

REGULAR MEETING AGENDA

July 22, 2020 to follow budget workshop

Pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron DeSantis on March 20, 2020, governmental entities, such as the Central County Water Control District, may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology (CMT) such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

Consequently, the July 22, 2020, Board of Supervisors meeting will be conducted via a Zoom video conference call. The information to participate in the Board of Supervisors meeting via Zoom video conference call is provided below. Due to COVID-19 concerns, no members of the public are allowed to enter the CCWCD Board meeting room. Thank you for your attention to this matter.

Topic: CCWCD Monthly Meeting
Time: Jul 22, 2020 05:00 PM Eastern Time (US and Canada)

Meeting ID: 956 4622 7341

Password: 754986

One tap mobile

+16465588656,,95646227341#,,,,0#,,754986# US (New York)
+13017158592,,95646227341#,,,,0#,,754986# US (Germantown)

Dial by your location +1 646 558 8656 US (New York) +1 301 715 8592 US (Germantown) +1 312 626 6799 US (Chicago) +1 669 900 9128 US (San Jose) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) Meeting ID: 956 4622 7341

eting ID: 956 4622 734 Password: 754986

Find your local number: https://zoom.us/u/acxFQE3SPn

- 1) CALL TO ORDER
 - (a) Pledge of Allegiance
 - (b) Roll Call
- 2) APPROVAL OF MEETING AGENDA
 - (a) Additions, Deletions, and Substitutions of Agenda Items
 - (b) Adoption of Agenda
 - (c) Approval of Meeting Minutes ()
- 3) PUBLIC COMMENT AUDITORS

Note: A public comment card must be completed and provided to District Manager or District Attorney prior to speaking.

REGULAR AGENDA DISCUSSION ITEMS (NO BOARD VOTE REQUIRED)

- 4) STAFF REPORTS
 - a) District Manager's Report
 - b) District Engineer's Report
 - c) District Treasurer's Report
 - d) District Attorney's Report
 - e) District Club House Report
- 5) BOARD OF SUPERVISOR'S REPORT

ACTION ITEMS (BOARD VOTE REQUIRED)

- 6) OLD AND NEW BUSINESS DISCUSS and VOTE invoice of piggy back project to Community Asphalt DISCUSS and VOTE CCWCD public records policy procedures
 - 7) ADJOURNMENT

MEETING DECORUN & PUBLIC COMMENT

Free expression of all points of view is an important democratic value in this community. To allow all persons to speak who may wish to do so, each speaker is asked to complete a Public Comment Card and allowed a maximum of 3 minutes to address the Board. An effective approach is to lead with your key point or concern and then explain the reasons underlying it. If others have already expressed your views, you may simply indicate that you agree with the previous speaker. To encourage and respect expression of all views, meeting rules prohibit clapping, booing or shouts of approval or disagreement from the audience. Individuals that are disruptive may be removed from the meeting.

NOTICE: If a person desire to appeal any decision of the Board of Supervisor of the Central County Water Control District with respect to any matter considered at this meeting, the person will need a record of the meeting, and for this purpose he or she may need to insure that a verbatim record of the meeting is made, which includes all testimony and evidence upon which the appeal is to be based. The Central County Water Control District does not provide such a record.

Manager report July 17, 2020

Mowing thru out Montura.

Trash pickup thru canals bank.

Fix wash outs on main canal and ditches.

Cleaning ditches all over Montura

Preparations for reservoir canal clean up.

Estimates for 60 FT long arm excavator.

In house repair and preparation of 450 CL excavator for reservoir and canal 10.

Bulk trash picked thru out Montura.

Street signs, 15 replace thru out Montura, 50% were shotgun shots.

Inspecting Appaloosa drainage for cleanup.

Maintenance of gates at reservoir.

Within for second result for 2 employees.

Regular maintenance at Club House.

Regular pool maintenance.

Preparations to repair Club House ramp at pool site.

H.L. BENNETT & ASSOCIATES, INC.

♦ CIVIL ENGINEERING ♦ LAND SURVEYING ♦ CONSTRUCTION

P.O. Box 2137 LaBelle, Florida 33975 Phone: (863) 675-8882 hlb@hlbennett.org 241 E. Yeomans Avenue LaBelle, Florida 33935 Fax: (863) 675-1327

July 14, 2020

Central County Water Control District 475 South Cabbage Palm Street Clewiston, Florida 33440

Re: Engineer's Monthly Report

Members of the Board:

This monthly report covers the period June 17, 2020 to July 14, 2020.

ROADS

Paving work is completed. I will be requesting approval of the contractor's invoice.

GRANT APPLICATION

The application was submitted on June 30th. I have included the breakdown of items and costs.

CLUBHOUSE

Plans are complete for a meeting room at the clubhouse. I am requesting quotes from three contractors.

WOODLAND II DRAINAGE

Survey is complete. We are working to get permission from adjacent property owner to get on his property to clear and regrade outfall ditch.

CONTINUATION SHEET (AIA DOCUMENT G703) AN DOCUMENT G702, APPLICATION AND CERTIFICATION FOR PAYMENT, COMMUNICATION FOR PAYMENT, C

Page 2 of 2 pages

Subcontractor's signed certification is attached in tabulations below, amounts are stated to the neurest dollar

APPLICATION NO: PERIOD TO:

6/30/2020

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Page 1 of 2 pages

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This Certificate is not regionable. The ANOUNTS CERTIFIED are payable only to the Subcontractors named herein formance.				***************************************
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By Date on / of / 2, 50		Tristantistic terroratistic te		
			ber Date	Number
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(Attach explanation if amount certified differs from the amount applied for)	ал да на приня венения у не венения учения на приня на приня предоставления на приня на приня на приня на прин	CHANGE ORDER SUMMARY	(11)	
AMOUNI CERTIFIED S 163,627.75				
the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Subcontractor is entitled to payment of the AMOUNTS CERTIFIED.	\$ (7.277.75)	O RETAINAGE	BALANCE TO FINISH, INCLUDING RETAINAGE	9 BAI
In accordance with the Contract Documents, based on on-site observations and the data comprising the above Application, the Contractor contricts to the Owner that to the best of the Contractor's knowledge, information and belief	\$ 163,627.75		Current payment due	8 C
CONTRACTOR'S CERTIFICATE FOR BAYMENT	0.00	FOR PAYMENT	LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	(Lin
Notary Public Bonded through National Notary Assn.			(Line 4 less Line 5 Total)	
Soft My Comm. Expires Jul 21, 2023	\$ 163,627.75	G E	TOTAL EARNED LESS RETAINAGE	્. 10
wom to before me this latter day of her 2019 our re-	0.00		Total in Column I of (703)	
State of Florids County of Lee			Counts I on C /US) Total Retainage (Line Sa + Sb or	Tot
By Park William Date The GOOD		\$ 0.00	0° of Stored Materials	Ġ.
payment is retained pursuant to written agreement of payment to become oue for work performed subsequent to the date hereof		\$ 0.00	a. Obj of Completed work	i ii
limited to, those rights as contemplated by Chapters 255 and 731. Florida Statutes, except for rights to the extent that			(Column G on G703)	
above premises, and upon receipt or the amount or one request, the undersigned will issue a partial release (or mal when applicable) to waive, release and relinquish any and all claims under any applicable surely bond, rights of lien upon the above premises, and causes of action which the undersigned may now have or betreafter acquire, including, but not	\$ 162,410.00 \$ 163,627.75	TODATE	CONTRACT SUM TO BATE TOTAL COMPLETED & STORED TO DATE	10 CO
Compensation laws and Workmen's Compensation laws insolar as applicable to the performance of this Contract.	\$ 0.00		CHANGE ORDERS	i CE
have compiled with all Federal, State, and Local tax laws, including Social Security laws and Unemployment	\$ 162,410.00		ORIGINAL CONTRACT SUM	
I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of accomplishment under the terms of the contract (and all authorized changes thereto) between the	**	Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached:	Application is made for Payment, as shown below, in Continuation Sheet, AIA Document G703, is attached	Applica Continu
SUBCONTRACTOR'S CERTIFICATE FOR PAYMENT		SUBCONTRACTOR'S APPLICATION FOR PAYMENT	CONTRACTOR'S APP	SCO
			FT. MYERS, FL 33912	
and a love	JOB#: 7263	•	FROM. COMMUNITY ASPHALT CORP	FROM.
PERIOD TO: 6/30/2020	Paving Project		Clewiston, FL 33430	
	Central County Water Control District FY2020		423 S Cabbage Palm Street	
APPLICATION NO: 1 Distribution to:	PROJECT		Central County Water Control District	TO

CCWCD Flood Control and Drainage Estimate

Flood Control

 One new 25,000 GPM pump to bring our pumping capacity to 12 pumps as originally designed.

Estimate \$330,000

- 2. Repair pump stations 3, 5, & 6
 - A. Replace diesel power units
 - B. Replace old belt driven pump units with new pumps of same capacity equipped with new angle drive gear boxes with drive shaft

Estimate \$840,000

3. Paving access road from Hunting Club Avenue to our reservoir levee access point to provide all weather access.

Estimate \$55,000

Culverts

4. Remove and replace 352 deteriorated 18" diameter x 30' linear culverts that discharge into collector canals from roadside swales.

Estimate \$236,502

5. Remove and replace deteriorated canal crossing culverts at the following locations, includes mobilization, traffic control, and pavement restoration.

Estimate \$174,108

Estimated Cost

1.	Pump station 12	\$330,000
2.	Pump stations 3, 5, & 6 @ \$280,000 ea.	\$840,000
3.	Paving, Access Road	\$55,000
4.	Repair Discharge Culverts	\$236,502
5.	Replace Canal Culverts	<u>\$174,108</u>

Total

\$1,635,610

Hendry County BOCC CCWD Flood Control Budget

ŀ	lendry County – Cei	ntral County Wa	iter District Dra	alnage Improvem	ents
ltem	Item Description	Quantity	Unit	Unit Price	Total
1.	Pump	1	LS	\$330,000	\$330,000
2.	Pump Station Repair	3	EA	\$280,000	\$840,000
3.	Culvert Replacement	352	EA	\$671.88	\$236,502
4.	Replace Culverts at Canal Crossings	6	EA	\$29,018	\$174,108
5.	Paving	1	LS	\$55,000	\$55,000
	Total				\$1,635,610



JOHN J. FUMERO Board Certified State & Federal Government & Administrative Practice Lawyer

OFFICE: (561) 982-7114 FAX NUMBER: (561) 982-7116

E-MAIL ADDRESS: jfumero@nasonyeager.com

MEMORANDUM

TO:

Board Supervisors, Central County Water Control District

FROM:

John J. Fumero, District Attorney

DATE:

July 14, 2020

RE:

District Attorney Monthly Report

July 22, 2020

- 1. Development of Requests for Proposals to develop Shovel Ready Projects for state and federal funding
- 2. Updates regarding 2020 Elections
- 3. Commission on ethics complaint regarding public records
- 4. CCWCD public records policy
- 5. Hold Harmless Agreement for fill delivery

