

Agenda



Agenda

CITY COMMISSIONERS OF THE CITY OF WILDWOOD

Mayor/Commissioner – Ed Wolf – Seat 1
 Mayor Pro-Tem/Commissioner – Ronald Allen – Seat 5
 Pamala Harrison-Bivins – Seat 2
 Don C. Clark – Seat 4
 Robby Strickland – Seat 3
 Joseph Jacobs – Interim City Manager

April 23, 2012
 7:00 PM

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Department, ADA Coordinator, at 352-330-1330, Ext. 102, forty-eight (48) hours in advance of the meeting.

F.S.S. 286.0105A-If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (The City of Wildwood DOES NOT provide this verbatim record).

AGENDA

- THE MEETING IS CALLED TO ORDER BY THE MAYOR
- INVOCATION
- FLAG SALUTE

1. TIMED ITEMS AND PUBLIC HEARINGS

7:00 PM (a)	TIMED ITEM	Request approval for Site Plan # SP1202-01 to construct a 31,890 sq. ft. expansion for new church buildings with associated sidewalks and parking lots; Oxford Assembly of God Expansion (Attachments – Staff Recommends Approval)
7:00 PM (b)	TIMED ITEM	Request approval of Utility Maintenance Agreement between The City of Wildwood and Brute Properties, Inc. (<i>Site Plan # SP 1204-04 listed below, cannot be approved without approval of this Agreement</i>) (Attachments – Staff Recommends Approval)
7:00 PM (c)	TIMED ITEM	Request approval for Site Plan # SP 1201-04 to construct a 25,564 sq. ft. concrete block plant, paved driveway, and parking lot; Brute Properties Concrete Block Plant (Attachments – Staff Recommends Approval)

* Quasi Judicial Hearing

2. REPORTS AND PUBLIC INPUT

• SPECIAL PRESENTATION(S):

1. **2011 Audit Presentation** by Auditors Carr, Riggs & Ingram (No Attachments – Mayor/Commission: *Please remember to bring the Audit sent to you on April 13th for your review*)
2. Proclamation declaring the month of May as Civility Month in the City of Wildwood and the call for all citizens to exercise civility toward each other (Attachment – Staff recommends approval)
 - a. City Manager
 - b. City Attorney
 - c. City Clerk
 - d. Commission Members
 - e. Public Forum (10 minute time limit)
 - f. Notes, Reports, and items for the file as attached

3. **NEW BUSINESS – ACTION REQUIRED**

a. **MINUTES**

1. Minutes of Special Called Meeting held on March 21, 2012 (Attachments – Staff recommends approval)

b. **ORDINANCES FIRST READING ONLY (READ ONLY – NO VOTE)**

1. None

c. **RESOLUTIONS FOR APPROVAL:**

1. Resolution No. R2012-___ Appointing Board Members to the Wildwood Area Historical Board and allowing for the creation of the Wildwood Area Historical Association for membership (Hand Out at Meeting – Staff Recommends Approval)

d. **APPOINTMENTS**

1. None

e. **CONTRACTS AND AGREEMENTS**

1. Employment Contract Between Bill Ed Cannon and The City of Wildwood (Attachments)

f. **FINANCIAL**

1. Bills for Approval (Attachments – Staff Recommends Approval)
2. CSX Utility Crossing Casing Extensions Project bid results and recommendation to accept low bid of Hughes Brothers Construction, Inc. for \$159,836.25 and authorization for Mayor Wolf to execute Agreement with Hughes Bros. Construction, Inc.; Notice of Intent to Award, and Notice to Proceed documents (Attachments – Staff Recommends Approval)
3. Change Order No. 1 for the CSX Utility Crossing Casing Extensions Project; CREDIT of \$58,340.00 removing 'Pile Shoring' line item from CSX contract and approved by CSX to do so since this project will be completed prior to the new rail construction (Attachments – Staff Recommends Approval)

g. **GENERAL ITEMS FOR CONSIDERATION**

1. Discussion/Board Option of request from Grace Tabernacle to host a National Day of Prayer event at the steps of City Hall on Thursday, May 3rd, from 12:00 - 1:00 p.m. (Attachments – Board Option)
2. Discussion/Board Option of letter from Christie King, President of The Villages RV Club requesting that the City of Wildwood recognize Alliance Coach in some way for sponsoring a picnic and showcasing their services for The Villages RV Club who believe that events such as this will bring more business to our community (Attachment – Board Option)
3. Approval requested for the Mayor to sign the Application for Revenue Sharing 2012-2013 State Fiscal Year (Attachment – Staff Recommends Approval)

4. **ADJOURN:**

NOTES – NO ACTION REQUIRED:

REPORTS:

CITY MANAGER (2.a.f.):

1. FYI – Budget Comparison Report for March 2012 (6 months into FY '11/'12) (Attachments)
2. FYI - Proposed New Sumter Co. Tourist Development Tax Guidelines for BOCC consideration on April 24, 2012 (Attachments)
3. **REMINDER:** Tree City USA/Arbor Day Celebration this Friday, April 27th at 9:00 a.m. on front steps of City Hall followed by tree planting in new Park behind City Hall (Attachment – Draft of Ceremony Agenda)
4. FYI – Quarterly Report for January-March from Chief Reeser for the Police Department (Attachment)

1. TIMED ITEMS AND PUBLIC HEARINGS

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7:00 PM (c)	TIMED ITEM	Request approval for Site Plan # SP 1201-04 to construct a 25,564 sq. ft. concrete block plant, paved driveway, and parking lot; Brute Properties Concrete Block Plant (Attachments – Staff Recommends Approval)

1. **TIMED ITEM (a).** Request approval for Site Plan # SP1202-01 to construct a 31,890 sq. ft. expansion for new church buildings with associated sidewalks and parking lots; Oxford Assembly of God Expansion

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: SP 1202-01 Oxford Assembly of God Church, Inc. (London Engineering)

REQUESTED ACTION: Site Plan approval for a 31,890 sq. ft. expansion for new church buildings and associated improvements.

Work Session (Report Only) **DATE OF MEETING:** 4/23/2012
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: _____

Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:

Case SP 1202-01 was considered by the Planning & Zoning Board/Special Magistrate on Tuesday, April 10, 2012. The Planning & Zoning Board/Special Magistrate gave a favorable recommendation of the site plan to the City Commission subject to:

1. Approval, exemption, or permitting of the project by all agencies of competent jurisdiction; and
2. Provision to the City of a copy of the fire hydrant testing which demonstrates adequate fire flows, prior to construction of the water mains.

Staff recommends that the Commission accept the Planning & Zoning Board/Special Magistrate's recommendation and approve the site plan subject to the conditions listed.



Jason McHugh
Development Services Coordinator

1. **TIMED ITEM** (a). Request approval for Site Plan # SP1202-01 to construct a 31,890 sq. ft. expansion for new church buildings with associated sidewalks and parking lots; Oxford Assembly of God Expansion

City of Wildwood
Planning & Zoning Board/Special Magistrate

The case below was heard on Tuesday, April 10, 2012 by the Special Magistrate. The applicant seeks approval and favorable recommendation from the Wildwood Planning and Zoning Board/Special Magistrate for construction of 31,890 sq. ft. of new church buildings with associated sidewalks and parking lots. The site is generally located to the southwest of US Hwy 301 and County Road 203.

Case: SP 1202-01

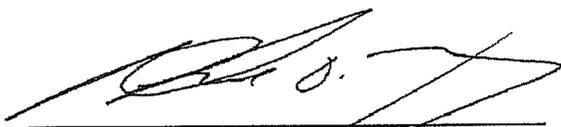
Parcel(s): D07A011

Owner: Oxford Assembly of God Church, Inc.

Applicant: Pastor Derrel Strickland, Registered Agent (London Engineering)

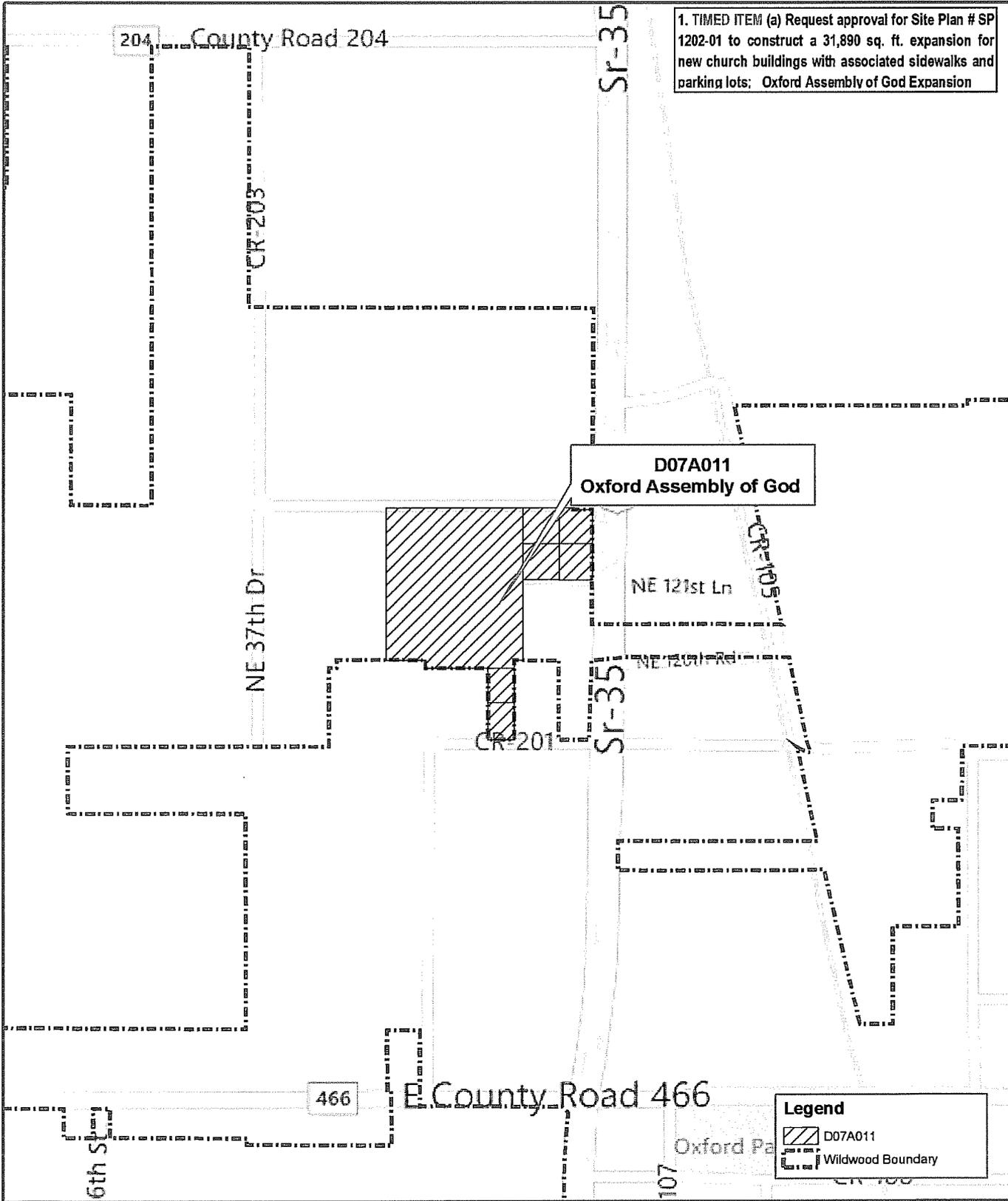
Based upon the testimony and information presented, the Special Magistrate recommends approval of the site plan and favorable recommendation of project number SP 1202-01 to the City Commission subject to approval, exemption, or permitting of the project by all agencies of competent jurisdiction as well as the provision of fire hydrant testing data that demonstrate adequate fire flows, as required by City and County Staff.

Dated: April 10, 2012



Archie O. Lowry, Jr.
Special Magistrate, City of Wildwood

1. TIMED ITEM (a) Request approval for Site Plan # SP 1202-01 to construct a 31,890 sq. ft. expansion for new church buildings with associated sidewalks and parking lots; Oxford Assembly of God Expansion



Legend

- D07A011
- Wildwood Boundary



1 inch = 500 feet

D07A011
Oxford Assembly of God Expansion



PERMIT SUMMARY				
AGENCY	PERMIT TYPE	PERMIT NO.	APPROVAL DATE	RE-APPROVAL DATE
SWFWMD	ERP	44020952.001	01/14/09	STILL VALID
FDEP	SEWER	CS60-0139899-071	12/30/08	STILL VALID
FDEP/NPDES	EROSION	FLR10LJ44	N/A	02/18/12
CITY OF WILDWOOD	CONST. DRAWINGS	N/A	01/6/09	PENDING
SUMNER COUNTY	DRIVEWAY & R/W	-	-	PENDING
FDOT	DRAINAGE	2012-D-592-5	FEB. 2009	03/20/12

TRAFFIC IMPACT ANALYSIS

REFER TO SEPARATE REPORT DATED MARCH 16, 2012, AS PREPARED BY HINLEY-NORRY AND ASSOCIATES, INC.

DRAWINGS INDEX

SHEET DESCRIPTION

- 1 FINAL SITE PLAN
- 2 HORIZONTAL CONTROL & SIGNAGE
- 3 WATER & SEWER PLAN
- 4 LIFT STATION DETAIL
- 5 PRE DEVELOPMENT DRAINAGE MAP
- 6 POST DEVELOPMENT DRAINAGE MAP
- 7 PAVING, GRADING & DRAINAGE PLAN
- 8 SIGN, STRIPING, & WATER DETAILS
- 9 SEWER DETAILS
- 10 SITE DETAILS
- 11 TREE PRESERVATION, DEMOLITION, & EROSION CONTROL PLAN
- 12 BOUNDARY AND TOPOGRAPHIC SURVEY
- 13 LANDSCAPE DESIGN PLAN

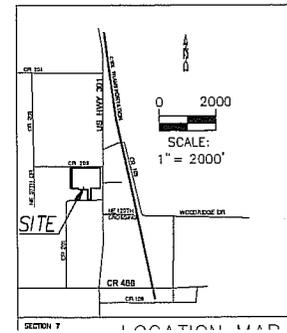
SITE NOTES

1. THE OWNER IS: OXFORD ASSEMBLY OF GOD CHURCH, INC. PO BOX 9, OXFORD, FL. TEL: 352-748-8124. THE SITE ADDRESS IS 1214 N US HWY 301, OXFORD, FL.
2. THE INTENDED USE OF THE SITE IS AS A CHURCH.
3. THE SITE IS ZONED INSTITUTIONAL (IN).
4. THE TOTAL SITE AREA IS 10.88 AC A.O.D.
5. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY OF WILDWOOD LAND DEVELOPMENT REGULATIONS, THE CITY OF WILDWOOD STANDARD SPECIFICATIONS AND DETAILS, AND THESE PLANS. ALL ON-SITE UTILITIES SHALL COMPLY WITH THE LATEST FLUORING CODE.
6. STORAGE MUST BE IN CONFORMANCE WITH THE CITY SIGN CODES AND IN ACCORDANCE WITH ALL APPLICABLE F.D.O.T. STANDARDS.
7. NO CHANGE TO THE WORK AS SHOWN ON THESE PLANS SHALL BE MADE WITHOUT PRIOR APPROVAL BY BOTH CITY AND PROJECT ENGINEERS.
8. LONDON ENGINEERING & ASSOCIATES, INC. AND ITS EMPLOYEES ARE NOT RESPONSIBLE FOR ON-SITE SAFETY DURING CONSTRUCTION.
9. SUPERVISORY SURFACE

NEW & FUTURE BUILDING SIDEWALKS & CONCRETE PARKING & DRIVES	31,890 SF
EXIST. BUILDINGS (EXCLUDING PORTABLES)	20,130 SF
TOTAL INTERFERED (INCL. 9,200SF FUTURE BLDG)	42,020 SF
TOTAL SITE	125,454 SF
	478,160 SF
10. ISR=26.2%
11. REQUIRED PARKING=1 SPACE/3 SEATS AT MAX CAPACITY (825 SEATS)
825 SEATS=275 SPACES REQUIRED
PROVIDED PARKING=280 SPACES INCLUDING
7 HANDICAP SPACES ARE REQUIRED AND 12 ARE PROVIDED.
12. THE PROJECT IS LOCATED WITHIN THE CITY OF WILDWOOD UTILITY SERVICE AREA. WATER AND SEWER WILL BE PROVIDED BY CONNECTING TO THE EXISTING CITY FORCE MAIN AND CITY WATER MAIN LOCATED AT THE SOUTHWEST CORNER OF THE SITE. THE CITY WILL NOT OWN OR MAINTAIN ON-SITE UTILITIES.
13. THE SITE IS CURRENTLY OCCUPIED BY A CHURCH THAT USES A MOWED GRASSY AREA WITH CLUSTERS OF TREES ADJACENT TO US HWY 301 FOR PARKING. THERE IS ALSO A HEAVILY WOODED AREA BETWEEN THE EXISTING CHURCH AND THE WEST PROPERTY LINE.
14. NO HAZARDOUS WASTE IS ANTICIPATED.
15. MAXIMUM BUILDING HEIGHT IS 41 FT (TWO STORY).
16. REFER TO GEOTECHNICAL SITE EXPLORATION REPORT BY GEO-TECH INC. DATED 10-08-07 FOR RESULTS OF EIGHT SOIL TESTS WITHIN THE BUILDING FOOTPRINT, ALONG WITH RECOMMENDATIONS ON BUILDING FOUNDATION AND SOIL COMPACTION.
17. BUILDING AND PARKING SHALL BE HANDICAP ACCESSIBLE PER AMERICANS WITH DISABILITIES ACT (ADA), LATEST EDITION, AND CHAPTER 11 F.B.C. VERIFY BUILDING DIMENSIONS AND DOOR LOCATIONS WITH ARCHITECTURAL PLANS PRIOR TO CONSTRUCTION.
18. THE CONTRACTOR SHALL VERIFY THE LOCATION AND COVER OF ALL EXISTING UTILITIES PRIOR TO START OF CONSTRUCTION AND REPORT ANY DISCREPANCY TO THE PROJECT ENGINEER. THERE MAY BE ADDITIONAL UTILITIES NOT SHOWN ON THESE PLANS. CAUTION IS ADVISED PRIOR TO DIGGING. REFER TO SHEET TO FOR ASPHALT SPECIFICATIONS. ALL PAVED PARKING STALLS SHALL BE STRIPPED WITH 6" WHITE LINES. HANDICAP SPACES SHALL BE SIGNED AND SHALL HAVE 6" BLUE LINES ADDED INSIDE EACH SPACE. ALL STRIPING IS TO BE IN ACCORDANCE WITH F.D.O.T. STANDARDS UNLESS OTHERWISE SHOWN.
19. MINIMUM STRENGTH FOR ALL CONCRETE ON SITE SHALL BE 3,000 P.S.I. AT 28 DAYS UNLESS OTHERWISE NOTED.
20. CONTRACTOR TO PROVIDE AN AS-BUILT UTILITY SURVEY TO THE PROJECT ENGINEER PRIOR TO ISSUANCE OF C.O. AS-BUILT SURVEY SHALL INCLUDE TYPE, SIZE, LOCATION, DEPTH, SLOPE (WHERE APPLICABLE), ETC. OF ALL UTILITIES.
21. AN AS-BUILT CERTIFICATION SHALL BE PROVIDED TO THE CITY OF WILDWOOD BY A DESIGN PROFESSIONAL UPON REVIEW AND APPROVAL OF THE COMPLETED CONSTRUCTION.

PLAN PREPARATION:

1. THESE DRAWINGS WERE PREPARED IN SEPT '08, AND REVISED THRU JAN '09, BY RICHARD S. OLSON, P.E., OF COUNTRYSIDE ENGINEERING INC., 28224 LAKE LINDSEY DRIVE, BROOKSVILLE, FLORIDA 34601.
2. AS OF YEAR 2012, CONTROL OF THE DRAWINGS HAS BEEN TRANSFERRED TO JOSEPH C. LONDON, P.E. (ACTING AS SUCCESSOR PROFESSIONAL ENGINEER) OF LONDON ENGINEERING & ASSOCIATES, INC. THESE PLANS, ALTHOUGH NOT RE-DRAWN, HAVE BEEN MODIFIED AND CHECKED. PREVIOUS REVISION



LONDON ENGINEERING and Associates, Inc.
 1201 S.E. 20th Avenue, Palm Bay, FL 32909
 Phone: (321) 629-4477
 JOSEPH C. LONDON, P.E. #1500
 CRYSTAL RIVER, FL 34429
 (352) 898-3447

Oxford Assembly of God
 FINAL SITE PLAN

DATE: 0-1-09
 DRAWN BY: WED
 CHECKED BY: MARGARET DINE
 JOB NO.: 1008-032
 LEA PROJ.: 11039
 LEA FILE: 00027

1. TIMED ITEM (a). Request approval for Site Plan # SP1202-01 to construct a 31,890 sq. ft. expansion for new church buildings with associated sidewalks and parking lots; **Oxford Assembly of God Expansion**

LEGEND

- 1. # DENOTES FOUND 4" X 4" CONCRETE MONUMENT.
- 2. 0 DENOTES SET CAPPED 4" X 4" CONCRETE MONUMENT. (LB 6636)
- 3. # DENOTES FOUND IRON ROD.
- 4. 0 DENOTES SET CAPTIVE IRON ROD. (LB 6636)
- 5. # DENOTES DESCRIPTIVE POINT OR CORNER.
- 6. P.O.B. DENOTES POINT OF BEGINNING.
- 7. (D) DENOTES DEED BEARING AND DISTANCE.
- 8. (M) DENOTES FIELD MEASURED BEARING OR DISTANCE.
- 9. (C) DENOTES A CALCULATED BEARING OR DISTANCE.
- 10. P.O.C. DENOTES POINT OF COMMENCEMENT.
- 11. O.R. DENOTES OFFICIAL RECORDS OF SUMNER COUNTY FLORIDA.

NOTES:

- 1. COMPLETE TITLE INFORMATION NOT FURNISHED TO SURVEYOR.
- 2. BEARINGS AS SHOWN HEREON ARE BASED ON A BEARING OF THE SINE S NOT A TRUE SURVEY WITHOUT AN EMBOSSED SEAL.
- 3. DISTANCES SHOWN ARE RECORD AND MEASURED UNLESS OTHERWISE NOTED.
- 4. NO EXCAVATION WAS PERFORMED TO DETERMINE THE LOCATION OF UNDERGROUND UTILITIES, DAMAGE OR INTERFERENCES.
- 5. ELEVATIONS BASED ON FAD83 DATUM.
- 6. BEARINGS BASED ON FLORIDA STATE PLANE COORDINATE SYSTEM (WEST ZONE)

LEGAL DESCRIPTION

THAT PART OF HIGH SCHOOL ADDITION TO OXFORD AS RECORDED IN PLAT BOOK 1, PAGE 877 OF THE PUBLIC RECORDS OF SUMNER COUNTY, FLORIDA DESCRIBED AS FOLLOWS:

ALL OF BLOCK B, LESS THE WEST 123 FEET THEREOF.

AND THAT PORTION OF LOTS 1 THRU 8, BLOCK A, THAT LIES WEST OF U.S. HIGHWAY NO. 301, LESS A PORTION DEEDED TO FOOT DESCRIBED AS FOLLOWS: COMMENCE AT THE SOUTHWEST CORNER OF SECTION 7, TOWNSHIP 18 SOUTH RANGE 23 EAST, THENCE ALONG THE EAST LINE OF THE SOUTHEAST 1/4 OF SAID SECTION 7, N00°01'50"W A DISTANCE OF 856.92 FEET, THENCE DEPARTING SAID EAST LINE, S89°59'37"W A DISTANCE OF 358.1 FEET TO THE SOUTHWEST CORNER OF LOT 4, BLOCK A, SAID HIGH SCHOOL ADDITION TO OXFORD, AND TO THE POINT OF BEGINNING, THENCE ALONG THE SOUTH LINE OF SAID LOT 4, CONTINUE S89°59'37"W A DISTANCE OF 14.89 FEET TO A POINT 53.75 FEET PERPENDICULAR MEASUREMENT TO THE CENTERLINE OF SURVEY STATE ROAD NO. 35 AS SHOWN ON FLORIDA STATE ROAD DEPARTMENT RIGHT-OF-WAY MAP, SECTION 18010-250A, THENCE DEPARTING SAID SOUTH LINE PARALLEL WITH SAID CENTERLINE OF SURVEY, N07°11'33"E A DISTANCE OF 248.25 FEET, THENCE S89°59'30"W A DISTANCE OF 98.29 FEET, THENCE N00°03'00"W A DISTANCE OF 19.72 FEET TO THE NORTH LINE OF LOT 1, BLOCK A OF SAID HIGH SCHOOL ADDITION TO OXFORD, THENCE ALONG SAID NORTH LINE, N08°58'05"E A DISTANCE OF 109.93 FEET TO THE EAST LINE OF BLOCK A, SAID HIGH SCHOOL ADDITION TO OXFORD AND THE WEST RIGHT-OF-WAY LINE OF STATE ROAD 35, THENCE ALONG SAID EAST LINE AND SAID WEST RIGHT-OF-WAY LINE, S00°01'50"E 258.08 FEET TO THE POINT OF BEGINNING.

AND THE EAST 1/2 OF LOTS 1 AND 4, BLOCK F LESS THE WEST 15 FEET THEREOF.

AND THAT PORTION OF THE NORTH 1/2 OF VACATED GARDENER STREET THAT LIES WEST OF THE WESTERLY RIGHT-OF-WAY OF U.S. HIGHWAY NO. 301, (STATE ROAD 35) AND EAST OF A SOUTHWESTLY PROJECTION OF THE EAST LINE OF THE WEST 123 FEET OF BLOCK E.

AND THAT PORTION OF THE SOUTH 1/2 OF VACATED GARDENER STREET THAT LIES WEST OF THE CENTERLINE OF LAVEIGNE STREET AND EAST OF THE CENTERLINE OF SCHOOL STREET.

AND THAT PORTION OF THE EAST 1/2 OF VACATED LAVEIGNE STREET THAT LIES NORTH OF THE CENTERLINE OF GARDENER STREET.

