins, Campbell, Allocco, Amsler and Champion

Update Regarding Ongoing Board Directives

BOARD OF COUNTY COMMISSIONERS

The Board commented on various issues.

ADJOURNMENT

The meeting was adjourned at 4:35 p.m.

Meeting: 02/10/2026
Department: BCC Records
Prepared By: Heidi Prouse
Initiator: Heidi Prouse
DOC ID: 17143
Legal Request Number:
Bid/Contract Number:

TITLE
Approval of Minutes for Regular Meeting of December 16, 2025

BRIEF OVERVIEW
The attached Minutes for the Regular Meeting of the Board of County Commissioners on December 16, 2025, are submitted for review and approval.

FINANCIAL IMPACT
N/A

LEGAL NOTE
N/A

RECOMMENDATION
The attached Minutes for the Regular Meeting of the Board of County Commissioners on December 16, 2025, are submitted for review and approval.

REVIEW PROCESS

Heidi Prouse	Approved	02/03/2026	3:21 PM
Colleen Conko	Approved	02/03/2026	3:36 PM

Hernando County

Board of County Commissioners

Regular Meeting

Minutes

December 16, 2025

CALL TO ORDER

The meeting was called to order at 9:00 a.m. on Tuesday, December 16, 2025, in the John Law Ayers County Commission Chambers, Government Center, Brooksville, Florida.

Attendee Name	Title
Jerry Campbell	Chairman
Ryan Amsler	Vice Chairman
Steve Champion	Second Vice Chairman
John Allocco	Commissioner
Brian Hawkins	Commissioner
Toni Brady	Deputy County Administrator
Carla Burrmann	Natural Resources Manager
Scott Harper	Solid Waste Services Manager
Paul Hasenmeier	Public Safety Director/Fire Chief
Scott Herring	Public Works Director
Jon Jouben	County Attorney
Darlene Lollie	Transit Administrator
Gordon Onderdonk	Utilities Director
Veda Ramirez	Housing and Supportive Services Director
Jeffrey Rogers	County Administrator
Carla Rossiter-Smith	Chief Procurement Officer
Melissa Tartaglia	Assistant County Attorney
Nienke Osinga	Deputy Clerk
Heidi Prouse	Deputy Clerk

Invocation

Pastor Rossiter Provided a Reading of "A Christmas Story"

Pledge of Allegiance

CHAIRMAN JERRY CAMPBELL

Performance by Live Oak Theater

AGENDA

Motion
To approve the Agenda.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Brian Hawkins
AYES:	Campbell, Amsler, Champion, Allocco and Hawkins

WITHLACOOCHEE RIVER ELECTRIC COOPERATIVE DISTRICT MANAGER BENJAMIN COOPER

Presentation by Withlacoochee River Electric Cooperative, Inc., of 2025 Capital Credit Refund

ELECTED OFFICIALS

There were no Elected Officials' comments.

CITIZENS' COMMENTS

Citizens commented on various topics and issues.

BOARD/STAFF RESPONSES

The Board and/or staff responded to questions and concerns expressed during Citizens' Comments.

CONSENT AGENDA

Amendment No. 4 to Grant Agreement With Florida Fish and Wildlife Conservation Commission for Florida Boating Improvement Program Grant Funding for Improvements at Lake Townsen Park Boat Ramp and Associated Budget Resolution

This item was pulled and voted on separately.

Federally Funded Subaward and Grant Agreement With State Division of Emergency Management for FY 2025-26 Emergency Management Performance Grant and Associated Budget Resolution

This item was pulled and voted on separately.

Ratification of Donation Agreements Through County Travel Trailer Units Program for Disaster Housing Relief

Ratification of Revocable License Agreement With Herbert Sherbert, Inc., to Temporarily Utilize Portions of County Owned Property Located at 924 Hale Avenue

Request Submitted by Library Services to Apply for Do NASA Science LIVE! Mini-Grant Opportunity for Libraries, Museums and Ambassadors Through National Aeronautics and Space Administration a/k/a NASA, SciStarter and NASA Solar System Ambassadors

Tourist Development Council Special Events Grant Award to Promote Florida's Adventure Coast Events for FY 2026

Utility Oversizing Agreement Between Hernando County Water and Sewer District and Oakview Woods, LLC, for Oakview Woods Sanitary Sewer Force Main

This item was pulled and voted on separately.

Acceptance of State Housing Initiatives Partnership Program 2025 Local Housing Incentive Strategy Report

Declaration of Various Tangible Property as Surplus for Disposal and Removal From Fixed Asset Inventory

Satisfaction of Interim Disposal Special Assessment Lien for Glen F. Burich

Transmittal of List of Accounts Payable Disbursements for Weeks Ended October 10, 2025, October 17, 2025, and October 24, 2025

Transmittal of List of Accounts Payable Disbursements for Weeks Ended October 31, 2025, November 7, 2025, and November 14, 2025

Various Satisfactions of Code Enforcement Public Nuisance Abatement Special Assessment Liens

Various Satisfactions of Code Enforcement Special Master Liens

Approval of Minutes for Final Budget Hearing of September 23, 2025

Approval of Minutes for Land Use Meeting of October 7, 2025

Approval of Minutes for Regular Meeting of October 14, 2025

Approval of Minutes for Regular Meeting of October 28, 2025

Approval of Minutes for Land Use Meeting of November 4, 2025

Approval of Minutes for Regular Meeting of November 18, 2025

Approval of Minutes for Land Use Meeting of December 2, 2025

Acceptance of Perpetual Utility Easement From Jumper Loop Project, LLC, With Hernando County Water and Sewer District for Property Located at Silverthorn Golf Course

Motion
To approve Consent Agenda Item Nos. G-3 through G-6 and G-8 through G-22.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Ryan Amsler
AYES:	Campbell, Amsler, Champion, Allocco and Hawkins

Amendment No. 4 to Grant Agreement With Florida Fish and Wildlife Conservation Commission for Florida Boating Improvement Program Grant Funding for Improvements at Lake Townsen Park Boat Ramp and Associated Budget Resolution

Federally Funded Subaward and Grant Agreement With State Division of Emergency Management for FY 2025-26 Emergency Management Performance Grant and Associated Budget Resolution

Utility Oversizing Agreement Between Hernando County Water and Sewer District and Oakview Woods, LLC, for Oakview Woods Sanitary Sewer Force Main

Motion
To approve Consent Agenda Nos. G-1, G-2, and G-7 (Budget Resolution Nos. 2025-211 and 2025-212).

RESULT:	**ADOPTED**
MOVER:	Ryan Amsler
SECONDER:	John Allocco
AYES:	Campbell, Amsler, Champion, Allocco and Hawkins

CORRESPONDENCE TO NOTE

Notice of Purchasing Policy Exceptions for October 2025

Notification From Community Food Bank of Citrus County, Inc., Regarding Recension of Proposal for Rise Empowerment Center of Hernando County

Recognition of Donations to Parks and Recreation Department for Coach Lorenzo Hamilton Sr. Park.

Update Regarding Weeki Wachee River Submerged Aquatic Vegetation Restoration Project Five Months Post Installation

PUBLIC HEARINGS

Proofs of publication of Notices of Public Hearing were noted for the scheduled public hearings.

Resolution Adopting Uniform Method for Levy, Collection and Enforcement of Non-Ad Valorem Assessments for Municipal Service Benefit Units

Comm. Champion temporarily left the meeting and returned shortly thereafter.

There was no public input.

Motion
To approve the staff recommendation (Resolution No. 2025-213).

RESULT:	**ADOPTED**
MOVER:	Ryan Amsler
SECONDER:	John Allocco
AYES:	Campbell, Amsler, Champion, Allocco and Hawkins

Submittal of 2024 Consolidated Annual Performance and Evaluation Report a/k/a CAPER to U.S. Department of Housing and Urban Development a/k/a HUD for Community Development Block Grant and HOME Investment Partnerships Programs

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	John Allocco
SECONDER:	Steve Champion
AYES:	Campbell, Amsler, Champion, Allocco and Hawkins

Resolution Adopting Revised Rates, Fees and Charges for Solid Waste Disposal at Hernando County Solid Waste Management Facility

The Board accepted public input on this matter.

Motion
To approve the disposal fee schedule as presented and with convenience center fees at $5.00 for up to five 32-gallon trash bags, anything else is $15 per trip, and to review in 90-days for possible schedule revision.

RESULT:	**ADOPTED**
MOVER:	Ryan Amsler
SECONDER:	Steve Champion
AYES:	Campbell, Amsler, Champion, Allocco and Hawkins

Chairman Campbell requested Board consensus to direct the County Attorney's Office to bring back a proposed referendum for the ballot to expand the universal area.

RECESS/RECONVENE

The Board recessed at 11:50 a.m. and reconvened at 12:00 p.m.

Resolution Adopting Revised Rates, Fees and Charges for Solid Waste Disposal at Hernando County Solid Waste Management Facility

Chairman Campbell announced that there was previous consensus by the Board on January 14, 2025, to direct the staff to bring back an item for discussion regarding a potential ballot referendum for expansion of mandatory universal collection.

There was Board consensus to direct the staff to not move forward with a potential ballot referendum for expansion of mandatory universal collection at this time.

COUNTY ATTORNEY JON JOUBEN

Consideration of Request by Submitted by Fisher Link Development, LLC, to Forgive Fines Ordered by Special Master for Code Violations Against Parcel Located at 12495 Bell Hollow Court

Comm. Champion made the following Motion.

Motion
To reduce all fines to the exact cost to the County.

Comm. Champion modified his Motion as follows:

Modification to Motion
To reduce to $686.00.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Ryan Amsler
AYES:	Campbell, Amsler, Champion, Allocco and Hawkins

DIRECTOR OF PROCUREMENT & STRATEGIC INITIATIVES CARLA ROSSITER-SMITH

Award of Term Contract to Ferguson Enterprises, LLC, d/b/a Ferguson Waterworks for Purchase of Meter Boxes as Needed for Utilities Department (Contract No. 25-T01149/JS; Amount: $313,935.00)

Award of Term Contract to Triple Crown C Lawn Jockey's, LLC, for Mowing Services for Hernando Beach and Weeki Wachee (Contract No. 25-T01093/JG; Amount: $423,000.00)

Change Order No. 2 to Purchase Order With Hartman Civil Construction Co., Inc., for Ayers Road Stormwater Management Facility Repair and Quality Drive Pond Southeast Flume Restoration Projects for Department of Public Works (Contract No. 25-C01032; Change Order Amount: $153,030.00)

Contract Amendment and Change Order No. 2 to Purchase Order With Tyler Technologies, Inc., for Public Sector and Education Administration Software Solutions With Related Services for Enterprise Resource Planning Software and Enterprise Permitting and Licensing Software and Related Services for Various County Departments and Entities (Contract No. 25-P0191C; Amount: $110,260.00)

Service Agreement With Full Stack Payments, LLC, d/b/a Full Stack Payments Enterprise; and Merchant Application and Agreement With Netevia for Government Payment Processing Services and Associated Resolutions

This item was pulled and voted on separately.

Utilization of Jacksonville Transportation Authority Contract With Gillig, LLC, for Purchase and Replacement of Mass Transit Bus for Transit Department (Contract No. 25-P0234A; Amount: $718,184.00)

Utilization of Sourcewell Contract With BOXX Modular, Inc., for Relocatable Building or Storage With Related Accessories, Services and for Waterways Department Office Trailer (Amount: $84,084.00)

Utilization of Sourcewell Contract With Samsara, Inc., for Fleet Management Technologies With Related Software Solutions for Fleet Department (Amount: $805,062.24)

Motion
To approve Item Nos. K-1 through K-4 and K-6 through K-8.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Ryan Amsler
AYES:	Campbell, Amsler, Champion, Allocco and Hawkins

Service Agreement With Full Stack Payments, LLC, d/b/a Full Stack Payments Enterprise; and Merchant Application and Agreement With Netevia for Government Payment Processing Services and Associated Resolutions

There was Board consensus to direct the staff to research options for a possible Ordinance regarding a business charging a credit card fee and being required to accept cash payments.

Motion
To approve Item No. K-5 (Resolution Nos. 2025-214 and 2025-215).

RESULT:	**ADOPTED**
MOVER:	John Allocco
SECONDER:	Ryan Amsler
AYES:	Campbell, Amsler, Champion, Allocco and Hawkins

Service Agreement With Full Stack Payments, LLC, d/b/a Full Stack Payments Enterprise; and Merchant Application and Agreement With Netevia for Government Payment Processing Services and Associated Resolutions

HOUSING AND SUPPORTIVE SERVICES DIRECTOR VEDA RAMIREZ

Various Community Development Block Grant Program Funding Agreements to Nonprofit Organizations

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Ryan Amsler
SECONDER:	Steve Champion
AYES:	Campbell, Amsler, Champion, Allocco and Hawkins

UTILITIES DIRECTOR GORDON ONDERDONK

Interlocal Wholesale Wastewater Agreement Between Hernando County Water and Sewer District and City of Brooksville

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Brian Hawkins
AYES:	Campbell, Amsler, Champion, Allocco and Hawkins

PUBLIC WORKS DIRECTOR/COUNTY ENGINEER SCOTT HERRING

Acceptance of Deed of Dedication From Hawk Lake Hideaway, LLC, for Right-of-Way Expansion of Hexam Road, Star Road and Weeping Willow Street and Associated Resolution

Construction Contract With Statewide Safety Services, LLC, for Glen Lake's Commons Signalized Intersection Improvements Project and Associated Budget Amendment

Termination of Agreement for Decorative Plantings and Landscape Maintenance With Hernando Beach Property Owners' Association

Motion
To approve Item Nos. N-1 through N-3 (Resolution No. 2025-216).

RESULT:	**ADOPTED**
MOVER:	Brian Hawkins
SECONDER:	Steve Champion
AYES:	Campbell, Amsler, Champion, Allocco and Hawkins

COMMISSIONER JOHN ALLOCCO

Discussion Regarding Bourassa Boulevard and Eagle Shore Drive Roadway Concerns Located at Hawk Lake Hideaway

TRANSIT ADMINISTRATOR DARLENE LOLLIE

Transit Program of Projects for FY 2026

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Brian Hawkins
SECONDER:	Steve Champion
AYES:	Campbell, Amsler, Champion, Allocco and Hawkins

COMMISSIONER JOHN ALLOCCO

Discussion Regarding Roadway Access for Emergency Vehicles in Royal Highlands Area

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	John Allocco
SECONDER:	Steve Champion
AYES:	Campbell, Amsler, Champion, Allocco and Hawkins

COUNTY ADMINISTRATOR JEFFREY ROGERS

Appointment of Stanley Kaszuba III to Tourist Development Council Until December 31, 2029

Comm. Champion temporarily left the meeting.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Ryan Amsler
SECONDER:	John Allocco
AYES:	Campbell, Amsler, Allocco and Hawkins
AWAY:	Champion

Comm. Champion returned to the meeting.

Proposed Revision to 2026 Board of County Commissioners Meeting Schedule

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Brian Hawkins
AYES:	Campbell, Amsler, Champion, Allocco and Hawkins

Request for Additional Project Manager Position and Customer Care Specialist for Utilities Department

Motion
To approve the request for an additional Project Manager position and to deny the request for a Customer Care Specialist position.

RESULT:	**ADOPTED**
MOVER:	Ryan Amsler
SECONDER:	Brian Hawkins
AYES:	Campbell, Amsler, Champion, Allocco and Hawkins

Update Regarding Ongoing Board Directives

BOARD OF COUNTY COMMISSIONERS

The Board commented on various topics and issues.

ADJOURNMENT

The meeting was adjourned at 3:15 p.m.

Meeting: 02/10/2026
Department: BCC Records
Prepared By: Heidi Prouse
Initiator: Heidi Prouse
DOC ID: 17144
Legal Request Number:
Bid/Contract Number:

TITLE
Approval of Minutes for Port Authority Meeting of December 16, 2025

BRIEF OVERVIEW
The attached Minutes for the Port Authority Meeting of the Board of County Commissioners on December 16, 2025, are submitted for review and approval.

FINANCIAL IMPACT
N/A

LEGAL NOTE
N/A

RECOMMENDATION
The attached Minutes for the Port Authority Meeting of the Board of County Commissioners on December 16, 2025, are submitted for review and approval.

REVIEW PROCESS

Heidi Prouse	Approved	02/03/2026	3:53 PM
Colleen Conko	Approved	02/03/2026	4:08 PM

Hernando County

Port Authority

Port Authority

Minutes

December 16, 2025

CALL TO ORDER

The meeting was called to order at 3:15 p.m. on Tuesday, December 16, 2025, in the John Law Ayers County Commission Chambers, Government Center, Brooksville, Florida.

Attendee Name	Title
Jerry Campbell	Chairman
Ryan Amsler	Vice Chairman
Steve Champion	Second Vice Chairman
John Allocco	Commissioner
Brian Hawkins	Commissioner
Toni Brady	Deputy County Administrator
Carla Burrmann	Natural Resources Manager
Jon Jouben	County Attorney
Christopher Linsbeck	Community Services Director
Steve Miller	Airport Operations Manager
Valerie Pianta	Economic Development Director
Jeffrey Rogers	County Administrator
Nienke Osinga	Deputy Clerk
Heidi Prouse	Deputy Clerk

Invocation

Pledge of Allegiance

AGENDA

Motion
To approve the Agenda.

RESULT:	**ADOPTED**
MOVER:	Brian Hawkins
SECONDER:	Steve Champion
AYES:	Campbell, Amsler, Champion, Allocco and Hawkins

COUNTY ADMINISTRATOR JEFFREY ROGERS

Presentation and Update Regarding Economic Development and Brooksville-Tampa Bay Regional Airport

Update Regarding Waterways Division Projects and Natural Resources Department

PUBLIC COMMENT

There were no public comments.

BOARD OF COUNTY COMMISSIONERS

The Board commented on various issues.

ADJOURNMENT

The meeting was adjourned at 4:40 p.m.

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Fleet
Prepared By: Lindsey Brown
Initiator: Doug Livermore
DOC ID: 16933
Legal Request Number:
Bid/Contract Number:

TITLE
Declaration of Various Tangible Property as Surplus for Disposal and Removal From Fixed Asset Inventory

BRIEF OVERVIEW
Fleet Management has prepared a listing of tangible property subject to disposal. Fleet Management did not receive any requests for transfer or donation. Public auction or disposal will follow upon approval by the Board.

In accordance with Florida Statute 274.07, "Authority for the disposal of property shall be recorded in the minutes of the governmental unit." Attached is a listing of County property that has been requested to be removed from inventory and the reason for disposal is listed next to each item.

FINANCIAL IMPACT
The sale of surplus vehicles is an essential revenue stream for the Fleet Replacement Fund (5081). The budgeted revenue for the sale of surplus for FY 26 is $170,000.00.

Revenue:

Fund: 5081 - Fleet Replacement Program, **Account: 3641064** - Sale of Surplus Equipment

LEGAL NOTE
The Board has the authority to act on this matter pursuant to Section 274.05 and Chapter 125, Florida Statutes.

RECOMMENDATION
It is recommended the Board approve the items from the attached list to be declared as surplus, auctioned, and removed from the County's fixed asset inventory.

REVIEW PROCESS

Douglas Livermore	Approved	01/15/2026 3:20 PM
Paul Hasenmeier	Approved	01/16/2026 9:24 AM
Erin Dohren	Approved	01/21/2026 1:03 PM
Pamela Hare	Approved	01/21/2026 4:36 PM
Natasha Lopez Perez	Approved	01/22/2026 9:14 AM
Heidi Prouse	Approved	01/22/2026 10:49 AM
Toni Brady	Approved	01/22/2026 3:02 PM
Jeffrey Rogers	Approved	01/25/2026 5:51 PM
Colleen Conko	Approved	01/27/2026 4:40 PM

FY26 Surplus Vehicles and Equipment								
Asset ID	Plate number	Submitting Department	Year	Description	Serial #	Mileage / Hours	Reason for Action	BOCC Board mtg date
9279	139433	4441 - Parks	1997	Brewer 18' Trailer	4EDUS1822UT000003	N/A	meets replacement criteria	02/10/26
13999	N/A	4441 - Parks	2005	Anderson dump trailer	4YNBN14225C036055	N/A	meets replacement criteria	02/10/26
20008	TF0110	3051 - Road Maintenance	2016	Freightliner 114SD	1FVHG3CY4GHHN3872	208,358	meets replacement criteria	02/10/26
21389	TG0829	4441 - Parks	2017	Ford F250 4x2	1FTBF2A64HEE86459	76,742	meets replacement criteria	02/10/26
19425	TC5396	3051 - Road Maintenance	2014	Trekker 27' Trailer	42EDPMV22F1000235	N/A	meets replacement criteria	02/10/26
22790	N/A	3051 - Road Maintenance	2020	John Deere R10	1P00R10EEM0000355	N/A	repair cost exceeds value	02/10/26
22237	N/A	3051 - Road Maintenance	2020	John Deere 5115M	1LV5115MEKK403233	7,619	repair cost exceeds value	02/10/26

ASSETS FOR DISPOSAL					
Asset ID	Submitting Department	Description	Serial #	Current Condition	BOCC Board mtg date
21323	Supervisor of Elections	Z240TX34 HP Desktop	2UA83515F6	obsolete	2/10/26
21326	Supervisor of Elections	Z240TX34 HP Desktop	2UA8341YPM	obsolete	2/10/26
21327	Supervisor of Elections	Z240TX34 HP Desktop	2UA8341YPP	obsolete	2/10/26
21328	Supervisor of Elections	Z240TX34 HP Desktop	2UA8341YPQ	obsolete	2/10/26

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Finance
Prepared By: Shanon Aguayo
Initiator: Joshua Stringfellow
DOC ID: 17014
Legal Request Number:
Bid/Contract Number:

TITLE
Transmittal of List of Accounts Payable Disbursements for Weeks Ended January 9, 2026, January 16, 2026, and January 23, 2026

BRIEF OVERVIEW
Transmittal of List of Accounts Payable Disbursements for weeks ending Ended January 9, 2026, January 16, 2026, and January 23, 2026

In addition to the check registers, the total Board of County Commissioners payroll disbursements for payroll checks dated January 13, 2026, and January 27, 2026, was $3,616,265.14

FINANCIAL IMPACT
N/A

LEGAL NOTE
The Board is authorized to act on this matter pursuant to Chapter 125, Florida Statutes

RECOMMENDATION
It is recommended that the Board approve of the accounts payable disbursement for weeks ending January 9, 2026, January 16, 2026, and January 23, 2026

REVIEW PROCESS

Josh Stringfellow	Escalated	01/26/2026 5:18 PM
Ashley Larramore	Approved	01/28/2026 3:30 PM
Douglas Chorvat - FYI	Notified - FYI	01/28/2026 3:30 PM
Pamela Hare	Approved	01/28/2026 4:13 PM
Heidi Prouse	Approved	01/29/2026 9:37 AM
Toni Brady	Approved	01/29/2026 6:50 PM
Jeffrey Rogers	Approved	02/02/2026 12:57 PM
Colleen Conko	Approved	02/02/2026 1:00 PM

Board of County Commissioners Checks Issued

Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
290535	01/09/2026	AMERICAN EXPRESS TRS	AMEX-NOV 25 CODE	NOV-25	$26.75
290535	01/09/2026	AMERICAN EXPRESS TRS	AMEX-NOV 25 LIBRARIES	NOV-25	$0.55
290536	01/09/2026	AMERICAN STANDARD LANDSCAPING LLC	MOW 12/25	8313	$425.00
290536	01/09/2026	AMERICAN STANDARD LANDSCAPING LLC	MOW 12/25	8314	$165.00
290537	01/09/2026	BRENNICK BROTHERS INC	RENTAL 11/14-12/12/25	25-1462	$7,600.00
290538	01/09/2026	CASEY PHILLIPS	PETTY CASH-7ELEVEN	12-22-2025	$10.64
290538	01/09/2026	CASEY PHILLIPS	PETTY CASH-HARBOR FRE	12-22-2025	$16.48
290538	01/09/2026	CASEY PHILLIPS	PETTY CASH-LOWES	12-22-2025	$51.26
290538	01/09/2026	CASEY PHILLIPS	PETTY CASH-USPS	12-22-2025	$24.80
290538	01/09/2026	CASEY PHILLIPS	PETTY CASH-WALMART	12-22-2025	$23.07
290539	01/09/2026	CHARTER COMMUNICATIONS	169290201 12/21-1/20	169290201C6	$115.00
290540	01/09/2026	CIGNA	10/02/23 ZN	23-91594	$552.69
290541	01/09/2026	CITRUS COUNTY BOCC	HCFR TRAINEES	2026-21	$27,595.00
290542	01/09/2026	CUMMINS INC	OUTSIDE SERVICE AND REPAI	B5-251252561	$3,226.32
290542	01/09/2026	CUMMINS INC	OUTSIDE SERVICE AND REPAI	B5-251252730	($196.91)
290543	01/09/2026	DAVIES CLAIMS NORTH AMERICA INC	2ND QTR WC ADMIN FEE	CI-02215	$8,443.75
290544	01/09/2026	DUKE ENERGY	9100 8502 2419	85022419C6	$44.15
290544	01/09/2026	DUKE ENERGY	9100 8506 9604	85069604C6	$46.32
290544	01/09/2026	DUKE ENERGY	9100 8507 0962	85070962C6	$423.03
290544	01/09/2026	DUKE ENERGY	9100 8605 5321	86055321C6	$88.46
290544	01/09/2026	DUKE ENERGY	9101 7087 5508	70875508C6	$13.08
290545	01/09/2026	ELLIOTT EQUIPMENT COMPANY	W WATER, VEH ID#12055	T-108957	$332,251.00
290546	01/09/2026	FERREIRA CONSTRUCTION CO INC	24-CG00730 KLN WTP UG	PAYREQ#5	$48,000.00
290546	01/09/2026	FERREIRA CONSTRUCTION CO INC	24-CG00730 RETAINAGE	PAYREQ#5	($2,400.00)
290547	01/09/2026	FLORIDA DIVISION OF EMERGENCY	PW 2754 DE-OBLIGATION	00-HC-01	$134,592.32
290547	01/09/2026	FLORIDA DIVISION OF EMERGENCY	PW 760 DE-OBLIGATION	00-HC01-4734	$333.33
290547	01/09/2026	FLORIDA DIVISION OF EMERGENCY	PW 764 DE-OBLIGATION	00-HC-02	$504.88
290548	01/09/2026	HERNANDO COUNTY UTILITIES DEPT	AC00024-02	AC0002402C6	$11.18
290548	01/09/2026	HERNANDO COUNTY UTILITIES DEPT	AC00028-08	AC0002808C6	$186.42
290548	01/09/2026	HERNANDO COUNTY UTILITIES DEPT	AC00097-00	AC0009700C6	$55.84
290548	01/09/2026	HERNANDO COUNTY UTILITIES DEPT	AC00101-00	AC0010100C6	$181.79
290548	01/09/2026	HERNANDO COUNTY UTILITIES DEPT	AC00152-01	AC0015201C6	$77.58
290548	01/09/2026	HERNANDO COUNTY UTILITIES DEPT	AC00176-00	AC0017600C6	$12.04
290548	01/09/2026	HERNANDO COUNTY UTILITIES DEPT	AC00188-00	AC0018800C6	$26.35
290548	01/09/2026	HERNANDO COUNTY UTILITIES DEPT	AC00195-00	AC0019500C6	$21.24
290548	01/09/2026	HERNANDO COUNTY UTILITIES DEPT	FZ00024-01	FZ0002401C6	$998.28
290548	01/09/2026	HERNANDO COUNTY UTILITIES DEPT	FZ00047-01	FZ0004701C6	$414.97
290548	01/09/2026	HERNANDO COUNTY UTILITIES DEPT	FZ00048-01	FZ0004801C6	$52.70
290548	01/09/2026	HERNANDO COUNTY UTILITIES DEPT	NW00002-00	NW0000200C6	$370.34
290548	01/09/2026	HERNANDO COUNTY UTILITIES DEPT	NW00003-00	NW0000300C6	$1,322.60
290549	01/09/2026	JAMES J MOLL	12/25 WATER AWARENESS	12-10-25	$250.00
290550	01/09/2026	JOHN PARKERSON	REIMBURSEMENT	240172175	$46.75

Board of County Commissioners Checks Issued

Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
290551	01/09/2026	MR GOOD STUFF	PARKS EMP RECOGNITON	1052	$352.75
290552	01/09/2026	ODYSSEY MANUFACTURING CO	CHLORINE LIQUID, CHLORINE	105008	$1,837.50
290552	01/09/2026	ODYSSEY MANUFACTURING CO	CHLORINE LIQUID, CHLORINE	105459	$3,500.00
290553	01/09/2026	POLYDYNE INC	POLYMER, FOR GRAVITY BELT	1981871	$27,137.70
290554	01/09/2026	QUANTUM PARTNERS LLC	ARTIFICIAL INTELLIGENCE I	1072	$22,500.00
290555	01/09/2026	REGENCY OAKS CIVIC ASSOCIATION	REPAIRS TO ENTRANCE	ROCA121625	$819.46
290556	01/09/2026	RJH TECHNICAL SERVICES INC	PMP RNT 1/3-2/2/26	14630	$8,500.00
290557	01/09/2026	TRANE US INC	BUILDING A SYSTEMS:(AHU/C	315775463	$24,583.83
290557	01/09/2026	TRANE US INC	BUILDING B SYSTEMS: (AHU/	315775463	$18,105.08
290557	01/09/2026	TRANE US INC	BUILDING C SYSTMES: (AHU/	315775463	$6,665.09
290558	01/09/2026	TURNING POINT ELECTRIC INC	2026-025 FY22/23 SAR	SARACINAJ S	$4,500.00
290559	01/09/2026	VESTIS SERVICES LLC	RENTAL/LEASE OF UNIFORMS-	5630780906	$42.84
290559	01/09/2026	VESTIS SERVICES LLC	WATER UNIFORM SERVICES: S	5630805487	$20.37
290560	01/09/2026	VISION SERVICE PLAN - IC	ACCT 30021040 11/25	823964650	$9,013.30
290560	01/09/2026	VISION SERVICE PLAN - IC	ACCT 30021040 11/25	823964674	$41.92
290560	01/09/2026	VISION SERVICE PLAN - IC	ACCT 30021040 11/25	823964679	$1,015.20
290560	01/09/2026	VISION SERVICE PLAN - IC	ACCT 30021040 11/25 A	823964679	($11.62)
290561	01/09/2026	W W GRAINGER INC	OPERATING SUPPLIES,	9730374528	$1,446.02
290561	01/09/2026	W W GRAINGER INC	OPERATING SUPPLIES,	9730911501	$553.68
290561	01/09/2026	W W GRAINGER INC	SAFETY GEAR	9730374528	$1,449.80
290561	01/09/2026	W W GRAINGER INC	SMALL TOOLS	9730911501	$1,578.48
290562	01/09/2026	WANNEMACHER JENSEN ARCHITECTS LLC	FEE SCHEDULE AND ATTACHED	24021.10	$30,937.00
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	1/9-2/8/26 CPR LE	5037051790	$125.57
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	10/25-11/25 COPIES	5036805638	$325.05
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	10/25-11/25 COPIES	5036832102	$205.55
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	10/25-11/25 COPIES	5036884307	$124.50
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	10/25-11/25 COPIES	5036884308	$28.09
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	10/25-12/25 COPIES	5037051790	$218.52
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	10/25-12/25 COPIES	5037051792	$194.56
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	11/21-12/20/25 CPR LE	5036474457	$125.57
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	11/23-12/22/25 CPR LE	5036522294	$125.57
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	11/23-12/22/25 CPR LE	5036522295	$125.57
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	12/18-1/17/26 CPR LE	5036805638	$118.21
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	12/20-1/19/26 CPR LE	5037051792	$125.57
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	12/21-1/20/26 CPR LE	5036832102	$125.57
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	12/23-1/22/26 CPR LE	5036884307	$125.57
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	12/23-1/22/26 CPR LE	5036884308	$125.57
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	9/25-10/25 COPIES	5036474457	$210.02
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	9/25-10/25 COPIES	5036522294	$138.32
290563	01/09/2026	WELLS FARGO FINANCIAL / TOSHIBA	9/25-10/25 COPIES	5036522295	$44.76
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832256	12152025P15B	$57.73

Board of County Commissioners Checks Issued

Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832265	121525P9-13	$42.07
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832269	121525P9-13	$45.55
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832270	121525P9-13	$44.91
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832275	121525P9-13	$49.04
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832287	121525P9-13	$61.37
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832292	12152025P19	$241.42
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832297	12152025P20	$40.16
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832329	12152025P1	$311.49
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832330	121525P9-13	$59.90
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832331	121525P9-13	$48.81
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832332	121525P9-13	$66.12
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832333	121525P9-13	$261.79
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832334	12152025P2	$526.49
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832335	12152025P1	$48.50
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832336	121525P9-13	$50.19
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832337	121525P9-13	$81.32
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832338	121525P9-13	$56.63
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832339	121525P9-13	$79.31
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832340	12152025P1	$65.17
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832363	12152025P1	$51.04
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832364	12152025P1	$65.07
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832371	121525P9-13	$53.15
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832374	121525P9-13	$197.41
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832375	121525P9-13	$101.17
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832376	121525P9-13	$64.11
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-	1832377	121525P9-13	$56.00

Board of County Commissioners Checks Issued

Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
		OP			
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832378	121525P9-13	$77.73
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832379	121525P9-13	$136.94
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832380	121525P9-13	$51.57
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832381	121525P9-13	$64.24
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832383	121525P9-13	$56.84
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832384	121525P9-13	$45.23
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832385	12152025P14	$1,685.87
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832387	121525P9-13	$72.14
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832395	12152025P14	$40,359.21
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832396	12152025P5	$303.90
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832397	12152025P5	$623.89
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832398	12152025P14	$185.00
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832399	121525P9-13	$46.17
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832400	121525P9-13	$46.29
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832401	121525P9-13	$69.61
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832402	121525P9-13	$46.29
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832404	121525P9-13	$48.60
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832405	121525P9-13	$61.17
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832406	121525P9-13	$62.01
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832410	121525P9-13	$42.90
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832416	121525P9-13	$59.59
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832417	121525P9-13	$42.48
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832418	121525P9-13	$51.67
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832421	12152025P14	$144.09
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832423	121525P9-13	$71.82

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Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832424	121525P9-13	$218.94
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832425	121525P9-13	$41.32
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832428	121525P9-13	$55.78
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832429	121525P9-13	$46.39
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832432	121525P9-13	$50.72
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832433	121525P9-13	$40.80
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832434	121525P9-13	$49.76
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832435	121525P9-13	$41.85
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832436	121525P9-13	$51.35
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832437	121525P9-13	$43.65
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832438	121525P9-13	$45.01
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832439	121525P9-13	$44.29
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832440	121525P9-13	$42.59
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832441	121525P9-13	$45.12
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832442	121525P9-13	$58.64
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832443	121525P9-13	$48.29
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832444	121525P9-13	$43.44
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832445	121525P9-13	$47.03
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832449	121525P9-13	$42.38
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832450	121525P9-13	$50.30
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832451	121525P9-13	$42.17
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832452	121525P9-13	$44.49
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832454	12152025P14	$169.97
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832455	12152025P14	$1,232.96
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832456	121525P9-13	$75.52
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-	1832457	121525P9-13	$59.90

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Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
		OP			
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832458	121525P9-13	$51.46
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832459	121525P9-13	$52.30
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832460	121525P9-13	$46.59
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832461	121525P9-13	$48.81
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832462	121525P9-13	$45.12
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832463	121525P9-13	$41.85
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832464	121525P9-13	$48.60
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832465	121525P9-13	$46.71
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832467	121525P9-13	$43.44
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832473	121525P9-13	$65.39
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832474	12152025P17B	$219.26
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832475	12152025P17B	$199.53
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832476	12152025P4	$166.60
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832477	12152025P18	$143.07
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832480	121525P9-13	$46.17
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832482	12152025P8	$83.44
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832483	121525P9-13	$55.89
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832484	121525P9-13	$50.72
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832485	12152025P20	$65.92
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832488	121525P9-13	$53.25
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832489	121525P9-13	$65.70
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832490	12152025P14	$1,437.66
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832491	12152025P14	$138.20
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832492	12152025P14	$1,616.27
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832494	12152025P14	$1,482.98

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Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832504	12152025P15B	$47.55
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832509	12152025P20	$78.26
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832511	121525P9-13	$261.05
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832512	121525P9-13	$122.58
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832513	121525P9-13	$55.47
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832514	121525P9-13	$138.74
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832515	121525P9-13	$66.66
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832516	121525P9-13	$99.79
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832518	121525P9-13	$237.31
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832520	121525P9-13	$74.99
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832521	121525P9-13	$73.94
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832525	12152025P20	$42.17
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832530	12152025P15B	$48.29
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832536	12152025P8	$107.38
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832540	12152025P14	$253.85
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832541	12152025P14	$312.09
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832542	12152025P14	$3,589.31
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832544	12152025P6	$41.32
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832550	12152025P20	$83.75
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832552	12152025P16	$278.36
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832560	121525P9-13	$46.82
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832561	121525P9-13	$78.48
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832562	121525P9-13	$98.10
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832564	121525P9-13	$188.77
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832565	121525P9-13	$79.41
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-	1832567	12152025P20	$66.55

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Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
		OP			
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832568	12152025P15B	$565.82
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832572	12152025P15B	$158.69
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832575	12152025P15B	$67.81
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832577	121525P9-13	$126.81
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832582	12152025P15B	$79.68
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832583	121525P9-13	$42.07
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832584	12152025P15B	$64.59
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832587	12152025P14	$281.76
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832589	12152025P20	$72.03
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832590	12152025P15B	$112.56
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832591	121525P9-13	$46.17
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832592	121525P9-13	$44.91
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832598	121525P9-13	$166.91
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832601	121525P9-13	$86.17
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832604	12152025P16	$87.33
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832612	121525P9-13	$113.52
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832613	121525P9-13	$76.68
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832614	121525P9-13	$110.87
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832615	12152025P3	$141.48
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832616	12152025P14	$1,326.82
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832621	12152025P16	$107.08
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832622	12152025P16	$242.16
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832627	12152025P20	$42.59
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832628	12152025P15B	$95.05
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832630	121525P9-13	$56.42

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Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832631	121525P9-13	$46.92
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832635	12152025P15B	$51.77
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832637	12152025P14	$461.57
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832639	12152025P20	$72.68
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832644	12152025P15B	$56.32
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832645	12152025P15B	$180.20
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832646	12152025P15B	$45.23
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832649	12152025P14	$143.04
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832652	12152025P6	$52.73
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832655	12152025P20	$69.19
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832662	12152025P14	$6,366.51
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832663	12152025P20	$101.17
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832664	12152025P14	$89.87
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832667	121525P9-13	$94.61
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832668	12152025P5	$349.29
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832669	12152025P5	$320.79
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832671	12152025P5	$542.73
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832676	121525P9-13	$179.47
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832677	121525P9-13	$707.89
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832678	121525P9-13	$79.54
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832680	12152025P20	$73.51
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832681	12152025P20	$80.70
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832682	121525P9-13	$47.13
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832683	121525P9-13	$52.09
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832685	12152025P15B	$265.82
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-	1832687	12152025P4	$48.81

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Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
		OP			
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832690	121525P9-13	$43.75
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832691	121525P9-13	$43.44
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832694	12152025P14	$44.39
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832695	12152025P14	$40.48
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832699	12152025P6	$40.16
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832700	121525P9-13	$54.20
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832704	12152025P17	$75.84
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832706	12152025P6	$46.49
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832707	12152025P6	$48.18
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832712	12152025P16	$122.48
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832717	121525P9-13	$62.75
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832718	12152025P19	$1,438.32
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832728	12152025P20	$76.05
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832729	12152025P20	$71.09
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832730	12152025P20	$88.50
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832731	12152025P20	$77.95
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832733	12152025P5	$150.77
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832740	121525P9-13	$72.88
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832744	121525P9-13	$47.23
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832746	121525P9-13	$172.30
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832750	121525P9-13	$94.31
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832753	12152025P20	$68.86
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832754	12152025P20	$40.16
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832755	121525P9-13	$69.71
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832756	121525P9-13	$54.31

Board of County Commissioners Checks Issued

Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832758	12152025P15	$301.37
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832762	121525P9-13	$167.44
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832778	1832778C6	$63.28
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832790	121525P9-13	$55.26
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832798	1832798C6	$92.30
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832812	121525P9-13	$82.38
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832814	1832814C6	$251.53
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832822	1832822C6	$78.15
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832823	1832823C6	$77.53
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832828	1832828C6	$239.82
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832829	1832829C6	$60.29
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832841	1832841C6	$83.86
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832842	1832842C6	$74.99
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832850	1832850C6	$64.34
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832869	1832869C6	$84.39
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832874	1832874C6	$531.24
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832875	1832875C6	$756.86
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832876	1832876C6	$897.86
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832878	1832878C6	$5,468.96
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949989	1949989C6	$91.25
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2025073	12152025P7	$91.02
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2046474	12152025P17	$91.88
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2104698	2104698C6	$602.89
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2134152	2134152C6	$136.73
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2137278	2137278C6	$89.03
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-	2147885	2147885C6	$100.21

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Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
		OP			
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2234712	2234712C6	$105.17
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2235915	2235915C6	$59.59
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2276894	2276894C6	$59.69
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2279232	2279232C6	$236.79
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2331523	2331523C6	$125.12
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2333084	2333084C6	$1,354.68
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2333914	12152025P7B	$648.63
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2338089	2338089C6	$872.63
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2340483	2340483C6	$97.36
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2373697	2373697A6	$40.16
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2373697	2373697B6	$46.43
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2377459	2377459B6	$141.33
290567	01/09/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2377683	12152025P7C	$546.74
EFT6223	01/06/2026	FLORIDA DEPARTMENT OF REVENUE-VOID	MEDICAID COUNTY SHARE	JANUARY 26	$345,270.33
V530704	01/09/2026	ADVANCED ENVIRONMENTAL LABS INC	WATER LABORATORY TESTING	890972	$87.00
V530704	01/09/2026	ADVANCED ENVIRONMENTAL LABS INC	WATER LABORATORY TESTING	893419	$43.50
V530705	01/09/2026	ADVANCED TIRE SERVICE LLC	TIRES/ALIGNMENTS - PURCHA	5007219	$75.00
V530706	01/09/2026	AMERICAN TRACK GENERATIONS LLC	12/25 CROSS SGNL MNT	ATS2507419	$1,476.00
V530706	01/09/2026	AMERICAN TRACK GENERATIONS LLC	12/25 TRACK INSPECT	ATS2507419	$956.00
V530707	01/09/2026	ASPHALT PAVING SYSTEMS INC	ASPHALT CONCRETE TYPE SP-	213104	$119.07
V530708	01/09/2026	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES AS NEEDE	86037277	$13,197.16
V530708	01/09/2026	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES AS NEEDE	86040981	$183.57
V530709	01/09/2026	BROOKSVILLE FORD	OUTSIDE REPAIRS AS NEEDED	251001	$3,302.39
V530710	01/09/2026	CAREATC INC	COVID TESTING 11/25	INV-75312	$42.13
V530710	01/09/2026	CAREATC INC	PER HLTH ASSES 11/25	INV-75364	$4,210.92
V530710	01/09/2026	CAREATC INC	REIMB EXP 11/25	INV-75573	$81,991.71
V530711	01/09/2026	CARR & COLLIER INC	24-CG00859 GLEN WRF	PAYREQ#3	$380,800.00
V530711	01/09/2026	CARR & COLLIER INC	24-CG00859 RETAINAGE	PAYREQ#3	($19,040.00)
V530712	01/09/2026	CITY OF BROOKSVILLE	PA/COB LEASE-JAN26	FY2026-04	$11,257.15
V530713	01/09/2026	CORRECTCARE INTEGRATED HEALTH LLC	INMATE MED BILLING	OMB145	$68.34
V530714	01/09/2026	DATA FLOW SYSTEMS INC	CONTROL SYSTEMS, RADIO TE	109082	$903.00
V530714	01/09/2026	DATA FLOW SYSTEMS INC	CONTROL SYSTEMS, RADIO TE	109083	$903.00

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Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
V530714	01/09/2026	DATA FLOW SYSTEMS INC	CONTROL SYSTEMS, RADIO TE	109092	$903.00
V530714	01/09/2026	DATA FLOW SYSTEMS INC	CONTROL SYSTEMS, RADIO TE	109129	$903.00
V530714	01/09/2026	DATA FLOW SYSTEMS INC	CONTROL SYSTEMS, RADIO TE	109130	$225.43
V530714	01/09/2026	DATA FLOW SYSTEMS INC	CONTROL SYSTEMS, RADIO TE	109156	$903.00
V530715	01/09/2026	DOBBS EQUIPMENT LLC	OUTSIDE REPAIRS AS NEEDED	1241731	$2,511.19
V530716	01/09/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7296367	$612.50
V530716	01/09/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7296370	$612.50
V530717	01/09/2026	HDR ENGINEERING INC	TASK 1: PROJECT MANAGEMEN	1200786663	$1,063.00
V530717	01/09/2026	HDR ENGINEERING INC	TASK 2: ENGINEERING AND P	1200786663	$20,265.00
V530718	01/09/2026	INTEGRITY RESOURCES STAFFING INC	420 WE 12/21/25	13-34042	$3,877.51
V530718	01/09/2026	INTEGRITY RESOURCES STAFFING INC	420 WE 12/28/25	13-34067	$1,527.74
V530719	01/09/2026	JDMF LLC	MOWING SERVICES, CONTRACT	5045	$325.00
V530719	01/09/2026	JDMF LLC	MOWING SERVICES, CONTRACT	5066	$260.00
V530719	01/09/2026	JDMF LLC	TRASH/DEBRIS REMOVAL AND	5066	$11,553.27
V530720	01/09/2026	KIMLEY-HORN AND ASSOCIATES INC	PROF SV THRU 11/30/25	34064220	$30,028.80
V530721	01/09/2026	LEWIS CONSULTING LLC	01/26 CONSULTING SVC	26-01	$5,000.00
V530722	01/09/2026	MEAD AND HUNT INC	PROF SVC 11/25	399955	$7,448.79
V530722	01/09/2026	MEAD AND HUNT INC	PROF SVC 11/25	399958	$14,373.56
V530722	01/09/2026	MEAD AND HUNT INC	PROF SVC 11/25	399960	$1,787.06
V530723	01/09/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062132	$288.52
V530723	01/09/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062149	$89.10
V530723	01/09/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062151	$157.62
V530723	01/09/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062153	$859.96
V530723	01/09/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062157	$476.36
V530723	01/09/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062158	$200.90
V530723	01/09/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062159	$175.24
V530723	01/09/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062162	$1,427.92
V530723	01/09/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062165	$476.36
V530723	01/09/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062167	$1,427.92
V530723	01/09/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062171	$452.94
V530723	01/09/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062178	$626.00
V530723	01/09/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062201	($200.00)
V530723	01/09/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062202	$2,256.76
V530724	01/09/2026	PALMDALE OIL COMPANY LLC	FLEET SITE - DIESEL/UNLEA	SI-156388	$9,552.62
V530724	01/09/2026	PALMDALE OIL COMPANY LLC	FLEET SITE - DIESEL/UNLEA	SI-156389	$9,049.64
V530724	01/09/2026	PALMDALE OIL COMPANY LLC	FUEL, DIESEL CONTRACT PO	SI-115694	$11,027.10
V530724	01/09/2026	PALMDALE OIL COMPANY LLC	FUEL, DIESEL CONTRACT PO	SI-119226	$7,141.50
V530724	01/09/2026	PALMDALE OIL COMPANY LLC	FUEL, DIESEL CONTRACT PO	SI-123719	$5,694.51
V530724	01/09/2026	PALMDALE OIL COMPANY LLC	FUEL, DIESEL CONTRACT PO	SI-129508	$10,122.13
V530724	01/09/2026	PALMDALE OIL COMPANY LLC	FUEL, DIESEL CONTRACT PO	SI-133869	$9,446.24

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Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
V530724	01/09/2026	PALMDALE OIL COMPANY LLC	FUEL, DIESEL CONTRACT PO	SI-140332	$355.60
V530724	01/09/2026	PALMDALE OIL COMPANY LLC	FUEL, DIESEL CONTRACT PO	SI-143090	$13,497.91
V530724	01/09/2026	PALMDALE OIL COMPANY LLC	FUEL, DIESEL CONTRACT PO	SI-150064	$8,975.26
V530724	01/09/2026	PALMDALE OIL COMPANY LLC	HCFR STATION #2 SITE - DI	SI-158855	$1,124.50
V530724	01/09/2026	PALMDALE OIL COMPANY LLC	WISCON SITE - DIESEL/UNLE	SI-158853	$845.08
V530725	01/09/2026	PUBLIC TRUST ADVISORS LLC	HCBOCC NOV 2025	678718	$9,113.41
V530726	01/09/2026	QUORUM SERVICES LLC	INSPECTIONS A MINIMUM OF	25-1824	$12,735.00
V530727	01/09/2026	RATP DEV USA INC	TRANSIT MANAGEMENT AN	12OHE25	$354,423.43
V530728	01/09/2026	REDWIRE LLC	MONITORING 01/25	625917	$201.50
V530728	01/09/2026	REDWIRE LLC	MONITORING 01/25	625940	$16.50
V530728	01/09/2026	REDWIRE LLC	W4M110809S SAO 1/26	625920	$16.50
V530729	01/09/2026	RING POWER CORP	OUTSIDE REPAIRS AS NEEDED	1WE1189412	$8,651.46
V530730	01/09/2026	ROBERT A BUCKNER	01/15/26-02/14/26	JANUARY 26	$8,693.46
V530731	01/09/2026	SHI INTERNATIONAL CORP	GITHUB ENTERPRISE SUB PER	B20450437	$390.72
V530731	01/09/2026	SHI INTERNATIONAL CORP	M365 E5 FROM SA GCC ALNG	B20450437	$29,654.56
V530731	01/09/2026	SHI INTERNATIONAL CORP	M365 G5 GCC SUB PER USER	B20450437	$3,742.50
V530731	01/09/2026	SHI INTERNATIONAL CORP	MICROSOFT SQL SERVER - SO	B20450437	$1,844.16
V530731	01/09/2026	SHI INTERNATIONAL CORP	SFBPSTNCALLINGDMSTCGOV SH	B20450437	$1,267.20
V530731	01/09/2026	SHI INTERNATIONAL CORP	SQLCAL ALNG SA MVL DVCCAL	B20450437	$384.20
V530731	01/09/2026	SHI INTERNATIONAL CORP	SQLSVRSTD ALNG SA MVL / 2	B20450437	$661.04
V530731	01/09/2026	SHI INTERNATIONAL CORP	SQLSVRSTDCORE ALNG SA MVL	B20450437	$1,320.12
V530731	01/09/2026	SHI INTERNATIONAL CORP	TEAMS ROOMS PRO GCC SUB P	B20450437	$875.44
V530731	01/09/2026	SHI INTERNATIONAL CORP	VISIOPLAN2GCC SHRDSVR ALN	B20450437	$418.56
V530731	01/09/2026	SHI INTERNATIONAL CORP	VSPROSUBW/GHENT ALNG SA M	B20450437	$314.36
V530731	01/09/2026	SHI INTERNATIONAL CORP	WINE3PERDVC ALNG SA MVL /	B20450437	$598.44
V530731	01/09/2026	SHI INTERNATIONAL CORP	WINENT ALNG SA MVL PLTFRM	B20450437	$236.90
V530731	01/09/2026	SHI INTERNATIONAL CORP	WINSVRSTDCORE ALNG SA MVL	B20450437	$3,321.36
V530732	01/09/2026	TYLER TECHNOLOGIES INC	IMPLEMENTATION SERVICES	45-546930	$14,800.00
V530732	01/09/2026	TYLER TECHNOLOGIES INC	IMPLEMENTATION SERVICES	45-549488	$7,200.00
V530733	01/09/2026	VECTOR FLEET MANAGEMENT LLC	AUTO MAINTENANCE PARTS AN	297521	$79,248.30
V530733	01/09/2026	VECTOR FLEET MANAGEMENT LLC	MANAGEMENT FEE	297521	$8,091.37
V530734	01/09/2026	VERIZON WIRELESS	521054440-00001 12/18	6131323920	$739.66
V530735	01/09/2026	VULCAN INC	SHEETING, REFLECTIVE, ORD	R67090	$8,883.75
V530735	01/09/2026	VULCAN INC	SHEETING, REFLECTIVE, ORD	R67593	$612.00
V530736	01/09/2026	WEST FLORIDA AGGREGATES LLC	FDOT LIME ROCK- ROADS	48809	$9,652.20
V530736	01/09/2026	WEST FLORIDA AGGREGATES LLC	FDOT LIME ROCK- ROADS	48906	$2,127.24
V530737	01/09/2026	WSP USA INC	PRF SVC THRU 11/30/25	40287964	$1,728.31
Summary					**$2,426,651.64**

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Note: If Vendor Name is "VOID-VOID-VOID", this signifies a payroll ACH Transaction
If Check Number begins with "EFT", this payment was processed electronically
If Check Number begins with "I", this payment was an internal payment within BCC departments
If Check Number begins with "V" this payment was an ACH payment to a Vendor electronically

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Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
290568	01/15/2026	AITZA MENDOZA	3535 PORTILLO RD APT 14	S810519-17	$299.59
290569	01/15/2026	ALAN & HILARY COLEMAN	3337 LIGHTHOUSE WAY	WD00183-02	$298.31
290570	01/15/2026	AMY L WILLS	8791 HEATHER BLVD	RH00078-21	$246.76
290571	01/15/2026	ARNOLD CARL SPEAKER	12455 CURRY DR	S909417-05	$134.28
290572	01/15/2026	BASILE JOHN P TRUST	2383 MORNING GLORY TRL	TB00055-02	$192.85
290573	01/15/2026	BELGICA GOMEZ	13315 HAVERHILL DR	SL00873-07	$124.73
290574	01/15/2026	BILLY S & KELLIE J MCMILLAN	6040 KNOLLWOOD DR	RM01008-02	$179.32
290575	01/15/2026	BRADLEY TOMLINSON	3480 PLAZA AVE	S801881-15	$203.68
290576	01/15/2026	BRANDON S ALBRECHT	9258 REGATTA CIR	S602227-01	$137.49
290577	01/15/2026	BROOKE G WARDLOW	3535 PORTILLO RD APT 53	S103075-11	$98.85
290578	01/15/2026	CAROL D MORKRID	6329 COVEWOOD DR	S911129-02	$17.12
290579	01/15/2026	CATHY A HANDLON	9388 VANCOUVER RD	S103966-01	$50.00
290580	01/15/2026	CEPHAS & ODETTA THOMAS	10225 HAYWARD RD	S811647-03	$20.64
290581	01/15/2026	CHANTELLE R COOPER	1275 MALONE AVE	S604868-04	$79.70
290582	01/15/2026	CHERYL TOSCHES	9006 CENTRAL AVE	BK00864-09	$13.82
290583	01/15/2026	CHRISTAL R LEE	2023 MEADOW LARK RD	S810899-05	$109.67
290584	01/15/2026	CYNTHIA HARDEMAN	34365 RIDGE MANOR BLVD	RM00145-02	$674.33
290585	01/15/2026	DARREN J STAEBLER	29350 FEDORA CIR	TG00174-02	$24.00
290586	01/15/2026	DAWN C LINGERFELT	160 VOLTAIRE DR	PR00067-01	$104.71
290587	01/15/2026	DEBORAH & KENDALL HUBERT	12371 GLEN HAVEN ST	S903749-05	$31.39
290588	01/15/2026	DEBORAH HOLM	7337 FIRST LOOP AVE	HI00808-04	$15.75
290589	01/15/2026	DEBORAH JIMERSON	7192 BETHESDA CT	WW01073-05	$185.47
290590	01/15/2026	DEBRA A MCCROHAN	9348 NORTH STAR CT	IA25298-00	$23.14
290591	01/15/2026	DOMENIK D CRAIG	11082 LIGHTWOOD ST	S810799-09	$35.38
290592	01/15/2026	DON E & SHARON T CARTER	13101 HAZELCREST ST	S902173-02	$15.24
290593	01/15/2026	EDWARD K SHARPE	7098 LANDMARK DR	S601171-00	$25.00
290594	01/15/2026	ELIZABETH C BERGMANN TTEE	3078 EAGLE BEND RD	TB00257-01	$19.90
290595	01/15/2026	GERALD L JONES JR	6645 BRAMBLELEAF DR	TP00681-05	$119.54
290596	01/15/2026	HOLLY M DETERS	3435 EL PRADO AVE	S906794-06	$51.51
290597	01/15/2026	HP FLORIDA 1 LLC	7299 GLEN COVE RD	RH00585-08	$81.11
290598	01/15/2026	ISMAIL KOMURCU	2253 ESTILL AVE	S904281-03	$17.57
290599	01/15/2026	JACQUELINE SABASKI	12045 FORMOSA ST	HI00514-07	$593.01
290600	01/15/2026	JORDAN S BURCHARDT	14861 WAKE ROBIN DR	TR00435-05	$351.40
290601	01/15/2026	JORGE ESCOBAR	3535 PORTILLO RD APT 34	S810276-13	$74.95
290602	01/15/2026	JOSEPH A GENUARDI JR	11100 MONARCH ST	S909698-14	$50.29
290603	01/15/2026	JOSEPH R & PAULA M KERIGAN	7546 ST ANDREWS BLVD	RH00556-01	$157.51
290604	01/15/2026	KAITLYN R STANLEY	10428 CHALMER ST	S809164-16	$163.43
290605	01/15/2026	KEITH SONNICHSEN LIFE ESTATE	4489 CALIQUEN DR	HO00050-02	$312.31
290606	01/15/2026	M FEIERTAG & ASHLEY FOGELSONGER	7467 MEAD DR	S605594-04	$114.81
290607	01/15/2026	MARY HENNESSY	13491 CORONADO DR	S906201-00	$12.60
290608	01/15/2026	MICHAEL A BEALE JR	2163 LINWOOD AVE	S101739-01	$96.83
290609	01/15/2026	MICHAEL E WELSHANS	14260 PULLMAN DR	PP00203-11	$138.81

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Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
290610	01/15/2026	MICHELE L BROWN	2014 TRILLIUM BLVD	TR00781-02	$97.00
290611	01/15/2026	PAUL S CAREY	5249 COURTLAND RD	S811570-03	$30.70
290612	01/15/2026	PEGGY A JOHN	12555 FAIRWAY AVE	HI00412-04	$11.31
290613	01/15/2026	PETER L & MELISSA S BUGA	18216 RIVARD BLVD	RI00119-01	$70.28
290614	01/15/2026	PULTE HOME COMPANY LLC	3678 BENHAM RISE RD	IA32696-00	$641.78
290615	01/15/2026	RACHEL L SENFT	11350 SHEFFIELD RD	S809366-09	$103.48
290616	01/15/2026	ROBERT H LAU	1184 COROLLA AVE	S902858-02	$117.35
290617	01/15/2026	RONALD WELCH	6377 SPRING HILL DR	S601831-07	$23.76
290618	01/15/2026	RORY BRANDVOLD	11267 ELGIN BLVD	S601658-09	$52.49
290619	01/15/2026	ROSA C DA SILVA	367 QUANE AVE	S908356-02	$77.11
290620	01/15/2026	SAFET MULAJ	6436 FREEPORT DR	S804028-07	$1.50
290621	01/15/2026	SAMANTHA LAU	7646 LANDMARK DR	S100342-08	$29.90
290622	01/15/2026	SAMANTHA LORENTSEN	6602 TREEHAVEN DR	S606590-07	$208.72
290623	01/15/2026	SAMUEL & BEVERLY CHIARELLA	9019 BONNET WAY	RH00336-02	$125.65
290624	01/15/2026	SPECIALIZED PROPERTY MANAGEMENT	12037 CAVERN RD	S103005-12	$54.05
290625	01/15/2026	SUSAN S MATTSON	12071 WEXFORD BLVD	S911561-01	$238.68
290626	01/15/2026	TERESA SLUSNYS	2111 BISHOP RD	S102707-01	$1,056.14
290627	01/15/2026	TIFFANY BENEVENTO	11187 BELLTOWER ST	S808696-11	$98.03
290628	01/15/2026	TIFFANY RINGELMAN	4339 CASTLE AVE	S911006-05	$38.39
290629	01/15/2026	TRAVIS S & LEAH WELLMAN	1040 WALNUT HILL CT	S906119-02	$287.32
290630	01/15/2026	WILLIAM & DARRAH MOORE	6528 SPRING HILL DR	S604545-18	$253.43
290631	01/15/2026	YASMANY HERNANDEZ	3171 SEA GRAPE DR	HB02219-00	$129.24
290633	01/16/2026	AT&T MOBILITY	287324856149 12/17	149X12252025	$15,212.36
290634	01/16/2026	AT&T MOBILITY	287322113725 12/17	725X12252025	$10,018.19
290635	01/16/2026	CHARLIES PLUMBING INC	PLUMBING REPAIRS AS NEEDE	156015	$411.09
290635	01/16/2026	CHARLIES PLUMBING INC	PLUMBING REPAIRS AS NEEDE	156079	$455.03
290635	01/16/2026	CHARLIES PLUMBING INC	PLUMBING, MAINTENANCE, RE	155286	$45.96
290636	01/16/2026	CHARTER COMMUNICATIONS	166978701 1/1-1/31	166978701D6	$240.00
290637	01/16/2026	CHARTER COMMUNICATIONS	166978901 1/1-1/31	166978901D6	$664.61
290638	01/16/2026	CHARTER COMMUNICATIONS	168735601 1/1-1/31	168735601D6	$869.11
290639	01/16/2026	CHARTER COMMUNICATIONS	248545301 12/21-1/20	248545301D6	$269.99
290640	01/16/2026	CHARTER COMMUNICATIONS	096643101 1/1-1/31	96643101D6	$182.13
290641	01/16/2026	CITY OF BROOKSVILLE	1021630038-14	1021630038C6	$270.03
290641	01/16/2026	CITY OF BROOKSVILLE	1040640010-11	1040640010C6	$229.09
290641	01/16/2026	CITY OF BROOKSVILLE	1110515000-10	1110515000C6	$224.99
290641	01/16/2026	CITY OF BROOKSVILLE	1110521060-13	1110521060C6	$259.86
290641	01/16/2026	CITY OF BROOKSVILLE	1150897500-11	1150897500C6	$4.94
290641	01/16/2026	CITY OF BROOKSVILLE	1150905001-11	1150905001C6	$1,962.66
290641	01/16/2026	CITY OF BROOKSVILLE	1180468000-0	1180468000C6	$552.83
290641	01/16/2026	CITY OF BROOKSVILLE	1181175060-11	1181175060C6	$4,172.84
290641	01/16/2026	CITY OF BROOKSVILLE	1200050040-12	1200050040C6	$51.79
290641	01/16/2026	CITY OF BROOKSVILLE	1223350032-13	1223350032C6	$29.15

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290641	01/16/2026	CITY OF BROOKSVILLE	1231304786-16	1231304786C6	$137.47
290641	01/16/2026	CITY OF BROOKSVILLE	1231305102-13	1231305102C6	$441.49
290642	01/16/2026	DAVIES CLAIMS NORTH AMERICA INC	12/25 BANK STATEMENT	DEC EOM	$54,166.93
290643	01/16/2026	DEVIN LEECH	EE 13447 DD	13447	$1,247.86
290644	01/16/2026	DUKE ENERGY	9100 8502 2245	85022245C6	$1,122.16
290644	01/16/2026	DUKE ENERGY	9100 8507 0251	85070251B6	$141.47
290644	01/16/2026	DUKE ENERGY	9100 8552 1934	85521934C6	$80.15
290644	01/16/2026	DUKE ENERGY	9100 8552 2092	85522092C6	$153.47
290644	01/16/2026	DUKE ENERGY	9100 8662 7896	86627896C6	$177.01
290644	01/16/2026	DUKE ENERGY	9100 8662 9575	86629575B6	$104.88
290644	01/16/2026	DUKE ENERGY	9100 8662 9575	86629575C6	$108.23
290644	01/16/2026	DUKE ENERGY	9100 8662 9921	86629921B6	$451.69
290644	01/16/2026	DUKE ENERGY	9100 8662 9921	86629921C6	$476.52
290644	01/16/2026	DUKE ENERGY	9100 8663 0502	86630502B6	$550.16
290644	01/16/2026	DUKE ENERGY	9100 8663 0502	86630502C6	$659.71
290644	01/16/2026	DUKE ENERGY	9100 8663 0693	86630693B6	$30.80
290644	01/16/2026	DUKE ENERGY	9100 8663 0693	86630693C6	$30.80
290644	01/16/2026	DUKE ENERGY	9101 8179 3853	81793853B6	$19.79
290644	01/16/2026	DUKE ENERGY	9101 8179 3853	81793853C6	$22.64
290645	01/16/2026	EMILY R NAHLIK	REISSUE CK 285187	S912162-06R	$84.90
290646	01/16/2026	EYEMED VISION CARE	GROUP 1003320 11/25	167059576	$2,731.82
290647	01/16/2026	FMLASOURCE INC	12/25-2/26 FLMA PGRM	25120806	$4,597.80
290648	01/16/2026	FRIENDS OF THE LIBRARY OF HERNANDO	DED:122 LIBRARY	PAY651P	$8.00
290649	01/16/2026	GAS SOUTH LLC	275867686511/13-12/12	275208340192	$5,442.79
290650	01/16/2026	GAYLE WHITTEN	REISSUE CK 281040	S904391-01R	$88.04
290651	01/16/2026	GOVERNMENTJOBS.COM INC	BG CK INTEGRATION SUB	132181	$1,803.42
290652	01/16/2026	GULF COAST SIGNS & SERVICE LLC	ENGINEERING & PERMIT	1286R	$925.00
290652	01/16/2026	GULF COAST SIGNS & SERVICE LLC	MATERIALS, LABOR, AND INS	1286R	$12,520.00
290653	01/16/2026	HERNANDO COUNTY CLERK OF CIRCUIT	2025-CA-865 BILL#138	138	$20.00
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	AC00050-01	AC0005001C6	$713.33
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	AC00083-00	AC0008300C6	$503.26
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	AC00102-00	AC0010200C6	$29.80
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	AC00214-00	AC0021400C6	$374.52
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	BZ00047-00	BZ0004700C6	$16.53
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	C100033-00	C10003300C6	$144.24
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	C101197-00	C10119700C6	$116.47
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	C81196100	C81196100C6	$37.69
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	FC00003-00	FC0000300A6	$62.38
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	HA00005-00	HA0000500C6	$39.96
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	MC00028-01	MC0002801B6	$160.25
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	MC00028-01	MC0002801C6	$137.59

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290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	RC00031-00	RC0003100C6	$25.23
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	RC00034-00	RC0003400C6	$11.18
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	RM01171-01	RM0117101C6	$10.54
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	RS00003-00	RS0000300C6	$293.85
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	RS00018-00	RS0001800C6	$10.54
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	RZ00036-00	RZ0003600C6	$112.85
290654	01/16/2026	HERNANDO COUNTY UTILITIES DEPT	RZ00037-00	RZ0003700C6	$10.54
290655	01/16/2026	JAMES W SHAW	REISSUE CK 290308	25-75737R	$100.00
290656	01/16/2026	JIMMY'S SANITARY SERVICE INC	SUIP-13261 WHITMARSH	11981	$7,500.00
290656	01/16/2026	JIMMY'S SANITARY SERVICE INC	SUIP-13402 TYRINGHAM	12126	$7,500.00
290656	01/16/2026	JIMMY'S SANITARY SERVICE INC	SUIP-4539 DEVONSHIRE	14137	$7,500.00
290657	01/16/2026	JOHN C & SONIA H SIMPSON	REISSUE CK 286132	HB01169-09R	$16.64
290658	01/16/2026	KONICA MINOLTA BUSINESS SOLUTIONS	12/1-12/31/25 CPR LE	506018394	$211.76
290658	01/16/2026	KONICA MINOLTA BUSINESS SOLUTIONS	12/1-12/31/25 CPR LE	506018729	$256.87
290658	01/16/2026	KONICA MINOLTA BUSINESS SOLUTIONS	12/1-12/31/25 CPR LE	506021634	$153.46
290658	01/16/2026	KONICA MINOLTA BUSINESS SOLUTIONS	12/1-12/31/25 CPR LE	506024078	$176.09
290658	01/16/2026	KONICA MINOLTA BUSINESS SOLUTIONS	12/1-12/31/25 CPR LE	506054951	$676.74
290658	01/16/2026	KONICA MINOLTA BUSINESS SOLUTIONS	B/W COPIES AT $0.004990 E	506018729	$26.05
290658	01/16/2026	KONICA MINOLTA BUSINESS SOLUTIONS	COPIES	506021634	$230.46
290658	01/16/2026	KONICA MINOLTA BUSINESS SOLUTIONS	COPIES, BLACK AND WHITE $	506018394	$30.41
290658	01/16/2026	KONICA MINOLTA BUSINESS SOLUTIONS	COPIES, COPLOR COPIES $0.	506018394	$154.88
290658	01/16/2026	KONICA MINOLTA BUSINESS SOLUTIONS	COPIES: ZERO BASE COST PE	506024078	$57.86
290659	01/16/2026	MARION COUNTY BOCC	ZGRAPH INV# 48578	1-6-26	$221.94
290660	01/16/2026	MCKIM & CREED INC	PROF SV THRU 11/30/25	247396	$78,568.04
290660	01/16/2026	MCKIM & CREED INC	PROF SV THRU 12/31/25	249563	$50,166.02
290661	01/16/2026	MERITAGE HOMES TAM 920	REISSUE CK 275622	S912943-00RR	$57.53
290662	01/16/2026	NATURE COAST IRRIGATION INC	IRRIGATION INSP 12/25	12583	$95.00
290663	01/16/2026	NEXTRAN TRUCK CENTERS	MACK TRUCK OUTSIDE REPAIR	3W51547	$1,228.28
290663	01/16/2026	NEXTRAN TRUCK CENTERS	MACK TRUCK OUTSIDE REPAIR	3W51549	$865.90
290663	01/16/2026	NEXTRAN TRUCK CENTERS	MACK TRUCK OUTSIDE REPAIR	3W51550	$1,006.47
290663	01/16/2026	NEXTRAN TRUCK CENTERS	MACK TRUCK OUTSIDE REPAIR	3W52473	$602.00
290664	01/16/2026	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	431470905001	$14.85
290665	01/16/2026	ORCHARD PARK III HOMEOWNERS ASSOC	LANDSCAPE AGREEMENT BETWE	JAN-MAR26	$1,050.00
290666	01/16/2026	ORSOLYA KOCH	REISSUE CK 287221	S102865-11RR	$226.04
290667	01/16/2026	P&A ADMINISTRATIVE SERVICES INC	12/25 RETIREE FEES	4237751	$908.50
290667	01/16/2026	P&A ADMINISTRATIVE SERVICES INC	COBRA FEES DEC 2025	4235400	$560.00
290668	01/16/2026	PASTORE CUSTOM BUILDERS INC	REIS #288356/ESCR#481	481R	$3,110.22
290669	01/16/2026	RICHARD E GERBER	SECURITY DEP	BKVAP-2605	$300.90
290670	01/16/2026	ROLFE AND LOBELLO PA	DED: ROLFE & LOBELLO	PAY651P	$100.00
290671	01/16/2026	TEXT EM ALL LLC	854758 DEC 2025	111094	$190.38
290672	01/16/2026	TIMECLOCK PLUS LLC	ANNUAL RENEWAL SUBSCRIPTI	INV00455506	$1,305.62

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290672	01/16/2026	TIMECLOCK PLUS LLC	OPEN API ACCESS (ANNUAL)	INV00455506	$224.80
290673	01/16/2026	TONOAH A HART	15 MOWING / EDGING EVENTS	252601	$2,952.00
290674	01/16/2026	UNITED WAY OF HERNANDO COUNTY	DED:130 UNITED WAY	PAY651P	$44.00
290675	01/16/2026	VESTIS SERVICES LLC	CLOTHING APPAREL & UNIFOR	5630806403	$64.38
290675	01/16/2026	VESTIS SERVICES LLC	CLOTHING APPAREL & UNIFOR	5630810674	$64.38
290675	01/16/2026	VESTIS SERVICES LLC	RELATED PRODUCTS AND SERV	5630806403	$58.34
290675	01/16/2026	VESTIS SERVICES LLC	RELATED PRODUCTS AND SERV	5630810674	$58.34
290675	01/16/2026	VESTIS SERVICES LLC	WATER UNIFORM SERVICES: S	5630779988	$20.37
290676	01/16/2026	W W GRAINGER INC	SUPPLIES, JANITORIAL, ORD	9684197990	($223.67)
290676	01/16/2026	W W GRAINGER INC	SUPPLIES, JANITORIAL, ORD	9687721770	$223.67
290676	01/16/2026	W W GRAINGER INC	SUPPLIES, JANITORIAL, ORD	9759344410	$386.30
290677	01/16/2026	WELLS FARGO FINANCIAL / TOSHIBA	1/11-2/10/26 CPR LE	5037107183	$149.17
290677	01/16/2026	WELLS FARGO FINANCIAL / TOSHIBA	1/18-2/17/26 CPR LE	5037164972	$118.21
290677	01/16/2026	WELLS FARGO FINANCIAL / TOSHIBA	1/18-2/17/26 CPR LE	5037164973	$118.21
290677	01/16/2026	WELLS FARGO FINANCIAL / TOSHIBA	1/18-2/17/26 CPR LE	5037166610	$118.21
290677	01/16/2026	WELLS FARGO FINANCIAL / TOSHIBA	1/19-2/18/26 CPR LE	5037166611	$118.21
290677	01/16/2026	WELLS FARGO FINANCIAL / TOSHIBA	1/3-2/2/26 CPR LE	5036994862	$128.23
290677	01/16/2026	WELLS FARGO FINANCIAL / TOSHIBA	10/25-12/25 COPIES	5036994862	$119.95
290677	01/16/2026	WELLS FARGO FINANCIAL / TOSHIBA	11/25-12/25 COPIES	5037164972	$99.86
290677	01/16/2026	WELLS FARGO FINANCIAL / TOSHIBA	11/25-12/25 COPIES	5037164973	$49.03
290677	01/16/2026	WELLS FARGO FINANCIAL / TOSHIBA	11/25-12/25 COPIES	5037166610	$63.30
290677	01/16/2026	WELLS FARGO FINANCIAL / TOSHIBA	11/25-12/25 COPIES	5037166611	$66.04
290678	01/16/2026	WILLIAM F HOPKINS	REISSUE CK 290267	25-61722R	$45.00
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1307104	1307104C6	$357.00
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832284	1832284C6	$552.45
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832767	1832767C6	$40.16
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832768	1832768C6	$110.19
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832781	1832781C6	$1,961.11
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832786	1832786C6	$455.05
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832801	1832801C6	$1,058.49
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832804	1832804C6	$1,336.16
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832809	1832809C6	$43.33
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832811	1832811C6	$52.73
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832824	1832824C6	$82.38
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-	1832853	1832853C6	$91.02

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		OP			
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832873	1832873C6	$662.20
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832880	1832880C6	$190.88
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949985	1949985C6	$109.19
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949990	1949990C6	$44.06
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2139821	2139821B6	$40.16
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2139821	2139821C6	$57.05
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2186374	2186374C6	$43.33
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2242791	2242791C6	$66.87
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2290780	2290780C6	$603.31
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2290786	2290786B6	$522.35
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2290786	2290786C6	$535.44
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2350563	2350563C6	$116.88
290680	01/16/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2369200	2369200C6	$335.67
290861	01/16/2026	SOUTHERN SECURITY TITLE OF THE	2026-026 FY22/23 PARR	PARRY J	$30,000.00
V530738	01/15/2026	BANK OF AMERICA	BOA PCARD 12/05-01/04	1225VS	$393,072.53
V530739	01/16/2026	ADVANCED ENVIRONMENTAL LABS INC	WASTEWATER LABORATORY TES	889710	$76.50
V530739	01/16/2026	ADVANCED ENVIRONMENTAL LABS INC	WASTEWATER LABORATORY TES	889711	$76.50
V530739	01/16/2026	ADVANCED ENVIRONMENTAL LABS INC	WASTEWATER LABORATORY TES	889712	$76.50
V530739	01/16/2026	ADVANCED ENVIRONMENTAL LABS INC	WASTEWATER LABORATORY TES	890410	$113.50
V530739	01/16/2026	ADVANCED ENVIRONMENTAL LABS INC	WASTEWATER LABORATORY TES	890411	$23.50
V530739	01/16/2026	ADVANCED ENVIRONMENTAL LABS INC	WASTEWATER LABORATORY TES	890412	$23.50
V530739	01/16/2026	ADVANCED ENVIRONMENTAL LABS INC	WASTEWATER LABORATORY TES	891738	$23.50
V530739	01/16/2026	ADVANCED ENVIRONMENTAL LABS INC	WASTEWATER LABORATORY TES	891804	$76.50
V530739	01/16/2026	ADVANCED ENVIRONMENTAL LABS INC	WASTEWATER LABORATORY TES	891805	$76.50
V530739	01/16/2026	ADVANCED ENVIRONMENTAL LABS INC	WASTEWATER LABORATORY TES	891809	$76.50
V530739	01/16/2026	ADVANCED ENVIRONMENTAL LABS INC	WASTEWATER LABORATORY TES	891810	$76.50

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V530740	01/16/2026	ADVANCED TIRE SERVICE LLC	TIRES/ALIGNMENTS - PURCHA	5007376	$75.00
V530741	01/16/2026	AECOM TECHNICAL SERVICES INC	PRF SV 11/29-12/26/25	2001099645	$13,672.80
V530741	01/16/2026	AECOM TECHNICAL SERVICES INC	PRF SVC 11/1-11/28/25	2001090639	$14,812.20
V530742	01/16/2026	AMERICAN FAMILY LIFE ASSURANCE CO	0EV82 12/25 PREMIUM	366412	$7,868.42
V530742	01/16/2026	AMERICAN FAMILY LIFE ASSURANCE CO	ADJ 12/25	366412	$69.84
V530743	01/16/2026	AMAZING NATIONAL SERVICES GROUP LLC	MOWING 12/25	21T002108109	$9,700.00
V530744	01/16/2026	AMERICAN STANDARD LANDSCAPING LLC	EDGING 12/25	8323	$50.00
V530744	01/16/2026	AMERICAN STANDARD LANDSCAPING LLC	EDGING 12/25	8324	$60.00
V530744	01/16/2026	AMERICAN STANDARD LANDSCAPING LLC	EDGING 12/25	8325	$75.00
V530744	01/16/2026	AMERICAN STANDARD LANDSCAPING LLC	MOWING 12/25	8323	$150.00
V530744	01/16/2026	AMERICAN STANDARD LANDSCAPING LLC	MOWING 12/25	8324	$150.00
V530744	01/16/2026	AMERICAN STANDARD LANDSCAPING LLC	MOWING 12/25	8325	$200.00
V530745	01/16/2026	ARCHER WESTERN CONSTRUCTION LLC	21-R00077 LKHRT WTP	PAYREQ#29	$34,075.00
V530745	01/16/2026	ARCHER WESTERN CONSTRUCTION LLC	21-R00077 REL RETAING	PAYREQ#29	$516,796.25
V530746	01/16/2026	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES AS NEEDE	86035474	$1,550.00
V530746	01/16/2026	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES AS NEEDE	86035475	$1,307.98
V530746	01/16/2026	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES AS NEEDE	86050287	$287.96
V530746	01/16/2026	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES AS NEEDE	86054016	$314.28
V530747	01/16/2026	CAREATC INC	P/EMP/MNTHCHG 01/26	INV-75835	$36,197.67
V530748	01/16/2026	CHECKR INC	EMPLOYEE SCREENING	2230257	$2,165.62
V530749	01/16/2026	COASTAL ENGINEERING ASSOCIATES INC	PROF SV THRU 12/31/25	359879	$4,574.70
V530749	01/16/2026	COASTAL ENGINEERING ASSOCIATES INC	PROF SVC 12/25	359899	$2,079.80
V530750	01/16/2026	COLONIAL LIFE AND ACCIDENT INS CO	E3145463 11/25	1101106	$8.40
V530750	01/16/2026	COLONIAL LIFE AND ACCIDENT INS CO	E3145463 12/25	1201106	$8.40
V530751	01/16/2026	CONSOR ENGINEERS LLC	ANDERSON SNOW/CORPORATE B	5229277FL-3R	$275.14
V530751	01/16/2026	CONSOR ENGINEERS LLC	POST DESIGN ENGINEERING S	5229277FL-3R	$2,476.28
V530752	01/16/2026	CORRECTCARE INTEGRATED HEALTH LLC	INMATE MED BILLING	HHS109	$1,113.38
V530752	01/16/2026	CORRECTCARE INTEGRATED HEALTH LLC	INMATE MED BILLING	OMB146	$2,927.43
V530753	01/16/2026	CROCKETTS TOWING LLC	TOWING SERVICES AS NEEDED	740278	$713.00
V530753	01/16/2026	CROCKETTS TOWING LLC	TOWING SERVICES AS NEEDED	742052	$377.00
V530754	01/16/2026	FEDERAL CONTRACTS COMPANY	VER-MAC THREE LINE MESSAG	PSI124309	$18,465.91
V530755	01/16/2026	FRONTIER PRECISION INC		341121	$4,945.00
V530756	01/16/2026	GORDON B LINK INDUSTRIES INC	ACCT SA04 3203-01	464390	$505.07
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:302 WKRCMP7380	PAY651P	$53.59
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:303 WKRCMP5509	PAY651P	$5,765.26
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:304 WKRCMP6836	PAY651P	$226.71

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Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:306 WKRCMP7403	PAY651P	$218.66
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:308 WRKCMP7520	PAY651P	$2,215.61
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:309 WKRCMP7580	PAY651P	$1,509.41
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:311 WKRCMP7704	PAY651P	$49,827.71
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:313 WKRCMP8380	PAY651P	$573.08
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:314 WKRCMP8601	PAY651P	$166.46
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:315 WKCMP8810	PAY651P	$15.20
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:316 WKRCMP8810	PAY651P	$593.72
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:318 WKRCMP9015	PAY651P	$1,427.05
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:319 WKRCMP9102	PAY651P	$1,541.71
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:320 WKRCMP9402	PAY651P	$414.83
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:321 WKRCMP9410	PAY651P	$2,152.00
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:323 WKRCMP9403	PAY651P	$2,592.40
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:325 WKRCMP7610	PAY651P	$8.16
V530757	01/16/2026	HC WORKERS COMPENSATION FUND	DED:326 WKRCMP6325	PAY651P	$651.91
V530758	01/16/2026	HENRY SCHEIN INC	MEDICAL SUPPLIES AS NEEDE	50654054	$109.96
V530758	01/16/2026	HENRY SCHEIN INC	MEDICAL SUPPLIES AS NEEDE	50782048	$252.00
V530758	01/16/2026	HENRY SCHEIN INC	MEDICAL SUPPLIES AS NEEDE	51063615	$998.04
V530758	01/16/2026	HENRY SCHEIN INC	MEDICAL SUPPLIES AS NEEDE	51497076	$102.00
V530759	01/16/2026	HERNANDO COUNTY CLERK OF CIRCUIT	STARLINK 12/25-1/25	IT26-029	$65.00
V530760	01/16/2026	HERNANDO COUNTY PROFESSIONAL	DED:172 FF INS	PAY651P	$260.17
V530760	01/16/2026	HERNANDO COUNTY PROFESSIONAL	DED:175 UNION DUES	PAY651P	$10,500.00
V530760	01/16/2026	HERNANDO COUNTY PROFESSIONAL	DED:180 CHARITY	PAY651P	$7.00
V530761	01/16/2026	HERNANDO COUNTY SCHOOL DISTRICT	DEC 25 IMPACT FEES	DECEMBER 25	$426,345.98
V530762	01/16/2026	INTEGRITY RESOURCES STAFFING INC	272 WE 12/28/25	13-34069	$1,732.62
V530762	01/16/2026	INTEGRITY RESOURCES STAFFING INC	361 WE 01/04/26	13-34094	$813.52
V530762	01/16/2026	INTEGRITY RESOURCES STAFFING INC	361 WE 12/28/25	13-34070	$883.50
V530762	01/16/2026	INTEGRITY RESOURCES STAFFING INC	420 WE 01/04/26	13-34091	$2,737.52
V530763	01/16/2026	INVOICE CLOUD INC	DEC 25 SERVICES	3290-2025-12	$45.00
V530763	01/16/2026	INVOICE CLOUD INC	NOV 25 SERVICES	3290-2025-11	$45.00
V530764	01/16/2026	JF ELECTRIC LLC	HCFR WAREHOUSE LED LIGHTS	21887	$11,322.00
V530764	01/16/2026	JF ELECTRIC LLC	HCFR WAREHOUSE LED LIGHTS	21888	$30,125.00
V530765	01/16/2026	KELLY TRACTOR CO	LANDFILL, ID# NEW	E103U0000693	$12,200.00
V530766	01/16/2026	KENNETH WARNSTADT ESQ	12/10 SPEC MSTR HEAR	12-10-2025	$805.00
V530767	01/16/2026	KIMLEY-HORN AND ASSOCIATES INC	PROF SV THRU 11/30/25	488320041125	$12,400.16
V530768	01/16/2026	LAWN SPA LLC	MOWING, LOGISTICS BUILDIN	6303	$150.00
V530768	01/16/2026	LAWN SPA LLC	MOWING, STATION NO. 11 -	6303	$125.00
V530768	01/16/2026	LAWN SPA LLC	MOWING, STATION NO. 12 -	6303	$125.00
V530768	01/16/2026	LAWN SPA LLC	MOWING, STATION NO. 13 -	6303	$100.00
V530768	01/16/2026	LAWN SPA LLC	MOWING, STATION NO. 2- 3	6303	$125.00
V530768	01/16/2026	LAWN SPA LLC	MOWING, STATION NO. 5 -	6303	$125.00
V530768	01/16/2026	LAWN SPA LLC	MOWING, STATION NO. 8 -	6303	$100.00

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Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
V530768	01/16/2026	LAWN SPA LLC	MOWING, STATION NO. 9 -	6303	$100.00
V530768	01/16/2026	LAWN SPA LLC	MOWING, STATION NO. 1- 14	6303	$100.00
V530768	01/16/2026	LAWN SPA LLC	MOWING, STATION NO. 14 -	6303	$100.00
V530768	01/16/2026	LAWN SPA LLC	MOWING, STATION NO. 3 - 1	6303	$100.00
V530768	01/16/2026	LAWN SPA LLC	MOWING, STATION NO. 4 - 5	6303	$100.00
V530768	01/16/2026	LAWN SPA LLC	MOWING, STATION NO. 7 - 2	6303	$125.00
V530769	01/16/2026	LIFE INS COMPANY OF THE SOUTHWEST	DED:127 LSW - PRE	PAY651P	$698.50
V530769	01/16/2026	LIFE INS COMPANY OF THE SOUTHWEST	DED:128 LSW-POST	PAY651P	$50.00
V530770	01/16/2026	MID FLORIDA DIESEL INC	AS NEEDED TRIP CHARGE	57282	$400.00
V530770	01/16/2026	MID FLORIDA DIESEL INC	AS NEEDED TRIP CHARGE	57294	$400.00
V530770	01/16/2026	MID FLORIDA DIESEL INC	AS NEEDED TRIP CHARGE	57306	$400.00
V530770	01/16/2026	MID FLORIDA DIESEL INC	AS NEEDED TRIP CHARGE	57314	$400.00
V530770	01/16/2026	MID FLORIDA DIESEL INC	MAINTENANCE/REPAIR OF GEN	55560	$350.00
V530770	01/16/2026	MID FLORIDA DIESEL INC	MAINTENANCE/REPAIR OF GEN	55570	$350.00
V530770	01/16/2026	MID FLORIDA DIESEL INC	MAINTENANCE/REPAIR OF GEN	55582	$450.00
V530770	01/16/2026	MID FLORIDA DIESEL INC	MAINTENANCE/REPAIR OF GEN	55583	$400.00
V530770	01/16/2026	MID FLORIDA DIESEL INC	MAINTENANCE/REPAIR OF GEN	55585	$400.00
V530770	01/16/2026	MID FLORIDA DIESEL INC	REPAIRS NON-EMERGEN	57282	$290.00
V530770	01/16/2026	MID FLORIDA DIESEL INC	REPAIRS NON-EMERGEN	57294	$290.00
V530770	01/16/2026	MID FLORIDA DIESEL INC	REPAIRS NON-EMERGEN	57306	$435.00
V530770	01/16/2026	MID FLORIDA DIESEL INC	REPAIRS NON-EMERGEN	57314	$145.00
V530771	01/16/2026	MIDSOUTH INC	24-CG00752 ARPT FM EX	PAYREQ#11	$64,925.27
V530771	01/16/2026	MIDSOUTH INC	24-CG00752 RETAINAGE	PAYREQ#11	($3,246.26)
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062203	$484.00
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062227	$290.53
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062231	$528.50
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062233	$7,062.16
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062241	$200.90
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062246	($100.00)
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062251	$476.00
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062252	$395.30
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062262	$557.24
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062264	$588.44
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062266	$714.64
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062269	$357.32
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062271	$753.52
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062274	$152.98
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062299	$42.18
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062328	$123.32
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062381	$175.24
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062386	$89.10
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062392	$357.32

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Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062394	$127.98
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062395	$834.46
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062398	($626.00)
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062404	$1,272.72
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062421	($50.00)
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062424	$636.36
V530773	01/16/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062426	$30.70
V530774	01/16/2026	OPERATION PAR INC	254351 121222-011723	12-10-25	$3,444.00
V530775	01/16/2026	PALMDALE OIL COMPANY LLC	FLEET SITE - DIESEL/UNLEA	SI-163430	$11,375.93
V530775	01/16/2026	PALMDALE OIL COMPANY LLC	FLEET SITE - DIESEL/UNLEA	SI-163434	$19,977.44
V530775	01/16/2026	PALMDALE OIL COMPANY LLC	HCFR STATION #2 SITE - DI	SI-163998	$597.47
V530775	01/16/2026	PALMDALE OIL COMPANY LLC	WISCON SITE - DIESEL/UNLE	SI-163999	$6,335.10
V530776	01/16/2026	PRE-PAID LEGAL SERVICES INC	GROUP 0204552 11/25	NOV25	$686.64
V530777	01/16/2026	PRESS PROPERTIES LLC	SAO LEASE - DEC25	DEC25	$852.00
V530777	01/16/2026	PRESS PROPERTIES LLC	SAO LEASE - JAN26	JAN26	$852.00
V530778	01/16/2026	PRISTINE SERVICES LLC	JANITORIAL SVC 12/25	25317	$1,132.15
V530778	01/16/2026	PRISTINE SERVICES LLC	JANITORIAL SVC 12/25	25318	$1,197.63
V530778	01/16/2026	PRISTINE SERVICES LLC	JANITORIAL SVC 12/25	25319	$2,393.24
V530778	01/16/2026	PRISTINE SERVICES LLC	JANITORIAL SVCS 12/25	25320	$1,042.50
V530779	01/16/2026	REDWIRE LLC	MONITORING 01/26	625964	$26.50
V530780	01/16/2026	RELX INC DBA LEXISNEXIS	42543M6SX 12/1-12/31	3096201782	$426.18
V530781	01/16/2026	REPUBLIC SERVICES OF FLORIDA LP	307620000965 3932070	762003932070	$27.44
V530781	01/16/2026	REPUBLIC SERVICES OF FLORIDA LP	307620014158 3933530	762003933530	$274.38
V530781	01/16/2026	REPUBLIC SERVICES OF FLORIDA LP	307620014159 3949507	762003949507	$4,609.47
V530781	01/16/2026	REPUBLIC SERVICES OF FLORIDA LP	307620014178 3949508	762003949508	$1,920.62
V530782	01/16/2026	ROBERT WHITMORE FUND	DED:120 WHITMORE	PAY651P	$316.57
V530783	01/16/2026	SAMSARA INC	FY26 ADDITIONAL TELEMATIC	310519554594	$72.50
V530784	01/16/2026	SHI INTERNATIONAL CORP	SALES# S59113027	B20550893	$5,463.40
V530785	01/16/2026	STATE INDUSTRIAL PRODUCTS CORP	INDUSTRIAL PRODUCTS AND S	904046089	$2,779.65
V530786	01/16/2026	STRYKER SALES CORPORATION	650600030010 - XPR RESTRA	9211135905	$5,767.50
V530786	01/16/2026	STRYKER SALES CORPORATION	650700450102 - ASSEMBLY,	9211176672	$279.72
V530786	01/16/2026	STRYKER SALES CORPORATION	99512-001261 - LIFEPAK CR	9211133464	$10,611.25
V530786	01/16/2026	STRYKER SALES CORPORATION	ESTIMATED SHIPPING/HANDLI	9211133464	$549.24
V530786	01/16/2026	STRYKER SALES CORPORATION	ESTIMATED SHIPPING/HANDLI	9211135905	$549.24
V530786	01/16/2026	STRYKER SALES CORPORATION	ESTIMATED SHIPPING/HANDLI	9211176672	$549.24
V530787	01/16/2026	SUNSHINE STATE ONE CALL OF FL INC	12/25 LINE LOCATES	PSINV1056737	$98.38
V530788	01/16/2026	TAMPA GENERAL HOSPITAL	ANNUAL FF EXAMS	I010002581	$11,700.00
V530788	01/16/2026	TAMPA GENERAL HOSPITAL	NEW HIRE FF EXAMS	I010002581	$900.00
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	4054 SHOAL LINE BLVD	6696	$103.00
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	7399 CLAYTON ROAD	6696	$257.50
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	ANDERSON SNOW DITCH	6696	$180.25
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	ANDERSON SNOW PARK, 1360	6696	$603.89

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Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	BAYPORT PARK, 4140 CORTEZ	6696	$201.65
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	DELTA WOODS PARK, 3400 DE	6696	$252.33
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	ERNIE WEAVER, 19473 YOUTH	6696	$503.60
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	HERNANDO BEACH BOAT RAMP,	6696	$150.98
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	HERNANDO VETERANS MEMORIA	6696	$150.98
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	HILL N DALE PARK, 6460 BO	6696	$101.35
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	JENKINS CREEK, 6400 SHOAL	6696	$101.35
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	KENNEDY PARK, 1000 KENNED	6696	$201.65
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	LAKE HOUSE INCLUDING WOOD	6696	$878.72
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	LAKE TOWNSEN BOAT RAMP, L	6696	$201.65
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	LAKE TOWNSEN REGIONAL PAR	6696	$252.33
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	LINDA PEDERSEN PARK, 6300	6696	$252.33
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	LONNIE COBURN PARK, 19340	6696	$101.35
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	NOBLETON WAYSIDE PARK, 29	6696	$101.35
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	PARKS AND RECREATION MAIN	6696	$101.35
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	PIONEER PARK, 6799 PINEHU	6696	$201.65
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	RIDGE MANOR COMMUNITY PAR	6696	$352.62
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	ROGERS PARK, 7244 SHOAL L	6696	$101.35
V530789	01/16/2026	TRIPLE CROWN C LAWN JOCKEYS LLC	ROTARY CENTENNIAL DOG PAR	6696	$201.65
V530790	01/16/2026	UNITED BADGES INSURANCE	PRCA-97280-FL10024	UBIS55198	$36,537.00
V530791	01/16/2026	US LEGAL SERVICES INC	U.S. LEGAL - 11/25	112025	$2,550.00
V530792	01/16/2026	VERIZON WIRELESS	421672038-00003 12/23	6131764695	$149.80
V530792	01/16/2026	VERIZON WIRELESS	942196943-00001 1/1	6132486342	$183.11
V530792	01/16/2026	VERIZON WIRELESS	942322806-00001 12/23	6131847473	$5,230.15
V530793	01/16/2026	VETTED SECURITY SOLUTIONS LLC	ARROW BOARD TRAILER - TRA	25581	$6,798.00
V530794	01/16/2026	WEST PUBLISHING CORPORATION	RESEARCH SERVICES OTHER T	852871364	$1,531.61
V530794	01/16/2026	WEST PUBLISHING CORPORATION	RESEARCH SERVICES OTHER T	853009237	$1,531.61
V530794	01/16/2026	WEST PUBLISHING CORPORATION	RESEARCH SERVICES OTHER T	853035247	$176.08
V530795	01/16/2026	WEX BANK	0496001443936	109687738	$47,317.18
Summary					**$2,288,424.93**

Note: If Vendor Name is "VOID-VOID-VOID", this signifies a payroll ACH Transaction
If Check Number begins with "EFT", this payment was processed electronically
If Check Number begins with "I", this payment was an internal payment within BCC departments
If Check Number begins with "V" this payment was an ACH payment to a Vendor electronically

Board of County Commissioners Checks Issued

Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
290862	01/21/2026	11624 LINDEN DR LLC	11624 LINDEN DR	S809923-08	$45.54
290863	01/21/2026	ADAMS HOMES OF NW FL INC	4832 SUTHERLAND ST	PB00059-00	$232.42
290864	01/21/2026	ADAMS HOMES OF NW FL INC	11405 GENTER DR	S913306-00	$50.46
290865	01/21/2026	ALEPPO PROPERTIES LLC	3251 GRETNA DR	S901829-05	$49.96
290866	01/21/2026	ALISSA L SWEENEY	11087 ADDISON ST	S902641-03	$4.65
290867	01/21/2026	ALMA A LONDON	8343 OMAHA CIR	S607668-19	$149.41
290868	01/21/2026	ALMA J JANS	3468 CRAPE MYRTLE DR	HB01932-05	$128.22
290869	01/21/2026	AMBERLE M WILLIAMS	6289 CRANBROOK CT	S602889-09	$17.45
290870	01/21/2026	APRIL REAVES	27331 THRUSH AVE	HL00540-24	$51.23
290871	01/21/2026	BARBARA A NEW & ELISE COLLINS	9386 ELDRIDGE RD	S804617-01	$25.99
290872	01/21/2026	BERNARD & JUDITH HACKETT	1230 VAN DALE AVE	S808846-00	$2.75
290873	01/21/2026	BONNIE F & ISRAEL GONZALEZ	4965 BOBWHITE CT	RM00758-12	$190.65
290874	01/21/2026	BRIAN LESSARD	11011 UPTON ST	S802217-04	$35.67
290875	01/21/2026	BSFR PROPERTY MANAGEMENT LLC	219 GALAXY AVE	S605221-04	$97.37
290876	01/21/2026	CAITLIN COTRONEO	6681 FREEPORT DR	S813481-06	$119.72
290877	01/21/2026	CARLOS M GALIGNIANA	11176 MONTCALM RD	S800081-01	$113.73
290878	01/21/2026	CORTEZ INVESTMENTS GROUP INC	6867 TREEHAVEN DR	S605159-07	$177.28
290879	01/21/2026	D R HORTON INC	11693 MEMORIAL DR	WF00222-00	$1.53
290880	01/21/2026	D R HORTON INC	11322 CURIO DR	WF00224-00	$16.66
290881	01/21/2026	DARRELL ANTHONY HALL	4143 MONTANO AVE	S102226-05	$51.79
290882	01/21/2026	DAVID IVORY	1309 MALONE AVE	S606798-17	$298.25
290883	01/21/2026	DAVID IVORY	1307 MALONE AVE	S607096-14	$298.25
290884	01/21/2026	DAVID SLAUTER	5158 LEGEND HILLS LN	SI00845-01	$65.87
290885	01/21/2026	DEBRA J GEORGE	11365 SILVERWOOD CT	S901924-07	$45.52
290886	01/21/2026	DOUGLAS B & PAMELA C ARCHER	13575 BLYTHEWOOD DR	SL01329-01	$20.97
290887	01/21/2026	EDINAIDY CLERGE PROENZA	2204 CANFIELD DR	S907190-07	$25.56
290888	01/21/2026	EGF DRILLING	12893 HILARY ST	XX01853-00	$2,437.08
290889	01/21/2026	EILEEN VENTICINQUE	2121 WHITEWOOD AVE	S910261-11	$59.52
290890	01/21/2026	EMMA JAMALKOWSKI	7682 ST ANDREWS BLVD	RH00488-08	$37.45
290891	01/21/2026	ERNEST & ANISIA L VALDES	138 BROFIELD ST	SW00003-02	$117.60
290892	01/21/2026	ESMEIRY GUZMAN	4882 LARKENHEATH DR	SL00187-02	$129.94
290893	01/21/2026	EVA N BONILLA	7072 BARCLAY AVE APT A	CC00024-21	$208.79
290894	01/21/2026	EXCELLENT REALTY LLC	4021 MARINER BLVD	C900618-02	$177.61
290895	01/21/2026	F & I PROPERTIES LLC	11463 CHALK FARM RD	S103263-02	$29.64
290896	01/21/2026	FLORIDA EAGLE INVESTMENTS LLC	7319 HOLIDAY DR	S607356-11	$107.99
290897	01/21/2026	FRANK SANTOS	9229 BASSIN ST	BK02556-00	$95.92
290898	01/21/2026	GABRIELLE L IONNO	662 WHITE FLOWER WAY	TR00131-07	$31.78
290899	01/21/2026	GARY CORPAS	5203 CHAMBERLAIN ST	S901242-12	$98.10
290900	01/21/2026	GREGORY ROBERTS	10367 AUDIE BROOK DR	S807588-00	$86.08
290901	01/21/2026	HELEN S HILL	241 DARTMOUTH AVE	S603163-07	$57.64
290902	01/21/2026	HOLIDAY BUILDERS INC	263 CANDLEWICK AVE	S814298-00	$35.12
290903	01/21/2026	HP FLORIDA I LLC	3607 DOTHAN AVE	S900899-03	$83.26

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290904	01/21/2026	HPA US1 LLC	10157 LENOX BLVD	GL00889-03	$156.61
290905	01/21/2026	HPA US1 LLC	9111 TARLETON CIR	GL00608-03	$117.87
290906	01/21/2026	HPA US1 LLC	6296 LANDOVER BLVD	S909254-04	$44.56
290907	01/21/2026	JAMES E STEVENSON	4484 SECRETARIAT RUN	SI00179-01	$12.03
290908	01/21/2026	JANE C MESSENGER	12224 FOOTHILL ST	S903772-02	$1.25
290909	01/21/2026	JANE M LUCKEN	3274 WINDJAMMER DR	WD00074-10	$228.65
290910	01/21/2026	JASON C FORTIER	27199 WAKEFIELD DR	HL00174-14	$134.45
290911	01/21/2026	JASON L HOWARD	364 WATERFALL DR	S806618-03	$45.60
290912	01/21/2026	JAYN CONSTRUCTION INC	3263 AMBASSADOR AVE	S913320-00	$320.95
290913	01/21/2026	JAYN CONSTRUCTION INC	2373 ARDENWOOD DR	S913309-00	$512.91
290914	01/21/2026	JEANNE MACHNIK	9047 PEMBERTON ST	S805048-01	$81.40
290915	01/21/2026	JENNIFER A OUDEANS	5302 WOODRIDGE LN	S904329-15	$148.63
290916	01/21/2026	JOHN KARPINECZ	7031 EISENHOWER ST	WH00199-03	$37.78
290917	01/21/2026	JOHN S BARRON	2230 DOVE HOLLOW DR	TB00699-03	$121.47
290918	01/21/2026	JONATHAN W RICHTERS	344 GLENN IVY TER	S813349-18	$157.02
290919	01/21/2026	JOSE ENRIQUE MORALES	403 SPRING HAVEN LOOP	S104269-23	$232.24
290920	01/21/2026	K&N PROPERTY SOLUTIONS LLC	14031 BARLINGTON ST	S905974-04	$48.62
290921	01/21/2026	KASE A CUCUZZA	4330 TARTAN AVE	S808066-07	$207.29
290922	01/21/2026	KATHERINE M & RICHARD T NELSON II	9227 NIGHTINGALE RD	TL00102-01	$37.87
290923	01/21/2026	KELLY J ROBISON	3215 ROSE ARBOR DR	HB02008-04	$113.79
290924	01/21/2026	KENNETH E STOUT	6116 ISLAND DR	WW00645-08	$177.90
290925	01/21/2026	KWESI K HECTOR	8102 PAGODA DR	FK00064-04	$70.92
290926	01/21/2026	LANIXEN PROPERTIES CORP	9374 MIRACLE DR	S811612-10	$83.11
290927	01/21/2026	LEE R & JOANNE G DUXSTAD	14031 BARLINGTON ST	S905974-03	$11.42
290928	01/21/2026	LINDA A LOCKNER	3366 MINNOW CREEK DR	HB00552-12	$210.35
290929	01/21/2026	LINDA FARMER	6901 E RICHARD DR	WW00847-03	$293.56
290930	01/21/2026	LOUIE S CRAWFORD JR	4492 KINGSTON DR	HB00518-05	$234.09
290931	01/21/2026	LOUIS M LAVALLE	9170 BUNTING RD	TL00558-00	$20.77
290932	01/21/2026	LYNN M RIFE & KATHLEEN M SHOWMAN	8157 HIDDEN HILLS DR	TB00875-02	$76.84
290933	01/21/2026	M/I HOMES OF TAMPA LLC	2372 KALINA DR	AS00037-00	$37.96
290934	01/21/2026	M/I HOMES OF TAMPA LLC	330 HILLSHIRE PL	AV01179-00	$237.06
290935	01/21/2026	M/I HOMES OF TAMPA LLC	2257 CLARY SAGE DR	AS00088-00	$159.72
290936	01/21/2026	M/I HOMES OF TAMPA LLC	115 NORTHBANK LN	AV01180-00	$118.70
290937	01/21/2026	MAIN STREET RENEWAL LLC	14336 CORONADO DR	S909633-12	$90.01
290938	01/21/2026	MAIN STREET RENEWAL LLC	4211 MONTANO AVE	S902305-04	$88.80
290939	01/21/2026	MAIN STREET RENEWAL LLC	12345 MAYBERRY RD	S908383-16	$285.10
290940	01/21/2026	MANGO GROWTH LLC	27103 SIMONA AVE	HL00331-22	$205.03
290941	01/21/2026	MARTHA THREADGILL	10271 PALMGREN LN	S607518-01	$159.61
290942	01/21/2026	MATTHEW G DAWSON	5732 GREYSTONE DR	SL00072-09	$139.12
290943	01/21/2026	MAURITS R BURER	5412 LLOYD DR	RR00010-04	$65.16
290944	01/21/2026	MELANIE A GROSSI	156 MINERVA PL	S900074-07	$60.66
290945	01/21/2026	MERITAGE HOMES OF FL INC	3572 MOSCATO DR	BH00018-00	$70.27

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290946	01/21/2026	MERITAGE HOMES OF FL INC	31650 WILD GRAPE LN	BH00042-00	$146.13
290947	01/21/2026	MERITAGE HOMES OF FL INC	3520 MOSCATO DR	BH00025-00	$73.33
290948	01/21/2026	MERITAGE HOMES OF FL INC	3677 MOSCATO DR	BH00076-00	$101.42
290949	01/21/2026	MERITAGE HOMES OF FL INC	3501 MOSCATO DR	BH00116-00	$68.29
290950	01/21/2026	MICHAEL G SCHUR	3594 FANTASY WAY	QM00205-03	$80.32
290951	01/21/2026	MILAGRINA MARIANO	4227 SURFSIDE CIR	S600716-12	$326.51
290952	01/21/2026	MONROE SYLVESTER & WALTER BROWN	3431 SHEEPHEAD DR	HB02247-00	$118.46
290953	01/21/2026	MYND MANAGEMENT INC	6600 WIREVINE DR	RW00887-03	$332.91
290954	01/21/2026	MYND MANAGEMENT INC	2101 ANCHOR AVE	S803404-05	$95.67
290955	01/21/2026	NANCY & TIMOTHY COX	2344 SUMMERFIELD AVE	S902965-01	$2.08
290956	01/21/2026	NANCY & TIMOTHY COX	2344 SUMMERFIELD AVE	S902965-01	$14.41
290957	01/21/2026	NEIL F LAW III	23284 CROOM RD	DG00020-00	$77.12
290958	01/21/2026	NEXPOINT SFR SPE 3 LC	1251 MCNEAL RD	S813931-03	$50.43
290959	01/21/2026	NICHOLE M YAGER	11448 KERRIDALE AVE	S810482-17	$62.04
290960	01/21/2026	NVR INC DBA RYAN HOMES	327 VOLTAIRE DR	PR00023-00	$134.25
290961	01/21/2026	NVR INC DBA RYAN HOMES	331 VOLTAIRE DR	PR00075-00	$206.35
290962	01/21/2026	NVR INC DBA RYAN HOMES	268 VOLTAIRE DR	PR00110-00	$35.29
290963	01/21/2026	OP SPE PHX1 LLC	6123 INDIA DR	S805769-04	$646.46
290964	01/21/2026	PARIS ARCADE INC	2396 COMMERCIAL WAY	TC00012-08	$13.59
290965	01/21/2026	PARIS ARCADE INC	2394 COMMERCIAL WAY	TC00018-04	$150.16
290966	01/21/2026	PATHLIGHT PROPERTY MANAGEMENT	13410 BANNER RD	S902201-03	$117.87
290967	01/21/2026	PATRICIA ANN HERZOG	5461 COLCHESTER AVE	S101253-01	$15.13
290968	01/21/2026	PATRICK DONOVAN	7470 ROME LN	WF00117-01	$9.21
290969	01/21/2026	PHILLIP W BEAL	6210 INDIA DR	S811007-15	$22.52
290970	01/21/2026	PR ARC BORROWER 1 LLC	1114 BURGUNDY CT	EN00080-03	$240.70
290971	01/21/2026	PULTE HOME COMPANY LLC	4194 FELDSPAR LN	CD00072-00	$214.82
290972	01/21/2026	PULTE HOME COMPANY LLC	3860 OBSIDIAN DR	CD00120-00	$188.69
290973	01/21/2026	PULTE HOME COMPANY LLC	3783 OBSIDIAN DR	CD00123-00	$397.12
290974	01/21/2026	PULTE HOME COMPANY LLC	4213 GOLDFOIL RD	CD00165-00	$247.56
290975	01/21/2026	PULTE HOME COMPANY LLC	3778 HORNBEAM RD	CD00170-00	$236.64
290976	01/21/2026	PULTE HOME COMPANY LLC	3770 HORNBEAM RD	CD00172-00	$232.36
290977	01/21/2026	PULTE HOME COMPANY LLC	3639 HORNBEAM RD	CD00191-00	$236.63
290978	01/21/2026	PULTE HOME COMPANY LLC	3642 HORNBEAM RD	CD00192-00	$236.63
290979	01/21/2026	PULTE HOME COMPANY LLC	3615 HORNBEAM RD	CD00193-00	$248.98
290980	01/21/2026	PULTE HOME COMPANY LLC	3622 HORNBEAM RD	CD00194-00	$276.26
290981	01/21/2026	PULTE HOME COMPANY LLC	3632 HORNBEAM RD	CD00195-00	$236.52
290982	01/21/2026	PULTE HOME COMPANY LLC	3631 HORNBEAM RD	CD00196-00	$85.65
290983	01/21/2026	PULTE HOME COMPANY LLC	3625 HORNBEAM RD	CD00197-00	$236.52
290984	01/21/2026	PULTE HOME COMPANY LLC	3650 BENHAM RISE RD	CD00198-00	$322.95
290985	01/21/2026	PULTE HOME COMPANY LLC	3655 BENHAM RISE RD	CD00199-00	$184.36
290986	01/21/2026	PULTE HOME COMPANY LLC	3640 BENHAM RISE RD	CD00202-00	$100.21
290987	01/21/2026	PULTE HOME COMPANY LLC	3632 BENHAM RISE RD	CD00203-00	$78.48

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290988	01/21/2026	PULTE HOME COMPANY LLC	3714 OBSIDIAN DR	CD00247-00	$27.78
290989	01/21/2026	PULTE HOME COMPANY LLC	4303 BIG SKY DR	VB00036-00	$372.47
290990	01/21/2026	PULTE HOME COMPANY LLC	3998 BIG SKY DR	VB00042-00	$359.84
290991	01/21/2026	PULTE HOME COMPANY LLC	4026 BIG SKY DR	VB00045-00	$232.62
290992	01/21/2026	ROGER MENDEZ & MARA VERANO	11119 MERCEDES ST	S907759-05	$116.64
290993	01/21/2026	ROGER P TELLIER	1349 HAULOVER AVE	S800395-04	$13.34
290994	01/21/2026	SANDRA J & RICHARD D ELLIS	8847 PLAYERS DR	GL01383-02	$3,182.82
290995	01/21/2026	SARAH HILL	26329 SEIDEL ST	RL00063-10	$52.29
290996	01/21/2026	SCOTT ROBINSON	7508 SHEPHERD AVE	S601909-01	$2.90
290997	01/21/2026	SFR JV 1 2021 1 BORROWER LLC	9297 OAK GROVE ST	S606366-18	$58.15
290998	01/21/2026	SFR JV-1 2019-1 BORROWER LLC	12624 EDDINGTON RD	S903238-11	$232.26
290999	01/21/2026	SFR JV-1 2020-1 BORROWER LLC	4201 CASTLE AVE	S908429-08	$10.54
291000	01/21/2026	SFR JV-2 2023-1 BORROWER LLC	3233 AMBASSADOR AVE	S910249-07	$79.38
291001	01/21/2026	SFR JV-2 2024-2 BORROWER LLC	4151 CANDLER AVE	S910729-06	$11.98
291002	01/21/2026	SHV HOMES 1 LLC	5145 ROBLE AVE	S808720-05	$59.31
291003	01/21/2026	STANLEY SAMPSON	7394 MEAD DR	S604530-06	$273.65
291004	01/21/2026	STARLIGHT HOMES FL LLC	12132 KELLY ANN LOOP	PN00012-00	$176.04
291005	01/21/2026	STEVE A ARCHIBALD	4065 ORIENT DR	HB02282-00	$422.11
291006	01/21/2026	T & T DEVELOPMENT LLC	16190 AVIATION LOOP DR	AC00014-02	$53.63
291007	01/21/2026	TIMOTHY W DOZIER	35155 BAXLEY DR	TE00011-21	$42.55
291008	01/21/2026	TINA C FRASIER	521 PAINTED LEAF DR	TR00068-06	$191.54
291009	01/21/2026	TINA M DARNELL	11217 LINDEN DR	S904791-03	$89.98
291010	01/21/2026	TRACY E MAXWELL	34898 FRASER ST	FD00012-07	$86.65
291011	01/21/2026	TRAVIS J KORTH	1064 SHENANDOAH LN	S604798-08	$65.10
291012	01/21/2026	VICTORIA CARTER	558 WATERFALL DR	S103936-01	$2.04
291013	01/21/2026	VIRGINIA V JENKINS HESSE	12083 THORNRIDGE ST	HI01687-03	$82.31
291014	01/21/2026	VISITING NURSE ASSOCIATION	10177 CORTEZ BLVD	WV00038-01	$75.41
291015	01/21/2026	WE BORE INC	3380 COMMERCIAL WAY	XX01795-00	$2,002.64
291016	01/21/2026	WILLIAM RYAN HOMES FLORIDA INC	728 TIERRA DR	WT00077-00	$9.71
291017	01/21/2026	WILLIAM RYAN HOMES FLORIDA INC	691 NICEWINTER DR	WT00078-00	$23.28
291018	01/21/2026	WILLIAM RYAN HOMES FLORIDA INC	12638 KELLY ANN LOOP	PN00014-00	$498.31
291019	01/21/2026	WILLIAM RYAN HOMES FLORIDA INC	8587 WHITE PINE AVE	PN00025-00	$225.16
291020	01/21/2026	WILLIAM RYAN HOMES FLORIDA INC	817 NICEWINTER DR	WT00075-00	$125.42
291021	01/21/2026	WILLIAM RYAN HOMES FLORIDA INC	835 NICEWINTER DR	WT00076-00	$91.14
291022	01/21/2026	WILLIAM RYAN HOMES FLORIDA INC	719 NICEWINTER DR	WT00079-00	$48.46
291023	01/21/2026	WILSON'S PROPERTY MANAGEMENT SERVIC	7274 POND CIR	S606168-05	$336.05
291024	01/21/2026	WINN DIXIE STORES INC	4221 MARINER BLVD	C101427-02	$403.70
291025	01/21/2026	ZEKIEL GUZMAN	3686 PORTILLO RD	S813068-05	$194.41
291026	01/23/2026	15407 CORTEZ BLVD LLC	CLOSE ESCROW #789	789	$10,492.50
291027	01/23/2026	A & R TREE SERVICE INC	REFUND ESCROW #503	503	$445.96
291028	01/23/2026	AMERICAN EXPRESS TRS	AMEX-DEC 25 CODE	DEC-25	$6.45

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291029	01/23/2026	AMERICAN PATRIOT TITLE LLC	2026-030 FY23/24 DEVL	DEVLIN K	$30,000.00
291030	01/23/2026	BANK OF AMERICA	ANALYSIS FEE 11/25	25110011281	$763.75
291031	01/23/2026	BANK OF AMERICA MERCHANT SERVICES	03345540738886 11/25	REMI1712541	$15.55
291031	01/23/2026	BANK OF AMERICA MERCHANT SERVICES	03345540740882 11/25	REMI1712424	$14.02
291031	01/23/2026	BANK OF AMERICA MERCHANT SERVICES	03345540741880 11/25	REMI1712425	$31.16
291031	01/23/2026	BANK OF AMERICA MERCHANT SERVICES	03345540742888 11/25	REMI1712426	$5.57
291031	01/23/2026	BANK OF AMERICA MERCHANT SERVICES	03345566917885 11/25	REMI1712434	$111.57
291031	01/23/2026	BANK OF AMERICA MERCHANT SERVICES	03372411664884 11/25	REMI1712502	$25,436.55
291032	01/23/2026	BRIAN BOGDANSKI	REF PERMIT #1509520	1509520	$145.51
291033	01/23/2026	BRYAN HEIM	CLOSE ESCROW #948	948	$13,092.12
291034	01/23/2026	CELLEBRITE INC	UFED SOFTWARE SUPPORT	INVUS294248	$1,293.60
291035	01/23/2026	CENTRISYS CORPORATION	CENTRIFUGE EQUIPMENT LEAS	PSI-38051	$30,000.00
291036	01/23/2026	CENTURYLINK	311272835 12/16-1/15	311272835C6	$71.25
291037	01/23/2026	CHARLIES PLUMBING INC	PLUMBING REPAIRS AS NEEDE	155467	$110.00
291037	01/23/2026	CHARLIES PLUMBING INC	PLUMBING, MAINTENANCE, RE	155557	$149.98
291037	01/23/2026	CHARLIES PLUMBING INC	PLUMBING, MAINTENANCE, RE	155590	$622.10
291037	01/23/2026	CHARLIES PLUMBING INC	REGULAR LABOR HRS. ON PLU	155557	$80.00
291037	01/23/2026	CHARLIES PLUMBING INC	REGULAR LABOR HRS. ON PLU	155590	$240.00
291038	01/23/2026	COMCATE SOFTWARE INC	SOFTWARE SUPPORT/MAINTENA	9278	$20,817.01
291039	01/23/2026	COMMUNITY FOUNDATION OF TAMPA BAY	SPARK	BDV26-013	$10,000.00
291040	01/23/2026	CORE & MAIN LP	SEWER LINES MATERIALS, PA	Y238417	$2,552.50
291040	01/23/2026	CORE & MAIN LP	SEWER LINES MATERIALS, PA	Y240157	$1,145.60
291040	01/23/2026	CORE & MAIN LP	WATERLINES MATERIALS, PAR	Y240157	$1,145.60
291040	01/23/2026	CORE & MAIN LP	WATERLINES MATERIALS, PAR	Y263434	$1,491.00
291041	01/23/2026	DADE PAPER & BAG LLC	JANITORIAL SUPPLIES ORDER	39942800	$2,816.00
291042	01/23/2026	DB CIVIL CONSTRUCTION LLC	24-CG00785 FDN SWALK	PAYREQ#1	$194,913.06
291042	01/23/2026	DB CIVIL CONSTRUCTION LLC	24-CG00785 FDN SWALK	PAYREQ#2	$394,950.44
291042	01/23/2026	DB CIVIL CONSTRUCTION LLC	24-CG00785 RETAINAGE	PAYREQ#1	($9,745.65)
291042	01/23/2026	DB CIVIL CONSTRUCTION LLC	24-CG00785 RETAINAGE	PAYREQ#2	($19,747.52)
291045	01/23/2026	DUKE ENERGY	9100 8194 7336	81947336C6	$2,080.85
291045	01/23/2026	DUKE ENERGY	9100 8194 7724	81947724C6	$728.92
291045	01/23/2026	DUKE ENERGY	9100 8506 9753	85069753C6	$36.21
291045	01/23/2026	DUKE ENERGY	9100 8511 1104	85111104C6	$67.98
291045	01/23/2026	DUKE ENERGY	9100 8511 1261	85111261C6	$31.84
291045	01/23/2026	DUKE ENERGY	9100 8511 3619	85113619C6	$446.89
291045	01/23/2026	DUKE ENERGY	9100 8512 4042	85124042C6	$6,655.83
291045	01/23/2026	DUKE ENERGY	9100 8531 5675	85315675C6	$90.88
291045	01/23/2026	DUKE ENERGY	9100 8531 6030	85316030C6	$195.48
291045	01/23/2026	DUKE ENERGY	9100 8531 6204	85316204C6	$22,053.55
291045	01/23/2026	DUKE ENERGY	9100 8531 6379	85316379C6	$248.01
291045	01/23/2026	DUKE ENERGY	9100 8531 6577	85316577C6	$216.56

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Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
291045	01/23/2026	DUKE ENERGY	9100 8531 6973	85316973C6	$570.58
291045	01/23/2026	DUKE ENERGY	9100 8531 7346	85317346C6	$457.72
291045	01/23/2026	DUKE ENERGY	9100 8531 7908	85317908C6	$154.93
291045	01/23/2026	DUKE ENERGY	9100 8531 8082	85318082C6	$133.46
291045	01/23/2026	DUKE ENERGY	9100 8531 8256	85318256C6	$258.14
291045	01/23/2026	DUKE ENERGY	9100 8551 9568	85519568C6	$484.07
291045	01/23/2026	DUKE ENERGY	9100 8552 1603	85521603C6	$123.38
291045	01/23/2026	DUKE ENERGY	9100 8605 5149	86055149C6	$76.55
291045	01/23/2026	DUKE ENERGY	9100 8662 7333	86627333C6	$44.07
291045	01/23/2026	DUKE ENERGY	9100 8662 7515	86627515C6	$70.07
291045	01/23/2026	DUKE ENERGY	9100 8662 7698	86627698C6	$30.80
291045	01/23/2026	DUKE ENERGY	9100 8662 8079	86628079C6	$80.89
291045	01/23/2026	DUKE ENERGY	9100 8662 8285	86628285C6	$30.80
291045	01/23/2026	DUKE ENERGY	9100 8662 8441	86628441C6	$30.80
291045	01/23/2026	DUKE ENERGY	9100 8662 8805	86628805C6	$30.80
291045	01/23/2026	DUKE ENERGY	9100 8662 9187	86629187C6	$30.80
291045	01/23/2026	DUKE ENERGY	9100 8662 9385	86629385C6	$30.97
291045	01/23/2026	DUKE ENERGY	9100 8663 0122	86630122C6	$1,391.53
291045	01/23/2026	DUKE ENERGY	9100 8663 0312	86630312C6	$63.78
291045	01/23/2026	DUKE ENERGY	9100 8740 0166	87400166C6	$30.80
291045	01/23/2026	DUKE ENERGY	9100 8889 3741	88893741C6	$858.24
291045	01/23/2026	DUKE ENERGY	9100 8898 6860	88986860C6	$25.81
291045	01/23/2026	DUKE ENERGY	9100 9090 2821	90902821C6	$730.82
291045	01/23/2026	DUKE ENERGY	9101 2824 9761	28249761C6	$18.96
291045	01/23/2026	DUKE ENERGY	9101 2873 2866	28732866C6	$74.98
291045	01/23/2026	DUKE ENERGY	9101 2873 4123	28734123C6	$185.08
291045	01/23/2026	DUKE ENERGY	9101 4459 6399	44596399C6	$62.63
291045	01/23/2026	DUKE ENERGY	9101 7090 3125	70903125C6	$96.21
291045	01/23/2026	DUKE ENERGY	9101 7729 0870	77290870C6	$19.94
291045	01/23/2026	DUKE ENERGY	9101 8578 5487	85785487C6	$37.79
291045	01/23/2026	DUKE ENERGY	9101 8658 9687	86589687C6	$85.77
291046	01/23/2026	EBSCO INDUSTRIES INC	FLIPSTER SUBSCRIPTION SER	91011037681	$19,612.24
291047	01/23/2026	FAMILY OWNED SERVICE CO INC	11/29/25 SH	AN-BVC25257	$650.00
291048	01/23/2026	FISHER SCIENTIFIC COMPANY LLC	GRAY25, INNOTEX GRAY PART	5762798	$8,720.00
291049	01/23/2026	FLORIDA CLINICAL PRACTICE ASSOC INC	11/25 FORENSIC EVALS	122925-1	$2,100.00
291050	01/23/2026	FORTILINE INC	SEWER LINES MATERIALS, PA	7195250	$112.50
291050	01/23/2026	FORTILINE INC	WATERLINES MATERIALS, PAR	7195250	$112.50
291050	01/23/2026	FORTILINE INC	WATERLINES MATERIALS, PAR	7200758	$1,460.00
291051	01/23/2026	FOSTERS ROOFING ENTERPRISES INC	2026-006CFY2324LAVARE	LAVARE C	$10,250.00
291052	01/23/2026	HACH COMPANY	MATERIALS, SEWER LAB TEST	14777881	$3,925.40
291052	01/23/2026	HACH COMPANY	MATERIALS, SEWER LAB TEST	14797802	$314.60
291052	01/23/2026	HACH COMPANY	MATERIALS, SEWER LAB TEST	14802851	$10,052.90

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291052	01/23/2026	HACH COMPANY	SUPPLIES, WATER LABORATOR	14797802	$314.60
291053	01/23/2026	HERNANDO COUNTY UTILITIES DEPT	HC00082-00	HC0008200C6	$58.35
291053	01/23/2026	HERNANDO COUNTY UTILITIES DEPT	HC00088-00	HC0008800C6	$48.32
291056	01/23/2026	IH CENTRAL FLORIDA LLC	REF PERMIT #1501798	1501798	$143.50
291056	01/23/2026	IH CENTRAL FLORIDA LLC	REF PERMIT #1502178	1502178	$143.50
291056	01/23/2026	IH CENTRAL FLORIDA LLC	REF PERMIT #1502179	1502179	$143.50
291056	01/23/2026	IH CENTRAL FLORIDA LLC	REF PERMIT #1503015	1503015	$143.50
291056	01/23/2026	IH CENTRAL FLORIDA LLC	REF PERMIT #1505285	1505285	$143.50
291056	01/23/2026	IH CENTRAL FLORIDA LLC	REF PERMIT #1505639	1505639	$143.50
291056	01/23/2026	IH CENTRAL FLORIDA LLC	REF PERMIT #1506041	1506041	$143.50
291056	01/23/2026	IH CENTRAL FLORIDA LLC	REF PERMIT #1511440	1511440	$143.50
291056	01/23/2026	IH CENTRAL FLORIDA LLC	REF PERMIT #1514054	1514054	$143.50
291056	01/23/2026	IH CENTRAL FLORIDA LLC	REF PERMIT #1514424	1514424	$143.50
291056	01/23/2026	IH CENTRAL FLORIDA LLC	REF PERMIT#1512148	1512148	$143.50
291057	01/23/2026	JOSEPH SPARACIA	REF PERMIT #1512046	1512046	$145.51
291058	01/23/2026	LAKEWOOD CONCRETE CONSTRUCTION INC	RPLC DW 14258 WAKE RO	1142026	$4,850.00
291059	01/23/2026	MCKIM & CREED INC	PROF SV THRU 11/22/25	248160	$49,323.43
291059	01/23/2026	MCKIM & CREED INC	PROF SV THRU 12/27/25	249926	$17,010.48
291059	01/23/2026	MCKIM & CREED INC	PROF SV THRU 12/27/25	250510	$5,049.43
291060	01/23/2026	MERRITT FUNERAL HOME INC	11/24/25 JL	6494010006	$650.00
291061	01/23/2026	MIDWEST TAPE LLC	HOOPLA ACCESS & PRODUCTS	508252561	$12,236.08
291062	01/23/2026	NATURE COAST IRRIGATION INC	IRRIGATION INSP 12/25	12572	$110.00
291062	01/23/2026	NATURE COAST IRRIGATION INC	IRRIGATION MNT 12/25	12572	$42.00
291063	01/23/2026	NORA KRAMER DESIGNS	TYPESETTING HOURLY RATE $	13420	$366.54
291064	01/23/2026	OCV LLC	ANNL SUPP FY26-27	2024-3698	$5,775.00
291065	01/23/2026	ODYSSEY MANUFACTURING CO	CHLORINE LIQUID, CHLORINE	103712	$1,750.00
291065	01/23/2026	ODYSSEY MANUFACTURING CO	CHLORINE LIQUID, CHLORINE	105458	$1,925.00
291065	01/23/2026	ODYSSEY MANUFACTURING CO	CHLORINE LIQUID, CHLORINE	106100	$1,750.00
291065	01/23/2026	ODYSSEY MANUFACTURING CO	CHLORINE LIQUID, CHLORINE	106719	$1,925.00
291065	01/23/2026	ODYSSEY MANUFACTURING CO	CHLORINE LIQUID, PURCHASE	105007	$3,386.25
291065	01/23/2026	ODYSSEY MANUFACTURING CO	CHLORINE LIQUID, PURCHASE	105009	$3,587.50
291065	01/23/2026	ODYSSEY MANUFACTURING CO	CHLORINE LIQUID, PURCHASE	105457	$3,431.75
291065	01/23/2026	ODYSSEY MANUFACTURING CO	CHLORINE LIQUID, PURCHASE	105905	$3,281.25
291065	01/23/2026	ODYSSEY MANUFACTURING CO	CHLORINE LIQUID, PURCHASE	106098	$1,680.00
291065	01/23/2026	ODYSSEY MANUFACTURING CO	CHLORINE LIQUID, PURCHASE	106099	$4,448.50
291065	01/23/2026	ODYSSEY MANUFACTURING CO	CHLORINE LIQUID, PURCHASE	106101	$1,137.50
291066	01/23/2026	PASTORE CUSTOM BUILDERS INC	CLOSE ESCROW #7188	7188	$2,333.50
291067	01/23/2026	PETERSEN INDUSTRIES INC	BOOM REPAIR #20060	202318	$7,310.28
291068	01/23/2026	RIGHT WAY ELEVATOR MAINTENANCE INC	ELEVATOR REPAIR	398400-H8X7	$15,045.60
291068	01/23/2026	RIGHT WAY ELEVATOR MAINTENANCE INC	ELEVATOR, MAINT 12/25	445585-F7N3	$145.00
291069	01/23/2026	RIVER COUNTRY ESTATES	ENTRANCEWAY - RIVERY	JAN-MAR26	$1,187.50

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			COUN		
291069	01/23/2026	RIVER COUNTRY ESTATES	MAILBOX/RETENSION - RIVER	JAN-MAR26	$2,080.00
291069	01/23/2026	RIVER COUNTRY ESTATES	PARK - RIVER COUNTRY LAND	JAN-MAR26	$5,357.50
291069	01/23/2026	RIVER COUNTRY ESTATES	SERVICE AGREEMENT BETWEEN	JAN-MAR26	$1,125.00
291070	01/23/2026	SHAMROCK ENVIRONMENTAL CORPORATION	DISPOSAL AND TRANSPORTATI	443259	$6,938.18
291070	01/23/2026	SHAMROCK ENVIRONMENTAL CORPORATION	DISPOSAL AND TRANSPORTATI	443772	$5,963.44
291070	01/23/2026	SHAMROCK ENVIRONMENTAL CORPORATION	DISPOSAL AND TRANSPORTATI	444576	$10,026.62
291070	01/23/2026	SHAMROCK ENVIRONMENTAL CORPORATION	DISPOSAL AND TRANSPORTATI	444583	$1,950.40
291070	01/23/2026	SHAMROCK ENVIRONMENTAL CORPORATION	DISPOSAL AND TRANSPORTATI	444588	$3,001.50
291070	01/23/2026	SHAMROCK ENVIRONMENTAL CORPORATION	DISPOSAL AND TRANSPORTATI	444591	$7,946.73
291070	01/23/2026	SHAMROCK ENVIRONMENTAL CORPORATION	DISPOSAL AND TRANSPORTATI	444621	$3,977.16
291071	01/23/2026	STATE ATTORNEYS OFFICE	IT PURCHASES	REIM26-00028	$4,510.82
291072	01/23/2026	STATE ATTORNEYS OFFICE	IT SUPPLIES	REIM26-00042	$499.98
291073	01/23/2026	TRAVEL AND TOURISM RESEARCH	THRU JAN 07 2027	19600	$529.00
291074	01/23/2026	TRI COUNTY LOCKSMITH	EMERGENCY LOCKSMITH SERVI	79401	$244.00
291075	01/23/2026	ULTRA HEALTHCARE SERVICES INC	DEC 25 BILLING	58	$654.71
291076	01/23/2026	VESTIS SERVICES LLC	RENTAL/LEASE OF UNIFORMS-	5630802148	$173.44
291076	01/23/2026	VESTIS SERVICES LLC	RENTAL/LEASE OF UNIFORMS-	5630802149	$44.22
291076	01/23/2026	VESTIS SERVICES LLC	RENTAL/LEASE OF UNIFORMS-	5630806404	$296.68
291076	01/23/2026	VESTIS SERVICES LLC	RENTAL/LEASE OF UNIFORMS-	5630806405	$44.22
291076	01/23/2026	VESTIS SERVICES LLC	RENTAL/LEASE OF UNIFORMS-	5630810675	$250.47
291076	01/23/2026	VESTIS SERVICES LLC	RENTAL/LEASE OF UNIFORMS-	5630810676	$44.22
291076	01/23/2026	VESTIS SERVICES LLC	SOLID WASTE UNIFORM SERVI	5630801261	$33.44
291076	01/23/2026	VESTIS SERVICES LLC	WASTEWATER UNIFORM SERVIC	5630809751	$131.22
291076	01/23/2026	VESTIS SERVICES LLC	WASTEWATER UNIFORM SERVIC	5630814025	$220.11
291076	01/23/2026	VESTIS SERVICES LLC	WATER UNIFORM SERVICES: S	5630809751	$107.36
291076	01/23/2026	VESTIS SERVICES LLC	WATER UNIFORM SERVICES: S	5630809752	$20.37
291076	01/23/2026	VESTIS SERVICES LLC	WATER UNIFORM SERVICES: S	5630814025	$180.09
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	1/17-2/16/26 CPR LE	5037195883	$164.78
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	1/3-2/2/26 CPR LE	5037166609	$118.21
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	1/5-2/4/26 CPR LE	5037013520	$149.17
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	1/6-2/5/26 CPR LE	5037036670	$149.17
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	1/8-2/7/26 CPR LE	5037051789	$139.86
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	1/9-2/8/26 CPR LE	5037051791	$128.23

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291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	10/17-11/16/25 CPR LE	5036076096	$164.78
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	10/18-11/17-25 CPR LE	5036094795	$164.78
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	10/25-11/25 COPIES	5037051789	$83.31
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	10/5-11/4/25 CPR LE	5035923649	$149.17
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	10/6-11/5/25 CPR LE	5035923650	$149.17
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	11/17-12/16/25 CPR LE	5036440790	$164.78
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	11/18-12/17/25 CPR LE	5036420708	$164.78
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	11/25-12/24/25 CPR LE	5036533977	$164.78
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	11/25-12/25 COPIES	5037051791	$408.51
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	11/25-12/25 COPIES	5037166609	$115.68
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	11/5-12/4/25 CPR LE	5036278380	$149.17
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	11/6-12/5/25 CPR LE	5036292861	$149.17
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	12/14-1/16/26 CPR LE	5036804488	$164.78
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	12/18-1/17/26 CPR LE	5036810094	$164.78
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	12/25-1/24/26 CPR LE	5036905213	$164.78
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	12/5-1/4/26 CPR LE	5036657312	$149.17
291078	01/23/2026	WELLS FARGO FINANCIAL / TOSHIBA	12/6-1/5/26 CPR LE	5036676154	$149.17
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832261	12302025P3	$52.94
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832285	12302025P8	$41.32
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832288	12302025P11	$251.76
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832301	12302025P5-6	$56.84
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832303	12302025P1	$48.40
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832304	12302025P5-6	$46.17
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832306	12302025P11	$1,490.30
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832315	12302025P5-6	$70.97
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832316	12302025P5-6	$56.63
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832318	12302025P5-6	$96.42
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832319	12302025P5-6	$41.22
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832320	12302025P5-6	$63.91
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832323	12302025P5-6	$58.10
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832326	12302025P8	$74.87
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832341	12302025P5-6	$42.59
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832342	12302025P1	$52.30
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832343	12302025P5-6	$166.81
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832344	12302025P1	$95.25
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832345	12302025P5-6	$61.07
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832348	12302025P5-6	$46.82
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832349	12302025P5-6	$68.86
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832352	12302025P5-6	$45.65
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832353	12302025P1	$46.07
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832354	12302025P1	$45.97
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832355	12302025P1	$60.85

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291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832356	12302025P1	$105.07
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832357	12302025P5-6	$53.04
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832359	12302025P4	$309.39
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832366	12302025P5-6	$42.07
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832370	12302025P12	$109.29
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832392	12302025P5-6	$64.34
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832393	12302025P4	$251.98
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832394	12302025P11	$230.45
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832453	12302025P8	$228.34
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832469	12302025P5-6	$133.35
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832486	12302025P12	$74.56
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832487	12302025P12	$66.97
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832493	12302025P7	$5,244.44
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832497	12302025P12	$85.01
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832502	12302025P3	$40.80
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832503	1832503C6	$86.05
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832526	12302025P11	$9,658.74
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832527	12302025P4	$1,418.75
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832528	12302025P4	$1,515.36
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832531	12302025P4	$1,540.75
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832534	12302025P12	$69.39
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832535	12302025P12	$69.61
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832537	12302025P8	$41.43
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832538	12302025P5-6	$75.10
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832545	12302025P12	$43.23
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832546	12302025P12	$79.74
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832548	12302025P12	$81.32
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832555	12302025P5-6	$57.58
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832556	12302025P5-6	$162.69
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832563	12302025P9	$4,064.03
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832569	12302025P2	$103.46
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832570	12302025P8	$158.69
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832576	12302025P5-6	$72.03
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832585	12302025P7	$854.10
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832586	12302025P7	$750.23
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832588	12302025P8	$155.06
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832594	12302025P7	$374.95
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832597	12302025P10	$102.89
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832602	12302025P5-6	$64.24
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832605	12302025P5-6	$183.59
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832606	12302025P5-6	$90.72
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832610	12302025P8	$120.84

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291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832617	12302025P13	$606.06
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832618	12302025P13	$434.12
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832624	12302025P5-6	$719.83
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832638	12302025P8	$72.14
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832641	12302025P8	$118.16
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832642	12302025P8	$136.41
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832643	12302025P8	$187.50
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832648	12302025P8	$231.61
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832654	12302025P8	$71.30
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832657	12302025P11	$58.62
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832658	12302025P11	$140.21
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832665	12302025P5-6	$163.43
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832666	1832666C6	$40.37
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832670	12302025P11	$2,593.36
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832672	12302025P2	$40.80
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832684	1832684C6	$60.32
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832686	12302025P12	$72.98
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832689	12302025P5-6	$76.47
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832697	12302025P5-6	$43.96
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832698	12302025P5-6	$57.37
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832708	12302025P12	$69.71
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832709	12302025P7	$61.27
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832710	12302025P7	$59.48
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832711	12302025P12	$87.02
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832713	12302025P5-6	$180.53
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832716	12302025P12	$95.15
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832720	12302025P5-6	$207.65
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832721	1832721C6	$49.76
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832722	12302025P12	$67.39
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832723	12302025P12	$70.97
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832724	12302025P12	$85.75
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832725	12302025P12	$300.42
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832726	12302025P5-6	$49.98
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832727	12302025P5-6	$40.16
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832734	1832734C6	$61.17
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832738	12302025P12	$70.45
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832745	12302025P5-6	$116.15
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832747	12302025P12	$73.62
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832751	12302025P12	$63.38
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832752	12302025P12	$69.81
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832759	12302025P12	$85.34
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832765	12302025P5-6	$422.21

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291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832766	12302025P5-6	$61.59
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832769	12302025P11	$2,164.36
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832770	12302025P11	$1,040.27
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832771	12302025P11	$2,008.01
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832772	12302025P11	$1,476.62
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832773	12302025P8	$184.75
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832777	1832777C6	$40.16
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832779	12302025P5-6	$411.86
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832782	12302025P7	$312.46
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832783	12302025P5-6	$170.93
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832791	12302025P5-6	$62.65
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832792	12302025P5-6	$84.70
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832793	1832793C6	$78.89
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832794	1832794C6	$83.12
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832795	1832795C6	$49.34
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832799	1832799C6	$70.25
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832800	12302025P13	$340.72
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832805	1832805C6	$89.14
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832806	1832806C6	$40.16
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832810	1832810C6	$79.74
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832813	1832813C6	$69.71
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832820	1832820C6	$60.01
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832832	1832832D6	$91.41
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832833	1832833C6	$99.68
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832836	1832836C6	$71.30
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832837	1832837C6	$68.86
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832838	1832838C6	$23,400.56
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832839	1832839C6	$110.24
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832846	1832846C6	$2,175.94
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832847	1832847C6	$249.23
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832860	1832860C6	$43.23
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832867	1832867C6	$1,250.00
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832868	1832868C6	$309.29
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1832881	1832881C6	$1,368.03
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949937	1949937C6	$614.71
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949939	1949939C6	$104.86
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949942	1949942C6	$75.95
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949943	1949943C6	$51.98
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949944	1949944C6	$45.01
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949945	1949945C6	$77.21
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949946	1949946C6	$66.76
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949951	1949951C6	$60.21

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291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949960	1949960C6	$268.65
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949961	1949961C6	$255.03
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949965	1949965C6	$80.70
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949968	1949968C6	$115.10
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949972	1949972C6	$417.03
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949975	1949975C6	$114.46
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949984	1949984C6	$108.55
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949986	1949986C6	$48.29
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	1949987	1949987C6	$6,766.66
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2032796	2032796C6	$367.33
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2098284	2098284C6	$227.49
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2098286	2098286C6	$244.69
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2098289	2098289C6	$128.60
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2098291	2098291C6	$78.69
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2098293	2098293C6	$245.64
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2098294	2098294C6	$57.78
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2098297	2098297C6	$42.90
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2098299	2098299C6	$86.81
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2098300	2098300C6	$85.01
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2098302	2098302C6	$91.57
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2099058	2099058C6	$1,133.71
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2101268	2101268C6	$51.98
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2101272	2101272C6	$673.18
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2109372	2109372C6	$54.09
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2161310	2161310C6	$238.57
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2193919	2193919C6	$111.72
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2222575	2222575C6	$93.14
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2228645	2228645C6	$43.33
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2231882	2231882C6	$153.41
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2234708	2234708C6	$160.23
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2249640	2249640C6	$215.35
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2252994	2252994C6	$156.57
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2257394	2257394C6	$97.16
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2257395	2257395C6	$213.87
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2263878	2263878C6	$559.31
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2283043	2283043C6	$41.01
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2290785	2290785C6	$543.45
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2303098	2303098C6	$126.07
291083	01/23/2026	WITHLACOOCHEE RIVER ELECTRIC CO-OP	2373697	2373697C6	$46.64
291084	01/23/2026	WRWSA/STATE BOARD OF ADMINISTRATION	FY26 2ND QTR ASSESS	1127	$10,002.50
V530796	01/21/2026	CHARLES PERRY PARTNERS INC	21RFPGMGC015 RETAING	PAYREQ#12R1	($43,294.17)

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V530796	01/21/2026	CHARLES PERRY PARTNERS INC	21RFPGMGC015 TC ANNEX	PAYREQ#12R1	$918,504.68
V530797	01/21/2026	GOODWIN BROS CONSTRUCTION INC	24-C00717 POWELL RD R	PAYREQ#1	$212,577.87
V530797	01/21/2026	GOODWIN BROS CONSTRUCTION INC	24-C00717 RETAINAGE	PAYREQ#1	($10,628.89)
V530798	01/23/2026	ADVANCED ENVIRONMENTAL LABS INC	WASTEWATER LABORATORY TES	891806	$76.50
V530798	01/23/2026	ADVANCED ENVIRONMENTAL LABS INC	WATER LABORATORY TESTING	894493	$1,276.00
V530798	01/23/2026	ADVANCED ENVIRONMENTAL LABS INC	WATER LABORATORY TESTING	894658	$449.50
V530798	01/23/2026	ADVANCED ENVIRONMENTAL LABS INC	WATER LABORATORY TESTING	894810	$1,189.00
V530798	01/23/2026	ADVANCED ENVIRONMENTAL LABS INC	WATER LABORATORY TESTING	894827	$14.50
V530798	01/23/2026	ADVANCED ENVIRONMENTAL LABS INC	WATER LABORATORY TESTING	894832	$14.50
V530798	01/23/2026	ADVANCED ENVIRONMENTAL LABS INC	WATER LABORATORY TESTING	894836	$43.50
V530798	01/23/2026	ADVANCED ENVIRONMENTAL LABS INC	WATER LABORATORY TESTING	895322	$203.00
V530799	01/23/2026	AECOM TECHNICAL SERVICES INC	PRF SV 11/29-12/26/25	2001101254	$6,019.70
V530800	01/23/2026	ALL AMERICAN U-CART CONCRETE	CONCRETE READY MIX FOR RD	1-6-26	$412.50
V530800	01/23/2026	ALL AMERICAN U-CART CONCRETE	CONCRETE READY MIX FOR RD	1-7-26	$275.00
V530801	01/23/2026	AMERICAN STANDARD LANDSCAPING LLC	MOW 12/25	8326	$185.00
V530802	01/23/2026	ANSTON GREENLEES INC	PROF SV THRU 12/26/25	37165	$850.00
V530803	01/23/2026	BAYCARE BEHAVIORAL HEALTH INC	MNTL HLTH SVCE JAN 26	JANUARY26	$43,750.00
V530804	01/23/2026	BOUND TREE MEDICAL LLC	ITEM # 4800-02S - *DS ONL	85713313B	$7,866.57
V530804	01/23/2026	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES AS NEEDE	86000056	$62.39
V530804	01/23/2026	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES AS NEEDE	86002812	$5,566.40
V530804	01/23/2026	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES AS NEEDE	86006256	$3,955.82
V530804	01/23/2026	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES AS NEEDE	86054017	$31.56
V530805	01/23/2026	BRW CONTRACTING INC	23-C00489 MSW CELL 4	PAYREQ#11R1	$696,355.51
V530805	01/23/2026	BRW CONTRACTING INC	23-C00489 RETAINAGE	PAYREQ#11R1	($34,817.78)
V530806	01/23/2026	CENTRAL TESTING LABORATORY INC	CONCRETE CYLINDERS (SET O	1033088	$720.00
V530806	01/23/2026	CENTRAL TESTING LABORATORY INC	ENGINEERING TECHNICIAN	1033088	$1,216.13
V530806	01/23/2026	CENTRAL TESTING LABORATORY INC	SECRETARY/CLERICAL	1033088	$42.00
V530807	01/23/2026	CIGNA	DENTAL HIGH PLN 1/26	3661557	$35,815.02
V530807	01/23/2026	CIGNA	DENTAL HIGH PLN 12/25	3646240	$33,608.40
V530807	01/23/2026	CIGNA	DENTAL LOW PLN 1/26	3661557	$43,046.10
V530807	01/23/2026	CIGNA	DENTAL LOW PLN 12/25	3646240	$44,305.20
V530807	01/23/2026	CIGNA	MEDICAL ADMIN 1/26	3661557	$275,756.73
V530807	01/23/2026	CIGNA	MEDICAL ADMIN 12/25	3646240	$256,821.80
V530808	01/23/2026	COASTAL ENGINEERING ASSOCIATES INC	PROF SV THRU 12/31/25	359911	$645.88
V530808	01/23/2026	COASTAL ENGINEERING ASSOCIATES INC	PROF SV THRU 12/31/25	359915	$912.88
V530809	01/23/2026	CORRECTCARE INTEGRATED HEALTH LLC	DEC 25 PROCESSING FEE	HER 1225	$714.00

Board of County Commissioners Checks Issued

Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
V530809	01/23/2026	CORRECTCARE INTEGRATED HEALTH LLC	WELFARE SVCS DEC 25	HER M&B1225	$646.00
V530810	01/23/2026	CORRECTCARE INTEGRATED HEALTH LLC	INMATE MED BILLING	HHS110	$2,322.16
V530810	01/23/2026	CORRECTCARE INTEGRATED HEALTH LLC	INMATE MED BILLING	HHS111	$1,406.64
V530810	01/23/2026	CORRECTCARE INTEGRATED HEALTH LLC	INMATE MED BILLING	OMB147	$851.87
V530811	01/23/2026	CROCKETTS TOWING LLC	TOWING SERVICES AS NEEDED	742800	$316.00
V530812	01/23/2026	DEPARTMENT OF JUVENILE JUSTICE	1/26 DJJ COST SHARE	202601-27	$91,962.29
V530813	01/23/2026	DRMP INC	PRF SV 10/25-11/21/25	187884	$251.55
V530814	01/23/2026	FORVIS MAZARS LLP	2616497 I5 FY 9/30/25	2763790	$25,000.00
V530815	01/23/2026	GOODWIN BROS CONSTRUCTION INC	#3 REBAR	PAYREQ#1	$41.34
V530815	01/23/2026	GOODWIN BROS CONSTRUCTION INC	#4 REBAR	PAYREQ#1	$688.80
V530815	01/23/2026	GOODWIN BROS CONSTRUCTION INC	#5 REBAR	PAYREQ#1	$267.00
V530815	01/23/2026	GOODWIN BROS CONSTRUCTION INC	#5 REBAR (12" O.C. & E.W.	PAYREQ#1	$7,369.20
V530815	01/23/2026	GOODWIN BROS CONSTRUCTION INC	23-T00040 RETAINAGE	PAYREQ#1	($10,951.07)
V530815	01/23/2026	GOODWIN BROS CONSTRUCTION INC	23-T00040 SW WC IMPRV	PAYREQ#1	$1,250.00
V530815	01/23/2026	GOODWIN BROS CONSTRUCTION INC	CONCRETE (8" THICK)	PAYREQ#1	$118,125.00
V530815	01/23/2026	GOODWIN BROS CONSTRUCTION INC	CONCRETE FOR: 8" TOP SLAB	PAYREQ#1	$78,500.00
V530815	01/23/2026	GOODWIN BROS CONSTRUCTION INC	DEMO	PAYREQ#1	$2,250.00
V530815	01/23/2026	GOODWIN BROS CONSTRUCTION INC	DEMO OLD PAVEMENT	PAYREQ#1	$8,280.00
V530815	01/23/2026	GOODWIN BROS CONSTRUCTION INC	MOBILIZATION	PAYREQ#1	$2,250.00
V530816	01/23/2026	HAGAN HOLDING COMPANY	REMOVAL OF USED OIL & PET	743117	$226.00
V530817	01/23/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7274743	$612.50
V530817	01/23/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7274744	$980.00
V530817	01/23/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7275755	$2,082.50
V530817	01/23/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7275756	$588.00
V530817	01/23/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7278133	$1,163.75
V530817	01/23/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7295083	$2,450.00
V530817	01/23/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7295084	$1,470.00
V530817	01/23/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7295085	$980.00
V530817	01/23/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7299144	$2,572.50
V530817	01/23/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7299146	$980.00
V530817	01/23/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7300480	$1,029.00
V530817	01/23/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7300481	$612.50
V530817	01/23/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7304236	$980.00
V530817	01/23/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7304238	$1,592.50
V530817	01/23/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7304240	$2,082.50
V530817	01/23/2026	HAWKINS INC	CHLORINE, LIQUID: SMALL Q	7306420	$1,715.00
V530818	01/23/2026	HDR ENGINEERING INC	PRF SVC THRU 12/27/25	1200788905	$13,861.16
V530818	01/23/2026	HDR ENGINEERING INC	TASK 1: PROJECT MANAGEMEN	1200789399	$1,110.00
V530818	01/23/2026	HDR ENGINEERING INC	TASK 2: ENGINEERING AND P	1200789399	$14,668.00
V530819	01/23/2026	HERNANDO COUNTY CLERK OF CIRCUIT	FIRSTNET 12/5-1/4/25	IT26-030	$896.75
V530819	01/23/2026	HERNANDO COUNTY CLERK OF CIRCUIT	FIRSTNET 12/5-1/4/26	IT26-032	$10.00

Board of County Commissioners Checks Issued

Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
V530820	01/23/2026	HERNANDO COUNTY HEALTH DEPARTMENT	CNTRD SRVS JAN 26	JAN26	$64,523.33
V530820	01/23/2026	HERNANDO COUNTY HEALTH DEPARTMENT	RABIES PRGM JAN 26	JAN26	$4,060.00
V530821	01/23/2026	HERNANDO COUNTY TAX COLLECTOR	TAX DEED	3-20-25	$425.00
V530822	01/23/2026	INTEGRITY RESOURCES STAFFING INC	360 WE 01/04/26	13-34095	$1,202.49
V530822	01/23/2026	INTEGRITY RESOURCES STAFFING INC	360 WE 12/07/25	13-33995	$749.94
V530822	01/23/2026	INTEGRITY RESOURCES STAFFING INC	360 WE 12/14/25	13-34020	$775.80
V530822	01/23/2026	INTEGRITY RESOURCES STAFFING INC	360 WE 12/21/25	13-34046	$1,512.81
V530822	01/23/2026	INTEGRITY RESOURCES STAFFING INC	360 WE 12/28/25	13-34071	$1,551.60
V530823	01/23/2026	INVOICE CLOUD INC	DEC 25 SERVICES	2215-2025-12	$14,064.85
V530824	01/23/2026	JDMF LLC	MOWING SERVICES, CONTRACT	5115	$130.00
V530824	01/23/2026	JDMF LLC	TRASH/DEBRIS REMOVAL AND	5115	$69,547.67
V530825	01/23/2026	LEXISNEXIS RISK DATA MANAGEMENT INC	1723577 12/1-12/31/25	1100244886	$140.00
V530826	01/23/2026	MEGASCAPES LANDSCAPE & MAINTENANCE	SUPPLY, DELIVERY & PLACEM	44345	$3,074.50
V530826	01/23/2026	MEGASCAPES LANDSCAPE & MAINTENANCE	SUPPLY, DELIVERY & PLACEM	44346	$4,032.80
V530826	01/23/2026	MEGASCAPES LANDSCAPE & MAINTENANCE	SUPPLY, DELIVERY & PLACEM	44370	$2,028.80
V530826	01/23/2026	MEGASCAPES LANDSCAPE & MAINTENANCE	SUPPLY, DELIVERY & PLACEM	44441	$1,527.12
V530827	01/23/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062445	$200.90
V530827	01/23/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062454	$89.10
V530827	01/23/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062459	$86.08
V530827	01/23/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062466	$404.70
V530827	01/23/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062467	$404.70
V530827	01/23/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062469	$302.38
V530827	01/23/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062473	($50.00)
V530827	01/23/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062500	$557.24
V530827	01/23/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062502	$714.64
V530827	01/23/2026	MILLER BROS GIANT TIRE SERVICE INC	TIRES - PURCHASE & REPAIR	10062504	$357.32
V530828	01/23/2026	NATE HEINOLD LLC	EVENT SPONSORSHIP, ADVERT	1988	$15,000.00
V530829	01/23/2026	PAFF TREE SERVICE LLC	TREE REMOVAL	TS-6848	$146.30
V530830	01/23/2026	PALMDALE OIL COMPANY LLC	FLEET SITE - DIESEL/UNLEA	SI-167292	$3,586.88
V530830	01/23/2026	PALMDALE OIL COMPANY LLC	FLEET SITE - DIESEL/UNLEA	SI-167293	$18,453.83
V530830	01/23/2026	PALMDALE OIL COMPANY LLC	FLEET SITE - DIESEL/UNLEA	SI-168209	$3,477.55
V530830	01/23/2026	PALMDALE OIL COMPANY LLC	WISCON SITE - DIESEL/UNLE	SI-170165	$4,297.47
V530831	01/23/2026	PFM FINANCIAL ADVISORS LLC	FIN ADVISORY 9-11/25	139499	$4,120.80
V530832	01/23/2026	THE PITNEY BOWES BANK INC	8000909005107185	1-11-26	$806.75
V530832	01/23/2026	THE PITNEY BOWES BANK INC	8000909011065989	1-05-26	$262.55
V530833	01/23/2026	PREMIER COMMUNITY HEALTHCARE GROUP	DENTAL SVC 12/2025	8	$2,500.00

Board of County Commissioners Checks Issued

Check Number	Check Date	Vendor Name	Transaction Description	Invoice Number	Transaction Amount
V530834	01/23/2026	PROTECH ROOFING SERVICES LLC	INSTALLATION (PLEASE SEE	1017	$31,750.00
V530834	01/23/2026	PROTECH ROOFING SERVICES LLC	ST#10 REMODEL	1017	$17,875.00
V530835	01/23/2026	QUORUM SERVICES LLC	PLAN REVIEWS COMMERCIAL C	25-1836	$5,700.00
V530835	01/23/2026	QUORUM SERVICES LLC	PLAN REVIEWS FOR NEW SING	25-1836	$7,700.00
V530836	01/23/2026	RAFTELIS FINANCIAL CONSULTANTS INC	PROF SVC 12/25	43850	$158.00
V530837	01/23/2026	REDWIRE LLC	HARD DRIVES	622998	$345.00
V530837	01/23/2026	REDWIRE LLC	LABOR HOURS	622998	$937.50
V530837	01/23/2026	REDWIRE LLC	MONITORING 1/26	625924	$16.50
V530837	01/23/2026	REDWIRE LLC	MONITORING 1/26	625925	$36.50
V530837	01/23/2026	REDWIRE LLC	MONITORING 1/26	625926	$46.50
V530837	01/23/2026	REDWIRE LLC	MONITORING 1/26	625927	$46.50
V530837	01/23/2026	REDWIRE LLC	MONITORING 1/26	625928	$46.50
V530837	01/23/2026	REDWIRE LLC	MONTORING 1/26	625923	$16.50
V530838	01/23/2026	REGENT PROPERTIES	SOE FEB 2026 RENT	SOE FEB 2026	$6,746.82
V530838	01/23/2026	REGENT PROPERTIES	SOE1 TRASH SVC	SOE FEB 2026	$137.50
V530838	01/23/2026	REGENT PROPERTIES	SOE1 WTR SWR SRM WTR	SOE FEB 2026	$104.00
V530839	01/23/2026	REPUBLIC SERVICES OF FLORIDA LP	307620014181 3949509	762003949509	$1,426.75
V530840	01/23/2026	RON TURLEY ASSOCIATES INC	2/26-1/27 ANNL SAAS	70811	$25,775.40
V530841	01/23/2026	SEGGIE CUSTOM BUILDERS LLC	ST 10 REMODEL	8730	$22,396.50
V530842	01/23/2026	SJUR SOLUTIONS INC	ADDITIONAL COST OF $20 PE	1154	$8,700.00
V530842	01/23/2026	SJUR SOLUTIONS INC	ADDITIONAL SERVICES OF VI	1154	$4,445.00
V530842	01/23/2026	SJUR SOLUTIONS INC	MINIMUM OF 200 INSPECTION	1154	$4,000.00
V530843	01/23/2026	STRYKER SALES CORPORATION	11576-000080 - LUCAS 3 BA	9211099577	$4,777.38
V530843	01/23/2026	STRYKER SALES CORPORATION	650700450301 - ASSEMBLY,	9211098506	$12,216.96
V530843	01/23/2026	STRYKER SALES CORPORATION	99576-000063 - LUCAS3, V3	9211099577	$110,101.44
V530843	01/23/2026	STRYKER SALES CORPORATION	99576-000063 - LUCAS3, V3	9211187255	($12,000.00)
V530843	01/23/2026	STRYKER SALES CORPORATION	ESTIMATED SHIPPING/HANDLI	9211098506	$549.24
V530843	01/23/2026	STRYKER SALES CORPORATION	ESTIMATED SHIPPING/HANDLI	9211099577	$1,098.48
V530844	01/23/2026	TYLER TECHNOLOGIES INC	IMPLEMENTATION SERVICES	45-550599	$12,600.00
V530844	01/23/2026	TYLER TECHNOLOGIES INC	TRAVEL	45-550598	$33.00
V530844	01/23/2026	TYLER TECHNOLOGIES INC	TRAVEL	45-550599	$1,266.28
V530845	01/23/2026	US WATER SERVICES CORPORATION	PUMPS, NEW SUBMERSIBLE SE	SI136589	$445.70
V530846	01/23/2026	VARIVERGE LLC	TRIM NOTICES EXP	55989	$6,125.81
V530847	01/23/2026	VERIZON WIRELESS	322243115-00001 1/01	6132372812	$1,876.26
V530847	01/23/2026	VERIZON WIRELESS	742194571-00001 12/23	6131815109	$108.21
V530847	01/23/2026	VERIZON WIRELESS	821883073-00006 12/23	6131827122	$276.25
V530848	01/23/2026	WEST FLORIDA AGGREGATES LLC	FDOT LIME ROCK- ROADS	49080	$6,370.68
Summary					**$4,552,592.75**

Note: If Vendor Name is "VOID-VOID-VOID", this signifies a payroll ACH Transaction
If Check Number begins with "EFT", this payment was processed electronically
If Check Number begins with "I", this payment was an internal payment within BCC departments
If Check Number begins with "V" this payment was an ACH payment to a Vendor electronically

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Utilities
Prepared By: Jared Bedingfield
Initiator: Brad Smith
DOC ID: 16967
Legal Request Number: 25-636-1
Bid/Contract Number:

TITLE

Acceptance of Perpetual Utility Easement From Hawk Sunrise, LLC, With Hernando County and Sewer District for Sunrise Development Located From Sunrise Boulevard to Ridge Manor Wastewater Treatment Plant

BRIEF OVERVIEW

Hernando County Water and Sewer District (HCUD) has a new sewer force main project in the Sunrise Development from Sunrise Boulevard to the Ridge Manor Wastewater Treatment Plant. Due to development on these parcels owned by Hawk Sunrise, LLC, it was mutually agreed to dedicate this easement and install a force main as part of the already planned project. This easement will grant HCUD access to install new lines, and any future access as needed for repairs, upgrades and maintenance, etc.

FINANCIAL IMPACT

There is no financial impact.

LEGAL NOTE

The Board has authority to act on this matter pursuant to Chapter 125, Florida Statutes.

RECOMMENDATION

It is recommended that the Board accept the attached Perpetual Utility Easement between Hawk Sunrise, LLC and Hernando County Water and Sewer District.

REVIEW PROCESS

Katrina Tejera	Approved	01/14/2026 2:31 PM
Grace Sheppard	Approved	01/14/2026 2:31 PM
Brad Smith	Approved	01/14/2026 3:11 PM
Erin Dohren	Approved	01/15/2026 9:38 AM
Pamela Hare	Approved	01/15/2026 1:02 PM
Michael Cowan	Approved	01/16/2026 4:13 PM
Heidi Prouse	Approved	01/20/2026 11:51 AM
Toni Brady	Approved	01/22/2026 2:37 PM
Jeffrey Rogers	Approved	01/25/2026 5:52 PM
Colleen Conko	Approved	01/28/2026 9:08 AM

Prepared by and Return to:
Hernando County Attorney's Office
20 North Main Street, Suite 462
Brooksville, Florida 34601

PERPETUAL UTILITY EASEMENT

THIS EASEMENT, made this 21 day of October, 2025, between **Hawk Sunrise, LLC**, a limited liability company, whose address is 2502 N Rocky Point Drive, Suite1050, Tampa, FL 33607, hereinafter referred to as the "Grantor", and **Hernando County Water and Sewer District**, a body corporate and politic of the State of Florida, by and through its Board of County Commissioners, whose address is 15470 Flight Path Drive, Brooksville, Florida 34604, hereinafter referred to as the "Grantee":

WITNESSETH:

The Grantor in consideration of the sum of ten dollars and no cents ($10.00) and other good and valuable consideration in hand paid by the said Grantee to the Grantor, receipt whereof is hereby acknowledged, has granted, quitclaimed and conveyed unto the said Grantee, its successors and assigns forever, a Perpetual Utility Easement and right-of-way, hereinafter referred to as the "Easement", for the purpose of clearing, excavating, constructing, inspecting, improving, repairing and/or maintaining public utility facilities in, upon, under, over, across and through the following described land in the County of Hernando, State of Florida, to wit:

See **Exhibits "A" and "B"** (legal description and sketch consisting of 2 sheets) attached hereto and made a part hereof by reference.

Parcel ID Number: R05 423 21 0000 0030 0110, R08 423 21 0000 0020 0010, R07 423 21 0000 0010 0000, R08 423 21 0000 0030 0000

TO HAVE AND TO HOLD the same unto said Grantee, its successors and assigns forever, together with the reasonable right to enter and depart over and upon adjoining lands of the Grantor for the purpose of exercising the rights herein granted, so long as the land is restored to as good or better condition than originally found upon completion of construction or maintenance.

Grantor covenants to the Grantee that it is lawfully seized of said land and that it has good, right and lawful authority to grant this Easement.

Grantor hereby covenants and agrees that the Grantor shall not locate, place, construct, install, create, permit or allow any buildings or permanent structures or obstacles (including but not limited to landscaping, trees, fences and walls) within the Easement and the Grantor shall not interfere with the Grantee's utility facilities within the Easement.

Grantor further covenants to indemnify and hold harmless Grantee from any and all damages and injuries, whether to persons or property, resulting from interference

with the Grantee's utility facilities by the Grantor or its officers, directors, employees, agents, guests, heirs, successors, or assigns.

This Easement shall be recorded in the Public Records of Hernando County, Florida.

IN WITNESS WHEREOF, Grantor has caused these presents to be duly signed the day and year first above written.

Signed, sealed and delivered in the presence of:

(Signature of two Witnesses required by Florida Law)

Grantor(s):
Hawk Sunrise, LLC

By: _____
John Ryan, Manager

Witness: _____

Print Name: KyAndre Holifield
Address: 2502 N Rocky Point Dr.
Tampa, FL 33607

Witness: Allie Carter

Print Name: Allie Carter
Address: ~~2502 N Rocky Point Dr., #1050~~
Tampa, FL 33607

STATE OF FL
COUNTY OF Hillsborough

The foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization this 21 day of October, 2025, by John Ryan, as Manager, of Hawk Sunrise, LLC, a Florida limited liability company, on behalf of the company. He/she is ☑ personally known to me or has ☐ produced N/A, as identification.

(NOTARY SEAL)

JENNIFER L BARRS
MY COMMISSION # HH 275057
EXPIRES: September 28, 2026

_____
Signature of Notary
Print Name: Jennifer L. Barrs
Notary Public, State of Florida
Commission No. HH275057
My Commission expires: 9/28/26

EXHIBIT A

LEGAL DESCRIPTION:

A PARCEL OF LAND IN SECTIONS 5 & 8, TOWNSHIP 23 SOUTH, RANGE 21 EAST, HERNANDO COUNTY, FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTH 1/4 CORNER OF SECTION 5, TOWNSHIP 23 SOUTH, RANGE 21 EAST, HERNANDO COUNTY, FLORIDA, SAID POINT BEING THE **POINT OF BEGINNING**; THENCE SOUTH 00°00'24" EAST, A DISTANCE OF 11.28 FEET ALONG THE EAST LINE OF THE NORTHWEST 1/4 OF SECTION 8; THENCE NORTH 45°54'39" WEST, A DISTANCE OF 404.50 FEET; THENCE SOUTH 41°37'19" WEST, A DISTANCE OF 100.09 FEET; THENCE NORTH 45°54'39" WEST, A DISTANCE OF 885.11 FEET TO A POINT ON THE BOUNDARY OF SUNRISE PHASE 1; THENCE ALONG THE BOUNDARY OF SAID PROPOSED PLAT THE (3) THREE COURSES; (1) TO A POINT OF CURVATURE OF A CURVE CONCAVE EASTERLY, HAVING A RADIUS OF 25.00 FEET AND A CHORD WHICH BEARS NORTH 00°54'39" WEST, A DISTANCE 35.36 FEET; THENCE ALONG THE ARC OF SAID CURVE TO THE RIGHT, A DISTANCE OF 39.27 FEET; (2) THENCE NORTH 44°05'21" EAST, A DISTANCE OF 117.50 FEET; (3) THENCE SOUTH 45°54'39" EAST, A DISTANCE OF 10.00 FEET; THENCE SOUTH 44°05'21" WEST, A DISTANCE OF 82.33 FEET; THENCE SOUTH 01°25'11" EAST, A DISTANCE OF 43.05 FEET; THENCE SOUTH 45°54'39" EAST, A DISTANCE OF 838.08 FEET; THENCE NORTH 41°37'19" EAST, A DISTANCE OF 100.09 FEET; THENCE SOUTH 45°54'39" EAST, A DISTANCE OF 407.45 FEET; THENCE NORTH 89°26'10" EAST, A DISTANCE OF 2,183.09 FEET; THENCE SOUTH 00°03'38" EAST, A DISTANCE OF 30.00 FEET; THENCE ALONG THE SOUTH LINE OF THE SOUTHEAST 1/4 OF SECTION 5, TOWNSHIP 23 SOUTH, RANGE 21 EAST, SOUTH 89°26'10" WEST, A DISTANCE OF 2,183.62 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 108,967.71 SQUARE FEET OR 2.50 ACRES, MORE OR LESS.

SKETCH & DESCRIPTION - NOT A BOUNDARY SURVEY
EXHIBIT "B"

LEGAL DESCRIPTION:

A PARCEL OF LAND IN SECTIONS 5 & 8, TOWNSHIP 23 SOUTH, RANGE 21 EAST, HERNANDO COUNTY, FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTH 1/4 CORNER OF SECTION 5, TOWNSHIP 23 SOUTH, RANGE 21 EAST, HERNANDO COUNTY, FLORIDA, SAID POINT BEING THE **POINT OF BEGINNING**; THENCE SOUTH 00°00'24" EAST, A DISTANCE OF 11.28 FEET ALONG THE EAST LINE OF THE NORTHWEST 1/4 OF SECTION 8; THENCE NORTH 45°54'39" WEST, A DISTANCE OF 404.50 FEET; THENCE SOUTH 41°37'19" WEST, A DISTANCE OF 100.09 FEET; THENCE NORTH 45°54'39" WEST, A DISTANCE OF 885.11 FEET TO A POINT ON THE BOUNDARY OF SUNRISE PHASE 1; THENCE ALONG THE BOUNDARY OF SAID PROPOSED PLAT THE (3) THREE COURSES; (1) TO A POINT OF CURVATURE OF A CURVE CONCAVE EASTERLY, HAVING A RADIUS OF 25.00 FEET AND A CHORD WHICH BEARS NORTH 00°54'39" WEST, A DISTANCE 35.36 FEET; THENCE ALONG THE ARC OF SAID CURVE TO THE RIGHT, A DISTANCE OF 39.27 FEET; (2) THENCE NORTH 44°05'21" EAST, A DISTANCE OF 117.50 FEET; (3) THENCE SOUTH 45°54'39" EAST, A DISTANCE OF 10.00 FEET; THENCE SOUTH 44°05'21" WEST, A DISTANCE OF 82.33 FEET; THENCE SOUTH 01°25'11" EAST, A DISTANCE OF 43.05 FEET; THENCE SOUTH 45°54'39" EAST, A DISTANCE OF 838.08 FEET; THENCE NORTH 41°37'19" EAST, A DISTANCE OF 100.09 FEET; THENCE SOUTH 45°54'39" EAST, A DISTANCE OF 407.45 FEET; THENCE NORTH 89°26'10" EAST, A DISTANCE OF 2,183.09 FEET; THENCE SOUTH 00°03'38" EAST, A DISTANCE OF 30.00 FEET; THENCE ALONG THE SOUTH LINE OF THE SOUTHEAST 1/4 OF SECTION 5, TOWNSHIP 23 SOUTH, RANGE 21 EAST, SOUTH 89°26'10" WEST, A DISTANCE OF 2,183.62 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 108,967.71 SQUARE FEET OR 2.50 ACRES, MORE OR LESS.

LEGEND:

LB = LICENSED BUSINESS
ORB = OFFICIAL RECORD BOOK
PG = PAGE
PB = PLAT BOOK
POB = POINT OF BEGINNING
POC = POINT OF COMMENCEMENT
PSM = PROFESSIONAL SURVEYOR AND MAPPER

BASIS OF BEARINGS

BEARINGS SHOWN HEREON ARE GRID BASED ON THE FLORIDA WEST TRANSVERSE MERCATOR STATE PLANE COORDINATE SYSTEM NAD83 DATUM (2011 ADJUSTMENT). THE WEST LINE OF THE SOUTHEAST 1/4 OF SECTION 5, TOWNSHIP 23 SOUTH, RANGE 21 EAST, HERNANDO COUNTY, FLORIDA. HAVING A GRID BEARING OF SOUTH 00°00'24" EAST.

AARON J. MURPHY, PSM DATE
FLORIDA PROFESSIONAL SURVEYOR AND MAPPER NO. 6768
FOR HAMILTON ENGINEERING AND SURVEYING, LLC
CERTIFICATE OF AUTHORIZATION NO. LB 8405

INFORMATION NOT COMPLETE WITHOUT ALL SHEETS

NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OR THE UNIQUE SIGNATURE AND THE DIGITAL SEAL OF A FLORIDA PROFESSIONAL SURVEYOR & MAPPER

LB #8405 CA #8474
HAMILTON ENGINEERING & SURVEYING, LLC
www.HamiltonEngineering.US
3409 W LEMON ST TAMPA, FL 33609 TEL: 813.250.3535
1717 SOUTH RIO GRANDE AVE, SUITE B ORLANDO, FL 32805 TEL: 407.362.5929
8340 CONSUMER CIR SARASOTA, FL 32807 TEL: 941.377.9178

SUNRISE PHASE 1

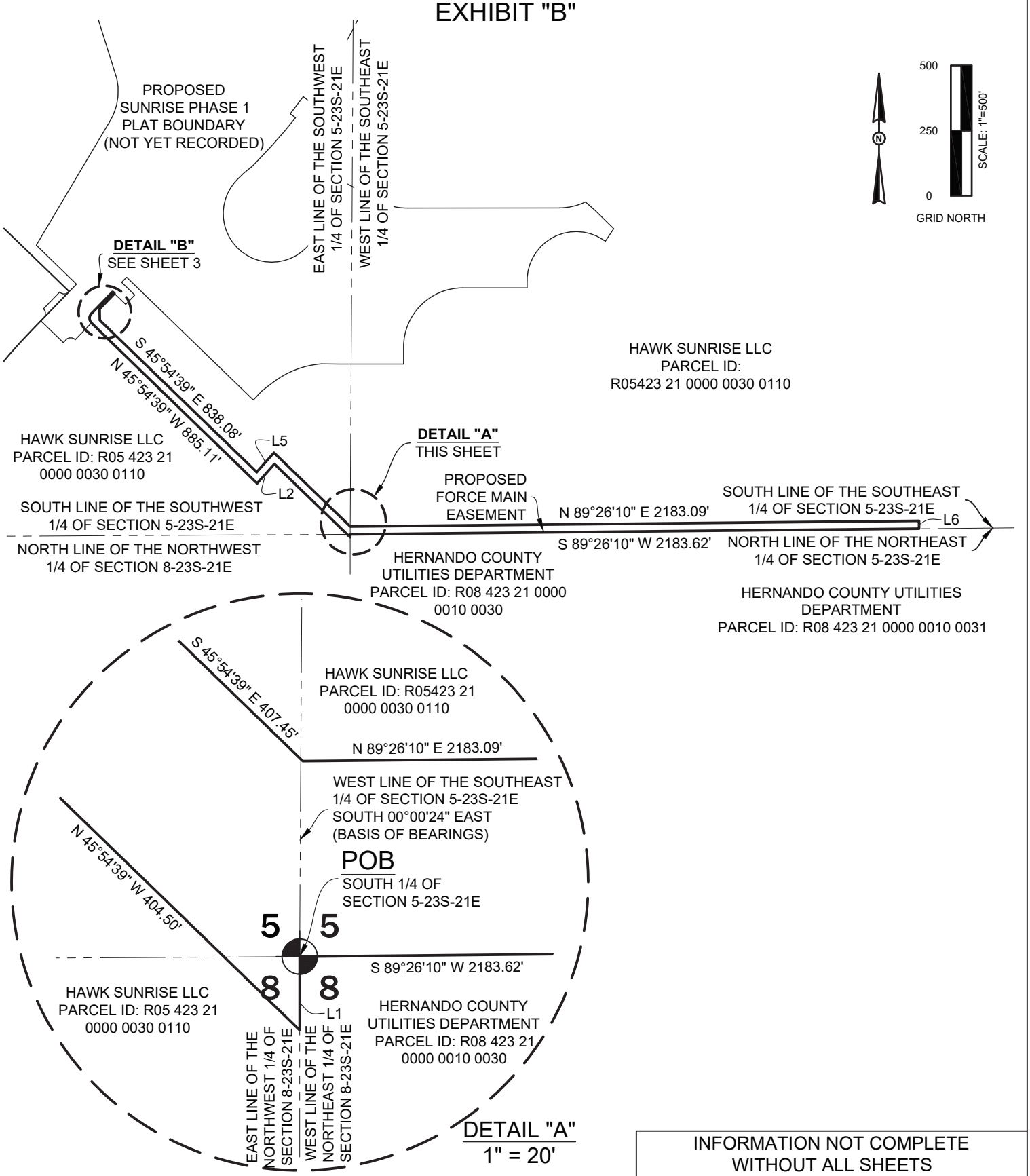
FORCE MAIN EASEMENT SKETCH & DESCRIPTION

SEC TWP RNG:	JOB NUMBER:	DRAWN BY:	DATE:	SHEET:
5 & 8 /23S/21E	24HAM0129	RM/CV	4/22/2025	1 OF

\\hesi417\T\1 Client\Metro\Sunrise\SURV\S&Ls\Easements\FM Easement\Sunrise FM Esmt S&D - KK.dwg (1 LD-COVER) kadenk Oct 28, 2025 - 3:37pm

SKETCH & DESCRIPTION - NOT A BOUNDARY SURVEY

EXHIBIT "B"



DETAIL "A"
1" = 20'

INFORMATION NOT COMPLETE
WITHOUT ALL SHEETS

LB #8405 CA #8474
HAMILTON
ENGINEERING & SURVEYING, LLC
www.HamiltonEngineering.US
3409 W LEMON ST
TAMPA, FL 33609
TEL: 813.250.3535
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ORLANDO, FL 32805
TEL: 407.362.5929
8340 CONSUMER CIR
SARASOTA, FL 32807
TEL: 941.377.9178

SUNRISE PHASE 1

FORCE MAIN EASEMENT SKETCH & DESCRIPTION

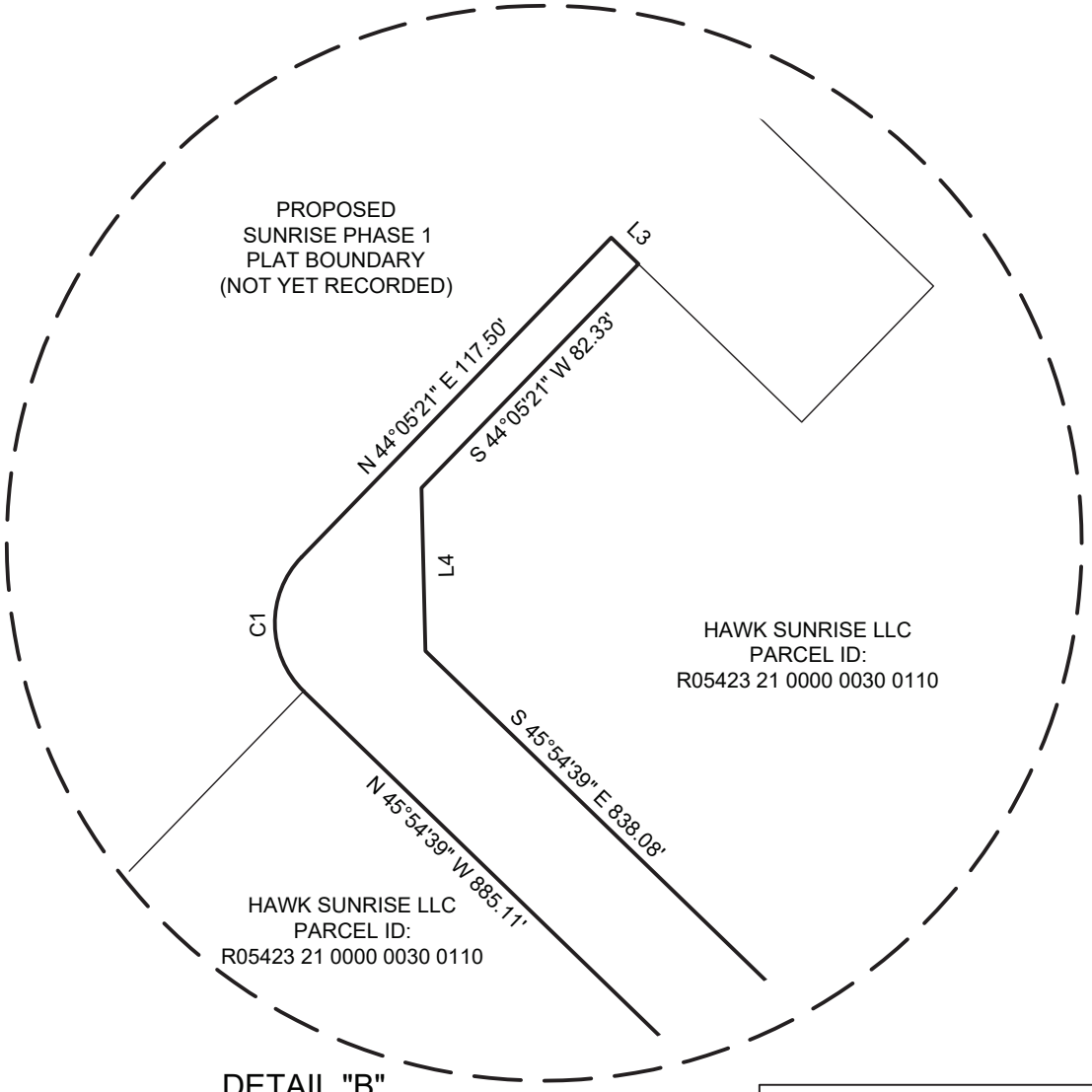
SEC TWP RNG:	JOB NUMBER:	DRAWN BY:	DATE:	SHEET:
5 & 8 /23S/21E	24HAM0129	RM/CV	4/22/2025	2 OF

\\hesi417\T\1 Client\Metro\Sunrise\SURV\S&Ls\Easements\FM Easement\Sunrise FM Esmt S&D - KK.dwg (# KEY SHEET) kadenk Oct 28, 2025 - 3:37pm

SKETCH & DESCRIPTION - NOT A BOUNDARY SURVEY
EXHIBIT "B"

CURVE TABLE					
CURVE #	RADIUS	CHORD BEARING	CHORD LENGTH	ARC LENGTH	DELTA
C1	25.00'	N 0° 54' 39" W	35.36'	39.27'	90°00'00"

LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	11.28'	S 00° 00' 24" E
L2	100.09'	S 41° 37' 19" W
L3	10.00'	S 45° 54' 39" E
L4	43.05'	S 01° 25' 11" E
L5	100.09'	N 41° 37' 19" E
L6	30.00'	S 00° 03' 38" E



DETAIL "B"
1" = 50'

INFORMATION NOT COMPLETE
WITHOUT ALL SHEETS

LB #8405 CA #8474
HAMILTON
ENGINEERING & SURVEYING, LLC
www.HamiltonEngineering.US
3409 W LEMON ST
TAMPA, FL 33609
TEL: 813.250.3535
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ORLANDO, FL 32805
TEL: 407.362.5929
8340 CONSUMER CIR
SARASOTA, FL 32807
TEL: 941.377.9178

SUNRISE PHASE 1
FORCE MAIN EASEMENT SKETCH & DESCRIPTION

SEC TWP RNG:	JOB NUMBER:	DRAWN BY:	DATE:	SHEET:
5 & 8 /23S/21E	24HAM0129	RM/CV	4/22/2025	3 OF

\\hesi417\T\1 Client\Metro\Sunrise\SURV\S&Ls\Easements\FM Easement\Sunrise FM Esmt S&D - KK.dwg (# GEN SHEET) kadenk Oct 28, 2025 - 3:37pm

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Utilities
Prepared By: Penny Grocholski
Initiator: Brad Smith
DOC ID: 17025
Legal Request Number: 25-645
Bid/Contract Number:

TITLE

Acceptance of Perpetual Utility Easement From Hernando County With Hernando County Water and Sewer District for Property Located at 7701 Forest Oaks Boulevard, 7751 Forest Oaks Boulevard and 0 Forest Oaks Boulevard

BRIEF OVERVIEW

Hernando County Water and Sewer District (HCUD) has received a Perpetual Utility Easement from Hernando County. This easement is part of the site development for the new Tax Collector facility and is needed to provide access for connection to existing HCUD utilities.

FINANCIAL IMPACT

There is no financial impact.

LEGAL NOTE

The Board has authority to act on this matter pursuant to Chapter 125, Florida Statutes.

RECOMMENDATION

It is recommended that the Board accept the attached Perpetual Utility Easement from Hernando County to Hernando County Water and Sewer District.

REVIEW PROCESS

Katrina Tejera	Approved	01/20/2026	1:39 PM
Grace Sheppard	Approved	01/20/2026	3:23 PM
Scott Rimby	Approved	01/20/2026	3:26 PM
Erin Dohren	Approved	01/21/2026	1:01 PM
Pamela Hare	Approved	01/21/2026	4:30 PM
Michael Cowan	Approved	01/22/2026	2:47 PM
Heidi Prouse	Approved	01/22/2026	3:07 PM
Toni Brady	Approved	01/22/2026	3:10 PM
Jeffrey Rogers	Approved	01/25/2026	5:48 PM
Colleen Conko	Approved	01/27/2026	4:37 PM

Prepared by and Return to:
Hernando County Attorney's Office
20 North Main Street, Suite 462
Brooksville, Florida 34601

PERPETUAL UTILITY EASEMENT

THIS EASEMENT, made this 16th day of January, 2026, between **HERNANDO COUNTY**, a political subdivision of the State of Florida, whose address is 15470 Flight Path Drive, Brooksville, Florida 34604, hereinafter referred to as the "Grantor", and **HERNANDO COUNTY WATER AND SEWER DISTRICT**, a body corporate and politic of the State of Florida, by and through its Board of County Commissioners, whose address is 15470 Flight Path Drive, Brooksville, Florida 34604, hereinafter referred to as the "Grantee":

WITNESSETH:

The Grantor in consideration of the sum of ten dollars and no cents ($10.00) and other good and valuable consideration in hand paid by the said Grantee to the Grantor, receipt whereof is hereby acknowledged, has granted, quitclaimed and conveyed unto the said Grantee, its successors and assigns forever, a Perpetual Utility Easement and right-of-way, hereinafter referred to as the "Easement", for the purpose of clearing, excavating, constructing, inspecting, improving, repairing and/or maintaining public utility facilities in, upon, under, over, across and through the following described land in the County of Hernando, State of Florida, to wit:

See Composite **Exhibit "A"** (legal description and sketches consisting of three (3) sheets) attached hereto and made a part hereof by reference.

Parcel ID Nos: **R10 223 17 1424 0CB0 0000**
R15 223 17 1774 0000 0040
R15 423 17 0000 0050 0050

Parcel Key Nos.: **944072, 1137861, and 1027908**

TO HAVE AND TO HOLD the same unto said Grantee, its successors and assigns forever, together with the reasonable right to enter and depart over and upon adjoining lands of the Grantor for the purpose of exercising the rights herein granted, so long as the land is restored to as good or better condition than originally found upon completion of construction or maintenance.

Grantor covenants to the Grantee that it is lawfully seized of said land and that it has good, right and lawful authority to grant this Easement.

Grantor hereby covenants and agrees that the Grantor shall not locate, place, construct, install, create, permit or allow any buildings or permanent structures or obstacles (including but not limited to landscaping, trees, fences and walls) within the Easement and the Grantor shall not interfere with the Grantee's utility facilities within the Easement.

Grantor further covenants to indemnify and hold harmless Grantee from any and

all damages and injuries, whether to persons or property, resulting from interference with the Grantee's utility facilities by the Grantor or its officers, directors, employees, agents, guests, heirs, successors, or assigns.

This Easement shall be recorded in the Public Records of Hernando County, Florida.

IN WITNESS WHEREOF, Grantor has caused these presents to be duly signed the day and year first above written.

Signed, sealed and delivered in the presence of:

(Signature of two Witnesses required by Florida Law)

Witness: _____

Print Name: JAN HOUSER

Address: 15470 Flight Path Drive
Brooksville, FL 34604

Witness: Demetris Williams-Fagin

Print Name: Demetris Williams-Fagin

Address: 15470 Flight Path Drive
Brooksville, FL 34604

HERNANDO COUNTY
(Grantor)

By: _____
Jeffery Rogers
County Administrator

Approved as to form and legal sufficiency
By Michael Cowan
County Attorney's Office

STATE OF FLORIDA
COUNTY OF HERNANDO

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 16th day of January, 2026, by Jeffery Rogers, as County Administrator of Hernando County, Florida. He is ☒ personally known to me or has ☐ produced _____, as identification.

(NOTARY SEAL)

COLLEEN CONKO
Notary Public - State of Florida
Commission # HH 281269
My Comm. Expires Jun 27, 2026
Bonded through National Notary Assn.

Colleen Conko
Signature of Notary
Print Name: Colleen Conko
Notary Public, State of Florida
Commission No. HH281269
My Commission expires: 6-27-2026

Composite Exhibit A
(Legal Description and Sketches)

SCHEDULE "A"
SKETCH OF DESCRIPTION
PARCEL:
ESTATE: PERMANENT
PURPOSE: UTILITY EASEMENT

LEGAL DESCRIPTION

A PARCEL OF LAND BEING A PORTION OF PARCEL R10 223 17 1424 0CB0 0000 IDENTIFIED AS "SEWAGE TREATMENT PLANT" ON THE PLAT OF BERKELEY MANOR PHASE I, RECORDED IN PLAT BOOK 17, PAGE 74 OF THE PUBLIC RECORDS OF HERNANDO COUNTY LAYING IN THE SOUTHEAST 1/4 OF SECTION 10, TOWNSHIP 23 SOUTH, RANGE 17 EAST, AND A PORTION OF PARCELS PARCEL R15 223 17 1774 0000 0040 AND PARCEL R15 423 17 0000 0050 0050 LAYING IN THE NORTHEAST 1/4 OF SECTION 15, TOWNSHIP 23 SOUTH, RANGE 17 EAST, HERNANDO COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH 1/4 CORNER OF SECTION 15, TOWNSHIP 23 SOUTH, RANGE 17 EAST, HERNANDO COUNTY, FLORIDA; THENCE RUN S 89°34'19" E ALONG THE NORTH LINE OF THE NORTHEAST 1/4 OF SAID SECTION 15, FOR A DISTANCE OF 160.99 FEET TO THE EAST RIGHT OF WAY LINE OF WASHINGTON AVENUE, A 60.00 FOOT WIDE RIGHT OF WAY, AS SHOWN ON THE PLAT OF BERKELEY MANOR PHASE I, RECORDED IN PLAT BOOK 17, PAGE 74 OF THE PUBLIC RECORDS OF HERNANDO COUNTY; THENCE CONTINUE S 89°34'19" E, FOR A DISTANCE OF 30.13 FEET TO THE POINT OF BEGINNING OF THE HEREIN DESCRIBED PARCEL; THENCE RUN N 45°00'00" E, FOR A DISTANCE OF 4.21 FEET; THENCE RUN N 90°00'00" E, FOR A DISTANCE OF 210.74 FEET; THENCE RUN N 00°00'00" E, FOR A DISTANCE OF 22.00 FEET; THENCE RUN N 90°00'00" E, FOR A DISTANCE OF 24.00 FEET; THENCE RUN S 00°00'00" E, FOR A DISTANCE OF 22.00 FEET; THENCE RUN N 90°00'00" E, FOR A DISTANCE OF 270.69 FEET; THENCE RUN N 00°00'00" E, FOR A DISTANCE OF 79.00 FEET; THENCE RUN N 90°00'00" W, FOR A DISTANCE OF 330.00 FEET; THENCE RUN N 00°00'00" E, FOR A DISTANCE OF 20.00 FEET; THENCE RUN N 90°00'00" E, FOR A DISTANCE OF 350.00 FEET; THENCE RUN S 00°00'00" E, FOR A DISTANCE OF 119.00 FEET; THENCE RUN N 90°00'00" W, FOR A DISTANCE OF 3.00 FEET; THENCE RUN S 00°00'00" E, FOR A DISTANCE OF 372.75 FEET TO THE NORTH RIGHT OF WAY LINE OF FOREST OAKS BOULEVARD, A 100.00 FOOT RIGHT OF WAY,AS RECORDED IN OFFICIAL RECORDS BOOK 560, PAGES 631 TO 632 OF THE PUBLIC RECORDS OF HERNANDO COUNTY; THENCE ALONG SAID RIGHT OF WAY LINE RUN N 89°42'54" W, FOR A DISTANCE OF 26.79 FEET; THENCE RUN N 00°18'38" E, FOR A DISTANCE OF 10.01 FEET; THENCE RUN N 89°41'22" W, FOR A DISTANCE OF 254.78 FEET; THENCE DEPARTING SAID RIGHT OF WAY LINE RUN N 00°00'00" E, FOR A DISTANCE OF 19.86 FEET; THENCE RUN N 88°42'03" E, FOR A DISTANCE OF 256.58 FEET; THENCE RUN N 00°00'00" E, FOR A DISTANCE OF 335.55 FEET; THENCE RUN N 90°00'00" W, FOR A DISTANCE OF 489.14 FEET; THENCE RUN S 45°00'00" W, FOR A DISTANCE OF 18.52 FEET; THENCE RUN S 00°00'00" E, FOR A DISTANCE OF 21.76 FEET; THENCE RUN N 90°00'00" W, FOR A DISTANCE OF 51.75 FEET; THENCE RUN N 00°00'00" E, FOR A DISTANCE OF 20.00 FEET; THENCE RUN N 90°00'00" E, FOR A DISTANCE OF 21.70 FEET; THENCE RUN N 45°00'00" E, FOR A DISTANCE OF 45.08 FEET; TO THE POINT OF BEGINNING.

CONTAINING 36,627. SQUARE FEET OR 0.84 ACRES, MORE OR LESS.

THIS IS NOT A SURVEY

HERNANDO COUNTY WEST TAX COLLECTOR BUILDING
SECTIONS 10 AND 15, TOWNSHIP 23 SOUTH, RANGE 17 EAST
HERNANDO COUNTY, FLORIDA

WSP USA GEOMATICS INC.
550 Northlake Boulevard, Suite 1000
Altamonte Springs, FL 32701 USA
Phone: (407) 522-7570
www.wsp.com
Certificate of Authorization Number LB-0008652

DATE	BY	DESCRIPTION

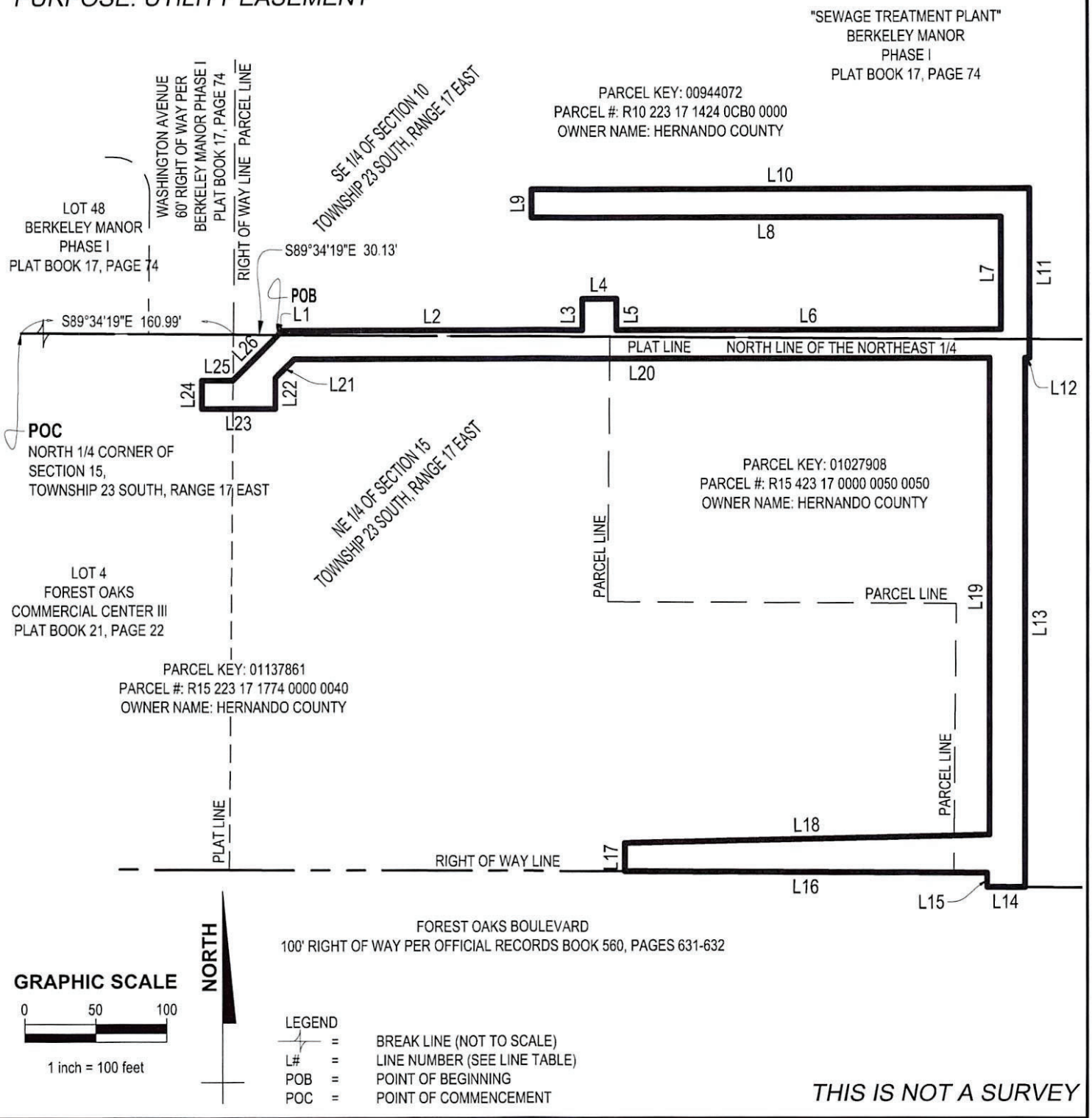
REVISION

DRAWN BY: MP		CHKD. BY: MR	
DATE: 10/21/2025		DATE: 10/21/2025	
JOB No. 600867.101	SCALE: N/A	SHT. 1 OF 3	

DRAWING NAME: 600867.101-SOD.dwg

P:\637\42023\600867.101 - HERNANDO COUNTY TAX COLLECTOR\2025 - SOD\600867.101-SOD.DWG

SCHEDULE "A"
SKETCH OF DESCRIPTION
PARCEL:
ESTATE: PERMANENT
PURPOSE: UTILITY EASEMENT



THIS IS NOT A SURVEY

HERNANDO COUNTY WEST TAX COLLECTOR BUILDING
SECTIONS 10 AND 15, TOWNSHIP 23 SOUTH, RANGE 17 EAST
HERNANDO COUNTY, FLORIDA

DATE	BY	DESCRIPTION

REVISION

DRAWN BY: MP DATE: 10/21/2025
CHKD. BY: MR DATE: 10/21/2025

JOB No. 600867.101
SCALE: 1 inch = 100 feet
SHT. 2 OF 3

DRAWING NAME: 600867.101-SOD.dwg

WSP USA GEOMATICS INC.
550 Northlake Boulevard, Suite 1000
Altamonte Springs, FL 32701 USA
Phone: (407) 522-7570
www.wsp.com
Certificate of Authorization Number LB-0008652

SCHEDULE "A"
SKETCH OF DESCRIPTION
PARCEL:
ESTATE: PERMANENT
PURPOSE: UTILITY EASEMENT

Line Table		
Line #	Direction	Length
L1	N 45°00'00" E	4.21'
L2	N 90°00'00" E	210.74'
L3	N 00°00'00" E	22.00'
L4	N 90°00'00" E	24.00'
L5	S 00°00'00" E	22.00'
L6	N 90°00'00" E	270.69'
L7	N 00°00'00" E	79.00'
L8	N 90°00'00" W	330.00'
L9	N 00°00'00" E	20.00'
L10	N 90°00'00" E	350.00'
L11	S 00°00'00" E	119.00'
L12	N 90°00'00" W	3.00'
L13	S 00°00'00" E	372.75'
L14	N 89°42'54" W	26.79'
L15	N 00°18'38" E	10.01'
L16	N 89°41'22" W	254.78'
L17	N 00°00'00" E	19.86'
L18	N 88°42'03" E	256.58'
L19	N 00°00'00" E	335.55'
L20	N 90°00'00" W	489.14'

Line Table		
Line #	Direction	Length
L21	S 45°00'00" W	18.52'
L22	S 00°00'00" E	21.76'
L23	N 90°00'00" W	51.75'
L24	N 00°00'00" E	20.00'
L25	N 90°00'00" E	21.70'
L26	N 45°00'00" E	45.08'

SURVEYOR'S NOTES

1. THIS SKETCH OF DESCRIPTION IS NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

2. LANDS SHOWN HEREON WERE NOT ABSTRACTED FOR OWNERSHIP, EASEMENTS, RIGHTS-OF-WAY OR OTHER TITLE MATTERS BY THIS FIRM. ANY RELATED INFORMATION SHOWN HEREON WAS ACQUIRED FROM THE HERNANDO COUNTY PROPERTY APPRAISER WEBSITE.

3. BEARINGS AND DISTANCES SHOWN HEREON ARE EXPRESSED IN US SURVEY FEET AND ARE BASED ON THE NORTH LINE OF THE NE 1/4 OF SECTION 15, TOWNSHIP 23 SOUTH, RANGE 17 EAST, HERNANDO COUNTY, FLORIDA, AS BEING S 89°34'19" E.

MAX RAMOS
LICENSE NO. LS 0458
STATE OF FLORIDA

MAX RAMOS ***11/11/2025***
FLORIDA PROFESSIONAL SURVEYOR AND MAPPER
LICENSE NO. LS 0458

THIS IS NOT A SURVEY

HERNANDO COUNTY WEST TAX COLLECTOR BUILDING
SECTIONS 10 AND 15, TOWNSHIP 23 SOUTH, RANGE 17 EAST
HERNANDO COUNTY, FLORIDA

DATE	BY	DESCRIPTION

REVISION

DRAWN BY: MP DATE: 10/21/2025
CHKD. BY: MR DATE: 10/21/2025
JOB No. 600867.101
SCALE: N/A
SHT. 3 OF 3
DRAWING NAME: 600867.101-SOD.dwg

WSP USA GEOMATICS INC.
550 Northlake Boulevard, Suite 1000
Altamonte Springs, FL 32701 USA
Phone: (407) 522-7570
www.wsp.com
Certificate of Authorization Number LB-0008652

M.I. RAMOS
License Number
5458
STATE OF
FLORIDA
Professional Surveyor and Mapper

Meeting: 02/10/2026
Department: Administration
Prepared By: Demetris Williams-Fagin
Initiator: Jeffrey Rogers
DOC ID: 17027
Legal Request Number:
Bid/Contract Number:

TITLE
Resolution Proclaiming February 21, 2026, as Heritage Day

BRIEF OVERVIEW
Received a request from the Train Depot Manager, Terri McBride, for a resolution proclaiming February 21, 2026, as Heritage Day in Hernando County. The Board of County Commissioners encourages all citizens to celebrate Heritage Day and take a "step back in time" hearing stories that helped shape our community in Hernando County.

FINANCIAL IMPACT
N/A

LEGAL NOTE
The Board has the authority to act on this matter pursuant to Chapter 125, Florida Statutes.

RECOMMENDATION
It is recommended the Board adopt the attached resolution proclaiming February 21, 2026, as Heritage Day in Hernando County.

REVIEW PROCESS

Jessica Wright	Approved	01/20/2026 9:04 PM
Pamela Hare	Approved	01/21/2026 10:10 AM
Heidi Prouse	Approved	01/21/2026 10:12 AM
Toni Brady	Approved	01/22/2026 2:32 PM
Jeffrey Rogers	Approved	01/25/2026 5:47 PM
Colleen Conko	Approved	01/26/2026 4:21 PM

BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY, FLORIDA

RESOLUTION 2026 –

WHEREAS, Hernando County's long history dates back to the 1840's, during the time of the Second Seminole War; and is rich in diversity and culture that has been passed down through centuries; and

WHEREAS, on February 27, 1843, the County of Hernando, named in honor of Hernando Desoto, a Spanish explorer, was established by an act of the State Legislature. Hernando County was created from the southernmost section of Alachua County encompassing the lands south of the Withlacoochee, and the northernmost part of Hillsborough County north of the Anclote Keys; and

WHEREAS, the Historic Hernando Preservation Society and the Historic Hernando Museum Association, dedicated to preserving Hernando County's past, will host the 2026 Heritage Day Festival which will take place on February 21, 2026, from 10:00 a.m., to 3:00 p.m., at the May-Stringer Museum located at 601 Museum Court, Brooksville, Florida; and

WHEREAS, a fun-filled day is planned with a Pie Baking Contest, a Car Show, a George Washington Memorial Tent, a Civil War Wall Memorial, Horse & Wagon rides, various vendors, crafts and other activities for all ages.

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

SECTION 1. The Board of County Commissioners hereby proclaim February 21, 2026, as **HERITAGE DAY** in Hernando County.

SECTION 2. The Board of County Commissioners encourages all citizens to celebrate **HERITAGE DAY** and take a "step back in time" hearing stories that helped shape our community in Hernando County.

ADOPTED in Regular Session this 10th day of February 2026, A.D.

BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY, FLORIDA

Attest:

Douglas A. Chorvat, Jr. Clerk of Circuit Court & Comptroller	Jerry Campbell Chairman
John Allocco Commissioner	Ryan Amsler Vice Chairman
Brian Hawkins Commissioner	Steve Champion Second Vice Chairman

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Administration
Prepared By: Colleen Conko
Initiator: Jeffrey Rogers
DOC ID: 17079
Legal Request Number:
Bid/Contract Number:

TITLE
Transmittal of Minutes From Affordable Housing Advisory Committee Meetings of 2025

BRIEF OVERVIEW
Staff received the attached approved 2025 meeting minutes for the Affordable Housing Advisory Committee.

FINANCIAL IMPACT
No financial impact.

LEGAL NOTE
No legal note.

RECOMMENDATION
For informational purposes only; no action is required by the Board.

REVIEW PROCESS

Heidi Prouse	Approved	01/27/2026	9:14 AM
Toni Brady	Approved	01/29/2026	6:48 PM
Jeffrey Rogers	Approved	02/03/2026	1:41 PM
Colleen Conko	Approved	02/03/2026	1:46 PM

Hernando County
Affordable Housing Advisory Committee
20 North Main Street, Rm 160
Brooksville, FL 34601

Meeting Date: January 9, 2025

Members Present: Richard Sanvenero, Paul Passarelli, Charles Wilson and Kelly Long.

Members Absent: Jerry Campbell, Daniel Ernest, II, Beth Powanda, Wilbur Steven Hickey, Joseph Pastore

Staff/Guest(s) Present: Veda Ramirez, Velvet Burris, and Barbara Gardner

Call to Order: Mr. Sanvenero called the meeting to order at 10:11am.

Roll Call: Four (4) members present. Five (5) members were absent. A quorum was not met.

Approval of Minutes: Since a quorum was not met, the approval of December 12, 2024, will be set for the next monthly meeting.

Public Comment: None.

Discussion: Mr. Sanvenero opened the discussion with items he would like to see added to the agenda. The first being topics related to the needs of the community for affordable housing. Such as:

- Debt relief/loans forgiven – Ms. Burris stated that under certain circumstances and criteria is met a loan can be forgiven
- Follow up on recommendations made to the BOCC
- Incentive Strategies
    - Implementing a schedule – Informed the Group that we began working on Incentive Strategy schedule with the AHAC in July or August and updates were approved by the AHAC and taken to the BOCC for approval and submittal to FHFC
    - Expediting permitting process – Updates to the process still pending with our building department, but old policy still effective.
    - Modification of impact fees (Ms. Ramirez – a workshop was held on the modification of impact fees and information was brought to the AHAC by Commissioner Campbell; however, it did not impact affordable housing.)
- Feedback from other departments on AHAC recommendations

Discussion moved on to Accessory Dwelling Units (ADU). Ms. Ramirez advised a presentation was given a couple of years ago, however the program was halted with no updates to the present policy. Advised that it was also discussed during our Incentive Strategies update and recommendation with this committee. ADUs are a part of our Comprehensive Plan and no changes to the ADU ordinance were approved.

To make mortgages more affordable, Mr. Sanvenero addressed the possibility of a step-up process to full range for property taxes since the Homestead Exemption does not show up as a decrease in property taxes until the second year. Ms. Ramirez presented the current options homeowners have: 1) property taxes typically are included in the

mortgage payment and lenders typically collect in advance for those funds, 2) contact Tax Collector's Office for deferred/quarterly payments, 3) apply for all the available exemptions offered. Mr. Passarelli stated homeowners' insurance has played a huge part in mortgage increases. Ms. Burris also mentioned that SHIP applicants are required to take an approved homebuyer's class and information regarding homeowner responsibilities to include property taxes and tax exemptions are usually included in those classes.

Discussion ensued again regarding the schedule for incentive strategies. Ms. Ramirez advised that Incentive Strategies handouts and the Timeline Reminders were provided to the committee, and we discussed a couple of them at each meeting. She further reported that the committee approved the updated Local Housing Incentive Plan, and the Plan was taken before the BOCC and approved. Staff will get exact dates for the next meeting and provide them with them to the group.

Velvet Burris informed the group that the Local Housing Incentive Plan is completed annually and submitted annually to Florida Housing Finance Corporation. Local Housing Incentive Strategies encourage developers to build affordable housing in Hernando County. Mr Sanvenero advised that he had not seen the surplus land listing on the county website, and he thought it was required by Live Local Act. Staff advised that Surplus land for affordable housing is published on the county website at www.hernandocounty.us > Housing and Supportive Services > Affordable Housing > Surplus Lands for Affordable Housing. The website provides a Parcel ID Number/Address/Legal Description and status Vacant/Improved.

Ms. Ramirez stated that we are also working with various departments and the Florida Housing Coalition to implement an Inclusionary Housing Policy which was discussed at an earlier meeting, but that is also still pending. Once we have policy we will bring it to the AHAC and then BOCC for approval.

There being no further questions, Mr. Sanvenero asked for a motion to adjourn. Mr. Passarelli moved to adjourn. Mr. Wilson seconded. The motion carried. Meeting adjourned 11:16am.

Hernando County
Affordable Housing Advisory Committee
20 North Main Street, Rm 160
Brooksville, FL 34601

Meeting Date: February 13, 2025

Members Present: Richard Sanvenero, Jerry Campbell, Paul Passarelli, Beth Powanda, Charles Wilson, Kelly Long, and Joseph Pastore.

Members Absent: Daniel Ernest, II and Wilbur Steven Hickey.

Staff/Guest(s) Present: Veda Ramirez, Velvet Burris and Barbara Gardner. Guest: Mr. Parks

Call to Order: Mr. Sanvenero called the meeting to order at 10:00am.

Roll Call: As evidenced by the sign in sheet and the verbal roll call, a quorum was met with seven (7) members present.

Approval of Minutes: Mr. Sanvenero requested approval of the meeting minutes for December 2024 and January 2025. Mr. Passarelli moved to approve both the December 2024 and January 2025 meeting minutes. Ms. Powanda seconded the motion. The motion carried.

Public Comment: Mr. Parks stated he was curious about the SHIP grants, but his questions were answered during the meeting. Mr. Campbell spoke to him when he arrived, and arrangements were made to meet with staff after the meeting.

Old Business: Ms. Ramirez reported efforts to fill open committee seats are ongoing. We received applications for vacant and nonvacant positions. There will be at least 3 vacancies in the next six (6) months. Applicant for Essential Services Personnel met the qualifications, and we are waiting to hear back from them. Applicant For Profit Provider of Affordable Housing did not meet the qualifications. Applicant for Advocate Low Income met the qualifications; however, the seat will not be available for a couple of months. Ms. Ramirez stated we can have a minimum of six (6) seats on the committee, with twelve (12) being the maximum. Ms. Ramirez went over the current positions and terms and expressed we are working with our Economic Development Director for business contacts for Individuals Representing Employers. We are also reaching out to For Profit Affordable Housing companies for representation on the committee.

Ms. Ramirez stated that a discussion took place in the January 2025 meeting regarding items the committee would like to see on the agenda. One of the items was the LHAP forgiveness period. Ms. Ramirez explained that the forgiveness period varies with each strategy which is included in our Housing Assistance Plan located on the Housing and Supportive Services website. Further discussion ensued about the forgiveness period and Ms. Ramirez provided criteria that would constitute a denial on loan forgiveness during the forgiveness period. The Community Land Trust program was brought up by Mr. Sanvenero. Ms. Ramirez explained the owner can sell the home and typically receive some return on the sale of the home.

Mr. Passarelli commented on the forgiveness period for all the programs, stating the loan should be treated as a loan and should be repaid at the end of the term. Ms. Ramirez stated the verbiage in the Housing Assistance Plan was presented to the committee and was also presented to the Board of County Commissioners and approved. Ms. Ramirez stated the Rehab Assistance program is provided to people that cannot afford to keep homes in the community in decent, working condition. Ms. Ramirez advised the funds are given to the county to preserve our housing stock and to keep our housing stock suitable to live in. Commissioner Campbell commented that when a homeowner lives in the house for the length of the forgiveness period, in the long run this is a very small investment in comparison to the property taxes paid to the community over the same time period.

Mr. Passarelli made a recommendation to strike the verbiage referring to loan forgiveness from the Housing Assistance Plan. Mr. Sanvenero asked if there was a second to the motion. There was none, therefore no vote was taken.

In response to Mr. Sanvenero's question about property tax exemptions in the January 2025 meeting, Ms. Ramirez stated the property tax exemptions are available on the Hernando County Property Appraiser website and the tax collector has information about property tax installation payments. Ms. Ramirez reiterated that the applicants applying for down payment assistance are required to take a home buyer's class prior to closing and this information is covered in that class.

Ms. Ramirez mentioned conversations are continuing with HSS, the Florida Housing Coalition, Planning, and the County Administrator on Voluntary Inclusionary Housing to create housing in the community.

Ms. Ramirez provided an updated on the status of the revised Expedited Permitting policy.

Also, in response to a request at the January meeting, Ms. Ramirez relayed that the Local Housing Incentive Strategy (LHIS) timeline was presented to the committee and discussed in July 24 and August 24 meetings. The AHAC committee adopted the LHIS report at the November 2024 meeting. The BOCC approved the LHIS report, and it was submitted to the Florida Housing Finance Corporation on December 27, 2024. Ms. Ramirez asked if the committee wanted to change how the information is presented to the committee. Mr. Sanvenero replied staff should continue presenting strategy information as we have been.

Mr. Sanvenero inquired about permitting that is handled at the state level and the time it takes to receive permitting. Ms. Ramirez responded we work with our state partners very closely; however, we have very little control over the state processing time. Ms. Ramirez advised the responsibility for those roles will be changing to Florida Department of Environmental Protection. Commissioner Campbell stated this change took effect in January 2025. The county is working with the state to see if we could administer the permitting on their behalf.

New Business

Program Progress: Ms. Ramirez went over the State Housing Initiative Partnership timeline and relayed a budget amendment was submitted and approved by the BOCC to meet the expenditure requirement for FY 21-22, and to accommodate future disaster applications.

Mr. Sanvenero inquired about fund distribution for FY 25-26. Mr. Ramirez advised funds for FY 24-25 have been received. Distribution for FY 25-26 is usually made after the states FY begins in July 2025.

Mr. Sanvenero inquired about property tax refunds to those who suffered losses from the hurricanes. Ms. Ramirez advised there is information contained in today's meeting packet about property tax refund, and it is on the property appraiser's website.

Mr. Sanvenero requested an update on Hernando Beach and Ridge Manor areas for disaster relief funding. Ms. Ramirez requested clarification. Mr. Sanvenero replied funds provided by the county. Ms. Ramirez explained the Disaster application through SHIP is available, but individuals and the property must be eligible. Applicants are encouraged to file with their insurance and FEMA first. The state also has programs such as Elevate Florida also included in your packet. Commissioner Campbell advised the county is reaching out to the residents of the impacted areas not only via mail but going door-to-door asking property owners to reach out to the county for a Disaster Assessment Inspection on their property. This assessment will determine what assistance they are eligible for, and if they are still unsure of how to proceed, the property owner can reach out to Disaster Case Management to customize an individual plan. We also have fifty trailers available for living space while a homeowner is repairing their home.

Informational Items: Ms. Ramirez stated Kass Circle, a community redevelopment agency, will be hosting its first sidewalk festival on February 22nd. Information and community resources will be provided by us and other agencies.

Ms. Ramirez wanted to make everyone aware that all public records, correspondence, including emails, fall under the Sunshine Law. Commissioner Campbell reminded the committee that "responding to all" in an email is in violation of the Sunshine Law. Ms. Ramirez advised a reminder to not "reply to all" will be included in future emails coming from Housing and Supportive Services.

Open Discussion: Mr. Wilson brought up the issue of rundown or dilapidated homes in the county and how it's addressed by the county. Commissioner Campbell explained this issue is the responsibility of code enforcement. The county has invested additional resources for code enforcement. Typically, a county the size of Hernando has 10 (ten) code enforcement officers, ours has four (4). Mr. Campbell advised a code enforcement violation can be reported by anyone. Ms. Ramirez advised that we are working with various departments to come up with initiatives to address some of these issues, like Infill Housing, and a proactive approach to housing rehab. Commissioner Campbell agreed and the idea behind code enforcement is to assess the situation and identify the needs of the property owner and refer them to our team for assistance.

Commissioner Campbell reported at the last BOCC meeting three (3) properties were approved by the board to be donated to build affordable housing.

Mr. Passarelli brought up the issue of committee members with excessive absences and removal from the committee. Commissioner Campbell recommended prior to taking any action staff should contact those members to determine availability and reasons for their absence. Mr. Sanvenero agreed and asked staff to reach out to those committee members.

There being no further discussion, questions or comments, Mr. Sanvenero requested a motion to adjourn. Mr. Wilson motioned to adjourn. Mr. Passarelli seconded. The motion carried.

The meeting adjourned at 11:15am.

Hernando County
Affordable Housing Advisory Committee
20 North Main Street, Rm 160
Brooksville, FL 34601

Meeting Date: March 20, 2025

Members Present: Jerry Campbell, Daniel Ernest, II, Paul Passarelli, and Kelly Long

Members Absent: Richard Sanvenero, Beth Powanda, Wilbur Steven Hickey, Charles Wilson, Joseph Pastore

Staff/Guest(s) Present: Veda Ramirez, Velvet Burris, and Barbara Gardner

Call to Order: Mr. Passarelli called the meeting to order at 10:06am

Roll Call: Four (4) members present. Five (5) members absent. A quorum was not met.

Approval of Minutes: Since a quorum met, the approval of February 2025 minutes was set for the next meeting.

Public Comment: There were none.

Old Business: Ms. Ramirez advised we are working to fill seats currently open and seats that will be open in the next few months. We have some applications and hope to have more by the end of April. Mr. Ernest asked about the term limits. Ms. Ramirez stated there is a two-year term limit, however, if he would like to continue serving on the committee, he could reapply.

Attendance was discussed during the last meeting, and we were able to contact Mr. Hickey. He sent an email resigning his position. Ms. Ramirez advised the minimum number of committee members required is eight members. According to the statute, a minimum of six (6) categories out of the twelve (12) must be represented. Commissioner Campbell is a must and does not represent any specific category. We have also been working on getting a representative from the city of Brooksville.

Housing Incentive Strategy:

Expedited Permitting: Ms. Ramirez stated we have continuously worked with other departments on the updated expedited permitting policy included in the packet and the building department is moving forward with approval of the updated expedited permitting incentive and posting it on the website as required.

Inclusionary Housing: Ms. Ramirez advised that policy is under review by our administrative office, and we are planning to bring this policy before the committee at the next meeting. Affordable housing is defined in the statute and is taken into consideration in our policy. Our policies are geared towards providing affordable housing in all categories.

Mr. Ernest inquired about repaired sink hole eligibility. Ms. Ramirez advised she would check with Florida Housing Finance and have the information at the next meeting. Mr. Passarelli commented repaired sink holes are a potentially bad investment.

Mr. Ernest mentioned manufactured housing is not currently included per policy and inquired who determines inclusion. Ms. Ramirez stated the inclusion of manufactured housing for SHIP Down Payment Assistance is

determined by the county and would need to be brought before the BOCC. Ms. Ramirez also mentioned mobile homes are not considered in the inclusion housing strategy being proposed. Mr. Campbell suggested that staff research what other counties are doing regarding manufactured/mobile homes within the SHIP program and report best practices of other counties in the next meeting. Mr. Ernest feels it would be beneficial to the community to include manufactured homes. Ms. Ramirez stated we have included the repair of manufactured homes built after 1994 in the SHIP Rehab Program, but SHIP guidelines state that no more than 20% of SHIP allocation can be used for manufactured homes and program income

New Business: State Housing Initiative Partnership Update – Ms. Burris reported (included in agenda packet)

1) Down Payment Assistance
    - 37 apps received since 10/24
    - 2 homes closed February
2) Emergency Repair
    - 21 households assisted
    - 15 households pending repair
3) Owner Occupied
    - 9 projects completed
    - 11 projects underway
    - 8 more going out to bid
4) Disaster Strategy
    - 3 households assisted with repairs
    - Working with 3 additional on repairs
5) Accepting applications for all SHIP strategies
6) 21/22 Annual Report – getting ready to submit to state

Informational: Ms. Ramirez informed the committee Ms. Burris has been very active with the Department of Commerce and Hernando County Emergency Management about the county's disaster effort. Ms. Burris reported on the following programs:

- Elevate Florida – 5000 applications have been received to date
- Disaster Recovery Funding
    - HUD disaster funding will be managed by the state for twenty-two counties
    - Eighteen entitlement counties will receive funding directly, Hernando County did not meet their calculations to receive housing repair funding
    - Infrastructure disaster repair funding – we will need to apply (expecting application process to start in October)

Mr. Ernest inquired what the infrastructure funding would be used for. Mr. Ramirez advised the funding would be for the county's infrastructure damaged by the hurricanes and would also be used for preventative measures for future storms.

There being no further discussion, and no motion could be made, Mr. Passarelli suggested the meeting be adjourned. There were no objections. Meeting adjourned at 11:01am.

Hernando County
Affordable Housing Advisory Committee
20 North Main Street, Rm 160
Brooksville, FL 34601

Meeting Date: April 10, 2025

Members Present: Richard Sanvenero, Jerry Campbell, Daniel Ernest, II, Paul Passarelli, Beth Powanda, and Charles Wilson.

Members Absent: Joseph Pastore and Kelly Long

Staff/Guest(s) Present: Veda Ramirez, Velvet Burris, and Barbara Gardner

Call to Order: Mr. Sanvenero called the meeting to order at 10:00 am.

Roll Call: As evidenced by the sign in sheet and the verbal roll call, a quorum was met with six (6) members present.

Public Comment: None.

Approval of Minutes: Mr. Sanvenero requested approval of the minutes for both the February and March 2025 meetings. Mr. Passarelli moved to approve, and Mr. Wilson seconded the motion. The motion carried.

Old Business: Ms. Ramirez advised that we were still seeking to fill open and upcoming seats for the committee. Stated that those with upcoming terminating terms will receive a letter from the county. If a committee member would like to continue in their role, they will need to submit a new application. All the applications will be presented to the BOCC for consideration.

At the last meeting, Mr. Ernest asked why repaired sinkholes are not included to be funded through SHIP Down Payment Assistance. Ms. Ramirez clarified this is Pasco County's policy. Hernando County's policy does include repaired sinkholes; however, reasonable catastrophic insurance must be obtained along with information about the repairs being completed. Also reach out engineers within the County about repaired sinkholes and those strongly suggested they include an engineering inspection prior to approving the home for purchase.

Mr. Sanvenero commented on the permit fees required for repairs/rebuilds for damage sustained during the hurricanes. Mr. Campbell responded that permit fees cannot be waived without reimbursing the building department. Advised that waiving permitting fees was considered but concluded the rest of the county should not have to pay permit fees for other residents.

Ms. Ramirez advised extensive research was completed, along with a training webinar, on allowing manufactured homes in the Down Payment Assistance (DPA) program. Included in the packet is information from the Florida Manufactured Housing Association defining each type of factory-built home. Ms. Ramirez stated that the SHIP eligibility requirements are basically that manufactured homes must be built after mid-1994 and on 20% of the county's allocation can be spent on the manufactured homes. Ms Ramirez directed the committee to the handout that listed counties that allowed use of downpayment assistance for purchasing of a manufactured home and those that do not. Mentioned that in our review most counties in our surrounding area and elsewhere do not allow that practice and those that do have more stringent guidelines than Florida Housing Finance Corporation. Provided the group with

some of the requirements of other counties. Mr. Ernest asked if the recommendations mentioned are included in the procedures. Ms. Ramirez stated we do not have procedures because our LHAP does not allow use of downpayment assistance on manufactured homes, but other counties do. Mr Ernest requested to review guidelines before we add use of downpayment assistance for manufactured homes to our policies. Ms Ramirez advised that it has not been determined that we were going to change our LHAP to allow use of down payment assistance on manufactured homes and to revise the policy we would need approval of the BOCC. Mr. Ernest asked about the proper way to bring an item before the BOCC. Mr. Campbell advised a recommendation from the committee to direct staff to bring before the commission.

Mr. Ernest moved that the recommendation of the Affordable Housing Committee to move forward with research of procedures to include manufactured homes in the Down Payment Assistance program be brought before the BOCC. Mr. Passarelli seconded the motion. The motion carried with an in-favor vote of 6-0.

Ms. Ramirez updated the committee on the Inclusionary Housing Incentive, which is still being reviewed by the Planning department. Once complete, Ms. Ramirez will bring the Incentive Strategy before the committee and the BOCC so we can increase affordable housing within the county.

New Business: Ms. Burris reviewed the State Housing Initiative Partnership Update.

1) Down Payment Assistance
    - 4 homes closed in March
2) Emergency Repair
    - 27 completed emergency repairs
    - 8 emergency repairs underway
    - 6 pending bids
    - 15 approved applications pending property inspection
3) Owner Occupied Rehab
    - 9 projects completed
    - 12 projects underway
    - 9 pending bids
    - 15 approved applications pending property inspection
4) Disaster Strategy
    - 3 households assisted to date with repairs
    - Working with 4 additional households on repairs
5) Accepting applications for all SHIP strategies
6) 22/23 Update
    - $128,050.30 expended
    - $3,167,000 encumbered
    - Fully encumbered

Ms. Ramirez advised we received written notification the Hernando County Housing Authority will no longer perform Down Payment Assistance Program under the State Housing Initiative Partnership program. Information was provided to our County Attorney's Office to update policies and ordinances as needed. The last day for the Housing Authority DPA participation is April 24, 2025. Ms. Beverly began advising callers of the same once written notice was provided.

Informational: Ms. Ramirez advised the committee about additional funding to help with rehabilitation through the Small Cities Community Development Block Grant. Relayed that Hernando County applied through the state for CDBG Housing Rehabilitation Grant, and it was awarded in 2024. Authorization from the State to use funds was granted February 2025 and we will be holding an orientation April 24, 2025, 5:30-6:30pm for individuals that need rehab on their home.

There being no further questions, comments or open discussion, Mr. Sanvenero requested a motion to adjourn. Mr. Wilson moved to adjourn, and Mr. Passarelli seconded the motion. The motion carried.

The meeting adjourned at 10:43am.

Hernando County
Affordable Housing Advisory Committee
20 North Main St., Rm 160
Brooksville, FL 34601

Meeting Date: May 8, 2025

Members Present: Richard Sanvenero, Kelly Long, Paul Passarelli, Charles Wilson

Members Absent: Daniel Ernest II, Jerry Campbell, Joseph Pastore, Beth Powanda

Staff/Guest(s) Present: Veda Ramirez, Velvet Burris, and Erin Gleason

Call to Order: Mr. Sanvenero called the meeting to order at 10:03 a.m.

Roll Call: As evidence by the sign in sheet and the verbal roll call, a quorum was not met with four (4) members present.

Public Comment: Alexis Pierre with Paces Presentation Partner's.
Ms. Pierre advised the Paces Presentation Partner's plan for "garden-style" rental homes being built in Spring Hill near County Line Road. These rental homes will include 96 units, ranging from one bedroom to four bedrooms. The entire project will be funded through Florida Housing Finance Corporation and they are asking for $340k to be granted through the SHIP funds as county contribution. Ms Pierre stressed that she wanted to introduce the project to the AHAC and request support for BOCC approval. Rental mix will be available to people with incomes making up to 30% AMI and those not exceeding 80% AMI. A Supportive Housing component is also being requested and allowing individuals with disabilities to have priority place in 10 of the units. Grocery, medical, pharmacy, and school are near this project.

Approval of Minutes: Since a quorum was not met, the approval of June 12, 2025, will be set for the next monthly meeting.

Old Business: Ms. Ramirez advised the round of applications coming in for the open seats and soon-to-be open seats on the Affordable Housing Advisory Committee. The applications are with Administration at this time and then they will be reviewed by our office prior to being presented to the BOCC. Those who are on the committee at this time and wish to run again can submit a new application if they have completed their two consecutive running terms.

Ms. Ramirez updated the committee on the status of the proposed Inclusionary Housing Incentive plan. Advising that plan is still being reviewed by the Planning department. Once reviewed, Ms. Ramirez will bring the Incentive Strategy before the committee and then BOCC.

New Business: Ms. Burris discussed the year-to-date SHIP applications and projects. The Housing Authority is no longer involved with down payment assistance applications or participating in the SHIP program. Hernando County manages all programs of SHIP. Mr. Sanvenero asked about

SHIP's Emergency Repairs and what is the most re-occurring repair happening in the County. Ms. Burris confirmed roofs, HVAC, and drain fields are the most common emergency repairs. Windows has not been a common emergency repair due to the capped amounts awarded for applicants. Ms. Burris confirmed SHIP is income based, and our department does not award applicants who exceed 120% AMI. Ms. Ramirez assured very low- and low-income applicants do have priority for SHIP funds. Mr. Wilson asked about the SHIP application expiration, and Ms. Ramirez confirmed that extensions for applications are available when requested, however the extension must be requested prior to application expiration and additional verifying information may be requested based on situation.

Mr. Passarelli asked about the 15-approved applications pending property inspection in Owner-Occupied Rehab, and why does that number never move. Ms. Burris confirmed the process of the Owner-Occupied Rehab applications that happen in rounds, and Ms. Ramirez added our department keeps 15, or around 15, applications to manage the workflow. Ms. Burris and Ms. Ramirez advised our construction consultant, who is a specialized consultant who works the entire state of Florida and inspects the applicant's property for Owner-Occupied Rehab to confirm needed repairs, anticipated cost, and urgency. This ensures the contractors are not over or under charging and ensures the contractors are staying on task and are not over extended.

Informational: Ms. Ramirez advised the committee about additional funding to help with rehabilitation through the Small Cities Community Development Block Grant (CDBG). Our department received the funding from the state. SHIP and CDBG can be combined for certain projects, and 6-7 applications have been submitted for CDBG so far. If someone does not qualify for SHIP, we can and do refer them to CDBG. Our department is optimistic about the funds continuing from the State and HUD. May 14th is the last day to apply for the Small Cities Community Development Block Grant.

Ms. Ramirez advised the committee about the cost of living and the number of people that need homes, rental and homeownership options. There was an open discussion regarding the cost of living and employment wages made in the area as more people travel south for a higher paying salary to afford a place to live in Hernando. Ms. Ramirez ended with the focus of our department and the housing program is to continue to encourage development projects, assisting those from very low to moderate income, including those with disabilities with various housing options.

The meeting adjourned at 10:46 a.m.

Hernando County
Affordable Housing Advisory Committee
20 North Main St., Rm 160
Brooksville, FL 34601

Meeting Date: June 12, 2025

Members Present: Richard Sanvenero, Kelly Long, Charles Wilson, Daniel Ernest II, Jerry Campbell, Joseph Pastore, Beth Powanda

Members Absent: Paul Passarelli

Staff/Guest(s) Present: Veda Ramirez, Velvet Burris, and Erin Gleason

Call to Order: Mr. Sanvenero called the meeting to order at 10:08 a.m.

Roll Call: As evidenced by the sign in sheet and the verbal roll call, a quorum was met with seven (7) members present.

Public Comment: None.

Approval of Minutes: Mr. Sanvenero requested approval of the minutes for both the April and May 2025 meetings. Mr. Wilson moved to approve, and Mr. Ernest seconded the motion. The motion carried.

Old Business: Ms. Ramirez advised she has received new applications for the open seats and expiring seats for the Affordable Housing Advisory Committee. The applications are going to be taken to the BOCC on June 24th; the Committee will be receiving two additional members. There were more than two applications; however, they did not qualify for the committee's requirements.

Ms. Ramirez presented the committee with the Local Housing Incentive Inclusionary Housing Incentive Policy. Ms. Ramirez presented a PowerPoint for the Local Housing Incentive Strategy. The information provided in Ms. Ramirez's PowerPoint will include information discussed here and more when presented to the BOCC. The initiative of this Local Housing Incentive Strategy program is to create affordable housing all in Hernando County. The purpose of the local government receiving funds is to create partnerships and produce and preserve affordable housing, specifically for low to moderate income households. Ms. Ramirez stated in the past year HHS has more than tripled the rehab for the county's housing, but now HHS is looking at producing affordable housing. This will be through the SHIP program, CDBG, and HOME Investment Partnership Program. Ms. Ramirez further stated developers, businesses, Hernando County, and its residents will be the ones who benefit from the Local Housing Incentive Strategy.

Ms. Ramirez discussed the Inclusionary Housing Incentive Initiative. Individuals with various income levels from low to moderate income according to the Tampa/St Pete MSA will be eligible for this; it can be for homeownership or rentals and encourages the private sector to provide housing in exchange for favorable incentives. The purpose of the Inclusionary Housing Incentive Initiative is to incentivize developers to construct affordable housing units as part of the mark-rate housing development. Ms.

Ramirez further stated this will also maintain balanced housing opportunities in the county to provide housing for individuals at all income levels. The county's review team will review any new or existing developments interested in this incentive program. Hernando County does have flexibility for this program on a case-by-case basis. Staff works with developers to negotiate favorable incentives in exchange for our housing needs. The incentives can be expedited permitting, flexibility in density, flexible lot configurations, surplus land, impact fee modifications, and more. Ms. Ramirez also stated at least ten (10) percent of the inclusionary units should incorporate Uniform Federal Accessibility Standards.

Mr. Sanvenero stated county departments are not familiar with this incentive program, and he stated if those departments get an email or call from the HSS department, that would be great. Additionally, Mr. Sanvenero asked who is doing the financing on these projects. Ms. Ramirez encouraged affordable housing developers reach out to HSS when the incentive program is mentioned and then HSS communicates with the Building Department and others. Financing will typically be through public banks or sources chosen by the developer but depending on the project, financial consideration may be offered. Mr. Ernest stated he has concerns for the program and there should be limits on the program, especially for shared equity and community land trust. Ms. Ramirez acknowledged Mr. Ernest's recommendation and stated neither are involved in inclusionary housing, but there are affordability periods and Land Use Restriction Agreements. She stated again this program will be taken in front of the BOCC, negotiations are key, as well as the program being case-by-case due to certain factors. Ms. Ramirez also stated HHS does have the right of refusal, as discussed with the county attorney. Additionally, she stated this program is not meant for homes to be flipped. Mr. Ernest asked about situations where the homeowner may need the funds for emergencies or things like children going to college, and Ms. Ramirez stated those situations provided can be presented for review and recommendation, then provided to the BOCC along with supporting documentation for the reasoning of funds. Ms. Long stated this program is no different than the other funding programs currently in place.

Mr. Wilson and Mr. Sanvenero brought up impact fees being used during disasters, and if there is an incentive during disasters. Mr. Campbell stated the BOCC has looked at every which way to make an incentive for impact fees for those impacted by disasters, but there is no way for an incentive at this time.

Mr. Campbell referenced the Sunshine violation, and how committee members are not supposed to be "responding all" to emails with other committee members on the email. Committee members are not to talk outside of committee meetings. This includes notifying of attendance and agenda items to be discussed. Mr. Campbell stated for committee members to only respond to staff, and staff (HHS) is to act as the representatives for committee members in front of the BOCC and to other committee members.

Ms. Burris stated the job of the advisory board is to make recommendations on the report that goes out at the end of the year. Ms. Ramirez stated all incentives will be provided to the committee members next month, and her recommendation along with the committees is presented to the BOCC.

New Business:

Ms. Burris discussed the progression in the SHIP program. There have been 6 closings for Down Payment Assistance in May, the 22/23 remaining amount of SHIP funds is fully encumbered, and there are several emergency repairs and owner-occupied rehabilitation projects happening and underway. HHS accepts all applications for all SHIP strategies.

Ms. Ramirez started the discussion regarding income proficiency calculation. She acknowledged the email from Mr. Ernest and requested additional information on how HHS is not calculating income correctly. Mr. Ernest asked if gross income is being used from tax returns to calculate income. Ms. Ramirez and Ms. Burris stated it is not gross income used from tax returns, but net income is averaged from tax returns. Mr. Ernest asked if a self-employed applicant has their 2022 income tax return, 2023 income tax return, and 2024 income tax return is on extension, and the county asking for two months of bank statements, and within those bank statements they have deposits, some of which reflect a reimbursement amount from January, then why is the reimbursement included in the SHIP income certification calculation? Ms. Ramirez stated the reimbursement Mr. Ernest is referring to is included in the income calculation, because as the statute states, "anticipated income." Ms. Ramirez stated in the letter provided to clients, HHS provides an option, if there is an error to please submit supporting documentation and HHS will continue processing the application. Mr. Ernest stated the client came to the office, asked about how the income was calculated, and then asked about the dispute process for incorrect income calculation, and that there is documentation from January to support the incorrect calculation, but Ms. Ramirez reiterated HHS cannot accept January's anticipated income because it would not be viable to support the anticipated income. Ms. Ramirez stated Mr. Ernest was provided with the statute to support how the income certification was calculated by HHS, and if supporting documentation is provided, then HHS will re-review the calculation. Mr. Ernest interjected about having January statements, and Ms. Ramirez stated January cannot be considered due to the application being submitted in May and the anticipated income being projected differently between the months. Mr. Ernest requested the dispute process be posted somewhere, in the office or online, when the income calculation is incorrect. Ms. Ramirez also stated in the situation Mr. Ernest is referring to, the individual's 2022- and 2023-income tax return were also included, and the household was still over income. Ms. Long stated this sounds like a one-case situation brought to the committee, and discussions should not be based off a one-case disagreement. Ms. Ramirez ended with HHS does not see where we are not following the regulations in place as it relates to income certification. HHS utilizes updated policies and has received the latest training. Advised that we have noticed some improvements that can be made but notice no discrepancies or errors in calculations. Further we advise that we utilize the mail and email system when providing documents and information about the eligibility of a client. HHS is not required to post the appeal process in the office lobby

Informational: Ms. Ramirez stated her office has done three times as many SHIP applications in the past two years, and HHS does more than just SHIP. HHS does mental health, community redevelopment, and social service programs. Ms. Ramirez stated it is not appropriate for individuals on this committee to be abusive to her staff. If there is an issue, please communicate with Ms. Ramirez even when she is not there. Ms. Ramirez stated if she is not in the office and there is a dispute, Ms. Burris is in the office and is able to assist should she be available, but if there is a disagreement to please wait on her return or response.

Mr. Wilson asked about the City of Brooksville's involvement in rehabilitation. Ms. Ramirez and Ms. Burris shared there have been several properties in the City of Brooksville receiving assistance using SHIP funds for rehabilitation and we hope there will be more

The meeting adjourned at 11:34 a.m.

Hernando County
Affordable Housing Advisory Committee
20 North Main St., Rm 160
Brooksville, FL 34601

Meeting Date: July 18, 2025

Members Present: Kelly Long, Charles Wilson, Whitney Dinu, Jerry Campbell, Joseph Pastore, Beth Powanda, Yvonne Woods

Members Absent: 0

Staff/Guest(s) Present: Veda Ramirez, Velvet Burris, and Erin Gleason

Call to Order: Ms. Ramirez called the meeting to order at 10:02 a.m.

Roll Call: As evidenced by the sign in sheet and the verbal roll call, a quorum was met with seven (7) members present.

New members were introduced, and members were advised that new Chair and Vice Chair were need. Members of the committee nominated Kelly Long as Chair. Mr Wilson motioned for approval and Mr Pastore seconded the motion all other committee members agreed, and the motion was carried.

The committee nominated Mr Wilson as Vice Chairman, and motion was carried as Mr. Wilson was appointed to the open seat.

Public Comment: None.

Approval of Minutes: Ms. Long requested approval of the minutes for the June 2025 meeting. Ms. Long moved to approve, and Mr. Pastore and Ms. Powanda seconded the motion. The motion carried.

Old Business: Ms. Ramirez stated our office published a media release regarding the vacant seats on the committee. Ms. Ramirez advised our office is seeking a lender, essential service personnel (law enforcement, Hernando County employees, or school board employees), residential homebuilding industry personnel, and an employer of the jurisdiction. Prior members, Mr. Sanvenero and Mr. Ernest are no longer on the committee as Mr. Sanvenero has reached his term limit and Mr. Ernest did not resubmit an application. Mr. Campbell confirmed the terms with Ms. Ramirez, and she confirmed those on the committee can serve two (2) terms for two (2) years. They can take a one (1) year break between terms. Ms. Long requested information about the for-profit provider of affordable housing representative, and Ms. Ramirez stated the applicant was coming to us from a local Low Income Housing Tax Credit apartment complex but did not live in Hernando County and that disqualified her application. Ms. Ramirez stated that Habitat for Humanity Tampa Bay Gulfside was eligible to serve in multiple categories but ideally, they will be moving them into the residential home building industry category on the committee because we have limited individuals in that role. Then the category for citizens actively engaged in the banking and mortgage industry in connection with affordable housing will reopen, which we think will be more interested parties

Ms. Ramirez stated the Local Housing Incentive Inclusionary Housing Incentive Strategy is reviewed by the committee every year, and it will be brought up next month for discussion. The committee has the opportunity to talk about incentives that encourage affordable housing in our community. The two incentives available currently are expedited permitting and policy review. Mr. Wilson stated the idea of the "House in a Box" that Elon Musk created is something we should look into. It is a house inside a box, and once it is assembled, it does not go anywhere, and it is economically cost-effective. Mr. Wilson advised the structure can withstand a category 3 hurricane, and it is like a modular home." Ms. Ramirez responded to Mr. Wilson explaining that we would need to get additional information from the funder regarding how that type of housing is classified and if it meets the Florida Building standards. Advise that it seems the home type would be considered as a manufactured home, which we presently are only allowed to set aside 10% of the funding. Reiterate that the funder is the one who has to give approval on the type of housing that the funds can be used. If it is allowed, we can definitely review this type of housing and bring it to the committee and BOCC for final approval.

Staff specified that the funder, Florida Housing Finance Corporation, has already identified several incentives for the committee review and we will be reviewing those for consideration or update.

New Business:

Ms. Burris discussed the progression in the SHIP program. There have been 5 closings for Down Payment Assistance in June, the 22/23 remaining amount of SHIP funds is fully encumbered, and there are several emergency repairs and owner-occupied rehabilitation projects happening and underway. HHS accepts all applications for all SHIP strategies.

Ms. Long proceeded with the Local Government Contribution Applications. Ms. Ramirez stated HHS has had several multi-family developers reach out for local government contribution to construction affordable housing in Hernando County, through Florida Housing Finance Corporation Request for Assistance. A notice was published stating HHS accepted applications, and HHS has received three applicants: Ekos at Grande Park (family units only), The Palms at Spring Hill (special needs and disability units available), and Vesta at Osowaw (special needs and disability units available). The review for these applications is being scheduled and will take place before the next AHAC meeting but not before the BOCC August 12 meeting for approval. HHS will provide a recommendation based upon the review teams' score and then provide that recommendation to the BOCC. Mr. Wilson asked if the developers are competing for the properties or if they have their properties already. Ms. Ramirez stated they have their own properties.

Ms. Powanda asked about building near the water, and if that is a concern for these projects. Ms. Ramirez confirmed the location does not disqualify the builders, but the location does affect the scoring of the proposed project and reviews the team's recommendations.

Ms. Woods asked if there was any interest on the East side of Hernando County. Ms. Ramirez stated at this time, no. There have been some discussions about building in that area but there has not been any affordable multi-family development interest at this time.

Mr. Wilson asked about special need housing for Veterans and Ms. Ramirez responded that vouchers are in place with Hernando County Housing Authority called Veteran Affairs Supportive Housing, from the HUD-VASH Program. It combines rental assistance with VA services through a Veterans case manager.

Informational: Ms. Ramirez encouraged the committee to attend the July 22nd BOCC meeting.

The meeting adjourned at 10:32 a.m.

Hernando County
Affordable Housing Advisory Committee
20 North Main St., Rm 160
Brooksville, FL 34601

Meeting Date: August 15, 2025

Members Present: Kelly Long, Charles Wilson, Whitney Dinu, Jerry Campbell,

Members Absent: 3 - Joseph Pastore, Beth Powanda, Yvonne Woods

Staff/Guest(s) Present: Veda Ramirez, Velvet Burris, and Erin Gleason

Call to Order: Ms. Long called the meeting to order at 10:02 a.m.

Roll Call: As evidenced by the sign in sheet and the verbal roll call, a quorum was met with four (4) members present.

Public Comment: None.

Approval of Minutes: Ms. Long requested approval of the minutes for the July 2025 meeting. Ms. Long moved to approve, and Mr. Wilson and Ms. Dinu seconded the motion. The motion carried.

Old Business: Ms. Ramirez stated our office has received three (3) applications for the open seats on the AHAC committee. Our office is still accepting applications, but two (2) applicants are eligible to serve, one (1) for a citizen that represents the employers in the County and an individual from the Planning Department to serve in the planning agency position. The third applicant is one our office is still trying to place on the committee to represent the appropriate category. The first two applicants will fulfill two of the committee vacancies, and we will have the required participants for the committee. Mr. Campbell confirmed the BOCC will review those applications, and Ms. Ramirez confirmed and stated the BOCC does have those applications at this time and that they are scheduled for appointment August 26, 2025. Ms. Ramirez stated Ms. Dinu will be switched to the "residential builder" from "lender" while serving on the AHAC committee, upon approval from Board of County Commissioners.

Ms. Ramirez stated regarding the LGAO Contribution, our office went before the BOCC on Tuesday, August 12th and selected PACE Preservation and SoHo Housing, a non-profit, for the LGAO Contribution. There were three (3) applicants that applied for the LGAO Contribution and two (2) additional applicants that did not submit their application by the deadline date. The applications were reviewed and scored by a panel consisting of Ms. Ramirez, a representative of Department of Public Works, and Utilities Department Director. PACE was ultimately selected by this panel. PACE will be applying for Florida Housing Finance Corporation funding, but this can be denied. If so, our contribution will not need be paid. If their application is awarded, our contribution would be in form of a loan.

Mr. Campbell further explained PACE requested $340,000 from SHIP, and this will be the amount paid back via loan if they do get approved. PACE will be building 96 units, and 10 units will be specifically for non-elderly special needs. The building site is near County Line Road, and in a good location near a

hospital, grocery stores, and more. PACE also waived their ability to apply for the property tax exemption afforded by the Live Local Act for Affordable Housing.

Mr. Campbell mentioned there is frustration with Hernando County being associated with Tampa Bay Area regarding income, as they do not align. He stated this has been an ongoing conversation with Tallahassee to reconsider the way Hernando County is grouped with surrounding areas when it comes to income.

Mr. Wilson asked about Hernando County's median income being grouped with Citrus and Sumter County's median income versus the southern County's income we are currently grouped with. Mr. Wilson explained Hernando algins more with the northern counties when it comes to income versus the southern counties and asked how we can be grouped with the north instead of the south. Ms. Ramirez stated our office has been looking into that and it is complicated because we cannot just remove ourselves from the Tampa/St. Pete MSA. The process is statistical one established by the Federal Government based on census data. Ms. Ramirez stated when it comes to other programs and data, being an entitlement county, we do algin more with Tampa/St. Pete MSA and not Citrus County.

New Business:

Ms. Burris discussed the progression in the SHIP program. There have been 4 closings for Down Payment Assistance in July, the 22/23 remaining amount of SHIP funds is fully encumbered, and there are several emergency repairs and owner-occupied rehabilitation projects happening and underway. HHS accepts all applications for all SHIP strategies. Additionally, our office is working with You Thrive on an application for the new non-profit construction strategy on a property they are building on Melbourne Street.

Ms. Burris continued the discussion and provided the new member(s) with the AHAC responsibilities, meeting dates, and Sunshine Law. Additionally, Ms. Burris has provided all members with the Local Housing Incentive Strategies needing review for the upcoming BOCC meeting in November. These strategies will be discussed at the next AHAC meeting prior to going to the BOCC. Then once the BOCC reviews the strategies, they will be presented to the State of Florida. Ms. Burris has posted all documents to the AHAC website.

Ms. Ramirez stated on Tuesday, August 12th our office took our incentive policy in front of the BOCC. This policy was previously presented to AHAC. The BOCC did grant our office permission to move forward with creating an incentive policy. The expedited permitting process was approved as well.

Informational: The Septic to Sewer program was mentioned, and there is still discussion between our office and utilities on the cost and payment from these homeowners going through the first phase of the Septic to Sewer plan.

The meeting adjourned at 10:37 a.m.

Hernando County
Affordable Housing Advisory Committee
20 North Main St., Room 160
Brooksville, FL 34601

Meeting Date: September 11, 2025

Members Present: 8 – Jerry Campbell, Joseph Pastore, Beth Powanda, Charles Wilson, Yvonne Woods, Whitney Dinu, Terry Beverly and Lashaundra Ellison,

Members Absent: 1 – Kelly Long

Staff Present: Veda Ramirez, Velvet Burris, and Barbara Gardner

Guests Present: Penny Reynolds and Clotilde DeJesus

Call to Order: Mr. Wilson called the meeting to order at 10:01am

Roll Call: As evidenced by the sign in sheet and the verbal roll call, a quorum was met with eight (8) members present.

Public Comment: Ms. Reynolds introduced herself as 45-yr resident of Florida. She is here to listen and would like to see more residents of Hernando County in attendance. Mr. Campbell thanked her for attending stating public input is valuable as we serve at the will of the people.

Approval of Minutes: Mr. Wilson requested approval of minutes for the August 15, 2025, meeting. Ms. Woods moved to approve, and Ms. Powanda seconded the motion. The motion carried.

Old Business: Ms. Ramirez advised that the remaining two (2) committee seats we are advertising to fill were a representative from the Banking Mortgage Lending Industry and Essential Services, however, we are at capacity and have enough members as statutorily required.

New Business: Ms. Ramirez introduced the new committee members. Ms. Whitney now represents Affordable Housing Residential Homeowners, which opened the Banking Mortgage Lending Industry seat, introduced Lashaundra Ellison, representing a member of the local planning agency, and Terri Beverly, serving as an employer within the jurisdiction and that Ms Beverly's agency also provides administrative services and functions for Brooksville Housing Authority.

Ms. Burris updated the committee with the following update on SHIP program:

- SHIP annual report 2021-2022 close-out will go before the BOCC at the next regular meeting.
- Looking to close-out 2022-2023 Annual report by the end of the year.
- Most of our emergency repair applications are for septic, roof replacement and HVAC.
- No pending Disaster Strategy applications, but still accepting applications
- Non-Profit Construction Contract with You Thrive Florida for new construction at 16077 Melbourne St. for an approved SHIP Down Payment Assistance applicant.
- Accepting applications for all strategies.

Mr. Campbell advised that a year after Helene and Milton struck, the county itself has many disaster cases still open. We have 50 donated travel trailers that we are trying to place people in with nowhere to go. Other agencies are helping to facilitate the cost of electricity, water, and sewer connections. Emergency Management, along with other county departments, are still assisting with recovery.

Ms. Ramirez reviewed Incentive Strategies provided in the August meeting packet in detail and requested input and feedback. Informed the committee that Expedited Permitting and Process of Ongoing Review are two strategies required to be adopted.

- Expedited Permitting - Updated February 2025 and placed on website for the public

Expedited Permitting is currently process includes an application being filed with the Building Department stating the project is for affordable housing and the project is confirmed as such by Housing and Supportive Services. The project is then expedited to a greater degree than other projects. Mr. Wilson asked if there is a report showing how many affordable housing projects have been expedited. Ms. Ramirez stated no such report is in place currently, however we can request that information and report to the committee. Mr. Campbell stated the county has been working with the Building and Planning Departments to make the records more accessible to the public and they will be able to see all open projects and where they are in the process. This is an ongoing process with upgrades to software.

- Process of Ongoing Review current, establishes how process or consider information and plans for approval for policies procedures around housing and housing cost, such as bringing information before the committee for review and recommendations prior to presenting to the BOCC.
- Fee Waiver/Modification – Available under the Voluntary Inclusionary Housing Incentive Program on a case-by-case basis.

Mr. Wilson asked if developers have used this incentive. Ms. Ramirez stated not at this time, but for-profit builders/developers are reaching out, indicating their interest. Mr. Campbell explained some of the challenges with legislation from the state, such as the Live Local incentive.

Mr. Wilson inquired about the grouping of Hernando with Tampa area for income levels. Ms. Ramirez explained the MSA is federally determined. Several formulas are used in the determination, one of which is a commute factor/trend. Mr. Wilson asked what department oversees the determination. Ms. Ramirez will get the information and provide it to the committee via email.

Ms. Ramirez advised there are a total of about twelve incentives to cover. Mr. Wilson suggested bullet pointing the incentives:

- Flexibility Density- Allowed under the Voluntary Inclusionary Housing Incentive Program on a case-by-case basis
- Reservation of Infrastructure Capacity – none currently
- Parking and Set Back Requirements – Allowed under the Voluntary Inclusionary Housing Incentive Program on a case-by-case basis
- Affordable Accessory Residential Units – Allowed currently with breezeway. Mr. Campbell advised Planning and Zoning is currently working on this, looking at utilizing tiny homes in some areas of the county. The committee will be updated on progress.

- Flexible Lot Configurations – Allowed under the Voluntary Inclusionary Housing Incentive Program on a case-by-case basis
- Modifications of Street Requirements – Allowed under the Voluntary Inclusionary Housing Incentive Program on a case-by-case basis
- Surplus Land – Ms. Ramirez advised the listing of land appropriate for affordable housing is on our website
- Support of Development Near Transportation Hubs – Ms. Ramirez stated our housing element encourages development near transportation hubs. Mr. Wilson stated public transportation has expanded greatly and is expected to continue to grow.

There were no suggested recommendations for any of the Incentive Strategies listed besides those stated at each bullet review.

Ms. Dinu requested clarification on the process for approval on the Incentive Strategies. Ms. Ramirez stated they will go before AHAC committee, BOCC and then to Florida Housing Finance Corporation, respectively.

Mr. Wilson acknowledged the arrival of a second member of the public. Ms. DeJesus said she is a resident of Hernando County it was her first time to this meeting.

There being no further business, Mr. Wilson requested a motion to adjourn. Mr. Campbell moved to adjourn, and Ms. Beverly seconded the motion. The motion carried.

Hernando County
Affordable Housing Advisory Committee
20 North Main St., Room 160
Brooksville, FL 34601

Meeting Date: October 9, 2025

Members Present: 8 – Jerry Campbell, Kelly Long, Charles Wilson, Yvonne Woods, Whitney Dinu, and Lashaundra Ellison

Members Absent: 1 –Terry Beverly, Joseph Pastore, Beth Powanda

Staff Present: Veda Ramirez, Velvet Burris, and Erin Gleason

Guests Present: None.

Call to Order: Ms. Long called the meeting to order at 10:00am

Roll Call: As evidenced by the sign in sheet and the verbal roll call, a quorum was met with six (6) members present.

Public Comment: Ms. Reynolds introduced herself as a 45-yr resident of Florida, who is here to listen and would like to see more residents of Hernando County in attendance. Mr. Campbell thanked her for attending, stating public input is valuable as we serve at the will of the people.

Approval of Minutes: Ms. Long requested approval of the minutes for the September 2025 meeting. Ms. Long moved to approve, and Mr. Wilson and Ms. Dinu seconded the motion. The motion carried.

Old Business: Ms. Ramirez advised the 21/22 annual report was submitted to the BOCC and and t to the Florida Housing Finance Corporation and was approved by both. Our office is moving forward with closing out 22/23 in the next coming months. Our office has 3 years to complete each fiscal year's funds issued.

Ms. Ramirez informed the group that we followed up with Hernando County Planning Department regarding the number of expedited applications processed and they stated their system is not set up that way, however they are working with a consultant for their new system to try and include that function.

Ms. Ramirez also conveyed to the committee information regarding Hernando County being categorized with Tampa Bay/St. Pete MSA. Ms. Ramirez was forwarded to everyone by email. The US Office of Management & Budget determines Hernando County residents are commuting to Tampa/St. Pete area which categorizes Hernando County into their MSA.

Ms. Burris stated the incentive strategy report is being brought to the next AHAC meeting in November for their review and approval. It has been drafted, and it is going to the BOCC in December, then it will

go to the Florida Housing Finance Corporation before the end of the year. Ms. Ramirez advised there would be a notice provided to the public as well for public comment.

New Business: Ms. Burris updated the committee with the following update on SHIP program. There have been 3 closings for Down Payment Assistance in September, the 22/23 remaining amount of SHIP funds is fully encumbered, and there are several emergency repairs and owner-occupied rehabilitation projects happening and underway. HHS accepts all applications for all SHIP strategies. 4 projects for Owner-Occupied Rehab are wrapping up, and 13 are pending bid submittals/award. Additionally, our office funded one project in September with You Thrive through our non-profit construction strategy on a property they are building on Melbourne Street. Mr. Wilson asked if the next cycle is 25/26 – Ms. Ramirez stated we are moving forward with and using 23/24 next, but 25/26 funding is provided increments and used as needed

Ms. Ramirez conveyed that the SHIP program has helped a lot of clients and local businesses. Down Payment Assistance has gone from about 2-3 to 3-5 each month and rehabilitation has increased by nearly 90 percent because barely any was being performed. We are always accepting new contractors andour contractor application is on our website. Mr. Campbell asked about who "vets" the contractors we select. Ms. Ramirez confirmed our office selects the contractors provided they are aligned with the County and County's procurement procedures. The homeowner does provide estimates to our office, but our office will select the contractor out of the estimates provided by the homeowner. If a person does not have a contractor or knows of one, then our office will assist in providing a list of contractors to them to obtain estimates needed.

Ms. Ramirez advised our office does review and address complaints and grievances we receive through our programs. We have a procedure in place for complaints and grievances. We have been able to rectify the complaints and grievances between the homeowner and contractor. Additionally, the homeowner ssigns an agreement with the contractor, and the contractors provides a warranty on the work performed. Ms. Dinu confirmed if the complaints and grievances for the SHIP program and the complaints and grievances towards the contractor utilize the same procedure, and Ms. Ramirez confirmed yes.

Ms. Ramirez stated our office does review and address conflicts of interest. At this time, there has not been a concern for conflicts of interest, however, Ms. Ramirez does have an employee (Tomika Harris) who works in the Health & Human Services Department that has applied for a housing strategy under the SHIP program which falls under Ms. Ramirez's department. Ms. Ramirez stated Ms. Harris applied for the program prior to being hired with the County, and she does not have any affiliation with the approval process of the SHIP Program other than referring clients to program. Mr. Campbell confirmed if Ms. Ramirez is requesting any special accommodation. Ms. Ramirez stated we are only advising the committee of the situation as it may be perceived as a conflict of interest, but we also like confirmation from the committee to move forward with assistance. The committee confirmed and recommended assisting staff through the program.

Ms. Woods requested if there is a program at this time for non-profits and churches disaster recovery such as flooring and paint. Ms. Burris and Ms. Ramirez elaborated on the program through Florida Commerce that will be opening an application process for the public and non-profit organizations.

Ms. Burris shared information regarding the Hernando County Housing Harvest on Oct. 25th from 11AM – 3PM. Ms. Burris extended the invite to the committee and requested them share the information to others. Mr. Wilson asked about how we are advertising the event, and Ms. Ramirez stated there are Facebook postings, media releases, website, and distribution to apartment complexes sharing with their tenants, vendors, and other notices being put out. Mr. Wilson asked about WWJB, and it was confirmed we will be looking into that type of advertisement. Ms. Dinu asked if we had access to the school system bulletin board system, Peach Jar. Ms. Ramirez stated we will also be reviewing that as an avenue as well.

Ms. Burris and Ms. Ramirez shared information regarding the South Brooksville Block Party taking place Nov. 15th from 9AM – 12PM, in which a housing workshop will be held at the Sheriff's substation. We are advertising this event to the public to educate residents about the particulars of the various housing strategies and programs.

There being no further business, Ms. Long requested a motion to adjourn. Mr. Campbell moved to adjourn, and Mr. Wilson seconded the motion. The motion carried. The meeting adjourned at 10:28 a.m.

Hernando County
Affordable Housing Advisory Committee
20 North Main St., Room 160
Brooksville, FL 34601

Meeting Date: November 13, 2025

Members Present: 8 – Jerry Campbell, Kelly Long, Charles Wilson, Yvonne Woods, Whitney Dinu, Beth Powanda, and Lashaundra Ellison

Members Absent: 1 –Terri Beverly, Joseph Pastore

Staff Present: Veda Ramirez, Velvet Burris, and Erin Gleason

Guests Present: None.

Call to Order: Ms. Long called the meeting to order at 10:00am

Roll Call: As evidenced by the sign in sheet and the verbal roll call, a quorum was met with seven (7) members present.

Public Comment: No public comment.
Approval of Minutes: Ms. Long requested approval of the minutes for the October 2025 meeting. Ms. Long moved to approve, and Mr. Wilson and Ms. Dinu seconded the motion. The motion carried.

Old Business: Ms. Ramirez advised of the Community Resource Block Party coming up this weekend, November 15th. She advised there are going to be resources available to the community and a housing workshop

Mr. Campbell asked about how the Hernando County Housing Harvest went. Ms. Ramirez, Ms. Burris, and Ms. Gleason explained it was a great success. HHS had approximately 150 people attending, including vendors, citizens, and County staff. Ms. Burris stated this was the first Housing Harvest, and we received positive feedback in addition to vendors excited to come back for the next Housing Harvest.

New Business: Ms. Powanda asked about the October 2025 minutes, and the amount of SHIP funds being encumbered. Ms. Burris stated the SHIP funds for 22/23 are all used at this time but still need admin dollars added prior to submitting the final report. Ms. Ramirez confirmed our department has three (3) years to spend SHIP funds for each year and confirmed we have made great progress with spending 22/23 funds. Ms. Powanda asked about how many households SHIP funds have helped, and Ms. Burris explained that as many as 84 households were assisted with SHIP funds.

Ms. Burris updated the committee with the following update on SHIP program. There have been 9 closings for Down Payment Assistance in October, the 22/23 remaining amount of SHIP funds is fully encumbered, and there are 10 emergency repairs and 3 owner-occupied rehabilitation projects happening and underway. 13 Owner-occupied projects are getting ready for contract signing. Mr. Campbell asked Ms. Burris if the

SHIP closings documented include closings completed with partners such as You Thrive and Habitat for Humanities. Ms. Ramirez stated the closing document included closings completed with those partners. HSS is going to be having a closing with You Thrive in the following month. HHS accepts all applications for all SHIP strategies.

Mr. Campbell asked if SHIP has funds to assist homeowners with septic to sewer conversions. Ms. Ramirez stated our office has funds to assist with the start-up cost of septic to sewer (approximately $5000 to households that qualify), but our office does not have funds for the continued maintenance of septic to sewer.

Ms. Burris introduced the draft of the Local Housing Incentive Strategy Report to the committee. Mr. Campbell inquired YIGBY (Yes, In God's Backyard) and if this has been discussed to the public. Ms. Ramirez stated it has primarily other meetings pertaining to the homeless population, like the Homeless Initiative Meeting. Ms. Ramirez stated YIGBY is applicable for churches to have affordable housing constructed on the church property if the place of worship is also on the same property the affordable housing is being constructed on. Ms. Woods inquired about applying for this kind of program, and Ms. Ramirez stated it is not something to apply for yet, but we have information to the County's legal staff to assist with the process as other departments are involved. Mr. Wilson asked about the affordable housing having to go through the same construction as other affordable housing such as permitting and inspections, and Ms. Ramirez stated yes, they will still need to go through permitting and inspections. Mr. Wilson asked Ms. Ramirez about the "density" and if the affordable housing can be accommodated in the area it is constructed as resources such as schools will need to accommodate the housing. Ms. Ramirez stated Mr. Wilson's question is also a question she had, and she does not have an answer regarding that at this time but hopefully the County's legal staff will answer.

Ms. Long asked if the draft needs to be approved, and Ms. Powanda had the motion to approve the draft Local Housing Incentive Strategy Report. Ms. Long second the motion.

Open Discussion: Ms. Powanda asked Ms. Ramirez if the position for the mortgage broker has been filled for AHAC. Ms. Ramirez stated there are no applications for that position at this time. Ms. Powanda advised she recommended a few people for that position.

There being no further business, Ms. Long requested a motion to adjourn. Mr. Campbell moved to adjourn, and Mr. Wilson seconded the motion. The motion carried. The meeting adjourned at 10:28 a.m.

Hernando County
Affordable Housing Advisory Committee
20 North Main St., Room 160
Brooksville, FL 34601

Meeting Date: December 11, 2025

Members Present: 8 – Jerry Campbell, Kelly Long, Charles Wilson, Yvonne Woods, Terri Beverly, Beth Powanda, and Lashaundra Ellison

Members Absent: 1 –Terri Beverly, Joseph Pastore, Whitney Dinu

Staff Present: Veda Ramirez, Velvet Burris, and Erin Gleason

Guests Present: None.

Call to Order: Ms. Long called the meeting to order at 10:00am

Roll Call: As evidenced by the sign in sheet and the verbal roll call, a quorum was met with seven (7) members present.

Public Comment: No public comment.

Approval of Minutes: Ms. Long requested approval of the minutes for the November 2025 meeting. Ms. Long moved to approve, and Ms. Powanda and Mr. Wilson seconded the motion. The motion carried.

Old Business: Ms. Beverly provided an update on the Summit Villas. The rezoning stage has passed, and the project is now at the design stage, which is scheduled for completion by the 2nd quarter of 2026 and then they can begin breaking ground. There was a rezoning of two parcels to be combined into one parcel of land for this project, and the project will supply 80 elderly units (1 & 2 bedrooms). The purpose of the second bedroom suggestion is due to the elderly needing live-in aides. 50 of the 80 units will be applicable for Section 8 vouchers. Mr. Wilson asked about soil re-testing, and Ms. Beverly confirmed it does have to be retested due to the plan being different than the building that was on the property previously. Ms. Ramirez stated the project involved SHIP funds of approximately $340,000. Ms. Beverly further explained that $1.5 million was brought in by Brooksville Housing Authority for this project, in addition to other means of funding being provided.

New Business: Ms. Burris updated the committee with the following information on the SHIP program.

- Four (4) closings for Down Payment Assistance in November,
- FY22/23 remaining amount of SHIP funds is fully encumbered
- There are eight (8) emergency repairs and 12 owner-occupied rehabilitation projects happening and underway.
  Seven (7) additional Owner-occupied projects have just completed their inspections. Ms. Burris stated we have an increase of seven new contractors to bid and perform work for our programs,

and we have are updating our LHAP to include a new strategy for Septic to Sewer. Ms. Ramirez stated our "Non-Profit Contraction" strategy will be updated to only "Construction" so SHIP can be utilized for non-profit and for-profit organizations. In addition to the two new strategies, Ms. Ramirez explained the award amounts for our SHIP program will be decreased for us to continue serving the same AMI categories of Hernando County and because Hernando County's SHIP funds from the state have decreased significantly.

Mr. Wilson asked Ms. Ramirez about the area Septic to Sewer is applicable to, and Ms. Ramirez stated it is the area is identified on the Engage Hernando Page under Septic to Sewer BMAP section but includes Weeki Wachee area. Mr. Campbell asked about the max assistance for Septic to Sewer applicants, and Ms. Ramirez stated the maximum award is $7,500 for Septic to Sewer. Moderate income level applicants are not included in the Septic to Sewer strategy.

Mr. Wilson asked about being fully encumbered for 22/23, but what about 23/24 and 24/25? Ms. Burris stated that we have begun using funds from the FY23-24 funds especially for moderate income down payment assistance but the amount are fluid and not all approved applicants will close on a home prior to award expiration.

Ms. Ramirez stated our office has received Idalia funding, but we have received these funds very late. We received about $800,000 for assistance to homeowners that were impacted by Hurricane Idalia. Ms. Burris discovered many counties have returned their funding back to the state since they were distributed after homes were already rehabbed, the area of impact was Hernando Beach, where property values are already higher that the maximum allowed, properties need to be the primary residences, income levels are taken into consideration, to be eligible, and proper documentation of Idalia (not Milton or Helene) being the cause for damage is needed. Ms. Ramirez stated Hernando County has looked into paying insurance deductibles as well as dams being built, but the funds have to tie back to an effected home. Ms. Long asked about the deadline for using the funds, and Ms. Ramirez responded with September 2026.

Ms. Burris brought the committee's attention to the 2026 AHAC meeting schedule. Additionally, Ms. Ramirez stated Mr. Pastore has not been in attendance for the last three meetings, but his term is up next month. Looking to see how the committee wanted to proceed and was advised to allow term to expire.

Open Discussion: No open discussion.

There being no further business, Ms. Long requested a motion to adjourn. Mr. Wilson moved to adjourn, and Ms. Woods seconded the motion. The motion carried. The meeting adjourned at 10:32 a.m.

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Administration
Prepared By: Colleen Conko
Initiator: Jeffrey Rogers
DOC ID: 17082
Legal Request Number:
Bid/Contract Number:

TITLE
Transmittal of Minutes From Delegation on Government Efficiency a/k/a DOGE Committee Meetings of 2025

BRIEF OVERVIEW
Staff received the attached approved 2025 meeting minutes for the Delegation on Government Efficiency (DOGE) Committee.

FINANCIAL IMPACT
No financial impact.

LEGAL NOTE
No legal note.

RECOMMENDATION
For informational purposes only; no action is required by the Board.

REVIEW PROCESS

Heidi Prouse	Approved	01/27/2026	9:18 AM
Toni Brady	Approved	01/29/2026	6:46 PM
Jeffrey Rogers	Approved	02/03/2026	1:45 PM
Colleen Conko	Approved	02/03/2026	1:46 PM

DELEGATION ON GOVERNMENT EFFICIENCY (DOGE) COMMITTEE

MONDAY, JUNE 30, 2025 – 6:00 P.M.

Meeting

MEETING MINUTES

Attendees:
Paul Passarelli, Chairman
Douglas Huberts, Vice Chairman
Brandon Mowatt, Committee Member
Melissa Arceneaux, Committee Member
Robert Morgan, Committee Member
Kevin Passafiume, Committee Member
Melissa Flanagan, Committee Member
Richard Ross, Committee Member
Keith Kolasa, Committee Member
Ryan Amsler, Hernando County Commissioner, District 1
Jeffrey Rogers, Hernando County Administration
Michael Cowan, Hernando County Attorney's Office
Jessica Wright, Hernando County Administration
Demetris Williams-Fagin, Hernando County Administration

The meeting was called to order at 6:00 P.M. Introductions were held.

Meeting Minutes
Commissioner Amsler – called meeting to ordered and thanked everyone.
Mr. Rogers – Invocation and Pledge of Allegation
Commissioner Amsler – asked the committee members to introduce themselves.
Mr. Cowan – reviewed the Sunshine Law. He stated this committee won't be making decisions only recommendations.

- Open Meetings: Any meeting where two or more members of a public committee discuss matters that will foreseeably come before the committee for recommendation must be open to the public.
- Reasonable Notice: The public must receive reasonable advance notice of these meetings.
- Minutes: Minutes of the meetings must be taken and be available for public inspection
- Time frame is 7 days for a legal notice which must include date, time and location. Criminal penalties are 2nd degree penalties.

Mr. Cowan – reviewed the Sunshine Law.
Mr. Cowan – reviewed attendance at meetings. Board of Advisory 3 consecutive absences on the board and you may be removed by the BOCC.
Commissioner Amsler – Selection of Chairperson & Vice Chairperson
Mr. Mowatt – wants the position outlined before voting.

Commissioner Amsler – wants to pick Chairperson & Vice Chairperson first. Commissioner Amsler explained why we should pick first.
Mr. Mowatt – does the Chairperson have special powers.
Commissioner Amsler – Chairperson will run the meetings.
Mr. Rogers – will help establish the agenda, put items on the agenda to discuss & is responsible to set agenda Ms. Wright.
Mr. Huberts – made motion for Mr. Morgan as Chair. Mr. Passarelli and Mr. Mowatt, second the motion after discussion nomination is retracted.
Melissa Arceneaux – nomination for Mr. Passarelli, Mr. Ross seconded the motion.
Mr. Passarelli – talked why he should be chair. All voted, no nays.
Mr. Passarelli – Mr. Mowatt and Mr. Hubert want to by Vice Chairperson. Mr. Mowatt rescinded. Mr. Ross would like to be Vice Chairperson. Mr. Morgan nominates Mr. Huberts and with a second by Mr. Mowatt. All voted, no nays.
Mr. Passarelli – discussion on items.
Mr. Huberts – how are they getting items?
Commissioner Amsler – told them who they can ask. Mr. Rogers, Ms. Wright, they will receive a list of contact information to ask directors.
Mr. Rogers – what is there each individual desire to look at? We can get the information to you electronically. We can setup up a share site for each individual desire.
Mr. Passarelli – Is anything off limits?
Mr. Rogers – negotiations, union negotiations, personal data, health records are not public records. If it falls under the BOCC, we shall provide it. Constitutionals we can do a Public Records Request for it, BOCC can't demand it.
Mr. Passafiume – wants a contact list, so he can ask for public records request. He wants to know where he gets a doge email.
Mr. Passarelli – stated he started a doge email. He wanted to give committee members login info.
Mr. Rogers – explained sunshine law again regarding communication.
Mr. Cowan – your minds can't come together outside of this forum.
Mr. Rogers – said it's up to committee members to survey citizens of Hernando County or they can survey themselves to see which departments to review.
Mr. Cowan – said no closed unnoticed meetings can happen between 2 people.
Mr. Ross – Sheriff's office will they give presentation of their budget?
Commissioner Amsler – offers advice. Go through get consensus how you are going to receive info. Pick the certain are you want to review. Your emotions are very natural.
Mr. Passarelli – 2 meetings a month. The 1st and 3rd Monday of the month for July and August at 4pm. The meetings will be July 7, July21, Aug 4 and Aug 18 at 4pm. All voted, no nays.
Ms. Flanagan – left @ 7:21pm
Mr. Morgan – wants info on county site for the state doge committee.
Mr. Mowatt – wants to divide up in teams and work on certain departments.
Ms. Arceneaux – we need to think about what we are doing before we get to the next meeting on July 7th.
Mr. Huberts – pcards
Mr. Kolasa – CIP projects, consistent with strategic plan & parks natural plan. Identify CIP projects as being completed.
Mr. Passafiume – Sheriff's department

Ms. Arceneaux – RFP contracts awarded to out-of-state or in-County, insurance requirements for procurement, personnel services, travel, paid position that don't put out their fair share of work.
Mr. Mowatt – contracting
Mr. Morgan – building, planning & zoning, facilities
Mr. Ross – landfill, parks & recreation, call center, boat ramps, piggy backing off of other Counties, why Counties aren't piggy backing off of us.
Mr. Passarelli – largest department of budgetary expense for efficiency gains for Sheriff's Office, education, Department of Public Works, special districts, Clerk IT, planning & zoning, Housing Authority
Ms. Flanagan – TBD
Mr. Passarelli – all nine committee members received meeting invite from the Sheriff's office for a meeting. County attorney advised only 1 person from committee should go due to sunshine law.
Mr. Passafiume – motion to send only 1 person to go to Sheriff's meeting. Voted 8- 0 we will vote on next meeting to send 1 person to Sheriff's meeting.
Mr. Passafiume – wanted a contact list made.
Mr. Mowatt – are we working in teams or individuals?
Mr. Passarelli – asked for motion for everyone to look into their own areas that they are interested in.
Mr. Mowatt – asked to hold off on motion. Made an investigative worksheet. He made the form available for the committee to use.
Mr. Rogers – We will establish a department heads list and what they oversee. We will provide the list to committee members on July 7th. We will provide org chart and purchasing manual. Setup up share site.
Mr. Rogers – if you send an email, send to department and cc Commissioner Amsler, Ms. Jessica, Mr. Rogers.
Mr. Morgan – enterprise department the generates revenue. How do you look at it? Do they get a pass if the generate more revenue?
Mr. Rogers - Rate studies that are done with the projected revenue. The fees are set. We might bring in more than we predict, with over 95% of the projected revenue being used for the next year's budget. The building department generates the most money.

Citizen comments
Mike Fulford – wants to thank the committee. Told the chair "Robert's Rules of Order". The general fund, Sheriff's office taking 20% of the fund and go after the Sheriff's budget before the budget is set.
Brittany – we need microphones, can't hear nobody.

Next Meeting
July 7, 2025 @ 4:00pm

The meeting adjourned at 8:30 p.m.

DELEGATION ON GOVERNMENT EFFICIENCY (DOGE) COMMITTEE

MONDAY, JULY 7, 2025 – 4:00 P.M.

Meeting

MEETING MINUTES

Attendees:
Paul Passarelli, Chairman
Douglas Huberts, Vice Chairman
Brandon Mowatt, Committee Member
Melissa Arceneaux, Committee Member
Robert Morgan, Committee Member
Kevin Passafiume, Committee Member
Melissa Flanagan, Committee Member - **Absent**
Richard Ross, Committee Member
Keith Kolasa, Committee Member
Ryan Amsler, Hernando County Commissioner, District 1
Jeffrey Rogers, Hernando County Administration
Jessica Wright, Hernando County Administration

The meeting was called to order at 6:00 P.M. Introductions were held.

Meeting Minutes
Mr. Morgan - Invocation
Mr. Passarelli - Pledge of Allegiance
Mr. Huberts motions minute approval. **Mr. Mowatt** seconds minute approval. All voted yes, no nays.
Mr. Morgan – asked about his request for state DOGE documents.
Mr. Rogers – went over EngageHernando.com. This is where we will put everything about DOGE. You can also subscribe to get updates.
Mr. Mowatt – talked about the DOGE member investigative worksheet that was provided to the committee.
Ms. Arceneaux – asked about community input. She also requested department presentations/PowerPoints.
Mr. Mowatt – wants to give a presentation to the DOGE committee.
Mr. Passarelli – asked if it the committee is allowed to break out into groups of 3 to work on departments.
Mr. Rogers – yes, as long as its advertised and the public can watch.
Mr. Passafiume – wants everyone to help to look at Sheriff's budget.
Mr. Ross – we are just an advisory committee.
Mr. Passarelli – let's vote to send someone to Sheriff meeting. Mr. Mowatt, Mr. Morgan, Mr. Huberts, Ms. Arceneaux, Mr. Kolasa declined, Mr. Passafiume is out of town, Mr. Ross has already RSVP.
Mr. Ross – explained that Sheriff should provide a recording.
Mr. Passarelli - will attend the Sheriff's meeting – All voted yes, no nays.

Mr. Passarelli – does the committee have any questions they want him to ask the sheriff.
Mr. Ross – the letter said no questions.
Mr. Mowatt – who gets the line-by-line items for the Sheriff.
Mr. Huberts – can the state DOGE committee look line by line for the Sheriff budget.
Mr. Mowatt – start smaller. He explained what the state DOGE is looking at.
Mr. Passafiume– General Fund. Test run what's driving the increase. Start at the high level.
Mr. Rogers – watch budget workshop this Thursday, July 10th.
Ms. Arceneaux – wants IT software, Procurement/Finance and HR onboarding Presentations.
Mr. Ross – Landfill budget is tomorrow July 8th and their budget went down.
Mr. Morgan – discussed office supplies.
Mr. Passafiume – body cameras, pick a couple of topics and look at it.

Citizen comments
Mike Casey – Concerns about DPW, people driving bad on the road. DPW workers set there for 10 min before they started working. When Mr. Casey was working a job; there was 3 county trucks, 4 county employees stood there while he poured slab for an hour. Another instance, County employees walked around for a half hour and then decided not to take tree down. Another example, 1 dept head told employee don't call me and make me look bad. Why firefighters take fire truck to Publix and buy food. They can buy food on day off. He observed County employees in County vehicle doing the same thing at 11am.
Richard Mayer - Slowly getting act together. How do you select which department you want to look at it. Hernando County bought Weeki Wachee in 2020. Good luck to everyone.

Mr. Passafiume – agrees to investigate DPW wasting employee time.
Mr. Passarelli – wants citizen forum on EngageHernando.com.
Mr. Rogers – showed the committee how to use EngageHernando.com.

Recess at 5:49pm

Reconvene – 6:00pm

Mr. Mowatt – gave presentation on DOGE Plan of Operations
Mr. Passarelli – the committee decided to pick teams. First team decided below, Second and Third team will be picked at next meeting.

- **Team 1** – Melissa, Robert, Richard – Procure to Pay Process
- **Team 2** – unknown
- **Team 3** – unknown

Mr. Kolasa – asked about health insurance
Mr. Rogers – said health insurance is about 12% of the budget. We have our own clinic to try and minimize cost.
Ms. Arceneaux – asked that we try to keep the meetings to two and half hours. Also, wanted to a presentation next meeting.

Mr. Passarelli – allow team one 45 minutes at next meeting to break up in group to work.
Mr. Wright – clarified what the other committee members would be doing next meeting. I would get staff to come do a presentation. Team 1 would break off into a group for 45 minutes while the other committee member will break off into teams and figure out what they are working on.

Next Meeting
July 21, 2025 @ 4:00pm

The meeting adjourned at 6:47 p.m.

DELEGATION ON GOVERNMENT EFFICIENCY (DOGE) COMMITTEE

MONDAY, JULY 21, 2025 – 4:00 P.M.

Meeting

MEETING MINUTES

Attendees:
Paul Passarelli, Chairman
Douglas Huberts, Vice Chairman
Brandon Mowatt, Committee Member
Melissa Arceneaux, Committee Member
Robert Morgan, Committee Member
Kevin Passafiume, Committee Member
Melissa Flanagan, Committee Member
Richard Ross, Committee Member
Keith Kolasa, Committee Member
Ryan Amsler, Hernando County Commissioner
Jeffrey Rogers, Hernando County Administration
Toni Brady, Hernando County Administration
Jessica Wright, Hernando County Administration
Demetris Williams- Fagin, Hernando County Administration
Carla Rossiter-Smith, Hernando County Procurement
Doug Chorvat, Hernando County Clerk of Circuit Court & Comptroller
Joshua Stringfellow, Hernando County Clerk of Circuit Court & Comptroller

The meeting was called to order at 4:00 P.M. Introductions were made.

Meeting Minutes
Mr. Rogers - Invocation
Mr. Rogers - Pledge of Allegiance
Mr. Passarelli – asked for a motion to approve the minutes. Mr. Ross motioned to approve minutes. Mr. Kolasa seconded the motion. All voted yes, no nays.
Ms. Rossiter-Smith – did presentation on Procurement Overview. See attached.
Mr. Huberts – What is the intent in using PCards?
Ms. Rossiter-Smith – You would use it for supplies, maintenance, and materials. The purchase must be within the allowable guidelines and thresholds.
Ms. Arceneaux – Do you do credit checks on employees who hold PCards?
Mr. Rogers – no
Mr. Kolasa – Even though only one quote is required for a purchase of $1000 or less, this does not prevent the purchaser from obtaining more than one quote.
Mr. Ross – does Hernando County have Amazon Business account.
Ms. Rossiter-Smith – yes
Mr. Ross – talked about having a warehouse for office supplies.
Ms. Rossiter-Smith –
Mr. Huberts – Is there a policy on how we give contracts to the same business?
Ms. Rossiter-Smith – the lowest bidder gets the business.

Mr. Morgan – Is there a way to track an individual PCard that has been the most active for a month?
Ms. Rossiter-Smith – yes, you can track an individual PCard. We don't have a report to show the most active user.
Mr. Mowatt – showed up at 4:24pm.
Ms. Rossiter-Smith – explained rotational contracts for engineering and architects.
Mr. Stringfellow – Director of Financial Services gave an overview of Financial Services and how the Clerk's Office is the back end for the County. Procurement does the preparing; the Clerks Offices prepares the Annual Comprehensive Financial Plan. We also make sure the County follows the policies they put in place.
Ms. Arceneaux – How do you make sure that an overpayment is not made?
Mr. Stringfellow – we make sure that all the right people are signing off on it before payment is made.
Mr. Huberts – Do we bring in state auditors or external auditors?
Mr. Stringfellow – yes, we do. We do internal audits. Annual Comprehensive Financial Plan is an annual audit performed by independent auditors on a governmental entity's financial statements. They provide reasonable insurance for a 12-month period.
Mr. Huberts – Do we use the same external auditor, or does it change?
Mr. Stringfellow – normally you would use the same auditor and change every 10 years. The current auditors have completed their 5th year. They still have 5 more years on their contract left.
Mr. Passafiume – Do you think there is any process of the PCard you can cut out to be more efficient? Is there anything you can streamline?
Mr. Stringfellow – the County is going through a new ERP implementation system approved by the County in 2024. This will include all of Finance, Procurement and HR. This will streamline the process.
Mr. Passarelli – What does it cost to onboard a new employee with a PCard?
Mr. Stringfellow – no cost to add employee to receive a PCard.
Ms. Rossiter-Smith – no direct cost. It takes more than an hour to maybe 2 hours to onboard a new employee with PCard.
Mr. Kolasa – Wouldn't your PCard be controlled to your budget? You can only spend what your budget allows.
Mr. Stringfellow – yes, the PCard is just a purchasing method. You still must have a budget and need a supervisor to approve.
Mr. Passafiume – When the County receives a rebate where does it get allocated?
Mr. Rogers – the Board approves a budget in September and that is all the departments get for the year. If the County gets a rebate that comes back to the general fund.
Mr. Passarelli – tabled Item D, Item E, and Item F until after citizen comments.

<u>Citizen Comments</u>
Micheal Burmann – I ran for County Commissioner and came up short a few times. I proposed a radical change in the budget. Talked about County Budgets and Commissioners can start an incentive program using 100$ from their paycheck.
Krystal – Wants DOGE committee to investigate hiring practices and overtime red flags.
Mike Casey – Complaint about DPW and Building Dept. Has trouble calling Building Dept. to schedule inspections.
Axl David – suggested to investigate Economic Development – waste fraud and abuse. Handed out attachment he wanted the DOGE committee to investigate. He asked Valerie Pinata to come give a presentation.

Mr. Passarelli – end of citizen comments, start Board responses to citizen comments.
Ms. Arceneaux – is there an ethics hotline.
Mr. Chorvat – there are two methods, such as, internal audit team and County Attorney Jon Jouben. No, there is not an anonymous reporting method.
Ms. Arceneaux – requested HR to do presentation on Onboarding and Hiring Practices.
Mr. Passafiume – this is a violation of 4th Amendment rights. When you want to report something, it should be anonymous.
Mr. Passarelli – moved on to Item D.
Mr. Mowatt – Community Services was going to be his first choice and Economic Development was his second choice. He would like to be Team 2 - Economic Development.
Mr. Passarelli – Team 2 – Mr. Mowatt, Mr. Passafiume, Mr. Huberts – Economic Development.
Mr. Passarelli – Team 3 – Kolasa, Ms. Flanagan, Mr. Passarelli – Department of Public Works.
Mr. Huberts – whichever team gets done first, will then move onto Community Services.
Ms. Arceneaux – asked about the Information Technology Director.
Mr. Rogers – George Welsted
Mr. Passarelli – Item E
Mr. Rogers – went over Engage Hernando website.
Ms. Wright – went over Hernando DOGE Information Requests. All requests have been fulfilled. Will follow up with putting citizen comments on Engage Hernando.
Commissioner Amsler – explained Sunshine Law. He thinks portal for Engage Hernando is great and got put together fast. Forming a new Board is not easy.
Mr. Kolasa – who had a chance to watch Budget Workshop.
Mr. Ross – left @ 5:44pm.

Recess @ 5:44pm for 10-minute break

Reconvene @ 5:55pm

Mr. Passarelli – Briefed Board on Starcom. He received overwhelming knowledge. They do a lot and do it proficiently. The Sheriff welcomes questions. Meetings lasted 2 hours.
Mr. Passarelli – The Board nominated Mr. Passafiume for next Starcom meeting. All voted yes, no nays.
Mr. Passarelli – received request from Mr. Ross to change meetings due to conflicting with City of Brooksville Meetings. Proposed second and fourth Monday at 4pm starting September going forward. Same location and same time.
Mr. Passarelli – asked for a motion to approve the meeting dates. Mr. Huberts motioned approving meetings dates. Ms. Flanagan seconded the motion. All voted yes, no nays.
Ms. Wright – went over what will be on next meeting. Teams will break up and meet for 45 minutes. Citizen comments need to come after approval of minutes and before presentations. Request HR Manual next meeting instead of HR Presentation. Will prepare meeting calendar for Board and hand out at next meeting. Will send email to Ms. Royal for Mr. Passafiume to attend Starcom.
Mr. Passarelli – motion to adjourn meeting. All voted yes, no nays.

Next Meeting
August 4, 2025 @ 4:00pm

The meeting adjourned at 6:12 p.m.

DELEGATION ON GOVERNMENT EFFICIENCY (DOGE) COMMITTEE

MONDAY, AUGUST 4, 2025 – 4:00 P.M.

Meeting

MEETING MINUTES

Attendees:
Paul Passarelli, Chairman
Douglas Huberts, Vice Chairman
Brandon Mowatt, Committee Member
Melissa Arceneaux, Committee Member
Robert Morgan, Committee Member
Kevin Passafiume, Committee Member
Melissa Flanagan, Committee Member - **Absent**
Richard Ross, Committee Member
Keith Kolasa, Committee Member - **Absent**
Ryan Amsler, Hernando County Commissioner
Jessica Wright, Hernando County Administration
Demetris Williams-Fagin, Hernando County Administration

The meeting was called to order at 4:00 P.M. Introductions were made.

Meeting Minutes
Mr. Morgan - Invocation
Mr. Rogers - Pledge of Allegiance
Mr. Passarelli – asked for a motion to approve the minutes. Mr. Morgan motioned to approve minutes. Mr. Ross seconded the motion. All voted yes, no nays.
Mr. Passarelli – went over the new rules in place. Citizen Comments first and each committee member gets to reply one time.

Citizen Comments
Paul – only interested in keeping up with whats going on with the Committee.

Team Sessions @ 4:09pm for 45-minutes

Team Sessions Reconvene @ 4:59pm

Mr. Passarelli – moved on to data requests update.
Mr. Wright – provided updated on all data requests.
Mr. Mowatt – said 45 minutes is not enough time for the Team Sessions.
Mr. Passafiume – wants an ID badge, so when they meet with Directors.
Mr. Huberts – talked about meeting with Manatee County this past Friday. Told them about our Engage Hernando website.
Mr. Passafiume – asked about Starcom.

Mrs. Wright – received email from Ms. Royal today at 2:42 pm giving you information to the next meeting.
Mr. Huberts – shared excel PowerPoint.
Mr. Passarelli – Mr. Morgan motioned to approve the meeting dates and times. Mr. Arceneaux seconded the motion. All voted yes, no nays.
Mr. Passafiume – asked about the two absences. What are we doing about attendance.
Mrs. Wright – stuff to work on. ID badges, citizen comments on Engage Hernando, send Mr. Hubert presentation to all committee members and post to Engage Hernando website, presentation from Internal Auditor at a future meeting, see if it's acceptable for 1 team to meet as a scheduled public meeting to work in groups and send out approved meeting schedule.
Mr. Passarelli – motion to adjourn meeting. All voted yes, no nays.

Next Meeting
August 18, 2025 @ 4:00pm

The meeting adjourned at 5:57 p.m.

DELEGATION ON GOVERNMENT EFFICIENCY (DOGE) COMMITTEE

MONDAY, AUGUST 18, 2025 – 4:00 P.M.

Meeting

MEETING MINUTES

Attendees:
Paul Passarelli, Chairman
Douglas Huberts, Vice Chairman
Brandon Mowatt, Committee Member
Melissa Arceneaux, Committee Member - **Absent**
Robert Morgan, Committee Member
Kevin Passafiume, Committee Member - **Absent**
Melissa Flanagan, Committee Member
Richard Ross, Committee Member
Keith Kolasa, Committee Member
Ryan Amsler, Hernando County Commissioner
Jessica Wright, Hernando County Administration
Demetris Williams-Fagin, Hernando County Administration

The meeting was called to order at 4:01 P.M. Introductions were made.

Meeting Minutes
Mr. Morgan - Invocation
Mr. Passarelli – Pledge of Allegiance
Mr. Passarelli – asked for a motion to approve the minutes. Mr. Ross motioned to approve minutes. Mr. Mowatt seconded the motion. All voted yes, no nays.

Citizen Comments
Allen - County trucks going up and down the road. Wants to know why they can't report problems that needs to be fixed. CA got 31% increase, wants explanation. Roads are falling to pieces, drainage don't work. The community he is concerned with is Hernando Beach. He doesn't like that the County charged $500.00 in permitting fees during Hurricane Helene.

Presentations
Mrs. Brady – went over State of Florida DOGE information that Mr. Morgan requested a brief overview on.
Mr. Huberts – arrived @ 4:15pm.
Mr. Morgan – Requested year to date transaction level.

Team Sessions @ 4:40pm for 45-minutes

Team Sessions done, Reconvene meeting @ 5:30pm

Mr. Passarelli – turned over to Ms. Wright to update data request.
Ms. Wright – updated data request and other things on the minutes.

Mr. Chorvat – talked about anonymous reporting. He can create a DOGE anonymous reporting. Clerk's Office will gather information for 3 months and report back to the DOGE Committee it the still want to keep it. It would start September 1, 2025.
Mr. Chorvat – When working on Audit, the Audit is not public record until the Audit is approved by BOCC.
Mr. Mowatt – his team decided to start looking at what is going on now instead of what happened in the past.
Ms. Flanagan – she stated her team decided to start looking at what is going on now instead of what happened in the past.
Mr. Ross – agreed, but we should still look in past and make sure it still not happening going forward.
Mrs. Wright – stuff to work on.

- Mr. Morgan requested year to date transaction level.
- Mr. Mowatt – requested meeting with Mr. Miller or Mrs. Pianta
- Citizen Comments on Engage Hernando
- Clarify what Mrs. Arceneaux wants a presentation on.

Commissioner Amsler – Went over the Budget Season. Next, Budget meeting is September 11th at 5:01pm.
Mr. Passarelli – asked for a motion to adjourn the meeting. Mr. Huberts motioned to adjourn the meeting. Mr. Mowatt seconded the motion. All voted yes, no nays.

Next Meeting
September 8, 2025 @ 4:00pm

The meeting adjourned at 6:18 p.m.

DELEGATION ON GOVERNMENT EFFICIENCY (DOGE) COMMITTEE

MONDAY, SEPTEMBER 8, 2025 – 4:00 P.M.

Meeting

MEETING MINUTES

Attendees:
Paul Passarelli, Chairman
Douglas Huberts, Vice Chairman
Brandon Mowatt, Committee Member
Melissa Arceneaux, Committee Member - **Absent**
Robert Morgan, Committee Member
Kevin Passafiume, Committee Member - **Absent**
Melissa Flanagan, Committee Member
Richard Ross, Committee Member
Keith Kolasa, Committee Member
Ryan Amsler, Hernando County Commissioner
Jessica Wright, Hernando County Administration
Demetris Williams-Fagin, Hernando County Administration

The meeting was called to order at 4:01 P.M. Introductions were made.

Meeting Minutes
Mr. Morgan - Invocation
Mr. Passarelli – Pledge of Allegiance
Mr. Passarelli – asked for a motion to approve the minutes. Ms. Flanagan motioned to approve minutes. Mr. Mowatt seconded the motion. All voted yes, no nays.

Citizen Comments
Michael Burmann – Discussed wind mitigation and state codes.
Louis Johns – Stated DOGE committee is going soft on Sheriff's budget. Brooksville Main Street, Chamber of Commerce, Flock Cameras need to be looked into. Discussed the sales tax and all the money and time spent on it. Louis Johns told Mr. Mowatt he can't speak on Brooksville Main Street because he is part of their Board and will violate the Sunshine Law.
Joann – 30- or 40-year plan. Why aren't developers responsible to fixing the roads. Why is Coastal Engineering responsible for 90% of the development. Why are you making ever empty house a development. Why aren't we keeping and preserving Hernando County. Discussed the concurrency issues with development. She has a problem with the Barclay and Powell intersection.

Response from the Board to Citizen Comments
Mr. Passarelli –anyone have responses.
Mr. Ross – LS# 16298 under Item K for September 9, 2025, BOCC meeting. He has a concern on this item and discussed concerns.

Mr. Passarelli – when contractors know what the budget is they drive up the price.

Team Sessions @ 4:30pm for 45-minutes

Team Sessions done, Reconvene meeting @ 5:18pm

Mr. Ross – single source contract. Had 5,000.00 in discrepancies. He sat up meeting with Carla. Carla took care of it. He stated Carla found out the transcribe company messed up the contract. He said supposedly the new ERP software will eliminate manual transcriptions. He said Carla was really responsive. He has been researching Piggy-back Contracts.
Mr. Mowatt – Meet with Director Valerie Pianta 2x. Requesting expenditure reports. Reminds everyone to use the investigative worksheets.
Mr. Morgan – looking into travel and membership payments for Economic Development.
Mr. Kolasa – while waiting for DPW to respond to request, he has been working on Parks and Recreation. He said we haven't been collecting parking fees at boat ramps.
Mr. Passarelli – while waiting for the request, he will gather the WHY? Questions to why the purchases are done. He wants to cut out the wants and only do the needs.
Mr. Ross – wants Mr. Kolasa to look into CIP. Parks is collecting money from the leagues, what are they using the money to off-set. He can only see the fees was used for a play gourd replacement. He wants to know if there is an off set.
Mrs. Wright – went over stuff to work on and data update requests.
Mr. Kolasa – wants to know why there is increase in property appraiser, insurance for county employees, mosquito control, and new proposed mosquito control building and new proposed waterways building.
Mr. Amsler – please attend the Budget Meeting on 9/11/25 @ 5:01pm. It will be beneficial. You can probably choose someone to speak on behalf of the Board.
Mr. Ross – he doesn't think the Doge committee is ready to present to the BOCC.
Mr. Huberts – Manatee County has formed their committee.
Mr. Morgan – talked about Hillsborough County Doge committee.
Mr. Mowatt – will attend the Starcom meeting on September 18 @ 8am in the EOC Main Training Room.
Mr. Passarelli – asked for a motion to adjourn the meeting. Mr. Kolasa motioned to adjourn the meeting. Mr. Mowatt seconded the motion. All voted yes, no nays.

<u>Next Meeting</u>
September 22, 2025 @ 4:00pm

The meeting adjourned at 5:58 p.m.

DELEGATION ON GOVERNMENT EFFICIENCY (DOGE) COMMITTEE

MONDAY, SEPTEMBER 22, 2025 – 4:00 P.M.

Meeting

MEETING MINUTES

Attendees:
Paul Passarelli, Chairman
Douglas Huberts, Vice Chairman
Brandon Mowatt, Committee Member
Melissa Arceneaux, Committee Member – **Resigned 9/14/25**
Robert Morgan, Committee Member
Kevin Passafiume, Committee Member
Melissa Flanagan, Committee Member
Richard Ross, Committee Member
Keith Kolasa, Committee Member - **Absent**
Ryan Amsler, Hernando County Commissioner
Jeffrey Rogers, Hernando County Administration
Jessica Wright, Hernando County Administration

The meeting was called to order at 4:00 P.M. Introductions were made.

Meeting Minutes
Mr. Morgan - Invocation
Mr. Morgan – Pledge of Allegiance
Mr. Passarelli – asked for a motion to approve the minutes. **Ms. Flanagan** motioned to approve minutes. **Mr. Mowatt** seconded the motion. All voted yes, no nays.

Citizen Comments
N/A

Discussion from Board
Mr. Passarelli –any teams have comments before we split up in groups.
Mr. Mowatt - team doing good and by next meeting wrap up Economic Development & Airport.
Mr. Huberts – put a proposal forward to BOCC, that applications for vacant spots on DOGE Committee has to come to them for consideration before going to BOCC.
Mr. Morgan – Reviewing PCard process and how the cards are being used. He only gets a snapshot. He wants to see the whole travel request. The big request is travel and office supplies. Also, there is a lot of mechanical, maintenance, hardware and specialty equipment. He is now looking into Parks and Recreation for expenses for summer activities.
Mr. Ross – talked about Park and Recreation summer camps. Transactions being done in March, but camp isn't until June or July. You have to do additional steps to follow trail.

When they find something on PCards, they have to kick it to the appropriate team to follow-up. Why do we have two employees going to Paris. Our airport is not at this capacity yet, so why are we doing this.
Mr. Mowatt – the Paris trip was part of the State. He should have asked what value it brought to Hernando County. If it didn't bring any value, don't go again.
Mr. Morgan – wants to know if this was the first time we went to Paris?
Mr. Rogers – yes, this is the first time we went. He explained why we went. The goal was to expand and get more business. We partnered with the State of Florida on this. We want to make people beware of Hernando County. Also, we hire site consultants that are selling Hernando County.
Mr. Passarelli – wanted to know why Mr. Kolasa asked about parking fees. Why did a news release just go out stating fees have been reinstated.
Mr. Rogers – October 1st the fees have been reinstated and explained why.
Mr. Passarelli – What other fees go into effect October 1st?
Mr. Rogers – the landfill fees go into effect October 1st.
Mr. Ross – the $5.00 fee for parks. What percentage does the County get and Parks get?
Mr. Rogers – He will get back to him on the contract. We are using Park Mobile. We are working on getting another contract with a better rate.

Team Sessions @ 4:25pm for 45-minutes

Team Sessions done, Reconvene meeting @ 5:13pm

Mr. Wright – went over stuff to work on and data update requests. We be working on getting current Park Mobile contract, what percentage of collection rate goes to County, Next Starcom meeting is October 16th at 9am and get quarterly reports from Finance.
Mr. Huberts – Manatee County DOGE Committee contacted him again. They thought are site was amazing. Had general discussion. The State DOGE showed up on their first committee meeting and wanted to audit their County.
Mr. Rogers – announced upcoming Budget Workshops.
Mr. Huberts – Do we want someone to come present to us next meeting?
Mr. Mowatt – Can the County Investors come to present?
Mr. Ross – it will probably cost money to have them come.
Mr. Passarelli – went over upcoming meetings.
Mr. Passarelli – asked for a motion to adjourn the meeting. Mr. Ross motioned to adjourn the meeting. Mr. Huberts seconded the motion. All voted yes, no nays.

Next Meeting
October 13, 2025 @ 4:00pm

The meeting adjourned at 5:43 p.m.

DELEGATION ON GOVERNMENT EFFICIENCY (DOGE) COMMITTEE

MONDAY, OCTBOER 13, 2025 – 4:00 P.M.

Meeting

MEETING MINUTES

Attendees:
Paul Passarelli, Chairman
Douglas Huberts, Vice Chairman
Brandon Mowatt, Committee Member
Melissa Arceneaux, Committee Member
Robert Morgan, Committee Member
Kevin Passafiume, Committee Member - **Absent**
Melissa Flanagan, Committee Member - **Absent**
Richard Ross, Committee Member
Keith Kolasa, Committee Member
Ryan Amsler, Hernando County Commissioner
Jeffrey Rogers, Hernando County Administration
Jessica Wright, Hernando County Administration

The meeting was called to order at 4:00 P.M. Introductions were made.

Meeting Minutes
Mr. Morgan - Invocation
Mr. Morgan – Pledge of Allegiance
Mr. Passarelli – asked for a motion to approve the minutes. **Mr. Ross** motioned to approve minutes. **Mr. Kolasa** seconded the motion. All voted yes, no nays.

Citizen Comments
N/A

Presentations
N/A

Discussion from Board
Mr. Passarelli – reviewed new rules for the DOGE Committee and requested feedback from each team before dividing into smaller groups.
Mr. Huberts – proposed that DOGE Committee applicants be presented to the DOGE Committee prior to going before the BOCC (Board of County Commissioners).
Mr. Morgan – discussed the P-Card process, expressing concerns about limited visibility into travel and office supply expenditures. He noted significant spending on maintenance, hardware, and specialty equipment, including Parks and Recreation summer programs.
Mr. Mowatt – clarified the Paris trip was part of a State of Florida initiative, suggesting future evaluation of the trip's value to Hernando County.

Mr. Rogers – explained that this was the County's first participation in the event, intended to promote Hernando County to international businesses through collaboration with the State and site consultants.
Mr. Passarelli – shared updates from meetings with the Building Department (issues expected to be resolved by March 2026) and Department of Public Works (DPW) regarding staffing and project costs. He expressed concern over procurement practices, referencing a pole costing approximately $1 million.
Mr. Ross – noted that procurement oversight connects directly to these issues.
Mr. Huberts – requested clarification on the Chair's expectations for the Procurement Team.
Mr. Morgan – reported observations from a bus system review, noting zero riders during a test trip on Route 7. He emphasized the need to evaluate efficiency while acknowledging the service's role for the community.
Mr. Mowatt – suggested gathering ridership data during peak commute hours 6 a.m. – 7 a.m. and 4 a.m. – 6 p.m.
Mr. Ross – observed low ridership generally and suggested reallocating service to high-demand routes, such as Pine Island.
Mr. Morgan – wants data for ridership.
Mr. Rogers – explained current transportation support for disabled individuals, seniors, and veterans.

Team Sessions @ 4:25pm for 45-minutes

Team Sessions done, Reconvene meeting @ 5:13pm

Mr. Wright – provided an update on outstanding information requests.
Mr. Ross – reported contacting the States of Georgia and Alabama regarding procurement contracts, with the intent to piggyback on existing agreements. He noted Hernando County is not currently listed on the national procurement site and recommended joining it to increase visibility and leadership.
Mr. Passarelli – asked for a motion to approve Mr. Mowatt going to Starcom. Mr. Huberts motioned to approve to go to Starcom. Mr. Kolasa seconded the motion. All voted yes, no nays.
Mr. Passarelli – directed all team members to submit summaries of their group work to Ms. Wright, who will compile the information for presentation to the BOCC on November 18, 2025. A review meeting will be held on November 10, 2025, to finalize the presentation.
Mr. Huberts – shared that he contacted a Manatee County DOGE Committee member, noting their proactive state audit participation and strong online presence.
Mr. Passarelli – asked for a motion to adjourn the meeting. Mr. Ross motioned to adjourn the meeting. Mr. Mowatt seconded the motion. All voted yes, no nays.