Activity Report for the Month of June, 2020

Bank Account Activity

First Bank of Clewiston (Check #'s 10608-10660) Operating Checks Payroll Checks Payroll Tax Deposits Florida Retirement System	\$ 	46,821.12 26,952.57 6,682.09 3,416.23
Total Disbursements	\$	83,872.01
Seacoast Bank - Transfers from (to) Operating Account	<u>\$</u>	<u>-</u>
2019 Taxes Assessed, Taxes Collected, and Taxes Receivable - FYE 9/30/20		
Total Taxes Assessed Less October Collections Less November Collections Less December Collections Less January Collections Less February Collections Less March Collections Less April Collections Less May Collections Less June Collections	\$	1,750,388.20 (183,260.70) (500,316.31) (114,894.85) (185,064.82) (94,101.89) (241,551.49) (54,220.37) (340,131.96)
2019 Taxes Receivable	<u>\$</u>	36,845.81

Activity Report for the Month of June, 2020 (continued)

June Collections Breakdown

Current Year Taxes Prior Years' Taxes	\$ 340,131.96 2,529.51
Total April Collections	\$ 342,661.47
Current Year Tax Collection Comparison	
Current Fiscal Year-to-Date Collections Prior Fiscal Year-to-Date Collections	\$ 1,713,542.39 1,734,709.16
Collections Over (Under)	\$ (21,166.77)
Delinquent Tax Collection Comparison	
Current Fiscal Year-to-Date Collections Prior Fiscal Year-to-Date Collections	\$ 128,896.52 133,993.84
Collections Over (Under)	\$ (5,097.32)

CENTRAL COUNTY WATER CONTROL DISTRICT Balance Sheet June 30, 2020

ASSETS

Current Assets	
Petty Cash - Club House \$ 25.00	
Cash - First Bank - Checking 1,717,957.36	
Cash - Seacoast - Checking 49,984.13	
Cash - Seacoast - Money Market 116,169.40	
Cash - CenterState - Certificate of Deposit 1,507,534.69	
Cash - CenterState - Reserve 53,175.51	
Cash - CenterState - Debt Service 20,065.74	
Accounts Receivable - Miscellaneous 15.87	
Prepaid Insurance 14,140.16	
Inventory 16,523.98	
Taxes Receivable - 2019 <u>36,845.81</u>	
Total Current Assets	\$ 3,532,437.65
Property and Equipment	
Buildings 413,634.37	
Equipment 1,447,731.92	
Equipment - Clubhouse 78,652.69	
Roads, Canals, and Pumps 9,489,671.35	
Culverts 255,767.58	
Land 3,488.18	
Land Improvements 3,295,084.13	
Total Property and Equipment	14,984,030.22
Other Assets	
Deposits809.00	
Total Other Assets	809.00
Total Assets	\$ 18,517,276.87

CENTRAL COUNTY WATER CONTROL DISTRICT Balance Sheet (continued) June 30, 2020

LIABILITIES AND FUND BALANCE

Current Liabilities Retirement Contributions Payable Accrued Payroll Compensated Absences Deferred Revenue	\$ 887.57 14,665.67 3,447.04 36,845.81	
Total Current Liabilities		\$ 55,846.09
Fund Equity		
Investment in Fixed Assets Fund Balance - Non-spendable Fund Balance - Assigned to Debt Service Fund Balance - Emergency Reserve Fund Balance - Equipment Purchases Fund Balance - Assigned to Operations Fund Balance	14,984,030.22 (309,398.17) 20,065.74 250,000.00 80,355.00 575,505.00 2,860,872.99	
Total Fund Equity		18,461,430.78
Total Liabilities and Fund Equity		\$ 18,517,276.87

Combined Departments
Statement of Revenues and Expenditures - Budget and Actual
For the Month and Nine Months Ended June 30, 2020

	Current Month 6/30/2020	Current YTD 75% 6/30/2020	Total Budget	Variance - Favorable (Unfavorable)
Revenues -				
Taxes - Current Year	\$ 340,131.96	\$ 1,713,542.39	\$ 1,624,696.00	\$ 88,846.39
Taxes - Prior Years	2,529.51	128,896.52	173,000.00	(44,103.48)
Grant Proceeds		· <u>-</u>	200,000.00	(200,000.00)
Interest Income	2,225.93	35,242.97	104,261.00	(69,018.03)
Vending Machine Income	_,	268.00	1,900.00	(1,632.00)
Reservoir Key Income	_	18,890.00	9,750.00	9,140.00
FEMA Proceeds	-	14,925.55	0,700.00	14,925.55
	4,638.32	24,594.20	20,250.00	4,344.20
Miscellaneous Income Total Revenues	349,525.72	1,936,359.63	2,133,857.00	(197,497.37)
V • • • • • • • • • • • • • • • • • • •	348,323.72	1,000,000.00	2,100,007.00	(107,107.07)
Expenditures	0.050.04	70 570 40	75 000 00	0.400.00
Discounts and Commissions	6,853.24	72,573.40	75,000.00	2,426.60
Assessing Fees	4 704 00	8,751.94	4,000.00	(4,751.94)
Security	1,724.20	26,911.50	23,309.00	(3,602.50) 72,044.89
Maintenance of Roads	_	17,955.11	90,000.00 110,000.00	(39,332.61)
Rebuilding Dirt Roads	~	149,332.61 2,957.20	10,000.00	7,042.80
Street Signs	-	2,957.20 11,650.00	55,131.00	43,481.00
Canals & Levees - Maint. & Supplies	1,955.39	36,312.45	70,000.00	33,687.55
Supplies Other Contract Services	708.73	49,221.12	10,000.00	(39,221.12)
	100.13	321.20	1,700.00	1,378.80
Vending Machine Supplies Accountant	2,700.00	22,000.00	28,000.00	6,000.00
Auditor	4,000.00	12,000.00	12,500.00	500.00
Attorney	7,000.00	63,258.99	96,000.00	32,741.01
Engineer	3,540.00	21,082.50	55,000.00	33,917.50
Employee Training	0,040.00		3,000.00	3,000.00
Election	-	•	3,600.00	3,600.00
Fuel - Pumps, Equipment, & Vehicles	3,068.84	25,731.31	70,000.00	44,268.69
Repairs - Equipment & Vehicles	9,108.93	73,307.14	50,000.00	(23,307.14)
Repairs - Clubhouse & Pool	3,500.00	14,724.20	12,000.00	(2,724.20)
Insurance	(710.00)	60,188.00	55,000.00	(5,188.00)
Office Expense	` -	759.55	7,500.00	6,740.45
Legal Advertising	128.52	128.52	3,000.00	2,871.4 8
Utilities	2,439.81	20,059.32	21,000.00	940.68
Utilities - Street Lights	101.24	820.04	11,000.00	10,179.96
Christmas Party	-	-	3,800.00	3,800.00
Communications	834.81	8,021.98	8,000.00	(21.98)
Sanitation	8,370.23	34,668.54	54,000.00	19,331.46
Salaries, Wages, Taxes, Insurance, & FRS	37,361.35	539,918.78	676,996.00	137,077.22
Uniforms	948.26	9,054.51	10,000.00	945.49
Summer Camp - Other		-	26,250.00	26,250.00
Supervisor Fees	600.00	1,300.00		(1,300.00)
Capital Outlay - General & Equipment	-	-	70,358.00	70,358.00
Capital Outlay - Pumpstation 12	-	-	280,000.00	280,000.00
Capital Outlay - Road Paving & Resurfacing	0.540.40	- 50,000,00	200,000.00	200,000.00
Debt Service - John Deere	2,540.16	52,836.93	32,908.00	(19,928.93)
Debt Service - Loan Principal	- 275 00	39,799.71 33,426.84	81,826.00	42,026.29
Debt Service - Interest & Fiscal Charges	275.08	33,420.04	60,142.00 50,000.00	26,715.16 50,000.00
Contingency - Other		10-10-10-10-10-10-10-10-10-10-10-10-10-1		
Total Expenditures	90,048.79	1,409,073.39	2,431,020.00	1,021,946.61
Excess of Revenues Over (Under)				
Expenditures	\$ 259,476.93	\$ 527,286.24	\$ (297,163.00)	<u>\$ 824,449.24</u>

General Government
Statement of Revenues and Expenditures - Budget and Actual
For the Month and Nine Months Ended June 30, 2020

		rrent Month 8/30/2020	Current YTD 75% 6/30/2020	Total Sudget	Fav	ance - orable vorable)
Revenues						
Taxes - Current Year	\$	340,131.96	\$ 1,713,542.39	\$ -	\$	-
Taxes - Prior Years	•	2,529.51	128,896.52	-		-
Grant Proceeds		· -	-	-		-
Interest Income		2,225.93	35,242.97	<u>.</u>		-
Vending Machine Income			•			**
Reservoir Key Income		-	18,890.00	-		•
FEMA Proceeds		-	14,925.55			_
Miscellaneous Income		4,638.32	22,794.20	-		· · ·
Total Revenues		349,525.72	1,934,291.63	 		**
Expenditures						
Discounts and Commissions		6,853.24	72,573.40	-		-
Assessing Fees		-	8,751.94	-		-
Security		1,724.20	25,741.50	-		-
Maintenance of Roads		-	- · · · · ·	-		-
Rebuilding Dirt Roads		-	. •	4		-
Street Signs		_	•	-		-
Canals & Levees - Maint. & Supplies		-	•	-		-
Supplies		1,116.13	7,144.22	-		-
Other Contract Services		417.70	32,135.95	-		-
Vending Machine Supplies		-	-	-		-
Accountant		2,700.00	22,000.00	-		-
Auditor		4,000.00	12,000.00	-		-
Attorney		-	63,258.99	-		-
Engineer		3,540.00	21,082.50	-		*
Employee Training		•	*	-		-
Election		-	-	-		-
Fuel		-	-	-		-
Repairs - Equipment & Vehicles		-	-	-		-
Repairs - Clubhouse & Pool		-		-		-
Insurance		(710.00)	60,188.00	_		•
Office Expense		400.50	603.55	-		
Legal Advertising		128.52	128.52	-		
Utilities			-	-		_
Utilities - Street Lights		-	_	_		_
Christmas Party		473.97	4,432.72	_		-
Communications		8,111.34	32,586.09	_		
Sanitation Salaries, Wages, Taxes, Insurance, & FRS		10,051.74	143,111.11	-		-
Uniforms		-	-	-		-
Summer Camp - Other		-	-			-
Supervisor Fees		600.00	1,300.00	-		-
Capital Outlay - General & Equipment		-	` <u>-</u>	-		-
Capital Outlay - Pumpstation 12		_	٠-	-		-
Capital Outlay - Road Paving & Resurfacing		-	-	-		-
Debt Service - John Deere		-	-	~		-
Debt Service - Loan Principal		-	-	-		- .
Debt Service - Interest & Fiscal Charges		-	-	-		-
Contingency - Other		-		 -		-
Total Expenditures	-	39,006.84	507,038.49	 		-
Excess of Revenues Over (Under)						
Expenditures	\$	310,518.88	<u>\$ 1,427,253.14</u>	\$, <u>, , , , , , , , , , , , , , , , , , </u>	\$	<u>.</u>