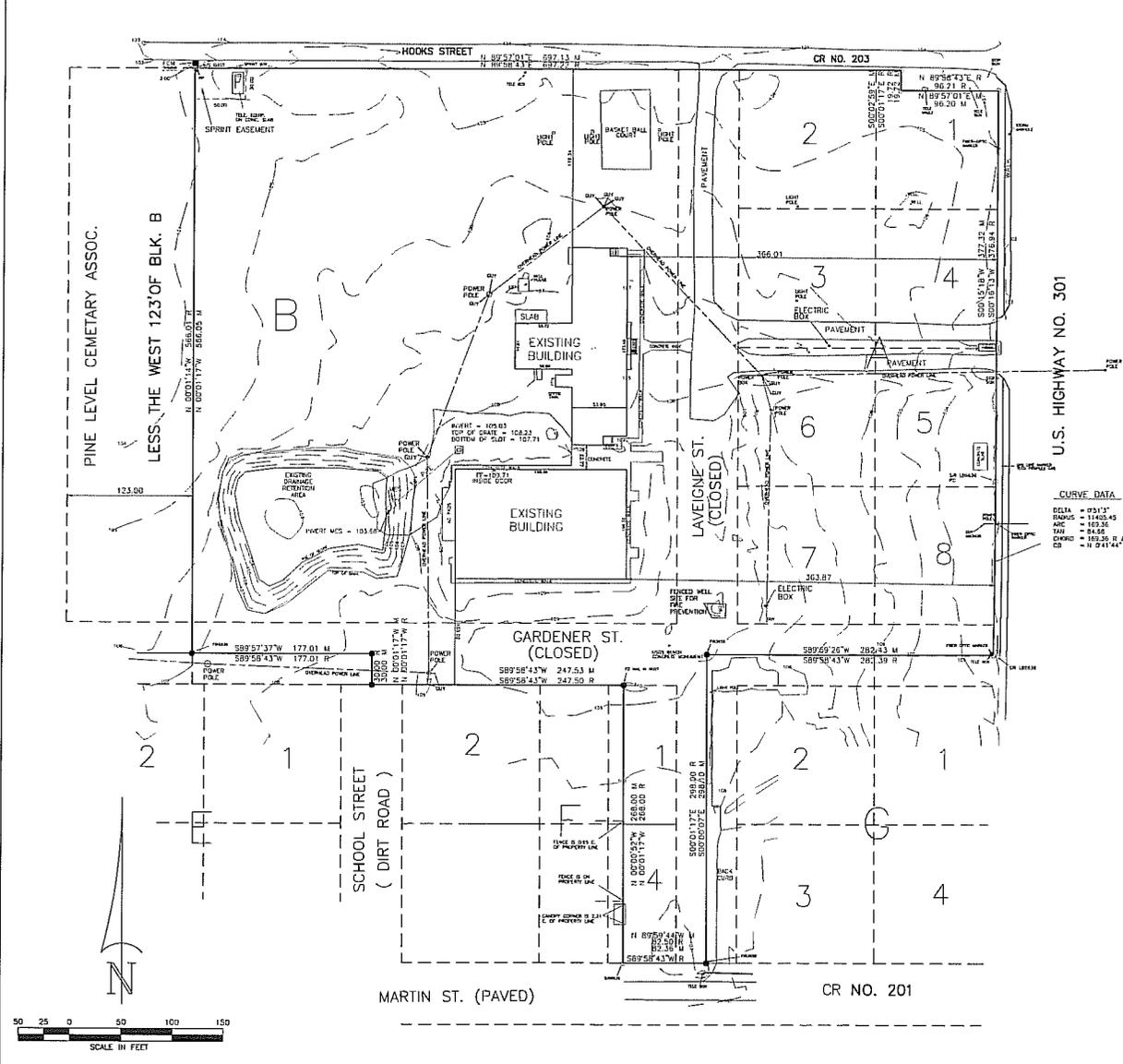
AND THE WEST 1/2 OF VACATED LAVEIGNE STREET.

FOR CITRUS ENGINEERING & SURVEYING, INC.

THIS CERTIFIES TO:
OXFORD ASSEMBLY OF GOD

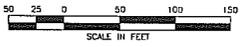
THAT WE HAVE MADE A SURVEY OF THE ABOVE DESCRIBED PROPERTY, THAT IT IS TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF AND THAT THIS PLAT IS A TRUE REPRESENTATION THEREOF; AND THE SURVEY AND THIS PLAT CONFORMS TO THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF LAND SURVEYORS PURSUANT TO SECTION 172.027 FLORIDA STATUTES.

THEODORE E. DAVIS
PROFESSIONAL SURVEYOR AND MAPPER NO. 3558



CURVE DATA

BEIN	= 9317'
RADIUS	= 11425.43'
ARC	= 102.56'
TAN	= 84.58'
CHORD	= 102.56' ± 0.00 M
CB	= N 041°41' E 8.9 M



DATE	
PROJECT	
BY	
CHECKED	
SCALE	
APP. (SURVEYOR)	
APP. (ENGINEER)	

CITRUS ENGINEERING & SURVEYING, INC.
LAND SURVEYING MORTGAGE SURVEYS CONSTRUCTION SURVEYS
260 E. GARD ST. SUITE 100
WAXFLOR, FLORIDA 32403
(321) 860-1195 FAX (321) 860-2229

A PORTION OF HIGH SCHOOL
ADDITION TO OXFORD
FLORIDA

A BOUNDARY AND TOPOGRAPHIC
SURVEY FOR
OXFORD ASSEMBLY OF GOD

05-7654	1
01-263	1
11-10-2008	
1"=50'	1/1610

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: Maintenance Agreement with Brute Properties

REQUESTED ACTION: Commission approval of the maintenance agreement associated with SP 1202-04

Work Session (Report Only) **DATE OF MEETING:** 4/23/2012
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: _____

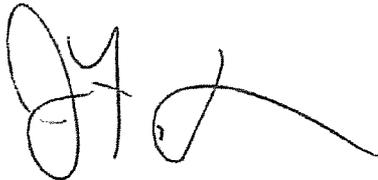
Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:

This agreement is in relation to the proposed Brute Properties concrete block plant (SP 1202-04) which has a proposed site plan for consideration at this Commission meeting as well. City staff felt it prudent to enter into an agreement with the applicant. The agreement concerns ownership and maintenance responsibilities of certain aspects of the utility infrastructure associated with the project.

The agreement has been reviewed and found to be acceptable by the City Attorney, City Engineer, Utility Director, and the applicant.

Staff recommends approval of the agreement.



Jason McHugh
Development Services Coordinator

**UTILITY MAINTENANCE AGREEMENT BETWEEN
THE CITY OF WILDWOOD, FLORIDA AND
BRUTE PROPERTIES, INC.**

This agreement, effective this ____ day of _____, 2012, made and entered into by and between the City of Wildwood, Florida, a Florida municipal corporation (hereinafter called "City"), and Brute Properties, Inc. (hereinafter called "Brute").

W I T N E S S E T H:

WHEREAS, City is a regional water and wastewater provider; and,

WHEREAS, Brute owns in fee simple certain real property in Sumter County, Florida, at 8484 CR 127, Wildwood, FL (hereinafter referred to as "The Property"); and,

WHEREAS, Brute desires to procure services, including, but not limited to, water, and wastewater from the City for the Property described in Exhibit "A"; and,

WHEREAS, Brute's is developing the property as a concrete block plant; and,

WHEREAS, the property is located near the City's right-of-way on NE 44th Drive, Wildwood, Florida; and,

WHEREAS, the City of Wildwood desires to provide wastewater and water service to Brute's property; and,

WHEREAS, the parties desire to enter into an agreement setting forth the mutual understandings and undertakings regarding the furnishing of said services, including, but not limited to, water and wastewater services for the Property; and,

WHEREAS, this Agreement and all stipulations and covenants made herein are acknowledged to be subject to the approval of every County, Regional, State and Federal regulatory agency having jurisdiction of the subject matter of this Agreement; and,

NOW, THEREFORE, in consideration of the mutual covenants and undertakings

of City and Brute and other good and valuable considerations, these parties covenant and agree with each other as follows:

1. Brute will be responsible for payment of all City connection and TIE fees as defined by City ordinance.

2. Brute will provide the City with the site of the point of connection, between the City water and wastewater systems and the systems located on the Brute property. The point of connection shall be at a site approved by the City at or near the City's right-of-way on NE 44th Drive. The point of connection is to be on Brute's property. The point of connection for the water system shall be on Brute's side of the water meter. The point of connection for wastewater shall be on Brute's side of the clean out. Brute shall provide the City with any easements necessary to obtain access to and around the points of connection. Brute shall also provide the City with any easement necessary to extend the City's lines from the City right-of-way on NE 44th Drive to the Brute property.

3. Brute understands and agrees that it shall be fully responsible for any and all maintenance of its water and wastewater systems on its side of the points of connection and shall be fully responsible to comply with all City, state and federal requirements in maintaining such systems. If a need for pretreatment arises, Brute will be responsible for all costs associated with its development, design and maintenance to City, state and federal specifications.

4. City shall have the right to promulgate from time to time reasonable rules and regulations relating to the furnishing of water service and wastewater collection service to consumers within the Property encompassed by this Agreement. Such rules and regulations may relate to, but are not limited to, rates, deposits, and connection charges and the right to discontinue services under certain conditions. The water and wastewater

rates to be charged by City to said customers shall be the rates now or hereafter charged to other customers within the area of service of the Brute's Property. Brute hereby acknowledges and agrees that rates are subject to change at any time by City. Brute further acknowledges that it shall be subject to City ordinances related to water and wastewater services.

5. City, shall not be liable or responsible for maintenance or operation of any pipes, pipelines, valves, fixtures or equipment other than the lines on the City's side of the point of connection and the meter.

6. Brute shall keep:

(a) All wastewater lines, service lines, connections and necessary fixtures and equipment on the premises in good order and condition; and

(b) Water lines, connections and necessary fixtures on Brute's side of the water meter in good order and condition. The sale of water by City to Brute shall occur at Brute's side of the entire meter installation, but the obligation for the maintenance of the lines shall be set forth above and in applicable City regulations. A "Clean-out" for the wastewater lateral shall be at the Property or easement line. The "clean-out" is for inspection purposes only. Brute shall be responsible for all maintenance of lateral wastewater lines to the point of connection to the City's wastewater line.

7. No water from City's water distribution system shall be used or disbursed by Brute or its agents, through fire hydrants or water mains, or by any person, firm, corporation or agency, public or private, unless adequate provisions have first been made for compensating City for such water, as provided for within the City's Ordinance.

8. Any temporary cessation or interruptions of the furnishings of water and

wastewater service to the Property described herein at any time caused by Act of God, fires, strikes, casualties, accidents, power failures, necessary maintenance work, breakdowns, damaged equipment or mains, civil or military authority, riots or other cause beyond the control of the City shall not constitute a breach of the provisions contained herein nor impose liability upon the City by the Brute, his successors and assigns.

9. If any section, subsection, sentence, clause, phrase or portion of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

10. It is mutually agreed that the City shall be held harmless from any and all liability for damages if City's obligations under this Agreement cannot be fulfilled as a result of any ruling or order by any other governmental or regulatory agency having jurisdiction over the subject matter hereof; and in such event, this Agreement shall be null and void and unenforceable by either party regarding that portion of the Brute's Property for which City cannot perform its obligations.

11. Until all of Brute's obligations under this agreement are met, the City may refuse services or terminate all service to Brute's property.

12. Neither party shall be responsible for damages or delays caused by events beyond the control of the party and which could not have been reasonably anticipated or prevented (hereinafter "Force Majeure"). For purposes of this Agreement, Force Majeure includes, without limitation: fire; flood; hurricane; tornado; earthquake; windstorm; sinkhole; unavailability of materials, equipment or fuel; war; declaration of hostilities; terrorist act; civil strife; strike; labor dispute; epidemic; archaeological excavation; government-declared moratorium; or act of God. If a party is delayed in any work pursuant to this Agreement for

occurrence of an event of Force Majeure, the date for action required or contemplated by this Agreement shall be extended by the number of days equal to the number of days such party is delayed. The party seeking to be excused based on an event of Force Majeure shall give written notice of the delay indicating its anticipated duration. Each party shall use its best efforts to rectify any conditions causing the delay and will cooperate with the other party.

13. Whenever either party desires to give notice to the other, it shall be given by written notice, sent by prepaid, certified, United States, mail, with the return receipt requested, addressed to the party for whom it is intended, at the place specified as the place for giving notice, which shall remain until it shall have been changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for the giving of notice:

<u>CITY OF WILDWOOD</u>	<u>FOR BRUTE</u>
City Manager 100 N. Main Street Wildwood, Florida 32785	Brute Properties, Inc. 8484 CR 127 Wildwood, FL 32785

Notice so addressed and sent by prepaid certified mail, with return receipt requested, shall be deemed given when it shall have been so deposited in the United States mail.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed on the day and year indicated below:

Signed, sealed and delivered
in the presence of:

ATTEST

CITY OF WILDWOOD

Joseph Jacobs, City Clerk

BY: _____
Mayor Ed Wolf

DATE: _____

BRUTE PROPERTIES, INC.

WITNESS

By:
Its:

WITNESS

1. **TIMED ITEM (C)**. Request approval for Site Plan # SP 1201-04 to construct a 25,564 sq. ft. concrete block plant, paved driveway, and parking lot; Brute Properties Concrete Block Plant

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: SP 1201-04 Brute Properties Concrete Block Plant (Ed Abshier, PE)

REQUESTED ACTION: Site Plan approval for a 25,564 sq. ft. concrete block plant, paved driveway, and parking lot.

Work Session (Report Only) **DATE OF MEETING:** 4/23/2012
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: _____

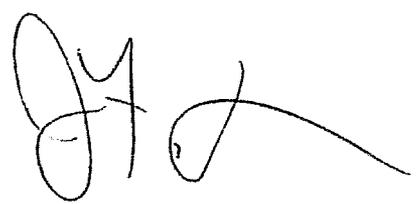
Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:

Case SP 1201-04 was considered by the Planning & Zoning Board/Special Magistrate on Tuesday, April 10, 2012. The Planning & Zoning Board/Special Magistrate gave a favorable recommendation of the site plan to the City Commission subject to:

1. Approval, exemption, or permitting of the project by all agencies of competent jurisdiction; and
2. Approval of the Maintenance Agreement (separate agenda item).

Staff recommends that the Commission accept the Planning & Zoning Board/Special Magistrate's recommendation and approve the site plan subject to conditions listed.



Jason McHugh
Development Services Coordinator

1. **TIMED ITEM (C).** Request approval for Site Plan # SP 1201-04 to construct a 25,564 sq. ft. concrete block plant, paved driveway, and parking lot; Brute Properties Concrete Block Plant

City of Wildwood
Planning & Zoning Board/Special Magistrate

The case below was heard on Tuesday, April 10, 2012 by the Special Magistrate. The applicant seeks approval and favorable recommendation from the Wildwood Planning and Zoning Board/Special Magistrate for construction of a 25,564 sq. ft. concrete block plant, paved driveway, and parking lot. The site is generally located to the southwest of East County Road 462 and County Road 127.

Case: SP 1201-04

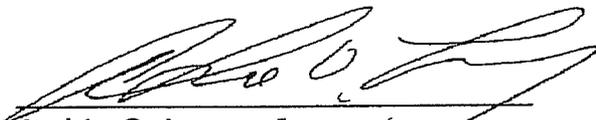
Parcel(s): D32=066

Owner: Brute Properties, Inc.

Applicant: Robert Richardson (Ed Abshier Engineering)

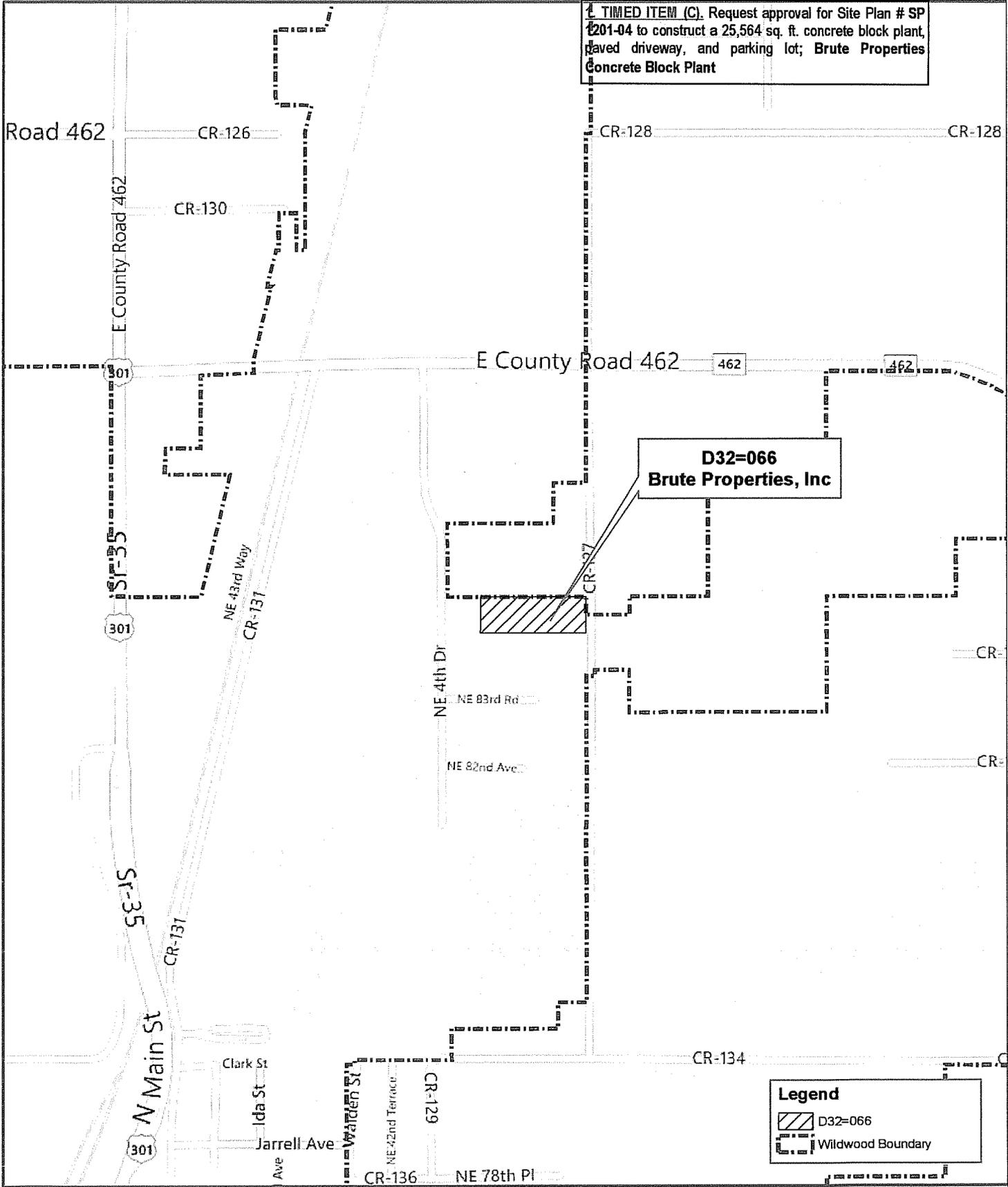
Based upon the testimony and information presented, the Special Magistrate recommends approval of the site plan and favorable recommendation of project number SP 1201-04 to the City Commission subject to approval, exemption, or permitting of the project by all agencies of competent jurisdiction as well as execution of a Maintenance Agreement in a form satisfactory to the City Attorney, as required by City Staff.

Dated: April 10, 2012



Archie O. Lowry, Jr.
Special Magistrate, City of Wildwood

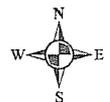
1. TIMED ITEM (C). Request approval for Site Plan # SP 201-04 to construct a 25,564 sq. ft. concrete block plant, paved driveway, and parking lot; Brute Properties Concrete Block Plant



**D32=066
Brute Properties, Inc**

Legend

- D32=066
- Wildwood Boundary



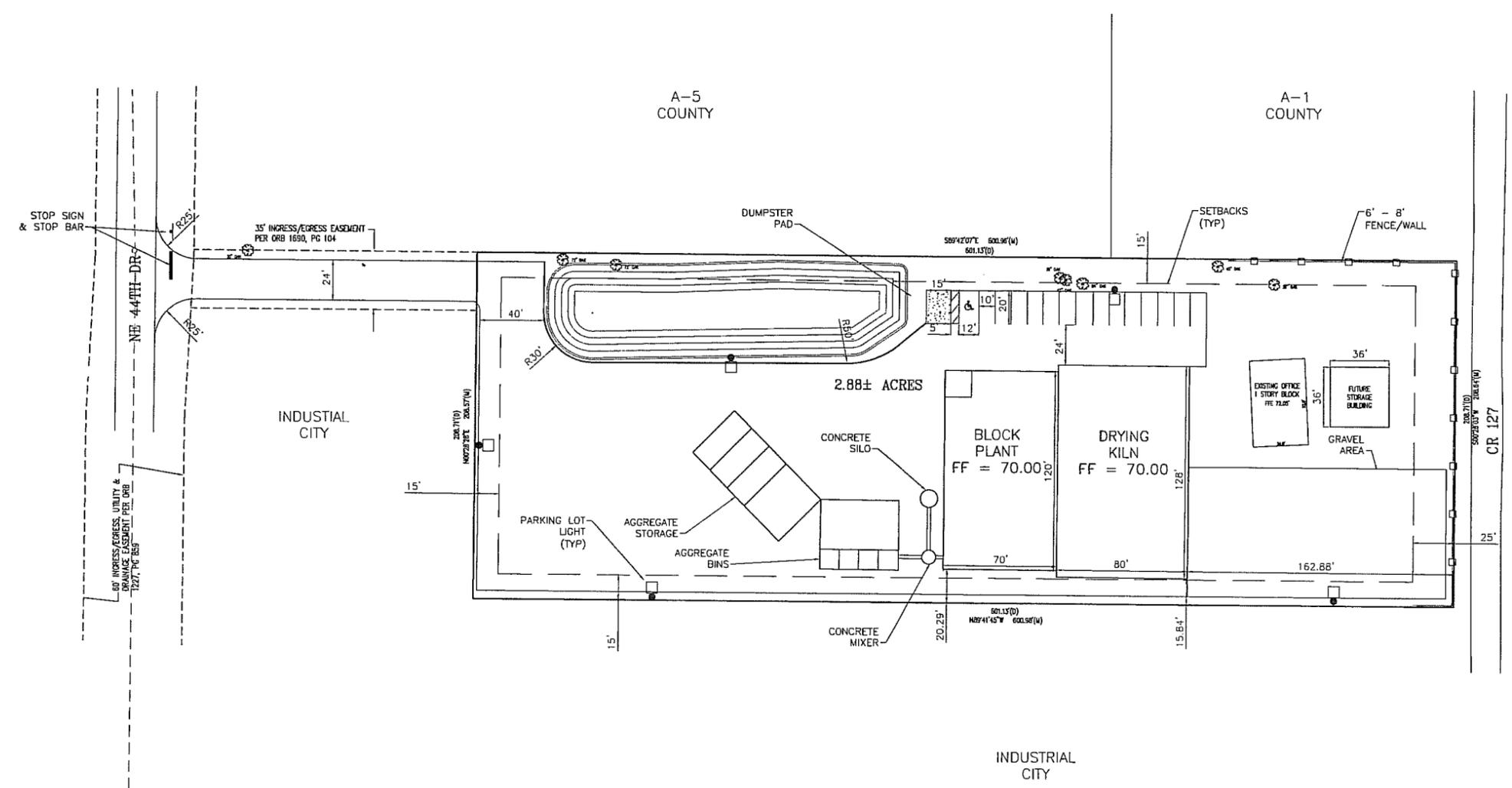
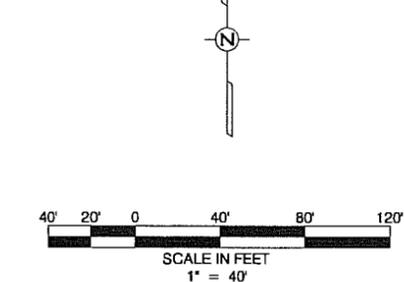
1 inch = 750 feet

**D32=066
Brute Properties**



THESE DOCUMENTS AS INSTRUMENTS OF SERVICE REMAIN THE PROPERTY OF ABSHIER ENGINEERING, INC. AND NO PART THEREOF MAY BE USED OR REPRODUCED IN ANY FORM WITHOUT WRITTEN PERMISSION.

1. **TIMED ITEM (C).** Request approval for Site Plan # SP 1201-04 to construct a 25,564 sq. ft. concrete block plant, paved driveway, and parking lot; **Brute Properties Concrete Block Plant**



SITE DATA

1. TOTAL ACRES = ±2.88 ACRES (125,452 S.F.)
2. PARCEL # = D32-066
3. ZONING = M-1
4. PROJECT ADDRESS = 8484 CR 127
5. BUILDING TYPE = METAL OR CONCRETE BLOCK
6. BUILDING(ALL) HEIGHT = 30' SILO = <70'
7. PARKING SPACES:
REQUIRED = 14 SPACES (1/625SF)
PROVIDED = 15 SPACES
8. HANDICAP PARKING SPACES:
REQUIRED = 1 SPACE
PROVIDED = 1 SPACE
9. OWNER/DEVELOPER - ROBERT RICHARDSON, PRES.
BRUTE PROPERTIES INC.
8484 CR 127
WILDWOOD, FL 34785
(352) 399-2746
10. ENGINEER - ABSHIER ENGINEERING, INC.
P.O. BOX 2770
BELLEVUE, FL 34421-2770
(352) 245-8592
11. SOIL TYPE - MILLHOPPER
12. PERMITTING AGENCIES:
-CITY OF WILDWOOD
-F.D.E.P.
13. WATER AND SANITARY PROVIDED BY CITY OF WILDWOOD.
14. ELECTRICAL TRANSMISSION SYSTEM PROVIDED BY SECO.
15. LOCATED IN SECTION 32, TOWNSHIP 18 SOUTH, RANGE 23 EAST, WILDWOOD, FLORIDA.
16. AREAS FOR TOTAL SITE
PROPOSED BUILDING AREA = 26,204 S.F.
OTHER IMPERVIOUS AREA = 51,204 S.F.
TOTAL IMPERVIOUS AREA = 77,408 S.F.
GRAVEL AREA = 12,332 S.F.
DRA AREA = 12,110 S.F.
OPEN AREA = 29,657 S.F. (23.6%)
F.A.R. = 0.21
I.S.R. = 0.62
17. INTENDED USE FOR SITE - CONCRETE BLOCK PLANT
18. THIS SITE IS NOT LOCATED IN A 100 YEAR FLOOD PLAIN.

