

**CITY OF BROOKSVILLE
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS
201 HOWELL AVENUE**

AGENDA

June 20, 2011

7:00 P.M.

A. CALL TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. PRESENTATION AND REQUEST FOR WAIVERS

1. Youth & Family Alternatives/New Beginnings

Consideration of request to waive fees in the amount of \$648.26 for the 5K Run and 1 mile fun run on October 22, 2011 and approval of budget amendment.

Presentation: Event Planner
Attachments: Letter from Youth & Family Alternatives, Inc. dated 04/21/11, Memo from City Clerk dated 06/08/11; Street Closure Application,

2. Humane Society of the Nature Coast - Annual Fur Fest

Consideration of request to waive fees in the amount of \$285 to offset costs to hold the Annual Fur Fest in Tom Varn Park on Saturday November 12 & 13, 2011, along with approval to allow pets on leashes in Tom Varn Park and adjoining areas.

Presentation: Event Planner
Attachment: Letter from Humane Society dated 03/28/11, Memo from Director of Parks, Facilities & Recreation dated 06/03/11, Facility Lease Agreement

D. CERTIFICATES, PROCLAMATIONS AND PRESENTATIONS

1. Parks & Recreation Month Proclamation

Proclamation recognizing July as Parks & Recreation month.

Presentation: Mayor
Attachments: Proclamation

2. Tom Varn Park National Designation

Recognition of National Recreation Trail designation award to the Tom Varn Park Hiking and Jogging Trail by the U.S. Department of the Interior.

Presentation: Mayor
Attachments: Letter from the Secretary of the Interior dated 05/20/11

REGULAR COUNCIL MEETING – JUNE 20, 2011

E. CITIZEN INPUT

F. CONSENT AGENDA

1. **Community Readiness Initiative**

Consideration of Memorandum of Understanding (MOU) with Hernando County Health Department.

2. **Surplus Equipment**

Consideration of surplus equipment that is obsolete, broken or no longer serves a useful function with authorization for the City Manager to dispose of through the joint County/School Board/City auction or as appropriate.

3. **Meter Purchase**

Consideration to piggyback on Hernando County's annual meter bid with SMS for the purchase of meters in accordance with the ESG Agreement.

4. **HVAC Direct Material Purchase**

Consideration of approval to purchase HVAC and associated equipment in accordance with the ESG Agreement.

CONSENT AGENDA APPROVAL (√)

Recommendation:	Approval of Consent Agenda
Action:	Motion to Approve
Attachments:	1) Memo from Fire Chief dated 05/17/11, Agreement; 2) Memo from City Clerk dated 06/20/11, Surplus List; 3) Memo from Director of Public Works dated 06/03/11; 4) Memo from Director of Parks, Facilities & Recreation dated 06/10/11, Letter from ESG dated 06/10/11, Letter from Sunstate dated 05/18/10;

G. REGULAR AGENDA

1. **Ordinance No. 819 - Sign Regulations Chapter 125 of the Code of Ordinances**

Staff report and consideration of options relating to the Code of Ordinances Chapter 125 regarding signs.

Presentation:	City Planner & Director of Community Development
Recommendation:	Approval of <u>First Reading</u> of Ordinance No. 819 upon first reading and schedule of second reading for 07/18/11
Attachments:	Memo from City Planner dated 06/20/11, Proposed Ordinance

REGULAR COUNCIL MEETING – JUNE 20, 2011

2. **Personnel Policy**
For discussion only.

Presentation: Councilman Joe Bernardini

3. **Brooksville Housing Authority Board Appointment**

Consideration of Mayoral appointment of a member to the Brooksville Housing Authority as a result of term expiration.

Presentation: Mayor

Recommendation: Mayoral Appointment with Council Confirmation of Board Member or Direction to Staff

Attachments: Memo from City Clerk dated 06/08/11, Application, Board Member Roster

4. **Good Neighbor Trail Board Appointment**

Consideration of appointment of a member to the board as a result of a resignation.

Presentation: City Clerk

Recommendation: Appointment of Board Member or Direction to Staff

Attachments: Memo from City Clerk dated 06/08/11, Application, Board Member Roster

H. CITIZEN INPUT

I. ITEMS BY COUNCIL

J. ADJOURNMENT

CORRESPONDENCE TO NOTE

Meeting agendas and supporting documentation are available from the City Clerk's office, and on line at www.cityofbrooksville.us. Persons with disabilities needing assistance to participate in any proceedings should contact the City Clerk's office 48 hours in advance of the meeting at 352/540-3853.

Any person desiring to appeal any decision with respect to any matter considered at this meeting, may need a record of the proceedings including the testimony and evidence upon which the appeal is to be based, and therefore must make arrangements for a court reporter to ensure that a verbatim record of the proceedings is made.

BOARD OF DIRECTORS

- Chair**
Richard M. Bekesh, AIA
- Vice Chair**
Honorable Debra Roberts
- Secretary/Treasurer**
Alfred W. Torrence, Jr
- Immediate Past Chair**
Richard Balkcom

- Board Members**
Sandy Barley
Peter Barrett
Eleanor Buehler
Courtney Carr
Sheriff Jeffrey J. Dawsey
Honorable Ann Hildebrand
Katherine Johnson
Leon Kreisler
Dave Marshall
Charles Miller, D.P.M.
Robin Murray
Sheriff Richard B. Nugent
Leonard Roe
Thomas J. Trask, Esq.
Sheriff Bob White

- President and CEO**
George Magrill

- FUNDED BY**
Citrus County
Hernando County
Pasco County
Sumter County
Central Florida Behavioral Health Network, Inc.
Coalition for the Homeless of Pasco County, Inc.
Eckerd Community Alternatives, Inc.
Family Services of Metro Orlando
Florida Department of Children & Families
Florida Department of Education
Florida Department of Juvenile Justice
Florida Network of Youth & Family Services, Inc.
Heartland for Children, Inc.
Hillsborough Kids, Inc.
Jim Moran Foundation
Kids Central, Inc.
Publix Super Markets Charities, Inc.
Sarasota Family YMCA, Inc.
United Way of Central Florida
United Way of Citrus County
United Way of Hernando County
United Way of Pasco County
U.S. Department of Health & Human Services

- MEMBER OF**
Florida Alcohol and Drug Abuse Association, Inc.
Florida Network of Youth & Family Services, Inc.
National Network for Youth Safe Place

April 21, 2011

Re: Waiver of Fees

To Whom It May Concern:

New Beginnings Youth Shelter (NBYS) has been a part of the Brooksville community since 2001 and is located adjacent to the Hernando County Sheriff's Office. The shelter provides short-term respite care for youth between the ages of 10-17 and provides a variety of services to these youth in need such as counseling, life skills training, case management, and referrals to community resources. The shelter serves as a safety net for youth experiencing at-risk issues and behaviors such as running away, truancy, ungovernable behaviors in the home, and youth exposed to abuse/neglect. In this difficult economic climate the shelter is consistently looking for ways to supplement continued funding cuts by enhancing our fundraising efforts. The shelter has an advisory board which is made up of community members who are concerned advocates for the issues of these youth. This group has decided to put their efforts behind a 5K race and fun run in downtown Brooksville on October 22nd, 2011. We are excited to be able to partner with the city to build what we hope to be an annual event that grows in exposure each year. Youth and Family Alternatives, Inc. (YFA), which is the parent agency for NBYS, has hosted a similar race in Pasco County for another of our shelters since 2007. We have been proud to watch this race grow from 400 runners to an expectation of over 1200 runners this year. We hope to replicate this success with the race in Brooksville in the coming year! YFA is a non-profit organization and as noted earlier, securing adequate funding is always a challenging prospect in a difficult economic climate. We are requesting a waiver of fees for the race due to the limited funding available to the program. We appreciate your consideration of this request and look forward to a successful partnership for this event!

Sincerely,



Andrew R. Coble, LMHC
Vice-President of Prevention Services
Youth and Family Alternatives, Inc.
Phone (727) 835-4166

7524 Plathe Road
New Port Richey
FL 34653-4520
(727) 835-4166
Fax (727) 835-3942

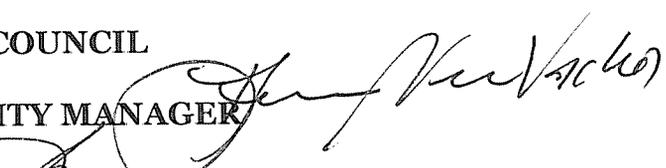


Rec'd 6/20/11



AGENDA ITEM MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL

VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER 

FROM: JANICE L. PETERS, CITY CLERK 

SUBJECT: YOUTH & FAMILY ALTERNATIVES 5K & 1 MILE FUN RUN REQUEST FOR WAIVER OF FEES AND BUDGET AMENDMENTS

DATE: June 20, 2011

GENERAL SUMMARY/BACKGROUND: Youth and Family Alternatives/New Beginnings is requesting waiver of fees in the amount of \$648.26. The waiver would be within the FY2011/12, of which no waivers have been approved, therefore staff seeks direction.

Should Council approve the requested waiver, we are requesting approval of a budget amendment for FY2011/12 that allocates approved "fee waivers" monies from the City Council's Special Events line-item 001-010-511-59901 to the following departments for costs incurred:

Police Department for overtime and fuel costs in the amount of \$316.80 for overtime costs expended through the departmental Overtime line-item 001-013-521-51400 and \$24 for associated fuel costs expended through the departmental Fuel line-item 001-013-521-55250;

Public Works for overtime and fuel costs in the amount of \$232.46 for overtime costs expended through the departmental overtime line-item 001-019-541-51400 and \$75.00 for associated fuel costs expended through the departmental fuel line-item 001-019-541-55250.

HB. **BUDGET IMPACT:** In the 09/10 and the 10/11 Budgets, City Council had an expenditure line-item 001-010-511-59901 entitled Special Events in the amount of \$7,000 for special event fee waivers. Allocation of monies to departmental line-items where expenses are incurred would not cause a realized impact; however departmental line-items for operational requirements could fall short of funds due to special event costs without the reallocation. This memorandum is written with the assumption that the City Council will continue to Budget for special events waivers in their 11/12 Budget.

JLP **LEGAL REVIEW:** The City Council has home-rule authority (Art. VII, (2) Fla. Const. and §166.011 Fla. Stat.) to consider matters of fiscal and intergovernmental benefit. Ordinance No. 814 which set the Fiscal Year 2011/12 Budget provides for budget amendments and transfer of funds. Pursuant to Section IV of Ordinance No. 814, "Consent and approval of the City Council may be given during a duly called and constituted session of said Council identifying said budget amendments or adjustments." Pursuant to Section 74-1 of the Code, the City Council may authorize the temporary use of a street, sidewalk or right-of-way for the benefit of a special public or private event, provided that the petitioner applying for such use obtain a

right-of-way closure and use permit and provide liability insurance in an amount appropriate to the use.

STAFF RECOMMENDATION: Staff will move forward with the direction provided by Council.

ATTACHMENTS: Temporary Street Closure Application

CITY OF BROOKSVILLE

TEMPORARY STREET CLOSURE APPLICATION

INSTRUCTIONS: COMPLETE TOP PORTION OF FORM AND RETURN TO CITY CLERK'S OFFICE at 201 Howell Avenue, Brooksville, FL 34601 for processing. A broad form type events coverage or other insurance policy acceptable to the City is required to protect the City from any and all claims for injuries, or damages occurring during or resulting from this event in an amount of not less than \$100,000 for each individual and \$300,000 for event. Applicant will be notified of estimated cost. Receipt of the deposit and the Certificate of Insurance are required not later than three (3) business days before the event.

Certificate Attached Yes No Waiver Requested Yes No

Name or Organization <i>YOUTH Family Alternatives/New Beginnings</i>		Event <i>5K Run + 1 mile fun run</i>	
Contact Person <i>Andrew Coble</i>		Address <i>18377 Shor.H Mylands-Way, Brooksville</i>	Telephone <i>(352) 540-6005</i>
If unavailable (Alternate Name) <i>Jim Simms</i>		Address <i>7524 Alachua Rd., New Port Richey, FL</i>	Telephone <i>(727) 835-4166</i>
Date of Event <i>10/22/11</i>	Starting Time <i>8am</i>	Ending Time (approx) <i>11am</i>	Estimated Number of Participants <i>200 - 400</i>

Proposed Route (include Street/Avenue, attach location map)

See Attached

I/We *YFA* assume responsibility for reimbursing the City's cost as estimated below, and all liability for injuries and damages and will hold the City harmless from any claims arising directly or indirectly from the event, including or as a result of City's closure of the street(s) to facilitate the event, and, if applicable, authorization to use copyrighted materials. If applicant is a corporation, association, or partnership, the undersigned warrants he/she is authorized to execute binding contracts on behalf of the applicant.

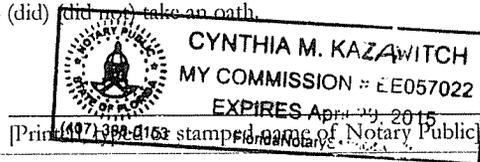
ACoble
Signature

State of Florida

County of *Pasco*

The foregoing instrument was acknowledged before me this *7th* day of *4*, 20*11*, by *Andy Coble* who is personally known to me or who presented _____ as identification, and who (did did not) take an oath.

Cynthia M. Kazawitch
[Signature of Notary Public]



- PROCESSING:** City Clerk's Office will accept application, process through Police Department, Public Works & Fire Department for related costs, as well as City Council if waivers are being requested.
- APPROVAL:** Chief of Police and City Manager will approve or deny application.
- DISTRIBUTION:** **Original:** Return to Applicant
Copies: Chief of Police, Director of Public Works, City Manager and City Clerk
- PUBLIC NOTICE:** A LIST OF STREETS BEING CLOSED WITH DATES AND TIMES WILL BE RELEASED TO THE PRESS NO LESS THAN 5 DAYS PRIOR TO THIS EVENT.

NOTICE: PERMIT NOT VALID UNLESS APPROVED BY DESIGNATED CITY REPRESENTATIVE.

Total Deposit \$ _____ Received By: _____ Date _____

Police Chief <i>[Signature]</i>	Date <i>5/3/11</i>	City Manager [*] <i>[Signature]</i>	Date <i>5.4.11</i>
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CITY OF BROOKSVILLE
TEMPORARY STREET CLOSURE APPLICATION

201 Howell Avenue

(352)540-3853

Event: Youth & Family Alternatives

Starting: FT. DADE / Howell Ave End: FT. DADE / Howell Ave

Police Department

Personnel	<u>4</u>	@	\$ <u>26.84/hr.</u> = \$ <u>316.80</u>
Equipment	<u>4</u>	@	\$ <u>2/hr</u> = \$ <u>24</u>
		@	\$ _____ = \$ _____
		@	\$ _____ = \$ _____
		@	\$ _____ = \$ _____

POLICE DEPARTMENT TOTAL \$ 340.80

Fire Department

Personnel	_____	@	\$ _____ = \$ _____
Equipment	_____	@	\$ _____ = \$ _____
	_____	@	\$ _____ = \$ _____
	_____	@	\$ _____ = \$ _____
	_____	@	\$ _____ = \$ _____

FIRE DEPARTMENT TOTAL \$ 0.00

Public Works

Personnel	<u>1 MAN</u>	@	\$ <u>23.75</u> = \$ <u>95.10</u>
Equipment	<u>1 MAN</u>	@	\$ <u>18.50</u> = \$ <u>74.00</u>
	<u>1 MAN</u>	@	\$ <u>15.84</u> = \$ <u>63.36</u>
	<u>2 TRUCKS</u>	@	\$ <u>25.00</u> = \$ <u>75.00</u>
	_____	@	\$ _____ = \$ _____

PUBLIC WORKS TOTAL \$ 307.46

ESTIMATED TOTAL DUE CITY \$ 648.26

TOTAL Actual Costs \$ _____	Billed \$ _____
Payment Received By: _____	

ACORD CERTIFICATE OF LIABILITY INSURANCE

CSR JM
YOUTFAM

DATE (MM/DD/YYYY)
04/07/11

PRODUCER Greg Roe Insurance, Inc. 9851 State Road 54 New Port Richey FL 34655 Phone: 727-376-0030 Fax: 727-376-2262	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Youth & Family Alternatives Ned Blum 7524 Plathe Road New Port Richey FL 34653-4520	INSURER A:	Admiral Insurance Company
	INSURER B:	Travelers Insurance Company
	INSURER C:	North River Insurance Co
	INSURER D:	Underwriters at Lloyd's
	INSURER E:	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY	CO000001609-01	06/12/10	06/12/11	EACH OCCURRENCE
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)
		<input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR				MED EXP (Any one person)
		<input checked="" type="checkbox"/> Sexual Abuse				PERSONAL & ADV INJURY
		<input checked="" type="checkbox"/> Professional Liab	CO000001609-01	06/12/10	06/12/11	GENERAL AGGREGATE
		GEN'L AGGREGATE LIMIT APPLIES PER:	CO000001609-01	06/12/10	06/12/11	PRODUCTS - COM/PO/AGG
		<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				Emp Ben.
B	X	AUTOMOBILE LIABILITY	BA-6398N266	06/12/10	06/12/11	COMBINED SINGLE LIMIT (Ea accident)
		<input checked="" type="checkbox"/> ANY AUTO				\$ 1,000,000
		<input type="checkbox"/> ALL OWNED AUTOS				
		<input type="checkbox"/> SCHEDULED AUTOS				
		<input checked="" type="checkbox"/> HIRED AUTOS				
B	X	NON-OWNED AUTOS	BA-6398N266	06/12/10	06/12/11	BODILY INJURY (Per person)
B	X	COMP DED \$1000	BA-6398N266	06/12/10	06/12/11	BODILY INJURY (Per accident)
B	X	COLL DED \$1000	BA-6398N266	06/12/10	06/12/11	PROPERTY DAMAGE (Per accident)
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC
						AUTO ONLY: AGG
C	X	EXCESS/UMBRELLA LIABILITY	552-013990-2	06/12/10	06/12/11	EACH OCCURRENCE
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				\$ 1,000,000
		<input type="checkbox"/> DEDUCTIBLE				AGGREGATE
		<input type="checkbox"/> RETENTION \$				\$ 1,000,000
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				OTHER
		If yes, describe under SPECIAL PROVISIONS below				E L EACH ACCIDENT
						E L DISEASE - EA EMPLOYEE
						E L DISEASE - POLICY LIMIT
D		OTHER	08OMG0051	06/12/10	06/12/11	Bldg/Cnts
		Property Section				\$ 6,500,567