Roads and Water Control
Statement of Revenues and Expenditures - Budget and Actual
For the Month and Nine Months Ended June 30, 2020

		nt Month /2020	7	ent YTD 5% 0/2020	 otal dget	Favo	ance - orable vorable)
Revenues				****			
Taxes - Current Year	\$	-	\$	-	\$ -	\$	-
Taxes - Prior Years		-		-	-		-
Grant Proceeds		-		_	-		-
Interest Income		-		_	-		
Vending Machine Income		_		_	_		-
		-		_	_		_
Reservoir Key Income		•		~			_
FEMA Proceeds		-		1 000 00	_		_
Miscellaneous income				1,800.00	 		
Total Revenues		-		1,800.00			
Expenditures							
Discounts and Commissions		-		-	-		•
Assessing Fees		-		-	-		•
Security		-		7.055.44	-		-
Maintenance of Roads		-		7,955.11	-		*
Rebuilding Dirt Roads		-	1/2	9,332.61	~		-
Street Signs		-		2,957.20	-		-
Canals & Levees - Maint. & Supplies		40440		1,650.00	•		-
Supplies		184.13	٦	1,805.22	•		-
Other Contract Services		86.20		6,296.45	-		-
Vending Machine Supplies		-		-	-		•
Accountant		-			-		
Auditor		-		-	-		-
Attorney		-		-	-		-
Engineer		-		-	-		-
Employee Training		-		-	-		-
Election			,	-	-		-
Fuel - Pumps, Equipment, & Vehicles		3,068.84		25,731.31	-		-
Repairs - Equipment & Vehicles		9,049.99	i	73,125.77	-		-
Repairs - Clubhouse & Pool		-		-	-		-
Insurance		-		-	-		-
Office Expense		-		-	-		-
Legal Advertising		-		-	-		
Utilities		1,092.66	•	10,615.16	-		•
Utilities - Street Lights		101.24		820.04	-		-
Christmas Party		-		-	-		-
Communications		-		-	-		-
Sanitation		~ ~ ~ ~		-	-		-
Salaries, Wages, Taxes, Insurance, & FRS	2	2,038.07	3	04,640.48	-		-
Uniforms		948.26		9,054.51	-		-
Summer Camp - Other		-		-	-		-
Supervisor Fees		-		-	-		-
Capital Outlay - General & Equipment		-		-	-		-
Capital Outlay - Pumpstation 12		-		-	-		-
Capital Outlay - Road Paving & Resurfacing		0 540 40		-	-		-
Debt Service - John Deere		2,540.16		52,836.93	-		•
Debt Service - Loan Principal		275.00		39,799.71	-		-
Debt Service - Interest & Fiscal Charges		275.08	•	33,426.84	-		-
Contingency - Other					 <u></u>		w4
Total Expenditures	3	39,384.63	7	50,047.34	 -		
Excess of Revenues Over (Under)							
Expenditures	\$ (3	39,384.63)	\$ (7	48,247.34)	\$	\$	_

Recreation Statement of Revenues and Expenditures - Budget and Actual For the Month and Nine Months Ended June 30, 2020

	Current Month 6/30/2020	Current YTD 75% 6/30/2020	Total Budget	Variance - Favorable (Unfavorable)
Revenues				
Taxes - Current Year	\$ -	\$ -	\$ -	\$ -
Taxes - Prior Years	-	-	-	-
Grant Proceeds	-	•	_	-
Interest Income	_	-	-	-
Vending Machine Income		268.00	1,900.00	(1,632.00)
Reservoir Key Income		200.00	,,,,,,,,,	(.,/
FEMA Proceeds			_	1
Miscellaneous Income	_	_	_	_
	***			(4.000.00)
Total Revenues	-	268.00	1,900.00	(1,632.00)
Expenditures				
Discounts and Commissions	-	-	-	•
Assessing Fees	-	-	-	-
Security	-	1,170.00	•	-
Maintenance of Roads	-	•	-	-
Rebuilding Dirt Roads	•	•	-	-
Street Signs	-	-	-	-
Canals & Levees - Maint. & Supplies	-	<u></u>	-	-
Supplies	655.13	17,363.01	-	-
Other Contract Services	204.83	10,788.72	-	-
Vending Machine Supplies	-	321.20	-	-
Accountant	-	-	- .	-
Auditor	-	•	-	-
Attorney	-	-	-	-
Engineer	-	#	-	-
Employee Training	-	-	-	-
Election	-	-	-	-
Fuel	-	-	-	-
Repairs - Equipment & Vehicles	58.94	181.37	-	-
Repairs - Clubhouse & Pool	3,500.00	14,724.20	-	-
Insurance	•		-	
Office Expense	-	156.00	-	-
Legal Advertising		-	-	-
Utilities	1,347.15	9,444.16	-	· •
Utilities - Street Lights	-	-	-	-
Christmas Party		0.500.00	_	~
Communications	360.84	3,589.26	-	-
Sanitation	258.89	2,082.45	-	-
Salaries, Wages, Taxes, Insurance, & FRS	5,271.54	92,167.19	• •	- .
Uniforms	-	-	-	-
Summer Camp - Other	-	-		-
Supervisor Fees	-	_	•	-
Capital Outlay - General & Equipment Capital Outlay - Pumpstation 12	- -	-	_	_
Capital Outlay - Pumpstation 12 Capital Outlay - Road Paving & Resurfacing	_	-	_	-
Debt Service - John Deere	_	-	-	
Debt Service - Loan Principal	_	-	-	-
Debt Service - Interest & Fiscal Charges	•	-	<u>-</u>	-
Contingency - Other	-	•	-	
Containgulary - Outer	·	· · · · · · · · · · · · · · · · · · ·		
Total Expenditures	11,657.32	151,987.56	-	
Excess of Revenues Over (Under)				
Expenditures	\$ (11,657.32)	<u>\$ (151,719.56)</u>	\$ 1,900.00	\$ (1,632.00)

Personnel Expenses

Nine Months Ended June 30, 2020

	General overnment	-	Roads and ater Control_	R	lecreation	Total
Salaries and Wages	\$ 95,519.48	\$	195,992.91	\$	58,834.01	\$ 350,346.40
Overtime Wages	4,650.98		5,972.83		2,907.79	13,531.60
Group Insurance	24,407.87		62,393.15		17,855.57	104,656.59
Workers' Comp. insurance	2,993.70		9,006.90		2,573.40	14,574.00
Payroll Taxes	7,663.05		15,311.72		4,833.41	27,808.18
Florida Retirement Contributions	7,876.03		15,962.97		5,163.01	29,002.01
	\$ 143,111.11	\$	304,640.48	\$	92,167.19	<u>\$ 539,918.78</u>

Check List

All Bank Accounts June 1, 2020 - June 30, 2020

Check Number	Check Date	Payee	The second secon	Amount
ayroll Checks				
54324	06/04/20	RODRIGUEZ, PEDRO		769.63
54325	06/04/20	BUSSOTT, HERMINIO		1,095.19
54326	06/04/20	BROWN, VALERIE L		496.07
54327	06/04/20	PELHAM, CURTIS I		638.99
54328	06/04/20	DOWD, CHRISTOPHER G		593.79
54329	06/04/20	GUTIERREZ, JESSIE H		432.61
54330	06/04/20	RUDD, JEFFREY E		482.69
54331	06/04/20	HERNANDEZ, REBBECCA A		842.36
54332	06/04/20	ROSA GORDIAN, JOSE A		572.30
54333	06/04/20	WATSON, III, DELENDIO		405.20
54334	06/04/20	BENITEZ, JR., DANIEL		498.67
54335	06/11/20	RODRIGUEZ, PEDRO		636.04
54336	06/11/20	BUSSOTT, HERMINIO		1,095.19
54337	06/11/20	BROWN, VALERIE L		496.06
54338	06/11/20	PELHAM, CURTIS I		422.47
54339	06/11/20	DOWD, CHRISTOPHER G		758.02
54340	06/11/20	GUTTERREZ, JESSIE H		432.62
54341	06/11/20	RUDD, JEFFREY E		482.68
54342	06/11/20	HERNANDEZ, REBBECCA A		689.73
54343	06/11/20	ROSA GORDIAN, JOSE A		681.04
		WATSON, III, DELENDIO		405.20
54344 54345	06/11/20			638.55
543 4 5	06/11/20	BENITEZ, JR., DANIEL		680.57
54346 54347	06/18/20	RODRIGUEZ, PEDRO		1,095.18
-543 4 7	06/18/20	BUSSOTT, HERMINIO		496.07
54348	06/18/20	BROWN, VALERIE L		639.00
54349	06/18/20	PELHAM, CURTIS I		593.78
54350	06/18/20	DOWD, CHRISTOPHER G		432.60
54351	06/18/20	GUTTERREZ, JESSIE H		482.68
54352	06/18/20	RUDD, JEFFREY E		659.20
54353	06/18/20	HERNANDEZ, REBBECCA A		572.30
54354	06/18/20	ROSA GORDIAN, JOSE A		
54355	06/18/20	WATSON, III, DELENDIO		405.20
54356	06/18/20	BENITEZ, JR., DANIEL		603.58
54357	06/25/20	RODRIGUEZ, PEDRO		636.05
54358	06/25/20	BUSSOTT, HERMINIO		1,095.19
54359	06/25/20	BROWN, VALERIE L		513.93
54360	06/25/20	PELHAM, CURTIS I		639.00
54361	06/25/20	DOWD, CHRISTOPHER G		593.79
54362	06/25/20	GUTIERREZ, JESSIE H		432.61
54363	06/25/20	RUDD, JEFFREY E		482.68
54364	06/25/20	HERNANDEZ, REBBECCA A		694.93
54365	06/25/20	ROSA GORDIAN, JOSE A		572.30
54366	06/25/20	WATSON, III, DELENDIO		568.16
54367	06/25/20	BENITEZ, JR., DANIEL		498.67
onder Cheeke			Payroll Check Total	26,952.57
endor Checks 10608	06/04/20	ACE HARDWARE		39.96
	06/04/20	AQUATIC TECHNOLOGY INC		58.94
10609 10610	06/04/20	BERNER OIL COMPANY, INC.		1,060.12
	* *	BOB DEAN SUPPLY, INC.		13.55
10611	06/04/20	CINTAS CORPORATION		79.00
10612	06/04/20 06/04/20	EVERGLADES FARM EQUIPMENT		3,142.59
10613	06/04/20			2,541.0
10614	06/04/20	GLADES ELECTRIC CO-OP		1,103.2
10615	06/04/20	GLADES ELECTRIC CO-OP		4.0
10616	06/04/20	J.M. TODD, INC.		63.1
10617	06/04/20	NEXAIR DDI. COUNTY SEAMLESS CHITTEDS 11 C		3,500.00
10618	06/04/20	RRI-COUNTY SEAMLESS GUTTERS, LLC		2,200.00