NOTES:

1. ALL RADII ARE 5' UNLESS OTHERWISE NOTED.
2. ALL RADII SHOWN ARE TO EDGE OF PAVEMENT.
3. ALL PARKING LOT STRIPING TO BE 6" PAINT.
4. ALL DISTURBED AREA TO BE SODDED.
5. ALL SIDEWALKS ARE TO HAVE A MAXIMUM CROSS SLOPE OF 2.00%.

BY	REVISIONS	DATE
RE.A.		

ABSHIER ENGINEERING, INC.
5614 SE 111TH STREET, BELLEVUE, FLORIDA
CA# 9930
P.O. BOX 2770
BELLEVUE, FL 34421-2770
PHONE: (352) 245-8592
FAX: (352) 245-8597

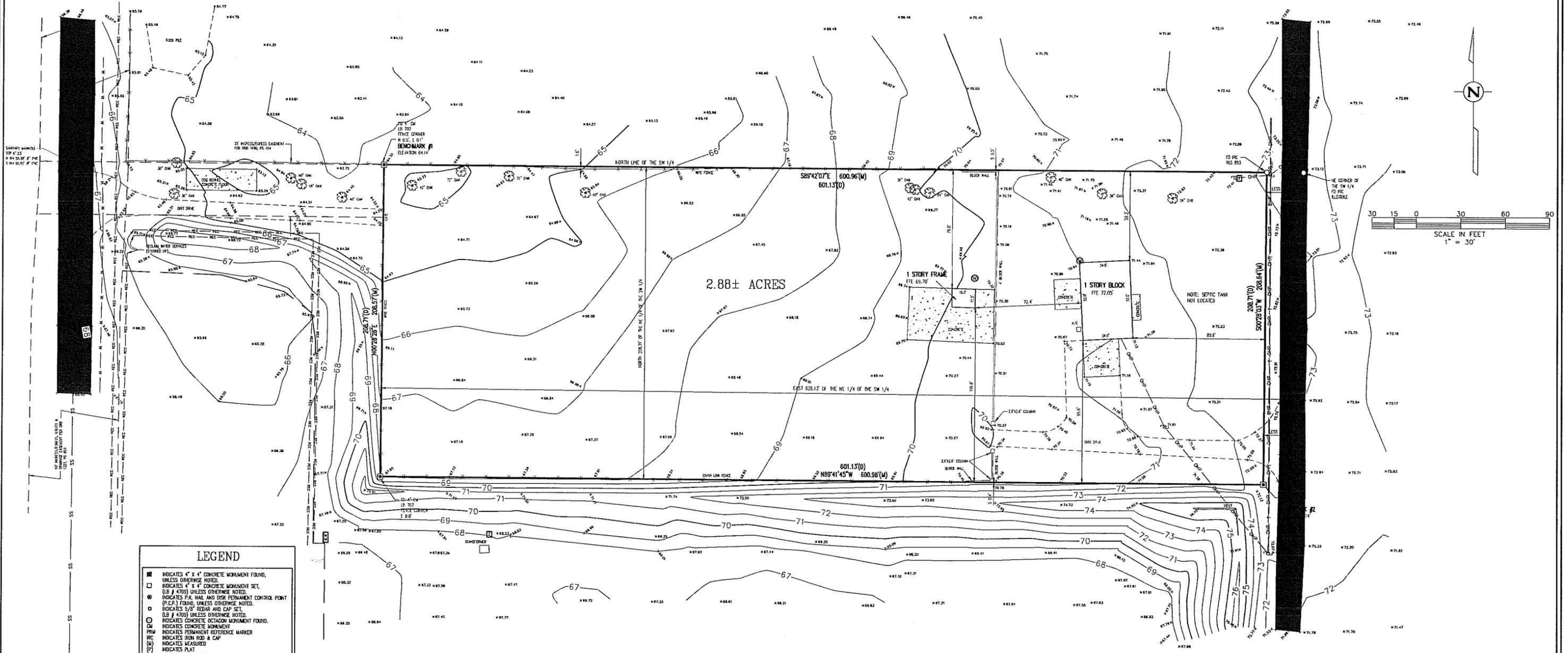
SITE PLAN
BRUTE PROPERTIES INC.
CONCRETE BLOCK PLANT - WILDWOOD

DATE 1/10/12
DRAWN BY RE.A.
CHKD BY RE.A.

EDWARD ABSHIER JR., P.E. #53961
DATE: February 23, 2012

BOUNDARY & TOPOGRAPHIC SURVEY

1. **TIMED ITEM (C)**. Request approval for Site Plan # **SP 1201-04** to construct a 25,564 sq. ft. concrete block plant, paved driveway, and parking lot; **Brute Properties Concrete Block Plant**



2.88± ACRES

1 STORY FRAME
FFE 65.70'

1 STORY BLOCK
FFE 72.05'

NOTE: SEPTIC TANK NOT LOCATED

LEGEND

- INDICATES 4" X 4" CONCRETE MONUMENT FOUND, UNLESS OTHERWISE NOTED.
- INDICATES 4" X 4" CONCRETE MONUMENT SET, (L.B.# 4709) UNLESS OTHERWISE NOTED.
- INDICATES P.I.C. AND DISK PERMANENT CONTROL POINT (P.I.C.P.) FOUND, UNLESS OTHERWISE NOTED.
- INDICATES 5/8" REBAR AND CAP SET, (L.B.# 4705) UNLESS OTHERWISE NOTED.
- INDICATES CONCRETE OCTAGON MONUMENT FOUND.
- CM INDICATES CONCRETE MONUMENT
- PRM INDICATES PERMANENT REFERENCE MARKER
- PRC INDICATES IRON ROD & CAP
- (M) INDICATES MEASURED
- (P) INDICATES PLAT
- (D) INDICATES DESCRIPTION
- (C) INDICATES CALCULATED
- (F) INDICATES FOUND
- (I) INDICATES IDENTIFICATION
- CS INDICATES CURVE NUMBER IN CURVE TABLE
- LP INDICATES LINE NUMBER IN LINE TABLE
- Δ INDICATES DELTA (CENTRAL ANGLE OF CURVE)
- L INDICATES ARC LENGTH
- INV INDICATES INVERT
- FTE INDICATES FINISH FLOOR ELEVATION
- R INDICATES RADIUS LENGTH
- CSM INDICATES CENTERLINE
- PSM INDICATES PROFESSIONAL SURVEYOR AND MAPPER
- PLS INDICATES PROFESSIONAL LAND SURVEYOR
- RLS INDICATES REGISTERED LAND SURVEYOR
- T- INDICATES TELEPHONE LINE
- LB INDICATES LICENSED BUSINESS
- P.O.C. INDICATES POINT OF COMMENCEMENT
- P.O.B. INDICATES POINT OF BEGINNING
- O.R.B. INDICATES OFFICIAL RECORD BOOK
- R/W INDICATES RIGHT-OF-WAY
- (A.T.) INDICATES HIGH-TANGENT
- W- INDICATES WATER LINE
- SS- INDICATES SANITARY SEWER LINE
- REC- INDICATES RECLAIMED WATER LINE
- PT INDICATES POINT OF TANGENCY
- OH INDICATES OVERHEAD
- AC INDICATES AIR CONDITIONER
- CU INDICATES UTILITY POLE
- INDICATES GUY AND/OR
- INDICATES LIGHT POLE
- INDICATES ELECTRICAL RISER
- INDICATES TELEPHONE RISER
- INDICATES WATER METER
- INDICATES WELL
- - - INDICATES BARBED WIRE FENCE
- - - INDICATES WOOD BOARD FENCE
- - - INDICATES CHAIN LINK FENCE
- ⊕ INDICATES BENCHMARK

- NOTES:**
- THIS SURVEY IS NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
 - CERTIFICATION IS LIMITED TO PARTIES NAMED HEREON.
 - BEARINGS ARE BASED ON EAST LINE OF THE SOUTHWEST 1/4 OF SECTION 32, TOWNSHIP 18 SOUTH, RANGE 23 EAST, SUMTER COUNTY, FLORIDA, AS BEING S00°30'55"W, AN ASSUMED MERIDIAN.
 - THE LEGAL DESCRIPTION WAS SUPPLIED BY THE CLIENT.
 - LANDS SHOWN HEREON WERE NOT ABSTRACTED FOR EASEMENTS, RIGHTS OF WAY, OWNERSHIP OR OTHER MATTERS OF RECORD BY THIS FIRM.
 - UNDERGROUND IMPROVEMENTS SUCH AS UTILITIES, FOUNDATIONS, ETC. WERE NOT LOCATED.
 - LANDS SHOWN HEREON LIE IN FLOOD ZONE "C" (AREAS OF MINIMAL FLOODING) ACCORDING TO FLOOD INSURANCE RATE MAP COMMUNITY PANEL NUMBER 120296 0075 B EFFECTIVE DATE: MARCH 15, 1982.
 - THIS SURVEY MEETS ALL APPLICABLE REQUIREMENTS OF THE FLORIDA MINIMUM TECHNICAL STANDARDS AS CONTAINED IN RULE 5J-17.052 OF THE FLORIDA ADMINISTRATIVE CODES.
 - ELEVATIONS SHOWN HEREON ARE NATIONAL GEODETIC VERTICAL DATUM 1929 AND THIS SURVEY WAS BASED ON NGS STATION SUMTER 41 NORTH AMERICAN VERTICAL DATUM OF 1988. THE CONVERSION FROM NVD 1929 TO NAVD 1988 IS -0.50' PER VERTIC.

LEGAL DESCRIPTION
 THE EAST 626.13 FEET OF THE NORTH 208.71 FEET OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 32, TOWNSHIP 18 SOUTH, RANGE 23 EAST, SUMTER COUNTY, FLORIDA, LESS THE EAST 25 FEET OF THE SOUTHWEST 1/4 OF SECTION 32, TOWNSHIP 18 SOUTH, RANGE 23 EAST.

CERTIFIED TO:
 ABSHIRE ENGINEERING
 BRUTE PROPERTIES, INC.
 DATE _____ WILLIAM S. BARLEY, PROFESSIONAL SURVEYOR & MAPPER
 FLORIDA REGISTRATION NO. 3515

SHEET 1 OF 1		BOUNDARY & TOPOGRAPHIC SURVEY	
CLIENT	ABSHIRE ENGINEERING	IN SECTION 32, TOWNSHIP 18 SOUTH, RANGE 23 EAST, SUMTER COUNTY, FLORIDA.	
JOB NO.	111096.0000	BRUTE PROPERTIES	
DATE	11/16/11		
DRAWN BY	JH		
CHECKED BY	KMJ		
ACAD FILE	BRUTE_PROPERTIES.DWG		
REVISIONS	DATE		
		▲ ENGINEERS ▲ SURVEYORS ▲ PLANNERS LB 4709	
4506 E. 83RD ROAD - WILMINGTON, DE 19804 - (302) 748-3100			

2. REPORTS AND PUBLIC INPUT

SPECIAL PRESENTATIONS:

- 2011 Audit Presentation by Auditors Carr, Riggs & Ingram (No Attachments – Mayor/Commission: *Please remember to bring the Audit sent to you on April 13th for your review*)
- Proclamation declaring the month of May as Civility Month in the City of Wildwood and the call for all citizens to exercise civility toward each other (Attachment – Staff recommends approval)

(a) CITY MANAGER:

NOTES: (2.f.)

None

REPORTS: (2.f.)

(See “f” below)

(b) CITY ATTORNEY:

(1)

(c) CITY CLERK:

(1)

(d) COMMISSION MEMBERS:

(1)

(e) PUBLIC FORUM:

(1)

(f) NOTES/REPORTS/FILED ITEMS:

REPORTS:

CITY MANAGER (2.a.f.):

1. FYI – Budget Comparison Report for March 2012 (6 months into FY ‘11/’12) (Attachments)
2. FYI - Proposed New Sumter Co. Tourist Development Tax Guidelines for BOCC consideration on April 24, 2012 (Attachments)
3. **REMINDER:** Tree City USA/Arbor Day Celebration this Friday, April 27th at 9:00 a.m. on front steps of City Hall followed by tree planting in new Park behind City Hall (Attachment – Draft of Ceremony Agenda)
4. FYI – Quarterly Report for January-March from Chief Reeser for the Police Department (Attachment)

PROCLAMATION

Whereas, the open exchange of public discourse is essential to the democratic system of government; and

Whereas, as a cornerstone of democracy Americans have observed certain rules of behavior generally known as civility;

Whereas, civility, derived from the Latin words "*civitas*" meaning city and "*civis*" meaning citizen, is behavior worthy of citizens living in a community or in common with others; and

Whereas, displays of anger, rudeness, ridicule, impatience, and a lack of respect and personal attacks detract from the open exchange of ideas, prevent fair discussion of the issues, and can discourage individuals from participation in government; and

Whereas, civility can assist in reaching consensus on diverse issues and allow for mutually respectful ongoing relationships; and

Whereas, civility can uplift our daily life and make it more pleasant to live in an organized society; and

Whereas, the City, County and Local Government Law Section of The Florida Bar urges the adoption of a pledge of civility by all citizens in the State of Florida.

Now, therefore, be it resolved by the City Commission of the City of Wildwood that the month of May is proclaimed as Civility Month, and calls upon all citizens to exercise civility toward each other.

Passed and adopted this 23rd day of April, 2012.

CITY COMMISSION
CITY OF WILDWOOD FLORIDA

SEAL

ED WOLF, MAYOR

ATTEST: _____
JOSEPH JACOBS, CITY CLERK



CITY, COUNTY AND LOCAL GOVERNMENT LAW SECTION

www.locgov.org

2. REPORTS & PUBLIC INPUT - SPECIAL PRESENTATIONS
#2. Proclamation declaring the month of May 2012 as
Civility Month

CHAIR:
Kenneth A. Tinkler
4221 W. Boy Scout Blvd., Ste. 1000
Tampa, FL 33607-5780
(813) 229-4245
ktinkler@carltonfields.com

CHAIR-ELECT:
Jewel White
315 Court St.
Clearwater, FL 33756-5165
(727) 464-3354
mjwhite@pinellas.fl.us

SECRETARY/TREASURER:
Hans Ottinot, Sr.
18070 Collins Ave.
Sunny Isles Beach, FL 33160-2723
(305) 957-1302
hottinot@sibfl.net

IMMEDIATE PAST CHAIR:
Vivien Monaco
201 S. Rosalind Ave., Fl. 3
Orlando, FL 32801-3527
(407) 836-7320
vivien.monaco@ocfl.net

BOARD LIAISON:
Edwin A. Scales, III
201 Front St., Ste. 333
Key West, FL 33040-8347
(305) 292-8950

EXECUTIVE COUNCIL:
Terms Expiring 2012:
District 2

Jeannine Smith Williams
St. Petersburg
(727) 893-7401
District 4
Robert L. Teitler
Ft. Lauderdale
(954) 357-7600

Terms Expiring 2013:
District 1

Glenn E. Thomas
Tallahassee
(850) 222-5702

Terms Expiring 2014:
District 3

David C. Miller
Miami
(305) 374-7349

District 5
Dana L. Crosby-Collier
Orlando
(407) 836-7320

Terms Expiring 2012
At-Large Members:

Paul Bangel
Fort Lauderdale
(954) 828-5940

Virginia (Ginger) Saunders Delegal
Tallahassee
(850) 922-4300

Michele Lieberman
Lecanto
(352) 527-2534

Maggie Mooney-Portale
Bradenton
(941) 708-4040

Mark CS Moriarty
Ft. Myers
(239) 321-7056

Nancy Stuparich
Tampa
(786) 246-0635

Ex-Officio Members:
All Past Chairs

PROGRAM ADMINISTRATOR:
Ricky D. Libbert
The Florida Bar
rllibbert@flabar.or

KLCTh1.doc

April 13, 2012

REC'D 04.18.12
DATE AR
EXECUTIVE DEPT.

Re: Proclamation and Pledge of Civility for the Month of May

Dear Madam/Sir:

The attorneys of the City, County and Local Government Law Section of The Florida Bar ask your local government to join with other cities and counties throughout the State of Florida in proclaiming May as "Civility Month."

Civil discourse is a cornerstone of American democracy and is a vital ingredient to successful local governance. The attorneys of the City, County and Local Government Law Section of The Florida Bar ask you to renew the pledge of public conduct that your local government may have adopted in prior years.

A sample proclamation is enclosed for your use. We are asking all local governments in Florida to adopt such a proclamation to help to uplift the tone and conduct in public meetings throughout the State. We join with our public officials in urging all citizens to exercise civility toward each other throughout the year as they participate in Florida's democratic process.

If you choose to adopt the proclamation, please send us a copy to: Ricky Libbert, The Florida Bar, 651, E. Jefferson St., Tallahassee, Florida 32399-2300, rllibbert@floridabar.org

Thank you for your attention to this important matter and for your dedicated public service.

Sincerely,

Kenneth A. Tinkler
Chair

Enclosure

PROCLAMATION

Whereas, the open exchange of public discourse is essential to the democratic system of government; and

Whereas, as a cornerstone of democracy Americans have observed certain rules of behavior generally known as civility;

Whereas, civility, derived from the Latin words "civitas" meaning city and "civis" meaning citizen, is behavior worthy of citizens living in a community or in common with others; and

Whereas, displays of anger, rudeness, ridicule, impatience, and a lack of respect and personal attacks detract from the open exchange of ideas, prevent fair discussion of the issues, and can discourage individuals from participation in government; and

Whereas, civility can assist in reaching consensus on diverse issues and allow for mutually respectful ongoing relationships; and

Whereas, civility can uplift our daily life and make it more pleasant to live in an organized society; and

Whereas, the City, County and Local Government Law Section of The Florida Bar urges the adoption of a pledge of civility by all citizens in the State of Florida.

Now, therefore, be it resolved, by the County Commission of the County of _____ that the month of May is proclaimed as Civility Month, and calls upon all citizens to exercise civility toward each other.

Passed and adopted this _____ day of _____, 2010.

ATTEST:

CLERK

GENERAL FUND REVENUES
BUDGET ANALYSIS REPORT
FOR THE MONTH ENDING MARCH, 2012
FY 2011-2012

2. a. (f.1.) REPORTS & PUBLIC INPUT-
FYI – Budget Analysis Report for March
2012

ITEM	BUDGETED	ACTUAL	DIFFERENCE	% COLLECTED
InterFund Transfers- Industrial Park	\$ 10,000.00	\$ 10,000.00	\$ -	100.00%
InterFund Transfers-Enterprise Fund	\$ 350,000.00	\$ 87,500.00	\$ 262,500.00	25.00%
State Revenue Sharing-State(Intergovt)	\$ 176,375.00	\$ 82,066.14	\$ 94,308.86	46.53%
Local Option Gas Tax-State(Intergovt)	\$ 230,578.00	\$ 135,623.47	\$ 94,954.53	58.82%
.01 Infrastructure Surtax-State (Intergovt)	\$ 638,167.00	\$ 332,566.66	\$ 305,600.34	52.11%
State Sales Tax-(Intergovt)	\$ 358,277.00	\$ 182,714.76	\$ 175,562.24	51.00%
County Motor Fuel Tax(9th cent) (Intergovt)	\$ 40,000.00	\$ 21,868.47	\$ 18,131.53	54.67%
	\$ 3,500.00	\$ 2,366.80	\$ 1,133.20	67.62%
Mobile Home Licenses-State (Intergovt)	\$ 13,000.00	\$ 13,414.38	\$ (414.38)	103.19%
Ad Valorem Taxes-Wildwood	\$ 1,439,906.00	\$ 1,114,614.99	\$ 325,291.01	77.41%
Ad Valorem Taxes- CRA District-City	\$ 68,950.00	\$ 68,950.00	\$ -	100.00%
Ad Valorem Taxes-CRA District-County	\$ 125,068.00	\$ 101,992.00	\$ 23,076.00	81.55%
Utility Tax- Water Sales- City	\$ 31,000.00	\$ 16,463.82	\$ 14,536.18	53.11%
Utility Tax- Villages 5% Water Utility & Central	\$ 150,000.00	\$ 88,378.83	\$ 61,621.17	58.92%
Utility Tax-Electric/Gas	\$ 250,000.00	\$ 139,249.83	\$ 110,750.17	55.70%
Telecommunications (Communications Services) (Intergovt)	\$ 205,000.00	\$ 107,706.38	\$ 97,293.62	52.54%
Franchise Taxes-Electric (Progress Energy)	\$ 475,000.00	\$ 171,516.43	\$ 303,483.57	36.11%
Franchise Taxes-Electric (SECO)	\$ 100,000.00	\$ 50,205.22	\$ 49,794.78	50.21%
Franchises Taxes- Refuse Service (Waste Mgmt)	\$ 82,250.00	\$ 44,050.59	\$ 38,199.41	53.56%
Franchise Taxes- Natural Gas (TECO)	\$ 2,750.00	\$ 1,971.41	\$ 778.59	71.69%
Interest Income	\$ 23,000.00	\$ 1,341.95	\$ 21,658.05	5.83%
Community Development Services	\$ 75,000.00	\$ 43,439.83	\$ 31,560.17	57.92%
Second Dollar Fees- Police	\$ 1,250.00	\$ 1,320.00	\$ (70.00)	105.60%
Fines & Forfeitures- Police	\$ 45,000.00	\$ 26,417.78	\$ 18,582.22	58.71%
Community Center Rental	\$ 30,000.00	\$ 16,034.32	\$ 13,965.68	53.45%
Community Center Reservation Fees	\$ -	\$ 930.00	\$ (930.00)	0.00%
Miscellaneous General Fund	\$ 17,500.00	\$ 34,430.80	\$ (16,930.80)	196.75%
Summer Camp Registrations	\$ 20,000.00	\$ -	\$ 20,000.00	0.00%
Dixie Youth Baseball Registration Fees	\$ 1,000.00	\$ 1,425.12	\$ (425.12)	142.51%
Life Flight- MEDIVAC LEASE	\$ 12,000.00	\$ 6,000.00	\$ 6,000.00	50.00%
Fuel Tax Refunds -State	\$ 4,000.00	\$ 3,991.56	\$ 8.44	99.79%
USDA Police Vehicle Grant-2010-2011	\$ -	\$ 11,090.12	\$ (11,090.12)	0.00%
USDA Police Vehicle Grant-2011-2012	\$ -	\$ -	\$ -	0.00%
Police User Fees	\$ 170,000.00	\$ 14,900.00	\$ 155,100.00	8.76%
The Villages Amended Agreement - 2007	\$ 45,000.00	\$ 45,000.00	\$ -	100.00%
City Occupational Licenses	\$ -	\$ 648.50	\$ (648.50)	0.00%
CRA Administration Costs	\$ 19,297.00	CASH TRANSFER	\$ -	100.00%
Growers Market	\$ 17,640.00	\$ 6,143.00	\$ 11,497.00	34.82%
Park's & Recreation Activities	\$ 10,000.00	\$ 10,567.88	\$ (567.88)	105.68%
Sumter County Dispatch Compensation	\$ 100,000.00	\$ 100,000.00	\$ -	100.00%
Administrative Building Services- Sumter County	\$ 60,000.00	\$ 36,862.40	\$ 23,137.60	61.44%
FDOT Lighting Agreement	\$ 7,046.00	\$ -	\$ 7,046.00	0.00%
FDOT Maintenance Agreement	\$ 6,400.00	\$ -	\$ 6,400.00	0.00%
CDBG Grant- State	\$ 700,000.00	\$ 366,403.36	\$ 333,596.64	52.34%
Police Impact Fees	\$ 10,000.00	\$ 63,930.10	\$ (53,930.10)	639.30%
Parks & Recreation Impact Fees	\$ 10,000.00	\$ 38,586.76	\$ (28,586.76)	385.87%
Cash Forward- General Fund	\$ 163,288.00	\$ -	\$ 163,288.00	0.00%
Cash Forward- CRA Districts	\$ 100,000.00	\$ -	\$ 100,000.00	0.00%
			\$ -	0.00%
TOTAL GENERAL FUND REVENUES	\$ 6,397,242.00	\$ 3,602,683.66	\$ 2,794,558.34	56.32%

**ENTERPRISE FUND REVENUE
BUDGET ANALYSIS REPORT
FOR THE MONTH OF MARCH, 2012
FY 2011- 2012**

2. a. (f.1.) REPORTS & PUBLIC INPUT-
FYI – Budget Analysis Report for March
2012

ITEM	BUDGETED	ACTUAL	DIFFERENCE	% COLLECTED
Water Operational	\$ 1,380,708.00	\$ 702,754.40	\$ 677,953.60	50.90%
Water Connection Fees	\$ 100,000.00	\$ 78,607.50	\$ 21,392.50	78.61%
Water TIE Fees	\$ 15,000.00	\$ 252.64	\$ 14,747.36	1.68%
Water Meter Installs	\$ 20,000.00	\$ 17,303.60	\$ 2,696.40	86.52%
Water - Miscellaneous (on/off)	\$ 20,000.00	\$ 15,844.00	\$ 4,156.00	79.22%
Water Income - Other	\$ 7,500.00	\$ 3,968.90	\$ 3,531.10	52.92%
Wastewater Operational	\$ 2,228,077.00	\$ 1,170,246.51	\$ 1,057,830.49	52.52%
Wastewater Connection Fees	\$ 200,000.00	\$ 57,755.00	\$ 142,245.00	28.88%
Wastewater TIE Fees	\$ 25,000.00	\$ 599.83	\$ 24,400.17	2.40%
Wastewater - Other Miscellaneous	\$ 30,000.00	\$ 4,207.25	\$ 25,792.75	14.02%
Wastewater TSS/COD	\$ 650,000.00	\$ 352,374.63	\$ 297,625.37	54.21%
Reuse Water Operations	\$ 60,000.00	\$ 29,512.76	\$ 30,487.24	49.19%
Interest Income	\$ 600.00	\$ 1,255.18	\$ (655.18)	209.20%
Turtle Mount Land Lease-tower site	\$ -	\$ 2,000.00	\$ (2,000.00)	0.00%
Water-Sewer - Cash Brought Forward	\$ 163,288.00	\$ -	\$ 163,288.00	0.00%
Total - Enterprise Fund Revenues	\$ 4,900,173.00	\$ 2,436,682.20	\$ 2,463,490.80	49.73%
Greenwood Cemetery Revenues	\$ 4,550.00	\$ 2,689.15	\$ 1,860.85	59.10%
Greenwood Cemetery - Cash Forward	\$ 6,940.00	\$ -	\$ 6,940.00	0.00%
Total - Cemetery Fund Revenues	\$ 11,490.00	\$ 2,689.15	\$ 8,800.85	23.40%
Industrial Park - MISCELLANEOUS	\$ -	\$ 6.91	\$ (6.91)	0.00%
Industrial Park - Cash Forward	\$ 10,950.00	\$ 10,006.91	\$ 943.09	-0.06%
Total - Industrial Park Fund Revenues	\$ 10,950.00	\$ 10,013.82	\$ 936.18	6%