Next Meeting
October 27, 2025 @ 4:00pm

The meeting adjourned at 5: 43p.m.

DELEGATION ON GOVERNMENT EFFICIENCY (DOGE) COMMITTEE

MONDAY, OCTBOER 27, 2025 – 4:00 P.M.

Meeting

MEETING MINUTES

Attendees:
Paul Passarelli, Chairman
Douglas Huberts, Vice Chairman **- Absent**
Brandon Mowatt, Committee Member
Nordra Brown, Committee Member **- Absent**
Robert Morgan, Committee Member
Kevin Passafiume, Committee Member
Melissa Flanagan, Committee Member
Richard Ross, Committee Member
Keith Kolasa, Committee Member
Ryan Amsler, Hernando County Commissioner
Jeffrey Rogers, Hernando County Administration
Jessica Wright, Hernando County Administration

The meeting was called to order at 4:01 P.M. Introductions were made.

Meeting Minutes
Mr. Morgan - Invocation
Mr. Morgan – Pledge of Allegiance
Mr. Passarelli – asked for a motion to approve as amended minutes. **Mr. Mowatt** motioned to approve minutes. **Mr. Kolasa** seconded the motion. All voted yes, no nays.

Citizen Comments
Cheryl Kelly – per social media had asked some questions. She got recommended to attend DOGE meeting. Interested in Non-government Organization (NGO) in the County. Request to look into the Hernando County enhance fund. Ms. Kelly put in a public records request for this. Ms. Kelly wants to know if the DOGE Committee is being directed to look at stuff. When are their findings being released.

Presentations
N/A

Discussion from Board
Mr. Mowatt – Starcom was a good meeting. He doesn't know what value it brings to this committee.
Mr. Passarelli – will present there finding at the November 18th BOCC meeting.

Team Sessions @ 4:12pm for 45-minutes

Team Sessions done, Reconvene meeting @ 5:01pm

Mr. Passarelli – asked for discussion upon the committee.
Mr. Mowatt – is everyone clear on the expectations of what Mr. Passarelli requested to be sent to him.
Mr. Passarelli – would like to receive a summary from everyone and their conclusions to what they fell is happening in the department or various programs.
Commissioner Amsler – please keep presentation to the BOCC to 15 minutes or less.
Mr. Wright – provided an update on outstanding information requests.
Mr. Mowatt – are you presenting on each specific team or as a whole.
Mr. Passarelli – He will present on both.
Mr. Passarelli – asked when I need information by for the agenda item to the BOCC.
Mr. Wright – Please have all information to me by November 7th.
Mr. Passarelli – asked Commissioner Amsler – Does he want one person doing presentation on all 3 teams or let each team present.
Commissioner Amsler – he has seen both. The committee needs to work it out as a committee.
Mr. Ross – stated it should be one person presenting to the BOCC. Going forward – if one group has made a lot of progress, the team can present.
Ms. Flanagan – agrees to let one person speak.
Mr. Ross – request Carla to meet with their group during team sessions.
Mr. Morgan – willing to take on Ms. Kelly question about the Landscaping Fund.
Mr. Passarelli – asked the committee about changing the date. They said to keep it November 10, 2025, at 4:00pm.
Mr. Passarelli – asked for a motion to approve Mr. Passafiume going to Starcom. Mr. Morgan motioned to approve to go to Starcom on November 21 at 9:00am. Mr. Ross seconded the motion. All voted yes, no nays.
Mr. Kolasa – asked Mr. Rogers about the Waterways and Mosquito Control building.
Mr. Rogers – answered his question.
Mr. Passarelli – had the pleasure of meeting with Mr. Onderdonk today, October 27, 2025.
Mr. Passarelli – asked for a motion to adjourn the meeting. Mr. Kolasa motioned to adjourn the meeting. Mr. Morgan seconded the motion. All voted yes, no nays.

Next Meeting
November 10, 2025 @ 4:00pm

The meeting adjourned at 5: 26p.m.

DELEGATION ON GOVERNMENT EFFICIENCY (DOGE) COMMITTEE

MONDAY, NOVEMBER 10, 2025 – 4:00 P.M.

Meeting

MEETING MINUTES

Attendees:
Paul Passarelli, Chairman
Douglas Huberts, Vice Chairman
Brandon Mowatt, Committee Member
Nordra Brown, Committee Member
Robert Morgan, Committee Member **- Absent**
Kevin Passafiume, Committee Member **- Absent**
Melissa Flanagan, Committee Member **- Absent**
Richard Ross, Committee Member
Keith Kolasa, Committee Member
Ryan Amsler, Hernando County Commissioner
Toni Brady, Hernando County Administration
Carla Rossiter-Smith, Hernando County Procurement
Demetris Williams-Fagin, Hernando County Administration

The meeting was called to order at 4:00 P.M. Introductions were made. Mr. Passarelli welcomed Ms. Nordra Brown, the newest DOGE member, who has prior management experience and expressed enthusiasm to serve.

Meeting Minutes
Mr. Ross – Invocation
Mr. Ross – Pledge of Allegiance
Mr. Passarelli – asked for a motion to approve the minutes. **Mr. Hubert** motioned to approve the minutes. **Mr. Mowatt** seconded the motion. All voted yes, no nays.

Citizen Comments
N/A

Presentations:
Mr. Passarelli – presented the draft he plans to deliver to the Board of County Commissioners on November 18, 2025. Committee members provided feedback.
Mr. Huberts – asked whether the Chairman felt prepared for potential BOCC questions.
Mr. Passarelli – expressed concern that the committee still lacks some supporting data and encouraged other board members to attend the BOCC meeting to assist with responses.
Mr. Ross – felt the mandates in the presentation required more supporting information.
Mrs. Brady – advised focusing on specific numbers and including factual backups for all claims.
Mr. Ross – recommended shifting from "mandates" to "recommendations," avoiding language that sounds non-negotiable.

Mr. Passarelli – reaffirmed his belief that the County could reduce costs, especially through selective bulk purchasing.
Mr. Ross – asked Mrs. Rossiter-Smith whether Constitutional Officers utilize Procurement for contracts.
Mrs. Rossiter-Smith – clarified that Procurement assists Constitutional Offices only when requested.
Committee members – feel the presentation needs to be mindful of wording, suggested all members be there for support
Commissioner Amsler – feels committee needs to focus on what is being saved, how it benefits the citizens, the county, what's budgeted, where we are, and where are we going, cover all departments, preparing Passerelli for the questions that may be presented by the board. Mr. Passarelli defiantly needs to focus on cleaning up the verbiage.
Mr. Ross – likes paragraph 5 of the presentation and feels they should use that as our focus of the presentation to the Board.
Mr. Huberts – feels we need to focus on those 3 items with factual information and numbers.
Mr. Ross – reiterated the presentation is strong if "non-negotiable" language is removed.
Mr. Passarelli – asked if members preferred "strongly recommend" instead.
Mr. Huberts – asked what Omnia is; Mr. Ross provided an explanation.
Commissioner Amsler – asked about uncollected law enforcement and library impact fees.
Mr. Ross – shared information he had learned regarding the non-collection issue.
Mr. Ross –Discussed Omnia Partners and the contracts that Hernando County could benefit from besides Amazon.
Mrs. Rossiter-Smith – explained how procurement cards are managed.

Team Sessions @ 5:15pm for 45-minutes

Team Sessions done, Reconvene meeting @ 6:00 pm

<u>Discussion after Team Sessions:</u>
Mr. Passarelli – discussed team assignments following the addition of Ms. Brown, given her management and financial experience.
Mr. Passarelli – He noted that Mr. Passafiume and Ms. Flanagan would be contacted regarding attendance, with the possibility of removal for continued absences.
Committee Members – Discussion started back about teams, Mr. Mowatt will be added to DPW group or Community Services with Mr. Kolasa. Each team will work on getting hard conclusions and details.
Mr. Mowatt – Questions about the movement of the teams, he has concerns about how team members will monitor past work and present work. Feels teams stay the same, Mr. Passerelli feels we do not have to monitor progress, feels information should be monitored regularly.
Mr. Ross – stated recommendations should serve as a preview to the BOCC.
Mr. Mowatt – has concerns about no one following up on the previous progress of the committee.
Mr. Kolasa – raised concerns about high Parks & Recreation vehicle repair costs and suggested reviewing processes to reduce expenses.

Mr. Passarelli – reported that the next Starcom meeting will be held on November 21 and that Kevin P. is proposed to attend. Motion to approve by Mr. Mowatt. Mr. Ross seconded the motion. All voted yes, no nays. If member leaves board invite will be rescinded.

DOGE Information Requests Update:
Mrs. Williams-Fagin – provided an update on outstanding information request.

Next Meeting
December 15, 2025 @ 4:00pm

Mr. Passarelli – asked for a motion to adjourn the meeting. Mr. Ross has motioned to adjourn the meeting. Mr. Huberts seconded the motion. All voted yes, no nays.

The meeting adjourned at 6:15 p.m.

DELEGATION ON GOVERNMENT EFFICIENCY (DOGE) COMMITTEE

MONDAY, DECEMBER 15, 2025 – 4:00 P.M.

Meeting

MEETING MINUTES

Attendees:
Paul Passarelli, Chairman
Douglas Huberts, Vice Chairman
Brandon Mowatt, Committee Member
Nordra Brown, Committee Member
Robert Morgan, Committee Member
Kevin Passafiume, Committee Member
Melissa Flanagan, Committee Member **- Absent**
Richard Ross, Committee Member
Keith Kolasa, Committee Member
Ryan Amsler, Hernando County Commissioner
Jeffrey Rogers, Hernando County Administration
Jessica Wright, Hernando County Administration
Doug Chorvat, Hernando County Clerk of Circuit Court & Comptroller

The meeting was called to order at 4:01 P.M. Introductions were made.

Meeting Minutes
Mr. Nordra – Invocation
Mr. Ross – Pledge of Allegiance
Mr. Passarelli – asked for a motion to approve the minutes. **Mr. Ross** motioned to approve the minutes. **Mr. Mowatt** seconded the motion. All voted yes, no nays.

Citizen Comments
N/A

Presentations:
N/A

Board Member Discussion
Mr. Passarelli – how do we want to do teams?
Mr. Ross – Ms. Rossiter-Smith portion as far as procurement is wrapped up. The larger portion is PCards. The PCard process needs to be updated. Still manual.
Mr. Rogers – Discussed ERP.
Clerk Chorvat – we are migrating 5 systems into 1 system.
Mr. Huberts – he didn't see anything fraudulent. He just questioned things for instance Sam's Club when reviewing PCards.
Commissioner Amsler – the Board was favorable when looking at consolidation of PCards for buying products.
Mr. Huberts – He would like to look at a full years' worth of data and analyze that.

Mr. Morgan – Does TYLER have a reconciliation for travel? Discussed websites you can used.
Clerk Chorvat – You can't use booking.com because they charge taxes and fees.
Mr. Morgan – you can setup parameters within the site.
Mrs. Brown – Discussed Agencia and Concord to book travel.
Mr. Mowatt – Economic development – just about wrapped and summarizing everything.
Mr. Kolasa – DPW wrapping up and talked about Mrs. Brown being on
Mr. Mowatt – Summarize Economic Development with Mr. Huberts.
Mr. Passarelli – Canceled Team Sessions for today.
Mr. Passarelli – established new teams:

- (Team 1) – Mr. Morgan, Mr. Huberts, Mr. Ross, (Vacant Position) – Procure to Pay
- (Team 2) – Mr. Mowatt, Mr. Kolasa, Mrs. Brown, Mr. Passafiume – Community Services.
- Mr. Passarelli will float between teams.

Mr. Passarelli – discussed attendance.
Mrs. Wright – read Policy No. 06-01 Appointment of County Board/Committee Members, #10 to the committee.
Mr. Passarelli – Discussed Mrs. Flanagan attendance. Took at vote to recommend the removal of Mrs. Flanagan be brought before the BOCC. Vote was 7-2**.** (Mr. Passarelli, Mr. Huberts, Mrs. Brown, Mr. Morgan, Mr. Passafiume, Mr. Ross, voted yes and Mr. Kolasa and Mr. Mowatt voted no)
Mr. Passarelli - asked for a motion to approve Mr. Kolasa going to Starcom. Mr. Morgan motioned to approve to go to Starcom. Mr. Huberts seconded the motion. All voted yes, no nays.

DOGE Information Requests Update:
Mrs. Wright – provided an update on outstanding information request.

Next Meeting
January 12, 2026 @ 4:00pm

Mr. Passarelli – asked for a motion to adjourn the meeting. **Mr. Ross** has motioned to adjourn the meeting. **Mr. Huberts** seconded the motion. All voted yes, no nays.

The meeting adjourned at 6:15 p.m.

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Administration
Prepared By: Colleen Conko
Initiator: Jeffrey Rogers
DOC ID: 17081
Legal Request Number:
Bid/Contract Number:

TITLE
Transmittal of Minutes From Economic Development and Airport Technical Advisory Committee Meetings of 2025

BRIEF OVERVIEW
Staff received the attached approved 2025 meeting minutes for the Economic Development & Airport Technical Advisory Committee.

FINANCIAL IMPACT
No financial impact.

LEGAL NOTE
No legal note.

RECOMMENDATION
For informational purposes only; no action is required by the Board.

REVIEW PROCESS

Heidi Prouse	Approved	01/27/2026	9:16 AM
Toni Brady	Approved	01/29/2026	6:47 PM
Jeffrey Rogers	Approved	02/03/2026	1:46 PM
Colleen Conko	Approved	02/03/2026	1:49 PM

Economic Development & Airport Technical Advisory Committee (EDA-TAC)

Hernando County Chamber of Commerce
15588 Aviation Loop Dr, Brooksville, FL 34604

~ Minutes ~

Thursday, February 6, 2025

9:00 AM **A. CALL TO ORDER**

B. EDA-TAC MISSION REVIEW

- The Economic Development Airport Advisory Committee shall act in an advisory capacity to the County's economic development and airport staff regarding the economic development program for Hernando County. The committee shall provide input, feedback and assistance on economic development and airport issues such as strategic planning, goal setting, prioritization, policies, programming, investments and incentives.

C. APPROVAL OF MINUTES

- Last meeting took place on August 8, 2024

MOVER: Morris Porton SECONDER: Buddy Selph RESULT: Adopted / Unanimous

D. APPROVAL OF AGENDA

MOVER: Frank Morsani SECONDER: Buddy Selph RESULT: Adopted / Unanimous

E. BKV AIRPORT PROJECT MANAGER – ANDREW JOHNS

- Project Update
  - East Side Development – 45 Days Ahead of Schedule
  - Runway 321 in conjunction with Abandoned Runway Project – surveying and core sampling.
  - Taxiway Delta & Alpha 1 Repaving Project – Beginning Phases
  - Gunnery Backstop – Working with Parks & Recreation for maintenance. Accuform is going to provide large picture of bomber and the electrician is working on the lights.

F. ECONOMIC DEVELOPMENT UPDATE – VALERIE PIANTA

- Project Update
  - There are 28 Active Projects:
    - Airport – 21
    - County – 5
    - I-75-2
    - 14 New / 14 Expansion
  - Bluewater has had some stormwater engineering issues. They have

had to go back to the drawing board, but they are still moving forward.
    - Project Bluebird – Possible Big Project coming to Hernando County and the Airport. We are one of the final 4 areas under consideration and we should know by the end of March. The project would bring 1,400 jobs and a capital investment of $545 million dollars.
- Economic Development Funding
    - Brainstorm how to fund economic development incentive packages so that big businesses come to Hernando County.
    - Commissioner Allocco recommended allocating tangible and personal property tax to economic development. Mr. Rogers informed the committee that he is going to recommend that the tangible and personal property tax collected from the businesses at the airport go to Economic Development starting this year.
    - Other states and cities have taxes just for economic development
    - This will be a discussion point for a future meeting.

G. CITIZENS' COMMENTS

H. COMMITTEE/STAFF RESPONSES

I. EDA-TAC MEMBERS

- Tyler requested a copy of the Final Leasing Policy
- Tyler and Buddy inquired about the amount of platted land currently available at the airport and how long it takes to plat unplatted land.
- Mark discussed the future of the airport and the possibility of making runway 3-21 longer. Zoning department will speak at a future meeting.

Not In Attendance: Wayne Johnson
Jennifer DuBois

J. ADJOURNMENT

MOVER: Morris Porton SECONDER: Mark Cioffi RESULT: Adopted / Unanimous

Next meeting is scheduled for May 22, 2025

Economic Development & Airport Technical Advisory Committee (EDA-TAC)

Hernando County Chamber of Commerce
15588 Aviation Loop Dr, Brooksville, FL 34604

~ Minutes ~

Thursday, May 22, 2025

9:00 AM **A. CALL TO ORDER**

B. EDA-TAC MISSION REVIEW

- The Economic Development Airport Advisory Committee shall act in an advisory capacity to the County's economic development and airport staff regarding the economic development program for Hernando County. The committee shall provide input, feedback and assistance on economic development and airport issues such as strategic planning, goal setting, prioritization, policies, programming, investments and incentives.

C. APPROVAL OF MINUTES

MOVER: Buddy Selph SECONDER: Frank Morsani RESULT: Adopted / Unanimous

D. APPROVAL OF AGENDA

MOVER: Buddy Selph SECONDER: Frank Morsani RESULT: Adopted / Unanimous

E. BKV AIRPORT MANAGER – STEVE MILLER

- Infield Infrastructure Development Plan Update (Phil Jufko with Michael Baker International)
  - Phil Jufko with Michael Baker gave an engaging presentation.
- Final Review of Airport Leasing Policy
  - The EDA-TAC members responded with some minor changes, and the final version of the Airport Leasing Policy is going to be sent to Legal for review and be scheduled to go before the BOCC for approval.
- Airport Projects Update
  - At an upcoming meeting Steve is going to discuss Evtol.

F. ECONOMIC DEVELOPMENT UPDATE – VALERIE PIANTA

- Projects Update
  - Valerie updated the EDA-TAC members on the status of current and upcoming business in Hernando County.

G. CITIZENS' COMMENTS

- Pamela Pipher asked about the timeline for FDOT and FAA grants.

H. COMMITTEE/STAFF RESPONSES

I. EDA-TAC MEMBERS

J. ADJOURNMENT

Next meeting is scheduled August 21, 2025

Economic Development & Airport Technical Advisory Committee (EDA-TAC)

Hernando County Chamber of Commerce
15588 Aviation Loop Dr, Brooksville, FL 34604

~ Minutes ~

Thursday, November 13, 2025

9:00 AM **A. CALL TO ORDER**

B. EDA-TAC MISSION REVIEW

- The Economic Development Airport Advisory Committee shall act in an advisory capacity to the County's economic development and airport staff regarding the economic development program for Hernando County. The committee shall provide input, feedback and assistance on economic development and airport issues such as strategic planning, goal setting, prioritization, policies, programming, investments and incentives.

C. APPROVAL OF MINUTES

MOVER: Radiah Dent SECONDER: Thomas Dury RESULT: Adopted / Unanimous

D. NEW COMMITTEE MEMBERS

- **Gina Calhoun**
- **Carey Carlson**

E. APPROVAL OF AGENDA

MOVER: Jennifer DuBois SECONDER: Radiah Dent RESULT: Adopted / Unanimous

F. BKV AIRPORT MANAGER – STEVE MILLER

- **Self-Fueling Options**
  - After a brief discussion regarding the pros and cons of the Airport taking over the self-fueling facility the committee recommends that the BOCC goes out to bid (Option 2).
- **New Leases**
  - Steve informed the committee of current tenants who are expanding their businesses at the Airport, businesses that are/were interested in relocating to our airport and how our airport is slowly being discovered and once this happens the flood gates will open.
- **Airport Projects Update – Andrew Johns, Airport Senior Project Mgr.**
  - Andrew reviewed some of the projects currently taking place at the

Airport:

- Taxiway A1 & D Rehab – milling and overlay of 2" of asphalt
- Eastside Development – in process of closing. Project consisted of the rehab of Runway Dr., Topline, American Flyer Way and Rescue Way.
- Admin Bldg.
- Security – There is a site visit scheduled for next week
- Admin Bldg. HVAC – Design phase
- Decoupling – Should have been completed in 2022 but its finally complete now.
- WWII Memorial – Scheduled for Saturday, Nov. 15th at 10am
- Runway 3-21 Rehab – milling 4200' of 1.5" and overlay. 100% Design/waiting on funding.
- Wildlife Fencing – consists of closing the gaps in the airfield perimeter
- Airport Layout Plan – Last plan was done in 2016. Since that time there has been a lot of development. The ALP will reflect all the changes.
- Runway Conversion / Abandoned Runway Rehab first 3000' towards the south end. Design is 100% complete.
- Extension of Runway 3-21 – Design is 90% complete. Drainage is under review.

- Timeline for the project's taking place is 3-5 years

- **2026 Meeting Dates:**
  - **February 26th**
  - **May 21st**
  - **August 20th**
  - **November 19th**
    Meetings to be held in the Airport Conference Room, 15800 Flight Path Drive, Brooksville, FL 34604

G. ECONOMIC DEVELOPMENT UPDATE – JEFF ROGERS, COUNTY ADMINISTRATOR

- **County Bond Approval**
  - Jeff Rogers discussed the Bond and what the money would be used for. The County has four major priorities, and Economic Development is the first of them.
  - The money which goes towards the Airport will be for resurfacing of the 3rd runway so that we are ready for any companies wanting to relocate to BKV.
  - The second stage of the money will go towards the infield at the Airport. Currently the land is leased to farmers for hay, but staff feel there is much better use for the land.
  - Pem Air would like to build a huge hangar to work on the large airplanes that come in.
  - Economic Development portion of the funds will go towards the development/widening of Barclay Rd. and Kettering Rd.
- **EDA Grant Submission**
  - The county is going to submit a grant for 13 million. How is the BOCC planning to pay for this grant: The personal property tax paid for by manufacturers, healthcare and distribution companies, is approximately 4 million dollars per year. They BOCC will take 25% of that tax money

to provide a revenue stream for Economic Development.
    - Also discussed were the Facility that Moffitt is building at Ridge Rd @ the Suncoast. The facility is a research facility and a small industrial park. The Airport would be a huge asset to their needs.
    - Pharmaceutical companies and the medical market is expanding in the state of Florida.

H. CITIZENS' COMMENTS

I. COMMITTEE/STAFF RESPONSES

- Committee Members not in attendance:
    - Wayne Johnson
    - Buddy Selph
    - Morris Porton
    - Mark Cioffi

J. EDA-TAC MEMBERS

- Tyler requested that at the next meeting the committee have a discussion regarding platting additional lots
- Steve let all the EDA-TAC members know that if anyone was interested in a tour of the Airport to let him know.

K. ADJOURNMENT

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Administration
Prepared By: Colleen Conko
Initiator: Jeffrey Rogers
DOC ID: 17087
Legal Request Number:
Bid/Contract Number:

TITLE
Transmittal of Minutes From Fine Arts Council Meetings of 2025

BRIEF OVERVIEW
Staff received the attached approved 2025 meeting minutes for the Fine Arts Council.

FINANCIAL IMPACT
No financial impact.

LEGAL NOTE
No legal note.

RECOMMENDATION
For informational purposes only; no action is required by the Board.

REVIEW PROCESS

Heidi Prouse	Approved	01/27/2026	9:19 AM
Toni Brady	Approved	01/29/2026	6:45 PM
Jeffrey Rogers	Approved	02/03/2026	1:42 PM
Colleen Conko	Approved	02/03/2026	1:46 PM

HCFAC Meeting Agenda

Call to Order
Pedram Moghaddam

Roll Call and Establish Quorum

Introduction of Guests

Pledge to the Flag

Action Item: Approval of Minutes
Isaiah Haddon

- Approval of Meeting Minutes and Attendance Sheet
- Roxanne motioned to approve, Lisa seconded

Financial Matters
Cheryl Hill

- Treasurer's Report
- No questions raised

Volunteer Log Updates
Nina Mattei

- Monthly Volunteer Log Review
- Discussion on what counts as volunteer hours
- Encouragement to log tasks as they are completed

Upcoming Volunteer Requests
Tangerine Festival with BMS

- Dawn requested 25 spots at $95 each on February 15 (8 AM - 8 PM)
- Council plans to charge $75 instead to support artists
- Responsibilities include securing artists, setting up, marketing, and ensuring artists have lighting
- Outreach booth inquiry pending
- Pedram has found interested artists
- Allisa proposed volunteers assisting with AiTP in return
- Jess, Joan, Pedram, and Isaiah coordinating efforts

Booksville Celebrity Readers for Women's Club

- Jess reached out to Ryan Amsler and Louis Hallal to volunteer on January 25
- Roxanne, Diane, and Cheryl expressed willingness to participate

- Louis awaiting approval
- Contact emails shared:
    - Amsler.ryan@gmail.com
    - louishallal@me.com

Front Porch Art Walk
Diane Greenwell

- Pedram and Joan volunteering for February
- Theme: Paddle Wheel Painting Contest
- 9x12 frames, 8 selected pieces, $100 Marina cruise gift cards
- Open house after the February FPAW

Work Plans: Status Update & Discussion

HCFAC 2025 Meetings Discussion
Pedram Moghaddam

- Alternative meeting locations:
    - Spring Hill Library (Rox checking availability)
    - Hernando Beach Yacht Club
    - Silver Dolphin

2025 Committee Sign-Ups + CAG Chair Announcement

- Jess passed sign-up sheets
- Cheryl unable to serve as CAG Chair due to workload
- Chair should not be an executive team member
- Discussion on CAG funding grants and responsibilities
- Need to elect a chair by June
- Council meeting proposed to discuss further

Fundraiser Updates
Jessica Knutila

- Three small fundraisers (need these numbers double checked):
    - Giving Tuesday: $375
    - Panera: $50
    - BJ's: $120
- Future fundraiser suggestions:
    - Little Caesars (April)
    - Chick-fil-A (Pedram)
    - Car dealerships (Louis): Potential sponsorship opportunities
    - Example: Ram contributed $3,000 to a past event
    - Harley Davidson as a possible partner

Member Comments

- Cheryl: Discussion on an exhibitor's fall and insurance claim process
- Lisa: Successful Christmas lights contest, positive feedback
- Allisa: Praise for the executive team’s first meeting
- Diane: Need for lighting on the city hall mural; Lisa to seek donations

Roxanne Campbell **- Present**
Lisa Council **- Present**
Diane Greenwell **- Present**
Cheryl Hill **- Present**
Isaiah Haddon **- Present**
Dakota Horton **- Present**
Joan LoBianco **- Present**
Nina Mattei **- Present**
Pedram Moghaddam **- Present**
Nidia Pierre **- Present**

Ron Coles **- Excused**

February 13 2025 Meeting Minutes

Thursday, February 13 at 5:30 PM at Brooksville City Hall
201 Howell Avenue Brooksville, FL 34601

I. **Call to Order** (Pedram Moghaddam) At 5:30+, Pedram called this meeting to order
   A. Roll call and establish a quorum
      - Campbell, Roxanne - excused
      - Coles, Ron - unexcused
      - Council, Lisa - excused
      - Greenwell, Diane - present
      - Hill, Cheryl A. - excused
      - Haddon, Isaiah - unexcused
      - Horton, Dakota - present
      - LoBianco, Joan - present
      - Mattei, Nina L. - present
      - Moghaddam, Pedram - present
      - Pierre, Nidia - present
   B. Introduction of guests
      1. Mary Sports - Rotary Club of Spring Hill
      2. Cindy Mahon - Big local volunteer
      3. Mike Nolen - Former council member
      4. Ryan Amsler - Commissioner, Hernando BOCC
   C. Pledge to the Flag

II. **Action Item: Approval of Minutes** (Isaiah Haddon)
   A. Approval of Meeting Minutes and Attendance Sheet - Nidia makes a motion to approve the minutes contingent on double-checking numbers on fundraiser updates. Dakota seconds. Discussion - clarify Lisa's name is now Lisa Council. Motion carries unanimously

III. **Financial Matters** (Cheryl Hill)
   A. Treasurer's Report - No discussion

IV. **Volunteer Log Updates** (Nina Mattei)
   A. Upcoming Volunteer Requests
      1. Final AITP Coordinator volunteer requests - Dakota requested people share the link. Diane mentioned Tammy Heon might sign up for parking. Nidia's husband will also sign up for parking. Nidia still needs MC, but might not be good for sign up genius. Mary Sports is working with Interact club to secure a group of volunteers.

2. WWJB monthly spot - 3rd Monday of the month at 8:40 am - Pedram explained that he would like Leads to talk about their projects on the radio.
3. Front Porch Art Walk - Saturday, March 1 (Diane Greenwell) - Diane needs volunteers for March.
4. Tangerine Festival (Pedram Moghaddam) - Check in is at 9. Fort Dade and Jefferson. Cheryl is helping set up Outreach table. Joan will be there at 11:30 - 5 PM. Diane will give us FPAW rack cards and may come to help Joan at Outreach Booth if Isaiah is not available.
5. (Ryan Amsler arrived around 6 PM)

B. Next Quarterly Volunteer Log Review will be in April, be sure to add all hours!

V. **Work Plans: Status Update & Discussion**

A. HCFAC 2025 Meetings Discussion (Pedram Moghaddam)
To be more accessible for the community to attend our public meetings in Hernando
1. April 10, 2025 from 5:30-7 pm West Hernando Branch Library
2. June 12, 2025 from 5:30-7 pm West Hernando Branch Library
3. August 7, 2025 from 5:30-7 pm West Hernando Branch Library
4. TBD: Hernando Beach location (Diane)

B. 2025 Committee Signs Ups + Executive Liaisons

C. Arts in Education Update (Nidia Pierre) - Justin with Storytime is no longer with Library, now Melissa has taken over. They are interested in partnering on workshops taking place in July. and have $250 budget to pay artists. Library is willing to do print material and promotions. We would have to provide artists, activities, and fund the materials. Question for Cheryl - what was the total check amount written to HCEF? So we know actual budget. **Cheryl confirmed on 2/18 that $1,500 was spent.**

D. CAO (Diane Greenwell) - Diane mentioned she may want someone to take over Outreach at some point. This would entail planning events for the Outreach team to set up a booth.
1. Kass Circle - Not going to set up an Outreach booth, but may attend as a community member and pass out flyers. Diane also mentioned “Togetherhood” group at the YMCA, first year organization.
2. Mike Nolen brought up two events for potential Outreach
    a) Sarah at Greenhouse on Main - Early Street Market on first Saturdays, mostly craft & handmade homeopathic goods. Coincides with FPAW
    b) Broad Street Brewing - Monthly Oddities & Art Market, could look at April or May
3. Diane said we don’t always need to have a booth. You can just go alone or with a group of council members and pass out flyers - and this counts as Outreach!

E. Art Everywhere (Pedram Moghaddam) - Desiree has been wondering about getting her paintings back. Nina is in contact with Barb Blavatt - might volunteer to help coordinate for Art Everywhere. Joan wants to join AE Committee.

F. Mermaid Tale Trail / Hurricane Relief Fundraiser - Does Tammy have ideas of who locally can do this? We don’t have United Way Emergency Response - in

charge of COED (plan for how to support communities) - We are at capacity.

G. Public Art: Whidden Plaque (Pedram Moghaddam) - Pedram is working on plaque.
H. Little Art Boxes (Jessica Knutila) - Jessica explained the project. Nidia & Mike Nolen are going to help.

VI. **Member Comments**

A. Dakota - Please share AITP Volunteer form, +
B. Diane - Brought up Bingo on February 23, and asked Mary to share more info
C. Mary Sports - Really wants to get a group together to meet the organizer and leave a good impression about the HCFAC. Also wants to revisit 1961 law designating that Board members need to be residents. Very interested in joining Board. Diane asked Ryan Amsler (BOCC) to check if this is county-level decision or State statute.

VII. **Dates to Remember**

A. **Volunteer Log, Work Plan Updates & Agenda Items Due** – Feb 28
B. **Tangerine Festival** – Feb 15 BMS 11-8
C. Art in the Park! – March 8 & 9 at Tom Varn Park
D. **Next Monthly Meeting** – March 13 at City Hall (201 Howell Avenue Brooksville, FL 34601)
E. **Front Porch Art Walk** – March 1 in Hernando Beach 10-2

March 2025 Meeting Agenda

Thursday, March 13 at 5:30 PM at Brooksville City Hall
201 Howell Avenue Brooksville, FL 34601

I. **Call to Order** (Pedram Moghaddam) Pedram called the meeting to order at 5:40 pm
   A. Pledge to the Flag
   B. Roll call and establish a quorum
      1. Nidia excused
      2. Isaiah absent
      3. Nina absent
      4. All other members present
   C. Introduction of guests
      1. Maryann Johnson - President of WWAC, started Vet Fest (3rd year), conservation/environmental, adopted Rogers Park. Thinking of joining.
      2. Ryan Amsler

II. **Oath of Office:** Cindy Mahon was sworn in as our newest member

III. **Action Item: Approval of Minutes** (Isaiah Haddon)
   A. Approval of Meeting Minutes and Attendance Sheet - Lisa motioned to approve the minutes, Diane seconded. Motion carries with no discussion.

IV. **Financial Matters** (Cheryl Hill)
   A. Treasurer's Report - No questions

V. **Volunteer Log Updates** (Nina Mattei)
   A. Jessica requested that people help take down street signs
   B. Monthly Volunteer Log Review
   C. Upcoming Volunteer Requests
      1. WWJB third Monday every month - Pedram encouraged members to sign up for a shift. This Monday he will discuss AIE - the Congressional Art Competition + Art Mark program.
         a) March 17
         b) April 21 (Diane - tentative)

VI. **Work Plans: Status Update & Discussion**
   A. 2025 Meetings Discussion (Pedram Moghaddam) Pedram brought up that a few upcoming meetings will not be at our regular location. April 10 is at Silver Dolphin. Diane requested a few of us come early to have dinner or a drink and patronize the restaurant, and also to invite artists/people in the area who may want to attend. May is at our regular location at City Hall. June 12 & August 7 are at West Branch Library.
   B. Arts in Education
      1. Art Mark Summer Program with Library (Nidia Pierre)
         Jessica gave some details. Diane said she received a donation from Boys and Girls Club of tote bags that may be useful for this. Pedram encouraged council members to volunteer for a shift each.
      2. Congressional Art Competition (Diane Greenwell) - Diane met with Ana Segovia with Congressman Bilirakis's office and got a flyer, so we were able to promote in the Student Art Show at AITP. Local high schools in our Congressional District are able to exhibit, students are nominated by their art teacher. On April 22 at Land o Lakes High School from 6 - 9 PM will be the opening reception.

Pedram said we should put it on PeachTree. Volunteers requested at 1:30 to help set up and hand artwork. Looking for a judge from Citrus + Hernando. Diane will be taking photos at the event. Jessica mentioned Ever After Gallery may be willing to judge. Diane says Nidia gets final say for Hernando judge. Requested a prize from Hernando County. Diane would like to do something unique like a membership to NCAL. Diane also reminded members that we offer a $1,000 scholarship if the winner is a Hernando County student to help with travel costs.

C. Community Arts Grant (Cheryl Hill)
    1. Still need a new CAG Chair before this summer!! Joan, Pedram, and Roxanne are potentially interested. Will be meeting as a group soon to discuss.
D. Mermaid Tale Trail Unveiling Announcement (Jessica Knutila) - Jessica told members that TDC invites us to the next Tale Trail unveiling on March 29. Diane said she will be there early anyways, and Joan offered to come early.
E. Goal : Individual Committee Meetings before April Monthly Meeting
F. Art in the Park Recap (Jessica Knutila) - We will be doing a recap meeting on **Thursday, March 27 at 5:30 PM.** Jessica will see if City Hall is available if not the office or library. Cheryl is working on artist surveys, Diane is working on YBTJ and we have so much positive feedback. Lisa also got wonderful feedback in Hospitality.

VII. **Member Comments**

A. Diane - Pedram and Nidia are signed up for volunteers for April 5.
B. Pedram - City called today. Desiree Kantrim passed away. All remaining artwork to be sold off at the Uptown Art Gallery with benefits given to a student. Her nephew James will be in touch with Pedram to arrange the donation.
C. Joan - Went to the library about Camera Club and was told HCFAC does exhibit there. The Camera Club will be doing an exhibit there.
D. Roxanne - really wants to help organize Student Art Show so judging is smooth. Pedram got some suggestions from teachers.
E. Ryan - Thanked everyone for a great event.
F. Lisa - Talked about being a top 6% business and how we can increase sponsorship benefits to appeal more to the sponsor.

VIII. **Dates to Remember**

A. **Volunteer Log, Work Plan Updates & Agenda Items Due** – March 30
B. **Mermaid Tale Trail Unveiling** – March 29, 10 AM-12 PM at Weeki Wachee State Park
C. **Front Porch Art Walk** – Saturday, April 5 in Hernando Beach
D. **Next Monthly Meeting** – April 10 at Silver Dolphin (4036 Shoal Line Blvd)
E. **May Monthly Meeting** will be at our regular location (City Hall)
F. **June Monthly Meeting** will be at West Branch Library (6335 Blackbird Ave, Brooksville, FL 34613)

Action Items

- Put Congressional Art Competition on PeachTree
- Diane will clarify if students can self-submit to Congressional Art Competition
- Pedram will send list of committees
- Jessica will put a quick gift together for People's Choice for Student Art Show
- Pedram will find out about Volunteer Reception

April 2025 Meeting Minutes

Thursday, April 10 at 5:30 PM at Silver Dolphin Restaurant
4036 Shoal Line Blvd, Hernando Beach, FL

I. **Call to Order** (Pedram Moghaddam) Meeting called to order at 5:41 PM
   A. Pledge to the Flag
   B. Roll call and establish a quorum
      1. Dakota excused
      2. Isaiah absent
      3. Lisa absent
   C. Introduction of guests
      1. No guests

II. **Action Item: Approval of Minutes** (Isaiah Haddon)
   A. Approval of Meeting Minutes and Attendance Sheet
      1. Cheryl made a motion to approve the minutes, Diane seconded. Approved unanimously with no discussion

III. **Financial Matters** (Cheryl Hill)
   A. Treasurer's Report
      1. Cheryl pointed out that on the first page, on the line about liability, it shows we owe $964 on our credit card but we don't - Cheryl just is still figuring out how to reconcile this but we do not owe anything!
      2. The report is so long because of all of the AITP payouts and such.
      3. Currently showing that we have a negative balance of -$15.9k
         a) Cheryl just submitted TDC Grant Report, so once the $10k is approved, it will add $10k to our Net Income
         b) If we do not fundraise to cover the remaining negative balance, we will have to transfer money from our reserves to balance our budget. We ideally do not want to do this! We still have money coming in from State of the Arts licenses, future fundraisers, etc. but we do need to be conscious of this and re-evaluate as our Fiscal Year comes to a close, around August

IV. **Volunteer Log Updates** (Nina Mattei)
   A. Monthly Volunteer Log Review
   B. Upcoming Volunteer Requests
      1. WWJB third Monday every month at 8:40 AM
         a) They usually follow up on Sunday night to be sure we are participating, call in or be there about 5 minutes before the spot starts at 8:40 AM
         b) April 21 - Diane
         c) Cindy is interested in the future

V. **Work Plans: Status Update & Discussion**
   A. Arts in Education
      1. Art Mark Summer Program with Library (Nidia Pierre)
         a) Library program is not live yet. Once they finalize the flyer, they will post the registration link on their website. It will be free for students.

b) Artist instructors have all been confirmed, but Nidia needs up to 5 volunteers for each session.
c) 15 kids per session
d) Working on wishlist for supplies. Jessica and Nidia will work to get donations for wishlist and any leftover purchasing.
e) Once the flyer is done, Nidia will send it to Pedram to post it on PeachTree and send it to Jessica so she can post it online.

2. Congressional Art Show (Diane Greenwell)
   a) Pedram tried posting it on PeachTree. Was denied because it doesn't say free for students and asked to be sure that future flyers include that
   b) Volunteers for the Congressional Art Show are needed for set up and break down. 1 PM at Land o Lakes High School on April 22
   c) Joan, Diane, Pedram, Nidia, and maybe Cindy are volunteering.
   d) Pedram is planning to ask Allisa to judge as Citrus County judge.
   e) Diane will follow up with Ana with the Congressional Office to determine how many people we can bring so we can RSVP. She will email the whole council to let us know how may can come.

B. Joan brought up the Hernando County Fair. Diane got a call asking if we can provide artist judges so Joan and Roxanne will be judging.
C. Fundraising Update (Jessica Knutila)
   1. Cindy is interested in joining Fundraising.
   2. Next fundraising meeting is May 6 at 11 AM at the Arts Council meeting.
   3. Panera Bread Fundraiser is May 15 from 4 - 8 PM. Tentatively scheduling these quarterly (TBD August 15, November 15, and February 15)
   4. Lisa is working on a Ruby Tuesday fundraiser with an "Artist Talks" component sometime in June/July - it will be good to have something on our calendar during our slow, summer months
   5. Diane mentioned that Texas Roadhouse and Carraba's also do these fundraisers.
   6. We have a $400 deposit at Southern Hills that can be used for a future event.
   7. Our BJs Fundraiser has officially ended and we raised $270
   8. If we keep making an effort to do fundraising, we may not need to pull out of reserves to balance our budget at the end of the year.
D. **URGENT** : We need Chairs for a few committees.
   Please let Jessica or Pedram know if you are interested!
   1. Community Arts Grants
   2. Partnerships
      a) Cindy and Cheryl would like to be on the Partnerships Committee.

VI. **Member Comments**

A. Joan talked about the Spring Hill Camera Club and their upcoming workshop this Monday, April 14 at the Enrichment Center and every second Monday of the month
B. Ron said that he wants to see more paid opportunities for artists.
C. Cindy will be out of town May 14 - 24.

VII. **Dates to Remember**

A. **Volunteer Log, Work Plan Updates & Agenda Items Due** – April 30
B. **Front Porch Art Walk** – Saturday, May 3 in Hernando Beach
C. **Next Monthly Meeting** – Thursday, May 8 at 5:30 PM at City Hall
D. **Panera Bread Fundraiser** – Thursday, May 15 from 4 - 8 PM at 7061 Coastal Blvd.
E. **June Monthly Meeting** will be at West Branch Library (6335 Blackbird Ave, Brooksville, FL 34613)

May 2025 Meeting Minutes

Thursday May 8 at 5:30 at City Hall
201 Howell Avenue Brooksville, Fl 34601

I. **Call to Order** (Pedram Moghaddam) Meeting called to order 5:34
   a. Pledge to the Flage
   b. Roll call and establish a quorum
      1. Ron excused
      2. Cindy excused
      3. Diane excused
      4. Isaiah absent
   c. Introduction of guests. No guests present for meeting. New City Manager, Lisa Hendrickso, stopped by right at 5:30 PM to introduce herself

II. **Election of Secretary** (Pedram Moghaddam)

III. **Action Item** (Pedram Moghaddam)
   a. Approval of minutes and attendance sheet
   b. Election of new secretary
      1. Lisa made a motion to nominate Joan LoBianco
      2. Roxanne Campell 2nd the motion
      3. council voted and approved to install Joan as secretary.

IV. **Financial matters** (Cheryl Hill)
a. Treasurers report.
1. Cheryl discussed that the $10.000 grant has been approved, but the money has not been deposited yet so with out this money being available yet she needed to transfer money from reserves to cover expenses.

V. **Volunteer logs** (Nina Mattei)
   a. Nina discussed that if council members are finding logging hours cumbersome members can send their volunteer hours to her and she will log them in for members
   b. Cheryl will send out form that makes logging task easier for members
   c. Nina discussed the necessity of members logging their hours because it helps with getting grants. Next review August 2025

VI. **Work Plans Status update and Discussion**
   a. Summer Art program at libraries (Nidia Pierre)
      i. Nidia discussed volunteers still needed, flyer will be sent out by Jessica, only 15 slots per class, council will fill teacher's supply lists with supplies in storage.
   b. WWJB radio station every month at 8:40, upcoming dates May 19th, June 16th and July 14th
      i. June 16th Nidia and Roxanned will discuss summer workshops
      ii. July 14th Lisa will talk about fund raising, (Ruby Tuesdays event)
   c. Congressional Art Show. Best of is a Hernando County student. $1,000. scholarship will be awarded, possibly at the fundraising event at Ruby Tuesdays.

d. Community arts grant (Cheryl Hill) Still need new coordinator to head up committee since Cheryl's term is coming to an end in near future. She will help volunteer who steps up.
e. Arts in Education (Nidia Pierre) discussed changing cut off date to a rolling basis so teachers don't miss out on opportunities because they missed deadline.
f. Fundraising updates (Jessica Knutila)
    i. Lisa talked about July 17th event at Ruby Tuesdays, Dean Hill will share his artwork, donation table will be set up, Restaurant will market event for us. Next fund raising meeting is June 3rd at Arts Council office
    ii. reminder to share about fundraising event at Panera Bread May 15th from 4-8 pm at 7061 Coastal Way Brooksville. Jessica commented making a $100. goal for each fundraising event

3. 2026 Calendar fundraising task discussed: Joan and Roxanne offered to help with this task.

VII. Members comments

A. Nidia shared about Susuki Strings recital that will be held at Dr.s office on Keysville Avenue in Spring Hill at 1:30 on May 31st. She welcomed everyone to come.

VIII. Dates to remember

A. next fundraising meeting June 3rd (Art council office)
B. Front Porch Art Walk June 7th Hernando Beach
C. Next Council meeting June 12th 5:30 at West Bramch Library 6335 Blackbird Ave. Brooksville Fl
D. **Panera Bread Fundraiser** May 15th. 7061 Coastal Way Brooksville

June 2025 Meeting Agenda

Thursday, June 12 at 5:30 PM at West Branch Library
6335 Blackbird Avenue, Brooksville, FL 34613

A. **Call to Order** (Pedram Moghaddam)
   a. Pledge to the Flag
   b. Roll call and establish a quorum
   c. Introduction of guests
      i. Campbell, Roxanne – here
      ii. Coles, Ron – here
      iii. Council, Lisa – here
      iv. Gandy, Cindy Mahon - absent
      v. Greenwell, Diane – here
      vi. Hill, Cheryl A. – excused
      vii. Haddon, Isaiah – excused
      viii. Horton, Dakota – excused
      ix. LoBianco, Joan – excused
      x. Mattei, Nina L. – here
      xi. Moghaddam, Pedram – here
      xii. Pierre, Nidia – here
      xiii. Chuck Greenwell was a guest
      xiv. We do not have a quorum so no voting

B. **Action Item: Approval of Minutes** (Joan LoBianco)
   a. Approval of Meeting Minutes and Attendance Sheet
   b. Diane makes a motion to approve the minutes in July.

C. **Financial Matters** (Cheryl Hill)
   a. Treasurer's Report – Jessica mentioned that we got our $10k from Tourism, but we are still showing in the negative if we do not fundraise.

D. **Volunteer Log Updates** (Nina Mattei)
   a. Next quarterly volunteer log in July 2025 - https://forms.gle/enyvQGEuK3nanLSCA
   b. Upcoming Volunteer Requests
      i. Summer Art Program with Library
         1. July 15 – Roxanne will help Nidia
      ii. WWJB third Monday every month
         1. June 16 – Lisa & potentially Roxanne (talk about fundraiser at Ruby Tuesday + summer art program)
         2. July 14 or 15 – Pedram will ask
         3. July 21 – Art in the Park
         4. August 18 – Diane will talk about the return of the FPAW

E. **Work Plans: Status Update & Discussion**
   a. 2025 Meetings Reminder (Pedram Moghaddam)
      i. August – TBD
      ii. July + September - December – regular location
      iii. Maybe one at Ruby Tuesday?
   b. Outreach (Diane)

i. Wants to attend HBPOA meeting – guest speakers prior to meeting/open bar. Get on schedule to go in and pump up volunteers/AITP, Rotary, Timber Pines has monthly art exhibits, Coastal Business Association
ii. HCEF

c. Arts in Education (Nidia Pierre)
i. Summer Art Program with Library
ii. Arts in Education Grant Program – Waiting on HCEF reply, Joan and her discussed doing a ongoing/rolling basis (next AIE meeting after the workshops + before school starts)

d. Community Arts Grant (Cheryl Hill)
i. Still need a new CAG Coordinator before this summer!!
ii. Ron wants to be on the committee
iii. Pedram will step up if a replacement isn't found by August
iv. Diane mentioned that a newer member would be better because they could take over the position for 4 years (succession planning)
v. Diane mentioned that there is a lot Cheryl does behind the scenes, and Exec council has stepped up over and over behind the scenes.
vi. Roxanne said she will work with Pedram on it for a year and maybe take over.

e. Fundraising Update
i. Dinner with the Artist on July 17 (Lisa Council)
1. Talk about the elephant in the room and give a little spiel
2. Lisa will ask if Dean can hang a painting in the lobby leading up to the event with a flyer.
3. Survey after?
ii. Panera Bread Fundraiser on August 15 (Jessica Knutila)
iii. Fundraising meeting -
iv. Calendar - Roxanne will take lead with Joan and Diane's help. Jessica will help with a tasklist before they meet to discuss.

F. **Member Comments**
a.

G. **Dates to Remember**
a. **Volunteer Log, Work Plan Updates & Agenda Items Due** – June 27
b. **Front Porch Art Walk** – Paused for the summer until September 6, 2025
c. **Next Monthly Meeting** – Thursday, July 10 at 5:30 PM at Brooksville City Hall
d. **Dinner with the Artist** – Thursday, July 17 from 6 - 8 PM at Ruby Tuesday
e. **Panera Bread Fundraiser** – Thursday, August 15 from 4 - 8 PM at 7061 Coastal Blvd.

July 2025 Meeting Minutes
Thursday July 10 at 5:30 at Brooksville City Hall
201 Howell Avenue Brooksville, FL 34601

A **Call to Order –** Diane Greenwell called the meeting to order at 5:30 PM

1. Pledge to the flag.

2. The following members were present: Ron Sholes , Lisa Coucil, Cindy Mahon, Diane Greenwell, Cheryl Hill,Dakota Hornton, Joan LoBianco, Nina Mattel, Nidia Pierre, Jessica Knutila The following members were excused: Roxanne Campbell, Pedram Moghaddam, Isiaiah Haddon,

3. Introduction of guests: Lewis Halal, George Popavich

B. **Action Item:** Approval of May and June minutes and attendance sheets

1. Lisa moved for approval of June minutes, seconded by Cheryl. The motion passed unanimously.

C. **Financial Matters (**Cheryl Hill)

1. Treasurer's Report- Cheryl discussed that we will have a deficit by end of the year. Money will need to be transferred from the TAG account for projected outlined expenses and stressed the need for more fund raising and sponsorships. Cheryl suggested all needs for projects be sent to her.

2. Draft Budget Review – Not available, will be available next month.

3. Members discussed way to reduce AITP budget

D. **Volunteer Log updates: (**Nina Mattel)

1. Nina said volunteer log hours need to be entered and updated.

2. WWJB Radio show-3rd Monday of every month: Lisa scheduled July-discuss Dinner with Artist
. Diane scheduled for August-Discuss Front Porch Art Walk, Speaker needed for September slot.

E. **Work Plans: Status update & Discussion**

1. Diane outlined her plans for the Pole Painting Project

2. Arts in Education

a. Nidia reported that all is going well. Discussion about adding a wish list to the website for artist supply donations to help offset expenses. AITP coordinators need to submit supply list to Cheryl and Jessica. Diane contacted Education foundation about future events the council can be involved in for outreach.

3. Community Art Grant
a. still need a new CAG coordinator before Summer. Cindy showed interest in learning.
b. Jessica shared about applications of 3 grants currently in progress

4. Fundraising update
a. Cindy discussed upcoming Dinner with an artist, fundraising ideas for the event such as raffles

and guests can win gift cards and gift bags. 15% of sales will be donated to HFAC.

F. **Member comments**

1. Dakota encouraged members to share with artistic friends about getting a listing in our

HCFA directory on the Web Page.

2. Diane suggested making a flyer with a QR code for easy access to our directory to share at outreach events.

3. Nidia discussed having a meeting after the Summer workshops end about the “rolling grant” idea. She also asked if anyone knew of a business that would allow the Suzuki school of music to use a room at their business for orchestra practice of about 20 student once a month.

4. Joan shared about a presentation she is leading about “Bird Photography” at the Spring Hill Camera Club business meeting on July 14th at the Enrichment center in Brooksville.

G. **Dates to Remember:**

1. Volunteer log updates due -July 30th

2. Dinner with an Artist fundraiser - Ruby Tuesday Thursday July 17th 6-8 P**M**

3. Front Porch Art Walk – returns to Hernando Beach September 6th 9am- 2pm.

4. **Next Monthly Meeting** -Thursday August 14th at 5:30 at Brooksville City Hall

5. **Panara Bread Fundraiser –** Thursday August 15 from 4-8 PM at 7061 Coastal Blvd

August 2025 Meeting Minutes

at 5:30 PM at Brooksville City Hall
201 Howell Avenue Brooksville, FL 34601

A. **Call to Order** (Pedram Moghaddam called the meeting to order at 5:33

1. Pledge to the Flag

2. The following members were present: Cheryl Hill, Cindy Mahon Gandy, Diane Greenwell, Jessica Knutilia, Joan LoBianco, Lisa Council, Nina Mattei, Pedram Moghaddam, Roxanne Campbell., Ron Coles. Dakota Hornton and Nidea Pierre were excused

3. Introduction of guests: Louis Johns

B. **Action Item:** motion for approval of August Minutes

1. Nina made a motion to approve the minutes. Ron seconded the motion. Minutes approved.
2. Motion was made to approve agenda by Diane and Roxanne seconded the motion to approve.

C. **Financial Matters** (Cheryl Hill)

1. Treasurers report - Cheryl discussed since we did not receive $25,000 grant we need to: examine expenses, prioritize, explore fundraising ideas and the possibility that we will have to rely on reserves to meet our budget expectations. She also mentioned cashing out the CD to help cover expenses for the 2026 year. She took the council through the agenda line by line, the committee considered possible exclusions of certain expenses and the need to reduce some of the expenses . Cheryl made a motion to exclude the $9,000 for Community arts grant, but as a committee it was decided to keep this grant available and reduce or eliminate it if the need be since the budget is a “living” budget that can be changed as needed.
2. Jessica Knutila will continue to call vendors seeking better rates for Art in the Park, and also see if vendors will swap fees for sponsorships.
3. Jessica Knutila also discussed that the council has applied for 5 grants with a possibility of approximately $60,000. being awarded if the grants come in.
4. Nina Mattei showed concern about including any of the grant amounts in the budget since this money is not guaranteed.
5. Congressional art contest prize was discussed. Items of discussion included, reducing it, looking for other sources of funding for it, possibly asking the school board for donations.
6. A motion was made to approve the budget by Diane, seconded by Lisa to approve the budget with motions discussed.

D.**Volunteer Log updates** (Nina Mattei)

1. Nina shared that volunteer log updates are due by October.

2. Volunteer requests:

I. FPAW (Diane Greenwell) volunteer sign up was passed around. Diane shared that Brian's Place Restaurant will be participating in FPAW again this year allowing for 60 Artist spots.

ii. WWJB 9/15 Pedra will promote Art in the Park and put out a "Call to Artists" and Let artists know that applications are now open. October 20th-unassigned

E. **Work Plans: Status Update & Discussion**

1. Art in the Park - Jessica Knutila discussed applications were now open. Flyers for Sponsorship forms were distributed.

2.. Arts in Education (Nidia Pierre)

Joan LoBianco shared that she sent out emails to Hernando County teachers informing Them about the Arts in Education grant available

3. Community Outreach (Diane Greenwell)

Veteran's Festival November 15th

4. Fundraising (Lisa Hannon)

Lisa discussed the success of "Dinner with the Artist" and suggested a place for another one at Seven Hills Social Club in Spring Hill. (Only available on Mondays)

G. **Member Comments :**

1.Cindy shared an idea about raffling off a famous pro athlete's autograph

2. Joan shared about emailing artists about Pole Painting Project

3. Nina promoted the idea of a Bingo fundraiser

Dates to Remember

a. **Volunteer Log updates & Agenda Items Due** by October 1st

b. **Front Porch Art Walk** – October 4th, 2025 10AM-2PM

c. Arts in Education Grant Deadline Applications due by October 5th

d.community Arts grant deadline-Applications are due October 6th.

e. **Next Monthly Meeting** – Thursday, October 9th at 5:30 PM at Brooksville City Hall

August 2025 Meeting Minutes

Thursday, August 14 at 5:30 PM at Brooksville City Hall
201 Howell Avenue Brooksville, FL 34601

A. **Call to Order** (Pedram Moghaddam called the meeting to order at 5:30

1. Pledge to the Flag

2. The following members were present: Cheryl Hill, Cindy Mahon Gandy, Diane Greenwell, Jessica Knutilia, Joan LoBianco, Lisa Council, Midia Pierre, Nina Mattei, Pedram Moghaddam, Roxanne Campbell. Dakota Horton, Ron Coles were excused.

3. Introduction of guests: Frank Morsani, Louis Hallal, Chuck Greenwell, Deanna Passarelli

B. **Action Item:** motion for approval of July Minutes

1. July minutes approved

C. **Financial Matters** (Cheryl Hill)

1. Treasurers report - Cheryl discussed $19,000. Deficit, $5,000 proposed spending, non profit budget expectation, Since we did not receive $25,000 grant we need to: Examine expenses, prioritize, explore fundraising ideas.
2. Mentioned - Jessica will go line by line and call vendors seeking better rates, also see If vendors will swap fees for sponsorships.
3. Two grants have been applied for NEA and Stellar Foundation Grant

D. **Guest Speaker (**Frank Morsani)

1. Mr. Morsani shared a brief bio of his life and accomplishments. He recommended we meet with Jeff Rogers who is establishing a “community foundation” and will be looking for places where the money in the foundation can be directed. He said Jeff will be having a community meeting on November 15, 2025. He also discussed “Share remainder trusts” as funding options. It was recommended that the Art council put together a portfolio with visuals and information representing what we do on the council that could be presented to potential funders so they know what their money would be used for. He also recommended that we aim higher in our dollar amounts when we are seeking sponsorships.

E.**Volunteer Log updates** (Nina Mattei)

1. Nina shared that volunteer logs are up to date.

2. Volunteer requests:
   I. FPAW (Diane Greenwell) volunteer sign up was passed around

ii. Chamber of Commerce events - 8/21 professional services mixer at Hernando Beach Yacht Club. Cheryl, Pedram and Jessica plan to attend.

. 10/18 5k Walk & Run (Free booth) at 7:30 AM at Tom Varn Park. Volunteers needed for outreach booth

iii. WWJB third Monday every month (Pedram Moghaddam)

1. August 18 - Diane will talk about the return of the FPAW
2. September 15 - Pedram will shared that Art in the Park applications are open
3. October 20 - unassigned

F. **Work Plans: Status Update & Discussion**

1. Art in the Park - Jessica Knutila discussed applications were now open. Flyers for Sponsorship forms were distributed.

2.Community Outreach & Advocacy (Diane Greenwell)
Volunteer sign ups were circulated among members

3. Arts in Education (Nidia Pierre)
No discussion other than success of the Summer program

d. Community Arts Grant (Cheryl Hill)
Still need a new CAG Coordinator ASAP!

e. Fundraising (Lisa Hannon)
Lisa discussed the success of "Dinner with the Artist" Approximately $607. Raised at the event. She stressed the how great the idea of creating baskets for raffles helped with the raising of money for the council helped.

G. **Member Comments :**
No added comments to mention

Dates to Remember

a. **Volunteer Log, Work Plan Updates & Agenda Items Due** – August 30
b. **Panera Bread Fundraiser** – Thursday, August 15 from 4 - 8 PM at 7061 Coastal Blvd.
c. **Front Porch Art Walk** – Returns September 6, 2025!!
d. **Next Monthly Meeting** – Thursday, September 11 at 5:30 PM at Brooksville City Hall

October 2025 Meeting Minutes
at 5:30 PM at Brooksville City Hall
201 Howell Avenue Brooksville, FL 34601

A. **Call to Order** (Pedram Moghaddam called the meeting to order at 5:32
1. Pledge to the Flag

2. The following members were present: Cheryl Hill, Diane Greenwell, Jessica Knutilia, Joan LoBianco, Lisa Council, Nina Mattei, Pedram Moghaddam, Ron Coles, Deanna Passarelli and Nidea Pierre. Dakota Horton and Cindy Mahon Gandy were excused. Roxanne Campbell was absent

3. Introduction of guests: Chuck Greenwell, Louis Johns, Mike Cowans, and Lewis Hallal. Barry Meindl was also a guest who arrived later.

4. Mike Cowans with the Hernando County Attorney's office conducted a presentation on the rules and regulations of the Sunshine Laws.
He also explained the rules of public records. He provided a packet that he read from and gave a copy to all members present. Pamela Hale's name was given as a contact person for public records request. She was labeled as office manager.

5. Jessica Knutila announced that she is resigning as of 11/9/2025. Discussion followed with many council members sharing their sadness about her leaving and announcing their rejections. Lewis and Pedram shared their feelings about her dedication to the council. Pedram said he will be taking on Jessica's role.

B. **Oath of Office** Pedram swore in Deanna Passarelli as a new council member.

C. **Action Item**: **Approval of Minutes**
1. Cheryl Hill **m**oved to approve the September 2025 minutes, seconded by Diane Greenwell

D. **Financial Matters** (Cheryl Hill)
1. Lisa Council shared her concerns about the loss of grants, and fears of sponsorship declining. She stressed that we need a better plan and more strategies for how we are going to get sponsors and funds to run the council needs. She suggested that we have a budget and fund raising meeting addressing these concerns with a focus on going over the budget again and making changes and finding ways to meet our financial goals. She also feels we need an action plan in place for how we are going to accomplish these goals Cheryl suggested we should also have an Art in the Park strategy meeting.
Cheryl also said we have $13,000 more available in the budget with Jessica's resignation.
Lewis suggested charging an entry fee or some other way to make more money at

Art in the Park. Nina stressed how AITP main purpose is to offer this amazing art event for our community and stressed that AITP's main purpose is not to just be a way to make money. The need for a separate meeting to discuss AITP needs and the budget was agreed upon by all council members.

Lisa and Deanna volunteered to go personally to businesses to ask for sponsorships. Lewis stressed the need to go in person. Lowman Law firm was a suggestion for first place to look for sponsorship.

E.**Volunteer Log updates** (Nina Mattei)

1. Nina shared that volunteer log updates are due. Diane suggested bringing back the strategic initiative report and shared her reasons for using it again. Members shared ideas
2. Upcoming volunteer requests:

I. FPAW (Diane Greenwell) volunteers needed for FPAW, She says she has another venue that might want to participate and expand this event. With more locations more volunteers are needed.

ii Pole Painting-25 applicants to date. Suggestions were made about companies donating paint and other ways to make the project work for both artists and council members.

iii. WWJB October 20th Pedram will discuss Art and Ales and Pole painting

E. **Work Plans: Status Update & Discussion**

1. Art and Ales: Jessica Knutila shared about the upcoming event at Tidal Brewing.
2.. Arts in Education (Nidia Pierre) 4 teachers have applied. She shared that there were some problems with the applications submitted and they were returned for corrections.
3. Community Outreach (Diane Greenwell) Diane shared about Veteran's Festival November 8th
4. Community Arts Grant (Cheryl Hill) explained art grant opportunities, who can apply and for what they can apply. Deanna volunteered to help on this committee.
5. Fundraising (Lisa Council) shared about the meeting being canceled. Lisa Will be reaching out to donors and Deanna and Cindy will be visiting businesses and another meeting will be planned to discuss fundraising

. Sponsorship list will be sent out to members.

G. **Member Comments :** Deanna commented that she is happy to be a member

Jessica shared about the Life Palettes event at Hernando Park on October 18th from 12-5 pm.

Pedram needs help with wiring palettes. Deanna volunteered.

Dates to Remember

a. **Volunteer Log updates & Agenda Items Due**

b. **Front Porch Art Walk** –November 1, 2025 10AM-2PM

c. **Life Palettes presentation**-October 18th at Hernando Park 12-5pm

d. **Next Monthly Meeting** – Thursday, November 13th at 5:30 PM at Brooksville City Hall

November 2025 Meeting Minutes

Thursday, November 13, at 5:30 PM at Brooksville City Hall
201 Howell Avenue, Brooksville, FL 34601

A. Call to Order (Pedram Moghaddam): Pedram called the meeting to order at 5:32
   1. Pledge to the Flag
   2. Roll call and establish a quorum: In Joan's absence, Cheryl called the roll. Pedram Moghaddam, Cheryl Hill, Cindy Mahon Gandy, Nidia Pierre, Nina Mattei, Ron Coles and Deanna Passarelli were in attendance. Diane Greenwell, Dakota Horton, Joan LoBianco and Lisa Council were excused. Roxanne Campbell was absent
   3. Introduction of guests – Four members of the Nature Coast Art League were in attendance

B. Approval of Minutes (Joan LoBianco)
   1. Approval of October 2025 Meeting Minutes and Attendance Sheet: Nina moved approval of the October 2025 meeting minutes. Nidia seconded the motion and it was unanimously approved.

C. Financial Matters (Cheryl Hill)
   1. Treasurer's Report: Cheryl presented the treasurer's report for November.

D. Action Items
   1. Nomination of Officers (Pedram Moghaddam): Pedram reminded the Council that we will be electing officers next month. The following expressed potential interest in serving next year: Pedram, Chair; Lisa, Vice Chair; Joan, Secretary; Cheryl, Treasurer
   2. Approval of 2026 Community Arts Grants (Cheryl Hill): Cheryl said the Community Arts Grants budget for 2026 is $9,000. Grants can be awarded up to $1,000 each. The CAG team (Cheryl, Pedram and Lisa) reviewed the 11 grant applications that were received. One applicant is not a non-profit, so that application wasn't ranked. The remaining 10 grant requests totaled $10,000. She said the CAG team recommends approval of the six top-scoring Community Arts Grants projects at $1,000 each, for a total of $6,000. Nina moved approving the top six applications for funding. Motion was seconded by Ron and unanimously approved.
   3. Nature Coast Art League Project Proposal (Cheryl Hill) – Cheryl introduced Ed Barker with the Nature Coast Art League (NCAL) and told the Council that Ed thought he submitted a CAG application for a plein aire painting contest, similar to last year's project, but it was never submitted. She told the Council that since the application was not submitted on time, it couldn't be considered with the other CAGs, but NCAL could attend the meeting to request funding for their project. Ed said the project is the same project as this year's highly successful painting competition. In response to Nina's question, Ed said they raised $1,003. Profits from the event are used to fund a $1,000 scholarship for a local art student. After discussion, Cheryl moved to request NCAL to submit a project proposal and budget by November 28, which will be on next month's agenda. The motion was seconded by Ron and unanimously approved.

E. Volunteer Log Updates (Nina Mattei)
   1. Next quarterly Volunteer Log Review in October – Pedram stressed the importance of members logging their volunteer hours. This information is used when applying for grants. Link - https://forms.gle/enyvQGEuK3nanLSCA

2. Upcoming Volunteer Requests
    a. Hernando Beach Front Porch Art Walk (Diane Greenwell)
    b. WWJB third Monday every month (Pedram Moghaddam) – Pedram requested anyone interested in participating with him, to let him know.
        i. November 17 - unassigned

F. Work Plans: Status Update & Discussion
1. Art in the Park
    a. Nina reached out to the Sheriff's Office for parking volunteers. She said she's hopeful that the Explorers will be available as well, since Swampfest won't be the same weekend.
    b. Nidia said she is receiving applications for Children's Area
2. Community Outreach & Advocacy (Diane Greenwell)
3. Arts in Education (Nidia Pierre)
    a. Nidia said she hasn't heard from the Education Foundation on the status of the grants.
4. Community Arts Grants (Cheryl Hill)
5. Fundraising (Lisa Hannon)

G. Guest Comments

H. Member Comments
1. Pedram said Paws and Claus will be held at St Joan of Arc Church from 10-3 on November 29 & 30.
2. Nidia said the library reached out for summer classes again, and if we need help, she has time on Fridays.
3. Ron wants to keep speaking with the county about flexible work space. Pedram will work with Ron on this.

I. Dates to Remember: Pedram reminded everyone of the following dates to remember:
1. Volunteer Log, Work Plan Updates Agenda Items due Nov 28, 2025
2. Front Porch Art Walk – December 6, 2025, from 10 AM - 2 PM on Shoal Line Blvd
3. Panera Fundraiser – Nov 20, 2025
4. Next Monthly Meeting – December 11, 2025, at 5:30 PM, at City Hall (201 Howell Ave.)

The meeting adjourned at 6:57 PM

December 2025 Meeting Minutes
at 5:30 PM at Brooksville City Hall
201 Howell Avenue Brooksville, FL 34601

A. **Call to Order** (Pedram Moghaddam called the meeting to order at 5:35
1. Pledge to the Flag
2. Roll call and establish a quorum. The following members were present: Cheryl Hill, Joan LoBianco, Lisa Council, Nina Mattei, Pedram Moghaddam, Ron Coles , Deanna Passarelli and Nidia Pierce. Cindy Mahon, Dianne Greenwell, and Dakota Horton were excused. Roxanne Campbell was absent.
3. There were no guests present.

B. **Approval of Minutes** (Joan LoBianco)
Approval of November 2025 meeting minutes and attendance sheet. Lisa made a motion to approve the November 2025 minutes. Ron Coles 2nd the motion. It was approved unanimously.

C. **Election of officers:** Pedram Moghaddam : Chair
Cheryl Hill : Treasurer
Joan LoBianco : Secretary
Lisa Council : Vice Chair
Deanna made a motion to approve 2026 executive council members, Ron Coles 2nd the motion.

D. **Financial Matters** (Cheryl Hill)
1. Cheryl Hill shared Nature Coast Art League's application for a grant. Based on items in the grant application citing their intended use for the funds, members voiced concerns that the intended desire to use the funds for food and drink at an event and also the intent to redirect left over funds to their scholarship recipients was not uses that are outlined in the bylaws as acceptable usages of funds. Members voted and the grant was declined. Joan LoBianco who is a member of the NCAL abstained from the vote.

E. **Volunteer Log updates** (Nina Mattei)
1. Next quarterly review for volunteer log updates are due in January.
2. Upcoming volunteer requests: WWJB December 17th, Pedram will do
3. Valentine Portraits for West Hernando Branch library was shared by Nidia. Volunteers are needed to make this project plan a success.
4. FPAW volunteers needed for January 3, 2026

F. **Work Plans: Status Update & Discussion**

1. Art in the Park-Pedram shared about plans for entertainment ideas, discussed the needs To make the student Art tent run smoother, the need for judges for the student art and Ideas for making the judging process easier.
   The need for more reputable judges for the fine arts was discussed and the need to pay fairly. There is a need for a fine crafts judge, 2 fine art judges, and a student art judge.
   Pedram also shared about getting more theatre art type presentations at AITP. He shared an idea about theatre people dressing up and handing out information about their theatre groups.
2. Fundraising-Lisa Council-Ruby Tuesday is offering to allow artwork to be displayed for sale In their restaurant. They will continue to be a source of fund raising for the Council. LIsa shared that other fund raising events are in planning.
3. Arts in Education-Nidia shared that HCEF has approved 3 proposals for Art in Education grants that the arts council will match. NCAL's will match in the amount of $250. A vote on these matching funds will go to vote in January. Chocachatti's art teacher and two art teachers from Weeki Wachee High School submitted grant proposals.
   Nidia also shared that 6 non profit organizations have committed to participating in the children's art experience area at Art in the Park.

G. **Member Comments :** Joan LoBianco shared that she will not be able to attend AITP but will be available Friday March 13th for set up. Ron shared raising the grant amount or the grant being for one individual in a larger amount. Lisa shared that her company "Mrs. Grout" will be hosting an invitation only Halloween party in 2026, on Mrs. Grout's property. Nina shared sponsorship commitments for AITP

H. Dates to Remember

a. **Volunteer Log updates & Agenda Items Due by 31st.**
b. **Front Porch Art Walk** –January 3rd, 2026 10AM-2PM
c. **Next Monthly Meeting** – Thursday, January 8th at 5:30 PM at 201 Brooksville City Hall

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Administration
Prepared By: Colleen Conko
Initiator: Jeffrey Rogers
DOC ID: 17077
Legal Request Number:
Bid/Contract Number:

TITLE
Transmittal of Minutes From Library Advisory Committee Meetings of 2025

BRIEF OVERVIEW
Staff received the attached approved 2025 meeting minutes for the Library Advisory Committee.

FINANCIAL IMPACT
No financial impact.

LEGAL NOTE
No legal note.

RECOMMENDATION
For informational purposes only; no action is required by the Board.

REVIEW PROCESS

Heidi Prouse	Approved	01/27/2026	9:05 AM
Toni Brady	Approved	01/29/2026	6:41 PM
Jeffrey Rogers	Approved	01/30/2026	6:11 AM
Colleen Conko	Approved	01/30/2026	8:06 AM

Hernando County
Library Advisory Committee

Meeting Minutes

January 14, 2025

CALL TO ORDER

A meeting of the Hernando County Library Advisory Committee (LAC) was held on Tuesday, January 14, 2025, at the Main Library, 238 Howell Ave., Brooksville, FL 34601. Alysha Smith, President, called the meeting to order at 1:00 p.m.

Attendee Name, Title
Alysha Smith, President
Jessica Haher, Member
Marguerite Wollerton, Member
Dorothy Masumian, Member
Angeline Philanders, Alternate Member
Cynthia Loftis-Culp, Library Services Manager
Joannah K. Holt, Accounting Clerk III

APPROVAL OF AGENDA

Motion
To approve the agenda as presented. The motion carried unanimously.

RESULT: APPROVED
MOVER: Dorothy Masumian
SECONDER: Angeline Philanders

APPROVAL OF MINUTES

Motion
To approve the minutes of November 12, 2024, as presented. The motion carried unanimously.

RESULT: APPROVED
MOVER: Jessica Haher
SECONDER: Marguerite Wollerton

Library Services Report

Cindy provided the committee with the most recent HCPLS Services Overview. Ms. Haher asked if Cindy could provide a comparative overview including the prior two years at the next meeting. The library has requested approval to apply for a Seeds of Knowledge grant from the Florida Wildflower Foundation and the BOCC has approved the request. This grant will provide up to $750.00 for the purchase of native wildflowers, grasses and flowering shrubs and vines, plants, and seeds. The plan is to use the outdoor space at the Main Library branch for the plants and add the seeds to our seed library.

County Administration recently sent out a survey to all county departments requesting anonymous responses to questions regarding department waste. It is assumed that this is due to the BOCC making noise about budget cuts this year.

FEMA is still using the East branch library and will continue to do so until at least January 24th. VITA will start services soon at Main and Spring Hill until the conclusion of tax season. Ms. Haher mentioned the Book Discussion groups meeting at Main are really looking forward to the new Reference Librarian starting. Her start date is February 3rd. At that time, HCPLS will be fully staffed at 34 full time employees. FY26 budget preparation is in full swing. Staff has until February 14th to submit their requests. Cindy explained we will make our yearly application for grant funds from the Division of Library and Information Services. The amount of funds awarded are based on the amount of financial support provided by the BOCC. That is why the amount varies from year to year.

Ms. Wollerton reminded the committee of the upcoming Booksville Festival to be held downtown on January 25th from 10:00 a.m. to 3:00 p.m. The library will be a vendor providing opportunities to apply for library cards and giving out information about library services.

Ms. Philanders inquired about requirements for entry level positions noting the need for employment for those with limited or no experience. Cindy noted that there were 73 applicants for a recent LSA position. The Hernando County Human Resources Department reviews all applications and sends those qualified-on paper to the departments for consideration and interview. The HCPLS also utilizes volunteers however there are currently no openings. The system does not use more volunteers than they have work for.

Friends of the Library

Friends of the Library is doing well. FOL has donated $1400.00 towards this year's Staff Development Day to be held on February 27th at the West Hernando branch. This year's theme is Let's Have a Real Conversation about Mental Health. The committee has arranged for two guest speakers and several related activities. Ms. Wollerton reported that FOL has been working with the Women's Club on the Booksville Festival and is planning on donating books for the Little Free Libraries throughout Hernando County.

CITIZENS COMMENTS

There were no citizens' comments.

UPCOMING MEETINGS

The next Library Advisory Committee meeting is scheduled for Tuesday, March 11, 2025 at 1:00 p.m. at the West Hernando Library, 6335 Blackbird Avenue, Brooksville, Florida.

ADJOURNMENT

The meeting was adjourned at 1:31 p.m.

Hernando County
Library Advisory Committee

Meeting Minutes

May 13, 2025

CALL TO ORDER

A meeting of the Hernando County Library Advisory Committee (LAC) was held on Tuesday, May 13, 2025, at the Spring Hill Library, 9220 Spring Hill Dr., Spring Hill, FL 34608. Alysha Smith, President, called the meeting to order at 1:00 p.m.

Attendee Name, Title
Alysha Smith, President
Jessica Haher, Member
Marguerite Wollerton, Member
Dorothy Masumian, Member
Angeline Philanders, Alternate Member
Cynthia Loftis-Culp, Library Services Manager
Joannah K. Holt, Accounting Clerk III

APPROVAL OF AGENDA

Motion
To approve the agenda as presented. The motion carried unanimously.

RESULT: APPROVED
MOVER: Dorothy Masumian
SECONDER: Angeline Philanders

APPROVAL OF MINUTES

Motion
To approve the minutes of January 14, 2025, as presented. The motion carried unanimously.

RESULT: APPROVED
MOVER: Jessica Haher
SECONDER: Marguerite Wollerton

Library Services Report

Cindy

Friends of the Library

Friends of the Library is doing well.

CITIZENS COMMENTS

There were no citizens' comments.

UPCOMING MEETINGS

The next Library Advisory Committee meeting is scheduled for Tuesday, July 8, 2025 at 1:00 p.m. at the East Hernando Library, 6457 Windmere Rd., Brooksville, FL 34602.

ADJOURNMENT

The meeting was adjourned at 1:31 p.m.

Hernando County
Library Advisory Committee

Meeting Minutes

July 8, 2025

CALL TO ORDER

A meeting of the Hernando County Library Advisory Committee (LAC) was held on Tuesday, July 8, 2025, at the East Hernando Library, 6457 Windmere Rd., Brooksville, FL 34602. Alysha Smith, President, called the meeting to order at 1:00 p.m.

Attendee Name, Title
Alysha Smith, President
Jessica Haher, Member
Marguerite Wollerton, Member
Dorothy Masumian, Member
Angeline Philanders, Alternate Member
Cynthia Loftis-Culp, Library Services Manager
Joannah K. Holt, Accounting Clerk III

APPROVAL OF AGENDA

Motion
To approve the agenda as presented. The motion carried unanimously.

RESULT: APPROVED
MOVER: Dorothy Masumian
SECONDER: Angeline Philanders

APPROVAL OF MINUTES

Motion
To approve the minutes of January 14, 2025, as presented. The motion carried unanimously.

RESULT: APPROVED
MOVER: Jessica Haher
SECONDER: Marguerite Wollerton

Library Services Report

Cindy

Friends of the Library

Friends of the Library is doing well.

CITIZENS COMMENTS

There were no citizens' comments.

UPCOMING MEETINGS

The next Library Advisory Committee meeting is scheduled for Tuesday, September 9, 2025 at 4:00 p.m. at the Main Library, 238 Howell Ave., Brooksville, FL 34601.

ADJOURNMENT

The meeting was adjourned at 1:31 p.m.

Hernando County
Library Advisory Committee

Meeting Minutes

September 9, 2025

CALL TO ORDER

A meeting of the Hernando County Library Advisory Committee (LAC) was held on Tuesday, September 9, 2025, at the Main Library, 238 Howell Ave., Brooksville, FL 34601. Alysha Smith, President, called the meeting to order at 1:02 p.m.

Attendee Name, Title
Alysha Smith, President
Jessica Haher, Member
Marguerite Wollerton, Member
Monty Floyd, Member
Cynthia Loftis-Culp, Library Services Manager
Joannah K. Holt, Accounting Clerk III

APPROVAL OF AGENDA

Motion
To approve the agenda as presented. The motion carried unanimously.

RESULT: APPROVED
MOVER: Marguerite Wollerton
SECONDER: Jessica Haher

APPROVAL OF MINUTES

Motion
To approve the minutes of January 14, 2025, as presented. The motion carried unanimously.

RESULT: APPROVED
MOVER: Jessica Haher
SECONDER: Marguerite Wollerton

ELECTION OF VICE PRESIDENT

Motion
To elect Marguerite Wollerton as Vice President. The motion carried unanimously.

RESULT: APPROVED
MOVER: Jessica Haher
SECONDER: Alysha Smith

SET 2026 MEETING CALENDAR

Motion
To set 2026 Meeting Calendar as presented. The motion carried unanimously.

RESULT: APPROVED
MOVER: Alysha Smith
SECONDER: Marguerite Wollerton

CYNTHIA LOFTIS-CULP, LIBRARY MANAGER

- Valerie Martin, MLIS, is the new Cataloging Librarian. The Branch Supervisor position at East Hernando has been filled internally with Cristen Howell. The LIS II position at East Hernando has been filled with Victoria Brown. Joannah Holt, Accounting Clerk III is retiring effective November 3rd. Interviews for her position are scheduled for next week with an anticipated start date of October 13 for training purposes.
- The upgrade to the Main Branch electrical system was completed.
- Cuts to the Institute of Museum and Library Services on both the Federal and State level have led to HCPLS discontinuing their Inter Library Loan program. Funds are no longer available to pay Federal Express for pickup and delivery. In the past, we received grant funds from IMLS to cover 2/3 of the cost and that money is no longer available. Book discussion groups are not affected as their chosen books are purchased with other monies. Between October 1, 2024, and May 31, 2025, more than 1000 titles were requested and received and more than 185 were loaned out. The approximate cost of loan per title was usually between $4.00 and $5.00. We have also been notified that the software which supported this program is being defunded effective June 30, 2026.
- At this morning's BOCC meeting, the Board approved the library's request to apply for an America 250 Grant through DOS Grants. This grant would cover programming celebrating Florida's 250th birthday.
- The budget process in moving along with the first public hearing this Thursday. HCPLS has requested one additional staff position. This position is for a Literacy Coordinator/Specialist who would develop programming to promote literacy both at the library and in the public schools. New flooring and interior paint for Main has already been cut. Mr. Floyd requested an update on the gutters at East Hernando. Facilities continue to cite funding as the reason they have not been replaced. Committee members can advocate to the Board if they see a need that is not being addressed. The 2024 Library budget was 2.4 million, 2025, 2.66 million and proposed for 2026 is 2.7 million. There is a continued concern that grant funds used to pay certain operating expenses will be cut therefore, those expenses are being moved into the General Fund, this accounts for much of the yearly increase.

FRIENDS OF THE LIBRARY

Friends of the Library is doing well. Summer Programming was a big hit. FOL funded many of the performers.

NEW BUSINESS

Mr. Floyd had several items to bring before the committee.

1. Mr. Floyd has received complaints from the Homeschool community regarding lack of space at the Main and West Hernando branches because of the homeless population spreading out among the tables and seating areas. In addition, they allege that they have witnessed public urination in the surrounding exterior areas. He provided a picture to the committee of the interior of West Hernando with some

seating areas circled. Marina Surette, Branch Supervisor of the West Hernando branch addressed his concerns. It was noted that the public, including the homeless, have equal access to a public library and if they are not violating the published Code of Conduct, they are permitted to stay. Discussion followed regarding potential solutions including a review of the Code of Conduct. It will be added to the November agenda.

2. Mr. Floyd handed out a proposed policy regarding the review process for children's material. He advised that it was based on the current policy in Largo. Mr. Floyd made note of Florida Statute 847.012 (6) which references the commission of a third-degree felony. He was made aware that the materials reconsideration policy currently in use at the HCPLS had been vetted and approved by the County Attorney's Office. Note was made of a parent's responsibility to review materials before their minor child checks them out.
3. Mr. Floyd brought out the book, Choose Your Own Adventure: Eight Grade Witch. He objected to the title's placement in the library and wished to return the book to the committee. The book is a Young Adult graphic novel. Mr. Floyd's objection was to the graphic nature, including decapitations.
4. Mr. Floyd has received complaints regarding the library's "inconsistent" hours. Ms. Loftis-Culp reviewed for the committee, the current branch schedules and made Mr. Floyd aware that funding and staff was limited, and that the system was open, in one location or the other, 6 days a week.

RECITE PLEDGE AND PRAY AT BEGINNING OF ALL COMMITTEE MEETINGS

Motion

To recite the pledge and pray at the beginning of all Library Advisory Committee meetings. The committee participated in a spirited exchange regarding this motion. There was much back and forth regarding the appropriateness of prayer among individuals of differing religious beliefs, with various mentions of moments of silence instead. Ms. Haher moved to amend the motion to exchange prayer for moment of silence. There was no second. After continued discussion, the committee chose to replace prayer with invocation. The motion carried 3 yeas and one nay.

RESULT: APPROVED
MOVER: Monty Floyd
SECONDER: Marguerite Wollerton

CITIZENS COMMENT

Louis Johns, Spring Hill Neighbors, Voiced his objection to the lack of pledge and prayer at the start of committee meeting.

UPCOMING MEETING

The next Library Advisory Committee meeting is scheduled for Tuesday, November 4, 2025 at 1:00 p.m. at the West Hernando Library, 6335 Blackbird Avenue, Brooksville, Florida.

ADJOURNMENT

The meeting was adjourned at 2:16 p.m.

Hernando County
Library Advisory Committee

Meeting Minutes

Tuesday, November 4, 2025

CALL TO ORDER

A meeting of the Hernando County Library Advisory Committee (LAC) was held on Tuesday, November 4, 2025, at the West Hernando Library, 6335 Blackbird Avenue, Brooksville, Florida. Alysha Smith, President, called the meeting to order at 1:01 p.m.

Attendee Name, Title
Alysha Smith, President
Jessica Haher, Member
Marguerite Wollerton, Member
Angelina Philanders, Member
Dorothy Masumian, Member
Monty Floyd, Member
Cynthia Loftis-Culp, Library Services Manager
Colleen Ludington, Operations Coordinator
Caitlyn Wendling, Youth Services Librarian
Christy Singer, Youth Services Librarian
Jennifer Hodges, Branch Supervisor
Lauren Rouhana, Collection Development Coordinator
Chris Linsbeck, Community Services Director
Julia Scourtas, Administrative & Finance Coordinator
Helen Bakomihalis, Accounting Clerk III

Invocation

Pledge of Allegiance

APPROVAL OF AGENDA

Motion
To amend the agenda as presented and add prayer and pledge.

RESULT: APPROVED
MOVER: Marguerite Wollerton
SECONDER: Monty Floyd

APPROVAL OF MINUTES

Motion
To approve the minutes of September 9, 2025, as presented. The motion carried unanimously.

RESULT: APPROVED
MOVER: Marguerite Wollerton
SECONDER: Monty Floyd

Library Services Report

Cindy provided the committee with the branch services update.

Caitlyn and Christy provided youth services updates.

Friends of the Library

Colleen provided updates and shared the Wish List for 2027 for programming for kids, and Staff Development Day. Lauren shared with everyone that there is no book vendor contract at this time, and that the libraries will be purchasing books from Amazon, but we should have a new supplier set up in the next year.

NEW BUSINESS

Monty discussed relocating the book called, *13 Reasons Why* from the young adult section and have it moved to the adult section.

Monty requested to email the committee the county ordinance, Sec. 17-43 – Creation of the library advisory committee.

Monty suggested a prayer rotation and requested to have a plan in place where the committee would alternate with each meeting.

CITIZENS COMMENTS

Citizens commented on various topics and issues.

UPCOMING MEETINGS

The next Library Advisory Committee meeting is scheduled for Tuesday, January 13, 2026 at 1:00 p.m. at the Spring Hill Library, 9220 Spring Hill Dr., Spring Hill, FL 34608.

ADJOURNMENT

The meeting was adjourned at 2:05p.m.

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Administration
Prepared By: Colleen Conko
Initiator: Jeffrey Rogers
DOC ID: 17078
Legal Request Number:
Bid/Contract Number:

TITLE
Transmittal of Minutes From Planning and Zoning Commission Meetings of 2025

BRIEF OVERVIEW
Staff received the attached approved 2025 meeting minutes for the Planning and Zoning Commission.

FINANCIAL IMPACT
No financial impact.

LEGAL NOTE
No legal note.

RECOMMENDATION
For informational purposes only; no action is required by the Board.

REVIEW PROCESS

Heidi Prouse	Approved	01/27/2026	9:12 AM
Toni Brady	Approved	01/29/2026	6:42 PM
Jeffrey Rogers	Approved	02/03/2026	1:44 PM
Colleen Conko	Approved	02/03/2026	1:47 PM

Hernando County

Planning & Zoning Commission

Regular Meeting

Minutes

January 13, 2025

CALL TO ORDER

The public meeting was called to order at 9:00 AM on Monday, January 13, 2025, in the John Law Ayers Room, Government Center, Brooksville, Florida. This meeting was advertised in the Hernando Sun newspaper and the Agenda Packet was available online at www.hernandocounty.us.

Attendee Name	Title
Nicholas Holmes	Chairman
Kathryn Birren	Regular Member
Axl David	Regular Member
Mike Fulford	Alternate Member
Jonathan McDonald	Regular Member
Xenia Pino	Alternate Member (Non-voting)
James Lipsey	Ex Officio Non-voting Member (School District Rep.)
Victoria Anderson	Assistant County Attorney
Omar DePablo	Development Services Director
Kay Griffith	Planning Manager
Todd Crosby	Assistant County Engineer
Danielle Nigro	Agenda Coordinator

Member Noe was not present for this meeting.

Invocation

Pledge of Allegiance

Poll Commission for Ex Parte Communications

Alternate Members Fulford and Pino announced that they had had no ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

Chairman Holmes and Members Birren, David, and McDonald announced they had had ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

County Attorney Statement

Assistant County Attorney Anderson provided the standard admonition that the Planning and Zoning Commission decisions were to be based only on the evidence presented in the quasi-judicial proceedings.

Administering of the Oath

STAFF ANNOUNCEMENTS

Development Services Director Omar DePablo announced that Agenda Item No. 15245 [Rezoning Petiton Submitted by Society Hill Capital Partner LLC (H2420)] had requested postponement during advertising and Agenda Item No. 15253 [Special Exception Use Permit Submitted by Black Horse Realty Group LLC (SE2411)] had been moved to the Standard Agenda.

Selection of Chair and Vice Chair

Motion
To elect Kathryn Birren as Chairwoman.

RESULT:	**ADOPTED**
MOVER:	Jonathan McDonald
SECONDER:	Nicholas Holmes
AYES:	Holmes, Birren, David, Fulford and McDonald
ABSENT:	Noe
NON VOTING:	Pino

Motion
To elect Axl David as Vice Chairman.

RESULT:	**ADOPTED**
MOVER:	Jonathan McDonald
SECONDER:	Mike Fulford
AYES:	Holmes, David, Fulford and McDonald
NAYES:	Birren
ABSENT:	Noe
NON VOTING:	Pino

Member Holmes passed the gavel to Chairwoman Birren to begin her chairwomanship.

RECESS/RECONVENE

The Board recessed at 9:20 a.m. and reconvened at 9:30 a.m.

APPROVAL/MODIFICATION OF AGENDA (Limited to Staff & Commission)

Motion
To approve the Agenda with modifications.

(Note: The modifications were to move item 15187 [CP 1481392 Lake Hideaway Pod D Townhomes] and item 15253 [Special Exception Use Permit Submitted by Black Horse Realty Group LLC (SE2411)] to the Standard Agenda.)

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Mike Fulford
AYES:	Birren, David, Fulford, Holmes and McDonald
ABSENT:	Noe
NON VOTING:	Pino

ADOPTION OF THE INFORMATION PACKETS INTO EVIDENCE

Motion
To adopt the information packets into evidence.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Jonathan McDonald
AYES:	Birren, David, Fulford, Holmes and McDonald
ABSENT:	Noe
NON VOTING:	Pino

PUBLIC HEARINGS

UNIFIED AGENDA

CP 1481392 Lake Hideaway Pod D Townhomes

This item was pulled and voted on separately.

Special Exception Petition Submitted by QASR LLC (SE-24-10)

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Nicholas Holmes
AYES:	Birren, David, Fulford, Holmes and McDonald
ABSENT:	Noe
NON VOTING:	Pino

Special Exception Petition Submitted by Black Horse Realty Group LLC (SE-24-11)

This item was pulled and voted on separately.

STANDARD AGENDA

CP 1481392 Lake Hideaway Pod D Townhomes

The Board accepted public input on this matter.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Jonathan McDonald
AYES:	Birren, Fulford, Holmes and McDonald
NAYES:	David
ABSENT:	Noe
NON VOTING:	Pino

Special Exception Petition Submitted by Black Horse Realty Group LLC (SE-24-11)

The Board accepted public input on this matter.

Motion
To deny.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Jonathan McDonald
AYES:	Birren, David, Fulford and McDonald
NAYES:	Holmes
ABSENT:	Noe
NON VOTING:	Pino

RECESS/RECONVENE

The Board recessed at 11:00 a.m. and reconvened at 11:10 a.m.

Rezoning Petition Submitted by Society Hill Capital Partner LLC (H2420)

There was no public input.

Motion
To postpone to a date certain of April 14, 2025.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Jonathan McDonald
AYES:	Birren, Fulford, Holmes and McDonald
NAYES:	David
ABSENT:	Noe
NON VOTING:	Pino

RECESS/RECONVENE

The Board recessed at 11:25 a.m. and reconvened at 11:35 a.m

Rezoning Petition Submitted by Riopelle Properties, LLC (H-24-65)

The Board accepted public input on this matter.

Motion
To approve the staff recommendation with modifications.

(Note: The motion pertained to Modified Performance Condition Nos. 6, 10, and 19 as approved by the Planning Department.)

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Axl David
AYES:	Birren, David, Holmes and McDonald
NAYES:	Fulford
ABSENT:	Noe
NON VOTING:	Pino

RECESS/RECONVENE

The Board recessed at 12:45 p.m. and reconvened at 1:00 p.m.

Rezoning Petition Submitted by Melissa Truckenbrod on behalf of Brooksville Landing LLC (H-24-44)

The Board accepted public input on this matter.

Alternate Member Fulford made the following Motion:

Motion
To approve the staff recommendation.

The Motion died for lack of a second.

Alternate Member Fulford made the following Motion:

Motion
To approve the staff recommendation with modifications.

(Note: The motion pertained to Modified Performance Condition No. 7 as approved by the Planning Department.)

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Jonathan McDonald
AYES:	Birren, Fulford and McDonald
NAYES:	David and Holmes
ABSENT:	Noe
NON VOTING:	Pino

Rezoning Petition Submitted by DRB Group (H-24-55)

RECESS/RECONVENE

The Board recessed at 1:40 p.m. and reconvened at 2:45 p.m.

Rezoning Petition Submitted by DRB Group (H-24-55)

The Board accepted public input on this matter.

Motion
To approve the staff recommendation with modifications.

(Note: The motion pertained to Modified Performance Condition No. 8 and the side setback modified to 7.5 feet as approved by the Planning Department.)

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Mike Fulford
AYES:	Birren, Fulford, Holmes and McDonald
NAYES:	David
ABSENT:	Noe
NON VOTING:	Pino

Master Plan Revision Petition Submitted by DRB Group-Dallas Austin (H-24-63)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Nicholas Holmes
AYES:	Birren, David, Holmes and McDonald
NAYES:	Fulford
ABSENT:	Noe
NON VOTING:	Pino

Rezoning Petition Submitted by Mary Ellen Morgan (H-24-64)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Nicholas Holmes
AYES:	Birren, David, Fulford and Holmes
NAYES:	McDonald
ABSENT:	Noe
NON VOTING:	Pino

Rezoning Petition Submitted by Spring Hill Development Investment, LLC (H-24-75)

The Board accepted public input on this matter.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Mike Fulford
AYES:	Birren, David, Fulford, Holmes and McDonald
ABSENT:	Noe
NON VOTING:	Pino

COMMISSIONERS AND STAFF COMMENTS

The Commission and Staff commented on various issues.

ADJOURNMENT

The meeting was adjourned at 4:15pm.

UPCOMING MEETINGS

The next regular meeting of the Planning and Zoning Commission is scheduled for Monday, February 10, 2025, beginning at 9:00 AM, in the Commission Chambers.

Hernando County

Planning & Zoning Commission

Regular Meeting

Minutes

February 10, 2025

CALL TO ORDER

The public meeting was called to order at 9:00 AM on Monday, February 10, 2025, in the John Law Ayers Room, Government Center, Brooksville, Florida. This meeting was advertised in the Hernando Sun newspaper and the Agenda Packet was available online at www.hernandocounty.us.

Attendee Name	Title
Kathryn Birren	Chairwoman
Axl David	Vice Chairman
Nicholas Holmes	Regular Member
Justin Noe	Regular Member
Xenia Pino	Alternate Member
James Lipsey	Ex Officio Non-voting Member (School Board Rep.)
Melissa Tartaglia	Assistant County Attorney
Omar DePablo	Development Services Director
KayMarie Griffith	Planning Manager
Scott Herring	Public Works Director/County Engineer
Scott Rimby	Utilities Development Services Supervisor
Danielle Nigro	Agenda Coordinator

Regular Member McDonald was absent for this meeting.

Invocation

Pledge of Allegiance

Poll Commission for Ex Parte Communications

Chairwoman Birren, Vice Chairman David and Alternate Member Pino announced that they had had no ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

Members Holmes and Noe announced the ex parte communications that they had had concerning the quasi-judicial petitions being considered at this meeting.

County Attorney Statement

Assistant County Attorney Tartaglia provided the standard admonition that the Planning and Zoning Commission decisions were to be based only on the evidence presented in the quasi-judicial proceedings.

Administering of the Oath

STAFF ANNOUNCEMENTS

Development Services Director Omar DePablo announced that Agenda Item No. 15481 [Special Exception Use Permit Petition Submitted by Future MX LLC (SE2412)] had been moved to the Standard Agenda.

APPROVAL/MODIFICATION OF AGENDA

Motion
To approve the Agenda with changes.

(Note: Agenda Item No. 15481 [Special Exception Use Permit Petition Submitted by Future Mx LLC (SE2412)] was moved to the Standard Agenda.)

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Axl David
AYES:	Birren, David, Holmes, Noe and Pino
ABSENT:	McDonald

RECESS/RECONVENE

The Board recessed at 9:05 a.m. and reconvened at 9:10 a.m.

ADOPTION OF THE INFORMATION PACKETS INTO EVIDENCE

Motion
To adopt the information packets into evidence.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, Noe and Pino
ABSENT:	McDonald

PUBLIC HEARINGS

UNIFIED AGENDA

Special Exception Use Permit Petition Submitted by Future MX LLC (SE2412)

This item was pulled and moved to the Standard Agenda.

STANDARD AGENDA

Special Exception Use Permit Petition Submitted by Future MX LLC (SE2412)

Member David temporarily left the meeting and returned shortly after.

The Board accepted public input on this matter.

Motion
To approve the staff recommendation with Modified Performance Conditions as approved by the Planning Department.

(Note: The Motion pertained to Modified Performance Condition No. 5 and addition of Performance Condition Nos. 8 and 9 as approved by the Planning Department.)

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Xenia Pino
AYES:	Birren, David, Holmes, Noe and Pino
ABSENT:	McDonald

RECESS/RECONVENE

The Board recessed at 11:10 a.m. and reconvened at 11:25 a.m.

Rezoning Petition Submitted by Mohammed Abuhamra (H2468)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, Noe and Pino
ABSENT:	McDonald

Master Plan Revision Petition Submitted by Ocean Bleu (H2469)

The Board accepted public input on this matter.

Motion
To approve the staff recommendation with Modified Performance Conditions.

(Note: The Motion pertained to Modified Performance Condition No. 9 as approved by the Planning Department.)

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Axl David
AYES:	Birren, David, Holmes, Noe and Pino
ABSENT:	McDonald

Master Plan Revision Petition Submitted by Southern Valley Homes, LLC (H2470)

The Board accepted public input on this matter.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Xenia Pino
AYES:	Birren, David, Holmes, Noe and Pino
ABSENT:	McDonald

Rezoning Petition Submitted by Southern Valley Homes, LLC (H2471)

The Board accepted public input on this matter.

Motion
To postpone to a date certain of April 14, 2025.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Xenia Pino
AYES:	Birren, David, Holmes, Noe and Pino
ABSENT:	McDonald

Rezoning Petition Submitted by David Griner (H2472)

Member Noe temporarily left the meeting and returned shortly thereafter.

The Board accepted public input on this matter.

Alternate Member Pino temporarily left the meeting and returned shortly thereafter.

Motion
To approve the staff recommendation with Modified Performance Conditions.

(Note: The Motion pertained to Modified Performance Conditions Nos. 5 and 10 as approved by the Planning Department.)

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Nicholas Holmes
AYES:	Birren, David, Holmes, Noe and Pino
ABSENT:	McDonald

RECESS/RECONVENE

The Board recessed at 1:15 p.m. and reconvened at 1:20 p.m.

Re-Establish Master Plan Petition Submitted by Hilltop 408, LLC (H2474)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, Noe and Pino
ABSENT:	McDonald

COMMISSIONERS AND STAFF COMMENTS

The Commission and Staff commented on various issues.

ADJOURNMENT

The meeting was adjourned at 1:45 p.m.

UPCOMING MEETINGS

The next regular meeting of the Planning and Zoning Commission is scheduled for Monday, March 10, 2025, beginning at 9:00 AM, in the Commission Chambers.

Hernando County

Planning & Zoning Commission

Regular Meeting

Minutes

March 10, 2025

CALL TO ORDER

The public meeting was called to order at 9:10 AM on Monday, March 10, 2025, in the John Law Ayers Room, Government Center, Brooksville, Florida. This meeting was advertised in the Hernando Sun newspaper and the Agenda Packet was available online at www.hernandocounty.us.

Attendee Name	Title
Kathryn Birren	Chairwoman
Axl David	Vice Chairman
Nicholas Holmes	Regular Member
Jonathan McDonald	Regular Member
Justin Noe	Regular Member
Mike Fulford	Alternate Member, Non Voting
James Lipsey	Ex Officio Non Voting Member (School District Representative)
Victoria Anderson	Assistant County Attorney
Omar DePablo	Development Services Director
Kay Griffith	Planning Manager
Michelle Miller	Planner III
Scott Herring	Public Works Director/County Engineer
Scott Rimby	Utilities Development Services Supervisor
Danielle Nigro	Agenda Coordinator

Invocation

Pledge of Allegiance

Poll Commission for Ex Parte Communications

Member David and Alternate Member Fulford announced that they had had no ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

Chairwoman Birren and Members Holmes, McDonald, and Noe announced they had had ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

County Attorney Statement

Assistant County Attorney Anderson provided the standard admonition that the Planning and Zoning Commission decisions were to be based only on the evidence presented in the quasi-judicial proceedings.

Administering of the Oath

STAFF ANNOUNCEMENTS

Development Services Director Omar DePablo announced that Agenda Item No. 15607 [Rezoning Petition Submitted by Hemchan Rohit and Khamella Rohit (H2480)] had been requested to be postponed by staff.

Rezoning Petition Submitted by Hemchan Rohit and Khamella Rohit (H2480)

Motion
To postpone to a date certain of April 14, 2025.

RESULT:	**ADOPTED**
MOVER:	Jonathan McDonald
SECONDER:	Nicholas Holmes
AYES:	Birren, David, Holmes, McDonald and Noe
NON VOTING:	Fulford

APPROVAL/MODIFICATION OF AGENDA

Motion
To approve the agenda.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe
NON VOTING:	Fulford

ADOPTION OF INFORMATION PACKETS INTO EVIDENCE

Motion
To adopt the information packets into evidence with changes.

(Note: Changes to the agenda packet that was submitted to the P&Z included written information regarding cases to be considered and citizen correspondence which needed to be accepted into evidence for the hearing.)

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe
NON VOTING:	Fulford

PUBLIC HEARINGS

UNIFIED AGENDA

CP 1468310 Scott & Sons Subdivision

Special Exception Use Permit Petition Submitted by TransAtlantic Properties, Inc. (SE2413)

Motion
To approve the Unified Agenda.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe
NON VOTING:	Fulford

STANDARD AGENDA

Rezoning Petition Submitted by Joshua Whitney (H2438)

The Board accepted public input on this matter.

Member McDonald temporarily left the meeting and returned shortly thereafter.

Motion
To deny.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe
NON VOTING:	Fulford

RECESS/RECONVENE

The board recessed at 11:00 a.m. and reconvened at 11:15 a.m.

Rezoning Petition Submitted by Rick Blount & Company (H2479)

The Board accepted public input on this matter.

Motion
To approve the staff recommendation with modifications.

(Note: The motion pertained to Modified Performance Condition Nos. 8 and 9 as approved by

the Planning Department.)

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe
NON VOTING:	Fulford

Rezoning Petition Submitted by Hemchan Rohit and Khamella Rohit (H2480)

This Item was pulled and voted on during staff announcements.

Reestablish Master Plan Petition Submitted by Rivard Development, LLC (H2510)

Member David temporarily left the meeting and returned shortly thereafter.

The Board accepted public input on this matter.

Member McDonald temporarily left the meeting and returned shortly thereafter.

Motion
To approve the staff recommendation with modifications.

(Note: The motion pertained to Modified Performance Condition No. 19a as approved by the Planning Department.)

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe
NON VOTING:	Fulford

COMMISSIONERS AND STAFF COMMENTS

The Commission and Staff commented on various items.

Member McDonald left the meeting.

ADJOURNMENT

The meeting was adjourned at 1:15 p.m.

UPCOMING MEETINGS

The next regular meeting of the Planning and Zoning Commission is scheduled for Monday, April 14, 2025, beginning at 9:00 AM, in the Commission Chambers

Hernando County

Planning & Zoning Commission

Regular Meeting

Minutes

April 14, 2025

CALL TO ORDER

The public meeting was called to order at 9:00 a.m. on Monday, April 14, 2025, in the John Law Ayers Room, Government Center, Brooksville, Florida. This meeting was advertised in the Hernando Sun newspaper and the agenda packet was available on-line at www.hernandocounty.us.

Attendee Name	Title
Kathryn Birren	Chairwoman
Axl David	Vice Chairman
Nicholas Holmes	Regular Member
Jonathan McDonald	Regular Member
Justin Noe	Regular Member
Mike Fulford	Alternate Member
Xenia Pino	Alternate Member
James Lipsey	Ex Officio Non-voting Member (School Board Rep.)
Victoria Anderson	Assistant County Attorney
Omar DePablo	Development Services Director
Kay Griffith	Planning Manager
Scott Herring	Public Works Director/County Engineer
Scott Rimby	Utilities Development Services Supervisor
Danielle Nigro	Planning and Zoning Operations Manager

Alternate Member Xenia Pino was not present when the meeting began.

Invocation

Pledge of Allegiance

Poll Commission for Ex Parte Communications

Members David and McDonald announced that they had had no ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

Chairwoman Birren and Members Holmes, Noe, and Fulford announced they had had ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

County Attorney Statement

Assistant County Attorney Victoria Anderson advised the Commissioners that any ex parte communications, however received, could play no part in their deliberations.

Administering of the Oath

STAFF ANNOUNCEMENTS

Development Services Director Omar DePablo requested Agenda Item No. 15747 [Special Exception Use Permit Petition Submitted by CM Home Builders, Inc. by Victor Molina, Vice President (SE-25-01)] to be moved to Standard Agenda.

APPROVAL/MODIFICATION OF AGENDA

Motion
To approve the agenda with changes.

(Note: Item No. 15747 [Special Exception Use Permit Petition Submitted by CM Home Builders, Inc. by Victor Molina, Vice President SE-25-01)] was moved to Standard Agenda.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Axl David
AYES:	Birren, David, Holmes, McDonald and Noe
ABSENT:	Pino
NON VOTING:	Fulford

ADOPTION OF INFORMATION PACKETS INTO EVIDENCE

Motion
To adopt the packet into evidence.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe
ABSENT:	Pino
NON VOTING:	Fulford

PUBLIC HEARINGS

UNIFIED AGENDA

Special Exception Use Permit Petition Submitted by CM Home Builders, Inc. by Victor Molina, Vice President (SE-25-01)

This item was moved to Standard Agenda during approval of the Agenda.

STANDARD AGENDA

Special Exception Use Permit Petition Submitted by CM Home Builders, Inc. by Victor Molina, Vice President (SE-25-01)

Alternate Member Xenia Pino joined the meeting.

The Board accepted public input on this matter.

Member McDonald temporarily left the meeting and returned shortly thereafter.

Motion
To deny.

RESULT:	**ADOPTED**
MOVER:	Jonathan McDonald
SECONDER:	Axl David
AYES:	Birren, David, Holmes, McDonald and Noe
NON VOTING:	Fulford and Pino

RECESS/RECONVENE

The Board recessed at 10:30 a.m. and reconvened at 10:45 a.m.

Rezoning Petition Submitted by Society Hill Capital Partner LLC (H-24-20)

There was no public input.

Motion
To postpone to a date certain of August 11, 2025.

RESULT:	**ADOPTED**
MOVER:	Jonathan McDonald
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe
NON VOTING:	Fulford and Pino

Rezoning Petition Submitted by Southern Valley Homes, LLC (H-24-71)

There was no public input.

Motion
To postpone to a date uncertain.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Jonathan McDonald
AYES:	Birren, David, Holmes, McDonald and Noe
NON VOTING:	Fulford and Pino

Rezoning Petition Submitted by Francisco Herrera (H-24-76)

There was no public input.

Motion
To postpone to a date certain of May 12, 2025.

RESULT:	**ADOPTED**
MOVER:	Jonathan McDonald
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe
NON VOTING:	Fulford and Pino

COMMISSIONERS AND STAFF ISSUES

The Commission and Staff commented on various issues.

ADJOURNMENT

Motion
To adjourn.

RESULT:	**ADOPTED**
MOVER:	Jonathan McDonald
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe
NON VOTING:	Fulford and Pino

The meeting was adjourned at 11:45 a.m.

UPCOMING MEETINGS

The next regular meeting of the Planning and Zoning Commission is scheduled for Monday, May 12, 2025, beginning at 9:00 AM, in the Commission Chambers.

Hernando County

Planning & Zoning Commission

Regular Meeting

Minutes

May 12, 2025

CALL TO ORDER

The public meeting was called to order at 9:00 a.m. on Monday, May 12, 2025, in the John Law Ayers Room, Government Center, Brooksville, Florida. This meeting was advertised in the Hernando Sun newspaper and the agenda packet was available on-line at www.hernandocounty.us.

Attendee Name	Title
Kathryn Birren	Chairwoman
Axl David	Vice Chairman
Nicholas Holmes	Regular Member
Justin Noe	Regular Member
Xenia Pino	Alternate Member
James Lipsey	Ex Officio Non-voting Member (School Board Rep.)
Victoria Anderson	Assistant County Attorney
Kay Griffith	Planning Manager
Scott Herring	Public Works Director/County Engineer
Michelle Miller	Planner III
Heidi Prouse	Deputy Clerk

Regular Member Jonathan McDonald was not present at the meeting.

Invocation

Pledge of Allegiance

Poll Commission for Ex Parte Communications

Chairwoman Birren and Member Pino announced that they had had no ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

Members Holmes, David and Noe announced they had had ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

County Attorney Statement

Assistant County Attorney Victoria Anderson advised the Commissioners that any ex parte communications, however received, could play no part in their deliberations.

Administering of the Oath

STAFF ANNOUNCEMENTS

Planner Michelle Miller announced that handouts were distributed for Item Nos. F-4 [Rezoning Petition Submitted by Meritage Homes of Florida, Inc., R. Tyler Vansant, Esq. (H2478)] and E-1 [Special Exception Use Permit Petition Submitted by Unitarian Universalist Church in the Pines (SE2414)]. It was also announced that there was a scriverner's error in the Agenda, and that the next upcoming meeting is to be June 9, 2025, not August 11, 2025.

APPROVAL/MODIFICATION OF AGENDA

Motion
To approve the Agenda with changes.

(Note: Item Nos. E-1 [Special Exception Use Permit Petition Submitted by Unitarian Universalist Church in the Pines (SE2414)] and E-2 [Special Exception Use Permit Petition Submitted by James H. Haney (SE2503)] were moved to Standard Agenda.)

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Nicholas Holmes
AYES:	Birren, David, Holmes, Noe and Pino
ABSENT:	McDonald

ADOPTION OF THE INFORMATION PACKETS INTO EVIDENCE

Motion
To adopt the packet into evidence.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, Noe and Pino
ABSENT:	McDonald

PUBLIC HEARINGS

UNIFIED AGENDA

Special Exception Use Permit Petition Submitted by Unitarian Universalist Church in the Pines (SE2414)

This item was moved to the Standard Agenda during approval of the Agenda.

Special Exception Use Permit Petition Submitted by James H Haney (SE2503)

This item was moved to the Standard Agenda during approval of the Agenda.

Conditional Use Permit Petition Submitted by Christopher Rossey (CU2502)

Approval of Minutes for Regular Meeting of April 14, 2025

Motion
To approve the Unified Agenda.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Nicholas Holmes
AYES:	Birren, David, Holmes, Noe and Pino
ABSENT:	McDonald

STANDARD AGENDA

Special Exception Use Permit Petition Submitted by Unitarian Universalist Church in the Pines (SE2414)

The Board accepted public input on this matter.

Motion
To deny.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Axl David
AYES:	Birren, David, Holmes, Noe and Pino
ABSENT:	McDonald

Special Exception Use Permit Petition Submitted by James H Haney (SE2503)

The Board accepted public input on this matter.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Xenia Pino
AYES:	Birren, David, Noe and Pino
NAYES:	Holmes
ABSENT:	McDonald

RECESS/RECONVENE

The Board recessed at 10:50 a.m. and reconvened at 11:05 a.m.

Board member Noe was not present when the meeting reconvened.

Chairwoman Birren was not present when the meeting reconvened, and Vice Chairman Axl David assumed the chairmanship.

Rezoning Petition Submitted by Shady Oaks Project, LLC (H2515)

Chairwoman Birren rejoined the meeting and resumed the chairwomanship.

The Board accepted public input on this matter.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Xenia Pino
AYES:	Birren, David, Holmes and Pino
ABSENT:	McDonald and Noe

Rezoning Petition Submitted by Cabot Citrus OpCo LLC (H2513)

It was determined that this item would be paused and heard after Item No. F-3 [Comprehensive Plan Amendment Petition Submitted by Cabot Citrus OpCo, LLC (CPAM2501)].

Comprehensive Plan Amendment Petition Submitted by Cabot Citrus OpCo LLC (CPAM2501)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Axl David
AYES:	Birren, David, Holmes and Pino
ABSENT:	McDonald and Noe

Rezoning Petition Submitted by Cabot Citrus OpCo LLC (H2513)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Nicholas Holmes
AYES:	Birren, David, Holmes and Pino
ABSENT:	McDonald and Noe

Rezoning Petition Submitted by Meritage Homes of Florida, Inc., R. Tyler Vansant, Esq. (H2478)

The Board accepted public input on this matter.

Board Member David made the following Motion:

Motion
To deny.

The Motion died for lack of a second.

Board Member Holmes made the following Motion:

Motion
To approve with the modifications as presented.

RESULT:	**DEFEATED**
MOVER:	Nicholas Holmes
SECONDER:	Xenia Pino
AYES:	Holmes and Pino
NAYES:	Birren and David
ABSENT:	McDonald and Noe

RECESS/RECONVENE

The Board recessed at 12:50 p.m. and reconvened at 1:00 p.m.

Rezoning Petition Submitted by Francisco Herrera (H2476)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Xenia Pino
AYES:	Birren, David, Holmes and Pino
ABSENT:	McDonald and Noe

Rezoning Petition Submitted by Mavaro, LLC (H2503)

The Board accepted public input on this matter.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Xenia Pino
AYES:	Birren, David, Holmes and Pino
ABSENT:	McDonald and Noe

Rezoning Petition Submitted by Brandon Burich & Dream Custom Homes (H2504)

The Board accepted public input on this matter.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Nicholas Holmes
AYES:	Birren, David, Holmes and Pino
ABSENT:	McDonald and Noe

Rezoning Petition Submitted by Kim Poteet and Shane Duryea (H2506)

The Board accepted public input on this matter.

Motion
To approve with modified conditions as approved by the Planning Department.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Axl David
AYES:	Birren, David, Holmes and Pino
ABSENT:	McDonald and Noe

COMMISSIONERS AND STAFF ISSUES

The Board commented on various issues.

Hernando County School Board Member James Lipsey announced that he would not be present at the next meeting scheduled for June 9, 2025, and that he would provide written comments ahead of the meeting.

ADJOURNMENT

The meeting was adjourned at 2:10 p.m.

UPCOMING MEETINGS

The next regular meeting of the Planning and Zoning Commission is scheduled for Monday, June 9, 2025, beginning at 9:00 AM, in the Commission Chambers.

Hernando County

Planning & Zoning Commission

Regular Meeting

Minutes

June 9, 2025

CALL TO ORDER

The public meeting was called to order at 9:00 a.m. on Monday, June 9, 2025, in the John Law Ayers Room, Government Center, Brooksville, Florida. This meeting was advertised in the Hernando Sun newspaper and the agenda packet was available on-line at www.hernandocounty.us.

Attendee Name	Title
Kathryn Birren	Chairwoman
Axl David	Vice Chairman
Nicholas Holmes	Regular Member
Justin Noe	Regular Member
Mike Fulford	Alternate Member
Victoria Anderson	Assistant County Attorney
Omar DePablo	Development Services Director
Kay Griffith	Planning Manager
Michelle Miller	Planner III
Scott Herring	Public Works Director/County Engineer
Scott Rimby	Utilities Development Services Supervisor
Danielle Nigro	Planning and Zoning Operations Manager

Invocation

Pledge of Allegiance

Poll Commission for Ex Parte Communications

Chairwoman Birren and Member Fulford announced that they had had no ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

Members David, Holmes and Noe announced that they had had ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

County Attorney Statement

Assistant County Attorney Victoria advised the Commissioners that any ex parte communications, however received, could play no part in their deliberations.

Administering of the Oath

STAFF ANNOUNCEMENTS

Planner Michelle Miller announced that there was a scrivener's error in the Agenda, and that the Master Plan for Item No. F-1 [Rezoning Petition Submitted by Southern Valley Homes, LLC (H2471)] was incorrect and provided copies to the Board. It was also announced that the Agenda was republished to add Item No. E-2 [CP 1481235 Nichols Property & CP 1491895 Oakview Woods (Nichols) Phase II].

APPROVAL/MODIFICATION OF AGENDA

Item Nos. E-3 [CP 1490027 Emerald Creek Phase 2] and E-6 [Approval of Meeting Minutes of May 12 2025] were moved to the Standard Agenda.

Motion
To approve the Agenda with changes.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, Fulford and Noe
ABSENT:	McDonald

ADOPTION OF THE INFORMATION PACKETS INTO EVIDENCE

Motion
To adopt the packet into evidence.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Nicholas Holmes
AYES:	Birren, David, Holmes, Fulford and Noe
ABSENT:	McDonald

PUBLIC HEARINGS

UNIFIED AGENDA

CP 1484172 Lake Hideaway Phase 1 Pods E, F, G, & H

CP 1481235 Nichols Property & CP 1491895 Oakview Woods (Nichols) Ph II Property

CP 1490027 Emerald Creek Phase 2

This item was pulled moved to the Standard Agenda during approval of the Agenda.

CP 1487494 Somerset Bay Phase 2 Subdivision

CP 1469207 Spring Hill Multi-Commercial Development

Approval of Minutes for Regular Meeting of May 12, 2025

This item was pulled moved to the Standard Agenda during approval of the Agenda.

Motion
To approve the Unified Agenda.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, Fulford and Noe
ABSENT:	McDonald

STANDARD AGENDA

CP 1490027 Emerald Creek Phase 2

The Board accepted public input on this matter.

Motion
To approve staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, Fulford and Noe
ABSENT:	McDonald

Approval of Minutes for Regular Meeting of May 12, 2025

There was no public input.

Motion
To approve with modifications.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Nicholas Holmes
AYES:	Birren, David, Holmes, Fulford and Noe
ABSENT:	McDonald

Rezoning Petition Submitted by Southern Valley Homes, LLC (H2471)

The Board accepted public input on this matter.

Motion
To approve with modified conditions as approved by the Planning Department.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, Fulford and Noe
ABSENT:	McDonald

Rezoning Petition Submitted by Arsany 66th Street, LLC (H2501)

The Board accepted public input on this matter.

Motion
To approve staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Nicholas Holmes
AYES:	David, Holmes and Noe
NAYES:	Birren and Fulford
ABSENT:	McDonald

RECESS/RECONVENE

The Board recessed at 10:30 a.m. and reconvened at 10:45 a.m.

Rezoning Petition Submitted by Sunny Pines of Hernando LLC (H2507)

The Board accepted public input on this matter.

Motion
To approve with modifications as presented.

RESULT:	**DEFEATED**
MOVER:	Mike Fulford
SECONDER:	Nicholas Holmes
AYES:	Holmes and Fulford
NAYES:	Birren, David and Noe
ABSENT:	McDonald

Motion
To approve with modified conditions as approved by the Planning Department.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, Fulford and Noe
ABSENT:	McDonald

RECESS/RECONVENE

The Board recessed at 1:30 p.m. and reconvened at 1:45 p.m

Rezoning Petition Submitted by Lance Lowery (H2481)

There was no public input.

Motion
To approve staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, Fulford and Noe
ABSENT:	McDonald

Rezoning Petition Submitted by Meridien Development LLC Mark Keschl (H2482)

The Board accepted public input on this matter.

Chairwoman Birren passed the gavel to Vice Chairman David and temporarily left the meeting, and upon returning shortly thereafter, she resumed the chairwomanship.

Member Fulford temporarily left the meeting and returned shortly thereafter.

Motion
To approve with modified conditions as approved by the Planning Department.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Birren, Holmes and Noe
NAYES:	David and Fulford
ABSENT:	McDonald

RECESS/RECONVENE

The Board recessed at 3:35 p.m. and reconvened at 3:40 p.m.

Rezoning Petition Submitted by Alton B. Wingate (H2505)

There was no public input.

Motion
To approve with modified conditions as approved by the Planning Department.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Mike Fulford
AYES:	Birren, David, Holmes, Fulford and Noe
ABSENT:	McDonald

Rezoning Petition Submitted by Britton and Kayla Cox (H2511)

The Board accepted public input on this matter.

Motion
To approve staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Axl David
AYES:	Birren, David, Holmes, Fulford and Noe
ABSENT:	McDonald

Rezoning Petition Submitted by Jorge Sabater (H2512)

There was no public input.

Motion
To approve staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Mike Fulford
AYES:	Birren, David, Holmes, Fulford and Noe
ABSENT:	McDonald

COMMISSIONERS AND STAFF ISSUES

There were no staff issues.

ADJOURNMENT

The meeting was adjourned at 4:15 p.m.

UPCOMING MEETINGS

The next regular meeting of the Planning and Zoning Commission is scheduled for Monday, July 14, 2025, beginning at 9:00 AM, in the Commission Chambers

Hernando County

Planning & Zoning Commission

Regular Meeting

Minutes

July 14, 2025

CALL TO ORDER

The public meeting was called to order at 9:00 a.m. on Monday, July 14, 2025, in the John Law Ayers Room, Government Center, Brooksville, Florida. This meeting was advertised in the Hernando Sun newspaper and the Agenda Packet was available online at www.hernandocounty.us.

Attendee Name	Title
Kathryn Birren	Chairwoman
Axl David	Vice Chairman
Nicholas Holmes	Regular Member
Jonathan McDonald	Regular Member
Justin Noe	Regular Member
James Lipsey	Ex Officio Non-voting Member (School Board Rep.)
Melissa Tartaglia	Assistant County Attorney
Omar DePablo	Development Services Director
Kay Griffith	Planning Manager
Michelle Miller	Planner III
Scott Rimby	Utilities Development Services Supervisor
Todd Crosby	Interim Public Works Director
Danielle Nigro	Planning and Zoning Operations Manager
Victoria Via	Agenda Coordinator

Invocation

Pledge of Allegiance

Poll Commission for Ex Parte Communications

Chairwoman Birren and Vice Chairman David announced that they had had no ex parte communications concerning the quasi-judicial petitions being heard at the meeting.

Members Holmes, McDonald and Noe announced that they had had ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

County Attorney Statement

Assistant County Attorney Melissa Tartaglia advised the Commission that any ex parte communications, however received, could play no part in their deliberations.

Administering of the Oath

STAFF ANNOUNCEMENTS

Planner Michelle Miller announced that Item No. 16120 [Master Plan Revision Petition Submitted by Granger Development LLC (H2509)] had requested a postponement. It was also announced that Item No. 16121 [Rezoning Petition Submitted by William Bourguignon (H2289)] had requested to be postponed by Staff due to a mapping error.

APPROVAL/MODIFICATION OF AGENDA

Agenda items 16149 [CP 1492158 Crystal Waters], 16112 [Conditional Use Permit Petition Submitted by Robert Grange (SE2502)], 16113 [Special Exception Use Permit Submitted by Aliviya Rose Manor LLC (SE2505)], and 16121 [Approval of Minutes for Regular Meeting of June 9, 2025] were moved to the Standard Agenda.

Motion
To approve the modified Agenda.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Nicholas Holmes
AYES:	Birren, David, Holmes, McDonald and Noe

ADOPTION OF THE INFORMATION PACKETS INTO EVIDENCE

Motion
To adopt the packet into evidence.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Nicholas Holmes
AYES:	Birren, David, Holmes, McDonald and Noe

PUBLIC HEARINGS

UNIFIED AGENDA

CP 1492158 Crystal Waters

This item was moved to the Standard Agenda.

Conditional Use Permit Petition Submitted by Jakub Kusnierz (CU2503)

This item was moved to the Standard Agenda.

Conditional Use Permit Petition Submitted by Robert Grange (SE2502)

This item was moved to the Standard Agenda.

Special Exception Use Permit Petition Submitted by Aliviya Rose Manor LLC (SE2505)

This item was moved to the Standard Agenda.

Approval of Minutes for Regular Meeting of June 9, 2025

This item was moved to the Standard Agenda.

Motion
To approve the Unified Agenda with modifications.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe

STANDARD AGENDA

CP 1492158 Crystal Waters

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Axl David
AYES:	Birren, David, Holmes, McDonald and Noe

Conditional Use Permit Petition Submitted by Jakub Kusnierz (CU2503)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe

Conditional Use Permit Petition Submitted by Robert Grange (SE2502)

The Board accepted public input on this matter.

Motion

To table Item until a date certain of August 11, 2025.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Jonathan McDonald
AYES:	Birren, David, Holmes, McDonald and Noe

Special Exception Use Permit Petition Submitted by Aliviya Rose Manor LLC (SE2505)

The Board accepted public input on this matter.

Motion
To approve with additional conditions as approved by staff.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Jonathan McDonald
AYES:	Birren, David, Holmes, McDonald and Noe

Approval of Minutes for Regular Meeting of June 9, 2025

There was no public input.

Motion
To approve with staff changes.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe

RECESS/RECONVENE

The Board recessed at 10:05 a.m. and reconvened at 10:10 a.m.

PSFOD Petition Submitted by Greater Tampa Bay Area Council Inc. Boy Scouts of America (H2514)

There was no public input.

Motion
To approve the staff recommendation with modifications as approved by staff.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Birren, Holmes and Noe
NAYES:	David and McDonald

Master Plan Revision Petition Submitted by Granger Development LLC (H2509)

There was no public input.

Motion
To postpone until a date certain of September 8, 2025.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Jonathan McDonald
AYES:	Birren, David, Holmes, McDonald and Noe

Rezoning Petition Submitted by Karen B. Leveritt TTEE (H2517)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Nicholas Holmes
AYES:	Birren, David, Holmes, McDonald and Noe

Rezoning Petition Submitted by John P Shank and JoAnn Shank (H2518)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Nicholas Holmes
AYES:	Birren, David, Holmes, McDonald and Noe

Rezoning Petition Submitted by William Bourguignon (H2289)

There was no public input.

Motion
To postpone to date uncertain.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Nicholas Holmes
AYES:	Birren, David, Holmes, McDonald and Noe

COMMISSIONERS AND STAFF ISSUES

The Board and Staff discussed various topics.

ADJOURNMENT

The meeting was adjourned at 11:00 a.m.

UPCOMING MEETINGS

The next regular meeting of the Planning and Zoning Commission is scheduled for Monday, August 11, 2025, beginning at 9:00 AM, in the Commission Chambers.

Hernando County

Planning & Zoning Commission

Regular Meeting

Minutes

August 11, 2025

CALL TO ORDER

The public meeting was called to order at 9:00 a.m. on Monday, August 11, 2025, in the John Law Ayers Room, Government Center, Brooksville, Florida. This meeting was advertised in the Hernando Sun newspaper and the Agenda Packet was available online at www.hernandocounty.us.

Attendee Name	Title
Jonathan McDonald	Regular Member, Acting Chairman
Mike Fulford	Alternate Member
Nicholas Holmes	Regular Member
Xenia Pino	Alternate Member
James Lipsey	Ex Officio Non-Voting Member (School Board Rep.)
Michael Cowan	Assistant County Attorney
Omar DePablo	Development Services Director
Kay Griffith	Planning Manager
Michelle Miller	Planner III
Todd Crosby	Interim Public Works Director/County Engineer
Scott Rimby	Utilities Development Services Supervisor
Veda Ramirez	Health and Human Services Director
Danielle Nigro	Manager of Administration
Victoria Via	Agenda Coordinator

Chairwoman Birren, Vice Chairman David and Member Noe were not present at the meeting.

Member Holmes was not present when the meeting began.

Member McDonald served as Acting Chairman for this meeting.

Invocation

Pledge of Allegiance

Poll Commission for Ex Parte Communications

Alternate Members Fulford and Pino announced that they had had no ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

Acting Chairman McDonald announced that he had had ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

County Attorney Statement

Assistant County Attorney Michael Cowan provided the standard admonition that the Planning and Zoning Commission decisions were to be based only on the evidence presented in the quasi-judicial proceedings.

Administering of the Oath

STAFF ANNOUNCEMENTS

Planner Michelle Miller announced that the application regarding, The Home Depot (H2521), was advertised, but withdrawn by the applicant prior to publishing the agenda; that Member Holmes would be recusing himself for Item No. 16241 [Rezoning Petition Submitted by Hernando County on behalf of YouThrive (H2530)], and that citizen correspondence for Item No. 16236 [Rezoning Petition Submitted by Society Hill Capital Partner LLC (H2420)] was provided to the Board.

APPROVAL/MODIFICATION OF AGENDA

Motion
To approve the agenda.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Xenia Pino
AYES:	McDonald, Fulford and Pino
ABSENT:	Birren, David, Holmes and Noe

ADOPTION OF THE INFORMATION PACKETS INTO EVIDENCE

Motion
To adopt the packets into evidence.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Xenia Pino
AYES:	McDonald, Fulford and Pino
ABSENT:	Birren, David, Holmes and Noe

PUBLIC HEARINGS

UNIFIED AGENDA

CP 1497705 Waverly Grove

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Xenia Pino
AYES:	McDonald, Fulford and Pino
ABSENT:	Birren, David, Holmes and Noe

CP 1498214 Rolling Rock

There was no public input.

Motion
To postpone to a date certain of September 8, 2025.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Xenia Pino
AYES:	McDonald, Fulford and Pino
ABSENT:	Birren, David, Holmes and Noe

CP 1494521 Seville Phase 1

There was no public input.

Motion
To postpone to a date certain of September 8, 2025.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Xenia Pino
AYES:	McDonald, Fulford and Pino
ABSENT:	Birren, David, Holmes and Noe

STANDARD AGENDA

Rezoning Petition Submitted by Society Hill Capital Partner LLC (H2420)

The Board accepted public input on this matter.

Member Holmes joined the meeting.

Alternate Member Pino temporarily left the meeting and returned shortly thereafter.

Alternate Member Fulford temporarily left the meeting and returned shortly thereafter.

Motion
To deny.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Xenia Pino
AYES:	McDonald, Fulford, Holmes and Pino
ABSENT:	Birren, Noe and David

RECESS/RECONVENE

The Board recessed at 11:40 a.m. and reconvened at 11:55 a.m.

Conditional Use Permit Petition Submitted by Robert Grange (SE2502)

There was no public input.

Motion
To postpone to a date certain of September 8, 2025.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Mike Fulford
AYES:	McDonald, Fulford, Holmes and Pino
ABSENT:	Birren, David and Noe

Special Exception Use Permit Petition Submitted by Old Florida Forever, LLC, Joseph Conrad (SE2506)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Nicholas Holmes
AYES:	McDonald, Fulford, Holmes and Pino
ABSENT:	Birren, David and Noe

Special Exception Use Permit Petition Submitted by Cynthia Tarapani, Tarapani Planning Strategies (SE2508)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Xenia Pino
SECONDER:	Mike Fulford
AYES:	McDonald, Fulford, Holmes and Pino
ABSENT:	Birren, David and Noe

Special Exception Use Permit Petition Submitted by Chinwendu Calis Nnagbo (SE2509)

There was no public input.

Motion
To approve the staff recommendation with modifications.

(Note: The motion pertained to Modified Performance Condition No. 5 as approved by the Planning Department.)

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Xenia Pino
AYES:	McDonald, Fulford, Holmes and Pino
ABSENT:	Birren, David and Noe

Special Exception Use Permit Petition Submitted by Joseph and Sonja Regan (SE2510)

There was no public input.

Alternate Member Pino made the following Motion:

Motion
To approve the staff recommendation.

The Motion died for lack of a second.

Alternate Member Fulford made the following Motion:

Motion
To deny.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Nicholas Holmes
AYES:	McDonald, Fulford and Holmes
NAYES:	Pino
ABSENT:	Birren, David and Noe

Rezoning Petition Submitted by Ady Garcia Rabeiro and Samuel Medina Rivera (H2519)

There was no public input.

Motion
To approve.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Xenia Pino
AYES:	McDonald, Fulford, Holmes and Pino
ABSENT:	Birren, David and Noe

RECESS/RECONVENE

The Board recessed at 12:55 p.m. and reconvened at 1:00 p.m.

Rezoning Petition Submitted by Casey Cane, Trustee, 6191 Lockhart Road Land Trust (H2520)

The Board accepted public input on this matter.

Motion
To deny.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Nicholas Holmes
AYES:	McDonald, Fulford, Holmes and Pino
ABSENT:	Birren, David and Noe

Rezoning Petition Submitted by Hernando County on behalf of YouThrive (H2530)

Member Holmes recused himself from voting due to a conflict of interest resulting from his business ownership of property.

The Board accepted public input on this matter.

Motion
To approve.

RESULT:	**ADOPTED**
MOVER:	Xenia Pino
SECONDER:	Mike Fulford
AYES:	McDonald, Fulford and Pino
ABSENT:	Birren, David and Noe
RECUSED:	Holmes

COMMISSIONERS AND STAFF ISSUES

Commission and Staff discussed various topics.

Alternate Member Pino temporarily left the meeting and returned shortly thereafter.

ADJOURNMENT

The meeting was adjourned at 1:35 p.m.

UPCOMING MEETINGS

The next regular meeting of the Planning and Zoning Commission is scheduled for Monday, September 8, 2025, beginning at 9:00 AM, in the Commission Chambers.

Hernando County

Planning & Zoning Commission

Regular Meeting

Minutes

September 8, 2025

CALL TO ORDER

The public meeting was called to order at 9:00 a.m. on Monday, September 08, 2025, in the John Law Ayers Room, Government Center, Brooksville, Florida. This meeting was advertised in the Hernando Sun newspaper and the Agenda Packet was available online at www.hernandocounty.us.

Attendee Name	Title
Axl David	Vice Chairman
Mike Fulford	Alternate Member
Nicholas Holmes	Regular Member
Justin Noe	Regular Member
James Lipsey	Ex Officio Non-voting Member (School Board Rep.)
Michael Cowan	Assistant County Attorney
Omar DePablo	Development Services Director
Kay Griffith	Planning Manager
Michelle Miller	Senior Planner
Lashaundra Ellison	Planner II
Todd Crosby	Interim Public Works Director/County Engineer
Scott Rimby	Utilities Development Services Supervisor
Danielle Nigro	Manager of Administration
Victoria Via	Agenda Coordinator

Chairwoman Kathryn Birren and Member Jonathan McDonald were not present at the meeting.

Invocation

Pledge of Allegiance

Poll Commission for Ex Parte Communications

Vice Chairman David and Alternate Member Fulford announced that they had had no ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

Members Holmes, and Noe announced the ex parte communications that they had had concerning the quasi-judicial petitions being considered at this meeting.

County Attorney Statement

Assistant County Attorney Cowan provided the standard admonition that the Planning and Zoning Commission decisions were to be based only on the evidence presented in the quasi-judicial proceedings.

Administering of the Oath

STAFF ANNOUNCEMENTS

Senior Planner Michelle Miller announced that Planner Lashaundra Ellison is in attendance for today's meeting.

APPROVAL/MODIFICATION OF AGENDA

Motion
To approve the Agenda with changes.

(Note. Agenda Item No.16381 [Approval of the Minutes for Regular Meeting of August 11, 2025] was pulled for Board Discussion)

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Mike Fulford
AYES:	David, Fulford, Holmes and Noe
ABSENT:	Birren and McDonald

ADOPTION OF THE INFORMATION PACKETS INTO EVIDENCE

Motion
To adopt the information packets into evidence.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Justin Noe
AYES:	David, Fulford, Holmes and Noe
ABSENT:	Birren and McDonald

PUBLIC HEARINGS

UNIFIED AGENDA

Approval of Minutes for Regular Meeting of March 10, 2025

Approval of Minutes for Regular Meeting of July 14, 2025

Approval of Minutes for Regular Meeting of August 11, 2025

This item was pulled and voted on separately.

CP 1498214 Rolling Rock

This item was pulled and voted on separately.

CP 1494521 Seville Phase 1

This item was pulled and voted on separately.

CP 1491789 Woodland Oaks

CP 1494792 Whispering Oaks

Motion
To approve the Unified Agenda with changes.

(Note: Item No. 16381 [Approval of the Minutes for Regular Meeting of August 11, 2025], 16375 [CP 1498214 Rolling Rock], and 16375 [Seville Phase 1] were pulled for Board Discussion.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Mike Fulford
AYES:	David, Fulford, Holmes and Noe
ABSENT:	Birren and McDonald

Approval of Minutes for Regular Meeting of August 11, 2025

There was no public input.

Motion
To approve the Minutes for Regular Meeting of August 11, 2025.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Mike Fulford
AYES:	David, Fulford, Holmes and Noe
ABSENT:	Birren and McDonald

CP 1498214 Rolling Rock

There was no public input.

Motion
To postpone to a date certain of November 10, 2025.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Justin Noe
AYES:	David, Fulford, Holmes and Noe
ABSENT:	Birren and McDonald

CP 1494521 Seville Phase 1

The Board accepted public input on this matter.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Justin Noe
AYES:	David, Fulford, Holmes and Noe
ABSENT:	Birren and McDonald

STANDARD AGENDA

Special Exception Use Permit Petition Submitted by Robert Grange (SE2502)

There was no public input.

There was Board consensus to acknowledge the withdrawal of the petition by the applicant.

Conditional Use Permit Petition Submitted by Blaire Hottinger (CU2504)

There was no public input.

Member Noe temporarily left the meeting and returned shortly thereafter.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Justin Noe
AYES:	David, Fulford, Holmes and Noe
ABSENT:	Birren and McDonald

Master Plan Revision and Rezoning Petition Submitted by Granger Development LLC (H2509)

There was no public input.

Motion
To postpone to a date certain of November 10, 2025, with advertising costs to be paid by applicant.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	David, Fulford, Holmes and Noe
ABSENT:	Birren and McDonald

Rezoning Petition Submitted by Jason Osborne and Erica Cuevas (H2522)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Justin Noe
AYES:	David, Fulford, Holmes and Noe
ABSENT:	Birren and McDonald

Rezoning Petition Submitted by Gulf Key Rentals LLC (H2524)

There was no public input.

Motion
To approve with highlighting the requirement for the applicants benefit for drainage and setbacks.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Justin Noe
AYES:	David, Fulford, Holmes and Noe
ABSENT:	Birren and McDonald

Rezoning Petition Submitted by Thomas Merendino and Rebecca Powell (H2523)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Mike Fulford
AYES:	David, Fulford, Holmes and Noe
ABSENT:	Birren and McDonald

COMMISSIONERS AND STAFF ISSUES

The Board and Staff commented on various issues.

ADJOURNMENT

The meeting was adjourned at 10:15 a.m.

UPCOMING MEETINGS

The next regular meeting of the Planning and Zoning Commission is scheduled for Monday, October 13, 2025, beginning at 9:00 AM, in the Commission Chambers.

Hernando County

Planning & Zoning Commission

Regular Meeting

Minutes

October 13, 2025

CALL TO ORDER

The public meeting was called to order at 9:00 a.m. on Monday, October 13, 2025, in the John Law Ayers Room, Government Center, Brooksville, Florida. This meeting was advertised in the Hernando Sun newspaper and the Agenda Packet was available online at www.hernandocounty.us.

Attendee Name	Title
Kathryn Birren	Chairwoman
Axl David	Vice Chairman
Nicholas Holmes	Regular Member
Jonathan McDonald	Regular Member
Justin Noe	Regular Member
James Lipsey	Ex Officio Non-voting Member (School Board Rep.)
Natasha Lopez Perez	Assistant County Attorney
Michelle Miller	Senior Planner
Scott Herring	Public Works Director/County Engineer
Gordon Onderdonk	Utilities Director
Scott Rimby	Utilities Development Services Supervisor
Danielle Nigro	Manager of Administration
Victoria Via	Agenda Coordinator

Invocation

Pledge of Allegiance

Poll Commission for Ex Parte Communications

Chairwoman Birren and Members Holmes, McDonald, and Noe announced that they had had ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

Member David announced announced that he had had no ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

County Attorney Statement

Assistant County Attorney Lopez Perez provided the standard admonition that the Planning and Zoning Commission decisions were to be based only on the evidence presented in the quasi-judicial proceedings.

Administering of the Oath

STAFF ANNOUNCEMENTS

Senior Planner Michelle Miller announced that Item No. 16465 [Presentation of Draft Ordinance Amending Article VII of Chapter 28 of the Hernando County Code of Ordinances related to Groundwater Protection, Wellhead and Special Protection Areas and Draft Resolution Amending Location of Wellhead Protection Areas and Special Protection Areas Map] was a Presentation not a Public Hearing Item.

APPROVAL/MODIFICATION OF AGENDA

Motion
To approve the Agenda.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Nicholas Holmes
AYES:	Birren, David, Holmes, McDonald and Noe

ADOPTION OF THE INFORMATION PACKETS INTO EVIDENCE

Motion
To adopt the information packets into evidence.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe

PUBLIC HEARINGS

UNIFIED AGENDA

2026 Planning and Zoning Commission Meeting Schedule

Approval of Minutes for Regular Meeting of September 8, 2025

Conditional Plat for File No. 1500784 Glen Lakes Commons Phase 2

This item was pulled and voted on separately.

Motion
To approve Item Nos. 16503 [2026 Planning and Zoning Commission Meeting Schedule] and 16544 [Approval of Minutes for Regular Meeting of September 8, 2025].

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe

STANDARD AGENDA

Conditional Plat for File No. 1500784 Glen Lakes Commons Phase 2

The Board accepted public input on this matter.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe

Conditional Use Permit Petition Submitted by Robert and Tammie Thorne (CU2505)

The Board accepted public input on this matter.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Axl David
AYES:	Birren, David, Holmes, McDonald and Noe

Rezoning Petition Submitted by Riopelle Properties, LLC (H2526)

The Board accepted public input on this matter.

Motion
To approve with modifications.

(Note: The motion pertained to Modified Performance Condition Nos. 15, 16, and 29 as approved by the Planning Department).

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Jonathan McDonald
AYES:	Birren, Holmes, McDonald and Noe
NAYES:	David

RECESS/RECONVENE

The Board recessed at 10:35 a.m. and reconvened at 10:45 a.m.

Rezoning Petition Submitted by EFE, Inc. (H2532)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe

Rezoning Petition Submitted by Robert L. Davis Jr and Tonda J. Davis (H2525)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Birren, David, Holmes, McDonald and Noe

Rezoning Petition Submitted by David Kato, D.R. Horton (H2531)

The Board accepted public input on this matter.

Motion
To deny.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Jonathan McDonald
AYES:	Birren, David, Holmes, McDonald and Noe

Presentation of Draft Ordinance Amending Article VII of Chapter 28 of the Hernando County Code of Ordinances related to Groundwater Protection, Wellhead and Special Protection Areas and Draft Resolution Amending Location of Wellhead Protection Areas and Special Protection Areas Map

The Board gave consensus to forward the presentation to the Board of County Commissioners.

COMMISSIONERS AND STAFF ISSUES

No topics were discussed.

ADJOURNMENT

The meeting was adjourned at 11:30 a.m.

UPCOMING MEETINGS

The next regular meeting of the Planning and Zoning Commission is scheduled for Monday, November 10, 2025, beginning at 9:00 AM, in the Commission Chambers.

Hernando County

Planning & Zoning Commission

Regular Meeting

Minutes

November 10, 2025

CALL TO ORDER

The public meeting was called to order at 9:00 a.m. on Monday, November 10, 2025, in the John Law Ayers Room, Government Center, Brooksville, Florida. This meeting was advertised in the Hernando Sun newspaper and the Agenda Packet was available online at www.hernandocounty.us.

Attendee Name	Title
Kathryn Birren	Chairwoman
Axl David	Vice Chairman
Mike Fulford	Alternate Member
Nicholas Holmes	Regular Member
Justin Noe	Regular Member
James Lipsey	Ex Officio Non-voting Member (School Board Rep.)
Kay Griffith	Planning Manager
Scott Herring	Public Works Director/County Engineer
Michelle Miller	Senior Planner
Natasha Lopez Perez	Assistant County Attorney
Scott Rimby	Utilities Development Services Supervisor
Victoria Via	Agenda Coordinator

Regular Member Jonathan McDonald was not present at the meeting.

Invocation

Pledge of Allegiance

Member Noe announced that today marks the 250th Birthday of the United States Marine Corps and expressed gratitude to all who have served, past and present.

Poll Commission for Ex Parte Communications

Chairwoman Birren, Member David, and Alternate Member Fulford announced that they had had no ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

Members Holmes and Noe announced the ex parte communications that they had had concerning the quasi-judicial petitions being considered at this meeting.

County Attorney Statement

Assistant County Attorney Lopez Perez provided the standard admonition that the Planning and Zoning Commission decisions were to be based only on the evidence presented in the quasi-judicial proceedings.

Administering of the Oath

STAFF ANNOUNCEMENTS

Senior Planner Michelle Miller announced that Item No. 16660 [Conditional Use Permit Petition Submitted by Pamela Merrill (CU2506)], 16649 [Rezoning Petition Submitted by Medhat Kodsi (H2477)], and 16652 [Rezoning Petition Submitted by Richard Roach and Kimberly Roach (H2535)] had requested to be postponed by Staff. It was also announced that Item No. 16639 [Master Plan Revision and Rezoning Petition Submitted by Granger Development LLC (H2509)] had requested a postponement.

APPROVAL/MODIFICATION OF AGENDA

Motion
To approve the Agenda.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Justin Noe
AYES:	Holmes, Birren, David, Fulford and Noe
ABSENT:	McDonald

ADOPTION OF THE INFORMATION PACKETS INTO EVIDENCE

Motion
To adopt the information packets into evidence.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Mike Fulford
AYES:	Holmes, Birren, David, Fulford and Noe
ABSENT:	McDonald

PUBLIC HEARINGS

UNIFIED AGENDA

Approval of Minutes for Regular Meeting of November 4, 2024

Approval of Minutes for Regular Meeting of December 9, 2024

Approval of Minutes for Regular Meeting of January 13, 2025

Approval of Minutes for Regular Meeting of February 10, 2025

Approval of Minutes for Regular Meeting of October 13, 2025

Conditional Plat File # 1498214 Rolling Rock

Motion
To approve the staff recommendation regarding the Unified Agenda.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Justin Noe
AYES:	Holmes, Birren, David, Fulford and Noe
ABSENT:	McDonald

STANDARD AGENDA

Special Exception Use Permit Petition Submitted by Steven Berry and Christina Berry (SE2514)

The Board accepted public input on this matter.

Alternate Member Fulford made the following Motion:

Motion
To approve the staff recommendation.

The Motion died for lack of a second.

Member David made the following Motion:

Motion
To deny.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Nicholas Holmes
AYES:	Holmes, Birren and David
NAYES:	Fulford and Noe
ABSENT:	McDonald

RECESS/RECONVENE

The Board recessed at 10:10 a.m. and reconvened at 10:15 a.m.

Conditional Use Permit Petition Submitted by Pamela Merrill (CU2506)

There was no public input.

Motion
To postpone to a date uncertain.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Nicholas Holmes
AYES:	Holmes, Birren, David, Fulford and Noe
ABSENT:	McDonald

Master Plan Revision and Rezoning Petition Submitted by Granger Development LLC (H2509)

There was no public input.

Motion
To postpone to a date certain of February 2025.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Justin Noe
AYES:	Holmes, Birren, David, Fulford and Noe
ABSENT:	McDonald

Rezoning Petition Submitted by Medhat Kodsi (H2477)

There was no public input.

Motion
To postpone to a date certain of December 8, 2025.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Mike Fulford
AYES:	Holmes, Birren, David, Fulford and Noe
ABSENT:	McDonald

Rezoning Petition Submitted by Richard Roach and Kimberly Roach (H2535)

There was no public input.

Motion
To postpone to a date certain of December 8, 2025.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Nicholas Holmes
AYES:	Holmes, Birren, David, Fulford and Noe
ABSENT:	McDonald

Conditional Use Permit Petition Submitted by Roberto & Andrea Heinz (CU2507)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Mike Fulford
AYES:	Holmes, Birren, David, Fulford and Noe
ABSENT:	McDonald

Conditional Use Permit Petition Submitted by Francis McLaughlin (CU2508)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Justin Noe
AYES:	Holmes, Birren, David, Fulford and Noe
ABSENT:	McDonald

Conditional Use Permit Petition Submitted by BWR FL, LLC (CU2509)

The Board accepted public input on this matter.

Motion
To approve the staff recommendation with modifications.

(Note: The motion pertained to Modified Performance Condition No. 6 as approved by the Planning Department.)

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Axl David
AYES:	Holmes, Birren, David, Fulford and Noe
ABSENT:	McDonald

Master Plan Revision and Rezoning Petition Submitted by Granger Development LLC (H2509)

This item was pulled and voted on earlier in the Agenda.

Rezoning and Master Plan Revision Petition Submitted by 520 SW 15 Street LLC (H2527)

The Board accepted public input on this matter.

Member Noe temporarily left the meeting and returned shortly thereafter.

Alternate Member Fulford temporarily left the meeting and returned shortly thereafter.

RECESS/RECONVENE

The Board recessed at 12:00 p.m. and reconvened at 12:15 p.m.

Rezoning and Master Plan Revision Petition Submitted by 520 SW 15 Street LLC (H2527)

Motion
To approve the staff recommendation with modifications.

(Note: The motion pertained to Modified Performance Condition Nos. 9 and 10 as approved by the Planning Department.)

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Nicholas Holmes
AYES:	Holmes, Birren, David, Fulford and Noe
ABSENT:	McDonald

Rezoning Petition Submitted by Medhat Kodsi (H2477)

This item was pulled and voted on earlier in the Agenda.

Rezoning Petition Submitted by Aaron Lee Branham Sr. (H2534)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Mike Fulford
AYES:	Holmes, Birren, David, Fulford and Noe
ABSENT:	McDonald

Rezoning Petition Submitted by Richard Roach and Kimberly Roach (H2535)

This item was pulled and voted on earlier in the Agenda.

Rezoning Petition Submitted by Ville Di Toscana (Robert Bozzi) (H2536)

Chairwoman Birren passed the gavel to Vice Chairman David and temporarily left the meeting, and upon returning shortly thereafter, she resumed the Chairmanship.

There was no public input.

Motion
To approve the staff recommendation with modifications.

(Note: The motion pertained to Modified Performance Condition No. 16 as approved by the Planning Department.)

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Justin Noe
AYES:	Holmes, Birren, David, Fulford and Noe
ABSENT:	McDonald

Rezoning Petition Submitted by Erran O' Donnell, Sasha Ripa, David E Soch and Maria C. Soch (H2537)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Justin Noe
SECONDER:	Mike Fulford
AYES:	Holmes, Birren, David, Fulford and Noe
ABSENT:	McDonald

Master Plan Revision Petition Submitted by Sand Ridge Hernando 47, LLC (H2542)

Member David temporarily left the meeting and returned shortly thereafter.

The Board accepted public input on this matter.

Motion
To approve the staff recommendation with modifications.

(Note: The motion pertained to Modified Performance Condition Nos. 17 and 19 as approved by the Planning Department.)

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Mike Fulford
AYES:	Holmes, Fulford and Noe
NAYES:	Birren and David
ABSENT:	McDonald

RECESS/RECONVENE

The Board recessed at 12:20 p.m. and reconvened at 12:30 p.m.

Master Plan Revision Submitted by Goettle Special Services Co (H2543)

There was no public input.

Motion
To approve the staff recommendation with modifications.

(Note: The motion pertained to Modified Performance Condition No. 9 as approved by the Planning Department.)

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Nicholas Holmes
AYES:	Holmes, Birren, David and Noe
NAYES:	Fulford
ABSENT:	McDonald

Rezoning Petition Submitted by Maine Drilling and Blasting Inc (H2544)

The Board accepted public input on this matter.

Motion
To approve the staff recommendation with modifications.

(Note: The motion pertained to Modified Performance Condition Nos. 7, 8 and 9 as approved by the Planning Department.)

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Justin Noe
AYES:	Holmes, Birren, David, Fulford and Noe
ABSENT:	McDonald

RECESS/RECONVENE

The Board recessed at 3:30 p.m. and reconvened at 3:40 p.m.

COMMISSIONERS AND STAFF ISSUES

Construction Drawing Requirements and Landscaping Buffers for Livability at the Edges Presentation Submitted by Kay Griffith and Sabrina Dugan with SwiftGov.ai

The Board commented on the presentation.

ADJOURNMENT

The meeting was adjourned at 4:25 p.m.

UPCOMING MEETINGS

The next regular meeting of the Planning and Zoning Commission is scheduled for Monday, December 8, 2025, beginning at 9:00 AM, in the Commission Chambers

Hernando County

Planning & Zoning Commission

Regular Meeting

Minutes

December 8, 2025

CALL TO ORDER

The public meeting was called to order at 9:00 a.m. on Monday, December 8, 2025, in the John Law Ayers Room, Government Center, Brooksville, Florida. This meeting was advertised in the Hernando Sun newspaper and the Agenda Packet was available online at www.hernandocounty.us.

Attendee Name	Title
Kathryn Birren	Chairwoman
Axl David	Vice Chairman
Mike Fulford	Alternate Member
Nicholas Holmes	Regular Member
Jonathan McDonald	Regular Member
James Lipsey	Ex Officio Non-voting Member (School Board Rep.)
Natasha Lopez Perez	Assistant County Attorney
Michelle Miller	Senior Planner
Nichole Street	Planner II
William Hunt	Planner I
Erin Kluis - Briggs	Grant Manager
Casey Stepp	Grant Writer
Christopher Linsbeck	Community Services Director
Scott Herring	Public Works Director/County Engineer
Scott Rimby	Utilities Development Services Supervisor
Victoria Via	Agenda Coordinator

Regular Member Justin Noe was not present at the meeting.

Invocation

Pledge of Allegiance

Poll Commission for Ex Parte Communications

Members David, Holmes, McDonald, and Alternate Member Fulford announced that they had had no ex parte communications concerning the quasi-judicial petitions being considered at this meeting.

Chairwoman Birren announced the ex parte communications that she had had concerning the quasi-judicial petitions being considered at this meeting.

County Attorney Statement

Assistant County Attorney Lopez Perez provided the standard admonition that the Planning and Zoning Commission decisions were to be based only on the evidence presented in the quasi-judicial proceedings.

Administering of the Oath

STAFF ANNOUNCEMENTS

Senior Planner Michelle Miller announced Planner II Nichole Street and Planner I William Hunt were in attendance today.

APPROVAL/MODIFICATION OF AGENDA

Motion
To approve the Agenda.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Jonathan McDonald
AYES:	Holmes, Birren, David, Fulford and McDonald
ABSENT:	Noe

ADOPTION OF THE INFORMATION PACKETS INTO EVIDENCE

Motion
To adopt the information packets into evidence.

RESULT:	**ADOPTED**
MOVER:	Jonathan McDonald
SECONDER:	Mike Fulford
AYES:	Holmes, Birren, David, Fulford and McDonald
ABSENT:	Noe

PUBLIC HEARINGS

UNIFIED AGENDA

CP 1490384 Parkway Townhomes

CP 1502177 Suncoast Pines

Approval of Minutes for Regular Meeting of November 10, 2025

Motion
To approve the Unified Agenda.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Mike Fulford
AYES:	Holmes, Birren, David, Fulford and McDonald
ABSENT:	Noe

STANDARD AGENDA

Special Exception Use Permit Petition Submitted by David L Merritt and Lynette M. Merritt (SE2512)

The Board accepted public input on this matter.

Member McDonald temporarily left the meeting and returned shortly thereafter.

Motion
To deny.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Axl David
AYES:	David, Fulford and McDonald
NAYES:	Holmes and Birren
ABSENT:	Noe

RECESS/RECONVENE

The Board recessed at 10:30 a.m. and reconvened at 10:40 a.m.

Member McDonald was not present when the meeting reconvened.

Conditional Use Permit Petition Submitted by Pamela Merrill (CU2506)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Mike Fulford
AYES:	Holmes, Birren, David and Fulford
ABSENT:	McDonald and Noe

Conditional Use Permit Petition Submitted by Christy Halbert and Troy Sweat (CU2513)

Member McDonald returned to the meeting.

The Board accepted public input on this matter.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Nicholas Holmes
AYES:	Holmes, Birren, David, Fulford and McDonald
ABSENT:	Noe

Rezoning Petition Submitted by Medhat Kodsi (H2477)

The Board accepted public input on this matter.

Motion
To approve the staff recommendation with modifications.

(Note: The motion pertained to Modified Performance Condition No. 11 as approved by the Planning Department).

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Mike Fulford
AYES:	Holmes, Birren, David, Fulford and McDonald
ABSENT:	Noe

Rezoning Petition Submitted by Richard Roach and Kimberly Roach (H2535)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Jonathan McDonald
AYES:	Holmes, Birren, David, Fulford and McDonald
ABSENT:	Noe

Rezoning Petition Submitted by Lisa Tabbert (H2546)

The Board accepted public input on this matter.

Motion
To deny.

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Axl David
AYES:	Holmes, David, Fulford and McDonald
NAYES:	Birren
ABSENT:	Noe

Rezoning Petition Submitted by Lydia M Cruz (H2548)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Axl David
SECONDER:	Nicholas Holmes
AYES:	Holmes, Birren and David
NAYES:	Fulford and McDonald
ABSENT:	Noe

RECESS/RECONVENE

The Board recessed at 11:45 a.m. and reconvened at 11:55 a.m.

Rezoning Petition Submitted by Soffron Holdings, LLC (H2551)

There was no public input.

Motion
To approve the staff recommendation with modifications.

(Note: The Motion pertained to Modified Performance Condition No. 16 as approved by the Planning Department).

RESULT:	**ADOPTED**
MOVER:	Mike Fulford
SECONDER:	Nicholas Holmes
AYES:	Holmes, Birren, David, Fulford and McDonald
ABSENT:	Noe

Rezoning Petition Submitted by APD Advanced Stabilization LLC (d/b/a APD Foundation Repair) (H2553)

There was no public input.

Motion
To approve the staff recommendation.

RESULT:	**ADOPTED**
MOVER:	Nicholas Holmes
SECONDER:	Axl David
AYES:	Holmes, Birren, David, Fulford and McDonald
ABSENT:	Noe

COMMISSIONERS AND STAFF ISSUES

Presentation of Weeki Wachee Preserve Phase 1 Project

There was Board consensus to allow public input.

The Board accept public input on this matter, with four comments in favor and none dissenting regarding the project.

Presentation on Draft Ordinance Regulations Governing Vacation Rentals and Transient Lodging Establishments

The Board commented on the presentation.

The Board accepted public input on this matter.

There was Board consensus to present this item to the Board of County Commissioners.

The Board and Staff commented on various issues.

ADJOURNMENT

The meeting was adjourned at 1:10 p.m.

UPCOMING MEETINGS

The next regular meeting of the Planning and Zoning Commission is scheduled for Monday, January 12, 2026, beginning at 9:00 AM, in the Commission Chambers

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Administration
Prepared By: Colleen Conko
Initiator: Jeffrey Rogers
DOC ID: 17076
Legal Request Number:
Bid/Contract Number:

TITLE
Transmittal of Minutes From Tourism Development Council Meetings of 2024 and 2025

BRIEF OVERVIEW
Staff received the attached approved 2024-25 meeting minutes for the Tourism Development Council.

FINANCIAL IMPACT
No financial impact.

LEGAL NOTE
No legal note.

RECOMMENDATION
For informational purposes only; no action is required by the Board.

REVIEW PROCESS

Heidi Prouse	Approved	01/27/2026	9:02 AM
Toni Brady	Approved	01/29/2026	6:40 PM
Jeffrey Rogers	Approved	02/03/2026	1:36 PM
Colleen Conko	Approved	02/03/2026	1:47 PM

HERNANDO COUNTY TOURIST DEVELOPMENT COUNCIL

"The Hernando County Tourist Development Council will identify, create, support and enhance activities, consistent with community assets, that increase visitation and provide local economic impact."

November 21, 2024 – MINUTES OF MEETING

The Hernando County Tourist Development Council conducted their meeting on Thursday, November 21, 2024, at 2:00 pm. The meeting was held at Cabot Citrus Farms, 17590 Ponce de Leon Blvd., Brooksville, 34614. The meeting had been advertised and the public was invited to attend. The following is an attendance record and summary of discussions that took place at the meeting.

MEMBERS PRESENT:
Mike Dolan
Diane Greenwell
Yann Milcendeau
Catherine Reeves
Therese White

STAFF:
Tammy Heon, Tourism Development Manager
Valerie Pianta, Director of Economic Development
Michelle Rose, Administrative Assistant II

EXCUSED: Brian Hawkins, David Bailey, Roger King, and Christa Tanner

CALL TO ORDER: Mike Dolan called the meeting to order at 2:05 pm, on Thursday, November 21, 2024. The following is a summary of discussions that took place.

MINUTES of the March 28, 2024, TDC Meeting: A copy of the minutes of the March 28, 2024, TDC Meeting was included in the meeting packet.

MOTION: A motion was made by Yann Milcendeau to approve the minutes of the March 28, 2024, TDC Meeting. Motion seconded by Catherine Reeves. Motion passed; all in favor and none opposed.

The Record of the July 25, 2024, TDC Meeting: A copy of the record of the July 25, 2024, TDC Meeting was included in the meeting packet.

MOTION: A motion was made by Diane Greenwell to approve the record of the July 25, 2024, TDC Meeting. Motion seconded by Yann Milcendeau. Motion passed; all in favor and none opposed.

FINANCE REPORT: Tammy Heon

TDT collections for August 2024 are $215,004; an increase of 24.3% from last year's August collection of $172,914.

TDT collections for September 2024 are $224,723; an increase of 12.7% from last year's September collection of $199,389.

TDT collections for October 2024 are $172,706; a decrease of 1.0% from last year's October collection of $174,450.

Fiscal Year 2023-2024 TDT total collection are $2,735,369; an increase of 4.3% from Fiscal Year 2022-2023 collection of $2,277,712. FY24 total Marketing and Operations are $2,188,295. FY24 total Destination Development are $547,074.

Vacation Rental Homes tax revenues made up 43% of our FY24 collections.

FY2024 Year-end Expenditures are: Personnel and Benefits - $342,637; Operating Expenses - $926,588, with outstanding encumbrances of $74,064; Non-Operating Balance is $2,258,045, including reserves and equal to a year's worth of expenditures. Transfers to Other Funds - $69,481; looks like we are waiting for the CareATC transfer. Our total budget for the FY24 was $4,214,374; we have a balance of $2,864,785 that will roll forward as balance cash forward.

FY2024 Year-end Destination Development Expenditures are: Operating Expenses Outstanding Encumbrances of $110,317 for design of the Weekiwachee Preserve Project; leaving an available balance of $1,104,061.

FY25 Year-to-date TDT collections are $156,168; an increase of 19.9% from last year's collection of $130,213.

FY25 Year-to-date Expenditures as of November 19, 2024, are: Personnel and Benefits - $45,478; Operating Expenses - $36,791 with $92,633 in Outstanding Encumbrances; Non-Operating Expenditures, including reserves - $2,954,458; Transfer to Other Funds is our health insurance and Chinsegut Hill insurance - $62,720. Our total budget for FY25 is $4,986,853; we have a remaining balance of $4,811,950.

Lodging Comparisons by Lodging Type: Vacation Rental Homes are now down to 35% of our lodging collections. We have had a decline in VRH properties registered in our Key Data of 611 properties, of which correlates with how many properties were either on a Hernando Beach canal or on the Weeki Wachee River or canal. On a positive note, all of the hotels are full; however, many of the hotel guests are displaced residents.

October may be the month where we see a decline of TDT collections.

The County has signed an agreement with Vrbo to start collecting the TDT. The current ratio is Airbnb 908 units; Vrbo 414 units. However, some VRH may advertise on both platforms. We are now collecting from both platforms. Every County has had to sign their own agreements with Airbnb and Vrbo. The State has not signed any collective agreement for VRH.

MANAGER'S REPORT: Tammy Heon

Recovery and Reopening: Post Hurricanes Helene and Milton, John Athanason has been shooting videos in Hernando Beach as partners reopen. The videos are posted on our Social Media and our YouTube Channel. Also, in the first week of the recovery phase, Diane Bedard of NatureCoaster.com committed to four weeks of covering businesses reopening in Hernando Beach and throughout the County. Additionally, the e-magazine is posting our recovery/reopening videos.

ABC Action News, Sean Daly: John Athanason successfully arranged a visit to Hernando Beach by Sean Daly. We had three live promotional segments and interviews with five business owners. At 6:30 am they went live at Brian's Place; at 7:30 am the Silver Dolphin Restaurant; and at 9:30 am Hernando Beach Tropical Grille inside of Hernando Beach Marina with the Marina Rose docked in the background.

The Mermaid Tale Trail Phase 2: Two sponsors were forced to back out of their sponsorships due to hurricane damages. We have a couple of artists that were displaced from their homes and had to find a new places to paint their mermaids. We are currently at ten mermaid sponsorships, and we are planning to unveil on Saturday, January 11, 2025, at Weeki Wachee Springs State Park from 11:00 am until 1:00 pm.

Missing Mermaids: That little nine-second video clip of Mermaid Nova majestically floating down the Weeki Wachee River has gone viral! Tammy reported that she has received numerous phone calls from people all across the Nation who have seen the "Riverdaddy2" videos of the missing mermaid. The mermaid statue, "The Rebel" from The Hernando Beach Motel was found, with the help of a drone, in the Weekiwachee Preserve. Tammy reported that she has received in excess of one-hundred text messages reporting to her of the two mermaid statues on Renata's front porch that were undergoing repairs, implying they were of the missing mermaids. The publicity and social media frenzy have been amazing.

Kegs, Casks and Corks Digital Passport: This will be a paid passport, offering tasting flights from the local businesses. The vendor will handle all the financial transactions, for a small fee deducted from the sale of the passports. Bandwango will onboard our local partners and handle the setup.

OLD BUSINESS:

TDC Grant Funding Applications: Approvals
These three TDC Grant Funding Applications would have been heard at the September 26th TDC Meeting, however, the meeting was canceled due to Hurricane Helene.

- Brooksville Main Street for the Veteran's Music Festival - November 9th, 2024; $2,250.00
- Hernando Historic Museum Association - New Brochure Production and Printing; $500.00
- Foggy Longbottom Music Festival at Florida Sand Ranch - November 7-9th; $200.00

MOTION: A motion was made by Yann Milcendeau to approve these three TDC Grant Funding Applications. Motion seconded by Catherine Reeves. Motion passed; all in favor and none opposed.

The BOCC approved these three TDC Grant Applications during their meeting on October 22, 2024.

NEW BUSINESS:

TDC Grant Funding Applications:

Discraft Supreme Flight Open is the inaugural disc golf tournament of the professional disc golf tournament season. The season opener event will include the Professional Disk Golf Association Annual Summit as well as the Professional Tournament and Amateur Competitions. The tournament will be played here in Hernando County at the beautiful Olympus Disc Golf Course, formerly Gran Canyon Disc Golf Course. It is now owned by PDGA World Champion Paul McBeth and Dylan Cease, pitcher for the San Diego Padres. The event is scheduled for February 28th through March 2nd, 2025. They are requesting a $25,000.00 sponsorship. Additionally, they are requesting a Marketing Co-op for CBS Sports broadcasting, including logo integration and IG videos for $10,000.00. We will be the presenting sponsor. Tammy does not expect to see ROI this year, in great part because we may not be able to house all their visitors in our lodging. Tammy feels that this is an event that will grow both as a stand-alone event and as a driver of disc golf play on Florida's Adventure Coast. This will have very significant impact on our destination. If we meet their requests for this year, they will guarantee the event is played here again next year. Disc golf is one of the fastest growing sports in the Country. In 2013 there were 20,000 professional players, and in 2023 there were 136,600 professional players. Additionally, disc golfers are known to travel to play signature courses. Olympus is a highly regarded course and will be a course that players will travel to; a great addition to our tourism offerings.

MOTION: A motion was made by Yann Milcendeau to approve the grant for $25,000.00 and $10,000.00 in Co-op advertising. Motion seconded by Therese White. Motion passed; all in favor and none opposed.

CroomFest, sponsored by Swamp Mountain Bike Club, is an annual three-day event at Silver Lake Campground in the Withlacoochee State Forest. The event is scheduled for February 6th through February 8th, 2025. Activities include mountain biking, paved trail riding, and paddling. In the past we have sponsored the organization rather than the event; this year we will sponsor the event. Based on the points they have earned and total budget, Tammy recommends $1,500.00.

MOTION: A motion was made by Therese White to approve the grant for $1,500.00. Motion seconded by Catherine Reeves. Motion passed; all in favor and none opposed.

DeafStock Music and Arts Festival is an annual charity event with three days and nights of music, games, and art for the hearing impaired. The event is scheduled for February 28th through March 2nd, 2025, at Florida Classic Park. Based on the points they have earned, the number of attendees, projected hotel rooms and campsites, and total budget, Tammy recommends $2,500.00.

MOTION: A motion was made by Diane Greenwell to approve the grant for $2,500.00. Motion seconded by Yann Milcendeau. Motion passed; all in favor and none opposed.

Fall Media: We are in a position where our agency is not yet onboard, and we need to advertise. Tammy presented three campaigns.

Hurricane Recovery Campaign: Due to the lack of visitors, we need to support our restaurants and attractions with a local campaign. The campaign will promote supporting your local businesses and shopping local for the holidays. It will be an all-digital local geo-targeted campaign with Google search, Google display ads, Facebook, and Instagram. We are also going to try Nextdoor advertising for a hyperlocal campaign. Tammy recommends $30,000.00 for a three-month campaign that will promote the entire county.

MOTION: A motion was made by Therese White to approve $30,000.00 for the Hurricane Recovery Campaign. Motion seconded by Catherine Reeves. Motion passed; all in favor and none opposed.

BrandUSA Canadian Campaign: We would have heard this in September, however, that meeting was canceled due to Hurricane Helene. Tammy recommends $30,000.00 to run the same campaign as last year, targeting the Canadian Market in a year-round campaign with display ads, native ads, and social media pre-roll video.

MOTION: A motion was made by Catherine Reeves to spend $30,000.00 on the BrandUSA Canadian Campaign. Motion seconded by Diane Greenwell. Motion passed; all in favor and none opposed.

Florida Golf Alliance Co-op with Cabot Citrus Farms: Florida Golf Alliance is a marketing and advertising firm focusing on golf in Florida. They print their own guide, have a website, and email newsletters. They host five Canadian golf shows from which we receive leads. We also send our materials to the shows. We partnered with Cabot in a co-op purchase for FY2024; they have asked us to renew the agreement for FY2025. Tammy recommends renewing for another year. Our portion would be $13,900.00, and Cabot would contribute $5,000.00.

MOTION: A motion was made by Catherine Reeves to spend $13,900.00 on the Florida Golf Alliance Co-op. Motion seconded by Yann Milcendeau. Motion passed; all in favor and none opposed.

Transfer Advertising Dollars: Tammy Heon requested the approval to transfer advertising dollars of $83,900.00 from the Marketing Agency budget line item into the appropriate budget line items which includes: Internet Advertising, Multi-media Advertising, and TV Advertising.

MOTION: A motion was made by Therese White to approve the transfer of advertising dollars, $83,900, into the appropriate budget lines. Motion seconded by Catherine Reeves. Motion passed; all in favor and none opposed.

Website Refresh: Tammy Heon requested a $29,000.00 expenditure to do a refresh of the website. We have an amazing website with fantastic content; one of the challenges we have is the navigation. Plus, it is starting to look dated. It is popular to use hamburger menus now and not words across the top of the website. It is difficult to add a page or section to the website because there is no place to put the navigation. Revamping the navigation would allow us to continue to add content without rebuilding the website. The funds are in the overall budget.

MOTION: A motion was made by Diane Greenwell to approve the website refresh for $29,000.00. Motion seconded by Yann Milcendeau. Motion passed; all in favor and none opposed.

Important Dates to Note:

- TDC Meeting January 23rd, 2025 - Tentatively scheduled to be held at Lead Foot City
- Lead Foot City - Soft Opening November 23rd; 12-6:00 pm
- Lighting of the Christmas Tree in Downtown Brooksville - December 5th
- Christmas Parade and Weeki Wachee Boat Parade - December 14th
- Winter Waterland at Weeki Wachee Springs State Park - December 13-14th and 20-21st
- Lead Foot City - Grand Opening December 21st; 12-6:00 pm

TDC MEMBERS REPORTS:

Diane Greenwell reported that there will a Front Porch Art Walk in Hernando Beach on December 7th.

PUBLIC COMMENT: None submitted, and nothing to report.

The meeting was ajourned at 3:15 pm.

Prepared by:
Michelle Rose

HERNANDO COUNTY TOURIST DEVELOPMENT COUNCIL

"The Hernando County Tourist Development Council will identify, create, support and enhance activities, consistent with community assets, that increase visitation and provide local economic impact."

January 23, 2025 – MINUTES OF MEETING

The Hernando County Tourist Development Council conducted their meeting on Thursday, January 23, 2025, at 2:00 pm. The meeting was held at Lead Foot City, 17109 Old Ayers Rd., Brooksville, 34604. The meeting had been advertised and the public was invited to attend. The following is an attendance record and summary of discussions that took place at the meeting.

MEMBERS PRESENT:
Mike Dolan
Diane Greenwell
Yann Milcendeau
Roger King
Therese White

STAFF:
Tammy Heon, Tourism Development Manager
Valerie Pianta, Director of Economic Development
Michelle Rose, Administrative Assistant II

EXCUSED: Brian Hawkins, JW McKethan, Catherine Reeves, Christa Tanner

CALL TO ORDER: Roger King called the meeting to order at 2:01 pm, on Thursday, January 23, 2025. The following is a summary of discussions that took place.

FINANCE REPORT: Tammy Heon

TDT collections for November 2024 are $156,168; an increase of 19.9% from last year's November collection of $130,213.

TDT collections for December 2024 are $239,153; an increase of 54.3% from last year's December collection of $154,952.

TDT collections for January 2025 are $274,626; an increase of 73.0% from last year's January collection of $158,742.

Fiscal Year to Date TDT total collections is $669,947; an increase of 50.9% from last year's collection of $443,908; Marketing and Operations are $535,958; Destination Development are $133,989.

Year-to-date Expenditures as of January 21, 2025, are: Personnel and Benefits - $118,153 with a balance of $289,372; Operating Expenses - $117,114 with $155,183 in Outstanding Encumbrances with a balance of $1,362,254; Non-Operating Expenditures, including reserves - $2,954,458; Transfer to Other Funds is our health insurance and Chinsegut Hill insurance - $62,720. Our total budget for FY25 is $5,059,253; we have a remaining balance of $4,668,803.

Lodging Comparisons by Lodging Type: Vacation Rental Homes are now down to 38% of our lodging collections. Historically, VRH are about 40% of our revenue.

According to our Key Data Report, our VRH properties have increased to 1,342, from last week's count of 1,311. It appears that thirty-one properties have come back online in the past week, although they could also be new rental units rather than returning units.

Therese White joined the meeting at 2:21 pm.

MINUTES of the November 21, 2024, TDC Meeting: A copy of the minutes of the November 21, 2024, TDC Meeting was included in the meeting packet.

MOTION: A motion was made by Diane Greenwell to approve the minutes of the November 21, 2024, TDC Meeting. Motion seconded by Yann Milcendeau. Motion passed; all in favor and none opposed.

MANAGER'S REPORT: Tammy Heon

Key Data Lodging KPI: With the exception of one, all of our numbers continue to be up year over year. The only place there is a small decline is in Vacation Rental Occupancy, -1%. That comes from that month after the hurricanes when properties were still in the system but unable to be rented; they were still counted as inventory. The ADR, RevPAR, and Revenue values are good.

John "JW" McKethan: Tammy reported that he is a new member of the Brooksville City Council and our new TDC Member. He volunteered to be a TDC Member and is very enthusiastic, having already been in to discuss the mission and his role on the TDC.

Events Information: If you haven't done so already, please sign up for our weekly Calendar of Events email which is sent out every Wednesday afternoon. In the email, you will find a printer friendly pdf of two week's events. Our online Calendar of Events is at https://floridasadventurecoast.com/annual-events-and-festival/. We can provide a QR code to the site. We also have the Annual Events page at https://floridasadventurecoast.com/annual-events-and-festival/ of our recurring events that is organized by season. Our Events Feed has been upgraded by adding the "nearby" feature which integrates places and events.

Partner Portal: It is to be launched next week, http://floridasadventurecoast.com/portal/. Content includes a Sales and Marketing page with our cooperative opportunities and information on FAM Tours. There is a Research page where we are posting Key Data and Zartico Reports, a page with how to connect with our Social Media, and much more.

Five to Try: Please view our National Pie Day impromptu video with Shannon Craig, https://www.youtube.com/watch?v=TY2ypg9EXf0.

NEW BUSINESS:

TDC Grant Funding Applications:

Hernando County Fine Arts Council: Art in the Park is scheduled for March 8th and 9th, 2025, at Tom Varn Park in Brooksville. The Arts Council has requested a $10,000.00 grant. The state of Florida has not allocated any arts funding for this year. Art in the Park has a marketing budget of $12,202.00. Based on points earned and one-third allowance of their budget, the recommended TDC Grant Funding award amount is $4,000.00.

Mike Dolan suggested that as much help as possible be granted to Art in the Park as they are a long-standing event that brings a tremendous amount of visitation. However, we should also encourage them to find new sources of funding.

Discussion ensued.

MOTION: A motion was made by Mike Dolan to approve their original grant request for $10,000.00. Motion seconded by Therese White. Motion passed; all in favor and none opposed.

Diane Greenwell, member of the Hernando County Fine Arts Council, abstained from voting.

Brooksville Main Street: Pedal Play Day Bike Fest, an inaugural event, is scheduled for March 22nd, 2025, at Russel Street Park, The Good Neighbor Trail Head. It is a four-hour event. Activities include: bike rodeo, skills exhibit, safety class, repair station, decoration station, and more. Brooksville Main Street has requested $4,050.00. Based on points earned and one-third allowance of their budget, the recommended TDC Grant Funding award amount is $1,350.00.

MOTION: A motion was made by Therese White to approve the grant for $2,025.00. Motion seconded by Mike Dolan. Motion passed; all in favor and none opposed.

The recommendations for grant funding will be presented to the BOCC for final approval.

In April, the TDC will schedule a Grant Funding Workshop to review and discuss the grant funding process.

Winter/Spring Media: Tammy presented three Visit Florida Co-ops campaigns. Visit Florida co-ops are usually very affordable as Visit Florida pays 25% of the cost.

Atlanta Journal: There is a branded Visit Florida section in the Sunday paper. It includes print ad, an online native article, digital ads, and email blast. Atlanta is our largest out of state market. Our cost is $4,500.00

Visit Florida Remarketing Display ad campaign: Remarketing refers to visitors who have visited the Visit Florida's website and have matching audience segments. The visitors are then retargeted with our ad, essentially targeting a prequalified audience. For a four-week campaign, our cost is $3,750.00 each for two campaigns; the total is $7,500.00.

Visit Florida Remarketing Video ad campaign: This remarketing campaign will include a video commercial. We will have the video, a professionally produced television commercial, originally created for the Disc Golf Tournament. Our cost is $7,500.00

MOTION: A motion was made by Therese White to approve $15,000.00 for the three Visit Florida Co-op Campaigns. Motion seconded by Yann Milcendeau. Motion passed; all in favor and none opposed.

Television Commercial by Simple Social: The Discraft Supreme Flight Open includes a minimum of two, thirty second commercial spots. Tammy collected three quotes to create the commercial. Simple Social will include the b-roll and two end cards: one for CBS Sports and one for Visit Florida. The story boards include camping, hiking, mountain biking, trail cycling, fishing, kayaking, mermaids, and historic downtown Brooksville. Their all-inclusive quote includes bringing the talent and the props. Simple Social comes highly recommended. The cost of producing the commercial is $20,180.00.

MOTION: A motion was made by Mike Dolan to approve $20,180.00 for the television commercial. Motion seconded by Diane Greenwell. Motion passed; all in favor and none opposed.

Important Dates to Note:

- TDC Meeting - March 27th
- Booksville - January 25th 10:00 am - 3:00 pm
- Front Porch Art Walk - February 1st
- Discraft Supreme Flight Open - February 28th - March 2nd

TDC MEMBERS REPORTS:

Therese White reported that Motel 6 of Spring Hill is the leading Motel 6 in the Country.

Yann Milcendeau reported that The Hernando Beach Motel has been closed for six months and hopes to reopen on March 15th. Additionally, the cannels in Hernando Beach need to be cleaned up as they are still full of debris.

PUBLIC COMMENT: None submitted, and nothing to report.

The meeting was ajourned at 4:05 pm.

Prepared by:
Michelle Rose

HERNANDO COUNTY TOURIST DEVELOPMENT COUNCIL

"The Hernando County Tourist Development Council will identify, create, support and enhance activities, consistent with community assets, that increase visitation and provide local economic impact."

March 27, 2025 – MINUTES OF MEETING

The Hernando County Tourist Development Council conducted their meeting on Thursday, March 27, 2025, at 2:00 pm. The meeting was held at the Florida's Adventure Coast Visitors Bureau, 205 E. Fort Dade Ave., Brooksville, FL 34601. The meeting had been advertised and the public was invited to attend. The following is an attendance record and summary of discussions that took place at the meeting.

MEMBERS PRESENT:
Brian Hawkins
Mike Dolan
Diane Greenwell
JW McKethan
Yann Milcendeau
Roger King
Catherine Reeves
Therese White

STAFF:
Tammy Heon, Tourism Development Manager
Valerie Pianta, Director of Economic Development
Michelle Rose, Administrative Assistant II

EXCUSED: Christa Tanner

CALL TO ORDER: Roger King called the meeting to order at 2:01 pm, on Thursday, March 27, 2025. The following is a summary of discussions that took place.

MINUTES of the January 23, 2025, TDC Meeting: A copy of the minutes of the January 23, 2025, TDC Meeting was included in the meeting packet.

MOTION: A motion was made by Mike Dolan to approve the minutes of the January 23, 2025, TDC Meeting. Motion seconded by Diane Greenwell. Motion passed; all in favor and none opposed.

FINANCE REPORT: Tammy Heon

TDT collections for February 2025 are $272,133, a 74.0% increase over February 2024's total of $156,355.

TDT collections for March 2025 are $360,674, a 58% increase over March 2024's total of $225,716.

Fiscal Year to Date TDT total collections are $1,302,753; an increase of 58% from last year's collection of $825,980; Marketing and Operation Revenues are $1,042,202; Destination Development Revenues are $260,550.

Year-to-date Expenditures as of March 24, 2025, are: Personnel and Benefits - $163,720 with a balance of $243,804; Operating Expenses - $419,884 with $183,322 in Outstanding Encumbrances with a balance of $1,031,345; Non-Operating Expenditures including reserves - $2,954,458; Transfer to Other Funds is our health insurance and Chinsegut Hill insurance - $62,720. Our total budget for FY25 is $5,059,253; we have a remaining balance of $4,292,327.

MANAGER'S REPORT: Tammy Heon

Discraft Supreme Flight Open Report:

We had some really amazing exposure for the brand. The videos and photography include our Florida's Adventure Coast signage with our logo on banners, which we are on both sides of the final green. Every basket had a label around the top with our logo plus we have custom golf discs. Our commercial played during the tournament on the Disc Golf Network, and we are awaiting the forthcoming CBS Sports rebroadcast.

Registration and Survey Data provide interesting and very positive numbers.

- 85% of Visitors indicated the Tournament was their primary reason for visiting
- Estimated 550 room nights, which makes it now our largest event for room nights
- Visitors represented five countries and multiple U.S. states

Travel to Tampa Bay/Florida's Adventure Coast

- 41% own vehicle
- 38% plane
- 9% RV
- 5% train
- 8% other

Nights Spent on Florida's Adventure Coast

- 1 night: 14%
- 2 nights: 16%
- 3 nights: 22%
- 4 nights: 20%
- 5 nights: 16%
- 6 nights: 6%
- 7+ nights: 6%

Lodging Accommodations

- AirBnB: 45%
- Hotel: 29%
- Campground: 15%
- Friends and Family: 7%
- Other: 4%

Attendance Data: There were 1,432 unique spectators. Players included 152 professional and 72 amateurs. Support staff, including caddies and families, were 295 people. Staff and volunteers including media production staff for the live broadcast and CBS broadcast were 185 people.

Originating from Outside of Hernando County

- 86% of participants
- 100% of the professional players
- 70% of the amateur players
- 79% of the spectators
- 100% of the media staff
- 78% of the event staff

Olympus is ranked among the top twenty disc golf courses worldwide, with potential to enter the top ten. Plans for 2026 tournaments include additional and improved viewing areas for spectators, additional vendor partnerships, promotion to attract more amateur players, youth-friendly programming, and expanded parking.

Lodging and Vacation Rental Trends: Active vacation rental listings are 1,391, (up 80 listings); AirBnB lists 981; VRBO lists 410. ADR has risen, occupancy is back up. RevPAR has little change; however, revenue is up a little. There is a short booking window, 80% of bookings are coming in at one to fourteen days.

Zartico Data: Over the last year, New York has emerged as a top ten market for us. Two and a half percent of our visitors contributing 5.7% of our visitors spend. The Miami/Fort Lauderdale market grew from 4.5% to 4.9% of our visitor's spend year over year. Atlanta continues to be our number one out-of-state market. Visitors are spending more on attractions this year with 33% in 2025, up from 12% in 2024, showing a growing interest in experiential tourism over passive tourism.

TDC Grant Funding Workshop: One thing we had discussed at our last TDC meeting was the idea of a grant funding workshop. We are going to hold off on that for a little while. Tammy reported that its unlikely that we are going to see an increase in that line item for the budget.

Interest Income Earned in FY2024: Tammy Heon reported that it was $77,752.26.

NEW BUSINESS:

TDC Grant Funding Application:

The Arc Nature Coast: Spring Lake Memorial Classic is scheduled for May 24th, 2025. The Arc Nature coast has a marketing budget of $3,500.00. Based on points earned and one-third allowance of their budget, the recommended TDC Grant Funding award amount is $1,167.00. Tammy made a recommendation of $1,200.00.

MOTION: A motion was made by Catherine Reeves to approve the grant for $1,200.00. Motion seconded by JW McKethan. Motion passed; all in favor and none opposed.

The recommendation for grant funding will be presented to the BOCC for final approval.

Spring/Summer Media: Advanced Travel Multi-media Campaign
This all-digital campaign will include geo-targeted display ads, GPS-based promotions, and paid social media. Target markets include The Villages and Lakeland and is based on interests. The objective is to increase brand awareness and encourage spring and summer visitation while continuing to support business recovery after the fall hurricanes. The campaign will run May, June, July, and August.

MOTION: A motion was made by Diane Greenwell to approve the purchase of additional advertising up to $20,000.00 with Advanced Travel and Tourism. Motion seconded by Yann Milcendeau. Motion passed; all in favor and none opposed.

The Mermaid Tale Trail Unveiling: Saturday, March 29th, 10:00 am - 12:00 pm at Weeki Wachee Springs State Park. Media coverage includes Bay News 9, Fox News, Tamp Bay Times Newspaper, and The Hernando Sun Newspaper. There are ten new mermaid statues to be unveiled.

Visit Florida Commercial: Filmed and produced by Visit Florida, Tammy Heon shared the just released 60-second commercial with the TDC, featuring key attractions, local businesses, and art installations.

Important Dates to Remember:

- TDC Meeting, May 22nd, 2025
- Front Porch Art Walk, Saturday, April 5th
- PACE Center for Girls Breakfast, April 30th, 8:00 am at Silverthorn Country Club
- National Travel and Tourism Week, May 4th - May 10th
- Brooksville Now Breakfast, Guest Speaker Tammy Heon, May 7th, 8:00 am at The Bistro
- Joint Mixer with Chamber of Commerce, Thursday, May 8th, 5:00 pm - 7:00 pm at Lead Foot City

Disc Golf Tournament Commercial created by Simple Social: Tammy Heon enthusiastically shared the 30-second commercial with the TDC. Additionally, we receive all the professionally produced B-roll.

PUBLIC COMMENT: None submitted, and nothing to report.

The meeting was ajourned at 3:31 pm.

Prepared by:
Michelle Rose

HERNANDO COUNTY TOURIST DEVELOPMENT COUNCIL

"The Hernando County Tourist Development Council will identify, create, support and enhance activities, consistent with community assets, that increase visitation and provide local economic impact."

June 5, 2025 – MINUTES OF MEETING

The Hernando County Tourist Development Council conducted their meeting on Thursday, June 5, 2025, at 2:00 pm. The meeting was held at the Florida's Adventure Coast Visitors Bureau, 205 E. Fort Dade Ave., Brooksville, FL 34601. The meeting had been advertised, and the public was invited to attend. The following is an attendance record and summary of discussions that took place at the meeting.

MEMBERS PRESENT:
Mike Dolan
Yann Milcendeau
Roger King
Catherine Reeves
Therese White

STAFF:
Tammy Heon, Tourism Development Manager
Valerie Pianta, Director of Economic Development
Michelle Rose, Administrative Assistant II

EXCUSED: Brian Hawkins, Diane Greenwell, JW McKethan, Christa Tanner

CALL TO ORDER: Roger King called the meeting to order at 2:03 pm, on Thursday, June 5, 2025. The following is a summary of discussions that took place. Due to lack of quorum at the start, no initial votes were taken, but the meeting proceeded with financial and operational discussions until quorum was reached.

FINANCE REPORT: Tammy Heon

TDT collections for April 2025 are $333,285, a 33.50% increase over April 2024's total of $249,606.

TDT collections for May 2025 are $359,971, a 33.6% increase over May 2024's total of $269,429.

Fiscal Year to Date TDT total collections are $1,996,010; an increase of 48.4% from last year's collection of $1,345,015; Marketing and Operation Revenues are $1,596,808; Destination Development Revenues are $399,202.

Revenue Forecasts: Tammy Hoen reported that she had updated the forecasted revenue for the remainder of the year.

- A flat revenue performance for the remaining five months would result in collections of $3,026,364.

- A 10% increase could yield $3,120,399, There is enough concern about declining consumer confidence that she is holding off on any changes to this year's budget.

Key Revenue Drivers:

- Vacation rental homes, especially Cabot Citrus Farms, are performing strongly. Cabot's ADR (average daily rate) is around $400 midweek and $600+ on weekends, for a one-bedroom unit.
- Cabot's rentals fall under the short-term rental category, which now accounts for more than 50% of all TDT revenue.
- While traditional hotel metrics (ADR, occupancy, RevPAR) are declining, vacation rentals are trending upward, balancing overall growth in the destination and TDT collections.

Therese White joined the meeting at 2:11 pm.

MINUTES of the March 27, 2025, TDC Meeting: A copy of the minutes of the March 27, 2025, TDC Meeting was included in the meeting packet.

MOTION: A motion was made by Mike Dolan to approve the minutes of the March 27, 2025, TDC Meeting. Motion seconded by Yann Milcendeau. Motion passed; all in favor and none opposed.

FINANCE REPORT: *Continued*

Year-to-date Expenditures as of June 2, 2025, are: Personnel and Benefits - $239,255 with a balance of $168,269; Operating Expenses - $565,952 with $104,090 in Outstanding Encumbrances with a balance of $964,510; Non-Operating Expenditures including reserves - $2,954,458; Transfer to Other Funds includes our health insurance and the Chinsegut Hill Mannor's liability insurance - $62,720. Our total budget for FY25 is $5,059,253; we have a remaining balance of $4,149,956.

The Marketing and Advertising RFP is open and drawing over 30 interested firms, responses due later in June. Our budget includes $680,000 for future agency media buys and collateral redesign.

MANAGER'S REPORT: Tammy Heon

SEO, Website Updates and Chatbot: Tammy Heon reported that the BOCC denied the contract amendment with ITI Digital, overriding TDC approval. Discussion ensued, including the idea that TDC Members may want to start attending BOCC Meetings when Tourism has items on the agenda.

Economic Impact Report for FY23 from Visit Florida:

- $2,277,712 in TDT Collections

- $264.4 Million Visitor Spending, which was a 5.3% increase over FY22
- $303 Million Business Spending

  Visitor Spending by Category:

  - Lodging - $81.0M
  - Food & Beverage - $75.1M
  - Ground Transportation - $52.0M
  - Shopping - $30.5M
  - Entertainment & Recreation - $25.8M

  Employment:

  - Jobs Supported - 5,020
  - Wages - $42.3M

  Taxes Generated and Paid by Visitors - $49.8M

  - $32.0M - State & Local
  - $17.8M - Federal

Online Travel Agencies (OTA), Short Term Rental Supply: The count increased about 150 units over the past two months, mostly on the west side. We have contracts and are collecting data from both AirBnB and VRBO.

Lodging Market Snapshot: ADR is up for vacation rental properties and slightly up for hotels. Occupancy is declining somewhat in hotels but continuing to climb in vacation rentals. RevPAR and Revenue are down in hotels and up in VRHs. Our hotels need a little help.

NEW BUSINESS:

TDC Grant Funding Application: Stage West Community Playhouse
The Stage West New Works Festival is a three-day celebration of original, new theatre works scheduled for August 22-24, 2025. Based on points earned and the one-third allowance of their budget, the recommended TDC Grant Funding award is $1,500.00. Tammy made a recommendation of $1,500.00.

Discussion ensued. Therese White asked if the TDC could raise the grant to $2,000?

MOTION: A motion was made by Mike Dolan to approve TDC Grant Funding for Stage West Community Playhouse in the amount of $2,000.00. Motion seconded by Catherine Reeves. Motion passed; all in favor and none opposed.

Summer Media Campaign: Miles Partnership

Tammy Heon proposed a Summer Media Campaign to drive visitation and positive impact our hoteliers. She obtained several quotes, based on a $30,000 spend and now recommends a campaign from Miles Partnership. The campaign is programmatic advertising using AI for targeted, optimized ad placements. It utilizes our existing commercial, thereby minimizing creative development costs to maximize media spend. Ads to appear on streaming platforms (Roku, Prime, AccuWeather, etc.), along with native content.

MOTION: A motion was made by Therese White to approve the purchase of summer advertising in the amount of $30,000.00 with Miles Media Partnership. Motion seconded by Mike Dolan. Motion passed; all in favor and none opposed.

Brooksville Information Kiosk: The kiosk resembles a large phone, with touchscreen display and requires underground electric and cable connections. Tammy suggested a courtyard adjacent to the courthouse near Broad Street. The TDC reconsidered due to lack of pedestrian traffic in that location. A potential alternative is near the mermaid state, a more frequented area with higher weekend activity and foot traffic. The TDC is exploring more effective placement.

Weeki Wachee Springs State Park Information Kiosk: The kiosk will be installed after construction of the new building at the park is complete.

Spanish Travel Series: John Athanason will be at Weeki Wachee Springs State Park on Saturday, June 7th, hosting a Spanish Travel Series broadcast by Telemadrid, a public television station in the Community of Madrid, Spain. They will be shooting an episode showcasing the park's iconic mermaid performances, natural spring and the unique charm that defines Florida.

BUDGET FY26: The TDC was presented with printed copies of the Destination Development Budget and the Marketing and Operations Budget.

Destination Development: The County is officially working on the Weeki Wachee Preserve Project. Design is nearly complete, and the intent is to move forward with construction next year. The TDC has no authority over the Destination Development expenditures.

Marketing and Operations Budget: Tammy discussed the Marketing Expenses and Operating Expenses in detail, line by line, highlighting changes from last year. Discussion ensued.

MOTION: A motion was made by Mike Dolan to approve the Marketing and Operations Budget FY26 as presented. Motion seconded by Catherine Reeves. Motion passed; all in favor and none opposed.

Budget FY26 will be presented to the BOCC for final approval.

DATES TO REMEMBER:

- TDC Meeting, July 24th, 2025
- Front Porch Art Walk, Saturday, June 7th
- Business Preparedness and Continuity Mixer, July 1st
- Scallop Diving Season Begins July 1st

TDC MEMBERS REPORT:

Catherine Reeves reported that she and other downtown businesses have not seen an uptick in bicycle tourism, which is attributed to the lack of signage at the Park. The Russel Street Park kiosk needs upkeep and updating, ASAP. She also reported that in the last week of June, The Bistro is getting a new kitchen.

Tammy Heon reported that when Brooksville Main Street has the map complete, we will print it in large format for the Russel Street Park kiosk. In the meantime, we will explore other display ideas for the kiosk.

Yann Milcendeau reported that the renovations at The Hernando Beach Motel are complete and the name "Hernando Beach Village" has been adopted. He enthusiastically reported that revenues have increased over last year.

Therese White reported that Motel 6 is doing well this year, and their numbers have increased. The motel is now seeing visitors, as opposed to previously being filled by hurricane relief workers.

Roger King reported that The Dolan House has models coming in from Los Angeles, California and New York City for photo shoots scheduled Friday and Saturday.

PUBLIC COMMENT: None submitted, and nothing to report.

The meeting was ajourned at 4:16 pm.

Prepared by:
Michelle Rose

HERNANDO COUNTY TOURIST DEVELOPMENT COUNCIL

"The Hernando County Tourist Development Council will identify, create, support and enhance activities, consistent with community assets, that increase visitation and provide local economic impact."

July 24, 2025 – MINUTES OF MEETING

The Hernando County Tourist Development Council conducted their meeting on Thursday, July 24, 2025, at 2:00 pm. The meeting was held at the Florida's Adventure Coast Visitors Bureau, 205 E. Fort Dade Ave., Brooksville, FL 34601. The meeting had been advertised, and the public was invited to attend. The following is an attendance record and summary of discussions that took place at the meeting.

MEMBERS PRESENT:
Mike Dolan
Yann Milcendeau
Roger King
Catherine Reeves
Therese White

STAFF:
Tammy Heon, Tourism Development Manager
Valerie Pianta, Director of Economic Development
Michelle Rose, Administrative Assistant II

EXCUSED: Brian Hawkins, Diane Greenwell, JW McKethan, Christa Tanner

CALL TO ORDER: Roger King called the meeting to order at 2:06 pm, on Thursday, July 24, 2025. The following is a summary of discussions that took place. Due to lack of quorum at the start, no initial votes were taken, but the meeting proceeded with financial and operational discussions until a quorum was reached.

FINANCE REPORT: Tammy Heon

TDT collections for June 2025 are $274,562, a 24.5% increase over June 2024's total of $220,503.

TDT collections for July 2025 are $212,332, a 34.4% increase over July 2024's total of $157,934.

Fiscal Year to Date TDT total collections are $2,535,987; an increase of 44% from last year's collection of $1,762,936; Marketing and Operation Revenues are $2,028,790; Destination Development Revenues are $507,197.

Year-to-date Expenditures as of July 21, 2025, are: Personnel and Benefits - $299,034 with a balance of $108,490; Operating Expenses - $647,650 with $91,970 in Outstanding Encumbrances with a balance of $894,931; Non-Operating Expenditures is our reserves - $3,599,307; Transfer to Other Funds includes our health insurance and the Chinsegut Hill Mannor's liability insurance - $62,720. Our total budget for FY25 is $5,704,102; we have a remaining balance of $4,665,448.

There is a budget amendment of $200,000 moved from this fiscal year's budget and reallocated forward to next fiscal year for the upcoming advertising agency, collateral, and media planning.

Grant funding is fully utilized for the current year, but funds from other line items will be reallocated, if needed, in support of the strategic plan's priority on events.

Lodging Snapshot: Hotels increased to 47% of total collections in June. Vacation rentals continue to dominate at 52% of collections, which include Cabot Citrus Farms' Cottages. ADR is up for both types of lodging. Campground RV Parks are 1% of collections.

Online Travel Agencies (OTA), Short Term Rental Supply: Vacation rentals continue to dominate collections. Supply is rebounding post Hurricane Helene, with 1,533 units now active.

MANAGER'S REPORT: Tammy Heon

Operational Updates:

- Revisiting the ITI Digital Contract additions and seeking BOCC approval September 9th
  - AI Assistant (Chatbot) Proposal for onsite customer service
  - AI-based GEO search ("blue boxes")
- Integrated Places and Events in the website module feeds, "Near Me" now cross-promotes both attractions and events, improving the visitors experience.
- A full website audit is planned to optimize core and supplementary content for AI/GEO Search.
- Information Kiosk to be installed on the side lawn at Courthouse with a roof and ADA compliant access
- The Mermaid Tale Trail: five statues remain and will be unveiled individually to ease logistics. Trail map updated annually in print. Digital tools, including websites and passport, will be updated in real time.
- Tammy attended Destinations International Annual Convention and CDME Classes.

Agency and Data Vendor RFP Updates:

- Marketing Agency RFP received 24 responses; 20 were qualified. Procurement delays have postponed review meetings due to staff changes, dates to be determined.
- Data Services RFP is also delayed. Requesting 90-day extensions from current providers.

Destination Updates:

- Rotary Club is addressing the signage issues at Russell Street Park. The Brooksville Map is delayed. Temporary signage solutions are being explored.
- Marina Rose received an award from TripAdvisor; ranked in the top 10% of attractions based on customer reviews worldwide.

- ❖ Chinsegut Hill Retreat: The City of Brooksville will relinquish operation to the County as of August 31st. The County is exploring options including an RFP. The museum operations likely to continue under the Tamp Bay History Center.

Catherine Reeves joined the meeting at 2:45 pm.

MINUTES of the June 5, 2025, TDC Meeting: A copy of the minutes of the June 5, 2025, TDC Meeting was included in the meeting packet.

MOTION: A motion was made by Therese White to approve the minutes of the June 5, 2025, TDC Meeting. Motion seconded by Yann Milcendeau. Motion passed; all in favor and none opposed.

NEW BUSINESS:

Revise Mission Statement: Tammy Heon noted that while updating the marketing plan, she realized the mission statement should be updated to align our current priories and strategic plan.

Current Mission Statement: The Hernando County Tourist Development Council and /or Tourism Department will identify, create, support, and enhance activities, consistent with community assets that increase visitation and provide local economic impact.

There was extensive discussion on revising the mission statement. Reflection included: sustainability, digital conversion, strategic partnerships, economic growth and enhancing the visitor experience.

No final version adopted. Mission Statement revisions will be brought back for review in September.

TDC Grant Funding Application:

Harvest Moon Fun Farm: The Fall Corn Maze and Haunted Nights are multi-day events spanning September, October and November. Based on points earned and the one-third allowance of their budget, the recommended TDC Grant Funding award is $5,000.00.

MOTION: A motion was made by Yann Milcendeau to approve TDC Grant Funding for Fall Corn Maze and Haunted Nights in the amount of $5,000.00. Motion seconded by Catherine Reeves. Motion passed; all in favor and none opposed.

Summer Campaign:

Visit Florida: Tammy Heon proposed a summer video retargeting campaign targeting non-Florida, Southeast markets. Campaign to include two 4-week flights utilizing our award-winning commercial. Visit Florida to match at 40%, resulting in a $20,000 total value for a $12,000 investment.

MOTION: A motion was made by Mike Dolan to approve the purchase of a summer video retargeting campaign in the amount of $12,000.00 with Visit Florida. Motion seconded by Yann Milcendeau. Motion passed; all in favor and none opposed.

DATES TO REMEMBER:

- TDC Meeting, September 25th
- Christmas in July Carriage Rides, Friday, July 25th
- Front Porch Art Walk, Saturday, August 6th

PUBLIC COMMENT:

Cheryl Kelly introduced photos of large-scale giant trolls made from recycled materials by artist Thomas Dambo.

Discussion ensued.

Yann Milcendeau commented that the giant troll art installations cost approximately $250,000.00 per piece; they are therefore cost prohibited.

TDC MEMBERS REPORT: None submitted, and nothing to report.

The meeting was ajourned at 3:50 pm.

Prepared by:
Michelle Rose

HERNANDO COUNTY TOURIST DEVELOPMENT COUNCIL

"The Hernando County Tourist Development Council will identify, create, support and enhance activities, consistent with community assets, that increase visitation and provide local economic impact."

September 25, 2025 – MINUTES OF MEETING

The Hernando County Tourist Development Council conducted their meeting on Thursday, September 25, 2025, at 2:00 pm. The meeting was held at the Florida's Adventure Coast Visitors Bureau, 205 E. Fort Dade Ave., Brooksville, FL 34601. The meeting had been advertised, and the public was invited to attend. The following is an attendance record and summary of discussions that took place at the meeting.

MEMBERS PRESENT:
Roger King
Mike Dolan
Diane Greenwell
Yann Milcendeau
Catherine Reeves
Therese White

STAFF:
Tammy Heon, Tourism Development Manager
Jeff Rogers, County Administrator
Valerie Pianta, Director of Economic Development

EXCUSED: Brian Hawkins, JW McKethan, Christa Tanner

CALL TO ORDER: Roger King called the meeting to order at 2:08 pm, on Thursday, September 25, 2025. The following is a summary of discussions that took place.

FINANCE REPORT: Tammy Heon

TDT collections for August 2025 are $228,619, a 6.3% increase over August 2024's total of $215,004.

TDT collections for September 2025 are $188,230, a 16.2% decrease over September 2024's total of $224,723.

Fiscal Year to Date TDT total collections are $2,952,836; an increase of 34% from last year's collection of $2,202,663; Marketing and Operation Revenues are $2,362,269; Destination Development Revenues are $590,567.

Year-to-date Expenditures as of September 23, 2025, are: Personnel and Benefits - $356,709 with a balance of $52,815; Operating Expenses - $763,174 with $63,250 in Outstanding Encumbrances and a balance of $805,857; Non-Operating Expenditures are our reserves - $3,549,043; Transfer to Other Funds includes our health insurance and the Chinsegut Hill Manor's liability insurance - $62,720. Our total budget for FY25 is $5,653,838; we have a remaining balance of $4,470,435.

Lodging Snapshot: Hotels increased to 48% of total collections in July. Vacation rentals continue to dominate at 50% of collections, which include Cabot Citrus Farms' Cottages. ADR is up for both types of lodging. Campground RV Parks are 2% of collections.

Online Travel Agencies (OTA), Short Term Rental Supply: Vacation rentals continue to dominate collections. OTA supply for AirBnB and VRBO shows 1,231 units now active, sleeping a total of 8,368 guests.

MANAGER'S REPORT: Tammy Heon
Tammy noted that the declines and slowing visitor economy, while concerning, are the norm. Tourism is off all around the country. She then shared reports and news on the subject.

Tourism Trends Year over Year for U.S. Hotels, from Tourism Economics as of August 7, 2025:

- Supply YoY: Actual is +0.5% with 2025 forecasted to increase .8% and 2026 forecasted to increase .8%.
- Demand YoY: Actual is +0.5% with 2025 forecasted to decrease .1% and 2026 forecasted to increase .6%.
- Occupancy: Actual is 63% with 2025 forecasted to decrease to 62.5% and 2026 forecasted at 62.3%.
- ADR YoY: Actual is +1.85% with 2025 forecasted to be an increase of .8% and 2026 forecasted to be an increase of 1%.
- RevPAR YoY: Actual is +1.95% with 2025 forecasted to decrease .1% and 2026 forecasted to increase .8%.

Short Term Rental Insights for the last 30 Days, from Key Data for the Southeast Region as of August 2025:

- Occupancy is 41%
- ADR is $322
- The Booking Window is 66 Days
- Length of Stay is 4.8 Days

Tourism Impact Report from Zartico Data for August 2025:

- 11% of all Spending in the Destination came from Visitor Spending.
- 41% of all Visitor Spend was at Local Businesses.
- 60% of all Accommodation Spend came from Visitor Spending.
- 13% of all Restaurant Spend came from Visitor Spending.
- 20% of all Retail Spend came from Visitor Spending
- 13% of all Arts, Entertainment, and Attractions Spend came from Visitor Spending.
- 55% of Visitor Cardholders were between the Ages of 25-54 Years Old.
- 46% of Visitor Cardholders have a Household Income of +$100,000.
- 28% of Visitor Cardholders have Children.

Therese White joined the meeting at 2:30 pm.

MINUTES of the July 24, 2025, TDC Meeting: A copy of the minutes of the July 24, 2025, TDC Meeting was included in the meeting packet.

MOTION: A motion was made by Yann Milcendeau to approve the minutes of the July 24, 2025, TDC Meeting. Motion seconded by Diane Greenwell. Motion passed; all in favor and none opposed.

MANAGER'S REPORT (Cont'd): Tammy Heon
Tammy reported that a recent report from Amadeus shows that social media is now the top source for vacation inspiration, overtaking family and friends.

Traveler's Top Sources of Inspiration from Amadeus Global Research:

- Social Media is 34%
- Family and Friends are 33%
- OTAs are 25%
- Influencers are 32%
- TV is 21%
- AI is 17%
- Highstreet Agent is 16%
- Celebrities are 13%
- Newspapers are 12%

Tourism Trends and the Canadian Tourism Decline from CBS Miami: Florida businesses that have long depended on Canadian visitors say they are feeling the impact of a sharp drop in tourism, raising concerns about the upcoming winter season. According to Visit Lauderdale, Canadian visitors are down 10% to 16% since April, with 13.5% fewer Canadians flying in. Officials estimate that could mean up to a $90M loss in economic activity.

Yann Milcendeau said that he was somewhat relieved to hear that the downward trends he is seeing are not exclusive to Hernando County.

Operational Updates:

- Mermaid Nova returns to Rogers Park, tomorrow September 26th at 10:00 am. She is being delivered via the Weeki Wachee River on a boat. The media will cover the story.
- We are revisiting the ITI Marketing Contract additions and web tools at the October 28th BOCC Meeting. Please mark your calendars to attend the BOCC meeting if possible.
- The Agency RFP oral presentations are scheduled for October 22nd, 2025.
- Tourism Data RFP Status: still pending. Procurement has recommended six-month contracts with existing vendors.

- ❖ We are shopping for materials next week for the Brooksville Map Rotary Sign in Russel Street Park to be repaired. Tammy will then arrange for promotional posters highlighting the downtown area.
- ❖ The repairs and application of fresh clearcoats to the mermaids on The Mermaid Tale Trail are nearly completed.
- ❖ Team Tourism, together with several guests, rode the newly added bus route, The Mermaid Route 9, with stops in the Hernando Beach Community, Linda Pederson Park, Rogers Park, Jenkins Creek Park, and Pine Island Beach. John Athanason created a very cute promotional video for the bus route, including a real Weeki Wachee Mermaid.
- ❖ Tammy reminded the TDC of The Restaurant Grant Program application deadline of October 3, 2025. Please forward the email to any friends in the restaurant or bar business.
- ❖ Z5, the latest update to Zartico's data platform, is a game changer for POI tracking. Events will now be completely trackable with attendance and lodging in one report. We will be able to run a report after each event and provide their visitor tracking to the organizers for both their own understanding and ours. For the first time, we will have true accountability for visitor and event tracking.
- ❖ Linda Pederson Park Tower Updates: Tammy informed the TDC that the BOCC had voted to use Tourism funds to rebuild the Linda Pederson Tower. Jeff Rogers mentioned discussions about putting the new tower in the Weekiwachee Preserve Park, or alternatively at Bayport Park. Tammy noted that the preserve could be a good opportunity for birdwatching.
- ❖ Tammy reminded the TDC to sign up for the Partner Portal, and please provide feedback.
- ❖ Tammy shared the department's plans to create the "Play it Forward Campaign," an effort to educate all visitors on responsible visitation and recreation.
    - o The Program will target Vacation Rental Home renters. Plans include developing a QR code window cling linking visitors to engaging and entertaining videos to educate them on responsible river behaviors.
    - o We will add a Vacation Rental Homes page in the Partner Portal with resources.
    - o We will explore opportunities with SWFMD and the Sierra Club.
    - o Tammy invited the TDC to Sustany - Green Drinks Night, Wednesday, October 22nd, 6:00 pm - 8:00 pm at Marker 48 in Spring Hill. This company focusing on sustainability is in Tampa. Tammy is curious to see what sort of programs they have, and how they might fit into our programs.

OLD BUSINESS: Tammy offered revised Mission Statements and a new Vision Statement.
Current Mission Statement: The Hernando County Tourist Development Council and/or Tourism Department will identify, create, support, and enhance activities, consistent with community assets that increase visitation and provide local economic impact. (28 words)

Proposed Revised Mission Statement:

Option 1: (30 Words)
To promote Florida's Adventure Coast, Brooksville Weeki Wachee as a vibrant destination while driving economic growth, fostering strategic partnerships and preserving the natural beauty and cultural heritage of our community.

Option 2: (29 Words)
To promote Florida's Adventure Coast, Brooksville Weeki Wachee as a vibrant destination while driving economic growth through innovative marketing, strategic partnerships and stewardship of our natural and cultural resources.

Vision Statement: To create a thriving future where residents, visitors and partners share in the benefit of a vibrant, welcoming and sustainable Florida's Adventure Coast.

Discussion ensued.

NEW BUSINESS:

TDC Grant Funding Applications:

Brooksville Main Street: Christmas on Main is a well-attended annual holiday celebration in Brooksville, scheduled for December 6th, 2025. Based on points earned and the one-third allowance of their budget, the recommended TDC Grant Funding award is $1,300.

MOTION: A motion was made by Mike Dolan to approve TDC Grant Funding for Christmas on Main in the amount of $1,300. Motion seconded by Yann Milcendeau. Motion passed; all in favor and none opposed.

Brooksville Main Street: Tunnel 2 Towers/Unplugged for the Brave concert is a multi-day event scheduled for November 7th, 8th, and 9th, 2025. Based on points earned and the one-third allowance of their budget, the recommended TDC Grant Funding award is $2,000.

MOTION: A motion was made by Diane Greenwell to approve TDC Grant Funding for Tunnel 2 Towers/Unplugged for the Brave concert in the amount of $2,000. Motion seconded by Therese White. Motion passed; all in favor and none opposed.

Hernando County Fine Arts Council: Art in the Park is an annual two-day event scheduled for March 14th and 15th, 2026. Based on points earned and the one-third allowance of their budget, the recommended TDC Grant Funding award is $3,500.

Diane Greenwell, of the Hernando County Fine Arts Council, recused herself from the vote.

MOTION: A motion was made by Mike Dolan to approve TDC Grant Funding for Art in the Park in the amount of $3,500. Motion seconded by Catherine Reeves. Motion passed; all in favor and none opposed.

Foggy Longbritches, LLC: Florida Winter Music Festival is a multi-day event spanning November 5th through 9th, 2025. Based on points earned and the one-third allowance of their budget, the recommended TDC Grant Funding award is $1,000.

MOTION: A motion was made by Yann Milcendeau to approve TDC Grant Funding for the Florida Winter Music Festival in the amount of $1,000. Motion seconded by Diane Greenwell. Motion passed; all in favor and none opposed.

Foggy Longbritches, LLC: Florida Americana Music Festival is a multi-day event spanning February 4th through February 8th, 2026. Based on points earned and the one-third allowance of their budget, the recommended TDC Grant Funding award is $1,300.

MOTION: A motion was made by Mike Dolan to approve TDC Grant Funding for the Florida Americana Music Festival in the amount of $1,300. Motion seconded by Yann Milcendeau. Motion passed; all in favor and none opposed.

SWAMP Mountain Bike Club: Croomfest is an annual two-day event scheduled for February 6th through February 7th, 2026. Based on points earned and the one-third allowance of their budget, the recommended TDC Grant Funding award is $1,300.

MOTION: A motion was made by Therese White to approve TDC Grant Funding for Croomfest in the amount of $1,300. Motion seconded by Catherine Reeves. Motion passed; all in favor and none opposed.

The recommendations for grant funding will be presented to the BOCC for final approval.

Ledgestone Disc Golf: Discraft Supreme Flight Open is an annual, multi-day event spanning February 26th through March 1st, 2026. They requested TDC Grant Funding in the amount of $25,000.

Discussion ensued regarding Grant Funding vs Sponsorship of larger events. The TDC agreed that events are expenditures of the caliber of the disc golf event should be sponsorships, allowing for negotiations of deliverables and benefits to the county.

MOTION: A motion was made by Mike Dolan to approve a Sponsorship for the Discraft Supreme Flight Open in the amount of $25,000. Motion seconded by Yann Milcendeau. Motion passed; all in favor and none opposed.

The terms of the Sponsorship shall be negotiated by Tammy Heon.

2026 Visit Florida Official Florida Vacation Guide, Co-Op Program: Tammy Heon proposed a full-page ad for Florida's Adventure Coast Visitors Bureau, as well as co-op advertisements for participation partners.

- 4 Partners - Things to Do Ads
  - Chinsegut Hill Historic Site
  - Weeki Wachee Springs State Park
  - The Florida Mermaid Trail, Brooksville Main Street
  - The Mermaid Tale Trail

- 2 Partners - Places to Stay Ads
    - Hernando Beach Motel
    - Farm of Dreams Resort

MOTION: A motion was made by Therese White to approve the purchase of a full-page ad and the co-op ads for partners in the 2026 Visit Florida Official Florida Vacation Guide in the amount of $24,021. Motion seconded by Catherine Reeves. Motion passed; all in favor and none opposed.

Fall/Winter Campaigns: Tammy Heon expressed concern about the low occupancy levels in our hotels. She feels we must launch a campaign to help our hoteliers and restaurants.

Miles Partnership LLC: Tammy proposed a Fall/Winter Campaign as an extension of the Summer Campaign, driving to the STAY page of the website. The Summer Campaign has performed extremely well; 0.21 CTR (benchmark is 0.10); 2,166,167 Impressions. Cost - $19,500.

MOTION: A motion was made by Mike Dolan to approve the purchase of additional advertising up to $19,500.00 with Miles Partnership LLC. Motion seconded by Yann Milcendeau. Motion passed; all in favor and none opposed.

Roadtrippers Magazine: Tammy proposed two, one-third page print ads which includes advertising in the publication and inclusion in their October newsletter. Cost - $1,665 each; $3,330 total.

Rova Magazine, Winter Issue; A Look at National and State Parks: Tammy Heon proposed a one-half page print ad which includes a 500-word article, pictures, and a link to Weeki Wachee Springs State Park. Cost - $4,000.

MOTION: A motion was made by Yann Milcendeau to approve advertising with Roadtrippers and Rova Magazines. Motion seconded by Diane Greenwell. Motion passed; all in favor and none opposed.

Florida Golf Alliance, Co-Op with Cabot Citrus Farms: Tammy Heon proposed renewing our program and partnership with Cabot Citrus Farms: two full page ads, plus Cabot's ad in the Guide. Guide to be distributed to five golf shows and Official Visit Florida Welcome Centers. We will be included on the website, in email campaigns, and social media campaigns. Our Co-op cost is $15,800; ($22,400 total).

MOTION: A motion was made by Diane Greenwell to approve the Florida Golf Alliance, Co-Op with Cabot Citrus Farms for $15,800. Motion seconded by Therese White. Motion passed; all in favor and none opposed.

DATES TO REMEMBER:

- BOCC Meeting, October 28th
- TDC Meeting, November 20th
- Front Porch Art Walk, Saturday, October 4th
- Green Drinks Night 6:00 pm - 8:00 pm at Marker 48, October 22nd

TDC MEMBERS REPORTS:

Roger King reported his desire to be at the Siera Club Meeting. Tammy invited him to join the meeting.

Diane Greenwell reported a power pole painting project in Hernando Beach. She also reported the success of the Front Porch Art Walk with approximately 50 artists at the event.

Catherine Reeves reported that The Bistro is doing great, and employees are happy. The restaurant has had two record months.

Yann Milcendeau reported that both the motel and restaurant are down, they had been ahead of last year until the month of September. He also reported that the Hernando Beach Flats Concert was not as well attended as past years.

Therese White reported that the motel is staying steady, and revenues are up. They are seeing last minute travelers looking for deals. There are no issues with the new wells.

PUBLIC COMMENT: None submitted, and nothing to report.

The meeting was ajourned at 4:30 pm.

Prepared by:
Michelle Rose

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Greenwell, J. Diane	Hernando County Tourism Development Council
MAILING ADDRESS 3267 Flamingo Blvd.	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☑ COUNTY ☐ OTHER LOCAL AGENCY
CITY / COUNTY Hernando Beach / Hernando	NAME OF POLITICAL SUBDIVISION: District 2 Hernando Beach
DATE ON WHICH VOTE OCCURRED September 25, 2025	MY POSITION IS: ☐ ELECTIVE ☑ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, J. Diane Greenwell, hereby disclose that on **September 25**, 20 25:

(a) A measure came or will come before my agency which (check one or more)

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____;

___ inured to the special gain or loss of my relative, _____;

✓ inured to the special gain or loss of Hernando County Fine Arts Council - Art in the Park, by whom I am retained; or

___ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I am an appointed member of Hernando County Fine Arts Council serving as Executive Vice Chair. Hernando County Fine Arts Council has made grant application on behalf of Art in the Park, a major event of the organization's. I recused myself from voting on this item due to a conflict of interest.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

October 15, 2025
Date Filed

J. Diane Greenwell
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Administration
Prepared By: Colleen Conko
Initiator: Jeffrey Rogers
DOC ID: 17080
Legal Request Number:
Bid/Contract Number:

TITLE
Transmittal of Minutes From Waterways Advisory Committee Meetings of 2025

BRIEF OVERVIEW
Staff received the attached approved 2025 meeting minutes for the Waterways Advisory Committee.

FINANCIAL IMPACT
No financial impact.

LEGAL NOTE
No legal note.

RECOMMENDATION
For informational purposes only; no action is required by the Board.

REVIEW PROCESS

Heidi Prouse	Approved	01/27/2026	9:15 AM
Toni Brady	Approved	01/29/2026	6:47 PM
Jeffrey Rogers	Approved	02/03/2026	1:43 PM
Colleen Conko	Approved	02/03/2026	1:49 PM

HERNANDO COUNTY WATERWAYS ADVISORY COMMITTEE
MEETING MINUTES – January 13, 2025

Date: Monday, January 13, 2025 Time: 6:00 P.M.

Location: Hernando County Lake House
1202 Kenlake Ave, Spring Hill, FL 34606

The meeting agenda and back-up material are available online at:
https://www.hernandocounty.us/departments/departments-n-z/public-works/aquatic-services/waterways-advisory-committee/agendas-and-minutes

CALL TO ORDER

Kathryn Birren called the meeting to order at 6:01 p.m.

Attendee Name	Title	Attendance
Chris Licata	Chairman	No
Kathryn Birren	Member	Yes
Ron Zellmer	Member	Yes
Maryann Johnson	Member	Yes
Rob Talmage	Parks and Recreation Administrator	No
Carla Burrmann	Department Manager, Aquatic Services and Waterways	Yes
Matt LaPalme & Steve Snell	Marine Patrol Deputies	No
Officer	Florida Fish and Wildlife Commission	No

PLEDGE OF ALLEGIANCE

APPROVAL / MODIFICATION OF AGENDA (Limited to Staff and Committee Only)

- Motion to approve agenda by Maryann Johnson. Second by Ron Zellmer.

APPROVAL OF MINUTES – December 9, 2024

- Motion to approve agenda by Ron Zellmer. Second by Maryann Johnson. Approved unanimously.

MARINE PATROL REPORT – Deputies were not in attendance.

NEW BUSINESS

1. WAC vacancy
    - Two positions will become vacant as of December 31, 2024.
        - Brian Woolfork's application will be reviewed at the BOCC meeting on January 14, 2025.
2. Select a Vice Chairman for the Committee.
    - Motion by Maryann Johnson that Kathryn Birren becomes Chair. Second by Ron Zellmer. Approved unanimously.
    - Motion by Ron Zellmer that Maryann Johnson becomes Vice Chair. Second by Maryann Johnson. Approved unanimously.

3. Discussion to disband the Waterways Advisory Committee (requested by Chairman Licata).
    - Chris Licata was not present at the meeting. Kathryn Birren did not agree and feels the WAC should remain active to represent a voice of the public for waterways issues.
    - Maryann Johnson agreed with the Chair and looks forward to addresses/identifying future issues.
    - Motion made by Maryann Johnson that the WAC is not disbanded. Second by Kathryn Birren. Approved unanimously.

OLD BUSINESS

4. Weeki Wachee River Dredge – update
    - This project is nearing completion and will be closing Roger's Park to allow for the removal of the pipeline and infrastructure related to the dredge.

INFORMATIONAL ITEMS

CITIZENS' COMMENTS

5. The WAC website needs to be updated to provide the information below:
    - What does the committee do?
    - What projects are the WAC working on? How to find information on these projects.
    - What community involvement is occurring?
    - Why does clicking on a waterbody take you to a Google Map and not a page that provides information about the site?
6. Why isn't Hernando County conducting water testing after several manatee deaths have occurred?
7. Why isn't SWFWMD water testing data linked to the Hernando County webpage?
8. Why is there red tide on a closed beach in the winter with no information about it on Hernando County's website?
9. Why are the WAC meetings not being recorded?
10. Why were the trees not removed from the Jenkins Spring area after the hurricanes?
11. What data is collected in Jenkins Creek from FWC?
12. Need increased information about manatee health.
13. Provide updates on our website for all current and proposed projects.

WATERWAYS ADVISORY COMMITTEE / STAFF COMMENTS

- What is the status of replacing/repairing ATONs and pilings on HB Channel?
    - Waterways staff are actively replacing all damages and missing ATONs.
- How to have the WAC webpage updated? Would the County's Public Information Officer be able to assist? Add to next WAC agenda.
- Keep active projects on the agenda going forward.
- Was the Coastal Cleanup cancelled?
    - Yes, due to hurricanes.

OTHER –

ADJOURNMENT - Chairman (Kathryn Birren) adjourned the meeting at 7:07 p.m.

<u>Upcoming Meeting(s)</u>:

The next regular meeting of the Waterways Advisory Committee will be held on Monday, March 10, 2025, at 6:00 P.M., at the Hernando County Lake House, 1202 Kenlake Ave., Spring Hill, FL, 34606.

HERNANDO COUNTY WATERWAYS ADVISORY COMMITTEE
MEETING MINUTES – March 10, 2025

Date: Monday, March 10, 2025 Time: 6:00 P.M.

Location: Hernando County Lake House
1202 Kenlake Ave, Spring Hill, FL 34606

The meeting agenda and back-up material are available online at:
https://www.hernandocounty.us/departments/departments-n-z/public-works/aquatic-services/waterways-advisory-committee/agendas-and-minutes

CALL TO ORDER

Kathryn Birren called the meeting to order at 6:12 p.m.

Attendee Name	Title	Attendance
Kathryn Birren	Chairman	Yes
Maryann Johnson	Vice Chairman	Yes
Ron Zellmer	Member	Yes
Chris Licata	Member	No
Brian Woolfolk	Member	Yes
Rob Talmage	Parks and Recreation Administrator	Yes
Carla Burrmann	Department Manager, Aquatic Services and Waterways	Yes
Lt. Reak	Marine Patrol Deputies	Yes
	Florida Fish and Wildlife Commission	No

PLEDGE OF ALLEGIANCE

APPROVAL / MODIFICATION OF AGENDA (Limited to Staff and Committee Only)

- Motion to approve agenda by Maryann Johnson. Second by Ron Zellmer.

APPROVAL OF MINUTES – January 13, 2025

- Motion to approve agenda by Ron Zellmer. Second by Maryann Johnson. Approved unanimously.

MARINE PATROL REPORT

- A fourth marine deputy has been added to assist with enforcement on HC Waterways.
- Enforcement of the SPZ is active. Deputies are issuing citations.

NEW BUSINESS

- Janie Hagberg (SWFWMD) gave a presentation on the Weeki Wachee River dredge project.
  a. Introduction to SWFWMD
  b. Purpose of Surface Water Improvement and Management (SWIM) section.
     - More information can be viewed at: see attached Weeki Wachee SWIM Plan
  c. Dredge activities removed sedimentation in the river.
     - Project completed in February 2025

- Hand dredging utilized in historic river bottom
    1. 20 feet bottom width to -5 ft. MLW
    2. Avoided docks and seawalls.
- Dredge material pumped to Cofer Rd. site.
    1. Cells were built to treat and remove sediment from dredging material.
    2. Water was returned to river just downstream of Roger's Park and sediment was taken off-site.
- Water quality was monitored to meet turbidity requirements.
- Navigation was maintained.
- Manatee spotter was utilized constantly to ensure safety of this mammal.
- Spring vent was uncovered during dredge in upper area of work area.
- All debris uncovered was removed from the river.
- Main objective was to uncover the natural bottom habitat covered by the sand/sediment.
    1. Snags and relic features were left.
- Approximately 30,000 cubic yards of sediment were removed from the river.

d. FWC will be replanting grass within the area of dredging. Project is currently being permitted through FDEP.

INFORMATIONAL ITEMS

- Navigational marker repairs
    a. Repairs continue
    b. Signs on WWR replaced to prepare for spring break.
- Canal Maintenance Study
    a. Surveying/data collection is ongoing.
- Canal debris survey
    a. HCSO conducted a survey of canals and did not find any issues of concern.
        - Large items (two cars) have been removed.
- Harvesting Vessel – Hunter's Lake
    a. Vessel is currently harvesting vegetation on Hunter's Lake.
    b. Vegetation is taken to landfill to be included in the County composting project.
- Lake Lindsey shredding project
    a. FWC shredded tussocks on the lake to address navigation issues.
    b. Will re-shred in 1-2 months.
- Weeki Wachee Preserve Park
    a. Phase one is being designed currently. This will include construction of a parking lot, ADA accessible bridge over the canal, informational kiosk, restrooms, and sidewalks.
- Artificial Reef project
    a. Baseline data collection/monitoring ongoing.
    b. Waiting for ACOE permit to be issued.
- Pine Island Park update
    a. Substantial damage incurred due to hurricanes.
    b. Proposed mobile office building and restroom facilities. Concrete slab placed for Food Truck vendor.
    c. All structures built after Hurricane Idalia remained after Hurricanes Helene/Milton.
- Island cleanup
    a. This can be addressed by private individuals. Must receive authorization from owner.
    b. The current priority for the Waterways Department is installation/repair of damaged ATONs.
    c. Any activity shall not impact current resources in/on/around the island.
    d. Addressed during Coastal Cleanup?

CITIZENS' COMMENTS

- Where is the artificial reef project proposed?

a. The overall goal of Hernando County's Artificial Reef Program 14-1 is to construct a diverse network of artificial reefs that will enhance recreational opportunities for a wide variety of users and enhance nature-based tourism. The objectives of the project are to: 1) support the increasing recreational demand for offshore reef fishing and scuba diving opportunities; and 2) enhance the abundance, distribution, and structural diversity of hard bottom habitat in the county's marine waters. Habitat created by artificial reefs is anticipated to provide numerous environmental benefits including: 1) the creation of transitional hard bottom habitat between the offshore zone and estuaries; 2) creation of essential fish habitat (EFH) that will increase fish diversity; 3) substrate supporting encrusting and colonial benthic organisms such as sponges and corals; and 4) niche space for small marine invertebrates.

WATERWAYS ADVISORY COMMITTEE / STAFF COMMENTS

- How to have the WAC webpage updated? Would the County's Public Information Officer be able to assist?
  - Our PIO office is in the process of updating the County's website.

OTHER –

ADJOURNMENT - Chairman (Kathryn Birren) adjourned the meeting at 8:02 p.m.

Upcoming Meeting(s):

The next regular meeting of the Waterways Advisory Committee will be held on Monday, May 12, 2025, at 6:00 P.M., at the Hernando County Lake House, 1202 Kenlake Ave., Spring Hill, FL, 34606.

HERNANDO COUNTY WATERWAYS ADVISORY COMMITTEE
MEETING MINUTES – May 12, 2025

Date: Monday, March 10, 2025 Time: 6:00 P.M.

Location: Hernando County Lake House
1202 Kenlake Ave, Spring Hill, FL 34606

The meeting agenda and back-up material are available online at:
https://www.hernandocounty.us/departments/departments-n-z/public-works/aquatic-services/waterways-advisory-committee/agendas-and-minutes

CALL TO ORDER

Kathryn Birren called the meeting to order at 6:15 p.m.

Attendee Name	Title	Attendance
Kathryn Birren	Chairman	Yes
Maryann Johnson	Vice Chairman	Yes
Ron Zellmer	Member	No
Chris Licata	Member	No
Brian Woolfolk	Member	No
Chris Linsbeck	Community Services Director	Yes
Carla Burrmann	Department Manager, Aquatic Services and Waterways	Yes
Lt. Reak	HCSO Marine Patrol Deputies	Yes
	Florida Fish and Wildlife Commission	No

PLEDGE OF ALLEGIANCE

APPROVAL / MODIFICATION OF AGENDA (Limited to Staff and Committee Only)

APPROVAL OF MINUTES – postponed until July 14, 2025

MARINE PATROL REPORT

- Four marine deputies continue patrol our waterways. Two marine deputies are on patrol each day.
- SPZ enforcement: Deputies are facing increased aggression due to enforcement of rule and associated fine.
- HCSO and FWC ticketing databases are separate and do not communicate with one another.
- Need greater enforcement of ISNW in Tarpon Canal.
- Overall positive comments from the public in attendance regarding marine deputies' presence on river.
- Education needs to be more prevalent about the SPZ rule. Are the local businesses providing information to all people who use the river via their business?
- How could technology (body cameras) help deputies enforce rules on the water?

NEW BUSINESS

- Manatee Protection Zone – Mud River - In legal dept. for review of draft ordinance language. Once approved it will be sent to FWC for review and then will go in front of our BOCC for approval

and back to FWC for final approval. Speed zone will be reduced to Idle Speed/No Wake within the MPZ area. FWC is supportive of the MPZ and should be approved and finalized in 2025.
Comments:
  - What is the plan for enforcement for the MPZ?
    - Falls to FWC and HCSO.
  - How much funds have been spent on this MPZ?
    - FWC has assisted in drafting the ordinance language.
  - Why are we not waiting for the results from the Canal Maintenance Study to determine the MPZ boundaries?
    - Data collected by FWC, SWFWMD, and Save the Manatee club were utilized to determine the MPZ boundary.
  - Why isn't the MPZ covering all manatee used waters?
    - Additional manatee refuge areas may be requested to be under an MPZ.
  - What date will this be for the FWC meeting?
    - This date has not been provided by FWC to date.
  - Is there an original request from a citizen for this MPZ?
    - County staff did not have this information at the meeting.
  - What percentage of the Mud River is ISNW currently?
    - A large portion is currently under ISNW.

- Weeki Wachee River planting project - The planting of native eelgrass is intended to be completed by June 30th. This will include four-inch pots protected within exclusion devices (cages), plus planting units throughout the planting area. Precise planting locations along the river's southern shoreline are to be determined by the permit applicant and their agent (The Fish and Wildlife Foundation of Florida and Sea & Shoreline, respectively). There is a picture in the agenda packets that shows the planting areas. The presentation from Fish and Wildlife Foundation will be on June 10th BOCC mtg.
  Comments:
  - none
- Fertilizer ban – BOCC agenda item (May 13, 2025) - Detailed information about this item can be viewed on our website under BOCC meeting agendas. The draft ordinance is attached for your reference. The contact for questions would be Alys Brockway.
  Comments:
  - Deevon Quirolo (Sierra Club) provided information to committee.

INFORMATIONAL ITEMS

- Navigational marker repairs - HB, Bayport, Gulf pilings/signs are complete. Green signs are on order and have been delayed due to manufacturing issues. Pine Island signs/pilings up next week, followed by Chaz River.
- Canal Maintenance Study - Consultant working on data analysis currently. Results will be presented to the BOCC in August 2025.
- Spoil Island debris - Sent request for cleanup assistance to DEP as they own the spoil islands. That agency is reviewing ownership information to confirm and will follow up once a determination has been made.
- Pine Island – all improvements are to be more resilient to storms. Activities being conducted:
  - Sensitive structures will be removed, such as a restroom trailer, office and storage trailers. Concrete pads and quick-disconnect utility hookups are being constructed for these trailers.
  - A dedicated area for food truck parking is being constructed next to an expanded dining area. The food truck pad will include a quick-disconnect electrical hookup.
  - Changing rooms have been rebuilt.
  - Pavilions have been re-roofed.
  - Approx. 1100 cubic yards of white beach sand has been transported and placed to replenish the sand lost during Hurricane Helene.

    - The observation deck has been removed. Its replacement will be incorporated into another project that will raise the existing seawall projected for FY27.
    - The playground has been removed but will be replaced with a new playground later this summer or early fall.
    - Approx. 400 feet of sand retention wall is being constructed.
    - Three sets of outdoor concrete cornhole boards are being installed.
    - New entry and exit gates have been installed.
    - All improvements will be ADA compliant.
- Harvesting Vessel – Hunter's Lake. The vessel is currently waiting on hydraulic pump parts. Once repaired it will return to Hunter's Lake to continue harvesting vegetation.
- Lake Lindsey – shredding project - FWC did two rounds of shredding. The initial round took about a week and probably about 12 acres were shredded. FWC left an acre of tussock in areas where sandhill cranes were nesting. The second treatment happened ~6 weeks later. The contractor shredded the tussocks that were skipped the first time, as well as mud that popped up following initial treatment. Approximately 5 acres were shredded the second time. FWC has requested funding for maintenance shredding in the fall. The tussock mud will start to pop up again over the summer, so the County will be watching this lake to determine if and when maintenance harvesting will be needed.
- Weeki Wachee Preserve Park - Completing final edits on the Education and Recreation Management Plan. Final draft will be sent back to SWFWMD this month.
- Artificial Reef project - Still waiting on ACOE permit. And baseline monitoring and collection has been completed. The County is working on Phase II of this project which includes construction and post-monitoring.

CITIZENS' COMMENTS

- Will there be a gate attendant at Pine Island? Will staff remove patrons at closing time?
    - The public will need to park and pay via a mobile app. Gate will remain open during operating hours and there will be a Park attendant for any issues and to address maintenance.
- Are faded signs/markers being replaced? Is there a way to have waterfront homeowners use marine safe lights?
    - All faded signs/markers are being addressed. A County ordinance would be required to enforce specific lights adjacent to waterbodies.
- Education is key to making the SPZ successful.
- Can the County assist in cleaning the spoil islands since they have large boats?
    - The County is working with the State (DEP) to determine how to address this issue.
- Kudos given to the Parks Department regarding maintenance of county parks (Anderson Snow, Delta Woods).
- How can the spoil islands be cleaned up?
    - Permissions need to be obtained first, and the County is working with the State (DEP) to determine a path forward.
- How does the Weeki Wachee Preserve Park relate to waterways?
    - The only water component is a kayak launch however Carla Burrmann is assisting with environmental components of the park for the County.
- Is the Bass Canal included in the Canal Maintenance Study? Is there any additional testing being conducted on the canal?
    - Yes, it is included in the study. Questions regarding water sampling should be directed to FDEP.
- What is the Weeki Wachee Preserve Park?
    - The County has a leased area (~355 acres) in the Weeki Wachee Preserve for a passive, recreational park.
- What can be done about the pipes located in Bass Canal?
    - Questions about water testing and/or water quality would need to be address to FDEP.
- Can the SPZ rule be changed to exclude areas?

    - This would need to be addressed with FWC as the Waterways Dept. only maintains the SPZ signs.
- SWFWMD's capacity study provides information supporting the SPZ. This along with supporting documentation of the SPZ provides valuable information to those who do not understand it.
- Community outreach would be beneficial to help spread understanding and clarity on SPZ rule.
- What is the end game for the Weeki Wachee Preserve Park?
    - The approved lease with SWFWMD shows all entities proposed for the park. The County will keep rules that currently apply (from SWFMWD) in the park. So, dogs will be allowed.

WATERWAYS ADVISORY COMMITTEE / STAFF COMMENTS

- None.

OTHER –

ADJOURNMENT - Chairman (Kathryn Birren) adjourned the meeting at 8:05 p.m.

Upcoming Meeting(s):

The next regular meeting of the Waterways Advisory Committee will be held on Monday, July 14, 2025, at 6:00 P.M., at the Hernando County Lake House, 1202 Kenlake Ave., Spring Hill, FL, 34606.

HERNANDO COUNTY WATERWAYS ADVISORY COMMITTEE
MEETING MINUTES – July 14, 2025

Date: Monday, July 14, 2025 Time: 6:00 P.M.

Location: Hernando County Lake House
1202 Kenlake Ave, Spring Hill, FL 34606

The meeting agenda and back-up material are available online at:
https://www.hernandocounty.us/departments/departments-n-z/public-works/aquatic-services/waterways-advisory-committee/agendas-and-minutes

CALL TO ORDER

Kathryn Birren called the meeting to order at 6:03 p.m.

Attendee Name	Title	Attendance
Kathryn Birren	Chairman	Yes
Maryann Johnson	Vice Chairman	Yes
Ron Zellmer	Member	Yes
Brian Woolfolk	Member	No
Vacant	Member	No
Chris Linsbeck	Community Services Director	Yes
Rob Talmage	Parks & Recreation Administrator	Yes
Carla Burrmann	Department Manager, Aquatic Services and Waterways	Yes
Lt. Reak	HCSO Marine Patrol Deputies	Yes
	Florida Fish and Wildlife Commission	No

PLEDGE OF ALLEGIANCE

APPROVAL / MODIFICATION OF AGENDA (Limited to Staff and Committee Only)

- Motion to approve agenda by Maryann Johnson. Second by Ron Zellmer.

APPROVAL OF MINUTES – postponed until July 14, 2025

- Motion to approve agenda by Maryann Johnson. Second by Ron Zellmer. Approved unanimously.

MARINE PATROL REPORT

- Florida Freedom Boating Act - changes how HCSO conducts business. Law enforcement can no longer stop or board a vessel solely for safety compliance checks or marine sanitation inspections without probable cause or reasonable suspicion of a violation.
  - Rules are applicable for all boats (commercial/residential).
  - Resource checks can still be conducted.
- Trespassing letter to SWFWMD – does this need to be renewed yearly?
  - No. Statutorily the letter would be in effect if the property owner is the same.
- How many tickets have been issued?
  - Approximately 100 in the last month.

NEW BUSINESS

- Discussion of WAC future
  - Kathryn Birren (KB) attended the BOCC mtg on July 8th and addressed the commissioners on her support for the WAC.
  - Maryann Johnson (MJ) supports the WAC and feels it serves an important outlet for citizens to state their concerns regarding our waterways.
  - Ron Zellmer (RZ) also supports the continuation of the WAC as it provides another pair of eyes on our waters.
  - Procedure to remove WAC member for non-participation/attendance.

  Citizens' comments:
  - How would citizens get issues addressed if WAC was disbanded?
    - Citizens could provide comments at a BOCC meeting under citizens comment time.
  - When does the WAC vote on items? How many committee members are needed.
    - A quorum is needed to vote on a motion.
  - How can a citizen report an issue on the water?
    - Contact the Parks office (352-754-4031) or Waterways manager (Carla Burrmann).
  - Can the WAC take concerns/issues to the BOCC?
    - Yes. The WAC can advise the BOCC about any concerns/issues.
  - Can items/tasks be delegated to the WAC from Waterways staff?
    - WAC members' duties are established under section 7-153.

INFORMATIONAL ITEMS

- Navigational marker repairs – all missing signs have been installed with the exception of those on the Chassahowitzka River. County staff are currently working with Citrus County to locate a suitable location to moor our barge as it will need to be in the area for several days to install the missing poles/signs.
- Spoil Island debris – task completed. The county removed ~5400 lbs. of debris from the islands.

CITIZENS' COMMENTS

- Were the canals surveyed to identify debris in waters?
  - HCSO conducted a survey and did not locate any debris which would cause a navigation issue.
- What is the status of the canal maintenance study?
  - The county's consultants are currently analyzing the data and will be making a formal presentation at the BOCC meeting in August 2025.
- When will Pine Island open?
  - The county is hoping to have it open by end of July 2025. All structures will be mobile so they can be removed for a storm event.
- How will citizen park at Pine Island?
  - Park mobile app will be used along with two kiosks on-site.
- Is there an update on the Manatee Protection Zone (MPZ)?
  - The draft ordinance is being reviewed by county legal staff. Once completed, the ordinance will be advertised and presented at a BOCC meeting.
- Does the county spray waterbodies for invasive vegetation?
  - No. The county does not spray aquatic vegetation.
- Is the cut-through area from Weeki Wachee River to Mud Lake under an ISNW?
  - Yes. It is currently an Idle Speed No Wake (ISNW) however there are no signs in the cut-through area.
- Citizen located on Cheeks Creek requested to have an ISNW sign moved as it was too close to their dock.
  - Staff will look into this issue and reach out to FWC.
- Is there county staff or an HCSO deputy that can be stationed at Bayport boat ramp to control unruly people?

    - Lt. Reak said to contact the HCSO when issues arise. County staff are not present at this boat ramp currently.
- Is the MPZ proposed for year-round enforcement?
    - Yes.
- Is there an update on the Weeki Wachee Preserve Park?
    - The construction plans are at 30% completion and the educational plan is under review by SWFMWD. The county hopes to be under construction within one year.
- What is the status of restoration activities at Jenkins Creek?
    - County staff are working with FWC on proposed restoration activities.
- What happened with the inflatable structure in the flats off Hernando Beach?
    - DEP contacted the owner, and had it removed as it was a violation of state regulations.

WATERWAYS ADVISORY COMMITTEE / STAFF COMMENTS

- A person will be selected to fill the WAC member vacancy and will be chosen at the July 22nd BOCC meeting.
- The Aquatic Services & Waterways Department and the Environmentally Sensitive Lands program will be combined in FY26 to create the Natural Resources Department.

OTHER –

ADJOURNMENT - Chairman (Kathryn Birren) adjourned the meeting at 7:54 p.m.

Upcoming Meeting(s):

The next regular meeting of the Waterways Advisory Committee will be held on Monday, September 8, 2025, at 6:00 P.M., at the Hernando County Lake House, 1202 Kenlake Ave., Spring Hill, FL, 34606.

HERNANDO COUNTY WATERWAYS ADVISORY COMMITTEE
MEETING MINUTES – September 8, 2025

Date: Monday, September 8, 2025 Time: 6:00 P.M.

Location: Hernando County Lake House
1202 Kenlake Ave, Spring Hill, FL 34606

The meeting agenda and back-up material are available online at:
https://www.hernandocounty.us/departments/departments-n-z/public-works/aquatic-services/waterways-advisory-committee/agendas-and-minutes

CALL TO ORDER

Maryann Johnson called the meeting to order at 6:02 p.m.

Attendee Name	Title	Attendance
Kathryn Birren	Chairman	No
Maryann Johnson	Vice Chairman	Yes
Ron Zellmer	Member	Yes
Brian Woolfolk	Member	Yes
Lucas Johns	Member	Yes
Chris Linsbeck	Community Services Director	No
Rob Talmage	Parks & Recreation Administrator	Yes
Carla Burrmann	Department Manager, Aquatic Services and Waterways	Yes
Lt. Reak	HCSO Marine Patrol Deputies	Yes
	Florida Fish and Wildlife Commission	No

PLEDGE OF ALLEGIANCE

APPROVAL / MODIFICATION OF AGENDA (Limited to Staff and Committee Only)

- Motion to approve agenda by Brian Woolfolk. Second by Ron Zellmer. Approved unanimously.

APPROVAL OF MINUTES

- Motion to approve minutes by Brian Woolfolk. Second by Ron Zellmer. Approved unanimously.

MARINE PATROL REPORT

- School back in, waterways are slowing down.
- Three marine deputies patrolling waters.
- SPZ and alcohol citations are being issued.

Citizen's Comments for HCSO.

- What is the age for wearing a personal floatation device (PFD)?
  - *Any person under 6 years of age must wear a PFD while on a vessel.*
- Bow-riding allowed on vessels.
  - *In Florida, it is not illegal to bow ride, as the law changed in 2016 with the passage of HB 703, which redefined careless operation to require a threat to a person outside the vessel. However, Florida Fish and Wildlife Conservation Commission (FWC) still strongly advises*

against bow riding because it is dangerous and increases the risk of falling overboard, injury, or drowning.

- If ½ cent sales tax is approved, will HCSO Marine Deputies wear body cameras?
  - *If required by the Sheriff, body cameras will be worn.*
- Limited number of law-enforcement officers on the Weeki Wachee River during Labor Day weekend.

NEW BUSINESS

- Discussion to remove Brian Woolfolk from the WAC by Policy No. 06-01
  - *Mr. Woolfolk stated he would be in regular attendance going forward and that he did notify HC staff of each absence. Mr. Woolfolk notified staff on 4/30/25 that he would not be in attendance for the 5/12/25 meeting. Notification of absence from the other meetings (3/10/25, 7/14/25) was not provided to staff.*
- Idle Speed/No wake zone signs for the cut through between the Mud and Weeki Wachee Rivers.
  - *An ISNW sign has been installed at the canal side of the cut through.*
  - *Lucas Johns requested to 'hijack' this agenda item to speak on the Manatee Protection Zone. He handed out hardcopies of his proposal (attached).*
  - *Maryann Johnson asked if this proposal could be presented to the BOCC.*
    - *Decision was made to speak with the County Administrator for further guidance.*
- Airboat ordinances and operating areas. Specifically, discuss adding a no commercial airboat operating zone within 150 ft. of a private residence and 100 ft. of the coastline.
  - *Lucas Johns made a motion to bring this issue to the BOCC. Maryann Johnson asked for a second and that's when the crowd started yelling about wanting to comment on the issue before the motion was voted on.*
  - *Airboat Captain Carey (Gibson) and Lucas Johns squabbled back and forth for a few minutes.*
  - *Maryann Johnson tabled the discussion to move meeting along.*
- Kayak flags for commercial operations. For commercial and private kayas operating within a wake zone is it required to display a flag to help identify their position?
  - *Lt. Reak stated it was not required.*
- Update on seagrass mitigation area south of Hernando Beach Channel.
  - *The signs were required for the seagrass restoration/mitigation project. As this project has been completed, FWC has requested the signs be removed. All signs excluding two pilings that have bird racks on them have been removed.*
- Hernando County webpage updates.
  - *The Public Information Office (PIO) is continuing to work on updates to the webpage.*
- Signs on the Weeki Wachee River – old/faded or overgrown with vegetation.
  - *Staff traveled up and down WWR and cleaned/replaced signs as needed and trimmed vegetation.*
- Are PFDs required when operating a paddle board?
  - *Yes, they are considered a vessel.*
- Hurricane preparedness guide.
  - *Copies of the guide were provided to attendees and can be viewed online at: https://www.hernandocounty.us/home/showpublisheddocument/8412/638205162395900000*

INFORMATIONAL ITEMS

- Creation of Natural Resources Department – 10/1/2025.
  - *Result of combining the Environmentally Sensitive Lands program and Aquatic Services/Waterways Department.*
- Introduction of the new Field Supervisor, Matt Harrington.

CITIZENS' COMMENTS

- Why isn't the County actively removing vegetation from Hunter's Lake?
  - *The County will launch the harvesting vessel as water levels allow. Currently the water levels are too low at Hunter's Lake with the boat ramp having inches of water thus causing restrictions on the County's ability to safely launch a vessel.*
- Waterways webpage is inadequate and needs to be updated.
  - *The Public Information Office (PIO) is working on updating the County's website.*
- How is the RESTORE funds being spent by the Waterways Department.
  - *The Artificial Reef project is the only active RESTORE project under Waterways Dept.*
- How can we address the invasive species at Hernando Beach? Updated plant ordinance?
- Lake Townsen pier is in poor condition.
- Is water being diverted from Hunter's Lake to other counties?
  - *Hunters Lake is naturally a closed lake, but development of Spring Hill has resulted in a surface water outflow from the lake in its southwest corner. No diversions are identified.*
- What is the status of the artificial reef project?
  - *State permits have been issued, and the County is expecting the federal permit by end of 2025.*
- Would the HCSO be able to enforce a 25 mph for the MPZ proposed by Lucas Johns?
  - *The HCSO does not have ability to determine vessel speed at this time.*
- Will residents on the Weeki Wachee River be sent a survey for the MPZ?
  - *BOCC direction was to send survey to all residents west of Shoal Line Blvd.*
- Who needs to be contacted regarding the health of Hunter's Lake?
- Can boat rentals be operated from county boat ramps?
  - *Docking facilities shall not be used for commercial purposes. Refer to Chapter 22, section 22-17 in the County's Code of Ordinances.*
- How to have rezoning of Neptune's Grotto denied?
  - *Contact Planning & Zoning Department.*
- How to remove the collapsed bridge on west side Shoal Line Blvd?
  - *Code Enforcement is working with property owner to address the issue.*
- Is it possible to have the boat ramp and access at Hunter's Lake dredged?
  - *This project is on the CIP list for FY27.*

WATERWAYS ADVISORY COMMITTEE / STAFF COMMENTS

- None.

OTHER –

ADJOURNMENT – Vice Chairman (Maryann Johnson) adjourned the meeting at 7:53 p.m.

<u>Upcoming Meeting(s)</u>:

The next regular meeting of the Waterways Advisory Committee will be held on Monday, November 9, 2025, at 6:00 P.M., at the Hernando County Lake House, 1202 Kenlake Ave., Spring Hill, FL, 34606.

HERNANDO COUNTY WATERWAYS ADVISORY COMMITTEE
MEETING MINUTES – November 10, 2025

Date: Monday, November 10, 2025 Time: 6:00 P.M.

Location: Hernando County Lake House
1202 Kenlake Ave, Spring Hill, FL 34606

The meeting agenda and back-up material are available online at:
https://www.hernandocounty.us/departments/departments-n-z/public-works/aquatic-services/waterways-advisory-committee/agendas-and-minutes

CALL TO ORDER

Kathryn Birren called the meeting to order at 6:02 p.m.

Attendee Name	Title	Attendance
Kathryn Birren	Chairman	Yes
Maryann Johnson	Vice Chairman	No
Ron Zellmer	Member	Yes
Brian Woolfolk	Member	No
Lucas Johns	Member	Yes
Chris Linsbeck	Community Services Director	No
Rob Talmage	Parks & Recreation Administrator	Yes
Carla Burrmann	Department Manager, Natural Resources	Yes
Matt Harrington	Field Supervisor, Natural Resources Dept.	Yes
Lt. Reak	HCSO Marine Patrol Deputies	Yes

PLEDGE OF ALLEGIANCE

APPROVAL / MODIFICATION OF AGENDA (Limited to Staff and Committee Only)

- Motion to approve agenda by Ron Zellmer. Second by Lucas Johns. Approved unanimously.

APPROVAL OF MINUTES

- Motion to approve minutes by Ron Zellmer. Second by Lucas Johns. Approved unanimously.

MARINE PATROL REPORT

- Only two marine deputies are currently patrolling waters. Vacancy will be filled next year.

Citizen's Comments for HCSO.

- How close can an airboat operate to a residence?
  - Sec. 7-73. - Operation of vessels, watercraft and airboats; prohibited conduct.
    - (c) Airboats are to remain at least one thousand (1,000) feet from any dwelling while in operation. This shall not include airboats leaving or returning to a port, ramp or residence, or airboats operating within a marked channel or seaward of a marked channel.

- Duck hunting on Hunter's Lake

NEW BUSINESS

- Approved 2026 WAC meeting dates/times
    - Motion to approve by Lucas Johns. Second by Ron Zellmer. Approved unanimously.

INFORMATIONAL ITEMS

- Jenkins Creek Spring Run project – FWC has a consultant collecting data in the area and will identify activities needed for project.
- Manatee Protection Zone (MPZ) – BOCC proposed changes; requested sending survey to all residents living on the Mudd River and associated tributaries.
- Weeki Wachee River plantings – Five months post installation (83% survival); king tide did effect plantings close to Roger's Park. Consultants will be replanting in this area.

CITIZENS' COMMENTS

- What is the allowance of running a commercial business from a county boat ramp?
    - Sec. 22-17. - Boating, docks and boat ramps
- Hunter's Lake
    - Review conducted by FWC and DEP. Results to follow.
    - Maintenance dredge of boat ramp proposed.
    - Vegetation maintenance needed.
- Who is spraying Bay Lake?
    - Contact SWFWMD.

WATERWAYS ADVISORY COMMITTEE / STAFF COMMENTS

- None.

OTHER –

ADJOURNMENT – Chairman (Kathryn Birren) adjourned the meeting at 7:39 p.m.

Upcoming Meeting(s):

The next regular meeting of the Waterways Advisory Committee will be held on Monday, January 12, 2026, at 6:00 P.M., at the Hernando County Lake House, 1202 Kenlake Ave., Spring Hill, FL, 34606.

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Administration
Prepared By: Colleen Conko
Initiator: Jeffrey Rogers
DOC ID: 17016
Legal Request Number:
Bid/Contract Number:

TITLE
Transmittal of Rabies Surveillance Quarterly Summary Report for October 1, 2025, Through December 31, 2025

BRIEF OVERVIEW
For the Board's information attached is the Department of Health in Hernando County Environmental Health 2025 rabies surveillance program summary quarterly report for the period of October 1, 2025, through December 31, 2025.

FINANCIAL IMPACT
NA

LEGAL NOTE
NA

RECOMMENDATION
For informational purposes only; no action is required.

REVIEW PROCESS

Heidi Prouse	Approved	01/15/2026 11:36 AM
Toni Brady	Approved	01/22/2026 3:01 PM
Jeffrey Rogers	Approved	01/23/2026 11:29 AM
Colleen Conko	Approved	01/23/2026 11:37 AM

Department of Health in Hernando County
Environmental Health
2025 Rabies Surveillance Program Summary

Quarter	Months	Dogs	Cats	Other	Total Reports per Quarter	"Heads" Sent for Testing	Positive Results
1st Qtr	January 1 thru March 31	56	17	3		5	0
2nd Qtr	April 1 thru June 30	65	24	3		5	0
3rd Qtr	July 1 thru September 30	47	12	4		7	2
4th Qtr	October 1 thru December 31	80	33	5		5	0
	Year-to-Date Animal Bites	248	86	15	349	22	2

Breakdown of "Other" Animal Type - 4th Quarter			
Bat	2	Horse	
Chinchilla		Monkey	
Cow		Pig	
Cougar		Raccoon	2
Coyote		Squirrel	
Donkey		Wild Boar	
Ferret		Unknown	1
Fox		Goat	
Rabbit		**Total "Other"**	5

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Utilities
Prepared By: Jared Bedingfield
Initiator: Brad Smith
DOC ID: 16998
Legal Request Number: 21-342-13
Bid/Contract Number:

TITLE

Second Public Hearing to Consider Resolution Amending Wellhead Protection Areas and Special Protection Areas Maps Associated With Ordinance Relating to Groundwater Protection and Siting

BRIEF OVERVIEW

Protecting Hernando County's drinking water has long been a priority. In 1994, the Board adopted hydrogeological modeling to define Wellhead Protection Areas (WHPAs) and Special Protection Areas (SPAs), creating essential safeguards around our public water supply sources. In 1999, the County approved the use of updated hydraulic modeling technology. As part of the 2021 Potable Water Master Plan, the Hernando County Utilities Department (HCUD) engaged a hydrogeological consultant to revise the WHPAs and SPAs using the improved modeling approach. The updated results provide a clearer picture of groundwater movement and wellfield vulnerability. This effort resulted in changes to the boundaries and configurations of these protection areas. Consequently, certain properties may now be subject to new or revised restrictions based on their location within updated WHPAs or SPAs.

As required by ordinance, the resulting updated WHPA and SPA maps must go before the Board at two separate Resolution hearings. This is the second of the two public hearings; the first was conducted on January 13, 2026 (Item No. 16252).

FINANCIAL IMPACT

There is no financial impact.

LEGAL NOTE

The Board has the authority to act upon this matter pursuant to Chapter 125, Florida Statutes.

RECOMMENDATION

It is recommended that the Board hear public comment and approve the new WHPA and SPA maps associated with the updated Groundwater Protection and Siting Ordinance by adopting the attached resolution.

REVIEW PROCESS

Katrina Tejera	Approved	01/15/2026 8:26 AM
Grace Sheppard	Approved	01/15/2026 8:53 AM
Brad Smith	Approved	01/15/2026 10:52 AM
Erin Dohren	Approved	01/15/2026 1:10 PM
Pamela Hare	Approved	01/15/2026 1:43 PM
Michael Cowan	Approved	01/16/2026 4:13 PM
Heidi Prouse	Approved	01/20/2026 12:58 PM
Toni Brady	Approved	01/22/2026 3:02 PM
Jeffrey Rogers	Approved	01/25/2026 5:43 PM

Colleen Conko	Approved	01/28/2026	8:05 AM

RESOLUTION NO. 2026-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HERNANDO COUNTY, FLORIDA, INCORPORATING WHEREAS CLAUSES; AMENDING THE WELLHEAD PROTECTION AREAS AND SPECIAL PROTECTION AREAS MAP; AMENDING THE LOCATION OF THE WELLHEAD PROTECTION AND SPECIAL PROTECTION AREA MAPS; PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on June 27, 1994, the Board of County Commissioners of Hernando County adopted Ordinance No. 94-8, which is codified as Article VII of Chapter 28 of the Hernando Code of Ordinances, entitled Groundwater Protection and Siting; and

WHEREAS, on January 13, 2026, the Board of County Commissioners adopted Ordinance No. 2026-03, which amended Section 28-265 of the Hernando County Code of Ordinances, entitled Groundwater Resource, Wellhead and Special Protection Areas; and

WHEREAS, hydrogeological modeling was completed and adopted by the Board in 1994 to establish Wellhead Protection areas (WHPA) and Special Protection areas (SPA) to ensure integrity and safety of Hernando County's drinking water; and

WHEREAS, the WinFlow hydraulic model with up-to-date technology has been developed and was approved for use by Hernando County Planning Department in 1999; and

WHEREAS, Hernando County Utilities Department (HCUD) hired a hydrogeological firm to upgrade its WHPA and SPAs in conjunction with the 2021 Potable Water Master Plan utilizing an updated model which resulted in changes to the sizes and shapes of the WHPAs and changes to the SPAs; and

WHEREAS, based on the updated Model, HCUD recommends a change to the County's WHPA and SPA maps to reflect the updated well data, to address specific development concerns, and to align with state regulations; and

WHEREAS, the County's WHPA and SPA maps, as currently adopted, are located at the County's Utilities Department; and

WHEREAS, the County has conducted a review of the proposed changes, including public notice and comment periods; and

WHEREAS, the Hernando County Board of County Commissioners finds that the WHPA and SPA maps are updated in a manner consistent with the changes in technical knowledge and the methodology and standards established within Section 28-265 of the Code.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Hernando County, Florida:

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

SECTION 2. **Findings**. Pursuant to Chapter 28, Article VII, Section 28-265 of the Hernando County Code of Ordinances, the Board of County Commissioners hereby amends the WHPA and SPA maps by adding the existence of such WHPAs and changes in SPAs as indicated in the hydrologist and the water flow model and made a part thereof.

SECTION 3. The WHPA and SPA maps shall be placed on file at the County's Planning Division of the Development Services Department, the Utilities Department, and the Geographic Information Systems (GIS) office, and shall be made available for in-person viewing at the County's Utilities Administration Building.

SECTION 4. **Severability**. In the event that any provision, portion or section of this Resolution is determined to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such decision shall in no manner affect the remaining provisions, portions or sections of this Resolution which shall remain in full force and effect.

SECTION 5. Effective Date. This Resolution shall become effective immediately upon adoption.

[The Remainder of this Page has Been Intentionally Left Blank]

ADOPTED in Regular Session this ____ day of _____, 2026.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY, FLORIDA

_____
Douglas A. Chorvat, Jr.
Clerk of the Circuit Court & Comptroller

By:_____
Jerry Campbell
Chairman

(SEAL)

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: Michael Cowan
County Attorney's Office

22,791 Mailed Out
in November of 2024

Hernando County Utilities Dept.
15365 Cortez Boulevard
Brooksville, FL 34613

IMPORTANT NOTICE FOR HERNANDO COUNTY PROPERTY OWNERS

You are receiving this notification because your property(s) fall within the proposed updated Wellhead Protection Area and/or Special Protection Area cone maps or you no longer fall within the old Wellhead Protection Area and/or Special Protection Area cone maps (please see other side).

Upcoming Board Meetings for Amendment to Groundwater Protection and Siting Ordinance and Resolution for Updated WHPA and SPA maps.

Jan. 13, 2026 - Groundwater Protection & Siting Ordinance Amendment
Jan. 13, 2026 - 1st Hearing Resolution Updated WHPA/ SPA maps
Feb. 10, 2026 - 2nd Hearing Resolution Updated WHPA/ SPA maps

PUBLIC NOTIFICATION

Amendment to Groundwater Protection and Siting Ordinance and Resolution for Updated Wellhead Protection Area (WHPA) and Special Protection Area (SPA) Maps

The Hernando County Utilities Department (HCUD) hired a hydrogeological firm to upgrade its WHPAs. The updated model resulted in changes to the sizes and shapes of the WHPAs, possible new restrictions on the types of activity allowed on properties within the new WHPAs, along with updating the groundwater protection criteria for the existing and future potable water resources to ensure the public health, safety and welfare of the citizens of Hernando County.

The proposed ordinance will amend the existing Groundwater Protection and Siting Ordinance to add/remove language to address these changes, including how to change the WHPA and SPA maps. As a result, a Resolution is being proposed to change the WPAs and SPAs.

- **January 13, 2026** - **Proposed Groundwater Protection & Siting Ordinance Amendment,** followed by the **1st Resolution Hearing** to go before the Board at 5:01pm, or shortly thereafter, in the Board Chambers.
- **February 10, 2026** - **2nd Resolution Hearing** at the regular Board meeting to start at 9:00 am.

All persons interested in the above Resolution are invited to attend and be heard at the Board hearings shown above, to be held in the Hernando County Board Chambers, 20 N. Main Street, Brooksville FL 34601

A copy of the proposed ordinance and updated WHPA and SPA maps may be viewed in person at:

Hernando County Utilities Department, 2nd Floor, 15365 Cortez Blvd., Brooksville FL 34613
8:00am - 4:30pm Monday thru Friday, holidays excluded.

For more information pertaining to the ordinance and resolution, please visit:
www.engagehernando.com/hcudpublicawareness or use the **QR code provided**.

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: County Attorney
Prepared By: Pamela Hare
Initiator: Jon Jouben
DOC ID: 17021
Legal Request Number: 26-031
Bid/Contract Number:

TITLE

Consideration of Request to Forgive Outstanding Civil Restitution Lien Order Filed Against Robert Norman Benson

BRIEF OVERVIEW

On March 18, 2011, a Civil Restitution Lien Order (CRLO) was recorded against Robert Norman Benson in Official Records Book 2810, Page 526 resulting from Criminal Case No. 09-CF-2035 for Possession of a Controlled Substance (a third degree felony) and Trespass Other Than Structure or Conveyance (a first degree misdemeanor). Said lien is in the amount of $14,150.00 and has been accruing interest pursuant to Florida law since that time. The interest owed through February 28, 2026, plus the recording fee of $10, brings the total amount due to $26,870.68.

On January 16, 2026, Mr. Benson submitted a request that the CRLO including all interest and costs be forgiven because of financial hardship. Also, he was unaware that the CRLO existed until recently applying for a loan, as he was incarcerated when notice of the obligation was mailed to his residence of record back in 2011. All other court fines and costs associated with the case have been paid in full.

Should the Board vote to grant the request, the County Attorney's Office will sign and record the attached Discharge of Civil Restitution Lien Order and the Clerk's Finance Division will be directed to issue Mr. Benson an U.S. Internal Revenue Service Form 1099 in the amount forgiven as cancellation of a debt.

Neither the Board nor staff will need to take any further action should the vote be to deny Mr. Benson's request for forgiveness.

FINANCIAL IMPACT

The financial impact would be the potential future collection of the outstanding amount or forgiving and canceling the outstanding amount, depending on the decision.

LEGAL NOTE

The Board has authority to act on this matter pursuant to Chapter 125, Florida Statutes.

RECOMMENDATION

The County Attorney's Office makes no recommendation. This agenda item presents purely a public policy matter, and the Board should determine whether or not it wishes to approve the request with the terms outlined above.

REVIEW PROCESS

Pamela Hare	Approved	01/21/2026	5:06 PM
Jon Jouben	Approved	01/22/2026	2:32 PM

Erin Dohren	Approved	01/27/2026 4:41 PM
Heidi Prouse	Approved	01/28/2026 8:53 AM
Toni Brady	Approved	01/29/2026 6:54 PM
Jeffrey Rogers	Approved	01/30/2026 6:11 AM
Colleen Conko	Approved	01/30/2026 9:46 AM

From: Robert Benson
To: County Attorney Office
Subject: Request for CRLO forgiveness
Date: Friday, January 16, 2026 7:15:33 AM
Attachments: Benson Restition.pdf
benefit-verification-letter (2).pdf

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

1-15-2026

To: Hernando BCC,

My name is Robert Benson. I was sentenced to 6 years prison and 5 years probation on February 8, 2011. The terms of my probation was that I would be immediately eligible for early termination of probation after all of my court costs and restitution was paid in full.

I was released early from prison for good behavior on June 3, 2015. In less than a year I successfully paid all of my financial responsibilities and the judge terminated my probation during a court hearing in the Brookesville courthouse. According to the Clerk of Court and my early probation termination, all of my restitution and court costs were paid in full. At least I thought, until now.

I bought a property in Spring Hill in January of 2025. It was a way I could help my elderly mother, that has lived in Spring Hill for approximately 20, to save money on costs of living and she could also assist me since I'm currently permanently physically disabled.

Towards the end of 2025 I ended up having to pay for repairs and replacements to my property, pay for my mother's car repairs, and a death in our family ended up wiping out my savings and piling up massive debt on my credit cards.

Because my mother and I are both on fixed income,(mother- SSI retirement) (I'm on SSDI- See attachment)(I'm the victim of a hit and run crime as a pedestrian in 2018), I had no choice but to start applying for home equity loans to pay everything off and have one possible payment to make each month in order to become stable again.

Because of my debt to low income ratio and a big drop of my credit score, I've been struggling to get approved for a loan ever since I began applying in early December.

I did finally get approved for an amount to get me caught up. That was until we got close to closing on Tuesday January 13th when they did a title search and discovered a Civil Restitution Lien Order. A lien I was never told or advised ever existed.(see attachment)

After spending 2 days speaking with the Clerk of Court and the Finance Department at the County Commissioners Office, I was advised that I owed $14,150.00 plus interest since March 15, 2011, equaling approximately $26,766.00.

According to the records, the only notice that was given was on March 16, 2011 by mail to the address; 7345 Hiawatha Parkway, Spring Hill, FL. I no longer lived at that address because I was already in state prison. Never being served notice denied me due process and the ability to pay the lien. Which would have been possible because I was better off financially because I was working and before the interest compounded for over 10 extra years.

In order to move forward with my loan with the mortgage company I have to have forgiveness of this lien. They already told me that they won't loan me $27,000.00 more than I need. Nor should I deserve to have to after being denied due process.

I ask that you please forgive the entire amount of my lien taking into consideration that I satisfied all other restitutions and court costs promptly, my property taxes are being paid and I'm now finding out about the lien when I'm less financially secure to address it since I'm now on a fixed income.

If forgiving the entire lien amount isn't possible than please at least forgive the interest accumulated after never being given due process. I would at least be given a fair and realistic chance to satisfy it. I'll find a way immediately if need be.

Thank you all for your time, understanding and consideration!

Sincerely,
Robert Benson
1452 Giles Avenue
Spring Hill,FL 34608
#863-662-9666

Social Security Administration
Benefit Verification Letter

6

REDACTED

ROBERT NORMAN BENSON
1452 GILES AVE
SPRING HILL FL 34608-5736

You asked us for information from your record. The information that you requested is shown below. If you want anyone else to have this information, you may send them this letter.

Information About Current Social Security Benefits

Beginning December 2025, the full monthly Social Security benefit before any deductions is $1,279.80.

We deduct $202.90 for medical insurance premiums each month.

The regular monthly Social Security payment is $1,076.00.
(We must round down to the whole dollar.)

Social Security benefits for a given month are paid the following month. (For example, Social Security benefits for March are paid in April.)

Your Social Security benefits are paid on or about the third of each month.

We found that you became disabled under our rules on October 1, 2018.

Information About Past Social Security Benefits

From December 2024 to November 2025, the full monthly Social Security benefit before any deductions was $1,245.00.

We deducted $185.00 for medical insurance premiums each month.

The regular monthly Social Security payment was $1,060.00.
(We must round down to the whole dollar.)

Type of Social Security Benefit Information

You are entitled to monthly disability benefits.

See Next Page

Medicare Information

You are entitled to hospital insurance under Medicare beginning March 2021.

You are entitled to medical insurance under Medicare beginning March 2021.

Your Medicare number is REDACTED. You may use this number to get medical services while waiting for card.

If you have any questions, please log into Medicare.gov, or call 1-800-MEDICARE (1-800-633-4227).

Date of Birth Information

The date of birth shown on our records is June 2, 1979.

Suspect Social Security Fraud?

Please visit http://oig.ssa.gov/r or call the Inspector General's Fraud Hotline at 1-800-269-0271 (TTY 1-866-501-2101).

If You Have Questions

Need more help?

1. Visit www.ssa.gov for fast, simple and secure online service.
2. Call us at **1-800-772-1213**, weekdays from 8:00 am to 7:00 pm. If you are deaf or hard of hearing, call TTY **1-800-325-0778**. Please mention this letter when you call.
3. You may also call your local office at **1-866-593-5679**.

SOCIAL SECURITY
SUITE 102
7601 LITTLE ROAD
NEW PORT RICHEY FL 34654

Social Security Administration

Instr #2011013993 BK:2810 PG:526 Filed & Recorded:3/18/2011 8:51:15 AM,#Pgs:1
Rec Fees: DPE Deputy Clk, Karen Nicolai, Hernando County Clerk of Court

IN THE CIRCUIT COURT, IN AND FOR
HERNANDO COUNTY, FLORIDA

R- 462

Case No. 09-002035-CFMA

IN RE: BENSON, ROBERT NORMAN

CIVIL RESTITUTION LIEN ORDER

THIS CAUSE having been heard before the Court on **February 8, 2011**, by the undersigned, who has imposed sentence in a criminal matter and being fully advised in the premises, it is hereby

ORDERED and ADJUDGED as follows:

this Court has jurisdiction over the subject matter and parties to this cause, pursuant to Section 960.293(2)(b), Florida Statutes:

HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS
20 N. MAIN STREET, c/o Clerk's Finance Department, Rm 231
BROOKSVILLE, FL 34601

shall recover from the Defendant listed above, the sum of **$14,150.00**, plus interest accruing, pursuant to Section 55.03, Florida Statutes, at the legal rate from the date of this Order and recording fees associated with the satisfaction of this order and such sum shall constitute a civil restitution lien for which let execution issue.

DONE and ORDERED at Brooksville, Florida on March 15, 2011.

STEPHEN RUSHING
CIRCUIT JUDGE

CERTIFICATE OF SERVICE

I HEREBY CERTIFY a true and correct copy of the foregoing has been sent by U.S. Regular Mail on MARCH 16, 2011 to:

ROBERT NORMAN BENSON
7345 HIAWATHA PKWY
SPRING HILL, FL 34606-

JUDICIAL ASSISTANT

Instr #2011010885 BK:2806 PG:1216 Filed & Recorded:3/3/2011 9:05:17 AM,#Pgs:1
Rec Fees: PAG Deputy Clk, Karen Nicolai, Hernando County Clerk of Court

☐ Probation Violator
☐ Community Control Violator
☐ Retrial
☐ Resentence

In the Circuit Court, Fifth Judicial Circuit
in and for Hernando County, Florida

Case Number 09-2035-CF

STATE OF FLORIDA

v.

ROBERT NORMAN BENSON
Defendant

JUDGMENT

The Defendant, **ROBERT NORMAN BENSON**, being personally before this court represented by **DEVON SHARKEY-APD**, the attorney of record, and the state represented by **CHRISTINE MANNO**, and having

☐ **been tried and found guilty by jury/by court of the following crime(s)**

☐ **entered a plea of guilty to the following crime(s)**

X **entered a plea of nolo contendere to the following crime(s)**

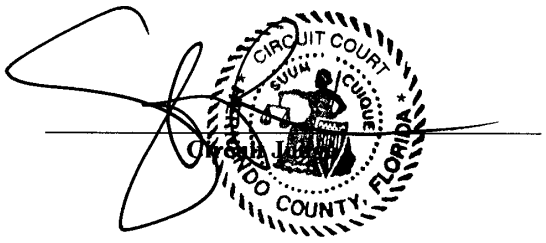
Count	Crime	Offense Statute Number(s)	Degree of Crime	Case Number	OBTS Number
1	POSSESSION OF XANAX	893.13(6)(a) 893.03(4)(a)	3F	09-2035-CF	2701060698
2	TRESPASS TO LAND OF ANOTHER	810.09(1) 810.09(2)(a)	1M	09-2035-CF	2701060698

X and no cause being shown why the defendant should not be adjudicated guilty, **IT IS ORDERED THAT** the defendant is hereby **ADJUDICATED GUILTY** of the above crime(s).

X and having been convicted or found guilty of, or having entered a plea of nolo contendere or guilty, regardless of adjudication, to attempts or offenses relating to sexual battery (ch. 794), lewd and lascivious conduct (ch. 800), or murder (s. 782.04), manslaughter (s. 782.07), aggravated battery (s. 784.045), or car jacking (s. 812.133), or kidnapping (ch. 787), or home invasion robbery (s. 812.135), burglary (s.810.02), robbery (s. 812.13), robbery by sudden snatching (s. 812.131) or any other offense specified in section 943.325, the defendant shall be required to submit blood specimens or other biological specimens approved by FDLE.

☐ and good cause be shown; **IT IS ORDERED THAT ADJUDICATION OF GUILT BE WITHHELD.**

DONE AND ORDERED in open court in Brooksville, Hernando County, Florida, this **8TH** day of **FEBRUARY, 2011.**



Instr #2020080723 BK: 3930 PG: 233, Filed & Recorded: 12/23/2020 11:24 AM JRM Deputy Clk, #Pgs:1
Doug Chorvat, Jr.,Clerk of the Circuit Court Hernando CO FL

IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
IN AND FOR HERNANDO COUNTY, FLORIDA.

STATE OF FLORIDA

vs. Case No. **09002035CFAXMX**

ROBERT NORMAN BENSON

SATISFACTION OF JUDGMENT

The Clerk of the Circuit Court in and for Hernando County, Florida, in whose favor a Judgment was entered on the **8TH DAY OF FEBRUARY, 2011** in the amount of **$ 1,096.00** said Judgment being recorded in the Official Records of Hernando County at **Book 2803 Page 721**, has received full payment of said Judgment, including interest, and hereby cancels the same of record.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that the original be recorded in the official record,

This 23RD day of DECEMBER 2020.

DOUG CHORVAT, JR.
CLERK OF CIRCUIT COURT

By:_____
DEPUTY CLERK

Single Payment in Full Only

Date Order signed	Payment Date	# days	Interest Rate	Lien Amount	Interest Amount ($0 if <=30 days)	Recording Fee (For Satisfaction)	Total Due
3/15/2011	2/28/2026	5464	0.0001644	14,150.00	12,710.68	10.00	26,870.68

BENSON, ROBERT NORMAN

09-002035-CFMA

RETURN TO: CAO, RM 462

IN THE CIRCUIT COURT, IN AND FOR HERNANDO COUNTY, FLORIDA

Case No.: 13000144CFAXMX

IN RE: STERLING, GABRIEL SCOTT

DISCHARGE OF CIVIL RESTITUTION LIEN ORDER

HERNANDO COUNTY, a political subdivision of the State of Florida, by and through its undersigned counsel, the owner and holder of that certain Civil Restitution Lien Order rendered in the above-captioned civil action dated November 26, 2014, recorded in Hernando County **Official Records Book 3149, Page 725** does hereby acknowledge that the principal due under said lien has been forgiven in its entirety, that **HERNANDO COUNTY** waives the right to collect all principal and interest thereon in full pursuant to that majority vote of the Hernando County Board of County Commissioners on the date shown below, and that Order is hereby canceled and discharged.

DATED on _____, 2026.

DRAFT

JON A. JOUBEN, ESQ.
FL Bar No.: 149561
Attorney for Hernando County
20 North Main Street, Suite 462
Brooksville, FL 34601
352-754-4122/352-754-4001 Fax

GABRIEL SCOTT STERLING
9238 CENTURY DRIVE
SPRING HILL, FL 34606

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: County Attorney
Prepared By: Virginia Bloodworth
Initiator: Jon Jouben
DOC ID: 17030
Legal Request Number:
Bid/Contract Number:

TITLE

Renewal of Certificate of Public Convenience and Necessity Requested by Rocky Mountain Holdings, LLC, d/b/a Bayflite for Provision of Advanced Life Support and Basic Life Support Helicopter Ambulance Transport Services

BRIEF OVERVIEW

Rocky Mountain Holdings, LLC d/b/a Bayflite, has applied for a renewal of its current Certificate of Public Convenience and Necessity (COPCN) to operate Advanced Life Support and Basic Life Support helicopter ambulance services within the geographical boundaries of Hernando County.

Section 21-169(b), Hernando County Code of Ordinances, provides for the issuance of renewals without a public hearing when such renewal is in the public convenience and necessity. All other certificate holders have been notified of the renewal request, provided with a copy of the application, and provided the opportunity to express any objections or concerns.

FINANCIAL IMPACT

The County is in receipt of $1,000 renewal fee in the following:

Revenue:

Fund: 0011 - General Fund, **Department: 01201** - County Attorney's Office, **Account: 3699120** - MISC REV-RMB Legal Fees

LEGAL NOTE

The Board has the authority to act on this matter pursuant to Sec. 125.01, Florida Statutes, Chapter 21, Art. X, Hernando County Code of Ordinances, and Hernando County Resolution No. 2014-20.

RECOMMENDATION

Based on the information in the application, review of current records, and the absence of any objections, it is recommended that the Board renew the Certificate of Public Convenience and Necessity (COPCN) for Rocky Mountain Holdings, LLC d/b/a Bayflite, and authorize the Chairman's signature on the attached Certificate.

REVIEW PROCESS

Paul Hasenmeier	Approved	01/28/2026	2:10 PM
Erin Dohren	Approved	01/28/2026	2:39 PM
Pamela Hare	Approved	01/30/2026	9:47 AM
Michael Cowan	Approved	02/03/2026	1:07 PM
Heidi Prouse	Approved	02/03/2026	1:13 PM

Toni Brady	Approved	02/03/2026 5:36 PM
Jeffrey Rogers	Approved	02/04/2026 12:46 PM
Colleen Conko	Approved	02/04/2026 12:47 PM

November 24, 2025

Mr. Jon A. Jouben
Hernando County Attorney
20 North Main Street
Suite 462
Brooksville, FL 34601

Dear Mr. Jouben,

Enclosed is the required information for the renewal application of Rocky Mountain Holdings, LLC d/b/a Bayflite, Certificate of Public Convenience and Necessity for ALS helicopter service within Hernando County. In addition, a check in the amount of $1,000 for the renewal application filing fee is also enclosed.

Please let me know if you need any clarification, have questions, or need additional information. I can be reached at 610-248-9758 or at james.berg@airmethods.com. I appreciate your assistance in processing our request.

Sincerely,

James Berg
West Florida Area Manager
Southeast Region
Air Methods Corporation.
james.berg@airmethods.com
610-248-9758

APPLICATION
FOR
CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY

Pursuant to Section 21-166, Hernando County Code of Ordinances, applicants for a Certificate of Public Convenience and Necessity must provide the following information. Please complete the form in its entirety. *Note: extra space is provided in number 14.*

1. Name and business address of owner or operator of the Advanced Life Support (ALS) or Basic Life Support (BLS) service, or proposed service:

Rocky Mountain Holdings, LLC D/B/A Bayflite

4375 NE 48th AVENUE

Gainesville, FL 36209

2. Name under which the applicant will operate: Bayflite

3. List names and addresses of all officers, directors, and shareholders of applicant:

See ATTACHMENT 1

4. Territory which the applicant desires to serve; All AREAS WITHIN HERNANDO COUNTY
number of vehicles 3 and brief description of each vehicle as indicated below:

	Vehicle #1	Vehicle #2	Vehicle #3
a. Type of vehicle:	See ATTACHMENT 2		
b. Make & Model:			
c. Year:			
d. Mileage:			
e. VIN:			
f. Aviation/Marine Registration Nr.			

g. Passenger capacity: _____ _____ _____

h. Size & gross weight: _____ _____ _____

i. Identifying Markings: _____ _____ _____

j. Color Scheme: _____ _____ _____

5. Location and description of each place from which applicant's service is intended to operate:

See ATTACHMENT 3

6. Training and experience of the applicant in the transportation and care of patients:

See ATTACHMENT 4

7. Names and addresses of three (3) county residents available as references:

a. Name: See ATTACHMENT 5 _____

b. Street: _____ _____ _____

d. City, St, Zip: _____ _____ _____

e. Phone: _____ _____ _____

8. In the event that the application shall be granted and prior to its effectiveness, applicant shall provide copies of public liability, property damage and malpractice insurance or a surety bond conditioned for the payment and satisfaction of any final judgment as required or provided for in this article and chapter 401, Florida Statutes. See ATTACHMENT 6

9. Applicant certifies that it will provide continuous service on a 24-hour/day, seven-day-week- basis, and the minimum level of patient care rendered and/or available will always be advanced life support, with the exceptions of disasters or extraordinary circumstances, (advanced life support applicants only).

See ATTACHMENT 7

10. The applicant may provide any other information that the board deems necessary bearing on the applicant's capabilities, character, past experiences, or any other factors that indicate applicant's qualifications for issuance of a Certificate of Need.

See ATTACHMENT 8

11. During the past five (5) years, or other relevant time period, has the applicant or any of its officers, agents, or employees, been sued for any reason on account of rendering inappropriate care regarding BLS or ALS services? If so, please describe and indicate whether any judgments were rendered against applicant, its officers, employees, or agents and the amount of any such judgment.

NONE

12. Please list the name of each employee or applicant at the time of this application that will be providing BLS or ALS services under the Certificate of Need as indicated below:

See ATTACHMENT 9

Name	Date Employed	Certificate Held	Certificate Number

13. State if during the last five (5) years, or other relevant time period, if applicant has received any disciplinary notices or actions from the Department of HRS for violation of any Florida Statutes or administrative rule regarding the provisions of BLS or ALS Services. For each violation or notice, please provide the outcome and the measures taken to correct the violation.

Violation or Notice	Corrective Actions
NONE	N/A

14. The space below is provided for additional information that would not fit in the space provided above. Please refer to the question number that you are responding to and attach to this application. You may attach additional sheets as necessary.

Number N/A N/A

Number ____

Number ____

Number ____

Number ____

15. I/we have answered all questions truthfully and fully to the best of my/our knowledge.

By: James Berg

Printed name James Berg

By: _____

Printed name _____

STATE OF FLORIDA
COUNTY OF Hillsborough

Sworn to and subscribed before me this 24th day of November, by James Berg who is personally known to me or has produced Drivers License as identification.

Arthur Clark
(Signature of Notary Public - State of Florida)

ARTHUR D CLARK
Notary Public-State of Florida
Commission # HH 619690
My Commission Expires
December 09, 2028

e:\wpdata\shb\legal\forms\procedur\125a.wpd

Attachment 1

- List of Officers

Rocky Mountain Holdings, LLC

Officers	Title	Address	Phone
Robert Hamilton	President	5500 S. Quebec Street, Suite 300 Greenwood Village, CO 80111	(303)792-7400
Jonathan Cook	Vice President	5500 S. Quebec Street, Suite 300 Greenwood Village, CO 80111	(303)792-7400
Christopher Brady	Secretary	5500 S. Quebec Street, Suite 300 Greenwood Village, CO 80111	(303)792-7400
Mark Smolenski	CFO and Treasurer	5500 S. Quebec Street, Suite 300 Greenwood Village, CO 80111	(303)792-7400
Patricia Kloehn	Vice President and Chief Revenue Officer	5500 S. Quebec Street, Suite 300 Greenwood Village, CO 80111	(303)792-7400

Attachment 2

- Aircraft Description

Bayflite Aircraft Information

Vehicle	Bayflite 2	Bayflite 3	Bayflite 4
Make	Airbus	Airbus	Airbus
Model	EC135 P2+	EC135 P2+	EC135 P2
Year	2008	2008	2004
VIN	0671	0697	0344
FL ALS Permit	2042	2066	1372
Aviation Tail Number	N163BF	N527BF	N912BF
Passenger Capacity	6 Max	6 Max	6 Max
Size and Gross Weight	39.7' L x 6'W x 11' H 39' rotor diameter - 6,415 lb	39.7' L x 6'W x 11' H 39' rotor diameter - 6,415 lb	39.7' L x 6'W x 11' H 39' rotor diameter - 6,415 lb
Markings	N163BF - Bayflite	N527BF - Bayflite	N912BF - Bayflite
Color Scheme	White/Black/Teal/Grey	White/Black/Teal/Grey	White/Blue/Red/Black

Attachment 3

- Location of Facilities

Bayflite Locations

Bayflite 2
400 Airport Avenue East

Venice, FL 34285

Located at Venice Municipal Airport
Staffed with One EC135 Aircraft, Pilot, Paramedic, Nurse and Mechanic

Bayflite 3
3051 West Dr. Martin Luther King Jr. Blvd.
Tampa, FL 33607
Located at St. Joseph's Hospital
Staffed with One EC135 Aircraft, Pilot, Paramedic, Nurse and Mechanic

Bayflite 4
3528 South Airport Road
Inverness, FL 34450
Located at Inverness Airport
Staffed with One EC135 Aircraft, Pilot, Paramedic, Nurse and Mechanic

Attachment 4

- Training and Experience

Training and Experience of applicant in the transport and care of the patient

Bayflite has been serving the communities of west coast Florida since November 1986.

Every Bayflite transport is staffed with a very experienced critical care nurse, EMS paramedic and skilled pilot.

- Our crews average 10 years' experience
- Pilots have over 3000 hours of flight time
- Air crews undergo comprehensive initial and recurrent annual training utilizing high fidelity simulation, observation and demonstration of their advanced skills set
- Each paramedic is required to hold the following minimum certifications:
    - FL-EMT-P
    - Neonatal Resuscitation (NRP)
    - Pediatric Advanced Life Support (PALS)
    - Advanced Cardiac Life Support (ACLS)
    - Basic Life Support (BLS)
    - Pre-hospital Trauma Life Support (PHTLS)
    - Certified Flight Paramedic (FPC)
- Each Nurse is required to hold the following minimum certifications:
    - FL-RN
    - Neonatal Resuscitation (NRP)
    - Pediatric Advanced Life Support (PALS)
    - Advanced Cardiac Life Support (ACLS)
    - Basic Life Support (BLS)
    - Pre-hospital Trauma Life Support (PHTLS)
    - Advanced certification such as:
        - CCRN, CEN, CFRN

-

Attachment 5

- Names and Address of County Residents

-

Cameron Catasus
312 Hollow Oak Ct
Spring Hill, FL 34609
352-303-8104

Hector Nieves
15792 Oakcrest Circle
Brooksville, FL 34604
727-422-0932

Brian Swartz
17743 Caufield Road
Spring Hill, FL 34610
727-415-5356

Attachment 6

- Insurance Documents

2025 FOREIGN LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# M95000000020

Entity Name: ROCKY MOUNTAIN HOLDINGS, L.L.C.

Current Principal Place of Business:

5500 SOUTH QUEBEC STREET
GREENWOOD VILLAGE, CO 80111

Current Mailing Address:

5500 SOUTH QUEBEC STREET
GREENWOOD VILLAGE, CO 80111 US

FEI Number: 87-0533822

FILED
Mar 05, 2025
Secretary of State
4570811246CC

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

C T CORPORATION SYSTEM
1200 SOUTH PINE ISLAND ROAD
PLANTATION, FL 33324 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent — Date

Authorized Person(s) Detail :

Title	MANAGER
Name	AIR METHODS, LLC
Address	5500 SOUTH QUEBEC STREET
City-State-Zip:	GREENWOOD VILLAGE CO 80111

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: JONATHAN COOK VICE PRESIDENT 03/05/2025

Electronic Signature of Signing Authorized Person(s) Detail — Date

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/05/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Insurance Services West, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: WTW Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@wtwco.com
INSURED Air Methods Corporation, Tri-State Care Flight, LLC and/or any associated, subsidiary, affiliated, managed, owned, or controlled companies or entities thereof 5500 S. Quebec St., Ste #300 Greenwood Village, CO 80111	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: Lexington Insurance Company — 19437 INSURER B: Illinois Union Insurance Company — 27960 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** W42078795 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N / A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Medical Professional Liability			6799503	04/27/2025	04/27/2026	Aggregate Limit	$1,000,000
	& Prod./Com. Ops Liab						Each Claim	$1,000,000
							Each Claim Deductible	$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Complete Named Insured:
Air Methods LLC and its affiliates including all wholly owned entities LLC's, subsidiaries, affiliated, associated controlled or allied companies, corporations, or firms as now of hereafter constituted for which the Named Insured has responsibility for placing insurance and for which similar coverage is not otherwise or more specifically provided.
SEE ATTACHED

CERTIFICATE HOLDER

Hernando County
Board of County Commissioners
15470 Flight Path Drive
Brooksville, FL 34604

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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SR ID: 28990949 BATCH: 4233154

AGENCY CUSTOMER ID: _____

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

AGENCY		NAMED INSURED
Willis Towers Watson Insurance Services West, Inc.		Air Methods Corporation, Tri-State Care Flight, LLC and/or any associated, subsidiary, affiliated, managed, owned, or controlled companies or entities thereof 5500 S. Quebec St., Ste #300 Greenwood Village, CO 80111
POLICY NUMBER See Page 1		
CARRIER See Page 1	NAIC CODE See Page 1	EFFECTIVE DATE: See Page 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: Illinois Union Insurance Company NAIC#: 27960

POLICY NUMBER: XFLG7252066A005 EFF DATE: 04/27/2025 EXP DATE: 04/27/2026

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Excess Med. Professional	Each Claim	$1,000,000
	Aggregate	$5,000,000

INSURER AFFORDING COVERAGE: Lexington Insurance Company NAIC#: 19437

POLICY NUMBER: 6799505 EFF DATE: 04/27/2025 EXP DATE: 04/27/2026

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Excess Med. Professional	Aggregate	$4,000,000
	Each Claim	$4,000,000

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SR ID: 28990949 BATCH: 4233154 CERT: W42078795

wtw

Willis Towers Watson Northeast, Inc.
d/b/a Willis Aerospace

200 Liberty Street, 6th Floor
New York, NY 10281

CERTIFICATE OF INSURANCE

This is To Certify To:
Hernando County
Board of County Commissioners
15470 Flight Path Drive
Brooksville, FL 34604

(Sometimes referred to herein as the Certificate Holder(s))

That the insurers listed, each for their own part, and not one for the other, are providing the following insurance:

NAMED INSURED	Air Methods LLC , et al, and Enchantment Aviation, Inc. dba Southwest Air Ambulance, dba Southwest Med Evac, CHPPR Holdings Inc., CHPPR GuarantorCo Inc., CHPPR MidCo Inc., CHPR AcquisitionCo Inc., ASP AMC Intermediate Holdings, LLC, Air Methods Telemedicine, LLC, AirMD, LLC, dba LifeSave, dba LifeSave Kupono, and/or any associated, subsidiary, affiliated, managed, owned or controlled companies or entities appearing above, or any company or entity for whom the Insured has agreed to be responsible for.
ADDRESS	5500 S. Quebec St., Suite 300 Greenwood Village, CO 80111
COVERAGES	Aircraft Hull and Liability and Aviation General Liability Insurance
TERRITORY	Worldwide
POLICY PERIOD	July 1, 2025 to July 1, 2026 on both dates at 12:01 AM LST
EQUIPMENT	Any and all aircraft operated by the Named Insured including the aircraft specifically listed on the Fleet and/or Equipment Schedule below.
INSURERS	Starr Indemnity & Liability Company and other US and Lloyds Companies – 100% (For more detailed SECURITY (the "Insurers") information, please see Addendum 0001)

LIMITS OF LIABILITY	
Aircraft Liability and Aviation General Liability	
Combined Single Limit for Bodily Injury, Personal Injury and/or Property Damage:	USD $50,000,000 per occurrence. Personal Injury is sub limited to USD $25,000,000 any offense and in the aggregate.
including AVN52 (War Liability), the sublimit is:	USD $50,000,000 per occurrence and in the aggregate, except with respect to passengers which the full policy limit to apply (this limit is included within the policy limit and not in addition to).
Additional Coverages:	NA

Certificate No. 2025-0670

wtw

SPECIAL PROVISIONS

Subject always to the scope of the policies noted above and all the policies' declarations, insuring agreements, definitions, terms, conditions, limitations, exclusions, deductibles, warranties and endorsements thereof remaining paramount: Solely as respects: (i) The Coverage(s) noted above; (ii) the Contract(s) (and then only to the extent of the Named Insured's obligation to provide insurance under the terms of the Contract(s)); and (iii) the operations of the Named Insured; the following provision(s) apply(ies):

The use of the terms "Additional Insured" / "Additional Insureds", when used in the context of coverages other than Liability Coverage(s), are solely for the purpose of identifying parties and does not, by virtue of the use of these terms, convey any benefits or rights not provided for under the policies.

Solely as respects Liability Coverage(s) and Solely when Required by Contract: Certificate Holder(s)Hernando County Board of County Commissioners is/are included as Additional Insureds (collectively, the Additional Insureds, individually, an Additional Insured) as their respective interests may appear, warranted no operational interest. The insurance extended by this policy shall not apply to, and the Certificate Holder shall not be insured for bodily injury or property damage which arises from the design, manufacture, modification, repair, sale, handling or servicing of the aircraft by the Certificate Holder.

Solely as respects Physical Damage Coverage(s): Insurers waive their rights of subrogation against the Additional Insureds but only to the same extent that the Named Insured has waived its rights of recovery against and/or indemnified the Additional Insureds in the Contract(s).

Fleet and/or Equipment Schedule
NA

Additional Notes
NA

wtw

As respects each Certificate Holder(s) respective interests, this Certificate of Insurance shall automatically terminate upon the earlier of: (i) Policy expiration; (ii) Cancellation of the policies prior to policy expiration, as notified to the Certificate Holder(s) as required herein; (iii) agreed termination of the Contract(s); and/or in the case of physical damage insurance relating to those Certificate Holder(s) who have an insurable interest in the Equipment as of the date of issuance of this Certificate of Insurance: agreed termination of the Named Insured's and/or the Certificate Holder(s) insurable interest in the Equipment

This Certificate of Insurance is issued as summary of the insurances under the policies noted above and confers no rights upon the Certificate Holders as regards the insurances other than those provided by the policies. The undersigned has been authorized by the above insurers to issue this certificate on their behalf and is not an insurer and has no liability of any sort under the above policies as an insurer as a result of this certification.

Hilary Wheatley

Date of Issue: July 1, 2025

Hilary Wheatley, Authorized Representative
Willis Towers Watson, Northeast, Inc. - Aerospace
CertificateRequestAirMethods@wtwco.com

Certificate No. 2025-0670

Attachment 7

- Certification of Continuous Service

November 24, 2025

To whom it may concern:

Rocky Mountain Holdings, LLC d/b/a Bayflite certifies that it will provide continuous service on a 24-hour/day, seven-day-week basis and the minimum level of patient care rendered and/or available will always be advanced life support, with the exceptions of disasters or extraordinary circumstances.

James Berg
West Florida Area Manager
Southeast Region
Air Methods Corporation.
james.berg@airmethods.com
610-248-9758

Attachment 8

- Florida EMS License
- Current Hernando County COPCN

STATE OF FLORIDA
DEPARTMENT OF HEALTH
BUREAU OF EMERGENCY MEDICAL OVERSIGHT

AIR AMBULANCE SERVICE LICENSE

This is to certify that: **ROCKY MOUNTAIN HOLDINGS, LLC DBA BAYFLITE** **Provider Number # 7018**
Name of Provider

4375 NE 38TH AVENUE, GAINESVILLE, FLORIDA 32609
Address

has complied with Chapter 401, Florida Statutes, and Chapter 64J-1, Florida Administrative Code, and is authorized to operate as an Air Ambulance Service subject to any and all limitations specified in the applicable Certificate(s) of Public Convenience and Necessity and/or Mutual Aid Agreements for the County(s) listed below:

CITRUS; HERNANDO; HILLSBOROUGH; PASCO & PINELLAS
County(s)

Ty Carhart, EMS Section Administrator
Bureau of Emergency Medical Oversight
Florida Department of Health

THIS CERTIFICATE EXPIRES ON: 10/01/2027

This certificate shall be posted in the above mentioned establishment

EMERGENCY MEDICAL SERVICES
CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY

WHEREAS, ROCKY MOUNTAIN HOLDINGS, LLC d/b/a BAYFLITE, has requested authorization to provide Advanced Life Support (ALS) and Basic Life Support (BLS) helicopter ambulance transport services to the citizens of Hernando County; and

WHEREAS, there has been a demonstrated need to provide these essential services to the citizens of Hernando County; and

WHEREAS, the above-named service affirms that it will maintain compliance with the requirements of the Emergency Medical Services Act (Chapter 401, Florida Statutes); Rules (Chapter 64J-1 Florida Administrative Code); and the Hernando County Code of Ordinances.

THEREFORE, the Board of County Commissioners of Hernando County, Florida, hereby issues a Certificate of Public Convenience and Necessity to **ROCKY MOUNTAIN HOLDINGS, LLC d/b/a BAYFLITE,** to provide ALS/BLS helicopter ambulance transport services countywide.

In issuing this certificate, the governing body of Hernando County, Florida, has considered recommendations of affected municipalities.

LIMITATIONS:
-Services are limited to the geographical boundaries within Hernando County, Florida.

BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY, FLORIDA

Attest: Heidi Knuppe, Deputy Clerk
Douglas A. Chorvat, Jr., Clerk

Chairman:
Elizabeth Narverud, Chairperson

DATE ISSUED: February 13, 2024

DATE OF EXPIRATION: February 13, 2026
(Unless sooner revoked or suspended)

Approved as to form and legal sufficiency:

County Attorney's Office

EMERGENCY MEDICAL SERVICES
CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY

WHEREAS, ROCKY MOUNTAIN HOLDINGS, LLC d/b/a BAYFLITE, has requested authorization to provide Advanced Life Support (ALS) and Basic Life Support (BLS) helicopter ambulance transport services to the citizens of Hernando County; and

WHEREAS, there has been a demonstrated need to provide these essential services to the citizens of Hernando County; and

WHEREAS, the above-named service affirms that it will maintain compliance with the requirements of the Emergency Medical Services Act (Chapter 401, Florida Statutes); Rules (Chapter 64J-1 Florida Administrative Code); and the Hernando County Code of Ordinances.

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In issuing this certificate, the governing body of Hernando County, Florida, has considered recommendations of affected municipalities.

LIMITATIONS:
-Services are limited to the geographical boundaries within Hernando County, Florida.

BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY, FLORIDA

Attest:_____
Douglas A. Chorvat, Jr., Clerk

_____
Jerry Campbell, Chairperson

DATE ISSUED: February 10, 2026

DATE OF EXPIRATION: February 10, 2028
(Unless sooner revoked or suspended)

Approved as to form and legal sufficiency:

_____
County Attorney's Office

See Proof on Next Page

AFFIDAVIT OF PUBLICATION

Hernando County
20 N. Main St. Rm. 362, Brooksville, FL 34601
(352) 754-4180

State of New Jersey, County of Camden, ss:

I, Laquansay Nickson Watkins, of lawful age, being duly sworn upon oath depose and say that I am an agent of Column Software, PBC, duly appointed and authorized agent of the Publisher of Hernando County, a Daily newspaper of general circulation, printed and published in City of Brooksville, Hernando County, State of Florida; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates.

Publication Dates:
- Jan 30, 2026

Notice ID: ENZ5EDGUnKWlnwkmVR1G

Notice Name: Notice of Public Hearing

Publication Fee: $0.00

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Laquansay Nickson Watkins

Agent

SHARONN E THOMAS-POPE
NOTARY PUBLIC
STATE OF NEW JERSEY
My Commission Expires January 23, 2027

VERIFICATION

State of New Jersey
County of Camden

Signed or attested before me on this: 01/30/2026

Notary Public

Notarized remotely online using communication technology via Proof.

NOTICE OF PUBLIC HEARING FOR PROPOSED RENEWAL OF CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Hernando County, Florida, will hold a public hearing on **Tuesday, February 10, 2026, at 9:30 a.m., or soon thereafter** , in the **Hernando County Government Center** , John Law Ayers Room, County Commission Chambers, 20 N. Main Street, Room 160, Brooksville, Florida, to consider the following:

ROCKY MOUNTAIN HOLDINGS, LLC d/b/a BAYFLITE HAS APPLIED TO RENEW THEIR EXISTING CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY ("COPCN") FOR ALS/BLS HELICOPTER TRANSPORT SERVICES.

THIS PROPOSED CERTIFICATE WITH APPLICATION may be inspected by the public in the County Attorney's Office, Hernando County Courthouse, 20 N. Main Street, Room 462, Brooksville, FL 34601, between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, legal holidays excepted.

YOU HAVE A RIGHT to appear and be heard at this public meeting and/or to send any written objections to the County Commissioners at 15470 Flight Path Drive, Brooksville, Florida 34604.

YOU ARE FURTHER ADVISED that if any person decides to appeal any decision made by the Board of County Commissioners, with respect to the subject matter of the hearing, that person will need to ensure a verbatim record of the proceedings is made.

ALL PERSONS INTERESTED in the above matter are invited to attend and be heard.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. In accordance with the Americans with Disabilities Act persons with disabilities needing special accommodations to participate in this proceeding should contact Lisette Gardner, Procurement Department, 15470 Flight Path Drive, Brooksville, Florida 34604, Telephone 352-754-4020. If hearing impaired, please call 711 for assistance.

BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY , FLORIDA

/s/_____ **(SEAL)**
Douglas A. Chorvat, Jr.
Clerk of the Circuit Court and Comptroller

By: Heidi Prouse
Deputy Clerk

Publish: January 30, 2026

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Planning
Prepared By: Danielle L Nigro
Initiator: Omar DePablo
DOC ID: 17122
Legal Request Number:
Bid/Contract Number:

TITLE
Update Regarding Initiatives From Development Services Department

BRIEF OVERVIEW
Development Services Director Omar DePablo will provide an overview of current initiatives.

FINANCIAL IMPACT
N/A

LEGAL NOTE
N/A

RECOMMENDATION
For informational purposes only; no action is required.

REVIEW PROCESS

Omar DePablo	Approved	02/05/2026 8:39 AM
Michelle Miller	Approved	02/05/2026 8:41 AM
Erin Dohren	Approved	02/05/2026 10:04 AM
Pamela Hare	Approved	02/05/2026 10:09 AM
Heidi Prouse	Approved	02/05/2026 12:16 PM
Toni Brady	Approved	02/05/2026 12:33 PM
Jeffrey Rogers	Approved	02/05/2026 12:37 PM
Colleen Conko	Approved	02/05/2026 1:18 PM

Hernando County Development Services

Current Initiatives & Activity Summary

BOARD OF COUNTY COMISSIONERS UPDATE

Presentation Overview

Division Activity Summary

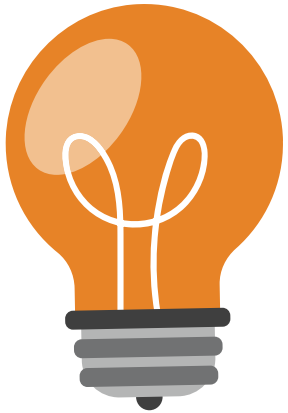
Division Initiatives

Division Performance

Operational Efficiency Improvements

Technology & Cost Savings

VISION



nations

To be the ~~region's~~ premier development services department, delivering innovative, efficient solutions and exceptional customer service while empowering and serving our community with approachability and leadership.

Planning & Zoning – Snapshot

75 REZONINGS

20 SPECIAL EXCEPTION PERMITS

15 CONDITIONAL USE PERMITS

67 CONCURRENCY EVALUATIONS

3 COMPREHENSIVE PLAN AMENDMENTS

3 COMMUNITY DEVELOPMENT DISTRICTS

Administrative & Zoning Permits

Building Division Activity

85,545
Inspections
Performed

14,508
Video
Inspections
Completed

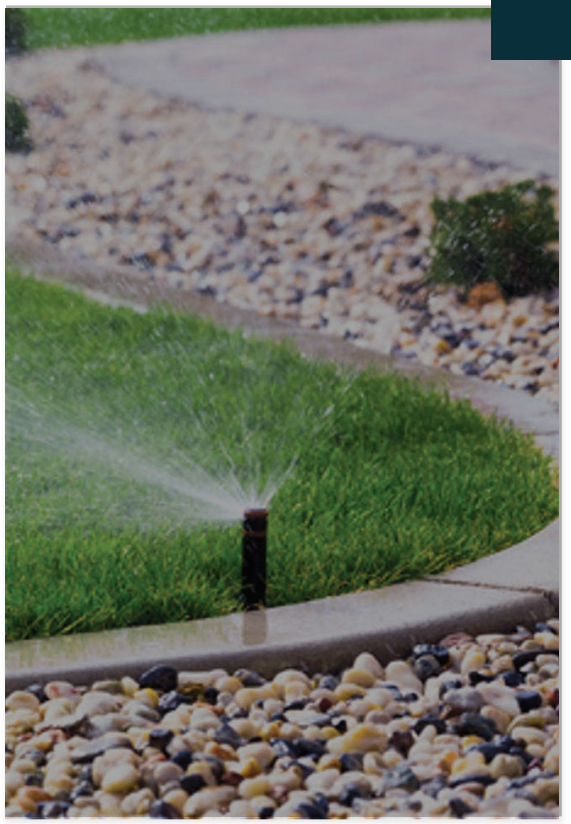
20,228
Permits
Issued

Expanded use
of State-approved
video inspections

Code Compliance

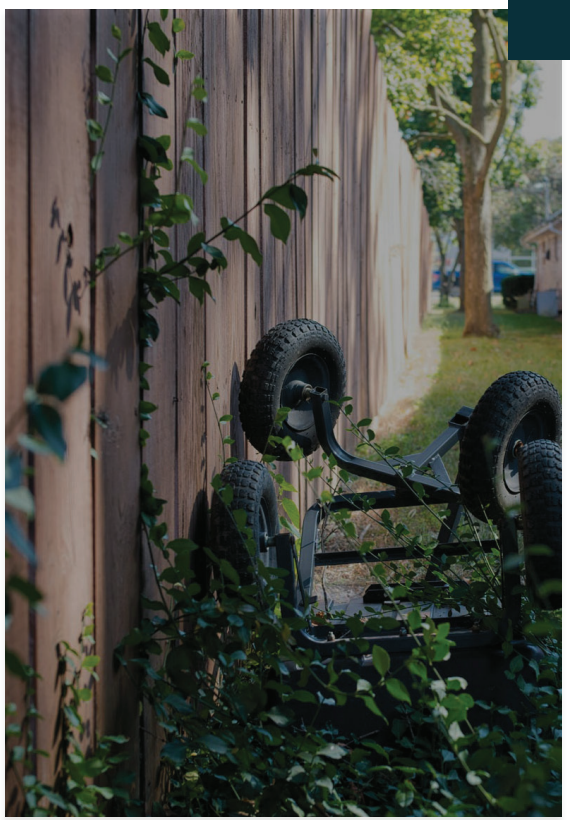
CONTRACTOR LICENSING

OPEN CASES:	246
CLOSED/COMPLIED:	256
OVERALL CASES:	495



WATER RESOURCE

OPEN CASES:	147
CLOSED/COMPLIED:	620
OVERALL CASES:	767



CODE

OPEN CASES:	290
CLOSED/COMPLIED:	2,138
OVERALL CASES:	2,428

Operational Efficiency Initiatives

Standard Operating Procedures Rewritten and Streamlined

Elimination of Redundant Reviews and Processes

Administrative Approvals Reducing Review Timelines

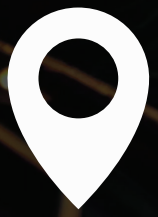
Cross-Training and department consolidation underway

Code Enforcement to Code Compliance

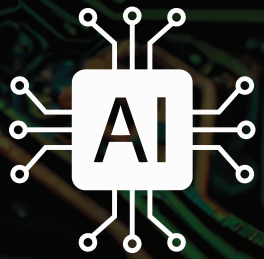
- Transition from Code Enforcement to Code Compliance model
- Integration of Contractor Licensing (Building Investigations)
- Improved coordination, cross-training, and field efficiency
- Enhanced customer service and consistent regulatory enforcement
- Consolidation of Code Enforcement functions
- Integration of Zoning Inspectors

Technology & Innovation

Tyler Technologies for Permit Intake and Tracking



GIS Integration for Parcel and Zoning Accuracy



Artificial Intelligence Integration Reducing Plan Review Times

Drone Inspections Improving Field Efficiency and Safety

Cost Control & Recovery

Contract Oversight Resulting in $11,500 Refund

Fee Study Completed; Proposed Updates to Offset Taxpayer Burden

Reduced Vehicle/Equipment Costs Through Drone Deployment and Code Vehicle Incentive

High Service Volumes Managed Without Additional Staffing

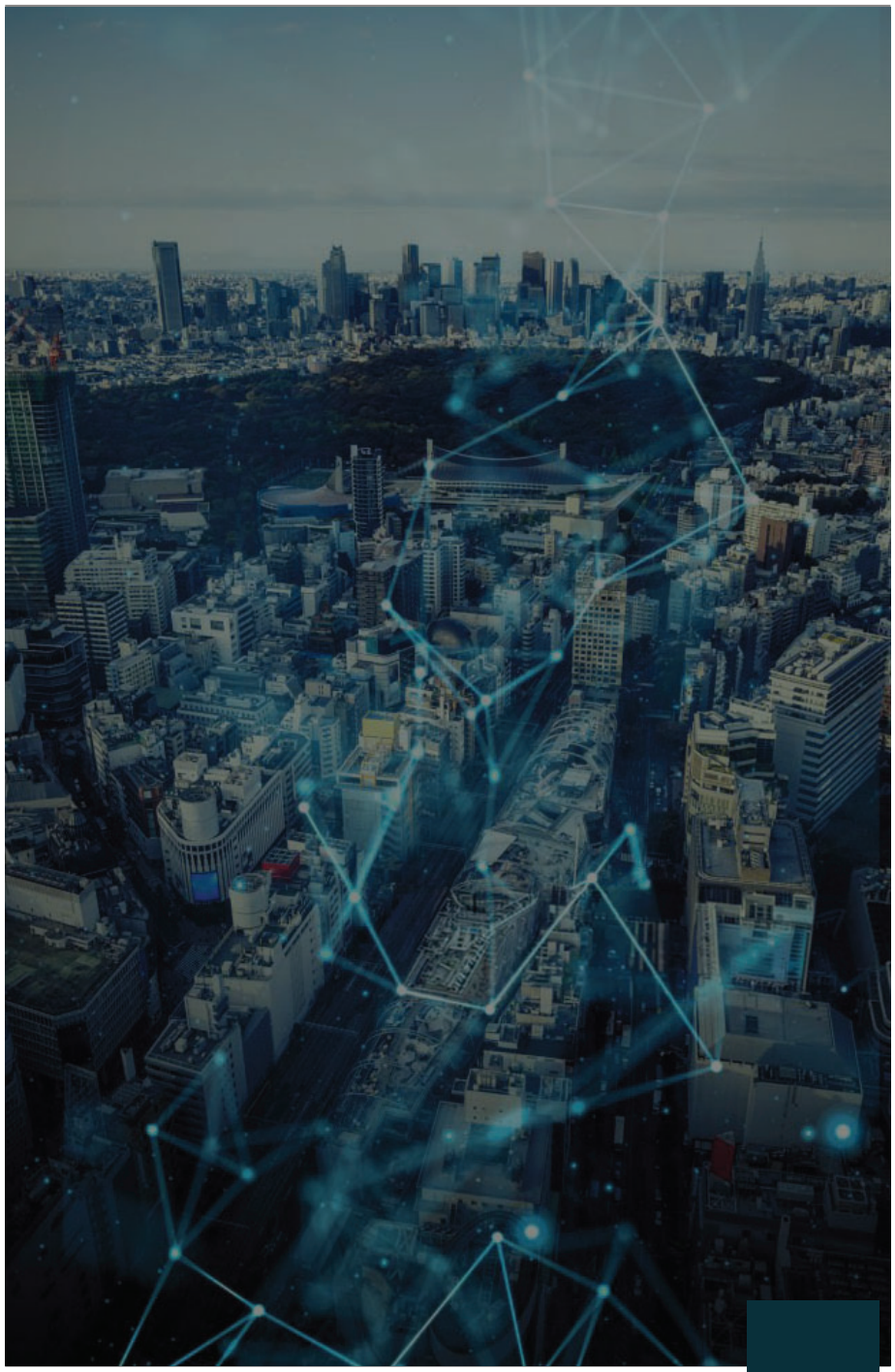
Technology & Process Improvements Accelerating Timelines

Continued Focus on Efficiency, Transparency, and Customer Service

Newly Acquired Building

CONSOLIDATION OF SERVICES WITH CUSTOMER CENTRIC CULTURE

"The best way to predict the future is to create it"



FOR PRESENTATION PURPOSES ONLY. IMAGE IS AN AI GENERATED CONCEPT THAT IS SUBJECT TO CHANGE WITHOUT NOTICE.

HERNANDO COUNTY
FLORIDA
Thank you
For Your Support and Shared Vision
Omar DePablo
Development Services Director/Administrative Official
509

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Procurement Department
Prepared By: Carla Rossiter-Smith
Initiator: Carla Rossiter-Smith
DOC ID: 17011
Legal Request Number:
Bid/Contract Number:

TITLE

Amendment No.1 to Sole Source Contract and Innovation Agreement With Quantum Partners, LLC, d/b/a SwiftGov, for Artificial Intelligence (AI) Implementation Plan Project for Planning Department (Contract No. 25-TSS0230/JC; Amount: $1,687,500.00)

BRIEF OVERVIEW

On May 27, 2025, the Board approved award of sole source contract to Quantum Partners, LLC, d/b/a SwiftGov, to implement Custom GIS Map and Integration, AI Assisted Planning & Zoning Reviews and Custom SwiftGov Portal, and Code Improvement and Rewrite Project. The contract was for one year.

This amendment expands the contract term to four (4) years with a one (1) year renewal option and adds services to include single-family home planning, zoning, engineering and utilities reviews, subdivision reviews, commercial reviews, and construction drawing reviews.

FINANCIAL IMPACT

Funding for FY 26 is budgeted in the following:

Fund: 0011 - General Fund; **Department: 01751** - Planning; **Account: 5303107** - Prof Svc-Consulting totaling $272,500

Eight months at $22,500 = $180,000
*this expense has been partially encumbered with PO 26000286 totaling $157,500, and is already deducted from the available balance.

Four months at $62,500 = $250,000

LEGAL NOTE

In accordance with Part II, Chapter 2, Article V of the Hernando County Code of Ordinances.

RECOMMENDATION

It is recommended the Board approve Amendment One to Contract No. 25-TSS0230/JC to Quantum Partners, LLC d/b/a SwiftGov, for the Artificial Intelligence (AI) Implementation Plan.

It is further recommended that the Board authorize the Chief Procurement Officer to approve change orders as they become necessary and required up to the allowable budget amount.

REVIEW PROCESS

Julie Crull	Approved	02/02/2026 9:48 AM
Omar DePablo	Approved	02/04/2026 1:56 PM
Erin Dohren	Approved	02/05/2026 11:09 AM
Pamela Hare	Approved	02/05/2026 11:55 AM

Jon Jouben	Approved	02/05/2026 11:57 AM
Heidi Prouse	Approved	02/05/2026 12:13 PM
Toni Brady	Approved	02/05/2026 12:34 PM
Jeffrey Rogers	Approved	02/05/2026 1:28 PM
Colleen Conko	Approved	02/05/2026 1:33 PM

January 9, 2026

Hernando County Procurement Department
15740 Flight Path Drive
Brooksville, FL 34604

Re: Sole Source Justification – Strategic AI Modernization & Optimization Initiative

Pursuant to § 287.057(3)(c), Fla. Stat., Quantum Partners, LLC d/b/a SwiftGov submits this sole source justification for the Strategic AI Modernization & Optimization Initiative, a three-year, $1,650,000 expansion of the County's existing Development Services Modernization contract.

1. Sole Source Determination

SwiftGov is the only vendor capable of delivering the required services due to its unique integration of proprietary technology, specialized expertise, and demonstrated performance with Hernando County systems, processes, and regulations.

A. Proprietary Technology

SwiftGov's AI compliance engine and review methodology are proprietary, protected under Florida's Uniform Trade Secrets Act, § 688.001 et seq. No alternative vendor has access to or can replicate this technology.

B. Integrated Expertise Unavailable Elsewhere

The expanded scope requires a combination of capabilities no other vendor provides:

- AI-powered permit review and code compliance technology
- GIS integration and geospatial validation expertise
- Subject matter expertise across planning, zoning, engineering, and utilities
- Florida land development regulatory expertise integrated into AI ruleset development and code modernization analysis
- Demonstrated familiarity with Hernando County's ordinances, workflows, and systems

The code modernization component requires translating AI-identified compliance patterns into actionable regulatory recommendations. SwiftGov uniquely combines proprietary AI analytics with deep Florida land development regulatory expertise to develop these recommendations. AI vendors lack this regulatory knowledge; consultants with regulatory expertise lack the AI platform generating the underlying data insights.

C. Continuity and Efficiency

The expanded scope builds directly on the existing SwiftGov platform. An alternative vendor would require duplicative implementation and extended timelines. Continuity with SwiftGov delivers the expanded scope faster and at lower total cost.

2. Expanded Scope of Services

- AI-assisted plan review for Utilities, Development Services, and Public Works
- Up to 2,000 single-family and 240 subdivision/plat/commercial reviews annually
- Code digitization—encoding ordinances and SOPs into machine-readable rulesets
- GIS-integrated Smart Precheck for pre-submission validation

- System-of-record integration with County permitting environment
- AI-assisted staff support tools and AI Education Hub
- Data-driven code and ordinance modernization recommendations

3. <u>Market Conditions</u>

The County's original sole source determination found no vendor capable of providing equivalent integrated services. That determination remains valid. SwiftGov is unaware of any vendor that can deliver the required integration of AI compliance technology, GIS expertise, Florida land development regulatory knowledge, and demonstrated Hernando County experience.

For these reasons, SwiftGov is the only source capable of providing the services. We respectfully request that Hernando County proceed under sole source procurement pursuant to § 287.057(3)(c), Fla. Stat.

Respectfully submitted,

John Mirkin, Esq.
Managing Partner
Quantum Partners, LLC d/b/a SwiftGov

JMirkin@swiftbuild.ai | 413-575-9517

PROCUREMENT DEPARTMENT

15470 FLIGHT PATH DRIVE ◆ BROOKSVILLE, FLORIDA 34604
P 352.754.4020 ◆ F 352.754.4199 ◆ W www.HernandoCounty.us

NOTICE OF INTENDED SINGLE/SOLE SOURCE PURCHASE

Posted: January 14, 2026

Agency: Board of County Commissioners of Hernando County, Florida

Title: Artificial Intelligence (AI) Integration Plan

Project ID: 25-TSS0230/JC

Vendor: Quantum Partners, LLC d/b/a SwiftGov

Short Description of the Commodity or Service Desired:

Artificial Intelligence (AI)-powered software solutions designed to enhance development services, streamline plan review processes, and improve efficiency in planning, zoning, construction permitting, and building inspection code compliance.

Total Estimated Amount: $ 1,650,000.00

Procurement Department Contact:

Name: Carla Rossiter-Smith, CPO

Telephone: (352) 540-6544

Email: crossiter-smith@co.hernando.fl.us

Please be advised that any Vendor who wishes to protest the NOTICE OF INTENDED SINGLE/SOLE SOURCE PURCHASE, must file with the County a notice of protest and formal written protest in compliance with the Hernando County Procurement Manual, Section 22, which can be found at https://www.hernandocounty.us/media/vwnjxtgp/procurement-manual_v-july-2025.pdf
Failure to timely file such documents will constitute a waiver of proceedings. Failure to file a protest within the time prescribed by, or failure to post the bond or other security in strict accordance with, the Hernando County Procurement Manual, Section 22, shall constitute a waiver of protest proceedings.

Last Day for Receipt of Information: 02/05/26

Posted per Hernando County Government Procurement Department Policies & Procedures

By: _____

Carla Rossiter-Smith, MSM PMP, Chief Procurement Officer

INNOVATION AGREEMENT

THIS INNOVATION AGREEMENT (the "**Agreement**") is entered on this 21st day of May, 2025 (the "**Effective Date**"), by and between **QUANTUM PARTNERS, LLC**, Florida limited liability company, doing business as "**SWIFTGOV**" (hereinafter the "**Company**"), and **HERNANDO COUNTY, FLORIDA**, a political subdivision of the State of Florida (hereinafter the "**County**" or the "**Customer**"). The County and the Company may each be referred to herein as a "**Party**" and collectively as the "**Parties**."

RECITALS

WHEREAS, the Company provides innovative Artificial Intelligence (AI)-powered software solutions designed to enhance development services, streamline plan review processes, and improve efficiency in planning, zoning, construction permitting, and building inspection code compliance; and

WHEREAS, the Company and County mutually desire that the Company provides access to software developed by the Company and related services to the County, in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

AGREEMENT

1. Recitals. The recitals listed above are true and correct and incorporated herein by reference.

2. Software-as-a-Service.

(A) Description of Software. The Company will provide certain software services (the "**Software**") as specifically described in one or more statement(s) of work executed by the Parties and attached hereto as **Exhibit "A"** or such other writing, exhibit, instrument, correspondence, or agreement detailing the services to be provided by the Company (collectively, the "**Statement(s) of Work**" or "**SOW**"). The terms of this Agreement shall govern and supplement each of the Statement(s) of Work. In the event of a conflict between this Agreement and a Statement of Work, the terms of the particular Statement of Work shall control. The Company shall not provide any services or work except as specifically set forth in a Statement of Work or a Change Order in the form approved by the Company. All services and/or work provided outside of a Statement of Work shall be subject to a subsequent or different Statement of Work, or if such work changes the scope or services to be provided in a specific Statement of Work, the changes shall be in a written Change Order executed by both parties. In the event of a conflict between a Change Order and a Statement of Work or between a Change Order and this Agreement, the terms of the particular Change Order shall control.

(B) Access; Customer Data. The County shall provide the Company with such access to the appropriate County offices, employees, and officials during regular operating hours, as the Company shall deem desirable or necessary for the Company to provide its services pursuant to this Agreement. Such access shall include but is not limited to in-person meetings, telephone calls, virtual meetings, emails, and messages. The County's failure to provide necessary access shall constitute a breach

of this Agreement. The County further agrees to promptly provide the Company with all information, whether written or otherwise (collectively, the "**Customer Data**"), to enable Company to perform its services under this Agreement. The County assumes all responsibility for the accuracy of all Customer Data and agrees that it is not within the Company's scope of services to verify the accuracy of said Customer Data. The County shall not hold Company responsible for the accuracy of the Customer Data and shall indemnify, defend, and hold harmless Company for any claims arising from the inaccuracy of such Customer Data.

(C) Updates, Installation, Maintenance and Technical Support. Company shall make available and shall not unreasonably restrict Customer's access to any modifications, error corrections, bug fixes, new releases or other updates of or to the Software that may be provided or otherwise made available by Company from time to time to its customers (collectively the "**Updates**"), as well as technical support, in accordance with the terms and conditions set forth in **Exhibit "A"**, attached hereto and incorporated herein by reference, and as otherwise set forth in this Agreement; provided, however, that this requirement shall not in any way modify or limit Company's right to perform site maintenance and other services for the benefit of its customers even if such services would temporarily restrict Customer's access to the Software. Any Updates made available by Company hereunder shall be deemed part of the Software and shall be subject to the terms and conditions of this Agreement. To the extent Company licenses some or all of the Software and/or components thereof from third party vendors ("**Vendors**"), such Vendors shall be responsible for creating updates and making them available to Company for installation or distribution (the "**Vendor Updates**") and Company shall not be liable to Customer for any failures by the Vendors to do so. All Vendor Updates shall be provided or made available to Customer promptly after they are made available to Company, shall be deemed part of the Software and shall be subject to the terms and conditions of this Agreement.

(D) Professional Services. Company and Customer may from time to time agree for the Company to provide certain additional professional services (the "**Professional Services**"), and will document such Professional Services in a separate Statement of Work to be attached to this Agreement. Each such Statement of Work shall be subject to all of the terms and conditions contained in this Agreement, shall become binding upon execution by each of the parties hereto and, upon execution, is hereby incorporated into this Agreement by reference. Company shall provide to Customer the Professional Services in a timely and professional manner consistent with industry standards, in all material respects in accordance with this Agreement and any terms set forth in the applicable Statement(s) of Work. If any services, functions or responsibilities not specifically described in a Statement of Work are required for the proper performance and provision of the Professional Services, they shall be deemed to be included within the scope of Professional Services to the same extent as if specifically described. As compensation for any Professional Services performed by Company pursuant to any Statement of Work, Customer shall pay Company a fee for such Professional Services rendered in such Statement of Work at rates mutually agreed to by the parties in writing on a time and materials basis and as set forth in an invoice issued by Company, which may or may not be included as part of the Statement of Work. Customer shall compensate Company for Professional Services no later than thirty (30) days after the date on which the Company invoice is received.

(E) Training. Company shall provide such training relating to the Software as shall be detailed in **Exhibit "A"** hereto.

(F) Look and Feel. Unless otherwise described in the applicable Statement(s) of Work, the Company shall have control of the look and feel of the Software, including without limitation, the inclusion of Company's name, and trade and service marks.

3. Fees. In consideration of the Company's provision of the Software hereunder, the Customer shall pay to the Company such fees (the "**Fees**") as described in the corresponding Statement(s) of Work attached hereto as **Exhibit "A**". Unless otherwise stated in the corresponding Statement of Work, the Company shall invoice the Customer on a monthly or semi-monthly basis for any Fees and Customer shall pay all Fees as described in any such invoice no later than thirty (30) days after the date on which such invoice is received. Payment shall be made via check or wire transfer in immediately available funds. Payment of any amounts due hereunder shall be in U.S. Dollars unless otherwise specified. In the event that the Customer fails to pay any amounts due to Company, (i) the Customer shall pay interest on the outstanding amounts due in the amount of 1.5% per month, (ii) the Company may cease all Software pursuant to this Agreement, (iii) the Company may terminate this Agreement, (iv) the Company may withhold all Software, Software Reports, and any and all deliverables developed by Company pursuant to this Agreement until such time as the Customer has paid all amounts (including interest charges) due to Company in full, and (v) is Company is required to bring collection proceedings, Customer shall pay to the Company all costs of collection, including without limitation attorneys' fees and costs and a fee for the time spent by Company personnel (computed using Company's prevailing fee scale) pursuing collection. The Customer agrees that it shall pay Company for its services in accordance with the Agreement, regardless of whether or not the Customer has been paid by its client.

4. Intellectual Property Rights; Grant of Licenses. Each party shall grant to the other such rights and licenses as set forth herein, and no other licenses. Any rights not expressly granted herein are reserved by the licensor. The licenses granted herein shall begin as of the Effective Date and shall continue in effect until this Agreement is terminated pursuant to Section 9 hereof.

(A) Grant of License by Customer. Company acknowledges that as between Company and the County, nothing in this Agreement shall be construed as transferring to Company the rights to the Customer Data apart from the license granted pursuant to this Section 4(A). County hereby grants to Company a worldwide, non-exclusive, transferable, royalty-free, and perpetual right and license, with the right to sublicense, to use, store, reproduce, replicate, analyze, host, generate, and maintain the Customer Data only in the United States as instructed by the County and only for purposes of (i) making the Software available to the County in accordance with this Agreement, (ii) improving the Software and the services SwiftGov provides, (iii) running anonymous statistical analysis and research on the use of the Company's services, (iv) other legitimate business of the Company for the purpose of complying with this Agreement, and (v) complying with legal requirements and legal processes (such as responding to a subpoena, to prevent fraud, complying with an inquiry by a government agency or other regulator, or other legal purposes). In addition, the County grants to Company a worldwide, non-exclusive, non-transferable, royalty-free, and perpetual right and license, with the right to use the Customer's names, fictitious

names, trademarks, services marks, and other identifying markers of the Customer on the Software Reports.

(B) Grant of License by Company. The County acknowledges that any software, source code, object code and programs developed by Company in connection with the Software provided hereunder, including any modifications or improvements thereto, and including the Software Reports, are the exclusive property of Company and nothing in this Agreement shall be construed as transferring to the County the rights to any such items apart from the licenses granted pursuant to this Section 4(B). Subject to the terms and conditions otherwise set forth in this Agreement and any applicable Statement(s) of Work, Company hereby grants to County a worldwide, non-exclusive, nontransferable and revocable right and license, without the right to sub-license, to (i) access and use the Software in connection with the Customer's legitimate business purposes, and not for purposes of resale, and (ii) use any Software Reports in connection with the Customer's legitimate business purposes, and not for purposes of resale.

(C) Restrictions. The County shall not (i) reverse engineer, disassemble, decompile or otherwise attempt to derive source code from the Software, Software Reports, or any other application or documentation associated with the provision of services hereunder; (ii) modify, adapt, translate or create derivative works based on the Software, Software Reports, or any other application or documentation associated with the provision of services hereunder; (iii) reproduce any portion of the Software, Software Reports, or any other application or documentation associated with the provision of services hereunder; or (iv) permit, authorize or commission any party to do any of the foregoing.

(D) Record Retention. Company may retain all pertinent records related to the services performed pursuant to this Agreement, including without limitation copies of the Customer Data and the Software Reports, for a period of ten (10) years following Company's date of completion of the project services, during which period, upon written request by the Customer, the records will be made available to the Customer at all reasonable times and an administrative fee may be charged to the Customer for retrieval and reproduction of such records. Notwithstanding the foregoing, after five (5) years following Company's date of completion of the project services, Company shall, only at Customer's written request, destroy the Customer Data and the Software Reports within the time frame requested by Customer.

5. Term of Agreement. This Agreement shall remain in full force and effect until the expiration of all Statement(s) of Work executed by both Parties hereunder (the "**Term**").

6. Representations and Warranties; Disclaimer and Indemnification.

(A) General Representations and Warranties. Each Party represents and warrants to the other Party that the warranting Party: (i) has all requisite corporate power and authority to execute, deliver and perform its obligations hereunder; (ii) is duly licensed, authorized or qualified to do business and is in good standing in every jurisdiction in which a license, authorization or qualification is required for the ownership or leasing of its assets or the transaction of business of the character transacted by it, except when the failure to be so licensed, authorized or qualified would not have a material, adverse effect on its ability to fulfill its obligations hereunder; (iii) will

comply with all federal, state and local laws and regulations applicable to it in the performance of its obligations hereunder and will obtain all applicable permits and licenses required of it in connection with its obligations hereunder; (iv) will avoid deceptive, misleading or unethical practices that could adversely affect the performance of the other Party's obligations under this Agreement or, during the Term, damage the reputation of the other Party; and (v) has not entered into any agreement with a third party, the performance of which is reasonably likely to prevent it or the other Party from performing fully its respective obligations hereunder.

(B) General Disclaimer. **EXCEPT AS SET FORTH HEREIN, COMPANY MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, AND DISCLAIMS ALL OTHER REPRESENTATIONS AND WARRANTIES, WHETHER ORAL OR WRITTEN, EXPRESS OR IMPLIED, OR ARISING FROM A COURSE OF PERFORMANCE OR DEALING OR TRADE USAGE, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SOFTWARE, THE DELIVERABLES OR ANY OTHER MATTER CONTEMPLATED BY THIS AGREEMENT OR ANY CHANGE ORDER ENTERED INTO IN CONNECTION HEREWITH.**

(C) Specific Disclaimer. **THE COMPANY DOES NOT PROVIDE ANY ENGINEERING, ARCHITECTURAL OR DESIGN SERVICES. THE COMPANY'S SOFTWARE IS A TOOL USED TO ASSIST THE CUSTOMER TO ANALYZE THE CUSTOMER DATA AND TO DETERMINE WHETHER THE CUSTOMER DATA COMPLIES WITH CERTAIN APPLICABLE LAWS. WITHOUT LIMITING THE GENERALITY OF THE DISCLAIMER SET FORTH IN SECTION 6(B) ABOVE, COMPANY IS NOT RESPONSIBLE FOR, AND CUSTOMER SHALL, TO THE EXTENT PERMITTED BY FLORIDA LAW, INDEMNIFY AND HOLD THE COMPANY INDEMNIFIED PARTIES (AS DEFINED BELOW) HARMLESS FROM ANY AND ALL LOSS, DAMAGE, EXPENSE, COST OR LIABILITY ASSERTED AGAINST ANY OF THE COMPANY INDEMNIFIED PARTIES AND ARISING OUT OF OR RESULTING FROM: (I) DEVELOPING, DRAFTING, OR MAKING CHANGES TO ANY DESIGNS OR THE VIABILITY OF DESIGNS OR CUSTOMER DATA SUPPLIED BY THE CUSTOMER, (II) ANY ACTIONS OR INACTIONS OF THE CUSTOMER OR ANY THIRD PARTY RELATING TO THE CUSTOMER DATA, (III) THE CUSTOMER'S USE OF THE SOFTWARE OR THE SOFTWARE REPORTS, (IV) ANY WORK PERFORMED BY CUSTOMER, WHETHER OR NOT BASED ON OR RELATING TO THE CUSTOMER DATA, THE SOFTWARE, OR THE SOFTWARE REPORTS, (V) ENSURING THAT THE DESIGNS AND CUSTOMER DATA COMPLY WITH APPLICABLE LAWS, AND (VI) CUSTOMER'S FAILURE TO COMPLY WITH APPLICABLE LAWS, ORDINANCES, RULES OR REGULATIONS, WHETHER OR NOT THE SOFTWARE REPORTS NOTIFIED THE CUSTOMER OF SUCH NONCOMPLIANCE.**

(D) Indemnification by Company. Company shall indemnify, defend, pay and hold the Customer and its representatives, successors and assigns (collectively, the "**Customer Indemnified Parties**") harmless from and against any and all loss, damage, expense, cost or liability asserted against any of the Customer Indemnified Parties and arising out of or resulting from any breach by the Company of any of its representations, warranties or covenants herein contained.

(E) Indemnification by Customer. In addition to other indemnification obligations of the Customer as set forth in this Agreement or any Statement of Work, Customer shall indemnify, to the extent permitted by Florida law, defend, pay and hold the Company and its officers, directors, shareholders, agents, employees, representatives, successors and assigns (collectively, the "**Company Indemnified Parties**") harmless from and against any and all loss, damage, expense, cost or liability asserted against any of the Company Indemnified Parties, except in the case of Company's negligence, arising out of or resulting from (i) any breach by the Customer of any of its representations, warranties or covenants herein contained, (ii) the Customer's use of the Software or the Software Reports, and any services provided by the Company pursuant to this Agreement or otherwise, (iii) any data generated by the Software, including without limitation the Software Reports, (iv) Customer's operation of its business, the designs created by or on behalf of the Customer, and any Customer Data provided to the Company, (v) Customer's obligations under applicable law or under contracts with third parties, and (vi) actions or omissions, intentional or unintentional, of Customer or any architects, engineers, MEP engineers, building contractors and subcontractors, and each of their subcontractors, and any other third party engaged or employed by Customer or that performs work in connection with any project of the Customer.

7. Confidential Information. Each Party acknowledges that, during the Term of this Agreement, each Party may obtain proprietary, intellectual property and other confidential information relating to the other's business, customers, suppliers, current and future products and services, and other matters (collectively the "**Confidential Information**"). Ownership of Confidential Information shall not pass from the Party owning such information (for purposes of this paragraph, the "**Owner**") to the other Party (for purposes of this paragraph, the "**Receiving Party**") by virtue of this Agreement, and Owner shall retain all right and title to the Confidential Information. Each Party hereby acknowledges and agrees that the Confidential Information constitutes and contains valuable proprietary information and trade secrets of the other Party, and embodies substantial creative efforts and confidential information, ideas and expressions. Each Party agrees: (i) to protect the Confidential Information from unauthorized dissemination and use; (ii) to use the Confidential Information only for the performance of the Receiving Party's obligations and in connection with the exercise of the Receiving Party's rights hereunder; (iii) not to disclose any Confidential Information, or any part or parts thereof, to any of its employees, agents or contractors other than those employees who are aware of and bound by the confidentiality obligations imposed by this Section 7; (iv) not to disclose or otherwise provide to any third party, without the prior written consent of the Owner, any Confidential Information or any part or parts thereof; (v) to undertake whatever action is necessary to prevent or remedy any breach of the confidentiality obligations set forth herein or any other unauthorized disclosure of any Confidential Information by its current or former employees, agents or contractors; and (vi) not to remove or destroy any proprietary or confidential legends or markings placed upon or contained within any Confidential Information. The Company acknowledges that the County is a governmental agency subject to Chapter 119, Fla. Statutes. Any disclosure of Confidential Information by the County shall be limited to the minimum extent required by law, and the County shall notify the Company of any such request pertaining to the Company. The foregoing restrictions pertaining to the Confidential Information shall not apply with respect to any Confidential Information that: (i) was or becomes publicly known through no fault of the Receiving Party; (ii) was known by the Receiving Party before receipt from the Owner, as evidenced by the Receiving Party's written

records; (iii) becomes known to the Receiving Party without confidential or proprietary restriction from a source other than the Owner that does not owe a duty of confidentiality to the Owner with respect to such Confidential Information; or (iv) is independently developed by the Receiving Party without the use of the Confidential Information, as evidenced by the Receiving Party's written records. In addition, the Receiving Party may use or disclose Confidential Information to the extent the Receiving Party is legally compelled to disclose such Confidential Information; provided, however, prior to any such compelled disclosure the Receiving Party shall cooperate fully with the Owner in protecting against any such disclosure and/or obtaining a protective order narrowing the scope of such disclosure and/or use of the Confidential Information.

8. Limitation on Damages.

(A) IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF PROFITS OR EXPECTED SAVINGS OR OTHER ECONOMIC LOSSES, OR FOR INJURY TO PERSONS OR PROPERTY) ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR ITS SUBJECT MATTER, REGARDLESS OF WHETHER SUCH FIRST PARTY KNOWS OR SHOULD HAVE KNOWN OF THE POSSIBILITY OF SUCH DAMAGES. THE FOREGOING EXCLUSIONS AND LIMITATIONS SHALL APPLY TO ALL CLAIMS AND ACTIONS OF ANY KIND, WHETHER BASED ON CONTRACT, TORT (INCLUDING, BUT NOT LIMITED TO, NEGLIGENCE), OR ANY OTHER GROUNDS. NOTWITHSTANDING THE FOREGOING, EACH PARTY SHALL BE LIABLE TO THE OTHER PARTY FOR ACTUAL DAMAGES ARISING FROM ANY BREACH OF THIS AGREEMENT.

(B) TO THE MAXIMUM EXTENT PERMITTED AT LAW, COMPANY'S AGGREGATE LIABILITY FOR DAMAGES TO THE CUSTOMER FOR ANY CAUSE WHATSOEVER AND REGARDLESS OF THE FORM OF ACTION (INCLUDING, BUT NOT LIMITED TO, CONTRACT, TORT, FRAUD, NEGLIGENCE, PRODUCTS LIABILITY AND STRICT LIABILITY), SHALL BE LIMITED TO THE AMOUNT OF ALL PAYMENTS ACTUALLY RECEIVED BY COMPANY FROM THE CUSTOMER DURING THE THREE (3) MONTHS PRIOR TO THE DATE OF THE CLAIM.

9. Termination.

(A) Either Party may terminate this Agreement as follows: (A) for any reason with thirty (30) days prior written notice to the other Party, or (B) effective immediately upon written notice to the other Party if the other Party (i) is adjudicated insolvent or bankrupt; (ii) is the subject of liquidation or termination of business; or (iii) assigns all or substantially all of its assets for the benefit of creditors. In the event of any breach of this Agreement or any Statement of Work by Company, Customer's sole and exclusive remedy shall be for Company to correct or re-perform the work at Company's sole cost and expense. In the event of any breach of this Agreement or any Statement of Work by either Party, either Party shall have all legal and equitable rights and remedies available to it for enforcement of this Agreement.

(B) On the effective date of termination of this Agreement for any reason, the Customer shall pay to the Company all Fees due and payable as of the effective date of termination pursuant hereunder. After either Party provides notice of termination for any reason, no new work will be initiated or accepted. In the event of a termination of this Agreement for any reason, Customer shall pay to Company, no later than thirty (30) days after the effective date of termination, all Fees due and payable through the effective date of termination plus all direct costs incurred by the Company to prepare such analyses and records as are necessary to complete its files. Customer shall not be entitled to a refund of any amounts previously paid to the Company.

10. Entirety. This Agreement embodies the entire agreement between the parties concerning the matter dealt with herein and supersedes all prior agreements or understandings as may relate to the proposed transaction completed hereby.

11. Relationship between Parties. The parties to the Agreement are independent contractors. Neither Party is an agent, representative or partner of the other Party. Neither Party will have any right, power or authority to enter into any agreement for or on behalf of, or incur any obligation or liability of, or to otherwise bind, the other Party. The Agreement will not be interpreted or construed to create an association, agency, joint venture or partnership between the parties or to impose any liability attributable to such a relationship upon either Party. Company shall provide all tools, materials, training, hiring, supervision, work policies and procedures, and be responsible for the compensation, discipline and termination of Company personnel.

12. Notices. Unless otherwise provided, notices provided under this Agreement must be in writing and delivered by (i) certified mail, return receipt requested, (ii) hand delivered, (iii) facsimile with receipt of a "Transmission OK" acknowledgment, (iv) e-mail, or (v) delivery by a reputable overnight carrier service (in the case delivery by facsimile or e-mail the notice must be followed by a copy of the notice being delivered by a means provided in (i), (ii) or (v)). The notice will be deemed given on the day the notice is received. In the case of notice by facsimile or e-mail, the notice is deemed received at the local time of the receiving machine, and if not received, then the date the follow-up copy is received. Notices must be delivered to the following addresses or at such other addresses as may be later designated by notice:

If to Company:
QUANTUM PARTNERS, LLC
Attn: Mr. John Mirkin
830 Windlass Ct
Kissimmee, FL 34746
Phone: 413-575-9517
E-mail: jmirkin@swiftbuild.ai

If to Customer:
HERNANDO COUNTY, FLORIDA
Planning & Zoning Department
Attn: Ronald Russo
1653 Blaise Drive
Brooksville, FL 34601
Phone: (352) 754-4057
Fax: (352) 754-4420
E-mail: rrusso@co.hernando.fl.us

AND

HERNANDO COUNTY, FLORIDA
Procurement Department
Attn: Carla Rossiter-Smith, Chief Procurement Officer
15470 Flight Path Drive
Brooksville, FL 34604
Phone: (352) 754-4020
Fax: (352) 754-4199
Email : purchasing@co.hernando.fl.us

13. Assignment. Neither Party may assign any of its rights of this Agreement or delegate any of its obligations without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

14. Severability. If any one or more provisions of this Agreement or in any instrument or other document delivered pursuant to this Agreement, or the application thereof to any person or circumstance, shall to any extent be invalid or unenforceable, the validity, legality and enforceability of the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected or impaired thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law and the parties shall negotiate in good faith a substantively comparable enforceable provision to replace the unenforceable provision.

15. Non-Exclusivity. This Agreement shall be non-exclusive for both parties, and nothing in this Agreement shall be read to preclude either Party from entering into a similar agreement with a third party.

16. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida without giving effect to principles of conflict of laws.

17. Venue and Jurisdiction. Venue for all suits arising pursuant to this Agreement shall lie exclusively in the courts of Hillsborough County, Florida. By execution and/or adoption of this Agreement, each Party hereby submits to the in personam jurisdiction of all courts of Hillsborough County, Florida.

18. Excusable Delay. Neither Party shall be liable for failure to perform its obligations hereunder due to causes beyond its control, including but not limited to, acts of God, fire, flood, or other catastrophes; strikes, lock-outs, pandemics, epidemics, work stoppages or other labor difficulties, denial of service attacks, damage to transmission lines or devices and power failures.

19. Modification. This Agreement may not be amended or modified except in writing signed by a duly authorized representative of each Party.

20. Waiver. No waiver of any of the provisions of this Agreement shall be deemed to or shall constitute a waiver of any other provision hereof (whether or not similar).

21. Headings. The Section headings used herein are for convenience of reference only and shall not define or limit the provisions of this Agreement.

22. Counterparts; Electronic Signatures. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. Counterparts may be delivered via electronic mail (including pdf or any electronic signature complying with the federal ESIGN Act of 2000, e.g., Docusign) or other transmission method and any counterpart so delivered shall be deemed to have been duly signed and validly delivered and effective for all purposes.

23. Attorney Fees and Court Costs; Waiver of Jury Trial. In the event of any legal dispute between the Parties arising out of this Agreement, the Parties shall each be responsible for its own attorney fees and costs at all levels of the legal dispute; and do hereby waive their right to a jury trial.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement with the intent that it be effective as of the date first above written.

"COMPANY"

QUANTUM PARTNERS, LLC D/B/A SWIFTGOV, a Florida Limited Liability Company

By: _____
John Mirkin, Managing Partner

"CUSTOMER"

HERNANDO COUNTY, FLORIDA, a political subdivision of the State of Florida

By: _____
Name: Brian Hawkins
Its: Chairman
Date: 5-27-2025

BOARD OF COUNTY COMMISSIONERS SEAL HERNANDO COUNTY, FLORIDA

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: Melissa Tartaglia
County Attorney's Office

EXHIBIT "A"
STATEMENT(S) OF WORK

Quantum Partners, LLC, D/B/A "SwiftGov," is a Florida-based, women-owned, minority-owned business specializing in AI-driven municipal process optimization. SwiftGov's U.S.-hosted, proprietary platform offers a holistic array of services including a custom portal, GIS-integrated plan reviews, a robust knowledge base, and data-driven code analysis. Through trade secret-protected methodologies and deep familiarity with Florida land use and legal requirements, SwiftGov delivers a synergy of tools and expertise unmatched by any other provider.

ABOUT SWIFTGOV'S PROPRIETARY SOFTWARE

SwiftGov's unique capabilities stem from its integration of core services that, when combined, produce outcomes no other vendor can replicate. SwiftGov's proprietary AI and automation engine optimizes plan review workflows, while SwiftGov's customizable portal provides applicants and staff with a unified, user-friendly interface. Integrated GIS mapping further reduces errors, enabling early detection of zoning and environmental constraints. SwiftGov's team's specialized knowledge of Hernando County's code and Florida's regulatory framework informs a tailored code analysis and revision process that ensures compliance and practicality.

This multifaceted approach, rooted in AI-assisted automation, targeted code expertise, and GIS integration, leads to improved efficiency, better compliance, and cost savings over the life of the project. SwiftGov's unique, proprietary methodology for plan review efficiency is protected by trade secrets, ensuring that the County benefits from a solution that is both innovative and exclusive. This methodology enables SwiftGov to offer services that significantly improve workflow efficiency, reduce processing times, and save costs—all while maintaining full compliance with Florida's regulations.

SWIFTGOV PRODUCT AND SERVICES DESCRIPTION

Scope of Services. The Company shall provide the following services to the County:

1. Custom GIS Map and Integration
    a. A robust GIS mapping system will be deployed to enable swift, preliminary assessments of site constraints—such as flood zones, wetlands, soils, zoning, and land use—and will seamlessly integrate with both the County's website and the SwiftGov portal. Applicants can consult these interactive maps before formal submission, reducing common errors and minimizing back-and-forth clarifications. County staff will benefit from real-time, location-based insights to quickly evaluate zoning classifications, floodplain data, and other development requirements.
        i. SwiftGov will build and have the GIS system ready for deployment on the County's website no later than month 6 of the contract. Throughout the contract term, SwiftGov will refine the GIS platform to include advanced

spatial analytics that highlight recurring compliance issues, analyze growth trends, produce visually compelling data, and incorporate predictive modeling to forecast permit volumes, identify risk-prone areas, and project infrastructure needs. This iterative improvement process will enable more informed decisions and promote sustainable development throughout the County.

2. AI-Assisted Planning & Zoning Reviews and Custom SwiftGov Portal
    i. SwiftGov will deploy an AI-powered, assistive tool designed to rapidly review single-family residential permit applications and Subdivision Review applications for both planning and zoning requirements as well as construction drawing compliance. The system automatically analyzes submissions against relevant codes and regulations—cross-referencing site information, zoning designations, land development code regulations—and flags any discrepancies or incomplete information with corresponding code citations. While this AI tool streamlines routine checks and accelerates the review process, County staff retain full decision-making authority and have the final say on the enforcement of requirements. Additionally, the portal will track key data and offer real-time visibility into review performance and timelines, enabling more efficient oversight and continual process improvement.
    ii. A Subdivision Review is defined as a comprehensive evaluation of a proposed development to ensure consistency with County policies, standards, and regulations. This review is guided by a staff-approved checklist outlining the necessary items and criteria. At the County's discretion, a Plat Review, Commercial Review, or Construction Drawing Review may be included in the definition of Subdivision Review, provided that the review is guided by a staff-approved checklist outlining the necessary items and criteria.
    iii. A total of up to 2,000 single family home planning & zoning reviews, and up to 60 Subdivision Reviews during the contract term. Each review will be completed, and a report will be available on the county portal, within 24 business hours of submission by the County for single-family residential permits, and within 48 business hours of submission by the County for Subdivision Reviews. The report details whether the single-family home or Subdivision Review conforms with the County's approved requirements.
3. Code Improvement & Rewrite Project
    a. SwiftGov will provide a detailed, comprehensive report offering actionable insights on modernizing specific sections of the County's Land Development Code (LDC), including Appendix A, Chapter 10, Chapter 23, and Chapter 26. By integrating data extracted from AI-assisted reviews and tracked in the SwiftGov portal ("Swift Analytics"), as well data extracted from the custom GIS portal, and collaborating with top academics in Florida, SwiftGov's team will ensure that these recommended code modifications not only streamline regulatory processes but also support sustainable growth, economic development, and environmental stewardship.

i. A comprehensive final report recommending updates to Appendix A, Chapter 10, Chapter 23, and Chapter 26 will be delivered by the end of the contract term. To guide these updates, SwiftGov will leverage advanced analytics from AI reviews to identify recurring flags and pinpoint areas for optimization. Quarterly check-ins will be conducted to ensure alignment with County goals, gather feedback, and refine SwiftGov's approach as necessary. In addition, SwiftGov will benchmark current code performance to quantify improvements and measure the effectiveness of the proposed revisions.

TERM OF AGREEMENT

The Agreement will remain in effect for one (1) year (the "**Contract Term")** following the date that the Agreement is entered into. If it is determined that interim performance is required to allow for the solicitation and award of a new contract, the County may unilaterally extend the contract for a maximum period of up to six (6) months (the "**Renewal Term**"). Current pricing, delivery and all other terms and conditions of the contract shall apply during this interim period.

PRICING

The County shall pay to SwiftGov an initial fee of $50,000 at the commencement of work and $22,500 per month throughout the duration of the Agreement. Payments to be broken down as follows:

Initial Payment (Retainer and Upfront Software Development): $50,000
- Due at commencement of work

Monthly Payments: $22,500 per month (Months 1 through 12)
- Monthly installments totaling $270,000 for the duration of the contract
- Payments begin the first month following the initial retainer payment and continue monthly thereafter.
- Invoices to be sent at the end of each month.
- The $22,500 monthly payments are structured evenly throughout the 12-month contract period, clearly delineating budget allocation and facilitating consistent resource planning and management.

• This amount accounts for the remaining contract value after the Initial Payment.
• $50,000 Initial + ($22,500 x 12 months = $270,000) = $320,000 Total Contract Value

Summary of Pricing:

Line Item	Description	Total Cost
1	Custom GIS Map & Integration	$30,000
2	AI-Assisted Planning & Zoning Reviews and Custom SwiftGov Portal	$150,000
3	Code Improvement & Rewrite Project	$140,000
	Total Contract Value	$320,000

The above table illustrates pricing as of the Effective Date of the Agreement. Additional products or services may be offered to the County by the Company in the future and such additional products/services or changes to the above pricing structure must be provided in a Change Order or separate Statement of Work, or otherwise mutually agreed to in writing by the Company and the County. If the Agreement is terminated or expires, all amounts owed to Company shall be due and payable at such time.

PAYMENT TERMS

Payment shall be an initial payment of $50,000 at contract initiation and then monthly in the amount of $22,500.00. The Company will send the County an invoice every month a detailed breakdown of total costs including services provided and product usage. Payment will be made in no less than forty-five (45) days, per Florida Statute 218.74, via wire transfer to an account designated by SwiftGov or via check made out to "**QUANTUM PARTNERS, LLC**" and sent to **830 Windlass Ct, Kissimmee, FL 34746**.

SWIFTGOV SUBMISSION AND CUSTOMER STANDARDS

SwiftGov staff will contact and communicate directly with the County only and SwiftGov is not responsible for the success or completion of Customer services with the County. The County is responsible for communication and consultation with the applicants relating to the results of the SwiftGov AI-assisted reviews. The County will submit all SwiftGov compliant plans/permits to SwiftGov. SwiftGov AI-assisted results will be provided directly to the County only. During implementation and onboarding, the County will review SwiftGov submittal requirements to align SwiftGov AI-assisted review standards with applicable County codes, ordinances, laws, and regulations. SwiftGov is not responsible for any errors based upon information provided by the County.

DEPARTMENT OF PURCHASING AND CONTRACTS
15470 FLIGHT PATH DRIVE ◆ BROOKSVILLE, FLORIDA 34604
P 352.754.4020 ◆ F 352.754.4199 ◆ W www.HernandoCounty.us

AMENDMENT NO. ONE (1)

TO

CONTRACT NO. 25-TSS0230

FOR

Artificial Intelligence (AI) Integration Plan

The following changes, additions and/or deletions are hereby made a part of the Contract Documents for the **CONTRACT NO. 25-TSS0230– Artificial Intelligence (AI) Integration Plan**, located in Hernando County, as fully and completely as if the same were fully set forth therein:

1. Exhibit A section titled “Statement of Work” is Revised to Include: Exhibit B.

2. Exhibit A section titled “Term of Agreement” is revised to read: The Agreement will remain in effect for four (4) years (the "Contract Term") following the date that the Agreement is entered into. Renewal Option (Unilateral): At the sole option of the County, through the Board of County Commissioners or Chief Procurement Officer or Designee, this Contract may be unilaterally renewed, for 1 (one) additional 1 (one) year periods at the same prices, terms, and conditions. The County alone will determine whether or not this renewal option will be exercised based on its convenience and its best interest. If it is determined that interim performance is required to allow for the solicitation and award of a new contract, the County may unilaterally extend the contract for a maximum period of up to six (6) months (the "Renewal Term"). Current pricing, delivery and all other terms and conditions of the contract shall apply during this interim period.

3. Exhibit A section titled “Pricing” is Revised to Include: Exhibit C.

4. Compliance with these terms is required throughout the length of the Contract and use thereof.

5. All other terms and conditions shall remain the same.

Quantum Partners, LLC. D/B/A SwiftGov	BOARD OF COUNTY COMMISSIONERS HERNANDO COUNTY
_____	_____
Authorized Signature	Carla Rossiter-Smith Chief Procurement Officer, Hernando County
2/2/2026	
_____	_____
Date	Date

STATEMENT OF WORK

Project Name: Strategic AI Modernization & Optimization Initiative
Client: Hernando County Board of County Commissioners
Partner: SwiftGov

1. Executive Summary

1.1 Purpose of Engagement

This Statement of Work (SOW) formalizes and furthers the strategic partnership between Hernando County ("County") and SwiftGov ("Partner") to expand an enterprise-grade Intelligent Review Ecosystem, building on the County's currently developed SwiftGov AI Portal. This engagement is a key element of the County's broader technology modernization effort and is designed to operationalize the County's vision for a modern, efficient, and transparent government, directly supporting the mandates of efficient operations and the economic growth targets of the Hernando County 2040 Comprehensive Plan.

1.2 Intelligent Review Modernization

This initiative is architected as an Intelligent Review Modernization that serves as a true "force multiplier" for County staff. It is engineered to improve staff efficiency by continuously augmenting key steps in the review process with higher-quality, pre-validated data, reducing repetitive work and shortening cycle times.

By complementing the County's existing and planned technology initiatives, this initiative helps maximize the County's return on investment, ensuring that each new capability enhances a cohesive, modern review ecosystem rather than adding stand-alone tools.

2. Program Objectives

The engagement is defined by the following measurable operational goals:

1. **Operational Velocity**: Accelerate technical plan review throughput for Utilities, Development Services, and Public Works substantially by automating routine engineering calculations and code cross-referencing.

2. **"Smart" Pre-Application Gatekeeping**: Deploy a client-facing "Smart Precheck" interface that validates submissions against GIS data and zoning codes prior to formal intake. This acts as a quality control filter, ensuring County staff only spend time reviewing complete, compliant applications.

3. **Standardization of Logic**: Encode County ordinances and Standard Operating Procedures (SOPs) into digital rulesets to ensure consistent, objective application of code across all submissions, reducing liability and subjective variance.

4. **Institutional Knowledge Retention**: Capture and institutionalize the expertise of senior reviewers into the system's knowledge base to protect the department against staff turnover and inconsistency.

5. **Data-Driven Code and Ordinance Recommendations**: Leverage aggregated review data and AI-assisted analytics to identify patterns, recurring issues, and bottlenecks, generating evidence-based recommendations for potential code, ordinance, and process improvements to support smarter policymaking and continuous modernization.

3. Scope of Services

SwiftGov shall execute a multi-phased modernization program utilizing a flexible consumption delivery model.

3.1 Automated Technical Analysis (Utilities, Development Services & Public Works)

- Code Digitization: SwiftGov will translate the County's technical ordinances (e.g., utility easements, stormwater calculations, right-of-way standards) into machine-readable rulesets for automated checking.

- AI-Augmented Analysis: Configuration of AI workflows to automatically analyze plan sets and flag potential code violations for human verification.

- System of Record Integration: Establishment of secure connectivity to the County's existing permitting environment. This ensures that AI analysis results and marked-up plan sets are seamlessly attached to the official permit record without manual data re-entry.

- Subject Matter Expertise**:** Incorporate legal, engineering, planning and technical expertise into the development and validation of all rulesets and workflows, ensuring that AI-assisted reviews align with authoritative County standards, regulatory requirements, and professional best practices.

- Code and Ordinance Modernization Support: SwiftGov will provide ongoing, data-informed analysis of review patterns, submittal trends, and recurring compliance issues to support continuous modernization of the County's codes and ordinances. AI-assisted insights, combined with staff feedback, will be used to highlight opportunities to streamline language, resolve ambiguities, and improve alignment between policy and practice.

Recommendations will be delivered in a structured format to aid informed decision-making and long-term regulatory modernization.

- AI-Assisted Staff Support: Introduce an internal, customized chatbots for staff departments. The AI- assistant surfaces and can analyze relevant information in seconds, saving time and improving consistency and accuracy.

- AI Education Hub: Establish an AI education resources hub that centralizes training, FAQs, and best practices, ensuring staff understand how and when to use AI tools. This supports safe, consistent adoption and maximizes the County's return on its technology investments.

3.2 AI-Assisted Planning & Zoning, Engineering, and Utilities Reviews

SwiftGov will deploy an AI-powered, assistive tool designed to rapidly review single-family residential permit applications and Subdivision Review applications for planning, zoning, engineering, and utilities requirements. The system automatically analyzes submissions against relevant codes and regulations, cross-referencing site information, zoning designations, land development code regulations, engineering standards, and utility requirements, and flags any discrepancies or incomplete information with corresponding code citations. SwiftGov and County staff will develop standard operating procedures (SOPs) and refine system configuration to improve review accuracy and expedite the overall review process. County staff retain full decision-making authority and have the final say on the enforcement of all requirements across planning, zoning, engineering, and utilities.

Additionally, the portal will track key data and offer real-time visibility into review performance and timelines, enabling more efficient oversight, quality monitoring, and process improvement.

A Subdivision Review is defined as a comprehensive evaluation of a proposed development to ensure consistency with County policies, standards, and regulations, including planning, zoning, engineering, and utilities requirements. This review is guided by a staff-approved checklist outlining the necessary items and criteria. At the County's discretion, a Plat Review, Commercial Review, or Construction Drawing Review may be included in the definition of Subdivision Review, provided that the review is guided by a staff-approved checklist outlining the necessary items and criteria.

The contract provides, per year, up to 2,000 single-family home planning, zoning, engineering, and utilities reviews, and up to 60 Subdivision Reviews, 60 Plat Reviews, 60 Commercial Reviews, and 60 Construction Drawing Reviews, each as separate review types. Any unused reviews in a given year may be carried forward and used at any time during the remainder of the contract term. Each review will be completed, and a report will be available on the County portal, within 24 business hours of submission by the County for single-family residential permits, and within 48 business hours of submission by the County for Subdivision, Plat, Commercial, or Construction Drawing Reviews. The report will indicate whether the single-family home or reviewed development conforms with the County's approved requirements.

3.3 GIS-Integrated "Smart" Precheck Module

- Geospatial Validation: Integration with Hernando County's GIS System to automatically validate submissions against spatial constraints (parcel boundaries, FEMA flood zones, and utility service territories) before the application is accepted for formal review.
- Automated Completeness Verification: Automated scanning of submission packages to ensure all required documents are present. This reduces resubmittals and improves the First-Pass Yield of applications entering the County's queue.

4. Flexible AI-Review Framework

This framework combines budget certainty with operational agility.

- Definition of Credits: "Credits" act as a universal unit of value exchangeable for any SwiftGov service, including AI plan reviews, rule development, SOP consultation, or integration maintenance.
- Dynamic Allocation: The County may dynamically shift between related services (e.g., reallocating resources from plan reviews to new rule configuration) as priorities change, ensuring Zero Waste of resources.
- Usage Reporting and Analytics: SwiftGov will provide "Usage Reports" detailing review types, system usage, remaining balance, and related data for management.

5. Governance, Security & Compliance

5.1 Regulatory Compliance

To ensure compliance with Florida Senate Bill 1680 and Section 282.802, F.S. regarding government use of AI, the system will adhere to strict transparency standards.

- Human-in-the-Loop (HITL): All AI-assisted workflows will mandate human Subject Matter Expert (SME) validation before any final permit decision is issued. The AI acts as a decision-support tool, not a final decision-maker.

- Decision Trails: The system will provide clear code citations for all AI findings, and every rule set will be validated by human subject matter experts before live deployment. All AI outputs and any human overrides will be stored in immutable logs.

5.2 Data Security & Sovereignty

- Encryption: All County data will be protected using industry-standard encryption (AES-256) in transit and at rest.

- Data Sovereignty: The County retains full ownership and sovereignty over all County data, County-specific rulesets, and County-specific configurations processed by the system.

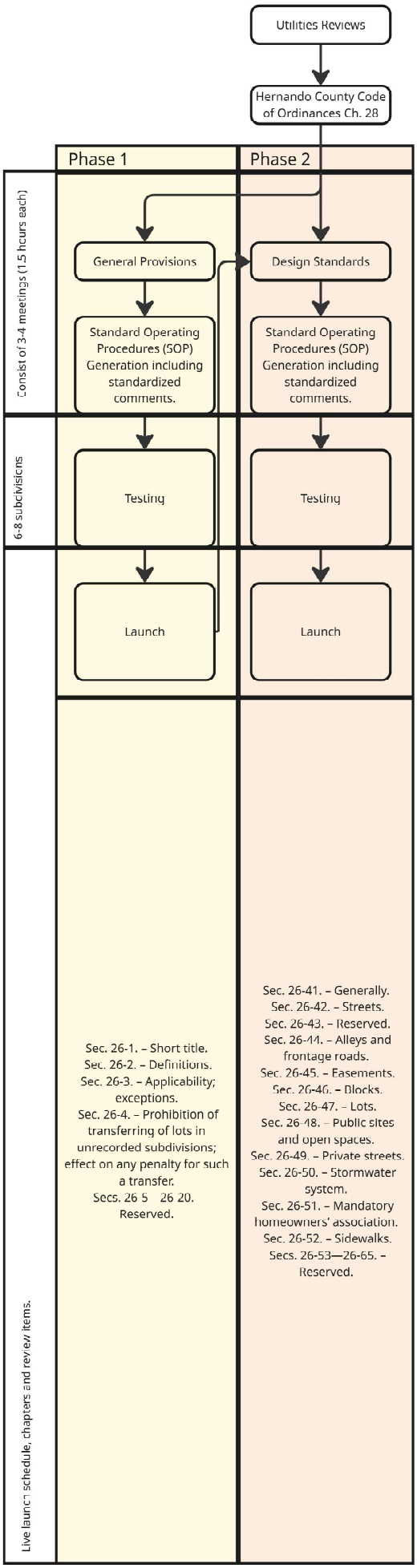

Utilities Reviews
Hernando County Code of Ordinances Ch. 28
Phase 1
Phase 2
Consist of 3-4 meetings (1.5 hours each)
General Provisions
Design Standards
Standard Operating Procedures (SOP) Generation including standardized comments.
Standard Operating Procedures (SOP) Generation including standardized comments.
6-8 subdivisions
Testing
Testing
Launch
Launch
Sec. 26-1. – Short title.
Sec. 26-2. – Definitions.
Sec. 26-3. – Applicability; exceptions.
Sec. 26-4. – Prohibition of transferring of lots in unrecorded subdivisions; effect on any penalty for such a transfer.
Secs. 26 5 26 20. Reserved.
Sec. 26-41. – Generally.
Sec. 26-42. – Streets.
Sec. 26-43. – Reserved.
Sec. 26-44. – Alleys and frontage roads.
Sec. 26-45. – Easements.
Sec. 26-46. – Blocks.
Sec. 26-47. – Lots.
Sec. 26-48. – Public sites and open spaces.
Sec. 26-49. – Private streets.
Sec. 26-50. – Stormwater system.
Sec. 26-51. – Mandatory homeowners' association.
Sec. 26-52. – Sidewalks.
Secs. 26-53—26-65. – Reserved.
Live launch schedule, chapters and review items.
Engineering Reviews
Hernando County Facilities Design
Phase 1
Phase 2
Phase 3
Consist of 3-4 meetings (1.5 hours each)
Drainage
Roadway
Traffic
Standard Operating Procedures (SOP) Generation including standardized comments.
Standard Operating Procedures (SOP) Generation including standardized comments.
Standard Operating Procedures (SOP) Generation including standardized comments.
6-8 subdivisions
Testing
Testing
Testing
Launch
Launch
Launch
SECTION III DRAINAGE/EROSION STANDARDS Cover Heights III-01 Curb Inlet III-02-03 Rip-Rap III-04 Swale Detail III-05 Drainage Retention Area Details III-06-7 Flume III-08 Hay Bale Barriers III-09 Silt Fences III-10 Sodding III-11 Lot Grading "A" III-12 Lot Grading "B" III 13 Lot Grading "C" III-14 Lot Grading "D" III-15 Lot Grading Rules III-16 Engineered Site Plan III-17 Retaining Walls III-18
SECTION IV ROADWAY STANDARDS Typical Sections Asphalt / Concrete Parking IV-01 Two-Way Shared Use Path IV 02 Alley IV-03 Frontage Road IV-04 Local Roads IV-05 Major Local/Commercial Roads 2 Lane IV-06 Major Local/Commercial 4 Ln – Open Drainage IV-07 Major Local/Commercial 4 Ln – Closed Drainage IV-08 Collector 2 Ln – Open Drainage IV-09 Collector 2 Ln – Closed Drainage IV-10 Collector 4 Ln – Open Drainage IV-11 Collector 4 Ln – Closed Drainage IV-12 Major Collector 2 Ln – Open Drainage IV-13 Major Collector 4 Ln – Open Drainage IV-14 Class B/C Subdivision IV-15 Pavement Restoration /Open Cut IV-16 Horizontal and Vertical Alignment IV-17 Traffic Access Analysis IV 18 Turn Lanes IV-19 Roadway Transitions IV-20 Hammer Head IV-21 Median Openings IV-22 Intersection Sight Distance IV-23 Intersection Landscaping IV-24 Driveways Commercial Connection IV-25 Residential Connection IV-26 Frontage Road Drive Aisle Spacing IV-27 Parking Lot / Stall Layout IV-28 Concrete Curbs and Gutters IV-29 Sidewalks IV-30 Miscellaneous RV Parks IV-31 Rumble Strips IV-32 Mail Boxes IV-33 Paving Rules IV 34 Traffic Calming Device IV-35
SECTION V TRAFFIC CONTROL STANDARDS Stop / Yield Signage V-01 Street Name Signage V-02 Roadway Termination Markers V-03 "No Outlet" Signage V-04 HERNANDO COUNTY FACILITY DESIGN GUIDELINES TABLE OF CONTENTS (CONTINUED) One Way / Divided Entrance Signage V-05 SECTION V TRAFFIC CONTROL STANDARDS (CONTINUED) Median Sign Assembly V-06 Pedestrian Crossing V-07 Golf Cart Crossing V 08 Handicap Parking V-09 Road Closed Signage V-10 Pavement Markings V-11 Reflective Pavement Markings V-12 Traffic Signals Traffic Signals V-13 School Beacons V-14 Signal Wiring Color Chart V-15 Power Service Disconnect Assembly V-16
Live launch schedule, chapters and review items.

Exhibit C

1. Total Contract Value: The Total Contract Value for the initial four-year term is $2,007,500.

2. Payment Structure. Payments are structured as flat monthly fees.

   Investment Continuity (Vested Credit)
   The parties acknowledge the County's existing financial commitment (valued at $22,500 per month through May 2026). This value is hereby consolidated and credited against the fees structured in this agreement as a "Vested Investment Credit." This structure ensures no double billing occurs and that the County retains full equity in its prior payments while transitioning to this expanded, enterprise-grade scope.

   - Year One (Months remaining after execution of amendment. Estimated to be one month remaining in year one.)
     - Monthly Fee: $62,500
     - Note*:* This fee includes the expansion of scope and explicitly incorporates the "Vested Investment Credit" from the legacy agreement.

   - Year Two (Foundation & Expansion):
     - Monthly Fee: $62,500 (Months 1–12).
     - Total Year Two Value: $750,000.

   - Year Three (Optimization & Continued Expansion):
     - Monthly Fee: $37,500 (Months 13–24).
     - Total Year Three Value: $450,000.

   - Year Four (Optimizaiton & Sustainment):
     - Monthly Fee: $37,500 (Months 25–36).
     - Total Year Four Value: $450,000.

3. Invoicing

Invoices shall be submitted monthly in arrears.

HERNANDO CO BOARD OF CO COMMISSIONERS
Expenditure Ledger Short Listing

SELECTION CRITERIA: orgn.yr='26' and orgn.key_orgn='01751' and account.acct='5303107' AND expledgr.yr = orgn.yr AND exp

YEAR	DEPARTMENT		ACCOUNT		BUDGET CONTROL ORGN/ACCOUNT	STATUS
	BUDGET	PERIOD EXPENSES	YTD EXPENSES	ENCUMBRANCES	BALANCE	
26	01751	PLANNING	5303107	PROF SRV-CONSULTING	01751	5303107 Active
	429,000.00	.00	60,877.97	176,274.00	191,848.03	

BA totaling $58,200
Po Roll totaling $79,652
New Available Balance $329,700

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Procurement Department
Prepared By: Joseph Goulart
Initiator: Carla Rossiter-Smith
DOC ID: 16630
Legal Request Number: 2025 348-1
Bid/Contract Number: 25-RFP01060/CT

TITLE

Award of Contract to Clark Productions, Inc., for Audio Visual Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms Project (Contract No. 25-RFP01060/CT; Amount: $1,756,843.69)

BRIEF OVERVIEW

The Procurement Department issued Request for Proposals (RFP) No. 25-RFP01060/CT on August 6, 2025, at the request of the Judicial Fifth Circuit for Audio Visual (AV) Design, Installation and Implementation Services for the 5th Judicial Circuit Courtrooms.

The Procurement Department placed the legal advertisement in the Hernando Sun on August 8, 2025, the Tampa Bay Times on August 10, 2025, and the OpenGov website on August 6, 2025. The solicitation was sent to three thousand eight hundred (3,800) matching vendor/contractors from the website. The solicitation document was downloaded by fifty- four (54) vendor/contractors and two (2) submissions were received.

The Procurement Department reviewed and evaluated submissions to determine if submissions were responsive and responsible. The Procurement Selection Committee (PSC) met on October 22, 2025, to evaluate the proposals. The committee included George Welsted, Hernando County Director of I.T.; Jeremy Moore, Fifth Judicial Circuit Due Process Manager; Elizabeth Bene, Fifth Judicial Circuit Court Program Specialist I; John Neander, Fifth Judicial Circuit Trial Court Technology Officer; and Andy Nelson, Fifth Judicial Circuit Distributed Systems Network Coordinator. The PSC consensus scoring evaluation resulted in the following scores:

Firm	Total Score (Max Score: 100)
Clark Productions, Inc.	89.9
AVI-SPL, LLC	73.2

A Notice of Intent to Award the contract to Clark Productions, Inc., dated October 27, 2025, was posted to the OpenGov website. The award is for a three (3) year term with two (2) one (1) year unilateral renewals. No challenges to the Notice of Intent to Award were received.

The Chief Procurement Officer has reviewed this requirement for conformance to Procurement Ordinance and Purchasing Policies and Procedures.

During the first year of the agreement, expenses will cover the AV equipment upgrade of two (2) courtrooms in the amount of $556,843.69. The remaining $1,200,000.00 will be budgeted in years two (2) and three (3).

Expenses for these projects are included in the approved budget. Subsequent years costs will be based on the cost of the equipment and labor to upgrade the AV systems in the remaining courtrooms. Any quotes received for future work above ABR will be brought to the Board for

approval.

FINANCIAL IMPACT
Funding in the amount of $556,843.69 is available in the following:

Expense:

Fund: 1481 - Court Improvement Fund, **Department: 02311** - Court Improvement Fund, **Account: 5606201** - Buildings-Construction and/or improvement

CIP Project 112198 - Government Center Courtroom Refresh, approved in FY 26 budget.

LEGAL NOTE
In accordance with Part II, Chapter 2, Article V of the Hernando County Code of Ordinances.

RECOMMENDATION
It is recommended that the Board approve and authorize the Chairman's signature on the attached agreement to Clark Productions, Inc., for Audio Visual (AV) design, installation and implementation services for 5th Judicial Circuit Courtrooms, Contract No. 25-RFP01060/CT, in the estimated contract amount of $1,756,843.69.

It is further recommended the Board approve and authorize Task Order 1 to upgrade Courtrooms D and E in the amount of $556,843.69.

It is further recommended the Board authorize the Chief Procurement Officer to approve change orders as they become necessary and required up to budgeted amounts.

REVIEW PROCESS

Amelia Gebala	Approved	01/21/2026 2:23 PM
Erin Dohren	Approved	01/28/2026 7:44 AM
Felicia Holmes	Approved	01/30/2026 4:06 PM
Carla Rossiter-Smith	Approved	02/02/2026 10:31 AM
Pamela Hare	Approved	02/03/2026 12:44 PM
Melissa Tartaglia	Approved	02/04/2026 1:59 PM
Jon Jouben	Approved	02/04/2026 2:07 PM
Heidi Prouse	Approved	02/04/2026 2:12 PM
Toni Brady	Approved	02/05/2026 10:32 AM
Jeffrey Rogers	Approved	02/05/2026 1:23 PM
Colleen Conko	Approved	02/05/2026 1:26 PM

AUDIO VISUAL (AV) DESIGN, INSTALLATION AND IMPLEMENTATION SERVICES FOR 5TH JUDICIAL CIRCUIT COURTROOMS

25-RFP01060/CT

County of Hernando

15470 Flight Path Drive

Brooksville, FL 34604

County of Hernando

Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms

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V. EVALUATION PHASES.....
VI. SCOPE AND SPECIFICATIONS.....
VII. PRICING PROPOSAL.....
VIII. VENDOR QUESTIONNAIRE .....

Attachments:

A - Fifth Judicial Circuit Court AV Network Standards 5.5.25

B - Professional_Services_Agreement_Over_ABR_Task Order_ AV DESIGN AND INSTALL

C - Non-Disclosure Hernando County 25-RFP01060

1. SOLICITATION

ISSUED BY:

BOARD OF COUNTY COMMISSIONERS

HERNANDO COUNTY, FLORIDA

Brian Hawkins, Chairman

Jerry Campbell, Vice Chairman

John Allocco, Second Vice Chairman

Steve Champion

Ryan Amsler

SUBMIT BID OFFER TO:

HERNANDO COUNTY

PROCUREMENT DEPARTMENT

via Hernando County's ePocurement Portal

Carla Rossiter-Smith

Chief Procurement Officer

SEALED OFFERS, FOR FURNISHING THE SERVICES, SUPPLIES OR EQUIPMENT DESCRIBED HEREIN WILL BE RECEIVED BY THE OFFICE OF PROCUREMENT, VIA THE COUNTY'S ePocurement Portal UNTIL 10:00 a.m., LOCAL TIME ON Monday, September 22, 2025. NO BID OFFERS WILL BE ACCEPTED AFTER THE ABOVE STIPULATED DATE AND TIME. THIS IS AN ADVERTISED SOLICITATION AND THE RESPONDING BIDDERS WILL BE PUBLICLY READ AT 15470 FLIGHT PATH DRIVE BROOKSVILLE, FL 34604 IN THE ADMINISTRATIVE CONFERENCE ROOM AT 10:00 a.m. ON Monday, September 22, 2025. PURSUANT TO FS 119.071 SEALED BIDS, PROPOSALS, OR REPLIES RECEIVED BY AN AGENCY PURSUANT TO A COMPETITIVE SOLICITATION ARE EXEMPT FROM FINAL INSPECTION UNTIL SUCH TIME AS THE AGENCY PROVIDES NOTICE OF AN INTENDED DECISION OR UNTIL THIRTY (30) DAYS AFTER OPENING THE BIDS, PROPOSALS, OR FINAL REPLIES, WHICHEVER IS EARLIER.

Procurement Contact Information:

Joe Goulart, Purchasing Agent II

(352) 754-4020

jgoulart@co.hernando.fl.us

2. INTRODUCTION

2.1. ADVERTISEMENT

REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Hernando County, Florida, is accepting Bids for:

REQUEST FOR PROPOSALS SOLICITATION # 25-RFP01060/CT

FOR

Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms

Hernando County Board of County Commissioners is soliciting Vendors/Contractors that are active in remove existing audio visual system and design and build new audio visual system

Offers for furnishing the above will be received and accepted up to 10:00 a.m. (local time), Monday, September 22, 2025, via Hernando County's eProcurement Portal. Only electronic submittals shall be accepted by the County.

The Board of County Commissioners of Hernando County, Florida reserves the right to accept or reject any or all bids and waive informalities and minor irregularities in offers received in accordance with the bid documents and the Hernando County Procurement Ordinance.

Interested firms may secure the bid documents and plans and drawings and all other pertinent information by visiting the County's eProcurement Portal. For additional project information, please visit the Hernando County Board of County Commissioners Procurement Department at www.hernandocounty.us, or by submitting a question via the Q&A Tab in the County's eProcurement Portal.

Ex Parte Communication: Please note that to ensure proper and fair evaluation of a submittal, the County prohibits ex parte communication (i.e. unsolicited) initiated by the Proposer to the County Official or Employee prior to the time a Proposal decision has been made. Communication between Proposer and the County will be initiated by the appropriate County Official or Employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the Proposal. Ex parte communication may be grounds for disqualifying the offending Proposer from consideration or award of the Proposal then in evaluation or any future Proposal.

All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Hernando County Government, Hernando County staff members, nor any members of the Professional Services Review Committee are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit

qualifications, or have submitted qualifications, for this project are hereby placed on formal notice that they are not to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County. Any such lobbying activities may cause immediate disqualification for this project.

The Procurement Department will post addenda on the County's ePROCUREMENT PORTAL to all questions in accordance with the Solicitation Instructions. It is the responsibility of prospective Bidders to visit the ePROCUREMENT PORTAL to ensure that they are aware of all addenda issued relative to this solicitation.

Pursuant to Florida Statutes, section 119.071 sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from inspection until such time as the agency provides notice of an intended decision or until thirty (30) days after opening the bids, proposals, or final replies whichever is earlier.

NOTICE TO PROPOSERS

To ensure that your proposal is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of-contact for this solicitation is Joe Goulart Purchasing Agent II, Procurement Department, via the County's ePROCUREMENT PORTAL.

2.2. MANDATORY PRE-PROPOSAL CONFERENCE SITE VISIT

A. A Mandatory Pre-Proposal Conference will be held Thursday, August 14, 2025 at 9:30 am at Hernando County Courthouse, 20 N. Main St., Brooksville, FL 34601. Representatives of Owner will be present to discuss the project. Bidders are required to attend and participate in the conference. **THIS CONFERENCE WILL BE HELD ONLY ONCE AND FAILURE TO ATTEND AND SIGN IN SHALL DISQUALIFY ANY PROPOSER NOT ATTENDING FROM SUBMITTING A PROPOSAL. ATTENDEES MUST BE PRESENT AT THE START OF THE PRE-PROPOSAL CONFERENCE. ARRIVAL AFTER THE START OF THE PRE-PROPOSAL CONFERENCE SHALL BE CAUSE FOR DISQUALIFICATION.**

B. **PLEASE NOTE: Project information for this solicitation is considered Sensitive Information and will be provided to interested Proposers at the Mandatory Pre-Proposal Meeting.**

1. **Any Proposer interested in receiving the floor plans and viewing the internal work areas MUST attend the Pre-Proposal meeting and sign both the Sensitive Information Packet Cover Page and Non-Disclosure Agreement (NDA) in the presence of the Sensitive Information Manager from Hernando County Procurement.**

2. Interested Proposers should access the Sensitive Information Packet Cover Page and NDA attached to the Solicitation. Please bring the pre-filled, but unsigned, documents to the Pre-Proposal Meeting, along with a form of identification, e.g. Driver License. Please pre-fill your Company information, but DO NOT SIGN THESE DOCUMENTS PRIOR TO THE MEETING as these forms must be signed in the presence of the Sensitive Information Manager.

3. Once these documents have been signed by both the Proposer and the Sensitive Information Manager from Hernando County Procurement, the Sensitive Information Packet will be provided to the Proposer.

4. THIS CONFERENCE AND SITE VISIT WILL BE HELD ONLY ONCE.

C. **A Mandatory Site Visit will immediately follow the Pre-Proposal Conference.**

D. Only Bidders/Proposers present at the Pre-Proposal Conference and Site Visit may submit a proposal for this solicitation**.**

E. Attendees must be present at the beginning of the Pre-Bid Conference. Arrival after the start of the Pre-Bid Conference shall be cause for disqualification. A sign-in sheet will be provided at both locations to verify attendance. Bidders must be signed in to confirm their attendance.

3. DEFINITIONS

3.1. DEFINITIONS

A. **"Addenda"** means a written or graphic instrument issued by the County prior to the execution of the Agreement which modify or interpret the Request for Proposals by additions, deletions, clarifications, corrections or other type of modifications. Addenda will become part of the Contract Documents when the Agreement is executed.

B. **"Agreement"** means a legal document, executed by the County and the Successful Proposer, which supersedes all prior negotiations, representations, or agreements, either written or oral. The Agreement, as amended from time to time, forms the Contract between County and the Successful Proposer setting forth the roles, responsibilities and obligations of the parties including, but not limited to, the performance of the Services and the basis of payment.

C. **"Contract Documents"** means the Request for Proposal, including Addenda to such, the Agreement, including Addenda to such, Proposer's Proposal, Scope of Services, Certificate(s) of Insurance, Notice of Intent to Award, Notice of Award, Proposer's Representation and Certification Form, Proposer's Hold Harmless Agreement, and any other documents mailed, e-mailed or otherwise transmitted to the Proposer prior to or after the submittal of their Proposal, and prior to or after Award, all of which are all to be treated as one in the form of the Contract Documents.

D. **"Contractor"** means the Successful Proposer, in the context of the Request for Proposals. In the context of the Contract Documents, Contractor means any company, firm, partnership, corporation, association, joint venture, or other legal entity permitted by law to perform the Services in the State of Florida. Such legal entity shall be the entity that enters into a written Agreement with the County to perform the Services for the Project described in the Contract Documents. The Contractor will have sole responsibility for the performance of the Services covered under an Agreement that is awarded in conjunction with this Request for Proposals.

E. **"County"** means Hernando County Board of County Commissioners, its officers, employees, agents and volunteers.

F. "**F.S.**" means the Florida Statutes, the version in effect on the effective date of the Agreement, unless otherwise indicated.

G. **"Minor Irregularity"** means a variation from the Request for Qualifications terms and conditions which does not affect the price or give the Proposer an advantage or benefit not enjoyed by the other Proposers or does not adversely impact the interests of the County.

H. **"Notice of Award"** means a written notice submitted by the County notifying the Successful Proposer that they have been awarded the project.

I. **"Notice of Intent to Award"** means a written notice submitted by the County notifying the Successful Proposer that the County intends to award the project to them contingent upon the Successful Proposer executing the Agreement and submitting any outstanding documents.

J. **"Notice to Proceed"** means a written notice issued by the County to the Successful Proposer fixing the date on which the Successful Proposer shall start the performance of the Services and the length of time for the completion of the Services, in accordance with the Contract Documents.

K. **"Owner"** means Hernando County Board of County Commissioners, its officers, employees, agents, and volunteers.

L. **"Payment and Performance Bonds"** means the approved forms of security furnished by the Vendor/Contractor and his surety as a guaranty on the part of the Vendor/Contractor to execute the work in accordance with the terms of the contract and to pay all obligations associated with the project.

M. **"Pre-Proposal Meeting"** a meeting at which all Proposers gather to obtain additional information as to the scope of Services required under the Request for Qualifications.

N. "**Proposal**" means the response to the Request for Proposals submitted by the Proposer.

O. "**Proposer**" means the entity that submits a Proposal to the County in response to the Request for Qualifications. "Proposal" means the response to the Request for Qualifications submitted by the Proposer.

P. **"Public Opening"** means the opening of the Proposals and the announcing of the Proposers who submitted a Proposal in response to the Request for Proposals in the presence of the public.

Q. **"Recommendation of Award"** means a written notification sent by way of facsimile or electronic e-mail to those who submitted a Proposal in response to this Request for Qualifications advising them of the County's decision for its selection of the Successful Proposer and its intent to award to that Proposer.

R. **"Procurement Selection Committee (PSC)"** is interchangeable with **"Evaluation Team"** and means County employees selected to evaluate and score the Proposals and Oral Presentation (if applicable) and recommend to the Board the Successful Proposer for an award.

S. **“Request for Proposal”** means the contents of this solicitation and all supporting documents including Addendum to such, or other related information transmitted to Proposers.

T. **"Responsible Proposer"** means a Proposer who shows that they have the capability in all respects to perform fully the Services outlined in the Request for Qualifications, and the integrity and reliability that will assure good faith performance.

U. "**Responsive**" means a Proposal that conforms in all material respects to the Request for Proposals requirements.

V. **"Services"** means all supervision, labor, materials, equipment, supplies, Sub-Contractors, and incidental expenses required by the Proposer to execute and complete the requirements of the Services outlined in the Contract Documents, including those prescribed or implied.

W. **"Sub-Contractor"** means an entity having a direct Contract with the Successful Proposer or with any other Sub- Contractor of the Successful Proposer who will provide product(s) or Services(s) for the performance of a part of the Services required under the Contract Documents under the sole control and direction of the Contractor.

X. **"Successful Proposer"** means the Proposer who the County awards an agreement to based on County's evaluation of the Proposers' qualifications and pricing as hereinafter provided.

Y. **SURETY**: Any person, firm or corporation which is bound by Public Construction Bond and Payment Bond with and for the Vendor/Contractor and which engages to be responsible for his acceptable performance of the work and for payment of all debts pertaining thereto.

Z. **"Timeline"** means the list of critical dates and actions involved in the Request for Qualifications.

4. REQUEST FOR PROPOSALS

4.1. INSTRUCTIONS TO PROPOSERS:

A. It is the intent and purpose of the Hernando County Board of County Commissioners (County) that this Request for Proposals promotes competitive Proposals. It shall be the Proposer's responsibility to advise the Procurement Department, if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this Request for Proposals to a single source. Such notification must be submitted in writing and must be received by the Procurement Department not later than ten (10) days prior to the Proposal due date.

B. All Proposals will be publicly announced and only the names of all Proposers shall be read aloud.

C. The Hernando County Board of County Commissioners is not responsible for expenses incurred prior to award. Hernando County officially distributes solicitation documents through the County's eProcurement Portal. Solicitation documents may be downloaded at NO COST using this electronic website. Copies of solicitation documents obtained from other sources are not considered official and must not be relied upon. Hernando County is not responsible for solicitation documents obtained from sources other than the County's eProcurement Portal via the Procurement Department. Only Consultant/Proposers who properly register and follow the project directly from the County's eProcurement Portal will receive addenda and other important information if issued.

D. The County reserves the right to accept or reject any or all Proposals, with or without cause, to waive technicalities, or to accept the Proposal which, in its sole judgment, best serves the interest of the County, or to award a Contract to the next most qualified Proposer if a successful Proposer does not execute a Contract within thirty (30) days after approval of the selection by the Board of County Commissioners or other competent authority.

E. Hernando County reserves the right, and the Chief Procurement Officer has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Hernando County Purchasing Ordinance.

F. Any Proposal may be withdrawn until the date and time set above for the submission of the Proposals. Any Proposals not so withdrawn shall constitute an irrevocable offer, for a period of one hundred eighty (180) days, to provide to the County the services set forth in this Request for Proposals, or until one (1) or more of the Proposals have been awarded.

G. Costs of preparation of a response to this Request for Proposals are solely those of the Proposer. The County assumes no responsibility for any such costs incurred by the Proposer. The Proposer also agrees that the County bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

H. Bidders/Proposers are hereby notified of the provisions of section 287.05701, Florida Statutes, as amended, that the County or the County's Board will not request documentation of or consider a Bidder's/Proposer's social, political, or ideological interests when determining if the Bidder/Proposer is responsible and may not give preference to a Bidder/Proposer based on the Bidder's/Proposer's social, political, or ideological interests.

4.2. QUESTIONS REGARDING THIS RFP:

A. Proposers shall not direct any queries or statements concerning their Proposal to the Hernando County Procurement Review Committee or County staff during the selection process, from the time of submission of a Proposal until the execution of a Contract. Any Proposer who initiates any discussions with staff in any manner other than that described below is subject to disqualification from this procurement.

B. All questions or concerns regarding this Request for Proposals must be submitted in writing, via the County's eProcurement Portal no later than 5:00 pm, Wednesday, August 27, 2025 When required the Procurement Department will issue an addendum to the Request for Proposals. The addendum will be available on the eProcurement portal for access by potential Proposers. Proposers are instructed not to contact the initiating division directly. No oral interpretation of this Request for Proposals shall be considered binding. The County shall be bound by information and statements only when such statements are written and executed under the authority of the Chief Procurement Officer.

C. This provision exists solely for the convenience and administrative efficiency of Hernando County. No Proposer or other third party gains any rights by virtue of this provision or the application thereof, nor shall any Proposer or third party have any standing to sue or cause of action arising therefrom.

D. If any PROPOSER contemplating submitting a Proposal for this solicitation is in doubt as to the true meaning of the terms, conditions, specifications or other solicitation documents or any part thereof, he may submit a request for clarification via the County's eProcurement Portal. Any interpretation of the terms, conditions and/or specifications, if made, will be only by Addendum duly issued. A copy of such Addendum will be posted to the County's eProcurement Portal. The COUNTY will not be responsible for any other explanation or interpretation of the proposed solicitation made or given prior to the award of the Contract.

E. Receipt of an Addendum to this solicitation by a PROPOSER must be acknowledged via the County's eProcurement Portal.

4.3. INSTRUCTIONS FOR PREPARING PROPOSALS, REQUIREMENTS AND RULES FOR PROPOSALS:

A. The Proposal must name all persons or entities interested in the Proposal as principals. The Proposal must declare that it is made without collusion with any other person or entity submitting a Proposal pursuant to this RFP.

B. Sub-Contractors/Sub-Consultants: The Hernando County BOCC reserves the right to approve all Sub-Contractors and/or Sub-Consultants for this Contract. If Sub-Contractors are to be utilized, their names and references must be included within this initial Proposal. Responsibility for the performance of the Contract remains with the awarded Contractor exclusively. Sub-Contractors may be added to this Contract during the Contract period only with PRIOR WRITTEN PERMISSION from the Hernando County BOCC.

C. Proposer shall identify any work for this project that will be performed outside the United States of America. The company to perform the work, the country in which the work will be done, and the entity responsible for Quality Assurance/Quality Control for that work shall be identified.

D. Pricing shall be firm for a period of one hundred and eighty (180) days or until award is made, whichever occurs first. Pricing shall include such amounts, as Proposer deems proper, for all labor, materials, equipment, Sub-Contractors, suppliers, insurance, overhead, profit and any other costs to provide the Services as noted in this Request for Proposals. Pricing shall include any sales or use taxes, if applicable.

E. Miscellaneous Requirements:

1. The Proposer/Contractor shall possess all the appropriate licenses, permits and tariffs required by various governmental agencies having jurisdiction over such services. A copy of all the required licenses will be required prior to award of a Contract, including certification of a Florida certified professional engineer.

2. The Hernando County BOCC or its authorized representative reserves the right to obtain all documentation deemed appropriate to verify the Contractor is meeting all regulations and specification requirements.

3. Any damage to facilities, equipment or property, due to purposeful actions, incompetence or negligence of the Contractor's personnel including Sub-Contractors that occurs, shall be responsibility of the Contractor. The Contractor shall reimburse the owner of the damaged facility, equipment or property for any cost to repair damage, beyond reasonable wear, caused by the Contractor.

4. The Provider's and their Sub-Contractor's personnel who perform the work in connection with this Contract shall meet the requirements of the Hernando County BOCC drug policy.

4.4. PROPOSAL FORMAT:

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance, and clarity of content. Proposals must address the following questions and contain the following sections.

If multiple firms partner to submit a joint proposal, the proposal must identify one firm as the primary contact. This primary contact will be the primary point of contact throughout the procurement process and will be held responsible for the overall implementation of all partners included in the joint proposal.

As the pricing proposal will be scored mathematically, **REFRAIN** from including pricing in any of the Proposal sections below.

Proposal Introduction (Not to Exceed 2 Pages)

This section will summarize in a brief and concise manner, the Proposer's understanding of the need as described in this RFP and a brief narrative summarizing how the proposer will address the need. The letter must name all of the persons authorized to make representations for the Proposer, including the titles, addresses, and telephone numbers of such persons. An official authorized to negotiate for the Proposer must sign the Letter of Transmittal.

Proposal Section 1.0 — Ability, Capacity and Skill of Firm (Not to Exceed 30 Pages)

- Provide information as provided in Section 5-Evaluation Phases, Item 1-Ability, Capacity and Skill of Firm.
- At a minimum, one direct hire employee or subcontractor staff member must:
  - be onsite during the project construction and installation; and,
  - posses (a) current Crestron MCP and MTA certifications, (b) active QSYS Level 2 Certification, and (c) active Dante Mastery Technician.
- Resumes of key personnel and their licenses, as applicable, must be provided.
- Note: Organizational charts and graphs depicting your capacity may be included.

Proposal Section 2.0 — Proposer's Methodology, Technical Ability and Approach (Not to Exceed 40 Pages)

- Provide information as provided in Section 5-Evaluation Phases, Item 2-Proposer's Methodology, Technical Ability and Approach.

Proposal Section 3.0 — Relevant Experience (Not to Exceed 30 Pages)

- Provide information as provided in Section 5-Evaluation Phases, Item 3-Relevant Experience.
- At a minimum, include three (3) letters of reference for projects of similar scope and complexity, completed within the last seven (7) years.

4.5. PROPOSAL EVALUATION PROCESS:

A. The Procurement Selection Committee (PSC) will review all Proposals received and establish a short list in order of preference of no fewer than three (3) Proposers deemed to be the most qualified to provide the service requested based on the Evaluation Criteria and the Proposal Evaluation Process. The county intends to award one (1) contracts through this RFP process, but may award to more than one proposer.

B. The Professional Services Review Committee will evaluate each Proposer's written Proposal and assign a consensus score for each evaluation criteria based upon consensus scoring. The score can be zero to the maximum value, as noted in the Evaluation Criteria Section.

C. The scores for all evaluation criteria for each Proposer will be summed and averaged by way of consensus scoring. For example, if a Proposer was given a perfect score, that Proposer would receive a total score of 100.

D. If any Proposer claims "Local Preference", that Proposer will be assigned an additional five (5) percent of the points to their overall evaluation consensus score.

E. Based on the overall total evaluation consensus score, the Proposers will then be ranked highest (favorable) to lowest (unfavorable).

F. Alternatively, the Board may direct the Committee or the Committee may decide to establish a "short list" of no fewer than three (3) Proposers without establishing a priority order. The Committee or the Board of County Commissioners may request oral presentations from the Proposers when establishing the priority list. If three (3) or fewer Proposals are received, all Proposers shall be included in the selection process as described below.

G. If short listed firms are elevated to the oral presentation evaluation phase. Each elevated firm will receive a Request for Clarification (RFC) letter seeking any necessary clarification of the initial proposal and presentation requirements.

H. The oral presentation score for each Proposer will be added to their Proposal evaluation score to arrive at a total overall consensus score. Proposers will once again be ranked highest (favorable) to lowest (unfavorable).

I. Once the short list of Proposers has been prepared by the Committee, either the Board or the Committee shall attempt to negotiate a Contract with the most qualified Proposer at compensation, which is fair, competitive and reasonable.

J. If the Committee or the Board is unable to negotiate a satisfactory Contract with the first Proposer, negotiations with that Proposer shall be terminated and the Committee or the Board shall attempt to negotiate a Contract with the next most qualified Proposer. If these negotiations are not successful, negotiations shall be terminated with the second Proposer and attempted with the third most qualified. If the Board or the Committee is not successful in

negotiating a satisfactory Contract with any of the selected Proposers, the Board or the Committee shall select additional Proposers in order of their qualifications and continue negotiations until an agreement is reached or if no agreement can be reached the Board, Committee, or Chief Procurement Officer may reject all Proposals and may re-advertise for new Proposals. All Contracts negotiated by the Committee shall be subject to final approval by the Board unless such approval is waived by the Board.

K. Hernando County shall be the sole judge of its own best interests, the Proposals, and the resulting agreement. An award may be made to the most responsive and responsible firm whose Proposal is determined to be the most advantageous to the County. The County's decision shall be final and the County at all times reserves the right to:

1. Reject any or all Proposals or parts thereof
2. Issue subsequent Requests for Qualifications
3. Cancel the entire Request for Proposals
4. Remedy technical errors in the Request for Proposals
5. Negotiate with any, all, or none of the Proposers
6. Award a Contract to one or more Proposers or none at all
7. Accept other than the lowest price
8. Waive informalities and irregularities in Proposals

L. Hernando County reserves the right to consider historic information and fact, whether gained from the Proposer's Proposal, question and answer conferences, references, and/or other sources in the evaluation process.

M. The County reserves the right to conduct investigations as deemed necessary by the County to assist in the evaluation of any Proposal and to establish the responsibility, qualifications and financial ability of Proposers, Sub-Contractors, suppliers and other persons and organizations to perform and furnish the work in accordance with the Proposal documents.

N. It is the Proposer's sole responsibility to submit information related to the evaluation categories. Hernando County is under no obligation to solicit such information if the Proposer fails to include it within their Proposal submittal. Failure to provide requested information may result in the rejection of the Proposal, or a deduction in evaluation points at the sole discretion of the evaluation committee.

4.6. DEBRIEFING OF PROPOSERS:

Not later than thirty (30) calendar days after the award of contract, a Proposer may submit a written request to the applicable Contract administrator or procurement agent for a debriefing on the evaluation of their Proposal. The procurement agent will schedule a meeting with the Proposer for the debriefing. However, at the Proposer's request, the debriefing may be conducted via telephone conference or the Proposer may request a copy of the digital recording of the selection on CD for $15.00 fee. The debriefing shall include the following minimum information:

A. Key requirements of the solicitation.

B. The overall ranking of all Proposals.

C. The significant weaknesses or deficiencies in the Proposal in response to the requirements of the solicitation.

D. If requested, an explanation of the score received for each evaluation criteria will be provided, including costs, if applicable.

E. If applicable, a summary of the rationale for award.

F. Responses to any relevant questions of the Proposer.

4.7. TERMS AND CONDITIONS:

A. The County reserves the right to accept or reject any or all Proposals, with or without cause, to waive technicalities, or to accept the Proposal which, in its sole judgment, best serves the interest of the County, or to award a Contract to the next most qualified Proposer if a successful Proposer does not execute a Contract within thirty (30) days after approval of the selection by the Board of County Commissioners or other competent authority.

B. Hernando County reserves the right, and the Chief Procurement Officer has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Hernando County Purchasing Policy.

C. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

D. The Contract that the County intends to use for award is attached for reference. Any exceptions to this standard Contract must be clearly indicated by return of the standard Contract with the Proposal, with exceptions clearly noted. The County has the right to require the selected Proposer to sign the attached Contract or to negotiate revisions to the Contract language prior to execution of the Contract, at its sole discretion.

E. Information regarding Committee scheduling and Board approvals are available by calling the Procurement Department at (352) 754-4020.

F. A person or affiliate who has been placed on the convicted Consultant/Firm list following a conviction for a public entity crime may not submit a Proposal on a Contract to provide any goods or services to a public entity, may not submit a Proposal on a Contract with a public entity for the construction or repair of a public building or public work, may not submit Proposals on leases of real property to a public entity, may not be awarded or perform work as a Consultant/Firm, supplier, Sub-Contractor or Consultant/Firm under a Contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute Section 287.017, for CATEGORY TWO (2) for a period of thirty-six (36) months from the date of being placed on the convicted Consultant/Firm list.

G. The County's performance and obligation to pay under this Contract is contingent upon an annual appropriation for its purpose by the Board of County Commissioners.

H. Proposers shall list all proposed Sub-Contractors to be used, regardless of racial or gender grouping. Include names, addresses, phone numbers, type of work Sub-Contracted (discipline, trade or commodity) and proposed percentage of work.

4.8. INDEMNITY, SAFETY AND INSURANCE PROVISIONS:

A. INDEMNITY, SAFETY AND INSURANCE PROVISIONS:

1. Indemnity: To the fullest extent permitted by Florida law, the Vendor/Contractor covenants, and agrees that it will indemnify and hold harmless the County and all of the County's officers, agents, and employees from any claim, loss, damage, cost, charge, attorney's fees and costs, or any other expense arising out of any act, action, neglect, or omission by Vendor/Contractor during the performance of the contract, whether direct or indirect, and whether to any person or property to which the County or said parties may be subject, except that neither the Vendor/Contractor nor any of its subcontractors, or assignees, will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the County or any of its officers, agents, or employees.

2. Protection of Person and Property:

a. The Vendor/Contractor will take all reasonable precautions for, and will be responsible for initiating, maintaining and supervising all programs relating to the safety of all persons and property affected by, or involved in, the performance of his operations under this Contract.

b. The Vendor/Contractor will take all reasonable precautions to prevent damage, injury or loss to: (a) all persons who may be affected by the performance of his operations, including employees; (b) all materials and equipment; and (c) all property at or

surrounding the work site. In an emergency affecting the safety of persons or property, the Vendor/Contractor will act, with reasonable care and discretion, to prevent any threatened damage, injury or loss.

B. MINIMUM INSURANCE REQUIREMENTS: Vendor/Contractor shall procure, pay for and maintain at least the following insurance coverage and limits. Said insurance shall be evidenced by delivery to the County of a certificate(s) of insurance executed by the insurers listing coverage and limits, expiration dates and terms of policies and all endorsements whether or not required by the County, and listing all carriers issuing said policies. The insurance requirements shall remain in effect throughout the term of this Contract.

1. Workers' Compensation: As required by law:

   a. State.....Statutory

   b. APPLICABLE FEDERAL.....Statutory

   c. EMPLOYER'S LIABILITY.....Minimum:

      i. $100,000.00 each accident

      ii. $100,000.00 by employee

      iii. $500,000.00 policy limit

   d. Exemption per Florida Statute 440: If a Vendor/Contractor has less than three (3) employees and states that they are exempt per Florida Statute 440, they must provide an exemption certificate from the State of Florida. Otherwise, they will be required to purchase Workers' Compensation Insurance and provide a copy of Workers Compensation Insurance.
   https://www.myfloridacfo.com/Division/WC/Employer/Exemptions/

2. General Liability: Comprehensive General Liability including, but not limited to, Independent Contractor, Contractual Premises/Operations, and Personal Injury covering the liability assumed under indemnification provisions of this Contract, with limits of liability for personal injury and/or bodily injury, including death.

   a. Coverage as follows:

      i. EACH OCCURRENCE.....$1,000,000.00

      ii. GENERAL AGGREGATE $2,000,000.00

      iii. PERSONAL/ADVERTISING INJURY.....$1,000,000.00

      iv. PRODUCTS-COMPLETED OPERATIONS AGGREGATE..$2,000,000.00 Per Project Aggregate (if applicable)

b. ALSO, include in General Liability coverage for the following areas based on limits of policy, with:

i. FIRE DAMAGE (Any one (1) fire.....$50,000.00

ii. MEDICAL EXPENSE (Any one (1) person)..... $5,000.00

3. Additional Insured: Vendor/Contractor agrees to endorse Hernando County as an additional insured on the Comprehensive General Liability. The Additional Insured shall read "Hernando County Board of County Commissioners." Proof of Endorsement is required.

4. Waiver of Subrogation: Vendor/Contractor agrees by entering into this Contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Vendor/Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Vendor/Contractor aggress to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Vendor/Contractor enter into such an agreement on a pre-loss basis.

5. AUTOMOBILE LIABILITY: Comprehensive automobile and truck liability covering any auto, all owned autos, scheduled autos, hired autos, and non-owned autos. Coverage shall be on an "occurrence" basis. Such insurance to include coverage for loading and unloading hazards. Coverage as follows:

a. COMBINED SINGLE LIMIT (CSL)..... $1,000,000.00

b. BODILY INJURY (Per Person)..... $1,000,000.00

c. BODILY INJURY (Per Accident)..... $1,000,000.00

d. PROPERTY DAMAGE.....$1,000,000.00

6. BUILDERS RISK INSURANCE (if applicable it will be noted below separately):

7. CRIME PREVENTION – BOND (if applicable it will be noted below separately):

8. EXCESS/UMBRELLA LIABILITY (if applicable it will be noted below separately):

9. POLLUTION LIABILITY (if applicable it will be noted below separately):

10. SUBCONTRACTORS (if applicable): All subcontractors hired by said Contractor are required to provide Hernando County Board of County Commissioners a Certificate of Insurance with the same limits required by the County as required by the Contract. All subcontractors are required to name Hernando County Board of County Commissioners as additional insured and provide a Waiver of Subrogation in regards to General Liability.

11. RIGHT TO REVISE OR REJECT: County reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverages and endorsements, or to reject any insurance policies which fail to meet the criteria stated herein. Additionally, County reserves the right, but not the obligation, to review and reject any insurer providing coverage due of its poor financial condition or failure to operating legally.

C. EACH INSURANCE POLICY SHALL INCLUDE THE FOLLOWING CONDITIONS BY ENDORSEMENT TO THE POLICY:

1. Vendor/Contractor agrees to provide County with a Certificate of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect, and the Certificate of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available by Vendor/Contractor's insurer. If the Vendor/Contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives noticed that coverage no longer complies with the insurance requirements herein, Vendor/Contractor agrees to notify the County by email within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. The Certificate Holder shall read: **Hernando County Board of County Commissioners, Attention: Human Resources/Risk Department, 15470 Flight Path Drive, Brooksville, Florida 34604**

2. Companies issuing the insurance policy or policies shall have no recourse against the County for payment of premiums or assessments for any deductibles which all are the sole responsibility and risk of Vendor/Contractor.

3. The term "County" or "Hernando County" shall include all authorities, boards, bureaus, commissions, divisions, departments, and offices of the County and individual members, employees and agents thereof in their official capacities and/or while acting on behalf of Hernando County.

4. The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County, to any such future coverage, or to County's Self-Insured Retentions of whatever nature.

D. The Vendor/Contractor shall be required to provide a current Certificate of Insurance to the County prior to commencement of services.

E. Bidders may, at the County's request, be required to provide proof that their firm meets the preceding insurance requirements, by submission of a Certificate Of Insurance coverage(s), prior to award of the Contract.

F. Failure of the Owner to demand such certificates or other evidence of full compliance with these insurance requirements or failure of the Owner to identify a deficiency from evidence provided shall not be construed as a waiver of Vendor/Contractor's obligation to maintain such insurance.

4.9. MAINTENANCE OF RECORDS:

The Vendor/Contractor will keep adequate records and supporting documents applicable to this contract. Said records and documentation will be retained by the Vendor/Contractor for a minimum of five (5) years from the date of final payment on this contract. The County and its authorized agents shall have the right to audit, inspect and copy records and documentation as often as the County deems necessary during the period of this contract and a period of five (5) years after completion of contract performance; provided however, such activity shall be conducted only during normal business hours. The County during the period of time defined by the preceding sentence, shall also have the right to obtain a copy of and otherwise inspect any audit made at the direction of the Vendor/Contractor as concerns the aforesaid records and documentation. Pursuant to Section 119.0701, Florida Statutes, Vendor/Contractor shall comply with the Florida Public Records' laws and shall:

A. Keep and maintain records required by the public agency to perform the service.

B. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter 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 for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to the public agency.

D. Upon completion of the Contract, transfer, at no cost, to the public agency all public records in possession of the Contractor or keep and maintain public records required by the public agency to perform the service. If the Contractor transfers all public records to the public agency upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

E. Failure to comply with this section shall be deemed a breach of the Contract and enforceable as set forth in Section 119.0701, Florida Statutes.

IF THE VENDOR/CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR/CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 352-754-4020, PURCHASING@HERNANDOCOUNTY.US, WITH AN OFFICE LOCATED AT 15470 FLIGHT PATH DRIVE, BROOKSVILLE, FL 34604.

4.10. PROTESTS AND LOBBYING

Any Proposer who protests the Request for Proposals or Award or Intent to Award, must file with the County a notice of protest and formal written protest in compliance with the Hernando County Procurement Manual, Section 22, which can be found at http://www.hernandocounty.us/home/showpublisheddocument/9013. Failure to timely file such documents will constitute a waiver of proceedings. Failure to file a protest within the time prescribed by, or failure to post the bond or other security in strict accordance with, the Hernando County Procurement Manual, Section 22, shall constitute a waiver of protest proceedings.

4.11. CONE OF SILENCE

This Solicitation falls under the Hernando County Procurement Ordinance 93-16. All Vendors and Bidders, and representatives of same, are hereby placed on formal notice that a lobbying cone of silence period shall commence upon issuance of this Solicitation until the Board selects the successful Bidder. If Board is not involved in selecting the successful Bidder, the cone of silence period commences upon issuance of Solicitation and concludes upon award of Contract. During the cone of silence period, no Vendor/Bidder, or representative of the Vendor/Bidder, to this Solicitation may seek information or clarification or in any way contact any official or employee of the County concerning this Solicitation with the exception of the Chief Procurement Officer, County Attorney, or an individual specifically designated in this document for dissemination of information. A copy of any written communication concerning this Solicitation shall be filed with the Procurement Department and shall be made available to the public upon request. A violation of the cone of silence renders any award voidable at the discretion of the Chief Procurement Officer with approval from the Board and may subject the Vendor/Bidder who violated it to debarment. Nothing in the Ordinance prevents a Vendor/Bidder or representative from taking part in a public meeting concerning the Solicitation.

Neither the members of the Board nor candidates for County Commission, nor any employees from the Hernando County Government, Hernando County staff members, nor any members of the evaluation team are to be lobbied, either individually or collectively, before or during the cone of silence concerning this project. Vendors/Bidders, or representatives of same, who intend to submit bids, or have submitted bids, for this project are hereby placed on formal notice that they are not to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County. Any such lobbying activities may cause immediate disqualification of this project.

4.12. E-VERIFY

A. Consultant/Firm is advised that the County has entered into an agreement with U.S. Immigration and Customs Enforcement (ICE) wherein the County will, in part, seek to promote the principles of ethical business conduct, prevent the knowing hiring of unauthorized workers through self-governance, and encourage voluntary reporting of the discovery of unauthorized workers to ICE (the IMAGE Agreement). Accordingly, by submitting your Bid/Proposal, Consultant/Firm represents and warrants (a) that the Consultant/Firm is in compliance with all applicable federal, state and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee's eligibility to work in the United States, (b)

that all of the Consultant/Firm employees are legally eligible to work in the United States, and (c) that the Consultant/Firm has actively and affirmatively verified such eligibility utilizing the Federal Government's Employment Verification Eligibility Form (I-9 Form).

B. A mere allegation of Consultant/Firm's intent to use and/or current use of unauthorized workers may not be a basis to delay the County's award of a Contract to the Consultant/Firm unless such an allegation has been determined to be factual by ICE pursuant to an investigation conducted by ICE prior to the date the Contract is scheduled to be awarded by the County.

C. Legitimate claims of the Consultant/Firm's use of unauthorized workers must be reported to both of the following agencies:

1. The County's Procurement Department at (352) 754-4020: and
2. ICE (Immigration and Customs Enforcement) at 1-866-DHS-2-ICE

D. In the event it is discovered that the Consultant/Firm's employees are not legally eligible to work in the United States, then the County may, in its sole discretion, demand that the Consultant/Firm cure this deficiency within a specified time frame, and/or immediately terminate the Contract without any cost or penalty to the County, and/or debar the Consultant/Firm from bidding on all County Contracts for a period up to twenty-four (24) months, and/or take any and all legal action deemed necessary and appropriate.

E. Consultant/Firm is required to incorporate the following IMAGE Best Practices into its business and, when practicable, incorporate verification requirements into its agreements with Sub-Contractors:

1. Use the Department of Homeland Security employment eligibility verification program (E-Verify) to verify the employment eligibility of all new hires.
2. Use the Social Security Number Verification Service and make good faith effort to correct and verify the names and Social Security numbers of the current workforce.
3. Establish a written hiring and employment eligibility verification policy.
4. Establish an internal compliance and training program related to the hiring and employment verification process, to include, but not limited to, completion of Form I-9, how to detect fraudulent use of documents in the verification process, and how to use E-Verify and the Social Security Number Verification Service.
5. Require the Form I-9 and E-Verify process to be conducted only by individuals who received appropriate training and include secondary review as of each employee's verification to minimize the potential for a single individual to subvert the process.
6. Arrange for annual Form I-9 audits by an external auditing firm or a trained employee not otherwise involved in the Form I-9 process.

7. Establish a procedure to report to ICE credible information of suspected criminal misconduct in the employment eligibility verification process

8. Establish a program to assess Sub-Contractors' compliance with employment eligibility verification requirements. Encourage Consultant/Firms to incorporate the IMAGE Best Practices contained in this Article and, when practicable, incorporate the verification requirements in Sub-Contractor agreements.

9. Establish a protocol for responding to letters received from Federal and State government agencies indicating that there is a discrepancy between the agency's information and the information provided by the employer or employee; for example, "no match" letters received from the Social Security Administration.

10. Establish a tip line mechanism (inbox, e-mail, etc.) for employees to report activity relating to the employment of unauthorized workers, and a protocol for responding to employee tips.

11. Establish and maintain appropriate policies, practices, and safeguards against use of the verification process for unlawful discrimination, and to ensure that U.S. Citizens and authorized workers do not face discrimination with respect to hiring, firing, recruitment or referral for a fee because of citizenship status or national origin.

12. Maintain copies of any documents accepted as proof of identify and/or employment authorization for all new hires.

4.13. LOCAL PREFERENCE:

A. Purpose and Findings: These provisions apply to purchases using Formal Bid, Request for Proposals or Quotes. The County annually spends significant dollars on purchasing personal property, materials, and services, and in constructing improvements to real property or existing structures. The dollars used in making those purchases are derived, in large part, from taxes, fees and utility revenues paid by businesses located within Hernando County, and the County Commission has determined that funds generated in the community should, to the extent possible, be placed back into the local economy. Therefore, the County Commission has determined that it is in the best interest of the County to give a preference to local businesses in making such purchases whenever the application of such a preference is reasonable in light of the dollar-value of Bids and quotes received in relation to such expenditures.

B. Application:

1. In bidding for, or letting Contracts for procurement of supplies, materials, equipment, and services, as described in the purchasing policies of the County, the Board of County Commissioners may give a preference to local businesses in making purchases or awarding Contracts in an amount not to exceed:

a. Five (5%) percent of the local business' total Bid price if the cost differential does not exceed $10,000.00 for procurement activities in amounts over $50,000.00.

2. The total Bid price shall include not only the base Bid price, but also all alterations to the base Bid price resulting from alternates which were both part of the Bid and actually purchased or awarded by the Board of County Commissioners.

3. In the case of requests for Proposals or qualification, letters of interest, or other solicitations and competitive negotiations and selections in which objective factors are used to evaluate the responses, local businesses shall be assigned five (5%) percent of the total evaluation points.

C. Definitions:

1. Local Vendor means a person or business entity which has maintained a permanent place of business with full-time employees within Hernando County for a minimum of twelve (12) months prior to the date Bids or Quotes were received for the purchase or Contract at issue, and which generally provides from such permanent place of business the kinds of goods or services solicited, and which at the time of the solicitation fully complies with the local vendor eligibility.

2. Local Vendor Affidavit of Eligibility shall accompany the Quotation or Bid submittal in order to be considered valid and shall include, but not be limited to, the following current information:

a. A physical business and location address.

b. Proof of payment of real property tax due to Hernando County.

c. A copy of the firm's most recent annual corporation report to the Florida Division of Corporations.

d. Any additional information necessary to verify local status.

D. Competitive Bids/Quotes:

1. The County reserves the exclusive right to compare, contrast and otherwise evaluate the qualifications, character, responsibility and financial qualifications of all persons, firms, partnerships, companies or corporations submitting formal Bids or formal quotes in any procurement for goods and services when making an award in the best interests of the County.

E. Exemptions:

1. Purchases resulting from exigent emergency conditions where any delay in completion or performance would jeopardize public health, safety, or welfare of the citizens of the County,

or where in the judgment of the County the operational effectiveness or a significant County function would be seriously threatened if a purchase was not made expeditiously.

2. Purchases with any sole source supplier for supplies, materials, or other equipment.
3. Purchases made through cooperative purchasing arrangements utilized by the Procurement Department as identified in the Purchasing Policy.
4. Purchases that are funded in whole or in part by assistance from any federal, state, or local agency where the program guidelines do not permit local preference.
5. Purchases with an estimated cost of less than $10,000.00 or less.

F. Appeal:

1. If an application for a "Local Contractor/Vendor" designation is denied, the applicant may appeal such decision to the County Administrator for review and further consideration.

4.14. CONTRACT AWARD

Award will be made at the earliest possible Hernando County BOCC Board meeting subsequent to the evaluation process. It is incumbent on Proposers to contact the Procurement Department to determine the successful Proposer(s). This Request for Proposals is issued in accordance with and shall be governed by the provisions of the County's Purchasing Policy.

4.15. CONTRACT TERM/RENEWAL:

The Contract resulting from this Request for Proposal shall commence effective upon execution by both parties and extend for a period of **three (3) years**. The Contract may be renewed for **two (2)** additional **one (1) year** periods, upon mutual agreement of both parties. If any such renewal results in changes in the terms and conditions, such changes shall be reduced to writing as an amendment to this Contract and such amendment shall be executed by both parties. Renewal of the Contract shall be subject to appropriation of funds by the Board of County Commissioners, satisfactory performance.

4.16. SIGNING OF THE AGREEMENT:

When the County gives a Notice of Intent to Award to the Successful Proposer, it will be accompanied by an unsigned Agreement. Within ten (10) calendar days thereafter the Successful Proposer shall execute and deliver to the County the Agreement, along with a certificate of insurance that shows policies, limits and other conditions in compliance with that outlined in the Request for Proposal. Upon award and execution of the Agreement

4.17. RESPONSIVENESS OF THE PROPOSAL AND DISQUALIFICATION:

A. A responsive Proposal is one that complies with and conforms to the requirements of this Request for Proposal. A Proposal requiring changes to any portion of this Request for Proposal may be considered non-responsive. A Proposal that fails to comply with the criteria outlined in this Request for Proposal may be deemed non-responsive.

B. A Proposal may be rejected if found to be conditional, irregular, incomplete or not in conformance with the requirements and instructions contained herein, such as, but not limited to: (1) failure to strictly comply with and satisfactorily address the prerequisite criteria, (2) failure to provide the required forms or other documentation, (3) incomplete, indefinite or ambiguous language, (4) failure to submit the information needed to evaluate the Proposals based on the Evaluation Criteria, (5) incomplete, indefinite or ambiguous language, and (6) improper and/or undated signatures.

C. Other conditions, which shall cause rejection of the Proposal, include, but are not limited to: (1) an individual firm, partnership, corporation or combination thereof, under the same or different names submitting (as the Proposer) more than one Proposal, (2) evidence of collusion among Proposers, (3) obvious lack of experience or expertise to perform the Services, (4) failure to perform or meet financial obligations for previous Contracts, (5) falsification of any form required by the County, (6) evidence that a Proposer has a financial interest in another firm who is submitting a Proposal, (7) not having a valid and appropriate local, state or federal certifications and/or licenses necessary to perform the Services, or (8) an investigation by the Chief Procurement Officer finds the Proposer delinquent on a previously awarded Contract or in litigation with a Hernando County involving a previously awarded Contract.

D. County may conduct such investigations as County deems necessary to assist in the evaluation of any Proposal and to establish the responsibility, qualifications and financial ability of the Proposer and their proposed sub-Contractors. County reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of Proposals from all Proposers. Failure to provide requested information may result in rejection of the Proposal.

4.18. List of Proposers

A list of Proposers will be posted on the County's eProcurement Portal within two (2) business days after the Public Opening date. The list of Proposers can also be obtained by contacting the Contact Person. The County will not provide a list of Proposers by telephone.

4.19. EXAMINATION OF PROPOSAL DOCUMENTS:

A. It is the responsibility of each Proposer before submitting a Proposal, to (1) examine the Solicitation Documents thoroughly, (2) consider Federal, State and Local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work, (3) study and carefully correlate Proposer's observations with the Solicitation Documents, and (4) notify the Contact Person of all conflicts, errors or discrepancies in the Solicitation Documents prior to submitting a formal Proposal.

B. Before submitting a Proposal, it shall be the Proposer's responsibility to submit to the County a request for any additional information and data which pertains to the Project covered under this Request for Proposal which the Proposer deems necessary to develop their Proposal for performing the Services in accordance with the terms and conditions noted herein.

C. The submission of a Proposal in response to this Request for Proposal shall be considered as a representation that the Proposer; (1) has carefully investigated all conditions that affect, or may at some future date, affect the performance of the Services covered by this Request for Proposal, (2) is fully informed concerning conditions to be encountered, the character, quality and quantity of the Services to be performed and the work product to be furnished, and (3) is familiar with what is required to perform the Services covered by this Request for Proposal. The contents of the Proposer's Proposal shall become a Contractual obligation if the Proposer is awarded the Contract. Failure to accept these obligations in a Contractual agreement shall result in cancellation of the Award.

4.20. ADDENDA

Any Addenda issued in relation to this Request for Proposal will be posted on the County's eProcurement Portal. It is the Proposer's responsibility to be aware of any addenda that might have bearing on their Proposal before their Proposal is due. The Proposer will acknowledge receipt of any and all such addenda on the Proposal Pricing Form. In the event a Proposer fails to acknowledge receipt of such addenda, their Proposal will be construed as though they have received such addenda, and the submission of a Proposal will constitute acknowledgement of the receipt of same. All addenda will become a part of the Proposal Documents and Proposer will be bound by such, whether or not received by Proposer.

4.21. MODIFICATION/WITHDRAW OF PROPOSAL:

A. Proposers have the right to modify or withdraw their Proposal without cause or without liability whatsoever at any time prior to the stipulated submittal date and time. Such requests must be made to County in writing.

B. Modified or withdrawn Proposals may be resubmitted in accordance with the instructions in this Request for Proposal prior to the stipulated submittal date and time. If applicable, any changes in pricing shall be so worded as not to reveal the pricing that was noted in the original Proposal.

C. No Proposal shall be modified or withdrawn by the Proposer after the Proposal Due Date.

4.22. LESS THAN TWO (2) PROPOSALS RECEIVED:

If less than two (2) Proposals are received, the County may negotiate the best terms and conditions with that Proposer or reject the Proposal and re-solicit the Services.

4.23. REVIEW OF PROPOSER'S FACILITIES AND QUALIFICATIONS:

After the Request for Proposal due date and prior to award of an Agreement, the County reserves the right to perform or have performed an on-site review of Successful Proposer's facilities and qualifications, as well as documentation provided in their Proposal. This review will serve to verify data and representations submitted by the Proposer and may be used to determine whether the Proposer is qualified and experienced and has the resources to perform the Services outlined in the Request for Proposal. The review may also serve to verify whether the Proposer has adequate financial capability to meet the County's requirements. Should the County determine that the Proposals, or subsequent

documentation submitted by the Proposer, has material misrepresentations or that the size or nature of any of Successful Proposer's resources are not adequate to ensure satisfactory performance, or ascertains other bases for concern as to the Successful Proposer's ability to perform the Services, the County has the right to reject their Proposal and not make an award.

4.24. FINANCIAL STRENGTH:

Prior to award of a Contract, the County reserves the right to request financial information from the Successful Proposer to assist the County in further review of that Proposer's capabilities. Financial information provided shall be for the current and previous two years, to include, but not be limited to a financial statement prepared by a Certified Public Accountant (i.e., balance sheet and income and cash flow statements) or a Supplier Qualifier Report prepared by Dun & Bradstreet.

4.25. CLARIFICATIONS

Before Contract award, the County reserves the right to seek clarification from the Proposer with whom County is contemplating award to properly evaluate their Proposal. Failure to provide requested information may result in not making such award to the Proposer.

4.26. PUBLIC RECORDS ACT:

A. **Proposers should make themselves familiar with Chapter 119 of the Florida Statutes concerning availability of public records. Thirty (30) days after the Proposal Opening date OR Notice of an intended decision, whichever is earlier, Proposals shall be made available for public viewing. Proposals and associated Proposal Documents may be viewed during normal business hours (which is Monday through Friday; 8:00 AM to 5:00 PM) at 15470 Flight Path Drive, Brooksville, Florida. Copies of the Proposals and associated Documents are available for a charge of fifteen cents ($0.15) per page, plus cost of copying.**

B. Florida law generously defines what constitutes a public record and, under Chapter 119 of the Florida Statutes, all Proposals are to be made available by County for viewing by the general public. If a Proposer believes that their Proposal contains information that should not be a public record, the Proposer shall clearly segregate and mark that information as "Confidential" and describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption.

C. Any documents given to the Successful Proposer as part of performing the Services covered under this Request for Proposal shall not be sold or distributed to third parties without the written consent of County. The Successful Proposer will be required to retain a copy of these documents for a minimum of five (5) years from completion of the Agreement. All documents, papers, letters, e-mails or other material made or received by the Successful Proposer in conjunction with the Services, unless exempt from Section 24(a) of Article I of the Florida Constitution and Section 119.071 of the Florida Statutes, shall be made available for public access. Should the Successful Proposer refuse to allow such access, County has the unilateral right to cancel the Award.

D. Proposers should consult an attorney as to their duties under the records and information laws (Section 257.36 of the Florida Statutes) and public records laws (Chapter 119 of the Florida Statutes) of the State of Florida. Significant judicial sanctions can be imposed for violation of these Statutes.

4.27. JOINT VENTURES:

A. Two (2) or more firms may submit a Proposal under a joint venture arrangement. Joint ventures shall be considered as a single entity in the evaluation of a Proposal. That is, the traits of individual firms shall be blended in arriving at an overall Proposal evaluation score and oral interview score for the joint venture.

B. A firm who submits a Proposal under a joint venture arrangement may satisfy the technical certification requirements outlined in this Request for Proposal as the prime Proposer through one or more of the firms comprising the Joint Venture. The Joint Venture shall at a minimum comply with the following additional requirements:

1. The Joint Venture shall, in its own name, be registered with the State of Florida Division of Corporations prior to submittal of a Proposal.

2. Each individual Firm comprising the Joint Venture shall, in its own name, be qualified in their respective areas of expertise prior to submittal of a Proposal.

3. Full compliance with the requirements set forth above is required, as well as properly documented compliance with any other certification and additional requirements set forth in the Request for Proposal.

4.28. PAYMENT

Payment to Proposer/Contractor by Electronic Payment Solution: ACH (Direct Deposit): If the Vendor/Contractor is enrolled in the County's ACH electronic payment solution, all payments will be made using the direct deposit which may or may not include a pre-note transaction. The Vendor/Contractor's bank account information will remain confidential to the extent provided by law and necessary to make direct deposit payments. Once the County has approved payment, an electronic remittance advice will be sent to the Vendor/Contractor via e-mail.

4.29. SCRUTINIZED COMPANIES PURSUANT TO FLORIDA STATUTE 287.135 AND 215.473

Proposer/Contractor must certify that the company is not participating in a boycott of Israel. Proposer/Contractor must also certify that Vendor/Contractor is not on the Scrutinized Companies that Boycott Israel List, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has been engaged in business operations in Cuba or Syria. Subject to limited exceptions provided in State law, the County will not contract for the provision of goods or services with any scrutinized company referred to above. Vendor/Contractor must submit the certification form included as an attachment to this solicitation. Submitting a false certification shall be deemed a material breach of contract. The County shall provide

notice, in writing, to the Vendor/Contractor of the County's determination concerning the false certification. The Vendor/Contractor shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, the Vendor/Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Vendor/Contractor does not demonstrate that the County's determination of false certification was made in error, then the County shall have the right to terminate the contract and seek civil remedies pursuant to Section 287.135, Florida Statutes, as amended from time to time.

4.30. FOREIGN COUNTRIES OF CONCERN:

Pursuant to 287.138 F.S., effective July 1, 2023, the County may not enter into contracts which grants the Vendor/Contractor access to personal identifiable information if: a) the Contractor is owned by the government of a Foreign Country of Concern (as defined by the statute): (b) the government of a Foreign Country of Concern has a controlling interest in the entity; or (c) the Contractor is organized under the law of or has its principal place of business in a Foreign Country of Concern. Bidders/Proposers must provide a response to the section titled VENDOR QUESTIONNAIRE, Foreign Countries of Concern included in this solicitation.

Beginning July 1, 2025, a governmental entity is prohibited from extending or renewing a contract with an entity meeting the requirements of (a) to (c) above, if the contract would give such entity access to an individual's personal identifying information.

5. EVALUATION PHASES

5.1. Phase I: Written Evaluation

No.	Evaluation Criteria	Scoring Method	Weight (Points)

1.	**Ability, Capacity, and Skill of Firm** Identify the project principal, the project manager, key staff and subconsultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project. Include organizational chart. • Knowledge of the local labor and material markets. • Are the lines of authority and coordination clearly identified? • Are essential management functions identified? • Are the functions effectively integrated (e.g., subconsultants' roles delineated?) • Current and projected work load. • Firm's familiarity with the project area. • Credentials, qualifications and relevant individual experience of firm employees. ○ At a minimum, one direct hire employee or subcontractor staff member must: ▪ be onsite during the project construction and installation; and, ▪ posses (a) current Crestron MCP and MTA certifications, (b) active QSYS Level 2 Certification, and (c) active Dante Mastery Technician. • Unique knowledge, credentials of key team members relating to the project. • Experience on projects as a team.	Points Based	25 *(25% of Total)*

	• Key staff involvement in project management and on-site presence. • Time commitment of key staff. • Credentials, qualifications and relevant subconsultant experience. Note: Organization charts and graphs depicting your capacity may be included.		
2.	**Proposer's Methodology, Technical Ability and Approach** For the project and services outlined in the RFP document, describe how your firm plans to accomplish the following to meet the needs and requirements as noted in the RFP. May include an estimated timeline or phasing plan: • Proposed approach to meeting County's stated needs and objectives. • Value Engineering/cost control. • Quality control methodology. • Schedule maintenance methodology. • Explain technical approach, methodology, and specific tasks and activities that will be performed to address the specific issues, scope, and specifications. • **Provide parts list per Attachment ## - TITLE. which provides detail on Proposer's plan of which parts they will provide.**	Points Based	35 *(35% of Total)*

3.	**Relevant Experience** Describe experience similar to the needs and requirements noted in the RFP: • Experience of the key staff and firm with projects of similar scope and complexity. • Demonstrated success on past projects of similar scope and complexity. • Verifiable courtroom experience in the Circuit and State Courts of the State of Florida within the previous five (5) years. • Letters of Reference - no less than three (3) references that indicate your firm successfully completed projects of similar scope and complexity within the last seven (7) years). ○ Include at a minimum: Name and Location of Each Reference, Name, Phone Number, and Email Address of Contact Person (familiar with project); Contract Amount; Scope of Work; and Contract Start and End Dates.	Points Based	20 *(20% of Total)*

4.	**Pricing Proposal** The maximum points assigned for pricing is twenty (20) points. **Please see Pricing Proposal for explanation of Market Basket Pricing Approach.** The lowest cost pricing proposal will receive all twenty (20) points. The next lowest pricing will receive a portion of the twenty (20) points, and so on. For example, each pricing proposal will be evaluated by taking the lowest pricing proposal price and dividing it by the price of the pricing proposal being evaluated. The result is then multiplied by the weight of the price factor for the price score. The formula is: Lowest Price = $100.00 =$100.00 = 20 points 2nd Lowest Price = $120.00 =$100.00/$120.00 = 0.833 x 20 points =16.67 points 3rd Lowest Price = $145.00 =$100.00/$145.00 = 0.689 x 20 points = 13.79 points	Points Based	20 *(20% of Total)*

5.2. Phase 2: Oral Presentation Evaluation (if required)

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	**Requirements per the Request for Oral Presentations Letter** Presentation addresses the needs and requirements noted in the Request for Oral Presentations Letter.	Points Based	10 *(50% of Total)*
2.	**Presentation Team** Presentation Team successfully demonstrates knowledge, experience, and teamwork.	Points Based	10 *(50% of Total)*

6. SCOPE AND SPECIFICATIONS

6.1. Project Background Information

A. The Hernando County Board of County Commissioners is seeking an Authorized Crestron Dealer or equivalent to provide an Audio Video solution for 2 existing courtrooms (Courtrooms D and E), to replace existing older equipment.

B. CURRENT SYSTEM CONFIGURATION - Courtrooms D and E each have a self-contained analog audio system with limited video routing options that are mobile.

6.2. Problem, challenge or issue, and desired outcome(s).

The scope of services includes the removal of the old system, design and build the new system to include: purchase of new equipment, configuration, programming and installation of a network-based audio /video distribution and control system in two (2) existing courtrooms to facilitate all court proceedings including, but not limited to functionality for evidence presentation, video conferencing, video remote interpreting, and telephonic hearings, as well as providing clear audio to all locations in Courtroom. This includes providing audio and/or video streams to and from various courtroom locations, court recording systems, media feed connections, and any additional endpoints as required by the court.

This work is expected to integrate seamlessly with the four (4) brand new courtrooms in the Hernando County Courthouse in both equipment and programming. The work is to be completed in cooperation with Fifth Circuit Court Technology staff to ensure 100% interoperability with existing equipment and configurations with matching programming to ensure circuit wide standardization of installed devices and support methodology as well as match the Hernando Board of County Commissioners' Chambers. Such work shall deliver a turnkey solution.

6.3. Performance Requirements-Responsibilities

The Vendor/Contractor will provide:

A. Equipment, installation labor, programming, cabling, necessary hardware, and configuration required for the system to meet the above specifications and requirements unless explicitly specified as provided by the County.

B. Coordination with Fifth Judicial Circuit Court technology staff and other staff as well as with Hernando County technology staff.

C. Vendor/Contractor provided equipment which may include, but is not limited to microphones, speakers, mixers, amplifiers, podium furniture, video conference codecs, document cameras, projectors, LCD displays, touchscreens, control processors, video matrix processors, cameras, wireless display bridge, cabling, patch panels, floor boxes, mounting hardware, IP audio bridges, and IP video bridges.

D. Supplying all network equipment and hardware.

E. Six (6) Structured cabling cross connect cables between AV Rack and Enterprise rack per courtroom.

F. Twenty-four (24) strands single mode fiber between room 140 and room 242.

G. Three (3) Enterprise drops in courtroom locations. (Tables and primary podiums.)

H. All network equipment and cabling must adhere to **Fifth Judicial Circuit Court AV Network Standards.**

I. At the conclusion of the project, complete as-built wiring diagrams in AutoCAD and PDF format, all component configuration files, cable test certification results, training on operation, troubleshooting for _____(duration), as well as uncompiled programming files.

6.4. County-Responsibilities

The Fifth Judicial Circuit Court will be responsible for:

A. Configuration of required network switches, routers, and firewalls. (See **Fifth Judicial Circuit Court AV Network Standards.**)

B. Oversight and approval for all aspects of the installation and design.

6.5. Technical Specifications for the New AV System

A. General Specifications

1. Audio processing is to be facilitated by a full featured, network capable audio mixer with Multi-channel AEC capability, matrix processing, IP telephony, as well as analog, digital, and network audio connectivity.
2. Audio is to be distributed via the DANTE or equivalent network protocol wherever feasible and bridged appropriately as needed for connections to analog equipment (e.g., Microphones, hearing assist devices, telephony, etc.)
3. Each Courtroom will have a dedicated QSC Q-Sys Audio Processor or equivalent to drive all aspects of audio routing and processing for that room.
4. Each Courtroom will have gooseneck microphones for Judge, Witness, 4 Attorney locations, and the podiums. There will be 2 hanging microphones for the Jury and a minimum of 2 for the Gallery. Additionally, a low-profile boundary style microphone located on top of judge's bench for sidebar.
5. Additionally, each Courtroom will have an integrated Shure or equivalent ceiling array microphone. The ceiling array microphone shall feature the ability to limit coverage to a specific area while rejecting pickup of sounds in other areas. Ceiling array microphones shall be recessed into lay in ceiling or hard deck to provide minimum 20ft by 20ft coverage area to include entire well area as well as Judges bench, Jury box, and all attorney tables. Ceiling array microphones shall be only routed to recording system and codec.
6. In-room audio reinforcement is to be accomplished via an amplifier capable of providing a minimum of 70 watts each to 4 or more channels and 4 or more zones of overhead and/or spot

speakers. Each Courtroom will have 4 zones of flush mount in-ceiling speakers for the Judge, Jury, Well, and Gallery. Speaker quantities may vary by room depending on coverage area needed.

7. Each Courtroom will have a Williams AV assisted listening system or equivalent with ten (10) rechargeable stethoscope-style IR receivers and a charging station. This system is also capable of sending audio via Wi-Fi to free android and iOS applications so participants can stream audio using personal devices (phone, tablet, etc.)
8. Each Courtroom should have a paging system with one desktop microphone that will seamlessly integrate with the existing 70v system. In areas where there is no current system, additional speakers and amplifiers may be required.
9. Each Courtroom shall include a DANTE or equivalent routable court recorder / transcriptionist location near the front of the judge's bench or podium with headphone connections
10. Each Courtroom should include an interpreter station at the podium allowing 2-way communication to Limited English Proficiency (LEP). Headphone and mic set to be provided by integrator
11. Video is to be distributed by standards based, modern, bandwidth efficient network protocols (e.g., h.264, h.265) as appropriate and bridged appropriately for connections to video input/output devices. Video must be capable of streaming 1080p30 via 1 Gbps link.

B. Video Routing and Processing

1. Primary AV switching and transport in all rooms will be via the Crestron NVX AV or equivalent over IP system. Each Courtroom will have two (2) programable multi-view processors, one for recording and media feeds and one as the input to the video conferencing system. This will allow selection of any combination of cameras and presentation content to be displayed.
2. End user accessible HDMI and USB-C Audio and Video input connections to be available at all attorney tables and podium locations with tabletop mounted pass through or termination points. A floor box at each of these locations is to be installed to provide power and connectivity as needed.
3. AV Sources in each Courtroom will include at the minimum:
4. HDMI and USB-C retractors in attorney tables
5. HDMI and USB-C connections in Podium
6. Blu-Ray Player or equivalent in Podium
7. Document camera in Podium
8. Wolfvision Cynap device or equivalent that provides audio and video switching and wireless presentation capability at primary podium location or equivalent. Device must have two (2) network connections and capable of network isolation.
9. Poly G7500s videoconferencing system
10. Video – Displays
11. Each Courtroom will have a minimum of three (3) 75" Displays or larger. AV Integrator will coordinate exact display location and mounting specification during programming meetings.
12. Video – Camera Systems
13. Each Courtroom will have four (4) Pan, Tilt, and Zoom (PTZ) cameras to cover Judge, Witness, and both Attorney tables. All camera mounting locations to be approved by 5th Circuit Court prior to installation.

14. Cameras will be controllable from a touch panel.
15. Video – Recording
16. Each Courtroom will have a DANTE or equivalent Virtual Soundcard license to send eight (8) channels of audio to the ECR recording computer. They will also have an H.264 video encoder to send the recording Multiview feed to the recording computer
17. Cabling for Blue Recording light.
18. Control – Processing
19. Each Courtroom will have a Crestron control processor or equivalent as well as a three (3) year license of XIO Cloud or equivalent for monitoring and management.
20. Control - Interfaces
21. Each Courtroom will have a 10" touch panel on the judge's bench and on the podium for presentation source selection. Touch panels will have a custom user Interface, and the 5th Circuit Court Information Technology teams will review and sign off on the UI design prior to deployment.
22. All integrator-specified or substituted equipment must be validated and approved by Fifth Circuit Court Information Technology staff prior to proposal acceptance.
23. Each Courtroom will have media feed wall plate inside the room. This plate will have an Serial Digital Interface (SDI) feed from the courtroom AV system as well as XLR Audio. Additionally, the integrator will provide fiber optic connections to an exterior location. Including a direct SDI run from the courtroom wall plate to the exterior location so media agencies can send their camera directly to their truck. It will also be required to send a courtroom quad feed with audio to exterior location.
24. All Contractor proposed structural mounting locations and electrical requests must be validated and approved by County Facilities staff prior to proposal acceptance.

C. Project Components

1. Infrastructure
    a. Power outlets and Core Drilling to be provided by County Facilities at Contractor and Fifth Circuit Court agreed to locations. Additional electrical circuits may be required for load handling. Dedicated Category 6 plenum rated structured cabling to be provided at all applicable locations.

    b. Each data location cabled to provide at minimum one (1) spare Category 6 cable after the connection of any existing or installed equipment at that location.

    c. All connections to be sequentially ordered and labeled clearly.

    d. All data connections to be certified to the Category 6 standard, certification report to be delivered to 5th Circuit Court.

    e. Data connections for attorney tables and podium locations are to be mounted in a subfloor enclosure. All locations to be field verified by Information Technology staff prior to core drilling.

    f. Accessible pathways maintained (conduit and floor or wall boxes) for future technological improvements

g. All network equipment needed to support the installed AV equipment.

h. Video and power access plates to be installed in Attorney tables, Conference Tables, and podiums.

i. Podiums to be provided by integrator with room matching millwork.

j. Each courtroom will have two (2) Millers Radius Series Lecterns or current equivalent series. One Lectern will be configured as an inmate podium with only a microphone built in. The Primary Lectern will have a cutout for touch panel, cable cubby, power outlets, document camera drawer, rack section, Blu-ray player, keyboard /mouse drawer, UPS backup, and LED Light.

k. Primary Podium will be connected with a color-coded snake for easy removal and re-connection when necessary. Wood finish options will be submitted to the owners' representatives for approval prior to ordering

l. All IP addressing scopes and designs are to be coordinated with Fifth Circuit Court Information Technology staff to ensure no conflicts with existing customer IP space prior to configuration.

m. All four (4) post Racks and rack mounted equipment for audio video infrastructure to be installed. All four (4) post racks should have casters installed.

A. Courtroom requirements

1. Video inputs

a. User accessible inputs to facilitate HDMI and USB-C connections at the attorney tables
b. User accessible inputs to facilitate HDMI and USB-C connections at the podium
c. Document camera at podium
d. Blu-ray/DVD player at podium
e. Cameras that record the entirety of the courtroom excluding the Jury box area
f. Wireless display bridge
g. Video Conferencing endpoint

2. Video Outputs

a. Permanently fixed displays 75" or larger (Minimum 3)
b. Personal monitor for Judge (32") (To be included on an as needed basis). Infrastructure shall be wired in all courtrooms
c. Court recording system
d. Available output for mobile display cart
e. Video Conferencing endpoint
f. Media feed
g. Available output for mobile display cart in Jury Deliberation Room

3. Audio Inputs

a. Judge Mic
b. 2X Witness Mic

c. Left Attorney Mic 1
d. Left Attorney Mic 2
e. Right Attorney Mic 1
f. Right Attorney Mic 2
g. Sidebar Mic
h. 2X Left Gallery Mic
i. 2X Right Gallery Mic
j. Jury Mic 1
k. Jury Mic 2
l. Playback
m. 2X Podium 1
n. 2X Podium 2
o. Telephony in
p. Video Conference in
q. Interpreter in
r. LEP in
s. Clerk Mic
t. Ceiling Array Mic

4. Audio Outputs

a. Court Recording Channel 1
b. Court Recording Channel 2
c. Court Recording Channel 3
d. Court Recording Channel 4
e. Court Recording Channel 5
f. Court Recording Channel 6
g. Court Recording Channel 7
h. Court Recording Channel 8
i. Court Recording Backup to be 8 Channels
j. Judge PA (To Amplifier Zone 1)
k. Well PA (To Amplifier Zone 2)
l. Jury PA (To Amplifier Zone 3)
m. Gallery PA (To Amplifier Zone 4)
n. Hearing Assist CH1
o. Hearing Assist CH2
p. Defendant Headphone
q. Interpreter Out
r. Media Feed
s. Telephony out
t. Court Reporter
u. Video Conference out

5. Control system

a. Full featured touch panel control surface at Judge's bench.

b. Limited featured touch panel control surface at podium location.

c. Web based control capability served from the control processor.

d. Modern, intuitive panel design, graphics and UI layout required.

e. Control processor fully programmed and configured to operate all functions of the audio/ video system on demand including volume, audio routing, video routing, VoIP dialing, video dialing, and camera control.

f. Control system capabilities, restrictions, and UI design must seamlessly match with existing courtrooms to maintain consistency in documentation and operational processes and will need to be validated by Fifth Circuit Technology staff prior to implementation.

E. Media Feed

1. Audio and video outputs to an external location to provide access for the media. HD-SDI output preferred.

2. Pass through audio and video pathways to above location from the Courtroom for connection of media supplied equipment during in room media coverage.

F. Shipping - all equipment and materials are to be shipped F.O.B. Destination: Hernando County Courthouse, 20 N. Main Street, Room 217, Brooksville Florida, 34601.

G. Future courtroom A/V upgrade project work will be assigned utilizing Task Orders.

6.6. PERFORMANCE BOND AND PAYMENT BOND:

A. Payment and Performance Bond:

1. In accordance with Florida Statutes, Section 255.05(1)(a), a Performance and Payment Bond is required of anyone entering into a formal contract for the construction or repair of a building or public works project that exceeds $200,000. Accordingly, if the amount on the project assignment by the awarded bidder exceeds $200,000.00, a Payment and Performance Bond will be required in the amount of the awarded bidder's project assignment or in such other amount as may be directed by the City in writing within fifteen (15) days of the award of any project assignment resulting from this contract. No work shall be done prior to the delivery of a Payment and Performance Bond meeting the requirements of this Section to the County. Performance and Payment Bond issued in a sum equal to one hundred percent (100%) of the total awarded project amount by a surety company considered satisfactory by the County and otherwise authorized to transact business in the State of Florida. This bond will be required from the successful Bidder for purposes of insuring the faithful performance of the obligations imposed by the resulting project and for purposes of protecting the County from lawsuits for non-payment of debts as might be incurred during the successful Bidder's performance under such project.

2. The County reserves the right to waive the requirement at any time for any project assignment of $200,000.00 or less.

a. In the event that the awarded project assignment amount is less than $200,000.00, a Payment and Performance Bond will be required thereafter in such amount as determined by the County if at any time, for any reason, including but not be limited to increased quantities, the value of the project assignment exceeds $200,000.00 as determined by the County. Such bond shall be acquired and delivered to the County within fifteen (15) days of notice from the County that a bond is required. Upon notice from the County that a bond is required no further work under the contract shall be undertaken until such time as a bond in conformance with this Section has been delivered to the County.

3. If, within fifteen (15) calendar days after notification by the County of the County's intent to award a project, the successful Bidder refuses or otherwise fails to furnish the required performance and payment bond, the amount of the Bidder's bid security (check or Bid Bond) shall be forfeited and the same shall be retained by the County. No plea of mistake in the Bid or misunderstanding of the conditions of forfeiture shall be available to the Bidder for the recovery of his bid security or as a defense to any action based upon the neglect or refusal to furnish the required performance and payment bond.

4. The surety company must provide an Increase Rider to the Performance and Payment Bond or execute the Consent of Surety and Increase of Penalty form provided by the County if the project is increased by change order.

7. PRICING PROPOSAL

A. Proposers MUST provide unit costs for all line items.

B. Hourly rates MUST remain firm for the duration of the contract.

C. The County reserves the right to amend the awarded Contract to include additional hourly rates and descriptions, as future needs require.

D. **Market Basket Pricing Approach** - means representative pricing and may be subject to negotiation during the term of the Contract. Market Basket Pricing Approach is a representative sample of the anticipated more frequently used items.

E. County will assign individual courtroom project work utilizing Task Orders.

F. Proposers should familiarize themselves with the attached Sample Contract.

G. Pricing Proposal will be evaluated per the aggregate of the Pricing Table, however, awarded Vendor/Contractor will be bound to percentage discounts as provided in the Equipment Pricing table.

PRICING

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
Demolition: May include HEPA vacuum for dust control, remove in truck or dumpsters, and clean-up.					
1	Remove any existing electronics in a courtroom such as speakers, displays/monitors, cameras, microphones, assisted listening, existing wall plates, existing cabling, racks, and racked equipment.	1	SY		
2	Removed equipment will be inventoried and palatized.	1	CY		
Design New AV System and Planning					
3	Senior AV System Designer	1	HR		
4	AV System Designer	1	HR		
5	Prepare and provide installation and shop drawings.	1	HR		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
6	Complete As-Builts for Construction and Wiring Diagrams	1	HR		
FIT-OUT and INSTALL EQUIPMENT AND ALL COMPONENTS OF COMMUNICATIONS AND AUDIO-VISUAL SYSTEMS					
Installation, termination, and testing of all low voltage cable as it relates to the audio visual equipment.					
7	Lead Installation Technician	1	HR		
8	Installation Technician	1	HR		
Computer Network Components - these services may be requested to offset County staff workload. Includes assembly of equipment only and does not include programming.					
9	Foreman	1	HR		
10	Installer	1	HR		
11	Helper	1	HR		
Audio-Visual System Programming					
12	Senior AV System Programmer	1	HR		
13	Programmer	1	HR		
MATERIALS TO FIT-OUT, INSTALL, and TEST EQUIPMENT AND ALL COMPONENTS OF COMMUNICATIONS AND AUDIO-VISUAL SYSTEMS					
14	Single-Sided Horizontal Cable Managers	1	EA		
15	44U Equipment Rack with Casters	1	EA		
16	24 Port, Category 6 Patch Panel	1	EA		
17	Rack Mounted, Fiber Optic Cable Enclosure	1	EA		
18	6" Category 6 Patch Cables With Boots	1	EA		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
19	5' Category 6 Patch Cables With Boots	1	EA		
20	10' Category 6 Patch Cables With Boots	1	EA		
21	1000' Category 6 Plenum Rated Twisted Pair Unshielded Cable	1	EA		
22	1000' Category 6 Non-Plenum RatedTwisted Pair Unshielded Cable	1	EA		
23	Single Mode 12 Strand Fiber Optic Cable	1	EA		
24	Single Mode 6 Strand Fiber Optic Cable	1	EA		
25	Single-Sided Horizontal Cable Managers	1	EA		
26	Double-Sided Horizontal Cable Managers	1	EA		
27	Single-Sided Vertical Cable Managers	1	EA		
28	Double-Sided Vertical Cable Managers	1	EA		
29	Micro-Adjustable Tilt Wall Mount for display	1	EA		
30	Adjustable Ceiling Mount for display	1	EA		
31	Telescoping Rack shelf	1	EA		
32	Fixed Rack shelf	1	EA		
33	Category 6 Modular jack	1	EA		
34	2 port Modular faceplate	1	EA		
35	1U cable management with Brush Grommet	1	EA		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
TRAINING AND TECH SUPPORT					
36	On-Site Technical Support	1	HR		
37	Remote Technical Support	1	HR		
38	Training	1	HR		
39	Post-Installation Technical Support (Response within 72 hours)	1	HR		
40	Post-Installation Technical Support (Response within 24 hours)	1	HR		
41	Post-Installation Technical Support (Response within 4 hours)	1	HR		
42	Post-Installation Technical Support (Response within 1 hour)	1	HR		
PROJECT MANAGEMENT AND OVERSIGHT					
43	Project Manager	1	HR		
44	Project Coordinator	1	HR		
45	Administrative Assistnat	1	HR		
TOTAL					

EQUIPMENT PRICING

Proposers shall provide percentage discount off manufacturer's suggested retail price. County reserves the right to utilize additional equipment not included on this equipment pricing list. Pricing for additional equipment will be negotiated at time of Task Order preparation.

Line Item	Description	Unit of Measure	Manufacturer and Technical Description	Percentage
1	Audio DSP	1 per courtroom	QSYS Full featured DSP with all licensing.	
2	Courtroom Recording System Camera	4 per courtroom	Birdog PTZ Camera	
3	Large Format Display	3-4 per courtroom	Sony large format commercial display	
4	Video Endpoint	1 per courtroom	Poly Modular video conferencing system for large conference rooms	
5	Document Camera	1 per courtroom	Wolfvision Native 4K UHD Visualizer system	
6	Control Processor	1 per courtroom	Crestron Control Processor	
7	Hearing Assist System	1 per courtroom	Williams AV Infrared System with Dante	
8	Array Microphones	1 per courtroom	Shure Ceiling Array Microphone with Loudspeaker	
9	Network Switches	3 per courtroom	Netgear Pro AV line	
10	Podium	1 per courtroom	Millers Radius Series	

Line Item	Description	Unit of Measure	Manufacturer and Technical Description	Percentage
11	Rack Mounted battery backups	3 per courtroom	Liebert/Vertiv GXT 5 line	

County of Hernando
Procurement Department
Carla Rossiter-Smith, Chief Procurement Officer
15470 Flight Path Drive, Brooksville, FL 34604
(352) 754-4020

ADDENDA REPORT

RFP No. 25-RFP01060/CT

Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms

RESPONSE DEADLINE: September 22, 2025 at 10:00 am

Monday, October 27, 2025

Addenda Issued:

Addendum #1

Sep 2, 2025 4:34 PM

Addendum #1, Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms / 25-RFP01060/CT

Attachments:

· Addendum 1 25-RFP01060 - Audio Visual (AV) Design Installation and Implementation Services for 5th Judicial Circuit Co FINAL

Addendum #2

Sep 4, 2025 4:42 PM

Addendum 2 for 25-RFP01060/CT Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms

PLEASE NOTE THE PROPOSAL SUBMISSION DEADLINE HAS BEEN REVISED

Attachments:

· Addendum 2 25-RFP01060 - Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Co

Addenda Acknowledgements:

Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
AVI-SPL	X	Sep 11, 2025 12:22 PM	Bill Strupp
Clark Productions	X	Sep 3, 2025 3:45 PM	Brian Morrison

Addendum #2

Proposal	Confirmed	Confirmed At	Confirmed By
AVI-SPL	X	Sep 11, 2025 12:22 PM	Bill Strupp
Clark Productions	X	Sep 16, 2025 9:57 AM	Brian Morrison

PROCUREMENT DEPARTMENT
15470 FLIGHT PATH DRIVE ◆ BROOKSVILLE, FLORIDA 34604
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ADDENDUM # ONE (1)

TO
THE CONTRACT DOCUMENTS
FOR THE

Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms

IN
HERNANDO COUNTY, FLORIDA

SOLICITATION NO. 25-RFP01060/CT

Bidders are required to acknowledge receipt of this Addendum via OpenGov prior to the time of the Bid Opening.

The following changes, additions are hereby made a part of the Contract Documents for the above-referenced Solicitation as fully and completely as if the same were fully set forth therein:

A. QUESTIONS AND ANSWERS

1.Q. Is there a cost estimate or budget associated with the work involved in this project?

1.A. The budget for this project is $600,000.00.

2.Q. What is the intended start and end date of installation?

2.A. Project timeline: commencement post-contract signing, approximately 60 days thereafter.

3.Q. Are both courtrooms intended to be installed at the same time, or will the courtrooms be installed sequentially one after the other?

3.A. Yes, simultaneous booking is feasible for both rooms.

4.Q. Is there a requirement for onsite support for any period of time after the installation? If so, how many hours or days are desired?

4.A. A warranty period was included in the agreement. Additionally, a contract rate should be established to ensure transparent pricing.

5.Q. How many (hours or days) of training is required?

5.A. A period of 5 hours.

6.Q. Does this bid need to include a service contract? Section 7 seems to indicate that a service contract with specific response times is necessary.

6.A. No, Section 7 mandates the setting of an hourly rate for tech support services unless they fall under the warranty coverage.

7.Q. Are there any liquidated damages or other financial penalties associated in the bid?

7.A. No, this solicitation does not specify liquidated damages.

8.Q. Where is the location of the AV Racks Mentioned in 6.3 E and F?

8.A. The rack for Courtroom D is situated in room 140, while the rack for Courtroom E is located in room 242.

9.Q. Please confirm the location of each AV rack in relation to the Enterprise rack mentioned in 6.3.E

9.A. There is an enterprise-grade 2 post rack situated within each room, approximately 15 feet from one another.

10.Q Section 6.3 G: what is an "enterprise drop"?

10.A. Any cables listed as terminating in the enterprise rack and/or that provide connectivity to non-AV court systems are enterprise drops.

11.Q. 6.5.B.17: Can you please clarify the functionality of the blue light and where does it land?

11.A. The presence of blue light signifies the monitoring or recording of proceedings within the courtroom. Consequently, the cables in question must be directed through the respective courtroom's rack, specifically in rooms 140 and 242, and ultimately terminated in room 349.

12.Q. 6.5.B.23: Where is the exterior location? How many press trucks will be supported? What is a quad feed? "Courtroom Quad Feed"

12.A. The media pedestal is situated across the driveway from the main entrance. We require only one feed at the pedestal, but it needs to be a split feed. If you could provide a quad feed, encompassing the 4 courtroom cameras or 3 cameras and codec feed, that would be ideal. All AV equipment should be converted and transmitted to the pedestal. We have already established a fiber connection to the pedestal. The patch panel for the AV setup can be found in room 242.

13.Q. 6.5.C. Is network cabling mentioned in this bullet specific to AV system or is vendor required to pull LAN to floor boxes?

13.A. The vendor undertakes the installation of all low voltage cabling.

14.Q. 6.5.C.D: Cable Testing: is there a specific set of metrics or cable testing specification that is required to use in order to validate fiber and copper cabling?

14.A. Reference the attached "Fifth Judicial Circuit Court AV Network Standards" document as per Request for Proposals No.25-RFP01060/CT.

15.Q. Is it within scope to provide floor boxes or is third party providing and installing floor boxes?

15.A. The awarded contractor assumes responsibility for the installation of all necessary floor boxes. Consequently, it is the County's obligation to undertake the execution of core drilling and ensure the completion of high voltage installation.

16.Q. 6.5.C.m: 4-post rack w/ casters is called out – are freestanding enclosed cabinet racks on casters acceptable?

16.A. Yes, the doors and sides are designed with removability for optimal maintenance access.

17.Q. Multiview processors are mentioned in several parts of scope—what is the intended use of the Multiview processors? Is the media feed fed by the Multiview processor? How many inputs does the Multiview processor need to support?

17.A. We require a minimum of two Multiview processors. Each processor should be configured to handle four video sources, merging them into a singular 2x2 image. This setup necessitates four assignable inputs. For our Court Recording system, we need one Multiview processor, while the other will be dedicated for Media feed and video conferencing. Other design options will be considered accordingly.

18.Q. If the Polycom Conferencing system is end of life or approaching end of life, is there a preferred replacement?

18.A. In order to ensure compatibility and equivalence in features, it is essential to specify an H.323 / Zoom capable device by our Audio-Visual Vendor.

19.Q. Are you able to describe how the video conferencing system should behave, and what it's inputs and outputs are?

19.A. Each panel input should be selectable and assignable. The setup includes a 2x2 quad view with courtroom cameras, judge camera, presentation input, and a quad with 3x courtroom cameras + presentation. Outputs are far end video, and the unit must be zoom capable.

20.Q. Are we required to provide Mobile TV Carts (referenced in Courtroom Requirements for the Jury Room and Courtroom)? If so, how many?

20.A No, the awarded contractor is required to provide structured cabling, connections, and appropriate decoders.

21.Q. Are outputs to support the mobile carts intended to be installed in floor boxes or on walls?

21.A. The output inside the courtroom is to be mounted as a plate on the side of the podium. All others locations specified will be wall mounted low voltage plates.

22.Q. For the Interpreter Station, are you able to disclose the preferred communication platform used in recent courtroom upgrades? Do the headsets live in the Miller's Lectern, and at what location is the assistive interpreter situated?

22.A. The Dante audio is to be connected to a RedNet X2P, which is conveniently housed within the podium. This setup enables County staff to utilize the device throughout the room, with the flexibility to extend patch cables to suit varying positions.

23.Q. Where is the PC/User who will manage Multiview production and Audio processing (referencing the PC that will have Dante Soundcard installed) located?

23.A. The owner furnished court recording personal computer is situated within the AV rack. Audio-visual processing and recording are managed through software that is locally installed on this device.

24.Q. Please provide electronic copies of the following documents: Architectural Set including reflected ceiling plan and furniture layout Electrical set (MEP) containing network drop indications, rack locations, locations of floor boxes, AV connections One Line Diagrams / As-Builts from recent courtroom upgrades

24.A. Following the award, additional documents will be supplied to the contractor to ensure alignment with specific requirements of each task order.

BOARD OF COUNTY COMMISSIONERS
OF HERNANDO COUNTY, FLORIDA

Felicia Holmes, CPPB, NIGP-CPP, FCCM, Procurement Manager
For: Carla Rossiter-Smith MSM, PMP, GPC
Chief Procurement Officer

PROCUREMENT DEPARTMENT

15470 FLIGHT PATH DRIVE ◆ BROOKSVILLE, FLORIDA 34604
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ADDENDUM # TWO (2)

TO
THE CONTRACT DOCUMENTS
FOR THE

Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms

IN
HERNANDO COUNTY, FLORIDA

SOLICITATION NO. 25-RFP01060/CT

Bidders are required to acknowledge receipt of this Addendum via OpenGov prior to the time of the Bid Opening.

The following changes, additions are hereby made a part of the Contract Documents for the above-referenced Solicitation as fully and completely as if the same were fully set forth therein:

A. QUESTIONS AND ANSWERS

1.Q. Is this project exempt for state and local sales tax?

1.A. No, according to Section 4.3, INSTRUCTIONS FOR PREPARING PROPOSALS, REQUIREMENTS AND RULES FOR PROPOSALS, paragraph D, “Pricing shall include any sales or use taxes, if applicable.”

2.Q. Section 6.6 discusses a payment and performance bond. In section 6.6 Item 3 there is a reference to a “Bidder’s bid security”, however there does not appear to be a specific provision requiring a bid bond as part of the RFP response. Is a bid bond required as part of the RFP response?

2.A. No, a Bid Bond is not required for this RFP.

3.Q. In Section 7 Pricing Proposal, in the table under unit of measure there is a reference to SY and CY. Please define these short hand units of measure?

3.A. The units of measure *SY* and *CY* equate to Square Yards and Cubic Yards, respectively.

4.Q. In Section 7 Pricing Proposal, should the hourly rate for onsite workers include travel expenses or is that separate cost covered by Section 5.3.7 Travel and Subsistence of the Professional Services Agreement?

4.A. Please include all travel costs in Section 7 Pricing Proposal.

5.Q. Can you explain the use case for the paging system, are we tying into an existing paging system throughout the bldg OR is this paging just local to the room itself? If we are tying into existing can please provide the make/model of the hardware.

5.A. Paging system is to be local to rooms and adjacent hallways.

6.**Q**. **Will a dumpster on-site be available for general construction waste?**

6.A. Yes, however it is not a dedicated construction dumpster and we will not be able to place a high volume of construction waste as it would interfere with regular dumpster useage. We can provide space for a construction dumpster if awarded vendor provides one.

7.Q. Will a Nationally recognized AV Certification (CTS-I, D, E) supersede the Florida License for professional engineer?

7.A. No. The RFP requires a Florida certified professional engineer.

B. CHANGES

1. OVERVIEW is revised as follows:

Timeline

Release Project Date: August 6, 2025
Pre-Proposal Meeting (Non-Mandatory): August 14, 2025, 9:30am
Hernando County Courthouse, 20 N. Main St., Brooksville, FL 34601
Question Submission Deadline: August 25 August 25, 2025, 5:00pm
Question Response Deadline: August 27, 2025, 5:00pm
Proposal Submission Deadline: ~~September 15,2025~~ September 22, 2025, 10:00am
Administrative Conference Room at 15470 Flight Path Drive Brooksville, FL 34604

BOARD OF COUNTY COMMISSIONERS
OF HERNANDO COUNTY, FLORIDA

Felicia Holmes, CPPB, NIGP-CPP, FCCM, Procurement Manager
For: Carla Rossiter-Smith MSM, PMP, GPC
Chief Procurement Officer

PROCUREMENT DEPARTMENT

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MEMORANDUM

TO: Joseph Goulart, Contracting Agent II

FROM: Jeremy Moore, Due Process Manager

DATE: 10/30/2025

SUBJECT: RFP No. 25-RFP01060/CT Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms

The Procurement Selection Committee (PSC) met on October 22, 2025, to review proposals from two (2) proposing firms and has completed ranking of the respondent's proposals for RFP No. 25-RFP01060/CT Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms.

The Committee consisted of:

Jeremy Moore, Due Process Manager
George Welsted, Director of I.T.
John Neander, Courtroom Technology Officer
Andy Nelson, Systems Administrator
Elizabeth Bene, Court Program Specialist I

The firms were ranked in order as follows:		Points (maximum score 100):
1.	Clark Productions, Inc.	89.9
2.	AVI-SPL	73.2

Staff requests the Procurement Department move forward with discussion and requests for labor rates from the above top ranked firm and initiate negotiations.

REFERENCE

Reference For (Firm/Company): Clark Productions, Inc.

Company & Person Completing Reference: (Company & First and Last Name of Person Completing this Form):

Company Name: 5th Judicial Circuit of Florida

First Name, Last Name: John Kidd

PHONE #: 352-754-4748 Email: jkidd@circuit5.org

1. Describe the work contracted to firm/company.

   Courtroom AV Upgrades

2. Was the work completed on time?

   yes

3. Were you satisfied with the final results?

   yes

4. Did you implement their recommendations?

   yes

5. Did you encounter any problems?

   no

6. How would you rate the company on a scale of 1 to 5 (low to high) on the following:

   Professionalism 5

   Qualifications 5

   Final Product 5

   Cooperation 5

   Reliability 5

7. Would you contract with this company again?

   Yes X No _____ Maybe _____

Hernando County Use Only
Reference checked by: Joseph E. Goulart Date: 10/29/2025

REFERENCE

Reference For (Firm/Company): Clark Productions, Inc.

Company & Person Completing Reference: (Company & First and Last Name of Person Completing this Form):

Company Name: 5th Judicial Circuit of Florida

First Name, Last Name: John Kidd

PHONE #: 352-754-4748 Email: jkidd@circuit5.org

1. Describe the work contracted to firm/company.

   Courtroom AV Upgrade Completed 18 courtrooms during Covid in 92 days

2. Was the work completed on time?

   yes

3. Were you satisfied with the final results?

   yes

4. Did you implement their recommendations?

   yes

5. Did you encounter any problems?

   no

6. How would you rate the company on a scale of 1 to 5 (low to high) on the following:

   Professionalism 5

   Qualifications 5

   Final Product 5

   Cooperation 5

   Reliability 5

7. Would you contract with this company again?

   Yes X No _____ Maybe _____

Hernando County Use Only
Reference checked by: Joseph E. Goulart Date: 10/29/2025

REFERENCE

Reference For (Firm/Company): Clark Productions, Inc.

Company & Person Completing Reference: (Company & First and Last Name of Person Completing this Form):

Company Name: 5th Judicial Circuit of Florida

First Name, Last Name: John Kidd

PHONE #: 352-754-4748 Email: jkidd@circuit5.org

1. Describe the work contracted to firm/company.

   Implemented AV upgrades in multiple courtrooms in multiple courthouses

2. Was the work completed on time?

   yes

3. Were you satisfied with the final results?

   yes

4. Did you implement their recommendations?

   yes

5. Did you encounter any problems?

   no

6. How would you rate the company on a scale of 1 to 5 (low to high) on the following:

   Professionalism 5

   Qualifications 5

   Final Product 5

   Cooperation 5

   Reliability 5

7. Would you contract with this company again?

   Yes X No _____ Maybe _____

Hernando County Use Only
Reference checked by: Joseph E. Goulart Date: 10/29/2025

County of Hernando
Procurement Department
Carla Rossiter-Smith, Chief Procurement Officer
15470 Flight Path Drive, Brooksville, FL 34604
(352) 754-4020

NOTICE OF INTENT TO AWARD
RFP No. 25-RFP01060/CT
Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms

RESPONSE DEADLINE: September 22, 2025, at 10:00 am

Tuesday, October 28, 2025

TO: All Interested Parties

After a thorough review of the bid(s)/proposal(s) received, Hernando County Government staff intends to recommend to the Board of County Commissioners of Hernando County, Florida, a contract award for the above solicitation be approved with:

Clark Productions

1095 Windward Ridge Parkway

Alpharetta, GA 30005

The tentative date for this recommendation is December 16, 2025. The final contract award is subject to funding availability, insurance coverage, and approval by the Board of County Commissioners of Hernando County, Florida.

Any Bidder who protests the Bid Specifications or Award or Intent to Award, must file with the County a notice of protest and formal written protest in compliance with the Hernando County Procurement Manual, Section 22, which can be found at https://www.hernandocounty.us/home/showpublisheddocument/10509/638893844081930000.

Failure to timely file such documents will constitute a waiver of proceedings. Failure to file a protest within the time prescribed by, or failure to post the bond or other security in strict accordance with, the Hernando County Procurement Manual, Section 22, shall constitute a waiver of protest proceedings."

Thank you for your interest in conducting business with Hernando County Government.

Sincerely,

Carla Rossiter-Smith, MSM, PMP, GPC
Chief Procurement Officer

Proposal

CLARK

RFP 25-RFP01060/CT

With 27+ years of satisfied clients, our audio, video & lighting systems have a lower total cost of ownership and proven results.

Prepared for:

FL 5th Circuit, Hernando County

Brooksville, FL

Prepared by:

Clark

1095 Windward Ridge Pkwy, Suite 200
Alpharetta, GA 30005
(770) 888-5088

Proposal Issued:

September 22, 2025
P-10382

Project Pricing Statement:

Clark is not responsible for changes due to raw material shortages, logistical delays, or vendor price increases. Pricing is subject to adjustment based on these factors. Additionally, any fluctuations in U.S. import tariffs will be added to the total cost and will be the customer's responsibility. The pricing in this proposal is guaranteed for 30 days from the date above, excluding any tariff-related adjustments.

Statement of Confidentiality

This proposal and supporting materials contain confidential and proprietary intellectual property of Clark. It is not to be shared with other parties.

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Introduction

Clark Productions, Inc. (Clark) has a deep understanding of the scope of this RFP and the resources required to design and implement what the RFP requires. Clark has worked with the 5th Judicial Circuit of Florida for over 5 years to successfully design and implement the requirements of this RFP in over 20 courtrooms. Most recently Clark designed (in collaboration with the 5th Judicial Circuit of Florida), installed, programmed, and commissioned the upgrade to the courtrooms recently renovated in the Hernando County Courthouse. Even though those four courtrooms were completed in the past year, Clark will still use our process of meeting with the County and the 5th Judicial Circuit of Florida to ensure the design meets the latest requirements of the RFP and the latest industry standard technology. Even though Clark is intimately familiar with the design, Clark will ensure that Hernando County gets the least expensive right solution that ensures quality over quantity.

Clark has a dedicated project manager that lives in Central Florida and installation crews that are local to Central Florida ensuring Clark can deliver a fair price for the project and continue to support the systems installed after the project is completed.

In sections 1 -3, Clark has provided additional details as requested by the RFP. Please reach out with any additional questions.

Representative and Negotiator for Clark Productions, Inc:

(1) Brian Morrison
   a. Business Development
   b. 1095 Windward Ridge Parkway, Suite 200 Alpharetta, GA 30005
   c. 334-414-4000
   d. Brian.morrison@clark.is

Corporate Officers capable of binding Clark Productions, Inc. are specified in the Corporate Affidavit.

Sincerely,

Section 1.0 – Ability, Capacity and Skill of Firm

Clark Productions, Inc. has the ability, capacity, and skill to fulfill the requirements of this RFP. Clark has a robust team of experienced and knowledgeable professionals for projects of this type. Clark's experience and qualification is very relevant for this specific project. The AV system that is being requested to be installed was designed by the Clark team in collaboration with the 5th Judicial Circuit. In addition, the Clark team recently installed this very system in the Hernando County Courthouse during the renovation project managed by the Manhattan Construction company. There was a total of four (4) courtrooms that received upgrades. The Clark team that design/installed/programmed/commissioned the four (4) courtrooms will be the same team doing future projects at Hernando County.

Local Labor and Materials Market

Over the past five (5) years, Clark has developed a local installation crew that meets the installation standards that Clark demands of its team. This is team is based in Central Florida, which reduces travel costs. Clark has a full-time project manager based in Central Florida that leads and manages these projects.

Clark is a national company with large buying power. Clark's buying power provides our clients with an opportunity to make their budget go further. In addition, the relationship our team builds with our vendors helps to ensure our clients are taken care of when issues arise.

Key Team Personnel: Credentials and Qualifications

(1) Project Principal – Brian Morrison, 5+ years of selling AV systems for the judicial market.
   a. Role - Client Relations

(2) Senior Project Manager – Brandon Byrd, 10+ years of managing AV projects including judicial projects.
   a. Role – Project Integration with Company Objectives
   b. PMP Certification

(3) Junior Project Manager – Jeff Harrison, 30+ years of experience in the AV world. 10+ years in project management. (Local to Central Florida)
   a. Role – Project Manager who is the one point of contact for the project

(4) Senior Solutions Architect – Kyle Goyer, 20+ years of AV experience.

a. ***Lead Designer who worked with the 5th Judicial Circuit 5 years ago to develop the scope of work presented in this RFP.*
b. Role – Finalizes the onsite programming and workflow.
c. Crestron Certified Master Programmer (MCP)
d. Crestron Certified DM-NVX Engineer
e. Crestron Digital Media Certified Engineer – 4K
f. Crestron Master Technology Architect (MTA)
g. Q-Sys Level 2
h. Q-Sys Control 201
i. Dante Master Technician

(5) Lead Programmer – Micah
   a. Role – Final development and documentation of programming before onsite deployment.
   b. Crestron Certified Master Programmer (MCP) - Gold
   c. Crestron Certified DM-NVX Engineer
   d. Crestron Digital Media Certified Engineer – 4K
   e. Crestron Master Technology Architect (MTA)
   f. Q-Sys Level 2
   g. Q-Sys Control 201
   h. Dante Master Technician

(6) Solutions Engineer – Kyle Rogers
   a. Role – Final Technical Details
   b. Develops the installation documents for each project.
   c. Coordinates the infrastructure requirements for the project.
   d. Delivers the as-builts and close-out documents for each project.
   e. Has worked on all of Clark's judicial projects except for Marion County.

(7) Lead Commissioner – Christian Vang
   a. Role – Compliance of equipment to Networking Standards
   b. Certified Network Engineer
   c. Leads the team in bringing the network online according to the specifications of the county.

(8) Lead Installation Team – Andrew Ayers, Stage Culture, lead installer with 15+ years of AV experience. (Local to Central Florida)

a. Role – Leads the Onsite Team and Ensures Client satisfaction during installation process.
b. Has done several judicial projects with Clark.
c. Andrew's team did the installation of the four (4) new court rooms at the Hernando County Courthouse.

Planning and Resource Management

Clark utilizes a sprint methodology to develop priorities and establish schedules. Clark is agile enough to move crews and resources around to meet demanding timelines. Clark's goal is to work with the county to develop a schedule that works with the judge's schedule while protecting the quality of the product to be delivered to the county. Clark understands that time is of the essence when courtrooms are down and always works towards minimizing interruptions.

Section 2.0 – Proposer's Methodology, Technical Ability and Approach

Approach and Value Engineering

Clark's approach to meet the County's needs and objectives is to always start with a conversation about what is working and is not working with current systems to ensure the right features are carried forward in future projects. Even though Clark has been working with the 5th Judicial Circuit of Florida for the past five (5) years, Clark still sits down with the 5th Judicial team and reviews the scope and equipment list of each project before finalizing the design. This approach has helped control costs, improve workflows, ensure reliability, and help with the maintenance of the equipment.

For example, as manufacturers develop new technology, Clark has implemented new technical workflows that simplifies system designs and reduce project costs. Even being able to save $5k-$10k in improved design efficiencies translate to significant savings over 5 to 10 courtrooms. However, Clark does not sacrifice quality, reliability, and longevity to save costs. Most courtrooms are upgraded once every 10-15 years and these systems must support the courts well during this period.

Quality Control and Maintenance

Clark's approach to quality control is to first start with a dependable design that has been well thought through and thoroughly discussed with the client. Next, is to specify quality products from manufacturers with a proven track record for reliability and support post installation. Third, Clark builds all AV systems off-site in our shop before being deployed onsite. In this environment, the team ensures that all equipment is racked properly, cabled properly, operates properly from the factory, and begins initial commissioning and programming. This step is crucial because it minimizes onsite time, streamlines final programming and helps narrow down issues that do pop-up. Clark has a dedicated shop manager that oversees the quality of the builds that happen in the shop. The final step in the quality control process is onsite verification. Our lead commissioner for the project will ensure that all field cables pass the appropriate tests, all equipment operates as specified in the design documents and will walk the project with the client to ensure all technical punch list items are resolved.

Clark's methodology for a maintenance schedule is based on the expectations and support budgets of the client. Because our system designs are built using quality components the

maintenance requirements are reduced significantly. In general, it is a good practice to test most systems once a quarter, however, most of the equipment is designed to operate 24/7 and operates well without needing to be tested. To reduce downtime when issues do arise, our team recommends having a few spare essential components.

Clark does have support agreements available that can work with most client's budgets. However, even without a support agreement, the Clark team will always jump in and assist one of our clients when requested.

Technical Approach and Methodology

Clarks' design philosophy is to build dependable systems that elevate quality over quantity, which delivers the least expensive solution for your needs and objectives. Our team looks to specify products that are built well and where the manufacturer has a robust post installation support team to ensure the longevity of the investment.

The workflow decides the system design, which decides the manufacturer choices. Our team always starts with the end-user workflow and then builds simply and reliable systems to support that workflow. In addition to the system design, our team works hard to develop user interfaces (UI) on a touch panel that are simply to understand using language and symbols that make sense to the end-user not an engineer.

Specifically, the systems in this RFP are built around a workflow that puts the controls of the AV in the hands of the judge or the judge's clerk. The judge must have a user interface that is simple to initiate a video conference call, or call the jail for first appearances, or control the evidence presentation so as not to prejudice a jury or have a sidebar that protects the privacy of the conversation. In addition, the system design must support the integration of 4 PTZ cameras without showing the jury for video calls, support remote video interpretation for defendants, provide video and audio content to the ECR, and provide feeds to a media pedestal and these functionalities must be automated.

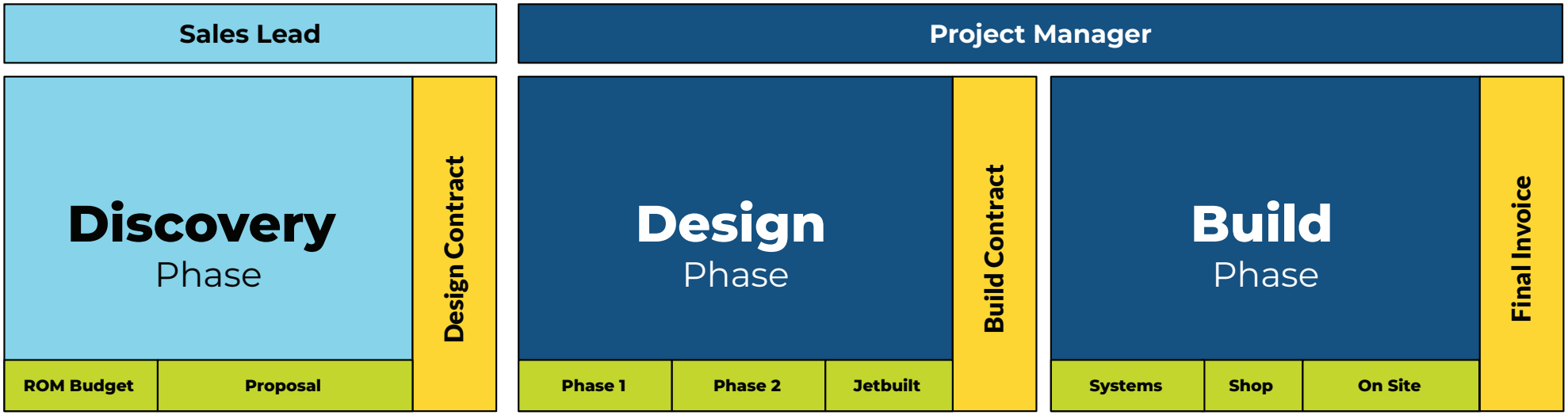
The other issue to consider in this project is downtime. Our team looks to schedule the onsite work several weeks in advance (typically 6-8) allowing for the court admin to plan resources in a timely manner or for our team to plan accordingly based on the judge's schedule.

Typical Schedule

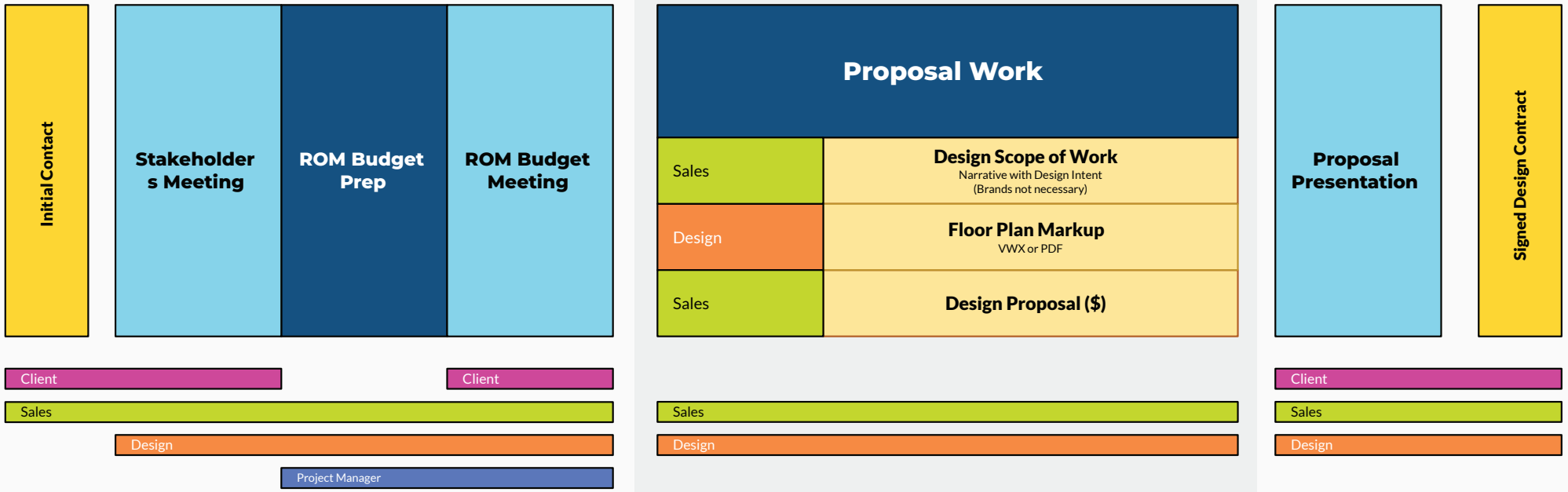
This is a typical schedule for a judicial project, which is subject to change based on the requirements of the project and equipment lead times.

(1) Finalization of Design and Scope – 2 - 3 weeks
(2) Procurement of Equipment – 6 – 8 weeks
(3) Shop Builds and Initial Commissioning 3 – 5 weeks
(4) Onsite Installation – 1 week
(5) Final Commissioning and Hand-off – 1 week

Project Phases



Discovery Phase

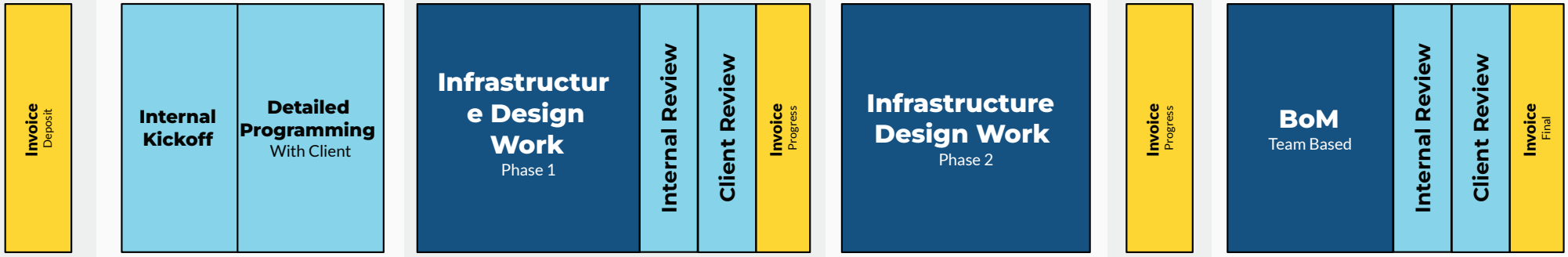


High Level Discussion

Goal is to fill out the ROM ahead of meeting with the client and review any drawings.

Ex. PA, Labor, Design Fee

Design Phase



Meeting Goals

Outline internal timelines and key deadlines

Review project scope and estimated budgets

Identify needed subject matter experts

Define clear communication channels

Confirm the team members for Detailed Programming meeting

Project Manager

Introduce project launch

Review billing, hours, and milestones

Confirm communication channels

Set schedule and timeline expectations

Define project scope in writing

Clarify Design Development (DD) phase

Designer

Gather design details for Technical SoW

Develop Design to 50% Completion

Create a Technical SoW and Responsibility Matrix from the Sales SoW

Design 50% VWX Infrastructure:

- General Notes
- Generic Details: (Subs, Display Mounting, Rigging, Power IG)
- Floor Plan Equipment Layouts
- Ceiling Plan Equipment Layouts

Define division of duties

Develop design workbook

Create control workbook

Meeting Goals

Review and sign off on 50% infrastructure set

Project Manager

Email meeting notes to client

Advance design to 90% completion

Finalize VWX equipment layout

Add general notes and specific details (Subs, Display Mounting, Rigging, Power)

Confirm final division of duties

Calculate weight and heat loads

Develop conduit and J-Box schedules

Detail power loads and panel schedules

Update floor plans and RCPs

Sales Ops

Enter design into Jetbuilt for quoting

Request quotes from manufacturers

Register project with manufacturers when possible

Sales Team

Verify registration status

Confirm accuracy of BOM items in Jetbuilt

Review pricing and availability updates

Final Deliverables

Budget from Jetbuilt

Scope of Work

Permit Infrastructure

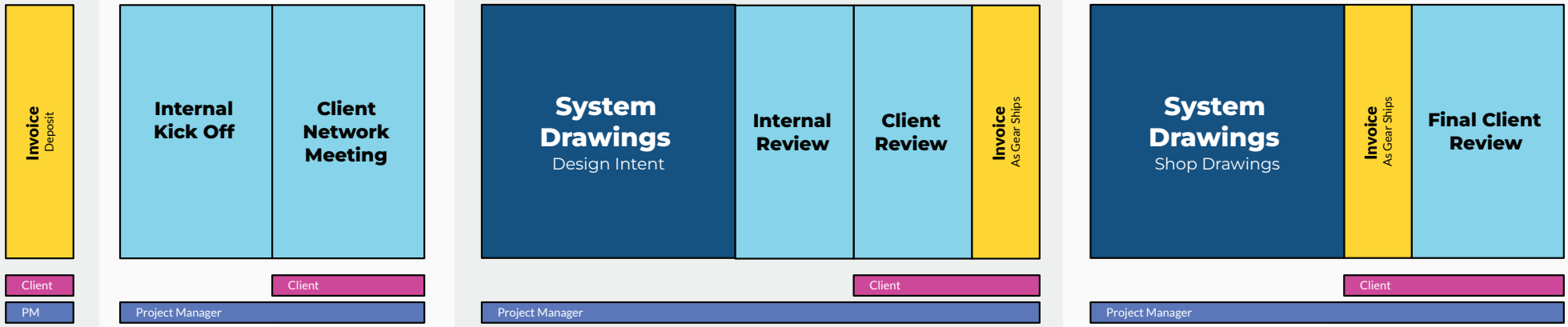
Meeting Goals

Confirm client approval of deliverables

Email meeting notes and review summary to client

Obtain sign-off from all teams and client

Build Phase



Meeting Goals

Assign team roles and responsibilities

Establish internal project schedules

- Define engineering timeline
- Set commissioning schedule
- Plan manufacturer commissioning
- Schedule training and handoff

Arrange client network meeting

Validate existing infrastructure drawings

Identify any necessary changes

Meeting Goals

Review IP/network coordination needs for deployment

Set expectations for commissioning and required information

Clarify communication structure for system drawings and updates

Define control system requirements and functionality

Review and Sign Off

Email meeting notes to client

System Line Drawings

- Reference design workbook
- Insert symbols
- Connect equipment (excludes cable labels, patchbay labeling, pinouts, and schedules)

Rack Elevations

Commissioning Paperwork

- IP schedules
- Audio input list
- Multiview layout
- Switcher layout
- Intercom layout

Review and Sign Off

Email meeting notes to client

Design Refinements

- Incorporate updates from review feedback
- Finalize layout and configuration
- Specify custom plates, looms, and fabrication requirements

Detailed Labeling and Documentation

- Cable labels
- Patchbay labeling
- Pinouts
- Schedules

Materials and Parts (MWS)

Patch Cables:
- HDMI, Ethernet, Audio, Power

Connectors:
- Video, Audio

Hardware:
- Rack components
- Blanks and accessories

Review and Sign Off

Email meeting notes to client

Build (Shop) Phase

Team Meeting

Internal Kick Off with Kirk

Rack Build

Shop Commissioning

Project Coordinator

Invoice Mobilization

Project Manager
Engineering
Design
Commissioners
Shop

Project Manager

Commissioners
Shop

Project Coordinator

Client
PM

Document and Plan Verification

Confirm all drawings, scope, and plans are up-to-date

Commissioning Preparation

Review and confirm initial steps for the commissioning plan

Build Phase Planning

Outline next steps and key milestones for the build phase

Team Alignment

Sync up with the fabrication team on build expectations

Technical Review

Review equipment rack assembly and wiring requirements

Network Setup

- Set up network switches and configure IPs
- Install and test patch cables
- Confirm and verify all patch connections

Equipment and System Verification

- Verify equipment functionality and readiness
- Conduct initial system testing

Programming and Commissioning

- Complete preliminary programming tasks
- Coordinate any manufacturer commissioning needs

Preparation and Packing

- Palletize equipment for shipment and prepare job boxes

Inventory and Materials Management

- Review MWS; address backorders and availability

Field Support and Setup

- Set up project work app with field tasks
- Coordinate field support and additional needs

Administrative Tasks

- Manage permitting and miscellaneous tasks

Logistics and Closeout

- Oversee shipping, project return, and closeout

Build (Shop) Phase

Internal Review

Installers
Project Manager
Engineering
Design
Commissioners

Project Planning and Schedule

- Review schedule and prerequisites
- Discuss any potential delays
- Address change orders

Risk and Issue Management

- Review issue log
- Plan for risks and responses

Installation Coordination

- Plan installation approach as a team
- Confirm scope of work (SOVs)

Project Closeout

- Review closeout form and requirements

Assemble Install Documents

Project Manager

Wiring and Connections

- Cable pull plan
- Rack and field termination guides

Rigging and Mounting

- Rigging documentation
- PA installation details
- LED wall setup instructions
- Lighting hang plan

Commissioning and Handover

- Test and verification checklist
- Commissioning checklist
- Cutover procedure
- Training materials
- Internal punch list (with PM on-site leadership)

Create Install Milestones

Site Condition Walkthrough

Installers
Project Manager

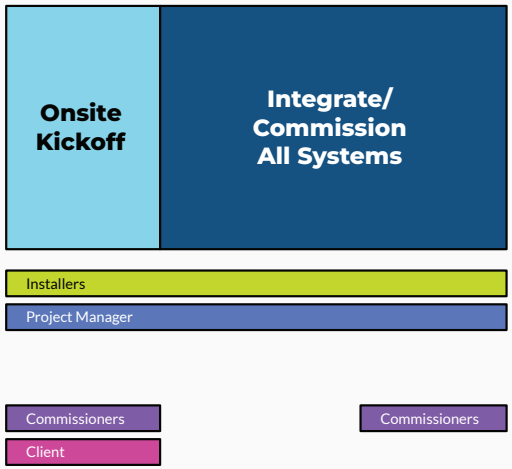
Commissioners

Pre-Mobilization PM Tasks: Installation Milestones

Communicate prerequisites to the General Contractor (GC) to ensure readiness for installation

Document and verify current site conditions

Build (On-Site) Phase



Introductions

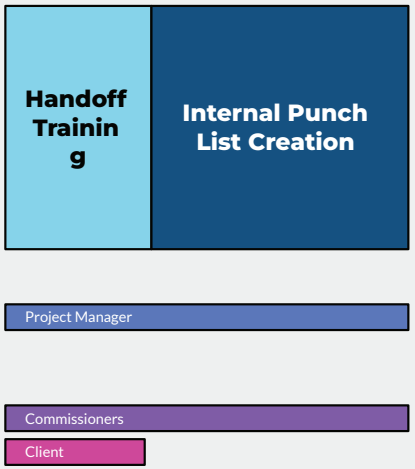
- Introduce client and GC teams

Project Overview

- Review schedule and key milestones
- Communicate prerequisites to the GC for installation readiness
- Document current site conditions

Communication Plan

- Define communication flow between site lead and project manager

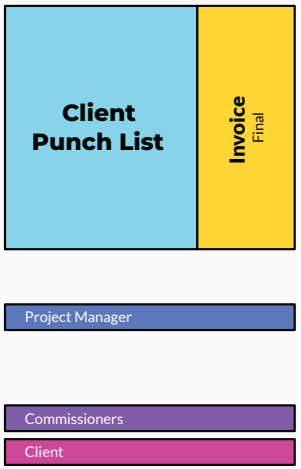


Project manager

- Assign a team members to create a list for audio, video, lighting, and control systems

On-site System Check

- Each department to perform a thorough system check and build punch lists



Formal Review and Documentation

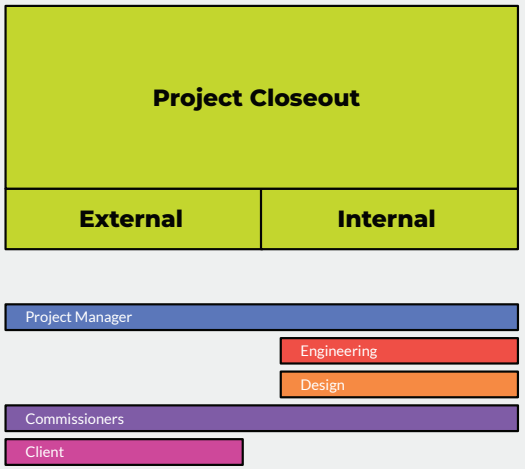
- Conduct a formal review of completed work with the client
- Identify and document any outstanding issues for the client-side punch list
- Ensure each department (audio, video, lighting, control) reviews their scope with the client

Quality and Functionality Verification

- Confirm functionality and quality meet client expectations
- Clarify next steps for addressing punch list items

Sign-Off Preparation

- Obtain client's preliminary approval towards substantial completion sign-off
- Outline final steps for achieving full project sign-off



Prepare and Deliver Final Documentation

- As-built drawings
- Design Workbook: IP schedules, usernames/passwords, DSP and backup files

Finalize Project Sign-Off

- Schedule final client meeting to review deliverables
- Obtain client's signature on completion form

Communicate Warranty and Support Information

- Provide warranty details, coverage, and duration
- Outline support resources and contact information

Conduct Lessons Learned Review

- Hold a team meeting to review project outcomes and challenges
- Document key lessons and improvements for future projects (format TBD)

Discuss RMA Process

- Identify any return material authorizations (RMAs) needed
- Discuss steps taken and areas for improvement in the RMA process

Archive Project Documentation

- Organize and archive all project files and communications (e.g., Basecamp, Fieldwire)

Project Phases

Sales Lead	Project Manager	
DISCOVERY PHASE	**BUILD PHASE**	**BUILD PHASE**
ROM Budgeting	Phase 1	Systems
Proposal Creation	Phase 2	Shop Prep
Design Contract	Jetbuilt Budget	On Site Build
	Build Contract	**Final Invoice**

Courtroom

Audio DSP

QTY	Description
1	**Audio DSP - QSC Qsys Core 24f** Qsys Core 24f DSP - includes UCI and Scripting Licenses
1	QSC CORE 24f Q-SYS Core Processor with 24 local audio I/O channels, 160x160 total network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual Ethernet ports for network redundancy plus two auxiliary Ethernet ports, two RS232 ports, 8x8 GPIO, 24 next-generation AEC processors, 1RU. Includes Scripting/UCI functionality.
1	QSC SLDAN-32-P Q-SYS Software-based Dante 32x32 Channel License, Perpetual
1	**Defendant Headset Output**
1	RDL AV-NH1 Network to Stereo Headphone Amplifier - Dante
1	**Court Report Headset Output**
1	RDL AV-NH1 Network to Stereo Headphone Amplifier - Dante
1	**Interpreter Interface**
1	Focusrite RedNet X2P 2 Channel 24/96 Mic Pre, Headphone/Line Out Dante I/O Interface with PoE
1	Shure BRH440M Dual-Sided Broadcast Headset
1	Shure BCASCA-NXLR3QI Detachable cable with Neutrik 3 Pin XLR Male connector and 1/4'' stereo plug
1	Pro Co Sound DURACAT-50NB45 Solid Core CAT6 UTP Cables

Microphones

QTY	Description
1	**Paging System Microphone**
1	Shure MX412D/C Cardioid-12" Desktop Gooseneck Condenser Microphone, Attached 10´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base
2	**Attorney Table Mic Mute Buttons**
1	Shure MXA-NMB NETWORK MUTE BUTTON
1	**Ceiling Array Microphone**

QTY	Description
1	Shure MXA920W-S Ceiling Array Microphone, Square, White, 24 inch
1	Shure A910-HCM MXA910 HARD CEILING MOUNT, WHITE
1	Shure A900-CM Ceiling Mount for MXA920
1	**Judge Mic**
1	Shure MX412D/C Cardioid-12" Desktop Gooseneck Condenser Microphone, Attached 10´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base
4	**Attorney Mics**
1	Shure MX412D/C Cardioid-12" Desktop Gooseneck Condenser Microphone, Attached 10´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base
1	**Podium Mic**
1	Shure MX412/C Cardioid-12" Gooseneck Condenser Microphone, Attached Preamp with XLR Shock Mount Flange, Mount Snap-Fit Foam Windscreen
1	**Witness Mic**
1	Shure MX412/C Cardioid-12" Gooseneck Condenser Microphone, Attached Preamp with XLR Shock Mount Flange, Mount Snap-Fit Foam Windscreen
2	**Jury Mics**
1	Audix M40W12 MIC, COND, CARD, CEILING, HANGING GNECK,
2	**Gallery Mics**
1	Audix M40W12 MIC, COND, CARD, CEILING, HANGING GNECK,
1	**Clerk Mic**
1	Shure MX412D/C Cardioid-12" Desktop Gooseneck Condenser Microphone, Attached 10´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base
1	**Sidebar Mic**
1	Shure MX395B/O Black Low Profile Boundary Mic, Omni, 3-pin XLR

Speakers / Amplifiers

QTY	Description			
1	**Paging Speakers for Lobby (207) Area**			
4	Crestron	SAROS IC6T-W-T-EACH	Saros 6.5” 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)
1	**Paging Speakers for Child Waiting (227) Area**			
1	Crestron	SAROS IC6T-W-T-EACH	Saros 6.5” 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)
1	**Paging Speakers for Family Waiting (226) Area**			
2	Crestron	SAROS IC6T-W-T-EACH	Saros 6.5” 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)
3	**Judge Zone Speakers**			
1	Crestron	SAROS IC6T-W-T-EACH	(Judge Zone) Saros 6.5” 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)
2	**Jury Zone Speakers**			
1	Crestron	SAROS IC6T-W-T-EACH	(Jury Zone) Saros 6.5” 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)
2	**Well Zone Speakers**			
1	Crestron	SAROS IC6T-W-T-EACH	(Well Zone) Saros 6.5” 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)
3	**Gallery Zone Speakers**			
1	Crestron	SAROS IC6T-W-T-EACH	(Gallery Zone) Saros 6.5” 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)
1	**Amplifier**			
1	QSC	MP-A40V	800W FlexAmp technology Hi-Z / Lo-Z amplifier, 4 x 200W into 4Ω, 8Ω, 70V and 100V, Highpass filter per channel, GPIO for Remote Standby and Amp Status

Assisted Listening

QTY	Description			
1	**Assisted Listening System**			
1	Williams AV	IR M1 D	IR + Infrared Modulator / Wi-Fi Server with Dante input supporting 2 channels. Includes TFP 065 power supply and WLC 004 line cord.
1	Williams AV	IR E4	IR + Infrared Emitter includes (1) BKT 024 omnidirectional wall/celing mount. Replaces WIR TX9 DC - NOT Compatible with existing MOD 232 or WIR TX9 DC systems

QTY	Description
5	Williams AV IR RX20 Stethoscope stereo 2.3 / stereo / 2.8 Infrared receiver. Includes 1 internal LiPo battery, optional 3.5mm jack included for headphone, earphone or neckloop. Use with CHG 520 charger.
5	Williams AV IR RX20 Stethoscope stereo 2.3 / stereo / 2.8 Infrared receiver. Includes 1 internal LiPo battery, optional 3.5mm jack included for headphone, earphone or neckloop. Use with CHG 520 charger.
1	Williams AV CHG 520 Five-bay, drop-in charger for IR RX20 infrared receivers. Universal Power Supply Included. Replaces CHG 518. Compatible with IR RX20 and not WIR RX18
1	Williams AV BKT 024 Omnidirectional wall/ceiling mount for use with IR E4 and WIR TX9 DC emitters, WIR TX90 DC and IR T2 transmitters.
1	Williams AV IDP 008 ADA wall plaque.

AV Sources

QTY	Description
2	**Attorney Table Encoders**
1	Crestron DM-NVX-363 DM NVX 4K60 4:4:4 HDR Network AV Encoder/Decoder with Downmixing and Dante Audio
1	**Podium Encoder**
1	Crestron DM-NVX-363 DM NVX 4K60 4:4:4 HDR Network AV Encoder/Decoder with Downmixing and Dante Audio
1	Crestron HD-MD4X1-4KZ-E 4x1 4K60 4:4:4 HDR AV Switcher
1	**Cynap Core Pro**
1	Custom Custom Item Cynap Core Pro
1	Custom Custom Item Cynap Core Rackshelf
1	**Doc Cam**
1	WolfVision 102026 Visualizer VZ-8.UHD - Version A (HDMI)
1	**Bluray Player**
1	Denon Professional DN-500BDMKII Blu-ray, DVD & CD/SD/USB Player

Video Conferencing

QTY	Description
1	**New Poly G7500 w/ 1 Year Poly+ Support**
1	Polycom 487P-85860-160 Partner Poly+, One Year, Poly G7500 4k Base Unit: G7500 UHD 4k video CODEC and Wireless Presentation System
1	Poly 7200-85860-001 G7500 UHD 4k video codec and Wireless Presentation System - 7200-85860-001
1	Crestron DM-NVX-363C DM NVX 4K60 4:4:4 HDR Network AV Encoder/Decoder Card with Downmixing and Dante Audio

Video Routing & Processing

QTY	Description
1	**Cobalt Digital OGX-FR-CN-P Bundle**
1	Cobalt Digital OGX-FR-CN-P openGear Frame w/ Networking
1	Cobalt Digital PS-OGX OGX Power Supply
1	**VTC Multiview**
4	Crestron DM-NVX-D30C DigitalMedia 4K60 4:4:4 HDR Network AV Decoder Card
1	Crestron DM-NVX-360C DM NVX 4K60 4:4:4 HDR Network AV Encoder/Decoder Card
1	Crestron HD-WP-4K-401-C 4K Multi-Window Video Processor with HDBaseT & HDMI Outputs
1	**ECR Multiview**
4	Crestron DM-NVX-D30C DigitalMedia 4K60 4:4:4 HDR Network AV Decoder Card
1	Crestron DM-NVX-360C DM NVX 4K60 4:4:4 HDR Network AV Encoder/Decoder Card
1	Crestron HD-WP-4K-401-C 4K Multi-Window Video Processor with HDBaseT & HDMI Outputs
2	**NVX Card Frame**
1	Crestron DMF-CI-8 DigitalMedia Card Chassis for DM-NVX-C & DMCF, 8 Slots

Video Displays

QTY	Description
3	**Room Displays**

QTY	Description
1	Sony FW75BZ30J 75-inch LED, 4K HDR, Professional Displa
1	Clark Allowance Display Mounting Hardware Allowance
1	Crestron DM-NVX-D30 DigitalMedia 4K60 4:4:4 HDR Network AV Decoder
1	**Judge Conf Display**
1	Planar Systems PXN2400 24in wide black FHD IPS LED LCD, narrow bezel, VGA, HDMI, DP, speakers
1	Ergotron 45-243-026 LX Wall Mount LCD Arm
1	Crestron DM-NVX-D30 DigitalMedia 4K60 4:4:4 HDR Network AV Decoder
1	**Display Cart Decoder**
1	Crestron DM-NVX-D30 DigitalMedia 4K60 4:4:4 HDR Network AV Decoder

Camera Systems

QTY	Description
4	**Birddog PTZ Cameras**
1	BirdDog BDP120W BirdDog P120. 1080P PTZ Camera with 20x Zoom, OLED screen, 360° Mohawk Tally, Video Scopes, Sony Exmor R sensor, NDI, SDI, HDMI, USB Webcam, PoE, SRT, NDI HX2, NDI HX3, H.264, FreeD, Full Colour Matrix, Kelvin Control, and exceptional lowlight performance. Add Auto-Tracking with free Cam Control software
1	Vaddio 535-2000-206 SUSPENDED CEILING PTZ CAMERA MOUNT
1	Crestron HD-TX-101-C-1G-E-W-T DM Lite - HDMI over CATx Transmitter, Wall Plate, White Textured
1	Crestron DM-NVX-E760C DM NVX 4K60 4:4:4 HDR Network AV Encoder Card with DM Input

Recording

QTY	Description
1	**DVS License**
1	Custom Custom Item Dante Virtual Soundcard License
1	**ECR H.264 Encoder**

QTY	Description
1	Crestron DM-TXRX-100-STR HD Streaming Transmitter/Receiver

Media Feed

QTY	Description
1	**Analog Audio over Fiber Converters (Audio to Pedestal)**
1	Sescom SES-X-FA4LXT01 Sescom SES-X-FA4LXT01 Audio over Fiber EXTENDER: 4 CH Balanced XLR Line Level Audio and ST Fiber Connection
1	**Media Feed Output**
1	Crestron DM-NVX-363C DM NVX 4K60 4:4:4 HDR Network AV Encoder/Decoder Card with Downmixing and Dante Audio
1	AJA Video Systems OG-HA5-4K 4K HDMI to 4K 4x 3G-SDI, also supports HD-HDMI to HD SDI, DashBoard Support
1	**Media Feed Converters**
2	AJA Video Systems OG-FIDO-2T 2-Channel 3G-SDI to Single Mode LC Fiber Transmitter, DashBoard Support
2	AJA Video Systems OG-FIDO-2R 2-Channel Single Mode LC Fiber to 3G-SDI Receiver, DashBoard Support
1	AJA Video Systems OG-FIDO-2R 2-Channel Single Mode LC Fiber to 3G-SDI Receiver, DashBoard Support
1	AJA Video Systems OG-3G-AMA 3G-SDI 4-Ch Analog Audio Embedder/Disembedder, balance XLR, DashBoard Support
1	**Fiber Patch Panels and Cable**
1	Corning CCH-02U 2RU Closet Connector Housing
4	Corning CCH-CP12-A9 Corning CCH Plate
1	Termination Allowance for Terminations Allowance for Fiber Optic Terminations
4	Clark Allowance Plenum Fiber, Connectors, and Termination

Control Processing

QTY	Description
1	**Control Processor**
1	Crestron CP4N 4-Series Control System

QTY	Description		
1	**3 Year XIO Cloud Subscription**		
36	Crestron	SW-XIOC-EM	XiO Cloud® Provisioning and Management Service, Endpoint Management License for one room
36	Crestron	SW-XIOC-S	XiO Cloud Provisioning and Management Service, Support License for one room

Control Interfaces

QTY	Description		
1	**Podium Touchpanel**		
1	Crestron	TSW-1070-B-S	10.1 in. Wall Mount Touch Screen, Black Smooth
1	**Judge Touchpanel**		
1	Crestron	TS-1070-B-S	10.1 in. Tabletop Touch Screen, Black Smooth

Hardware

QTY	Description		
1	**Podium Bundle**		
1	Middle Atlantic	UPS-1000R-8IP	1000VA UPS,IND.OUT W/NIC
1	Manufacturer	Quote	Custom Design: Millers Radius Series Lectern
1	Crestron	TT-100-B-T	Crestron Connect It Cable Caddy w/120V Outlet, No Cables, Black Textured
3	RDL	D-XLR2F	Dual XLR 3-pin Female Jacks on D Plate - Terminal block connections
3	Middle Atlantic	BR1	1SP PANEL W/BRUSH GROMMET
1	Neutrik	NF2C-B/2	Neutrik PROFI RCA Cable Mount (m)
4	Custom	Custom Item	Leviton 41642-W 2 Port Decora Insert White
1	Clark	Allowance	Allowance for HDMI, Cat6 Patch, Fiber, USBC Cables and Keystone Connectors
1	**Attorney Table Flip Top Boxes**		
2	Crestron	FT2-500-ELEC-PTL-B	FlipTop™ FT2 Series Cable Management System, 500 Size, Mechanical, Pass-Through Lid, Black

QTY	Description
2	Crestron FT2A-CBLR-1T-HD One-Touch Cable Retractor for FT2 ELEC Series, HDMI® to HDMI, 10.2 Gbps
2	Crestron FT2A-CBLR-1T-4K-USBC-HD One-Touch Cable Retractor for FT2 ELEC Series, USB-C™ to HDMI®, 18 Gbps
2	Crestron FT2A-PWR-US-2 AC Power Outlet Module for FT2 Series, Dual, US NEMA 5, Type B, w/2 Under-Table Outlets & Cord
2	Crestron FT2A-CHGR-USBA/C USB Rapid Charging Module for FT2 ELEC Series, USB Type-C & Type-A High Power Charging Ports, Bus Powered
3	**AVP Network Patch bay Bundle**
1	AVP Broadcast WK-YL124E1-Z-B41 1 RU, 1x24
1	Leviton 61110-BE6 Cat6 Connector Quickpack 25pk Black
25	Monoprice 13508-Slimrun Black .5' Slimrun Network Patch Cable - black - .5ft
1	Clark Custom Metalwork & Interconnect Systems Metalwork for Media Plates and Podium and Podium Snake
1	Clark Allowance Allowance for Rack Equipment Management
1	Clark Allowance Bulk Cabling / Connectors / Installation Supplies
1	**Rackshelves**
2	Middle Atlantic VSA-1626 16"-26"D TELES.SHLF,1.5H
1	**Equipment Rack**
1	Middle Atlantic MRK-4436 44SP/36D MULTIBAY MRK
1	Middle Atlantic MV-RR44 44SP,PR,MRK/VRK ADDL.RAIL
1	Middle Atlantic CBS-MRK-36 CASTER BASE FOR MRK 36DP
1	Middle Atlantic LACE-44-OWP 77"H,4-3/4"W SLOT LACER
2	Middle Atlantic PDT-2015C-M-NS 20 OUT,15A,METER,CORDED
1	Middle Atlantic UPS-2200R-8IP 2200VA UPS,IND.OUT W/NIC
1	Middle Atlantic SPN-44-36 PR BLK 44SP, 36DP SIDE PANELS

QTY	Description
1	Middle Atlantic CC-44-36 CABLE CHASE FOR 44SP, 36DP
1	Middle Atlantic LF-HD HEAVY DUTY LEVELING FEET
1	**Keystones / Plates**
1	Custom Custom Item Leviton 41296-MMW Fiber Surface Mount Box
1	Custom Custom Item Leviton 41086-MLW Quickport LC Duplex Keystone Jack
3	Leviton 41291-2QW ADAPTOR INSERT
2	Custom Custom Item Leviton 41291-1BW Blank MOS Module White

Network

QTY	Description
1	**Network Switches** Courtroom 3A
1	Netgear GSM4212PX-100NAS M4250-10G2XF-POE+8X1G POE
2	Netgear GSM4352-100NES 52PT M4350-48G4XF MANAGED SWITCH
2	Netgear APS920W-100NES 920W 100-240VAC MODULAR PSU

Section 3.0 – Relevant Experience

Over the past five (5) years Clark has completed numerous courtrooms projects in the State of Florida and specifically with the 5th and 7th Judicial Circuits. Clark has completed approximately 36 full courtroom upgrades that are either the exact same scope as this RFP or very similar. Clark has in progress an additional six (6) courtrooms of similar scope with Lake County (Contract with GSB Construction) and two (2) courtrooms with Marion County (Contract with Dinkins Construction).

In August of 2020 Clark won the bid for the Marion County Courthouse upgrades. Clark collaborated with the 5th Judicial Circuit team to design the AV system for those courtrooms. The design and scope for the 2020 Marion County project is the basis for the design and scope of this RFP and the four (4) courtrooms that were completed in Hernando County in the Spring/Summer of 2024.

Clark has the same team that designed and implemented the Hernando County upgrades available to do the upgrades related to this RFP.

Since the 2020 Marion County Project, Clark has added additional key team members who strategically work on judicial projects. The same judicial account manager, lead designer, lead programmer, and lead project manager have been involved with every courtroom project for the past 5 years.

Past Projects of Similar Scope and Complexity

(1) Hernando County Courthouse – AV Courtroom Upgrades
   a. Completed Spring/Summer of 2024
   b. Contract with Manhattan Construction
      i. ~$1M
   c. Upgrade of 4 Courtrooms, 1H, 2I, 2J, 2K
   d. Scope is the same as the scope of this RFP.
   e. Contact – John Kidd – 5th Judicial Circuit of Florida
      i. jkidd@circuit5.org

(2) Marion County Courthouse – AV Courtroom Upgrades

a. Completed December of 2020
b. Contract with Dinkins Construction
    i. ~$3M
c. Upgrade of 18 Courtrooms and 6 Hearing Rooms
d. Scope is the same as the scope of this RFP.
e. Contact – Andy Nelson – 5th Judicial Circuit of Florida
    i. anelson@circuit5.org

(3) Volusia County Courthouse, Daytona – AV Courtroom Upgrades
a. Completed Fall of 2024
b. Contract Direct with County
    i. ~$670k
c. Upgrade of 6 Courtrooms, 1,2,3,4,5,6
d. Scope is the same as the scope of this RFP.
e. Contact – Sarwar Siddiqui – 7th Judicial Circuit of Florida
    i. ssiddiqui@circuit7.org

(4) Volusia County Courthouse, Deland – AV Courtroom Upgrades
a. Completed Fall of 2023
b. Contract Direct with the County
    i. ~$440k
c. Upgrade of 4 Courtrooms, 2A, 2B, 3A, 3B
d. Scope is the same as the scope of this RFP.
e. Contact – Sarwar Siddiqui – 7th Judicial Circuit of Florida
    i. ssiddiqui@circuit7.org

(5) Volusia County Courthouse, Deland – AV Courtroom Upgrades
a. Completed Fall of 2022
b. Contract Direct with the County
    i. ~$410k
c. Upgrade of 4 Courtrooms, 1, 4A, 4B, 4C
d. Scope is the same as the scope of this RFP.
e. Contact – Sarwar Siddiqui – 7th Judicial Circuit of Florida
    i. ssiddiqui@circuit7.org

(6) Volusia County Courthouse, Deland – AV Courtroom Upgrades
a. Completed in 2023
b. Contract with Giles Electric

i. ~$250k

c. Upgrade of 1 Courtroom and a Conference Room
d. Scope is the same as the scope of this RFP.
e. Contact – Sarwar Siddiqui – 7th Judicial Circuit of Florida
    i. ssiddiqui@circuit7.org

References

(1) John Kidd
    a. User Support Analyst
    b. 5th Judicial Circuit of Florida
    c. 352-754-4748
    d. jkidd@circuit5.org

(2) Andy Nelson
    a. Court Technology
    b. 5th Judicial Circuit of Florida
    c. 352-789-4575
    d. anelson@circuit5.org

(3) Sarwar Siddiqui
    a. Court Technology Officer
    b. 7th Judicial Court of Florida
    c. 386-943-7057
    d. ssiddiqui@circuit7.org

(4) Chap Dinkins
    a. Owner
    b. Dinkins Construction
    c. 352-368-2299
    d. Chap@dinkinsconstruction.com
    e. See Reference Letter Below

DINKINS
CONSTRUCTION

August 30, 2021

Clark Productions, Inc.
1095 Windward Ridge Pkwy, STE 200
Alpharetta, GA 30005

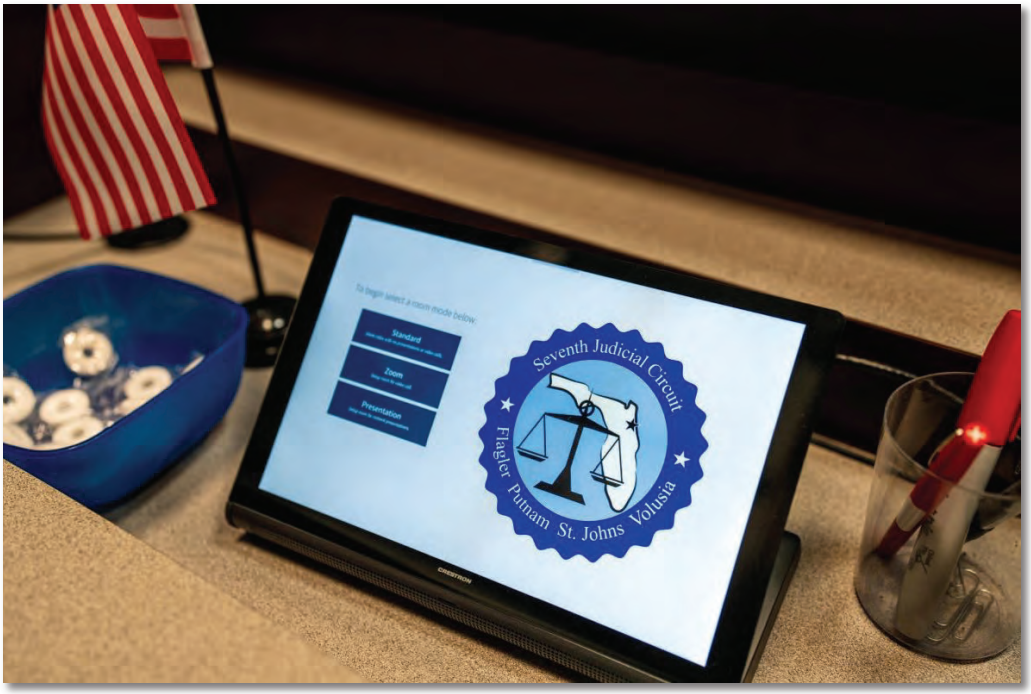
Clark Productions, Inc. is one of the very best AV contractors I have ever worked with. They recently completed ON TIME an installation of video conferencing equipment in the Marion County Courthouse. They were awarded the project not based upon price but based upon their unique solution and design advice. They installed over 68 miles of cable, over 200 microphones, 84 cameras, and 62 tv's in a fully functioning courthouse working around difficult schedules and constraints. They delivered it flawlessly within 90 days which was ahead of schedule.

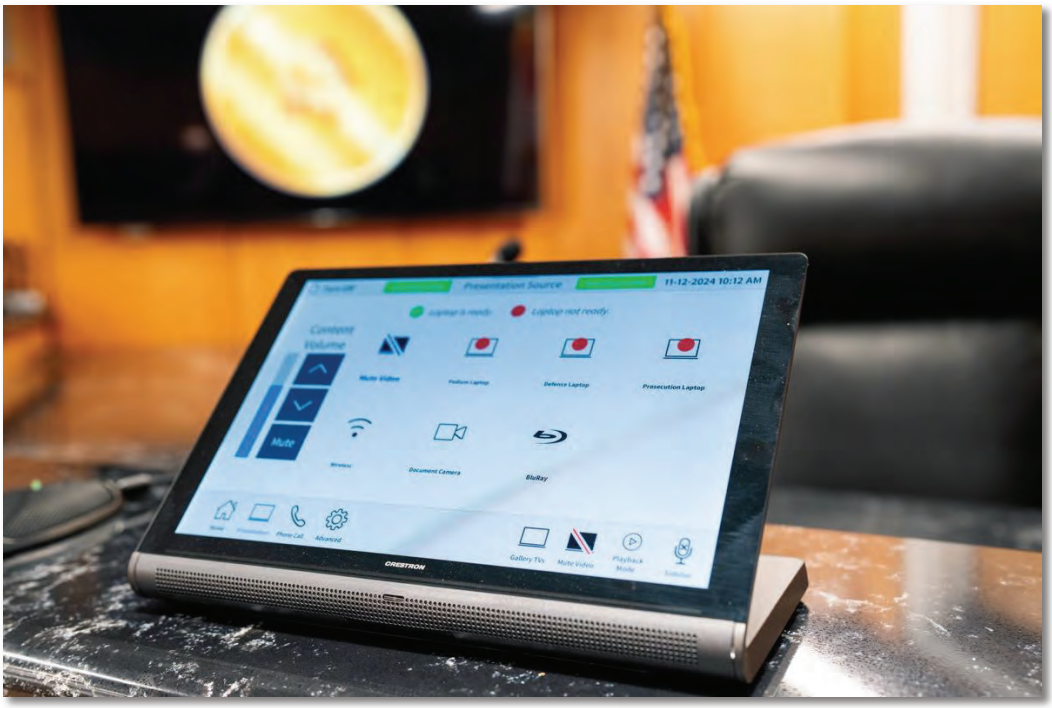
I highly recommend them. They have earned my trust and confidence and they will work for me again.

May God Bless,

John Dinkins
CGC-1519358

Pictures of our Work

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CRESTRON

FIFTH JUDICIAL CIRCUIT
STATE OF FLORIDA

JC3-2C↑
JC3-2D↓
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AVR JC2-F4-B1
AVR JC2-F4-B2
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22-0484 - VICTORY CHURCH
-MAIN AUDITORIUM UPGRADE-

AVL SYSTEMS PACKAGE
-AS BUILT-

AVL DEVICE ABBREVIATION KEY

[XXX][NN]-[DD]
- DEVICE UNIQUE ID NUMBER
- DEVICE TYPE UNIQUE NUMBER
- AV DEVICE ABBREVIATION

ADA	- AUDIO DISTRIBUTION AMPLIFIER	MLE	- MISCELLANEOUS LOOSE EQUIPMENT
ALS	- ASSISTED LISTENING SYSTEM	MSE	- STAND-ALONE MOUSE
AMP	- AUDIO AMPLIFIER	NET	- NETWORK SWITCH
ANT	- ANTENNA	NPB	- NETWORK PATCHBAY
APB	- AUDIO PATCH BAY	OGF	- OPEN GEAR FRAME
		OPM	- OUTPUT MODULE
ART	- ARTNET		
ASP	- AUDIO SIGNAL PROCESSOR	PRJ	- VIDEO PROJECTOR
ASW	- AUDIO SWITCH	PTZ	- PAN / TILT / ZOOM CONTROLLER
AVR	- AUDIO/VIDEO RACK	PWR	- POWER RELATED COMPONENTS
BLN	- AUDIO OR VIDEO BALUN	RCV	- IR / RF RECEIVER
CAM	- VIDEO CAMERA	REM	- REMOTE CONTROL
CDP	- CD PLAYER	RLY	- RELAY
CNV	- MEDIA SIGNAL CONVERTER	SCR	- PROJECTION SCREEN
COM	- INTERCOM SYSTEM COMPONENT	SPK	- SPEAKER
CON	- AUDIO / VIDEO / CONTROL CONSOLE		
CPU	- GENERAL PURPOSE OR ADMINISTRATIVE PC	SRK	- STAGE RACK
CTL	- CONTROL SYSTEM DEVICE / COMPONENT	TBL	- TERMINAL BLOCK ASSEMBLY
CTP	- CONTROL PANEL	TJB	- TERMINAL JUNCTION BOX
DAP	- DIGITAL AUDIO PLAYER	TSC	- INTERACTIVE KIOSK TOUCHSCREEN
DMX	- DMX512 INTERFACE EQUIPMENT		
DSP	- DIGITAL SIGNAL PROCESSOR	UHF	- WIRELESS AUDIO RECEIVER
DVD	- DVD PLAYER	UPS	- UNINTERRUPTIBLE POWER SUPPLY
EXR	- AUDIO / VIDEO / CONTROL EXTENDER - RX	VDA	- VIDEO DISTRIBUTION AMPLIFIER
EXT	- AUDIO / VIDEO / CONTROL EXTENDER - TX		
FAN	- EQUIPMENT COOLING FAN	VPB	- VIDEO PATCH BAY
FPB	- FIBER OPTIC PATCH BAY		
GEN	- SYNC GENERATOR	VRC	- VIDEO RECORDER
ICP	- INTERCONNECT PANEL		
IEM	- IN-EAR MONITOR	VRT	- VIDEO ROUTER
IPM	- INPUT MODULE	VSP	- VIDEO SOURCE PLAYER
JBX	- JUNCTION BOX	VSW	- VIDEO SWITCH
LCD	- LCD FLAT-PANEL DISPLAY	VTC	- VIDEO CONFERENCE CODEC
LED	- LED COMPONENT	XTR	- IR / RF TRANSMITTER
MIC	- MICROPHONE		
MID	- MIDI INTERFACE		
MIX	- AUDIO / VIDEO MIXER		

AVL CONNECTOR ABBREVIATION KEY

BNC	50 OHM FOR ANTENNA, 75 OHM FOR VIDEO
DB12M	DB CONNECTOR - # OF PINS - SEX
DB9F	DB CONNECTOR - # OF PINS - SEX
DIN	MINI DIN 1.0/2.3 CONNECTOR
EDI90F	EDAC - # OF PINS - SEX
FUW	LEMO - CABLE MOUNT PLUG CONNECTOR (SOURCE/CAMERA END)
PUW	LEMO - CABLE MOUNT SOCKET CONNECTOR (DESTINATION/CCU END)
FXW	LEMO - CHASSIS PLUG CONNECTOR - NO STRAIN RELIEF (SOURCE/PANEL END)
EDW	LEMO - CHASSIS SOCKET CONNECTOR - NO STRAIN RELIEF (DESTINATION/PATCHBAY END)
HDBNC	MINI BNC - TRY NOT TO USE
HDMI	CONNECTOR OR JACK
HDMIMI	MICRO HDMI
HDMIMN	MINI HDMI
LC	FIBER - SIMPLEX
LCX2	FIBER - DUPLEX
NL4F	SPEAKER - CABLE CONNECTOR
NL4M	SPEAKER - PANEL MOUNT OR ON DEVICE
NL8F	SPEAKER
NL8M	SPEAKER
OPTC	OPTICALCON DUO CABLE
OPTP	OPTICALCON DUO PANEL
PHN2F	PHONE - # OF POLES - SEX - 1/4" UNBALANCED JACK OR CONNECTOR
PHN3M	PHONE - # OF POLES - SEX - 1/4" BALANCED JACK OR CONNECTOR
PHX3	PHOENIX CONNECTOR OR JACK - NUMBER OF CONDUCTORS
RCAF	JACK OR CONNECTOR
RCAM	JACK OR CONNECTOR
RJ45	CAT6, CONNECTOR ON CABLE
RJ45S	CAT6, SHIELDED CONNECTOR ON CABLE
RJ45SG	CAT6, SHIELDED - G-GRAY IN PATCHBAYS (POSSIBLE W-WHITE OR B-BLACK IN THE FIELD)
RJ45W	CAT6, (W-WHITE, B-BLACK) PUNCH DOWN JACK ON A PANEL
SC	FIBER
TB2	THUNDERBOLT - # FOR TB2 OR TB3
USB-A	RECTANGLE
USB-B	SQUARE-ISH
USB3A	RECTANGLE
USB3B	SQUARE-ISH
USBC	CONNECTOR OR JACK
USBMI	USB MICRO
USBMIN	USB MINI
XLR3F	XLR - # OF PINS - SEX
XLR3M	XLR - # OF PINS - SEX

Sheet List Table

Sheet Number	Sheet Title
AVL500	TITLE SHEET
AVL501	AUDIO RACK ROOM - AVR02-01 (1 of 1)
AVL504	AUDIO RACK ROOM - AVR02-02 (1 of 2)
AVL505	AUDIO RACK ROOM - AVR02-02 (2 of 2)
AVL507	AUDIO RACK ROOM - AVR02-03 (1 of 1)
AVL510	AUDIO RACK ROOM - AVR02-04 (1 of 1)
AVL512	ROOM 302 & ROOM 302A DEVICES
AVL513	PLATFORM WIRELESS RACK - AVR03-01
AVL515	VIDEO RACK ROOM - AVR01-11 (1 of 1)
AVL518	VIDEO RACK ROOM - AVR01-12 (1 of 1)
AVL521	VIDEO RACK ROOM - AVR01-13 (1 of 1)
AVL524	VIDEO RACK ROOM - AVR01-14 (1 of 2)
AVL525	VIDEO RACK ROOM - AVR01-14 (2 of 2)
AVL527	VIDEO RACK ROOM - AVR01-15 (1 of 2)
AVL528	VIDEO RACK ROOM - AVR01-15 (2 of 2)
AVL530	VIDEO RACK ROOM - AVR01-16 (1 of 2)
AVL531	VIDEO RACK ROOM - AVR01-16 (2 of 2)
AVL541	VIDEO CONTROL - FRONT ROW DESK
AVL542	VIDEO CONTROL - REAR ROW DESK
AVL543	VIDEO CONTROL & DISTRIBUTED DISPLAYS
AVL564	FIELD - CATWALK PANELS & LED WALLS
AVL571	FIELD - CEILING - SPEAKERS
AVL572	FIELD - LOBBY & CLASSROOMS
AVL573	LOOSE GEAR
AVL601	RACK ELEVATION - AVR02-01 DETAIL
AVL602	RACK ELEVATION - AVR02-02 DETAIL
AVL603	RACK ELEVATION - AVR02-03 DETAIL
AVL604	RACK ELEVATION - AVR02-04 DETAIL
AVL605	RACK ELEVATION - AVR03-01 DETAIL
AVL606	RACK ELEVATION - AVR11-01 TO 04 DETAIL
AVL607	RACK ELEVATION - AVR11-31 & 32
AVL608	RACK ELEVATION - AVR11-41
AVL611	RACK ELEVATION - AVR01-11 DETAIL
AVL612	RACK ELEVATION - AVR01-12 DETAIL
AVL613	RACK ELEVATION - AVR01-13 DETAIL
AVL614	RACK ELEVATION - AVR01-14 DETAIL
AVL615	RACK ELEVATION - AVR01-15 DETAIL
AVL616	RACK ELEVATION - AVR01-16 DETAIL
AVL617	VIDEO CONTROL ROOM - DISPLAY WALL DETAIL
AVL618	VIDEO CONTROL ROOM - FRONT ROW DETAIL
AVL619	VIDEO CONTROL ROOM - REAR ROW DETAIL
AVL620	FOH BOOTH OVERVIEW
AVL621	RACK ELEVATION - AUDIO & LIGHTING OVERVIEW
AVL622	RACK ELEVATION - VIDEO RACKS OVERVIEW
AVL701	WP01 - UPSTAGE RIGHT PANEL
AVL702	WP02 - UPSTAGE LEFT PANEL
AVL703	WP03 - WP04 - MIDSTAGE RIGHT AND LEFT
AVL704	FP01 - FP02 - DOWNSTAGE PANELS
AVL705	FP03 - FP04 - FP05 - FRONT ROW - GUEST MIX
AVL706	CFP01 to CFP11 - CAMERA FLOOR POCKETS
AVL707	FOH01 - FOH02 - FOH PANELS
AVL708	CP01 to CP08 - CATWALK PANELS
AVL709	WP11 - WP12 - WP15 - BAPTISTRY, VIDEO RACK, AUDIO MIX
AVL710	WP13 - WP14 - AUDIO STUDIO
AVL712	TLP01 - SPK01 - SPK02 - RACK PANELS
AVL713	8x SNAKE BOXES for WP1 & WP2
AVL714	LWP01 - LOBBY WELCOME CENTER
AVL751	WP01 - Custom Snake Details (1 of 2)
AVL752	WP01 - Custom Snake Details (2 of 2)
AVL753	WP02 - Custom Snake Details (1 of 2)
AVL754	WP02 - Custom Snake Details (2 of 2)
AVL755	WP01 to WP04 - Custom Return Snakes
AVL756	IEM-SNK01 - IEM-SNK02 - Custom IEM Snakes
AVL757	9X SNAKE CABLES for WP1 & WP2
AVL901	AUDITORIUM LED WALLS - CONCEPT
AVL902	AUDITORIUM LED WALLS - LAYOUT
AVL903	AUDITORIUM LED WALLS - IMAG SCREENS DETAILS
AVL904	AUDITORIUM LED WALLS - SCENIC SCREENS DETAILS
AVL905	LOBBY LED WALL

SELECT PAGES

Clark Project Manager: Eric Rizner
Clark Lead Engineer: Adam Bien

SYSTEMS SYMBOL LEGEND

SYMBOL	DESCRIPTION
EQUIPMENT ID / CLARK / CUSTOM / DESC / LOCATION	DEVICE BLOCK
MODEL / DEVID	FOUND IN DEVICE BLOCK. REPRESENTS INPUT OR OUTPUT CARD.
DEVID / MODEL	FOUND IN DEVICE BLOCK. REPRESENTS CARD WITH INPUT AND OUTPUT.
XX / XX / XX	FOUND IN DEVICE BLOCK. REPRESENTS THROUGH CONNECTION.
7 S RED + WH 7	FOUND IN DEVICE BLOCK. REPRESENTS TERMINAL BLOCK.
XXX CONN CABLE WIRE#	REPRESENTS CONNECTOR
XXX CONN CABLE WIRE#	REPRESENTS CONNECTION WITH NO CONNECTOR
XXX CONN CABLE WIRE#	REPRESENTS CONNECTOR ON PANEL OR RECEPTACLE
AMP01-01 CH A AVL101	OFF PAGE FLAG
AMP01-01 CH A AA	ON PAGE FLAG
LINE 1 / LINE 2	AREA/GROUP DESIGNATOR
CABLE NOTE 12	CABLE/PART CALLOUT
RACK ID	RACK CALLOUT
CONTROL RED / INTERCOM ORANGE / NETWORK GREEN / AUDIO BLUE / VIDEO PURPLE / LIGHTING BROWN	CONNECTOR/CABLE COLORS BY DISCIPLINE
TAP / TLA MANF MODEL MOUNT	CEILING SPEAKER, PASSIVE
TAPW / TLA MANF MODEL MOUNT	CEILING SPEAKER, 70V
TAP / TLA MANF MODEL MOUNT / TYPE	SPEAKER, ACTIVE (ALSO INCLUDES PASSIVE AND 70V OPTIONS)
A0001 - AUDIO C0001 - INTERCOM D0001 - DMX L0001 - LIGHTING NETWORK N0001 - NETWORK R0001 - REFERENCE S0001 - SPEAKER U0001 - ANTENNA V0001 - VIDEO	CABLE NUMBER NOMENCLATURE

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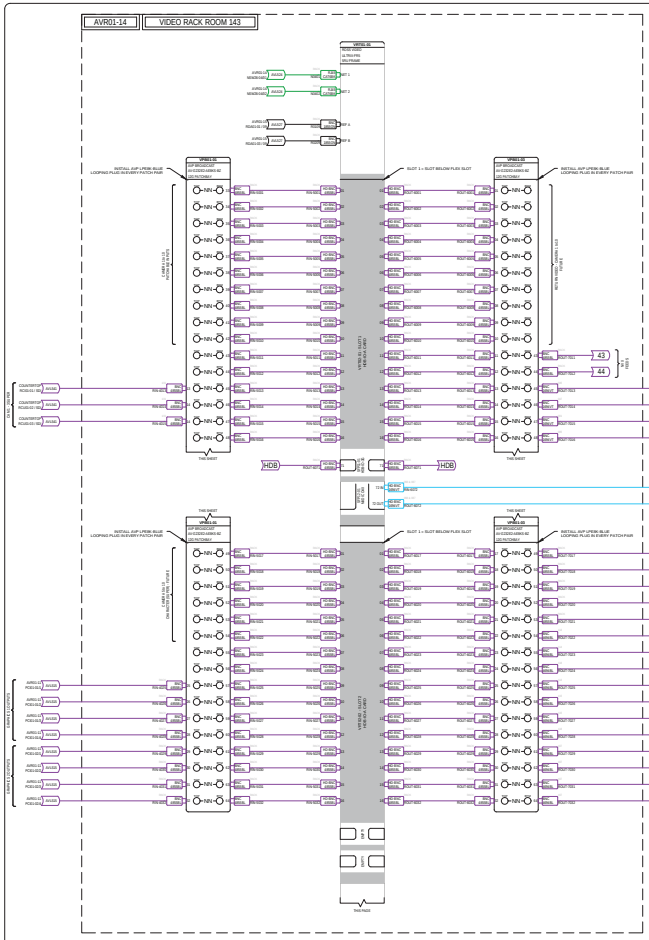
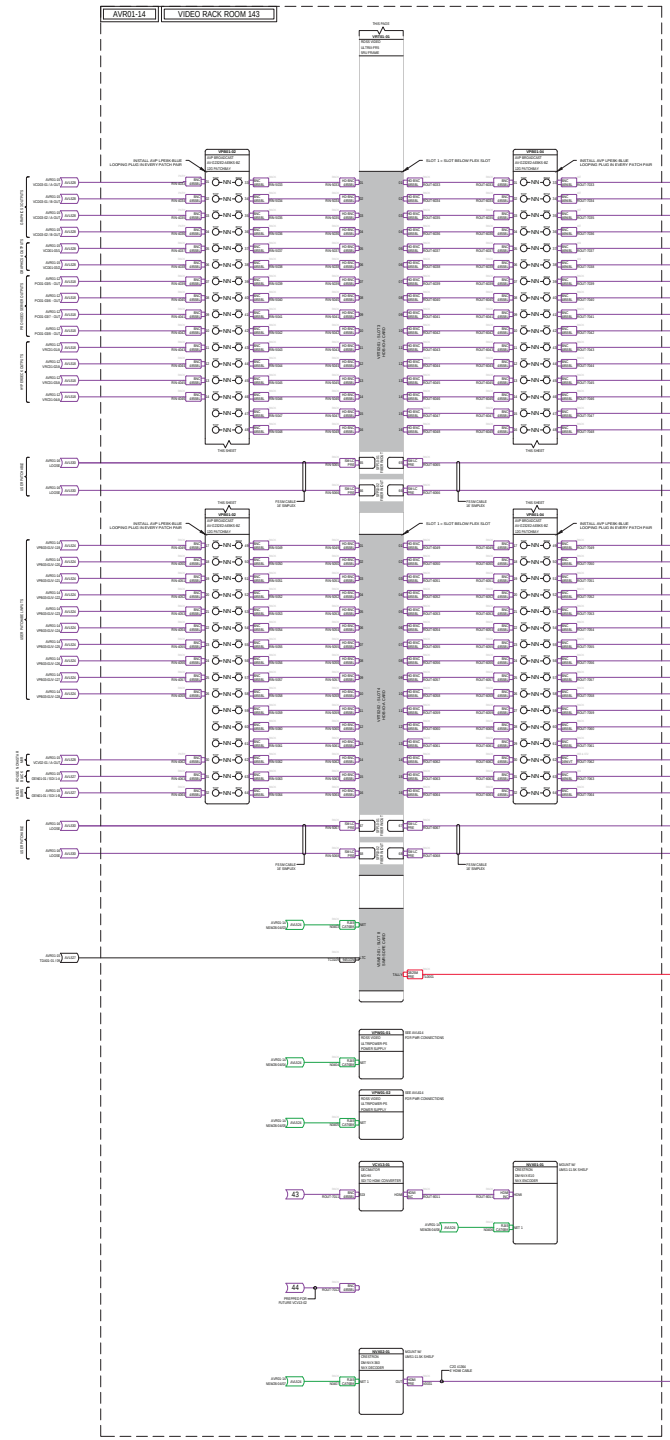
AUDITORIUM AVL UPGRADE
1401 GRIFFIN ROAD
LAKELAND, FL 33810

REV.	DATE	DESCRIPTION

PROJECT #: 22-0484 DRAWN BY: ACB
MILESTONE/PHASE: 100%CD
PLOT BY: ADAM BIEN
PLOT DATE: 03/18/2024
SHEET TITLE: TITLE SHEET
SHEET NUMBER: AVL500





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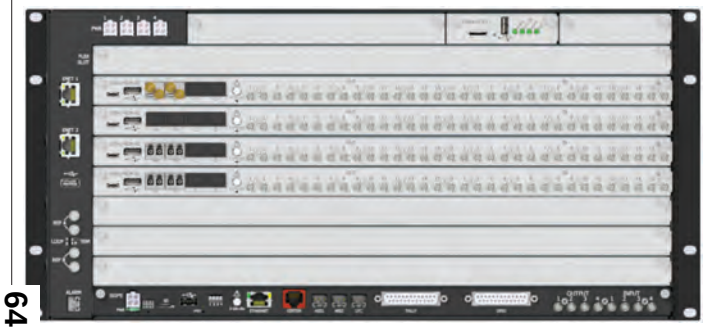

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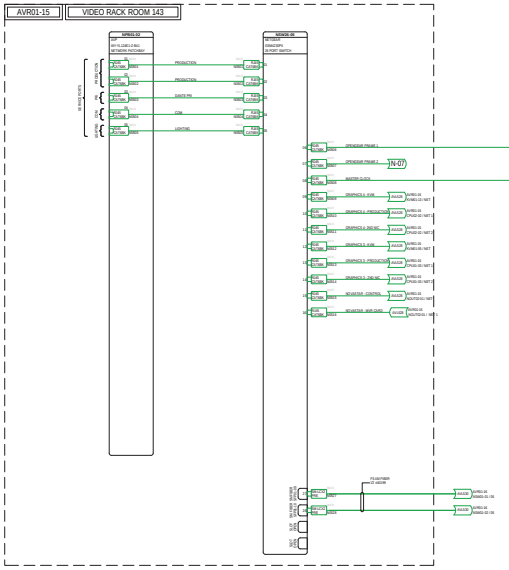
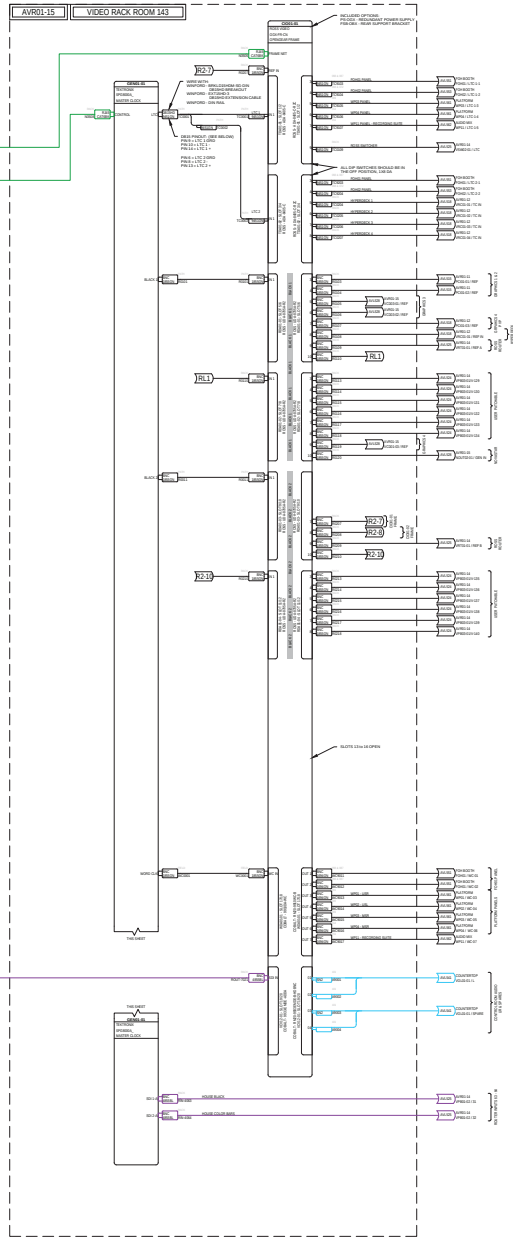
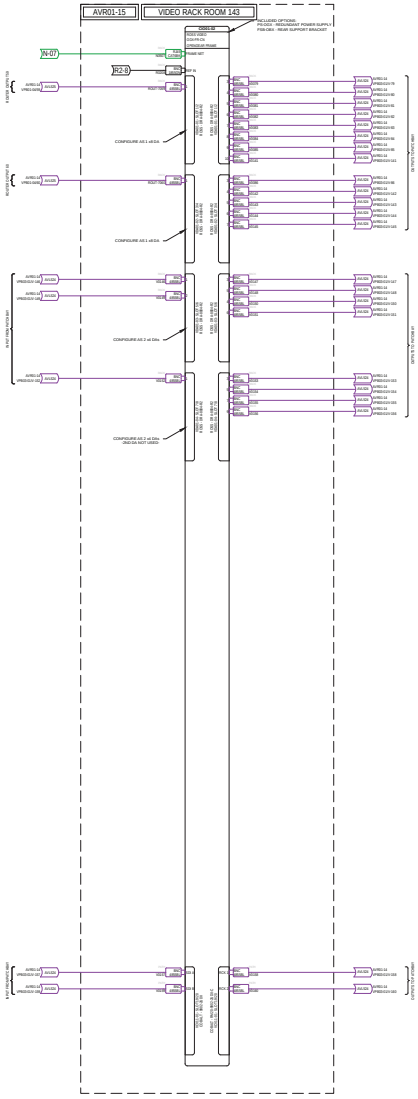
REV.	DATE	DESCRIPTION

PROJECT # 22-0484 DRAWN BY: ACB
MILESTONE/PHASE: 100%CD
PLOT BY: ADAM BIEN
PLOT DATE: 03/18/2024
SHEET TITLE:
VIDEO RACK ROOM - AVR01-14 (2 OF 2)
SHEET NUMBER:
AVL525







CARD 1

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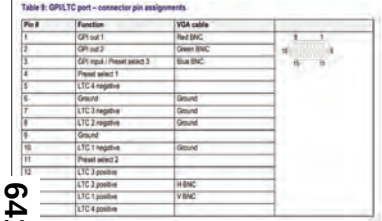
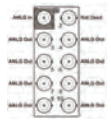
Table 9: GPI/LTC port – connector pin assignments

Pin #	Function	VGA cable
1	GPI out 1	Red BNC
2	GPI out 2	Green BNC
3	GPI input / Preset select 3	Blue BNC
4	Preset select 1	
5	LTC 4 negative	
6	Ground	Ground
7	LTC 3 negative	Ground
8	LTC 3 positive	Ground
9	Ground	
10	LTC 1 negative	Ground
11	Preset select 2	
12	LTC 3 positive	
	LTC 3 positive	H BNC
	LTC 1 positive	V BNC
	LTC 4 positive	



TDA01
TIME CODE DA

RDA01
REFERENCE DA



WDA01
WORD CLOCK DA

VCV12
AUDIO
EMBEDDER/DE-EMBEDDER

VDA01
3G VIDEO DA

VCV11
VIDEO UTILITY CARD

CARD 2

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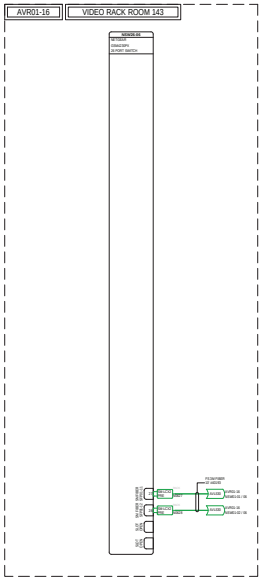
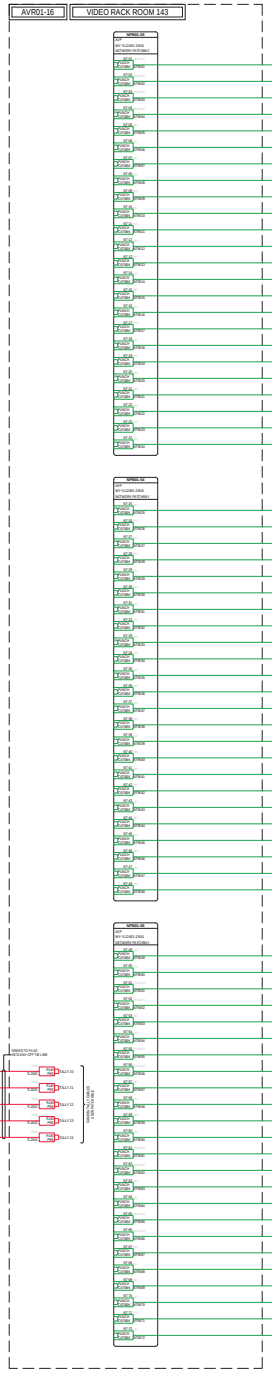
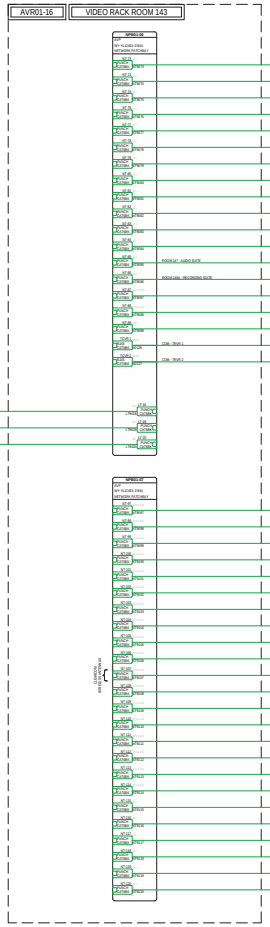
LAKELAND, FL 33810

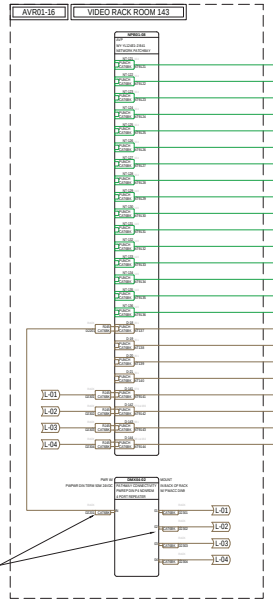
REV.	DATE	DESCRIPTION

PROJECT # 22-0484 DRAWN BY: ACB
MILESTONE/PHASE: 100%CD
PLOT BY: ADAM BIEN
PLOT DATE: 03/18/2024
SHEET TITLE:
VIDEO RACK ROOM - AVR01-15 (1 OF 2)
SHEET NUMBER:
AVL527









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1401 GRIFFIN ROAD
LAKELAND, FL 33810

REV	DATE	DESCRIPTION

PROJECT # 22-0484 DRAWN BY: ACB

MILESTONE/PHASE: 100%CD

PLOT BY: ADAM BIEN

PLOT DATE: 03/18/2024

SHEET TITLE:

VIDEO RACK ROOM - AVR01-16 (2 OF 2)

SHEET NUMBER:

AVL531

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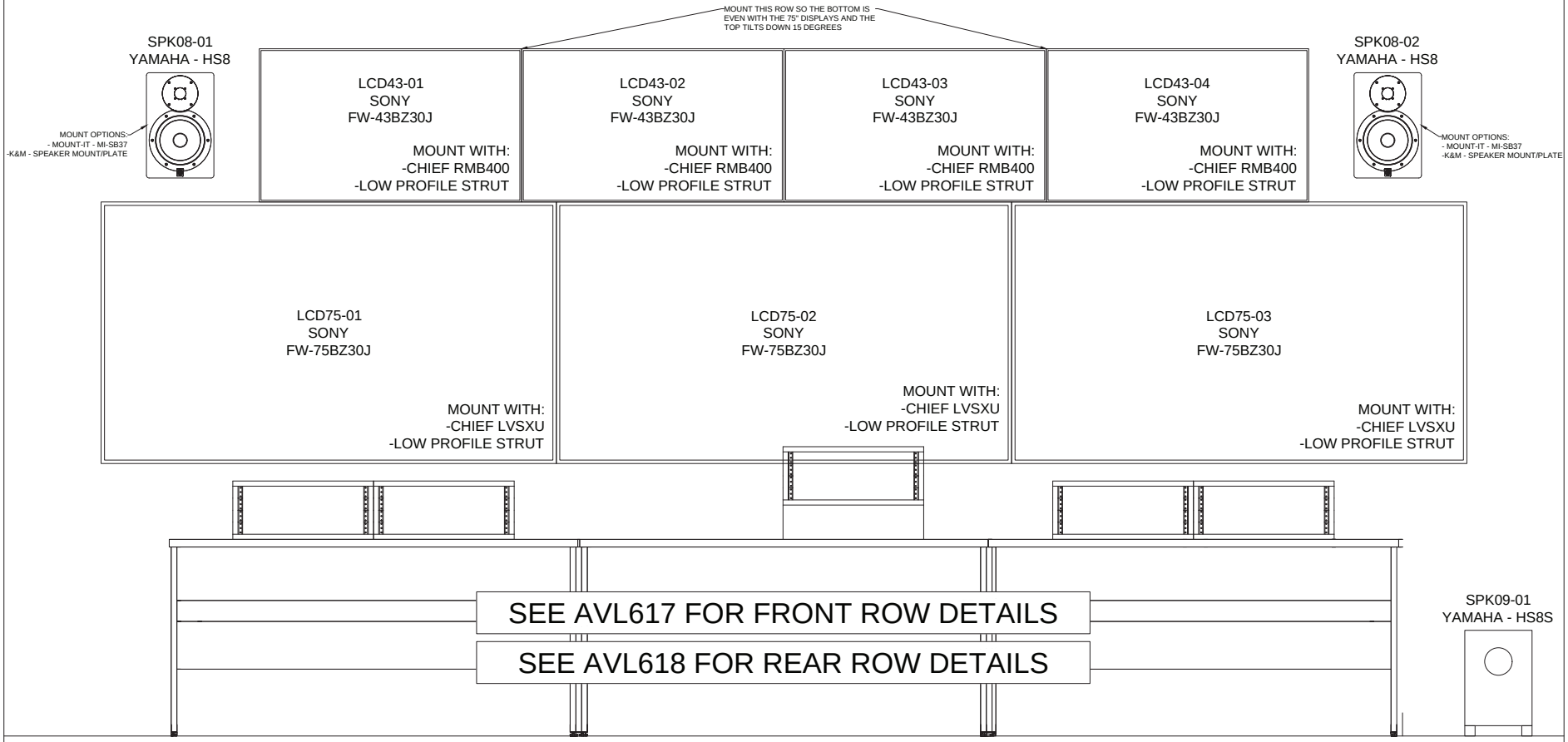

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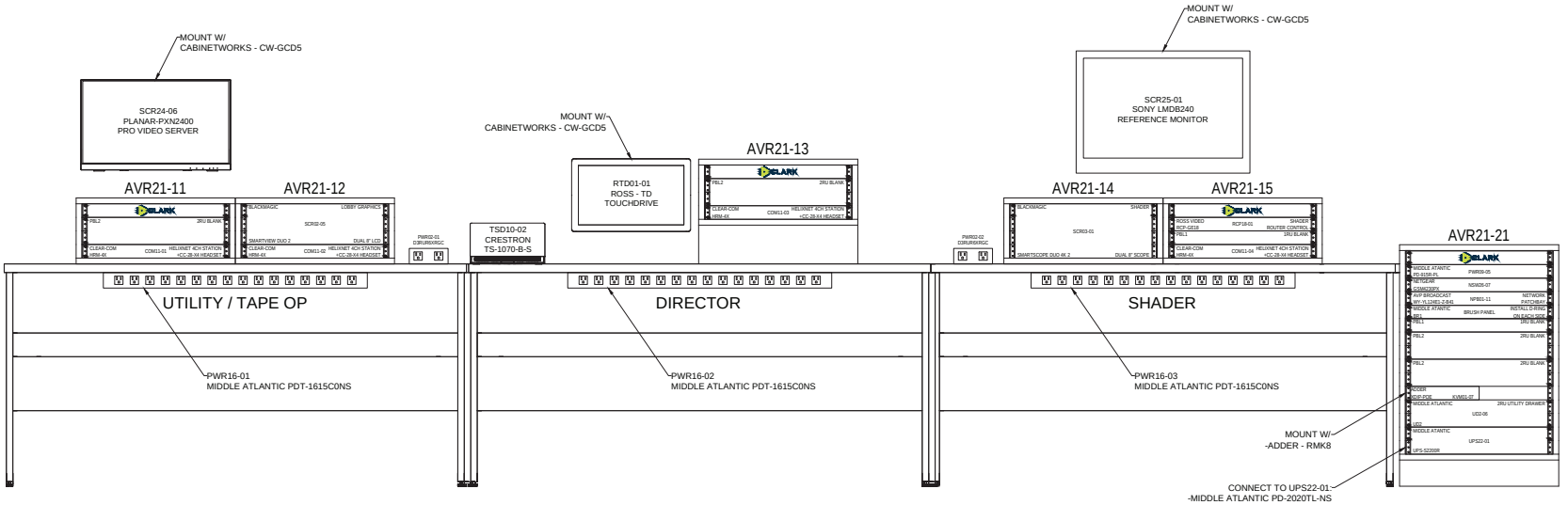
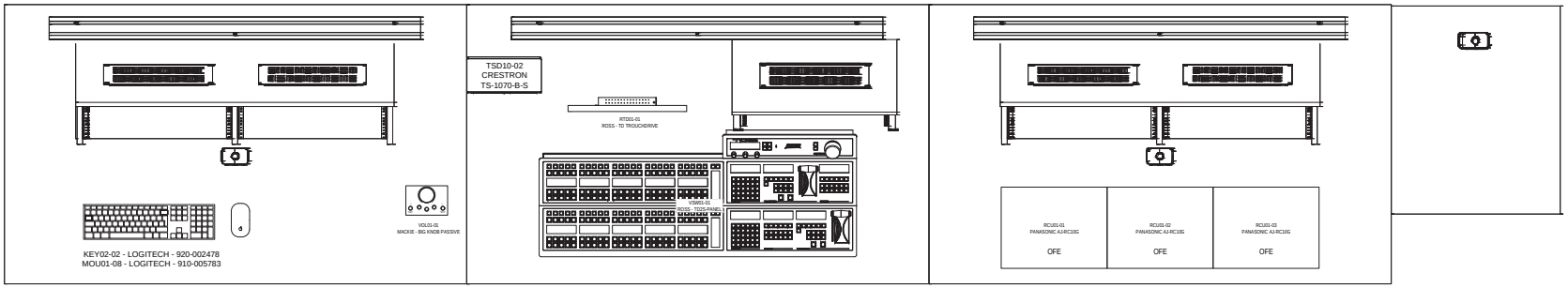
LAKELAND CHURCH
AUDITORIUM AVL UPGRADE
1401 GRIFFIN ROAD
LAKELAND, FL 33810

REV.	DATE	DESCRIPTION

PROJECT # 22-0484 DRAWN BY: ACB
MILESTONE/PHASE: 100%CD
PLOT BY: ADAM BIEN
PLOT DATE: 03/18/2024
SHEET TITLE:
VIDEO CONTROL ROOM - DISPLAY WALL DETAIL
SHEET NUMBER:
AVL617





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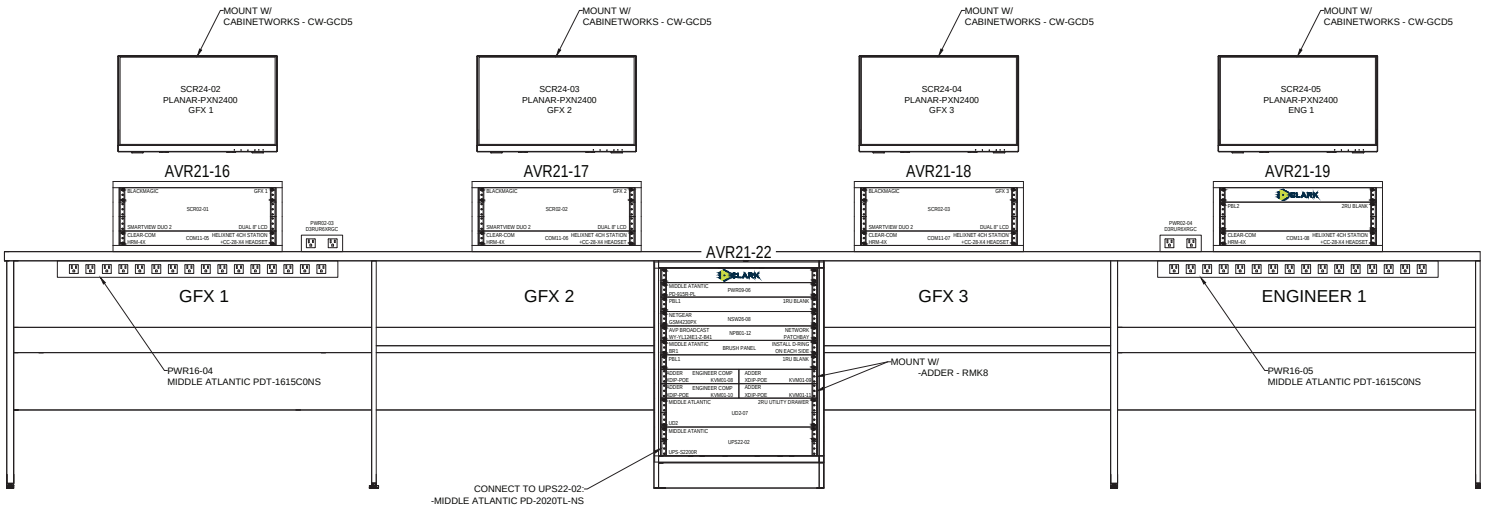
1401 GRIFFIN ROAD
LAKELAND, FL 33810

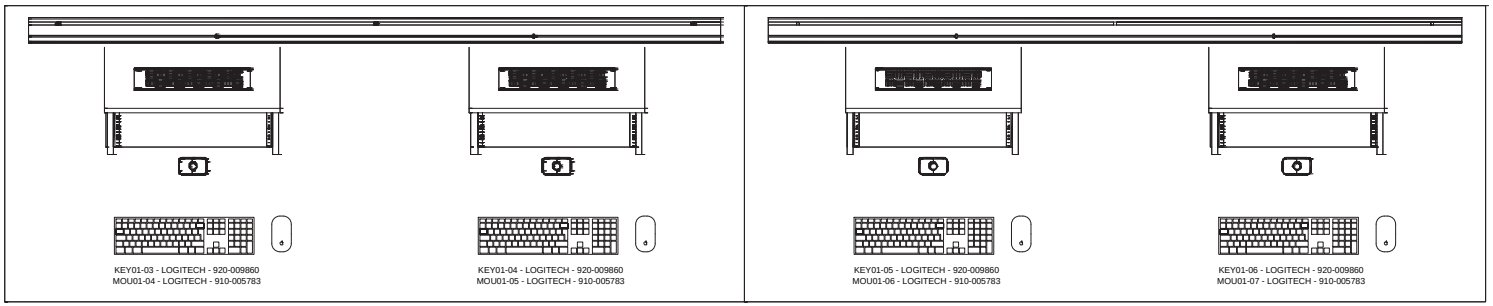
REV	DATE	DESCRIPTION

PROJECT # 22-0484 DRAWN BY: ACB
MILESTONE/PHASE: 100%CD
PLOT BY: ADAM BIEN
PLOT DATE: 03/18/2024

SHEET TITLE:
VIDEO CONTROL ROOM - FRONT ROW DETAIL

SHEET NUMBER:
AVL618





GFX 1 GFX 2 GFX 3 ENGINEER 1

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LAKELAND CHURCH
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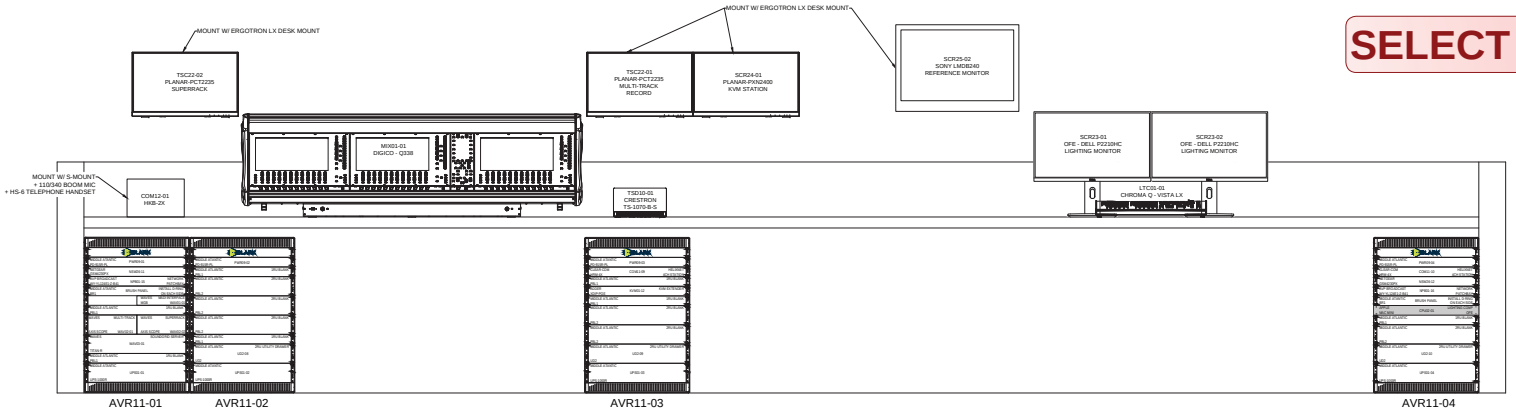
1401 GRIFFIN ROAD
LAKELAND, FL 33810

REV.	DATE	DESCRIPTION

PROJECT # 22-0484 DRAWN BY: ACB
MILESTONE/PHASE: 100%CD
PLOT BY: ADAM BIEN
PLOT DATE: 03/18/2024

SHEET TITLE:
VIDEO CONTROL ROOM - REAR ROW DETAIL

SHEET NUMBER:
AVL619



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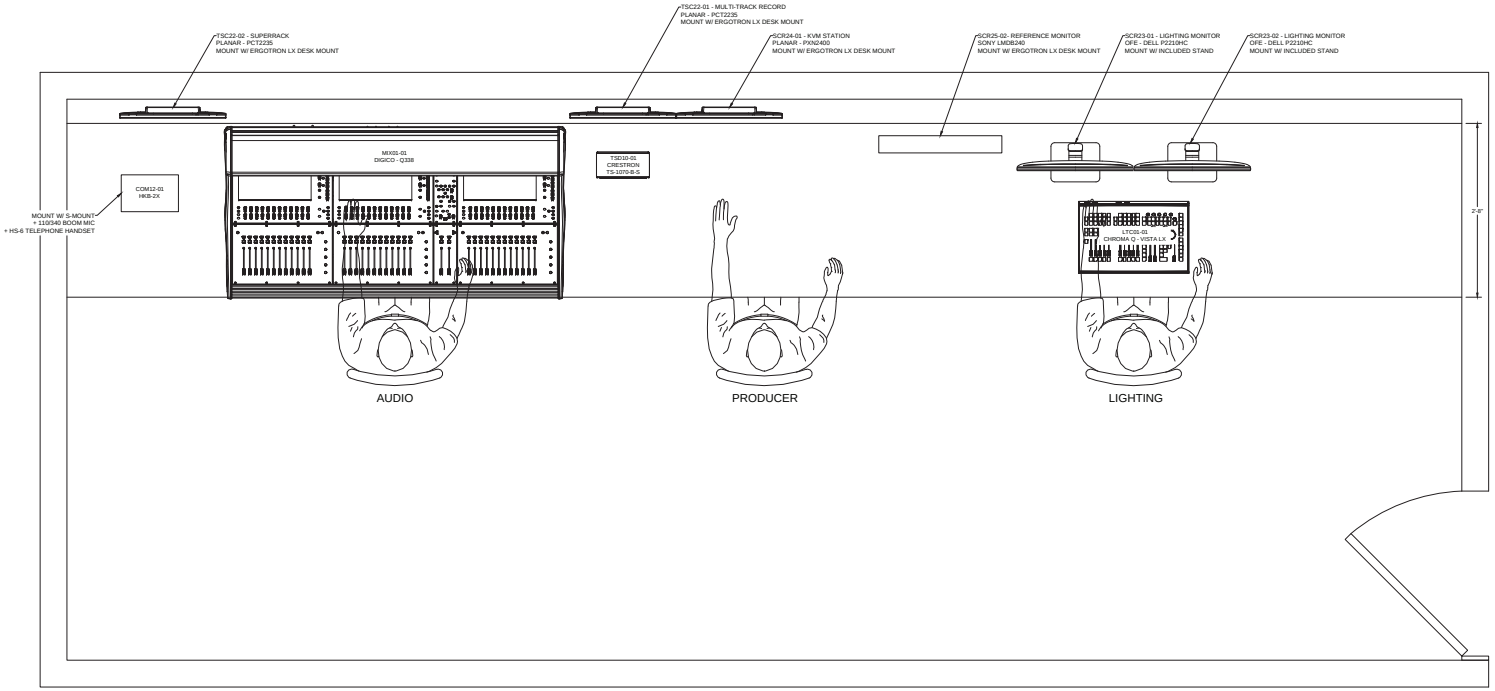

2' 1' 0 2' 4'

SCALE: 1-1/2" = 1'-0"

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LAKELAND CHURCH
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1401 GRIFFIN ROAD
LAKELAND, FL 33810

REV	DATE	DESCRIPTION

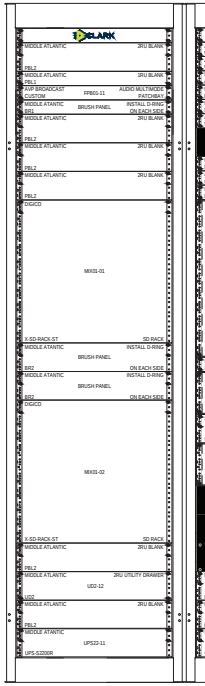
PROJECT # 22-0684 DRAWN BY: ACB
MILESTONE/PHASE: 100%CD
PLOT BY: ADAM BIEN
PLOT DATE: 03/18/2024

SHEET TITLE:
FOH BOOTH OVERVIEW

SHEET NUMBER:
AVL620

AUDIO /LIGHTING RACKS
- RACK ROOM 302 -

AVR02-01 FRONT



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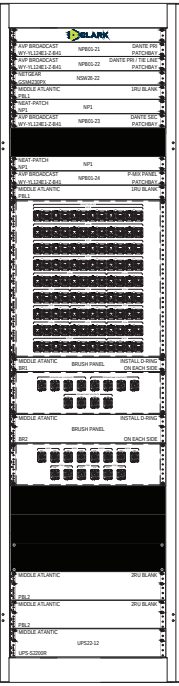

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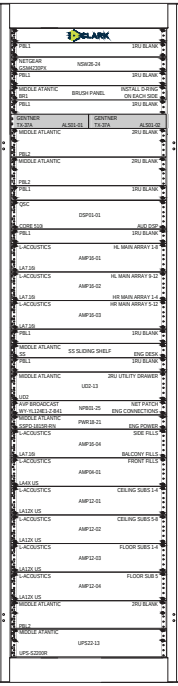

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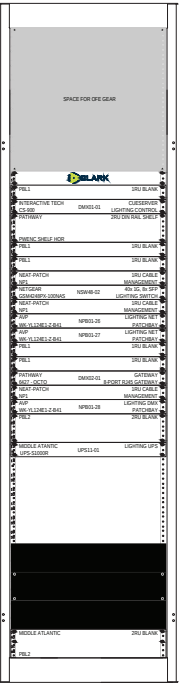
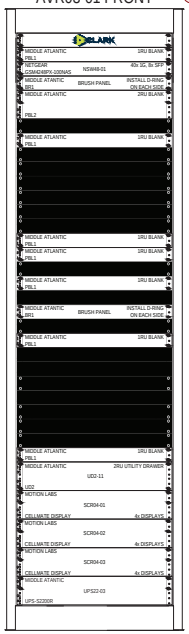


WIRELESS RACK
- REAR WALL OF PLATFORM -

AVR03-01 FRONT

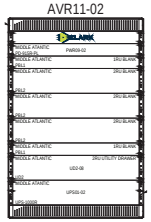


SELECT PAGES

FOH BOOTH RACKS

FOH AUDIO 1
AVR11-01

FOH AUDIO 2
AVR11-02



FOH PRODUCER
AVR11-03

FOH LIGHTING
AVR11-04

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LAKELAND CHURCH
AUDITORIUM AVL UPGRADE
1401 GRIFFIN ROAD
LAKELAND, FL 33810

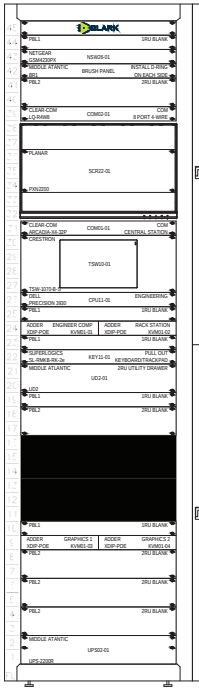
REV	DATE	DESCRIPTION

PROJECT # 22-0484 DRAWN BY: ACB
MILESTONE/PHASE: 100%CD
PLOT BY: ADAM BIEN
PLOT DATE: 03/18/2024
SHEET TITLE:
RACK ELEVATION - AUDIO & LIGHTING OVERVIEW
SHEET NUMBER:
AVL621

SELECT PAGES

VIDEO RACKS
- RACK ROOM 143 -

AVR01-11 FRONT



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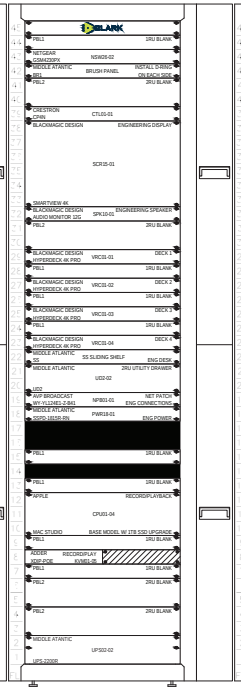

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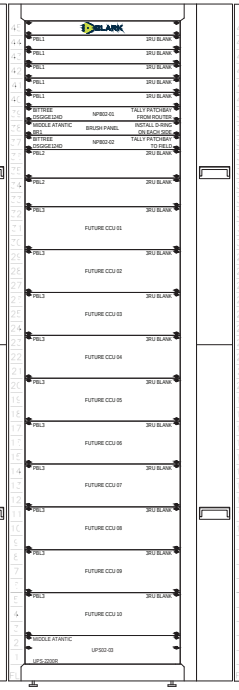

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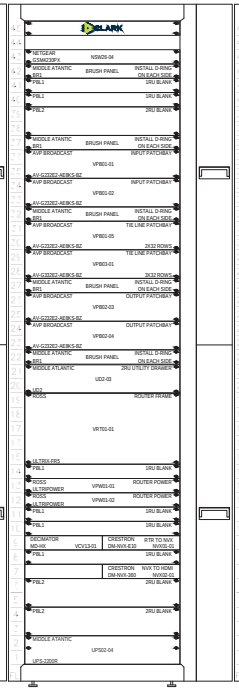

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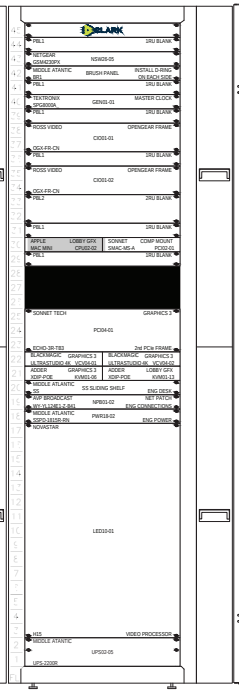

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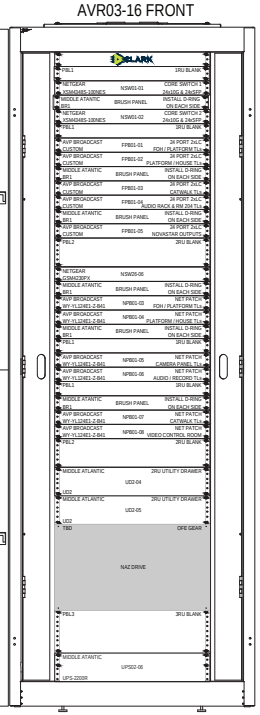

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LAKELAND CHURCH
AUDITORIUM AVL UPGRADE
1401 GRIFFIN ROAD
LAKELAND, FL 33810

REV	DATE	DESCRIPTION

PROJECT # 22-0484 DRAWN BY: ACB
MILESTONE/PHASE: 100%CD
PLOT BY: ADAM BIEN
PLOT DATE: 03/18/2024
SHEET TITLE:
RACK ELEVATION - VIDEO RACKS OVERVIEW
SHEET NUMBER:
AVL622

DESIGN ONLY - NOT FOR PERMIT

22-0238 - VICTORY CHURCH
-MAIN AUDITORIUM UPGRADE-

AVL INFRASTRUCTURE PACKAGE
- AS BUILT -

Sheet List Table

Sheet Number	Sheet Title
AVL000	TITLE AND SHEET INDEX
AVL001	GENERAL DIVISION OF DUTIES
AVL002	DRAWINGS LEGEND & HEAT LOADS
AVL003	AVL SYSTEMS ISOLATED GROUNDING REQUIREMENTS
AVL005	TECHNICAL AND THEATRICAL LIGHTING POWER OVERVIEW
AVL110	PLAN - 1ST FLOOR - BUILDING OVERVIEW
AVL111	PLAN - 1ST FLOOR - PLATFORM 102
AVL111D	PLAN - 1ST FLOOR - PLATFORM 102 - DIMENSIONS
AVL112	PLAN - 1ST FLOOR - AUDITORIUM 102
AVL112D	PLAN - 1ST FLOOR - AUDITORIUM 102 - DIMENSIONS
AVL113	PLAN - 1ST FLOOR - SUBWOOFER CAVITY
AVL114	PLAN - 1ST FLOOR - FOH BOOTH AND CAMERA PLATFORM
AVL116	PLAN - 1ST FLOOR - VIDEO CONTROL ROOM 145 AND RACK ROOM 143
AVL117	PLAN - 1ST FLOOR - AUDIO ROOM 147 AND STUDIO ROOM 148A
AVL118	PLAN - 1ST FLOOR - LOBBY
AVL119	PLAN - 1ST FLOOR - LOBBY ADJOINING ROOMS
AVL120	PLAN - 2ND FLOOR - BUILDING OVERVIEW
AVL121	PLAN - 2ND FLOOR - PLATFORM & BAPTISTRY
AVL122	PLAN - 2ND FLOOR - AUDITORIUM BALCONY
AVL123	PLAN - 2ND FLOOR - ROOM 204
AVL130	PLAN - 3RD FLOOR - BUILDING OVERVIEW
AVL131	PLAN - 3RD FLOOR - AUDITORIUM 102 - CURTAIN PIPE DETAIL
AVL132	PLAN - 3RD FLOOR - AUDITORIUM 102 - CATWALK
AVL132S	PLAN - 3RD FLOOR - STRUCTURAL RIGGING DETAILS
AVL132LED	PLAN - 3RD FLOOR - IMAG LED RIGGING
AVL132SPK	PLAN - 3RD FLOOR - SPEAKER RIGGING
AVL218	RCP - 1ST FLOOR - LOBBY
AVL219	RCP - 1ST FLOOR - LOBBY ADJOINING ROOMS
AVL301	SECTION - AUDITORIUM FIXED INSTALL GEAR
AVL401	FOH BOOTH DETAIL
AVL403	SUBWOOFER ENCLOSURE DETAILS
AVL405	MID PLATFORM TROUGH DETAIL
AVL406	DISPLAY MOUNTING DETAIL - BALCONY FACE
AVL407	DISPLAY MOUNTING DETAIL - AUDIO SUITE
AVL408	DISPLAY MOUNTING DETAIL - VIDEO SUITE
AVL409	DISPLAY MOUNTING DETAIL - AUDITORIUM WING WALLS
AVL410	DISPLAY MOUNTING DETAILS - LOBBY ROOMS
AVL411	LOBBY LED WALL DETAIL
AVL417	SPEAKER & LED WALL STRUCTURAL SUPPORT BEAM DETAIL
AVL421	LOBBY SPEAKER DETAILS
AVL449	RACK ROOM 302 - RACK POWER LOCATION DETAIL
AVL451	PANELBOARD SCHEDULE LED1
AVL461	AVL JBOX & CONDUIT SCHEDULES

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Clark Project Manager: Eric Rizner
Clark Lead Designer: Peter Fitton
Clark Lead Engineer: Adam Bien

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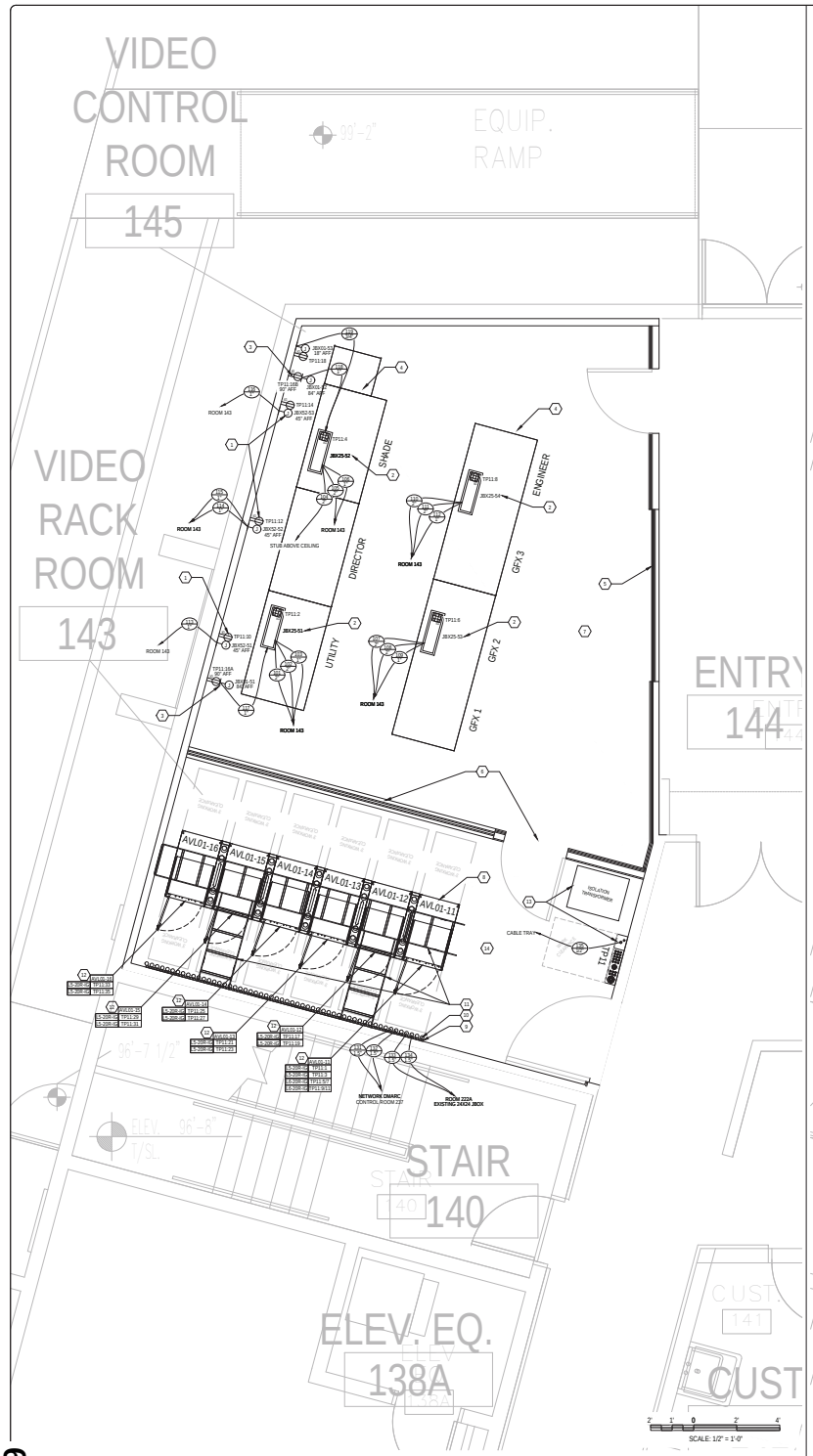
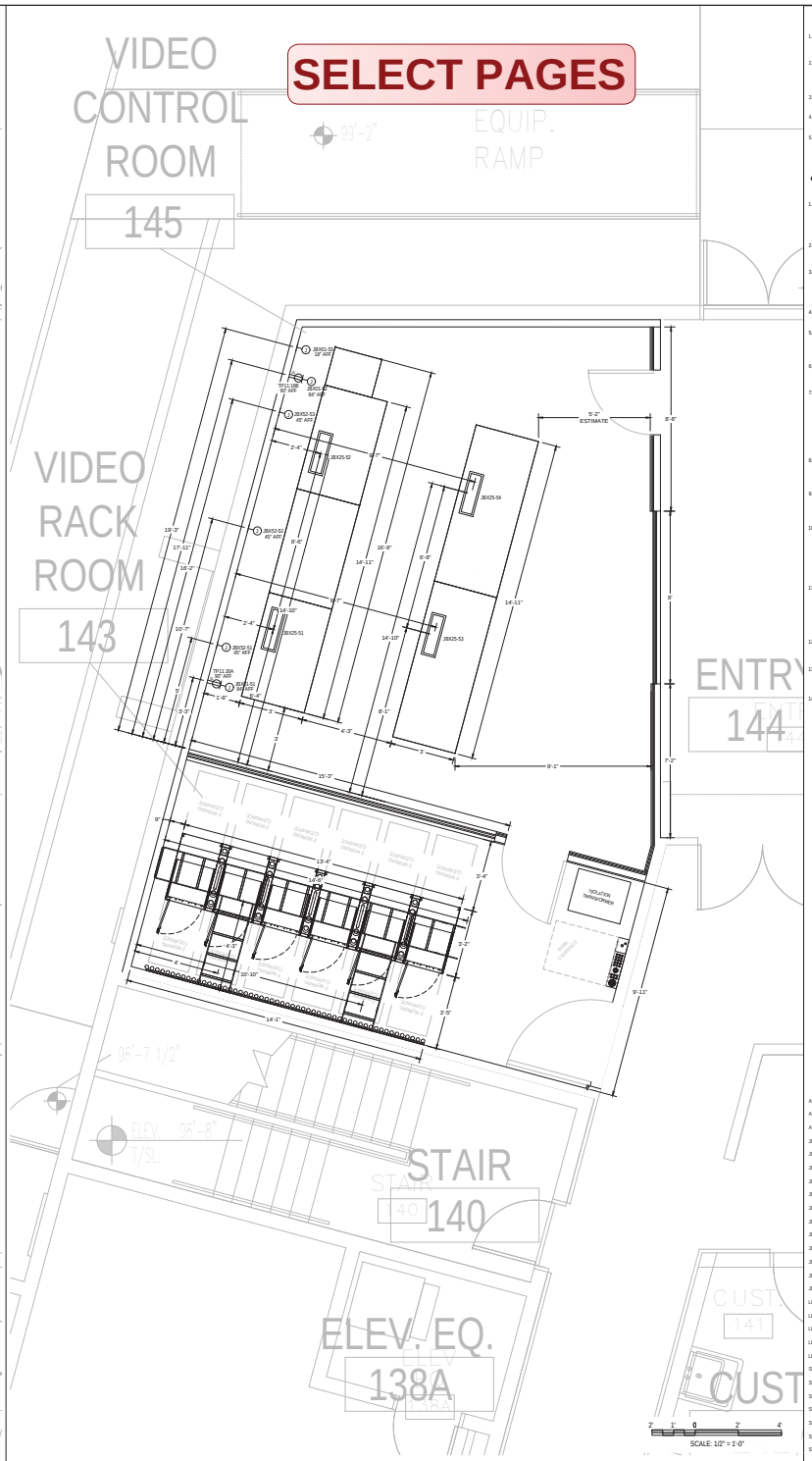
LAKELAND, FL 33810

REV	DATE	DESCRIPTION
—	3/18/2024	AS BUILT
REV 4	3/29/2023	LOBBY SYSTEMS ADDED
REV 3	09/02/2022	MISC CORRECTIONS
REV 2	07/28/2022	LOBBY ADDED
REV 1	05/26/2022	HOUSE CONDUIT REDUCTION

PROJECT #: 22-0238 **DRAWN BY:** ACB
MILESTONE/PHASE: CD REV4
PLOT BY: ADAM BIEN
PLOT DATE: 03/18/2024
SHEET TITLE:
TITLE AND SHEET INDEX
SHEET NUMBER:
AVL000



1 VIDEO CONTROL ROOM 145 AND ROOM 143



02 VIDEO CONTROL ROOM 145 AND ROOM 143 - DIMENSIONS

GENERAL NOTES

1. THE ELECTRICAL REQUIREMENTS AND RECOMMENDATIONS HEREIN ARE FOR COORDINATION PURPOSES ONLY. ALL ELECTRICAL SYSTEMS AND COMPONENTS MUST BE CERTIFIED BY THE ELECTRICAL ENGINEER OR RECORD.
2. ALL TECHNICAL POWER (ISOLATED GROUND) AND THEATRICAL LIGHTING POWER SHOWN HEREIN ARE FOR AVL PURPOSES ONLY AND SHALL NOT BE CONSIDERED FOR ANY OTHER USE. THESE POWER REQUIREMENTS ARE INTENDED TO BE IN ADDITION TO ANY CODE-REQUIRED COURTESY RECEPTACLES FOR A GIVEN SPACE.
3. GC AND EC SHALL CONFIRM ALL FINAL DISPLAY INSTALLATION LOCATIONS WITH OWNER, PRIOR TO ROUGH-IN.
4. GENERAL CONTRACTOR DUTIES AND DETAILS OUTLINED IN AVL001 PERTAIN TO ALL ITEMS ON THIS SHEET.
5. ELECTRICAL CONTRACTOR DUTIES AND DETAILS OUTLINED IN AVL001 PERTAIN TO ALL ITEMS ON THIS SHEET.

SHEET KEYNOTES

1. DISPLAY LOCATION:
   ELECTRICAL CONTRACTOR TO PROVIDE AND INSTALL SPECIFIED J-BOX, CONDUIT, AND (2) IG DUPLEX (NEMA 5-20R-IG) WITH IDENTIFIED POWER RATING.
   GENERAL CONTRACTOR TO PROVIDE AND INSTALL BACKING, SUPPORT, AND FINISHES.
   SEE DETAIL 1 ON SHEET AVL408 FOR ELEVATION DETAILS.
2. AVL FLOOR POCKET:
   ELECTRICAL CONTRACTOR TO PROVIDE AND INSTALL SPECIFIED FLOOR BOX W/ COVER, CONDUIT, AND (2) IG DUPLEX (NEMA 5-20R-IG) WITH IDENTIFIED POWER RATING.
3. INTERIOR SPEAKER:
   ELECTRICAL CONTRACTOR TO PROVIDE AND INSTALL SPECIFIED J-BOX, CONDUIT, AND (1) IG DUPLEX (NEMA 5-20R-IG) WITH IDENTIFIED POWER RATING.
   GENERAL CONTRACTOR TO PROVIDE AND INSTALL BACKING, SUPPORT, AND FINISHES.
   SEE DETAIL 1 ON SHEET AVL408 FOR ELEVATION DETAILS.
4. VIDEO PRODUCTION DESK:
   DESK PROVIDED AND INSTALLED BY CLARK.
5. SOUNDPROOF WINDOW:
   GENERAL CONTRACTOR TO PROVIDE AND INSTALL SOUNDPROOF WINDOW WITH NON-PARALLEL GLASS. WINDOW TO BE "ACOUSTICALSURFACES.COM STUDIO 6" OR CLARK APPROVED ALTERNATIVE.
6. SOUNDPROOF GLASS WALL / SOLID DOOR:
   GENERAL CONTRACTOR TO PROVIDE AND INSTALL SOUNDPROOF GLASS WALL / SOLID DOOR BETWEEN SPACES.
7. CONTROL ROOM DESIGN DETAILS:
   -WALLS SHARED WITH PUBLIC SPACES NEED ADDITIONAL SOUND ISOLATION. DOUBLE DRYWALL LAYERS WITH SPACE IN BETWEEN WILL HELP WITH SOUND ISOLATION. INSULATION IN THE WALLS AND CEILING SHOULD ALSO BE CONSIDERED.
   -CONTROL ROOM HVAC SHOULD CONFORM TO A NC30 RATING.
   -CONTROL ROOM SHOULD HAVE DIMMABLE LIGHTING FOR SERVICE TIMES AND WORK LIGHTS FOR MAINTENANCE.
8. AVL EQUIPMENT RACK:
   EQUIPMENT RACKS PROVIDED BY CLARK OR OWNER FURNISHED. EQUIPMENT RACKS TO BE INSTALLED BY CLARK. EXACT QUANTITIES AND LOCATION MAY VARY, SHOWN FOR ROOM COORDINATION PURPOSES. TYPICAL 6
9. PLYWOOD BACKBOARD:
   GENERAL CONTRACTOR TO PROVIDE AND INSTALL 3/4" PLYWOOD BACKBOARD AT LOCATION INDICATED FROM 0'-0" AFF - 10'-0" AFF OR TO FINISHED CEILING HEIGHT. PAINT FLAT BLACK. CONDUIT STUB OUTS SHALL TERMINATE ON BACKERBOARD.
10. CONDUIT STUBS:
    ELECTRICAL CONTRACTOR TO PROVIDE AND INSTALL CONDUITS AS INDICATED ON CONDUIT SCHEDULE TO THIS LOCATION NO MORE THEN 6" FROM WALL. CONDUIT TO STUB UP FROM SLAB OR DOWN FROM STRUCTURE. ALL CONDUITS TO BE TRIMMED TO 6" ABOVE FLOOR OR BELOW FINISHED CEILING. ELECTRICAL CONTRACTOR TO PAINT ALL EXPOSED CONDUITS, HARDWARE, FITTINGS, ETC. BLACK OR TO MATCH EXISTING FINISHES. ALL METAL CONDUITS TO HAVE NYLON BUSHING AND MEASURED PULL STRING INSTALLED. PRIOR TO CLARK INSTALL. STUB CONDUIT TO SIDE CLOSEST TO DESTINATION.
11. CABLE TRAY:
    ELECTRICAL CONTRACTOR TO PROVIDE AND INSTALL MIDDLE ATLANTIC CLB SERIES 18" WIDE BLACK CABLE TRAY AT 8'-0" AFF AT LOCATIONS INDICATED. CABLE TRAY TO BE ABLE TO SUPPORT 187LBS/FT ON 4' SPANS. PROVIDE 'T' TYPE INTERSECTIONS AT ALL LOCATIONS ON DRAWINGS WHERE 2 SECTIONS INTERSECT AT A 90 DEGREE ANGLE. CABLE TRAY MUST BE ACCESSIBLE ABOVE ANY FINISHED CEILING (IF APPLICABLE). IN LOCATIONS WHERE FINISHED CEILINGS PREVENT ACCESS TO CABLE TRAY, 45|4" CONDUITS CAN BE USED.
12. RACK POWER: (AUDIO/VIDEO RACK)
    ELECTRICAL CONTRACTOR TO PROVIDE AND INSTALL IG CIRCUITS AT 8'-6" AFF AT LOCATION INDICATED. CONNECT TO CIRCUITS IDENTIFIED.
13. ISOLATION TRANSFORMER & ISOLATED GROUND PANELBOARD:
    AUDIO VIDEO POWER ISOLATION TRANSFORMER SHOWN AS PLACEHOLDER, ELECTRICAL ENGINEER TO SIZE AND SPECIFY LOCATION.
14. RACK ROOM DESIGN DETAILS:
    RACK AND EQUIPMENT ROOMS REQUIRE DEDICATED COOLING SYSTEMS TO MAINTAIN PROPER OPERATING TEMPERATURES. ESTIMATED BTU LOADS AND TARGET TEMPERATURES MAY BE INDICATED ON SHEETS AVL001. IF NOT OTHERWISE SPECIFIED, HVAC SHALL BE SIZED TO MAINTAIN A CONSTANT 68 DEGREES UNDER A 16,000 BTU, PER EQUIPMENT RACK, HEAT LOAD.

TLA KEY

AVR01 - AUDIO/VIDEO EQUIPMENT RACK: MIDDLE ATLANTIC BGR-4538 45RU RACK, 23"/38"/90.57"
AVR02 - AUDIO/VIDEO EQUIPMENT RACK: OPE EXISTING 48 SPACE RACKS
AVR03 - AUDIO/VIDEO EQUIPMENT RACK: MIDDLE ATLANTIC SRSB-40-32 40RU RACK, 29"/32"/90.8"
JBX01 - RACO 265 4.68"X4.68"X2.188" BOX WITH 1-GANG MUD RING
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JBX08 - HOFFMAN ASE8X8X6NK NEMA-1 BOX WITH SCREW COVER
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JBX12 - HOFFMAN ASE12X12X6NK NEMA-1 BOX WITH SCREW COVER
JBX18 - HOFFMAN ASE18X18X6NK NEMA-1 BOX WITH SCREW COVER
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JBX25 - HOFFMAN ABS24RT17 8"X8"X24" TROUGH WITH SCREW COVER
JBX33 - ACE BACKSTAGE BACKBOX 1048BSW 10"X13"X3" W/ 1248SBK DOUBLE WIDE STAGE POCKET & 11-PE PER CIRCUIT
JBX34 - ACE BACKSTAGE CAMERA BACKBOXKID 1545LBK 10"X13"X6" W/ (1)-DC COVER & (1)-08 COVER
JBX48 - HOFFMAN ABS48T17 8"X8"X48" TROUGH WITH SCREW COVER
JBX52 - LEGRAND PACS25FCW 9"X14.25"X3.88" WITH FLANGE AND COVER. SEE AVL403 FOR DETAILS
LCD86 - PHILIPS D-LINE 86" DISPLAY, 75.9"X43.26"X3", 63.6 LBS
LED01 - VANGUARD COBALT P2 6, 23"X11.1"X3.5" WALL, 112 CABINETS (8HX14W), 237#LBS
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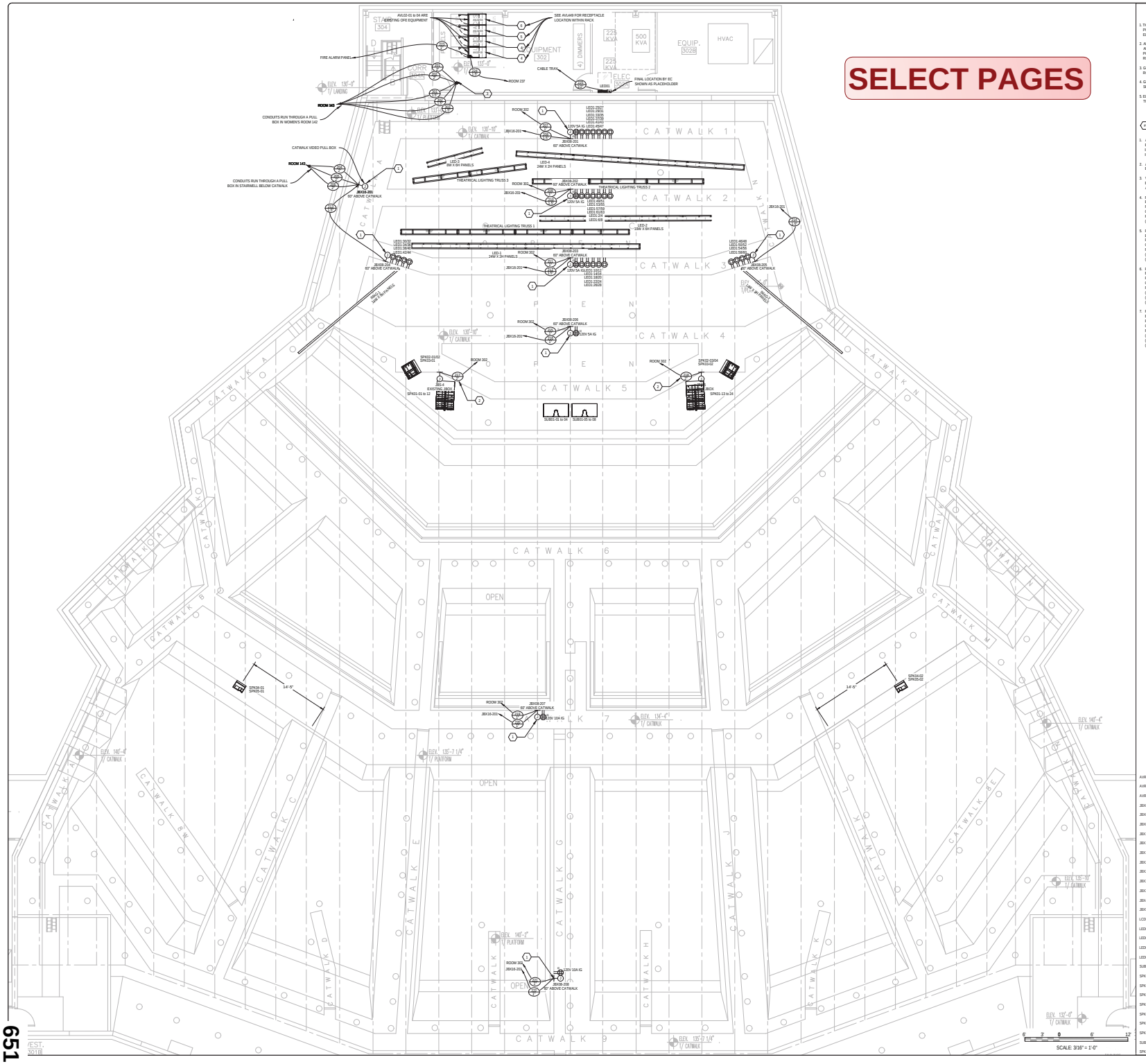
REV	DATE	DESCRIPTION
—	3/18/2024	AS BUILT
REV 4	3/20/2023	LOBBY SYSTEMS ADDED
REV 3	09/02/2022	MISC CORRECTIONS
REV 2	07/28/2022	LOBBY ADDED
REV 1	06/28/2022	HOUSE CONDUIT REDUCTION

PROJECT #: 22-0238 DRAWN BY: ACB
MILESTONE/PHASE: CD REV4
PLOT BY: ADAM BIEN
PLOT DATE: 03/18/2024

SHEET TITLE:
PLAN - 1ST FLOOR -
VIDEO CONTROL
ROOM 145 AND
RACK ROOM 143

SHEET NUMBER:
AVL116



GENERAL NOTES

1. THE ELECTRICAL REQUIREMENTS AND RECOMMENDATIONS HEREIN ARE FOR COORDINATION PURPOSES ONLY. ALL ELECTRICAL SYSTEMS AND COMPONENTS MUST BE CERTIFIED BY THE ELECTRICAL ENGINEER OR RECORD.
2. ALL TECHNICAL POWER (ISOLATED GROUND) AND THEATRICAL LIGHTING POWER SHOWN HEREIN ARE FOR AVL PURPOSES ONLY AND SHALL NOT BE CONSIDERED FOR ANY OTHER USE. THESE POWER REQUIREMENTS ARE INTENDED TO BE IN ADDITION TO ANY CODE-REQUIRED COURTESY RECEPTACLES FOR A GIVEN SPACE.
3. GC AND EC SHALL CONFIRM ALL FINAL DISPLAY INSTALLATION LOCATIONS WITH OWNER, PRIOR TO ROUGH-IN.
4. GENERAL CONTRACTOR DUTIES AND DETAILS OUTLINED IN AVL001 PERTAIN TO ALL ITEMS ON THIS SHEET.
5. ELECTRICAL CONTRACTOR DUTIES AND DETAILS OUTLINED IN AVL001 PERTAIN TO ALL ITEMS ON THIS SHEET.