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Check List

All Bank Accounts
June 1, 2020 - June 30, 2020

	Check Number	Check Date	Payee	Amount
		0.5 10 - 100	DECEMBER OF MADA	118.48
	10619	06/04/20	PERFORMANCE NAPA	4,000.00
	10620	06/04/20	TUSCAN & COMPANY, P.A. WASTE CONNECTIONS OF FLORIDA	517.78
	10621	06/04/20		23.08
	10622	06/04/20	STATE OF FL DISBURSEMENT UNIT STATE OF FLORIDA DISBURSEMENT UNIT	46.15
	10623	06/04/20		150.00
	10624	06/04/20	BENITO L. ALVAREZ	150.00
	10625	06/04/20	DENISE MILLER	150.00
	10626	06/04/20	JUAN MATA	150.00
	10627	06/04/20	LUIS E. NAPOLES	1,944.85
	10628	06/11/20	BOBCAT OF FORT MYERS	44.82
	10629	06/11/20	CINTAS CORPORATION	948.26
	10630	06/11/20	CINTAS CORPORATION	85.60
	10631	06/11/20	CULLIGAN WATER CONDITIONER, INC.	103.00
	10632	06/11/20	CULLIGAN WATER CONDITIONER, INC.	119.23
	10633	06/11/20	DIRECT TV	563.50
	10634	06/11/20	DOBBS EQUIPMENT, LLC	1,000.44
	10635	06/11/20	EVERGLADES FARM EQUIPMENT	64.20
	10636	06/11/20	GROUP ONE SAFETY & SECURITY	60.00
	10637	06/11/20	GROUP ONE SAFETY & SECURITY	3,540.00
	10638	06/11/20	H.L. BENNETT & ASSOCIATES, INC.	128.52
	10639	06/11/20	INDEPENDENT NEWSPAPERS, INC.	
	10640	06/11/20	JOHN DEERE FINANCIAL	2,815.24
	10641	06/11/20	ORIGINAL EQUIPMENT COMPANY	29.78
	10642	06/11/20	PADGETT SECURITY, INC.	1,600.00
	10643	06/11/20	ROBBIE TIRE COMPANY	547.02
	10644	06/11/20	WASTE CONNECTIONS OF FLORIDA	7,852.45
	10645	06/11/20	STATE OF FLORIDA DISBURSEMENT UNIT	46.15
	10646	06/11/20	STATE OF FL DISBURSEMENT UNIT	23.08
	10647	06/18/20	BERNER OIL COMPANY, INC.	2,008.72
1	10648	06/18/20	CENTURYLINK	292.03
	10649	06/18/20	CENTURYLINK	360.84
	10650	06/18/20	EVERGLADES FARM EQUIPMENT	477.10
l	10651	06/18/20	MARY LOU'S STORE	8.54
1	10652	06/18/20	OFFICE DEPOT CREDIT PLAN	536.55
	10653	06/18/20	ULINE	60.98
	10654	06/18/20	ULINE	1,308.38
1	10655	06/18/20	VISA	502.29
-	10656	06/18/20	BOY MILLER KISKER & PERRY, PA	2,700.00
	10657	06/18/20	STATE OF FLORIDA DISBURSEMENT UNIT	46.15
	10658	06/18/20	STATE OF FL DISBURSEMENT UNIT	23.08
1	10659	06/25/20	STATE OF FLORIDA DISBURSEMENT UNIT	46.15
	10660	06/25/20	STATE OF FL DISBURSEMENT UNIT	23.08
		, .	Vendor Check Total	46,821.12
			Check List Total	73,773.69

Date R	eference Journal	Description	Beginning Balance	Current Amount	Period End Balance	
L0350 Miscell	aneous Income		(1,800.00)	0.00	(4.000.00)	
		Totals for 10350		0.00	(1,800.00)	
INE12 Dobuile	ling Dirt Roads		149,332.61			
LUSIS REBUIK	ing Dire Roads	Totals for 10513	115,552.01	0.00	149,332.61	
10515 Mainte	nance of Roads		17,955.11			
		Totals for 10515	-	0.00	17,955.11	
	Cian Francus		2,957.20			
10520 Street	sign expense	Totals for 10520	2,337.20	0.00	2,957.20	
		100000101200				
10525 Canals	and Levees-Mainter	nance and Supplies	11,650.00			
		Totals for 10525		0.00	11,650.00	
			44 604 00			
10530 Supplie		I W TAILE	11,621.09	10/ 12		
06/18/20	10654	ULINE Totals for 10530		184.13 184.13	11,805.22	
		10003 101 20330	·	20.120		
10556 Other	contract services		6,210.25			
06/04/20	10617	NEXAIR	-	63.15		
06/11/20	10629	CINTAS CORPORATION		23.05		
		Totals for 10556	Salaran	86.20	6,296.45	
	-		62,431.39			
10565 Group 06/30/20	PAYROLL	Payroli Journal Entry	02,431.33	(38.24)		
00/30/20	PAIROLL	Totals for 10565		(38.24)	62,393.15	
		764				
10570 Worke	rs Comp. Insurance		9,006.90			
	-	Totals for 10570	*********	0.00	9,006.90	
			12 042 10			
10575 Payrol		OA1 DEDOCT	13,942.10	330.50		
06/04/20 06/11/20	94.01 94.02	941 DEPOSIT 941 DEPOSIT		337.22		
06/11/20	94.03	941 DEPOSIT		332.08		
06/25/20	94.04	941 DEPOSIT		369.82		
06/30/20	89	PAYROLL JOURNAL ENTRY		(2,472.95)		
06/30/20	PAYROLL	Payroli Journal Entry	***	2,472.95		
		Totals for 10575		1,369.62	15,311.72	
inejo paka	ment Contributions		14,638.28			
06/05/20	20.01	FL RETIREMENT	I GOOGLEO	1,324.69		
00) 00) 20		Totals for 10578		1,324.69	15,962.97	
10580 Fuel			22,662.47			
06/04/20	10610	BERNER OIL COMPANY, INC.		1,060.12		
06/18/20	10647	BERNER OIL COMPANY, INC. Totals for 10580		2,008.72 3,068.84	25,731.31	
		10tals for 10580		ייסיסטוייר	43/ J1.J1	
10585 Renair	s-Equipment and V	ehicles	64,075.78			
06/04/20	10608	ACE HARDWARE		39.96		
06/04/20	10611	BOB DEAN SUPPLY, INC.		13.55		
06/04/20	10613	EVERGLADES FARM EQUIPMENT		3,142.59		
	10615	GLADES ELECTRIC CO-OP		1,103.20		
06/04/20	10619	PERFORMANCE NAPA		118.48		
06/04/20 06/04/20				1,944.85		
06/04/20 06/04/20 06/11/20	10628	BOBCAT OF FORT MYERS				
06/04/20 06/04/20		BOBCAT OF FORT MYERS DOBBS EQUIPMENT, LLC EVERGLADES FARM EQUIPMENT		563.50 1,000.44		

	_			Beginning	Current	Period End
Date	Reference	Journal	Description	Balance	Amount	Balance
06/11/20	10641		ORIGINAL EQUIPMENT COMPANY		29.78	
06/11/20	10643		ROBBIE TIRE COMPANY		547.02	
06/18/20	10650		EVERGLADES FARM EQUIPMENT		477.10	
06/18/20	10651		MARY LOU'S STORE		8.54	
06/18/20	10653		ULINE		60.98	
			Totals for 10585	n-002-012	9,049.99	73,125.77
.0605 Uti	litiae			9,522.50		
06/04/20	10614		GLADES ELECTRIC CO-OP	3,322.30	1,092.66	
00/01/20	2002 (Totals for 10605		1,092.66	10,615.16
						
	lities-Street Li	ghts		718.80	101.24	
06/04/20	10614		GLADES ELECTRIC CO-OP Totals for 10610		101.24	920.04
			locals for 10010		101.24	820.04
.0625 Sa	aries and Wag	es		177,627.33		
06/30/20	89		PAYROLL JOURNAL ÉNTRY	-	9,309.20	
06/30/20	PAYROLL		Payroll Journal Entry		9,056.38	
			Totals for 10625	-	18,365.58	195,992.91
10628 Av	ertime Wages			4,956.41		
06/30/20	erume wages 89		PAYROLL JOURNAL ENTRY	7,550.71	1,016.42	
00,00,20	0,5		Totals for 10628		1,016.42	5,972.83
10630 Un				8,106.25	242.26	
06/11/20	10630		CINTAS CORPORATION Totals for 10630	******	948.26 948.26	9,054.51
			Totals for 10030	2	340.20	3,034.31
.0900 In	erest Expense			33,151.76		
06/11/20	10640		JOHN DEERE FINANCIAL	·	275.08	
			Totals for 10900		275.08	33,426.84
10000 7-1	D Finai	aial Babi	h Camaiaa	50,296.77		
06/11/20	nn Deere Finan 10640	iciai - Debi	JOHN DEERE FINANCIAL	30,230.77	2,540.16	
00/11/20	10010		Totals for 10908		2,540.16	52,836.93
				esterament	-	.,
10910 Bo	nd Principal Pa	yments		39,799.71		00 700 74
			Totals for 10910		0.00	39,799.71
20340 Ve	nding Machine	Income		(268.00)		
			Totals for 20340	- "	0.00	(268.00)
20510 Se	curity		Tabal- for OAE4A	1,170.00	0.00	1 170 00
			Totals for 20510	-	0.00	1,170.00
20530 Su	pplies			16,707.88		
06/18/20	10652		OFFICE DEPOT CREDIT PLAN	•	151.00	
06/18/20	10654		ULINE		504.13	
			Totals for 20530		655.13	17,363.01
30F3F V-	nding Machine	Sunniles		321.20		
	ronia Liecieng	20thises	Totals for 20535	Je 4.6V	0.00	321.20
20333 VE			र चलाराच्या विषय गाम चलाम्ब			7-2-1-4
20555 Ve				40 500 00		
	her Contract S	ervices		10,583.89		
	her Contract S 10631	ervices	CULLIGAN WATER CONDITIONER,	10,583.89	85.60	
20556 O t 06/11/20	10631	ervices	INC.	10,583.89		
20556 Ot		ervices		10,583.89	85.60 119.23 204.83	10,788.72

Date	Reference 1	ournal Description		Beginning Balance	Current Amount	Period End Balance	
20565	Group Insurance			17,855.57	0.00	17,855.57	
		`	Totals for 20565			17,033.37	
20570	Workers Comp. Ins	urance		2,573.40			
10370	##Oricis comprais	and the state.	Totals for 20570	·	0.00	2,573.40	
							
20575	Payroll Taxes		•	4,394.42			
06/04/		941 DEPOSIT			118.54 118.54		
06/11/		941 DEPOSIT			118.55		
06/18/		941 DEPOSIT			83.36		
06/25/	20 94.04	941 DEPOSIT	Totals for 20575		438.99	4,833.41	
				A 620 06			
	Retirement Contrib	utions FL RETIREMEI	LPT	4,628.86	534.15		
06/05/	20 20.01	FL KETIKEME	Totals for 20578	-	534.15	5,163.01	
			(VIGIS IVI 20070				
20585	Repairs-Equipment	and Vehicles		122.43			
06/04/	•		HNOLOGY INC		58.94		
		•	Totals for 20585		58.94	181.37	
				44 004 00			
	Repairs-Clubhouse	and Pool	CEAMIECO CUTTERO LLO	11,224.20	3,500.00		
06/04/	20 10618	IKI-COUNTY	SEAMLESS GUTTERS, LLC Totals for 20590		3,500.00	14,724.20	
		•	ULAIS U. ZUDBU	-	2/000.00	7.77	
20600	Office Expense			156.00			
	expelled		Totals for 20600		0.00	156.0 0	
	Utilities			8,097.01			
06/04/	/20 10614	GLADES ELEC			1,347.15 1,347.15	9,444.16	
			Totals for 20605		1,37/.13	5,177,10	
20615	Communications			3,228.42			
06/18/		CENTURYLIN	ζ	-	360.84		
20, 10,			Totals for 20615	*****	360.84	3,589.26	
			·				
20620	Sanitation			1,823.56	250 00		
06/04	/20 10621	WASTE CONN	IECTIONS OF FLORIDA	•••	258.89 258.89	2,082.45	
	•		Totals for 20620	-	230.03	درانالادران	
20625	Salaries and Wage	s		54,535.61	•		
06/30			IRNAL ENTRY	•	2,057.60		
06/30		Payroll Journa			2,240.80		
-,,		-	Totals for 20625	-	4,298.40	58,834.01	
				2,907.79			
20628	Overtime Wages		Totals for 20628	۷۱،۱۷۶	0.00	2,907.79	
			1240214: 50050	-			
30327	Tax Revenue - 201	19		(1,373,410.43)			
06/09		HENDRY CO	TAX COLL #60652		(28,125.20)		
06/30	•		TAX COLL #60849		(290,299.79)		
06/30	/20		TAX COLL #60899		(570.63)		
06/30	/20	HENDRY CO	TAX COLL #60764		(21,136.34)	(1 713 542 30)	
			Totals for 30327		(340,131.96)	(1,713,542.39)	
30330	Interest Income			(33,017.04)			
06/30		FBC INTERES	ST .	. , ,	(359.79)		
	,				•		