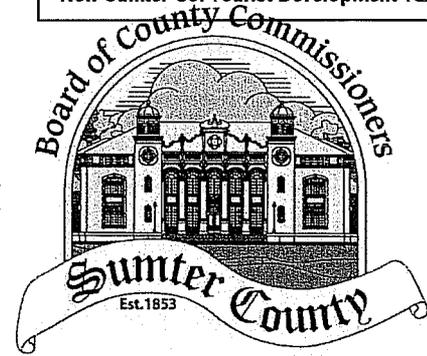
TOTAL- ALL ENTERPRISE OPERATIONS	\$ 4,922,613.00	\$ 2,449,385.17	\$ 2,473,227.83
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ENTERPRISE FUND EXPENDITURES**BUDGET ANALYSIS REPORT****FOR THE MONTH OF MARCH, 2012****FY 2011-2012**2. a. (f.1.) REPORTS & PUBLIC INPUT-
FYI - Budget Analysis Report for March
2012

ENTERPRISE FUND DEPARTMENTS	BUDGETED	ACTUAL	DIFFERENCE	% EXPENDED
PHYSICAL ENVIRONMENT ADMINISTRATION	\$ 700,445.00	\$ 372,616.07	\$ 327,828.93	53.20%
WATER DEPARTMENT	\$ 1,092,700.00	\$ 395,812.14	\$ 696,887.86	36.22%
WASTEWATER DEPARTMENT	\$ 1,408,076.00	\$ 747,984.94	\$ 660,091.06	53.12%
INDUSTRIAL PARK	\$ 950.00	\$ 90.17	\$ 859.83	9.49%
GREENWOOD CEMETERY	\$ 7,665.00	\$ 161.29	\$ 7,503.71	2.10%
TOTAL - OPERATING EXPENDITURES	\$ 3,209,836.00	\$ 1,516,664.61	\$ 1,693,171.39	47.25%
NOTES:				
TRANSFERS	BUDGETED	ACTUAL	DIFFERENCE	% EXPENDED
W/S TO GENERAL	\$ 350,000.00	\$ 87,500.00	\$ 262,500.00	25.00%
IND. PARK TO GENERAL	\$ 10,000.00	\$ 10,000.00	\$ -	100.00%
TOTAL TRANSFERS	\$ 360,000.00	\$ 97,500.00	\$ 262,500.00	27.08%
DEBT SERVICE	BUDGETED	ACTUAL	DIFFERENCE	% EXPENDED
CHAMPAGNE FARMS - PRINCIPAL	\$ 30,978.00	\$ 70,821.78	\$ (39,843.78)	228.62%
CHAMPAGNE FARMS - INTEREST	\$ 70,821.00	\$ 30,978.42	\$ 39,842.58	43.74%
1994 SRF LOAN	\$ 189,195.00	\$ 94,597.47	\$ 94,597.53	50.00%
1996 SRF LOAN	\$ 270,063.00	\$ 135,031.31	\$ 135,031.69	50.00%
2007 SRF LOAN	\$ 379,915.00	\$ 189,957.44	\$ 189,957.56	50.00%
	\$ -	\$ -	\$ -	0.00%
TOTAL - DEBT SERVICE	\$ 940,972.00	\$ 521,386.42	\$ 419,585.58	55.41%
CONTINGENCIES	BUDGETED	ACTUAL	DIFFERENCE	% EXPENDED
GREENWOOD CEMETERY	\$ 3,825.00	\$ -	\$ 3,825.00	0.00%
WATER/SEWER ENTERPRISE FUND	\$ 67,980.00	\$ -	\$ 67,980.00	0.00%
INDUSTRIAL PARK	\$ -	\$ -	\$ -	0.00%
	\$ -	\$ -	\$ -	0.00%
TOTAL - CONTINGENCIES	\$ 71,805.00	\$ -	\$ 71,805.00	0.00%
SPECIAL PROJECTS	BUDGETED	ACTUAL	DIFFERENCE	% EXPENDED
GREENWOOD CEMETERY	\$ -	\$ -	\$ -	0.00%
WATER TIE FEE PROJECTS	\$ 15,000.00	\$ 1,389.85	\$ 13,610.15	9.27%
WATER CONNECTION FEE PROJECTS	\$ 100,000.00	\$ 75.00	\$ 99,925.00	0.08%
WASTEWATER TIE FEE PROJECTS	\$ 25,000.00	\$ 1,389.85	\$ 23,610.15	5.56%
WASTEWATER CONNECTION FEE PROJECTS	\$ 200,000.00	\$ 5,700.00	\$ 194,300.00	2.85%
TOTAL - SPECIAL PROJECTS	\$ 340,000.00	\$ 8,554.70	\$ 331,445.30	2.52%
TOTAL - ENTERPRISE FUND EXPENDITURES	\$ 4,922,613.00	\$ 2,144,105.73	\$ 2,706,702.27	43.56%

Division of Support Services

Financial Services Department



7375 Powell Road, Suite 206 • Wildwood, FL 34785 • Phone (352) 689-4435 • FAX: (352) 689-4436
Website: <http://sumtercountyfl.gov>

April 9, 2012

City of Wildwood
100 N. Main Street
Wildwood, FL 34785

Re: New Tourist Development Tax Guidelines



Dear Mr. Jacobs:

On April 5, 2012 the Sumter Tourism Development Council (TDC) approved changes to the Tourism Development Tax (TDT) Guidelines. The revised guidelines will be presented to the Sumter County Board of County Commissioners (BOCC) for consideration on April 24, 2012.

The revised guidelines specify that grant applications must be received by the BOCC Financial Services Department no later than 4:30 p.m., June 1st annually. Applications will be presented during the July TDC meeting with recommendations presented to the BOCC at the second meeting in July. During the grant review process, current scoring procedures will be used to calculate recommended funding amounts for each event. A new five-year funding plan (Exhibit E of the revised guidelines) has been developed which caps the total funding amount available for similar events. Funds within a particular line item will be allocated based on each event's recommended award amount as a percent of all awards within that line item. The event's percentage will then be applied to the total dollars allotted to that line item.

If your event will be held during the upcoming BOCC fiscal year (October 1, 2012 to September 30, 2013), and you are seeking TDT funding, it is recommended that you begin the application process now to meet the June 1st application deadline. I have enclosed a draft copy of the revised guidelines for your review and use. Please do not hesitate to contact me if you have any questions.

Sincerely,

Tina Chavez
Financial Services Support Specialist

Art Bisner
Support Services Director
7375 Powell Road
Wildwood, FL 34785
(352) 689-4438

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

Richard "Dick" Hoffman, Dist 1
7375 Powell Road
Wildwood, FL 34785
(352) 689-4400

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

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

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

Randy Mask, Dist 5
2nd Vice Chairman
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

DRAFT

**SUMTER COUNTY
TOURIST DEVELOPMENT COUNCIL**

Tourism Grant Guidelines

C/O Sumter County Board of County Commissioners
Financial Services Department
7375 Powell Road
Wildwood, FL 34785
Phone: (352) 689-4435
Fax: 352-689-4436
TDCadmin@sumtercountyfl.gov

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MEMBERS OF THE TOURIST DEVELOPMENT COUNCIL

Member Name	Sector	Term
Chairman Doug Gilpin	Sumter County Board of County Commissioners	11/01/2010 – 10/31/2014
Geoff Goetz	RV/Motel Owner	11/01/2008 – 10/31/2012
Brett Hage	Tourist Industry	11/01/2010 - 10/31/2014
Bob Hunt	RV/Motel Owner	11/01/2010 – 10/31/2014
Warren Maddox	At Large	11/1/2010 – 10/31/2014
Dan McCormic	Tourist Industry	11/01/2010 – 10/31/2014
Robby Strickland	At Large	11/01/2008 – 10/31/2012
Doug Tharp	Tourist Industry	11/01/2008 – 10/31/2012
Vacant	RV/Motel Owner	11/01/2008 – 10/31/2012

TOURIST DEVELOPMENT TAX

OBJECTIVE

The Sumter County Tourist Development Council endeavors to support local organizations in their effort to develop and promote an event by making available special grant funding, provided that the organization has met the requirements of the Application and Reimbursement process.

LEGISLATIVE AUTHORITY / TDC HISTORY

The Florida State Legislature enacted the Local Option Tourist Development Act (Section 125.0104, Florida Statutes) in response to the growing need of Florida counties to provide additional revenue sources for tourist development in an *effort* to stimulate the local economy. In response to this need, the voters of Sumter County approved in 2005, a two (2%) percent Tourist Development Tax on transient rental accommodations. A Tourist Development Council (hereinafter referred to as "TDC") was created as an advisory Council to the Sumter County Board of County Commissioners (hereinafter referred to as "BOCC") for the purpose of making recommendations, based on statutory guidelines, for the use of the revenue generated by the Tourist Development Tax.

REVENUES

Tourist Development Tax revenues are generated by overnight guests staying in Sumter County RV parks/campgrounds, hotels, motels and condominiums. As a rule, any short term lodging of six months or less is subject to the two percent tax in addition to Sumter County's sales tax. Collections are received through the Florida Department of Revenue and returned to the County on a monthly basis for the County's use. Sumter County records this revenue in a separate Tourist Development Tax fund.

USE OF REVENUES

Florida law outlines the proper use of these tax funds. Funds will be allocated as follows:

40% of the annual budget for the following combined categories

PROMOTIONAL ACTIVITIES – Development of projects that benefit and enhance the tourism industry within Sumter County (i.e. - development of wayfinding signage or tourism website maintenance).

ADVERTISING - Placement of advertisements and co-op advertising at intra-state, state or county level in magazines, newspapers, radio, etc. Development and placement of printed publications, brochures, rack cards, web sites, kiosk systems, tourism trade shows, billboards and any type of advertising opportunities for Sumter County (i.e. - ads directed at specific tourism industry or for general tourism promotion).

SINGLE EVENTS – Sponsorship of events to attract tourism to Sumter County (i.e. - fishing or sporting tournaments that may change geographical location each year).

REOCCURRING EVENTS – Annual events that have been determined to net reoccurring tourism that will most likely draw visitors from out of county who will stay overnight in local hotels, and/or RV parks (i.e. - festivals, County Fair and Dade Battlefield Reenactment).

60% of the annual budget for the following category

CAPITAL IMPROVEMENTS - Projects within the county to establish new or refurbish existing facilities for recreational activities, cultural events and performances within Sumter County.

Please read this document carefully. Incomplete or incorrect applications will be returned. Applicants are required to direct all questions regarding their request for funding to the BOCC Financial Services Department, c/o the Sumter County Board of County Commissioners at phone number (352) 689-4435.

SUMTER COUNTY TOURIST DEVELOPMENT COUNCIL TOURIST DEVELOPMENT FUND GRANT REQUEST

- **PURPOSE** - The Sumter County TDC was established to act as an advisory Council to the BOCC for the promotion of tourism in Sumter County. As such, the TDC allocates a portion of the Tourist Development Tax revenue for grants to support events that further the purposes of the TDC by promoting tourism. This document sets forth the guidelines and categories for grant requests from Tourist Development Tax funds. Grant applications will be accepted from organizations that will sponsor and promote tourism activities within Sumter County, bring substantial numbers of tourists/visitors to the County and promote overnight bed stays within the County. Tourism Development funds must be matched with other funding sources and must not be the sole source of income.
- Representatives from organizations submitting an application for grant funds will be invited to make a personal presentation at the July Sumter County TDC meeting as scheduled on Page 5.
- If recommended for funding, the Organization Official indicated on the grant application will be notified. The Organization Official will be required to sign an "Acceptance of Funding" form (Exhibit E), assuring the TDC that they understand the advertising requirements and the reimbursement process. If the "Acceptance for Funding" form is not signed and followed, reimbursement will not be authorized.
- Upon grant funding approval by the BOCC, a Purchase Order will be issued. Grant expenditures cannot be made until the Purchase Order is approved by the BOCC. Upon approval, the Financial Services Department will email the applicant a copy of the approved Purchase Order.
- It is the responsibility of the Applicant, if approved, to make sure any reimbursement requests are submitted to the BOCC Financial Services Department within forty-five (45) days after the approved event. All supporting and required documentation shall accompany the reimbursement request; otherwise, it will be deemed ineligible for reimbursement.

**Sumter County
Tourist Development Council
Submittal and Meeting Schedule
Fiscal Year 2011-2012**

TDC Meeting Dates	Time	Location*
October 6, 2011	4:00 p.m.	7375 Powell Road, Room 102, Wildwood, FL 34785
January 5, 2012	4:00 p.m.	7375 Powell Road, Room 102, Wildwood, FL 34785
April 5, 2012	4:00 p.m.	7375 Powell Road, Room 102, Wildwood, FL 34785
July 5, 2012	4:00 p.m.	7375 Powell Road, Room 102, Wildwood, FL 34785

*Some GPS devices have not updated their software to reflect the Powell Road name. The former name of the road was CR 139.

Meeting dates, times and locations are subject to change and will be noticed in accordance with Florida Statutes.

Application Deadline

- **Completed applications must be received no later than 4:00 pm Eastern Standard Time (EST) on June 1, 2012 for events scheduled between October 1, 2012 and September 30, 2013.** Applications may be mailed or brought in person to the Sumter County Board of County Commissioners' office located at The Villages Sumter County Service Center, 7375 Powell Road, Second Floor, Suite 206, Wildwood, FL 34785.
- **Due to budget constraints, applications failing to meet the deadline will not be considered** and will be returned to the sponsoring organization. Applicants missing the deadline may reapply the following year.
- All application submittals will be reviewed by the BOCC Financial Services Department to determine if the application package is complete, basic eligibility has been met, and applicant conforms to requirements as listed in Section 125.0104, Florida Statutes.
- Application packets should contain one (1) signed/stamped original, thirteen (13) copies, and one (1) electronic copy (i.e. CD, flash drive, etc.), for a **total of 15 items**.

DEADLINES ARE STRICTLY ADHERED TO. THE OFFICIAL TIME WILL BE THE US NAVAL OBSERVATORY MASTER CLOCK TIME <http://tycho.usno.navy.mil/simpletime.html>. A DATED POSTMARK WILL NOT BE ACCEPTED AS ACTUAL RECEIPT.

At the July TDC meeting, the TDC will evaluate each application to determine what economic value, if any, the event provides to Sumter County. Only requests having **a substantial economic impact** on the County by promoting tourism will receive further consideration.

The BOCC, at its discretion, may approve or reject any application regardless of recommendations by the TDC.

Oral Presentations

- Presentations by applicants may be given at the July TDC meeting followed by a question and answer period. As the TDC may have questions of the applicant, it is advised an organization representative be available during the meeting.

NOTE: All materials/documentation submitted with the grant application will become a matter of public record, open to inspection by any citizen of the State of Florida subject to Chapter 119, Florida Statutes.

FINANCIAL GUIDELINES

A Tourist Development Tax grant for up to 50% of the budgeted event cost, not to exceed the maximum dollar amount allocated to a specific category in the 5Yr Funding Plan (Exhibit E), may be recommended by the TDC and approved by the BOCC. Note: In categories containing multiple events, dollars will be awarded based upon requested grant amount as a percentage of all grant requests in the category.

Applicants must provide a 50% match of the budgeted event cost. The match may be a cash match, or combination 25% cash and 25% in-kind match. Examples of in-kind match are: donated goods and services, facilities, etc.

Grant funds will be dispersed only after the grant agreement has been fully executed by all parties. The recipient of the grant is to return the signed contract to the BOCC Financial Services Department within 45 calendar days of the BOCC approval. Failure to do so within this time period will serve as a withdrawal from the funding process. Award notifications will be made to the Organization Official via the email contact address provided in the application. The proposed notification date will be the next business day following the BOCC giving final approval to fund the event.

Any exceptions to the contract language must be submitted with the application. The BOCC is under no obligation to honor requests for exceptions and may reject a grant and not provide funding if the exception is not, in the sole opinion of the County, in its best interests.

Grant funds must be expended only on items allowed under Florida Statutes 125.0104 and in the grant fund application. Changes prior to the date of the event, such as date or location will require a written recommendation from the TDC Chairman and may require approval by the BOCC and amendment to the grant agreement as well. Changes to the budget after the grant agreement has been executed will require authorization by the BOCC.

Any payment made that is later determined not to be an authorized expenditure or not to be properly matched during the performance of the grant agreement shall be due and returned to the County.

NOTE: Tourist Development funds may not be used for activities that reimburse the organization for expenditures incurred prior to the notification of approval of the grant request by the BOCC. All applicants should wait until final approval by the BOCC and notification by the BOCC Financial Services Department that their grant was approved.

- Request For Funds (Exhibit D) that are submitted to the BOCC Financial Services Department will usually be available to the applicant by the Friday of the following week after 3:00 p.m. For example: funding reimbursement requests submitted to Finance Monday, January 2nd will normally be available Friday, January 13th.

NOTE: Dates are not actual and are for illustrative purposes only.

- Processing delays may occur, due to circumstances that may be beyond staffs control and checks may not be available until the following Friday. Grant recipients, if picking up a check, should call ahead to verify the check is ready. Neither the TDC nor the BOCC is responsible for expenditures incurred prior to the applicant organization's funding approval or availability of funds.

- **PAYMENT WILL ONLY BE MADE TO THE ORGANIZATION RECEIVING THE GRANT. NO PAYMENTS WILL BE MADE DIRECTLY TO VENDORS OR INDIVIDUALS.**

EVENT MONITORING

The BOCC may designate staff as necessary to attend any and all events to ensure compliance with grant requirements. Any member of the TDC may also monitor events or activities.

All grant recipients are required to maintain complete and accurate accounting and project records for the event.

All funds granted shall be subject to audit by the BOCC Financial Services Department. All documentation submitted to the County shall become public record and governed as such by Chapter 119, Florida Statutes.

All organizations must accomplish what was presented and set forth in the grant agreement. If for any reason the requirements of the grant agreement have not been met, the County has the right to withhold any payment and/or terminate this grant agreement.

ADVERTISING GUIDELINES

All promotional and advertising materials must be reviewed by BOCC staff prior to publishing and advertisement.

- 1) Grantee Website
 - a) Your organization's event website must provide a link to the Sumter County website at: www.sumtercountyfl.gov.
 - b) Sites not containing link to County's website will be deemed as not meeting these requirements and will not be eligible for reimbursement.
- 2) Printed
 - a) All grantees must show on printed materials: the Sumter County logo plus, "This event has been funded in part by a Tourist Development Tax Grant from the Sumter County Board of County Commissioners in conjunction with the Sumter County Tourist Development Council."
 - b) Advertisements not meeting these requirements will not be eligible for reimbursement.
- 3) Audio
 - a) All audio advertising must include verbal "This event has been funded in part by a Tourist Development Tax Grant from the Sumter County Board of County Commissioners in conjunction with the Sumter County Tourist Development Council. For more information on Sumter County, visit www.sumtercountyfl.gov."
 - b) Audio Advertising not meeting these requirements will not be eligible for reimbursement.
- 4) Video
 - a) All video advertising must display video credit with the Sumter County logo plus, "This event has been funded in part by a Tourist Development Tax Grant from the Sumter County Board of County Commissioners in conjunction with the Sumter County Tourist Development Council." For more information on Sumter County, visit www.sumtercountyfl.gov.
 - b) Video Advertising not meeting these requirements will not be eligible for reimbursement.

All promotional and advertising materials must be provided as additional information to the Financial Services Department in the form of a printed script / proof of publication notice, audio clip and / or video clip and / or on a CD.

FUNDING ELIGIBILITY

To be eligible for funding consideration, organizations must meet the following:

- 1) **ALL EVENTS, PERFORMANCES OR PROGRAMS RECOMMENDED BY THE TDC MUST BE OPEN AND ACCESSIBLE TO THE GENERAL PUBLIC**
Events, performances or programs must be promoted to the public and cannot be unreasonably restrictive through admittance fees, public access or crowd capacity, which limits participation by visitors. One of the main purposes of the event must be to attract overnight visitors to Sumter County.
- 2) **THE EVENT BENEFITS SUMTER COUNTY**
Events, performances or programs must take place in Sumter County. If these events, performances or programs are to be used for fund raising purposes, profits must go exclusively to programs that benefit Sumter County residents or charities.
- 3) **ORGANIZATION MUST BE A NOT-FOR-PROFIT ORGANIZATION QUALIFIED TO DO BUSINESS IN FLORIDA**
 - a) Your organization must be legally incorporated in Florida.
 - b) Your organization must be recognized as a tax-exempt organization by the IRS under the Internal Revenue Code, Section 501c, and subsections 3, 4, 5, 6 or 7.
 - c) A copy of the most recent IRS determination letter must be provided to confirm your organization's federal tax-exempt status.
 - d) In addition to having the IRS not-for-profit status, organizations that are not Florida Corporations must qualify with the Florida Department of State to do business in Florida.
 - e) All organizations must have a bank checking account.
- 4) **PUBLIC SCHOOLS OR OTHER GOVERNMENT ORGANIZATION ARE ALSO ELIGIBLE**
 - a) Public schools or other municipal/county government organizations within Sumter County.

There are no guarantees that all applicants will be awarded funding. Even though a project may qualify, limited funds may not allow all projects to receive assistance. All decisions regarding the award of grant funds are at the sole discretion of the BOCC, following recommendations of the TDC.

GUIDELINES FOR USE OF TOURIST DEVELOPMENT FUNDS

GUIDELINES FOR FUNDING:

- 1) Support new or ongoing projects which meet criteria as outlined herein.
- 2) To the maximum extent possible, funds set aside for grants shall be made available for activities that promote tourism throughout the entire County and result in overnight stays, where feasible.

ELIGIBLE USE OF FUNDS:

The following are examples of how tourist development funds may be used to promote tourism in the County:

- 1) Advertisement and promotion for convention centers, sports stadiums, coliseums, auditoriums, or museums, including television, radio, newspapers, magazines, multi-media, billboards and signage (must be published primarily outside Sumter County).
- 2) Construction, extension, enlargement, remodeling, repair and/or improvements for convention centers, sports stadiums, coliseums, auditoriums, or museums
- 3) Maintenance and operating expenses for convention centers, sports stadiums, coliseums, auditoriums, or museums
- 4) Any other appropriate expense allowable under Section 125.0104, Florida Statutes
- 5) Promotional expenses in conjunction with an event to increase the awareness of Sumter County outside this area. All printed promotional or related material must contain the following " **This event has been funded in part by a Tourist Development Tax Grant from the Sumter County Board of County Commissioners in conjunction with the Sumter County Tourist Development Council.**"
- 6) Out-of-county advertising and publicity of an event to increase participation, attendance and awareness. All printed promotional or related material must contain the following: "**This event has been funded in part by a Tourist Development Tax Grant from the Sumter County Board of County Commissioners in conjunction with the Sumter County Tourist Development Council.**"

INELIGIBLE USES

Tourist Development Tax revenues may not be used for any ineligible purpose unless a legislative determination is made that the use of the funds will lead to the implementation of a tourism promotional product. The following are examples of how tourist development funds may not be used:

- 1) Annual operating expenditures not directly related to the project or event.
- 2) Legal, medical, engineering, accounting, auditing, planning feasibility studies or other consulting services.
- 3) Salaries or supplements to salaries for existing or future staff, or employment of personnel not directly related to the project or event.
- 4) Real property or capital improvements to privately owned facilities.
- 5) Tangible personal property including but not limited to office furnishings or equipment, permanent collections, or individual pieces of art.
- 6) Interest reduction of deficits or loans.
- 7) Expenses incurred or obligated prior to or after the grant project period.
- 8) Prize money, scholarships, awards, plaques, T-shirts, uniforms or certificates.
- 9) Travel not associated directly with project.
- 10) Projects which are restricted to private or exclusive participation.
- 11) Private entertainment, food and beverages.
- 12) Expenses to fund other events not recommended by the TDC or approved by the Sumter County BOCC.

FUNDING AWARD LEVELS

The goal of the TDC is to endorse and recommend quality events and projects that will ultimately increase tourism within Sumter County. To achieve that goal, grant applications received will be evaluated based on the impact that the event or project may have on tourism.

Events producing Room Nights within Sumter County will receive a higher ranking (i.e. local hotel, RV park, etc.). Events that do not produce Room Nights are still eligible for grant funds and will be scored according to the event’s applicable Impact Ranking category as determined by the TDC.

Category	Impact Ranking	Estimated Number of Room Nights Produced	Maximum Grant Amount
5	Maximum Impact	Over 100	Discretion of TDC and BOCC
4	Significant Impact	76-100	\$10,000
3	Average Impact	51-75	\$7,500
2	Marginal Impact	25-50	\$2,500
1	No Apparent Impact	Less than 25	\$1,000

Instructions for Determining Eligible Grant Amount

1. This table is used in conjunction with the Scoring Forms for Allocation of Grant Funds on pages 11 and 12 to determine the level of funding within each category.
2. Determine the Estimated Number of Room Nights produced from the third column.
3. Once the Estimated Number of Room Nights produced is known, the fourth column will provide the range of funding for which the organization is eligible.
4. The Financial Services Department will review the application and complete the scoring form based on the impact the event will have on the community. Based on the total score, a recommendation will be made to the TDC as to the percentage of the eligible grant amount allowed under that category. The TDC has final discretion as to its recommendation to the BOCC.
5. For example, if an organization estimates 90 Room Nights, the maximum eligible grant funding is \$10,000. If the total score falls within the 21 < 30 point range (from page 11 or 12), the TDC may recommend this award up to 75% of the Maximum Grant Amount reflected in fourth column of the Funding Award Level table displayed above.
6. If room nights cannot be generated or determined, the TDC may recommend that the BOCC fund the organization based on its impact on the economy of Sumter County using the Evaluation Criteria on page 13 of this document.