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

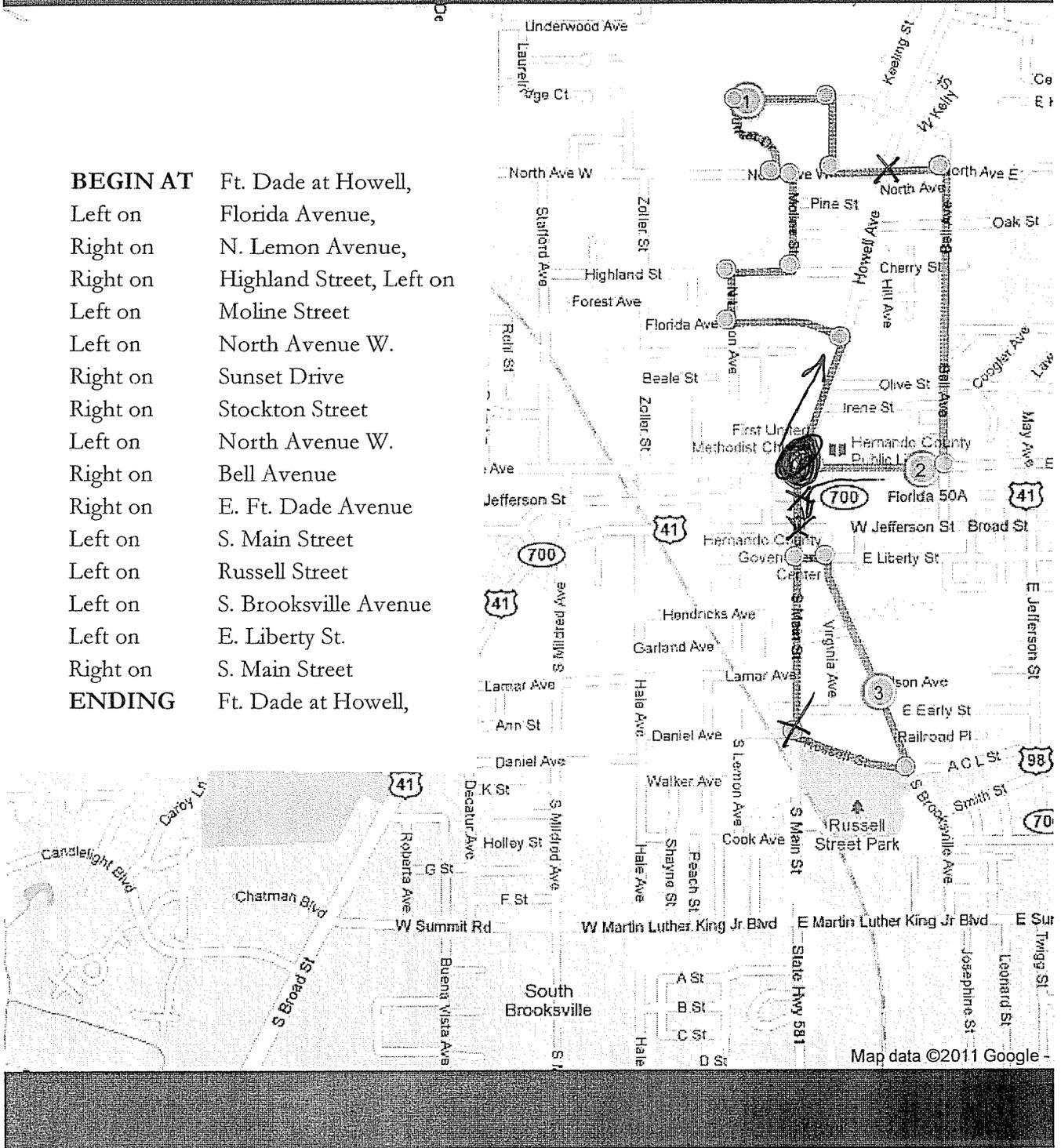
WORKERS COMPENSATION APPLIES TO FLORIDA OPERATIONS ONLY. *30 DAYS NOTICE OF CANCELLATION EXCEPT 10 DAYS NOTICE FOR NON-PAYMENT OF PREMIUM. SPECIAL EVENT: 5K RUN FOR NEW BEGINNINGS YOUTH SHELTER (NBYS) IN BROOKSVILLE, FL IN OCTOBER, 2011. CITY OF BROOKSVILLE IS ADDITIONAL INSURED TO THE GENERAL LIABILITY FOR THIS EVENT.

CERTIFICATE HOLDER

CANCELLATION

CITYBRO CITY OF BROOKSVILLE FAX 352-544-8306 25 E LIBERTY STREET BROOKSVILLE FL 34601	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL * _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
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BEGIN AT Ft. Dade at Howell,
 Left on Florida Avenue,
 Right on N. Lemon Avenue,
 Right on Highland Street, Left on
 Left on Moline Street
 Left on North Avenue W.
 Right on Sunset Drive
 Right on Stockton Street
 Left on North Avenue W.
 Right on Bell Avenue
 Right on E. Ft. Dade Avenue
 Left on S. Main Street
 Left on Russell Street
 Left on S. Brooksville Avenue
 Left on E. Liberty St.
 Right on S. Main Street
ENDING Ft. Dade at Howell,





March 28, 2011

Mike Walker
Brooksville Parks and Recreation
301 Darby Lane
Brooksville, FL 34601

Dear Mr. Walker:

It has always been our privilege to hold the annual Nature Coast Pet Expo at Tom Varn Park and/or the Jerome Brown Center. The staff and everyone associated with Brooksville Parks and Recreation are extremely helpful and friendly to all who attend.

It is our hope that this year as we move our Expo dates to November 12th & 13th that the City of Brooksville and the Parks and Recreation Department would consider becoming one of our main sponsors for this event. As the economy has taken a toll on community residents the demand on our services are overwhelming. We are working hard to raise funds to expand our facility to serve more of our community.

As a main sponsor the Nature Coast Pet Expo we are requesting a waiver of fees to use the park and the Jerome Brown Center for that weekend at no charge. The City of Brooksville and the Parks and Recreation Department would be recognized through all promotions, ads, and PSA's as one of the two co-sponsors for this event. This sponsorship would go a long way in helping us conserve funds and reach our goal of expansion as quickly as possible.

If you could consult with the City Council and consider this sponsorship, I will be more than happy to make myself available at your next meeting to answer any questions.

Sincerely,

Joanne Schoch

Joanne Schoch
Executive Director

The Best Shelter Is A Humane Community

P.O.Box 10328, Brooksville, FL 34603
(352) 796-2711 www.HumaneRescue.org



AGENDA ITEM MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCILMEN
VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER *[Signature]*
FROM: MIKE WALKER, PARKS, FACILITIES & RECREATION DIRECTOR *[Signature]*
SUBJECT: TOM VARN PARK FEE WAIVER FOR NATURE COAST PET EXPO
DATE: June 8, 2011

GENERAL SUMMARY/BACKGROUND: The Humane Society of the Nature Coast Inc. is planning to host their annual Pet Expo on November 12 and 13, 2011, at Tom Varn Park and JBCC. They will be requesting to use the Park for the 2 day event and only utilize JBCC on Saturday, November 12, 2011, from 9 am till 4pm. The organization is willing to pay for the fees associated with the Park for the 2 days in the amount of \$400, even though their request letter states the request to waive those fees, but are still requesting the fees for JBCC in the amount of \$285.00 to be waived. The deposit and insurance for the event will still be required.

[Handwritten mark] **BUDGET IMPACT:** The Council Budget has not yet been determined for the FY 2011-12, however the past 2 years, Council has budgeted the amount of \$7000 in these years for special event such as this one.

[Handwritten mark] **LEGAL REVIEW:** The City Council has home-rule authority (Art. VII, (2) Fla. Const. and §166.011 Fla. Stat.) to consider matters of fiscal and intergovernmental benefit. Pursuant to Ordinance No. 764, City Council has authority to establish/adopt rules and regulations, including fees, as they relate to City parks or recreational areas by resolution or administrative directive as recommended by the City Manager. It is within Council discretion to waive fees.

STAFF RECOMMENDATION: Staff will move forward with the direction provided by Council.

ATTACHMENTS: Facility Lease Agreement

**CITY OF BROOKSVILLE
PARKS & RECREATION DEPARTMENT
FACILITY USE AGREEMENT**

REC'D
MAY 09 2011
BY:



Saturday only 9am - 4pm

Jerome Brown Community Center Hall Conference Room Kitchen
 Other Facility PARK (2 days)

Name of applicant (User): HUMANES SOCIETY OF THE NATURALIST

If an organization, name of representative: JOANNE SCHECH

Not-for-Profit (attach copy of certificate) Government Agency City Co-Sponsored

Address: PO BOX 10328 City: Brooksville State: FL Zip: 34603

Contact person: JOANNE SCHECH Day Telephone: 352 296-2711 Evening: 352 237-3032

Alternate contact person: TERI REEVES Day Telephone: 352 296-2711 Evening: _____

Description of event: PET EXPO

Anticipated attendance: _____

Attendees will be: Adult Teen Elem. Preschool If youth event, number of supervising adults: _____

Day(s) of event: M - T - W - Th - F - Sa - Su Start date of event: 12 Nov 11 Ending date: 13 Nov 11

Time event begins: 9 AM/PM Time event ends: 4 AM/PM

Set-up: Date 11 Nov 11 From 4 AM/PM To 9 AM/PM

Will event be open to the general public? Yes No Admission/donation/fee**: No Yes \$ _____

Food/merchandise sales*: No Yes Describe: SOAS

Refreshments served: No Yes Describe: _____

Number of paid security officers (if applicable): _____ Scheduled from _____ AM/PM To _____ AM/PM

JB - 285.00

RATES & FEES 685.00 MS

User Fees: The base user fee for the requested facility is \$ 400.00 (plus Florida sales tax, if applicable) for the period set forth in this application. If applicable, each additional hour or part thereof, and the cost of additional equipment, supplies and services, will require an additional fee.

Deposit: An initial deposit equal to the Security Deposit is due when the Facility Use Agreement is signed. If the projected rental and fees exceed the basic Security Deposit, such additional amounts are to be paid not less than ten (10) days prior to the event. The User is responsible for leaving the facility in a clean and satisfactory condition upon the conclusion of the activity. The deposit will be refunded less any amount due for additional rental charges, damages or other additional services. If actual costs exceed the amount of the Deposit, such additional amounts will be due from User upon notice.

Refunds: (A) 75% of the deposit will be refunded if cancellation by applicant is received thirty (30) or more calendar days before the event date, or (B) 50% if canceled less than thirty (30) calendar days and the facility is subsequently leased for the same day/time period to another user, 25% if not re-leased.

USE AGREEMENT TERMS

1. Use rates include utilities and waste removal. Damages are the responsibility of User, reasonable wear and tear accepted, as well as the cost of any additional rental periods or services.
2. Alcoholic beverages are prohibited in City Parks except within the Jerome Brown Community Center if/when an Alcoholic Beverage Distribution/Consumption Permit has been issued by the Parks and Recreation Director or authorized agent. Smoking is prohibited inside facilities. No illegal drugs, gambling or games of chance are allowed anywhere in City Parks. Any violation of the terms of this Agreement could at the City's option result in forfeiture of the deposit, and/or arrest and prosecution.
3. No activities are permitted to extend beyond 12:00 a.m. (midnight), unless approved in advance of the activity by the City's Parks and Recreation Director or authorized agent.
4. If required by the City, the User shall hire at his/her own expense, law enforcement officers for crowd control at events. Brooksville Police Officers will be utilized when available.
5. No admission charges or sale of items will be allowed without prior written permission from the Director of Recreation. If approved, User will be responsible for collection and payment of applicable sales and any other taxes.
6. User will be responsible for obtaining all necessary licenses and permits, including Alcoholic Beverage License, and any required Health Department permits, for provision of food.
7. Applications are to be submitted a minimum of ten (10) days prior to the requested lease dates, unless this requirement is modified by the Parks and Recreation Director or authorized agent. Fees are tentative and this application is subject to review and approval by the Parks and Recreation Department Director. The City reserves the right to cancel, postpone, or reschedule this event due to facility maintenance, inclement weather, public safety requirements or if facility is needed for emergency or other use by the City. The City's liability in such instances will be limited to the amount paid by applicant to use the facility, and upon refund to applicant, will serve as a general release of liability. The City's only obligation to the User will be refunding User's full deposit.
8. User assumes responsibility for any damages to the facility and injury to participants which are the result of the conduct or negligence of User and/or User's agents and guests. Liability and Property Damage Insurance is required for the use of the Jerome Brown Community Center and other designated facilities. A Certificate of Insurance with minimum limits of \$100,000/300,000/100,000; or \$300,000 Combined Single Limit, with the City as an Additional Named Insured and Certificate Holder, is to be provided to the City not less than seven (7) calendar days before the event. The City reserves the right to request higher limits to a maximum of \$100,000/300,000/500,000 or \$500,000 CSL depending on the proposed usage.
9. The City shall not be responsible for any damage or injury that may happen to the User, its agents, assistants, employees, patrons, guests, invitees, servants, or property from any cause whatever (unless occasioned by the sole negligence of the City) during the period covered by the Agreement. The User for itself, its agents, assistants, and employees expressly releases the City and agrees to hold the City harmless and to indemnify the City against any claim for loss, damage, injury or other liability arising out of the actions, fault, or negligence of the User, its agents, assistants, or employees, during the term of this Agreement.
10. The parties hereto understand that this Agreement will be interpreted pursuant to the laws of the State of Florida and the parties further agree that the venue of any legal action concerning the Agreement will be Hernando County.
11. This application, when executed by both parties, becomes a legally enforceable contract and User agrees to comply with all the terms and conditions set forth herein, and to all City Rules and Regulations. The undersigned warrants that if the applicant is not an individual, he/she has the authority to bind applicant.

To the best of my knowledge, all information on this application is correct. I have received, read, understand, and will comply with the provisions of this Facility Lease Agreement, and that this Agreement is not approved until execution by the City.

Name: JOHANNES SCHECH Applicant/User Signature: [Signature] Date: 5/16/11
DEWANE SCHECH FOR JOHANNES SCHECH

Insurance Required: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes; Certificate naming City as "Additional Insured" attached <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
Alcoholic Beverage Distribution/Consumption Permit <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Attach copy of signed permit)	
Base Rent \$ <u>400.00</u>	Other \$ <u>200.00</u>
Total Estimated Cost \$ <u>600.00</u> Total Estimated Deposit \$ _____	
Initial Deposit (minimum 50% of estimated total) \$ <u>285.00</u>	Received by _____ Date _____ Balance Due (10 days prior to event) \$ _____
Application Approved By: _____ Date: _____	
Not valid unless signed by Director of Parks and Recreation or Authorized Agent.	

85*8012530478C-1	12/31/2009	12/31/2014	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

THE HUMANE SOCIETY OF THE NATURE
 COAST INC
 7200 MOBLEY RD
 BROOKSVILLE FL 34601-9056

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
 R. 04/05

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (FAC).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others by your organization of tangible personal property, sleeping accommodations or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, FAC).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third degree felony. Any violation will necessitate the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Central Registration at 850-487-4130. The mailing address is PO BOX 6480, Tallahassee, FL 32314-6480.

City of Brooksville
Proclamation

WHEREAS, the **City of Brooksville** recognizes the benefits derived from parks and recreation resources and that they are an integral part of the **City of Brooksville**, as well as communities throughout this country; and,

WHEREAS, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities by providing programs that help build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and improve the mental and emotional health of all citizens, offering free and low-cost opportunities to get out and play; and,

WHEREAS, parks and recreation programs give children a chance to learn life lessons, such as how to be part of a team, to experience successes early and to dream big, building future leaders by giving them an opportunity to lead and experience personal achievements; and,

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and,

WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, produce habitat for wildlife and are fundamental to the environmental well-being of our community, as well as ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and,

WHEREAS, The City of Brooksville and its Park properties are proud to be a part of the State of Florida's Recreation and Park system. The City's park properties offer playgrounds, softball fields, walking/running/bike/skate trails, basketball, tennis, racquetball and shuffle board courts, baseball and softball batting cages and a nine hole executive golf course, along with youth and adult recreational programs and events.

NOW, THEREFORE, ON BEHALF OF THE CITY COUNCIL FOR THE CITY OF BROOKSVILLE, FLORIDA, I, FRANKIE BURNETT, Mayor, recognize July as

Parks & Recreation Month

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Brooksville to be affixed this 20th day of June, 2011, A.D.