General Ledger

June 1, 2020 - June 30, 2020

Date			Manager 1		Beginning Ralance	Current	Period End Balance
	Reference	Journal	Description		Balance	Amount	Daidille
06/30/20	6.01		JUNE INTEREST			(7.64)	
06/30/20	6.01		JUNE INTEREST			(2.19)	
06/30/20	6.01		JUNE INTEREST			(1,856.31)	(0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.
				Totals for 30330		(2,225.93)	(35,242.97)
333 De	elinquent Tax F	Revenue			(126,367.01)		
06/09/20	, , , , , , , , , , , , , , , , , , , ,		HENDRY CO TAX CO	LL #60652	•	(333.79)	
06/30/20			HENDRY CO TAX CO			(2,195.72)	
, ,				Totals for 30333		(2,529.51)	(128,896.52)
0340 Re	eservoir Key In	come			(18,890.00)		
V340 Ne	sservon ivey zii	Come		Totals for 30340	(==,====,	0.00	(18,890.00)
					(18,155.88)		
	iscellaneous Ir	icome	PERMITS		(10,133,00)	(3,250.00)	
06/02/20			GLADES ELECTRIC	TOOP		(1,171.42)	
06/02/20			RECYCLING	WO F		(216.90)	
06/02/20			ALC I CLING	Totals for 30350		(4,638.32)	(22,794.20)
					(14 02F FF)		
0355 FE	MA Proceeds			Totals for 30355	(14,925.55)	0.00	(14,925.55)
0400 Di	iscounts			Totals for 30400	36,453.63	0.00	36,453.63
				Totals 101 30400			
0405 C	ommissions				29,266.53		
06/09/20			HENDRY CO TAX CO			569.18	
06/30/20	•		HENDRY CO TAX CO	DLL #60849		5,806.00	
06/30/20			HENDRY CO TAX CO	DLL #60899		11.41	
06/30/20			HENDRY CO TAX CO	DLL #60764		466.65	
				Totals for 30405		6,853.24	36,119.77
0410 A	ssessing Fees				8,751.94		
				Totals for 30410		0.00	8,751.94
DE00 6					700.00		
10500 Si	upervisor fees 10624		BENITO L. ALVARE	_	, 00.00		
	LUDZT			<u>7</u>		150.00	
06/04/20				<u>7</u>		150.00 150.00	
06/04/20 06/04/20	10625		DENISE MILLER	2		150.00	
06/04/20 06/04/20 06/04/20	10625 10626		DENISE MILLER JUAN MATA	2			
06/04/20 06/04/20	10625 10626		DENISE MILLER	Totals for 30500		150.00 150.00	1,300.00
06/04/20 06/04/20 06/04/20 06/04/20	10625 10626 10627		DENISE MILLER JUAN MATA		 82.74	150.00 150.00 150.00	1,300.00
06/04/20 06/04/20 06/04/20 06/04/20	10625 10626		DENISE MILLER JUAN MATA		82.74	150.00 150.00 150.00	1,300.00 82.74
06/04/20 06/04/20 06/04/20 06/04/20 30505 M	10625 10626 10627 Iiscellaneous E		DENISE MILLER JUAN MATA	Totals for 30500		150.00 150.00 150.00 600.00	
06/04/20 06/04/20 06/04/20 06/04/20 30505 M	10625 10626 10627 liscellaneous E	xpense	DENISE MILLER JUAN MATA LUIS E. NAPOLES	Totals for 30500 Totals for 30505	82.74 == 24,017.30	150.00 150.00 150.00 600.00	
06/04/20 06/04/20 06/04/20 06/04/20 30505 M 30510 S 06/11/20	10625 10626 10627 Iiscellaneous E ecurity	xpense	DENISE MILLER JUAN MATA LUIS E. NAPOLES GROUP ONE SAFET	Totals for 30500 Totals for 30505 Y & SECURITY		150.00 150.00 150.00 600.00	
06/04/20 06/04/20 06/04/20 06/04/20 30505 M 30510 Sc 06/11/20 06/11/20	10625 10626 10627 liscellaneous E ecurity 10636 10637	xpense	DENISE MILLER JUAN MATA LUIS E. NAPOLES GROUP ONE SAFET GROUP ONE SAFET	Totals for 30500 Totals for 30505 Y & SECURITY Y & SECURITY		150.00 150.00 150.00 600.00 0.00	
06/04/20 06/04/20 06/04/20 06/04/20 80505 M 80510 Se 06/11/20	10625 10626 10627 liscellaneous E ecurity 10636 10637	xpense	DENISE MILLER JUAN MATA LUIS E. NAPOLES GROUP ONE SAFET	Totals for 30500 Totals for 30505 Y & SECURITY Y & SECURITY		150.00 150.00 150.00 600.00	
06/04/20 06/04/20 06/04/20 06/04/20 30505 M 30510 S 06/11/20 06/11/20 06/11/20	10625 10626 10627 liscellaneous E ecurity 10636 10637 10642	xpense	DENISE MILLER JUAN MATA LUIS E. NAPOLES GROUP ONE SAFET GROUP ONE SAFET	Totals for 30500 Totals for 30505 Y & SECURITY Y & SECURITY Y, INC.	== 24,017.30 =	150.00 150.00 150.00 600.00 0.00 64.20 60.00 1,600.00	82.74
06/04/20 06/04/20 06/04/20 06/04/20 30505 M 30510 S 06/11/20 06/11/20 06/11/20	10625 10626 10627 liscellaneous E ecurity 10636 10637 10642	xpense	DENISE MILLER JUAN MATA LUIS E. NAPOLES GROUP ONE SAFET GROUP ONE SAFET PADGETT SECURIT	Totals for 30500 Totals for 30505 Y & SECURITY Y & SECURITY Y, INC. Totals for 30510		150.00 150.00 150.00 600.00 0.00 64.20 60.00 1,600.00 1,724.20	82.74
06/04/20 06/04/20 06/04/20 30505 M 30510 S 06/11/20 06/11/20 06/11/20 30530 S 06/18/20	10625 10626 10627 liscellaneous E ecurity 10636 10637 10642	xpense	DENISE MILLER JUAN MATA LUIS E. NAPOLES GROUP ONE SAFET GROUP ONE SAFET PADGETT SECURIT	Totals for 30500 Totals for 30505 Y & SECURITY Y & SECURITY Y, INC. Totals for 30510	== 24,017.30 =	150.00 150.00 150.00 600.00 0.00 64.20 60.00 1,600.00 1,724.20	82.74
06/04/20 06/04/20 06/04/20 30505 M 30510 S 06/11/20 06/11/20 30530 S 06/18/20 06/18/20	10625 10626 10627 liscellaneous E ecurity 10636 10637 10642 supplies 10652	xpense	DENISE MILLER JUAN MATA LUIS E. NAPOLES GROUP ONE SAFET GROUP ONE SAFET PADGETT SECURIT OFFICE DEPOT CRI ULINE	Totals for 30500 Totals for 30505 Y & SECURITY Y & SECURITY Y, INC. Totals for 30510	== 24,017.30 =	150.00 150.00 150.00 600.00 0.00 64.20 60.00 1,600.00 1,724.20 385.55 620.12	82.74
06/04/20 06/04/20 06/04/20 06/04/20 30505 M 30510 S 06/11/20 06/11/20 06/11/20 06/18/20	10625 10626 10627 liscellaneous E ecurity 10636 10637 10642 supplies 10652	xpense	DENISE MILLER JUAN MATA LUIS E. NAPOLES GROUP ONE SAFET GROUP ONE SAFET PADGETT SECURIT	Totals for 30500 Totals for 30505 Y & SECURITY Y & SECURITY Y, INC. Totals for 30510	== 24,017.30 =	150.00 150.00 150.00 600.00 0.00 64.20 60.00 1,600.00 1,724.20	82.74
06/04/20 06/04/20 06/04/20 06/04/20 60505 M 60510 S 06/11/20 06/11/20 06/11/20 06/18/20 06/18/20	10625 10626 10627 liscellaneous E ecurity 10636 10637 10642 supplies 10652	xpense	DENISE MILLER JUAN MATA LUIS E. NAPOLES GROUP ONE SAFET GROUP ONE SAFET PADGETT SECURIT OFFICE DEPOT CRI ULINE	Totals for 30500 Totals for 30505 Y & SECURITY Y & SECURITY Y, INC. Totals for 30510	== 24,017.30 =	150.00 150.00 150.00 600.00 0.00 64.20 60.00 1,600.00 1,724.20 385.55 620.12 110.46	82.74 25,741.50

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General Ledger June 1, 2020 - June 30, 2020