SHEET KEYNOTES

1. AVL WALL POCKET:
   ELECTRICAL CONTRACTOR TO PROVIDE AND INSTALL SPECIFIED J-BOX AND CONDUIT. INSTALL IDENTIFIED HIGH VOLTAGE CIRCUIT ADJACENT TO J-BOX (MINIMUM 6" FROM J-BOX) IF CIRCUIT NUMBER IS NOT GIVEN, CONNECT TO EXISTING LOCAL POWER SOURCE.
2. AVL CONDUIT:
   ELECTRICAL CONTRACTOR TO PROVIDE AND INSTALL CONDUIT TO EXISTING JBOX.
3. VIDEO RACK ROOM CONNECTION:
   ELECTRICAL CONTRACTOR TO PROVIDE AND INSTALL SPECIFIED CONDUIT , STUB CONDUIT IN ACCESSIBLE AREA TO RACK ROOM 302 CABLE TRAY.
4. RACK POWER: (AVL02-01)
   ELECTRICAL CONTRACTOR TO REWORK INSTALLED ELECTRICAL CIRCUITS TO MATCH NEW REQUIREMENT.
   CONNECT IG CIRCUITS TO EXISTING LYNTEC PANEL.
   RACK MINIMUM REQUIREMENT:
   (2) 120V 20A IG DUPLEX EDISON RECEPTACLES
5. RACK POWER: (AVL02-02)
   ELECTRICAL CONTRACTOR TO REWORK INSTALLED ELECTRICAL CIRCUITS TO MATCH NEW REQUIREMENT.
   CONNECT IG CIRCUITS TO EXISTING LYNTEC PANEL.
   RACK MINIMUM REQUIREMENT:
   (2) 120V 20A IG DUPLEX EDISON RECEPTACLES
   (4) 120V 20A IG EDISON RECEPTACLE (REQUIRES MOTORIZED BREAKER)
6. RACK POWER: (AVL02-03)
   ELECTRICAL CONTRACTOR TO REWORK INSTALLED ELECTRICAL CIRCUITS TO MATCH NEW REQUIREMENT.
   CONNECT IG CIRCUITS TO EXISTING LYNTEC PANEL.
   RACK MINIMUM REQUIREMENT:
   (2) 120V 20A IG DUPLEX EDISON RECEPTACLE
   (3) 208V 20A IG L6-20R LOCKING RECEPTACLES (REQUIRES MOTORIZED BREAKER)
   (1) 208V 20A IG L6-20R LOCKING RECEPTACLES (REQUIRES MOTORIZED BREAKER)
7. RACK POWER: (AVL03-02)
   ELECTRICAL CONTRACTOR TO REWORK INSTALLED ELECTRICAL CIRCUITS TO MATCH NEW REQUIREMENT.
   CONNECT IG CIRCUITS TO EXISTING LYNTEC PANEL.
   RACK MINIMUM REQUIREMENT:
   (2) 120V 20A IG DUPLEX EDISON RECEPTACLE
   (1) 120V 20A HOUSE POWER DUPLEX EDISON RECEPTACLE
   (2) 120V 20A IG DUPLEX EDISON RECEPTACLE (REQUIRES MOTORIZED BREAKER)

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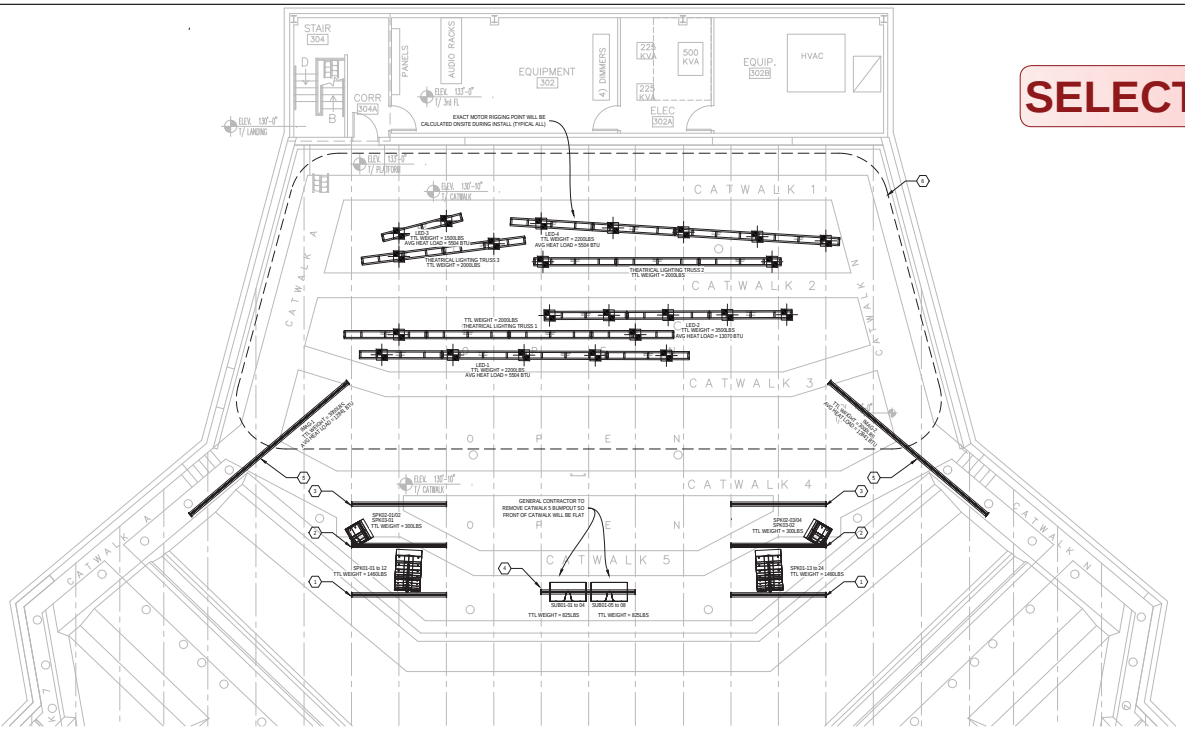
PROJECT #: 22-02136 **DRAWN BY:** ACB
MILESTONE/PHASE: CD REV4
PLOT BY: ADAM BIEN
PLOT DATE: 03/18/2024

SHEET TITLE:
PLAN - 3RD FLOOR - AUDITORIUM 102 - CATWALK

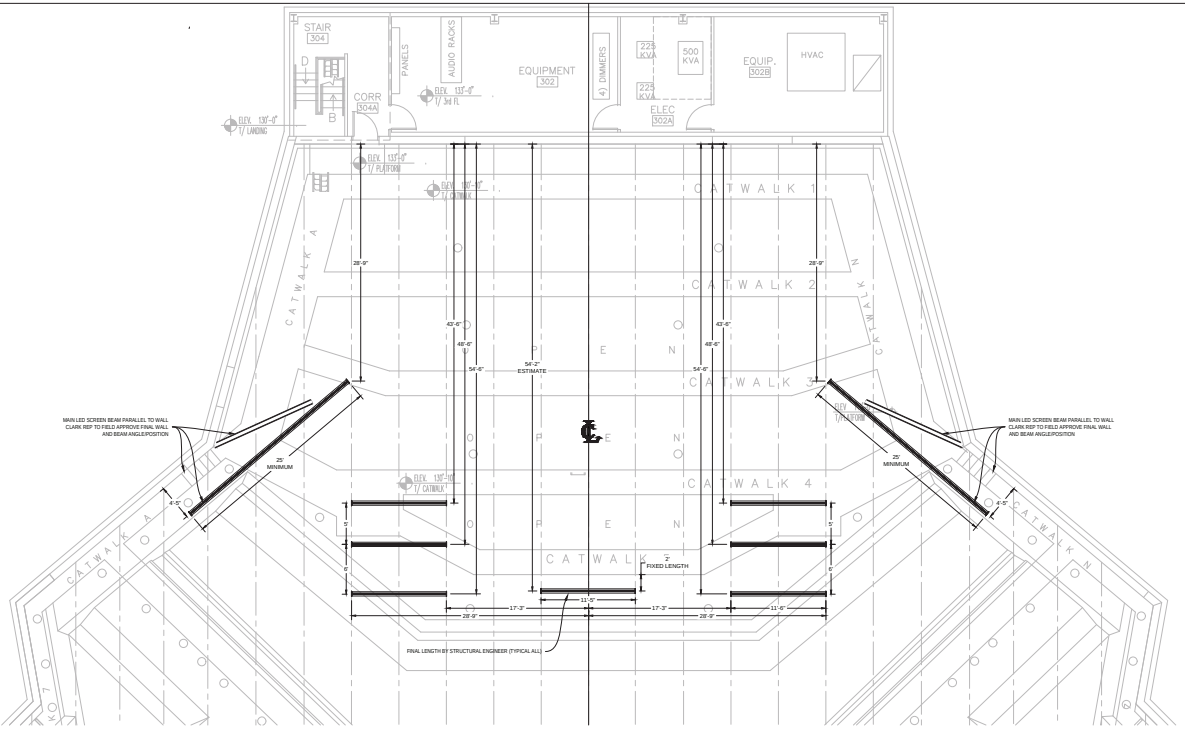
SHEET NUMBER:
AVL132



6' 3' 0 6' 12'

SCALE: 3/16" = 1'-0"

01 PLAN - 3RD FLOOR - STRUCTURAL RIGGING DETAILS



6' 3' 0 6' 12'

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2 PLAN - 3RD FLOOR - STRUCTURAL RIGGING DETAILS - DIMENSIONS

SELECT PAGES

GENERAL NOTES

1. AVL SUPPORT BEAMS AND ATTACHMENT TO BE DESIGNED BY PROJECT STRUCTURAL ENGINEER TO SUPPORT INDICATED LOADS. ALL WEIGHTS ARE IN IMPERIAL POUNDS.
2. DETAILS SHOWN ARE INTENDED TO GIVE GUIDANCE ON INTENDED LOADS, LOCATION AND USAGE, NOT STRUCTURAL SIZING. REFER TO PROJECT STRUCTURAL DRAWINGS FOR ACTUAL STRUCTURAL MEMBERS AND ATTACHMENT METHODS.
3. GENERAL CONTRACTOR TO PROVIDE AND INSTALL AVL SUPPORT BEAMS AT LOCATION INDICATED. ATTACHMENT SHALL BE PERPENDICULAR AND PARALLEL TO COLUMN LINES, AND LEVEL ON ALL AXIS'. ATTACHMENT SHALL PREVENT SWAYING, MOVING, ROTATING OR TWISTING UNDER LOAD.
4. WEIGHTS NOTATED ON THE DRAWINGS ARE ACTUAL LOADS. SAFETY FACTOR IS TO BE ACCOUNTED FOR BY THE STRUCTURAL ENGINEER OF RECORD.
5. RIGGING BEAM LENGTHS (IF INDICATED OR SHOWN) ARE APPROXIMATES FOR ESTIMATION AND REFLECT THE DESIRED DISTRIBUTION OF THE BEAM. RATHER THAN SPECIFIC DIMENSIONS. ACTUAL BEAM LENGTH TO BE DETERMINED BY LOCAL ATTACHMENT CONDITIONS AND STRUCTURAL ENGINEER.

SHEET KEYNOTES

1. SPEAKER SUPPORT BEAMS (TYPE 1):
   STRUCTURAL ENGINEER TO DESIGN SUPPORT BEAM AND ATTACHMENT BASED ON EXAMPLE SHOWN ON AVL417 DETAIL 1.
   GENERAL CONTRACTOR TO PROVIDE AND INSTALL SUPPORT BEAMS.
   BEAMS TO BE CAPABLE OF 1460LBS DYNAMIC POINT LOAD ANYWHERE ALONG BEAM.
   MOUNT BEAMS 38' 6" ABOVE PLATFORM TO BOTTOM OF BEAM.
2. SPEAKER SUPPORT BEAMS (TYPE 2):
   STRUCTURAL ENGINEER TO DESIGN SUPPORT BEAM AND ATTACHMENT BASED ON EXAMPLE SHOWN ON AVL417 DETAIL 1.
   GENERAL CONTRACTOR TO PROVIDE AND INSTALL SUPPORT BEAMS.
   BEAMS TO BE CAPABLE OF (1) 1460LBS & (2) 300LBS DYNAMIC POINT LOAD ANYWHERE ALONG BEAM.
   MOUNT BEAMS 38' 6" ABOVE PLATFORM TO BOTTOM OF BEAM.
3. SPEAKER SUPPORT BEAMS (TYPE 3):
   STRUCTURAL ENGINEER TO DESIGN SUPPORT BEAM AND ATTACHMENT BASED ON EXAMPLE SHOWN ON AVL417 DETAIL 1.
   GENERAL CONTRACTOR TO PROVIDE AND INSTALL SUPPORT BEAMS.
   BEAMS TO BE CAPABLE OF 300LBS DYNAMIC POINT LOAD ANYWHERE ALONG BEAM.
   MOUNT BEAMS 38' 6" ABOVE PLATFORM TO BOTTOM OF BEAM.
4. SPEAKER SUPPORT BEAMS (TYPE 4):
   STRUCTURAL ENGINEER TO DESIGN SUPPORT BEAM AND ATTACHMENT BASED ON EXAMPLE SHOWN ON AVL417 DETAIL 1.
   GENERAL CONTRACTOR TO PROVIDE AND INSTALL SUPPORT BEAMS.
   BEAMS TO BE CAPABLE OF (2) 825LBS DYNAMIC POINT LOADS ANYWHERE ALONG BEAM.
   MOUNT BEAMS 38' 6" ABOVE PLATFORM TO BOTTOM OF BEAM.
5. LED VIDEO WALL SUPPORT BEAM:
   STRUCTURAL ENGINEER TO DESIGN SUPPORT BEAM AND ATTACHMENT BASED ON EXAMPLE SHOWN ON AVL417 DETAIL 1.
   GENERAL CONTRACTOR TO PROVIDE AND INSTALL SUPPORT BEAMS.
   BEAMS TO BE CAPABLE OF 3000LBS STATIC LOADS DISTRIBUTED ALONG BEAM.
   MOUNT BEAMS 38' 6" ABOVE PLATFORM TO BOTTOM OF BEAM.
6. LIGHTING RIGGING POINT: (ENTIRE PLATFORM ROOF)
   STRUCTURAL ENGINEER TO ASSESS AND MODIFY PLATFORM ROOF TRUSSES TO ACCOMMODATE (23) 1000LBS DYNAMIC POINT LOADS ANYWHERE WITHIN FOOTPRINT.
   OPENING DAY SCREEN/TRUSS LAYOUT AND WEIGHTS SHOWN FOR REFERENCE.
   SCREEN/TRUSS LOCATION WILL MOVE WITHIN PLATFORM AREA DURING LIFE OF BUILDING.
   MOTOR RIGGING TO ROOF TRUSSES BY CLARK.

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THIS DRAWING IS A CONSTRUCTION DRAWING, PORTRAYING THE SCOPE AND INTENT OF THE WORK, THE LAYOUT, AND THE STRUCTURE OF THE COORDINATE PHYSICAL PARTS, AND THE GENERAL ARRANGEMENTS OF THE APPARATUS AND EQUIPMENT NECESSARY TO FULFILL THE PURPOSES OF THE PROJECT. IMMEDIATELY NOTIFY CLARK OF ANY ERROR, USE AND RETENTION OF THIS DRAWING IS SUBJECT TO THE TERMS OF THE CONTRACT THAT IT IS SUBMITTED UNDER. DIMENSIONS AND SCALE ARE AS NOTED. THIS DRAWING IS CONFIDENTIAL, AND IS THE PROPERTY OF CLARK. IT MUST NOT BE LENT, SOLD, COPIED, OR DISCLOSED TO A THIRD PARTY WITHOUT THE WRITTEN CONSENT OF CLARK. DRAWINGS ARE NOT FOR PERMIT UNLESS OTHERWISE INDICATED.

LAKELAND CHURCH
AUDITORIUM AVL UPGRADE

1401 GRIFFIN ROAD
LAKELAND, FL 33810

REV	DATE	DESCRIPTION
---	3/18/2024	AS BUILT
REV 4	3/29/2023	LOBBY SYSTEMS ADDED
REV 3	05/03/2023	MISC CORRECTIONS
REV 2	07/28/2023	LOBBY ADDED
REV 1	05/26/2023	HOUSE CONDUIT REDUCTION

PROJECT #: 22-02/38 **DRAWN BY:** ACB
MILESTONE/PHASE: CD REV4
PLOT BY: ADAM BIEN
PLOT DATE: 03/18/2024

SHEET TITLE:
PLAN - 3RD FLOOR - STRUCTURAL RIGGING DETAILS

SHEET NUMBER:
AVL132S

DESIGN ONLY - NOT FOR PERMIT

PANELBOARD - TP11

	VOLTAGE:	208V/120V, 3Ø, 5 WIRE				MAIN:	BY EE			MOUNTING: SURFACE					REMARKS: ISOLATED GROUND BUSS TYPE PANELBOARD		
	BUS SIZE:	BY EE				TOTAL LOAD:		29180		WATTS	FAULT DUTY: BY EE						
		CIRCUIT DATA				MIN	PHASE			MIN	CIRCUIT DATA						
CKT NO	DESCRIPTION	SEQ	WATTS	TRIP	POLE	BKR	A	B	C	BKR	POLE	TRIP	WATTS	SEQ	DESCRIPTION	CKT NO	
1	ROOM 143 - RACK AVL01-11	-	1000	20A	1	N	2000			N	1	20A	1000	-	ROOM 145 - FRONT DESK	2	
3	ROOM 143 - RACK AVL01-11	-	1000	20A	1	N		2000		N	1	20A	1000	-	ROOM 145 - FRONT DESK	4	
5	ROOM 143 - RACK AVL01-11	-	1500	20A	2	M			2500	N	1	20A	1000	-	ROOM 145 - REAR DESK	6	
7	-	-	1500	20A	-	M	2500			N	1	20A	1000	-	ROOM 145 - REAR DESK	8	
9	ROOM 143 - RACK AVL01-11	-	1500	20A	2	M		2400		N	1	20A	900	-	ROOM 145 - DISPLAY 1	10	
11	-	-	1500	20A	-	M			2400	N	1	20A	900	-	ROOM 145 - DISPLAY 2	12	
13	SPARE	-	0	20A	2	M	900			N	1	20A	900	-	ROOM 145 - DISPLAY 3	14	
15	-	-	0	20A	-	M		500		N	1	20A	500	-	ROOM 145 - SPEAKERS (x2)	16	
17	ROOM 143 - RACK AVL01-12	-	1000	20A	1	N			1400	N	1	20A	400	-	ROOM 145 - WALL PANEL	18	
19	ROOM 143 - RACK AVL01-12	-	1000	20A	1	N	1000			-	-	-	0	-	-	20	
21	ROOM 143 - RACK AVL01-13	-	1000	20A	1	N		1000		-	-	-	0	-	-	22	
23	ROOM 143 - RACK AVL01-13	-	1000	20A	1	N			1600	N	1	20A	600	-	ROOM 147/148A - DISPLAYS (x2)	24	
25	ROOM 143 - RACK AVL01-14	-	1000	20A	1	N	1500			N	1	20A	500	-	ROOM 147 - WALL PANEL	26	
27	ROOM 143 - RACK AVL01-14	-	1000	20A	1	N		1500		N	1	20A	500	-	ROOM 147 - WALL PANEL	28	
29	ROOM 143 - RACK AVL01-15	-	1000	20A	1	N			1800	N	1	20A	800	-	ROOM 148A - WALL PANEL	30	
31	ROOM 143 - RACK AVL01-15	-	1000	20A	1	N	1800			N	1	20A	800	-	ROOM 148A - WALL PANEL	32	
33	ROOM 143 - RACK AVL01-16	-	1000	20A	1	N		1000		-	-	-	0	-	-	34	
35	ROOM 143 - RACK AVL01-16	-	1000	20A	1	N			1000	-	-	-	0	-	-	36	
37	SPARE	-	0	20A	1	N	10			N	3	30A	10	-	TVSS BREAKER	38	
39	SPARE	-	0	20A	1	N		10		N	-	30A	10	-	-	40	
41	SEQUENCER	-	350	15A	1	N			360	N	-	30A	10	-	-	42	
							TOTAL LOADS:	9710	8410	1106 0							

	GENERAL NOTES:
1-	PANEL IS LYNTEC RPC-341 SERIES (MASTER COMES WITH ITG)
2-	CIRCUIT BREAKER TYPE: SUITABLE FOR SWITCHING DUTY, SUITABLE FOR HIGH INRUSH CURRENT
3-	EACH CIRCUIT TO HAVE FULL SIZE DEDICATED NEUTRAL WIRES.
4-	THIS PANEL FOR DEDICATED USE WITH CLARK SYSTEMS ONLY. (NO OTHER CIRCUITS TO BE CONNECTED TO THIS PANEL)
5-	PROJECT ELECTRICAL ENGINEER TO SIZE APPROPRIATE FEED TO THIS PANEL
6-	ALL RECEPTACLES ARE ISOLATED GROUND RECEPTACLES WITH FULL SIZED ISOLATED GROUND. ELECTRICAL CONTRACTOR TO PROVIDE AND INSTALL ALL RECEPTACLES.
7-	PROVIDE FULL SIZED GROUND WIRE BETWEEN THIS PANEL AND THE MAIN SERVICE GROUNDING POINT.
8-	ELECTRICAL CONTRACTOR SHALL PROVIDE AND INSTALL PANEL.
9-	ELECTRICAL CONTRACTOR TO CONNECT CIRCUIT(S) TO POWER STALK(S) IN EQUIPMENT RACK(S) AT TIME OF RACK INSTALL
10-	NOTE: "N" WITHIN SEQUENCE COLUMN INDICATES NON-SEQUENCED / NON-MOTORIZED CIRCUIT BREAKER.
11-	ELECTRICAL CONTRACTOR SHALL PROVIDE AND INSTALL TVSS (TRANSIENT VOLTAGE SURGE SUPPRESSOR) DEVICE AT EACH PANEL UNLESS SUITABLE PROTECTION IS PROVIDED ELSEWHERE WITHIN ELECTRICAL SYSTEMS.
12-	NOTE: CONTACT CLARK FOR ADDITIONAL INFORMATION AND EXACT PANEL SPECIFICATION.

PANELBOARD - LED1

	VOLTAGE:	208V/120V, 3Ø, 5 WIRE				MAIN:	BY EE			MOUNTING: SURFACE							
	BUS SIZE:	BY EE				TOTAL LOAD:		124380		WATTS	FAULT DUTY: BY EE						
		CIRCUIT DATA				MIN	PHASE			MIN	CIRCUIT DATA						
CKT NO	DESCRIPTION	SEQ	WATTS	TRIP	POLE	BKR	A	B	C	BKR	POLE	TRIP	WATTS	SEQ	DESCRIPTION	CKT NO	
1	UPSTAGE RIGHT 1	-	2000	20A	2	M	4000			M	2	20A	2000	-	CATWALK 2 CENTER 5	2	
3	-	-	2000	20A	-	M		4000		M	-	20A	2000	-	-	4	
5	UPSTAGE RIGHT 2	-	2000	20A	2	M			4000	M	2	20A	2000	-	CATWALK 2 CENTER 6	6	
7	-	-	2000	20A	-	M	4000			M	-	20A	2000	-	-	8	
9	UPSTAGE RIGHT 3	-	2000	20A	2	M		4000		M	2	20A	2000	-	CATWALK 3 CENTER 1	10	
11	-	-	2000	20A	-	M			4000	M	-	20A	2000	-	-	12	
13	UPSTAGE LEFT 1	-	2000	20A	2	M	4000			M	2	20A	2000	-	CATWALK 3 CENTER 2	14	
15	-	-	2000	20A	-	M		4000		M	-	20A	2000	-	-	16	
17	UPSTAGE LEFT 2	-	2000	20A	2	M			4000	M	2	20A	2000	-	CATWALK 3 CENTER 3	18	
19	-	-	2000	20A	-	M	4000			M	-	20A	2000	-	-	20	
21	UPSTAGE LEFT 3	-	2000	20A	2	M		4000		M	2	20A	2000	-	CATWALK 3 CENTER 4	22	
23	-	-	2000	20A	-	M			4000	M	-	20A	2000	-	-	24	
25	CATWALK 1 CENTER 1	-	2000	20A	2	M	4000			M	2	20A	2000	-	CATWALK 3 CENTER 5	26	
27	-	-	2000	20A	-	M		4000		M	-	20A	2000	-	-	28	
29	LYNTEC POWER	-	350	15A	1	N			360	N	3	30A	10	-	TVSS	30	
31	CATWALK 1 CENTER 2	-	2000	20A	2	M	2010			N	-	30A	10	-	-	32	
33	-	-	2000	20A	-	M		2010		N	-	30A	10	-	-	34	
35	CATWALK 1 CENTER 3	-	2000	20A	2	M			4000	M	2	20A	2000	-	HOUSE LEFT MAIN LED WALL 1	36	
37	-	-	2000	20A	-	M	4000			M	-	20A	2000	-	-	38	
39	CATWALK 1 CENTER 4	-	2000	20A	2	M		4000		M	2	20A	2000	-	HOUSE LEFT MAIN LED WALL 2	40	
41	-	-	2000	20A	-	M			4000	M	-	20A	2000	-	-	42	
43	CATWALK 1 CENTER 5	-	2000	20A	2	M	4000			M	2	20A	2000	-	HOUSE LEFT MAIN LED WALL 3	44	
45	-	-	2000	20A	-	M		4000		M	-	20A	2000	-	-	46	
47	CATWALK 1 CENTER 6	-	2000	20A	2	M			4000	M	2	20A	2000	-	HOUSE LEFT MAIN LED WALL 4	48	
49	-	-	2000	20A	-	M	4000			M	-	20A	2000	-	-	50	
51	CATWALK 2 CENTER 1	-	2000	20A	2	M		4000		M	2	20A	2000	-	HOUSE RIGHT MAIN LED WALL 1	52	
53	-	-	2000	20A	-	M			4000	M	-	20A	2000	-	-	54	
55	CATWALK 2 CENTER 2	-	2000	20A	2	M	4000			M	2	20A	2000	-	HOUSE RIGHT MAIN LED WALL 2	56	
57	-	-	2000	20A	-	M		4000		M	-	20A	2000	-	-	58	
59	CATWALK 2 CENTER 3	-	2000	20A	2	M			4000	M	2	20A	2000	-	HOUSE RIGHT MAIN LED WALL 3	60	
61	-	-	2000	20A	-	M	4000			M	-	20A	2000	-	-	62	
63	CATWALK 2 CENTER 4	-	2000	20A	2	M		4000		M	2	20A	2000	-	HOUSE RIGHT MAIN LED WALL 4	64	
65	-	-	2000	20A	-	M			4000	M	-	20A	2000	-	-	66	
							TOTAL LOADS:	42010	42010	40360							

	GENERAL NOTES:
1-	PANEL IS LYNTEC RPC-365 SERIES (MAIN)
2-	CIRCUIT BREAKER TYPE: SUITABLE FOR SWITCHING DUTY, SUITABLE FOR HIGH INRUSH CURRENT
3-	ELECTRICAL CONTRACTOR SHALL PROVIDE AND INSTALL TVSS (TRANSIENT VOLTAGE SURGE SUPPRESSOR) DEVICE AT EACH PANEL UNLESS SUITABLE PROTECTION IS PROVIDED ELSEWHERE WITHIN ELECTRICAL SYSTEMS.
4-	THIS PANEL FOR DEDICATED USE WITH CLARK SYSTEMS ONLY. (NO OTHER CIRCUITS TO BE CONNECTED TO THIS PANEL)
5-	PROJECT ELECTRICAL ENGINEER TO SIZE APPROPRIATE FEED TO THIS PANEL
6-	ELECTRICAL CONTRACTOR TO PROVIDE AND INSTALL ALL RECEPTACLES.
7-	PROVIDE FULL SIZED GROUND WIRE BETWEEN THIS PANEL AND THE MAIN SERVICE GROUNDING POINT.
8-	ELECTRICAL CONTRACTOR SHALL PROVIDE AND INSTALL PANEL.
9-	N/A
10-	NOTE: "N" WITHIN SEQUENCE COLUMN INDICATES NON-SEQUENCED / NON-MOTORIZED CIRCUIT BREAKER. "M" WITHIN SEQUENCE COLUMN INDICATES SEQUENCED / MOTORIZED CIRCUIT BREAKER.
11-	NOTE: CONTACT CLARK FOR ADDITIONAL INFORMATION AND EXACT PANEL SPECIFICATION.

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LAKELAND CHURCH
AUDITORIUM AVL UPGRADE
1401 GRIFFIN ROAD
LAKELAND, FL 33810

REV.	DATE	DESCRIPTION
---	3/18/2024	AS BUILT
REV 4	3/29/2023	LOBBY SYSTEMS ADDED
REV 3	09/03/2023	MISC CORRECTIONS
REV 2	07/28/2023	LOBBY ADDED
REV 1	05/26/2023	HOUSE CONDUIT REDUCTION

PROJECT #: 22-0238 DRAWN BY: ACB
MILESTONE/PHASE: CD REV4
PLOT BY: ADAM BIEN
PLOT DATE: 03/18/2024
SHEET TITLE:
PANELBOARD SCHEDULE LED1
SHEET NUMBER:
AVL451

DESIGN ONLY - NOT FOR PERMIT

AVL JBOX SCHEDULE

###	MANUFACTURER, MODEL, SIZE	NOTE	MOUNT	LOCATION (RM)	PURPOSE	DWG
JBX01-01	RACO 265 4.688"X4.688"X2.188" BOX WITH 1-GANG MUD RING	REQUIRES 1 GANG MUD RING	WALL (FLUSH) @ 44" AFF	AUDITORIUM PLATFORM	LIGHTING CONTROL PANEL	AVL111
JBX01-02	RACO 265 4.688"X4.688"X2.188" BOX WITH 1-GANG MUD RING	REQUIRES 1 GANG MUD RING	WALL (FLUSH) @ 44" AFF	AUDITORIUM PLATFORM	LIGHTING CONTROL PANEL	AVL111
JBX18-01	HOFFMAN ASE18X18X8NK NEMA-1 BOX WITH SCREW COVER		WALL (FLUSH) @ 18" AFF	AUDITORIUM PLATFORM	AVL I/O PANEL	AVL111
JBX18-02	HOFFMAN ASE18X18X8NK NEMA-1 BOX WITH SCREW COVER		WALL (FLUSH) @ 18" AFF	AUDITORIUM PLATFORM	AVL I/O PANEL	AVL111
JBX24-01	HOFFMAN ASE24X24X8NK NEMA-1 BOX WITH SCREW COVER		WALL (SURFACE) @ 18" AFF	AUDITORIUM PLATFORM	AVL I/O PANEL	AVL111
JBX24-02	HOFFMAN ASE24X24X8NK NEMA-1 BOX WITH SCREW COVER		WALL (SURFACE) @ 18" AFF	AUDITORIUM PLATFORM	AVL I/O PANEL	AVL111
JBX33-01	ACE BACKSTAGE BACKBOX 1048BBXW 10"X18"X8" W/ 124M1BK DOUBLE WIDE STAGE POCKET & 1-PE PER CIRCUIT	DOUBLE WIDE STAGE POCKET W/ SOLID BLACK LID W/ 1" CABLE OPENING	FLUSH IN FLOOR	AUDITORIUM PLATFORM	AVL I/O PANEL	AVL111
JBX33-02	ACE BACKSTAGE BACKBOX 1048BBXW 10"X18"X8" W/ 124M1BK DOUBLE WIDE STAGE POCKET & 1-PE PER CIRCUIT	DOUBLE WIDE STAGE POCKET W/ SOLID BLACK LID W/ 1" CABLE OPENING	FLUSH IN FLOOR	AUDITORIUM PLATFORM	AVL I/O PANEL	AVL111
JBX52-01	LEGRAND PACS25FCW 9"X14.25"X3.88" WITH FLANGE AND COVER.	SEE AVL409 VIEW 1	WALL (FLUSH) @ 60" AFF	AUDITORIUM PLATFORM	DISPLAY I/O BOX	AVL111
JBX52-02	LEGRAND PACS25FCW 9"X14.25"X3.88" WITH FLANGE AND COVER.	SEE AVL409 VIEW 1	WALL (FLUSH) @ 60" AFF	AUDITORIUM PLATFORM	DISPLAY I/O BOX	AVL111
JBX02-11	RACO 265 4.688"X4.688"X2.188" BOX WITH 2-GANG MUD RING	REQUIRES 2 GANG MUD RING	TOP OF WALL	ROOM 134	LIGHTING CONTROL	AVL112
JBX02-12	RACO 265 4.688"X4.688"X2.188" BOX WITH 2-GANG MUD RING	REQUIRES 2 GANG MUD RING	ABOVE DROP CEILING	ROOM 132	LIGHTING CONTROL	AVL112
JBX02-13	RACO 265 4.688"X4.688"X2.188" BOX WITH 2-GANG MUD RING	REQUIRES 2 GANG MUD RING	TOP OF WALL	ROOM 160	LIGHTING CONTROL	AVL112
JBX02-14	RACO 265 4.688"X4.688"X2.188" BOX WITH 2-GANG MUD RING	REQUIRES 2 GANG MUD RING	ABOVE DROP CEILING	ROOM 162	LIGHTING CONTROL	AVL112
JBX12-01	HOFFMAN ASE12X12X8NK NEMA-1 BOX WITH SCREW COVER		WALL (FLUSH) @ 18" AFF	AUDIO CONTROL 102A	AVL I/O PANEL	AVL112
JBX12-02	HOFFMAN ASE12X12X8NK NEMA-1 BOX WITH SCREW COVER		WALL (FLUSH) @ 18" AFF	AUDIO CONTROL 102A	AVL I/O PANEL	AVL112
JBX33-03	ACE BACKSTAGE BACKBOX 1048BBXW 10"X18"X8" W/ 124M1BK DOUBLE WIDE STAGE POCKET & 1-PE PER CIRCUIT	DOUBLE WIDE STAGE POCKET W/ SOLID BLACK LID W/ 1" CABLE OPENING	FLUSH IN FLOOR	ROOM 102	AVL I/O PANEL	AVL112
JBX33-04	ACE BACKSTAGE BACKBOX 1048BBXW 10"X18"X8" W/ 124M1BK DOUBLE WIDE STAGE POCKET & 1-PE PER CIRCUIT	DOUBLE WIDE STAGE POCKET W/ SOLID BLACK LID W/ 1" CABLE OPENING	FLUSH IN FLOOR	ROOM 102	AVL I/O PANEL	AVL112
JBX33-05	ACE BACKSTAGE BACKBOX 1048BBXW 10"X18"X8" W/ 124M1BK DOUBLE WIDE STAGE POCKET & 1-PE PER CIRCUIT	DOUBLE WIDE STAGE POCKET W/ SOLID BLACK LID W/ 1" CABLE OPENING	FLUSH IN FLOOR	ROOM 102	AVL I/O PANEL	AVL112
JBX34-01	ACE BACKSTAGE CAMERA BACKBOX/LID 1545LBK 10"X18"X6" W/ (1)-DC COVER & (1)-DB COVER	LID IS INCLUDED IN PART NUMBER	FLUSH IN FLOOR	ROOM 102	VIDEO I/O PANEL	AVL112
JBX34-02	ACE BACKSTAGE CAMERA BACKBOX/LID 1545LBK 10"X18"X6" W/ (1)-DC COVER & (1)-DB COVER	LID IS INCLUDED IN PART NUMBER	FLUSH IN FLOOR	ROOM 102	VIDEO I/O PANEL	AVL112
JBX34-03	ACE BACKSTAGE CAMERA BACKBOX/LID 1545LBK 10"X18"X6" W/ (1)-DC COVER & (1)-DB COVER	LID IS INCLUDED IN PART NUMBER	FLUSH IN FLOOR	ROOM 102	VIDEO I/O PANEL	AVL112
JBX34-04	ACE BACKSTAGE CAMERA BACKBOX/LID 1545LBK 10"X18"X6" W/ (1)-DC COVER & (1)-DB COVER	LID IS INCLUDED IN PART NUMBER	FLUSH IN FLOOR	ROOM 102	VIDEO I/O PANEL	AVL112
JBX34-05	ACE BACKSTAGE CAMERA BACKBOX/LID 1545LBK 10"X18"X6" W/ (1)-DC COVER & (1)-DB COVER	LID IS INCLUDED IN PART NUMBER	FLUSH IN FLOOR	ROOM 102	VIDEO I/O PANEL	AVL112
JBX34-06	ACE BACKSTAGE CAMERA BACKBOX/LID 1545LBK 10"X18"X6" W/ (1)-DC COVER & (1)-DB COVER	LID IS INCLUDED IN PART NUMBER	FLUSH IN FLOOR	ROOM 102	VIDEO I/O PANEL	AVL112
JBX34-07	ACE BACKSTAGE CAMERA BACKBOX/LID 1545LBK 10"X18"X6" W/ (1)-DC COVER & (1)-DB COVER	LID IS INCLUDED IN PART NUMBER	FLUSH IN FLOOR	ROOM 102	VIDEO I/O PANEL	AVL112
JBX34-08	ACE BACKSTAGE CAMERA BACKBOX/LID 1545LBK 10"X18"X6" W/ (1)-DC COVER & (1)-DB COVER	LID IS INCLUDED IN PART NUMBER	FLUSH IN FLOOR	ROOM 102	VIDEO I/O PANEL	AVL112
JBX34-09	ACE BACKSTAGE CAMERA BACKBOX/LID 1545LBK 10"X18"X6" W/ (1)-DC COVER & (1)-DB COVER	LID IS INCLUDED IN PART NUMBER	FLUSH IN FLOOR	ROOM 102	VIDEO I/O PANEL	AVL112
JBX34-10	ACE BACKSTAGE CAMERA BACKBOX/LID 1545LBK 10"X18"X6" W/ (1)-DC COVER & (1)-DB COVER	LID IS INCLUDED IN PART NUMBER	FLUSH IN FLOOR	ROOM 102	VIDEO I/O PANEL	AVL112
JBX34-11	ACE BACKSTAGE CAMERA BACKBOX/LID 1545LBK 10"X18"X6" W/ (1)-DC COVER & (1)-DB COVER	LID IS INCLUDED IN PART NUMBER	FLUSH IN FLOOR	ROOM 102	VIDEO I/O PANEL	AVL112
JBX48-01	HOFFMAN A884BT1T 8"X8"X48" TROUGH WITH SCREW COVER		FLUSH IN FLOOR	ROOM 102	AVL PULL BOX	AVL112
JBX01-51	RACO 265 4.688"X4.688"X2.188" BOX WITH 1-GANG MUD RING	REQUIRES 1 GANG MUD RING	WALL (FLUSH) @ 94" AFF	ROOM 145	SPEAKER PANEL	AVL116
JBX01-52	RACO 265 4.688"X4.688"X2.188" BOX WITH 1-GANG MUD RING	REQUIRES 1 GANG MUD RING	WALL (FLUSH) @ 94" AFF	ROOM 145	SPEAKER PANEL	AVL116
JBX01-53	RACO 265 4.688"X4.688"X2.188" BOX WITH 1-GANG MUD RING	REQUIRES 1 GANG MUD RING	WALL (FLUSH) @ 18" AFF	ROOM 145	SPEAKER PANEL	AVL116
JBX25-51	HOFFMAN A882487T1 8"X8"X24" TROUGH WITH SCREW COVER		FLUSH IN FLOOR	ROOM 145	AVL PULL BOX	AVL116
JBX25-52	HOFFMAN A882487T1 8"X8"X24" TROUGH WITH SCREW COVER		FLUSH IN FLOOR	ROOM 145	AVL PULL BOX	AVL116
JBX25-53	HOFFMAN A882487T1 8"X8"X24" TROUGH WITH SCREW COVER		FLUSH IN FLOOR	ROOM 145	AVL PULL BOX	AVL116
JBX25-54	HOFFMAN A882487T1 8"X8"X24" TROUGH WITH SCREW COVER		FLUSH IN FLOOR	ROOM 145	AVL PULL BOX	AVL116
JBX52-51	LEGRAND PACS25FCW 9"X14.25"X3.88" WITH FLANGE AND COVER.	SEE AVL408 VIEW 1	WALL (FLUSH) @ 45" AFF	ROOM 145	DISPLAY I/O BOX	AVL116
JBX52-52	LEGRAND PACS25FCW 9"X14.25"X3.88" WITH FLANGE AND COVER.	SEE AVL408 VIEW 1	WALL (FLUSH) @ 45" AFF	ROOM 145	DISPLAY I/O BOX	AVL116
JBX52-53	LEGRAND PACS25FCW 9"X14.25"X3.88" WITH FLANGE AND COVER.	SEE AVL408 VIEW 1	WALL (FLUSH) @ 45" AFF	ROOM 145	DISPLAY I/O BOX	AVL116
JBX10-71	HOFFMAN ASE10X10X6NK NEMA-1 BOX WITH SCREW COVER		WALL (FLUSH) @ 18" AFF	ROOM 147	AVL I/O PANEL	AVL116
JBX12-71	HOFFMAN ASE12X12X6NK NEMA-1 BOX WITH SCREW COVER		WALL (FLUSH) @ 18" AFF	ROOM 147	AVL I/O PANEL	AVL116
JBX12-72	HOFFMAN ASE12X12X6NK NEMA-1 BOX WITH SCREW COVER		WALL (FLUSH) @ 18" AFF	ROOM 148A	AVL I/O PANEL	AVL116
JBX12-73	HOFFMAN ASE12X12X6NK NEMA-1 BOX WITH SCREW COVER		WALL (FLUSH) @ 18" AFF	ROOM 148A	AVL I/O PANEL	AVL116
JBX52-71	LEGRAND PACS25FCW 9"X14.25"X3.88" WITH FLANGE AND COVER.	SEE AVL407 VIEW 1	WALL (FLUSH) @ 60" AFF	ROOM 147	DISPLAY I/O BOX	AVL116
JBX52-72	LEGRAND PACS25FCW 9"X14.25"X3.88" WITH FLANGE AND COVER.	SEE AVL407 VIEW 1	WALL (FLUSH) @ 60" AFF	ROOM 148A	DISPLAY I/O BOX	AVL116
JBX01-101	RACO 265 4.688"X4.688"X2.188" BOX WITH 1-GANG MUD RING	REQUIRES 1 GANG MUD RING	SEE AVL 411 FOR DETAIL	CORRIDOR 110	LED WALL CONTROL	AVL118
JBX01-102	RACO 265 4.688"X4.688"X2.188" BOX WITH 1-GANG MUD RING	REQUIRES 1 GANG MUD RING	SEE AVL 411 FOR DETAIL	CORRIDOR 110	LED WALL CONTROL	AVL118
JBX01-103	RACO 265 4.688"X4.688"X2.188" BOX WITH 1-GANG MUD RING	REQUIRES 1 GANG MUD RING	SEE AVL 411 FOR DETAIL	CORRIDOR 110	LED WALL CONTROL	AVL118
JBX01-104	RACO 265 4.688"X4.688"X2.188" BOX WITH 1-GANG MUD RING	REQUIRES 1 GANG MUD RING	SEE AVL 411 FOR DETAIL	CORRIDOR 110	LED WALL CONTROL	AVL118
JBX01-105	RACO 265 4.688"X4.688"X2.188" BOX WITH 1-GANG MUD RING	REQUIRES 1 GANG MUD RING	SEE AVL 411 FOR DETAIL	CORRIDOR 110	LED WALL CONTROL	AVL118
JBX01-106	RACO 265 4.688"X4.688"X2.188" BOX WITH 1-GANG MUD RING	REQUIRES 1 GANG MUD RING	SEE AVL 411 FOR DETAIL	CORRIDOR 110	LED WALL CONTROL	AVL118
JBX01-107	RACO 265 4.688"X4.688"X2.188" BOX WITH 1-GANG MUD RING	REQUIRES 1 GANG MUD RING	SEE AVL 411 FOR DETAIL	CORRIDOR 110	LED WALL CONTROL	AVL118
JBX02-101	RACO 265 4.688"X4.688"X2.188" BOX WITH 2-GANG MUD RING	REQUIRES 2 GANG MUD RING	AT SWITCH HEIGHT	RECEPTION 101A	CONTROL PANEL	AVL118
JBX02-102	RACO 265 4.688"X4.688"X2.188" BOX WITH 2-GANG MUD RING	REQUIRES 2 GANG MUD RING	WALL (FLUSH) @ 18" AFF	LOBBY 101	AVL I/O PANEL	AVL118
JBX08-101	HOFFMAN ASE8X8X6NK NEMA-1 BOX WITH SCREW COVER		WALL (FLUSH) @ 18" AFF	RECEPTION 101A	AVL I/O PANEL	AVL118
JBX52-21	LEGRAND PACS25FCW 9"X14.25"X3.88" WITH FLANGE AND COVER.	SEE AVL410 FOR DETAILS	WALL (FLUSH) @ 90" AFF	ROOM 104	DISPLAY I/O BOX	AVL119
JBX52-22	LEGRAND PACS25FCW 9"X14.25"X3.88" WITH FLANGE AND COVER.	SEE AVL410 FOR DETAILS	WALL (FLUSH) @ 94" AFF	DATA	DISPLAY I/O BOX	AVL119
JBX52-23	LEGRAND PACS25FCW 9"X14.25"X3.88" WITH FLANGE AND COVER.	SEE AVL410 FOR DETAILS	WALL (FLUSH) @ 94" AFF	ROOM 166	DISPLAY I/O BOX	AVL119
JBX08-21	HOFFMAN ASE8X8X6NK NEMA-1 BOX WITH SCREW COVER		FLUSH IN FLOOR	BAPTISTRY 229	VIDEO I/O PANEL	AVL121
JBX52-201	LEGRAND PACS25FCW 9"X14.25"X3.88" WITH FLANGE AND COVER.	SEE AVL406	SEE AVL406	AUDITORIUM BALCONY	DISPLAY I/O BOX	AVL122
JBX52-202	LEGRAND PACS25FCW 9"X14.25"X3.88" WITH FLANGE AND COVER.	SEE AVL406	SEE AVL406	AUDITORIUM BALCONY	DISPLAY I/O BOX	AVL122
JBX52-203	LEGRAND PACS25FCW 9"X14.25"X3.88" WITH FLANGE AND COVER.	SEE AVL406	SEE AVL406	AUDITORIUM BALCONY	DISPLAY I/O BOX	AVL122
JBX08-201	HOFFMAN ASE8X8X6NK NEMA-1 BOX WITH SCREW COVER		SURFACE 60" ABOVE CATWALK	AUDITORIUM CATWALK	AVL I/O PANEL	AVL132
JBX08-202	HOFFMAN ASE8X8X6NK NEMA-1 BOX WITH SCREW COVER		SURFACE 60" ABOVE CATWALK	AUDITORIUM CATWALK	AVL I/O PANEL	AVL132
JBX08-203	HOFFMAN ASE8X8X6NK NEMA-1 BOX WITH SCREW COVER		SURFACE 60" ABOVE CATWALK	AUDITORIUM CATWALK	AVL I/O PANEL	AVL132
JBX08-204	HOFFMAN ASE8X8X6NK NEMA-1 BOX WITH SCREW COVER		SURFACE 60" ABOVE CATWALK	AUDITORIUM CATWALK	AVL I/O PANEL	AVL132
JBX08-205	HOFFMAN ASE8X8X6NK NEMA-1 BOX WITH SCREW COVER		SURFACE 60" ABOVE CATWALK	AUDITORIUM CATWALK	AVL I/O PANEL	AVL132
JBX08-206	HOFFMAN ASE8X8X6NK NEMA-1 BOX WITH SCREW COVER		SURFACE 60" ABOVE CATWALK	AUDITORIUM CATWALK	AVL I/O PANEL	AVL132
JBX08-207	HOFFMAN ASE8X8X6NK NEMA-1 BOX WITH SCREW COVER		SURFACE 60" ABOVE CATWALK	AUDITORIUM CATWALK	AVL I/O PANEL	AVL132
JBX08-208	HOFFMAN ASE8X8X6NK NEMA-1 BOX WITH SCREW COVER		SURFACE 60" ABOVE CATWALK	AUDITORIUM CATWALK	AVL I/O PANEL	AVL132
JBX16-201	HOFFMAN ASE16X16X8NK NEMA-1 BOX WITH SCREW COVER		SURFACE 60" ABOVE CATWALK	AUDITORIUM CATWALK	AVL PULL BOX	AVL132

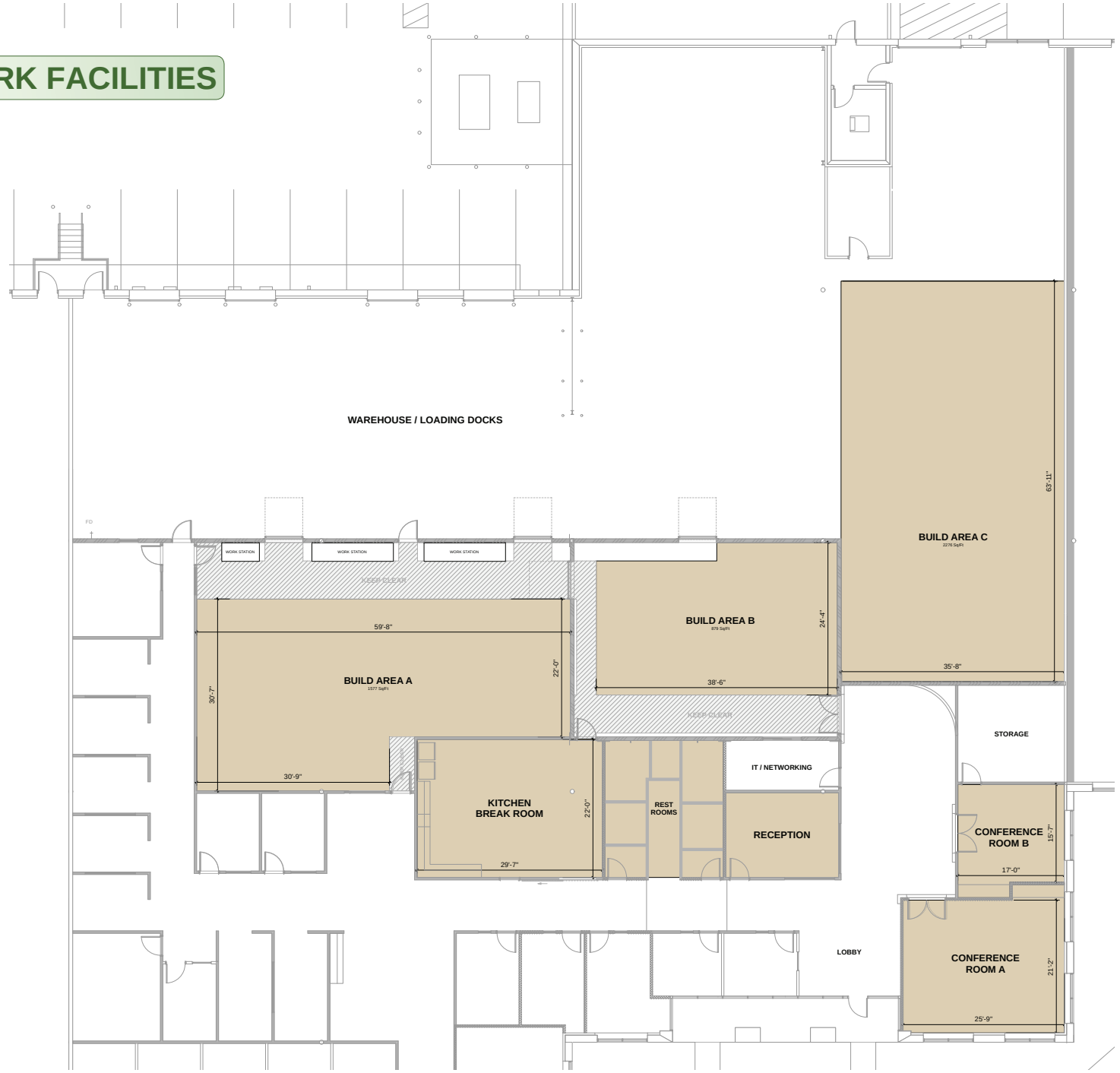
AVL CONDUIT SCHEDULE

###	SIZE	FROM	TO	DWG	PURPOSE	LENGTH	NOTE
001	2"	JBX24-01	ROOM 143	AVL111	AVL WIRE	47.6	
002	2"	JBX24-01	ROOM 143	AVL111	AVL WIRE	47.6	
003	2"	JBX24-01	ROOM 302	AVL111	AVL WIRE	106.1	
004	2"	JBX24-01	ROOM 302	AVL111	AVL WIRE	106.1	
005	2"	JBX24-02	ROOM 143	AVL111	AVL WIRE	121.5	
006	2"	JBX24-02	ROOM 143	AVL111	AVL WIRE	121.5	
007	2"	JBX24-02	ROOM 302	AVL111	AVL WIRE	93.3	
008	2"	JBX24-02	ROOM 302	AVL111	AVL WIRE	93.3	
009	2"	JBX18-01	ROOM 143	AVL111	AVL WIRE	71.7	
010	2"	JBX18-01	ROOM 143	AVL111	AVL WIRE	71.7	
011	1.5"	JBX18-01	AVR03-01	AVL111	AVL WIRE	121.7	
012	2"	JBX18-01	ROOM 302	AVL111	AVL WIRE	140.8	
013	2"	JBX18-01	ROOM 302	AVL111	AVL WIRE	140.8	
014	2"	JBX18-02	ROOM 143	AVL111	AVL WIRE	157.7	
015	2"	JBX18-02	ROOM 143	AVL111	AVL WIRE	157.7	
016	1.5"	JBX18-02	AVR03-01	AVL111	AVL WIRE	53.7	
017	2"	JBX18-02	ROOM 302	AVL111	AVL WIRE	135.2	
018	2"	JBX18-02	ROOM 302	AVL111	AVL WIRE	135.2	
019	1.5"	AVR03-01	ROOM 143	AVL111	AVL WIRE	129.2	
020	1.5"	AVR03-01	ROOM 143	AVL111	AVL WIRE	129.2	
021	2"	AVR03-01	ROOM 302	AVL111	AVL WIRE	95.6	
022	2"	AVR03-01	ROOM 302	AVL111	AVL WIRE	95.6	
023	2"	AVR03-01	REAR CATWALK	AVL111	ANTENNA WIRE	68.2	
024	2"	AVR03-01	REAR CATWALK	AVL111	ANTENNA WIRE	68.2	
025	1.5"	JBX33-01	ROOM 143	AVL111	AVL WIRE	121.7	
026	2"	JBX33-01	ROOM 302	AVL111	AVL WIRE	160	
027	2"	JBX33-02	ROOM 302	AVL111	AVL WIRE	160	
028	1.5"	JBX33-02	ROOM 143	AVL111	AVL WIRE	151.7	
029	1"	JBX33-01	JBX24-01	AVL111	AVL WIRE	60	
030	1"	JBX33-02	JBX33-01	AVL111	AVL WIRE	20	
031	2"	SUB CAVITY STUB	ROOM 302	AVL113	SPEAKER WIRE	125.6	
032	2"	SUB CAVITY STUB	ROOM 302	AVL113	SPEAKER WIRE	125.6	
034	1"	JBX52-01	JBX18-01	AVL111	VIDEO WIRE	15	
035	1"	JBX52-02	JBX18-02	AVL111	VIDEO WIRE	15	
036	1/2"	JBX01-01	JBX18-01	AVL111	CONTROL WIRE	10	
037	1/2"	JBX01-02	JBX18-02	AVL111	CONTROL WIRE	10	
041	1.5"	JBX34-10	ROOM 143	AVL112	VIDEO WIRE	181.8	
042	1.5"	JBX34-10	ROOM 143	AVL112	VIDEO WIRE	181.8	
043	1.5"	JBX34-11	ROOM 143	AVL112	VIDEO WIRE	181.8	
044	1.5"	JBX34-11	ROOM 143	AVL112	VIDEO WIRE	181.8	
045	1.5"	JBX33-03	ROOM 143	AVL112	AVL WIRE	168.4	
046	1.5"	JBX33-03	ROOM 143	AVL112	AVL WIRE	168.4	
047	1.5"	JBX33-04	ROOM 143	AVL112	AVL WIRE	168.4	
048	1.5"	JBX33-04	ROOM 143	AVL112	AVL WIRE	168.4	
049	1.5"	JBX34-04	JBX34-05	AVL112	VIDEO WIRE	21.3	REV 1 - UPDATED DESTINATION
050	1.5"	JBX34-04	JBX34-05	AVL112	VIDEO WIRE	21.3	REV 1 - UPDATED DESTINATION
051	2"	JBX34-05	ROOM 143	AVL112	VIDEO WIRE	227.4	REV 1 - UPDATED SIZE
052	1.5"	JBX34-05	ROOM 143	AVL112	VIDEO WIRE	227.4	
053	1.5"	JBX34-03	ROOM 143	AVL112	VIDEO WIRE	184.1	
054	1.5"	JBX34-03	ROOM 143	AVL112	VIDEO WIRE	184.1	
055	1.5"	JBX33-05	JBX48-01	AVL112	AVL WIRE	32.9	
056	1.5"	JBX33-05	ROOM 143	AVL112	AVL WIRE	199.1	
057	1.5"	JBX33-05	ROOM 143	AVL112	AVL WIRE	199.1	
058	2"	JBX34-06	JBX34-07	AVL112	VIDEO WIRE	13	REV 1 - UPDATED SIZE
059	1.5"	JBX34-06	JBX34-07	AVL112	VIDEO WIRE	13	
060	1.5"	JBX34-07	ROOM 143	AVL112	VIDEO WIRE	199.1	REV 1 - UPDATED DESTINATION
061	1.5"	JBX34-07	ROOM 143	AVL112	VIDEO WIRE	199.1	REV 1 - UPDATED DESTINATION
062	2"	JBX34-08	ROOM 143	AVL112	VIDEO WIRE	227.4	REV 1 - UPDATED SIZE
063	1.5"	JBX34-08	ROOM 143	AVL112	VIDEO WIRE	227.4	
064	1.5"	JBX34-09	ROOM 143	AVL112	VIDEO WIRE	21.3	REV 1 - UPDATED DESTINATION
065	1.5"	JBX34-09	ROOM 143	AVL112	VIDEO WIRE	21.3	REV 1 - UPDATED DESTINATION
066	2"	JBX12-01	JBX48-01	AVL112	AVL WIRE	12.6	
067	2"	JBX48-01	ROOM 143	AVL112	AVL WIRE	223	
068	2"	JBX48-01	ROOM 143	AVL112	AVL WIRE	223	
069	2"	JBX48-01	ROOM 143	AVL112	AVL WIRE	223	
070	2"	JBX48-01	ROOM 302	AVL112	AVL WIRE	210.8	
071	2"	JBX48-01	ROOM 302	AVL112	AVL WIRE	210.8	
072	2"	JBX12-02	JBX48-01	AVL112	AVL WIRE	12.6	
073	1.5"	JBX34-01	JBX34-02	AVL112	VIDEO WIRE	11.9	REV 1 - UPDATED DESTINATION
074	1.5"	JBX34-01	JBX34-02	AVL112	VIDEO WIRE	11.9	REV 1 - UPDATED DESTINATION
075	1.5"	JBX34-02	ROOM 143	AVL112	VIDEO WIRE	242.7	REV 1 - UPDATED SIZE
076	1.5"	JBX34-02	ROOM 143	AVL112	VIDEO WIRE	242.7	
077	2"	JBX12-03	ROOM 143	AVL112	AVL WIRE	262.7	
078	1.5"	JBX12-03	ROOM 143	AVL112	AVL WIRE	262.7	
079	1/2"	JBX02-11	ROOM 143	AVL112	LIGHTING WIRE	121.2	
080	1/2"	JBX02-12	JBX02-11	AVL112	LIGHTING WIRE	75.4	
081	1/2"	JBX02-13	ROOM 143	AVL112	LIGHTING WIRE	263.6	
082	1/2"	JBX02-14	JBX02-13	AVL112	LIGHTING WIRE	66.7	
083	1/2"	SPK11-01	ACCESSIBLE CEILING	AVL118	SPEAKER WIRE	15'	
084	1/2"	SPK11-02	ACCESSIBLE CEILING	AVL118	SPEAKER WIRE	15'	
085	1/2"	SPK11-03	ACCESSIBLE CEILING	AVL118	SPEAKER WIRE	15'	
086	1/2"	SPK11-04	ACCESSIBLE CEILING	AVL118	SPEAKER WIRE	15'	
087	1/2"	SPK11-05	ACCESSIBLE CEILING	AVL118	SPEAKER WIRE	15'	
088	1/2"	SPK11-06	ACCESSIBLE CEILING	AVL118	SPEAKER WIRE	15'	
091	1"	JBX01-101	ROOM 204	AVL118	VIDEO CONTROL	40	
092	1/2"	JBX01-102	JBX01-101	AVL118	VIDEO CONTROL	6	
093	1"	JBX01-103	ROOM 204	AVL118	VIDEO CONTROL	40	
094	1/2"	JBX01-104	JBX01-103	AVL118	VIDEO CONTROL	6	
095	1"	JBX01-105	ROOM 204	AVL118	VIDEO CONTROL	40	
096	1/2"	JBX01-106	JBX01-105	AVL118	VIDEO CONTROL	40	
097	1"	JBX01-107	ROOM 204	AVL118	VIDEO CONTROL	40	
098	1"	JBX08-101	ROOM 204	AVL118	VIDEO CONTROL	60	
099	1/2"	JBX02-101	ROOM 204	AVL118	CONTROL	60	
100	3/4"	JBX02-102	ACCESSIBLE CEILING	AVL118	AVL WIRE	55	
101	2"	JBX25-51	ROOM 143	AVL116	AVL WIRE	38.8	
102	2"	JBX25-51	ROOM 143	AVL116	AVL WIRE	38.8	
103	1"	JBX25-51	ROOM 143	AVL116	AVL WIRE	38.8	
104	2"	JBX25-52	ROOM 143	AVL116	AVL WIRE	45.6	
105	2"	JBX25-52	ROOM 143	AVL116	AVL WIRE	45.6	
106	1"	JBX25-52	ROOM 143	AVL116	AVL WIRE	45.6	
107	2"	JBX25-53	ROOM 143	AVL116	AVL WIRE	38.8	

AVL CONDUIT SCHEDULE

###	SIZE	FROM	TO	DWG	PURPOSE	LENGTH	NOTE
108	2"	JBX25-53	ROOM 143	AVL116	AVL WIRE	38.8	
109	1"	JBX25-53	ROOM 143	AVL116	AVL WIRE	38.8	
110	2"	JBX25-54	ROOM 143	AVL116	AVL WIRE	45.6	
111	2"	JBX25-54	ROOM 143	AVL116	AVL WIRE	45.6	
112	1"	JBX25-54	ROOM 143	AVL116	AVL WIRE	45.6	
113	1"	JBX52-51	ROOM 143	AVL116	VIDEO WIRE	35.8	
114	1"	JBX52-52	ROOM 143	AVL116	VIDEO WIRE	42.4	
115	1"	JBX52-52	ROOM 143	AVL116	VIDEO WIRE	42.4	
116	1"	JBX52-53	ROOM 143	AVL116	VIDEO WIRE	48.1	
117	1"	JBX01-51	JBX25-51	AVL116	SPEAKER WIRE	14.2	
118	1"	JBX01-52	JBX25-52	AVL116	SPEAKER WIRE	15.6	
119	3/4"	JBX01-53	JBX25-52	AVL116	SPEAKER WIRE	14.7	
131	1.5"	ROOM 143 STUB	NETWORK DMARC	AVL116	NETWORK FIBER WIRE	TBD	
132	1.5"	ROOM 143 STUB	NETWORK DMARC	AVL116	NETWORK FIBER WIRE	TBD	
133	1.5"	ROOM 143 STUB	ROOM 222A	AVL116	AVL WIRE	100	
134	1.5"	ROOM 143 STUB	ROOM 222A	AVL116	AVL WIRE	100	
141	1.5"	STUB IN ROOM 204	CORRIDOR 110	AVL123	AVL WIRE	45	
151	1.5"	JBX10-71	ROOM 143	AVL116	AVL WIRE	56	
152	1.5"	JBX10-71	ROOM 143	AVL116	AVL WIRE	56	
153	1"	JBX12-71	ROOM 143	AVL116	VIDEO WIRE	58.9	
154	2"	JBX12-71	ROOM 143	AVL116	AVL WIRE	65.8	
155	2"	JBX12-71	ROOM 302	AVL116	AVL WIRE	101.1	
156	2"	JBX12-71	JBX12-72	AVL116	AVL WIRE	14.5	
157	2"	JBX12-72	ROOM 143	AVL116	AVL WIRE	70.1	
158	1.5"	JBX12-72	JBX24-01	AVL116	AVL WIRE	72.1	
159	2"	JBX12-72	ROOM 302	AVL116	AVL WIRE	101.1	
160	1"	JBX12-72	ROOM 143	AVL116	VIDEO WIRE	76.8	
161	2"	JBX12-73	ROOM 143	AVL116	AVL WIRE	92.3	
162	2"	JBX12-73	ROOM 302	AVL116	AVL WIRE	95.2	
181	1.5"	JBX08-21	ROOM 143	AVL121	VIDEO WIRE	80	
182	1"	JBX08-21	ROOM 302	AVL121	AVL WIRE	40	
191	1.5"	JBX18-201	ROOM 204	AVL122	VIDEO WIRE	50	
192	1.5"	JBX18-201	ROOM 204	AVL122	VIDEO WIRE	50	
193	3/4"	JBX52-201	JBX18-201	AVL122	VIDEO WIRE	59.9	
194	3/4"	JBX52-202	JBX18-201	AVL122	VIDEO WIRE	7.1	
195	3/4"	JBX52-203	JBX18-201	AVL122	VIDEO WIRE	68.4	
201	2"	ROOM 302	ROOM 143	AVL132	AVL WIRE	133.2	
202	2"	ROOM 302	ROOM 143	AVL132	AVL WIRE	133.2	
204	2"	JBX18-201	ROOM 143	AVL132	VIDEO WIRE	94.3	
205	2"	JBX18-201	ROOM 143	AVL132	VIDEO WIRE	94.3	
206	2"	JBX18-201	ROOM 143	AVL132	VIDEO WIRE	94.3	
207	1"	JBX08-201	ROOM 302	AVL132	AVL WIRE	44	
208	1.5"	JBX08-201	JBX18-201	AVL132	VIDEO WIRE	69.2	
209	1"	JBX08-202	ROOM 302	AVL132	AVL WIRE	49.1	
210	1.5"	JBX08-202	JBX18-201	AVL132

CLARK FACILITIES



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NOT FOR CONSTRUCTION

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1095 WINDWARD RIDGE PKWY STE 200,
ALPHARETTA, GA 30005
(888) 509-9080 | (770) 888-5088 | WWW.CLARK.IS

This drawing is a conceptual drawing, portraying the scope and intent of the work, the layout, and the structure of the coordinate physical parts, and the general arrangements of the apparatus and equipment necessary to perform the work in accordance with the contract. The final design and size and intention of this drawing is subject to the terms of the contract that it is submitted under. Dimension and scale are as noted. Drawings are not for permit unless otherwise indicated.

PROJECT NUMBER

BUILD NUMBER

CLIENT INFORMATION:
SAN FRANCISCO 49ERS
4900 MARIE P. DEBARTOLO WAY SANTA CLARA, CA 95054-1229

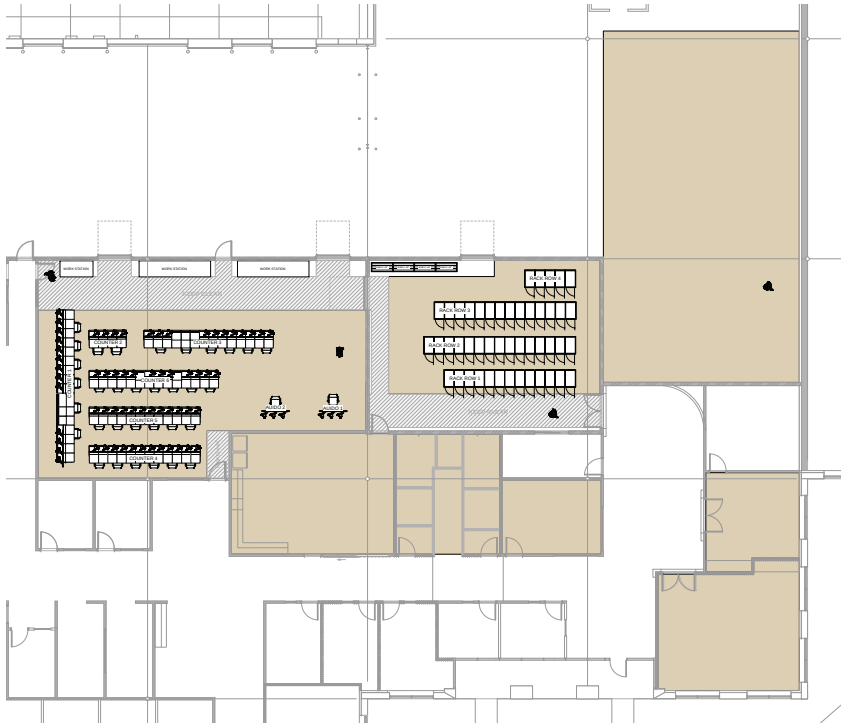
KEY PLAN

REVISION

ISSUE

SHEET TITLE
FACILITY PLAN

SHEET NUMBER
01


WORK STATION
COUNTER 1
COUNTER 2
COUNTER 3
COUNTER 4
COUNTER 5
COUNTER 6
COUNTER 7
BACK WALL 1
BACK WALL 2
BACK WALL 3
BACK WALL 4
BACK WALL 5
BACK WALL 6
BACK WALL 7
BACK WALL 8
BACK WALL 9
BACK WALL 10
BACK WALL 11
BACK WALL 12
BACK WALL 13
BACK WALL

1095 Windward Ridge Parkway
Suite 200
Alpharetta, GA 30005

(888) 621-8841
info@clark.is

Proposal

CLARK

Coutrooms D and E

With 27+ years of satisfied clients, our audio, video & lighting systems have a lower total cost of ownership and proven results.

Prepared for:

FL 5th Circuit, Hernando County

Brooksville, FL

Prepared by:

Clark

1095 Windward Ridge Pkwy, Suite 200
Alpharetta, GA 30005
(770) 888-5088

Proposal Issued:

November 20, 2025
P-10691

Project Pricing Statement:

Clark is not responsible for changes due to raw material shortages, logistical delays, or vendor price increases. Pricing is subject to adjustment based on these factors. Additionally, any fluctuations in U.S. import tariffs will be added to the total cost and will be the customer's responsibility. The pricing in this proposal is guaranteed for 30 days from the date above, excluding any tariff-related adjustments.

Statement of Confidentiality

This proposal and supporting materials contain confidential and proprietary intellectual property of Clark. It is not to be shared with other parties.

Courtroom D

Audio DSP

QTY	Description	Price	Total
1	**Audio DSP - QSC Qsys Core 24f** Qsys Core 24f DSP - includes UCI and Scripting Licenses	$5,108.00	$5,108.00
1	QSC CORE 24f Q-SYS Core Processor with 24 local audio I/O channels, 160x160 total network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual Ethernet ports for network redundancy plus two auxiliary Ethernet ports, two RS232 ports, 8x8 GPIO, 24 next-generation AEC processors, 1RU. Includes Scripting/UCI functionality.	$4,320.00	$4,320.00
1	QSC SLDAN-32-P Q-SYS Software-based Dante 32x32 Channel License, Perpetual	$788.00	$788.00
1	**Defendant Headset Output**	$612.85	$612.85
1	RDL AV-NH1 Network to Stereo Headphone Amplifier - Dante	$612.85	$612.85
1	**Court Report Headset Output**	$612.85	$612.85
1	RDL AV-NH1 Network to Stereo Headphone Amplifier - Dante	$612.85	$612.85
1	**Interpreter Interface**	$1,545.64	$1,545.64
1	Focusrite RedNet X2P 2 Channel 24/96 Mic Pre, Headphone/Line Out Dante I/O Interface with PoE	$1,218.74	$1,218.74
1	Shure BRH440M Dual-Sided Broadcast Headset	$206.64	$206.64
1	Shure BCASCA-NXLR3QI Detachable cable with Neutrik 3 Pin XLR Male connector and 1/4'' stereo plug	$75.38	$75.38
1	Pro Co Sound DURACAT-50NB45 Solid Core CAT6 UTP Cables	$44.88	$44.88
	Audio DSP Total		$7,879.34

Microphones

QTY	Description	Price	Total
1	**Paging System Microphone**	$343.68	$343.68
1	Shure MX412D/C Cardioid-12" Desktop Gooseneck Condenser Microphone, Attached 10´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base	$343.68	$343.68
2	**Attorney Table Mic Mute Buttons**	$426.36	$852.72

QTY	Description	Price	Total
1	Shure MXA-NMB NETWORK MUTE BUTTON	$426.36	$852.72
1	**Ceiling Array Microphone**	$4,559.89	$4,559.89
1	Shure MXA920W-S Ceiling Array Microphone, Square, White, 24 inch	$4,126.48	$4,126.48
1	Shure A910-HCM MXA910 HARD CEILING MOUNT, WHITE	$262.16	$262.16
1	Shure A900-CM Ceiling Mount for MXA920	$171.25	$171.25
1	**Judge Mic**	$343.68	$343.68
1	Shure MX412D/C Cardioid-12" Desktop Gooseneck Condenser Microphone, Attached 10´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base	$343.68	$343.68
4	**Attorney Mics**	$343.68	$1,374.72
1	Shure MX412D/C Cardioid-12" Desktop Gooseneck Condenser Microphone, Attached 10´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base	$343.68	$1,374.72
1	**Podium Mic**	$270.65	$270.65
1	Shure MX412/C Cardioid-12" Gooseneck Condenser Microphone, Attached Preamp with XLR Shock Mount Flange, Mount Snap-Fit Foam Windscreen	$270.65	$270.65
1	**Witness Mic**	$270.65	$270.65
1	Shure MX412/C Cardioid-12" Gooseneck Condenser Microphone, Attached Preamp with XLR Shock Mount Flange, Mount Snap-Fit Foam Windscreen	$270.65	$270.65
2	**Jury Mics**	$406.88	$813.76
1	Audix M40W12 MIC, COND, CARD, CEILING, HANGING GNECK,	$406.88	$813.76
2	**Gallery Mics**	$406.88	$813.76
1	Audix M40W12 MIC, COND, CARD, CEILING, HANGING GNECK,	$406.88	$813.76
1	**Clerk Mic**	$343.68	$343.68
1	Shure MX412D/C Cardioid-12" Desktop Gooseneck Condenser Microphone, Attached 10´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base	$343.68	$343.68
1	**Sidebar Mic**	$262.44	$262.44

QTY	Description	Price	Total
1	Shure MX393/O Omnidirectional - Condenser Boundary Microphone, Built-in Preamplifier, 12' 3-pin Mini Connector (TA3F) to XLR Cable, Programmable Switch and LED Indicator	$262.44	$262.44
	Microphones Total		$10,249.63

Speakers / Amplifiers

QTY	Description	Price	Total
1	**Paging Speakers for Lobby Area**	$1,764.02	$1,764.02
4	Crestron SAROS IC6T-W-T-EACH Saros 6.5” 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)	$142.88	$571.52
1	QSC SPA-Qf 60x2 2-ch, 60W/ch Q-SYS network audio Amplifier, Lo-Z, FlexIO, with Mic/line Input, 100-240v	$1,192.50	$1,192.50
3	**Judge Zone Speakers**	$142.88	$428.64
1	Crestron SAROS IC6T-W-T-EACH (Judge Zone) Saros 6.5” 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)	$142.88	$428.64
2	**Jury Zone Speakers**	$142.88	$285.76
1	Crestron SAROS IC6T-W-T-EACH (Jury Zone) Saros 6.5” 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)	$142.88	$285.76
2	**Well Zone Speakers**	$142.88	$285.76
1	Crestron SAROS IC6T-W-T-EACH (Well Zone) Saros 6.5” 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)	$142.88	$285.76
3	**Gallery Zone Speakers**	$142.88	$428.64
1	Crestron SAROS IC6T-W-T-EACH (Gallery Zone) Saros 6.5” 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)	$142.88	$428.64
1	**Amplifier**	$1,608.75	$1,608.75
1	QSC MP-A40V 800W FlexAmp technology Hi-Z / Lo-Z amplifier, 4 x 200W into 4Ω, 8Ω, 70V and 100V, Highpass filter per channel, GPIO for Remote Standby and Amp Status	$1,608.75	$1,608.75
	Speakers / Amplifiers Total		$4,801.57

Assisted Listening

QTY	Description	Price	Total
1	**Assisted Listening System**	$4,805.23	$4,805.23
1	Williams AV IR M1 D IR + Infrared Modulator / Wi-Fi Server with Dante input supporting 2 channels. Includes TFP 065 power supply and WLC 004 line cord.	$2,384.69	$2,384.69
1	Williams AV IR E4 IR + Infrared Emitter includes (1) BKT 024 omnidirectional wall/celing mount. Replaces WIR TX9 DC - NOT Compatible with existing MOD 232 or WIR TX9 DC systems	$438.75	$438.75
5	Williams AV IR RX20 Stethoscope stereo 2.3 / stereo / 2.8 Infrared receiver. Includes 1 internal LiPo battery, optional 3.5mm jack included for headphone, earphone or neckloop. Use with CHG 520 charger.	$150.31	$751.55
5	Williams AV IR RX20 Stethoscope stereo 2.3 / stereo / 2.8 Infrared receiver. Includes 1 internal LiPo battery, optional 3.5mm jack included for headphone, earphone or neckloop. Use with CHG 520 charger.	$150.31	$751.55
1	Williams AV CHG 520 Five-bay, drop-in charger for IR RX20 infrared receivers. Universal Power Supply Included. Replaces CHG 518. Compatible with IR RX20 and not WIR RX18	$418.44	$418.44
1	Williams AV BKT 024 Omnidirectional wall/ceiling mount for use with IR E4 and WIR TX9 DC emitters, WIR TX90 DC and IR T2 transmitters.	$43.06	$43.06
1	Williams AV IDP 008 ADA wall plaque.	$17.19	$17.19
	Assisted Listening Total		$4,805.23

AV Sources

QTY	Description	Price	Total
2	**Attorney Table Encoders**	$1,840.62	$3,681.24
1	Crestron DM-NVX-384 DM NVX® 5K 4x1 AV-over-IP Switcher with HDMI® and USB-C® Connectivity [Available Starting December 2024]	$1,840.62	$3,681.24
2	**Podium Encoder**	$1,840.62	$3,681.24
1	Crestron DM-NVX-384 DM NVX® 5K 4x1 AV-over-IP Switcher with HDMI® and USB-C® Connectivity [Available Starting December 2024]	$1,840.62	$3,681.24
1	**Cynap Core Pro**	$3,082.50	$3,082.50
1	Custom Custom Item Cynap Core Pro	$2,802.50	$2,802.50
1	Custom Custom Item Cynap Core Rackshelf	$280.00	$280.00
1	**Doc Cam**	$4,898.75	$4,898.75

QTY	Description	Price	Total
1	WolfVision 102026 Visualizer VZ-8.UHD - Version A (HDMI)	$4,898.75	$4,898.75
1	**Bluray Player**	$748.75	$748.75
1	Tascam BD-MP4K 4K UHD BLU-RAY MULTIMEDIA PLAYER	$748.75	$748.75
	AV Sources Total		$16,092.48

Video Conferencing

QTY	Description	Price	Total
1	**New Poly G62 w/ 1 Year Poly+ Support**	$5,089.69	$5,089.69
1	Clark Manufacturer Quote Poly Studio G62 wi 1yr Partner Poly + Support	$2,661.12	$2,661.12
1	Crestron DM-NVX-384C DM NVX® 5K 4x1 AV-over-IP Switcher Card with HDMI® and USB-C® Connectivity	$1,840.62	$1,840.62
1	Blustream DA11USB-V2 Dante® USB Audio Encoder / Decoder	$587.95	$587.95
	Video Conferencing Total		$5,089.69

Video Routing & Processing

QTY	Description	Price	Total
1	**Cobalt Digital OGX-FR-CN-P Bundle**	$3,870.00	$3,870.00
1	Cobalt Digital OGX-FR-CN-P openGear Frame w/ Networking	$2,900.00	$2,900.00
1	Cobalt Digital PS-OGX OGX Power Supply	$970.00	$970.00
1	**VTC Multiview**	$3,016.24	$3,016.24
1	Crestron DM-NVX-384C DM NVX® 5K 4x1 AV-over-IP Switcher Card with HDMI® and USB-C® Connectivity	$1,840.62	$1,840.62
1	Crestron DM-NVX-360C DM NVX 4K60 4:4:4 HDR Network AV Encoder/Decoder Card	$1,175.62	$1,175.62
1	**ECR Multiview**	$3,016.24	$3,016.24
1	Crestron DM-NVX-384C DM NVX® 5K 4x1 AV-over-IP Switcher Card with HDMI® and USB-C® Connectivity	$1,840.62	$1,840.62
1	Crestron DM-NVX-360C DM NVX 4K60 4:4:4 HDR Network AV Encoder/Decoder Card	$1,175.62	$1,175.62

QTY	Description	Price	Total
2	**NVX Card Frame**	$1,306.25	$2,612.50
1	Crestron DMF-CI-8 DigitalMedia Card Chassis for DM-NVX-C & DMCF, 8 Slots	$1,306.25	$2,612.50

Video Routing & Processing Total $12,514.98

Video Displays

QTY	Description	Price	Total
3	**Room Displays**	$3,629.38	$10,888.14
1	Sony FW75BZ30J 75-inch LED, 4K HDR, Professional Displa	$2,200.00	$6,600.00
1	Clark Allowance Display Mounting Hardware Allowance	$625.00	$1,875.00
1	Crestron DM-NVX-D30 DigitalMedia 4K60 4:4:4 HDR Network AV Decoder	$804.38	$2,413.14
1	**Judge Conf Display**	$1,251.88	$1,251.88
1	Planar Systems PXN2400 24in wide black FHD IPS LED LCD, narrow bezel, VGA, HDMI, DP, speakers	$211.25	$211.25
1	Ergotron 45-243-026 LX Wall Mount LCD Arm	$236.25	$236.25
1	Crestron DM-NVX-D30 DigitalMedia 4K60 4:4:4 HDR Network AV Decoder	$804.38	$804.38
1	**Display Cart Decoder**	$804.38	$804.38
1	Crestron DM-NVX-D30 DigitalMedia 4K60 4:4:4 HDR Network AV Decoder	$804.38	$804.38

Video Displays Total $12,944.40

Camera Systems

QTY	Description	Price	Total
4	**Birddog PTZ Cameras**	$3,111.26	$12,445.04
1	Vaddio 535-2000-206 SUSPENDED CEILING PTZ CAMERA MOUNT	$121.94	$487.76
1	BirdDog BDX1W BirdDog X1 White. 1080P PTZ Ca	$933.75	$3,735.00
1	BirdDog BD-X1-WM-W BirdDog Wall Mount for X1 and	$64.95	$259.80

QTY	Description	Price	Total
1	BirdDog BDPLAY BirdDog PLAY HDMI2.0, 4K NDI and NDI HX2 Decoder (USB Powered, USB Cable included)	$150.00	$600.00
1	Crestron DM-NVX-384C DM NVX® 5K 4x1 AV-over-IP Switcher Card with HDMI® and USB-C® Connectivity	$1,840.62	$7,362.48
	Camera Systems Total		$12,445.04

Recording

QTY	Description	Price	Total
1	**DVS License**	$37.49	$37.49
1	Custom Custom Item Dante Virtual Soundcard License	$37.49	$37.49
1	**ECR H.264 Encoder**	$1,237.50	$1,237.50
1	Crestron DM-TXRX-100-STR HD Streaming Transmitter/Receiver	$1,237.50	$1,237.50
	Recording Total		$1,274.99

Media Feed

QTY	Description	Price	Total
1	**Analog Audio over Fiber Converters (Audio to Pedestal)**	$1,514.81	$1,514.81
1	Sescom SES-X-FA4LXT01 Sescom SES-X-FA4LXT01 Audio over Fiber EXTENDER: 4 CH Balanced XLR Line Level Audio and ST Fiber Connection	$1,514.81	$1,514.81
1	**Media Feed Output**	$2,267.81	$2,267.81
1	Crestron DM-NVX-363C DM NVX 4K60 4:4:4 HDR Network AV Encoder/Decoder Card with Downmixing and Dante Audio	$1,485.00	$1,485.00
1	AJA Video Systems OG-HA5-4K 4K HDMI to 4K 4x 3G-SDI, also supports HD-HDMI to HD SDI, DashBoard Support	$782.81	$782.81
1	**Media Feed Converters**	$2,520.94	$2,520.94
1	AJA Video Systems OG-FIDO-2T 2-Channel 3G-SDI to Single Mode LC Fiber Transmitter, DashBoard Support	$792.19	$792.19
1	AJA Video Systems OG-FIDO-2R 2-Channel Single Mode LC Fiber to 3G-SDI Receiver, DashBoard Support	$792.19	$792.19
1	AJA Video Systems OG-3G-AMA 3G-SDI 4-Ch Analog Audio Embedder/Disembedder, balance XLR, DashBoard Support	$936.56	$936.56

QTY	Description	Price	Total
1	**Fiber Patch Panels and Cable**	$4,674.95	$4,674.95
1	Corning CCH-02U 2RU Closet Connector Housing	$316.25	$316.25
4	Corning CCH-CP12-A9 Corning CCH Plate	$355.30	$1,421.20
1	Termination Allowance for Terminations Allowance for Fiber Optic Terminations	$687.50	$687.50
4	Clark Allowance Plenum Fiber, Connectors, and Termination	$562.50	$2,250.00
1	**OpenGear Frame - Ross Video OGX-FR-CN** OpenGear frame with redundant power supply	$3,337.87	$3,337.87
1	Ross Video OGX-FR-CN openGear OGX Frame with Cooling and Advanced Networking	$2,501.25	$2,501.25
1	Ross Video PS-OGX 600 Watt Universal Power Supply for OGX Frame	$836.62	$836.62
	Media Feed Total		$14,316.38

Control Processing

QTY	Description	Price	Total
1	**Control Processor**	$1,732.50	$1,732.50
1	Crestron CP4N 4-Series Control System	$1,732.50	$1,732.50
	Control Processing Total		$1,732.50

Control Interfaces

QTY	Description	Price	Total
1	**Podium Touchpanel**	$2,329.25	$2,329.25
1	Crestron TSW-1070-B-S 10.1 in. Wall Mount Touch Screen, Black Smooth	$2,329.25	$2,329.25
1	**Judge Touchpanel**	$2,495.62	$2,495.62
1	Crestron TS-1070-B-S 10.1 in. Tabletop Touch Screen, Black Smooth	$2,495.62	$2,495.62
	Control Interfaces Total		$4,824.87

Hardware

QTY	Description	Price	Total
1	**Podium Bundle**	$7,725.63	$7,725.63
1	Manufacturer Quote Custom Design: Millers Radius Series Lectern	$5,625.00	$5,625.00
1	Crestron TT-100-B-T Crestron Connect It Cable Caddy w/120V Outlet, No Cables, Black Textured	$185.63	$185.63
3	RDL D-XLR2F Dual XLR 3-pin Female Jacks on D Plate - Terminal block connections	$26.88	$80.64
3	Middle Atlantic BR1 1SP PANEL W/BRUSH GROMMET	$54.00	$162.00
4	Custom Custom Item Leviton 41642-W 2 Port Decora Insert White	$1.25	$5.00
1	Clark Allowance Allowance for HDMI, Cat6 Patch, Fiber, USBC Cables and Keystone Connectors	$625.00	$625.00
1	Clark Allowance Vertiv 1000VA UPS	$1,042.36	$1,042.36
1	**Attorney Table Flip Top Boxes**	$2,616.78	$2,616.78
2	Crestron FT2-500-ELEC-PTL-B FlipTop™ FT2 Series Cable Management System, 500 Size, Mechanical, Pass-Through Lid, Black	$378.00	$756.00
2	Crestron FT2A-CBLR-1T-HD One-Touch Cable Retractor for FT2 ELEC Series, HDMI® to HDMI, 10.2 Gbps	$340.88	$681.76
2	Crestron FT2A-CBLR-1T-4K-USBC-HD One-Touch Cable Retractor for FT2 ELEC Series, USB-C™ to HDMI®, 18 Gbps	$340.88	$681.76
2	Crestron FT2A-PWR-US-2 AC Power Outlet Module for FT2 Series, Dual, US NEMA 5, Type B, w/2 Under-Table Outlets & Cord	$93.38	$186.76
2	Crestron FT2A-CHGR-USBA/C USB Rapid Charging Module for FT2 ELEC Series, USB Type-C & Type-A High Power Charging Ports, Bus Powered	$155.25	$310.50
3	**AVP Network Patch bay Bundle**	$330.29	$990.87
1	AVP Broadcast WK-YL124E1-Z-B41 1 RU, 1x24	$93.29	$279.87
1	Leviton 61110-BE6 Cat6 Connector Quickpack 25pk Black	$175.00	$525.00
25	Monoprice 13508-Slimrun Black .5' Slimrun Network Patch Cable - black - .5ft	$2.48	$186.00
1	Clark Custom Metalwork & Interconnect Systems Metalwork for Media Plates and Podium and Podium Snake	$750.00	$750.00
1	Clark Allowance Allowance for Rack Equipment Management	$875.00	$875.00

QTY	Description	Price	Total
1	Clark Allowance Bulk Cabling / Connectors / Installation Supplies	$24,769.23	$24,769.23
1	**Rackshelves**	$264.38	$264.38
2	Middle Atlantic VSA-1626 16"-26"D TELES.SHLF,1.5H	$132.19	$264.38
1	**Equipment Rack**	$5,420.59	$5,420.59
1	Middle Atlantic MRK-4436 44SP/36D MULTIBAY MRK	$1,634.06	$1,634.06
1	Middle Atlantic MV-RR44 44SP,PR,MRK/VRK ADDL.RAIL	$115.88	$115.88
1	Middle Atlantic CBS-MRK-36 CASTER BASE FOR MRK 36DP	$263.25	$263.25
1	Middle Atlantic LACE-44-OWP 77"H,4-3/4"W SLOT LACER	$250.31	$250.31
2	Middle Atlantic PDT-2015C-M-NS 20 OUT,15A,METER,CORDED	$316.13	$632.26
1	Middle Atlantic SPN-44-36 PR BLK 44SP, 36DP SIDE PANELS	$772.31	$772.31
1	Middle Atlantic CC-44-36 CABLE CHASE FOR 44SP, 36DP	$218.81	$218.81
1	Middle Atlantic LF-HD HEAVY DUTY LEVELING FEET	$29.81	$29.81
1	Clark Allowance Vertiv 2000VA UPS	$1,503.90	$1,503.90
1	**Keystones / Plates**	$77.50	$77.50
1	Custom Custom Item Leviton 41296-MMW Fiber Surface Mount Box	$37.50	$37.50
1	Custom Custom Item Leviton 41086-MLW Quickport LC Duplex Keystone Jack	$18.75	$18.75
3	Leviton 41291-2QW ADAPTOR INSERT	$6.25	$18.75
2	Custom Custom Item Leviton 41291-1BW Blank MOS Module White	$1.25	$2.50

Hardware Total $43,489.98

Network

QTY	Description	Price	Total
1	**Network Switches**	$12,396.71	$12,396.71

QTY	Description	Price	Total
1	Netgear GSM4212PX-100NAS M4250-10G2XF-POE+8X1G POE	$1,063.35	$1,063.35
2	Netgear GSM4352-100NES 52PT M4350-48G4XF MANAGED SWITCH	$3,468.69	$6,937.38
2	Netgear APS920W-100NES 920W 100-240VAC MODULAR PSU	$472.99	$945.98
8	Netgear AXM764-10000S 10GE LRLITE SFP+ MODULE	$346.25	$2,770.00
2	Netgear AXM765-10000S 10GBASE-T SFP+ Transceiver	$340.00	$680.00

Network Total	$12,396.71
Equipment Total	$164,857.79
Courtroom D Total	**$164,857.79**

Courtroom E

Audio DSP

QTY	Description	Price	Total
1	**Audio DSP - QSC Qsys Core 24f** Qsys Core 24f DSP - includes UCI and Scripting Licenses	$5,108.00	$5,108.00
1	QSC CORE 24f Q-SYS Core Processor with 24 local audio I/O channels, 160x160 total network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual Ethernet ports for network redundancy plus two auxiliary Ethernet ports, two RS232 ports, 8x8 GPIO, 24 next-generation AEC processors, 1RU. Includes Scripting/UCI functionality.	$4,320.00	$4,320.00
1	QSC SLDAN-32-P Q-SYS Software-based Dante 32x32 Channel License, Perpetual	$788.00	$788.00
1	**Defendant Headset Output**	$612.85	$612.85
1	RDL AV-NH1 Network to Stereo Headphone Amplifier - Dante	$612.85	$612.85
1	**Court Report Headset Output**	$612.85	$612.85
1	RDL AV-NH1 Network to Stereo Headphone Amplifier - Dante	$612.85	$612.85
1	**Interpreter Interface**	$1,545.64	$1,545.64
1	Focusrite RedNet X2P 2 Channel 24/96 Mic Pre, Headphone/Line Out Dante I/O Interface with PoE	$1,218.74	$1,218.74
1	Shure BRH440M Dual-Sided Broadcast Headset	$206.64	$206.64
1	Shure BCASCA-NXLR3QI Detachable cable with Neutrik 3 Pin XLR Male connector and 1/4'' stereo plug	$75.38	$75.38
1	Pro Co Sound DURACAT-50NB45 Solid Core CAT6 UTP Cables	$44.88	$44.88
	Audio DSP Total		$7,879.34

Microphones

QTY	Description	Price	Total
1	**Paging System Microphone**	$343.68	$343.68
1	Shure MX412D/C Cardioid-12" Desktop Gooseneck Condenser Microphone, Attached 10´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base	$343.68	$343.68
2	**Attorney Table Mic Mute Buttons**	$426.36	$852.72

QTY	Description	Price	Total
1	Shure MXA-NMB NETWORK MUTE BUTTON	$426.36	$852.72
1	**Ceiling Array Microphone**	$4,559.89	$4,559.89
1	Shure MXA920W-S Ceiling Array Microphone, Square, White, 24 inch	$4,126.48	$4,126.48
1	Shure A910-HCM MXA910 HARD CEILING MOUNT, WHITE	$262.16	$262.16
1	Shure A900-CM Ceiling Mount for MXA920	$171.25	$171.25
1	**Judge Mic**	$343.68	$343.68
1	Shure MX412D/C Cardioid-12" Desktop Gooseneck Condenser Microphone, Attached 10´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base	$343.68	$343.68
4	**Attorney Mics**	$343.68	$1,374.72
1	Shure MX412D/C Cardioid-12" Desktop Gooseneck Condenser Microphone, Attached 10´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base	$343.68	$1,374.72
1	**Podium Mic**	$270.65	$270.65
1	Shure MX412/C Cardioid-12" Gooseneck Condenser Microphone, Attached Preamp with XLR Shock Mount Flange, Mount Snap-Fit Foam Windscreen	$270.65	$270.65
1	**Witness Mic**	$270.65	$270.65
1	Shure MX412/C Cardioid-12" Gooseneck Condenser Microphone, Attached Preamp with XLR Shock Mount Flange, Mount Snap-Fit Foam Windscreen	$270.65	$270.65
2	**Jury Mics**	$406.88	$813.76
1	Audix M40W12 MIC, COND, CARD, CEILING, HANGING GNECK,	$406.88	$813.76
2	**Gallery Mics**	$406.88	$813.76
1	Audix M40W12 MIC, COND, CARD, CEILING, HANGING GNECK,	$406.88	$813.76
1	**Clerk Mic**	$343.68	$343.68
1	Shure MX412D/C Cardioid-12" Desktop Gooseneck Condenser Microphone, Attached 10´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base	$343.68	$343.68
1	**Sidebar Mic**	$262.44	$262.44

QTY	Description	Price	Total
1	Shure MX393/O Omnidirectional - Condenser Boundary Microphone, Built-in Preamplifier, 12' 3-pin Mini Connector (TA3F) to XLR Cable, Programmable Switch and LED Indicator	$262.44	$262.44
	Microphones Total		$10,249.63

Speakers / Amplifiers

QTY	Description	Price	Total
1	**Paging Speakers for Lobby Area**	$1,764.02	$1,764.02
4	Crestron SAROS IC6T-W-T-EACH Saros 6.5” 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)	$142.88	$571.52
1	QSC SPA-Qf 60x2 2-ch, 60W/ch Q-SYS network audio Amplifier, Lo-Z, FlexIO, with Mic/line Input, 100-240v	$1,192.50	$1,192.50
3	**Judge Zone Speakers**	$142.88	$428.64
1	Crestron SAROS IC6T-W-T-EACH (Judge Zone) Saros 6.5” 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)	$142.88	$428.64
2	**Jury Zone Speakers**	$142.88	$285.76
1	Crestron SAROS IC6T-W-T-EACH (Jury Zone) Saros 6.5” 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)	$142.88	$285.76
2	**Well Zone Speakers**	$142.88	$285.76
1	Crestron SAROS IC6T-W-T-EACH (Well Zone) Saros 6.5” 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)	$142.88	$285.76
3	**Gallery Zone Speakers**	$142.88	$428.64
1	Crestron SAROS IC6T-W-T-EACH (Gallery Zone) Saros 6.5” 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)	$142.88	$428.64
1	**Amplifier**	$1,608.75	$1,608.75
1	QSC MP-A40V 800W FlexAmp technology Hi-Z / Lo-Z amplifier, 4 x 200W into 4Ω, 8Ω, 70V and 100V, Highpass filter per channel, GPIO for Remote Standby and Amp Status	$1,608.75	$1,608.75
	Speakers / Amplifiers Total		$4,801.57

Assisted Listening

QTY	Description	Price	Total
1	**Assisted Listening System**	$4,805.23	$4,805.23
1	Williams AV IR M1 D IR + Infrared Modulator / Wi-Fi Server with Dante input supporting 2 channels. Includes TFP 065 power supply and WLC 004 line cord.	$2,384.69	$2,384.69
1	Williams AV IR E4 IR + Infrared Emitter includes (1) BKT 024 omnidirectional wall/celing mount. Replaces WIR TX9 DC - NOT Compatible with existing MOD 232 or WIR TX9 DC systems	$438.75	$438.75
5	Williams AV IR RX20 Stethoscope stereo 2.3 / stereo / 2.8 Infrared receiver. Includes 1 internal LiPo battery, optional 3.5mm jack included for headphone, earphone or neckloop. Use with CHG 520 charger.	$150.31	$751.55
5	Williams AV IR RX20 Stethoscope stereo 2.3 / stereo / 2.8 Infrared receiver. Includes 1 internal LiPo battery, optional 3.5mm jack included for headphone, earphone or neckloop. Use with CHG 520 charger.	$150.31	$751.55
1	Williams AV CHG 520 Five-bay, drop-in charger for IR RX20 infrared receivers. Universal Power Supply Included. Replaces CHG 518. Compatible with IR RX20 and not WIR RX18	$418.44	$418.44
1	Williams AV BKT 024 Omnidirectional wall/ceiling mount for use with IR E4 and WIR TX9 DC emitters, WIR TX90 DC and IR T2 transmitters.	$43.06	$43.06
1	Williams AV IDP 008 ADA wall plaque.	$17.19	$17.19
	Assisted Listening Total		$4,805.23

AV Sources

QTY	Description	Price	Total
2	**Attorney Table Encoders**	$1,840.62	$3,681.24
1	Crestron DM-NVX-384 DM NVX® 5K 4x1 AV-over-IP Switcher with HDMI® and USB-C® Connectivity [Available Starting December 2024]	$1,840.62	$3,681.24
2	**Podium Encoder**	$1,840.62	$3,681.24
1	Crestron DM-NVX-384 DM NVX® 5K 4x1 AV-over-IP Switcher with HDMI® and USB-C® Connectivity [Available Starting December 2024]	$1,840.62	$3,681.24
1	**Cynap Core Pro**	$3,082.50	$3,082.50
1	Custom Custom Item Cynap Core Pro	$2,802.50	$2,802.50
1	Custom Custom Item Cynap Core Rackshelf	$280.00	$280.00
1	**Doc Cam**	$4,898.75	$4,898.75

QTY	Description	Price	Total
1	WolfVision 102026 Visualizer VZ-8.UHD - Version A (HDMI)	$4,898.75	$4,898.75
1	**Bluray Player**	$748.75	$748.75
1	Tascam BD-MP4K 4K UHD BLU-RAY MULTIMEDIA PLAYER	$748.75	$748.75
	AV Sources Total		$16,092.48

Video Conferencing

QTY	Description	Price	Total
1	**New Poly G62 w/ 1 Year Poly+ Support**	$5,089.69	$5,089.69
1	Clark Manufacturer Quote Poly Studio G62 wi 1yr Partner Poly + Support	$2,661.12	$2,661.12
1	Crestron DM-NVX-384C DM NVX® 5K 4x1 AV-over-IP Switcher Card with HDMI® and USB-C® Connectivity	$1,840.62	$1,840.62
1	Blustream DA11USB-V2 Dante® USB Audio Encoder / Decoder	$587.95	$587.95
	Video Conferencing Total		$5,089.69

Video Routing & Processing

QTY	Description	Price	Total
1	**Cobalt Digital OGX-FR-CN-P Bundle**	$3,870.00	$3,870.00
1	Cobalt Digital OGX-FR-CN-P openGear Frame w/ Networking	$2,900.00	$2,900.00
1	Cobalt Digital PS-OGX OGX Power Supply	$970.00	$970.00
1	**VTC Multiview**	$3,016.24	$3,016.24
1	Crestron DM-NVX-384C DM NVX® 5K 4x1 AV-over-IP Switcher Card with HDMI® and USB-C® Connectivity	$1,840.62	$1,840.62
1	Crestron DM-NVX-360C DM NVX 4K60 4:4:4 HDR Network AV Encoder/Decoder Card	$1,175.62	$1,175.62
1	**ECR Multiview**	$3,016.24	$3,016.24
1	Crestron DM-NVX-384C DM NVX® 5K 4x1 AV-over-IP Switcher Card with HDMI® and USB-C® Connectivity	$1,840.62	$1,840.62
1	Crestron DM-NVX-360C DM NVX 4K60 4:4:4 HDR Network AV Encoder/Decoder Card	$1,175.62	$1,175.62

QTY	Description	Price	Total
2	**NVX Card Frame**	$1,306.25	$2,612.50
1	Crestron DMF-CI-8 DigitalMedia Card Chassis for DM-NVX-C & DMCF, 8 Slots	$1,306.25	$2,612.50

Video Routing & Processing Total $12,514.98

Video Displays

QTY	Description	Price	Total
3	**Room Displays**	$3,629.38	$10,888.14
1	Sony FW75BZ30J 75-inch LED, 4K HDR, Professional Displa	$2,200.00	$6,600.00
1	Clark Allowance Display Mounting Hardware Allowance	$625.00	$1,875.00
1	Crestron DM-NVX-D30 DigitalMedia 4K60 4:4:4 HDR Network AV Decoder	$804.38	$2,413.14
1	**Judge Conf Display**	$1,251.88	$1,251.88
1	Planar Systems PXN2400 24in wide black FHD IPS LED LCD, narrow bezel, VGA, HDMI, DP, speakers	$211.25	$211.25
1	Ergotron 45-243-026 LX Wall Mount LCD Arm	$236.25	$236.25
1	Crestron DM-NVX-D30 DigitalMedia 4K60 4:4:4 HDR Network AV Decoder	$804.38	$804.38
1	**Display Cart Decoder**	$804.38	$804.38
1	Crestron DM-NVX-D30 DigitalMedia 4K60 4:4:4 HDR Network AV Decoder	$804.38	$804.38

Video Displays Total $12,944.40

Camera Systems

QTY	Description	Price	Total
4	**Birddog PTZ Cameras**	$3,111.26	$12,445.04
1	Vaddio 535-2000-206 SUSPENDED CEILING PTZ CAMERA MOUNT	$121.94	$487.76
1	BirdDog BDX1W BirdDog X1 White. 1080P PTZ Ca	$933.75	$3,735.00
1	BirdDog BD-X1-WM-W BirdDog Wall Mount for X1 and	$64.95	$259.80

QTY	Description	Price	Total
1	BirdDog BDPLAY BirdDog PLAY HDMI2.0, 4K NDI and NDI HX2 Decoder (USB Powered, USB Cable included)	$150.00	$600.00
1	Crestron DM-NVX-384C DM NVX® 5K 4x1 AV-over-IP Switcher Card with HDMI® and USB-C® Connectivity	$1,840.62	$7,362.48
	Camera Systems Total		$12,445.04

Recording

QTY	Description	Price	Total
1	**DVS License**	$37.49	$37.49
1	Custom Custom Item Dante Virtual Soundcard License	$37.49	$37.49
1	**ECR H.264 Encoder**	$1,237.50	$1,237.50
1	Crestron DM-TXRX-100-STR HD Streaming Transmitter/Receiver	$1,237.50	$1,237.50
	Recording Total		$1,274.99

Media Feed

QTY	Description	Price	Total
1	**Analog Audio over Fiber Converters (Audio to Pedestal)**	$1,514.81	$1,514.81
1	Sescom SES-X-FA4LXT01 Sescom SES-X-FA4LXT01 Audio over Fiber EXTENDER: 4 CH Balanced XLR Line Level Audio and ST Fiber Connection	$1,514.81	$1,514.81
1	**Media Feed Output**	$2,267.81	$2,267.81
1	Crestron DM-NVX-363C DM NVX 4K60 4:4:4 HDR Network AV Encoder/Decoder Card with Downmixing and Dante Audio	$1,485.00	$1,485.00
1	AJA Video Systems OG-HA5-4K 4K HDMI to 4K 4x 3G-SDI, also supports HD-HDMI to HD SDI, DashBoard Support	$782.81	$782.81
1	**Media Feed Converters**	$2,520.94	$2,520.94
1	AJA Video Systems OG-FIDO-2T 2-Channel 3G-SDI to Single Mode LC Fiber Transmitter, DashBoard Support	$792.19	$792.19
1	AJA Video Systems OG-FIDO-2R 2-Channel Single Mode LC Fiber to 3G-SDI Receiver, DashBoard Support	$792.19	$792.19
1	AJA Video Systems OG-3G-AMA 3G-SDI 4-Ch Analog Audio Embedder/Disembedder, balance XLR, DashBoard Support	$936.56	$936.56

QTY	Description	Price	Total
1	**Fiber Patch Panels and Cable**	$4,674.95	$4,674.95
1	Corning CCH-02U 2RU Closet Connector Housing	$316.25	$316.25
4	Corning CCH-CP12-A9 Corning CCH Plate	$355.30	$1,421.20
1	Termination Allowance for Terminations Allowance for Fiber Optic Terminations	$687.50	$687.50
4	Clark Allowance Plenum Fiber, Connectors, and Termination	$562.50	$2,250.00
1	**OpenGear Frame - Ross Video OGX-FR-CN** OpenGear frame with redundant power supply	$3,337.87	$3,337.87
1	Ross Video OGX-FR-CN openGear OGX Frame with Cooling and Advanced Networking	$2,501.25	$2,501.25
1	Ross Video PS-OGX 600 Watt Universal Power Supply for OGX Frame	$836.62	$836.62
	Media Feed Total		$14,316.38

Control Processing

QTY	Description	Price	Total
1	**Control Processor**	$1,732.50	$1,732.50
1	Crestron CP4N 4-Series Control System	$1,732.50	$1,732.50
	Control Processing Total		$1,732.50

Control Interfaces

QTY	Description	Price	Total
1	**Podium Touchpanel**	$2,329.25	$2,329.25
1	Crestron TSW-1070-B-S 10.1 in. Wall Mount Touch Screen, Black Smooth	$2,329.25	$2,329.25
1	**Judge Touchpanel**	$2,495.62	$2,495.62
1	Crestron TS-1070-B-S 10.1 in. Tabletop Touch Screen, Black Smooth	$2,495.62	$2,495.62
	Control Interfaces Total		$4,824.87

Hardware

QTY	Description	Price	Total
1	**Podium Bundle**	$7,725.63	$7,725.63
1	Manufacturer Quote Custom Design: Millers Radius Series Lectern	$5,625.00	$5,625.00
1	Crestron TT-100-B-T Crestron Connect It Cable Caddy w/120V Outlet, No Cables, Black Textured	$185.63	$185.63
3	RDL D-XLR2F Dual XLR 3-pin Female Jacks on D Plate - Terminal block connections	$26.88	$80.64
3	Middle Atlantic BR1 1SP PANEL W/BRUSH GROMMET	$54.00	$162.00
4	Custom Custom Item Leviton 41642-W 2 Port Decora Insert White	$1.25	$5.00
1	Clark Allowance Allowance for HDMI, Cat6 Patch, Fiber, USBC Cables and Keystone Connectors	$625.00	$625.00
1	Clark Allowance Vertiv 1000VA UPS	$1,042.36	$1,042.36
1	**Attorney Table Flip Top Boxes**	$2,616.78	$2,616.78
2	Crestron FT2-500-ELEC-PTL-B FlipTop™ FT2 Series Cable Management System, 500 Size, Mechanical, Pass-Through Lid, Black	$378.00	$756.00
2	Crestron FT2A-CBLR-1T-HD One-Touch Cable Retractor for FT2 ELEC Series, HDMI® to HDMI, 10.2 Gbps	$340.88	$681.76
2	Crestron FT2A-CBLR-1T-4K-USBC-HD One-Touch Cable Retractor for FT2 ELEC Series, USB-C™ to HDMI®, 18 Gbps	$340.88	$681.76
2	Crestron FT2A-PWR-US-2 AC Power Outlet Module for FT2 Series, Dual, US NEMA 5, Type B, w/2 Under-Table Outlets & Cord	$93.38	$186.76
2	Crestron FT2A-CHGR-USBA/C USB Rapid Charging Module for FT2 ELEC Series, USB Type-C & Type-A High Power Charging Ports, Bus Powered	$155.25	$310.50
3	**AVP Network Patch bay Bundle**	$330.29	$990.87
1	AVP Broadcast WK-YL124E1-Z-B41 1 RU, 1x24	$93.29	$279.87
1	Leviton 61110-BE6 Cat6 Connector Quickpack 25pk Black	$175.00	$525.00
25	Monoprice 13508-Slimrun Black .5' Slimrun Network Patch Cable - black - .5ft	$2.48	$186.00
1	Clark Custom Metalwork & Interconnect Systems Metalwork for Media Plates and Podium and Podium Snake	$750.00	$750.00
1	Clark Allowance Allowance for Rack Equipment Management	$875.00	$875.00

QTY	Description	Price	Total
1	Clark Allowance Bulk Cabling / Connectors / Installation Supplies	$24,769.23	$24,769.23
1	**Rackshelves**	$264.38	$264.38
2	Middle Atlantic VSA-1626 16"-26"D TELES.SHLF,1.5H	$132.19	$264.38
1	**Equipment Rack**	$5,420.59	$5,420.59
1	Middle Atlantic MRK-4436 44SP/36D MULTIBAY MRK	$1,634.06	$1,634.06
1	Middle Atlantic MV-RR44 44SP,PR,MRK/VRK ADDL.RAIL	$115.88	$115.88
1	Middle Atlantic CBS-MRK-36 CASTER BASE FOR MRK 36DP	$263.25	$263.25
1	Middle Atlantic LACE-44-OWP 77"H,4-3/4"W SLOT LACER	$250.31	$250.31
2	Middle Atlantic PDT-2015C-M-NS 20 OUT,15A,METER,CORDED	$316.13	$632.26
1	Middle Atlantic SPN-44-36 PR BLK 44SP, 36DP SIDE PANELS	$772.31	$772.31
1	Middle Atlantic CC-44-36 CABLE CHASE FOR 44SP, 36DP	$218.81	$218.81
1	Middle Atlantic LF-HD HEAVY DUTY LEVELING FEET	$29.81	$29.81
1	Clark Allowance Vertiv 2000VA UPS	$1,503.90	$1,503.90
1	**Keystones / Plates**	$77.50	$77.50
1	Custom Custom Item Leviton 41296-MMW Fiber Surface Mount Box	$37.50	$37.50
1	Custom Custom Item Leviton 41086-MLW Quickport LC Duplex Keystone Jack	$18.75	$18.75
3	Leviton 41291-2QW ADAPTOR INSERT	$6.25	$18.75
2	Custom Custom Item Leviton 41291-1BW Blank MOS Module White	$1.25	$2.50

Hardware Total $43,489.98

Network

QTY	Description	Price	Total
1	**Network Switches**	$12,396.71	$12,396.71

QTY	Description	Price	Total
1	Netgear GSM4212PX-100NAS M4250-10G2XF-POE+8X1G POE	$1,063.35	$1,063.35
2	Netgear GSM4352-100NES 52PT M4350-48G4XF MANAGED SWITCH	$3,468.69	$6,937.38
2	Netgear APS920W-100NES 920W 100-240VAC MODULAR PSU	$472.99	$945.98
8	Netgear AXM764-10000S 10GE LRLITE SFP+ MODULE	$346.25	$2,770.00
2	Netgear AXM765-10000S 10GBASE-T SFP+ Transceiver	$340.00	$680.00

Network Total	$12,396.71
Equipment Total	$164,857.79
Courtroom E Total	**$164,857.79**

Infrastructure To Connect To Other Courtrooms

Network

QTY	Description	Price	Total
4	**Network Switches**	$12,396.71	$49,586.84
1	Netgear GSM4212PX-100NAS M4250-10G2XF-POE+8X1G POE	$1,063.35	$4,253.40
2	Netgear GSM4352-100NES 52PT M4350-48G4XF MANAGED SWITCH	$3,468.69	$27,749.52
2	Netgear APS920W-100NES 920W 100-240VAC MODULAR PSU	$472.99	$3,783.92
8	Netgear AXM764-10000S 10GE LRLITE SFP+ MODULE	$346.25	$11,080.00
2	Netgear AXM765-10000S 10GBASE-T SFP+ Transceiver	$340.00	$2,720.00
1	**Core Switches**	$6,456.70	$6,456.70
2	Netgear XSM4328FV-100NES 28PT M4350-24F4V MANAGED SWITCH	$3,153.35	$6,306.70
2	Clark Allowance 25Gb SFP28 DAC Cable	$75.00	$150.00

Network Total	$56,043.54
Equipment Total	$56,043.54
Infrastructure To Connect To Other Courtrooms Total	**$56,043.54**

Acceptance

Financial

Payment Schedule

TBD

Equipment Total	$385,759.12
Engineering	$12,256.32
Installation	$90,795.37
Management	$18,471.92
Programming	$35,596.48
Expenses - Shipping	$13,964.48
Subtotal	$556,843.69
Total Sales Tax	$0.00
Project Total	$556,843.69

Acceptance

FL 5th Circuit, Hernando County

Signed

Date

Print Name

Title

Clark

Signed

Date

Print Name

Title

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Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms
CONTRACT NO. 25-RFP01060/CT

This Contract made and entered into this 07 day of January ,2026, by and between the HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS, located at 15470 Flight Path Drive, Brooksville, FL 34604 hereinafter referred to as the "COUNTY" and Clark Productions, Inc. located at 1095 Windward Ridge Parkway Suite 200 Alpharetta, GA 30005, hereinafter referred to as the "PROFESSIONAL".

PREMISES

WHEREAS, the COUNTY desires to retain the PROFESSIONAL to design, build and install audio visual system(s) upgrades for Hernando County's Fifth Judicial Circuit Court on a per project basis under individual Task Orders;

WHEREAS, the COUNTY desires to employ the PROFESSIONAL for the performance of said services upon the terms and conditions hereinafter set forth, and the PROFESSIONAL is desirous of performing such services upon such terms and conditions; and,

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, it is agreed by and between the parties hereto as follows:

SECTION 1 - DEFINITIONS

1.1 DEFINITIONS

"PROFESSIONAL" shall be defined herein to include all principals of the firm of Clark Productions, Inc., including full time employees, professionals or otherwise, and all servants, agents, employees and/or Sub-Consultants retained by the PROFESSIONAL to perform its obligations hereunder. Sub-consultants must be reviewed and approved by the County, , prior to Notice to Proceed with their prospective work assignments.

"Task Order" shall be defined as a project assignment issued by a document approved and authorized by the County that sets forth the scope of services (described in Exhibit A and attached hereto) to be performed by the PROFESSIONAL at a fixed contract price in accordance with this contract.

SECTION 2 – GENERAL RESPONSIBILITIES OF THE PROFESSIONAL

2.1 ASSIGNMENT

This contract is for **Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms** for projects located in Hernando County. It is understood that the professional service projects awarded under this contract will be assigned by the issuance of a Task Order, provided that; (1) there is no conflict of interest relating to the project assignment either by the Account Manager or any principal of the PROFESSIONAL; (2) the PROFESSIONAL'S schedule and/or workload permits completion of the project in the time frame acceptable to the COUNTY and (3) the PROFESSIONAL'S cost proposal for completing the Task Order is within the budget available for the work. Should any of these exceptions occur, the County may seek other firms for the assignment . The COUNTY may elect to competitively select a Professional for a specific and/or specialized project.

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2.2 PERSONNEL APPROVAL

The PROFESSIONAL will maintain an adequate and competent staff of professionally qualified persons throughout the performance of this contract to ensure acceptable and timely completion of the Assignment.

Prior to the start of any work under this contract, the PROFESSIONAL must submit to the COUNTY for approval, a detailed resume of key personnel that will be involved in performing services described in the Assignment. If, at any time, the PROFESSIONAL desires to change the key personnel on an active assignment, it shall submit the qualifications of the new personnel to the COUNTY for prior approval. **Key personnel shall include project manager and members of the project management team**. The provisions of this Section do not apply to personnel temporarily assigned to perform service under this Contract for durations of one (1) week or less.

2.3 OTHER CONSULTANTS

Certain and agreed upon sub-consultant services may constitute a specialized Task Order requiring the independent Sub-Consultant to work directly with the COUNTY.

The PROFESSIONAL acknowledges that the COUNTY has retained other consultants, vendors or other professional services, and the coordination between said consultants and the PROFESSIONAL may be necessary from time to time for the successful completion of the Task Orders. The PROFESSIONAL agrees to provide such coordination as necessary within the Scope of Services and Schedule contained in each authorized Task Order.

SECTION 3 – SCOPE OF SERVICES

The PROFESSIONAL shall diligently and in a professional and timely manner perform the work included in the Assignment/Task Order. Unless modified in writing by the parties hereto, the duties of the PROFESSIONAL shall not be construed to exceed those services specifically set forth herein.

3.1 GENERAL

The PROFESSIONAL agrees to perform those services described in Exhibit A – Scope of Services which is attached hereto and made a part hereof. Services to be provided by the PROFESSIONAL shall be authorized in writing as Task Orders in accordance with Section 3.3 herein.

3.2 SPECIAL SERVICES

The COUNTY and the PROFESSIONAL agree that there may be certain additional services required to be performed by the PROFESSIONAL during the performance of the Task Order that cannot be defined sufficiently at the time of execution of this Contract. Such services shall be authorized in writing as Task Orders in accordance with Section 3.3 and shall be undertaken only under terms of formal amendments to this Contract.

3.3 TASK ORDER PROCEDURE

The County Administrator or his/her designee may authorize Task Orders for services under this Contract. Task Orders shall be prepared on the form delineated as Exhibit B – Task Order, or other similar form as approved by the County, which is attached hereto and made a part hereof.

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3.3.1 Each Task Order shall include: a detailed description of the work to be performed; a schedule of completion (including phases) for the work authorized; and the amount and method of compensation. Task Orders shall be dated and serially numbered annually.

3.3.2 The Task Orders may contain additional instructions or provisions specific to the authorized work for the purpose of expanding upon certain aspects of this Contract pertinent to the work to be undertaken. Such supplemental instructions or provisions shall not be construed as a modification of this contract.

3.3.3 Task Order information and supporting documentation shall be forwarded to the COUNTY'S Procurement Department for audit of accuracy, completeness, and compliance with this Contract and any applicable COUNTY Purchasing policies and procedures; and, if appropriate, a Purchase Order encumbering funds for the Task Order shall be issued.

3.3.4 Professional fees under each specified Task Orders shall be based on a written proposal from the PROFESSIONAL, as may be requested in writing by the COUNTY'S Designated Representative.

3.3.5 A single unitary task may not be divided into more than one task for the purpose of qualifying for authorization hereunder. Nothing in this paragraph is intended to limit any other rights, responsibilities, and duties of the parties under any other provision of this contract.

SECTION 4– COUNTY'S RIGHTS AND REPONSIBILITIES

4.1 The COUNTY shall perform the duties, described below, in a timely fashion at no cost to the PROFESSIONAL:

4.1.1 Furnish the PROFESSIONAL with existing data, records, maps, mock-ups, scripts, articles, reports, fiscal data and other information that is available in the COUNTY'S files, necessary or useful to the PROFESSIONAL for the performance of the Assignment. All of the documents conveyed by the COUNTY shall be and remain the property of the COUNTY and shall be returned to the COUNTY upon completion of the Assignment to be performed by the PROFESSIONAL.

4.1.2 Make COUNTY personnel available when required and necessary to assist the PROFESSIONAL. The availability and necessity of said personnel to assist the PROFESSIONAL shall be determined solely at the discretion of the COUNTY.

4.1.3 Examine all reports, submissions, drawings, estimates, proposals, and other documents presented by the PROFESSIONAL and render written decisions indicating the COUNTY'S approval or disapproval within a reasonable time so as not to materially delay the work of the PROFESSIONAL.

4.1.4 Transmit instructions, relevant information and provide interpretation and definition of COUNTY policies and decisions with respect to design, materials, and other matters pertinent to the work covered by this Contract.

4.1.5 Give prompt written notice to the PROFESSIONAL whenever the COUNTY observes, or otherwise becomes aware of, any development that affects the scope of timing of the PROFESSIONAL's services or becomes aware of any defect or necessary changes in the work of the PROFESSIONAL.

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SECTION 5 – COMPENSATION

5.1 GENERAL

Compensation to the PROFESSIONAL for services performed on each Task Order shall be in accordance with one of the following methods of compensation, as defined and indicated herein:

5.2 Lump Sum Method
5.3 Hourly Rate plus Direct Cost Method

The type and amount of compensation for each Task Order shall be described on the Task Order form included in Exhibit B – Task Order Form.

5.2 LUMP SUM METHOD

5.2.1 Lump Sum compensation shall be the total fixed price amount payable under the Lump Sum Method (including all payroll costs, overhead costs, other direct costs, fees, Sub-consultants' and specialist costs), for the services to be provided in the Task Order unless there is a change in the scope of the work or other conditions stipulated in the Task Order, and the Task Order is modified and signed by both the COUNTY and PROFESSIONAL to reflect the change(s) by formal amendment to this Contract.

5.2.2 Payment to the PROFESSIONAL for services performed under a Task Order under the Lump Sum Method shall be monthly in proportion to the percentage of work completed during the month as proposed by the PROFESSIONAL and accepted by the COUNTY.

5.3 HOURLY RATE PLUS DIRECT COST METHOD

In its performance of services under a Task Order, compensation for services performed under the Hourly Rate plus Direct Cost Method shall be based on reimbursement of hourly costs incurred by the PROFESSIONAL, plus direct costs budgeted for reimbursable costs.

5.3.1 DIRECT COSTS

Direct costs are Sub-Consultant costs and other direct and unit costs. Direct Sub-Consultant costs shall be defined as the actual compensation paid to Professional and technical Sub-Consultants of the PROFESSIONAL while such are engaged directly in the performance of the services under this Contract.

5.3.2. HOURLY RATE SCHEDULE

A schedule of approved hourly rates currently used by PROFESSIONAL, including its Sub-Consultants by classifications of personnel likely to be employed to perform services under this Contract is contained in Exhibit B - Task Order Form which is attached hereto and made a part hereof. Any revisions to the range of the hourly rates shall be negotiated with and approved by the COUNTY prior to being charged. Any changes to rates in subsequent years will be adjusted by the percent change in the Consumer Price Index (CPI-U) issued by the Bureau of Labor Statistics, Southeastern Regional Office for the South for the index for All Items/Wage Earners & Clerical Workers not seasonally adjusted for the percent of change through the month of January of each calendar year. For example, the increase to go into effect on the renewal date of the Contract will be the percent change of increase in the CPI-U series between January 2026 and January 2029. The percent change will be effective on the renewal date.

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5.3.3 OTHER DIRECT COSTS

Other Direct Costs include the actual costs for the PROFESSIONAL of project-related expenses that are required to complete the Assignment/Task Order, as defined in the following paragraphs.

5.3.4 EQUIPMENT, MATERIALS AND SUPPLIES

This item includes all equipment, materials and supplies used and consumed directly in the performance of the services hereunder, not included in the PROFESSIONAL'S standard hourly rates, such as: special report or presentation binders. Any equipment or material items purchased solely for the performance of the Assignment covered by this Contract which individually have a value in excess of $100.00 shall be the property of the COUNTY and shall be given to the COUNTY at the termination of this Contract, if requested.

5.3.5 REPRODUCTIONS

This item includes the identifiable costs of copying, reproducing and printing of reports, submissions, drawings, estimates, proposals, sketches, photographs, correspondence and other documents.

5.3.6 COMMUNICATIONS AND SHIPPING

This item includes the identifiable long-distance communications, postage and express charges at actual cost.

5.3.7 TRAVEL AND SUBSISTANCE

This item includes long-distance travel, subsistence and transportation expenses of personnel during the performance of the Assignment, not to exceed rates and limits as established by Florida Statutes Section 112.061.

5.3.8 MISCELLANEOUS

This item includes any other identifiable project-related costs and expenses incurred by the PROFESSIONAL in connection with the services performed under the terms of this Contract that are not applicable to general overhead, including but not limited to special equipment rental costs and costs for temporary personnel services.

5.3.9 COST LIMITATION

(1) The total of all Costs actually incurred by the PROFESSIONAL, as determined and defined in this Contract, for services performed under each authorized Task Order, will not exceed the Cost Limitation established, without a formal amendment to the Task Order.

(2) In the event that the PROFESSIONAL's estimated Costs for the performance of services under a Task Order are forecasted by the COUNTY or PROFESSIONAL to exceed the Cost Limitation indicated in the Task Order, the COUNTY and PROFESSIONAL shall meet to review the forecast and, if necessary, to either increase the Cost Limitation for the Task Order to provide additional cost recovery to the PROFESSIONAL or renegotiate the scope of the services of the Task Order so that the Cost Limitation will not be exceeded. The results of any such review requiring modification of this Contract will be detailed in a formal amendment to the Task Order.

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(3) The COUNTY is not obligated to reimburse the PROFESSIONAL for costs incurred in excess of the Cost Limitation indicated for the Task Order and the PROFESSIONAL shall not continue performing the services and incur costs in excess of the Cost Limitation for the Task Order, unless the costs incurred are the results of error, omission or negligence on behalf of the PROFESSIONAL and which shall be paid solely by PROFESSIONAL. Once the Task Order has been formally amended in writing to increase the Cost Limitation, which has been mutually agreed to between the parties, the PROFESSIONAL shall continue to perform the required services. The PROFESSIONAL's liabilities, commitments or expenditures incurred in excess of the Cost Limitation for Task Order prior to approval by the COUNTY shall be at the PROFESSIONAL's risk and expense, unless mutually agreeable in writing by the PROFESSIONAL and the COUNTY.

5.3.10 TASK ORDER CONTRACT PRICE

(1) The total Task Order Contract Price for each Task Order consists of the sum of the Cost Limitation and the Direct Cost for each Task Order. This amount shall not be exceeded without formal amendment to the Task Order unless the Contract is terminated in accordance with Section 9, Termination of Contract.

(2) In the event any action or combination of actions taken pursuant to Section 8, Changes in Scope, of this Contract are estimated by the PROFESSIONAL, with the written concurrence of COUNTY, to cause material increase or decrease in the scope of services of any Task Order, an equitable adjustment to the Task Order Contract Price shall be made, as well as any necessary increase or decrease in the Cost recitation. Any request by the PROFESSIONAL or by the COUNTY for an adjustment of the Task Order Contract Price must be asserted in writing within forty-five (45) days from the date of receipt by the PROFESSIONAL of the COUNTY'S notification of changed work, unless the County shall grant a further period of time for such request resolution.

5.3.11 PROGRESS PAYMENTS TO THE PROFESSIONAL

(1) For a Task Order performed under the Lump Sum Method of compensation, the PROFESSIONAL will prepare an invoice accompanied with a narrative statement from the PROFESSIONAL describing the work accomplished by the PROFESSIONAL during the period covered by the invoice.

(2) For a Task Order performed under the Hourly Rate Method of compensation, the PROFESSIONAL shall submit at the end of each monthly period, an invoice of Hourly Costs, incurred in such period plus an increment of the Direct Costs incurred in such period. All invoices shall be itemized in an invoice format acceptable to the COUNTY. All Costs included on the invoices shall be taken from the books of the accounts kept by the PROFESSIONAL and shall be supported by the PROFESSIONAL's monthly "Billing Cost Detail Report". The portion of the Professional Fee earned in such monthly period shall be determined on the basis of relative work progress accomplished in each monthly period as agreed by the COUNTY'S Designated Representative.

5.4 INVOICE PROCESSING

Invoices received by the COUNTY will be processed for payment within thirty (30) days of receipt. PROFESSIONAL will be notified of questionable items contained in the invoices within fifteen (15) days of receipt by the COUNTY with an explanation of the deficiencies. The COUNTY will make an effort to resolve all questionable items contained in the PROFESSIONAL's invoices within thirty (30) days of receipt of the invoices by the COUNTY. At the end of the thirty (30) day period, the COUNTY shall pay the

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PROFESSIONAL the invoice amount less any unresolved questionable items. Invoices are to be forwarded directly to the initiating Hernando County Department.

5.5 PAYMENT IN THE EVENT OF CONTRACT TERMINATION OR SUSPENSION

In the event that a Task Order or this Contract is terminated or canceled, or the PROFESSIONAL's services suspended on a Task Order or this Contract, prior to completion, payment shall be made in accordance with the provisions of Section 9, Termination of Contract.

5.6. ADDITIONAL COMPENSATION FOR CHANGE IN SCOPE OF ASSIGNMENT

If instructed to do so by COUNTY, the PROFESSIONAL shall change or revise work that has been performed, and if such work is not required as a result of error, omission or negligence of the COUNTY, the PROFESSIONAL may be entitled to additional compensation. The additional compensation shall be requested by the PROFESSIONAL on a revised fee quotation proposal which must be submitted to the COUNTY for prior approval. The additional compensation, if any, shall be agreed upon before commencement of any such additional work and shall be incorporated into the Assignment by formal amendment or Task Order to this Contract.

SECTION 6
WORK COMMENCEMENT/IMPLEMENTATION SCHEDULE/LENGTH OF CONTRACT

6.1 ASSIGNMENT ISSUED

PROFESSIONIAL will submit the initial response to a request for a Scope and Schedule within fifteen (15) business days from the receipt of the scope and schedule. PROFESSIONAL will prepare a computation of fees to be charged for the services based on the approved hourly rates. These documents will be submitted to the COUNTY for review and approval.

Failure to submit the documentation within the above time shall cause the request for Scope and Schedule to be withdrawn from PROFESSIONAL. The County may seek other firms for the assignment.

6.2 WORK COMMENCEMENT

If approved by the County, the PROFESSIONAL shall commence work on each authorized Task Order within ten (10) days after receipt by the PROFESSIONAL of a written Notice-to-Proceed from the COUNTY'S Designated Representative. If the PROFESSIONAL fails to commence work within the ten (10) day period, then the COUNTY shall have the right to seek other firms for the Assignment, unless the delay is due to no fault of the PROFESSIONAL.

6.2.1 The effective date of the Task Order and the times for completing services or providing deliverables will be stated in each Task Order.

6.3 IMPLEMENTATION SCHEDULE

The PROFESSIONAL and the COUNTY agree to make every effort to adhere to the schedule established for the various Task Orders described in the Assignment.

It shall be the PROFESSIONAL'S responsibility to keep the schedule updated, request extensions when appropriate, and provide reasons for any extension(s). In the event the work of the PROFESSIONAL is delayed due to no fault of the PROFESSIONAL, which delays the completion of any Task Order of the Assignment, the County may approve the extension and the PROFESSIONAL may be entitled to an

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appropriate extension of the contract time for the specific Task Order. The County shall not be required to approve any time extension requests.

6.4 FAILURE TO PERFORM

A performance evaluation may be performed by the County upon completion of the project.

Should the PROFESSIONAL fail to commence, provide, perform and/or complete any of the services and work required pursuant to this Contract in a timely and diligent manner, the COUNTY may not consider the PROFESSIONAL for the next Task Order, consider such failure as justifiable cause to terminate this Contract or may impact future assignments. As an alternative, the COUNTY at its option, may, upon written notice to the PROFESSIONAL, withhold any or all payments due and owing to the PROFESSIONAL, not to exceed the amount of the compensation for the work in dispute, until such time as the PROFESSIONAL resumes performance of his obligations in such a manner as to get back on schedule in accordance with the time and schedule of performance requirements set forth in this Contract, or any change orders or supplemental task authorizations issued thereto.

6.5 EXPIRATION

This Contract shall expire three (3) years after the date of execution of this Contract. This Contract may be extended for two (2) additional one (1) year periods; not to exceed five (5) years maximum, upon written mutual consent of the COUNTY and the PROFESSIONAL.

SECTION 7
COUNTY'S DESIGNATED REPRESENTATIVE

7.1 GENERAL

The County hereby designates the County Administrator or his/her designee to represent the COUNTY in all matters pertaining to and arising from the work and performance of this Contract. The County Administrator of designee shall have the following responsibilities:

7.1.1 Examination of all reports, sketches, drawings, estimates, proposals and other documents presented by the PROFESSIONAL and rendering, in writing, decisions indicating the COUNTY'S approval or disapproval within a reasonable time so as not to materially delay the work of the PROFESSIONAL.

7.1.2 Transmission of instructions, receipt of information and interpretation and definition of COUNTY policies and decisions with respect to design, materials and other matters pertinent to the work covered by this Contract.

7.1.3 Giving prompt written notice to the PROFESSIONAL whenever the COUNTY observes, or otherwise becomes aware of, any defects or necessary changes in the project.

7.1.4. Following the PROFESSIONAL's preparation of any necessary applications to governmental bodies, to arrange for submission of all applications.

7.2 DESIGNEE

The County Administrator's designee under a contract resulting from **RFP No. 25-RFP01060/CT for Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms** shall be the Chief Procurement Officer or designee.

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SECTION 8
CHANGES IN SCOPE

The COUNTY or the PROFESSIONAL may request changes in the Scope of Services of a Task Order. Such change(s), including any increase or decrease in the amount of the PROFESSIONAL'S compensation for any Task Order pursuant to Section 5, Compensation, which are mutually agreed upon by and between the COUNTY and the PROFESSIONAL, shall be incorporated by written formal amendment.

SECTION 9
TERMINATION OF CONTRACT

9.1 TERMINATION BY COUNTY FOR CAUSE

The COUNTY may terminate this Contract for any one or more of the following reasons:

9.1.1 If adequate progress on any phase of the assignment is not being made by the PROFESSIONAL as a direct result of the PROFESSIONAL's failure to perform.

9.1.2 The quality of the services performed by the PROFESSIONAL is not in conformance with commonly accepted standards, standards of the COUNTY and the requirements of Federal and/or State regulatory agencies in effect as of the date of this Contract, and the services involved are considered by the COUNTY to be essential to the proper completion of any Assignment.

9.1.3 The PROFESSIONAL or any employee or agent of the PROFESSIONAL is indicted or has a direct charge issued against him/her for any crime arising out of or in conjunction with any work that has been performed by the PROFESSIONAL.

9.1.4 The PROFESSIONAL becomes involved in either voluntary or involuntary bankruptcy proceedings or makes an assignment for the benefit of creditors.

9.1.5 The PROFESSIONAL violates the Standards of Conduct provisions of Section 14, Standards of Conduct herein.

9.1.6 In the event of any of the causes described in Section 9.1, the COUNTY'S Designated Representative may send a certified letter to the PROFESSIONAL requesting that the PROFESSIONAL show cause why the Contract should not be terminated. If adequate assurances or acceptable reasons are not given to the COUNTY within fifteen (15) days of the receipt by the PROFESSIONAL of said show cause notice, the COUNTY may consider the PROFESSIONAL to be in default and may immediately terminate this Contract.

9.2 TERMINATION BY PROFESSIONAL FOR CAUSE

The PROFESSIONAL may cancel this Contract for the following reasons:

9.2.1 The COUNTY fails to meet its obligations and responsibilities as contained in Section 4, COUNTY'S Rights and Responsibilities.

9.2.2 The COUNTY fails to pay the PROFESSIONAL in accordance with Section 5, Compensation.

9.2.3 In the event of either of the causes described in Section 9.2, the PROFESSIONAL may send a certified letter requesting that the COUNTY show cause why the Contract should not be

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terminated. If adequate assurances are not given to the PROFESSIONAL within fifteen (15) days of the receipt by the COUNTY of said show cause notice, then the PROFESSIONAL may consider the COUNTY to be in default and may immediately terminate this Contract.

9.3 TERMINATION BY COUNTY WITHOUT CAUSE

Notwithstanding any other provision of this Contract, the COUNTY shall have the right at any time to terminate this Contract in its entirety without cause, or terminate by specific Task Order without cause, provided that ten (10) days prior written notice is given to the PROFESSIONAL of the COUNTY'S intent to terminate. In the event that a Task Order is terminated, the COUNTY shall identify the specific Task Order(s) being terminated and the specific Task Order to be continued to completion pursuant to the provisions of this Contract. This Contract will remain in full force and effect as to all authorized Task Orders which are to be continued to completion under this type of arrangement.

9.4 PAYMENT IN THE EVENT OF TERMINATION

In the event this Contract or any Assignment is terminated or canceled prior to final completion, payment for unpaid portion of the services provided by the PROFESSIONAL to the date of termination and any additional services thereafter will be determined by negotiation between the COUNTY and the PROFESSIONAL. No amount shall be allowed for anticipated profit on unperformed services or other work. In the event of termination for cause, the COUNTY may adjust any payment to take into account any additional costs to be incurred by the COUNTY due to such default.

9.5 ACTION FOLLOWING TERMINATION

9.5.1 Upon receipt of notice of termination, given by either party, the terminated party shall promptly discontinue all services and other work, unless the notice provides otherwise.

9.5.2 In the case of the COUNTY terminating the PROFESSIONAL, the PROFESSIONAL shall within ten (10) days, or any extension thereto as may be mutually agreed to, deliver or otherwise make available to the COUNTY all reports, drawings, data, records, maps, mock-ups, scripts, articles, reports, fiscal data, and other data and documents that have been obtained or prepared by the PROFESSIONAL in performing the services under this Contract, regardless of whether the work on such documents has been completed or is in progress and said documents shall remain the property of the COUNTY.

9.6 SUSPENSION

9.6.1 The performance of the PROFESSIONAL's service under any provision of this Contract may be suspended by the COUNTY at any time. In the event the COUNTY suspends the performance of the PROFESSIONAL's services hereunder, the COUNTY shall so notify the PROFESSIONAL in writing, such suspension becoming effective upon the date of its receipt by the PROFESSIONAL, and COUNTY shall promptly pay to the PROFESSIONAL all fees which have become due and payable to the PROFESSIONAL to the effective date of such suspension. The COUNTY shall thereafter have no further obligation for payment to the PROFESSIONAL for the suspended services unless and until the COUNTY notifies the PROFESSIONAL that the services of the PROFESSIONAL called for hereunder are to be resumed.

Upon receipt of written notice from the COUNTY that the PROFESSIONAL's services hereunder are to be resumed, the PROFESSIONAL shall complete the services called for in this Contract and the PROFESSIONAL shall, in that event, be entitled to payment of the remaining unpaid compensation which becomes payable to the PROFESSIONAL under this Contract, same to be payable at the times and in the number specified herein.

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In no event will the compensation or any part thereof become due or payable to the PROFESSIONAL under this Contract unless and until the PROFESSIONAL has attained that state of work where the same would be due and payable to the PROFESSIONAL under the provisions of this Contract.

9.6.2 If the aggregate time of the COUNTY'S suspension(s) of the PROFESSIONAL's services under any Task Order of this Contract exceeds sixty (60) days, then the PROFESSIONAL and the COUNTY shall, upon request of the PROFESSIONAL, meet to assess the services performed hereunder up to the time of such meeting, the services remaining to be performed and the total compensation paid to the PROFESSIONAL hereunder and, during such meeting, shall have the option of negotiating a change in compensation to be paid to the PROFESSIONAL for the balance of the services to be performed hereunder. No increase in compensation to the PROFESSIONAL shall be allowed unless it is based upon clear and convincing evidence of an increase in the PROFESSIONAL's costs attributable to the aforesaid suspension(s).

9.7 **AVAILABILITY OF FUNDS**

The County's obligations under this contract are subject to the availability of funds lawfully appropriated for its purpose by the governing board of the County. The County shall promptly notify the PROFESSIONAL should funds become unavailable, and in that event the PROFESSIONAL shall be entitled to stop all work until funds become available.

SECTION 10
CLAIMS AND DISPUTES/REMEDIES

10.1 CLAIMS AND DISPUTES

Any claims, disputes and/or matters in question between the parties arising out of or relating to this Contract, including claims for extra compensation, shall be filed in writing by the aggrieved party to the other party within forty-five (45) days of its occurrence. Should such claims not be formally submitted within said forty-five (45) day period, the aggrieved party agrees not to make such claim against the other party at any time in the future. Should any claim or dispute not be mutually resolved between the parties within sixty (60) days thereafter, the aggrieved party shall then seek to resolve the matter in accordance with the "Remedies" provisions of Section 10.2 herein.

10.2 REMEDIES

Except as provided in Section 10.1 herein, all claims, disputes and/or matters in question between the COUNTY and the PROFESSIONAL arising out of or relating to this Contract, or the breach of it will be decided by mediation if the parties hereto mutually agree, or in a court of competent jurisdiction. Venue for any dispute or formal litigation concerning this Contract shall be in the appropriate court with territorial jurisdiction over Hernando County, Florida. In the event of a dispute or litigation, each party to such dispute or litigation shall be solely responsible for its own attorneys' fees and costs. This Contract shall not be construed for or against any party hereto, regardless of which party is wholly or partly responsible for its drafting.

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SECTION 11
INDEMNITY AND INSURANCE

11.1 GENERAL

To the fullest extent permitted by Florida law, the PROFESSIONAL covenants, and agrees that it will indemnify and hold harmless the COUNTY, and its officers and employees, from 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 PROFESSIONAL and other persons employed or utilized by the PROFESSIONAL in the performance of the contract.

This provision shall survive the expiration or earlier termination of the agreement.

11.2 INSURANCE

The PROFESSIONAL will possess or obtain and continuously maintain the following insurance coverage, from a company authorized to do business in the State of Florida, and will provide Certificates of Insurance to the COUNTY, evidencing such insurance, within fifteen (15) days following the PROFESSIONAL's receipt of Notice to Proceed on the Assignment from the COUNTY.

The insurance coverage shall contain a provision, which requires that prior to any changes or material alterations in the coverage, except aggregate coverage, thirty (30) days prior written notice will be given to the COUNTY.

The specific requirements of this Contract have been detailed in **RFP No. 25-RFP01060/CT for Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms**. The specific requirements of the RFP must be met to be compliant with this Contract and may include the following:

11.2.1 Worker's Compensation

The PROFESSIONAL will provide Worker's Compensation for all employees at the site location, and in case any work is sub-contracted, will require the Sub-Contractor to provide worker's compensation for all of its employees. The limits will be statutory for Worker's Compensation and $500,000 for Employers' Liability.

11.2.2 Comprehensive General Liability

The PROFESSIONAL will provide coverage for all operations including, but not limited to, Contractual, Products and Completed Operations and Personal Injury. The limits will be not less than $2,000,000 Combined Single Limit (CSL) or its equivalent.

11.2.3 Comprehensive Automobile Liability

The PROFESSIONAL will provide coverage for all owned and non-owned vehicles for limits of not less than $1,000,000 CSL or its equivalent.

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11.2.4 Professional Liability Insurance

Annual Professional Liability Insurance will be maintained with coverage in an amount of not less than $1,000,000 that protects the PROFESSIONAL to the statutory limits applicable to Professional Liability.

Said Professional Liability Insurance shall provide for all sums which the PROFESSIONAL shall be obligated to pay as damages for claims arising out of service performed by the PROFESSIONAL, or any person or Sub-Contractor employed by the PROFESSIONAL, in conjunction with this Contract. This insurance shall also be maintained for a minimum of one (1) year after completion of the construction and acceptance of the facilities designed by the PROFESSIONAL under the scope of this Contract including any amendment thereto.

11.2.5 Certificates of Insurance

The PROFESSIONAL shall furnish all Certificates of Insurance forwarded directly to the following:

Hernando County Procurement Department
15470 Flight Path Drive
Brooksville, FL 34604

with information copied to the County Designated Representative identified in Section 6.2. The Certificates shall clearly indicate that the PROFESSIONAL has obtained insurance of the type, amount and classification required by these provisions.

SECTION 12
NEGOTIATION DATA

12.1 The PROFESSIONAL hereby certifies, covenants and warrants that accounting documentation and supporting data which has established compensation provided for in this Contract are accurate, complete and current as of the date of negotiation of the compensation terms contained in this Contract. It is further agreed that the PROFESSIONAL's compensation under this Contract may be adjusted to exclude any significant sums where the COUNTY determines the PROFESSIONAL's compensation was increased due to inaccurate or incomplete wage rates and other factual unit costs. All such price adjustments shall be made prior to the end of this Contract. Records of costs incurred under the terms of this Contract shall be maintained and made available to the COUNTY during the period of this Contract and for three (3) years after final payment is made. Copies of these documents and records shall be furnished upon request to the COUNTY at no cost. For the purpose of this Section, the end of this Contract shall be deemed to be the date of final acceptance of the work by the COUNTY.

SECTION 13
OWNER OF DOCUMENTS

13.1 It is understood and agreed that all documents, including detailed reports, original drawings, data, records, maps, mock-ups, scripts, articles, reports, fiscal data, and all other data other than working papers, prepared or obtained by the PROFESSIONAL in connection with its services hereunder, shall be delivered to, or shall become the property of the COUNTY prior to final payment to the PROFESSIONAL. The PROFESSIONAL shall retain reproducible copies of all documents for its files at direct reimbursable cost. All Documents including drawings prepared by the PROFESSIONAL pursuant to this Contract are instruments of service related to the services described in the Assignment.

Any reuse without written verification or adaptation by the PROFESSIONAL for the specific purpose intended will be at COUNTY'S sole risk and without liability or legal exposure to the PROFESSIONAL; and

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the COUNTY shall indemnify to the maximum extent permitted by law and hold harmless the PROFESSIONAL from all claims, damages, losses and expenses including attorney's and expert's fees arising out of or resulting therefrom. Any such verification or adaptation by the PROFESSIONAL will entitle the PROFESSIONAL to further compensation at rates to be agreed upon by the COUNTY and the PROFESSIONAL.

Any documents given to or prepared or assembled by the PROFESSIONAL and its sub-contractors under this Contract shall be kept solely as property of the COUNTY and shall not be made available to any individuals or organizations without the prior written approval of the COUNTY.

The PROFESSIONAL may maintain copies of all work performed under this Contract for the COUNTY.

The PROFESSIONAL shall not publish any information concerning this project without the prior written consent of the COUNTY.

The provisions of this article shall survive the termination of this contract.

SECTION 14
STANDARDS OF CONDUCT

14.1 PROFESSIONAL EMPLOYEES

The PROFESSIONAL warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PROFESSIONAL, to solicit or secure this Contract and that the PROFESSIONAL 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 any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award of making of this Contract.

14.2 PROFESSIONAL COMPLIANCE WITH LAWS

The PROFESSIONAL shall comply with all Federal, State and local laws and ordinances in effect on the date of this Contract and applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex or national origin in the performance of work under this Contract.

14.3 CONFLICT OF INTEREST

The PROFESSIONAL hereby certifies that no undisclosed conflict of interest exists with respect to the present Contract, including any conflicts that may be due to representation of other clients, other contractual relationships of the PROFESSIONAL, or any interest in property which the PROFESSIONAL may have. The PROFESSIONAL further certifies that any apparent conflict of interest that arises during the term of the Contract will be immediately disclosed in writing to the COUNTY. Violation of this section will be considered as justification for immediate termination of this Contract under the provisions of Section 9.1.

14.4 REMOVAL OF EMPLOYEE

The COUNTY is empowered to require the PROFESSIONAL to remove any employee or representative of the PROFESSIONAL from working on this Assignment which the COUNTY determines is not satisfactorily performing his assigned duties or is demonstrating improper conduct. The COUNTY shall notify the PROFESSIONAL in writing of the COUNTY'S objections prior to the PROFESSIONAL's removal of any employee or representative.

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14.5 PUBLICATION

The PROFESSIONAL shall not publish any documents or release information to the media without prior approval of the COUNTY.

SECTION 15
ACCESS TO RECORDS/AUDIT

15.1 RECORDS MAINTENANCE

The PROFESSIONAL shall maintain books, records, documents, time and costs accounts and other evidence directly related to its performance of services under this Contract. All-time records and cost data shall be maintained in accordance with generally accepted accounting practices. The PROFESSIONAL shall also maintain the financial information and data necessary to determine overhead rates in accordance with the requirements of Federal and State regulatory agencies and this Contract. The COUNTY, or any of its duly authorized representatives, shall have access within forty-eight (48) hours to such books, records, documents and other evidence for inspection, audit and copying. Copying of PROFESSIONAL's books, records, documents, time records and cost accounts and other evidence shall be at the COUNTY'S expense.

15.2 ACCESS TO RECORDS

The PROFESSIONAL shall maintain and allow access to the records required under this Section 15 for a period of three (3) years after the completion of the services provided under this Contract and date of final payment for said services, or date of termination of this Contract as may have been exercised under Section 9, Termination of Contract, herein.

SECTION 16
ASSIGNABILITY

16.1 The PROFESSIONAL shall not sublet, assign or transfer any interest in this Contract, without prior written approval of the COUNTY, provided that claims for the money due or to become due the PROFESSIONAL from the COUNTY under this Contract may be assigned to a bank, trust company or other financial institution without such COUNTY approval. Notice of any such assignment or transfer shall be furnished promptly to the COUNTY.

SECTION 17
CONTROLLING LAWS

17.1 The parties agree that the laws of the State of Florida shall govern any dispute arising out of or related to this Contract. Venue for any dispute, claim or action arising out of, or related to, this Contract shall be in the Circuit Court of the Fifth Judicial Circuit in and for Hernando County, Florida. The parties to this Contract agree that venue shall lie only in the state courts located in Hernando County, Florida. Any legal proceeding brought in connection with disputes relating to or arising out of this Contract will be filed and heard in Hernando County, Florida, and each party waives any objection that it might raise to such venue and any right it may have to claim that such venue is inconvenient. Litigation in federal court is precluded by Contract of the parties hereto. Process in any action or proceeding referred to in this paragraph may be served on any party anywhere in the world.

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SECTION 18
FORCE MAJEURE

18.1 Neither party shall be considered in default in performance of its obligations hereunder to the extent that performance of such obligations, or any of them, is delayed or prevented by Force Majeure. Force Majeure shall include, but not be limited to, hostile revolution, civil commotion, strike, epidemic, fire, flood, wind, earthquake, explosion, any law, proclamation, regulation or ordinance or other act of government, or any act of God or any cause whether of the same or different nature, existing or future; provided that the cause whether or not enumerated in this Section is beyond the control and without the fault or negligence of the party seeking relief under this Section.

SECTION 19
INDEPENDENT CONTRACTOR

19.1 The PROFESSIONAL shall be legally considered an independent contractor and neither the PROFESSIONAL, its employees nor sub-contractors shall, under any circumstances, be considered servants or agents of the COUNTY; and the COUNTY shall at no time be responsible for any negligence or other wrongdoing by the PROFESSIONAL, its servants, agents, employees or subcontractors.

SECTION 20
SEVERABILITY

20.1 If any section, subsection, sentence, clause, phrase, or portion of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion will be deemed stricken, and such holding will not affect the validity of the remaining portion thereof.

SECTION 21
NO WARRANTY BY THE COUNTY

21.1 Approval by the COUNTY of any of the PROFESSIONAL's work, including but not limited to drawings, design specifications, written reports, or any work products furnished hereunder, shall not relieve the PROFESSIONAL of responsibility for the technical accuracy and adequacy of work under this Agreement. Neither the COUNTY's approval or acceptance, or payment for any services furnished under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or any cause of action arising out of the performance of this Agreement.

SECTION 22
MODIFICATIONS

22.1 This Agreement may only be amended or modified by mutual consent of duly authorized parties, in writing, through the issuance of a modification to this Agreement or purchase order as appropriate.

SECTION 23
NOTICES

23.1 All notices required to be served on the Professional shall be served by Registered or Certified mail, Return Receipt Requested, to Professional's address and all notices required to be served upon the County shall be served by Registered or Certified mail, Return Receipt Requested, addressed to the County Administrator, Hernando County Board of County Commissioners, 15470 Flight Path Drive, Brooksville, FL 34604.

Docusign Envelope ID: 627C7EC8-D1EB-40C2-A4AF-FD0FB9E3BFD5

SECTION 24
EXTENT OF CONTRACT

24.1 This Contract, together with the **Request for Proposals No. 25-RFP01060/CT for Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms** issued August 6, 2025, the proposal submitted on September 22, 2025 by PROFESSIONAL, and the Exhibits hereinafter identified and listed in this section, constitute the entire Contract between the COUNTY and the PROFESSIONAL and supersede all prior written or oral understandings in connection therewith. This Contract may only be amended, supplemented, or modified by a formal amendment or change order to this Contract.

The RFP shall be included and incorporated in the final award. The contractual order of precedence will be the Agreement and the Exhibits supplemental to and made a part of this Contract as follows:

Exhibit A: Scope of Services
Exhibit B: Task Order Form
Exhibit C: Hourly Rate Schedule
Exhibit D: Truth in Negotiation Form
Exhibit E: Insurance Certificate

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Project Background Information

A. The Hernando County Board of County Commissioners is seeking an Authorized Crestron Dealer or equivalent to provide an Audio Video solution for 2 existing courtrooms (Courtrooms D and E), to replace existing older equipment.

B. CURRENT SYSTEM CONFIGURATION - Courtrooms D and E each have a self-contained analog audio system with limited video routing options that are mobile.

Problem, challenge or issue, and desired outcome(s).

The scope of services includes the removal of the old system, design and build the new system to include: purchase of new equipment, configuration, programming and installation of a network-based audio /video distribution and control system in two (2) existing courtrooms to facilitate all court proceedings including, but not limited to functionality for evidence presentation, video conferencing, video remote interpreting, and telephonic hearings, as well as providing clear audio to all locations in Courtroom. This includes providing audio and/or video streams to and from various courtroom locations, court recording systems, media feed connections, and any additional endpoints as required by the court.

This work is expected to integrate seamlessly with the four (4) brand new courtrooms in the Hernando County Courthouse in both equipment and programming. The work is to be completed in cooperation with Fifth Circuit Court Technology staff to ensure 100% interoperability with existing equipment and configurations with matching programming to ensure circuit wide standardization of installed devices and support methodology as well as match the Hernando Board of County Commissioners' Chambers. Such work shall deliver a turnkey solution.

Performance Requirements-Responsibilities

The Vendor/Contractor will provide:

A. Equipment, installation labor, programming, cabling, necessary hardware, and configuration required for the system to meet the above specifications and requirements unless explicitly specified as provided by the County.

B. Coordination with Fifth Judicial Circuit Court technology staff and other staff as well as with Hernando County technology staff.

C. Vendor/Contractor provided equipment which may include, but is not limited to microphones, speakers, mixers, amplifiers, podium furniture, video conference

codecs, document cameras, projectors, LCD displays, touchscreens, control processors, video matrix processors, cameras, wireless display bridge, cabling, patch panels, floor boxes, mounting hardware, IP audio bridges, and IP video bridges.

D. Supplying all network equipment and hardware.

E. Six (6) Structured cabling cross connect cables between AV Rack and Enterprise rack per courtroom.

F. Twenty-four (24) strands single mode fiber between room 140 and room 242.

G. Three (3) Enterprise drops in courtroom locations. (Tables and primary podiums.)

H. All network equipment and cabling must adhere to **Fifth Judicial Circuit Court AV Network Standards.**

I. At the conclusion of the project, complete as-built wiring diagrams in AutoCAD and PDF format, all component configuration files, cable test certification results, training on operation, troubleshooting for _____(duration), as well as uncompiled programming files.

County-Responsibilities

The Fifth Judicial Circuit Court will be responsible for:

A. Configuration of required network switches, routers, and firewalls. (See **Fifth Judicial Circuit Court AV Network Standards.**)

B. Oversight and approval for all aspects of the installation and design.

Technical Specifications for the New AV System

A. <u>General Specifications</u>

A.

1. Audio processing is to be facilitated by a full featured, network capable audio mixer with Multi-channel AEC capability, matrix processing, IP telephony, as well as analog, digital, and network audio connectivity.

2. Audio is to be distributed via the DANTE or equivalent network protocol wherever feasible and bridged appropriately as needed for connections to analog equipment (e.g., Microphones, hearing assist devices, telephony, etc.)

3. Each Courtroom will have a dedicated QSC Q-Sys Audio Processor or equivalent to drive all aspects of audio routing and processing for that room.
4. Each Courtroom will have gooseneck microphones for Judge, Witness, 4 Attorney locations, and the podiums. There will be 2 hanging microphones for the Jury and a minimum of 2 for the Gallery. Additionally, a low-profile boundary style microphone located on top of judge's bench for sidebar.
5. Additionally, each Courtroom will have an integrated Shure or equivalent ceiling array microphone. The ceiling array microphone shall feature the ability to limit coverage to a specific area while rejecting pickup of sounds in other areas. Ceiling array microphones shall be recessed into lay in ceiling or hard deck to provide minimum 20ft by 20ft coverage area to include entire well area as well as Judges bench, Jury box, and all attorney tables. Ceiling array microphones shall be only routed to recording system and codec.
6. In-room audio reinforcement is to be accomplished via an amplifier capable of providing a minimum of 70 watts each to 4 or more channels and 4 or more zones of overhead and/or spot speakers. Each Courtroom will have 4 zones of flush mount in-ceiling speakers for the Judge, Jury, Well, and Gallery. Speaker quantities may vary by room depending on coverage area needed.
7. Each Courtroom will have a Williams AV assisted listening system or equivalent with ten (10) rechargeable stethoscope-style IR receivers and a charging station. This system is also capable of sending audio via Wi-Fi to free android and iOS applications so participants can stream audio using personal devices (phone, tablet, etc.)
8. Each Courtroom should have a paging system with one desktop microphone that will seamlessly integrate with the existing 70v system. In areas where there is no current system, additional speakers and amplifiers may be required.
9. Each Courtroom shall include a DANTE or equivalent routable court recorder / transcriptionist location near the front of the judge's bench or podium with headphone connections
10. Each Courtroom should include an interpreter station at the podium allowing 2-way communication to Limited English Proficiency (LEP). Headphone and mic set to be provided by integrator

11. Video is to be distributed by standards based, modern, bandwidth efficient network protocols (e.g., h.264, h.265) as appropriate and bridged appropriately for connections to video input/output devices. Video must be capable of streaming 1080p30 via 1 Gbps link.

B. Video Routing and Processing

A.

1. Primary AV switching and transport in all rooms will be via the Crestron NVX AV or equivalent over IP system. Each Courtroom will have two (2) programable multi-view processors, one for recording and media feeds and one as the input to the video conferencing system. This will allow selection of any combination of cameras and presentation content to be displayed.
2. End user accessible HDMI and USB-C Audio and Video input connections to be available at all attorney tables and podium locations with tabletop mounted pass through or termination points. A floor box at each of these locations is to be installed to provide power and connectivity as needed.
3. AV Sources in each Courtroom will include at the minimum:
4. HDMI and USB-C retractors in attorney tables
5. HDMI and USB-C connections in Podium
6. Blu-Ray Player or equivalent in Podium
7. Document camera in Podium
8. Wolfvision Cynap device or equivalent that provides audio and video switching and wireless presentation capability at primary podium location or equivalent. Device must have two (2) network connections and capable of network isolation.
9. Poly G7500s videoconferencing system
10. Video – Displays
11. Each Courtroom will have a minimum of three (3) 75” Displays or larger. AV Integrator will coordinate exact display location and mounting specification during programming meetings.
12. Video – Camera Systems

13. Each Courtroom will have four (4) Pan, Tilt, and Zoom (PTZ) cameras to cover Judge, Witness, and both Attorney tables. All camera mounting locations to be approved by 5th Circuit Court prior to installation.
14. Cameras will be controllable from a touch panel.
15. Video – Recording
16. Each Courtroom will have a DANTE or equivalent Virtual Soundcard license to send eight (8) channels of audio to the ECR recording computer. They will also have an H.264 video encoder to send the recording Multiview feed to the recording computer
17. Cabling for Blue Recording light.
18. Control – Processing
19. Each Courtroom will have a Crestron control processor or equivalent as well as a three (3) year license of XIO Cloud or equivalent for monitoring and management.
20. Control - Interfaces
21. Each Courtroom will have a 10” touch panel on the judge’s bench and on the podium for presentation source selection. Touch panels will have a custom user Interface, and the 5th Circuit Court Information Technology teams will review and sign off on the UI design prior to deployment.
22. All integrator-specified or substituted equipment must be validated and approved by Fifth Circuit Court Information Technology staff prior to proposal acceptance.
23. Each Courtroom will have media feed wall plate inside the room. This plate will have an Serial Digital Interface (SDI) feed from the courtroom AV system as well as XLR Audio. Additionally, the integrator will provide fiber optic connections to an exterior location. Including a direct SDI run from the courtroom wall plate to the exterior location so media agencies can send their camera directly to their truck. It will also be required to send a courtroom quad feed with audio to exterior location.
24. All Contractor proposed structural mounting locations and electrical requests must be validated and approved by County Facilities staff prior to proposal acceptance.

C. Project Components

A.

1. Infrastructure

    a. Power outlets and Core Drilling to be provided by County Facilities at Contractor and Fifth Circuit Court agreed to locations. Additional electrical circuits may be required for load handling. Dedicated Category 6 plenum rated structured cabling to be provided at all applicable locations.

    b. Each data location cabled to provide at minimum one (1) spare Category 6 cable after the connection of any existing or installed equipment at that location.

    c. All connections to be sequentially ordered and labeled clearly.

    d. All data connections to be certified to the Category 6 standard, certification report to be delivered to 5th Circuit Court.

    e. Data connections for attorney tables and podium locations are to be mounted in a subfloor enclosure. All locations to be field verified by Information Technology staff prior to core drilling.

    f. Accessible pathways maintained (conduit and floor or wall boxes) for future technological improvements

    g. All network equipment needed to support the installed AV equipment.

    h. Video and power access plates to be installed in Attorney tables, Conference Tables, and podiums.

    i. Podiums to be provided by integrator with room matching millwork.

    j. Each courtroom will have two (2) Millers Radius Series Lecterns or current equivalent series. One Lectern will be configured as an inmate podium with only a microphone built in. The Primary Lectern will have a cutout for touch panel, cable cubby, power outlets, document camera drawer, rack section, Blu-ray player, keyboard /mouse drawer, UPS backup, and LED Light.

    k. Primary Podium will be connected with a color-coded snake for easy removal and re-connection when necessary. Wood finish options will

be submitted to the owners' representatives for approval prior to ordering

l. All IP addressing scopes and designs are to be coordinated with Fifth Circuit Court Information Technology staff to ensure no conflicts with existing customer IP space prior to configuration.

m. All four (4) post Racks and rack mounted equipment for audio video infrastructure to be installed. All four (4) post racks should have casters installed.

B. Courtroom requirements

A.

1. Video inputs

A.

1.

a. User accessible inputs to facilitate HDMI and USB-C connections at the attorney tables

b. User accessible inputs to facilitate HDMI and USB-C connections at the podium

c. Document camera at podium

d. Blu-ray/DVD player at podium

e. Cameras that record the entirety of the courtroom excluding the Jury box area

f. Wireless display bridge

g. Video Conferencing endpoint

2. Video Outputs

A.

1.

a. Permanently fixed displays 75" or larger (Minimum 3)

b. Personal monitor for Judge (32") (To be included on an as needed basis). Infrastructure shall be wired in all courtrooms

c. Court recording system

d. Available output for mobile display cart

e. Video Conferencing endpoint

f. Media feed

g. Available output for mobile display cart in Jury Deliberation Room

3. Audio Inputs

A.

1.

a. Judge Mic

b. 2X Witness Mic

c. Left Attorney Mic 1

d. Left Attorney Mic 2

e. Right Attorney Mic 1

f. Right Attorney Mic 2

g. Sidebar Mic

h. 2X Left Gallery Mic

i. 2X Right Gallery Mic

j. Jury Mic 1

k. Jury Mic 2

l. Playback

m. 2X Podium 1

n. 2X Podium 2

o. Telephony in

p. Video Conference in

q. Interpreter in

r. LEP in

s. Clerk Mic

t. Ceiling Array Mic

4. Audio Outputs

A.

1.

a. Court Recording Channel 1

b. Court Recording Channel 2

c. Court Recording Channel 3

d. Court Recording Channel 4

e. Court Recording Channel 5

f. Court Recording Channel 6

g. Court Recording Channel 7

h. Court Recording Channel 8

i. Court Recording Backup to be 8 Channels

j. Judge PA (To Amplifier Zone 1)

k. Well PA (To Amplifier Zone 2)

l. Jury PA (To Amplifier Zone 3)

m. Gallery PA (To Amplifier Zone 4)

n. Hearing Assist CH1

o. Hearing Assist CH2

p. Defendant Headphone

q. Interpreter Out

r. Media Feed

s. Telephony out

t. Court Reporter

u. Video Conference out

5. Control system

A.

1.

a. Full featured touch panel control surface at Judge's bench.

b. Limited featured touch panel control surface at podium location.

c. Web based control capability served from the control processor.

d. Modern, intuitive panel design, graphics and UI layout required.

e. Control processor fully programmed and configured to operate all functions of the audio/ video system on demand including volume, audio routing, video routing, VoIP dialing, video dialing, and camera control.

f. Control system capabilities, restrictions, and UI design must seamlessly match with existing courtrooms to maintain consistency in documentation and operational processes and will need to be validated by Fifth Circuit Technology staff prior to implementation.

E. Media Feed

A.

1. Audio and video outputs to an external location to provide access for the media. HD-SDI output preferred.

2. Pass through audio and video pathways to above location from the Courtroom for connection of media supplied equipment during in room media coverage.

F. Shipping - all equipment and materials are to be shipped F.O.B. Destination: Hernando County Courthouse, 20 N. Main Street, Room 217, Brooksville Florida, 34601.

G. Future courtroom A/V upgrade project work will be assigned utilizing Task Orders.

6.6. PERFORMANCE BOND AND PAYMENT BOND:

A. Payment and Performance Bond:

1. In accordance with Florida Statutes, Section 255.05(1)(a), a Performance and Payment Bond is required of anyone entering into a formal contract for the construction or repair of a building or public works project that exceeds

$200,000. Accordingly, if the amount on the project assignment by the awarded bidder exceeds $200,000.00, a Payment and Performance Bond will be required in the amount of the awarded bidder's project assignment or in such other amount as may be directed by the City in writing within fifteen (15) days of the award of any project assignment resulting from this contract. No work shall be done prior to the delivery of a Payment and Performance Bond meeting the requirements of this Section to the County. Performance and Payment Bond issued in a sum equal to one hundred percent (100%) of the total awarded project amount by a surety company considered satisfactory by the County and otherwise authorized to transact business in the State of Florida. This bond will be required from the successful Bidder for purposes of insuring the faithful performance of the obligations imposed by the resulting project and for purposes of protecting the County from lawsuits for non-payment of debts as might be incurred during the successful Bidder's performance under such project.

2. The County reserves the right to waive the requirement at any time for any project assignment of $200,000.00 or less.

    a. In the event that the awarded project assignment amount is less than $200,000.00, a Payment and Performance Bond will be required thereafter in such amount as determined by the County if at any time, for any reason, including but not be limited to increased quantities, the value of the project assignment exceeds $200,000.00 as determined by the County. Such bond shall be acquired and delivered to the County within fifteen (15) days of notice from the County that a bond is required. Upon notice from the County that a bond is required no further work under the contract shall be undertaken until such time as a bond in conformance with this Section has been delivered to the County.

3. If, within fifteen (15) calendar days after notification by the County of the County's intent to award a project, the successful Bidder refuses or otherwise fails to furnish the required performance and payment bond, the amount of the Bidder's bid security (check or Bid Bond) shall be forfeited and the same shall be retained by the County. No plea of mistake in the Bid or misunderstanding of the conditions of forfeiture shall be available to the Bidder for the recovery of his bid security or as a defense to any action based

upon the neglect or refusal to furnish the required performance and payment bond.

4. The surety company must provide an Increase Rider to the Performance and Payment Bond or execute the Consent of Surety and Increase of Penalty form provided by the County if the project is increased by change order.

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IN WITNESS WHEREOF, the COUNTY and the PROFESSIONAL have executed this Contract to become effective on the day and year first written above.

PROFESSIONAL:

DocuSigned by:
Todd Austin
3491EDBA8F6E443...

Witness

Print Name: Todd Austin

Title: CEO

COUNTY:
Hernando County Board of County Commissioners

Attest

Jerry Campbell, Chairman

Docusign Envelope ID: 627C7EC8-D1EB-40C2-A4AF-FD0FB9E3BFD5

Exhibit “B”
Task Order Form

CONTRACT No.:
EXHIBIT "B" TASK ORDER FORM
QUOTATION PROPOSAL

PROJECT NAME: **TASK ORDER No.**
Doc. ID _____, Board Approved ___/___/_____

PROJECT ACTIVITY	Engineering Hrs	Engineering Hrly Rate	Installation Hrs	Installation Hrly Rate	Management Hrs	Management Hrly Rate	Programming Hrs	Programming Hrly Rate	Employee Name Classification Title Hrs	Employee Name Classification Title Hrly Rate	Employee Name Classification Title Hrs	Employee Name Classification Title Hrly Rate	Basic Activity $ AMOUNT	Hrs by Activity	Avg Hrly Rate
Courtroom D & E AV Upgrades	105.09	116.62	678.34	133.85	158.39	116.62	173.92	204.67							

SUB-TOTAL HOURLY COSTS $ $157,390.09

Equipment $ $385,759.12

Shipping $ $13,964.48

NOT TO EXCEED TOTAL LUMP SUM COST $ $556,843.69

Firm Name: Clark Productions, Inc.	HERNANDO COUNTY	
Signature: _____	Department Name _____ (Date)	Authorized Signature _____ (Printed Name and Title)
(Printed Name and Title)		Procurement
Date: _____		(Date)

TASK ORDERS ARE TO INCLUDE: SCOPE OF SERVICE, PROJECT TIME FRAME, FEE QUOTATION PROPOSAL, AND ANY OTHER RELATIVE ATTACHMENTS. TASK ORDERS ARE TO BE SUBMITTED IN ONE (1) SIGNED ORIGINAL TO THE PROCUREMENT DEPARTMENT. FIELDS IN RED SHOULD BE COMPLETED BY THE DEPARTMENT PRIOR TO SUBMITTING TO PROCUREMENT.

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Exhibit “C”
Hourly Rate Schedule

Position Title	Total Hourly Rate
Senior AV System Designer	$125.20
AV System Designer	$116.62
Lead Installation Technician	$144.47
Installation Technician	$133.85
Foreman	$144.47
Installer	$133.85
Helper	$123.20
Senior AV System Programmer	$204.67
Programmer	$196.08

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Exhibit “D”
Truth in Negotiation Form

Per FS 287.055 (5) (a): For any lump-sum or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in 287.017 Category Four.

The Consultant hereby certifies covenants and warrants that wage rates and other factual unit costs supporting the compensation for this project’s agreement will be accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Department determines the agreement price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the agreement. For purpose of this certificate, the end of the agreement shall be deemed to the date of final billing or acceptance of the work by the Department, whichever is later.

Clark Productions Inc.
Name of Firm

Vice President
Authorized Signature Title

February 2, 2026
Date

Docusign Envelope ID: 627C7EC8-D1EB-40C2-A4AF-FD0FB9E3BFD5

Exhibit “E”
Insurance Certificate

[To Be Inserted]

HERNANDO CO BOARD OF CO COMMISSIONERS
Expenditure Ledger Short Listing

SELECTION CRITERIA: orgn.yr='26' and orgn.key_orgn='02311' and account.acct='5606201' AND expledgr.yr = orgn.yr AND exp

YEAR	DEPARTMENT		ACCOUNT		BUDGET CONTROL ORGN/ACCOUNT	STATUS
	BUDGET	PERIOD EXPENSES	YTD EXPENSES	ENCUMBRANCES	BALANCE	
26	02311	COURT IMPROVEMENT FUND	5606201	BLDGS-CONSTN AND/OR IMP	02311	5606201 Active
	1,090,800.00	.00	.00	.00	1,090,800.00	

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Procurement Department
Prepared By: Fran Hallet
Initiator: Carla Rossiter-Smith
DOC ID: 17064
Legal Request Number:
Bid/Contract Number: 24-RFQG00543 TO#11

TITLE

Change Order No. 1 to Purchase Order With McKim and Creed, Inc., for Utility Locator Subsurface Services for Utilities Department and Associated Budget Amendment (Contract No. 24-RFQG00543; Amount: $481,908.00)

BRIEF OVERVIEW

On July 9, 2024, the BOCC approved award of Contract No. 24-RFQG00543 to McKim & Creed, Inc., for Continuing Engineering Services for Water, Wastewater and Reclaimed Water Projects.

On July 23, 2025, Task Order No. 11 was approved by the Chief Procurement Officer in the amount of $487,349.00.

The purchase order was originally issued for $487,349.00. Change Order No. 1 in the amount of $481,908.00, would increase the purchase order to $969,257.00.

Hernando County Utilities Department has requested an increase to Purchase Order No. 25000849 for additional Utilities Locator services. This will be reimbursed 100% to the County by Tillman FiberCo Florida, LLC.

FINANCIAL IMPACT

Funding in the amount of $481,908.00 will be available in the following account once the attached budget amendment is approved and processed.

Expense:

Fund: 4111 - HERNANDO COUNTY UTILITIES, **Department: 07111** - HCUD WATER OPERATIONS, **Account: 5303101** - PROFESSIONAL SERVICES

LEGAL NOTE

The Board has the authority to act on this item pursuant to Part II, Chapter 2, Article V of the Hernando County Code of Ordinances.

RECOMMENDATION

It is recommended the Board approve Change Order No. 1 in the amount of $481,349.00 to McKim & Creed, Inc., for Purchase Order No. 25000849, bringing the total purchase order amount to $969,257.00.

It is further recommended that the Board approve the attached associated budget amendment and authorize the Chief Procurement Officer to approve change orders, as they become necessary and required up to the allowable budgeted amounts.

REVIEW PROCESS

Katrina Tejera	Approved	01/27/2026 12:28 PM
Grace Sheppard	Approved	01/27/2026 12:39 PM
Brad Smith	Approved	01/27/2026 12:56 PM
Erin Briggs	Approved	01/27/2026 3:30 PM
Erin Dohren	Approved	01/28/2026 8:07 AM
Carla Rossiter-Smith	Approved	02/02/2026 10:40 AM
Pamela Hare	Approved	02/03/2026 12:51 PM
Melissa Tartaglia	Approved	02/04/2026 2:00 PM
Jon Jouben	Approved	02/04/2026 2:07 PM
Heidi Prouse	Approved	02/04/2026 2:15 PM
Toni Brady	Approved	02/05/2026 10:33 AM
Jeffrey Rogers	Approved	02/05/2026 1:16 PM
Colleen Conko	Approved	02/05/2026 1:19 PM

TITLE

Continuing Engineering Services Agreements With McKim & Creed, Inc.; Coastal Engineering Associates, Inc.; HDR Engineering, Inc.; Hazen and Sawyer; and Mead and Hunt, Inc., for Water, Wastewater and Reclaimed Water Projects for Utilities Department (Contract No. 24-RFQG00543/EK)

BRIEF OVERVIEW

On October 18, 2023, the Procurement Department issued a Request for Proposals (RFP No. 24-RFPG00576/EK) for continuing Engineering Services for Water, Wastewater and Reclaimed Water Projects.

The solicitation was sent to two thousand nine hundred forty-four (2,944) vendors and was downloaded by twenty-six (26) potential proposers.

Eight (8) proposals were received on the opening date of November 20, 2023, from the following firms (in alphabetical order):

- CHA Consulting, Inc.
- Coastal Engineering Associates, Inc.
- Halff Associates, Inc.
- Hazen and Sawyer
- HDR Engineering, Inc.
- McKim & Creed, Inc.
- Mead and Hunt, Inc.
- Stantec Consulting Services, Inc.

The Procurement Selection Committee (PSC) met on January 11, 2024, to evaluate the proposal. The committee was comprised of C. Allen Turner, Senior Project Manager, Scott Harper, Manager, Solid Waste Services, Landis Legg, Utilities Plant Supervisor, Joshua Walker, Project Manager, and Jared Waring, Engineer.

The PRC consensus evaluation resulted in the following score:

- McKim & Creed, Inc. 91.4 out of 100
- Coastal Engineering Associates, Inc. 89.4 out of 100
- HDR Engineering, Inc. 89.0 out of 100
- Hazen and Sawyer 88.8 out of 100
- Mead and Hunt, Inc. 88.6 out of 100
- Stantec Consulting Services, Inc. 85.0 out of 100
- CHA Consulting, Inc. 83.8 out of 100
- Halff Associates, Inc. 80.8 out of 100

The County entered negotiations with the top five ranked firms. Those negotiations concluded June 10, 2024. Task Orders under this contract will be assigned and negotiated on a rotational basis and will not exceed a total cost of $500,000.00.

A Notice of Intent to award the contract to McKim & Creed, Inc., Coastal Engineering Associates, Inc., HDR Engineering, Inc., Hazen and Sawyer, and Mead and Hunt, Inc., dated June 11, 2024, was posted to the OpenGov website. No responses were received.

FINANCIAL IMPACT

Funds will be allocated and approved per Task Order request. There are currently no projects or associated accounts identified.

LEGAL NOTE

In accordance with Part II, Chapter 2, Article V of the Hernando County Code of Ordinances.

RECOMMENDATION

It is recommended that the Board approve and authorize the Chairperson's signature on the attached agreements to McKim & Creed, Inc., Coastal Engineering Associates, Inc., HDR Engineering, Inc., Hazen and Sawyer, and Mead and Hunt, Inc., for Contract No. RFP No. 24-RFQG00543/EK continuing engineering services for water, wastewater and reclaimed water projects.

It is further recommended that the Board authorize the Chief Procurement Officer to approve renewal of the contracts when there is no change to the terms and conditions.

REVIEW PROCESS

Ron Patel	Approved	06/12/2024 1:12 PM
Gordon Onderdonk	Approved	06/13/2024 4:06 PM
Carla Rossiter-Smith	Delegated	06/14/2024 7:18 AM
Albert Bertram	Approved	06/20/2024 10:19 AM
Albert Bertram	Approved	06/20/2024 10:19 AM
Pamela Hare	Approved	06/20/2024 11:35 AM
Melissa Tartaglia	Approved	07/01/2024 7:52 AM
Carla Rossiter-Smith	Approved	07/01/2024 8:59 AM
Heidi Kurppe	Approved	07/01/2024 10:35 AM
Jeffrey Rogers	Approved	07/01/2024 2:57 PM
Toni Brady	Approved	07/02/2024 7:45 AM
Colleen Conko	Approved	07/02/2024 8:08 AM

RESULT: **ADOPTED**
MOVER: Steve Champion
SECONDER: Jerry Campbell
AYES: Narverud, Hawkins, Campbell and Champion

ABSENT:	Allocco

CONTINUING ENGINEERING SERVICES
CONTRACT NO. 24-RFQG00543/EK

This Contract made and entered into this 9th day of July ,2024, by and between the HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS, located at 15470 Flight Path Drive, Brooksville, FL 34604 hereinafter referred to as the "COUNTY" and McKim & Creed, Inc, located at 1365 Hamlet Ave, Clearwater, FL, 33756 hereinafter referred to as the "ENGINEER".

PREMISES

WHEREAS, the COUNTY desires to retain the ENGINEER to perform Continuing Professional Engineering Services for Hernando County; to be issued as project assignments under individual Task Orders;"

WHEREAS, the COUNTY desires to employ the ENGINEER for the performance of Engineering services upon the terms and conditions hereinafter set forth, and the ENGINEER is desirous of performing such services upon such terms and conditions; and,

WHEREAS the Engineering Consultant has been selected to perform these professional services pursuant to the provisions of Section 287.055 (Current Edition), Florida Statutes and Hernando County Policy, latest revision,

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, it is agreed by and between the parties hereto as follows:

SECTION 1 - DEFINITIONS

1.1 DEFINITIONS

"ENGINEER" shall be defined herein to include all principals of the firm of McKim & Creed, Inc, including full time employees, professionals or otherwise, and all servants, agents, employees and/or Sub-Consultants retained by the ENGINEER to perform its obligations hereunder. Sub-Consultants shall be reviewed and approved by the COUNTY prior to Notice-to-Proceed with their prospective work assignments.

"Task Order" shall be defined as a project assignment issued by a document approved and authorized by the County that sets forth the scope of services (described in Exhibit A and attached hereto) to be performed by the Engineer at a fixed contract price in accordance with this agreement.

SECTION 2 – GENERAL RESPONSIBILITIES OF THE ENGINEER

2.1 ASSIGNMENT

This agreement is for Continuing Professional Engineering Services for projects located in Hernando County. It is understood that the Professional Service projects awarded under this agreement will be assigned on a rotating basis by the issuance of a Task Order, provided that; (1) there is no conflict of interest relating to the project assignment either by the Engineer or any principal of the Engineer; (2) the Engineer's schedule and/or workload permits completion of the project in the time frame acceptable to the County and (3) the Engineer's cost proposal for completing the Task Order is within the budget available for the work. Should any of these exceptions occur, the next firm on the project rotation schedule would be assigned the project. It is understood that the COUNTY may also elect to competitively select a Professional for a specific and/or specialized project.

2.2 PERSONNEL APPROVAL

The ENGINEER will maintain an adequate and competent staff of professionally qualified persons throughout the performance of this contract to ensure acceptable and timely completion of the Assignment.

Prior to the start of any work under this contract, the ENGINEER must submit to the COUNTY for approval, a detailed resume of key engineering personnel that will be involved in performing services described in the Assignment. At any time, the ENGINEER desires to change the key engineering personnel on an active assignment, it shall submit the qualifications of the new engineering personnel to the COUNTY for prior approval. Key engineering personnel shall include principals-in- charge, project managers and project ENGINEER'S. The provisions of this Section do not apply to personnel temporarily assigned to perform service under this Contract for durations of one (1) week or less.

2.3 OTHER CONSULTANTS

Certain and agreed upon Sub-Consultant Services may constitute a specialized Task Order requiring the independent Sub-Consultant to work directly with the COUNTY.

The ENGINEER acknowledges that the COUNTY has retained other consultants, engineering or other professional services, and the coordination between said consultants and the ENGINEER may be necessary from time to time for the successful completion of the Task Orders. The ENGINEER agrees to provide such coordination as necessary within the Scope of Engineering Work and Schedule contained in each authorized Task Order.

2.4 ENGINEER SEAL

Requirements for sealing all plans, reports and documents prepared by the ENGINEER shall be governed by the laws and regulations of the State of Florida and any applicable regulatory agency.

The ENGINEER shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by the ENGINEER under this contract. The ENGINEER shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, and other services.

SECTION 3 – SCOPE OF SERVICES

The ENGINEER shall diligently and in a professional and timely manner perform the work included in the Assignment/Task Order. Unless modified in writing by the parties hereto, the duties of the ENGINEER shall not be construed to exceed those services specifically set forth herein.

3.1 GENERAL

The ENGINEER agrees to perform those engineering services described in Exhibit A – Scope of Engineering Services and Schedule which is attached hereto and made a part hereof. Services to be provided by the ENGINEER shall be authorized in writing as Task Orders in accordance with Section 3.3 herein.

3.2 SPECIAL ENGINEERING SERVICE

The COUNTY and the ENGINEER agree that there may be certain additional services required to be performed by the ENGINEER during the performance of the Assignment that cannot be defined sufficiently at the time of execution of this Contract. Such services shall be authorized in writing as Task Orders in accordance with Section3.3 and shall be undertaken only under terms of formal amendments to this Contract.

3.3 TASK ORDER PROCEDURE

The County Administrator or his/her designee may authorize Task Orders for services under this Continuing Contract, which are equal to or less than limits prescribed for Continuing Contracts under the provision of F.S. 287.055(g) (Current Edition). Task Orders to be provided shall be prepared on the form delineated as Exhibit B – Task Order Form, which is attached hereto and made a part hereof.

3.3.1 Each Task Order shall include: a detailed description of the work to be performed; a schedule of completion (including phases) for the work authorized; and the amount and method of compensation. Task Orders shall be dated and serially numbered annually.

3.3.3 The Task Orders may contain additional instructions or provisions specific to the authorized work for the purpose of expanding upon certain aspects of this Contract pertinent to the work to be undertaken. Such supplemental instructions or provisions shall not be construed as a modification of this contract.

3.3.4 Task Order information and supporting documentation shall be forwarded to the COUNTY'S Purchasing and Contracts Department for audit of accuracy, completeness, and compliance with this Contract and any applicable COUNTY Purchasing policies and procedures; and, if appropriate, a Purchase Order encumbering funds for the ENGINEER'S Task shall be issued.

3.3.5 Under no circumstances shall the value of any Task Order issued under this paragraph exceed the limits imposed under F.S. 287.055(g) (Current Edition), for Continuing Contracts either initially or through subsequent amendment.

3.3.6. Professional fees under each specified Task Orders shall be based on a written proposal from the ENGINEER, as may be requested in writing by the COUNTY'S designated representative.

3.3.7 A single unitary task may not be divided into more than one task for the purpose of qualifying for authorization hereunder. Nothing in this paragraph is intended to limit any other rights, responsibilities, and duties of the parties under any other provision of this continuing contract.

SECTION 4– COUNTY'S RIGHTS AND REPONSIBILITIES

4.1 The COUNTY shall perform the duties, described below, in a timely fashion at no cost to the ENGINEER:

4.2 Furnish the ENGINEER with existing data, records, maps, plans, specifications, reports, fiscal data and other engineering information that is available in the COUNTY'S files, necessary or useful to the ENGINEER for the performance of the Assignment. All of the documents conveyed by the COUNTY shall be and remain the property of the COUNTY and shall be returned to the COUNTY upon completion of the Assignment to be performed by the ENGINEER.

4.3 Make COUNTY personnel available when required and necessary to assist the ENGINEER. The availability and necessity of said personnel to assist the ENGINEER shall be determined solely at the discretion of the COUNTY.

4.4 Provide access to and make provisions for the ENGINEER to enter upon the project lands as required within a reasonable time, to perform surveys, observations, and other work as necessary to complete the Assignment.

4.5 Examine all reports, sketches, drawings, estimates, proposals, and other documents presented by the ENGINEER and render written decisions indicating the COUNTY'S approval or disapproval within a reasonable time so as not to materially delay the work of the ENGINEER.

4.6 Transmit instructions, relevant information and provide interpretation and definition of COUNTY policies and decisions with respect to design, materials, and other matters pertinent to the work covered by this Contract.

4.7 Give prompt written notice to the ENGINEER whenever the COUNTY observes, or otherwise becomes aware of, any development that affects the scope of timing of the ENGINEER's services or becomes aware of any defect or changes necessary in the work of the ENGINEER.

4.8 Arrange for submission of necessary permits/applications to governmental bodies as prepared by the Engineer.

4.9 Furnish approvals and permits from all governmental authorities having jurisdiction and such approvals and consents from others as may be necessary for completion of the Assignment not covered under the Engineering Assignment.

SECTION 5 – COMPENSATION

5.1 GENERAL

Compensation to the ENGINEER for services performed on each Task Order shall be in accordance with one of the following methods of compensation, as defined and indicated herein:

5.1.1. Lump Sum Method

5.1.2. Hourly Rate plus Direct Cost

The type and amount of compensation for each Task Order shall be described on the Task Order form included in "Exhibit B – Task Order Form".

5.2 LUMP SUM METHOD

5.2.1. Lump Sum compensation shall be the total fixed price amount payable under the Lump Sum Method (including all payroll costs, overhead costs, other direct costs, fees, Sub-consultants' and specialist costs), for the services to be provided in the Task Order unless there is a change in the scope of the work, or other conditions stipulated in the Task Order, and the Task Order is modified by both the COUNTY and ENGINEER to reflect the change(s) by formal amendment to this Contract.

5.2.2. Payment to the ENGINEER for services performed under a Task Order under the Lump Sum Method shall be monthly in proportion to the percentage of work completed during the month as proposed by the ENGINEER and accepted by the COUNTY.

5.3 HOURLY RATE PLUS DIRECT COST

In its performance of services under a Task Order, compensation for services performed under the Hourly Rate plus Direct Cost Method shall be based on reimbursement of hourly costs incurred by the ENGINEER plus direct costs budgeted for reimbursable costs.

5.3.1 DIRECT COSTS

Direct costs are Sub-Consultant costs and other direct and unit costs. Direct Sub-Consultant

costs shall be defined as the actual compensation paid to Professional and technical Sub-Consultants of the ENGINEER while such are engaged directly in the performance of the services under this Contract.

5.3.2. **HOURLY RATE SCHEDULE**

A schedule of approved hourly rates currently used by ENGINEER, including its Sub-Consultants by classifications of personnel likely to be employed to perform services under this Contract is contained in "Exhibit B Standard Task Order Form" which is attached hereto and made a part hereof. Any revisions to the range of the hourly rates shall be negotiated with and approved by the COUNTY prior to being charged. Any changes to rates in subsequent years will be adjusted by the percent change in the Consumer Price Index (CPI-U) issued by the Bureau of Labor Statistics, Southeastern Regional Office for the South for the index for All Items/Wage Earners & Clerical Workers not seasonally adjusted for the percent of change through the month of May of each calendar year. For example, the increase to go into effect on the renewal date of the contract will be the percent change of increase in the CPI-U series between May 2017 and May 2018. The percent change will be effective on the renewal date.

5.3.3. **OTHER DIRECT COSTS**

Other Direct Costs include the actual costs for the ENGINEER of project-related expenses that are required to complete the Assignment/Task Order, as defined in the following paragraphs.

5.3.4. **EQUIPMENT, MATERIALS AND SUPPLIES**

This item includes all equipment, materials and supplies used and consumed directly in the performance of the services hereunder, not included in the ENGINEER'S standard hourly rates, such as: special report binders, costs of plans, drawings and reports from other agencies, utility companies and other like bodies. Any equipment or material items purchased solely for the performance of the Assignment covered by this Contract which individually have a value in excess of $100.00 shall be the property of the COUNTY and shall be given to the COUNTY at the termination of this Contract, if requested.

5.3.5. **REPRODUCTIONS**

This item includes the identifiable costs of copying, reproducing and printing of plans, specifications, sketches, drawings, reports, photographs and correspondence.

5.3.6 **COMMUNICATIONS AND SHIPPING**

This item includes the identifiable long-distance communications, postage and express charges at actual cost.

5.3.7 **TRAVEL AND SUBSISTANCE**

This item includes long-distance travel, subsistence and transportation expenses of personnel during the performance of the Assignment, not to exceed rates and limits as established by the FS Section 112.061.

5.3.8. **MISCELLANEOUS**

This item includes any other identifiable project-related costs and expenses incurred by the ENGINEER in connection with the services performed under the terms of this Contract that are not applicable to general overhead, including but not limited to special equipment rental costs and costs for temporary personnel services.

5.3.9 **COST LIMITATION**

(1) The total of all Costs actually incurred by the ENGINEER, as determined and defined in this Contract, for services performed under the authorized Task Order, will not exceed the Cost Limitation established, without a formal amendment to the Task Order.

(2) In the event that the ENGINEER's estimated total Costs for the performance of services under a Task Order are forecasted by the COUNTY or ENGINEER to exceed the Cost Limitation indicated in the Task Order, the COUNTY and ENGINEER shall meet to review the forecast and, if necessary, to either increase the Cost Limitation for the Task Order to provide additional cost recovery to the ENGINEER or renegotiate the scope of the services of the Task Order so that the Cost Limitation will not be exceeded. The results of any such review requiring modification of this Contract will be detailed in a formal amendment to the Task Order.

(3) The COUNTY is not obligated to reimburse the ENGINEER for costs incurred in excess of the Cost Limitation indicated for the Task Order and the ENGINEER shall not continue performing the services and incur costs in excess of the Cost Limitation for the Task Order, unless the costs incurred are the results of error, omission or negligence on behalf of the ENGINEER and which shall be paid solely by ENGINEER. Once the Task Order has been formally amended in writing to increase the Cost Limitation, which has been mutually agreed to between the parties, the ENGINEER shall continue to perform the required services. The ENGINEER's liabilities, commitments or expenditures incurred in excess of the Cost Limitation for Task Order prior to approval by the COUNTY shall be at the ENGINEER's risk and expense, unless mutually agreeable in writing by the ENGINEER and the COUNTY.

5.3.10 **TASK ORDER CONTRACT PRICE**

(1) The total Task Order Contract Price for each Task Order consists of the sum of the Cost Limitation and the Direct Cost for each Task Order. This amount shall not be exceeded without formal amendment to the Task Order, unless the Contract is terminated in accordance with Section 9.

(2) In the event any action or combination of actions taken pursuant to Section 8, "Changes in Scope", of this Contract are estimated by the ENGINEER, with the written concurrence of COUNTY, to cause material increase or decrease in the scope of services of any Task Order, an equitable adjustment to the Fixed Fee shall be made, as well as any necessary increase or decrease in the Cost recitation. Any request by the ENGINEER or by the COUNTY for an adjustment of the Task Order Contract Price must be asserted in writing within forty-five (45) days from the date of receipt by the ENGINEER of the COUNTY'S notification of changed work, unless the County shall grant a further period of time for such request resolution.

5.3.10 **PROGRESS PAYMENTS TO THE ENGINEER**

(1) For a Task Order Performed under the Lump Sum Method of compensation, the ENGINEER will prepare an invoice accompanied with a narrative statement from the ENGINEER describing the work accomplished by the ENGINEER during the period covered by the invoice.

(2) For a Task Order performed under the Hourly Rate Method of compensation, the ENGINEER shall submit at the end of each monthly period, an invoice of Hourly Costs incurred in such period plus an increment of the Direct Fee earned in such period. All invoices shall be itemized in an invoice format acceptable to the COUNTY. All Costs included on the invoices shall be taken from the books of the accounts kept by the

ENGINEER and shall be supported by the ENGINEER's monthly "Billing Cost Detail Report". The portion of the Professional Fee earned in such monthly period shall be determined on the basis of relative work progress accomplished in each monthly period as agreed by the COUNTY'S Designated Representative.

5.4 INVOICE PROCESSING

Invoices received by the COUNTY will be processed for payment within thirty (30) days of receipt of FINANCE. ENGINEER will be notified of questionable items contained in the invoices within fifteen (15) days of receipt by the COUNTY with an explanation of the deficiencies. The COUNTY will make an effort to resolve all questionable items contained in the ENGINEER's invoices within thirty (30) days of receipt of the invoices by the COUNTY. At the end of the thirty (30) day period, the COUNTY shall pay the ENGINEER the invoice amount less any unresolved questionable items. Invoices are to be forwarded directly to the initiating Hernando County Department.

5.5 PAYMENT IN THE EVENT OF CONTRACT TERMINANATION OR SUSPENSION

In the event that a Task Order or this Contract is terminated or canceled, or the ENGINEER's services suspended on a Task Order or this Contract, prior to completion, payment shall be made in accordance with the provisions of Section 9.

5.6. ADDITIONAL COMPENSATION FOR CHANGE IN SCOPE OF ASSIGNMENT

If instructed to do so by COUNTY, the ENGINEER shall change or revise work that has been performed, and if such work is not required as a result of error, omission or negligence of the COUNTY, the ENGINEER may be entitled to additional compensation. The additional compensation shall be requested by the ENGINEER on a revised fee quotation proposal which must be submitted to the COUNTY for prior approval. The additional compensation, if any, shall be agreed upon before commencement of any such additional work and shall be incorporated into the Assignment by formal amendment or Task Order to this Contract.

SECTION 6

WORK COMMENCEMENT/IMPLEMENTATION SCHEDULE/LENGTH OF CONTRACT

6.1 ASSIGNMENT ISSUED

Engineer will submit the initial response to a request for a Scope and Schedule within fifteen (15) business days from the receipt of the scope and schedule. Engineer will prepare a computation of fees to be charged for the services based on the approved hourly rates. These documents will be submitted to the County for review and approval.

Failure to submit the documentation within the above time shall cause the request for Scope & Schedule to be withdrawn from that Engineer and the Task Order will be assigned to the next Engineer in the rotation.

6.2 WORK COMMENCEMENT

If approved by the County, the ENGINEER shall commence work on each authorized Task Order within ten (10) days after receipt by the ENGINEER of a written Notice-to-Proceed from the COUNTY'S Designated Representative. If the ENGINEER fails to commence work within the ten (10) day period, then the COUNTY shall have the right to seek other firms for the Assignment, unless the delay is due to no fault of the ENGINEER.

6.2.1 The effective date of the Task Order and the times for completing services or providing deliverables will be stated in each Task Order.

6.3 IMPLEMENTATION SCHEDULE

The ENGINEER and the COUNTY agree to make every effort to adhere to the schedule established for the various Task Orders described in the Assignment.

It shall be the Engineer's responsibility to keep the schedule updated, request extensions when appropriate, and provide reasons for any extension(s). In the event the work of the ENGINEER is delayed due to no fault of the ENGINEER, which delays the completion of any Task Order of the Assignment, the County may approve the extension and the ENGINEER may be entitled to an appropriate extension of the contract time for the specific Task Order. The County shall not be required to approve any time extension requests.

6.4 FAILURE TO PERFORM

A performance evaluation may be performed by the County upon completion of the project.

Should the CONSULTANT fail to commence, provide, perform and/or complete any of the services and work required pursuant to this Agreement in a timely and diligent manner, the COUNTY may not consider the CONSULTANT for the next Task Order in the rotation, consider such failure as justifiable cause to terminate this Agreement or may impact future assignments. As an alternative, the COUNTY at its option, may, upon written notice to the CONSULTANT, withhold any or all payments due and owing to the CONSULTANT, not to exceed the amount of the compensation for the work in dispute, until such time as the CONSULTANT resumes performance of his obligations in such a manner as to get back on schedule in accordance with the time and schedule of performance requirements set forth in this Agreement, or any CHANGE ORDERS or SUPPLEMENTAL TASK AUTHORIZATIONS issued thereto.

6.5 EXPIRATION

This Contract shall expire three (3) years after the date of execution of this Agreement. This Contract may be extended for two (2) additional one (1) year periods; not to exceed five (5) years maximum, upon written mutual consent of the COUNTY and the ENGINEER.

SECTION 7

COUNTY'S "DESIGNATED" REPRESENTATIVE

7.1 GENERAL

The COUNTY hereby designates the County Administrator or his/her designee to represent the COUNTY in all matters pertaining to and arising from the work and performance of this Contract. The County Administrator or designee shall have the following responsibilities:

7.1.1. Examination of all reports, sketches, drawings, estimates, proposals and other documents presented by the ENGINEER and rendering, in writing, decisions indicating the COUNTY'S approval or disapproval within a reasonable time so as not to materially delay the work of the ENGINEER.

7.1.2. Transmission of instructions, receipt of information and interpretation and definition of COUNTY policies and decisions with respect to design, materials and other matters pertinent to the work covered by this Contract.

7.1.3 Giving prompt written notice to the ENGINEER whenever the COUNTY observes, or

otherwise becomes aware of, any defects or changes necessary in the project.

7.1.4. Following the ENGINEER's preparation of any necessary applications to governmental bodies, to arrange for submission of all applications.

7.1.5 When appropriate, authorizing Task Orders equal to or less than limits prescribed for Continuing Contracts pursuant to the provisions of FS 287.055(g) (Current Edition) and paragraph 2.3 hereof.

7.2 **DESIGNEE**

The County Administrator's designee under a contract resulting from **RFQG00543/EK** shall be the Chief Procurement Officer, Purchasing Coordinator or Contract Compliance Officer or designee.

SECTION 8
CHANGES IN SCOPE

The COUNTY or the ENGINEER may request changes in the Scope of Services of a Task Order. Such change(s), including any increase or decrease in the amount of the ENGINEER'S compensation for any Task Order pursuant to Section 5 – Compensation, which are mutually agreed upon by and between the COUNTY and the ENGINEER, shall be incorporated by written formal amendment.

SECTION 9
TERMINATION OF CONTRACT

9.1 **TERMINATION BY COUNTY FOR CAUSE**

The COUNTY may terminate this Contract for any one or more of the following reasons:

9.1.1. If adequate progress on any phase of the assignment is not being made by the ENGINEER as a direct result of the ENGINEER's failure to perform.

9.1.2. The quality of the services performed by the ENGINEER is not in conformance with commonly accepted design codes and standards, standards of the COUNTY and the requirements of Federal and/or State regulatory agencies in effect as of the date of this Contract, and the services involved are considered by the COUNTY to be essential to the proper completion of any Assignment.

9.1.3. The ENGINEER or any employee or agent of the ENGINEER is indicted or has a direct charge issued against him/her for any crime arising out of or in conjunction with any work that has been performed by the ENGINEER.

9.1.4. The ENGINEER becomes involved in either voluntary or involuntary bankruptcy proceedings or makes an assignment for the benefit of creditors.

9.1.5. The ENGINEER violates the Standards of Conduct provisions of Section 13 herein.

9.1.6. In the event of any of the causes described in Section 8.1, the COUNTY'S Designated Representative may send a certified letter to the ENGINEER requesting that the ENGINEER show cause why the Contract should not be terminated. If adequate assurances or acceptable reasons are not given to the COUNTY within fifteen (15) days of the receipt by the ENGINEER of said show cause notice, the COUNTY may consider the ENGINEER to be in default and may immediately terminate this Contract.

9.2 **TERMINATION BY ENGINEER FOR CAUSE**

The ENGINEER may cancel this Contract for the following reasons:

9.2.1. The COUNTY fails to meet its obligations and responsibilities as contained in Section 4 – COUNTY'S Rights and Responsibilities.

9.2.2. The COUNTY fails to pay the ENGINEER in accordance with Section 5 – Compensation.

9.2.3. In the event of either of the causes described in Section 9.2, the ENGINEER may send a certified letter requesting that the COUNTY show cause why the Contract should not be terminated. If adequate assurances are not given to the ENGINEER within fifteen (15) days of the receipt by the COUNTY of said show cause notice, then the ENGINEER may consider the COUNTY to be in default and may immediately terminate this Contract.

9.3 TERMINATION BY COUNTY WITHOUT CAUSE

Notwithstanding any other provision of this Contract, the COUNTY shall have the right at any time to terminate this Contract in its entirety without cause, or terminate by specific Assignment without cause, provided that ten (10) days prior written notice is given to the ENGINEER of the COUNTY'S intent to terminate. In the event that a Task Order is terminated, The COUNTY shall identify the specific Task Order(s) being terminated and the specific Task Order(s) to be continued to completion pursuant to the provisions of this Contract. This Contract will remain in full force and effect as to all authorized Task Orders which are to be continued to completion under this type of arrangement.

9.4 PAYMENT IN THE EVENT OF TERMINATION

In the event this Contract or any Assignment is terminated or canceled prior to final completion without cause, payment for unpaid portion of the services provided by the ENGINEER to the date of termination and any additional services thereafter will be determined by negotiation between the COUNTY and the ENGINEER. No amount shall be allowed for anticipated profit on unperformed services or other work. In the event of termination for cause, the COUNTY may adjust any payment to take into account any additional costs to be incurred by the COUNTY due to such default.

9.5 ACTION FOLLOWING TERMINATION

9.5.1. Upon receipt of notice of termination, given by either party, the terminated party shall promptly discontinue all services and other work, unless the notice provides otherwise.

9.5.2. In the case of the COUNTY terminating the ENGINEER, the ENGINEER shall within ten

(10) days, or any extension thereto as may be mutually agreed to, deliver or otherwise make available to the COUNTY all reports, drawings, plans, specifications and other data and documents that have been obtained or prepared by the ENGINEER in performing the Services under this Contract, regardless of whether the work on such documents has been completed or is in progress and said documents shall remain the property of the COUNTY.

9.6 SUSPENSION

9.6.1. The performance of the ENGINEER's service under any provision of this Contract may be suspended by the COUNTY at any time. In the event the COUNTY suspends the performance of the ENGINEER's services hereunder, the COUNTY shall so notify the ENGINEER in writing, such suspension becoming effective upon the date of its receipt by the ENGINEER, and COUNTY shall promptly pay to the ENGINEER all fees which have become due and payable to the ENGINEER to the effective date of such suspension. The COUNTY shall thereafter have no further obligation for payment to the ENGINEER for the suspended services unless and until the COUNTY notifies the ENGINEER that the services of the ENGINEER called for hereunder are to

be resumed.

Upon receipt of written notice from the COUNTY that the ENGINEER's services hereunder are to be resumed, the ENGINEER shall complete the services of the ENGINEER called for in this Contract and the ENGINEER shall, in that event, be entitled to payment of the remaining unpaid compensation which becomes payable to the ENGINEER under this Contract, same to be payable at the times and in the number specified herein.

In no event will the compensation or any part thereof become due or payable to the ENGINEER under this Contract unless and until the ENGINEER has attained that state of work where the same would be due and payable to the ENGINEER under the provisions of this Contract.

9.6.2. If the aggregate time of the COUNTY'S suspension(s) of the ENGINEER's Services under any Task Order of this Contract exceeds sixty (60) days, then the ENGINEER and the COUNTY shall, upon request of the ENGINEER, meet to assess the services performed hereunder up to the time of such meeting, the services remaining to be performed and the total compensation paid to the ENGINEER hereunder and, during such meeting, shall have the option of negotiating a change in compensation to be paid to the ENGINEER for the balance of the Services to be performed hereunder. No increase in compensation to the ENGINEER shall be allowed unless it is based upon clear and convincing evidence of an increase in the ENGINEER's costs attributable to the aforesaid suspension(s).

SECTION 10

CLAIMS AND DISPUTES/REMEDIES

10.1 CLAIMS AND DISPUTES

Any claims, disputes and/or matters in question between the parties arising out of or relating to this Contract, including claims for extra compensation, shall be filed in writing by the aggrieved party to the other party within forty-five (45) days of its occurrence. Should such claims not be formally submitted within said forty-five (45) day period, the aggrieved party agrees not to make such claim against the other party at any time in the future. Should any claim or dispute not be mutually resolved between the parties within sixty (60) days thereafter, the aggrieved party shall then seek to resolve the matter in accordance with the "Remedies" provisions of Section 9.2 herein.

10.2 REMEDIES

Except as provided in Section 10.1 herein, all claims, disputes and/or matters in question between the COUNTY and the ENGINEER arising out of or relating to this Contract, or the breach of it will be decided by Mediation if the parties hereto mutually agree, or in a court of competent jurisdiction. Venue for any dispute or formal litigation concerning this Contract shall be in the appropriate court with territorial jurisdiction over Hernando County, Florida. In the event of a dispute or litigation, each party to such dispute or litigation shall be solely responsible for its own attorneys' fees and costs. This Contract shall not be construed for or against any party hereto, without regard to which party is wholly or partly responsible for its drafting.

SECTION 11
INDEMNITY AND INSURANCE

11.1 GENERAL

To the fullest extent permitted by Florida law, the Engineer covenants, and agrees that it will indemnify and hold harmless the County and all of the County's officers, agents, and employees from any claim, loss, damage, cost, charge, attorney's fees and costs, or any other expense arising out of any negligent

or intentional act, or omission by the Engineer during the performance of the contract, whether direct or indirect, and whether to any person or property to which the County or said parties may be subject, except that neither the Engineer nor any of its subcontractors, or assignees, will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from negligence of the County or any of its officers, agents, or employees.

11.2 **INSURANCE**

The ENGINEER will possess or obtain and continuously maintain the following insurance coverage, from a company or companion authorized to do business in the State of Florida, and will provide Certificates of Insurance to the COUNTY, evidencing such insurance, within fifteen (15) days following the ENGINEER's receipt of Notice to Proceed on the Assignment from the COUNTY.

The insurance coverage shall contain a provision, which requires that prior to any changes or material alterations in the coverage, except aggregate coverage, thirty (30) days prior written notice will be given to the COUNTY.

The specific requirements of this contract have been detailed in RFQ No. **RFQG00543/EK.** The specific requirements of the RFQ must be met to be compliant with a Contract resulting from the solicitation process and may include the following:

11.2.1 **Worker's Compensation**

The ENGINEER will provide Worker's Compensation for all employees at the site location, and in case any work is Sub-Contracted, will require the Sub-Contractor to provide Worker's Compensation for all of its employees. The limits will be statutory for Worker's Compensation and $500,000 for Employers' Liability.

11.2.2. **Comprehensive General Liability**

The ENGINEER will provide coverage for all operations including, but not limited to, Contractual, Products and completed Operations and Personal Injury. The limits will be not less than $2,000,000 Combined Single Limit (CSL) or its equivalent.

11.2.3. **Comprehensive Automobile Liability**

The ENGINEER will provide coverage for all owned and non-owned vehicles for limits of not less than $1,000,000 CSL or its equivalent.

11.2.4. **Professional Liability Insurance**

Annual Professional Liability Insurance will be maintained with coverage in an amount of not less than $1,000,000 that protects the ENGINEER to the statutory limits applicable to Professional Liability.

Said Professional Liability Insurance shall provide for all sums which the ENGINEER shall be obligated to pay as damages for claims arising out of service performed by the ENGINEER, or any person or Sub-Contractor employed by the ENGINEER, in conjunction with this Contract. This insurance shall also be maintained for a minimum of one (1) year after completion of the construction and acceptance of the facilities designed by the ENGINEER under the scope of this Contract including any amendment thereto.

11.2.5. **Certificates of Insurance**

The ENGINEER shall furnish all Certificates of Insurance forwarded directly to the following:

with information copied to the Designated Representative identified in Section 6.2. The Certificates shall clearly indicate that the ENGINEER has obtained insurance of the type, amount and classification required by these provisions.

SECTION 12
NEGOTIATION DATA

12.1 The ENGINEER hereby certifies, covenants and warrants that accounting documentation and supporting data which has established compensation provided for in this Contract are accurate, complete and current as of the date of negotiation of the compensation terms contained in this Contract. It is further agreed that the ENGINEER's compensation under this Contract may be adjusted to exclude any significant sums where the COUNTY determines the ENGINEER's compensation was increased due to inaccurate or incomplete wage rates and other factual unit costs. All such price adjustments shall be made prior to the end of this Contract. Records of costs incurred under the terms of this Contract shall be maintained and made available to the COUNTY during the period of this Contract and for three (3) years after final payment is made. Copies of these documents and records shall be furnished upon request to the COUNTY at no cost. For the purpose of this Section, the end of this Contract shall be deemed to be the date of final acceptance of the work by the COUNTY.

SECTION 13
OWNER OF DOCUMENTS

13.1 It is understood and agreed that all Documents, including detailed reports, plans, original drawings, survey field notebooks and all other data other than working papers, prepared or obtained by the ENGINEER in connection with its services hereunder, shall be delivered to, or shall become the property of the COUNTY prior to final payment to the ENGINEER. The ENGINEER shall retain reproducible copies of all Documents for its files at Direct Reimbursable Cost. All Documents including drawings prepared by the ENGINEER pursuant to this Contract are instruments of service in respect to the services described in the Assignment.

Any reuse without written verification or adaptation by the ENGINEER for the specific purpose intended will be at COUNTY'S sole risk and without liability or legal exposure to the ENGINEER; and the COUNTY shall indemnify to the maximum extent permitted by law and hold harmless the ENGINEER from all claims, damages, losses and expenses including attorney's and expert's fees arising out of or resulting therefrom. Any such verification or adaptation by the ENGINEER will entitle the ENGINEER to further compensation at rates to be agreed upon by the COUNTY and the ENGINEER.

Any Documents given to or prepared or assembled by the ENGINEER and its Sub-Contractors under this Contract shall be kept solely as property of the COUNTY and shall not be made available to any individuals or organizations without the prior written approval of the COUNTY.

The ENGINEER may maintain copies of all work performed under this Contract for the COUNTY.

The ENGINEER shall not publish any information concerning this project without the prior written consent of the COUNTY.

SECTION 14
STANDARDS OF CONDUCT

14.1 ENGINEER EMPLOYEES

The ENGINEER warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER, to solicit or secure this Contract and that the ENGINEER has not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee working solely for the ENGINEER any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award of making of this Contract.

14.2 ENGINEER COMPLIANCE WITH LAWS

The ENGINEER shall comply with all Federal, State and local laws and ordinances in effect on the date of this Contract and applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex or national origin in the performance of work under this Contract.

14.3 CONFLICT OF INTEREST

The ENGINEER hereby certifies that no undisclosed conflict of interest exists with respect to the present Contract, including any conflicts that may be due to representation of other clients, other contractual relationships of the ENGINEER, or any interest in property which the ENGINEER may have. The ENGINEER further certifies that any apparent conflict of interest that arises during the term of the Contract will be immediately disclosed in writing to the COUNTY. Violation of this Section will be considered as Justification for immediate termination of this Contract under the provisions of Section 8.1.

14.4 REMOVAL OF EMPLOYEE

The COUNTY is empowered to require the ENGINEER to remove any employee or representative of the ENGINEER from working on this Assignment which the COUNTY determines is not satisfactorily performing his assigned duties or is demonstrating improper conduct. The COUNTY shall notify the ENGINEER in writing of the COUNTY'S objections prior to the ENGINEER's removal of any employee or representative.

14.5 PUBLICATION

The ENGINEER shall not publish any documents or release information to the media without prior approval of the COUNTY.

SECTION 15
ACCESS TO RECORDS/AUDIT

15.1 RECORDS MAINTENANCE

The ENGINEER shall maintain books, records, documents, time and costs accounts and other evidence directly related to its performance of services under this Contract. All time records and cost data shall be maintained in accordance with generally accepted accounting practices. The ENGINEER shall also maintain the financial information and data necessary to determine overhead rates in accordance with the requirements of Federal and State regulatory agencies and this Contract. The COUNTY, or any of its duly authorized representatives, shall have access within forty-eight (48) hours to such books, records, documents and other evidence for inspection, audit and copying. Copying of ENGINEER's books, records, documents, time records and cost accounts and other evidence shall be at the COUNTY'S expense.

15.2 ACCESS TO RECORDS

The ENGINEER shall maintain and allow access to the records required under this Section for a period of three (3) years after the completion of the services provided under this Contract and date of final payment for said services, or date of termination of this Contract as may have been exercised under

constitute the entire Agreement between the COUNTY and the ENGINEER and supersede all prior written or oral understandings in connection therewith. This Contract may only be amended, supplemented or modified by a formal Amendment or Change Order to this Contract.

The Exhibits supplemental to and made a part of this Contract are as follows:
Exhibit A: Scope of Work
Exhibit B: Federal & State Terms and Conditions Applicable to This Solicitation
Exhibit C: Standard Hourly Rates and Task Fee Quotation Form
Exhibit D: Truth in Negotiation Form
Exhibit E: Insurance Certificate

IN WITNESS WHEREOF, the COUNTY and the ENGINEER have executed this Contract to become effective on the day and year first written above.

ENGINEER: McKim & Creed, Inc

Witness

Name: Mitchel A. Chiavaroli, P.E.

Title: Assistant Vice President Engineering

COUNTY:

Hernando County Board of County Commissioners

Attest Deputy Clerk for Doug A. Chorvat, Jr. Clerk of Circuit Court

SEAL

Elizabeth Narverud, Chair

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: Melissa Tartaglia
County Attorney's Office

Section 8 herein.

SECTION 16
CODES AND DESIGN STANDARDS

16.1 All of the services to be performed by the ENGINEER shall in the minimum be in accordance with commonly accepted design codes and standards, standards of the COUNTY and the requirements of any Federal and/or State regulatory agencies in effect as of the date of this Contract.

The ENGINEER shall be responsible for keeping appraised of any changing codes or requirements, which requirements must be applied to the Assignment to be performed under this Contract. Any new codes or requirements becoming effective subsequent to the effective date of this Contract that require an additional level of effort to be performed by the ENGINEER beyond that covered under the scope of this Contract shall be subject to negotiation for an increase in scope and compensation by an amendment to this Contract.

SECTION 17
ASSIGNABILITY

17.1 The ENGINEER shall not sublet, assign or transfer any interest in this Contract, without prior written approval of the COUNTY, provided that claims for the money due or to become due the ENGINEER from the COUNTY under this Contract may be assigned to a bank, trust company or other financial institution without such COUNTY approval. Notice of any such assignment or transfer shall be furnished promptly to the COUNTY.

SECTION 18
CONTROLLING LAWS

18.1 The parties agree that the laws of the State of Florida shall govern any dispute arising out of or related to this Agreement. Venue for any dispute, claim or action arising out of, or related to, this Agreement shall be in the Circuit Court of the Fifth Judicial Circuit in and for Hernando County, Florida. The parties to this Agreement agree that venue shall lie only in the state courts located in Hernando County, Florida. Any legal proceeding brought in connection with disputes relating to or arising out of this Agreement will be filed and heard in Hernando County, Florida, and each party waives any objection that it might raise to such venue and any right it may have to claim that such venue is inconvenient. Litigation in federal court is precluded by agreement of the parties hereto. Process in any action or proceeding referred to in this paragraph may be served on any party anywhere in the world.

SECTION 19
FORCE MAJEURE

19.1 Neither party shall be considered in default in performance of its obligations hereunder to the extent that performance of such obligations, or any of them, is delayed or prevented by Force Majeure. Force Majeure shall include, but not be limited to, hostility revolution, civil commotion, strike, epidemic, fire, flood, wind, earthquake, explosion, any law, proclamation, regulation or ordinance or other act of government, or any act of God or any cause whether of the same or different nature, existing or future; provided that the cause whether or not enumerated in this Section is beyond the control and without the fault or negligence of the party seeking relief under this Section.

SECTION 20
EXTENT OF CONTRACT

20.1 This Contract, together with the RFQ No. **24-RFQG00543/EK** issued October 18, 2023, the proposal submitted November 20, 2023, and the Exhibits hereinafter identified and listed in this Section,

EXHIBIT "A"
SCOPE OF SERVICES
FOR
CONTINUING ENGINEERING SERVICES
CONTRACT No. 23-RQG00313

SCOPE OF SERVICES:

GENERAL: Hernando County is seeking statements of qualifications from Florida registered firms qualified to provide Engineering Services necessary to deliver new and renovated water and wastewater infrastructure. Professional consultant services may be required for design, permitting, studies and evaluations, and design criteria packages of water and wastewater processes, pipeline and pumping, and all necessary appurtenant assets. Projects may be grant funded.

Professional consulting services may be required for civil, environmental, structural, mechanical, geotechnical, HVAC, electrical, landscaping including but not limited to the following:

- Design and permitting of sewage and water treatment plants and related structures
- Design and permitting of modifications to water and sewage treatment plants
- Construction inspection services
- Design and permitting of sewage pumping stations and forcemains
- Design and permitting of water storage and pumping systems
- Design and permitting of potable water mains
- Design and permitting of reclaimed water land application systems
- Design and permitting of reclaimed water storage and pumping stations
- Design and permitting of utilities related assets such as buildings, pavement, sidewalks, lighting, and other site work
- Development of design criteria packages for Design-Build projects
- Environmental monitoring plans
- Scientific investigations, analyses, and technical studies
- Develop or upgrade hydraulic models for water or reclaimed water distribution systems
- Develop or upgrade hydraulic models for manifolded forcemain systems
- Develop documents necessary to publish bids for construction of water, wastewater, and reclaimed water projects
- Develop engineering plans
- Develop as-built drawings
- All other related services.

The scope of work and cost for each specific project will be negotiated with the Consultant as the need arises. Some of the services listed above may not be required, and the HCUD reserves the right to initiate additional procurement actions for any projects or services included in this request. Consultant contracts are non-exclusive, and the HCUD reserves the right, at its sole discretion, to enter into contracts with different firms for various projects.

EXHIBIT "B"
FEDERAL & STATE TERMS AND CONDITIONS APPLICABLE TO THIS SOLICATION
FOR
CONTINUING ENGINEERING SERVICES
CONTRACT No. 23-R00046/PH

This Solicitation may become fully or partially Federally or State Grant funded. To the extent applicable, Proposer shall comply with the clauses as enumerated below. Proposer shall adhere to all grant conditions as set forth in the requirements of the grant award which will be made available to the Firm at time of the applicable Work Order.

1. ACCESS TO RECORDS AND REPORTS 2 CFR § 200.333, 2 CFR § 200.336

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the Hernando County, the U.S. Department of the Treasury and the Comptroller General of the United States, Florida Department of Transportation or any of their duly authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than five years after final payment is made and all pending matters are closed. The Contractor must include this provision in all contracts and subcontracts.

2. BREACH OF CONTRACT TERMS 2 CFR § 200 Appendix II(A)

A. Any violation or breach of terms of this contract on the part of the Contractor or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

B. Hernando County will provide Contractor written notice that describes the nature of the breach and corrective actions the Contractor must undertake in order to avoid termination of the contract. Hernando County reserves the right to withhold payments to Contractor until such time the Contractor corrects the breach, or Hernando County elects to terminate the contract. Hernando County's notice will identify a specific date by which the Contractor must correct the breach. Hernando County may proceed with termination of the contract if the Contractor fails to correct the breach by the deadline indicated in the Hernando County's notice.

C. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

3. GENERAL CIVIL RIGHTS PROVISIONS 49 USC § 47123

A. The Contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

B. This provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

4. CIVIL RIGHTS – TITLE VI ASSURANCE 49 USC § 47123

A. TITLE VI SOLICITATION NOTICE:
1. Hernando County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964

(78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises (DBE) will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

B. TITLE VI SOLICITATION NOTICE:
Hernando County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises (DBE) will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

1. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

   a. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

   b. Nondiscrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

   c. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

   d. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by Hernando County or the U.S. Department of the Treasury to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to Hernando County or the U.S. Department of the Treasury, as appropriate, and will set forth what efforts it has made to obtain the information.

   e. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the non-discrimination provisions of this contract, Hernando County will impose such contract

sanctions as it or the U.S. Department of the Treasury may determine to be appropriate, including, but not limited to:

i. Withholding payments to the Contractor under the contract until the Contractor complies; and/or

ii. Cancelling, terminating, or suspending a contract, in whole or in part.

f. Incorporation of Provisions: The Contractor will include the provisions of paragraphs a. through f. in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as Hernando County or the U.S. Department of the Treasury may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request Hernando County to enter into any litigation to protect the interests of Hernando County. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

C. TITLE VI LIST OF PERTINENT NONDISCRIMINATION ACTS AND AUTHORITIES

1. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

a. Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);

b. 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);

c. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

d. Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;

e. The Age Discrimination Act of 1975, as amended (42 USC § 6101 et seq.) (prohibits discrimination on the basis of age);

f. The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

g. Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing

entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;

h. The U.S. Department of the Treasury's Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

i. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

j. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

k. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 et seq).

5. CLEAN AIR AND WATER POLLUTION CONTROL 2 CFR § 200, Appendix II(G)

A. Contractor agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 USC § 740-7671q) and the Federal Water Pollution Control Act as amended (33 USC § 1251-1387). The Contractor agrees to report any violation to Hernando County immediately upon discovery. Hernando County assumes responsibility for notifying the Environmental Protection Agency (EPA) and the U.S. Department of the Treasury.

B. Contractor must include this requirement in all subcontracts that exceeds $150,000.

6. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT REQUIREMENTS 2 CFR § 200, Appendix II(E)

A. Overtime Requirements.

1. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, members of survey crews and exploratory drilling operations, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

B. Violation; Liability for Unpaid Wages; Liquidated Damages.

1. In the event of any violation of the clause set forth in paragraph (27.6.A.1) of this clause, the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, members of survey crews and exploratory drilling operations, employed in violation of the clause set forth

in paragraph (27.6.A.1) of this clause, in the sum of $10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (27.6.A.1) of this clause.

C. Withholding for Unpaid Wages and Liquidated Damages.

1. The U.S. Department of the Treasury or Hernando County shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph B. of this clause.

D. Subcontractors.

1. The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs A. through D. and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs A. through D. of this clause.

7. DEBARMENT AND SUSPENSION 2 CFR part 180 (Subpart C), 2 CFR part 1200

Bidder or Offeror Certification

A. CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT

1. By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any

   a. Federal department or agency from participation in this transaction.

   b. Lower Tier Contract Certification

2. The successful bidder, by administering each lower tier subcontract that exceeds $25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project.

   a. The successful bidder will accomplish this by:

      i. Checking the System for Award Management at website: https://sam.gov/SAM/.

      ii. Collecting a certification statement similar to the Certification of Offeror /Bidder Regarding Debarment, above.

      iii. Inserting a clause or condition in the covered transaction with the lower tier contract.

   b. If the U.S. Department of the Treasury later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it

entered the covered transaction, the USDT may pursue any available remedies, including suspension and debarment of the non-compliant participant.

8. DISADVANTAGED BUSINESS ENTERPRISE 49 CFR part 26

A. Race/Gender Neutral Means

1. The requirements of 49 CFR part 26 apply to this contract. It is the policy of Hernando County to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. Hernando County encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

9. DISTRACTED DRIVING Executive Order 13513

A. TEXTING WHEN DRIVING: In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", (10/1/2009) and DOT Order 3902.10, "Text Messaging While Driving", (12/30/2009), the U.S. Department of the Treasury encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

B. In support of this initiative, Hernando County encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding $3,500 that involve driving a motor vehicle in performance of work activities associated with the project.

10. ENERGY CONSERVATION REQUIREMENTS 2 CFR § 200, Appendix II(H)

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to energy efficiency as contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 USC 6201et seq).

11. DRUG FREE WORKPLACE REQUIREMENTS 49 CFR part 32, Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq., as amended)

See Questionnaire

12. EQUAL EMPLOYMENT OPPORTUNITY (EEO) 2 CFR 200, Appendix II(C), 41 CFR § 60-4.1, 41 CFR § 60-4.3, Executive Order 11246

A. EQUAL OPPORTUNITY CLAUSE

1. During the performance of this contract, the contractor agrees as follows:

a. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants

for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

c. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

d. The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

e. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

f. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

g. In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

h. The contractor will include the provisions of paragraphs a. through h. in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase

order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

B. STANDARD FEDERAL EQUAL EMPLOYMENT OPPORTUNITY CONSTRUCTION CONTRACT SPECIFICATIONS (Executive Order 11246)

1. As used in these specifications:

   a. "Covered area" means the geographical area described in the solicitation from which this contract resulted;

   b. "Director" means Director, Office of Federal Contract Compliance Programs, United States Department of Labor, or any person to whom the Director delegates authority;

   c. "Employer identification number" means the Federal Social Security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941.

   d. "Minority" includes:

      i. Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);

      ii. Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);

      iii. Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and

      iv. American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).

2. Whenever the Contractor, or any Subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of $10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.

3. If the Contractor is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each Contractor or Subcontractor participating in an approved Plan is individually required to comply with its obligations under the EEO clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other Contractors or Subcontractors toward a goal in an approved Plan does not excuse

any covered Contractor's or Subcontractor's failure to take good faith efforts to achieve the Plan goals and timetables.

4. The Contractor shall implement the specific affirmative action standards provided in paragraphs 7 a through p of these specifications. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the Contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. Covered Construction contractors performing construction work in geographical areas where they do not have a Federal or federally assisted construction contract shall apply the minority and female goals established for the geographical area where the work is being performed. Goals are published periodically in the Federal Register in notice form, and such notices may be obtained from any Office of Federal Contract Compliance Programs office or from Federal procurement contracting officers. The Contractor is expected to make substantially uniform progress in meeting its goals in each craft during the period specified.

5. Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the Contractor has a collective bargaining agreement, to refer either minorities or women shall excuse the Contractor's obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant thereto.

6. In order for the nonworking training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees must be employed by the Contractor during the training period, and the Contractor must have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by the U.S. Department of Labor.

7. The Contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully, and shall implement affirmative action steps at least as extensive as the following:

    a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the Contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. The Contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.

    b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.

    c. Maintain a current file of the names, addresses and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source or community organization and of what action was taken with respect

to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the Contractor by the union or, if referred, not employed by the Contractor, this shall be documented in the file with the reason therefor, along with whatever additional actions the Contractor may have taken.

d. Provide immediate written notification to the Director when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or woman sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations.

e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor. The Contractor shall provide notice of these programs to the sources compiled under b. above.

f. Disseminate the Contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.

g. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with onsite supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

h. Disseminate the Contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's EEO policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business.

i. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment

to minority and female youth both on the site and in other areas of a Contractor's work force.

k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR part 60-3.

l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.

m. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and the Contractor's obligations under these specifications are being carried out.

n. Ensure that all facilities and company activities are nonsegregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.

o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.

p. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations.

8. Contractors are encouraged to participate in voluntary associations which assist in fulfilling one or more of their affirmative action obligations (27.12.B.1 through 27.13.15). The efforts of a contractor association, joint contractor-union, contractor-community, or other similar group of which the contractor is a member and participant, may be asserted as fulfilling any one or more of its obligations under 27.12.B.1 through 27.12.15 of these Specifications provided that the contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the Contractor's minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the Contractor. The obligation to comply, however, is the Contractor's and failure of such a group to fulfill an obligation shall not be a defense for the Contractor's noncompliance.

9. A single goal for minorities and a separate single goal for women have been established. The Contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, the Contractor may be in violation of the Executive Order if a particular group is employed in a substantially disparate manner (for example, even though the Contractor has achieved its goals for women generally, the Contractor may be in violation of the Executive Order if a specific minority group of women is underutilized).

10. The Contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, sexual orientation, gender identity, or national origin.

11. The Contractor shall not enter into any Subcontract with any person or firm debarred from

Government contracts pursuant to Executive Order 11246.

12. The Contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any Contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.

13. The Contractor, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in paragraph 13 of these specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the Contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR 60-4.8.

14. The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government and to keep records. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.

15. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program)

13. FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE) 29 USC § 201, et seq

A. All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

B. The Contractor has full responsibility to monitor compliance to the referenced statute or regulation. The Contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

14. FOREIGN TRADE RESTRICTION 49 USC § 50104, 49 CFR part 30

TRADE RESTRICTION CERTIFICATION

A. By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror –

1. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);

2. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and

3. has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

B. This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC Section 1001.

C. The Offeror/Contractor must provide immediate written notice to Hernando County if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

D. Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

1. who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR or

2. whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list or

3. who incorporates in the public works project any product of a foreign country on such USTR list.

E. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

F. The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

G. This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the U.S. Department of the Treasury may direct through Hernando County cancellation of the contract or subcontract for default at no cost to Hernando County or the USDT.

15. LOBBYING AND INFLUENCING FEDERAL EMPLOYEES 31 USC § 1352 – Byrd Anti-Lobbying Amendment, 2 CFR part 200, Appendix II(J), 49 CFR part 20, Appendix A

CERTIFICATION REGARDING LOBBYING

A. The Bidder or Offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

16. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 29 CFR part 1910

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

17. PROHIBITION OF SEGREGATED FACILITIES 41 CFR § 60

A. The Contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this clause is a violation of the Equal Employment Opportunity clause in this contract.

B. "Segregated facilities," as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin because of written or oral policies or employee custom. The term does not include separate or

single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.

C. The Contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Employment Opportunity clause of this contract.

18. SEISMIC SAFETY 49 CFR Part 41

A. SEISMIC SAFETY

1. In the performance of design services, the Consultant agrees to furnish a building design and associated construction specification that conform to a building code standard that provides a level of seismic safety substantially equivalent to standards as established by the National Earthquake Hazards Reduction Program (NEHRP). Local building codes that model their building code after the current version of the International Building Code (IBC) meet the NEHRP equivalency level for seismic safety. At the conclusion of the design services, the Consultant agrees to furnish the Owner a "certification of compliance" that attests conformance of the building design and the construction specifications with the seismic standards of NEHRP or an equivalent building code.

19. TAX DELINQUENCY AND FELONY CONVICTIONS Sections 415 and 416 of Title IV, Division L of the Consolidated Appropriations Act, 2014 (Pub. L. 113-76),

and similar provisions in subsequent appropriations acts. (See questionnaire for document)

A. CERTIFICATION OF OFFER/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS

B. The applicant must complete the form Section 32.12.2 Felony_Tax_Certification_Plan_2016. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (□) in the space following the applicable response. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

C. Note

1. If an applicant responds in the affirmative to either of the representations, the applicant is ineligible to receive an award unless Hernando County has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore must provide information to Hernando County about its tax liability or conviction to Hernando County, who will then notify the USDT Treasury Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.

2. Term Definitions

a. Felony conviction: Felony conviction means a conviction within the preceding twenty-four (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18

3. Tax Delinquency: A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

20. TERMINATION OF CONTRACT 2 CFR § 200 Appendix II(B)

A. TERMINATION FOR CONVENIENCE (PROFESSIONAL SERVICES)

1. Hernando County may, by written notice to the Consultant, terminate this Agreement for its convenience and without cause or default on the part of Consultant. Upon receipt of the notice of termination, except as explicitly directed by Hernando County, the Contractor must immediately discontinue all services affected.

2. Upon termination of the Agreement, the Consultant must deliver to Hernando County all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

3. Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

4. Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

B. TERMINATION FOR DEFAULT (PROFESSIONAL SERVICES)

1. Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.

2. The terminating party must provide the breaching party seven [7] days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

C. Termination by Owner:

1. Hernando County may terminate this Agreement in whole or in part, for the failure of the Consultant to:

   a. Perform the services within the time specified in this contract or by Owner approved extension;

   b. Make adequate progress so as to endanger satisfactory performance of the Project; or

   c. Fulfill the obligations of the Agreement that are essential to the completion of the Project

2. Upon receipt of the notice of termination, the Consultant must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, the Consultant must deliver to Hernando County all data, surveys, models, drawings,

specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

3. Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.
4. Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.
5. If, after finalization of the termination action, Hernando County determines the Consultant was not in default of the Agreement, the rights and obligations of the parties shall be the same as if Hernando County issued the termination for the convenience of Hernando County.

D. Termination by Consultant:

1. The Consultant may terminate this Agreement in whole or in part, if Hernando County:
   a. Defaults on its obligations under this Agreement;
   b. Fails to make payment to the Consultant in accordance with the terms of this Agreement;
   c. Suspends the Project for more than [180] days due to reasons beyond the control of the Consultant.
2. Upon receipt of a notice of termination from the Consultant, Owner agrees to cooperate with Consultant for the purpose of terminating the agreement or portion thereof, by mutual consent. If Owner and Consultant cannot reach mutual agreement on the termination settlement, the Consultant may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon Hernando County's breach of the contract.
3. In the event of termination due to Owner breach, the Engineer is entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by the Consultant through the effective date of termination action. Owner agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

21. VETERAN'S PREFERENCE 49 USC § 47112(c)

In the employment of labor (excluding executive, administrative, and supervisory positions), the Contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

22. PROHIBITED INTERESTS

A. Hernando County shall not enter into a contract or arrangement in connection with the Project or any property included or planned to be included in the Project, with any officer, director or employee of Hernando county, or any business entity of which the officer, director or employee or the officer's, director's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer, director or employee or the officer's, director's or employee's spouse or child, or any combination of them, has a material interest.

1. "Material Interest" means direct or indirect ownership of more than 5% of the total assets or capital stock of any business entity.
2. Hernando County shall not enter into any contract or arrangement in connection with the Project or any property included or planned to be included in the Project, with any person or entity who was represented before Hernando County by any person who at any time during the immediately preceding two (2) years was an officer, director or employee of Hernando County.
3. The provisions of this subsection shall not be applicable to any agreement between Hernando County and its fiscal depositories, any agreement between Hernando County and an agency of state government.

23. INTEREST OF MEMBERS OF, OR DELEGATES TO, CONGRESS OR LEGISLATURE

No member or delegate to the Congress of the United States, or the State of Florida legislature, shall be admitted to any share or part of the Agreement or any benefit arising therefrom.

24. MISCELLANEOUS PROVISIONS

A. DEPARTMENT NOT OBLIGATED TO THIRD PARTIES

1. The Department shall not be obligated or liable hereunder to any party other than Hernando County.

B. CONTRACTUAL INDEMNITY

1. To the extent provided by Section 768.28, Florida Statutes, the Contractor shall indemnify, defend, and hold harmless the Department and all of its officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any act, error, omission, or negligent act by the Contractor, its agents, or employees, during the performance of the Agreement, except that neither the Contractor, its agents, or its employees will be liable under this paragraph for any claim, loss, damage, cost, charge, or expense arising out of any act, error, omission, or negligent act by the Department or any of its officers, agents, or employees during the performance of the Agreement. Nothing in this Agreement shall be construed as a waiver by the Contractor of any sovereign immunity protections that may be provided by Section 768.28, Florida Statutes.

C. RESTRICTIONS ON LOBBYING-STATE

1. Contractors shall ensure compliance with Section 11.062, FS and Section 216.347, FS. The Contractor shall not, in connection with this or any other agreement with the State, directly or indirectly

a. offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any State officer or employee's decision, opinion recommendation, vote, other exercise of discretion, or violation of a known legal duty, or

b. offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any State officer or employee. For purposes of clause (27.25.C.1.b), "gratuity" means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. Upon request of Department's Inspector General, or other authorized State official, the Contractor shall provide any type of information the Inspector General deems relevant to the Contractor's integrity or responsibility. Such information may include, but shall not be limited to, the Contractor's business or financial records, documents, or files of any type or form that refer to or relate to the Contract. The Contractor shall retain such records for the longer of five years after the expiration of the Contract or
the period required by the General Records Schedules maintained by the Florida Department of State. (available at: http://dos.myflorida.com/library-archives/records-management/general-records-schedules/). The Contractor agrees to reimburse the State for the reasonable costs of investigation incurred by the Inspector General or other authorized State official for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the State which results in the suspension or debarment of the Contractor. Such costs shall include, but shall not be limited to: salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for any costs of investigations that do not result in the Contractor's suspension or debarment.

D. RESTRICTIONS, PROHIBITS, CONTROLS, AND LABOR PROVISIONS

1. During the performance of this Contract, Hernando County requires the following provisions to be included in each contract and subcontract entered into pursuant to this Contract.

   a. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

   b. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.

c. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or has further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with Hernando County.

d. Neither Hernando County nor any of its contractors or their subcontractors shall enter into any contract, subcontract or arrangement in connection with the Project or any property included or planned to be included in the Project in which any member, officer or employee of Hernando County or the locality during tenure or for two (2) years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to Hernando County, Hernando County, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by Hernando County or the locality relating to such contract, subcontract or arrangement. Hernando County shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors to insert in each of their subcontracts, the following provision:

   i. "No member, officer or employee of Hernando County or of the locality during his tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

e. The provisions of this paragraph shall not be applicable to any agreement between Hernando County and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

EXHIBIT "C"
SCHEDULE OF RATES & TASK FEE QUOTATION PROPOSAL FORM
FOR
CONTINUING ENGINEERING SERVICES
24-RFQG000543/EK

The standard Hourly Labor Rates are subject to adjustment annually based of the Consumer Price Index issued by the Bureau of Labor Statistics, Southeastern Regional Office for the South for the index for ***All Items/Wage earners & clerical workers***, for the percent of change through the month of May of each calendar year.

The following hourly rates include all direct and indirect costs except direct expenses. Indirect cost include such items as overhead, profit and such statutory and customary fringe benefits such as social security contributions, sick leave, unemployment, excise and payroll taxes, workmen's compensation, health and retirement benefits, bonuses, annual leave and holiday pay.

Position/Title	Billing Rate ($/Hr)
Regional Manager	$298.30
Senior Project Manager	$253.06
Project Manager	$212.89
Senior Engineer/Engineer IV	$233.77
Project Engineer/Engineer III	$185.37
Staff Engineer/Engineer II	$169.23
Engineer I	$135.70
Engineer Intern	$112.93
Senior Designer/Designer III	$146.78
Designer II	$128.43
Designer I	$96.80
CADD Technician	$97.27
Senior Technical Specialist	$267.00
Field Technician	$90.47
Lead Programmer	$181.10
Utility Engineering Manager	$289.12
Utility Engineering Project Mgr.	$170.82
Utility Engineering Analyst	$93.95
Utility Engineering Specialist	$148.67
Utility Engineering Technician	$80.66
Survey Regional Manager	$255.28
Sr. Survey/Survey Project Mgr.	$157.53
Survey CADD Technician	$93.95
Project Surveyor	$134.12

Project Accountant	$135.70
Senior Project Administrator	$108.82
Administrative Assistant	$81.30
Sr. Construction Administrator	$141.40
Construction Administrator	$136.81
Senior Hydrogeologist	$182.52
Hydrogeologist	$135.39
Sr. Water Resource Engineer	$297.66
Two-Person Utility Engineering Crew	$189.80
Two-Person Survey Crew	$199.29
Three-Person Survey Crew	$256.22
LiDAR Tech	$134.44

CONTRACT No.:

EXHIBIT "B" TASK FEE QUOTATION PROPOSAL

PROJECT NAME: TASK ORDER No.

Doc. ID 15559 A, Board Approved 4/9/19

PROJECT ACTIVITY	Employee Name / Classification Title	Man Hrs	Cost	Employee Name / Classification Title	Man Hrs	Cost	Employee Name / Classification Title	Man Hrs	Cost	Employee Name / Classification Title	Man Hrs	Cost	Employee Name / Classification Title	Man Hrs	Cost	Basic Activity $ AMOUNT	Man Hrs by Activity	Avg Hrly Rate

SUB-TOTAL HOURLY COSTS $

Out-of-Pocket Expenses (actual cost - not to exceed) $

Miscellaneous Expenses (Subconsultant) $

NOT TO EXCEED TOTAL LUMP SUM COST $

Firm Name:

Signature:

(Printed Name and Title)

Date:

HERNANDO COUNTY

Department Name

Authorized Signature

(Date)

(Printed Name and Title)

Procurement

(Date)

TASK ORDERS ARE TO INCLUDE: SCOPE OF SERVICE, PROJECT TIME FRAME, FEE QUOTATION PROPOSAL, AND ANY OTHER RELATIVE ATTACHMENTS. TASK ORDERS ARE TO BE SUBMITTED IN ONE (1) SIGNED ORIGINAL TO THE PROCUREMENT DEPARTMENT. FIELDS N RED SHOULD BE COMPLETED BY THE DEPARTMENT PRIOR TO SUBMITTING TO PROCUREMENT.

EXHIBIT "D"
TRUTH IN NEGOTIATION CERTIFICATION
FOR
CONTINUING ENGINEERING SERVICES
24-RFQG000543/EK

Per FS 287.055 (5) (a) (Current Edition): For any lump-sum or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in 287.017 (Current Edition) Category Four.

The Consultant hereby certifies covenants and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement will be accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Department determines the agreement price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the agreement. For purpose of this certificate, the end of the agreement shall be deemed to the date of final billing or acceptance of the work by the Department, whichever is later.

McKim & Creed, Inc

Name of Firm

Assistant VP Engineering

Authorized Signature Title

6/26/24

Date

PROCUREMENT DEPARTMENT

15470 FLIGHT PATH DRIVE ◆ BROOKSVILLE, FLORIDA 34604
P 352.754.4020 ◆ F 352.754.4199 ◆ W www.HernandoCounty.us

July 16, 2024

McKim & Creed, Inc
Attention: Mitch Chiavaroli, PE
1365 Hamlet Avenue
Clearwater, FL 33756

Via Email: MChiavaroli@mckimcreed.com

RE: Notice of Award for Contract No. 24-RFQG00543/EK RFQ - Continuing Engineering Services for Water, Wastewater and Reclaimed Water Projects

Dear Mr. Chiavaroli:

Please be advised that the County has approved the award of the above-referenced Contract to your firm. The Contract, as approved, is effective for a 3 (three) year period beginning July 9, 2024, through July 8, 2027, with 2 (two) one-year optional renewal periods. To remain compliant, your certificate(s) of insurance ("COI") must remain current at the required amounts specified in the Solicitation Documents.

A copy of the executed Contract is attached for your records. If you have any further questions, please contact Erin Kluis Briggs, Procurement Coordinator, via email at ebriggs@co.hernando.fl.us or via telephone at (352) 754-4778.

Sincerely,

Erin L Kluis Briggs

for: Carla Rossiter-Smith MSM PMP
Chief Procurement Officer

Attachment

pc via email: Toni Brady, Deputy County Administrator
Carla Rossiter-Smith, Chief Procurement Officer
Gordon Onderdonk, Director of Utilities
Ron Patel, Engineering Division Manager, Utilities
Grace Sheppard, Finance Manager, Utilities
Katrina Tejera, Operations Assistant, Utilities

cc: Finance/Clerk of the Court
Contract File No. 24-RFQG00543/EK

CONTRACT No.:24-RFQG00543/EK - CES Water, Wastewater

EXHIBIT "B" TASK FEE QUOTATION PROPOSAL - NOT TO EXCEED $500,000

PROJECT NAME: **SUE Level B location of utilities** **TASK ORDER No. 11**

Doc. ID 13667, Board Approved 7/9/2024

PROJECT ACTIVITY	Andrew Blantz Senior Project Administrator		Tyrell Galloway Senior Project Administrator		Mateo Cornejo Senior Project Administrator		Ryan King Utility Engineer Project Manage		TBD Employee Senior Project Administrator		Employee Name Classification Title		Basic Activity $ AMOUNT	Man Hrs by Activity	Avg Hrly Rate
	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost			
Task 2: Utility Locator Subsurface Services	1,100	108.82/hr	1,100	108.82/hr	1,100	108.82/hr			1,100	108.82/hr			478,808.00		
Task 1. Project Management Utility Engineer Project Manager							50	170.82/hr					8,541.00		

SUB-TOTAL HOURLY COSTS $ 487,349.00

Out-of-Pocket Expenses (actual cost - not to exceed) $ N/A

Miscellaneous Expenses (Subconsultant) $ N/A

NOT TO EXCEED TOTAL LUMP SUM COST $ $487,349.00

Firm Name: McKim & Creed

Signature:

Ryan King
(Printed Name and Title)

Date: 2/23/25

HCUD
Department Name

7/23/25
(Date)

Authorized Signature

Rick Leach Operations Manager
(Printed Name and Title)

HERNANDO COUNTY

Alisa Pike

Procurement

7 23 25
(Date)

TASK ORDERS ARE TO INCLUDE: SCOPE OF SERVICE, PROJECT TIME FRAME, FEE QUOTATION PROPOSAL, AND ANY OTHER RELATIVE ATTACHMENTS.

Instr #2025053706 BK: 4592 PG: 1199, Filed & Recorded: 8/1/2025 10:51 AM TP Deputy Clk, #Pgs:5
Doug Chorvat, Jr.,Clerk of the Circuit Court Hernando CO FL Rec Fees: $44.00

Utility Locate Reimbursement Agreement

This ("Agreement") is by and between Hernando County Water And Sewer District, 15365 Cortez Blvd, Brooksville, FL 34613, hereinafter referred to as "HCUD" and Tillman FiberCo Florida, LLC, hereinafter referred to as ("Tillman").

RECITALS

WHEREAS, Tillman has commenced with a buildout of a fiber network to establish fiber-to-the-premises services on an open access basis in the Hernando County; and

WHEREAS, Tillman's rapid deployment and construction of its fiber optic network to establish fiber services to Hernando County facilities will pose certain challenges with respect to HCUD's resources and obligation to provide its locate services within the statutory guidelines; and

WHEREAS, such challenges include increased costs and delays for both parties and the community at large; and

WHEREAS, the Florida Legislature's declaration of state policy regarding the placement, operation, maintenance, upgrading, and extension of communications facilities emphasizes preventing unreasonable interruption or delays through permitting or other local regulatory process; and

WHEREAS, in furtherance of this policy, the County finds necessary and in the best interest of the County to obtain or employ a contractor to render and perform these services.

NOW THEREFORE, in consideration of the mutual benefits, conditions, promises and covenants contained herein, and other valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. Recitals. The above recitations are true and correct and are incorporated herein by reference.

2. Effective Date. The date this Agreement is signed by the last party to sign it (as indicated by the date stated under that party's signature) shall be deemed the effective date of this Agreement.

3. Engagement of Contractor. Promptly after the Effective Date, the HCUD will retain, a third-party contractor ("Contractor") in accordance with the County's Procurement Polices, to help locate existing HCUD owned facilities located within the public right-of-way as required by properly submitted Tillman locate tickets (the "Services").

4. Locate Tickets. Tillman will submit locate tickets for underground construction in conformity with the applicable laws and the HCUD agreement with the third-party Contractor. The contractor will use commercially reasonable efforts to complete the required Utility locating work for any properly submitted Tillman locate ticket within three (3) business days of submittal.

5. Non-Performance by Contractor. If the Contractor's performance of the Services does not meet Tillman's reasonable expectations, Tillman may send notice to the HCUD. Upon receipt of such notice, the parties will meet as soon as practicable to discuss how to remedy Contractor's performance issues. As a result of such discussion, if the parties determine that the HCUD should terminate its agreement with Contractor, this Agreement shall automatically terminate on the same date the HCUD agreement with the Contractor is terminated.

6. Reimbursement. To facilitate these objectives and allow HCUD to maintain its obligations for timely locate services, Tillman will make a payment to the HCUD in the amount of 100% of the costs of Services performed by the Contractor involving locate tickets submitted by Tillman. To receive reimbursement, the HCUD will submit invoices to Tillman with reasonable documentation evidencing the Services performed by the Contractor and the amounts paid by the HCUD to the Contractor. No later than thirty (30) days after receipt of an invoice, Tillman will remit payment to the HCUD.

7. Term. The term of this Agreement will commence on the Effective Date and will continue until exactly twelve (12) months after the Effective Date. This Agreement may be amended to extend beyond the expiration of the Term.

8. Termination. This Agreement may be terminated for Contractor's non-performance as set forth in Section 5. Additionally, either party may terminate this Agreement for convenience by delivering notice to the non-terminating party. If such notice is given, the termination will be effective seven (7) days following receipt of the notice by the non-terminating party. If this Agreement is terminated for any reason, Tillman will be responsible for reimbursing the HCUD for its share of fees paid to the Contractor in accordance with Section 6 through the effective date of the termination of this Agreement.

9. Compliance with Law. Each party represents and warrants that (I) the execution, delivery and performance of this Agreement complies with all applicable laws, statutes, rules, regulations and orders of any governmental authority and does not and will not violate, conflict with, or result in a breach of any provision of its organizational documents or any law, rule, regulation, order, judgment, decree, agreement, or instrument binding on or affecting such party; (II) no consent, approval, authorization or order of, or filing or registration with, and governmental authority or other person is required to be obtained or made by such party for the execution, delivery, and performance of this Agreement.

10. Limitation of Liability. Except as expressly provided herein, neither party shall have any responsibility, liability, or obligation to the other party, such other party's affiliates, or their

owners, officers, directors, agents, representatives, employees, or customers for (1) any indirect special, incidental, consequential, or punitive damage, or loss of any kind, including but not limited to loss of profits, cost of replacement services, loss of customers or agents or loss of use, regardless of whether such party has been advised of the possibility of such loss by reason of any act of omission or commission in connection with or under this Agreement, including but not limited to, defect, delay in availability, or any other cause.

11. No Joint Venture. This Agreement is not intended to create nor with it be construed to create any partnership, joint venture, or employment relationship between the HCUD, the County, and Tillman, and neither party will be liable for the payment or performance of any debt, obligations, or liabilities of the other party, except as expressly stated herein.

12. Notices. All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail return receipt requested, to the following addresses:

To HCUD: Attn: Utilities Director
Hernando County Utilities Department
15365 Cortez Blvd. Brooksville, Florida 34613

To Tillman: Attention: Legal Department
Tillman FiberCo Florida LLC
152 West 57t Street, 34th Floor
New York, NY 10019

13. Entire Agreement; Amendments. This Agreement constitutes and embodies the full and complete understanding and agreement of the parties hereto with respect to the subject matter hereof and supersedes all prior understandings and agreements, whether oral or in writing, regarding the subject matter of this Agreement. This Agreement may not be amended or modified in any way except by a written statement signed by the authorized representatives of the parties.

14. Assignment. This Agreement may not be assigned without the prior written consent of the other party, and all the terms and conditions set forth herein shall inure to the benefit of and shall bind all future assignees.

15. Severability. The invalidity, in whole or in part, of any section or part of any section of this Agreement shall not affect the validity of the remainder of such section or the Agreement.

16. Applicable Law. This Agreement will be governed by all laws of the State of Florida without regard to the choice of law provisions thereof. Any dispute, claim or action arising out of or related to this Agreement shall be brought solely in civil court in Hernando County, Florida. Each party hereto shall bear their own attorneys' fees and costs in the event of any dispute, claim, action or appeal arising out of or related to this Agreement. Each of the parties hereto hereby voluntarily and irrevocably waives trial by jury in any action or other proceeding brought in connection with this Agreement or any of the transactions contemplated hereby.

17. No Third-Party Beneficiaries. No rights or privileges of either party hereto shall inure to the benefit of any other person or entity, and no such other person or entity shall be deemed to be a third-party beneficiary of any of the provisions obtained in this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT, by and through their duly authorized representatives, on the respective dates below.

ATTEST

Heidi Prause, Deputy Clerk

Douglas A. Chorvat, Jr.
Clerk of the Circuit Court &
Comptroller

SEAL

HERNANDO COUNTY WATER AND SEWER DISTRICT

By: _____ 7-22-2025

Brian Hawkins — Date
Hernando County Board
of County Commissioners

FOR THE USE AND RELIANCE OF
HERNANDO COUNTY ONLY.
APPROVED AS TO FORM
AND LEGAL SUFFICIENCY.

Victoria Anderson
County Attorney's Office

WITNESSES:

Tillman FiberCo Florida, LLC, **a Florida Limited Liability Company**

Signature: Desiree Ann Bindl

By: _____

Print Name: Desiree Ann Bindl

Phillip Cusick 7/2/2025
[Print Name of Authorized Signatory] Date

Chief Financial Officer
[Title]

Signature: _____

Print Name: Peter Mungiole

Rev: 1

Hernando County Board of County Commissioners

15470 Flight Path Dr.
Brooksville, FL 34604

Construction Change Order

Owner: Hernando County Board of County Commissioners
Owner's Representative:
Vendor: MCKIM & CREED INC

Change Order No. 1 **Change Order Date:** 01-27-2026
Contract No. 25000849 **Contract Date:**

Project Description:

UTILITY LOCATOR SUBSURFACE SVCS

The Project is Changed as Follows

Justification: Contract#: 24-RFQG00543/EK Contract Name: Continuing Engineering Svcs
Task Order #11
CO#1: is to increase the PO by $481,908.00, existing PO is running out of available funds needed for Utility Locator Svcs.

Increase Line 1 $8,541.00; New Line Total $17,082.00
Increase Line 2 $473,367.00; New Line Total $952,175.00
Old PO Total $487,349.00, New PO Total $969,257.00
Dept 07111 Account 5303101 line#1 $8,541.00
Dept 07111 Account 5303101 line#2 $473,367.00

Total Addition/Deduction this Change Order:	481,908.00
The Original Contract Sum was	487,349.00
Net Change by previously authorized Change Orders:	.00
The Contract Sum prior to this Change Order was	487,349.00
The Net Amount of this Change Order is:	481,908.00
The new Contract Sum including this Change Order will be	969,257.00
The Contract Time will be changed by this Change Order (Days):	
The Date of Substantial Completion as of the date of this Change Order therefore is:	

Vendor Name/Address:
MCKIM & CREED INC
243 N FRONT STREET
WILMINGTON, NC 28401

Owner or Owner's Representative:
Hernando County Commission
15470 Flight Path Dr.
Brooksville, FL 34601

TJ Patrick
Digitally signed by TJ Patrick
Date: 2026.01.27 10:40:32-05'00'

Authorized Signature
Date: 1/27/2026

Chief Procurement Office
Date:

Distribution:
Vendor - Original
Purchasing & Contracts
Finance
Requisitioning
Contract File

CONTRACT No.:24-RFQG00543/EK / TASK ORDER#11 - CES Water, Wastewater EXHIBIT "B" TASK FEE QUOTATION PROPOSAL - NOT TO EXCEED $500,000

PROJECT NAME: SUE Level B location of utilities

TASK ORDER No. 11 / CHANGE ORDER #1

Doc. ID 13667, Board Approved 7/9/2024

PROJECT ACTIVITY	Andrew Blantz Senior Project Administrator		Tyrell Galloway Senior Project Administrato		Ryan Tattrie Senior Project Administrato		TBD Employee Classification Title		TJ Patrick Utility Engineer Project Manager		Employee Name Classification Title		Basic Activity $ AMOUNT	Man Hrs by Activity
	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost		
Task 2: Utility Locator Subsurface Services	1,450	108.82/hr	1,450	108.82/hr	1,450	108.82/hr							473,367.00	
Task 1 Project Management/Utility Engineer Project Manager									50	170.82/hr			8,541.00	

SUB-TOTAL HOURLY COSTS $ 481,908.00

Out-of-Pocket Expenses (actual cost - not to exceed) $ N/A

Miscellaneous Expenses (Subconsultant) $ N/A

NOT TO EXCEED TOTAL LUMP SUM COST $ 481,908.00

Firm Name: McKim & Creed

Signature: TJ Patrick Digitally signed by TJ Patrick Date: 2026.01.22 07:32:31-05'00'

TJ Patrick
(Printed Name and Title)

Date: 1/22/2026

HCUD
Department Name

1/26/2026
(Date)

Authorized Signature

Ricky Leach
(Printed Name and Title)

Operation Manager

HERNANDO COUNTY

Alisa Pike

Procurement

1-27-26
(Date)

TASK ORDERS ARE TO INCLUDE: SCOPE OF SERVICE, PROJECT TIME FRAME, FEE QUOTATION PROPOSAL, AND ANY OTHER RELATIVE ATTACHMENTS.

HERNANDO COUNTY
ONE-CALL UTILITY LOCATOR SERVICES
CONTRACT NO. 24-RFQG00543 - ENGINEERING SERVICES FOR WATER, WASTEWATER AND RECLAIMED WATER, GRANT-RELATED PROJECTS

SCOPE OF SERVICES
JULY 08, 2025

PROJECT DESCRIPTION

With the continued growth within Hernando County Utilities Department's (HCUD) service area, the HCUD has identified a need for assistance with their 811-ticketing system and designating of its existing utility infrastructure. HCUD requires the services of a company that provides SUE services to determine the two-dimensional (SUE Level B) location of the utilities they are responsible for, to supplement their in-house staff. A specified number of crews will be provided daily for the anticipated duration of the fiber build out.

SCOPE OF SERVICES

McKim & Creed (Consultant) shall perform the following tasks under this scope of services.

TASK 1. PROJECT MANAGEMENT

This task includes project setup and project management plan, scheduling crew, general communication and coordination with the County, monthly progress reports and invoicing.

TASK 2. SUBSURFACE UTILITY ENGINEERING SERVICES

McKim and Creed (M&C) will provide the necessary One-Call Utility Locators, to be approved by HCUD, to provide Level B for 811 tickets. We will utilize HCUD's current records and as-builts for the purpose of marking out the utilities within conflict of the 811 tickets.

Quality Level B services include the horizontal, above ground detection and marking of underground utilities to include but not limited to, Water mains, water service lines, sewer force mains, sewer gravity mains, and sewer laterals. Geophysical prospecting and Ground Penetrating Radar methods are used to indicate the presence and surface position of buried utilities. Quality Level B information should not be used for construction purposes, or where exact horizontal and vertical measurements are required.

M&C will have access to the Hernando County GIS system for anticipated utilities on each site. Contractors will "white line" each ticket in accordance with 811 standards. M&C will perform Level B SUE work for County owned utilities that cross this route or come within ten feet of the route. All utilities will be marked with the appropriate APWA color paint indicating their horizontal location. Utility depths will not be provided. M&C will take photos of their work and ensure the 811 tickets are completed within the 48-hour timeframe as required by Chapter 556 Florida statue. Hernando County shall provide the paint and flags for marking the utilities.

DELIVERABLES

Project deliverables shall include:

- Mark Hernando County utilities in the field using APWA colors
- A positive response on Hernando County's 811 ticket within the required 48-hours

SCHEDULE

M&C will begin operation with two locators for a minimum of 2 weeks. Each Wednesday thereafter, Hernando County and McKim & Creed will jointly assess staffing requirements for the upcoming work week. If the need arises for more than one additional crew, McKim & Creed will have two weeks to fulfill increased staffing requirements.

COMPENSATION

Time & materials at an hourly rate of $108.82 per locator and an hourly rate of $170.82 for the SUE Project Manager's time. This time will be invoiced monthly.

CLIENT: HERNANDO COUNTY UTILITIES DEPARTMENT'S	**MCKIM & CREED, INC.**
SIGNED	SIGNED *RYAN KING*
NAME:	NAME: RYAN KING
Title:	TITLE: PROJECT MANAGER
DATE	DATE: 7/21/2025

HERNANDO COUNTY
BUDGET AMENDMENT REQUEST FORM
FY 2026

REVENUE ACCOUNTS:

Account #	Account Name	Available Balance	Decrease	Increase	Amended Balance
					0
					0
					0
					0
					0
					0
					0
					0
					0
	TOTAL	**$0**	**$0**	**$0**	**$0**

EXPENDITURE ACCOUNTS:

Account #	Account Name	Available Balance	Decrease	Increase	Amended Balance
4111-07099-5909999	Budg Res/Cash Forward	49,386,605	500,000		$48,886,605
4111-07111-5303101	Professional Services	225,000		500,000	$725,000
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
	TOTAL	**$49,611,605**	**$500,000**	**$500,000**	**$49,611,605**

Justification: To cover additional Eng Services needed for McKimCreed PO 25000849

CIP Name/Number:

Department Name: HCUD Debt Svcs/Trfrs/Resv HCUD Water Operation **Department No.** 07099/07111

APPROVAL SIGNATURES:

Department Head: Grace Sheppard, Chief Financial Officer Digitally signed by Grace Sheppard, Chief Financial Officer Date: 2026.01.27 11:33:36 -05'00' **Date:**

Budget Officer: **Date:**

Legistar # / Mtg. Date: #17064 02/10/2026

BUDGET OFFICE USE ONLY:
Fund # 4111 Department # 07099/07111 Verified By: ED Date Verified: 1/28/26 BA2026-044

Revised: 10/20/25

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Procurement Department
Prepared By: Fran Hallet
Initiator: Carla Rossiter-Smith
DOC ID: 17031
Legal Request Number: 24-583
Bid/Contract Number: 25-TS0204

TITLE
Change Order No. 2 to Purchase Order With Centrisys CNP Corporation for Repair of Centrifuge Equipment for Utilities Department (Contract No. 25-TS0204; Amount: $94,148.39)

BRIEF OVERVIEW
On March 11, 2025, the BOCC approved award of Contract No. 25-TS0204/JC to Centrisys CNP Corporation a/k/a Centrifuge-Systems, LLC d/b/a Centrisys for the repair of Centrifuge #3 for $218,000.00.

The purchase order was originally issued for $218,000.00. Change order No. 1 in the amount of $367,550.00, was approved by the Board on September 23, 2025, and increased the purchase order to $585,550.00.

Hernando County Utilities Department has requested an increase for Purchase Order No. 25000635 to cover additional replacement parts and repairs identified during inspection. Change Order No. 2 in the amount of $94,148.39, would increase the purchase order to $679,698.39.

FINANCIAL IMPACT
Funding in the amount of $94,148.39 is available in the following:

Expense:

Fund: 4121 - HCUD Renewal and Replacement, **Department: 07201** - Renewal and Replacement, **Account: 5304617** - Repair/Maint-Sewer Plants

LEGAL NOTE
The Board has the authority to act on this item pursuant to Part II, Chapter 2, Article V of the Hernando County Code of Ordinances.

RECOMMENDATION
It is recommended the Board approve Change Order No. 2 in the amount of $94,148.39 to Centrisys Corporation for Purchase Order No. 25000635, bringing the total purchase order amount to $679,698.39.

REVIEW PROCESS

Katrina Tejera	Approved	01/21/2026	3:05 PM
Grace Sheppard	Approved	01/21/2026	4:34 PM
Brad Smith	Approved	01/26/2026	2:09 PM
Carla Rossiter-Smith	Approved	01/27/2026	2:38 PM
Erin Dohren	Approved	01/28/2026	7:49 AM
Pamela Hare	Approved	01/28/2026	1:23 PM

Michael Cowan	Approved	01/28/2026 3:56 PM
Heidi Prouse	Approved	01/29/2026 10:32 AM
Toni Brady	Approved	01/29/2026 6:55 PM
Jeffrey Rogers	Approved	01/30/2026 6:47 AM
Colleen Conko	Approved	01/30/2026 10:01 AM

SOLICITATION - OFFER - AWARD

SOLICITATION NO:	SOLICITATION TITLE:	DATE ISSUED:	CONTRACT NO:
25-TS0204/JC	**Major Repairs to Centrifuge #3 (Centrisys)**	**January 22, 2025**	**25-TS0204/JC**

ISSUED BY:	SUBMIT BID OFFER TO:
BOARD OF COUNTY COMMISSIONERS **HERNANDO COUNTY, FLORIDA** **Brian Hawkins, Chairman** **Jerry Campbell, Vice Chairman** **John Allocco, Second Vice Chairman** **Steve Champion** **Ryan Amsler**	**HERNANDO COUNTY** **PROCUREMENT DEPARTMENT** **15470 FLIGHT PATH DRIVE** **BROOKSVILLE, FL 34604** Carla Rossiter-Smith Chief Procurement Officer

SOLICITATION

SEALED OFFERS, FOR FURNISHING THE SERVICES, SUPPLIES OR EQUIPMENT DESCRIBED HEREIN WILL BE RECEIVED AT THE OFFICE OF Procurement DEPARTMENT, VIA HERNANDO COUNTY'S EPROCUREMENT PORTAL AT: http://secure.procurenow.com/portal/hernandocounty, ON **FEBRUARY 12, 2025.** NO BID OFFERS WILL BE ACCEPTED AFTER THE ABOVE STIPULATED DATE AND TIME. THIS IS AN ADVERTISED SOLICITATION AND THE RESPONDING BIDDERS WILL BE PUBLICLY READ IN THE PURCHASING AND CONTRACTS CONFERENCE ROOM AT **10:00 A.M. ON FEBRUARY 12, 2025.** PURSUANT TO FS 119.071 (current version), SEALED BIDS, PROPOSALS, OR REPLIES RECEIVED BY AN AGENCY PURSUANT TO A COMPETITIVE SOLICITATION ARE EXEMPT FROM FINAL INSPECTION UNTIL SUCH TIME AS THE AGENCY PROVIDES NOTICE OF AN INTENDED DECISION OR UNTIL THIRTY (30) DAYS AFTER OPENING THE BIDS, PROPOSALS, OR FINAL REPLIES, WHICHEVER IS EARLIER.

ITEM NO.	DESCRIPTION OF SERVICE/SUPPLIES/EQUIPMENT	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	Centrifuge Repair Pricing – Major	1	EA	$ 58,600.00	
2	Backdrive Repair – Major	2	EA	$ 22,500.00	$218,900.00
3	Skid	3	EA	$122,800.00	
4	Shipping Estimate (SEE ATTACHED SPECIFICATIONS)	4	EA	$ 15,000.00	

OFFER

(TERMS, CONDITIONS AND SPECIFICATIONS ARE INCLUDED AS PARTS HEREOF)

IN COMPLIANCE WITH THE ABOVE, THE UNDERSIGNED, BEING DULY AUTHORIZED TO SIGN THIS BID FOR THE BIDDER, AGREES THAT IF THIS OFFER IS ACCEPTED WITHIN Ninety (90) DAYS FROM THE BID OPENING DATE, TO FURNISH TO HERNANDO COUNTY ANY AND ALL ITEMS FOR WHICH PRICES ARE OFFERED IN THIS BID SOLICITATION AT THE PRICE(S) SO OFFERED, DELIVERED AT DESIGNATED POINT(S), WITHIN THE TIME PERIOD SPECIFIED, AND AT THE TERMS AND CONDITIONS SO STIPULATED IN THE SOLICITATION FOR BIDS.

DISCOUNT FOR PROMPT PAYMENT: ____% 10 CALENDAR DAYS ____% 20 CALENDAR DAYS ____% ____ CALENDAR DAYS

BIDDER'S INFORMATION

Centrisys CNP Corporation
Company Name

9586 58TH Place
Address

Kenosha WI 53144-7805
City State Zip Code

(877) 339-5496 (262) 764-8705 info@centrysis-cnp.com
Phone Number Fax Number Email Address

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN BID OFFER:

BIDDER'S SIGNATURE: G. Kueppers

Print Name: Gerorge Kueppers
Title: VP

OFFER DATE: 2/4/2025

AWARD

(TO BE COMPLETED BY COUNTY)

REVIEWED FOR LEGAL SUFFICIENCY: 12/27/2024	LR NO.: 2024-583-1	BY: Michael Cowan
ACCEPTED AS TO ITEM(S) NO:	AMOUNT:	ACCOUNTING CODE:

SUBMIT INVOICES TO:

Hernando County
Utilities Department
15400 Wiscon Rd.
Brooksville, FL 34601-8807

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN ACCEPTANCE AND AWARD FOR THE COUNTY:

Brian Hawkins, Chairman

SIGNATURE:

AWARD DATE: 3-11-25

MAJOR REPAIRS TO CENTRIFUGE #3 (CENTRISYS)

25-TS0204/JC

County of Hernando

15470 Flight Path Drive

Brooksville, FL 34604

County of Hernando

Major Repairs to Centrifuge #3 (Centrisys)

I. INTRODUCTION.....
II. AWARD.....
III. DEFINITIONS.....
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V. INSURANCE REQUIREMENTS.....
VI. SPECIAL CONDITIONS.....
VII. SCOPE OF WORK.....
VIII. PRICING PROPOSAL.....
IX. CONFLICT BETWEEN DOCUMENTS.....
X. VENDOR QUESTIONNAIRE .....

Attachments:

A - Attachment A - Centrisys One Year Warranty

B - Attachment B - Hernando_Co_Centrisys_Rental_Agreement

C - Attachment C - Hernando_County_Quote_for_Repairs

D - Attachment D - Sole Source Letters

1. INTRODUCTION

1.1. Summary

The Vendor/Contractor will supply all materials, labor, software and equipment in order to accomplish the repair for a CS2 l-4HC Rotating Assembly, 2071D/F Rotodiff & Skid (Opp 13656) including:

A. **CENTRIFUGE REPAIR PRICING - MAJOR**

1. Dismantle, clean and inspect
2. Provide report with digital pictures
3. Replace bearings and seals
4. Replace worn/missing tiles (up to 80 tiles)
5. Replace broken nozzles
6. Repair flights
7. Repair feed chamber wear
8. Hi-speed balance bowl
9. Hi-speed balance scroll
10. Reassemble

B. **BACKDRIVE REPAIR - MAJOR**

1. Dismantle, clean and inspect
2. Replace bearings and seals
3. Replace transfer seal
4. Replace cam
5. Replace rotor
6. Reassemble
7. Test

C. **SKID**

1. Blast and powdercoat frame
2. New Allen Bradley HMI screen
3. New S&L Shade Aid

4. Allen Bradley PLC (Same as the Glen facility project)*Parameters needed for run, curve control, set point, etc.
5. ABB VFD's
6. Replace conduit as needed
7. Replace plumbing as needed
8. Inspect & test polymer pump & deep clean of polymer system
9. New paint for the entire skid (textured black)
10. Evaluate/refurbish paint taskmaster grinder model TN8512-06
11. Test flow meter
12. Check ALL fluids in ALL gearboxes/motors
13. Flush and change hydraulic oil and install new filter(s)
14. Replace all water solenoids
15. Replace SE & LE expansion boots
16. New transition chutes & hardware
17. New temperature sensors on pillow blocks
18. New vibration sensor
19. New pressure gauge on feed line/hose.
20. New Lincoln grease system
21. New hinge springs for top cover
22. New electrical panel door (HMI side)
23. New isolators for HPU
24. New isolation dampeners
25. Inspect & test conveyors
26. Test

D. **SHIPPING**

1. Shipping to and from site

1.2. Background

Hernando County was established in 1843 and named in honor of Spanish explorer Hernando de Soto. Now known as Florida's Adventure Coast, our freshwater rivers and springs, state forests and preserves and Gulf waters provide opportunities for many land and water adventures for residents and tourists.

Our county is the geographic center of the state and is located on the central-west coast of Florida. Businesses are drawn to this location because of our affordability, accessibility, and abundant space to relocate or expand. It's a place where community and commerce thrive. These are just some of the reasons why Hernando is a great place to start or grow a business.

ISSUED BY:

BOARD OF COUNTY COMMISSIONERS

HERNANDO COUNTY, FLORIDA

Brian Hawkins, Chairman

Jerry Campbell, Vice Chairman

John Allocco, Second Vice Chairman

Steve Champion

Ryan Amsler

SUBMIT BID OFFER TO:

HERNANDO COUNTY

PROCUREMENT

via Hernando County's eProcurement Portal

Carla Rossiter-Smith

Chief Procurement Officer

1.3. Contact Information

Julie Crull
Purchasing Agent II
Email: jcrull@co.hernando.fl.us
Phone: (352) 754-4020

Department:
Utilities

Department Head:
Gordon Onderdonk
Utilities Director

1.4. Timeline

Release Project Date	January 22, 2025
Bid Submission Deadline	February 12, 2025, 10:00am

2. AWARD

UPON AWARD, PLEASE SUBMIT INVOICES TO:

Hernando County

Utilities Department

15400 Wiscon Road

Brooksville, FL 34601-8807

3. DEFINITIONS

Where the following terms, or their pronouns, occur herein, the intent and meaning shall be as follows:

3.1. BIDDER

The term "Bidder" used herein refers to the dealer/manufacturer or business organization submitting a Bid to the County in response to this solicitation.

3.2. CONTRACT

The Agreement executed by the Owner and Vendor/Contractor for the performance of work and the other documents (plans, specifications, notice to Bidders, proposal, surety bonds, addenda, and other documents) whether attached thereto or not.

3.3. COUNTY

Hernando County Board of County Commissioners, its officers, employees, agents, and volunteers.

3.4. F.S.

Florida Statutes; current version unless otherwise indicated.

3.5. MODIFICATION/AMENDMENT/CHANGE ORDER

Shall mean the written order to the Vendor/Contactor signed by the Vendor/Contractor and County authorizing an addition, deletion, or revision in the goods, services and/or work to be provided under the Contract Documents or an adjustment in the Contract Price issued after Contract Award.

3.6. OWNER

Hernando County Board of County Commissioners (County).

3.7. VENDOR/CONTRACTOR

The Bidder awarded a contract by the County for the furnishing of goods or services.

3.8. FOREIGN COUNTRIES OF CONCERN

Pursuant to 287.138 F.S., effective July 1, 2023, the County may not enter into contracts which grants the Vendor/Contractor access to personal identifiable information if: a) the Contractor is owned by the government of a Foreign Country of Concern (as defined by the statute): (b) the government of a Foreign Country of Concern has a controlling interest in the entity; or (c) the Contractor is organized under the law of or has its principal place of business in a Foreign Country of Concern. Bidders/Proposers must provide a response to the section titled VENDOR QUESTIONNAIRE, Foreign Countries of Concern included in this solicitation.

Beginning July 1, 2025, a governmental entity is prohibited from extending or renewing a contract with an entity meeting the requirements of (a) to (c) above, if the contract would give such entity access to an individual's personal identifying information.

4. GENERAL CONDITIONS

4.1. CONTRACT PERIOD

A. The Contract resulting from this solicitation shall be a term contract for the time period specified herein. During the specified time period, the County may order services/supplies as the requirements generate and the Vendor/Contractor will deliver the services/supplies ordered. It is understood that the County is not obligated to purchase any specific amount of services/supplies under this agreement.

B. The period of the Contract shall extend for upon completion of repairs effective from date of Contract execution.

C. **Renewal Option (Unilateral)**: At the sole option of the County, through the Board of County Commissioners or Chief Procurement Officer or Designee, this Contract may be unilaterally renewed, for 6 (six) additional month periods at the same prices, terms, and conditions. The County alone will determine whether or not this renewal option will be exercised based on its convenience and its best interest. The County will notify the Vendor/Contractor, in writing, no later than thirty (30) days prior to expiration of its decision to exercise this Contract renewal option and/or options. Any request by the Vendor/Contractor for consideration of a price adjustment must be submitted in writing to the County at the time of County notice of its decision to exercise Contract renewal (this provision), and the Vendor/Contractor must provide written evidence based on increased costs to the Vendor/Contractor. Documentation of these increases must be furnished to the County upon request. Any price adjustment (increase or decrease) approved by the County shall impose upon the Vendor/Contractor the requirement to advise and extend to the County price reductions when costs similarly decrease.

D. Either party may cancel this Contract, in whole or in part, by giving ninety (90) days prior notice in writing. However, the Vendor/Contractor shall not be authorized to exercise this cancellation option during the first one-hundred eighty (180) days of the Contract. The number of days within which, or the dates by which, the work is to be substantially completed and ready for final payment are set forth in the agreement.

4.2. BID PRICE/SUBMITTAL REQUIREMENTS

A. The prices Bid shall remain firm during the period of the Contract. The prices Bid shall be inclusive of all labor, equipment, and materials as specified within this solicitation. The price Bid constitutes the total compensation payable to the Vendor/Contractor for performing the work.

B. Unless otherwise stated, the prices Bid shall include all costs of packing, transporting, delivery, and services to the designated point within Hernando County.

C. The Bidder hereby certifies that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials,

supplies, services, or equipment and is in all respects fair and without collusion or fraud. Further, the Bidder hereby agrees to abide by all terms and conditions of this bid and certifies that the person executing the Bid Form is authorized to sign this bid for the Bidder.

D. The Bidder warrants that the prices of the items set forth herein do not exceed those charged by the Bidder under a contract with the State of Florida or any of its agencies.

E. **Bidder must submit the solicitation document in its entirety, including the Solicitation-Offer-Award cover sheet, Bid Specifications, Bid Form, and all required forms/certifications. Failure to submit these forms may render its bid as non-responsive.**

4.3. HOURS

Work may be performed between the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, except County holidays. The County may, on certain occasions, approve work outside of these times. Such exception(s) must be approved in writing by the County at least one (1) day in advance. Services will not be permitted when operations would cause a traffic or safety hazard.

4.4. WARRANTIES

The Bidder agrees that the supplies and services furnished under this award shall be covered by the most favorable commercial warranties the Bidder gives to any customer for comparable quantities of such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the County by any other provision of this award.

4.5. DELIVERY AND ACCEPTANCE

A. The County will order services by issuance of a Hernando County numbered purchase order (PO). Each purchase order will specify the scope of work, location and date(s) for service required.

B. Receipt of services/supplies shall not constitute acceptance. Final acceptance and authorization of payment shall be given only after thorough inspection indicates that the services/supplies delivered meet bid specifications and conditions. Should the services/supplies differ in any respect from the specifications, payment will be withheld until such time as the Vendor/Contractor takes necessary corrective action. If the proposed corrective action is not acceptable to the County, final acceptance of the services may be refused, in which case the services shall remain the property of the Vendor/Contractor and the County shall not be liable for payment for any portion thereof.

C. Unless otherwise specified, services shall be performed as described in these contract documents.

D. Vendor/Contractor(s) shall not commence work prior to the County's receipt and acceptance of the certification of insurance, and any other required documents/certificates as specified by these contract documents.

4.6. NON-EXCLUSIVE CONTRACT

Award of a contract resulting from this bid imposes no obligation on the County to utilize the Vendor/Contractor for all work of this type, which may develop during the contract period. This is not an exclusive contract. The County specifically reserves the right to contract with another company for similar work if it deems such action to be in the County's best interest.

4.7. NON-PERFORMANCE

Time is of the essence in this Contract and failure to deliver the services specified within the timeframe required shall be considered a default.

4.8. ASSIGNMENT

The successful Bidder is required to perform this contract and may not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, or the resulting contractual agreement in whole or in part without prior written authorization given at the sole discretion of Hernando County.

4.9. PUBLIC ENTITY CRIMES

Any person submitting a bid or proposal in response to this Invitation to Bid certifies that they are aware of, and in compliance with, all requirements under Section 287.133, Florida Statutes, on public entity crimes. Bidders must provide a response to the section titled VENDOR QUESTIONNAIRE, Sworn Statement to Public Entity Crimes included in these bid documents.

4.10. LICENSES AND PERMITS

Prior to furnishing the requested product(s) or service(s), it shall be the responsibility of the awarded Vendor/Contractor to obtain, at no additional cost to Hernando County, any and all licenses and permits required to complete this contractual service. These licenses and permits shall be readily available for review by the Chief Procurement Officer or their designee.

4.11. LAWS, REGULATIONS, PERMITS AND TAXES

Vendor/Contractor shall comply with County's jobsite procedures and regulations and with all applicable local, State, and Federal laws, rules and regulations and shall obtain all permits required for any of the work performed hereunder. Vendor/Contractor shall procure and pay for all permits and inspections required for any of the work performed hereunder and shall furnish any bonds, security or deposits required to permit performance of the work. Vendor/Contractor shall, to the extent permissible under applicable law, comply with the jobsite provisions which validly and lawfully apply to work on the specific jobsite being performed under this contract. The County of Hernando is exempt from Federal excise taxes and all sales taxes.

4.12. MODIFICATIONS/AMENDMENTS AND CHANGE ORDERS

Without invalidating the contract, the County may, at any time or from time to time, through its Chief Procurement Officer or designee, order additions, deletions, or revisions in the work, the same being authorized by change order or contract modification/amendment. The cumulative total of change orders and/or modifications/amendments to this contract under $50,000.00 (cap) will be approved by

the Chief Procurement Officer or its designee. Once the $50,000.00 cap is reached, all other additions, or revisions to this contract that exceed the "cap" are subject to approval by the Hernando County Board of County Commissioners through Board agenda item. Only upon receipt of a change order, or modification/amendment executed by the Vendor/Contractor and County (subject to approval by the Chief Procurement Officer and/or Board of County Commissioners – as applicable) shall the Vendor/Contractor be authorized to proceed with the work involved. All such work shall be executed under the applicable terms and conditions contained in the contract documents. In addition:

A. The County will execute an appropriate modification/amendment to the contract if such modification/amendment to the contract is approved by the Chief Procurement Officer or Board of County Commissioners (as approvable) and,

B. It is the Vendor/Contactor's responsibility to notify its surety of any changes affecting the general scope of the work/services or change of the contract price, and amount of the applicable bond(s) shall be adjusted accordingly.

4.13. TAXES

A. The Board of County Commissioners, Hernando County, Florida, has the following Tax Exemption Certificates assigned:

1. **Florida Sales and Use Tax Exemption Certificate No. 85-8012556945C-8, effective 1/31/2024 – expiring on 1/31/2029**

B. This exemption does not apply to purchases of tangible personal property made by Vendor/Contractor(s) who use the tangible personal property in the performance of contracts for improvements of County owned real property (Chapters 192 and 212, F.S. and applicable rules of the Department of Revenue).

4.14. MANUFACTURERS' NAME AND APPROVED EQUIVALENTS

Manufacturers' names, trade names, brand names, information and/or catalog number listed in a specification are for informational purposes only and are not intended to limit competition. Said listing is for the purpose of item identification and to establish standards for quality, style and features. Bids on equivalent items will be considered unless items are noted as no substitutes. The Bidder may offer any brand for which they are an authorized representative, which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the Bid Form the manufacturers' name and catalog number. Bidder shall submit with their bid, cuts, sketches, and descriptive literature and/or specifications. The Bidder should also explain in detail the reasons(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. Hernando County Board of County Commissioners reserves the sole right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements may be found non-responsive and subject to rejection. If Bidder fails to name a substitute, it will be assumed that they are bidding on and will be required to furnish goods identical to the bid standard as specified.

4.15. LITIGATION/WAIVER OF JURY TRIAL

This agreement shall be governed by and construed according to Florida law. Venue for any dispute or formal litigation concerning this agreement shall be in the appropriate court with territorial jurisdiction over Hernando County, Florida. In the event of a dispute or litigation, each party to such dispute or litigation shall be solely responsible for its own attorneys' fees and costs. This agreement shall not be construed for or against any party hereto, regardless of which party is wholly or partly responsible for its drafting. Each party acknowledges that it is aware of and has had the opportunity to seek advice of counsel of its choice with respect to its rights to trial by jury, and each party, for itself and its successors, creditors, and assigns, does hereby expressly and knowingly waive and release all such rights to trial by jury in any action, proceeding or counterclaim brought by any party hereto against the other (and/or against its officers, directors, employees, agents, or subsidiary or affiliated entities) on or with regard to any matters whatsoever arising out of or in any way connected with this contract and/or any other claim of injury or damage.

4.16. TERMINATION

A. Termination for Default:

1. The County may, by written notice to the Vendor/Contractor, terminate this contract for default in whole or in part (delivery orders, if applicable) if the Vendor/Contractor fails to:
    a. Provide products or services that comply with the specifications herein or fails to meet the County's performance standards.
    b. Deliver the supplies or to perform the services within the time specified in this contract or any extension.
    c. Make progress so as to endanger performance of this contract.
    d. Perform any of the other provisions of this contract.
2. Prior to termination for default, the County will provide adequate written notice to the Vendor/Contractor through the Chief Procurement Officer, Procurement Department, affording them the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) days (or the period specified in the notice) after receipt of the notice.
3. The Counties remedies in case of default, include, but are not limited to the following:
    a. The County may procure the services from other sources and immediately cancel the contract.
    b. The Vendor/Contractor and its sureties (if any) will be liable for cost associated with re-procurement of services hereunder, resulting from the Vendor/Contractor's default of the contract, in an amount not to exceed 20% of the total invoiced value.

c. Further, in the event of a default by Professional, the County may also request the following: 1) Professional to provide loaner equipment during any delay, or 2) an adjustment to any existing supplement rental equipment fee agreement.

d. Vendor further agrees that they will not be entitled to receive further payment hereunder until the project is complete, including any rental equipment replacement fees.

e. Further, the County will be entitled to deduct that specific monetary amount owed to the County from the balance due to Vendor/Contractor, if any.

4. In addition, failure to adequately cure the deficiency shall result in termination action and possible debarment. Such termination may also result in suspension or debarment of the Vendor/Contractor for a period of twelve (12) to twenty-four (24) months depending upon the severity of the Vendor/Contractor's action that caused the default in accordance with the County's Procurement Ordinance.

5. These remedies shall be in addition to any other remedies that the County may have available through the law or under this agreement.

6. In the event of termination by the County for any cause, the Vendor/Contractor, in no event, have any claim against the County for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the County the Vendor/Contractor shall:

a. Stop work on the date and to the extent specified.

b. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.

c. Transfer all work in process, completed work, and other materials related to the terminated work as directed by the County.

d. Continue and complete all parts of that work that have not been terminated.

B. Termination for Convenience: The County, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the County shall be liable only for goods or services delivered and accepted. The County Notice of Termination may provide the Vendor/Contractor ninety (90) days prior notice before it becomes effective. A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.

4.17. FISCAL NON-FUNDING

In the event sufficient budgeted funds are not available for a new fiscal period, the County must notify the Vendor/Contractor of such occurrence and the contract shall terminate on the last day of current fiscal period without penalty or expense to the County.

4.18. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

By submission of this bid, the Bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, that in connection with this procurement:

A. The prices in this bid have been arrived at independently, without consultation, collusion, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor.

B. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly to any other Bidder or to any competitor.

4.19. INTERIM EXTENSION OF PERFORMANCE

If it is determined that interim performance is required to allow for the solicitation and award of a new contract, the County may unilaterally extend the contract for a maximum period of up to six (6) months. Current pricing, delivery and all other terms and conditions of the contract shall apply during this interim period.

4.20. MAINTENANCE OF RECORDS

The Vendor/Contractor will keep adequate records and supporting documents applicable to this contract. Said records and documentation will be retained by the Vendor/Contractor for a minimum of five (5) years from the date of final payment on this contract. The County and its authorized agents shall have the right to audit, inspect and copy records and documentation as often as the County deems necessary during the period of this contract and a period of five (5) years after completion of contract performance; provided however, such activity shall be conducted only during normal business hours. The County during the period of time defined by the preceding sentence, shall also have the right to obtain a copy of and otherwise inspect any audit made at the direction of the Vendor/Contractor as concerns the aforesaid records and documentation. Pursuant to Section 119.0701, Florida Statutes, Vendor/Contractor shall comply with the Florida Public Records' laws and shall:

A. Keep and maintain records that ordinarily and necessarily would be required by the public agency in order to perform the service.

B. Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.

C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirement are not disclosed except as authorized by law; and,

D. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the Vendor/Contractor upon termination of the contract 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 the public

agency in a format that is compatible with the information technology systems of the public agency.

E. Failure to comply with this section shall be deemed a breach of the contract and enforceable as set forth in Section 119.0701, Florida Statutes.

IF THE VENDOR/CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR/CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 352-754-4020, PURCHASING@HERNANDOCOUNTY.US, WITH AN OFFICE LOCATED AT 15470 FLIGHT PATH DRIVE, BROOKSVILLE, FL 34604.

Per Florida Statute 20.055(5), it is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing pursuant to this section.

4.21. PAYMENT

A. Payment for services/products received will be accomplished by submission of an invoice, in duplicate, with purchase order number referenced thereon at the completion of each specified job. Said invoice(s) shall be submitted to: Hernando County Utilities, Bruce Batten, 15400 Wiscon Rd., Brooksville, FL 34601 or bbatten@co.hernando.fl.us.

B. Each invoice shall give a detailed breakdown of the services provided.

C. The Vendor/Contractor may invoice the County after each work order is complete. Invoice shall reference and be based upon the quantity report received after project completion.

D. Payment will be made in no less than forty-five (45) days, per Florida Statute 218.74. Terms not within Hernando County's payment period are not acceptable and may be cause for rejection.

E. Payment to Vendor/Contractor by Electronic Payment Solution: ACH (Direct Deposit): If the Vendor/Contractor is enrolled in the County's ACH electronic payment solution, all payments will be made using the direct deposit which may or may not include a pre-note transaction. The Vendor/Contractor's bank account information will remain confidential to the extent provided by law and necessary to make direct deposit payments. Once the County has approved payment, an electronic remittance advice will be sent to the Vendor/Contractor via e-mail.

4.22. CONFLICT OF INTEREST

A. Conflict of Interest of Officers or Employees of the Contracting Entity/Local Jurisdiction, Members of the Local Governing Body, or Other Elected Officials: No member or employee of the contracting entity/local jurisdiction or its designees or agents; no member of the governing body; and no other public official of Hernando County who exercises any function or responsibility with respect to this contract, during their tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed. Further, the Vendor/Contractor shall cause to be

incorporated in all subcontracts, the language set forth in this paragraph prohibiting conflict of interest.

B. Employee Conflict of Interest: It shall be unethical for any Hernando County employee to participate directly or indirectly in a procurement contract when Hernando County employee knows that:

1. Hernando County employee or any member of Hernando County employee's immediate family has a financial interest in the procurement contract; or

2. Any other person, business, or organization with whom Hernando County employee or any member of a Hernando County employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract; or

3. A Hernando County employee or any member of a Hernando County employee's immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest.

C. Former Employee Conflict of Interest: It shall be a violation for any person, business or organization contracting with County to employ in any capacity, any former County employee or member of County employee's immediate family within one (1) year of that employee's separation from employment with the County, unless the employer or the former County employee files with the County Clerk, the County's Employment Disclosure Statement. The penalty for this violation may include disqualification of the bid submission.

4.23. GRATUITIES AND KICKBACKS

A. Gratuities: It shall be unethical for any person to offer, give, or agree to give any Hernando County employee or former Hernando County employee, or for any Hernando County employee or former Hernando County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, or to influence the content of any specification or procurement standard, or to act in an render advisory, investigative or auditing capacity. The County in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or sub-contract, or to any solicitation or proposal, therefore.

B. Kickbacks: It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime Vendor/Contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

4.24. E-VERIFY

A. Vendor/Contractor is advised that the County has entered into an agreement with U.S. Immigration and Customs Enforcement (ICE) wherein the County will, in part, seek to promote the principles of ethical business conduct, prevent the knowing hiring of unauthorized workers through self-governance, and encourage voluntary reporting of the discovery of unauthorized workers to ICE (the IMAGE Agreement). Accordingly, by submitting your bid, Vendor/Contractor represents and warrants (a) that the Vendor/Contractor is in compliance with all applicable Federal, State and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee's eligibility to work in the United States, (b) that all of the Vendor/Contractor employees are legally eligible to work in the United States, and (c) that the Vendor/Contractor has actively and affirmatively verified such eligibility utilizing the Federal Government's Employment Verification Eligibility Form (I-9 Form).

B. A mere allegation of Vendor/Contractor's intent to use and/or current use of unauthorized workers may not be a basis to delay the County's award of a contract to the Vendor/Contractor unless such an allegation has been determined to be factual by Immigration and Customs Enforcement (ICE) pursuant to an investigation conducted by ICE prior to the date the contract is scheduled to be awarded by the County.

C. Legitimate claims of the Vendor/Contractor's use of unauthorized workers must be reported to both of the following agencies:

   1. The County's Procurement Department at (352) 754-4020: and

   2. Immigration and Customs Enforcement (ICE) at 1-866-DHS-2-ICE

D. In the event it is discovered that the Vendor/Contractor's employees are not legally eligible to work in the United States, the County may, in its sole discretion, demand that the Vendor/Contractor cure this deficiency within a specified time frame, and/or immediately terminate the contract without any cost or penalty to the County, and/or debar the Vendor/Contractor from bidding on all County contracts for a period up to twenty-four (24) months, and/or take any and all legal action deemed necessary and appropriate.

E. Vendor/Contractor is required to incorporate the following IMAGE best practices into its business and, when practicable, incorporate verification requirements into its agreements with subcontractors:

   1. Use the Department of Homeland Security employment eligibility verification program (E-Verify) to verify the employment eligibility of all new hires.

   2. Use the Social Security Number verification service and make good faith effort to correct and verify the names and Social Security Numbers of the current workforce.

   3. Establish a written hiring and employment eligibility verification policy.

4. Establish an internal compliance and training program related to the hiring and employment verification process, to include, but not limited to, completion of Form I-9, how to detect fraudulent use of documents in the verification process, and how to use E-Verify and the Social Security Number Verification Service.

5. Require the Form I-9 and E-Verify process to be conducted only by individuals who received appropriate training and include secondary review as of each employee's verification to minimize the potential for a single individual to subvert the process.

6. Arrange for annual Form I-9 audits by an external auditing firm or a trained employee not otherwise involved in the Form I-9 process.

7. Establish a procedure to report to ICE credible information of suspected criminal misconduct in the employment eligibility verification process.

8. Establish a program to assess subcontractors' compliance with employment eligibility verification requirements. Encourage Vendor/Contractors to incorporate the IMAGE best practices contained in this article and, when practicable, incorporate the verification requirements in subcontractor agreements.

9. Establish a protocol for responding to letters received from Federal and State government agencies indicating that there is a discrepancy between the agency's information and the information provided by the employer or employee; for example, "no match" letters received from the Social Security Administration.

10. Establish a tip line mechanism (inbox, e-mail, etc.) for employees to report activity relating to the employment of unauthorized workers, and a protocol for responding to employee tips.

11. Establish and maintain appropriate policies, practices, and safeguards against use of the verification process for unlawful discrimination, and to ensure that U.S. citizens and authorized workers do not face discrimination with respect to hiring, firing, recruitment or referral for a fee because of citizenship status or national origin.

12. Maintain copies of any documents accepted as proof of identify and/or employment authorization for all new hires.

4.25. SCRUTINIZED COMPANIES PURSUANT TO FLORIDA STATUTE 287.135 AND 215.473

Vendor/Contractor must certify that the company is not participating in a boycott of Israel. Vendor/Contractor must also certify that Vendor/Contractor is not on the Scrutinized Companies that Boycott Israel List, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has been engaged in business operations in Cuba or Syria. Subject to limited exceptions provided in State law, the County will not contract for the provision of goods or services with any scrutinized company referred to

above. Vendor/Contractor must submit the certification form included as an attachment to this solicitation. Submitting a false certification shall be deemed a material breach of contract. The County shall provide notice, in writing, to the Vendor/Contractor of the County's determination concerning the false certification. The Vendor/Contractor shall have five (5) days from receipt of notice to refute the false
certification allegation. If such false certification is discovered during the active contract term, the Vendor/Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Vendor/Contractor does not demonstrate that the County's determination of false certification was made in error, then the County shall have the right to terminate the contract and seek civil remedies pursuant to Section 287.135, Florida Statutes, as amended from time to time.

4.26. MINIMUM WAGE RATES

A. The Vendor/Contractor shall be required to pay their employees no less than the Federal minimum wage rate.

B. If the contract should be renewed, the contract shall be adjusted for benefit of the Vendor/Contractor in proportion with Federal law governing wage rates during the period of the contract for labor-related costs only.

C. The County reserves the right to inspect the payroll records of the Vendor/Contractor, as may be deemed necessary, to determine that the Vendor/Contractor is complying with Federal wage and hour law.

4.27. SAFETY PRECAUTIONS

A. The Vendor/Contractor shall be responsible for instructing their workmen in appropriate safety measures with respect to all services provided under this contract and shall not permit them to place equipment in traffic lanes or other locations in such a manner as to create a safety hazard.

B. All equipment shall be equipped with all necessary safety equipment to satisfy all applicable Florida Department of Transportation (FDOT) and Occupational Safety and Health Administration (OSHA) requirements.

4.28. CLAIMS

A. Chief Procurement Officer's Decision Required: All claims, except those waived, shall be referred to the Chief Procurement Officer for decision.

B. Notice: Written notice stating the general nature of each claim shall be delivered by the claimant to the Chief Procurement Officer and the other party to the contract promptly but in no event later than thirty (30) days after the start of the event giving rise thereto. The responsibility to substantiate a claim shall rest with the party making the claim. Notice of the amount or extent of the claim, with supporting data, shall be delivered to the Chief Procurement Officer and the other party to the contract within sixty (60) days after the start of such event (unless the Chief Procurement Officer allows additional time for claimant to submit

additional or more accurate data in support of such claim). A claim for an adjustment in contract price shall be prepared in accordance with the provisions of Section titled "PRICE ADJUSTMENT". Each claim shall be accompanied by claimant's written statement that the adjustment claimed is the entire adjustment to which the claimant believes it is entitled as a result of said event. The opposing party shall submit any response to the Chief Procurement Officer and the claimant within thirty (30) days after receipt of the claimant's last submittal (unless the Chief Procurement Officer allows additional time).

C. Chief Procurement Officer's Action: Chief Procurement Officer will review each claim and, within thirty (30) days after receipt of the last submittal of the claimant or the last submittal of the opposing party, if any, take one (1) of the following actions in writing:

1. Deny the claim in whole or in part,
2. Approve the claim, or
3. Notify the parties that the Chief Procurement Officer is unable to resolve the claim if, in the Chief Procurement Officer's sole discretion, it would be inappropriate for the Chief Procurement Officer to do so. For purposes of further resolution of the claim, such notice shall be deemed a denial.

D. In the event that Chief Procurement Officer does not take action on a claim within said thirty (30) days, the claim shall be deemed denied.

E. Chief Procurement Officer's written action or denial will be final and binding upon Owner and Vendor/Contractor, unless Owner or Vendor/Contractor invoke the dispute resolution procedure set forth in Section titled "DISPUTE RESOLUTION" within thirty (30) days of such action or denial.

4.29. DISPUTE RESOLUTION

A. Owner and Vendor/Contractor may mutually request mediation of any claim submitted to the Owner for a decision before such decision becomes final and binding. The mediation will be governed by the Construction Industry Mediation Rules of the American Arbitration Association in effect as of the effective date of the agreement. The request for mediation shall be submitted in writing to the American Arbitration Association. Timely submission of the request shall stay the effect.

B. Owner and Vendor/Contractor shall participate in the mediation process in good faith. The process shall be concluded within sixty (60) days of filing of the request. The date of termination of the mediation shall be determined by application of the mediation rules referenced above.

C. If the claim is not resolved by mediation, Chief Procurement Officer's action or denial pursuant to Section titled "CLAIMS" shall become final and binding thirty (30) days after termination of the mediation unless, within that time period, Owner or Vendor/Contractor:

1. Agrees with the other party to submit the claim to another dispute resolution process, or
2. Gives written notice to the other party of their intent to submit the claim to a court of competent jurisdiction.

5. INSURANCE REQUIREMENTS

5.1. INDEMNITY AND SAFETY PROVISIONS

A. Indemnity: To the fullest extent permitted by Florida law, the Vendor/Contractor covenants, and agrees that it will indemnify and hold harmless the County and all of the County's officers, agents, and employees from any claim, loss, damage, cost, charge, attorney's fees and costs, or any other expense arising out of any act, action, neglect, or omission by Vendor/Contractor during the performance of the contract, whether direct or indirect, and whether to any person or property to which the County or said parties may be subject, except that neither the Vendor/Contractor nor any of its subcontractors, or assignees, will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the County or any of its officers, agents, or employees.

B. Protection of Person and Property:

1. The Vendor/Contractor will take all reasonable precautions for, and will be responsible for initiating, maintaining and supervising all programs relating to the safety of all persons and property affected by, or involved in, the performance of his operations under this Contract.

2. The Vendor/Contractor will take all reasonable precautions to prevent damage, injury or loss to: (a) all persons who may be affected by the performance of his operations, including employees; (b) all materials and equipment; and (c) all property at or surrounding the work site. In an emergency affecting the safety of persons or property, the Vendor/Contractor will act, with reasonable care and discretion, to prevent any threatened damage, injury or loss.

5.2. MINIMUM INSURANCE REQUIREMENTS

A. Vendor/Contractor shall procure, pay for and maintain at least the following insurance coverage and limits. Said insurance shall be evidenced by delivery to the County of a certificate(s) of insurance executed by the insurers listing coverage and limits, expiration dates and terms of policies and all endorsements whether or not required by the County and listing all carriers issuing said policies. The insurance requirements shall remain in effect throughout the term of this Contract.

5.3. WORKERS' COMPENSATION

As required by law:

A. State.....Statutory

B. APPLICABLE FEDERAL.....Statutory

C. EMPLOYER'S LIABILITY.....Minimum:

1. $100,000.00 each accident

2. $100,000.00 by employee
3. $500,000.00 policy limit

D. Exemption per Florida Statute 440: If a Vendor/Contractor has less than three (3) employees and states that they are exempt per Florida Statute 440, they must provide an exemption certificate from the State of Florida. Otherwise, they will be required to purchase Workers' Compensation Insurance and provide a copy of Workers Compensation Insurance. https://www.myfloridacfo.com/Division/WC/Employer/Exemptions/

5.4. GENERAL LIABILITY

Comprehensive General Liability including, but not limited to, Independent Contractor, Contractual Premises/Operations, and Personal Injury covering the liability assumed under indemnification provisions of this Contract, with limits of liability for personal injury and/or bodily injury, including death.

A. Coverage as follows:

1. EACH OCCURRENCE.....$1,000,000.00
2. GENERAL AGGREGATE $2,000,000.00
3. PERSONAL/ADVERTISING INJURY.....$1,000,000.00
4. PRODUCTS-COMPLETED OPERATIONS AGGREGATE.....$2,000,000.00 Per Project Aggregate (if applicable)

B. ALSO, include in General Liability coverage for the following areas based on limits of policy, with:

1. FIRE DAMAGE (Any one (1) fire.....$50,000.00
2. MEDICAL EXPENSE (Any one (1) person)..... $5,000.00

5.5. AUTOMOBILE LIABILITY

Comprehensive automobile and truck liability covering any auto, all owned autos, scheduled autos, hired autos, and non-owned autos. Coverage shall be on an "occurrence" basis. Such insurance to include coverage for loading and unloading hazards. Coverage as follows:

A. COMBINED SINGLE LIMIT (CSL)..... $1,000,000.00 or:

1. BODILY INJURY (Per Person)..... $1,000,000.00
2. BODILY INJURY (Per Accident)..... $1,000,000.00
3. PROPERTY DAMAGE.....$1,000,000.00

5.6. ADDITIONAL INSURED

Vendor/Contractor agrees to endorse Hernando County as an additional insured on the Comprehensive General Liability. The Additional Insured shall read "Hernando County Board of County Commissioners." Proof of Endorsement is required.

5.7. WAIVER OF SUBROGATION

Vendor/Contractor agrees by entering into this Contract to a Waiver of Subrogation for each required policy herein. When required by the insurer or should a policy condition not permit Vendor/Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Vendor/Contractor aggress to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Vendor/Contractor enter into such an agreement on a pre-loss basis.

5.8. SUBCONTRACTORS (If applicable)

All subcontractors hired by said Vendor/Contractor are required to provide Hernando County Board of County Commissioners a Certificate of Insurance with the same limits required by the County as required by the Contract. All subcontractors are required to name Hernando County Board of County Commissioners as additional insured and provide a Waiver of Subrogation in regards to General Liability.

5.9. RIGHT TO REVISE OR REJECT

County reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverages and endorsements, or to reject any insurance policies which fail to meet the criteria stated herein. Additionally, County reserves the right, but not the obligation, to review and reject any insurer providing coverage due to its poor financial condition or failure to operating legally.

5.10. EACH INSURANCE POLICY SHALL INCLUDE THE FOLLOWING CONDITIONS BY ENDORSEMENT TO THE POLICY

Vendor/Contractor agrees to provide County with a Certificate of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect, and the Certificate of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available by Vendor/Contractor's insurer. If the Vendor/Contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein or receives noticed that coverage no longer complies with the insurance requirements herein, Vendor/Contractor agrees to notify the County by email within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. The Certificate Holder shall read:

BOARD OF COUNTY COMMISSIONERS

OF HERNANDO COUNTY, FLORIDA

ATTN: HUMAN RESOURCES/RISK DEPARTMENT

15470 FLIGHT PATH DR

BROOKSVILLE, FL 34604-6823

A. Companies issuing the insurance policy, or policies, shall have no recourse against the County for payment of premiums or assessments for any deductibles which all are the sole responsibility and risk of Vendor/Contractor.

B. The term "County" or "Hernando County" shall include all authorities, boards, bureaus, commissions, divisions, departments, and offices of the County and individual members, employees and agents thereof in their official capacities, and/or while acting on behalf of Hernando County.

C. The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County, to any such future coverage, or to County's Self-Insured Retentions of whatever nature.

D. The Vendor/Contractor shall be required to provide a current Certificate of Insurance to the County prior to commencement of services.

E. Bidders may, at the County's request, be required to provide proof that their firm meets the preceding insurance requirements, by submission of a Certificate Of Insurance coverage(s), prior to award of the Contract.

F. Failure of the Owner to demand such certificates or other evidence of full compliance with these insurance requirements or failure of the Owner to identify a deficiency from evidence provided shall not be construed as a waiver of Vendor/Contractor’s obligation to maintain such insurance.

6. SPECIAL CONDITIONS

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6.1. INSPECTION OF FACILITIES/AREAS:

It is the Bidder's responsibility to become fully informed as to the nature and extent of the work required, local site conditions, and any other factors that may impact performance of the contract. The responsibility to inspect the worksite is the sole responsibility of the Bidder. Arrangement for Bidder's inspection of facilities and/or activity schedule may be secured by calling 352-754-4020. Failure to visually inspect the facilities may be cause for disqualification of your bid. After contract award, no additional compensation will be made as a result of the differences between actual labor and materials required to complete the project and the contract amount.

6.2. LICENSES AND PERMITS

A. Prior to furnishing the requested product(s) or service(s), it shall be the responsibility of the awarded Vendor/Contractor to obtain, at no additional cost to the County, any and all licenses and permits required to complete this contractual service. These licenses and permits shall be readily available for review by the Chief Procurement Officer or their designee.

B. Said licenses shall be in the awarded Vendor's/Contractor's name as it appears on the official Solicitation-Offer-Award Form. The awarded Vendor/Contractor shall supply appropriate license numbers, with expiration dates, as part of their contract award. Failure to hold and provide proof of a proper active license, certification and registration may be grounds for termination of the contract award.

C. Upon notification, the awarded Vendor/Contractor shall provide copies of all applicable active and current licenses.

6.3. PRE-AWARD MEETING

Within fourteen (14) days after receipt of notice of intent of award of bid, Vendor/Contractor shall meet with the County's representative(s) to discuss job procedures and scheduling.

6.4. F.O.B. POINT

The free-on-board (F.O.B.) point shall be installed at the location(s) specified herein. At the sole discretion of the County, contract awards showing other than F.O.B. Destination will not be accepted and are subject to rejection. The awarded Contract shall include all costs of packaging, transporting, delivery and unloading to the designated point within the County.

6.5. DELIVERY

Time is of the essence for the PURCHASE ORDER. Delivery is due within, but not to exceed ninety (90) calendar days from the date of the purchase order. This time frame includes, but is not limited to, time for Vendor/Contractor's completion of inspection, and final quote. Failure to deliver within the time

stated shall be cause for cancellation of the contract with all applicable remedies available to the County under this agreement or State law. Bids submitted which fail to meet this requirement shall be cause for rejection.

Delivery beyond thirty (30) days from the due date, due to supply chain issues, shall be communicated to the Contract Manager for prior approval.

6.6. PERFORMANCE

A. Timely performance is of the essence in the award of this Invitation for Bids. Performance shall be no later than ninety (90) calendar days from receipt of the purchase order. Bids that fail to meet this requirement shall be rejected.

B. Failure of the awarded Vendor/Contractor to meet this performance requirement may result in default, immediate cancellation of the Major Repairs to Centrifuge #3 (Centrisys) order or contract, and all other applicable remedies available to the County under State law.

C. It is hereby understood and mutually agreed to by and between parties hereto that the time of performance is an essential condition of this contract. The Vendor/Contractor will notify the Chief Procurement Officer of the reason for any delay, in writing, within five (5) calendar days from the beginning of such delay.

6.7. AS SPECIFIED

All items delivered must meet the specifications herein. Items delivered not as specified will be returned at no expense to the County. The County may return, for full credit, any unused items received which fail to meet the County's performance standards. Replacement items meeting specifications must be submitted within a reasonable time after rejection of the non-conforming items.