CITY OF BROOKSVILLE

Frankie Burnett, Mayor

Joseph E. Johnston, III, Vice Mayor

Joe Bernardini, Council Member

Lara Bradburn, Council Member

Emory Pierce, Council Member

ATTEST: _____
Janice L. Peters, CMC, City Clerk



THE SECRETARY OF THE INTERIOR
WASHINGTON

AGENDA ITEM NO. D-2
6/20/11

MAY 20 2011

The Honorable Lara Bradburn
Mayor of the City of Brooksville
201 Howell Avenue
Brooksville, Florida 34601

Dear Mayor Bradburn:

It is my pleasure to inform you that the Tom Varn Hiking and Jogging Trail has been designated as a National Recreation Trail (NRT).

The Tom Varn Hiking and Jogging Trail a fine addition to the National Trails System. This year it joins 40 other newly designated NRTs across the United States for this special recognition. We are very proud of these trails and the spirit of partnerships and resource conservation that they represent. Trails provide millions of Americans with outstanding opportunities to enjoy America's Great Outdoors.

On Saturday, June 4, 2011, tens of thousands of Americans will observe the 19th National Trails Day. We hope that you will be able to join us in this celebration. Enclosed is your certificate of designation, signed by the Director of the National Park Service and myself, and a set of new trail markers.

I want to thank you for your commitment to providing outdoor recreation, physical fitness, heritage, and volunteer opportunities for Americans of all ages.

Sincerely,


Ken Salazar

Enclosures



CONSENT AGENDA ITEM MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCILMEN
VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER
FROM: TIMOTHY MOSSGROVE, FIRE CHIEF
SUBJECT: CITIES READINESS INITIATIVE PROGRAM AGREEMENT
DATE: MAY 17, 2011

GENERAL SUMMARY/BACKGROUND: The City of Brooksville has been contacted by the Hernando County Health Department in a cooperative effort to finalize efforts under the Centers for Disease Control and Prevention (CDC) to establish the Cities Readiness Initiative program to assist certain Metropolitan Statistical Areas (MSA) in the event of a catastrophic biological incident or other communicable threat of epidemic proportion.

The purpose of this agreement delineates responsibility between the Hernando County Health Department and the City of Brooksville for activities related to the prophylaxis distributed to City employees and their immediate family members under the Cities Readiness Initiative that includes the following:

- Designate a City owned building as a Cooperating Point of Dispensing, (CO-OP POD). The proposed agreement has City Hall as the site.
- To arrange for the delivery of quantities of medications to the extent that resources permit.
- To provide volunteer jobs to be assigned to the employees of the City.
- To assist in the training of volunteers in dispensing said medication.
- To review, approve and provide credentials to volunteers.
- A Lease Agreement wherein the City will lease a portion of a City owned building for temporary use by the Hernando County Health Department as a Point of Dispensing for a limited time.

BUDGET IMPACT: This cooperative effort will require staff time and use of City owned buildings, but should have a minimal impact upon the City's approved Budget.

LEGAL REVIEW: The City is vested with home rule authority pursuant to Article VII, Section 2 of the Constitution of the State of Florida and Chapter 166, Florida Statutes. Pursuant to Section 1.03 of the Charter, the City has all governmental, corporate, and proprietary powers to enable it to conduct municipal government, perform municipal functions and render municipal services.

STAFF RECOMMENDATION: After review and consideration of the proposed agreement for Council's consideration of the Cities Readiness Initiative staff recommends approval of this agreement.

ATTACHMENT: Agreement



Rick Scott
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
State Surgeon General

03/28/2006

Page 1 of 14

Rev. 04/22/10

June 9, 2011

MEMORANDUM OF AGREEMENT

Support Services for Emergency Distribution of Strategic National Stockpile

BETWEEN HERNANDO COUNTY HEALTH DEPARTMENT

AND THE CITY OF BROOKSVILLE

This Memorandum of Agreement ("Agreement") is entered into between the State of Florida, Department of Health, Hernando County Health Department, hereinafter referred to as the "Department," and City of Brooksville hereinafter referred to as the "City."

RECITALS

WHEREAS, the Centers for Disease Control and Prevention (CDC) has established the Cities Readiness Initiative program to assist certain Metropolitan Statistical Areas (MSA) in the event of a catastrophic biological incident; and

WHEREAS, the CDC, through the Florida Department of Health, will provide the Strategic National Stockpile (SNS), which includes medications and medical supplies, to the Hernando County Health Department (the Department) for the Hernando MSA; and

WHEREAS, the Department approves the transfer of a pre-determined quantity of the aforementioned medication to the City and

WHEREAS, the Department wishes to collaborate with the City to enhance its ability to respond to a catastrophic biological incident or other communicable threat of epidemic proportion.

NOW THEREFORE, in consideration of the foregoing, the parties hereto agree as follows:

I. PURPOSE

- A. This agreement delineates responsibility of the Department and the City for activities related to the prophylaxis of City employees and their immediate family members under the Cities Readiness Initiative in the event of a catastrophic biological incident or other communicable threat of epidemic proportion.
- B. This Agreement serves as the Scope of Work between the City and the Department.

II. SCOPE

- A. The provisions of this Agreement apply to activities to be performed at the request of the Department in conjunction with the implementation of the Cities Readiness Initiative Response Plan, an appendix to the Department's Emergency Operations Plan.
- B. No provision in this Agreement limits the activities of the Department in performing local and state functions.

III. DEFINITIONS

- A. Cities Readiness Initiative (CRI). A CDC program providing direct assistance to specific densely populated areas (known as Metropolitan Statistical Areas) to build the response capacity needed for the prophylaxis of 100 percent of their populations within a 48-hour period in the event of a catastrophic public health emergency.
- B. Employee shall mean the City's elected officials, full- or part- time employees and immediate family of same.
- C. Logistical Staging Area (LSA). A temporary facility that receives, breaks down, and processes the SNS push pack for redistribution. Also referred to as Receipt, Storage and Staging (RSS).
- D. Prophylaxis. Measures designed to prevent the occurrence of disease or its dissemination. For the purposes of this Agreement it shall refer to the distribution of oral medications.
- E. Strategic National Stockpile (SNS). A national repository of antibiotics, chemical antidotes, antitoxins, life support medications and medical supplies, managed by the

CDC, that can be delivered anywhere in the United States within 12 hours of the decision to deploy.

IV. THE PARTIES AGREE

A. The Department Agrees:

1. To designate, in part or in total, City Hall as a Cooperating Point of Dispensing, (CO-OP POD) for the Strategic National Stockpile (SNS). This business will be used only for a declared Nuclear, Biological, or Chemical (NBC) emergency.
2. To the extent that resources permit, to arrange for the delivery of quantities of medication, antidotes and/or vaccines to the Cooperating Point of Dispensing , (CO-OP POD), from the Strategic National Stockpile (SNS) in the event of a Nuclear, Biological, or Chemical (NBC) emergency on a 24/7 schedule.
3. To provide sample descriptions of the various volunteer jobs to be assigned to the employees of the City.
4. To assist in the training of said volunteers in dispensing said medication, antidotes and/or vaccines to the employees of the City, and will provide sample copies of Patient Registration Forms and other documentation for the required accountability of these materials.
5. To review, approve and provide credentials to volunteers who complete Florida Department of Health "Volunteer Services Application" forms (DH-1474, 10/05) (Attachment 1) with accompanying "Volunteer Personal References" (Attachment 2). Said volunteers will be covered by Workmen's Compensation in accordance with Florida Statute Chapter 110.504, and be further provided with state liability protection under the Florida Volunteer Protection Act as part of Florida Statute 768.28.
6. To include as an attachment to this Memorandum of Agreement, a Lease Agreement (Attachment 3) wherein the City will lease a portion of these premises for temporary use by the Department as a Point of Dispensing for a limited time to be specified and concurrent with a declared incident. The City, as an active corporation, will be

classified as a volunteer providing a service to the State of Florida, pursuant to the definitions of section 110.501 and 1.01 F.S., Business will be entitled to the benefits set out in section 110.504, F.S. during the life of this Lease Agreement.

B. The City Agrees:

1. To provide the Department with a census count of the number of employees and estimates of the employee's family members.
2. To provide adequate numbers of volunteers from the business to assist in the dispensing of the above- mentioned medication, antidotes and/or vaccines to all employees in their business without prejudice.
 - a. A POD for the City of Brooksville would consist of the following types of volunteers/workers: One POD Supervisor, one or two Entrance/Forms Distribution personnel, one or two personnel to manage the Flow of Employees waiting in line, two or three personnel to Dispense antibiotics, one Medical Personnel with prescribing rights that oversees the dispensing and who would refer symptomatic/special needs Employees to their private doctor or to the local emergency room, and one or two personnel at the POD Exit routing Employees to the designated exit and to hand out antibiotic and aftercare information.
 - b. After the POD volunteers/workers have been selected the Department would assist in POD exercises and/or functional drills to help better prepare POD Personnel prior to an actual emergency.
3. To provide its own resources for, but not be limited to: Transportation, Communications, Public Works, Mass Care, Employee Information, and Security for its employees.
4. Employees, upon completing the required Patient Registration Form, may pick up medication for themselves, and their immediate family.
5. Said distribution of medication or other medical materials is to be done under the supervision of a volunteer medical professional from their business that is authorized

to dispense pharmaceuticals. Medical professionals authorized to dispense pharmaceuticals are defined as: Pharmacists (RPh/ PharmD), Physicians (MD/DO), Physicians Assistants (PA), Advanced Registered Nurse Practitioners (ARNP), or other medical providers registered as “dispensing practitioners” (Dentists, Podiatrists). In the absence of such a designated person, the Department will attempt to arrange for a member of its staff or a member of the Hernando Medical Society, via their Medical Reserve Corps, to be at the site and be designated to supervise the dispensing of medication/medical supplies to the employees.

6. Twice daily reporting and reconciliation of medication and/or medical materials dispensed and on-hand to the Department at Emergency Support Function-8 (ESF-8) at the Emergency Operations Center, (352) 754-1314 or (352)-754-4983.

C. The City and the Department Mutually Agree:

1. Effective and Ending Dates.

This Agreement shall begin on January 1, 2010, or on the date on which the Agreement has been signed by both parties, whichever is later. It shall end on December 31, 2013.

2. Termination. Termination at Will.

This Agreement, including the referenced Lease Agreement, may be terminated by either party without cause upon no less than thirty (30) calendar days notice in writing to the other party unless a lesser time is mutually agreed upon in writing by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

3. Indemnification.

The Department, as a state agency, agrees to be fully responsible to the limits set forth in Section 768.28, F.S. for its own negligent acts which result in claims or suits against the Department or the City arising out of this Agreement, and agrees to be liable to the limits set forth in Section 768.28, F.S. for any damages proximately

caused by said acts or omissions. Nothing herein shall be construed as a waiver of sovereign immunity or consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

4. Relationship.

Nothing herein shall create or be construed to create an employer-employee, agency, joint venture, or partnership relationship between the parties.

5. Renegotiation or Modification.

Modifications of provisions of this Agreement shall only be valid when they have been reduced to writing and duly signed by both parties.

6. Official Representatives.

a. For The Department:

Name: Nina Mattei
Title: Government Operations Consultant
Organization: Hernando County Health Department
Mailing Address: 300 S, Main Street, Brooksville, FL 34601
Telephone / Fax: 352-540-6822 / 352-754-4440
e-mail: Nina_Mattei@doh.state.fl.us

b. For the City :

Name: tJennene Norman-Vacha
Title: City Manager
Organization: City of Brooksville
Mailing Address: 201 Howell Ave Brooksville FI 34601
Telephone/Fax: 352-540-3810 / 352-544-5417
e-mail: jnvacha@cityofbrooksville.us

Reference Information From Business

Number of Employees: 129

Number of Employee Family Members (est): 71

Total: **200**

Adults: **165** Children: **35**

CO-OP POD Contacts:

(1) Name: Timothy Mossgrove, Fire Chief
Address: 85 Veterans Ave
City: Brooksville Zip: 34601
Telephone: 352-540-3840 Cell: 325-585-7212
e-mail: tmossgrove@cityofbrooksville.us

(2) Name: _____
Address: _____
City: _____ Zip: _____
Telephone: _____ Cell: _____
e-mail: _____

7. All Terms and Conditions Included. This Agreement contains all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and the Agreement shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of the Agreement is found to be illegal or unenforceable, the remainder of the Agreement shall remain in full force and effect and such term or provision shall be stricken.

IN WITNESS THEREOF, the parties hereto have caused this 14 page Agreement to be executed by their undersigned officials as duly authorized.

<u>CO-OP POD Partner</u> The City of Brooksville	STATE OF FLORIDA DEPARTMENT OF HEALTH HERNANDO COUNTY HEALTH DEPARTMENT
Signed by:	Signed by:
Name: T. Jennene Norman-Vacha	Name: Elizabeth A. Callaghan, MS, LD
Title: City Manager	Title: Administrator
Date:	Date:

ATTEST:

 Janice M. Peters, CMC
 CITY CLERK

APPROVED AS TO LEGAL FORM
 FOR THE RELIANCE OF THE
 CITY OF BROOKSVILLE ONLY:

 Thomas S. Hogan, Jr.
 City Attorney



**Attachment 1
VOLUNTEER SERVICES APPLICATION**

Name (Last) (First) (Middle)

Mailing Address City State Zip

Work Telephone / Home Telephone Emergency Contact Person Telephone

What type of volunteer position are you interested in? _____

List any professional license, registration, or certificate you currently possess (include certificate/license numbers): _____

List any special skills, interests, or hobbies: _____

List two references not related to you whom you have known for more than one year:

_____ NAME	_____ NAME
_____ ADDRESS	_____ ADDRESS
_____ CITY/STATE ZIP CODE	_____ CITY/STATE ZIP CODE
_____ TELEPHONE	_____ TELEPHONE

List your most recent volunteer or employment experience:

_____ EMPLOYER	_____ COMPLETE MAILING ADDRESS	_____ ZIP CODE	_____ TELEPHONE

JOB TITLE _____		DATES OF VOLUNTEER / EMPLOYMENT _____	

Circle the days you are available to volunteer:
Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Specify the hours you are available to volunteer: From: _____ To: _____

Have you ever been convicted of, or plead nolo contendere to a driving or criminal offense?
Yes _____ No _____ If answer is yes, please explain (including types of offenses and dates):

DH 1474, 10/05

I understand that, to protect persons served by the department, a routine check through law enforcement, license bureaus, agency files, and references may be made. I understand that a criminal offense will not automatically exclude me from all volunteer positions; however, certain convictions will exclude me from volunteering in some positions. I understand that if I answered no to the criminal offense question on the front of this application and a record should be obtained, it will prevent me from volunteering for the department regardless of the offense. I understand that applications submitted for state volunteer services are public records.

I understand and agree that all information as it relates to persons served by the department is to be held confidential in compliance with Florida Statutes. All information that should come to my attention and knowledge as privileged and confidential will not be disclosed to anyone other than authorized personnel and that I shall conduct myself in accordance with the departmental security policies. I understand that failure to comply may result in criminal prosecution.

I affirm that all information on this application is true and correct.

Signature

_____/_____/_____
Date

**INTERVIEWER'S COMMENTS
(For Agency Use Only)**

Date of Interview: ____/____/____

Interviewer's Name: _____

Screening Required: Yes _____ No _____ Date Screening Completed: _____

Date Orientation Completed: _____

WORK ASSIGNMENT (For Agency Use Only)
--

Program

Location

Supervisor

Date of Placement

It is unlawful for an employer to refuse or deprive any individual of volunteer opportunities because of race, color, religion, sex, national origin, age, marital status, or handicap. Applicants who believe they have been discriminated against may file a complaint with the Florida Commission on Human Relations, 2009 Apalachee Parkway, Suite 100, Tallahassee, Florida 32301-4857.

DH 1474, 10/05



**Attachment 2
VOLUNTEER PERSONAL
REFERENCE QUESTIONNAIRE**

Name of Volunteer/Intern Applicant

Date Completed

As required by section 110.503, Florida Statutes and section 60L-33.006, Florida Administrative Code, reference checks must be completed for the above applicant. This applicant wishes to provide volunteer services to clients of the Department of Health. Your name has been given as a personal reference, and we would appreciate your comments on the following questions:

1. How long have you known the volunteer applicant? _____

2. To your knowledge, has the applicant ever been convicted of a crime? YES NO

3. Do you consider him/her to be of good moral character? If no, please explain.

4. Do you know of any reason why the applicant should not be trusted with or around children or persons with disabilities? _____ If yes, please explain: _____

5. Would you consider placing the responsibility of a child or a person with disabilities who is related to you with the applicant?

6. Do you have any additional comments concerning the applicant's character or reliability?

Reference Signature

Name (please print)

Address

Telephone

City

State

Zip

Thank you for your time.

Upon completion, please return this form to:

Nina Mattei
SNS / CRI Coordinator
Emergency Planner
Hernando County Health Department
300 S. Main Street
Brooksville, FL 36401
352-540-6822 Office
352-279-2867 Cell

If you have any questions, please call



**Attachment 3
LEASE AGREEMENT**

This Agreement, by and between City of Brooksville, (the "Lessor") and the State of Florida DEPARTMENT OF HEALTH (the "Lessee") as follows:

1. PREMISES: Lessor donates to Lessee the temporary use of the following described property:

Approximately one acre real property (f/k/a City Hall Parking Lot and portion of the building)

(The "property") at 201 Howell Ave. The property shall be used during the term of the lease by Hernando County Health Department as a Point of Dispensing (POD) for dispensing materials from the Strategic National Stockpile as a measure to protect the public health.