(OFFICIAL USE ONLY)

**SCORING FORM FOR ALLOCATION OF
REOCCURRING EVENT GRANT FUNDS**

- _____ 1. Has this event been designated for allocation in Exhibit E?
YES, Name of Organization: _____ go to #3 and continue scoring
NO, go to #2.
- _____ 2. Has an event representative designated specific funds for allocation to an event at the same location?
YES, Name of Organization: _____ continue scoring
NO, funding is currently not available for additional project.
- _____ 3. Does the event occur during low occupancy months April through October? *1 point max*
- _____ 4. Estimated amount of Tourist Development Tax to be generated by event? (Refer to the figure generated for question Letter J of the application).

<i>0 - \$200 = 10 points</i>	<i>\$201 - \$400 = 15 points</i>
<i>\$401 - \$600 = 20 points</i>	<i>\$601 - \$800 = 25 points</i>
<i>\$801 - \$1,000 = 30 points</i>	<i>\$1,001 and above = 35 points</i>
- _____ 5. Does the event schedule include a formalized breakfast, lunch, or dinner at a local restaurant or catered by local business? (Refer to item T of the application) *1 point max*
- _____ 6. Does the event schedule include attendance at any of the following: local concert; local nature based activity, historical site/setting, as indicated in itinerary or schedule? (Refer to item U of the application) *2 points max*
- _____ 7. Email announcing the event sent to potential attendees (Refer to item U of the application).
TDCadmin@sumtercountyfl.gov must be copied for verification.

<i>0 attendees = 0 points</i>	<i>1-25 attendees = 1 point</i>	<i>26-50 attendees = 2 points</i>
<i>51-100 attendees = 3 points</i>	<i>Over 100 attendees = 4 points</i>	
- _____ 8. Is visiting a Sumter County attraction (Refer to item U of the application) included on event agenda?
1 point max
- _____ 9. Are local vendors used for advertising, promotions, printing or other goods and services necessary for the event?
(Refer to item V of the application) *1 point max*
- _____ 10. Is the event properly located with emphasis on adequate infrastructure? (parking, restroom facilities, trash bins, etc.) *1 point max*
- _____ 11. Event incorporates environmental/social enhancements? *2 points max*
- _____ 12. Is this a certified small minority business? (Refer to item X of the application) *2 points max*
- _____ 13. Evaluator’s determination as to the benefit of the proposed event: On a scale of 0 to 5 with five (5) providing the most benefit to Sumter County and zero (0) being no benefit to Sumter County, rate the benefit of the proposed event to Sumter County.
- _____ 14. If the event is profitable, will organization return all or a portion of the profits to the BOCC for use on future tourism projects? (Refer to item Z of the application) *2 points max*

_____ **Total Points Awarded**

Percentage of eligible grant amount:	31 or more points = 100%	21 < 30 points = 75%
	11 < 20 points = 50%	< 10 points = 0%

If any of the ranking criteria are stated in application, failure to follow through will result in 10% reduction of award.

SCORING FORM FOR ALLOCATION OF SINGLE EVENT GRANT FUNDS

- 1. Does this event encompass a district/regional tournament for fishing or sports? YES, continue scoring NO, funding is currently not available for additional projects.
2. Does the event occur during low occupancy months April through October? 1 point max
3. Estimated amount of Tourist Development Tax to be generated by event (Refer to the figure generated for question Letter J of the application). 0 - \$200 = 10 points \$201 - \$400 = 15 points \$401 - \$600 = 20 points \$601 - \$800 = 25 points \$801 - \$1,000 = 30 points \$1,001 and above = 35 points
4. Does the event schedule include a formalized breakfast, lunch, or dinner at a local restaurant or catered by local business? (Refer to item T of the application) 1 point max
5. Does the event schedule include attendance at any of the following: local concert; local nature based activity, historical site/setting, as indicated in itinerary or schedule? (Refer to item U of the application) 2 points max
6. Email announcing the event sent to potential attendees (Refer to item U of the application). TDCAdmin@sumtercountyfl.gov must be copied for verification. 0 attendees = 0 points 1-25 attendees = 1 point 26-50 attendees = 2 points 51-100 attendees = 3 points Over 100 attendees = 4 points
7. Is visiting a Sumter County attraction (Refer to item U of the application) included on event agenda? 1 point max
8. Are local vendors used for advertising, promotions, printing or other goods and services necessary for the event? (Refer to item V of the application) 1 point max
9. Is the event properly located with emphasis on adequate infrastructure? (parking, restroom facilities, trash bins, etc.) 1 point max
10. Event incorporates environmental /social enhancements? 2 points max
11. Is this a certified small minority business? (Refer to item X of the application) 2 points max
12. Evaluator's determination as to the benefit of the proposed event: On a scale of 0 to 5 with five (5) providing the most benefit to Sumter County and zero (0) being no benefit to Sumter County, rate the benefit of the proposed event to Sumter County.
13. If the event is profitable, will organization return all or a portion of the profits to the BOCC for use on future tourism projects? (Refer to item Z of the application) 2 points max

Total Points Awarded

Percentage of eligible grant amount: 31 or more points = 100% 21 < 30 points = 75% 11 < 20 points = 50% < 10 points = 0%

If any of the ranking criteria are stated in application, failure to follow through will result in 10% reduction of award.

EVALUATION CRITERIA

The following guidelines will apply.

The TDC will meet to review applications to determine if they meet the following criteria:

_____ 1) COMMITMENT TO THE EXPANSION OF TOURISM IN SUMTER COUNTY (50 points)

Evidence that the project;

- a) Will be marketed to the fullest extent possible in an effective manner. (12.5 points max)
- b) Will offer cultural and entertainment events to county residents and tourists. (12.5 points max)
- c) Demonstrates a willingness of the organizers to work with the tourism industry. (12.5 points max)
- d) Will have an economic impact on the County and the community. This will be evaluated when determining the grant amount. (12.5 points max)

_____ 2) SOUNDNESS OF PROPOSED PROJECT (25 points)

The extent to which the project:

- a) Has clearly identified objectives (5 points max)
- b) Has assigned responsibilities and accountability (5 points max)
- c) Has a realistic timetable for implementation (5 points max)
- d) Has additional funding sources available that will be utilized (5 points max)
- e) Will accomplish its stated objective (5 points max)

_____ 3) QUALITY AND UNIQUENESS OF PROPOSED PROJECT (15 points)

Extent to which the activity provides a benefit to Sumter County, its tourists and residents which is of significant merit and that, without such assistance, would not take place in the County.

_____ 4) STABILITY AND MANAGEMENT CAPACITY (10 points)

- a) Proven record or demonstrated capacity of the organization to develop resources, effectively plan, organize and implement the proposed project (2.5 points max)
- b) The organization has a successful history of service in and to Sumter County (2.5 points max)
- c) Ability of the organization to administer public grants of this type, and to prepare and deliver the necessary progress reports to the TDC (2.5 points max)
- d) If a previous applicant, have reporting requirements been submitted in a timely manner (2.5 points max)

_____ Total

The percentage of the requested amount that will be recommended is equal to the points earned (i.e. 75 points equals 75%).

REPORTING REQUIREMENTS

STATUS REPORTS

Event History Status Report: A preliminary event status report is due at the time of submission of the application indicating an overall status of the event and revenue generated to Sumter County to date. (Form Attached – Exhibit “A” Page 26)

Final Status Report: Within forty-five (45) days of the completion of the activity or event that promotes tourism within Sumter County, the grantee must summarize its efforts by providing the following information:

- A brief narration of the event.
- An evaluation of the economic impact the event had on Sumter County.
- Include local attractions that were visited as part of the event, and local restaurants or businesses utilized as part of the event.
- Photographs, if any, of the event.
- Flyers, newspaper ads, brochures or marketing efforts utilized to attract tourists. This may include a list of radio stations, magazines, etc.
- Final estimated number of event participants.
- Room Night Certification Form — the organization must make every effort to obtain the number of overnight stays from local hotels within the County that housed those attending the event. This means that for events requiring registration, the grantee should make available a list of County hotels and encourage overnight stays. For those events that do not require registration, information should be provided during the event to encourage an overnight stay. After the event, the grantee will be required to request the hotel to provide information regarding the number of individuals residing at the hotel as a result of the event. (Form Attached – Exhibit “B” – Page 27)
- Completed Summary and Detail Funds Request forms.
- A financial statement listing all of the revenues received and expenses paid in the course of the event.

NOTE: IF THE EVENT RESULTS IN NO OVERNIGHT STAYS, OR FEW OVERNIGHT STAYS, THE GRANTEE MUST DOCUMENT ITS EFFORTS TO PROMOTE OVERNIGHT STAYS AND TOURISM.

REIMBURSEMENT PROCEDURES

REIMBURSEMENT OF EXPENDITURES

The event must not begin until after grant is awarded and "Acceptance of Funds" form is signed and returned to the BOCC Financial Services Department.
(Form Attached – Exhibit "C" Page 28)

REIMBURSEMENT PROCEDURES

- A Request for Funds Form (Attached - Exhibit "D" Page 29) must be completed on a reimbursement basis only and made after proof of paid invoices are presented and submitted to the BOCC Financial Services Department for interim draws and for final payment. Reimbursement of funds must stay within the confines of the Project Expenses outlined in your application.
- Payment is on a reimbursement basis and proof of paid invoices, tear sheets of ads, copies of programs, schedule of the airing of audio and video advertisements, copy of canceled check (front and back), must be provided prior to payment of grant funds to the organization. Grantee is required to submit verification in writing that all subcontractors and vendors have been paid for work and materials previously performed or received prior to receipt of any further payments.
- The following will not be accepted for payments: statements in place of invoices; checks or invoices not dated; tear sheets without date or company name. A tear sheet is required for each ad for each day or month of publication. A proof of an advertisement will not be accepted.
- Grantees are encouraged to submit Requests for Reimbursement at least quarterly to avoid year-end deadlines.
- Organization representative must complete final report for submission to TDC and the BOCC. Final report and request for funds is due within forty-five (45) days of the close of the event.
- Organization is responsible to make sure reimbursement requests are submitted to the BOCC Financial Services Department within forty-five (45) days after end of event. Requests received after that date will not be reimbursed. This is your responsibility and no reminder notices will be sent from the BOCC or the TDC offices.

If project budget has specific categories with set dollar limits, the Grantee is required to include a spreadsheet to show which category each invoice is being paid from and total of category before payment can be made to Grantee. No advanced payment of expenses by the County is authorized.

If Tourist Development Tax funds become inadequate to fund all or part of a Tourist Development grant, the County reserves the right to reduce funding to a grantee accordingly.

GENERAL DEFINITIONS

- ACCOMMODATORS – Hotel, Motel, Bed and Breakfast, Campground, Resort, Vacation Rental, etc...
- ADVERTISING: The action of calling something to the attention of the public, especially by paid announcements.
- BOCC – Sumter County Board of County Commissioners.
- BOCC FINANCIAL SERVICES DEPARTMENT – Department within the BOCC that handles the administration of the Tourist Development Council.
- EVENT – The special event for which grant funds are being requested. This term may be used interchangeably with “project” in this document.
- FUNDING CYCLE: The funding cycle is October 1 through September 30.
- GRANTEE – Organization receiving the grant funds.
- TDC – Sumter County Tourist Development Council
- TDC CHAIRPERSON - Tourist Development Council Chairperson.
- PROJECT – Tourism project for which grant funds are being requested. This term may be used interchangeably with “event” in this document.
- PROMOTION: The furtherance of the acceptance of an event / project through advertising and publicity.
- PUBLICITY: The dissemination of information or promotional material; paid advertising.
- TOURIST: A person who participates in trade or recreation activities outside the County of his or her permanent residence or who rents or leases transient accommodations as described in Florida Statute 125.0104.

**SUMTER COUNTY TOURIST DEVELOPMENT COUNCIL
GRANT APPLICATION CHECKLIST FORM AND INSTRUCTIONS**

For consideration by the Sumter County Tourist Development Council, please make sure your application is filled out completely and accompanied by the following information. If any item is not applicable, indicate N/A over the checkbox.

- Completed Checklist (this form)
- Grant Application
- Articles of Incorporation (except government entities);
- Letter of non-profit tax-exempt status as well as completed IRS **Form 990** Return of Organization Exempt from Income Tax
- IRS **Form W-9 Request for Taxpayer Identification Number and Certification**
- TDC Final or Interim Report (for previous TDC grantees only);
- Written authorization on official organization letterhead for **AUTHORIZED AGENT** to act on behalf of Applicant;
- Organizational outline, including but not limited to names and addresses of each board member and corporate officer (except government entities);
- Sponsorship package;
- Complete project event budget; including quotes from vendor(s) as estimation of expenditures;
- Three support documents (letter of recommendation, programs, brochures, media articles, etc.);
- Capital Improvement Projects must include a draft diagram of the project and include any specifics that will assist the TDC and BOCC in the approval process. All Capital Improvement Projects must meet all zoning and permitting regulations including applicable architectural and engineering requirements.
- All written agreements involving media, hotels/motels and venue contracts/leases.

Application packets should follow above format with dividers or tabs between each section. When complete one (1) signed/stamped original, thirteen (13) copies, and one (1) electronic copy (i.e. CD, flash drive, etc.), for a **total of 15** items, must be submitted by 4:00 p.m. on the application submittal deadline date of **June 1st** to:

**Sumter County Tourist Development Council
C/O Sumter County Board of County Commissioners
Financial Services Department
7375 Powell Road, Suite 206
Wildwood, FL 34785
Phone: (352) 689-4435
Fax: 352-689-4436**

**SUMTER COUNTY
TOURIST DEVELOPMENT GRANT APPLICATION**

A. Event Name: _____

B. Sponsoring Organization: _____

Mailing Address: _____

E-mail address _____

C. Organization Official/Title (President, Director, etc.)

Signature _____

Title _____

Telephone (work) _____ (home/cell) _____

D. Who will be in charge of this event? _____

Phone (work) _____ (home/cell) _____

E-mail address _____

E. Who will be financially responsible for this event?

Name: _____

Title: _____

Phone (work) _____ (home/cell) _____

E-mail address _____

F. Describe the event: _____

G. Location of event: _____

H. Date and times of event: _____

I. Total room dollars expected to be generated this event:

Total Rooms _____ X the number of nights _____ X the average room rate \$ _____
= Total Dollars \$ _____.

J. Amount of Tourist Development Tax generated by this event:

Total Dollars from I. above \$ _____ X .02 = \$ _____.

K. Estimate of the total economic impact of the event on the County:

L. How many years has this event existed? _____

M. Has the event received Tourist Development Tax funds in the past?

Yes _____ No _____

If yes, what year(s) _____ and amount(s) _____.

N. Is this the first time this event has been held in Sumter County, Florida?

Yes _____

No _____ if no, when was the last time it was held in Sumter County? _____.

O. Describe previous experience of applicant in events similar to this event.

P. For recurring events, please provide the following past two years information regarding this event:

Year 1

Year 2

Month/Year

City

Lodging Facility

Verifiable Room Nights

Note: Attach clippings or copies of newspaper, magazine, or professional periodicals showing coverage of event(s), which may be beneficial to the TDC in making its recommendation. Also give a description of television, radio, or other coverage received.

Q. Estimated number of attendees staying overnight for proposed event _____.

R. Have you reserved rooms at a lodging facility?

Yes _____ No _____

If yes, Name of Facility _____

Number of rooms reserved _____

Lodging Facility room rate \$ _____

S. Who will be in charge of the Lodging Facility arrangements? _____

How will this be handled? For example: A. Block of rooms held and rooms are assigned by the host organization; B. Individuals will make their own arrangements; C. Other.

Explain _____

T. Does the event itinerary include formalized breakfast, lunch or dinner in local restaurants or catering by local business for event? Explain and include documentation.

U. Are any local attractions being included in the itinerary for this event such as: (Attach documentation supporting this information. An email blast to attendees highlighting local attractions will be acceptable. (TDCadmin@sumtercountyfl.gov must be copied on email to verify.) Attendance at one of the below must be included in agenda of the proposed event to be eligible. Failure to place added attractions in the event agenda may result in reduced award.)

- _____ Attend a local play, concert, or dance performance
- _____ Visit a local nature based activity (i.e. Dade Battlefield Nature Trails, etc.)
- _____ Visit local historical settings (i.e. Federal Cemetery, Dade Battlefield, Etc.)
- _____ Other _____

V. Are local businesses being used during the production of this event (i.e. printing, catering, etc.)? Explain:

W. Does this event incorporate activities that add to the environment such as landscaping (plant trees, shrubs, flowers, or liter pickup, etc.) or any other socially charitable contribution (table arrangements to local hospitals or care centers, financial donation to local charitable organization, etc.)? This item must be included on the agenda to be accepted.

Explain: _____

X. Is the sponsoring organization a certified small minority business within its state of jurisdiction? If so indicate the state in which it is certified and include either the website to verify the certification or a copy of the certification.

No _____ Yes _____ State of Certification _____

Y. How did you learn about the Sumter County Tourist Development Tax Grant Program?

_____ Newspaper (which newspaper? _____)

_____ Magazine (which magazine? _____)

_____ Word of mouth

_____ Former grant applicant

_____ Other _____

Describe the marketing Plan for event. Include Promotional/Advertising plans for both in and out of County (use additional sheets).

Z. If your event is profitable; would you be willing to return all or a portion of the grant to the Sumter County BOCC? Please explain your answer.

ORGANIZATIONS MUST HAVE MATCHING FUNDS

Please check the appropriate match:

50% Tourist Development / 50% cash match _____

50% Tourist Development / 25% cash match / 25% in-kind match _____

If in-kind matching is used, specify type: _____

EVENT/PROJECT BUDGET OUTLINE

EVENT/PROJECT NAME _____

	Previous Year's Revenue & Expenses	Current Projected Revenues & Expenses
<u>LIST ALL REVENUE</u>		
Admissions	_____	_____
Concessions	_____	_____
Sponsorships	_____	_____
Booth Space	_____	_____
Advertising Revenue	_____	_____
Sale of Promotional Items	_____	_____
TDC Grant	_____	_____
Other: _____	_____	_____
Total Revenue	\$ _____	\$ _____
<u>LIST ALL EXPENSES</u>		
Administrative	_____	_____
Advertising/Promotions	_____	_____
Printing	_____	_____
Promotional Items	_____	_____
Concessions	_____	_____
Awards	_____	_____
Travel	_____	_____
Talent	_____	_____
Other: _____	_____	_____
Total Expenses	\$ _____	\$ _____
NET PROFIT/LOSS	\$ _____	\$ _____

PLEASE INCLUDE THE OVERALL EVENT BUDGET. UPON THE AWARD OF TOURIST DEVELOPMENT TAX GRANT FUNDS, A BREAKDOWN OF THE BUDGET BETWEEN TOURIST DEVELOPMENT FUNDS, CASH, AND IN-KIND EXPENDITURES WILL BE REQUIRED. A REVISED BUDGET WILL BE DUE NO LATER THAN TWO WEEKS PRIOR TO START DATE OF THE EVENT. BELOW IS AN EXAMPLE OF THE BREAKDOWN THAT WILL BE REQUIRED

EVENT BUDGET SUMMARY

Funding Sources other than requested from Tourist Development Tax Grant Program

Source:	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total of other funding sources	=====

Please place a budget amount in each applicable box. In blank spaces provided, please add in any items that will be included in complete budget.

Organization: _____

Event: _____

Event Dates: _____

Official Signature: _____

	TOURIST DEVELOPMENT FUNDS	CASH	IN-KIND	TOTAL
PRINTING				
POSTAGE				
MEDIA/ADVERTISING/PROMOTION				
LOCAL TRANSPORTATION				
TRAVEL EXPENSES				
REGISTRATION				
RENTAL OF FACILITY				
List any other expenses below				
TOTAL				

APPLICATION CERTIFICATION

I have reviewed the TOURIST DEVELOPMENT TAX GRANT APPLICATION from the Sumter County Tourist Development Council. I am in full agreement with the information contained in this application and its attachments as accurate and complete. I further acknowledge my understanding that the TDC/BOCC in making a grant for special promotions or other purposes does not assume any liability or responsibility for the ultimate financial profitability of the event for which the grant is awarded. The TDC/BOCC, unless otherwise specifically stated, is only a financial contributor to the event and not a promoter or co-sponsor, and will not guarantee or be responsible or liable for any debts incurred for such event. All third parties are hereby put on notice that the TDC/BOCC will not be responsible for payment of any costs or debts for the event that are not paid by the grant application.

Authorized Agent

Title

Date

Authorized Agent Signature

Form **W-9**
(Rev. December 2000)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Please print or type	Name (See Specific Instructions on page 2.)	
	Business name, if different from above. (See Specific Instructions on page 2.)	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	

<p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 2.</p> <p>Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border: 1px solid black; padding: 2px;">Social security number</td> </tr> <tr> <td style="text-align: center; border: 1px solid black; padding: 2px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; 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Social security number																																														
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Part III Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here	Signature of U.S. person ▶	Date ▶
-----------	----------------------------	--------

Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Corporations*.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

- You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9**.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

EXHIBIT A

EVENT HISTORY STATUS REPORT

Event Name: _____

Organization: _____

.....
Date: _____

Overall Status:

Tourist Development Awarded Amount: _____

Revenue Amount Generated to Sumter County: _____

.....
Date: _____

Overall Status:

Tourist Development Awarded Amount: _____

Revenue Amount Generated to Sumter County: _____

.....
Date: _____

Overall Status:

Tourist Development Awarded Amount: _____

Revenue Amount Generated to Sumter County: _____

.....
Please list the years from most recent to least recent. Ex.: 2010 first section, 2009 second section,
etc.

EXHIBIT B

ROOM NIGHT CERTIFICATION

TO: Accommodation General Manager and/or Director of Sales

The purpose of this form is to quantify the actual number of room nights utilized in Sumter County for this event. Your internal correspondence or documentation on this Room Night Certification Form is critical for the event's receipt of grant funds.

Hotel/Location: _____

	TRACKED ROOM NIGHTS
ORGANIZATION NAME:	
EVENT NAME:	
DATE(S) OF EVENT:	
PAID ROOM NIGHTS:	

Please provide any comments:

Hotel Representative

Signature: _____
I certify the organization/event listed above utilized the reported Room Nights.

Print Name: _____ Title: _____

Telephone Number: _____ Email: _____

Your cooperation in completing this form is greatly appreciated. For additional information please contact the Financial Services Department at (352) 689-4435.

**EXHIBIT D
REQUEST FOR FUNDS**

EVENT NAME: _____

ORGANIZATION: _____

ADDRESS: _____

CONTACT PERSON: _____

REQUEST PERIOD FROM _____ TO _____

REQUEST# _____

() PARTIAL PAYMENT REQUEST () FINAL PAYMENT REQUEST

TOTAL CONTRACT AMOUNT \$ _____

<u>TYPE OF EXPENSE</u>	<u>BUDGETED</u>	<u>REIMBURSEMENT AMOUNT REQUESTED</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTALS	_____	_____

NOTE: Reimbursement of funds must stay within the confines of the Project Expenses outlined in your application. Copies of paid invoices, cancelled checks, tear sheets, printed samples or other backup information to substantiate payment must accompany request for funds. The following will not be accepted for payments: statements in place of invoices; checks or invoices not dated; tear sheets without date, company or organizations name. A tear sheet is required for each ad for each day or month of publication. A proof of an ad will not be accepted.

Each additional request for payment subsequent to the first request, Grantee is required to submit verification in writing that all subcontractors and vendors have been paid for work and materials previously performed or received prior to receipt of any further payments. If project budget has specific categories with set dollar limits, the Grantee is required to include a spreadsheet to show which category each invoice is being paid from and total of category before payment can be made to Grantee. Organizations receiving funding should take into consideration that it could take a maximum of forty-five (45) days for the County to process a check.

Furnishing false information may constitute a violation of applicable State and Federal laws.

CERTIFICATION OF FINANCIAL OFFICER: I certify that the above information is correct based on our official accounting system and records, consistently applied and maintained and that the cost shown have been made for the purpose of and in accordance with, the terms of the contract. The funds requested are for reimbursement of actual cost made during this time period.