6.8. CODES AND REGULATIONS

The awarded Vendor/Contractor must strictly comply with all Federal, State, and local building and safety codes.

6.9. INFORMATION AND DESCRIPTIVE LITERATURE

The awarded Vendor/Contractor must furnish all information requested and in the space provided on the Solicitation-Offer-Award Form, if any. Furthermore, the awarded Vendor/Contractor must submit descriptive literature and/or detailed specifications for all repaired/replaced parts and equipment.

6.10. EQUIPMENT/SERVICE

A. The scope of these specifications is to insure the delivery of a complete unit ready for operation. Omission of any essential detail from these specifications does not relieve the awarded Vendor/Contractor from furnishing a complete unit.

B. All repaired/replaced parts and equipment must be new or current manufacturer in production at the time of contract award and carry standard warranties. The awarded Vendor/Contractor must service all equipment prior to delivery.

C. The awarded Vendor/Contractor must indicate the nearest available location for replacement parts, how long parts will be available on the market, and the number of days to receive parts after receipt of order. The space for this information is included on the Solicitation-Offer-Award Form.

6.11. ASSEMBLY AND/OR PLACEMENT

All items must be completely assembled by the awarded Vendor/Contractor prior to delivery to the Hernando County Utilities Department. It will be the responsibility of the awarded Vendor/Contractor to supply the necessary labor and materials for the placement of all equipment as specified herein. Equipment is to be set-up, serviced, tested, and demonstrated at no charge to Hernando County.

6.12. WARRANTY

All warranties express and implied, shall be made available to the County for goods and services covered by this solicitation. Centrisys Warranty is attached as Exhibit "A". Should any defect in materials or workmanship, except ordinary wear and tear, appear during the above stated warranty period, the awarded Vendor/Contractor shall repair or replace same at no cost to the County, immediately upon written notice from the County's authorized representative. The awarded Vendor/Contractor shall be responsible for either repairing the equipment on site or transporting the equipment to their repair facility at no cost to the County, from date of delivery/acceptance by Hernando County. The special conditions of the solicitation may supersede the manufacturer's standard warranty.

A. If the County must return HHCU and MDCS equipment for repair or replacement under the warranty the Vendor/Contractor shall make every effort to secure a replacement loaner unit within forty-eight (48) hours of notification. The County shall return any loaner equipment within forty-eight (48) hours of warranty equipment return. Return freight for HHCU and MDCS equipment shall be the responsibility of the County. After repairs for replacement of HHCU and MDCS equipment the Vendor/Contractor shall pay the return freight to the County. In the event a loaner is not available, the parties will negotiate replacement equipment rental prices and terms and enter into a supplemental agreement. Reference herein to this Agreement shall include any supplemental agreement thereto.

B. If the County must return Software for replacement under the warranty the Vendor/Contractor shall make every effort to secure a software replacement within twenty-four (24) hours of notification. The County shall return any defective software media within forty-eight (48) hours of notice to Vendor/Contractor. Return freight for software media shall be the responsibility of the County. On replacement the Vendor/Contractor shall pay the return freight to the County.

C. All warranty provisions of the Uniform Commercial Code shall additionally apply.

6.13. PALLETIZE

Shipment(s) must be palletized. Pallets are available for exchange at the time of delivery, if requested prior to delivery by Vendor/Contractor.

6.14. DEBRIS

The awarded Vendor/Contractor shall be responsible for the prompt removal of all debris which is a result of this contractual service.

6.15. PROTECTION OF PROPERTY/SECURITY

A. The awarded Vendor/Contractor shall provide barricades if necessary and take all necessary precautions to protect buildings and personnel. All work shall be completed in every respect and accomplished in a professional manner and the awarded Vendor/Contractor shall provide for removal of all debris from County property.

B. The awarded Vendor/Contractor shall at all times, guard against damage or loss to property of Hernando County, or of other Vendor/Contractors, and shall be held responsible for replacing or repairing any such loss or damage. The County may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss of damage to property through negligence of the awarded Vendor/Contractor or their agent.

C. The awarded Vendor/Contractor will not hold Hernando County responsible and releases Hernando County from any liability costs and expenses in connection with, resulting from or arising out of damage, loss, or theft of any machinery, equipment, tools, supplies and/or materials owned by the awarded Vendor/Contractor and stored on County property.

6.16. PRICING

The County requires a firm fixed price for the entire contract period. Invoices will be reviewed to confirm compliance with preliminary pricing estimate. With the exception of shipping costs, failure to hold prices firm shall be grounds for immediate termination of the contract.

6.17. PRICE ADJUSTMENT

Written request for price adjustments may be, no less than thirty (30) days prior to the requested effective date. Any increased price adjustment(s) must be accompanied by written justification attesting that the request is a bonafide cost increase to the Vendor/Contractor. The base period for any requested adjustment shall be the beginning of the latest period during which an adjustment may have been made. All requests for price adjustment(s) shall be supported by Consumer Price Index and/or Producer Price Index documentation supporting the requested increase. All price adjustments must be accepted by the Chief Procurement Officer and shall be accomplished by written Amendment to this contract.

6.18. CHANGES - SERVICE CONTRACTS

A. The County may at any time by issuance of an executed change order make changes within the general scope of the contract in any of the following areas:

1. Description of services to be performed.

2. Time of performance (i.e., hours of the day, days of the week, etc.).

3. Place of performance of the services.

B. If additional work or other changes are required in the areas described above, a price estimate will be required from the awarded Vendor/Contractor. Upon negotiation of the price estimate, execution and receipt of the change order, the awarded Vendor/Contractor shall commence performance of the work as specified.

C. The awarded Vendor/Contractor shall not commence the performance of additional work or other changes not covered by this contract without an executed change order issued by the County's Procurement Department. If the awarded Vendor/Contractor performs additional work beyond the specific requirements of this contract without an executed change order, it shall be at their own risk. The County assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

6.19. REQUIREMENTS CONTRACT

This is a requirements contract and the County shall order from the awarded Vendor/Contractor all of the supplies and/or services specified in the contract's price schedule that are required to be purchased by the County, except as otherwise provided herein. If the County urgently requires delivery of goods or services before the earliest date that delivery may be required under this contract, and if the awarded Vendor/Contractor will not accept an order providing for accelerated delivery, the County may acquire the goods or services from another source. Except as this contract may otherwise provide, if the County's requirements do not result in orders in the quantities described as "estimated" in the contract's price schedule, that fact shall not constitute the basis for an equitable adjustment.

6.20. ESTIMATED QUANTITIES

Hernando County reserves the right to increase or decrease estimated quantities as required. Estimated quantities are shown on the Solicitation-Offer-Award Form attached to these bid documents. It is understood by the awarded Vendor/Contractor that these are only estimated quantities, and the County is not obligated to purchase any minimum or maximum amount during the life of this contract. The contract resulting from this solicitation shall be non-exclusive and the County may procure the goods or services covered by the contract from other sources at its discretion.

6.21. SITE DAMAGE

The awarded Vendor/Contractor shall be held responsible for damage to any site feature including, but not limited to the following: irrigation equipment, trees, shrubs, signs, vehicles, etc. caused by the awarded Vendor/Contractor. It shall be the awarded Vendor's/Contractor's responsibility to clean-up and/or rectify, to the County's satisfaction, any damage to County property caused by any individual(s) connected with the awarded Vendor/Contractor. The awarded Vendor/Contractor shall be notified of the specific nature of the damage and cost of repair. The County shall, at its option, invoice the awarded Vendor/Contractor for payment or reduce the next regular payment to the awarded Vendor/Contractor, for the cost of repairs, materials, and labor.

6.22. MATERIAL SAFETY DATA SHEETS

In accordance with Florida Emergency Planning and Community Right-to-Know Act, Chapter 252, Part II, Florida Statutes, it is the awarded Vendor's/Contractor's duty to advise Hernando County if a product is a listed toxic substance and to provide a Material Safety Data Sheet (MSDS) at the time of delivery. The awarded Vendor/Contractor must comply with this procedure along with the Federal Emergency Planning and Community Right-to-Know Act (42 U.S.C. Chapter 116), the Federal Hazard Communications Standards (29 CFR Section 1910.1200), and all other applicable laws.

7. SCOPE OF WORK

SCOPE AND SPECIFICATIONS

7.1. CONFLICTING TERMS

In the event of a conflict between the terms of the contract (including any and all attachments thereto, excluding this Scope of Work, and any amendments thereof) and any of the terms of this Scope of Work, the terms of the Contract (including any and all attachments thereto, excluding this Scope of Work, and any amendments thereof) shall control.

7.2. SCOPE OF WORK

The Vendor/Contractor will supply all materials, labor, and equipment in order to accomplish Major Repairs to Centrifuge Machine # 3 - Single/Sole Source Purchase, as described in the attached Preliminary Repair Estimate of CS21-4HC Rotating Assembly, 2071D/F Rotodiff & Skid, Opp 13656 dated November 4, 2024, as prepared by George Kueppers of Centrisys CNP.

7.3. LOCATION OF THE WORK/DELIVERY

The work to be performed and delivered under this contract will be performed at the Vendor's/Contractor's location at Centrifuge-Systems, LLC dba Centrisys, 9586 58th Place, Kenosha, WI 53144-7805 and delivered upon substantial completion to the Hernando County Utilities Department, Water & Wastewater Maintenance Division, located at 1400 Downwind Way, Brooksville, FL 34601, Hernando County, Florida.

7.4. FORCE MAJEURE

Neither Party will be held responsible for failure to perform the duties and responsibilities imposed by the contract due to government actions, epidemics, strikes, and any act of God beyond the Parties' control, that materially affect their ability to perform contractual obligations and the Professional is without fault or negligence and it is beyond their control. The Professional will notify the County within five (5) calendar days after the event by giving written notice to the County stating the nature of the event, anticipated duration, and any action being taken to avoid or minimize the effect. The Professional shall use commercially reasonable efforts to remedy its inability to perform. If the Force Majeure event continues for a period of more than thirty (30) days from the date of Notice of the Force Majeure event, the County will be entitled to 1) extend time for performance or 2) terminate the contract and compensate Professional for work satisfactorily completed prior to the delay.

8. PRICING PROPOSAL

The Vendor/Contractor shall provide all labor and other resources necessary to provide the supplies, equipment and/or services in strict accordance with the specifications defined in this solicitation for the amounts specified in Exhibit C, inclusive of overhead, profit, and any other costs.

There are no guarantees that the County will utilize any per year estimates and may exceed any estimates identified.

9. CONFLICT BETWEEN DOCUMENTS

9.1. Conflict Between Documents

In the event that there is a conflict between this Invitation to Bid (ITB) and any attachment or supplemental agreement incorporated herein, the terms of the ITB shall control and such document shall be deemed to be amended to the extent required to eliminate any such conflict or inconsistency.

County of Hernando
Procurement Department
Carla Rossiter-Smith, Chief Procurement Officer
15470 Flight Path Drive, Brooksville, FL 34604

CENTRIFUGE SYSTEMS LLC RESPONSE DOCUMENT REPORT

ITB No. 25-TS0204/JC

Major Repairs to Centrifuge #3 (Centrisys)

RESPONSE DEADLINE: February 12, 2025 at 10:00 am

Report Generated: Thursday, February 13, 2025

Centrifuge Systems LLC Response

CONTACT INFORMATION

Company:
Centrifuge Systems LLC

Email:
service@centrisys.us

Contact:
Frank Barnes

Address:
9586 58TH PLACE
KENOSHA, WI 53144

Phone:
N/A

Website:
WWW.CENTRISYS-CNP.COM

Submission Date:
Feb 4, 2025 4:28 PM (Eastern Time)

ADDENDA CONFIRMATION

No addenda issued

QUESTIONNAIRE

1. Company Information

VENDOR REGISTRATION*
Please download the below documents, complete, and upload.

- Vendor-Registration-Form.pdf

Vendor_Registration.pdf

W9 FORM*
Please upload your company's W9 information.

2025_W-9Form_Centrifuge-Systems.pdf

UPLOAD FLORIDA PERMIT
Bidders who are non-resident corporations shall furnish to the Owner a duly certified copy of their permit to transact business in the State of Florida along with the bid. Failure to submit this evidence or qualification to do business in the State of Florida may be basis for rejection of the bid.

Florida_Centrifuge-Systems_LLC_authorization_FY2023.pdf

2. Authorizations

AUTHORIZED REPRESENTATIVE*
Are you fully authorized to bind this company, or corporation.

Yes

AUTHORIZED SIGNATORY/NEGOTIATOR*
Please provide the information to support the statement below:

The Firm/Contractor represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the Firm/Contractor will be duly bound:

- Name(s)
- Title(s)
- Email(s)
- Phone(s)
- Business Address(es)

George Kueppers

VP

notify@centrisys.us

(262) 654-6006

9586 58th Place

Kenosha, WI 53144

CORPORATE AFFIDAVIT*
Please download the below documents, complete, and upload.

- Corporate_Affidavit.pdf

Corporate_Affidavit.pdf

3. Confirmations

PRICING OFFERED*
THE UNDERSIGNED, BEING DULY AUTHORIZED TO SUBMIT THIS BID ON BEHALF OF THE BIDDER, AGREES THAT THIS OFFER IF ACCEPTED WITHIN NINETY (90) DAYS FROM THE BID OPENING DATE, TO FURNISH TO HERNANDO COUNTY ANY AND ALL ITEMS FOR WHICH PRICES ARE OFFERED IN THIS BID SOLICITATION AT THE PRICE(S) SO OFFERED, DELIVERED AT DESIGNATED POINT(S), WITHIN THE TIME PERIOD SPECIFIED, AND AT THE TERMS AND CONDITIONS SO STIPULATED IN THE SOLICITATION FOR BIDS.

Confirmed

ACKNOWLEDGEMENT*
Agree at the time of submitting its bid that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of its bid for performance of the work at the price(s) bid and within the times and in accordance with the other terms and conditions of the bid documents.

Confirmed

SUBMISSION CONFIRMATION*
The undersigned, hereinafter called “Bidder”, having visited the site of the proposed project and familiarized himself with the local conditions, nature and extent of the work, and having examined carefully the agreement form, General Conditions, Special Conditions, Supplementary Conditions for Federal/State Requirements, plans and specifications and other contract documents, with the bond requirements herein, proposed to furnish all labor, materials, equipment and other necessary items, facilities and services for the proper execution and completion of the subject project in full accordance with the drawings and specifications prepared in accordance with your Advertisement of Bids, instruction to bidders, agreement and all other documents related thereto on file in the office of the Hernando County Procurement Department and if awarded the Contract, to complete said work within the time limits specified for their bid price.

Confirmed

DRUG FREE WORKPLACE CERTIFICATION*
I have read and attest to, in accordance with Florida Statute 287.087, hereby certify that,

Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.

Gives each employee engaged in providing commodities or contractual services that are under proposal a copy of the statement specified above.

Notifies the employees that as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, pleas of guilty or nolo contendere to, any violation of Chapter 893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.

Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.

Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace Program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

Please Confirm that you have read and attest to Download Drug Free Workplace Certificate

Confirmed

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES*
Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of $1,000,000.00 or more, that are on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473 F.S., or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 F.S. or companies that are engaged in a boycott of Israel or companies engaged in business operations in Cuba or Syria.

As the person authorized to bind on behalf of respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List and does not have business operations in Cuba or Syria. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to

section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

I have read and attest that I confirm the above is acknowledged.

Confirmed

AWARD*
Every Bidder must take notice of the fact that even though his proposal be accepted and the documents signed by the Bidder to whom an award is made and by those officials authorized to do so on behalf of Hernando County, Florida, that no such award or signing shall be considered a binding contract without a certificate from the Finance Director that funds are available to cover the cost of the work to be done, or without the approval of the County Attorney as to the form and legality of the Contract and all the pertinent documents relating thereto having been approved by said County Attorney; and such Bidder is hereby charged with this notice.

The signer of the proposal, as Bidder, also declares that the only person, persons, company or parties interested in this proposal, are named in the proposal, that he has carefully examined the Advertisement of Bid, Solicitation Instructions, Contract Specifications, Plans, Supplementary Conditions for Federal/State Requirements, General Conditions, Special Conditions, Special Provisions and contract bond, that he or his representative has made such investigation as is necessary to determine the character and extent of the work and he proposes and agrees that if the proposal be accepted, he will contract with Hernando County, Florida in the form of contract hereto annexed, to provide the necessary labor, materials, machinery, equipment, tools or apparatus, do all the work required to complete the Contract within the time mentioned in the Contract Documents according to the requirements of Hernando County, Florida, as herein and hereinafter set forth, and furnish the required surety bonds for the following prices to wit:

Confirmed

E-VERIFY CERTIFICATION*
Vendor/Contractor acknowledges and agrees to the following:

Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

All persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and

All persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the Contract with the department.

Confirmed

AFFIDAVIT OF NON COLLUSION AND OF NON-INTEREST OF HERNANDO COUNTY EMPLOYEES*
Affidavit of Non Collusion and of Non-Interest of Hernando County Employees

Certification that Vendor/Contractor affirms that the bid/proposal presented to the Owner is made freely, and without any secret agreement to commit a fraudulent, deceitful, unlawful or wrongful act of collusion.

I have read and attest that I am the Vendor/Contractor in the above bid/proposal, that the only person or persons interested in said proposal are named therein; that no officer, employee or agent of the Hernando County Board of County Commissioners (BOCC) or of any other Vendor/Contractor is interested in said bid/proposal; and that affiant makes the above bid/proposal with no past or present collusion with any other person, firm or corporation.

Please confirm that you have read and attest to Affidavit of Non Collusion and of Non-Interest of Hernando County Employees

Confirmed

FOREIGN COUNTRIES OF CONCERN 287.138*
287.138 F.S., prohibits agencies from contracting with companies which grant the Vendor/Contractor access to personal identifiable information if: a) the Contractor is owned by the government of a Foreign Country of Concern (as defined by the statute): (b) the government of a Foreign Country of Concern has a controlling interest in the entity; or (c) the Contractor is organized under the law of or has its principal place of business in a Foreign Country of Concern.

As the person authorized to bind on behalf of respondent, I hereby certify that the company identified above in the section entitled “Respondent Vendor Name” is not owned, controlled or organized under the law of a Foreign Country of Concern as identified in Section 2887.138, Florida statutes. I understand that the submission of a false certification may subject company to civil penalties, attorney’s fees, and/or costs.

I have read and attest that I confirm the above is acknowledged.

Confirmed

SWORN STATEMENT 287.133 (3) (A)*

I have read and attest that I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I have read and attest that I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any Federal or State trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

I have read and attest that I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), Florida Statutes, means:

A. A predecessor or successor of a person convicted of a public entity crime; or

B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one (1) person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one (1) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

I have read and attest that I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which proposals or applies to proposal on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

I have read and attest that based on information and belief, the statement which I have confirmed below is true in relation to the entity submitting this sworn statement:

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31, OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT.

1. Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
2. The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
3. The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it

was not in the public interest to place the entity submitting this sworn statement on the convicted Vendor/Contractor list.
1. Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

IF YOU CHOSE OPTION 3, TO THE QUESTION ABOVE, 3.10 SWORN STATEMENT 287.133(3) A, ATTACH A COPY OF THE FINAL ORDER.
No response submitted

4. Proposal/Qualifications

REFERENCES*
Proposer must provide a minimum of three (3) references using the format options shown below. A combination of the format options may be used as long as three complete references are provided.

References must be individuals that can be readily contacted and have first-hand knowledge of the Proposer's performance on the specific project performed by the Proposer. Each reference project must meet the following criteria:

Project at Substantial Completion or completed within the last seven (7) years.

Similar in size, dollar value and scope as this project.

Option 1: Please provide the below information for 3 required References:

- Business/Owner Name
- Reference Contact Person
- Reference Address
- Reference Phone No.
- Reference Email Address
- Project Name
- Project Location
- Contract Project Manager
- Site Superintendent
- Contract Amount
- Date Project Commenced
- Date of Substantial Completion

- Date of Final Completion
- Description of Work Performed

Option 2: Please download the attached Reference Form and upload completed references.

Note: Experience shall be related to successfully completed projects within the last seven (7) years (i.e., the project must have been Substantially Complete within seven (7) years of the due date of this solicitation. Only projects that are complete or substantially complete as of the solicitation due date will be considered).

By submitting this information, I certify that the qualifications questionnaire information is true and correct to the best of my knowledge

- Reference_Check_for_Solicit...

References.pdf

LICENSES
The Bidder must be a registered to do business in the State of Florida. **All Bidder's and/or subcontractors performing work requiring a specialty license must be licensed in the State of Florida.** This includes but is not limited to electrical and mechanical trades, as well as any other earthwork Contractor on the Bidder's team. Provide evidence of the required licenses as listed in this Solicitation for Bidder and all subcontractors identified herein.

- Classification
- Issuing Government License
- Issue Date:
- License Number:

Florida_Certificate_of_Registration.pdf

EQUIPMENT AND FACILITIES LIST*
Please download the below documents, complete, and upload.

Bidders shall submit with the bid a listing of all equipment and facilities which Bidders will use in the performance of this contract.

Equipment shall include, as applicable, diagnostic tools, hydraulic lifts, floor jacks, tire equipment, brake equipment, battery equipment, cooling system tools, etc. The Vendor/Contractor is also required to indicate which equipment is company-owned.

All Facilities listed should include physical location and description of the facilities capabilities.

Failure to submit said equipment list may render Bidder's response non-responsive.

- Equipment_List_Form.docx

Equipment_List_Form.pdf

HERNANDO COUNTY EMPLOYMENT DISCLOSURE*
Please download the below documents, complete, and upload.

- HC_Employment_Disclosure_Ce...

Employment_Disclosure.pdf

SOLICITATION-OFFER-AWARD*
Please download the below document, complete Offer section, and upload.

- Solicitation-Offer-Award_25...

Soliciation-Offer-Award.pdf

ANTI HUMAN TRAFFICKING AFFIDAVIT*
Please download the below documents, complete, and upload.

- Anti_Human-Trafficking-Affi...

Anti-Human_Trafficking_Affidavit.pdf

EQUIPMENT & FACILITIES LISTING

Bidders shall indicate below a complete listing of all equipment said Bidders will use in the performance of this Contract, including rolling stock, loaders, tractors, mowers, and any other specialized equipment. INDICATE WHETHER SUCH EQUIPMENT IS OWNED BY THE COMPANY. Failure to complete and return this section may render Bidder's proposal non-responsive. The County reserves the right to perform a site visit at the Vendor/Contractor's location for purpose of verification of equipment listed and visual observation of equipment condition.

EQUIPMENT DESCRIPTION	COMPANY-OWNED?
HM7U/CAB 690	YES X NO
HM7U/Cab 920	YES X NO
	YES NO
	YES NO
	YES NO
	YES NO
	YES NO
	YES NO
	YES NO
	YES NO
	YES NO
	YES NO
	YES NO
	YES NO
	YES NO
	YES NO

FACILITIES LOCATION ADDRESSES & DESCRIPTION

9586 58th Place, Kenosha, WI 53144 – Global Headquarters, Repairs, New Manufacturing

11927 Farm to Market Road 529, Houston, TX 77041 USA - Repairs

825 Performance Drive, Stockton, CA 95206 USA

Centrifuge-Systems LLC DBA Centrisys	**George Kueppers-VP**
BIDDER'S COMPANY NAME	CONTACT PERSON (Name) (Title)
9586 58th Place	
MAILING ADDRESS	(262) 654-6006 (262) 764-8705 TELEPHONE NO. – FAX NO.
Kenosha, WI 53144	notify@centrisys.us
CITY, STATE AND ZIP CODE	EMAIL ADDRESS

This document must be completed and returned with your submittal.

Anti-Human Trafficking Affidavit

In compliance with Fla. Stat. § 787.06(13), this affidavit must be completed by an officer or representative of a nongovernmental entity that is executing, renewing, or extending a contract with Hernando County or any of its subordinate units (the "Governmental Entity").

1. My name is Gerorge Kueppers and I am over eighteen years of age. The following information is given from my own personal knowledge.

2. I am an officer or representative with Centrifuge Systems LLC - DBA Centrisys, a non-governmental entity (the "Nongovernmental Entity"). I am authorized to provide this affidavit on behalf of Nongovernmental Entity.

3. Neither Nongovernmental Entity, nor any of its subsidiaries or affiliates, uses *coercion* for *labor* or *services*, as such italicized terms are defined in Fla. Stat. § 787.06, as it may be amended from time to time.

4. If, at any time in the future, Nongovernmental Entity does use coercion for labor or services, Nongovernmental Entity will immediately notify Governmental Entity and no contracts may be executed, renewed, or extended between the parties.

5. This declaration is made pursuant to Fla, Stat. § 92.525. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I Gerorge Kueppers, declare that I have read the foregoing Anti-Human Trafficking Affidavit and that the facts stated in it are true.

FURTHER AFFIANT SAYETH NAUGHT.

Centrifuge Systems LLC - DBA Centrisys
Name of Nongovernmental Entity

Gerorge Kueppers
Printed Name of Affiant

VP
Title of Affiant

Signature of Affiant

2/4/2025
Date

ONE YEAR WARRANTY

In fulfilling our commitment to you, the Original Consumer, Centrifuge-Systems, LLC. provides the following as our Guarantee of Warranty for the Guaranteed Equipment and/or Guaranteed Services purchased or used by the Original Consumer Companies or others using the Guaranteed Equipment or Guaranteed Services noted below who purchase directly through another dealer, agent, contractor or other non-user third party, would be considered the Original Consumer under the terms of this Guarantee of Warranty. The Original Consumer must be identified at the time of the order to be eligible for this Guarantee of Warranty.

New and/or Reconditioned equipment purchased from Centrifuge-Systems, LLC. by the Original Consumer (the "Guaranteed Equipment") is guaranteed to operate correctly from a mechanical aspect and to be free from any defects in parts, materials or workmanship for a period of one (1) year after start-up or 18 months from the date of shipment, whichever comes first. Should the specified sludge not be available during on-site testing, the equipment warranty will begin when the owner received beneficial use of the equipment. This Guarantee is dependent on an authorized Centrifuge-Systems, LLC. Service Technician or Engineer inspecting the installation in the Original Consumer's plant and being present at the first start-up of the Guaranteed Equipment.

Following original warranty period, repairs performed on customers equipment at the Centrifuge-Systems, LLC. shop or Centrifuge-Systems, LLC.'s sub-contractor's facility (such as a motor repair shop) (the "Guaranteed Services"), will be guaranteed for a period of one hundred eighty (180) days after shipment. In addition, any outside service work Centrifuge-Systems, LLC. performs on customer equipment, at customer facility or local shop, will be guaranteed for a period of thirty (30) days after the date of service.

In all cases, Centrifuge-Systems, LLC. will warrant the parts replaced and/or components repaired within the original warranty period for the non-expired portion of the original warranty.

WARRANTY EXCLUSIONS AND LIMITATIONS OF REMEDIES

Centrifuge-Systems, LLC. reserves the right not to respond to warranty claims until purchase and installation contract has been paid in full, without any offsets or withholding. This warranty will becomes null and void should any outstanding invoices, payable to Centrifuge-Systems, LLC. or its agents, remain unpaid for thirty days, or when Centrifuge-Systems, LLC. or its agents is denied access to equipment to perform inspection or services.

Centrifuge-Systems, LLC. is not responsible for and cannot offer a Guarantee of Warranty for damages to the equipment resulting from the following:

A. Acts of God, fire, flood, theft, vandalism, accidents, labor difficulties, and/or civil encounters and the like; or

B. Use for which equipment was not intended, abuse, misuse, improper lubrication, improper operation, improper assembly, improper handling or extend storage by Original Consumer or other party; or

C. Corrosion, erosion, and ordinary wear and tear.

EXCEPT AS SPECIFICALLY MADE HEREIN, CENTRIFUGE-SYSTEMS, LLC. AND ITS SUBCONTRACTORS AND SUPPLIERS MAKE NO WARRANTIES, EXPRESS OR IMPLIED, AND SPECIFICALLY DISCLAIM ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

Any form of parts or accessories, equipment or modifications made to equipment or services which would otherwise be Guaranteed Equipment or Guaranteed Services, supplied or installed by other dealers, repair shops, manufacturers, the owner, or any other third party, without the written prior consent and approval of Centrifuge-Systems, LLC. shall cause such equipment or services to be void from the Guarantee of Warranty. Parts and accessories provided by other parties or vendors to the owner for Centrifuge-Systems, LLC. supplied equipment are covered by such vendors' warranty or guarantees only. Damage to Guaranteed Equipment resulting from use of unauthorized parts or actions described in this paragraph will not be covered by this Guarantee of Warranty.

Centrifuge-Systems, LLC. shall not be responsible for any direct or indirect damages that are incurred during shipment by carriers other than Centrifuge-Systems, LLC. Equipment purchased from Centrifuge-Systems, LLC. which is not Guaranteed Equipment is purchased AS IS and without any express or implied guarantee, unless otherwise noted by Centrifuge-Systems, LLC. at the time of sale. Furthermore, Centrifuge-Systems, LLC. does not offer or extend any process guaranty unless otherwise noted in writing.

Centrifuge-Systems, LLC.'s sole liability for any claim of any kind shall be as set forth in this Guarantee of Warranty, and shall not exceed the purchase price of the Guaranteed Equipment or charge for the Guaranteed Services, or portion thereof, alleged to be defective, and any claims for punitive, special, incidental or consequential damages are hereby excluded, whether any such claim shall be for breach of contract, breach of warranty, strict liability, negligence, or otherwise. All shipping, installation and removal cost are the responsibility of the Original Consumer.

Centrifuge-Systems, LLC. shall not be responsible for material, repairs, parts, modifications or labor costs for work on any Guaranteed Equipment unless the Original Consumer shall have first contacted Centrifuge-Systems, LLC. and received written authorization by a Centrifuge-Systems, LLC. agent. Unauthorized work, parts or actions per this paragraph shall make this Guarantee of Warranty void and without effect.

If any term or provision hereof, or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Guarantee of Warranty or application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby. Each term, covenant, condition and provision hereof shall be valid and be enforced to the fullest extent permitted by law. The laws of the State of Wisconsin shall govern the construction and interpretation of this Guarantee of Warranty and any and all disputes hereunder shall be litigated in courts located in the State of Wisconsin.

Warranty covers material and workmanship only. Warranty is based on date of commission or shipping as indicated on the product documentation and warranty agreement. Centrifuge-Systems, LLC. reserves the right to repair or replace any product that is deemed to be in warranty, as well as to reject warranty rights for products that are found to be improperly maintained and or damaged due to End User actions and or the lack thereof. All warranty claims are subject to verification by inspection at an authorized service center or the factory. If found to have no merit, all cost associated with repair will be billed to End User. Centrifuge-Systems, LLC. reserves the right to request assurance of payment from End User in the form of Purchase Order or cash deposit for the estimated value of repairs, fully returnable when warranty is verified and approved by Centrifuge-Systems, LLC. or OEM.

Please contact Centrifuge-Systems, LLC. for help about warranty issues.

CENTRISYS EQUIPMENT LEASE

Actual equipment will vary depending on customer's needs and availability

THIS EQUIPMENT LEASE or PILOT TESTING AGREEMENT is made by and between:

Centrifuge-Systems, LLC
9586 58th Place
Kenosha, WI 53144
(hereinafter referred to as "Centrisys")
and
Hernando County

Board of County Commi

Brooksville, FL 34604
(hereinafter referred to as "Customer")

SECTION 1 SCOPE OF SUPPLY

Equipment	Manufacturer	Model	Phase	Mount	Reference #
CS-35	Centrisys	21-4HC	2PHASE	SKID	11826

Replacement Value for insurance purposes $450,000

Equipment Includes

Feed Pump	☑ Yes	☐ No
Conveyor	☑ Yes	☐ No
Grinder	☐ Yes	☑ No
Power Cable	☐ Yes	☑ No
Polymer	☐ Yes	☑ No
Polymer System	☑ Yes	☐ No
Power Cable	☐ Yes	☑ No
Hoses and Fittings	☐ Yes	☑ No
*Trailer	☐ Yes	☑ No

Additional charges apply if centrifuge skid is to remain on trailer during rental period

Regular Trailer $1200/month ☐ Double Drop $2,500/month ☐

MODIFICATIONS

SECTION 2 SCOPE OF SERVICES - RENTAL

Commissioning: Set up assistance and process startup. ☑ Yes ☐ No

Approximately 3 days.

Decommissioning: Tear down, pack up and prepare for return shipping. ☑ Yes ☐ No

Approximately 2 days..

SCOPE OF SERVICES - PILOT TESTING

Commissioning: Set up assistance and process startup.
Approximately 1 day.
Decommissioning: Tear down, pack up and prepare for return shipping.
Approximately 1 day.
Analysis of samples.
Completion and submission of pilot test report

OTHER SERVICES

SECTION 3 TERMS AND PROVISIONS

1 Lease

Centrisys hereby leases to Customer, and Customer hereby leases from Centrisys the Equipment, as described above. The purpose of this Lease Agreement is to allow the Customer to operate and/or evaluate the performance and efficiency of the Equipment. "Exhibit A" is attached hereto and made a part of this Agreement.

2 Insurance

Customer shall procure and continuously maintain and pay for commercail general liability risk insurance during the contract term covering this Equipment against loss, theft or damage from associated with Customer's use, possesion of the Equipment and during transportation, naming Centrisys as loss payee, for not less than the replacement cost of the Equipment as set forth in Section 1, Scope of Supply, without consideration for depreciation. Further, Customer shall provide Certificates evidencing this insurance to Centrisys, prior to shipment of equipment.

3 Lease Term/Minimum Rental Period

The Lease term shall commence as of the day and time that the Equipment leaves the shipping dock of Centrisys and shall continue therafter until the Equipment is returned back to the shipping dock of Centrisys. The minimum rental period under this Lease is 30 days even if the equipment is returned back earlier. After the initial 30 days, rent will be charged on a 15 day (1/2 month) period until the Equipment is received back at Centrisys' shipping dock. (This minimum rental period does not apply for pilot tests.)

4 Rent and Security Deposit

Prior to shipment of the Centrisys rental equipment, both the security deposit and the first month's rent must be paid in full to Centrisys as specified in "Exhibit A," Both of these expense items will be invoiced to customer upon the execution of this agreement. Subsequent invoices shall be issued one month after the equipment is delivered to site and on a monthly basis thereafter, at the beginning of the rental month. Excluding the security deposit and first month's rent, all payments due "Net 30."

5 Transportation Charges

All freight charges from Centrisys' shipping dock to the Customer Site; and return from Customer Site to Centrisys' shipping dock shall be paid by the Customer, unless otherwise noted in Exhibit A.

6 Cancellation Fee

In the event the Customer terminates this agreement or refuses delivery after the unit has shipped, a cancellation fee of $1,000 will be charged to the Customer, plus any incurred shipping costs

7 Taxes

Customer shall be responsible and pay for all applicable federal, state and local use, sales, property (ad valorem), excise and similar taxes or government charges relating to the Equipment or otherwise attributable to this Equipment Lease.

8 Technical Service

The services of our technician will be billed separately as outlined in "Exhibit A".
If technical services are declined, customer takes responsibility for proper commissioning and decommissioning.

9 Installation of the Equipment

Customer shall furnish, at its own expense, all provisions, material, labor and conditions required for the temporary installation of the Equipment, including suitable building enclosures, foundations and appurtenances necessary to provide a complete operating facility, if applicable.

10 Reconditioning Charges

All repairs necessary, beyond normal wear, will be at the current standard shop rate plus parts. The reconditioning charge only applies if the equipment is damaged due to abuse, negligence or other circumstances on the Customer's part and out of Centrisys' control.

11 Location of Equipment

Throughout the term of this Agreement, the Equipment shall be kept by the Customer at the Location specified in "Exhibit A" and shall not be moved without the prior written consent of Centrisys.

12 Payment of Invoices

Centrisys shall submit an invoice to the customer covering any reconditioning payment and/or services provided in connection with this Agreement. Such invoices shall become immediately due and payable upon receipt by the Customer.

13 Ancillary Equipment and Installation

Unless otherwise stated in "Section 1 Scope of Supply," the Customer shall be responsible for furnishing all required ancillary equipment including, but not limited to, pumps, wiring, interconnecting piping, cake conveying equipment, etc., required for operation of the Equipment. Centrisys shall not be responsible for furnishing any equipment or service except as specifically noted in this Agreement. The Customer shall be responsible for the integration of various components into the complete system and installation of same. The Customer further agrees to provide routine maintenance of the Equipment while in the Customer's possession and must operate and maintain the same in accordance with Centrisys' instructions.

14 Maintenance/Use

Customer shall maintain, service and keep in good repair the Equipment at its own expense, except for normal wear and tear or depreciation. Customer shall use the Equipment for its intended purpose in the regular course of business and operate the same with a competent and qualified operator within normal operating capacities and in compliance with all conditions and requirements of any insurance policies. If Equipment is operated without Centrisys personnel, customer shall be responsible for maintaining equipment to Centrisys guidelines.

15 Supplies/Utilities

Customer shall pay all charges for conditioning chemicals, water, steam, electricity, light, heat, power, telephone or other utility services furnished to or used on, or in connection with, the Equipment (including any charges for installation of such services) during the term of this contract. Centrisys may supply polymer or other chemicals for testing.

16 Ownership

Title to the described Equipment and all additions and accessories originating from Centrisys remain unqualified in Centrisys Corporation's name.

17 Modifications

Customer shall not make any modifications, alterations, or improvements to the Equipment without the prior written consent of Centrisys.

18 Safety Devices

Centrisys shall furnish safety devices normally associated with the Equipment. Any additional safety devices which may be required due to local government regulations, etc., shall be furnished and installed by the Customer.

19 Accommodation by Customer

Customer agrees to provide reasonable access to Customer's site for customary mobile transport vehicles for delivery of the Equipment. Customer is responsible for offloading of Equipment immediately upon delivery, except where a Centrisys supplied trailer is included as specified under Section 1, Scope of Supply. Customer's failure to accommodate delivery of the Equipment could result in additional shipping charges.

20 Confidentiality

The Customer agrees not to divulge to third parties any pertinent details with respect to the test or the design of Equipment supplied under this agreement nor to provide third parties with actual access to the Equipment without the express written consent of Centrisys.

21 Cleaning/Packing/Return Shipment

Upon completion of the program and prior to return shipment, the Customer shall thoroughly clean the Equipment to the extent possible and prepare it for transport, unless it is agreed that a Centrisys technician is conducting the entire test, or a Centrisys technician has been requested for decommissioning.

22 Access to Equipment

Centrisys shall at all times have free access to the Equipment, as well as all records of Customer with respect to the Equipment, for the purpose of maintenance, inspection and observation or, to make alterations, repairs, improvements, or additions, or to determine the nature or extent of use of the Equipment.

23 Default

Customer's failure to pay rent and other amounts owing hereunder, within 5 days after their due date, or if Customer fails to observe or perform any other obligation of this Agreement, shall entitle Centrisys to any of the following remedies: (i) declare the entire amount of rent immediately due and payable without notice or demand; (ii) sue for recovery of rents and other payments; (iii) take possession of the Equipment, without notice or demand; (iv) terminate this Agreement; or (v) pursue any other remedy at law or in equity.

24 Entire Agreement, Governing Law, Binding Effect

This Agreement constitutes the complete understanding and agreement between Centrisys and the Customer and shall be construed and enforced in accordance with the laws of the State of Florida and the venue to Hernando County, FL. Further, this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

25 **Indemnity**

To the fullest extent permitted by Florida Law, the Customer expressly agrees to indemnify, defend and hold Centrisys harmless from and against all claims (including claims by third parties) for loss, damage, injury and expense, including reasonable attorney fees and costs, arising out of, connected with, or resulting from Customer's direct or indirect use, selection, delivery, possession, operation and return of the Equipment supplied hereunder for the contract term, including incidental or consequential damages or from any other cause whatsoever. However,nothing contained herein shall constitute a waiver of County's sovereign immunity or of the limitations set forth in Section 768.28, Florida Statutes.

26 **Acceptance of Equipment/No Warranties**

Customer has determined that the Equipment is suitable for the use intended, and Customer has inspected the Equipment and accepts the same in an "as is" condition as delivered. Centrisys has not made and makes no representations or warranties, whether expressed or implied as to the condition of the equipment, including its merchantability, design, quality, workmanship, or fitness for any particular purpose.

27 **Additional Customer Responsibilities**

Customer acknowledges receipt of Skid Information Document detailing equipment size, weight, power, and water requirements. Proper offloading equipment is available on site and that equipment will be situated on level ground suitable to the size of the equipment.

Distance to the feed connection point, drain and electricity supply verified. Electrical hookup, hoses and connections verified and obtained

Consumables (grease and oil) necessary for extended operation of equipment, are to be furnished by the Customer at its cost.

EXHIBIT A
LEASE PAYMENT SCHEDULE
CONTRACT AND SIGNATURE

Weekly Testing Rate:		***$***	
Monthly Rental Rate:	***Due with signed agreement***	***$***	30,000.00
Security Deposit:	***Due with signed agreement***	***$***	15,000.00
Site Service Rate:	***Estimated Site Service Requirement per Section 2***		
Includes commissioning and decommissioning at $1700/day		***$***	8,500.00
Contract Term:			***Months***
Minimum rental of 30 days (not prorated)			
Contract Start Date:			_____
Upon equipment leaving Centrisys facility until equipment has returned to Centrisys.			
Freight To and From Site (Estimated):		***$***	10,000
Availability: _____	***days after receipt of signed contract, security deposit and first month's rent***		
Payment Terms:	***Due upon receipt***		
F.O.B.:	***Centrisys Facility***		

Additional Comments:

Centrisys is able to offer a six week credit on rental costs due to previous rental unit being unavailable for a similar period of time.

Site Information

Name: Hernando County Utilities
Street Address: Hernando Airport Plant - 1400 Downwind Way
City, State Zip: Brooksville, FL 34604
Contact Name/Phone: Bruce Batten / 352-754-4490

We hereby accept, agree and comply with the terms and conditions set forth above.

Customer Signature ***Date***

Centrisys Signature ***Date***

Attachment C

Hernando County Utilities
Attn: Bruce Batten
15400 Wiscon Road
Brooksville, FL 34601

PRELIMINARY REPAIR ESTIMATE OF CS21-4HC ROTATING ASSEMBLY, 2071D/F ROTODIFF & SKID

Opp 13656

CENTRIFUGE REPAIR PRICING – MAJOR

1. Dismantle, clean and inspect
2. Provide report with digital pictures
3. Replace bearings and seals
4. Replace worn/missing tiles (up to 80 tiles)
5. Replace broken nozzles
6. Repair feed chamber wear
7. Hi-speed balance bowl
8. Hi-speed balance scroll
9. Reassemble

Total	$ 58,600.00

BACKDRIVE REPAIR – MAJOR

1. Dismantle, clean and inspect
2. Replace bearings and seals
3. Replace transfer seal
4. Replace cam
5. Replace rotor
6. Reassemble
7. Test

Total	$ 22,500.00

9586 58th Place | Kenosha, WI 53144 USA | +1 (262) 654-6006 | info@centrisys-cnp.com | centrisys-cnp.com

SKID

1. Blast and powdercoat frame
2. New Allen Bradley HMI screen
3. New S&L Shade Aid
4. Allen Bradley PLC (Same as the Glen facility project)*
5. ABB VFD's
6. Replace conduit as needed
7. Replace plumbing as needed
8. Inspect & test polymer pump & deep clean of polymer system
9. New paint for the entire skid (textured black)
10. Evaluate/refurbish paint taskmaster grinder model TN8512-06
11. Test flow meter
12. Check ALL fluids in ALL gearboxes/motors.
13. Flush and change hydraulic oil and install new filter(s)
14. Replace all water solenoids
15. Replace SE & LE expansion boots
16. New transition chutes & hardware
17. New temperature sensors on pillow blocks
18. New vibration sensor
19. New pressure gauge on feed line/hose.
20. New Lincoln grease system
21. New hinge springs for top cover
22. New electrical panel door (HMI side)
23. New isolators for HPU
24. New isolation dampeners
25. Inspect & test conveyors
26. Test

Total	$ 122,800.00

Parameters needed for run, curve control, set point, etc.

FREIGHT

1. Shipping to and from site

Total	$ 15,000.00

Total Estimated Repair	$ 218,900.00*

Pricing includes no repair or inspection of trailer. Pricing is for repair of rotating assembly, rotodiff, and skid only.

F-7.5.1-007-02

Depending on structural integrity of all components

TERMS:

Validity:	Valid for 30 days. Centrisys reserves the right to adjust this estimate
Terms:	Net 30
Delivery:	12-16 weeks ARO
FOB:	Kenosha, WI
Warranty:	6 months on repaired/replaced parts
Quote Prepared By:	George Kueppers
Dated:	11-4-2024
Sent to:	Bruce Batten
E-mail Address:	bbatten@co.hernando.fl.us

UTILITIES DEPARTMENT
WATER & WASTEWATER OPERATIONS

15400 WISCON ROAD ◆ BROOKSVILLE, FLORIDA 34601
P 352.754.4490 ◆ F 352.754.4167 ◆ W www.HernandoCounty.us

MEMORANDUM

TO: Hernando County Purchasing and Contracts Department

FROM: Bruce Batten, Chief Water and Wastewater Plant Operator
Hernando County Utilities Department Water and Sewer Operations

DATE: November 14, 2024,

SUBJECT: Equipment Lease and Repairs on Centrifuge #3

This memorandum is to request that the Purchasing and Contracts Department take the necessary actions for the Sole Source Equipment Lease and Repairs to the #3 Centrifuge located at the Airport WRF. Centrisys is the sole authorized municipal distributor for products, parts, and service for our existing equipment.

Should you require additional information, please contact me. Thank you.

Regards,

Bruce Batten
Chief Water and Wastewater Plant Operator
352.754.4058

November 5, 2024

To: Hernando County Utilities Department

Subject: Sole Source Representation

Attn: Landis Legg

This letter is to advise you that EES is the exclusive representative for municipal sales for Centrisys Corporation in the State of Florida including all after market parts and installation services required for warranty guarantees to be upheld.

Sincerely,

John Walsh

Regional Sales Manager

Centrisys Corporation

TITLE

Award of Sole Source Contracts With Centrisys CNP Corporation a/k/a Centrifuge-Systems, LLC, d/b/a Centrisys for Centrifuge Equipment Repair for Utilities Department (Contract No. 25-TS0204/JC; Amount: $218,900.00); and Equipment Lease for Lease of Centrifuge Equipment for Utilities Department (Contract No. 25-SS0205/JC; Amount: $63,500.00)

Award of Sole Source Contracts With Centrisys CNP Corporation a/k/a Centrifuge-Systems, LLC, d/b/a Centrisys for Centrifuge Equipment Repair for Utilities Department (Contract No. 25-TS0204/JC; Amount: $218,900.00); and Equipment Lease for Lease of Centrifuge Equipment for Utilities Department (Contract No. 25-SS0205/JC; Amount: $63,500.00)

BRIEF OVERVIEW

The Centrifuge Equipment utilized at the Hernando County Utilities Department's Airport Water Reclamation Facility (WRF) is vital to the facilities' operation for the supply of water and is in need of repairs. All existing plant equipment is designed for use with Centrisys Centrifuges and the equipment would be taken out of service for the duration of the repairs. While this vital component is undergoing repairs, it would be necessary to lease centrifuge equipment to maintain the facility operation. The start date of the Lease Agreement would be contingent on Centrisys' scheduled service dates and the duration of the lease is estimated at ninety (90) days.

On January 22, 2025, a Sole/Single Source Notice of Intent to award for Term Single Source Contract No. 25-TS0204/JC to Centrisys CNP Corporation was posted per Procurement Policies and Procedures. The Procurement Department has received no communications regarding the Notice of Intent to Sole Source. The last day for receipt of information was February 12, 2025.

On January 22, 2025, a Sole/Single Source Notice of Intent to award for Term Single Source Contract No. 25-SS0205/JC to Centrifuge-Systems, LLC was posted per Procurement Policies and Procedures. The Procurement Department has received no communications regarding the Notice of Intent to Sole Source. The last day for receipt of information was February 12, 2025.

The Chief Procurement Officer has reviewed this requirement for conformance to Procurement Ordinance and Purchasing Policies and Procedures.

FINANCIAL IMPACT

Funding in the amount of $218,900 is available in:

Fund: 4121 - HCUD Renewal and Replacement, **Department: 07201** - Renewal and Replacement**, Account: 5304617** - Repair/Maint Sewer Plants and;

Funding in the amount of $63,500 is available in:

Fund: 4111 - Hernando County Utilities, **Department: 07121** - HCUD Wastewater Operation, **Account: 5304401** - Rental/Lease-Equipment.

LEGAL NOTE
In accordance with Part II, Chapter 2, Article V of the Hernando County Code of Ordinances.

RECOMMENDATION
It is recommended the Board approve and authorize the Chairman's signature on the attached Term Sole Source Contract No. 25-TS0204/JC to Centrisys CNP Corporation for Centrifuge Repairs in the amount of $218,900.

It is further recommended that the Board approve and authorize the Chairman's signature on the attached Centrisys Lease Agreement with Centrifuge-Systems, LLC (Contract No. 25-SS0205/JC, included as Attachment B to Contract No. 25-TS0204/JC) in the amount of $63,500 to be executed contingent upon scheduling of Centrifuge repair in accordance with Contract No. 25-TS0204/JC.

It is further recommended the Board authorize the Chief Procurement Officer to approve change orders for 25-TS0204/JC and 25-SS0205/JC as necessary and required up to the allowable budgeted amounts, and to renew the contract with the same terms and conditions.

REVIEW PROCESS

Ricky Leach	Approved	02/13/2025 9:53 AM
Katrina Tejera	Approved	02/17/2025 11:13 AM
Grace Sheppard	Approved	02/17/2025 11:22 AM
Gordon Onderdonk	Approved	02/18/2025 9:20 AM
Jodi Florio	Approved	02/19/2025 5:26 PM
Albert Bertram	Approved	02/19/2025 6:02 PM
Alisa Pike	Approved	02/24/2025 9:16 AM
Carla Rossiter-Smith	Approved	02/26/2025 11:58 AM
Pamela Hare	Approved	02/28/2025 12:37 PM
Michael Cowan	Approved	03/03/2025 12:42 PM
Heidi Kurppe	Approved	03/04/2025 11:11 AM
Jeffrey Rogers	Approved	03/05/2025 10:20 AM
Colleen Conko	Approved	03/05/2025 10:50 AM

RESULT:	**ADOPTED**
MOVER:	John Allocco
SECONDER:	Jerry Campbell
AYES:	Hawkins, Campbell, Allocco and Amsler
ABSENT:	Champion

HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 25000635-1

pdf Copy

VENDOR
bfair@centrisys.us
20448 FAX: 262-654-6063
CENTRISYS CORPORATION
9586 58TH PLACE
KENOSHA WI 53144

SHIP TO
WASTEWATER OPERATIONS
15400 WISCON ROAD

BROOKSVILLE FL 34601

ORDER DATE: 03/28/25	BUYER: MROSSET	REQ. NO.: RQ250700	REQ. DATE: 09/30/25
TERMS: NET 30 DAYS	F.O.B.: DESTINATION	DESC.: CENTRIFUGE MACHINE REPAIR	

ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION

This Purchase is in accordance with Hernando County Contract No.25-TS0204/JC, BOCC Approved on:15215, with Vendor named: Centrisys CNP CORP. The Contract Terms and Conditions apply, and the Purchase Order Terms and Conditions do not apply to this purchase.

The County Contact Person is Bruce Batten
P:352.754.4058
The Contractor Contact is Phone Number: (877) 339-5496
info@centrysiscnp.com & Ginger Welter
-gwelter@centrisys.us

10/1/2025 - CHANGE ORDER NO. 1 - LB
CONTRACT#: 25-TS0204/JC CONTRACT NAME: CENTRISYS CNP CORP
GRANT GMS#: N/A
CO#: 1 IS TO ADD LINE 2 FOR CENTRIFUGE #1 REPAIR BUDGETED IN FY26
ADD LINE 2 $367,550.00 ´ NEW LINE TOTAL $ 367,550.00 (INVERTED)
OLD PO TOTAL $218,000.00 NEW PO TOTAL $585,550.00

DEPT 07201 ACCOUNT 5304617 LINE#2 $367,550.00 (INVERTED)

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL $
				TOTAL $

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SEE TERMS AND CONDITIONS ON REVERSE SIDE

APPROVED BY: _____
CHIEF PROCUREMENT OFFICER

HERNANDO COUNTY PURCHASE ORDER TERMS AND CONDITIONS

GENERAL

The condition of this order may not be changed by Vendor/Contractor. If order is not acceptable, return to Hernando County Purchasing and Contracts Department. Failure of a Vendor/Contractor to deliver according to this purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future orders.

QUALITY

All material or services furnished on this order must be as specified and subject to County inspection and approval within a reasonable time after delivery at destination. Variations in materials or services from those specified in this order must not be made without written authority from the Chief Procurement Officer. Materials rejected will be returned at the Vendor/Contractor's risk and expense.

QUANTITY/PRICE

The quantity of materials ordered or the prices specified must not be exceeded without written authority being first obtained from the Chief Procurement Officer.

INDEMNITY AND INSURANCE

The Vendor/Contractor agrees to indemnify and hold harmless Hernando County, including its officers, agents and employees, from all claims, damages, losses and expenses, including reasonable attorneys' fees, and costs brought or incurred on account of injuries or damages sustained by any party due to the operations of the Vendor/Contractor under this contract. The Vendor/Contractor further agrees to provide workers' compensation for all employees, and to maintain such general and auto liability insurance as is deemed necessary by the County for the particular circumstances and operations of the Vendor/Contractor. The Vendor/Contractor further agrees to provide the County with Certificates of Insurance, indicating the amount of coverage in force, upon request.

PACKING

Packages must be plainly marked with shipper's name and purchase order number; charges are not allowed for boxing or crating unless previously agreed upon in writing.

DELIVERY

All materials must be shipped F. O. B. destination. The County will pay no freight or express charges, except by previous agreement. If specific purchase is negotiated on the basis of F.O.B. shipping point, VENDOR/CONTRACTOR ARE TO PREPAY SHIPPING CHARGES AND ADD TO INVOICE. Delivery must actually be affected within the time stated on purchase made between 8:00 AM and 5:00 PM Monday to Friday inclusive unless otherwise stated. In case of default by the Vendor/Contractor, Hernando County may procure the articles or services covered by this order from other sources and hold the Vendor/Contractor responsible for any excess occasioned thereby.

PAYMENT

Partial billing will be accepted only for items received within the specified delivery period. Payments for items delivered after this specified delivery period will be made after the entire order is completed and accepted by Hernando County. Payment shall be made in accordance with Florida Statute 218, Florida Prompt Payment Act. Payment for accepted equipment/supplies/services will be accomplished by submission of an invoice, in duplicate; to the Ship To Address on the front of the purchase order unless otherwise indicated.

MATERIAL SAFETY DATA SHEET

The Vendor/Contractor agrees to furnish Hernando County with a current Material Safety Data Sheet (MSDS) on or before delivery of each and every hazardous chemical or substance purchased which is classified as toxic under Florida Statute 442. Appropriate labels and MSDSs shall be provided for all shipments. Send MSDSs and other pertinent data to: Hernando County Purchasing and Contracts Department, 20 North Main Street, Room 365, Brooksville, FL 34601-2828.

OSHA REQUIREMENT

The Vendor/Contractor or contractor hereby guarantees Hernando County that all materials, supplies and equipment as listed on the purchase order meet the requirements, specifications and standards as provided for under the Federal Occupations Safety and Health Administration Act of 1970, as from time to time amended and in force at the date thereof.

LEGALLY AUTHORIZED WORKFORCE

VENDOR/CONTRACTOR represents and warrants that VENDOR/CONTRACTOR is in compliance with all applicable federal, state and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee's eligibility to work in the United States. VENDOR/CONTRACTOR is encouraged (but not required) to incorporate the IMAGE best practices into its business and, when practicable, incorporate verification requirements into its agreements with subcontractors. The IMAGE Best Practices can be found on the COUNTY'S website at www.hernandocounty.us/pur/.

INSURANCE

The Contractor shall maintain in effect at all times during the performance of the services insurance coverage according to the Contract between Contractor and COUNTY. All waiver of subrogation provisions of the Contract apply. In the absence of a current Contract, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the services insurance coverage with limits not less than those set forth below (unless the County agrees in writing to lower limits) and with insurers and under forms of policies satisfactory to COUNTY; Contractor shall endorse Hernando County as an additional insured on the commercial general liability (additional insured shall read "Hernando County Board of County Commissioners); Contractor waives subrogation as to the General Liability policy unless a policy condition prohibits pre-loss waiver of subrogation, in which case Contractor shall request of the insurer that the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others unless such policy prohibits such an endorsement or voids coverage should VENDOR/CONTRACTOR enter into such an agreement on a pre-loss basis.

Coverage	Minimum Amounts and Limits
(a) Worker's Compensation	Statutory requirements at location of work
Employer's Liability	$ 100,000 each accident
	$ 100,000 by employee
	$ 500,000 policy limit
(b) Commercial General Liability	$ 2,000,000 General Aggregate
(Additional Insured & Wavier	$ 2,000,000 Products-Comp. Ops Agg.
Of Subrogation)	$ 1,000,000 Each Occurrence
	$ 5,000 Medical Expense
(c) Automobile Liability	$ 1,000,000 Combined Single Limit (owned, hired and non-owned)
Option of Split Limits:	
(1.) Bodily Injury	$ 1,000,000 Per Person or $1,000,000 Per Accident

HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 25000635-1

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VENDOR
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SHIP TO
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TERMS: NET 30 DAYS	F.O.B.: DESTINATION	DESC.: CENTRIFUGE MACHINE REPAIR	

ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
			7201-5304617 2 367550.00		
01	218000.00	JOB	CENTRIFUGE MACHINE REPAIR	1.0000	218,000.00
02	367550.00	JOB	CENTRIFUGE #1 REPAIR	1.0000	367,550.00

ITEM#	ACCOUNT		AMOUNT	PROJECT CODE
01	07201	5304617	218,000.00	
02	07201	5304617	367,550.00	

PAGE TOTAL	$	585,550.00
TOTAL	$	585,550.00

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SEE TERMS AND CONDITIONS ON REVERSE SIDE

APPROVED BY: Carla Rossi-Slate
CHIEF PROCUREMENT OFFICER

HERNANDO COUNTY PURCHASE ORDER TERMS AND CONDITIONS

GENERAL

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INSURANCE

The Contractor shall maintain in effect at all times during the performance of the services insurance coverage according to the Contract between Contractor and COUNTY. All waiver of subrogation provisions of the Contract apply. In the absence of a current Contract, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the services insurance coverage with limits not less than those set forth below (unless the County agrees in writing to lower limits) and with insurers and under forms of policies satisfactory to COUNTY; Contractor shall endorse Hernando County as an additional insured on the commercial general liability (additional insured shall read "Hernando County Board of County Commissioners); Contractor waives subrogation as to the General Liability policy unless a policy condition prohibits pre-loss waiver of subrogation, in which case Contractor shall request of the insurer that the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others unless such policy prohibits such an endorsement or voids coverage should VENDOR/CONTRACTOR enter into such an agreement on a pre-loss basis.

Coverage	Minimum Amounts and Limits
(a) Worker's Compensation	Statutory requirements at location of work
Employer's Liability	$ 100,000 each accident
	$ 100,000 by employee
	$ 500,000 policy limit
(b) Commercial General Liability	$ 2,000,000 General Aggregate
(Additional Insured & Wavier	$ 2,000,000 Products-Comp. Ops Agg.
Of Subrogation)	$ 1,000,000 Each Occurrence
	$ 5,000 Medical Expense
(c) Automobile Liability	$ 1,000,000 Combined Single Limit (owned, hired and non-owned)
Option of Split Limits:	
(1.) Bodily Injury	$ 1,000,000 Per Person or $1,000,000 Per Accident

HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR

BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 25000635-1
CHANGE DATE: 10/01/25

Copy pdf

VENDOR
bfair@centrisys.us
20448 FAX: 262-654-6063
CENTRISYS CORPORATION
9586 58TH PLACE
KENOSHA WI 53144

SHIP TO
WASTEWATER OPERATIONS
15400 WISCON ROAD

BROOKSVILLE FL 34601

ORDER DATE: 03/28/25	BUYER: MROSSET	REQ. NO.: RQ250700	REQ. DATE: 03/20/25
TERMS: NET 30 DAYS	F.O.B.: DESTINATION	DESC.: CHANGE ORDER - 1	

ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
			10/1/2025 - CHANGE ORDER NO. 1 - LB CONTRACT#: 25-TS0204/JC CONTRACT NAME: CENTRISYS CNP CORP GRANT GMS#: N/A CO#: 1 IS TO ADD LINE 2 FOR CENTRIFUGE #1 REPAIR BUDGETED IN FY26 ADD LINE 2 $367,550.00 ´ NEW LINE TOTAL $ 367,550.00 (INVERTED) OLD PO TOTAL $218,000.00 NEW PO TOTAL $585,550.00 DEPT 07201 ACCOUNT 5304617 LINE#2 $367,550.00 (INVERTED) 7201-5304617 2 367550.00		
02	.00		JOB CENTRIFUGE #1 REPAIR	.0000	.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE
02	07201 5304617	.00	

PAGE TOTAL $	.00
TOTAL $	.00

pdf Copy

SEE TERMS AND CONDITIONS ON REVERSE SIDE

APPROVED BY: Carla Rossi-Slate
CHIEF PROCUREMENT OFFICER

HERNANDO COUNTY PURCHASE ORDER TERMS AND CONDITIONS

GENERAL

The condition of this order may not be changed by Vendor/Contractor. If order is not acceptable, return to Hernando County Purchasing and Contracts Department. Failure of a Vendor/Contractor to deliver according to this purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future orders.

QUALITY

All material or services furnished on this order must be as specified and subject to County inspection and approval within a reasonable time after delivery at destination. Variations in materials or services from those specified in this order must not be made without written authority from the Chief Procurement Officer. Materials rejected will be returned at the Vendor/Contractor's risk and expense.

QUANTITY/PRICE

The quantity of materials ordered or the prices specified must not be exceeded without written authority being first obtained from the Chief Procurement Officer.

INDEMNITY AND INSURANCE

The Vendor/Contractor agrees to indemnify and hold harmless Hernando County, including its officers, agents and employees, from all claims, damages, losses and expenses, including reasonable attorneys' fees, and costs brought or incurred on account of injuries or damages sustained by any party due to the operations of the Vendor/Contractor under this contract. The Vendor/Contractor further agrees to provide workers' compensation for all employees, and to maintain such general and auto liability insurance as is deemed necessary by the County for the particular circumstances and operations of the Vendor/Contractor. The Vendor/Contractor further agrees to provide the County with Certificates of Insurance, indicating the amount of coverage in force, upon request.

PACKING

Packages must be plainly marked with shipper's name and purchase order number; charges are not allowed for boxing or crating unless previously agreed upon in writing.

DELIVERY

All materials must be shipped F. O. B. destination. The County will pay no freight or express charges, except by previous agreement. If specific purchase is negotiated on the basis of F.O.B. shipping point, VENDOR/CONTRACTOR ARE TO PREPAY SHIPPING CHARGES AND ADD TO INVOICE. Delivery must actually be affected within the time stated on purchase made between 8:00 AM and 5:00 PM Monday to Friday inclusive unless otherwise stated. In case of default by the Vendor/Contractor, Hernando County may procure the articles or services covered by this order from other sources and hold the Vendor/Contractor responsible for any excess occasioned thereby.

PAYMENT

Partial billing will be accepted only for items received within the specified delivery period. Payments for items delivered after this specified delivery period will be made after the entire order is completed and accepted by Hernando County. Payment shall be made in accordance with Florida Statute 218, Florida Prompt Payment Act. Payment for accepted equipment/supplies/services will be accomplished by submission of an invoice, in duplicate; to the Ship To Address on the front of the purchase order unless otherwise indicated.

MATERIAL SAFETY DATA SHEET

The Vendor/Contractor agrees to furnish Hernando County with a current Material Safety Data Sheet (MSDS) on or before delivery of each and every hazardous chemical or substance purchased which is classified as toxic under Florida Statute 442. Appropriate labels and MSDSs shall be provided for all shipments. Send MSDSs and other pertinent data to: Hernando County Purchasing and Contracts Department, 20 North Main Street, Room 365, Brooksville, FL 34601-2828.

OSHA REQUIREMENT

The Vendor/Contractor or contractor hereby guarantees Hernando County that all materials, supplies and equipment as listed on the purchase order meet the requirements, specifications and standards as provided for under the Federal Occupations Safety and Health Administration Act of 1970, as from time to time amended and in force at the date thereof.

LEGALLY AUTHORIZED WORKFORCE

VENDOR/CONTRACTOR represents and warrants that VENDOR/CONTRACTOR is in compliance with all applicable federal, state and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee's eligibility to work in the United States. VENDOR/CONTRACTOR is encouraged (but not required) to incorporate the IMAGE best practices into its business and, when practicable, incorporate verification requirements into its agreements with subcontractors. The IMAGE Best Practices can be found on the COUNTY'S website at www.hernandocounty.us/pur/.

INSURANCE

The Contractor shall maintain in effect at all times during the performance of the services insurance coverage according to the Contract between Contractor and COUNTY. All waiver of subrogation provisions of the Contract apply. In the absence of a current Contract, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the services insurance coverage with limits not less than those set forth below (unless the County agrees in writing to lower limits) and with insurers and under forms of policies satisfactory to COUNTY; Contractor shall endorse Hernando County as an additional insured on the commercial general liability (additional insured shall read "Hernando County Board of County Commissioners); Contractor waives subrogation as to the General Liability policy unless a policy condition prohibits pre-loss waiver of subrogation, in which case Contractor shall request of the insurer that the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others unless such policy prohibits such an endorsement or voids coverage should VENDOR/CONTRACTOR enter into such an agreement on a pre-loss basis.

Coverage	Minimum Amounts and Limits
(a) Worker's Compensation	Statutory requirements at location of work
Employer's Liability	$ 100,000 each accident
	$ 100,000 by employee
	$ 500,000 policy limit
(b) Commercial General Liability	$ 2,000,000 General Aggregate
(Additional Insured & Wavier	$ 2,000,000 Products-Comp. Ops Agg.
Of Subrogation)	$ 1,000,000 Each Occurrence
	$ 5,000 Medical Expense
(c) Automobile Liability	$ 1,000,000 Combined Single Limit (owned, hired and non-owned)
Option of Split Limits:	
(1.) Bodily Injury	$ 1,000,000 Per Person or $1,000,000 Per Accident

Rev: 1

Hernando County Board of County Commissioners

15470 Flight Path Dr.
Brooksville, FL 34604

Construction Change Order

Owner: Hernando County Board of County Commissioners
Owner's Representative:
Vendor: CENTRISYS CORPORATION

Change Order No. 1
Contract No. 25000635
Change Order Date: 08-01-2025
Contract Date:

Project Description:

CENTRIFUGE MACHINE REPAIR

The Project is Changed as Follows

Justification: CONTRACT#: 25-TS0204/JC CONTRACT NAME: CENTRISYS CNP CORP
GRANT GMS#: N/A
CO#: 1 IS TO ADD LINE 2 FOR CENTRIFUGE #1 REPAIR BUDGETED IN FY26
ADD LINE 2 $367,550.00 · NEW LINE TOTAL $ 367,550.00 (INVERTED)
OLD PO TOTAL $218,000.00 NEW PO TOTAL $585,550.00

DEPT 07201 ACCOUNT 5304617 LINE#2 $367,550.00 (INVERTED)

7201-5304617 2 367550.00

Total Addition/Deduction this Change Order:	367,550.00
The Original Contract Sum was	218,000.00
Net Change by previously authorized Change Orders:	.00
The Contract Sum prior to this Change Order was	218,000.00
The Net Amount of this Change Order is:	367,550.00
The new Contract Sum including this Change Order will be	585,550.00
The Contract Time will be changed by this Change Order (Days):	
The Date of Substantial Completion as of the date of this Change Order therefore is:	

Vendor Name/Address:
CENTRISYS CORPORATION
9586 58TH PLACE
KENOSHA, WI 53144

Authorized Signature
Date: 8-15-25

Owner or Owner's Representative:
Hernando County Commission
15470 Flight Path Dr.
Brooksville, FL 34601

Chief Procurement Office
Date: 9/30/25

Distribution:
Vendor - Original
Purchasing & Contracts
Finance
Requisitioning
Contract File

REV: 03/01/2013

Hernando County Utilities
Attn: Bruce Batten
15400 Wiscon Road
Brooksville, FL 34601

PRELIMINARY REPAIR ESTIMATE OF RIDGE MANOR CS21-4HC ROTATING ASSEMBLY, 2071D/F ROTODIFF & SKID

Opp 14725

CENTRIFUGE REPAIR PRICING – MAJOR

1. Dismantle, clean and inspect
2. Provide report with digital pictures
3. Replace bearings and seals
4. Replace worn/missing tiles (up to 225 tiles)
5. Replace broken nozzles
6. Repair feed chamber wear
7. Hi-speed balance bowl
8. Hi-speed balance scroll
9. Reassemble

Total	$ 58,600.00

BACKDRIVE REPAIR – MAJOR

1. Dismantle, clean and inspect
2. Replace bearings and seals
3. Replace transfer seal
4. Replace cam
5. Replace rotor
6. Reassemble
7. Test

Total	$ 22,500.00

SKID

1. Blast and powdercoat frame
2. New Allen Bradley HMI screen
3. New S&L Shade Aid
4. Allen Bradley PLC (Same as the Glen facility project)*
5. ABB VFD's
6. Replace conduit as needed
7. Replace plumbing as needed
8. Install NEW polymer system
9. New paint for the entire skid (textured black)
10. Evaluate/refurbish paint taskmaster grinder model TN8512-06
11. Test flow meter
12. Check ALL fluids in ALL gearboxes/motors.
13. Flush and change hydraulic oil and install new filter(s)
14. Replace all water solenoids
15. Replace SE & LE expansion boots
16. New transition chutes & hardware
17. New temperature sensors on pillow blocks
18. New vibration sensor
19. New pressure gauge on feed line/hose.
20. New Lincoln grease system
21. New hinge springs for top cover
22. New electrical panel door (HMI side)
23. New isolators for HPU
24. New isolation dampeners
25. Inspect & test conveyors
26. Re-engineer and modify conveyor setup
27. Test

Total	$ 172,800.00

Parameters needed for run, curve control, set point, etc.

FREIGHT

1. Shipping to and from site

Total	$ 15,000.00

Total Repair (Do not exceed price)	$ 268,900.00*

Pricing includes no repair or inspection of trailer. Pricing is for repair of rotating assembly, rotodiff, and skid only.

F-7.5.1-007-02

**Depending on structural integrity of all components*
Optional adder for new trailer and mounting:

$ 98,650.00*

**6-month lead time on new trailer*

Total with new trailer and mounting: $367,550.00

TERMS:

Validity:	Valid for 30 days. Centrisys reserves the right to adjust this estimate
Terms:	Net 30
Delivery:	16-24 weeks ARO
FOB:	Kenosha, WI
Warranty:	6 months on repaired/replaced parts
Quote Prepared By:	George Kueppers
Dated:	9-30-25
Sent to:	Bruce Batten
E-mail Address:	bbatten@co.hernando.fl.us

F-7.5.1-007-02

UTILITIES DEPARTMENT
WATER & WASTEWATER OPERATIONS

15400 WISCON ROAD • BROOKSVILLE, FLORIDA 34601
P 352.754.4490 • F 352.754.4167 • W www.HernandoCounty.us

MEMORANDUM

TO: Hernando County Purchasing and Contracts Department

FROM: Bruce Batten, Chief Water and Wastewater Plant Operator
Hernando County Utilities Department Water and Sewer Operations

DATE: July 14, 2025

SUBJECT: Equipment Lease and Repairs on Centrifuge #1

This memorandum is to request that the Purchasing and Contracts Department take the necessary actions for the Sole Source Equipment Lease and Repairs to the #1 Centrifuge located at the Airport WRF, with Centrisys CNP.

HCUD is currently in a lease agreement with Centrisys right now, while the repairs to the #3 Centrifuge are completed. These repairs should be completed around October 2025.

I am requesting that the lease agreement that is in place now, be extended to March of 2026. By doing this, this will allow the repairs to be completed on the #3 Centrifuge in October 2025 and start the repairs on the #1 Centrifuge as soon as the #3 Centrifuge is completed. This will be a cost savings of approximately $8,000-$15,000 dollars, because the mobilization fee, crane fee, factor representative fee will have already been paid for from the first lease.

Centrisys CNP is the sole authorized municipal distributor for products, parts, and service for our existing equipment.

Should you require additional information, please contact me. Thank you.

Regards,

Bruce Batten
Chief Water and Wastewater Plant Operator
352.754.4490

Board of County Commissioners

AGENDA ITEM

Meeting: 09/23/2025
Department: Procurement Department
Prepared By: Lindsey Brown
Initiator: Carla Rossiter-Smith
DOC ID: 16346
Legal Request Number:
Bid/Contract Number: 25-TS0204

TITLE
Change Order No. 1 to Purchase Order With Centrisys CNP Corporation for Repair of Centrifuge Equipment for Utilities Department (Contract No. 25-TS0204/JC; Amount $367,550.00)

BRIEF OVERVIEW
On March 11, 2025, the BOCC approved award of Contract No. 25-TS0204/JC to Centrisys CNP Corporation a/k/a Centrifuge-Systems, LLC d/b/a Centrisys for the repair of Centrifuge #3 for $218,000.00.

The purchase order was originally issued for $218,000.00. Change order No. 1 in the amount of $367,550.00, would increase the purchase order to $585,550.00.

Hernando County Utilities Department has requested an increase for Purchase Order No. 1 to add the repairs of Centrifuge #1 to the current purchase order.

FINANCIAL IMPACT
Funding is available in Fiscal Year 2026:

Expense:

Fund: 4121 - HCUD Renewal and Replacement, **Department: 07201** - Renewal and Replacement, **Account: 5304617** - Repair/Maint-Sewer Plants

LEGAL NOTE
The Board has the authority to act on this item pursuant to Part II, Chapter 2, Article V of the Hernando County Code of Ordinances.

RECOMMENDATION
It is recommended the Board approve Change Order No. 1 in the amount of $367,500.00 to Centrisys CNP Corporation for Purchase Order No. 25000635, bringing the total purchase order amount to $585,550.00.

REVIEW PROCESS

Fran Hallet	Approved	08/21/2025 8:24 AM
Katrina Tejera	Approved	08/21/2025 9:45 AM
Grace Sheppard	Approved	08/21/2025 10:51 AM
Gordon Onderdonk	Delegated	08/21/2025 1:01 PM
Ricky Leach	Approved	08/27/2025 12:55 PM
Gordon Onderdonk	Approved	08/29/2025 9:09 AM
Erin Dohren	Approved	08/29/2025 9:21 AM
Albert Bertram	Approved	09/05/2025 2:41 PM

Carla Rossiter-Smith	Approved	09/09/2025 5:09 AM
Pamela Hare	Approved	09/11/2025 4:07 PM
Melissa Tartaglia	Approved	09/12/2025 11:26 AM
Heidi Prouse	Approved	09/15/2025 9:46 AM
Toni Brady	Approved	09/17/2025 10:15 AM
Jeffrey Rogers	Approved	09/18/2025 4:52 AM
Colleen Conko	Approved	09/18/2025 8:00 AM

RESULT: **ADOPTED**
MOVER: John Allocco
SECONDER: Steve Champion
AYES: Hawkins, Campbell, Allocco, Amsler and Champion

Rev: 4

Hernando County Board of County Commissioners

15470 Flight Path Dr.
Brooksville, FL 34604

Construction Change Order

Owner: Hernando County Board of County Commissioners
Owner's Representative:
Vendor: CENTRISYS CORPORATION

Change Order No. 2
Contract No. 25000635

Change Order Date: 01-16-2026
Contract Date:

Project Description:

CENTRIFUGE MACHINE REPAIR

The Project is Changed as Follows

Justification: Contract:25-TS0204/JC Contract Name: Centrisys CNP CORP
Grant GMS#: N/A
CO#: 2 is to increase line 2 to cover additional equipment identified during inspection, required for proper operation of the Centrifuge.

Increase Line 2 $94,148.39· New Line Total $461,698.39
Old PO Total $585,550.00 New PO Total $679,698.39
Dept 07201 Account 5304617 Line #2 $94,148.39

7201-5304617 2 94148.39

Total Addition/Deduction this Change Order:	94,148.39
The Original Contract Sum was	218,000.00
Net Change by previously authorized Change Orders:	367,550.00
The Contract Sum prior to this Change Order was	585,550.00
The Net Amount of this Change Order is:	94,148.39
The new Contract Sum including this Change Order will be	679,698.39
The Contract Time will be changed by this Change Order (Days):	
The Date of Substantial Completion as of the date of this Change Order therefore is:	

Vendor Name/Address:
CENTRISYS CORPORATION
9586 58TH PLACE
KENOSHA, WI 53144

Owner or Owner's Representative:
Hernando County Commission
15470 Flight Path Dr.
Brooksville, FL 34601

Authorized Signature
Date: 1/16/2025

Chief Procurement Office
Date: _____

Distribution:
Vendor - Original
Purchasing & Contracts
Finance
Requisitioning
Contract File

Repair Inspection Report and Quote

Customer:	HERNANDO	**Centrifuge Mfr.**	Centrisys
Street	15365 Cortez Blvd	**Model No.**	CS21-4HC
City State Zip	Brooksville, FL 34613	**Serial No.**	4075
Contact:	Bruce Batten	**Rotodiff Model No.**	2071 DLF
Office Phone:	(352) 754-4058	**Rotodiff Serial No.**	70038
Cell Phone:	(352) 398-5809	**Hydraulic Pump Model No.**	CS11-22-Z TW
E-Mail:	Bbatten@co.hernando.fl.us	**Hydraulic Pump Serial No.**	135428-5
CC:		**Job No.**	14544-04
Date:	1-14-2026	**P.O. No.**	
Description: **CS21-4HC** rotating assembly, 2071 rotodiff, HPU, ETC on Skid. Some customer supplied parts.			
Scope: Inspect and repair			
Regional Sales Manager:	Mickey Balash	(346) 455-7380	mbalash@centrisys.us

ADDITIONAL ITEMS	*QUOTE*
New Main Motor	***$ 11,250.60***
New Polymer Tote Stand	***$ 2,812.65***
2 New Gearboxes & Motors for Conveyors	***$ 17,997.75***
New Handrails for trailer	***$ 6,905.79***
New Hydraulic Pump Unit	***$ 17,177.80***
Repair Bowl/Conical Strip	***$16,829.96***
End Plate Conversion	***$ 2,544.10***
Rework of all structural weldments	***$18,629.74***
Shipping	***(Included in Original Job)***
TOTAL	***$ 94,148.39***

TERMS

FOB	***Kenosha, WI***
Warranty	***6 months on repaired/replaced parts***

Quote valid for 30 days. Centrisys reserves the right to adjust this estimate. A purchase order is required within 60 days of the customer receiving this quote to avoid storage fees.

9586 58th Place | Kenosha, WI 53144 USA | +1 (262) 654-6006 | info@centrisys-cnp.com | centrisys-cnp.com
CNP - a subsidiary of Centrifuge-Systems, LLC | ISO 9001:2015

	Item/Condition	Recommended Action	Notes	Picture Control & scroll to enlarge pic
	Bowl	Balance ☒ Replace all bearings & seals ☒		
1.	**Bowl Center Section** **Inner Surface** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Solids build up ☐	No action necessary ☒ Coarse media blast ☐ Repair ☐ Replace ceramic tiles ☐ Clean ☐		
2.	**Bowl Center Section** **Outer Surface** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Baffle groove damage ☐	No action necessary ☒ Clean ☐ Coarse media blast ☐ Repair ☐		
3.	**Bowl Center Section** **Wear Strips** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Missing ☐	No action necessary ☐ Repair ☒ Replace damaged strips ☒ Add strips ☐	Adder	
4.	**Bowl Conical** **Inner Surface** No damage ☐ Normal wear ☒ Minor wear ☐ Severe wear ☐ Solids build up ☐	No action necessary ☐ Coarse media blast ☒ Repair ☐ Replace ceramic tiles ☐ Clean ☐	Inner surface polished - Blast	
5.	**Bowl Conical** **Outer Surface** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Baffle groove damage ☐	No action necessary ☒ Coarse media blast ☐ Repair ☐ Apply protective coating ☐ Clean ☐		
6.	**Conical to SEWH Fit I.D. Ø** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☒ Repair ☐ Replace ☐		

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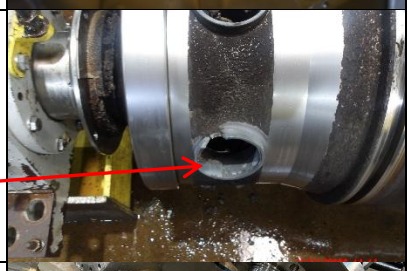
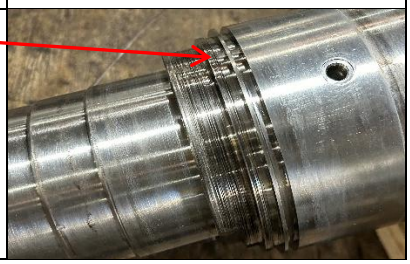
	Item/Condition	Recommended Action	Notes	Picture Control & scroll to enlarge pic
7.	**Bowl Conical Section Wear Strips** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Missing ☐	No action necessary ☐ Repair ☒ Replace ☐	Strips bent – Repair Adder	
8.	**Bowl Conical Discharge Nozzles** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Missing ☐ Damaged ☐	No action necessary ☐ Repair ☐ Replace ☒		
9.	**Solid End Headwall External Fits** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☒ Repair ☐ Replace ☐		
10.	**Solid End Headwall Housing Seal Fits** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☒ Repair ☐ Replace ☐		
11.	**Solid End Housing Seal Assembly** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Damaged ☐ Missing ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☒ Repair ☐ Replace ☐		
12.	**Solid End Headwall Laminar Ring Groove** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒	No action necessary ☐ Repair ☒ Replace ☐	Machine and install repair ring	

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CNP - a subsidiary of Centrifuge-Systems, LLC | ISO 9001:2015

	Item/Condition	Recommended Action	Notes	Picture Control & scroll to enlarge pic
13.	**Solid End Headwall Main Bearing Fit** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐ Corrosion found ☐	No action necessary ☒ Repair ☐ Replace ☐		
14.	**Solid End Headwall Pulley Fits (external)** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☒ Repair ☐ Replace ☐		
15.	**Solid End Headwall- Inner Race, Retainer and Seal Ledge Fits (internal)** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☒ Repair ☐ Replace ☐		
16.	**Solid End Headwall- Needle Bearing Inner Race Retainer** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☐ Repair ☐ Replace ☒		
17.	**Solid End Headwall Seal Ledge** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Damaged ☐	No action necessary ☐ Repair ☐ Replace ☒		

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CNP - a subsidiary of Centrifuge-Systems, LLC | ISO 9001:2015

	Item/Condition	Recommended Action	Notes	Picture Control & scroll to enlarge pic
18.	**Liquid End Headwall Fits (External)** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☒ Repair ☐ Replace ☐		
19.	**Liquid End Headwall Housing Seal Fits** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☒ Repair ☐ Replace ☐		
20.	**Liquid End Housing Seal Assembly** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Damaged ☐ Missing ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☒ Repair ☐ Replace ☐		
21.	**Liquid End Headwall Laminar Ring Grooves** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐	No action necessary ☒ Repair ☐ Replace ☐		
22.	**Liquid End Headwall Main Bearing Fit (External)** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐ Corrosion found ☐	No action necessary ☒ Repair ☐ Replace ☐		

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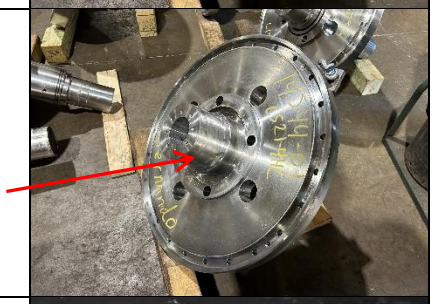
CNP - a subsidiary of Centrifuge-Systems, LLC | ISO 9001:2015

	Item/Condition	Recommended Action	Notes	Picture Control & scroll to enlarge pic
23.	**Liquid End Headwall Carrier Fits (External)** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☒ Repair ☐ Replace ☐		
24.	**Liquid End Headwall Weir Plate Assy's** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Damaged ☐ Missing ☐	No action necessary ☒ Repair ☐ Replace ☐		
25.	**Liquid End Headwall Fits (Internal)** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☒ Repair ☐ Replace ☐		
26.	**Liquid End Headwall Thrust Bearing Fit (Internal)** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☒ Repair ☐ Replace ☐		
27.	**Liquid End Headwall Scroll Thrust Bearing Retainer** Normal wear ☐ Minor wear ☒ Severe wear ☐ Damaged ☐ Missing ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☒ Repair ☐ Replace ☐		

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	Item/Condition	Recommended Action	Notes	Picture Control & scroll to enlarge pic
28.	**Liquid End Thrust Bearing Retainer** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Damaged ☐ Missing ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☐ Repair ☐ Replace ☒		
29.	**Scroll**	Balance ☒ Replace all bearings & seals ☒		
30.	**Scroll Flights** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☐ Damaged ☒ Missing ☐	No action necessary ☐ Repair ☒ Replace ☐ Coarse media blast ☐	LE side flight bent - Repair	
31.	**Scroll Tungsten Carbide Hard Facing** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Damaged ☐ Missing ☐	No action necessary ☒ Repair TC Hard facing ☐		
32.	**Scroll Tiles** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Damaged/Cracked ☒ Missing ☐	No action necessary ☐ Repair ☐ Replace ☐ Replace tiles ☒ Add additional wear protection ☐	225 Tiles	
33.	**Scroll Feed Nozzles** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Damaged /Cracked ☐ Missing ☐	No action necessary ☒ Repair ☐ Replace ☐		
34.	**Scroll Feed Chamber** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Solids build up ☐	No action necessary ☐ Repair ☐ Add wear protection ☒ Coarse media blast ☐		

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	Item/Condition	Recommended Action	Notes	Picture Control & scroll to enlarge pic
35.	**Scroll Pre-Chamber** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☐ Solids build up ☒	No action necessary ☐ Clean ☒ Repair ☐ Add Prechamber Plate ☐		
36.	**Scroll Solid End Needle Bearing Fits** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Damaged ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐ Corrosion found ☐ Needle Bearing Failed ☐	No action necessary ☒ Repair ☐		
37.	**Needle Bearing Retaining Plate** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐	No action necessary ☒ Repair ☐ Replace ☐ Needs O-Ring groove machined ☐ Repair for -R part ☐		
38.	**Needle Bearing Retaining Spacer** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐	No action necessary ☒ Repair ☐ Replace ☐		
39.	**Scroll Liquid End Thrust Bearing Fits (Internal)** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Damaged ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐ Corrosion found ☐	No action necessary ☒ Repair ☐		

	Item/Condition	Recommended Action	Notes	Picture Control & scroll to enlarge pic
40.	**Spline Socket** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐	No action necessary ☒ Repair ☐ Replace ☐		
41.	**Pulley** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Damaged ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐ Corrosion found ☐	No action necessary ☐ Repair ☐ Replace ☐ Paint ☒		
42.	**Pulley Laminar Ring Grooves** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐	No action necessary ☒ Install Laminar Ring Groove Repair Ring #18517 ☐ Replace Laminar Ring Groove Repair Ring #18517 ☐		
43.	**Carrier 16 Holes** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Damaged ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐ Corrosion found ☐	No action necessary ☐ Repair ☐ Replace ☐ Paint ☒		
44.	**Carrier Laminar Ring Grooves** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐	No action necessary ☒ Install Laminar Ring Groove Repair Ring #18517 ☐ Replace Laminar Ring Groove Repair Ring #18517 ☐		
45.	**Solid End Pillow Block** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Damaged ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐ Corrosion found ☐	No action necessary ☐ Repair ☐ Replace ☐ Paint ☒		

	Item/Condition	Recommended Action	Notes	Picture Control & scroll to enlarge pic
46.	**Main Bearing Cover Plate <u>Outer</u> (SE)** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Damaged ☐ Missing ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☐ Repair ☐ Replace ☐ Paint ☒		
47.	**Main Bearing Cover Plate <u>Inner</u> (SE)** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Damaged ☐ Missing ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☐ Repair ☐ Replace ☐ Paint ☒		
48.	**Liquid End Pillow Block** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Damaged ☐ Runout ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐ Corrosion found ☐	No action necessary ☐ Repair ☐ Replace ☐ Paint ☒		
49.	**Main Bearing Cover Plate <u>Outer</u> (LE)** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Damaged ☐ Missing ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☐ Repair ☐ Replace ☐ Paint ☒		
50.	**Main Bearing Cover Plate <u>Inner</u> (LE)** No damage ☐ Normal wear ☐ Minor wear ☒ Severe wear ☐ Damaged ☐ Missing ☐ Undersized (Dimensional) ☐ Oversized (Dimensional) ☐	No action necessary ☐ Repair ☐ Replace ☐ Paint ☒		

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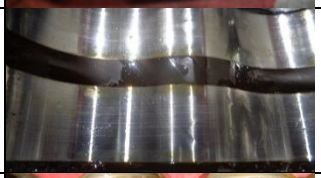
	Item/Condition	Recommended Action	Notes	Picture Control & scroll to enlarge pic
51.	**Rotodiff** Leak test passed ☐ Leak test failed ☒ Contamination ☐ Metal flakes in oil ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Oil Sample sent for analysis ☐	No action necessary ☐ Leak & pressure tested ☒ Dismantle and clean ☒ Bearings & seals replaced ☒ Replace ___ proximity sensors ☐ Replace ___ sensor brackets ☐ Paint ☐		
52.	**Rotodiff Transfer Seal** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒	No action necessary ☐ Replace ☒		
53.	**Rotodiff Sealing Rings** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒	No action necessary ☐ Replace ☒		
54.	**Rotodiff Cam** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒	No action necessary ☒ Recondition ☐ Replace ☐		
55.	**Rotodiff Rotor** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒	No action necessary ☐ Lap to clean up ☐ Replace _ pistons ☐ Replace __ rollers ☐ Replace entire rotor ☒		
56.	**Rotodiff Distributor** No damage ☐ Normal wear ☒ Minor wear ☐ Severe wear ☐	No action necessary ☐ Lap to clean up ☒ Recondition ☐ Replace ☐		
57.	**Rotodiff Stationary Shaft** No damage ☐ Normal wear ☒ Minor wear ☐ Severe wear ☐	No action necessary ☒ Repair ☐ Replace ☐		
58.	**Rotodiff Shaft Extension** No damage ☐ Normal wear ☒ Minor wear ☐ Severe wear ☐	No action necessary ☒ Repair ☐ Replace ☐		

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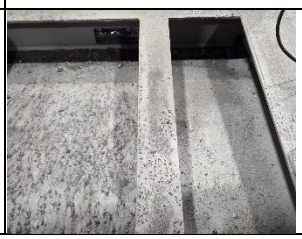
	Item/Condition	Recommended Action	Notes	Picture Control & scroll to enlarge pic
59.	**Rotodiff Shaft Cap** No damage ☐ Normal wear ☒ Minor wear ☐ Severe wear ☐	No action necessary ☒ Repair ☐ Replace ☐		
NOTE: **Very high operating temperature, pressure and especially contamination will adversely affect Rotodiff life expectancy. In severe conditions, increase oil change and filter interval to 2500-3000hrs.** **When oil filter vase has metallic particles in it and plugs frequently, DO NOT continue to run Rotodiff.** **Send Rotodiff in for inspection! Recommended Rotodiff inspection intervals are 15000 hours under normal operating conditions.** **If a badly worn Rotodiff is continuously run despite a plugged filter, a catastrophic failure can result and parts of the Rotodiff can be drawn in by the pump unit or plug up the suction strainer, if equipped, and cause the pump to fail as well.** ALWAYS CLEAN THE TANK, REPLACE ALL FILTERS AND STRAINERS AND FLUSH THE HOSES WITH CLEAN OIL BEFORE STARTING THE UNIT AFTER A REPAIRED OR NEW ROTODIFF IS INSTALLED. THEN REPLACE FILTER AGAIN AFTER 200 HOURS.				
60.	**Skid Main Supports** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Damaged ☒	No action necessary ☐ Paint ☒ Weld Repair ☒	Main supports found to be heavily corroded and compromised – Weld repair main supports	
61.	**Skid Main Support Gussets** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Damaged ☒	No action necessary ☐ Paint ☒ Weld Repair ☒	Main support gussets found to be compromised/corroded – Replace compromised gussets	
62.	**Skid Lower Base Frame** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Damaged ☒	No action necessary ☐ Paint ☒ Weld Repair ☒	Lower base frame found compromised in multiple locations – Replace sections of lower base frame on all four sides of the skid See more pictures below	
63.				

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	Item/Condition	Recommended Action	Notes	Picture Control & scroll to enlarge pic
64.	**Skid Lower Base Frame Pump Mounting Supports** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Damaged ☒	No action necessary ☐ Paint ☒ Weld Repair ☒	Mounting supports for pumps/fixed conveyor found to be corroded and compromised – Replace mounts See more pictures below	
65.	**Skid Frame Isolator Cups** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Damaged ☒	No action necessary ☐ Paint ☒ Weld Repair ☒	Isolator cups severely corroded – Replace mounting plates and isolator cups.	
66.	**Skid Piping Manifold** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Damaged ☒	No action necessary ☐ Paint ☒ Weld Repair ☒	Manifold found corroded and compromised - Repair	
67.	**Skid Belly Pan Drain** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Damaged ☒	No action necessary ☐ Paint ☒ Weld Repair ☒	Belly pan drain severely corroded – Replace	
68.	**Skid Cat Walk Supports** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Damaged ☒	No action necessary ☐ Paint ☒ Weld Repair ☒	Catwalk supports corroded – Weld repair	
69.	**Main Drive Motor** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Missing ☐	No action necessary ☐ Repair ☐ Replace ☒ Replace bearings ☐ Paint ☐		

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	Item/Condition	Recommended Action	Notes	Picture Control & scroll to enlarge pic
70.	**Cover Vibration Isolators** ☒ **Frame Rubber Bumpers** ☒ **Solids Chute** ☐ **Expansion Boot** ☒ **Flexible Feed Pipe Conn.** ☐ **Conduit** ☒ **Name Plate** ☒	Replace ☒ Replace ☒ Replace ☐ Replace ☒ Replace ☐ Replace ☒ Replace ☒		
71.	**Hydraulic Internal Pump** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☐	No action necessary ☐ Repair ☐ Replace ☒	Original Shipped to site – Replace with new	
72.	**Skid-Conveyor #1** **Fixed Conveyor** **Gearbox and Motor** SEW ☐ Dodge ☐ Other ☐ No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Oil level checked ☐ Test - passed ☐ Test - failed ☐	No action necessary ☐ Fill/replace gearbox oil ☐ Paint gearbox ☐ Replace gearbox ☒ Grease motor ☐ Replace motor bearings ☐ Paint motor ☐ Replace motor ☒ Replace superseal ☐ Replace drive shaft ☐ Repair drive plate ☐ Replace drive plate ☐		
73.	**Skid-Conveyor #2** **Long Swing-out Conveyor** **Gearbox and Motor** SEW ☐ Dodge ☐ Other ☐ No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☒ Oil level checked ☐ Test - passed ☐ Test - failed ☐	No action necessary ☐ Fill/replace gearbox oil ☐ Paint gearbox ☐ Replace gearbox ☒ Grease motor ☐ Replace motor bearings ☐ Paint motor ☐ Replace motor ☒ Replace superseal ☐ Replace drive shaft ☐ Repair drive plate ☐ Replace drive plate ☐		
74.	**Control Panel** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☐ Test - passed ☐ Test - failed ☐	No action necessary ☐ Replace ___ wires ☐ Repair cooler ☐ Replace cooler filter ☐ Replace cooler ☐ Replace fans ☐ Replace Entire Panel ☐	The existing panel enclosure cannot fit the new components to match Hernando 3 panel. For this reason, we will supply a brand-new panel enclosure ($15,000.00 value) to match Hernando 3 if you trade in your old panel enclosure.	

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	Item/Condition	Recommended Action	Notes	Picture Control & scroll to enlarge pic
75.	**Trailer** No damage ☐ Normal wear ☐ Minor wear ☐ Severe wear ☐ N/A ☒	No action necessary ☐ Repair Conestoga ☐ Repair floor/grating ☐ Paint ☐ New safety stickers ☐ New Trailer ☒		

Adder Breakdown

1. New Main Motor	$11,250.60
2. New Polymer Tote Stand	$2,812.65
3. 2 New Gearboxes & Motors for Conveyors	$17,997.75
4. New Handrails for trailer	$6,905.79
5. New Hydraulic Pump Unit	$17,177.80
6. Repair Bowl/Conical Strip	$16,829.96
7. End Plate Conversion	$2,544.10
8. Rework of all structural weldments	$18,629.74
Total	**$94,148.39**

SELECTION CRITERIA: orgn.yr='26' and orgn.key_orgn='07201' and account.acct='5304617' AND expledgr.yr = orgn.yr AND exp

YEAR	DEPARTMENT		ACCOUNT		BUDGET CONTROL ORGN/ACCOUNT STATUS
	BUDGET	PERIOD EXPENSES	YTD EXPENSES	ENCUMBRANCES	BALANCE
26	07201	RENEWAL AND REPLACEMENT	5304617	REPAIR/MAINT-SEWER PLANTS07201	5304617 Active
	1,677,000.00	6,115.00	285,967.39	831,919.51	559,113.10

TITLE

Change Order No. 3 to Purchase Order With Tyler Technologies, Inc., for Public Sector and Education Administration Software Solutions With Related Services for Enterprise Resource Planning Software and Enterprise Permitting and Licensing Software and Related Services for Various County Departments and Entities (Contract No. 25-P0191C; Change Order Amount: $132,641.00)

BRIEF OVERVIEW

On December 3, 2024, the BOCC approved award of Contract No. 25-P0191C to Tyler Technologies, Inc., for the Tyler Technologies ERP EPL for $6,299,320.00 and $143,550 in estimated travel expenses for Tyler personnel to provide onsite services.

The purchase order was originally issued for $6,442,870.00. Change Order No. 3 in the amount of $132,641.00, would increase the purchase order to $6,685,771.00.

Change Order No. 1 was a no-cost administrative change to move funds to multiple lines due to Finance Plus system limits per line of $999,999.99. Change Order No. 1 was approved by the Chief Procurement Officer on March 3, 2025, for an administrative change.

Change Order No. 2 was to increase the purchase order to add additional services of Open Finance and Pattern Stream in the amount of $110,260.00.

Hernando County Office of Management and Budget has requested an increase for Purchase Order No. 25000437 for Enterprise Permitting and Licensing Users.

FINANCIAL IMPACT

Funding will come from the following account:

Expense:

Fund: 0011 - General Fund, **Department: 01051** - Board of County Commissioners, **Account: 5606801** - Capitalized Software

CIP Project: 110270 Comprehensive ERP Software, included in FY 26 budget.

LEGAL NOTE

The Board has the authority to act on this item pursuant to Part II, Chapter 2, Article V of the Hernando County Code of Ordinances.

RECOMMENDATION

It is recommended the Board approve Change Order No. 3 in the amount of $132,641.00 to Tyler Technologies, Inc., for Purchase Order No. 25000437, bringing the total purchase order

amount to $6,685,771.00.

REVIEW PROCESS

Carla Rossiter-Smith	Approved	02/03/2026 2:49 PM
Erin Dohren	Approved	02/04/2026 12:01 PM
Pamela Hare	Approved	02/04/2026 4:09 PM
Jon Jouben	Approved	02/04/2026 4:14 PM
Heidi Prouse	Approved	02/05/2026 12:12 PM
Toni Brady	Approved	02/05/2026 12:33 PM
Jeffrey Rogers	Approved	02/05/2026 1:25 PM
Colleen Conko	Approved	02/05/2026 1:27 PM

TITLE

Utilization of Sourcewell Contract With Tyler Technologies for Public Sector and Education Administration Software Solutions With Related Services for Enterprise Resource Planning Software and Enterprise Permitting and Licensing Software and Related Services for Various County Departments and Entities (Amount: $6,299,320.00)

Utilization of Sourcewell Contract With Tyler Technologies for Public Sector and Education Administration Software Solutions With Related Services for Enterprise Resource Planning Software and Enterprise Permitting and Licensing Software and Related Services for Various County Departments and Entities (Amount: $6,299,320.00)

BRIEF OVERVIEW

On October 31, 2024, Hernando County Administration submitted a request to the Procurement Department to piggyback Sourcewell Contract No. 090320-TTI, to provide Software and Services for various County Departments and Entities with a contract expiration of November 2, 2025.

The initial term of this Agreement is equal to five (5) years, commencing on the first day of the first month following the Effective Date as stated in the Tyler Software Service Agreement . Upon expiration of the initial term, this Agreement will renew automatically for an additional one (1) year renewal term.

Hernando County is requesting the use of this contract for Enterprise Resource Planning (ERP) and Enterprise Permitting & Licensing (EPL) Software and Related Services for Hernando County Departments and Entities with Tyler Technologies, in the estimated annual spend amount of $819,573.00, Estimated One-Time spend amount $2,202,715.00 and a total estimated spend of $6,299,320.00.

- Estimated Recurring Annual Fees: $819,573.00
- Estimated One-Time: $2,202,715.00
- Estimated Contract Total: $6,299,320.00
- Estimated Travel Expense Allowance (not included in Contract Total): $143,550.00

Hernando County Procurement Department has assigned File No. 25-P0191C to this Contract for tracking purposes.

The Chief Procurement Officer has reviewed this requirement for conformance to Procurement Ordinance and Purchasing Policies and Procedures.

FINANCIAL IMPACT

Funding will be from the budget funds in Hernando County.

Fund: 0011 - General Fund, **Department: 01051** - BOCC, **Account: 5606801** - Capitalized Software

CIP Project: 110270 Comprehensive ERP Software

FY25 - $3,500,000.00
FY26-FY29 - $2,942,870.00 Unfunded

LEGAL NOTE

In accordance with Part II, Chapter 2, Article V of the Hernando County Code of Ordinances.

RECOMMENDATION

It is recommended the Board approve the utilization of Sourcewell Contract No. 090320-TTI (Hernando County File No. 25-P0191C) with Tyler Technologies, Inc., in the estimated spend amount of $6,299,320.00, with an additional allowance of $143,550.00 in estimated travel expenses for Tyler personnel to provide onsite services.

It is further recommended the Board authorize the Chief Procurement Officer to renew the contract with the same terms and conditions.

REVIEW PROCESS

Carla Rossiter-Smith	Approved	11/19/2024 4:00 PM
Albert Bertram	Approved	11/20/2024 2:42 PM
Pamela Hare	Approved	11/22/2024 9:42 AM
Melissa Tartaglia	Approved	11/22/2024 10:48 AM
Heidi Kurppe	Approved	11/25/2024 12:14 PM
Jeffrey Rogers	Approved	11/25/2024 1:32 PM
Colleen Conko	Approved	11/25/2024 2:29 PM

DocuSign Envelope ID: 53B16E1A-E395-497E-80EE-1B2CAC17DC0E

Solicitation Number: RFP #090320

CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Tyler Technologies, 5101 Tennyson Pkwy., Plano, TX 75024 (Vendor).

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada.

Vendor desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.

B. EXPIRATION DATE AND EXTENSION. This Contract expires November 2, 2024, unless it is cancelled sooner pursuant to Article 24. This Contract may be extended up to one additional one-year period upon request of Sourcewell and with written agreement by Vendor.

C. SURVIVAL OF TERMS. Articles 11 through 16 survive the expiration or cancellation of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

A. EQUIPMENT, PRODUCTS, OR SERVICES. Vendor will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Vendor's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new/current model. Vendor may offer close-out or refurbished Equipment or Products if they are clearly indicated in

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Vendor's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTIES. During the term of a current Maintenance or SaaS Agreement, Vendor makes the following warranties:

1. Tyler Software Warranty - Vendor's software will substantially conform to the functional descriptions of the Vendor software contained in Vendor's Proposal or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through Vendor's maintenance and support services and the governing functional descriptions for such future functionality will be set forth in Vendor's then-current documentation.
2. Tyler Services Warranty - Vendor warrants that it will perform services in a professional, workmanlike manner, consistent with industry standards. In the event Vendor provides services that do not conform to this warranty, Vendor will re-perform the services at no additional cost.
3. Third Party Warranties – Unless otherwise indicated, Vendor does not warrant the condition of any third party products or services resold through Vendor's reseller agreement. Vendor will pass through any 3rd party warranties it receives for such items and will reasonably cooperate and coordinate for access to warranty service for 3rd party items Vendor resells.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution, Vendor will make available to Sourcewell a means to validate or authenticate Vendor's authorized dealers, distributors, and/or resellers relative to the Equipment, Products, and Services related to this Contract. This list may be updated from time-to-time and is incorporated into this Contract by reference. It is the Vendor's responsibility to ensure Sourcewell receives the most current version of this list.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced as stated in Vendor's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

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Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. SHIPPING AND SHIPPING COSTS. All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Vendor must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery.

Vendor must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Vendor in breach of this Contract if the Vendor intentionally delivers substandard or inferior Equipment or Products. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Vendor as soon as possible and the Vendor will replace nonconforming Equipment and Products with conforming Equipment and Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Vendor with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Vendor may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Vendor determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Vendor may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Contract Administrator. This form is available from the assigned Sourcewell Contract Administrator. At a minimum, the request must:

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- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Request Form will be become an amendment to this Contract and be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Vendor understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Vendor is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential members to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Vendor's employees may be required to perform work at government-owned facilities, including schools. Vendor's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Vendor that it intends to access this

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Contract; however, order flow and procedure will be developed jointly between Sourcewell and Vendor. Typically, a Participating Entity will issue an order directly to Vendor. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration of this Contract; however, Vendor performance, Participating Entity payment, and any applicable warranty periods or other Vendor or Participating Entity obligations may extend beyond the term of this Contract.

Vendor's acceptable forms of payment are included in Attachment A. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order may be negotiated between a Participating Entity and Vendor, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entitles may require the use of a Participating Addendum; the terms of which will be worked out directly between the Participating Entity and the Vendor. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract. The foreging notwithstanding Vendor may require (i) execution of a software and services agreement in a form substantially similar to the one included with Vendor's proposal and/or (ii) require agreement to terms required by 3rd party product providers.

C. PERFORMANCE BOND. If requested by a Participating Entity, Vendor will provide a performance bond that meets the requirements set forth in the Participating Entity's order subject to Vendor's approval, not to be unreasonably withheld and payment by Participating Entity of the fee for the performance bond.

D. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements) not addressed in this Contract, the Participating Entity and the Vendor may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

E. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Vendor in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the goods to be purchased;
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements; or

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3. Vendor commits any material breach of this Contract or the additional terms agreed to between the Vendor and a Participating Entity, subject to the terms of an executed software and services agreement between the Vendor and the Participating Entity.

F. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Vendor will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Vendor must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Vendor must provide a contract sales activity report (Report) to the Sourcewell Contract Administrator assigned to this Contract. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Vendor must submit a report indicating no sales were made).

The Report must contain the following fields:

- Customer Name (e.g., City of Staples Highway Department);
- Customer Physical Street Address;
- Customer City;
- Customer State/Province;
- Customer Zip Code;
- Customer Contact Name;
- Customer Contact Email Address;
- Customer Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;

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- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Vendor.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Vendor will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Vendor may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Vendor will submit a check payable to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Sourcewell-assigned contract number in the memo and must be mailed to the address above "Attn: Accounts Receivable." Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Vendor agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Vendor is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Vendor in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Vendor's Authorized Representative is the person named in the Vendor's Proposal. If Vendor's Authorized Representative changes at any time during this Contract, Vendor must promptly notify Sourcewell in writing.

10. ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. ASSIGNMENT. Neither the Vendor nor Sourcewell may assign or transfer any rights or obligations under this Contract without the prior consent of the parties and a fully executed assignment agreement. Such consent will not be unreasonably withheld.

B. AMENDMENTS. Any amendment to this Contract must be in writing and will not be effective until it has been fully executed by the parties.

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C. WAIVER. If either party fails to enforce any provision of this Contract, that failure does not waive the provision or the right to enforce it.

D. CONTRACT COMPLETE. This Contract contains all negotiations and agreements between Sourcewell and Vendor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.

E. RELATIONSHIP OF THE PARTIES. The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. LIABILITY

Vendor must indemnify, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees, arising out of the performance of this Contract by the Vendor or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications.

12. AUDITS

Sourcewell reserves the right to review the books, records, documents, and accounting procedures and practices of the Vendor relevant to this Contract for a minimum of 6 years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

13. GOVERNMENT DATA PRACTICES

Vendor and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Vendor under this Contract. Sourcewell and Vendor acknowledge that compliance with the Minnesota Government Data Practices Act extends only to that data to which the Act applies.

If the Vendor receives a request to release the data referred to in this article, the Vendor must comply with the Minnesota Government Data Practices Act, including any appropriate notice to Sourcewell. In such event, Sourcewell will assist with how the Vendor should respond to the request.

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14. INDEMNIFICATION

Vendor will defend, indemnify, and hold harmless Sourcewell and/or a Participating Entity from third-party claims that the Vendor's software and/or documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets and will pay the amount of any resulting adverse final judgment (or settlement to which Vendor consents). Sourcewell or a Participating Entity must notify Vendor promptly in writing of the claim and give Vendor sole control over its defense or settlement. Sourcewell or a Participating Entity agree to provide reasonable assistance, cooperation, and information in defending the claim at Vendor's expense. If an infringement or misappropriation claim is fully litigated and Sourcewell or a Participating Entity's use of Vendor's Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which Vendor consents) Vendor will, at Vendor's option either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent.

15. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:

   a. Sourcewell grants to Vendor a royalty-free, worldwide, non-exclusive right and license to use theTrademark(s) provided to Vendor by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Vendor.

   b. Vendor grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Vendor's Trademarks in advertising and promotional materials for the purpose of marketing Vendor's relationship with Sourcewell.

2. *Limited Right of Sublicense*. The right and license granted herein includes a limited right of each party to grant sublicenses to its and their respective distributors, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

   a. Sourcewell must not alter Vendor's Trademarks from the form provided by Vendor and must comply with Vendor's removal requests as to specific uses of its trademarks or logos.

   b. Vendor must not alter Sourcewell's Trademarks from the form provided by Sourcewell and must comply with Sourcewell's removal requests as to specific uses of its trademarks or logos.

   c. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's Trademarks only in good faith and in a dignified manner consistent with such party's use of the Trademarks. Upon written notice to the breaching party,

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the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination*. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of vendors which may be used until the next printing). Vendor must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. PUBLICITY. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Vendor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. MARKETING. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Materials should be sent to the Sourcewell Contract Administrator assigned to this Contract.

D. ENDORSEMENT. The Vendor must not claim that Sourcewell endorses its Equipment, Products, or Services.

16. GOVERNING LAW, JURISDICTION, AND VENUE

Minnesota law governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state court in Todd County or federal court in Fergus Falls, Minnesota.

17. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

18. SEVERABILITY

If any provision of this Contract is found to be illegal, unenforceable, or void then both Sourcewell and Vendor will be relieved of all obligations arising under such provisions. If the remainder of this Contract is capable of performance, it will not be affected by such declaration or finding and must be fully performed.

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19. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Vendor will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Vendor may escalate the resolution of the issue to a higher level of management. The Vendor will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending*. Notwithstanding the existence of a dispute, the Vendor must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

Written notice of default and a reasonable opportunity to cure must be issued by the party claiming default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

20. INSURANCE

A. REQUIREMENTS. At its own expense, Vendor must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an “AM BEST” rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers’ Compensation and Employer’s Liability.*

Workers’ Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

$500,000 each accident for bodily injury by accident

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$500,000 policy limit for bodily injury by disease
$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Vendor will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:
$1,000,000 each occurrence Bodily Injury and Property Damage
$1,000,000 Personal and Advertising Injury
$2,000,000 aggregate for Products-Completed operations
$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Vendor will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:
$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Vendor will maintain umbrella coverage over Workers' Compensation, Commercial General Liability, and Commercial Automobile.

Minimum Limits:
$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Professional Liability*. During the term of this Contract, Vendor will maintain coverage for all claims the Vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Vendor's professional services required under this Contract.

Minimum Limits:
$2,000,000 per claim or event
$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Vendor will maintain coverage for network security and privacy liability. The

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coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Vendor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:
$2,000,000 per occurrence
$2,000,000 annual aggregate

Failure of Vendor to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Vendor must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Contract Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. Vendor must provide 30 days notice of any change in insurance coverage at variance with the contract requirements and promptly remedy any such variance.

Failure to request certificates of insurance by Sourcewell, or failure of Vendor to provide certificates of insurance, in no way limits or relieves Vendor of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Vendor agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Vendor's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Vendor, and products and completed operations of Vendor. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Vendor waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Vendor or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Vendor or its subcontractors. Where permitted by law, Vendor must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

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E. UMBRELLA/EXCESS LIABILITY. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

21. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Vendor must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with Sourcewell and Participating Entities.

22. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Vendor certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Vendor declares bankruptcy, Vendor must immediately notify Sourcewell in writing.

Vendor certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Vendor further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

23. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may also require additional requirements based on specific funding specifications. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Vendor’s Equipment, Products, or Services with United States federal funds.

A. EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-

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1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.

B. DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148). When required by federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Vendor must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is

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hereby incorporated by reference into this Contract. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of $150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Vendor certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Vendors must file any required certifications. Vendors must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Vendors must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Vendors must file all certifications and disclosures

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required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Vendor must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Vendor further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Vendor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Vendor must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Vendor agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

24. CANCELLATION

Sourcewell or Vendor may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Vendor's Proposal.

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Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell

DocuSigned by:
Jeremy Schwartz
C0FD2A139D06489...

By: _____

Jeremy Schwartz

Title: Director of Operations & Procurement/CPO

12/10/2020 | 9:55 AM CST

Date: _____

Tyler Technologies

DocuSigned by:
Andrea Fravert
F9BA6001D8B34DA...

By: _____

Andrea Fravert

Title: Director of Legal Affairs

12/15/2020 | 8:49 AM PST

Date: _____

Approved:

DocuSigned by:
Chad Coauette
7E42B8F817A64CC...

By: _____

Chad Coauette

Title: Executive Director/CEO

12/15/2020 | 11:07 AM CST

Date: _____

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RFP 090320 - Public Sector and Education Administration Software Solutions with Related Services

Vendor Details

Company Name:	Tyler Technologies
Does your company conduct business under any other name? If yes, please state:	Maine
Address:	1 Tyler Drive Yarmouth, Maine 04096
Contact:	Ehren Morse
Email:	ehren.morse@tylertech.com
Phone:	800-772-2260 4662
Fax:	207-712-6025
HST#:	75-2303920

Submission Details

Created On:	Thursday July 16, 2020 08:36:29
Submitted On:	Thursday September 03, 2020 16:18:31
Submitted By:	Ehren Morse
Email:	ehren.morse@tylertech.com
Transaction #:	2a2dd418-38ed-4881-94f8-bc0bd29d824c
Submitter's IP Address:	207.182.208.2

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Please do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; mark "NA" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (and applicable d/b/a, if any):	Tyler Technologies	*
2	Proposer Address:	5101 Tennyson Pkwy, Plano, TX 75024	*
3	Proposer website address:	www.tylertech.com	*
4	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Andrea Fravert Director of Legal Affairs 1 Tyler Drive Yarmouth, Maine 04096 1-800-772-2260 Andrea.Fravert@tylertech.com	*
5	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Ehren Morse Sales Operations Manager 1 Tyler Drive Yarmouth, Maine 04096 Ehren.Morse@tylertech.com 1-800-772-2260 ext. 4662	*
6	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Peter Rickett VP Sales Enablement 1 Tyler Drive Yarmouth, Maine 04096 Peter.Rickett@tylertech.com 1-800-772-2260	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *	
7	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	Partnering with government and schools to deliver the best technology solutions is our passion at Tyler. We have decades of experience providing software and services – beginning our exclusive focus on the public sector in 1997 – no one in the market has the breadth or the experience we have. Public sector software is not just what we do, it's all we do. At Tyler, we imagine a world where all city, county, and regional government services are connected within a healthy digital infrastructure. Connecting data, processes, and people makes communities safer, smarter, and more responsive to the needs of residents. When technology works seamlessly, citizens connect to their communities and are more engaged, and government and schools can efficiently serve their constituents. What are our values? Purpose – we are purpose driven. Tyler has built its brand by delivering value for clients, creating a strong workplace culture, ensuring transparency in our operations, and empowering strong, vibrant communities. We take great pride in the Tyler brand and what it stands for. Respect – we respect our resources. Respect for the environment is more than a mindset; it requires real investment and focus. In 2019, we continued to make meaningful changes to our operations,	

infrastructure, and product offerings to better conserve natural resources and address environmental concerns at global and local levels.

Community – we are committed to building community.

A spirit of community is a common thread that runs through every interaction, inside and outside our organization.For our communities, this means generous giving through the Tyler Foundation, our endowment for charitable giving. It also means continuing our unique relationship with Both Ends Believing, Tyler's nonprofit partner benefiting children in institutional care around the world.

For our company, this means support for the wellness and fulfilment of our employees, as well as for a wide range of causes they care about. In 2019, our commitment to employee engagement earned us inclusion in Forbes' America's Best Midsize Employers for the second straight year.

For our clients and shareholders, this means providing peace of mind by investing in security, compliance, and privacy initiatives that meet or exceed software industry standards. We publish specific guidance on these programs on the Compliance page of our website.

Integrity – we refuse to compromise on integrity.

Every aspect of our business begins and ends with integrity. In adhering to corporate governance standards, integrity is our guiding principle and our number one requirement for success — with our team members, our clients, our shareholders, and even with our competitors. We consider integrity to be at the heart of our success and uphold it on a daily basis through careful listening, thoughtful analysis, and responsible decision making.

Company Background

Tyler Technologies is the largest and most established provider of integrated software and technology services focused on the public sector. Tyler's end-to-end solutions empower local, state, and federal government entities to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler's solutions are transforming how clients gain actionable insights that solve problems in their communities.

Tyler empowers government and schools to create safer, smarter, and more vibrant communities through integrated solutions ranging from Appraisal & Tax, Civic Services, Courts & Justice, Data & Insights, ERP, Land & Official Records to Public Safety and K-12 Education, and has been exclusively focused on the public sector since 1997.
Tyler was founded in 1966, incorporated in Delaware in November 1989 and is a publicly traded corporation on the NYSE (TYL) and is headquartered in Plano, TX, with 28 office locations across the U.S. and Canada.

With a client retention rate of 98%, Tyler has more than 21,000 successful installations across 10,000 sites, with clients in all 50 states, Canada, the Caribbean, Australia, and other international locations. Tyler offers scalable products with the smallest jurisdiction (Loving County, TX with a Population of 82) to the largest (Los Angeles County, CA with a population of 10.1M), and reinvests annually into research and development ($64M in 2019).

Our Products

With decades of exclusive public sector experience, Tyler is the market leader providing integrated software and services. Subject matter experts and in-depth products result in a sustainable client partnership that delivers the industry's most comprehensive solution. We provide the industry's broadest line of software products and offer clients a single source for all their information technology needs in several major areas: Appraisal & Tax, ERP, Civic Services, Land & Official Records, Courts & Justice, Public Safety, Data & Insights, and K-12 Education. We are known for long-standing client relationships, functional and feature-rich products, and the latest technology. In addition to software products, Tyler provides related professional services including installation, data conversion, consulting, training, customization, support, disaster recovery, and application and data hosting.

Public Sector Focus

Tyler's business units have provided software and services to customers for more than fifty years and have long-standing reputations in the local government market for quality products and customer service. Tyler is the largest company in the United States focused solely on providing software solutions to the public sector. While many of our competitors compete in multiple vertical markets, Tyler is singularly focused on

		the public sector. It's 100 percent of our business. Tyler recognizes that the public sector is generally stable, risk averse, and craves community accessibility, security, and transparency. That is why local government and school entities seek reliable and efficient software and services from Tyler—a vendor who is professional, reputable, dedicated, and achieves results. Tyler has the experience to understand the unique requirements of the public sector, the necessary resources to invest in its products, and the ability to deliver quality services. Our Experience Tyler Technologies' solutions offer the widest breadth of products in the industry, the latest technology available, and an integrated system that can operate in diverse offices throughout a jurisdiction. More importantly, Tyler's vision and skill in executing that vision is what ultimately leads to a successful implementation and long-term solution for our customers. Our experienced team consists of industry leaders that keep our team moving and making sure we can give you the tools to succeed.	
8	What are your company's expectations in the event of an award?	Tyler is invested in continuing to promote and foster usage of the contract. Tyler has been able to market the benefits of our existing contract internally and externally so sales staff are empowered with knowledge to promote its use and prospective clients are aware of its availability and benefit to their agency.	*
9	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	Tyler consistently maintains a solid balance sheet and strong cash flow and low debt, experiencing consistent revenue growth with 29 consecutive quarters of profitability, and a total revenue for 2019 of $1.08 billion. While experiencing significant growth opportunities from an increase in staff and expanding territories, we anticipate additional product offerings and new technology will accelerate this growth substantially in the future. We believe a debt-free balance sheet, substantial cash reserves, and a committed customer base put Tyler in a great position in our industry to weather any unexpected turbulence in the economy. For additional revenue information please visit www.tylertech.com. Tyler's continued success validates our strategy of a singular focus of serving mission-critical needs of the public sector, backed by a strong balance sheet and strategic investments that bolster our market leadership. This singular focus is executed though multiple dimensions of products and services. In June of this year, Tyler was named to the S&P 500® index. This is a major achievement and milestone for Tyler reflecting Tyler's consistent growth and expanding market capitalization over the last two decades. Tyler's commitment to providing essential software and services to support the public sector remains stronger than ever. Please visit tylertech.irpass.com/Annual_Report_Financials to view our current annual report.	*
10	What is your US market share for the solutions that you are proposing?	Gartner estimates the total market for state/local government and education (excluding higher education) to be approximately $21B. Tyler currently estimates our addressable market in the US to be $9 billion, of which our current market share is around 13%.	*
11	What is your Canadian market share for the solutions that you are proposing?	Tyler has an established presence in Canada with an increasing footprint and pipeline for new business. More than a third of our business units have existing clients in Canada and a strategic focus on increasing market share.	*
12	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	Tyler has never petitioned for bankruptcy protection and as described above is very proud of it's financial strength with consistent long term revenue growth, a strong cash position and no current debt.	*
13	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	Tyler is best described as a manufacturer and service provider. A great benefit to Sourcewell members as Tyler not only develops and supports our software in house, we also have an impressive implementation team that works directly with our clients to ensure a smooth implementation. These internal teams work together seamlessly to ensure that all our products and services offered provide the best solutions to the public sector's evolving needs. Tyler offers a variety of solutions designed specifically for the public sector. From ERP and community development to public safety and school transportation, we provide solutions for all the public sector's needs. For Sourcewell members, that means one partner – one company to work with and solutions that were designed to work together.	*

14	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	The scope of services provided by Tyler do not include required licenses or certifications. Our proposal otherwise includes information related to certifications held by some of our personnel.	*
15	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	Tyler is not, and has not been over the last ten years, suspended or debarred from procurements in its various markets.	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	
16	Describe any relevant industry awards or recognition that your company has received in the past five years	Tyler strives to provide the best client services in the industry. Our products undergo testing by trained quality assurance and certified usability analysts; therefore our clients benefit from products that work logically based upon user experience and input. We also focus our implementation and support professionals on specific groups of applications so they can offer more specialized services. Our commitment at Tyler is to ensure the highest level of client satisfaction through the efforts of Tyler's most valued resource: its people. We challenge our employees to pursue new initiatives aggressively and become industry leaders in their respective fields. Tyler employs over 5,500+ individuals, many of whom are seasoned professionals with unique and proprietary skills and years of industry experience. In fact, our employee turnover rate is very low—in recent years, about half of the industry average. Company Recognition Tyler Technologies has earned the reputation as an industry leader based on our products and commitment to our clients. These factors, along with our financial strength and industry partnerships, have resulted in numerous accolades. Tyler has been named to the following prestigious lists alongside some of the most innovative and influential companies in the United States. Innovative and Strong: - Included in the S&P 500 (2020) - Government Technology Magazine's "GovTech Top 100 List" (2020) - ORBIE's "CIO of the Year" award (2020) - D Magazine's "CEO Financial Executives" award (2020) - Dallas Business Journal ranked Tyler's Plano office #8 in its "North Texas Fastest-Growing Public Companies" list (2017) - Forbes' "Most Innovative Growth Companies" list (2016, 2017) - Forbes' "America's Best Small Companies" list (nine times) - Barron's 400 Index ranking, a measure of the most promising companies in America (six times) - Software Magazine's "Software 500" ranking of the world's largest software and service suppliers (seven times) - Audit Integrity's "America's Most Trustworthy Companies" list (2007) Employer of Choice: - Forbes' "Best Employers for Diversity" (2019, 2020) - Forbes' "Best Employers for Women" list (2018) - Forbes' "Best Midsize Employers" list (2018) - Tyler's three Maine offices recognized as "Best Places to Work in Maine" (nine times since 2007) - The Atlanta Journal Constitution's "Top Workplaces" list (2020) - The Washington Post's "Top Workplaces" List (2020) - Dallas Morning News' "Best in DFW: Top Workplaces" recognized Tyler's Plano, Texas, office (five times) - Dayton Daily News' "Top Workplaces in the Dayton Metro Area" recognized Tyler's Moraine, Ohio, office - Tyler's Lubbock, Texas, office named to the "Best of Lubbock" list by the Lubbock Avalanche-Journal (2016 and 2017) - Detroit Free Press named Tyler's Troy, Michigan, office a top workplace (2017) - Phoenix Business Journal named Tyler's Tempe, AZ, office on Best Places to Work list (2017)	*
17	What percentage of your sales are to the governmental sector in the past three years	87% or Tyler's sales have been focused on the governmental sector in the past three years.	*
18	What percentage of your sales are to the education sector in the past three years	11+% of Tyler sales focused on the education sector in the past three years. More than 37% of all of Tyler's clients are education sector related organizations.	*
19	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	Tyler is associated with CES, TIPS, TX DIR, MESC. OECM, TX Buyboard, NASPO (via Carahsoft). Additional state contracts include: Massachusetts ITS42, Missouri, New Jersey, Rhode Island, Virginia.	*
20	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	Our federal division leverages GSA IT-70 which markets Tyler's Micropact solutions and our Data & Insights division has GSA Schedule 70 GS-35F-0119Y which markets Tyler's Socrata solutions.	*

Table 4: References/Testimonials

Line Item 21. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Brevard County Sheriff's Ofice, FL	Bob Urie - Information Technology Manager	321.607.2697	*
North Carolina Judicial Branch	Bob Fowler -Chief Business Officer	919-890-1223	*
City of Hartford, CT	Mary Pippin - ERP Manager	860-757-9430	*

Table 5: Top Five Government or Education Customers

Line Item 22. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
State of North Carolina	Government	North Carolina - NC	eCitations, eWarrants, Online Court Management System, eFiling	26 line items under 3 Suites	$30,209,174	*
State of South Carolina	Education	South Carolina - SC	Transportation – Routing and Planning, GPS, Mobile Data Terminal, Business Intelligence Dashboard	1 Suite	$14,500,000	*
Bexar County, TX	Government	Texas - TX	Online Court Management System, Civil Process Software, Probation Software, Jury Software, Corrections Software	24 line items under 5 Suites	$10,995,593	*
Dallas County, TX	Government	Texas - TX	Civil Process Software, Jury Software, Court Management System	46 line items under 3 Suites	$10,008,902	*
Franklin County, OH	Government	Ohio - OH	Appraisal Services, ePayments, ERP, Court Management Systems	4 suites	$9,415,143	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	

23	Sales force.	Tyler's organization is broken down into specific business units with focused and tenured sales teams successfully supporting each business unit. Sales departments are strategically structured with ample resources that focus on Tyler's existing clients and staff that focus exclusively on prospective new clients. Tyler is very proud of and benefits from its sales force being healthily tenured. This meaningfully supports the effectiveness of our sales organization, our consultative approach to selling and our clients' satisfaction when conducting business with Tyler. This undoubtedly helps to drive Tyler's client retention rate of 98%. In Tyler's largest division the average tenure of our sales team is 14 years and on average across the organization sales resources have spent 9+ working at Tyler and many have had careers with applicable experience doing business with the public sector. Additionally, one out of three of Tyler's employees has worked in the public sector. Our sales organization consists of nearly 400 resources who help to successfully operate Tyler's sales functions and support our growing customer base with knowledgeable and focus on each and every product that is purchased by our customers. Tyler product divisions are divided into seven distinct areas: Appraisal & Tax, Courts & Justice, Data & Insights, ERP, Federal, Local Government & Public Safety and five focused solution groups: Courts & Justice, Health & Human Services, K-12 Education, Public Administration and Transformative Technology. Tyler has offices across the United States to accommodate our growing employee & customer base and provide exceptional regional support for our existing clients. Tyler is headquartered in Plano, Texas. We have offices throughout the U.S., two in Canada, and one in the Philippines. With Sourcewell more recent expansion into Canada, Tyler looks to continue to build on this partnership and leverage this contract and Sourcewell's partnerships to expand business in Canada going forward. Tyler has a growing number of clients in Canada. Internal and external sales employees are cognizant of the effectiveness and purchasing vehicles and are specifically trained on the process for utilizing Sourcewell so they can provide information efficiently and effectively to our client and prospective clients. Tyler's clients have utilized the Tyler/Sourcewell contract more than any other means of cooperative purchasing, and Tyler looks to continue to grow the partnership and the volume of business that leverages this procurement method.	*
24	Dealer network or other distribution methods.	Tyler does not leverage a dealer network. We have proven success with selling direct to our customers and seamlessly integrating additional departments into each and every client relationship as customers continue their partnership with Tyler.	*
25	Service force.	Tyler actively seeks the best talent to help us implement our solutions for our clients. Our staff consists of seasoned professionals with unique and proprietary skills, and years of industry experience, who are focused on specific products and in dedicated regions. Assembling a quality project team that suits for project needs is important. Upon award of contract, Tyler assigns a project manager and quality project team to ensure your implementation success. Tyler staff perform services in a professional, workman-like manner, consistent with industry standards.	*

26	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	Customer satisfaction is of the utmost importance to Tyler. That's why we've designed our customer support model to ensure that issues that arise are resolved within a timely manner. Tyler provides online and continuing education resources on its support website at www.tylertech.com/client-support. Support Organization Tyler technical support is organized by business process. Our product-specific teams allow support staff to focus on a distinct group of products and services by business process so they can handle calls quickly and accurately. The support product manager is responsible for the day- to-day operations of the team and ensures delivery of exceptional technical support to our clients. The team analysts and leads are responsible for assisting the team with client issues and providing ongoing team training. Technical support specialists are responsible for diagnosing and resolving client issues in a timely and courteous manner. Contacting Us to Make a Support Request The most efficient way to reach us is to log a support request online through Tyler's online support incidents at www.tylertech.com/client-support. You can log a case for support anytime. All data is available in real-time. Your existing contact information defaults when you create a new support case. You provide: Description, Priority, Product suite, group, and module. Best practice is to enter as the product suite and to start with the application module for all issues – the application support team will collaborate with other groups as needed for resolution. The case create-form provides unlimited space for you to describe the question or problem in detail, and you can attach files or screen capture that may be helpful to support. Use the My View screen capture tool to record the issue and attach it to the support case. As you enter your request, potential solutions are offered in the Answer Panel to the right of the case entry form. If you do not find an answer while entering your request, continue with the submit. The case is routed to the team with the experts best matched to your request. Once submitted, you will receive an automated email that includes the case number for reference. A Focus on Client Success Our mission is to deliver superior service by providing a timely response, issue resolution, and operational support, resulting in a high-level of client satisfaction. Unlike some companies who outsource their application support to a third party, Tyler offers a complete solution of customer support services provided by our in-house experts. When you contact technical support, your request is responded to by a technical support specialist who begins working on the request at first contact. Every contact from you is logged into our customer relationship management system. This system tracks the history of each case, including the time of first contact, priority of the issue, description of the request, support recommendations, client feedback, and resolution. A list of cases is available in real time on Tyler's support website. Case Priorities To best assist clients, we triage and monitor cases by priority. The case priority is based on your needs and deadlines. Priority identifies the impact of the issue and sets expectations for support and for you. You are responsible for communicating the priority of the case and must contact support if the priority of an issue changes. Support resources are available 8:00 AM to 5:00 PM across four standard time zones (EST, CST, MST, and PST). Tyler has established escalation paths and severity levels that range from Critical to Non-Critical. Critical priority means an issue is severe and requires immediate resolution. A critical issue is one where there is a complete work stoppage, or a loss of multiple essential system functions for all users. Tyler aims for resolution in 1 day or less. High priority issues are ones where there is a repeated, consistent failure of essential functionality affecting more than one user, or the loss or corruption of data; your system is operational, but an essential piece of functionality is not working. Tyler aims for resolution in 10 days or less. Medium priority issues are non-severe issues that Tyler aims to resolve in 30 days or less. Non-Critical priority issues are a lower priority and you will work with Support as time permits. Tyler aims for resolution in 60 days or less. Critical Issues If you are experiencing a severe work stoppage that requires immediate resolution, you can log a critical case through the portal, or you can call Tyler's toll-free number (800.772.2260). If all technicians are on the line assisting other clients, you can press "0" to be redirected to the operator to page the team. Following-up on Open Cases You can monitor the status of an open issue in Tyler's online support incidents. In the portal, you can review support's last action on the case and enter new information to share with support. You can request an update by entering a note on the case in the portal, or by calling support and speaking with the assigned technician. Escalating a Support Case If your situation or issue priority has changed, or if you feel you are not receiving the service you need, please contact the appropriate support product manager to escalate. The manager will follow up on your open issue and determine the necessary action.

27	Identify your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Since 1997, Tyler Technologies' singular focus has been providing software and technology services to the public sector, While this remains our focus, 2019 was a year that highlighted and amplified the multiple dimensions of our growing company. We serve multiple levels of public sector clients from local to national. The 2019 acquisition of Micropact added federal clients such as NASA and the Department of Justice to our extensive roster of municipalities, counties, state and other government entities. We engage with multiple levels of technology, from back-office systems of record that feed, access and aggregate data, to process integration with workflows across systems, to the applications that provide better access to government for community residents. We provide end-to-end software and services options designed to accommodate each client's unique situation, whether they're moving from manual processes or already engaged in advanced digital workflow. We deliver solutions in multiple ways. From locally installed, client-hosted systems to secure reliable cloud-based offerings, we facilitate hosting environments that work best for our clients. We envision a dynamic future. Our visions of helping our clients create connected communities – where data, processes, and people work together to make communities safer, smarter, and more responsive – is multilayered, with a long-term roadmap for connecting data between departments and agencies and across jurisdictions and geographical boundaries. We are accountable to multiple stakeholders, including public servants, community residents, our employees, and our shareholders, and we take our responsibilities to each of these groups very seriously. We empower the people who serve the public in multiple ways every day. Tyler's 5,500+ employees work hard every day to support our 26,000+ installations in 10,000 locations. We have public sector clients in all 50 states plus Canada, the Caribeean, Australia, Europe, and other international locations. Moreover, Tyler offers the widest range of solutions for the public sector, including: Appraisal & Tax, Civic Services, Corrections, Courts & Justing, Cybersecurity, Data & Insights, ERP Financial, Health and Human Services, Land & Official Records, Public Safety, Regulatory, School Financial, Student Information & Student Transportation. Tyler is willing and able to sell our best of breed products across the United States. We provide solutions to support all sizes of entities in the public sector and pride ourselves on providing unparalleled support to each and every customer with a growing array of support services to ensure that our clients' needs are met expeditiously and resolved quickly. This is appreciated by our clients and supports our client retention rate of 98%.	*
28	Identify your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Tyler's EnerGov, MyCivic, Socrata, Versatrans, Odyssey and iasWorld products are all sold in Canada with dedicated sales resources focusing on this market and continuing to build market share. Specific to Tyler's A&T division , Tyler's experience is both deep and broad in terms of its footprint within Canada. We have been providing property assessment solutions to the Canadian market since 1992, starting with the Province of Nova Scotia. The Province of Newfoundland initially installed the Tyler solution in 1998. Along with these longtime clients, Tyler is currently in the process of implementing the iasWorld CAMA solution for British Columbia Assessment (BCA). BCA is widely regarded as one of the most advanced assessment agencies in the world, assessing nearly two million properties with a total assessed value nearing $1.3 trillion. BCA selected Tyler's iasWorld after a competitive review process to help improve assessment quality, reduce operational and overhead costs, enhance data flow between agencies and improve employee productivity. In addition, Tyler is currently implementing the iasWorld solution in the City of Calgary. The City chose Tyler's iasWorld solution due to our experience in Canada, our appraisal expertise, the overall financial strength of the company, and our singular focus on the public section. Tyler is supporting the City of Calgary's vision of becoming a leading annual market value assessment jurisdiction.	*
29	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	Tyler is intent on marketing it's software & service solutions across all states in the US and across Canada.	*
30	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	Tyler provides solutions predominantly to Schools, Cities, Counties, Special Districts, States and Federal Organizations and is intent on maketing its solutions to these organizations across all of Sourcewell's applicable entity sectors.	*

31	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	There are no restrictions on Tyler's ability to conduct business in Hawaii, Alaska, or other US territories.	*

Table 7: Marketing Plan

Line Item	Question	Response *	
32	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	As a proud Sourcewell partner, Tyler Technologies actively embraces and promotes this partnership to our clients and prospects. Tyler's broad portfolio of solutions empowers the public sector to deliver quality and efficient service to their constituency — through software that provides greater transparency and accessibility, sustainable office practices, and secure data that is easy to manage and maintain. Through our Sourcewell partnership, we can deliver on this mission one step further by helping the public sector make critical software procurement decisions while reducing stress and allowing them to find a solution at the most competitive price point. To drive awareness of the Sourcewell agreement, we have strategically integrated the partnership into our corporate marketing strategy in several ways, including the following: • Tyler has developed multiple collateral resources that speak to the advantages of using Sourcewell as a procurement tool. Our Tyler Technologies Sourcewell Flyer lives in our customer-facing resource center on Tylertech.com. We've also created a brochure titled "Making the Right Long-Term Decision: A Six-Step Approach to Purchasing New Technology" which discusses the various ways agencies begin the procurement process, which speaks to utilizing a purchasing agent like Sourcewell to help save significant time, paperwork, administration fees, and legal costs. Our Munis ERP Case Study directly references the benefits of using a Sourcewell contract in the words of Tyler's client the city of Redding, California. All these resources are available on our website Tylertech.com, but are also Google indexed, making them accessible to anyone looking for resources on these subjects or active keywords. • Our Tyler Technologies Sourcewell Flyer is also available in our sales enablement platform which enables our marketing and sales organization to send important decision-making assets to prospects and clients. • Tyler promotes Sourcewell at hundreds of trade shows nationwide every year, including industry-leading events like GFOA, where our Sourcewell banner is placed proudly in our Tyler-branded booth. Because the Sourcewell brand is so highly regarded within the public sector, this helps strengthen the brand identity of both Sourcewell and Tyler in the eyes of public sector decision makers and allows them to feel confident in the value they are receiving in the partnership. • Tyler's annual Connect client user conference draws over 6,000 government officials and decision makers in attendance. Tyler offers Sourcewell access to our Connect conference, a valuable opportunity to interact with and promote to Tyler's client base. In continuing the partnership, Tyler is open and willing to explore further opportunities where the brand missions align, including: • Upon award of contract, Tyler will produce and distribute a press release to all pertinent media outlets, and the news will be amplified via our social media channels. • Once a year, Tyler will create a thought leadership piece on the significance, benefits, and value of cooperative procurement agreements. This piece will be stored in the resource center on Tylertech.com and will be amplified via social media channels. • Tyler will continue to integrate mentions of the Sourcewell partnership into existing collateral and presentations, further promoting the partnership to both clients and prospects during webinars or in product collateral. • Tyler will incorporate Sourcewell branding into our virtual trade show exhibitor booth at various events throughout the year. When we can attend events in-person, we will incorporate the Sourcewell banner into our booth design where applicable.	*
33	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	As part of our corporate marketing strategy, Tyler Technologies is active on social media platforms including Twitter, LinkedIn, Facebook, and Instagram. We strategically use each platform to amplify key corporate messages through mediums like blog posts, press releases, and downloadable assets as links with UTMs. Digital marketing is a priority at Tyler Technologies, and we continue to grow our influencer network to include key partners and influential voices within our industry and verticals. Tyler is consistently featured prominently in industry and mainstream publications that reach decision makers in target markets. Tyler Technologies and Sourcewell, in this partnership, can leverage and amplify each other's industry expertise on social media, in print, and on digital platforms to hit all prospective audiences.	*

34	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	With a continued partnership, Tyler will look to Sourcewell to continuously market the value of their program and the applicability of cooperative procurement to their customer base. Sourcewell should continue to elevate their image in the marketplace, attracting valuable prospects for both brands, through opportunities like trade shows and events. Tyler reps propose usage of the Sourcewell contract when clients are intent on purchasing from cooperative vehicles for procurement of their software and services. Usage volume of the Sourcewell contract exceeds that of all other contracts and our clients appreciate the expeditious process and ease of use of the contract.	*
35	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Tyler provides e-procurement solutions to its clients. Tyler's eProcurement solutions increase efficiency by streamlining the purchasing process, resulting in shorter processing times. The easy flow of information and the ability to customize processes ensures purchasing requirements and needs are met while improving the organization's purchasing power. Tyler has provided an eprocurement punch-out to vendor-hosted websites in Tyler's Munis Purchasing and Requisition applications. This makes Munis eProcurement even more useful. Vendor punch-out allows for online shopping on a vendor's website which can be accessed and launched directly from the Munis Requisition application. When accessed, Munis users can shop the vendor's website, creating a virtual shopping cart of items. For example, a Munis user shops on the Staples.com website and builds a shopping cart of items. Once shopping is complete, the virtual shopping cart of items is instantly transferred to Munis and automatically populates a Munis requisition. Once the virtual shopping cart has been transferred to a Munis requisition, the regular Munis requisition process will be enforced. This includes allocating the requisition line items to GL accounts, checking and enforcing available budgets, following Munis requisition workflow and eventually converting to a purchase order. Once a purchase order has been created, sites have the optional functionality to electronically submit the created purchase order to the vendor. Currently, Tyler's own products currently are not offered via an e-procurement ordering process but Tyler is continually looking for ways to improve processes and methods for purchasing Tyler's products. The purchase of Tyler's software and service solutions is a consultative process which involves working with our customers to determine their needs and determining how best they can utilize Tyler's solutions to optimize business at their organization's operations. Tyler has a long history partnering with Sourcewell to improve procurement timelines to provide best in class software and services to the Public Sector.	*

Table 8: Value-Added Attributes

Line Item	Question	Response *	
36	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	Everyone's learning style is different. That's why Tyler offers several training formats to accommodate our diverse clients' needs. Training by Tyler staff provides hands-on learning in your own labs. Your resources receive consultative knowledge transfer sessions that are a combination of lecture and hands-on education, using your organization's own data. Tyler believes in a train-the-trainer approach to implementation. This approach allows your resources (i.e. power users and functional leads) to be involved in the initial training and software configuration while limiting the amount of time that end users are involved in the project. The power users and functional leads are then involved in training the end user community after all configuration is complete, which helps to increase adoption, solidify knowledge transfer, and lessen resistance to training and process changes. A mutually developed education plan lays out the process of transferring knowledge between you and Tyler. The purpose of the education plan is to: • Communicate the process to stakeholders and functional leaders • Answer specific questions (where classrooms will be established, what database environment will be utilized, etc.) • Establish action items and link project personnel as owners • Define measurement criteria to ensure the plan has been successfully followed Your organization is set up for success with Tyler's train the trainer approach to training and education plan developed over years of industry experience. Additionally, we do offer Tyler-led end user training for circumstances where the train the trainer approach is not feasible. You may contact us at any time for training on future functionality, train new users, or refresh knowledge; However, your team will have access to the tools and services designed to support your internal training leads - TylerU, Tyler Community, client support, state user groups, annual user conference, KnowledgeBase and online help. More information on these resources is provided below. Tyler has a longstanding track record delivering virtual implementation services. With our strong virtual capabilities, Tyler has adjusted to the current Covid-19 climate. Tyler plans to continue to deliver all training virtually, including Go Lives, until health and travel conditions stabilize. Please visit our Virtual Munis Implementations homepage for additional information regarding our proven success delivering this model. At this time local, state, and federal governments within the United States (US) are limiting travel within our borders and abroad. When the local and state governments start lifting restrictions, we will evaluate each project and determine which, if any, sessions cannot be delivered effectively and efficiently through virtual consultation, and only those sessions will be	

		considered for travel. Tyler's standard approach, under normal circumstances, is to conduct roughly 25% of all project days on-site in your facilities. A typical day of training is from 9:00 to 4:30 (or 8:30 to 4:00), allowing for a break for lunch and short breaks in the morning and afternoon as needed. We've found that allowing users time to return to their daily responsibilities before and after classes or sessions allows for more productivity during the session. It also allows the Tyler Implementation staff time to prepare upon arrival and follow-up afterward. The start and stop times for the training will be discussed and agreed upon by Project Management during the planning portion of the project and will be published as standard session times throughout the project. Class size should be limited to twelve (12) users in attendance to the training is critical to gain hands-on experience with the system. Both teams collaborate on all aspects of training, discussed, and documented during the planning stage of the project. The expectation is for Tyler to provide one or more occurrence of each scheduled training. You will be responsible for the logistics of the training by completing such tasks as scheduling resources and ensuring facilities are available. These sessions are to be attended by your key staff members (i.e. functional leads and power users) so that they can then disseminate the information they learn to others in your organization if or when necessary. Our mission is to deliver superior service by providing a timely response, issue resolution and operational support, resulting in a high-level of client satisfaction. Unlike some companies who outsource their application support to a third party, Tyler offers a complete solution of customer support services provided by our in-house experts. Transparency is important, that's why every support incident is logged into Tyler's Customer Relationship Management System and given a unique incident number. This system tracks the history of each incident and each incident is assigned a priority number, which corresponds to your needs and deadlines. Clients can track the progress of these incidents online using Tyler's support portal. Tyler provides online and continuing education resources for our clients, including but not limited to the following resources. • Tyler Search – an online query tool that provides answers for your questions by culling through all Tyler's online resources using Knowledge Centered Service • Tyler Knowledgebase- a documentation library in a single, easily accessible location • Tyler Community – Tyler's online forum available 24/7 • Tyler University- Tyler's e-learning solution to enhance support and training of your employees using your data • Tyler Release Management Console- Shows all release version information, with a summary of each release and associated enhancements, open, closed and non-critical issues • Online Help- context sensitive field help and procedural information to assist your team in completing program tasks • Answer Panel- As you begin entering your case details, Tyler Search presents results in the panel that matches your question. Answers provided are the most relevant to your question, regardless of the source of the information. • MyView- MyView is a screen capture tool to give Support more information to assist clients with a case. The recording is linked to the case and visible in the Online Support Incidents portal. • Online Support Portal- log or manage incidents and attach documentation and screenshots • GoToAssist & Bomgar- remote assistance from Support used to connect to your desktop • Phone- Tyler provides a dedicated 800 number that places no limits on who from your team may contact Support, or the number of calls placed • State User Groups – forums organized by Tyler staff and attended by existing clients to get the latest information on Tyler products • Annual Conference – Tyler Connect features online courses taught by Tyler subject matter experts hosted in a different city each year	*
37	Describe any technological advances that your proposed products or services offer.	Tyler is committed to providing the best software and services to the public sector. Tyler separates our research and core development groups to ensure that Tyler remains focused on the needs of existing customers while also envisioning and executing on what our prospects will expect from our products and services in the future. Our evergreen philosophy ensures we continually provide returns on our clients' investment by refreshing the features and their underlying technology in a planned and non-disruptive approach. Our ultimate goal is for our software to be the last software license you purchase or lease. Tyler is the industry leader in this space and all efforts are geared towards increasing that leadership position. One question codifies our position, "If our clients were to re-enter the market looking for a replacement solution would the most likely outcome by them purchasing our product?" Our 98% retention rate and market leading selection rate are the metrics we use to measure the answer to this question. Providing ever increasing value for your maintenance dollars is the goal. Tyler values the importance of choices to our clients and is the only pure public sector provider that provides deployment options spanning on-premises, virtualized our hosted in our private cloud. Tyler also supports your right to choose the timing your upgrade so it makes sense operationally and provides tools such as Managed Internet Updater, Tyler Upgrade Assistant, Tyler University eLearning, Release/Defect Transparency Tool, Tyler Community, and Tyler Client Portal to help you not only make this decision but also prepare for it. AREAS OF FOCUS	

Evergreen Philosophy

As we continuously refresh our features and their underlying technology in a planned and non-disruptive approach, we provide our product upgrades free with an annual maintenance agreement. This ensures that our clients always have the latest technology.

Consumer grade User Experience

Tyler's products are designed and developed by industry experts solely focused on the public sector. This includes a conscious focus and direction that ranges from usability studies and design by our in-house experts certified by Human Factors International, to User Group and client feedback. We've reached a tipping point, for the first time in decades Baby Boomers are outnumbered in the workforce by Generation X and Millennials. Community and School Leaders of tomorrow will never remember a time when technology was not a part of their everyday lives. These generations think definitely and expect to be able to pick new systems up and make them work much like downloading a new app on their phone. Our experts understand this and are working on solutions that meet these expectations.
Getting the Technology to where the work happens
Too often today technology is used as a "back-office" system of record than an enabling tool that improves efficiency. Tyler understands this and is the only sole-focused public-sector/education solution that is predominantly based on HTML5. This allows access to the application on any device that can interpret HTML5. We also understand that workers can no longer be tied to their desk in order to work with the system. They go to meetings, conferences and other work related travel where they need system access in order to keep up with their work. Tyler delivers this through responsive solutions that are optimized for mobile form factors like tablets and phones eliminating the need for something to "wait until I get back to my desk."

RECENT ADVANCEMENTS / PRODUCT PLANS

Business Intelligence

Both Microsoft and Tyler understand business intelligence (BI). What's more, we understand that the public sector needs sound reporting options from their ERP system, and a viable means to display different views of their data quickly and easily. Together, and through the use of the widely-familiar Microsoft Excel, Tyler applications offer versatile BI and reporting solutions. Using Microsoft Services, users can use the available, pre-developed application-specific "cubes" to report on key applications areas. These cubes then let users to easily select, slice, drill into, organize, and report on exactly the data they need, in meaningful spreadsheet, chart, and graph formats. *

SaaS

The SaaS model is unique and powerful in its ability to meet a variety of end-user needs. Tyler's SaaS solution allows organizations to utilize software that is hosted and administered by Tyler Technologies at a remote data center—over an Internet connection via a dedicated Virtual Private Network (VPN). With SaaS users receive built-in disaster recovery services including backup and storage of all system, data and image files in a secure off site location. This reduces their concerns about potential hardware failure, a failed or forgotten backup, or damaged and/or lost data due to a natural disaster.

Technology

Technology evolves along with our clients' needs. We continually research and test our technology delivery processing and storage methods to ensure our clients have the right tools to do their jobs quickly and efficiently. We do this by adding or enhancing hardware and software to streamline processes and provide a richer, deeper experience. Tyler will continue to provide our clients with the proper tools that meet their unique needs for each solution – looking to customer feedback to create and enhance our solutions to better fit the needs of the public sector.

HTML5

Many of Tyler's web based solutions have been to HTML5, enabling a consistent and versatile deployment on computers and mobile devices alike.

Security

We continually work toward embracing the latest industry and cloud standards in order to ensure a reliable set of practices and controls are in place to protect your proprietary data.

Working with Geospatial Data

Tyler applications are designed to help you meet your ultimate goals of guiding orderly growth, promoting safety and livability, fostering economic vitality and encouraging community

		collaboration. The future direction for Tyler software leverages the latest web technologies, spatial capabilities and industry standards while remaining focused on your goals to help you attain the success you require. Long Term Considerations We've built our reputation by successfully serving thousands of clients for decades, providing industry knowledge with a professional team of experts, and committing to long-term investments that focus on our products and services. Guided by our vision to create solutions that are productive, integrated, flexible and efficient, our direction is clear: we will invest in remarkable applications, greater user experiences, and leading technology for robust, efficient management and delivery of our solutions. Going forward we will remain true to our mission statement of empowering people who serve the public, in order to make ongoing strategic investments	
38	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	Tyler has built its brand by delivering value for clients, creating a strong workplace culture, ensuring transparency in our operations, and empowering strong, vibrant communities. We take great pride in the Tyler brand and what it stands for. Respect for the environment is more than a mindset; it requires real investment and focus. In 2019, we continued to make meaningful changes to our operations, infrastructure, and product offerings to better conserve natural resources and address environmental concerns at global and local levels. With approximately 5,350 team members in 2019 spread across 35 office locations, we appreciate the significance of our footprint. Our office locations represent cities and towns from coast to coast, as well as international locations. In addition, our products are in use at more than 10,000 client sites across the public sector, greatly extending the reach of Tyler's environmental impact. Our software is designed to increase efficiency throughout our clients' organizations, with many of our electronic solutions producing a dramatic reduction in fuel use and paper waste. In 2019, our electronic filing solution helped our clients save nearly 2.3 million pounds of paper, the equivalent of more than 25,000 trees. Through the use of document management tools with embedded workflow to reduce paper usage, we have helped save approximately 35,000 pounds of wood, 95,000 gallons of water, 80,000 pounds of carbon dioxide, and 5,000 pounds of waste. Environmental programs and policies in place across Tyler's major offices include: • Installation of motion sensors and energy-efficient lighting for interior and exterior spaces • Use of building automation systems (BAS) to manage power usage • High-efficiency heating and air conditioning systems • Installation of low-flow plumbing fixtures • Commercial recycling programs • Extensive use of document management tools with embedded workflow to reduce paper usage Additional environmental programs at select Tyler office locations include: • Installation of solar panels, energy-efficient windows, and additional insulation • Incorporation of LEED standards into building improvements and new construction • Office green teams • Use of recycled and compostable paper products in cafeterias and breakrooms • Use of natural aquifers for corporate campus irrigation • Fuel-delivery service with carbon-neutral fleet to reduce carbon dioxide emissions and groundwater contamination	*
39	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	Tyler products assist their clients with amassing date, formulating decisions and validating results in areas of results. One major focus area of conservation in the reduction of printed paper usage. With Tyler's content management, data & insights solution, online workflow and mobile solutions, there is significantly less reliance on the necessity for printed content which saves money and provides measurable efficiencies.	*
40	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	Tyler has previously worked with these type organizations to meet agency needs and requirements and successfully complete awarded projects. Tyler would not be applicable for these certifications.	*

41	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	We imagine that many of the solution providers evaluated by Sourcewell will have overlapping product and service offerings, but how many can say that they are solely focused on the public sector? Just one. Tyler – It's all we do. Our expertise in this area allows us to provide quality products and customer service that are in line with most needs in public sector software. Not to mention, many of our employees came directly from public sector roles – meaning our products are designed and supported by the people who know what the public sector needs. Solution areas: - Appraisal & Tax - Civic Services - Corrections - Courts & Justice - Cybersecurity - Data & Insights - Disability & Benefits - ERP - Land & Official Records - Productivity Tools - Public Safety - Regulatory - School ERP - Student Information - Student Transportation When you purchase software solutions from Tyler, you aren't just getting the latest software as of the date you sign your contract. You are also getting the benefit of perpetual upgrades as they happen. We deliver this without additional license fees. Both on-premises and SaaS clients receive new releases and upgrades for the life of their maintenance or subscription agreements. Our products are continually enhanced through a process of perpetual upgrades. This steady stream of significant yet manageable changes is deployed with minimal disruption to your operations. Our evergreen philosophy is a commitment to our clients. • Your investment in our products is long term. • Your product will continue to evolve and remain a market leader. • We are continuously enhancing our products with underlying technology. • We are constantly adding new features, adding value and increasing efficiency in the public sector workplace. One of our core values is community, that's why we've created many spaces, digitally and in-person, to better connect our client base with each other. Resources like our online Tyler Community platform, annual Tyler Connect user conference, and product specific state user groups meetings allow clients and staff to gather, learn, and collaborate on a variety of topics and initiatives. Each year thousands of clients come to learn about Tyler, our products, and to connect with peers and staff. This premier event helps clients get the maximum use of their Tyler software. You learn more about existing or proposed functionality through dozens of classes over several days. Development product managers attend the event to share their plans for the next upgrade and to solicit feedback from clients. Our clients' input from past conferences continues to significantly impact the direction of software enhancements and changes. Client attendance each year ensures that appropriate needs are reflected in product development strategies. Connect is held in different locations every year to accommodate our geographically diverse client base and to provide fresh and exciting activities for our clients outside of the classes and labs. Tyler is proud of the tenure of our employees. Many employees have come directly from the public sector or have worked in roles at Tyler like implementation and support that provides them with firsthand experience and knowledge of what the public sector needs. This experience paired with the extensive hands on training provided makes our in-house experts excellent resources for our clients to rely on during implementation and beyond.	*

Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
42	Do your warranties cover all products, parts, and labor?	Tyler warrants its software and services as indicated in the software and services agreements included with our proposal. With few exceptions, Tyler does not warrant hardware or other 3rd party products but passes through those warranties to Participating Entities.	*
43	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Our software warranty requires clients have an active Maintenance or SaaS agreement.	*
44	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Tyler software warranty support is provided remotely If we need to travel to a client site for warranty support, it will be at no charge to the client unless the onsite trip is caused by the client's failures to perform under the agreement. Warranty coverage for third party products and services is subject to the suppliers' terms.	*
45	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	We can provide warranty service for our software and services throughout the United States and Canada. As noted above, warranty coverage for third party products and services is subject to the suppliers' terms	*
46	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	With very few exceptions, we do not offer warranties for third party software, hardware, or services.	*
47	What are your proposed exchange and return programs and policies?	Tyler Software: So long as the client has an active software maintenance or SaaS agreement, Tyler will cure Defects in its software, as defined in the applicable agreement, in accord with the applicable support call process. Tyler Services: In the event Tyler provides services not in accordance with appliable industry standards, Tyler will reperform those services at no additional cost to the client. 3rd Party Products: Warranty and exchange policies are determined by the applicable supplier and/or manufacturer. Tyler will reasonably coordinate support and warranty claims for 3rd party products resold by Tyler.	*
48	Describe any service contract options for the items included in your proposal.	Tyler does not warrant hardware or other 3rd party products but passes through those warranties to Participating Entities. Extended warranties can the leverage through 3rd Party providers.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
49	What are your payment terms (e.g., net 10, net 30)?	45 days following invoice date.	*
50	Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?	While we do not offer leasing or financing options directly, Tyler has occasionally coordinated client requests in order to obtain funding for their procurements. Additionally, Tyler will reasonably cooperate with clients who have exigent financial restraints in order to structure payment terms that allocate the total cost of ownership over the term of the agreement.	*
51	Briefly describe your proposed order process. Include enough detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell participating entities' purchase orders.	Tyler sales are logged into a CRM system with . appropriate fields denoting Sourcewell related sales, that track deal progression and specifics. This database store data on all sales details and pertinent information. Reports can be generated from this system to produce the report format requested by Sourcewell.	*
52	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Yes, Tyler accepts Visa/Mastercard. Charges can be five thousand dollars or less.	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can

be made during the term of an awarded Contract as desribed in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
53	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Tyler is providing a broad range of best in class software solutions with comprehensive service offerings to the support the successful implementation of our products and continued optimization of our solutions at client sites so that they truly benefit and empower the users, their organization and their constituencies. Tyler's remains committed to meeting the software needs of our clients and provides both on-premise and SaaS based software offerings to support their varied needs. Our subscription based software offerings made up the majority of our new contracts in 2019 and this trend will continue upwards. Tyler's subscription based pricing lowers the cost of entry by eliminating large up-front fees and spreading costs over time. Tyler can help our clients compare all software deployment options to determine what the best investment is for their particular organization. Tyler provides comprehensive enterprise software that is configured specifically for each client's unique needs. The individual line items and MSRP prices are derived from a series of proprietary calculations. All pricing proposals offered to Sourcewell members will clearly show the MSRP and the applicable Sourcewell discount. This discount is limited to Tyler Software Licenses and Tyler Software License Subscriptions (SaaS) portions of the proposal and do not apply to services, annual maintenance, custom programming, third party products and services and other components of the clients proposal that are not listed as Tyler Software Licenses or Tyler Software Subscription. Tyler has provided a pricing summary to Sourcewell that conveys the overall discount structure and pricing examples for the offerings that Tyler will be providing on the contract. Determining the needs of our customers and the software that will be suit their organization to optimize processes is a consultative process and pricing formulation is multi-factored and involves both software and service offerings. Tyler strives to work closely with all of its prospects and clients to best understand their needs and propose services and solutions to appropriately serve their needs. Tyler's quotes to our customers will clearly present the actual list price and proposed discounts that have been expressed in Tyler's proposal.	*
54	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Tyler will discount then-current pricing by 10% for software licenses and SaaS fees for the initial term. Tyler's Socrata SaaS product offering fees will be discounted by 5% for the initial term. This discount does not extend to services pricing, (implementation focused training, project management, product development services, service subscriptions) software maintenance, or hardware.	*
55	Describe any quantity or volume discounts or rebate programs that you offer.	Much of Tyler's pricing is based on a volume discount pricing construct. With increase in the purchase amounts of licenses or users in our subscription based pricing, the cost per license/user decreases. Client may also choose to purchase a site license for many of our subscription arrangements which allows an innumerable amounts of users access to Tyler's solution and is a appropriate and cost-savings approach for many of Tyler's clients.	*
56	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	Not applicable to the products and services offered by Tyler.	*
57	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Elements associated with cost of acquisition will be detailed on the quote and further supported by commentary on the quote and within the contract.	*

58	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Freight, delivery or shipping are additional costs and not covered by the Sourcewell agreement. All associated costs will be detailed in the clients proposal	*
59	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Freight, delivery or shipping are additional costs and not covered by the Sourcewell agreement. All associated costs will be detailed in the clients proposal	*
60	Describe any unique distribution and/or delivery methods or options offered in your proposal.	N/A	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments	
61	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.		

Table 13: Audit and Administrative Fee

Line Item	Question	Response *	
62	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.	Tyler has a quoting tool that has been programmed to factor in automated discount minimums when sales resources are generating quotes associated with Sourcewell. There tool appropriate generates quotes that are then automatically posted in Tyler's CRM database. There is full transparency as to what was quoted for each client and quotes can easily accessed and reviewed for compliancy. In CRM all quote components can be reported and a report can be generated to pull all previous quarter activity to be reviewed and analyzed for compliancy by sales, finance and legal resources.	*
63	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	Tyler is proposing a 2% admin fee on contracted on-premise software licenses costs and software related SaaS fees. Tyler additionally proposes a reduction in the admin fee when contracted on-premise software licenses and software related SaaS fees exceed 500K per contract.	*

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *	
64	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	Tyler's broad solutions and product offering empowers you to deliver better and faster assistance to the public with greater transparency and accessibility, sustainable office practices, and secure data that's easy to manage and maintain. Tyler Technologies is committed to providing the best and broadest array of software and services to the public sector. Dedicated research and core development groups ensure Tyler remains focused on the needs of existing customers while also envisioning and executing on what prospects will expect from products and services in the future. Tyler's Evergreen Philosophy continually provides returns on our clients' investment by refreshing the features and underlying technology in a planned and non-disruptive approach. Tyler is please to provide to Sourcewell members a broad and comprehensive offering of Software, Services and hardware that is necessary to operate Tyler's software solutions. Our Software offerings are broken down into distinct solution groups: Appraisal & Tax: CAMA - Our CAMA software helps you manage all property data and every phase of the property appraisal process, including assessment administration, property maintenance, and valuation and appeals. Tyler additionally offers Comprehensive Tax Billing & Collection Software Product Solutions - iasWorld, Eagle Appraiser & Assessor, Eagle Treasurer, Incode	

Property Tax Management, Munis Tax Billing & Collection

Civic Services

Tyler provides comprehensive business management, community development, community health, enterprise asset management, parks & recreation & Utility CIS solutions to thoroughly satisfy the needs of the public sector

Product Solutions – DHD, EnerGov, Incode Utility Billing, Munis Utility Billing CIS, Tyler 311, Tyler EAM, Tyler Parks & Rec, Tyler Notify

Courts & Justice

Tyler offers a comprehensive suite of software and services focused on Corrections and Courts & Justice

Product Solutions – Odyssey, Modria, Softcode, Tyler Supervision, Tyler Corrections, Incode Court

Cybersecurity

Tyler provides managed threat detection and complementary services to confront rising security risks in the public sector.

Product Solutions – Tyler Detect and additional services

Data & Insights

The Data & Insights division of Tyler provides the Socrata software-as-a-service (SaaS) platform, which is powered by the industry-leading Amazon Web Services (AWS) Cloud infrastructure. We also provide outstanding experience and solutions across planning, implementing, and executing Data and Performance management initiatives with international, federal, provincial, and local initiatives.

Product Solution - Socrata

ERP

Tyler provides Financial Management for Simplified Accounting Operations, Human Capital Management and Revenue Management solutions to facilitate community engagement and easy payment processing.

Product Solutions – ExecuTime, Incode, Munis, New World ERP, Infinite Visions, Tyler CAFR, Tyler Cashiering, Tyler HUB, Tyler Meeting Manger

Land & Official Records

Tyler provides robust county records management software and self-service applications for increased transparency and accessibility

Product Solutions – Eagle, Tyler Content Management

Public Safety

Tyler's Public Safety Solutions focus on Citation Management, Computer Aided Dispatch, Fire & EMS, Mobile Public Safety & Records

Product Solutions – Brazos, Incode Public Safety, MobileEyes, New World Public Safety

K-12 Education

Focused on schools, Tyler provides comprehensive ERP solutions targeted specifically at K-12 as well as robust SIS and Student Transportation solutions.

Product Solutions – Tyler SIS, Versatrans, Traversa, Munis, Infinite Visions, Incode

Transformative Technology

Tyler solutions provide a continuous spectrum of case management and business management solutions giving organizations the flexibility to commence application development initiatives from a variety of starting points.

Product Solutions - entellitrak

65	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Tyler has a comprehensive offering of product solutions to service the public sector's needs. These solution are broken down into the following areas : Appraisal & Tax, Civic Services, Courts & Justice, Cybersecurity, Data & Insights, ERP, Land & Official Records, Public Safety, K-12 Education & Transformative Technology.	*

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments	
66	Enterprise resource planning (ERP) solutions	(•) Yes ( ) No	Tyler provides broad, varied and comprehensive ERP solutions for the public sector	*
67	Human resource information systems (HRIS)	(•) Yes ( ) No	Tyler provides broad, varied and comprehensive HRIS solutions for the public sector	*
68	Financial management systems	(•) Yes ( ) No	Tyler provides broad, varied and comprehensive Financial solutions for the public sector	*
69	Enterprise content management (ECM) solutions	(•) Yes ( ) No	Tyler provides broad and comprehensive ECM solutions for the public sector	*
70	Student information systems (SIS)	(•) Yes ( ) No	Tyler provides broad and comprehensive SIS solutions for the public sector	*
71	Facility management software (FMS)	(•) Yes ( ) No	Tyler provides broad and comprehensive CMMS and FMS solutions for the public sector	*
72	Court, corrections, law enforcement, or justice system software solutions	(•) Yes ( ) No	Tyler provides broad and comprehensive Courts and Justice and Public Safety related software solutions.	*
73	Municipal services, inspections, and permitting management solutions	(•) Yes ( ) No	Tyler provides broad and comprehensive solutions to satisfy the Civic Service needs of the public sector	*
74	Equipment and accessories related to the offering of systems or solutions described above.	(•) Yes ( ) No	Hardware is provided that is necessary to operate Tyler's solutions	*
75	Services related to the offering of systems or solutions described above.	(•) Yes ( ) No	Tyler offers comprehensive service offerings to support product development and implementation services to successfully implement our products	*

Table 15: Industry Specific Questions

Line Item	Question	Response *	

76	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Tyler has been a long time partner of Sourcewell and past benchmarks will immediately inform current contract success. As stated earlier in contract the mix of divisional usage is broadening and Tyler will continue to work to broaden divisional usage. From a operational perspective, Tyler is incredibly focused on detailed metrics that relate to our customer's satisfaction and our engagement level of support with each and every customer. Tyler conducts a number of surveys to compile and analyze data and shape ongoing improvements to it's support model. Annual Customer Satisfaction Survey –every client who has contacted us at least once in the past year receives an on-line, anonymous survey. Results are published to senior management and also reviewed at the annual user conference with clients. * Remote support survey – each time we connect with a client using our remote support access tool, we ask for feedback regarding our responsiveness and knowledge for that issue. Incident Survey – We have a 3rd party survey organization who takes a sample of our daily incidents and surveys clients. They measure Courtesy, Knowledge, Timeliness Quality, and overall satisfaction. Each month we take our average monthly customer satisfaction scores and compare them to the industry average. This report gets reviewed by senior management.
77	Describe connectivity and integration capabilities between your offered solution(s) and other software systems.	Tyler solutions offer a variety of methods of interfacing with external third-party systems, including file-based import and exports and real-time web service integration through plug-and-play App Connectors, and API Toolkits and Connectors. Full Integrated Solutions When evaluating a new ERP system, it is very common clients are looking to replace several disparate systems with a single, integrated ERP solution. Since Tyler solutions are integrated with one another, many existing interfaces are commonly eliminated when moving from several disparate systems. File-based integration Multiple file-based interfaces are included, and all are integrated as part of the application, designed for end users. Unlike systems that require a database administrator to import or export data with their system, users can easily import or export data through point-and-click user interface. User-defined templates specify the data layout for a specific system, so users can quickly choose the appropriate template at the time of import/export. Templates for commonly used third-party systems are also included out of the box. File-based interfaces can be scheduled for one-time or recurring, automated processing. Many imports can be configured with Workflow to send automated notifications or approval requests before the data updates a record. Workflow business rules can be set on a variety of data conditions specific to the imported data. Only after all workflow rules are been approved does the import update production data. Depending on the process, imports can also be rejected at the item or file level; rejected imports can be resubmitted at any time. Microsoft Office Integration Tyler applications are designed to easily integrate with the Microsoft Office suite. Data can be exported to Microsoft Word directly from many Tyler applications. Some applications also leverage Word's mail merge functionality allowing users to easily create and maintain form templates for completely customized presentation of application data. Word Mail Merge exports can also be automatically archived to Tyler Content Manager for quick retrieval at any time. Applications include a variety of integrations with Microsoft Excel. Users can easily export application data directly to Microsoft Excel from most applications. Excel exports are not just raw data dumps; exported data maintains the same formatting as the application including dates and currency. Many exports include a link back to the corresponding record in application. Microsoft Excel is also one of many formats supported for bulk data exports and imports, which can be scheduled for automated processing. * Finally, many Tyler applications include integration with Microsoft Exchange calendars for appointments and meetings. Email notifications and alerts can be sent using most email servers, including Microsoft Exchange . 'Plug-and-Play' Application Support Tyler solutions include plug-and-play integrations for a variety of third-party applications

		through pre-packaged web services. Tyler develops and maintains these integrations, requiring no development expertise from the client to configure. API Toolkits and API Connectors API (Application Programming Interface) Toolkits and API Connectors add value to your organization by enabling you to create your own integrations to share data between Tyler and non-Tyler applications. API Toolkits contain all exposed resources (or endpoints) available in a specific Tyler application module. API Connectors contain a subset or cross-section of API Toolkit resources with the purpose of facilitating a specific type of integration such as third-party cashiering, IVR, or applicant tracking systems. Tyler's API Developer Portal serves as a powerful RESTful API gateway that makes accessing Tyler application data and processes through Toolkits and Connectors easy and intuitive. The Portal conforms to OpenAPI 3.0 and is secured with OAuth 2.0 through Tyler Identity. API resources include example calls and produce properly formatted commands, allowing you to easily exercise them against your data. The API Developer Portal features include: • Simplified, structured API documentation • Industry standard OpenAPI 3.0 interface • OAuth 2.0 API authentication through Tyler Identity • Data models and examples for each resource • Produces HTTP URI and CURL commands to exercise resources from within the documentation and return data • Real-time validation • Standard HTTP status codes • Documentation to aid in identifying and understanding normal resources used to complete a given integration.	

78	Describe your migration, customization, and upgrade processes.	The data conversion process can be the most time-critical element of your project plan. Tyler develops crucial steps in our implementation process to support a successful data conversions plan. Our resources conduct hundreds of data conversions every year mapping legacy data through custom written programs. Your Tyler implementation team guides you through the process, starting with conversion analysis and mapping, followed by interactive data conversions and validations, and ending with final testing and loading into your production environment. Within three implementation stages, critical data conversion work packages outline the steps needed. Client technical lead(s) are responsible for exporting data from your legacy system. They present this export in the required format to Tyler's data expert(s). Tyler's data experts use custom written programs to convert your legacy data into conversion packages. Conversion passes are sent back to client conversion lead(s) for proofing, validation, and balancing. Client technical lead(s) may be re-engaged by client conversion lead(s) where necessary to modify legacy data in your current system. Once the final conversion pass is approved and signed off, it is ready to be loaded into production for processing. Data Conversion Standards & Responsibilities While Tyler's data conversions team has extensive experience with data mining, conversion, and migration, it is your responsibility to provide Tyler with readable conversion data and to review the converted data for accuracy and completeness. Tyler recommends that you conduct due diligence to ensure that your team delivers clean data, to make data validation efforts seamless resulting in a high-quality migration. Customization Client feedback is essential to Tyler and we value our clients time and effort to documenting suggestions. Every year the Munis product incorporates more than 1,000 specific functional enhancements. Your suggestions are the driving force behind these changes. While some modifications are determined and scheduled at the time of contract signing, more commonly, additional ideas and needs may become evident as users utilize the software during implementation and beyond. Tyler offers two options for clients to voice their product feedback: (a) client product suggestions, and (b) requests for quotes. Upgrades Upgrades occur periodically and are initiated by the client at any time via the Internet through a process called Live Update, making the process as convenient as possible for our clients. Patches and fixes are provided to the client through Live Update as well. Our evergreen development philosophy has been a strong differentiator that separates us from our competitors and provides a significant cost savings to our family of clients. Through evergreen, our clients receive the latest technology developments, releases, and updates without paying additional license fees – for the life of their Tyler product. While this has provided our clients with a return on investment that is unrivaled in our industry, the frequency and complexity of software releases can sometimes create a consumption gap for our clients. The gap exists when new features are released and, over time, users don't learn and apply these features to their work environments. EverGuide® is a Tyler-wide continuous improvement initiative to address the consumption gap. With EverGuide, our goal is to help our clients continue to grow and evolve their use of the functionality and enhancements of their Tyler product over time. Through our EverGuide initiative, we will: • Help clients better leverage product enhancements • Provide a workflow "maturity model" for clients to follow • Offer strategic planning services and training resources • Offer a client executive program to help clients build and implement a continuous • improvement plan • Provide domain expertise, with defined integration points and common support methodology
79	Describe your data integrity and protection standards, data backup, recovery and secure storage solutions.	Tyler applications use a combination of database constraints and robust application level business logic to ensure data integrity. Due to the integrated nature of Tyler applications, single "master records" are shared across multiple products. This ensures one data record is maintained across multiple applications, eliminating the need to "sync" or manually entering duplicate data in multiple areas. Most data entry involved choosing records from pre-defined tables maintained by application administrators rather than entering data free form. Tyler applications follow best practice database rules for transaction rollbacks. Any in-flight transactions that are interrupted between a begin work and commit work, will roll back to the previous commit.

Tyler Security Controls

Tyler employs a full-time application security team dedicated to continuously reviewing and enhancing the security posture of Tyler's products. Tyler uses enterprise level dynamic and static security scanning tools as part of our software development life cycle. In addition to scanning tools, Tyler's application security team executes manual assessments on all products using a testing methodology based upon the OWASP Testing Framework.

Application Security Controls

In-transit application data is encrypted over HTTPS and at-rest data encrypted through storage array level encryption.
Tyler applications require end-user authentication through Active Directory or application accounts, and employ a comprehensive Role Based Access Control (RBAC) security model. Integrated RBAC controls facilitate the management of application access through groups of permissions - roles - and assigning those roles to any number of users. This allows administrators to maintain access for multiple users who may share common responsibilities simultaneously rather than on an individual, user basis.
Roles can be created and customized to offer an extremely flexible level of access control within each application suite. This includes product, module and menu item access (i.e. what programs can users open), functional access (i.e. what processes can users perform) and finally, record-based and, where available, field level access (i.e. what data can users see). Role permissions can also span multiple modules within each application providing easy administration for those individuals who may "wear multiple hats". If overlapping or conflicting permissions are applied to a user, the highest priority / least restrictive access is granted to that user.
Once application roles are created, user accounts are added to the system, either manually or imported from Active Directory and roles are then assigned to a user, providing access to the system. All of this is done using easy-to-use, integrated applications, requiring very little technical expertise.

Administrative Security Controls

Tyler's Human Resource department follows standard recruitment, hiring, and termination processes. Every employee is subject to a background check prior to hire. Upon hire, all employees are required to sign an employee handbook acknowledgement, which includes security policies, and sign a confidentiality/non-disclosure agreement. All employees must complete and acknowledge corporate security awareness training annually.
Tyler implements a role-based access control methodology to ensure only authorized people with a need for access are given it. To the extent Tyler users have access, Tyler employs a least-privileged access strategy, meaning that individuals are given and use only the least administrative rights possible to do the task at hand. Tyler compliments these strategies with controls and monitoring to ensure only those authorized users can access the systems allowed.

Tyler SaaS Hosting Security Controls

Tyler SaaS Hosting Operations employ best practice security controls and are subject to annual assurance audits. Audits include SOX-404 Financial and IT General Control conducted by an independent CPA firm, SOC 1 Type 2 and SOC 2 Type 2 conducted by an independent AICPA firm, and PCI Security Council PA-DSS and PCI-DSS validation for Tyler's payment and payment gateway applications. *

Physical Security Controls

Using proximity key card entry systems and cameras, access to Tyler SaaS data centers is restricted to authorized personnel only. Data center entry attempts audited regularly by internal staff and external auditors. Tyler hosting services also include a dedicated Network Operations Center (NOC) for 24x7 monitoring of system utilization and network activity.

Technical Security Controls

Tyler SaaS employs a variety of industry-standard solutions for monitoring and intrusion detection and prevention. Firewalls include Intrusion Protection System (IPS) modules to detect and prevent intrusions. A variety of routine scans are performed regularly including vulnerability scans, anti-malware monitoring, external penetration tests, and static and dynamic security scanning. Tyler also leverages a third-party service for DDoS detection and mitigation.

On-premises Hosting

Tyler applications are based on industry standard technologies, supported in a variety

		of deployments. Tyler recommends any industry standard third-party backup solution to manage on-premises backups. Backup procedures can be customized to the clients' expectations of recovery and down time in the event of a disaster. Tyler Disaster Recovery Services for On-premises Hosting Tyler Disaster Recovery Services is an optional disaster recovery (DR) service for on-premises hosted clients provided by Tyler Technologies. This service ensures continued access to client hosted Tyler product data in the event of a natural or man-made disaster. Tyler Disaster Recovery Services takes nightly backups of your organization's Tyler product data and, in the event of a disaster declaration, works in conjunction with Tyler Hosting Services to create a temporary hosted environment that can be accessed remotely throughout the disaster event, minimizing lost operating time. Tyler SaaS Tyler maintains two primary datacenters for hosted customers. One is owned by Tyler, located in Yarmouth, ME, and the other is a colocation facility, DataBank, located in Dallas, TX in the old Federal Reserve Building, originally built to withstand a nuclear disaster. Tyler SaaS data centers are built around enterprise compute systems running virtualized Windows Server and SQL Server environments. Three Tiers of storage are utilized providing varying levels of performance resiliency. Firewalls, routers, and storage are all setup in a highly available configuration. Tyler data centers are serviced by multiple power providers and include backup power in the event of power loss from all power providers. Multiple internet service providers are employed across multiple hub sources bandwidth is drawn from different hub locations and to mitigate the risk of a data center Internet outage. Data center servers, HVAC units, and smart devices on cabinet power strips all have the capabilities of notifying appropriate personnel of events such as power outages, server over-heating, humidity, and room temperature abnormalities. Full server snapshots are performed daily after normal business hours. Through the Tyler SaaS Cloud Admin Portal, clients can also create on-demand application database backups at any time. Clients can request data restored from backups as defined through application-specific retention policies. Data is replicated between each data center nightly using an enterprise backup solution through virtual infrastructure snapshots. Tyler employs a documented Disaster Recovery Plan which is tested annually, and backup restore tests are performed weekly. Guaranteed recovery point objective (RPO) and recovery time objective (RTO) are 24 hours with standard services. Business continuity options with lower RTO and RPO are available for an additional fee.	
80	Describe your strategy related to implementation, integration and use of installation partners.	Tyler utilizes its depth of implementation experience, working in tandem with our clients to put our methodology into practice. While each Project is unique, all will follow Tyler's six-stage methodology: Initiate and Plan, Assess and Define, Prepare Solution, Production Readiness, Production, and Close. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix. Tailored specifically for Tyler's public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the Client's complexity and organizational needs. The methodology adapts to both single-phase and multiple-phase projects. To achieve Project success, it is imperative that both Client and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that Client and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where Client's business processes are assessed, configured, validated, and refined cyclically in line with the project budget. The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to, efficiently and effectively complete the Project. Tyler has vetted third parties we partner with to enhance our client experience. Unless otherwise stated all installation and services are provided by Tyler staff.	*

81	Identify any mobile applications available for your offered solutions, if applicable.	Tyler provides web-based platform agnostic solutions, offering end-users with on-the-go access from virtually anywhere. Responsive web applications automatically orient screen layout for optimal user experience, whether accessed from a desktop monitor or mobile device. Tyler also offers a variety of native mobile apps to better leverage device resources such as GPS or camera and integrated store-and-forward functionality allow using apps without a data connection and automatically syncs when back online.	*

Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.

2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.

3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.

4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- Financial Strength and Stability - Tyler Technologies - 2019 Annual Report.pdf - Thursday September 03, 2020 13:58:23
- Marketing Plan/Samples - Tyler Technologies Product Brochures.pdf - Thursday September 03, 2020 15:09:07
- WMBE/MBE/SBE or Related Certificates - Enterprise_Group_Form_Contract_-_3Q19.pdf - Thursday September 03, 2020 15:21:18
- Warranty Information - Enterprise_Group_Form_Contract_-_SAAS_-_4Q19.pdf - Thursday September 03, 2020 15:21:25
- Pricing - Tyler Technologies _Sourcewell Pricing_Discount Summary.pdf - Thursday September 03, 2020 15:10:41
- Additional Document - 2020 NWPS Pricebook Revision 1 081720.pdf - Thursday September 03, 2020 15:12:07

Proposer's Affidavit

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.

2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.

3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.

4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.

5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.

6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.

7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.

8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.

9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.

11. Proposer its employees, agents, and subcontractors are not:

    a. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: https://www.treasury.gov/ofac/downloads/sdnlist.pdf;

    b. Included on the government-wide exclusions lists in the United States System for Award Management found at: https://www.sam.gov/portal/3; or

    c. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☑ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Andrea Fravert, Director of Legal Affairs, Tyler Technologies

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

○ **Yes** ◉ **No**

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum"** below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_7_Public_Sector_Admin_Software_RFP_090320 Thu August 20 2020 03:52 PM	☑	4
Addendum_6_Public_Sector_Admin_Software_RFP_090320 Mon August 17 2020 07:56 AM	☑	2
Addendum_5_Public_Sector_Admin_Software_RFP_090320 Mon August 10 2020 02:35 PM	☑	1
Addendum_4_Public_Sector_Admin_Software_RFP_090320 Thu August 6 2020 10:34 AM	☑	2
Addendum_3_Public_Sector_Admin_Software_RFP_090320 Thu July 30 2020 03:38 PM	☑	3
Addendum_2_Public_Sector_Admin_Software_RFP_090320 Thu July 23 2020 12:34 PM	☑	1
Addendum_1_Public_Sector_Admin_Software_RFP_090320 Fri July 17 2020 09:18 AM	☑	1

SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client is a member of Sourcewell (formerly known as National Joint Powers Alliance) ("Sourcewell") under member number 19571.

WHEREAS, Tyler participated in the competitive bid process in response to Sourcewell RFP #090320 by submitting a proposal, on which Sourcewell awarded Tyler a Sourcewell contract, numbered 090320-TTI (hereinafter, the "Sourcewell Contract");

WHEREAS, documentation of the Sourcewell competitive bid process, as well as Tyler's contract with and pricing information for Sourcewell is available at https://www.sourcewell-mn.gov/cooperative-purchasing/090320-tti; and

WHEREAS, Client desires to purchase off the Sourcewell Contract to procure certain software functionality from Tyler, which Tyler agrees to deliver pursuant to the Sourcewell Contract and under the terms and conditions set forth below;

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **"Agreement"** means this Software as a Service Agreement.
- **"Business Travel Policy"** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- **"Client"** means Hernando County, Florida and includes the County's component units
- **"Data"** means your data necessary to utilize the Tyler Software.
- **"Data Storage Capacity"** means the contracted amount of storage capacity for your Data identified in the Investment Summary.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in the Documentation including Tyler's responses to the Client's Functional Requirements attached to this Agreement as Exhibit F. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.

- **"Defined Users"** means the number of users that are authorized to use the SaaS Services. The Defined Users for the Agreement are as identified in the Investment Summary. If Exhibit A contains Enterprise Permitting & Licensing labeled software, defined users mean the maximum number of named users that are authorized to use the Enterprise Permitting & Licensing labeled modules as indicated in the Investment Summary.
- **"Deliverable"** means the items identified in the Statement of Work (Exhibit E) and produced for you.
- **"Developer"** means a third party who owns the intellectual property rights to Third Party Software.
- **"Documentation"** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **"Effective Date"** means the date by which both your and our authorized representatives have signed the Agreement.
- **"Force Majeure"** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **"Investment Summary"** means the agreed upon cost proposal for the products and services attached as Exhibit A.
- **"Invoicing and Payment Policy"** means the invoicing and payment policy, attached hereto as Exhibit B.
- **"Order Form"** means an ordering document that includes a quote or investment summary and specifying the items to be provided by Tyler to Client, including any addenda and supplements thereto.
- **"SaaS Fees"** means the fees for the SaaS Services identified in the Investment Summary.
- **"SaaS Services"** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software, and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting or other professional services.
- **"SLA"** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **"Statement of Work"** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software, and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit E.
- **"Support Call Process"** means the support call process applicable to all of our customers who have licensed the Tyler Software. A copy of our current Support Call Process is attached as Schedule 1 to Exhibit C.
- **"Third Party Hardware"** means the third party hardware, if any, identified in the Investment Summary.
- **"Third Party Products"** means the Third Party Software and Third Party Hardware.
- **"Third Party SaaS Services"** means software as a service provided by a third party, if any, identified in the Investment Summary.
- **"Third Party Services"** means the third party services, if any, identified in the Investment Summary.

- **"Third Party Software"** means the third party software, if any, identified in the Investment Summary.
- **"Third Party Terms"** means, if any, the end user license agreement(s) or similar terms for the Third Party Products or other parties' products or services, as applicable, and attached or indicated at Exhibit D.
- **"Tyler"** means Tyler Technologies, Inc., a Delaware corporation.
- **"Tyler Software"** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **"we", "us", "our"** and similar terms mean Tyler.
- **"you"** and similar terms mean Client.

SECTION B – SAAS SERVICES

1. Rights Granted. We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your internal business purposes for the number of Defined Users only. The Tyler Software will be made available to you according to the terms of the SLA. You acknowledge that we have no physical delivery obligations and we will not ship copies of the Tyler Software as part of the SaaS Services. You may use the SaaS Services to access updates and enhancements to the Tyler Software, as further described in Section C(9). Furthermore, your consultants, contractors, and business partners may access the Tyler Software, Documentation and Deliverables under your direction to the extent required for them to provide services to you. Any such use by, or disclosure to, said third parties is strictly subject to the terms and conditions of this Agreement. To the extent that disclosure of the Tyler Software or Documentation is necessary to facilitate integration between any third party software and the Tyler Software, you will provide notice to Tyler of your intent to disclose the Tyler Software or Documentation and Tyler shall have a right to require any such third party to sign a nondisclosure agreement ("NDA") with Tyler in the event an NDA is reasonably required for Tyler to protect its intellectual property rights in the Tyler Software and Documentation. The foregoing notwithstanding, to the extent we have sold you perpetual licenses for Tyler Software, if and listed in the Investment Summary, for which you are receiving SaaS Services, your rights to use such Tyler Software are perpetual, subject to the terms and conditions of this Agreement including, without limitation, Section B(4). We will make any such software available to you for download.

2. SaaS Fees. You agree to pay us the SaaS Fees for the SaaS Services. Those amounts are payable in accordance with our Invoicing and Payment Policy. The SaaS Fees are based on the number of Defined Users and amount of Data Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in Section H(1). In the event you regularly and/or meaningfully exceed the Defined Users or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s) from the date Tyler provides written notice that an overage exists.

3. Ownership.

   3.1 We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. To the extent any Deliverable is created by Tyler under this Agreement, Tyler shall grant a perpetual license for you to use, copy, modify,

and create derivative works from said Deliverable for your reasonable business purposes. Such reasonable business purposes shall not include the distribution or sale outside of your organization or that of your consultants, contractors, and business partners pursuant to Section B(1). Your rights to use the Deliverables are perpetual throughout the terms of this Agreement but may be revoked if you do not comply with the terms of this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.

3.2 The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.

3.3 You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to carry out our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.

4. Restrictions. You may not: (a) make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.

5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with the maintenance and support process set forth in Section C(9), below, the SLA and our then current Support Call Process.

6. SaaS Services.

6.1 Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 21. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or its equivalent, for the duration of this Agreement.. The scope of audit coverage varies for some Tyler Software solutions. Upon execution of a mutually agreeable Non-Disclosure Agreement ("NDA"), we will provide you with a summary of our compliance report(s) or its equivalent. Every year thereafter, for so long as the NDA is in effect and in which you make a written request, we will provide that same information. If our SaaS Services are provided using a 3rd party data center, we will provide available compliance reports for that data center.

6.2 You will be hosted on shared hardware in a Tyler data center or in a third-party data center. In either event, databases containing your Data will be dedicated to you and inaccessible to our other customers. Any data center hosting Client's Data will be located in the United States.

6.3 Our Tyler data centers have fully-redundant telecommunications access, electrical power, and the required hardware to provide access to the Tyler Software in the event of a disaster or component failure. In the event of a data center failure, we reserve the right to employ our disaster recovery plan for resumption of the SaaS Services. In that event, we commit to a Recovery Point Objective ("RPO") of 24 hours and a Recovery Time Objective ("RTO") of 24 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent data center failure. RTO represents the maximum duration of time following data center failure within which your access to the Tyler Software must be restored.

6.4 We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. We will provide you with a written or electronic record of the actions taken by us in the event that any unauthorized access to your database(s) is detected as a result of our security protocols. We will undertake an additional security audit, on terms and timing to be mutually agreed to by the parties, at your written request. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords or other confidential information, and unauthorized vulnerability and penetration test scanning of our network and systems (hosted or otherwise) is prohibited without the prior written approval of our IT Security Officer.

6.5 We test our disaster recovery plan on an annual basis. Our standard test is not client-specific.

6.5.1 In the event the Client conducts testing of its disaster recovery process as required by Client policy or in coordination with other regional and/or state government agencies in preparation for hurricane season and other risk events facing the Client, Tyler will support the Client's efforts to run the Client's disaster recovery testing, as appropriate and necessary, with thirty (30) days advance notice up to two (2) times per year at no additional cost.

6.6 We will be responsible for importing back-up and verifying that you can log-in. You will be responsible for running reports and testing critical processes to verify the returned Data.

6.7 We provide secure Data transmission paths between each of your workstations and our servers.

6.8 Tyler data centers are accessible only by authorized personnel with a unique key entry. All other visitors to Tyler data centers must be signed in and accompanied by authorized personnel. Entry attempts to the data center are regularly audited by internal staff and external auditors to ensure no unauthorized access.

6.9 Where applicable with respect to our applications that take or process card payment data, we are responsible for the security of cardholder data that we possess, including functions relating to storing, processing, and transmitting of the cardholder data and affirm that, as of the Effective Date, we comply with applicable requirements to be considered PCI DSS compliant and have performed the necessary steps to validate compliance with the PCI DSS. We agree to supply the current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at https://www.tylertech.com/about-

us/compliance, and in the event of any change in our status, will comply with applicable notice requirements.

SECTION C – PROFESSIONAL SERVICES

1. Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and described in the Statement of Work.

2. Professional Services Fees. You agree to pay us the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. You acknowledge that the fees stated in the Investment Summary are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable hourly rate by the quoted hours.

3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote. For avoidance of doubt, no services beyond those listed in the Investment Summary will be added to the Agreement without mutual written consent of the parties.

4. Cancellation. If you cancel services less than four (4) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) daily fees associated with cancelled professional services if we are unable to reassign our personnel and (b) any non-refundable travel expenses already incurred by us on your behalf. For the avoidance of doubt, if Tyler receives credits for expenses paid, and Client pays for those expenses pursuant to this provision, Tyler will apply those credits to the Client's project. We will make all reasonable efforts to reassign personnel, including pursuing options for remote work, in the event you cancel within four (4) weeks of scheduled commitments.

5. Services Warranty. We warrant that we will (a) perform the services in a professional, workmanlike manner, consistent with industry standards, (b) perform the services in a manner that complies with all applicable State and Federal laws and regulations (c) staff the project with a sufficient number of resources with skills and resources to perform services in accordance with the requirements of this Agreement; and (d) comply with applicable functional requirements in the Statement of Work or other plans or specifications approved by Tyler and the Client in any approved Deliverables. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.

6. Site Access and Requirements. At no cost to us, you agree to provide us with necessary access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.

7. Background Checks. For at least the past twelve (12) years, all of our employees have undergone criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.

8. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working with us to schedule the implementation-related services outlined in this Agreement. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).

9. Maintenance and Support. For so long as you timely pay your SaaS Fees according to the Invoicing and Payment Policy, then in addition to the terms set forth in the SLA and the Support Call Process, we will:

   9.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);

   9.2 provide support during our established support hours;

   9.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;

   9.4 make available to you all releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and

   9.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with any applicable release life cycle policy.

We will use all reasonable efforts to perform support services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. All travel expenses incurred pursuant to this Agreement will follow the Business Travel Policy. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain your VPN for backup connectivity purposes.

For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (b) application design; (c) other consulting services; or (d) support outside our normal business hours as listed in our then-current Support Call Process. Requested services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) week's advance notice. For avoidance of doubt, no services beyond those listed in the Investment Summary will be added to the Agreement without mutual written consent of the parties.

10. Assignment and Removal of Personnel. After the Effective Date, and in coordination with the project kick-off activities identified in the Statement of Work, we will make our project staffing assignments. Upon request, Tyler will provide the County with project resumes, demonstrating relevant past project experience and make resources available for interviews for project team members that are identified to serve as "key personnel" roles on the project as defined by the Statement of Work. You agree that those resumes are for your information and planning purposes only. All interviews will be conducted remotely unless the parties otherwise agree. The Client will be responsible for all travel expenses associated with any in-person interviews, which will be billed separately and in accordance with Tyler's Business Travel Policy.

    Once the Tyler project team is assembled and your counterparts have been identified, both parties agree that, except for reasons outside of their control, they will not remove key personnel from their assigned project roles without reasonable advance notice and good cause, and that they will work together to mitigate project impacts after any such removal. The parties shall work together to minimize the project impact resulting from the temporary unavailability of project staff from either party. We agree to use commercially reasonable efforts to maintain consistency of project personnel and commit to replacement resources having sufficient project knowledge, without additional cost to you, in order to render services in accordance with contractual requirements.

    In the event our personnel is/are not providing services consistent with our services warranty or are otherwise negatively impacting the project, you will notify us of that deficiency and give us a reasonable opportunity to correct it. If the deficiency persists, we will replace that project member, upon written request and demonstration of good cause. Replacement staff will be assigned following the same processes set forth above. The foregoing notwithstanding, if the replacement personnel is providing services onsite, you shall remain liable for travel expenses incurred by such personnel, to be invoiced in accordance with the Business Travel Policy.

11. Tyler Software Acceptance. The Client will use the following acceptance process for each Phase, as defined in the SOW: Client will have a maximum of a thirty (30) calendar day "Test Period" to test the System in a live production environment for and report documented Defects. If there are no Defects reported during the Test Period the Client shall issue "Acceptance." Upon Acceptance of the last Phase of the project, Client shall also grant "Project Closure." If Client reports a documented Defect during the Test Period, Client will notify Tyler in writing. Tyler will correct the Defect(s) or provide a mutually agreeable plan for future resolution of any Defect(s) at no additional cost to the Client. A dispute with respect to the plan shall be addressed pursuant to the Dispute Resolution Process of this Agreement. Upon resolution of a Defect during the Test Period, Client may re-perform testing for a maximum of fifteen (15) calendar days. This procedure shall repeat until all Defects have either been resolved or the Client and Tyler, reasonably cooperating, have developed a

mutually agreeable schedule for Defect resolution, at which point the Client shall issue Project Closure.

SECTION D – THIRD PARTY PRODUCTS

1. Third Party Hardware. We will sell, deliver, and install onsite the Third Party Hardware, if you have purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.

2. Third Party Software. As part of the SaaS Services, you will receive access to the Third Party Software and related documentation for internal business purposes only. Your rights to the Third Party Software will be governed by the Third Party Terms.

3. Third Party Products Warranties.

   3.1 We are authorized by each Developer to grant access to the Third Party Software.

   3.2 The Third Party Hardware will be new and unused, and upon payment in full, you will receive free and clear title to the Third Party Hardware.

   3.3 You acknowledge that we are not the manufacturer of the Third Party Products. We do not warrant or guarantee the performance of the Third Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third Party Products.

4. Third Party Services. If you have purchased Third Party Services, those services will be provided independent of Tyler by such third-party at the rates set forth in the Investment Summary and in accordance with our Invoicing and Payment Policy.

SECTION E - INVOICING AND PAYMENT; INVOICE DISPUTES

1. Invoicing and Payment. We will invoice you the SaaS Fees and fees for other professional services in the Investment Summary per our Invoicing and Payment Policy, subject to Section E(2).

2. Invoice Disputes. If you believe any delivered software or service does not conform to the warranties in this Agreement, you will provide us with written notice within thirty (30) days of your receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all SaaS Services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within fifteen (15) days of notice of our intent to do so.

SECTION F – TERM AND TERMINATION

1. Term. The initial term of this Agreement is equal to five (5) years, commencing on the first day of the first month following the Effective Date, unless earlier terminated as set forth below. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.

2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section E(2).

   2.1 Failure to Pay SaaS Fees. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of SaaS Fees. If you fail to timely pay the SaaS Fees, we may discontinue the SaaS Services and deny your access to the Tyler Software. We may also terminate this Agreement if you don't cure such failure to pay within forty-five (45) days of receiving written notice of our intent to terminate.

   2.2 For Cause. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section H(3). You may terminate this Agreement for cause in the event we do not cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within the thirty (30) day window set forth in Section H(3).

   2.3 Force Majeure. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.

   2.4 For Convenience. Client may elect to terminate for convenience without payment of early termination fees if Actual Attainment, as defined in the SLA, is below 98.5% in three (3) or more months in any six (6) month period.

   2.5 Lack of Appropriations. If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

   2.6 Return of Data. In the event of termination of the Agreement for any reason, and upon reasonable advance notice, Tyler shall promptly make all Data available to Client in the format of the database or other such format as may be mutually agreed upon, provided through Tyler's FTP server or such other secure method reasonably selected by Tyler. Such Data will be provided at no additional cost.

SECTION G – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.

   1.1 We will defend you against any third party claim(s) if the Tyler Software or Documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

   1.2 Our obligations under this Section G(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties, or your willful infringement.

   1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent, in which case you will stop running the allegedly infringing Tyler Software immediately. Alternatively, we may decide to litigate the claim to judgment, in which case you may continue to use the Tyler Software consistent with the terms of this Agreement.

   1.4 If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

   2.1 We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by our negligence or willful misconduct; or (b) our violation of PCI-DSS requirements or a law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

   2.2 To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by your negligence or willful misconduct; or (b) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

3. DISCLAIMER. **EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CLIENT UNDERSTANDS AND AGREES THAT TYLER DISCLAIMS ANY LIABILITY FOR ERRORS THAT RELATE TO USER ERROR.**

4. LIMITATION OF LIABILITY. **EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (A) DURING THE INITIAL TERM, AS SET FORTH IN SECTION F(1), TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (B) DURING ANY RENEWAL TERM, THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS G(1) AND G(2).**

5. EXCLUSION OF CERTAIN DAMAGES. **TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

6. Insurance. During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (a) Commercial General Liability of at least $1,000,000; (b) Automobile Liability of at least $1,000,000; (c) Professional Liability of at least $1,000,000; (d) Workers Compensation complying with applicable statutory requirements; and (e) Excess/Umbrella Liability of at least $5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

SECTION H – GENERAL TERMS AND CONDITIONS

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.

2. Optional Items. Pricing for any listed optional products and services in the Investment Summary will be valid for twelve (12) months from the Effective Date.

3. Dispute Resolution. You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes,

including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in non-binding mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.

During the pendency of a dispute between the parties pursuant to either Section E(2) or H(3) of this Agreement, Tyler will not interrupt or suspend or terminate the provision of Services to the Client or perform any action that prevents, impedes, or reduces in any way the provision of Services or the Client's ability to conduct its activities, unless authority to do so is granted by the Client or conferred by a court of competent jurisdiction or the nature of the dispute makes progress of the Services infeasible. Client will also continue to perform under this Agreement during the pendency of a dispute between the parties pursuant to either Section E(2) or H(3) of this Agreement unless the nature of the dispute makes performance infeasible.

4. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.

5. Nondiscrimination. We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.

6. E-Verify. We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.

7. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.

8. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.

9. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.

10. No Intended Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third Party Terms.

11. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.

12. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.

13. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.

14. Independent Contractor. We are an independent contractor for all purposes under this Agreement.

15. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach, for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.

16. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.

17. Confidentiality. Both parties agree and acknowledge that this Agreement is subject to the Florida Public Records Act as set forth in Chapter 119, Florida Statutes. Therefore, Chapter 119, Florida

Statutes, shall govern as to what information is deemed confidential and/or as trade secrets and subject to disclosure. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law and any information, passcodes, or electronic keys necessary to access City facilities or systems or their security policies or processes. Subject to applicable law, each party agrees that it will not disclose any confidential information of any party, including any private individuals and entities, and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. Both parties will make reasonable efforts to identify confidential information with a label indicating that the information is confidential. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:

(a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
(b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
(c) a party receives from a third party who has a right to disclose it to the receiving party; or
(d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event Client receives an open records or other similar applicable request, Client will give Tyler prompt notice and otherwise perform the functions required by applicable law.

18. Quarantining of Client Data. Some services provided by Tyler require us to be in possession of your Data. In the event we detect malware or other conditions associated with your Data that are reasonably suspected of putting Tyler resources or other Tyler clients' data at risk, we reserve the absolute right to move your Data from its location within a multi-tenancy Tyler hosted environment to an isolated "quarantined" environment without advance notice. Your Data will remain in such quarantine for a period of at least six (6) months during which time we will review the Data, and all traffic associated with the Data, for signs of malware or other similar issues. If no issues are detected through such reviews during the six (6) month period of quarantine, we will coordinate with you the restoration of your Data to a non-quarantined environment. In the event your Data must remain in quarantine beyond this six (6) month period through no fault of Tyler's, we reserve the right to require payment of additional fees for the extended duration of quarantine. We will provide an estimate of what those costs will be upon your request.

19. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.

20. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state of domicile, without regard to its rules on conflicts of law.

21. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature.

Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.

22. Data & Insights Solution Terms. Your use of certain Tyler solutions includes Tyler's Data & Insights data platform. Your rights, and the rights of any of your end users, to use Tyler's Data & Insights data platform is subject to the Data & Insights SaaS Services Terms of Service, available at https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service. By signing a Tyler Agreement or Order Form, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

23. Contract Documents. This Agreement includes the following exhibits:

Exhibit A	Investment Summary
Exhibit B	Invoicing and Payment Policy
	Schedule 1: Business Travel Policy
Exhibit C	Service Level Agreement
	Schedule 1: Support Call Process
Exhibit D	Third Party Terms
Exhibit E	Statement of Work
Exhibit F	Functional Requirements
Exhibit G	Interface List

24. Sovereign Immunity. The Client is a political subdivision of the State of Florida as defined in Section 768.28, Florida Statutes. Nothing herein is intended, nor shall it be interpreted or construed, to serve as a waiver of sovereign immunity by the Client.

Public Records.

A. Public Records: Tyler shall comply with The Florida Public Records Act. Specifically, if and to the extent Chapter 119 is applicable to Tyler's performance pursuant to this Agreement, Tyler shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by Client in order to perform the service.

2. Upon request by Client's records custodian, provide Client with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

3. 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.

4. Upon completion of this Agreement or in the event of termination of this Agreement by either party, any and all public records relating to this Agreement in the possession of Tyler shall be delivered by Tyler to Client, at no cost to Client, within seven business days. All records stored electronically by Tyler shall be delivered to Client in a format that is compatible with Client's information

technology systems. Once the public records have been delivered to Client upon completion or termination of this Agreement, Tyler shall destroy any and all duplicate public records that are exempt or confidential and exempt from public record disclosure requirements.

5. Tyler's failure or refusal to comply with the provisions of this Section may result in the immediate termination of this Agreement by the Client.

IF TYLER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO TYLER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT PHONE (352) 754-5875, EMAIL ADDRESS PUBLICINFORMATION@HERNANDOCOUNTY.US OR MAILING ADDRESS 15470 FLIGHT PATH DR., BROOKSVILLE, FL 34604

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

By: Tina Mize

Name: Tina Mize

Title: Group General Counsel

Date: Nov. 19, 2024

Address for Notices:
Tyler Technologies, Inc.
One Tyler Drive
Yarmouth, ME 04096
Attention: Chief Legal Officer

Hernando County, Florida

By: _____

Name: Brian Hawkins

Title: Chairman

Date: December 3, 2024

BOARD OF COUNTY COMMISSIONERS SEAL HERNANDO COUNTY, FLORIDA

Address for Notices:
Hernando County
County Government Center
20 N. Main Street
Brooksville, Florida 34601
Attention: _____

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

By: Melissa Tartaglia
County Attorney's Office

Exhibit A
Investment Summary

The following Investment Summary details the software and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date, despite any expiration date in the Investment Summary that may have lapsed as of the Effective Date.

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Quoted By:	Phil Sharp
Quote Expiration:	11/22/24
Quote Name:	Hernando County-ERP-Munis
Quote Description:	Hernando County - ERP/EPL Combined Procurement
Saas Term	5.00

Sales Quotation For:

Hernando County
County Government Center
Brooksville FL 34601

Shipping Address:

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Financial Management			
Accounting	1	256	$ 102,467.00
Accounts Payable	1	88	$ 28,475.00
Assets Mobile	1	24	$ 5,333.00
Bid Management	1	72	$ 12,577.00
Budgeting	1	112	$ 28,475.00
Capital Assets	1	128	$ 25,154.00
Cash Management	1	88	$ 20,009.00
Contract Management	1	72	$ 12,577.00
eProcurement (Vendor Access and Punch-Out)	1	80	$ 19,320.00
Inventory	1	128	$ 25,154.00
Inventory Mobile	1	24	$ 5,333.00
Project & Grant Accounting	1	104	$ 17,151.00
Purchasing	1	280	$ 46,878.00
Human Resources Management			

Advanced Scheduling w Mobile Access - Up to 250 Employees	1	80	$ 12,351.00
Employee Expense Reimbursement	1	88	$ 10,290.00
Human Resources & Talent Management	1	144	$ 22,053.00
Payroll with Employee Access	1	240	$ 30,583.00
Recruiting	1	32	$ 5,228.00
Risk Management	1	32	$ 5,942.00
Time & Attendance w Mobile Access - Up to 1500 Employees	1	216	$ 21,696.00
Revenue Management			
Accounts Receivable	1	192	$ 22,051.00
Cashiering	1	96	$ 32,667.00
General Billing	1	112	$ 11,842.00
Resident Access	1	96	$ 22,080.00
Civic Services			
Business Management Suite	1	376	$ 19,000.00
Community Development Suite	1	816	$ 19,000.00
Decision Engine	1	8	$ 15,000.00
Enterprise Permitting & Licensing Foundation	1	152	$ 23,000.00
Enterprise Permitting & Licensing User	65	40	$ 149,500.00
Enterprise Service Requests	1	80	$ 13,942.00
eReviews	1	120	$ 29,000.00
My Civic	1	96	$ 18,400.00
Enterprise Asset Management			
Asset Maintenance & Performance - Per User	25	488	$ 40,125.00
Internal Requests License	1	0	$ 3,774.00
Content Management			
Content Manager Core includes Onboarding	1	88	$ 40,834.00
Data Insights			
Enterprise Analytics and Reporting w Executive Insights	1	128	$ 46,630.00
Additional			
ACFR Statement Builder	1	40	$ 13,611.00
Enterprise Forms Processing Software (including Common Form Set)	1	0	$ 14,950.00
GIS	25	16	$ 7,400.00
Integrations			

API Toolkit Bundle		1	48	$ 37,177.00
	Sub-Total:			$ 1,037,029.00
	Less Discount:			$ 217,771.00
	TOTAL		**5280**	**$ 819,258.00**

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
50% Dedicated Community Development Project Management	15	$ 14,800.00	$ 0.00	$ 222,000.00	$ 0.00
50% Dedicated EAM Project Management	8	$ 14,800.00	$ 0.00	$ 118,400.00	$ 0.00
50% Dedicated FINS & HCM Project Management	17	$ 14,800.00	$ 0.00	$ 251,600.00	$ 0.00
Advanced Scheduling - Project Management	32	$ 200.00	$ 0.00	$ 6,400.00	$ 0.00
Business Management Enterprise Forms Library (6 Enterprise Forms)	1	$ 10,200.00	$ 0.00	$ 10,200.00	$ 0.00
Community Development Enterprise Forms Library (5 Enterprise Forms)	1	$ 8,925.00	$ 0.00	$ 8,925.00	$ 0.00
Cross Project Post Go Live Support	288	$ 225.00	$ 0.00	$ 64,800.00	$ 0.00
Enterprise Change Management Consulting	1	$ 75,000.00	$ 0.00	$ 75,000.00	$ 0.00
Executive Insights Implementation	1	$ 10,500.00	$ 0.00	$ 10,500.00	$ 0.00
Integration Assistance (monthly)	12	$ 7,650.00	$ 0.00	$ 91,800.00	$ 0.00
Conversions – See Detailed Breakdown Below				$ 128,650.00	$ 0.00
Onsite Implementation	2168	$ 225.00	$ 0.00	$ 487,800.00	$ 0.00
Remote Implementation	3112	$ 200.00	$ 0.00	$ 622,400.00	$ 0.00
TOTAL				**$ 2,098,475.00**	**$ 0.00**

3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Unit Maint/SaaS Discount	Total Maint/SaaS

Barcode Printer Kit	1	$ 1,445.00	$ 0.00	$ 1,445.00	$ 145.00	$ 0.00	$ 145.00
Barcode Scanner - NX6 Rugged Mobile Scanning Device	1	$ 1,695.00	$ 0.00	$ 1,695.00	$ 170.00	$ 0.00	$ 170.00
Cash Drawer	1	$ 260.00	$ 0.00	$ 260.00	$ 0.00	$ 0.00	$ 0.00
Hand Held Scanner Stand	1	$ 30.00	$ 0.00	$ 30.00	$ 0.00	$ 0.00	$ 0.00
Koa Hills - Data Conversion Assistance - Finance	1	$ 47,562.00	$ 0.00	$ 47,562.00	$ 0.00	$ 0.00	$ 0.00
Koa Hills - Data Conversion Assistance - HCM	1	$ 51,625.00	$ 0.00	$ 51,625.00	$ 0.00	$ 0.00	$ 0.00
Printer (TM-S9000II)	1	$ 1,623.00	$ 0.00	$ 1,623.00	$ 0.00	$ 0.00	$ 0.00
TOTAL				**$ 104,240.00**			**$ 315.00**

Summary	**One Time Fees**	**Recurring Fees**
Total Tyler License Fees	$ 0.00	$ 0.00
Total SaaS	$ 0.00	$ 819,258.00
Total Tyler Services	$ 2,098,475.00	$ 0.00
Total Third-Party Hardware, Software, Services	$ 104,240.00	$ 315.00
Summary Total	**$ 2,202,715.00**	**$ 819,573.00**
Contract Total	**$ 6,299,320.00**	
Estimated Travel Expenses excl in Contract Total	**$ 143,550.00**	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Detailed Breakdown of Conversions (Included in Summary Total)

Description	Qty	Unit Price	Unit Discount	Extended Price
Accounting				

AC - Actuals up to 3 years	1	$ 3,000.00	$ 0.00	$ 3,000.00
AC - Budgets up to 3 years	1	$ 3,000.00	$ 0.00	$ 3,000.00
AC Standard COA	1	$ 3,500.00	$ 0.00	$ 3,500.00
Accounts Payable				
AP - Checks up to 5 years	1	$ 5,200.00	$ 0.00	$ 5,200.00
AP - Invoice up to 5 years	1	$ 6,500.00	$ 0.00	$ 6,500.00
AP Standard Master	1	$ 3,000.00	$ 0.00	$ 3,000.00
Capital Assets				
CA - History	1	$ 3,000.00	$ 0.00	$ 3,000.00
CA Std Master	1	$ 4,500.00	$ 0.00	$ 4,500.00
Contract Management				
Contracts	1	$ 6,000.00	$ 0.00	$ 6,000.00
Conversions				
Business Management	1	$ 14,100.00	$ 0.00	$ 14,100.00
Community Development	1	$ 30,550.00	$ 0.00	$ 30,550.00
General Billing				
GB Std CID	1	$ 2,500.00	$ 0.00	$ 2,500.00
Inventory				
IN Std Master	1	$ 4,500.00	$ 0.00	$ 4,500.00
Payroll				
HR Human Resources - Certifications	1	$ 2,000.00	$ 0.00	$ 2,000.00
HR Human Resources - Education	1	$ 2,000.00	$ 0.00	$ 2,000.00
HR Human Resources - PM Action History up to 5 years	1	$ 2,000.00	$ 0.00	$ 2,000.00
HR Human Resources - Position Control	1	$ 2,000.00	$ 0.00	$ 2,000.00
HR Human Resources - Recruiting	1	$ 2,000.00	$ 0.00	$ 2,000.00
PR Payroll - Accrual Balances	1	$ 2,500.00	$ 0.00	$ 2,500.00
PR Payroll - Accumulators up to 5 years	1	$ 2,000.00	$ 0.00	$ 2,000.00
PR Payroll - Check History up to 5 years	1	$ 2,000.00	$ 0.00	$ 2,000.00
PR Payroll - Deductions	1	$ 2,800.00	$ 0.00	$ 2,800.00
PR Payroll - Earning/Deduction Hist up to 5 years	1	$ 3,500.00	$ 0.00	$ 3,500.00
PR Payroll - Standard	1	$ 3,000.00	$ 0.00	$ 3,000.00
Project & Grant Accounting				
PG - Actuals up to 3 years	1	$ 3,000.00	$ 0.00	$ 3,000.00

PG - Budgets up to 3 years	1	$ 3,000.00	$ 0.00	$ 3,000.00
PGA Standard	1	$ 3,500.00	$ 0.00	$ 3,500.00
Purchasing				
Purchase Orders - Standard	1	$ 4,000.00	$ 0.00	$ 4,000.00
TOTAL				**$ 128,650.00**

Optional Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Additional			
Notify Additional Block of 12,000 Messages Per Year	1	0	$ 300.00
Notify includes 150,000 Msgs and 5,000 Mins per year	1	16	$ 27,600.00
TOTAL:		**16**	**$ 27,900.00**

Optional Professional Services

Description	Quantity	Unit Price	Ext. Discount	Extended Price	Maintenance
Conversion – See Detailed Breakdown Below				$ 27,500.00	$ 0.00
Onsite Implementation	8	$ 225.00	$ 0.00	$ 1,800.00	$ 0.00
Remote Implementation	8	$ 200.00	$ 0.00	$ 1,600.00	$ 0.00
TOTAL				**$ 30,900.00**	**$ 0.00**

Optional Transaction Fees

Description
Enterprise ERP Payments
Enterprise Permitting & Licensing Payments

Optional 3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Unit Maint/SaaS Discount	Total Maint/SaaS
Koa Hills - Historical Archive Database Module - Financials - Annual Hosting (SaaS)	1	$ 0.00	$ 0.00	$ 24,115.00	$ 24,115.00	$ 0.00	$ 0.00
Koa Hills - Historical Archive Database Module - HRM - Annual Hosting (SaaS)	1	$ 0.00	$ 0.00	$ 18,070.00	$ 18,070.00	$ 0.00	$ 0.00
Pattern Stream Automated Document System	1	$ 38,000.00	$ 0.00	$ 38,000.00	$ 7,600.00	$ 0.00	$ 7,600.00
Pattern Stream Automated Document System - Implementation	80	$ 185.00	$ 0.00	$ 14,800.00	$ 0.00	$ 0.00	$ 0.00
Pattern Stream Automated Document System - SaaS	1	$ 0.00	$ 0.00	$ 27,360.00	$ 27,360.00	$ 0.00	$ 0.00
Payments Lane 7000 Terminal Purchase	1	$ 529.00	$ 0.00	$ 529.00	$ 0.00	$ 0.00	$ 0.00
Payments PCI Service Fee (Per Device)	1	$ 0.00	$ 0.00	$ 180.00	$ 180.00	$ 0.00	$ 0.00
Touchscreen 10: Biometric and Prox Reader	1	$ 3,175.00	$ 0.00	$ 3,175.00	$ 318.00	$ 0.00	$ 318.00
TOTAL				**$ 56,504.00**			**$ 77,643.00**

Optional Conversion Details (Prices Reflected Above)

Description	Quantity	Unit Price	Discount	Total
Enterprise Asset Management				
AM - Closed WO History No Cost Data	1	$ 7,500.00	$ 0.00	$ 7,500.00
AM - WO History With Cost Data	1	$ 7,500.00	$ 0.00	$ 7,500.00
General Billing				
GB - Bills up to 5 years	1	$ 5,500.00	$ 0.00	$ 5,500.00
GB - Recurring Invoices	1	$ 4,500.00	$ 0.00	$ 4,500.00
Inventory				
IN - Commodity Codes	1	$ 2,500.00	$ 0.00	$ 2,500.00
TOTAL				**$ 27,500.00**

Tyler Annual Discount Detail (Excludes Optional Products)

Description	Annual Fee	Annual Fee Discount	Annual Fee Net
Financial Management			
Accounting	$ 102,467.00	$ 21,518.00	$ 80,949.00
Accounts Payable	$ 28,475.00	$ 5,980.00	$ 22,495.00
Assets Mobile	$ 5,333.00	$ 1,120.00	$ 4,213.00
Bid Management	$ 12,577.00	$ 2,641.00	$ 9,936.00
Budgeting	$ 28,475.00	$ 5,980.00	$ 22,495.00
Capital Assets	$ 25,154.00	$ 5,282.00	$ 19,872.00
Cash Management	$ 20,009.00	$ 4,202.00	$ 15,807.00
Contract Management	$ 12,577.00	$ 2,641.00	$ 9,936.00
eProcurement (Vendor Access and Punch-Out)	$ 19,320.00	$ 4,057.00	$ 15,263.00
Inventory	$ 25,154.00	$ 5,282.00	$ 19,872.00
Inventory Mobile	$ 5,333.00	$ 1,120.00	$ 4,213.00
Project & Grant Accounting	$ 17,151.00	$ 3,602.00	$ 13,549.00
Purchasing	$ 46,878.00	$ 9,844.00	$ 37,034.00
Human Resources Management			
Advanced Scheduling w Mobile Access - Up to 250 Employees	$ 12,351.00	$ 2,594.00	$ 9,757.00
Employee Expense Reimbursement	$ 10,290.00	$ 2,161.00	$ 8,129.00
Human Resources & Talent Management	$ 22,053.00	$ 4,631.00	$ 17,422.00
Payroll with Employee Access	$ 30,583.00	$ 6,422.00	$ 24,161.00
Recruiting	$ 5,228.00	$ 1,098.00	$ 4,130.00
Risk Management	$ 5,942.00	$ 1,248.00	$ 4,694.00
Time & Attendance w Mobile Access - Up to 1500 Employees	$ 21,696.00	$ 4,556.00	$ 17,140.00
Revenue Management			
Accounts Receivable	$ 22,051.00	$ 4,631.00	$ 17,420.00
Cashiering	$ 32,667.00	$ 6,860.00	$ 25,807.00
General Billing	$ 11,842.00	$ 2,487.00	$ 9,355.00
Resident Access	$ 22,080.00	$ 4,637.00	$ 17,443.00
Civic Services			
Business Management Suite	$ 19,000.00	$ 3,990.00	$ 15,010.00
Community Development Suite	$ 19,000.00	$ 3,990.00	$ 15,010.00

Decision Engine	$ 15,000.00	$ 3,150.00	$ 11,850.00
Enterprise Permitting & Licensing Foundation	$ 23,000.00	$ 4,830.00	$ 18,170.00
Enterprise Permitting & Licensing User	$ 149,500.00	$ 31,395.00	$ 118,105.00
Enterprise Service Requests	$ 13,942.00	$ 2,928.00	$ 11,014.00
eReviews	$ 29,000.00	$ 6,090.00	$ 22,910.00
My Civic	$ 18,400.00	$ 3,864.00	$ 14,536.00
Enterprise Asset Management			
Asset Maintenance & Performance - Per User	$ 40,125.00	$ 8,425.00	$ 31,700.00
Internal Requests License	$ 3,774.00	$ 793.00	$ 2,981.00
Content Management			
Content Manager Core includes Onboarding	$ 40,834.00	$ 8,575.00	$ 32,259.00
Data Insights			
Enterprise Analytics and Reporting w Executive Insights	$ 46,630.00	$ 9,792.00	$ 36,838.00
Additional			
ACFR Statement Builder	$ 13,611.00	$ 2,858.00	$ 10,753.00
Enterprise Forms Processing Software (including Common Form Set)	$ 14,950.00	$ 3,140.00	$ 11,810.00
GIS	$ 7,400.00	$ 1,550.00	$ 5,850.00
Integrations			
API Toolkit Bundle	$ 37,177.00	$ 7,807.00	$ 29,370.00
TOTAL	**$ 1,037,029.00**	**$ 217,771.00**	**$ 819,258.00**

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

As a new Tyler client, you are entitled to a 14-day or a 30-day trial of the Managed Detection and Response cybersecurity service. Please reference https://www.tylertech.com/services/tyler-detect for more information on the service and contact CybersecuritySales@tylertech.com to initiate the trial.

Tyler currently supports the following identity providers (IdP's) for use with Tyler back-office solutions: Microsoft Active Directory through Azure AD, ADFS or Okta AD agent, Google Cloud Identity, Okta, and Identity Automation Rapid Identity. Any requirement by you to use an IdP not supported by Tyler will require additional costs, available upon request.

Business Management: Tyler leads and owns the "Assess and Define" and "Configuration" of 11 unique business transactions, 11 template business transactions, 5 geo-rules and 5 automation events. Configuration elements beyond this will be owned by the client.

Community Development: Tyler leads and owns the "Assess and Define" and "Configuration" 15 unique business transactions, 15 template business transactions, 10 geo-rules and 10 automation events. Configuration elements beyond this will be owned by the client.

Content Manager Core includes up to 1TB of storage. Should additional storage be needed it may be purchased as needed at an annual fee of $5,000 per TB.

The SaaS fees for product that are not named users are based on 200 concurrent users. Should the number of concurrent users be exceeded, Tyler reserves the right to re-negotiate the SaaS fees based upon any resulting changes in the pricing categories.

Business Management Forms Library Includes: 1 Licensing - Business License, 1 Licensing - Business License Renewal, 1 Licensing - Business License Delinquent, 1 Licensing - Profession License, 1 Licensing - Profession License Renewal, 1 Licensing Profession License Delinquent.

Community Development Forms Library Includes: standard Permits - Building, standard Permits - Trade, standard Planning - Certificate, standard Permits - Occupancy/Completion, standard Code - Violation Notice.

Enterprise Permitting & Licensing Foundation includes GIS for EPL Users, Core Foundation Bundle, Advanced Automation Bundle, Data & Reporting Access, Report Toolkit, EPL API Toolkit and 1 TB of Storage

Business Management Suite includes Civic Access for Business Management and Business Management Executive Insights

Community Development Suite includes Civic Access for Community Development and Community Development Executive Insights

Enterprise Permitting & Licensing User includes back-office and EP&L Mobile access

Your use of Payments and any related items included on this order is subject to the terms found at: https://www.tylertech.com/terms/payment-card-processing-agreement. By signing this order or the agreement in which it is included, you agree you have read, understand, and agree to such terms. Please see attached Payments fee schedule.

Each API Toolkit or Connector comes with 8 free hours of API Development Consulting hours. Each API Bundle comes with 16 free API Development Consulting hours. Additional hours can be purchased beyond this standard offering.

Fees for year one of hardware maintenance will be invoiced as of the first day of the calendar month following the date the hardware is delivered and may be prorated to end coterminous with the Annual Support Maintenance term. Subsequent annual hardware maintenance fees shall be invoiced together with the Annual Support Maintenance term in accordance with the terms of the Agreement.

Financial library includes: standard A/P check, standard EFT/ACH, standard Purchase order, standard Contract, 1099M, 1099INT, 1099S, 1099NEC and 1099G.

General Billing library includes: standard invoice, standard statement, standard general billing receipt and standard miscellaneous receipt.

Personnel Actions Forms Library includes: standard Personnel Action form - New and standard Personnel Action Form - Change.

Your rights, and the rights of any of your end users, to use Tyler's Data & Insights SaaS Services, or certain Tyler solutions which include Tyler's Data & Insights data platform, are subject to the Terms of Services, available at https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service. By signing this sales quotation, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

In the event Client acquires from Tyler any edition of Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Content Manager software with non-Tyler applications, Client must purchase or upgrade to Content Manager Enterprise Edition.

Payroll library includes: standard PR check, standard direct deposit, standard vendor from payroll check, standard vendor from payroll direct deposit, W2, W2c, ACA 1095B, ACA 1095C and 1099 R.

Your payment of the annual subscription or SaaS fee for Tyler Notify will include an identified amount of messages and/or minutes annually. Additional messages and/or minutes may be purchased from Tyler in defined packages at our then-current rates. Tyler Notify will not restrict use of messages and/or minutes that exceed the allotted messages but reserves the right to invoice you for documented overages occurring during the annual term. Any unused messages or minutes remaining at the end of your annual subscription term expire.

Your acquisition of clocks and/or clock maintenance is subject to the following terms: https://www.tylertech.com/terms/executime-clock-terms.

All hardware related to Assets Mobile and Inventory Mobile will be under a standard maintenance plan which starts when they are shipped. This includes replacement of your current hardware if it cannot be fixed through the standard helpdesk process.

Exhibit B
Invoicing and Payment Policy

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. SaaS Fees. SaaS Fees are invoiced on an annual basis, beginning on the commencement of the initial term as set forth in Section F (1) of this Agreement. Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates.

2. Other Tyler Software and Services.
   2.1 *Implementation and Other Professional Services (including training)*: Implementation and other professional services (including training) are billed and invoiced as delivered, at the rates set forth in the Investment Summary.
   2.2 *Consulting Services*: If you have purchased any Business Process Consulting services, if they have been quoted as fixed-fee services, they will be invoiced 50% upon your acceptance of the Best Practice Recommendations, by module, and 50% upon your acceptance of custom desktop procedures, by module. If you have purchased any Business Process Consulting services and they are quoted as an estimate, then we will bill you the actual services delivered on a time and materials basis.
   2.3 *Conversions*: Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.
   2.4 *Requested Modifications to the Tyler Software*: Requested modifications to the Tyler Software are invoiced 50% upon delivery of specifications and 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in this Agreement.
   2.5 *Other Fixed Price Services*: Other fixed price services are invoiced as delivered, at the rates set forth in the Investment Summary. For the avoidance of doubt, where "Project Planning Services" are provided, payment will be due upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
   2.6 Web Services: Annual fees for web services are payable in advance, commencing upon the availability of the service. Your annual fees for the initial term are set forth in the

Investment Summary. Upon expiration of the initial term, your annual fees will be at our then-current rates.

2.7 *Annual Services*: Unless otherwise indicated in this Exhibit B, fees for annual services are due annually, in advance, commencing on the availability of the service. Your annual fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual fees will be at our then-current rates.

3. Third Party Products and Hardware.
   3.1 *Third Party Software License Fees*: License fees for Third Party Software, if any, are invoiced when we make it available to you for downloading.
   3.2 *Third Party Software Maintenance*: The first year maintenance fee for the Third Party Software is invoiced when we make it available to you for downloading. Subsequent annual maintenance fees for Third Party Software are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
   3.3 *Hardware*: Third Party Hardware costs, if any, are invoiced upon delivery.
   3.4 *Hardware Maintenance*: The first year maintenance fee for Hardware is invoiced upon delivery of the hardware. Subsequent annual maintenance fees for hardware are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
   3.5 *Third Party Services:* Fees for Third Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.
   3.6 *Third Party SaaS*: Third Party SaaS Services fees, if any, are invoiced annually, in advance, commencing with availability of the respective Third Party SaaS Services. Pricing for the first year of Third Party SaaS Services is indicated in the Investment Summary. Pricing for subsequent years will be at the respective third party's then-current rates.

4. Transaction Fees. Unless paid directly by an end user at the time of transaction, per transaction (call, message, etc.) fees are invoiced on a quarterly basis. Fees are indicated in the Investment Summary and may be increased by Tyler upon notice of no less than thirty (30) days.

5. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy, plus a 10% travel agency processing fee. Our current Business Travel Policy is attached to this Exhibit B as Schedule 1. Copies of receipts will be provided upon request; we reserve the right to charge you an administrative fee depending on the extent of your requests. Receipts for miscellaneous items less than twenty-five dollars and mileage logs are not available.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.

Exhibit B
Schedule 1
Business Travel Policy

1. Air Travel

A. Reservations & Tickets

The Travel Management Company (TMC) used by Tyler will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within $100 (each way) of the lowest logical fare. If a net savings of $200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

B. Baggage Fees

Reimbursement of personal baggage charges are based on trip duration as follows:

- Up to five (5) days = one (1) checked bag
- Six (6) or more days = two (2) checked bags

Baggage fees for sports equipment are not reimbursable.

2. Ground Transportation

A. Private Automobile

Mileage Allowance – Business use of an employee's private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a "mid-size" or "intermediate" car. "Full" size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

3. Lodging

Tyler's TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

"No shows" or cancellation fees are not reimbursable if the employee does not comply with the hotel's cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be reimbursed.

4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at www.gsa.gov/perdiem.

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of State and will be determined as required.

A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00 p.m.*	Breakfast, lunch and dinner

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

Breakfast	15%
Lunch	25%
Dinner	60%

B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.*

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

5. Internet Access – Hotels and Airports

   Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to $10.00 per day. Charges for internet access at airports are not reimbursable.

6. International Travel

   All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the "lowest practical coach fare" with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

   When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

   The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

   Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.

Exhibit C
SERVICE LEVEL AGREEMENT

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels that we will provide to you to ensure the availability of the application services that you have requested us to provide. All other support services are documented in the Support Call Process. This SLA does not apply to any Third Party SaaS Services. All other support services are documented in the Support Call Process.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Actual Attainment: The percentage of time the Tyler Software is available during a calendar month, calculated as follows: (Service Availability – Downtime) ÷ Service Availability.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

Emergency Maintenance Window: (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

Planned Downtime: Downtime that occurs during a Standard or Emergency Maintenance window.

Service Availability: The total number of minutes in a calendar month that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure. Service Availability only applies to Tyler Software being used in the live production environment.

Standard Maintenance: Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

III. Service Availability

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work with you to identify the cause of the Downtime (including whether it may be the result of Planned Downtime, a Client Error Incident, denial of service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS Fees paid for the calendar month.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen (15) days of the end of the applicable month. We will respond to your relief request within thirty (30) days of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Credits are only payable when Actual Attainment results in eligibility for credits in consecutive months and only for such consecutive months.

Client Relief Schedule	
Actual Attainment	**Client Relief**
99.99% - 99.70%	Remedial action will be taken
99.69% - 98.50%	2% of SaaS Fees paid for applicable month
98.49% - 97.50%	4% of SaaS Fees paid for applicable month
97.49% - 96.50%	6% of SaaS Fees paid for applicable month
96.49% - 95.50%	8% of SaaS Fees paid for applicable month
Below 95.50%	10% of SaaS Fees paid for applicable month

* Notwithstanding language in the Agreement to the contrary, Recovery Point Objective is one (1) hour.

IV. Maintenance Notifications

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable, that the Tyler Software will be unavailable during the maintenance window.

Exhibit C
Schedule 1
Support Call Process

Support Channels

Tyler Technologies, Inc. provides the following channels of software support for authorized users*:

(1) On-line submission (portal) – for less urgent and functionality-based questions, users may create support incidents through the Tyler Customer Portal available at the Tyler Technologies website. A built-in Answer Panel provides users with resolutions to most "how-to" and configuration-based questions through a simplified search interface with machine learning, potentially eliminating the need to submit the support case.
(2) Email – for less urgent situations, users may submit emails directly to the software support group.
(3) Telephone – for urgent or complex questions, users receive toll-free, telephone software support.

** Channel availability may be limited for certain applications.*

Support Resources

A number of additional resources are available to provide a comprehensive and complete support experience:

(1) Tyler Website – www.tylertech.com – for accessing client tools, documentation, and other information including support contact information.
(2) Tyler Search -a knowledge based search engine that lets you search multiple sources simultaneously to find the answers you need, 24x7.
(3) Tyler Community –provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
(4) Tyler University – online training courses on Tyler products.

Support Availability

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Tyler's holiday schedule is outlined below. There will be no support coverage on these days.

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

For support teams that provide after-hours service, we will provide you with procedures for contacting support staff after normal business hours for reporting Priority Level 1 Defects only. Upon receipt of

such a Defect notification, we will use commercially reasonable efforts to meet the resolution targets set forth below.

We will also make commercially reasonable efforts to be available for one pre-scheduled Saturday of each month to assist your IT staff with applying patches and release upgrades, as well as consulting with them on server maintenance and configuration of the Tyler Software environment.

Incident Handling

Incident Tracking

Every support incident is logged into Tyler's Customer Relationship Management System and given a unique case number. This system tracks the history of each incident. The case number is used to track and reference open issues when clients contact support. Clients may track incidents, using the case number, through Tyler's Customer Portal or by calling software support directly.

Incident Priority

Each incident is assigned a priority level, which corresponds to the Client's needs. Tyler and the Client will reasonably set the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain "characteristics" may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the Client towards clearly understanding and communicating the importance of the issue and to describe generally expected response and resolution targets in the production environment only.

References to a "confirmed support incident" mean that Tyler and the Client have successfully validated the reported Defect/support incident.

Priority Level	Characteristics of Support Incident	Resolution Targets*
1 Critical	Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client's remote location; or (c) systemic loss of multiple essential system functions.	Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database.

Priority Level	Characteristics of Support Incident	Resolution Targets*
2 High	Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of data.	Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler's responsibility for loss or corrupted data is limited to assisting the Client in restoring its last available database.
3 Medium	Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.	Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack, which shall occur at least quarterly. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database.
4 Non-critical	Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.	Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release.

**Response and Resolution Targets may differ by product or business need*

Incident Escalation

If Tyler is unable to resolve any priority level 1 or 2 defect as listed above or the priority of an issue has elevated since initiation, you may escalate the incident to the appropriate resource, as outlined by each product support team. The corresponding resource will meet with you and any Tyler staff to establish a mutually agreeable plan for addressing the defect.

Remote Support Tool

Some support calls may require further analysis of the Client's database, processes or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Tyler's support team must have the ability to quickly connect to the Client's system and view the site's setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.

Exhibit D
Third Party Terms

DocOrigin Terms. Your use of Tyler Forms software and forms is subject to the DocOrigin End User License Agreement available for download here: https://eclipsecorp.us/eula/. By signing a Tyler Agreement or Order Form including Tyler forms software or forms, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.

ThinPrint Terms. Your use of Tyler Forms software and forms is subject to the End User License Agreement terms for ThinPrint Engine, ThinPrint License Server, and Connected Gateway found here: https://www.thinprint.com/en/legal-notes/eula/. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.

Exhibit E
Statement of Work

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Hernando County, FL

SOW from Tyler Technologies, Inc.

11/07/2024

Presented to:
Hernando County, FL
County Government Center
Brooksville, FL 34601

Contact:
Becky Terry, PMP
Director, Implementation
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Yarmouth, Maine 04096

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Part 1: Executive Summary

1. Project Overview

1.1 Introduction

Tyler Technologies ("Tyler") is the largest and most established provider of integrated software and technology services focused solely on the public sector. Tyler's end-to-end solutions empower public sector entities including local, state, provincial and federal government, to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler's solutions transform how clients gain actionable insights that solve problems in their communities.

1.2 Project Goals

This Statement of Work ("SOW") documents the methodology, implementation stages, activities, and roles and responsibilities, and project scope listed in the Investment Summary of the Agreement between Tyler and the County (collectively the "Project").

The overall goals of the project are to:

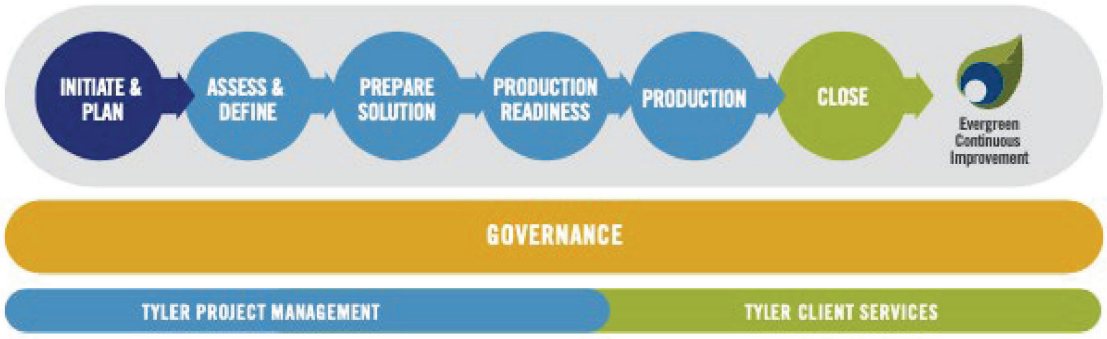
- Successfully implement the contracted scope on time and on budget
- Increase operational efficiencies and empower users to be more productive
- Improve accessibility and responsiveness to external and internal customer needs
- Overcome current challenges and meet future goals
- Streamlining business processes through automation, integration, and workflows
- Provide a user-friendly user interface to promote system use and productivity
- Eliminate redundant data entry

1.3 Methodology

This is accomplished by the County and Tyler working as a partnership and Tyler utilizing its depth of implementation experience. While each Project is unique, all will follow Tyler's six-stage methodology. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Tailored specifically for Tyler's public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases and is scaled to meet the County's complexity and organizational needs.

Tyler's Six Stage Project Methodology



The methodology adapts to both single-phase and multiple-phase projects.

To achieve Project success, it is imperative that both the County and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that the County and Tyler Project teams work collaboratively to complete tasks, by doing a weekly call with Tyler and Hernando project management team. An underlying principle of Tyler's Implementation process is to employ an iterative model where the County's business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.

Iterative Project Model

The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.

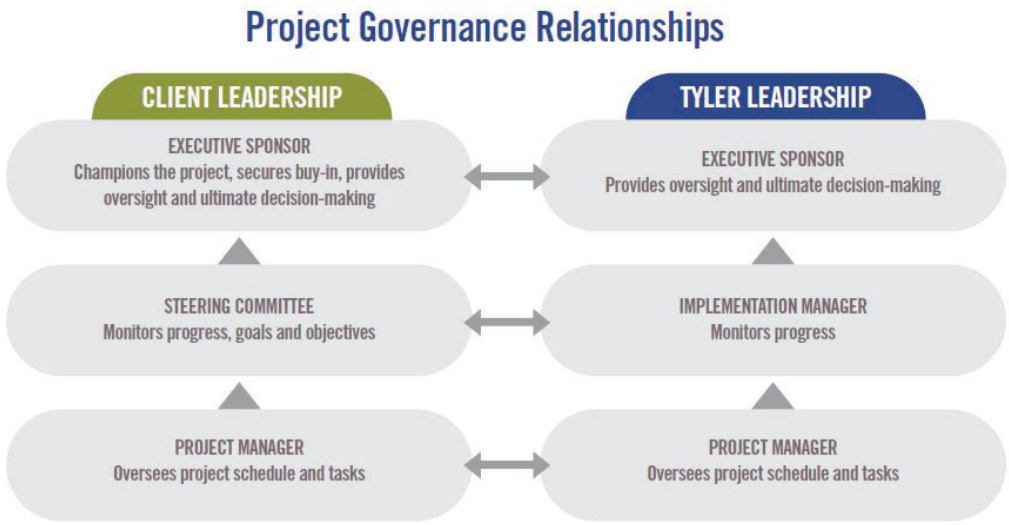
Part 2: Project Foundation

2. Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

This section outlines the resources required to meet the business needs, objectives, and priorities for the Project, communicate the goals to other Project participants, and provide support and guidance to accomplish these goals. Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Throughout the Statement of Work Tyler has provided RACI Matrices for activities to be completed throughout the implementation which will further outline responsibilities of different roles in each stage. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The chart below illustrates an overall team perspective where Tyler and the County collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the County Steering Committee become the escalation points to triage responses prior to escalation to the County and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The County and Tyler executive sponsors serve as the final escalation point.



3. Project Scope Control

3.1 Managing Scope and Project Change

Project Management governance principles contend that there are three connected constraints on a Project: budget, timeline, and scope. These constraints, known as the "triple constraints" or project management triangle, define budget in terms of financial cost, labor costs, and other resource costs. Scope is defined as the work performed to deliver a product, service or result with the specified features and functions, while time is simply defined as the schedule. The Triple Constraint theory states that if you change one side of the triangle, the other two sides must be correspondingly adjusted. For example, if the scope of the Project is increased, cost and time to complete will also need to increase. The Project and executive teams will need to remain cognizant of these constraints when making impactful decisions to the Project. A simple illustration of this triangle is included here, showing the connection of each item and their relational impact to the overall Scope.

A pillar of any successful project is the ability to properly manage scope while allowing the appropriate level of flexibility to incorporate approved changes. Scope and changes within the project will be managed using the change control process outlined in the following section.

3.2 Change Control

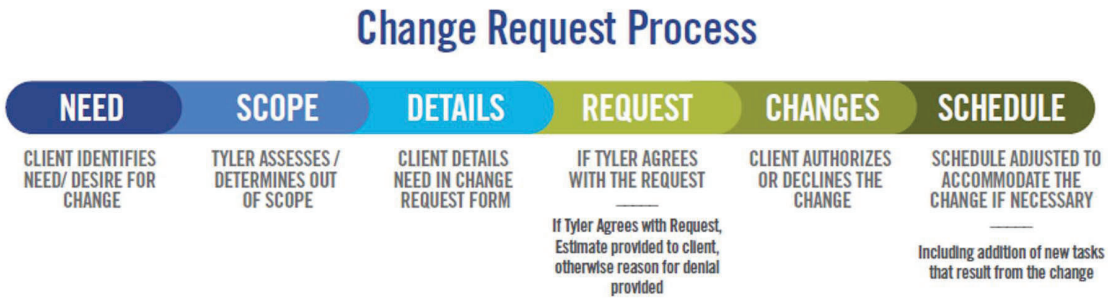
It may become necessary to change the scope of this Project due to unforeseeable circumstances (e.g., new constraints or opportunities are discovered). This Project is being undertaken with the understanding that Project scope, schedule, and/or cost may need to change to produce optimal results for stakeholders. Changes to contractual requirements will follow the change control process specified in the final contract, and as described below.

3.3 Change Request Management

Should the need for a change to Project scope, schedule, and/or cost be identified during the Project, the change will be brought to the attention of the Steering Committee and an assessment of the change will occur. While such changes may result in additional costs and delays relative to the schedule, some changes may result in less cost to the County; for example, the County may decide it no longer needs a deliverable originally defined in the Project. The Change Request will include the following information:

- The nature of the change.
- A good faith estimate of the additional cost or associated savings to the County, if any.
- The timetable for implementing the change.
- The effect on and/or risk to the schedule, resource needs or resource responsibilities.

The County will use its good faith efforts to either approve or disapprove any Change Request within ten (10) Business Days (or other period as mutually agreeable between Tyler and the County). Tyler understands that official decision on Change Request may require approval by the County Steering Committee and/or Board of Commissioners and be subject to dates for scheduled meetings. Any changes to the Project scope, budget, or timeline must be documented and approved in writing using a Change Request form. These changes constitute a formal amendment to the Statement of Work and will ~~supersede any conflicting term in the Statement of Work~~ amend the Statement of Work.



4. Acceptance Process

The implementation of a Project involves many decisions to be made throughout its lifecycle. Decisions will vary from higher level strategy decisions to smaller, detailed Project level decisions. It is critical to the success of the Project that each County office or department designates specific individuals for making decisions on behalf of their offices or departments.

Both Tyler and the County will identify representative project managers. These individuals will represent the interests of all stakeholders and serve as the primary contacts between the two organizations.

The coordination of gaining County feedback and approval on Project deliverables will be critical to the success of the Project. The County project manager will strive to gain deliverable and decision approvals from all authorized County representatives. Given that the designated decision-maker for each department may not always be available, there must be a designated proxy for each decision point in the Project. Assignment of each proxy will be the responsibility of the leadership from each County department. The proxies will be named individuals that have the authorization to make decisions on behalf of their department.

The following process will be used for accepting Deliverables and Control Points:

- The County shall have twenty-five (25) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept, reject, or otherwise acknowledge each Deliverable or Control Point. If the County does not provide acceptance, rejection, or acknowledgement within twenty-five (25) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted and notify the County that work requiring acceptance of that deliverable will begin in twenty-five (25) business days.
- If the County does not agree the Deliverable or Control Point meets requirements, the County shall notify Tyler project manager(s), in writing, with reasoning within twenty-five (25) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The County shall then have Twenty-five (25) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the County does not provide acceptance within twenty-five (25) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted and notify the County that work requiring acceptance of that deliverable will begin in twenty-five (25) business days.

5. Roles and Responsibilities

The following defines the roles and responsibilities of each Project resource for the County and Tyler. Roles and responsibilities may not follow the organizational chart or position descriptions at the County, but are roles defined within the Project. It is common for individual resources on both the Tyler and County project teams to fill multiple roles. Similarly, it is common for some roles to be filled by multiple people.

5.1 Tyler Roles & Responsibilities

Tyler assigns a project manager prior to the start of each Phase of the Project (some Projects may only be one Phase in duration). Additional Tyler resources are assigned as the schedule develops and as needs arise.

5.1.1 Tyler Executive Manager

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the Project team and collaborates with other Tyler department managers as needed to escalate and facilitate implementation Project tasks and decisions.

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the County ’s overall organizational strategy.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Acts as the counterpart to the County ’s executive sponsor.

5.1.2 Tyler Implementation Manager

- Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. The Tyler project managers consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler Project Manager or with County management as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level.
- Assigns Tyler Project personnel.
- Provides support for the Project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors Project progress including progress towards agreed upon goals and objectives.

5.1.3 Tyler Project Manager

- The Tyler project manager(s) provides oversight of the Project, coordination of Tyler resources between departments, management of the Project budget and schedule, effective risk, and issue management, and is the primary point of contact for all Project related items. As requested by the County, the Tyler Project Manager provides regular updates to the County Steering Committee and other Tyler governance members. Tyler Project Manager’s role includes responsibilities in the following areas:

5.1.3.1 Contract Management

- Validates contract compliance throughout the Project.
- Ensures Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions.
- Prepares and presents contract milestone signoffs for acceptance by the County project manager(s).
- Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.

5.1.3.2 Planning

- Delivers project planning documents.
- Defines Project tasks and resource requirements.
- Develops initial Project schedule and Project Management Plan.
- Collaborates with the County project manager(s) to plan and schedule Project timelines to achieve on-time implementation.

5.1.3.3 Implementation Management

- Tightly manages Scope and budget of Project to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and Tyler resources that properly support the Project Schedule and are also in balance with Scope/budget.
- Establishes risk/issue tracking/reporting process between the County and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to the County any items that may impact the outcomes of the Project.
- Collaborates with the County 's project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the project.
- Collaborates with the County 's project manager(s) to set a routine communication plan that will aide all Project team members, of both the County and Tyler, in understanding the goals, objectives, status, and health of the Project.

5.1.3.4 Resource Management

- Acts as liaison between Project team and Tyler manager(s).
- Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- Provides direction and support to Project team.
- Manages the appropriate assignment and timely completion of tasks as defined in the Project Schedule, task list, and Go-Live Checklist.
- Assesses team performance and adjusts, as necessary.
- Consulted on in Scope 3rd party providers to align activities with ongoing Project tasks.

5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Documents activities for services performed by Tyler.
- Guides the County through software validation process following configuration.
- Assists during Go-Live process and provides support until the County transitions to Client Services.
- Facilitates training sessions and discussions with the County and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- May provide conversion review and error resolution assistance.

5.1.5 Tyler Sales

- Supports Sales to Implementation knowledge transfer during Initiate & Plan.
- Provides historical information, as needed, throughout implementation.
- Participates in pricing activities if additional licensing and/or services are needed.

5.1.6 Tyler Technical Services

- Maintains Tyler infrastructure requirements and design document(s).
- Involved in system infrastructure planning/review(s).
- Provides first installation of licensed software with initial database on servers.
- Supports and assists the project team with technical/environmental issues/needs.
- Deploys Tyler products.

- Conducts GIS Planning.
- Reviews GIS data and provides feedback to the County.
- Loads County provided GIS data into the system.

5.1.7 Tyler API Services

- Provides training in the use of the API Toolkit.
- Provides consulting services in the use of the API Toolkit to the County, as the County builds interfaces.

5.1.8 Tyler Cloud Operations

- Sets up Tyler-hosted servers.
- Provides maintenance of hosted infrastructure.
- Provides IT-related services for server environment.
- Provides remote technical assistance and tracks issues.
- Provides system management and disaster recovery services within hosting services.

5.2 County Roles & Responsibilities

County resources will be assigned prior to the start of each Phase of the Project. One person may be assigned to multiple Project roles.

5.2.1 County Executive Sponsor

The County executive sponsor provides support to the Project by providing strategic direction and communicating key issues about the Project and its overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated Project issues. The executive sponsor engages in the Project, as needed, to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day Project activities. The executive sponsor empowers the County steering committee, project manager(s), and functional leads to make critical business decisions for the County.

- Champions the project at the executive level to secure buy-in.
- Authorizes required project resources.
- Actively participates in organizational change communications.

5.2.2 County Steering Committee

The County steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation for the Project's value throughout the organization. The steering committee oversees the County project manager and Project through participation in regular internal meetings. The County steering committee remains updated on all Project progress, Project decisions, and achievement of Project milestones. The County steering committee also serves as primary level of issue resolution for the Project.

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.

- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Ensures the project staffed appropriately and that staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
    - Cost
    - Scope
    - Schedule
    - Project Goals
    - County Policies
    - Needs of other client projects

5.2.3 County Project Manager

The County shall assign project manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to Project Scope, scheduling, and task assignment. The County Project Manager should communicate decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the County project manager(s) do not have the knowledge or authority to make decisions, he or she engages the necessary resources to participate in discussions and make decisions in a timely fashion to avoid Project delays. The County project manager(s) are responsible for reporting to the County steering committee and determining appropriate escalation points.

5.2.3.1 Contract Management

- Validates contract compliance throughout the project.
- Ensures that invoicing and Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions. Collaborates on and approves Change Requests, if needed, to ensure proper scope and budgetary compliance.

5.2.3.2 Planning

- Reviews and accepts project planning documents.
- Defines project tasks and resource requirements for the County project team.
- Collaborates in the development and approval of the project schedule.
- Collaborates with Tyler project manager(s) to plan and schedule project timelines to achieve on-time implementation.

5.2.3.3 Implementation Management

- Tightly manages project budget and scope.
- Collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure that scope changes and budget (planned versus actual) are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the project schedule as a whole and is also in balance with scope and budget.
- Collaborates with Tyler project manager(s) to establish risk and issue tracking and reporting process between the County and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to Tyler any items that may impact the outcomes of the project.
- Collaborates with Tyler project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.

- Routinely communicates with both the County staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the project by all team members.
- Manages the requirements gathering process and ensure timely and quality business requirements are being provided to Tyler.

5.2.3.4 Resource Management

- Acts as liaison between project team and stakeholders.
- Identifies and coordinates all County resources across all modules, phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
- Provides direction and support to project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the project forward.
- Manages the appropriate assignment and timely completion of tasks as defined.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to County technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
- Owns the relationship with in-Scope 3rd party providers and aligns activities with ongoing project tasks.
- Ensures that users have appropriate access to Tyler project toolsets as required.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

5.2.4 County Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Contributes business process expertise for Current & Future State Analysis.
- Identifies and includes additional subject matter experts to participate in Current & Future State Analysis.
- Validates that necessary skills have been retained by end users.
- Provides End Users with dedicated time to complete required homework tasks.
- Acts as an ambassador/champion of change for the new process and provide business process change support.
- Identifies and communicates any additional training needs or scheduling conflicts to the County project manager.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
    - Task completion
    - Stakeholder Meeting
    - Project Management Plan development
    - Schedule development
    - Maintenance and monitoring of risk register
    - Escalation of issues
    - Communication with Tyler project team
    - Coordination of County resources
    - Attendance at scheduled sessions
    - Change management activities

- Modification specification, demonstrations, testing and approval assistance
- Data analysis assistance
- Decentralized end user training
- Process testing
- Solution Validation

5.2.5 County Power Users

- Participate in project activities as required by the project team and project manager(s).
- Provide subject matter expertise on the County business processes and requirements.
- Act as subject matter experts and attend Current & Future State Analysis sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout project.
- Test all application configuration to ensure it satisfies business process requirements.
- Become application experts.
- Participate in Solution Validation.
- Adopt and support changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Demonstrate competency with Tyler products processing prior to Go-live.
- Provide knowledge transfer to the County staff during and after implementation.
- Participate in conversion review and validation.

5.2.6 County End Users

- Attend all scheduled training sessions.
- Become proficient in application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Utilize software to perform job functions at and beyond Go-live.

5.2.7 County Technical Lead

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Coordinates and adds new users, printers and other peripherals as needed.
- Validates that all users understand log-on process and have necessary permission for all training sessions.
- Coordinates interface development for County third party interfaces.
- Develops or assists in creating reports as needed.
- Ensures on-site system meets specifications provided by Tyler.
- Assists with software installation as needed.
- Extracts and transmits conversion data and control reports from the County's legacy system per the conversion schedule set forth in the project schedule.

5.2.7.1 County GIS

- Participates in GIS planning activities.
- Responsible for management and maintenance of County GIS infrastructure and data.
- Ensures GIS data/service endpoints are in alignment with Tyler software requirements.

- Provides Tyler implementation team with GIS data/service access information.

5.2.7.2 County Upgrade Coordination

- Becomes familiar with the software upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler resources to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the County's software upgrade process.
- Assists with the software upgrade process during implementation.
- Manages software upgrade activities post-implementation.
- Manages software upgrade plan activities.
- Coordinates software upgrade plan activities with County and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder acceptance to upgrade production environment.

5.2.8 County Change Management Lead

- Validates that users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

Part 3: Project Plan

6. Project Stages

Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called "Stages," and the second level components are called "Work Packages." The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a "Control Point," confirming the work performed during that stage of the Project has been accepted by the County.

Work Breakdown Structure (WBS)

1. Initiate & Plan	2. Assess & Define	3. Prepare Solution	4. Production Readiness	5. Production	6. Close
1.1 Initial Coordination	2.1 Solution Orientation	3.1 Initial System Deployment	4.1 Solution Validation	5.1 Go Live	6.1 Phase Close Out
1.2 Project/Phase Planning	2.2 Current & Future State Analysis	3.2 Configuration	4.2 Go Live Readiness	5.2 Transition to Client Services	6.2 Project Close Out
1.3 GIS Planning*	2.3 Modification Analysis	3.3 Process Refinement	4.3 End User Training	5.3 Post Go Live Activities	
1.4 Infrastructure Planning	2.4 Conversion Assessment	3.4 Conversion Delivery			
1.5 Stakeholder Meeting	2.5 Data Assessment	3.5 Data Delivery			
		3.6 Modifications*			

**Items noted with an asterisk in the graphic above relate to specific products and services. If those products and services are not included in the scope of the contract, these specific work packages will be noted as "This work package is not applicable" in Section 6 of the Statement of Work.*

6.1 Initiate and Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

6.1.1 Initial Coordination

Prior to Project commencement, Tyler management assigns project manager(s). Additional Project resources will be assigned later in the Project as a Project schedule is developed. Tyler provides the County with initial Project documents used to gather names of key personnel, their functional role as it pertains to the Project, as well as any blackout dates to consider for future planning. the County gathers the information requested by the provided deadline ensuring preliminary planning and scheduling can be conducted moving the Project forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the County's team. During this step, Tyler will work with the County to establish the date(s) for the Project and Phase Planning session.

Objectives:

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify County project team.

STAGE 1	Initial Coordination																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Tyler project team is assigned	A	R	C	I	I	I	I		I		I						
County project team is assigned									A	I	R	I	I	I			
Provide initial project documents to the County		A	R	C			C		I		I						
Gather preliminary information requested			I						A		R	C		C		C	C
Sales to implementation knowledge transfer		A	R	I	I	I	I				I						
Create Project Portal to store project artifacts and facilitate communication		A	R								I						

Inputs	Contract documents
	Statement of Work

Outputs/Deliverables	Working initial project documents
	Project portal

Work package assumptions:

- Project activities begin after the agreement has been fully executed.

6.1.2 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify applications to implement in each Phase (if applicable), and discuss implementation timeframes.

During this work package Tyler will work with the County to coordinate and plan a formal Project planning meeting(s). This meeting signifies the start of the Project and should be attended by all County Project team members and the Tyler Project Manager. The meeting provides an opportunity for Tyler to introduce its implementation methodology, terminology, and Project management best practices to the County's Project Team. This will also present an opportunity for project managers and Project sponsors to begin to discuss Project communication, metrics, status reporting and tools to be used to measure Project progress and manage change.

Tyler will work with the County Project Team to prepare and deliver the Project Management Plan as an output of the planning meeting. This plan will continue to evolve and grow as the Project progresses and will describe how the project will be executed, monitored, and controlled.

During project planning, Tyler will introduce the tools that will be used throughout the implementation. Tyler will familiarize the County with these tools during project planning and make them available for review and maintenance as applicable throughout the project. Some examples are Solution validation plan, issue log, and go-live checklist.

STAGE 1	Project/Phase Planning																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule and conduct planning session(s)		A	R						I		C	C	I				

Develop Project Management Plan		A	R						I		C	C	I				
Develop initial project schedule		A	R	I	I	I	I		I	I	C	C	I	I	C		I

Inputs	Contract documents
	Statement of Work
	Guide to Starting Your Project

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Project Management Plan	Delivery of document
	Project Operational Plan	Delivery of document
	Initial Project Schedule	County provides acceptance of schedule based on resource availability, project budget, and goals.

Work package assumptions:

- County has reviewed and completed the Guide to Starting Your Project document.

6.1.3 GIS Planning

GIS data is a core part of many Tyler applications. Other County offices/products may also use this data and have different GIS requirements. A key focus of this preparation will be the process for developing the GIS data for use with Tyler applications. This can be an iterative process, so it is important to begin preparation early.

Objectives:

- Identify all County GIS data sources and formats.
- Tyler to understand the County's GIS needs and practices.
- Ensure the County's GIS data meets Tyler product requirements.

STAGE 1	GIS Preparation																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Initial GIS Planning Meeting		A	R				C				C						C

Determine all GIS Data Sources			I				I		A		R						C
Provide Source GIS Data			I				I		A		R						C
Review GIS Data and Provide Feedback		A	R				C				I						C

Inputs	GIS Requirements Document

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Production Ready Map Data	Meets Tyler GIS Requirements.

Work package assumptions:

- GIS data provided to Tyler is accurate and complete.
- GIS data provided to Tyler is current.
- County is responsible for maintaining the GIS data.

6.1.4 Infrastructure Planning

Procuring required hardware and setting it up properly is a critical part of a successful implementation. Tyler will be responsible for building the environments for a hosted/SaaS deployment, unless otherwise identified in the Agreement. The County is responsible for the installation, setup, and maintenance of all peripheral devices.

Objectives:

- Ensure the County's infrastructure meets Tyler's application requirements.
- Ensure the County's infrastructure is scheduled to be in place and available for use on time.

STAGE 1	Infrastructure Planning																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts	Department Heads	End Users	Technical Leads
Initial Infrastructure Communication		A	R		C		C				C						C
Schedule Environment Availability		A	R				C				I						

Inputs	Initial Infrastructure Requirements

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Completed Infrastructure Requirements	Delivery of Requirements

6.1.5 Stakeholder Meeting

Communication of the Project planning outcomes to the County Project team, executives and other key stakeholders is vital to Project success. The Stakeholder meeting is a strategic activity to inform, engage, gain commitment, and instill confidence in the County team. During the meeting, the goals and objectives of the Project will be reviewed along with detail on Project scope, implementation methodology, roles and responsibilities, Project timeline and schedule, and keys to Project success.

Objectives:

- Formally present and communicate the project activities and timeline.
- Communicate project expectations.

STAGE 1	Stakeholder Meeting																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Create Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C		I				
Review Stakeholder Meeting Presentation		I	C						A		R		C				
Perform Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C	I	I	I	I	I	I

Inputs	Agreement
	SOW
	Project Management Plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Stakeholder Meeting Presentation	

Work package assumptions:

- None

6.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this stage includes completion of all criteria listed below.

Note: Advancement to the Assess & Define stage is not dependent upon Tyler's receipt of this stage acceptance.

Initiate & Plan Stage Deliverables:

- Project Management Plan
- Project Operational Plan
- Initial Project Schedule

Initiate & Plan stage acceptance criteria:

- All stage deliverables accepted based on acceptance criteria previously defined
- Project governance defined
- Project portal made available to the County
- Stakeholder meeting complete
- GIS Data Production Ready
- Completed Infrastructure Requirements and Design Document
- System Passes Infrastructure Audit (as applicable)

6.2 Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current County business processes. This information will be used to identify and define business processes utilized with Tyler software. The County collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

6.2.1 Solution Orientation

The Solution Orientation provides the Project stakeholders a high-level understanding of the solution functionality prior to beginning the current and future state analysis. The primary goal is to establish a foundation for upcoming conversations regarding the design and configuration of the solution.

Tyler utilizes a variety of tools for the Solution Orientation, focusing on County team knowledge transfer such as: eLearning, documentation, or walkthroughs. The County team will gain a better understanding of the major processes and focus on data flow, the connection between configuration options and outcome, integration, and terminology that may be unique to Tyler's solution.

Objectives:

- Provide a basic understanding of system functionality.
- Prepare the County for current and future state analysis.

STAGE 2	Solution Orientation	
	Tyler	County

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide pre-requisites			A	R							I	I		I	I		I
Complete pre-requisites											A	R		C			C
Conduct orientation			A	R							I	I		I	I		I

Inputs	Solution orientation materials
	Training Plan

6.2.2 Current & Future State Analysis

The Current & Future State Analysis provides the Project stakeholders and Tyler an understanding of process changes that will be achieved with the new system.

The County and Tyler will evaluate current state processes, options within the new software, pros, and cons of each based on current or desired state and make decisions about the future state configuration and processing. This may occur before or within the same timeframe as the configuration work package. ~~The options within the new software will be limited to the scope of this implementation and will make use of standard Tyler functionality.~~ Any additional out of scope items will be evaluated and approved collaboratively by both parties to determine impact to project timeline and budget.

~~The County will adopt the existing Tyler solution wherever possible to avoid project schedule and quality risk from over customization of Tyler products.~~ It is the County's responsibility to verify that in-scope requirements are being met throughout the implementation if functional requirements are defined as part of the contract. The following guidelines will be followed when evaluating if a modification to the product is required:

- A reasonable business process change is available.
- Functionality exists which satisfies the requirement.
- Configuration of the application satisfies the requirement.
- An in-scope modification satisfies the requirement.

Requirements that are not met will follow the agreed upon change control process and can have impacts on the project schedule, scope, budget, and resource availability.

STAGE 2	Current & Future State Analysis	
	Tyler	County

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Current State process review			A	R	I	I	I				C	C	C	C			C
Discuss future-state options			A	R	C	C	C				C	C	C	C			C
Make future-state decisions (non-COTS)			C	C	C	C	C				A	R	I	C			C
Document anticipated configuration options required to support future state			A	R	C	C	C				I	I	I	I			I

Inputs	County current state documentation
	Solution Orientation completion

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Documentation that describes future-state decisions and configuration options to support future-state decisions.	Delivery of document

Work package assumptions:

- County attendees possess sufficient knowledge and authority to make future state decisions.
- The County is responsible for any documentation of current state business processes.
- The County can effectively communicate current state processes.

6.2.3 Data Assessment

Given the completion of the Current & Future State Analysis, the Data Assessment will provide the implementation team the design for data delivery prior to configuration. The data Assessment will also allow the Tyler and the County teams to identify the data that will be configured within the Tyler System. The team will develop and map out dataset structures to ensure that data is structured in a way that allows maximum utility.

The teams will review any existing data publish and metadata standards for the County's current data program to determine any necessary adjustments or configuration needs. Finally, the implementation team develops data workflows to map data from the source system(s) into the Tyler system, discussing any additional data requirements as needed.

Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- Map the data from the source to the Tyler system.
- Document the data conversion/loading approach.

STAGE 2	Data Conversion Assessment															
	Tyler								County							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Extract Data from Source Systems			I		C						A						R
Complete Data Analysis/Mapping		A	R	C	C						I	C		C			I
Review and Scrub Source Data			I	I	I						A	R		C			I
Build/Update Data Conversion Plan			R	C	C						C	I	I	I			I

Inputs	County Source data
	County Source data Documentation (if available)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data Conversion Plan built/updated (if applicable}	County Acceptance of Data Conversion Plan, if Applicable
		County acceptance of Solution Design Document

Work package assumptions:

- Tyler will be provided with data from the Legacy system(s) in a mutually agreed upon format.
- Tyler will work with the County representatives to identify business rules before writing the conversion.
- County subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

6.2.4 Conversion Assessment

Data Conversions are a major effort in any software implementation. Tyler's conversion tools facilitate the predictable, repeatable conversion process that is necessary to support a successful transition to the Tyler system. The first step in this process is to perform an assessment of the existing ("legacy") system(s), to better understand the source data, risks, and options available. Once the data has been analyzed, the plan for data conversion is completed and communicated to the appropriate stakeholders.

Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- Map the data from the source to the Tyler system.
- Document the data conversion/loading approach.

STAGE 2	Data Conversion Assessment															
	Tyler								County							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Extract Data from Source Systems			I		C						A						R
Review and Scrub Source Data			I	I	I						A	R		C			I
Build/Update Data Conversion Plan			R	C	C						C	I	I	I			I

Inputs	County Source data
	County Source data Documentation (if available)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data Conversion Plan built/updated	County Acceptance of Data Conversion Plan, if Applicable

Work package assumptions:

- Tyler will be provided with data from the Legacy system(s) in a mutually agreed upon format.
- Tyler will work with the County representatives to identify business rules before writing the conversion.

- County subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

6.2.5 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Note: Advancement to the Prepare Solution Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Assess & Define Stage Deliverables:

- Documentation of future state decisions and configuration options to support future state decisions.
- Modification specification document.
- Assess & Define Stage Acceptance Criteria:
- All stage deliverables accepted based on criteria previously defined.
- Solution Orientation is delivered.
- Conversion data extracts are received by Tyler.
- Data conversion plan built.

6.3 Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the County against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

6.3.1 Initial System Deployment

The timely availability of the Tyler Solution is important to a successful Project implementation. The success and timeliness of subsequent work packages are contingent upon the initial system deployment of Tyler Licensed Software on an approved network and infrastructure. Delays in executing this work package can affect the project schedule.

Objectives:

- All licensed software is installed and operational.
- The County can access the software.

STAGE 3	Initial System Deployment (Hosted/SaaS) *	
	Tyler	County

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Prepare hosted environment			A				R				I						C
Install Licensed Software for Included Environments			A				R				I						C
Install Licensed Software on County Devices (if applicable)			I				C				A						R
Tyler System Administration Training (if applicable)			A				R				I						C

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Licensed Software is Installed on the Server(s)	Software is accessible
	Licensed Software is Installed on County Devices (if applicable)	Software is accessible
	Installation Checklist/System Document	

Work package assumptions:

- The most current available version of the Tyler Licensed Software will be installed.
- The County will provide network access for Tyler modules, printers, and Internet access to all applicable County and Tyler Project staff.

6.3.2 Configuration

The purpose of Configuration is to prepare the software product for validation.

Tyler staff collaborates with the County to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. The County collaborates with Tyler staff iteratively to validate software configuration.

Objectives:

- Software is ready for validation.
- Educate the County Power User how to configure and maintain software.

- Prepare standard interfaces for process validation (if applicable).

STAGE 3	Configuration															
	Tyler								County							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct configuration training			A	R							I	C		C			
Complete Tyler configuration tasks (where applicable)			A	R							I	I		I			
Complete County configuration tasks (where applicable)			I	C							A	R		C			
Standard interfaces configuration and training (if applicable)			A	R			C				I	C		C			C
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Documentation that describes future state decisions and configuration options to support future state decisions.

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Configured System	

Work package assumptions:

- Tyler provides guidance for configuration options available within the Tyler software. The County is responsible for making decisions when multiple options are available.

6.3.3 Process Refinement

Tyler will educate the County users on how to execute processes in the system to prepare them for the validation of the software. The County collaborates with Tyler staff iteratively to validate software configuration options to support future state.

Objectives:

- Ensure that the County understands future state processes and how to execute the processes in the software.

- Refine each process to meet the business requirements.
- Validate standard interfaces, where applicable.
- Validate forms and reports, where applicable.

STAGE 3	Process Refinement																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct process training			A	R							I	C	I	C			
Confirm process decisions			I	C						A	R	C	I	C			
Test configuration			I	C							A	R		C			
Refine configuration (County Responsible)			I	C							A	R		C			
Refine configuration (Tyler Responsible)			A	R							I	I		I			
Validate interface process and results			I	C			C				A	R		C			C
Update County-specific process documentation (if applicable)			I	C							A	R		C			
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Initial Configuration
	Documentation that describes future state decisions and configuration options to support future state decisions.
	Solution validation test plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated solution validation test plan	
	Completed County-specific process documentation (completed by County)	

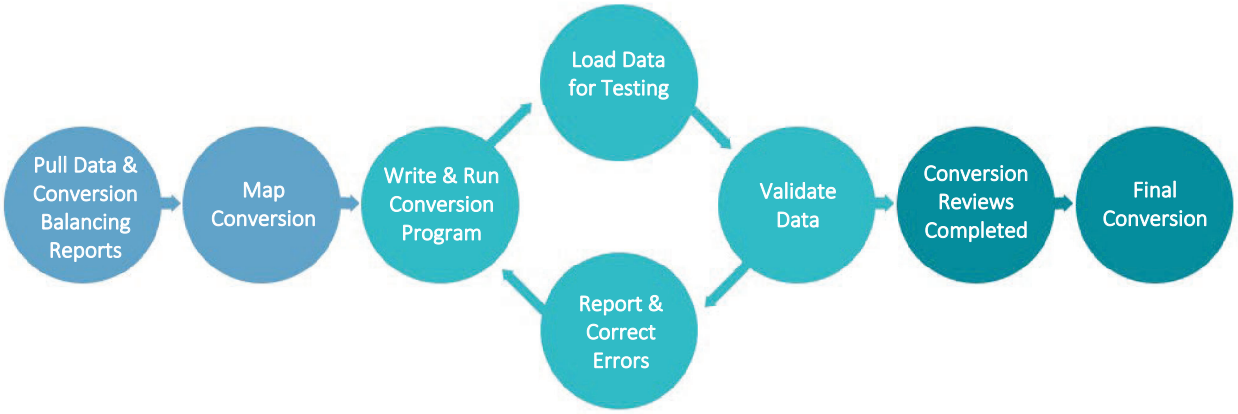
Work package assumptions:

- None

6.3.4 Conversion Delivery

The purpose of this task is to transition the County's data from their source ("legacy") system(s) to the Tyler system(s). The data will need to be mapped from the legacy system into the new Tyler system format. A well-executed data conversion is key to a successful cutover to the new system(s).

With guidance from Tyler, the County will review specific data elements within the system and identify / report discrepancies. Iteratively, Tyler will collaborate with the County to address conversion discrepancies. This process will allow for clean, reconciled data to transfer from the source system(s) to the Tyler system(s). Reference Conversion Appendix for additional detail.



Objectives:

- Data is ready for production (Conversion).

STAGE 3	Data Delivery & Conversion															
	Tyler								County							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Provide data crosswalks/code mapping tool			A	C	R						I	I		I			
Populate data crosswalks/code mapping tool			I	C	C						A	R		C			

Iterations: Conversion Development			A	C	R						I						I
Iterations: Deliver converted data			A		R		I				I						I
Iterations: Proof/Review data and reconcile to source system			C	C	C						A	R		C			C

Inputs	
	Data Conversion Plan
	Configuration

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Code Mapping Complete / Validated	
	Conversion Iterations / Reviews Complete	Conversion complete, verified, and ready for final pass

Work package assumptions:

- The County will provide a single file layout per source system as identified in the investment summary.
- The County subject matter experts and resources most familiar with the current data will be involved in the data conversion effort.
- The County project team will be responsible for completing the code mapping activity, with assistance from Tyler.

6.3.5 Control Point 3: Prepare Solution Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below in each Work Package.

Note: Advancement to the Production Readiness Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Prepare Solution Stage Deliverables:

- Licensed software is installed.
- Installation checklist/system document.
- Conversion iterations and reviews complete.

Prepare Solution Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Software is configured.
- Solution validation test plan has been reviewed and updated if needed.

6.4 Production Readiness

Activities in the Production Readiness stage will prepare the County team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the County to review the status of the project and the organizations readiness for go-live.

6.4.1 Solution Validation

Solution Validation is the end-to-end software testing activity to ensure that the County verifies all aspects of the Project (hardware, configuration, business processes, etc.) are functioning properly, and validates that all features and functions per the contract have been deployed for system use.

Objectives:

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure the County organization is ready to move forward with go-live and training (if applicable).

STAGE 4	Solution Validation																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update Solution Validation plan			A	R	C						C	C		C			
Update test scripts (as applicable)			C	C	C						A	R		C			
Perform testing			C	C	C						A	R		C			
Document issues from testing			C	C	C						A	R		C			
Perform required follow-up on issues			A	R	C						C	C		C			

Inputs	Solution Validation plan
	Completed work product from prior stages (configuration, business process, etc.)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Solution Validation Report	County updates report with testing results

Work package assumptions:

- Designated testing environment has been established.

- Testing includes current phase activities or deliverables only.

6.4.2 Go-Live Readiness

Tyler and the County will ensure that all requirements defined in Project planning have been completed and the Go-Live event can occur, as planned. A go-live readiness assessment will be completed identifying risks or actions items to be addressed to ensure the County has considered its ability to successfully Go-Live. Issues and concerns will be discussed, and mitigation options documented. Tyler and the County will jointly agree to move forward with transition to production. Expectations for final preparation and critical dates for the weeks leading into and during the Go-Live week will be planned in detail and communicated to Project teams.

Objectives:

- Action plan for go-live established.
- Assess go-live readiness.
- Stakeholders informed of go-live activities.

STAGE 4	Go-Live Readiness																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Perform Readiness Assessment	I	A	R	C	C	I	C	I	I	I	I		I				I
Conduct Go-Live planning session		A	R	C							C	C	C	C	C		C
Order peripheral hardware (if applicable)			I							A	R						C
Confirm procedures for Go-Live issue reporting & resolution		A	R	I	I	I	I				C	C	I	I	I	I	I
Develop Go-Live checklist		A	R	C	C						C	C	I	C			C
Final system infrastructure review (where applicable)			A				R				C						C

Inputs	Future state decisions
	Go-live checklist

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated go-live checklist	Updated Action plan and Checklist for go-live delivered to the County

Work package assumptions:

- None

6.4.3 End User Training

End User Training is a critical part of any successful software implementation. Using a training plan previously reviewed and approved, the Project team will organize and initiate the training activities.

Train the Trainer: Tyler provides one occurrence of each scheduled training or implementation topic. County users who attended the Tyler sessions may train additional users. Additional Tyler led sessions may be contracted at the applicable rates for training.

Tyler will provide standard application documentation for the general use of the software. It is not Tyler's responsibility to develop County specific business process documentation. County-led training labs using County specific business process documentation if created by the County can be added to the regular training curriculum, enhancing the training experiences of the end users.

Objectives:

- End users are trained on how to use the software prior to go-live.
- The County is prepared for on-going training and support of the application.

STAGE 4	End User Training																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update training plan		A	R	C							C		I		C		
End User training (Tyler-led)		A	R	C							C	C	I	C	C	C	
Train-the-trainer		A	R	C							C	C	I	C			
End User training (County-led)			C	C							A	R	I	C	C	C	

Inputs	Training Plan
	List of End Users and their Roles / Job Duties
	Configured Tyler System

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	End User Training	County signoff that training was delivered

Work package assumptions:

- The County project team will work with Tyler to jointly develop a training curriculum that identifies the size, makeup, and subject-area of each of the training classes.
- Tyler will work with the County as much as possible to provide end-user training in a manner that minimizes the impact to the daily operations of County departments.
- The County will be responsible for training new users after go-live (exception—previously planned or regular training offerings by Tyler).

6.4.4 Control Point 4: Production Readiness Stage Acceptance

Acceptance criteria for this stage includes all criteria listed below. Advancement to the Production stage is dependent upon Tyler's receipt of the stage acceptance.

Production Readiness stage deliverables:

- Solution Validation Report.
- Update go-live action plan and/or checklist.
- End user training.

Production Readiness stage acceptance criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live planning session conducted.

6.5 Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and the County will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with the County to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software.

6.5.1 Go-Live

Following the action plan for Go-Live, defined in the Production Readiness stage, the County and Tyler will complete work assigned to prepare for Go-Live.

The County provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final conversion iteration, if applicable. If defined in the action plan, the County manually enters any data added to the Legacy System after final data extract into the Tyler system.

Tyler staff collaborates with the County during Go-Live activities. The County transitions to Tyler software for day-to day business processing.

Some training topics are better addressed following Go-Live when additional data is available in the system or based on timing of applicable business processes and will be scheduled following Go-Live per the Project Schedule.

Objectives:

- Execute day to day processing in Tyler software.
- County data available in Production environment.

STAGE 5	Go-Live																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide final source data extract, if applicable			C		C						A						R
Final source data pushed into production environment, if applicable			A	C	R						I	C		C			C
Proof final converted data, if applicable			C	C	C						A	R		C			
Complete Go-Live activities as defined in the Go-Live action plan			C	C	C					A	R	C	I	C			
Provide Go-Live assistance			A	R	C	C		I			C	C	I	C		I	C

Inputs	Comprehensive Action Plan for Go-Live
	Final source data (if applicable)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data is available in production environment	County confirms data is available in production environment

Work package assumptions:

- The County will complete activities documented in the action plan for Go-Live as scheduled.
- External stakeholders will be available to assist in supporting the interfaces associated with the Go-Live live process.
- The County business processes required for Go-Live are fully documented and tested.
- The County Project team and subject matter experts are the primary point of contact for the end users when reporting issues during Go-Live.
- The County Project Team and Power User's provide business process context to the end users during Go-Live.

6.5.2 Transition to Client Services

This work package signals the conclusion of implementation activities for the Phase or Project with the exception of agreed-upon post Go-Live activities. The Tyler project manager(s) schedules a formal transition of the County onto the Tyler Client Services team, who provides the County with assistance following Go-Live, officially transitioning the County to operations and maintenance.

Objectives:

- Ensure no critical issues remain for the project teams to resolve.
- Confirm proper knowledge transfer to the County teams for key processes and subject areas.

STAGE 5	Transition to Client Services																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Transfer County to Client Services and review issue reporting and resolution processes	I	I	A	I	I			R	I	I	C	C		C			
Review long term maintenance and continuous improvement			A					R			C	C		C			

Inputs	Open item/issues List

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Client Services Support Document	

Work package assumptions:

- No material project issues remain without assignment and plan.

6.5.3 Post Go-Live Activities

Some implementation activities are provided post-production due to the timing of business processes, the requirement of actual production data to complete the activities, or the requirement of the system being used in a live production state.

Objectives:

- Schedule activities that are planned for after Go-Live.
- Ensure issues have been resolved or are planned for resolution before phase or project close.

STAGE 5	Post Go-Live Activities															
	Tyler								County							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule contracted activities that are planned for delivery after go-live		A	R	C	C	C	C	I			C	C	I	C			C
Determine resolution plan in preparation for phase or project close out		A	R	C	C	C		I			C	C	I	C			

Inputs	List of post Go-Live activities

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated issues log	

Work package assumptions:

- System is being used in a live production state.

6.5.4 Control Point 5: Production Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close stage is not dependent upon Tyler's receipt of this Stage Acceptance.
- Converted data is available in production environment.

Production Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live activities defined in the Go-Live action plan completed.
- Client services support document is provided.

6.6 Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. The County transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).

6.6.1 Phase Closeout

This work package represents Phase completion and signals the conclusion of implementation activities for the Phase. The Tyler Client Services team will assume ongoing support of the County for systems implemented in the Phase.

Objectives:

- Agreement from Tyler and the County teams that activities within this phase are complete.

STAGE 6	Phase Close Out																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Reconcile project budget and status of contract Deliverables	I	A	R						I	I	C						
Hold post phase review meeting		A	R	C	C	C	C				C	C	C	C			C
Release phase-dependent Tyler project resources	A	R	I								I						

Participants	Tyler	County
	Project Leadership	Project Manager
	Project Manager	Project Sponsor(s)
	Implementation Consultants	Functional Leads, Power Users, Technical Leads
	Technical Consultants (Conversion, Deployment, Development)	
	Client Services	

Inputs	Contract
	Statement of Work
	Project artifacts

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Final action plan (for outstanding items)	
	Reconciliation Report	
	Post Phase Review	

Work package assumptions:

- Tyler deliverables for the phase have been completed.

6.6.2 Project Closeout

Completion of this work package signifies final acceptance and formal closing of the Project.

For "pre-live testing" the County shall have a minimum of thirty (30) calendar days to test the System in a non-production environment for any defects. If there are no defects identified during pre-live testing, County shall notify Tyler that "Conditional Acceptance" has been achieved. In the event that County identifies any defects, County shall notify Tyler in writing. County will correct the defect(s) or provide a mutually agreeable plan for future resolution of any defect(s)

Once the System has been moved and County begins using the System in a production environment, County will begin "post-live testing." County will have a minimum of sixty (60) calendar days to test the System in in a live production environment for any defects and to verify that all Services have been completed and that the System conforms to the Functional Requirements and any approved Deliverables (the Project Requirements). If there are no defects identified during post-live testing or any outstanding Project Requirements, County shall issue "Final Acceptance." If County determines that there is a defect or outstanding Project Requirement, County will notify Tyler in writing. VENDOR will correct the defect(s) and resolve outstanding issues or provide a mutually agreeable plan for future resolution of any Defect(s) or Project Requirement. Upon resolution, County may repeat the post-live testing for a mutually agreeable time period, not to exceed fifteen (15) days. This procedure shall repeat until all defects have been resolved and Project Requirements satisfied or County and Tyler in their reasonable discretion mutually agree to an alternative schedule for issue resolution and modification of milestone pricing and the County issues Final Acceptance.

At this time, the County may choose to begin working with Client Services to look at continuous improvement Projects, building on the completed solution.

Objectives:

- Confirm no critical issues remain for the project teams to resolve.
- Determine proper knowledge transfer to the County teams for key processes and subject areas has occurred.
- Verify all deliverables included in the Agreement are delivered.

STAGE 6	Project Close Out	
	Tyler	County

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct post project review		A	R	C	C	C	C				C	C	C	C			C
Deliver post project report to County and Tyler leadership	I	A	R						I	I	C						
Release Tyler project resources	A	R	I								I						

Inputs	Contract
	Statement of Work

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Post Project Report	County acceptance: Completed report indicating all project Deliverables and milestones have been completed

Work package assumptions:

- All project implementation activities have been completed and approved.
- No critical project issues remain that have not been documented and assigned.
- Final project budget has been reconciled and invoiced.
- All Tyler deliverables have been completed.

6.6.3 Control Point 6: Close Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Close Stage Deliverables:

- Post Project Report.

Close Stage Acceptance Criteria:

- Completed report indicating all Project deliverables and milestones have been completed.

7. Additional Project Requirements

Tyler and the County will use this SOW as a guide for managing the implementation of the Tyler Project as provided and described in the Agreement. Additional requirements related to specific work packages are

documented throughout the SOW. Included here are general project requirements which should be considered throughout the overall implementation process.

7.1 Project

- Project activities will begin after the Agreement has been fully executed.
- The County and Tyler Project Team will complete their necessary assignments in a mutually agreed upon timeframe to meet the scheduled go-live date, as outlined in the Project Schedule.
- Sessions will be scheduled and conducted at a mutually agreeable time.
- Additional services, software modules and modifications not described in the SOW or Agreement will be considered a change to this Project and will require a Change Request Form as previously referenced in the definition of the Change Control Process. Tyler shall not deliver any out-of-scope services without an agreed upon Change Request.
- Tyler will provide a written agenda and notice of any prerequisites to the County project manager(s) ten (10) business days or as otherwise mutually agreed upon time frame prior to any scheduled on-site or remote sessions, as applicable.
- Tyler will provide written or recorded trainings as guides for configuration and processing options available within the Tyler software. If multiple options are presented by Tyler, the County is responsible for making decisions based on the options available.
- Implementation of new software may require changes to existing processes, both business and technical, requiring the County to make process changes.
- The County is responsible for defining, documenting, and implementing their policies that result from any business process changes.

7.2 Organizational Change Management

Unless otherwise contracted by Tyler or defined in this SOW, County is responsible for managing Organizational Change. Impacted County resources will need consistent coaching and reassurance from their leadership team to embrace and accept the changes being imposed by the move to new software. An important part of change is ensuring that impacted County resources understand the value of the change, and why they are being asked to change.

7.3 Resources and Scheduling

- County resources will participate in scheduled activities as assigned in the Project Schedule.
- The County team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.
- Tyler and the County will provide resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases require sufficient resources to complete all required work as scheduled.
- Changes to the Project Schedule, availability of resources or changes in Scope will be requested through a Change Request. Impacts to the triple constraints (scope, budget, and schedule) will be assessed and documented as part of the change control process.
- The County will ensure assigned resources will follow the change control process and possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, change control process buy-in, and knowledge.

- The County makes timely Project related decisions to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions.
- The County will respond to information requests in a comprehensive and timely manner, in accordance with the Project Schedule.
- The County will provide adequate meeting space or facilities, including appropriate system connectivity, to the project teams including Tyler team members.
- For on-site visits, Tyler will identify a travel schedule that balances the needs of the project and the employee.

7.4 Data

- Data will be converted as provided and Tyler will not create data that does not exist.
- The County is responsible for the quality of legacy data and for cleaning or scrubbing erroneous legacy data.
- Tyler will work closely with the County representatives to identify business rules before writing the conversion. The County must confirm that all known data mapping from source to target have been identified and documented before Tyler writes the conversion.
- All in-scope source data is in data extract(s).
- Each legacy system data file submitted for conversion includes all associated records in a single approved file layout.
- The County will provide the legacy system data extract in the same format for each iteration unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget and resource availability may occur and/or data in the new system may be incorrect.
- The County Project Team is responsible for reviewing the converted data and reporting issues during each iteration, with assistance from Tyler.
- The County is responsible for providing or entering test data (e.g., data for training, testing interfaces, etc.)

7.5 Facilities

- The County will provide dedicated space for Tyler staff to work with County resources for both on-site and remote sessions. If Phases overlap, County will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The County will provide staff with a location to practice what they have learned without distraction.

8. Glossary

Word or Term	Definition
Acceptance	Confirming that the output or deliverable is suitable and conforms to the agreed upon criteria.
Accountable	The one who ultimately ensures a task or deliverable is completed; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. [Also see RACI]
Application	A computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user.
Application Programming Interface (API)	A defined set of tools/methods to pass data to and received data from Tyler software products
Agreement	This executed legal contract that defines the products and services to be implemented or performed.
Business Process	The practices, policy, procedure, guidelines, or functionality that the client uses to complete a specific job function.
Business Requirements Document	A specification document used to describe Client requirements for contracted software modifications.
Change Request	A form used as part of the Change Control process whereby changes in the scope of work, timeline, resources, and/or budget are documented and agreed upon by participating parties.
Change Management	Guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success & outcomes
Code Mapping [where applicable]	An activity that occurs during the data conversion process whereby users equate data (field level) values from the old system to the values available in the new system. These may be one to one or many to one. Example: Old System [Field = eye color] [values = BL, Blu, Blue] maps to New Tyler System [Field = Eye Color] [value = Blue].
Consulted	Those whose opinions are sought, typically subject matter experts, and with whom there is two-way communication. [Also see RACI]
Control Point	This activity occurs at the end of each stage and serves as a formal and intentional opportunity to review stage deliverables and required acceptance criteria for the stage have been met.
Data Mapping [where applicable]	The activity determining and documenting where data from the legacy system will be placed in the new system; this typically involves prior data analysis to understand how the data is currently used in the legacy system and how it will be used in the new system.
Deliverable	A verifiable document or service produced as part of the Project, as defined in the work packages.
Go-Live	The point in time when the Client is using the Tyler software to conduct daily operations in Production.
Informed	Those who are kept up to date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication. [Also see RACI]

Infrastructure	The composite hardware, network resources and services required for the existence, operation, and management of the Tyler software.
Interface	A connection to and potential exchange of data with an external system or application. Interfaces may be one way, with data leaving the Tyler system to another system or data entering Tyler from another system, or they may be bi-directional with data both leaving and entering Tyler and another system.
Integration	A standard exchange or sharing of common data within the Tyler system or between Tyler applications
Legacy System	The software from which a client is converting.
Modification	Custom enhancement of Tyler's existing software to provide features or functions to meet individual client requirements documented within the scope of the Agreement.
On-site	Indicates the work location is at one or more of the client's physical office or work environments.
Organizational Change	The process of changing an organization's strategies, processes, procedures, technologies, and culture, as well as the effect of such changes on the organization.
Output	A product, result or service generated by a process.
Peripheral devices	An auxiliary device that connects to and works with the computer in some way. Some examples: scanner, digital camera, printer.
Phase	A portion of the Project in which specific set of related applications are typically implemented. Phases each have an independent start, Go-Live and closure dates but use the same Implementation Plans as other Phases of the Project. Phases may overlap or be sequential and may have different Tyler resources assigned.
Project	The delivery of the software and services per the agreement and the Statement of Work. A Project may be broken down into multiple Phases.
RACI	A matrix describing the level of participation by various roles in completing tasks or Deliverables for a Project or process. Individuals or groups are assigned one and only one of the following roles for a given task: Responsible (R), Accountable (A), Consulted (C), or Informed (I).
Remote	Indicates the work location is at one or more of Tyler's physical offices or work environments.
Responsible	Those who ensure a task is completed, either by themselves or delegating to another resource. [Also see RACI]
Scope	Products and services that are included in the Agreement.

Solution	The implementation of the contracted software product(s) resulting in the connected system allowing users to meet Project goals and gain anticipated efficiencies.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project.
Standard	Software functionality that is included in the base software (off-the-shelf) package; is not customized or modified.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project-specific activities, services, and Deliverables.
System	The collective group of software and hardware that is used by the organization to conduct business.
Test Scripts	The steps or sequence of steps that will be used to validate or confirm a piece of functionality, configuration, enhancement, or Use Case Scenario.
Training Plan	Document(s) that indicate how and when users of the system will be trained relevant to their role in the implementation or use of the system.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program, or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.
Work Package	A group of related tasks within a project.

Part 4: Appendices

9. Conversion

9.1 Enterprise Permitting & Licensing Conversion Summary

9.1.1 Business Management

- Up to 10 years of business master information, license information, contacts linked to licenses. We will convert fees and payments linked to licenses.
    - Business Entity (Only for Business Licensing)
    - License Master basic information
    - License Contacts
    - Unique (keyed) contacts converted to global contacts
    - Non-keyed contacts converted to a Memo Custom Field or standard note
    - Reviews and Approvals – Converted to Activity
    - Fees
    - Bonds and Escrow
    - Activities and Actions
    - Conditions
    - Notes
    - Holds
    - Workflow based on configured Enterprise Permitting & Licensing template customized only by inclusion/exclusion based on status, type or class of the associated license, code case, etc.
    - Contractors
    - Business Types and NAICS Codes
    - Payment and Fee History
    - Code Case Master basic information
    - Code Requests
    - Code Case Contacts and Properties
    - Unique (keyed) contacts converted to global contacts
    - Non-keyed contacts converted to a Memo Custom Field or standard note
    - Parcels and Addresses
    - Meetings and Hearings
    - Violations
    - Fees
    - Payments
    - Notes

9.1.2 Community Development

- Up to 10 years of permit and plan master information with contact information. Contractor information, inspections, parcel information along with fees and payments linked to permits.
    - Permit Master basic information
    - Plan Master basic information

- Plan & Permit Contacts
- Unique (keyed) contacts converted to global contacts
- Non-keyed contacts converted to a Memo Custom Field or standard note
- Sub-permit Associations – Visible in Workflow and Attached Records
- Reviews and Approvals
- Projects
- Permit Renewals
- Bonds and Escrow
- Contractors
- Workflow based on configured Enterprise Permitting & Licensing template customized only by inclusion/exclusion based on status, type or class of the associated permit, plan, etc.
- Inspections and Inspection Cases
- Meetings and Hearings
- Activities and Actions
- Conditions
- Fees
- Holds
- Notes
- Parcels and Addresses
- Payments and Fee History
- Zones
- Code Case Master basic information
- Code Requests
- Code Case Contacts and Properties
- Unique (keyed) contacts converted to global contacts
- Non-keyed contacts converted to a Memo Custom Field or standard note
- Violations
- Fees
- Payments
- Notes

9.1.3 Enterprise ERP & EPL – Conversion Activity Roles & Responsibilities

Conversion Activity	Tyler	Client
Conversion Analysis	Leads	Participates
Crosswalk Development	Participates	Participates
Provide Data Conversion	Participates	Leads
Provide File Layouts/Data Maps	None	Leads
Proof Data Provided	Assists	Leads
Analysis of Data to be Converted	Leads	Assists
Developing & Testing Conversions	Leads	Assists
Review & Correct Errors	Shares	Shares
Load Converted Data*	Participates	Participates
Confirmation of Converted Data	Assists	Leads
Approval/Sign-Off in Train DB	None	Lead
Load Converted Data into Live DB	Lead	Participate
Confirmation of Converted Data into Live DB	None	Lead
Approval/Sign-Off of Converted Data into Live DB	None	Lead

9.2 Enterprise ERP

9.2.1 Accounting

9.2.1.1 Accounting - Actuals

- Summary account balances
- Up to 5 years

9.2.2 Accounting - Budgets

- Original budget, budget adjustments, revised budget summaries for accounts
- Up to 5 years

9.2.3 Accounts Payable

- Vendor Master file including names, addresses, SSN/FID, contacts, phone numbers
- Multiple remittance addresses
- Year-to-date 1099 amounts

9.2.4 Accounts Payable - Checks

- Check header data including vendor, warrant, check number, check date, overall check amount, GL cash account and clearing information
- Check detail data including related document and invoice numbers for each check
- Up to 5 years

9.2.5 Accounts Payable - Invoices

- Invoice header data containing general information for the invoice
- Invoice detail data containing line-specific information for the invoice
- Up to 5 years

9.2.6 Contracts

- Contract header detail with many fields available to convert including fiscal year and period, vendor number, department code, description, enforcement method code, dates for award, approval, entry and expiration, retention information, user-defined type and review codes, status code, user id for entry and approver. Additional fields are also available. A balance forward contract amount is converted, if original amount is required there will be an additional charge and contracts, po's and invoices must be converted together.

9.2.7 Capital Assets Master

- Asset description, status, acquisition quantity, date and amount, codes for asset class, subclass, department, custodian, flags for capitalization and depreciation, estimated life, serial number, model, model year, depreciation method, life-to-date depreciation amount, last depreciation date, disposal information (if any), purchase information, if any (vendor, PO, Invoice)

9.2.8 General Billing

- Customer information

9.2.9 Inventory

- General master data includes item, description, commodity code, purchase vendor and date, date received, GL information, hazard code, etc. Location master includes item, location, bin, various quantities (on-hand, last, committed, standard purchase, re-order), lead time; count, count date, and variance; GL information; plus, many accumulator buckets (MTD/YTD/SOY/SOM/LY received /issued

/adjusted /cost /value), etc. FIFO data includes item, location, date, qty-received, unit cost, and quantity on hand.

9.2.10 Project Accounting

- Segments, account strings and fund string allocation table
- Requires the use of a Tyler provided (Chart of Accounts) spreadsheet for design and entry of the data to be converted

9.2.11 Project Grant Accounting - Actuals

- Summary project ledger string balances. If linking to GL, must be converted at the same time.
- Up to 3 years

9.2.12 Project Grant Accounting – Budget

- Original project ledger budget amounts. If linking to GL, must be converted at the same time.
- Up to 3 years

9.2.13 Human Resources Management

- Payroll Employee Master data including data such as name, address, SSN, legacy employee ID, date of birth, hire date, activity status (such as active/inactive), leave/termination code and date, phone(s), e-address, marital status, gender, race, personnel status (such as full-time, part-time, etc.), highest degree, advice-delivery (print/email/both) and check location, plus primary group, job, location, and account information

9.2.14 Payroll – Certifications

- Certification area and certification type codes, certification number and effective date, expiration date, and required-by date, codes for certification level and subjects

9.2.15 Payroll – Education

- Codes, for institution, type of degree, and area(s) of study

9.2.16 Payroll – PM Action History

- A variety of Personnel actions, such as job or salary changes and dates these events occurred.
- Up to 5 years

9.2.17 Payroll – Position Control

- Position, description, status, job code, bargaining group, location, number of employees allowed for each, FTE percentage, GL account, and max/min grade and step

9.2.18 Payroll – Recruiting

- Application requisition applicant master data, plus applicant references, certifications, education, skills, tests, work history, and interviews

9.2.19 Payroll – Accrual Balances

- Employee Accrual Balances including Vacation, Holiday, and other Leave balances
- Start of year balance, earned to date, used to date

9.2.20 Payroll – Accumulators

- YTD, QTD, MTD amounts for employee pay and deductions
- Needed for mid-calendar-year go-live
- May not be needed if converting earnings/deductions history
- Up to 5 years

9.2.21 Payroll - Deductions

- Employee Deductions - including employee ID, deduction codes, tax information, and direct deposit information

9.2.22 Payroll – Check History

- Up to 5 years, additional years must be quoted. We convert amounts for earnings and deductions in employee check history, check number and date.

9.2.23 Payroll – Earning/Deduction Hist.

- Up to 5 years, additional years must be quoted. Earning and deduction history broken down my individual codes (earnings and deduction) and amounts per pay period, the detail of these lines, sums the check history in opt 4.

9.2.24 Purchase Orders

- Open purchase orders header data including vendor, buyer, date, accounting information, etc.
- Open purchase orders detail data including line-item descriptions, quantities, amounts, etc.
- Closed purchase orders header data including vendor, buyer, date, accounting information, etc.
- Closed purchase orders detail data including line-item descriptions, quantities, amounts, etc.

9.3 Koa Hills Conversion Assistance

9.3.1 Finance Data Conversion

Data Conversion Assistance Scope of Work

Introduction

Data conversion is an important activity to improve data storage and retrieval processes, ensuring that data is converted with minimal effort, in a well-planned and organized manner. It is beneficial to use proven solutions and methods, so that users will be able to make an informed decision on the solution to be implemented for data conversion.

This effort will utilize a defined process to convert data from a legacy system format through flat file extracts to Tyler Technologies' system. Business rule logic will be applied to legacy flat file data as necessary for data conversion.

Modules Included

1. Accounting
    a. AC – Actuals up to 3 years
    b. AC - Budgets up to 3 years
2. Accounts Payable
    a. AP Standard Master
    b. AP Checks - up to 5 years
    c. AP Invoices - up to 5 years
3. Capital Assets
    a. CA Standard Master
    b. CA History
4. Contracts
5. General Billing – GB Standard CID
6. Inventory Standard Master
7. Project & Grant Accounting
    a. PG – Actuals up to 3 years
    b. PG – Budgets up to 3 years
8. Purchasing - Standard

Project Scope

Koa Hills will work in conjunction with Tyler Technologies and the Customer to determine the data conversion plan for the above modules. The plan will outline the conversion of legacy data by extracting the data from the legacy system into the standardized Munis format along with a plan to load data into the Munis system, in a repeatable and verifiable manner using our established data conversion methodology.

The Customer will choose the data window timeframe to convert into the Tyler systems. Converting current data rather than all historical data is recommended, due to potential data format modifications in the legacy system. The timeframe for the data to be converted into the Tyler systems should match the timeframe from the Tyler contract.

Koa Hills will lead the data mapping and will apply business rules to filter or modify data, as necessary. This process will proceed in an iterative manner, so that when new data is created in the legacy system it will flow easily during the conversion process.

Koa Hills will assist the Customer with data validation between systems, as needed once the data has been loaded into Tyler systems.

Conversion Plan

Koa Hills will:

1. Clearly define the scope of the conversion
2. Actively refine the scope through targeted profiling and auditing
3. Minimize the amount of data to be converted
4. Meet with the Customer to understand any data issues which may need special mapping
5. Map legacy data into new Tyler formats, as needed
6. Provide data clean-up services, as needed
7. Define a realistic timeline, based on knowledge of data issues
8. Secure sign-off on each stage from a senior business representative
9. Prioritize modules for conversion with a top-down, target-driven approach
10. Aim to volume-test all data in the scope as early as possible at the unit level
11. Allow time for volume testing and issue resolution
12. Segment the project into manageable, incremental chunks
13. Keep a total focus on the business objectives and cost/benefits throughout

Once a go-live date has been chosen, the data conversion will be broken up into prioritized work groups to facilitate manageable segments of the project. A data conversion tracking document will be created and shared, to facilitate the data conversion team's ability to achieve a successful go-live date.

The Tyler Technologies conversion team will upload the data provided and return modification requests to be applied during the following data load. The expectation is that the converted data per module will improve between iterations, so that 100% of the legacy data will be present in Tyler systems for validation.

As with all data conversions, the integration between the data owners and the technology team is critical for a successful project. Koa Hills will keep the lines of communication open and transparent throughout the process.

Roles and Responsibilities

Conversion task	Responsible Party
Data Conversion planning	Koa Hills, Tyler, Customer

Provide necessary crosswalks	Customer
Data mapping	Koa Hills, Customer
Extract legacy data	Koa Hills, Customer
Run proofing reports in legacy system	Customer
Ensure data is in Tyler format	Koa Hills
Clean up data formatting	Koa Hills
Submit legacy data to Tyler	Koa Hills
Convert legacy data and deliver to client	Tyler, Koa Hills (for data imports)
Load Conversion data and review in Tyler system (test)	Customer, Koa Hills
Refine legacy data and submit to Tyler (final)	Koa Hills
Convert legacy data and deliver to client (final)	Tyler, Koa Hills (for data imports)
Load Conversion data and review in Tyler system (final)	Customer, Koa Hills
Final approval of converted data	Customer
Load data (final)	Customer, Koa Hills

Assumptions

- Legacy system data will be converted from a single source. If there are multiple legacy systems, then additional professional services may be required.
- Koa Hills will have full access to the legacy system data
- Koa Hills will have full access to the legacy system user interface
- Koa Hills will have full access to Munis
- The Customer will provide legacy system database documentation (ex. Data dictionary, schemas, etc.). If no documentation is available, then additional professional services may be required.
- All work will be performed remotely. Travel costs are not included and will be billed as incurred if travel is required.

9.3.2 HRM Data Conversion

Data Conversion Assistance Scope of Work

Introduction

Data conversion is an important activity to improve data storage and retrieval processes, ensuring that data is converted with minimal effort, in a well-planned and organized manner. It is beneficial to use proven solutions and methods, so that users will be able to make an informed decision on the solution to be implemented for data conversion.

This effort will utilize a defined process to convert data from a legacy system format through flat file extracts to Tyler Technologies' system. Business rule logic will be applied to legacy flat file data as necessary for data conversion.

Modules Included

1. Human Resources
    a. Certifications
    b. Education
    c. PM Action History up to 5 years
    d. Position Control
    e. Recruiting
2. Payroll
    a. Accrual Balances
    b. Accumulators up to 5 years
    c. Check History up to 5 years
    d. Deductions

e. Earnings/Deduction History up to 5 years
f. Standard

Project Scope

Koa Hills will work in conjunction with Tyler Technologies and the Customer to determine the data conversion plan, to convert the data for the above modules. The plan will outline the conversion of legacy data by extracting the data from the legacy system into the standardized Munis format along with a plan to load data into the Munis system, in a repeatable and verifiable manner using our established data conversion methodology.

The Customer will choose the data window timeframe to migrate into the Tyler systems. Converting current data, rather than all historical data is recommended, due to potential data format modifications in the legacy system. The timeframe for the data to be converted into the Tyler systems should match the timeframe from the Tyler contract.

Koa Hills will lead the data mapping and will apply business rules to filter or modify data, as necessary. This process will proceed in an iterative manner, so that when new data is created in the legacy system it will flow easily during the conversion process.

Koa Hills will assist the Customer with data validation between systems, as needed once the data has been loaded into Tyler systems.

Project Plan

Koa Hills will:

1. Clearly define the scope of the project
2. Actively refine the scope through targeted profiling and auditing
3. Minimize the amount of data to be converted
4. Meet with the Customer to understand any data issues which may need special mapping
5. Map legacy data into new Tyler formats, as needed
6. Provide data clean-up services, as needed
7. Define a realistic timeline, based on knowledge of data issues
8. Secure sign-off on each stage from a senior business representative
9. Prioritize modules for conversion with a top-down, target-driven approach
10. Aim to volume-test all data in the scope as early as possible at the unit level
11. Allow time for volume testing and issue resolution
12. Segment the project into manageable, incremental chunks
13. Keep a total focus on the business objectives and cost/benefits throughout

Once a go-live date has been chosen, the data conversion will be broken up into prioritized work groups to facilitate manageable segments of the project. A data conversion calendar will be created and shared, to facilitate the data conversion team's ability to achieve a successful go-live date.

The Tyler Technologies conversion team will upload the data provided and return modification requests to be applied during the following data load. The expectation is that the converted data per module will improve between iterations, so that 100% of the legacy data will be present in Tyler systems for validation.