2. TERM: Upon receipt of written notification or telephone communication from the Hernando County Health Department that the Strategic National Stockpile has been activated due to a medical emergency, the Lessor will immediately make ready the premises described in Paragraph 1 of this Agreement, and notify its employee-volunteers to report for medication dispensing duties. From that date of notification and for a period not to exceed seven (7) days, the Department of Health will use the leased premises as a Point of Dispensing (POD) for the dispensing of medication to the Lessor's employees according to the plans established by the Memorandum of Agreement between the Department and the Lessor. This Agreement will terminate at the end of the seven day leased period, as described above, unless amended or cancelled in writing. See paragraph 8.

3. RENT: No rent or any additional consideration is due to or from either party.

4. ASSIGNMENT AND SUBLETTING: The Lessee shall make no unlawful, improper, or offensive use of the premises; nor assign or sublet any part of said premises without the written consent of the Lessor; and Lessee shall quit and deliver up said premises at the end of said term in as good condition as they were at the beginning of said term, excepting only ordinary wear, decay, and damage by the elements.

5. VOLUNTEER NATURE OF AGREEMENT: By virtue of donating the temporary use of the premises under this Agreement, Lessor is a volunteer providing a service to the State of Florida pursuant to the definitions of sec. 110.501(1), F.S. and sec. 1.01(3), F.S. and Lessor therefore is entitled to appropriate benefits set out in sec. 110.504, F.S. during the Lessee's use of the premises, as described in Paragraph 2 for a period not to exceed 7 days..

6. MAINTENANCE AND REPAIRS: N/A

7. TAXES: N/A

8. AMENDMENT OR CANCELLATION: Any amendment must be in writing and signed by both parties. Any cancellation must be in writing and hand-delivered to or FAX'd to a party signatory.

9. LESSOR'S ACCESS TO PREMISES: Lessor reserves the right to inspect the premises upon reasonable prior notice to the Lessee.

10. SCOPE OF USE: The Lessee is entitled to quiet enjoyment of the premises and shall not be evicted or disturbed in possession of the premises so long as Lessee complies with the terms of this Agreement. This Agreement shall be binding upon the heirs and assignees of all parties.

11. UTILITIES: The Lessor shall be responsible for all utilities, deposits, and charges including charges for water, sewage, and trash pick-up during the term of this Agreement. Except that in the event there is bio-hazardous waste at a POD, the Hernando County Health Department, or its contractor, would collect and dispose of the bio-hazardous waste as required by law.

12. AUTHORITY: The signatories below possess authority to enter into this Agreement on behalf of their principals. This Agreement is effective on the date of the last signature on the Agreement, and no amendments or side agreements exist except as provided in paragraph 8.

LESSEE
HERNANDO COUNTY HEALTH DEPARTMENT

LESSOR
THE CITY OF BROOKSVILLE

Elizabeth A. Callaghan, MS, LD
ADMINISTRATOR

T. JENNENE NORMAN-VACHA
CITY MANAGER

DATE

DATE

ATTEST:

Janice M. Peters, CMC
CITY CLERK

APPROVED AS TO LEGAL FORM
FOR THE RELIANCE OF THE
CITY OF BROOKSVILLE ONLY:

Thomas S. Hogan, Jr.
City Attorney



CONSENT AGENDA ITEM MEMORANDUM

To: Honorable Mayor and City Council Members

Via: T. Jennene Norman-Vacha, City Manager

From: Janice L. Peters, CMC, City Clerk

Subject: Surplus Equipment

Date: June 20, 2011

GENERAL SUMMARY/BACKGROUND: Various departments have conducted an inventory of property on hand and determined that there are items that are obsolete and no longer serve a useful function in the department. A list of the surplus inventory has been compiled for your review.

SB **BUDGET IMPACT:** The items that can be put together and sold as one pallet will be combined and the remainder of pieces of equipment will be sold as is. Proceeds received will be posted to the Sale of Surplus Materials (001 000 365 48845) if the equipment is not on the City's fixed assets. If the surplus is included in our Fixed Assets, the revenue account is Proceeds of the Sale of Fixed Asset-Govt. (001 000 364 48840). A nominal financial impact is expected from the sale of this surplus equipment.

JL **LEGAL REVIEW:** Pursuant to Fla. Stat. §274.05 Surplus property, City Council has the authority and discretion to classify as surplus any of its property that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function. In addition, within the reasonable exercise of its discretion and having consideration for the best interests of the City, the value and condition of property classified as surplus, and the probability of such property's being desired by a prospective bidder in the event of surplus, the City Council may offer surplus property to other governmental units in the county for sale or donation.

STAFF RECOMMENDATION: City Council to declare items included on the attached lists "surplus" and authorize the City Manager to dispose of through the joint County/School Board/City auction or as appropriate.

ATTACHMENTS: Surplus List

City Manager's Office Surplus Items:

2 – maroon rolling conference chairs

1 – typewriter: personal Wheelwriter 2 by Lexmark

1 – typewriter: Wheelwriter 5



COB Misc
3/30/2011

<u>Mfg</u>	<u>Description</u>	<u>Serial Number</u>
Dell	Monitor M782	MY-08G157-47603-38L-BV78
Dell	Monitor M782	MY-08G157-47603-38L-BVCT
Thomson	TV F19424	B026B34YI
TECO	Monitor TE555G	M305112196
Dell	Monitor M781p	MX-06C046-47801-13S-II28A
Dell	Monitor M782	MY-08G157-47063-38E-BSC8
Dell	Monitor M782	MY-08G157-47063-38E-BSGQ
Dell	Monitor M782	MY-08G157-47603-38L-BVCP
Viewsonic	Monitor E771	AY03212165
Dell	Monitor D1028L	84779-C0LF7-67
KDS	Monitor 786N	WZQD03A121177U
Beijing	Monitor D1770	D760TZCONNDB
Gateway	Monitor 700-069CS	17004A031043
Brother	MFP DCP7020	U61283F5J320232
Lexmark	Ptr Optra E312L	3118985
Various	Keyboards	Qty – 4
Various	Mice	Qty – 3
Various	Speakers	Qty – 2 sets

Disposal Type (Check One)
 Auction: _____ Trash: X
 Trade In: _____ Stolen: _____

To Be Completed By Hernando County Purchasing:	
Sale No.	_____
Item No.	_____

City Inventory - Form I-2 (Deleting Tangible Property)

City of Brooksville Assigned Property Number: _____
 X Delete From: Dept Name Fire Dept No _____
 _____ Transfer To: Disposable Property Status _____

EQUIPMENT DESCRIPTION:

Purchase Date _____ (Date of Payment)
 Year _____ Owned _____ Leased _____
 Description of Equipment _____ Laptop _____
 Manufacturer and Model _____ Dell Vostro 1000 _____
 Identification or Serial Number _____ JKJ5QG1 _____

For All Automobiles, Trucks and Construction Equipment:
 Odometer or Hour Reading _____
 License Tag Number _____ (If Applicable)

Purchased From _____
 _____ Name of Vendor

Purchase Price \$ _____
 (To Include Shipping Charges)

Trade In (If Applies) _____
 Current Condition Poor Current Estimated Value \$ 0.00

(Poor, Fair, Good, New)
 Reason For Action Used for parts

(No longer needed, Obsolete, Vandalized)
 Notes: _____

(Too costly to repair, Used for parts, Upgraded)
 Date Deletion/Transfer to be Effective: _____

 Signature Position Date

Remove property tag from equipment and attach here:

To Be Completed By Hernando County Purchasing:	
Equipment Received at Compound:	_____ (Date)
Received By:	_____
Form I-2 Received by Purchasing:	_____
Signature:	_____
Purchasing Agent or Authorized Purchasing Employee	

Disposal Type (Check One)
 Auction: _____ Trash: X
 Trade In: _____ Stolen: _____

To Be Completed By Hernando County Purchasing:	
Sale No.	_____
Item No.	_____

**City Inventory - Form I-2
 (Deleting Tangible Property)**

City of Brooksville Assigned Property Number: _____
 X Delete From: Dept Name PD Dept No _____
 _____ Transfer To: Disposable Property Status _____

EQUIPMENT DESCRIPTION:

Purchase Date _____ (Date of Payment)
 Year _____ Owned _____ Leased _____
 Description of Equipment _____ Laptop _____
 Manufacturer and Model _____ Dell Vostro 1000 _____
 Identification or Serial Number _____ 1QRSRG1 _____

For All Automobiles, Trucks and Construction Equipment:
 Odometer or Hour Reading _____
 License Tag Number _____ (If Applicable)

Purchased From _____
 _____ Name of Vendor

Purchase Price \$ _____
 (To Include Shipping Charges)

Trade In (If Applies) _____
 Current Condition Poor Current Estimated Value \$ 0.00

(Poor, Fair, Good, New)
 Reason For Action Used for parts

(No longer needed, Obsolete, Vandalized)
 Notes: _____

(Too costly to repair, Used for parts, Upgraded)
 Date Deletion/Transfer to be Effective: _____

 Signature Position Date

Remove property tag from equipment and attach here:

To Be Completed By Hernando County Purchasing:	
Equipment Received at Compound: _____	_____ (Date)
Received By: _____	
Form I-2 Received by Purchasing: _____	
Signature: _____	
Purchasing Agent or Authorized Purchasing Employee	

Disposal Type (Check One)
 Auction: _____ Trash: X
 Trade In: _____ Stolen: _____

To Be Completed By Hernando County Purchasing:	
Sale No.	_____
Item No.	_____

City Inventory - Form I-2 (Deleting Tangible Property)

City of Brooksville Assigned Property Number: _____
 Delete From: Dept Name _____ Dept No _____
 Transfer To: Disposable Property Status _____

EQUIPMENT DESCRIPTION:

Purchase Date _____ (Date of Payment)
 Year _____ Owned _____ Leased _____
 Description of Equipment _____ Computer _____
 Manufacturer and Model _____ Gateway P55C-200
 Identification or Serial Number _____ 8338761

For All Automobiles, Trucks and Construction Equipment:
 Odometer or Hour Reading _____
 License Tag Number _____ (If Applicable)

Purchased From _____
 Name of Vendor _____

Purchase Price \$ _____
 (To Include Shipping Charges)

Trade In (If Applies) _____
 Current Condition _____ Poor _____ Current Estimated Value \$ _____ 0.00
 (Poor, Fair, Good, New)

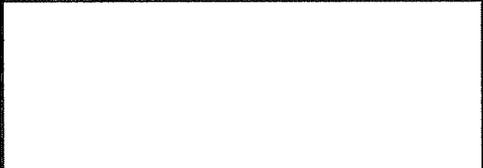
Reason For Action Obsolete
 (No longer needed, Obsolete, Vandalized)

Notes: Sent to trash
 (Too costly to repair, Used for parts, Upgraded)

Date Deletion/Transfer to be Effective: _____

 Signature Position Date

Remove property tag from equipment and attach here:



To Be Completed By Hernando County Purchasing:	
Equipment Received at Compound: _____	_____ (Date)
Received By: _____	
Form I-2 Received by Purchasing: _____	
Signature: _____	
Purchasing Agent or Authorized Purchasing Employee	

Disposal Type (Check One)
 Auction: _____ Trash: X
 Trade In: _____ Stolen: _____

To Be Completed By Hernando County Purchasing:	
Sale No.	_____
Item No.	_____

**City Inventory - Form I-2
 (Deleting Tangible Property)**

City of Brooksville Assigned Property Number: _____
 Delete From: Dept Name _____ Dept No _____
 Transfer To: Disposable Property Status _____

EQUIPMENT DESCRIPTION:

Purchase Date _____ (Date of Payment)
 Year _____ Owned _____ Leased _____
 Description of Equipment _____ Computer _____
 Manufacturer and Model _____ Clone _____
 Identification or Serial Number _____ MUS972083-16802_7 _____

For All Automobiles, Trucks and Construction Equipment:
 Odometer or Hour Reading _____
 License Tag Number _____ (If Applicable)

Purchased From _____
 Name of Vendor _____

Purchase Price \$ _____
 (To Include Shipping Charges)

Trade In (If Applies) _____
 Current Condition _____ Poor _____ Current Estimated Value \$ _____ 0.00 _____
 (Poor, Fair, Good, New)

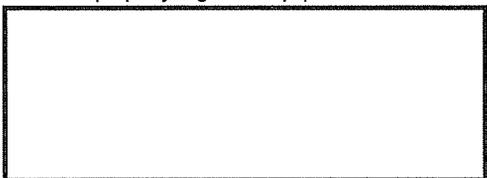
Reason For Action Obsolete
 (No longer needed, Obsolete, Vandalized)

Notes: Sent to trash
 (Too costly to repair, Used for parts, Upgraded)

Date Deletion/Transfer to be Effective: _____

 Signature Position Date

Remove property tag from equipment and attach here:



To Be Completed By Hernando County Purchasing:	
Equipment Received at Compound:	_____ (Date)
Received By:	_____
Form I-2 Received by Purchasing:	_____
Signature:	_____
Purchasing Agent or Authorized Purchasing Employee	

Disposal Type (Check One)
 Auction: _____ Trash: X
 Trade In: _____ Stolen: _____

To Be Completed By Hernando County Purchasing:	
Sale No.	_____
Item No.	_____

**City Inventory - Form I-2
 (Deleting Tangible Property)**

City of Brooksville Assigned Property Number: _____
 X Delete From: Dept Name Parks & Rec Dept No _____
 _____ Transfer To: Disposable Property Status _____

EQUIPMENT DESCRIPTION:

Purchase Date _____ (Date of Payment)
 Year _____ Owned _____ Leased _____
 Description of Equipment _____ Computer _____
 Manufacturer and Model _____ Mustang _____
 Identification or Serial Number _____ MUS971689-16258/2 _____

For All Automobiles, Trucks and Construction Equipment:
 Odometer or Hour Reading _____
 License Tag Number _____ (If Applicable) _____

Purchased From _____
 _____ Name of Vendor _____

Purchase Price \$ _____
 (To Include Shipping Charges)

Trade In (If Applies) _____
 Current Condition Poor Current Estimated Value \$ _____ 0.00 _____
 (Poor, Fair, Good, New)

Reason For Action Obsolete
 (No longer needed, Obsolete, Vandalized)

Notes: Set to trash

(Too costly to repair, Used for parts, Upgraded)
 Date Deletion/Transfer to be Effective: _____

 Signature Position Date

Remove property tag from equipment and attach here:

To Be Completed By Hernando County Purchasing:	
Equipment Received at Compound:	_____ (Date)
Received By:	_____
Form I-2 Received by Purchasing:	_____
Signature:	_____
Purchasing Agent or Authorized Purchasing Employee	

Disposal Type (Check One)
 Auction: _____ Trash: X
 Trade In: _____ Stolen: _____

To Be Completed By Hernando County Purchasing.	
Sale No.	_____
Item No.	_____

**City Inventory - Form I-2
 (Deleting Tangible Property)**

City of Brooksville Assigned Property Number: _____
 Delete From: Dept Name _____ Dept No _____
 Transfer To: Disposable Property Status _____

EQUIPMENT DESCRIPTION:

Purchase Date _____ (Date of Payment)
 Year _____ Owned _____ Leased _____
 Description of Equipment _____ Computer _____
 Manufacturer and Model _____ Clone _____
 Identification or Serial Number _____ MUS971689-16258_3 _____

For All Automobiles, Trucks and Construction Equipment:
 Odometer or Hour Reading _____
 License Tag Number _____ (If Applicable)

Purchased From _____
 Name of Vendor _____

Purchase Price \$ _____
 (To Include Shipping Charges)

Trade In (If Applies) _____
 Current Condition _____ Poor _____ Current Estimated Value \$ _____ 0.00

(Poor, Fair, Good, New)
 Reason For Action Obsolete
 (No longer needed, Obsolete, Vandalized)

Notes: Sent to trash
 (Too costly to repair, Used for parts, Upgraded)

Date Deletion/Transfer to be Effective: _____

 Signature Position Date

Remove property tag from equipment and attach here:



To Be Completed By Hernando County Purchasing:	
Equipment Received at Compound: _____	(Date)
Received By: _____	
Form I-2 Received by Purchasing: _____	
Signature: _____	
Purchasing Agent or Authorized Purchasing Employee	

Disposal Type (Check One)
 Auction: _____ Trash: X
 Trade In: _____ Stolen: _____

To Be Completed By Hernando County Purchasing:	
Sale No.	_____
Item No.	_____

**City Inventory - Form I-2
 (Deleting Tangible Property)**

City of Brooksville Assigned Property Number: _____
 Delete From: Dept Name _____ Dept No _____
 Transfer To: Disposable Property Status _____

EQUIPMENT DESCRIPTION:

Purchase Date _____ (Date of Payment)
 Year _____ Owned _____ Leased _____
 Description of Equipment _____ Computer _____
 Manufacturer and Model _____ Clone _____
 Identification or Serial Number _____ MUS972083-16802_4 _____

For All Automobiles, Trucks and Construction Equipment:
 Odometer or Hour Reading _____
 License Tag Number _____ (If Applicable)

Purchased From _____
 Name of Vendor _____

Purchase Price \$ _____
 (To Include Shipping Charges)

Trade In (If Applies) _____
 Current Condition _____ Poor _____ Current Estimated Value \$ _____ 0.00 _____

(Poor, Fair, Good, New)
 Reason For Action Obsolete
 (No longer needed, Obsolete, Vandalized)

Notes: Sent to trash
 (Too costly to repair, Used for parts, Upgraded)
 Date Deletion/Transfer to be Effective: _____

