

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

AGENDA

November 7, 2011

7:00 P.M.

A. CALL TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. CERTIFICATES, PROCLAMATIONS AND PRESENTATIONS

1. American Indian Heritage Month

Proclamation in honor of American Indian Heritage Month to be presented to a representative of the Daughters of the American Revolution.

Presentation:	Mayor
Attachment:	Proclamation

D. CITIZEN INPUT

E. CONSENT AGENDA

1. Minutes

a) July 18, 2011	Regular Meeting
b) July 26, 2011	Budget Workshop
c) August 9, 2011	Budget Workshop

2. Dumpster Supply Purchase

Consideration of approval to purchase replacement dumpsters for commercial accounts via piggybacking on the City of Largo's bid award to Iron Containers, LLC for an amount not-to-exceed the \$26,090 approved by Council in the FY2011/12 Budget.

3. Award of Bid – Mowing Services SD2011-16

Consideration of bid award to Benchmark of Central Florida, LLC for Utility Site Mowing and to Elixson Enterprises, LLC for right-of-way and Code Enforcement mowing.

4. Rural Development Funds

Consideration of authorization to reject loan funds allocated by the U.S. Department of Agriculture, Office of Rural Development, for the direct-read meter replacement.

REGULAR COUNCIL MEETING – November 7, 2011

5. **Brooksville Ancient Trail, LLC - Vacation of Lot**
Consideration to not object to the vacation of Lot 17, Damac Modular Home Park by Hernando County Board of County Commissioners and authorize the Mayor to execute the Utility Easement Agreement.
6. **Public Service Tax Closing Agreement**
Consideration of City Council's approval of Public Service Tax Closing Agreement with Progress Energy of Florida, Inc.

CONSENT AGENDA APPROVAL (√)

Recommendation: Approval of Consent Agenda
Action: Motion to Approve
Attachments: 1) Minutes; 2) Memo from Director of Public Works dated 10/25/11, Letter from Iron Containers dated 07/19/11, Letter from City of Largo dated 07/12/11, City of Largo's Bid; 3) Memo from Director of Public Works dated 10/21/11, Bid Opening Minutes, Bid Certification Forms; 4) Memo from Director of Public Works dated 10/26/11; 5) Memo from Director of Public Works dated 10/06/11; Location Maps, Utility Service Agreement; 6) Memo from City Attorney dated 10/31/11, Agreement

F. REGULAR AGENDA

1. **Resolution No. 2011-13 Mecklenburg Memorial Highway**
Consideration of approval of resolution supporting the designation of U.S. 41 from S.R. 50 to the Pasco County Line in memory of Deputy John C. Mecklenburg.

Presentation: City Manager
Recommendation: Approval of Resolution No. 2011-13 upon roll-call-vote
Attachments: Letter from Penny Mecklenburg dated 10/12/11; Proposed Resolution

2. **Florida Blueberry Festival Site Plan Approval**
Consideration of approval of the proposed site plan for the festival.

Presentation: Festival Coordinator
Recommendation: Approval
Attachments: Memo from Festival Coordinator dated 10/26/11; Proposed Site Plan

REGULAR COUNCIL MEETING – November 7, 2011

- G. CITIZEN INPUT
- H. COMMUNITY REDEVELOPMENT AGENCY (CRA) MEETING
- I. ITEMS BY COUNCIL
- J. ADJOURNMENT

CORRESPONDENCE TO NOTE

In accordance with the Americans with Disabilities Act, persons with disabilities needing a special accommodation to participate in this proceeding should contact the City Clerk's office 48 hours in advance of the meeting at (352) 540-3853. Meeting agendas and supporting documentation are available from the City Clerk's office and on line at www.cityofbrooksville.us.

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

City of Brooksville
Proclamation

WHEREAS, with a long history, rich culture, and more than 300 spoken languages, the wisdom of Native American tribes has been passed down through the centuries; and

WHEREAS, the Americans we know as American Indians and Native Americans were the first explorers and settlers of the areas that now make up the United States. Mountains and rivers, lakes and valleys, States and counties, trails and towns across the land bear Indian names; and

WHEREAS, American Indians provide lasting reminders of their presence and significance, not just in our geographic area but throughout the whole of American history; and,

WHEREAS, American Indians have made contributions in every area of life and literature, serving in our Armed Forces, fighting diligently for our country; and,

WHEREAS, during the Thanksgiving season generations of Americans are reminded of the early friendship of the Pilgrims and American Indians.

NOW, THEREFORE, ON BEHALF OF THE CITY COUNCIL FOR THE CITY OF BROOKSVILLE, FLORIDA, I, FRANKIE BURNETT, MAYOR, do hereby proclaim the month of November, 2011

American Indian Heritage Month

in the City of Brooksville and encourage citizens to observe appropriate programs, ceremonies and activities.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the seal of the City of Brooksville to be affixed this 7th day of November, 2011.

CITY OF BROOKSVILLE

Frankie Burnett, Mayor

Joseph E. Johnston, III, Vice Mayor

Joe Bernardini, Council Member

Lara Bradburn, Council Member

Kevin Hohn, Council Member

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

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

July 18, 2011

7:00 P.M.

Brooksville City Council met in regular session with Mayor Frankie Burnett, Vice Mayor Joseph E. Johnston, III, Council Members, Joe Bernardini, Lara Bradburn and Emory Pierce present. Also present were Thomas S. Hogan, Jr., City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, City Clerk; Steve Baumgartner, Finance Director; Mike Walker, Parks and Recreation Director; Bill Geiger, Community Development Director; Richard Radacky, Interim Director of Public Works; George Turner, Police Chief and Tim Mossgrove, Fire Chief. Members of the Hernando Today and Hernando Times were also present.

The meeting was called to order by Mayor Burnett, followed by an invocation and Pledge of Allegiance.

PRESENTATION AND REQUEST FOR WAIVERS

Veterans Appreciation Parade November 12, 2011

Consideration of request to waive fees for the street closures and traffic control cost of \$599.40.

Anna Liisa Covell reviewed the requested waiver for the 11th annual parade and indicated she would be out of town during budget hearings. She pointed out she and Mr. Covell pay for the insurance out of pocket.

Council Member Johnston confirmed that all requests have been tabled until the budget workshops. Council concurred.

CERTIFICATES, PROCLAMATIONS AND PRESENTATIONS

The Florida Blueberry Festival, Inc. - Update

Update on the progress of the Blueberry Festival.

Michael Heard, Florida Blueberry Festival Events Committee, gave an update of the event. She indicated requests for waivers and approval to serve alcohol at the event would be forthcoming.

Ms. Heard reviewed the site plan as follows: Liberty Street and Fort Dade Avenue will be unloading zones and satellite parking within a ten (10) minute radius is being proposed with a trolley company to transport people. She announced that this week the committee was awarded \$50,000 from the Florida Blueberry Growers' Association for marketing and there is also a pending request for \$30,000 to the Tourist Development Council for title sponsorship and Progress Energy has contributed \$5,000. She advised there will be a ribbon cutting ceremony for the opening of a new office and invited all to attend. The Florida Blueberry Grower's Association will be holding their quarterly meetings at City Hall. She thanked Sue Rupe for her help with the entertainment venues, including a bicycle outing.

Council Member Bradburn recommended designating an area for bicycle parking. She also stated there will be blueberry plants for the downtown area to promote the festival. She commended Ms. Heard on her hard work and is looking forward to the coming months.

REGULAR COUNCIL MEETING MINUTES – JULY 18, 2011

The Brooksville Vision Foundation

Discussion of the Bandshell and Downtown Banners.

Michael Heard reviewed the Banner, Permanent Sign and Flower Box program, which the Brooksville Vision Foundation is trying to get sponsorship to purchase. She indicated all the ideas being worked on is to better the appearance of downtown for the Blueberry Festival.

Council Member Bradburn supported the permanent double-sided sign idea and added the historical significance of Brooksville had encompassed its surrounding communities as the county seat.

Council Member Johnston asked if the sign ordinance would need to be changed. Director Geiger indicated there are provisions in the code for allowing signage in the right-of-way with a special permit but recommended legal review for further clarification.

Cliff Manuel, President of Coastal Engineering, on behalf of the Brooksville Vision Foundation, indicated he is seeking direction from Council on the downtown banner sign. He also spoke to Council concerning Hernando Park and the possibility of acquiring the park from the County. He felt it could benefit the City for fund raising to cover upkeep and maintenance. It will require a change in venue for the tennis and shuffleboard courts to be a more passive activity. He asked for consensus to approach the County to acquire with maintenance and operations. Hernando County has advised it is currently being operated for around \$15,000 per year.

Council Member Pierce indicated he is strongly in favor of acquiring the park.

Council Member Johnston asked for clarification that the tennis and shuffle board courts would be demolished. Mr. Manuel confirmed the cost for capital expenditures would be solicited through the private sector and the City would be responsible for maintenance and operations annual costs.

Council Member Bernardini asked for clarification that the library and their parking lot will stay with the County. Mr. Manuel confirmed the drainage retention area, parking lot and library would remain with the County. Mrs. Heard indicated a business and budget plan will be presented to Council should they approve moving forward with the project.

Council Member Bradburn stated the private sector has been asked to become more involved in the future of Brooksville and commended several individuals in the community who have come forward in that aspect. She stated the Blueberry Festival will be the hub to showcase the City. She supported acquiring the park from the County to make better use of the space.

Council Member Johnston suggested the surrounding property owners be contacted regarding their thoughts on several events taking place throughout the year. Mr. Manuel agreed but is initially seeking Council direction on acquiring the land prior to setting up a meet and greet with the neighborhood.

Council concurred with moving forward with the possibility of acquiring the park.

Council also directed staff to review the sign ordinance to see if it will be impacted.

Council Member Bernardini suggested a review of the location of the Christmas ornaments on the light poles as it relates to the proposed permanent signage.

REGULAR COUNCIL MEETING MINUTES – JULY 18, 2011

Resurfacing of Broad Street (US Hwy. 41)

Presentation of proposed project to resurface Broad Street, which will involve removing parking spaces.

Mark D. Prochak, P.E., Transportation Director of Dyer, Riddle, Mills & Precourt Engineering reviewed the proposed project to resurface the road, install sidewalks on both sides, striping the bike lanes and upgrading the bridge over the CSX railroad. He elaborated on the location of the bike lanes as well as the loss of parking spaces on the south side of Broad Street from Brooksville Avenue to the hilltop at Jefferson Street. He stated there would be safety barriers installed during construction to protect vehicle traffic and pedestrians.

Council Member Bradburn opposed the elimination of too many parking spaces affecting local businesses and was concerned with aesthetics and historical aspects of the bridge, noting “Highway 5” stamped on the south side.

Vice Mayor Johnston was concerned with the additional weight of the bridge in complying with Florida Department of Transportation standards. Mr. Prochak indicated an evaluation was done by Florida Department of Transportation indicating it was safe and his company did a structural analysis to confirm the additional weight would not hinder structural integrity.

Florida Department of Transportation Project Manager Brian Shroyer offered that there are no plans to do any major work on the bridge but the district bridge office wants to paint underneath in conjunction with this project. He indicated the historic preservation designation has been looked at for approval. He assured aesthetics of the bridge will be maintained along with making it safer with barriers and higher railings. He pointed out four (4) parking spaces on the south side of Broad Street will be removed near the public parking area on Magnolia Avenue and he minimized the number of parking spaces lost on the north side of Jefferson Street.

Council Member Bradburn pointed out she is not aware of any accidents on that bridge and did not feel additional safety measures with barriers and higher railings were necessary. She stated she will meet with Public Works Director Radack in the next week for additional feedback.

Council Member Bernardini asked that the improvements not be done during the Blueberry Festival. Mr. Prochak confirmed the project would be coordinated with city staff so as not to interfere with special events.

Mayor Burnett advised Council Members give their questions, ideas or concerns on the project to the City Manager.

CITIZEN INPUT

Mayor Burnett asked for public input.

Francis Griffin, mother of Jeanne Griffin Moore, approached Council with an official records request. She was directed to meet with Human Resources to discuss the issue.

Mayor Burnett confirmed with Human Resources Specialist Telina Dowdell that all information on Ms. Moore’s Worker’s Compensation was sent to all parties.

Billy Healis with Walmart Distribution Center indicated he has been happy to partner with the City of Brooksville on many projects. He advised that on behalf of Walmart they support City Manager Norman-Vacha and looks forward to continuing their relationship with the City.

REGULAR COUNCIL MEETING MINUTES – JULY 18, 2011

Dennis Wilfong indicated that as Ambassador of Commerce and Employment he has enjoyed working with City Manager Norman-Vacha.

Christina of Christina's Hotdogs indicated her hotdog stand is fully licensed and is currently parked in Paul Clark's property and asked for help from Council in relocating her business.

CONSENT AGENDA

Minutes

April 11, 2011 LDC Workshop

April 12, 2011 Financial Workshop

Appalachian Material Services, Inc. (AMS) Sludge Hauling Agreement

Consideration of 1-year extension of agreement for pumping, transporting and disposing of treated domestic sewage sludge from the Cobb Road Water Reclamation Facility.

2011 Federal Edward Byrne Memorial Justice Assistance Grant (JAG) Program Fund Allocation

Consideration of agreement to the allocation of \$88,797 of JAG Program funds and authorize the Mayor to sign required letters of approval.

Wright Express Financial Services Corporation

Consideration to purchase fuel under their contract with Florida Department of Management Services.

Alternating Current Drives & Components Bid Award – UD2011-08

Consideration of award of bid to Tampa Armature Works, Inc. for an amount not-to-exceed \$61,487.45.

Council Member Bradburn referenced Item 5 and asked the difference in options 1 and 2. Director Radacky indicated there would not be additional life or greater protection under option 2 and stated option 1 meets all specifications, including future expansion.

Council Member Johnston referenced Item 5 bid certification forms. The second item, Input/Output reactors quantity indicates eighteen (18) and noted nine (9) are required. Will Smith explained, advising that particular brand has input reactors built into the unit and meets code.

Council Member Bernardini spoke in favor of Wright Express fuel purchase, which is utilized by his employer and provides detailed information such as mileage per gallon. Council Member Johnston pointed out the state contract was not attached as indicated in the staff memorandum. Mayor Burnett asked that it be distributed to Council.

Motion:

Motion was made by Council Member Bradburn and seconded by Council Member Bernardini for approval of Consent Agenda. Motion carried 5-0.

REGULAR AGENDA

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

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

Director of Community Development Bill Geiger indicated City Council at the last meeting made one (1) change for allowance of a feather flag and a banner displayed for thirty (30) days in a six (6) month period as opposed to each quarter.

REGULAR COUNCIL MEETING MINUTES – JULY 18, 2011

Council Member Bernardini had pictures to discuss regarding other towns' signage as well as some in the City. He questioned how many signs are enough but agreed with new businesses having more time to advertise.

Mayor Burnett asked for public input.

Steve Wyatt of Bobby Meadows Printing and Bobby Meadows advised the street closures every Saturday is drastically hurting his business and recommended moving the Farmers Market to a parking lot.

Mayor Burnett asked that all public input pertain to the subject at hand on the agenda.

Jay Tinkham of Lizzie T's Coffee House asked to be able to choose the sixty (60) days on the annual permit. Director Geiger read from the ordinance for clarification; "Temporary signs may be displayed for a maximum of thirty (30) continuous days once every six (6) months beginning on the effective date of this ordinance. New businesses shall be allowed to display a banner or fabric sign from the first three (3) months of the initial six (6) month period provided that the new business has not been in operation more than twelve (12) months prior to the request for a temporary sign permit". He advised Council could change "thirty (30) continuous days" allowing staff to work out the days with the business at the time of permit issuance as an option.