			Beginning	Current	Period End	
Date	Reference Journ	al Description	Balance	Amount	Balance	
06/10/00	10656	BOA WILLED RICKED & DEDDA BY		2,700:00	•	
06/18/20	10656	BOY MILLER KISKER & PERRY, PA Totals for 30540		2,700.00	22,000.00	
0545 Aud			8,000.00	4 666 66		
06/04/20	10620	TUSCAN & COMPANY, P.A.		4,000.00	12 000 00	
		Totals for 30545	Sacr	4,000.00	12,000.00	
80550 Att	arnov		63,258.99			
NOOU ALL	эгпеу	Totals for 30550	03,230.33	0.00	63,258.99	
30555 Eng	ineer		17,542.50			
06/11/20	10638	H.L. BENNETT & ASSOCIATES, INC.		3,540.00	24 000 50	
		Totals for 30555	· =====	3,540.00	21,082.50	
			31,718.25			
	er Contract Services	CINTAS CORPORATION	31,/16.23	79.00		
06/04/20 06/04/20	10612 10616	J.M. TODD, INC.		4.04		
06/0 4 /20 06/11/20	10629	CINTAS CORPORATION		21,77		
06/11/20	10632	CULLIGAN WATER CONDITIONER,		103.00		
		INC.		200.00		
06/18/20	10655	VISA		209.89 417.70	32,135.95	
		Totals for 30556		41/./0	32,133.73	
30565 Grd	oup Insurance		24,407.87			
50303 GIC	up msarance	Totals for 30565	_,,	0.00	24,407.87	
						1 100000
30570 Wa	rkers Comp. Insurar	nce	2,993.70			
*		Totals for 30570		0.00	2,993.70	
			6,998.71			
30575 Pay		941 DEPOSIT	0,990.71	177.97		
06/04/20 06/11/20	94.01 94.02	941 DEPOSIT		162.95		
06/11/20	94.03	941 DEPOSIT		159.95		
06/25/20	94.04	941 DEPOSIT		163.47		
00,00,00		Totals for 30575		664.34	7,663.05	
	tirement Contributio		7,172.67	702.25		
06/05/20	20.01	FL RETIREMENT		703.36 703.36	7,876.03	
		Totals for 30578	===	/03.30	7,0000	
30595 Ins	urance		60,898.00			
06/12/20	W1100	TRAVELERS REIMB		(710.00)		
r -111		Totals for 30595		(710.00)	60,188.00	
30600 Off	fice Expense	W.L. C. B. BARRA	520.81	0.00	E30 01	
		Totals for 30600	-	0.00	520.81	
20602 1-	gal advertising		0.08			
06/11/20	gai advertising 10639	INDEPENDENT NEWSPAPERS, INC.	****	128.52		
00/11/20	10003	Totals for 30602	-	128.52	128.52	
						
	mmunications		3,958.75			
	10648	CENTURYLINK		292.03		
06/18/20	10655	VISA Totals for 30615		181.94 473.97	4,432.72	
06/18/20 06/18/20		LOCAIS FOR SUCCES	-	7/3.5/	7,736.76	
06/18/20	nitation		24.474.75			
	nitation 10621	WASTE CONNECTIONS OF FLORIDA	24,474.75	258.89		

				Beginning	Current	Period End
Date	Reference	Journal	Description	Balance	Amount	Balance
06/11/20	10644		WASTE CONNECTIONS OF FLORIDA		7,852.45	
00/11/20	10011		Totals for 30620		8,111.34	32,586.09
30625 Sala	aries and Wage	25	•	87,535.48		
06/30/20	89		PAYROLL JOURNAL ENTRY	.,	(700.04)	
06/30/20	PAYROLL		Payroll Journal Entry		8,684.04	
, ,			Totals for 30625		7,984.00	95,519.48
30628 Ove	ertime Wages			3,950.94		
06/30/20	89		PAYROLL JOURNAL ENTRY	·	700.04	
			Totals for 30628		700.04	4,650.98
99999 Sus	spense			0.00		
06/30/20	89		PAYROLL JOURNAL ENTRY		(11,409.81)	
06/30/20	PAYROLL		Payroli Journal Entry	<u></u>	11,409.81	
. •			Totals for 99999		0.00	0.00

CENTRAL COUNTY WATER CONTROL DISTRICT Payroll Journal - Condensed All Bank Accounts

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13.88 40.0000 0.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 0.0000 0.0000 13.88 40.0000 0.0000 0.0000 0.0000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 13.88 0.0000 0.0000 0.0000 0.000 0.000 13.88 40.0000 0.0000 0.0000 0.000 0.000 13.88 40.0000 0.0000 0.0000 0.0000 0.000 13.88 40.0000 0.0000 0.0000 0.0000 0.000 13.88 40.0000 0.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 0.0000 0.000 0.0000 13.88 0.0000 0.0000 0.0000 0.0000 0.000 0.000 0.000 0.000 0.000 0.0	Pay Rate Work Loca Departmer	Regular Regular Regular	Hours OT/DT OSS Location on	Benefit	Regular	Earnings OT/DT	Total	=	FICA-I	FICA-SS FICA-MED	FICA-SS FICA-MED Federal St	FICA-SS FICA-MED Federal	Withholding Taxes FICA-SS FICA-MED Federal State Tax Amount Local Tax	FICA-SS FICA-MED Federal State Tax
13.88 0.0000 0.0000 0.0000 13.88 40.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 13.88 40.0000 0.0000 0.0000 13.88 40.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 14.38 40.0000 0.0000 0.0000 14.38 40.0000 0.0000 0.0000 14.38 40.0000 0.0000 0.0000 14.38 0.0000 0.0000 0.0000	102 13.88 0.00	40.0000 0.0000	BROWN, VA 0.0000 0.0000	0.0000 0.0000	555.20 0.00	0.00	555.20 0.00	Ç	34.42 8.05	Check # 54326 34.42 0.00 8.05		0.00	0.00	0.00
BROWN, VALERIE L 13.88 40.0000 0.0000 0.0000 0.00 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 13.88 40.0000 0.0000 0.0000 0.00 0.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 14.38 40.0000 0.0000 0.0000 14.38 40.0000 0.0000 0.0000 14.38 0.0000 0.0000 0.0000	13.88			0.0000	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	
13.88 0.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 BROWN, VALERIE L 13.88 40.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 14.38 40.0000 0.0000 0.0000 14.38 40.0000 0.0000 0.0000 14.38 0.0000 0.0000 0.0000 14.38 0.0000 0.0000 0.0000	102 13.88	40.0000	BROWN, VA	0.0000	555,20	0.00	555.20	Chec	k # 543 34.43	Check # 54337 34.43 0.00		0.00	0.00	0.00
BROWN, VALERIE L 13.88	13.88			0.0000	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	
13.88 40.0000 0.0000 0.0000 0.00 0.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 13.88 0.0000 0.0000 0.0000 14.38 40.0000 0.0000 0.0000 0.00 0.0000 0.0000 0.0000 14.38 0.0000 0.0000 0.0000							555.20							CONTRIB
13.88 0.0000 0.0000 0.0000 BROWN, VALERIE L 14.38 40.0000 0.0000 0.0000 0.00 0.0000 0.0000 0.0000 14.38 0.0000 0.0000 0.0000	102 13.88 0.00		BROWN, V/ 0.0000 0.0000	0.0000 0.0000	555.20 0.00	0.00	555.20 0.00	Check:	k # 54 3 34.42 8.05	348	# 54348 06/18/20 4.42 0.00 8.05	0.00	0.00	0.00
BROWN, VALERIE L 14.38 40.0000 0.0000 0.0000 0.00 0.0000 0.0000 0.0000 14.38 0.0000 0.0000 0.0000	13.88			0.0000	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	
BROWN, VALERIE L 14.38 40.0000 0.0000 0.0000 0.00 0.0000 0.0000 0.0000 14.38 0.0000 0.0000 0.0000							555.20							
0.0000 0.0000 0.0000	102 14.38 0.00			ALERIE L 0.0000 0.0000	575.20 0.00	0.00	575.20 0.00	Check	k # 54 3 35.66 8.35	359	(# 54359 06/25/20 35.66 0.00 8.35	0.00	0.00	0.00
	14.38			0.0000	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	
							575.20							CONTRA

CENTRAL COUNTY WATER CONTROL DISTRICT Payroll Journal - Condensed

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All Bank Accounts

139 139 June 1, 2020 - June 30, 2020 139 2 139 **Department: Roads and Water Control** Work Location: Business Location Pay Rate 12.86 12.86 0.00 12.86 12.86 0.00 19.10 19.10 12.86 12.86 12.86 12.86 0.00 0.00 Regular 40,0000 40.0000 0.0000 40.0000 40,0000 0.0000 0.0000 0.0000 0.0000 40.0000 0.0000 0.0000 0.0000 **GUTTERREZ, JESSIE H GUTTERREZ, JESSIE H GUTIERREZ, JESSIE H** RODRIGUEZ, PEDRO **GUTTERREZ, JESSIE H** Hours 0T/DT 0.0000 0.0000 0.0000 0.0000 0.0000 6.0000 0.0000 0.0000 0.0000 0.0000 0.0000 Benefit 0.0000 0.0000 0.0000 0.00000.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 Regular 514.40 514.40 514,40 514.40 764.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Earnings OT/DT 171.90 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 9.00 0.00 514,40 514.40 514.40 514.40 514.40 514,40 514.40 935.90 935.90 514.40 Total FICA-MED 0.00 0.00 0.0 00,00 0.00 0.00 Check # 54329 Check # 54351 Check # 54340 Check # 54362 Check # 54324 FICA-SS 31.89 31.89 58.02 31.89 31.90 13.57 7.45 7.46 0.00 7.46 0.00 7.46 0.00 0.00 Federal State Tax 27.01 27.01 27.01 27.01 66.60 06/11/20 06/04/20 06/04/20 06/25/20 06/18/20 Withholding Taxes Amount Local Tax Amount Description Advances FL RET CONTRIB Advances FL RET CONTRIB Advances FL RET CONTRIB Advances FL RET CONTRIB FL RET CONTRIB Deductions Amount 15.43 0.00 15,43 15.43 15.43 28.08 0,00 0.00 0.00 **Net Pay** 432.60 432.61 432.61 432.62 769.63

CENTRAL COUNTY WATER CONTROL DISTRICT Payroll Journal - Condensed All Bank Accounts

June 1,	2020 - ב	June 1, 2020 - June 30, 2020						-1.4			And the state of t		Andreas de la company de la co	
		T	Hours		ŭ	Earnings				Withholdi	holding Taxes	Deductions	ons	
Pay Rate	-	Regular	OT/DT	Benefit	Regular	OT/DT	Total	FICA-SS	Federal	State Tax	Amount Local Tax	Amount Description	Amount	Net Pay
28		R _O	RODRIGUEZ, PEDRO	PEDRO				Check # 54335	UI .	06/11/20				
	19.10	40.0000	0.0000	0.0000	764.00	0.00	764.00	47.37	46.59			FL RET	22.92	
15	19.10	0.0000	0.0000	0.0000	0.00	0.00	0.00 764.00	11.08					11	636,04
48		R	RODRIGUEZ, PEDRO	PEDRO				Check # 54346		06/18/20		!		
	19.10	40.0000	2.0000	0.0000	764.00	57.30	821.30	50.92	53.26			FL RET CONTRIB	24.64	
E	19.10	0.0000	0.0000	0.0000	0.00	0,00	0.00	11.91					Ħ	680.57
2			RODRTGIJEZ, PEDRO	PEDRO				Check # 54357	7	06/25/20				
	19.10	40.0000	0.0000	0.0000	764.00	0.00	764.00	47.37	46.59			FL RET CONTRIB	22.92	
<u>:=</u>	19.10	0.0000	0.0000	0.0000	0.00	0.00	0.00 764.00	11.07					ı	636.05
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<u></u>	19.03	0.0000	0.0000	0.0000	0.00	0.00	0.00 494.78	<u>.</u>					9	422,47