 Signature Position Date

Remove property tag from equipment and attach here:

To Be Completed By Hernando County Purchasing:	
Equipment Received at Compound: _____	_____ (Date)
Received By: _____	
Form I-2 Received by Purchasing: _____	
Signature: _____	
Purchasing Agent or Authorized Purchasing Employee	

Disposal Type (Check One)
 Auction: _____ Trash: X
 Trade In: _____ Stolen: _____

To Be Completed By Hernando County Purchasing:	
Sale No.	_____
Item No.	_____

**City Inventory - Form I-2
 (Deleting Tangible Property)**

City of Brooksville Assigned Property Number: _____
 Delete From: Dept Name _____ Dept No _____
 Transfer To: Disposable Property Status _____

EQUIPMENT DESCRIPTION:

Purchase Date _____ (Date of Payment)
 Year _____ Owned _____ Leased _____
 Description of Equipment _____ Computer _____
 Manufacturer and Model _____ Clone _____
 Identification or Serial Number _____ Mus972083-16802/6 _____

For All Automobiles, Trucks and Construction Equipment:
 Odometer or Hour Reading _____
 License Tag Number _____ (If Applicable)

Purchased From _____
 Name of Vendor _____

Purchase Price \$ _____
 (To Include Shipping Charges)

Trade In (If Applies) _____
 Current Condition _____ Poor _____ Current Estimated Value \$ _____ 0.00 _____
 (Poor, Fair, Good, New)

Reason For Action Obsolete
 (No longer needed, Obsolete, Vandalized)

Notes: Sent to trash
 (Too costly to repair, Used for parts, Upgraded)
 Date Deletion/Transfer to be Effective: _____

 Signature Position Date

Remove property tag from equipment and attach here:

To Be Completed By Hernando County Purchasing:	
Equipment Received at Compound:	_____ (Date)
Received By:	_____
Form I-2 Received by Purchasing:	_____
Signature:	_____
Purchasing Agent or Authorized Purchasing Employee	

Disposal Type (Check One)
 Auction: _____ Trash: X
 Trade In: _____ Stolen: _____

To Be Completed By Hernando County Purchasing.	
Sale No.	_____
Item No.	_____

**City Inventory - Form I-2
 (Deleting Tangible Property)**

City of Brooksville Assigned Property Number: _____
 X Delete From: Dept Name Parks & Rec Dept No _____
 _____ Transfer To: Disposable Property Status _____

EQUIPMENT DESCRIPTION:

Purchase Date _____ (Date of Payment)
 Year _____ Owned _____ Leased _____
 Description of Equipment _____ Computer _____
 Manufacturer and Model _____ Tech Svcs _____
 Identification or Serial Number _____ TS98015 _____

For All Automobiles, Trucks and Construction Equipment:
 Odometer or Hour Reading _____
 License Tag Number _____ (If Applicable) _____

Purchased From _____
 _____ Name of Vendor _____

Purchase Price \$ _____
 (To Include Shipping Charges)

Trade In (If Applies) _____
 Current Condition Poor Current Estimated Value \$ _____ 0.00 _____
 (Poor, Fair, Good, New)

Reason For Action Obsolete
 (No longer needed, Obsolete, Vandalized)

Notes: Sent to trash
 (Too costly to repair, Used for parts, Upgraded)
 Date Deletion/Transfer to be Effective: _____

 Signature Position Date

Remove property tag from equipment and attach here:

To Be Completed By Hernando County Purchasing:	
Equipment Received at Compound: _____	_____ (Date)
Received By: _____	
Form I-2 Received by Purchasing: _____	
Signature: _____	
Purchasing Agent or Authorized Purchasing Employee	



**CONSENT AGENDA ITEM
MEMORANDUM**

TO: THE HONORABLE MAYOR AND CITY COUNCILMEN
VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER
FROM: RICHARD W. RADACKY, PUBLIC WORKS DIRECTOR

**SUBJECT: APPROVAL TO UTILIZE HERNANDO COUNTY'S ANNUAL
METER BID**

DATE: JUNE 3, 2011

GENERAL SUMMARY/BACKGROUND: The City entered into an agreement with Energy Systems Group (ESG) to install various capital improvements. The meter replacement component of the ESG improvements will require the purchase of approximately \$940,000 of meters and associated equipment. Staff believes that the overall costs can be reduced by approximately \$160,000 by utilizing the Hernando County meter purchasing bid, and purchasing the meters direct from the distributor to avoid the sales tax costs.

The City has been standardized on Neptune meters since 2006 because of the product quality and service from the distributor. Neptune is also the standard for Hernando County which allows the City to have close access to back-up parts, electronic meter readers and software support in case of a major failure. Sunstate Meter & Supply (SMS) is the sole distributor of Neptune meters and equipment in the State of Florida and is the current annual contract supplier to the County.

To proceed with this savings, Staff will need approval to utilize the Hernando County meter bid with SMS to buy water meters and associated equipment.

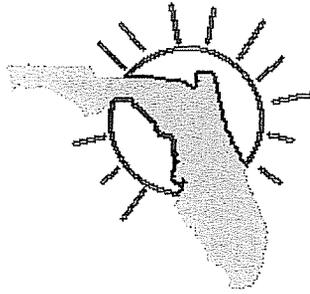
SB. **BUDGET IMPACT:** Proceeding with the Hernando County meter purchasing bid will reduce the project costs for our meter replacement project. City Council approved the financing arrangement with SunTrust Financing and Leasing on 5/16/11. The meter replacement is a major component of the energy performance projects approved with Energy Systems Group on 4/18/11. As reported in a Memorandum from City Manager Norman-Vacha dated 4/12/11 at the 4/18/11 meeting entitled "Energy Systems Group—Guaranteed Energy Performance Contract", we will return with a budget amendment that will outline receipt of initial revenues/funding (Loan Proceeds) for the project, as well as the expenditure accounts.

g **LEGAL REVIEW:** City Council has home-rule authority (Art. VIII, 2(b), Fla Const./Section 166.011, F.S.) to consider matters of fiscal and intergovernmental benefit. Pursuant to Section 5.04 of the City Charter, competitive bidding is required except to the extent that Council authorizes otherwise by ordinance. Pursuant to Section 2-304 (a) (1) and (2) of the Code of Ordinances, the amount of expenditure for which the City may

obligate itself without competitive bidding by the City is increased provided: (1) the City Manager recommends to the City Council that a specific purchase be made by piggybacking on an award by another governmental entity's competitive bidding process; and (2) the other governmental entity's competitive bidding process provides substantially equivalent guarantees of fairness and competitiveness to those of the City.

STAFF RECOMMENDATION: Staff is requesting Council approval to utilize Hernando County annual meter bid with SMS for the meters and associated equipment.

ATTACHMENT: Letter from Sunstate Meter & Supply, Inc.



Sunstate Meter and Supply, Inc.

14001 W. Newberry Road
Newberry, FL 32669-2710

Jeff Kimbrough – Sales Representative

Voice: 352 516-9791
Nextel Direct: 162*36*6734

Email: jjkimbro@cs.com
Fax: 352 735-3603

May 18, 2010

Mr. William Smith
Utilities Director
City of Brooksville
600 S. Brooksville Ave.
Brooksville, Fl. 34601

**RE: PIGGYBACK OF CITY OF HERNANDO COUNTY CONTRACT #06-051
SUPPLY, DELIVERY OF RADIO READ METERS AND ASSOCIATED
EQUIPMENT/SOFTWARE**

Dear Mr. Smith,

Per your request, Sunstate Meter & Supply, Inc. has contacted Neptune Technology Group, Inc. and we are both in agreement to allow the City of Brooksville to piggyback the above referenced water meter contract. This contract was recently renewed and will be extended through 3/26/2012.

I have included for your review the price sheets and a copy of the executed contract. I will be glad to provide you with any further contract documentation that you may require. You may also contact Hernando County directly if desired. The contract specialist for this contract is:

Mr. J. Matt Perry
Purchasing Agent – Purchasing and Contracts Department
Hernando County Board of County Commissioners
20 North Main St. – Room 265
Brooksville, Fl. 34601-2828
Phone: 352-754-4020
Fax: 352-754-4199
Email: Jenningsp@co.hernando.fl.us

If you have any questions or concerns, please do not hesitate to give me a call. We appreciate the past water meter business that we have received from the City of Brooksville and look forward to continuing our work with you in regard to your water meter needs.

Best regards,
Jeff Kimbrough
Sales Representative
Sunstate Meter and Supply, Inc.
Enclosures

ATTACHMENT "A"

Neptune Meters with R900i Registers:

<u>Description</u>	<u>Unit Price</u>
Neptune, R900i Integrated Pit Ecoder With MIU Only – Any Size or Model	\$144.50
5/8"x3/4" T10 Meter W/Pl. Bottom Complete With R900i Pit Ecoder/MIU	\$163.00
3/4"x3/4" T10 Meter W/Brz. Bottom Complete With R900i Pit Ecoder/MIU	\$193.94
1" T10 Meter W/Brz. Bottom Complete With R900i Pit Ecoder/MIU	\$208.75
1 1/2" T10 Meter Complete With R900i Pit Ecoder/MIU	\$312.83
2" T10 Meter Complete With R900i Pit Ecoder/MIU	\$384.50
1 1/2" HP Turbine Meter Complete With R900i Pit Ecoder/MIU	\$439.88
2" HP Turbine Meter Complete With R900i Pit Ecoder/MIU	\$467.44
3" HP Turbine Meter Complete With R900i Pit Ecoder/MIU	\$770.35
4" HP Turbine Meter Complete With R900i Pit Ecoder/MIU	\$943.22
6" HP Turbine Meter Complete With R900i Pit Ecoder/MIU	\$1,978.39
8" HP Turbine Meter Complete With R900i Pit Ecoder/MIU	\$2,600.79
2" Tru-Flo Compound Meter Complete With R900i Pit Ecoder/MIU'S	\$1,321.11
3" Tru-Flo Compound Meter Complete With R900i Pit Ecoder/MIU'S	\$1,563.70
4" Tru-Flo Compound Meter Complete With R900i Pit Ecoder/MIU'S	\$2,103.31
6" Tru-Flo Compound Meter Complete With R900i Pit Ecoder/MIU'S	\$3,003.78
6"x8" Tru-Flo Compound Meter Complete With R900i Pit Ecoder/MIU'S	\$4,661.96
Neptune, 3" Bronze Flanged Meter Strainer	\$491.04
Neptune, 4" Bronze Flanged Meter Strainer	\$587.17
Neptune, 6" Bronze Flanged Meter Strainer	\$998.60
Neptune, 8" Bronze Flanged Meter Strainer	\$1,777.78
4"x1" HP Protectus III Fire Service Compound Meter Complete With R900i Pit Ecoder/MIU'S	\$4,661.96
6"x1 1/2" HP Protectus III Fire Service Compound Meter Complete With R900i Pit Ecoder/MIU'S	\$6,875.95
8"x2" HP Protectus III Fire Service Compound Meter Complete With R900i Pit Ecoder/MIU'S	\$9,098.16
10"x2" HP Protectus III Fire Service Compound Meter Complete With R900i Pit Ecoder/MIU'S	\$11,908.34
3" Fire Hydrant Meter Complete With Connections & Direct Read Register	\$725.00
Replacement Standard Integrated Antenna Assembly Kit	\$8.00
Replacement Short "Stubby" Integrated Antenna Assembly Kit	\$8.00
Optional Short Length Extended Range Antenna	\$19.80
Optional Long Length Extended Range Antenna	\$27.90
R900 Pit MIU Only W/6' Cable	\$100.00
Reclaimed Markings And Color (add to any meter/register)	\$2.50

Sunstate Meter & Supply, Inc.
14001 W. Newberry Road, Newberry, FL 32669

Phone: 352.332.7106

Fax: 352.332.5604

"Florida's Leading Distributor of Automated Meter Reading Systems"

R900 Reading System Components:

<u>Description</u>	<u>Unit Price</u>
CE5320B Handheld Meter Reading Device Complete W/2650i RF Receiver	\$3,980.00
DAP Ethernet Communications/Charging Cradle Complete W/Power Adapter	\$485.00
MRX920 Mobile Drive By Data Collector Complete (<i>new model 4 quarter 2010</i>)	\$15,000.00
GPRS Gateway Fixed Network Collector – Solar Power – Pole Mount	\$8,950.00
GPRS Gateway Fixed Network Collector – AC Power – Pole Mount	\$7,950.00
CE5320B Handheld Replacement Lithium Ion Battery Pack	\$186.00
ARB N_Sight Mobile Software Complete	\$1,850.00
ARB N_Sight Hybrid Software Module	\$4,000.00
ARB N_Sight Mobile Software On-Site Training (2-Days)	\$2,500.00
ARB N_Sight Hybrid Software On-Site Training (2-Days)	\$2,500.00
GIS Mapping Software On-Site Training (2-Days)	\$2,200.00
Additional Software License Fee (per seat)	\$185.00



**CONSENT AGENDA ITEM
MEMORANDUM**

TO: THE HONORABLE MAYOR AND CITY COUNCILMEN
VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER *[Signature]*
FROM: MIKE WALKER, DIRECTOR OF PARKS, FACILITIES & RECREATION *[Signature]*

SUBJECT: DIRECT MATERIALS PURCHASE FOR CITY HALL HVAC UNIT

DATE: JUNE 10, 2011

GENERAL SUMMARY/BACKGROUND: The City entered into an agreement with Energy Systems Group (ESG) to install various capital improvements. The City Hall air conditioning replacement component of the ESG improvements will require the purchase of approximately \$155,062 of HVAC and associated equipment. Competitive bids were obtained from equipment suppliers for Diakin, Addison, LG, Mitsubishi, and Dessert Aire. The proposal for the Diakin and Addison HVAC equipment was the lowest and best bid while meeting the design requirements.

[Signature] **BUDGET IMPACT:** City Council approved the financing arrangement with SunTrust Financing and Leasing on 5/16/11. The HVAC replacement is a major component of the energy performance projects approved with Energy Systems Group on 4/18/11. As reported in a Memorandum from City Manager Norman-Vacha dated 4/12/11 at the 4/18/11 meeting entitled "Energy Systems Group—Guaranteed Energy Performance Contract", we will return with a budget amendment that will outline receipt of initial revenues/funding (Loan Proceeds) for the project, as well as the expenditure accounts.

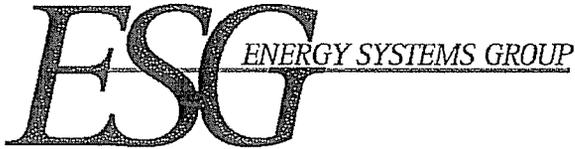
[Signature] **LEGAL REVIEW:** City Council has home-rule authority (Art. VIII, 2(b), Fla Const./Section 166.011, F.S.) to consider matters of fiscal and intergovernmental benefit. Pursuant to Section 5.04 of the City Charter, competitive bidding is required except to the extent that Council authorizes otherwise by ordinance.

STAFF RECOMMENDATION: Staff is requesting Council approval to utilize Diakin and Addison HVAC for the HVAC and associated equipment and approval of the purchase of HVAC equipment per the Carroll Air Systems, Inc proposal.

ATTACHMENT: 1) Letter from ESG
2) Letter from Carroll Air Systems, Inc.

Attachment 1

Letter from ESG



17757 US Hwy 19 North
Suite 210
Clearwater, FL 33764-6592
Tel 727-533-0403
Fax 727-533-0723

June 10, 2011

T. Jennene Norman-Vacha
City Manager
City of Brooksville
201 Howell Avenue
Brooksville, FL 34601-2041

Dear Ms. Norman-Vacha

Energy Systems Group, LLC solicited bids for the City Hall HVAC equipment. The respondent's bids are as follows.

Variable Refrigerant Volume Equipment

Manufacturer	Vendor Representative	Bid Price
Daikin	Carroll Air Systems, Inc.	\$130,752.00
LG	Stan Weaver & Company	\$131,700.00
Mitsubishi	Tampa Bay Trane	\$158,320.00

100% Outside Air Unit

Manufacturer	Vendor Representative	Bid Price
Addison	Carroll Air Systems, Inc.	\$24,310.00
Desert Aire	Slade Ross, Inc.	\$34,625.00

The Daikin bid for the variable refrigerant unit and the Addison bid for the outside air unit were the lowest responsive bids.

Sincerely,



Chris Summers
Regional Director

Building Performance with Energy

Offices in Evansville, IN; Indianapolis, IN; Chicago, IL; Johnson City, TN; Atlanta, GA; Raleigh, NC; and Clearwater, FL

Attachment 2

Letter from Carroll Air Systems, Inc.



MANUFACTURERS REPRESENTATIVE
WITH LOCAL PARTS AND SERVICE

DATE: June 9, 2011 – Revised

PROPOSAL TO: Energy Systems Group
17757 US Hwy 19 North, Suite 210
Clearwater, Florida 33764-6592
PH: (727) 533-0704

SUBJECT: Brooksville City Hall

We are pleased to offer the following equipment per our attached terms and conditions and the attached terms and conditions of the manufacturer; F.O.B. factory, net 30 days, terms subject to credit approval, sales tax is not included in the pricing. Pricing valid for forty-five (45) days from date of proposal. The billing may be split between Carroll Air Systems, Inc. and the manufacturer.