As with all data conversions, the integration between the data owners and the technology team is critical for a successful project. Koa Hills will keep the lines of communication open and transparent throughout the process.

Roles and Responsibilities

Conversion task	Responsible Party
Data conversion planning	Koa Hills, Customer
Provide necessary crosswalks	Customer
Data mapping	Koa Hills, Customer
Extract legacy data	Koa Hills, Customer
Run proofing reports in legacy system	Customer
Ensure data is in Tyler format	Koa Hills
Clean up data formatting	Koa Hills
Submit legacy data to Tyler	Koa Hills
Convert legacy data and deliver to client	Tyler, Koa Hills (for data imports)
Load conversion data and review in Tyler system (test)	Customer, Koa Hills

Refine legacy data and submit to Tyler (final)	Koa Hills
Convert legacy data and deliver to client (final)	Tyler, Koa Hills (for data imports)
Load conversion data and review in Tyler system (final)	Customer, Koa Hills
Final approval of converted data	Customer
Load data (final)	Customer, Koa Hills

Assumptions

- Legacy system data will be converted from a single source. If there are multiple legacy systems, then additional professional services may be required.
- Koa Hills will have full access to the legacy system data
- Koa Hills will have full access to the legacy system user interface
- Koa Hills will have full access to Munis
- The Customer will provide legacy system database documentation (ex. Data dictionary, schemas, etc.). If no documentation is available, then additional professional services may be required.
- All work will be performed remotely. Travel costs are not included and will be billed as incurred if travel is required.

10. Additional Appendices

10.1 Enterprise Permitting & Licensing Definitions

10.1.1 "Template Business Transactions"

- A pre-defined and pre-configured Enterprise Permitting & Licensing business process from Enterprise Permitting & Licensing's "Best Management Template."
- The following modifications to Template Business Transactions are considered within scope:
  - Any changes to required inspections within the workflow
  - Any changes to the required plan reviews within the workflow
  - Adding up to 2 additional actions to the workflow
  - Configuration of fees, allowing creation of up to 3 new fees to accommodate
  - Any changes to custom field layouts that are directly related to fees or included reports
- Customization/Configuration of any of these parameters beyond the scope listed above will require the respective business process to be considered a "Unique Business Transaction," as described below.

Note: All transaction counts are quantified in the comments of the Investment Summary.

10.1.2 "Unique Business Transactions"

- Unique configuration of workflow or business process steps & actions, including output actions
- Unique Fee configuration
- Unique Custom field configuration

10.1.3 "Geo-Rules"

- An automation event that references GIS data. Current geo-rule action types are:

Alert	Displays a pop-up with a custom message to the user, notifying them of certain spatial data (i.e., noise abatement zones; flood zones; etc.).
Block	Places a block on the case and prevents any progress or updates from occurring on the record (i.e., no status changes can be completed, no fees can be paid, the workflow cannot be managed, etc.)
Block with Override	Places a block on the case and prevents any progress or updates from occurring on the record (i.e., no status changes can be completed, no fees can be paid, the workflow cannot be managed, etc.) However, the block can be overridden by end-users who have been given the proper securities.
Fee Date	Populates the CPI vesting date on the record if vesting maps are used by the jurisdiction.
Field Mapping	A custom field or any field inherent in the Enterprise Permitting & Licensing application can automatically populate with information based on spatial data.
Required Action	A workflow action can automatically populate in the workflow details for the particular record (i.e., plan, permit, code case, etc.) that requires the action based on certain spatial data related to the case.
Required Step	A workflow step can automatically populate in the workflow details for the particular record (i.e., plan, permit, code case, etc.) that requires the step based on certain spatial data related to the case.
Zone Mapping	The zone(s) automatically populate on the "Zones" tab of the record (i.e., plan, permit, code case, etc.).

10.1.4 "Automation Events"

10.1.4.1 "Intelligent Objects (IO)"

- Key components for automatically and reactively triggering geo-rules, computing fees, and generating emails, alerts, and other notifications.

10.1.4.2 "Intelligent Automation Agents (IAA)"

- A tool designed to automate task in a proactive manner by setting values and generating emails and other tasks. On a nightly basis, a Windows service sweeps the Enterprise Permitting & Licensing system looking for IAA tasks that need to be run, then the associated actions are performed. The IAA does not generate alerts or errors. Custom SQL queries are not Tyler deliverables.

10.1.5 "Enterprise Permitting & Licensing SDK/API (Toolkits)"

- APIs developed by Tyler Technologies for extending the Enterprise Permitting & Licensing Framework and functionality to external agencies and systems. Full documentation is available for each toolkit upon request.

Note: The Enterprise Permitting & Licensing toolkits and related documentation are simply tools that allow clients to create applications and integrations. The purchase of a toolkit/API does not imply any development related services from Tyler Technologies. The County is responsible for working with their IT staff and VARs to develop any necessary applications and integrations except as otherwise noted in the Investment Summary or for any "in-scope" integrations.

10.2 Change Management Services - Enterprise

10.2.1 General Assumptions

- The Tyler Change Management Lead will assist, coach, and monitor the County Change Management Lead and Change Management activities for Phase 1 of the project only.
- The Project Sponsor will be engaged in Change Management activities throughout the project.
- A County Change Management Lead will be assigned to the project and will develop the expertise and capacity to execute Change Management tasks throughout all phases of the project.
- A County Change Management Team will be formed with representation from all impacted areas of the organization.
- Change Management activities will be integrated with the Project Plan and alignment reviewed and modified regularly, as needed.
- The County will identify all stakeholders impacted by the project at the start of the project.
- The County will put feedback mechanisms in place.
- The County will encourage invited staff to participate in surveys used for assessment and monitoring.
- Lessons Learned sessions will be held at the start of each Stage, beginning with Stage 3.

10.2.2 Roles and Responsibilities

10.2.2.1 Tyler Change Management Lead

- Performs a Change Management Assessment of the County and provides detailed results.
- Collaborates with the County to establish an integrated Change Management Guide and related Communication strategies.
- Delivers Change Management Fundamentals training to County Change Management Lead.
- Delivers Change Management coaching presentations to the Sponsor, Change Management Lead, and Change Management Team.
- Assists, trains, and coaches the County Change Management Lead in setting up and maintaining the Change Management Tracking Templates.
- Provides training on Change Management coaching concepts and methodologies.
- Builds Change Management capacity in the County to sustain Change Management activities in future phases of the project.
- Assists the County with the execution of the Change Management Plan in Phase 1 of the project.

10.2.2.2 County Change Management Lead

- Validates users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.

- Monitors post-production performance and new process adherence.

10.2.3 Change Management

The following Change Management sections follow the same implementation methodology as defined in Section 6: Project Stages. Each deliverable and acceptance criteria outlined in the Change Management section therefore becomes part of the overall Project Acceptance and Acknowledgement process for each Stage.

10.2.3.1 Initiate and Plan (Stage 1)

N/A

10.2.3.2 Assess and Define (Stage 2)

10.2.3.2.1 Organizational Change Readiness Assessment

Tyler Change Management Lead will use survey tools and interviews to gather information and data to understand the scope and organizational readiness for the planned implementation of the project.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

	Tyler									County									
	Executive Manager	Implementation Manager	Project Manager	Change Management Lead	Implementation Consultant	Data Conversion Experts	Forms & Reports Experts	Modification Programmers	Technical Support	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Lead	Power Users	Department Heads	End Users	Technical Leads	Project Toolset Coordinator	Change Management Team
Prepare CM Capacity Surveys for Analysis			C	R						C		C		A						
Take Surveys			A							R	R	R	R	R	R	R	R	R	R	R
Prepare and Deliver Assessment			A	R						I		I		I						I

10.2.3.2.2 Fundamentals Change Management Introduction

The Tyler Change Management Lead will meet and conduct presentations to the County CM Lead, the County Sponsor, and the County CM Team. The County CM Lead will also attend a change management fundamentals training session provided by the Tyler CM Lead. These presentations and the training will form the foundation and initial Change Management capacity building for the organization.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

	Tyler									County									
	Executive Manager	Implementation Manager	Project Manager	Change Management Lead	Implementation Consultant	Data Conversion Experts	Forms & Reports Experts	Modification Programmers	Technical Support	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Lead	Power Users	Department Heads	End Users	Technical Leads	Project Toolset Coordinator	Change Management Team
Sponsor Meeting			A	R						R		A		I						
CM Lead Meeting			A	R								A		R						
CM Team Meeting			A	R								A		I						R

10.2.3.2.3 Change Management Plan Preparation

The Tyler Change Management Lead will work with the County CM Lead to complete the Change Management Plan and tools templates.

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	Tyler									County									
	Executive Manager	Implementation Manager	Project Manager	Change Management Lead	Implementation Consultant	Data Conversion Experts	Forms & Reports Experts	Modification Programmers	Technical Support	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Lead	Power Users	Department Heads	End Users	Technical Leads	Project Toolset Coordinator	Change Management Team
Change Management Preparation			A	R								A		R						I

10.2.3.2.4 Change Management Plan Alignment

The Tyler Change Management Lead will review the Change Management Section of the Implementation Plan with the County CM Lead to note any changes that have occurred which will impact the Change Management

Plan. Any changes will be captured, and the Change Management and Project Plans will be updated, with any material changes following the Project Change Control process.

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	Tyler									County									
	Executive Manager	Implementation Manager	Project Manager	Change Management Lead	Implementation Consultant	Data Conversion Experts	Forms & Reports Experts	Modification Programmers	Technical Support	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Lead	Power Users	Department Heads	End Users	Technical Leads	Project Toolset Coordinator	Change Management Team
Review Change Management Plan		C	A	R						C	I	A		R						I

10.2.3.2.5 Control Point 2: Assess & Define Stage Acceptance

10.2.3.2.6 Assess & Define Stage Deliverables

Organizational Change Readiness Assessment

- Objective: Determine the organizations preparedness for change activities and determine the ability of the various stakeholders impacted by the change to adopt the change and move toward the future state.
- Scope: Utilize surveys, interviews, and evaluation methodologies to gauge and score the readiness for change, risk of change, and sponsor positioning for the project.
- Acceptance criteria: Added to the control point for the project level Stage 2 acceptance.

Fundamentals Change Management Introduction

- Objective: Begin the process of developing capacity for change within the organization by helping the organization gain an understanding of Change Management concepts and the various roles utilized to assist in successful Change Management
- Scope: Provide three presentations and reference documents to different audiences; 1) Sponsor, CM Lead, and the Change Management Team, as an overview of their specific roles in Change Management.
- Acceptance criteria: Added to the control point for the project level Stage 2 acceptance.

Change Management Plan Preparation

- Objective: Change Management Plan with strategies, tactics, and best practices to address specific areas of Change Management based on the Organizational Change Readiness Assessment.

- Scope: Sponsor Strategy, CM Lead Strategy, Coach Strategy, Team Leads Strategy, Communication Strategy, Resistance Management Strategy, Lessons Learned Strategy, and Project Reinforcement Strategy. Sponsor Guide with a Sponsor Messaging Template. Procedural Change Management Guide with a Process Change Tracking Template. Resistance Management Guide with a Resistance Management Tracking Template. Recognition and Lessons Learned Guide with a Lessons Learned Review Template.
- Acceptance criteria: Added to the control point for the project level Stage 2 acceptance.

Change Management Plan Alignment

- Objective: Ensure the Change Management Plan is in alignment with the Project Plan and that activities and milestones are coordinated with project activities.
- Scope: Modify the Change Management or Project Plan, as required, any material changes follow the project change control process.
- Acceptance criteria: Added to the control point for the project level Stage 2 acceptance.

10.2.3.2.7 Assess & Define Stage Acceptance Criteria

- Sponsor Role Presentation
- Change Management Lead Role Development Presentation
- Change Management Team Coaching Presentation
- Organizational Change Readiness Assessment
- Change Management Plan
- Alignment of the Change Management Plan with the Project Plan

10.2.3.3 Prepare Solution (Stage 3)

10.2.3.3.1 Change Management Stage Reinforcement and Lessons Learned Review from Stage 2

A Lessons Learned Review is a process used by a team to capture the lessons learned from past successes and failures or the preceding stage of the project, with the goal of improving future performance. It is a survey of the project team to examine what worked well and what Specific Actionable Recommendations can be put in place for the next Stage of the project.

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	Tyler									County										
	Executive Manager	Implementation Manager	Project Manager	Change Management Lead	Implementation Consultant	Data Conversion Experts	Forms & Reports Experts	Modification Programmers	Technical Support	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Lead	Power Users	Department Heads	End Users	Technical Leads	Project Toolset Coordinator	Change Management Team
Recognition of Successes			I	C	I	I				R	A	C	I	C		I		I		I
Take Surveys			A										R	C				R		
Prepare and Deliver Results			A	R						I	I	I		I						I

10.2.3.3.2 Change Management Coach Development

Coach Development supports the current project change; but more importantly builds a capacity for change within the organization for future changes. This is a Train-the-Trainer approach whereas the Tyler Change Management Lead provides training, information, and tools for the County Change Management Lead to facilitate sessions for line Managers and Supervisors to gain an understanding of Change Management for use in the Testing and Training Stage of the project.

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	Tyler									County									
	Executive Manager	Implementation Manager	Project Manager	Change Management Lead	Implementation Consultant	Data Conversion Experts	Forms & Reports Experts	Modification Programmers	Technical Support	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Lead	Power Users	Department Heads	End Users	Technical Leads	Project Toolset Coordinator	Change Management Team
Ensure Participation			R							R	A	R				R				
Facilitate Sessions			A	A	I							A		R						R

10.2.3.3.3 Stage 3 Change Management Program Monitoring Collaboration

The Tyler CM Lead will review the CM Tracking Tools with the County CM Lead to ensure they are up to date and coach the County CM Lead, Sponsor, or CM Team on any tactics, strategies, or best practices that can be utilized to increase the effectiveness of the Change Management Program.

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed

	Tyler									County									
	Executive Manager	Implementation Manager	Project Manager	Change Management Lead	Implementation Consultant	Data Conversion Experts	Forms & Reports Experts	Modification Programmers	Technical Support	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Lead	Power Users	Department Heads	End Users	Technical Leads	Project Toolset Coordinator	Change Management Team
Manage CM Tracking Tools			A	I								A		R						
Have access to CM Tracking Tools		I	I	I	I					I	I	I		R						I

10.2.3.3.4 Process Change Management Rollout

The current state/future state analysis sessions will drive the information to be captured in the Process Change Tracking tool by functional area (important that Functional Module Leads/SMEs are involved). Major process changes will be captured by the County project team and upon completion of the Process Change Tracking tool by the Project Team, the Tyler CM Lead will coach and help design the process change rollout with County Change Management Lead.

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	Tyler									County									
	Executive Manager	Implementation Manager	Project Manager	Change Management Lead	Implementation Consultant	Data Conversion Experts	Forms & Reports Experts	Modification Programmers	Technical Support	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Lead	Power Users	Department Heads	End Users	Technical Leads	Project Toolset Coordinator	Change Management Team
Develop Process Change Rollout			I	A						I	I	I		R						I
Communicate Process Changes through-out Testing and Training			R	R	R					R	R	R	R	R	R	R		R	R	R

10.2.3.3.5 Control Point 3: Prepare Solution Stage Acceptance

10.2.3.3.6 Build and Validate Stage Deliverables

Stage Reinforcement and Lessons Learned

- Objective: Capture the lessons learned from past successes and failures, with the goal of improving future performance with Specific Actionable Recommendations.
- Scope: Help plan and execute the Lessons Learned session.
- Acceptance Criteria: Added to the control point for the project level Stage 3 acceptance.

Change Management Coach Development

- Objective: Train and coach, the County CM Lead and provide a template presentation for the County CM Lead to build Change Management capacity in the organization, inform, and train line managers and supervisors on Change Management concepts in preparation for the Testing and Training stage of the project.
- Scope: Build additional change capacity in the County CM and the organization for the remainder of the project and future change initiatives.

- Acceptance Criteria: Added to the control point for the project level Stage 3 acceptance.

Change Management Program Monitoring

- Objective: Ensure performance of the change activities by monitoring and coaching delivery of Change Management components.
- Scope: Tyler CM Lead will review the tracking tools on each visit to ensure timely updates and active monitoring is occurring. Coaching and mentoring of Best Practices of the County Change Management Lead will also occur during these visits.
- Acceptance Criteria: Added to the control point for the project level Stage 3 acceptance.

Process Change Management Rollout

- Objective: Capture significant and critical process changes and develop a plan to communicate and prepare end-users for these changes before and during end-user training.
- Scope: All significant and critical process changes brought about by the implementation of the new ERP system.
- Acceptance Criteria: Added to the control point for the project level Stage 3 acceptance.

10.2.3.3.7 Prepare Solution Stage Acceptance Criteria

- Lessons Learned Session with Specific Actionable Recommendations Captured
- Template for the Coach Presentation
- Change management Program Monitoring Collaboration Visit(s)
- Completed Process Change Tracking Tool

10.2.3.4 Production Readiness (Stage 4)

10.2.3.4.1 Change Management Stage Reinforcement and Lessons Learned Review from Stage 3

A Lessons Learned Review is a process used by a team to capture the lessons learned from past successes and failures or the preceding stage of the project, with the goal of improving future performance. It is a survey of the project team to examine what worked well and what Specific Actionable Recommendations can be put in place for the next Stage of the project.

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed

	Tyler									County									
	Executive Manager	Implementation Manager	Project Manager	Change Management Lead	Implementation Consultant	Data Conversion Experts	Forms & Reports Experts	Modification Programmers	Technical Support	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Lead	Power Users	Department Heads	End Users	Technical Leads	Project Toolset Coordinator	Change Management Team
Recognition of Successes			I	C	I	I				R	A	C	I	C		I		I		I
Take Surveys			A										R	C				R		
Prepare and Deliver Results			A	R						I	I	I		I						I

10.2.3.4.2 Stage 4 Change Management Program Monitoring Collaboration

The Tyler CM Lead will review the CM Tracking Tools with the County CM Lead to ensure they are up to date and coach the County CM Lead, Sponsor, or CM Team on any tactics, strategies, or best practices that can be utilized to increase the effectiveness of the Change Management Program.

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed

	Tyler									County									
	Executive Manager	Implementation Manager	Project Manager	Change Management Lead	Implementation Consultant	Data Conversion Experts	Forms & Reports Experts	Modification Programmers	Technical Support	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Lead	Power Users	Department Heads	End Users	Technical Leads	Project Toolset Coordinator	Change Management Team
Manage CM Tracking Tools			A	I								A		R						
Have access to CM Tracking Tools		I	I	I	I					I	I	I		R						I

10.2.3.4.3 Change Management Go-Live Plan

The Tyler CM Lead will work with the Client CM Lead, CM Team, and Project Team to develop and execute a plan to ensure all affected Departments are made aware of the upcoming go-live and activities following go-live. This will include communications (for example: posters, email blasts, countdown clock, Departmental briefings, etc.…), as well as capturing and funneling feedback to the Project Team for any rapid resistance management response needed, Sponsor messaging, and achievement celebrations.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

	Tyler									County									
	Executive Manager	Implementation Manager	Project Manager	Change Management Lead	Implementation Consultant	Data Conversion Experts	Forms & Reports Experts	Modification Programmers	Technical Support	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Lead	Power Users	Department Heads	End Users	Technical Leads	Project Toolset Coordinator	Change Management Team
Develop Communication Elements			C	R	I					I	I	C	I	R						R
Deliver Communication Elements			C	C	I					R	A	C	I	R	I	I	I	I	I	R
Capture Feedback and Mitigate Resistance		I	C	R	R						I	A	R	R	R	R	I	I	I	R

10.2.3.4.4 Control Point 4: Production Readiness

Production Readiness Stage Deliverables

Stage Reinforcement and Lessons Learned

- Objective: Capture the lessons learned from past successes and failures, with the goal of improving future performance with Specific Actionable Recommendations.
- Scope: Help plan and execute the Lessons Learned session.
- Acceptance Criteria: Added to the control point for the project level Stage 4 acceptance.

Change Management Program Monitoring

- Objective: Ensure performance of the change activities by monitoring and coaching delivery of Change Management components.

- Scope: Tyler CM Lead will review the tracking tools on each visit to ensure timely updates and active monitoring is occurring. Coaching and mentoring of Best Practices of the County Change Management Lead will also occur during these visits.
- Acceptance Criteria: Added to the control point for the project level Stage 4 acceptance.

Change Management Go-Live Process

- Objective: Communicate the schedule of the cutover from the current system and state to the new system and future state, including new processes and mitigation of any resistance.
- Scope: All impacted users.
- Acceptance Criteria: Added to the control point for the project level Stage 4 acceptance.

Production Readiness Stage Acceptance Criteria

- Lessons Learned Session with Specific Actionable Recommendations Captured
- Change management Program Monitoring Collaboration Visit(s)
- Completed Cutover Communications

10.2.3.5 Production (Stage 5)

10.2.3.5.1 Change Management Stage Reinforcement and Lessons Learned Review from Stage 4

A Lessons Learned Review is a process used by a team to capture the lessons learned from past successes and failures or the preceding stage of the project, with the goal of improving future performance. It is a survey of the project team to examine what worked well and what Specific Actionable Recommendations can be put in place for the next Stage of the project.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

	Tyler									County										
	Executive Manager	Implementation Manager	Project Manager	Change Management Lead	Implementation Consultant	Data Conversion Experts	Forms & Reports Experts	Modification Programmers	Technical Support	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Lead	Power Users	Department Heads	End Users	Technical Leads	Project Toolset Coordinator	Change Management Team
Recognition of Successes			I	C	I	I				R	A	C	I	C		I		I		I
Take Surveys			A										R	C				R		
Prepare and Deliver Results			A	R						I	I	I		I						I

10.2.3.5.2 Stage 5: Change Management Program Reinforcement

The Tyler CM Lead will review the CM Tracking Tools with the County CM Lead to ensure they are up to date and coach the County CM Lead, Sponsor, or CM Team on any tactics, strategies, or best practices that can be utilized to increase the effectiveness of the Change Management Program.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

	Tyler									County									
	Executive Manager	Implementation Manager	Project Manager	Change Management Lead	Implementation Consultant	Data Conversion Experts	Forms & Reports Experts	Modification Programmers	Technical Support	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Lead	Power Users	Department Heads	End Users	Technical Leads	Project Toolset Coordinator	Change Management Team
Manage CM Tracking Tools			A	I								A		R						
Have access to CM Tracking Tools		I	I	I	I					I	I	I		R						I

10.2.3.5.3 Control Point 5: Production

Production Stage Deliverables

Stage Reinforcement and Lessons Learned

- Objective: Capture the lessons learned from past successes and failures, with the goal of improving future performance with Specific Actionable Recommendations.
- Scope: Help plan and execute the Lessons Learned session.
- Acceptance Criteria: Added to the control point for the project level Stage 5 acceptance.

Change Management Program Reinforcement

- Objective: Ensure sustained utilization, adoption, and proficiency by monitoring compliance of procedural changes and continue to build Change Management capacity within the organization.
- Scope: Tyler CM Lead will review the tracking tools on each visit to ensure timely updates and active monitoring is occurring. Coaching and mentoring of Best Practices of the County Change Management Lead will also occur during these visits.
- Acceptance Criteria: Added to the control point for the project level Stage 5 acceptance.

Production Stage Acceptance Criteria

- Lessons Learned Session with Specific Actionable Recommendations Captured

- Change management Program Reinforcement Visit(s)

10.2.3.6 Close (Stage 6)

10.2.3.6.1 Change Management Stage Reinforcement and Lessons Learned Review from Stage 5

A Lessons Learned Review is a process used by a team to capture the lessons learned from past successes and failures or the preceding stage of the project, with the goal of improving future performance. It is a survey of the project team to examine what worked well and what Specific Actionable Recommendations can be put in place for the next Stage of the project.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

	Tyler									County									
	Executive Manager	Implementation Manager	Project Manager	Change Management Lead	Implementation Consultant	Data Conversion Experts	Forms & Reports Experts	Modification Programmers	Technical Support	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Lead	Power Users	Department Heads	End Users	Technical Leads	Project Toolset Coordinator	Change Management Team
Recognition of Successes			I	C	I	I				R	A	C	I	C		I		I		I
Take Surveys			A										R	C				R		
Prepare and Deliver Results			A	R						I	I	I		I						I

10.2.3.6.2 Change Management Program Transition (End of Phase 1 of the Project)

The Tyler CM Lead transitions all monitoring and review of CM tracking tools from the project to the County CM Lead. The Tyler CM Lead ensures the County CM Lead has all the tools, presentations, and guides. The County should have adequate organizational change management capacity to continue monitoring the adoption of the new system and create a CM Program for use in future project phases or change initiatives.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

	Tyler	County

	Executive Manager	Implementation Manager	Project Manager	Change Management Lead	Implementation Consultant	Data Conversion Experts	Forms & Reports Experts	Modification Programmers	Technical Support	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Lead	Power Users	Department Heads	End Users	Technical Leads	Project Toolset Coordinator	Change Management Team
Ensure County has all CM tools, presentations, and guides.			A	R								A		R						I

10.2.3.6.3 Control Point 6: Close

Close Stage Deliverables

Stage Reinforcement and Lessons Learned

- Objective: Capture the lessons learned from past successes and failures, with the goal of improving future performance with Specific Actionable Recommendations.
- Scope: Help plan and execute the Lessons Learned session.
- Acceptance Criteria: Added to the control point for the project level Stage 6 acceptance.

Change Management Program Transition

- Objective: Transition execution of all Change Management tasks to the County CM Lead.
- Scope: Tyler CM Lead provides all tools, guides, and presentations from Phase 1 for the County CM Lead to use in subsequent project Phases or other change initiatives for the organization.
- Acceptance Criteria: Added to the control point for the project level Stage 6 acceptance.

Close Stage Acceptance Criteria

- Lessons Learned Session with Specific Actionable Recommendations Captured
- All CM tools, guides, and presentations

10.3 Enterprise ERP Standard 3rd Party Data Exchange & Application Programming Interfaces

10.3.1 Planning

An Integration is a real-time or automated exchange of data between two systems. Standard Data Exchange tools are available to fulfill Integrations with external systems by allowing clients to get data in and out of the Tyler system. Data exchange tools can take the form of Imports and Exports, and Application Programming Interfaces (APIs)*. APIs may require additional licensing and may have some restrictions on use. Please refer to your licensing agreement and investment summary for further information.

Imports and Exports

The County and Tyler project manager(s) will work together to define/confirm which Imports and Exports are needed (if not outlined in the Agreement). Tyler will provide an Excel or ASCII file layouts for each Standard Data Exchange.

APIs*

Additional API licensing and data sharing agreements are required for integration with third-party applications. If APIs have been purchased, Tyler may provide integration assistance to understand API services and provide necessary support to complete the integration of Tyler software to the County internal applications. Tyler will not provide any hands-on development unless expressly specified in the Agreement. It is Tyler's responsibility to ensure the API services operate correctly. It is the Client's responsibility to fulfill integrations using Tyler's API services and ensure operation of the third-party API services.

STAGE 2	Current & Future State Analysis - Data Exchange																	
	Tyler								County									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Review Standard or contracted Data Exchanges			A	R	I		I				C	C		I			C
Define or confirm needed Data Exchanges			I	C	C		C				A	C		C			R

10.3.2 Validation

Tyler provides training on Data Exchange(s) (for both Import and Export, and APIs*) and the County tests each Data Exchange.

STAGE 3	Process Refinement – Data Exchange Validation															
	Tyler								County							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Train standard or contracted Data Exchange(s) processing in Tyler software			A	R	I		I				C	I		I			C
Coordinate 3rd Party Data Exchange activities			I	I	I		I				A	C		C			R
Test all Standard 3rd party Data Exchange(s)			I	I	I		I				A	C		R			C

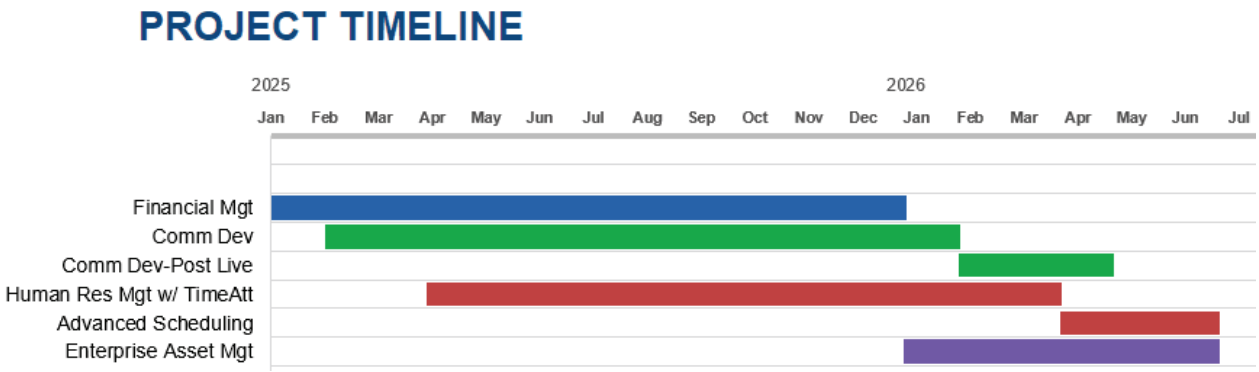
* API services, available thru Enterprise ERP OpenAPI Toolkits and Connectors, are not part of the core Enterprise ERP applications and are only applicable if included in the license agreement.

11. Project Timeline

11.1 ERP Project Timeline

The Project Timeline establishes a start and end date for each Phase of the Project. The timeline needs to account for resource availability, business goals, size and complexity of the Project, and task duration requirements. These will be reviewed and adjusted, if needed, during the Initiate and Plan Stage. Refer to the Project Stages section of this SOW for information on work packages associated with each stage of the implementation.

The following dates may be revised based on the date the Agreement is signed and further refined during the course of the project. Tyler requires up to forty-five (45) days to move from Agreement signing to the Initiate & Plan Stage.



Phase	Functional Area(s)	Modules	Start Date	Go-Live Date
1	**Financials**	• Accounting • Accounts Payable • Bid Management • Budgeting • Cash Management • Contract Management • eProcurement (Vendor Access & Punch-Out) • Purchasing • Project & Grant Accounting • Accounts Receivable • General Billing • Cashiering • Resident Access • ACFR Statement Builder *(post live)* • API Toolkit (tbd) *(Additional post-live services as requested)*	Jan 2025 *or as defined in the Project Plan and mutually agreed upon*	Jan 2026 *or as defined in the Project Plan and mutually agreed upon.*

	System Wide	• Enterprise Analytics & Reporting w/ Executive Insights • Enterprise Forms • Content Manager Core		
2	**Comm Dev**	• Business Management Suite • Community Development Suite • Decision Engine • Enterprise Permitting & Licensing Foundation • Enterprise Permitting & Licensing User • Enterprise Service Requests • eReviews • MyCivic *Includes 3-months post-live support (Feb-May)*	Feb 2025 *or as defined in the Project Plan and mutually agreed upon*	Feb 2026 *or as defined in the Project Plan and mutually agreed upon.*
3	**Enterprise Human Resources Management with Time and Attendance**	• Payroll w/ Employee Access • Recruiting • HR & Talent Management • Risk Management • Employee Expense Reimbursement • Time & Attendance w/ Mobile Access • Advanced Scheduling w/ Mobile Access *(Additional post-live services as requested)*	April 2025 *or as defined in the Project Plan and mutually agreed upon* Apr 2026	Apr 2026 *or as defined in the Project Plan and mutually agreed upon.* July 2026
4	**Enterprise Asset Management**	• Asset Maintenance and Performance • Capital Assets • Assets Mobile • Inventory • Inventory Mobile • GIS *(Additional post-live services as requested)*	Jan 2026 *or as defined in the Project Plan and mutually agreed upon*	July 2026 *or as defined in the Project Plan and mutually agreed upon.*

11.2 Project Staffing Matrix

Project Staffing Levels

The below chart shows the estimated full-time employees (FTEs) associated with each role. Within each phase time will vary from one stage of the project to another (e.g. functional leads are more involved in the early analysis and planning, whereas power users are more involved later in the project).

Your Project Team Hours

Hernando County, FL Project Team	% Full Time Employment				
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Project Manager	0.50	0.50	0.50	0.50	0.50
Technical Lead*	0.11	0.11	0.11	0.11	0.11
Functional Leads	0.89	0.43	0.76	0.44	0.15
Power Users	1.20	0.59	1.02	0.58	0.20
Conversion Lead**	0.36	0.20	0.28	0.00	0.00

*Assumes SaaS/TSM
** Will vary site by site due to conversion volume

Tyler Hours

Tyler Project Team	% Full Time Employment				
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Project Manager	0.50	0.50	0.50	0.50	0.50
Technical Services*	0.11	0.11	0.11	0.11	0.11
Implementation Consultant	0.80	0.39	0.68	0.39	0.13
Data Expert	0.18	0.10	0.14	0.00	0.00

Exhibit F
Functional Requirements

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Hernando County, FL

Attachment 7: Functional Requirements

Column E: Available Responses

Y	Requirement Met and Proposed (Standard features in the generally available product)
Y-ND	Requirement Met and Proposed (Features that are not offered as a generally available product or require custom development)
N	Requirement Not Met with Proposal
I	Need More Information/Discussion

Column F: Available Responses

S	Requirement and Feature Supported by Software Developer
TPS	Requirement and Feature Supported by Third Party
NS	Requirement and Feature Not Supported

NOTE: All exceptions and assumptions should be listed in Comments Field

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Comments
1	SYSTEM	General Requirements	System allows attached documents to be stored directly in system	Y	S	Enterprise ERP	
2	SYSTEM	General Requirements	System Toolsets are available for the following: (specify name of toolset in comment field):				
3	SYSTEM	General Requirements	Workflow development	Y	S	Enterprise ERP	
4	SYSTEM	General Requirements	Security administration	Y	S	Enterprise ERP	
5	SYSTEM	General Requirements	Report development	Y	S	Enterprise ERP	
6	SYSTEM	General Requirements	Audit Log (turn on / turn off)	Y	S	Enterprise ERP	
7	SYSTEM	General Requirements	Query development	Y	S	Enterprise ERP	
8	SYSTEM	General Requirements	Form development	Y	S	Enterprise ERP	
9	SYSTEM	General Requirements	Adding/changing fields	Y	S	Enterprise ERP	Applicable fields can be re-named
10	SYSTEM	General Requirements	Change control (identify changes when updates are applied)	Y	S	Enterprise ERP	
11	SYSTEM	General Requirements	Scheduling of batch jobs	Y	S	Enterprise ERP	
12	SYSTEM	General Requirements	Data import/export	Y	S	Enterprise ERP	
13	SYSTEM	General Requirements	System documentation	Y	S	Enterprise ERP	
14	SYSTEM	General Requirements	Software release / patch tools	Y	S	Enterprise ERP	
15	SYSTEM	General Requirements	Mobile device toolset (configure mobile device)	Y	S	Enterprise ERP	
16	SYSTEM	General Requirements	Content can be delivered to a mobile device (e.g., tablet or smartphone)	Y	S	Enterprise ERP	
17	SYSTEM	General Requirements	Data for transactions can be entered from a mobile device	Y	S	Enterprise ERP	
18	SYSTEM	General Requirements	System supports mobile devices that run on Android	Y	S	Enterprise ERP	
19	SYSTEM	General Requirements	System supports mobile devices that run on iOS	Y	S	Enterprise ERP	
20	SYSTEM	General Requirements	System can accommodate effective dating capabilities	Y	S	Enterprise ERP	
21	SYSTEM	General Requirements	System can report on all history of changes (include all effective dating scenarios	Y	S	Enterprise ERP	
22	SYSTEM	General Requirements	System provides short cut key functionality (i.e. users do not need to enter the full	Y	S	Enterprise ERP	
23	SYSTEM	General Requirements	ERP System has well documented, publicly accessible API	Y	S	Enterprise ERP	that makes accessing Tyler application data and processes through Toolkits and Connectors easy and intuitive. The Portal conforms to the OpenAPI Specification, including using Swagger UI to generate interactive API documentation, securing resources with OAuth 2.0 through Tyler Identity. API resources include example calls and produce properly formatted commands, allowing you to easily exercise them against your data. The API Developer Portal features include: -Conforms to Industry standard OpenAPI 3.0 Specification -Swagger UI generates interactive API documentation that lets your users try out the API calls directly in the browser. -Authentication using OAuth 2.0 standard, offering multiple login flows to suit different app implementation scenarios. -Data models and examples for each resource -Produces HTTP URI and CURL commands to exercise resources from within the documentation and return data -Real-time validation -Standard HTTP status codes
24	SYSTEM	Records Retention	System accommodates the following record retention processes:				
25	SYSTEM	Records Retention	Retains records by record type	Y	S	Enterprise ERP	
26	SYSTEM	Records Retention	Does not delete record, or any referenced metadata without user approva	Y	S	Enterprise ERP	
27	SYSTEM	Document Management	System has the ability to track versions of documents, if stored in the system	y	s	Content Manager	Audits are available via Content Manager for documents
28	SYSTEM	Date Entry	All imported information is validated using same business rules as if information w	Y	S	Enterprise ERP	
29	SYSTEM	Data Entry	System allows for any field to have security or be masked. (i.e. Masking fields or sc	Y	S	Enterprise ERP	Where applicable.
30	SYSTEM	Data Entry	System provides/allows the following for easier data entry:				
31	SYSTEM	Data Entry	Template based entry for common entries	Y	S	Enterprise ERP	
32	SYSTEM	Data Entry	Batch entry (process multiple entries at one time)	Y	S	Enterprise ERP	
33	SYSTEM	Data Entry	Copy existing records to create new ones	Y	S	Enterprise ERP	
34	SYSTEM	Data Entry	System allows any field to be designated as required	Y	S	Enterprise ERP	In applicable programs, i.e. Online
35	SYSTEM	Data Entry	System makes fields required based on content in other fields	Y	S	Enterprise ERP	Where appropriate
36	SYSTEM	Data Entry	System has the ability to create custom list for custom fields	Y	S	Enterprise ERP	Custom fields via User Defined Fields. Custom List via export and/or Via SQL Server Reporting Services
37	SYSTEM	Attachments and Notes	System allows attachment of documents (e.g., PDF, Excel, Word, JPEG) to transac	Y	S	Enterprise ERP	Via Content Manager
38	SYSTEM	Attachments and Notes	System allows attached documents to be stored directly in system	Y	S	Enterprise ERP	Via Content Manager
39	SYSTEM	Attachments and Notes	System provides an indicator to inform user that there is an attachment	Y	S	Enterprise ERP	
40	SYSTEM	Security	System supports Single Sign On	Y	S	Enterprise ERP	
41	SYSTEM	Security	System supports Active Directory integration	Y	S	Enterprise ERP	
42	SYSTEM	Security	System uses role based security where security roles are tied to:				
43	SYSTEM	Security	Positions	Y	S	Enterprise ERP	
44	SYSTEM	Security	Users	Y	S	Enterprise ERP	
45	SYSTEM	Security	Security profiles can be assigned to provide access/permission based on	Y	S	Enterprise ERP	
46	SYSTEM	Security	User	Y	S	Enterprise ERP	
47	SYSTEM	Security	Role	Y	S	Enterprise ERP	
48	SYSTEM	Security	Position	Y	S	Enterprise ERP	
49	SYSTEM	Security	Job Function	Y	S	Enterprise ERP	

50	SYSTEM	Security	Group of users, roles, or positions	Y	S	Enterprise ERP	
51	SYSTEM	Security	Security settings can be set for:	Y	S	Enterprise ERP	
52	SYSTEM	Security	Module	Y	S	Enterprise ERP	
53	SYSTEM	Security	Screen and menu	Y	S	Enterprise ERP	
54	SYSTEM	Security	Report	Y	S	Enterprise ERP	
55	SYSTEM	Security	Process/Transaction	Y	S	Enterprise ERP	
56	SYSTEM	Security	Record	Y	S	Enterprise ERP	
57	SYSTEM	Security	Field	Y	S	Enterprise ERP	Where applicable (ie SSN)
58	SYSTEM	Security	System identifies potential internal control issues (e.g., same user with access to i	Y	S	Enterprise ERP	Settings where applicable to prevent this but no automated notification.
59	SYSTEM	Security	Security supports leading Identity Management methods (2 factor authentication)	Y	S	Enterprise ERP	
60	SYSTEM	Security	Security integrates with Exchange for email and calendaring	Y	S	Enterprise ERP	
61	SYSTEM	Security	All data has capability of being encrypted when stored	Y	S	Enterprise ERP	
62	SYSTEM	Security	All data is encrypted when accessed via:				
63	SYSTEM	Security	At rest	Y	S	Enterprise ERP	
64	SYSTEM	Security	In transit	Y	S	Enterprise ERP	Transport Layer Security (TLS) encryption protects communication with Tyler applications, including end-user access through TLS-protected HTTPS. This widely adopted protocol secures sensitive data by preventing reading or modifying information transferred
65	SYSTEM	Security	Disconnects or locks out user session after designated period of inactivity	Y	S	Enterprise ERP	
66	SYSTEM	Security	System to lock out or disconnect a user after a specified number of invalid login at	Y	S	Enterprise ERP	
67	SYSTEM	Security	System supports strong passwords (combination of letters, numbers, and symbols	Y	S	Enterprise ERP	
68	SYSTEM	Security	Prevents users from using same password	Y	S	Enterprise ERP	
69	SYSTEM	Security	System to require users to change their password after a specified length of time	Y	S	Enterprise ERP	
70	SYSTEM	Security	System administrator can set a role based security profile to define a user's authorization to:				
71	SYSTEM	Security	Log on	Y	S	Enterprise ERP	
72	SYSTEM	Security	Log on Times - for example, certain positions can be prevented from access	Y	S	Enterprise ERP	Based on IdP group policy
73	SYSTEM	Security	Add data	Y	S	Enterprise ERP	
74	SYSTEM	Security	Delete data	Y	S	Enterprise ERP	
75	SYSTEM	Security	Change data	Y	S	Enterprise ERP	
76	SYSTEM	Security	View data	Y	S	Enterprise ERP	
77	SYSTEM	Security	Change fields / add fields	Y	S	Enterprise ERP	
78	SYSTEM	Workflow	Workflow (electronic approval) is available for (list any limitations in the comment	Y	S	Enterprise ERP	
79	SYSTEM	Workflow	All functional modules	Y	S	Enterprise ERP	
80	SYSTEM	Workflow	All administrative modules	Y	S	Enterprise ERP	
81	SYSTEM	Workflow	All functional transactions	Y	S	Enterprise ERP	
82	SYSTEM	Workflow	All proposed third party software functions	Y	S	Enterprise ERP	
83	SYSTEM	Workflow	Workflow can be routed to the following for approval:				
84	SYSTEM	Workflow	User	Y	S	Enterprise ERP	
85	SYSTEM	Workflow	Role	Y	S	Enterprise ERP	
86	SYSTEM	Workflow	Position	Y	S	Enterprise ERP	
87	SYSTEM	Workflow	Alternate or Backup Position	Y	S	Enterprise ERP	
88	SYSTEM	Workflow	Supervisor / Organizational Hierarchy	Y	S	Enterprise ERP	
89	SYSTEM	Workflow	System allows for a minimum of 15 levels of workflow approval. Please explain lim	Y	S	Enterprise ERP	99 steps of workflow and multiple approvals can be made at each step
90	SYSTEM	Workflow	Workflow approval can be:				
91	SYSTEM	Workflow	Sequential (person B can't approve before person A)	Y	S	Enterprise ERP	
92	SYSTEM	Workflow	Concurrent (person A and person B can approve at the same time - approval from t	Y	S	Enterprise ERP	
93	SYSTEM	Workflow	Group approval (approval required from person A or person B -or anyone with simil	Y	S	Enterprise ERP	
94	SYSTEM	Workflow	Can be rerouted on an ad hoc basis by workflow administrator	Y	S	Enterprise ERP	
95	SYSTEM	Workflow	Approver notified of workflow items through:				
96	SYSTEM	Workflow	Email	Y	S	Enterprise ERP	
97	SYSTEM	Workflow	Email with direct link to system where approval action is required	Y	S	Enterprise ERP	
98	SYSTEM	Workflow	System notification through dashboard/work list	Y	S	Enterprise ERP	Hub
99	SYSTEM	Workflow	Mobile push notification (ability to turn on or off)	Y	S	Enterprise ERP	
100	SYSTEM	Workflow	Notification should contain summary and detailed field information of the docume	Y	S	Enterprise ERP	
101	SYSTEM	Workflow	Approver can perform the following actions during workflow process:				
102	SYSTEM	Workflow	Approve	Y	S	Enterprise ERP	
103	SYSTEM	Workflow	Deny	Y	S	Enterprise ERP	
104	SYSTEM	Workflow	On Hold	Y	S	Enterprise ERP	
105	SYSTEM	Workflow	Send back	Y	S	Enterprise ERP	Can reject to send back
106	SYSTEM	Workflow	Forward to additional approver/reviewer	Y	S	Enterprise ERP	
107	SYSTEM	Workflow	Enter notes to be seen by requestor	Y	S	Enterprise ERP	
108	SYSTEM	Workflow	Enter notes to be seen by subsequent approvers/reviewers	Y	S	Enterprise ERP	
109	SYSTEM	Workflow	Original requestor can view status of workflow approval path	Y	S	Enterprise ERP	
110	SYSTEM	Workflow	Any user within workflow string can view status	Y	S	Enterprise ERP	
111	SYSTEM	Workflow	System records date and time of approvals (workflow status - denial, reject, appro	Y	S	Enterprise ERP	
112	SYSTEM	Workflow	Workflow approvals can be re-routed to secondary approver without having to re-in	Y	S	Enterprise ERP	
113	SYSTEM	Workflow	Primary approver is out (example: on vacation, sick)	Y	S	Enterprise ERP	
114	SYSTEM	Workflow	Primary approver does not respond in pre-defined period of time	Y	S	Enterprise ERP	Via forward from user with role access
115	SYSTEM	Workflow	System allows for temporary / short-term delegations (e.g. assign alternate workflo	Y	S	Enterprise ERP	only 1 type. Turning on workflow fowarding from user or sys admin level.
116	SYSTEM	Workflow	System allows workflow to be re-activated if cancelled	Y	S	Enterprise ERP	
117	SYSTEM	Workflow	Workflow approvals can be made from a mobile device	Y	S	Enterprise ERP	
118	SYSTEM	Help	System contains help features to guide users though transactions	Y	S	Enterprise ERP	Walk-me application tutorials
120	SYSTEM	Reporting	System allows ad-hoc query on any field in system (i.e. ranges, non-sequential list	Y	S	Enterprise ERP	Via SQL Server Reporting Services
121	SYSTEM	Reporting	Queries can be saved	Y	S	Enterprise ERP	Via SQL Server Reporting Services
122	SYSTEM	Reporting	Saved queries and reports are only accessible by users with appropriate security (i	Y	S	Enterprise ERP	
123	SYSTEM	Reporting	System provides dash boarding tools to present data	Y	S	Enterprise ERP	Hub Cards
124	SYSTEM	Reporting	Reports can be scheduled and automatically distributed (via email or dashboard)	Y	S	Enterprise ERP	Via Scheduler
125	SYSTEM	Reporting	System has drill-down capabilities to access source data in the system	Y	S	Enterprise ERP	
126	SYSTEM	Reporting	system supports external reporting solutions through direct data access (Sql repor	Y	S	Enterprise ERP	Via SQL Server Reporting Services
127	SYSTEM	Reporting	System can create data/information outputs in various formats (Adobe, Excel, MS	Y	S	Enterprise ERP	
128	SYSTEM	Reporting	System provide option to defined or customize KPI thresholds on any reportable fie	Y	S	Enterprise ERP	**Via Hub reporting and SQL Server Analysis Server and OLAP Cubes.**
129	SYSTEM	Purge/Archive	System allows users to select information to purge by:				
130	SYSTEM	Purge/Archive	Type of transaction	Y	S	Enterprise ERP	
131	SYSTEM	Purge/Archive	Type of record	Y	S	Enterprise ERP	Documents within Content Manager
132	SYSTEM	Purge/Archive	Date	Y	S	Enterprise ERP	Documents within Content Manager
133	SYSTEM	Purge/Archive	System can flag any records and hold for audit or litigation and prevent deletion	Y	S	Enterprise ERP	For Content Manager Documents only
134	SYSTEM	Purge/Archive	Archived data should be readily available and include the same reporting tools as (	Y	S	Enterprise ERP	History tables of data are available for reporting

135	SYSTEM	Purge/Archive	Archived data should be able to be un-archived if necessary and put back into acti	Y	S	Enterprise ERP	Archived data (content management and history records of data) are always available to the ERP unless actively purged to remove. Deleted content management documents are saved in audit and can be recovered unless purged.
136	SYSTEM	Purge/Archive	Archived data can be marked with a predefined or customized retention policy	Y	S	Content Manager	Content Manager includes integrated document retention schedules to help customers manage document inventory while meeting county or state mandates.
137	SYSTEM	Audit	System creates audit log that tracks changes to existing records, new records, and	Y	S	Enterprise ERP	
138	SYSTEM	Audit	Audit log tracks user making change, time, date of change	Y	S	Enterprise ERP	
139	SYSTEM	Audit	Audit log tracks user level logging	Y	S	Enterprise ERP	
140	SYSTEM	Audit	System has audit log retention policy or log "shipping" options (i.e. take audit log a	Y	S	Enterprise ERP	Tyler applications include comprehensive auditing integrated directly within the application. This assists clients in supporting internal control requirements and includes system and program level auditing. Process auditing allows an administrator to see who ran what, when, where, and for how long. Change audits allow the viewing of who changed what, where, when, and both the old and new values. Select applications also include query audits that can be optionally enabled to log who looked at what and when. Process and query audits can be turned on and off by the client and can be purged by client users with appropriate permissions at any time. Change audits cannot be turned off and cannot be purged from the system.
141	SYSTEM	Audit	System has the ability to audit deactivated accounts, and their permissions	Y	S	Enterprise ERP	
142	ACC	General Ledger Organizations	System supports fund account structures	Y	S	Accounting	
143	ACC	General Ledger Organizations	System accommodates component units as separate business units within the Co	Y	S	Accounting	
144	ACC	General Ledger Organizations	System accommodates a single chart of accounts for multiple business units and/	Y	S	Accounting	Assuming proper account restrictions and entity code setup
145	ACC	General Ledger Organizations	System has the ability to run processes separately for specific entities and can maintain and generate reports for 1099s, W-2s etc. for entity specific reporting.	Y	NS		
146	ACC	General Ledger Organizations	System maintains transaction history so that data is reported based upon past org	Y	S	Accounting	
147	ACC	General Ledger Organizations	System supports roll-up financial reporting based upon organization hierarchy	Y	S	Accounting	
148	ACC	General Ledger Set Up	System provides chart of account structure with multiple independent segments	Y	S	Accounting	
149	ACC	General Ledger Set Up	Independent segments combined on transaction to form valid account	Y	S	Accounting	
150	ACC	General Ledger Set Up	Chart of accounts supports alpha numeric accounts	Y	S	Accounting	
151	ACC	General Ledger Set Up	System supports segments representing programs that can extend across multiple departments/business units/agency	Y	S	Accounting	
152	ACC	General Ledger Set Up	System supports project/job ledger for tracking projects and grants	Y	S	Accounting	
153	ACC	General Ledger Set Up	Segments of the Chart of Accounts can be grouped on a user-defined basis into multiple reporting hierarchies (full string?)	Y	S	Accounting	
154	ACC	General Ledger Set Up	Object code segments can be reported using roll up of similar object codes (example: All salary accounts)	Y	S	Accounting	
155	ACC	General Ledger Set Up	System allows effective dating for changes to the general ledger (i.e. fund becomes available for use or closes at future date)	Y	S	Accounting	
156	ACC	General Ledger Set Up	System can designate an account as active (available for posting), or inactive (not available for posting)	Y	S	Accounting	
157	ACC	General Ledger Set Up	System can designate an account as active (available for budgeting / not available for posting)	Y	S	Accounting	
158	ACC	General Ledger Set Up	System only allows transactions to post to active accounts within any open period	Y	S	Accounting	
159	ACC	Budget Control	Budget control can be set to soft error (Warn user but allow)	Y	S	Accounting, Budgeting	
160	ACC	Budget Control	Budget control can be set to hard error (Do not allow)	Y	S	Accounting, Budgeting	
161	ACC	Budget Control	System allows for budgeting at one level and controlling at a different level (Example: budget by account/object but conduct budget control at program level)	Y	S	Accounting, Budgeting	
162	ACC	Budget Control	System allows budget control at summary roll up of account/object	Y	S	Accounting, Budgeting	
163	ACC	Budget Control	System allows budget control at summarized roll up categories	Y	S	Accounting, Budgeting	
164	ACC	Budget Control	Budget control level can be set differently by department/business unit/agency	Y	S	Accounting, Budgeting	
165	ACC	Journal Entry	System allows journal entries to be entered by departments/business units/agency/etc. and routed through workflow for approval	Y	S	Accounting	
166	ACC	Journal Entry	System supports multiple line items for journal entries (please indicate any limitations in the notes column)	Y	S	Accounting	
167	ACC	Journal Entry	Journal entries are validated against the chart of account structure for valid accounts	Y	S	Accounting	
168	ACC	Journal Entry	Journal entries are validated against: Available funds (budget check or cash availability check)	Y	S	Accounting	
169	ACC	Journal Entry	Journal entries are validated as balancing by fund	Y	S	Accounting	
170	ACC	Journal Entry	Journal entries can be auto balanced by fund	Y	S	Accounting	
171	ACC	Journal Entry	System allows user with appropriate security to post journal entries to override errors (i.e. available funds, out of balance JE)	Y	S	Accounting	
172	ACC	Journal Entry	Users can import journal entries from spreadsheet (e.g., Microsoft Excel)	Y	S	Accounting	
173	ACC	Journal Entry	Imported transactions from spreadsheets are validated using the same business rules as transactions made in the system	Y	S	Accounting	
174	ACC	Journal Entry	System allows creation and modification of a journal entry from previously entered journal entry format (copy journal), by: Line item or Entire journal entry	Y	S	Accounting	Copy journal but not by line. Lines can be deleted/added in copied journal
175	ACC	Journal Entry	System allows users to reverse journal entry with proper security and approvals	Y	S	Accounting	
176	ACC	Journal Entry	System allows the scheduling of accrual auto-reversals	Y	S	Accounting	Journals can be marked for auto reverse but the process is user initiated

177	ACC	Journal Entry	Journal entries support "required" data fields and prevents transaction from posting until all "required" fields are completed	Y	S	Accounting	
178	ACC	Journal Entry	Users can attach files for documentation to journal entry	Y	S	Accounting	Attachments via Content Manager
179	ACC	Journal Entry	Users can save journal entries that have not yet been posted or cleared for all validation errors	Y	S	Accounting	
180	ACC	Journal Entry	System allows posting of transactions for multiple fiscal periods or years at the same time	Y	S	Accounting	
181	ACC	Journal Entry	When working in multiple fiscal years the detail transactions are maintained for each year	Y	S	Accounting	
182	ACC	Journal Entry	System restricts accounts that user can post journal entries to by security	Y	S	Accounting	
183	ACC	Journal Entry	System restricts user from both preparing and approving journal entry	Y	S	Accounting	
184	ACC	Journal Entry	Journal transactions can be entered and scheduled using effective dates (e.g., posting does not occur until effective date)	Y	S	Accounting	
185	ACC	Journal Entry	System assigns a unique identifier (such as a number) for each journal entry, and it can be viewed by the end-user	Y	S	Accounting	
186	ACC	Recurring Journal Entry	System provides templates and notifications for recurring journal entries	Y	S	Accounting	
187	ACC	Recurring Journal Entry	System provides templates and notifications for recurring journal entries with the same dollar value	Y	S	Accounting	
188	ACC	Recurring Journal Entry	System provides templates and notifications for recurring journal entries with varying dollar amounts	Y	S	Accounting	
189	ACC	Recurring Journal Entry	Recurring journal entries occur at regular frequency (can set start and stop dates)	Y	S	Accounting	
190	ACC	Recurring Journal Entry	System allows journal entries to be scheduled (example: lease/debt schedules)	Y	S	Accounting	
191	ACC	Recurring Journal Entry	Ability to create Journal Entries by calculating from transactions, using formulas/criteria.	Y	S	Accounting	
192	ACC	Recurring Journal Entry	System has the ability to calculate and allocate interest earnings based on pooled cash balances, using Avg Daily Balance calculations	Y	S	Accounting	
195	ACC	Annual Close Process	System allows more than 12 accounting periods (please specify)	Y	S	Accounting	0-13
196	ACC	Annual Close Process	System rolls encumbrances to next year carrying forward budget based on user selections	Y	S	Accounting	
197	ACC	Annual Close Process	System rolls encumbrances to next year carrying forward encumbrance based on user selections	Y	S	Accounting	
198	ACC	Annual Close Process	Ability to roll purchase order is closed in new year, system removes any unspent carry forward budget	Y	S	Accounting	
200	ACC	Annual Close Process	System allows the creation of Balance Forward entries from previous year-end balances to the new fiscal year: Assets/Deferred Outflows/Liabilities/Deferred Inflows/Fund Balances (include closing of Revenues/Expenditures/Transfers to Fund Balance)	Y	S	Accounting	
201	ACC	Financial Reporting	System provides all Annual Financial Report statements	Y	S	ACFR Statement Builder, Accounting	
202	ACC	Financial Reporting	System provides monthly interim report (budget/actual information/encumbrance)	Y	S	ACFR Statement Builder, Accounting	
203	ACC	Financial Reporting	Ability to require that all transactions are two sided and balanced within an individual fund, even if multiple funds are involved	Y	S	ACFR Statement Builder, Accounting	
204	ACC	Financial Reporting	System should support fund or business unit having multiple bank accounts	Y	S	ACFR Statement Builder, Accounting	
205	ACC	Financial Reporting	System should support cash transfers between bank accounts	Y	S	ACFR Statement Builder, Accounting	
206	ACC	Financial Reporting	Ability to designate each general ledger account by a user definable "Account type" as follows:				
207	ACC	Financial Reporting	Asset Account	Y	S	ACFR Statement Builder, Accounting	
208	ACC	Financial Reporting	Liability Account	Y	S	ACFR Statement Builder, Accounting	
209	ACC	Financial Reporting	Clearing Account	Y	S	ACFR Statement Builder, Accounting	
210	ACC	Financial Reporting	Interfund Account	Y	S	ACFR Statement Builder, Accounting	
211	ACC	Financial Reporting	Revenue Account	Y	S	ACFR Statement Builder, Accounting	
212	ACC	Financial Reporting	Expense Account	Y	S	ACFR Statement Builder, Accounting	
213	ACC	Financial Reporting	Equity Account	Y	S	ACFR Statement Builder, Accounting	
214	ACC	Financial Reporting	Allocation Accounts (for offsets and indirect costs)	Y	S	ACFR Statement Builder, Accounting	
215	ACC	Financial Reporting	Expense Budgets	Y	S	ACFR Statement Builder, Accounting	
216	ACC	Financial Reporting	Revenue Budgets	Y	S	ACFR Statement Builder, Accounting	
217	ACC	Financial Reporting	Provide for wild card searches on chart of accounts	Y	S	ACFR Statement Builder, Accounting	
218	ACC	Financial Reporting	Outflow Inflow - Balance Sheet	Y	S	ACFR Statement Builder, Accounting	

219	ACC	Financial Reporting	Purchase Cards	Y	S	ACFR Statement Builder, Accounting	
220	P&G	Grant Applications	Departments enter grant application into the system with the ability to attach supporting documentation	Y	S	Project & Grant Accounting	Attachments via Content Manager
221	P&G	Grant Applications	Grant application identifies any local funding match or fund match from other source (i.e. state, federal, in kind contribution, donations)	Y	S	Project & Grant Accounting	through Project Accounting, can set up expense types and use revenue allocation
222	P&G	Grant Applications	Grant applications routed through workflow for approval	Y	S	Project & Grant Accounting	
223	P&G	Grant Applications	Grant applications can be linked to capital projects or capital project (budget) request	Y	S	Project & Grant Accounting	
224	P&G	Grant Applications	Allow identification of grants by multiple user-defined identifiers (e.g., external grant number, Assistance Listing Number, and/or other user-defined identification number)	Y	S	Project & Grant Accounting	
225	P&G	Grant Applications	Ability to support federal (with Assistance Listing Number), state, local and private grants.	Y	S	Project & Grant Accounting	
226	P&G	Grant Applications	Support budgeting grants at varying user-defined levels and combinations of classification structure elements (i.e., grant, function, fund, object, organization number, project and work order).	Y	S	Project & Grant Accounting	
227	P&G	Grant Applications	Define the program or budget year of the grant/project differently than the system established fiscal year	Y	S	Project & Grant Accounting	
228	P&G	Grant Applications	System supports multi-year grant and allows for a budget-to-actual by County fiscal year, and project to grant life-to-date.	Y	S	Project & Grant Accounting	
229	P&G	Grant Applications	Provide a grant budget that is separate and independent of all other budgets (i.e., state budget that is different from the County's)	Y	S	Project & Grant Accounting	
230	P&G	Grant Applications	Calculate on a user defined basis indirect costs associated with any grant and to provide system generated entries	Y	S	Project & Grant Accounting	
231	P&G	Grant Applications	Calculate on a user defined basis cash matching fund requirements associated with any grant and provide system generated entries	Y	S	Project & Grant Accounting	
232	P&G	Grant Applications	Calculate on a user-defined basis in-kind matching fund requirements associated with any grant and provide system generated entries	Y	S	Project & Grant Accounting	
233	P&G	Grant Applications	Provide the ability to roll over appropriations, revenue sources, and expenditures from one grant year to the next, until the grant expires	Y	S	Project & Grant Accounting	
234	P&G	Grant Applications	System maintains and reports on the following information in respect to grants. Required data fields are as follows: (but may be user-defined if needed)				
235	P&G	Grant Applications	Assistance Listing Number (to identify all grants that have Federal funding)	Y	S	Project & Grant Accounting	
236	P&G	Grant Applications	Grant, Capital Project, or Board-approved Contract Number or Reporting Category	Y	S	Project & Grant Accounting	
237	P&G	Grant Applications	Date of Board of Supervisor approval	Y	S	Project & Grant Accounting	
238	P&G	Grant Applications	Start/End and extension dates	Y	S	Project & Grant Accounting	
239	P&G	Grant Applications	Status of grant (pending, funded, expired, rejected, etc.)	Y	S	Project & Grant Accounting	
240	P&G	Grant Applications	Allowable expenditures (by type/category/class/percentage etc.)	Y	S	Project & Grant Accounting	
241	P&G	Grant Applications	Chart of Account codes for expenditures and revenue	Y	S	Project & Grant Accounting	
242	P&G	Grant Applications	Program administrator name	Y	S	Project & Grant Accounting	
243	P&G	Grant Applications	Other individuals with responsibilities for portions of a grant	Y	S	Project & Grant Accounting	
244	P&G	Grant Applications	Comment field	Y	S	Project & Grant Accounting	
245	P&G	Grant Applications	Date of Last Audit	Y	S	Project & Grant Accounting	
246	P&G	Grant Applications	Details of last audit (text field)	Y	S	Project & Grant Accounting	
247	P&G	Grant Applications	Approved budget, broken out by expenditure codes	Y	S	Project & Grant Accounting	
248	P&G	Grant Applications	Date and details of any Budget Adjustments processed	Y	S	Project & Grant Accounting	
249	P&G	Grant Applications	Matching funds amount	Y	S	Project & Grant Accounting	
250	P&G	Grant Applications	Entity responsible for matching funds	Y	S	Project & Grant Accounting	
251	P&G	Grant Applications	State or Other Agency for Pass-Through Funding	Y	S	Project & Grant Accounting	
252	P&G	Grant Applications	Sources of Funding	Y	S	Project & Grant Accounting	
253	P&G	Grant Applications	System can link grants to projects and have the grant look up a project when the transaction is entered	Y	S	Project & Grant Accounting	
254	P&G	Grant Applications	System can link grants to multiple projects	Y	S	Project & Grant Accounting	
255	P&G	Grant Applications	System can link multiple grants to a single project	Y	S	Project & Grant Accounting	
256	P&G	Grant Applications	System can differentiate, by revenue source, between federal, state, County , and other department grants for audit purposes.	Y	S	Project & Grant Accounting	
257	P&G	Grant Applications	System can support subrecipient monitoring	Y	S	Project & Grant Accounting	
259	P&G	Grant Applications	System has the ability to track original grant application data, and final award data, and compare the two with analytical tools	Y	S	Project & Grant Accounting	
260	P&G	Project Set Up	Supports multiple-year projects and grants	Y	S	Project & Grant Accounting	
261	P&G	Project Set Up	Supports parent/child relations for projects and sub-projects (list any limitations in the comments column)	Y	S	Project & Grant Accounting	
262	P&G	Project Set Up	System has the ability to define an owner, manager or administrator	Y	S	Project & Grant Accounting	
263	P&G	Project Set Up	Ability to enter description, comments/narrative for projects	Y	S	Project & Grant Accounting	
264	P&G	Project Set Up	System tracks funding Sources (multiple funding sources for each project if needed)	Y	S	Project & Grant Accounting	

265	P&G	Project Set Up	System allows decentralized project set up	Y	S	Project & Grant Accounting	
266	P&G	Project Set Up	System provides workflow notification/approval for project set up	Y	S	Project & Grant Accounting	
267	P&G	Project Set Up	Project tracks start date and end date, allowing for amendments to both	Y	S	Project & Grant Accounting	
268	P&G	Project Set Up	System uses project start date and end date for determining eligible expenditures and doesn't allow transactions outside project eligibility period	Y	S	Project & Grant Accounting	
269	P&G	Project Set Up	Projects can be established across multiple funds and departments	Y	S	Project & Grant Accounting	
270	P&G	Project Set Up	System will identify and track user-defined multiple sub-levels of a project (e.g. design, pre construction, construction, post construction, completed)	Y	S	Project & Grant Accounting	
271	P&G	Project Set Up	User-defined sub-levels of project can be different for each project	Y	S	Project & Grant Accounting	
272	P&G	Project Set Up	Ability to relate work orders to projects or vice versa	Y	S	Project & Grant Accounting	
273	P&G	Project Set Up	Ability to track projects by type (paving, building, ADA barrier removal, etc.)	Y	S	Project & Grant Accounting	
274	P&G	Project Set Up	Ability to increase or decrease project funding through appropriate security and maintain audit trail (history) of the changes	Y	S	Project & Grant Accounting	
275	P&G	Project Set Up	Ability to move funding sources from one project to another, with appropriate security control.	Y	S	Project & Grant Accounting	
276	P&G	Project Set Up	Budget forecasting tools support multiple fiscal years for capital budget planning	Y	S	Project & Grant Accounting	
277	P&G	Project Set Up	Ability to carry forward or not to carry forward fiscal year appropriation at year-end for multi-year projects	Y	S	Project & Grant Accounting	
278	P&G	Project Set Up	Master project data can be copied for set-up of new projects in system	Y	S	Project & Grant Accounting	
279	P&G	Project Set Up	Maintains historical data for all projects throughout the life of the project and for a user-specified period after project close	Y	S	Project & Grant Accounting	
280	P&G	Project Set Up	Prevents deletion of a project that has an available balance for spending and has not been closed	Y	S	Project & Grant Accounting	
281	P&G	Project Set Up	System has the ability to save/archive all information related to grants (for a user defined period of time) to satisfy record retention purposes.	Y	S	Project & Grant Accounting	can set status of a grant
282	P&G	Project Budget	System allows creation of project budget for select projects (not required for all projects)	Y	S	Project & Grant Accounting	
283	P&G	Project Budget	Project budgets are established for entire project	Y	S	Project & Grant Accounting	
284	P&G	Project Budget	Project budgets have capability to extend 10+ years	Y	S	Project & Grant Accounting	
285	P&G	Project Budget	Project budgets identify expected ongoing operating impact	Y	S	Project & Grant Accounting	Can create adjustments to project budget. Can also build out a project budget for unlimited future years.
286	P&G	Project Budget	Project budgets are established by fiscal year within multi-year project	Y	S	Project & Grant Accounting	
287	P&G	Project Budget	Project budgets populate CIP budget totals in budget module	Y	S	Project & Grant Accounting	
288	P&G	Project Budget	Budget control for a project can be set for calendar year	Y	S	Project & Grant Accounting	
289	P&G	Project Budget	Budget control for a project can be set for fiscal year	Y	S	Project & Grant Accounting	
290	P&G	Project Budget	Budget control for a project can be set for other organization's fiscal year (federal government)	Y	S	Project & Grant Accounting	
291	P&G	Project Budget	Budget control for a project can be set for entire Life of Project (multi-Year)	Y	S	Project & Grant Accounting	
292	P&G	Project Budget	System can control budget at project level	Y	S	Project & Grant Accounting	
293	P&G	Project Budget	System can control budget at sub-project level (example: phase, task, etc.)	Y	S	Project & Grant Accounting	
294	P&G	Project Budget	System can control budget where budget equals funding source (and prevent project expenditures from exceed project funding sources)	Y	S	Project & Grant Accounting	If the budget is created with the expense string budget matching the funding source string budget.
295	P&G	Project/Grant Tracking	System tracks project milestones and sends auto reminders to relevant stakeholders based on user defined criteria	Y	S	Project & Grant Accounting	milestones
296	P&G	Project/Grant Tracking	System allows project managers to update milestone completion status	Y	S	Project & Grant Accounting	
297	P&G	Project/Grant Tracking	System provides cash flow projections for projects using anticipated revenue, project expenditures, and milestone payment dates	Y	S	Project & Grant Accounting	
298	P&G	Project/Grant Tracking	System allows for tracking direct costs (encumbrance) to project through purchasing	Y	S	Project & Grant Accounting	
299	P&G	Project/Grant Tracking	System allows for tracking of grant eligible expenses	Y	S	Project & Grant Accounting	
300	P&G	Project/Grant Tracking	System allows for tracking direct costs (expense) to project through accounts payable	Y	S	Project & Grant Accounting	
301	P&G	Project/Grant Tracking	System allows for tracking direct costs and indirect costs (encumbrance and expense) to project through journal entries	Y	S	Project & Grant Accounting	
302	P&G	Project/Grant Tracking	System allows for tracking salary and benefit costs (expense) to projects through payroll (based upon actuals, not budgeted amount)	Y	S	Project & Grant Accounting	
303	P&G	Project/Grant Tracking	System will split the cost of projects across various funding sources by Percentage (e.g. 70% grant, 30% bond)	Y	S	Project & Grant Accounting	
304	P&G	Project/Grant Tracking	System will split the cost of projects across various funding sources by Priority (Grant first, local funds next)	Y	S	Project & Grant Accounting	
305	P&G	Project/Grant Tracking	System will split the cost of projects across various funding sources by priority up to limit (example: Charge grant first up to $10,000 then charge local funds)	Y	S	Project & Grant Accounting	
306	P&G	Project/Grant Tracking	Ability to tag certain project costs as reimbursable (e.g., FEMA reimbursements)	Y	S	Project & Grant Accounting	
307	P&G	Project/Grant Tracking	Ability to accumulate and bill for all reimbursable portions of projects	Y	S	Project & Grant Accounting	
308	P&G	Project/Grant Tracking	Track retainage paid to a third party escrow agent that holds money on behalf of the contractor/vendor (Letter of Credit).	Y	S	Project & Grant Accounting	
309	P&G	Project/Grant Tracking	Prevent charges from being allocated to a closed project, sub-project, or phase with the ability to override with the proper security	Y	S	Project & Grant Accounting	

310	P&G	Project/Grant Tracking	Allow or disallow spending of anticipated revenue for each project	Y	S	Project & Grant Accounting	
311	P&G	Project/Grant Tracking	Ability to support retainage on construction projects with appropriate accounting	Y	S	Project & Grant Accounting	
312	P&G	Project/Grant Tracking	Track projected funds set aside for anticipated expenditures in projects (e.g., set aside funds for planned activities as they become known)	Y	S	Project & Grant Accounting	
313	P&G	Project/Grant Tracking	Keep track of the detail related to planned activities (e.g., item description, responsibility, estimated cost, contractor proposal cost, etc.)	Y	S	Project & Grant Accounting	
314	P&G	Project/Grant Tracking	Account for advance planning activities prior to the establishment of a project and transfer the costs to the project after it is established	Y	S	Project & Grant Accounting	
316	P&G	Project/Grant Tracking	System has the ability to maintain an audit trail through the life of the grant	Y	S	Project & Grant Accounting	
317	P&G	Project/Grant Tracking	System has the ability to track income generated by the grant or project	Y	S	Project & Grant Accounting	can track the revenue or expenses through GL accounts or PL strings
318	P&G	Project Revenue	System allows revenue source to be split across multiple projects	Y	S	Project & Grant Accounting	
319	P&G	Project Revenue	System can assign multiple revenues sources to be used for single project	Y	S	Project & Grant Accounting	
320	P&G	Project Revenue	System allows multiple revenue sources to be split across multiple projects (each project has multiple sources)	Y	S	Project & Grant Accounting	
321	P&G	Project Revenue	System will track advance payments on projects/grants	Y	S	Project & Grant Accounting	
322	P&G	Project Revenue	Ability to track, post, and notify for interest related to projects or grants, as applicable (i.e. state or federal grants)	Y	S	Project & Grant Accounting	Interest allocation custom report creation. No nofifications but can accomplish the tracking and posting.
323	P&G	Project Billing	Generates revenue/receivable transactions from grants expenditure data	Y	S	Project & Grant Accounting	
324	P&G	Project Billing	Produces an invoice based on the direct and indirect costs	Y	S	Project & Grant Accounting	
325	P&G	Project Billing	System can generate invoice to bill for any project costs (bill to contractor, citizen, other government, or grant)	Y	S	Project & Grant Accounting	
326	P&G	Project Billing	System can generate invoice for appropriate billable expenses at end of project	Y	S	Project & Grant Accounting	
327	P&G	Project Billing	System can generate invoice for appropriate billable expenses at completion of milestone / phase	Y	S	Project & Grant Accounting	
328	P&G	Project Billing	System can generate invoice for appropriate billable expenses at any point (bill current charges)	Y	S	Project & Grant Accounting	
329	P&G	Project Close	System allows closing sub-project (example: phase) separately from close of entire project	Y	S	Project & Grant Accounting	
330	P&G	Project Close	Allow soft close to project that doesn't allow new expenditures but does allow final cost adjustments	Y	S	Project & Grant Accounting	Could give a user permission to post to closed projects. This will allow them to post the final cost adjustments while other users cannot post to it.
331	P&G	Project Close	Allow the user to specify and control the project closing process through user tables and security	Y	S	Project & Grant Accounting	
332	P&G	Project Close	System has the ability to set account strings as inactive throughout a project lifecycle.	Y	NS		can set certain strings as inactive
333	P&G	Project Close	System provides an automated procedure to purge and archive data for closed projects	Y	S	Project & Grant Accounting	
334	P&G	Project Close	Ability to identify inactive projects as possible closing candidates	Y	S	Project & Grant Accounting	
335	P&G	Project Close	Close and capitalize or expense each project as completed or at end of the fiscal year and make required entries to the asset or expense accounts and work-in-progress accounts and/or construction in progress	Y	S	Project & Grant Accounting	
336	P&G	Project Close	Ability to re-open a closed project with proper security	Y	S	Project & Grant Accounting	
337	P&G	Project Close	Ability to transfer construction-in-progress accounts to fixed asset accounts at project close or completion	Y	S	Project & Grant Accounting	
338	P&G	Project Capitalization	Expenditures for capital project can be identified as capitalized expenses	Y	S	Project & Grant Accounting	
339	P&G	Project Capitalization	Transfers construction-in-progress accounts to fixed asset accounts at project close or completion	Y	S	Project & Grant Accounting	
340	P&G	Project Capitalization	Ability to capitalize asset prior to completion of project	Y	S	Project & Grant Accounting	
341	P&G	Project Capitalization	Ability to cancel incomplete projects that are not capitalized	Y	S	Project & Grant Accounting	
342	P&G	Project Capitalization	System allows creation of asset before project close	Y	S	Project & Grant Accounting	
343	P&G	Project Capitalization	System allows users to determine what costs should be capitalized	Y	S	Project & Grant Accounting	
344	PUR	Purchase Requisition	Each department initiates purchasing process through requisition entry into the system	Y	S	Purchasing	
345	PUR	Purchase Requisition	System accommodates discrete purchase orders (purchase order for specific quantity of good or service)	Y	S	Purchasing	
346	PUR	Purchase Requisition	System accommodates blanket purchase order (purchase order with vendor for specified dollar amount)	Y	S	Purchasing	
347	PUR	Purchase Requisition	Requestor can attach files to requisition at header level, files can be individually printed or printed with document	Y	S	Purchasing	
348	PUR	Purchase Requisition	Purchase requisition allows user to add NIGP commodity code to line item	Y	S	Purchasing	
349	PUR	Purchase Requisition	Purchase requisition allows user to identify project account code on line item	Y	S	Purchasing	
350	PUR	Purchase Requisition	Purchase requisition allows user to allocate a single line item across multiple account codes by percentage	Y	S	Purchasing	
351	PUR	Purchase Requisition	Purchase requisition allows user to identify contract number for requisition	Y	S	Purchasing	
352	PUR	Purchase Requisition	System limits accounts that requestor is available to charge to by role/department with approval from applicable user departments	Y	S	Purchasing	
353	PUR	Purchase Requisition	Allow purchase requisition templates to be created for routine purchases	Y	S	Purchasing	
354	PUR	Purchase Requisition	Allows creation and modification of purchase requisition from existing purchase requisition - (clone entire requisition)	Y	S	Purchasing	

355	PUR	Purchase Requisition	System allows copying and duplicating lines on a purchase requisition	Y	S	Purchasing	
356	PUR	Purchase Requisition	When purchase requisition is submitted, system provides budget check (against account (multiple levels), project, contract)	Y	S	Purchasing	
357	PUR	Purchase Requisition	Budget control can be set to soft error (Warn user but allow)	Y	S	Purchasing	
358	PUR	Purchase Requisition	Budget control can be set to hard error (stops user)	Y	S	Purchasing	
359	PUR	Purchase Requisition	System tracks pre-encumbrances with effective dating (purchase requisitions)	Y	S	Purchasing	
360	PUR	Purchase Requisition	Allow users to create and workflow PO/Service Agreement/Contracts in system prior to beginning of fiscal year. Encumbrance occurs at final approval from Purchasing	Y	S	Purchasing	
361	PUR	Purchase Requisition	System saves purchase requisitions that have not been submitted for workflow	Y	S	Purchasing	
362	PUR	Purchase Requisition	System pre-encumbers saved purchase requisitions	Y	S	Purchasing	
363	PUR	Purchase Requisition	Budget control warnings can be sent through workflow or email to other users (supervisor)	Y	S	Purchasing	
364	PUR	Purchase Requisition	System routes purchase requisition for approval/notification by total dollar amount	Y	S	Purchasing	
365	PUR	Purchase Requisition	System routes purchase requisition for approval/notification by chart of account information (example: department)	Y	S	Purchasing	
366	PUR	Purchase Requisition	System allows users to cancel requisition before it is approved at header or line item level	Y	S	Purchasing	
367	PUR	Purchase Requisition	Cancelled requisitions or cancelled requisition line items release pre-encumbrance	Y	S	Purchasing	
368	PUR	Purchase Requisition	Purchase requisitions can be converted to purchase order	Y	S	Purchasing	
369	PUR	Purchase Requisition	Purchase requisitions can be converted to contracts	Y	S	Purchasing	
370	PUR	Purchase Requisition	Notification sent to end user/requestor after conversion from requisition	Y	S	Purchasing	
371	PUR	Purchase Order	System allows creation of purchase order directly (no purchase requisition)	Y	S	Purchasing	
372	PUR	Purchase Order	System provides audit trail of transactions to show how long it takes to process transactions	Y	S	Purchasing	
373	PUR	Purchase Order	System allows for flexible approval authority (i.e. Legal reviews certain PO's)	Y	S	Purchasing	
374	PUR	Purchase Order	System allows encumbrances to be split across multiple fiscal years (user can identify encumbrance in each fiscal year)	Y	S	Purchasing	
375	PUR	Purchase Order	System performs budget check for purchase orders created without requisition	Y	S	Purchasing	
376	PUR	Purchase Order	Creation of purchase order creates encumbrance	Y	S	Purchasing	
377	PUR	Purchase Order	System provides for approval process for purchase order prior to being sent to vendor:	Y	S	Purchasing	
378	PUR	Purchase Order	Approval process for purchase order can be routed by dollar amount	Y	S	Purchasing	
379	PUR	Purchase Order	System allows for encumbrance of shipping and freight and allows user to add shipping and freight to purchase order	Y	S	Purchasing	
380	PUR	Purchase Order	User can attach files to purchase order at header level, files can be individually printed or printed with document	Y	S	Purchasing	
381	PUR	Purchase Order	Ability to modify or delete attachments prior to final approval	Y	S	Purchasing	
382	PUR	Purchase Order	Purchase order sent to vendor through Email	Y	S	Purchasing	
383	PUR	Purchase Order	Purchase order sent to vendor through hard copy (print and mail)	Y	S	Purchasing	
384	PUR	Purchase Order	Purchase order identifies originator of PO and contact information	Y	S	Purchasing	
385	PUR	Purchase Order	Purchase order identifies alternate contact for PO (other than originator)	Y	S	Purchasing	Requested by field
386	PUR	Purchase Order	Purchase order prints with default contract terms based on type of purchase and commodity code and allow modifications to forms	Y	S	Purchasing	
387	PUR	Purchase Order	System allows purchase orders to be re-sent - System identifies re-printed purchase orders as duplicates	Y	S	Purchasing	
388	PUR	Purchase Order	System has the ability to make payments against a PO or contract in multiple fiscal years at the same time (i.e. pay lines on a PO for this year and last year)	Y	S	Purchasing	with proper permissions
389	PUR	Modify PO/Change Order	Any open purchase order can be modified by change order	Y	S	Purchasing	
390	PUR	Modify PO/Change Order	Departments can initiate request for a change to purchase order for increase quantity or amount	Y	S	Purchasing	
391	PUR	Modify PO/Change Order	Departments can initiate request for a change to purchase order for decrease quantity or amount	Y	S	Purchasing	
392	PUR	Modify PO/Change Order	Departments can initiate request for a change to purchase order for canceling line items	Y	S	Purchasing	
393	PUR	Modify PO/Change Order	Departments can initiate request for a change to purchase order for close entire PO with central Purchasing approval	Y	S	Purchasing	
394	PUR	Modify PO/Change Order	Departments can initiate request for a change to purchase order for adding line items	Y	S	Purchasing	
395	PUR	Modify PO/Change Order	Departments can initiate request for a change to purchase order for change of chart of account string	Y	S	Purchasing	
396	PUR	Modify PO/Change Order	Requests to change purchase order routed through workflow	Y	S	Purchasing	
397	PUR	Modify PO/Change Order	Request to change purchase order (for increase) pre-encumbers funds	Y	S	Purchasing	
398	PUR	Modify PO/Change Order	Request to change purchase order (for decrease) release encumbrance when change request is approved	Y	S	Purchasing	
399	PUR	Modify PO/Change Order	Approval of change to purchase order encumbers funds or releases encumbrance of funds	Y	S	Purchasing	
400	PUR	Modify PO/Change Order	Printing of modified purchase order clearly labels that purchase order has been changed	Y	S	Purchasing	
401	PUR	Modify PO/Change Order	Purchase order identifies information that was changed on header and line item	Y	S	Purchasing	
402	PUR	Modify PO/Change Order	System identifies revised purchase orders and indicates all changes that have been made	Y	S	Purchasing	
403	PUR	Modify PO/Change Order	When printing modified purchase order, all information and comments on original purchase order are reproduced on modified purchase order	Y	S	Purchasing	
404	PUR	Modify PO/Change Order	Ability to track the number of times a PO has been modified	Y	S	Purchasing	
405	PUR	Purchasing Cards	System provides automatic transfer of information from bank with purchasing card transaction details	Y	S	Purchasing	
406	PUR	Purchasing Cards	System allows customizable fields to add description of purchase	Y	S	Purchasing	
407	PUR	Purchasing Cards	System allows users to identify correct account for each p-card transaction	Y	S	Purchasing	

408	PUR	Purchasing Cards	System allows users to identify correct project (including sub-project) for each p-card transaction	Y	S	Purchasing	
409	PUR	Purchasing Cards	System allows users to identify correct contract for each p-card transaction	Y	S	Purchasing	
410	PUR	Purchasing Cards	System allows users to identify correct purchase order for each p-card transaction	Y	S	Purchasing	
411	PUR	Purchasing Cards	System allows users to identify correct vendor for each p-card transaction	Y	S	Purchasing	
412	PUR	Purchasing Cards	System allows users to identify correct Work order for each p-card transaction	Y	S	Purchasing	
413	PUR	Purchasing Cards	System allows payment of purchase order with p-card	Y	S	Purchasing	
414	PUR	Purchasing Cards	System allows multiple accounts for each p-card transaction	Y	S	Purchasing	
415	PUR	Purchasing Cards	System automatically identifies vendor based on file from bank	Y	S	Purchasing	
416	PUR	Purchasing Cards	System provides workflow approval of p-card transactions	Y	S	Purchasing	
417	PUR	Purchasing Cards	Add purchase documentation	Y	S	Purchasing	
418	PUR	End of Year Process	Any open purchase orders at year end can be rolled to next fiscal year	Y	S	Purchasing	
419	PUR	End of Year Process	Any open purchase order rolled to next fiscal year can roll associated encumbered budget to next fiscal year	Y	S	Purchasing	
420	PUR	End of Year Process	Any open purchase order can be paid out of old fiscal year in new year prior to old fiscal year close	Y	S	Purchasing	
421	PUR	End of Year Process	Closed purchase orders at end of year release encumbrance on budget and contract	Y	S	Purchasing	
422	PUR	Contract Set Up	Workflow approval process for establishing contract is determined by chart of accounts (example: department)	Y	S	Contract Management	
423	PUR	Contract Set Up	Workflow approval process for establishing contract is determined by type of contract, thresholds, applicable departments, etc.	Y	S	Contract Management	
424	PUR	Contract Set Up	Workflow approval process for establishing contract is determined by dollar amount	Y	S	Contract Management	
425	PUR	Contract Set Up	Contract module can track payment schedules	Y	S	Contract Management	
426	PUR	Contract Set Up	System allows option of encumbering value of contract or not encumbering	Y	S	Contract Management	
427	PUR	Contract Set Up	System allows encumbrances to be split across multiple fiscal years (user can identify encumbrance in each fiscal year)	Y	S	Contract Management	
428	PUR	Contract Set Up	System allows users to attach files to contract	Y	S	Contract Management	
429	PUR	Contract Set Up	System tracks non-purchasing contracts (example: economic development agreements)	Y	S	Contract Management	
431	PUR	Contract Administration	System can apply purchase orders/requisitions against contracts	Y	S	Contract Management	
432	PUR	Contract Administration	Purchase orders encumber funds against a contract	Y	S	Contract Management	
433	PUR	Contract Administration	The system tracks service performance against a contract (e.g., milestones and/or deliverables).	Y	S	Contract Management	
434	PUR	Contract Administration	The system tracks and auto flag contract expiration dates with sufficient lead time to extend or re-solicit contract.	Y	S	Contract Management	
435	PUR	Contract Administration	Contract tracks and manages payment schedule required by contract and creates payment request automatically	Y	S	Contract Management	
436	PUR	Contract Administration	System tracks contract renewal options	Y	S	Contract Management	
437	PUR	Contract Administration	System notifies users of upcoming renewal or expiration with customizable time periods	Y	S	Contract Management	
438	PUR	Contract Administration	System tracks contract bonding information	Y	S	Contract Management	
439	PUR	Contract Administration	System has the ability to accommodate electronic signatures for contractual purposes, (for internal and external users)	Y	TPS	Contract Management	With Tyler Secure Signature Services connected to a third party signature routing product (like docusign)
440	PUR	Bid & Quote	System can send bid notices electronically	Y	S	Bid Management	
441	PUR	Bid & Quote	System sends bid invitations to be sent to pre-approved vendors	Y	S	Bid Management	
442	PUR	Bid & Quote	System allows registered vendors to request a solicitation not linked to their commodity code	Y	S	Bid Management	
443	PUR	Bid & Quote	System allows a buyer to create a list of vendors to be invited for a specific bid/ quote regardless of commodity code	Y	S	Bid Management	
444	PUR	Bid & Quote	Stores contract terms for creation of solicitations in the system	Y	S	Bid Management	
445	PUR	Bid & Quote	Vendors can submit questions, clarifications, requests for information regarding a specific bid to the buyer in the bid/ quote/ proposal portal	Y	S	Bid Management	
446	PUR	Bid & Quote	Buyer can reply to vendor question via bid/quote/proposal portal, either directly to vendor, or post to quote/bid/proposal for all vendors	Y	S	Bid Management	
447	PUR	Bid & Quote	System allows for creation of distribution lists by type (commodity code, location of vendor, service, product type, pre-qualified vendors)	Y	S	Bid Management	Auto-find or manually added vendors
448	PUR	Bid & Quote	System allows bid document (that is sent to vendors) to be created in the system that includes:				
449	PUR	Bid & Quote	Standard contract terms and conditions (multiple)	Y	S	Bid Management	
450	PUR	Bid & Quote	Bid instructions	Y	S	Bid Management	
451	PUR	Bid & Quote	Bid specifications	Y	S	Bid Management	
452	PUR	Bid & Quote	Pricing submission specifications	Y	S	Bid Management	
453	PUR	Bid & Quote	Bid guidelines	Y	S	Bid Management	
454	PUR	Bid & Quote	Other documents that are uploaded into system	Y	S	Bid Management	
455	PUR	Bid & Quote	System allows vendors to submit revised bid	Y	S	Bid Management	
456	PUR	Bid & Quote	System allows vendors to submit multiple bids	Y	S	Bid Management	
457	PUR	Bid & Quote	System has the ability to restrict vendors from submitting multiple bids for the same project without approval	Y	S	Bid Management	Within Vendor Access, only 1 proposal can be submitted for a specific bid per vendor.
458	PUR	Bid & Quote	System can record and maintain time, date of submitted bids	Y	S	Bid Management	
459	PUR	Vendor Performance	Tracks vendor performance including number of complaints	Y	S	Purchasing	
460	PUR	Vendor Performance	Allow vendors to be flagged as "debarred" or "not to do business with", etc. - At a department level.	Y	S	Purchasing	
461	PUR	Vendor Self-Service	Vendors are required to submit certain data when registering (example: W-9, contact info, payment information, etc.)	Y	S	Vendor Access	
462	PUR	Vendor Self-Service	System will notify user through workflow or notification of a duplicate vendor entry.	Y	S	Vendor Access	Users in Vendor Acccess will be notified that the vendor already exists and prevented from re-registering. A separate path is offered for additional accounts associated with the same vendor.

463	PUR	Vendor Self-Service	Vendor self-service transactions require County approval prior to posting	Y	S	Vendor Access	
464	PUR	Vendor Self-Service	Vendor self-service capabilities allows vendors to perform the following actions:				
465	PUR	Vendor Self-Service	Register with County	Y	S	Vendor Access	
466	PUR	Vendor Self-Service	Change address	Y	S	Vendor Access	
467	PUR	Vendor Self-Service	Update email address	Y	S	Vendor Access	
468	PUR	Vendor Self-Service	Identify appropriate email address or addresses for purchase orders, bids, other notifications, etc.	Y	S	Vendor Access	
469	PUR	Vendor Self-Service	Add alternate address and all information for alternate site	Y	S	Vendor Access	
470	PUR	Vendor Self-Service	Confirm vendor certification category	Y	S	Vendor Access	
471	PUR	Vendor Self-Service	Indicate type of work offered (type, commodity code)	Y	S	Vendor Access	
472	PUR	Vendor Self-Service	Contact information (phone, web, email) for multiple contacts	Y	S	Vendor Access	
473	PUR	Vendor Self-Service	Identity payment preference and information (ach, p-card)	Y	S	Vendor Access	
474	PUR	Vendor Self-Service	Submit bids electronically	Y	S	Vendor Access	
475	PUR	Vendor Self-Service	Vendors can view and open upcoming solicitations	Y	S	Vendor Access	
477	PUR	Vendor File	System uses one vendor file for purchasing and accounts payable	Y	S	Purchasing	
478	PUR	Vendor File	System prevents duplicate vendors by preventing duplicate vendor tax ID	Y	S	Purchasing	
481	PUR	Vendor File	System allows users (with security access) to temporarily deactivate a vendor separately from the purchasing and AP process	Y	S	Purchasing	
482	PUR	Vendor File	System allows users (with security access) to merge two vendors	Y	S	Purchasing	
483	PUR	Vendor File	Supports Parent/Child relationships for vendor records	Y	S	Purchasing	
484	PUR	Vendor File	Maintains multiple address types	Y	S	Purchasing	
485	PUR	Vendor File	Maintains multiple location addresses for each vendor	Y	S	Purchasing	
486	PUR	Vendor File	System can accommodate foreign addresses	Y	S	Purchasing	
487	PUR	Vendor File	System identifies default payment remittance address	Y	S	Purchasing	
488	PUR	Vendor File	System identifies 1099 vendors	Y	S	Purchasing	
489	PUR	Vendor File	System identifies cumulative purchase history by vendor to identify common vendors	Y	S	Purchasing	
490	PUR	Vendor File	System identifies one time vendors - vendors set up in normal vendor file but identified as one-time vendor for easier data entry and system search functions	Y	S	Purchasing	
491	PUR	Vendor File	System allows changing status of one time vendor to "real" vendor	Y	S	Purchasing	
492	PUR	Vendor File	System allows placing all payments to vendor on hold	Y	S	Purchasing	
493	PUR	Vendor File	Vendor file stores vendor payment preference (ACH or check)	Y	S	Purchasing	
494	PUR	Vendor File	System allows payment by wire to be segregated from normal AP process	Y	S	Purchasing	
495	PUR	Vendor File	Vendor file needs to hold EFT information such as bank account and routing information, account type and file type (CCD, CTX, etc.)	Y	S	Purchasing	
496	PUR	Vendor File	Vendor has the ability to add attachments (i.e. W-9, EFT authorization form, etc.)	Y	S	Purchasing	
497	PUR	Vendor File	Vendor files can identify terms and conditions that are applied to purchase orders for that vendor	Y	S	Purchasing	
498	PUR	Vendor File	System supports vendor assignment of payables (i.e. sub-contractor is paid instead of primary vendor or tax liens are paid first before vendor)	Y	S	Purchasing	
499	PUR	Refunds	System processes refunds to one time customers	Y	S	Purchasing	
500	PUR	Refunds	System allows upload of refund payments from other system	Y	S	Purchasing	
501	PUR	Refunds	System interfaces to third party system to upload refund payments	Y	S	Purchasing	
502	PUR	Receiving/ Matching	Supports 2 way matching (purchase order, invoice)	Y	S	Purchasing	
503	PUR	Receiving/ Matching	Supports 3 way matching (purchase order, invoice, packing slip/receiving doc)	Y	S	Purchasing	
504	PUR	Receiving/ Matching	System provides workflow approval for invoice for services and other purchase goods/services without receipt	Y	S	Purchasing	
505	PUR	Receiving/ Matching	Matching occurs at line item detail level	Y	S	Purchasing	
506	PUR	Receiving/ Matching	System allows tolerance on PO price and invoice price for matching based on Percentage (example: invoice can't be greater than 110% of purchase order)	Y	S	Purchasing	
507	PUR	Receiving/ Matching	System allows tolerance on PO price and invoice price for matching based on Percentage and limit (example: invoice can't be greater than 110% of purchase order or $500 (whichever is greater)	Y	S	Purchasing	
508	PUR	Receiving/ Matching	System provides notification when match does not occur	Y	S	Purchasing	
509	PUR	Accounts Payable	System fills information for invoice from purchase order	Y	S	Accounts Payable	
510	PUR	Accounts Payable	System allows entering of direct claims without purchase order	Y	S	Accounts Payable	
511	PUR	Accounts Payable	System provides workflow approval path for Invoices from purchase orders	Y	S	Accounts Payable	
512	PUR	Accounts Payable	System provides workflow approval path for Invoices without purchase orders	Y	S	Accounts Payable	
513	PUR	Accounts Payable	Invoices routed through workflow for approval based on amount	Y	S	Accounts Payable	
514	PUR	Accounts Payable	Invoice routed through workflow based on point of entry (entered by department vs. AP)	Y	S	Accounts Payable	
515	PUR	Accounts Payable	Invoices routed through workflow for approval based on PO vs no PO	Y	S	Accounts Payable	
516	PUR	Accounts Payable	Invoices routed through workflow for approval based on chart of account information	Y	S	Accounts Payable	
517	PUR	Accounts Payable	Supports partial payments (partial payment of invoice - for example not all items on invoice received)	Y	S	Accounts Payable	
518	PUR	Accounts Payable	System supports applying credit memo to invoice for incorrect invoices	Y	S	Accounts Payable	
519	PUR	Accounts Payable	Allow payment of multiple purchase orders from one invoice	Y	S	Accounts Payable	
520	PUR	Accounts Payable	Allow multiple invoices to be received and processed for one purchase order	Y	S	Accounts Payable	
521	PUR	Accounts Payable	System will automatically check for duplicate invoice numbers from the same vendor and give a warning	Y	S	Accounts Payable	
522	PUR	Accounts Payable	System allows files to be attached in the system to the invoice (scanned image of invoice)	Y	S	Accounts Payable	
523	PUR	Accounts Payable	System allows for terms and discount and will calculate/process automatically	Y	S	Accounts Payable	
524	PUR	Accounts Payable	Allow partial payments against a single line even if quantity is one	Y	S	Accounts Payable	
525	PUR	Accounts Payable	After approval, schedule invoices for payment based on invoice date (example: 45 days after invoice date)	Y	S	Accounts Payable	
526	PUR	Accounts Payable	After approval, schedule invoices for payment based on date entered by AP clerk	Y	S	Accounts Payable	
527	PUR	Accounts Payable	After approval, schedule invoices for payment based on grouping of invoices (example: employee reimbursement)	Y	S	Accounts Payable	

528	PUR	Accounts Payable	The system prints checks on blank check stock	Y	S	Accounts Payable	
529	PUR	Accounts Payable	System produces check with business name	Y	S	Accounts Payable	
530	PUR	Accounts Payable	The system prints checks with MICR encoding	Y	S	Accounts Payable	
531	PUR	Accounts Payable	The system prints checks with electronic signatures	Y	S	Accounts Payable	
532	PUR	Accounts Payable	System has the ability to hide electronic signature based on a parameter (i.e. all checks over $5000 should be hand signed)	Y	S	Accounts Payable	
533	PUR	Accounts Payable	System will pay vendors electronically (ACH, wire transfer, etc.) using standard NACHA formats (ctx).	Y	S	Accounts Payable	
534	PUR	Accounts Payable	System allows printing of checks without any impact on other users in system	Y	S	Accounts Payable	
535	PUR	Accounts Payable	The system prints checks based on regular schedule	Y	S	Accounts Payable	
536	PUR	Accounts Payable	The system prints on-demand checks (single check printing)	Y	S	Accounts Payable	
537	PUR	Accounts Payable	The system creates/sorts checks based upon chart of account information (example: fund or department)	Y	S	Accounts Payable	
538	PUR	Accounts Payable	The system creates/sorts checks based upon vendor	Y	S	Accounts Payable	
539	PUR	Accounts Payable	The system creates/sorts checks based upon payment type (employee reimbursement, one time vendors, refund, etc.)	Y	S	Accounts Payable	
540	PUR	Accounts Payable	System sends electronic remittance advice for EFT payments to vendor through email	Y	S	Accounts Payable	
541	PUR	Accounts Payable	Electronic remittance should be encrypted and verified through security and workflow.	Y	S	Accounts Payable	
542	PUR	Accounts Payable	System permits users to select to pay one invoice per check (issue multiple checks to one vendor in a single check run).	Y	S	Accounts Payable	
543	PUR	Accounts Payable	System combines multiple invoice payments onto one check (issue one check for multiple invoices in a single check run)	Y	S	Accounts Payable	
544	PUR	Accounts Payable	System itemizes invoices (including the vendor invoice number) on the remittance advice	Y	S	Accounts Payable	
545	PUR	Accounts Payable	System allows users to place a payment on hold	Y	S	Accounts Payable	
546	PUR	Accounts Payable	Enter broadcast messages which appears on all AP check stubs	Y	S	Accounts Payable	
547	PUR	Accounts Payable	System allows for importing of transactional data from spreadsheet	Y	S	Accounts Payable	
548	PUR	Accounts Payable	Users may enter a message for one specific vendor which appears on that specific check stub	Y	S	Accounts Payable	
549	PUR	Accounts Payable	System supports positive pay	Y	S	Accounts Payable	
550	PUR	Accounts Payable	System Supports Payee positive pay	Y	S	Accounts Payable	
551	PUR	Accounts Payable	Import abilities - reoccurring monthly bills for multiple departments	Y	S	Accounts Payable	
552	PUR	Recurring Payments	System supports creation of template for recurring AP invoices with pre-defined account distribution	Y	S	Accounts Payable	
553	PUR	Retention	System automatically calculates retention amount and removes from invoice	Y	S	Accounts Payable	
554	PUR	Retention	System automatically applies retention amounts to invoice payments from vendor file	Y	S	Accounts Payable	
555	PUR	Retention	System automatically applies retention amounts to invoice payments from contract	Y	S	Accounts Payable	
556	PUR	Retention	System automatically applies retention amounts to invoice payments from purchase order	Y	S	Accounts Payable	
557	PUR	Retention	System can release retention by selected payments	Y	S	Accounts Payable	
558	PUR	Retention	System can release retention by amount	Y	S	Accounts Payable	
559	PUR	Retention	Ability to link third-party vendor (bank) holding retainage with vendor providing services	Y	S	Accounts Payable	
560	PUR	Retention	Allow support for retention payment to two separate vendors	Y	S	Accounts Payable	
561	PUR	Retention	System can change the retention percentage based on the amount of work completed in the project	Y	S	Contract Management	
562	PUR	Void and Cancel	System allows user to cancel warrant and system makes all correct accounting entries to reverse payment, including contract balances	Y	S	Accounts Payable	
563	PUR	Void and Cancel	System allows user to void check and re-issue replacement check	Y	S	Accounts Payable	
564	PUR	Void and Cancel	System allows users to cancel current and prior fiscal year checks and have the system automatically credit back designated accounts	Y	S	Accounts Payable	
565	PUR	Void and Cancel	System has capability to track and report on stale dated items	Y	S	Accounts Payable	
566	PUR	Void and Cancel	Ability to verify TIN's, names, and addresses prior to 1099 reporting to correct minor spelling errors etc.	Y	S	Accounts Payable	
567	PUR	Tax Reporting	Monitors cumulative payments to 1099 vendors	Y	S	Accounts Payable	
568	PUR	Tax Reporting	On-demand 1099 form generation	Y	S	Accounts Payable	
569	PUR	Tax Reporting	System generates 1099 for multiple entities	Y	S	Accounts Payable	
570	PUR	Tax Reporting	Collects necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file)	Y	S	Accounts Payable	
571	PUR	Tax Reporting	System generates 1099-Misc	Y	S	Accounts Payable	
572	PUR	Tax Reporting	System generates 1099-NEC	Y	S	Accounts Payable	
573	PUR	Tax Reporting	System generates 1099-G	Y	S	Accounts Payable	
574	PUR	Tax Reporting	System to print collected 1099 payments into appropriate reporting boxes, i.e., rent, non-employee compensation, etc.	Y	S	Accounts Payable	
575	PUR	Tax Reporting	System generates 1099 with a name associated with Federal ID	Y	S	Accounts Payable	
576	PUR	Tax Reporting	System included State related forms as well	Y	S	Accounts Payable	
577	PUR	Tax Reporting	System can produce electronic file to send 1099 related forms to IRS	Y	S	Accounts Payable	
578	AM	Asset Tracking	System is used to track capitalized items	Y	S	Capital Assets	
579	AM	Asset Tracking	System is used to track non-capitalized items	Y	S	Capital Assets	
580	AM	Asset Tracking	System used to track County owned land	Y	S	Capital Assets	
581	AM	Asset Tracking	System accommodates a continuing property record for capitalized assets that records at a minimum, department, # units, useful life, acquisition cost, funding source, category, comment section	Y	S	Capital Assets	
582	AM	Asset Tracking	System accommodates a continuing property record for mass assets	Y	S	Capital Assets	
583	AM	Asset Tracking	Ability to identify an assets as grant funded, and the specific funding source (i.e. grant)	Y	S	Capital Assets	
584	AM	Asset Tracking	Ability to categorize mass assets (i.e. thousands of assets but in an individualize group- example of 50ft pole.)	Y	S	Capital Assets	
585	AM	Asset Tracking	Ability to provide bar code labeling	Y	S	Assets Mobile	Via optionally proposed Assets Mobile
586	AM	Asset Tracking	Ability to record insurance information including:				
587	AM	Asset Tracking	Insurance company name	Y	S	Capital Assets	
588	AM	Asset Tracking	Insurance company address	Y	S	Capital Assets	
589	AM	Asset Tracking	Insurable value	Y	S	Capital Assets	
590	AM	Asset Tracking	Policy number	Y	S	Capital Assets	
591	AM	Asset Tracking	Policy period (term)	Y	S	Capital Assets	
592	AM	Asset Tracking	Type of coverage	Y	S	Capital Assets	
593	AM	Asset Tracking	Liability limits	Y	S	Capital Assets	
594	AM	Asset Tracking	Premium	Y	S	Capital Assets	
595	AM	Asset Tracking	Deductibles	Y	S	Capital Assets	

597	AM	Asset Tracking	System has the ability to track and manage and report on the replacement value of the asset	Y	S	Capital Assets	
598	AM	Asset Tracking	Ability to track lease purchases	Y	S	Capital Assets	
599	AM	Asset Tracking	County leases Building/property can be tracked	Y	S	Capital Assets	
600	AM	Asset Tracking	Ability to track warranty information	Y	S	Capital Assets	
601	AM	Asset Tracking	Ability to attach an image of the asset to the record	Y	S	Capital Assets	
602	AM	Asset Tracking	Ability to integrate or interface with GIS software	Y	S	GIS, Capital Assets	Via GIS
603	AM	Asset Tracking	Ability to maintain information about the condition of the asset (e.g., good, idle, obsolete and broken)	Y	S	Capital Assets	
604	AM	Asset Tracking	Ability to record assets into user-defined categories (e.g. annual financial report categories)	Y	S	Capital Assets	
605	AM	Asset Tracking	Ability to maintain accountability and reporting of fixed assets that have actually been granted to, or owned by, another entity.	Y	S	Capital Assets	
606	AM	Asset Tracking	Ability to track non-capitalized assets below the fixed asset threshold (i.e. $5,000).	Y	S	Capital Assets	
607	AM	Asset Tracking	Vehicle Tracking	Y	S	Capital Assets	
608	AM	Asset Tracking	System has the ability to link accounts payable data with the capital assets records	Y	S	Capital Assets	
609	AM	Asset Set Up	Identifies assets based on capitalization threshold (and different threshold for each asset type)	Y	S	Capital Assets	
610	AM	Asset Set Up	Asset can have multiple account distributions (including multiple funds)	Y	S	Capital Assets	
611	AM	Asset Set Up	System accommodates parent child relationships for assets	Y	S	Capital Assets	
612	AM	Asset Set Up	System must link component units (parent/child relationship) whereby each component maintains its own financial and historical information and depreciable life	Y	S	Capital Assets	
613	AM	Asset Set Up	If asset is replacement of other asset, it references old asset	Y	S	Capital Assets	
614	AM	Asset Set Up	Asset tracks expiration date of asset	Y	S	Capital Assets	
615	AM	Asset Set Up	Assets identify custodian for asset (employee linked to asset) (example: cell phone identifies user)	Y	S	Capital Assets	
616	AM	Asset Set Up	Assets identify non-employee for asset custodian	Y	S	Capital Assets	
617	AM	Asset Acquisition	Allows effective date posting for asset acquisition	Y	S	Capital Assets	
618	AM	Asset Acquisition	System identifies potential fixed assets from purchasing module by chart of accounts (example: purchased from capital account)	Y	S	Capital Assets	
619	AM	Asset Acquisition	System identifies potential fixed assets from purchasing module by dollar amount	Y	S	Capital Assets	
620	AM	Asset Acquisition	System identifies potential fixed assets from purchasing module manually (user flags purchase as fixed asset)	Y	S	Capital Assets	
621	AM	Asset Acquisition	System identifies potential fixed assets from accounts payable module by chart of accounts (example: payment from capital account)	Y	S	Capital Assets	
622	AM	Asset Acquisition	System identifies potential fixed assets from accounts payable module by dollar amount	Y	S	Capital Assets	
623	AM	Asset Acquisition	System allows creation of asset manually that does not flow through purchasing or accounts payable (for example: asset below threshold or donated asset)	Y	S	Capital Assets	
624	AM	Asset Acquisition	System is able to copy an asset record to create a similar asset record	Y	S	Capital Assets	
625	AM	Asset Acquisition	System is able to upload multiple assets from Excel file (or other flat file)	Y	S	Capital Assets	
626	AM	Asset Acquisition	System is able to identify/record all capitalize costs associated with the construction or purchase/acquisition of an asset (from project accounting)	Y	S	Capital Assets	
627	AM	Asset Acquisition	Ability to calculate and capitalize interest	Y	S	Capital Assets	
628	AM	Asset Acquisition	System allows users to identify/classify costs as capitalized costs / non capitalized costs	Y	S	Capital Assets	
629	AM	Asset Modification	System can track improvements to the asset and keep a detailed record of specific improvements	Y	S	Capital Assets	
630	AM	Physical Inventory	System produces asset list by department for physical inventory	Y	S	Inventory	
631	AM	Physical Inventory	System produces asset list by location for physical inventory	Y	S	Inventory	
632	AM	Physical Inventory	System produces asset list by category for physical inventory	Y	S	Inventory	
634	AM	Disposal	Upon disposal, system calculate partial period depreciation and generate appropriate profit/loss calculation	Y	S	Capital Assets	
635	AM	Disposal	System stores information on disposed assets	Y	S	Capital Assets	
636	AM	Disposal	System provides workflow approval/notification for disposed assets	Y	S	Capital Assets	
637	AM	Transfer	System allows assets to be transferred from one Department/ Fund to another	Y	S	Capital Assets	
638	AM	Depreciation	System automatically calculates depreciation in accordance with the depreciation method and convention designated for an asset	Y	S	Capital Assets	
639	AM	Depreciation	System can simulate depreciation calculations without being required to post the results	Y	S	Capital Assets	
640	AM	Depreciation	System provides the straight line depreciation method	Y	S	Capital Assets	
641	AM	Depreciation	System prevents the depreciating of an asset's value below zero	Y	S	Capital Assets	
642	AM	Depreciation	Depreciation calculated at End of fiscal Year	Y	S	Capital Assets	
643	AM	Depreciation	Depreciation calculated at End of Month	Y	S	Capital Assets	
644	AM	Depreciation	System calculates pro-rated depreciation for assets sold mid-year or mid-month	Y	S	Capital Assets	When an asset is retired the system will depreciate up to the month of retirement. Mid Month is not supported, only full months of depreciation can be taken.
645	AM	Depreciation	System can designate some assets as non-depreciable (i.e., land, assets not in use)	Y	S	Capital Assets	
646	AM	Depreciation	System has the ability to split a capital assets between multiple (two or more) departments and split the depreciation expense	Y	S	Capital Assets	
647	AM	Depreciation	Ability to reduce the value of a capital asset, and re-set the depreciation schedule accordingly. (i.e. county sales a piece of an assets, and the total value of the assets needs to be reduced)	Y	S	Capital Assets	
648	INV	General Requirements	System has the ability to create a journal entry to charge internal departments based upon inventory draw downs	Y	S	Inventory	
649	INV	General Requirements	System has the ability to create a receivable to charge external customers based upon inventory draw downs	Y	S	Inventory	With proper setup
650	INV	General Requirements	System can establish, maintain, adjust, delete and view inventory stock item records in real time with appropriate security.	Y	S	Inventory	
651	INV	General Requirements	System ties inventory functionality directly to work orders for the purpose of creating reservations and requisitions from inventory	Y	S	Asset Maintenance, Inventory	
652	INV	General Requirements	System must restrict and track an inventory requisition by:				

653	INV	General Requirements	WO number	Y	S	Asset Maintenance, Inventory	
655	INV	General Requirements	Requisition number	Y	S	Inventory	
656	INV	General Requirements	PO number	Y	S	Inventory	
657	INV	General Requirements	Transfers or other user defined fields	Y	S	Inventory	
658	INV	General Requirements	System supports online requisitioning of inventory items	Y	S	Inventory	Pick ticket
659	INV	General Requirements	Converts to shopping cart for order filling	Y	S	Inventory	
660	INV	General Requirements	System supports an online receiving process of vendor items	Y	S	Inventory	
661	INV	General Requirements	Supports online distribution of received orders to inventory placement	Y	S	Inventory	
662	INV	General Requirements	Ability to charge out stock withdrawn from inventory to the requesting department.	Y	S	Inventory	
663	INV	General Requirements	Ability to maintain and track the following information for inventory items:				
664	INV	General Requirements	Item description (short)	Y	S	Inventory	
665	INV	General Requirements	Text description (long)	Y	S	Inventory	
666	INV	General Requirements	Stock or Non-Stock Item	Y	S	Inventory	
667	INV	General Requirements	Unit of measure	Y	S	Inventory	
668	INV	General Requirements	Unit Cost	Y	S	Inventory	
669	INV	General Requirements	Actual price	Y	S	Inventory	
670	INV	General Requirements	Average price (calculated value)	Y	S	Inventory	
671	INV	General Requirements	Primary Vendors	Y	S	Inventory	
672	INV	General Requirements	Min-Max Points	Y	S	Inventory	
673	INV	General Requirements	Quantity on hand	Y	S	Inventory	
674	INV	General Requirements	Quantity on order	Y	S	Inventory	
675	INV	General Requirements	Commodity code	Y	S	Inventory	
676	INV	General Requirements	Other user defined fields	Y	S	Inventory	
677	INV	General Requirements	Ability to maintain an audit trail of all inventory processes.	Y	S	Inventory	Item audits, and transaction history
678	INV	General Requirements	Ability to allow inventory to be classified by purchasing commodity code.	Y	S	Inventory	
679	INV	General Requirements	Supports formalized receiving process	Y	S	Inventory	
680	INV	General Requirements	Supports an online inventory order fill process	Y	S	Inventory	
681	INV	General Requirements	Ability to provide the following inventory costing methods:				
682	INV	General Requirements	Actual cost	Y	S	Inventory	Normal average cost
683	INV	General Requirements	Average weighted cost	Y	S	Inventory	Average cost across locations
684	INV	General Requirements	Ability to provide a reorder process for all, or selected, stock items including electronic request and approval	Y	S	Inventory	
685	INV	General Requirements	Ability to perform the following transactions on stock requisitions:				
686	INV	General Requirements	Edit/modify	Y	S	Inventory	
687	INV	General Requirements	Return	Y	S	Inventory	
688	INV	General Requirements	Cancel	Y	S	Inventory	
689	INV	Physical Inventory	Ability to select and sequence physical inventory and cycle count documents.	Y	S	Inventory	
690	INV	Physical Inventory	System supports annual, monthly, biannual or on-demand inventory count processes	Y	S	Inventory	
691	INV	Physical Inventory	Ability to freeze inventory to prevent inventory action within the building.	Y	S	Inventory	
692	INV	Physical Inventory	Ability to print inventory worksheets by user selectable criteria (e.g., no zero quantity items)	Y	S	Inventory	
693	INV	Physical Inventory	Ability to issue parts or inventory while doing inventory counts	Y	S	Inventory	
694	INV	Physical Inventory	System generates worksheets for physical inventory of capitalized and non-capitalized assets.	Y	S	Inventory	
695	INV	Physical Inventory	At time of requisition, system generates scannable barcode/sticker for asset tracking	Y	S	Inventory	Inventory barcodes can be generated from the Item file. As long as the item exists, the barcode can be printed, but not from the requisition itself.
696	INV	Physical Inventory	System produces asset list by the following for physical inventory:				
697	INV	Physical Inventory	Location	Y	S	Inventory	
698	INV	Physical Inventory	Sub-Location	Y	S	Inventory	
699	CB	General	Ability to recognize or accommodate:				
700	CB	General	Revenue earned and billed	Y	S	Accounts Receivable, General Billing	
701	CB	General	Revenue earned, but not billed	Y	S	Accounts Receivable, General Billing	
702	CB	General	Revenue previously reported as deferred	Y	S	Accounts Receivable, General Billing	
703	CB	General	Estimated revenue	Y	S	Accounts Receivable, General Billing	
704	CB	General	Projecting cash flow of receipts based on historical data by accounts receivable type	Y	S	Accounts Receivable, General Billing	
705	CB	General	Payments received but not earned (i.e. advance grants, at the begin of a project)	Y	S	Accounts Receivable, General Billing	Deposits
706	CB	General	Ability to receive all forms all forms of payment including (EFTs, ACHs, wires, cash) for customer payments	Y	S	Accounts Receivable, General Billing	
707	CB	General	System has the ability to process credit card payments, online	Y	S	Resident Access, Tyler Payments	Via optionally proposed Resident Access
708	CB	General	Ability to support a centralized County Collections group, receiving payments for a wide variety of County goods and services using a single customer master file across all systems.	Y	S	Accounts Receivable, General Billing	
709	CB	General	Ability to have separate bank accounts	Y	S	Accounts Receivable, General Billing	
710	CB	General	System should provide method of user defined structures for classifying customers into unique groups (e.g., developer's hydrant meters usage)	Y	S	Accounts Receivable, General Billing	
711	CB	General	Ability to add attachments such as supporting documentation to transactions	Y	S	Accounts Receivable, General Billing	

712	CB	Customer File	Allow customer to create profile via online portal and cross reference to ensure the customer does not already have an account	Y	S	Resident Access	Via optionally proposed Resident Access
713	CB	Customer File	Ability to mask certain fields (e.g., social security number)	Y	S	Accounts Receivable, General Billing	
714	CB	Customer File	System has the ability to mask sensitive support documents that are uploaded into the system	Y	S	Content Manager	Via Content Manager
715	CB	Customer File	Ability to configure system for required data entry fields	Y	S	Accounts Receivable, General Billing	Where applicable, user defined
716	CB	Customer File	Ability to record the following customer information:				
717	CB	Customer File	Balance forward or open items	Y	S	Accounts Receivable, General Billing	
718	CB	Customer File	Last account activity	Y	S	Accounts Receivable, General Billing	
719	CB	Customer File	Multiple contact names	Y	S	Accounts Receivable, General Billing	
720	CB	Customer File	Multiple email addresses	Y	S	Accounts Receivable, General Billing	
721	CB	Customer File	Multiple ID's (cross reference to feeder systems)	Y	S	Accounts Receivable, General Billing	
722	CB	Customer File	Social Security Number or Tax ID Number	Y	S	Accounts Receivable, General Billing	
723	CB	Customer File	Tax exempt status	Y	S	Accounts Receivable, General Billing	
724	CB	Customer File	User-Defined ID Number (e.g., property index number)	Y	S	Accounts Receivable, General Billing	
725	CB	Customer File	Multiple Phone numbers (e.g., office, cell, etc.)	Y	S	Accounts Receivable, General Billing	
726	CB	Customer File	Multiple Addresses	Y	S	Accounts Receivable, General Billing	
727	CB	Customer File	Address Type	Y	S	Accounts Receivable, General Billing	
728	CB	Customer File	Current and unpaid late payment penalty and interest charges	Y	S	Accounts Receivable, General Billing	
729	CB	Customer File	Balance due	Y	S	Accounts Receivable, General Billing	
730	CB	Customer File	Last payment amount	Y	S	Accounts Receivable, General Billing	
731	CB	Customer File	Last payment date	Y	S	Accounts Receivable, General Billing	
732	CB	Customer File	Year-to-date payments	Y	S	Accounts Receivable, General Billing	
733	CB	Customer File	Number of times past due this year by user-defined periods (e.g., 30 days, 90 days, etc.)	Y	S	Accounts Receivable, General Billing	
734	CB	Customer File	Number of times past due last year by user-defined periods (e.g., 30 days, 90 days, etc.)	Y	S	Accounts Receivable, General Billing	
735	CB	Customer File	Highest past-due balance	Y	S	Accounts Receivable, General Billing	
736	CB	Customer File	Highest outstanding balance	Y	S	Accounts Receivable, General Billing	
737	CB	Customer File	Payment Arrangements	Y	S	Accounts Receivable, General Billing	
738	CB	Customer File	Late payment penalty and interest charges this year	Y	S	Accounts Receivable, General Billing	
739	CB	Customer File	Late payment penalty and interest charges last year	Y	S	Accounts Receivable, General Billing	
740	CB	Customer File	Average number of days to pay	Y	S	Accounts Receivable, General Billing	
741	CB	Customer File	Bad check or dunning status	Y	S	Accounts Receivable, General Billing	
742	CB	Customer File	Bankruptcy data:				
743	CB	Customer File	Status of process	Y	S	Accounts Receivable, General Billing	
744	CB	Customer File	Discharge status	Y	S	Accounts Receivable, General Billing	

745	CB	Customer File	Customer type (multiple)	Y	S	Accounts Receivable, General Billing	
746	CB	Customer File	Statement cycle (e.g., weekly, monthly)	Y	S	Accounts Receivable, General Billing	
747	CB	Customer File	Notes/comments (miscellaneous additional information)	Y	S	Accounts Receivable, General Billing	
748	CB	Customer File	Date customer was added	Y	S	Accounts Receivable, General Billing	
749	CB	Invoices	Ability to itemize by customer invoice	Y	S	Accounts Receivable, General Billing	
750	CB	Invoices	Ability to develop customized invoices (e.g., Sherriff's logo for public safety intergovernmental billings and County logo for misc. receivables)	Y	S	Accounts Receivable, General Billing	
751	CB	Invoices	Ability to produce one-time or recurring invoices.	Y	S	Accounts Receivable, General Billing	
752	CB	Invoices	Ability to generate invoices for internal customers.	Y	S	Accounts Receivable, General Billing	
753	CB	Invoices	Ability to invoice current employees and deduct the payment from payroll.	Y	S	Accounts Receivable, General Billing	
754	CB	Invoices	Ability to charge different rates for internal and external customers.	Y	S	Accounts Receivable, General Billing	
755	CB	Invoices	Ability to include the billing date range and/or period on invoices.	Y	S	Accounts Receivable, General Billing	
756	CB	Invoices	Ability to maintain and send invoices to multiple addresses for the same customer.	Y	S	Accounts Receivable, General Billing	
757	CB	Invoices	Ability to generate statements showing activity and beginning and ending balances for any user-defined time period.	Y	S	Accounts Receivable, General Billing	
758	CB	Invoices	Ability to generate account statements for the following:				
759	CB	Invoices	Specific accounts	Y	S	Accounts Receivable, General Billing	
760	CB	Invoices	Range of accounts within a department	Y	S	Accounts Receivable, General Billing	
761	CB	Invoices	Range of customers	Y	S	Accounts Receivable, General Billing	
762	CB	Invoices	Delinquent accounts with aging	Y	S	Accounts Receivable, General Billing	
763	CB	Invoices	Ability to generate consolidated statements for customers with multiple accounts	Y	S	Accounts Receivable, General Billing	
764	CB	Invoices	Ability to maintain detail of unbilled charges	Y	S	Accounts Receivable, General Billing	
765	CB	Invoices	Ability to exclude / include billing detail data elements, allowable charges, and overhead on specific bills or all bills	Y	S	Accounts Receivable, General Billing	
766	CB	Invoices	Ability to correct and reprint invoices and statements (with security approvals)	Y	S	Accounts Receivable, General Billing	
767	CB	Invoices	Ability to accommodate cancellation and automatic reversals of invoice entries (with security approvals)	Y	S	Accounts Receivable, General Billing	
768	CB	Invoices	Corrections or reversals update interfaced systems	Y	S	Accounts Receivable, General Billing	
769	CB	Invoices	Ability to print a duplicate bill on request	Y	S	Accounts Receivable, General Billing	
770	CB	Invoices	Ability to display on the invoice that it is a duplicate or reprint	Y	S	Accounts Receivable, General Billing	
771	CB	Invoices	Ability to store multiple user-defined dunning messages and/or letters, according to user-specified parameters.	Y	S	Accounts Receivable, General Billing	
772	CB	Invoices	Ability to classify dunning notices (e.g., groups of customers)	Y	S	Accounts Receivable, General Billing	
773	CB	Invoices	Ability to write-off small discrepancies between the amount due and the amount received with proper security.	Y	S	Accounts Receivable, General Billing	
774	CB	Invoices	Ability to generate an invoice with sufficient and flexible text area to adequately describe services provided	Y	S	Accounts Receivable, General Billing	
775	CB	Invoices	System should allow for a single invoice to be distributed to multiple accounting distributions based on a user-defined allocation (e.g., percentage)	Y	S	Accounts Receivable, General Billing	
776	CB	Invoices	Ability to retain history on written-off accounts for user-defined periods	Y	S	Accounts Receivable, General Billing	

777	CB	Invoices	Ability to require approval for project invoices (receivables)	Y	S	Accounts Receivable, General Billing	
778	CB	Invoices	Ability move an invoice to a collection or write-off document (with security approvals)	Y	S	Accounts Receivable, General Billing	
779	CB	Invoices	Ability to move a collection document to a write-off (with security approvals)	Y	S	Accounts Receivable, General Billing	
780	CB	Create Receivable	Receivables (and customer information) can be imported from subsidiary system via interface	Y	S	Accounts Receivable, General Billing	
781	CB	Create Receivable	System creates receivable for all general billing if requested by use	Y	S	Accounts Receivable, General Billing	
782	CB	Create Receivable	System allows users to create cash receipt without existing receivable	Y	S	Accounts Receivable, General Billing	
783	CB	Create Receivable	System allows for import of receivables (aggregate or by customer) from bills generated from external system (parks and rec and library, permit fees, etc.)	Y	S	Accounts Receivable, General Billing	
784	CB	Create Receivable	Attach supporting documentation at creation of receivable	Y	S	Accounts Receivable, General Billing	
785	CB	POS Interface	Payment module should integrate directly to the general ledger and can integrate to various Point of Sale systems and/or third party CRM systems	Y	S	Cashiering, Accounts Receivable, General Billing	Native integration with optionally proposed Cashiering module. Third party integration via Cashiering API Connector
786	CB	Miscellaneous Billing	Departments will use system to create bills for various charges	Y	S	Accounts Receivable, General Billing	
787	CB	Miscellaneous Billing	Departments can add supporting documentation to bill (i.e. facility rental costs)	Y	S	Accounts Receivable, General Billing	
788	CB	Miscellaneous Billing	Department created invoices are routed through workflow to central Finance	Y	S	Accounts Receivable, General Billing	
789	CB	Miscellaneous Billing	System accommodates one-time invoices	Y	S	Accounts Receivable, General Billing	
790	CB	Miscellaneous Billing	System allows users to create invoices for each type by entering dollar amount	Y	S	Accounts Receivable, General Billing	
791	CB	Miscellaneous Billing	System allows users to create invoices for each type by entering non-financial parameter and having system calculate appropriate fees according to pre-defined business rules (Including sales tax if applicable)	Y	S	Accounts Receivable, General Billing	
792	CB	Miscellaneous Billing	System allows users to create invoices for each type by identifying expenses from project accounting to reimburse (and grant accounting to reimburse)	Y	S	Accounts Receivable, General Billing	
793	CB	Miscellaneous Billing	Invoice prints with statement balance information	Y	S	Accounts Receivable, General Billing	
794	CB	Miscellaneous Billing	System generates customer account statements	Y	S	Accounts Receivable, General Billing	
795	CB	Miscellaneous Billing	Ability for customers to view account balance information via online portal	Y	S	Resident Access, Accounts Receivable, General Billing	Via optionally proposed Resident Access
796	CB	Recurring Billing	System accommodates recurring invoices (regular invoices to occur at set dates or duration) (example: rent)	Y	S	Accounts Receivable, General Billing	
797	CB	Recurring Billing	System allows recurring invoices to be set up to handle invoices scheduled at set dates for same amount (example: rent)	Y	S	Accounts Receivable, General Billing	
798	CB	Recurring Billing	System allows recurring invoices to be set up to handle invoices scheduled at set dates for different amounts (example: utilities on rental properties)	Y	S	Accounts Receivable, General Billing	
799	CB	Recurring Billing	System saves templates for generating invoices (different template for each AR type)	Y	S	Accounts Receivable, General Billing	
800	CB	Receivable Tracking	System provides receivable tracking and aging reporting capabilities	Y	S	Accounts Receivable, General Billing	
802	CB	Receivable Tracking	System stores schedule of penalties and interest to apply to open receivables	Y	S	Accounts Receivable, General Billing	
803	CB	Receivable Tracking	Penalties can be flat fee amounts	Y	S	Accounts Receivable, General Billing	
804	CB	Receivable Tracking	Penalties can be percentage of original amount or variable based on number of days or other factors	Y	S	Accounts Receivable, General Billing	
805	CB	Receivable Tracking	Interest charges can be applied based on days, months, years, etc.	Y	S	Accounts Receivable, General Billing	
806	CB	Receivable Tracking	System records payments against specific invoice	Y	S	Accounts Receivable, General Billing	
807	CB	Payment Receipt	System records payments against open receivables	Y	S	Accounts Receivable, General Billing	

808	CB	Payment Receipt	System records payments for point of sale transactions	Y	S	Accounts Receivable, General Billing	
809	CB	Payment Receipt	System can integrate directly to the general ledger and various Point of Sale systems and/or third party CRM systems	Y	S	Cashiering, Accounts Receivable, General Billing	Native integration with optionally proposed Cashiering module. Third party integration via Cashiering API Connector
810	CB	Payment Receipt	System can track and process payments from Third Party online systems	Y	S	Accounts Receivable, General Billing	
811	CB	Payment Receipt	System allows decentralized cash receipting via standard hardware/POS.	Y	NS		
812	CB	Payment Receipt	System generates deposit slip, which includes deposits for main ERP system and subsidiary systems	Y	S	Accounts Receivable, General Billing	
813	CB	Payment Receipt	System routes deposit slip for workflow approval	Y	S	Accounts Receivable, General Billing	
814	CB	Payment Receipt	System applies one payment to multiple receivables / point of sale transactions	Y	S	Accounts Receivable, General Billing	
815	CB	Payment Receipt	System allows using multiple payment types to pay for one invoice (example: cash and credit card)	Y	S	Accounts Receivable, General Billing	
816	CB	Payment Receipt	Automatically generate general ledger distribution entries needed to record receipts	Y	S	Accounts Receivable, General Billing	
817	CB	Payment Receipt	Ability to apply revenue to multiple funds and/or accounts.	Y	S	Accounts Receivable, General Billing	
818	CB	Payment Receipt	Ability to break out all payments to different account numbers	Y	S	Accounts Receivable, General Billing	
819	CB	Payment Receipt	Ability to accommodate single payments applied against multiple invoices.	Y	S	Accounts Receivable, General Billing	
820	CB	Payment Receipt	Ability to accommodate payments in excess of or less than the bill rendered.	Y	S	Accounts Receivable, General Billing	
821	CB	Payment Receipt	System will notify customer that credits or overpayment has been made.	Y	S	Accounts Receivable, General Billing	
822	CB	Payment Receipt	Ability, upon customer overpayment, to optionally select to carry a credit balance or to generate a refund, kicking off the payment process and associated approvals (and produce applicable accounting entries)	Y	S	Accounts Receivable, General Billing	
823	CB	Payment Receipt	Ability to systematically prevent refunds for less than a certain dollar amount, which can vary by type of refund.	Y	S	Accounts Receivable, General Billing	
824	CB	Payment Receipt	Ability to automatically move money to another account (i.e. escrow account) in the event of an overpayment from a customer	Y	S	Accounts Receivable, General Billing	
825	CB	Payment Receipt	Ability to calculate and accommodate user-defined discounts (i.e., a 2% discount for early payment, etc.)	Y	S	Accounts Receivable, General Billing	
826	CB	Payment Receipt	Ability to generate interest on overdue amounts	Y	S	Accounts Receivable, General Billing	
827	CB	Payment Receipt	Ability to generate late payment fees by either a percentage or flat amount	Y	S	Accounts Receivable, General Billing	
828	CB	Payment Receipt	Ability to accommodate different fee structures for different receivable types	Y	S	Accounts Receivable, General Billing	
829	CB	Payment Receipt	Ability to generate the following information on cash receipts:				
830	CB	Payment Receipt	Amount	Y	S	Accounts Receivable, General Billing	
831	CB	Payment Receipt	Customer Name (optional)	Y	S	Accounts Receivable, General Billing	
832	CB	Payment Receipt	Customer ID (optional)	Y	S	Accounts Receivable, General Billing	
833	CB	Payment Receipt	Customer address (optional)	Y	S	Accounts Receivable, General Billing	
834	CB	Payment Receipt	Default accounts (multiple)	Y	S	Accounts Receivable, General Billing	
835	CB	Payment Receipt	Date of service	Y	S	Accounts Receivable, General Billing	
836	CB	Payment Receipt	Current date	Y	S	Accounts Receivable, General Billing	
837	CB	Payment Receipt	Individual who received the payment	Y	S	Accounts Receivable, General Billing	
838	CB	Payment Receipt	Form of payment (check, cash, credit)	Y	S	Accounts Receivable, General Billing	
839	CB	Payment Receipt	Description of service (text and/or code) (multiple)	Y	S	Accounts Receivable, General Billing	

840	CB	Payment Receipt	Other fields as defined by user	Y	S	Accounts Receivable, General Billing	
841	CB	Payment Receipt	Ability to pull up an existing cash receipt entry and reverse it, with the appropriate accounting affect automatically.	Y	S	Accounts Receivable, General Billing	
842	CB	Payment Receipt	Ability to use payment templates with appropriate accounting and information defaulted by the template.	Y	S	Accounts Receivable, General Billing	
843	BUD	Budget Requests	Budgets preparation system accommodates entering budget detail for departmental budgets (by accounts within a department)	Y	S	Budgeting	
844	BUD	Budget Requests	System has the ability to manage separate budgets at various levels (i.e. fund, department, cost center, group of accounts, etc.)	Y	S	Budgeting	Future Budget Enforcement Levels
845	BUD	Budget Requests	Budgets preparation system accommodates entering budget detail for project budget (over multiple years - up to life of project)	Y	S	Budgeting	
846	BUD	Budget Requests	Budget preparation system supports entering ongoing operational impact of capital projects	Y	S	Budgeting	
847	BUD	Budget Requests	System pre-populates budget entry fields (numbers and text) from past budget version	Y	S	Budgeting	
848	BUD	Budget Requests	System supports zero-based budgeting	Y	S	Budgeting	
849	BUD	Budget Requests	System used to prepare budgets for revenues, expenses, and transfer	Y	S	Budgeting	
850	BUD	Budget Requests	Departments enter budget requests through system including requested budget amount	Y	S	Budgeting	
851	BUD	Budget Requests	Departments enter budget requests through system including changes/additions/deletions of positions	Y	S	Budgeting	
852	BUD	Budget Requests	System supports bi-annual budgeting	Y	S	Budgeting	
853	BUD	Budget Requests	Department budget requests can accommodate 10 year projections	Y	S	Budgeting	
854	BUD	Budget Requests	Department 10 year projections can be manually entered	Y	S	Budgeting	
855	BUD	Budget Requests	Department 10 year projections can be calculated with inflation factors	Y	S	Budgeting	
856	BUD	Budget Requests	Departments enter department narrative information along with budget requests including attaching documents (Example: department goals, challenges, highlights of major changes, etc.)	Y	S	Budgeting	
857	BUD	Budget Requests	Departments enter budget requests through system including notes/comments/narrative/attaching documents/ etc.	Y	S	Budgeting	
858	BUD	Budget Requests	Budget requests can be grouped into decision packages (multiple line items that go together)	Y	S	Budgeting	
859	BUD	Budget Requests	Budget requests can be identified as supplemental requests	Y	S	Budgeting	
860	BUD	Budget Requests	Post passage change requests can be entered outside of budget development process (revenue, Expense)	Y	S	Budgeting	
861	BUD	Budget Requests	Budget requests (decision packages) can be prioritized	Y	S	Budgeting	
862	BUD	Budget Requests	Users can flag one-time budget events and the system automatically removes them from the next years' budget	Y	S	Budgeting	
863	BUD	Budget Requests	System prevents budgeting in excess of pre-determined spending limit set by Chart of Account segment (example: parks and rec department budget can't exceed $10,000,000)	Y	S	Budgeting	
864	BUD	Budget Requests	Pre determined budget limit can be calculated as a percentage of previous year adopted budget	Y	S	Budgeting	
865	BUD	Budget Requests	Pre determined budget limit can be calculated as a percentage of previous year revised budget	Y	S	Budgeting	
866	BUD	Budget Requests	Pre determined budget limit can be calculated as a percentage of projected actual expenses	Y	S	Budgeting	
867	BUD	Budget Requests	Users can create multiple versions of a budget request for "what if" scenario simulation	Y	S	Budgeting	
868	BUD	Budget Requests	System allows users to prepare budgets by various Chart of Account segments (can be across multiple departments)	Y	S	Budgeting	
869	BUD	Budget Requests	County operating budget is roll up of all accepted organization budgets by specified categories	Y	S	Budgeting	
870	BUD	Budget Requests	System allows business unit budgets to be prioritized	Y	S	Budgeting	
871	BUD	Budget Requests	System allows business unit budgets to link to strategic goals	Y	S	Budgeting	
872	BUD	Budget Requests	System tracks performance measures on each business unit	Y	S	Budgeting	
873	BUD	Budget Requests	System tracks narrative and goals for each business unit and\or budget line	Y	S	Budgeting	
874	BUD	Budget Requests	System has set of predetermined fund splits user can choose from, and allow user to enter customer fund split.	Y	S	Budgeting	
875	BUD	Budget Development	Department budgets are automatically rolled into organization-wide master budget	Y	S	Budgeting	
876	BUD	Budget Development	System maintains history of multiple budget versions including requested Budget- including attachments and notes	Y	S	Budgeting	
877	BUD	Budget Development	System allows budget users to modify all department budget worksheets	Y	S	Budgeting	
878	BUD	Budget Development	System allows budget users to roll budget to new version	Y	S	Budgeting	
879	BUD	Budget Development	System maintains history of multiple budget versions including recommended Budget	Y	S	Budgeting	
880	BUD	Budget Development	System maintains history of multiple budget versions including adopted Budget	Y	S	Budgeting	
881	BUD	Budget Development	System maintains history of multiple budget versions including revised budget	Y	S	Budgeting	
882	BUD	Budget Development	Compare past budget notes or comments when in the current year (at least compare last year or 3)	Y	S	Budgeting	
883	BUD	Budget Development	Budget Status Reports (real time)	Y	S	Budgeting	
884	BUD	Budget Development	System allows departments to propose budget transfers within department authority with workflow approval	Y	S	Budgeting	
885	BUD	Budget Development	System provides workflow based on transfer to/from (example: within department/division/fund or between department/division/fund)	Y	S	Budgeting	
886	BUD	Budget Development	System provides workflow based on transfer based on within or between budget categories (example: salary/supplies/materials/etc.)	Y	S	Budgeting	
887	BUD	Budget Development	System validates and enforces rule that all budget amendments and transfers must balance by fund	Y	S	Budgeting	
888	BUD	Budget Development	System provides funds availability check when entering budget amendments	Y	S	Budgeting	
890	BUD	Budget Development	Ability to accommodate prioritization of capital projects in the budgeting process.	Y	S	Budgeting	
891	BUD	Budget Development	Ability to not make the prioritization (ranking) field a required field	Y	S	Budgeting	

892	BUD	Budget Development	Ability to accommodate multi-year (currently five) capital budget preparation.	Y	S	Budgeting	
893	BUD	Budget Development	Ability to access prior years(s) capital plan for planning of current capital budget	Y	S	Budgeting	
894	BUD	Budget Development	Ability to note items that will be funded through dedicated revenues	Y	S	Budgeting	
895	BUD	Budget Development	Ability to create budget relationships (i.e. salary changes automatically adjust benefits and vice versa).s	Y	S	Budgeting	
896	BUD	Budget Development	Ability to identify or flag department changes that impact other accounts after initial budget submission (i.e. salary change affect benefits), as defined by the Budget Department	Y	S	Budgeting	
897	BUD	Budget Development	Ability to track changes to the Budget with information stored on last user and date	Y	S	Budgeting	
898	BUD	Budget Development	Ability to review budget preparation status on-line by user defined queries (e.g., public safety budgets, etc.)	Y	S	Budgeting	
899	BUD	Budget Development	Ability to optionally utilize project and grant budgets created in those modules for creation or adjustment to department budget.	Y	S	Budgeting	
900	BUD	Budget Development	Ability for Budget Department to review progress of budget preparation (e.g., which preparers have submitted, total budget request, etc.)	Y	S	Budgeting	
901	BUD	Budget Development	Ability for departments to view progress of budget preparation within their own departments	Y	S	Budgeting	
902	BUD	Budget Development	Ability to prevent department level users from updating or viewing budget information after it has been submitted or as of a specific cut-off date.	Y	S	Budgeting	
903	BUD	Budget Development	Ability to "lock" (prevent other changes to and viewing of that budget version) budgets at any phase of the budget process, including after submission by departments.	Y	S	Budgeting	
904	BUD	Budget Development	Ability to unlock a frozen budget with the appropriate security control at the department level unless it has already been submitted to the Budget Department.	Y	S	Budgeting	
905	BUD	Budget Development	Ability to make narrative field in budget preparation worksheet a "required" field	Y	S	Budgeting	
906	BUD	Budget Development	Ability to record various "review" dates (e.g., departmental review, Budget Department review, Council approval, Amendments).	Y	S	Budgeting	
907	BUD	Budget Development	Ability to provide an "approved" or "not approved" flag to mark budget issues within a decision package by line item or by total	Y	S	Budgeting	
908	BUD	Budget Development	Ability to provide reports/inquiries, including graphs, to accommodate analysis of historical trends.	Y	S	Budgeting	
909	BUD	Budget Development	Ability for users to develop "key performance indicators" which they monitor on a user defined frequency	Y	S	Budgeting	
910	BUD	Budget Development	Ability to do analysis ("what if scenarios") with positions, individually by department and across the County as a whole. Analysis includes organizational changes.	Y	S	Budgeting	
911	BUD	Budget Development	Ability to perform "what-if" scenario analysis on bargaining units	Y	S	Budgeting	
912	BUD	Budget Development	System maintains history across multiple budget years for review and preparing of the current budget	Y	S	Budgeting	
913	BUD	Capital Budgeting	Capital budgets prepared by project	Y	S	Budgeting	
914	BUD	Capital Budgeting	Project budgets created roll up to create department capital budget and overall capital improvement plan	Y	S	Budgeting	
915	BUD	Capital Budgeting	System allows individual capital project budgets created in project module to feed budget module	Y	S	Budgeting	
916	BUD	Capital Improvement Plan	Project budgets populate CIP budget totals in budget module	Y	S	Budgeting	
917	BUD	Capital Improvement Plan	System users can view, remove, or change the cost of a project within the system and/or move the project to the operating budget when approved through workflow without duplicate data entry	Y	S	Budgeting	
918	BUD	Personnel Budgeting	System projects and budgets tax and benefit costs based on current employee salary and current benefit elections	Y	S	Budgeting, Human Capital Management	
919	BUD	Personnel Budgeting	System projects and budgets tax and benefit costs based on position salary range and default benefit elections (example: midpoint of range)	Y	S	Budgeting, Human Capital Management	
920	BUD	Personnel Budgeting	System provides ability to propose changing position status as part of budget development (funded - unfunded positions)	Y	S	Budgeting, Human Capital Management	
921	BUD	Personnel Budgeting	System provides ability to request new positions as part of budget process	Y	S	Budgeting, Human Capital Management	
922	BUD	Personnel Budgeting	System provides ability to request reclassification of existing positions as part of budget process	Y	S	Budgeting, Human Capital Management	
923	BUD	Personnel Budgeting	System allows users to propose changes to salary amounts as part of budgeting process	Y	S	Budgeting, Human Capital Management	
924	BUD	Personnel Budgeting	With changes to salary amounts, system automatically adjusts any benefits/tax amounts	Y	S	Budgeting, Human Capital Management	
925	BUD	Personnel Budgeting	System allows for the cost of a position to be allocated to multiple segments of the Chart of Accounts (i.e. organizational codes, programs, projects, grants, etc.)	Y	S	Budgeting, Human Capital Management	
926	BUD	Personnel Budgeting	System can budget for Overtime based on Employee/Position or at Business Unit Level	Y	S	Budgeting, Human Capital Management	
927	BUD	Personnel Budgeting	System can budget for temps based on Employee or Position or at Business Unit Level	Y	S	Budgeting, Human Capital Management	
928	BUD	Personnel Budgeting	System allows for salary and benefit increases based on "union". COLA's, Merit pools based on effective date	Y	S	Budgeting, Human Capital Management	
929	HR	General	System can track and manage the following employee types:				
930	HR	General	6 month employees (contract employees, similar to temp/Seasonal)(different rules)	Y	S	Human Capital Management	
931	HR	General	Regular / Part-time	Y	S	Human Capital Management	
932	HR	General	599 hour temp	Y	S	Human Capital Management	

933	HR	General	999 hour temp	Y	S	Human Capital Management	
934	HR	General	System has the ability to accommodate the following employee types:				
935	HR	General	Seasonal employee (rules by division)	Y	S	Human Capital Management	
936	HR	General	Retired annuitant	Y	S	Human Capital Management	
937	HR	General	Volunteers	Y	S	Human Capital Management	
938	HR	General	Contract	Y	S	Human Capital Management	
939	HR	General	System should apply different rules based on employee type	Y	S	Human Capital Management	
940	HR	General	Ability to produce form letters	Y	S	Human Capital Management	
941	HR	General	Ability to interface with mail merge functionality	Y	S	Human Capital Management	
942	HR	General	System generates EEO reports	Y	S	Human Capital Management	EEO4/5
943	HR	General	Ability to make a field required or optional	Y	S	Human Capital Management	Where available
944	HR	Employee Master	System maintains employee file for all employees	Y	S	Human Capital Management	
945	HR	Employee Master	System allows files to be attached to employee file	Y	S	Human Capital Management	
946	HR	Employee Master	System tracks all EEO information	Y	S	Human Capital Management	
947	HR	Employee Master	System tracks hire date and service date (first day of actual work)	Y	S	Human Capital Management	
948	HR	Employee Master	System tracks multiple hire and rehire dates	Y	S	Human Capital Management	
949	HR	Employee Master	Need system to provide org chart data by individual, position, department	Y	S	Human Capital Management	
950	HR	Employee Master	System to track all positions an employee worked (history of all jobs)	Y	S	Human Capital Management	
951	HR	Employee Master	System tracks positions an employee has currently assigned (can be multiple)	Y	S	Human Capital Management	
952	HR	Employee Master	System allows Work Permits (for youth) to be tracked	Y	S	Human Capital Management	May require attachments via Content Manager
953	HR	Employee Master	System should track the following key dates:				
954	HR	Employee Master	Date of Hire	Y	S	Human Capital Management	
955	HR	Employee Master	Progression Date	Y	S	Human Capital Management	
956	HR	Employee Master	Service Date	Y	S	Human Capital Management	
957	HR	Employee Master	Leave progression	Y	S	Human Capital Management	
958	HR	Employee Master	Pay progression	Y	S	Human Capital Management	
959	HR	Employee Master	Benefits progression	Y	S	Human Capital Management	
960	HR	Employee Master	Seniority Date (including ability to rank same day hires)	Y	S	Human Capital Management	
961	HR	Position Set Up	System maintains information on job classification and position	Y	S	Human Capital Management	
962	HR	Position Set Up	Positions are assigned to job classifications	Y	S	Human Capital Management	
963	HR	Position Set Up	System allows creation of positions within each job classification	Y	S	Human Capital Management	
964	HR	Position Set Up	Positions tied to funding source / chart of account information	Y	S	Human Capital Management	
965	HR	Position Set Up	System allows split funded position (funded from multiple accounts/departments/programs)	Y	S	Human Capital Management	
966	HR	Position Set Up	System tracks history of all position changes (reclassification)	Y	S	Human Capital Management	
967	HR	Position Set Up	System maintains position supervisor relationships and creates org chart with the ability to exclude certain positions (i.e. temporary employees)	Y	S	Human Capital Management	Org chart produced based on active find set
968	HR	Position Set Up	Each position identified by unique position control number	Y	S	Human Capital Management	
969	HR	Position Set Up	System allows for position reclassification (moving position to different classification)	Y	S	Human Capital Management	
970	HR	Position Set Up	Need all classification history changes to be available after a reclassification.	Y	S	Human Capital Management	
971	HR	Position Set Up	System stores default schedule for each position	Y	S	Human Capital Management	
972	HR	Position Set Up	System to report all employees that have held a position	Y	S	Human Capital Management	Report can be constructed by client utilizing the provided SQL Server Reporting Services (SSRS) toolset or created by Tyler's Professional Services group for a fee.
973	HR	Position Control	System requires each employee to be placed in a position (may not want to include temporary employees)	Y	S	Human Capital Management	Based on setup
974	HR	Position Control	One employee can have multiple positions	Y	S	Human Capital Management	
975	HR	Position Control	Multiple employees can share a single position	Y	S	Human Capital Management	
976	HR	Position Control	System can set FTE limit for position (not always 1)	Y	S	Human Capital Management	
977	HR	Position Control	System prevents FTE limit from being exceeded without proper approval	Y	S	Human Capital Management	
978	HR	Position Control	System can set headcount limit for position (not always 1)	Y	S	Human Capital Management	

979	HR	Position Control	System prevents headcount limit from being exceeded without proper approval	Y	S	Human Capital Management	
980	HR	Position Control	System to stop salary adjustments to go outside the allowed salary range	Y	S	Human Capital Management	
981	HR	Position Control	Ability to override salary adjustments outside the allowed salary range based on exceptions (i.e. out of class pay, Y rate, etc.)	Y	S	Human Capital Management	
982	HR	Position Control	Ability to track under-filled positions	Y	S	Human Capital Management	
983	HR	Position Budgeting	Tracks and reports all budgeted positions	Y	S	Human Capital Management	
984	HR	Position Budgeting	System can track unfunded and unbudgeted positions	Y	S	Human Capital Management	
985	HR	Position Budgeting	System to track authorized, budgeted, filled positions	Y	S	Human Capital Management	
986	HR	Position Budgeting	Tracks and reports incumbents by position, departments, status and report FTE's.	Y	S	Human Capital Management	
987	HR	Position Budgeting	Tracks and reports current and future vacant positions	Y	S	Human Capital Management	
988	HR	Position Budgeting	Ability to track historic vacant positions by rate and type	Y	S	Human Capital Management	
989	HR	Position Budgeting	Ability to validate position allocation against valid funding source or budget code.	Y	S	Human Capital Management	
990	HR	Position Budgeting	All personnel transactions will be linked to Position Control such that position data is verified/updated at the completion of each transaction (new hire, termination, transfer, etc. but may not want to use for temporary employees)	Y	S	Human Capital Management	
991	HR	Position Budgeting	Allows the assignment of an employee to multiple positions across organizational boundaries or funds	Y	S	Human Capital Management	
992	HR	Position Budgeting	Provides workflow that routes position change requests to designated staff members for approval	Y	S	Human Capital Management	
993	HR	Position Budgeting	Tracks a position based on authorization for creating position.	Y	S	Human Capital Management	
994	HR	Position Budgeting	Identifies the different position budget statuses (budgeted, filled, proposed, vacant, etc.)	Y	S	Human Capital Management	
995	HR	Employee Self-Service	Employees can use self service to view compensation package	Y	S	Human Capital Management	
996	HR	Employee Self-Service	Employees can use self service to view W-2, including history	Y	S	Human Capital Management	Select history
997	HR	Employee Self-Service	Employees can use self service to view W-4	Y	S	Human Capital Management	
998	HR	Employee Self-Service	System meets federal requirements for accepting online W-4	Y	S	Human Capital Management	
999	HR	Employee Self-Service	Employees can use self service to view pay stub	Y	S	Human Capital Management	
1000	HR	Employee Self-Service	Employees can use self service to view pay history	Y	S	Human Capital Management	
1001	HR	Employee Self-Service	Employees can use self service to view leave balances	Y	S	Human Capital Management	
1003	HR	Employee Self-Service	System provides web interface for employees to make changes to their employee data/information (form request, banking information, reprint of w-2 or paystub, leave request, address change, etc.)	Y	S	Human Capital Management	
1004	HR	Employee Self-Service	System provides web interface for employees to inquire employee data/information (leave balances, pay stubs, past w-2, personnel action history, etc.)	Y	S	Human Capital Management	
1005	HR	Employee Self-Service	HR department can specify which changes made by employees via the self-service module are routed to the appropriate supervisor for review and/or approval via workflow for notification	Y	S	Human Capital Management	
1006	HR	Employee Self-Service	When change requires documentation to be submitted, the system notifies employee that further action is required and change won't occur until that occurs	Y	S	Human Capital Management	
1007	HR	Employee Self-Service	System provide FAQs and tutorials/training to help employees use self service capabilities	Y	S	Human Capital Management	
1008	HR	Employee Self-Service	Employee Self Service should be accessible via mobile device.	Y	S	Human Capital Management	Employee Access is a mobile friendly self service site that can be accessed from a mobile device with proper setup.
1009	HR	Employee Self-Service	All changes made by employees via the self-service module is routed to the appropriate approver for review and approval via workflow before the change is posted	Y	S	Human Capital Management	
1010	HR	Benefit Set Up	System maintains multiple benefit plans each having multiple options	Y	S	Human Capital Management	
1011	HR	Benefit Set Up	System tracks benefits and manages payroll deductions for benefits for employees	Y	S	Human Capital Management	
1012	HR	Benefit Set Up	Benefit amount differs by job classification, bargaining unit, employee, and FTE	Y	S	Human Capital Management	
1013	HR	Benefit Set Up	System will give employees discounted premiums if they meet the County 's wellness goals	Y	S	Human Capital Management	Manual process
1014	HR	Benefit Set Up	System applies employer deposit for HSA periodically or lump sum	Y	S	Human Capital Management	
1015	HR	Benefit Set Up	System notifies HR of employee's eligibility for County contribution for HSA account	Y	S	Human Capital Management	Not an automated process
1016	HR	Benefit Set Up	System has the ability to make benefit dollars for an employee based off of certain deduction codes	Y	S	Human Capital Management	
1017	HR	Benefit Set Up	System automatically determines employee eligibility by employee status (full time vs. not full time)	Y	S	Human Capital Management	Based on setup
1018	HR	Benefit Eligibility	System automatically determines employee eligibility by job class (one bargaining unit may be in different plan)	Y	S	Human Capital Management	Based on setup
1019	HR	Benefit Eligibility	System limits enrollment in multiple plans of the same type at the same time	Y	S	Human Capital Management	
1020	HR	Benefit Eligibility	Dependent plans are linked to employee plans	Y	S	Human Capital Management	
1021	HR	Benefit Eligibility	System tracks demographic information for dependents	Y	S	Human Capital Management	
1022	HR	Benefit Eligibility	Ability to limit enrollment eligibility based on rules (married couples can't split kids on medical, opt out, etc.)	Y	S	Human Capital Management	

1023	HR	Benefit Eligibility	Track % of benefits by employee type (regular, 1000 hr. temporary, etc.)	Y	S	Human Capital Management	
1024	HR	Beneficiaries/Dependents	System tracks history of all dependent changes	Y	S	Human Capital Management	
1025	HR	Beneficiaries/Dependents	System has the ability to enforce required documentation and information when adding a dependent and notifying HR staff when information is missing	Y	S	Human Capital Management	
1026	HR	Beneficiaries/Dependents	System can identify employees with dependents that are no longer eligible for benefits based on age.	Y	NS		System doesnt notify automatically but Hub pages and reports can be run to identify these folks easily
1027	HR	Benefit Administration	Benefit deductions to occur for each pay period	Y	S	Human Capital Management	
1028	HR	Benefit Administration	Benefit deductions to occur for 1st pay period of the month	Y	S	Human Capital Management	
1029	HR	Benefit Administration	Benefit deductions to occur for 2nd pay period of the month	Y	S	Human Capital Management	
1030	HR	Benefit Administration	Benefit deductions to occur for 3rd pay period of the month	Y	S	Human Capital Management	
1031	HR	Benefit Administration	Benefit deductions to occur once per year	Y	S	Human Capital Management	
1032	HR	Benefit Administration	Benefit deductions to occur for off cycle pay cycles	Y	S	Human Capital Management	
1033	HR	Benefit Administration	System allows user to select each period individually (example: 1st and 2nd of month, but not 3rd.)	Y	S	Human Capital Management	
1034	HR	Benefit Administration	System deducts employer/employee paid amount and transfers funds to internal service funds	Y	S	Human Capital Management	
1035	HR	Benefit Administration	Deduction rate can be set as a flat amount	Y	S	Human Capital Management	
1036	HR	Benefit Administration	Deduction amount/rate can be set as a percentage of eligible pay (could be limited pay code types)	Y	S	Human Capital Management	
1037	HR	Benefit Administration	System tracks maximum deduction amounts and tracks deduction totals against maximum allowed per pay period	Y	S	Human Capital Management	
1038	HR	Benefit Administration	System tracks maximum deduction amounts and tracks deduction totals against maximum allowed per year	Y	S	Human Capital Management	
1039	HR	Benefit Administration	System tracks accumulated payments across multiple plans when comparing against a maximum amount	Y	S	Human Capital Management	
1040	HR	Benefit Administration	Track multiple payroll and benefit effective dates	Y	S	Human Capital Management	
1041	HR	Benefit Plan Administration	System allows all changes to benefit plans, rates, and eligibility be made through effective dating	Y	S	Human Capital Management	
1042	HR	Benefit Plan Administration	System allows changes in premium amounts to be made with effective dating	Y	S	Human Capital Management	
1043	HR	Benefit Plan Administration	System has the ability to manage Retiree and Cobar benefit and receivable tracking	Y	S	Human Capital Management	
1044	HR	Benefit Plan Administration	System has the ability to track spousal insurance for an employee	Y	S	Human Capital Management	
1045	HR	Benefit Self-Service	System allows employees to view the benefit elections, including cafeteria plans	Y	S	Human Capital Management	
1046	HR	Benefit Self-Service	System allows web portal for employees to select benefit options for New Hire and open enrollment	Y	S	Human Capital Management	
1047	HR	Benefit Self-Service	System provides web portal for employees to update benefit elections for qualifying life events.	Y	S	Human Capital Management	
1048	HR	Benefit Self-Service	System can confirm life event changes are completed with proof within 30 days.	Y	S	Human Capital Management	
1049	HR	Benefit Self-Service	When qualified for a life event, system calculates premium owed or refunded to employee based on effective date	Y	S	Human Capital Management	
1050	HR	Benefit Self-Service	System allows employee to view changes to premium calculations	Y	S	Human Capital Management	
1051	HR	Benefit Self-Service	System determines employee eligibility and only offers eligible benefit packages to employees through self service	Y	S	Human Capital Management	
1052	HR	Benefit Self-Service	Employees using self service for open enrollment can re-select all benefit elections	Y	S	Human Capital Management	
1053	HR	Benefit Self-Service	Employees using self service for open enrollment can confirm existing benefit elections (selections from previous year are carried over)	Y	S	Human Capital Management	No changes option
1054	HR	Benefit Self-Service	Employees not entering self service for open enrollment have previous selections applied to next year	Y	S	Human Capital Management	a process needs to be run on the Application side to make this happen however
1055	HR	Benefit Self-Service	System identifies employees that have not yet re-enrolled and provides notification to HR and employee	Y	S	Human Capital Management	
1056	HR	Benefit Self-Service	System capable of alerting employees that they need to re-enroll during open enrollment	Y	S	Human Capital Management	
1057	HR	Benefit Self-Service	Employees can make changes to dependents through self service:	Y	S	Human Capital Management	
1058	HR	Benefit Self-Service	Changes made through self service are routed through workflow for approval	Y	S	Human Capital Management	
1059	HR	Benefit Self-Service	Employees are able to attach documentation if necessary to benefit elections, dependent information, or qualifying life events (example: birth certificate)	Y	S	Human Capital Management	
1060	HR	Benefit Self-Service	System to allow checklists be used to track required documents for benefit plan enrollment and changes	Y	S	Human Capital Management	Checklists are not enabled for online enrollments or changes, but choices can be flagged as requiring documentation (on election or decline) preventing employees from submitting enrollment/change without proper enrollment. Checklists could be used if benefit changes are made via Personnel Actions within EERP.
1061	HR	Benefit Self-Service	System to provide a benefit calculator for what-if calculations and projections	Y	S	Human Capital Management	Paycheck simulator
1062	HR	Benefit Self-Service	System allows for wage and/or age based deductions	Y	S	Human Capital Management	
1063	HR	Risk Management	System used to track all incidents/injuries	Y	S	Risk Management, Human Capital Management	
1064	HR	Risk Management	System relates injuries/incidents to claims	Y	S	Risk Management, Human Capital Management	

1065	HR	Risk Management	System allows users to enter notes on claim and incident records	Y	S	Risk Management, Human Capital Management	
1066	HR	Risk Management	System allows users to track actions made on the claim including dates, actions, follow up dates)	Y	S	Risk Management, Human Capital Management	
1067	HR	Risk Management	System allows users to upload documents to incidents/claims	Y	S	Risk Management, Human Capital Management	
1068	HR	Risk Management	System provides notification for follow up actions including benefits staff	Y	S	Risk Management, Human Capital Management	depending on workflow config
1071	HR	Risk Management	System provides notification (to employee, supervisor, and HR) of maximum time reached for modified duty	Y	S	Risk Management, Human Capital Management	Could be done via Accrual Threshold and the emails associated
1072	HR	Risk Management	System tracks general liability claims	Y	S	Risk Management, Human Capital Management	
1073	HR	Risk Management	Create forms/Populate required OSHA forms, SOII Survey Occupational Injuries and Illness, OSHA forms 300, 301, and 302	Y	S	Risk Management, Human Capital Management	Form 300
1074	HR	Modified Duty	System tracks accommodations for each incident/claim (work accommodations, start/end date, alternate duty, etc.)	Y	S	Human Capital Management	
1075	HR	Modified Duty	System tracks multiple accommodation start/end date per case	Y	S	Human Capital Management	
1076	HR	Modified Duty	System tracks maximum time for modified duty by hours and day	Y	S	Human Capital Management	
1077	HR	Modified Duty	Workflow for approvals/sign-offs	Y	S	Human Capital Management	
1078	PA	Personnel Actions	System supports decentralized entry of personnel actions, each with pre-defined business rules/workflow	Y	S	Human Capital Management	
1079	PA	Personnel Actions	System effective dates employee transactions (example: add employee, remove employee, promote, etc.)	Y	S	Human Capital Management	
1080	PA	Personnel Actions	Comments or notes can be entered and reviewed in personnel action (based on security controls)	Y	S	Human Capital Management	
1081	PA	Personnel Actions	System maintains history of all personnel actions	Y	S	Human Capital Management	
1082	PA	Personnel Actions	System to allow users to track the status of the personnel action including current workflow status	Y	S	Human Capital Management	
1083	PA	Personnel Actions	Each personnel action type can have different workflow approval type	Y	S	Human Capital Management	
1084	PA	Personnel Actions	System allows identifying sequencing for multiple personnel actions that occur on same day, including multiple changes to salary (example: provide % COLA first, and then $.50 per hour merit increase)	Y	S	Human Capital Management	
1085	PA	Personnel Actions	Alerts or notifications are provided to alert approver that a personnel action is required/pending	Y	S	Human Capital Management	
1086	PA	Personnel Actions	System can accommodate out of class pay	Y	S	Human Capital Management	
1087	PA	Personnel Actions	Upon approval of the personnel action and effective date reached, changes are automatically made to the employee record.	Y	S	Human Capital Management	
1088	PA	Personnel Actions	System notifies HR if employee is not eligible for salary classification or pay certification based on personnel action	Y	S	Human Capital Management	Manual process
1089	PA	Personnel Actions	Employee transfers to a different department within the County (new hires, transfers in, and transfers out - different from termination) records are kept	Y	S	Human Capital Management	
1090	PA	Personnel Actions	Employee history of pay rates and transfers within County	Y	S	Human Capital Management	
1091	PA	Performance Evaluation	Performance evaluations completed in the system for: annual	Y	S	Human Capital Management	
1092	PA	Performance Evaluation	Performance evaluations completed in the system for: probationary	Y	S	Human Capital Management	
1093	PA	Performance Evaluation	System to allow for customized goals for each employee	Y	S	Human Capital Management	
1094	PA	Performance Evaluation	System tracks performance evaluation questions and evaluations (scores) for each question	Y	S	Human Capital Management	
1095	PA	Performance Evaluation	System allows information to be entered into performance evaluation forms by multiple contributors	Y	S	Human Capital Management	
1096	PA	Performance Evaluation	System allows for employee to provide self-evaluation	Y	S	Human Capital Management	
1097	PA	Performance Evaluation	System notifies supervisor (or next reviewer) when employee self-evaluation has been completed	Y	S	Human Capital Management	
1098	PA	Performance Evaluation	System allows an employee's supervisor to access comments from contributors and complete evaluation	Y	S	Human Capital Management	
1099	PA	Performance Evaluation	System's performance evaluation form has weighted categories that are used to calculate overall score	Y	S	Human Capital Management	
1100	PA	Performance Evaluation	System maintains schedule of performance evaluation by: specified date (of hire into current position)	Y	S	Human Capital Management	
1101	PA	Performance Evaluation	System maintains schedule of performance evaluation by: Set number of months after promotion (probation period)	Y	S	Human Capital Management	
1102	PA	Performance Evaluation	System generate reminder of upcoming evaluations (calendar yr., fiscal yr.)	Y	S	Human Capital Management	
1103	PA	Performance Evaluation	Evaluation scores trigger personnel action for salary change in the system	Y	S	Human Capital Management	
1104	PA	Performance Evaluation	Any pay adjustment resulting from an evaluation needs to follow personnel action workflow rules for approval	Y	S	Human Capital Management	
1105	PA	Performance Evaluation	System's performance evaluations are electronically routed to the appropriate users for approval via workflow and electronic signature.	Y	S	Human Capital Management	
1106	PA	Performance Evaluation	System allows employee to comment and enter information on their evaluation (i.e., comments, approve, sign)	Y	S	Human Capital Management	
1107	PA	Performance Evaluation	Employees sign-off on their final evaluation electronically in the system	Y	S	Human Capital Management	Employee Acknowledgement
1108	PA	Performance Evaluation	System tracks performance improvement plans for employees	Y	S	Human Capital Management	
1109	PA	Performance Evaluation	Generate randomized list and track employee drug testing	Y	S	Human Capital Management	Via Substance testing

1110	PA	Applicant Tracking General	System allows applicants to complete and submit applications & attachments on the Internet and via mobile	Y	S	Recruiting, Human Capital Management	
1113	PA	Applicant Tracking General	Open positions or job announcements can be posted to the Town Website.	Y	S	Recruiting, Human Capital Management	Assumes use of Applicant portal included with Recruiting module. Additional integration available with Monster and Indeed. Integration with other third party job boards would require leveraging of Recruiting API toolkit.
1114	PA	Job Announcement	Job announcements can be created to fill any open position	Y	S	Recruiting, Human Capital Management	
1115	PA	Job Announcement	Job announcements can be created to fill job classification	Y	S	Recruiting, Human Capital Management	
1116	PA	Job Announcement	Job announcement contains all County required data	Y	S	Recruiting, Human Capital Management	
1117	PA	Job Announcement	Pre-requisite information shall be classified as either mandatory or desired	Y	S	Recruiting, Human Capital Management	
1118	PA	Job Announcement	System should provide the ability to create a job posting announcement with information from position module and add/edit unique County information	Y	S	Recruiting, Human Capital Management	
1119	PA	Job Announcement	Salary/comp range of the position will be included into the job posting.	Y	S	Recruiting, Human Capital Management	
1120	PA	Job Announcement	System routes job announcement through workflow for proper approval prior to posting	Y	S	Recruiting, Human Capital Management	
1121	PA	Job Announcement	System tracks posting dates for job announcements	Y	S	Recruiting, Human Capital Management	
1122	PA	Job Application	System supports different application templates for different recruitment types (example: temporary, internal, full time, etc.)	Y	S	Recruiting, Human Capital Management	
1123	PA	Job Application	Job application templates contain standard information/questions by job classification	Y	S	Recruiting, Human Capital Management	
1124	PA	Job Application	Job application templates allow adding questions specific to the current recruitment	Y	S	Recruiting, Human Capital Management	
1125	PA	Job Application	System to allow applicants to save multiple resumes	Y	S	Recruiting, Human Capital Management	
1126	PA	Applicant Tracking	System must have ability to query applicant pool for certain characteristics (e.g., certification).	Y	S	Recruiting, Human Capital Management	
1127	PA	Applicant Tracking	System to sort applicant pool by minimum qualifications	Y	S	Recruiting, Human Capital Management	
1128	PA	Applicant Tracking	System pre-screens applicants to determine eligibility based on key requirements	Y	S	Recruiting, Human Capital Management	
1129	PA	Applicant Tracking	System identifies applicant as past or current employee	Y	S	Recruiting, Human Capital Management	
1130	PA	Applicant Tracking	System hides EEO information from users (age, gender, etc.) based on security role	Y	S	Recruiting, Human Capital Management	
1131	PA	Applicant Tracking	System only allows authorized users to view confidential information (criminal history, medical info, etc.)	Y	S	Recruiting, Human Capital Management	
1132	PA	Applicant Tracking	System will generate interview / appointment reminders to applicants and hiring managers	Y		Recruiting, Human Capital Management	
1133	PA	Applicant Self-Service	System allows users to apply for positions through the web	Y	S	Recruiting, Human Capital Management	
1134	PA	Applicant Self-Service	System sends automatic notification when application is completed, submitted by applicant and received. Allows customization of notifications for different openings	Y	S	Recruiting, Human Capital Management	
1135	PA	Applicant Self-Service	System email replies based on applicant status (email applicant after 10 days they are in "in review/pending", "other" status)	Y	S	Recruiting, Human Capital Management	
1136	PA	Applicant Self-Service	Users can upload files to web application (resume, certification, etc.)	Y	S	Recruiting, Human Capital Management	
1137	PA	Applicant Self-Service	System allows user to create profile and apply to multiple jobs without re-entering information	Y	S	Recruiting, Human Capital Management	
1138	PA	Applicant Self-Service	System to track interview dates	Y	S	Recruiting, Human Capital Management	
1139	PA	Applicant Self-Service	System allows applicants to review where they are in the process	Y		Recruiting, Human Capital Management	
1140	PA	New Hire	Information from applicant tracking system populates HR employee file	Y	S	Recruiting, Human Capital Management	
1141	PA	New Hire	System tracks completion of important tasks in pre-employment and hiring process (on boarding checklist)	Y	S	Recruiting, Human Capital Management	
1142	PA	New Hire	System tracks different checklists based on job classification, department, employee type, bargaining group, etc.	Y	S	Recruiting, Human Capital Management	

1143	PA	New Hire	Provides self service for initial enrollment in benefits	Y	S	Recruiting, Human Capital Management	
1144	PA	New Hire	Provides self service for on-line completion and auto processing of optional forms to Payroll	Y	S	Recruiting, Human Capital Management	
1145	PA	New Hire	System generates offer letter with data from system	Y	S	Recruiting, Human Capital Management	
1146	PA	New Hire	System routes employee information to user departments for access (i.e. IT, Facilities, etc.)	Y	S	Recruiting, Human Capital Management	
1147	PA	Separation	Upon separation, workflow notifies all appropriate departments (example: HR, Payroll, IT) of employee separation	Y	S	Human Capital Management	Based on workflow notification setup
1148	PA	Separation	System provide separation check list that notifies various County departments of pending tasks (example: IT turn off network access; HR conduct exit interview)	Y	S	Human Capital Management	
1149	PA	Separation	System updates benefit carriers/TPAs with termination of benefit information	Y	NS		834 export file
1150	PA	Separation	System generates notice to County 's COBRA TPA with necessary information	Y	NS		via email
1151	PA	Separation	On Separation the system should provide a list of assets to be recovered.	Y	S	Human Capital Management	
1152	PA	Separation	System generates an exit summary notification form/letter to each separated employee	Y	S	Human Capital Management	May require Mail Merge
1153	PA	Disciplinary Actions	System tracks disciplinary actions on employees	Y	S	Human Capital Management	
1154	PA	Disciplinary Actions	System tracks multiple types of disciplinary actions	Y	S	Human Capital Management	
1155	PA	Disciplinary Actions	System tracks work improvement plans for employees	Y	S	Human Capital Management	
1156	PA	Disciplinary Actions	System records follow up actions with notification to remind users of upcoming follow up action	Y	S	Human Capital Management	
1157	PA	Disciplinary Actions	System links disciplinary action to personnel action	Y	S	Human Capital Management	
1158	PA	Disciplinary Actions	System allows attachments of documents to disciplinary actions	Y	S	Human Capital Management	
1160	PA	Employee Relations	History of all grievances, and disciplinary actions stored in the system	Y	S	Human Capital Management	
1161	PA	Employee Relations	Flag all employees with pending disciplinary actions	Y	S	Human Capital Management	User defined fields
1162	PA	Employee Relations	System facilitates a multi-step grievance tracking process	Y	S	Human Capital Management	
1163	PA	Employee Relations	System allows users to enter notes and track all grievances	Y	S	Human Capital Management	
1164	PA	Employee Relations	System allows attachment of documents to grievance	Y	S	Human Capital Management	
1165	PA	Skills / Licenses / Certifications	System tracks employee skills and competency information	Y	S	Human Capital Management	
1166	PA	Skills / Licenses / Certifications	Proficiency level (in either numerical or alphabetical format)	Y	S	Human Capital Management	
1167	PA	Skills / Licenses / Certifications	System track an employee's memberships to professional organizations	Y	S	Human Capital Management	Certifications
1168	PA	Skills / Licenses / Certifications	System tracks employee awards/honors	Y	S	Human Capital Management	Assumes use of certifications and/or Attachments via Content Manager
1169	PA	Skills / Licenses / Certifications	System tracks employee continuing education requirements for certifications	Y	S	Human Capital Management	
1170	PA	Skills / Licenses / Certifications	System provides notification for HR and departments and employees with expiring certifications	Y	S	Human Capital Management	May require Hub card or SSRS
1171	PA	Skills / Licenses / Certifications	System tracks Driver's license and CDL information. HR updates after MVVRS audits	Y	S	Human Capital Management	
1172	PA	Salary Administration	System supports step (longevity) and grade (job classification/type) salary structure	Y	S	Human Capital Management	
1173	PA	Salary Administration	System records hourly rate for every employee	Y	S	Human Capital Management	
1174	PA	Salary Administration	System supports salary range (employee salary falls between min and max)	Y	S	Human Capital Management	
1175	PA	Salary Administration	System supports mass changes for COLA on step grade and/or salary ranges	Y	S	Human Capital Management	
1176	PA	Salary Administration	System has the ability to update pay rates for entire groups of employees (or all employees) based on various user defined criteria (or import a formula/calculation from MS Excel)	Y	S	Human Capital Management	
1177	PA	Salary Administration	System has the ability to run employee reports that show past employee statuses and the data the status changed (i.e. report showing all employees in the department and the date their pay changed)	Y	S	Human Capital Management	Report can be constructed by client utilizing the provided SQL Server Reporting Services (SSRS) toolset or created by Tyler's Professional Services group for a fee.
1178	PA	Salary Administration	Changes to salary tables made through effective dating	Y	S	Human Capital Management	
1179	PA	Salary Administration	System tracks history of changes to salary tables	Y	S	Human Capital Management	
1180	PA	Salary Administration	System Supports table driven pay based on progression.	Y	S	Human Capital Management	
1181	TE	General	The system has the ability accommodate punch rounding to the nearest quarter hour	Y	S	Time & Attendance	
1182	TE	General	System notifications based on specific business rules (i.e. leave balance maximums, workers comp usage, use of certain pay codes, etc.)	Y	S	Time & Attendance	
1183	TE	General	Time entry of 8 minutes will round up, 7 minutes will round down	Y	S	Time & Attendance	Rounding policies can be setup in 5 Minutes, 6 Minutes, 15 Minutes, 30 Minutes, 60 minutes, or None.
1184	TE	General	Leave time could be entered to the 3th decimal	Y	NS		Can only enter to 3 decimals and it will truncate (example: enter 5.555 and will show as 5.55)
1185	TE	General	System to track leaves that accrue and leaves that do not accrue	Y	S	Human Capital Management	
1186	TE	General	System allows banking or tracking of days/hours for:				

1187	TE	General	Vacation/Annual (1st 90 days barred)	Y	S	Human Capital Management	
1188	TE	General	Vacation Rollover	Y	S	Human Capital Management	
1189	TE	General	Sick Leave (1st 90 days barred)	Y	S	Human Capital Management	
1190	TE	General	Comp Time	Y	S	Human Capital Management	
1191	TE	General	Military Usage	Y	S	Human Capital Management	
1192	TE	General	Holiday	Y	S	Human Capital Management	
1193	TE	General	Management Leave (Leave without pay?)	Y	S	Human Capital Management	
1194	TE	General	Worker's Comp	Y	S	Human Capital Management	
1195	TE	General	FMLA Usage	Y	S	Human Capital Management	
1196	TE	General	FMLA Eligibility	Y	S	Human Capital Management	
1197	TE	General	Personal Leave	Y	S	Human Capital Management	
1198	TE	General	Modified Duty	Y	S	Human Capital Management	
1199	TE	General	User Defined	Y	S	Human Capital Management	
1200	TE	General	System configuration allows for tracking and report of any related ACA components	Y	S	Human Capital Management	
1201	TE	General	System allows for the expiration of accrued time based on the following:				
1205	TE	General	Employees can enter time in system by punch-in, punch-out	Y	S	Time & Attendance	
1206	TE	General	Time can be entered to any chart of account segment or position (fund, pay code, project, grants, program, division, department)	Y	S	Time & Attendance	
1208	TE	Time Entry	Ability to secondarily charge out to other account #s while primarily charging employees' home department	Y	S	Time & Attendance	
1209	TE	Time Entry	Employees can enter time in system by exception based hours entry (against pre-defined schedule)	Y	S	Time & Attendance	
1210	TE	Time Entry	Employees can enter time in system by hours worked per day	Y	S	Time & Attendance	
1211	TE	Time Entry	System provides workflow for review and approval of timesheets	Y	S	Time & Attendance	
1212	TE	Time Entry	Allow for supervisory approval of time on a daily basis	Y	S	Time & Attendance	
1213	TE	Time Entry	Additional workflow rules can be applied if hours are entered to a special project	Y	S	Time & Attendance	
1214	TE	Time Entry	Allow for supervisory approval of time on a pay period basis	Y	S	Time & Attendance	
1215	TE	Time Entry	System supports exception based workflow (alternate path) for approvals	Y	S	Time & Attendance	
1216	TE	Time Entry	System supports multiple approvals for timesheets or individual timesheet	Y	S	Time & Attendance	
1217	TE	Time Entry	System allows for the workflow approval of vacation or requests of time off	Y	S	Time & Attendance	
1218	TE	Time Entry	System to send out alerts/reminders that timecards incomplete. Send to employee and supervisor	Y	S	Time & Attendance	Notifications
1219	TE	Time Entry	System allows for timesheet level approval of leave (e.g. emergency where no leave request was submitted)	Y	S	Time & Attendance	
1220	TE	Time Entry	System to allow employees (Department) to decide if they want to earn comp time or pay for OT when entering / processing time.	Y	S	Time & Attendance	
1221	TE	Time Entry	System should allow for accounting time against a work order and time entered should interface into the work order system for labor costs	Y	S	Time & Attendance/Human Capital Management	Time & Attendance will integrate with work order information, allow for entry into Time & Attendance for job costing and send to payroll (back to EERP).
1222	TE	Time Entry	Approved Leave events should be automatically recorded on a timesheet	Y	S	Time & Attendance	
1223	TE	Time Entry	System supports multiple approval levels for specific time events (OT must be approved at higher level than regular time)	Y	S	Time & Attendance	
1224	TE	Time Entry	Time entry system should only show time events the employee is allowed to use per their position setup	Y	S	Time & Attendance	
1225	TE	Time Entry	Employees with more than one position (different departments/rate of pay)	Y	S	Time & Attendance	
1226	TE	Time Business Rules	Business rules in timesheet automatically apply correct: Shift differential	Y	S	Time & Attendance	
1227	TE	Time Business Rules	Business rules in timesheet automatically apply correct: Overtime	Y	S	Time & Attendance	
1228	TE	Time Business Rules	Business rules in timesheet automatically apply correct: Holiday Pay and Holiday Overtime	Y	S	Time & Attendance	
1229	TE	Time Business Rules	Business rules for timesheets can vary by employee type/group:	Y	S	Time & Attendance	
1230	TE	Time Business Rules	6 month employees (contract employees, temp employees)(different rules)	Y	S	Time & Attendance	
1231	TE	Time Business Rules	Regular / Part-time	Y	S	Time & Attendance	
1232	TE	Time Business Rules	599 hour temp	Y	S	Time & Attendance	
1233	TE	Time Business Rules	999 hour temp	Y	S	Time & Attendance	
1234	TE	Time Business Rules	Seasonal employee (rules by division)	Y	S	Time & Attendance	
1235	TE	Time Business Rules	Retired annuitant	Y	S	Time & Attendance	
1236	TE	Time Business Rules	Unpaid volunteers / interns	Y	S	Time & Attendance	
1237	TE	Time Business Rules	Limited Term	Y	S	Time & Attendance	
1238	TE	Time Business Rules	User defined (rules vary by group)	Y	S	Time & Attendance	
1239	TE	Time Business Rules	Time can be entered manually for those cases where business rules cannot be codified	Y	S	Time & Attendance	
1240	TE	Time Business Rules	Overtime is applied to each employee group (e.g. union)	Y	S	Time & Attendance	
1241	TE	Time Business Rules	System will calculate the FLSA overtime earnings benefit based on the actual worked hours by user-defined period by employee	Y	S	Time & Attendance	
1242	TE	Time Business Rules	System to track and flag when taking comp time is not allowed by business rule.(comp time is eligible for some pay types, not others.)	Y	S	Time & Attendance	
1243	TE	Time Business Rules	System allows user to define eligible pay types applied as hours worked for OT purposes by job classification	Y	S	Time & Attendance	
1244	TE	Time Business Rules	Overtime is applied to any hours worked in excess of: Scheduled hours for the day	Y	S	Time & Attendance	

1245	TE	Time Business Rules	Overtime is applied to any hours worked in excess of: 40 hours per week	Y	S	Time & Attendance	
1246	TE	Time Business Rules	Shift differential applied if minimum number of hours worked fits within shift period (shift differential applied to only hours worked after set time)	Y	S	Time & Attendance	
1247	TE	Time Business Rules	Shift differential is applied to hours worked only	Y	S	Time & Attendance	
1248	TE	Time Business Rules	System maintains holiday schedule and automatically applies holiday pay rules and updates employee timesheet based on eligibility rules (for each employee calendar)	Y	S	Time & Attendance	
1249	TE	Time Business Rules	System converts bank balances when schedule changes for individual employee (i.e. employee changes from 8-hour shift to 24-hr shift)	Y	S	Time & Attendance	via Factor Accrual Hours process, has to be run manually for each employee needing conversion.
1250	TE	Scheduling	System allows creation of flexible work schedules by defining hours worked per day by: Week	Y	S	Advanced Scheduling, Time & Attendance	
1251	TE	Scheduling	System allows creation of flexible work schedules by defining hours worked per day by: 2-Week Period	Y	S	Advanced Scheduling, Time & Attendance	
1252	TE	Scheduling	System allows creation of flexible work schedules by defining hours worked per day by: Month	Y	S	Advanced Scheduling, Time & Attendance	
1253	TE	Scheduling	System allows schedules with user defined number of hours per day (8,9,10,11,12,13,etc.)	Y	S	Advanced Scheduling, Time & Attendance	
1254	TE	Scheduling	System supports non-standard time schedules (24 hr.) Fire	Y	S	Advanced Scheduling, Time & Attendance	
1255	TE	Scheduling	System allows scheduling of hours differently in the weeks of a bi-weekly pay period	Y	S	Advanced Scheduling, Time & Attendance	
1256	TE	Scheduling	Accommodates light duty, restricted duty, etc. schedules	Y	S	Advanced Scheduling, Time & Attendance	
1257	TE	Scheduling	Accommodates fluctuating work weeks (32/48, 35/45, 9/80) and monitor against FLSA guidelines	Y	S	Advanced Scheduling, Time & Attendance	
1258	TE	Scheduling	Accommodates schedule types:				
1259	TE	Scheduling	5-8's	Y	S	Advanced Scheduling, Time & Attendance	
1260	TE	Scheduling	4-10's	Y	S	Advanced Scheduling, Time & Attendance	
1261	TE	Scheduling	9-80's	Y	S	Advanced Scheduling, Time & Attendance	
1262	TE	Scheduling	4-11,3-12's	Y	S	Advanced Scheduling, Time & Attendance	
1263	TE	Scheduling	Part-Time Flex	Y	S	Advanced Scheduling, Time & Attendance	
1264	TE	Scheduling	Part-Time Non-Flex	Y	S	Advanced Scheduling, Time & Attendance	
1265	TE	Scheduling	599 Temp	Y	S	Advanced Scheduling, Time & Attendance	
1266	TE	Scheduling	999 Temp	Y	S	Advanced Scheduling, Time & Attendance	
1267	TE	Scheduling	12 hour shift	Y	S	Advanced Scheduling, Time & Attendance	
1268	TE	Scheduling	Full-Time Flex	Y	S	Advanced Scheduling, Time & Attendance	
1269	TE	Scheduling	Swing	Y	S	Advanced Scheduling, Time & Attendance	
1270	TE	Scheduling	System to track and alert if leave requests negatively impact coverage	Y	S	Advanced Scheduling, Time & Attendance	
1271	TE	Scheduling	System will include employee accrual balance information when requesting leave	Y	S	Advanced Scheduling, Time & Attendance	
1272	TE	Scheduling	System will include leave taken in days information when requesting leave	Y	S	Advanced Scheduling, Time & Attendance	
1273	TE	Scheduling	System will include leave taken in hours information when requesting leave	Y	S	Advanced Scheduling, Time & Attendance	
1274	TE	Scheduling	System will include leave approved but not taken information when requesting leave	Y	S	Advanced Scheduling, Time & Attendance	
1276	TE	Scheduling	Ability for a manager to see their employees leaves on a calendar	Y	S	Advanced Scheduling, Time & Attendance	
1277	TE	Scheduling	Ability to schedule and track employees by location each hour of the day	Y	S	Advanced Scheduling, Time & Attendance	Can use who is here if user logs location with clock in. Geofencing is also available.
1278	TE	Scheduling	System notifies and publishes schedules when finalized by supervisor	Y	S	Advanced Scheduling, Time & Attendance	

1279	TE	Scheduling	Allow supervisors to send general announcements to employees	Y	S	Advanced Scheduling, Time & Attendance	
1280	TE	Scheduling	Individual employee can be associated with multiple positions/locations	Y	S	Advanced Scheduling, Time & Attendance	
1281	TE	Scheduling	Ability to validate schedules against labor laws/business rules (i.e. child labor laws, federal requirements, etc.)	Y	S	Advanced Scheduling, Time & Attendance	
1282	TE	Leave Accruals	Leave accruals can be different for employees with different levels of service	Y	S	Human Capital Management	
1283	TE	Leave Accruals	System allows override for employees to be hired with leave (pre-set amount)	Y	S	Human Capital Management	
1284	TE	Leave Accruals	Employees leave accrual rate based on: (earn X hours of leave per month)	Y	S	Human Capital Management	
1285	TE	Leave Accruals	Leave earned in hours	Y	S	Human Capital Management	
1286	TE	Leave Accruals	Leave accruals will adjust to a new accrual rate after incremental years of service (i.e. 5, 10, 15, etc.)	Y	S	Human Capital Management	
1287	TE	Leave Accruals	Employees earn leave according to defined business rules	Y	S	Human Capital Management	
1288	TE	Leave Accruals	Comp time can be earned according to business rules (i.e. 1.5, 2.0, etc.)	Y	S	Human Capital Management	
1289	TE	Leave Accruals	Leave balances can be set to roll over depending on leave type at end of anniversary year	Y	S	Human Capital Management	
1290	TE	Leave Accruals	Leave balances can be set to roll over depending on leave type at end of calendar year	Y	S	Human Capital Management	
1291	TE	Leave Accruals	Leave balances can be set to roll over depending on leave type at end of specified date	Y	S	Human Capital Management	
1292	TE	Leave Accruals	Leave balances can be set to not roll over depending on leave type at end of anniversary year	Y	S	Human Capital Management	
1293	TE	Leave Accruals	Leave balances can be set to not roll over depending on leave type at end of calendar year	Y	S	Human Capital Management	
1294	TE	Leave Accruals	Leave balances can be set to not roll over depending on leave type at end of specified date	Y	S	Human Capital Management	
1295	TE	Leave Accruals	Balances can be capped at maximum amount at any time	Y	S	Human Capital Management	
1296	TE	Leave Accruals	Balances can be capped at maximum amount at anniversary date	Y	S	Human Capital Management	
1297	TE	Leave Accruals	Balances can be capped at maximum amount on specified date	Y	S	Human Capital Management	
1298	TE	Leave Accruals	Balances can be capped at maximum amount at end of calendar year	Y	S	Human Capital Management	
1299	TE	Leave Accruals	Balances can be capped at fixed amount	Y	S	Human Capital Management	
1300	TE	Leave Accruals	All leave balances are printed on pay stub	Y	S	Human Capital Management	
1301	TE	Leave Accruals	Requests for negative leave accrual require workflow approval	Y	S	Human Capital Management	Based on setup of accrual table and associated workflow rule
1302	TE	Leave Accruals	System allows comp time to be earned up to limit by employee or employee group	Y	S	Human Capital Management	
1303	TE	Leave Accruals	System allows comp time to be earned up to limit by bargaining unit with in a contract year	Y	S	Human Capital Management	
1304	TE	Leave Accruals	If comp limit is reached, employee forced to take overtime payments	Y	S	Human Capital Management	
1306	TE	Leave Accruals	Adjustments to leave balance should allow comments to document the reason for the adjustment	Y	S	Human Capital Management	
1307	TE	Leave Payout	System coverts accrued vacation time to payout	Y	S	Human Capital Management	
1308	TE	Leave Payout	System has the ability to pay out leave time at different percentages (i.e. 25%, 50%, 100%, etc.)	Y	S	Human Capital Management	Defined during accrual buyout process
1309	TE	Leave Payout	System pays out any comp time earned on specific date over specified limit	Y	S	Human Capital Management	Enforced by accrual table limit and site determined processing date of accrual buyout
1310	TE	Leave Payout	System allows for sick time sell back	Y	S	Human Capital Management	
1311	TE	Leave Payout	Related to 1240 - Leave pay outs can be at a %. ie. Cash out all hours at 80% pay rate	Y	S	Human Capital Management	Leave can be paid out as a percentage, would require utilizing the factor field on pay types.
1312	TE	Leave Type	System tracks the following type of leave:				Leave types are site defined utilizing ranges A-Z, 0-9
1313	TE	Leave Type	FMLA	Y	S	Human Capital Management	
1314	TE	Leave Type	Paid parental leave	Y	S	Human Capital Management	
1315	TE	Leave Type	System tracks leave taken on rolling 12 month calendar	Y	S	Human Capital Management	
1316	TE	Leave Type	System accommodates forward and backward rolling calendars	Y	S	Human Capital Management	
1317	TE	Leave Type	System tracks multiple leave periods (multiple periods within rolling calendar)	Y	S	Human Capital Management	
1318	TE	Leave Type	System allows employees to take leave and sick leave (or other leave type) on the same day	Y	S	Human Capital Management	
1319	TE	Leave Type	System tracks leave taken intermittently (example: FMLA leave taken every other day of leave period)	Y	S	Human Capital Management	
1320	TE	Leave Type	System to track employees that have taken leave	Y	S	Human Capital Management	
1321	TE	Leave Type	System to track approved FMLA and when the employee starts to take FMLA	Y	S	Human Capital Management	
1322	TE	Leave Type	System can manage short and long term military leave	Y	S	Human Capital Management	
1323	PAY	Payroll Processing	Payroll process bi-weekly per payroll group (i.e. a payroll is run weekly for either County Pay)	Y	S	Human Capital Management	
1324	PAY	Payroll Processing	Payroll to process off cycle	Y	S	Human Capital Management	
1325	PAY	Payroll Processing	System will process pay for one employee with multiple jobs and employee will receive one paycheck	Y	S	Human Capital Management	

1326	PAY	Payroll Processing	System calculates overtime according to FLSA regulations taking into account: Special pays earned	Y	S	Human Capital Management	
1327	PAY	Payroll Processing	System calculates overtime according to FLSA regulations taking into account: Different positions worked	Y	S	Human Capital Management	
1328	PAY	Payroll Processing	System will run pay, deduction, withheld taxes, and net pay calculations as a "proof" run for review prior to final pay run	Y	S	Human Capital Management	
1329	PAY	Payroll Processing	System will cut special or immediate (on-demand) checks.	Y	S	Human Capital Management	
1330	PAY	Payroll Processing	System allows posting new adjustments/corrections for a prior period for tax reporting	Y	S	Human Capital Management	
1331	PAY	Payroll Processing	Ability to accommodate various pay codes such as the following:				Pay code range is site defined utilizing 1 -999 pay code range
1332	PAY	Payroll Processing	Differential Pay	Y	S	Human Capital Management	
1333	PAY	Payroll Processing	Benefit Dollars (i.e. 125 Cafeteria Plan)	Y	S	Human Capital Management	
1334	PAY	Payroll Processing	Regular (Full-Time, Part-Time, Temporary, etc.)	Y	S	Human Capital Management	
1335	PAY	Payroll Processing	Overtime	Y	S	Human Capital Management	
1336	PAY	Payroll Processing	Holiday	Y	S	Human Capital Management	
1337	PAY	Payroll Processing	Holiday Payout	Y	S	Human Capital Management	
1338	PAY	Payroll Processing	Floating holidays	Y	S	Human Capital Management	
1339	PAY	Payroll Processing	Personal days	Y	S	Human Capital Management	
1340	PAY	Payroll Processing	Vacation	Y	S	Human Capital Management	
1341	PAY	Payroll Processing	Vacation payout	Y	S	Human Capital Management	
1342	PAY	Payroll Processing	Sick leave payout	Y	S	Human Capital Management	
1343	PAY	Payroll Processing	Comp time accrual	Y	S	Human Capital Management	
1344	PAY	Payroll Processing	Comp time payout	Y	S	Human Capital Management	
1345	PAY	Payroll Processing	Comp time use	Y	S	Human Capital Management	
1346	PAY	Payroll Processing	Retroactive pay	Y	S	Human Capital Management	
1347	PAY	Payroll Processing	Jury duty	Y	S	Human Capital Management	
1348	PAY	Payroll Processing	Military	Y	S	Human Capital Management	
1349	PAY	Payroll Processing	Training	Y	S	Human Capital Management	
1350	PAY	Payroll Processing	FMLA leave	Y	S	Human Capital Management	
1351	PAY	Payroll Processing	Severance/termination pay	Y	S	Human Capital Management	
1352	PAY	Payroll Processing	Health and dependent care reimbursement	Y	S	Human Capital Management	
1353	PAY	Payroll Processing	Bereavement	Y	S	Human Capital Management	
1354	PAY	Payroll Processing	Leave without pay	Y	S	Human Capital Management	
1355	PAY	Payroll Processing	Docked/no pay	Y	S	Human Capital Management	
1356	PAY	Payroll Processing	Leave of absence	Y	S	Human Capital Management	
1357	PAY	Payroll Processing	Bonus:	Y	S	Human Capital Management	
1358	PAY	Payroll Processing	Dollars	Y	S	Human Capital Management	
1359	PAY	Payroll Processing	Hours	Y	S	Human Capital Management	
1360	PAY	Payroll Processing	Flat-rate Special Pays (e.g., specialized training/education, etc.)	Y	S	Human Capital Management	
1361	PAY	Payroll Processing	Auto Allowance:	Y	S	Human Capital Management	
1362	PAY	Payroll Processing	Flat allowance for personal use of car	Y	S	Human Capital Management	
1363	PAY	Payroll Processing	Business use of County vehicle (IRS rules)	Y	S	Human Capital Management	
1364	PAY	Payroll Processing	Uniform allowance	Y	S	Human Capital Management	
1365	PAY	Payroll Processing	Tool allowance	Y	S	Human Capital Management	
1366	PAY	Payroll Processing	Meal allowance	Y	S	Human Capital Management	
1367	PAY	Payroll Processing	Hazard Pay (multiple levels)	Y	S	Human Capital Management	
1368	PAY	Payroll Processing	Spray Painting Pay (multiple levels)	Y	S	Human Capital Management	
1369	PAY	Payroll Processing	Disaster recovery/Homeland Security	Y	S	Human Capital Management	
1370	PAY	Payroll Processing	Worker's Compensation	Y	S	Human Capital Management	
1371	PAY	Payroll Processing	Sick Sell Back	Y	S	Human Capital Management	
1372	PAY	Payroll Processing	Parental leave	Y	S	Human Capital Management	

1373	PAY	Payroll Processing	Safety Days	Y	S	Human Capital Management	
1374	PAY	Payroll Processing	Other user-defined pay codes (Please comment on any limit in the number of pay codes)	Y	S	Human Capital Management	999 total pay codes
1375	PAY	Payroll Processing	System can accommodate differential pay, benefit dollars	Y	S	Human Capital Management	
1376	PAY	Retro Pay	Retro pay calculation used to back date and correct for personnel actions	Y	S	Human Capital Management	
1377	PAY	Retro Pay	Retro pay calculation used to back date and correct for corrections to errors	Y	S	Human Capital Management	
1378	PAY	Retro Pay	Retro pay calculation used to back date and correct for changes to timesheet	Y	S	Human Capital Management	
1379	PAY	Retro Pay	Retro pay calculation used to back date and correct for back pay	Y	S	Human Capital Management	
1380	PAY	Retro Pay	Retro pay will automatically correct salary amounts	Y	S	Human Capital Management	
1381	PAY	Retro Pay	Retro pay will automatically correct tax deductions (additional income tax withheld)	Y	S	Human Capital Management	
1382	PAY	Retro Pay	Retro pay will automatically correct benefit deductions	Y	S	Human Capital Management	
1383	PAY	Retro Pay	Retro pay will automatically correct garnishments	Y	S	Human Capital Management	
1384	PAY	Retro Pay	Retro pay will automatically correct FLSA Calculations (Overtime)	Y	S	Human Capital Management	
1385	PAY	Retro Pay	Retro pay will automatically correct leave balances	Y	S	Human Capital Management	
1386	PAY	Retro Pay	System will retain previous salary and hours and days worked data and effective dates for use when calculating retroactive pay adjustments	Y	S	Human Capital Management	System retains pay history and effective dated Job/Salary records to properly calculate retroactive pay
1387	PAY	Retro Pay	System provide for multi tier and complex selection of Retro pay employee sets. (i.e.. Bargaining unit, position, date of hire, etc.)	Y	S	Human Capital Management	Emp Number, Location, and Group/BU are the 3 options available for selecting sets of records.
1388	PAY	Deductions	System handles deduction frequency of off cycle pay (on demand)	Y	S	Human Capital Management	
1389	PAY	Deductions	System tracks effective dated start and stop dates for benefit deductions	Y	S	Human Capital Management	
1390	PAY	Deductions	System tracks limit to deductions by year (System automatically stops taking deduction after limit is reached)	Y	S	Human Capital Management	
1391	PAY	Deductions	System will provide invoice to employees with deductions and garnishments greater than compensation	Y	S	Human Capital Management	via Benefit Arrears processing
1392	PAY	Deductions	System will alert and track for employees with net pay less than benefit deductions	Y	S	Human Capital Management	
1393	PAY	Deductions	Deductions and garnishments can be prioritized	Y	S	Human Capital Management	
1394	PAY	Deductions	System integrates to accounts payable and generates checks for deductions (to pay amount deducted to provider/vendor)	Y	S	Human Capital Management	
1395	PAY	Deductions	System automatically calculates deduction adjustments based on date driven changes	Y	S	Human Capital Management	
1396	PAY	Deductions	Show hourly base pay + hourly incentive pay (i.e.: education) = rate used. Rate may also be broken out. Base rate should be able to be updated individually.	Y	S	Human Capital Management	Add to base pays
1397	PAY	Deductions	Accrue hours prior to processing leave and vice versa. For example: Employees accruing leave in final check that includes leave payout.	Y	S	Human Capital Management	
1398	PAY	Deductions	Deduction maximums can be defined by different years (i.e. disability runs based on fiscal year)	Y	S	Human Capital Management	
1399	PAY	Garnishments	System records garnishments on employee and can accommodate multiple garnishments with priority order	Y	S	Human Capital Management	
1400	PAY	Garnishments	Garnishments calculated as percentage of disposable income	Y	S	Human Capital Management	
1401	PAY	Garnishments	Garnishments withheld and paid to appropriate agency/organization through accounts payable (integration between garnishment and accounts payable	Y	S	Human Capital Management	
1402	PAY	Special Pay	System supports rates for special pays, shift differentials, and other ad to pays	Y	S	Human Capital Management	
1403	PAY	Special Pay	System calculates add-to-pays and special pay amounts every pay period	Y	S	Human Capital Management	
1404	PAY	Special Pay	System automatically and accurately calculates multiple tax rate depending on the type of pay	Y	S	Human Capital Management	
1405	PAY	Special Pay	Special pay/add-to-pay is calculated as flat amount	Y	S	Human Capital Management	
1406	PAY	Special Pay	Special pay/add-to-pay is calculated as percentage of eligible pay (identify eligible pay for each special pay by pay code)	Y	S	Human Capital Management	
1407	PAY	Special Pay	System to accommodate multiple pay rates and positions during same period	Y	S	Human Capital Management	
1408	PAY	Special Pay	System automatically applies imputed income for employees receiving non-cash benefits	Y	S	Human Capital Management	
1409	PAY	Travel / Employee Reimbursement	System allows employees to enter pre-travel request (prior to travel) and travel advance request	Y	S	Employee Expense Reimbursement, Human Capital Management	
1410	PAY	Travel / Employee Reimbursement	System routes pre-travel and travel advance request through workflow for approval (prior to travel)	Y	S	Employee Expense Reimbursement, Human Capital Management	
1411	PAY	Travel / Employee Reimbursement	System supports per diem amounts for travel	Y	S	Employee Expense Reimbursement, Human Capital Management	
1412	PAY	Travel / Employee Reimbursement	System allows employees enter reimbursement request	Y	S	Employee Expense Reimbursement, Human Capital Management	
1413	PAY	Travel / Employee Reimbursement	System allows employees to upload receipt and documentation for travel/employee reimbursement	Y	S	Employee Expense Reimbursement, Human Capital Management	

1414	PAY	Travel / Employee Reimbursement	System links employee reimbursement request with travel advances	Y	S	Employee Expense Reimbursement, Human Capital Management	
1415	PAY	Check Printing	System support direct deposit for payroll	Y	S	Human Capital Management	
1416	PAY	Check Printing	System provides set up to provide direct deposit to multiple bank accounts based on amount and percentage	Y	S	Human Capital Management	
1417	PAY	Check Printing	System produces electronic file to multiple banks for direct deposit	Y	S	Human Capital Management	
1418	PAY	Check Printing	System allows broadcast messages which appears on check stubs for a defined group	Y	S	Human Capital Management	
1419	PAY	Check Printing	System produces positive pay file to send to bank	Y	S	Human Capital Management	
1420	PAY	Check Printing	System emails check advices to employees	Y	S	Human Capital Management	
1421	PAY	Check Printing	System should support printing paper check at discretion of payroll personnel	Y	S	Human Capital Management	
1422	PAY	End of Year Process	System will produce W-2s (and to reprint single W-2)	Y	S	Human Capital Management	
1423	PAY	End of Year Process	System will store W-2s	Y	S	Human Capital Management	
1424	PAY	End of Year Process	System will produce quarterly Form 941 report (IRS, State)	Y	S	Human Capital Management	
1425	PAY	End of Year Process	System will produce electronic (in the required format) unemployment tax report (gross wages, employee status)	Y	S	Human Capital Management	
1426	PAY	End of Year Process	System will produce amended W-2 for multiple years	Y	S	Human Capital Management	
1427	PAY	End of Year Process	System will produce a report showing FICA wages, by individual, and in total	Y	S	Human Capital Management	
1428	PAY	End of Year Process	System will produce report to produce all deductions by employee	Y	S	Human Capital Management	
1429	PAY	End of Year Process	System produces electronic files for social security and IRS and state of AZ	Y	S	Human Capital Management	
1430	PAY	End of Year Process	System provides social security verification file	Y	S	Human Capital Management	
1431	PAY	End of Year Process	Calculate accrued payroll based on certain pay codes	Y	S	Human Capital Management	
1432	PAY	End of Year Process	System should produce and store 1095 forms for ACA reporting as well as electronic files for the IRS	Y	S	Human Capital Management	
1433	PAY	End of Year Process	System allows for ability to modify/add records to W-2 file for submission and production.	Y	S	Human Capital Management	
1434	PAY	Pension	Records the pension data for reporting to the state pension system to include, but not limited to:				
1435	PAY	Pension	Program Type	Y			Tyler's proposed solution includes pension deduction tracking and processing utilizing standard payroll/benefit deduction functionality. Reporting is available on any data stored within the application and may require SQL Server Reporting Services. More information required to determine if third party solution would be required.
1436	PAY	Pension	FL Public Employees' Retirement System (FRS, Police, Fire)	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1437	PAY	Pension	SIP – Supplemental Contribution Program	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1438	PAY	Pension	SIP – 457 Plan	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1439	PAY	Pension	SIP – Peace Officers and Fire Fighters	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1440	PAY	Pension	SIP – 401(a) Plan	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1441	PAY	Pension	SIP Plan ID	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1442	PAY	Pension	Participant's Pension ID	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1443	PAY	Pension	Participant Name	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1444	PAY	Pension	Pay Rate	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1445	PAY	Pension	Reportable Earnings	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1446	PAY	Pension	Taxed Member Paid Contribution/Deduction	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1447	PAY	Pension	Tax Deferred Member Paid Contribution/Deduction	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1448	PAY	Pension	Tax Deferred Employer Paid Contribution/Deduction	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1449	PAY	Pension	Total Hours Worked	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality

1450	PAY	Pension	Includes the following in the pension report file:	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1451	PAY	Pension	Service Center Pension ID (Third-Party Payroll Processor ID)	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1452	PAY	Pension	Employer's Pension ID	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1453	PAY	Pension	Report Period Begin Date	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1454	PAY	Pension	Report Period End Date	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1455	PAY	Pension	System accommodates previous retro dates for retroactive adjustments	Y			Established via Implementation; leveraging Tyler EERP Set Personnel Up Codes and 3rd Party functionality
1456	WO	General Requirements	Provide status of all outstanding work requests based on user defined status codes.	Y	S	Asset Maintenance & Performance	
1457	WO	General Requirements	Ability to identify the type of work order:				
1458	WO	General Requirements	Preventative Maintenance	Y	S	Asset Maintenance & Performance	
1459	WO	General Requirements	Repair	Y	S	Asset Maintenance & Performance	
1460	WO	General Requirements	Corrective	Y	S	Asset Maintenance & Performance	
1461	WO	General Requirements	Turn-on/Turnoff	Y	S	Asset Maintenance & Performance	
1462	WO	General Requirements	Inspection	Y	S	Asset Maintenance & Performance	
1463	WO	General Requirements	Other user-defined types and fields (please provide any limitations in comments)	Y	S	Asset Maintenance & Performance	
1464	WO	General Requirements	Ability to identify work orders by billable status and track completed work orders through the Accounts Receivable module (e.g., warranty repair).	Y	S	Asset Maintenance & Performance	
1465	WO	General Requirements	Ability for the work order system to issue a purchase requisition when sufficient inventory is not available to complete task assigned on a work order.	Y	S	Asset Maintenance & Performance	
1466	WO	General Requirements	Ability to maintain customizable work order templates.	Y	S	Asset Maintenance & Performance	
1467	WO	General Requirements	Ability for Work orders to interface and record labor and fringe amounts for total work order cost.	Y	S	Asset Maintenance & Performance	
1468	WO	General Requirements	Support user defined fields within the work order defined by site or location.	Y	S	Asset Maintenance & Performance	
1469	WO	General Requirements	Support parent child relationship and the ability to report on all costs at the parent level.	Y	S	Asset Maintenance & Performance	
1470	WO	General Requirements	Ability to include chart of account elements in orders and requests for interfacing to finance.	Y	S	Asset Maintenance & Performance	
1471	WO	General Requirements	System should support multiple accounting lines per order. (e.g. PMC billing to multiple funds)	Y	S	Asset Maintenance & Performance	
1472	WO	General Requirements	Ability to assign and enforce workflow based on order type (e.g. work order, preventative, service, etc.)	Y	S	Asset Maintenance & Performance	
1473	WO	General Requirements	Ability to support custom status codes	Y	S	Asset Maintenance & Performance	
1474	WO	General Requirements	Ability to support custom work order types	Y	S	Asset Maintenance & Performance	
1475	WO	General Requirements	System is GIS centric and supports vertical assets	Y	S	Asset Maintenance & Performance	
1476	WO	General Requirements	Ability to automatically\manually notify other users on activity\action related to the work order within the work order (i.e. Personnel on shift can see notes from previous shift).	Y	S	Asset Maintenance & Performance	Comments, added tasks, and other work detail can be seen by multiple users.
1477	WO	General Requirements	System generates work order reminders based on user defined criteria.	Y	S	Asset Maintenance & Performance	Hub dashboard can provide visual reminders based on user defined information. Also emails via Event Notifications
1478	WO	Service Requests	Ability to accommodate service request generated by any of the following:				
1479	WO	Service Requests	Utility Billing	Y	S	Asset Maintenance & Performance	
1480	WO	Service Requests	Departments or Facilities	Y	S	Asset Maintenance & Performance	
1481	WO	Service Requests	System generated (e.g., preventative maintenance)	Y	S	Asset Maintenance & Performance	
1482	WO	Service Requests	Ability to limit work request capabilities to certain staff	Y	S	Asset Maintenance & Performance	
1483	WO	Service Requests	Ability to generate multiple work orders from one service request and maintain tracking of the original service requests	Y	S	Asset Maintenance & Performance	
1484	WO	Service Requests	Ability to limit self-service requests to drop-down menu of options, including other category.	Y	S	Asset Maintenance & Performance	Service requests can be entered by users with Enterprise Asset Management. If the desire is to allow public/residents to submit service requests, then some functionality is available with Resident Access. Depending on desired functionality, additional costs and/or solutions may be required.
1485	WO	Service Requests	Ability to require a "reason" or "description" field to be completed when "other" is chosen.	Y	S	Asset Maintenance & Performance	
1486	WO	Service Requests	Ability to track the following items for each service request:				
1487	WO	Service Requests	System-generated unique service request number	Y	S	Asset Maintenance & Performance	
1488	WO	Service Requests	Requestor	Y	S	Asset Maintenance & Performance	
1489	WO	Service Requests	Contact person (if different than requestor)	Y	S	Asset Maintenance & Performance	
1490	WO	Service Requests	Date of request	Y	S	Asset Maintenance & Performance	

1491	WO	Service Requests	Time of request	Y	S	Asset Maintenance & Performance	
1492	WO	Service Requests	Problem Code	Y	S	Asset Maintenance & Performance	
1493	WO	Service Requests	Problem description (short description field and long description free flow text)	Y	S	Asset Maintenance & Performance	
1494	WO	Service Requests	Location (support multiple location/sub location combinations)	Y	S	Asset Maintenance & Performance	
1495	WO	Service Requests	Ability to select a valid account code to charge a work order to (drop-down list)	Y	S	Asset Maintenance & Performance	
1496	WO	Service Requests	System must calculate cost estimate for service request prior to generating a work order	Y	S	Asset Maintenance & Performance	
1497	WO	Service Requests	Ability to create work order from service request.	Y	S	Asset Maintenance & Performance	
1498	WO	Service Requests	Ability to default information into the work order from the service request.	Y	S	Asset Maintenance & Performance	
1499	WO	Work Orders	Ability to generate work orders without a service request.	Y	S	Asset Maintenance & Performance	
1500	WO	Work Orders	System must have the ability to charge parts, labor and service charges to an individual work order	Y	S	Asset Maintenance & Performance	
1501	WO	Work Orders	Ability to automatically generate Preventive Maintenance (PM) work orders based on:				
1502	WO	Work Orders	Mileage	Y	S	Asset Maintenance & Performance	
1503	WO	Work Orders	Hours	Y	S	Asset Maintenance & Performance	
1504	WO	Work Orders	User defined Schedule or frequency	Y	S	Asset Maintenance & Performance	
1505	WO	Work Orders	Meter	Y	S	Asset Maintenance & Performance	
1506	WO	Work Orders	Ability to produce scheduled work orders on a weekly, monthly, quarterly, and annual basis for facilities and equipment.	Y	S	Asset Maintenance & Performance	
1507	WO	Work Orders	Provide for multiple, unique preventative maintenance schedules to be established for stationary equipment, facilities, or piece of equipment based on user-defined criteria	Y	S	Asset Maintenance & Performance	
1508	WO	Work Orders	Ability to track the following information associated with a work order:				
1509	WO	Work Orders	Unique work order number (system-generated)	Y	S	Asset Maintenance & Performance	
1510	WO	Work Orders	Asset number	Y	S	Asset Maintenance & Performance	
1511	WO	Work Orders	Requestor	Y	S	Asset Maintenance & Performance	
1512	WO	Work Orders	Location	Y	S	Asset Maintenance & Performance	
1513	WO	Work Orders	Date and time of request	Y	S	Asset Maintenance & Performance	
1514	WO	Work Orders	Complaint or problem	Y	S	Asset Maintenance & Performance	
1515	WO	Work Orders	Asset number and description	Y	S	Asset Maintenance & Performance	
1516	WO	Work Orders	Multiple contact names and information	Y	S	Asset Maintenance & Performance	
1517	WO	Work Orders	Problem Description	Y	S	Asset Maintenance & Performance	
1518	WO	Work Orders	Priority	Y	S	Asset Maintenance & Performance	
1519	WO	Work Orders	Task codes (specific tasks completed to correct problem)	Y	S	Asset Maintenance & Performance	
1520	WO	Work Orders	Actual start date	Y	S	Asset Maintenance & Performance	
1521	WO	Work Orders	Scheduled start date	Y	S	Asset Maintenance & Performance	
1522	WO	Work Orders	Status Code	Y	S	Asset Maintenance & Performance	
1523	WO	Work Orders	Completion date	Y	S	Asset Maintenance & Performance	
1524	WO	Work Orders	Department	Y	S	Asset Maintenance & Performance	
1525	WO	Work Orders	Assigned To (multiple assignments such as Crew chief, workman, etc.) (Please include limitations in the comment field)	Y	S	Asset Maintenance & Performance	
1526	WO	Work Orders	Ability for work orders to display and print special instructions	Y	S	Asset Maintenance & Performance	
1527	WO	Work Orders	Ability to store attachment on a work order (e.g. pictures, word document, etc.)	Y	S	Asset Maintenance & Performance	
1528	WO	Work Orders	Ability to attach drawings and pictures in the following formats (JPG, DWG, TIF)	Y	S	Asset Maintenance & Performance	
1529	WO	Work Orders	Ability to print attachment and drawings with the work order detail	Y	S	Asset Maintenance & Performance	
1530	WO	Work Orders	Ability to enter information specific to a job when a work order is created or executed	Y	S	Asset Maintenance & Performance	
1531	WO	Work Orders	Ability to assign work order to one person or multiple people	Y	S	Asset Maintenance & Performance	
1532	WO	Work Orders	Ability to assign work orders to supervisors, technicians, and/or crews	Y	S	Asset Maintenance & Performance	
1533	WO	Work Orders	Ability to track all dates throughout the work order life cycle (e.g., date received, date scheduled, date started, etc.)	Y	S	Asset Maintenance & Performance	
1534	WO	Work Orders	Ability to record date and time, changes made, and the user who made changes to any work order	Y	S	Asset Maintenance & Performance	
1535	WO	Work Orders	Ability to print out work orders for technician or field use	Y	S	Asset Maintenance & Performance	
1536	WO	Work Orders	Ability to create work orders that contain multiple tasks	Y	S	Asset Maintenance & Performance	
1537	WO	Work Orders	Ability to log progress on a work order through out the lifecycle of that work order	Y	S	Asset Maintenance & Performance	

1538	WO	Work Orders	Ability to transfer work order from one department to another	Y	S	Asset Maintenance & Performance	
1539	WO	Work Orders	Ability to create a schedule within a work order to track key dates and milestones	Y	S	Asset Maintenance & Performance	
1540	WO	Work Orders	Ability to update work order activity via mobile device	Y	S	Asset Maintenance & Performance	
1541	WO	Preventive Maintenance	Ability to easily modify a preventive maintenance schedule	Y	S	Asset Maintenance & Performance	
1542	WO	Preventive Maintenance	Ability to indicate preventive maintenance work orders that are delinquent	Y	S	Asset Maintenance & Performance	
1543	WO	Preventive Maintenance	Ability to create a master list of scheduled preventive maintenance activities due in a selected period.	Y	S	Asset Maintenance & Performance	
1544	WO	Preventive Maintenance	Ability to move scheduled preventive maintenance when downtime or outages present performance opportunities.	Y	S	Asset Maintenance & Performance	
1545	WO	Preventive Maintenance	Ability to record undone preventative maintenance for immediate follow up or delay until next regularly scheduled maintenance activity.	Y	S	Asset Maintenance & Performance	
1546	WO	Preventive Maintenance	Ability to define different types of preventive maintenance (i.e. outage vs daily\routine)	Y	S	Asset Maintenance & Performance	
1547	WO	Preventive Maintenance	Ability to generate preventive work orders in batches based on user defined selection criteria	Y	S	Asset Maintenance & Performance	
1548	WO	Work Order Resources	Ability to track the following resource usage to a work order:				
1549	WO	Work Order Resources	Equipment hours	Y	S	Asset Maintenance & Performance	
1550	WO	Work Order Resources	Labor hours	Y	S	Asset Maintenance & Performance	
1551	WO	Work Order Resources	Labor overhead	Y	S	Asset Maintenance & Performance	
1552	WO	Work Order Resources	Materials	Y	S	Asset Maintenance & Performance	
1553	WO	Work Order Resources	Outside contractors	Y	S	Asset Maintenance & Performance	
1554	WO	Work Order Resources	Parts	Y	S	Asset Maintenance & Performance	
1555	WO	Work Order Resources	Tools	Y	S	Asset Maintenance & Performance	
1556	WO	Work Order Resources	Associated fees	Y	S	Asset Maintenance & Performance	
1557	WO	Work Order Resources	Permits and certifications	Y	S	Asset Maintenance & Performance	
1558	WO	Work Order Resources	Other user-defined elements	Y	S	Asset Maintenance & Performance	
1559	WO	Work Order Resources	Ability to report activity by relevant statistic (e.g., meters read, etc.)	Y	S	Asset Maintenance & Performance	
1560	WO	Work Order Resources	Ability to schedule and prioritize employee resources	Y	S	Asset Maintenance & Performance	
1561	WO	Closeout	Ability to formally close a work order	Y	S	Asset Maintenance & Performance	
1562	WO	Closeout	Ability to partially close a work order; leaving open only to update employee resource usage	Y	S	Asset Maintenance & Performance	
1563	WO	Closeout	System does not allow formal work order close until all related tasks are completed	Y	S	Asset Maintenance & Performance	
1564	WO	Closeout	Prevent closing work order if open PO's are assigned to that work order	Y	S	Asset Maintenance & Performance	
1565	TRS	Cash Management	System supports use of pooled cash	Y	S	Cash Management	
1566	TRS	Cash Management	Generate a system alert when insufficient funds are available for planned check runs	Y	S	Cash Management	
1567	TRS	Cash Management	System will advise user of insufficent funds during a check run if there are insufficient funds to cover it.	Y	NS		
1568	TRS	Cash Receipting	System provides cash flow forecasts projecting outstanding payable, outstanding receivables, recurring payments, and current position	Y	S	Cash Management	
1569	TRS	Cash Receipting	System has interface with other County cashiering systems (i.e. point of sale systems)	Y	S	Cashierigin, Cashiering API Conector	Via Cashiering API Connector
1570	TRS	Bank Reconciliation	System gets daily bank activity and balances and reconcile to recorded receipts and disbursements	Y	S	Cash Management	
1571	TRS	Bank Reconciliation	System provides automated features for bank reconciliation	Y	S	Cash Management	
1572	TRS	Bank Reconciliation	System bank reconciliation process accommodates credit card transactions that post to different day in bank and system	Y	S	Cash Management	
1573	TRS	Bank Reconciliation	System accommodates reconciliation process that posts in batch or summary of transactions	Y	S	Cash Management	
1574	TRS	Bank Reconciliation	Process canceled checks from bank file and create list of outstanding checks	Y	S	Accounts Payable, Cash Management	
1575	TRS	Bank Reconciliation	System allows deposits to be tagged by a type or category (i.e. location code, merchant account code, etc.)	Y	S	Accounts Payable, Cash Management	
1576	TRS	Bank Reconciliation	Create positive pay files for bank for both Payroll and AP checks, vendor verification included	Y	S	Accounts Payable, Cash Management, Payroll w/Employee Access	
1577	TRS	Bank Reconciliation	System provides reports for non-cleared reconciliation items (for example: exception report)	Y	S	Accounts Payable, Cash Management, Payroll w/Employee Access	
1578	TRS	Bank Reconciliation	System can delineate between ACH payments and paper checks, EFT, etc. (i.e. separate report for each)	Y	S	Accounts Payable, Cash Management	
1579	TRS	Bank Reconciliation	System can automatically clear ACH payment batches	Y	S	Accounts Payable, Cash Management	
1580	TRS	Interest Allocation	System will calculate county designated interest allocation	Y	S	Cash Management	
1581	TRS	Interest Allocation	System will process and allocate interest to designated departments/business units	Y	S	Cash Management	

1582	TRS	Interest Allocation	System has the ability to process revenue or expense allocations proportionally, based on user defined rules (i.e. number of transactions, total amount in the period)	Y	S	Cash Management	can process based on expense types, based on piroity and percentage, not necessarily number of transactions
EPL1	EPL	General Functionality	Online help files and web-browser with the most up to date version of support.	Y	S	Community Development	
EPL2	EPL	General Functionality	Supplies eTraining videos on Vendor's website to refresh Users on standard functionality.	Y	S	Community Development	
EPL3	EPL	General Functionality	Ability to enter notes with unlimited characters.	Y	S	Community Development	
EPL4	EPL	General Functionality	Assign permit, project, code violation, and complaint types to specific departments.	Y	S	Community Development	
EPL5	EPL	General Functionality	System must be capable of easily interfacing with Property Appraiser records to download ownership information onto permit application.	Y	S	Community Development	Tyler's EPL solution is a GIS-centric application which consumes parcel, address and ownership information in real time via ArcGIS map services.
EPL7	EPL	General Functionality	Supports address with 1/2, 1/4, a, b, c and other non-standard / non-US addresses.	Y	S	Community Development	
EPL8	EPL	General Functionality	System should support the ability to scan, store, retrieve and print documents related to the permitting and inspection process	Y	S	Community Development	
EPL9	EPL	General Functionality	Abilty to support scan, storing data locally, print forms in offline mode until resync	Y	S	Community Development	
EPL10	EPL	General Functionality	Maintains information on applicant including:	Y	S	Community Development	
EPL11	EPL	General Functionality	Dates of public hearings	Y	S	Community Development	
EPL12	EPL	General Functionality	Prerequisite documents	Y	S	Community Development	
EPL13	EPL	General Functionality	Whether Commissioners approval is required	Y	S	Community Development	
EPL14	EPL	General Functionality	Whether Planning and Zoning commission approval is required	Y	S	Community Development	
EPL15	EPL	General Functionality	Tracks special events information such as, but not limited to:	Y	S	Community Development	
EPL16	EPL	General Functionality	Street Closures	Y	S	Community Development	
EPL17	EPL	General Functionality	Right of Way Encroachments	Y	S	Community Development	
EPL18	EPL	General Functionality	Work in the Right of Way	Y	S	Community Development	
EPL19	EPL	General Functionality	Pavement Cuts	Y	S	Community Development	
EPL20	EPL	General Functionality	Block Party	Y	S	Community Development	
EPL21	EPL	General Functionality	Other Activity on County Owned Property	Y	S	Community Development	
EPL22	EPL	General Functionality	Film Permits	Y	S	Community Development	
EPL23	EPL	General Functionality	Tent	Y	S	Community Development	
EPL24	EPL	General Functionality	Once customer number and business license number is assigned, the numbers should be retained from year to year.	Y	S	Community Development	
EPL25	EPL	General Functionality	Abilty to assign license number in various forms to match state, other county or other license formats.	Y	S	Community Development	
EPL26	EPL	General Functionality	Multiple owners can be linked to the same business.	Y	S	Community Development	
EPL27	EPL	General Functionality	Similar records can be copied as templates for new records	Y	S	Community Development	
EPL28	EPL	General Functionality	Business license fee range	Y	S	Community Development	
EPL29	EPL	General Functionality	Search partial name and "Contains" capability on Business Name and Owner Name.	Y	S	Community Development	
EPL30	EPL	General Functionality	Permit capture of information on hazardous operations or materials by parcel and address for Public Safety/Public Works/Community and Economic Development usage.	Y	S	Community Development	
EPL31	EPL	General Functionality	Ability to flag parcel as confidential based on data in GIS system.	Y	S	Community Development	
EPL32	EPL	General Functionality	Ability to flag parcel as requiring flood review based on data in GIS system.	Y	S	Community Development	
EPL33	EPL	General Functionality	Can import external tax data (e.g. sales tax tape) into the system to verify businesses.	Y	S	Community Development	
EPL34	EPL	Reporting	Track the history of reports a user has performed.	Y	S	Community Development	
EPL35	EPL	Reporting	Users can merge data in MS Word doc templates.	Y	S	Community Development	
EPL36	EPL	Reporting	Report of all changes to a file (changed from, date/time stamp, user that changed record).	Y	S	Community Development	
EPL37	EPL	Reporting	A weekly detailed listing of all projects that have not met pre-established performance dates.	Y	S	Community Development	
EPL38	EPL	Reporting	Renewal Notices including but not limited to expiring licenses	Y	S	Community Development	
EPL39	EPL	Reporting	Report by street address, parcel unique identifier, and/or parcel key.	Y	S	Community Development	
EPL40	EPL	Reporting	Provide a report of businesses from prior year that have not renewed their licenses.	Y	S	Community Development	
EPL41	EPL	Reporting	Generates on-demand printout of delinquent accounts and delinquent notices for use with window envelopes. Notice should include space for a free-form message up to 100 characters. Notices should be able to include certified letter details.	Y	S	Community Development	
EPL42	EPL	Reporting	Generates reports of multiple businesses on the same parcel, businesses with multiple locations, and businesses outside of County boundaries.	Y	S	Community Development	
EPL43	EPL	Permitting	Provide ability to track any type of permit and to add additional permit types as needed.	Y	S	Community Development	
EPL44	EPL	Permitting	Ability to link records together creating parent-child relationships.	Y	S	Community Development	
EPL45	EPL	Permitting	Ability to duplicate part or all of the data from one permit record to another.	Y	S	Community Development	

EPL46	EPL	Permitting	Calculate permit fees based on our fee schedule and ensure fees are collected.	Y	S	Community Development	
EPL47	EPL	Permitting	Provide interactive permit application ability to the public.	Y	S	Community Development	
EPL48	EPL	Permitting	Able to attach associated documentation to a record (pictures, word docs etc.).	Y	S	Community Development	
EPL49	EPL	Permitting	Link record to GIS.	Y	S	Community Development	
EPL50	EPL	Permitting	Restrict the issuance of permits for certain parcels based on access authority (e.g. certain permits require approval by flood plan administrator, fire chief, engineer, planning or building official).	Y	S	Community Development	
EPL51	EPL	Permitting	Link to contact information of contractors, applicants, property owners, etc.	Y	S	Community Development	
EPL52	EPL	Permitting	Ability to add, modify and delete job valuation details.	Y	S	Community Development	
EPL53	EPL	Permitting	Automatic inspection, reviews and fees based on type and sub-types.	Y	S	Community Development	
EPL54	EPL	Permitting	View full history of permit including changes made and who made changes in a timeline view.	Y	S	Community Development	
EPL55	EPL	Permitting	Ability to insert a QR code on a permit form.	Y	S	Community Development	
EPL56	EPL	Permitting	Ability to obtain notifications of all changes made related to a specific record.	Y	S	Community Development	
EPL57	EPL	Permitting	Ability to track customer calls including date, time, contact information and purpose.	Y	S	Community Development	
EPL58	EPL	Permitting	Ability to relate an expired permit to a new permit.	Y	S	Community Development	
EPL59	EPL	Permitting	Ability to notify staff if scheduled by customer.	Y	S	Community Development	
EPL60	EPL	Permitting	Ability to schedule customer appointment.	Y	S	Community Development	
EPL61	EPL	Permitting	Ability to block certificates of completion or final occupancy permit.	Y	S	Community Development	
EPL62	EPL	Permitting	Allow expiration date to be extended.	Y	S	Community Development	
EPL63	EPL	Permitting	Allow notes from plan review to be flagged to print on permit.	Y	S	Community Development	
EPL64	EPL	Inspections	Have a work center where Inspectors can view all of the inspections assigned to them, and results of those inspections from this area.	Y	S	Community Development	
EPL65	EPL	Inspections	Ability to quickly re-assign a group of inspections to a new Inspector.	Y	S	Community Development	
EPL66	EPL	Inspections	Allow different check-lists for each inspection type.	Y	S	Community Development	
EPL67	EPL	Inspections	Have standard notes unique to each inspector and each inspection type.	Y	S	Community Development	
EPL68	EPL	Inspections	Capable of batch scheduling inspections from a single screen for all inspection requests.	Y	S	Community Development	
EPL69	EPL	Inspections	Able to automatically insert a re-inspection fee based on the failed status of an inspection.	Y	S	Community Development	
EPL70	EPL	Inspections	Able to automatically email the contractor/developer of inspection results.	Y	S	Community Development	
EPL71	EPL	Inspections	Ensuring that previous inspections are approved, before accepting the next inspection type.	Y	S	Community Development	
EPL72	EPL	Inspections	Able to view a centralized Work Calendar for all inspectors.	Y	S	Community Development	
EPL73	EPL	Inspections	Able to use GIS information to automatically route an inspection to a default Inspector based on a geographic area.	Y	S	Community Development	
EPL74	EPL	Inspections	Allow an Inspector to record audio notes and play them back at any time.	Y	S	Community Development	
EPL75	EPL	Inspections	Adding attachments to the permit from a camera.	Y	S	Community Development	
EPL76	EPL	Inspections	Able to change the status codes of an inspection to our agency's terminology.	Y	S	Community Development	
EPL77	EPL	Inspections	Being able to associate a unique amount of time with each inspection type, to allow for a daily "cap" of inspections.	Y	S	Community Development	
EPL78	EPL	Inspections	Offer an integrated IVR solution for contractors to result inspections via phone.	Y	S	Community Development	
EPL79	EPL	Inspections	Required previous inspections to occur before allowing for subsequent inspections to be added.	Y	S	Community Development	
EPL80	EPL	Inspections	Re-inspection fees automatically schedule based on a failed inspection.	Y	S	Community Development	
EPL81	EPL	Inspections	Ability to generate confirmation e-mail to inspection requester.	Y	S	Community Development	
EPL82	EPL	Inspections	Ability to alter inspection sequences for individual permits.	Y	S	Community Development	
EPL83	EPL	Inspections	Ability to issue stop work orders.	Y	S	Community Development	
EPL84	EPL	Code Enforcement	Allow multiple violations to be added to a single case while tracking each resolution and status individually.	Y	S	Community Development	
EPL85	EPL	Code Enforcement	When a violation is added, the code text is automatically inserted.	Y	S	Community Development	
EPL86	EPL	Code Enforcement	Track follow-up dates to ensure the issue is resolved.	Y	S	Community Development	
EPL87	EPL	Code Enforcement	View/add restrictions to the parcel when a Case is created.	Y	S	Community Development	
EPL88	EPL	Code Enforcement	User rights determine which Users are able to view Case information/details.	Y	S	Community Development	
EPL89	EPL	Code Enforcement	Able to attach images to the Case with time stamp.	Y	S	Community Development	
EPL90	EPL	Code Enforcement	Create a Case Details Report which itemizes all details pertaining to the case, including the photos attached.	Y	S	Community Development	
EPL91	EPL	Code Enforcement	Easily create MS Word letters and merge data from system into letter.	Y	S	Community Development	
EPL92	EPL	Code Enforcement	View all details of a case from a single screen, without selecting different tabs or windows.	Y	S	Community Development	

EPL93	EPL	Code Enforcement	Track all activities on the record, including when a phone call is made, a letter is printed, etc.	Y	S	Community Development	
EPL94	EPL	Code Enforcement	Able to print and attach a letter for historical purposes in a single step.	Y	S	Community Development	
EPL95	EPL	Code Enforcement	Automatically assign a Case to a default Officer if received from online.	Y	S	Community Development	
EPL96	EPL	Code Enforcement	Ability to automatically lock a parcel when certain code Cases are created, to prevent permits from being issued.	Y	S	Community Development	
EPL97	EPL	Code Enforcement	Restrict access to the Complainant information to only Code Officers.	Y	S	Community Development	
EPL98	EPL	Code Enforcement	Allow code officers to enter results of their inspections including items for correction in the field either online or offline.	Y	S	Community Development	
EPL99	EPL	Code Enforcement	Ability to create code violation cases related to permit inspections in the field.	Y	S	Community Development	
EPL10	EPL	Code Enforcement	Print images associated with the case into a letter.	Y	S	Community Development	
EPL10	EPL	Code Enforcement	Automatic inspection, reviews and fees based on type and sub-types.	Y	S	Community Development	
EPL10	EPL	Code Enforcement	Ability to automatically lock down activity at a location where there is an outstanding issue.	Y	S	Community Development	
EPL10	EPL	Code Enforcement	Ability to record and track resident complaints for code violations.	Y	S	Community Development	
EPL10	EPL	Code Enforcement	Ability to allow the user to enter resident complaint information using a drop-down list of user-defined complaints.	Y	S	Community Development	
EPL10	EPL	Code Enforcement	Ability to back date enforcement transactions with appropriate security permissions.	Y	S	Community Development	
EPL10	EPL	Code Enforcement	Ability to import County ordinances and national codes (ICC, NFPA, FBC) (maintains updated code).	Y	S	Community Development	
EPL10	EPL	Code Enforcement	Ability to accommodate a user-defined and user-maintained fee schedule.	Y	S	Community Development	
EPL10	EPL	Code Enforcement	Ability to override default fees/fines on an individual case (with appropriate user security permissions).	Y	S	Community Development	
EPL10	EPL	Code Enforcement	Ability to allow staff to flag a property to indicate safety or other considerations (i.e., property owner/tenant has a history of threatening County employees).	Y	S	Community Development	
EPL11	EPL	Code Enforcement	Ability to allow the County to determine information that is made public by a private or public flag.	Y	S	Community Development	
EPL11	EPL	Code Enforcement	Ability to allow citizens to check the status of a logged complaint online via a portal from the County's website.	Y	S	Community Development	
EPL11	EPL	Code Enforcement	Ability to track fines through final collection process.	Y	S	Community Development	
EPL11	EPL	Code Enforcement	Ability to flag a violation as a repeat violation.	Y	S	Community Development	
EPL11	EPL	Code Enforcement	Ability to work offline in the field and record enforcement actions which can later be uploaded to the system at a user defined time.	Y	S	Community Development	
EPL11	EPL	Code Enforcement	Ability to access the system remotely via laptops and wireless mobile devices for the purpose of querying violation history and other codes detail.	Y	S	Community Development	
EPL11	EPL	Code Enforcement	Support vacant property inspections.	Y	S	Community Development	
EPL11	EPL	Project Planning & Zoning	Track plan review by address, parcel unique identifier, and/or parcel key and review results from reviewers in multiple departments.	Y	S	Community Development	
EPL11	EPL	Project Planning & Zoning	Provide for logging dates sent, reviewed, due, rejected or approved for multiple reviewers, as well as a remarks area for each reviewer.	Y	S	Community Development	
EPL11	EPL	Project Planning & Zoning	Track multiple submittals on any project.	Y	S	Community Development	
EPL12	EPL	Project Planning & Zoning	Ability to create a list of standard comments for plan review.	Y	S	Community Development	
EPL12	EPL	Project Planning & Zoning	Link multiple permits, cases, plans and licenses to a single master project.	Y	S	Community Development	
EPL12	EPL	Project Planning & Zoning	Supports Multiple Parcels & Addresses (unlimited) for each plan case.	Y	S	Community Development	
EPL12	EPL	Project Planning & Zoning	Automatically "route" the application information to users whose input is required.	Y	S	Community Development	
EPL12	EPL	Project Planning & Zoning	Ability to track the physical location of plans.	Y	S	Community Development	
EPL12	EPL	Project Planning & Zoning	Attach associated plans to record.	Y	S	Community Development	
EPL12	EPL	Project Planning & Zoning	Ability to define project timelines and schedule project milestones in a single step.	Y	S	Community Development	
EPL12	EPL	Project Planning & Zoning	Track inspections by type, inspector, scheduled date and completed date.	Y	S	Community Development	
EPL12	EPL	Project Planning & Zoning	Ability to define and add standard conditions as well as free form condition information.	Y	S	Community Development	
EPL12	EPL	Project Planning & Zoning	Track contact information of contractors, applicants, property owners, etc.	Y	S	Community Development	
EPL13	EPL	Project Planning & Zoning	Ability to merge conditions into letters and other documents.	Y	S	Community Development	
EPL13	EPL	Project Planning & Zoning	Ability to use fully integrated Electronic Plan Review solution for red lining, comments, concurrent plan review and comparison tools from one submittal to the next.	Y	S	Community Development	
EPL13	EPL	Project Planning & Zoning	Automatic inspection, reviews and fees based on type and sub-types.	Y	S	Community Development	
EPL13	EPL	Project Planning & Zoning	View full history of project including changes made and who made changes in a timeline view.	Y	S	Community Development	
EPL13	EPL	Project Planning & Zoning	Ability to track performance bonds, maintenance bonds, and landscape bonds.	Y	S	Community Development	
EPL13	EPL	Project Planning & Zoning	Ability to track tasks associated with bonds.	Y	S	Community Development	
EPL13	EPL	Project Planning & Zoning	Ability to take bond payments with ability to release partial payments and track associated notes.	Y	S	Community Development	
EPL13	EPL	Project Planning & Zoning	Ability to provide notification of bond activity and expiration.	Y	S	Community Development	
EPL13	EPL	Project Planning & Zoning	Ability to notify the contractor or applicant of pending application items at County-defined intervals.	Y	S	Community Development	
EPL13	EPL	Project Planning & Zoning	Ability to automatically notify users of key deadlines approaching on a project (as defined by the County).	Y	S	Community Development	

EPL14	EPL	Project Planning & Zoning	Ability to integrate with MS Outlook for email notifications and calendar events.	Y	S	Community Development	
EPL14	EPL	Project Planning & Zoning	Ability to allow GIS mapping to identify parcels related to an application.	Y	S	Community Development	
EPL14	EPL	Project Planning & Zoning	Ability to drill down to companion applications associated with master record.	Y	S	Community Development	
EPL143			Ability to document the following building data:	Y	S	Community Development	
EPL14	EPL	Project Planning & Zoning	Estimated Cost of Project	Y	S	Community Development	
EPL14	EPL	Project Planning & Zoning	Building Dimensions	Y	S	Community Development	
EPL14	EPL	Project Planning & Zoning	Floor Area	Y	S	Community Development	
EPL14	EPL	Project Planning & Zoning	Occupancy Loads	Y	S	Community Development	
EPL14	EPL	Project Planning & Zoning	Room numbers and Types	Y	S	Community Development	
EPL14	EPL	Project Planning & Zoning	Parking Spaces	Y	S	Community Development	
EPL15	EPL	GIS	Must be an ESRI Business Partner for more than 10 years.	Y	S	Community Development	
EPL15	EPL	GIS	Must integrate with ESRI ArcGIS Server.	Y	S	Community Development	
EPL15	EPL	GIS	Allow for the assignment and reassignment of property addresses to parcel numbers.	Y	S	Community Development	
EPL15	EPL	GIS	Real-time link to GIS data.	Y	S	Community Development	
EPL15	EPL	GIS	Create GIS maps that display queried data.	Y	S	Community Development	
EPL15	EPL	GIS	Email map as an attachment.	Y	S	Community Development	
EPL15	EPL	GIS	Create mail merge notifications from GIS data.	Y	S	Community Development	
EPL15	EPL	GIS	Add new records to selected parcel(s) directly from GIS map.	Y	S	Community Development	
EPL15	EPL	GIS	View detailed parcel information from GIS application.	Y	S	Community Development	
EPL15	EPL	GIS	Create permits and other records directly from the map.	Y	S	Community Development	
EPL16	EPL	GIS	Measure the distance from one parcel to another or a collection of selected parcels.	Y	S	Community Development	
EPL16	EPL	GIS	Select parcels within a radius or draw a boundary.	Y	S	Community Development	
EPL16	EPL	GIS	Access summary information and related records from map.	Y	S	Community Development	
EPL16	EPL	GIS	Provides inspection routing with ability to find the best order and to preserve first and last locations.	Y	S	Community Development	
EPL16	EPL	GIS	Provides sketch tools.	Y	S	Community Development	
EPL16	EPL	GIS	Provides workflow rules based on spatial data.	Y	S	Community Development	
EPL16	EPL	GIS	Provides a map template to easily print maps from GIS.	Y	S	Community Development	
EPL16	EPL	Mobility/In-Field Usage	Access to aerial photo information through Microsoft Live Maps/Google Maps.	Y	S	Community Development	
EPL16	EPL	Mobility/In-Field Usage	Be able to access all property information while mobile.	Y	S	Community Development	
EPL16	EPL	Mobility/In-Field Usage	Ability for field inspectors to print documents stored in the system in the field.	Y	S	Community Development	
EPL17	EPL	Mobility/In-Field Usage	Ability to configure security to assure that only authorized persons are allowed to sign off on an inspection.	Y	S	Community Development	
EPL17	EPL	Mobility/In-Field Usage	Supports remote data entry.	Y	S	Community Development	
EPL17	EPL	Mobility/In-Field Usage	Provide the appropriate capabilities to allow users to operate in the field with hand-held devices, iPads or with laptop computers.	Y	S	Community Development	
EPL17	EPL	Mobility/In-Field Usage	Ability to view attachments in the field.	Y	S	Community Development	
EPL17	EPL	Mobility/In-Field Usage	Inspectors can obtain a list of scheduled inspections for a defined date in the field.	Y	S	Community Development	
EPL17	EPL	Online/Citizen Access	Information is posted real-time to the database.	Y	S	Community Development	
EPL17	EPL	Online/Citizen Access	Online mapping capability for citizens to view property information.	Y	S	Community Development	
EPL17	EPL	Online/Citizen Access	Ad hoc and standard queries to generate property information and plot development activity on the map.	Y	S	Community Development	
EPL17	EPL	Online/Citizen Access	Able to file a complaint online.	Y	S	Community Development	
EPL17	EPL	Online/Citizen Access	Apply for simple permit types online.	Y	S	Community Development	
EPL18	EPL	Online/Citizen Access	Pay for outstanding fees online.	Y	S	Community Development	
EPL18	EPL	Online/Citizen Access	Have a shopping cart feature that Users can log into and pay for fees.	Y	S	Community Development	
EPL18	EPL	Online/Citizen Access	Match the web pages to our web page format, not only a header bar with the agency's logo.	Y	S	Community Development	
EPL18	EPL	Online/Citizen Access	Upload plans and any attachment type online.	Y	S	Community Development	
EPL18	EPL	Online/Citizen Access	Custom screens are viewable online.	Y	S	Community Development	
EPL18	EPL	Online/Citizen Access	Able to require certain fields and collect custom information during online entry.	Y	S	Community Development	
EPL18	EPL	Online/Citizen Access	Request inspections online.	Y	S	Community Development	

EPL18	EPL	Online/Citizen Access	File a new project online.	Y	S	Community Development	
EPL18	EPL	Online/Citizen Access	View the status of a permit, project, license or case online.	Y	S	Community Development	
EPL18	EPL	Online/Citizen Access	Allow outside inspectors and plan reviewers to input results & comments online, with a unique login.	Y	S	Community Development	
EPL19	EPL	Online/Citizen Access	Application System Administrators are able to change the configuration and preferences of the online system.	Y	S	Community Development	
EPL19	EPL	Online/Citizen Access	Apply for a new business license online.	Y	S	Community Development	
EPL19	EPL	Online/Citizen Access	View and add attachments online.	Y	S	Community Development	
EPL19	EPL	Online/Citizen Access	Renew business license applications online.	Y	S	Community Development	
EPL19	EPL	Online/Citizen Access	View the plan review notes and comments online.	Y	S	Community Development	
EPL19	EPL	Online/Citizen Access	Submit a request for service online, to be notified of the service request receipt and case initiation, and subsequently find and track the case online.	Y	S	Community Development	
EPL19	EPL	Online/Citizen Access	Ability to add attachments online.	Y	S	Community Development	
EPL19	EPL	Online/Citizen Access	User dashboard of all permits, projects, licenses, etc. a logged in user is linked to. With the ability schedule/cancel inspections, pay fees, print permits, etc.	Y	S	Community Development	
EPL19	EPL	Online/Citizen Access	Scales to meet organization's volume needs using redundant, load-balanced server configuration.	Y	S	Community Development	
EPL19	EPL	Online/Citizen Access	Integrates with most municipal CRM systems.	Y	S	Community Development	
EPL20	EPL	Online/Citizen Access	Supports administrator dashboard with up-to-the-second behavior and activity details.	Y	S	Community Development	
EPL20	EPL	Online/Citizen Access	Allows users to print and save report snapshots.	Y	S	Community Development	
EPL20	EPL	Online/Citizen Access	Supports multiple languages and currencies.	Y	S	Community Development	
EPL20	EPL	Online/Citizen Access	Supports custom or generic branding	Y	S	Community Development	
EPL20	EPL	Online/Citizen Access	Systems offers:	Y	S	Community Development	
EPL20	EPL	Online/Citizen Access	issue reporting	Y	S	Community Development	
EPL20	EPL	Online/Citizen Access	inspection requests	Y	S	Community Development	
EPL20	EPL	Online/Citizen Access	news and calendar RSS feeds	Y	S	Community Development	
EPL20	EPL	License Management	Comprehensive License History tracking by User, date, time stamp.	Y	S	Community Development	
EPL20	EPL	License Management	Automatic Renewals and fee calculations.	Y	S	Community Development	
EPL21	EPL	License Management	Supports Multiple License Cycle Types.	Y	S	Community Development	
EPL21	EPL	License Management	Supports Unlimited User-defined License Types & Auto-Generated License Numbers.	Y	S	Community Development	
EPL21	EPL	License Management	Track multiple licenses per single Business.	Y	S	Community Development	
EPL21	EPL	License Management	Track Registration, Insurance and Expiration information.	Y	S	Community Development	
EPL21	EPL	License Management	Customize license labels as well as all drop downs fields.	Y	S	Community Development	
EPL21	EPL	License Management	Automatic inspection, reviews and fees based on type and sub-types.	Y	S	Community Development	
EPL21	EPL	License Management	Ability to query GIS data when adding a new business to determine if it is within the County or not.	Y	S	Community Development	
EPL21	EPL	License Management	Ability to cross reference state ID number, FIN number and account number within the license module.	Y	S	Community Development	
EPL21	EPL	License Management	Ability to calculate fees based on County-defined metrics.	Y	S	Community Development	
EPL21	EPL	License Management	Ability to provide an online portal for businesses and property management companies to update business information including tenants located in office parks, strip malls, etc.	Y	S	Community Development	
EPL22	EPL	License Management	Ability to add, inactivate, modify, etc., all business license accounts with appropriate system permissions.	Y	S	Community Development	
EPL22	EPL	License Management	Ability to display the business license account number when querying a business account.	Y	S	Community Development	
EPL22	EPL	License Management	Ability to display all delinquencies across modules when querying a business account.	Y	S	Community Development	
EPL22	EPL	License Management	Ability to track the compliance of each business with approvals necessary from external organizations based on the type of license.	Y	S	Community Development	
EPL22	EPL	License Management	Ability to allow the county's customers to re-new and pay a business license fee via the internet, and in doing so, provides security measures to protect customers data and assure data confidentiality.	Y	S	Community Development	
EPL22	EPL	License Management	Ability for customers to submit imaged documents in support of a Business license Application or Renewal.	Y	S	Community Development	
EPL22	EPL	License Management	Ability to view and print all information and business license status for a business license account and all related accounts.	Y	S	Community Development	
EPL22	EPL	License Management	Ability to calculate prior year business license fees.	Y	S	Community Development	
EPL22	EPL	License Management	Ability to create license records for the next year from the license records in the current year, based on user-defined effective date.	Y	S	Community Development	
EPL22	EPL	License Management	Ability to provide a "Reason Code" field that includes all reasons for a fee adjustment.	Y	S	Community Development	
EPL23	EPL	License Management	Ability to change Doing Business As (DBA) name without re-processing the application.	Y	S	Community Development	
EPL23	EPL	License Management	Ability to print a bill for a license fee due without issuing the license.	Y	S	Community Development	
EPL23	EPL	License Management	Ability to flag accounts for inconsistencies, reporting discrepancies, and/or the suggestion to audit such account.	Y	S	Community Development	

EPL23	EPL	License Management	Ability to print and re-print bills in-house.	Y	S	Community Development	
EPL23	EPL	License Management	Ability to apply a late payment penalty.	Y	S	Community Development	
EPL23	EPL	License Management	Ability to allow the County to create a user-defined penalty.	Y	S	Community Development	
EPL23	EPL	License Management	Ability to plot geographic locations for all business license accounts utilizing Geographic Information System (GIS) functionality.	Y	S	Community Development	
EPL23	EPL	License Management	Ability to query GIS data when adding a new business to determine if it is within the County or not.	Y	S	Community Development	
EPL23	EPL	License Management	Supporting documents for an application can be attached to an on-line submitted application	Y	S	Community Development	
EPL23	EPL	License Management	Assigns time constraints on permits and issues an automatic notice when the time constraint expires to the owning department/division	Y	S	Community Development	
EPL24	EPL	Contact Management	Tracks Unique Contractor number.	Y	S	Community Development	
EPL24	EPL	Contact Management	Unlimited User-defined Contractor types.	Y	S	Community Development	
EPL24	EPL	Contact Management	Tracks company and contact info, address, email, phone, fax, etc.	Y	S	Community Development	
EPL24	EPL	Contact Management	Tracks Primary and Sub-Contractors.	Y	S	Community Development	
EPL24	EPL	Contact Management	Supports Unlimited Contract License Types per Contractor with associated Expiration Cycles.	Y	S	Community Development	
EPL24	EPL	Contact Management	Internal Flagging for Licensing issues.	Y	S	Community Development	
EPL24	EPL	Contact Management	Comprehensive Activity Tracking (i.e. Permits, Plans, Code Cases, Inspections, etc.) and quick access to this information.	Y	S	Community Development	
EPL24	EPL	Contact Management	Multiple Invoice Management / Individual Fee Payments.	Y	S	Community Development	
EPL24	EPL	Contact Management	Supports Free Form Entry Fields for Comments related to individual contractors.	Y	S	Community Development	
EPL24	EPL	Contact Management	Link contact information to associated projects and activities.	Y	S	Community Development	
EPL25	EPL	Contact Management	Ability to enter Trust Account information.	Y	S	Community Development	
EPL25	EPL	Contact Management	Ability to add alerts/flags to contact information, e.g., they can only pay in cash for writing bad checks.	Y	S	Community Development	
EPL25	EPL	Citizen Response Management	Route complaint information to the appropriate department.	Y	S	Community Development	
EPL25	EPL	Citizen Response Management	Store contact information for site of complaint and complainant.	Y	S	Community Development	
EPL25	EPL	Citizen Response Management	Ability to link to site address.	Y	S	Community Development	
EPL25	EPL	Citizen Response Management	Ability to provide the description and resolution of the complaint with unlimited text.	Y	S	Community Development	
EPL25	EPL	Citizen Response Management	Generate email with issue details.	Y	S	Community Development	
EPL25	EPL	Citizen Response Management	Ability to create workflow rules based on follow up activities such as sending an email, mail a letter, create a case, etc.	Y	S	Community Development	
EPL25	EPL	Citizen Response Management	Ability to provide an online, web-based interface for citizen self-service that integrates with all system modules.	Y	S	Community Development	
EPL25	EPL	Citizen Response Management	Ability to provide a citizen self-service portal that can be customized to have a similar look and feel as the county website.	Y	S	Community Development	
EPL26	EPL	Citizen Response Management	Ability to provide a citizen self-service portal that is operational on a 24x7 basis.	Y	S	Community Development	
EPL26	EPL	Citizen Response Management	Ability to capture and track usage volume statistics.	Y	S	Community Development	
EPL26	EPL	Citizen Response Management	Ability to generate and send e-mail confirmations of user-defined activity.	Y	S	Community Development	
EPL26	EPL	Citizen Response Management	Ability to display notice of successful submission to a user.	Y	S	Community Development	
EPL26	EPL	Citizen Response Management	Ability to send an email notice of successful submission to a user.	Y	S	Community Development	
EPL26	EPL	Citizen Response Management	Ability to send an email notice of successful submission to a user that contains hyperlinks to the relevant areas of the citizen self-service portal.	Y	S	Community Development	
EPL26	EPL	Citizen Response Management	Ability to allow "online form submission" whereby users can complete fillable forms for electronic submission.	Y	S	Community Development	
EPL26	EPL	Citizen Response Management	Ability to configure certain fields as required fields within the online form submission functionality.	Y	S	Community Development	
EPL26	EPL	Citizen Response Management	Ability to enforce requiring a valid email address.	Y	S	Community Development	
EPL26	EPL	Citizen Response Management	Ability to provide a notification when an applicant is about to repeat a previously executed process (i.e., citizen is about to re-submit a payment).	Y	S	Community Development	
EPL27	EPL	Citizen Response Management	Ability to provide a security-enabled functionality set (i.e., user ID and password required).	Y	S	Community Development	
EPL27	EPL	Citizen Response Management	Ability to provide a single username/password combination that can be used for all security-enabled functionality.	Y	S	Community Development	
EPL27	EPL	Citizen Response Management	Ability to enforce timeout thresholds.	Y	S	Community Development	
EPL27	EPL	Citizen Response Management	Ability to allow a logged-in user to view all security-enabled information related to them.	Y	S	Community Development	
EPL27	EPL	Citizen Response Management	Ability to configure the approval process of submitted applications from the contractor self service.	Y	S	Community Development	
EPL27	EPL	Citizen Response Management	Ability to allow the contractor to view the status of the application via the self service module.	Y	S	Community Development	
EPL27	EPL	Citizen Response Management	Ability to integrate with the County's credit card processing merchant to accept payments through the citizen self-service portal.	Y	S	Community Development	
EPL27	EPL	Citizen Response Management	Ability to allow payments for certain inspections in the citizen self-service portal.	Y	S	Community Development	
EPL27	EPL	Citizen Response Management	Ability to provide a receipt of payments made in real time.	Y	S	Community Development	
EPL27	EPL	Citizen Response Management	Ability to allow or not allow partial payments in the citizen self-service portal.	Y	S	Community Development	

EPL28	EPL	Citizen Response Management	Ability to restrict payment types to county-defined parameters (i.e., credit cards accepted).	Y	S	Community Development	

Exhibit G
Interface List

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Hernando County, FL
Attachment 9 (Interface List)

Column E: Available Responses

Replace w/ERP	System is replaced with functionality native to the new the ERP
Replace w/New TPS	System is replaced with a new Third Party System (TPS) that has been proposed as part of the new solution
Keep	Keep the current system and build a permanent interface as part of the project

Column F: Available Responses

Inbound Only	Data will be pulled from the TPS into the ERP System
Outbound Only	Data will be pushed from the ERP System into the TPS
Bi-Directional	Data will be pushed from the ERP System into the TPS and pulled from the TPS into the ERP System

Column G: Available Responses

Temporary	Interface will be needed for limited amount of time during the project be will not be necessary after the project is completed
Permanent	Interface will be needed for the life-time of the ERP System

Column H: Available Responses

Real-Time	Data is transferred, at a minimum, every 15mins.
Hourly	Data is transferred, at a minimum, every 60mins.
Daily	Data is transferred, at a minimum, every 24 hours
Weekly	Data is transferred, at a minimum, every 7 days
Monthly	Data is transferred, at a minimum, every 30/31 days

Column J: Available Responses

Yes
No

NOTE: All new Third Party Systems (TPS) that are part of the proposal should be added to this list.

			THIS SECTION IS TO BE COMPLETED BY VENDOR/PROPOSER				
System Name	Description / Use Case	County's Plan	Vendor Recommendation	Direction	Temporary / Permanent	Frequency	Comments
BenTek	Update of Benefit Changes to Payroll	Replace w/ERP	Keep	Bi-Directional	Permanent	Daily	Proposed solution includes ful
Bank File	Daily Load of Cleared Checks	Keep	Keep	Inbound Only	Permanent	Daily	Assumes use of compatible file
NeoGov	Human Resources Management System	Replace w/ERP	Replace w/ERP				Scope of Solutoins to be discus
Allocation Manager	Interest Allocation Calculations	Replace w/ERP	Replace w/ERP				Proposed ERP solution include
FinancePlus	Primary Finance System (GL, Chart of Acc	Replace w/ERP	Replace w/ERP				Replaced with propsed EERP s
Cognos	Financial Reporting	Replace w/ERP	Replace w/ERP				Replaced with proposed EERP
HRS Pro	Unclaimed funds Management	Replace w/ERP	Keep	Inbound Only	Permanent		NMI
LIONS - Adminsys	Asset Management; Risk Management	Replace w/ERP	Replace w/ERP				NMI
GMS (LIONS)	Special Assessments/Property Appraisals	Replace w/ERP	Keep	Inbound Only	Permanent		Need more information regard
The Reporting Solution (CAFR Online)	Financial Reporting	Replace w/ERP	Replace w/ERP				Tyler has proposed a fully inte
LuCity	Utility Work order (GIS)	Replace w/ERP	Keep	Bi-Directional	Permanent	Daily	Assumes use of compatible im
OnBase	Document Management	Replace w/ERP	Replace w/ERP				Replaced with propsed Conter
RTA	Fleet Utility Work order and fuel manage	Replace w/ERP	Replace w/ERP				Replace with Enterprise Asset
AssetTrak by BMI Systems	Inventory Scanning and Integration for As	Replace w/ERP	Replace w/ERP				Replace with proposed Assets
OpenGov	Budget Creation	Replace w/ERP	Replace w/ERP				Replaced with proposed EERP
Procure Now (by OpenGov.)	Board is buying to facilitate the purchasir	Keep	Keep	Inbound Only	Permanent	Daily	Assumes use of compatible file
Bank of America Worx	Purchasing Cards (P-Cards)	Replace w/ERP	Keep	Inbound Only	Permanent	Daily	BoA Worx program integrates
QuickBooks	Airport / Leases / Hangers – Enterprise F	Replace w/ERP	Replace w/ERP				May need additional informati
Paradigm	Landfills / Sold Waste Scalehouse	Keep	Keep	Inbound Only	Permanent	Daily	Assumes use of compatible im
RecTrac	Recreation Management / Parks and Rec	Keep	Keep	Inbound Only	Permanent	Daily	Assumes use of compatible im
Next Request (Stripe is current payme	Records Request Management	Keep	Keep	Inbound Only	Permanent	Daily	Assumes use of compatible im
TaxSys by Grant Street	TC - Property tax accounting and paymen	Keep	Keep	Inbound Only	Permanent	Daily	Assumes use of compatible im
Granicus	Host Compliance / Tourist Development	Keep	Keep	Inbound Only	Permanent	Daily	Assumes use of compatible im
LeaseQuery	Lease Accounting	Keep	Keep	Inbound Only	Permanent	Daily	Assumes use of compatible im
Rescue Net	EMS / Ambulance billing	Keep	Keep	Inbound Only	Permanent	Daily	Assumes use of compatible im
SHIP (State Housing Program)	County Program / Housing Assistance / C	Replace w/ERP	Keep				Per addendum clarification, Re
Community Plus	Various excluding UB	Replace w/ERP	Keep				Need more information regard
Fresh Service	IT Work Order / Service catalog / Project	Keep	Keep	Bi-Directional	Permanent	Daily	Assumes use of compatible im
Trackr	Management of assets, licensing	Replace w/ERP	Replace w/ERP				Assumes use of compatible im
E-Verify	Worker Eligibility (Federal System)	Keep	Keep	Outbound Only	Permanent	Daily	Assumes use of compatible ex
Big Ben	Home Grown System for Property Apprai	Replace w/ERP	Keep	Inbound Only	Permanent	Daily	Assumes use of compatible im
ExecuTime	Time and Attendance	Keep	Keep	Bi-Directional	Permanent	Real-Time	ExecuTime is fully integrated w
Fire Manager by Aladtec	Scheduling (timesheets and payroll, pend	Replace w/ERP	Replace w/ERP				Assumes use of compatible im
LIONS (current) / SmartGov (In Imple	Development Services Permitting	Replace w/ERP	Keep	Inbound Only	Permanent	Daily	Assumes use of compatible im
Invoice Cloud	Various types of payments / PCI – Credit (	Replace w/ERP	Replace w/ERP				Tyler Enterprise Payments por
FinancePlus - Court Registry	Court escrow management	Replace w/ERP	Keep				Supported with prepayments/
Clerk – Clerucus	Tickets / Court related fees	Keep	Keep	Inbound Only	Permanent	Daily	Assumes use of compatible im
Clerk – Land Mark	Recording fees (Passport, Marriage Licen	Keep	Keep	Inbound Only	Permanent	Daily	Assumes use of compatible im
Clerk – Tax Smart	Payment Processing for Land / No credit c	Keep	Keep	Inbound Only	Permanent	Daily	Assumes use of compatible im
Clerk – Jury-Flex	Juror Management / Payment	Keep	Keep	Inbound Only	Permanent	Daily	Assumes use of compatible im
Clerk – Cash bonds	Payment Processing: Bonding out of Jail	Keep	Keep	Inbound Only	Permanent	Daily	Assumes use of compatible im
Clerk - CSE by Civitek	Child Support Enforcement	Keep	Keep	Inbound Only	Permanent	Daily	Assumes use of compatible im

AMENDMENT

This amendment ("Amendment") is effective as of the date of signature of the last party to sign as indicated below ("Amendment Effective Date"), by and between Tyler Technologies, Inc. with offices at One Tyler Drive, Yarmouth, Maine 04096 ("Tyler") and Hernando County, with offices at County Government Center, 20 N. Main Street, Brooksville, Florida 34601 ("Client").

WHEREAS, Tyler and Client are parties to an agreement dated December 3, 2024 ("Agreement"); and

WHEREAS, Tyler and Client desire to amend the terms of the Agreement as provided herein.

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and Client agree as follows:

1. The following unused services are hereby removed from the Agreement:

    a. 400 Onsite Implementation hours ($225/hour), at a contract price of $90,000

2. The services set forth in the Investment Summary attached hereto as Exhibit 1 are hereby added to the Agreement. Services added to the Agreement pursuant to this Amendment shall be invoiced as provided.

3. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.

4. Except as expressly indicated in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below.

Tyler Technologies, Inc.	Hernando County
By:	By: Carla Rossiter-Smith
Name:	Name: Carla Rossiter-Smith
Title:	Title: CPO
Date:	Date: 6/10/2025

Exhibit 1
Amendment Investment Summary

The following Amendment Investment Summary details the software, products, and services to be delivered by us to you under the Agreement. This Amendment Investment Summary is effective as of the Amendment Effective Date, despite any expiration date in the Amendment Investment Summary that may have lapsed as of the Amendment Effective Date.

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Quoted By:	Phil Sharp
Quote Expiration:	11/11/25
Quote Name:	HC - On-Site to Remote Training Conversion
Quote Description:	HC - On-Site to Remote Services Conversion

Sales Quotation For:

Hernando County
County Government Center
20 N. Main Street
Brooksville FL 34601

Shipping Address:

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Remote Implementation Hours	450	$ 200.00	$ 0.00	$ 90,000.00	$ 0.00
TOTAL				**$ 90,000.00**	**$ 0.00**

Summary	**One Time Fees**	**Recurring Fees**
Total Tyler License Fees	$ 0.00	$ 0.00
Total SaaS	$ 0.00	$ 0.00

Total Tyler Services	$ 90,000.00	$ 0.00
Total Third-Party Hardware, Software, Services	$ 0.00	$ 0.00
Summary Total	**$ 90,000.00**	**$ 0.00**
Contract Total	**$ 90,000.00**	

Customer Approval: _____ Date: 6/10/25

Print Name: Carla Rossiter-Smith P.O.#: _____

All Primary values quoted in US Dollars

Quoted By:	Phil Sharp
Quote Expiration:	12/23/25
Quote Name:	Hernando County - EERP - Hardware
Quote Description:	Hernando County - EERP - Hardware

Sales Quotation For:
Hernando County
ACCOUNTS PAYABLE
20 N MAIN ST RM 230
BROOKSVILLE FL 34601-2817

Shipping Address:
Hernando County
County Government Center
20 N. Main Street
Brooksville FL 34601

3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Unit Maint/SaaS Discount	Total Maint/SaaS
Barcode Printer Kit	1	$ 1,445.00	$ 0.00	$ 1,445.00	$ 145.00	$ 0.00	$ 145.00
Barcode Scanner - NX21 Rugged Mobile Scanning Device	1	$ 1,895.00	$ 200.00	$ 1,695.00	$ 190.00	$ 0.00	$ 190.00
Cash Drawer	1	$ 275.00	$ 15.00	$ 260.00	$ 0.00	$ 0.00	$ 0.00
Hand Held Scanner - Model 1960GSR	1	$ 475.00	$ 0.00	$ 475.00	$ 0.00	$ 0.00	$ 0.00
Hand Held Scanner Stand	1	$ 65.00	$ 35.00	$ 30.00	$ 0.00	$ 0.00	$ 0.00
Printer (TM-S9000II)	1	$ 1,660.00	$ 37.00	$ 1,623.00	$ 0.00	$ 0.00	$ 0.00
TOTAL				**$ 5,528.00**			**$ 335.00**

Summary	One Time Fees	Recurring Fees
Total Tyler License Fees	$ 0.00	$ 0.00
Total SaaS	$ 0.00	$ 0.00
Total Tyler Services	$ 0.00	$ 0.00
Total Third-Party Hardware, Software, Services	$ 5,528.00	$ 335.00
Summary Total	**$ 5,528.00**	**$ 335.00**
Contract Total	**$ 5,863.00**	

Client's purchase of the items listed above is subject to the Comments below
Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held
For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: 7/3/2025

Print Name: Carla Rossiter-Smith P.O.#: _____

All Primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;

- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
    - Implementation and other professional services fees shall be invoiced as delivered.
    - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
    - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion module, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion module.
    - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
    - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
    - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.
- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

All hardware related to Assets Mobile and Inventory Mobile will be under a standard maintenance plan which starts when they are shipped. This includes replacement of your current hardware if it cannot be fixed through the standard helpdesk process.

AMENDMENT

This amendment ("Amendment") is effective as of the date of signature of the last party to sign as indicated below ("Amendment Effective Date"), by and between Tyler Technologies, Inc. with offices at One Tyler Drive, Yarmouth, Maine 04096 ("Tyler") and Hernando County, with offices at County Government Center, 20 N. Main Street, Brooksville, Florida 34601 ("Client").

WHEREAS, Tyler and Client are parties to an agreement dated December 3, 2024 ("Agreement"); and

WHEREAS, Tyler and Client desire to amend the terms of the Agreement as provided herein.

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and Client agree as follows:

1. The items set forth in the Amendment Investment Summary attached as Exhibit 1 to this Amendment are hereby added to the Agreement as of the Amendment Effective Date. Payment of fees and costs for such items shall conform to the following terms:

    a. Transaction Fees. Unless paid directly by an end user at the time of transaction, per transaction (call, message, etc.) fees are invoiced on a monthly basis. Fees are indicated in the Investment Summary and may be increased by Tyler upon notice of no less than thirty (30) days.
    b. Hardware Fees. Fees for Hardware are due on delivery of the respective Hardware.
    c. Hardware Maintenance Fees. Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.

2. Client's use of Tyler Payments and any related items included in this Amendment is subject to the terms attached as Exhibit 2 to this Amendment.

3. "Payer", as that term is used in Exhibit 1, is anyone using Tyler Payments to make a payment with a credit card or eCheck.

4. Any component of Tyler Payments or an integrated solution provided through the agreement that processes, stores, or transmits payment card data for a card present transaction shall be a Point-to-Point Encrypted (P2PE) solution. Tyler shall use commercially reasonable efforts to cause its third party vendor to provide a link or document verifying the inclusion of the specific P2PE solution on the PCI SSC's official list, or a reasonable alternative; Tyler shall make such documentation available to the Client upon request.

5. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.

6. Except as expressly indicated in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below.

Tyler Technologies, Inc.	Hernando County
By: Tina Mize	By:
Name: Tina Mize	Name: Carla Rossiter-Smith
Title: General Counsel, Public Administration	Title: CPO
Date: 08/29/2025	Date: 8/29/25

Exhibit 1
Amendment Investment Summary

The following Amendment Investment Summary details the additional software, products, and services to be delivered by us to you under the terms of the Agreement. This Amendment Investment Summary is effective as of the Effective Date, despite any expiration date in the Investment Summary that may have lapsed as of the Effective Date.

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Quoted By:	Phil Sharp
Quote Expiration:	09/20/25
Quote Name:	Hernando County - EERP - Tyler Payments

Sales Quotation For:
Hernando County

ACCOUNTS PAYABLE
20 N MAIN ST RM 230
BROOKSVILLE FL 34601-2817

Shipping Address:
Hernando County
County Government Center 20 N. Main Street

Brooksville FL 34601

Payments

	List Price	Service %	Min	Basis Points	Rate	Cap	POS	Online	IVR
Payments - Payer Card Cost - Service Fees									
Enterprise Permitting & Licensing Payments									
Business Management (Business License)		3.25%	$ 1.50				X	X	
Business Management (Code Enforcement)		3.25%	$ 1.50				X	X	
Community Development (Permitting)		3.25%	$ 1.50				X	X	
Enterprise ERP Payments									
Misc. Billing		3.25%	$ 1.50				X	X	
General Billing		3.25%	$ 1.50				X	X	
Payments - Other Fees									
Payer eCheck Cost	$ 1.95								

Credit Card Chargebacks	$ 15.00
eCheck Rejects	$ 5.00

Payer Card Cost	Per card transaction with Visa, MasterCard, Discover, and American Express.
Payer eCheck Cost	Per electronic check transaction.
eCheck Rejects	When an eCheck Transaction comes back as declined (e.g bounced check)
Credit Card Chargebacks	If a card payer disputes a transaction at the card issuing bank (e.g. stolen card)

Payments

3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Unit Maint/SaaS Discount	Total Maint/SaaS
Payments Lane 7000 Terminal Purchase	1	$ 529.00	$ 0.00	$ 529.00	$ 0.00	$ 0.00	$ 0.00
Payments PCI Service Fee (Per Device)	1	$ 0.00	$ 0.00	$ 0.00	$ 180.00	$ 0.00	$ 180.00
TOTAL				**$ 529.00**			**$ 180.00**

Summary	**One Time Fees**	**Recurring Fees**
Total Tyler License Fees	$ 0.00	$ 0.00
Total SaaS	$ 0.00	$ 0.00
Total Tyler Services	$ 0.00	$ 0.00
Total Third-Party Hardware, Software, Services	$ 529.00	$ 180.00
Summary Total	**$ 529.00**	**$ 180.00**
Contract Total	**$ 709.00**	

Client's purchase of the items listed above is subject to the Comments below
Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held
For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: 8/29/25

Print Name: Carla Rossiter-Smith P.O.#: _____

All Primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
    - Implementation and other professional services fees shall be invoiced as delivered.
    - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
    - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion module, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion module.

- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.

- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Fees for year one of hardware maintenance will be invoiced as of the first day of the calendar month following the date the hardware is delivered and may be prorated to end coterminous with the Annual Support Maintenance term. Subsequent annual hardware maintenance fees shall be invoiced together with the Annual Support Maintenance term in accordance with the terms of the Agreement.

Exhibit 2
Payment Processing License and Services Agreement

This Payment Processing License and Services Agreement (this "Processing Agreement") is made and entered into by and between Tyler Technologies, Inc., a Delaware corporation ("Tyler"), and Client (the "Merchant").

1. ACKNOWLEDGEMENTS

a. By executing this Processing Agreement or an accompanying Order Form, Merchant is contracting with Tyler to obtain a license to Tyler's payments software identified in an Order Form and payment processing services on Merchant's behalf.
b. Merchant acknowledges that Tyler contracts with a payment processor (a "Processor"), Members, and other third party providers to provide services under this Processing Agreement, and Merchant hereby consents to the use of such Processor, Members, and others to provide such services.
c. To the extent elected in the Order Form, Tyler will provide Merchant with eCheck/ACH payment processing services for any eligible account as a turn-key solution or by presenting ACH Transactions in a NACHA Standard file submission to Merchant's Originating Depository Financial Institution (ODFI) as agreed to in the Order Form. ACH Transactions and Card Transactions may collectively be referred to as "Transactions."

2. MEMBER BANK AGREEMENT REQUIRED

a. When Merchant's customers pay Merchant through Tyler, Merchant may be the recipient of a Card funded payment. The organizations that operate these Card systems (such as Visa U.S.A., Inc. and MasterCard International Incorporated; collectively, the "Associations") require that Merchant (i) enter into a direct contractual relationship with an entity that is a member of the Association and (ii) agree to comply with Association Rules as they pertain to applicable Card Transactions that Merchant submits through Tyler. If Merchant accepts American Express, then Merchant agrees that the terms of Exhibit A shall apply.
b. Merchant shall complete an application with the Member with which Tyler has contracted and execute an agreement with such Member (the "Member Bank Agreement"). By executing a Member Bank Agreement, Merchant is fulfilling the Association Rule of entering into a direct contractual relationship with a Member, and Merchant agrees to comply with Association Rules as they pertain to Card Transactions Merchant submits for processing through the Tyler service.
c. Merchant acknowledges that Tyler may have agreed to be responsible for some of Merchant's obligations to a Member for such Transactions as set forth in the Member Bank Agreement. Member may debit the Merchant Bank Account for chargebacks, returns, refunds and other fees, however, in the event Member assesses any such chargeback, returns, refunds, or other fees to Tyler, Tyler may invoice the same to Merchant.

3. SETTLEMENT AND CHARGEBACKS

a. Merchants Bank Account. In order to receive funds, Merchant must maintain a bank account (the "Merchant Bank Account") at a bank that is a member of the Automated Clearing House ("ACH") system and the Federal Reserve wire system. Merchant agrees not to close the Merchant Bank Account without giving Tyler at least thirty (30) days' prior written notice and substituting another bank account. Merchant is solely liable for all fees and costs associated with Merchant Bank Account and for all overdrafts. Tyler shall not be liable for any delays in receipt of funds or errors in bank account entries caused by third parties, including but not limited to delays or errors by the Member Bank or payment processor to Merchant Bank Account.
b. Settlement. Transactions shall be settled according to the terms of the Member Bank Agreement using the account(s) which are designated by Merchant.
c. Chargebacks, Returns and Refunds. Chargebacks, returns and refunds paid for payment transactions shall be paid by Merchant in accordance with the Member Bank Agreement.
d. Retrieval Requests. Merchant is required by the Associations to store original documentation, and to timely respond to Retrieval Requests, of each Transaction for at least six months from the date of the respective Transaction, and to retain copies of all such data for at least 18 months from the date of the respective Transaction. Merchant is responsible for any Chargebacks that result from Merchant's failure to timely respond to Retrieval Requests for documentation relating to a Transaction.

4. FEES AND INVOICING

a. Order Form. Merchant agrees to pay Tyler the fees set forth in or attached to the Order Form for services provided by Tyler and to which this Agreement is hyperlinked or attached. This may include fees for Payment Service Devices or other Equipment that Merchant has elected to purchase or rent as set forth on the Order Form. Fees for purchase will be invoiced upon shipment and Fees for rental will be invoiced annually in advance. All Fees due hereunder are due within 45 days of invoice. The terms and conditions of such purchase or rental are set forth on Exhibit B attached hereto and incorporated herein.
b. Adjustments to Pricing. By giving written notice to Merchant, Tyler may change Merchant's fees, charges and discounts resulting from (i) changes in Association fees (such as interchange, assessments and other charges); (ii) changes in pricing by any third party provider of a product or service used by Merchant; or (iii) other market adjustment. Such new prices shall be applicable as of the effective date established by the Association or third party provider, or as of any later date specified in Tyler's notice to Merchant. In addition, Tyler may update pricing for rental of Equipment by giving written notice to Merchant at the end of any initial rental term or when such Equipment is upgraded to a newer model or replaced in accordance with the pricing set forth on Tyler's then-current Order Form.
c. Payment of Fees.
    i. Online Payments. For payments that are initiated online, a convenience fee, service fee, technology fee or other applicable fee may be assessed to the Cardholder for each payment transaction

that is paid electronically using a credit or debit card. Such fee is set forth in the Order Form and will be charged at the time of the transaction to be deposited directly into a Tyler bank account from which all fees associated with processing and settling the Card Transactions will be paid.

ii. Over the Counter Payments. For payments that are initiated in your offices, a convenience fee, service fee, technology fee or other applicable fee may be assessed to the Cardholder for each payment transaction as set forth in the Order Form, and such fees will be charged at the time of the transaction to be deposited directly into a Tyler bank account from which all fees associated with processing and settling the transactions will be paid.

iii. eCheck/ACH Payments. In addition, Tyler shall be authorized to charge an eCheck/ACH fee, technology fee or other fee specified in an Order Form to the end user. Unless otherwise set forth in the Order Form, fees will be charged at the time of the transaction to be deposited directly into a Tyler bank account.

iv. Absorbed Payments. For payments that are initiated online and/or in-person, the Merchant may elect to pay for all fees related to the transaction including, without limitation, authorization fees, interchange fees, dues, assessments, card brand fees, and Tyler fees.

v. Invoicing. For all fees set forth in an Order Form and not paid directly by end user to Tyler, Tyler shall invoice Merchant for such fees on a monthly basis, unless otherwise set forth in the Order Form. Each invoice shall state the total invoiced amount and shall be accompanied by a reasonably detailed itemization of services and applicable fees. Following receipt of a properly submitted invoice, the Merchant shall pay amounts owing therein thirty (30) days in arrears.

5. LICENSE

Tyler hereby grants Merchant a non-exclusive, revocable license to use the Tyler Intellectual Property (as defined in Section 1.c) for the limited purpose of performing under this Processing Agreement. Merchant shall at all times be responsible for compliance with applicable law and Association Rules. Unless otherwise provided in a separate agreement between Tyler and Merchant, any Intellectual Property or machinery provided by Tyler, but not developed by Tyler, is being licensed or purchased by Merchant directly from the manufacturer or developer of such machinery or Intellectual Property. Merchant acknowledges that the license granted herein is limited to Merchant's use exclusively and that Merchant does not have the right to sub-license any of the Intellectual Property in either their original or modified form. Merchant agrees that it shall not reverse-engineer, disassemble or decompile the Intellectual Property. Merchant shall not give any third party, except Merchant's employees, access to the Intellectual Property without Tyler's prior written consent.

6. THIRD PARTY PROVIDERS

Tyler may, in its sole discretion, contract with alternate Members, payment processors or other third party providers to provide services under this Processing Agreement. In such event, Merchant shall reasonably cooperate with Tyler, including the execution of a new Member Bank Agreement by Merchant; provided, however, that if the terms and conditions of the new Member Bank Agreement are substantially different than Merchant's existing Member Bank Agreement, then Merchant shall have the right to terminate this Processing Agreement.

7. CONFIDENTIAL AND PROPRIETARY INFORMATION

a. Protection of Tyler Confidential and Proprietary Information. Merchant shall not disclose, disseminate, transmit, publish, distribute, make available, or otherwise convey Tyler Confidential and Proprietary Information, and Merchant shall not use, make, sell, or otherwise exploit any such Tyler Confidential and Proprietary Information for any purpose other than the performance of this Processing Agreement, without Tyler's written consent, except: (a) as may be required by law, regulation, judicial, or administrative process; or (b) as required in litigation pertaining to this Processing Agreement, provided that Tyler is given advance notice of such intended disclosure in order to permit it the opportunity to seek a protective order. Merchant shall ensure that all individuals assigned to perform services herein shall abide by the terms of this Section 7(a) and shall be responsible for breaches by such persons.

b. Judicial Proceedings. If Merchant is requested or required (by oral questions, interrogatories, requests for information or documents in legal proceedings, subpoena, civil investigative demand, or other similar process) to disclose any Tyler Confidential and Proprietary Information, Merchant shall provide Tyler with prompt written notice of such request or requirement so that Tyler may seek protective orders or other appropriate remedies and/or waive compliance with the provisions of this Processing Agreement. If, in the absence of a protective order or other remedy or the receipt of a waiver by Tyler, Merchant nonetheless is legally compelled to disclose Tyler Confidential and Proprietary Information to any court or tribunal or else would stand liable for contempt or suffer other censure or penalty, Merchant may, without liability herein, disclose to such court or tribunal only that portion of Tyler Confidential and Proprietary Information which the court requires to be disclosed, provided that Merchant uses reasonable efforts to preserve the confidentiality of Tyler Confidential and Proprietary Information, including, without limitation, by cooperating with Tyler to obtain an appropriate protective order or other reliable assurance that confidential treatment shall be accorded Tyler Confidential and Proprietary Information.

c. Security of User IDs and Passwords. Merchant is solely responsible for maintaining the confidentiality of its user IDs and passwords and all activities that occur under Merchant's user IDs, even if fraudulent or not authorized by Merchant. Merchant acknowledges the heightened risk associated with access to its User IDs, passwords, transaction and account information (collectively, "Account Information"). Merchant represents and warrants that (i) Merchant will comply with applicable Association Rules and applicable law, (ii) Merchant will establish policies and procedures to protect such information in conformity with

Association Rules and applicable law, including the storage and disclosure of such Account Information, (iii) Merchant will exercise reasonable care to prevent use or disclosure of Account Information. Merchant, and not Tyler, will be solely responsible for all activity, including all approvals, Transactions, chargebacks, returns and refunds processed, using Merchant's user IDs and passwords. If a forensic investigation is initiated by a Card Network, Member, Tyler or Tyler's Processor, then Merchant agrees to cooperate with such investigation until it is complete, including, without limitation, by providing logs related to its User IDs and passwords and Merchant's compliance with Association Rules and applicable law.

8. REPRESENTATIONS AND WARRANTIES

a. No Actions, Suits, or Proceedings. There are no actions, suits, or proceedings, pending or, to the knowledge of Tyler, threatened, that shall have a material adverse effect on Tyler's ability to fulfill its obligations pursuant to or arising from this Processing Agreement.
b. Compliance with Laws and PCI DSS. Tyler and Merchant shall comply in all material respects with applicable federal, state, and local statutes, laws, ordinances, rules, and regulations. Merchant shall comply with PCI DSS version 4.0 and any more current versions or amendments thereto, including, without limitation, any relevant maintenance, inspection, scanning, remediation and training obligations set forth therein. In addition, to the extent that Merchant has identified third party software that will be integrated with Tyler's payments software, Merchant shall be responsible for ensuring that such third party software is in compliance with PCI DSS version 4.0 and any more current versions, including, but not limited to, the relevant maintenance, inspection, scanning, remediation and training obligations set forth therein.
c. Ownership. Tyler is a Delaware corporation that is listed for trading on the New York Stock Exchange.
d. Certain Business Practices. Neither Tyler nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Processing Agreement by any federal department or agency. Tyler further represents and warrants that it is not listed on any local, state or federal consolidated list of debarred, suspended, and ineligible contractors and grantees.
e. Equipment Manufacturer Warranties. Tyler will pass through to Merchant any applicable manufacturer warranties that apply to Equipment purchased by Merchant through this Agreement.
f. Disclaimer of Implied Warranties. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS PROCESSING AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, TYLER HEREBY DISCLAIMS ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

9. LIMITATION OF LIABILITY

NOTWITHSTANDING ANYTHING TO THE CONTRARY, TYLER'S LIABILITY TO MERCHANT FOR DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS PROCESSING AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO THE TOTAL FEES PAID TO TYLER UNDER THIS PROCESSING AGREEMENT (NET OF ASSOCIATION INTERCHANGE, ASSESSMENTS AND FINES) FOR THE SIX MONTHS PRIOR TO THE TIME THE LIABILITY AROSE.

WHILE BOTH PARTIES ACKNOWLEDGE THAT THIS IS AN AGREEMENT FOR SERVICES TO WHICH THE UNIFORM COMMERCIAL CODE DOES NOT APPLY, IN NO EVENT SHALL TYLER BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, OR SPECIAL DAMAGES OF ANY KIND, INCLUDING, WITHOUT LIMITATION, LOST REVENUES OR PROFITS, OR LOSS OF BUSINESS OR LOSS OF DATA ARISING OUT OF THIS PROCESSING AGREEMENT, IRRESPECTIVE OF WHETHER THE PARTIES HAVE ADVANCE NOTICE OF THE POSSIBILITY OF SUCH DAMAGE.

10. INDEMNIFICATION

a. Chargebacks and Refunds. Merchant acknowledges that Tyler has agreed to be responsible for some of Merchant's obligations to a Member for Transactions and Association Rules as set forth in the Member Bank Agreement. Member may debit the Merchant Account for chargebacks, returns, refunds, assessments, penalties and fines, and in the event Member assesses any such amounts to Tyler, including any amounts in excess of the balance of the Merchant Account, Tyler shall invoice the same to Merchant, and Merchant will pay same to Tyler.
b. Applicable Law and Interpretations: Merchant shall indemnify and hold harmless Tyler from and against any claim or action related to Merchant's violation of applicable law and/or Association Rules.
c. Intellectual Property.
    i. Tyler retains all ownership and copyright interest in and to any and all intellectual property, computer programs, related documentation, technology, know how and processes developed by Tyler and provided in connection with this Processing Agreement (collectively, the "Intellectual Property"),
    ii. Notwithstanding any other provision of this Processing Agreement, if any claim is asserted, or action or proceeding brought against Merchant that alleges that all or any part of the Intellectual Property, in the form supplied, or modified by Tyler, or Merchant's use thereof, infringes or misappropriates any United States intellectual property, intangible asset, or other proprietary right, title, or interest (including, without limitation, any copyright or patent or any trade secret right, title, or interest), or violates any other contract, license, grant, or other proprietary right of any third party, Merchant, upon its awareness, shall give Tyler prompt written notice thereof. Tyler shall defend, and hold Merchant harmless against, any such claim or action with counsel of Tyler's choice and at Tyler's expense and shall indemnify Merchant against any liability, damages, and costs resulting from

such claim. Without waiving any rights pursuant to sovereign immunity, Merchant shall cooperate with and may monitor Tyler in the defense of any claim, action, or proceeding and shall, if appropriate, make employees available as Tyler may reasonably request with regard to such defense. This indemnity does not apply to the extent that such a claim is attributable to modifications to the Intellectual Property made by Merchant, or any third party pursuant to Merchant's directions, or upon the unauthorized use of the Intellectual Property by Merchant.

d. If the Intellectual Property becomes the subject of a claim of infringement or misappropriation of a copyright, patent, or trade secret or the violation of any other contractual or proprietary right of any third party, Tyler shall, at its sole cost and expense, select and provide one of the following remedies, which selection shall be in Tyler's sole discretion: (a) promptly replace the Intellectual Property with a compatible, functionally equivalent, non-infringing system; or (b) promptly modify the Intellectual Property to make it non-infringing; or (c) promptly procure the right of Merchant to use the Intellectual Property as intended.

11. TAXES

a. Tax Exempt Status. Merchant is a governmental tax-exempt entity and shall not be responsible for any taxes for any Licensed Property or services provided for herein, whether federal or state. The fees paid to Tyler pursuant to this Processing Agreement are inclusive of any applicable sales, use, personal property, or other taxes attributable to periods on or after the Effective Date of this Processing Agreement.

b. Employee Tax Obligations. Each party accepts full and exclusive liability for the payment of any and all contributions or taxes for Social Security, Workers' Compensation Insurance, Unemployment Insurance, or Retirement Benefits, Pensions, or annuities now or hereafter imposed pursuant to or arising from any state or federal laws which are measured by the wages, salaries, or other remuneration pay to persons employed by such party for work performed under this Processing Agreement.

12. TERM, SUSPENSION, AND TERMINATION

a. Term. The term of this Processing Agreement (the "Term") shall commence on the Effective Date and shall continue until the termination or expiration of Tyler's other agreement with Merchant to provide Tyler software or services. If Merchant does not have another such agreement with Tyler, (a) the initial term of this Processing Agreement shall be three years, and (b) at the end of such initial term and on each subsequent anniversary of the Effective Date, the term shall extend for an additional one year period unless either party provides 90 days' prior written notice.

b. Termination for Cause. Either party may terminate this Processing Agreement for Cause, provided that such party follows the procedures set forth in this Section (b).

    i. For purposes of this Section, "Cause" means either:

A. a material breach of this Processing Agreement, which has not been cured within ninety (90) days of the date such party receives written notice of such breach;
B. the failure by Merchant to timely pay when due any fees owed to Tyler pursuant to this Processing Agreement and any delinquent amounts remain outstanding for a period of thirty (30) days after Tyler provides written notice of its intent to terminate for failure to pay;
C. breach of Section 7; or
D. if Tyler becomes insolvent or bankrupt, or is the subject of any proceedings relating to its liquidation or insolvency or for the appointment of a receiver or similar officer for it, has a receiver of its assets or property appointed or makes an assignment for the benefit of all or substantially all of its creditors, or institutes or causes to be instituted any proceeding in bankruptcy or reorganization or rearrangement of its affairs.

ii. No party may terminate this Processing Agreement under Section 12 b(i)(A) unless it cooperates in good faith with the alleged breaching party during the cure period and complies in good faith with the dispute resolution procedures set forth in Section 13 following such period.

iii. In the event either party terminates this Processing Agreement pursuant to this Section (b), each party shall return all products, documentation, confidential information, and other information disclosed or otherwise delivered to the other party prior to such termination, all revocable licenses shall terminate.

c. Survival. The following provisions shall survive after the Term of this Processing Agreement: 2(c); 3; 4(c); 7; 10; 11; 12; 13; 14; and 15.

13. DISPUTE RESOLUTION

Any dispute arising out of, or relating to, this Processing Agreement that cannot be resolved within five (5) Business Days shall be referred to the individual reasonably designated by Merchant and Tyler's representative assigned to Merchant's account ("Intermediary Dispute Level"). Any dispute that cannot be resolved in ten (10) Business Days at the Intermediary Dispute Level shall then be referred to Merchant's chief executive officer or other individual reasonably designated by Merchant and Tyler's applicable division President ("Executive Dispute Level"), at such time and location reasonably designated by the parties. Any negotiations pursuant to this Section are confidential and shall be treated as compromise and settlement negotiations for purposes of the applicable rules of evidence. For any dispute that the parties are unable to resolve through informal discussions or negotiations or pursuant to the dispute resolution and escalation procedures set forth in this Processing Agreement, the parties shall submit the matter to mediation prior to the commencement of any legal proceeding. The foregoing shall not apply to claims for equitable relief under Section 7.

14. MISCELLANEOUS

a. Assignment. Neither party may assign this Processing Agreement or any of its respective rights or obligations herein to any third party without the express written consent of the other party, which consent shall not be unreasonably withheld.
b. Cumulative Remedies. Except as specifically provided herein, no remedy made available herein is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy provided herein or available at law or in equity.
c. Notices. Except as otherwise expressly specified herein, all notices, requests or other communications shall be in writing and shall be deemed to have been given if delivered personally or mailed, by certified or registered mail, postage prepaid, return receipt requested, to the parties at their respective addresses set forth on the signature page hereto, or at such other addresses as may be specified in writing by either of the parties. All notices, requests, or communications shall be deemed effective upon personal delivery or three (3) days following deposit in the mail. Notwithstanding the foregoing, notice shall be deemed delivered when provided in connection with billing or invoicing.
d. Counterparts. This Processing Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
e. Waiver. The performance of any obligation required of a party herein may be waived only by a written waiver signed by the other party, which waiver shall be effective only with respect to the specific obligation described therein.
f. Entire Agreement. This Processing Agreement constitutes the entire understanding and contract between Tyler and Merchant for payment processing services (as detailed in an Order Form) and supersedes any and all prior or contemporaneous oral or written representations, contracts or communications with respect to the subject matter hereof.
g. Amendment. This Processing Agreement shall not be modified, amended, or in any way altered except by an instrument in writing signed by the properly delegated authority of each party. All amendments or modifications of this Processing Agreement shall be binding upon the parties despite any lack of consideration.
h. Severability of Provisions. In the event any provision hereof is found invalid or unenforceable pursuant to judicial decree, the remainder of this Processing Agreement shall remain valid and enforceable according to its terms.
i. Relationship of Parties. The parties intend that the relationship between the parties created pursuant to or arising from this Processing Agreement is that of an independent contractor only. Neither party shall be considered an agent, representative, or employee of the other party for any purpose.
j. Governing Law. Any dispute arising out of or relating to this Processing Agreement or the breach thereof shall be governed by the laws of the state of Merchant's domicile, without regard to or application of choice of law rules or principles.

k. Audit. Tyler shall maintain complete and accurate records of all work performed pursuant to and arising out of this Processing Agreement. Merchant may, upon the written request, audit any and all records of Tyler relating to services provided herein. Merchant shall provide Tyler twenty-four hour notice of such audit or inspection. Tyler shall have the right to exclude from such inspection any Tyler Confidential and Proprietary Information not otherwise required to be provided to Merchant as a part of this Processing Agreement. Any such audit shall be conducted at Tyler's principal place of business during Tyler's normal business hours and at Merchant's sole expense.
l. No Third Party Beneficiaries. Nothing in this Processing Agreement is intended to benefit, create any rights in, or otherwise vest any rights upon any third party.
m. Contra Proferentem. The doctrine of contra proferentem shall not apply to this Processing Agreement. If an ambiguity exists in this Processing Agreement, or in a specific provision, neither the Agreement nor the provision shall be construed against the party who drafted the Agreement or provision.
n. Force Majeure. No party to this Processing Agreement shall be liable for delay or failure in the performance of its contractual obligations arising from any one or more events that are beyond its reasonable control, including, without limitation, acts of God, war, terrorism, and riot. Upon such delay or failure affecting one party, that party shall notify the other party and use all reasonable efforts to cure or alleviate the cause of such delay or failure with a view to resuming performance of its contractual obligations as soon as practicable. Notwithstanding the foregoing, in every case the delay or failure to perform must be beyond the control and without the fault or negligence of the party claiming excusable delay. Any performance times pursuant to or arising from this Processing Agreement shall be considered extended for a period of time equivalent to the time lost because of any delay that is excusable herein. This section does not excuse any party from payment obligations under this Processing Agreement.
o. Equitable Relief. Each party covenants, represents, and warrants that any violation of this Processing Agreement by such party with respect to its respective obligations set forth in Section 7 shall cause irreparable injury to the other party and shall entitle the other party to extraordinary and equitable relief by a court of competent jurisdiction, including, without limitation, temporary restraining orders and preliminary and permanent injunctions, without the necessity of posting bond or security.

15. CERTAIN DEFINITIONS

a. Association means a group of Card issuer banks or debit networks that facilitates the use of payment cards accepted under this Processing Agreement for processing, including, without limitation, Visa,U.S.A., Inc., MasterCard International, Inc., Discover Financial Services, LLC and other credit and debit card providers, debit network providers, gift card and other stored value and loyalty program providers. Associations also includes the Payment Card Industry Security Standards Council and the National Automated Clearinghouse Association.

b. Association Rules means the bylaws, rules, and regulations, as they exist from time to time, of the Associations.
c. Card or Payment Card means an account, or evidence of an account, authorized and established between a Cardholder and an Association, or representatives or members of an Association that Merchant accepts from Cardholders as payment for a good or service. Payment Instruments include, but are not limited to, credit and debit cards, stored value cards, loyalty cards, electronic gift cards, authorized account or access numbers, paper certificates and credit accounts.
d. Cardholder means the person to whom a Card is issued or who is otherwise entitled to use a Card.
e. Chargeback means a reversal of a Card sale Merchant previously presented pursuant to Association Rules.
f. Effective Date means the date this Processing Agreement was signed by both parties or added to the parties' existing agreement.
g. Member or Member Bank means an entity that is a member of the Associations.
h. Order Form means a document listing the pricing associated with this Processing Agreement.
i. Processing Agreement means this Payment Card Processing Agreement, including all exhibits attached hereto and to be attached throughout the Term of this Processing Agreement, all of which are incorporated by reference herein.
j. Retrieval Request means a request for information by a Cardholder or Card issuer relating to a claim or complaint concerning a Card sale Merchant has made.
k. Transaction means the evidence and electronic record of a sale or lease transaction representing payment by use of a Card, echeck/ACH, digital payment or of a return/refund/credit to a Cardholder or any other payor.
l. Tyler Confidential and Proprietary Information means all information in any form relating to, used in, or arising out of Tyler's operations and held by, owned, licensed, or otherwise possessed by Tyler (whether held by, owned, licensed, possessed, or otherwise existing in, on or about Tyler's premises or Merchant's offices, residence(s), or facilities and regardless of how such information came into being, as well as regardless of who created, generated or gathered the information), including, without limitation, all information contained in, embodied in (in any media whatsoever) or relating to Tyler's inventions, ideas, creations, works of authorship, business documents, licenses, correspondence, operations, manuals, performance manuals, operating data, projections, bulletins, customer lists and data, sales data, cost data, profit data, financial statements, strategic planning data, financial planning data, designs, logos, proposed trademarks or service marks, test results, product or service literature, product or service concepts, process data, specification data, know how, software, databases, database layouts, design documents, release notes, algorithms, source code, screen shots, other research and development information and data, and Intellectual Property. Notwithstanding the foregoing, Tyler Confidential and Proprietary Information does not include information that: (a) becomes public other than as a result of a disclosure by Merchant in breach hereof; (b) becomes available to Merchant on a non-confidential basis from a source other than Tyler,

which is not prohibited from disclosing such information by obligation to Tyler; (c) is known by Merchant prior to its receipt from Tyler without any obligation of confidentiality with respect thereto; or (d) is developed by Merchant independently of any disclosures made by Tyler.

Exhibit A
American Express Sponsored Merchant Terms (“SMT”)

1. Compliance. If Merchant, also referred to herein as “Sponsored Merchant,” accepts American Express cards as a form of payment processed through Tyler’s electronic filing or electronic payment systems, Client agrees to do so in accordance with the terms and conditions of this SMT.
2. Merchant Operating Guide. Merchant agrees to comply with the terms and conditions of the American Express Merchant Operating Guide found at: www.americanexpress.com/merchantopguide. Such terms and conditions shall include, without limitation, provisions relating to: (i) trademarks and brand requirements; (ii) applicable laws; (iii) binding arbitration; and (iv), website display requirements.
3. Re-directing Prohibited. Merchant agrees it shall not process Transactions, or receive any payments, on behalf of (unless otherwise required by law) any other party.
4. American Express Liability. SPONSORED MERCHANT ACKNOWLEDGES AND AGREES THAT IN NO EVENT SHALL AMERICAN EXPRESS, ITS AFFFILIATES, AGENTS, SUCCESSORS, OR ASSIGNS BE LIABLE TO SPONSORED MERCHANT FOR ANY DAMAGES, LOSSES, OR COSTS INCURRED, INCLUDING INCIDENTAL, INDIRECT, SPECULATIVE, CONSEQUENTIAL, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES OF ANY KIND (WHETHER BASED ON CONTRACT, TORT, INCLUDING NEGLIGENCE, STRICT LIABILITY, FRAUD, OR OTHERWISE, OR STATUTES, REGULATIONS, OR ANY OTHER THEORY), ARISING OUT OF OR IN CONNECTION WITH THIS SMT.
5. Third-Party Beneficiaries. Sponsored Merchant acknowledges and agrees that American Express has the right, but not the obligation, to the benefits of this SMT that will provide American Express the ability to enforce the terms of this SMT against the Sponsored Merchant. The Sponsored Merchant further acknowledges and agrees that it will not be deemed a beneficiary under any agreement between American Express and Tyler, and will not have the ability to make any claim or assert any right under such agreement between Tyler and American Express.
6. Definitions. Except as defined herein or otherwise required by the context herein, all defined terms used herein have the meaning ascribed to such terms as set forth in the Agreement between Tyler and Merchant or the American Express Merchant Operating Guide.

Exhibit B
Payment Service Devices/Equipment – Rental and Purchase

This Exhibit B is incorporated into that certain Payment Processing Agreement between Tyler and Merchant (the "Processing Agreement").

1. TERMS APPLICABLE TO BOTH PURCHASE AND RENTAL OF EQUIPMENT
    a. Generally. Tyler will provide PCI-compliant Payment Service Devices as elected by Merchant and described in the Order Form and related equipment for rent or purchase during the term of this Agreement for the fees set forth in the Order Form.
    b. Shipping Timelines. Tyler shall ship newly-requested Payment Service Devices (and associated supplies, such as printers, cables, power supplies, mounting hardware or other equipment identified in an Order Form) ("Equipment") to Merchants within (a) 14 calendar days of the request or (b) 14 calendar days prior to payment service commencement/go-live, whichever is later. Tyler shall ship failure-related replacement Equipment to Merchants within two (2) Business Days of a written request. Shipping timelines are subject to Payment Service Device availability by the applicable manufacturer or supplier and shall be extended until such devices become available.
    c. Delivery and Acceptance. Tyler will deliver the Equipment to the location designated by Merchant in the Order Form. If an address for delivery is not expressly designated in the Order Form, such Equipment will be delivered to Merchant's address otherwise set forth in the Order Form. Merchant will be deemed to have accepted each piece of Equipment on the earlier of (i) when Merchant acknowledges receipt, and (ii) seven days after shipment of each such piece of Equipment, unless Tyler is notified earlier in writing by Merchant that the Equipment has not been received or is not functional.
    d. Rights and Restrictions. Tyler shall process payments received from Merchant's Payment Service Devices provided by Tyler. Merchant acknowledges that the Payment Service Devices are embedded with proprietary encryption technology that will be injected by Tyler's designee into the Payment Services Devices. Merchant agrees that all of Merchant's over-the-counter transactions processed through a Tyler application will be required to use Payment Service Devices provided by Tyler. Merchant will maintain each Payment Service Device in its possession and will not permit any physical alteration or modification of any piece of Equipment. Each piece of Equipment will be used only in the ordinary course of Merchant's business in connection with Tyler applications. The Equipment is not being sold or rented to the Merchant for home or personal use. Merchant acknowledges that the Equipment rented or purchased through this Exhibit may not be compatible with another processor's systems. Merchant hereby grants Tyler a security interest in (i) all Equipment

to secure payment of the purchase price, and (ii) all Equipment to secure payment of the monthly rental payments. Merchant authorizes Tyler to file financing statements with respect to the Equipment in accordance with the Uniform Commercial Code, signed by Tyler directly or as Merchant's attorney-in-fact.

e. Change Notice. Tyler shall provide thirty (30) calendar days written notice for Equipment changes that affect Merchants, which includes, without limitation, when Tyler will no longer support a Payment Service Device. Tyler will only be obligated to replace Equipment when a Payment Service Device is no longer capable of functioning or Tyler ends support of the specific make and model of the Equipment.

2. TERMS APPLICABLE ONLY TO EQUIPMENT PURCHASED
Tyler will sell to Merchant the Equipment identified in the Order Form, free and clear of all liens and encumbrances, expect that any proprietary encryption technology included within the Payment Service Devices or any other Tyler Intellectual Property will be provided to you pursuant to the License set forth in Section 5 of the Agreement. Maintenance and repair of Merchant-purchased Equipment is the responsibility of Merchant, unless Merchant has purchased Tyler's maintenance services for Payment Service Devices.
3. TERMS APPLICABLE ONLY TO EQUIPMENT RENTAL
    a. Tyler will rent to Merchant the Equipment identified in the Order Form, as set forth herein. The rental period will commence when the Equipment is deemed accepted. At the end of the rental term identified in an Order Form or when the Agreement is terminated, Merchant will promptly return each piece of Equipment to Tyler at Merchant's cost, in the same condition as when received, ordinary wear and tear excepted, unless otherwise directed by Tyler. The rental period will terminate when Equipment is returned to Tyler at 840 West Long Lake Road, Detroit, Michigan 48098, Attention: Tyler Payments, or at an earlier date specified by Tyler in writing. The following information must be included within the shipping box: (i) Merchant name, complete address and phone number; (ii) name of person to contact if there are any questions; (iii) your Merchant account number; and (iv) serial number of the Equipment. Merchant will retain proof of delivery documents and the applicable serial number. For any piece of Equipment that is not returned to Tyler in accordance with this paragraph, Merchant will pay Tyler the greater of $250.00 or the fair market value of such piece of Equipment as if it were in the condition described herein.
    b. Merchant will not assign its rights or obligations under this Exhibit, or pledge, lend, create a security interest in, incur any liens or encumbrances on, or sublease the Equipment to any other person or entity without Tyler's prior written consent. Any such assignment, delegation, sublease, pledge, security interest or lien in the absence of consent shall be void.

c. The provisions of this Exhibit will survive the termination or expiration of the Agreement and continue until all rented Equipment is returned to Tyler or paid for.

Updated 05/19/25

AMENDMENT

This amendment ("Amendment") is effective as of the date of signature of the last party to sign as indicated below ("Amendment Effective Date"), by and between Tyler Technologies, Inc. with offices at One Tyler Drive, Yarmouth, Maine 04096 ("Tyler") and Hernando County, with offices at County Government Center, 20 N. Main Street, Brooksville, Florida 34601 ("Client").

WHEREAS, Tyler and the Client are parties to an agreement dated December 3, 2024 ("Agreement"); and

WHEREAS, Tyler and Client desire to amend the terms of the Agreement as provided herein.

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and the Client agree as follows:

1. The following unused third-party services are hereby removed from the Agreement:
    a. Koa Hills – Data Conversion Assistance – Finance, at a contract price of $47,562
    b. Koa Hills - Data Conversion Assistance – HCM, at a contract price of $51,625

2. The items set forth in the Amendment Investment Summary attached as Exhibit 1 to this Amendment are hereby added to the Agreement as of the first day of the first month following the Amendment Effective Date and, notwithstanding anything to the contrary in Exhibit 1, ending coterminous with the SaaS Term as defined in the Agreement. Payment of fees and costs for such items shall conform to the following terms:
    a. SaaS: The annual SaaS fees payable under the Agreement shall be increased in the amount of $37,500, for the Tyler Software added herein. The first year's annual SaaS Fees shall be invoiced on the first day of the first month following the Amendment Effective Date, prorated for the time period commencing on such date and ending concurrently with the Client's annual SaaS Term under the Agreement. Subsequent SaaS Fees shall be invoiced in accordance with the terms of the Agreement.
    b. Conversions: Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.
    c. Hardware: Hardware costs are invoiced upon delivery.
    d. Hardware Maintenance: The first year maintenance fee for hardware is invoiced upon delivery of the hardware. Subsequent annual maintenance fees for hardware are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
    e. Data & Insights Implementation Services: Fees for Data & Insights Implementation services as set forth in the Amendment Investment Summary, along with applicable expenses, will be invoiced upon complete delivery of the service if fixed fee, or as services are delivered if priced hourly or daily.