SIGNATURE _____ TITLE _____

EXHIBIT E

Sumter County Board of County Commissioners
Tourist Development Tax
5 Yr. Funding Plan

	Actual	-----Budgeted-----				
	FY2010/11	FY2011/12	FY2012/13	FY2013/14	FY2014/15	FY2015/16
Tax Revenue	403,935.27	420,092.68	436,896.39	454,372.24	472,547.13	491,449.02
Interest Income	5,858.04	8,265.89	6,766.81	1,628.79	992.80	582.04
Total Revenue	\$ 409,793.31	\$ 428,358.57	\$ 443,663.20	\$ 456,001.04	\$ 473,539.93	\$ 492,031.06
40% Allocation Category						
<u>(Promotion/Advertisement/Single Events/Reoccurring Events)</u>						
<i>Promotional Activities</i>	48,958.69	21.24				
Master Plan of Countywide Wayfinding						
Signage	-	12,500.00				
Tourism Website for consolidation of tourism promotion	-	-	50,000.00			
Development of Fishing Quality promotion	-	-	15,000.00	2,000.00	2,000.00	2,000.00
Tourism Website Maintenance	-	-	-	4,000.00	4,000.00	4,000.00
Fish Stocking / Maintenance	-	-	-	10,000.00	10,000.00	10,000.00
<i>Advertisement</i>						
Ads with The Villages media outlet	-	-	10,000.00	10,000.00	10,000.00	10,000.00
Ads with directed tourism (fishing, kayaking/canoeing, birding, shooting)	-	-	10,000.00	10,000.00	10,000.00	10,000.00
<i>Single Events</i>						
Fishing Tournament(s)	-	-	-	10,000.00	10,000.00	10,000.00
Other Sporting Tournament(s) - Soccer/Baseball/Trap & Skeet	-	-	5,000.00	5,000.00	5,000.00	5,000.00
<i>Reoccurring Events Netting Unique Tourism or Heads to Beds</i>						
Dade Battlefield Re-enactment (Unique National History)	7,846.50	-	10,000.00	10,000.00	10,000.00	10,000.00
Bushnell/Center Hill/Webster/Wildwood/Lake Panasoffkee/Royal Festivals	-	-	30,000.00	30,000.00	30,000.00	30,000.00
Webster Farmers Market - Beef and Boogie Event	-	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
The Villages - Sumter Landing/Brownwood Entertainment	-	-	60,000.00	60,000.00	60,000.00	60,000.00
Agritunity	-	-	5,000.00	5,000.00	5,000.00	5,000.00
Sumter County Fair	-	-	5,000.00	5,000.00	5,000.00	5,000.00
Total Expenditures of Promotion/Advertisement/Single Events/Reoccurring Events	\$ 56,805.19	\$ 22,521.24	\$ 210,000.00	\$ 171,000.00	\$ 171,000.00	\$ 171,000.00
60% Allocation Category (Capital Projects)						
Cow Palace (Fairgrounds)	-	316,581.00	400,000.00	-	-	-
Countywide Wayfinding Signage Installation	-	-	40,000.00	110,000.00	-	-
Ag Center (Fairgrounds)	-	-	-	-	100,000.00	130,000.00
Total Expenditures for Capital Tourism Project-	\$ -	\$ 316,581.00	\$ 440,000.00	\$ 110,000.00	\$ 100,000.00	\$ 130,000.00
Total Expenditures	\$ 56,805.19	\$ 339,102.24	\$ 650,000.00	\$ 281,000.00	\$ 271,000.00	\$ 301,000.00
Revenues over (under) Expenditures	352,988.12	89,256.33	(206,336.80)	175,001.04	202,539.93	191,031.06
Fund Balance						
40% of Fund Balance - Promotional/Advertisements/Single Events/Reoccurring Events	\$ 551,059.22	\$ 564,240.51	\$ 271,705.79	\$ 170,706.21	\$ 80,722.18	\$ (13,865.40)
60% of Fund Balance - Capital Projects	826,588.83	563,561.63	(240.45)	(5,239.83)	16,284.13	902.76
Total Fund Balance	\$ 1,377,648.05	\$ 1,127,802.14	\$ 271,465.34	\$ 165,466.38	\$ 97,006.31	\$ (12,962.64)

City of Wildwood, Florida



TREE CITY USA™

**Tree City USA Commemoration
& Arbor Day Celebration
Friday, April 27th, 2012 – 9:00 A.M.
City Hall Front Steps
And Gamble Street Park**



PROGRAM

- 1.) Opening Comments and Introduction of Wildwood's New City Manager.....Mayor Ed Wolf
- 2.) Remarks and Reading of the Proclamation.....City Manager Bill Ed Cannon
- 3.) Songs.....Wildwood Elementary School 2nd Grade Classes
- 4.) Introduction of Sumter County Forester Arthur Clothier.....City Manager Bill Ed Cannon
- 5.) Recognition of Wildwood's "22nd Year as a "Tree City USA".....Sumter County Forester Arthur Clothier

("The City of Wildwood has in place a Tree Ordinance; an official Tree Board; and Arbor Day 2011 was observed with an official ceremony and proclamation, as done in previous years. The City also has a comprehensive management program in place supported by \$2.00 (or more) per capita; ALL of these items are criteria that must be met in order to receive the designation. The City of Wildwood has been granted a twenty-second year designation as a "TREE CITY USA.")

- 6.) Presentation of the Tree City USA Flag to City Manager Bill Ed Cannon.....Sumter County Forester Arthur Clothier
- 7.) Thank you to:
 - EarthScapes Unlimited, Inc. for donating a 30-gallon Live Oak tree for our tree planting ceremony
 - EarthScapes Unlimited, Inc. for the donation of 3-gallon Junipers and ?-gallon Ilex Schillings
 - Gideons Nurseries for the donation of 12 ?-gallon Boxwoods
 - Wildwood Elementary School 2nd Grade Classes for sharing their songs
- 8.) Closing Comments.....City Manager Bill Ed Cannon
- 9.) Proceed to Gamble Street Park behind City Hall for Oak Tree planting
- 10.) Free Tree Handout – One per person while supplies last

--THIS CONCLUDES OUR PROGRAM--
--THANK YOU FOR COMING--

**Keep A Great
Thing Growing
AMERICA
TREE CITY USA™**

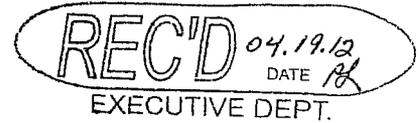
**Keep A Great
Thing Growing
AMERICA
TREE CITY USA™**

WILDWOOD POLICE DEPARTMENT

Quarterly Report January, February, March

I. STATS

- Calls for Service - 4115
- Arrests - 69
- Traffic UTC - 562
- Traffic Accidents -97
- Reports - 311



II. COMMUNITY SERVICES

- 01/03/2012 Teen Court
- 01/16/2012 MLK parade
- 01/19/2012 Teen Court
- 02/07/2012 Teen Court
- 02/16/2012 TRAC installation (E-crash reports program)
- 02/16/2012 Teen Court
- 03/06/2012 Teen Court
- 03/15/2012 Teen Court
- 03/20/2012 Village of Parkwood meeting
- 03/21/2012 Parkwood Manor Event
- 03/27/2012 Villages Home Association Meeting
- 04/03/2012 Teen Court

III. PERSONNEL STATUS

1. NEW EMPLOYEES:

Auxiliary Officer Michael Kelly
Auxiliary Officer Christopher Graver
Communications Officer Chelsey Newbern

VOLUNTEERS:

Pastor C. Attaway
Pastor T. Jones
Pastor L. Recla
Pastor S. Brock

2. Education

Officer Tucker – Associates Degree / Criminal Justice
Admin Asst. Wrightam – Associates Degree / Business Management w/ Honors
Communications Officer Lawson – Associates Degree / Criminal Justice

3. **NEW BUSINESS – ACTION REQUIRED**

a. **MINUTES**

1. Minutes of Special Called Meeting held on March 21, 2012 (Attachments – Staff recommends approval)

b. **ORDINANCES FIRST READING ONLY (READ ONLY – NO VOTE)**

1. None

c. **RESOLUTIONS FOR APPROVAL:**

1. Resolution No. R2012-___ Appointing Board Members to the Wildwood Area Historical Board and allowing for the creation of the Wildwood Area Historical Association for membership (Hand Out at Meeting – Staff Recommends Approval)

d. **APPOINTMENTS**

1. None

e. **CONTRACTS AND AGREEMENTS**

1. Employment Contract Between Bill Ed Cannon and The City of Wildwood (Attachments)

f. **FINANCIAL**

1. Bills for Approval (Attachments – Staff Recommends Approval)
2. CSX Utility Crossing Casing Extensions Project bid results and recommendation to accept low bid of Hughes Brothers Construction, Inc. for \$159,836.25 and authorization for Mayor Wolf to execute Agreement with Hughes Bros. Construction, Inc.; Notice of Intent to Award, and Notice to Proceed documents (Attachments – Staff Recommends Approval)
3. Change Order No. 1 for the CSX Utility Crossing Casing Extensions Project; CREDIT of \$58,340.00 removing 'Pile Shoring' line item from CSX contract and approved by CSX to do so since this project will be completed prior to the new rail construction (Attachments – Staff Recommends Approval)

g. **GENERAL ITEMS FOR CONSIDERATION**

1. Discussion/Board Option of request from Grace Tabernacle to host a National Day of Prayer event at the steps of City Hall on Thursday, May 3rd, from 12:00 - 1:00 p.m. (Attachments – Board Option)
2. Discussion/Board Option of letter from Christie King, President of The Villages RV Club requesting that the City of Wildwood recognize Alliance Coach in some way for sponsoring a picnic and showcasing their services for The Villages RV Club who believe that events such as this will bring more business to our community (Attachment – Board Option)
3. Approval requested for the Mayor to sign the Application for Revenue Sharing 2012-2013 State Fiscal Year (Attachment – Staff Recommends Approval)