VRV-III (208-3) THREE PIPE HEAT RECOVERY - MULTIPLE EVAPORATOR, DIRECT EXPANSION (DX), AIR-COOLED, VARIABLE CAPACITY, SPLIT SYSTEM

- QTY. 1 REYQ240PBTJ
- QTY. 1 REYQ240PBTJ
- QTY. 1 REYQ216PBTJ
- QTY. 1 REYQ240PBTJ

Connects with:

- QTY. 7 DUCT MOUNTED MEDIUM STATIC Unit MN: FXMQ_MVJU
- QTY. 12 DUCT MOUNTED STANDARD STATIC (DC) Unit MN: FXMQ_PVJU
- **The system is capable of refrigerant piping up to 540 actual feet or 620 equivalent feet from the outdoor unit to the furthest indoor unit, a total combined liquid line length of 3,280 feet of piping between the condensing and fan coil units with 295 feet maximum vertical difference, without any oil traps.**

SYSTEM DESCRIPTION

- The variable capacity, heat recovery air conditioning system is a Daikin Variable Refrigerant Volume Series (heat and cool model) split system as specified. The system will consist of multiple evaporators, branch selector boxes, REFNET™ joints and headers, a three pipe refrigeration distribution system using PID control, and Daikin VRV® outdoor unit. The outdoor unit is a direct expansion (DX), air-cooled heat recovery, multi-zone air-conditioning system with variable speed driven compressors using R-410A refrigerant. The outdoor unit may connect an indoor evaporator capacity up to 200% of the outdoor condensing unit capacity. All zones are

- each capable of operating separately with individual temperature control. Two-pipe systems requiring separation of the gas and liquid refrigerant are not acceptable.
- The Daikin outdoor unit is interconnected to indoor unit models FXFQ, FXHQ, FXSQ, FXMQ, FXLQ, FXNQ, FXOQ, FXDQ, FXZQ and FXAQ and will range in capacity from 7,500 Btu/h to 48,000 Btu/h in accordance with Daikin's engineering data book detailing each available indoor unit. The indoor units are connected to the outdoor utilizing Daikin's REFNET™ specified piping joints and headers.
 - **Operation of the system will permit either individual cooling or heating of each fan coil simultaneously or all of the fan coil units associated with one branch cool/heat selector box (BSVQ). Each fan coil or group of fan coils is able to provide set temperature independently via a local remote controller, an Intelligent Controller, an Intelligent Manager or a BMS interface.**
 - **Branch selector (BS) boxes are located as shown on the drawing. The branch selector boxes will have the capacity to control up to 60 MBH (cooling) down stream of the BS box. The BS box will consist of five electronic expansion valves, refrigerant control piping and electronics to facilitate communications between the BS box and main processor and between the BS box and fan coils. The BS box will control the operational mode of the subordinate fan coils. The use of five EEV's ensures continuous heating during defrost, no heating impact during changeover and reduced sound levels. Use of multi-port branch selector boxes will not be acceptable.**

OUTDOOR UNIT MODELS:

- QTY. 1 REYQ240PBTJ
- QTY. 1 REYQ240PBTJ
- QTY. 1 REYQ216PBTJ
- QTY. 1 REYQ240PBTJ

- Tagged: CU-1, CU-2, CU-3 and CU-4

General

- The outdoor unit is designed specifically for use with VRV III series components
- The outdoor unit is factory assembled and pre-wired with all necessary electronic and refrigerant controls. The refrigeration circuit of the condensing unit will consist of Daikin scroll compressors, motors, fans, condenser coil, electronic expansion valves, solenoid valves, 4-way valve, distribution headers, capillaries, filters, shut off valves, oil separators, service ports and refrigerant regulator.
- High/low pressure gas line, liquid and suction lines must be individually insulated between the outdoor and indoor units
- The outdoor unit can be wired and piped with outdoor unit access from the left, right, rear or bottom
- The connection ratio of indoor units to outdoor unit is permitted up to 200%
- Each outdoor system is able to support the connection of up to 41 indoor units dependant on the model of the outdoor unit

- The sound pressure level standard is that value as listed in the Daikin engineering manual for the specified models at 3 feet from the front of the unit. The outdoor unit is capable of operating automatically at further reduced noise during night time.
- The system will automatically restart operation after a power failure and will not cause any settings to be lost, thus eliminating the need for reprogramming
- The unit will incorporate an auto-charging feature and a refrigerant charge check function
- The outdoor unit is modular in design and should allow for side-by-side installation with minimum spacing
- The following safety devices are included on the condensing unit; high pressure switch, control circuit fuses, crankcase heaters, fusible plug, high pressure switch, overload relay, inverter overload protector, thermal protectors for compressor and fan motors, over current protection for the inverter and anti-recycling timers
- To ensure the liquid refrigerant does not flash when supplying to the various fan coil units, the circuit is provided with a sub-cooling feature
- Oil recovery cycle is automatic occurring 2 hours after start of operation and then every 8 hours of operation
- The outdoor unit is capable of heating operation at 0°F dry bulb ambient temperature without additional low ambient controls
- The system will continue to provide heat to the indoor units in heating operation while in the defrost mode

Unit Cabinet:

- The outdoor unit is completely weatherproof and corrosion resistant. The unit is constructed from rust-proofed mild steel panels coated with a baked enamel finish.

Fan:

- The condensing unit will consist of one or more propeller type, direct-drive 350 and 750 W fan motors that have multiple speed operation via a DC (digitally commutating) inverter
- The condensing unit fan motor will have multiple speed operation of the DC (digitally commutating) inverter type, and be of high external static pressure and is factory set as standard at 0.12 in. WG. A field setting switch to a maximum 0.32 in. WG pressure is available to accommodate field applied duct for indoor mounting of condensing units.
- The fan is a vertical discharge configuration with a nominal airflow maximum range of 6,700 CFM to 14,120 CFM dependant on model specified
- The fan motor will have inherent protection and permanently lubricated bearings and be mounted
- The fan motor is provided with a fan guard to prevent contact with moving parts

Condenser Coil:

- The condenser coil is manufactured from copper tubes expanded into aluminum fins to form a mechanical bond
- The heat exchanger coil is of a waffle louver fin and rifled bore tube design to ensure high efficiency performance
- The heat exchanger on the condensing units is manufactured from Hi-X seamless copper tube with N-shape internal grooves mechanically bonded on to aluminum fins to an e-Pass Design
- The fins are to be covered with an anti-corrosion acrylic resin and hydrophilic film type E1
- The pipe plates are treated with powdered polyester resin for corrosion prevention. The thickness of the coating must be between 2.0 to 3.0 microns.

Compressor:

- The Daikin inverter scroll compressors are variable speed (PAM inverter) controlled which is capable of changing the speed to follow the variations in total cooling and heating load as determined by the suction gas pressure as measured in the condensing unit. In addition, samplings of evaporator and condenser temperatures are made so that the high/low pressures detected are read every 20 seconds and calculated. With each reading, the compressor capacity (INV frequency or STD ON/OFF) is controlled to eliminate deviation from target value.
- The inverter driven compressor in each condensing unit is of highly efficient reluctance DC (digitally commutating), hermetically sealed scroll “G-type” with a maximum speed of 7,980 rpm
- Neodymium magnets are adopted in the rotor construction to yield a higher torque and efficiency in the compressor instead of the normal ferrite magnet type. At complete stop of the compressor, the neodymium magnets will position the rotor into the optimum position for a low torque start.
- The capacity control range is as low as 6% to 100%
- Each non-inverter compressor will also be of the hermetically sealed scroll type
- Each compressor is equipped with a crankcase heater, high pressure safety switch, and internal thermal overload protector
- Oil separators are standard with the equipment together with an intelligent oil management system
- The compressor is spring mounted to avoid the transmission of vibration
- Units sized 8-12 ton will contain a minimum of 2 compressors, 14-16 ton units will contain a minimum of 3 compressors and 18-20 ton will contain a minimum of 4 compressors. In the event of compressor failure the remaining compressors will continue to operate and provide heating or cooling as required at a proportionally reduced capacity. The microprocessor and associated controls are designed to specifically address this condition.
- In the case of multiple condenser modules, conjoined operation hours of the compressors are balanced by means of the Duty Cycling Function, ensuring sequential starting of each module at each start/stop cycle, completion of oil return, completion of defrost or every 8 hours

Electrical:

- The power supply to the outdoor unit is 460 volts, 3 phase, 60 hertz +/- 10%
- The control voltage between the indoor and outdoor unit is 16VDC non-shielded, stranded 2 conductor cable
- The control wiring is a two-wire multiplex transmission system, making it possible to connect multiple indoor units to one outdoor unit with one 2-conductor cable, thus simplifying the wiring operation
- The control wiring lengths is 6,665 ft from outdoor to indoor unit, 3,330 ft from outdoor to central controller unit, 1,665 ft from indoor unit to remote control. Wire type is 16 AWG, 2 wire, non-polarity, non-shielded, stranded.

QUALITY ASSURANCE

- The units are listed by Electrical Laboratories (ETL) and bear the cETL label
- All wiring is in accordance with the National Electric Code (NEC)
- The system will be produced in an ISO 9001 and ISO 14001 facility, which are standards set by the International Standard Organization (ISO). The system is factory tested for safety and function.
- The outdoor unit will be factory charged with R-410A

WARRANTY

LIMITED WARRANTY

- The units will have a manufacturer's warranty for a period of one (1) year from date of installation. The units will have a limited labor warranty for a period of five (5) years from date of installation. The compressors will have a warranty of six (6) years from date of installation. During the stated period, should any part fail due to defects in material and workmanship, it is repaired or replaced at the discretion of Daikin AC (Americas), Inc. according to Daikin's terms and conditions. All warranty service work is preformed by a Daikin factory trained service professional.

INSTALLATION REQUIREMENTS

- The system must be installed by a Daikin factory trained contractor/dealer. The bidders are required to submit training certification proof with bid documents. The mechanical contractor's installation price is based on the systems installation requirements. The mechanical contractor bids with complete knowledge of the HVAC system requirements.

(7) INDOOR FAN COIL UNIT MODEL FXMQ_MVJU – DUCT MOUNTED MEDIUM STATIC, each complete with:

- Tagged: VRV-1-4, VRV-1-5, VRV-3-1, VRV-3-2, VRV-3-4, VRV-3-5 and VRV-3-6

General:

- Daikin indoor unit FXMQ is a built-in ceiling concealed fan coil unit, operable with refrigerant R-410A, equipped with an electronic expansion valve, for installation into the ceiling cavity. It is constructed of a galvanized steel casing. It is a horizontal discharge air with horizontal return air configuration. All models feature a low height (15-3/8") cabinet making them applicable to ceiling pockets that tend to be shallow. Computerized PID control is used to control superheat to deliver a comfortable room temperature condition. The unit is equipped with a programmed drying mechanism that dehumidifies while inhibiting changes in room temperature when used with Daikin remote control BRC2A71. The indoor units sound pressure ranges from 41 dB(A) to 45 dB(A) at low speed measured 5 feet below the ducted unit.

Indoor Unit:

- The Daikin indoor unit FXMQ is completely factory assembled and tested. Included in the unit is factory wiring, piping, electronic proportional expansion valve, control circuit board, fan motor thermal protector, flare connections, self-diagnostics, auto-restart function, 3-minute fused time delay, and test run switch. The unit has an adjustable external static pressure switch.

- Indoor unit and refrigerant pipes will be charged with dehydrated air prior to shipment from the factory
- Both refrigerant lines must be insulated from the outdoor unit
- The indoor unit is equipped with a return air thermistor
- The indoor unit is separately powered with 208~230V/1-phase/60Hz

Unit Cabinet:

- The cabinet is located into the ceiling and ducted to the supply and return openings
- The cabinet is constructed with sound absorbing foamed polystyrene and polyethylene insulation
- Optional air filter kits are available for each model unit, field installed

Fan:

- The fan is direct-drive Sirocco type fan, statically and dynamically balanced impeller with high and low fan speeds available
- The fan motor operates on 208/230 volts, 1 phase, 60 hertz with a motor output range 0.21, 0.36 and 0.58 HP respectively
- The airflow rate is available in high and low settings
- The fan motor is thermally protected

Coil:

- Coils are of the direct expansion type constructed from copper tubes expanded into aluminum fins to form a mechanical bond
- The coils are of a waffle louver fin and high heat exchange, rifled bore tube design to ensure highly efficient performance
- The coil is a 3-row cross fin copper evaporator coil with 13 fpi design completely factory tested.
- The refrigerant connections are flare connections and the condensate will be 1-1/4 inch outside diameter PVC
- A thermistor will be located on the liquid and gas line

Electrical:

- A separate power supply will be required of 208/230 volts, 1 phase, 60 hertz
- Transmission (control) wiring between the indoor and outdoor unit is a maximum of 3,280 feet (total 6,560 feet)
- Transmission (control) wiring between the indoor unit and remote controller has a maximum distance of 1,640 feet

Control:

- The unit has controls provided by Daikin to perform input functions necessary to operate the system

Accessories:

- **BRC2A71: Navigation remote controller, wall mounted**

(12) INDOOR FAN COIL UNIT MODEL FXMQ_PVJU – DUCT MOUNTED MEDIUM STATIC, each complete with:

- Tagged: VRV-1-1VRV-1-2, VRV-1-3, VRV-1-6, VRV-2-1, VRV-2-2, VRV-2-3, VRV-2-4, VRV-2-5, VRV-2-6, VRV-2-7, VRV-3-3

General:

- Daikin indoor unit FXMQ_P is a built-in ceiling concealed fan coil unit, operable with refrigerant R-410A, equipped with an electronic expansion valve, direct-drive DC (ECM) type fan with auto CFM adjustment at commissioning, for installation into the ceiling cavity. It is constructed of a galvanized steel casing. It is available in capacities from 7,500 Btu/h to 48,000 Btu/h. Model numbers are FXMQ07PVJU, FXMQ09PVJU, FXMQ12PVJU, FXMQ18PVJU, FXMQ24PVJU, FXMQ30PVJU, FXMQ36PVJU and FXMQ48PVJU to be connected to outdoor unit model RXYQ / RXYMQ / RWEYQ heat pump and REYQ / RWEYQ heat recovery model. It is a horizontal discharge air with horizontal return air configuration. All models feature a low height cabinet making them applicable to ceiling pockets that tend to be shallow. Computerized PID control is used to control superheat to deliver a comfortable room temperature condition. The unit is equipped with a programmed drying mechanism that dehumidifies while limiting changes in room temperature when used with Daikin remote control BRC2A71. Included as standard equipment, a condensate drain pan and drain pump kit that pumps to 18-3/8” from the drain pipe opening. The indoor units sound pressure shall range from 29 dB(A) to 40 dB(A) at low speed measured 5 feet below the ducted unit.

Indoor Unit:

- The Daikin indoor unit FXMQ_P is completely factory assembled and tested. Included in the unit is factory wiring, piping, electronic proportional expansion valve, control circuit board, fan motor thermal protector, flare connections, self-diagnostics, auto-restart function, 3-minute fused time delay, and test run switch. The unit is equipped with an automatically adjusting external static pressure logic selectable during commissioning. This adjusts the airflow. based on the installed external static pressure.
- Indoor unit and refrigerant pipes will be charged with dehydrated air prior to shipment from the factory.
- Both refrigerant lines must be insulated from the outdoor unit.
- The indoor units is equipped with a condensate pan and condensate pump. The condensate pump provides up to 18-3/8” of lift from the center of the drain outlet.
- The indoor units is equipped with a return air thermistor.
- The indoor unit will be separately powered with 208~230V/1-phase/60Hz.
- The voltage range will be 253 volts maximum and 187 volts minimum.

Unit Cabinet:

- The cabinet is located into the ceiling and ducted to the supply and return openings.
- The cabinet is constructed with sound absorbing foamed polystyrene and polyethylene insulation.
- Optional air filter kits are available for each unit, field installed

Fan:

- The fan has a direct-drive DC (ECM) type fan, statically and dynamically balanced impeller with three fan speeds available.

- The unit is equipped with an automatically adjusting external static pressure logic selectable during commissioning.
- The fan motor shall operate on 208/230 volts, 1 phase, 60 hertz with a motor output range of 0.12 to 0.47 HP respectively.
- The airflow rate is available in three settings.
- The fan motor is thermally protected.
- The fan motor is equipped as standard with adjustable external static pressure (ESP) settings.

Coil:

- Coils are of the direct expansion type constructed from copper tubes expanded into aluminum fins to form a mechanical bond.
- The coil is of a waffle louver fin and high heat exchange, rifled bore tube design to ensure highly efficient performance.
- The coil has a 3 row cross fin copper evaporator coil with 13 fpi design completely factory tested.
- The refrigerant connections are flare connections and the condensate will be 1-1/4" outside diameter PVC.
- A condensate pan is located under the coil.
- A condensate pump with a 18-3/8" lift is located below the coil in the condensate pan with a built in safety alarm.
- A thermistor will be located on the liquid and gas line.

Electrical:

- A separate power supply will be required of 208/230 volts, 1 phase, 60 hertz. The acceptable voltage range is 187 to 253 volts.
- Transmission (control) wiring between the indoor and outdoor unit has a maximum of 3,280 feet (total 6,560 feet).
- Transmission (control) wiring between the indoor unit and remote controller is a maximum distance of 1,640 feet.

Control:

- The unit shall have controls provided by Daikin to perform input functions necessary to operate the system.
- The unit is compatible with interfacing with connection to LonWorks networks or interfacing with connection to BMS system.
- The unit is compatible with a Daikin intelligent Touch advanced multi-zone controller or an intelligent Manager III customizable BMS. Consult with Daikin prior to applying controls.