Mayor Burnett reminded this is a temporary ordinance in place for a year.

Dan Patrick advised he sat on the committee to form the original ordinance. There are some struggling businesses that need attention.

Council Member Bradburn advised her goal is to preserve aesthetic integrity of the City. She supports this ordinance because it offers temporary relief to local businesses and sunsets in a year.

Motion:

Motion was made by Council Member Bernardini for disapproval. Motion died for lack of a second.

Motion:

Motion was made by Council Member Pierce and seconded by Council Member Bradburn for approval.

City Clerk Peters read Ordinance No. 819 by title, as follows:

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

Motion carried 3-2 upon roll call vote, as follows:

Council Member Bradburn	Aye
Council Member Bernardini	Nay
Council Member Pierce	Aye
Vice Mayor Johnston	Nay
Mayor Burnett	Aye

REGULAR COUNCIL MEETING MINUTES – JULY 18, 2011

Council Member Johnston pointed out Ordinance No. 819 does not reference Code Chapter 125.

Mayor Burnett directed staff to include that language for the second reading on August 1, 2011.

Ordinance No. 820 – Economic Development Incentive

Consideration of approval of an Ordinance setting forth guidelines and criteria to implement the tax exemption referendum included on the August 2010 Primary Election Ballot.

Director of Community Development Bill Geiger stated the Ordinance provides for implementation of the ad valorem tax exemption referendum as well as an endorsement and cooperating language with the Hernando County Office of Business Development for the County to provide local match requirements offered to qualified targeted industries that locate within the City that meet eligibility requirements for the County's job creation program. This revised draft for a first reading incorporates review and feedback by City Council at its March 21, 2011 meeting, additional staff review and feedback from Hernando County and Mr. Dennis Wilfong.

He also reviewed the job creation grant program and stated Hernando County Office of Business Development confirmed that they would apply that incentive offered to businesses in the County to include businesses in the City. He pointed out there are economic incentives established within the ordinance for deferring building permit and impact fees subject to budgeted funds. Lastly, the ordinance provides for administration and procedures for businesses to retain the incentives provided and forfeiture of funding incentives in the event of a breach or default of the business with any applicable ordinance or agreement entered into subsequent to this ordinance.

Council Member Bradburn referenced Section 3 and suggested including an educational institution segment on the list of targeted industries and consideration of including public educational institutions and major educational institutions which has been established in the State for at least ten (10) years. She found the language confusing to know when new businesses can begin to use these incentives and asked it be revised for clarification. Director Geiger indicated there are different time lines associated with different aspects of the business.

Council Member Bradburn next referenced Section 5; she read a portion of Section 12 she would like added in to clarify incentives are not guaranteed, "The City Council in its sole discretion reserves the right to limit or restrict the number of applications and the total number of dollar amounts of all grants, deferrals and incentives". Council Member Johnston recommended prefacing Section 5 with subject to the restrictions contained in Section 12. Council Member Bradburn agreed.

Council Member Bradburn referenced a performance bond in Section E and asked when it goes into effect. Director Geiger replied it would be part of the subsequent agreement between the developer and the City that establishes the detailed criteria.

Council Member Bradburn asked could a lien be placed on the property. City Attorney Rey stated it would depend on the types of incentives being granted and the nature of the agreement for that particular incentive. Director Geiger pointed out should a breach or default occur resulting in foreclosure then a lien would not allow for any kind of reimbursement.

Council Member Bradburn did not support Sections 6(c) and 7(c) where a cap is set. She was in favor of waiving impacts fees for significant infrastructure improvements when there is an opportunity for large job creation. City Attorney Rey explained a cap contemplated years to be set annually in conjunction with the budget process with provisions to amend or adjust to deal with one time projects. She will review the ordinance to be sure that it creates an opportunity for Council to have flexibility in the event that unique projects surface.

REGULAR COUNCIL MEETING MINUTES – JULY 18, 2011

Council Member Bradburn referenced Section 8; Resolution Number 2003-02 and inquired will there be an updated resolution with changes from new ordinances. Director Geiger explained Resolution 2003-02 meets current statutory requirement and Council could give staff direction in amending the resolution to be stricter. City Attorney Rey further explained this ordinance allows for time to make changes to Resolution 2003-02 which has implementing regulations already in place.

Council Member Bradburn referenced an appeal process under Section B (3); and asked for consideration of additional language that Council must consider the criteria within its review.

Council Member Bradburn next referenced Section 6 on Page 11; "...all other applicable ordinances, codes and regulations..." she would like changed to "government regulations" to specify inclusion of State, Federal, local and special districts.

Mayor Burnett asked for public; there was none.

Motion:

Motion was made by Council Member Bradburn and seconded by Vice Mayor Johnston for approval as amended.

City Clerk Peters read Ordinance No. 820 by title, as follows:

AN ORDINANCE OF THE CITY OF BROOKSVILLE, FLORIDA, PROVIDING FOR ECONOMIC DEVELOPMENT INCENTIVES; ESTABLISHING REQUIREMENTS FOR IMPLEMENTING THE AD VALOREM PROPERTY TAX ABATEMENT REFERENDUM; CREATING INCENTIVES FOR TARGETED INDUSTRY JOB CREATION AND ECONOMIC DEVELOPMENT GROWTH; PROVIDING FOR SEVERABILITY, CONFLICTS, REPEAL, AND CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

Motion carried 5-0 upon roll call vote, as follows:

Council Member Bernardini	Aye
Council Member Pierce	Aye
Council Member Bradburn	Aye
Vice Mayor Johnston	Aye
Mayor Burnett	Aye

Mayor Burnett advised any other recommended changes by Council be brought to the City Manager prior to a second reading on August 1st.

Personnel Policies – Employee Grievance Procedure and Personnel Advisory Board

Request by Council Member Bernardini for discussion.

Council Member Bernardini advised a grievant should be given an opportunity to appeal to a third party such as a Personnel Advisory Board.

Council Member Pierce suggested a personnel appeal committee of three (3) City Council Members including the Mayor to oversee disciplinary proceedings of senior management and Human Resources Specialist since taxpayers pay for damages.

Vice Mayor Johnston pointed out Council has been advised that Council Member Pierce's suggestion would require amending the City Charter. Mayor Burnett agreed and advised against diverting from the City Charter. He asked City Attorney Rey elaborate further on the matter.

REGULAR COUNCIL MEETING MINUTES – JULY 18, 2011

City Attorney Rey stated the City's employment practices claims through Public Risk Management are referred to Allen, Norton and Blue and announced Brian Koji is present to answer questions or comment on their recommendations.

Brian Koji of Allen, Norton and Blue stated they are a labor employment law firm representing cities and counties. He supported Reynolds Allen's recommendation of abolishing the Personnel Advisory Board and amending the procedure since the Charter would have had to be changed. He indicated with a review board in place the burden would be on the City to establish a legal requirement of reasons for discipline. The Charter allows for the City Manager and supervisors to have effective supervision and discipline as they were hired to do and advised that procedure remain in place.

Council Member Bernardini was in favor of employees' rights and disagreed with comments and positions of Allen, Norton and Blue over the years. He felt employees need a board as opposed to appealing to the person who took disciplinary action or having an investigation prior to the City Manager making a decision and would support changing the Charter accordingly.

Council Member Pierce felt the current appeal process is unproductive, indicated he has witnessed erratic and inconsistent enforcement of personnel policies and felt City Council has a duty to protect taxpayers' money.

Vice Mayor Johnston recommended the next step in the appeal process be mediation and results brought before Council for a vote. Attorney Koji commented a decision not made by the City Manager would need an amendment to the City Charter. He pointed out there has to be confidence in management and Council has authority over the City Manager. He pointed out more facts are revealed during the appeal process and that could change a decision. His opinion on the alternative process proposed is not conducive to good management practice. He recommended supervisory training as opposed to changing the disciplinary process.

Council Member Bernardini pointed out regular employees do not have the same opportunity as police officers who have a Policeman bill of rights that follow certain criteria and guidelines for a hearing procedure.

Council Member Bradburn agreed with Council Member Pierce that it is Council's duty to protect taxpayers' money and as other attorneys have pointed out, personnel boards cost more. She felt the current system works fine.

Mayor Burnett asked did Council want to have a workshop on this matter. Council Member Bradburn felt a workshop was not needed in support of the City Manager.

Council Member Pierce asked for the cost of a referendum changing the Charter.

Council consensus was a workshop is not necessary at this time.

Modifications to the Cobb Road Water Reclamation Facility

Consideration to utilize the Hampton Ridge contract with Encore Construction Inc., for construction of water reuse storage and transmission.

Director of Public Works Richard Radacky recommended facility expansion in two (2) phases; installing reuse facilities with existing flows then expanding capacity by 2016. He stated the City has an agreement with Southwest Florida Water Management District at a cost of \$1 million dollars for construction of reuse lines, storage tanks, reuse pumps and treatment upgrades at the facility. He advised work should begin within the next two (2) months as the project is slated for completion in April 2012 with closeout in December 2012. He stated phase one estimated cost is \$3,285,000 and explained a change order would be necessary to modify the Hampton Ridge contract with Encore

REGULAR COUNCIL MEETING MINUTES – JULY 18, 2011

Construction and asked for approval. He also asked for approval of engineering with Coastal Engineering at an estimated cost of \$184,000 and a final payment of \$39,531 for components already purchased.

Motion:

Motion was made by Council Member Pierce and seconded by Council Member Bernardini for approval.

Vice Mayor Johnston confirmed with Supervisor Will Smith that Attachment 3 reflected final pricing for the revised scope by Encore Construction.

Council Member Bradburn explained she did not approve the contract because she felt further cost negotiations were necessary since economic changes should result in lower engineering and construction costs.

Motion carried 4-1 with Council Member Bradburn voting in opposition.

Public Works Director Radacky further explained this project is time sensitive due to grant funding. City Attorney Rey explained Council direction will allow staff to proceed in preparing a final document for Council approval.

Personnel Policy Amendments

Consideration of updates to the Personnel Policy.

City Attorney Rey reviewed the policies as follows:

5.03 E-mail & Computer Usage

She stated this section is a conglomeration of the policies that are currently in place with the City's IT system and agreement with the County for use and additional terms.

7.01 Vacation Leave

She stated this section is designed to replace the City's current vacation leave policy.

7.02 Sick Leave

She stated this section is designed to replace the City's current sick leave policy.

City Attorney Rey noted approved policies will have different effective dates based on payroll schedule and do not apply to collective bargaining agreements which have a separate vacation and sick leave policy comparable to those proposed tonight.

Council Member Pierce referenced Section 5.03 E-mail & Computer Usage on page K2 and asked does cost to employee for misuse or negligence apply to heavy equipment due to lack of maintenance. City Attorney Rey clarified it pertains to personal negligence of the employee on computer equipment only. Council Member Pierce suggested inclusion of small equipment such as lost tools under this section. City Attorney Rey indicated she would review the Property and Equipment policy to be certain heavy equipment is covered there and provide the information to Council Member Pierce.

Council Member Bradburn asked would this apply to clean up costs associated with logging onto a site that has a virus. City Attorney Rey confirmed downloads and access sites that cause problems could be deemed misuse and violation of policy and the City could recover costs from the employee.

REGULAR COUNCIL MEETING MINUTES – JULY 18, 2011

Motion:

Motion was made by Council Member Pierce and seconded by Council Member Bradburn for approval.

Council Member Bernardini referenced 5.03 E-mail & Computer Usage on page 2 of 6, under B, section one; he noted that is the only place elected officials are mentioned in any of the City's personnel policies and questioned the reasoning for it. City Manager Norman-Vacha explained the language was taken from the County's internet policy as it pertains to internet usage.

Council Member Bernardini referenced page 6 of 6, under J, item one; he asked would sending a newspaper article through the internet be considered copyright infringement. City Manager Norman-Vacha stated copyrighted material would require approval of the author or owner prior to sending unless the author is given credit then it would not be a copyright violation.

Council Member Bernardini referenced page 3 of 6, monitoring; he asked that City Council be added as authority to monitor equipment files, calendars or electronic mail of the City Manager. City Manager Norman-Vacha explained this is regarding notice to employees that management has a right and is authorized to monitor concerns through the computer system.

Council Member Bernardini referenced 7.01 Vacation Leave on third page, scheduling of leave, item 3; he felt a five (5) day notice is not feasible in the case of vacation leave used in lieu of exhausted sick leave. City Manager Norman-Vacha stated that could be amended accordingly.

Council Member Bernardini referenced the second page of vacation leave; he questioned exhausting vacation leave before unpaid leave will be considered for approval. City Attorney Rey stated this policy is designed to be used in conjunction with other policies that include vacation accrual for hours worked and other benefits and should that employee not return from leave then the City would have to pay it out all at once.

Council Member Bernardini asked could an employee ask for one day of unpaid leave. City Attorney Hogan stated employees' time is valuable and the City has invested vacation leave that should be used otherwise employees would be dictating their work schedule. Council Member Bernardini recommended a day of scheduled unpaid leave to give employees an opportunity to use it for emergency or personal reasons.

Council Member Bernardini referenced "Termination of employee in introductory status" and asked for terminology of "introductory status". City Manager Norman-Vacha stated it is the first ninety (90) days of employment. City Attorney Rey stated it has been defined in other policies and definitions and terms will be forthcoming.

Council Member Bernardini was concerned with an employee not showing up the next day after vacation they are considered to have voluntarily resigned. He pointed out the employee could be sick and in the hospital.

Council Member Bernardini referenced extended leave and short term disability, C. Requesting sick leave #4; employees failing to appropriately notify and report his or her absence to his or her department director or designee shall be considered to have voluntarily resigned. He does not agree with this.

Council Member Bernardini referenced eligibility for extended illness for short term disability and commented he does not feel this could be abused and asked why there is a cap. City Manager Norman-Vacha explained abuse could be an employee routinely calling in sick on Fridays. She stated Council could change the cap and pointed out there is a long term disability policy that goes into effect after a specified period of time. Vacation and sick cap is three hundred twenty (320) hours, for

REGULAR COUNCIL MEETING MINUTES – JULY 18, 2011

a total of four hundred eighty (480) hours and Family Medical Leave Act (FMLA) provides up to twelve (12) weeks. City Attorney Rey explained the City provides a long term disability policy and an elective short term disability policy and the extended illness bank offers a self-funded short term disability program for employees with insufficient sick leave at no additional cost to them.

Vice Mayor Johnston referenced Section 5.03 E-mail & Computer Usage, Page 4, Item G Unacceptable uses, A. Retrieving chain letters or other non-business oriented mass emails. He pointed out there are times these types of email could be accidentally retrieved and be in violation. City Manager Norman-Vacha indicated it would pertain to deliberately retrieving and warning employees to be cautious with phishing and scamming.

Council Member Bradburn referenced vacation leave accrual rate schedule and recommended eliminating accrual for fifteen (15) or more years of service and changing seven (7) up to but not including fifteen (15) years of service to ten (10) plus years of service starting October 1st. Council Member Bernardini opposed the recommendation. City Manager Norman-Vacha stated the current policy vacation accrual for a 40 hour a week employee is as follows: one (1) to six (6) years of service eighty (80) hours per year; six (6) to eleven (11) years of service one hundred twenty (120) hours per year; and eleven (11) plus years of service, one hundred sixty (160) hours per year. She explained increasing vacation accrual from the current policy would be beneficial to decrease turnover as the majority of employees leave between four (4) and six (6) years of service.

Vice Mayor Johnston asked for a number of employees with seven (7) or more years of service. City Manager Norman-Vacha indicated she would have to get that information to him.

Council Member Pierce felt turnover was caused more from low pay rate rather than vacation accrual which he felt was reasonable as it is currently. Mayor Burnett agreed with Council Member Pierce and stated the School Board has a similar vacation leave policy based on the number of years of service. Vice Mayor Johnston also felt the current vacation accrual was fair.