4. **ADJOURN:**

~~~~~

CITY COMMISSION  
CITY OF WILDWOOD, FLORIDA  
SPECIAL CALLED MEETING  
CITY HALL COMMISSION CHAMBER  
MARCH 21, 2012 - 6:00 P.M.

The City Commission of the City of Wildwood Florida met in Special Called Session, March 21, 2012 at 6:00 p.m.

Present were: Mayor Wolf, Commissioners Bivins, Clark, Allen and Strickland. Also present were: Interim City Manager Jacobs, City Attorney Blair, Assistant City Clerk Roberts, Police Chief Reaser, Human Resource Coordinator Cox and AVT Law.

The meeting was called to Order by Mayor Wolf.

1. TIMED ITEMS AND PUBLIC HEARINGS
2. REPORTS AND PUBLIC INPUT  
No Special Input at the time:
  - a. City Manager
  - b. City Attorney
  - c. City Clerk
  - d. Commission Members
  - e. Public Forum (10 minute time limit)
  - f. Notes, Reports, and items for the file as attached
3. NEW BUSINESS – ACTION REQUIRED
  - a. MINUTES  
None
  - b. ORDINANCES FIRST READING ONLY (READ ONLY – NO VOTE)  
None
  - c. RESOLUTIONS FOR APPROVAL:  
None
  - d. APPOINTMENTS  
None
  - e. CONTRACTS AND AGREEMENTS  
None
  - f. FINANCIAL  
None
  - g. GENERAL ITEMS FOR CONSIDERATION
    - 1) CITY MANAGER INTERVIEWS:  
6:00 PM - Applicant Richard Gestrich

Mayor Wolf announced that Applicant Richard Gestrich had withdrawn. HRC Cox indicated he has taken a position in Pennsylvania.

A discussion of each applicant interviewed followed with each Commissioner ranking the three interviewed.

Commissioner Strickland noted he would consider two for the position. Mr. Cannon

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March 21, 2012

was able to accomplish will transfer well to the City of Wildwood. Thought he would be the best choice for the citizens and employees. Mr. Cottrell would be the second choice for a lot of reasons. The only hesitations have to do with his managerial style with employees and the handling of employee problems. Don't know that expecting everyone to hold a certain level of professionalism is the right answer to how would you handle a problem. If it came down to number three I would say start over. Mayor Wolf concurred on number three.

Commissioner Allen his two of the three would be Mr. Cottrell and Mr. Cannon. Liked the way Mr. Cottrell interviewed. Question mark with Mr. Cannon would be the possible "buy out" of his contract. Mr. DeCandis being his third choice.

Mayor Wolf noted Mr. Cannon would be his first choice and Mr. Cottrell his second. Mr. Cottrell interviewed well, but he had concerns about Mr. Cottrell's discussion of previous contracts. Mr. Cannon made the eye contact during his interview. Likes the fact that he came from a private sector then helped his father before moving into the City government. He seemed to be the better fit for what he sees as Wildwood and seems to be more of a blue collar type of person. Mr. Cannon would be first choice and I wouldn't negotiate too much on the \$15,000. He knows what the City offered and that problem could be his. We would decide on a salary and whoever it is we will negotiate with them. Probably need to start at lower end of the range and negotiate an increase for six months if everything works out.

Commissioner Bivins noted her selection would be Mr. Cannon first and Mr. Cottrell as second. If neither of those worked out, then go back to the drawing board. Likes that Mr. Cottrell does put everything in a contract, but concerned about his level of professionalism for us and feels he would have to tone it down a little. He could probably work into the City of Wildwood but had concerns about some of the things he said in dealing with employees. He was vague at times. Liked how Mr. Cannon interacted with the Commission and made eye contact. Felt his sincerity and desire to be part of the community, and think he presented that very well. Her concern is that if he is selected that he doesn't get in here and every one becomes his child and buddy. As to the \$15,000, that is his concern. Do not see Mr. DeCandis as a fit for Wildwood at all.

Commissioner Clark indicated Mr. Cannon would be his first choice and feels he would really get involved in the City if he is true to what was said during the interview. He would best fit the citizens of Wildwood. More laid back like the citizens of Wildwood but with the ability and experience of his past to handle situations. Mr. Cottrell would be the second choice, but looking at his work history has moved around quite a bit. Mayor Wolf noted his reason for leaving at least one position was change in the Commission.

General discussion included \$15,000 buyout, moving costs, auto allowance, salary and contract. Noted that Mr. Cannon's wife will be working to June 30, before her move to Florida. Mayor Wolf suggested not mentioning the \$15,000 when Mr. Cannon is contacted. Commissioner Strickland suggested offer of \$85,000 plus up to \$5,000 for moving.

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Commissioner Allen suggested that CA Blair contact and negotiate with Mr. Cannon. CA Blair to take her notes to draft a contract to include residency within the service area within six months.

Mayor Wolf requested that he contact Mr. Cannon and CA Blair then negotiate the contract based on discussion.

By Common Consent the Commission approved to make offer to Mr. Cannon as their first choice contingent upon being able to negotiate a contract with Mayor Wolf to contact Mr. Cannon on Thursday and request that Mr. Cannon contact City Attorney Blair to begin negotiation.

Commissioner Bivins – at the Martin Luther King Park the kids are playing ball until 10. She was told, but didn't check, that the sign says the park closes at 10. Knows the Commission said all parks closed from dusk to dawn, but the kids have been using the park and she has not heard of any problems. Asked if Commission could allow them to play basketball until 10. The lights are working at this time. Also with the kids in that area it keeps them out of the more congested area of Clark Park. This is not organized basketball.

PC Reeser noted the police department was called with a complaint about noise in the area and it was well passed dark. The officer went out and told them he would give them another hour. Previously the discussion was to have the parks closed dusk to dawn, but the question came up, then why have the lights. With MLK Park doesn't see why the kids couldn't play until 10. Commissioner Strickland noted that the dusk to dawn came up because of the park near Wildwood Townhomes. PC Reeser requested that the Parks & Recreation Coordinator check all the parks to designate what hours of operation and signs will be appropriate for each park.

Motion by Commissioner Bivins, second by Commissioner Strickland to amend the agenda to include Hours of parks. Motion carried by unanimous vote.

Motion by Commissioner Bivins, second by Commissioner Clark to approve extension of hours of operation at the MLK Park to 10 p.m. Motion carried by unanimous vote.

Mayor Wolf requested ICM Jacobs notify PRC Donovan that it is time to fertilize and need to get on fertilization program.

Mayor Wolf need to have a workshop regarding Developers having to pay sewer fees on construction water. ICM Jacobs indicated that was reversed. His understanding is that a Developer is wanting credit for previous payments made. Commissioner Clark asked if the moratorium was still on irrigation meters. Mayor Wolf noted that a workshop is needed with the new Utility Director. Need a workshop on the developers wanting to build on two lots instead of one and need to look at how that will be done. City should look at giving credit for moneys paid, if money will be owed back to developer at the end.

ICM Jacobs noted that the developer doesn't want to re-plat because of costs, but could possibly give credits, but not refunds.

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ICM Jacobs noted that USDA representative has indicated a Public Hearing for the new grant is needed and there must be a 10-day notice before the public hearing. Requested direction for special meeting.

PC Reeser noted that representative is concerned if Public Hearing isn't held until the next regular meeting on April 9. The beginning of April is when USDA allocates the money.

By Common Consent the Commission agreed to a special meeting on April 2 or 3 contingent upon advertisement being published on March 23.

Mayor Wolf noted information from Katie regarding agreement between the Villages and Lady Lake for the new town center in Spanish Springs. Need to bring it up with Mr. Lester and maybe they would fund the new officers for Brownwood. Noted call from DSD Peavy letting him know that the Villages have pulled a permit for a billboard saying Welcome to Brownwood. He suggested the Commission get a sign just east of that saying Welcome to Wildwood the home of Brownwood.

4. ADJOURN

Upon a motion by Commissioner Allen, second by Commissioner Bivins the meeting was adjourned.

S E A L

CITY COMMISSION  
CITY OF WILDWOOD, FLORIDA

ATTEST: \_\_\_\_\_  
Joseph Jacobs, City Clerk

\_\_\_\_\_  
Ed Wolf, Mayor

3. **NEW BUSINESS – ACTION REQUIRED**

c. **RESOLUTIONS FOR APPROVAL:**

1. Resolution No. R2012-\_\_\_ Appointing Board Members to the Wildwood Area Historical Board and allowing for the creation of the Wildwood Area Historical Association for membership

**(Hand Out at Meeting – Staff Recommends Approval)**

DRAFT

3.) NEW BUSINESS – ACTION REQUIRED  
e.) Contracts and Agreements -  
1.) Employment Contract Between Bill Ed Cannon and The City of Wildwood

**CITY MANAGER EMPLOYMENT CONTRACT  
BETWEEN BILL ED CANNON AND THE CITY OF WILDWOOD**

This employment agreement is entered into this \_\_\_ day of \_\_\_\_\_, 2012, by and between the City of Wildwood, State of Florida, a Florida Municipal Corporation (hereinafter “the City”), and Bill Ed Cannon (hereinafter “Cannon”, or “City Manager”).

WITNESSETH:

WHEREAS, the City Charter of the City of Wildwood provides for the position of City Manager; and,

WHEREAS, the City desires to employ the professional services of employee as City Manager of the City of Wildwood; and,

WHEREAS, it is the desire of the City to provide certain benefits, establish certain conditions of employment, and set working conditions for the City Manager; and,

WHEREAS, the City of Wildwood Charter provides for the duties of the City Manager; and,

WHEREAS, Cannon desires to accept employment as City Manager and assume responsibility for the duties of City Manager of the City of Wildwood.

NOW THEREFORE, the City, by and through its undersigned officer, and Cannon, for good and valuable consideration, enter into this employment contract and agree to be bound by the following conditions:

Section 1. Duties.

a. The City hereby agrees to employ Cannon as the City Manager of the City of Wildwood to perform the functions and duties specified in the Charter of the City of Wildwood and to perform such other legally permissible and proper duties and functions as the City Commission shall from time to time assign.

b. The City Manager shall report to the City Commission and shall perform his duties as City Manager under the direction of the City Commission and shall answer to the City Commission. The City Manager shall not act outside of the duties assigned to him by the City Commission and the Charter.

c. The City Manager shall provide to the City Commission any information about a potential department head that could affect the City public image.

Section 2. Term.

a. The initial term of this employment agreement shall be no later than April 24 2012, through September 30, 2013.

DRAFT

3.) NEW BUSINESS – ACTION REQUIRED

e.) Contracts and Agreements -

1.) Employment Contract Between Bill Ed Cannon and The City of Wildwood

b. Nothing in this agreement shall limit or prevent or otherwise interfere with the right of the City to terminate the services of Cannon at any time, subject only to the provisions set forth in Section 7 of this agreement.

c. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of Cannon to resign at any time from his position with the City subject only to the provisions set forth in Section 7 of this agreement.

d. If the City Commission determines it will not renew Cannon's contract after the annual evaluation is complete it shall provide Cannon with 60 days notice of said intent.

### Section 3. Suspension.

The City may suspend Cannon with full pay and benefits at any time during the term of this agreement, but only if:

- a. A majority of the Commission and Cannon agree; or,
- b. Following a public hearing, a majority of the Commission votes to suspend Cannon for just cause; provided, however, that Cannon shall have been given written notice setting forth any charges at least ten days prior to such hearing by the Commission members bringing such charges.

### Section 4. Compensation.

The salary for the City Manager shall be \$86,875.00, payable in equal bi-weekly installments or as otherwise designated by the City Commission. Cannon shall be entitled to receive such salary increases as the City Commission may approve based upon performance evaluations.

### Section 5. Performance Evaluation.

a. The City shall review and evaluate the performance of Cannon on an annual basis. Said review and evaluation shall be in accordance with specific criteria developed by the City. Said criteria may be amended as the City Commission may from time to time determine appropriate. The City Commission shall provide Cannon with a written summary statement of findings of the City Commission and provide an adequate opportunity for Cannon to discuss his evaluation with the City Commission. The City Manager evaluation shall be separate from and distinct from other City employees.

b. The performance evaluation shall be the sole basis for any salary increase and contract extension. The City Manager's salary amendments shall be independent of and not affected by any cost of living, performance or other increases or decreases in salaries of other City employees.

c. The performance evaluation for Cannon shall be finalized after input from Cannon on or before July 31 of each year. The evaluation shall contain a recommendation for modification of salary which shall be used to establish any changes to salary in the City Manager's next year's contract.

DRAFT

**Section 6. Employee Benefits.**

The City agrees that Cannon shall receive the following benefits:

a. Vacation and sick leave shall accrue for Cannon as provided for in the City of Wildwood Personnel Rules and Regulations.

b. Cannon will be provided with health insurance in accordance with the City's current group plan. If life, vision or dental insurance is provided for under the current policy for City employees, then Cannon shall be entitled to these coverages. Cannon shall be provided with the same life insurance provided to all City employees.

c. The City will provide any indemnification and bonding for Cannon required by his employment with the City.

d. Cannon will be enrolled in the Florida Retirement System. Cannon shall be entitled to retirement benefits consistent with the senior management status upon compliance with any state statutory requirements. Cannon understands that payment of any retirement benefits require vesting with the State and compliance with any state statutory requirements.

e. Cannon will be required to reside within the City or its service boundary within 30 days of starting his employment. This may be extended up to six months with Commission approval. The City will pay actual relocation costs incurred by Cannon for rental of a moving van and the cost of the fuel for moving to Florida.

f. It is recognized that Cannon must devote a great deal of time outside the normal office hours of business for the City, and to that end Cannon shall be allowed to establish an appropriate work schedule, provided Cannon works sufficient hours to perform his duties hereunder satisfactorily. It is recognized that the City Manager will normally schedule his work during times City Hall is open, but at times the City Manager may take time off during the hours City Hall is open when the City Manager has late meetings or other work which causes him to work late.

**g. Professional Development.**

(1) The City hereby agrees to budget for and to pay for reasonable travel and subsistence expenses of Cannon for professional and official travel to continue the professional development of Cannon and to adequately pursue necessary official functions for the City, including but not limited to the FCCMA Annual Conference and other national, regional, state, and local governmental groups and committees.

(2) The City also agrees to budget and pay for reasonable travel and subsistence expenses of Cannon for short courses, institutes,

DRAFT

3.) NEW BUSINESS - ACTION REQUIRED  
e.) Contracts and Agreements -  
1.) Employment Contract Between Bill Ed Cannon and The City of Wildwood

continuing education requirements, and seminars that are necessary for his professional development.

- (3) Should Cannon be entitled to be licensed as a professional engineer in Florida in reciprocity of his current Kentucky license, the City will budget for and pay the cost of any annual professional engineer continuing education requirements.

- h. Vehicle Allowance.

- (1) Cannon shall be paid \$500.00 per month on the first day of the month as an allowance for his use of his personal vehicle. This allowance shall be paid in lieu of any mileage reimbursement.

- i. Cannon shall be provided with a cell phone for City use.

**Section 7. Termination and Severance Pay.**

a. In the event Cannon is terminated by the Commission, without cause, Cannon shall be paid a lump sum cash payment equal to three (3) months aggregate salary and an amount that will allow purchase of COBRA health insurance for six months from the date of termination. The payment of the severance pay and anticipated health insurance cost set forth in this section by the City shall discharge the City from any and all other obligations under this agreement.

b. Notwithstanding any provision to the contrary, Cannon may be terminated at any time for cause by a majority of the entire City Commission. For purposes of this agreement, "cause" shall include, but not be limited to:

- i. The failure or refusal of Cannon to comply with the lawful and reasonable practices, standards, and/or directives of the City which from time to time may be established by the City Commission.
- ii. Cannon is found guilty of unprofessional or unethical conduct by any board, institution, organization, or professional society having legal jurisdiction to pass upon the conduct of Cannon.
- iii. Cannon violates the Drug Free Workplace requirement of the Employee Manual.
- iv. Cannon engages in a proven act of dishonesty involving the City's funds or property or commits a felony or commits a misdemeanor involving theft, embezzlement, or crime of moral turpitude.

DRAFT

3.) NEW BUSINESS – ACTION REQUIRED  
e.) Contracts and Agreements -  
1.) Employment Contract Between Bill Ed Cannon and The City of Wildwood

c. In the event Cannon is terminated for cause, the City shall have no obligation to pay severance pay to Cannon, and Cannon shall be entitled only to his accrued benefits under the City’s personnel policy.

d. In the event Cannon voluntarily resigns his position with the City, then Cannon shall give the City sixty (60) days’ notice in advance unless the parties otherwise agree. No severance pay or health benefits shall be payable to or on behalf of Cannon upon voluntary resignation.

Section 8. Payment to the City of Covington.

a. The City will pay \$5,000.00 to the City of Covington to release Cannon from his contract with Covington.

- b. In the event Cannon is discharged for cause or resigns:
  - i. within the first year of his employment, he shall be required to reimburse the City \$5,000.00.
  - ii. within the second year of his employment, he shall be required to reimburse the City \$2,500.00

c. In the event the City of Covington does not require the entire \$15,000.00, the City Commission may consider increasing Cannon’s starting salary.

EFFECTIVE DATE of this Contract is \_\_\_\_\_.

IN WITNESS WHEREOF, the parties have set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Bill Ed Cannon  
CITY OF WILDWOOD, FLORIDA

ATTEST: \_\_\_\_\_  
Joseph Jacobs, City Clerk

\_\_\_\_\_  
Ed Wolf, Mayor

\_\_\_\_\_  
Jerri A. Blair, City Attorney

**BILLS FOR APPROVAL**  
**City of Wildwood, Florida**  
**April 23, 2012**

|                                                                 |
|-----------------------------------------------------------------|
| 3. NEW BUSINESS – ACTION REQUIRED<br>f. (1.) Bills for Approval |
|-----------------------------------------------------------------|

**CITY COMMISSION-LEGISLATIVE DEPARTMENT**

|   |               |                                       |    |          |
|---|---------------|---------------------------------------|----|----------|
| 1 | Payroll       | April 8, 2012 Pay Period - 5 Employee | \$ | 3,029.18 |
| 2 | Sprint-Nextel | Cell Phone Service                    | \$ | 125.32   |

**CITY MANAGER-EXECUTIVE DEPARTMENT**

|   |                             |                                       |    |          |
|---|-----------------------------|---------------------------------------|----|----------|
| 3 | Payroll                     | April 8, 2012 Pay Period - 1 Employee | \$ | 2,124.43 |
| 4 | Ernie Morris Enterprise Inc | Office Supplies                       | \$ | 87.20    |
| 5 | Sprint-Nextel               | Cell Phone Service                    | \$ | 25.31    |

**CITY CLERK-FINANCIAL & ADMINISTRATIVE DEPARTMENT**

|    |                                     |                                                  |    |           |
|----|-------------------------------------|--------------------------------------------------|----|-----------|
| 6  | Payroll                             | April 8, 2012 Pay Period - 4 Employee            | \$ | 10,465.98 |
| 7  | Carr Riggs & Ingram                 | Final Progress Bill for 2011 Audit               | \$ | 3,500.00  |
| 8  | Century Link                        | Telephone Service                                | \$ | 40.95     |
| 9  | Dart Electronics, Inc.              | Fire Alarm Monitoring                            | \$ | 37.43     |
| 10 | Ernie Morris Enterprise Inc         | Office Supplies                                  | \$ | 82.50     |
| 11 | Office Depot                        | Office Supplies                                  | \$ | 39.27     |
| 12 | Progress Energy                     | Electric Service                                 | \$ | 170.83    |
| 13 | Sprint-Nextel                       | Cell Phone Service                               | \$ | 25.31     |
| 14 | Staples                             | Office Supplies                                  | \$ | 59.99     |
| 15 | Terminix                            | Monthly Pest Control Contract                    | \$ | 87.50     |
| 16 | The Daily Commercial                | Ads                                              | \$ | 53.03     |
| 17 | Villages Technology Solutions Group | Technical Support - All General Fund Departments | \$ | 538.75    |

**DEVELOPMENT SERVICES**

|    |                      |                                       |    |          |
|----|----------------------|---------------------------------------|----|----------|
| 18 | Payroll              | April 8, 2012 Pay Period - 4 Employee | \$ | 8,710.18 |
| 19 | Sprint-Nextel        | Cell Phone Service                    | \$ | 25.31    |
| 20 | The Daily Commercial | Ads                                   | \$ | 1,251.13 |

**HUMAN RESOURCES**

|    |                             |                                       |    |          |
|----|-----------------------------|---------------------------------------|----|----------|
| 21 | Payroll                     | April 8, 2012 Pay Period - 1 Employee | \$ | 1,999.37 |
| 22 | Ernie Morris Enterprise Inc | Office Supplies                       | \$ | 58.67    |
| 23 | Office Depot                | Office Supplies                       | \$ | 467.60   |

**POLICE DEPARTMENT**

|    |                                    |                                                    |    |           |
|----|------------------------------------|----------------------------------------------------|----|-----------|
| 24 | Payroll                            | April 8, 2012 Pay Period - 28 Employee             | \$ | 54,513.95 |
| 25 | Advanced Auto Parts                | Head Lamp Assembly                                 | \$ | 136.09    |
| 26 | BS Auto Salvage                    | Fuel Panel Cover                                   | \$ | 10.00     |
| 27 | CarQuest Auto Parts                | Idler Arm Assm, Ball Joints, Tie Rods, Brake Rotor | \$ | 1,060.84  |
| 28 | Central Hydraulics Hose & Acc.,Inc | Fuel Hose Assy                                     | \$ | 40.28     |
| 29 | Century Link                       | Telephone Service                                  | \$ | 568.00    |
| 30 | DGG Taser                          | Tasers, Battery, Holsters                          | \$ | 1,777.85  |
| 31 | Ernie Morris Enterprise Inc        | Office Supplies                                    | \$ | 177.45    |
| 32 | Hewlett-Packard Company            | Printer Cables                                     | \$ | 312.00    |
| 33 | J C Wrecker Service                | Towing Charges                                     | \$ | 125.00    |
| 34 | Lake Sumter Air Conditioning       | Cleaned and Added Freon                            | \$ | 192.50    |
| 35 | Lou's Police Distributors          | Ammo                                               | \$ | 566.50    |
| 36 | Merritt Department Stores          | Shirts, Stripes                                    | \$ | 292.93    |
| 37 | Nordic Sport                       | 2 UMC 40, 2 Rizton 40                              | \$ | 98.00     |
| 38 | Progress Energy                    | Electric Service                                   | \$ | 1,100.72  |
| 39 | Sprint-Nextel                      | Cell Phone Service                                 | \$ | 233.48    |
| 40 | Terminix                           | Monthly Pest Control Contract                      | \$ | 25.00     |

|    |                      |           |    |        |
|----|----------------------|-----------|----|--------|
| 41 | The Daily Commercial | Ads       | \$ | 185.16 |
| 42 | UPS                  | Postage   | \$ | 10.23  |
| 43 | Verizon Wireless     | Broadband | \$ | 200.05 |

**STREET DEPARTMENT**

|    |                                    |                                        |    |           |
|----|------------------------------------|----------------------------------------|----|-----------|
| 44 | Payroll                            | April 8, 2012 Pay Period - 10 Employee | \$ | 17,566.49 |
| 45 | CarQuest Auto Parts                | Wiper Blades, Fittings, Gas Cap        | \$ | 16.17     |
| 46 | Cason & Gaskins TV Inc             | Phone Holster                          | \$ | 24.99     |
| 47 | Central Hydraulics Hose & Acc.,Inc | Hose Assy, Fuel Hose Assy.             | \$ | 78.73     |
| 48 | C.R. 466A Landfill Facility, LLC   | Tipping Fee                            | \$ | 174.99    |
| 49 | C.W. Barricades Inc.               | Traffic Barricades                     | \$ | 133.50    |
| 50 | Leesburg Rent-All                  | Riding Roller                          | \$ | 93.00     |
| 51 | Progress Energy                    | Electric Service                       | \$ | 4,786.19  |
| 52 | Salescorp of Florida               | Gatorade                               | \$ | 128.00    |
| 53 | Sprint-Nextel                      | Cell Phone Service                     | \$ | 107.21    |
| 54 | Sumter Electric                    | Electric Service                       | \$ | 177.87    |
| 55 | Terminix                           | Monthly Pest Control Contract          | \$ | 12.50     |

**FLEET SERVICES**

|    |                                    |                                                 |    |          |
|----|------------------------------------|-------------------------------------------------|----|----------|
| 56 | Payroll                            | April 8, 2012 Pay Period - 2 Employee           | \$ | 4,938.49 |
| 57 | Advanced Auto Parts                | Wiper Blades, Starter Fluid                     | \$ | 33.91    |
| 58 | CarQuest Auto Parts                | Blower Motor Resistor, Oil Filter, Terminal Pak | \$ | 18.75    |
| 59 | Central Hydraulics Hose & Acc.,Inc | Fuel Hose Assy                                  | \$ | 2.18     |
| 60 | Newsom Oil Company                 | Kendal Oil                                      | \$ | 501.05   |
| 61 | Progress Energy                    | Electric Service                                | \$ | 81.36    |
| 62 | Sprint-Nextel                      | Cell Phone Service                              | \$ | 50.62    |
| 63 | Terminix                           | Monthly Pest Control Contract                   | \$ | 12.50    |

**COMMUNITY RE-DEVELOPMENT**

|    |               |                                       |    |          |
|----|---------------|---------------------------------------|----|----------|
| 64 | Payroll       | April 8, 2012 Pay Period - 1 Employee | \$ | 2,494.71 |
| 65 | Sprint-Nextel | Cell Phone Service                    | \$ | 25.31    |

**PARKS AND RECREATION**

|    |                                    |                                                      |    |          |
|----|------------------------------------|------------------------------------------------------|----|----------|
| 66 | Payroll                            | April 8, 2012 Pay Period - 6 Employee                | \$ | 7,674.37 |
| 67 | Advanced Auto Parts                | Bucket, Wash/Wax, Towels, Trim Restore, Etc.         | \$ | 40.15    |
| 68 | CarQuest Auto Parts                | Loaded Ball Mount, Oil Filter, Bearings, Fuel Filter | \$ | 76.59    |
| 69 | Carr Riggs & Ingram                | Final Progress Bill for 2011 Audit                   | \$ | 3,500.00 |
| 70 | Central Hydraulics Hose & Acc.,Inc | Fuel Hose Assy                                       | \$ | 5.44     |
| 71 | Century Link                       | Telephone Service                                    | \$ | 35.99    |
| 72 | Discount Janitorial                | Paper Products                                       | \$ | 167.92   |
| 73 | Jenny Donovan                      | Walmart Reimbursement Easter 2012                    | \$ | 228.15   |
| 74 | Richard Edwards                    | Referee for Youth Basketball                         | \$ | 90.00    |
| 75 | Brian Haugabrook                   | Referee for Youth Basketball                         | \$ | 60.00    |
| 76 | Landscape Structures               | Cap Screws, Cable Cover, Cable, Etc.                 | \$ | 29.32    |
| 77 | Dewaine Lyals                      | Referee for Youth Basketball                         | \$ | 135.00   |
| 78 | Nicholas McCray                    | Referee for Youth Basketball                         | \$ | 210.00   |
| 79 | Progress Energy                    | Electric Service                                     | \$ | 392.63   |
| 80 | Sprint-Nextel                      | Cell Phone Service                                   | \$ | 101.24   |
| 81 | Sumter Electric                    | Electric Service                                     | \$ | 265.94   |
| 82 | Sumter Professional Center         | Rental                                               | \$ | 626.64   |
| 83 | T & D Waste Services, Inc.         | Port O Let Rentals                                   | \$ | 410.00   |
| 84 | Walmart                            | Bikes - Easter 2012                                  | \$ | 236.91   |
| 85 | Jeremy Weaver                      | Referee for Youth Basketball                         | \$ | 210.00   |

**COMMUNITY CENTER & OXFORD COMMUNITY CENTER**

|    |                                    |                                           |    |          |
|----|------------------------------------|-------------------------------------------|----|----------|
| 86 | Central Hydraulics Hose & Acc.,Inc | Fuel Hose Assy                            | \$ | 2.18     |
| 87 | Discount Janitorial                | Paper Products                            | \$ | 59.36    |
| 88 | Mowery Elevator Co of Fla. Inc     | Provide Initial Inspection                | \$ | 1,400.00 |
| 89 | Siemens                            | Checked Alarm System Needs to be Replaced | \$ | 580.00   |
| 90 | Sumter Electric                    | Electric Service                          | \$ | 1,159.21 |
| 91 | Terminix                           | Monthly Pest Control Contract             |    |          |

**PHYSICAL ENVIRONMENT ADMINISTRATIVE DEPARTMENT**

|    |                                     |                                                     |    |          |
|----|-------------------------------------|-----------------------------------------------------|----|----------|
| 92 | Payroll                             | April 8, 2012 Pay Period - 3 Employee               | \$ | 5,031.68 |
| 93 | Dart Electronics, Inc.              | Fire Alarm Monitoring                               | \$ | 37.42    |
| 94 | Ernie Morris Enterprise Inc         | Office Supplies                                     | \$ | 82.59    |
| 95 | Office Depot                        | Office Supplies                                     | \$ | 252.62   |
| 96 | Postmaster                          | Utility Billing Postage                             | \$ | 175.00   |
| 97 | Terminix                            | Monthly Pest Control Contract                       | \$ | 12.50    |
| 98 | Villages Technology Solutions Group | Technical Support - All Enterprise Fund Departments | \$ | 538.75   |

**WATER DEPARTMENT**

|     |                                    |                                                       |    |           |
|-----|------------------------------------|-------------------------------------------------------|----|-----------|