3. Pattern Stream Terms of Service are hereby added to the Agreement: Your use of Pattern Stream software and services is subject to the terms found here: https://www.tylertech.com/terms/finite-matters-ltd-consolidated-terms. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Pattern Stream software or services, you agree that you have read, understood, and agree to such terms.

4. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.

5. Except as expressly indicated in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below.

Tyler Technologies, Inc.

By: Erik Graney

Name: Erik Graney

Title: Senior Corporate Attorney

Date: 10/10/25

Hernando County, FL

By:

Name: Jerry Campbell

Title: Chairman

Date: 12/16/2025

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY
County Attorney's Office

Exhibit 1
Amendment Investment Summary

The following Amendment Investment Summary details the additional software, products, and services to be delivered by us to you under the terms of the Agreement. This Amendment Investment Summary is effective as of the Effective Date, despite any expiration date in the Investment Summary that may have lapsed as of the Effective Date.

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tyler technologies

Quoted By:	Phil Sharp
Quote Expiration:	11/21/25
Quote Name:	Hernando County - EERP - Open Finance & PatternStream
Quote Description:	Hernando County, FL - EERP - Open Finance & PatternStream
Saas Term	1.00

Sales Quotation For:
HERNANDO COUNTY, FL
ACCOUNTS PAYABLE
20 N MAIN ST RM 230
BROOKSVILLE FL 34601-2817

Shipping Address:
Hernando County
County Government Center
20 N. Main Street
Brooksville FL 34601

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Data Insights			
Open Finance	1	0	$ 50,000.00
Sub-Total:			$ 50,000.00
Less Discount:			$ 12,500.00
TOTAL		**0**	**$ 37,500.00**

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Install Fee - Open Finance	1	$ 7,000.00	$ 0.00	$ 7,000.00	$ 0.00
Conversions – See Detailed Breakdown Below				$ 23,700.00	$ 0.00
TOTAL				**$ 30,700.00**	**$ 0.00**

3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Maint/SaaS Discount	Total Maint/SaaS
Pattern Stream Automated Document System - Implementation	96	$ 185.00	$ 0.00	$ 17,760.00	$ 0.00	$ 0.00	$ 0.00
Pattern Stream Automated Document System - SaaS	1	$ 0.00	$ 0.00	$ 0.00	$ 32,400.00	$ 8,100.00	$ 24,300.00
TOTAL				**$ 17,760.00**			**$ 24,300.00**

Summary	**One Time Fees**	**Recurring Fees**
Total Tyler License Fees	$ 0.00	$ 0.00
Total SaaS	$ 0.00	$ 37,500.00
Total Tyler Services	$ 30,700.00	$ 0.00
Total Third-Party Hardware, Software, Services	$ 17,760.00	$ 24,300.00
Summary Total	**$ 48,460.00**	**$ 61,800.00**
Contract Total	**$ 110,260.00**	

Client's purchase of the items listed above is subject to the Comments below
Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held
For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Detailed Breakdown of Conversions (Included in Summary Total)

Description	Qty	Unit Price	Unit Discount	Extended Price
Content Management				
Content Manager Enterprise - 3rd Party Content 1-3 Document Level 1	1	$ 3,500.00	$ 0.00	$ 3,500.00

Content Manager Core				
Content Manager Core - Human Resources Management	1	$ 18,800.00	$ 0.00	$ 18,800.00
Payroll				
PR Payroll - State Retirement Tables	1	$ 1,400.00	$ 0.00	$ 1,400.00
		TOTAL		**$ 23,700.00**

Tyler Annual Discount Detail (Excludes Optional Products)

Description	Annual Fee	Annual Fee Discount	Annual Fee Net
Data Insights			
Open Finance	$ 50,000.00	$ 12,500.00	$ 37,500.00
TOTAL	**$ 50,000.00**	**$ 12,500.00**	**$ 37,500.00**

HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 25000437-1

pdf Copy

VENDOR
ar@tylertech.com
53871
TYLER TECHNOLOGIES INC
5101 TENNYSON PARKWAY
PLANO TX 75024

SHIP TO
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR.

BROOKSVILLE FL 34604

ORDER DATE: 12/26/24	BUYER: TTHOMPSON	REQ. NO.: RQ250519	REQ. DATE: 09/30/25
TERMS: NET 30 DAYS	F.O.B.: DESTINATION	DESC.: PIGGYBACK SOURCEWELL CONT	

ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
			This Purchase is a Piggy-Back off Agency Named: Sourcewell, in accordance with its Contract No.090320-TTI, Hernando County File No. 25-P0191C, BOCC Use Approved on: 12/3/2024, Doc ID No. 14900. The Contract Terms and Conditions apply, and the Purchase Order terms and conditions do not apply to this purchase. This Contract will expire on: 12/2/2029. The County Contact Person is: Carla Rossiter-Smith, Phone Number: (352) 540-6544 The Contractor Contact is: Becky Terry, PMP, Phone Number: (972) 713-3700 Email: Becky.Terry@TylerTech.com 3/3/2025 Change Order No 1 - MP Contract 25-P0191C CO#1 is requested to decrease amount on line 1, increase amount on line 2, and add lines 3-9. Lines can not exceed $999,999.99. See below for amount per line and description to change/add to each line. 1 Year 1 SaaS 819,258.00 -5,480,062.00 2 Year 2 Saas 819,258.00 +675,708.00 3 Year 3 Saas 819,258.00		

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL $
				TOTAL $

pdf Copy

SEE TERMS AND CONDITIONS ON REVERSE SIDE

APPROVED BY: Carla Rossiter-Smith
CHIEF PROCUREMENT OFFICER

HERNANDO COUNTY PURCHASE ORDER TERMS AND CONDITIONS

GENERAL

The condition of this order may not be changed by Vendor/Contractor. If order is not acceptable, return to Hernando County Purchasing and Contracts Department. Failure of a Vendor/Contractor to deliver according to this purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future orders.

QUALITY

All material or services furnished on this order must be as specified and subject to County inspection and approval within a reasonable time after delivery at destination. Variations in materials or services from those specified in this order must not be made without written authority from the Chief Procurement Officer. Materials rejected will be returned at the Vendor/Contractor's risk and expense.

QUANTITY/PRICE

The quantity of materials ordered or the prices specified must not be exceeded without written authority being first obtained from the Chief Procurement Officer.

INDEMNITY AND INSURANCE

The Vendor/Contractor agrees to indemnify and hold harmless Hernando County, including its officers, agents and employees, from all claims, damages, losses and expenses, including reasonable attorneys' fees, and costs brought or incurred on account of injuries or damages sustained by any party due to the operations of the Vendor/Contractor under this contract. The Vendor/Contractor further agrees to provide workers' compensation for all employees, and to maintain such general and auto liability insurance as is deemed necessary by the County for the particular circumstances and operations of the Vendor/Contractor. The Vendor/Contractor further agrees to provide the County with Certificates of Insurance, indicating the amount of coverage in force, upon request.

PACKING

Packages must be plainly marked with shipper's name and purchase order number; charges are not allowed for boxing or crating unless previously agreed upon in writing.

DELIVERY

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(Additional Insured & Wavier	$ 2,000,000 Products-Comp. Ops Agg.
Of Subrogation)	$ 1,000,000 Each Occurrence
	$ 5,000 Medical Expense
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Option of Split Limits:	
(1.) Bodily Injury	$ 1,000,000 Per Person or $1,000,000 Per Accident

HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR

BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 25000437-1

pdf copy

VENDOR
ar@tylertech.com
53871
TYLER TECHNOLOGIES INC
5101 TENNYSON PARKWAY
PLANO TX 75024

SHIP TO
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR.

BROOKSVILLE FL 34604

ORDER DATE: 12/26/24	BUYER: TTHOMPSON	REQ. NO.: RQ250519	REQ. DATE: 09/30/25
TERMS: NET 30 DAYS	F.O.B.: DESTINATION	DESC.: PIGGYBACK SOURCEWELL CONT	

ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
			4 Year 4 Saas 819,258.00		
			5 Year 5 Saas 819,258.00		
			6 Implementation Services 999,999.99		
			7 Implementation Services 999,999.99		
			8 Implementation Services 203,030.02		
			9 Travel 143,550.00		
			1051-5606801 Lines 1 to 9 110270		
			.		
01	819258.00	EA	YEAR 1 SAAS	1.0000	819,258.00
02	819258.00	EA	YEAR 2 SAAS	1.0000	819,258.00
03	819258.00	EA	YEAR 3 SAAS	1.0000	819,258.00
04	819258.00	EA	YEAR 4 SAAS	1.0000	819,258.00
05	819258.00	EA	YEAR 5 SAAS	1.0000	819,258.00
06	999999.99	EA	IMPLEMENTATION SERVICES	1.0000	999,999.99
07	999999.99	EA	IMPLEMENTATION SERVICES	1.0000	999,999.99
08	203030.02	EA	IMPLEMENTATION SERVICES	1.0000	203,030.02
09	143550.00	EA	TRAVEL	1.0000	143,550.00

ITEM#	ACCOUNT		AMOUNT	PROJECT CODE
01	01051	5606801	819,258.00	110270
02	01051	5606801	819,258.00	110270
03	01051	5606801	819,258.00	110270
04	01051	5606801	819,258.00	110270
05	01051	5606801	819,258.00	110270
06	01051	5606801	999,999.99	110270
07	01051	5606801	999,999.99	110270
08	01051	5606801	203,030.02	110270
09	01051	5606801	143,550.00	110270

PAGE TOTAL	$	6,442,870.00
TOTAL	$	6,442,870.00

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SEE TERMS AND CONDITIONS ON REVERSE SIDE

APPROVED BY: Carla Rossi-Slate
CHIEF PROCUREMENT OFFICER

HERNANDO COUNTY PURCHASE ORDER TERMS AND CONDITIONS

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HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 25000437-1
CHANGE DATE: 03/03/25

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VENDOR
ar@tylertech.com
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TYLER TECHNOLOGIES INC
5101 TENNYSON PARKWAY
PLANO TX 75024

SHIP TO
BOARD OF COUNTY COMMISSIONERS
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BROOKSVILLE FL 34604

ORDER DATE: 12/26/24	BUYER: TTHOMPSON	REQ. NO.: RQ250519	REQ. DATE: 12/20/24
TERMS: NET 30 DAYS	F.O.B.: DESTINATION	DESC.: CHANGE ORDER - 1	

ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
			3/3/2025 Change Order No 1 - MP Contract 25-P0191C CO#1 is requested to decrease amount on line 1, increase amount on line 2, and add lines 3-9. Lines can not exceed $999,999.99. See below for amount per line and description to change/add to each line. 1 Year 1 SaaS 819,258.00 -5,480,062.00 2 Year 2 Saas 819,258.00 +675,708.00 3 Year 3 Saas 819,258.00 4 Year 4 Saas 819,258.00 5 Year 5 Saas 819,258.00 6 Implementation Services 999,999.99 7 Implementation Services 999,999.99 8 Implementation Services 203,030.02 9 Travel 143,550.00 1051-5606801 Lines 1 to 9 110270 .		
01	*********	EA	YEAR 1 SAAS	6299319.0000	-5,480,062.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE
01	01051 5606801	-5,480,062.00	110270
02	01051 5606801	675,708.00	110270
03	01051 5606801	.00	110270

PAGE TOTAL $ -5,480,062.00
TOTAL $

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SEE TERMS AND CONDITIONS ON REVERSE SIDE

APPROVED BY: Carla Ramsey-Slate
CHIEF PROCUREMENT OFFICER

HERNANDO COUNTY PURCHASE ORDER TERMS AND CONDITIONS

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HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 25000437-1
CHANGE DATE: 03/03/25

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PLANO TX 75024

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15470 FLIGHT PATH DR.

BROOKSVILLE FL 34604

ORDER DATE: 12/26/24	BUYER: TTHOMPSON	REQ. NO.: RQ250519	REQ. DATE: 12/20/24
TERMS: NET 30 DAYS	F.O.B.: DESTINATION	DESC.: CHANGE ORDER - 1	

ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
02	*********	EA	YEAR 2 SAAS	143549.0000	675,708.00
03	.00	EA	YEAR 3 SAAS	.0000	.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE

PAGE TOTAL	$	675,708.00
TOTAL	$	-4,804,354.00

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SEE TERMS AND CONDITIONS ON REVERSE SIDE

APPROVED BY: Carla Rossi-Slate
CHIEF PROCUREMENT OFFICER

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Hernando County Board of County Commissioners

Change Order Request

X Add Line(s)	Cancel Outstanding Balance	Increase/Decrease Funds
Delete Line(s)	Change Project Number	Increase/Decrease Blanket
Cancel Purchase Order	Change Account Number	Increase/Decrease Quantity

Today's Date: 03-03-2025
PO/Contract #: 25000437
Change Order Number: 1
Requisition Number: 25000437
Vendor's Name on PO: TYLER TECHNOLOGIES INC
Department/Employee: JODI FLORIO

Instructions: In the explanation, details of the request must be provided. All requests must include account number, line item number, project number, new purchase order total. Include details as if entering a new requisition. If change request is due to new agreements, quotes, projects, etc. necessary documents must be attached.

Explanation:

Justification: Contract 25 P0191C
CO#1 is requested to decrease amount on line 1, increase amount on line 2, and add lines 3-9. Lines can not exceed $999,999.99.
See below for amount per line and description to change/add to each line.

1 Year 1 SaaS 819,258.00 -5,480,062.00
2 Year 2 Saas 819,258.00 +675,708.00
3 Year 3 Saas 819,258.00
4 Year 4 Saas 819,258.00
5 Year 5 Saas 819,258.00
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7 Implementation Services 999,999.99
8 Implementation Services 203,030.02
9 Travel 143,550.00

1051-5606801	1	819258.00	110270	-5,480,062.00
1051-5606801	2	819258.00	110270	+675,708.00
1051-5606801	3	819258.00	110270	
1051-5606801	4	819258.00	110270	
1051-5606801	5	819258.00	110270	

1051-5606801	6	999999.99	110270
1051-5606801	7	999999.99	110270
1051-5606801	8	203030.02	110270
1051-5606801	9	143550.00	110270

Department Approval: TONI BRADY **Date:** 03-03-2025

Chief Procurement Officer: FRAN HALLET **Date:** 03-03-2025

BOCC Approval Date: _____
(BOCC Required per Purchasing 080E)

Revised May, 2012

HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 25000437-2

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VENDOR
ar@tylertech.com
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TYLER TECHNOLOGIES INC
5101 TENNYSON PARKWAY
PLANO TX 75024

SHIP TO
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR.

BROOKSVILLE FL 34604

ORDER DATE: 12/26/24	BUYER: TTHOMPSON	REQ. NO.: RQ250519	REQ. DATE: 09/30/25
TERMS: NET 30 DAYS	F.O.B.: DESTINATION	DESC.: PIGGYBACK SOURCEWELL CONT	

ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION

This Purchase is a Piggy-Back off Agency Named: Sourcewell, in accordance with its Contract No.090320-TTI, Hernando County File No. 25-P0191C, BOCC Use Approved on: 12/3/2024, Doc ID No. 14900. The Contract Terms and Conditions apply, and the Purchase Order terms and conditions do not apply to this purchase. This Contract will expire on: 12/2/2029. The County Contact Person is: Carla Rossiter-Smith, Phone Number: (352) 540-6544

The Contractor Contact is: Becky Terry, PMP, Phone Number: (972) 713-3700
Email: Becky.Terry@TylerTech.com

3/3/2025 Change Order No 1 - MP
Contract 25-P0191C
CO#1 is requested to decrease amount on line 1, increase amount on line 2, and add lines 3-9. Lines can not exceed $999,999.99.
See below for amount per line and description to change/add to each line.

1 Year 1 SaaS 819,258.00 -5,480,062.00
2 Year 2 Saas 819,258.00 +675,708.00
3 Year 3 Saas 819,258.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL $
				TOTAL $

pdf Copy

SEE TERMS AND CONDITIONS ON REVERSE SIDE

APPROVED BY: Carla Rossiter-Smith
CHIEF PROCUREMENT OFFICER

HERNANDO COUNTY PURCHASE ORDER TERMS AND CONDITIONS

GENERAL

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PACKING

Packages must be plainly marked with shipper's name and purchase order number; charges are not allowed for boxing or crating unless previously agreed upon in writing.

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Of Subrogation)	$ 1,000,000 Each Occurrence
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HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 25000437-2

pdf Copy

VENDOR
ar@tylertech.com
53871
TYLER TECHNOLOGIES INC
5101 TENNYSON PARKWAY
PLANO TX 75024

SHIP TO
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR.

BROOKSVILLE FL 34604

ORDER DATE: 12/26/24	BUYER: TTHOMPSON	REQ. NO.: RQ250519	REQ. DATE: 09/30/25
TERMS: NET 30 DAYS	F.O.B.: DESTINATION	DESC.: PIGGYBACK SOURCEWELL CONT	

ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
			4 Year 4 Saas 819,258.00 5 Year 5 Saas 819,258.00 6 Implementation Services 999,999.99 7 Implementation Services 999,999.99 8 Implementation Services 203,030.02 9 Travel 143,550.00 1051-5606801 Lines 1 to 9 110270 . 12/18/2025 Change Order No 2 - MP Contract #:25-P0191C CO #2 is to increase Purchase Order to add Open Finance and Pattern Stream. Board approved 12/16/25 #16627 Add Line 10 $110,260.00; New Line Total $110,260.00 Old PO Total $6,442,870.00 New PO Total $6,553,130.00 Dept 01051 Account 5606801 Line #3 $110,260.00 1051-5606801 10 110260.00		
02	819258.00	EA	YEAR 2 SAAS	1.0000	819,258.00
03	819258.00	EA	YEAR 3 SAAS	1.0000	819,258.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE

PAGE TOTAL $
TOTAL $

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APPROVED BY: _____
CHIEF PROCUREMENT OFFICER

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HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR

BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 25000437-2

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VENDOR
ar@tylertech.com
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TYLER TECHNOLOGIES INC
5101 TENNYSON PARKWAY
PLANO TX 75024

SHIP TO
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR.

BROOKSVILLE FL 34604

ORDER DATE: 12/26/24	BUYER: TTHOMPSON	REQ. NO.: RQ250519	REQ. DATE: 09/30/25
TERMS: NET 30 DAYS	F.O.B.: DESTINATION	DESC.: PIGGYBACK SOURCEWELL CONT	

ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
04	819258.00	EA	YEAR 4 SAAS	1.0000	819,258.00
05	819258.00	EA	YEAR 5 SAAS	1.0000	819,258.00
06	999999.99	EA	IMPLEMENTATION SERVICES	1.0000	999,999.99
07	999999.99	EA	IMPLEMENTATION SERVICES	1.0000	999,999.99
08	203030.02	EA	IMPLEMENTATION SERVICES	1.0000	203,030.02
09	143550.00	EA	TRAVEL	1.0000	143,550.00
10	110260.00	JOB	ADD OPEN FINANCE AND PATTERN STREAM.	1.0000	110,260.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE
02	01051 5606801	819,258.00	110270
03	01051 5606801	819,258.00	110270
04	01051 5606801	819,258.00	110270
05	01051 5606801	819,258.00	110270
06	01051 5606801	999,999.99	110270
07	01051 5606801	999,999.99	110270
08	01051 5606801	203,030.02	110270
09	01051 5606801	143,550.00	110270
10	01051 5606801	110,260.00	

PAGE TOTAL	$	5,733,872.00
TOTAL	$	5,733,872.00

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APPROVED BY: _____
CHIEF PROCUREMENT OFFICER

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HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 25000437-2
CHANGE DATE: 12/18/25

pdf Copy

VENDOR
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TYLER TECHNOLOGIES INC
5101 TENNYSON PARKWAY
PLANO TX 75024

SHIP TO
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR.

BROOKSVILLE FL 34604

ORDER DATE: 12/26/24	BUYER: TTHOMPSON	REQ. NO.: RQ250519	REQ. DATE: 12/20/24
TERMS: NET 30 DAYS	F.O.B.: DESTINATION	DESC.: CHANGE ORDER - 2	

ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
			12/18/2025 Change Order No 2 - MP Contract #:25-P0191C CO #2 is to increase Purchase Order to add Open Finance and Pattern Stream. Board approved 12/16/25 #16627 Add Line 10 $110,260.00; New Line Total $110,260.00 Old PO Total $6,442,870.00 New PO Total $6,553,130.00 Dept 01051 Account 5606801 Line #3 $110,260.00 1051-5606801 10 110260.00		
10	.00	JOB	ADD OPEN FINANCE AND PATTERN STREAM.	.0000	.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE
10	01051 5606801	.00	

PAGE TOTAL $	.00
TOTAL $	.00

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Hernando County Board of County Commissioners

Change Order Request

____ Add Line(s)	____ Cancel Outstanding Balance	__X__ Increase/Decrease Funds
____ Delete Line(s)	____ Change Project Number	____ Increase/Decrease Blanket
____ Cancel Purchase Order	____ Change Account Number	____ Increase/Decrease Quantity

Today's Date: 12-18-2025
PO/Contract #: 25000437
Change Order Number: 2
Requisition Number: RQ250519
Vendor's Name on PO: TYLER TECHNOLOGIES INC
Department/Employee: AMELIA GEBALA

Instructions: In the explanation, details of the request must be provided. All requests must include account number, line item number, project number, new purchase order total. Include details as if entering a new requisition. If change request is due to new agreements, quotes, projects, etc. necessary documents must be attached.

Explanation:

Justification: Contract #:25-P0191C
CO #2 is to increase Purchase Order to add Open Finance and Pattern Stream.
Board approved 12/16/25 #16627

Add Line 10 $110,260.00; New Line Total $110,260.00
Old PO Total $6,442,870.00 New PO Total $6,553,130.00

Dept 01051 Account 5606801 Line #3 $110,260.00

1051-5606801 10 110260.00

Department Approval: TONI BRADY **Date:** 12-02-2025

Chief Procurement Officer: FRAN HALLET **Date:** 12-18-2025

BOCC Approval Date: _____
(BOCC Required per Purchasing 080E)

Revised May, 2012

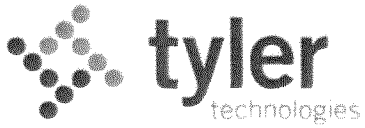

Exhibit 1
Amendment Investment Summary

The following Amendment Investment Summary details the additional software, products, and services to be delivered by us to you under the terms of the Agreement. This Amendment Investment Summary is effective as of the Effective Date, despite any expiration date in the Investment Summary that may have lapsed as of the Effective Date.

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tyler technologies

Quoted By:	Phil Sharp
Quote Expiration:	11/21/25
Quote Name:	Hernando County - EERP - Open Finance & PatternStream
Quote Description:	Hernando County, FL - EERP - Open Finance & PatternStream
Saas Term	1.00

Sales Quotation For:
HERNANDO COUNTY, FL
ACCOUNTS PAYABLE
20 N MAIN ST RM 230
BROOKSVILLE FL 34601-2817

Shipping Address:
Hernando County
County Government Center
20 N. Main Street
Brooksville FL 34601

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Data Insights			
Open Finance	1	0	$ 50,000.00
Sub-Total:			$ 50,000.00
Less Discount			$ 12,500.00
TOTAL		**0**	**$ 37,500.00**

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Install Fee - Open Finance	1	$ 7,000.00	$ 0.00	$ 7,000.00	$ 0.00
Conversions – See Detailed Breakdown Below				$ 23,700.00	$ 0.00
TOTAL				**$ 30,700.00**	**$ 0.00**

3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Maint/SaaS Discount	Total Maint/SaaS
Pattern Stream Automated Document System - Implementation	96	$ 185.00	$ 0.00	$ 17,760.00	$ 0.00	$ 0.00	$ 0.00
Pattern Stream Automated Document System - SaaS	1	$ 0.00	$ 0.00	$ 0.00	$ 32,400.00	$ 8,100.00	$ 24,300.00
TOTAL				**$ 17,760.00**			**$ 24,300.00**

Summary	**One Time Fees**	**Recurring Fees**
Total Tyler License Fees	$ 0.00	$ 0.00
Total SaaS	$ 0.00	$ 37,500.00
Total Tyler Services	$ 30,700.00	$ 0.00
Total Third-Party Hardware, Software, Services	$ 17,760.00	$ 24,300.00
Summary Total	**$ 48,460.00**	**$ 61,800.00**
Contract Total	**$ 110,260.00**	

Client's purchase of the items listed above is subject to the Comments below
Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held
For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Detailed Breakdown of Conversions (Included in Summary Total)

Description	Qty	Unit Price	Unit Discount	Extended Price
Content Management				
Content Manager Enterprise - 3rd Party Content 1-3 Document Level 1	1	$ 3,500.00	$ 0.00	$ 3,500.00

Content Manager Core				
Content Manager Core - Human Resources Management	1	$ 18,800.00	$ 0.00	$ 18,800.00
Payroll				
PR Payroll - State Retirement Tables	1	$ 1,400.00	$ 0.00	$ 1,400.00
	TOTAL			**$ 23,700.00**

Tyler Annual Discount Detail (Excludes Optional Products)

Description	Annual Fee	Annual Fee Discount	Annual Fee Net
Data Insights			
Open Finance	$ 50,000.00	$ 12,500.00	$ 37,500.00
TOTAL	**$ 50,000.00**	**$ 12,500.00**	**$ 37,500.00**

AMENDMENT

This amendment ("Amendment") is effective as of the date of signature of the last party to sign as indicated below ("Amendment Effective Date"), by and between Tyler Technologies, Inc. with offices at One Tyler Drive, Yarmouth, Maine 04096 ("Tyler") and Hernando County, with offices at County Government Center, 20 N. Main Street, Brooksville, Florida 34601 ("Client").

WHEREAS, Tyler and the Client are parties to an agreement dated December 3, 2024 ("Agreement"); and

WHEREAS, Tyler and Client desire to amend the terms of the Agreement as provided herein.

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and the Client agree as follows:

1. The following unused third-party services are hereby removed from the Agreement:
    a. Koa Hills – Data Conversion Assistance – Finance, at a contract price of $47,562
    b. Koa Hills - Data Conversion Assistance – HCM, at a contract price of $51,625

2. The items set forth in the Amendment Investment Summary attached as Exhibit 1 to this Amendment are hereby added to the Agreement as of the first day of the first month following the Amendment Effective Date and, notwithstanding anything to the contrary in Exhibit 1, ending coterminous with the SaaS Term as defined in the Agreement. Payment of fees and costs for such items shall conform to the following terms:
    a. SaaS: The annual SaaS fees payable under the Agreement shall be increased in the amount of $37,500, for the Tyler Software added herein. The first year's annual SaaS Fees shall be invoiced on the first day of the first month following the Amendment Effective Date, prorated for the time period commencing on such date and ending concurrently with the Client's annual SaaS Term under the Agreement. Subsequent SaaS Fees shall be invoiced in accordance with the terms of the Agreement.
    b. Conversions: Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.
    c. Hardware: Hardware costs are invoiced upon delivery.
    d. Hardware Maintenance: The first year maintenance fee for hardware is invoiced upon delivery of the hardware. Subsequent annual maintenance fees for hardware are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
    e. Data & Insights Implementation Services: Fees for Data & Insights Implementation services as set forth in the Amendment Investment Summary, along with applicable expenses, will be invoiced upon complete delivery of the service if fixed fee, or as services are delivered if priced hourly or daily.

3. Pattern Stream Terms of Service are hereby added to the Agreement: Your use of Pattern Stream software and services is subject to the terms found here: https://www.tylertech.com/terms/finite-matters-ltd-consolidated-terms. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Pattern Stream software or services, you agree that you have read, understood, and agree to such terms.

4. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.

5. Except as expressly indicated in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below.

Tyler Technologies, Inc.

By: Erik Graney

Name: Erik Graney

Title: Senior Corporate Attorney

Date: 10/10/25

Hernando County, FL

By:

Name: Jerry Campbell

Title: Chairman

Date: 12/16/2025

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
BY
County Attorney's Office

Board of County Commissioners

AGENDA ITEM

Meeting: 12/16/2025
Department: Procurement Department
Prepared By: Fran Hallet
Initiator: Carla Rossiter-Smith
DOC ID: 16627
Legal Request Number: 25-002-2
Bid/Contract Number:

TITLE

Contract Amendment and Change Order No. 2 to Purchase Order With Tyler Technologies, Inc., for Public Sector and Education Administration Software Solutions With Related Services for Enterprise Resource Planning Software and Enterprise Permitting and Licensing Software and Related Services for Various County Departments and Entities (Contract No. 25-P0191C; Amount: $110,260.00)

BRIEF OVERVIEW

On December 3, 2024, the BOCC approved award of Contract No. 25-P0191C to Tyler Technologies, Inc., for the Tyler Technologies Enterprise Resource Planning (ERP) and Enterprise Permitting & Licensing (EPL) software and related services for $6,299,320.00 with a $143,550.00 allowance for travel.

The purchase order was originally issued for $6,442,870.00. Change order No. 2 in the amount of $110,260.00, would increase the purchase order to $6,553,130.00.

Annual / Recurring Fees:

- SaaS annual fee: $37,500.00
- Third party Hardware, Software & Services: $24,300.00

Total Annual / Recurring Costs: $61,800.00

One Time Fees:

- Tyler Services: $30,700.00
- Third party Hardware, Software & Services: $17,760.00

Total One Time Fees: $48,460.00

The contract amendment incorporates the services/fees detailed in Change Order No. 2.

Change Order No. 1 was a no-cost administrative change to move funds to multiple lines due to Finance Plus system limits per line of $999,999.99. Change Order No. 1 was approved by the Chief Procurement Officer on March 3, 2025, for an administrative change.

Hernando County Office of Management and Budget Department has requested an increase for Purchase Order No. 25000437 for additional services including Open Finance and Pattern Stream.

FINANCIAL IMPACT

Funding is available in the following:

Expense:

Fund: 0011 - General Fund, **Department: 01051 -** BOCC, **Account: 5606801 -** Capitalized

Software

CIP Project: 110270 Comprehensive ERP Software

LEGAL NOTE

The Board has the authority to act on this item pursuant to Part II, Chapter 2, Article V of the Hernando County Code of Ordinances.

RECOMMENDATION

It is recommended the Board approve Change Order No. 2 in the amount of $110,260 to Tyler Technologies, Inc., for Purchase Order No. 25000437, bringing the total purchase order amount to $6,553,130.00.

It is further recommended the Board approve and authorize the Chairman's signature on the attached amendment to Contract No. 25-P0191C increasing the original contract value by $110,260.00, for a new total Contract amount of $6,553,130.00.

REVIEW PROCESS

Carla Rossiter-Smith	Approved	12/03/2025 3:10 PM
Erin Dohren	Approved	12/07/2025 5:02 PM
Pamela Hare	Approved	12/08/2025 11:35 AM
Melissa Tartaglia	Approved	12/08/2025 4:16 PM
Heidi Prouse	Approved	12/08/2025 4:23 PM
Jeffrey Rogers	Approved	12/09/2025 10:23 PM
Toni Brady	Approved	12/10/2025 10:16 AM
Colleen Conko	Approved	12/10/2025 10:42 AM

PROCUREMENT DEPARTMENT

15470 FLIGHT PATH DRIVE ◆ BROOKSVILLE, FLORIDA 34604
P 352.754.4020 ◆ F 352.754.4199 ◆ W www.HernandoCounty.us

December 16, 2025

MEMORANDUM

TO: Financial Services, Hernando County Clerk of Circuit Court & Comptroller

FROM: Carla Rossiter-Smith, MSM PMP, Chief Procurement Officer

SUBJECT: BOCC Agenda Item Approval

Please accept this memorandum as notification of the Board of County Commissioners' approval of the Agenda Items list below at the **12/16/2025** BOCC meeting.

Further evidence of the approval of these items can be found in any relevant executed agreements with the BOCC Chairman's signature on the date of approval, as appropriate and as supplied in relevant requisitions. The BOCC meeting details for the aforementioned date provides additional evidence of approval.

This memorandum is to be used interchangeably with the BOCC Agenda Item stamped with BOCC adopted as proof of BOCC approval required in the County approval process for requisition, budget resolution or grant related items.

Approved Items:

PROCUREMENT ITEMS

1. **16768** Award of Term Contract to Ferguson Enterprises, LLC, d/b/a Ferguson Waterworks for Purchase of Meter Boxes as Needed for Utilities Department (Contract No. 25-T01149/JS; Amount: $313,935.00)

2. **16744** Award of Term Contract to Triple Crown C Lawn Jockey's, LLC, for Mowing Services for Hernando Beach and Weeki Wachee (Contract No. 25-T01093/JG; Amount: $423,000.00)

3. **16711** Change Order No. 2 to Purchase Order With Hartman Civil Construction Co., Inc., for Ayers Road Stormwater Management Facility Repair and Quality Drive Pond Southeast Flume Restoration Projects for Department of Public Works (Contract No. 25-C01032; Change Order Amount: $153,030.00)

4. **16627** Contract Amendment and Change Order No. 2 to Purchase Order With Tyler Technologies, Inc., for Public Sector and Education Administration Software Solutions With Related Services for Enterprise Resource Planning Software and Enterprise Permitting and Licensing Software and Related Services for Various County Departments and Entities (Contract No. 25-P0191C; Amount: $110,260.00)

5. **16548** Service Agreement With Full Stack Payments, LLC, d/b/a Full Stack Payments Enterprise; and Merchant Application and Agreement With Netevia for Government Payment Processing Services and Associated Resolutions

6. **16748** Utilization of Jacksonville Transportation Authority Contract With Gillig, LLC, for Purchase and Replacement of Mass Transit Bus for Transit Department (Contract No. 25-P0234A; Amount: $718,184.00)

7. **16779** Utilization of Sourcewell Contract With BOXX Modular, Inc., for Relocatable Building or Storage With Related Accessories, Services and for Waterways Department Office Trailer (Amount: $84,084.00)

8. **16535** Utilization of Sourcewell Contract With Samsara, Inc., for Fleet Management Technologies With Related Software Solutions for Fleet Department (Amount: $805,062.24)

Quoted By:	Phil Sharp
Quote Expiration:	08/02/26
Quote Name:	Hernando County - ERP - EPL User Licenses
Quote Description:	Hernando County - ERP - EPL User Licenses

Sales Quotation For:
HERNANDO COUNTY, FL
COUNTY GOVERNMENT CENTER
20 N MAIN ST
BROOKSVILLE FL 34601-2817

Shipping Address:
Hernando County
County Government Center
20 N. Main Street
Brooksville FL 34601

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Civic Services			
Enterprise Permitting & Licensing User	73	0	$ 167,900.00
Sub-Total:			$ 167,900.00
Less Discount:			$ 35,259.00
TOTAL		**0**	**$ 132,641.00**

Summary	**One Time Fees**	**Recurring Fees**
Total Tyler License Fees	$ 0.00	$ 0.00

Total SaaS	$ 0.00	$ 132,641.00
Total Tyler Services	$ 0.00	$ 0.00
Total Third-Party Hardware, Software, Services	$ 0.00	$ 0.00
Summary Total	**$ 0.00**	**$ 132,641.00**

Client's purchase of the items listed above is subject to the Comments below
Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held
For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: 02/03/2026

Print Name: Toni Brady, Deputy County Administrator P.O.#: 25000437

All Primary values quoted in US Dollars

Tyler Annual Discount Detail (Excludes Optional Products)

Description	Imp. Hours	Annual Fee	Annual Fee Discount	Annual Fee Net
Civic Services				
Enterprise Permitting & Licensing User		$ 167,900.00	$ 35,259.00	$ 132,641.00
TOTAL	**0**	**$ 167,900.00**	**$ 35,259.00**	**$ 132,641.00**

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;

- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
    - Implementation and other professional services fees shall be invoiced as delivered.
    - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
    - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion module, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion module.
    - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
    - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
    - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.
- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Enterprise Permitting & Licensing User includes back-office and EP&L Mobile access

1165

SUNGARD PENTAMATION
DATE: 02/04/2026
TIME: 11:45:08

HERNANDO CO BOARD OF CO COMMISSIONERS
Expenditure Ledger Short Listing

PAGE NUMBER: 1
POSTAP11.4GL

SELECTION CRITERIA: orgn.yr='26' and orgn.key_orgn='01051' and account.acct='5606801' AND expledgr.yr = orgn.yr AND exp

YEAR	DEPARTMENT		ACCOUNT		BUDGET CONTROL ORGN/ACCOUNT	STATUS
	BUDGET	PERIOD EXPENSES	YTD EXPENSES	ENCUMBRANCES	BALANCE	
26	01051	BOARD OF CO COMMISSIONERS	5606801	CAPITALIZED SOFTWARE	01051	5606801 Active
	1,170,100.00	.00	1,134,804.72	3,950,221.27	-3,914,925.99	

Total available balance will be $949,596, after po roll is posted.

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Procurement Department
Prepared By: Fran Hallet
Initiator: Carla Rossiter-Smith
DOC ID: 17018
Legal Request Number:
Bid/Contract Number:

TITLE

Request for Approval of FY 2026 Purchase Order With Amazon for Library Materials and Electronic Resources for Library Department (Amount: up to $100,000.00)

BRIEF OVERVIEW

At the December 15, 2020, Board meeting, Doc ID No. 17749, the Board approved the Chief Procurement Officer (CPO) to approve purchases for library materials and electronic resources, including those in excess of $35,000, from Baker & Taylor Inc., Midwest Tape, Brodart, Bibliotheca, LLC, OverDrive, LexisNexis, and Ebsco Industries, on an ongoing basis, and to waive the requirement of obtaining additional Board approval, provided that the expenditure is within the approved department budget for that Fiscal Year.

On November 19, 2025, Hernando County Library Department submitted a request to the Procurement Department to utilize Amazon for the purchase of library materials due to the closure of Baker & Taylor.

These purchases are exempt from competitive solicitation in accordance with Hernando County Procurement Policy Manual section 3.D, for procurement exclusions related to subscriptions for periodicals, books and publications and copyrighted materials.

The CPO has reviewed this requirement for conformance to Procurement Ordinance and Purchasing Policies and Procedures.

FINANCIAL IMPACT

Funding is available in the following: Fund: 0011 - General Fund, Department:37034 - Library State Aid, Account: 5606601 - Lib Books, Publications

LEGAL NOTE

In accordance with Part II, Chapter 2, Article V of the Hernando County Code of Ordinances.

RECOMMENDATION

It is recommended that the Board approve Fiscal Year 26 Purchase Order issuance for up to $100,000.00 for the purchase of Books through Amazon.

It is further recommended that the Board authorize the CPO to approve change orders up to budgeted amount.

REVIEW PROCESS

Cynthia Loftis-Culp	Approved	01/16/2026 10:07 AM
Christopher Linsbeck	Escalated	01/20/2026 5:18 PM
Robert Talmage	Approved	01/21/2026 7:54 AM
Erin Briggs	Approved	01/27/2026 8:04 AM

Erin Dohren	Approved	01/28/2026 7:27 AM
Carla Rossiter-Smith	Approved	02/02/2026 2:12 PM
Pamela Hare	Approved	02/03/2026 12:57 PM
Melissa Tartaglia	Approved	02/04/2026 1:57 PM
Jon Jouben	Approved	02/04/2026 2:06 PM
Heidi Prouse	Approved	02/04/2026 2:25 PM
Toni Brady	Approved	02/05/2026 10:30 AM
Jeffrey Rogers	Approved	02/05/2026 1:24 PM
Colleen Conko	Approved	02/05/2026 1:27 PM

Board of County Commissioners

AGENDA ITEM

Meeting: 12/15/20 09:00 AM
Department: Library
Prepared By: Mary Soto
Initiator: Cynthia Loftis-Culp
DOC ID: 17749
Legal Request Number:
Bid/Contract Number:

TITLE

Authorization for Chief Procurement Officer to Approve Purchase of Library Materials Over $35,000

BRIEF OVERVIEW

At the July 27, 2010, Board meeting (see Doc ID No. 3922, attached for reference), the Board approved a purchase requisition to Baker & Taylor Inc., and additionally gave the Chief Procurement Officer (CPO) the ability to approve future purchases for library materials and electronic resources, including those in excess of $25,000, without obtaining additional Board approval provided that funding was available within the approved budget. This Board approval was a process efficiency to a specific vendor, Baker & Taylor Inc., and the Library Services Department is requesting to expand the ability to obtain needed library materials from the other following valid sources:

- Baker & Taylor, Inc.
- Midwest Tape
- Brodart
- Bibliotheca, LLC
- OverDrive
- LexisNexis
- Ebsco Industries.

Library Services Department purchases are in compliance with Hernando County, Florida Code of Ordinances No. 93-16 Sec. 2-101(3) for procurement exclusions related to subscriptions for periodicals, books and publications and copyrighted materials (see attached).

The traditional and primary roles of the Library Services Department is to provide materials and access to information to the public. As such, library materials are purchased on a continual basis throughout the year in the form of books and other print materials, e-books, books on CD, DVD's, downloadable audiobooks, music and access to additional digital resources.

Some of the costs for these library materials and access to information may be in an excess of "or" a combined excess of $35,000 to a single vendor. In order to continue ordering library materials with the fewest delays to patrons, Library staff recommends the Board grant authority to the CPO to approve purchases for library print and audio/visual materials and electronic resources, including those in excess of $35,000 from the aforementioned vendors, and to waive the requirement of obtaining additional Board approval. This authorization is requested for an on-going basis and only utilized

within the approved budget for that Fiscal Year.

FINANCIAL IMPACT

Expenditure for library books and other print materials, e-books, books on CD, DVDs, downloadable audiobooks and music, and provides access to additional digital resources are approved each year within the Library Services budget.

LEGAL NOTE

The Board has the authority to approve the attached pursuant to Florida Statutes, Sec. 125.01(1).

RECOMMENDATION

It is recommended that the Board grant authority to the Chief Procurement Officer (CPO) to approve purchases for library materials and electronic resources, including those in excess of $35,000, from Baker & Taylor Inc., Midwest Tape, Brodart, Bibliotheca, LLC, OverDrive, LexisNexis, and Ebsco Industries, on an ongoing basis, and to waive the requirement of obtaining additional Board approval, provided that the expenditure is within the approved department budget for that Fiscal Year.

REVIEW PROCESS

Cynthia Loftis-Culp	Completed	11/25/2020 3:03 PM
James Wunderle	Completed	12/01/2020 12:13 PM
Stephanie Russ	Completed	11/30/2020 12:58 PM
Pamela Hare	Completed	12/01/2020 12:14 PM
Garth Coller	Completed	12/01/2020 12:43 PM
Jenine Wimer	Completed	12/03/2020 9:32 AM
Tobey Phillips	Completed	12/02/2020 10:31 AM
Jeffrey Rogers	Completed	12/07/2020 4:19 PM
Tina Duenninger	Completed	12/08/2020 1:07 PM
Board of County Commissioners	Completed	12/15/2020 9:00 AM

RESULT:	**ADOPTED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Steve Champion, Vice Chairman
SECONDER:	Wayne Dukes, Commissioner
AYES:	Allocco, Champion, Holcomb, Dukes, Narverud

3. Application of Manual and Exemptions

Applicability

This Manual, and the policies and procedures contained herein, govern all departments and divisions under the jurisdiction of the Board, as well as all purchasing transactions, which are paid for directly from County and grant funds under the control of the Board. The contents of this Manual preempt all previously existing purchasing manuals, policies, and procedures.

Exemptions from the Purchasing Manual

The following types of purchasing activities shall be exempt from the competitive solicitation requirements of this Manual as described below. These exemptions do not preclude the County from utilizing competitive solicitation practices where possible.

A. Agreements between the Board of County Commissioners and non-profit organizations or governmental entities including the procurement, transfer, sale or exchange of goods and/or services.

B. Service/Maintenance Contracts; Continuing service and/or maintenance contracts which are a part of product acquisition/installation to a vendor who is the manufacturer, developer, or who is the authorized service agent thereof are exempt from further competitive requirements of this Manual. Examples: building systems maintenance, security systems, etc.

C. Real property, options of title or abstracts of title for real property, title insurance for real property, and other related costs of acquisition, rental, lease, or sale of real property.

D. Library Media and Materials. The purchase of library books (print, e-books, e-audio books), educational kits and devices and/or textbooks, printed instructional materials, reference books, periodicals, databases, indexes, pre-recorded library media materials, (e.g., audio and video resources) and printed library cards that are to be a part of the library collection are exempt.

E. Postage and publication, of notices and legally required advertisements.

F. Advertisements in the form of a representation in any form (digital, print or other media) in connection with a trade, business, craft, or profession in order to promote the supply (purchase) of commodities or services by the person promoting the commodities or contractual services.

G. Training Media and Services. When such materials or services are available only from the producer, publisher, owner of the copyright or patent, educational institution, or training service provider, which developed the training program, the purchase is exempt from competitive requirements.

H. Software. Upgrades, software modification services by the copyright holder, maintenance agreements, and related software enhancements to installed software purchased through competitive means are exempt. The purchase of new software packages or systems shall follow the thresholds and procedures of the Manual to ensure competitive selection.

I. Training and educational courses, lectures by individuals and education events or programs, contracts between the County and governmental entities or nonprofit corporations, dues/memberships, training/trades publications, meeting rooms, and hotels when below the formal bid threshold.

J. Services of legal counsel authorized by the Office of the County Attorney, including, but not limited to, expert witnesses, conflict counsel, and other services required by the Office of the County Attorney as may be authorized in the County Attorney's contract.

K. Court reporter services.

L. Food, to include water and beverages, may be purchased with an explanation of the public purpose.

M. Accounting and Financial Services

N. Insurance costs, including but not limited to property, casualty, health and automobile.

O. Medical and dental services.

P. Temporary labor services.

Q. Water, sewer, telephone, and electrical utility services.

R. Copyrighted and patented materials.

S. Goods and/or services given or accepted by the County via grant, gift or bequest.

T. Agreements between Hernando County Water and Sewer District and Developers where the Developer agrees to construct, install, and extend facilities necessary to connect a Project to the District's existing infrastructure.

U. Cybersecurity related items:

1. Insurance or other risk mitigation coverage acquired for the protection of information technology systems, operational technology systems, or data.
2. Critical infrastructure
3. Cybersecurity incidents
4. Network schematics, hardware and software configurations, or encryption information or information that identifies detection, investigation, or response practices for suspected or confirmed cybersecurity incidents, including suspected or confirmed breaches, if the disclosure of such purchase information would facilitate unauthorized access to or unauthorized modification, disclosure, or destruction of: data or information, whether physical or virtual; or Information technology resources, which include an agency's existing or proposed information technology systems.

5. Other sensitive cybersecurity items as determined by the Chief Procurement Officer and Director of Information Technology.

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Emergency Management
Prepared By: Erin Thomas
Initiator: Erin Thomas
DOC ID: 16947
Legal Request Number: 25-717
Bid/Contract Number:

TITLE
Resolution Supporting and Adopting 2025 Five-Year Update of Comprehensive Emergency Management Plan

BRIEF OVERVIEW
The Comprehensive Emergency Management Plan (CEMP) establishes the framework for coordinated preparedness, response, recovery, and mitigation activities for disasters and emergencies affecting the county. The CEMP is developed in accordance with Chapter 252, Florida Statutes as well as Florida Administrative Code requirements, and is consistent with the State of Florida CEMP.

The CEMP defines roles and responsibilities of county departments, constitutional officers, municipalities, partner agencies, and volunteer organizations. It addresses all hazards, including natural, technological, and human-caused incidents, and supports the National Incident Management System (NIMS).

The plan has been reviewed and updated to reflect current organizational structures, operational procedures, and best practices, and has been coordinated with municipal and partner agencies as required.

FINANCIAL IMPACT
There is no fiscal impact associated with the adoption of the CEMP. Implementation activities are conducted within existing departmental resources and budgets.

LEGAL NOTE
The Board is authorized to act on this matter pursuant to Chapter 252, Florida Statutes and Rule 27P-6 of the Florida Administrative Code.

RECOMMENDATION
It is recommended that the Board approve the 2025 5-Year Update of the Comprehensive Emergency Management Plan by enacting the attached resolution, and furthermore, authorize the County Administrator and Emergency Management Director to implement and maintain the plan, including future non-substantive updates as required for compliance.

REVIEW PROCESS

Paul Hasenmeier	Approved	12/31/2025 10:12 AM
Erin Dohren	Approved	12/31/2025 10:23 AM
Pamela Hare	Approved	01/26/2026 3:30 PM
Michael Cowan	Approved	01/27/2026 8:18 AM
Heidi Prouse	Approved	01/27/2026 8:41 AM
Toni Brady	Approved	01/29/2026 6:52 PM
Jeffrey Rogers	Approved	02/04/2026 4:29 PM

Colleen Conko	Approved	02/04/2026 7:20 PM

HERNANDO COUNTY

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

December 2025

Hernando County Emergency Management
18900 Cortez Boulevard
Brooksville, FL 34601
(352) 754-4083

This document is a Security System Plan in accordance with FS 119.071 – General exemption from inspection or copying of public records.

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SAMPLE RESOLUTION

WHEREAS, Chapter 252, Florida Statutes, assigns to the Board of County Commissioners responsibility for disaster preparedness, response, recovery and mitigation; and

WHEREAS, being prepared for disasters means being ready to respond promptly as danger threatens, to save life and protect property and to provide relief from suffering and privation; and

WHEREAS, local services may be overburdened or inadequate and local government will have to operate effectively in different ways than in normal times to provide timely relief and minimize hardships in the event of natural and technological disasters in Hernando County; and

WHEREAS, many populated areas and parts of communities may require evacuation, shelter and food until the disaster ends, services are restored and needed supplies and materials are available; and

WHEREAS, this plan is intended to provide the framework for the development of detailed operating procedures for all County forces charged with responsibility of protecting the public's health and safety from natural and technological disaster; and

WHEREAS, Chapter 9G-6, Florida Administrative Code, requires each County to develop a Comprehensive Emergency Management Plan; and

WHEREAS, Chapter 9G-6, Florida Administrative Code, furthermore requires the governing body of Hernando County to adopt by resolution the Hernando County Comprehensive Emergency Management Plan.

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

The Hernando County Comprehensive Emergency Management Plan is hereby adopted.

ADOPTED in Regular Session this _____day of _____2025.

_____
Chairman, Hernando County Board of County Commissioners

LETTER OF PROMULGATION

Approval Date: _____

To: Officials, Employees and Citizens of Hernando County

Submitted herein is the Hernando County Comprehensive Emergency Management Plan (CEMP). This document is the framework for the countywide prevention, protection, mitigation, response, and recovery. This plan provides a structure for standardizing plans countywide and facilities interoperability between local, state, and federal governments.

This plan has been developed following the guidance of the State of Florida Comprehensive Emergency Management Plan, the National Response Framework, the National Incident Management System, and FEMA's Comprehensive Preparedness Guide (CPG) 101 (v.2.0) - Developing and Maintaining Emergency Operations Plans. The efficient and effective implementation of this plan is the responsibility of the Emergency Management Director or their designee. A program of review and evaluation of this plan is essential to its overall effectiveness.

The objective of this plan is to incorporate and coordinate the facilities and personnel of the County, other constitutionals, partners, and its subsidiaries into an efficient organization capable of responding effectively to an emergency.

The Hernando County Board of County Commissioners gives its full support to this plan and urges all officials, employees and the citizens to do their part in the total emergency preparedness effort.

This letter promulgates the *Hernando County Comprehensive Emergency Management Plan*, constitutes the adoption of the plan, and the adoption of the National Incident Management System. This emergency plan becomes effective on approval by the Board of County Commissioners.

_____
Hernando County Administrator

EXECUTIVE SUMMARY

The Comprehensive Emergency Management Plan (CEMP) establishes the framework to ensure Hernando County will be adequately prepared to respond to and recover from, any hazards that threaten the lives and property of residents and visitors of Hernando County. The CEMP outlines the responsibilities and coordination mechanisms of County agencies, municipalities, constitutional officers, other taxing districts, nongovernmental organizations, and the private sector in a disaster.

The CEMP defines the organizations ("Who"), their responsibilities, ("What") and points to supporting documentation to detail how ("How") these responsibilities will be implemented.

The CEMP is the guiding document for the County's response to and recovery from a disaster. It is supported by additional plans and procedures including the Local Mitigation Strategy (LMS), Post Disaster Redevelopment Plan (PDRP), program plans, incident support plans (ISP), and Standard Operating Guides (SOG). Together they provide the framework for all phases of emergency management.

The CEMP unifies the efforts of all agencies and organizations on the local, state, and federal levels of government by utilizing the National Incident Management System (NIMS). The use of NIMS is federally mandated for local, state, and federal government agencies, per Homeland Security Presidential Directive 5 (HSPD-5) and has been fully integrated into all response and recovery efforts. Hernando County continues to utilize the Incident Command System (ICS) framework to ensure that all lead and support agencies are assigned appropriate roles and responsibilities. The CEMP parallels State activities outlined in the State of Florida CEMP and federal activities set forth in the National Response Framework (NRF). This CEMP complies with the latest criteria issued for CEMP revisions by the State of Florida Division of Emergency Management (FDEM) and as required by Florida Statute (F.S.) Chapter 252 and Florida Administrative Code (FAC) Rule 9G-6.

Hernando County Emergency Management (HCEM) is the designated emergency management agency empowered with the authority to administer the County's emergency management program pursuant to F.S. 252. The Emergency Management Director is the designated individual empowered with the authority to execute the program on behalf of the jurisdiction.

HCEM extends its appreciation to all partner organizations that participated in the planning effort to create this document.

INTRODUCTION

Florida Statutes, Chapter 252 (Emergency Management) identifies Emergency Management powers and responsibilities for political subdivisions in the State of Florida. A key provision in the statute is that each county in Florida shall develop "an emergency management plan and program that are coordinated and consistent with the State comprehensive plan and program." Furthermore, Florida Administrative Code Rule 9G-6.0023 (Comprehensive Emergency Management Plans) provides the requirements, format and standards required by this CEMP and Presidential Homeland Security Directives 5 & 8 require that state and local governments adopt the fundamental principles, language and operational concepts in the NIMS and the NRF.

The CEMP describes the basic assumptions, strategies, operational goals, and mechanisms through which the County will mobilize resources and conduct activities to guide and support emergency management efforts through preparedness, response, recovery, and mitigation. The CEMP establishes a comprehensive approach to reduce the effects of natural, manmade or technological disasters on the community.

The CEMP establishes uniform policies and procedures consistent with NIMS to preaddress the five mission areas of emergency management: prevention, protection, mitigation, response, and recovery. It parallels federal and state plans and requirements set forth in the Federal Response Framework and State of Florida CEMP. Further, it describes how national, state, and regional resources will be coordinated to supplement county resources in response to a disaster.

The CEMP describes potential hazards and the vulnerable populations affected by the hazards. It validates the use of the emergency operations center and emergency support function (ESF) concepts during emergencies under a NIMS compliant Incident Management System (ICS) and it describes the response and recovery activities of public, private, and volunteer agencies during disaster incidents.

PURPOSE

The purpose of the CEMP is to guide how Hernando County prepares for, responds to, recovers from, and mitigates against the impacts of all hazards that may affect the County, thus providing direction for all phases of emergency management.

Local Mitigation Strategy (LMS): The purpose of the LMS is to develop and execute an ongoing strategy for reducing the community's vulnerability to natural, technological, and human caused hazards. The strategy provides a rational, managed basis for considering and prioritizing hazard-specific mitigation options and for developing and executing sound, cost-effective mitigation projects.

Post Disaster Redevelopment Plan (PDRP): The PDRP is intended to ensure long-term sustainability and guide communities through pre-disaster planning and post-disaster implementation.

Incident Support Plans (ISP): ISPs support the response to emergencies and disasters. They include procedures that augment the procedures outlined other plans like, Mass Casualty/Mass Fatality Plan, Re-Entry Plan, and the Continuity of Operations Plan.

Program Plans: Program plans support the day-to-day operations and County readiness. Some of these plans include the HCEM Policies & Procedures, and the IPP/Multi-Year Training and Exercise Plan.

Standard Operating Guides (SOG): SOGs are procedures or guidelines that are section or agency specific, and utilized by that entity to accomplish the functions, missions, or activities they are responsible for.

SCOPE

The CEMP establishes official emergency management policy for all county agencies, special taxing districts, and constitutional offices in response to, and recovery from, emergencies and disasters within the County. It also establishes the official emergency policies for those municipalities that have not developed and attained approval of their own CEMP in accordance with Rule 90-6 and 90-7 pursuant Chapter 252 of the Florida Statutes.

The CEMP allows flexibility and adaptability to provide the emergency organizational structure for all hazards, regardless of type or size, and identifies the roles, responsibilities, and lines of authority for that structure.

The CEMP was written with the provisions of Rule 9G-6, FAC, as authorized by Chapter 252, F.S., is supportive of the State of Florida CEMP, and follows the guidance set forth by the NRF and NIMS.

METHODOLOGY

Authority: HCEM is the lead emergency planning agency, which developed the basic planning policies, guides, and CEMP document. The CEMP is maintained by the Planning Coordinator, in conjunction with all stakeholders county wide, and updated in accordance with Chapter 252, F.S., and consistent with all applicable State criteria.

Procedure: HCEM staff reviewed after-action reports from various exercises and disasters, and reviewed lists of unresolved areas of improvement. Meetings were held with each functional component to review their respective function within the CEMP. Concepts from NIMS and NRF were integrated into the plan, and finally drafts were distributed and comments collected among selected agency and responder representatives.

The CEMP was written following the latest Federal Emergency Management Agency (FEMA) Comprehensive Planning Guidance 101 (CPG 101) with the input from HCEM and EOC staff. EM Partners should meet on a bi-monthly basis to provide coordinated input in the preparation, implementation, evaluation, and revision of the HCEM Program. All municipalities and partner agencies are encouraged to attend these meetings.

Adoption: Upon acceptance of this plan by the Florida Division of Emergency Management, the Hernando County Board of County Commissioners (BOCC) will approve the Hernando County CEMP by resolution and the Chairperson will sign the Adoption Resolution.

Distribution: An electronic copy of the CEMP is available to all EOC staff present during EOC activations, partnering agencies, municipalities, and others upon request. In addition, printed copies shall be provided to the following: The Board of County Commissioners, County Administration, the County Attorney, and the Public Information Officer (PIO).

Support documents: The Local Mitigation Strategy (LMS) and the Post Disaster Recovery Plan (PDRP) augment the CEMP. The CEMP is further strengthened by various subordinate documents such as the Coordinating Procedures, Hazard Specific Plans, Standard Operating Guides (SOG), partnering agencies' plans, the State of Florida CEMP, municipal Emergency Operations Plans, and others.

Plan maintenance: The CEMP is a dynamic document that adapts to changes in policy, priorities, and needs, and will be updated as needed and in compliance with Florida statutes. A change to the plan does not require ratification by the Hernando County Board of County Commissioners unless there is a major change in policy. Authority for changes to this plan is delegated to the HCEM Director, who is responsible for the coordination of changes with affected agencies, and after concurrence, may make changes to this plan. A Record of Changes, displayed at the front of this document, is used to record all published changes. All major changes will be routed to plan holders within 90 days of the promulgation of the change.

TERMS AND DEFINITIONS

Activation Level III, Monitoring Activation – will be implemented whenever Hernando County Emergency Management (HCEM) receives notice of an incident which may escalate to threaten public safety.

Activation Level II, Hazard Specific Activation – may be implemented by HCEM, or upon request of the Incident Commander (or his/her designee). Only those ESFs impacted by the hazard or involved in the response will be represented at the EOC.

Activation Level I, Full County Activation – may be implemented for a major event. All ESFs, the Liaison Group and Support Staff will be staffed 24 hours per day.

Advisory - A National Weather Service message giving storm location, intensity, movement, and precautions to be taken.

Agency - A division of government with a specific function, offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative - A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity who has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Amateur Radio Emergency Service (ARES) - a volunteer group of amateur radio operators who may be activated by the Division of Emergency Management or ESF-2 to provide communications support in times of emergency. (See also Radio Amateur Civil Emergency Services (RACES).

Area Command (Unified Area Command) - An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment- The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments - Tasks given to resources to perform within given operational periods that are based on operational objectives defined in the IAP.

Assistant - Title for subordinates of ICS Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency - An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources - Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Basic Plan - describes the various types of emergencies which are likely to occur in Hernando County. It further provides procedures for disseminating warnings, coordinating response, ordering evacuations, opening shelters, and for determining, assessing, and reporting the severity and magnitude of such emergencies. The Basic Plan establishes the concept under which the County and municipal governments will operate in response to natural and technological disasters.

Branch - The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified using Roman numerals or by functional area.

Burn Sites - open areas identified for the collection and open burning of disaster- caused debris.

Catastrophic Disaster - An incident that overwhelms the capability of local and state resources and requires federal assistance and/or resources. Examples include a Category four or five hurricane.

Chain of Command - A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In - The process through which resources first report to an incident. Check-in locations include the incident command post, Resource Unit, incident base, camps, staging areas, or directly on the site.

Chief - The ICS title for individuals responsible for management of functional sections- Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Clearance Time - The clearance time consists of mobilization, travel, and queuing delay time and is based on the number of people required to evacuate, the number of vehicles that may be used, the suitability of the roads (capacity, elevation, location, etc.) and any special evacuation considerations such as medical facilities and people with special needs.

Coastal High Hazard Area - As defined in Chapter 252, Florida Statutes (F.S.) is the Category 1 hurricane storm surge zone.

Comfort Stations - are managed under ESF 6-Mass Care to provide basic emergency services such as food and water, health and first aid treatment, relief supplies, information, and temporary refuge to disaster victims.

Command - The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff - In an incident management organization, the Command Staff consists of the Incident Commander and the staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture - A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit - An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Comprehensive Emergency Management - An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disasters (natural, man-made, and attack), and for all levels of government and the private sector.

Comprehensive Emergency Management Plan (CEMP) - the purpose of the CEMP is to establish uniform policy and procedures for the effective coordination of response to a wide variety of natural, human-caused and technological disasters.

Cooperating Agency - An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate - To advance systematically an analysis and exchange of information among principals who have or may have a need-to-know certain information to carry out specific incident management responsibilities.

County Warning Point - is the location that the State will contact in case of an emergency.

Critical Facility - A "structure" from which essential services and functions for health and human welfare, continuation of public safety actions, and/or disaster recovery are performed or provided.

Damage Assessment – the process by which an estimation of damages is made after a disaster has occurred, which serves as the basis of the Governor's request to the President for a declaration of Emergency or Major Disaster.

Damage Survey Report (DSR) - is a form completed by state and federal teams to document eligible public assistance expenses.

Deputy - A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Disaster Recovery Center (DRC) - locations set-up for victims to apply for and receive information about state and federal assistance programs for which they may be eligible. DRC's do not usually provide direct services.

Dispatch - The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division - The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Drill - an activity that tests, develops, or maintains skills in a single emergency response procedure (communication drills, fire drills, emergency operation center drills, etc.) A drill usually involves actual field response, activation of emergency communications networks, equipment, and apparatus that would be used in a real emergency.

Emergency – An incident, natural or human caused, that requires responsive actions to protect life, property, environment or critical systems. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Alert System (EAS) - replaces the Emergency Broadcasting System as the primary relay and notification system for delivering emergency information to residents through the broadcast media.

Emergency Operations Centers (EOCs) - The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by ICS, major functional disciplines (e.g., fire, law enforcement, and medical services), jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan - The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information - Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides direct actions required to be taken by the general public.

Emergency Response - An incident is in progress or has occurred requiring local resources only. This includes vehicle accidents, fires, utility losses, etc.

Emergency Response Provider - Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Emergency Satellite Communications System (ESATCOM) - is the 24-hour satellite communications link between the State Emergency Operations Center and the 67 counties, 6 local weather forecast offices, and 14 key local media outlets.

Emergency Support Function (ESF) - A functional area of response activity established to facilitate the delivery of county and/or state assistance required during the immediate response and recovery phases. The concept uses a functional approach to group response actions, which are most likely to be needed, under eighteen Emergency Support Functions (ESFs).

Evacuation- Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evacuation Zones - areas pre-designated by local emergency management officials as requiring evacuation for hazard vulnerability. Hurricane evacuation zones are normally based on salt water, rivers, and lake flooding from storm surge as determined by surge model data.

Event - A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Federal - Of or pertaining to the Federal Government of the United States of America.

Federal Coordinating Officer (FCO) - the primary federal official appointed in accordance with the provisions of the Stafford Act responsible for coordinating, integrating, and synchronizing Federal response activities.

Federal Emergency Management Agency (FEMA) - the lead agency for federal emergency management planning and response.

Field Hospitals/Emergency Clinics - those sites where Disaster Medical Assistance Teams (DMAT's) or local hospitals/physicians may set up temporary emergency clinics to provide emergency medical care in the disaster area. The locations are established to supplement the pre-existing medical network.

Full-scale Exercise - an exercise intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period. It involves the testing of a major portion of the basic elements existing within emergency operations plans and organizations in a stress environment. This type of exercise includes the mobilization of personnel and resources, and the actual movement of emergency workers, equipment, and resources required to demonstrate coordination and response capability.

Functional Exercise - an exercise intended to test or evaluate the capability of an individual function, or complex activity with a function. It is applicable where the activity is capable of being effectively evaluated in isolation from other emergency management activities.

Function - Function refers to the five major activities in ICS- Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff - A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Governor's Authorized Representative (GAR) - is designated as the lead person to represent the Governor in disaster response and recovery.

Group - Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section (see Division.)

Hazard - Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation - is the process of identifying, developing and implementing activities and improvements that would potentially reduce or remove the hazard vulnerability.

Hazardous Material Sites - sites pre-identified in the County Hazardous Materials Vulnerability Analysis as containing extremely hazardous substances.

Hazard Identification and Vulnerability Analysis (HIVA) - The process of collecting information about local hazards, risks to those hazards, the extent to which they threaten local populations, and the vulnerability the hazards present. The HIVA may include mitigation measures required to abate hazards, set priorities/goals, and identify funding mechanisms available for hazard reduction.

Hurricane - A tropical weather system characterized by pronounced rotary circulation with a constant minimum wind speed of 74 miles per hour (64 knots) that is usually accompanied by rain, thunder, lightning, and storm surge. Hurricanes often spawn tornadoes. (See Saffir/Simpson Hurricane Scale)

Hurricane Eye - The roughly circular area of comparatively light winds and fair weather at the center of a hurricane. Eyes are usually 25-30 miles in diameter. The area around the eye is called the wall cloud. ** Do not go outdoors while the eye is passing, the intensity of the storm will recur in minutes.*

Hurricane Landfall - the point and time during which the eye of the hurricane passes over the shoreline. After passing the calm eye, hurricane winds begin again with the same intensity as before but from the opposite direction.

Hurricane Season - the six-month period from June 1st through November 30th considered to be the hurricane season.

Hurricane Vulnerability Zone - is defined as the category three hurricane evacuation zone.

Hurricane Warning - is issued by the National Hurricane Center 24 hours before hurricane conditions (winds greater than 74 mph) are expected. If the hurricane path changes quickly, the warning may be issued 10 to 18 hours or less, before the storm

makes landfall. A warning will also identify where dangerously high water and waves are forecast even though winds may be less than hurricane force.

Hurricane Watch - issued by the National Hurricane Center when a hurricane threatens, the watch covers a specified area and period. A hurricane watch indicates hurricane conditions are possible, usually within 24 - 36 hours. When a watch is issued, listen to advisories and be prepared to act if advised to do so.

Incident - An occurrence, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan - An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP) - The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be co-located with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS) - A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC) - The individual responsible for all incident activities, including the development of strategies and tactics and ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT) - The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives - Statements of guidance and direction necessary for selecting appropriate strategies(s) and the tactical direction to respond to and remediate and incident. The incident objectives are based on realistic expectations of what can be accomplished through effective deployment. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Individual Assistance - is a disaster assistance program provided to individuals and private businesses in the form of grants and low interest loans by the Federal government.

Initial Action - The actions taken by those responders first to arrive at an incident site.

Initial Damage Assessment - Begins immediately after disaster impact and determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated.

Initial Response - Resources initially committed to an incident.

Intelligence Officer - The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Field Office (JFO) - is established in or near the designated area to support State and Federal response and recovery operations. The JFO houses the Federal Coordinating Officer (FCO) and the Emergency Response Team (ERT), and where possible, the State Coordinating Officer (SCO) and support staff.

Joint Information Center (JIC) - A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should co-locate at the JIC.

Joint Information System (JIS) – A system that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, and timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction - A range or sphere of authority. Public agencies have jurisdiction on an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines), or functional (e.g., law enforcement, public health).

Landing Zone/Heliport - Any designated location where a helicopter can safely take off and land. Some heliports may be used for loading supplies, equipment, or personnel.

Local State of Emergency – the Hernando County Board of County Commissioners may declare a state of emergency from time to time when determined that the conditions giving rise to a declaration of a statement of emergency has occurred.

Logistical Staging Area (LSA) - may be established by the State to receive, classify, and account for emergency relief and sustainment supplies and goods solicited by the State and which may, upon request, be distributed to County Staging Areas (CSAs) or Points of Distribution (PODs).

Long-Term Recovery Phase - begins within 30 to 60 days of the disaster impact and may continue for years. Long-term recovery activities include on-going human service delivery; rebuilding the economy, infrastructure, and homes; implementation of hazard mitigation projects, and funds recovery.

Liaison - A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer - A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government - A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat.
2135 (2002).

Local State of Emergency – issued by the County's Chief Elected Official (Chair, Board of County Commissioners) under the authority of Chapter 252, Florida Statutes.

Logistics - Providing resources and other services to support incident management.

Logistics Section - The ICS or EOC section responsible for providing facilities, services, and material support for the incident.

Major Disaster- As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Mandatory Evacuation Order - will be issued when there is a definite threat to life safety. Failure to comply with a mandatory evacuation order is a misdemeanor under Florida Statute 252.50.

Management by Objective - A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities, and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mass Feeding Sites - Temporary locations strategically placed near the disaster area where residents can go for a meal. Food may also be distributed to take home from these locations.

Minor Disaster - An incident that is likely to be within the response capability of local government and to result in only minimal need for State and Federal assistance.

Mitigation - The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often discovered by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization - The process and procedures used by all organizations— Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-Agency Coordination Entity - A multi-agency coordination entity functions within a broader multiagency coordination system. It may establish priorities among incidents

and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-Agency Coordination Systems - Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-Jurisdictional Incident - An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement - Written agreement between agencies and/or jurisdictions that will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

NFIP Flood Zones - areas designated by the National Flood Insurance Program (NFIP) as being vulnerable to velocity and/or freshwater flooding based on the 100- and 500-year storms. Flood zones include inland areas.

National - Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System - A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8-Public Health and Medical Services in the National Response Framework.

National Incident Management System - A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Framework – is a comprehensive, national, all-hazards approach for domestic incident response. It presents an overview of key response principles,

roles and structures that guide the national response, and describes how communities, States, the Federal Government and private-sector and non-governmental partners apply these principles for a coordinated, effective national response. In addition, it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support.

Non-governmental Organization - An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period - The time scheduled for executing a given set of operational objectives, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section - The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability - The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Plan - A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Planning Meeting - A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section - Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Points of Distribution (PODs) - Locations where donations of food, water, and other supplies received from the State Resource Center are given directly to residents. Distribution Points may be in parking lots in the disaster area, as close to victims as possible.

Post-Impact Response Phase - begins once the impact from an incident, emergency or disaster occurs and may continue for up to a month. This phase includes the following activities: communications, public information, hazard abatement, search and

rescue (SAR), emergency medical service delivery, temporary shelter, impact/needs assessment, security, re-entry, traffic control, debris clearance, resource distribution, and volunteer management.

Preliminary Damage Assessment (PDA) - scans the affected area to determine the width and breadth of damage, looking at critical facilities to determine the immediate and life safety needs, and gathering sufficient data to quantify the scope and magnitude of the damage to structures, infrastructure and the economy. PDA is usually conducted as a joint function with participation by local, State and Federal personnel.

Pre-Impact Response Phase - is the monitoring and preparedness phase before disaster strikes. This phase may begin up to 48 hours before an incident (hurricane) and continue until the impact occurs. This phase includes hazard monitoring/tracking, incident notification, Emergency Operations Center (EOC) activation, public information and warning, evacuation, sheltering (in-place and relocation), and communications and coordination activities.

Preparedness - The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations - The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention - Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Primary Agency - each ESF is headed by a primary agency, which has been selected based on its authorities, resources and capabilities.

Private Sector - Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes - Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Assistance - is the reimbursement and emergency assistance program provided to State and local governments and private non-profit entities from the Federal government.

Public Information Officer - A member of the Command Staff or EOC staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management - The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification - This subsystem provides recommended qualification and certification standards for emergency responders and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Radio Amateurs Civil Emergency Services (RACES) - a volunteer group of amateur radio operators who may be activated by the Division of Emergency Management or ESF-2 to provide communications support in times of emergency. (See also, “Amateur Radio Emergency Service (ARES).

Reception Area - This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recommended Evacuation - will be issued when it is determined that the hazard may cause discomfort to residents and minimal damage to property, but it is not expected to threaten life safety.

Recovery – The phase in which actions are taken to help individuals and communities return to normal. It includes the development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private- sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents. Depending on the complexity of this phase, recovery and cleanup efforts involve significant contributions from all sectors of our society.

Recovery Plan - A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources - Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management - Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit - Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Resource Staging Centers (RSC) - location in the county where supply donations and volunteers will be received from the Regional Recovery Center for redistribution to County distribution points. RSC's may be used as distribution points. Supplies may also be warehoused at the RSC if space permits.

Regional Recovery Centers (RRC) - the location where all resources from outside of the area will be directed for redistribution to County RSC as requested. The RRC is also known by many other names.

Response - Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations

into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer - A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Saffir-Simpson Hurricane Scale - is used by the National Hurricane Center to provide a continuing assessment of the potential for wind and storm surge damage.

Intensity	Winds	Storm Surge
Tropical Storm	39-73 mph	up to 5’
Category 1	74-95 mph	up to 9’
Category 2	96-110 mph	up to 14’
Category 3	111-130 mph	up to 18’
Category 4	131-155 mph	up to 22’
Category 5	155 + mph	26’ +

Section - The organizational level in ICS having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Security Checkpoints - Those locations where all traffic will be stopped to check for identification in order to determine access to the disaster area.

Shelters - Temporary emergency shelters activated prior to a disaster impact, operated during the disaster and closed as soon as residents can be returned to their homes or relocated to long-term shelters or temporary housing areas.

Shelter-In-Place - Means that residents will be advised to remain in their homes with the windows closed and all open-air circulation systems turned off. In-place sheltering should not be implemented when the sheltering duration is expected to exceed two hours. If it is determined that sheltering will exceed two hours, it is best to evacuate.

Short-Term Recovery Phase - May begin immediately after the disaster impact and continues for approximately six months. The Short-Term Recovery Phase includes the

implementation of individual assistance programs, through Disaster Recovery Centers (DRCs) and Red Cross Service Centers, and public assistance programs through damage assessment teams and forms completion. Other short-term activities include emergency sheltering (hotels/motels, mobile homes, tent cities, etc.), planning for long-term disaster housing, on-going human service delivery, debris removal, contractor licensing, permitting and inspections.

Situation Report (SITREP) - A summary of events and actions taken and anticipated in response to an emergency. SITREP's will be issued as needed. As a guide SITREP's should be issued daily during monitoring activation and at least twice per day during a full activation.

Special Needs Program - The program through which medically impaired persons who need special assistance in times of emergency, are registered, evacuated, and sheltered.

Staging Area - Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Standard Operating Guideline (SOG) - A ready and continuous reference to those roles, relationships and procedures within an organization which are used for the accomplishment of broad or specialized functions which augment the CEMP. They are developed by primary and support agencies as needed to implement their responsibilities under the ESF Annexes of the plan.

State Emergency Response Team (SERT) - Coordinates State of Florida response and recovery functions through 18 Emergency Support Functions.

SERT Liaison Officer (SERTLO) - Provides the communication and coordination link between the SERT in the State Emergency Operations Center and the County EOC Team.

Span of Control - The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

State - When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

State of Emergency - issued by the Governor under the authority of Chapter 252, Florida Statutes.

Statewide Mutual Aid Agreement for Disaster Response and Recovery (SMAA) - is the chief agreement between counties and the State for providing mutual aid assistance, which details request and reimbursement procedures.

State Warning Point/State Watch Office (SWP/SWO) - is the 24-hour answering point in the State Emergency Operations Center for reports of unusual emergencies and/or requests for State assistance. [Name change pending]

Storm Surge - a dome of seawater, often 50 miles across, that sweeps across the coastline inundating the land with up to 26 feet above normal high tide. The ocean level rises as a hurricane approaches, peaking where the eye strikes land, and gradually subsiding after the hurricane passes. Storm surge, also known as tidal flooding, has historically been responsible for nine out of ten hurricane deaths.

Storm Surge Model Data - is based on the SLOSH (Sea Lake and Overland Surges from Hurricanes) model that shows those areas expected to be inundated with saltwater flooding during a hurricane. All county evacuation levels are based on storm surge model data.

Strategy - The general direction selected to accomplish incident objectives set by the IC. Objectives in the EOC are generally more strategic; incident Command objectives are tactical.

Strategic- Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team - A set number of resources of the same kind and type that have an established minimum number of personnel.

Support Agency - agency in support of one or more ESF's based on their resources and capabilities to support the functional area.

Supporting Technologies - Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force - Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Tabletop Exercise - An activity in which exercise participants are presented with simulated emergency situations without time constraints. It is intended to evaluate

plans and procedures, and to resolve questions of coordination and assignments of responsibility. Tabletop exercises are not concerned with time pressures, stress, or actual simulation of specific events.

Technical Assistance - Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Temporary Housing Areas - where tents or mobile home units may be set up for residents to live before they are able to return to their own homes or until they find a new home.

Temporary Debris Storage Area - park, open area or landfill space where debris will be held after debris clearance until it can be moved to a landfill, incinerator, or other appropriate disposal location.

Terrorism - Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135
(2002).

Threat - An indication of possible violence, harm, or danger.

Tools - Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tornado - A wind funnel that may be formed by severe thunderstorms, most frequently in the spring and summer. A tornado can travel for miles along the ground, lift, and suddenly change direction and strike again.

Tornado Warning - A warning is issued when a tornado funnel is sighted or indicated by radar. You should take shelter immediately. Because tornadoes can form and move quickly, there may not be time for a warning. That is why it is important to stay alert during severe storms.

Tornado Watch - A watch is issued when weather conditions are favorable to the formation of tornadoes, for example during severe thunderstorms. During a Tornado Watch, keep an eye on the weather and be prepared to take shelter immediately if conditions worsen.

Tropical Storm - An area of low pressure with a definite eye and counterclockwise winds of 39-74 mph. A tropical storm may strengthen the hurricane force in a short period of time.

Tropical Storm Warnings - Issued by the National Hurricane Center when winds of 55-73 mph (48-63 knots) are expected. If a hurricane is expected to strike a coastal area, separate tropical storm warnings may precede hurricane warnings.

Traffic Control Points - Key intersections on the road network where staff may be needed to physically control traffic flow.

Transportation Bottlenecks - Those locations identified by transportation planners where traffic back-ups during evacuation or re-entry are expected to occur.

Tribal - Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type - A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command - A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional (see Area Command).

Unified Command - An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit - The organizational element having functional responsibility for specific incident planning, logistics, or finance/administration activity.

Unity of Command - The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer - For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

1. Introduction

Hernando County is vulnerable to various hazards that threaten our population, businesses, and the environment. The Comprehensive Emergency Management Plan (CEMP) establishes the framework, authorized by Chapter 252, Florida Statutes, to ensure that Hernando County is prepared to deal with these hazards. The CEMP emphasizes action within the four phases of the emergency management cycle: preparedness, response, recovery, and mitigation. The CEMP defines the functional roles and responsibilities of each government entity that partners in Hernando County's disaster organization and their relationship with each other. In addition, the County's CEMP provides a comprehensive approach to reducing the effects of disasters on its population and physical environment.

2. CEMP Layout

The CEMP is divided into five sections: The Basic Plan, Recovery Functions Annex, Mitigation Functions Annex, Emergency Support Functions (ESF) Annex, and Appendices. The following describes each section:

2.1. The Basic Plan – outlines the general purpose, scope, and methodology of the plan; coordination, control, and organizational structure; concept of operations; and identifies responsibilities of all agencies and resources mobilized by the County to assist in recovering from a disaster. The CEMP enables the Hernando County Board of County Commissioners to discharge their responsibility for providing direction and control during any large-scale disaster.

2.2. Annex I – Recovery Functions. This annex outlines specific tasks or functions that may occur before, during, and after a disaster. This annex also details control, coordination, planning efforts, and policies designed to facilitate immediate, short-term and long-term recovery after a disaster has occurred, providing for rapid and orderly start of rehabilitation and restoration of people and property affected by disaster anywhere in Hernando County. Specific tasks may be described in Standard Operating Guidelines (SOGs) or other operational plans within Hernando County.

2.3. Annex II – Mitigation Functions. The mitigation annex includes projects, policies, and programs that reduce the County's vulnerability to the impacts of disasters before they happen. The annex also details requirements for programs incorporated in post-disaster recovery efforts to prevent recurring losses from future disasters.

2.4. Annex III – Emergency Support Functions. These ESF annexes detail by name and organization the lead, support, and coordinating entities and their roles and responsibilities in the four phases of an emergency and serve as the SOGs for the emergency response organization. Each annex outlines specific tasks or functions that may occur before, during, and after a disaster and/or

emergency event. These tasks utilize the Incident Command System (ICS) concept of the federal and state plans and can also be applied to specific functions. These specific tasks may be described in other related SOGs, or operational plans utilized within the County by Hernando County Emergency Management (HCEM) or other response and recovery agencies. Each ESF within the ICS responds when activated by the County Emergency Management Director.

2.5. Annex IV – Appendices. Appendices are located at the end of the plan and provide additional information associated with the CEMP.

- Incident Command System (ICS)/Emergency Operations Center (EOC) Organization Charts
- Training and Exercise Program
- Resolutions

The CEMP is both a planning and an operations-based document that provides guidance for all aspects of emergency management including disaster preparedness; evacuation and sheltering; warning and notification; public education and information; resource management; mutual aid; special needs program; impact and damage assessment; debris management; training and exercises; and post- disaster recovery programs. A separate EOC Operations Manual details the standard operating procedure for the EOC.

3. Purpose

The CEMP establishes a framework for an effective system of comprehensive emergency management, for the purpose of:

3.1. Reducing loss of life, injury, and property damage and loss resulting from natural or man-made emergencies.

3.2. Preparing for prompt and efficient response and recovery activities to protect lives and property impacted by emergencies.

3.3. Responding to emergencies with the effective use of all relevant plans and resources deemed appropriate.

3.4. Recovering from emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for people and properties affected by emergencies.

3.5. Assisting in awareness, recognition, education, prevention, and mitigation of emergencies that may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.

4. Scope

4.1. The CEMP establishes the basic policies, assumptions, and strategies for a comprehensive all-hazards countywide emergency management program.

4.2. The CEMP identifies the protection of citizens as a priority, with the preservation and protection of property as secondary priorities.

4.3. The CEMP is applicable to minor, major or catastrophic disasters. It is flexible and expandable, depending on the emergency and needs. Any part or section of the plan may be utilized individually as required by the specific situation.

4.4. The CEMP establishes the procedures to coordinate with local, regional, state, and federal agencies, organizations, and programs.

4.5. A unified direction and control structure is described. The CEMP identifies staff roles and resource allocation, as well as decision-making criteria. It delineates lines of authority, responsibilities, and working relations of various entities.

4.6. The CEMP brings together County and municipal resources in a unified approach to manage the disaster. In addition, it identifies a cooperative process for coordination of private sector and volunteer resources.

4.7. The CEMP addresses management and prioritization of local resources and establishes the procedure to request immediate assistance if needed. State and/or federal resources will be requested and utilized when local resources have been exhausted.

4.8. The CEMP provides a format for the shift of focus of the EOC from response to recovery and mitigation. Recovery and mitigation operations are addressed by the ability of the EOC to continue operations in a modified form, after the response phase has been terminated.

4.9. The CEMP establishes an effective format for emergency management by:

4.9.1. Identifying the types of hazards that can occur within the County;

4.9.2. Determining the County's vulnerability to various types of disasters; and identifying the most threatening so that appropriate preparedness, mitigation and planning steps can be taken; and

4.9.3. Addressing each phase of the emergency management cycle:

4.9.3.1. **Preparedness:** Utilizes lessons learned from previous disasters, locally and elsewhere, to determine what is likely to occur during any type and intensity of disaster. Likely community needs can be identified and prioritized. Adequate planning pre-determines the best utilization of resources in responding to needs. Identification and training of personnel for roles and responsibilities during the disaster is included in this phase. It involves working with the private sector,

residents, and volunteer organizations to assist them in pre-disaster education and planning activities to lessen the impact of disasters.

4.9.3.2. **Response:** Government responds to emergencies by activating this plan, increasing response efforts as needed, establishing direction and control for the duration of response, and planning recovery. Individuals respond by implementing their own disaster plans, whether it means evacuating the area or remaining in place. Private businesses and volunteer organizations implement their plans to secure and protect their assets, and if capable, make available resources to help the community. The EOC and emergency response field operations will be managed and organized under the ICS, authorized by the National Incident Management System (NIMS).

4.9.3.3. **Recovery:** Begins as soon as possible, sometimes during the response phase. The emergency management organization initiates procedures to assess needs and resources, establish priorities, review state and federal aid criteria and coordinate with representatives from both levels of government. Once the extent of the recovery effort is determined, the appointed recovery team members determine how best to manage the specific activities, what resources and personnel will be required and what other actions are needed to return the impacted areas to normal operations as quickly as possible. Assessment of both short and long-term mitigation measures takes place during this phase and the “after action” evaluation process is conducted.

4.9.3.4. **Mitigation:** This phase involves identifying preventative and/or corrective measures and actions to prevent or limit bodily injury, loss of life, or property damage from disasters. It includes policy issues as well as structural projects within government and the private sector. A separate Local Mitigation Strategy (LMS) serves as the guidance document for both pre- disaster mitigation planning and post-disaster recovery.

5. Methodology

5.1. Preparedness Organizations

Preparedness is the responsibility of the County and individual jurisdictions. This responsibility includes coordinating various preparedness activities among all appropriate agencies within a jurisdiction, as well as across jurisdictions and with private organizations. This coordination is affected by mechanisms that range from individuals to small committees to large-standing organizations. These mechanisms are referred to as “preparedness organizations,” in that they serve as ongoing forums for coordinating preparedness activities in advance of an incident. Preparedness organizations represent a wide variety of committees, planning groups, and other organizations that meet regularly and coordinate with one another to ensure an appropriate focus on planning, training, equipping, and other preparedness requirements within a jurisdiction and/or across jurisdictions. The needs of the jurisdictions involved will dictate how frequently such organizations must conduct their business, as well as how they are structured. When preparedness activities routinely need to be accomplished across jurisdictions, preparedness organizations should be multi-jurisdictional.

Preparedness organizations at all jurisdictional levels within the County should continue to:

- Establish and coordinate emergency plans and protocols including public communications and awareness.
- Integrate and coordinate the activities of the jurisdictions and functions within their purview.
- Establish the standards, guidelines, and protocols necessary to promote interoperability among member jurisdictions and agencies.
- Adopt standards, guidelines, and protocols for providing resources to requesting organizations, including protocols for incident support organizations.
- Set priorities for resources and other requirements; mutual aid agreements; incident information systems; nongovernmental organization and private sector outreach; public awareness and information systems; and mechanisms to deal with information and operations security.

The CEMP is a dynamic document that adapts to changes in policy, priorities and needs. State and federal statutes, regulations, and priorities guide development of the document. The following list identifies the public and private entities that participated in the development of this plan:

- Hernando County Board of County Commissioners
- Hernando County Building Division

- Hernando County Fire and Emergency Services
- Hernando County Fleet Operations
- Hernando County Human Resources
- Hernando County Health Department
- Hernando County Emergency Management
- Hernando County Office of the Clerk of Court and Comptroller
- Hernando County Office of Management and Budget
- Hernando County Parks and Recreation
- Hernando County Planning
- Hernando County Property Appraiser
- Hernando County Public Information
- Hernando County Public Works
- Hernando County Procurement
- Hernando County School District
- Hernando County Sheriff's Office
- Hernando County Solid Waste and Recycling
- Hernando County Tourism
- Hernando County Utilities

Other governmental entities furnishing input and information:

- City of Brooksville
- Florida Department of Environmental Protection
- Florida Division of Emergency Management
- Florida Forest Service
- Florida National Guard
- National Weather Service
- Tampa Bay Regional Planning Council
- Tampa Bay Regional Domestic Security Task Force
- Southwest Florida Water Management District

Private Sector and volunteer organizations which participated in creating this plan, include:

- American Red Cross
- The Salvation Army

- Amateur Radio Volunteers
- Community Emergency Response Team
- Withlacoochee Regional Electric Co-Op
- Duke Energy
- United Way of Hernando County

Local planning involvement includes:

- A promulgation letter from the County Administrator is displayed at the front of this document.
- Signed concurrence acknowledging and accepting plan responsibilities displayed at the front of this document.
- This CEMP has been coordinated with the City of Brooksville and all other agencies and private organizations within the county through the Threat Advisory Committee (TAC). The TAC meets at least annually and upon warning of an impending threat.
- A distribution list of the CEMP, displayed at the front of this document.
- The Emergency Management Director or designee is responsible for ensuring that all changes are distributed to recipients of the CEMP. The distribution list displayed at the front of this document is used to verify that all appropriate persons/offices are copied. All changes will be distributed to CEMP recipients via email.
- A Record of Changes Log, displayed at the front of this document is used to record all published changes as those holding copies of the CEMP receive them. The holder of the copy is responsible for making the appropriate changes and updating the log.
- A master copy of the CEMP, with a master Record of Changes Log, is maintained in the HCEM office. A comparison of the master copy with any other will allow a determination to be made as to whether the copy in question has been posted to the log with all appropriate changes.
- The Emergency Management Director or designee is responsible for the annual review and maintenance of the CEMP, and for coordinating revisions or other changes and ensuring they are distributed as required by Florida law, after activations of the plan, or major exercises and policy changes.
- All the above-mentioned promulgation letters, departmental, and other agency support letters and distribution lists are completed and attached as indicated upon adoption of the plan.

- The Emergency Management Director or designee is responsible for the preservation of essential vital records for continuing government functions and conducting post-disaster operations.

6. Plan Maintenance

The CEMP is updated on a four-year cycle established and administered by the Florida Division of Emergency Management (see Section V, References and Authorities). During each update process, the entire document, including annexes and appendices, is reviewed and revised, if needed, to reflect changes in policy, hazards, community characteristics, or basic response organization or activities. In the interim, between scheduled plan revision cycles, the document is reviewed and tested annually through training and exercises and may be updated through the County's accepted process to reflect administrative changes that do not change the basic purpose and scope of the plan.

7. Situation

This section of the CEMP describes the potential hazard considerations, geographic characteristics, land use patterns, demographics, economic profiles, and emergency management support facilities for Hernando County. It also describes specific planning assumptions regarding preparedness, response, recovery, and mitigation that were taken into consideration during the development of this plan.

7.1. Hazards Analysis

The Hernando County LMS Plan was updated in 2025 and includes a comprehensive hazard identification and vulnerability assessment detailing the most prevalent types of hazards, vulnerable populations, impact of damage and an assessment of the probability of frequency and potential severity of each hazard. In addition, the LMS includes graphic depictions of geographic areas of vulnerability.

The list below shows the natural hazards that are profiled in the LMS risk assessment.

- Flood
- Tropical Cyclones
- Severe Storms
- Tornado
- Wildfire
- Erosion
- Drought
- Extreme Heat

- Geological
- Winter Storm
- Seismic
- Tsunami

Erosion, seismic events, and tsunamis were determined to be very low-risk hazards for Hernando County. As such, a brief overview of these hazards was included, however, a vulnerability assessment was not performed. The LMS Planning Committee also reviewed the technological and human-caused hazards identified in the State Hazard Mitigation Plan (SHMP). Based on the previous LMS update, risk maps included in the SHMP, and previous occurrences throughout the state, the following technological and human-caused hazards are included in the risk assessment:

- Hazardous Materials Incident
- Biological Incident
- Terrorism
- Cyber Incident

8. Geographic Information

8.1. General

Hernando County is located on the west central coast of Florida. The County stretches 37 miles from east to west and 18 miles from north to south. The County is bounded on the west by the Gulf of Mexico, on the north by the Chassahowitzka Swamp and on the east by the Withlacoochee State Forest. It is surrounded on three borders by Citrus County (north), Sumter County (east), and Pasco County (south). The western border is formed by the Gulf of Mexico. The County covers approximately 323,700 acres of area (506 square miles), including the City of Brooksville. Unincorporated areas, called Census Designated Places (CDPs), include Spring Hill, North Weeki Wachee, Timber Pines, Ridge Manor, Brookridge, South Brooksville, High Point, North Brooksville, and Hernando Beach.. (See LMS for further information.)

8.2. Topography and Elevations

Hernando County is divided into four general parts based on topography. These are the Coastal Swamps, the Gulf Coastal Lowlands, Brooksville Ridge, and the Tsala Apopka Plain. The Coastal Swamp area parallels the Gulf Coast and extends inland approximately four to six miles. Elevations range from sea level in the tidal marsh to approximately 10 feet above sea level in the swamp areas. There has been little development in the marsh and swamp areas. Development has taken place for residential and business use along the coast and into the Spring Hill area. The Gulf Coastal Lowlands lie between the Coastal

Swamp and Brooksville Ridge, with elevations ranging between 10 and 50 feet above sea level. The major portion of the county is occupied by the Brooksville Ridge which extends east from U.S. 19 to U.S. 301. The western portion of the ridge typically exhibits rolling, deep, sandy ridges while the eastern portion is dominated by deep ridges with numerous depressions. Elevations range from approximately 50 to 100 feet above sea level in the eastern portion and approximately 75 to 100 feet above sea level in the western section. The central portion of the Brooksville Ridge ranges in elevation from 100 feet to more than 200 feet above sea level. The Tsala Apopka Plain lies in the eastern part of the county, generally east of U.S. Highway 301. Elevations in this region range from approximately 75 to 80 feet above sea level. This area consists of numerous ponds, depressions, and broad grassy sloughs. Most of this area has remained in natural vegetation and is used primarily for woodland and wildlife. The average elevation of the County is 75 feet above sea level.

8.3. Water Area

According to the 2020 Census, the water area of Hernando County is approximately 110.8 square miles, including six miles of territorial seawater. The Withlacoochee River, which flows in a northwesterly direction, forms the eastern boundary of the county. It is approximately 160 miles in length and extends from its headwaters in Pasco, Sumter, Polk, and Lake Counties, to its confluence with the Gulf of Mexico near Yankeetown in Levy County.

There are several freshwater springs in Hernando County. Weeki Wachee Springs, approximately 12 miles west of Brooksville, boils up from a depth of about 145 feet into a basin approximately 130 feet in diameter. Here the Weeki Wachee River originates and flows seven miles to the Gulf of Mexico at Bayport. In addition, there are about 129 freshwater lakes scattered throughout the County. Bystre Lake is the largest of these, encompassing approximately 307 acres.

Hernando County is underlain by a thick layered bed of limestone. The limestone is honeycombed with pores, cracks, and caverns which allow water to move and be stored within the rock itself. This water-containing bed of limestone is called the Floridan Aquifer and is one of the most productive sources of potable water in the County. The Green Swamp located on the eastern end of the County forms a very important aquifer recharge area.

8.4. Conservation Land

There are approximately 39,000 acres of conservation land west of U.S. 19. Additionally, 20,000 acres of open space land (forest, parks, etc.) are in the eastern part of the County.

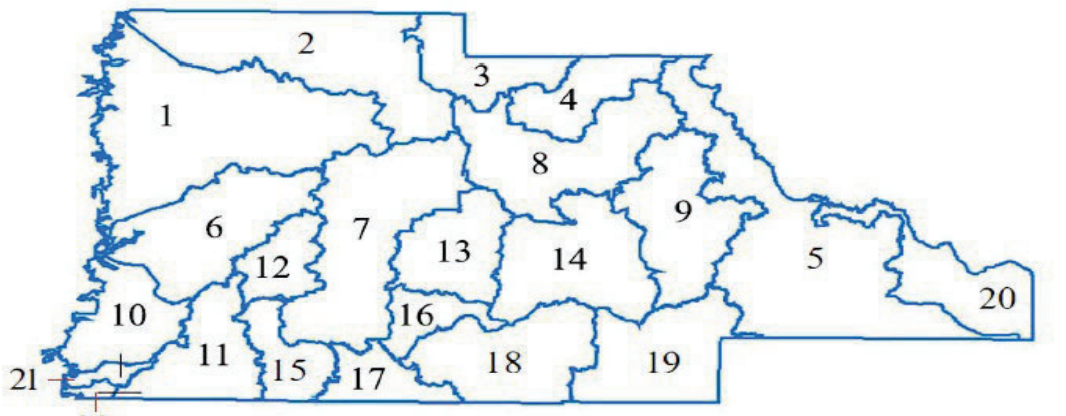
8.5. Land Use

Most of the county's acreage is designated for agricultural/farm use. The Spring Hill urbanized area, in the southwest corner of the county, is a small, densely populated community that accounts for over 50% of the county's population. The completion of the Suncoast Parkway, which runs through the western half of the county, has resulted in many requests for land use changes and additional dense developments being constructed, planned, or proposed.

8.6. Drainage Patterns

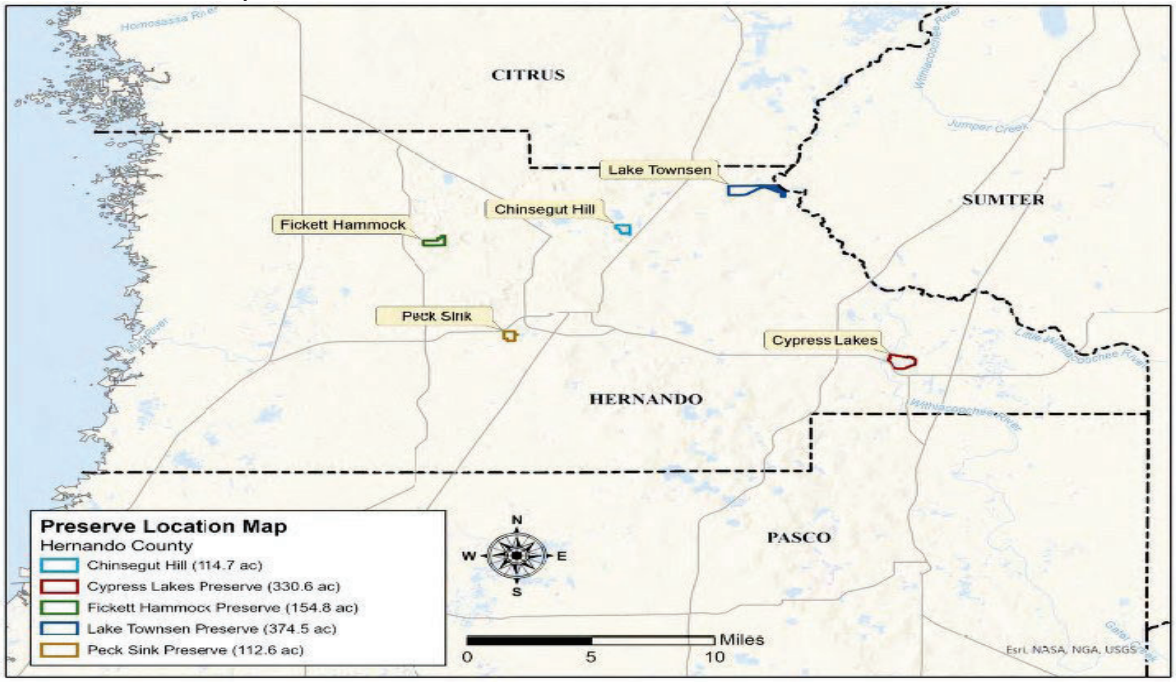
In Hernando County, floodplains are associated with the Gulf of America and the Withlacoochee River, along with their many tributaries. There are two open-basin watersheds in Hernando County (the Withlacoochee and Crystal- Pithlachascotee) and 20 closed-basin watersheds as shown in the map below.
Over time, water flow and drainage patterns have changed dramatically due to surface erosion, land use and natural forces. The likelihood of inland, riverine, and coastal flooding in certain areas has changed along with these factors.

Hernando County Watersheds



8.7. Environmentally Sensitive Areas

Hernando County has several wetland areas that are environmentally sensitive. These are primarily the low-lying areas near the lakes and rivers. A detailed map of these areas is provided below.



8.8. Flood Prone Areas

The Withlacoochee River Basin, which runs through the eastern portion of the county, is the most flood prone area. However, the county has many lakes and sinks that cause flooding. This flooding impacts a very small percentage of the population. (See Section 3.1.4, LMS)

9. Vulnerability Analysis (Demographics)

9.1. Total Population

According to Hernando County Economic Development, the estimated 2023 population for the entire county is 213,435, up approximately 9.995% from the 2020 level of 194,039. The City of Brooksville saw a population increase of 10.2percent between 2020 and 2023.[1]

1 https://www.bebr.ufl.edu/sites/default/files/Research%20Reports/estimates_2018.pdf

Table 1-1 – Hernando County Population

	April 1, 2020 Census	Total Change 2020 -2023	July 1, 2023 Estimate*	Percent Change
Hernando County	194,039	18,768	212,807	9.4%
Brooksville	8,890	899	9,789	10.11%
Unincorporated	177,185	25,833	203,018	14.57%
*Population Estimates from United States Census Bureau				

The unincorporated areas of Hernando County include the unincorporated communities of Aripeka, Bayport, Brookridge, Garden Grove, Hernando Beach, High Point, Hill 'n Dale, Istachatta, Lake Lindsey, Masaryktown, Nobleton, North Brooksville, North Weeki Wachee, Pine Island, Ridge Manor, South Brooksville, Spring Hill, Spring Lakes, Timber Pines, Weeki Wachee Gardens, Wiscon.

9.2. Population Density and Distribution by Age

The population density in Hernando County is 449 persons per square mile. The largest community is unincorporated Spring Hill. The average household size in Hernando County is 2.5 persons. The Hernando County Building Division estimates there are a total of 92,442 housing units in the County with the predominant type of housing being the single-family residence. The table below lists the population distribution by age:

Table: Population Distribution by Age (2022)

Age Group	Population	Percentage
0-4	**8,639**	**4.39%**
5-9	**9,116**	**4.64%**
10-19	**22,100**	**11.24%**
20-29	**20,037**	**10.19%**
30-39	**21,823**	**11.09%**
40-49	**21,000**	**10.68%**
50-59	**26,595**	**13.54%**
60-64	**14,530**	**7.39%**
65+	**52,781**	**26.84%**
Average Median Age	**48.8**	

9.3. Special Needs Population

As of April 2025, the number of individuals registered with HCEM in the special needs database is 1,016. This number tends to fluctuate throughout the year. The special needs registration process is coordinated through HCEM. Once an application is reviewed and the information is confirmed with the applicant, it is entered into the Hernando County special needs registry database. Information is accumulated from the Health Department, Health and Medical Providers, Fire Rescue Department, Hernando County School Board, local ministers and other sources available. Per Florida Statute 252.355, all area home health agencies shall contact their special needs clients and notify the HCEM of assistance requirements.. Annually, HCEM makes contact with each individual registered in the special needs database via telephone to confirm their status and verify the continued need for assistance in an emergency.

Additional information from the U.S. Census Bureau is provided on the following page.

9.4. Seasonal Residents

The number of seasonal residents in Hernando County is small, with most tourists to the metropolitan area visiting adjacent coastal counties. There are a total of 4,194 housing units for seasonal, recreational, or occasional use.

9.5. Farm Worker Population

The farm worker population is a generally small population within Hernando County. They generally work in the rural areas of Hernando County. According to residential migrant housing records maintained by the Hernando County Department of Health, there are approximately 196 migrant workers residing in Hernando County and 4 migrant worker camps.

9.6. Tourist Population

Hernando County's tourist populations generally include business travelers and vacationers, visiting Nature Coast, Weeki Wachee and beach areas. Florida's Adventure Coast Visitor's Bureau estimates around 80,000 people visit Hernando County each year. Hernando County currently has approximately 1,289 hotel rooms. Hernando County has approximately 1,322 vacation rental homes throughout the county.

9.7. Non-English-Speaking Population

There are no large groups of non-English speaking populations in the county. Approximately 87.89% of County residents speak English in the home. 9.29% of the population speaks Spanish at home. The remaining 2.82% of the population speaks other languages, such as Indo-European, Asian, or Pacific Island

languages. The hearing-impaired population (approximately 8,038) can communicate with the dispatch center through the Telecommunication Device for the Deaf (TDD) equipment and can receive warnings through National Oceanic and Atmospheric Administration (NOAA) Alert radios which have visual and auditory warning messages.

9.8. Transient Population

The U.S. Census Bureau estimates the transient population in Hernando County to be relatively low, with an average annual number of individuals around 77.

9.9. Mobile Home Parks

There are 39 mobile home parks in the county. There are 12,133 manufactured homes in Hernando County.

9.10. Incarcerated Population

Hernando County houses the State of Florida - Hernando Correctional Institution (HCI). The maximum capacity of the HCI is 431. This correctional institute houses female inmates.

The Sheriff operates the Hernando County Detention Center which has an authorized capacity of 812 inmates. The facility houses males, females, and juveniles between the ages of 14 and 17 who have been adjudicated for treatment as adults, charged or sentenced on misdemeanor and felony crimes.

9.11. Population in Vulnerable Areas

The greatest concentration of population in Hernando County exists in the areas most vulnerable to impact from specific hazards, such as hurricanes, flooding, and transportation accidents/hazardous material spills. This is addressed in the Hernando County LMS, which identifies vulnerable areas and population, and recommends specific mitigation projects to avoid, minimize, or reduce damage. Awareness of potential populations in vulnerable areas assists in planning for adequate response and recovery.

9.12. Population Vulnerability by Area to Most Common Hazards

Type of Hazard	Reported Events 2020-2025	Probability of Occurrence	Level of Vulnerability	Potential Costs	Significant Number of People Affected	Area Primarily Impacted
Hurricanes, coastal storms	7	Moderate	High	High	Yes	Countywide
Floods	2	Moderate - High	High	Moderate – High	Yes	Countywide
Coastal and riverine erosion	Exact figure unknown	Moderate	Moderate	Moderate	Yes	Countywide
Sinkholes	Exact figure unknown	High	Moderate	Low – Moderate	No	Countywide
Wildfires	110	High	Moderate	Moderate	Yes	Countywide
Severe Storms, tornadoes, lightning, hail	12	High	Moderate	Moderate	Yes	Countywide
Drought, heat wave	**5**	High	Low	Low – Moderate	Yes	Countywide
Winter storms, freezes	6	Low	Low	Low	Yes	Countywide
Hazardous materials incidents	276	Moderate	Moderate	Moderate	Yes	Countywide
Biological	0	Low	Low	Moderate	No	Countywide

10. *Economic Profile

10.1. Employment by Sector – The table below illustrates a breakdown of employment by sector with the data currently available.

Agricultural, Forestry, Fishing, and Hunting	182
Mining	20
Construction and Utilities	3,481
Manufacturing	2,524

Transportation and Communications	2,233
Wholesale Trade	640
Retail Trade (SIC 52-59)	7,607
Real Estate, Finance and Insurance	1,317
Health Care and Social Assistance	9,425
Public Administration	2,369
Other Services	1,335
Professional, Scientific, and Technical	2,553
Accommodation and Food Service	4,839
Educational Services	2,747
Administration & Support, Waste Management and Remediation	2,015

10.2. Unemployment Information

Category	December 2024
Labor Force	93,824
Employed	89,790
Unemployment Level	4,034
Rate (%)	4.3%

10.3. Income Statistics for Hernando County

Income Description	Income Source	Year	Total
Median Household Income	U.S. Census Bureau	2023	$63,193
Per Capita Income	Bureau of Economic Analysis	2023	$33,079
Persons in Poverty, percent	Bureau of Economic Analysis	2023	12.1%

Property Values

Type	Total Parcels	Total Value	Average Value
Residential	106,033	$23,690,706,087	$223,428
Commercial/Industrial	12,882	$6,890,689,971	$534,908
TOTAL	118,915	$30,581,396,004	$379,168

**This does not include agricultural.*

Operational Facilities

The following facilities support emergency management operations and resources:

11. Emergency Operations Center

11.1.1. Primary Location:

Hernando County Emergency Management
18900 Cortez Boulevard, Brooksville, Florida 34601

11.1.2. Alternate Location:

Southwest Florida Water Management District
2379 Broad Street, Brooksville, Florida 34609

11.2. Critical Facilities Database

Essential services and functions for victim survival, continuation of public safety actions, and disaster recovery are performed or provided. They also include “lifeline” infrastructure essential to the mission of critical facilities such as water, power, and sewer. HCEM maintains the critical facilities database. Data is updated annually, included in the Hernando County LMS, and provided to the State of Florida Division of Emergency Management.

11.3. County Logistical Staging Area

The County Logistical Staging Area is located at Hernando County School District Warehouse on Mobley Road. Detailed information regarding the site is on file with HCEM.

11.4. Emergency Helicopter Landing Zones for Damage Assessment Teams

Emergency Helicopter Landing Zones for Damage Assessment Teams include:

Primary: Hernando County Airport
15800 Flight Path Drive,
Brooksville, FL 34604
28°28'36.72 N / 82°28'23.83 W

Alternate: Hernando High School
700 Bell Avenue
Brooksville, FL 34601
28°33'58.99 N / 82°22'58.73 W

12. CONCEPT OF OPERATIONS

Emergency operations span three separate but contiguous phases: emergency response, recovery, and mitigation phases of a disaster. For this plan, the concept of operations focuses on emergency response and relief efforts and measures to be taken for a smooth transition into intermediate and long-term recovery from a major or catastrophic emergency. In addition, the scope of these operational concepts and response actions include:

- Providing emergency notification and warning.
- Describing emergency mobilization procedures.
- Delineating emergency decision-making processes.
- Describing types and methods of implementation of emergency protective actions, based on the Homeland Security Advisory System and other threat advisories and conditions.
- Describing how emergency responders deployed in the field will utilize the ICS to establish Incident/Unified Command for management of incident response operations.
- Describing how an on-scene Incident/Unified Command structure will interface with the EOC.
- Conducting rapid assessments of emergency impacts and immediate emergency resource needs.
- Providing security to the hardest hit areas.
- Coordinating information and instructions to the public.
- Conducting emergency relief operations to ensure victims have been identified and that their needs are met.

- Conducting preliminary damage assessments to determine the need for federal assistance.
- Summarizing procedures for requesting federal disaster assistance.
- Relaxation of protective actions and coordination of reentry into evacuated areas.
- Restoration of essential public facilities and services.
- Preparing for federal disaster assistance (public and individual).
- Coordination of resources and materials.
- Coordination of volunteer organizations.
- Dissemination of information and instructions to the public.
- Restoration of public infrastructure damaged by the emergency.

12.1. Organization

12.1.1. General

Hernando County adopted the National Incident Management System (NIMS) on September 30, 2005, and implemented the Incident Command System (ICS) for all-hazard incidents and emergencies. The EOC is organized in a modified ICS structure that includes the Command and General Staff positions and Emergency Support Functions (ESFs) under the appropriate ICS sections, which are further described below. Organizational charts and matrices are provided in the ESF Annex to illustrate the organizational structure and the County's responsibilities for coordination between local agencies and the ESFs.

The EOC serves as the central command and control point for emergency-related operations, activities, and requests for deployment of resources. In the event the EOC is threatened, an Alternate EOC is activated.

The County must be able to respond quickly and effectively to developing events. When an event or potential event is first detected, the EOC initiates Level III activation (monitoring). Communications are maintained between the EOC and the State Emergency Operations Center (SEOC).

While emergency response actions necessary to protect public health and safety are being implemented, the County Administrator coordinates with the Emergency Management Director who works with the ESFs to prepare to facilitate the rapid deployment of resources, activate the County's EOC if necessary, and implement this plan.

The County uses the ICS to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is applicable across all emergency response disciplines responding to incidents in the County. Each ICS organization created for the management of an incident interfaces with the Operations Section of the EOC.

Operations staff in the EOC and ESF representatives contact the designated emergency coordinators in affected municipalities to begin to identify needed and anticipated resources and personnel. Resource requests, exceeding the capabilities of the County, are forwarded to the SEOC.

Hernando County uses WebEOC as the primary resource management and information sharing system. All EOC and ESF representatives are trained in the use of WebEOC. WebEOC information and resources include shelters, PODs, DRCs, Essential Elements of Information, resource requests, and other information. Data is also shared via WebEOC with the other counties in the Tampa Bay region.

The goal for each ESF is to have at least three individuals who are fully trained and capable of performing their duties and responsibilities in the EOC. It is essential that the County can staff two shifts per day in the EOC for each activated ESF. Realizing of course, that each situation is different and depending on the scope of the disaster, not all ESFs may be activated or require 24-hour staffing. It is expected that due to the size of the county and availability of staff, outside resources would be necessary to conduct 24-hour staffing after two days if the situation is anything more than a minor disaster.

12.1.2. Executive Policy Group

The Executive Policy Group (EPG) is the executive decision-making body during disasters. This group is comprised of the following elected and senior-level officials:

- Chairperson, Board of County Commissioners
- County Administrator
- County Sheriff
- County Attorney
- County Emergency Management Director
- County Fire Chief/ Public Safety Director
- Department of Health Director
- Mayor of Brooksville
- School Superintendent

The role of the EPG is to support the Chief Elected Official for the County (Chairman, Board of County Commissioners) in making critical decisions during disasters, such as authorizing a local state of emergency, ordering evacuation or shelter-in-place, authorizing expenditures and prioritization of resources, etc. During activation of the EOC, the Emergency Management Director or designee provides periodic updates to the EPG to inform them of critical actions and issues and obtain strategic-level oversight of the incident.

Some cases may warrant more input from the Board of County Commissioners to provide strategic-level oversight of longer-duration events (e.g., pandemic response). In this case, the County Administrator will coordinate with the Board of County Commissioners to determine their preference for scheduling an emergency public meeting to consider long-term emergency protective measures.

12.1.3. Incident Command System

The EOC and County emergency responders are organized according to the principles and practices of the ICS as described in the Department of Homeland Security document, *National Incident Management System, October 2017.* The ICS organization has five major functional areas: command, operations, planning, logistics, and finance/administration. The command function comprises the Incident/Unified Command and Command Staff. The General Staff is composed of incident management personnel who represent the operations, planning, logistics, and finance/ administration sections. A Section Chief directs each General Staff function.

ICS is not a permanent County emergency response organization; it is a management system. Each incident, or series of closely related incidents, requires its own ICS structure. Any incident's ICS structure is demobilized when incident response operations are completed.

When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single Incident Commander (IC) is designated with overall incident management responsibility by the appropriate jurisdictional authority.

In the case of an incident that includes multiagency or multijurisdictional involvement, a Unified Command (UC) structure should be established. All agencies with jurisdictional authority participate in the UC structure and contribute to the process of determining overall strategies, tactics, objectives, and unified resource management. The designated agency officials participating in the UC represent different legal authorities and functional areas of responsibility, but do not have their legal authorities compromised or neglected by inclusion in the UC structure. Agencies

heavily involved in the incident that lack jurisdictional responsibilities are defined as supporting agencies.

On-scene IC/UC is responsible for the Operations Section of the EOC for the overall management of the incident.

The **Emergency Management Director** is the overall County IC during most declared emergency situations.

The **Operations Section Chief** is responsible to the IC/UC for the direct management of all incident-related operational activities. The Operations Sections Chief normally comes from the jurisdiction with primary incident responsibility. The Operations Section Chief may have one or more deputies, preferably from other agencies (in the case of a multijurisdictional incident). An Operations Section Chief should be designated for each operational period.

The **Planning Section Chief** oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, develops alternatives for tactical operations, conducts planning meetings and prepares the Incident Action Plan (IAP) for each operational period. This individual will normally come from the jurisdiction with primary incident responsibility and may have one or more deputies from other participating jurisdictions.

The **Logistics Section Chief** is responsible for meeting all support needs for the incident, including ordering resources through appropriate procurement authorities from off-incident locations. The Logistics Section Chief may have a deputy.

The **Finance/Administration Section Chief** oversees all financial, reimbursement (individual, agency or department), and/or administrative services needed to support incident management activities. Because of the specialized nature of finance functions, the Section Chief should come from the agency with the highest level of expertise in this task. The Finance Section Chief may have a deputy.

12.1.4. Assignment of Responsibilities for the Emergency Operations Center (EOC)

The EOC is managed and organized according to the ICS.

A department or agency is designated as the primary agency for each ESF in the EOC. Several factors are considered when making these assignments. The agency may have a statutory responsibility for performing that function, or the agency may have developed the

necessary expertise to lead the ESF. In some agencies, a portion of the agency's mission is very similar to the mission of the ESF; therefore, the skills to respond to a disaster can be immediately translated from the daily business of that agency. When a department is assigned primary agency responsibilities, that agency has the necessary authority, expertise, and resources to coordinate the activities of that support function.

In the preparedness phase, each primary agency designates a representative (including backups) who will report to the EOC upon activation to coordinate that function. It is up to the primary agency's discretion as to how many, if any, support agencies they will require to be present at the EOC during each operational period. However, depending on the nature, scope, and characteristics of the incident, limited space might be available in the EOC. In this case, attendance by support agency representatives should be closely coordinated with the Emergency Management Director or the Emergency Management Assistant Director, in the development of standard operating guidelines.

The primary agency for each ESF is responsible for obtaining all information relating to ESF activities and requirements caused by the emergency and disaster response. This information gathering will frequently require the primary agency to step outside traditional information gathering protocols.

The County responds to local requests for assistance through the ESF structure. Within the EOC, requests for assistance are tasked to the ESFs for completion. The primary agency is responsible for coordinating the delivery of that assistance or ensuring that it has been completed.

The EOC Manager issues mission assignments to the primary departments for each section in the EOC based on the identified resource shortfall. Resource tasking is accomplished through the sections on a mission assignment basis. The tasking on a mission assignment basis means that a local government’s resource shortfall will be addressed through assigning a mission to address the shortfall rather than tasking specific pieces of equipment or personnel. The primary agency for each ESF is responsible for identifying the resources or resources that will accomplish the mission at hand and coordinating the delivery of that resource to the local government.

12.1.5. Governor

Under Section 252.36, Florida Statutes, the Governor is responsible for meeting the dangers presented to the State and its people by emergencies. In the event of an emergency beyond the control or capability of local governments, the Governor may assume direct

operational control over all or any part of the emergency management functions within the State. Pursuant to the authority vested in that position under Section 252.36, the Governor may:

- Declare a State of Emergency to exist through the issuance of an Executive Order or Proclamation.
- Activate the response, recovery, and mitigation components of existing state and local emergency plans.
- Serve as Commander in Chief of the organized and voluntary militia and all other forces available for emergency duty.
- Authorize the deployment and use of any forces, supplies, materials, equipment, and facilities necessary to implement emergency plans.
- Suspend the provisions of any regulation, statute, order, or rule prescribing the procedures for conducting government business if compliance would in any way hinder or delay necessary emergency actions.
- Utilize all available resources of the state and local governments, as reasonably necessary to cope with the emergency.
- Transfer the direction, personnel, and functions of state agencies to assist in emergency operations.
- Commandeer or utilize any private property necessary to cope with the emergency.
- Direct and compel the evacuation of all or part of the population from any threatened or stricken area.
- Prescribe routes, modes of transportation, and destinations for evacuees.
- Control ingress and egress to and from an emergency area, the movement of persons within the area, and occupancy of premises therein.
- Suspend or limit the sale, dispensing, or transportation of alcoholic beverages, firearms, explosives, or combustibles.
- Make provisions for the availability of temporary emergency housing.

12.1.6. Governor's Authorized Representative (GAR)

Section 252.36, Florida Statutes, authorizes the Governor to delegate or otherwise assign his command authority and emergency powers as deemed prudent. The Governor has appointed the State Coordinating Officer (Director of the Florida Division of Emergency Management) as his authorized representative, to act on his behalf in carrying out the provisions of Chapter 252, Florida Statutes.

12.1.7. Hernando County Board of County Commissioners

Under the provisions of Section 252.38, Florida Statutes, the Board of County Commissioners is responsible for safeguarding the life and property of the citizens of Hernando County, and to provide for the effective and orderly governmental control and coordination of emergency operations. To effectively carry out these emergency responsibilities, the Board has delegated these authorities to the Emergency Management Director and/or his/her designee.

12.1.8. Hernando County Emergency Management Director

Section 252.38, Florida Statutes, directs each county to establish an Emergency Management Agency and appoint a Director to carry out the provisions of sections 252.31 - 252.60. The HCEM Director is the designated Emergency Manager for the County. In this capacity, the Director is directly and solely responsible for:

- Organization, administration, and operation of Hernando County Emergency Management, the County EOC, and other related operational facilities.
- Serving in the capacity of advisor to the Board of County Commissioners during emergency or disaster operations.
- Coordinating activities, services, and programs for emergency planning and emergency response throughout Hernando County.
- Maintaining liaison with state, federal, and other local Emergency Management Agencies.
- Developing and maintaining operational planning and readiness for emergency responses.
- Instituting training programs and public information programs.
- Ascertaining the requirements of the County to implement emergency response operations.
- Taking all preparatory steps necessary, including the partial or full emergency mobilization of agencies of county and municipal governments in advance.
- Cooperating with the Governor's Authorized Representative, the Florida Division of Emergency Management, and all other federal and relief agencies in matters related to emergency management.
- Taking measures to carry into effect any request from municipalities, agencies, the Florida Division of Emergency Management, or federal agencies for any appropriate emergency management activity.

- Carrying out any implemented actions deemed necessary by the County Administrator.

12.1.9. Direction and Control - Day-to-Day Operations

The HCEM Director, during normal operations, shall report to the Director of Public Safety and Fire Chief.

12.1.10. Additional Direction and Control Policies

- The Chairman of the Hernando County Board of County Commissioners and City Council of incorporated jurisdictions have the responsibility and authority to direct and control emergency/disaster operations in their jurisdictions.
- Municipalities, pursuant to Florida Statute Chapter 252.38, legally constituted, may establish emergency management programs and develop emergency management plans in conformance with federal, state, and county plans.
- The other municipalities' command and control operations will be supported by the County EOC.
- The Sheriff and public officials in other incorporated cities of Hernando County are responsible for providing policy guidance in the administration of emergency management programs in their respective jurisdictions.
- The Emergency Management Director serves as liaison officer for Hernando County when coordinating with the Florida Division of Emergency Management, Florida military forces, and federal military forces.
- When the provisions of this plan are in effect, centralized direction and control of all emergency/disaster operations is coordinated through the Hernando County EOC.
- The Emergency Management Director, when required to ensure quick response to an actual or impending emergency/disaster, will activate appropriate portions of this plan.
- The County Administrator is responsible for making decisions regarding the governance of the County. Each County agency reports to the County Administrator. Within this structure, HCEM is responsible for all aspects of emergency management including preparedness, response, recovery, and mitigation.
- Hernando County has signed the Statewide Mutual Aid Agreement. First response agreements with the municipalities are in existence. Memorandums of understanding are signed with the American Red Cross and the Hernando County School District.

12.1.11. Hernando County Response Team Organization

In order to facilitate the use of the NIMS, the organizational structure has been designed to complement the ICS. The Emergency Management Director is the IC at the EOC during emergencies. For specific field operations, an IC or UC is designated by senior agency leadership involved in the emergency response. The IC/UC of each field operation reports directly to the Fire Chief or Operations Section Chief at the County EOC. (See Organizational Charts Appendix.)

The organizational structures depicted in the Organizational Charts Appendix are established to ensure the effective coordination of County resources during emergency response operations and collectively represents the Hernando County Emergency Response Team. Each section within the ICS contains functional responsibilities that can be matched with corresponding functions in the NIMS document. In the ICS organization used by Hernando County, depending on the scope of the disaster, one agency may be responsible for staffing several functions. For example, the Hernando County Sheriff's Office is responsible for search and rescue and law enforcement operations within the ICS Operations Section. The Hernando County Sheriff's Office may also provide support for several other functions, such as Planning, Finance, and Logistics during emergency operations.

To ensure continuous leadership authority and responsibility during emergency situations, a line of succession has been established. The line of succession is provided in the Hernando County Code of Ordinances, Chapter 21, Article XII, Section 21-204.

The line of succession for Hernando County Government is as follows:

1. Chairman of the Board of County Commissioners
2. Vice-Chairman of the Board of County Commissioners
3. County Administrator or designee
4. Emergency Management Director

12.2. Preparedness and Initial Response Activities

12.2.1. Plan Activation

When a major or catastrophic emergency has occurred or is imminent, the Emergency Management Director may request the County Administrator to declare a Local State of Emergency and issue a formal request for state assistance. Such an action immediately activates all sections of this CEMP. In the absence of a Local State of Emergency,

the Emergency Management Director may activate portions of this plan in accordance with the appropriate levels of mobilization to facilitate response readiness or monitoring activities.

12.2.2. Warning and Dissemination

12.2.2.1. General

The purpose of this section is to outline the systems available for warning responsible government officials and the public of the hazard of an impending disaster or that an actual emergency is in progress in the County.

Warnings of impending or potential emergencies such as a hurricane, tornado, or severe weather, or a notification of a sudden incident such as a tornado touchdown, an airplane crash, a major hazardous materials release, or any other significant event that may impact multiple jurisdictions or large numbers of people must be disseminated to responsible officials, emergency response agencies, and to the public. The former notification is for the purpose of implementing emergency government and management procedures and reporting such actions to state emergency management agencies. The latter notification provides instructions on appropriate protective actions and preparedness and which response measures to take.

12.2.2.2. County Warning Point

The Hernando County Sheriff's Office, 911 Communications Center, located within the Sheriff's Office facility, is designated as the County Warning Point for Hernando County. The Duty Supervisor is designated as the Warning Officer for Hernando County.

12.2.2.3. Significant Incidents

Notifications of watches, warnings, or the occurrence of significant events will be received at the County Warning Point through bulletins and advisories from the National Weather Service, State Warning Point/Watch Office, received via the Emergency Satellite Communications System (ESATCOM), the NOAA Weather Radio, local media, telephone, and the public. These significant incidents may include but are not limited to the following:

- Any elevation of the National Terrorism Advisory System.

- Any incident that may require a substantial evacuation and/or relocation of a given area.
- Any incident posing a potential threat for a mass casualty incident.
- Any weather-related warning advisory.
- Any formation of tropical weather systems.
- Any incident that closes or significantly blocks major roadways within the County.
- Any large or multiple structure fires.
- Any prolonged shutdown of public utilities.
- Any incident where public resources within Hernando County are being deployed out of the County.
- Any event posing a major environmental threat.

12.2.2.4. Alerting

Upon receipt of notification of any such significant event, the Communications Supervisor or on-duty Communications personnel shall implement the Public Safety Rapid Access Plan/Notification Procedure appropriate to the event (weather, fire, hazardous materials, mass casualty incidents, etc.) The Communications Supervisor alerts the Emergency Management Director. The Director or his/her designee may advise that one or a combination of the following actions be initiated by the Communications Supervisor as the County Warning Officer:

- Notify the State Warning Point/Watch Office, by telephone.
- Notify one or more designated agencies of the county government or political subdivision(s).
- Initiate a partial or full call-out alert with *CodeRed*® Emergency Notification System. (Situation Dependent)

12.2.2.5. Call-Out Alert

The call-out alert, when initiated, is made to County governmental staff and non-county EOC staff through *Everbridge* Emergency Notification System utilizing telephone numbers maintained by the system and 911 Communications Center and County Warning Officer. It is the responsibility of each ESF primary agency to notify its respective support agencies, division directors, and/or staff under their span of control. In addition, the following actions are initiated:

- An alert is sent to all Public Safety Answering Points and they in turn notify public safety agencies for which they are jurisdictionally responsible.
- Hernando County political subdivisions and other governmental and non-governmental agencies are contacted and utilize their internal procedures to notify their staff of the threat or emergency.
- Warning the public, whether via the Emergency Alert System (EAS) or other available means, including instructions for any required actions, i.e., evacuation, keeping away from a disaster area, seeking cover from a threatened tornado, etc.
- Alert Hernando is the Hernando County official emergency notification system, powered by Everbridge. It enables residents and businesses to receive important alerts about severe weather, public safety threats, evacuations, and other local emergencies. Users can customize their notification preferences and choose how they wish to be contacted, such as via phone calls, texts, or emails. Registration is free and helps ensure the community stays informed and prepared in critical situations.

12.2.2.6. Agency Notification when County 911 Communications Center Procedures are Not Implemented

Upon notification of an emergency or disaster situation, the Emergency Management Director is responsible for disseminating warnings to the following:

- Selected County Administration personnel.
- Mayors or designee of each municipality in the County.
- The primary agency contacts for each ESF.

The Emergency Management Director reports to the EOC to supervise activation procedures for an actual or impending emergency. Key warning personnel coordinate with adjacent jurisdictions using telephone, radio, courier, or any other means necessary and available.

Each Mayor or their representative alerts the municipal services in his/her community and supervises the dissemination of warnings in the municipality.

The primary agency contacts for each ESF contacts all of the support agencies to the ESF. All agencies notify their personnel to begin activation procedures as described in the ESF Annexes and

implement Standard Operating Procedures (SOPs). The County EOC is activated under the levels of activation described below.

12.3. Levels of Activation

Level III – Monitoring Activation – Monitoring is implemented whenever HCEM receives notice of an incident that has the potential to escalate to threaten public safety. During Level 3 activation, HCEM disseminates information to the EOC team via e-mail, facsimile, and radios.

Level II – Hazard Specific (Partial) Activation – Level 2 activation may be implemented by the County Administrator, Emergency Management Director, or their designee. Only those ESFs impacted by the hazard or involved in the response will be represented at the EOC.

Level I – Full Activation – Level 1 activation (Full County) may be implemented for a major event. All ESFs, the Command Staff, Liaison Group, and support staff will be staffed up to 24 hours a day.

12.4. Public Information and Warning to the General Public

Hernando County must provide the general public with sufficient warning time for effective preparation and emergency plans to be implemented. Throughout the year, Hernando County issues Public Service Announcements (PSAs) that provide information on all hazards and a variety of other emergency management topics, including preparedness, response, recovery, and mitigation topics. The County annually issues a disaster preparedness guide, which is typically used for public outreach presentations and classes. In addition, they are available through the HCEM website, the County library system, as well as the various post offices. Evacuation zones and maps are available on the HCEM website at www.hernandocounty.us/em and in the disaster preparedness guide. Variable message boards, if available, are also used to convey emergency information along evacuation routes and at major transportation nodes, when evacuation is initiated.

The following warning systems are available to disseminate preparedness and warning information, and issue warnings to the general public:

- Emergency Alert System (EAS)
- Alert Hernando
- www.hernandocounty.us
- www.hernandosheriff.org
- CodeRed Emergency Notification System
- Everbridge

- Community alert bulletins
- Blast fax to media and local businesses
- Weather alert radio
- Local cable override (EAS)
- Volunteer radio groups
- Public speaking events
- Public displays
- Local phone books
- Social Media, Facebook, Twitter

12.5. Emergency Decision Making

When Making critical decisions for emergency actions, the following general methodology is used:
In hurricanes or weather-related emergencies, pre-emergency hazard times are computed based on a hurricane tracking program. These times therefore are based on the actual characteristics of the event (i.e., the forward speed of the storm and the distance tropical storm conditions extend from the eye). Total evacuation times are the combination of the clearance and pre- emergency hazard times.

12.5.1. The probabilities generated by the National Weather Service (NWS)/National Hurricane Center (NHC) are considered when recommending protective measures. These probabilities are simple mathematical risk levels deduced from computer weather models.

12.5.2. Pre-emergency hazard period is the amount of time between the onset of the event and the actual arrival of hazardous conditions.

12.5.3. After determining the total pre-emergency time and the length of time before the arrival of hazardous conditions, a projection is made as to when a decision must be reached. This is the “decision time”.

12.5.4. Decision time is the amount of time available before the issuance of protective actions to allow adequate response time for the threatened population.

12.5.5. “Execution time” is the time available that allows for the completion of an emergency action before hazardous conditions are experienced. This includes mobilization time.

12.5.6. During the process of decision making, determination for the issuance of protective actions and furnishing of assistance is based on the following priority:

12.5.6.1. Life-Threatening circumstances - An incident directly linked to life-threatening circumstances; such requests receive first priority.

12.5.6.2. Protection of Property - A threat exists for large-scale property damage.

12.5.7. Operational responses to the above situations are based upon the following:

12.5.7.1. Availability of Resources – The Logistics Section - Supply Unit assesses the availability of resources, considers anticipated problems, and identifies the most effective method of meeting the request.

12.5.7.2. Location of Resources - Logistics Section - Supply Unit staff identifies the closest available resources.

12.5.7.3. Arrival Time - Logistics Section - Supply Unit staff estimates the time of arrival of resources.

12.6. Protective Actions

12.6.1. Evacuations

Most evacuations are local in scope and an emergency response incident commander will consider the type of hazard, level of threat/risk, and the vulnerable population and initiate actions following a decision. In such cases, the actions are coordinated and administered by emergency response officials using local resources in accordance with operational procedures. It is anticipated that local jurisdictions will establish mutual aid agreements with neighboring jurisdictions to provide expanded resource capability. During any County-directed evacuation that does not require activation of the EOC, assistance is provided under the various County agencies' normal statutory authorities through coordination by HCEM. However, in the event of a multi-jurisdictional operation, the County Administrator is authorized by the Board of County Commissioners to issue a declaration of a Local State of Emergency and evacuation order in support of a municipality. This decision is made following consultation with the Emergency Management Director and representatives of the jurisdictions involved.

All County assistance and support of such actions is coordinated from the EOC under the direction of the Emergency Management Director. Decisions on actions such as deploying and pre-deploying personnel; determining evacuation routes; directing people caught on evacuation

routes to safe shelter; ensuring the sufficiency of fuel; and addressing any matters related to the ordered protective actions are made by the County Administrator.

Evacuation route maps are in the EOC and available for use in an emergency. Maps are available to the public at local public buildings (i.e. libraries, senior centers, city halls, etc.). Both temporary and permanent signs are used. Regional evacuation is coordinated utilizing the existing Regional Hurricane Evacuation Procedure.

12.6.2. Sheltering

The opening of shelters is the responsibility of ESF 6 and the Logistics Section. Should a request for shelter assistance be made to the EOC, it will be to support the sheltering plan as identified by ESF 6 – Mass Care function. The EOC coordinates requests from other ESFs for assistance that will be needed to support multijurisdictional shelter operations through the Logistics Section.

12.6.3. Relief Operations

Once the emergency has passed, the coordination of relief operations begins. These activities could include search and rescue operations; mass casualty activities; the provision of emergency supplies; impact assessment; initial damage assessment; emergency debris removal; and emergency restoration of utilities. The EOC continues to direct the management and coordination of all emergency response functions. Emergency relief agencies, as well as all levels of government and the responding disaster relief organizations, are represented through various emergency support functions in the EOC.

The primary initial local coordinating entity for requesting resources and relief from State and Federal agencies and allocating such resources within the County is the EOC. State and federal emergency response teams are established and deployed as quickly as possible after the emergency. Ideally, these emergency response teams are in Hernando County or near the EOC and carry out all state coordination and assistance functions until the Federal Joint Field Office (JFO) is established.

The municipalities make requests for immediate relief supplies and resources to the County EOC. The EOC consolidates all city requests into a county request for immediate relief resources. The County's requests for outside resources are made to the State, as directed by policy in Chapter 252, Florida Statutes.

12.7. Activation of the National Response Framework for Natural or Manmade Incidents

Immediately after a major emergency or disaster, the County and local jurisdictions respond using available resources and notify State response elements. As information emerges, the County also assesses the situation and the need for State assistance. The State reviews the situation, mobilizes State resources, and informs the FEMA Region IV Office of actions taken.

The Governor activates the State CEMP, proclaims, or declares a State of Emergency, and requests a State/FEMA Joint Preliminary Damage Assessment (JPDA) to determine if sufficient damage has occurred to justify a request for a Presidential declaration of a major disaster or emergency. Based on the results of the PDA, the Governor may request a Presidential declaration and define the type of federal assistance needed.

After an evaluation of the situation by the Homeland Security Operations Center and a recommendation by the Secretary of the Department of Homeland Security (DHS), the President makes a declaration of a major disaster or emergency. The Secretary of DHS then activates the National Response Framework (NRF). Activation of the NRF authorizes the mobilization of federal resources necessary to augment State and County emergency efforts.

Federal Responsibilities under the NRF

The DHS-led federal involvement in response to a major emergency or disaster generally involves the following processes:

- After the major disaster or emergency declaration, a Regional Resource Coordination Center (RRCC), staffed by regional personnel, coordinates initial regional and field activities such as the deployment of an Emergency Response Team – Advance Element (ERT-A). The ERT-A assesses the impact of the event, gauges immediate State needs, and makes preliminary arrangements to set up operational field facilities in the County.

- Depending on the scope and impact of the event, the National Resource Coordination Center, comprised of ESF representatives and DHS/FEMA support staff, carries out initial activation and mission assignment operations and supports the RRCC.

- A Federal Coordinating Officer (FCO), appointed by the Secretary of Homeland Security on behalf of the President, coordinates federal support activities. The FCO works with the State Coordinating Officer

(SCO) to identify requirements. A Principal Federal Official (PFO) also may be designated as the Secretary's representative to coordinate overall federal interagency incident management efforts.

- The emergency response team works with the affected state and conducts field operations from the JFO. Federal ESF primary agencies assess the situation, identify requirements, and help states respond effectively. Federal agencies provide resources under DHS /FEMA mission assignment or their authority.

- As immediate response priorities are met, recovery activities begin. Federal and state agencies assisting with recovery and mitigation activities convene to discuss state needs.

- As the need for full-time interagency coordination at the JFO ceases, the ERT-A plans for selective release of federal resources, demobilization, and closeout. Federal agencies then work directly with their grantees from their regional or headquarters offices to administer and monitor individual recovery programs, support, and technical services.

12.8. Federal Resources

12.8.1. Incident Management Assistance Teams (IMATs)

Following a Presidential disaster declaration, a wide array of federal assets can be deployed as needed. For example, FEMA may deploy **Incident Management Assistance Teams (IMATs)**, which are interagency, regionally based response teams that provide a forward federal presence to improve response to serious incidents. The IMATs support efforts to meet the emergent needs of state and local jurisdictions, possess the capability to provide initial situational awareness for federal decision-makers and support the establishment of federal coordination efforts with the state.

Responsibilities of the IMAT include:

- Coordinating overall federal response and emergency response activities to the County.
- Working with the County to determine support requirements and to coordinate those requirements with the ESFs.
- Tasking the ESFs or any other federal agency to perform missions in support of the County. Upon their arrival at the assigned location, the IMAT team leader and ESFs will receive an operational briefing from the appropriate authority and be assigned space from which to conduct their activities. Once this

is completed, federal ESF staff will establish contact with their counterparts in the state ESFs to coordinate the provision of federal assistance to the County to meet resource needs that exceed the capabilities of the state and affected local governments.

Other initial response and coordination tools deployed by FEMA in conjunction with declared emergencies and disasters include:

- **Hurricane Liaison Team (HLT).** The HLT is a small team designed to enhance hurricane disaster response by facilitating information exchange between the National Hurricane Center in Miami and other National Oceanic and Atmospheric Administration components, as well as federal, state, tribal, and local government officials.
- **Urban Search and Rescue (USAR) Task Forces**. The National USAR Response System is a framework for structuring local emergency services personnel into integrated response task forces. The 28 National USAR Task Forces complete with the necessary tools, equipment, skills, and techniques, can be deployed by FEMA to assist state, tribal, and local governments in rescuing victims of structural collapse incidents or to assist in other search and rescue missions. Each task force must have all its personnel and equipment at the embarkation point within six hours of activation. The task force can be dispatched and enroute to its destination within hours.
- **Mobile Emergency Response Support (MERS).** The primary function of MERS is to provide mobile telecommunications capabilities and life, logistics, operational, and power-generation support required for the on-site management of response activities. MERS support falls into three broad categories: (1) operational support elements, (2) communications equipment and operators, and (3) logistics support. MERS supports federal, State, tribal, and local responders in their efforts to save lives, protect property, and coordinate response operations. Staged in six strategic locations, one with offshore capabilities, the MERS detachments can concurrently support multiple field operating sites within an incident area.
- **Joint Field Office (JFO).** The JFO is the primary federal incident management field structure. The JFO is a temporary federal facility that provides a central location for coordinating federal, state, tribal, and local governments and private-sector and non-governmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed consistently with NIMS principles and is led by the Unified Coordination Group. Although the JFO uses

an ICS structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

12.9. Multi-Agency Coordination System (MACS)

NIMS authorized the creation of a Multi-Agency Coordination System (MACS) as a framework to perform support and coordination duties for IC/UC during an incident or event. A regional MAC Group may be established, comprised of multi-discipline leadership of the Regional Domestic Security Task Force (RDSTF). Disciplines represented in the MAC group usually consist of the task force co-chairs representing the law enforcement, fire rescue, emergency management, public information, and health/medical disciplines. The MAC Group is a resource and information coordination group and does not manage incidents or resources. It can, however, serve as an intermediary resource coordination function, coordinating resource availability and mission assignments with the SEOC.

The RDSTF MAC Standard Operating Procedures guide the MAC Group, which is organized in an ICS structure consistent with the NIMS. The MAC Group coordinates with the State and County EOCs to provide support to the local area IC/UC and/or EOC. MAC Group members include RDSTF partners who are not responding to or directly impacted by the incident. The MAC Group may be located at an independent location or within the EOC in consultation with HCEM.

The MAC Group Coordinator is from the Florida Department of Law Enforcement (FDLE), Special Agent in Charge or designee. The MAC Group is identified by the RDSTF region number.

The Region MAC Group provides a forward coordination element for the SEOC to perform the following minimum functions in the event of a terrorist incident:

- Activate and operate in support of the incident.
- Assess the situational impact and need for resources.
- Report situational awareness to the SEOC.
- Coordinate the regional response effort.
- Deploy regional assets to augment County resources in coordination with the County EOC.

The MAC Group, in conjunction with county emergency managers, evaluates available resources in the affected area and coordinates the

request and deployment of in-region assets. If the event exceeds the resources available at the regional level, the MAC Group can coordinate requests for additional out-of-region resources with the local EOC and the SEOC. The MAC Group is not designed to replace local tactical IC/UC or function as an Incident Management Team.

12.10. Mutual Aid Agreements and Memoranda of Understanding

Hernando County is a signatory of the Florida Statewide Mutual Aid Agreement, which serves as the primary instrument for the management of mutual aid resources in disasters. In addition, discipline-specific mutual aid agreements are in place for local response that exceeds resource capabilities.

Hernando County also maintains local memoranda of agreement/understanding for specific assistance and services, including:

- Shelter facilities and management (American Red Cross; Hernando County School District)

In the event that a catastrophic disaster limits the availability of in-state mutual aid support, the State of Florida can request assistance from other states through the Emergency Management Assistance Compact (EMAC).

Mutual Aid requests are coordinated through the Florida Division of Emergency Management as referenced in the Statewide Mutual Aid Agreement.

The Emergency Management Director or designee is responsible for overseeing the mutual aid process. Requests for assistance or response to a request will go from the Hernando County EOC to the State EOC once approved by the Emergency Management Director. These requests will be documented in WebEOC for documentation to bill the receiving party. Suitable documentation includes, but is not limited to, payroll records, invoices, canceled checks, cash receipts, force account labor records, and mission requests.

13. FINANCIAL MANAGEMENT

It is the intent of this section to provide guidance for basic financial management to all departments and agencies responding under the provisions of the plan. Additionally, the guidance ensures that those funds are provided expeditiously, and disaster-related financial operations are conducted in accordance with appropriate policies, regulations, and standards.

13.1. Assumptions

13.1.1. Due to the nature of most emergencies, finance operations are often carried out with compressed time frames and other pressures, necessitating the use of non-routine procedures. This in no way lessens the requirements of sound financial management and accountability.

13.1.2. A Presidential disaster or emergency declaration will permit funding from the Federal Disaster Relief Fund under the provisions of the Stafford Act, in addition to the financial resources initiated at the local and state levels.

13.2. Expenditure of Funds

Timely financial support for any extensive response activity could be crucial to saving lives and property. While innovative and expeditious means of procurement are called for during times of emergencies, it is still mandatory that good accounting principles and practices be employed to safeguard the use of public funds from the potential of fraud, waste, and abuse.

In concert with federal guidelines, officials of the primary and support agencies will give approval for the expenditures of funds for response operations. Each agency is responsible for establishing effective administrative controls of funds and segregation of duties for proper internal controls, and to ensure that actions taken, and costs incurred are consistent with the missions identified in this plan.

Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs and formal records, and file copies of all expenditures (including personnel time sheets) to provide clear and reasonable accountability and justification for future reimbursement requests. Reimbursement is NOT an automatic "given," so, as much deliberative prudence as time and circumstances allow should be used.

The Hernando County Office of Management and Budget will be responsible for financial management regarding State and Federal assistance requested by the Hernando County Board of County Commissioners. The statutory duties and obligations of the Office of the Clerk of Court regarding financial accounting shall be always respected and adhered to as required by law. Financial guidance and training will be conducted by the Hernando County Office of Management and Budget for County agencies. The Hernando County Board of County Commissioners will execute any funding agreements with other legal entities.

The Chairman of the Board of County Commissioners is authorized to execute agreements on behalf of Hernando County. In the Chairman’s absence, the succession plan may be implemented in accordance with the

Hernando County Code of Ordinances, Chapter 21, Article XII, Local Emergencies.

All records relating to the allocation and disbursement of funds for activities and elements covered in this plan must be maintained, as applicable, in compliance with:

- The Code of Federal Regulations - Title 44 Emergency Management and Assistance (CFR 44); relevant Circulars and Federal Statutes, in a manner consistent with provisions of the Federal Stafford Act.
- Chapter 252, Florida Statutes, relating specifically to emergency management powers and responsibilities of local government.
- The County and Municipal Finance Divisions' policies and procedures.
- FEMA Individual Assistance Program and Policy Guide (IAPPG) provides comprehensive guidance on how FEMA delivers IA after a disaster.

13.3. Responsible Agency for Financial Management

The Hernando County Office of Management and Budget is responsible for implementing, maintaining, and tracking all financial projects and matters about the Board of County Commissioners during and after a disaster. Each office on behalf of their respective agencies is responsible for the preservation of their own pertinent documents.

13.4. Responsible Agency for Guidance and Training

The Hernando County Office of Management and Budget coordinates a training schedule for emergency event financial reporting and records maintenance requirements to coincide with HCEM's annual training and exercise schedule. This training is available to municipal representatives as well as county and non-profit agencies.

13.5. Training Process

Training related to financial management is identified and addressed in the County's process to develop and annually update the Integrated Preparedness Plan (IPP)The process includes the identification of training needs through plan development, exercises, and activations.

13.6. Support Roles and Responsibilities

The Office of Management and Budget Director in coordination with the County Grants Coordinator/Auditor is responsible for implementing, maintaining, and tracking all financial projects and matters during and after a disaster.

The Emergency Management Director is responsible for coordinating with the Office of Management and Budget Director to ensure that EOC processes, procedures, and documents are in conformance with acceptable documentation and accounting practices. In addition, the Emergency Management Director assists in the coordination of completion of all documentation related to an emergency or disaster.

The preservation of vital records for the continuation of government will be the responsibility of the Records Management Liaison Officer. This position will coordinate with all county offices and constitutional officers to ensure the preservation of vital records pre- and post-disaster.

13.7. Funding Agreements

Hernando County maintains an annual funding agreement with the Florida Division of Emergency Management for support of the County's emergency management administration and operations. This agreement is administered by HCEM with the oversight of the Office of Management and Budget.

Additional funding agreements may be available as a result of declared disasters and mitigation opportunities. HCEM, with the assistance of appropriate stakeholder departments and agencies, is responsible for identifying funding opportunities and directing them to the proper stakeholder(s).

13.8. Funding Sources

Multiple funding sources are available to support County emergency management operations, including the following:

- Emergency Management Preparedness and Assistance (EMPA) Trust Fund, County Base Grant Program
- Emergency Management Preparedness Grant (EMPG)
- State Homeland Security Grant Program (SHSGP)
- US Department of Homeland Security, Citizen Corps, and Community Emergency Response Team
- County general revenue funding

Additional funding is available for special projects, including mitigation. (See Section VI of the Hernando County LMS for further funding information.)

13.9. Responsible Agency for Establishing Procedures

The Hernando County Office of Management and Budget, in coordination with HCEM, is responsible for establishing appropriate procedures for financial management before, during, and after a disaster.

13.10. Coordination of Financial Management with Municipalities

Financial policies and procedures are coordinated with municipalities by various methods. In day-to-day operations, HCEM is responsible for communicating and coordinating finance-related issues with the Municipal Liaisons. For projects funded by grants and other contract agreements for special projects and/or day-to-day operations, the Office of Management and Budget is responsible for coordination of reporting and auditing issues. Should the county be impacted by a catastrophic disaster, all coordination of financial matters with municipalities will be managed by the Office of Management and Budget.

14. REFERENCES AND AUTHORITIES

Ultimate responsibility for the protection of life and property and the preservation of public peace, health, and safety lies with local governments. The authority for local governments to respond to situations and take actions necessary to safeguard the life and property of its citizens is set forth in the following regulations.

14.1. Local Responsibilities under Chapter 252, Florida Statutes

Florida Statutes Chapter 252.38 delineates the emergency management responsibilities of political subdivisions in safeguarding the life and property of citizens and other persons within the political subdivision. Key points within the statutes are listed below.

14.1.1. Hernando County shall perform emergency management functions within the territorial limits of Hernando County and conduct those activities under 252.31 – 252.91, and in accordance with state and county emergency management plans and mutual aid agreements. Hernando County has the authority to establish, as necessary, primary and one or more secondary EOCs to provide continuity of government, and direction and control of emergency operations.

14.1.2. Hernando County has the power to appropriate and expend funds; make contracts; obtain and distribute equipment, materials, and supplies for emergency management purposes; provide for the health and safety of persons and property, including assistance to victims of any emergency; and direct and coordinate the development of emergency management plans and programs by the policies and plans set forth by federal and state emergency management agencies.

14.1.3. Hernando County has the authority to request state assistance or invoke emergency-related mutual aid assistance by declaring a local state of emergency. The duration of the local state of emergency shall be limited to seven days, and it may be extended as necessary in seven-day increments. Hernando County participates in statewide mutual aid agreements in existence. The County also has the power and authority to waive the procedures and formalities otherwise required of Hernando County by law, about:

- Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community.
- Entering into contracts and incurring obligations.
- Employment of permanent and temporary workers.
- Utilization of volunteers.
- Rental of equipment.
- Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.
- Appropriation and expenditure of public funds.
- Hernando County recognizes the right of municipalities within the County to establish their emergency management plans and programs. Those municipalities establishing emergency management programs will coordinate their activities and programs with HCEM in accordance with 252.38 (2) Florida Statutes.

14.1.4. HCEM serves the entire county. It is the responsibility of Hernando County to establish and maintain an emergency management agency, develop a comprehensive emergency management plan and program that are consistent with the state's comprehensive emergency management plan and program.

14.1.5. HCEM shall review emergency management plans required of external agencies and institutions.

14.1.6. Hernando County School District shall, during a declared Local State of Emergency and upon the request of the County Administrator, participate by providing facilities and personnel to staff those facilities. Hernando County School District shall, when providing transportation assistance, coordinate the use of vehicles and personnel with ESF 1, Transportation.

14.2. Applicable Ordinances and Administrative Rules

The following state laws and policies affect County emergency management policies and operations:

14.2.1. State of Florida Statutes

- Chapter 1, Definitions.
- Chapter 7, County Boundaries.
- Chapter 14, Title IV, Executive Branch, Governor.
- Chapter 22, Emergency Continuity of Government.
- Chapter 23, Florida Statutes, as amended by Chapter 93-211, Laws of Florida.
- Chapter 30, Sheriff's Powers and Authorities.
- Chapter 73, Eminent Domain.
- Chapter 74, Proceedings Supplemental to Eminent Domain.
- Chapter 125, County Government; Chapter 162, County or Municipal Code Enforcement; Chapter 165, Title XII, Municipalities, Formation of Local Governments; Chapter 166, Municipalities; and Chapter 553, Building Construction Standards.
- Chapter 154, Public Health Facilities.
- Chapter 161, Beach and Shore Preservation; Part III, Coastal Zone Preservation.
- Chapter 163, Intergovernmental Programs; Part I, Miscellaneous Programs.
- Chapter 166, Municipalities.
- Chapter 187, State Comprehensive Plan.
- Chapter 252, Emergency Management.
- Chapter 321, Highway Patrol.
- Chapter 380, Land and Water Development.
- Chapter 381, Title XXIX, Public Health.
- Chapter 401, Medical Communications and Transportation.
- Chapter 403, Environmental Control.
- Chapter 404, Radiation.
- Chapter 406, Medical Examiners.
- Chapter 409, Title XXX, Social Welfare.
- Chapter 427, Transportation Services.

- Chapter 768, Good Samaritan Act.
- Chapter 870, Affrays, Riots, Routs and unlawful assemblies.

14.2.2. Federal Laws and Policies:

- Public Law 93-288, as amended, which provides authority for response assistance under the National Response Framework, and which empowers the President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts.
- Public Law 93-234, Flood Disaster Protection Act of 1973, as amended, provides insurance coverage for all types of buildings.
- Public Law 81-290, the Federal Civil Defense Act of 1950, as amended, provides a system for joint capability building at the federal, state and local levels for all types of hazards.
- Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986, which governs hazardous materials planning and right-to-know.
- Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- Public Law 95-510, Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- Public Law 101-549, Clean Air Amendments of 1990, which provides for reductions in pollutants.
- Public Law 85-256, Price-Anderson Act, which provides for a system of compensating the public for harm caused by a nuclear accident.
- Public Law 84-99 (33 USC 701n), Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, or repair and restoration of flood control works threatened or destroyed by flood.
- Public Law 91-671, Food Stamp Act of 1964, in conjunction with section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- Public Law 89-665 (16 USC 470 et seq), National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.

- Stewart B. McKinney Homeless Assistance Act, 42 USC 11331-11352, Federal Emergency Management and Shelter Program.
- National Flood Insurance Act of 1968, 42 USC 4001 et seq.

14.2.3. Administrative Rules – State of Florida

- Florida Department of Community Affairs Administrative Rules 9G2, 6, 11, 12, 14, 16, 17, 19 and 20.
- Florida Department of Community Affairs Administrative Rules 9J2 and 5.

14.2.4. Administrative Rules – Federal

- CFR 44 Parts 59-76, National Flood Insurance Program and related programs.
- CFR 44 Part 13 (The Common Rule), Uniform Administrative Requirements for Grants and Cooperative Agreements.
- CFR 44 Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- CFR 44 Part 10, Environmental Conditions.
- CFR 44 Part 14, Audits of State and Local Governments.

14.2.5. Federal References

- NIMS integrates existing emergency response best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context.
- National Response Framework forms the basis of how the federal government coordinates with state, local, and tribal governments and the private sector during incidents.

14.2.6. Presidential Directives

- Homeland Security Presidential Directive 5 (HSPD – 5) authorizes DHS to administer the NIMS. This system will provide a consistent nationwide approach for federal, state, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
- Presidential Policy Directive (PPD) 8: National Preparedness - This directive is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that

pose the greatest risk to the security of the Nation, including acts of terrorism, cyber attacks, pandemics, and catastrophic natural disasters. Our national preparedness is the shared responsibility of all levels of government, the private and nonprofit sectors, and individual citizens. Everyone can contribute to safeguarding the Nation from harm. As such, while this directive is intended to galvanize action by the federal government, it is also aimed at facilitating an integrated, all-of-Nation, capabilities-based approach to preparedness.

14.2.7. Hernando County Supplemental Plans

The following plans supplement this CEMP:

- City of Brooksville Continuity of Operations Plan
- City of Brooksville Emergency Operations Plan
- Declaration of a Local State of Emergency
    - A sample copy of a local resolution for declaring a Local State of Emergency is contained in the Resolutions Appendix.
- Hernando County Airport Emergency Operations Plan
- Hernando County Code of Ordinances, Chapter 21, Article XII, Local Emergencies
- Hernando County Comprehensive Plan, as amended
- Hernando County Continuity of Operations Plan
- Hernando County Damage Assessment Plan
- Hernando County Debris Management Plan
- Hernando County Disaster Housing Plan
- Hernando County Emergency Communications Plan
- Hernando County Emergency Management Interlocal Agreement
- Hernando County Floodplain Management Plan
- Hernando County Government Center Complex Emergency Action Plan
- Hernando County Hazardous Materials Emergency Plan
- Hernando County Local Mitigation Strategy
- Hernando County Logistics Plan
- Hernando County Mass Fatality Management Plan

- Hernando County Pandemic Influenza Plan
- Hernando County Port Authority Preparedness and Response Plan
- Hernando County Post Disaster Redevelopment Plan
- Hernando County Resolution to adopt the CEMP
- Statewide Mutual Aid Agreement
- Hernando County Strategic National Stockpile Plan

This plan and its related standard operating procedures for Hernando County response agencies address the authorities and responsibilities for all hazard situations that may occur related to, but not limited to, the following types of hazards:

- Fires
- Hazardous Materials Incidents (major spills or leaks)
- Aircraft Incidents
- Railroad Incidents
- Water/Port Incidents
- Coastal Oil Spill
- Severe Weather
- Missing Person
- Bomb Threats
- Technical Rescue Incidents (high elevation or confined space)
- Employee or Volunteer injured or killed
- Major Spill or Leak Involving Hazardous Materials (including coastal spill)

14.2.8. Hernando County Mutual Aid Agreements

Hernando County has executed mutual aid agreements with the following legal entities in support of emergency operations:

- American Red Cross
- Hernando County School District
- Statewide Mutual Aid Agreement signatories

1. Introduction

The disaster type, magnitude, and severity dictate the resources needed to recover from an event fully. Hernando County can normally recover from emergencies and minor disasters. However, the situation drastically changes when a major disaster, such as a hurricane, strikes causing widespread destruction. This type of disaster will quickly deplete the total capability of Hernando County, the City of Brooksville, and sometimes the State. In these cases, Hernando County will request outside assistance through the State Emergency Operations Center (SEOC), after the County commits its resources to the recovery process. It is also expected that the federal government's assistance for recovery efforts would be needed in this type of catastrophe. The general concept for recovery operations in Hernando County is based on a coordinated effort of municipal, county, state, federal, and private resources during overlapping periods of recovery (short-term and long- term). This coordination will be conducted daily at the beginning and end of each operational period by EOC briefings, telephone calls, or Emergency Satellite Communications System (ESATCOM) communications.

2. General

In the post-impact phase of a disaster, the Emergency Operations Center (EOC) is established to manage, coordinate, control, and direct the response and recovery efforts. The EOC is the initiating point for both short- and long-term recovery operations involving local, state, and federal assets. In addition, the Recovery Team at the EOC coordinates all recovery functions such as establishing the Joint Field Office (JFO), Disaster Recovery Centers (DRCs), staging areas, and other sites for coordinated assistance. The EOC is staffed by representatives from each Emergency Support Function (ESF) and other agencies involved in the recovery process. The EOC is organized along the same lines of responsibility as the state and federal response and recovery systems.

2.1. Post Disaster Redevelopment Plan (PDRP)

Hernando County has a Post-Disaster Redevelopment Plan (PDRP) for the County. The PDRP is a requirement for all Florida coastal counties and municipalities. The PDRP identifies policies, operational strategies, and roles and responsibilities for implementation that will guide decisions that affect long term recovery and redevelopment of the community after a disaster. The PDRP emphasizes opportunities for hazard mitigation and community improvement consistent with the goals of the local comprehensive plan and with the full participation of the citizens.

2.2. Primary Agency Responsible for Recovery Activities

Hernando County Emergency Management (HCEM) is the one responsible for coordinating recovery efforts. The Emergency Management Director provides

direction and control for all recovery functions and coordinates recovery programs with State and Federal counterparts.

2.3. Local Support Agencies in Recovery

The local agencies with support roles in recovery operations are the following:

- Hernando County Sheriff's Office
- Hernando County Building Division
- Hernando County Engineering and Public Works Departments
- Hernando County Planning Department
- Hernando County Utilities Department
- Hernando County Health Department
- Hernando County Office of Management and Budget
- Hernando County Extension Office
- Hernando County Procurement
- Hernando County Economic Development

2.4. Agency Responsibilities in Recovery Activities

2.4.1. Responsibility for Coordinating County Recovery Activities

HCEM has the primary responsibility for coordinating recovery efforts.

2.4.2. Responsibility for Activating and Managing EOC Recovery Activities

All recovery activities in the EOC are initiated and managed through the Hernando County Emergency Management Director and begin during the response phase with an evaluation of the situation and initial impact reports. Based on the ongoing assessments of available information during the response phase, the determination is made for the timing of the operational transition from response to recovery activities.

2.4.3. Responsibility for Providing Liaison Activities with the Joint Field Office (JFO) and State Recovery Staff

The Hernando County Emergency Management Director appoints the local liaison to the JFO upon activation of the JFO.

The Emergency Management Director also appoints a liaison to the State Recovery Staff. Individual ESFs in the EOC coordinate with their state counterparts during response and recovery operations. In order to assure

the flow of accurate and timely recovery information, and to coordinate relief and recovery efforts, state and federal agencies are encouraged to have liaisons in the EOC.

2.4.4. Responsibility for Coordinating Recovery Activities in Municipalities

The Hernando County Emergency Management Director or designee appoints the liaison to coordinate recovery activities with the municipalities. The Emergency Management Director transmits disaster declaration and recovery assistance information, and technical assistance resources to the municipalities, special taxing districts, and not-for-profit organizations who perform essential governmental-type services as described in Federal Emergency Management Agency (FEMA) regulations, via fax, conference calls, internet e-mail and web page, media outlets and other communications mechanisms.

2.5. Concept of Operations to Administer Local Recovery Activities

Recovery activities are initiated in the Hernando County EOC during the response phase of an emergency or disaster. Immediate assessment of the need to begin specific recovery functions is conducted by the Emergency Management Director and the ESFs.

The Emergency Management Director provides overall direction and control of key recovery operations and personnel.

Direction, control, and coordination during the **initial** recovery phase focuses on the following types of activities:

- Establishment of the inter-county recovery network designed to provide support for the movement of response actions, relief supplies, and services into the County.
- Allocation and administration of the distribution of emergency supplies including food, water, ice, and medications.
- Managing post-event sheltering operations.
- Initiating preliminary damage assessment (airborne and ground), debris removal, and the restoration of utilities.

All recovery activities are coordinated through the Emergency Management Director and begin during the response phase with an evaluation of:

- Situation reports
- Mission assignments logged and tracked
- Municipal status update reports received from local governments

- EOC briefings
- Local and state conference calls
- Impact assessment data, as well as other impact information received from other sources
- Damage reports received from citizens

These information sources are reviewed and monitored to start the identification of areas that should receive priority for damage assessment and human needs assessment. This gathering of intelligence sets the stage for the operational transition from response to recovery activities, which takes place after the event.

2.6. Roles, Duties and Responsibilities of Lead and Support Agencies

2.6.1. Lead Agency

HCEM is the lead agency for the recovery function in Hernando County. The roles, duties, and responsibilities for the lead agency for this function include:

- Direction and control of the overall recovery phase.
- Coordination with municipalities and other local agencies.
- Administration of all recovery activities in the local jurisdiction.
- Coordination with State and Federal agencies for disaster assistance programs, including Infrastructure/Public Assistance, Community Relations, Individual Assistance, and post-disaster Hazard Mitigation Grant Program.
- Implementation of Initial Safety and Damage Assessment functions.
- Coordination with State and Federal officials for Preliminary Damage Assessment operations.
- Coordination of distribution of needed commodities (food, water, ice, etc).
- Coordination of temporary shelter and disaster housing operations.
- Coordination of post-disaster long-term redevelopment activities.
- Preparedness activities (including training) for local disaster recovery personnel.
- Coordination of unmet needs activities.

2.6.2. Additional Responsibilities of Lead Agency

Specific responsibilities of the Emergency Management Director are described below.

2.6.2.1. The Emergency Management Director appoints a liaison to coordinate recovery activities with the municipalities. Individual ESFs in the EOC coordinate with their municipal counterparts during response and recovery operations. To ensure the flow of accurate and timely recovery information, and to coordinate relief and recovery efforts, municipalities are encouraged to have liaisons in the EOC.

2.6.2.2. The Emergency Management Director oversees the coordination of public information. The ESF 14 Coordinator is the Hernando County Public Information Officer (PIO) and is responsible for preparing and providing public information and education programs regarding the recovery effort and available local, state, and federal assistance. The PIO coordinates with the Emergency Management Director consistent with procedures established in the ESF 14 Annex, as well as the EOC SOPs for the dissemination of information. Should the event escalate and require State and Federal response, the PIO participates in the Joint Information System (JIS). (See the ESF 14 Annex of this plan for additional information related to the JIS and Joint Information Center.) The basis for this effort is outlined in the Basic Plan of the CEMP.

2.6.2.3. Public information programs use all the resources outlined above to reach the population in Hernando County. Special efforts are made to reach the hearing/sight impaired, and non-English speaking or those without access to traditional communications outlets.

2.6.2.4. The Emergency Management Director is responsible for the overall coordination and establishment of a DRC in the impacted area. DRC sites are pre-selected and have been used for past events in the County. The Director may appoint a Special Projects Coordinator from HCEM as a County Recovery Center Coordinator to work with state and federal individual assistance officers in the establishment of the DRC.

2.6.2.5. The Director coordinates with state and federal recovery assistance officers in the establishment of a JFO.

2.6.2.6. The Emergency Management Director is responsible for the following items in support of the State of Florida damage assessment teams.

- Pre-designation of helicopter landing zones for aviation support. Landing zone locations (GPS coordinates) are listed in the Critical Facilities Inventory and have been transmitted to the Florida Division of Emergency Management.
- Pre-designation of staging areas and sites for damage assessment team operations. Staging area locations (GPS coordinates) have been transmitted to the Florida Division of Emergency Management.

2.6.2.7. The Emergency Management Director coordinates the established disaster declaration process under the Stafford Act, as amended by the Disaster Mitigation Act 2000 and Disaster Recovery and Reform Act (DRRA) of 2018, for obtaining and administering state and federal disaster assistance. The Emergency Management Director ensures that information related to disaster recovery programs is transmitted to the Executive Policy Group/Unified Command, all EOC Sections and ESFs, municipalities, non-governmental agencies, and special districts. In addition, the Emergency Management Director ensures that the County disaster recovery process encompasses financial reimbursement while maintaining compliance procedures for financial transactions and accurate accounting; grants management; document tracking, and payroll procedures. Each primary and support agency is responsible for the collection and documentation of its own reimbursement information, and identification of public assistance projects. The Finance Department and HCEM coordinate accounting and payroll issues. HCEM assumes the lead role in the coordination of disaster grant management. Additional staffing may be required to fulfill these responsibilities.

2.6.2.8. The Emergency Management Director transmits disaster declaration and recovery assistance information and technical assistance resources to the municipalities, special taxing districts, and not-for-profit organizations, who perform essential governmental type services, as described in FEMA regulations via fax, conference calls, internet e-mail and web page, media outlets, and other communications mechanisms.

2.6.2.9. HCEM coordinates the mitigation assessment and project development process. This responsibility includes coordination of the

Recovery/Local Mitigation Task Force to identify recovery actions and strategies that have the potential to impact or support mitigation efforts in Hernando County and its municipalities.

2.6.3. Responsibilities of Support Agencies and Organizations

Numerous agencies and organizations within Hernando County and its municipalities participate in recovery functions by supporting various programs and activities. Support is provided within the scope of the authorities, responsibilities, and resources of those agencies and organizations, and generally follows the day-to-day services and capabilities of those entities.

All primary agencies in the EOC during response remain in place during the recovery phase, unless released by the Emergency Management Director, or Incident Commander. Support agencies are designated by the primary agency based on resources, capabilities, and availability and may change to reflect needed resources, areas of impact, and functional requirements.

The following list identifies the main support agencies and organizations in recovery and provides a summary of their recovery roles, duties, and responsibilities:

2.6.3.1. Hernando County Sheriff's Office

- Monitor areas of impact to assess the extent of damage, potential hazards, and need for emergency law enforcement response/recovery actions and resources.
- Evaluate the potential for search and rescue missions, including the need for additional resources necessary to support recovery.
- Provide traffic management and security services as required.
- Gather intelligence information needed to make appropriate assessments related to recovery and provide recommendations to various agencies of government regarding the safety and security of residents and their property, according to the circumstances of the disaster.

2.6.3.2. Hernando County Building Division

- Participates in Initial Impact Assessments for private property.
- Provides damage assessment information to HCEM.
- Develops a list of suitable facilities to be used as DRCs, etc.
- Provides a list of structures considered substantially damaged (greater than 50%).
- Permits and controls new development and demolition of old structures.
- Oversees revision of building regulations and codes.
- Enforces building codes.
- Conducts building safety inspections and condemnation procedures.
- Assists HCEM in identifying mitigation opportunities.

2.6.3.3. County Engineer / Public Works Department

- Participates in Initial Impact Assessments for public property and infrastructure.
- Provides damage assessment information to HCEM.
- Assists the Sheriff's Office with traffic control by distributing and maintaining traffic control devices.
- Determines flood water elevation for impacted areas.
- Make temporary and permanent repairs to roads, waterways, and public infrastructure.
- Coordinates demolition of public structures.
- Assists in responding to infrastructure complaints, e.g., drainage issues, etc.
- Assists HCEM in identifying mitigation opportunities.
- Coordinates debris clearance and monitoring operations via the Solid Waste section.

2.6.3.4. Hernando County Planning Department

- Advises on land use and zoning variance.
- Provides community data.

- Develops map products for recovery and mitigation activities.
- Assists in the redevelopment of existing areas.
- Conduct planning of new redevelopment projects.
- Assists HCEM in identifying mitigation opportunities.

2.6.3.5. Hernando County Utilities, Solid Waste and Recycling Division

- Participates in initial impact assessments of public utility structures.
- Provides damage assessment information to HCEM.
- Maintains safe operation of the County landfill for the acceptance of trash and disaster debris.
- Identify mitigation opportunities for water and wastewater facilities.
- Assists HCEM in identifying mitigation opportunities.

2.6.3.6. Hernando County Health Department

- Provides guidance regarding flooded septic and well water systems.
- Monitors restoration of health care facilities and associated services.
- Performs environmental reviews.
- Provides water disinfection instructions and other public information.
- Conducts well water tests.
- Monitors disaster epidemiology and health trends.
- Assists HCEM in identifying mitigation opportunities.
- Provides ongoing nursing support to shelter operations

2.6.3.7. Hernando County Procurement & Grants, Office of Management & Budget, and Hernando County Clerk of Court & Comptroller Financial Services

- Assists County departments in the collection and organization of all Project Worksheet files for FEMA reimbursement documentation.
- Maintains disaster files in record storage as needed.

- Assists with disaster funding programs.

2.6.3.8. Hernando County Extension Office

- Determines the economic impact on the agricultural industry.
- Assists local farmers and ranchers with agricultural disaster assistance.

2.6.3.9. Hernando County Economic Development

- Determines the economic impact on the business and industry community.
- Assists in providing information to affected businesses and industries on disaster assistance available.

Additional information and details related to specific recovery functions are included in the ESF Annexes in this plan.

2.7. Coordination of Recovery Activities with Municipalities and the State

Individual ESFs in the EOC coordinate with their municipal counterparts during response and recovery operations. To assure the continued flow of accurate and timely recovery information, and to coordinate relief and recovery efforts, municipalities are encouraged to have liaisons in the EOC.

2.8. Process for Transition from Response to Recovery Operations and Administration of State and Federal Disaster Assistance

2.8.1. Transition Between Response and Recovery Operations

The recovery function is performed from the EOC unless directed by the County Administrator and/or Emergency Management Director to relocate to an alternate facility if required. It will be determined by the Emergency Management Director and County Administrator if/when recovery operations can be conducted more efficiently or effectively from another location such as the HCEM Office. At this point, the EOC would be demobilized, and the recovery organization would transition to an alternate location. This relocation takes place only when there is sufficient evidence that relocation is required for the sustainment of operations, and immediate danger has passed allowing recovery efforts to be initiated safely from an alternate site.

2.8.2. Administration of State and Federal Disaster Assistance

HCEM is the local agency responsible for the administration of State and Federal Disaster Assistance programs initiated due to a declared disaster in Hernando County. Participation by County departments and agencies with

specific subject matter expertise, such as public works and finance, is coordinated through HCEM.

2.8.3. Coordination of Efforts with Federal and State Joint Field Office Operations

The County utilizes the established process under the Stafford Act as amended by the Disaster Mitigation Act of 2000, for obtaining and administering state and federal disaster assistance. When the President issues a disaster declaration that includes Hernando County, the County receives notice from the State directly as well as through media coverage. The Emergency Management Director ensures that this information is transmitted to the Executive Policy Group/Unified Command and all Sections and ESFs for coordination of financial reimbursement of participating agencies and organizations, while maintaining compliance procedures for financial transactions, accurate accounting, grants management, document tracking, and payroll procedures. Each primary and support Agency is responsible for the collection and documentation of reimbursement information, and identification of public assistance projects. Hernando County Procurement & Grants, Office of Management & Budget, and Hernando County Clerk of Court & Comptroller Financial Services and HCEM coordinate accounting and payroll issues. HCEM assumes the lead role in the coordination of disaster grant management. Additional staffing may be required to fulfill these responsibilities.

2.8.4. Coordination of State and Federal Assistance with Municipalities and other Entities

The Emergency Management Director transmits disaster declaration, recovery, and technical assistance information and resources to the municipalities, special taxing districts, and not-for-profit organizations who perform essential governmental type services (as described in FEMA regulations) via fax, conference calls, internet e-mail, and web page, media outlets, and other communications mechanisms.

Each municipality is responsible for identifying public assistance projects within their jurisdiction. The recovery staff for the municipality coordinates with the State regarding implementing the appropriate programs authorized by the declaration. For further information regarding the damage assessment process and the public assistance process, review the damage assessment and mitigation sections of the CEMP, this annex, and related procedures and guidelines.

2.8.5. Coordination for Establishing a Joint Field Office

When a disaster declaration applicable to Hernando County occurs, the Emergency Management Director is responsible for coordinating with State

and Federal counterparts to assist in establishing and operating a JFO, if requested.

In establishing the JFO, the Emergency Management Director or designee participates in conference calls and on-site meetings to assist with site selection and set-up, support services for staff, and initiate public information. Logistics include communications and technology, transportation, furnishings, and other workspace requirements. Staff support assistance may include providing local information related to accommodations, meals, travel, medical care, or other needs. Public information activities may include the release of flyers and media advisories.

The JFO provides a location for the coordination of State and Federal assistance programs in the impacted area. HCEM coordinates with the JFO for operations related to infrastructure/public assistance, community relations, individual assistance, and other government-related disaster programs. HCEM also provides information to the JFO to assist in targeting the services of these programs to the appropriate areas, including impact and damage assessment information, local response and recovery capabilities and resources, and public information assistance.

Once the JFO is open, the Emergency Management Director will continue to coordinate with JFO staff to support other needs and issues as they arise.

2.8.6. Process for Obtaining and Administering State and Federal Disaster Assistance

In the immediate aftermath of the impact, Hernando County conducts countywide local impact and safety assessments. The goal of this assessment is to determine the magnitude and severity of impact on the population, and physical damage to structures and infrastructure, as well as identify any potential safety hazards to responders entering the impact areas. Following a disaster, impact assessment team members must report critical impact data to the EOC within hours to support timely response and resource allocation. The verified impact data will help prioritize response efforts and resource allocation. The results are mapped on a Geographic Information System (GIS) map with color-coded categories representing the type and level of impact and potential assistance needed.

The impact assessment data provides a general countywide overview of the most significantly impacted areas and, therefore, establishes a prioritization mechanism for requesting State and Federal assistance and resource allocation.

Some of the most critical information for determining the need for State and Federal assistance comes from the initial damage assessment. Once areas

of impact are identified and mapped, County Initial Damage Assessment teams are deployed to collect data to quantify the level of impact. The initial damage assessment data is used as the basis for determining whether a local declaration of emergency is needed, if not already declared, and if outside assistance is required and further damage assessment should be conducted.

Assistance is requested from the State through the Emergency Management Director and EOC. The request may be for Preliminary Damage Assessment, disaster declaration, DRC activation, mutual aid, or other assistance required for recovery. The initial request for assistance may be in the form of a written request through WebEOC, fax to the State Warning Point, or verbal request directly to a County Liaison at the State EOC. If the request is made verbally, it must be followed by a written request through WebEOC, email, or fax to document the specific assistance needed and initiate a mission tasking.

All disaster and damage assessment activities are coordinated in the EOC under the lead of HCEM, with support agencies as defined in Section 3 below.

2.8.7. County Recovery Activities for Declared and Undeclared Disasters

2.8.7.1. Declared Disasters

The County utilizes the established process under the Stafford Act for obtaining and administering state and federal disaster assistance. When the President issues a **disaster declaration** that includes Hernando County, the County receives direct notice from the State. This initiates all disaster assistance and recovery programs for which the County is eligible.

The Emergency Management Director ensures that this information is transmitted to Hernando County Procurement & Grants, Office of Management & Budget, and Hernando County Clerk of Court & Comptroller Financial Services for coordination of financial reimbursement with County agencies while maintaining compliance procedures for financial transactions, accurate accounting, grants management, document tracking, and payroll procedures. Each County agency is responsible for the collection and documentation of reimbursement information; identification of public assistance projects; and submission for countywide consolidation and submission to FEMA. It is the responsibility of HCEM to acquire additional staffing, if necessary, to implement the public assistance program.

The Emergency Management Director transmits disaster declaration and recovery assistance information, and technical assistance resources to the municipalities, special taxing districts, and not-for-profit organizations, who perform essential governmental-type services, as described in federal regulations via fax, conference calls, internet e-mail, County web page, media outlets, and other communications mechanisms.

Each municipality is responsible for identifying public assistance projects. The County and municipal recovery staff coordinate with the State regarding implementing the appropriate programs authorized by the declaration.

2.8.7.2. Undeclared Disasters

During an **undeclared** disaster event, the County recovery activities outlined in this section are the same as for a declared disaster, except for available federal and/or state resources. Without a federal disaster declaration, financial assistance for survivors is limited, and heavy reliance is placed on the homeowners' insurance coverage, and disaster assistance organizations such as the United Way of Hernando County, Community Organizations Active in Disaster (COAD), American Red Cross, The Salvation Army, charitable agencies, and faith-based organizations. Businesses must depend on insurance coverage or obtain loans/refinancing for recovery. County and municipal governments must meet infrastructure recovery needs through existing operating funds and insurance, or resort to bond issues to fund disaster recovery.

3. Recovery Functions

3.1. Damage Assessment

Damage assessment is the first and one of the most important steps in the recovery process. It helps to define the extent of impact on the population, property, and infrastructure, and is the basis for determining the type and amount of State and/or Federal financial assistance necessary for recovery and mitigation. An initial impact assessment is conducted during the response and immediate recovery phase to support a request for a gubernatorial proclamation and for the State to request a presidential declaration.

Damage assessment has a three-fold mission:

- To identify the immediate needs and resources required to assist disaster victims.
- To quantify the amount of damage that occurred.
- To substantiate requests for supplemental assistance.

Hernando County's capability to conduct its assessment may be limited due to the extent of damage associated with a catastrophic event. Once emergency conditions subside, rapid and thorough assessments must be conducted to determine the overall damage to homes and businesses within the affected areas; to assess the overall damage to critical public facilities and services; and to determine whether those damages are sufficient to warrant supplemental federal disaster assistance.

3.2. Functions

Recovery response to an emergency is based upon assessing lives impacted, public and private property losses, the reports of actions taken to alleviate the situation, and the expenditures committed to that effort. To determine the magnitude of the emergency and the degree of assistance necessary, the recovery team at the Hernando County EOC must have information concerning the impacts the infrastructure, population, structures, and operational costs as soon as practicable after the emergency occurrence. The process for obtaining this information includes initial impact assessment teams, who may collect data on the impacts to population and structures separately or at the same time, followed up by separate assessment teams tasked with collecting more detailed impact and damage information related to mass care and physical damage to infrastructure, residences, and businesses. Initial assessments may indicate the necessity for outside assistance, including possible requests for a Presidential Disaster Declaration.

In a catastrophic disaster when local damage assessment has been waived, information and data on damages must still be compiled for briefings, planning for additional recovery resources, and prioritizing recovery efforts.

3.2.1. Damage Assessment and the Disaster Declaration Process

Local and State governments share the responsibility for protecting their citizens and for helping them recover when a disaster strikes. In some cases, a disaster is beyond the capabilities of the County and the State to respond. The Robert T. Stafford Disaster Relief and Emergency Assistance Act was enacted in 1988 (and amended in 2000) to support state and local governments and their citizens when disasters overwhelm them and exhaust their resources. This law established the process for requesting and obtaining a Presidential disaster declaration, defined the type and scope of assistance available from the Federal government, and set the conditions for obtaining that assistance.

The disaster declaration can result from any hazard in which the President determines that it warrants supplemental federal aid. If declared, funding comes from the President's Disaster Relief Fund, which is managed by FEMA, and disaster aid programs of other participating federal agencies.

3.2.2. The Presidential Disaster Declaration usually follows these steps:

- The Local Government is the first to respond, supplemented by neighboring communities through mutual aid agreements and volunteer agencies. Immediate information regarding the scope and magnitude of impact is gathered at the EOC, generally from response agencies performing **Impact and Safety Assessment** in the field and calls to the

911 Communications Center. A situation analysis is conducted and, if overwhelmed, the County requests assistance from the State.

- The State responds with state resources, such as the State Emergency Response Team, Florida National Guard, and other state agencies;
- An **Initial Damage Assessment** (IDA) is performed by the County to evaluate damages to residences, businesses, and public infrastructure (i.e., roads, bridges, public utilities, etc.)
- IDAs determine if there is sufficient damage to warrant a **Joint Preliminary Damage Assessment** (PDA) which consists of local, state, and federal staff verifying the IDAs to determine if enough damage exists to warrant federal recovery assistance.
- If the PDA determines there is sufficient damage to warrant a Presidential Disaster Declaration, the State makes the request directly to the President.
- If the Disaster Declaration is approved by the President, the local government and its citizens may be eligible to access multiple disaster recovery programs, including Public Assistance (PA) (infrastructure) and Individual Assistance (IA) (assistance to individuals and households).

3.2.3. Short-Term Recovery Functions

3.2.3.1. Initial Phase

This period covers the priorities for the first 24 hours to seven (7) days after the disaster event and frequently overlaps with response operations. Short-term recovery priorities are health and safety related. Roadway clearance, power restoration, and the identification of unmet needs (food, water, medical treatment, and housing) for Hernando County residents are the primary focus during this time frame. Damage assessment is also actively conducted and ongoing until all unmet needs are identified.

Functions for immediate completion include:

- Search and Rescue
- Impact Assessment
- Pre-hospital care of the sick and injured
- Security and crowd control
- Traffic control
- Initial Damage Assessment
- Preliminary Damage Assessment
- Mitigation Assessment

- Debris clearance (main roads and essential services)
- Essential restoration of services
- Transportation
- Sheltering and mass feeding
- Disaster Health Assessment
- Points of Distribution (PODs)
- Communications
- Public education
- Disaster declarations (if not completed in pre-event phase)
- Recovery staging areas

3.2.3.2. Intermediate Phase

This period is a continuation of the Initial Recovery Phase. The intermediate phase may last days, weeks, or months depending on the size of the disaster event and the area of destruction. Functions for intermediate completion include:

- Re-entry
- Comprehensive damage assessment of entire county
- Debris clearance and removal to designated areas
- Open Joint Field Office (JFO)
- Open Disaster Recovery Centers (DRCs)
- Continue resource distribution (PODs)
- Restoration of services to the entire county
- Sheltering and mass feeding of displaced persons
- Emergency repairs to structures
- Policy development for recovery construction

3.2.4. Long-Term Recovery Functions

This period covers long-term cleanup and recovery from a disaster. The long-term recovery period may last for months or years depending on the size of the disaster and areas affected. Long-term recovery actions should be consistent with the community's Post-Disaster Redevelopment Plan, the Local Mitigation Strategy, and the comprehensive growth management plan. The functions for long-range operations include:

- Transition of shelter residents

- Long-term housing
- Review of post-disaster recovery priorities
- Repairs and reconstruction
- Review of building codes and zoning laws
- Condemnation/demolition of disaster-destroyed buildings and properties
- Debris clearing and disposal
- Economic recovery
- Complete restoration of all utility services
- Risk management review
- Public health analysis review
- Hazard mitigation review, project development and implementation
- Infrastructure repair

3.2.5. Damage Assessment Team Functions

HCEM will coordinate the initial and detailed damage assessments and will include municipalities in damage assessment reports. The Hernando County Building Division has primary responsibility for conducting initial safety and damage assessments of private property, including businesses. The County Engineer's Office is primarily responsible for assessing public property and infrastructure. However, all county departments and agencies are responsible for providing information, team members, and resources as requested. The Building Division will advise departments/agencies to notify members of the Damage Assessment Team via internal call-down procedures. Hernando County's role in providing post-disaster assistance to the state and federal preliminary damage assessment teams will be to identify a work location, lodging, transportation, and communication, as needed. In addition, the County may assist damage assessment teams by providing liaisons, transportation, updated impact assessment data, security, and access to County resources. The County may also provide helicopter and watercraft support, if available, as requested by HCEM.

There will be a variety of damage assessment teams surveying areas after a disaster. When feasible, joint damage assessment inspections (with the American Red Cross and the insurance industry) will be arranged to lessen the impact on affected residents. However, this may not always be possible. The following table shows the various damage assessment teams and the agencies used to survey major disaster areas. The severity and magnitude of the disaster will dictate the type and number of teams used.

Team	Agency	Purpose	Period
Initial Impact Assessment	Fire Rescue, Law Enforcement, CERT, Public Works & Utilities. Public Information Center (PIC) Survey Data	Assess reports and data to identify where resources should be sent.	Immediately following impact
Initial Damage Assessment Team	Hernando County Building Division and Engineering Office, Code Enforcement, Property Appraiser	Assess required resources for short-term recovery and seek State Declaration of Emergency	Conducted within a few hours after impact
Human Needs Assessment Team	American Red Cross	Survey mass care needs for sheltering and feeding	Conducted when hazards are no longer present
Rapid Needs Assessment Team	Federal Emergency Management Agency	Assess regional catastrophic disaster supported by federal resources	Within 72 hours
Preliminary Damage Assessment Team	Federal Emergency Management Agency, State of Florida	Verify Initial Damage Assessment for a Presidential Disaster Declaration	After State Declaration of Emergency
Insurance Damage Assessment Team	Insurance Companies	Appraise insured loss claims	Within 24 hours of disaster occurrence
Detailed Damage Assessment Team	Hernando County Building Division and Engineering Office, Property Appraiser	Evaluate long-term redevelopment and building code compliance.	Before rebuilding begins

3.3. Damage Assessment Roles and Responsibilities

3.3.1. **Hernando County Emergency Management** – Acts as coordinating agency for all damage assessment activities:

- Coordinates with municipal, state, federal, and other damage assessment teams.
- Develop damage assessment standard operating guidelines and checklists.
- Provides damage assessment training as described in the Basic Plan.
- Collects and consolidates initial damage assessment reports.
- Transmits damage assessment information to the State Watch Office/EOC.

- Requests technical assistance if damage assessment is beyond our capability.
- Provides residents with information regarding recovery assistance and informs residents of available services, location of the DRC, etc.
- Updates information on WebEOC Essential Elements of Information board and creates events for significant damage

3.3.2. **Hernando County Building Division** – Acts as the lead agency in conducting damage assessment of private property and businesses:

- Ensure damage assessment teams are properly trained and equipped.
- Determine minor, major, and destroyed properties (based on FEMA criteria).
- Determine habitability of structures and post "Uninhabitable" signage where appropriate.

3.3.3. **Hernando County Public Works & Engineering Department** – Acts as the lead agency for conducting damage assessment to public property and infrastructure:

- Determine extent of damage to public property and infrastructure.
- Determine costs to make emergency repairs and permanent repairs.
- Identify areas for future mitigation activities.

3.3.4. **Hernando County Property Appraiser**

- Provide property assessment information and GIS mapping to damage assessment team members.
- Assist in determining damage assessment values for private property.

3.4. Data Collection Method and Process for Communicating Information to the State

An Initial Safety and Damage Assessment (Impact Assessment) is needed to quickly assess the life safety needs, magnitude of the disaster, and eligibility for state and federal aid. Damage assessment is accomplished in phases:

3.4.1. The Initial Safety and Damage Assessment (IDA) begins immediately after the disaster occurs and is conducted in the affected area to determine the depth and breadth of damage, looking especially at critical infrastructure to determine the immediate life safety needs. It also determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated. Assessment information is reported to the Hernando County EOC within 12 hours of the emergency

occurrence by all County departments, municipalities, and eligible private nonprofit agencies.

3.4.2. The County EOC Planning Section is the County's single point for receiving damage assessment reports and determining the disaster magnitude. The Planning Section compiles the data collected by damage assessment teams and develops an operational "picture" of the scope of impact for dissemination to the State and other government agencies.

3.4.3. As information is received, the Hernando County Property Appraiser's Office provides analysis support for the Planning Section's damage assessment through a computer analysis, which can determine an estimated dollar loss for the value of damages and create a graphic depiction of damage levels as well as monetary damage assessments.

3.4.4. The Hernando County Damage Assessment Coordinator is a Hernando County Building Official designated by the Emergency Management Director. The Damage Assessment Coordinator assigns teams, backed up with out-of-county mutual aid, if necessary, to perform a "structure by structure" damage assessment.

3.5. Coordination of State and Federal Preliminary Damage Assessment Operations

The Preliminary Damage Assessment (PDA) follows the IDA to confirm and expand on the findings from the IDA.

3.5.1. If the Emergency Management Director determines, based on initial damage assessment reports, that the magnitude and scope of the impact has the potential for a Presidential Disaster Declaration, they make an official request to the SEOC WebEOC for a PDA to be conducted.

3.5.2. From the PDA, a "quick dollar estimate" of the damages is derived based on certain presumptions and assumptions predetermined by the Recovery Team in the Hernando County EOC. The Team also uses damage estimates from the accepted sources, including vulnerability assessments, studies, and Property Appraiser's data.

3.5.3. If the PDA indicates that the damage is severe and widespread, a declaration of a State of Emergency may be possible without a detailed written damage assessment. In that case, state, and federal teams may be dispatched to assist in completing the damage assessment.

3.5.4. Information is collected and evaluated, using State Damage Assessment Forms, Situation Reports, and other means. This information is shared with State and Federal officials as needed, through WebEOC, fax, or through the

State Liaison. This prevents duplication of effort and verifies incomplete information.

3.5.5. The Planning Section is the single point to consolidate and evaluate damage assessment information. This assessment is formatted using FEMA Damage Assessment Forms to facilitate rapid dissemination of information and ensure damage assessment procedures are standardized.

3.6. Methods for Assessing Economic Injury for Local Jurisdiction

3.6.1. Two methods exist to assess economic injury. The first extrapolates actual damage against existing studies. An actual survey of recovered business and receipts is the second. Extensive studies have been completed using hypothetical disasters. The Model Community Post-Disaster Economic Redevelopment Plan notes that economic activity virtually ceased in the immediate area impacted by Hurricane Andrew in 1992. The study identified approximately 82,000 businesses in South Florida that were destroyed or damaged, and approximately 85,000 jobs were lost.

Economic injury assessment in Hernando County will be coordinated by Hernando County Economic Development, through ESF 18.

3.6.2. Coordination Process with Municipalities for Damage Assessment

Municipalities are responsible for the initial damage assessment within their jurisdictional boundaries. If unable to perform the function due to the impact of the disaster, a decision will be made by the County Administrator or Emergency Management Director to conduct the damage assessment within that jurisdiction by other jurisdictional teams. The Municipal Building Official or designee will coordinate with the appropriate team. All data collected from municipalities will be compiled with County data to establish a single, comprehensive damage assessment report.

3.7. Damage Assessment Planning Assumptions

Hernando County's ability to conduct its assessment may be limited due to the extensive damage associated with a catastrophic event.

As residents return to evacuated homes, additional damage may be reported, and damage assessment teams will need to continually gather information to incorporate into the impact and damage data.

3.8. Roles and Responsibilities for Post-Disaster Habitability Inspections

County and Municipal Building Departments are responsible for conducting post-disaster habitability inspections. This may begin during the damage assessment process and continue as long as damage reports are received. All data related to

habitability is reported to the Planning Section in the EOC and included in the comprehensive damage assessment report.

3.9. Damage Assessment Standard Operating Procedures

Before the activation of Damage Assessment Teams, the County Emergency Management Director appoints a Damage Assessment Coordinator and Assistant Coordinator, whose job responsibilities include supervision and coordination of the overall damage assessment process including pre-emergency planning, training, activation, mobilization, deployment, assessment, reporting, and de-activation. The Damage Assessment Coordinator coordinates from the EOC, and reports to the Planning Section Chief and/or Emergency Management Director.

3.9.1. Training Procedures for Damage Assessment Teams

Hernando County Damage Assessment Teams are composed of trained personnel from the Hernando County Building and Engineering Offices, the Property Appraiser's Office, and the American Red Cross. The County has sufficient equipment to staff the teams, each consisting of at least two people. Ideally, each team consists of at least one Building Inspector or Code Enforcement Official and one Property Appraiser, each providing the team with experienced insights into structural damage and building value. HCEM assists in coordinating and providing training for Damage Assessment Team members. (See also DA SOP.)

3.9.2. Contact and Activation Procedures for Damage Assessment Teams

All Damage Assessment Team member names, and contact information (including addresses, home phone numbers, county office numbers, county cell phone numbers, and personal cell phone numbers), are maintained in files kept by the Damage Assessment Coordinator. This list is edited and revised annually before hurricane season. An updated copy of the contact list is maintained by HCEM.

3.9.3. Initial Damage Assessment

3.9.3.1. Positions, Roles, and Responsibilities

Within the Incident Command System, Damage Assessment is classified as a planning function through ESF 5. The Damage Assessment Chain of Command is as follows: Damage Assessment Teams report to the Damage Assessment Coordinator and/or Assistant Coordinator, who reports to the Planning Section Chief and/or the Emergency Management Director, who reports to the County Administrator.

3.9.3.2. Team Activation

Following an event warranting activation of the EOC and a need for Damage Assessment, as determined by the Emergency Management Director, the County's Damage Assessment Coordinator is requested to staff the EOC. It is the Damage Assessment Coordinator's responsibility to contact each team member in a call-down fashion and notify them of their activation. (See also DA SOP.)

Upon activation, all team members (unless reassigned or delayed for activation) must report to the EOC for instructions at the time determined by the Damage Assessment Coordinator. Before field deployment, daily meetings are held at the EOC each morning where the team is activated, to brief teams on their daily assignments, and to share information on safety and other important issues.

3.9.3.3. Geographic Assignments

Hernando County Damage Assessment Teams use street addresses and latitude/longitude coordinates as the basis for geographic assignments for impact and damage assessment. The County GIS Department assists with producing maps for the team. (Additional details are described in the DA SOP.)

3.9.3.4. Mapping

Once field data is received by the Planning Section, GIS Department staff compiles assessment data, creating reports that outline damage types, totals, and concentrations. Documented damages are then plotted on maps, providing the EOC with a visualization of damage extent and locations. (See also DA SOP.)

3.9.3.5. Assessment Criteria

Damage Assessment criteria and forms for IDA are the same as for PDA (see DA SOP):

1. *Initial Damage Assessment – Public Assistance Form*. This form collects information on damages that has impacted the infrastructure of the County.
2. *Disaster Housing Program Preliminary Damage Assessment*. This form collects information on damages that have impacted private homes.

3. *Initial Damage Assessment – Business Losses*. This form collects information on damages that has impacted businesses within the County.

Teams are encouraged to utilize the *Preliminary Damage Assessment Pocket Guides* (State of Florida) which are in all damage assessment kits to serve as job aids in filling out damage assessment forms. A copy of the *Preliminary Damage Assessment Pocket Guide* is attached to the DA SOP.

3.9.3.6. Coordination Process and Reporting Format

Damage Assessment forms noted above are provided within each Damage Assessment kit. Damage Assessment Teams return their completed forms in person to the EOC. The Damage Assessment Coordinator identifies the frequency for which data submittals from teams should be made to the EOC, based on the severity of the event as well as the location of the teams. Once completed, forms and their associated pictures are turned into the Damage Assessment Coordinator at the EOC. (See also DA SOP.)

3.9.4. Preliminary Damage Assessment

The initial point of contact for coordination between the County and State or Federal agencies is with the County Emergency Management Director.

3.9.4.1. Positions, Roles, and Responsibilities

Specific positions, roles and responsibilities related to Preliminary Damage Assessment (PDA) are described in this plan.

3.9.4.2. Geographic Assignments

Hernando County Damage Assessment Teams use street addresses and latitude/longitude coordinates as the basis for geographic assignments for impact and damage assessment, as outlined in the DA SOP.

3.9.4.3. Damage Assessment Resources

County-owned vehicles will be used for all PDA field activities. A local responder, familiar with the area to be surveyed is assigned to accompany each team, if required.

The County GIS Department assists with producing and providing maps for the teams.

3.9.4.4. Assessment Criteria

Damage assessment criteria and forms for PDA are the same as for IDA.

3.9.4.5. Coordination Process

The FEMA damage assessment forms noted above are in damage assessment kit.

3.9.5. Inventory of Personnel, Data, Equipment, and Vehicles utilized for Damage Assessment

Hernando County Building Division maintains a list of all qualified and trained personnel for damage assessment teams. This list is updated annually (before hurricane season) to reflect employee transitions and current training. HCEM also maintains a database of historical damage reports and other information that can be accessed during the damage assessment process.

The Hernando County Property Appraiser's Office maintains current parcel data and related property values.

Damage assessment kits are maintained by Hernando County Building Division and include hard copy damage assessment forms, *Preliminary Damage Assessment Pocket Guides,* clipboard, pens, digital camera, reflective safety vest, rain suit, gloves, calculator, flashlight, and bug spray. In addition to the items listed above, some kits contain NAVMAN automotive navigational unit, and hand-held Trimble Juno SBs with ArcPad (GPS units). Procedures for maintaining all equipment are described in the DA SOP.

The inventory of all vehicles available for use by damage assessment teams is maintained by the Hernando County Clerk of Court Financial Services and updated periodically during each fiscal year.

3.9.6. Preservation of Historic Properties

In the event of a disaster involving known historic properties in Hernando County, HCEM will request the assistance of the historic preservation organizations or technical experts for post-impact coordination. HCEM will work with historic property owners on preparedness for public education throughout the year.

3.10. State of Florida

When County resources are overwhelmed, local authorities may declare a state of emergency and request State assistance. In a non-federally declared disaster, the Governor may order State assistance to become available in the form of supplies, technical assistance, personnel, and facilities. The role of the State of Florida in recovery is to coordinate applicable resources where available, between federal and other resource holders and the affected local government.

Specialized recovery personnel from the Public Assistance Program may offer technical assistance to affected communities in non-declared disasters. This assistance includes offering technical assistance on debris clearance and removal operations, vector control federal concurrency reviews, providing guidance on state regulations for conducting emergency protective measures, and assisting with identifying alternate funding sources for restoration work. The Individual Assistance Program may coordinate state resources and establish an Essential Services Center to enable disaster survivors to gain access to information about non-federal aid and services. A field office may also become activated, operated jointly between state and local officials.

3.11. Disaster Recovery Centers (DRC)

3.11.1. Functions

Disaster Recovery Centers (DRCs) are established in the county post-impact to provide immediate “one-stop shopping” to assist affected residents and business owners accessing disaster recovery programs and assistance. Representatives of Federal, State, and County agencies and organizations staff the DRC to provide information to area residents. Tele- registration is the primary mechanism for registering affected citizens and persons impacted by a disaster.

3.11.2. Lead Responsibility for Coordination of Disaster Recovery Centers

HCEM is responsible for coordinating with the State, pre-and post-event, to establish DRCs.

The County Administrator, in coordination with the Emergency Management Director, has the responsibility to appoint a County Recovery Center Coordinator and maintain a list of potential DRC sites. The Emergency Management Director will request state assistance to open DRCs through WebEOC. DRCs can be requested following any major or catastrophic disaster with or without a Presidential disaster declaration. A local state of emergency will be considered by the Hernando County Board of County Commissioners if necessary.

3.11.3. Support Roles and Responsibilities for DRCs

Multiple entities support the establishment and operations of DRCs. Those entities and their roles and responsibilities include:

- ESF 20 – Cyber: Work to determine communications and information technology needs at the DRCs.
- ESF 3 – Public Works: Ensure that infrastructure, including water, sewer, electric, and gas is operable or accessible at the DRC site.
- ESF 6 – Mass Care: Assist by coordinating mass care services, including bottled water, ice, tent shelters, port-a-lets, or other materials to support affected citizens waiting for services at the DRCs.
- ESF 7 – Resource Support: Provide required equipment or supplies to support DRC operations.
- ESF 14 – Public Information: Once DRC sites are confirmed and/or operational; prepare coordinated press releases to advise persons affected by the disaster of the DRC location(s), types of assistance available, and any documentation they may require supporting their claims/eligibility for assistance.
- ESF 16 – Law Enforcement: Provide security at the DRC.
- Facility Management – Coordinate access to facility, restrooms, and systems at the site.

DRCs are staffed with representation from appropriate federal, state, and county agencies, private relief organizations, and other organizations capable of providing disaster-related information to individuals and businesses. DRC staffing may include representatives from the following organizations and agencies:

- **FEMA/DRC Manager and Support Staff** – responsible for overall management of the DRC.
- **Florida Commerce** – provides assistance and information to disaster victims about unemployment compensation and disaster unemployment assistance.
- **U.S. Farmers Home Administration and Florida Department of Agriculture and Consumer Services** – provides assistance and information to disaster victims about low interest disaster loans that cover agricultural and farm losses.

- **U.S. Small Business Administration** – provides assistance and information to disaster victims about low interest loans for homeowners and business owners.
- **American Red Cross** -- provides assistance and information about services available through the American Red Cross.
- **The Salvation Army** -- provides assistance and information about services available through the Salvation Army.
- **Crisis Counselors** -- provides professional counseling services to help relieve mental health problems caused or aggravated by the disaster event.
- **Florida Department of Financial Services** -- provides assistance and information about resolving insurance claims and banking problems.
- **Florida Department of Children and Families** -- provides assistance and information on the availability of regular and emergency food stamps and individual/family grants.
- **National Flood Insurance Program** -- assists in determining whether damaged properties are located within designated flood plains.
- **Temporary housing staff (FEMA)** -- provides assistance and information about the availability of rental and mortgage assistance, and other housing programs.
- **Internal Revenue Service** -- provides assistance and information about how the disaster will affect their taxes.

Additional agencies and staff may be located at the DRC, as required.

3.11.4. Procedure for Requesting State Participation to Open a DRC

Once the County receives a federal/presidential disaster declaration, affected citizens become eligible for specific disaster assistance programs, as identified in the declaration. It is the responsibility of the Emergency Management Director to determine if a DRC is necessary to help facilitate the eligibility and information process. This decision is made based on a combination of factors which include the number of citizens affected, the number and extent of damage to residences and businesses, the operational status of critical infrastructure, such as electric, water and communications.

When the decision is made to request state participation in establishing a DRC, a request is made through WebEOC or the County Liaison at the State EOC. Coordination for locating and opening the facility is then done

through the Emergency Management Director, County Recovery Center Coordinator and appropriate ESFs and support entities.

3.11.5. Local DRC Resources

Several local agencies and organizations may be involved in DRCs to provide critical information to affected citizens, including:

- *County and Municipal Building Departments* – permitting, repair and rebuilding process.
- *County Health Department* – recovery-related health and safety issues during the disaster recovery.
- *Voluntary Organizations Active in Disasters (VOAD)* – information from member organizations related to available services and assistance for housing, health/medical services, counseling, social services, transportation, etc.
- *Faith-based Organizations* – provide information related to available services to support affected citizens.

3.11.6. Standard Operating Procedures

3.11.6.1. Procedure to Contact DRC Personnel to Report to Work

County workers for the DRC are contacted via telephones, e-mail and cell phones if available. As a last resort, runners are deployed to workers' places of residence or accommodation to provide notification. A pre-event briefing, if possible, will include instructions to DRC workers. During activation of the DRC, the DRC Manager provides guidance for assigned responsibilities. Demobilization of the DRC and its staff is coordinated by the DRC Manager and the County Emergency Management Director.

3.11.6.2. Inventory of Personnel, Data, Equipment and Vehicles for DRC Operations

HCEM maintains the database of all resources available for DRC operations, including personnel, data, equipment and vehicles. All resource requests will be made to the County EOC or HCEM office, if the EOC is not activated.

3.11.6.3. Procedures and Criteria to Identify Disaster Recovery Center Sites

A DRC will be established as close to the impacted area as possible to provide immediate "one-stop shopping" for information and tele-

registration. The Recovery Center Coordinator and HCEM work closely with the ESFs to ensure the selected facilities or locations are capable of supporting DRC operations for extended periods of time. The goal is to have only one center open if the impact area is not widespread geographically.

The County has identified fixed and mobile means of establishing a DRC. The identified sites are:

Identifier	Mobile/Fixed	Region	Coordinates	Address
TYPE I				
DRC2	M	East	28.507742 -82.17901	Ridge Manor Community Center (Type 1) 34240 Cortez Blvd, Ridge Manor
DRC4	M	Central	28.536222 -82.40634	Wal-Mart (Type 1) 7305 Broad Street (US 41), Brooksville
TYPE II				
DRC3	F	South-Central	28.44574 -82.46071	Masaryktown Community Center (Type 2) 539 Lincoln Avenue, Masaryktown
TYPE III				
DRC1	M	Northeast	28.39562 -82.16656	Istachatta Community Center (Type 3) County Road 39, Ista
DRC6	F	West	28.535301 -82.621719	Weeki Wachee Area Club (Type 3) 7442 Shoal Line Blvd, Weeki Wachee
DRC5	F	Central	28.549995 -82.400387	The Mining Association Enrichment Center 800 John Gary Grubbs Blvd., Brooksville

Mobile DRCs will include buses from the Transit Authority. If the sites identified above are not available or feasible post-disaster, mobile DRCs may be in the parking lots of all three Wal-Marts (U.S. 41 & Wiscon Road, S.R. 50 (Cortez Boulevard), U.S. 19 and (Osowaw Boulevard) and the Lowes Building Center on U.S. 19.

Note: All of the above sites would be ideal for the state to erect soft-sided commercial tent DRCs. The following are preferred:

- The Lowes Building Center on U.S. 19
- The Wal-Mart on S.R. 50 (Cortez Boulevard)

Hernando County will assign local government representatives to the DRC based on the community's needs. County department directors can expect to send representatives to the DRC to assist victims in transactions of county business. The following are examples of some agencies that may be represented at the DRC to provide services: Building Division, Health and Human Services, Department of Motor Vehicles/Drivers Licenses, Supervisor of Elections, Clerk of the Circuit Court, Child and Health Services, etc. Notification to report to

the DRC will be accomplished by a call-down or during post-disaster EOC briefings. Each agency assigned to the DRC must provide personnel, data, equipment, and vehicles necessary to perform its function. Basic office furniture/equipment, such as tables, chairs, and telephones; will be provided by ESF 20 and ESF 7.
State assistance will be requested to fill any shortfalls.

DRC site requirements can be found at the end of the Recovery Annex.

4. Infrastructure/Public Assistance

4.1. Functions

4.1.1. Primary Agency Roles and Responsibilities for the Public Assistance Program

HCEM is the primary agency responsible for requesting State and Federal assistance and coordinating all activities related to federal reimbursement to local government and eligible private not-for-profit organizations, for their eligible costs incurred due to the event. Each municipality, special district, or not-for-profit is required to submit its Request for Public Assistance (RPA).

4.1.2. Support Agency's Roles and Responsibilities for the Public Assistance Program

Hernando County Procurement & Grants, Office of Management and Budget, and Hernando County Clerk of Court Financial Services all have a significant support role in the Public Assistance Program which includes monitoring disaster expenditures, coordinating with HCEM to identify all agencies and departments that have incurred costs; collecting/compiling documentation of actual costs for project formulation; participating in project review and validation; tracking disbursement of Federal funds; and ensuring that all public assistance projects are closed out promptly.

Other ESF primary and support agencies that have expended resources during the disaster are responsible for accounting their disaster-related costs and work directly with the Public Assistance Officer to ensure that accurate and timely project formulation and cost estimates are completed and validated.

All agencies with assigned responsibilities in the EOC or disaster recovery operation will be responsible for the accountability of all disaster-related expenditures.

4.1.3. Concept of Operations for Infrastructure/Public Assistance Program

4.1.3.1. Planning Assumptions

- Hernando County must be included in a Presidential Disaster Declaration to be eligible for the Public Assistance Program.
- Extraordinary expenditures may have been made for emergency protective measures and immediate response activities before a disaster declaration.
- State and FEMA PA representatives will facilitate the applicant's briefing and kick-off meeting and coordinate follow-up activities with appropriate county departments, agencies, and organizations, including municipalities.

4.1.3.2. Direction and Control of Recovery Operations for Public Assistance

The County Administrator appoints the Emergency Management Director as the County's Public Assistance Officer (PAO), who is responsible for coordinating all activities related to federal reimbursement to local government and eligible private not-for-profit organizations for eligible costs incurred because of the event. The County PAO is also responsible for staffing a Public Assistance Section at the EOC during recovery operations.

Each municipality, special district or not for-profit, must submit its own separate application with FEMA using the Request for Public Assistance (RPA) form (FEMA 90-49).

The County PAO works closely with ESF 14 Public Information to notify all eligible governments and private not-for-profit organizations of the availability of federal public assistance funds. Notification may occur through written correspondence and telephone contacts, notices in local newspapers, and broadcasts on local radio and television stations. Potential eligible applicants will be notified of the date, time, and location of the scheduled applicants briefing. The State has the responsibility to conduct the Applicant's Briefing.

4.1.3.3. Administrative Procedures for Public Assistance Activities

The Office of Management and Budget establishes all administrative procedures for day-to-day fiscal management in Hernando County. Procedures are developed for financial transactions, accounting methods, grants management, financial documentation, and payroll procedures. During the activation of the EOC, Hernando County Procurement & Grants is the primary agency for the Finance and Administration Section and oversees all procedures related to disaster financial management.

4.1.3.4. Administrative Procedures for Support Staff

Procedures related to the development and maintenance of critical disaster-related records, including correspondence, files, and data, are outlined in the EOC SOP, as well as the County's day-to-day administrative procedures.

4.1.3.5. Procedures for Employing Temporary Staff

Procedures for employing temporary staff for disaster-related work are delineated in the County's administrative manuals and documents.

4.1.3.6. County Public Assistance Officer and other Staff Responsible for Implementation of the PA Process

As described above, the County Administrator appoints the County Public Assistance Coordinator (PAO). Project Management is the responsibility of the County Public Assistance Officer. In carrying out this task, they coordinate with Hernando County Procurement & Grants, Office of Management and Budget, HCEM, and Hernando County Clerk of Court Financial Services.

Grant and financial management of the PA program is the responsibility of HCEM. In carrying out this task, they coordinate with Hernando County Procurement & Grants, Office of Management & Budget, Hernando County Clerk of Court Financial Services, and other departments or agencies that may be involved in grant projects.

4.1.3.7. Procedure to Pre-Identify Potential Applicants for the PA and Hazard Mitigation Programs

Potential applicants for public assistance and mitigation programs are pre-identified through various methods. During the mitigation planning process, participating agencies and organizations are periodically provided with information related to eligibility and potential funding for pre- and post-disaster programs. Also, all primary and support agencies assigned ESF responsibilities are potential applicants. Finally, upon receiving a disaster declaration, a review of participating agencies and organizations takes place following EOC activation to determine potential applicants.

Potential applicants are notified of the opportunity for public assistance and/or hazard mitigation program assistance immediately following the presidential disaster declaration. HCEM is responsible

for disseminating information to agencies and organizations that participate in preparedness, response, recovery, and mitigation activities.

HCEM ensures that all municipalities have been notified about public assistance and hazard mitigation programs.

4.1.3.8. Potential Participants in the Kick-Off Meeting

The following County departments and agencies have been pre-identified as potential participants in the Public Assistance Kick-Off meeting:

- Hernando County Building Division
- Hernando County Clerk of Court Financial Services
- Hernando County Elections Supervisor
- Hernando County Emergency Management
- Hernando County Fire Rescue
- Hernando County Housing & Supportive Services Department
- Hernando County Office of Management and Budget
- Hernando County Parks and Recreation
- Hernando County Planning Department
- Hernando County Property Appraiser
- Hernando County Public Works
- Hernando County Procurement & Grants
- Hernando County School District
- Hernando County Sheriff's Office
- Hernando County Tax Collector
- Hernando County Utilities

Others:

- Arc of the Nature Coast
- City of Brooksville
- Southwest Florida Water Management District
- Withlacoochee River Electric Cooperative

These and other departments or agencies with disaster-related costs participate in the applicant's briefing and kick-off meeting. Representation from all entities consists of the appropriate staff level individual to coordinate the cost reimbursement process.

4.1.3.9. Steps in Identifying and Funding Public Assistance Projects

The following steps describe the process for Hernando County to identify potential public assistance projects:

- **Preliminary Damage Assessment** – This process quantifies the extent of damage to public infrastructure and identifies potential public assistance projects.
- **Presidential Disaster Declaration** - If substantial damage is found that meets the current per capita threshold, the County requests to the State that a disaster declaration be made.
- **Applicant Briefing** – Once a disaster has been declared, the Applicants' Briefing is conducted by the State to inform prospective applicants of available assistance and eligibility requirements for obtaining Federal assistance under the declared event. The meeting is held within 30 days of the President's declaration.
- **Submit Request for Public Assistance (Form 90-49)** – The County and each eligible entity make application for assistance. Each municipality and separate governmental body (i.e. School District) must submit its own application. The Request must be submitted to the State Public Assistance Officer within 30 days of the date of designation of a disaster area. The form may be delivered in person at the Applicants' Briefing, sent by mail, or faxed.
- **Kick-Off Meeting** – The first meeting between the applicant, the PAO and Applicant Liaison is called the Kickoff Meeting. A Kickoff Meeting is held with each applicant to assess the applicant's individual needs, discuss disaster-related damage, and set forth a plan of action for repairing the applicant's facilities. The Liaison provides State specific details on documentation and reporting requirements. Both the PAO and Liaison help in identifying special considerations.

- **Project Formulation and Cost Estimating** - Project formulation is the process of documenting the damage to the infrastructure/facility, identifying the eligible scope of work and estimating the costs associated with that scope of work for each of the applicant's projects.
- **Project Review and Validation** - The purpose of validation is to confirm the eligibility, compliance, accuracy, and reasonableness of small projects formulated by an applicant, and to ensure that the applicant receives the maximum amount of assistance available under the law.
- **Obligation of Federal Funds and Disbursement to Sub-grantees** - FEMA and the grantee (State) share responsibility for making Public Assistance Program funds available to the sub-grantees (County and other local government entities). FEMA is responsible for approving projects and making the Federal share of the approved amount available to the grantee through a process called obligation.
- **Appeals and Closeout** - The appeals process is the opportunity for applicants to request reconsideration of decisions regarding the provision of assistance. The purpose of closeout is to certify that all recovery work has been completed, appeals have been resolved and all eligible costs have been reimbursed.

4.1.4. Standard Operating Procedures

The Hernando County EOC SOPs detail preparedness, response, recovery and mitigation-specific procedures. In addition to those outlined in the EOC SOP, additional procedures are described below.

4.1.4.1. Pre-Identification of Potential Applicants for Federal Infrastructure Assistance

Procedures for identifying potential applicants for federal infrastructure assistance projects include:

- Documenting participating agencies in all mitigation planning meetings.
- Documenting departments, agencies and organizations with primary or support agency assignments for ESFs.
- Reviewing EOC Incident Action Plans and sign-in sheets during activation.
- Maintaining contact lists for all municipalities and non-governmental organizations.

- Identifying other disaster assistance entities.

The following County departments and agencies have been pre-identified as potential applicants in the Public Assistance program:

- Hernando County Building Division
- Hernando County Clerk of Court Financial Services
- Hernando County Elections Supervisor
- Hernando County Emergency Management
- Hernando County Fire Rescue
- Hernando County Housing & Supportive Services Department
- Hernando County Office of Management and Budget
- Hernando County Parks and Recreation
- Hernando County Planning Department
- Hernando County Property Appraiser
- Hernando County Public Works
- Hernando County Procurement & Grants
- Hernando County School District
- Hernando County Sheriff's Office
- Hernando County Tax Collector
- Hernando County Utilities

Others:

- Arc of the Nature Coast
- City of Brooksville
- Southwest Florida Water Management District
- Withlacoochee River Electric Cooperative

The listing of potential applicants is maintained by HCEM and is reviewed annually by the Director/designee to assess the need for updates.

4.1.4.2. Positions, Roles and Responsibilities

HCEM is responsible for the identification of potential applicants for public assistance/infrastructure projects.

Each applicant is responsible for coordinating directly with Local, State and Federal public assistance liaisons to collect, validate, and submit project worksheets.

Identification of potential applicants includes county departments and agencies, municipal governments, other governmental entities (i.e. School District), private non-profits and faith-based organizations.

Hernando County does not have any federally recognized tribal entities.

4.1.4.3. Data Currency, Storage and Maintenance for PA Projects

Each department, agency, and organization are responsible for the development, maintenance, and currency of data required to support and validate its public assistance projects. Data can include administrative records, contracts/agreements, project files, spreadsheets, receipts, invoices, purchase orders, bills of lading, payroll, maintenance records, and more.

Hernando County Office of Management and Budget maintains a complete set of documentation for all project worksheets and files submitted for PA reimbursement, for the appropriate length of time stipulated by contract or other records retention policies.

4.1.5. Identification of Infrastructure Recovery Projects

Each department, agency, and organization, including municipalities, private not-for-profit, and faith-based entities, are responsible for identifying possible infrastructure recovery projects.

HCEM is responsible for assisting with the identification of eligible projects and applicants.

4.1.5.1. Method of Contact

Key agency representatives are contacted at the EOC, or by phone, e-mail, or fax to provide information related to the status of project-related activities.

4.1.5.2. Reporting Process

Key agency representatives are responsible for coordinating with public assistance program liaisons to complete project worksheets and validate all costs. HCEM oversees the process to ensure that public assistance liaisons can contact agency representatives in a timely manner. In addition, public assistance liaisons make periodic reports to HCEM to provide updates on the process.

4.1.5.3. Agency Representation at Applicant Briefing and Kick-Off Meeting

The Emergency Management Director will be the County's representative at the Applicant's Briefing and Kick-Off Meeting. In addition, a representative from the Finance Department will participate.

Each governmental agency and non-governmental agency or organization ensures that the appropriate representative from their agency or organization attends the applicant briefing and kick-off meeting.

4.1.5.4. Database and Maintenance Process

Hernando County Office of Management and Budget maintains a database of all public assistance related data for County projects including contracts, project worksheets, project status, disbursements, appeals, and closeout records. All records will be backed up and stored in a safe location as identified by the Office of Management and Budget.

5. Debris Management

5.1. Functions

5.1.1. Debris Management Coordinator

The Hernando County Director of Public Works is responsible for coordinating debris management activities before and following an emergency and/or disaster. This individual serves as the coordinator of Federal/State debris management assistance.

5.1.2. Debris Management Committee

This task force is chaired by Director of Public Works, whose responsibilities include:

- Leading and coordinating the Hernando County Debris Management Plan.
- Assessing the need for pre-stage equipment.
- Coordinating manpower, equipment, and debris clearance sectors.
- Overseeing the emergency clearance and removal process.
- Maintaining inventory of available equipment by County Department or Agency.
- Assuring that the private contractor for debris monitoring follows guidelines as it pertains to removal and transporting of debris.

5.2. Standard Operating Procedures (SOPs)

Debris from a disaster can hamper recovery efforts and pose a health and safety hazard. The County anticipates a significant amount of debris will need to be cleared after a large disaster. A Category 4 or 5 hurricane can produce thousands of tons of debris that will overwhelm local landfills. ESF 12 will coordinate with ESF 5 and ESF 3 to develop a debris removal plan. ESF 7 may need to procure additional resources for debris removal operations. The County has contracted with private vendors for debris removal and monitoring during large, catastrophic events. This may be necessary to free County assets for other recovery operations.

Debris removal priorities will be:

- Clearance of roads and infrastructure.
- Search and rescue operations.
- Critical function restoration.
- Other immediate recovery efforts for the health, safety, and welfare of the community.

The County's Debris Coordinator is the Director of Public Works. This individual is also responsible for serving as the point of contact for all state and federal debris technical assistance. Local capabilities to complete debris operations are limited. Small-scale events will be handled by the Department of Public Works. Large- scale events will require the activation of the County's debris removal and debris monitoring contracts.

The Debris Coordinator may request state and federal technical assistance through the EOC. Other assistance may be needed to monitor the removal process and ensure the contract is performed properly.

Hernando County has one large landfill that is in the northwest corner of the County on U.S. 98. Two small transfer stations provide regional disposal. The eastern site is on S.R. 50 in Ridge Manor, and the western site is near U.S. 19 in Spring Hill.

Refer to the Hernando County Debris Management Plan for additional procedural details.

The Debris Removal Monitoring Plan identifies the process to be followed to adequately monitor the removal and disposal of debris to verify compliance with contractual obligations as well as the regulations outlined in the Stafford Act. The Department of Public Works is responsible for activating both the debris removal contract and the monitoring plan, as well as:

- Resource procurement: 1) staffing through local employment agencies

(Career Central, Able Body Labor, etc.) and the specific training that will be provided before deployment, in accordance with FEMA regulations; and 2) other resources such as transportation (car rentals) and communication (cell phones).

- Pre-event identification of potential staging, reduction locations, and methodology.
- Reporting, conflict resolution, and documentation (including preparation of all reimbursement related paperwork and long-term document retention plan.)

5.3. Municipal Coordination

Hernando County has entered competitively bid contracts with debris haulers and monitoring firms. Municipalities have been encouraged to pursue agreements with debris contractors prior to the occurrence of an event. However, it is possible that the City of Brooksville will not have secured pre-event contracts for debris removal and monitoring. In this instance, the EOC will offer assistance to the affected municipality regarding the availability of resources for debris removal and monitoring so that they may execute their own contracts. Refer to the Hernando County Debris Management Plan for procedures and associated responsibilities.

5.4. Insurance

The Emergency Management Director or ESF 5 will provide Hernando County Risk Management with a listing of those County-owned facilities, equipment, and infrastructure damaged in the disaster. The Risk Management Officer will determine the amount of insurance coverage and process these claims. Damaged County-owned vehicles, equipment, and materials will be disposed of according to the County's Procurement procedures.

5.5. Environmental Considerations

The Utilities Department Director (or designee) is responsible for ensuring state environmental compliance, obtaining Florida Department of Environmental Protection approvals and final disposition authorization, and procuring burn authorizations. Before initiating any debris operations, the Debris Management Task Force will undertake a review of local, state, and federal environmental policies and programs that could impact the operation. Federal policies that apply include the National Environmental Policy Act (NEPA), National Historic Preservation Act, Endangered Species Act, and Florida Department of Environmental Protection. Although the NEPA requires that a NEPA review must be completed before FEMA may fund a project, debris removal, and emergency work are typically excluded from NEPA review through statutory exclusions identified in the Stafford Act.

5.6. Documentation and Finance

The coordination of agencies is the responsibility of the EOC (Emergency Management Director or designee). General oversight of the financial elements is a combined responsibility belonging to Hernando County Procurement & Grants, Office of Management and Budget and the Hernando County Clerk of Court Financial Services. Debris documentation consists of the following:

1. The Procurement & Grants Department maintains the Contracts.
2. The Public Works Director collects the forms from the Contractor(s) and keeps a working file for the event (logs, load tickets, etc.)
4. The Grants Coordinator from the Office of Management and Budget coordinates state and federal funding grants.
5. The Hernando County Clerk of Court Financial Services is the official record keeper and auditor.

6. Logistics Strategy

The purpose of this strategy is to provide the direction necessary to manage an effective logistics operation and to document responsibility for the implementation of each component of the plan.

The Logistics Plan will address the location and operations of staging areas, PODs and a strategy for emergency fuel. Any event where resources are seriously limited may require the activation of the Logistics Plan. The Logistics Plan encompasses the activation of staging areas for receiving goods, PODs for those goods, and a strategy for dealing with emergency fuel needs.

Staging Area Strategy: The primary staging area in the County is the Hernando County Fire Rescue Logistics Facility. This location can accommodate large semi- trucks and has a loading dock with pallet jacks. There is ample space and personnel

to support this type of operation, and it is available for use on a 24x7 basis. Alternate locations are the Hernando County Schools Central Receiving Warehouse and the Wal-Mart warehouse, as they have similar capabilities. Products will be redirected from the staging area to PODs throughout the County based on need, as identified by and at the direction of the County EOC. The Hernando County Fire Rescue Logistics Facility staging area, including staffing, will be managed by the Logistics Manager and daily inventory reports will be provided to the County EOC.

Point of Distribution (PODs) – Potential POD locations have been identified in each geographic area of the County, and each location has been mapped and photographed. Assuming an event has occurred, and the County is officially under a Local State of Emergency, the EOC will select the appropriate POD locations and will coordinate POD staffing through the Hernando County COAD and the Hernando County Community Emergency Response Team (CERT).

Emergency Fuel - Three full fuel sites and one partial fuel site (county government) will be inventoried in the "pre-threat" stage by Hernando County Fleet Operations/Central Fueling and all tanks will be "topped" off by contractors. As soon as a threat is perceived, gas inventory reports will be compiled and monitored by the County EOC. There is a contract for fuel in place and Fleet Operations will contact the vendor to verify delivery. A back up fuel vendor is in place in case the primary vendor is unable to deliver fuel. A private emergency fuel contract is in place with Wal-Mart Corporation. Generator power is available at all County fuel tank locations. The County has identified two gas stations locally that have back-up generator power and can provide fuel to the public.

7. Community Relations

7.1. Functions

7.1.1. Community Relations Coordinator

The Emergency Management Director or designee serves as the County's Community Relations Coordinator. In this role, they coordinate the dispatch and activities of these teams with the Federal and State governments. They are also responsible for coordinating the deployment of these teams with the relevant ESFs and determining priorities within the jurisdiction.

7.1.2. Community Partners

The County's Community Relations Coordinator contacts key community leaders and organizations including Home Health Agencies, ministerial associations, civic groups, homeowners' associations, and other related community groups. All community relations operations will be coordinated with the City of Brooksville prior to deployment. Key contacts for these agencies and others are maintained by HCEM

7.1.3. Community Relations Teams

The Community Relations Teams (CRTs) are composed of Federal, State, and County agency personnel who identify and provide information to direct citizens impacted by the disaster to available services. The CRT responsibilities and duties include:

- Informing affected individuals of the assistance programs (such as Individual Assistance) that are available to them.
- Identifying the status of community resources and needs (housing, food, running water, etc.)
- Confirming that civilians recovering from disasters are being provided appropriate services (sheltering, food, mental health, etc.)

7.2. Standard Operating Procedures (SOPs)

The Emergency Management Director is notified by the State or Federal Community Relations Coordinator that CRTs are being assigned to Hernando County. Following this notification, procedures outlined in the Community Relations Support Annex (FEMA) are implemented. County responsibilities and procedures include:

7.2.1. Providing the following information to the CRTs related to the geographic area of impact:

- Location/Direction
- Database of reported damage
- Types of anticipated needs
- Demographics of impacted populations
- Special needs and/or considerations
- Contacts for special communities, if available
- Contacts for local government officials and community leaders
- Media contacts (newspaper, TV, radio)
- Providing maps, escort, security, and other resources, if requested

Tele-registration with FEMA for Individual Assistance is the planned primary mechanism for the registration of affected citizens and persons impacted by a disaster.

7.2.2. Prioritization for Community Relations

CRTs will conduct door-to-door surveys of homes in geographic areas impacted by the disaster. Safety will be the primary priority.

Criteria for prioritization of needs for the Community Relations Team are:

- Most severe area(s) of impact (following completion of search and rescue and health and safety clearance)
- Secondary area(s) of impact

Priorities for services to be provided to impacted citizens are:

- Health and Medical
- Food and Water
- Shelter
- Support Services (transportation, financial assistance, etc.)

8. Special Needs Coordination

Hernando County has populations that reside in the coastal zone and are at risk of storm surge as well as those residing near the Withlacoochee River. These residents are subject to riverine flooding and erosion. In addition, low lying areas within Hernando County are also subject to flooding, especially in heavy rain events. The repetitive loss properties are largely located on the coast and in the low-lying interior areas of the County. Furthermore, Hernando County has at-risk populations residing in the 35,000+ mobile homes, which are also dispersed throughout the County. Hernando County has conducted preliminary functional needs assessments; however, none of these populations are concentrated in one specific area of the County. There is a small seasonal migrant population, and the predominant language is English (87.89%).

The at-risk populations are discussed at length in the Risk Assessment Section of the Hernando County Local Mitigation Strategy.

9. Unmet Needs Coordination

The unmet needs process begins during response and continues well after the EOC has returned to the Level 3 (Monitoring) phase and many of the disaster assistance programs have ended.

9.1. Functions

9.1.1. Unmet Needs Coordinator

The lead agency for unmet needs is the Hernando County Community Organizations Active in Disasters (COAD). The primary responsibilities for the unmet needs function are:

- Coordinating with State and Federal government agencies concerning assistance currently available and identifying shortfalls in assistance.
- Coordinating with various governmental, private sector, and non-governmental organizations that may be involved in the long-term recovery process.
- Overseeing the process to address the unmet needs of the County's citizens and visitors.

9.1.2. Unmet Needs Organizations

Hernando County COAD provides support agencies. They include:

- American Red Cross
- Arc of the Nature Coast
- Bayfront Behavioral Healthcare
- CareerSource Pasco-Hernando
- Center for Independent Living
- Children's Advocacy Center
- Community Food Bank of Citrus County
- Enrichment Centers Inc. Hernando County
- Feeding Tampa Bay
- Florida Department of Children and Families
- Florida Department of Health in Hernando County
- Hernando Community Coalition
- Hernando County Emergency Management
- Hernando County Housing & Supportive Services
- Hernando County Housing Authority
- Hernando County School District, Students & Families in Transition
- Humane Society
- Jericho Road Ministries
- Lighthouse for the Visually Impaired and Blind
- Mid Florida Homeless Coalition

- National Alliance on Mental Illness
- Pace Center for Girls
- Pasco-Hernando Early Learning Coalition
- People Helping People
- Society of St. Vincent de Paul
- The Dawn Center
- The Parent Academy
- The Salvation Army
- United Way of Hernando County
- You Thrive
- Youth and Family Alternatives

The primary responsibilities of the COAD are to receive information concerning unmet needs of victims and meet those needs to the maximum extent possible. The United Way of Hernando County and Hernando County Housing and Supportive Services will assemble the COAD following a disaster. Subcommittees will be formed based on reported needs and will be augmented as necessary outside COAD organizations. The committee will receive requests for unmet needs and will identify which agency the needs should be forwarded to. The information will be forwarded to the agency identified for resolution. The committee will request the completed status of all unmet need requests.

9.1.3. Identification of Unmet Needs and Process to Meet Needs

All field personnel and agencies are responsible for identifying and reporting unmet needs to the EOC. The EOC will forward needs to the appropriate agency to fill or refer it to the committee. Municipalities will report needs through their committee representative.

All agencies involved will be advised of available training opportunities by the Emergency Management Director. Agency training needs can be submitted to HCEM at any time.

Emergency housing is the unmet need most likely to occur. Following a major disaster, available hotel/motel rooms and apartments/housing for rent will be extremely limited due to damages and heavy demand. State and federal assistance will be critical. Hernando County Housing and Supportive Services will coordinate emergency housing needs with state and federal officials and will report shortfalls/problems to the EOC and BOCC as soon as possible.

Coordination of unmet needs with municipalities is accomplished through municipal liaisons, as well as through coordination with the service agencies themselves. Every attempt will be made to coordinate potential services with the applicable municipality when clients are identified within municipal boundaries. When unmet needs of a resident in a municipality are identified, the County Unmet Needs Coordinator will contact the municipal liaison to assess potential available assistance through the municipality and ensure that the needs are not duplicated or missed.

9.1.4. Training for Unmet Needs Committee

HCEM is the agency responsible for identifying and coordinating on-going training opportunities for departments, agencies, and jurisdictions related to unmet needs. The scope of training includes:

- Community Relations/Human Needs Assessment Process
- Local service organizations (non-profits, faith-based, etc.) and resources (materials and services)
- Temporary Housing Plan
- Volunteer/Donations Management

9.2. Standard Operating Procedures (SOPs)

Unmet needs are addressed in the Hernando County EOC SOPs, the CEMP and Recovery Annex, COAD procedures, and related recovery and logistics plans and procedures. These SOPs, taken as a whole, cover the scope of short-term and unmet needs functions, and address procedures for:

- Identifying affected citizens and their needs.
- Prioritization of services.
- Coordination between governmental entities and not-for-profit agencies and organizations.
- Identification of local service and assistance providers.
- Identifying and providing training to local response personnel and citizens related to disaster recovery, home repair, debris removal, crisis counseling, and other needed assistance.

10. Long-Term Recovery/Emergency Housing

10.1. Long-Term Recovery/Disaster Housing Coordinator

The HCEM Director oversees the implementation of the County's long-term recovery and disaster housing program. The Hernando County State Housing Initiatives Partnership (SHIP) Coordinator acts as the County's Disaster Housing Coordinator. They are responsible for coordinating the placement of disaster victims in short- and long-term housing solutions following a disaster.

To accomplish this goal, a task force will convene that is comprised of the SHIP Coordinator, Executive Director of the Hernando County Housing Authority, Zoning Manager, Building Official, HCEM Director or designee, and Housing and Supportive Services Director.

As described in the County's Disaster Housing Plan, following a disaster, damage and unmet needs assessments will be conducted. Once a determination of need has been established, the Disaster Housing leader will assemble the Disaster Housing Task Force to assess viable alternate housing for displaced residents. This assessment includes evaluating existing housing stock for availability and potential permanent placement of residents within those units. The assessment further includes the evaluation of vacant land sites that can be used for temporary mobile home sites or existing but vacant mobile home pad sites. An expedited permitting process can be used to fast-track repairs and expedite a permanent housing solution for those residents that are able to repair and/or rebuild. A sample ordinance amending the land development regulations has been drafted that allows for the temporary use and placement of mobile homes, travel trailers and recreational vehicles.

11. Standard Operating Procedures

Policies and SOPs for recovery functions are noted throughout this Annex and in other documents. Specific documents and references for specific functions are noted below:

- Debris Management
  - Hernando County Debris Management Plan
  - 2024 CEMP, Recovery Annex
- Initial Damage Assessment
  - 2024 CEMP, Recovery Annex
  - Hernando County Fire and Emergency Services Standard Operating Procedure
- Preliminary Damage Assessment

- 2024 CEMP, Recovery Annex
- Hernando County Damage Assessment Standard Operating Procedure
- Damage Assessment Cateogry Guidelines FEMA 2016

- Infrastructure/Public Assistance
  - 2024 CEMP, Recovery Annex
- Community Relations
  - 2024 CEMP, Recovery Annex
  - Community Recovery Management Toolkit
- Unmet Needs Committee
  - 2024 CEMP, Recovery Annex
- Disaster Recovery Centers
  - 2024 CEMP, Recovery Annex
  - Hernando County Logistics Plan
- Long-Term Recovery/Emergency Housing
  - 2024 CEMP, Recovery Annex
  - Hernando County Local Mitigation Strategy (2025)

11.1. Procedures for Requesting State Participation in the Establishment of a DRC

Procedures for requesting and establishing a DRC are described in Section 3.11.4 of this Annex.

11.2. Procedures and Criteria to Identify Disaster Recovery Center Sites

Procedures and criteria to identify a Disaster Recovery Center site, pre-event and post-impact are described in Section 3.11.6.3 of this Annex.

11.3. Administrative Procedures

1. Administrative procedures for financial transactions, accurate accounting, grants management, document tracking, and payroll are described in Section 2 and the function-specific SOPs in this Plan.

2. Administrative procedures for ensuring that support staff capabilities to maintain correspondence and administrative files are described in Section 2 and the function-specific SOPs in this Plan.

3. Administrative procedures for employing temporary staff are described in Section 2 and the function-specific SOPs in this Plan.

11.4. Administrative and Notification Procedures for Pre-Identification of Potential Applicants for the Public Assistance and Hazard Mitigation Programs

Administrative and notification procedures for pre-identifying potential applicants for these programs are described in Sections 2 and 3 of this Annex.

1. Introduction

Hazard mitigation is any action taken to permanently reduce or eliminate long-term risk to people and their property from the effects of hazards. Some examples of hazard mitigation include land use planning techniques that limit infrastructure in high-hazard areas and programs for retrofitting existing structures to meet new building codes and standards. Ideally, a community can minimize the effects of future hazards through a mix of code enforcement, planning, and responsible development. Every community is exposed to some level of risk from hazards. Hurricanes, tornadoes, floods, hazardous material spills, fires, and sinkholes are some of the hazards experienced by Florida communities.

2. General

Hazards cannot be eliminated, but it is possible to determine what the hazards are, where the hazards are most severe, and identify local actions that can be taken to reduce the severity of the hazard. For example, we know hurricanes are frequent in Florida; flooding, and wind damage are most severe along the coast; that low-intensity storms occur more frequently than high-intensity storms; and the level of coastal flooding is predictable for a given magnitude of storm. Given this knowledge, local as well as state and federal laws exist to limit the type and amount of development along the coast in areas that have been identified as high risk to coastal storms (Coastal High Hazard Areas and Velocity Zones are examples). Furthermore, there are incentives to live in lower-risk areas. Insurance rates and taxes are usually higher in coastal and riverine areas and lower in inland areas, which are less prone to flooding.

2.1. Costs to Communities

Hazards have significant costs to businesses and residents. Businesses in high-hazard areas can suffer economically when damaged or isolated by storms. Residents who build in flood-prone areas are subject to evacuation, damage to their homes, lower home values, and higher insurance premiums. Critical facilities such as hospitals, schools, airports, utilities, and major government buildings should not be placed in high-hazard areas because the services these facilities provide are too valuable to be placed in jeopardy, especially during times of disaster. And of course, community health and safety are beyond price.

2.2. Costs to Local Government

Community infrastructure such as roads, drainage structures, sewer lines, electric lines, and telephone lines that are built in high-hazard areas are subject to frequent damage and extremely costly repair. Also, if a local government belongs to the National Flood Insurance Program (NFIP) and

allows development in the floodplain without proper elevation and construction techniques, the federal government can withdraw the community's access to federal flood insurance for both public and private structures. Furthermore, local government is responsible for as much as 25 percent of their local public cost of a federally declared disaster and 100 percent of any damage from smaller events that are not declared disasters. These costs can put a significant strain on the local government budget.

2.2.1. Lead Agency for Coordinating Hazard Mitigation Activities

Hernando County Emergency Management (HCEM) is the lead agency for all mitigation activities in the county. The Emergency Management Director and Local Mitigation Strategy (LMS) Coordinator have the responsibility for directing all pre- and post-disaster mitigation activities, and for coordinating mitigation activities with the LMS Workgroup.

2.2.2. Support Agencies for Coordinating Hazard Mitigation Activities

HCEM is responsible for coordinating mitigation planning with operational assistance from several supporting agencies. Lead and support agencies for mitigation activities are described in **Exhibit 1**.

Exhibit 1: Agency Responsibilities for Hazard Mitigation

	Pre-Disaster Mitigation	Post-Disaster Mitigation
American Red Cross	S	S
Brookridge Community POA	S	S
Capital City Bank	S	S
Chick-fil-A	S	S
City of Brooksville	S	S
Coastal Engineering	S	S
Duke Energy	S	S
Florida Department of Transportation	S	S
Florida Forest Service	S	S
Hernando County Attorney's Office	S	S
Hernando County Board of County Commissioners	S	S
Hernando County Building Official		
Hernando County Chamber of Commerce	S	S
Hernando County Public Information	S	S
Hernando County Emergency Management	P	P
Hernando County Finance Department	S	S
Hernando County Fire and Emergency Services	S	S
Hernando County Health and Human Services Department	S	S
Hernando County Planning Department	S	S
Hernando County Property Appraiser	S	S
Hernando County Public Works and Engineering	S	S
Hernando County School District	S	S
Hernando County Sheriff's Office	S	S
Hernando County Utilities Department	S	S
Withlacoochee Electric Co-Op	S	S
Lifesouth Community Blood Center	S	S
Pasco-Hernando State College	S	S
Southwest Florida Water Management District	S	S
The Arc Nature Coast	S	S
The Salvation Army	S	S
United Communities of Hernando County	S	S
United Way of Hernando County	S	S
Tampa Bay Regional Planning Council	S	S

P = *Primary Agency*
S = *Support Agency*

3. Concept of Operations

This section of the plan provides an overview of the management and administration of pre- and post-disaster mitigation activities in Hernando County. The purpose of this information is to guide the organization, and

direction and control activities necessary for Hernando County to reduce the potential for damage and loss from future disasters affecting the county.

3.1. Pre- and Post-Disaster Mitigation Organization

The organizational model employed during mitigation activities is streamlined in large part because HCEM has the primary responsibility for nearly all aspects of pre-and post-disaster mitigation. Although there are times when HCEM receives assistance from supporting agencies, most mitigation activities are carried out directly by HCEM staff. The organizational chart on the following page shows the relationship between HCEM and supporting agencies involved in mitigation operations.

The County Emergency Operations Center (EOC) operates under a hybrid Incident Command System (ICS) during emergency operations, integrating Emergency Support Functions (ESFs) into the ICS structure. This system is especially effective for managing response and recovery operations that involve multiple agencies, each working on different though interrelated tasks.

Exhibit 2 illustrates the organizational structure used in Hernando County for response, recovery and mitigation.

EXHIBIT 2: MITIGATION ANNEX – MAJOR SCENARIOS LEAD AGENCIES AND RESPONSIBILITIES

Board of County Commissioners

Incident Commander: Emergency Management Director

City of Brooksville

OPERATIONS AND PLANNING SECTIONS

LOGISTICS AND FINANCE SECTIONS

Hernando County Emergency Management

Responsibilities

a. Pre-Disaster: Mitigation Planning & Activities
b. Post-Disaster Mitigation Planning & Activities

Hernando County Procurement

Responsibilities

a. Fiscal oversight

ESF Resource List

ESF 1 Transportation
ESF 2 Communications
ESF 3 Public Works
ESF 4 Fire Fighting
ESF 5 Information and Planning
ESF 6 Mass Care
ESF 7 Resource Support
ESF 8 Health and Medical
ESF 9 Search and Rescue
ESF 10 Hazardous Materials
ESF 11 Food and Water
ESF 12 Energy
ESF 13 Military Support
ESF 14 Public Information
ESF 15 Volunteers and Donations
ESF 16 Law Enforcement
ESF 17 Animal Services
ESF 18 Business and Industry
ESF 19 Fuels
ESF 20 Cybersecurity

3.2. Coordination of Mitigation Activities with Municipalities and the State

The HCEM Director or designee and the LMS Chairperson are responsible for coordinating mitigation activities with all internal and external entities.

3.2.1. Coordinate Mitigation Activities with Municipalities

The Emergency Management Director and LMS Chairperson are responsible for the coordination of mitigation activities with the municipalities within Hernando County. In the pre-disaster preparedness phase, municipal representatives coordinate mitigation activities through their participation in and input to the LMS Work Group. Post-disaster, the City Manager or their designee for Brooksville is updated throughout the response, recovery, and mitigation phases of an incident or emergency. Response and recovery protocols for coordination with Municipal Liaisons are defined in the Hernando County EOC Standard Operating Guidelines (SOG).

3.2.2. Coordinate Mitigation Activities with the State

The Emergency Management Director or designee coordinates on an as-needed basis with the Bureau of Mitigation at the Florida Division of Emergency Management (FDEM). Pre-disaster coordination includes participation in workshops, seminars, and training for mitigation programs. Post-disaster coordination takes place through communication and participation in damage assessment and situation reports, funding workshops, technical assistance conferences, and other methods.

3.2.3. Mitigation Memoranda of Understanding, Mutual Aid Agreements, and Inter-local Agreements

HCEM does not maintain formal agreements with agencies to assist in post-disaster mitigation activities. Local agencies within the county have historically worked together as needed in the aftermath of disasters.

3.2.4. Local Government Status in the National Flood Insurance Program

Hernando County and the City of Brooksville participate in the NFIP. The NFIP identified 370 repetitive loss and 84 severe repetitive loss properties in Hernando County and the City of

Brooksville has 2properties. Of the 454 properties, 16 have been mitigated and two of these are designated as severe repetitive loss properties. Additional information on this project is available in the LMS Plan and project documents. The county also actively supports public education regarding building and development- related policies in flood-prone areas.

Hernando County participates in the Community Rating System (CRS) program, resulting in a reduction of premiums for NFIP insured properties.

Exhibit 3: Status of Hernando County NFIP and CRS participation.

Community	Participate in NFIP	Number of Policies	Dates of FIRM Maps	Community Rating System Class
Hernando County (unincorporated)	Y	3,990	1/15/21	5
City of Brooksville	Y	65	1/15/21	N/A

3.3. Process for Identifying Mitigation Opportunities in a Disaster Environment

HCEM is responsible for coordinating all recovery operations in the County. As a result of this active role in the recovery process, HCEM is well poised to identify opportunities for future mitigation projects such as elevation and/or acquisition of flood-prone structures, drainage improvement projects, and infrastructure enhancement projects. HCEM works closely with the damage assessment teams in the field and the building inspectors for Hernando County and the municipalities to identify potential mitigation opportunities.

The process of identifying potential mitigation opportunities during the damage assessment process generally includes the following steps:

- The Damage Assessment Team observes/notes potential mitigation issues during the preliminary damage assessment.
- Damage assessment data is provided to the Emergency Management Director, who reviews and provides appropriate data to the LMS Chairperson for follow-up.
- Follow-up includes assessment for consistency with existing projects, and identification of new initiatives, if appropriate.

- The LMS Chairperson presents potential mitigation issues and/or activities to the LMS Work Group and coordinates project development.

The damage assessment process will also serve as the mechanism for identifying damaged structures in Special Flood Hazard Areas for substantial damage determination. HCEM will activate and oversee this process and directly coordinate with Floodplain Managers in the Hernando County Building Division to identify these structures and share information.

Printed information related to mitigation is offered to the public at Disaster Recovery Centers and potential initiatives are followed up by HCEM staff. Information is also posted on the HCEM web page.

3.4. Process for Managing Federal, State, Regional and Local Mitigation Disaster Assistance Monies

Most mitigation and recovery grants are applied for and administered by HCEM. HCEM has managed a variety of recovery and mitigation grants in the past including Hazard Mitigation Grant Program (HMGP) funds. Projects are administered by the appropriate agency, department, or organization in the jurisdiction responsible, according to the authorities and procedures of said agency and/or guidelines set by the applicable grant. (Reference: LMS, Section 6).

The County pursues all appropriate grant sources, including but not limited to Community Development Block Grants (CDBG) (standard program and disaster recovery initiatives), special disaster allocations, section 404 and 406 funding (Infrastructure Program), Flood Mitigation Assistance Program, Emergency Management Preparedness and Assistance (EMPA) Trust Fund, Florida Communities Trust (FCT), the Residential Reconstruction Mitigation Program (RCMP) and any other funding available from federal, state, local, private for-profit and non-profit sources. The County received HMGP funding following Hurricane Irma in 2017 for the acquisition and demolition of one flood-prone property, as well as the elevation and wind retrofit of an additional three properties. Hernando County has also pursued and utilized Section 1206 Building Code and Flood Plain Management Public Assistance. DRRA 1206 helps administer and enforce building codes and floodplain regulations following a disaster declaration.

3.4.1. Identification of Potential Match Opportunities for Funding

HCEM continually assesses the opportunity for potential funding for mitigation projects and technical assistance from grants and other

sources. Potential funding sources include Public Assistance (post-disaster) mitigation funds, HMGP, Flood Mitigation Assistance Program, CDBG (standard program and disaster recovery initiatives) as well as other federal, state, and local sources. As a part of this process, HCEM staff explores potential match opportunities from multiple sources, including local general revenue and capital projects funding, and partnerships with other governmental and non-governmental entities, as well as the private sector.

4. Pre-Disaster Hazard Mitigation Activities

Pre-disaster hazard mitigation activities are described in detail in the Hernando County LMS. The LMS is a community-based plan intended to make the County and local communities safer and more resistant to natural and human-caused hazards. The Hernando County LMS has been approved by FDEM and the Federal Emergency Management Agency (FEMA) and became effective on August 26, 2025. This iteration of the Hernando County LMS is approved for a period of five years and will expire on September 14, 2030.

HCEM is responsible for maintaining the Hernando County LMS. The LMS is updated at least annually, after each major disaster, or on an as-needed basis. Participation by local agencies is coordinated by HCEM and involves the supporting agencies listed in **Exhibit 1**.

4.1. Management of Hazard Mitigation Activities in Hernando County and Representative Participation in the LMS Work Group

Mitigation activities in the *pre-disaster* environment are the responsibility of HCEM. HCEM coordinates pre-disaster mitigation activities through the LMS process. The Hernando County LMS identifies the hazards to which Hernando County is vulnerable; assesses the facilities, structures, and populations that are most vulnerable to hazards; offers a prioritized list of mitigation projects to take advantage of available funding; and links mitigation projects to these sources of funding.

Section 4 of the LMS details the process through which the LMS Work Group establishes goals and objectives, identifies mitigation activities and implements initiatives, and projects. Representatives from county and municipal departments and agencies, non-profit organizations, infrastructure, and private sector participate. (LMS, page 169-204)

Public input is obtained in the revision process through public workshops and presentations at the EOC and Brooksville City Hall, and dissemination of the LMS through the classified advertisements in the

local newspaper, press releases to the media, and the Hernando County and Sheriff's Office websites. Approved plans are made available to the public and advertised through multiple methods. (LMS, page 2.)

4.2. Existing Municipal and County Programs, Plans and Policies Related to Mitigation Activities

The Hernando County LMS includes a comprehensive analysis of existing County and municipal policies, plans and programs that support or inhibit mitigation activities in the jurisdiction. Section 4.2 (LMS, pages 190-204) links the identified activities by jurisdiction to specific hazards. The analysis process used to compile this table identifies potential conflicts, limitations and improvements to further hazard mitigation and forms the basis for the LMS guiding principles, goals and objectives.

4.3. County Involvement in Hazard Mitigation Activities

The LMS Projects List includes a Public Education and Outreach Program to educate and train the public and private sectors regarding mitigation actions that can be taken. This program focuses on community and individual vulnerabilities and methods to reduce them, including the Hurricane and Safety Expo, annual CRS outreach, annual public presentation by NWS/Ruskin, and various outreach activities during National Preparedness Month in September.

HCEM staff provides information related to mitigation at public presentations and meetings and through Community Emergency Response Teams (CERT). These presentations are advertised through announcements, newspaper articles, fliers on bulletin boards, television and radio public service ads, and other methods. Information is also presented periodically through the County's cable television provider. Additional information related to the County's public education and awareness program includes:

- Providing education and information to the public about potential hazards and property protection measures.
- Providing education and information to the business community to promote mitigation efforts.
- Utilization of print media, television, radio, and computer technology to educate the public on mitigation.
- Provide annual outreach specifically to properties immediately adjacent to the repetitive loss properties as part of the CRS outreach and Repetitive Loss Property Owner outreach programs.

- Provide public outreach at County events, including the HCEM Hurricane Expo and general presentations to community groups.
- HCEM solicits participation from numerous entities for the mitigation process, primarily through the LMS planning process. This process includes government, non-governmental, and private sector entities, as well as interested citizens. Public notices provide information to prospective participants to allow input into the development and implementation of mitigation initiatives, including policy issues, as well as the ongoing maintenance of the plan. Through this process, potential public policy issues are identified and prioritized.

4.3.1. Public Involvement in Community Mitigation Activities

The public has in the past been solicited in area-specific mitigation involvement through the Flood Mitigation Assistance Program and the development of the Community Wildfire Protection Plan hosted by the Florida Forest Service, and Flood Mitigation meetings conducted through the State Flood Mitigation Office. Each entity focuses on specific areas threatened by these hazards and educated residents in respective areas about mitigation opportunities.

4.3.2. Coordination of Mitigation Activities Between Governmental and Private Agencies

4.3.2.1. Resource and Information Sharing

HCEM has the responsibility to coordinate the involvement of all entities, including governmental, non-governmental, and private sector, in all mitigation activities. The coordination process includes frequent communications regarding the planning process, mitigation funding opportunities, and project status.

4.3.2.2. Development Trends

Hernando County coordinates activities related to development trends through the LMS planning process. The LMS and County Comprehensive Master Plan provides an assessment of current policies related to land use and development in Hernando County and its municipalities.

4.3.2.3. Structural hazard mitigation initiatives

Hernando County has initiated and completed several structural hazard mitigation projects, including retrofitting lift stations, enhancing police stations, hardening critical infrastructure, retrofitting fire stations and community shelters as well as the acquisition and installation of numerous generators. These and other projects are detailed in the LMS (Mitigation Strategy, Completed Projects List (Mitigated).

4.3.2.4. Financial incentives

At the current time, Hernando County does not provide ad valorem tax breaks on retrofitting improvements or local financial incentives specific to mitigation by property owners. The County does, however, promote the participation of homeowners in the Residential Construction Mitigation Program (RCMP).

- Insurance Premium Reductions (CRS)

  Hernando County participates in the CRS, which provides a reduction of insurance premium costs to property owners insured by the NFIP. The two municipalities within Hernando County do not currently participate in the voluntary CRS program.

- Financing for Structural Hardening

  Multiple sources are used to finance structural hardening projects for mitigation, including the HMGP, the Pre-Disaster Mitigation Grant Program, and the Flood Mitigation Assistance Program. Additional funding sources that can support mitigation projects are identified in Section 4 of the Hernando County LMS.

4.4. Identification of Structures and Infrastructure Vulnerable to Hazards

The Hazards Identification and Vulnerability Assessment in the Hernando County LMS identifies general vulnerability of structures and infrastructure specific to each hazard in Section 3. This section defines the estimated frequency associated with the hazards and level of vulnerability specific to structures, infrastructure and services.

Section 3 of the LMS defines the potential dollar loss estimate for structures within residential, commercial, industrial, agricultural,

institutional and government property categories. Critical facilities have been identified; the database is maintained in the HCEM office and is updated annually.

4.5. Identification of Appropriate Mitigation Initiatives to Reduce Risks and Vulnerabilities

The Hernando County LMS identifies 16 hazards to which Hernando County is vulnerable. Each hazard is profiled in Section 3 (pages 19-152) according to frequency/probability, vulnerability, and risk. The process for identifying and prioritizing mitigation initiatives to reduce risks and vulnerabilities based upon the vulnerability assessment and risk analysis are identified in the LMS, pages 15-19.

4.6. Prioritization of Mitigation Initiatives to Reduce Risks and Vulnerabilities

The County's process for prioritizing community mitigation initiatives, described in the LMS, pages 169-204, includes multiple decision factors such as percentage of affected population, percentage of benefited population, cost of implementing the project, cost impact of the project, benefit to cost ratio, probability of community acceptance, probability of funding, feasibility of implementation and environmental impact, timeframe for funding and implementation and consistency with other plans and policies.

4.7. Identification of Funding Sources for Mitigation Initiatives

Funding sources for mitigation initiatives are identified in the Hernando County LMS, page 188. Funding sources are linked to specific hazards addressed in the LMS and include:

- Assistance to Firefighters Grant
- Buffer Zone Protection Program
- Capitalization Grants for Clean Water State Revolving Funds
- Coastal Services Center Cooperative Agreements
- Community Assistance Program-State (CAP-SSEE)
- Community Development Block Grant
- Conservation and Recreation Lands
- Emergency Management Preparedness and Assistance Trust Fund/Municipal Competitive Grant Program
- Environmental Education Grant

- Federal Highway Administration, Planning & Environment, Intermodal and Statewide Programs
- Flood Mitigation Assistance Program
- Florida Communities Trust (FCT)
- Hazard Mitigation Grant Program
- Hurricane Loss Mitigation Program
- Nonpoint Source Implementation Grants
- Outdoor Recreation-Acquisition; Development and Planning (Land and Water Conservation Fund Grants)
- Pollution Prevention Grants Program
- Public Assistance (PA)
- Repetitive Flood Claims Program
- Residential Construction Mitigation Program
- Severe Repetitive Loss Program
- Special Economic Development and Adjustment Assistance Program-Sudden and Severe Economic Dislocation (SSED) and Long-Term Economic Deterioration (LTED)
- Transportation Equity Act for the 21st Century, Surface Transportation Program
- Water and Waste Disposal Loans and Grants
- Water Pollution Control
- Watershed Protection and Flood Prevention

5. Specific Disaster-Scenario Mitigation Functions

The HCEM Director and LMS Chairperson are responsible for coordinating local agency participation in *post-disaster* mitigation activities. Local agencies involved in these operations vary according to the specifics of each event, and the authorities and responsibilities of the agencies. HCEM staff will contact all agencies for post-disaster mitigation activities and notify them to their role in these operations.

5.1. Mitigation Assessment

In the post-impact phase of a disaster, it is crucial to conduct damage assessment and potential for post-disaster mitigation actions.

5.1.1. Local Agency with Primary Responsibility for Providing Emergency Mitigation Assessment

HCEM is the primary agency charged with post-disaster mitigation assessment. The Emergency Management Director or designee has the primary responsibility for assessing mitigation needs in the post-disaster environment.

5.1.2. Local Agencies with Support Roles in Mitigation Assessment

The Hernando County Property Appraiser, Hernando County Public Works Department, Hernando County Engineering Department, Hernando County Building Department, and Municipal Public Works/Building Departments are the supporting agencies that work closest with HCEM in post-disaster mitigation assessment. There are, however, several other local agencies that may indirectly support mitigation in Hernando County. These agencies are listed in Exhibit 1 of this Annex.

5.2. Roles and Responsibilities of Lead and Support Agencies

5.2.1. Hernando County Emergency Management

HCEM serves as the coordinating organization for all post-disaster mitigation activities. In Hernando County, mitigation assessment is conducted as part of the impact and damage assessment process. Data is gathered by Damage Assessment Teams that capture the geographic areas of impact, and extent of damage to physical property and infrastructure. The Emergency Management Director or designee reviews all impact and damage assessment data gathered and refers information related to potential mitigation issues and opportunities to the LMS Chairperson.

The Emergency Management Director or designee; coordinates all activities required to identify potential mitigation projects and initiatives, coordinates the application process for mitigation related grants; and serves as the grant administrator for most mitigation grants. (Some grants may be administered by the jurisdiction and agency with governing authority, such as a municipal public works department, or school board.)

The Emergency Management Director or designee also serves as the point of contact for providing information to residents of the County to inform them as to how they can minimize damage from future disasters.

HCEM contacts members of the Damage/Mitigation Assessment Team when required with instructions to report for work in accordance with ICS operational procedures, utilizing telephone, pager, radio, and other means necessary, depending upon the situation.

HCEM is responsible for providing appropriate training to Damage Assessment Team members related to identifying mitigation opportunities during the damage assessment process.

5.2.2. Hernando County Property Appraiser

The Hernando County Property Appraiser supports HCEM by providing technical expertise regarding property values, damages, and losses to properties because of a disaster.

5.2.3. County and Municipal Building and Zoning Departments

Hernando County Building and Zoning Departments, and Municipal Building and Zoning Departments provide support to HCEM in identifying mitigation activities that could reduce the vulnerability of public infrastructure, businesses, and housing stock to damage and loss from natural and manmade disasters. As directed by the Board of County Commissioners, the Hernando County Building Division, in coordination with the municipal Building Departments, establishes procedures for post-disaster permitting processes.

5.2.4. County and Municipal Public Works Departments and County Engineering

The Hernando County Public Works Department, County Engineering, and the Municipal Public Works Departments assist HCEM in identifying and developing potential road, bridge, culvert, water, and sewer mitigation projects.

5.3. Coordination of Missions and Resources Between Lead and Support Agencies

HCEM serves as the organization responsible for coordinating mitigation activities for lead and support agencies. The HCEM Director or designee is the position responsible for this task. The process of coordination is straightforward given the rural nature of the county, and the small number of agencies actively involved in post-disaster mitigation activities.

In Hernando County, much of the work involved in identifying opportunities for possible mitigation activities is carried out during the pre-

disaster mitigation phase (e.g. during the mitigation project identification process carried out by the Hernando County LMS Work Group. Opportunities for mitigation are also discovered during the initial and preliminary damage assessments and throughout the public assistance process. The supporting agencies noted above document damage to public infrastructure, businesses, and residences working in conjunction with HCEM. HCEM then considers the information gathered during the recovery phase and determinations are made regarding potential mitigation projects. Projects that are potentially feasible and appropriate are tasked to the LMS Work Group for development and follow-up.

5.4. Responsibility for Maintaining Mitigation Assessment Resource Inventory

- Resources used for mitigation assessment are those that are assigned to the damage assessment function. The HCEM Director or designee is responsible for ensuring all equipment and resources necessary for mitigation assessment are maintained in a current inventory and available when needed.
- Vehicles used for mitigation assessment include City and County government vehicles, volunteer fire department vehicles, and personal vehicles. The County and each municipality maintain vehicle inventories.
- HCEM provides the following equipment and supplies for use in mitigation assessments: office supplies, maps, safety supplies, and disposable cameras. Other resources may be through HCEM.
- HCEM is responsible for maintaining data related to damage and mitigation assessment. All data collected falls under the authority of the Florida Public Records law (Title X, Chapter 119, Florida Statutes), which defines the policies for access, retention, and exemptions.

5.5. Location of Mitigation Assessment Inventory

An inventory of personnel, data, equipment and vehicles that can be used for mitigation assessment is maintained by HCEM. The inventory is updated annually.

5.6. Planning Assumptions Considered in the Development of Mitigation Assessment Activities

Personnel resources for daily government operations in Hernando County are limited. In the aftermath of a disaster, these resources are stretched even further. As a result, the County relies in large part on information

generated by the County and municipalities during the local damage assessment process, the prioritized project list from the Hernando County LMS, and overall guidance from the Emergency Management Director or designee in determining specific mitigation priorities following a disaster.

HCEM Director is responsible for deciding of the need for mutual aid or outside resources for equipment and/or personnel to perform mitigation assessments.

5.7. Training Procedures for Mitigation Personnel

Personnel involved in mitigation activities receive ongoing training according to their individual needs. HCEM works with all mitigation assessment team members to ensure that all training needs are met. The primary source for mitigation training is FDEM and FEMA (through the Emergency Management Institute and state-delivered courses).

5.8. Responsible Agency and Position for Federal and State Mitigation Funding Applications

The HCEM Director is responsible for completing or causing applications to be completed for federal and state disaster mitigation funding. This may be accomplished in coordination with other jurisdictional agencies (i.e. municipalities) that have the governing authority for executing grant applications and contracts.

5.9. Responsible Agency and Position for Public Information

HCEM is the agency responsible for providing information to citizens on how they can prevent or reduce the impact of hazards in the future. This is done through a variety of methods, including the pre-disaster dissemination of mitigation literature, to ensure that mitigation information is available for distribution at Disaster Recovery Centers, Joint Information Centers, county, and municipal offices and other public venues.

6. Standard Operating Procedures/Guidelines (SOPs/SOGs)

SOPs/SOGs that support mitigation activities are stand-alone documents that implement functions and processes described in the CEMP. They are incorporated by reference in the “Reference and Authorities” section of the CEMP.

6.1. Procedures to Collect and Analyze Mitigation Information

The Damage Assessment SOG contains procedures to collect and analyze information relating to vulnerabilities, damage and mitigation opportunities following impact from a hazard. The SOGs include forms to

document potential mitigation issues and follow-up for project development.

6.2. Procedures to Document Locations and Causes of Damages

The Impact Assessment and Damage Assessment SOGs include procedures used to document the geographic location of disaster impact and the extent of damage to structures and infrastructure. Specific forms and checklists are included in the SOGs. Data gathered during this process is reviewed by the Emergency Management Director and referred to the LMS Chairperson for review to assess potential opportunities for mitigation. In addition, the documented information is incorporated into the mitigation planning process to update the hazard identification and vulnerability assessment activities in the LMS and CEMP.

6.3. Identification of Mitigation Initiatives in the Mitigation Assessment Process

Mitigation assessment is conducted during the impact and damage assessment process, which begins with a comprehensive identification of the impacted areas (including severity and extent) and damage to physical structures and infrastructure. Data gathered during this process is reviewed by the Emergency Management Director and referred to the LMS Chairperson. The LMS Chairperson reviews the collected data, noting any potential consistency with current mitigation initiatives or the potential for new initiatives appropriate to mitigate the hazard. If mitigation initiatives are identified, the LMS Chairperson works with suitable agencies to develop proposed mitigation projects which are presented to the LMS Work Group for consideration. The Task Force reviews the current mitigation projects to identify the need to re-prioritize or revise the scope of current projects. In addition, the Task Force considers new proposed projects for inclusion on the list of initiatives.

6.4. Training for Mitigation Assessment Teams

Training for Mitigation Assessment Teams is incorporated into Damage Assessment Team training and included in the Multi-Year Training and Exercise Plan. HCEM is responsible for coordinating with the Damage Assessment Coordinator to identify appropriate training needs for team members.

6.5. Procedure for Contacting Mitigation Assessment Personnel for Duty

HCEM staff will contact all agencies for post-disaster mitigation activities and notify them of their role in these operations. Given the semi-rural

nature of the county and the relatively small number of agencies involved in mitigation activities, notifications can be made quickly via telephone, via email, or in person using the HCEM Notification Directory located in the EOC.

6.6. Inventory of Mitigation Assessment Resources

The resources used for mitigation assessment are those used for damage assessment. The resource inventory is a dynamic document that's managed by the Hernando County Finance Department and maintained in HCEM.

6.7. Establish Procedures for Post-Disaster Permitting Process

Although Hernando County has not established a post-disaster permitting process, the County Building Official is responsible for identifying the need to modify permitting procedures and coordinate any actions with the Emergency Management Director. Additional information regarding post-disaster permitting should be included in the Post-Disaster Redevelopment Plan.

TRAINING and EXERCISE PROGRAM

I. GENERAL

This section outlines a training program that will ensure that emergency responders and the public fully understand the overall concept of emergency management and their responsibilities before, during and after an emergency/disaster.

II. CONCEPT OF OPERATIONS

A. General

1. Hernando County Emergency Management (HCEM) has prepared a training program to guide local governments to improve their capability for mitigation activities as well as respond effectively and recover from an emergency or disaster. The process for developing training and exercise priorities, identifying needs and scheduling selected courses and exercises is coordinated with other regional jurisdictions and documented in the **Integrated Preparedness Planning (IPP).**

2. The training program has three dimensions:

   a. Programs and courses available through the Federal Emergency Management Agency (FEMA), the State and other governmental/volunteer agencies.

   b. Local departmental emergency response training.

   c. Community-based awareness, self-help, population protection procedures, and public awareness training for the public.

B. Phases of Management

1. All Phases
   (Response, Recovery, Mitigation, Preparedness Training)

   a. Division/agency heads designate Emergency Coordinators within their organization.

   b. Division/agency heads and Emergency Coordinators participate in emergency management training to better prepare their organizations for responding to emergencies/disasters.

c. Divisions/agencies identify needed emergency management and emergency response training and request it from HCEM.

d. All divisions/agencies are encouraged to budget for training and exercise.

2. Preparedness and Mitigation

a. Hernando County continuously reviews training courses and schedules coordinated by the Florida Division of Emergency Management and National Emergency Training Center, Emergency Management Institute (EMI) to identify appropriate preparedness and mitigation training for County responders.

b. The focus of this training is primarily on conducting public education, developing plans and procedures, establishing coordination networks, and determining measures necessary to be better prepared to respond to, recover from, and mitigate future disasters.

c. An assessment of training and exercise needs is conducted annually during the IPP development process to identify appropriate topics and issues.

3. Response

a. EMI and the Florida Division of Emergency Management provide in-residence training for law enforcement, medical, fire services, health, public works/utilities, and emergency management personnel, local appointed officials, and their staff.

b.

c. The objectives of emergency management training are to develop team skills for the Hernando County Emergency Operations Center (EOC); field operations; information systems; technical information related to hazard mitigation, preparedness, response, and recovery; and roles and responsibilities of all levels of government and the private sector in the face of emergencies or disasters.

d. Group training is encouraged for the Hernando County EOC staff, individuals, information officers, all government division/department heads and their Emergency Coordinators, damage assessment teams, school district personnel,

medical/health, institutional personnel, volunteers, communications/dispatchers, etc.

e. Internal training consists of the concepts of field operations and key components of the Hernando County Comprehensive Emergency Management Plan (CEMP). An overview of the CEMP and training is essential to departments/agencies in developing their department's emergency procedures.

f. Internal training should be done onsite and in groups.

g. Community awareness programs are provided to train citizens as to what actions are expected of them before, during and after an emergency/disaster.

h. Preparing citizens for protective action and self-help practices immediately following a disaster is part of the emergency management training program.

I. The emergency management training program encourages members of all groups to take advantage of available training.

4. Recovery

a. Recovery exercises complete the process of exercising the CEMP. Recovery exercises are designed to fit the format from tabletop to full-scale exercises.

b. Individual and departmental evaluations of exercise performance are used to determine internal training requirements.

c. Group and individual training on recovery-related courses should be scheduled routinely.

C. Exercises

(1) General

Exercising is the primary way to activate, test, and evaluate the components of the CEMP and to determine if the plan will work in an actual emergency/disaster situation.

(2) There are four principal reasons for conducting exercises:

(a) To detect deficiencies in a plan.

(b) To detect deficiencies in the overall system.

(c) To identify potential personnel and staff problems of divisions/agencies.

(d) To detect problems related to functions and operations of equipment.

(3) Progressive Exercising

(a) Tabletop exercises are designed to detect potential problems with coordination, to determine the appropriateness of assigned responsibilities, and to achieve a certain level of familiarity with a plan.

(b) Functional exercises are more complex and are designed to test individual functions, such as direction and control, multiple functions, decision-making, warning, public information, or recovery.

(c) Full-scale exercises are the highest level of exercise. It is the culmination of the exercise program. It is designed to evaluate the operational capability of the emergency management system over a substantial period. It tests the major components and sub-components of the plan.

(4) Exercise Requirements for Every Jurisdiction

Each of the municipalities in Hernando County is responsible by law for the safety and welfare of its citizens. Training and exercise should therefore involve the utilization of all municipal as well as county capabilities in a coordinated effort in accordance with individual plans and Standard Operating Guidelines (SOGs).

All exercises will be conducted under the guidelines and criteria of the Homeland Security Exercise and Evaluation Program (HSEEP).

(a) HCEM will conduct an annual exercise, which will incorporate the participation of all county agencies and municipalities, utilizing the County CEMP as a guide. The agencies participating include:

Hernando County Fire Rescue
Hernando County HAZMAT
Hernando County Emergency Management
Hernando County Sheriff's Office
Hernando County Health Department
Hernando County School District

Municipalities
The Salvation Army
American Red Cross
Amateur Radio Emergency Services
All Emergency Support Functions (ESFs)

(b) A functional exercise is to be conducted annually.

(c) A full-scale exercise is required every four years.

(d) A constructive evaluation of exercises will be to address operational deficiencies and revise plans and procedures.

(e) All exercises and real-world EOC activations will be evaluated by HSEEP guidelines. This evaluation process will contribute to the development of After-Action Reports and Improvement Plans to document areas of deficiency and actions to be implemented for improvement. Once improvements are identified, each will be assigned for follow-up action and management until satisfactorily resolved.

III. RESPONSIBILITIES

A. The Emergency Management Director or designee is responsible for the coordination of the local training program. This training program serves to ensure that Hernando County EOC staff and operational responders fully understand plans and procedures related to their operational assignments and responsibilities, as outlined in the CEMP.

B. Training and scheduling of training for emergency management purposes will be coordinated through HCEM and will be compiled in the IPP.

C. Department/agency heads should budget for, and participate in, training activities related to emergency preparedness programs.

D. Municipalities: The Mayor (or designee) is responsible for the training of personnel under the jurisdiction of that office. Appropriate personnel should attend training courses offered by federal, state, and local organizations whenever possible.

E. HCEM will:

1. Coordinate all training and exercise planning activities in conjunction with the IPP.

2. Coordinate disaster-related training within the County to ensure that the overall objectives of the CEMP are being met. As an example:

- Radiological monitoring
- Shelter management
- Handling of hazardous materials
- Damage assessment

3. Assist County departments and agencies, municipalities, and non-governmental disaster agencies as required, in attaining coordinated training and education objectives.

4. Fully utilize all available means to reach the maximum number of County residents to provide sufficient public information with which to develop individual plans:

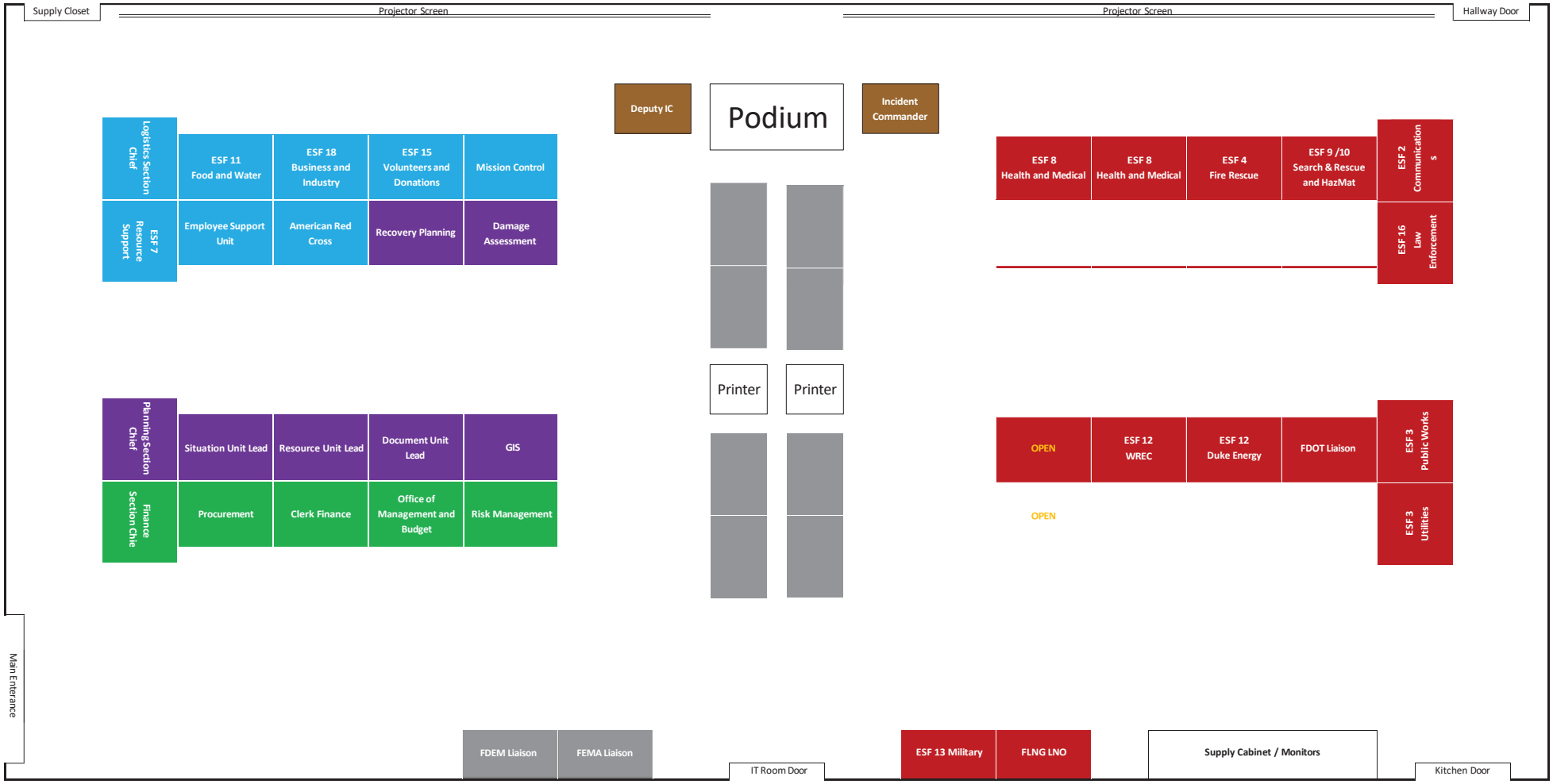
- Booklets, pamphlets, and brochures for public distribution
- Lectures and seminars relating to personal disaster preparation
- Local public information spots on radio and television

5. Conduct exercises to evaluate components of the CEMP. Upon completion of exercises, After Action Reports, Improvement Plans, and lessons learned will guide the modification of procedures and training to correct the deficiencies noted.

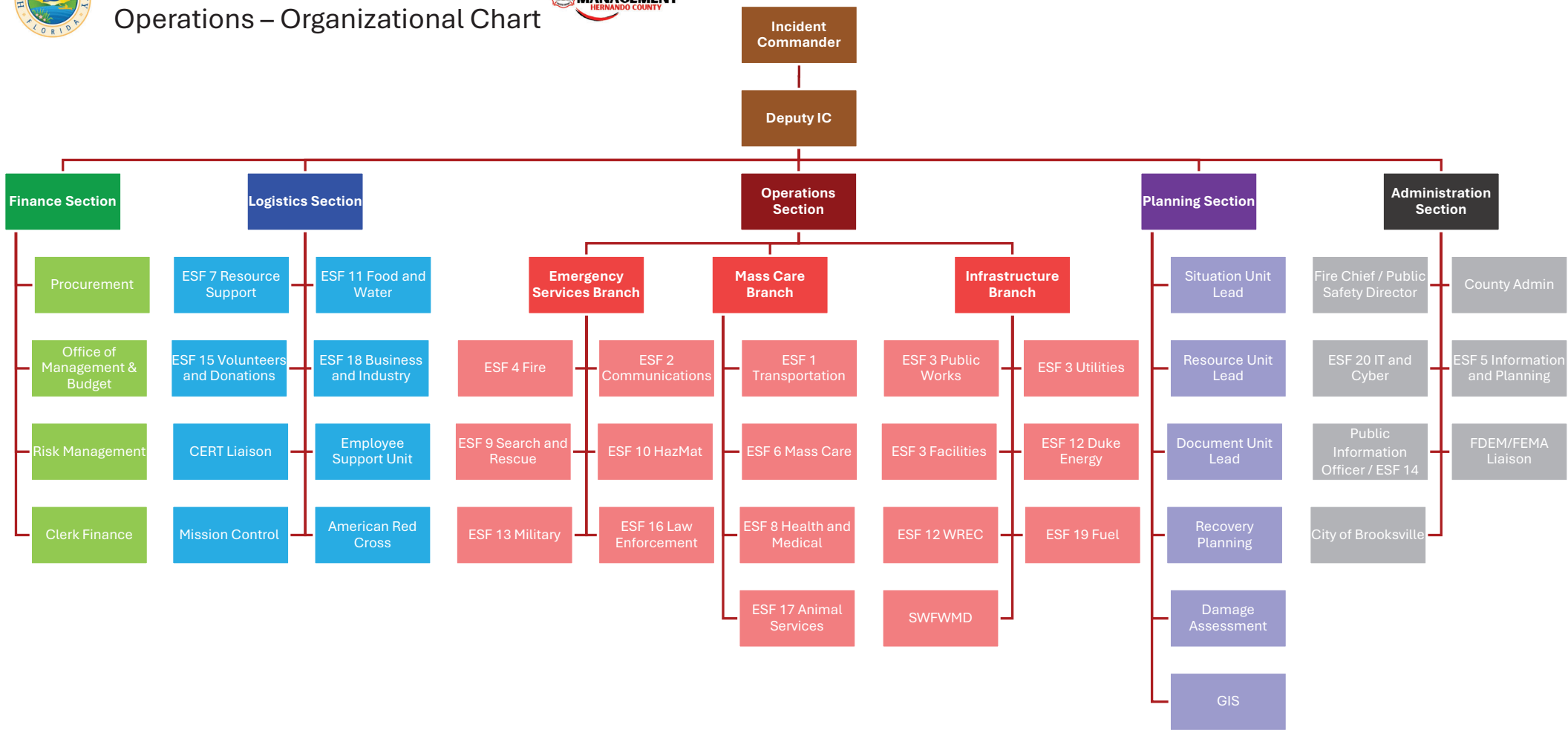
F. Those agencies or departments having primary and support responsibilities for ESFs will establish training programs covering their respective responsibilities, by approved ESF Annexes and SOGs.

G. Further information is in the IPP.

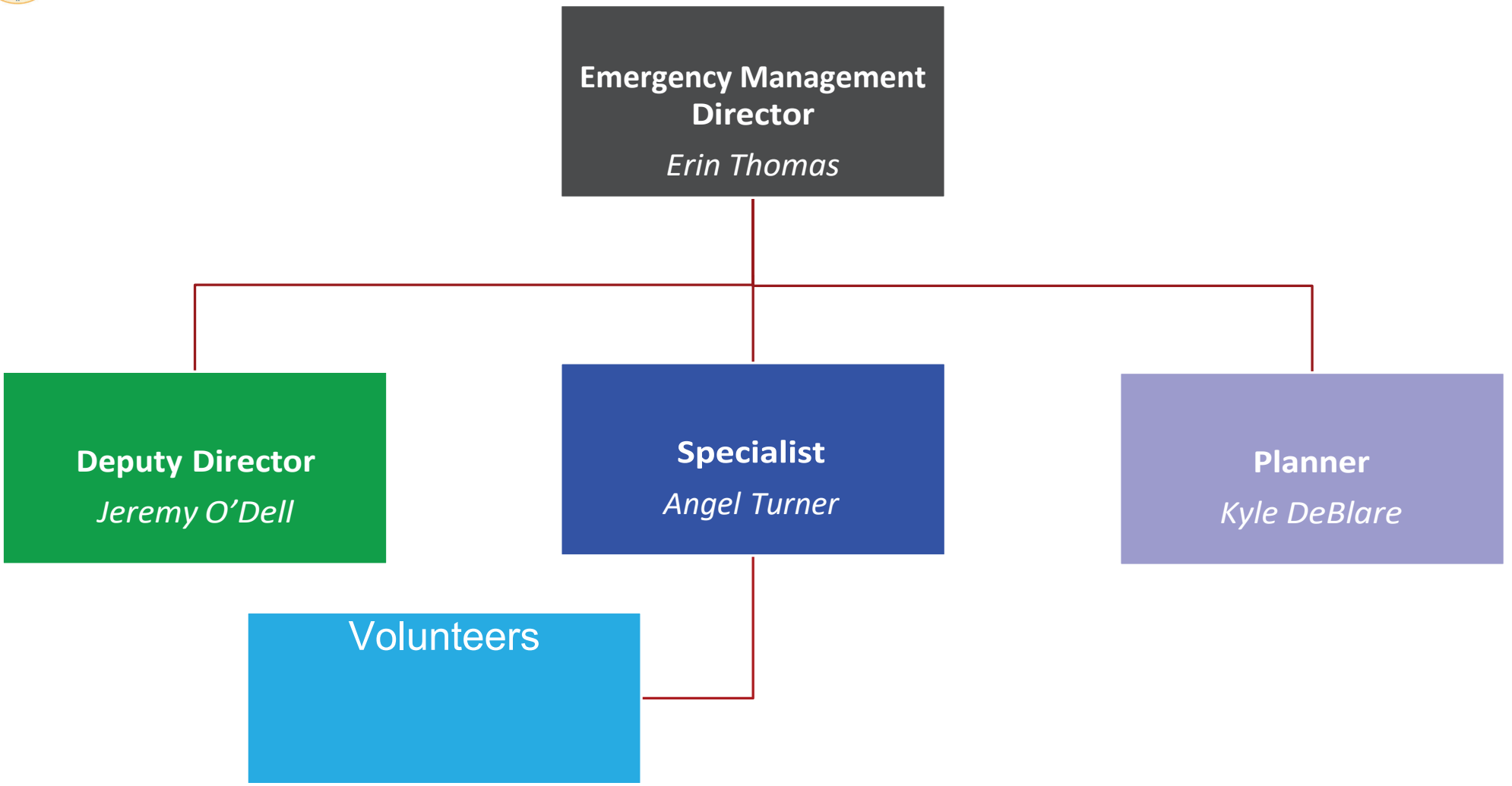
Hernando County
Emergency Operations Center



Hernando County Emergency Operations – Organizational Chart



Hernando County Emergency Management – Organizational Chart



EMERGENCY SUPPORT FUNCTION #1
TRANSPORTATION

LEAD AGENCY: **Hernando County School District (HCSD)**

SUPPORT AGENCIES: **Hernando County Emergency Management**
Hernando County Sheriff's Office
Hernando County Fire Rescue
Hernando County Department of Public Works

1.0 INTRODUCTION

1.1 Purpose

Many disasters such as floods, hurricanes, hazardous materials incidents, and tornadoes will require the evacuation of portions of the population of Hernando County. This annex of the Comprehensive Emergency Management Plan will aid in this process by giving a clear overview of the evacuation process, outlining the area of responsibilities, and creating written standard operating procedures. Hernando County will accomplish the task of evacuating both the general public and special needs residents to designated shelters in a safe and orderly fashion.

1.2 Scope

As of April 1, 2020, the U.S. Census Bureau estimates the population of Hernando County at 194,515, which is a 48% percent increase from 2000. Of this population, approximately 10,000 can be sheltered in approved hurricane shelters. During the worst disaster such as a severe hurricane approximately 1,000 people will need assistance to evacuate. Approximately -11,000 people will evacuate from mobile homes.

To accomplish this task, Hernando County School District (HCSD) has available:

- 127 – 77 passenger buses
- 9 – 83 passenger buses
- 2 – 65 passenger bus wheelchair lift
- 10 - 77 passenger bus wheelchair lift

In total, 148 buses are available to assist with evacuation. All of these resources would, if needed, be called into action to assist in the evacuation of the endangered population of the County.

2.0 SITUATION

2.1 Planning Assumptions

- It is assumed that the general public would both receive and understand official information related to evacuations and routes of travel.
- The public may act in its own interest and evacuate dangerous areas when advised to do so by local government authorities.
- If necessary, local government will order and carry out a mandatory evacuation. It should be expected that a small segment of the population would refuse to evacuate.
- Hernando County does not have local emergency traffic regulations that would be automatically implemented. Emergency workers will develop and implement any necessary traffic rules based on the need.

3.0 POLICIES

3.1 Priorities

- Transportation assets are assigned based on priorities established in the Incident Action Plan for the operational period.
- Residents, including those with special needs, evacuating the most hazardous area(s) will be given the highest priority.
- Residents living in mobile home communities may become a higher priority during evacuations involving tropical weather events.

3.2 Assignment of Responsibilities

HCSD Director of Transportation:

- Acts as the Emergency Support Function (ESF) 1 representative in the Emergency Operations Center (EOC).
- Notify ESF 1 support agencies of an actual or potential activation of this ESF.
- Coordinate ESF 1 activity with the EOC staff.
- Furnishes all available buses, drivers, and driver assistants.
- Ensures all vehicles are fueled.
- Assigns drivers to routes and schedules.

Hernando County Sheriff's Office:

- Establishes perimeters, traffic, and access control.

- Assist in public information and evacuation.

Hernando County Fire Rescue:

- Provides non-emergency stretcher transports as available for stretcher evacuees.

3.3 Operating Facilities

- The HCSD Transportation Department will be the dispatch and operations center for HCSD vehicles.

4.0 CONCEPT OF OPERATIONS

4.1 General

Hernando County Emergency Management (HCEM) or ESF 5 must make a determination as to the scope of the impending, or current, emergency situation and what type of evacuation should be ordered. The magnitude, intensity, speed of onset, and duration will all determine the areas and number of people to evacuate and the time and distance of travel to ensure safety.

Careful consideration will be given to the use of roads that are prone to flooding. Alternate routes of evacuation will be used when possible. If no other route is available, a determination will be made by the Sheriff's Office as to whether the road is passable by evacuation vehicles. Consideration will be given to the time it will take to pick up evacuees from an area and the rate at which the water is rising around the roads in question. Only when it can be assured adequate time exists to safely evacuate the area will vehicles be allowed to proceed.

4.2 Notification

HCEM and/or EOC staff will notify the HCSD Director of Transportation through established notification procedures. He or she will in turn notify supporting agencies to this ESF. The HCSD Transportation Department. Will issue reporting instructions to their perspective bus drivers and assign them their route schedules.

4.3 Pre-Evacuation

Public education will be used to assure the largest possible portion of the population affected by an evacuation will make plans to leave the area on their own before mandatory evacuations are ordered. This planning should include the following:

- Making arrangements with friends or relatives to stay with them in the event of an evacuation.
- Keep the required supplies in your home to protect your property before you leave.
- Plywood or other protective covers for windows.

- Plastic to cover valuables, i.e., TV, computers, and other electronics.
- Place furniture and appliances up on blocks if possible.
- Place clothing and other items as high as possible to protect them from water.
- Gather and take all important papers and documents with you.

HCSD will be the lead agency for ESF 1 in the event the chairperson of the Board of County Commissioners or his/her designee orders an evacuation of Hernando County residents. This role will require careful planning and the assistance of both HCEM and the Hernando County Sheriff's Office. The following will need to be coordinated between all agencies involved:

- HCEM will provide a list of Hernando County residents with special needs that have requested assistance in evacuation and sheltering. This list will be updated as new information becomes available or at least once a year on or before June 1st. This list will be forwarded to the HCSD Transportation Department.
- HCSD, HCEM, and Hernando County Sheriff's Office will work together to determine the scope of the evacuation and the priority of the areas to be evacuated.
- HCSD will coordinate with Fire Rescue/EMS, for the evacuation of non-emergency medical evacuees and evacuations that cannot be practically handled by HCSD staff and equipment.

HCSD, will ensure:

- Maintain an inventory of vehicles, their status, and locations. This inventory is located in the HCSD Transportation Department Offices.
- All of its vehicles will be pre-staged and ready for use during an evacuation.
- Adequate fuel is available with a backup power source to accomplish an evacuation of residents that require assistance.
- Staff will be available and ready to transport evacuees to shelters. Develop mechanisms to track costs, including fuel, for reimbursement.

4.4 Response Actions

Upon activation of the EOC, ESF 1 will coordinate the evacuation of residents with HCSD, HCEM, Hernando County Sheriff's Office, and the American Red Cross. The following actions will be taken:

- HCSD will, upon activation of the EOC and issuance of an evacuation order by HCEM, activate its support agencies and equipment and dispatch them to the

areas of the county that require evacuation. Staff will rely on Hernando County Sheriff's Office personnel to help maintain an orderly evacuation of the affected areas and provide security as needed.

- As the evacuation of each area is completed ESF 1 will be notified by the Hernando County Sheriff's Office and the area will be marked off on a map as completed so duplicate evacuation attempts do not occur.

HCEM, HCSD, Hernando County Sheriff's Office, will keep ESF 1 informed of changing road conditions and weather to ensure the safety of all staff and the evacuees.

HCEM, Hernando County Sheriff's Office, HCSD, and the American Red Cross staff will keep ESF 1 apprised of changes in evacuation priorities based on changing conditions in the county.

ESF 6 will keep ESF 1 apprised of shelters and their current capacities so evacuees can be properly distributed among the shelters.

At sustained winds of 35 MPH all evacuation vehicles will be ordered to proceed to their shelter area and secure their vehicles. When wind speeds reach 40 MPH all evacuation vehicles will be off the road and secured until after the storm. No evacuation vehicles shall move after tropical storm force winds have subsided until ESF 1 has authorized them to leave the shelter areas.

ESF 1 will keep the public information officer updated on the progress of the evacuation.

4.5 Recovery Actions

After the storm all HCSD, staff will immediately assess their vehicles for damage and report the condition of each vehicle to ESF 1.

Based on the reports received ESF 1 will report to HCEM the availability of evacuation vehicles to assist in the evacuation of survivors and/or the return of evacuees to their homes.

HCSD staff will take whatever action is necessary and available to protect their vehicles from further damage.

The Hernando County Sheriff's Office and HCEM shall apprise ESF 1 when the roads are safe for evacuation vehicles to travel them, and when evacuation vehicles will be needed for the evacuation of storm survivors or the return of evacuees to their homes.

HCSD upon notification of ESF 1, resume evacuating storm survivors to available shelters and to hospitals, or return evacuees from shelters to their homes. No

HCSD vehicles shall move after the storm until ESF 1 has authorized them to leave the shelter areas.

ESF 1 will keep ESF 5 updated on the progress of the evacuation of storm survivors or the return of evacuees to their homes.

5.0 ADDITIONAL RESOURCES

Vehicles in the Hernando County Inventory may be used to support this ESF, if necessary. ESF 7 may contract other transportation services, as necessary.

Evacuation Task and Responsibility Matrix

Organizations	Public HCSD	Public HCSO	Public ARC	Public BPD	Public HCEM	Public HCIO
Tasks						
Order evacuation					X	
Coordinate evacuation	X					
Provide public information						X
Coordinate evacuation into other jurisdictions	X				X	
Establish disaster assistance centers					X	
Designate evacuation coordinator	X					
Identify essential personnel	X					
Evacuation assistance for families of essential personnel	X					
Security and law enforcement in evacuated areas		X		X		
Perimeter and traffic control		X		X		
Coordinate road and service support	X					
Provide buses for evacuation	X					
Keep evacuation routes open		X		X		
Track and advise on shelter capacities			X			
Authorize vehicles to move after the storm	X					

EMERGENCY SUPPORT FUNCTION #2
COMMUNICATIONS

PRIMARY AGENCY: **Hernando County 911 Communications Division**

SECONDARY AGENCIES:
Hernando County Sheriff's Office – Information Technology
Hernando County Radio System Operations Division
Hernando County Emergency Management
Hernando County Emergency Communications Services
AT&T Telephone Company
Spectrum
Century Link Telephone Company
Harris Radio
AT&T Wireless
Sprint Wireless
Verizon Wireless

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Emergency Support Function (ESF) is to provide coordination of communications support to Hernando County Government, municipal government entities, other ESFs, voluntary relief organizations, mutual aid response agencies, and State or Federal agencies requiring communications to perform response, recovery, and disaster assistance missions. This ESF serves as the primary function for emergency 911 communications for Hernando County.

1.2 Scope

ESF 2 plans, coordinates, and assists in communications support to County and local emergency elements. This ESF will coordinate communications (both equipment and services) from State agencies, voluntary groups, County agencies, mutual aid response agencies, telecommunications industry, Federal agencies, and the U.S. Military. ESF 2 will be the focal point of all communications support activity at the County level before, during, and after activation of the Emergency Operations Center (EOC) for Hernando County 911 Emergency Communications.

2.0 POLICIES

2.1 Priorities

The assets available to ESF 2 will be used for primary support to County emergency operations agencies and other ESFs. The priorities for allocation of these assets will be as determined by this ESF, in consultation with Hernando County Emergency Management (HCEM).

2.2 Assignments of Responsibility

Primary Agency

Responsibility for execution of ESF 2 will be that of the Hernando County Sheriff's Office.

ESF 2 will:

Establish communications at the EOC. (IT Department)

Support Agencies

1. ESF 2 support agencies must be aware of their organization's capability.

2. Government departments and agencies will provide support to the EOC.

2.3 Response Requirements

Critical assets
Assets critical for the initial 12-hour response:

- Mobile or transportable communications equipment
- Multi-channel radio systems
- Base station, mobile and portable radios
- Trained installation and operations personnel available for field deployment

2.4 Resource Coordination

This ESF will provide resources using its primary and support agency authorities and capabilities, in coordination with other ESFs. This ESF will allocate available resources to each mission based on priorities identified by the EOC. If resources are unavailable within this ESF, they will request assistance through the Incident Commander with the State Emergency Response Team (SERT) Liaison in the EOC, if one is available, or the corresponding ESF at the State EOC.

2.5 Response and Recovery Coordination

Although this annex addresses response and recovery activities of the agencies associated with this ESF, the EOC is responsible for coordinating all emergency activities.

Therefore, emergency operations of this ESF will be initiated commensurate with needs and emergency priorities as determined by the EOC Incident Commander.

2.6 Operating Facilities

Operating facilities are identified in the Basic Plan.

2.7 Coordination in Actions

All agencies of this ESF shall coordinate all actions with the lead department and EOC representatives assigned by the primary agency of this ESF.

3.0 SITUATION

3.1 Disaster Conditions

A disaster condition may result from a significant natural, technological, or man-made event. Disasters such as hurricanes or terrorist actions can cause widespread damage to commercial telecommunications and electric transmission facilities, which impacts communications.

3.2 Planning Assumptions

Initially, local emergency services organizations will focus on lifesaving activities. Local government officials will work toward reestablishing control in the disaster area. The EOC will become the central point of coordination and control for local rescue and relief activities.

Initial reports of damage may be fragmented and provide an incomplete picture of the damage to communications facilities.

Weather and other environmental factors may restrict mobile and transportable communications equipment access into the affected area.

The affected area's ability to communicate may be impaired.

The type of natural disaster may require the careful consideration of sites for establishing a consolidated agency operational area, such as a tent city for centralized field communications.

The EOC will be operational or an alternate site will be activated.

4.0 CONCEPT OF OPERATIONS

4.1 General

The role of the primary agency will be to focus coordination and ensure the management of combined agency efforts. ESF 2, Communications, will report directly to the EOC Incident Commander or the EOC Coordinator.

4.2 Primary and Secondary Communication Systems

Local EOC to the various departments and agencies of local government – County departments, including the EOC, will operate on a Cisco IP phone system and/or commercial telephone lines, radio system, and cellular phones.

Local EOC to the State EOC - commercial telephone lines and Everbridge.

Local EOC to municipal EOC's - commercial telephone lines, radio system, and cellular phones.

ESF/ICS field groups - radio system and cellular phones.

Local EOC – WebEOC will be used for entering in request for various ESFs in the EOC.

1. Commercial Telephone Lines (Land Line)

The primary communication system during emergencies is the County's Cisco IP phone system. Spectrum is responsible for maintaining and restoring the County's PRI circuit for the Cisco IP phone system. AT&T is responsible for maintaining and restoring telephone service for some of the County, including but not limited to main lines, fax lines, and modem lines. Century Link is responsible for maintaining and restoring telephone service for the east side of the County.

During normal business hours, the assigned telephone company marketing representative or account representative would be called upon to assist in maintaining or restoring telephone service. After hours, the Spectrum and/or AT&T Repair Service would be called to restore and maintain telephone service.

During normal business hours or after hours, the Century Link Repair Service would be called to maintain and restore telephone service on the east side of the County.

2. Cellular Phones

Currently there are several cellular companies serving Hernando County, including but not limited to AT&T Wireless, Sprint, Verizon Wireless, etc. These cellular companies would be contacted to provide cellular phones to this ESF, which will be deployed to the necessary agencies during disaster operations. Currently, this ESF has 50 25 phones provided by AT&T Wireless and 50 75 phones provided by Verizon Wireless in stock and ready for deployment at any given time. If additional cellular phones are needed, this ESF

would coordinate a resource request with ESF 7.

3. P25 Radio System

Hernando County maintains an **eight-site trunked simulcast 700MHz P25 radio system** as the primary communication system for daily operational use and emergency radio communications for the public safety and local government agencies within Hernando County. The Hernando County Sheriff's Office maintains control and security of the system to insure its proper maintenance and operation. The system is accessed by many other agencies through statements of understanding and financial support. The system currently has **eight** tower sites located for maximum coverage countywide.

Stringer Hill Tower Site
Progress Energy Tower Site
Treiman Tower Site
SBA-South Tower Site
DOF Tower Site
AT-Silverthorn Tower Site
SBA-North Tower Site
AT-Brooksville Tower Site

The system currently operates on eight channels, with one designated as the control channel.

P25 Trunked Simulcast - is the main system consisting of an eight site 700MHz trunked, and microwave linked, simulcast system which receives and transmits at all sites simultaneously, allowing for countywide radio communications coverage.

Interoperability Talk groups - allows for pre-defined interop talk groups to be used by multiple agencies. There are currently ten interop talk groups pre-programmed in all of Hernando County's radios. The ten talk groups programmed in each radio are titled Hernando IO 1-10

Conventional - allows for "repeated" or "direct" radio to radio communication when necessary for incident ground communications or when the P25 system has experienced a failure. This system also allows units to communicate with other agencies outside our system on 800MHz conventional frequencies (i.e.: statewide mutual aid frequencies).

Each tower site is equipped with an emergency generator and UPS back-up power, and an alarm system which monitors all vital functions of the radio system, microwave system, electrical power and building alarms.

Each radio in the County will have the following channels in Zone C:

Hernando Interop Talk groups

Hernando IO 1
Hernando IO 2
Hernando IO 3
Hernando IO 4
Hernando IO 5
Hernando IO 6
Hernando IO 7
Hernando IO 8
Hernando IO 9 – Encrypted Talk groups Only on Sheriff Radios
Hernando IO 10– Encrypted Talk groups Only on Sheriff Radios

Conventional Repeaters

Located at the Stringer Hill Tower Site

MA FLA - Florida Statewide Mutual Aid
8CAL90 - Nationwide Mutual Aid Calling Channel
8TAC92 - Nationwide Mutual Aid Tactical Channel
8TAC93 - Nationwide Mutual Aid Tactical Channel
8TAC94 - Nationwide Mutual Aid Tactical Channel

During normal operations, the various departments operate on the trunked simulcast system utilizing their own set of system talk groups. In the event any system user needs to communicate with a different department or agency, they can either change to another department talk group (if available in their radio) or can utilize one of eight common interoperability talk groups:

Hernando IO 1
Hernando IO 2
Hernando IO 3
Hernando IO 4
Hernando IO 5
Hernando IO 6
Hernando IO 7
Hernando IO 8

All of these talk groups can be monitored by the communications center.

Any agency with 700MHz P25 radios that can operate on our system will be allowed to use the following talkgroups (as applicable).

Hernando IO 1
Hernando IO 2
Hernando IO 3
Hernando IO 4
Hernando IO 5
Hernando IO 6
Hernando IO 7
Hernando IO 8

The System also has other important capabilities that are programmed on select radios.

Emergency Alert – (Sheriff's Office and Fire Rescue only) allows the field user to press an "emergency" button on their radio in the event they are in distress and cannot transmit a message over the radio. This button will activate an emergency tone which will be received by the dispatcher along with the ID# of the radio unit.

Priority Scan - allows selected radios to "scan" or "monitor" several 700MHz talk groups while continuing to monitor the user's primary talk group.

3. **Hernando County Emergency Communications Service (HCECS)**

HCECS provides a valuable source of communications during an emergency. Amateur radio operators provide communications between public shelters and the EOC as their primary mission. The HCECS control station at the EOC has access to several radio repeaters giving it a communication capability covering Hernando County and permitting contact with adjacent counties.

4. **Statewide Satellite Communications/Emergency Network (ESATCOM/EMnet)**

ESATCOM is a satellite based communications system with the ability to transmit voice, high speed data, facsimile, and video communications throughout the Florida state network. Beside the terminals located in the 67 counties, the system is located in all National Weather Service Offices in Florida, the National Hurricane Center in Miami, and the primary Emergency Alert Systems (EAS) radio stations in Florida. The new NAWAS Phones will replace the ESATCOM as the primary point-to-point voice communications system and ESATCOM will become its backup. The mission is the same for both, to provide reliable and effective means of

communications between all of the EOCs in the State, including the State EOC. The EMnet system is a proprietary e-mail system running on ESATCOM (and internet if so configured) to allow rapid and secure data transmissions between EOCs and to provide proof of delivery, etc.

EMnet is a satellite based messaging system designed specifically to meet the needs of the emergency management community. It allows users to send messages to individual stations, groups, or all stations, and provides confirmation of delivery in the form of a receipt. Messages are transmitted to our EMnet server in most instances via an internet connection utilizing the TCP/IP protocol, and are then delivered to the intended stations via satellite broadcast. This method allows for the simultaneous, almost instantaneous delivery of a message to multiple stations. Message receipts and acknowledgments if required by the sending station are transmitted via the internet or private network to the EMnet server.

EMnet is the official system Florida will use to transmit EAS messages. Most EAS messages will be generated by the National Weather Service for severe weather related messages, and the Florida Department of Law Enforcement (FDLE) originates AMBER and SILVER alert messages.

6. Back-up Radio Systems

HCEM also has the availability of several low band, UHF portable and mobile radios, as well as a UHF repeater installed and operational at the Stringer Hill primary tower site. These radios are issued to CERT Commanders for communication back to the EOC during the response and recovery periods of the emergency situation. These radios may also serve as a limited back-up to the 800MHz trunked radio system. In addition, they can be used to communicate with shelters, feeding sites, distribution sites, staging areas, etc. ESF 2 or Emergency Management Office will assign, track, and demobilize these radios when needed.

The Florida Interoperability Network (FIN) - provides secure interagency and interoperable communications for Florida's entire community of public safety users with dissimilar systems, enabling more timely and effective emergency responses to critical events daily. More information can be obtained at the website listed below:

http://dms.myflorida.com/eits/public_safety/radio_communications/florida_interoperability_network_fin

The Sheriff's Office also maintains a Mobile Command Center (MCC). The MCC is a 53' trailer that is self supporting with

generator power, heat and air conditioning, fresh water supply, small refrigerator, microwave, and restroom facilities.

Equipment installed in the MCC includes, six (6) 800MHz radios for use with the County 800MHz trunked radio system, one (1) each 800MHz, UHF, and VHF radios for communications with various state agencies, conventional repeaters for B/U 1, B/U 2, 8CALL90 MA, 8TAC92 MA, building amplifier for 800MHz and 900MHz Nextel phones, satellite connection for phone and computer access, DirecTV satellite and eight (8) computer workstations.

This unit can be used for Incident Command countywide or deployed out of county with limited area radio coverage.

Communications Trailers – The Sheriff's Office maintains two (2) portable Communications Trailers with 100' towers. Each one contains a gasoline generator and conventional repeaters for B/U 1, B/U 2, 8CALL90 MA, and 8TAC92 MA.

7. Communication Drills

ESF 2 will participate in all drills deemed appropriate by HCEM. A test of communication systems will be incorporated into at least one annual exercise. The type of communication system tested will be determined during the exercise development phase.

4.3 Notification

The IT Department, as the support agency for ESF 2, will notify for activation purposes each support agency and/or volunteer agency (as required), using commercial telephone lines, cellular phones, and/or pagers. As a primary agency, the Hernando County Sheriff's Office 911 Division will use the 800MHz radio system as a mode of communication and/or notification.

4.4 Mobilization

ESF 2 will have access to commercial telephone lines, cellular phones, pagers, and/or the 800MHz radio system as mobile communications.

4.5 Response Actions

Assess the need for and obtain assistance from TERT (Telecommunicator

Emergency Response Taskforce) if needed or required.