Motion was withdrawn.

Motion:

Motion was made by Council Member Pierce for approval with changes as indicated and bring back amended on consent agenda.

City Manager Norman-Vacha clarified changes for the record as follows:

1. Council Member Bernardini asked staff amends Vacation Leave Section C3 to provide as much advanced notice as possible and a more lengthy vacation would require at least five (5) days advance notice as possible.
2. Vacation Accrual based on 40-hour work week would be one (1) to six (6) years of service for eighty (80) hours of vacation, seven (7) to eleven (11) years of service for one hundred twenty (120) hours of vacation and twelve (12) plus for one hundred sixty (160) hours of vacation.
3. Council Member Bernardini opposed language in Sick leave Section C4 and Vacation leave when an employee fails to return to work and not notify their supervisor that that would not be considered a resignation.

Mayor Burnett advised any further changes be brought to the City Manager by Friday.

Council Member Bradburn asked that any extensive changes hereafter be e-mailed to her.

Council Member Bernardini asked that the pages be numbered.

Motion carried 5-0.

REGULAR COUNCIL MEETING MINUTES – JULY 18, 2011

Screening Committee Appointment

Appointment of Screening Committee Members for review of nominations for the 2011 Great Brooksvillian and Approval of Timelines for the celebration.

City Clerk Peters stated this item is to consider appointment of the screening committee to review the submissions of nominations for the 2011 Great Brooksvillian. She indicated previous members John Tucker and Maxine Matillanian have confirmed their willingness to serve on this year's committee. Sally Sperling was recommended and agreed to serve on the committee. She stated a press release requesting volunteers to serve resulted in two (2) responses; Gail Samples and Michelle Thompson.

Motion:

Motion was made by Council Member Johnston and seconded by Council Member Bernardini for approval to appoint all five (5) applicants. Motion carried 5-0.

Vice Mayor Johnston felt the nomination procedure should be more lenient and Council Member Bradburn agreed.

Mayor Burnett asked that the policy be on the next Council meeting after this year's Great Brooksvillian event for discussion.

CITIZEN INPUT

Mayor Burnett asked for public input.

Brooksville Cemetery Sexton Rich Howard expressed City employees are grateful to have a job in this economy. He reminded Council that there has not been a pay increase in four (4) years and asked that they consider any opportunity to increase benefits in ways that do not cost taxpayers money.

ITEMS BY COUNCIL

Jennifer C. Rey, City Attorney

Procedures of City Council

City Attorney Rey stated Procedures of City Council was provided and to contact her with questions or take any action.

T. Jennene Norman-Vacha, City Manager

Budget Workshop

City Manager Norman-Vacha reminded Council there is a Budget Workshop next Tuesday at 6:00 p.m. for the General Fund.

Lara Bradburn, Council Member

Legislative Delegation Meeting

Council Member Bradburn stated she presented an item in regard to enhancing the state law in regard to bonds pertaining to bankruptcy or defaults. Chairman Schenck did not have a vote on the matter but the Florida League of Cities will be holding a conference and asked for Council consensus that she and City Attorney Rey may present the item to them at that time. Council concurred.

REGULAR COUNCIL MEETING MINUTES – JULY 18, 2011

Joe Johnston, Vice Mayor

Main Street Traffic Lights

Vice Mayor Johnston indicated the lights are not in sync and asked was that done purposely. He asked are there countdown lights on Broad and Jefferson.

Mildred Avenue

He stated Mildred Avenue between Lamar and MLK is in disrepair once again as the micro surfacing does not last and asked for it to be looked into.

Frankie Burnett, Mayor

Staff Appreciation

Mayor Burnett announced his appreciation to staff for working as a team and the City Manager.

Emory Pierce, Council Member

Cobb Road Water Reclamation Plant

Council Member Pierce reminded there is an agreement with a contractor who has already started the project before it was suspended due to the economy.

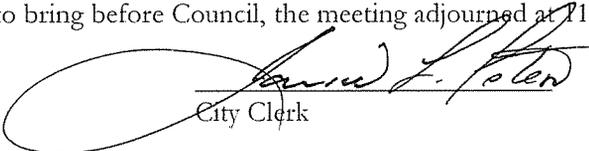
Joe Bernardini, Council Member

Decorative Pole near Weeks Hardware

Council Member Bernardini asked when the pole will be replaced. City Manager Norman-Vacha stated she will look into it and let him know.

ADJOURNMENT

There being no further business to bring before Council, the meeting adjourned at 11:00 p.m.


City Clerk

Attest: _____
Mayor

**CITY OF BROOKSVILLE
BUDGET WORKSHOP
COUNCIL CHAMBERS
201 HOWELL AVENUE
MINUTES**

July 26, 2011

6:00 P.M.

Brooksville City Council met in workshop session with Mayor Frankie Burnett, Vice Mayor Joseph E. Johnston, III, Council Members, Joe Bernardini and Lara Bradburn present. Also present were Thomas S. Hogan, Jr., City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, City Clerk; Steve Baumgartner, Finance Director; Mike Walker, Parks and Recreation Director; Bill Geiger, Community Development Director; Richard Radacky, Interim Director of Public Works; George Turner, Police Chief and Tim Mossgrove, Fire Chief. Members of the Hernando Today and Hernando Times were also present.

The meeting was called to order by Mayor Burnett.

FY2011/12 BUDGET

Overview and General Fund Budget Presentation

Discussion by Council on General Fund Revenues and Expenditures with overall direction.

City Manager Norman Vacha indicated this to be a preliminary budget which is not balanced. She advised the budget is short of being balanced by \$404,843 which includes a reserve for contingency of approximately \$399,000. The current budget presented is utilizing the existing millage of 6.37 mills.

Finance Director Baumgartner reviewed revenue projections for this budget. Ad valorem revenue collections through June were at 98.83% of our 10/11 Budget. The Tax Collector indicated there were 2008 delinquent taxes expected in August that would bring our total Ad Valorem collections to 1.06% of our 10/11 Budget. He stated Communications Services Taxes through June was at 69% of our 10/11 Budget. Public Service Taxes were down from the previous year by \$43,672 and Franchise Fee Collections are around \$48,515 from the previous year. He indicated collections for the last four (4) months of the fiscal year is about 37% of the revenues for Public Service Taxes and Franchise Fees. Half-cent sales tax revenues have been collected at 70% through June. Gas taxes are projected to be above our 10/11 Budget projections at 1.03% and through June our collections are at 67% of our 10/11 Budget. Revenue Sharing has collected 69% through June of our 10/11 Budget and we expect to collection 1.05% of our annual budget. He indicated that interest rates are down due to Treasury bills market and he noted our investment policy restricts investing out further than five (5) years. The FGFOA recommended governmental portfolios under \$25 million invest in pooled investments such as the SBA and the Florida League of Cities pool (FMIvT). He stated interest earning will be low, but importance is that the funds are safely invested.

City Manager Norman-Vacha reviewed significant points in the report. Revenues projected in the 2011/12 budget year, compared to 2010/11 budget, has a shortfall of revenues of \$773,856 or over 11%. This is due to the effects of economic changes and decline in values.

She reviewed ad valorem and stated property values for proposed budget year 2011/12 of \$390,017,831, compared to 2007/08 at \$543,050,744, a decrease of 39%. The 2005/06 property values were at \$355,000,000 and the millage rate was 7.5 mills generating \$2.66 million dollars in ad valorem taxes. In comparison, projecting ad valorem collections for 2012 at the current millage rate of 6.37 will generate \$2.484 million dollars.

She referenced Page 5 in the preliminary budget packet; comparison of 2006/07 versus current budget year on ad valorem taxes and delinquent ad valorem taxes was projected at \$2.5 million plus with a 3%

BUDGET WORKSHOP MINUTES – JULY 26, 2011

decline in collections at \$2.048 million.

She referenced Page 8; Interest rates projected for 2011/12 budget were \$10,860 in comparison to 2006/07 at \$155,805.

She stated staff went back to a zero-based budgeting approach projected at 95% and collection rate is at about 92%. There is a drop in revenues not only in ad valorem taxes but in some other revenues that will not be coming forward from the prior year.

She pointed out revenue lines that will no longer be in the budget after this year as follows:

- Page 6 – Federal Grants Public Safety - \$45,000 TOPS Grant
- Page 9 – Other Funds Transfers in Traffic Camera Fund - \$100,000

She indicated Hernando County Property Appraiser Alvin Mazourek projected another 5% decrease in property values for next budget year 2012/13.

City Manager Norman-Vacha next reviewed expenditures; over the last several years. There has been a reduction in General Fund employees from 117.5 in 2006/07 to a current General Fund projection of 91.35 full-time employees through attrition, reorganization, efficiencies and new partnerships with local government including dispatch and computer services.

Starting in 2008/09 staffing levels began to be realigned and costed to appropriate business centers within the Enterprise funds such as utilities, water and sewer and sanitation. Realignment included Customer Service Representatives and Manager, Public Works Director and support staff for utilities.

She indicated there have been cut backs to a minimum expected service delivery levels and Council could consider eliminating staffing or reduced work schedules and furloughs. She pointed out 70% of the budget is for personnel services and a reduction in staffing would affect delivery of services or programming.

She stated overall costs on personnel have been reduced in each department by a lower retirement rate and a 3% employee contribution.

Assistant Finance Director Jim Delach reviewed Actual Retirement Rates for July 1, 2011 to June 30, 2012; 4.91% for regular employees, 14.10% for special risk employees, 11.14% for elected officials, 6.27% for senior management and 4.42% for DROP employees. He indicated next year's rates are increasing as follows: 1.67% for regular employees, 5.46% for special risk employees, 21.32% for elected officials, 10.19% for senior management and 6.36% for DROP employees.

Next he reviewed General Fund percentages from 2006 to 2013. He pointed out chapter plans were at 5% for years but benefits were added in 2003/04 and increased by 20.80%. He pointed out in 2006 the chapter plan was better than the Florida Retirement System for special risk; contributions for fire has increased to 31.21% where police has enough state funding and does not cost the City anything at this time. General Fund employees' current year budget total is \$347,221 in comparison to \$218,960 for fire. This year there is a savings of \$119,160 due to lesser employees and two (2) fire employees entering the DROP plan.

He then indicated expenses for salaries in 2012/13 are estimated to increase by \$52,756 but that number is expected to be higher. City Manager Norman-Vacha confirmed the final column numbers does not take into account that the legislature could increase the Florida Retirement System rates effective July 1, 2013.

BUDGET WORKSHOP MINUTES – JULY 26, 2011

City Manager Norman-Vacha pointed out additional areas that have contributed to cost savings this year:

- Employee Group Medical Coverage – over the past three (3) years the City has been able to maintain a flat premium rate and this year negotiations resulted in an 11.3% decrease in premium charges or \$800 annually per employee for a total savings of \$87,000 annually. She also has alternative plans for consideration.
- Life Insurance – no premium increase from last year's decreased cost. Long term disability and dental coverage premiums have also not increased this year.
- Realignment of Staffing – this is being reviewed in all departments to budget expenses in the Enterprise Fund appropriately.

Operating expenditure request is less than last fiscal year as costs have increased. Alternative means to obtaining goods and services have been sought to hold costs down without decreasing service levels. However, it will be difficult to decrease any further or continue to maintain at the current levels. She pointed out the City Hall air conditioning system project is priority due to its age and serious disrepair.

Capital outlay has not been budgeted for the past few years and will be proposing adopting methodology that would help develop a program for pavement management, but there is no funding source. She stressed that roads continue to weaken. However, there is no long-term fix. Technology level has increased and efficiencies in payroll and accounting procedures have been put into place. The City has not spent a lot of time analyzing and projecting for facilities such as fixing roofs, painting and replacing carpeting. She warned delay of infrastructure maintenance results in greater future costs.

The solution to meet shortfalls is through a reduction of service levels, elimination of services, addition of new or increased revenues or a combination of both.

She stated she is seeking direction from Council to move forward and advised budget workshops are on August 9th and August 23rd. The September 13th Public Hearing would need to be moved to September 14th due to a conflict with the County's hearing. The Final Public Hearing is scheduled for September 28th.

Over the last several years there have been significant changes to balance the budget but warned this will not address long term cures.

She indicated staff is analyzing the use of prison labor and suggested reducing prison crews from three (3) to two (2) to work with the Streets Department and Parks, Facilities and Cemetery areas. Another suggestion is to utilize \$58,000 budgeted for a contract and \$1,000 for equipment for six (6) inmates annually to hire a full-time Park Attendant I at a lesser cost. Prison labor is on staff approximately four (4) to five (5) hours per day.

Council Member Bernardini felt replacing five (5) inmates working three (3) to four (4) hours with one (1) staff member working full time would not be more efficient. City Manager Norman-Vacha confirmed it would be more efficient for some of the functions. Also, every day there is a new team so time is spent briefing everyone on their job. Prison labor works well with weed eaters, drainage ditches, rights-of-way, smaller areas maintained with a mower, litter pickup, brick laying that is labor intensive. It would be more productive to mow rights-of-way utilizing better equipment with a full-time employee. She gave an example that for one (1) prison crew to manicure the grounds at City Hall takes about a day and a half. Council Member Bernardini suggested contacting the Hernando County Sheriff's Office about utilizing County inmates. City Manager Norman-Vacha indicated the Sheriff's Office is not ready to contract prison crews at this time.

Council Member Bradburn stated she has received complaints that needs in areas they maintain are not being met and supports the proposed change. She suggested review of efficiency of crew leader and prison crews at contract renewal time. Council Member Bernardini indicated he has not received any complaints and felt the prison crews do a good job.

BUDGET WORKSHOP MINUTES – JULY 26, 2011

Vice Mayor Johnston suggested a trial period of one budget year with one staff person accomplishing the same thereby saving money from the inmate crews.

Mayor Burnett stated he is in favor of better work quality and saving money and pointed out the budget process gives Council an opportunity to review areas such as this. He also pointed out the importance of funding Capital Outlay to maintain roads.

Council Member Bradburn suggested the prison crews be utilized over the next year for fixing the brick roads.

Vice Mayor Johnston pointed out that the recommendation to eliminate the work crew must be valid since it comes from the supervisor of that crew. City Manager Norman-Vacha stated this proposed change would not eliminate the supervisor position but could change its function in the future.

Mayor Burnett commented on the fact that medical coverage has been lowered and gave credit to staff.

REVENUES

Vice Mayor Johnston referenced Page 5 Building Permits; he questioned the projected increase of \$40,000. Director Geiger indicated projected revenues are based on current average of \$11,500 per month which the City receives 20%.

Mayor Burnett asked about the cost of outsourcing. Director Geiger indicated outsourcing is continually reviewed and findings were that it is efficient to keep a private service provider at this time. City Manager Norman-Vacha pointed out that amount is also listed under expenditures and must be collected before it can be spent.

Vice Mayor Johnston referenced Page 5 Progress Energy Franchise Fee; he questioned the projected increase of \$58,000. Director Baumgartner advised a rate increase between 5% and 10% is expected. City Manager Norman-Vacha elaborated this information was received in late June from Senior Account Executive Gary Renfro of Progress Energy and he advised this is awaiting PSC ruling on ECCR charges which can fluctuate during the year.

Vice Mayor Johnston referenced Page 8 Street Light and Signal Maintenance. He asked where this revenue source comes from. Finance Director Baumgartner advised it is from the Florida Department of Transportation then Signal Maintenance is paid to Hernando County. City Manager Norman-Vacha explained it used to be budgeted under Miscellaneous and she felt it was important that specific revenues be listed individually. This revenue is for traffic lights and signals maintained on State highways and cost is figured by a formula method. Vice Mayor Johnston suggested an asterisk explaining this should be added.