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Page 3

10 27 2020	H	Hours			Earnings	***************************************			Withholding Taxes	ng Taxes	Deductions	ons	
Pay Rate	Regular	OT/DT	Benefit	Regular	от/рт	Total F	FICA-SS FICA-MED	Federal S	State Tax	Amount Local Tax	Amount Description	Amount	Net Pay
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						696.00							593./9
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15.97	0.0000	0.0000	0.0000	0.00	0.00	0.00	9.26				FL RET	19.16	
						638.80							482.69
143 15.97	RI 40.0000	RUDD, JEFFREY E 0.0000 0.01	0.0000	638.80	0.00	638.80	Check # 54341 39.61	41.94	06/11/20		Child	46,15	
15.97	0.0000	0.0000	0.0000	0.00	0.00	0.00	9.26				FLRET	19.16	
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143 15.97	40.0000	RUDD, JEFFREY E 0.0000 0.0	REY E 0.0000	638.80	0.00	638.80	Check # 54352 39.60	41.94	06/18/20		Child Support	46.15	
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15.97	0.0000	0.0000	0.0000	0.00	0.00_	0.00	9.26				FL RET CONTRIB	19.16	
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17.45	0.0000	0.0000	0.0000	0.00	0.00	0.00	10.12				FL RET	20.94	
						00 203							572.30

			Hours		m	Earnings				Withholding Taxes	ng Taxes	Deductions	Suc	
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150	17.45		OSA GORD 5.2500	ROSA GORDIAN, JOSE A 5.2500 0.0000	698.00	137.42	835.42	Check # 54343 51.79	42.34	06/11/20		Child	23.08	
–	17.45	0.0000	0.0000	0.0000	0.00	0.00	0.00	12.11				FL RET	25.06	
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-	17.45	0.0000	0.0000	0.0000	0.00	0.00	0.00	10.12				FL RET	20.94	
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J -4	17.45	0.0000	0.0000	0.0000	0.00	0.00	0.00	10.12				FL RET	20.94	
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163	12.00	0.0000 W	/ATSON, 11 0.0000	WATSON, III, DELENDIO 0.0000 0.0000	0.00	0.00	0.00	Check # 54333 29.76	23.68	06/04/20		FL RET	14.40	
	12.00	40.0000	0.0000	0.0000	480.00	0.00	480,00	6.96				!		405.20
163	12.00	0.0000 W	VATSON, II 0.0000	WATSON, III, DELENDIO 0.0000 0.0000	0.00	0.00	0.00	Check # 54344 29.76	23.68	06/11/20		FL RET	14.40	
lu-l	12.00	40.0000	0.0000	0.0000	480.00	0.00	480.00 480.00	6.96				CONTRACT		405.20
163	12,00	0.0000	0.0000	WATSON, III, DELENDIO 0.0000 0.0000	o 0.00	0.00	0.00	Check # 54355 29.76	23.68	06/18/20		FL RET	14.40	
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164 15.00	40,0000	BENITEZ, JR., DANIEL 8.0000 0.0000	0.0000	600.00	180.00	780.00	Check # 54345 48.36	06/11/20 58.38		FL RET CONTRIB	23.40	
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164 15.00	40.0000 40.0000	BENITEZ, JR., DANIEL 6.0000 0.0000	0.0000	600.00	135.00	735.00	Check # 54356 45.57	06/18/20 53.14		FL RET CONTRIB	22.05	
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CENTRAL COUNTY WATER CONTROL DISTRICT Payroll Journal - Condensed All Bank Accounts

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Central County Water Control District's Public Records Processing Protocol

Openness leads to a better informed citizenry, which leads to a better government and better public policy. Consistent with the premise that government, at all levels, exists first and foremost to serve the interests of the people, it is the mission and intent of the Central County Water Control District ("CCWCD") to, at all times, fully comply with and abide by both the spirit and the letter of Chapter 119, Florida Statutes, also known as the "Public Records Act."

DEFINING PUBLIC RECORDS

The Florida Public Records Act provides a right of access to inspect and copy CCWCD records with a few exceptions such as exempt material. There are penalties provided by law if CCWCD employees do not comply, including civil actions, fines, and attorney fees.

The CCWCD Clerk is charged with the responsibility of insuring that the CCWCD's public records program meets the mandates of the Public Records Act. <u>All employees</u> are responsible to ensure that records in their custody are accessible per section 119.07, Florida Statutes, which states that "every person who has custody of a public record shall allow inspection and copying of those records."

All records kept by the CCWCD are public unless they are exempt from disclosure under Florida Law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

A record is defined to include the following: A document in any format – paper, electronic (including, but not limited to, business e-mail and text messages, sent and received) – that is created, received by, or comes under the jurisdiction of the CCWCD that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. Included are: documents, papers, letters, e-mails and text messages, sent, and received, maps, books, tapes/audio recordings, photographs, films, or other material.

REQUESTS THAT THE CCWCD IS NOT REQUIRED TO PRODUCE

Request for Information vs. Requests for Records: CCWCD is required to provide access to public records; it is not required to provide information from the records. Example: A reporter wants to know how many employees earn over \$50,000 a year. CCWCD has a file of annual salaries. The requestor should request to inspect the payroll file as the CCWCD is not required to give out information from that record.

CCWCD is not obligated to provide records on a continuing basis to a requestor. Example: A requestor wants all records regarding CCWCD Community Center for the next two (2) years.

RESPONSE TIME

Public records are to be available for inspection during regular business hours with the exception of published holidays. Copies of public records must be made available within a reasonable period of time and under reasonable conditions. Reasonable time and under "Reasonable Conditions" takes into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review and redaction of the records requested. CCWCD must take into account its obligation to the citizens for the daily operation of the CCWCD when presented with a voluminous request. To request that staff immediately cease normal business in order to fulfill such requests quickly would disrupt the normal workflow and cause disruption in services to the rest of the citizens. The accumulation of materials, research, and time involved must be weighed against the daily obligations to the taxpayers. Thus, "reasonable" must be defined by staff resources and workload, and not be an arbitrary timeframe.

It is the goal of the CCWCD that all requests for public records should be acknowledged in writing and satisfied within a reasonable time following the office's receipt of the request.

REQUESTS – HANDLING AND RESPONDING

All public records requests shall be submitted through the CCWCD's office. The CCWCD Clerk's office maintains a public records tracking system for processing the request. The CCWCD Clerk or his/her designee will acknowledge the request and forward it to the appropriate CCWCD Department.

HANDLING REQUESTS

The requestor does not have to put a records request in writing and does not have to provide his or her identity or the intended use of the requested public record. It is this office's general policy that this information is not required to be given to the CCWCD in order to make a public records request. However, the law does permit the office to ask for a written request, the requestor's identity, and/or the intended use of the information requested, but only (1) if a written request or disclosure of identity or intended use would benefit the requestor by enhancing the office's ability to identify, locate, or deliver the public records that have been requested; and (2) after telling the requestor that a written request is not required and that the requestor may decline to reveal the requestor's identity and intended use.

No specific language is required to make a request for public records. However, the requestor must at least identify the records requested with sufficient clarity to allow the office to identify, retrieve, and review the records. If it is not clear what records are being sought, the office must contact the requestor for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its public records.

Broad and/or General Requests: Agencies cannot deny a public records request based on the fact that the request is too broad or that it does not specifically identify the records requested. Therefore, in the absence of statutory exemption, an agency must produce the records requested regardless of the number of documents involved. (Excerpt from Florida Public Records Handbook). The fees

for the copies and the administrative time to produce the copies (for extensive requests) shall be charged however.

In processing the request, the office **does not** have an obligation to create new records or perform new analysis of existing information. An electronic record is deemed to exist so long as a computer is readily programmed to produce the record through simple sorting, filtering, or querying. Although not required by law, the office may accommodate the requestor by generating new records when it makes sense and is practical under the circumstances.

When a public records request is received for e-mails or other records relating to a CCWCD Board Member or CCWCD employee, the CCWCD Board Member or CWCD employee shall be notified that such a request was received. This notice and opportunity to review said records cannot unreasonably delay responding to the public records request.

In processing a request for inspection of a public record and to make certain original records are not taken or altered, public records may be inspected and examined by any person desiring to do so at any reasonable time, under reasonable conditions, and under the supervision of the CCWCD Clerk or his designee, i.e., a Department employee. For the purpose of this policy, "reasonable" time to provide access to public records is during the hours of Monday through Friday, 8:00 a.m. to 4:00 p.m., excluding identified CCWCD holidays.

RESPONDING TO REQUESTS

Departments receiving the public records request will provide the CCWCD Clerk's office with an estimated cost and timeframe for retrieval. The CCWCD Clerk's office will notify the requestor of the estimated staff cost, time to fulfill the request and any copying charges.

For large requests, (those requiring more than \$25 in copy and retrieval charges), the CCWCD Clerk's office will require an advance deposit prior to beginning retrieval. The deposit will be a minimum of half of the estimated fee, it is non-refundable and will be put toward the total amount for the request. The remaining balance for the request is due at the time the request is completed.

- 1. Upon receipt of a public records request by e-mail, the Department shall acknowledge receipt by e-mail within two (2) business days. The Department shall also copy the CCWCD Clerk on the e-mail. For other requests, the Department shall forward the request to the CCWCD Clerk who will, in turn, contact the requestor or acknowledge it by other means such as a letter.
- 2. The Department shall respond to all public records requests in a reasonable time, taking into account the extent and nature of the request.
- 3. If the requested public records are not within the Department, the CCWCD Clerk should be notified immediately by the Department. The CCWCD Clerk shall forward the request to the appropriate CCWCD Department, if known.

A copy of the most recent edition of the Florida Sunshine Laws manual is available via the internet located at http://www.myfloridalegal.com/sun.nsf/sunmanual for the purpose of keeping

employees of the office and the public educated as to the office's obligations under the Florida Public Records Act, Open Meeting Act, records retention laws and Personal Information Systems Act. The Public Records Act is fully outlined in Florida Statute Chapter 119 at the following link: http://www.leg.state.fl.us/Statutes.

ELECTRONIC RECORDS

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held device (such as a smartphone or tablet) are to be treated in the same fashion as records in other formats, such as paper or audiotape.

Public record content transmitted to and from private accounts or personal devices is subject to disclosure. All employees or representatives of the CCWCD are required to retain their e-mail records and other electronic records in accordance with applicable records retention schedules.

E-mail, which is a public record but may contain exempt information, should be produced but any exempt information must first be redacted. If in doubt as to whether an e-mail message is a public record or contains exempt information, the Department Head should contact the CCWCD Clerk who will consult with the CCWCD Attorney as necessary.

The record series entitled "Transitory Messages," found in the Florida Department of State General Schedule for Local Governments GS1-L, is designed to cover certain e- mail communications, as well as other information with short-term administrative value. The transitory message series is defined as follows:

Transitory messages consist of those records that are created primarily for the informal communication of information, as opposed to communications designed for the perpetuation or formalization of knowledge. Transitory messages do not set policy, establish guidelines or procedures certify a transaction, or become a receipt. The informal nature of transitory messages might be compared to the communication that might take place during a telephone conversation or verbal communications in an office hallway. Transitory messages would include, but would not be limited to: e-mail messages with short-lived or no administrative value, voice mail, self-sticking notes, and telephone messages. Retention is defined as retaining until obsolete, superseded, or administrative value is lost.

REQUESTS MADE ON BEHALF OF LITIGATION

For those public records requests that become and/or are made on behalf of litigation, the CCWCD Clerk must be notified in order to ensure backups are made to comply with requirements of law.

If litigation is pending or reasonably anticipated, records relating to that litigation should not be disposed of in any manner and the CCWCD Manager and CCWCD Attorney should be provided notice. The CCWCD Manager and/or CCWCD Attorney will provide notice when it is permissible to dispose of records relating to litigation.