Assess the need for and obtain telecommunications industry support as required.

4.6 Recovery Actions

ESF 2 will begin assisting in the recovery process by:

Accumulating damage information obtained from assessment teams, the telecommunications industry, EOC and other city and state agencies.

5.0 RESPONSIBILITIES

The Hernando County Sheriff's Office 911 Communications and Information Technology Divisions (secondary agency) will make every attempt to ensure that the EOC and all communication efforts are operational on a 24 hour basis.

6.0 RESTORATION PRIORITIES

Damaged communication systems will be given a high priority for restoration. The following list indicates some of the highest priorities identified to be restored. However, priorities will be determined by the Incident Management Team after an assessment of damage has been conducted.

- 800MHz Radio System
- EOC Telephones
- Critical Facility Landline Telephone Systems

7.0 TERMS AND DEFINITIONS

TERT	Telecommunicator Emergency Response Taskforce is a statewide and nationwide initiative for deployable emergency response dispatchers to be received by agencies as needed for recovery and continuity of operability.
Conventional	Allows for "repeated" or "direct" radio to radio communication when necessary for specific incident communications or when the trunked system has experienced a failure. This feature also allows units to communicate with other agencies outside our system on 800MHz conventional frequencies (i.e.: statewide mutual-aid frequencies).

Emergency Alert	This feature allows the field user to press an "emergency" button on their radio in the event they are in distress and cannot transmit a message over the radio. This button will activate an emergency tone which will be received by the dispatcher along with the ID# of the radio unit. The location of the radio is NOT transmitted, however.
Failsoft	This feature allows the system to operate in a Conventional 800MHz simulcast mode during a trunked system failure.
HCECS	**H**ernando **C**ounty **E**mergency **C**ommunications **S**ervice provides a valuable source of communications during an emergency situation. HCECS operators provide communications between public shelters and the EOC as their primary mission.
Land Line	The main mode of telephone communication for disaster communications is the dial tone provided by the local telephone company (AT&T and Century Link).
Priority Scan	This feature allows selected radios to "scan" or "monitor" several 800MHz talkgroups while continuing to monitor the user's primary talk group.
Private Call	This feature would allow selected radios to call other radios on the simulcast system and communicate directly to that radio user without other radios on the system being able to monitor the conversation. This feature is not used.
Trunked Simulcast	This is the primary radio system consisting of a three site 800MHz trunked, and microwave linked, simulcast system which receives and transmits at all sites simultaneously.
Talk Groups	This feature allows for pre-defined "emergency" talk groups to be used during catastrophic or major disasters (simulcast).

EMERGENCY SUPPORT FUNCTION #3
PUBLIC WORKS AND ENGINEERING

PRIMARY AGENCIES: **Hernando County Department of Public Works**
Hernando County Utilities Department

SUPPORT AGENCIES: **Hernando County Solid Waste and Recycling Division**
Hernando County Parks and Recreation Department
Hernando County Purchasing and Contracts
Hernando County Emergency Management
Hernando County Sheriff's Office
Hernando County Building Division

City of Brooksville Department of Public Works
Southwest Florida Water Management District

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Emergency Support Function (ESF) is to provide Public Works and Engineering support for assistance in life-saving and disaster relief through engineering services, technical evaluation, inspection, damage assessment, debris clearance and disposal, restoration of transportation facilities and traffic control devices, operation and restoration of public water and wastewater facilities, and emergency signage.

1.2 Scope

ESF #3 Public Works and Engineering support includes professional, technical and administrative services related to:

- Inspection, evaluation and emergency clearance of debris to allow for evacuations, on-going damage assessments and the safe passage of emergency personnel, supplies and equipment.

- Inspection, evaluation and emergency repair of local roads and bridges to facilitate the provision of assistance and the distribution of supplies and materials.

- Inspection, evaluation and emergency repair of public water and wastewater infrastructure.

- Coordination and logistical assistance for road and bridge closures, detours and

installation of temporary traffic control devices.

- Emergency demolition of damaged structures and facilities designated as immediate hazards to public health, safety and welfare.

- Technical assistance and drainage assessment.

- Provision of technical and logistical assistance to other ESFs as needed.

2.0 POLICIES

- The Hernando County Department of Public Works (DPW) performs tasks under their authority in addition to missions assigned in this plan.

- The Hernando County Utilities Department (HCUD) performs tasks under their authority in addition to missions assigned to this plan.

- Hernando County and the City of Brooksville Public Works Directors may request assistance through Mutual Aid Agreements by forwarding requests to ESF 7 for processing.

3.0 SITUATION

3.1 Disaster

A major or catastrophic disaster will cause extensive and potentially severe property damage.

- Structures, houses, public buildings, and other facilities will be damaged or destroyed. Many may need to be reinforced, demolished or isolated for public safety reasons.

- Water and wastewater infrastructure may be damaged or destroyed resulting in partial or full disruption of a clean water supply, and/or health hazards in the environment due to sanitary sewer overflows.

- Streets, bridges, highways, airports, and other forms of transportation are expected to be damaged or unusable.

- Traffic control equipment may be damaged and rendered partially or fully inoperable.

- Resources may be limited or inadequate in the immediate disaster area.

- Emergency response personnel may be denied free access within the disaster area depending on the circumstances.

- Disaster assistance must begin immediately.

3.2 Planning Assumptions

A major or catastrophic disaster will tax the ability of the local government to respond without outside assistance.

- Requests for assistance are expected to far exceed the resources of the Public Works Department.
- Requests for assistance are expected to far exceed the resources of the Hernando County Utilities Department.
- Damaged areas may be blocked by debris and not readily accessible to emergency response personnel.
- Roads may need to be reopened to allow access by emergency service personnel.
- Temporary signage and traffic control equipment may be required to identify streets, facilitate traffic flow and restrict public access to disaster areas.
- Water and sewer mains may be ruptured from tree roots or damage structures resulting in breaks and spills.
- Water treatment plants may be inoperable due to power loss or damaged equipment
- Wastewater pump stations may be inoperable or submerged with stormwater or coastal flooding resulting in sanitary sewer overflows.
- Water Reclamation Facilities may be partially or fully inoperable due to power loss or damaged equipment.
- Standard methods of communication may be disrupted or destroyed.
- Damage assessment will be necessary to identify and prioritize the use of resources to minimize risk to citizens and damage to property.
- Emergency procedures will be necessary for debris removal and disposal to protect public health and safety.
- Abbreviated purchasing procedures will be utilized to expedite the purchase of supplies and materials.
- Support services for all personnel and equipment may have to be provided from outside the disaster area.
- Secondary events after a disaster have an even greater potential for threatening

lives, property and infrastructure.

4.0 RESPONSIBILITIES

4.1 Lead Agencies

DPW functions as the lead agency for ESF 3 (Public Works):

- As the lead agency for ESF 3 (Public Works), DPW will coordinate and direct support agencies' resources for debris clearance and removal, access restoration, transportation facility damage assessment, and other related public works functions.
- DPW's resources will be deployed and utilized in conjunction with support agencies and local governments as needed.
- DPW will provide support to other ESFs in accordance with established priorities and as directed by the Emergency Operations Center (EOC).
- DPW will be responsible for the collection and disposal of debris.

HCUD functions as the lead agency for ESF 3 (Utilities):

- As the lead agency for ESF 3 (Utilities), HCUD will coordinate and direct support agencies' resources for operation and restoration of County public water and wastewater infrastructure, and other related functions.
- HCUD's resources will be deployed and utilized in conjunction with support agencies and local governments as needed.
- HCUD will provide support to other ESFs in accordance with established priorities and as directed by the Emergency Operations Center (EOC).

4.2 Support Agencies

- **Hernando County Solid Waste and Recycling Division** will assist DPW with coordinating the collection and disposal of debris.
- **Hernando County Parks and Recreation Department** will assist in emergency debris clearing operations.
- **Hernando County Purchasing and Contracts** will implement emergency purchasing procedures and have the Fleet Maintenance contractor available for emergency repairs and fueling.

- **City of Brooksville Department of Public Works** will communicate their road clearance priorities and needs and make resources available for a coordinated response.

- **Hernando County Emergency Management (HCEM)** is responsible for receiving, processing and disseminating information as the primary agency for ESF 5.

- **Hernando County Sheriff's Office (HCSO)** is responsible for law enforcement functions as the primary agency for ESF 16. HCSO will take control of damaged areas, direct traffic around closed areas, facilitate evacuations, and provide enforcement and control in problem areas.

- **Hernando County Building Division** is responsible for identifying structures and facilities, which require demolition or stabilization due to damage that poses an immediate hazard to public health and safety. This authority is provided through Hernando County Code Chapter 8, Article II, Section 8-136 - Division 6: Standard Unsafe Building Abatement Code.

- **ESF 4 and ESF 16** are responsible for the identification of transportation routes to be cleared to allow emergency response vehicles to operate.

- **ESF 12** is responsible for coordinating the immediate restoration of power to public water and wastewater facilities to mitigate the public health risks associated with the loss of water and wastewater services.

- **Southwest Florida Water Management District** is responsible for various water-related activities including maintenance of rivers and canals under their jurisdiction, flood control, well permitting, drilling, and fill activities. The District also has boats, heavy equipment, maps, knowledge and control of surface water systems and control structures such as floodgates, as well as biologists, chemists, and other professionals that may have useful knowledge and expertise.

5.0 CONCEPT OF OPERATIONS

5.1 General

- DPW, as primary agency for ESF 3 (Public Works), will coordinate between federal, state and local agencies to restore access into the disaster area, provide damage assessment information, direct the rehabilitation of transportation and drainage infrastructure, and coordinate debris removal and disposal.

- HCUD, as primary agency for ESF 3 (Utilities), will coordinate between federal, state and local agencies to restore public supply water and wastewater services.

5.2 Organization

- DPW and HCUD will provide 24-hour support at the EOC to ensure full coordination, deployment and utilization of available resources.
- Resources from various departments and agencies will be directed to designated sectors based on available information, planned assignments and weather conditions.
- Situation permitting, DPW may establish a triage team to be dispatched to residents reporting drainage and debris problems to assess the situation. DPW will assign staff to receive reports and log them. The triage team leader will establish priorities and dispatch team members.
- Situation permitting, HCUD may establish a triage team to assess damage to county water and wastewater facilities. HCUD will assign staff to receive reports, prioritize restoration activities, and dispatch team members to complete necessary tasks to restore water and wastewater services.

5.3 Notification

- HCEM is charged with initial notification of potential or actual events.
- All departments and agencies will alert their personnel and ensure that equipment and supplies are ready for use or placed on standby.
- Designated staff will report to the EOC when activated.

5.4 Response Actions

- At all times:
    - DPW will maintain a reference inventory and adequate stock of supplies for use during emergencies, at the DPW compound, such as Type II barricades, sign blanks, batteries, personal protective gear, etc.
    - Keep all mechanical equipment in good working order.
    - Provide safety training to all employees with major emphasis on dangers associated with disaster response.
    - Have maps available for tracking events and dispatching personnel.
    - Maintain updated employee home and cellular phone list.

- Test generator equipment.

- 48 hours prior to event (or upon occurrence):
  - DPW and HCUD will place all personnel on standby and cancel leaves as determined by the Department Director.
  - All equipment and vehicles will be inspected and necessary repairs made in advance of potential event.
  - All vehicles will be refueled at the end of each workday.
  - Personnel will be advised to take necessary steps to secure personal property and provide for protection of their families.
  - Inventories of emergency supplies and materials must be verified.
  - Contact local vendors to ascertain availability of equipment that may be needed after a major disaster.
  - Review situation with key management personnel and distribute periodic updates.
  - Review priorities established for roadway corridors.
  - Confirm that other ESF 3 agencies and departments are activating their emergency plans.

- 12 hours prior to potential event:
  - Meet with staff and supervisors to review schedules for office and field assignments.
  - Distribute equipment and supplies to designated staging areas, if appropriate.

- Six hours prior to potential event:
  - Have designated response personnel report to assigned duty stations.
  - Make final inspection to assure that all response equipment and materials are secured.
  - Send non-essential personnel home.
  - Test communications network.

- Initial actions during and after event:

- Commit available resources to pre-planned priorities.
- Respond to specific, emergency or life-threatened areas coordinated through the EOC.
- Assist other ESFs as needed.
- Conduct damage assessment of roads and bridges to ascertain degree of damage and resources required to restore services on an emergency basis. The prioritization of clearing, repair and restoration of damaged transportation facilities are to be coordinated through the EOC.
- Establish roadway clearing control plan from initial damage assessment reports. Emergency debris clearance efforts will focus on clearing major transportation routes to allow movement of emergency response vehicles and equipment and access to medical facilities.
- Restore traffic control devices and directional signage to assist in rescue efforts and/or evacuation.
- Begin primary operations as necessary and as directed.

- Continuing actions:
  - Assign resources on an as needed basis.
  - Provide support services for personnel and equipment in disaster area.
  - Maintain communication with all units.
  - Oversee the removal and disposal of debris from roadways in the disaster area.
  - Minimize the impact of debris disposal on the county landfill by utilizing alternative means of debris disposal. Vegetative debris should be burned or chipped. Burn sites should be located as far as possible from populated areas.
  - Be very vigilant of liquid petroleum tanks in delivery loads.
  - Construction and demolition debris as well as recyclables (such as white goods) should be separated and disposed of accordingly. Household garbage should be disposed of in the approved landfill.
  - The storage and disposal of hazardous materials must be done in an environmentally sound manner.
  - Enforce the Standard Unsafe Building Abatement Code and begin

stabilization and/or demolition of unsafe structures.

5.5 Stabilization or Demolition of Damaged Structures

Stabilization or demolition of facilities posing an immediate health or safety threat will be accomplished when practical. Until stabilization can be accomplished, field personnel will secure and clearly mark unsafe structures. If necessary, guards will be posted to keep people away. Most demolition should be accomplished by contract when feasible. However, demolition will be conducted when conditions permit and on public facilities only. Demolition of private structures will be the responsibility of the building owner.

The County will make every effort to allow insurance adjusters into damaged areas expeditiously to survey client buildings. This will speed up the process for building owners to make repairs or vacate their buildings for demolition.

ESF 5 will provide a list of unsafe buildings to local law enforcement, fire and rescue services, and governmental agencies.

5.5.1 Public Structures

During the initial impact assessment, damage inspectors will compile a list of those facilities the inspectors deem an immediate public hazard and that require immediate stabilization or demolition. The inspectors, in coordination with the County Engineer, will prioritize this list.

The inspectors will forward the list to DPW. DPW will dispatch the necessary heavy equipment and items to the begin stabilization. If the required resources are not available, ESF 3 will coordinate with ESF 7 to obtain them.

DPW will coordinate the debris management aspect of the demolition operation. This will be contracted out when feasible. This will allow County resources to be used in other disaster operations.

5.5.2 Private Structures

The Building Division will survey private structures and facilities while performing damage assessments. This will allow them to gather damage information and begin identifying those buildings that require permitting, condemnation, or other building code action. The building inspectors determine the need for demolition or stabilization according to procedures set forth in the Standard Unsafe Building Abatement Code as follows:

- The County Building Official will inspect any building/structure that may be unsafe, determine that such building is unsafe and initiate proceedings to

cause the abatement of the condition.

- A notice of unsafe building will be directed to the owner of record.
- If the notice is not complied with or an appeal is filed, the Building Official shall certify that the structure is unsafe and that the owner of record has been served.
- The building shall be ordered repaired or demolished at the owner's option. If the building poses an immediate hazard, it shall be ordered vacated immediately.
- Notices to vacate shall be posted at each entrance to the building.
- Appeals must be filed in writing with the Building Official within 30 days from the date of the servicing. Hearing dates shall not be more than 60 days from the date the appeal was filed.
- Repair/demolition of an unsafe building shall be performed in an expeditious manner per code.
- If the cost of repairs/demolition is borne by the County, procedures for the budgeting, expenditure and recovery of such funds shall be established.

6.0 ADDITIONAL RESOURCES

During a large disaster, ESF 3 assets will be overtaxed. The ESF 3 Coordinator will identify resource shortfalls to the Logistics Section through the Operations Chief. The ESF Coordinator will identify the problem, what resource is needed, its specifications, and a likely source from which to obtain the resource. If necessary, the Logistics Section will transmit the information to the State Warning Point/EOC for additional support.

Additional resources will be requested using the standard resource request procedures listed in the ESF 7 Annex. ESF 3 will assist the Logistics Section and Finance Section on resource use and expenditure documentation.

EMERGENCY SUPPORT FUNCTION #4
FIRE FIGHTING

PRIMARY AGENCY: **Hernando County Fire and Emergency Services**

SUPPORT AGENCIES: **Brooksville Fire Department**
Florida Forest Service
Florida Fire Chiefs' Association
U.S. Coast Guard

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Emergency Support Function (ESF) is to provide Hernando County with a firefighting capability to meet the demands of rural and urban fires, including wildland fires, resulting from or occurring coincidentally with a disaster condition or event.

1.2 Scope

This annex involves the management and coordination for firefighting support at the County level, consistent with the Florida Comprehensive Emergency Management Plan (CEMP). This includes mobilizing and providing the personnel, equipment, and supplies for the control and extinguishing of fires.

2.0 POLICIES

2.1 Priorities

ESF 4 assets will be used to support County emergency operations and other ESFs with their emergency efforts. ESF 4 will interface with ESF 8, ESF 9, and ESF 10 to:

- Suppress urban, rural, and wildland fires.
- Assist in the evacuation of persons from immediate danger.
- Provide for the safety and health of all emergency personnel by providing logistical support, food/shelter, and medical care.
- Respond to and implement public safety and protective actions.
- Contain hazardous material releases while providing defensive operations.

2.2 Assignment of Responsibility

It is the responsibility of each fire department to ensure its own operational capability. The Hernando County Fire Chief or designated representative will coordinate the planning, development, and maintenance for all fire services related to emergency management operations.

2.3 Response Requirements

Federal and State assistance to this ESF will be provided under Public Law 93-288, and Florida Statute Chapter 252, and the Florida CEMP.

2.4 Resource Coordination

This ESF will provide resources using its primary and support agency authorities and capabilities, in coordination with other ESFs, to support its mission.

All resources will be directed to a designated staging area determined during the initial operational periods. All other ESFs will coordinate with ESF 4 at the Emergency Operations Center (EOC) when requesting emergency support of disaster assistance from this ESF. In the case where a conflict of priorities develops, ESF 4 will work with the Operations Section Chief and the Incident Commander to resolve the situation.

The Hernando County Fire Chief or designated representative possesses and maintains a resource inventory showing vehicles, apparatus, equipment, and their locations that may be available for firefighting activities.

The Logistics Division will assist ESF 4 when requesting resources through the Florida Fire Chiefs' Association for firefighting support. ESF 4 will provide the Logistics Division the type of resource needed, amount, and period expected to be used.

3.0 SITUATION

3.1 Disaster Conditions

Fire prevention and control are everyday tasks faced by fire department personnel. Many hazards may present difficulties concerning fire protection such as hurricanes, tornadoes, riverine and coastal flooding, high winds, wildland fires, fire spread, hazardous material accidents and other conflagrations.

3.2 Planning Assumptions

- Existing fire department personnel and equipment can probably control most emergency situations, given the normal training provided and availability of mutual aid.

- All available local fire department resources will be committed, and they will need additional help.

- Damaged areas will be blocked, inaccessible, and present secondary hazards.

4.0 CONCEPT OF OPERATIONS

4.1 General

The responsibilities of fire department personnel in emergency and disaster situations are basically the same as in their daily operations. Their primary area of responsibility is fire control. Fire services are also involved on a regular basis with rescue operation and hazardous materials incidents. Fire activities are identified below into four basic phases:

4.1.1 Mitigation

- Enforce fire codes.

- Conduct public safety and fire prevention programs.

- Request changes or upgrading of existing fire codes where deemed necessary.

- Ensure that all new construction conforms to fire codes.

- Conduct familiarization walk-through tours of high hazard or high life safety facilities on a regular basis.

4.1.2. Preparedness

- Maintain vehicles, equipment, and apparatus.

- Train personnel.

- Develop communications procedures.

- Develop and conduct periodic reviews of facility preplans.

- Exercise routinely.

- Periodically review and upgrade mutual aid agreements when necessary.

4.1.3. Response

- Control fires.
- Perform search and rescue operations.
- Assist in evacuation notifications.
- Control hazardous material releases.
- Request implementation of temporary fire codes or restrictions during an emergency. (Example: restrict open burning or recreational fires during a prolonged dry period.)

4.1.4 Recovery

- Maintain records, logs, and documentation of resources employed.
- Assist in fire investigation.
- Assist in public information and awareness.

4.2 Emergency Support Function Organization

Hernando County Fire and Emergency Services is the primary agency for ESF 4. Pre-designated representatives from primary and support agencies of this ESF will be present in the EOC on a 24-hour basis.

The designated team leader for this ESF at the EOC is responsible for all activity of the ESF, subject only to the guidance and direction of the EOC Management Team and the policies of this plan. Elsewhere throughout the County and other designated recovery facilities, as described in the Basic Plan of this document, this ESF will be organized according to the Incident Command System.

4.3 Notification

- Initial notification will be sent by Hernando County Emergency Management (HCEM) to the primary agencies of this ESF advising that a threat situation or an emergency has occurred which warrants, or may warrant, the implementation of this plan.
- The primary agency will in turn notify all support agencies to begin mobilization of resources and personnel and prepare to commence operations assigned to this ESF.

4.4 Mobilization

Immediately following notification to activate this ESF, the primary agency will complete the following:

- Establish communications with the EOC and obtain situation reports.

4.5 Direction and Control

The ESF 4 representative in the EOC will be responsible for coordinating all fire services operations. Each fire agency will be responsible for operations within its respective jurisdiction. All emergency operations will be directed from the EOC by the Hernando County Fire Chief or their representatives. Using standard procedures, firefighters will be utilized to handle routine operations. State and federal support will be called upon as needed.

4.6 Continuity of Government

Lines of succession to each department head are defined according to the standard operating guidelines established by each department. The Continuity of Operations Plan may be activated.

4.7 Communications

Hernando County Consolidated Communications Dispatch will continue to receive, dispatch, and transmit fire information. Talk groups may be assigned as scene commands are established.

ESF 4 will operate a base station ~~in the 911 Communications Center~~ during response operations. However, field units are to continue to use normal radio protocols and communicate with Consolidated Communications Dispatch unless otherwise determined by ESF 4.

ARES operators may be assigned with field units if normal communications become impaired.

5.0 ADDITIONAL RESOURCES

ESF 4 will use personnel and resources from its primary and support agencies to respond to mission assignments related to emergencies. Additional resources available at other ESFs may be coordinated and mobilized to support ESF 4 missions.

5.1 Request Procedures

- All requests for additional fire resources will follow the standard resource request procedures listed in ESF 7 Annex.
- The request will include:
  - The fire related problem(s) to be solved.
  - County resources committed.
  - The number and type of single resources, strike teams, or task forces anticipated.
- Fire resources requested to support disaster operations will be approved by the EOC Manager and submitted to the State EOC through the State Emergency Response Team Liaison Officer and WebEOC.
- Requests will be forwarded to the State ESF 4 desk staffed by the Florida Fire Chiefs' Association.

5.2 Resource Coordination

- At times, ESF 4 may need to coordinate directly with the Florida Fire Chiefs' Association.
- When outside fire resources are assigned to Hernando County, they will come under the operational control of the County's ESF 4 and/or Operations Section.
- The ESF 4 representative will brief any liaison officer assigned to the EOC on the operation of the EOC and give the necessary information on resource status.
- The fire liaison officer and the EOC Team will review and coordinate policies, procedures and agreements as necessary. Resources will only be committed to mission assigned tasks only.
- Together, the EOC Team, including the liaison officer, will anticipate and identify future resource needs.

EMERGENCY SUPPORT FUNCTION #5
INFORMATION AND PLANNING

PRIMARY AGENCY: **Hernando County Emergency Management**

SUPPORT AGENCIES: **Hernando County Clerk of the Circuit Court**
Hernando County Planning Department
Hernando County Property Appraiser
Florida Division of Emergency Management

1.0 INTRODUCTION

1.1. Purpose

The purpose of this Emergency Support Function (ESF) is to compile, analyze and coordinate overall information and planning activities in the Hernando County Emergency Operations Center (EOC).

1.2 Scope

- ESF 5 collects, processes, and disseminates information to be used in the response and recovery phases of a disaster. ESF 5 documents overall response activities and operations.

- ESF 5 coordinates with the Florida Division of Emergency Management and all ESFs to obtain and share all available information regarding the disaster.

- ESF 5 maintains displays of key information and facilitates briefings using maps, charts, and status boards in the EOC and by electronic means.

2.0 POLICIES

- ESF 5 reports to the Incident Commander. ESF 5 manages the EOC, supervises message control and supports information flow for EOC activities.
- Information and planning are ~~a~~ continuous process. ESF 5 collects and monitors information from sources, which have already gathered and analyzed it. ESF 5, through message control, monitors all information to ensure all requests have been assigned appropriately.

3.0 SITUATION

3.1 Disaster

Hernando County can be impacted by a major disaster that could be of such severity and magnitude as to require outside assistance from local, state, and federal agencies. In these instances, the information flow will range from sporadic and confusing, to overwhelming. Capturing this disaster information, is vital to resource support and incident action planning.

- The EOC will be activated in times of disaster depending upon its severity.
- Activations can be as simple as monitoring at Level 3 or Level 1 full staff activation.
- The purpose of the EOC is to ensure coordinated action for response and recovery.
- To coordinate effectively, communication must occur.

3.2 Planning Assumptions

- A communication system is used in the EOC due to the large volume of data being processed.
- Specific roles and responsibilities will be assigned to ensure the communication system work efficiently.
- All EOC participants must to be able to understand the implications of a catastrophic disaster. ESF 5 provides situational awareness by creating Incident Action Plans (IAPs), conducting briefings, and displaying data graphically and geographically.
- Local response agencies are the best available source of vital information regarding initial damages and unmet needs.

4.0 RESPONSIBILITIES

4.1 Primary Agency

Hernando County Emergency Management (HCEM) is the primary agency for ESF 5 and will provide information and planning support to the EOC as part of the Planning Section. Included in this process are the following activities:

- Coordinate message flow and control within the EOC.
- Coordinate the overall efforts to collect, process, report and display essential

elements of information and to facilitate support for planning efforts in response and recovery operations.

- Distribute plans and reports to other ESFs, local, state, and federal agencies.
- Coordinate/establish EOC briefings.

ESF 5 will:

- Establish Planning Section Situation Unit.
    - Collect, process, and organize all incident information.
    - Prepare and update situation displays.
    - Prepare and update situation summaries. (IAPs, briefings, situation reports and any other pertinent informational forms)
- Establish Planning Section Documentation Unit.
    - Maintain all incident documentation, to include internal messages, external messages and logbooks.
    - Launch the message control system according to established standard operating guidelines. (cite where this is outlined?)
- Establish Planning Section Resource Unit.
    - Institute check-in procedures according to standard operating guidelines. (cite where these guidelines are located)
    - Maintain status of all personnel and equipment resources assigned to the incident according to standard operating guidelines. (cite where the standard operating guidelines are)

4.2 Support Agencies

- All ESF 5 support agencies are responsible for providing support staff to the Planning Section.

5.0 CONCEPT OF OPERATIONS

5.1 General

5.1.1 Emergency responders at all levels of government will initially assess the situation to identify the need for response and recovery operations. A situation assessment will be conducted to determine:

- Disaster impacts, including the magnitude and severity, affected areas, status of critical facilities, damaged area boundaries, etc.
- The status of local government operations and their unmet needs.
- The resources required to support response and recovery operations.

5.1.2 In the initial period of the incident, ESF 5 gathers information from radio, telephone, e-mail, and other sources. ESF 5 will validate as much of the information as possible before dissemination.

5.1.3 ESF 5, through the Situation Unit, will display critical or Essential Elements of Information (EEI) in the EOC. This information may include but is not limited to:

- Date and time of the event.
- Disaster area locations and boundaries.
- Number of persons injured, dead, or missing.
- Roads blocked, open, and closed.
- EOC level of activation.
- Status of critical facilities.
- Weather data.
- Security information.
- Entry control points.
- Shelter and mass care facilities.
- Key personnel directory.

5.1.4 The methods to disseminate or display information will vary. ESF 5 will develop situation reports and IAPs to publicize official information. ESF 5, through the Situation Unit, will display information in the EOC using a combination of the following information:

- WebEOC.
- EOC status boards and charts.
- LCD projector with Power Point slides and Hurrevac software.
- SMART board.

- White boards.
- Flip charts.
- Propositioned clip boards (IAPs and situation reports).
- Maps and status boards (cited in under “display processors”)

5.2 Organization

The planning section is comprised of three units--the Situation Unit, the Documentation Unit, and the Resources Unit. The following are recommended staffing levels per shift for a Level 1 Full Activation.

5.2.1 Situation Unit:

▪ Display Processors	(2)	Maintains incident status information obtained from other ESFs, internal messages, the National Weather Service, etc. Information is posted on maps and status boards as appropriate.

5.2.2 Documentation Unit:

▪ Supervisor	(1)	Provides oversight to the message control system, gathers all non-message type documentation, organizes all documentation of the incident.
▪ Message Control	(2)	Logs, assigns control number to, and makes note of response requirements for all messages flowing through the EOC. Maintains log and ensures timely responses.
▪ Runners	(3)	Picks up and delivers messages to message control, copies and distributes messages as needed, prompts ESFs to address overdue requests/responses.
▪ Duplication Services	(1)	Runs copies, re-supplies copier, etc.

5.2.3 Resources Unit**:**

▪ Vehicle/Equipment	(1)	Checks vehicles and equipment supplied

from outside agencies in and out, and monitors the missions during which these assets are used.

- Personnel (1) Checks personnel used in response and recovery activities in and out, and prepares demobilization plans.

5.3 Notification

Upon EOC activation, the HCEM will implement the established notification procedure.

5.4 Response Actions

- Level 2 Activation (Partial)
  - Implement notification procedures, place support staff on standby and request that personal emergency plans be finalized.
  - Develop staffing patterns (number of people needed per shift and hours worked per shift) to fulfill tasks as indicated in the current IAP.
  - Gather needed supplies.
  - Prepare to relocate to the EOC when notified.
- Level 1 Activation (Full)
  - Clear the EOC calendar and make notifications as needed.
  - Distribute supplies needed for the message system.
  - Prepare data displays.
  - Establish initial IAP, including briefing schedule, and continuously update throughout the event.
  - Gather data, process and disseminate information according to standard operating guidelines. (citation?)
  - Document information and maintain records required for reimbursement by the Federal Government.

5.5 Incident Action Planning (IAP) Process

5.5.1 ESF 5 prepares IAPs to support and document the incident. IAPs may be developed using ICS Forms 202, 203, and 204. ESF 5 uses the following steps to develop IAPs:

1) Gather EEI and assess the incident.
2) Establish incident objective and strategy for the operational period.
3) Develop tactical direction and assignments.
4) Implement the IAP.
5) Evaluate the IAP.

5.5.2 The Incident Commander approves the IAP. The Planning Section Chief schedules periodic briefings, approximately every two hours initially, and will disseminate the IAP. The IAP is posted on a clipboard in the EOC each operational period and is available through WebEOC.

5.5.3 ESF 5 develops a Situation Report for each operational period and transmits EEIs to the State ESF 5 representative. This may be done by e-mail, fax, or electronically through WebEOC.

5.6 Recovery Actions

- Transmit damage assessment and unmet needs data to the Florida Division of Emergency Management via WebEOC.
- Gather all documents pertaining to the incident for historical record keeping.
- Continue response actions until deactivation of the EOC.
- Prepare damage assessment documentation for Initial Impact Assessments and Preliminary Damage Assessments.

6.0 ADDITIONAL RESOURCES

During a catastrophic or long-term event, Hernando County may request an EOC Management Team from the State (through the Statewide Mutual Aid Agreement) to provide ESF 5 leadership and support. The Human Resources Department may fill vacant positions with non-critical county employees and/or volunteers who have been pre-screened by the department.

EMERGENCY SUPPORT FUNCTION #6
MASS CARE

PRIMARY AGENCY: **Hernando County School District**

SUPPORT AGENCIES: **American Red Cross**
Hernando County Health Department
Hernando County Sheriff's Office
The Salvation Army
Radio Amateurs
Hernando County Animal Services
Hernando County Housing Authority
Hernando County Emergency Communications Services
Jericho Road Ministries

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Emergency Support Function (ESF) is to coordinate efforts to provide emergency sheltering, temporary housing, mass feeding, first aid and bulk distribution of relief supplies for victims of disaster. ESF 6 will also facilitate a system to collect, receive and report information about the status of victims and assist families with reunification.

1.2 Scope

ESF 6 has a broad scope of responsibilities that include:

1.2.1 Sheltering

Coordinate and provide sheltering, using pre-identified shelter sites. This will include the designation of Special Needs Shelters as required.

1.2.2 Feeding

Coordinate the establishment and operation of mass feeding. This includes fixed sites, mobile feeding units and bulk food distribution sites.

1.2.3 Emergency First Aid

Coordinate the provision of emergency first aid in mass care facilities for disaster victims and workers.

1.2.4 Disaster Welfare Information

Coordinate the establishment of a system to provide shelter registration data to

appropriate authorities and to assist in locating family members in the affected area.

1.2.5 Bulk Distribution of Relief Supplies

Establish and coordinate sites for distribution of relief supplies within the affected area to meet the urgent needs of disaster victims.

1.2.6 Temporary Housing

Identify available temporary and rental housing resources. Provide emergency permitting, and zoning coordination for the placement of travel trailers or other temporary housing units and emergency repairs to existing homes and businesses.

2.0 POLICIES

2.1 Priorities

The primary focus of the ESF 6 function will be to provide refuge for evacuees displaced from their residences because of the threat or occurrence of an emergency.

2.2 Assignment of Responsibilities

The Hernando County School District (HCSD) is designated as the lead agency for ESF 6 and will coordinate all activities of ESF 6. Support agencies of this ESF include American Red Cross, Health Department, Sheriff's Office, Animal Services, and The Salvation Army, among others.

2.3 Response Requirements

The primary agency and the support agencies will provide staff at the Emergency Operations Center (EOC) 24 hours per day, for the duration of the ESF 6 activation.

2.4 Resource Coordination

This ESF will provide resources using its primary and support agency authorities and capabilities, in coordination with other ESFs. This ESF will allocate available resources based on priorities identified in coordination with the EOC. If resources are unavailable within the ESF, they will be requested from the American Red Cross. All municipalities and other ESFs must coordinate with this ESFs representative at the EOC when requesting emergency support. In the case where a conflict of priorities develops, this ESF will request the EOC Management Team to resolve the situation.

2.5 Response and Recovery Coordination

Emergency operations of this ESF will be initiated commensurate with the needs and emergency priorities as determined by Hernando County Emergency Management (HCEM), in consultation with the County Administration.

2.6 Operating Facilities

The following are locations and descriptions of mass care facilities pre-identified to be utilized by this ESF:

2.6.1 During Evacuation:

For large shelter needs, i.e., hurricanes, facilities are listed in the Statewide Shelter Database consisting of public-school sites, updated annually (See Attachment 1). For smaller shelter needs, (i.e., tornadoes, floods, etc.) the Red Cross has agreements with churches and community buildings for use of these facilities as a shelter or feeding site.

2.6.2 During Recovery:

School shelters will be evaluated and, if possible, evacuees will be consolidated into more feasible facilities, to allow for schools to re-open as quickly as possible.

Mass care sites such as food and water distribution will be identified and staffed according to the need. Additional information is located in the Hernando County Logistics Plan.

2.7 Coordination of Actions

All agencies assigned to this ESF function shall coordinate all actions in performance of emergency response and assistance missions with the ESF lead in the EOC.

3.0 SITUATION

3.1 Disaster Conditions

3.1.1 Sudden Catastrophes

Transportation accidents, flash floods, tornadoes, fires, or technological events may require the provision of immediate mass care to evacuees, victims and emergency workers involved in the disaster and its aftermath. Shelters and feeding sites may need to be set up quickly, with no advance notice.

3.1.2 Slowly Developing Disasters

Catastrophic disasters such as hurricanes and slow-rising floods provide warning and evacuation time but may cause extended displacement and damage to infrastructure. Shelters may be needed to accommodate evacuees for longer periods and into the recovery phase.

3.1.3 Resource Limitations

In the wake of a disaster, many local resources will be unavailable due to damage or inaccessibility, or the local resources will not be sufficient to handle the demand for assistance. This may require that significant amounts of resources will have to be transported into the area.

3.1.4 Short-Term Cold Weather Sheltering

Shelters may need to be opened when temperatures are expected to drop low enough to create a life-threatening hazard. A cold weather event is described as a sustained forecast temperature of 32 F, without wind chill, for two or more hours. Jericho Road Ministries maintains facilities that can accommodate single men and women as well as a limited number of families in need of shelter during periods of extended cold weather. Additional information is in the Hernando County Cold Weather Shelter Plan.

3.2 Planning Assumptions

The nature and extent of the disaster event requires a preplanned, immediate and automatic response from the primary and support agencies of this ESF. ESF planning is based on a worst-case scenario in which a disaster occurs without warning at the time of day that will produce maximum destruction to life and property.

The primary and support agencies of this ESF will provide mass care whenever feasibly possible. Agencies must plan to provide these services without outside support for at least 72 hours following the disaster.

A formal organizational structure for this ESF will be in place in the disaster area upon notification from the EOC.

4.0 RESPONSIBILITIES

4.1 Lead Agency

The Hernando County School District, as the lead agency, is responsible for the following:

- Develop and maintain staff for 24 hours per day during activation.
- Ensure the presence of resource materials to include:
    - Shelter listings (see Attachment 1).
    - Bulk food and vendor listings.
    - Listing of all ESF functions with contact names and numbers listing of all mass feeding and distribution sites.

- Notification, activation and mobilization of all agencies assigned to the ESF.
- Coordination, assignment and staffing of all the facilities.
- Coordination of all support agencies assigned to this ESF.
- Record incoming requests for assistance, who was assigned to respond, and the action taken.
- Be always prepared to provide status reports.

4.2 Support Agencies

4.2.1 American Red Cross

The American Red Cross can provide host shelters upon request using churches and community buildings for which they have agreements. In coordination with HCEM, the American Red Cross can provide the following support:

- Disaster assessment
- Mobile and fixed feeding
- Host sheltering
- Bulk distribution of disaster supplies

4.2.2 Hernando County Health Department

The ESF 8 Coordinator will notify the Hernando County Health Department to notify staff and coordinate assignments to open the special needs shelter. ESF 8 will call the Home Health Agencies to activate agency nurses to the special needs shelter. The provision of first aid kits at each public shelter will be the responsibility of the Hernando County School District except at the special needs shelter. ESF 8 will coordinate the provision of medical supplies at the special needs shelter. ESF 8 will also coordinate the consultation of a physician for shelter residents if needed, the Health Department physician will be notified by the ESF 8 Coordinator.

4.2.3 Hernando County Sheriff's Department

Assist, through ESF 16, in providing security at all shelter, feeding, or bulk distribution site locations.

4.2.4 Amateur Radio Emergency Service (ARES)

Assist, through ESF 2, to staff and maintain radio communications between shelter sites and the EOC.

4.2.5 Hernando County Animal Services

Assist, through ESF 17, to assist special needs residents with pets by caring for the pets at the County Shelter. In addition, Animal Services will oversee the animal control aspect of the pet friendly shelter at D.S. Parrott Middle School.

4.2.6 The Salvation Army

Provide comfort stations and feeding activities.

4.2.7 Jericho Road Ministries

Open and operate a cold weather shelter as necessary, and provide blankets, cots and food for sheltered individuals.

5.0 CONCEPT OF OPERATIONS

The Emergency Management Director or the EOC will request ESF 6 to begin mass care operations as soon it is apparent a disaster will produce displaced people or interrupt utilities for long periods of time. HC S D will provide a representative to the EOC during activation at the assigned station, and will identify which support agencies for the ESF are required, and take the steps necessary to assure that support agencies are activated or on alert as appropriate.

5.2 Emergency Support Function Organization

5.2.1 Federal Level

At the federal level, this ESF will be organized in accordance with the Federal Response Framework. This ESF will be directly represented at the Federal Disaster Field Office in or within proximity to the County.

5.2.3 State/Regional Level

At the state/regional level, this ESF will be organized in accordance with the State Recovery Plan. This ESF will be present at the State EOC. In addition, when regional reception and staging areas have been established, representation of this ESF at those locations will be initiated.

5.2.4 County Level

ESF 6 will organize under the leadership of the lead agency, HCSD. ESF 6 will establish liaison with other appropriate ESFs and maintain open communications in both the planning and operational phases.

Support agencies will be coordinated by the lead agency. However, each agency represented will be expected to maintain its operational capabilities and direct its resources in accordance with its agency's SOP.

HCSD will provide sufficient personnel to staff the ESF during activation, with qualified/trained persons able to facilitate decisions for the agency they represent.

The designated team leader for this ESF at the EOC is responsible for all activity of the ESF subject to the direction of the EOC Management Team.

5.2.5 Municipal Level

Municipal agencies that have been designed to perform or coordinate mass care functions may work directly with this ESF for resources and support. Those that have not designated specific agencies to perform mass care functions may coordinate with this ESF through their respective representative in the EOC for support.

5.3 Notification

5.3.1 Initial

The Emergency Management Director will notify the HCSD Fire Official advising them that a threat situation exists or that a disaster has occurred which warrants, or may warrant, the implementation of this plan.

The Emergency Management Director will use the standard call down procedure as described in the Basic Plan.

5.3.2 Hernando County School District

HCSD will in turn notify all HCSD staff and those support agencies needed to begin mobilization of resources and personnel and prepare to commence operations assigned to this ESF.

5.3.3 Support Agencies

Each support agency will notify its staff using its internal notification procedures.

5.4 Mobilization

5.4.1 Lead Agency

Immediately following notification to activate the ESF, HCSD will complete the following:

- Assure necessary emergency operating facilities and reporting systems are established.

- Establish communications with the EOC and obtain a status report. Notify the EOC when the ESF is prepared to staff the designated shelters.
- Provide appropriate supplies to the shelters.

5.4.2 Support Agencies

Immediately following notification of the lead agency to commence response actions, each agency will complete the following:

- Set up headquarters per agencies' individual disaster plan. Provide for call down of the agency's staff.
- Provide for ongoing needs relative to each agency's designated area of responsibility.

5.5 Response Actions

Initially, mass care support efforts will be directed toward the following:

5.5.1 Public Shelter Opening

In an impending emergency where an evacuation is necessary and time is available, the Emergency Management Director will recommend to the Executive Policy Group to declare a local state of emergency and order shelters open. During emergencies when people are in immediate danger, either the Emergency Management Director or Incident Commander may order shelters open when directing an immediate evacuation to protect lives. The Emergency Management Director will brief the State on the decision to open shelters in either case.

When the decision is made to open shelters, the Emergency Management Director notifies ESF 6 (HCSD) to open the appropriate number and types of shelters. The type of disaster and number of displaced people will determine the number and types of shelters opened. ESF 6 will coordinate the activities of all public shelters in accordance with applicable Hernando County sheltering guidelines. The Emergency Management Director also notifies ESF 8 (Health Department) to activate its resources to open and staff the Special Needs Shelter.

It is Hernando County's intent to have shelters staffed and ready to accept people prior to the media announcement of an evacuation. This will prevent evacuees from waiting while the shelter staff prepares the shelter. However, this is not always possible. ESF 14 will prepare a news release with evacuation and sheltering information. The Emergency Management Director will approve the release before being disseminated. ESF 14 distributes the information using the procedures described in the ESF 14 Annex and standard operating guidelines.

Host shelters will be opened for evacuees from other areas when requested by the State EOC.

ESF 6 coordinates with other ESFs to ensure food, potable water, security, shelter supplies, and other necessities are provided. ESF 6 will work closely with the Operations Chief to ensure they coordinate the necessary activities with other EOC sections.

HCSD staffs shelters with management teams. These shelter management teams are responsible for registering evacuees, providing information, and monitoring shelter activities. Shelter management teams report daily census data and status reports to ESF 6 who in turn provides that information to ESF 5.

HCSD will coordinate shelter opening procedures with the School District Maintenance Director and the Disaster Action Team Leader, using HCSD standard procedures. General opening procedures include:

- Dispatch HCSD management teams to the shelters.
- Arrange for the transportation of shelter management kits to the shelters.
- Arrange for shelter security with ESF 16.
- Coordinate with ESF 2 to establish communications in the shelters.
- Establish and maintain communication with all shelter managers for shelter assessment and evaluation reports.
- Report to the EOC Manager when shelters are ready to receive people.
- Notify ESF 17 of animals being brought to the shelter.
- Continuously monitor occupancy levels and ongoing needs, and provide a daily listing of open and closed shelters to the appropriate ESFs.
- Facilitate a Disaster Welfare Information System.
- Evaluate information for additional needs and coordinate requests through appropriate ESFs in the EOC.
- Determine adequacy of food and water resources.
- Evaluate the need for additional staff and supplies to accomplish the mission of this ESF.

- Coordinate the consolidation of shelters, staff, resources and supplies as sheltering needs diminish.

5.5.2 Feeding Emergency Workers

ESF 6 will coordinate its internal resources to provide food and water to emergency workers and disaster relief personnel. ESF 6 will work with other ESFs and liaisons in the EOC to develop a feeding plan identifying feeding sites, schedules, and tasked agencies.

5.5.3 Canteen Feeding Services

Until outside mass care resources are in place at feeding sites, ESF 6 will coordinate the use of local American Red Cross Emergency Response Vehicles and The Salvation Army Canteens to provide mobile feeding to disaster sites.

Conduct a damage/needs assessment to determine the nature and extent of mass care needs.

Determine the food, nutritional, and water requirements of the disaster victims. Coordinate with ESF 11.

Develop a feeding plan identifying feeding sites, schedules, and tasked agencies.

Coordinate with ESF 14 for public service announcements of feeding places and times.

5.5.4. Emergency First Aid

People may arrive at a shelter, feeding site, or distribution site with life threatening injuries. Nurses are staffed in the shelter to provide medical care to the shelter residents, however, feeding and distribution sites, may not have medically trained personnel. In any case, a staff member of the mass care operation will call 911 to report a medical problem. In turn, a rescue/ambulance will be dispatched. If telephone service is interrupted, the staff member will report the problem to the EOC via radio. ESF 2 or ESF 6, depending on the type of site, will report the problem to the Operations Section to dispatch a rescue/ambulance.

Staff members will provide basic first aid within their capability and training. ESF 6 may request ESF 8 establish triage and treatment procedures for larger events.

5.6 Recovery Actions

5.6.1 Mass Feeding

ESF 6 will work with ESF 5 and ESF 11 to coordinate the mass feeding sites established by the American Red Cross and The Salvation Army. Mass feeding will include feeding disaster victims and workers.

ESF 6 will coordinate mass feeding locations to ensure easy location and access.

ESF 6 will coordinate sanitation provisions, inspections, and garbage removal from mass feeding sites in coordination with ESF 3.

ESF 6 will coordinate the provision and delivery of food and water to mass feeding sites with ESF 11. This will include obtaining food from the USDA, donations and private vendors. Liaisons will be established with ESF 15 and ongoing with ESF 11 to ensure continued coordination of mass feeding.

ESF 6 in coordination with ESFs 7, 11, and 15 will assist in the identification of bulk supply staging areas.

ESF 6 will coordinate through ESF 14 to get information to the public as to where and when bulk human relief supplies will be issued and information as to how these supplies can be accessed.

ESF 6 will coordinate with ESF 14 to provide information to disaster victims about how to access disaster assistance program information and services through American Red Cross Service Centers and other programs available.

5.6.2 Disaster Service Centers

The American Red Cross may set up a Disaster Service Center within the County to provide direct services to disaster victims in the form of financial aid and other assistance. Clean up kits may be provided to victims to sanitize their homes.

Disaster Service Centers are established according to the Chapter and National ARC procedures.

5.6.3 Public Shelter Closing

The Emergency Management Director, in consultation with HCSD, decides when to close shelters. Ideally, the County closes shelters and demobilizes resources as the emergency situation is abated or temporary housing becomes available. However, shelter residents will leave shelters a few at a time. Shelter closing should be as methodical as the opening of a shelter. Closing a shelter abruptly can cause various problems including displacing people. The EOC Manager will set a date and time for the shelter closing allowing for a phase-down of shelter operations.

School facilities used as shelters are given the first priority to be closed. This provides the least impact to school operations. ESF 6 works closely with HCSD personnel in assessing closing priorities. Additional closing priorities will be established, based on the situation.

ESF 6 will coordinate with supplying agencies to pick up supplies and equipment items loaned to the shelter. The Emergency Management Director will brief key officials and the State on shelters closed.

ESF 6 will conduct these general procedures:

- Notify shelter management teams of the closing date and time.
- Coordinate with supporting ESFs to plan for returning supplies and equipment.
- Coordinate with ESF 14 the announcement of shelter closures.
- Work with social service agencies or FEMA to ensure placement of all remaining shelter occupants and to ensure that all disaster victims have access to independent feeding arrangements.
- Ensure that all actions taken are recorded appropriately.
- Ensure shelter managers conduct a joint inspection with the facility managers to document damages.
- Assess and determine extended sheltering needs.
- Work with appropriate agencies at the State and Federal level for the long-term placement of disaster victims who cannot move back into their normal living arrangements due to disaster damage.

6.0 ADDITIONAL RESOURCES

ESF 6 will use personnel and resources from its primary and support agencies to respond to mission assignments related to emergencies. Additional resources available from other ESFs may be coordinated and mobilized to support ESF 6 missions.

6.1 Request Procedures

All requests for additional mass care resources will follow the standard resource request procedures listed in the ESF 7 Annex. However, the American Red Cross service center may request Chapter and National American Red Cross resources directly using internal standard procedures.

The request will include:

- The mass care related problem(s) to be solved. County resources committed.
- The number and type of resources or teams anticipated.

Mass care resources requested to support disaster operations will be approved by the EOC Manager and forwarded to the State EOC through the State Emergency Response Team Liaison.

The American Red Cross will forward the requests to the State ESF 6 Desk.

6.2 Resource Coordination

When outside resources are assigned to Hernando County, they will come under the operational control of the County's ESF 6 and/or Operations Section.

The ESF 6 Leader will brief any liaison officer assigned to the EOC on the operation of the EOC and give the necessary information on resource status.

The EOC Team will review and coordinate policies, procedures and agreements as necessary. Resources will only be committed to mission assigned tasks.

Together, the EOC Team including any liaison officer will evaluate current resources committed, anticipate unmet needs, and identify future resource requirements.

7.0 AUTHORITIES AND REFERENCES

7.1 Authorities

- American Red Cross Legal Authorities Title 36, Section 2 of the USC
- Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Chapter 252, Florida Statutes
- Hernando County Ordinance 97-07, Emergency Management

7.2 References

- Federal Response Framework
- Florida Comprehensive Emergency Management Plan
- Mid Florida Region ARC Disaster Plan
- ARC 4496, Standards for Hurricane Shelters

8.0 TEMPORARY HOUSING

8.1 Administration

The government representative responsible for administering and maintaining this strategy prior to and during an event is the Director of the County Housing Authority. The Housing Authority Director will work as part of the EOC staff during an event to address temporary housing needs. The EOC will also address both short- and long-term housing needs as part of the County long term recovery strategy.

8.2 Temporary Placement

Authorization for the temporary placement of housing resources such as travel trailers is coordinated through the Housing Authority Director and authorized by the County Building Official at the Building Division. In the city limits of Brooksville, this authority is granted by the City Manager.

Once the County is officially under a Local State of Emergency, EOC staff will submit a list of locations where temporary housing is being requested. Through the Housing Authority Director, the Building Division will coordinate with the Zoning and Utility Departments to authorize use of those sites. Electrical power at those sites will be coordinated through the EOC representatives staffing the ESF 12 desk position.

8.3 Emergency Building and Travel Trailer Permitting

During a Local State of Emergency, the County Permitting Office will begin giving priority to emergency permits for home repairs and those for temporary travel trailer placement. Coordination with the Zoning Division will be handled on a priority basis as part of the permitting process.

8.4 Rental Resources

Rental resources to include but not limited to apartments, single family homes, emergency shelter sites and mobile home group sites will be identified through coordination with the County Housing Authority Directors office. They will maintain and update a list of these resources annually.

Attachment 1

Hernando County Risk Shelters

Risk & Host Shelters	Address	Risk Capacity
Central High School	14075 Ken Austin Pkwy. Brooksville, FL 34613	584
Challenger K-8 School (special needs)	13400 Elgin Blvd. Spring Hill, FL 34609	SPN 200 421 Gen Pop
Chocachatti Elementary School	4135 California St. Brooksville, FL 34604	294
Deltona Elementary School	2055 Deltona Blvd. Spring Hill, FL 34606	308
D.S. Parrott Middle School (pets)	19220 Youth Dr. Brooksville, FL 34601	346
Enrichment Center	800 John Gary Grubbs Blvd Brooksville, FL 34601	150
Explorer K-8 School	10252 Northcliffe Ave. Spring Hill, FL 34608	961
Fox Chapel Middle School	9412 Fox Chapel Ln. Spring Hill, FL 34606	195
Hernando High School	700 Bell Ave. Brooksville, FL 34601	500
Moton Elementary School	7175 Emerson Rd. Brooksville, FL 34601	322
Nature Coast Technical High School	4057 California St. Brooksville, FL 34604	607
Suncoast Elementary School	11135 Quality Dr. Spring Hill	465
Weeki Wachee High School	12150 Vespa Way Weeki Wachee, FL 34614	1,307
West Hernando Middle School (Back-up Special Needs Shelter)	14325 Ken Austin Pkwy. Brooksville, FL 34613	SPN 140 658 Gen Pop
Winding Waters K-8 School	12240 Vespa Way Weeki Wachee, FL 34614	377
	Total	**7835**

Hernando County Host Shelters

Host Shelters	Address	Host Capacity
ARC Nature Coast Education Center	5283 Neff Lake Rd. Brooksville, FL 34601	66
Brooksville Elementary School	885 N. Broad St. Brooksville, FL 34601	415
Christian Church in the Wildwood	10051 Country Rd. Weeki Wachee, FL 34613	120
Eastside Elementary School	27151 Roper Rd. Brooksville, FL 34602	332
First United Methodist Church	18 S. Broad St. Brooksville, FL 34601	144
Floyd Elementary School	3139 Dumont Ave. Spring Hill, FL 34609	513
High Point Community Center	12249 Club House Rd. Brooksville, FL 34613	75
Moose Lodge 521	5214 Mariner Blvd. Spring Hill, FL 34609	108
Pine Grove Elementary School	14411 Ken Austin Pkwy. Brooksville, FL 34613	510
Powell Middle School	4100 Barclay Rd. Brooksville, FL 34609	620
Ridge Manor Community Center	34450 Cortez Blvd. Brooksville, FL 34604	132
Spring Hill Elementary School	6000 Roble Ave. Spring Hill, FL 34608	410
The Enrichment Center	800 John Gary Grubbs Blvd. Brooksville, FL 34601	80
Westside Elementary School	5400 Applegate Dr. Spring Hill, FL 34606	433
	Totals	11,790

EMERGENCY SUPPORT FUNCTION #7
RESOURCE SUPPORT

PRIMARY AGENCY: **Hernando County Procurement**
SUPPORT AGENCIES: **Hernando County Clerk of the Court & Comptroller**
Finance Department (CCC-Finance)
Hernando County Office of Management and Budget

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Emergency Support Function (ESF) is to provide resource support to those agencies involved in conducting emergency response activities during natural disasters and other catastrophic events.

This annex provides guidelines for resource management and record keeping procedures in the event a major disaster strikes Hernando County. Additionally, this annex provides a standardized resource request procedure mentioned in the Basic Plan. This includes emergency relief supplies, space, equipment, contracting services, transportation services and personnel required to support disaster operations. The ESF 7 staff at the Emergency Operations Center (EOC) will follow the outlined guidelines for accepting all requests for emergency supplies and services and assuring emergency requisitions are completed for each project.

1.2 Scope

ESF 7 is responsible for providing direct and active support to emergency response and recovery efforts during the phases following a disaster. This support includes locating, procuring, Recovery and Mitigation funding opportunities and issuing resources, such as supplies, office equipment, contracting services, personnel, heavy equipment, generators and transportation.

2.0 POLICIES

- Hernando County will commit available resources necessary to protect lives and property and to relieve suffering and hardship.
  Hernando County resources will not be used to repair private property or to compete with private companies.
- County resources will not replace a private property owner's responsibility to respond to and recover from disaster.
- ESF 7 will obtain a list of available resources to be used during an emergency.
- When possible, equipment and supplies will be drawn from current county inventory. When possible, advanced coordination with vendors will be made as needed.
- County departments and agencies will maintain records of all resources used or expended, such as personnel, vehicles, equipment, and supplies.
- Hernando County resources will be exhausted before requesting state assistance. See Diagram 7-1.

3.0 SITUATION

3.1 Disaster Conditions

A natural disaster or a large technological accident will cause shortages of vitally needed supplies. These must be replaced or obtained in a timely manner.

3.2 Planning Assumptions

- Areas unaffected by the disaster will be requested to assist in meeting needs that cannot be fulfilled through other channels.
- Contract vendors and secondary support agencies will be available. Appropriate County vehicles will be used to the maximum extent possible to transport resources into affected areas.
- Some resources may not be accessible due to blocked, damaged, or destroyed roads.
- Staging areas will have to be identified in several locations to support countywide disaster operations.

4.0 CONCEPT OF OPERATIONS

4.1. General

- Hernando County Procurement is responsible for planning, coordinating, and managing the resource support needed by ESF 7. County capabilities and resources committed to ESF 7 will be allocated and coordinated by Procurement. The primary source of equipment, supplies, and personnel shall be made from existing support agencies' resources and local sources outside the impacted area. Support, which cannot be provided by these sources, will be obtained through mutual aid and commercial sources. Logistical support essential to saving lives will receive priority.
- All support agencies will be notified and tasked to provide 24-hour representation as necessary. Each support agency is responsible for ensuring that sufficient program staff is available to report to and support the EOC and to carry out the activities tasked to their organization on a continuous basis. Individuals representing agencies that support the ESF 7 staffing must have extensive knowledge of the resources and capabilities of their respective agencies and have access to the appropriate authority for committing such resources during activation.

4.2 Organization

- ESF 7 will operate under the direction of the Chief Procurement Officer (CPO) with the support of the Procurement and Grant Department staff.
- ESF 7 will continue to operate through the emergency, either in the EOC, or at a location designated by the CPO.
- Upon notification, the CPO will alert designated primary personnel of possible resource needs and to report to the EOC. ESF support operations will be coordinated through the Procurement in the EOC and/or at a location designated by the CPO.
- The CPO will maintain liaison with other ESFs and interested parties.
- If an incident command post is set up in the field, information about purchasing needs, which cannot be handled from the field, will be sent to the EOC.

4.3 Notification

- Hernando County Emergency Management (HCEM) will notify the CPO to activate ESF 7 using the standard call-down procedures.
- The CPO will implement an activation plan to notify appropriate personnel and other support personnel. Personnel may either be placed on standby or deployed for immediate response. All support agencies contact persons for ESF 7 will be

instructed to alert their contacts to ensure that all available resources are on standby.

- Inventories of resources, including but not limited to pre-arranged staging areas, government buildings, public facilities and agency contacts, will be reviewed.

4.4 Actions

4.4.1 Mitigation

- Analyze local resource requirements during various levels of emergencies.
- Identify and develop a list of local resource sources.
- Identify resource shortfalls and plan for requisition and workarounds.
- Plan and train the ESF 7 staff including supporting personnel.

4.4.2 Preparedness

- Develop ESF 7 standard operating guidelines.
- Develop pre-need and mutual aid agreements.
- ESF 7 personnel will be placed on standby or directed to staging areas with some facilities being staffed for immediate response.
- Some resources will be staged near emergency areas.
- Support agencies may be alerted.
- Identification and assessment of resources available for designation as emergency support, including facilities.

4.4.3. Response

4.4.3.1 General

- Activate ESF 7 resources based on the type and size of disaster.
- Some support agencies may be directed to deploy personnel and other resources.
- Buildings may be leased for staging areas, recovery centers, and warehouses or to replace damaged or destroyed facilities.
- Communication resources will be provided in coordination with ESF 2.
- Procurement will assist facilities and commercial sources to coordinate contractual services between the County, on behalf of the Board of County Commissioners (BOCC).
- Office furniture, equipment, and supplies will be provided from existing inventories, or will be procured.
- Food and water will be provided with the cooperation of ESF 11.
- Security for staging areas and facilities will be provided by ESF 16.
- ESF 7 shall provide a listing of those resources and supplies procured and their expected delivery times to the resource unit and staging area.
- ESF 7 will maintain records for all properties loaned to the County from outside agencies and/or jurisdictions.

- **Hernando County Fleet Operations/Central Fueling**– Acts as the lead agency for maintaining fuel inventory for county equipment, vehicles, and fuel tanks.

4.4.3.2 Standard Resource Request Procedure

County departments will use a standardized resource request procedure, which in turn ESF 7 will follow to obtain necessary resources. This is illustrated in Diagram 7-1.

- If WebEOC is operational, a mission task will be prepared and electronically delivered to the ESF 7 desk.
- If WebEOC is not operational, the manual process is as follows:
    - The requesting department/agency will contact their EOC representative and provide the information for the request.
    - The EOC representative will fill out a message form indicating the problem to solve, and the item or resource requested.
    - The message will be logged in message control's log and given a mission number. Message control will track the message and any replies.
    - Message Control will deliver the message to the ESF 7 desk.
- If the item is not available, ESF 7 will determine if the resource can be obtained through local mutual aid agreements with the Operations Section.
- If not, ESF 7 will determine if the resource can be procured through Procurement and generate an emergency request order.
- ESF 7 will forward requests they are unable to fill to the EOC Manager for his authorization to forward it to the State.

4.4.3.3 Coordination of Transportation

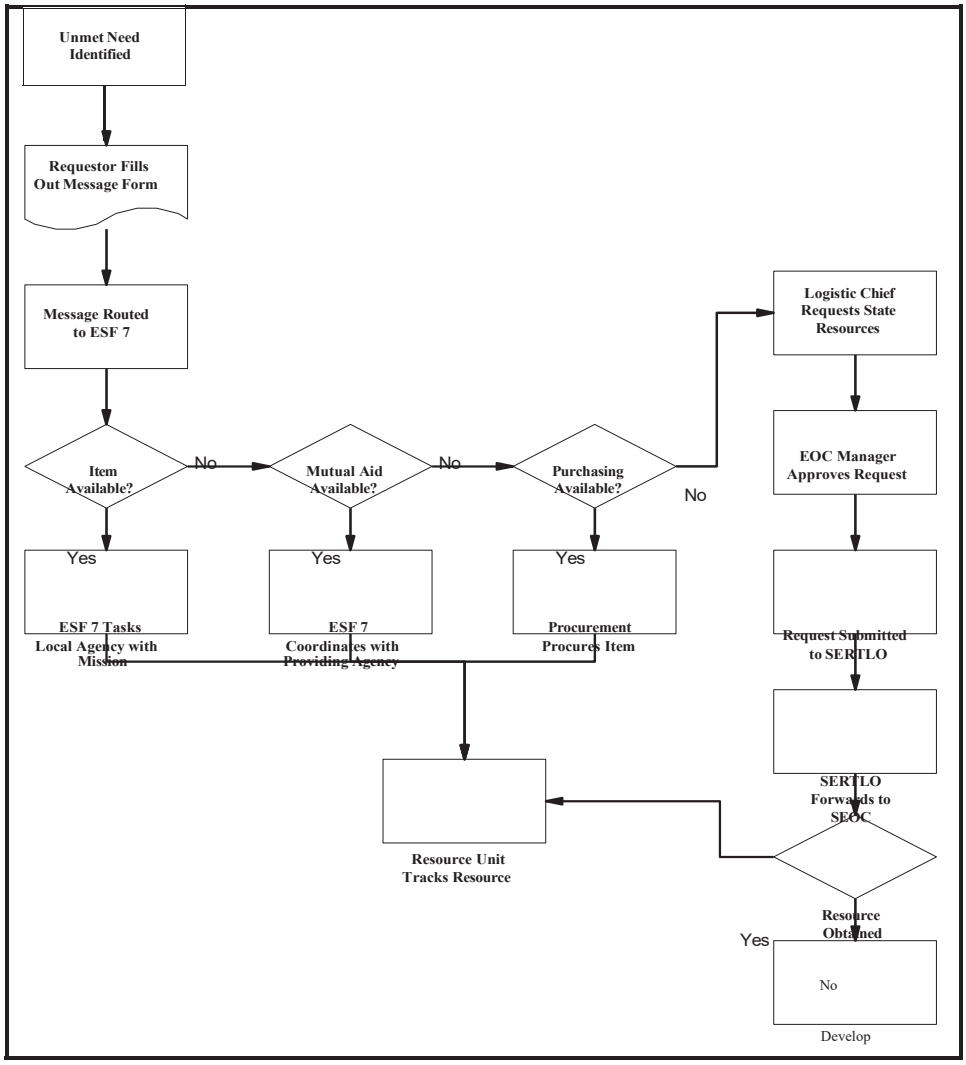
Transportation needs will be provided in coordination with ESF 1 and County departments.

- ESF 7 will poll the Logistics and Operation Sections, if necessary, to obtain the vehicle. Fleet Operations will provide County vehicles not assigned.
- If a vehicle cannot be obtained locally, it will be treated as a standard resource request following the same procedures as described in paragraph 4.4.3.2.

4.4.4 Recovery

- Assess resource needs for recovery operations.
- Coordinate grant funding and reimbursement opportunities for reimbursement.
- Maintain documentation and records.
- Coordinate estimated costs for providing resources with ESF 5.

Figure 7-1 Hernando County Standard Resource Request Procedure



4.5 Direction and Control

- The County Administrator is responsible to the BOCC for the effective use of County resources during normal operations and emergencies. The County Administrator has designated the Chief Procurement Officer, Procurement, as the primary agency leader for ESF 7. The Chief Procurement Officer is the County Administrator's designee for resource support and is authorized to act on behalf of the BOCC.
- The ESF 7 leader is a member of the EOC Team. In times of emergency, when the EOC is in operation, the CPO works directly with the senior County officials in the EOC to meet the needs of all ESFs.
- Emergency purchasing cards will be distributed by the CPO. Purchasing card limits will be increased by department director or designee.

5.0 RESPONSIBILITIES

5.1 Primary Agency

- The primary agency for ESF 7 is Procurement, which is vested with the overall responsibility for allocating and coordinating resources and support activities. Procurement will provide support staff for resource management including procurement of commodities and services, leasing of buildings and facilities, and facilities management.
- Work closely with the Emergency Management Director to develop and maintain this annex, standard operating guidelines, and any other planning documents.
- Establish inventory, control, and delivery systems supporting response and recovery activities.
- Supplies and equipment will be provided from current County stocks, mutual aid agreements, or if necessary, from commercial sources.

5.2 Support Agencies

- Representatives from the support agencies will be present in the EOC or on-call at their designated work areas. A 24-hour staffing schedule will be provided, if necessary. Supporting Procurement will be representatives from the following agencies who provide the support indicated:

    - Department of Public Works - drivers, equipment operators, trucks, heavy equipment, and staging areas.
    - Fleet Operations/Central Fueling – Acts as the lead agency for maintaining fuel inventory for county equipment, vehicles, and fuel tanks.
    - Fleet Operations/Central Fueling- Acts as the lead in assessing maintenance and damage to county fleet vehicles/ equipment and fuel sites.
    - School District - facility use, shelter space, busses, and shelter food service.
    - CCC- Finance -paying vendors/contractors, processing County payroll, maintaining financial records using County's designated system.

- Inventory personnel, equipment, facilities, and supplies. Provide inventory lists to CPO when requested.
- Designated support agencies and ESFs will furnish resources as required. Such support will be terminated at the earliest practical time.
- ESF 7 must coordinate with supporting agencies and other ESFs to establish a formal information mechanism for mutual aid providers, vendors and volunteer groups supplementing local resources. During large disasters, separate telephone lines and dedicated staff may be necessary to establish a Resource Information Line. This will be a

cooperative effort within the Logistics Section, the Resource Unit and the SERT Liaison.

- Provisions have been established by the CCC – Finance to make payment of bills and process payroll.

6.0 FACILITIES

6.1 Emergency Operations Center

The ESF 7 desk is in the Logistics Section at the EOC. Support agencies may be in the EOC or at other predetermined locations.

6.2 Central Purchasing

Procurement is located at the County Administration Building, 15470 Flight Path Drive, Brooksville, Florida 34604. During a disaster, Procurement may operate in the EOC or a designated facility if the building sustains damage.

6.3 Staging Areas

- As an incident escalates additional resources are required. The EOC Manager, Logistics Chief, or a Deputy Logistics Chief may designate one or more staging areas to manage the convergence of resources. A staging area provides a place where personnel and equipment can be checked in, making it easier to control and dispatch. When possible, resources will be organized into strike teams, task forces, or individually, as appropriate.
  - The Department of Public Works Complex, 1525 E. Jefferson Street, Brooksville, Florida 34601, will be used as the central delivery point for most items.
  - The Hernando County Fairgrounds located on U.S. 41 south of Brooksville, if available, may be used as a staging area during large or catastrophic disasters.
  - The wastewater treatment plant in eastern Hernando County can be used as a staging area for the eastern side of the county or as an alternate site. The Hernando County Airport can be used as a staging area or base camp for air support operations involving both fixed wing and rotary aircraft.
- Each staging area will be named and identified by location, for example, Fairground Staging Area. Factors for selecting the location of staging areas are:
  - **Proximity to operation assignments.** Staging areas should be away from the disaster area but as close to probable operation assignments as possible.
  - **Proximity to possible hazards.** Staging areas should be located out of any possible direct hazard, e.g., wildfire.
  - **Access routes.** A staging area should have at least two access routes to accommodate incoming and outgoing resources. Public Works vehicles are the primary transportation method that will be utilized to transport resources into the affected areas. These vehicles tend to be large trucks and need adequate access routes.
  - **Space.** Staging areas must be large enough to accommodate available resources and should be large enough to expand if needed.
  - **Security.** Staging areas must offer security for resources.
- A staging area manager will be assigned to each staging area established. The manager:
  - Reports to the Operations Section Chief or his/her designee. This allows staged equipment to be dispatched based on operational requirements.

- Oversees check-in procedure. The Logistics Chief or a Deputy Logistics Chief will provide the manager a list of those resources expected to arrive.
- Responds to requests for resources by assigning available resources.
- Monitors the status of resources. He/she provide updates to the Resource Unit Manager.

6.4 Other Facilities

Other disaster facilities such as recovery centers, camps, bases, and warehouses will be in a similar fashion as staging areas. ESF 7 may use the Critical Facilities Inventory to determine appropriate locations.

6.5 Leasing Facilities

When a facility must be leased for recovery operations, or to replace a damaged building, standard procurement procedures will be utilized.

- The damage assessment team will provide a list to ESF 7 of suitable buildings to be used for recovery operations.
- ESF 7 staff will contact the building owner and negotiate a lease agreement.
- ESF 7 or the requesting department will assign a person to act as the facility manager.
- The facility manager must conduct an inspection of the facility with the owner to document existing damages and problems, if any.
- The facility manager will sign the lease and upon approval of ESF 7 and obtain a copy for ESF 7.
- The facility manager will take possession of the keys and make arrangements for electrical and utility hookups, if necessary.
- The facility manager will coordinate insurance requirements with Risk Management.
- The facility manager will provide the building owner, utility providers, and ESF 7 the proper notifications of intent to terminate the lease when the facility is no longer needed.
- Both the facility manager and building owner will conduct a final inspection documenting new damages, if any, and notify Risk Management of the results.
- Copies of bills, receipts and other documents will be maintained by the user department for inclusion in claims for reimbursement, if presidentially declared.

7.0 DOCUMENTATION

In coordinating emergency response efforts, formalized documentation procedures must be followed:

- Departments or agencies requesting resources will contact their counterpart in the EOC who will fill out a mission task in WebEOC specifying the problem/mission and the needed resource size, amount, location, and type.
- Daily Activity Reports will be used in the field to keep a current record of all disaster-related funds expended during the pre-disaster and post- disaster period. These reports consist of a Daily Labor Report, a Daily Materials/Services Usage Report and a Daily Equipment Usage Report. Because many staff and supervisory personnel are quickly mobilized to perform a great number of disaster recovery tasks, a structured reporting system will be required. The Daily Activity Reports are intended as an accounting and supporting document to protect Hernando County's eligibility for Federal/State assistance.
- An Emergency Requisition must be filled out by the ESF 7 staff at the EOC, or by a Department/Division head in the field and brought to the EOC, requesting the expenditure of County funds or the procurement of emergency supplies and services.

- Two other forms have been developed to assist in capturing the information necessary to complete the above reports. The Employee Weekly Labor Report must be used to record all time worked by employees (i.e., both disaster- related work and non-disaster related work). It is necessary that all work be documented to allow a proper determination of overtime work eligible for FEMA reimbursement.
- The Weekly Equipment Usage Log should be completed for each piece of equipment used during an emergency. This log should be maintained for either County-owned or leased equipment.
- There is also the possibility that other agencies may lend equipment to the County for use in recovery efforts. Accordingly, it is essential that accurate records be maintained for this equipment. When this occurs, the custodian receiving the equipment should complete an Equipment Received from Other Agencies in Support of Emergency Operations Form. The responsible custodian should sign for all equipment received and maintain this documentation. Upon return of the equipment to the loaning agency, the date returned and to whom returned should be noted on the form. Further, the person to whom the equipment was returned should sign the form evidencing returns of the equipment.

8.0 FINANCIAL MANAGEMENT

- Expenditures for costs are documented during and after the incident period. All expenditures relating to the disaster should be charged to the applicable disaster segment/s in the County's accounting system to track this activity.
- Each support agency is responsible for tracking its own costs associated with ESF 7 operations, using standard accounting and tracking procedures. In coordination with the Emergency Management Director, each support agency will file for reimbursement of costs it incurs through its own agency's accounting and reimbursement filing system. Each support agency is responsible for monitoring staff hours using its own tracking system, and requesting financial reimbursement for staff hours incurred in association with ESF 7 operations. HCEM will provide appropriate forms and provide guidance to complete forms for efficient tracking and reimbursement.

9.0 FEMA GUIDELINES TO FOLLOW IN PROCUREMENT AND CONTRACTS

Necessary contract provisions have already been included on the reverse side of the Emergency Purchase Order. Other FEMA guidelines to follow include:

- All records and reports required to support requests for reimbursement of Hernando County funds expended as a direct result of a disaster must be available for audit purposes and follow the County's records management procedures.
- Each purchase order or contract for emergency supplies or services should indicate the reason for the purchase, services provided, and/or site location(s), if known.
- Following a "Declaration of a Local State of Emergency," in the interest of expediency, the purchasing teams at the EOC will be exempt from bid/quote requirements. However, if time permits, a competitive environment shall be maintained.
- Renting and leasing equipment and materials shall have precedence over outright procurement. FEMA strongly prefers requests for reimbursement on rented items.
- Oral contracts can severely jeopardize the County's ability to receive reimbursement from FEMA. Specify quantities, prices and specific items being purchased in writing.
- Contracts for construction, removal of debris or wreckage should be based on fixed price or unit price (i.e., cubic yard). Term contracts have been established for debris removal.
- Contracting for construction work should be based whenever possible, on competitive pricing.
- To the extent feasible and practicable, contractors residing or, doing business primarily within Hernando County must

be engaged in disaster recovery work. FEMA wants to encourage contractors to support the local economy. All contracts entered which will involve FEMA claims should state that the contractors would use materials and supplies and hire laborers to the extent possible within the disaster area.

- Additional information on federal and state funding is in the FEMA Public

Assistance Program and Policy Guide (FP 104-009-2, June 2020 or current version).

10.0 REFERENCE AND AUTHORITIES

Procurement will be made in accordance with current state and federal laws and regulations, which include emergency procedures under Florida Statutes as follows:

- State of Florida Emergency Support Function #7 - Resource Support Annex
- State and County - Procurement Policies and Procedures
- Chapter 252, Florida Statutes

Health and Medical
ESF-8

I. GENERAL:

A. Primary Agency: Department of Health in Hernando County

B. Support Agencies and Organizations:

1. American Red Cross
2. District 5 Medical Examiner
3. Hernando County Fire & Emergency Services
4. Florida Department of Agriculture and Consumer Services DACS – food / food outlets (grocery stores)
5. Florida Department of Business and Professional Regulation DBPR – food / restaurants
6. Florida Department of Environmental Protection F-DEP – Boil water notices
7. Hernando County Animal Services
8. Hernando County Mosquito Control
9. Hernando County School Board
10. Hernando County Sheriff's Office
11. Hernando County Solid Waste Division
12. Hernando County Utility Department
13. HPH Hospice
14. In Patient and Residential Facilities – Hospitals, rehabilitation hospitals, skilled nursing, assisted living, other residential facilities
15. Agencies that serve the needs of Vulnerable, Hard-to-Reach, Functional Needs, and Special Needs populations
16. Med-Fleet Transport Company
17. AMR Transportation Company
18. Tampa Bay Regional Health and Medical Preparedness Coalition

II. INTRODUCTION:

A. Purpose:

Emergency Support Function 8 Health and Medical (ESF-8) coordinates and manages response to health and medical needs following significant natural disasters or man-made events. Department of Health in Hernando County (DOH Hernando) directs the assistance provided under ESF-8.

A significant natural disaster or man-made event could make it necessary for county public health and medical assistance to be provided. In addition to direct assistance, the county would be required to provide leadership

and coordination in carrying out emergency response efforts in the areas of health and medical issues. The recovery and restoration of the health and medical infrastructure of the community is of paramount importance and ESF-8 will take the lead in that effort.

B. Scope:

Overall, manage, coordinate, and prioritize county-wide health services to support the health and medical needs of local governments, other emergency support functions, voluntary relief organizations, state and federal agencies, survivors and victims of a significant natural or man-made disaster.

This Annex conforms to Florida Department of Health's 11 Core Missions for response which are intended to support the health, medical and mental health system, monitor community and environmental health, provide information and technical assistance, and support resources that fill gaps and needs (Please Attachment #5, page 29).

C. Planning Assumptions:

1. Medical infrastructure will sustain some level of damage, disrupting normal medical and health services. The level of damage will influence both the level and accessibility of responding medical relief agencies / organizations.

2. Fatalities and injuries will occur among health and medical professions in about the same ratio as in the general population.

3. Assistance beyond local resources may take as much as 72 hours to become available. Primary and Support Agencies should plan to be self-sufficient during this time period.

4. Effective coordination of disaster response and health and medical assistance will be difficult during the immediate post-event time period due to damage or destruction of communication networks.

5. Immediate lifesaving needs caused by the event will exceed readily available resources.

6. There will be an immediate overload of requests for emergency medical aid. Individual rescue units may possibly be working as independent entities due to a loss of communications and medical control. The Emergency Medical Service (EMS) personnel will

sustain injury and fatigue, further lessening available personnel resources. EMS personnel may not be available for staging at all shelter locations.

7. Assistance from outside Hernando County will be required to maintain the continuity of health and medical services.

8. Incoming medical supplies may be delayed from hours or days, making strict conservation mandatory.

9. Damage to critical infrastructure, chemical and industrial plants, sewer lines and water distribution systems, and secondary hazards (fires) will result in environmental and public health hazards to the surviving population.

10. The damage and destruction will produce needs for mental health crisis counseling for disaster victims and response personnel.

11. Disruption of sanitation services and solid waste services, loss of power, and massing of people in shelters will increase the potential for disease and injury.

12. Numerous deaths will necessitate use of temporary morgues by the Medical Examiner's Office.

III. CONCEPT OF OPERATIONS:

A. General

1. Provide medical command and control.

2. Provide health and medical situational awareness, objectives to the Incident Action Plan and updates.

3. Coordinate with other ESFs as needed.

4. Process requests, missions and status updates through ESF-8 at Hernando County Emergency Operations Center (Hernando County EOC) until a Recovery Operations Center (ROC) is activated. A ROC may not always be activated.

B. Actions

1. Identify, assess, and prioritize health and medical needs. To

include facility status, community impact, available resources and long-term recovery (Please Attachment #1, pages 22-25 for a list of resources available through FL Department of Health).

2. As needed, request State ESF-8 deploy assessment team(s) to determine specific health and medical needs and priorities (Please see Please Attachment #1, pages 22-25).

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3. Maintain contact (phone, cellular, email, radio, fax) with heath and medical facilities to ensure that staff, equipment and supplies are available (pharmaceuticals, biological products, blood and blood products).

4. Process requests for resources, to augment staff, and to restock equipment and supplies at the Special Needs Shelter, and at health and medical facilities (Please see Please Attachment #1, pages 22-25).

5. Process requests for health and medical services. To include the types of health and medical services needed, quantities, transportation, and destinations (Please see Please Attachment #1, pages 22-25).

6. Coordinate or support medical needs requiring emergency response. To support, care and move persons impacted by the event and those with Special or Functional Needs.

7. Ensure fatality management, victim identification and mortuary services are available.

8. Coordinate and support responder health and safety and crisis counseling, and mental healthcare for the public.

9. Provide public information on health, medical, public health, injury prevention and disease control. Ensure public messages related to Environmental Health protective and response actions are provided in quantity to Rapid Assessment Teams and Joint Information Center.

10. Support public health actions in epidemiology, environmental health and special needs sheltering (Please see Attachment #2 page 26; See Attachment #4 page 28).

C. Organization:

1. The Incident Command System and the National Incident Management System are utilized in all ESF-8 health and medical operations.

2. ESF-8 is staffed by DOH Hernando County (DOH-Hernando) with designated team members on a 24-hour schedule until notified of deactivation.

3. DOH Hernando is responsible to coordinate all activities of ESF-8, subject to guidance and direction from the Executive Policy Group, and the policies and authorities of this plan.

4. ESF-8 is implemented when the Hernando EOC is activated to a level II or greater. ESF-8 may be activated for a specific need, prior to an expected event or following an event.

5. ESF-8 Lead Agency, Support Agencies and Organizations are organized into a single ESF-8 coordinating structure led by the DOH Hernando staff members who are the lead representative for ESF-8.

6. ESF-8 Support Agencies and Organizations coordinate all actions in performance of disaster assistance missions with the ESF-8 lead representative.

7. Agencies, organizations or municipalities that perform similar functions must coordinate their activity directly with ESF-8. Similar functions include health and medical care, support, outreach, or treatment. Each entity provides ESF-8 with specifics on facility locations, operations, field sites or outreach.

D. Notification:

1. Hernando County Emergency Management (Hernando County EM) provides notification of potential or actual natural disasters or man-made events.

2. Hernando County EM notifies the ESF Lead Agencies and the Support Agencies of a pending event or activation. Notification may go to specific ESFs or to all ESFs as the situation requires.

3. DOH Hernando activates ESF-8 and then establishes contact with Support Agencies and Organizations to mobilize resources and

personnel, and to prepare to commence operations assigned to ESF-8.

IV. Responsibilities

A. Primary Agency: Hernando County Health Department

Responsibilities: Direct and control ESF-8, Special Needs Shelter, and public health response (Please see Attachment #3 page 27).

1. Annually review this document and related policies and references in consultation from Hernando County EM, Support Agencies and Organizations.

2. Participate in required ESF-8 meetings, trainings, and exercises.

3. Notify the designated DOH Hernando staff to work ESF-8 on a 24-hour schedule until notified of deactivation.

4. Activate and maintain ESF-8 staff members to work at the EOC or ROC.

5. Activate and manage the Special Needs Shelter with assigned staff, related ESFs, Support Agencies and community partners.

6. Activate and maintain DOH Hernando's internal Incident Command Teams, the Advance Teams, and the Special Needs Shelter Teams to work on a 24-hour schedule until notified of deactivation.

7. Activate and maintain response actions for disease control, environmental health and public information.

8. Maintain routine public health functions and services as much as possible given the nature of the event.

B. Hernando County Health Department Administrator or Designee

Responsibilities: Maintain command and control for health, medical and public health response and recovery.

1. Liaison with the Executive Policy Group; the Region 4 Domestic Security Task Force Co-Chair for Health and Medical, the Florida Department of Health, the state EOC, regional and state agencies,

and authorities.

2. Coordinate with Hernando County ESF-8 and the State EOC to deploy assessment team(s) to determine specific health and medical needs and priorities.

3. Coordinate supplemental assistance, mutual aid, and response teams with Hernando County ESF-8 and the State EOC.

4. Process requests from the Special Needs Shelter to augment staff, equipment and supplies and to manage staff and volunteers from health and medical providers and agencies.

5. Monitor and direct

   a. Requests for assistance and resources to perform ESF-8 missions.

   b. The provision of health and medical equipment and supplies such as blood, pharmaceuticals, biological products, etc.

   c. Victim identification and mortuary services.

   d. Mental health care and crisis counseling for the public, disaster victims and emergency workers.

   e. Public information, environmental health information, and public warnings.

6. Establish disease control measures, medical countermeasures, non-medical intervention, surveillance, and epidemiology investigations.

   a. Establish surveillance systems to monitor the general population and special high-risk groups, carry out field studies and investigations as indicated by need, and provide technical assistance on disease and injury control measures and precautions (Please see Attachment #2 page 26; Please see Attachment # 4 page 28).

   b. Establish environmental health measures to monitor food and drug safety and related illnesses, and for radiological, chemical, and biological hazards; control and monitor vectors; monitor the potability of water; and the disposal of wastewater and solid

waste.

c. During periods of extended operations, establish routine health inspections in accordance with regulated health procedures.

d. Coordinate the assessment of public and environmental health and medical effects of radiological, biological and chemical exposure of the general population and special high-risk populations.

e. Maintain primary responsibility to develop, maintain and implement the county's Strategic National Stockpile (SNS) Plan.

7. Monitor ESF-8 vendor and contractor provided services, procedures, or tests.

C. DOH Hernando Environmental Health staff

1. The Environmental Health Section (EHS) is statutorily obligated to regulate certain small water and onsite sewage disposal systems, all institutional facilities, mobile home parks, bars and lounges.

2. The EHS ensures clients of those regulated facilities are provided with, or have access to safe food and water supplies, appropriate Animal Services, and adequate sanitary facilities.

3. Evaluate the impact of vector borne diseases on potable water.

4. Assist local public and private utilities and designated support agencies with the assessment and disposition of food, potable water, wastewater, and solid waste disposal issues.

5. Assess the impact of the disaster on regulated facilities and provide technical guidance and information concerning these issues and proper disposition of these issues to the DOH Hernando at ESF-8.

6. Coordinate the assessment of the threat of vector-borne diseases.

7. Provide technical information and guidance concerning the above issues.

8. Conduct post-event assessments of health and medical facilities that are impacted by natural disasters, human accidents, technological failures, and intentional terror and violence. Report

impacts, unmet needs, and anticipated needs to DOH Hernando at ESF-8. For further details, refer to DOH Hernando's Standard operating procedure "Q -- HerCHD Facility Assessment SOP 01-2024."

D. DOH Hernando Staff Manage the Special Needs Shelter (SpNS)

1. DOH Hernando manages the SpNS and coordinates through ESF-8, ESF-1, ESF-4, Hernando County School District, Support Agencies, and partners. Staff members activate, operate, arrange transport, discharge, and demobilize residents with Special Needs or Functional Needs.

2. Coordinate with ESF-8, ESF-1, ESF-4 to alert and notify SpNS clients of shelter activation, and coordinate transportation or placement in appropriate health and medical facilities as needed.

3. Provide status updates to ESF-8 on staff and clients, and needs for equipment, supplies, consumables, food, fuel, water, and other items.

4. Consult with Physician, Subject Matter Experts or Technical Experts to manage client needs and shelter operations.

E. Support Agencies: -- Pages 9-16

1. American Red Cross
2. District 5 Medical Examiner
3. Hernando County Fire & Emergency Services
4. Florida Department of Agriculture and Consumer Services DACS – food / food outlets (grocery stores)
5. Florida Department of Business and Professional Regulation DBPR – food / restaurants
6. Florida Department of Environmental Protection F-DEP – Boil water notices
7. Hernando County Animal Services
8. Hernando County Mosquito Control
9. Hernando County School Board
10. Hernando County Sheriff's Office
11. Hernando County Solid Waste Division
12. Hernando County Utility Division
13. HPH Hospice
14. In Patient and Residential Facilities – Hospitals, rehabilitation hospitals, skilled nursing, assisted living, other residential facilities
15. Agencies that serve the needs of Vulnerable, Hard-to-reach, and

Special Needs populations
16. Med-Fleet Transport Company
17. AMR Transportation Company
18. Tampa Bay Regional Health and Medical Preparedness Coalition

General Responsibilities (Please see Attachment #3 page 27):

1. Establish a command-and-control structure per the agency's individual disaster plan.

2. Provide for recall of personnel to staff command and control structure and to accomplish response actions.

3. Establish and maintain contact with ESF-8.

4. Designate and assign key contact personnel for ESF-8. Assure rapid response to ESF-8 during the staffing and operations of the Hernando County EOC and ROC.

5. Notify, activate and mobilize all personnel and equipment to perform or support assigned functions. Functions are designated within the Hernando County Comprehensive Emergency Management Plan (CEMP) or the response actions of this annex.

6. Ensure each agency's designated area of responsibility is maintained within available resources.

7. Provide personnel and associated resources for assessment, outreach and field team(s).

8. Provide Technical Experts and Subject Matter Experts to support ESF-8 health and medical operations and missions.

9. Coordinate all actions of the Support Agency in performing assigned ESF-8 missions with the DOH Hernando representative of ESF-8.

10. Identify all personnel and resources required to perform assigned missions which are more than the support agencies capabilities.

F. Specific Responsibilities – Pages 10-16:

1. Staff and operate General Population Shelters.

2. Provide Host Shelters with food and support.

3. Provide and coordinate behavioral health capabilities at mass care shelters, ARC service sites and airplane crash sites.

4. Assist in providing food and water to homebound special needs populations, vulnerable and hard-to-reach populations.

5. Coordinate with American Red Cross (ARC) on victim identification and mortuary protocol for family notification in accordance with established ARC procedures.

6. Provide case management services and support the Hernando Community Organizations Active in Disasters (Hernando COAD) in assessing, vetting, and fulfilling unmet recovery needs in the areas of human service, safety and shelter, and activities of daily living.

District 5 Medical Examiners Office

1. Coordinate with law enforcement, search and rescue, emergency responders and volunteers to secure the fatality site, preserve evidence, collect personal property, and protect the real property.

2. Assure the provision for decedent identification and mortuary services in accordance with established victim identification protocol. Coordinate victim identification with Subject Matter Experts and Technical Experts in pathology, anthropology, odontology, x-ray, fingerprint, and DNA.

3. Identify temporary morgue site, ensure transportation, preparation, and final disposition of remains in accordance with established protocols.

4. Operate temporary morgue services to prepare and arrange final disposition of remains in accordance with established protocols.

5. Coordinate with American Red Cross (ARC) on victim identification and mortuary protocol for family notification in accordance with established ARC procedures.

1. Coordinate EMS activity during immediate post-event time and as required during recovery operations.

2. Coordinate transport of victims to medical facilities outside the at-risk area in accordance with approved Trauma Transport Protocols.

3. Support patient movement from or between health and medical facilities.

4. Coordinate transport needs with ESF-1 for persons with Functional or Special Needs.

5. Coordinate the following resources:

    - ALS / BLS vehicles
    - Emergency Medical Technicians
    - Paramedics
    - Emergency Medical Equipment Procurement
    - Medical Evacuation / Transport Aircraft
    - Fire Corps

6. Assess disaster area for damage, and numbers of dead or injured.

7. Coordinate with the District 5 Medical Examiner's Office locations of mass fatalities.

8. Coordinate the provision of short-term medical care to those cut off from medical services.

9. Assist local, state, and federal authorities in the establishment of field medical units.

10. Provide technical assistance and consultation on worker health and safety measures.

Florida Department of Agriculture and Consumer Services

1. Provide aerial spraying for vector control.

2. Coordinate with DOH Hernando on food safety issues.

3. Coordinate with DOH Hernando on animal illnesses that have potential for human impact.

4. Augment laboratory surge.

5. Provide technical assistance in all agricultural and environmental issues relating to public health.

Florida Department of Business & Professional Regulation

1. Coordinate with DOH Hernando on human health issues identified during food establishment inspections following disasters.

2. Coordinate with DOH Hernando on food safety issues.

Florida Department of Environmental Protection

1. Coordinate with DOH Hernando on environmental response actions impacting human health.

2. Assess potable water systems.

3. Assist in response to surface and ground water contaminations.

4. Provide environmental sampling data to DOH Hernando for evaluation of human health impacts.

5. Augment laboratory surge.

Hernando County Animal Services

1. Coordinate investigations and responses to nuisance animals and for animal bites

2. Coordinate to determine the location(s) for disposal of dead animals.

3. Coordinate transportation of pets for Special Needs Shelter residents.

Hernando County Mosquito Control

1. Coordinate or support vector control.

2. Provide vector control equipment and supplies.

3. Provide technical assistance and consult on protective actions regarding vector-borne diseases.

4. Conduct field investigations and laboratory analysis of relevant samples.

5. Provide air and ground surveillance in the pre-event and post-event phases.

6. Provide guidance and information for public health and safety announcements.

Hernando County Utilities Department

1. Identify and correct problems associated with public water and sewer systems to include potability of water and wastewater treatment and solid waste.

2. May provide laboratory support to governmental agencies by bacteriological testing of potable water and environmental testing of sewage releases.

3. Provide technical and logistical support to collect and dispose of solid waste, contaminated food stuffs, household / commercial hazardous waste services; as well as the disposal of dead animals, which have the potential to create problems relating to public health and environmental issues.

4. Coordinate with outside facilities and generators of medical waste to assure proper storage/shipment, collection and disposition.

5. Provide technical information for public information on debris removal, disposal sites, and collection and disposal operations.

6. Assist other ESFs with determining the location(s) for disposal of dead animals.

7. Identify and coordinate the collection and disposal of waste from critical service areas, such as special need shelter locations, medical facilities, nursing homes, etc.

Hernando County School Board

1. Coordinate ESF-1 Transportation for persons with Functional and

Special Needs

2. Manage risk shelters located within school district facilities

3. Support general population shelterees, and support food service at shelters held in school locations (Challenger K8 or West Hernando Middle School) or community facilities (Brooksville Enrichment Center, The Lake House).

4. Support the set-up, delivery, retrieval, and return of equipment and supplies that are stored at from the School District warehouse.

Hernando County Sheriff Office

1. As lead agency for ESF-16, coordinate and provide security at all Special Needs Shelters, mass fatality sites, and Points of Dispensing sites.

HPH Hospice

1. Triage, treat, and care for persons with terminal disease

2. Coordinate with ESF-1 Transportation and with ESF-8 Health and Medical to evacuate or relocate persons with terminal illness from disaster areas.

3. Provide equipment and medication for patient's life-limiting illness

4. Ensure counseling and bereavement services

In-Patient and Residential Facilities

1. Hospitals, rehabilitation hospitals, skilled nursing, assisted living, other residential facilities

2. Triage, treat and care for clients assigned to and living in health care facilities

3. Coordinate with ESF-1 Transportation and with ESF-8 Health and Medical to evacuate or relocate clients from disaster areas

4. Ensure staff, resources, equipment and medication are available for in-patient facilities

Agencies that serve the needs of Vulnerable, Hard-to-Reach, Functional Needs, and Special Needs populations

1. Support the agencies that serve vulnerable populations as they triage, treat and care for clients

2. Coordinate with ESF-1 Transportation and with ESF-8 Health and Medical to evacuate or relocate vulnerable populations from disaster areas

3. Ensure staff, resources, equipment and medication are available for agencies that serve vulnerable populations

Med-Fleet Transport Company and AMR Transportation Company

1. Support patient movement from or between health and medical facilities.

2. Support transport needs with ESF-1 for persons with Functional or Special Needs.

3. Coordinate with EMS during immediate post-event time and as required during recovery operations.

4. Support transport of victims to medical facilities outside the at-risk area in accordance with approved Trauma Transport Protocols.

Tampa Bay Regional Health and Medical Preparedness Coalition

1. Healthcare Coalition Capability 2: Health Care and Medical Response Coordination
    a. Plan and collaborate to share and analyze information, manage and share resources, and coordinate strategies to deliver medical care to all populations during emergencies and planned events. To include, but not limited to;

    b. Pre-During-Post Situation Updates / Common Operating Picture

    c. Assist in coordination of Resources & Logistics with Lead ESF-8 agency

    d. Provide stop gap response resources to the Health and Medical community with the coordination of our Lead ESF-8

agency

VII. ACTIONS

A. Response Initial Actions:

1. Conduct or direct the initial assessment of health and medical needs with input from emergency services, rapid impact, damage assessment and health assessment teams. Determine the need for health surveillance. Consider conditions that might worsen the situation and require additional resources.

2. Conduct or direct Initial impact assessment of health and medical infrastructure. Determine the extent of loss of critical health and medical human resources, facilities, and supplies on hand or needed.

3. Coordinate the restoration of critical utilities (water, sewer and power) with ESF-3 Public Works and ESF-12 Energy, to health and medical Critical Facilities.

4. Determine and coordinate need for additional personnel to include mass casualty incidents.

5. Determine the coordination needed with ESF-6 Mass Care for a Special Needs Shelter and Functional Needs.

6. Assist the management of hazardous materials, safety of food and drugs, radiological hazards, mental health, disaster behavioral health problems of victims and responders, public health information, vector control, potable water, wastewater, solid waste and victim identification and mortuary services.

7. If advance warning of an event is received, then determine the need to pre-position resources to safeguard them or in anticipation of the area of greatest need following the event.

8. Incidents that occur without notice can result in medical and health resources being inaccessible or overwhelmed. Assess the need for non-local resources and request assistance through the Regional health and medical advisors, the State EOC Statewide Mutual Aid Agreement or other agreements.

9. Determine the need to move or evacuate patients from residential

health care facilities. Coordinate with ESF-1, ESF-4, ESF-6, ESF-13, and ESF-16.

B. Response Continuing Actions:

1. Monitor the impacted area. Assess potential hazards to public health and the need for emergency medical response actions and resources.

2. Coordinate medical patient transport requests.

3. Direct or support the movement of supplies, equipment and support personnel to Staging Areas or direct target sites.

4. Coordinate requests from hospitals, health, medical and mental health facilities, and requests for medical evacuation and disaster behavioral health.

5. Establish financial reimbursement policies and establish communications.

C. Recovery Actions:

1. Monitor and support the restoration of health, medical, mental health, and disaster behavioral health infrastructure and the continuation of care.

2. Monitor and support reestablishment of primary health and medical care across the county.

3. Support long-term monitoring of the population’s health status.

4. Primary Agency remains in place during the recovery phase, unless released. The Primary Agency designates the Support Agencies, and these may change to reflect available resources, area of impact and functional requirements.

5. Monitor and continue to gather information on resources used, anticipated length of recovery activities and resources required.

6. Coordinate with ESF-1, ESF-13, and ESF-16 to transport patients to facilities located outside of Hernando County. Airlifting may be required. Ambulance capability will have to be enhanced from outside the county. Multiple patients may be transported together.

7. Coordinate or support jurisdictions and entities to assure water quality, and to treat and dispose of wastewater and solid waste. In some instances, jurisdictions and entities have their own facilities and are responsible for testing and quality assurance programs.

8. Respond to shortages of qualified personnel, equipment, or assistance without regard to jurisdiction or entity. ESF-8's first priority is the safety and well-being of the public.

9. Request fatality management assistance through the Medical Examiners Commission, state, and federal resources to identify victims and provide mortuary services. Ensure notification of next of kin takes place using the accepted protocols of response agencies following accidental or traumatic deaths.

10. Coordinate with ESF-5 and through ESF-14 to issue public advisories on food and water contamination, disease threats and outbreaks, safety and injury prevention and other health and medical issues.

11. Primary and Support Agencies use appropriate state and federal rules, regulations, laws, and guidance to maintain records of staff utilization, obligations, expenditures and use of other resources. DOH Hernando augments its normal level of accountability and business controls to track resources and expenses.

12. Primary and Support Agencies conduct after-action evaluations and present recommendations on health and medical mitigation.

D. Mitigation Actions

1. Support public health measures to prevent widespread outbreaks.

2. Coordinate public information with ESF-14 to educate the public, mitigate the spread of disease, and to promote self-management of medical needs.

3. Pre-identify vulnerable facilities and populations, and their anticipated needs.

4. Identify, assess, prioritize, and protect critical infrastructure and key resources. Create the ability to detect, prevent, deter, devalue and mitigate deliberate efforts to destroy, incapacitate or exploit critical

infrastructure and key resources.

5. Maintain redundant communications with health and medical partners and public health responders.

   a. Incidents and events are sized-up with general inquiries that build detailed and hazard-specific questions. Situational awareness and a common operating picture are established with information from local, state, government, private industry, and public sources. Incident goals, objectives and tactics are prioritized for the Incident Action Plan. Actions and results are summarized in Situation Reports produced each operational period or as the event dictates.

   b. When working in Level III activation – Monitoring, ESF-8 utilizes routine communications methods (phone, fax, email) to receive, gather, analyze, summarize, respond, and report Elements of Essential Information.

   c. When elevated to Level II Partial Activation or Level I Full Activation, ESF-8 uses WebEOC Missions and Task boards to receive, assess, collaborate, and respond to inquiries passed through from the Public Information Center (PIC).

   d. The ESF-8 Desk phone (352-540-6931) is always active. In Level III Monitoring it rolls over to Emergency Management. In Level II or Level I activations the desk is staffed, and addresses calls from health and medical partners. The desk number is provided to health and medical partners as an Outlook Contact Card, in hard copy wallet cards, and palm cards.

   e. In Level II and Level I activation, ESF-8 reports Elements of Essential Information in the county Incident Action Plan, the County Situation Report and at shift briefings. These coordinated methods streamline the process of giving and receiving situation / status reports, using geographical information systems, and managing resources and data.

6. Stockpile or ensure access to critical medical supplies, equipment, biologicals, and pharmaceuticals.

7. Develop and implement after action reports and improvement plans based on exercises and real incidents to improve preparedness.

Acronym / Abbreviations

ALS	Advanced Life Support
ARC	American Red Cross
BLS	Basic Life Support
CEMP	Comprehensive Emergency Management Plan
DACS	Department of Agriculture and Community Services
DBPR	Department of Business and Professional Regulation
DEP	Department of Environmental Protection
DOH	Department of Health
EMS	Emergency Medical Services
ESF	Emergency Support Function
ESF 1	Transportation
ESF 2	Communications
ESF 3	Public Works
ESF 4	Firefighting
ESF 5	Info and Planning
ESF 6	Mass Care
ESF 7	Unified Logistics
ESF 8	Health & Medical
ESF 9	Search & Rescue
ESF 10	Hazmat
ESF 11	Food & Water
ESF 12	Energy
ESF 13	Military Support
ESF 14	Public Information
ESF 15	Volunteers & Donations
ESF 16	Law Enforcement
ESF 17	Animal Services
ESF 18	Business, Industry and Economic Stabilization
EPG	Executive Policy Group
Functional	Functional Needs
DOH Hernando	Hernando County Health Department
Hernando County EM	Hernando County Emergency Management
Hernando County EOC	Hernando County Emergency Operations Center
ICS	Incident Command System
NIMS	National Incident Management System
ROC	Recovery Operations Center
SOP	Standard Operating Procedures
SpNS	Special Needs Shelter
State EOC	State Emergency Operations Center
TBHMPC	Tampa By Health and Medical Preparedness Coalition

Attachment #1

Florida Department of Health State Resources, Teams, Subject Matter Experts, and Technical Experts

i. **Ambulance Strike Teams** – Provide emergency medical capability including patient triage and transport. These teams can be built from the 4032 ground ambulance units, air ambulances and 50 trained ambulance strike team leaders across the state. Deployment of ground ambulances is coordinated with ESFs 4&9 and the Florida Air Ambulance Association.

ii. **Disaster Behavioral Health Assessment Teams** - Provides on-scene assessment of the need for behavioral support services to victims, survivors, responders and the public in communities impacted by traumatic incidents.

iii. **Environmental Health Strike Teams** – At full capability this team is able to provide up to 80 environmental health services per day. Team includes a supervisor level position for liaison with local structure. Team has capacity to perform activities related to the following subject areas—food, water, sewage, indoor air, vectors, zoonotic, facilities, and chemicals and toxicology.

iv. **Epidemiology Strike Teams** – At full capability this team is able to conduct surveillance and investigation efforts in a defined geographic area. Team has capacity to perform activities related to disease surveillance, outbreak investigation, quarantine and isolation, data analysis, and phlebotomy.

v. **Fatality Management Teams** – Provide initial scene response and evaluation, processing the scene, temporary morgue operations and administration, and the roles of various forensic units within the morgue (e.g., pathologist, anthropologist, odontologist, radiologist, fingerprint specialist, DNA analyst, funeral director, and others), victim identification, disposition of human remains (embalming/casketing), personal effects, and evidence collection.

vi. **Forward Advanced Surgical Team** - The Florida Advanced Surgical Transport Team (FAST) is designed to add clinical and surgical capacity to the existing State Medical Response Teams (SMRT). This additional capability would be brought in to enhance the clinical capacity of deployed SMRTs, specifically to provide emergent surgical, general anesthesia, critical care transport capability, and additional specialist equipment to a deployed SMRT or to augment a crippled medical care facility during a disaster.

vii. **Health Care Assessment Teams** – HCATs inspect evacuated healthcare facilities that have sustained damage in accordance with the Health Care Facility Damage Assessment Guidelines. HCATs teams are composed of an architect and an electrical engineer.

viii. **Medical Reserve Corps** – These individuals include government employees, volunteers, and private medical providers who can be integrated into response efforts for a variety of roles to address public health and medical workforce surge.

ix. **Medical Supplies and Equipment Caches** – A broad range of medical supplies and equipment including pharmaceuticals, ventilators, and medical supplies strategically placed across the state.

x. **Mobile Communications Units** - Enclosed custom utility trailers equipped with high-speed satellite (2Mb down and 1Mb upstream data speed) communications, self generated power, rooftop AC, and necessary infrastructure hardware pre-configured to

establish inter access. They include four VOIP phone lines and server hardware to restore data from valid back-ups. Units are supported by two disaster response technicians.

xi. **Radiological Emergency Response Teams** - Radiation Control inspectors are located in the following areas: Jacksonville, Tampa, Orlando, Miami, Lantana, Pensacola, Ft. Myers, Tallahassee, and two county offices have radiation control programs: Polk and Broward. Each inspector has an emergency kit that contains: Thermo RadEye Alarming Personal Radiation Detector; Ludlum Model 2401-P beta gamma pancake; Canberra Model 213 Ultra Radiac; Thermo EPD Mark 2 Electronic personnel dosimeter.

xii. **Regional Emergency Response Advisors** – Can deploy as a team or individual resources to provide public health and medical response consultation to local ESF8 and County Health Departments and conduct post-impact assessments of the public health and medical infrastructure.

xiii. **RSS** (Receive, Stage, and Store) Management Team - An RSS operated by the Florida Department of Health is established to receive material from the Strategic National Stockpile. The RSS receives, stages, stores, and distributes pharmaceuticals, medical supplies and equipment to the affected area.

xiv. **Special Needs Shelter Discharge Planning Teams** – Coordinate with special needs shelters to discharge clients from shelters to appropriate facilities.

xv. **Special Needs Shelter Teams** – Team can perform a variety of management, operations, and augmentation functions for a special needs shelter.

xvi. **State Medical Response Teams** – Are a state-level version of the federal Disaster Medical Assistance Team. These teams can meet a broad range of medical missions, including hospital augmentation, medical triage, in-the-field patient care and first aid support.

xvii. Additional FL Dept. of Health resources (staff, equipment, supplies, updated 10/2019, FDOH ReadyOp)

Asset Name	Mission Areas
Alternate Care Site Team - International Medical Corps	Alternate Care Site, Field Operations, Hospital Augmentation, Med Surge, Patient Care / Triage, Sheltering
Applied Public Health Team (APHT)	CHD Augmentation, Disease Control, Environmental Health, Infectious Disease
C Bat - Box Truck	Assessment, Field Operations, Logistics
CHD Augmentation Team	CHD Augmentation, Recovery
Combination Light Tower Generator Water Trailer – Central, North, South	Alternate Care Site, Field Operations, Logistics, Mobile Facility, Responder Support
Cot Cache - Beds	Field Operations, Responder Support, Sheltering
DMORT -- Disaster Mortuary Operations Team	Fatality Management
DMAT Disaster Med Assistance Team –Full, Task Force, Strike Team	Alternate Care Site, Field Operations, Hospital Augmentation, Mobile Facility, Patient Care / Triage, Responder Safety

ESF8 Med Surge Cache – Central, North, South - Type I, II, III, IV	Alternate Care Site, Field Operations, Hospital Augmentation, MCI, Med Surge, Mobile Facility, Patient Care / Triage, Responder Safety
Fatality Search and Rescue Team (FSRT)	Fatality Management
Federal Medical Station	Alternate Care Site, Hospital Augmentation, Med Surge, Patient Care / Triage, Sheltering
FEMORS Team; Portable Morgue; Morgue ID Unit; Victim Info Unit	Fatality Management, Assessment, Communications, MCI
FL Infectious Dis Transport Network Response Teams	Disease Control, EMS, Infectious Disease, Med Surge, Patient Care / Triage, Patient Movement
FL Int'l Univ -FL Advanced Surgical Transport team (FIU-FAST)	Alternate Care Site, MCI, Med Surge, Patient Care / Triage, Patient Movement
Gatekeeper – North, South, Central	Alternate Care Site, Field Operations, Logistics, Mobile Facility, Responder Support, Sheltering
Generator - Tow Behind 20 & 200 kW	Alternate Care Site, Field Operations, Logistics, Mobile Facility, Responder Support, Warehouse
Infectious Disease Cache - ID	Assessment, Infectious Disease, Logistics
Logistics Support Team	Field Operations, Logistics, Responder Safety
Medical Task Force - International Medical Corps	Alternate Care Site, Assessment, Field Operations, Hospital Augmentation, Med Surge, Patient Care / Triage, Responder Safety, Sheltering
National Ambulance Contract – Air, Ground, Personnel, Paratransit	EMS, Patient Movement
National Medical Response Team (NMRT):	Decon, Environmental Health, Infectious Disease, MCI, Patient Care / Triage, Radiological
National Veterinary Response Team (NVRT):	
Nurse Strike Team - International Medical Corps	Alternate Care Site, Hospital Augmentation, MCI, Med Surge, Patient Care / Triage, Responder Safety
Plum Case – Communication - North, BPR, South, Central	Alternate Care Site, Assessment, CHD Augmentation, Communication, EOC Ops, Field Operations, Incident Command, Logistics, Med Surge, Public Information, Recovery, Responder Support, Sheltering
Rapid Deployable Medical Isolation Chamber X 2	Alternate Care Site, Disease Control, Infectious Disease, MCI, Med Surge, Mobile Facility, Patient Care / Triage, Patient Movement
Rapid Deployment Force (RDF)	Alternate Care Site, Med Surge, Patient Care / Triage, Sheltering
S Bat - Box Truck	Assessment, Logistics

Services Access Team (SAT)	Alternate Care Site, Behavioral Health, Discharge, Field Operations, Hospital Augmentation, Mobile Facility, Responder Safety, Sheltering
Special Needs Buddy Teams (SpNS)	Patient Care / Triage, Sheltering
Special Needs Shelter (SpNS) Admin Kit- Central, North, South,	Sheltering
Special Needs Shelter (SpNS) Cache	Discharge, Patient Care / Triage, Sheltering
SpNS Push Pack/Cache - Special Needs Shelter	Sheltering
Strategic National Stockpile	Disease Control, Infectious Disease, Medical Counter Measure, PPE
Strategic National Stockpile Receipt Stage Store Team	Logistics, Medical Counter Measure, NPI Resources
Tennessee Mobile Medical Unit	Alternate Care Site, EMS, Hospital Augmentation, MCI
Tent Systems - Portable structures, shelter, care site	Alternate Care Site, Field Operations, Mobile Facility, Recovery, Sheltering, Warehouse
Trailer - Enclosed box trailers	Field Operations, Logistics, Responder Support
Trailer - Mobile Command (enclosed)	Communication, EOC Ops, Field Operations, Incident Command, Logistics, Mobile Facility, Responder Support
Trauma Critical Care Team	Alternate Care Site, Field Operations, Hospital Augmentation, Med Surge, Mobile Facility, Patient Care / Triage, Responder Safety
Ventilator, Portable, LTV 1200 Central/SLRC, North, Southern	EMS, Hospital Augmentation, Infectious Disease, Medical Counter Measure, Med Surge, Patient Care / Triage, Patient Movement

Attachment #2

Florida Department of Health State Resources to Gather, Collect, Analyze, and Report Health and Medical Operational Information

i. **BioWatch Detection System** –an environmental bio-surveillance system designed to detect the intentional release of select aerosolized biological organisms. The program focuses on early detection of a biological attack which is critical to treating affected populations. It also provides public health decision makers more time and options in responding to, mitigating, and recovering from a bioterrorist event.

ii. **ESSENCE Syndromic Surveillance System** – Is a bio-surveillance system that collects emergency department chief complaint data, Florida Poison Information Center Network calls, all reportable disease data, and all mortality data from the Florida Office of Vital Statistics. ESSENCE provides epidemiologists with the data and analytic tools to identify outbreaks or unusual trends more rapidly, leading to a timelier public health response.

iii. **Everbridge --** is an electronic notification system able to rapidly alert preidentified responders and partners.

iv. **Inventory Resource Management System** – IRMS is the inventory system used by the DOH Bureau of Pharmacy. Includes a centralized warehouse system, reports all pharmaceutical and emergency response assets.

v. **Emergency Status System** (ESS) – Electronic reporting system managed by the Agency for Health Care Administration to collect and report status of licensed medical facilities. Information includes bed census, emergency power, generator usage, evacuation status, and facility damage.

vi. **ReadyOp** – FDOH online system used to file incident action plans, situation reports, SpNS census, and to document resource requests, monitor health and medical facility status, to report local and regional CHD needs or gaps, to track requests and deployment of resources (staff, equipment, supplies) and to manage reviews of health and medical CEMPS.

vii. **SERV-FL / FL-HAN** – Florida's online system to mange health and medical responders, volunteers, and deployable teams.

Attachment #3

State ESF-8 Primary and Support Agencies and Organizations

The following matrix depicts the role of primary and support agencies and organizations in carrying out the core missions of ESF-8. Details regarding the responsibilities of agencies follow the matrix.

State Emergency Support Function 8 Agency Level Responsibilities by Core Mission	Dept. of Health	Agency for Health Care Administration	Agency for Persons with Disabilities	Dept. of Elder Affairs	Dept. of Children & Families	Dept. of Agriculture & Consumer Services	Dept. of Business & Professional Reg. (ESF-6)	Dept. of Environmental Protection	Dept. of Veterans Affairs	Office of the Attorney General	State Fire Marshal	Medical Examiner Commission (FDLE)	Univ. of FL, Maples Center for Forensic Medicine (FEMORS)	State University Labs	Florida Hospital Association	Florida Health Care Association	Florida Assisted Living Association	End-Stage Renal Disease Network	Poison Information Center Network	Florida Association of Community Health Centers	Florida Pharmacy Association	Florida Health Care Coalitions
Support local assessment and identification of public health and medical needs in impacted counties.	●	●	●	●	●	●		●		●					●	●		●	●			
Coordinate and support stabilization of the public health and medical system in impacted counties.	●	●	●	●	●	●			●		●	●	●		●	●	●	●	●	●	●	●
Monitor and coordinate resources to support care and movement of persons with medical and functional needs in impacted counties.	●	●	●								●				●	●	●	●				
Support monitoring, investigating, and controlling potential or known threats and impacts to human health through surveillance, delivery of medical countermeasures and non-medical interventions.	●					●		●						●	●	●			●		●	
Support monitoring, investigating, and controlling potential or known threats to human health of environmental origin.	●					●	●	●						●					●			
Support sheltering of persons with medical and functional needs.	●	●	●	●			●								●	●	●					
Develop, disseminate, and coordinate accurate and timely public health and medical information.	●	●	●	●	●	●	●	●				●			●	●	●	●	●	●	●	●
Monitor need for and coordinate resources to support fatality management services.	●											●	●									
Monitor need for and coordinate resources to support disaster behavioral health services.	●				●					●									●			
Support responder safety and health needs.	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●	●	
Provide public health and medical technical assistance and support.	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●	●	●

Attachment #4

Definition of a Biological Product 21CFR 600.3 (h)

http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?fr=600.3

Biological product **means any virus, therapeutic serum, toxin, antitoxin, vaccine, blood, blood component or derivative, allergenic product, protein or analogous product applicable to the prevention, treatment or cure of diseases or injuries of man:**

(1) A virus is interpreted to be a product containing the minute living cause of an infectious disease and includes but is not limited to filterable viruses, bacteria, rickettsia, fungi, and protozoa.

(2) A therapeutic serum is a product obtained from blood by removing the clot or clot components and the blood cells.

(3) A toxin is a product containing a soluble substance poisonous to laboratory animals or to man in doses of 1 milliliter or less (or equivalent in weight) of the product, and having the property, following the injection of non-fatal doses into an animal, of causing to be produced therein another soluble substance which specifically neutralizes the poisonous substance and which is demonstrable in the serum of the animal thus immunized.

(4) An antitoxin is a product containing the soluble substance in serum or other body fluid of an immunized animal which specifically neutralizes the toxin against which the animal is immune.

(5) A product is analogous:

(i) To a virus if prepared from or with a virus or agent actually or potentially infectious, without regard to the degree of virulence or toxicogenicity of the specific strain used.

(ii) To a therapeutic serum, if composed of whole blood or plasma or containing some organic constituent or product other than a hormone or an amino acid, derived from whole blood, plasma, or serum.

(iii) To a toxin or antitoxin, if intended, irrespective of its source of origin, to be applicable to the prevention, treatment, or cure of disease or injuries of man through a specific immune process.

Attachment #5

11 Core Missions for public health and medical systems during a response:

http://www.floridahealth.gov/programs-and-services/emergency-preparedness-and-response/preparedness-planning/bprdocumentation.html

Core Mission 1: Support local assessment and identification of public health and medical needs in impacted counties

Core Mission 2: Coordinate and support the stabilization of the public health and medical system in impacted counties

Core Mission 3: Support sheltering of person with medical and functional needs

Core Mission 4: Monitor and coordinate resources to support the care and movement of persons with medical and functional needs in impacted counties

Core Mission 5: Support monitoring, investigating and controlling potential or known threats and impact to human health through surveillance, deliver of medical countermeasure and non-medical interventions.

Core Mission 6: Support monitoring, investigating and controlling potential unknown threats to human health of environmental origin.

Core Mission 7: Develop, disseminate and coordinate accurate and timely public health and medical information

Core Mission 8: Monitor need for and coordinate resources to support fatality management services

Core Mission 9: Monitor need for and coordinate resources to support disaster behavioral health services

Core Mission 10: Support responder safety and health needs

Core Mission 11: Provide public health and medical technical assistance and support

EMERGENCY SUPPORT FUNCTION #9
URBAN SEARCH AND RESCUE

PRIMARY AGENCY: **Hernando County Fire Rescue**

SUPPORT AGENCIES: **Hernando County Sheriff's Office**
Hernando County Department of Public Works
Utilities (Duke Energy & Withlacoochee River Electric Co-Op)
U.S. Coast Guard Auxiliary

1. INTRODUCTION

1.1 Purpose

Search and rescue operations after a major emergency/disaster consist of locating victims and removing them from the hazardous situation. All injured, deceased and stranded victims are provided proper assistance and/or transportation to an appropriate facility.

1.2 Scope

With limited resources available in Hernando County for search and rescue operations, it will take a coordinated effort among all affected agencies. Depending on the scope of the operation, it may be necessary to request assistance from the U.S. Coast Guard Auxiliary to gain access to flooded coastal areas. The Hernando County Sheriff's Office has a K-9 unit available for limited searches for missing people. Hernando County Fire Rescue (HCFR) has specialized training in confined space rescue, rope rescue operations, building collapse operations and VMR operations. HCFR does not currently have a diver rescue team.

2.0 POLICIES

2.1 Priorities

The priority of search and rescue operations will vary, depending on the magnitude of the disaster. Highly populated areas will receive priority during a catastrophic event, with evacuated areas a secondary priority.

2.2 Assignment of Responsibility

A Search and Rescue Group Commander will be assigned to act as the overall coordinator for search and rescue operations. Fire Department officers will serve as team leaders and be responsible for individual task force' safety. Each team member will be logged in at the command post or staging area prior to beginning operations, and task forces will maintain radio contact on the HCFR tactical channel assigned.

2.3 Response Requirements

Each search and rescue task force should have a minimum of three fire personnel (one engine company), two emergency medical services personnel with one being a paramedic (one rescue company), and one law enforcement representative. Modifications may be necessary depending on the availability of resources.

2.4 Resource Coordination

This Emergency Support Function (ESF) will allocate available resources to each mission based on priorities identified by the EOC. If resources are unavailable within this ESF, this ESF will request assistance from either the State Emergency Response Team (SERT) Liaison in the EOC, if one is available or, the corresponding ESF at the State EOC.

The Hernando County Fire Chief, or the ESF 4 representative, maintains an inventory of potential resources that can be used in search and rescue activities. This inventory is maintained by HCFR and is updated annually through the Florida Fire Chiefs' Association Agreement.

2.5 Coordinating Actions

All agencies assigned to this ESF will coordinate all actions in support of emergency response and assistance missions with the primary agency of this ESF in the EOC.

3.0 SITUATION

3.1 Disaster Conditions

A major disaster or catastrophic event may result in many search and rescue and/or technical rescue situations. Structural collapses, flooding, and other similar incidents are likely to occur under a disaster condition.

A minor, major, or catastrophic disaster may severely damage the fire services infrastructure. Local fire service technical rescue response activities may be hampered by insufficient resources, damaged fire and rescue equipment, and disrupted communications. Prior to impact, evacuation from the potentially threatened area may be ordered. This will require that fire department response-related decisions be made to facilitate the evacuation.

3.2 Planning Assumptions

- All available local fire department resources will be committed, and additional help will be needed.
- Coordination with municipalities, critical facilities, other ESFs efforts, and other government agencies will be required.
- Damaged areas will be restricted and not readily accessible except, in some cases, by air.
- Secondary events or emergencies will threaten lives and property as well as fire service personnel.
- Hernando County does not have enough technical resources for heavy search and rescue and confined space entry.

4.0 CONCEPT OF OPERATIONS

4.1 General

During a declared local state of emergency, the primary agency of this ESF is responsible for implementing its functions. ESF 9 will respond to requests for local search and rescue assistance. It is anticipated that after evacuation efforts are completed, most of the requests for search and rescue resources will be initiated by HCFR.

4.2 Emergency Support Function Organization

HCFR is the primary agency for ESF 9. Pre-designated representatives from primary and support agencies of this ESF will be present in the EOC on a 24-hour basis, if requested by HCFR.

The designated representative for this ESF at the EOC is responsible for all activity of the ESF subject only to the guidance and direction of the EOC Management Team and the policies of this plan. Elsewhere throughout the County and other designated recovery facilities, as described in the Basic Plan of this document, this ESF will be organized according to the Incident Command System (ICS).

4.3 Notification

Initial notification will be sent by Hernando County Emergency Management (HCEM) to the primary agency of this ESF advising that a threat situation or an emergency has occurred which warrants or may warrant the implementation of this plan.

The primary agency will in turn notify all support agencies to begin mobilization of resources and personnel and prepare to commence operations assigned to this ESF.

4.4 Mobilization

Mobilization of ESF 9 resources will be determined by the disaster type, available resources, and type of search and rescue operations needed. ESF 9, under the ICS will coordinate with ESF 5 to ensure search and rescue teams are included in incident mobilization/demobilization plans.

4.5 Response Actions

- Inventories and locations of available search and rescue resources will be verified and provided to ESF 5, Planning and Information.
- Each agency of the ESF will establish communications with its appropriate field personnel and ensure that they are ready for timely response.
- Coordination will be established with support agencies to prioritize and develop strategies for the initial response.
- Resources will be repositioned when it becomes apparent that fire department resources will be required.
- Any fire department resources that may be needed in recovery should be removed from the potentially vulnerable areas to a staging area.
- Equipment accessible to ESF 9 agencies will be committed when evacuation or re-entry of a designed area is authorized, and respective jurisdictional fire department resources are not sufficient to respond.
- ESF 9 will coordinate with ESF 4 to identify any known vulnerable structures that could be affected by the imminent disaster.
- State and other resources from outside the disaster area will be mobilized.

4.6 Recovery Actions

- Provision of search and rescue resources to assist public safety, human relief and recovery efforts.

- Development of recovery actions and strategies.
- Search and rescue will continue to be provided for specific requests.

5.0 ADDITIONAL RESOURCES

ESF 9 will utilize personnel and resources from its primary and support agencies to respond to mission assignments related to emergencies. Additional resources available at other ESFs may be coordinated and mobilized to support ESF 9 missions. These additional resources will be obtained through the standard EOC resource request process, time permitting. When requests begin to exceed the ESF''s capability to respond, requests will be forwarded by ESF 9 to the State EOC to mobilize additional resources. All personnel and resources mobilized by ESF 9 will remain under the direction and control of this ESF or to the respective agency to which they are assigned, unless otherwise notified.

EMERGENCY SUPPORT FUNCTION #10
HAZARDOUS MATERIALS

PRIMARY AGENCY: **Hernando County Hazardous Materials Response Team**

SUPPORT AGENCIES: **Hernando County Fire Rescue**
Hernando County Sheriff's Office
Florida Forest Service

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Emergency Support Function (ESF) is to coordinate response to actual or potential hazardous materials releases or spills which threaten public or emergency worker safety or pose a threat to the environment.

1.2 Scope

ESF 10 provides for a coordinated, effective and efficient response to discharges and releases of hazardous materials.

This ESF establishes the lead coordination roles, the division and specification of responsibilities among its primary and support agencies that may be brought to bear in response actions. During its activation, this ESF will coordinate all county departments and agencies with responsibilities and assets to support the response to actual and potential discharges and releases of hazardous materials.

Response to petroleum-based discharges and hazardous substances will be in accordance with the National Contingency Plan (NCP) and the Hernando County Hazardous Materials Response Team (HazMat Team) standard operating procedures.

The provision of hazardous material response support includes:

- Performing necessary actions to assist with emergency evacuation and re-entry to threatened/affected areas.
- Coordinating hazardous materials technical assistance requests.
- Coordinating, allocating and prioritizing additional public and private resources to include people, materials, goods, and services within the affected areas by the hazardous materials releases.

- Supporting ESF 3 and ESF 16 in hazard identification, safety, and mitigation.
- Performing necessary actions to assist with response and recovery operations.
- Managing and coordinating support for hazardous materials teams in the detection, identification, and containment of hazardous materials, and mobilizing and providing personnel, equipment and supplies to respond.

2.0 POLICIES

It is the policy of Hernando County that responding agencies will only perform activities related to hazardous materials considered to be at the awareness or operations level, depending on the individuals' training levels. These activities are considered defensive and are defined in 29 CFR 1910.120 and state guidelines. Offensive actions will be performed by specially trained hazardous materials team members through mutual aid and/or private contract.

2.1 Priorities

The assets available to ESF 10 will be used to support county emergency operations and other ESFs with their emergency efforts as necessary. The priorities for allocation of these assets will be:

- Providing direct warning to persons in imminent danger.
- Assisting in the evacuation of persons from immediate areas.
- Responding to and implementing public safety and protective actions.
- All operations will be conducted under the Incident Command System.
- ESF 10 will interface with ESF 4, ESF 6, ESF 8, ESF 9, and ESF 11 to provide for the safety and health of all emergency personnel by coordinating logistical support, food/shelter, and medical care.

2.2 Assignments of Responsibility

Primary Agency

Responsibility for execution of ESF 10 will be that of the HazMat Team. As the lead department, it is responsible for:

- Notification, activation, and mobilization of all agencies assigned to the ESF.
- Organization, assignment and staffing of all facilities at which this ESF is required to be located.

- Coordination of all support agency actions in performance of missions assigned to this ESF.

- Coordinating requests for assistance and additional resources in performance of the mission of this ESF from all assigned agencies and forwarding them to the appropriate ESF or agency.

- Providing situation reports to ESF 5 for each operational period or upon request.

Support Agencies

All support agencies of this ESF are responsible for the following:

- Notifying, activating, and mobilizing all personnel and equipment to perform or support assigned functions as designated within the Basic Plan of this document or the response actions of this annex.

- The assignment and staffing of all support agency facilities and equipment is the responsibility of the designated support agency.

- Coordination of all actions of the support agency with the primary agency in performing assigned missions of the ESF.

- Identifying all personnel and resource requirements to perform assigned missions which are in excess of the support agencies capabilities.

- In accordance with the assignment of responsibilities in this annex, support agencies will provide resources and support in response to a release or threat of release of hazardous materials.

2.3 Response Requirements

Hernando County has an organized hazardous materials response team that can handle most releases.

Federal and state assistance to this ESF will be provided under Public Law 93-288, and Florida Statute Chapter 252, and the Florida Comprehensive Emergency Management Plan (CEMP). However, during the emergency response and for the first hours after the occurrence of a catastrophic emergency there may be little, if any, assistance available. The primary and support agencies of the ESF must plan to be as self-sufficient as feasibly possible during this period.

The National Contingency Plan (NCP) serves as the basis for planning and utilization of federal resources for responding to releases or threats of releases of oil or hazardous substances. Response actions under this ESF will follow policies, procedures, directives, and guidance developed to carry out the provisions contained in the NCP,

and the HazMat SOP.

2.4 Resource Coordination

This ESF will provide resources using its primary and support agency authorities and capabilities, in coordination with other ESFs, to support its missions. This ESF will allocate available resources to each mission based on priorities identified by the EOC. If resources are unavailable within this ESF, assistance will be requested from the State Emergency Response Team (SERT) Liaison in the EOC, if one is available, or the corresponding ESF at the State EOC.

All municipalities and all other ESFs will coordinate with this ESFs representation at the EOC when requesting support or disaster assistance from this ESF. In the case where a conflict of priorities develops, Fire Operations will work directly with the County EOC Management Team to resolve the situation.

2.5 Response and Recovery Coordination

Although this annex addresses response and recovery activities of the agencies associated with this ESF, the EOC is responsible for coordinating all emergency activities. Therefore, emergency operations of this ESF will be initiated commensurate with needs and emergency priorities as determined by the EOC Management Team.

ESF 10 may request assistance from State and Federal ESF 10 supporting agencies through ESF 5.

State assets will be coordinated by this ESF to assist and augment local agencies with their emergency fire service responsibilities and efforts.

Multi-jurisdictional fire service responses will be coordinated by ESF 10.

ESF 10 will interface with ESF 4 and ESF 8 as to medical assistance and transportation of survivor victims beyond initial collection points.

ESF 10 will support ESF 3, ESF 8 and ESF 16 in hazard identification, safety and mitigation.

2.6 Operating Facilities

In addition to those operating facilities identified in the Basic Plan, ESF 10 may require use of area hospital decontamination facilities. Oak Hill Hospital, Bayfront Health Brooksville, and Bayfront Health Spring Hill have very limited decontamination facilities. Patients may have to be taken to a hospital in another county that can deal with extremely hazardous substances.

There is no pre-identified decontamination facility or site in Hernando County.

2.7 Coordinating Actions

All agencies in this ESF shall coordinate all actions in support of emergency response and assistance missions with the lead department and representation assigned by the primary agency of this ESF in the EOC.

3.0 SITUATION

3.1 Disaster Conditions

A natural or other catastrophic disaster could result in numerous situations in which hazardous materials are released into the environment. Fixed facilities that produce, generate, use, store, or dispose of hazardous materials could be damaged so severely that existing spill control apparatus and containment measures are not effective. Hazardous materials that are transported may be involved in rail accidents, highway collisions, or waterway mishaps. Abandoned hazardous waste sites could be damaged, causing further degradation of holding ponds, tanks, and drums. The damage to, or rupture of pipelines transporting materials that are hazardous if improperly released will present serious problems.

Under the best of circumstances, the management and coordination of large hazardous material response operations is complex and may involve multiple agencies. Emergency or hazardous conditions of potentially disastrous proportion, or which are coincident with any other emergency situation will place excessive requirements upon local response organizations.

In the wake of the disaster, many of the local resources will be unavailable due to damage or inaccessibility, or the local resources will not be sufficient to handle the response to major hazardous material incidents. This may require that a significant amount of resources will have to be obtained by ESF 10 from the state and federal level.

3.2 Planning Assumptions

County hospitals have limited decontamination abilities and may not accept contaminated patients.

All available local hazardous materials response resources may be committed, and additional help will be needed.

The extent of the response effort necessary for proper cleanup and disposal of hazardous materials releases during disaster situations will overwhelm local response agencies.

There may be numerous incidents occurring simultaneously in separate locations.

Coordination with municipalities, critical facilities, other ESFs efforts, and other government agencies will be required.

Standard communications equipment and practices may be disrupted or destroyed.

Response personnel, cleanup crews and response equipment may have difficulty reaching the site of a hazardous materials release because of the damage sustained to transportation infrastructure.

Impacted areas will be restricted and not readily accessible except, in some cases, by air.

Fire Operations may need to coordinate air transportation for damage reconnaissance and to transport personnel and equipment to the site of a release.

Additional response/cleanup personnel and equipment may be needed to supplement existing capabilities and to provide backup or relief resources.

ESF 10 responders should expect to be self-sufficient in the early days of the response.

Emergency exemptions may be needed for disposal of contaminated material.

Even if the natural or other catastrophic disaster does not cause situations where there are actual releases, there will be considerable concern about facilities, which are located in or near the affected area. These facilities will need to be monitored by ESF 10.

4.0 CONCEPT OF OPERATIONS

4.1 General

ESF 10 will direct the efforts of the local emergency response actions, immediately following an emergency involving hazardous materials. Close coordination must be maintained by federal, state, and local officials. ESF 10 operations will coordinate the containment, removal, and disposal of hazardous materials from the disaster area.

During a declared local state of emergency, the primary agency of this ESF is responsible for implementing its functions. A representative of the primary agency will be available in the EOC during activation to respond to requests for support submitted to this ESF. This person will staff the workstation assigned to this ESF, and will identify which support agencies are required, and take steps to assure that support agencies are activated or on alert as appropriate.

ESF 10 will respond to requests from municipalities for assistance in hazardous materials responses.

4.2 Notification

The County Warning Point will initially notify Hernando County Emergency

Management (HCEM) and the State Warning Point of the incident. The Emergency Management Director or the Incident Commander advises this ESF's primary agency that a threat situation or an emergency has occurred which warrants or may warrant implementation of this plan.

The primary agency will in turn notify all support agencies to begin mobilization of resources and personnel and prepare to commence operations assigned to this ESF.

Emergency cleanup contractors are alerted in a standby mode.

4.3 Mobilization

Immediately following notification to activate this ESF, the primary agency will establish communications with the EOC and obtain status reports.

Support agencies will assure the appointed command staff report to their designated locations, review agencies' SOPs and checklists, and establish communication with the EOC.

One or more of the following Hazardous Materials Teams may be requested to assist Hernando County:

- Citrus County Hazardous Materials Team
- Pasco County Hazardous Materials Team
- Sumter County Hazardous Materials Team
- City of Tampa Hazardous Materials Team
- Hillsborough County Hazardous Materials Team
- Marion County Hazardous Materials Team
- Florida Department of Environmental Protection, Response Bureau
- Private Hazardous Materials Team

4.4 Initial Response Actions

- Commit responses to the disaster area.
- Assess and prioritize response actions necessary to mitigate hazardous materials releases, which include stabilizing, staging, categorizing, and disposal.
- Identify and notify a hazardous materials team as soon it is apparent that offensive actions are required.

- Inventories and locations of available resources will be verified and provided to ESF 5, Planning and Information.

- All agencies of the ESF will establish communications with its appropriate field personnel and ensure that they are ready for timely response.

- Coordination will be established with support agencies to prioritize and develop strategies for the initial response.

- Radiological monitoring equipment will be obtained in coordination with the Florida Department of Health.

- Resources will be repositioned when it becomes apparent that fire department resources will be required.

- Notify receiving hospital that contaminated patients are being or may be transported to the emergency room.

- Any hazardous materials response resources that may be needed in recovery should be removed from the potentially vulnerable areas to a staging area.

- ESF 10 will identify any known hazardous materials transports that could be affected by the imminent disaster.

- State and other resources from outside the disaster area will be mobilized.

4.5 Continuing Actions

- ESF 10 will coordinate hazardous materials assistance with requests from municipal fire service agencies.

- Priorities will continually be reassessed to address the most critical fire service needs and the development of strategies to meet them.

- Resources which are committed to specific missions will be tracked for redeployment if necessary. Updated information will be provided to ESF 5, Information and Planning.

- Resources will be re-staged as appropriate.

- ESF 10 will coordinate resources between state, municipal, and if requested, federal hazardous materials response agencies.

4.6 Recovery Actions

ESF 10 will ensure provision of resources to assist containment and cleanup efforts.

ESF 10 will coordinate the development of recovery actions and strategies, to include

identification of vehicle and equipment wash down stations and decontamination sites/facilities for personnel.

Hazardous materials response will continue to be provided for specific requests. ESF 10 will provide continued hazardous materials evaluations in cooperation with HCEM, the Florida Division of Emergency Management and the Florida Department of Environmental Protection.

5.0 RESPONSIBILITIES

The primary agency will coordinate with the support agencies in directing fire department resources and prioritizing needs.

Coordination will be made with ESF 3 (Public Works and Engineering) for heavy equipment support for fire department responses.

ESF 7 (Resource Support) and ESF 15 (Volunteers and Donations) will supply information pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local hazardous material response resources.

Support agencies will assist the primary agency with emergency response actions identified in this plan.

As a support agency of ESF 10, the Florida Fire Chiefs' Association will forward requests for firefighting assistance to the five regional response zones designated in the State of Florida Fire - Disaster Response Plan through the State EOC.

The Florida Forest Service will serve as a support agency of ESF 10 and will provide kitchen and tent facilities for fire rescue personnel at designated staging areas. They will also provide available heavy equipment for search and rescue operations.

6.0 REFERENCES

Hernando County CEMP

District VIII, Local Emergency Planning Committee Hazardous Materials Emergency Plan

State of Florida Radiological Emergency Management Plan

State of Florida Fire-Rescue, Disaster Response Plan - Florida Fire Chiefs' Association

Hernando County Hazardous Materials Response Team Standard Operating Procedures

EMERGENCY SUPPORT FUNCTION ESF
#11
FOOD AND
WATER

LEAD AGENCY: **Hernando County Housing and Supportive Services**

SUPPORT AGENCIES: **American Red Cross**
The Salvation Army

1.0 INTRODUCTION

1.1
Purpose

The purpose of this ESF is to ensure the availability of adequate and sage food, water, and ice in the areas of Hernando County impacted by a disaster or emergency event. ESF 11 with the assistance of designated support agencies will identify food, water, and ice needs in the aftermath of a disaster or emergency; obtain the resources necessary to satisfy such needs and provide them to the disaster area.

1.2
Scope

The scope of this ESF includes addressing the operations and resources necessary to provide disaster victims, and the emergency response personnel assisting them, with adequate supplies of food, potable water and ice at locations of need throughout the impacted area. Emphasis of ESSF11 is on the coordination necessary within Hernando County Emergency Operation Center to define the food, water and ice requirements to obtain such resources and ensure their delivery to individuals in need ESF !! does not address the procedures or equipment to be utilized for actual distribution of food, water and ice at specific locations. To accomplish this function, activities will include:

- Identify the number of people without food and safe drinking water.
- Inventorying warehouse food products/quantities and identifying sources to obtain additional supplies.
- Obtain sufficient warehouse space to store food and water supplies.
- Coordinate the transportation of food shipments to warehouses, feeding sites, and pantry locations.

- Solicit and/or purchase food and water supplies to sustain the disaster victims until local official agencies can manage operations.

2.0 POLICIES

2.1 Priorities

Services to disaster victims will be provided without regard for their race, ethnicity, or socio-economic status, and all political subdivisions of the County will be served equally in accord with the priorities established for the response. Allocation of resources will be based on meeting the needs in the most severely impacted areas of the community from which individuals have been evacuated to shelters. Priority for delivery of food, water and ice to these areas will be consistent with the priorities established by the county EOC policy group. Food, water, and ice services to designated evacuation areas will not be provided until lifting of the evacuation requirement or recommendation for that specific area.
ESF 11 will be responsible for the selection and coordination of organizations and individuals volunteering to support the activities of this ESF.**2.2 Assignment of Responsibility**

This ESF will provide for the procurement and delivery of food and water supplies suitable for household distribution or congregate feeding, as appropriate.

2.3 Response Requirements

This ESF will be activated by the Emergency Operation Center upon notification of an occurrence or a potential major disaster or emergency. Upon direction by the EOC to activate contact information will be confirmed and ESF7, and ESF 6 will be consulted to compile an up-to-date list of pre-designated vendors or supplies for food water, and ice. Vendors will be notified of activation and requested to remain on standby to fulfill requests for materials and services. Designated staff will be mobilized and be briefed on the situation by the Emergency Management Staff

2.4 Resource Coordination

ESF 11 will arrange with logistics for the transportation and distribution of food and water supplies within the affected area.

ESF 11 will coordinate with the local Department of Children and Family Services, in conjunction with the U.S. Department of Agriculture (USDA), on the distribution of emergency food coupons.

ESF 11 will provide ESF 5 and ESF 14 with information on food suppliers, distribution

sites, length of service, eligibility requirements, etc.
ESF 11 will coordinate with Hernando County School Board and ESF 6 to determine the food and beverage supplies suppliers on had at shelter. Establish the need for additional food, water, and ice at shelters activated or to be activated.

ESF 11 will contact the support agencies and obtain information regarding available on-hand food, water and ice, and establish a procedure for accessing these materials as well as resources support for their storage and distribution.

ESF 11 will consult with ESF 15, Volunteers and Donations, and identify the companies interested in volunteering food, water, and ice as well as transportation, warehousing, and food service equipment and personnel.

2.5 Response and Recovery Coordination

ESF 11 will coordinate with logistics for the transportation and distribution of food and water supplies within the affected area.

2.6 Operating Facilities

Depending on the situation ESF11 will encourage the use of congregate feeding arrangements as the primary outlet for disaster food, water, and ice supplies and/or coordinate with ESF6 to determine the location of feeding stations and community mass care facilities and to establish the need for food, water and ice at those locations.

2.7 Coordination in Actions

Actions undertaken by this ESF will be guided and coordinated by Hernando County Emergency Management (HCEM) and other local disaster officials.

3.0 SITUATION

3.1 Disaster Conditions

A catastrophic hurricane or other major disaster or emergency will deprive substantial numbers of people of water and access to and/or the means to prepare food. In addition to substantial disruption to the commercial food and distribution network, a catastrophic hurricane or other disaster may destroy food products stored in the affected area. A portion of Hernando County may be destroyed or damaged by tornadoes, winds, fire or other disasters.

3.2 Planning Assumptions

Following a major disaster, there can be widespread damage and destruction to infrastructure, homes/buildings, transportation routes, power grid, and drinking water supply throughout Hernando County.

Thousands of evacuees may be lodged in shelters within the disaster area. Normally utilized sources of food, water and refrigeration will not be available to many neighborhoods and disaster victims both within and outside the evacuated area. The affected areas could be within municipal boundaries and/or within the unincorporated areas of the county.

Food processing and distribution capabilities will be disrupted and because of power outages, many commercial cold/freezer storage facilities will be inoperable.

Public shelters and shelters for people with special needs must limit their services to individuals evacuated from designated areas at risk. Shelters must have food and water supplies to manage for 72 hours following the disaster.

An immediate human needs assessment (food, water, health/medical, housing) and the condition of the infrastructure (communication/utility systems, transportation) will be reported by Damage Assessment Teams.

Large bulk shipments of food supplies purchased, solicited, or donated will be coordinated by this ESF. Donations of nonperishable food items will be sorted and palletized for distribution by this ESF.

4.0 RESPONSIBILITIES

4.1 - Housing and Supportive Services

Determine the availability of USDA and other governmental/private food supplies that are safe for human consumption.

Coordinate with the Hernando County Emergency Operations Center (EOC), ESF 6 (Mass Care), and local officials to determine food, water, and ice needs of the population in the affected areas.
Coordinate with ESF 3 and ESF8 to monitor water contamination in disaster areas and estimated water needs and quantities. Water samples will be analyzed for contamination on an as needed basis by the Hernando County Health Department.

Monitor power outages for estimated ice needs and the availability of potable water.

Make emergency food/water supplies available to households for take-home or bulk consumption.

Provide appropriate information to ESF 5 (Information and Planning) on a regular basis.

Develop a plan of operation that will ensure timely distribution of food and water

supplies to mass care locations.

Provide daily information to ESF 14 (Public Information) on the amount of food and water used and the types of foods needed.

When supplies become diminished or services inadequate, implement request for State ESF 11 of needs and request assistance, request ESF7 to purchase additional supplies and /or to contract for additional services, request ESF 15 to solicit for donated food, water, and ice and or needed services, establish criteria for the type or quality of the donations to be accepted to minimize receipt of unusable donation.

Maintain records on the cost of supplies, resources, and man-hours needed to respond to the disaster. This responsibility will be coordinated with ESF 7 (Resource Support).

Monitor the number of mass feeding sites, soup kitchens, and pantries providing food and water to disaster victims.

Monitor the condition of water/food supplies and determine the quality of the food and water needed. Unsafe water and food must be condemned and removed from possible consumption.

Monitor the sanitary conditions of mass care facilities and affect remedial actions when necessary to abate threats to public health.

4.2 Support Agencies

Support Agencies will maintain listings of all available resources provided by the agency in emergency situations. These would include private sector vendors. Upon request, the list shall be transmitted to the ESF 11 workstation in the County EOC.

Deploy agency representatives to the County EOC or other locations as requested by the lead agency.

Work with ESF11 to coordinate the use of personnel, equipment, and supplies to provide food, water and ice to disaster victims and emergency workers.

Assist with the provision, procurement, storage, transportation and distributions of food, and ice as needed to include food soliciting and the purchasing of food supplies.

Provide couriers to pick up order forms, menus, meal counts and other support activities.

Assist with the distribution of bulk and/or household food and water supplies.

The lead and supports agencies may establish separate centers for coordination of specific operation conducted for this ESF function, such as warehousing or food distribution. If established, these centers will maintain ongoing communication and coordination with the lead agency at the County EOC.

Provide/obtain necessary transportation to move food and water supplies.

Provide administrative support to purchase/repair equipment.

Provide personnel when requested.

Participate in training exercise opportunities to ensure agency personnel are familiar with their responsibilities under this ESF.

Assist with the identification of special populations, facilities or locations that may require assistance in securing food, water, and ice ager the disaster

5.0 CONCEPT OF OPERATIONS

5.1 General

ESF 11 will operate under existing federal, state and county law as specified in Public Law 93-288, as amended; to provide food supplies to designated staging areas and mass feeding sites.

5.1.1 Mobile Feeding

Mobile feeding is an effective way to feed disaster victims and emergency workers immediately after a disaster impact. Later in the event, other methods of feeding replace mobile feeding when food must be served to large numbers of people for longer periods of time.

The American Red Cross and The Salvation Army have mobile feeding capabilities that can be dispatched in a relatively short period of time. Both support agencies continuously maintain vendor agreements to provide needed food and water products.

5.1.2 Shelter Feeding

Most public shelters in Hernando County have feeding facilities (kitchens, pantries, etc.). The American Red Cross ensures feeding plans in shelters are developed immediately after the shelters open. Meals for the first 24 hours are usually light, consisting of ready-to-serve meals or those provided by local restaurants.

Feeding operations should expand as shelter operations expand. Volunteers and staff members may be assigned to support feeding operations.

5.1.2 Central Feeding Sites

Central feeding sites are established when the number of disaster victims and/or workers is too large to be supported by other feeding methods. Central feeding sites can also be established when mass feeding is necessary, but shelters are not required or do not have feeding facilities.

Central feeding requires multi-agency support from local, state, and federal resources. Hernando County will most likely need the support of outside agencies in this type of situation.

5.2 Organization

Upon activation of ESF 11, a dditional support agencies and organizations will be utilized and asked to provide a representative who will be immediately available via telecommunications means (telephone, fax, etc.), as needed

5.3 Notification

Upon the threat or occurrence of a disaster, the Hernando County Emergency Management Director, or designee, will notify the Hernando County Housing and Supportive Services Director, the primary contact for ESF 11. Such notification could be to advise of the potential for a disaster, report to the EOC, or to update information. The primary contact will notify all support agencies.

5.4 Mobilization

There is seldom a disaster relief operation that does not require some type of food service or emergency feeding. Food service is important psychologically in the relief of stress, tension, and fatigue. This ESF will make every effort to utilize traditional emergency feeding sources such as those of the American Red Cross and The Salvation Army prior to purchasing food stocks.

Following the notification of a major disaster or emergency, ESF 11 will be staffed at the Hernando County EOC on a 24-hour basis. At that time, requests for food, water, and ice will be processed through this ESF.

Information on the number of people in need of food and water will be obtained from ESF 6 (Mass Care) which is responsible for sheltering and mass feeding.

Mass feeding sites will use the food and water provided by this ESF. Special needs that require specific menus will be the responsibility of ESF 6, who will inform ESF 11 of the special foods needed. The menus will be designed around the food products provided by this ESF and availability Quantity usage tables will be used in addressing serving sizes. These tables, combined with menus, will be used to order food; supply data; and to project needed food and water supplies. Other organizations with food resources will supplement the food supply. Menus will be adjusted based on food quantities, availability, and types.

Staff from ESF 11 will be sent into the disaster area to assess the effectiveness of the distribution network and to address problems. Staff will coordinate with county officials and ESF 6 (Mass Care) field staff to ensure ample and timely distribution of food and water supplies. ESF 11 will coordinate with the Public Utilities responsible for potable water.

5.5 Response Actions

ESF 11 will work closely with ESF 7 in the acquisition, reception, and distribution of food, ice and water. These logistical services will use the same procedures as with other large resource requests and distribution. This will include setting up staging and base camp facilities, distribution sites and modes of transportation.

5.5.1 General

The Hernando County Housing and Supportive Services Director will coordinate with other ESFs and assign personnel to:

- Assess mass care needs regarding food and water. ESF 8 will provide data concerning areas with contaminated wells and water systems.
- Inventory local food and water supplies. Review pre-need food arrangements with local vendors. This must be coordinated with the American Red Cross and The Salvation Army.

- Determine the need for food and water in shelters.
- Receive and evaluate requests for ice and determine local availability. Determine the availability of potable water supplies either piped or bottled.
- Monitor water contamination and estimate the number of systems capable of producing safe drinking water with ESF 8 and ESF 12.
- Determine the locations for all mass feeding and food distribution sites. Arrange for the purchase of food products that meet general and special nutritional needs.
- Condemn unsafe food and water supplies and have them properly stored and/or prepared for disposal.
- Assess warehouse space and needs for staging areas. Coordinate food/water donations.
- Monitor and coordinate with other ESFs the flow of food and water supplies into the disaster area.

5.5.2 Food and Water Product Reception

ESF 7 or the Logistics Section will notify ESF 11 of any food and water enroute to Hernando County. Supporting agencies such as the Salvation Army must notify ESF 11 of any automatic resources being provided.

ESF 11 may coordinate with ESF 7 to obtain warehouse space to store food products, preferably with freezers and refrigerators. ESF 7 may find space from various food stores and/or procure refrigeration trailers.

ESF 11 will contact the providing agency and give the location, directions, and drop-off procedures.

ESF 11 will assign members to receive these products and inspect them. ESF 5 and ESF 7 will assist in developing check-in procedures. Additionally, the reception site should be equipped with freezers to store perishable products and ice.

Check-in staff will sign the provider's bill of lading or write a receipt to the provider, as necessary.

Volunteers and staff will separate perishable and nonperishable items.

ESF 11 through ESF 7 will provide the Resource Unit (ESF 5) with an updated status of incoming and distributed food supplies.

5.5.3 Transportation

ESF 1, ESF 7, and ESF 11 coordinate transportation requirements. Hernando County vehicles may be used to transport food products provided they meet health and safety requirements. ESF 7 will procure specialized vehicles such as refrigerator vans/trailers to transport perishable items.

- The American Red Cross and The Salvation Army canteen units will be used to transport food and water supporting mobile feeding operations.
- When feasible, ESF 11 may request the food product provider to transport the products to the feeding site after check-in. ESF 11 should make special arrangements for the transportation of perishable foods and ice if the provider cannot transport the items beyond the central check-in.
- Public Works vehicles, any BOCC county asset, or donated vehicles, may be used to transport nonperishable food products to feeding sites provided these vehicles are not immediately needed for repair work.
- ESF 11 may request local bottled water companies to transport water directly to distributing sites.
- The Hernando County water trailer may be transported directly to a feeding site.
- Hernando County School Board buses and other vehicles may be used to transport nonperishable food items.
- ESF 11 will seek donations from local food stores and transportation companies. ESF 7 and ESF 11 will maintain lists of these companies.

5.5.4 Feeding Centers and Food Distribution

ESF 11 must work closely with supporting agencies including ESF 16 to ensure food and water distribution is conducted in an orderly and secure manner. The Public Information Officer will release public service announcements detailing the location of central feeding and distribution sites, hours of operation, and procedures. If possible, feeding and distribution sites will be co-located with other services such as recovery centers. Feeding and distribution sites can be at the same locations.

ESF 11 will establish feeding centers and distribution sites utilizing volunteers provided by ESF 15. Each team will have a team leader assigned per shift.

The team members will develop a distribution plan and procedures before operation. This plan will include:

- Team member duties and scheduling.
- Hours of operation.
- Security instructions.

- Crowd management and queuing.
- Food ordering procedures.
- Health precautions and sanitation procedures.
- Special conditions.

ESF 2 will ensure each distribution site has communications with ESF 11 or the EOC.

Feeding centers should use cafeteria style service when possible. This is faster and takes fewer workers.

Food drops may be used in those extreme circumstances where people are isolated due to blocked roads. This method can be accomplished by boat or helicopter.

5.6 Recovery Actions

5.6.1 Short-term Recovery Activities

Continue to monitor food and water needs.

Assess special food concerns of the impacted residents (done with other support agencies).

Monitor the availability of power.

Coordinate with ESF 12 the activities of the various water plant operations to ensure prioritization of repairs and water delivery.

Establish logistical and communication links with local, state and federal agencies to ensure timely provision of safe food and water.

Each feeding and distribution site must maintain records showing the type and quantities of food served/delivered.

5.6.2 Long-term Recovery Activities

When only a few victims require food, ESF 11 will normally feed them in restaurants. Upon approval, ESF 11 will provide the numbers and names to the American Red Cross and The Salvation Army to distribute food vouchers. If necessary, the Emergency Management Director will request the USDA to provide emergency food stamps to the victims.

The Public Information Officer will develop media releases detailing the

demobilization of feeding and distribution centers. He or she will provide instructions for victims to contact social services for long term food and water needs.

ESF 11 will coordinate the continuing supply and distribution of water to those areas without potable water sources. ESF 8 will continue well testing and inform ESF 11 of those areas still contaminated.

The Emergency Management Director will update FEMA/State Community Outreach Teams of unmet food and water needs.

Local food pantries such as The Salvation Army, Day Star, and Helping Hands may be established as disaster food distribution centers.

6.0 ADDITIONAL RESOURCES

6.1 General

The Bureau of Food Distribution has contracted with five commercial distributors around the state to deliver food to many state agencies, district school boards and private nonprofit organizations. Local officials will need to access the food and water provided by these distributors.

The Hernando County School Board maintains large inventories of food that can be used to support emergencies. If the county is threatened or impacted by a disaster, Hernando County Community Services Division and other ESF 11 support agencies will be responsible for coordinating with all available state, local and private groups to ensure ample food and water are available to meet the needs of the disaster victims. ESF 11 will also coordinate with ESF 7 and ESF 15 to ensure there is sufficient warehouse space to store these supplies.

ESF 11 will coordinate with ESF 6 (Mass Care) to identify the locations of mass feeding sites, and the number of people provided food. ESF 7 (Resource Support) will develop a database of vendors for purchasing food, water, trailers, warehouse space, condiments and other resources needed to address the needs of this ESF. ESF 1 (Transportation) will transport food/water supplies if needed. ESF 16 (Law Enforcement and Security) may be called upon to provide security for warehouses and to escort food shipments.

ESF 11 will use personnel and resources from its primary and support agencies to respond to mission assignments related to emergencies. Additional resources available from other ESFs may be coordinated and mobilized to support ESF 11 missions.

6.2 Request Procedures

All requests for food, water, and ice will follow the standard resource request

procedures listed in the ESF 7 Annex. The request will include:

- Related problem(s) to be solved. County resources committed.
- Number and type of resources or teams needed.

Food, water, and ice requests will be approved by the EOC Manager and forwarded to the State EOC through the State Emergency Response Team Liaison Officer.

EMERGENCY SUPPORT FUNCTION # 12
ENERGY

PRIMARY AGENCY: **Hernando County Utilities Department**

SUPPORT AGENCIES: **Withlacoochee River Electric Co-op, Inc. (WREC)**
Duke Energy
Sumter Electric Cooperative, Inc.
TECO Peoples Gas

1.0 INTRODUCTION

1.1 Purpose

The mission of Emergency Support Function 12 (ESF 12), Energy, is to facilitate the restoration of electric service to affected areas, during, or following a disaster; and the distribution and maintenance of auxiliary electric generators to critical facilities until electric service can be restored.

1.2 Scope

To establish procedures for communication between ESF 12 staff and local electric utilities.

To establish procedures, in coordination with ESF 7 (Resource Support), for communication with petroleum distributors during an emergency.

To establish procedures for reporting and tracking electric outages and restoration during emergency operations.

To establish procedures, in coordination with ESF 6 (Mass Care), ESF 7 (Resource Support), and ESF 8 (Health and Medical) for acquiring and connecting emergency electric generators to critical public facilities such as hospitals, nursing homes, correctional facilities, and other institutions where evacuation is difficult or not desirable, and to wastewater and potable water treatment, collection and transmission facilities.

To establish procedures for assessing energy system damage and requirements for restoration of service as soon as possible following a disaster.

To establish procedures for prioritizing electrical restoration to critical public facilities, such as hospitals, nursing homes, correctional facilities, and other institutions where evacuation is difficult or not desirable, and to wastewater and potable water treatment, collection and transmission facilities.

To establish procedures for recovery from electric outages and shortages which

impact significant numbers of residents, visitors and/or businesses.

To establish procedures for providing public information to residents on the necessity of conserving energy, energy outages, estimated time of service restoration, and other related energy communication.

To establish procedures for coordinating recovery efforts between electric utilities and other ESF groups, i.e., ESF 3 (Public Works and Engineering).

To establish procedures, in coordination with ESF 7 (Resource Support), for storing and directing the transport of petroleum fuels to emergency transportation and electric generators during and following an emergency.

To establish procedures for coordinating with other local, state, and federal officials and energy suppliers regarding energy recovery assistance.

1.3 Priorities:

Utility companies maintain a classification system for all utility customers, which is arranged and categorized according to the emergency response priority. When feasible, the County will attempt to maintain the same priorities. However, there may be times where situations require the County or the utility provider to change restoration priorities. The following is a general listing of customers ranked in order of priority:

- Hospitals and medical facilities, including the special needs shelter.
- Police, fire, and other essential public services.
- Water and wastewater facilities.
- Central food, cold storage, and distribution centers.
- Centralized communications systems, e.g., telephones.
- Public buildings used as general population shelters, schools, and colleges.

Duke Energy also maintains a general list of priority rankings as follows:

- Priority 1 – Feeders, lines and service drops for nuclear sirens, hospitals, municipal water and sewer treatment plants and emergency shelters. Industrial plants with public safety concerns.
- Priority 2 – Feeders, lines and service drops for EOCs, law enforcement, fire and rescue stations, military facilities, major airports or airports designated for response support, fuel distribution facilities, central communications centers and food distribution centers.
- Priority 3 – Feeders, lines and service drops for medical assistance facilities and commercial nursing homes identified by Large Account Management.
- Priority 4 – All other feeders, lines, service drops and equipment.

2.0 PROCEDURES:

2.1. Phase I: Planning

All division managers/section leaders are encouraged to maintain contact with Hernando County Emergency Management (HCEM) staff.

Lead and support agencies shall provide countywide GIS shape files showing their power service areas in the County. These shape files shall be updated annually in April of each year.

2.2 Phase II: Operations - Initial Response Procedures

The support agency ensures 24-hour staffing in the Emergency Operations Center (EOC) for ESF 12, for the duration of the EOC activation.

During emergency activation Levels 1 and 2, the support agency verifies emergency telephone numbers for each electric utility (Exhibit 1). In coordination with ESF 7 (Resource Support), each petroleum distributor's telephone number(s) is/are verified and the availability of emergency fuel supplies determined.

After activation of the EOC and upon telephone installation at ESF 12, the person staffing ESF 12 calls all electric utilities, and in coordination with ESF 7 (Resource Support, the petroleum distributors, to:

- Announce the activation of the EOC and the nature of the disaster;
- Advise the electric utility contact person of the ESF 12 telephone number in the EOC, the name of the ESF 12 contact person(s), and other backup telephone numbers.
- Establish telephone reporting protocol with each electric utility.

Establish who will initiate routine telephone reports - the electric utility contact person or the ESF 12 staff person - and the time interval for calling, i.e., every hour, two hours, etc.

Log all calls to or from an electric utility on the Emergency Telephone Log (Exhibit 2).

Notify Hernando County Utilities field personnel of the ESF 12 telephone number and establish radio contact with units in affected area(s). Notify Hernando County Utilities in advance if power has to be disconnected due to storm surge or flooding within a specific region.

Notify other water/wastewater utilities and correctional facilities that the EOC has opened and inform them of the ESF 12 telephone number(s) should they lose electricity to any

of their facilities or require other assistance before, during or after the impending disaster.

2.3 Phase III: EOC Procedures

Record all reported electric outages on the Electric Service Damage Report (Exhibit 3) for the appropriate electric utility. Request the electric utility provide an estimate of the extent of damage and the time of repair. Upon electric service restoration, log the time of restoration.

Receive and process all reports of electric outages received in the EOC. (Messages received by workers in the Public Information Center (PIC) or in other ESFs should be forwarded to ESF 12 on an EOC Message Form via WebEOC. Telephone calls should be transferred directly to the ESF 12 telephone line.)

Relay reports of electric outages to the appropriate electric utility and receive information from the electric utility as to the estimated time of restoration.

Receive reports of electric outages from energy contact persons to include an estimated time of restoration.

Determine if any facilities with priority for electric service restoration are affected by reported electric outages. Ensure electric utilities know when and where a priority facility has lost electricity and coordinate rapid electric restoration and/or mobilize emergency generating equipment to the facility. (Priority electric restoration facilities include emergency shelters, hospitals, nursing homes, correctional facilities, and water and wastewater facilities.)

Track the need for and use of auxiliary electric generators:

- Maintain communication with field units to determine electric outages at Utilities Department facilities and whether auxiliary electric generators are in use or are being transported to facilities, and the need for additional generators.

- Maintain communication with ESF 6 (Mass Care), ESF 8 (Health and Medical), correctional facilities and electric utilities to determine electric service outages at public shelters and health facilities, such as hospitals and nursing homes, and whether auxiliary electric generators are in use or are being transported to facilities, and the need for additional generators.

Determine the fuel type and quantity onsite for each auxiliary electric generator in use and estimate the fuel supply needed hourly for each generator. Project an estimated quantity of fuel (plus 20 percent), by type, required to continue emergency electric generation throughout the county. Update the fuel estimate as additional reports of auxiliary electric generating equipment use are received.

In coordination with ESF 7 (Resource Support), ensure timely acquisition and transportation of the appropriate type and quantity of fuel to each auxiliary electric generator in use. (If it is not possible to transport fuel to a generator in a timely manner advise the facility

manager of the situation and plan appropriate alternative actions. If communication with the facility manager is not possible, coordinate with the EOC Manager to advise appropriate emergency personnel of the problem and to take appropriate actions.)

Report all known electric outages and estimated time of restoration to the EOC manager for distribution to other ESF stations, the PIC, the Public Information Officer and/or appropriate news and broadcast media.

If the Health Department loses electricity with no assurance of timely restoration, arrange for utilities personnel to remove and transfer refrigerators containing vaccines to the Wiscon Utilities Maintenance Compound or to another appropriate site where electric service and/or adequate auxiliary generating equipment is available.

2.4 Phase IV: Recovery Procedures

After disaster conditions have cleared and response teams can enter affected area(s), determine the following:

- In coordination with ESF 6 (Mass Care), and ESF 8 (Health and Medical), ascertain electric outages or damage to public shelters and health facilities such as hospitals and nursing homes.
- From Utilities field maintenance teams, determine damages and electric outages to water and wastewater facilities.
- From reports received in the EOC by telephone and radio, compile and verify reports of electric outages at correctional institutions.

In each case determine:

- If temporary electric generating equipment is in place or enroute to the facility.
- The length of time the facility can be operated with auxiliary electricity based on the estimated fuel on hand.
- The type and quantity of fuel required to continue operation of the generator. (Calculate an additional 20 percent to ensure adequate fuel quantity.)

Determine the condition and safety of water supplies and sewer facilities:

- Report the availability of potable water and sewer service in the affected area(s) to the EOC Manager, the PIC, and the news media.
- If warranted, order signs regarding drinking water safety and/or water and sewer service outages for posting in the affected areas.

Contact electric utilities to compare and verify reports of electric outages and damage to electric facilities. Advise the electric utilities of the county's restoration priorities.

Determine each electric utility's preliminary restoration plan and estimated time of restoration. Report the initial power restoration plan to the EOC Manager for public dissemination. Provide the EOC Manager with updates to the restoration plan, as received.

Coordinate with electric utilities for the electric restoration of priority facilities. If required, in coordination with ESF 7 (Resource Support), ensure emergency electric generating equipment is delivered. Estimate the amount and type of fuel which will be needed at each facility (plus 20 percent) until electricity is restored and in coordination with ESF 7 (Resource Support), ensure transport of appropriate petroleum fuel to each facility to maintain auxiliary generator(s) until electric service is restored.

In coordination with ESF 3 (Public Works and Engineering), and other ESF teams reporting from the affected area(s), arrange with electric utilities to discontinue electricity in badly damaged areas and to downed electric lines, as needed, for public safety and safety of rescue/response teams.

Direct electric utilities to coordinate electric restoration in damaged areas with ESF 12 to ensure all emergency response teams, damage assessment teams, utilities repair teams, public works teams, and any other response teams working the area are clear of electric lines and/or damaged electric equipment. Determine when areas are safe for electric restoration.

Assist in the coordination of tree and debris removal efforts by ESF 3 (Public Works and Engineering), with electric repair teams to ensure downed electric lines are disconnected for the safety of work crews.

Assist in coordinating requests for disconnecting electricity to condemned buildings and dwellings by County building inspectors.

Continue to arrange transportation and fueling of emergency generating equipment in coordination with ESF 7 (Resource Support), as required.

Continue to assess daily need for fuels.

3.0 PHASE IV: Follow-up Activities and Reporting

ESF 12 staff shall continue to assist in long-range recovery activities with other ESFs as required.

Complete and submit evaluation and summary reports requested by the EOC Manager.

Exhibit 1
Electric Utility Contacts

Utility	Phone Number
Duke Energy	352-341-7518
Sumter Electric Co-Op	352-793-3801
Withlacoochee River Electric Co-Op	352-596-4000
TECO Peoples Gas	877-832-6747

Exhibit 2

ESF 12, ENERGY
EMERGENCY
TELEPHONE LOG

DATE	TIME	PERSON/AGENCY INITIATING CALL	PERSON/AGENCY CONTACTED	PURPOSE OF CALL	SEE LOG YES	NO

Exhibit 3

ESF 12, ENERGY
ELECTRIC SERVICE DAMAGE REPORT

ELECTRIC PROVIDER _____ DATE STARTED _____

DATE	TIME	LOCATION OF DAMAGE	EXTENT OF DAMAGE	EST. TIME OF REPAIR	DATE/TIME RESTORED

EMERGENCY SUPPORT FUNCTION #13
MILITARY SUPPORT

PRIMARY AGENCY: **Hernando County Emergency Management**

SUPPORT AGENCIES: **Hernando County Sheriff's Office**
Florida National Guard

1.0 INTRODUCTION

1.1 Purpose

The purpose of ESF 13 is to provide military support from the Florida National Guard (FLNG) or active-duty military, to Hernando County in times of a major or catastrophic disaster and/or civil unrest.

1.2 Scope

- The type, severity and magnitude of the disaster will determine the extent of military resources used.

- Typical missions will include rapid impact assessment, law enforcement functions, transportation, and humanitarian activities.

2.0 POLICIES

- The Hernando County Emergency Operations Center (EOC) provides direction and control over County disaster activities. Military liaison officers will be incorporated in the EOC structure and become part of the command staff.

- The Emergency Management Director will annually review the FLNG Military Support to Civil Authorities Plan with the County's assigned area command representative.

- The EOC Manager, through the State Emergency Response Team Liaison Officer (SERTLO), will submit all disaster requests for military assistance to the State EOC. The Sheriff may directly request support in the event of civil unrest or disturbances.

- Military resources, when deployed to the County, will not replace local jurisdiction responsibilities. Military forces will remain under the command of their unit commander and perform missions in support of local needs.

3.0 SITUATION

3.1 Disaster Conditions

Major and catastrophic disasters will result in widespread damage to or total loss of existing civil infrastructure capabilities. To fully determine the magnitude of the disaster on the population and provide an immediate and effective response, the County will conduct an impact assessment at the earliest possible time following a major or catastrophic disaster. Military resources may be:

- Used to provide disaster relief and humanitarian operations.
- Used in response to a national emergency.
- Staged in Hernando County as part of a larger regional response to a catastrophic event, e.g., National Disaster Medical System. (See paragraph 6.2)
- Provided as part of a specialized response to a unique incident such as a terrorist attack involving chemical, biological, or nuclear materials.

3.2 Planning Assumptions

- FLNG resources are under the control of the Governor with fewer restrictions than using federal resources.
- Military resources are subject to recall by their unit with little or no notification.
- Post-disaster impact assessments are a continuing activity, and needs cannot be fully determined in the initial response phase of a major or catastrophic disaster.
- Restoration and/or preservation of law and order will be a priority mission of the military immediately following a major or catastrophic disaster.

4.0 CONCEPT OF OPERATIONS

4.1 General

- Military resources always remain under military control.
- During a declared local state of emergency, the Emergency Management Director is responsible for carrying out this ESF's coordination and reporting function.

- It is anticipated that the majority of requests to this ESF will be to assist in providing aid to those in need.

4.2 Organization

ESF 13 is part of the command staff and reports directly to the EOC Manager. The County may only activate ESF 13 when military or FLNG resources are deployed to Hernando County.

- The designated team leader for this ESF is responsible for all activity of the ESF subject only to the guidance and direction of the EOC Manager.
- The Military Liaison Officer will coordinate all law enforcement support related activities with the Hernando County Sheriff's Office.
- ESF 8 will coordinate National Disaster Medical System related activities with the Military Liaison Officer.

4.3 Notification

- The State EOC notifies the Hernando County EOC when FLNG or other military resources are assigned to the County, their mission objectives, limiting factors, and support services required. The State will also provide the mission number.
- The EOC Manager will in turn notify all support agencies to begin mobilization of resources and personnel and prepare to commence operations assigned to this ESF.

4.4 Mobilization

- ESF 13 will coordinate with ESF 5 to ensure military resources are included in the incident mobilization/demobilization plans.
- Immediately following notification to activate this ESF the primary agency will complete the following:
    - Allocate space in the EOC for the Military Liaison Officer.
    - Establish communications between the EOC and military units.
- The Military Liaison Officer will make recommendations regarding demobilization of military assets.

4.5 Actions

4.5.1 Preparedness

- Develop a standard operating guideline supporting this annex.
- Annually meet with FLNG representatives to update plans and procedures.
- Notify State and FLNG representatives of changes to landing zones (See paragraph 6.1).
- Participate in training and exercises.

4.5.2 Response

- Coordinate with the State ESF 13 to set priorities and develop strategies for the initial response.
- Brief the EOC Manager on the military command structure (chain of command) deployed. The military command structure may be incorporated into the Incident Command System.
- Support agencies inventory and verify the location of available resources and will provide the information to ESF 5.
- Coordinate military resources with requests for personnel, goods, and services.
- If necessary, establish a Joint Public Information Center. This will most likely occur during an incident when military resources have been involved in an accident.
- ESF 2 will coordinate with the Liaison Officer to establish communications between the military unit and the EOC.

4.5.3 Recovery

- Upon request, the state or federal government will provide military resources to help with recovery activities.
- Develop recovery actions and strategies.
- Allow the military liaison to participate in post-disaster critiques.

4.5.4 Mitigation

- Mitigation actions are not applicable to ESF 13.

4.6 Direction and Control

- Florida National Guard's Gulf Area Command is responsible for planning and executing military support operations within Hernando County. The command headquarters is located at the 53rd Infantry Brigade, 2801 Grand Avenue, Pinellas Park, FL 33783.

- Command of the FLNG is exercised through the Adjutant General of Florida (TAG) or his designated military representative. Command and control is administered through TAG's EOC. Mission assignments are received, staffed and approved by the TAG. Mission tasking is through normal military channels to the appropriate units' organization for mission execution.

- A Military Liaison Officer will work with the EOC Incident Management Team when military resources are deployed to Hernando County. The Military Liaison Officer will be provided a place in the EOC and on the Incident Management Team.

- The Liaison Officer will coordinate directly with the EOC Manager or Sheriff.

- All agencies assigned with this ESF will coordinate all actions in performance of emergency response and assistance missions with the EOC Manager.

4.7 Resource Request and Coordination

4.7.1 Request Procedures

- All requests for military resources will follow the standard resource request procedures listed in the ESF 7 Annex.

- Military resources requested to support humanitarian and disaster operations would be approved by the EOC Manager and submitted to the State EOC through the SERTLO.

- Military resources requested to support law enforcement and security operations will be approved by the Hernando County Sheriff and submitted to the State EOC, Florida Department of Law Enforcement (FDLE).

4.7.2 Resource Coordination

- When military resources are assigned to Hernando County, the EOC Manager will formally request for a Military Liaison Officer to report to the EOC if not already assigned.

- The EOC Manager will brief the Military Liaison Officer on the operation of the EOC and give the necessary information on resource status.

- The Military Liaison Officer and the EOC Team will review and coordinate policies, procedures and agreements as necessary. Resources will only be committed to mission assigned tasks only.

- The EOC Manager will make requests for military resources to be diverted from current missions to the Military Liaison Officer and await approval.

- Together, the EOC Team including the Military Liaison Officer will anticipate and identify future resource needs.

5.0 RESPONSIBILITIES

5.1 State Emergency Management

- The SERTLO forwards military request from the Hernando EOC to the State EOC.

- Determines the appropriateness of using FLNG resources.

- Makes requests for federal military resources to support Hernando County disaster operations.

- Assigns a Liaison Officer to the Hernando County EOC.

5.2 FLNG Liaison Officer

- Understands the State Comprehensive Emergency Management Plan (CEMP) and the ESFs.

- Participates as a member of the EOC Team.

- Obtains a copy of the Hernando County CEMP and any necessary guidelines.

- Expects to work the same shifts established by the EOC Team or this ESF.

- Provides the mission assignments to the EOC Manager of military resources deployed in Hernando County. Keep the EOC Team informed of mission

progress.

- Ensures County resource requests flow through the proper channels.

5.3 Hernando County Emergency Management

- Maintains a copy of the Headquarter FLNG Operation Plan for Military Support to Civil Authorities. Latest Plan Date: 1 March 96, with Change 1.
- Meets with FLNG representatives annually to update plans and information.
- Identifies resource shortfalls and transmits them to the State.
- Provides intelligence information to military units upon request.
- Includes the Military Liaison Officer into the County's EOC/ICS organization as part of the command staff.
- Develops reception plans for FLNG or other military resources, when needed.
- Provides support services as needed.

5.4 Hernando County Sheriff's Office

- Coordinates law enforcement activities with FLNG troops providing security operations.
- Ensures the request and use of military resources does not violate the Posse Comitatus Act.

6.0 FACILITIES

6.1 Landing Zones

- Hernando County has identified two landing zones for military aircraft:
    1. Primary (fixed wing and helicopter): Hernando County Airport
    2. Secondary (helicopter only): Hernando High School Parking Lot

6.2 Assembly Point and National Guard Armory

- The National Guard Armory located at 16386 Spring Hill Drive,

Brooksville, FL 34609 is the primary assembly point for local FLNG personnel.

- FLNG may use the Pasco-Hernando State College campus on U.S. 98 as an alternate assembly point if needed.

7.0 REFERENCES AND AUTHORITIES

7.1 References

- DOD Directive 3025.12, Use of Military Resources During Peacetime Civil Emergencies within the U.S., its Territories and Possessions.
- National Guard Regulation 500-1, Defense Support to Civil Authorities (NGR-DSCA).
- Headquarters, Florida National Guard Operation Plan for Defense Support to Civil Authorities (FLNG-DSCA).
- Chapter 23, F.S., Florida Department of Law Enforcement, Florida Mutual Aid Plan and the Florida Mutual Air Act.

7.2. Authorities

- President's Executive Order.
- Governor's Executive Order.
- Chapter 250, Florida Statutes, Military Code.
- Chapter 252, Florida Statutes, Emergency Management.
- Hernando County Ordinance #97-07

EMERGENCY SUPPORT FUNCTION #14
PUBLIC INFORMATION

PRIMARY AGENCY:	**Hernando County Government**
SUPPORT AGENCIES:	**Hernando County Emergency Management** **Hernando County Fire Rescue** **Hernando County Tourism Department** **Hernando County Sheriff's Office** **Hernando County Health Department** **Hernando County School District** **Florida Forest Service** **Southwest Florida Water Management District** **American Red Cross**

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Emergency Support Function (ESF) is to establish a mechanism that efficiently provides vital information to the public in the event or threat of a major disaster or emergency.

1.2 Scope

This ESF applies to all emergencies that affect Hernando County or when the need for the coordination of public information arises.

The scope of information to be provided to the public before, during and after an actual or potential emergency includes the following:

- Specific protective actions to be taken.
- Status of conditions concerning the emergency.
- Shelters and human services availability.
- Identification of a specific point of contact for the news media and public.
- Guidelines for media access to the Emergency Operations Center (EOC).
- Public information concerning needed volunteer goods and services.

2.0 POLICIES

It is Hernando County's intent to provide timely, accurate, and up-to-date information regarding the incident, emergency, and/or specific disaster without delay.

Media Releases will be provided as soon as possible, once the need arises for information to be disseminated.

2.1 Priorities

To establish a central point to distribute information concerning a specific disaster.

To specify an area for media briefings at the EOC, when activated.

To establish a format for the release of information to the public and the media during an actual or potential disaster.

Create a media pool, if applicable.

Send out media releases and create back ups in case of a cyber security event.

Work as a liaison with any third-party contracts and the Incident Commander regarding the distribution of public information, when applicable. i.e., cyber security, scheduling a sign language interpreter for press conferences, etc.

2.2 Assignment of Responsibility

2.2.1 Emergency Management Director

Provide materials for a public information program before, during, and after emergencies.

Evaluate the effectiveness of public information programs.

Assign staff to make presentations to community groups, associations, and business organizations.

2.2.2 Hernando County Government Public Information Officer

Act as Public Information Officer (PIO) in emergencies.

Prepare and disseminate media releases and social media content.

Utilize the newsletter to share pertinent information for pre-storm and post-storm and emergency events.

Stay current on all aspects of disaster activity and sort out pertinent

information that should be released to the public.

Update the Public Information Center (PIC) with timely and accurate information.

Coordinate media briefings.

Provide a liaison to the Joint Information Center (JIC), if established.

Share tools such as Canva and OneDrive Hurricane Go-Kit with the JIC.

Maintain hard copies of Go-Kit information such as media releases, templates, social media posts, etc. for back up to reference during a cyber event when digital outreach is not accessible.

2.2.3 Hernando County Sheriff's Office Public Information Officer

Assign employees not working in critical functions to the PIO.

2.3 Resource Coordination

A list of radio and television stations that can be used to provide public information is maintained electronically and is available through the Hernando County Government PIO.

2.4 Operating Facilities

The area established for the media is the Media Room of the EOC.

The JIC will be in a room near the EOC. When multiple jurisdictions are involved, JIC operations will be established. Its location will be determined based on available facilities and accommodations needed by the media.

3.0 SITUATION

3.1 Disaster Conditions

A major or catastrophic emergency or other significant incident could be of such a magnitude that the means of dispersing public information in the disaster area might be severely affected.

3.2 Planning Assumptions

Hernando County has a full time PIO.

There exist large media gaps within Hernando County making it difficult to

reach all residents with one media source.

Rumors and misinformation will be prevalent during a disaster.

Extensive destruction of media communications facilities and loss of electrical power may severely disrupt the normal flow and dispersal of information in the disaster area.

Demand for public information from outside the disaster area may exceed the capabilities of the County.

In the aftermath of a disaster, there will be a significant demand to know what volunteer resources the County needs and what resources are available.

4.0 CONCEPT OF OPERATIONS

4.1 General

The Hernando County Government PIO will respond to requests for local public information support and will act as Lead PIO and the primary agency for ESF 14. He or she will coordinate the media advisories and releases with ESF 5 and will handle requests from reporters and news organizations.

Disaster information will filter to ESF 5 from various sources. This information will be in the form of telephone calls, radio transmissions, and message forms. ESF 5 will evaluate the information to determine if it should be released to the public.

ESF 5 will then pass this information to ESF 14. ESF 14 will format information appropriately and disseminate.

The electric companies serving Hernando County provide, once a year, contact information if special assistance is required.

The following public information activities are conducted throughout the year:

- Presentations to civic organizations
- Presentations to the schools
- Hurricane Expos and Summer Camps
- Promotion of Hazardous Weather Awareness Week
- Training of response personnel
- Article submissions to the print media
- Radio interviews with WWJB
- Community disaster education

Maps of evacuation routes, zones, and shelters are published annually in the hurricane editions of local newspapers. The County also publishes them in the

All-Hazards Guide Disaster Planning Guide, distributed to the public through the Public Library System, grocery stores, retail outlets, the County website, and Chamber of Commerce.

4.2 Emergency Support Function Organization

ESF 14 is part of the incident command staff.

ESF 14 is provided with a PIO Assistant whose duties are:

- Act as liaison between PIO and JIC.
- Provide technical assistance in disseminating information.

Public Information Center (PIC)

- Provides a conduit for information flow between EOC and the public.
- The HCEM telephone number, 352-754-4083, will be forwarded to the PIC by Hernando County Information Technology.

4.3 Notification

ESF 14 is notified of activation through the Emergency call down list. In the event of a JIC activation, the PIO will coordinate with the Hernando County Human Resources Manager to establish staffing patterns.

4.4 Mobilization

Immediately following notification from the Emergency Management Director to activate this ESF, the following will be completed:

- Assure necessary emergency operating facilities and reporting systems are established.
- Establish communications with the EOC and obtain status reports. Provide appropriate representation to the EOC.

4.5 Response Actions

4.5.1 General

Emergency information efforts should focus on specific, event-related information. Disaster workers will refer media representatives to the Hernando County Government PIO or the Emergency Management Director for official information. The EOC Manager may establish a JIC for the media when several jurisdictions are providing disaster information.

4.5.2 On-Scene Public Information

When an accident occurs and response is limited to the scene of the accident, the Incident Commander will appoint an Information Officer. Often, this may be the Emergency Management Director. The Information Officer will coordinate public news releases and media inquiries using standard procedures. If necessary, a JIC may be established. The Incident Commander may request a PIO through the Florida Fire Chiefs' Association to augment the Information Officer**.**

4.5.3 Emergency Information Dissemination

It is Hernando County's intent to provide timely, accurate, and up-to-date information regarding the incident, emergency, and/or specific disaster without delay. Official information will be provided as soon as possible and periodically afterwards, depending on the type of event. ESF 14 will provide public alert and warning information using any means available. The following systems are available to disseminate information to the general public:

- Alert Hernando
- National Weather Radio (Ruskin Office)
- County internet web page
- Media Alert 8
- WWJB radio station
- Tampa Bay television stations
- Public address systems on police and fire vehicles
- ARES (Amateur Radio Emergency Service)
- Computer notification system, Alert Hernando and e-mails;
- Commercial telephone via facsimile;
- Neighborhood walks
- Hernando County Emergency Management, Fire Rescue, Government and HCSO social media platforms (Facebook, Instagram, X, YouTube, etc.) utilizing HootSuite

Upon a disaster or emergency notification, ESF 14 will:

- Staff the ESF 14 desk in the EOC.
- Schedule an initial press briefing.
- Assist the PIC and information lines. Designate assignment of support agencies' staff and equipment.
- Continue to provide updates to the news media concerning disaster conditions and actions taken pursuant to those conditions.

- Regularly disseminate information from summary reports to the news media. Continue to coordinate with other ESFs to provide public information pertinent to the disaster.
- Hernando County may provide emergency information to seasonal and transient population through the Tourist Development Department and the Chamber of Commerce.
- Coordinate with boots on the ground staff to post flyers at neighborhood bulletin boards, community centers, and churches. To organize this effort, a list of mobile home parks and community buildings will be obtained from the Property Appraiser. In addition, other appropriate locations will be identified in the affected areas. The GIS group will map all the locations in order to facilitate updated postings.
- The following information is available for the hearing impaired, visually impaired, and non-English speaking populations.

Visual	Hearing	Language
Lighthouse for the Visually Impaired and Blind	Deaf and Hard of Hearing Services Pasco/Hernando	American Red Cross
	TDD telephone at HCEM and HCSO	AT&T Language services
	Sign Language Interpreter	Printed Spanish language materials

Table 14-1

- In addition, the communities of High Point, Brookridge, Cloverleaf, and any other Mobile Home Park may be called directly and provided evacuation information.

4.5.4 The National Weather Radio

The Emergency Management Officer is authorized to request the Ruskin Weather Office (NOAA) to activate the National Weather Radio for any event that requires immediate public notice. This includes non-weather-related emergencies. The Emergency Management Director will fax/e-mail a written public information release to the Warning Coordination Manager for immediate release.

4.5.5 EOC Media Access Restrictions

Hernando County's EOC cannot accommodate media representatives due to its size. ESF 14 will open the media room next to the EOC where reporters can assemble and receive updated information. With the EOC Manager's approval, ESF 14 may

escort reporters into the EOC in small groups. The EOC Manager will provide ESF 14 the conditions of allowing access. The Emergency Management Director may provide official information to the media if time permits and upon request for an interview.

4.6 Recovery Actions

4.6.1 Health and Welfare Inquires

The JIC or disaster workers may receive calls from family or friends concerned about the welfare of a Hernando County resident or visitor after a disaster. Staff members should not respond directly to these inquiries due to their sensitive nature. A disaster victim's health status needs to be properly verified during a confirmation process before that information can be released. The person receiving a health and welfare inquiry will fill out a message form with the following information:

- Requester's full name
- Requester's physical address and telephone number
- Victim's full name
- Victim's physical address and telephone number
- Victim's employer's name, address and telephone number
- Victim's spouse full name
- Any other identifying information

The staff member will forward this message to ESF 6 for initial screening of shelter lists. ESF 14 will not release a disaster victim's name to the media until the American Red Cross or HCSO has confirmed the victim's status.

4.6.1.1 American Red Cross Disaster Welfare Inquiries Procedures

In the event of a large disaster, family members outside the affected area will seek information on family members the disaster may have impacted. This information is called a Disaster Welfare Inquiry. In Hernando County, the inquiries are processed by the American Red Cross. Their office is staffed by trained volunteers to process inquiries. All American Red Cross shelters have a registration process to locate evacuees in shelters. Staff members use shelter registrations to initially screen for the person being sought. Additionally, local volunteers are also utilized to do field searches to local addresses. Once the location of the evacuee has been determined, the local Chapter will contact the outside requesting Chapter to relay the information back to the family members. American Red Cross members do not do notifications of death or injury. If a person being sought

has been injured or killed by the disaster, the American Red Cross will pass that information to the HCSO to process.

4.6.1.2 ARES Welfare Inquires

Hernando County amateur radio operators also have a network to help in disaster welfare inquiries. ARES operators may receive a request via radio. ARES members use standard procedures to conduct welfare checks. Those welfare inquires which cannot be confirmed will be passed on to the American Red Cross for action. ARES members can help the American Red Cross in notifying family members of their loved one's status. However, ARES members do not make notifications of fatalities or persons injured. They will pass on that information to the HCSO to process.

4.6.1.3 Death and Injury Notifications

HCSO will handle all death and injury notifications. They will release no names of disaster victims until the victim's status has been confirmed and they have notified the next-of-kin. Law enforcement officers will only notify family members in person. No notifications will be done by telephone.

ESF 16 will develop a list of victims who are dead or injured and update this list daily. This list will only have those victims' names and personal information if family members have not been notified. ESF 5, ESF 8, and ESF 14 will work together to compile a complete list for public release of those whose family members the County has notified.

Once HCSO has been notified of the death of a victim, either by the Coroner's Office or medical facility, it will add the person's name to a list for notification. If the victim's family is in Hernando County, a deputy will be dispatched to their location and make the proper notification. If the victim's family resides outside the area, the HCSO Communications Center will request that local law enforcement agency via teletype make the proper notification. Once they have made the notification, HCSO may provide the victim's name to the PIO and to ESF 14 for release.

Any event that produces mass casualties and/or fatalities will overwhelm Hernando County's ability to properly notify family members. The Emergency Management Director may request the state assemble and dispatch mutual aid to the County to assist in the notification process.

4.6.2 Community Outreach Program

During the recovery phase of a presidentially declared disaster, the Federal Emergency Management Agency will assign Disaster Assistance Employees to

establish a community outreach program. The intent of this program is to assess the community's needs and to publicize disaster assistance information.

EMERGENCY SUPPORT FUNCTION # 15
VOLUNTEERS AND DONATIONS

PRIMARY AGENCY: **Hernando County Health and Human Services**

SUPPORT AGENCIES: **United Way of Hernando County**
The Salvation Army
YouThrive
American Red Cross
Hernando County Community Emergency Response Team (CERT) Program

1.0 INTRODUCTION

1.1. Purpose

The purpose of the Volunteers and Donations Emergency Support Function (ESF) is to provide a network of volunteers to assess disaster needs, disseminate information regarding those needs, identify resources, and help mobilize donated goods and services to support the disaster relief effort. ESF 15 provides a forum of collaboration, coordination and cooperation between the public and private sector to assure the most effective and efficient uses of available resources.

1.2 Scope

ESF 15 has a two-fold mission: 1) to coordinate the reception, registration, and assignment of volunteers and 2) to ensure the expeditious reception, inventory, and dispersal of donated goods. To accomplish this, activities may include but are not limited to:

1.2.1. Volunteers

a. Establish reception and staging areas or process for incoming

unaffiliated volunteers.

b. Register volunteers and assign duties.

c. Monitor volunteer working conditions.

1.2.2 Donations

a. Identify warehouse space for donated items.

b. Receive and store donated goods.

c. Separate items and inventory when possible.

d. Transport donated goods to impacted areas.

e. Distribute donated goods.

f. Monetary and In-Kind Donations

2.0 POLICIES

2.1 Hernando County recognizes that volunteers and donations are valuable resources during times of crisis and every effort will be made to fully utilize these resources possible. The county will use human or material resources without regard to race, religion, gender or ethnic origins. However, Hernando County reserves the right to refuse volunteers or donations if there is no need, if there is not a match between the need and the resource, the volunteer or resource is deemed to be a public hazard, or if any other circumstance in which the volunteer or donation is considered a liability.

2.2 All volunteers and donated materials will be processed at designated check-in sites before being utilized. Hernando County will recognize volunteers and donators for their contributions.

2.3 Community Emergency Response Teams (CERT) will be used to supplement emergency services, to provide first aid for life threatening injuries, suppress small fires, perform light search and rescue operations, and provide damage reports and situation reports to the Emergency Operations Center (EOC).

2.4 Priorities

2.4.1 Volunteers may be used in evacuation, sheltering, resource preparations, and public information before a disaster impact.

2.4.2 Volunteers can assist with public information and incident planning during disaster impact.

2.4.3 The greatest need for volunteers and donations will be during the recovery and reconstruction phases. Priorities will be established through incident planning for each operation period.

2.5 Resource Coordination

2.5.1 The Housing and Supportive Director or agency identified will act as the

ESF 15 liaison at the EOC. This representative will function under the Logistics Chief.

2.5.2 Resource requests will be made through the Logistics Branch Chief to the ESF 15 representative to the United Way, Lend A Hand, or The Salvation Army.

2.5.3 Human Resources activates a voice messaging system on an unpublished telephone line where volunteer team leaders will receive messages and will be able to leave messages on volunteer capabilities. General volunteer and donation information will be available by calling the Public Information Line (352) 754-4083.

2.5.4 ESF 15 will continue to develop networking partnerships on a local, regional, state, and national level.

2.6 Operating Facilities

2.6.1 The primary Volunteer Reception Center (VRC) is The Lake House located at 1202 Kenlake Avenue, Spring Hill.

2.6.2 The secondary VRC is Kennedy Park located at 1000 Kennedy Blvd, Brooksville.

2.6.3 Other staging areas will be identified as the situation dictates. The Hernando County Fairgrounds have been identified for the reception of large quantities of materials or personnel.

2.6.4 Donation reception, warehousing, and distribution locations will be established as the situation warrants. Hernando County will attempt to make full use of abandoned stores, hangars, parking lots, and other large areas as agreed upon by the property owner; however, every effort will be made to utilize County property first.

3.0 SITUATION

3.1 Disaster Conditions

3.1.1 Hernando County does not have enough trained or available personnel to prepare for, respond to, and recover from disasters. The need for volunteers increases with the severity of the disaster. Hernando County does have several CERT members trained and is in the process of training additional volunteers.

3.1.2 Disasters will create the need for basic comfort items, sanitation, and physiological support goods. Many of these items may not be readily available or accessible after a disaster.

3.2 Planning Assumptions

The following statements are considered when planning for volunteer activities and donation of resources:

3.2.1 Volunteers

a. Volunteers will come from a variety of social, economic, political, and ethnic backgrounds.

b. Volunteers will vary in knowledge, skills, and abilities.

c. Volunteers need to be organized in groups and teams.

d. Single, free-lance volunteers will arrive unsolicited.

e. Many volunteers will not have a place to stay, not have food, and will not be self-sustaining.

f. Volunteers affiliated with national organizations may lose contact with their sponsoring organization.

g. Many volunteers will be victims of the disaster.

A significant natural or man-made catastrophic event will produce an overwhelming public response both locally and from outside of Hernando Countyh. Type and location of the damage sustained during the event will influence the and type of assistance required.

i. In planning for the potential impact of a major or catastrophic disaster event, local volunteers may be registered and pre-assigned to specific duties to meet anticipated needs. Immediately following the disaster, a system must be in place to solicit, receive, and coordinate the deployment of convergent volunteers from areas outside the impacted area.

3.2.2 Donation of Goods

a. There is a lack of warehouse space in Hernando County for donated items.

b. Hernando County may receive large amounts of solicited and unsolicited donated items**.**

c. Transporters of donated items will drop off items and not take shipments back.

d. Donated materials may be exposed to weather elements.

4.0 RESPONSIBILITIES

4.1 Housing and Supportive Services is the responsible agency for the planning and implementation of ESF 15. Duties will include:

4.1.1 Act as or assign a representative to ESF 15 at the Hernando County EOC.

4.1.2 Assist the Logistics and Planning Sections with identifying and requesting needed resources.

4.1.3 Oversee the management of volunteer resources and the processing of donated items.

4.1.4 Prepare a demobilization plan and schedule for volunteer resources ensuring the orderly, safe and efficient return of volunteers after their services are no longer needed.

4.1.5 Assist the Operations and Planning Sections in identifying facilities for the reception, storage, and distribution of donated items.

4.1.6 Coordinate with other ESFs to determine needs and available resources.

4.2 Supporting Agencies

4.2.1 United Way of Hernando County will fill a liaison role at the EOC to assist in coordination of all activities under ESF 15, if available. manage volunteer reception, check-in, staging, assignment, and demobilization.

a. Staff Volunteer Reception Center(s).

b. Provide preliminary screening of volunteer resources.

c. Match volunteer needs with requests.

d. Track volunteer resources awaiting assignments and performing work.

e. Receives monetary donations and manages them using the FEMA Advisory Board. A separate bank account must be established, and/or categorized as restricted funds.

f. Demobilize and debrief volunteer resources departing from the disaster response.

g. Throughout the response and recovery period, information regarding the availability of volunteers will be evaluated.

h. Documenta volunteer registration and time.

4.2.2 The Salvation Army will fill a liaison role at the EOC to assist with the reception, management, and distribution of donated

items, if available.

a. Staff reception and warehousing areas to received, sort inventory and redistribute donated goods.

b. . Manage the distribution of donated items to affected areas.

c. Throughout the response and recovery period, information regarding needed supplies and donations will be evaluated

d. Transportation of supplies will be coordinated with Hernando County Logistics and other available resources.

e, Prioritization of needs will be established following the Assessment Team Reports

f. Document donations and donating agencies or persons.

c. Assist ESF 11 with the reception and distribution of food, water, and ice.

4.2.3 Other supporting agencies assisting ESF 15 will be responsible for carrying out their assigned duties to the best of their abilities. They will coordinate information with the ESF 15 liaison or the primary supporting agency they are assisting. Volunteer groups will oversee their own personnel and materials.

5.0 CONCEPT OF OPERATION

5.1 General

The primary function of ESF 15 is to assess the needs of the impacted area and to coordinate the provisions of donated goods and services to meet those needs. A county coordination group comprised of not-for-profit organizations, for-profit businesses and county government will be activated to facilitate the provision of volunteers and donations based on assessed needs. ESF 15 will not be activated in all disasters. Activation will be determined based on verifiable need. This effort will be in cooperation with, and in support of, all ESFs and all local, state, and federal agencies.

5.2 Notification

ESF 15 may be notified in a variety of methods to include telephone, pager, physical contact, and e-mail. Generally, a call for volunteers or donations through the media will not occur until systems are in place to manage volunteer reception.

5.2.1 Hernando County Emergency Management (HCEM) will notify the ESF 15 representative when the EOC is activated during the County's call down process. HCEM will activate CERT Teams as needed to respond to affected areas of the county.

5.2.2 The ESF 15 representative, in turn, will notify the United Way and The Salvation Army.

5.2.3 **If activated,** The United Way will continue the call down to the supporting agencies for status information while The Salvation Army notifies its supporting members. Upon full activation of the EOC. All participating voluntary and donation agencies will be notified. Some will come to the EOC as needed, while others will not but still play a vital part of the County's response.

5.2.4 Other volunteer groups will call down their own members.

5.2.5 ESF 15 will work with County PIO to coordinate the dissemination of media information related to volunteers and donations. Supporting agencies will work with ESF15 to get relative information to Hernando County PIO.

5.3 Mobilization

When ESF 15 is activated, the United Way will conduct a call up survey of all Health and Human Service agencies to determine the ability to provide services and support capabilities. The VRC will be the primary check-in location where volunteers will be sorted and given information. The ESF 15 representative will brief volunteer agencies on the extent of mobilization and objectives.

There may be several locations and or avenues for volunteers to check-in. Check-in officially logs the person in at the incident and provides important information. Check-in is only to be performed once per incident. Once checked in, the volunteer will be tracked as assigned, available, or non-available. Check-in recorders may be found at the EOC, VRC, base camp, staging area, or at the work site.

5.5 Emergency Management Actions

5.5.1 Preparedness

a. ESF 15 should frequently schedule meetings for the continuing development of SOPs.

b. Develop systems to identify and register volunteers.

c. Develop systems to receive and distribute donated items.

d. Utilize local and state exercises and workshops as opportunities to train new participants and to review existing and emerging procedures with trained participants.

e. Procure or develop and provide training for a database for the tracking of donated goods and services.

f. ESF 15 must provide identification to key participants.

g. HCEM will continue to provide training and establish new CERT Teams across the county.

5.5.2. Response

a. Once the VRC is operational, the United Way will manage the center and coordinate its activities. Volunteers will be briefed on the crisis-affected area and the type of work the volunteers may

expect to perform. Maps should be made available. The United Way, Salvation Army, and other supporting agencies will update, inventory and maintain a database/inventory/account of office or services, goods and monetary donation.

b. The Public Information Center (PIC) will advise those wishing to volunteer to check-in at the VRC, its location, and what to bring. The PIC will inform those wishing to donate items that are needed how to donate, and where to send the items.

c. Volunteers will be screened as they arrive at the center. Each will complete the appropriate forms.

d. Supporting agencies will maintain a daily log of activities and actions plans, including scheduling staff and submitting reports

e. Supporting agencies shall ensure appropriate information intended for public distribution is provided to the ESF15 for dissemination by Hernando County PIO.

f. The United Way and Salvation Army will participated in EOC briefings, Incident Action Plans and situation reports and meeting with ESF 15

g. ESF15 shall Catalog and update local unmet needs and communicate those need to ESF 15 supporting agencies staff

h. Hernando County's use of volunteers will be planned and prioritized during each operational period. These plans will be briefed to each ESF 15 agency. The following are the anticipated priorities for the first three days of a disaster:

0-24 hrs	24-72 hrs	72 hrs+
Mobilization	Light Search and Rescue	Food and Water
Evacuation	Impact Assessments	Distribution
Sheltering	Debris Removal	Supply and Material
VRC Staff	Clean-up	Distribution
Check-in	Food and Water	Day Care
Clerical	Distribution	Basic Carpentry
Runners	Transportation	
Public Information	Stress Counseling	

Figure 15-1 Anticipated Priorities

5.5.3. Recovery

a. At the direction of EM, ESF 15 should attempt to contact truck weigh stations (I-75 in Wildwood and U.S. 98 in Brooksville) to distribute information to heavy vehicles bringing supplies, materials, and donated items to Hernando County. The information should contain what is needed, where to go, access routes, and who to contact. Citizen band radios will also be used to disseminate this information.

b. Social Media posts will be made on the Hernando County social media platforms. Flyers will be printed with information regarding volunteers and donations as approved by Hernando County PIO. These flyers will be distributed to hotels, restaurants, or other public places where incoming personnel are likely to visit.

c. ESF 15 should coordinate with the business community through the Chamber of Commerce, Hernando County Economic Development Department, or other avenues to organize the business community's volunteer efforts.

d. ESF 15 will continue to assess needs. Unmet needs with specific request will be received by the PIC through a message log and provided to ESF15 to try and fill the need. ESF 15 may delegate request to supporting agency.

e. ESF 15 will continue to track donated goods and services.

f. ESF 15 may assist in outreach activities.

g. ESF 15 will provide ESF 5 the necessary information needed to coordinate with state officials on volunteer needs and drivers bringing donations. This information includes:

- Type and number of volunteers needed.
- Reception areas for volunteer and donations.
- Points of contact for specific activities.
- Unmet needs.

h. Every attempt will be made to distribute donated items to disaster victims. However, when items become unwanted or not needed, the items will be re-donated to the COAD members to further serve impacted residents. An account of how used will be kept.

5.5.4 Mitigation

ESF 15 will be involved in the development of a community redevelopment plan for the use of volunteers, specifically licensed volunteers, in redevelopment.

EMERGENCY SUPPORT FUNCTION #16
LAW ENFORCEMENT AND SECURITY

PRIMARY AGENCY: **Hernando County Sheriff's Office**

SUPPORT AGENCIES:

Florida Department of Law Enforcement
Florida Highway Patrol

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Emergency Support Function (ESF) is to establish procedures for the command, control, and coordination of law enforcement resources in case of a disaster or situation that would require the activation of all assigned personnel.

1.2 Scope

During an emergency or disaster, the primary goal of ESF 16 is to protect lives and property while maintaining peace and order. The type of law enforcement services ESF 16 may provide shall include, but is not limited to:

- Maintain law and order to include the enforcement of curfew orders; protecting specifically designated facilities, businesses or buildings to prevent looting; suppressing civil disorder; and carrying out other order maintenance functions as deemed necessary.
- Coordinate search and rescue operations for missing persons and downed aircraft.
- Assist in urban search and rescue operations, when requested.
- In coordination with the Florida Highway Patrol and the Sheriff's Offices of surrounding counties, select evacuation routes, establish traffic control points at critical intersections, and provide traffic control during any hurricane evacuation, as well as ensuring the ingress and egress to disaster scenes.
- Execute any evacuation order issued by or through the Board of County Commissioners.
- Control access and monitor reentry into impacted areas and provide security and protection of property in areas evacuated, as requested.

- Provide site security to ensure evidentiary scene protection for a disaster scene.

- Provide security in public shelters, staging areas, and distribution points.

- Provide initial damage assessment reports from disaster scene and submit to the Emergency Operations Center (EOC) during localized disasters.

- Be prepared to assume command and control in any disaster when requested by the appropriate authorities.

- Death investigations resulting from a disaster shall be conducted in cooperation with the Medical Examiner's Office.

- Assume command and control during civil disorders and events involving criminal activities, to include acts of terrorism.

2.0 POLICIES

- The Sheriff of Hernando County shall coordinate law enforcement operations in the event of a disaster, according to the Florida Constitution, Article VII, Section 1(d), and as set forth in Chapter 30, Florida Statutes.

- The Sheriff may request assistance from other law enforcement agencies according to the Florida Sheriff's Statewide Mutual Aid Agreement.

- According to the Florida Comprehensive Emergency Management Plan, the Sheriff may request the assistance of the Florida National Guard and the Florida Department of Law Enforcement.

3.0 SITUATION

3.1 Disaster Conditions

- Whenever a natural or manmade emergency affecting Hernando County reaches proportions not covered by routine measures, prompt law enforcement attention will be required to maintain or reestablish law and order.

- During emergencies the Sheriff's Office must expand their operations to provide the increased protection required by disaster conditions. Numerous federal, state, and county law enforcement agencies are available to support this function in Hernando County.

3.2 Planning Assumptions

- County law enforcement resources will quickly be overwhelmed during a major disaster and will require the support of mutual aid.

- Communications between local, state, and federal law enforcement agencies will

be inadequate.

- Law enforcement must respond to the impact created by evacuation traffic and a displaced population.

- Law enforcement must respond to the significant increase and intensity of the calls for service to ensure the security of life and property.

4.0 CONCEPT OF OPERATIONS

The Sheriff's Office will follow the procedures outlined in the *Unusual Occurrences Policy*.

4.1 General

- Routine law enforcement procedures will be followed where feasible.

- The Hernando County Sheriff's Office (HCSO) shall be the primary agency for ESF 16 and shall coordinate law enforcement and security resources for any disaster or emergency condition, based on prearranged planning with other area law enforcement agencies. (Refer to the Unusual Occurrences Policy, Section X)

- The Sheriff, or his designee, will retain responsibility for planning, organizing and directing all law enforcement activity during an emergency occurring within Hernando County.

- In the event of a major incident within a municipal jurisdiction, the Sheriff or his designee will liaison with the affected law enforcement agency(ies).

- The Florida Department of Law Enforcement will have responsibility for the coordination of dispatch and use of state Law Enforcement and the National Guard resources as described in Part I of Chapter 23, Florida Statutes.

4.2 Organization

ESF 16 is organized in the EOC Incident Management System under the Operations Section. ESF 16 reports directly to the Operations Section Chief.

- The Chief Deputy, and/or selected staff will report to the EOC to coordinate the activities of ESF 16 and provide necessary assistance to other ESFs.

- There will be separate emergency management assignments for each of the following HCSO activities: (refer to Unusual Occurrences Policy, Section II, H.)

    - Policy Group

    - Policy Support Group

    - Operations Group

- Investigations Group
- Services Group

- In addition, the HCSO is listed as a support agency for the following ESFs:
  - ESF 2: Communications: Provides support to the County Information Services Department in the transmission of disaster information and communication.
  - ESF 4: Firefighting: Provides law enforcement support to firefighting efforts, to include the protection of personnel.
  - ESF 5: Planning and Information: Provides information and intelligence relating to the disaster or other emergency.
  - ESF 6: Mass Care: Provides security for all public shelters.
  - ESF 9: Search and Rescue: Provides law enforcement support to search and rescue efforts.
  - ESF 10: Hazardous Materials: Provides traffic and crowd control, evacuation announcements, and law enforcement support at hazardous materials scenes.
  - ESF 14: Public Information: Aids in the dissemination of disaster information to the news media and the public.
  - ESF 17: Animal Response: Provides support in the capture and handling of large animals which are loose and are posing a danger to human life during a disaster or emergency condition.

4.3 Notification

- The Communications Center will notify the Sheriff's command staff and the Emergency Management Director of any emergency or disaster that occurs without warning.
- The Emergency Management Director will notify the Sheriff and Chief Deputy, or a designee, and recommend an appropriate response to the emergency, including the activation of the EOC.
- The Sheriff or his designee will notify Command Staff of the activation of the EOC.
- When applicable, ESF 16 support agencies will be notified to place necessary personnel on alert.

4.4 General Actions

4.4.1 Preparedness

- Prepare and maintain this annex, the Unusual Occurrence Policy and associated standard operating guidelines.
- Develop and coordinate plans for traffic control for regional and county evacuations.
- Participate in training and exercises.
- Maintain a resource inventory of personnel, vehicles, and equipment including their availability for law enforcement services.
- Consider alerting and/or recalling off duty personnel.
- Prepare an emergency work schedule and staffing patterns (e.g., Alpha/Bravo Shifts).
- Assess the necessity of specialized resources and their availability. Forward a resource status report including shortfalls to ESF 5.
- Preposition and stage resources as appropriate.

4.4.2 Response

- During EOC activation, the ESF 16 Coordinator receives periodic briefings from the ESF 5 Coordinator. Law enforcement activities will be made part of the Incident Action Plan. ESFs 16 and 5 will work closely together to ensure disaster related information is shared.
- ESF 16 will conduct an assessment to determine long range measures to take and to appropriately deal with the situation. Duty hours will be adjusted, and relief provided when necessary. Plans for order maintenance, looting prevention and other requisite law enforcement measures will be placed into effect.
- Services available to the EOC Staff:
    - Kitchen Services
    - Laundry Service
    - Housing, Shelters and Showers
    - Location for secure warehousing/delivery/storage of goods

- Medical Staff (approximately 14 nurses)

- In coordination with the Operations Section:
  - Establish a perimeter to isolate impacted areas.
  - Control access to impacted areas, restricting access as appropriate.
  - Provide security for evacuated areas as appropriate.
  - Provide support for filling of sandbags.
  - Provide support for debris removal and clean up.
  - Provide support to the construction of a temporary dispensing site.
  - Provide support at the distribution centers (delivery, load, unload)
  - Provide the use of a refrigerator truck.
- For evacuations:
  - Identify safe evacuation routes.
  - Implement pre-identified traffic control patterns and procedures ensuring they are coordinated with the County Engineer and Public Works.
  - Dispatch units to affected areas to notify residents of the evacuation order.
  - Provide security for public shelters.
- Provide for crowd control at accident sites.
- Provide security for critical and key facilities when required.
- Provide damage reports and disaster intelligence from the field.

4.4.3. Recovery

- Continue to provide security to impacted areas and prevent looting.
- Coordinate casualty and death notifications to family members.
- Phase down law enforcement activities as appropriate.
- Coordinate the demobilization of mutual aid resources.

4.4.4 Mitigation

- Identify mitigation measures to be taken for law enforcement facilities.

- Assist the Emergency Management Director to determine risks and vulnerabilities to previously impacted areas based on field reports.

4.5 Specific Actions

4.5.1 Evacuations

- Dispatch patrol units to critical intersections to control traffic.
- For hurricane evacuations, request support from the Highway Patrol Troop Commander to cover critical intersections on U.S. 19 and at the I-75 and S.R. 50 intersection. Refer to the FDOT Evacuation Route Map.
- Coordinate with the County Engineer to adjust traffic lights.
- Coordinate with Public Works Traffic Division for placement of road signs.
- Set up roadblocks as required to provide an orderly flow of traffic to shelters.
- Coordinate with the fire service to dispatch public address system equipped vehicles to canvass the neighborhoods being evacuated. Place evacuation notices on doors of homes and businesses.
- Report disabled vehicles blocking traffic routes to the Communications Center for dispatch of tow trucks.
- Terminate evacuations upon notification by the EOC before hurricane landfall (gale force winds) and divert traffic to the nearest shelter or protective refuge.

4.5.2 Shelter Security

- Coordinate with the American Red Cross (ESF 6) to determine the number of shelters opened.
- Assign one Sworn Law Enforcement Officer to each shelter per shift.
- Develop a staffing pattern if needed.
- Advise tenants not to bring prohibited items considered weapons into the shelter.
- Assist the shelter management team to develop a parking plan.

4.5.3 Intelligence Gathering

- Field units will report damage or other significant information to the Communications Center. This information may include:
    - Routes blocked by debris, water, etc.
    - Fires burning.
    - Location of persons injured.
    - Location and number of damaged homes and facilities.
    - Water levels and tide information.
    - Location of congregating crowds
    - Locations of possible staging areas, distribution sites, etc.

- The Communications supervisor will forward the information to the ESF 16 desk that will in turn forward to ESF 5 via a message form.
- Patrols may be dispatched to certain areas to ascertain specific information.
- ESF 5 will identify what information will be needed.

4.5.4 Reentry to Impacted Areas

- After a disaster impact, law enforcement officers will secure a perimeter around the area. This perimeter may be expanded or retracted as needed.
- ESF 16 will develop a staffing plan to ensure all check/access points are staffed with a law enforcement officer.
- Law enforcement officers may need to deny all access to an area until damage assessment and search teams have completed their assessments. ESF 16 will ensure all field personnel are updated on progress and vice versa.
- Once re-entry into an area has been authorized, ESF 16 will allocate personnel and resources to control access based on the conditions cited by the Executive Policy Group and EOC Team.
- Additional resources will be requested using the standard resource request procedures.
- Outside law enforcement officers posted at checkpoints will be briefed on the local

access procedures and the types of identification the County will recognize to allow access. ESF 2 will ensure these officers have communication with the 911 Communications Center or to the EOC.

- Coordinate with the Department of Public Works Traffic Division to make and post signs on access routes.

- Coordinate with ESF 14 to inform the public on re-entry procedures.

- Develop a system and procedures for residents inside the impacted area to alert law enforcement officers of suspicious activities. This primarily applies to those areas where telephone service is interrupted.

4.5.5 Site Security

- Coordinate with the Operations Section ESFs to determine the types and number of sites that they will establish.

- Assign a sworn law enforcement officer to each site per shift. Develop a staffing pattern if needed.

- The law enforcement officer will coordinate with the site/facility manager to develop specific security procedures based on the type of operation. These procedures should be documented, and a copy maintained by the ESF 16 desk.

4.6 Resource Coordination

- All requests for law enforcement resources will follow the standard resource request procedures listed in the ESF 7 Annex. ESF 16 will submit requests to the Operations Chief, who will forward it to ESF 7.

- The Operations Section as a unit may coordinate initial response activities internally with those participating ESFs.

- HCSO is a signatory to the Florida Sheriff's Association Mutual Aid Agreement. The State EOC through the Florida Department of Law Enforcement (FDLE) coordinates mutual aid assignments. FDLE and the Sheriff may coordinate resource employment directly if the situation warrants.

- When multiple law enforcement agencies are supporting County law enforcement activities, each agency will assign liaisons to coordinate with the EOC or Sheriff, as appropriate. The liaisons may be incorporated into the liaison group of the EOC Team, or the Incident Commander may establish a Unified Command structure.

- Security activities that do not require a certified law enforcement officer may be assigned to the owner/using activity, supplemented by the Florida National Guard,

or contracted for professional services.

5.0 RESPONSIBILITY

5.1 Lead Agency

The Sheriff is ultimately responsible for this ESF and for coordination of all emergency management activities involving Sheriff's Office personnel.

- Acts as the primary agency for coordination of law enforcement services.
- Aids municipalities as required.
- Executes evacuation orders when issued by the Board of County Commissioners.
- Enforces the provisions of any emergency orders, resolutions, or ordinances enacted.
- Provides for security of evacuated areas, incident facilities, and disaster personnel.
- Acts as the coordinating agency to other federal, state, and local law enforcement agencies.

5.2 Support Agencies

- Participate in planning and coordination procedures.
- Provide manpower and resources as required to support disaster operations.
- Inform the Sheriff on changes to resource status, operations, and personnel.
- Provide law enforcement services as required.

6.0 DIRECTION AND CONTROL

- HCSO is responsible for coordinating law enforcement activities within the County.
- The Chief Deputy, or his/her designee, is the Sheriff's Emergency Management Coordinator and the representative in the EOC at the ESF 16 desk.
- Outside law enforcement agencies, including the National Guard, supporting emergency law enforcement activities in the County will be included in the EOC Team, as appropriate.

7.0 REFERENCES AND AUTHORITIES

References

- Unusual Occurrence Policy
- Florida Sheriff's Association Mutual Aid Agreement
- Florida Constitution, Article VII, Section 1(d)
- Chapter 30, Florida Statutes
- Chapter 23, Florida Statutes
- Chapter 252, Florida Statutes
- Chapter 870, Florida Statutes
- BOCC Ordinance 97-07

Authorities

- President's Executive Order
- Governor's Executive Order
- BOCC Emergency Resolution

EMERGENCY SUPPORT FUNCTION #17
ANIMAL ISSUES

PRIMARY AGENCY: **Hernando County Sheriff's Office**

SUPPORT AGENCIES: **Hernando County Veterinarians**

Animal issues are generally overlooked in the planning for disasters because of the mistaken belief that animals can fend for themselves. Developing operational animal-care procedures prior to a disaster will reduce inherent public health and safety risks and lessen a significant resource drain on other County Emergency Support Functions (ESFs).

1. INTRODUCTION

1.1 PURPOSE

Provide for the care of domestic, agricultural and exotic animals before and after a significant natural or man-made disaster.

1.2 SCOPE

Provide overall management, coordination and prioritization of Animal Services and assets and coordinate local resources in response to animal care needs.

- Hernando County Sheriff's Office (HCSO) will address animal care and problems caused by wild animal displacement.

- Animal-related services are categorized in the following pre- and post-disaster functions:

  - Procure appropriate equipment and resources.
  - Provide immediate and long-term humane care and handling of injured and displaced animals.
  - Assist emergency response personnel with animal-related problems.
  - Assist in capturing animals.
  - Investigate animal bites and provide rabies control.
  - Remove and properly dispose of carcasses.
  - Release information to the public.
  - Reunite animals with their verified owners.

2. POLICIES

- Animal assistance will be provided through primary and support agencies and coordination with other ESFs.

- Resource allocation priorities will be based upon a pre-disaster estimate of:
  - The sizes and locations of the county's large and small animal populations.
  - The location of the county's animal-related facilities, suppliers, and services.
  - The sizes and locations of the county's vulnerable animal residential concentrations.
- Primary and support agencies must plan to be self-sufficient during the first 72 hours following a disaster.
- Due to the expected complexity of injured, dead and nuisance animal problems, special expert advisory groups will review health, medical, sustenance and safety information and advise specific responses to each situation. (Detailed in standard operating procedures.)
- Resources unavailable locally will be requested from the State Emergency Operations Center (EOC) through the County EOC.

3. SITUATION

3.1 DISASTER

- Significant animal-related public health and safety threats will severely tax response capabilities and resources.
- Potential animal-related threats are injured, displaced and dead animals; rabies and other animal-related diseases; animal care and sheltering.
- Pre-Impact Planning Phase
  - Determine types and locations of animal concentrations for post-disaster search and rescue operations.
  - Determine the types and locations of animal related facilities, suppliers and services.
  - Conduct public education for animal owners.
  - Assist animal owners in finding a sheltering location for their animals.
  - Inform large animal owners of the dangers of flying debris and building collapse and of the safest means to protect their animals.
  - Inform owners of the necessity of proper identification for their animals.
  - Inform owners on the absolute necessity for proof of ownership to reclaim an animal from ESF 17 care.
- Post-Impact Response Phase

- Animal-related services will become more generalized.
- Assessment/rescue teams will be dispersed to pre-assigned areas of known animal concentrations.

- Recovery Phase

  - Return of animals to verified owners or the environment.
  - Care for injured animals.
  - Adoption or relocation of unclaimed animals.
  - Proper disposal of carcasses.

3.2 PLANNING ASSUMPTIONS

- Human lives may be lost due to the refusal of owners to evacuate without their pets or large animals.

- The public health and safety threat created by large number of homeless/injured pets, large animals and exotic animals requires the immediate capture and caging of these animals.

- Triage and treatment of sick and injured animals will be provided by veterinarians and qualified volunteer assistants.

- The veterinarian will provide written guidelines for search and rescue personnel on large-animal euthanasia in situations where a licensed veterinarian cannot get to the scene or cannot be reached by available communication systems.

- Small animals will be handled by a licensed veterinarian or HCSO personnel certified in small-animal euthanasia.

- Commercial medical and animal-care supplies will be pre-positioned in the County by prior arrangement with vendors.

- Food drops for wild animals will be organized by county and state agencies.

- Sheltered animal waste and carcasses will be removed daily to approved solid waste dumping sites.

- The accumulation of animal carcasses throughout the County will be removed to an approved solid waste dumping site and/or burned on site.

- Sheltered animals will be reunited with their owners as soon as possible after the disaster. Owners must be educated before any disaster that no animals will be released without absolute proof of ownership.

4. CONCEPT OF OPERATIONS

4.1 ORGANIZATION

- HCSO supervisor, or designee, at the EOC is responsible for all activity of ESF 17.
- All requests for Animal Services assistance will be channeled through the representative in the EOC.
- ESF 17 in the EOC will be staffed on a 24-hour schedule as needed by animal-knowledgeable individuals capable of prioritizing assistance requests and of communicating with support agencies.
- Initial activation notification will be from the EOC to HCSO.
- HCSO will notify volunteer support services to initiate their response actions.

4.2 PRE-PLANNING AND PUBLIC EDUCATION

- The main priorities are public education, volunteer recruitment and training.
- Animal problems compounded the human disaster after Hurricane Andrew.
  - Residents died after refusing to evacuate without their pets.
  - Injured, dying and stray animals were a significant public health and safety threat.
  - Significant number of resources were diverted from other operations to meet animal needs and problems.
  - The same problems occurred on a localized scale during the March Storm of 1993 in Hernando County.
- Attempt to determine types and locations of animal concentrations for post-disaster search and rescue planning.
- Attempt to determine the types and locations of animal-related facilities, suppliers, and services.
- Because of limited personnel and resources, HCSO may form a volunteer animal protection planning group including:

- Hernando County Emergency Management
- Hernando County Sheriff's Office
- Florida Highway Patrol
- UF/IFAS Extension Hernando County
- Hernando County Health Department
- Hernando County Humane Society
- Local veterinarians, kennel operators, and stable operators.
- Local large animal breeders and ranchers.
- Wildlife rescue and rehabilitation groups.
- Concerned volunteer residents.

o Areas of concern:
- Public education of owners.
- Available sheltering options.
- Post-impact medical services.

o Volunteers will be divided into specific animal-support groups:
- Companion animals
- Agricultural animals
- Exotic animals
- Wildlife

4.3 PRE-IMPACT PLANNING PHASE

o Owners' responsibilities:
- Provide safe shelter for their animals.
- Encourage those who must evacuate to make prior arrangements for their animals.

o HCSO must make provisions for animals brought to public shelters by their owners.

o People needing assistance to evacuate their animals must register with Animal Services prior to any disaster.

o Establish a list of people willing to shelter animals for people needing assistance during evacuations. These volunteers will receive annual orientations and will be matched with animals of pre-registered evacuees.

- Coordinate with ESF 1 (Transportation) and ESF 6 (Mass Care) for support in transporting and sheltering animals of owners who have not made prior arrangements.

    - Companion animals will be sheltered at the County facility and other kennels as space permits.
    - Agricultural animals will be transported to veterinary holding areas.
    - Exotic animals will be placed with volunteers experienced in their care.

4.4 POST-IMPACT RESPONSE PHASE

- General animal assessment/rescue teams will mobilize and deploy to the disaster area to identify and prioritize animal-related health and safety needs.
- Agricultural animal assessment/rescue teams will deploy to pre-determined agricultural animal concentrations to identify and prioritize large animal needs.
- Exotic animal assessment/rescue teams will deploy to pre-determined exotic animal concentrations to identify and prioritize exotic animal needs.
- Coordinate with other ESFs in the EOC to support the relief of animal-related health, safety, nuisance problems and their impact on human relief efforts.

4.5 RECOVERY PHASE

- Make every effort to return animals to their verified owners.
- Continue care of sheltered animals and provide an extended network for the adoption of unclaimed animals.
- Relocate unclaimed sick and injured animals to long-term care facilities.
- Return to normal operations.

5. RESPONSIBILITIES

5.1 PRIMARY AGENCY

- HCSO is designated the lead agency for ESF 17.
- Volunteers may provide administrative and operational support as needed.

5.2 SUPPORT AGENCIES

- All support agencies are responsible for ensuring their readiness to support the primary agency upon notification of activation of ESF 17.

EMERGENCY SUPPORT FUNCTION #18
BUSINESS AND INDUSTRY

PRIMARY AGENCY: **Hernando County Economic Development**

SUPPORT AGENCIES: **Hernando County Tourism**
Hernando County Business Advisory Committee

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Emergency Support Function (ESF) is a unified, orderly effort directed to speed business/economic recovery, provide a flow of accurate and timely information, link the business community and emergency management officials, and assist in damage assessments.

1.2 Scope

ESF 18 provides management, coordination, and resource linkages between support agencies, businesses, and emergency management officials for the purposes of providing business continuity and recovery assistance in the event of a disaster.

ESF 18 will serve as the direct communication link with the Emergency Operations Center (EOC) in times of crisis to allow businesses to keep apprised of crisis information and expected government actions that affect business operations and to gather business damage assessment information.

2.0 SITUATION

2.1 Planning Assumptions

- Many businesses are not adequately insured and a significant natural or manmade catastrophic event will result in the loss of numerous businesses. Approximately 25 percent of small businesses that close because of a disaster do not reopen after a major disaster.

- There will be an urgent need by small businesses for 'gap' or 'bridge' financing to assist in assessment, clean-out, and rebuilding of damaged property, and means to preserve their employee base. (Gap/bridge financing refers to gap presented between the occurrence of the event and the anticipated funding from insurance, FEMA, Small Business Administration or other resources).

- For those able to rebuild and reopen, the second most urgent need is cash flow

to cover rent/mortgage, payroll, inventory and other medium-term expenses.

- Workforce housing may be critical to business recovery depending on the extent of damages to housing and availability of transportation.

- In the long term, equity and other long-term financing is critical as businesses adapt to a new environment, sometimes changing their business models. Entrepreneurship should also be supported during this phase as community needs and opportunities evolve.

- Lack of communication, utilities, transportation, and access to a workforce will have a significant impact on those businesses that have escaped physical damage but are unable to operate at capacity.

- It is important that the business and industrial community reestablish normalcy as soon as possible in order to deliver goods and services to the population, return the workforce to gainful employment and maintain revenue stream.

- There will be an overwhelming response, both locally and from locations outside Hernando County from well-intentioned businesses and individuals and those who are trying to profit from the disaster.

- It may be necessary to activate a Business Assistance Center that provides a waiting area, conference room and private counseling offices, telephone/fax/internet services, where county, state and federal response staff will provide services to the business community countywide.

- Enterprise Florida, the State economic development organization, will serve as a liaison for federal or state agencies in the Business Assistance Center.

- Damage assessments need be completed as soon as possible to ascertain the extent of need, provide realistic expectations of limited amount of recovery resources available, and to effectively leverage the limited amount of recovery resources.

- Some businesses may sustain substantial damage or destruction, while others may sustain minimal or no destruction.

- Business and industry owners or representatives will want to assess the damage to their businesses as soon as feasible.

- Those businesses with critical services (banks, food stores, building materials, etc.) will have (or need to have) continuity plans in place and be prepared to move in with supplies for their operations.

- Business / industry owners / representatives / work force will not be allowed to enter an area where public safety officials have determined there is an immediate life-threatening problem.

- Advance knowledge on the arrival or amount of business resources will not always be possible due to problems with communications systems and individuals arriving without prior coordination.

3.0 POLICIES

3.1 Priorities

- To be determined.

3.2 Assignment of Responsibilities

Primary Agency:

- Acts as the ESF 18 representative in the EOC.
- Notify ESF 18 support agencies of an actual or potential activation of this ESF.
- Coordinate ESF 18 activities with the EOC staff.

4.0 CONCEPT OF OPERATIONS

4.1 General

The primary function of ESF 18 is to restore and maintain economic stability after an emergency or disaster by coordinating the local, state, federal, and private organizations/agencies directed at economic recovery.

4.2 Notification

Hernando County Emergency Management (HCEM) will notify Hernando County Economic Development through established notification procedures. They will in turn notify supporting agencies to this ESF.

4.3 Preparedness and Mitigation Phases

Primary Agency:

- Orient/train representatives of support agencies as to ESF 18 activities, roles, and resources.
- Prior to hurricane season, coordinate with the Florida Office of Tourism, Trade and Economic Development to conduct Bridge Loan training with area banks.
- Participate in appropriate emergency management exercises.

- Identify businesses that might be severely compromised or might pose a contamination or other threat if operations are shut down, due to physical damage or loss of power for a sustained period of time. (See HAZMAT 302 Sites Map within the Hernando County Local Mitigation Strategy (LMS).

- Coordinate efforts with support agencies to identify companies that supply food and water, lodging, debris removal equipment, logistics or transportation support, vacant building or land sites that could be used for staging areas, disaster recovery centers, etc., and update annually.

- Identify potential location(s) appropriate to function as Business Assistance Center(s). The sites should have some or all of the following amenities: reception, waiting area, conference room; private counseling offices if possible; telephone/fax/internet services; and update annually.

4.4 Response Actions

Primary Agency:

- Act as the primary point of contact for business and supporting agencies during and after the event.

- Notify all support agencies of full ESF 18 activation.

- Establish a Business Assistance Center, and work with Enterprise Florida, Workforce Florida, Small Business Administration and others to staff the center.

- Assist with Damage Assessment of individual businesses, and encourage reporting of damages to the EOC.

- Identify businesses that might be severely compromised or might pose a contamination or other threat if operations are shut down, due to physical damage or loss of power for a sustained period of time.

- With the assistance of supporting organizations, identify businesses that might be prepared to resume operations and employment quickly with a minimal amount of debris removal, damage repair, or a temporary "emergency" waiver of some permitting or other County regulation.

- Assist EOC personnel with assessing available business resources as needed.

- Assist in coordination of business and industry response, recovery and restoration efforts.

- Work with supporting agencies to locate available hotel rooms, condominiums or other properties to house temporary emergency workers who relocate to the area.

4.5 Recovery Actions

Primary Agency:

- Assist area businesses with coordination through required governmental approvals to hasten their ability to re-open and start providing jobs again.

- Identify and communicate business and industry resources available for community wide relief/recovery efforts.

- If warranted, contact local legislators to request their assistance in petitioning the Governor, Speaker of the House and President of the Senate to activate the Florida Small Business Emergency Bridge Loan Program.

- If funds are made available, activate and coordinate the Bridge Loan Committee and program.

- Publicize resources available to businesses that need assistance through the County website, links from supporting agency websites, and the media.

Support Agencies:

- Supporting agencies will perform specific functions in line with their agency's mission and coordinate their resources with the ESF 18 primary agency to execute a unified, orderly effort directed at maintaining economic stability and expediting the business recovery efforts following a major disaster.

EMERGENCY SUPPORT FUNCTION #19
Fuels

PRIMARY AGENCY: **Hernando County Fleet**

SUPPORT AGENCIES: **Hernando County Procurement**
Hernando County Emergency Management

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Emergency Support Function (ESF) is to coordinate the county responses with transportation fuel. Fleet with have the primary responsibility to monitor and communicate with Hernando County Emergency Management (HCEM), supplies, and distributors of fuel and ensure an adequate amount of fuel is delivered to support an emergency response.

1.2 Scope

ESF 19 provides management, coordination, and resource linkages between support agencies for the purposes of providing fuel in the event of a disaster.

ESF 19 will serve as the direct communication link with the Emergency Operations Center (EOC) in times of crisis to allow emergency operations to continue during an incident.

2.0 SITUATION

2.1 Planning Assumptions

- Large portions of the transportation infrastructure are likely to be damaged or destroyed, leaving only the fuel available in storage and vehicles.
- Surface transportation damages across Hernando County may isolate some portions of the county from supporting response.
- Electrical power and related communication outages will limit the ability to pump fuel from underground tanks and impede ordering fuel to the county.
- Due to widespread power outages, the use of emergency generators, which require fuel to operate, will place further demands on fuel supply.
- It will take weeks for the state or FEMA to arrange for and initially deliver limited quantities of fuel to the county.

3.0 POLICIES

3.1 Priorities

- To be determined.

3.2 Assignment of Responsibilities

Primary Agency:

- Acts as the ESF 19 representative in the EOC.
- Notify ESF 19 support agencies of an actual or potential activation of this ESF.
- Coordinate ESF 19 activities with the EOC staff.

4.0 CONCEPT OF OPERATIONS

4.1 General

The primary function of ESF 19 is to monitor and communicate fuel levels and capacities across Hernando County to ensure an efficient and effective continuous response.

4.2 Notification

Hernando County Emergency Management (HCEM) will notify Hernando County Fleet through established notification procedures. They will in turn notify supporting agencies to this ESF.

4.3 Preparedness and Mitigation Phases

Primary Agency:

- Reviewing past events and AAR's to reduce the response time and felt effects of a no-notice event.
- Facilitating County personnel being trained and familiar with current industry regulations and laws.

4.4 Response Actions

Primary Agency:

- Provide sufficient fuel supplies to county agencies.
- Bridge communication between government and major fuel providers to

enhance overall situational awareness.

- Provide accurate and current fuel shortages and supply information to EOC.
- Assist the county with identifying fuel providers.
- Forecast impact on Essential Services if the fuel shortage situation worsens.
- Inform the public of the fuel situation.
- Establish fuel points of distribution across the county where emergency fuel supplies will be delivered.
- Establish fuel allocation priorities.

4.5 Recovery Actions

Primary Agency:

- Continue to keep accurate logs and other records of emergency response activities and their costs.

Support Agencies:

- Supporting agencies will perform specific functions in line with their agency's mission and coordinate their resources with the ESF 19 primary agency.

EMERGENCY SUPPORT FUNCTION #20
Cybersecurity

PRIMARY AGENCY: **Hernando County Information and Technology Department**

SUPPORT AGENCIES: **Hernando County Emergency Management**
Florida National Guard
Hernando County 911 Communication Division
Hernando County Sheriff's Office- Information and Technology
Hernando County Emergency Communications Services

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Emergency Support Function (ESF) is to identify the countywide capability to respond effectively during an imminent or actual emergency, such as a cyber security event that necessitates the expanded coordination of services. During such an event, the Cybersecurity ESF will provide guidance on management, oversight, and coordination of communications.

1.2 Scope

ESF 20 provides a centralized entity for responding to cyber incidents affecting Hernando County. It defines, specifies, and maintains the functions and resources required to ensure timely and consistent actions, communications, and response efforts. Additionally, it provides appropriate coordination and inclusion of necessary state, federal, and local agencies to minimize the impact of a cybersecurity incident. Significant cybersecurity incidents may occur independently or in conjunction with disaster emergency response operations, potentially impacting public health, safety, or critical infrastructure security.

ESF 20 stakeholders coordinate in accordance with relevant statutory and regulatory authorities during all phases of emergency management. ESF 20 stakeholders coordinate with applicable local, state, and federal entities during the response.

2.0 SITUATION

2.1 Planning Assumptions

- Management of multiple cyber incidents.
- Availability and security of communications
- Availability of expertise and surge capacity

- Coordination with the public sector.
- The need to provide critical information and updates to the public is vital and requires a coordinated and consistent message.
- Catastrophic incidents could impede on communications for response and recovery.

3.0 POLICIES

3.1 Priorities

- Collaborate with the affected departments or organizations on cybersecurity activities.

3.2 Assignment of Responsibilities

Primary Agency:

- Acts as the ESF 20 representative in the EOC.
- Notify ESF 20 support agencies of an actual or potential activation of this ESF.
- Coordinate ESF 20 activities with the EOC staff.

4.0 CONCEPT OF OPERATIONS

4.1 General

The primary function of ESF 20 is to activate the Cybersecurity ESF during an impending or actual emergency that threatens the integrity of the Hernando County information system.

4.2 Notification

Hernando County Emergency Management (HCEM) will notify the Information Technology Department through established notification procedures. They will in turn notify supporting agencies to this ESF.

4.3 Preparedness and Mitigation Phases

Primary Agency:

- Ensure there is coordination for cybersecurity
- Serve as ESF 20 lead
- Provide stand by contractor support

- Coordinate and assess vulnerability of computer networks, telecommunication systems, radio, and internet services.

- Annually assess current capabilities of the ESF as it relates to emergency management.

4.4 Response Actions

Primary Agency:

- Act as the primary point of contact for cybersecurity and supporting agencies during and after the event.

- Provide at least one liaison to staff ESF 20.

- Managing resources required to address impacts of a cyber security incident

- Ensure situational awareness for EOC

- Coordinate and prepare information for dissemination to government and critical infrastructure partners.

- Collect and analyze information

- Integrate ESF 20 information sharing structure

- Provide subject matter expertise on county systems

4.5 Recovery Actions

Primary Agency:

- Continue to provide subject matter expertise.

- Coordinate entities on reimbursement for operational expenses

- Coordinate staffing for recovery operations

Support Agencies:

- Supporting agencies will perform specific functions in line with their agency's mission and coordinate their resources with the ESF 20 primary agency to execute a unified, orderly effort directed at maintaining economic stability and expediting the business recovery efforts following a major disaster.

RESOLUTION NO. 2026 – _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HERNANDO COUNTY, FLORIDA, SUPPORTING AND ADOPTING THE HERNANDO COUNTY 2025 5-YEAR UPDATE OF THE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN.

WHEREAS, Chapter 252, Florida Statutes, assigns to the Board of County Commissioners responsibility for disaster preparedness, response, recovery and mitigation; and

WHEREAS, being prepared for disasters means being ready to respond promptly as danger threatens, to preserve life and protect property and to provide relief from suffering and privation; and

WHEREAS, local services may be overburdened or inadequate, and local government will have to operate effectively in different ways than in normal times to provide timely relief and minimize hardships in the event of natural and technological disasters in Hernando County; and

WHEREAS, many populated areas and parts of communities may require evacuation, shelter and food until the disaster ends, services are restored and needed supplies and materials are available; and

WHEREAS, this plan is intended to provide the framework for the development of detailed operating procedures for all County forces charged with the responsibility of protecting the public's health and safety from natural and technological disasters; and

WHEREAS, Chapter 9G-6, Florida Administrative Code, requires each County to develop a Comprehensive Emergency Management Plan; and

WHEREAS, Chapter 9G-6, Florida Administrative Code, furthermore requires the governing body of Hernando County to adopt by resolution the Hernando County Comprehensive Emergency Management Plan.

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

1. The Hernando County Comprehensive Emergency Management Plan is hereby adopted.

ADOPTED in Regular Session this _____day of_____2026.

BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY, FLORIDA

ATTEST:

_____
DOUGLAS A. CHORVAT, JR.
CLERK OF CIRCUIT COURT

_____
JERRY CAMPBELL
CHAIRMAN

Approved as to Form and Legal Sufficiency:

By: Michael Cowan
County Attorney's Office

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Department of Public Works
Prepared By: Lonora Smith
Initiator: Scott Herring
DOC ID: 16667
Legal Request Number: 2025-564-4
Bid/Contract Number:

TITLE

Acceptance of Warranty Deed From NNN Reit, LP, for Newly Constructed Frontage Road Right-of-Way Located on Commercial Way

BRIEF OVERVIEW

Pursuant to Section 24-2, Hernando County Code of Ordinances, Frontage Roads, properties located along certain roadways in the County are required to construct a frontage road, at no cost to the County upon demonstration of need and demand by the County. The frontage road must be designed to meet County specifications.

A recently developed Tidal Wave Auto Spa located at 3616 Commercial Way (US Hwy 19) was required to construct a frontage road as part of the development of the site. The ordinance allows a property owner to dedicate the roadway and right-of-way to the County for inclusion into our roadway maintenance system. The roadway has been inspected and determined consistent with our specifications. It is appropriate for the Board to accept the roadway and right-of-way into the County's roadway maintenance system.

The roadway maintenance will become the responsibility of Hernando County upon acceptance by the Board.

The legal description for this frontage road is as follows:

> Commence at the Southeast corner of the Northeast 1/4 of Section 16, Township 23 South, Range 17 East, Hernando County, Florida; thence South 89° 55' 42" West, along the South line of the said Northeast 1/4 of Section 16, Township 23 South, Range 17 East, a distance of 68.00 feet to a point on the Westerly right-of-way of Arrowhead Avenue; thence run North 38° 49' 05" East along said Westerly right-of-way line of Arrowhead Avenue, a distance of 60.07 feet to the Point of Beginning; thence North 45° 06' 02" West, 150.00 feet; thence North 51° 11' 55" East 30.00 feet; thence South45° 06' 02" East 150.00 feet to a point on the Westerly right of way line of Arrowhead Avenue; thence South 38° 49' 05" West along said Westerly right-of-way line 30.00 feet to Point of Beginning.
>
> Portion of Parcel ID No.: R16 423 17 0000 0020 0020
> Portion of Key No.: 1007617

FINANCIAL IMPACT

Funding for filing fees in the amount of $35.50 is available in:

Expense:
Fund: **1011** - Transportation Trust, **Department: 03051** - Road Maintenance Division,

Account: **5304923** - Fees/Costs-Filing Fees

LEGAL NOTE
The Board is authorized to act upon this matter pursuant to Section 125.01, Florida Statutes.

RECOMMENDATION
It is recommended that the Board accept the Warranty Deed from NNN Reit, LLC for the frontage road along property on US Hwy 19 associated with Tidal Wave Auto Spa and direct staff to record the Warranty Deed in the Public Records of Hernando County, Florida.

REVIEW PROCESS

Kelly Soreng	Approved	01/12/2026 4:27 PM
Lillian Hoyt	Approved	01/13/2026 10:26 AM
Scott Herring	Approved	01/13/2026 10:37 AM
Erin Dohren	Approved	01/15/2026 9:46 AM
Pamela Hare	Approved	01/15/2026 1:15 PM
Jon Jouben	Approved	01/16/2026 10:40 AM
Heidi Prouse	Approved	01/20/2026 11:36 AM
Toni Brady	Approved	01/21/2026 7:39 PM
Jeffrey Rogers	Approved	01/22/2026 7:24 AM
Colleen Conko	Approved	01/22/2026 8:43 AM

Instr #2023079591 BK: 4375 PG: 153, Filed & Recorded: 12/18/2023 4:00 PM MR Deputy Clk, #Pgs:6
Doug Chorvat, Jr.,Clerk of the Circuit Court Hernando CO FL Rec Fees: $52.50 Deed Doc Stamp: $12,600.00

This instrument prepared by and
after recording return to:

Frost Brown Todd LLP
Attn: Timothy Wieher
10 West Broad Street, Suite 2300
Columbus, Ohio 43215

Tax Parcel ID Number: R16-423-17-0000-0020-0020

SPECIAL WARRANTY DEED

FOR AND IN CONSIDERATION OF THE SUM OF TEN AND 00/100 DOLLARS ($10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **GJASN VENTURES, LLLP,** a Florida limited liability limited partnership, as successor by merger to Sidhom Family Limited Partnership, a Nevada limited partnership, whose mailing address is PO Box 1427, Brandon, FL 33509-1427 ("Grantor"), has this day bargained and sold, and by these presents does transfer and convey unto **NNN REIT, LP**, a Delaware limited partnership whose mailing address is 450 South Orange Avenue, Suite 900, Orlando, FL 32801 ("Grantee"), its successors and assigns, certain real estate situated in Hernando County, Florida and more particularly described on **Exhibit A** to this Special Warranty Deed, which is appended hereto and incorporated herein by reference (the "Property").

The Property is improved property located at 3616 Commercial Way, Spring Hill, FL 34606.

TO HAVE AND TO HOLD the Property, together with all appurtenances, estate, title, and interest thereto belonging to Grantee, its successors and assigns, forever.

GRANTOR covenants with Grantee that Grantor is lawfully seized and possessed of the Property in fee simple, that Grantor has a good and lawful right to convey the Property and that the Property is unencumbered except as herein set forth to the contrary. Grantor further covenants and binds itself, its successors and assigns, to warrant and forever defend the title to the Property to Grantee, its successors and assigns, against the lawful claims of all persons claiming by, through or under Grantor, but not otherwise; provided, however, that this conveyance and all covenants and warranties contained herein are subject to (i) any tenant's leasehold interest in the Property and (ii) all matters described on Exhibit B to this Special Warranty Deed (such matters, collectively, the "**Permitted Exceptions**").

[Signature Page Follows]

The undersigned persons executing this deed on behalf of Grantor represent and certify that such persons is duly authorized to execute and deliver this deed on behalf of Grantor.

IN WITNESS WHEREOF, Grantor has executed this Special Warranty Deed as of December 13th, 2023.

Signed, sealed and delivered
in the presence of:

Name: Charice Dalton
Print Name: Charice Dalton

Name:
Print Name: Kimberly A. Rye

GRANTOR:

GJASN VENTURES, LLLP,
a Florida limited liability limited partnership

By: GP
Name: George Sidhom
Title: General Partner

STATE OF Florida)
) **SS**
COUNTY OF Hernando)

PERSONALLY APPEARED BEFORE ME, Charice Dalton, a Notary Public with authority to act in the State and County aforesaid, George Sidhom, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the within instrument for the purposes therein contained, and who further acknowledged that such person is the General Partner of the maker or a constituent of the maker and is authorized by the maker or by its constituent, the constituent being authorized by the maker, to execute this instrument on behalf of the maker.

WITNESS MY HAND, at office, this 13th day of December, 2023.

Notary Public

Print Name: Charice Dalton

My Commission Expires: 9/30/24

[SEAL]

Notary Public State of Florida
Charice Kay Dalton
My Commission HH 048883
Expires 09/30/2024

Signed, sealed and delivered
in the presence of:

Name: _____
Print Name: Kimberly A. Pye

Name: _____
Print Name: Charice Dalton

GRANTOR:

GJASN VENTURES, LLLP,
a Florida limited liability limited partnership

By: _____ GP
Name: Jeanmary Sidhom
Title: General Partner

STATE OF Florida)
) **SS**
COUNTY OF Hernando)

PERSONALLY APPEARED BEFORE ME, Charice Dalton a Notary Public with authority to act in the State and County aforesaid, Jeanmary Sidhom, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the within instrument for the purposes therein contained, and who further acknowledged that such person is the General Partner of the maker or a constituent of the maker and is authorized by the maker or by its constituent, the constituent being authorized by the maker, to execute this instrument on behalf of the maker.

WITNESS MY HAND, at office, this 13th day of December, 2023.

_____
Notary Public

Print Name: Charice Dalton

My Commission Expires: 9/30/23

_____
[SEAL]

Notary Public State of Florida
Charice Kay Dalton
My Commission HH 048883
Expires 09/30/2024

EXHIBIT A

Legal Description

A portion of the Northeast 1/4 of Section 16, Township 23 South, Range 17 East, Hernando County, Florida, being further described as follows: Commence at the Southeast corner of the Northeast 1/4 of Section 16, Township 23 South, Range 17 East, Hernando County, Florida; thence run South 89° 55' 42" West, along the South line of the said Northeast 1/4 of Section 16, Township 23 South, Range 17 East, a distance of 618.00 feet to a point on the Westerly right-of-way of Arrowhead Avenue; thence North 38° 49' 05" East along said Westerly right-of-way line of Arrowhead Avenue, a distance of 60.07 feet; thence North 45° 06' 02" West, a distance of 150.00 feet to point of beginning; thence North 45° 06' 02" West, 30.0 feet; thence North 38° 49' 05" East 10.00 feet; thence North 45° 06' 02" West 389.90 feet to a point on the Easterly right-of-way line of U.S. Hwy. 19; thence North 38° 47' 05" East along said Easterly right-of-way line, 150.00 feet; thence South 45° 06' 02" East 419.99 feet; thence South 38° 49' 05" West 160.00 feet to Point of Beginning.

TOGETHER WITH a non-exclusive easement for ingress and egress described as follows:

Commence at the Southeast corner of the Northeast 1/4 of Section 16, Township 23 South, Range 17 East, Hernando County, Florida; thence South 89° 55' 42" West, along the South line of the said Northeast 1/4 of Section 16, Township 23 South, Range 17 East, a distance of 68.00 feet to a point on the Westerly right-of-way of Arrowhead Avenue; thence run North 38° 49' 05" East along said Westerly right-of-way line of Arrowhead Avenue, a distance of 60.07 feet to the Point of Beginning; thence North 45° 06' 02" West, 150.00 feet; thence North 51° 11' 55" East 30.00 feet; thence South 45° 06' 02" East 150.00 feet to a point on the Westerly right of way line of Arrowhead Avenue; thence South 38° 49' 05" West along said Westerly right-of-way line 30.00 feet to Point of Beginning.

EXHIBIT B

Permitted Exceptions

1. Real property taxes and assessments for the year 2023 and subsequent years, which are not yet due and payable.

2. Oil, gas and mineral Reservations set forth in that certain Deed recorded in Deed Book 103, page 461. As to said reservations, the right of entry has been released pursuant to Florida Statue 270.11

WARRANTY DEED

THIS INDENTURE made this 16th day of December, 2025, between, **NNN REIT, LP**, a Delaware limited partnership, whose mailing address is 450 South Orange Avenue, Suite 900, Orlando, Florida 32801, hereinafter called the Grantor, and **HERNANDO COUNTY**, a political subdivision of the State of Florida, whose address is 15470 Flight Path Drive, Brooksville, Florida 34604, hereinafter called Grantee.

WITNESSETH that Grantor, for and in consideration of the sum of Ten Dollars and No Cents ($10.00), receipt of which is hereby acknowledged, does hereby give, grant, dedicate, and convey to the Grantee, its successors and assigns forever, the following described land, situated in Hernando County, Florida, to wit:

SEE EXHIBIT "A" ATTACHED HERETO AND INCORPORATED HEREIN

A Portion of Parcel ID No.: R16 423 17 0000 0020 0020 Key No.: 1007617

TO HAVE AND HOLD the same unto the Grantee, its successors and assigns forever, in fee simple, including therein the right to construct, maintain, and operate, either above or below the surface of the ground, water, sewer, and drainage lines and other public utilities.

THE GRANTOR hereby covenants with said Grantee, that the Grantor is lawfully seized of said land in fee simple; that the Grantor has good right and lawful authority to sell and convey said land, and hereby warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever, and that said land is free of all encumbrances, except taxes accruing subsequent, and matters shown of record as shown on Exhibit B.

IN WITNESS WHEREOF, the said Grantor has hereunto set hand and seal the day and year first above written.

NNN REIT, LP,
a Delaware limited partnership
(Grantor)

By: _____
NNN GP Corp., a Delaware Corporation
as general partner

Name: Jonathan A. Adamo

Title: Executive Vice President

Witness: _____
Print name: Rosa Dupuis
Address: 450 S. Orange Ave. #900
Orlando, FL 32801

Witness: _____
Print name: Kimberly A. Fooks
Address: 450 S. Orange Ave. #900
Orlando, FL 32801

STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization, this 16th day of December, 2025, by Jonathan A. Adamo as Executive Vice President of NNN GP Corp., a Delaware corporation, general partner of NNN REIT, LP, a Delaware limited partner, on behalf of the partnership, who is personally known to me.

Notary Public Ivette Cordero

IVETTE CORDERO
Commission # HH 365509
Expires April 3, 2027

[The remainder of this page has been intentionally left blank]

Exhibit "A"
Legal Description

A strip of land being a portion of the lands described in Official Records Book 4375, Page 153, Public Records of Hernando County, Florida, lying and being in Section 16, Township 23 South, Range 17 East, Hernando County, Florida, and being more particularly described as follows: COMMENCE at a point marking the Southeast corner of the Northeast 1/4 of Section 16, Township 23 South, Range 17 East, Hernando County, Florida; thence coincident with the South boundary of the Northeast 1/4 of said Section 16, S 89'55'42" W a distance of 618.00 feet to a point coincident with the Westerly right-of-way boundary of Arrowhead Avenue; thence departing said South boundary, coincident with said Westerly right-of-way boundary, N 38'49'05" E a distance of 60.07 feet; thence departing said Westerly right-of-way boundary, N 45'06'02" W a distance of 150.00 feet to a point marking the Southwest corner of the lands described in Official Records Book 4375, Page 153, Public Records of Hernando County, Florida; thence coincident with the Westerly boundary of said lands for the following four (4) courses; 1.) N 44'45'17" W a distance of 30.04 feet; 2.) thence N 39'35'02" E a distance of 9.91 feet; 3.) thence N 44'35'59" W a distance of 340.14 feet to the POINT OF BEGINNING; 4.) thence N 44·35'59" W a distance of 50.29 feet to a point coincident with the Easterly right-of-way boundary of Commercial Way (US Highway 19 / State Highway No. 55) as described in Official Records Book 269, Page 497, Public Records of Hernando County, Florida; thence departing said Westerly boundary, coincident with said Easterly right-of-way boundary, N 39'11'53" E a distance of 150.00 feet to a point coincident with the Easterly boundary of the lands described in said Official Records Book 4375, Page 153; thence departing said Easterly right-of-way boundary, coincident with said Easterly boundary, S 44'33'03" E a distance of 50.30 feet to a point coincident with a line being 50.00 feet South of and parallel with said Easterly right-of-way boundary; thence departing said Easterly boundary, coincident with said parallel line, S 39'11'53" W a distance of 149.96 feet to the POINT OF BEGINNING.

Containing an area of 7,498.92 square feet, 0.172 acres, more or less.
A Portion of Parcel ID No.: R16 423 17 0000 0020 0020 Key No.: 1007617

[The remainder of this page has been intentionally left blank]

EXHIBIT B

1. Real property taxes and assessments for the year 2025 and subsequent years, which are not yet due and payable.
2. Oil, gas and mineral Reservations set forth in that certain Deed recorded in Deed Book 103, page 461. As to said reservations, the right of entry has been released pursuant to Florida Statue 270.11
3. Memorandum of Lease recorded in Deed Book 4375, Page 159.

[The remainder of this page has been intentionally left blank]

HERNANDO COUNTY, FLORIDA
PROPERTY RECORD CARD

2025 FINAL TAX ROLL

KEY #	01007617	PRINTED ON	10/05/25 PAGE 1
PARCEL #	R16 423 17 0000 0020 0020	SITUS	3616 COMMERCIAL WAY
OWNER(S)	NNN REIT LP	PARCEL DESCRIPTION	1.44 AC MOL IN NE1/4 LYING S & E OF HWY 19 DES IN ORB 539 PG 1051
MAILING ADDRESS UPDATED 12/13/23	450 S ORANGE AVE STE 900 ORLANDO FL 32801-3339	UPDATED 01/01/80	

MISCELLANEOUS PROPERTY INFORMATION

SQUARE FOOTAGE	63,449	
ACRES	1.50	
JURISDICTION	C	COUNTY
LEVY CODE	CWES	COUNTY WIDE EMS
NEIGHBORHOOD	C19S	COMM WAY, S OF CORTEZ BLVD
SUBDIVISION	0	
DOR LAND USE	17	OFFICE BUILDINGS, 1 STORY
NON-AD VALOREM DIST1	1	SOUTHWEST HERNANDO COUNTY GARBA
NON-AD VALOREM DIST2	36	H.C. FIRE/RESCUE DISTRICT

January 2023 GIS AERIAL

2025-02-00 PROPERTY VALUES

		COUNTY	SCHOOL	SWFWMD	MUNICIPALITY
JUST/MARKET VALUE	=	1,524,892	1,524,892	1,524,892	
VALUE PRIOR TO CAP		1,524,892	1,524,892	1,524,892	
ASSESSED VALUE		1,524,892	1,524,892	1,524,892	
EXEMPT VALUE	-				
TAXABLE VALUE	=	**1,524,892**	**1,524,892**	**1,524,892**	
CLASSIFIED LAND USE VALUE					

LAND INFORMATION

CODE	DESCRIPTION	AG	LAST UPDT	CAP YEAR	EXC CAP	GRADE	FRONTAGE	DEPTH	UNITS	MEASURE				ADJ RATE	VALUE
10	COMM SQFT	N	2019		Y	2			63,449.00	SQFT				6.83	433,357

BUILDING 01 INFORMATION

NUMBER	1	YEAR BUILT	1984	CAP YEAR		STORIES	1.0
CODE	30	DEPRECIATION %	40%	EXCL.FROM CAP?	Y	ROOMS	1
DESC	PROFESSIONAL BUILDING	ADD'l DEPREC.	0%			BEDROOMS	0
L.UPDT	2024	OVERRIDE RATE				BATHROOMS	6

BUILDING 01 CONSTRUCTION

ELEMENT	CODE	DESCRIPTION	POINTS
FOUNDATION		CONT FOOT	
EXTERIOR WAL		BLOCK/STUCCO	
FRAME		CRT PIL/S	
FLOOR SYSTEM		SLAB ON	
FLOOR COVER		CARPET	
ROOF STRUCTR		WD FR TRUSS	
ROOF COVER		BLTUPCOMP	
INTERIOR		DRY WALL	
HTG & AC		PKG HEAT/AIR	

BUILDING 01 AREAS

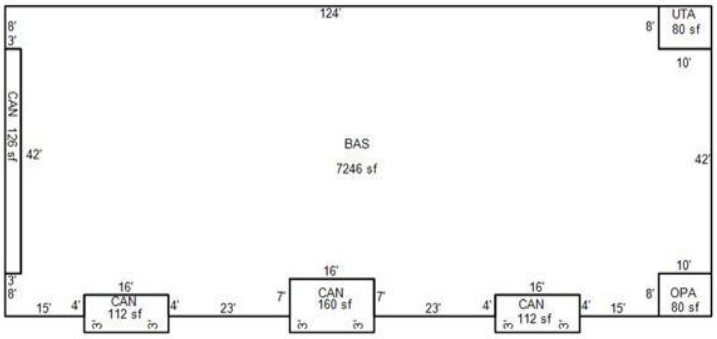
CODE	BASE/AUX	CAP YEAR	EXC CAP	RATE	PERI METER	SQFT SIZE	REPLACEMENT COST	DEPRECIATED VALUE
BAS	B		Y		420.00	7246.00	1,281,672	769,003
UTA	A		Y		36.00	80.00	2,406	1,444
OPA	A		Y		36.00	80.00	1,415	849
CAN	A		Y		46.00	112.00	4,953	2,972
CAN	A		Y		52.00	160.00	7,075	4,245
CAN	A		Y		46.00	112.00	4,953	2,972
CAN	A		Y		90.00	126.00	5,572	3,343
					TOTAL	7,916.00	1,308,046	784,828
					ADJUSTED	7,396.00		
					BASE	7,246.00		
					AUXILIARY	670.00		

HERNANDO COUNTY, FLORIDA
PROPERTY RECORD CARD

2025 FINAL TAX ROLL

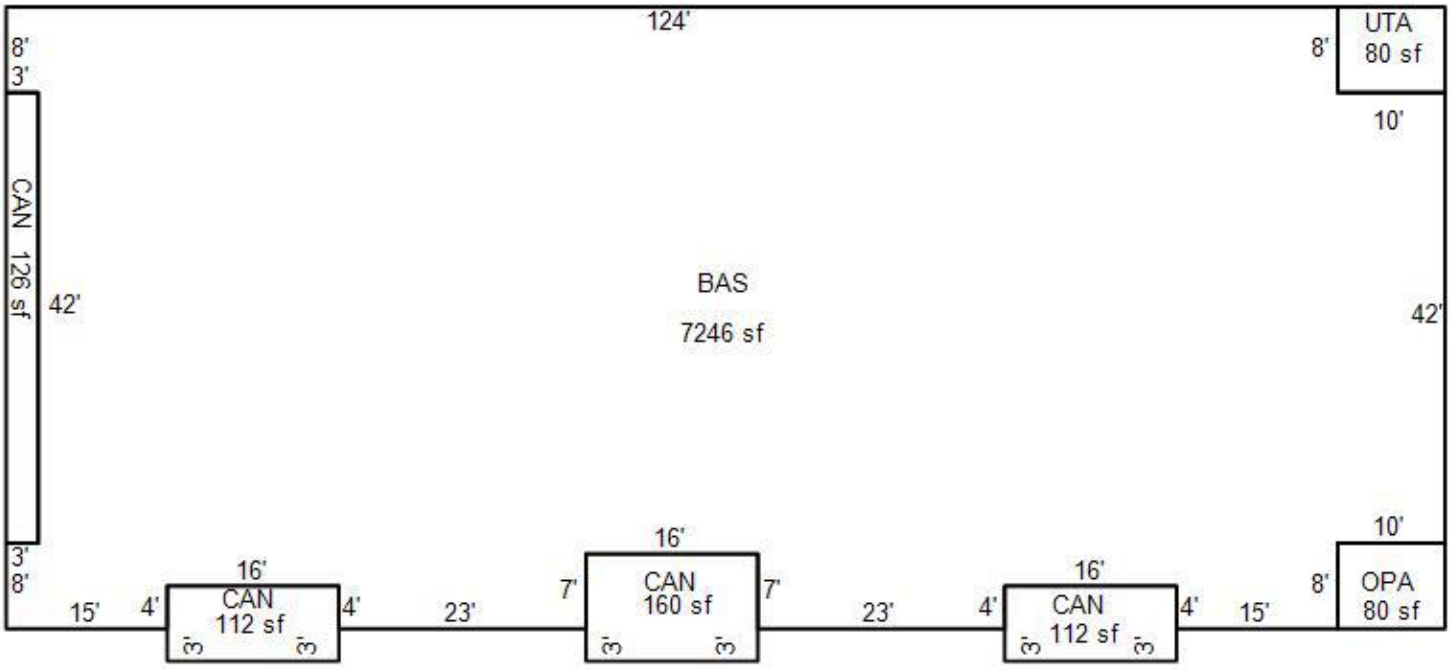
KEY #	01007617	PRINTED ON	10/05/25	PAGE	2

February 2017 BUILDING 01 DRAWING



January 2024 BUILDING 01 PHOTO

MAGNIFIED BUILDING 01 DRAWING



BUILDING 01 FEATURES

CODE	DESCRIPTION				YEAR BUILT			WIDTH	LENGTH	UNITS				REPLACEMENT COST	DEPRECIATED VALUE
PV1-1	PAVEMENT, CONCRETE				0			4	300	1200				4,320	4,320
PV3-1	PAVEMENT, ASPHALT C				0			60	200	12000				32,400	32,400
PV3-2	PAVEMENT, ASPHALT C				0			10	50	500				1,350	1,350
PV3-3	PAVEMENT, ASPHALT C				0			10	150	1500				4,050	4,050

BUILDING 02 INFORMATION

NUMBER	2	YEAR BUILT	1986	CAP YEAR		STORIES	1.0
CODE	30	DEPRECIATION %	38%	EXCL.FROM CAP?	Y	ROOMS	1
DESC	PROFESSIONAL BUILDING	ADD'l DEPREC.	0%			BEDROOMS	0
L.UPDT	2024	OVERRIDE RATE				BATHROOMS	3

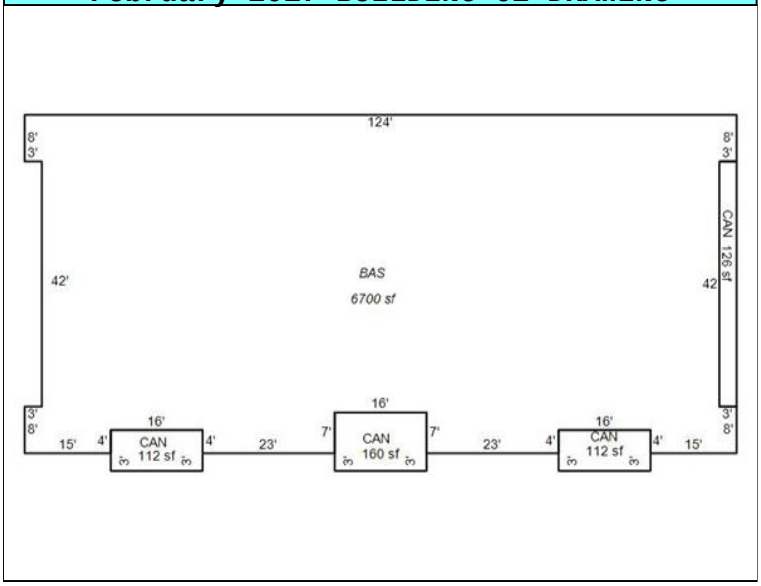
BUILDING 02 CONSTRUCTION

ELEMENT	CODE	DESCRIPTION	POINTS
FOUNDATION		CONT FOOT	
EXTERIOR WAL		BLOCK/STUCCO	
FRAME		CRT PIL/S	
FLOOR SYSTEM		SLAB ON	
FLOOR COVER		CARPET	
ROOF STRUCTR		WD FR TRUSS	
ROOF COVER		BLTUPCOMP	
INTERIOR		DRY WALL	
HTG & AC		PKG HEAT/AIR	

BUILDING 02 AREAS

CODE	BASE /AUX	CAP YEAR	EXC CAP	RATE	PERI METER	SQFT SIZE	REPLACEMENT COST	DEPRECIATED VALUE
BAS	B		Y		406.00	6700.00	1,176,118	729,193
CAN	A		Y		90.00	126.00	5,529	3,428
CAN	A		Y		46.00	112.00	4,915	3,047
CAN	A		Y		52.00	160.00	7,021	4,353
CAN	A		Y		46.00	112.00	4,915	3,047
					TOTAL	7,210.00	1,198,498	743,068
					ADJUSTED	6,828.00		
					BASE	6,700.00		
					AUXILIARY	510.00		

February 2017 BUILDING 02 DRAWING



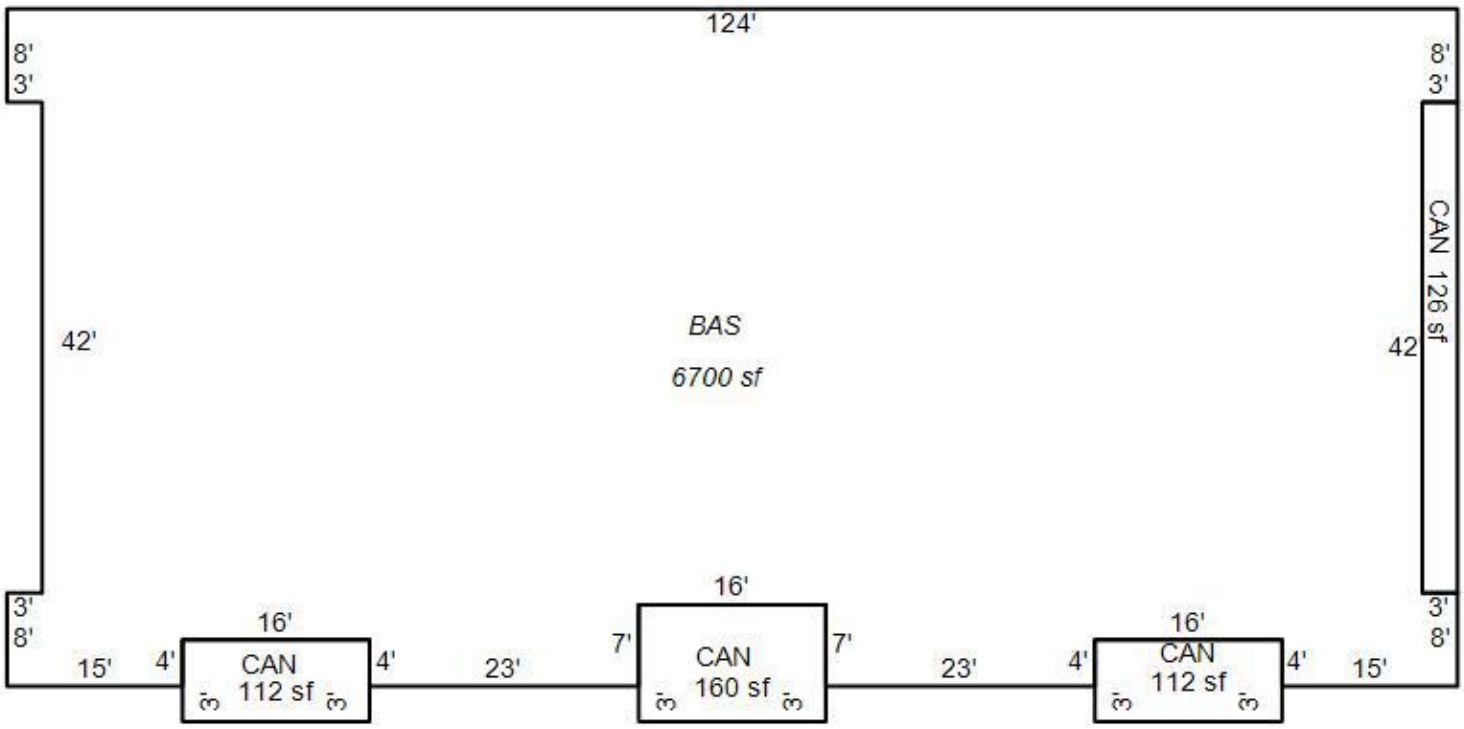
January 2024 BUILDING 02 PHOTO

HERNANDO COUNTY, FLORIDA
PROPERTY RECORD CARD

2025 FINAL TAX ROLL

KEY #	01007617	PRINTED ON	10/05/25	PAGE	4

MAGNIFIED BUILDING 02 DRAWING



BUILDING 02 FEATURES

CODE	DESCRIPTION				YEAR BUILT			WIDTH	LENGTH	UNITS				REPLACEMENT COST	DEPRECIATED VALUE
PV1-1	PAVEMENT, CONCRETE				0			4	300	1200				4,320	4,320
PV3-1	PAVEMENT, ASPHALT C				0			10	150	1500				4,050	4,050
PV3-2	PAVEMENT, ASPHALT C				0			10	50	500				1,350	1,350

ADDRESSES ON PARCEL

SITUS	KEY #
3616 COMMERCIAL WAY	01837276

NON-RESIDENTIAL OCCUPANCY

BUSINESS NAME	NAICS	BUSINESS TYPE
TIDAL WAVE AUTO SPA	811192	CAR WASHES

BUILDING PERMITS

APPLIC.#	APP.DATE	PERMIT #	CODE	DESCRIPTION	ISSUED	STATUS	FINALED	VALUE
1486271	08/06/24	1486271	SI	SIGN	11/27/24	INACTIVE		2,250
1486260	08/06/24	1486260	WS	WALL SIGN	11/27/24	INACTIVE		2,500
1486254	08/06/24	1486254	WS	WALL SIGN	11/27/24	INACTIVE		2,500
1486244	08/06/24	1486244	SI	SIGN	11/27/24	INACTIVE		2,250
1486242	08/06/24	1486242	SI	SIGN	11/27/24	INACTIVE		2,500
1486239	08/06/24	1486239	SI	SIGN	11/27/24	INACTIVE		1,500
1486237	08/06/24	1486237	SI	SIGN	11/27/24	INACTIVE		150
1463089	06/01/23	1463089	CARW	SELF-SERVICE CAR WASH	08/08/24	OPEN		1,500.000
1459166	03/31/23	1459166	VAR	VARIANCE	05/24/23	CLOSED		

HERNANDO COUNTY, FLORIDA
PROPERTY RECORD CARD

2025 FINAL TAX ROLL

KEY #	01007617	PRINTED ON	10/05/25	PAGE	5

1378647	07/08/19	1378647	NR	NON RESIDENTIAL	07/22/19	FINALED	10/08/19	6,000
1301006	08/29/14	1301006	BUSE	BUSINESS USE PERMIT	09/25/14	FINALED	09/25/14	1
1279034	12/27/12	1279034	BUSE	BUSINESS USE PERMIT	10/22/13	FINALED	03/17/14	1
1278179	11/27/12	1278179	LOWV	LOW VOLTAGE	01/02/13	FINALED	02/20/13	209
1253967	01/31/11	1253967	CD	COMMERCIAL REMODELING	04/18/11	FINALED	04/25/11	500
1253966	01/31/11	1253966	EMR	ELEC METER RECONNECT	01/31/11	FINALED	02/28/11	1
1247946	07/26/10	1247946	CD	COMMERCIAL REMODELING	08/16/10	FINALED	09/07/10	58,950
1247900	07/23/10	1247900	CG	COMMERCIAL MECHANICAL	07/27/10	FINALED	09/03/10	12,220
1247746	07/19/10	1247746	CIDE	COMM INTERIOR DEMOLITION	07/19/10	FINALED	08/17/10	2,150
1245329	05/12/10	1245329	EMR	ELEC METER RECONNECT	05/20/10	FINALED	11/05/10	1
1239887	12/09/09	0000000	CU	CERT OF USE		VOID		
1238913	11/03/09	0000000	CURM	CERT OF USE WITH REMODEL		VOID		10,000
1234614	06/10/09	0000000	NR	NON RESIDENTIAL		VOID		
1224402	06/17/08	1224402	CG	COMMERCIAL MECHANICAL	06/30/08	FINALED	07/02/08	2,954
1215203	09/19/07	1215203	CIDE	COMM INTERIOR DEMOLITION	09/27/07	FINALED	10/03/07	2,000
1213434	08/06/07	1213434	CU	CERT OF USE	01/23/08	FINALED	07/30/08	1
1213363	08/02/07	1213363	CG	COMMERCIAL MECHANICAL	08/06/07	FINALED	10/11/07	4,288
1208954	04/30/07	1208954	CU	CERT OF USE	10/02/07	FINALED	10/31/07	1
1177175	10/25/05	1177175	CG	COMMERCIAL MECHANICAL	10/25/05	CLOSED		1,282
1146234	08/04/04	1146234	CF	COMMERCIAL REROOF	08/05/04	FINALED	09/20/04	46,000
1132456	12/03/03	1132456	CU	CERT OF USE	12/29/03	FINALED	03/09/04	100
1086006	07/19/01	1086006	CF	COMMERCIAL REROOF	07/27/01	FINALED	10/25/01	4,400
1062070	01/05/00	1062070	CE	COMMERCIAL ELECTRIC	01/10/00	FINALED	01/14/00	
1060947	11/30/99	0000000	CU	CERT OF USE		VOID		
1040561	05/26/98	0000000		INVALID PERMIT CODE		VOID		
1033284	10/28/97	1033284	CG	COMMERCIAL MECHANICAL	10/28/97	FINALED	10/31/97	1,400
1031217	08/29/97	1031217	CZ	COMMERCIAL RESHINGLE	08/29/97	EXPIRED		756
1030277	08/01/97	1030277	CU	CERT OF USE	08/18/97	FINALED	08/19/97	
1025919	04/09/97	1025919	CU	CERT OF USE	04/11/97	FINALED	04/22/97	
1020381	10/29/96	1020381	CE	COMMERCIAL ELECTRIC	07/16/98	VOID		2,000
1017599	08/05/96	1017599	CU	CERT OF USE	10/22/96	FINALED	10/23/96	
1016152	06/24/96	1016152	CU	CERT OF USE	06/24/96	FINALED	07/12/96	
1001636	03/28/95	1001636	CU	CERT OF USE	03/28/95	FINALED	03/31/95	
0044957	12/09/91	0002265	CU	CERT OF USE	12/09/91	FINALED	01/08/92	
0044739	09/17/91	0149387	CU	CERT OF USE	09/17/91	FINALED	12/09/91	
0044736	09/16/91	0149385	CU	CERT OF USE	09/16/91	FINALED	11/19/91	
0044587	07/19/91	9107770	CD	COMMERCIAL REMODELING	10/03/91	FINALED	11/18/91	1,161
0049090	09/18/90	0149527	CU	CERT OF USE	09/18/90	FINALED	06/10/91	
0049662	07/13/90	9007145	CU	CERT OF USE	08/14/90	FINALED	08/24/90	
0026840	02/12/90	0143423	CU	CERT OF USE	02/12/90	FINALED	08/13/90	
0026796	02/01/90	0136000	CU	CERT OF USE	02/05/90	FINALED	02/16/90	
0026312	08/08/89	0125389	CU	CERT OF USE	08/08/89	FINALED	09/01/89	
0024223	04/12/89	8903313	CD	COMMERCIAL REMODELING	04/13/89	FINALED	01/05/90	200
0024078	02/08/89	0125218	CU	CERT OF USE	02/08/89	FINALED	01/05/90	
0023578	10/25/88	0116734	CU	CERT OF USE	10/25/88	VOID	01/05/90	
0917548	10/09/84	8404676	IC	INVALID PERMIT CODE	10/09/84	FINALED	11/04/85	20,000
0917882	09/05/84	8403998	SP	INVALID PERMIT CODE	09/05/84	FINALED	09/19/84	
0901280	01/31/84	0052806	SI	SIGN	02/02/84	FINALED	01/05/90	
A010357	01/01/57	8400165		INVALID PERMIT CODE	03/07/84	UNKNOWN	09/20/84	100,000

PROPERTY SALES

SALE DATE	NEW OWNER	CODE	DESCRIPTION	VAC?	INST	OR BOOK	OR PAGE	SALEGRP	VALUE
12/13/23	NNN REIT LP	Q	QUALIFIED	N	SW	4375	0153		1,800,000
05/13/04	GJASN VENTURES LLLP	Q	QUALIFIED	N	WD	1840	0591	19	800,000
12/01/83	GAZI MOHAMMED	Q	QUALIFIED	Y	WD	0539	1051	19	116,000
01/01/80	HAMM LOREN E	D	DISQUALIFIED	Y	WD	0292	0430		75,100

PROPERTY APPRAISER INSPECTIONS

INSP.DATE	ROLL	EMPL	CODE	REASON
01/22/24	2024	299	13	SALES REVIEW
02/10/17	2017	197	17	5 YEAR REVIEW
01/23/12	2012	197	1	BUILDING PERMIT
09/14/10	2011	197	1	BUILDING PERMIT

PROPERTY APPRAISER NOTES

January 01 2024

3616/18/20/22 - VACANT
3624 - VACANT
3626 - VACANT
3628 - VACANT

03/19/08	2008	197	1	BUILDING PERMIT
03/16/05	2005	197	17	5 YEAR REVIEW
02/05/02	2002	197	1	BUILDING PERMIT
08/17/00	2001	195	1	BUILDING PERMIT
02/08/00	2000	195	17	5 YEAR REVIEW
05/11/99	1999	195	1	BUILDING PERMIT
02/27/98	1998	170	1	BUILDING PERMIT
05/09/97	1997	165	1	BUILDING PERMIT
03/19/97	1997	180	4	AREA REAPPRAISAL

3630 - VACANT
3632 - VACANT
3634 - VACANT
3636 - VACANT
3638/40 - VACANT

FRON
SERVICE RD
1007617

COMMERCIAL
FRONTAGE RD
SERVICE RD
HIAWATHA
SUGARFOOT
ARROWHEAD
THUNDERBIRD
NAOMI
APACHE
NORFOLK
BRANDY
DIAGONAL
1007617

1007617
COMMERCIAL
SERVICE RD
FRONTAGE RD
RHANBUOY
FOREST OAKS
WABASH
TANAWANDA
RAMONA
MENDOTA
MONONA
WINDOTA
SUSQUEHANNA
NAVAJO
MOHAWK
CHEROKEE
BLACKHAWK
APACHE
SUGARFOOT
REDWING
TOMAHAWK
WHITE WILLOW
KNOTTY
HIAWATHA
THUNDERBIRD
ARROWHEAD
GREENLEAF
NAOMI
NORFOLK
BRANDY
DIAGONAL
FISKWAY
BOWERY
MILLIGAN
ROUNDUP
MYHOPE
WAY
MISSION
MEMORY
CENTERWOOD
TOUCAN
OLSON
MIDDLESEX
HORSESHOE
MARINA
SEAVIEW
OAKRIDGE
KEYE
STEPHENS
MORRISON
PARLOW
SUSAN
STRAUSS
STONE HEDGE
SOUTHWEST
WELSH
PAINTERS
HARDEN
HARGROVE
BALDWIN
SEALAWN

1007617
Forest Oaks Blvd
Deltona Blvd
Commercial Way
Deltona Blvd
Tarpon Blvd
Oleoway Blvd
Pinehurst Dr
Pinehurst Dr
Spring Hill Dr
Spring Hill Dr

Anti-Human Trafficking Affidavit

In compliance with Fla. Stat. § 787.06(13), this affidavit must be completed by an officer or representative of a nongovernmental entity that is executing, renewing, or extending a contract with Hernando County or any of its subordinate units (the "Governmental Entity").

1. My name is Jonathan A. Adamo and I am over eighteen years of age. The following information is given from my own personal knowledge.

2. I am an officer or representative with NNN GP Corp., a Delaware corporatoin, as general partner of NNN REIT, LP, a Delaware limited partnership, a non-governmental entity (the "Nongovernmental Entity"). I am authorized to provide this affidavit on behalf of Nongovernmental Entity.

3. Neither Nongovernmental Entity, nor any of its subsidiaries or affiliates, uses *coercion* for *labor* or *services*, as such italicized terms are defined in Fla. Stat. § 787.06, as it may be amended from time to time.

4. If, at any time in the future, Nongovernmental Entity does use coercion for labor or services, Nongovernmental Entity will immediately notify Governmental Entity and no contracts may be executed, renewed, or extended between the parties.

5. This declaration is made pursuant to Fla, Stat. § 92.525. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I Jonathan A. Adamo, declare that I have read the foregoing Anti-Human Trafficking Affidavit and that the facts stated in it are true.

FURTHER AFFIANT SAYETH NAUGHT.

_____
Name of Nongovernmental Entity

_____
Printed Name of Affiant

_____
Title of Affiant

_____
Signature of Affiant

_____
Date

JC KB

NNN REIT, LP
a Delaware Limited Partnership
By: NNN GP Corp., a Delaware Corporation
as general partner
By: Jonathan A. Adamo
Name:
Title: Executive Vice President

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Department of Public Works
Prepared By: Brandi Covell
Initiator: Scott Herring
DOC ID: 16983
Legal Request Number: 25-667
Bid/Contract Number:

TITLE
Three-Year Contract With State Department of Corrections for Inmate Work Squad Program for Department of Public Works

BRIEF OVERVIEW
Staff is presenting a three (3) year Interagency/Public Works agreement with the Florida Department of Corrections for an inmate work squad. The Department of Public Works has had an arrangement with the Florida Department of Corrections for a full-time inmate work squad since 1998. The work squad consists of up to five (5) inmates supervised by a qualified Public Works employee. Typical assignments include:

- Litter pickup along County Roadways
- Cleaning of Swales
- Hand-Mowing
- Miscellaneous Unskilled Labor Tasks

The amount of work produced annually by this work squad saves the County approximately $67,000 per year in labor costs. Equipment and supervision costs would be identical regardless, if performed by inmates or in-house staff.

There are no direct costs for the inmate labor requested of the Forida Department of Corrections, but only the indirect costs associated with the responsibilities assigned to Hernando County as outlined in the Agreement to create financial obligations between the parties.

FINANCIAL IMPACT
There is no financial impact associated with this item.

LEGAL NOTE
The Board has the authority to act on this matter pursuant to Chapter 125, Florida Statutes.

RECOMMENDATION
It is recommended that the Board approve and authorize the Chairman's signature on the attached Interagency/Public Works Agreement with the Florida Department of Corrections.

REVIEW PROCESS

Stephen Stack	Approved	01/15/2026 6:27 AM
Lillian Hoyt	Approved	01/15/2026 12:43 PM
Scott Herring	Approved	01/15/2026 1:17 PM
Erin Dohren	Approved	01/16/2026 8:06 AM
Pamela Hare	Approved	01/16/2026 3:28 PM
Natasha Lopez Perez	Approved	01/16/2026 3:42 PM

Heidi Prouse	Approved	01/20/2026 12:42 PM
Toni Brady	Approved	01/22/2026 2:56 PM
Jeffrey Rogers	Approved	01/25/2026 5:55 PM
Colleen Conko	Approved	01/28/2026 9:15 AM

FLORIDA DEPARTMENT OF CORRECTIONS'
INTERAGENCY/PUBLIC WORKS AGREEMENT
(LOCAL AGREEMENT)

This Local Agreement is between the State of Florida, Department of Corrections, through its institution/facility, Hernando CI (hereinafter referred to as "Department"), and the County of Hernando (hereinafter referred to as "Agency"), is done so in accordance with section 946.40, Florida Statutes (F.S.) and Rule 33-601.201, Inmate Work Program, and 33-601.202, Use of Inmates in Public Works, Florida Administrative Code (F.A.C.).

Work performed under this Local Agreement is determined to be value added or cost savings as defined in the Community Work Squad Manual (check one).

X Value Added _____Cost Savings

I. TERM

This Agreement shall begin on the date on which it is signed by both parties, whichever is later, and shall end at midnight three (3) years from the date of execution. In the event this Agreement is signed by the parties on different dates, the latter date shall control.

II. FINANCIAL OBLIGATIONS

The Department and the Agency acknowledge that this Local Agreement is not intended to create financial obligations between the parties. However, in the event that costs are incurred as a result of either or both of the parties performing their duties or responsibilities under this Local Agreement, each party agrees to be responsible for their own costs.

III. DEPARTMENT'S RESPONSIBILITIES

The Department agrees to provide, or is responsible for, those items delineated by placement of an "X" in the space located to the left of the corresponding number. Items for which the Department is not responsible shall be marked "N/A" to the left of the number.

X 1. Screen inmates for the work to be performed in order to assign inmates who do not present a danger to property or persons.

X 2. Provide up to 5 inmates each workday for the period of the Local Agreement. Community custody ( ); Minimum custody ( ); Both (X).

N/A 3. Provide Correctional Officer supervision of the work squad while performing work under this Local Agreement.

N/A 4. Provide _____ vehicle(s) and _____ Correctional Officer(s) each workday to transport inmates to and from the work site.

X 5. Provide food and drinks for inmate lunches.

X 6. Provide drinking water for inmates.

X 7. Apprehend escapees and handle problem inmates.

X 8. Provide transportation from the work site to the correctional facility for inmates who refuse to work, become unable to work, or cause a disruption in the work schedule.

X 9. Administer all disciplinary action to be taken against inmate(s) for infractions committed while performing work under this agreement.

X 10. Provide for medical treatment of ill or injured inmates and transportation of such inmates.

X 11. Conduct a background check, which includes a criminal history check, and obtain approval from the Department's Agreement Manager, or designee prior to authorizing Non-Department Supervisors to participate in training to supervise inmates.

X 12. Provide orientation and training to Non-Department Supervisor(s) approved to supervise inmates prior to their assuming supervisory responsibility of an inmate work squad. Training will be in accordance with the Department's guidelines for Non-Department Supervision of Inmates and will include annual refresher training during each successive year of supervision by the Non-Department Supervisor.

X 13. Notify the Agency in the event that an Agency employee fails to provide proper supervision of inmate(s).

X 14. Provide inmates with all personal items of clothing appropriate for the season of the year.

X 15. Have inmates ready for transportation/work at the appropriate times regardless of temperature or inclement weather, unless notified by the Agency of suspended work operations, or when the Department determines that a work squad should not check out or should be re-directed.

X 16. Provide a First Aid Kit and Blood Borne Pathogens Personal Protective Kit to each work squad.

N/A 17. Orient each inmate in the use of equipment regardless of the inmate's claim to have had prior experience in the use of gasoline or electrically powered equipment before allowing the inmate to use it. Utilize "Inmate Safety Training Documentation," DC2-569, to document that the inmate has had the training. This report shall be kept on file at the contract work site and by the Department's Agreement Manager.

N/A 18. Other. (If provided, shall be Attachment A, incorporated herein by reference and made part of this Agreement.) "Other" special considerations regarding activities of the work squad may be based on work location, etc.

IV. AGENCY'S RESPONSIBILITIES

The Agency agrees to provide, or is responsible for, those items delineated by placement of an "X" in the space located to the left of the corresponding number. Items for which the Agency is not responsible shall be marked "N/A" to the left of the number.

X 1. Provide the Department with a schedule of hours that inmates will work in accordance with the established workday for the Agency and the transportation time required. Any deviation from the established schedule will be reported to, and coordinated with, the Department.

X 2. Provide supervision of inmates in accordance with the Department's rules and regulations while performing work under this Local Agreement. Non-Department Supervisors may supervise Community and Minimum Custody inmates. Each Non-Department Supervisor must successfully pass a background check that includes a criminal history check, and must be approved by the Department's Agreement Manager, or designee and complete required orientation/training in the supervision of inmates, prior to assuming supervision.

X 3. Provide transportation of inmates each workday to and from the work site.

X 4. Provide all tools, equipment, materials and safety personal items such as gloves, rubber boots, hard hats, etc., necessary and appropriate for performance of the work under this Local Agreement.

X 5. Ensure that licensing or permits are obtained if required for the work to be performed under this Local Agreement. Provide necessary supervision and guidance for projects that require a permit and require technical assistance to complete the project.

X 6. Immediately notify the Department in the event of an escape while the inmate is under supervision of the Agency. Report any inappropriate behavior displayed by inmates or any inmate who fails to perform tasks in an acceptable manner.

X 7. Complete the "Community Work Squad Activities Report," DC6-239 (to be provided by the Department) daily and submit the form on a weekly basis to the Department.

X 8. Report all inmate injuries, regardless of how minor in nature, to the Department as soon as possible. Report any medically related complaints made by an inmate to the Department as soon as practical. In cases of emergency, render first aid, within the scope of the supervisor's medical training, to work squad inmates and provide emergency health care and related assistance to the Department.

X 9. Provide inmates with a fifteen-minute rest break in the morning and afternoon. Lunch breaks shall normally begin at Noon and last at least 30 minutes. Ensure inmates are supervised during rest and lunch breaks.

X 10. Provide drinking water for inmates.

X 11. Require each Non-Department Supervisor approved to supervise inmates and other appropriate staff members, to attend orientation/training in the supervision of inmates prior to assuming supervision of inmates and refresher training annually thereafter. Training will be provided at a Department location. Upon the Department's issuance of a Training Certification Card, the Agency shall require non-department personnel to carry this card when supervising inmate labor.

X 12. Ensure that all work assignments/projects utilizing inmates are authorized projects of the municipality, city, county, governmental agency or non-profit organization and that private contractors employed by the Agency do not use inmates as any part of their labor force.

X 13. Agency hereby agrees to be liable for, and shall indemnify, defend, and hold the Department harmless from all claims, suits, judgments, or damages including court costs and attorney's fees arising out of intentional acts, negligence or omissions by the Agency in its supervision of inmates pursuant to this Local Agreement. If the Agency is an agency or subdivision of the State of Florida, this paragraph shall not be interpreted as altering the state's waiver of immunity in tort pursuant to section 768.28, F.S., or to otherwise impose liability on Agency for which it would not otherwise by law be responsible.

X 14. Orient each inmate in the use of equipment regardless of whether the inmate claims to have had prior experience in the use of gasoline or electrically powered equipment before allowing the inmate to use it. Utilize "Inmate Safety Training Documentation," DC2-569, to document that the inmate has had the training. This report shall be kept on file at the contract work site and a copy shall be provided to the Department.

X 15. It is the intent of this Local Agreement that the agency/work squad has and maintains communications with the institution at all times. A method of communication (radios, cellular phone, etc.) shall be provided at no cost to the Department. The Agency shall provide a primary method of communication that shall be approved by the Department's Agreement Manager in writing prior to assignment of the work squad. Dependent upon the method of communication provided, the Agreement Manager may require a secondary or back-up method of communication.

Type of Communication utilized in this Local Agreement: Cell Phone

X 16. Provide a First Aid Kit and Blood Borne Pathogens Personal Protective Kit to each work squad.

N/A 17. Ensure that the Work Squad does not work on school property or primary elementary or secondary education institutions where students are present.

N/A 18. Other. (If provided, shall be Attachment A, incorporated herein by reference and made part of this Agreement.) "Other" special considerations regarding activities of the work squad may be based on work location, etc.

V. AGREEMENT MANAGEMENT

A. Department's Agreement Manager

The Field Office Manager of the Correctional Institution represented in this Local Agreement is designated as the Department's Agreement Manager and is responsible for enforcing performance of the Local Agreement terms and conditions and shall serve as a liaison with the Agency. The title, location, address, and telephone number of the Department's Agreement Manager for this Local Agreement is:

Title: Field Office Manager
Location: Hernando CI
Address: 16415 Spring Hill Dr
Brooksville, FL 34604
Telephone #: 352-754-2191
Fax #: 352-797-5794

B. Community Work Squad Coordinator

The Assistant Warden designated by the Warden, is responsible for ensuring compliance with the requirements of this Local Agreement.

C. Department's Agreement Administrator:

The title, address, and telephone number of the Department's Agreement Administrator is:

Contract Administrator
Bureau of Procurement
Florida Department of Corrections
501 South Calhoun Street
Tallahassee, Florida 32399-2500
Telephone: (850)717-3700
Email: ContractAdmin@fdc.myflorida.com

D. Agency's Representative

The name, title, address and telephone number of the Agency's Representative is:

Name: Stephen Stack
Title: Ast. Public Works Director
Address: Hernando County Dept of Public Works
1525 E Jefferson St. Brooksville, FL 34601
Telephone #: 352-754-4060
Fax #:
E-mail: Sstack@hernandocounty.us

VI. CONDITIONS

A. Records

The Agency agrees to allow the Department and the public access to any documents, papers, letters, or other materials subject to the provisions of chapter 119 and section 945.10, Florida Statutes, made or received by the Agency in conjunction with this Agreement. The Agency's refusal to comply with this provision shall constitute sufficient cause for termination of this Agreement.

B. Disputes

Any dispute concerning performance of the Agreement shall be resolved informally by the Department's Agreement Manager. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the Department's Assistant Deputy Secretary of Institutions. The Assistant Deputy Secretary of Institutions shall decide the dispute, reduce the decision to writing, and deliver a copy to the Agency with a copy to the Department's Contract Administrator and Department's Agreement Manager.

C. Force Majeure

Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Agreement or interruption of performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, pandemics, insurrections, strikes, or labor disputes.

D. Severability

The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof and this Agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted.

E. Verbal Instructions

No negotiations, decisions, or actions shall be initiated or executed by the Agency as a result of any discussions with any Department employee. Only those communications which are in writing from the Department's administrative or project staff identified in Section V., AGREEMENT MANAGEMENT, of this Agreement shall be considered as a duly authorized expression on behalf of the Department. Only communications from the Agency that are signed and in writing will be recognized by the Department as duly authorized expressions on behalf of the Agency.

F. No Third-Party Beneficiaries

Except as otherwise expressly provided herein, neither this Agreement, nor any amendment, addendum or exhibit attached hereto, nor term, provision or clause contained therein, shall be construed as being for the benefit of, or providing a benefit to, any party not a signatory hereto.

G. Prison Rape Elimination Act (PREA)

The Agency shall report any violations of the Prison Rape Elimination Act (PREA), Federal Rule 28 C.F.R. Part 115, to the Department of Corrections' Agreement Manager.

H. Cooperation with Inspector General

In accordance with section 20.055(5), F.S., the Agency understands and will comply with its duty to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing.

I. Americans with Disabilities Act

The Agency shall comply with the Americans with Disabilities Act. In the event of the Agency's noncompliance with the nondiscrimination clauses, the Americans with Disabilities Act, or with any other such rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the Agency may be declared ineligible for further Agreements.

VII. SUSPENSION OR TERMINATION OF LOCAL AGREEMENT

The Department or the Agency may suspend or terminate this Local Agreement, in whole or in part, with immediate written notice to the other party when the interests of the Department or Agency so require.

VIII. AGREEMENT MODIFICATION

After execution of this agreement, any changes in the information contained in Section III., 2., and Section V., AGREEMENT MANAGEMENT, shall be provided to the other party in writing and a copy of the written notification shall be maintained in the official agreement record.

Modifications to the provisions of this agreement, with the exception of Section III., 2., and Section V., AGREEMENT MANAGEMENT, shall be valid only through execution of a formal agreement amendment.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

AGENCY: County of Hernando

NAME:
(PRINTED)

TITLE:

DATE:

FEID #:

SIGNED BY: _____

DEPARTMENT OF CORRECTIONS

NAME:
(PRINTED) Tamera L Poynter

TITLE: **Warden**
Department of Corrections

DATE:

SIGNED BY: T. Poynter, Warden

NAME:
(PRINTED) Hope Gartman

TITLE: **Assistant Deputy Secretary of Institutions**
Department of Corrections

DATE:

SIGNED BY: _____

Approved as to Form and Legal Sufficiency
By: Natasha López Perez
County Attorney's Office

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Waterways/Aquatic Services
Prepared By: Carla Burrmann
Initiator: Carla Burrmann
DOC ID: 16987
Legal Request Number:
Bid/Contract Number:

TITLE
Removal of Brian Woolfolk as Member of Waterways Advisory Committee

BRIEF OVERVIEW
On Monday, January 12, 2026, the Waterways Advisory Committee (WAC) members voted to recommend to the Board of County Commissioners, removal of WAC member Brian Woolfolk. The request was based on lack of attendance by Mr. Woolfolk.

Members to the Waterways Advisory Committee are appointed under Board Policy 06-01 which prescribes individuals shall be appointed by Commission District, qualification, and expertise. All members appointed by the Board of County Commissioners to serve on various boards/committees are expected to attend each and every meeting of the board/committee. If a member is absent from three or more meetings of the board/committee and these absences are unexcused, the remaining members of the board/committee shall recommend the Board of County Commissioners consider removal of such member.

FINANCIAL IMPACT
None at this time.

LEGAL NOTE
The Board has the authority to act on this request in accordance with Chapter 125, Florida Statutes.

RECOMMENDATION
It is recommended that the Board remove Mr. Brian Woolfolk from the Waterways Advisory Committee.

REVIEW PROCESS

Erin Dohren	Approved	01/16/2026 8:00 AM
Christopher Linsbeck	Escalated	01/20/2026 5:18 PM
Robert Talmage	Approved	01/21/2026 7:52 AM
Pamela Hare	Approved	01/21/2026 10:15 AM
Jon Jouben	Approved	01/22/2026 2:33 PM
Heidi Prouse	Approved	01/22/2026 3:01 PM
Toni Brady	Approved	01/22/2026 3:03 PM
Jeffrey Rogers	Approved	01/27/2026 2:45 PM
Colleen Conko	Approved	01/27/2026 4:23 PM

BOARD OF COUNTY COMMISSIONERS

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February 10, 2026

Mr. Brian Woolfolk
8129 Pagoda Drive
Spring Hill, FL 34606

Dear Mr. Woolfolk:

The Hernando County Board of County Commissioners, at their meeting on February 10, 2026, unanimously approved your removal from the Waterways Advisory Committee citing lack of attendance as justification for removal.

Please accept the enclosed Certificate of Appreciation as a token of the Board's gratitude. Although we regret having to declare the seat vacant, we understand that there may be situations beyond your control preventing you from actively participating as a member of the Waterways Advisory Committee.

Yours truly,

Jerry Campbell, Chairman
Board of County Commissioners
Hernando County, Florida

Certificate of Appreciation

presented to

Brian Woolfolk

In recognition of your service as a member
on the
Waterways Advisory Committee

In Witness Whereof, the undersigned have affixed the seal
of Hernando County, Florida, this 10th day of February 2026

Chairman

Clerk of Circuit Court

APPOINTMENT OF COUNTY BOARD/COMMITTEE MEMBERS

POLICY NO. 06-01

PURPOSE:

It is the intent of the Board of County Commissioners by adoption of this policy to solicit public interest and to establish a fair and equitable procedure for appointments, reappointments, or replacement of members to County boards/committees.

POLICY:

1. A news release will be placed in local newspapers of general circulation advising of any opening on County boards/committees and the qualifications for said positions. The news release will indicate that letters of interest and applications are being accepted by the Board of County Commissioners for these positions. A deadline will be established for receiving these applications and will be noted in the news release.

2. Individuals who already are serving on a County board/committee whose terms are expiring will be notified of the expiration of their term approximately six weeks prior to the date of term expiration. They will be required to submit a letter of interest and a revised application as to whether they wish to continue serving on said board/committee. If a letter is not received from the individual whose term is expiring, it will be assumed that the individual no longer wishes to serve on said board/committee.

3. Vacancies created by individuals who resign prior to the expiration of their term will be viewed as new appointments and the procedure outlined in item 1 above will be followed. All resignations must be submitted in writing to the Board of County Commissioners. Remaining terms, caused by vacancies will not apply toward the individual's total allowable service term but instead, their terms will begin on January 1st.

4. All applications received prior to the established deadline will be forwarded to the Board of County Commissioners for consideration. Applications received after the established deadline will not be considered. All appointees must be residents and registered voters prior to the time the appointment is made except in case of compliance with Florida Statute or other applicable laws, or where exception is adopted by the Board of County Commissioners within Resolution or Ordinance creating the board/committee membership.

5. Appointment of County board/committee members shall be by a majority of a quorum of the Board of County Commissioners present at the meeting on which such action is taken. The Board of County Commissioners shall consider all persons for whom qualified applications are received prior to the established deadline. This procedure of appointment will be followed for all County boards/committees except where laws or Florida Statutes deem otherwise.

6. After the appointment is made, all individuals who submitted applications will receive notification advising whether or not they were selected for the particular position for which they indicated an interest.

7. Alternate County board/committee members, where alternate membership slots are provided, shall be appointed in the same manner as set forth in item 5 above.

8. All individuals who were serving that were not reappointed or chose to resign, will receive a Certificate of Appreciation for their service to the County.

9. Appointed individuals, both full members and alternates, may serve not more than two consecutive terms. The terms will begin with the last appointment date for each individual. Alternate members transferred to full members will have their terms begin as new terms on January 1st.

10. All members appointed by the Board to serve on various boards/committees are expected to attend each and every meeting of the board/committee. If a member is absent from three or more meetings of the board/committee and these absences are unexcused, the remaining members of the board/committee shall recommend the Board of County Commissioners consider removal of such member. The Board of County Commissioners Chairman will send a letter to the individual notifying them of the removal, after approval of such action through the Consent Agenda.

11. In making appointments to the Planning and Zoning Commission, the Board of County Commissioners will consider:

    a. This Commission shall consist of seven members. Five (5) members shall be appointed at the discretion of each County Commissioner and two (2) alternate members shall be appointed by the Board of County Commissioners as a whole.

    b. Diversity in type of education, training, expertise areas, past and/or current professions, and professional memberships in related areas.

    Qualifications will be outlined pursuant to the items above in a report prepared by the Planning staff for review by the Board of County Commissioners prior to appointment.

Attendance records are required to be maintained by the Department responsible for the board/committee, or in the event no department is responsible for the board/committee, by the Chairman of the board/committee for both full and alternate members. These attendance reports are to be available upon request.

The members referred to are full member positions. Alternate members are not required to attend every meeting. However, alternates that are called to attend meetings and do not attend three meetings for which they are called, can be considered for removal under the same terms as full members.

Replaces:	Policy No. 01-34; 85-6
Reference:	April 22, 1991
Adopted:	September 1, 1991
Amended:	February 6, 1996
Amended:	March 4, 2003
Amended:	May 25, 2004
Amended:	August 25, 2020

Board of County Commissioners

AGENDA ITEM

Meeting: 02/10/2026
Department: Administration
Prepared By: Colleen Conko
Initiator: Jeffrey Rogers
DOC ID: 16920
Legal Request Number:
Bid/Contract Number:

TITLE
Update Regarding Ongoing Board Directives

BRIEF OVERVIEW
County Administrator Jeff Rogers will review the attached list of BOCC ongoing directives for the Boards information.

FINANCIAL IMPACT
NA

LEGAL NOTE
NA

RECOMMENDATION
For informational purposes only; no action is required.

REVIEW PROCESS

Heidi Prouse	Approved	02/03/2026 4:47 PM
Toni Brady	Approved	02/03/2026 5:41 PM
Jeffrey Rogers	Approved	02/04/2026 12:48 PM
Colleen Conko	Approved	02/04/2026 12:56 PM

ONGOING BOCC DIRECTIVES

PRIORITY	BOARD DATE	ONGOING ISSUES	RESPONSIBLE PARTY	ANTICIPATED COMPLETION DATE	COMMENTS
1	6/14/2022	South Brooksville Community Redevelopment Agency	Veda Ramirez	3/10/2026	Finding of Necessity completed. Steering Committee for Community Redevelopment Area (CRA) established. CRA plan being created.
2	12/13/2022	Buffer Requirements	Omar DePablo	3/10/2026	Staff to create Buffer Design Guidelines to be referenced in the Code, including ensuring majestic trees are protected and buffer to be started early in construction. Consultant and staff have created a draft and are finalizing for BOCC review.
3	12/13/2022	Ordinance on Required Plantings	Omar DePablo	3/10/2026	Staff to review the code, ensuring majestic trees are protected. Draft language created. Consultant and staff have created draft and finalizing for BOCC review.
4	6/22/2021	Tiny Homes / Accessorily Dwelling Unit / Secondary Buildings for Larger Lots	Omar DePablo	4/7/2026	Draft policy presented to BOCC. Removing Shed permits and for all structures under 120 square feet.
5	12/13/2022	Subdivision Layouts	Omar DePablo	4/7/2026	Staff to review the code to determine sufficient and combination of lots sizes, garages, and parking within subdivisions. Staff has begun to meet with developers as projects are submitted. Staff has begun to implement, through the Planned Development Project (PDP) process, subdivision standards in anticipation to Code Ordinance change.
6	8/23/2022	Homeless Resources and Projects	Veda Ramirez	Ongoing	Monthly meetings with community partners to address homeless needs, training, funding, initiatives ongoing. Updated Resource Card. Tenant-Based Rental assistance for Homeless.
7	12/13/2022	Architectural Design Requirements	Omar DePablo	TBD	Staff to review the code to determine architectural standards as it relates to commercial developments, if necessary. Staff has begun to implement through the PDP process. Consultant is drafting language.
8	8/23/2022	Twin Lakes Historic Designation	Veda Ramirez / Omar DePablo	Fall 2026	Direction signs completed for Twin Lake Cemetery and area. Twin Lake historic designation to be addressed in the Comprehensive Plan during the Planning Evaluation and Appraisal Report.
9	6/23/2020	Addition of Statue Memorializing Local African American Significance	Jeff Rogers	TBD	The Community has formed a committee; awaiting a decision from the Community on the addition of a statue.
10	12/17/2024	Sidewalk Policy	Scott Herring	4/7/2026	Review of Policy to consider removal of requiring sidewalk on FDOT roads, and not requiring sidewalks to be built in rural areas of the County. A policy has been written and is being scheduled for a First Public Hearing.

11	5/27/2025	Ridge Manor Dam Access	Scott Herring	TBD	Right of Entry in property for dam. Right of Entry created, working on having approval with property owner. Met with dam operators. Working on an agreement to have the County maintain.
12	12/16/2025	Waterways Advisory Committee	Jon Jouben	TBD	Ordinance to dissolve the Waterways Advisory Committee.
13	12/16/2025	Permit Review	Toni Brady	TBD	Review of all unnecessary permits. List of all permits currently required for BOCC review and consideration, if necessary. Review is ongoing. Will have a list of all permits for BOCC review with Fee Schedule in Spring 2026.
14	12/16/2025	Maximum Credit Card Fee	Jon Jouben	TBD	Research options for the BOCC to set a maximum credit card fee limit allowed to charge.