Vice Mayor Johnston referenced Page 9 and commented \$250,000 for Prior Year Carry forward is unacceptable and needs to be figured out.

Council Member Bernardini asked for clarification on the Local Option Gas Tax. City Manager Norman-Vacha explained this revenue partially funds street operations and is budgeted separately due to statutory provisions that mandate it be spent towards street maintenance and repair.

GENERAL GOVERNMENT

City Manager Norman-Vacha indicated Page 14 is a summary of General Government Department Expenses.

Council Member Bradburn referenced Page 14 Debt Service; she asked for clarification of what that was. City Manager Norman-Vacha indicated it is the City Hall and Parks buildings loans that were paid off.

BUDGET WORKSHOP MINUTES – JULY 26, 2011

Vice Mayor Johnston referenced Page 15 Legal Services; he suggested Council consider funding full-time in-house legal counsel which may bring a significant savings without a reduction in services. Council Member Bradburn indicated she would be amenable to reviewing Vice Mayor Johnston's option periodically for efficiency and pointed out the Hogan Law Firm has been extraordinary in what has been accomplished last couple of years. Vice Mayor Johnston clarified he has no problems with their work for the City and his suggestion is merely for potential savings. He stated there are many attorneys available with significant municipal background experience that would welcome an opportunity to have a secure job and would be willing to do it at a good price. Mayor Burnett commended the Hogan Law Firm for their work in bringing policies up to date but would be willing to discuss other options.

Council Member Bradburn referenced Page 15 and asked for clarification on the Capital Improvement Revenue Note. City Manager Norman-Vacha indicated it is the new Energy Systems Group performance for City Hall. Finance Director Baumgartner stated it is based on the energy savings throughout the departments and is a transfer to the new Debt Service Fund.

CITY COUNCIL

Council Member Bradburn referenced Page 18 Special Events and asked to see a list of waivers from the last two (2) years for prioritizing.

Council Member Johnston recommended no more than 50% funding of requests. Council Member Bradburn liked the concept but she felt different events help to bring economic benefit and questioned how you weigh one against the other. She also felt some groups come before Council because no other facility would help them and she would like to prevent that from happening in the future. She felt greater attention should be given to events that have long-term investment and impact.

Mayor Burnett asked for a list of percentages paid by requestors.

Vice Mayor Johnston referenced Page 16 and pointed out at the top of the page it has "Adopted" 11/12 Budget and should be "Requested" 11/12 Budget.

Council Member Bernardini recommended removing the waiver amount of \$7,000 then everyone pays equally. Vice Mayor Johnston understood the reasoning behind eliminating the waiver amount because that was the purpose for instituting the fee. However, should Council decide to keep it then he would only support shared cost of funding requests. This method would cover more events in the City and that would be a better economic impact.

Mayor Burnett supported leaving in the waiver amount and did not support Vice Mayor Johnston's recommendation. He felt special events bring people to the downtown area which support local businesses.

Council Member Bernardini pointed out requests for waivers are coming to Council earlier each year because requestors know there is a limited amount of money. Mayor Burnett suggested requests be submitted to Council during the budget process for selection. Vice Mayor Johnston suggested a 10% reduction in Council Salaries to fund Special Events and Mayor Burnett agreed.

Parks Director Walker stated staff does not present requests for waivers to Council more than six (6) months prior to the event. City Manager Norman-Vacha confirmed this is stated in the policy.

Council Member Bernardini indicated he would be in favor of the roll back rate of 7 mills. Assistant Finance Director Jim Delach referenced Page 3 of 61 and indicated that would add \$286,858.00 to the budget, budgeted at 100% and 7.1055 mills is the roll up rate.

BUDGET WORKSHOP MINUTES – JULY 26, 2011

CITY MANAGER'S OFFICE

Vice Mayor Johnston referenced Page 19 and pointed out “Adopted” needs to be changed to “Requested”.

Council Member Bernardini asked would the newly adopted vacation and sick rates of accrual affect the budget. City Manager Norman-Vacha indicated vacation and sick leave is projected in annualized salaries and the only impact to the budget would be payout for vacation accrual with 160 hour cap annually, should an employee leave.

Council Member Bradburn stated she was not expecting a proposed increase in the benefit to employees to be more in line with the private sector.

TECHNOLOGY SERVICES DEPARTMENT

Vice Mayor Johnston pointed out the Summary of Expenses is \$80,000 but Budgeted Expenses on Page 10 indicate \$82,000. City Manager Norman-Vacha confirmed Page 10 should be changed to reflect \$80,000; \$60,000 for Contractual Services with the County and \$20,000 for Uncapitalized Equipment. She indicated the County also provides telephone services and equipment which are charged separately within each departmental budget under Communications.

HUMAN RESOURCES

Vice Mayor Johnston pointed out “Adopted” needs to be changed to “Requested” on Pages 25, 26 and 28.

Council Member Bernardini referenced Page 27 and asked about legal services which City Manager Norman-Vacha explained last year there was budgeted monies for revisions to the Personnel Policy and unemployment hearings, but offered it could be removed.

Mayor Burnett asked is \$500 enough to cover Training and Education. City Manager Norman-Vacha explained the staff member is encouraged to participate in conferences pertaining to Human Resource Management along with in-house training provided to each department and she felt the budgeted amount is sufficient.

ECONOMIC DEVELOPMENT DIVISION

Council Member Bernardini asked is this a new budget for the Blueberry Festival. City Manager Norman-Vacha explained this budget is for travel expenditures and/or promotional activities involving the Ambassador of Employment during his quest to attract businesses to the City of Brooksville. Mayor Burnett felt \$15,000 was reasonable based on the many activities Dr. Wilfong and Mrs. Heard have been involved in.

Council Member Bernardini asked is there a way to track expenses versus revenues. City Manager Norman-Vacha indicated it is difficult since each prospect varies in time spent; some take longer and may never locate here while another may have already done their own research and take less time.

Council Member Bradburn pointed out business retention in the first year Dr. Wilfong volunteered; there were eighty eight (88) new businesses in the City with about two hundred fifty (250) new jobs.

BUDGET WORKSHOP MINUTES – JULY 26, 2011

COMMUNITY DEVELOPMENT

Council Member Bradburn referenced Page 30 and asked the reason Operating Expenses increased by about \$30,000. City Manager Norman-Vacha explained \$28,000 is the building permit revenue increase that is projected in expenditures for pay out to the contractor at an 80/20 split. Director Geiger elaborated on the breakdown of Other Contractual Services; \$125,000 contract with Page Dixon Chandler Smith LLC (PDCS), \$20,000 Capital Improvement Element update which includes statutory work, requirements for grant applications and planning consultant services; and \$3,000 web-based permitting software

Council Member Bernardini referenced Page 32; Legal Services. City Manager Norman-Vacha explained this line item is for contracted services with Hearing Officer for Code Enforcement.

Council Member Bernardini asked for a breakdown of indirect costs associated with the building department such as electric and office space. City Manager Norman-Vacha indicated staff will provide that information by square footage for an estimate.

FINANCE DEPARTMENT

City Manager Norman-Vacha explained last year two (2) customer service positions were funded at 40% and are now allocated 100% within wastewater and sanitation costs and the other two (2) positions are still partially funded within the General Fund.

POLICE DEPARTMENT

Council Member Bernardini referenced Holiday Pay that was incorporated into Salaries and asked the reason for an additional \$12,000. City Manager Norman-Vacha confirmed it was due to additional costs with turnover in staffing.

Vice Mayor Johnston pointed out the difference in staffing since 07/08 was due to eliminating dispatch. He stated there is grant funding for police officers that will not be available next year. Council Member Bradburn elaborated the police officers are funded throughout the grant period and once expired it could be decided to keep the position but would be at the City's expense. City Manager Norman-Vacha explained this particular grant does not require the City to hire the police officer for additional years of service.

Council Member Bernardini referenced Page 37 and questioned the necessity of having dispatch positions listed in the position budget table. City Manager Norman-Vacha explained they will be eliminated next budget cycle.

Council Member Bradburn referenced Page 38 Training and Education; she asked about the decreased amount. Chief Turner indicated Travel and Per Diem increased which was previously budgeted under Training and Education and was reduced by \$3,010.

Vice Mayor Johnston referenced Page 38 Reserves - Public Safety; he asked the reason this line item has increased about \$52,000 over the last three (3) years from \$15,235 to \$67,455. Police Chief Turner stated this line item is for part time positions; red light camera officer, accreditation manager and one (1) reserve police officer to fill in. City Manager Norman-Vacha indicated on Page 37 it is budgeted as one (1) full-time equivalent (FTE) reserve police officer with all of their hours added together. She also indicated they do not receive benefits.

Vice Mayor Johnston pointed out Regular Salaries and Wages for twenty seven (27) Full Time Police averages \$43,215 per position whereas this one (1) full time equivalency at \$67,455 has a \$24,000 discrepancy. Mayor Burnett suggested since three (3) positions are part-time then it should be 1.5 full time equivalents. City Manager Norman-Vacha pointed out the Accreditation Manager has a higher salary than some of the other average police officers due to his credentials and experience. She indicated it will

BUDGET WORKSHOP MINUTES – JULY 26, 2011

be reviewed further for accuracy.

FIRE DEPARTMENT

City Manager Norman-Vacha indicated Foster and Foster actuarial has projected an increase for the retirement rate from 26.96% to 31.21%. She said the lower rate was budgeted for Retirement Contributions and this projection would result in an increase from \$172,026 to \$218,961.

Mayor Burnett asked is there a Fire Inspector budgeted. City Manager Norman-Vacha replied there is not but it can be accomplished with existing staff that are willing to go for additional training. Council Member Bernardini referenced Holiday Pay of \$5,000 incorporated into Salaries is about \$4,000 short. City Manager Norman-Vacha confirmed just as the Police Department it is not exact due to turnover in staffing that was hired at lower level pay but she will review further for accuracy.

Council Member Bradburn said last year's discussion of instituting a fire assessment for relief from millage tax should be revisited. She recommended realignment of schedules from twenty four (24) hours on duty and forty eight (48) hours off duty to ten (10) or twelve (12) hour shifts eliminating overtime pay during sleep time. She felt this would significantly lower personnel costs without diminishing services to the public.

Council Member Bradburn pointed out Retirement Contributions for firefighters' pension actuary projected a retirement rate of 31.21% compared to 15% for Special Risk under Florida Retirement System and police pension at no cost to the City. She is concerned that two (2) fire employees recently entered the DROP and will be drawing on their pension in the near future and suggested immediate review of no employee contribution. When she attended legislative hearings on this issue many cities discussed the pension risk they faced. For instance, Oldsmar's risk liability has increased about 600% in the last seven (7) years due to retirement. She would like to see numbers and negotiations on this issue because she felt it was too high a risk for taxpayers.

Council Member Bernardini did not agree that changing shift schedules would save costs since there still has to be the same amount of staff on duty at all times. Council Member Bradburn stated it would eliminate paying staff sleeping time and she also requested call times as part of a presentation by the Fire Chief. She felt it was possible the amount of staff could be greater during the day and lesser during the nighttime hours. Mayor Burnett stated a report could show all calls come in during the day but that could change at any time and no one can predict when a fire could start. Council Member Bradburn clarified she is not proposing elimination of a shift but still sufficient coverage and announced there are many departments throughout the State and nation that are utilizing ten (10) and twelve (12) hour shifts because it is a cost savings and service has not decreased.

Council Member Bradburn next suggested the Fire and Police Pension Chapter Plans be shifted to the Florida Retirement System for new hires and recent hires to save significant money and would like that implemented during this budget session. She felt along with shift savings there will be savings in overtime, accruals of benefits and efficiencies. It is a growing trend that has worked elsewhere so it is worth exploring here.

Vice Mayor Johnston stated he would be willing to look at the numbers to see if there are savings there and can be implemented properly then it would be worth consideration. He was not sure retirement contribution conversion would work because it is set up with the pension boards.

Mayor Burnett asked is there time to bring back those numbers for this budget session. City Manager Norman-Vacha confirmed staff and the City Attorney have projections and reminded Council this was one of the items they did not get to at the Financial Workshop in February. She indicated the City will be making a contribution to the Police Pension in the future at a higher rate or could decide to fund it now at a lower rate. There are legalities for changing the plan in a proper manner to the Florida Retirement System.

BUDGET WORKSHOP MINUTES – JULY 26, 2011

PARKS DEPARTMENT

Council Member Bernardini stated the Parks and Recreation Board is currently reviewing fee increases at the golf course.

Mayor Burnett commended Parks Director Walker for his effort in increasing revenue by bringing in Little League teams and other similar events.

Council Member Bradburn asked the base pay of Park Attendant I that would replace an inmate prison crew. Parks Director Walker stated starting pay is under \$10 per hour or \$20,800 without benefits; City Manager Norman-Vacha indicated she would have to look up the base pay because she did not have it in front of her. Mayor Burnett disagreed that \$10 per hour was fair market price. Council Member Bradburn felt it was. Mayor Burnett suggested the City should look at the wage and determination scale that is set by the State of Florida. Council Member Bradburn suggested this position be dedicated entirely to mowing.

Council Member Bernardini felt the inmates are good workers that are given directives by a supervisor and he supports inmate crews because they are hard working individuals for a much lesser cost. Council Member Bradburn did not agree that the City receives as much benefit today as it did in the past.

Mayor Burnett felt a fully trained full-time employee would be more productive. City Manager Norman-Vacha offered an analysis on the matter to help Council decide which would be best served. She pointed out an inmate work crew, after set up, get to the job site, reloading equipment and break for lunch hour, averages four (4) to five (5) hours of work per day. She felt some of the areas work well with an inmate team and most of them work very hard. Council Member Bradburn felt it did not matter whose perspective is right the bottom line is the projects do not get done.

Council Member Bradburn requested \$350 in the budget for two (2) lithium battery weed eaters to maintain medians when crews cannot get to them. Council Member Bernardini disagreed and felt they could maintain weeds with a hoe or by pulling them out by hand.

QUARRY GOLF DIVISION

Vice Mayor Johnston advised \$100,000 could be saved by eliminating the Quarry Golf Course. Council Member Bernardini reiterated he hoped to increase the revenue to be able to keep the course open. Council Member Bradburn pointed out projected revenue is \$91,000 and expenditure is \$180,000. Vice Mayor Johnston indicated he would support the golf course should revenues increase next year to at least \$125,000 to \$130,000.

PUBLIC WORKS – STREETS DEPARTMENT

Council Member Bradburn cited the horrible condition of the roads will deter new businesses relocating to the City. She referenced Page 4 Millage Trends from 2001 to 2011 and pointed out roads should have been fixed during the years there was excess revenue but instead were neglected. She looks forward to Mr. Radacky's plan to identify priorities. She advised Council needs to find creative ways in the budget to do just more than maintain the roads and suggested dedicating a portion of the millage for this but that would dictate how it is spent depending on who is sitting on City Council in the future.

Mayor Burnett agreed with Council Member Bradburn and stated there also has to be Capital Outlay for additional sidewalks to be ADA compliant.

Council Member Bernardini stated over the last twenty (20) years there was a road paving project in place and he was also adamant to fund sidewalk repairs but neither program continued due to budget constraints.

BUDGET WORKSHOP MINUTES – JULY 26, 2011

Mayor Burnett pointed out the “economic crunch” affected the budget in many ways including not following through with the recommendation of the study to increase employees’ salaries but have been able to avoid lay-offs and/or furloughs. He predicted this year and next to be the worst years yet.

Council Member Bernardini referenced the chart on Page 4 Millage Trends from 2001 to 2011; he said the millage rate continued to be lowered when tax assessments were up and felt it was cut too far. He advised a percentage of that money should have been put into a road paving or sidewalk program instead.