| 99  | Payroll                            | April 8, 2012 Pay Period - 9 Employee                 | \$ | 15,058.95 |
| 100 | Brenntag                           | Liquid Chlorine                                       | \$ | 983.56    |
| 101 | CarQuest Auto Parts                | Bearing, Fuel Filter, Brake Pads Semi, Etc            | \$ | 51.81     |
| 102 | Central Hydraulics Hose & Acc.,Inc | Fuel Hose Assy                                        | \$ | 8.71      |
| 103 | Discount Janitorial                | Paper Products                                        | \$ | 97.00     |
| 104 | Ernie Morris Enterprise Inc        | Office Supplies                                       | \$ | 53.22     |
| 105 | HD Supply WaterWorks               | 10 MJ Reg Acc Set                                     | \$ | 26.00     |
| 106 | Bruce Phillips                     | Personal Vehicle Use                                  | \$ | 102.12    |
| 107 | Plant Technicians                  | Environmental Testing                                 | \$ | 585.00    |
| 108 | Progress Energy                    | Electric Service                                      | \$ | 14,272.72 |
| 109 | Sprint-Nextel                      | Cell Phone Service                                    | \$ | 126.55    |
| 110 | Sumter Electric                    | Electric Service                                      | \$ | 5,866.44  |
| 111 | Sunshine State One Call of Florida | Locators for Month of March 2012                      | \$ | 261.38    |
| 112 | Sunstate Meter & Supply Inc        | Teflon Tape, Meters, Pipe Lube, Bushings, PVC, Etc    | \$ | 3,768.04  |
| 113 | Terminix                           | Monthly Pest Control Contract                         | \$ | 25.00     |
| 114 | The Daily Commercial               | Ads                                                   | \$ | 31.44     |
| 115 | The Dumont Company, Inc            | Clear Flow Corrosion Inhibitor                        | \$ | 1,124.00  |
| 116 | USA BlueBook                       | Universal Chart Pens, Circular Chart Paper,Pking Tool | \$ | 370.40    |
| 117 | Verizon Wireless                   | Broadband                                             | \$ | 40.01     |

**WASTEWATER DEPARTMENT**

|     |                                    |                                                        |    |           |
|-----|------------------------------------|--------------------------------------------------------|----|-----------|
| 118 | Payroll                            | April 8, 2012 Pay Period - 11 Employee                 | \$ | 23,129.71 |
| 119 | Campbell's Gate Service, Inc.      | Photo Cell Reflective                                  | \$ | 202.50    |
| 120 | CarQuest Auto Parts                | Fuel Filter,Radiator,Bearing, Wiper Blades, Spark Plug | \$ | 349.55    |
| 121 | C & C Peat Co., Inc.               | Wastewater Treatment - Dewatered Bio-Solids            | \$ | 3,480.00  |
| 122 | Central Hydraulics Hose & Acc.,Inc | Fuel Hose Assy                                         | \$ | 11.97     |
| 123 | Century Link                       | Telephone Service                                      | \$ | 110.94    |
| 124 | Discount Janitorial                | Paper Products                                         | \$ | 257.20    |
| 125 | Ernie Morris Enterprise Inc        | Office Supplies                                        | \$ | 179.70    |
| 126 | FL Dept of Health Bureau of Lab    | Environmental Testing Laboratory Renewal               | \$ | 1,000.00  |
| 127 | HACH                               | Tryptose Broth, Bod Std Dilution, Green Tubes, Etc     | \$ | 900.10    |
| 128 | HD Supply Waterworks               | PVC Ball Valves                                        | \$ | 45.60     |
| 129 | Hi-Line Inc.                       | Connector, Assorted drill Bits                         | \$ | 190.39    |
| 130 | Hydra Service, Inc.                | Brackets, Pickup Pump, Start Kits, Etc.                | \$ | 3,428.25  |
| 131 | Kevin Mathews Medical Services     | First Aid & Safety Products                            | \$ | 101.00    |
| 132 | Odyssey Manufacturing              | Hypochlorite Solution                                  | \$ | 2,430.36  |
| 133 | Progress Energy                    | Electric Service                                       | \$ | 995.57    |

|     |                                    |                                             |    |        |
|-----|------------------------------------|---------------------------------------------|----|--------|
| 134 | Alice Scheidler                    | Personal Vehicle Use                        | \$ | 69.04  |
| 135 | Sprint-Nextel                      | Cell Phone Service                          | \$ | 126.55 |
| 136 | Sumter Electric                    | Electric Service                            | \$ | 673.00 |
| 137 | Sunshine State One Call of Florida | Locators for Month of March 2012            | \$ | 261.39 |
| 138 | Terminix                           | Monthly Pest Control Contract               | \$ | 25.00  |
| 139 | Test America                       | Environmental Testing                       | \$ | 84.00  |
| 140 | The Daily Commercial               | Ads                                         | \$ | 31.44  |
| 141 | UPS                                | Postage                                     | \$ | 15.57  |
| 142 | USA BlueBook                       | Zero Oxygen, Flashlight, Marking Post, Etc. | \$ | 478.12 |

**GREENWOOD CEMETERY**

|     |                 |                  |    |       |
|-----|-----------------|------------------|----|-------|
| 143 | Progress Energy | Electric Service | \$ | 12.95 |
|-----|-----------------|------------------|----|-------|

**ATTORNEYS/CONSULTANTS/SURVEYORS**

**FUEL INVENTORY**

|     |                                |                         |    |           |
|-----|--------------------------------|-------------------------|----|-----------|
| 144 | Stone Petroleum Products, Inc. | Unleaded Gasoline       | \$ | 11,642.89 |
| 145 | Stone Petroleum Products, Inc. | Ultra Low Sulfur Diesel | \$ | 3,311.41  |

---

|              |  |  |  |                      |
|--------------|--|--|--|----------------------|
| <b>TOTAL</b> |  |  |  | <b>\$ 246,313.94</b> |
|--------------|--|--|--|----------------------|

---

CITY COMMISSION  
CITY OF WILDWOOD, FLORIDA

S E A L

ATTEST: \_\_\_\_\_  
Joseph Jacobs, City Clerk

\_\_\_\_\_  
Ed Wolf, Mayor

# City of Wildwood, Florida

100 N. Main Street  
Wildwood, Florida 34785

|                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3. NEW BUSINESS - ACTION REQUIRED</b><br>f.) FINANCIAL (2.) CSX Utility Crossing Casing Extensions Project bid results and recommendation to accept low bid of Hughes Brothers Construction, Inc. for \$159,836.25 and authorization for Mayor Wolf to execute Agreement with Hughes Bros. Construction, Inc.; Notice of Intent to Award, and Notice to Proceed documents |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

TO: Mayor/Commissioners

FROM: David Grimm, Projects Planner/Coordinator

RE: CSX Utility Crossing Project - Bid/Contract

DATE: April 23, 2012

Due to the construction of the CSX 'S-line' through the City of Wildwood, the City is required to extend utility casings at two crossing locations. One crossing is a 16" reuse main and the other is an 8" water main.

Kimley-Horn designed the project and on March 29, 2012 the City of Wildwood publically advertised for bids to construct the "CSX Utility Casing Extensions". A pre-bid conference was held on April 9, 2012 and the bids were opened at 2:00 pm on April 18, 2012.

The City received 2 bids and the results are as follows:

- |                                       |              |
|---------------------------------------|--------------|
| 1. Hughes Brothers Construction, Inc. | \$159,836.25 |
| 2. T. B. Landmark Construction, Inc.  | \$169,470.00 |

After review by myself and Rick Busche of Kimley-Horn, Hughes Brothers Construction is confirmed to be the lowest responsible bidder.

Staff recommends accepting the low bid of Hughes Brothers Construction in the amount of \$159,836.25.

**ARTICLE 6.** The OWNER will pay to the CONTRACTOR, in the manner and at such times as set forth in the General Conditions, such amounts as required by the CONTRACT DOCUMENTS less a 10% retainage or payable upon final inspection. All payments by the OWNER shall be made in lawful monies of the United States to:           Hughes Brothers Construction, Inc.          .

**ARTICLE 7. CONTRACTOR'S REPRESENTATIONS.** To induce OWNER to enter into this Agreement CONTRACTOR makes the following representation.

- 7.1 CONTRACTOR has examined and carefully studied the Contract Documents (including the Addenda listed in Article 5) and the other related data identified in the Bidding Documents including "technical data".
- 7.2 CONTRACTOR has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance or furnishing of the Work.
- 7.3 CONTRACTOR is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.
- 7.4 CONTRACTOR has carefully studied all reports of explorations and tests of subsurface conditions at or contiguous to the site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (except Underground Facilities) which have been identified in the Supplementary Conditions as provided in paragraph 4.02 of the General Conditions. CONTRACTOR accepts the determination set forth in paragraph SC-4.02 of the Supplementary Conditions of the extent of "technical data" contained in such reports and drawings upon which CONTRACTOR is entitled to rely as provided in paragraph 4.02 of the General Conditions. CONTRACTOR acknowledges that such reports and drawings are not Contract Documents and may not be complete for CONTRACTOR's purposes. CONTRACTOR acknowledges that OWNER and ENGINEER do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Contract Documents with respect to Underground Facilities at or contiguous to the site. CONTRACTOR has obtained and carefully studied (or assumes responsibility for having done so) all such additional supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance or furnishing of Work or which related to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by CONTRACTOR and safety precautions and programs incident thereto. CONTRACTOR does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the performance and furnishing of the Work at the Contract Price, within the Contract Times and in accordance with the other terms and conditions of the Contract Documents.
- 7.5 CONTRACTOR is aware of the general nature of work to be performed by OWNER and others at the site that relates to the Work as indicated in the Contract Documents.
- 7.6 CONTRACTOR has correlated the information known to CONTRACTOR, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents and all additional examinations, investigations, explorations, tests, studies and data with the Contract Documents.

7.7 CONTRACTOR has given ENGINEER written notice of all conflicts, errors, ambiguities or discrepancies that CONTRACTOR has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

7.8 Conflicts within the contract documents shall be brought to the attention of the ENGINEER and resolution shall be at the discretion of and at no cost to the OWNER.

**ARTICLE 8.** This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in four (4) copies, each of which shall be deemed an original on the date first written above.

CITY OF WILDWOOD, FLORIDA

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

(SEAL)

Name: Edward Wolf  
(Please Print or Type)

Title: Mayor

ATTEST:

\_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print or Type)

Title: \_\_\_\_\_

CONTRACTOR:

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

(SEAL)

Name: Chad Hughes  
(Please Print or Type)

Title: President

ATTEST:

\_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print or Type)

Title: \_\_\_\_\_

**END OF SECTION**

**SECTION 00841 – NOTICE OF INTENT TO AWARD**

To Hughes Brothers Construction, Inc  
CONTRACTOR

2236 CR 243E  
ADDRESS

Wildwood Florida  
CITY STATE

34785  
ZIP

PROJECT: CSX Utility Casing Extensions

The Owner has considered the Bid submitted by you for the above described work in response to its Invitation to Bid dated April 18, 2012.

You are hereby notified that your Bid has been accepted for items in the amount of \$ 159,836.25.

You are required to execute the Agreement and furnish the required Contractor’s Performance and Payment Bond and Certificates of Insurance within fourteen (14) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish bonds within ten (10) days from the date of this Notice, said Owner will be entitled to consider all your rights arising out of the Owner’s acceptance of your Bid as abandoned and void.

You are required to return an acknowledged copy of the Notice of Intent to Award, executed Agreement, Bonds, and Insurance Certificates to Richard V. Busche at Kimley-Horn and Associates, Inc. 1823 SE Fort King Street, Suite 200, Ocala, Florida 34471.

Dated this 25<sup>th</sup> day of April, 2012.

OWNER: City of Wildwood

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

**ACCEPTANCE OF NOTICE**

Receipt of the above Notice of Award is hereby acknowledged by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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

**END OF SECTION**

3. NEW BUSINESS – ACTION REQUIRED (1) FINANCIAL (2) CSX Utility Casing Extensions Project bid results and recommendation to accept low bid of Hughes Brothers Construction, Inc. for \$159,836.25 and authorization for Mayor Wolf to execute Agreement with Hughes Bros. Construction, Inc.; Notice of Intent to Award, and Notice to Proceed documents

**Notice to Proceed**

Date: April 23, 2012

3. NEW BUSINESS – ACTION REQUIRED (1) FINANCIAL (2) CSX Utility Casing Extensions Project bid results and recommendation to accept low bid of Hughes Brothers Construction, Inc. for \$159,836.25 and authorization for Mayor Wolf to execute Agreement with Hughes Bros. Construction, Inc.; Notice of Intent to Award, and Notice to Proceed documents

|                                                |                                   |
|------------------------------------------------|-----------------------------------|
| Project: CSX Utility Casing Extensions         |                                   |
| Owner: City of Wildwood                        | Owner's Contract No.: 142173077   |
| Contract: CSX Utility Casing Extensions        | Engineer's Project No.: 142173077 |
| Contractor: Hughes Brothers Construction, Inc. |                                   |
| Contractor's Address: 2236 CR 243 E            |                                   |
| Wildwood, Florida 34785                        |                                   |

You are notified that the Contract Times under the above Contract will commence to run on **April 25, 2012**. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS within fourteen (14) calendar days after the date of the NOTICE TO PROCEED and will complete the same within forty-five (45) **consecutive** days from the date of the Notice to Proceed, with an additional fifteen (15) consecutive calendar days to achieve Final Completion. The CONTRACTOR further agrees to pay as liquidated damages the sum of Five-Hundred and 00/100 Dollars (\$500.00) per consecutive calendar day beyond the date of completion.

Hughes Brothers Construction, Inc.

---

Given by:

---

Authorized Signature

---

Title

---

Date

---

City of Wildwood

---

Owner

---

Given by:

---

Authorized Signature

---

Title

---

Date

---

**END OF SECTION**

## SECTION 00500 – AGREEMENT

**THIS AGREEMENT**, made this 23rd day of April 2012 by and between the City of Wildwood, Florida, hereinafter called the “OWNER”, and Hughes Brothers Construction, Inc., doing business as a corporation, hereinafter called “CONTRACTOR”.

**WITNESSETH:** That for and in consideration of the payments and agreements hereinafter mentioned:

**ARTICLE 1.** The CONTRACTOR will commence and complete the construction of the **CSX Utility Casing Extensions**.

**ARTICLE 2.** The CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor, and other services necessary for the construction and completion of the PROJECT described herein.

**ARTICLE 3.** The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS within fourteen (14) calendar days after the date of the NOTICE TO PROCEED and will complete the same within forty-five (45) consecutive calendar days from the date of the Notice to Proceed, with an additional fifteen (15) consecutive calendar days to achieve Final Completion. The CONTRACTOR further agrees to pay as liquidated damages the sum of Five-Hundred and 00/100 Dollars (\$500.00) per consecutive calendar day beyond the date of completion.

**ARTICLE 4.** The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of One Hundred Fifty-Nine Thousand, Eight Hundred and Thirty-Six and 25/100 DOLLARS (\$ 159,836.25 )

**ARTICLE 5.** The term “CONTRACT DOCUMENTS” means and includes the following:

- Certification Page
- List of Drawings
- Invitation to Bid
- Instructions to Bidder
- Bid Form
- Public Entity Crimes Statement
- Drug Free Workplace Form
- Agreement
- Performance and Payment Bond
- Minimum Insurance Requirements
- RPL Insurance Specifications
- Standard General Conditions of the Construction Contract, EJCDC C-700 (2007 Edition)
- Supplemental Conditions
- Special Provisions
- Material and Equipment
- Contract Closeout
- Boring & Jacking Operations
- CSX Transportation Design and Construction Standard Specifications

**DRAWINGS:** As prepared by Kimley-Horn and Associates, Inc. (See Section 00004 – List of Drawings)

# City of Wildwood, Florida

100 N. Main Street  
Wildwood, Florida 34785

TO: Mayor/Commissioners  
FROM: David Grimm, Projects Planner/Coordinator  
RE: CSX Utility Crossing Project – Change Order No. 1  
DATE: April 23, 2012

In discussions with Kimley-Horn and CSX Project Manager Victor Arceneaux, it was determined that an expensive line item could be eliminated from the project design.

Because the utility casing extensions will be completed prior to the new rail construction, CSX has allowed the City to delete the 'Pile Shoring' requirement resulting in a credit of \$58,340.00.

|                                                  |              |
|--------------------------------------------------|--------------|
| Original contract:                               | \$159,836.25 |
| Change Order No. 1:                              | -58,340.00   |
| Contract Price Incorporating Change Order No. 1: | \$101,496.25 |

Staff recommends accepting Change Order No. 1

# Change Order

No. 1

Date of Issuance: 04/23/2012

Effective Date: 04/23/2012

|                                          |                         |                                   |
|------------------------------------------|-------------------------|-----------------------------------|
| Project: CSX Utility Casing Extensions   | Owner: City of Wildwood | Owner's Contract No.:             |
| Contract: CSX Utility Casing Extensions  |                         | Date of Contract:                 |
| Contractor: Hughes Brothers Construction |                         | Engineer's Project No.: 142173077 |

**The Contract Documents are modified as follows upon execution of this Change Order:**

**Description:**

Change Order No. 1 to include changes in contract price. Adjustment of Pay Item No. 4 to remove steel sheet. Pile shoring requirement.

**Attachments (list documents supporting change):**

CSX drawings approved 04/19/2012.

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Price:

**\$ 159,836.25**

[Increase] [~~Decrease~~] from previously approved Change Orders No. 0 to No. 0:

**\$ 0.00**

Contract Price prior to this Change Order:

**\$ 159,836.25**

[Increase] [~~Decrease~~] of this Change Order:

**\$ 58,340.00**

Contract Price incorporating this Change Order:

**\$ 101,496.25**

Original Contract Times:  Working days  Calendar days

Substantial completion (days or date): **45 Days**

Ready for final payment (days or date): **60 Days**

[Increase] [~~Decrease~~] from previously approved Change Orders No. 0 to No. 0:

Substantial completion (days or date): **0 Days**

Ready for final payment (days or date): **0 Days**

Contract Times prior to this Change Order:

Substantial completion (days or date): **45 Days**

Ready for final payment (days or date): **60 Days**

[Increase] [~~Decrease~~] of this Change Order:

Substantial completion (days or date): **0 Days**

Ready for final payment (days or date): **0 Days**

Contract Times with all approved Change Orders:

Substantial completion (days or date): **45 Days**

Ready for final payment (days or date): **60 Days**

**RECOMMENDED:**

By: [Signature]  
Engineer (Authorized Signature)

Date: 04/23/2012

**ACCEPTED:**

By: \_\_\_\_\_  
Owner (Authorized Signature)

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

**ACCEPTED:**

By: [Signature]  
Contractor (Authorized Signature)

Date: 4-23-2012

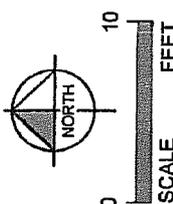
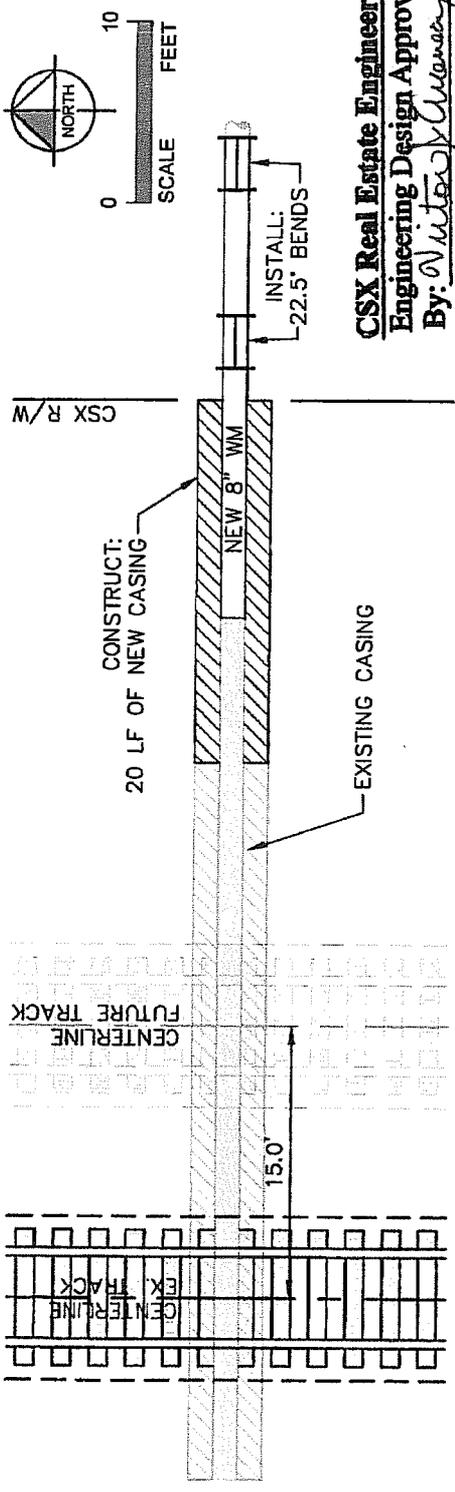
3. NEW BUSINESS - ACTION REQUIRED (1) FINANCIAL (2) Change Order No. 1 for the CSX Utility Crossing Casing Extensions Project; CREDIT of \$58,340.00 removing 'Pile Shoring' line item from CSX contract and approved by CSX to do so since this project will be completed prior to the new rail construction

Kimley-Horn and Associates, Inc.  
 2012 KIMLEY-HORN AND ASSOCIATES, INC.  
 1823 SE FORT KING STREET, SUITE 200, OCALA, FL 34471  
 PHONE: 352-436-3500  
 www.kimley-horn.com CA 00008595

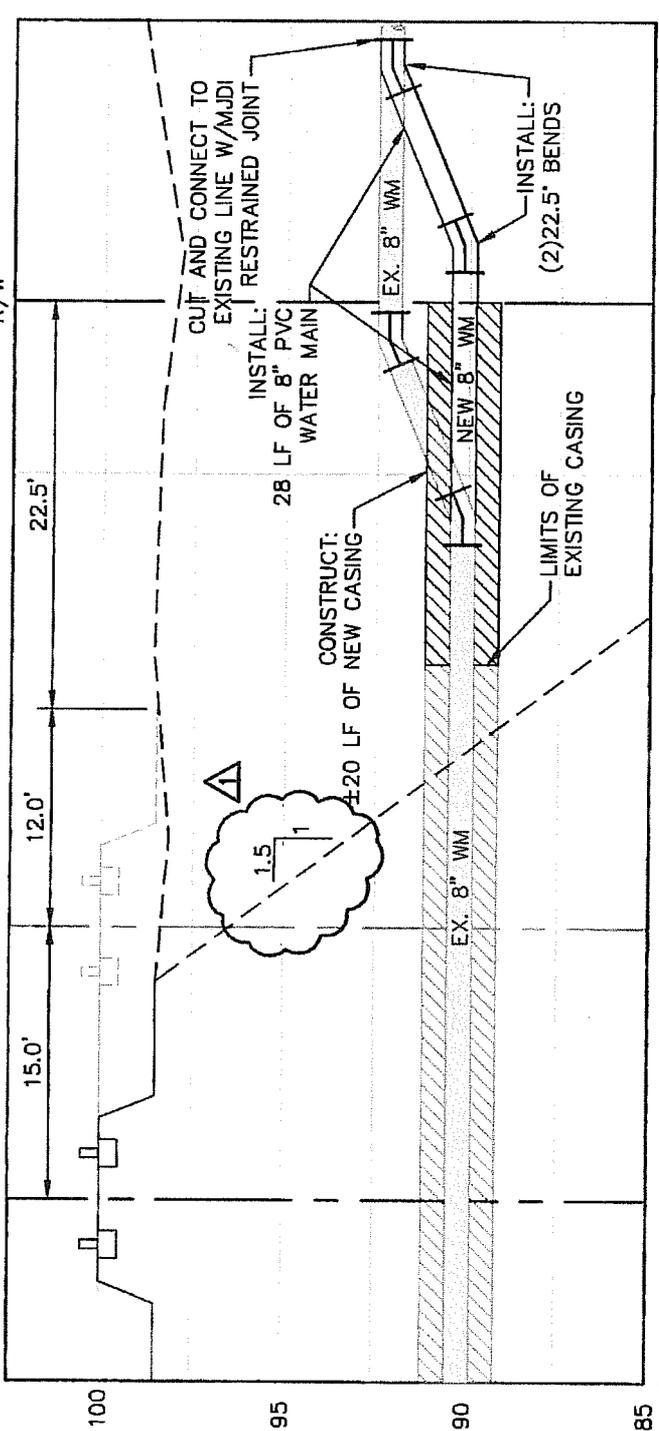
DESIGN ENGINEER: RICHARD V. BUSCH, P.E.  
 FLORIDA P.E. LICENSE NUMBER: 58568  
 DATE: \_\_\_\_\_  
 CHECKED BY: \_\_\_\_\_  
 DRAWN BY: \_\_\_\_\_  
 SCALE: \_\_\_\_\_

**CITY OF WILDWOOD  
 CSX RAILROAD  
 CROSSING #3**

DATE: MAR. 2012  
 PROJECT NO. 142173077  
 SHEET NUMBER 02



**CSX Real Estate Engineering**  
**Engineering Design Approved**  
 By: *[Signature]*  
 Date: April 19, 2012



75  
 SCALE AS SHOWN  
 1" = 10' HORIZ.  
 1" = 5' VERT.

50  
**CROSSING # 3**

25  
 RELOCATED THEORETICAL EMBANKMENT LINE TO EXISTING TRACK 04/19/2012  
**M.P. 758.8±**

0  
 COORDINATE WITH CITY OF WILDWOOD FOR VALVE CLOSURES

3. NEW BUSINESS - ACTION REQUIRED (1) FINANCIAL (3) Change Order No. 1 for the CSX Utility Crossing Casing Extensions Project. CREDIT of \$68,340.00 removing 'Pile Shoring' line item from CSX contract and approved by CSX to do so since this project will be completed prior to the new rail construction

3. NEW BUSINESS - ACTION REQUIRED (1) FINANCIAL (3) Change Order No. 1 for the CSX Utility Crossing Casing Extensions Project; CREDIT of \$53,340.00 removing 'Pile Shoring' line item from CSX contract and approved by CSX to do so since this project will be completed prior to the new rail construction

DATE: MAR. 2012  
 PROJECT NO. 142173077  
 SHEET NUMBER 03

CITY OF WILDWOOD  
 CSX RAILROAD  
 CROSSING #4

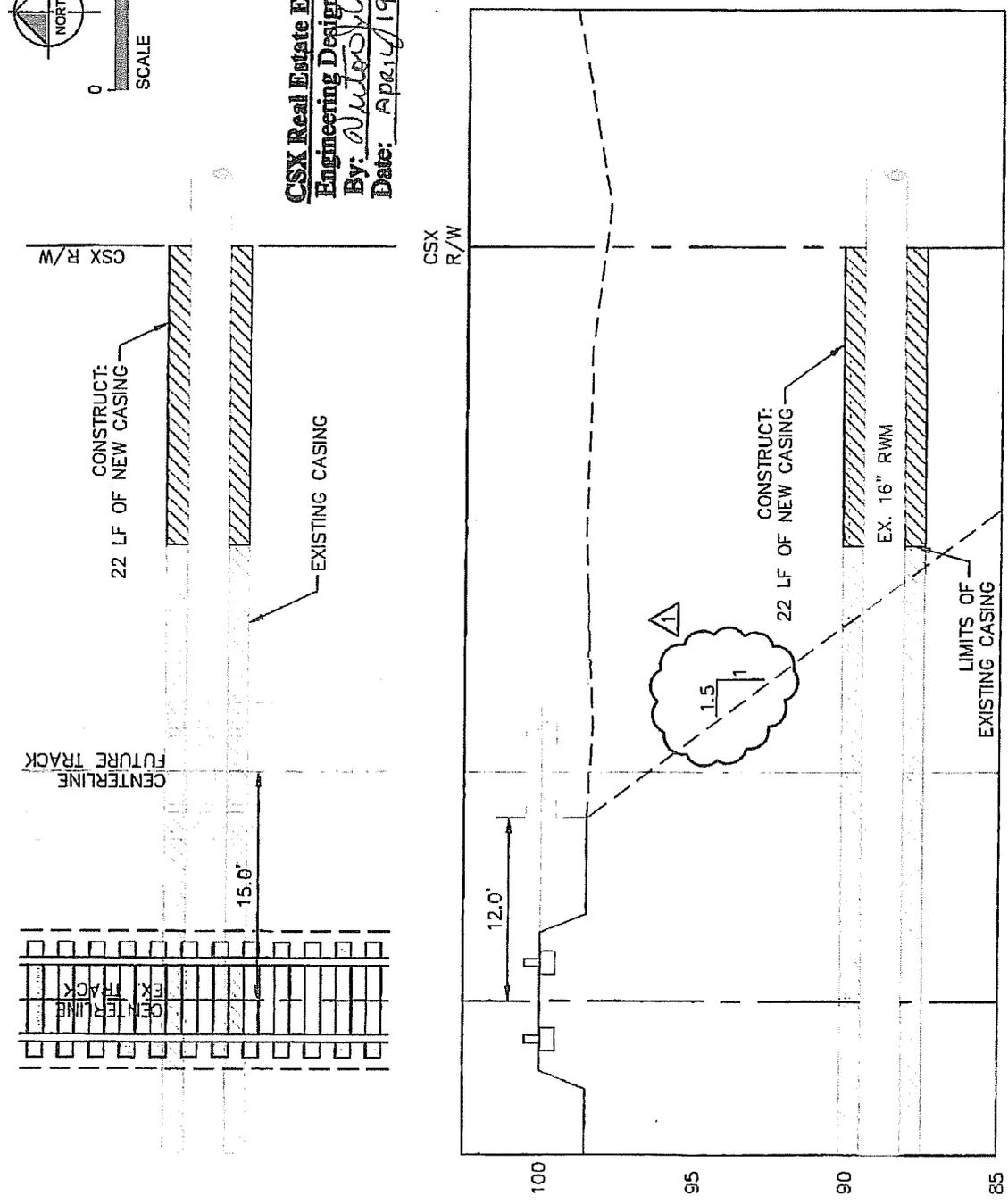
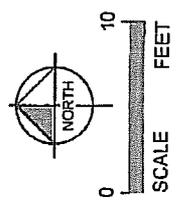
SCALE: AS SHOWN  
 1" = 10' HORIZ.  
 1" = 5' VERT.

DESIGNED BY: RICHARD V. BUSCHKE, P.E.  
 DRAWN BY: [Redacted]  
 CHECKED BY: [Redacted]  
 DATE: [Redacted]

DESIGN ENGINEER: RICHARD V. BUSCHKE, P.E.  
 CSX Real Estate Engineering  
 Engineering Design Approved  
 By: *Nicole Muenzer*  
 Date: *April 19, 2012*

www.kimley-horn.com CA 0000688  
 1833 SE PORT KING STREET, SUITE 300, OCALA, FL 34471  
 © 2012 KIMLEY-HORN AND ASSOCIATES, INC.  
 and Associates, Inc.  
 Kimley-Horn

Drawing name: I:\OCA\_Civil\142173077 - CSX Crossings\CADD\Crossing Exhibits Rev.dwg CROSS SECTION 03 Apr 19, 2012 9:20am by: darrh.courtney



75  
 SCALE AS SHOWN  
 1" = 10' HORIZ.  
 1" = 5' VERT.

50  
**CROSSING # 4**  
 M.P. 759.1±

25  
 RELOCATED THEORETICAL EMBANKMENT LINE TO EXISTING TRACK 04/19/2012

0  
 COORDINATE WITH CITY OF WILDWOOD FOR VALVE CLOSURES

# Grace Tabernacle

3. NEW BUSINESS—ACTION REQUIRED g.) General Items for Discussion/Approval 1.) Discussion of request from Grace Tabernacle to host a National Day of Prayer event at the steps of City Hall on Thursday, May 3<sup>rd</sup> from 12:00 - 1:00 p.m.

Where Grace  
Happens™

April 18, 2012  
City of Wildwood  
Joseph Jacobs, Interim City Manager



Dear Mr. Jacobs,

We would like permission to host a National Day of Prayer event at the steps of City Hall on Thursday, May 3<sup>rd</sup> from 12:00 p.m. to 1:00 p.m. We would like to invite several area churches to join us during this time to pray for our nation. Please let us know at your earliest convenience if we have approval for this special event. We invite you and any other city officials who like to, to join us on this date. Our contact people for permission are Carleton and Dorothy Baker at 352-446-8590. You may call the church at 352-748-3255 if you have any further questions.

Sincerely,

Jenni Highberger  
Administrator  
Grace Tabernacle

g. GENERAL ITEMS FOR CONSIDERATION

- 1) Discussion regarding the rescheduling of the May 25 Regular Commission Meeting as this is the "Memorial Day" holiday and city departments (with the exception of the police department) will be closed (NO Attachments)

Motion by Commissioner Allen, second by Commissioner Johnson to cancel May 25 meeting due to the Memorial Day holiday. Motion carried. All voting yea.

- 2) Request from Grace Tabernacle to have prayer outside city hall World Wide Day of Prayer, May 7, 2009 (Attachments – Board Option)

CM Smith – did not know what the Commission had done in the past. If one group is allowed then all have to be allowed. Mayor Wolf Commission could approve this one and have the City Manager bring back policy. CM Smith indicated what would probably come back would be a "non policy".

Commissioner Bivins – just tell them we don't give that authority but as a group they could walk around and we cannot tell them they can't walk around, and they can stand out there and pledge the flag all they want. Everytime a person comes to City Hall they can walk around and pray if that is what they choose to do.

Commission Consensus – send letter to Church that the City does not have a policy, but they are welcome to use the public area.

City Manager and City Attorney to discuss for any future request and bring back on May 11.

- 3) Continued discussion relative to Red Light Cameras (Attachments – Board Option)

ATS has indicated they will conduct the 48-hour study, provide the study results to the Commission, and if the Commission decides to have cameras they would contract with ATS by piggyback of the Ocoee and Apopka RFQ's. One is within six months.

If Commission decides to go with cameras a notice would go out on the utility bill.

If City employees are found running red lights in City vehicles, the City would pay the ticket then discipline the employee. Commissioner Johnson reiterated his objection to the cameras.

Motion by Commissioner Strickland, second by Commissioner Bivins to authorize for ATS to have the 48 hour study conducted with results brought back to the Commission for consideration. Motion carried. Yea – Strickland, Bivins, Allen, Wolf. Nay – Johnson.

4. ADJOURN

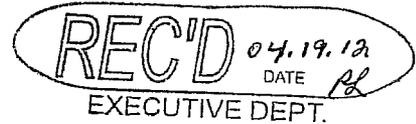
Upon a motion by Commissioner Johnson, second by Commissioner Allen the meeting adjourned.

3. NEW BUSINESS-ACTION REQUIRED g.) General  
Items for Discussion 2.) Letter from Christie King, President  
of The Villages RV Club requesting that the City of Wildwood  
recognize Alliance Coach in some way for sponsoring a picnic  
and showcasing their services to The Villages RV Club who  
believe that events such as this will bring more business to our  
community

## The Villages RV Club

**April 16, 2012**

Joseph Jacobs  
City Manager  
City of Wildwood  
100 North Main Street  
Wildwood, FL 34785



Dear Mr. Jacobs:

On Sunday, April 15, Alliance Coach sponsored a picnic for The Villages RV Club at their facility in Wildwood. Our Club has over 400 members and 240 attended this wonderful function. It should be noted that many of our members were not aware of the sales and services this business offers. By Alliance Coach sponsoring this picnic and showcasing their services I believe much business will be brought to your community.

As President of The Villages RV Club I would recommend some recognition be made to this business from your City Council.

Sincerely,

A handwritten signature in cursive script that reads "Christie King".

Christie King, President  
The Villages RV Club



**Application for Revenue Sharing 2012-2013 State Fiscal Year  
(Chapter 218, Part II Florida Statutes)**

DR-700218  
R. 03/12

3. NEW BUSINESS-ACTION REQUIRED g.) General  
Items for Discussion 3.) Approval requested for the  
Mayor to sign the Application for Revenue Sharing 2012-  
2013 State Fiscal Year

**Application deadline is June 30, 2012  
Mail completed original application to:**

**Department of Revenue  
Revenue Accounting Subprocess  
P.O. Box 6609  
Tallahassee, FL 32314-6609  
850-617-8586  
REVENUEACCOUNTING@dor.state.fl.us**

Please TYPE or PRINT

Name of County

OR

Name of Municipality  County

Telephone Number

Fax Telephone Number

Mayor or Chairman of Governing Body

Chief Fiscal Officer

E-mail Address

Official Mailing Address

Check here if the address represents a change from the previous application.

Federal Employer I.D. Number  (required for new participants only).

**Please complete the questions below to determine your eligibility to participate in Revenue Sharing for this fiscal year.**

1. Have you submitted your financial statements for fiscal year ending 09/30/10 to the Department of Financial Services as required by s. 218.32, F.S.?

Yes  No

2. Have you made provisions for annual postaudits of your financial accounts as provided by s. 11.45, F.S.?

Yes  No

Date of Audit Report

Fiscal Year-End

3. Have you reported on your most recent financial statement revenues equivalent to three mills calculated based on your 1973 taxable values? This revenue should be net of debt service or special millages approved by the voters. The revenue can be generated by a combination of ad valorem tax, utility tax, occupational license tax, or a payment from the county as allowed by s. 125.01, Florida Statutes.

Yes  No

3. NEW BUSINESS-ACTION REQUIRED g.) General Items for Discussion 3.) Approval requested for the Mayor to sign the Application for Revenue Sharing 2012-2013 State Fiscal Year

4. If you have a law enforcement department, answer the questions below: (If you have a contracted or strictly volunteer department, skip to question 5)

(A) Have your law enforcement officers, as defined by s. 943.10(1), F.S., met the qualifications for employment as established by the Criminal Justice Standards and Training Commission, and do you compensate them at an annual salary rate of six thousand dollars (\$6,000) or more?

Yes  No

(B) Does the salary structure and salary plans for law enforcement officers meet the requirements of Chapter 943 F.S.?

Yes  No

5. If you have a fire department, answer the questions below: (If you have a contracted or strictly volunteer department, skip to question 6)

(A) Have your firefighters, as defined by s. 633.30(1), F.S., met the requirements stated in s. 633.34, 633.35, and 633.382 F.S.

Yes  No

(B) Does your fire department employ any full-time firefighters, who currently have either a bachelor's degree or associate degree from a college or university which is applicable to fire department duties, if the degree is not a requirement for their current position?

Yes  No

(C) If so, are these firefighters currently receiving supplemental compensation for those degrees?

Yes  No

6. Are dependent special districts budgeted separately from the general budget of your government? Do they meet the provisions for annual postaudit of their financial accounts in as provided by s. 11.45(3), F.S.?

Yes  No  Does Not Apply

7. Have you met the requirements of s. 200.065, F.S., if applicable? (The annual certification must be within 30 days of adoption of an ordinance or resolution establishing a final property tax levy or, if no property tax is levied, not later than November 1.

Yes  No

The portion of revenue sharing funds which, according to Part II, Chapter 218, F.S., would otherwise be distributed to a unit of local government which has not certified compliance or has otherwise failed to meet the requirements of s. 200.065, F.S., shall be deposited in the General Revenue Fund for the 12 months following a determination of noncompliance by the department.)

3. NEW BUSINESS-ACTION REQUIRED g.) General Items for Discussion 3.) Approval requested for the Mayor to sign the Application for Revenue Sharing 2012-2013 State Fiscal Year

I certify that all information is accurate and true to the best of my knowledge. I further certify that I will promptly report to the Department of Revenue any changes in the above information. I also realize that failure to provide timely information required, allows the Department to utilize the best information available. If no such information is available, the Department will take necessary action including disqualification, either partial or entire, and you will waive your right to challenge the determination of the Department to your share of funds, if any, beyond your minimum entitlement, according to the privilege of receiving shared revenues from the Revenue Sharing Trust Funds.

Do you believe that you have complied with ALL eligibility requirements as listed above?

Yes  No

If the answer to question above is (NO), please provide an attachment of the revenue necessary to meet your obligations because of pledges or assignments or trusts entered into which obligated funds received from revenue sharing.

Signed: \_\_\_\_\_ Date: **April 23, 2012**  
Chief Fiscal Official

Signed: \_\_\_\_\_ Date: **April 23, 2012**  
Mayor or Chairman of Governing Body

**Mail completed original application to address shown below.**  
**Florida Department of Revenue**  
**Revenue Accounting Subprocess**  
**PO Box 6609**  
**Tallahassee, FL 32314-6609**  
**850-617-8586**  
**REVENUEACCOUNTING@dor.state.fl.us**