Optional Accessories Available:

- **BRC2A71: Navigation Remote Controller, wall mounted**

WARRANTY
LIMITED WARRANTY

- The units will have a manufacturer’s warranty for a period of one (1) year from date of installation. The units will have a limited labor warranty for a period of five (5) years from date of installation. During the stated period, should any part fail due to defects in material and workmanship, it is repaired or replaced at the discretion of Daikin AC (Americas), Inc. according to Daikin’s terms and conditions. All warranty service work is preformed by a Daikin factory trained service professional.

TOTAL PRICE, F.O.B. FACTORY, FREIGHT ALLOWED\$ 130,752.00

(SALES TAX IS NOT INCLUDED)

AIR COOLED DX SPLIT SYSTEM-100% OUTSIDE AIR

(1) ADDISON MODEL RCA, complete with:

- Tagged: OAC-1
- Cabinet constructed of heavy duty G-90 galvanized steel
- Bases are minimum 16 gauge, corner posts minimum 18 gauge, access panels are minimum 20 gauge and top panels are 18-gauge minimum
- Cabinet mounted on two steel rails to facilitate rigging and installation
- Paint finish constructed of hot dipped galvanized G-90 steel that is chemically treated with zinc phosphate, coated with 0.2 to 0.3 MIL polyurethane primer then finished with .07 to .08 MIL polyester top coat meeting ASTM B117 97 1,000 hour Salt Spray Test
- Unit base pans are fabricated from 16 gauge G-90 galvanized steel
- Exterior nuts, bolts and washers are stainless steel
- Exterior screws are either stainless steel or steel coated with Magnigard Silver 17, an epoxy finish containing aluminum flake pigment that meets ASTM B117 97 1,000 hour Salt Spray Test
- Fan motors are direct-driven 1075rpm PSC and are fitted with permanently lubricated/sealed ball bearings protected with shaft mount rain shields
- 208V/3Ø/60Hz
- Propeller fans are constructed with plated steel spider and formed aluminum blades securely riveted together
- Fan guards are vinyl coated
- Condenser coils are aluminum plate-finned formed on multiple rows of seamless copper tubing arranged in a staggered tube configuration
- Refrigeration circuit including condenser fan cycling head pressure control, accumulator, filter-drier, high pressure safety control (manual-reset), low pressure safety control/loss of charge protector (auto-reset), hot gas bypass valve with solenoid and dual gauge connections for high and low pressure readings, and 24V pump down solenoid valve (shipped loose with the condensing unit to be field installed in the liquid line) **Note:** the refrigerant circuit is charged with dry nitrogen that can be vented to the atmosphere

- (If optional reheat coil is used) Valve will be factory installed in the air handler
- Welded hermetic compressor (models 051 thru 141)
- Semi-hermetic compressor (models 171 thru 361)
- Compressor protection including crankcase heaters and internal overheat-overload protection
- (Semi-hermetic compressors are also equipped with) Serviceable isolation valves, oil pressure failure protection, hot gas bypass capacity reduction and cylinder unloading
- Internally wired controls include compressor anti-short cycle timer, fan contactor and compressor motor contactor/starter and a 24V transformer mounted in the sheet metal control panel (24V control circuit includes a low voltage terminal board)
- Programmable thermostat
- Hot gas reheat dependent operation with VARISPEED™ head pressure control
- **Start up by manufacturer's factory trained service technicians**
- Manufacturer's standard first year parts only warranty from date of equipment start-up not to exceed eighteen (18) months from date of shipment, whichever occurs first
- Manufacturer's extended four (4) year compressor parts only warranty from date of equipment start-up not to exceed sixty-six (66) months from date of shipment, whichever occurs first

AIR HANDLING UNIT-VERTICAL-COOLING ONLY-DX SPLIT SYSTEM-100% OUTSIDE AIR

(1) ADDISON MODEL VCA, complete with:

- Tagged: OAH-1
- Cabinet constructed of heavy duty G-90 galvanized steel
- Bases, top pans and squaring posts are minimum 18 gauge, and access panels are minimum 20 gauge
- Interior of the indoor airside is thermally insulated with one (1") inch closed cell foam with aluminum inner walls
- Evaporator coil is aluminum plate-finned formed on multiple rows of seamless copper tubing arranged in a staggered tube configuration
- Tubes are mechanically expanded firmly bonding the tube to the shoulder of each fin
- Stainless steel sloped condensate drain complying with ASHRAE Standard 62-1089R
- Drain pan bottom is insulated with one (1") inch thick fiberglass insulation
- Drain pan is furnished with (single) (dual) MPT drain fittings positioned at the exterior of the cabinet
- Factory installed refrigerant piping includes thermal expansion valve and hot gas bypass tee
- Expansion valve has adjustable superheat and distributors to meter the refrigerant evenly to the evaporator refrigerant circuits
- Pump down solenoid valve shipped with the condensing unit is to be field installed in the liquid line (**Note:** the refrigerant circuit is charged with dry nitrogen that can be vented to the atmosphere)

- 208V/3Ø/60Hz
- Paint finish constructed of hot dipped galvanized G-90 steel that is chemically treated with zinc phosphate, coated with 0.2 to 0.3 MIL polyurethane primer then finished with .07 to .08 MIL polyester top coat meeting ASTM B117 97 1,000 hour Salt Spray Test
- High efficiency blower motors are forward-curved, statically and dynamically balanced DWDI centrifugal blower(s)
- Blower wheel is mounted on a solid steel shaft supported by sealed ball bearings
- Shaft is belt driven with adjustable drive sheaves connected to a 1725-RPM motor with sealed ball bearings (sealed bearings on both the blower shaft and motor do not require lubrication)
- Motors (up to 3 horsepower) are internally protected (auto-reset)
- **Two (2") inch thick aluminum metal mesh filters** are included at the air inlet (**Note:** deep pleat or other filter media that is subject to moisture damage is not recommended)
- Control kit (shipped loose for field mounting next to the air handler) includes starter with overload heaters
- Hot gas reheat coil
- Liquid subcooling coil
- Electric heater 30 kW, field installed
- **Start up by manufacturer's factory trained service technicians**
- Manufacturer's standard first year parts only warranty from date of equipment start-up not to exceed eighteen (18) months from date of shipment, whichever occurs first

TOTAL PRICE, F.O.B. FACTORY, FREIGHT ALLOWED\$ 24,310.00

(SALES TAX IS NOT INCLUDED)

Notes and Exclusions:

1. The above price is for equipment only and does not include smoke detectors, roof curbs, curb adapters, corrosion coating, hurricane straps, gauges, sensors, extra sheaves, external/vibration isolation, start up, labor warranty, unloading, installation, piping, wiring, mounting or rigging, unless noted above.
2. All controls, wiring, or end devices shall be by others, unless noted above.
3. All refrigerant piping and specialties not specifically listed above shall be by others.
4. All electrical disconnect switches and motor starters shall be by others unless noted above.
5. Only (1) set of filters and belts are provided in the above price, unless noted above.
6. This proposal acknowledges (0) addendum.
7. This proposal acknowledges plans dated 3/29/11 without specifications and the above price includes only the items specifically noted above. Any deviation from the above items by any parties may affect the listed price.

BY: Michael J. Nies
Michael Nies

ACCEPTED BY: _____

DATE: _____ P.O. _____



AGENDA ITEM MEMORANDUM

TO: Honorable Mayor and City Council

VIA: T. Jennene Norman-Vacha, City Manager

VIA: Bill Geiger, Community Development Director

FROM: Steve Gouldman, AICP, City Planner

SUBJECT: Temporary Sign Ordinance No. 819

DATE: June 20, 2011

BACKGROUND AND DISCUSSION:

At the April 18, 2011 City Council meeting, the Council, in response to a local business owner's request, directed staff to provide to them for review and discussion the City's current regulations regarding banners, flags and pennants. The City's current regulations, Hernando County's regulations and several options for addressing the City's sign provisions were presented to City Council on May 2, 2011 and June 6, 2011. Also presented to City Council at the June 6, 2011 meeting was a proposed temporary Ordinance addressing temporary signs similar to that adopted by the City of Largo.

Following discussion of the temporary Ordinance, the City Council directed staff to provide modifications to the proposed regulations. As is demonstrated by the attached draft Ordinance, the proposed regulations will allow each business to display one temporary banner sign a maximum of 32 square feet in size or one feather sign a maximum of 12 feet in height and 32 square feet in size. Each business will be allowed to display the sign for a maximum of 30 continuous days once every 3 months. New businesses will be allowed to display either of the temporary signs for the entire first 3-month period. A permit fee of \$50.00 is proposed. Also proposed is that the Ordinance sunset one year from adoption unless an Ordinance is adopted extending the provisions.

The City's current regulations coupled with the proposed temporary sign Ordinance will allow each individual non-residentially designated property with less than 500 feet of street frontage to contain 1 freestanding sign a maximum of 32 square feet in size. If the parcel has street frontage of 500 feet or more, 1 freestanding sign a maximum of 96 square feet in size or 2 freestanding signs a maximum of 48 feet in size may be permitted. Parcels containing 2 or 3 businesses may be allowed 1 freestanding sign not exceeding 72 square feet in size. Parcels containing 4 or more businesses may be permitted 1 freestanding sign a maximum of 96 square feet in size.

Each individual business is permitted attached signage not exceeding ten percent of the total area of the building façade to which the sign is attached. Each business will also be

Sign Regulations

June 20, 2011

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allowed to display one banner when they advertise a specific special event. The banner size (area), when combined with existing permitted attached signs cannot exceed ten percent of the total area of the exterior wall to which it is affixed. Additionally, individual businesses may display 1 sandwich board sign throughout the year and 1 holiday sign 30 days prior to and 15 days after a federal, state or local legal holiday. Businesses may also display one temporary banner sign a maximum of 32 square feet in size or one feather sign a maximum of 12 feet in height and 32 square feet in size. Each business will be allowed to display the sign for a maximum of 30 continuous days once every 3 months. New businesses will be allowed to display either of the temporary signs for the entire first 3-month period.

3.

BUDGET/IMPACT:

The proposed \$50.00 fee will provide the funds necessary for implementation, and no additional staff will be required to administer the provisions of the Ordinance. Any additional financial impacts will be the result of enforcement of the regulations.

3.

LEGAL REVIEW:

Florida Statutes § 163.3202(1) requires that each county and each municipality must adopt or amend and enforce land development regulations that are consistent with and implement their adopted comprehensive plan. Florida Statutes § 163.3202(2) mandates that Local land development regulations shall contain specific and detailed provisions necessary or desirable to implement the adopted comprehensive plan.

STAFF RECOMMENDATION:

It is recommended that City Council evaluate the proposed Ordinance providing for the display of temporary signs and adopt the Ordinance as proposed or adopt with modifications. Upon adoption of the Ordinance, a final hearing date must be determined.

ATTACHMENT:

Draft Ordinance No. 819

ORDINANCE NO. 819

AN ORDINANCE OF THE CITY OF BROOKSVILLE, FLORIDA, PROVIDING TEMPORARY SIGN OPPORTUNITIES FOR COMMERCIAL USES; PROVIDING STANDARDS AND ADMINISTRATIVE PROCEDURES FOR PERMITTING TEMPORARY SIGNS; PROVIDING FOR AN EFFECTIVENESS REVIEW; AND PROVIDING FOR AN EFFECTIVE DATE AND A TERMINATION DATE.

WHEREAS, the City of Brooksville, Florida is vested with home rule authority pursuant to Article VII, Section 2 of the Constitution of the State of Florida and Chapter 166, Florida Statutes, to enact ordinances; and,

WHEREAS, the City Council recognizes that the ongoing recession and the condition of the economy challenges local businesses to seek new and better ways to advertise and promote their business; and

WHEREAS, the City Council understands that certain businesses would benefit from additional promotional opportunities; and

WHEREAS, the City Council has enacted sign regulations as part of the Code of Ordinances; and

WHEREAS, the Code of Ordinances sign regulations currently allow temporary signs during grand opening and special events of limited duration only; and

WHEREAS, the City Council wishes to continue to protect the safety of motorists, pedestrians, and others from distractions caused by signs; and

WHEREAS, the City Council wishes to continue to preserve the aesthetic beauty of the City of Brooksville; and

WHEREAS, the City Council wishes to assist local businesses by providing temporary sign opportunities for businesses operating in the City of Brooksville;

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL MEMBERS OF THE CITY OF BROOKSVILLE, AS FOLLOWS:

SECTION 1. TEMPORARY SIGNS. In order to provide temporary sign opportunities for Brooksville businesses the following provisions are hereby adopted:

1. The following temporary signs shall be allowed for businesses on parcels zoned as PDP with commercial and/or office uses and in the C1, C2, C3, C4, CIS-1, I-1, I-2 and P-1 zoning districts as well as any new commercial, office and industrial zoning district not in existence as of the effective date of this ordinance:
 - A. One banner sign per business not to exceed 32 square feet securely affixed to a building; or

- B. One fabric sign per business attached to a vertical pole (“feather sign”) not to exceed 12 feet in height and 32 square feet in total area which shall be located on private property and set back from right-of-way lines such that it does not obstruct required sight triangles.
- 2. Temporary signs may be displayed for a maximum of thirty (30) continuous days once every three months beginning on the effective date of this ordinance. New Businesses shall be allowed to display a temporary sign for an initial three month period from the date of issuance of the New Business’s first temporary sign permit. For purposes of this paragraph, a New Business shall be a business that has not been in operation more than twelve (12) months prior to the request for a temporary sign permit.
- 3. A temporary sign permit shall be required which shall be effective for the duration of this ordinance.
- 4. A \$50 annual fee for the temporary sign permit is hereby established.
- 5. The City Manager is hereby authorized to establish administrative procedures necessary to permit and regulate temporary signs allowed under this ordinance consistent with the intent and purpose of this ordinance.

SECTION 2. EFFECTIVENESS. The City Council hereby directs staff to review the effectiveness of the temporary sign provisions in providing economic stimulus and to report their findings to the City Council 90 days prior to the termination of this ordinance.

SECTION 3. CONFLICTS. The City Council expressly intends that the sign regulation provisions of the City of Brooksville Code of Ordinances shall remain in effect except to the extent allowed by this ordinance, until the termination of this ordinance as set forth in Section 5.

SECTION 4. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its adoption by the Brooksville City Council.

SECTION 5. TERMINATION DATE. This ordinance shall sunset one year from its effective date and the program shall terminate one year from the effective date of this ordinance unless an ordinance is adopted extending the program.

CITY OF BROOKSVILLE

Attest: _____
 Janice L. Peters, CMC, City Clerk

By: _____
 Frankie Burnett, Mayor

PASSED on First Reading _____
 NOTICE Published on _____
 PASSED on Second & Final Reading _____

APPROVED AS TO FORM FOR THE RELIANCE
 OF THE CITY OF BROOKSVILLE ONLY:

 Thomas S. Hogan, The Hogan Law Firm, LLC
 City Attorney

VOTE OF COUNCIL:

Bernardini _____
 Bradburn _____
 Burnett _____
 Johnston _____
 Pierce _____



AGENDA ITEM MEMORANDUM

To: Honorable Mayor and City Council Members
Via: T. Jennene Norman-Vacha, City Manager *T. Jennene Norman-Vacha*
From: Janice L. Peters, CMC, City Clerk *Janice L. Peters*
Subject: Brooksville Housing Authority Board Appointments
Date: June 8, 2011

GENERAL SUMMARY/BACKGROUND:

Due to term expirations, there is one (1) full-time vacant position to fill a 4-year terms on the Brooksville Housing Authority Board which expires June 30, 2011. The current member whose term expires is Yvette Taylor, she is one of two Brooksville Housing Authority resident board members.

The vacancy was posted for approximately 8 weeks to the media and on-site of both Housing Authority properties. One (1) application was received from current member Yvette Taylor.

Pursuant to Fla. Stat. 421.05, members of the Brooksville Housing Authority Board are appointed by the Mayor of the City of Brooksville with confirmation of appointment by City Council.

JP **BUDGET IMPACT:**
None.

LEGAL REVIEW:

JP Council has the authority pursuant to per Sec. 2-261 of the City's Code of Ordinances to appoint any advisory board composed of persons who shall be deemed qualified to act in an advisory capacity. Official Policy 4-2008, adopted by the City Council, sets forth the procedure for creation, appointments, reappointments, replacements, and removal from office for advisory board members.

STAFF RECOMMENDATION:

It is the request of staff that the Mayor appoint, for Council concurrence, a member to fill the vacancy on the Brooksville Housing Authority as set forth in Fla. Stat. 421.05, or provide additional direction to staff.

ATTACHMENTS: Application Received
Board Member Roster



CITY OF BROOKSVILLE

Application for Volunteer Board Positions

201 Howell Avenue
Brooksville, Florida 34601-2041
Telephone: (352) 540-3810
Facsimile: (352) 544-5424
Web: www.cityofbrooksville.us

New Application



Re-application

- Beautification Board (4 year terms – 7 members)
- Brooksville Housing Authority (4 year terms – 7 members)
- CDBG Citizen's Advisory Task Force (4 year terms – 5 members & 1 alternate)
- Cemetery Advisory Committee (4 year terms – 7 members – city residency or documented tie to Cemetery)
- EZDA Advisory Board (4 year terms – 11 members)
- Firefighters Pension Trust Fund Board of Trustees* (2 year terms – 5 members)
- Good Neighbor Trail (Non-Expiring Terms – 10 members)
- Parks & Recreation Advisory Board (4 year terms – 7 members & 2 alternates)
- Planning & Zoning Commission* (4 year terms – 5 members & 2 alternates)
- Police Officers Pension Trust Fund Board of Trustees* (2 year terms – 5 members)
- Other _____

Name: Taylor Yvette Dolores

(Last)

(First)

(Middle)

Address: 814 Continental Dr.