Mayor Burnett suggested staff be given direction on this matter and supported Council Member Bernardini’s suggestion of \$5,000 a year to address deteriorating roads and adding sidewalks. He felt the City cannot operate without Capital Outlay and a plan in place.

City Manager Norman-Vacha pointed out there is some money set aside for sidewalks in the Multi-Capital Plan allocated last year. Public Works staff has worked in conjunction with an engineering firm to develop a methodology for Council consideration before a priority list of streets in need of paving is put together and a funding mechanism.

Council Member Bradburn asked what the thought process was at the time there was funding dedicated to the Vehicle Replacement Fund but not roads. Vice Mayor Johnston replied there were funds dedicated to roads at one point in time and overlay did get done such as Mildred Avenue and Lamar Street but not reconstruction and paving. Vice Mayor Johnston said there was not enough money allocated for full paving just basic overlay. Council Member Bernardini pointed out some of the money was also used to rebuild Barnett Road.

City Manager Norman-Vacha stated in conjunction with the County, Martin Luther King Jr. Boulevard was repaved a couple of years ago. Mayor Burnett indicated parking spaces for that project has not yet been completed.

Vice Mayor Johnston referenced General Government; expense for a Special Election needs to be discussed. City Manager Norman-Vacha stated that issue will be discussed at the Regular Council Meeting on Monday and explained the current ordinance allows Council to make an appointment until the next regularly scheduled election.

City Manager Norman-Vacha advised Council Agenda on Monday will include a request to set a tentative millage rate for the TRIM. Mayor Burnett indicated in the past Council had set the rate at 10 mills and then reduces it. Council Member Bradburn advised last year setting a high tentative millage rate caused great panic and urged that they not consider doing that again this year. City Manager Norman-Vacha reminded last year Council set the tentative millage rate at 8 mills for the TRIM.

City Manager Norman-Vacha advised the Public Hearings were scheduled for September 13th and September 28th but due to a conflict with the County Commission’s Public Hearings, she asked Council to consider changing the first hearing to September 14th.

Council Member Bernardini stated he would consider setting the millage rate at what it would take to balance the 2011/12 budget as it is. City Manager Norman-Vacha indicated staff will be prepared with those numbers.

Council Member Bradburn reminded that she would like information on the Fire Department issues that she had requested. She would also like to see some ideas from Council and staff on dedicated funding for roads. She also felt there are a number of positions that she will discuss with staff for either reduction in hours or elimination altogether. Mayor Burnett did not support reducing staff that would result in a lower level of service provided to the public and agreed with Council Member Bernardini’s suggestion to set the millage rate to balance the budget and then work down from there.

City Manager Norman-Vacha asked what can be brought back for the next workshops.

BUDGET WORKSHOP MINUTES – JULY 26, 2011

Council Member Bradburn stated the red light cameras should be brought back for discussion and felt it will save lives. Mayor Burnett did not support bringing back the red light cameras at a cost of increasing the budget.

Vice Mayor Johnston informed Public Works Director Radacky there was County staff working on the downtown traffic lights Friday afternoon and now they are more out of sync than they were before. Public Works Director Radacky stated there was a batch sequence that went out and should be fixed tomorrow.

City Manager Norman-Vacha introduced Stephanie Chambers of the Hogan Law Firm who was in attendance for the City Attorney.

City Manager Norman-Vacha summarized the following be brought back to Council:

- Cost for full time attorney in house with no outside clients versus current contractual arrangement.
- A list for the past two (2) years for Special Event Fee Waivers; granted and percentage contributed by requestor. In conjunction with that, Vice Mayor Johnston suggested a 50% sharing cost and Council Member Bernardini suggested funding it at zero.
- The breakdown of square footage for providing office space for the building department contractual arrangement with PDCS.
- Consideration of other staff scheduling options that may be workable within the Fire Department including impact to FLSA overtime costs.
- Retirement rates for pension plan costs for today and the future; legalities of pensions and shifting to Florida Retirement System and expected rates.
- Examine dedicated funding sources for pavement management projects.

Council Member Bernardini asked about review of the Police Department Reserve Officer FTE's Staff.

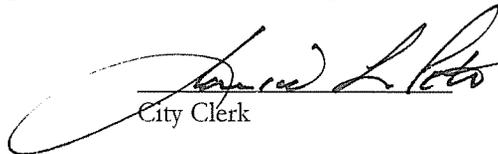
City Manager Norman-Vacha announced the next scheduled budget workshops are on August 9th and August 23rd both at 6:00 p.m. She indicated preliminary numbers for the remaining funds will be provided for water, wastewater, sanitation, fleet and all Capital Improvement Funds.

Mayor Burnett advised Council Members with questions or concerns can contact the City Manager prior to the next budget workshop.

ADJOURNMENT

There being no further business to bring before Council, the meeting adjourned at 9:13 p.m.

Attest: _____
Mayor


City Clerk

**CITY OF BROOKSVILLE
BUDGET WORKSHOP
MINUTES**

August 9, 2011

6:00 P.M.

Brooksville City Council met in workshop session with Mayor Frankie Burnett, Vice Mayor Joseph E. Johnston, III, Council Members, Joe Bernardini and Lara Bradburn present. Also present were Thomas S. Hogan, Jr., City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, City Clerk; Steve Baumgartner, Finance Director; Mike Walker, Parks and Recreation Director; Bill Geiger, Community Development Director; Richard Radacky, Interim Director of Public Works; George Turner, Police Chief and Tim Mossgrove, Fire Chief. Members of the Hernando Today and Hernando Times were also present.

The meeting was called to order by Mayor Burnett.

FY2011/12 OTHER THAN GENERAL FUND BUDGET

Review of other than General Fund projections for FY2011/12.

City Manager Norman-Vacha indicated all other than general funds would be discussed tonight; Special Revenue Funds, Debt Service Funds, Capital Projects Funds, Water and Wastewater Fund, Sanitation Fund, Internal Service and Maintenance Funds and Trust and Agency Fund. Utilities, Sanitation and Fleet Management are the majority of the discussion along with Special Revenue Funds that she would like to point out.

She referenced Page 5 Local Option Gas Tax; and pointed out this first goes into Special Revenue Funds then into the General Fund for a portion of Streets Department budget.

Next, she referenced Page 9 Public Building Impact Fees Fund; staff has allocated an estimated \$100,000 under Capital Outlay to widen and pave John Grubbs Boulevard and parking improvements for the Enrichment Center/Quarry expansion. This project is for further discussion by Council during the budget cycle.

Vice Mayor Johnston referenced Page 9 expenditures footnote that the funds are to be spent within seven (7) years of receipt and requested that staff put together a list of when funds expire and a list of eligible projects. City Manager Norman-Vacha advised most of the funds need to be spent quickly and felt the expansion project could be used for some of the funds along with other projects. She reminded Council Impact Fees can only be allocated to projects that are growth in nature. She advised most of Reserves of \$159,800 must be expended within the next few years less about \$40,000 or must be returned if not expended within seven (7) years of receipt.

Council Member Bradburn stated she has requested, every budget session, a list of projects to compile an accurate Capital Improvement Plan and when each fund expires.

City Manager Norman-Vacha said there is an approved Capital Outlay Program but unfortunately a lot of the projects are not eligible for Impact Fee funds.

Council Member Bernardini questioned funds budgeted for roads under Public Building Impact Fees Fund. City Manager Norman-Vacha stated John Grubbs Boulevard is not a public road but is a driveway for access to a public facility that is expanding making it eligible for Impact Fees funds. Council Member Bernardini felt the funds could be used for improvements or moving the Department of Public Works facility. Council Member Bradburn felt there would not be money to move the facility anytime in the near future but some upgrades are covered under the Energy Systems Group contract. City Manager

BUDGET WORKSHOP MINUTES AUGUST 9, 2011

Norman-Vacha advised improvements to an existing facility are limited pertaining to Impact Fees. Mayor Burnett suggested creating a 5-20 year plan for a new building would help project what could be accomplished within that timeframe. City Manager Norman-Vacha advised a 5-year Capital Plan approved last year is being updated in the proposed 2011/12 budget and includes this year's projects.

City Manager Norman-Vacha next referenced Page 15 Good Neighbor Trail Fund; Capital Outlay of \$476,960 is not cash money but is an asset as a city-owned right-of-way for final Phase 2B construction to be funded and completed in the next fiscal year.

Mayor Burnett pointed out on the first phase of the trail in the area of Tanglewood Apartments where Union Street was closed needs fencing or a decorative wall added. Council Member Bradburn stated she has been there and she will relay his feedback to the Good Neighbor Trail Committee.

City Manager Norman-Vacha referenced Page 34 Multi Year Capital Project Accumulation Fund. Within the fund last year staff allocated a \$200,000 match to the Energy Systems Group project that was not utilized including \$100,000 from Traffic Camera Fund and \$100,000 from the General Fund. The balance is approximately \$19,000 after projected spending of \$75,000 on a City wide sidewalk plan, \$300,000 on a Street pavement program. She advised there is no ongoing funding source but at least some money could be pledged towards a pavement management program. The City of Brooksville Welcome Sign project of \$16,000 will be finalized next year and asked for it to be carried forward.

City Manager Norman-Vacha referenced various Sinking Funds related to Water and Sewer, and General Government funds related to the Energy Systems Group project and indicated Finance Director Baumgartner will address these funds.

City Manager Norman-Vacha indicated Public Works Director Radacky and Public Works staff will discuss all aspects of their budgets including Water, Wastewater, Sanitation and Fleet Management.

Lastly, City Manager Norman-Vacha referenced Page 76 Community Redevelopment Agency Fund; she stated funds are allocated towards revitalization plans and master plan project in accordance and direction of City Council.

Finance Director Baumgartner addressed Government Accounting Standards Board GASB 54; fund balance reporting and governmental fund type definitions, which does not apply to water, sewer, solid waste or enterprise funds. There may be additional changes in the budget due to GASB 54 regulations that could affect some Special Revenue Funds.

He stated there are five (5) specific components of fund balance; non-spendable, restricted, committed, assigned and unassigned fund balance.

He next indicated the Debt Service Fund was established for the ESG SunTrust loan and required by GASB 54. Special Revenue Fund accounts for the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than Debt Service or Capital Projects. He stated Law Enforcement Investigative Trust, Impact Fees and Justice Assistance Grant (JAG) have a specific revenue source and expenditures which meet criteria, unlike the Traffic Camera Fund expenses which are not specific and may be moved into the General Fund.

He reviewed GASB 34 audit of governmental funds; fixed assets do not depreciate and a second set of books must be kept in accordance with GASB 34 to depreciate fixed assets.

He advised an interim audit starts tomorrow with Oliver and Company and these issues will be addressed with them.

BUDGET WORKSHOP MINUTES AUGUST 9, 2011

Special Revenue Funds

Page 5 Council Member Bradburn referenced the Local Option Gas Tax and asked has the money been allocated to a specific purpose. City Manager Norman-Vacha advised historically money has been taken in through a Special Revenue source for specific expenses and allocated to the Streets Division budget. She advised there could be a separate transportation fund set up to show spending for a specific purpose and will be discussed with the auditors. Council Member Bradburn indicated her preference is to have the funds dedicated.

Page 6 In reference to the Law Enforcement Investigative Trust Operating Expenditures, Council Member Bernardini confirmed with City Manager Norman-Vacha the \$51,560 includes Building Repair and Maintenance of \$5,400, \$1,600 Criminal investigation, \$14,560 Operations, \$10,000 Non investigative equipment and a Weapons upgrade and training cost of \$20,000. He also confirmed projected Reserves are \$96,840.

Page 7 Council Member Bernardini referenced Road Impact Fees and recommended funds for the parking lot at the Enrichment Center come out of this fund if needed. He also recommended funds be used to repair Chatman Boulevard.

City Manager Norman-Vacha clarified Road Impact Fees require a new road be built or expanded due to new growth. She announced Diane Rowden along with Bill Bachschmidt, Vice President of DAB Constructors, Inc. have agreed to resurface a portion of Chatman Boulevard at no cost. Staff is working with General Manager Gary D'Amico to determine if the City can afford to repave the remainder. An update will be reported to Council as the project progresses.

Mayor Burnett and Council Member Bradburn felt it was better to have DAB Constructors complete repairs on Chatman Boulevard at the same time that they are doing their donated portion and asked for a cost to finish the road.

Vice Mayor Johnston asked could the road impact fees be used for the completion of Real Tree Lane in Southern Hills. City Manager Norman-Vacha indicated it could not because it is a private road.

Richard Radacky elaborated on the Chatman Boulevard project and the lack of drainage which should be addressed first. He also indicated there also has to be swales put in up to US41 which should resolve the drainage issue.

City Manager Norman-Vacha advised DAB Constructors are on a short timeframe and are willing to do the overlay now because they are also doing some other work in the County. Public Works Director Radacky agreed that project should move forward since the potholes on that portion are very bad.

Mayor Burnett did not agree that the overlay be done before the drainage is fixed to keep it from eroding.

Council Member Bradburn stated there have been failed attempts in the past to develop property because of the drainage issue expense and difficulty in getting permitting. She advised Coastal Engineering has plans in place that could be used to address at least a portion of drainage. City Manager Norman-Vacha stated she will bring back to Council a status report on the project along with the status of Impact Fee funds, including dates of collection and expenditure requirements.

Council Member Bradburn asked for an update on the Providence Boulevard project. Director Geiger indicated documentation for the project through Withlacoochee Regional Planning Council has been submitted to the Environmental Protection Agency for consideration of future grant funding to match funding in the Road Impact Fees Fund. This viable project would preserve capacity on State Road 50 and for economic development purposes in this area. He indicated right-of-way acquisition and design

BUDGET WORKSHOP MINUTES AUGUST 9, 2011

for drainage needs to be updated.

Vice Mayor Johnston asked what the prospects on the north end of Providence Boulevard are. Director Geiger explained that back in 2004/2005 it was getting too costly for right-of-way acquisition so the property owners were approached to explain that the road's benefits and working with the City would reduce costs for right-of-way acquisition. Then there was an issue with costly excavation of the retention area because it was within the same area of a cell tower, which ended the project at that point.

Vice Mayor Johnston asked if the property owners are amenable to right-of-way acquisition at this time. Director Geiger explained property owner Mr. Sims, in consideration of a previous agreement with the City, is amenable to working with the City on this matter. City Manager Norman-Vacha indicated staff is taking a different approach this time with pre-discussions to have more assurances in place before spending money on engineering and design.

Page 11 Council Member Bernardini referenced Parks Impact Fees Fund and felt the Quarry Driving Range Tee Box Improvements and Driving Range Ball Dispenser would increase revenue.

Council Member Bradburn asked what the allocation for the Playground accessibility improvements is. City Manager Norman-Vacha indicated the playground carry-over project proposed last year is to greatly improve accessibility for children with disabilities and the elderly. The project will be done in conjunction with the Junior Service League.

Page 24 Council Member Bradburn referenced Tree/Streetscaping; she advised the City needs to start planning for the demise of its majestic canopies by planting new trees and suggested a program such as "Adopt a Tree". She pointed out the plantings need to be during warm weather to allow several months to get established or wait until Spring but not base the plantings on when funds become available should that be during Winter.

Council Member Bernardini advised Stewart Tree Farm has great trees at a good price right now and felt the City should take advantage of that.

Debt Service Funds

Page 29 Council Member Bradburn asked why Mobile Home Licenses are \$0. City Manager Norman-Vacha stated this is a sinking fund part of GASB that correlates with the Capital Projects Funds on Page 35.