DENIAL OR REDACTION OF RECORDS

If the requestor makes an ambiguous or has difficulty in making a request for public records, the request may be denied, but the denial must provide the requestor an opportunity to revise the request by informing the requestor of the manner in which records are maintained and accessed by the office. Examples of records that are exempt from the Public Records Law (Sec. 119.071, F.S.), as may be amended, are as follows:

- Social Security numbers of all current and former CCWCD employees;
- Medical records unless requested by a legal representative of the employee or court order;
- Home address, phone numbers, and photos of current or former Human Resources directors and any information regarding their spouse or children;
- The home addresses, telephone numbers, Social Security numbers, and photographs of active or former law enforcement, fire, and code enforcement personnel and places of employment of the spouse and children;
- Information contained in e-mail or other documents pertaining to active criminal investigations;
- Bank account numbers and debit, charge, and credit card numbers held by an agency;
- Any information that would identify or help locate a child who participates in government-sponsored recreation programs or camps or the parents or guardians of such child, including, but not limited to, the name, home address, telephone number, and Social Security numbers of such child;
- A public record that was prepared by an agency attorney (including an attorney employed or retained by the agency) or prepared at the attorney's express direction, that reflects the mental impression, conclusion, litigation strategy, or legal theory of the attorney of the agency, and that was prepared exclusively for civil or criminal litigation or for adversarial administrative proceedings, or that was prepared in anticipation of imminent civil or criminal litigation or imminent adversarial administrative proceedings;
- Information or plans that can jeopardize the security of public buildings including construction plans, floor plans, and types of security systems;
- Data processing software obtained by the CCWCD under a licensing agreement that
 prohibits its disclosure and which software is a trade secret, as defined in s. 812.081, and
 agency-produced data processing software that is sensitive; although the designation of
 agency-produced software as sensitive shall not prohibit the CCWCD from sharing or
 exchanging with another public agency; and
- Audit work papers and notes, until such time as the audit is final.

All public records requests involving personnel records will be directed to the Human Resources Director through the CCWCD Clerk.

Requests for documents which may contain information which is exempt from disclosure under Florida law may be delayed until the records can be reviewed and redacted as necessary. Because the Legislature amends the Public Records Law from time to time whether certain materials are exempt, if in doubt, check with the CCWCD Clerk's office.

Any denial of public records requested must include an explanation, including legal authority. If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest released. When making public records available for public inspection or copying, the office shall notify the requestor of any redaction or make the redaction plainly visible. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

Personal computers or personal e-mail accounts should not be used for CCWCD business as those records are considered public records and must be retained and accessible in accordance with State law. Any e-mails in connection with CCWCD business received in a personal e-mail account shall be promptly forwarded to your CCWCD e-mail account.

COPYING AND MAILING COSTS

A requestor may be required to pay in advance for costs involved in providing the copy. The requestor may choose whether to have the record duplicated upon paper, upon the same medium in which the public records is kept, or upon any other medium on which the office determines that the record can reasonably be duplicated as an integral part of the office's normal operations.

Copies must be paid for prior to receipt. Cash, personal check on a local bank, money order, or certified check should be made payable to the CCWCD and shall be paid prior to the delivery of the records.

The following fees as prescribed in Sec. 119.07(4), F.S. will be charged for CCWCD public records:

Paper Copies:	Fee
Each one-sided page (black & white) up to 8 1/2 inches x 14 inches	\$0.15
Each two-sided page (black & white) up to 8 1/2 inches x 14 inches	\$0.20
Each one-sided page (color) up to 8 1/2 inches x 14 inches	\$0.25
Each two-sided page (color) up to 8 1/2 inches x 14 inches	\$0.30
Each one-sided page (black & white) up to 11 inches x 17 inches	\$0.35
Each two-sided page (black & white) up to 11 inches x 17 inches	\$0.40
Each one-sided page (color) up to 11 inches x 17 inches	\$0.45
Each two-sided page (color) up to 11 inches x 17 inches	\$0.50
Certification of a public record (in addition to per page copy fee)	\$1.00
For all other copies, the actual cost of duplication of the public records shall be charged; such as	Actual
special printing costs for documents that have to be sent out.	Cost
Real Estate Documents:	
Plats per page	Actual
Works was no as	Cost
Maps per page	Actual
No	Cost
Maps & aerial photos - actual cost of materials, overhead & labor	Actual
	Cost

Other Media:	
Electronic delivery fee (in addition to per-page copy fee)	Actual Cost
Audio tapes, recordings or CD/DVD (or the actual cost to the CCWCD, plus applicable	Actual
administrative charges)	Cost
Reproduction of DVDs	Actual
	Cost

Additional Fees:

Florida Statutes, § 119.07(4)(d) provides:

If the nature or volume of public records requested to be inspected or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency shall charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical or supervisory assistance required, or both.

For the purpose of this policy, "extensive clerical or supervisory assistance" is determined to be requests that require more than 15 minutes of cumulative time, which is counted from the receipt of the request. The Clerk will determine and deduct the 15 minutes of time from the Clerk's portion of time spent on the request. All affected departments will provide the Clerk with a time estimate with no deduction of the 15 minutes. CCWCD will use, as required, information technology, resources, or clerical labor to locate records, review confidential material, remove by redaction confidential material, or copy and re-file the requested material. For public records requests requiring more than 15 minutes, the requestor will be required to pay the hourly salary of the employee, director and/or consultant capable of doing the research, copying the records and/or supervising the requestor's research. This hourly fee will begin after the first 15 minutes of clerical or supervisory assistance is completed. For requests estimated to be over \$25, a minimum deposit of half the estimated fee will be required. The deposit will be applied to the final cost of the public records request.

If materials are to be mailed, the actual cost of postage may be added to other charges indicated above.

Redactions:

Requests for documents that require statutory redaction of certain confidential data are calculated at two minutes/page and at the hourly rate, including benefits, of the lowest paid person capable of completing the redaction.

Example:

100 pages x 2 (2 pages per minute) = 200 minutes \div 60 (minutes in an hour) = 3.34 x hourly rate

FEE COLLECTION

When all allowable fees/charges applicable to a particular public records request can be calculated in advance, they will be calculated and provided to the requestor before investing significant resources in completing the request. If the requestor accepts the cost estimate, the public records request will be filled; the requester will then be notified that the request is completed and can be picked up and paid for at the cashier window.

When actual costs and extensive use fees cannot be immediately determined due to the nature of the request, an estimated cost for producing the records will be provided to the requestor along with an explanation that the actual cost may vary. A requestor provides a 50% deposit based on the original estimate. If it is determined that the original estimate does not adequately cover the costs, the Clerk will cease working on the request and notify the requestor as to the new cost estimate. The requestor will agree to pay additional costs to bring the deposit up to the 50% requirement or all work on the request will cease. The requestor would then receive a refund as to any part of the original deposit that was not spent on attempting to fulfill the request or calculating additional costs. If the requestor accepts the new cost estimate and pays the additional deposit cost, the public records request will be filled; the requester will then be notified that the request is completed and can be picked up and the balance owed paid for. If the actual cost is less than the estimate, the requestor will receive a refund of the difference.

If a deposit is required due to the request being over \$25, the requester accepts the cost estimate, pays the deposit of half the estimated fee, the public records request will be filled, the requester will then be notified that the request is completed and can be picked up and the balance paid for.

If a requestor makes multiple related requests in an attempt to evade these rules, the multiple requests will be aggregated and costs will be calculated as one request as to time spent and costs calculated under these policies.

For any and all requestors that have requested records and have not paid in full for those records, the Clerk will not process another public records request until the outstanding balance is paid in full.

No sales tax is charged for a public records request.

COLLECTION OF RECORDS

The CCWCD Clerk's office will hold a completed records request and associated documents for up to 10 calendar days to give the requestor adequate time to pick up the records or make arrangements for the delivery of the records. If the copies of the requested records are not picked up within 10 days following notification to the requestor, they will be destroyed and the original documents will be returned to the files.

CCWCD PUBLIC RECORDS REQUEST COST RECOVERY POLICY

Estimates:

Upon receiving requests for public records, the CCWCD will provide an itemized estimate to the person initiating the request. The estimate will include the hours required, the estimated service charge for extensive labor, and actual duplicating or other material costs.

If upon receiving an initial estimate of charges a request is changed or otherwise limited in scope (limiting individuals or agency divisions, for example), the person initiating the request will be provided with a new estimate of charges.

Fee Guidelines - Special Service Charge:

CCWCD is committed to being as accessible as possible while remaining accountable to taxpayers. Therefore, the following cost recovery policy has been established:

- A special service charge will be imposed if the nature or volume of public records requested to be inspected or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both.
- Clerical or supervisory assistance includes searching for and or locating the requested record, reviewing for statutorily exempt information, deletion of statutorily exempt information, and preparing, copying, and re-filing of the requested record.
- Such charge is in addition to the actual cost of duplication.
- o A special service charge will be warranted if the nature or volume of the public records requested to be inspected or copied requires more than 30 minutes of CCWCD resources. The special service charge will be based on the aggregate amount of time expended by all personnel and information technology resources, if applicable.
- o The charge for clerical or supervisory resources will be no greater than the hourly rate, including benefits, of the lowest paid personnel capable of providing such services. o In those cases where legal review is necessary, the charge will be at the lowest attorney rate (salary and benefits) of our attorney.
- When documents can be sent by email, we will do so in the interest of efficiency and to minimize costs. In these cases we will only charge a service charge for extensive time. However, when a large volume of documents is requested and must therefore be placed on a CD or DVD, the costs of those materials will be recovered.
- If the record is in electronic form, then we will copy onto CD or DVD, as needed. You will be charged for the actual costs of the disk, not for the time to copy the documents

onto the media.

• If the cost for providing paper or electronic copies of records is less than \$5.00, including postage and special service charges, the records will be provided at no charge as long as it is not cost-effective to collect such fees.

Collecting Recovered Costs:

- If fees are imposed for copies and/or the special service imposed, the requestor will be advised of estimated costs.
- Payment will be collected before documents are copied, reviewed, redacted, or otherwise processed for release if their production meets the threshold for extensive time or material costs.
- If the actual costs incurred are less than such payment as estimated, the overpayment will be refunded to the requestor. The requestor will be required to remit additional monies upon release of the documents to pay for any costs in excess of the estimate.
- In the event the requestor fails to remit additional monies to cover costs in excess of the deposit, the requested public records will not be released.

Material Costs:

One-sided Copy: \$ 0.15 per page of not more than $8\frac{1}{2}$ x 14 inches Double-sided copy: \$ 0.20 per page of not more than $8\frac{1}{2}$ x 14 inches

All other copies Actual cost of duplication (material and supplies, not labor)

CD-ROM: \$0.85 each DVD: \$1.15 each

Certified Copies: \$1.00 per page

Packaging and shipping charges: Estimated costs may be changed to reflect actual cost

incurred.

Reducing Costs and Limiting Charges:

- Labor costs can be reduced significantly if requests include keywords as opposed to "all documents or emails." Similarly, narrowing a request to certain individuals or divisions can greatly reduce the use of extensive labor.
- Many easily accessible records are available online for no charge. We will continue to add documents and information as we identify some of the most frequently requested public records.
- We will help direct you to free, online sources whenever possible.
- Consider refining your requests for documents to provide better results and reduce unnecessary or duplicative costs.