Brooksville, FL 34601

Mailing Address (if different): _____

Business Address: _____

Occupation: Student

Business Phone: _____ Home Phone: 352-397-3697

Email address: ytaylor1970@yahoo.com

Do you reside within the City limits? Yes No

Are you a Registered Voter in Hernando County? Yes No Voter ID # _____

Please rank your board preference(s):
1. BHA Resident Commissioner
2. _____
3. _____

* These positions require City Residency and that a Financial Disclosure Statement be filed with the Supervisor of Elections Office within 30 days of appointment and then subsequently on a yearly basis

Have you ever served on a volunteer board or in a volunteer capacity with the City of Brooksville before? Yes No If yes, please indicate name of board and dates of service: _____

Why would you like to serve on this board? Resident and would like to be active in my community

What special skills would you bring to this position? Resident ~~in~~ insight

List fields of work experience: _____

List any licenses and/or degrees (location & year): AS Human Service PHCC/09
Commissioner Training ~~Taylor~~ Tampa/2010

Local References (Please list three (3)):

1. Tommy Brooks
2. Delores Jackson
3. Yvonne Woods

Would you have a problem with the meeting dates and times for the board/agency?

Yes No

If yes, please explain: _____

Signed: Jetta De Taylor Date: 13 Apr 11

SCHEDULE OF BOARD MEETINGS

[Note – Balance of Boards meet quarterly or as needed]

BEAUTIFICATION BOARD	2 nd TUES of each MONTH – 5:30 PM in Council Chambers
BROOKSVILLE HOUSING AUTHORITY	3 rd TUES of each MONTH – 6:00 PM in Council Chambers
PLANNING & ZONING COMMISSION	2 nd WED of each MONTH – 6:30 PM in Council Chambers

BROOKSVILLE HOUSING AUTHORITY

The Brooksville Housing Authority Board is appointed by the Mayor of the City of Brooksville with approval of City Council, as set forth in F.S. 421.05. The Authority consists of seven voting members. All reasonable efforts will be made to seek applications from residents within the housing complex to serve on this board, striving to appoint two resident members* if possible. This commission is a decision-making public body, responsible for setting policy, guidelines and budgets for total management, operation and maintenance of the Housing Authority properties pursuant to Chapter 421, Florida Statutes, and any state and federal laws, rules and regulations applicable to the operation of a housing project via public funding sources. The terms of office are for 4-year terms.

(Resolution No. 256 adopted January 29, 1968 and Resolution No. 91-10 increasing number of members. Note: Res. #2003-06 adopted 5/5/03 rescinded provisions for alternate members).

The following list represents the members of the Brooksville Housing Authority Board. Their addresses and phone numbers are as follows:

Randy Woodruff, CHAIRMAN, 801 S. Broad St., Brooksville, FL 34601; 796-3224 (Work); E-mail: randy.woodruff@suncoastpagroup.com. Re-appointed May 16, 2011, to a 4-year term of office expiring on May 31, 2015.

Clifford E. Manuel, Jr., VICE-CHAIRMAN 966 Candlelight Blvd., Brooksville, FL 34601; 799-3303 (home), 796-9423 (wk); E-mail: cliff@coastal-engineering.com. Re-appointed July 6, 2009, to a 4-year term of office expiring on June 30, 2013.

James V. Brooks, Jr., 6400 Quarterhorse Ln., Brooksville, FL 34604; 796-5017 (home), 585-2928 (wk); E-mail: brooks@mynaturecoast.net. Re-appointed August 16, 2010, to a 4-year term of office expiring on June 30, 2014.

Brenda Y. Colondres*, 843 Continental Drive, Brooksville, FL 34601; 352-666-9009 (Work), 352-345-7662 (Home); E-mail: colondres_brenda@yahoo.com. Appointed May 16, 2011, to a 4-year term of office expiring on May 31, 2015.

Gary E. Schraut, 702 S. Broad St., Brooksville, FL 34601; 799-3000 (Work); E-mail: gary@schraut.com. Re-appointed June 16, 2008 to a 4-year term of office expiring on June 30, 2012.

Yvette D. Taylor*, 814 Continental Drive, Brooksville, FL 34601; 397-3697 (Home), 544-4983 (wk), 238-9059 (cell); E-mail: ytaylor1970@yahoo.com. Appointed August 20, 2007, to a four year term of office expiring on June 30, 2011.

Francine S. Ward, 508 Underwood Ave., Brooksville, FL 34601; 754-1087 (Home), E-mail: fward24@tampabay.rr.com. Re-appointed May 16, 2011, to a 4-year term of office expiring on May 31, 2015.

Brooksville Housing Authority Ex-officio & Support Staff - 800 Continental Dr., Brooksville, FL 34601 796-6547.

Tommy L. Brooks, Executive Director; email tlbrooks@tampabay.rr.com

Alice Beatty, BHA Office Secretary, abeatty1@tampabay.rr.com

Nicki Braz, BHA Property Manager, nbraz@tampabay.rr.com



**AGENDA ITEM
MEMORANDUM**

To: Honorable Mayor and City Council Members
Via: T. Jennene Norman-Vacha, City Manager *T. Jennene Norman-Vacha*
From: Janice L. Peters, CMC, City Clerk *Janice L. Peters*
Subject: Good Neighbor Trail Board Appointment
Date: June 8, 2011

GENERAL SUMMARY/BACKGROUND:

Due to the resignation of Virginia Jackson, there is one (1) full-time vacancy on the Good Neighbor Trail Board. There are no residency requirements and terms for this board do not have expirations.

The vacancy was posted for approximately 6 weeks, during which time one (1) application was received from LeAnne Shoeman.

SB **BUDGET IMPACT:**
None.

JP **LEGAL REVIEW:**
Council has the authority pursuant to per Sec. 2-261 of the City's Code of Ordinances to appoint any advisory board composed of persons who shall be deemed qualified to act in an advisory capacity. Official Policy 4-2008, adopted by the City Council, sets forth the procedure for creation, appointments, reappointments, replacements, and removal from office for advisory board members.

STAFF RECOMMENDATION:
Staff will move forward with the direction provided by Council for filling the vacancy.

ATTACHMENTS: Application Received
Board Member Roster



CITY OF BROOKSVILLE

Application for Volunteer Board Positions

201 Howell Avenue
Brooksville, Florida 34601-2041
Telephone: (352) 540-3810
Facsimile: (352) 544-5424
Web: www.cityofbrooksville.us



New Application



Re-application

- Beautification Board (4 year terms – 7 members)
- Brooksville Housing Authority (4 year terms – 7 members)
- CDBG Citizen's Advisory Task Force (4 year terms – 5 members & 1 alternate)
- Cemetery Advisory Committee (4 year terms – 7 members – city residency or documented tie to Cemetery)
- EZDA Advisory Board (4 year terms – 11 members)
- Firefighters Pension Trust Fund Board of Trustees* (2 year terms – 5 members)
- Parks & Recreation Advisory Board (4 year terms – 7 members & 2 alternates)
- Planning & Zoning Commission* (4 year terms – 5 members & 2 alternates)
- Police Officers Pension Trust Fund Board of Trustees* (2 year terms – 5 members)
- Other Good Neighbor Trail

Name: Shoeman, LeeAnne _____
(Last) (First) (Middle)

Address: 1267 Mendith Dr. _____

Spring Hill FL 34608 _____

Mailing Address (if different): same _____

Business Address: 9142 Fox Chapel Lane _____

Spring Hill FL 34606 _____

Occupation: teacher _____

Business Phone: (352) 97-7025 Home Phone: (352) 688-6504 _____

Email address: leeanneshoeman@yahoo.com _____

Do you reside within the City limits? Yes No

Are you a Registered Voter in Hernando County? Yes No Voter ID # 104486360

Please rank your board preference(s):
1. Good Neighbor Trail
2. _____
3. _____

* These positions require City Residency and that a Financial Disclosure Statement be filed with the Supervisor of Elections Office within 30 days of appointment and then subsequently on a yearly basis.

Have you ever served on a volunteer board or in a volunteer capacity with the City of Brooksville before? Yes No If yes, please indicate name of board and dates of service: _____

Why would you like to serve on this board? I was asked to replace the current representative from THE Hernando Historical Museum Assoc, Inc.

What special skills would you bring to this position? I will be representing the Hernando Historical Museum Association.

List fields of work experience: Owned & operated Unique Image Interiors Middle-school Language Arts teacher

List any licenses and/or degrees (location & year):
BA - Psychology - Rutgers University, New Brunswick NJ
Florida State Professional Certificate - English 6-12
ESL endorsed

Local References (Please list three (3)):

1. Virginia Rusk
2. Jan Knowles
3. Ron Daniels

Would you have a problem with the meeting dates and times for the board/agency?

Yes No

If yes, please explain: _____

Signed: Lee A. Sh Date: 4/5/11

SCHEDULE OF BOARD MEETINGS

[Note - Balance of Boards meet quarterly or as needed]

BEAUTIFICATION BOARD	2 nd TUES of each MONTH - 5:30 PM in Council Chambers
BROOKSVILLE HOUSING AUTHORITY	3 rd TUES of each MONTH - 6:00 PM in Council Chambers
PLANNING & ZONING COMMISSION	2 nd WED of each MONTH - 6:30 PM in Council Chambers

GOOD NEIGHBOR TRAIL ADVISORY COMMITTEE

On Monday, March 6, 2000, City Council appointed the following individuals to serve on the twelve (12) member "Good Neighbor Trail Advisory Committee". In 2003, City Council updated the Committee membership to include a trails enthusiast and reduced the number of committee members to ten (10). This Committee is a sub-committee of the City's Parks & Recreation Advisory Board. The purpose of the Committee is to assist in the implementation of the Good Neighbor Trail Management Plan, which includes annual surveying of the site for exotic pest vegetation, animals, natural resources-ecosystem (including a specimen tree survey), and an initial historic resource survey. It is envisioned that the Committee will also assist in restoration plan development and design planning for the Good Neighbor Trail Head facilities and hiking and nature trail. The Good Neighbor Trail Advisory Committee will submit its' recommendations to the Parks & Recreation Board for consideration and subsequent approval by City Council. It is anticipated that this Committee will serve through the complete implementation of the Good Neighbor Trail to Russell Street Station Management Plan. Board appointments have no expirations.

The members of this Committee are:

Vincent Morris (appt. 3/6/00) State of Florida Division of Forestry 610 Brierfield Court Brooksville, Florida 34601 Telephone 352-754-6777 x129 morrisv@doacs.state.fl.us	Eugene Kelly, Vice Chair (appt. 3/6/00) 10418 Nottingham Forest Drive Brooksville, Florida 34601 407-682-3664 (work) 407-709-7042 (cell) ekelly@tnc.org
Jan Knowles (appt. 3/6/00) 26287 Soult Rd. Brooksville, FL 34601 796-4811 (home) 279-5182 (cell) janknowles@earthlink.net	Mikel Hannigan (appt. 3/7/05) 701 E. Ft. Dade Ave. Brooksville, FL 34601 232-7475 (Cell) 797-6330 (Home) mikelhannigan@aol.com
Virginia Jackson (RESIGNED)	Steve Diez, Chairman (appt. 12/02) Hernando County Planning Department 20 N. Main Street; Room 262 Brooksville, Florida 34601 Telephone 352-754-4057 Ext. 28013 stevend@co.hernando.fl.us
Lara Bradburn (Council Rep. appt. by City Council 12/3/07 - Annually) City of Brooksville 201 Howell Avenue Brooksville, Florida 34601 Telephone 352-540-3810 lbradburn@ci.brooksville.fl.us	Richard D. Gant (appt. 3/6/00) City of Brooksville Parks & Recreation Advisory Board 4235 Nancy Creek Blvd Brooksville, Florida 34602 Telephone 352-796-1342 Richard.Gant@swfwmd.state.fl.us
Dawn E. Fish (Appt. 12/01/08) 408 N. Lemon Avenue Brooksville, FL 34601 Telephone (352) 232-0297 DFISH@jud5.flcourts.org	Dennis Rhodes, Historical Society 14403 Missouri Skylark Road Weeki Wachee, FL 34614-1732 GILES4@BELLSOUTH.NET 352-596-1040
John Beatty 10069 Amidon Street Spring Hill, FL 34608 Telephone 352-683-3570 jbeatty7@tampabay.rr.com	(trail enthusiast - position created by GNT on 6/11/03 & rep. appt. by Council 12/15/03)

Ex-officio Support Staff

Mike Walker, Parks & Recreation Director
Bill Geiger, Community Development Director
Judith A. Kilgore, Recording Secretary

All support staff may be contacted at:

City of Brooksville
201 Howell Ave.
Brooksville, FL 34601
Telephone 352-540-3850

CORRESPONDENCE-TO-NOTE
REGULAR COUNCIL MEETING – June 20, 2011

1. **TYPE:** Letter
 DATE RECEIVED: May 25, 2011
 RECEIVED FROM: City Manager
 ADDRESSED TO: Hernando County Fine Arts Council
 SUBJECT: Letter of Appreciation

2. **TYPE:** Letter
 DATE RECEIVED: May 31, 2011
 RECEIVED FROM: Hometown America
 ADDRESSED TO: Mayor
 SUBJECT: Notice of Permanent Layoff

3. **TYPE:** Letter
 DATE RECEIVED: June 4, 2011
 RECEIVED FROM: Gary R. Sutton
 ADDRESSED TO: City Council
 SUBJECT: Southern Hills Plantation

City of Brooksville



352.540.3810 Phone
352.544.5424 Fax

May 25, 2011

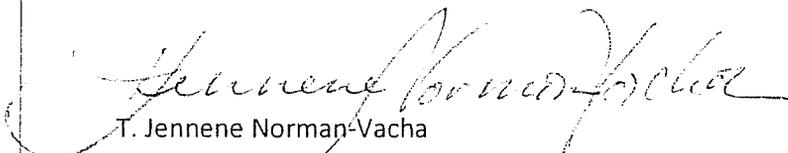
Hernando County Fine Arts Council
P.O. Box 1998
Brooksville, FL 34605

Dear Ladies & Gentlemen,

The City of Brooksville is very grateful for the generous gift of \$833.00 which was granted to our City for our Arts program and Gallery. We are excited to apply these funds towards our next Art & Market event to be held on October 15th.

The City is thrilled to be a part of the local art culture and to bring in colorful and local talent to share with our friends and neighbors. The various mediums in painting, sculpture, and textiles are always a source of inspiration and joy for our visitors. We look to continue this wonderful program for our citizens and your gift will most definitely aid us with that vision.

Once again, our thanks to the Hernando County Fine Arts Council!!


T. Jennene Norman-Vacha
City Manager

CTN
06-20-11



May 31, 2011

Frankie Burnett
 Mayor of Brooksville, FL
 201 Howell Avenue
 Brooksville, FL 34601-2041

Re: Notice of Permanent Layoff

Dear Mr. Burnett:

Although notice is not required under the Worker Adjustment and Retraining Notification ("WARN") Act, Hometown America ("Hometown") provides this notice so that affected employees may receive all possible government services and benefits.

Hometown has entered into a Purchase and Sale Agreement to sell certain Hometown properties to Equity LifeStyle Properties, Inc. ("ELS"). Hometown will place all property employees at the affected sites on permanent layoff on or about September 30, 2011. Hometown anticipates that ELS will recall or rehire many of these employees but that decision is ultimately ELS's.

All affected employees are non-union and have no bumping rights. The job titles and number of the affected employees are identified below:

Cloverleaf Farms 900 North Broad Street Brooksville, FL 34601-2345		Cloverleaf Forest 900 North Broad Street Brooksville, FL 34601-2345	
Community General Manager	1	Community Manager	1
Maintenance Supervisor	1	Maintenance Technician	2
Maintenance Technician	6	Community Office Assistant	1
Community Office Assistant	1	Sales Consultant	1
Community Gate Attendant	1	<u>Housekeeper</u>	<u>1</u>
<u>Housekeeper</u>	<u>1</u>	TOTAL:	6
TOTAL:	11		

CTN
06-20-11
JML

06-06-11 P01:51 IN

4964 Mountain Creek Drive
Las Vegas, Nevada 89148
June 4, 2011

City Council Members
City of Brooksville
201 Howell Avenue
Brooksville, Florida 34601

RE: Parcel # R03-223-19-3576-0190-0080, phase 3-A-1 Block 19 Lot 8
Southern Hills Plantation

Dear City Council Members:

My wife (Cindy) and I are thrilled with the potential settlement of the bonding company over the road construction for Real Tree Lane.

As a native Floridian with plans to return someday, we purchased our lot in Southern Hills Plantation after making several trips to the area. We decided this was where we wanted to build and relocate. Our ultimate plans have not changed, but the date has been extended not only due to the economic conditions in Florida, but also in Las Vegas, Nevada where we currently live. It is still our plan to build a nice home as our primary residence within this community.

We purchased our lot with the knowledge that a bond was in place to assure road and infrastructure construction and completion. I am currently in the process of winding down my business here in Las Vegas and hope to make the move to Florida within the next 12 months. If the road and infrastructure improvements are going to be installed, then I need to make arrangements to start design. If this is not the case, then I clearly do not wish to invest additional costs in a property that I cannot have street access or utilities.

It is my understanding that the City Council members will be deciding shortly on their disbursement for the money collected by this settlement. I would hope that the decision would include the completion of this street such that we may build our home and move into the Brooksville community.

Very truly yours;


Gary R. Sutton

CTN
6.20.11