Director of Finance Steve Baumgartner explained this is a new fund requirement of GASB 54 for the 2006 loan per Bond covenant and referenced Pages 35 and 36. He pointed out the SunTrust loan covenants will work in the same manner by capturing the money from the General Fund Water, Sewer and Sanitation then will be transferred to pay quarterly payments.

Capital Projects Funds

Page 34 Council Member Bradburn referenced Multi-Year Capital Project Accumulation Fund and reminded Public Works Director Radacky she had provided him with technology on leveling out a sidewalk without having to redo the entire section. She asked that be incorporated into the Sidewalk Program.

Public Works Director Radacky felt sidewalks should be part of the Road Pavement Project along with the structure of the retaining walls on Howell Avenue. Council Member Bradburn did not favor aluminum handrails in the historic district.

Council Member Bradburn asked will work on brick streets be included in this fund. Public Works Director Radacky stated brick streets have been worked on to level out potholes and tree roots but still

BUDGET WORKSHOP MINUTES AUGUST 9, 2011

need to be addressed. Council Member Bradburn advised contacting an arborist on the best time to disturb the tree roots on what approach to use. Mayor Burnett advised against cutting the roots as this would kill the trees and he felt it would be wise not to plant anymore big trees along the roads to avoid this problem in the future. Council Member Bradburn did not agree and felt trees over the roads serve a great purpose and changing the arch of the road could help resolve this issue. She requested, from Public Works Director Radacky, a brick road plan to remove the asphalt starting with an inventory including measurements and data on each of the roads by priority and dedicating time for those projects.

Public Works Director Radacky stated this has been an ongoing project during the winter months. He indicated Brooksville Avenue is in the worst condition. He specified there will be an inmate crew dedicated to Public Works next year for this purpose. Council Member Bradburn also pointed out, in conjunction with infrastructure improvements, she has noticed the road work done on Olive Street. She advised there have been significant holes and dips appearing on Florida Avenue in the past few months.

Mayor Burnett asked if engineering fees to identify bad roads or design to fix the roads is included in the budget. City Manager Norman-Vacha stated staff has been working with an engineer for methodology to help determine priorities for improvements. She indicated the money budgeted under this fund is to accomplish projects once a priority list is in place. Mayor Burnett felt money budgeted for engineering is not necessary and should be put back into finishing the road projects.

City Manager Norman-Vacha explained staff would like to set methodology with Council in how to determine road prioritization based on data collection. She pointed out some roads would have to be rebuilt and are not worth resurfacing. She suggested an alternative method would be to have staff arbitrarily put together a road priority list. Council Member Bernardini pointed out there was a list put together when there was an engineer on staff.

Discussion ensued regarding different ways to prepare and fix roads. City Manager Norman-Vacha reminded Council there are limited funds and suggested choosing a method to fix roads correctly. Mayor Burnett thanked the City Manager for her explanation and understood the need for methodology.

Vice Mayor Johnston asked could Road Impact Fees be used to install gutters and sidewalks on existing road improvements to comply with Florida Department of Transportation urban design standards and suggested sidewalks on North Avenue and such. Director Geiger confirmed Impact Fees were a major part of funding for Barnett Road for improvements on drainage, sidewalks and width. Council Member Bradburn pointed out stimulus funds were intended to cover those projects but never worked out that way. City Manager Norman-Vacha explained part of it was acquisition of road right-of-way. Director Geiger further explained the funding would have been lost waiting for design and permitting of right-of-way acquisition for the extended scope of work required so it went back to a base and resurfacing project.

Vice Mayor Johnston also suggested extending part of South Main Street to Martin Luther King Boulevard. City Manager Norman-Vacha indicated those improvements raise the level of the road and raises the improvement so they are not repair and maintenance. Director Geiger pointed out collector roads are also a specification for Impact Fees.

Council Member Bernardini would like to know what it is costing to get that report put together.

BUDGET WORKSHOP MINUTES AUGUST 9, 2011

Water and Wastewater Fund

Council Member Bradburn suggested an education and public awareness hearing when implementing the Energy Systems Group project. It will take several months to assimilate the changes. City Manager Norman-Vacha explained it is part of the overall project and Energy Systems Group is working directly with customers as they are changing to radio read meters.

Page 42 Footnote (3) should be corrected to reflect Southwest Florida Water Management District Grant.

Page 45 Council Member Bernardini referenced Wages on pages 45 and 54 and asked the reason for an increase. City Manager Norman-Vacha reminded it is due to shifted cost allocations for customer service salaries that were previously paid through the General Fund along with the Public Works Director and referenced Page 44 which gives breakdown by position.

Vice Mayor Johnston asked the reason for a decrease in Retirement Contributions as opposed to an increase in Wages. City Manager Norman-Vacha explained it is due to 3% employee contribution changed by the State of Florida that went into effect July 1st.

Council Member Bernardini requested for the next budget workshop data on where the increases came from with page numbers. City Manager Norman-Vacha will prepare a breakdown of staffing patterns in 2010/2011 and projected figures in 2011/2012.

Sanitation Fund

Page 50 City Manager Norman-Vacha pointed out there is \$175,000 in projected Capital Outlay for a recycling vehicle to allow recycling of more than one type of recycling each week, per Council request. Council Member Bradburn will follow up later in the week on a potential used recycling truck in Orlando.

Page 50 Vice Mayor Johnston asked are there requirements that water, wastewater and sanitation be Enterprise Funds. City Manager Norman-Vacha explained they are separately funded through their own revenue source because of bonds that rely on rate structures per business type. Finance Director Baumgartner further elaborated the GASB rule is that any fund over 50% self supporting should be an Enterprise Fund.

Council Member Bradburn stated water and sewer are user based fees in the Enterprise Fund.

Internal Service and Maintenance Funds

City Manager Norman-Vacha pointed out a change in staffing levels, allocating half an employee's salary and wages from Fleet to Sanitation since his primary function is welding dumpsters.

Page 59 Council Member Bernardini referenced Other Contractual Services of \$3,000. City Manager Norman-Vacha stated she will have to get back to him with an answer on what that is but thought it may be diagnostic equipment that has an ongoing licensing contractual fee.

Mayor Burnett asked if there regularly scheduled fire drills performed according to State Statutes throughout the departments. City Manager Norman-Vacha said she will check into the requirement.

Page 62 Council Member Bernardini asked City Manager Norman-Vacha to report to him tomorrow on how many vehicles are being purchased.

Page 67 Council Member Bradburn asked which fund the projected interest goes into. City Manager Norman-Vacha stated the interest is allocated specifically to the funds where the money resides.

BUDGET WORKSHOP MINUTES AUGUST 9, 2011

Trust & Agency Fund

Page 70 Council Member Bradburn felt the green cemetery would not need a perpetual care fund. Mayor Burnett pointed out tree limbs are falling in the cemetery that needs removal.

Page 75 Council Member Bernardini asked if there is more information coming back to Council on Police Officers' and Firefighters' Retirement Funds. City Manager Norman-Vacha stated retirement pension planning allocations and cost will be discussed at the next budget workshop.

City Manager Norman-Vacha stated she will supply information to Council regarding what is Other Contractual Services of \$3,000 under Fleet and also how many vehicles are being purchased next year from all total budgets.

Next, she reviewed the items City Council requested further information on for preparation of the final budget workshop on August 23rd as follows:

- Summary information on staff sharing across funds
- Reasoning/requirements for separate funds for Utility Services; water, wastewater, sanitation
- Status of Impact Fee funds – including dates of collection and expenditure requirements
- Timeframe for a “tree replacement plan” for the City
- Timeframe for further discussion/solutions for brick street maintenance program
- Current expenditures for road inventory/pavement management methodology

Council Member Bradburn stated she will have an opportunity to share her concerns on some issues including the downtown post office proposed closing when Senator Bill Nelson comes to the area on August 22nd.

City Manager Norman-Vacha pointed out there will be a proposed resolution on the August 15th Agenda to consider regarding opposition of closing the post office.

Vice Mayor Johnston stated his opposition to closing the post office that is serving the central area of the City. He suggested Mail Boxes Etc. would be a good business to open downtown should the closing be successful.

ADJOURNMENT

There being no further business to bring before Council, the meeting adjourned at 7:55 p.m.


City Clerk

Attest: _____
Mayor



**CONSENT AGENDA ITEM
MEMORANDUM**

TO: THE HONORABLE MAYOR AND CITY COUNCILMEN

VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER

FROM: RICHARD W. RADACKY, PUBLIC WORKS DIRECTOR

SUBJECT: GARBAGE DUMPSTER PURCHASE

DATE: October 25, 2011

GENERAL SUMMARY/BACKGROUND: The Sanitation Division of the Public Works Department is requesting approval to purchase dumpsters for commercial waste accounts. The new dumpsters will replace aging dumpsters and restock inventory for new accounts. Purchase would be made by piggybacking on the City of Largo, Bid Number 11-B-356 (attached).

On September 28, 2011, The City Council approved \$26,090 for purchasing dumpsters. The City of Largo awarded Bid Number 11-B-356 to Iron Container LLC. of Miami, Florida. The dumpsters would be purchased for the not-to-exceed amount of \$26,090. Attached are letters from the City of Largo and Iron Container to authorize the purchase and piggybacking on the purchase.

The dumpsters being replaced would not provide a useful function to the City or other unit of government. Therefore, it is recommended that they be surplused and sold for scrap metal to a recycler offering the highest price. The funds would deposited in a Sanitation Reserve Account as the Sanitation Division is a not-for-profit enterprise fund.

BUDGET IMPACT: A total of \$26,090 was approved by the City Council in the Fiscal Year 2011/12 Budget for the purchase of dumpsters. Account Number 403-022-534-54317 would be the funding source.

LEGAL NOTE: The City Council has home-rule authority (Article VII, (2), Florida Constitution/Section 166.011, Florida Statutes) to consider matters of fiscal and intergovernmental benefit. Pursuant to Section 5.04 of the City Charter, competitive bidding is required except to the extent Council authorizes otherwise by ordinance. Pursuant to Section 2-304, (a), (1) and (2), of the Code of Ordinances, the amount of expenditure for which the City may obligate itself without competitive bidding by the City is increased provided: (1) the City Manager recommends to the City Council that a specific purchase be made by piggybacking on an award by another governmental entity's competitive bidding process; and (2) the other governmental entity's competitive process provides substantially equivalent guarantees of fairness and competitiveness to those of the City.

Pursuant to Subsection 274.05, Florida Statutes, titled Surplus Property, the City Council has the authority and discretion to classify as surplus any of its property that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function. In addition, within the reasonable exercise of its discretion and having consideration for the best interest of the City, the value and condition of property classified as surplus, and the probability of such property's being desired by a prospective bidder in the event of surplus, the City Council may offer surplus property to other governmental units in the County for sale or donation or sale at a recycling center.

STAFF RECOMMENDATION: Staff recommends that the City Council approve purchase of replacement dumpsters from Iron Containers, LLC. by piggybacking on the City of Largo Bid in the not-to-exceed amount of \$26,090 and to surplus replaced dumpsters by sale to the highest quote of a recycling center.

ATTACHMENTS:

1. Letter from Iron Containers
2. Letter from City of Largo
3. Copy of City of Largo Bid

Attachment 1

Letter from Iron Containers



IRON CONTAINER, LLC
NEW AND USED CONTAINERS · INVENTORY ON HAND ·

July 19, 2011

Attn: Michael McQuown
Sanitation Operations Supervisor
City of Brooksville Public Works Dept.
600 S. Brooksville Ave.
Brooksville, FL 34601

Dear Mr. McQuown,
We hereby extend to the City of Brooksville the opportunity to purchase steel waste containers under the same terms of the City of Largo agreement. Please find a copy of the City of Largo bid and a purchase order from the City of Largo attached with this letter, outlining the prices and other details.
If you need anything else please let me know

Regards

Julian Charles
Sales Manager
Iron Container, LLC

3230 N.W. 42 Street, Miami, Florida 33142
Main (305)-726-2150 Facsimile (305)-400-4822
www.ironcontainer.com

Attachment 2

Letter from City of Largo

POST OFFICE BOX 296
LARGO, FLORIDA
33779-0296

CITY *of* LARGO



LARGO, FLORIDA EST. 1905

July 12, 2011

City of Brooksville
Attn: Mike
Public Works Department

This letter is to allow your City to use of Bid #11-B-356, Front-end Loader Containers. This bid was awarded by the City of Largo on May 17, 2011 to Iron Containers LLC.

The bid document does contain a clause allowing the use of this bid by other entities.

If I can provide you with any additional information, please advise.

Sincerely,

Joan Wheaton
Procurement Analyst

Attachment 3

Copy of City of Largo Bid

POST OFFICE BOX 296
LARGO, FLORIDA
33779-0296



LARGO, FLORIDA EST. 1905

**CITY COMMISSION
LARGO, FLORIDA
INVITATION FOR BID**

Bid #: 11-B-356

Date: February 25, 2011

Competitive sealed bids will be accepted by the City of Largo Office of Management and Budget, Largo City Hall, Post Office Box 296, (201 Highland Avenue, 33770), Largo, Florida, 33779-0296, until

**2:30 p.m., local time
MARCH 24, 2011**

at which time all bids received shall be publicly opened and read aloud in the Office of Management Budget, Largo City Hall, for

FRONT-END LOADER CONTAINERS

Bids must conform to the Specifications and Instructions to Bidders. Any deviation from the specifications must be shown.

The City reserves the right to reject any or all bids received, to waive any irregularities or informalities. If you are interested in bidding, please complete the Invitation for Bid Form(s) and return to this office by the date indicated. Non-conformance with these instructions is grounds for rejection of bid. Late Bids will be rejected.

Questions of a technical nature should be directed to Gene Ginn, Assistant Solid Waste Manager, at 727-587-6760.

Questions concerning this Bid should be directed to Joan Wheaton, Procurement Analyst, Office of Management and Budget at (727) 587-6727.

**BY ORDER OF THE CITY COMMISSION
LARGO, FLORIDA**

Joan Wheaton, Procurement Analyst
Office of Management and Budget

**Please indicate BID number
on your response envelope.**

**BID and ADDENDUM DOCUMENTS CAN BE DOWNLOADED FROM THE CITY WEBSITE
www.largo.com - click the Business Tab - click on Bid/Rfp listings - click view list of current bids/rfps.**



**CONSENT AGENDA ITEM
MEMORANDUM**

TO: HONORABLE MAYOR AND CITY COUNCILMEN
VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER
FROM: RICHARD RADACKY, DIRECTOR OF PUBLIC WORKS
SUBJECT: MOWING SERVICES BID AWARD – BID NO. SD2011-16

DATE: October 21, 2011

GENERAL SUMMARY/BACKGROUND: The City advertised for sealed bids for mowing services. Bids were opened and read aloud in Council Chambers on October 21, 2011. There were two (2) bids submitted as follows:

Company	Bid Form A Utility Sites	Bid Form B Right-of-Ways	Bid Form C Code Enforcement
Benchmark of Central Florida, LLC	\$930.00	No Bid	No Bid
Elixson Enterprises, LLC	\$1,246.00	\$749.00	Rough Mowing Less than 1/4 Acre \$24 1/4 – 1 Acre \$65 More than 1 Acre \$85 Trash & Debris Removal Per Load 250 lbs. or less \$120 251-500 lbs. \$220 501-1,000 lbs. \$410

Staff recommends award of Bid Form A, Utility Sites to Benchmark of Central Florida, LLC and the award of Bid Form B, Right-of-Ways and Code Enforcement to Elixson Enterprises, LLC. All parcels are mowed on an as-needed basis per issuance of a work order to the vendor.

BUDGET IMPACT: Funds for the Utility Sites are budgeted in line item 401-021-536-53400 & 401-027-536-53400. Funding for Code Enforcement is budgeted in line item 001-019-513-53400.

LEGAL REVIEW: Pursuant to the City's Charter, Article V, Sec. 5.04. Competitive Bidding, City Council is authorized to approve the award for procurement of personal property or services via the bid process within the statutory categories and limits established pursuant to F.S Chapter 287.

STAFF RECOMMENDATION: Staff recommends awarding the Utility Sites (Bid Form A) to Benchmark of Central Florida, LLC and Right-of-Ways (Bid Form B) and Code Enforcement (Bid Form C) to Elixson Enterprises, LLC. Further, that the Mayor be authorized to execute contracts upon City Attorney approval.

ATTACHMENTS: 1. Bid Opening Minutes
2. Bid Certification Forms

Attachment 1

Bid Opening Minutes

**BID OPENING MINUTES
MOWING SERVICES
BID NO. SD2011-16**

October 21, 2011

3:00 P.M.

A Bid Opening was held at approximately 3:00 p.m. on Friday, October 21, 2011, in the City Hall Council Chambers for **MOWING SERVICES BID NO. SD2011-16**. Janice L. Peters, City Clerk, Will Smith, Utilities Supervisor, Mark Caskie, Code Enforcement Officer, Jon Dowler, Project Coordinator and Kim Harsin Deputy City Clerk/Recording Secretary were in attendance.

City Clerk Peters advised that an Invitation to Bid was published in the September 30, 2011, edition of the Hernando Today with a closing date and time set for 3:00 p.m. on Friday, October 21, 2011.

As a result, 2 sets of bids were received, all properly sealed and notated. The bids were to include a Bid/Certification form with signature page, Public Entity Crime Statement, Proof of Insurance, State of Florida Contractor License Copy, Drug Free Workplace Certification Form, \$100 Bid Bond and \$250 Performance Bond, Agreement for Contractor's Service (signed), one (1) original with three (3) copies of the bid submittal.

The following companies submitted bids, which were opened and the results read as follows:

Benchmark of Central Florida LLC, Ocala, FL

All required documentation included; Drug Program Implemented

BID FORM A **\$930.00**

Elixson Enterprises LLC, Raiford, FL

All required documentation included; Drug Program Implemented

BID FORM A **\$1,246.00**
BID FORM B **\$749.00**

BID FORM C

Description of Services Required

Unit Price

Lot Rough Mowing

Lots of less than ¼ acre	\$24.00 per lot
Lots of ¼ acre to 1 acre	\$65.00 per lot
Lots more than 1 acre	\$85.00 per lot

Trash and Debris Removal and Disposal

250 lbs. or less	\$120.00 per load
251 lbs. to 500 lbs.	\$220.00 per load
501 lbs. to 1,000 lbs.	\$410.00 per load

City Clerk Peters informed bidders that the packet would be further reviewed by staff and their recommendation would be submitted to Council. The bid opening concluded at 3:08 p.m.


Recording Secretary

Attachment 2

Benchmark of Central Florida, LLC
Bid Certification Forms

 ORIGINAL

Bidder/Company Name: Benchmarks of Central Florida Inc

City of Brooksville
BID/CERTIFICATION FORM
MOWING SERVICES BID NO.: SD2011-16

BIDDERS CERTIFICATION TO THE CITY OF BROOKSVILLE:

1. The undersigned warrants that: (A) this Bid is submitted in response to, and is in compliance with, all terms and conditions applicable thereto as set forth in the Advertisement, General Instructions and Conditions, Special Instructions and Conditions, Bid/Certification Forms and (if any), the Minimum Technical Specifications, Plans, Addendum, Exhibits, Agreement, Bonds and Insurance requirements, each of which has been carefully examined, (B) Bidder or Bidder's representative has made such investigation as is necessary to determine the character and extent of the work and their capability to perform the work, and (C) agrees that if the Bid is accepted by the City, Bidder will provide the necessary labor, materials, machinery, equipment, tools or apparatus, and perform all the work or services required to complete the assignment and/or contract within the time specified according to the requirements of the City as herein and hereinafter set forth, and (D) he/she is authorized to legally execute binding contracts for and on behalf of the Bidder.
2. Please check one:
 - Bidder declares that the only person, persons, company or parties interested in this Bid are named in the Bid.
 - Bidder, or one or more of bidder's officers, principals, or any owner of more than 5% in or of bidder, or members of their immediate families: (A) have a financial interest in another company, project, or property that could benefit financially from this proposed project; and/or (B) another individual or business will be compensated by (or on behalf of bidder) if bidder is selected by the City to bid the requested services. (Attach a detailed explanation for either.)
3. Bid Bond - If the Bid is accepted by the City, it will become a binding contract on both parties. If a Bid Bond or Cashier's Check/Certified Check is required, it shall be submitted with the Bid. If the undersigned shall fail to deliver or perform, or if applicable, execute a Contract as stated herein, then the City may, at its option, determine that the undersigned has abandoned the Award/Contract, and thereupon such Bid and/or Award shall be null and void, and any Cashier's Check/Certified Check or Bond accompanying this Bid shall be forfeited to and become the property of the City, and the full amount of said check, or if a Bid Bond, the full amount of such bond, shall be paid to the City as partial liquidated damages; otherwise, any Bond or Cashier's Check/Certified Check accompanying this Bid shall be returned to the undersigned within 30 calendar days from the date of Award, or if provisions for a Notice to Proceed are included, from the date of the Notice to Proceed.
4. Bidder proposes and agrees to provide all materials, services or equipment required for MOWING SERVICES as itemized on BID FORMS A, B and/or C. Only return the form(s) being bid on, i.e. Bid Form(s) A, B and/or C.

PLEASE CHECK/MARK ALL BID FORMS BEING SUBMITTED.

Bid Form(s) A Bid Form B Bid Form C

5. The City reserves the right to accept any or all prices itemized in any combination that best serves the interests of the City. The City further reserves the right to accept or reject any of the components of this Bid, including alternates.
6. BIDDER HEREBY ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDUMS:

None _____

Bidder/Company Name:

Seachimed R. J. F.
Central Florida, Inc

BID FORM - A
UTILITY MOWING SERVICES - SEE EXHIBIT A-LOCATOR MAP
CITY OF BROOKSVILLE - UTILITY SITES - BID NO. SD2011-16

Site No.	Site Name	Approximate Area (sf)	Task Description	Bid Price Per Mowing
1	3 Seasons Pump Station (P/S)	529	Mowing & edging inside compound 3 foot perimeter outside compound. Chemical edging fence line twice a year.	11.40
2	Lamar DWP Compound	52,785	Mowing & edging inside compound 3 foot perimeter outside compound. Mowing R/W in front of site on Lamar Avenue. Chemical edging fence line twice a year.	48.00
3	Kingswood P/S	600	Mowing & edging inside compound 3 foot perimeter outside compound. Chemical edging fence line twice a year.	14.00
4	Diamond Creek P/S	651	Mowing & edging a 6 foot perimeter around structures.	14.00
5	Hope Hill Well #1	3,025	Mowing & edging inside compound 3 foot perimeter outside compound. Mow and edging from fence to pavement on road side. Chemical edging fence line twice a year.	11.40
6	Hope Hill Well #2	33,250	Mowing & edging a 6 foot perimeter around structures, mowing 20 ft. wide roadway into site. Mowing & edging inside fenced compound. Chemical edging fence line twice a year.	33.00
7	Bristolwood P/S	2,800	Mowing & edging inside compound 3 foot perimeter outside compound and area in front of site to road pavement. Chemical edging fence line twice a year.	11.40
8	Creek Ridge P/S	2,400	Mowing & edging inside compound 3 foot perimeter outside compound and area in front of site to road pavement. Chemical edging fence line twice a year.	19.00
9	SR 50 P/S	4,818	Mowing & edging inside fenced compound & edging fence perimeter. Chemical edging fence line and driveway twice a year.	28.00
10	East Ave. P/S	47,740	Mowing & edging inside fenced compound, edging fence perimeter mowing R/W East Av. and Center Street. Chemical edging fence line twice a year.	48.00
11	Hope Hill DWP	66,185	Mowing & edging inside compound 3 foot perimeter outside compound. Mowing R/W on Hope Hill Rd. Chemical edging fence line twice a year.	56.00
12	Croom Rd. Odophos Station	29,000	Mowing (string trimmer) & edging a 6 foot perimeter around structures, mowing 20 ft. wide roadway into site from Croom Rd. in.	17.00

Bidder/Company Name:

*Ben Hawk of
Central Stordale*

BID FORM - A
UTILITY MOWING SERVICES - SEE EXHIBIT A-LOCATOR MAP
CITY OF BROOKSVILLE - UTILITY SITES - BID NO. SD2011-16

Site No.	Site Name	Approximate Area (sf)	Task Description	Bid Price Per Mowing
13	School St. P/S	6,880	Mowing & edging inside fenced compound & edging fence perimeter and R/W in front of site. Chemical edging fence line twice a year.	57.00
14	Cobb Road WRF	434,920	Mowing fenced area including entrance road & edging along all fences & around all structures, trees and bushes in manicured area. Including entrance road to Cobb Rd.	192.00
15	Hillside Ct. DWP	67,500	Mowing & edging inside fenced compound & edging fence perimeter. Chemical edging fence line twice a year.	69.00
16	Howell Av P/S	54,776	Mowing & edging within fenced compound including R/W in front of site. Chemical edging fence line twice a year.	34.00
17	Lamar Av. Well #2	23,000	Mowing & edging area from fenced compound to the west to Main St. from south property line to Lamar Av.	29.00
18	Lincoln Dr. P/S	728	Mowing & edging inside compound 3 foot perimeter outside compound. Chemical edging fence line twice a year.	17.90
19	Parrot MS P/S	560	Mowing & edging inside compound 3 foot perimeter outside compound. Chemical edging fence line and driveway twice a year.	28.00
20	Norborne Est. P/S	1,496	Mowing & edging inside compound 3 foot perimeter outside compound. Chemical edging fence line twice a year.	14.00
21	Southern Hills Master P/S	7,200	Mowing & edging inside compound 3 foot perimeter outside compound and front of site to R/W. Chemical edging fence line twice a year.	29.00
22	Southern Valley Loop P/S	1,500	Mowing & edging inside fenced compound & edging fence perimeter.	16.90
23	Cascades P/S	1,680	Mowing & edging inside compound 6 foot perimeter outside compound and front of site to R/W. Chemical edging fence line twice a year.	28.00
24	Southern Hills PBS	Inspect Site	Mowing (string trimmer) & edging inside compound.	28.00

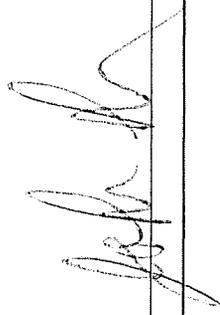
The City currently mows this site with in-house labor. This site is not on the same mowing frequency of the other sites.

Bidder/Company Name: Bentham of Central Florida

BID FORM - A
UTILITY MOWING SERVICES - SEE EXHIBIT A-LOCATOR MAP
CITY OF BROOKSVILLE - UTILITY SITES - BID NO. SD2011-16

Site No.	Site Name	Approximate Area (sf)	Task Description	Bid Price Per Mowing
25	Sea Gate P/S	3,710	Mowing & edging inside compound 3 foot perimeter outside compound and front of site to R/W. Chemical edging fence line twice a year.	31,000
26	Wal-Mart P/S	2,491	Mowing & edging inside compound 3 foot perimeter outside compound and front of site to R/W. Chemical edging fence line twice a year.	11,400
27	PHCC P/S	625	Mowing (string trimmer) & edging a 6 foot perimeter around structures.	11,400
28	A St. P/S	400	Mowing (string trimmer) & edging a 6 foot perimeter around structures, electrical panel & generator.	11,400
29	D St. P/S	400	Mowing (string trimmer) & edging a 6 foot perimeter around structures, electrical panel & generator.	11,400
30	Fairgrounds P/S	4,200	Mowing & edging inside compound 3 foot perimeter outside compound. Chemical edging fence line twice a year.	11,400

TOTAL: 930.00

NAME OF BIDDER: John Summers SIGNATURE:  DATE: 10.1.14

Bidder/Company Name: _____

**BID FORM - B
RIGHT-OF-WAY MOWING SERVICES -- SEE EXHIBIT A-LOCATOR MAP & BID FORM B MAPS
CITY OF BROOKSVILLE -- RIGHT-OF-WAY SITES -- BID NO. SD2011-16**

Site No.	Site Name	Approximate Area (sf)	Task Description	Bid Price Per Mowing
31	Kings Circle Ditch by the P/S		Mowing, weed eating & chemical spray on as needed basis.	
32	Candlelight Blvd., DRA and the Ditch		Mowing, weed eating & chemical spray on as needed basis.	
33	56 Russell Street DPW Compound Field		Mowing, weed eating & chemical spray on as needed basis.	
34	Barnett Road (Southway Villa) DRA & Ditch		Mowing, weed eating & chemical spray on as needed basis.	
35	Hammock Road DRA		Mowing, weed eating & chemical spray on as needed basis.	
36	ACL Street right-of-way & Ditch		Mowing, weed eating & chemical spray on as needed basis.	

TOTAL: _____

NAME OF BIDDER: _____ SIGNATURE: _____ DATE: _____

Bidder/Company Name: _____

BID FORM - C

**TERM CONTRACT FOR CODE ENFORCEMENT LOT MOWING
AND/OR TRASH/DEBRIS REMOVAL
BID NO.: SD2011-16**

DESCRIPTION OF SERVICES REQUIRED **UNIT PRICE**

LOT ROUGH MOWING

Lots of less than 1/4 acre	\$ _____	per lot
Lots of 1/4 acre to 1 acre	\$ _____	per lot
Lots more than 1 acre	\$ _____	per lot

TRASH AND DEBRIS REMOVAL AND DISPOSAL

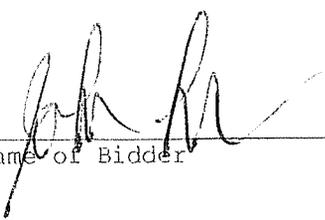
250 lbs. or less	\$ _____	per load
251 lbs. to 500 lbs.	\$ _____	per load
501 lbs. to 1,000 lbs.	\$ _____	per load

NAME OF BIDDER: _____ SIGNATURE: _____ DATE: _____

EQUIPMENT LISTING
MOWING SERVICES
 BID NO.: SD2011-16

Bidders shall indicate below a complete listing of all equipment said Bidders will use in the performance of this contract, including rolling stock, loaders, tractors, mowers and any other specialized equipment. INDICATE WHETHER SUCH EQUIPMENT IS OWNED BY THE COMPANY. Failure to complete and return this section may render Bidder's proposal non-responsive.

	COMPANY OWNED?	
	YES	NO
1) Ferris IS 4500 72" commercial ZTR mower	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1) Snapper Pro S800X commercial Front Deck mower	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1) Exmark Turf Tracer commercial walk behind mower	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3) commercial edgers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3) commercial line trimmers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2) commercial blowers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2) commercial pump up sprayers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1) Chevy 3500 truck	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1) Dodge 2500 truck	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2) 16' equipment trailers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____	YES	NO

SIGNATURE: 
 Name of Bidder

Date: 10-18-11

Bidder/Company Name: Benchmark of Central FL LLC

Name of Bidder: Benchmark of Central Florida, LLC

Business structure: () Corporation, () Partnership, () Individual, (x) Other: LLC

If a Partnership: _____

Name(s) of Partner(s): _____

If a Corporation: _____

Incorporated in State of: _____ Date of Incorporation: _____

Business Address: 38 Poplar Rd

City: Ocala State FL Zip 34480

Telephone Number: (352) 347-2400 Fax (352) 347-2402

Submitted By: John Summers

Title: ^(Print) Managing Member

Signature: [Handwritten Signature]

ATTEST: _____
Secretary

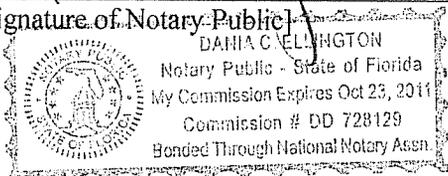
By: _____
Print Name

Affix Corporate Seal
(If Corporation)

State of Florida
County of Marion

The foregoing instrument was acknowledged before me this 12 day of Oct, 2016 by John Summers, who is personally known to me or who presented FL Drivers License as identification, and who (did) (did not) take an oath.

[Handwritten Signature]
[Signature of Notary Public]



[Handwritten Name]
[Printed, typed or stamped name of Notary Public]

DD 728129
[Commission Number of Notary Public]

NOTE: BIDS MAY BE REJECTED IF ALL DOCUMENTS ARE NOT COMPLETE AND EXECUTED, AND THE NUMBER OF COPIES SPECIFIED/REQUESTED OF EACH ARE NOT SUBMITTED WITH THE BID.

safe

Attachment 3

Elixson Enterprises, LLC

Bid Certification Forms

Bidder/Company Name: Ellyson Enterprises

City of Brooksville
BID/CERTIFICATION FORM
MOWING SERVICES BID NO.: SD2011-16

BIDDERS CERTIFICATION TO THE CITY OF BROOKSVILLE:

1. The undersigned warrants that: (A) this Bid is submitted in response to, and is in compliance with, all terms and conditions applicable thereto as set forth in the Advertisement, General Instructions and Conditions, Special Instructions and Conditions, Bid/Certification Forms and (if any), the Minimum Technical Specifications, Plans, Addendum, Exhibits, Agreement, Bonds and Insurance requirements, each of which has been carefully examined, (B) Bidder or Bidder's representative has made such investigation as is necessary to determine the character and extent of the work and their capability to perform the work, and (C) agrees that if the Bid is accepted by the City, Bidder will provide the necessary labor, materials, machinery, equipment, tools or apparatus, and perform all the work or services required to complete the assignment and/or contract within the time specified according to the requirements of the City as herein and hereinafter set forth, and (D) he/she is authorized to legally execute binding contracts for and on behalf of the Bidder

2. Please check one:
 Bidder declares that the only person, persons, company or parties interested in this Bid are named in the Bid.

 Bidder, or one or more of bidder's officers, principals, or any owner of more than 5% in or of bidder, or members of their immediate families: (A) have a financial interest in another company, project, or property that could benefit financially from this proposed project; and/or (B) another individual or business will be compensated by (or on behalf of bidder) if bidder is selected by the City to bid the requested services. (Attach a detailed explanation for either)

3. Bid Bond - If the Bid is accepted by the City, it will become a binding contract on both parties. If a Bid Bond or Cashier's Check/Certified Check is required, it shall be submitted with the Bid. If the undersigned shall fail to deliver or perform, or if applicable, execute a Contract as stated herein, then the City may, at its option, determine that the undersigned has abandoned the Award/Contract, and thereupon such Bid and/or Award shall be null and void, and any Cashier's Check/Certified Check or Bond accompanying this Bid shall be forfeited to and become the property of the City, and the full amount of said check, or if a Bid Bond, the full amount of such bond, shall be paid to the City as partial liquidated damages; otherwise, any Bond or Cashier's Check/Certified Check accompanying this Bid shall be returned to the undersigned within 30 calendar days from the date of Award, or if provisions for a Notice to Proceed are included, from the date of the Notice to Proceed.

4. Bidder proposes and agrees to provide all materials, services or equipment required for MOWING SERVICES as itemized on BID FORMS A, B and/or C. Only return the form(s) being bid on, i.e. Bid Form(s) A, B and/or C.

PLEASE CHECK/MARK ALL BID FORMS BEING SUBMITTED.

Bid Form(s) A Bid Form B Bid Form C

5. The City reserves the right to accept any or all prices itemized in any combination that best serves the interests of the City. The City further reserves the right to accept or reject any of the components of this Bid, including alternates.

6. BIDDER HEREBY ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDUMS:

() None _____

Bidder/Company Name: Elmore Contractors, LLC

BID FORM - A
UTILITY MOWING SERVICES - SEE EXHIBIT A-LOCATOR MAP
CITY OF BROOKSVILLE - UTILITY SITES - BID NO. SD2011-16

Site No.	Site Name	Approximate Area (sf)	Task Description	Bid Price Per Mowing
1	3 Seasons Pump Station (P/S)	529	Mowing & edging inside compound 3 foot perimeter outside compound. Chemical edging fence line twice a year.	17.00
2	Lamar DWP Compound	52,785	Mowing & edging inside compound 3 foot perimeter outside compound. Mowing R/W in front of site on Lamar Avenue. Chemical edging fence line twice a year.	65.00
3	Kingswood P/S	600	Mowing & edging inside compound 3 foot perimeter outside compound. Chemical edging fence line twice a year.	17.00
4	Diamond Creek P/S	651	Mowing & edging a 6 foot perimeter around structures.	17.00
5	Hope Hill Well #1	3,025	Mowing & edging inside compound 3 foot perimeter outside compound. Mow and edging from fence to pavement on road side. Chemical edging fence line twice a year.	17.00
6	Hope Hill Well #2	33,250	Mowing & edging a 6 foot perimeter around structures, mowing 20 ft. wide roadway into site. Mowing & edging inside fenced compound. Chemical edging fence line twice a year.	65.00
7	Bristolwood P/S	2,800	Mowing & edging inside compound 3 foot perimeter outside compound and area in front of site to road pavement. Chemical edging fence line twice a year.	17.00
8	Creek Ridge P/S	2,400	Mowing & edging inside compound 3 foot perimeter outside compound and area in front of site to road pavement. Chemical edging fence line twice a year.	17.00
9	SR 50 P/S	4,818	Mowing & edging inside fenced compound & edging fence perimeter. Chemical edging fence line and driveway twice a year.	17.00
10	East Ave. P/S	47,740	Mowing & edging inside fenced compound, edging fence perimeter mowing R/W East Av. and Center Street. Chemical edging fence line twice a year.	65.00
11	Hope Hill DWP	66,185	Mowing & edging inside compound 3 foot perimeter outside compound. Mowing R/W on Hope Hill Rd. Chemical edging fence line twice a year.	65.00
12	Croom Rd. Odophos Station	29,000	Mowing (string trimmer) & edging a 6 foot perimeter around structures, mowing 20 ft. wide roadway into site from Croom Rd. in.	35.00

Bidder/Company Name: *Ellison Enterprises LLC*

BID FORM - A
UTILITY MOWING SERVICES - SEE EXHIBIT A-LOCATOR MAP
CITY OF BROOKSVILLE - UTILITY SITES - BID NO. SD2011-16

Site No.	Site Name	Approximate Area (sf)	Task Description	Bid Price Per Mowing
13	School St. P/S	6,880	Mowing & edging inside fenced compound & edging fence perimeter and R/W in front of site. Chemical edging fence line twice a year.	17.00
*14	Cobb Road WRF	434,920	Mowing fenced area including entrance road & edging along all fences & around all structures, trees and bushes in manicured area. Including entrance road to Cobb Rd.	245.00
15	Hillside Ct. DWP	67,500	Mowing & edging inside fenced compound & edging fence perimeter. Chemical edging fence line twice a year.	141.00
16	Howell Av P/S	54,776	Mowing & edging within fenced compound including R/W in front of site. Chemical edging fence line twice a year.	85.00
17	Lamar Av. Well #2	23,000	Mowing & edging area from fenced compound to the west to Main St. from south property line to Lamar Av.	35.00
18	Lincoln Dr. P/S	728	Mowing & edging inside compound 3 foot perimeter outside compound. Chemical edging fence line twice a year.	17.00
19	Parrot MS P/S	560	Mowing & edging inside compound 3 foot perimeter outside compound. Chemical edging fence line and driveway twice a year.	17.00
20	Norborne Est. P/S	1,496	Mowing & edging inside compound 3 foot perimeter outside compound. Chemical edging fence line twice a year.	17.00
21	Southern Hills Master P/S	7,200	Mowing & edging inside compound 3 foot perimeter outside compound and front of site to R/W. Chemical edging fence line twice a year.	17.00
22	Southern Valley Loop P/S	1,500	Mowing & edging inside fenced compound & edging fence perimeter.	17.00
23	Cascades P/S	1,680	Mowing & edging inside compound 6 foot perimeter outside compound and front of site to R/W. Chemical edging fence line twice a year.	17.00
24	Southern Hills PBS	Inspect Site	Mowing (string trimmer) & edging inside compound.	85.00

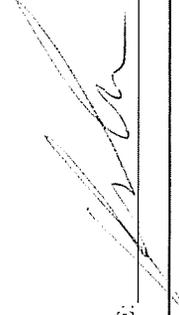
*The City currently mows this site with in-house labor. This site is not on the same mowing frequency of the other sites

Bidder/Company Name: Ellyson Enterprises LLC

BID FORM - A
UTILITY MOWING SERVICES - SEE EXHIBIT A-LOCATOR MAP
CITY OF BROOKSVILLE - UTILITY SITES - BID NO. SD2011-16

Site No.	Site Name	Approximate Area (sf)	Task Description	Bid Price Per Mowing
25	Sea Gate P/S	3,710	Mowing & edging inside compound 3 foot perimeter outside compound and front of site to R/W. Chemical edging fence line twice a year.	17.00
26	Wal-Mart P/S	2,491	Mowing & edging inside compound 3 foot perimeter outside compound and front of site to R/W. Chemical edging fence line twice a year.	17.00
27	PHCC P/S	625	Mowing (string trimmer) & edging a 6 foot perimeter around structures.	17.00
28	A St. P/S	400	Mowing (string trimmer) & edging a 6 foot perimeter around structures, electrical panel & generator.	17.00
29	D St. P/S	400	Mowing (string trimmer) & edging a 6 foot perimeter around structures, electrical panel & generator.	17.00
30	Fairgrounds P/S	4,200	Mowing & edging inside compound 3 foot perimeter outside compound. Chemical edging fence line twice a year.	17.00

TOTAL: 1246.00

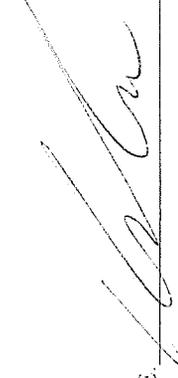
NAME OF BIDDER: Darwin Ellyson SIGNATURE:  DATE: 10/19/2011

Bidder/Company Name: Elk River Enterprises LLC

BID FORM - B
RIGHT-OF-WAY MOWING SERVICES - SEE EXHIBIT A-LOCATOR MAP & BID FORM B MAPS
CITY OF BROOKSVILLE - RIGHT-OF-WAY SITES - BID NO. SD2011-16

Site No.	Site Name	Approximate Area (sf)	Task Description	Bid Price Per Mowing
31	Kings Circle Ditch by the P/S		Mowing, weed eating & chemical spray on as needed basis.	85.00
32	Candlelight Blvd., DRA and the Ditch		Mowing, weed eating & chemical spray on as needed basis.	212.00
33	56 Russell Street DPW Compound Field		Mowing, weed eating & chemical spray on as needed basis.	141.00
34	Barnett Road (Southway Villa) DRA & Ditch		Mowing, weed eating & chemical spray on as needed basis.	141.00
35	Hammock Road DRA		Mowing, weed eating & chemical spray on as needed basis.	45.00
36	ACL Street right-of-way & Ditch		Mowing, weed eating & chemical spray on as needed basis.	45.00

TOTAL: 749.00

NAME OF BIDDER: Darvin Elison SIGNATURE:  DATE: 10/11/2011

Bidder/Company Name: Ellison Enterprises LLC

BID FORM - C

TERM CONTRACT FOR CODE ENFORCEMENT LOT MOWING
AND/OR TRASH/DEBRIS REMOVAL
BID NO.: SD2011-16

DESCRIPTION OF SERVICES REQUIRED UNIT PRICE

LOT ROUGH MOWING

Lots of less than 1/4 acre	\$ <u>24.00</u> per lot
Lots of 1/4 acre to 1 acre	\$ <u>65.00</u> per lot
Lots more than 1 acre	\$ <u>65.00</u> per lot

TRASH AND DEBRIS REMOVAL AND DISPOSAL

250 lbs. or less	\$ <u>120.00</u> per load
251 lbs. to 500 lbs.	\$ <u>220.00</u> per load
501 lbs. to 1,000 lbs.	\$ <u>410.00</u> per load

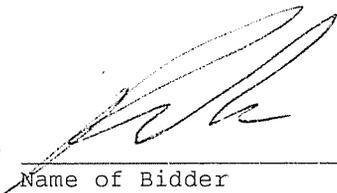
NAME OF BIDDER: Darren Ellison SIGNATURE: [Signature] DATE: 10/19/2011

Bidder/Company Name: Elixson Enterprises LLC

EQUIPMENT LISTING
MOWING SERVICES
BID NO: SD2011-16

Bidders shall indicate below a complete listing of all equipment said Bidders will use in the performance of this contract, including rolling stock, loaders, tractors, mowers and any other specialized equipment INDICATE WHETHER SUCH EQUIPMENT IS OWNED BY THE COMPANY. Failure to complete and return this section may render Bidder's proposal non-responsive

	COMPANY OWNED?
<u>2008 50" zero turn</u>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<u>2010 60" zero turn</u>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<u>2011 60" zero turn</u>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<u>2008 65hp 4WD Branson Tractor</u>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<u>2011 10' rotary mower</u>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<u>(5) String trimmers</u>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<u>(4) Edgers</u>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<u>(2) 6'4" x 16' trailers</u>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<u>1999 F350 Truck</u>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<u>1998 C150 Truck</u>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<u> </u>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<u> </u>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<u> </u>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<u> </u>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<u> </u>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<u> </u>	YES <input type="checkbox"/> NO <input type="checkbox"/>

SIGNATURE:  Name of Bidder

Date: 10/19/2011

Bidder/Company Name: Elixson Enterprises LLC

Name of Bidder: Elixson Enterprises LLC

Business structure: () Corporation, () Partnership, () Individual, () Other: LLC

If a Partnership: _____

Name(s) of Partner(s): _____

If a Corporation: _____

Incorporated in State of: _____ Date of Incorporation: _____

Business Address: 13321 W CR 229

City: Dunford State: FL Zip: 32083

Telephone Number: (878) 431-1216 Fax: (878) 431-1464

Submitted By: Darren Elixson
(Print)

Title: Owner

Signature: [Handwritten Signature]

ATTEST: _____
Secretary

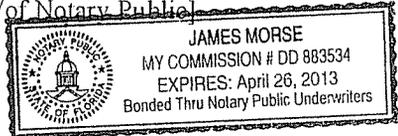
By: _____
Print Name

Affix Corporate Seal
(If Corporation)

State of Florida
County of

The foregoing instrument was acknowledged before me this 20th day of October, 2011, by Darren Elixson, who is personally known to me or who presented FL Driver's License as identification, and who (did) (did not) take an oath.

[Handwritten Signature: James Morse]
[Signature of Notary Public]



James Morse
[Printed, typed or stamped name of Notary Public]

DD 883534
[Commission Number of Notary Public]

NOTE: BIDS MAY BE REJECTED IF ALL DOCUMENTS ARE NOT COMPLETE AND EXECUTED, AND THE NUMBER OF COPIES SPECIFIED/REQUESTED OF EACH ARE NOT SUBMITTED WITH THE BID.



CONSENT AGENDA ITEM MEMORANDUM

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

DATE: OCTOBER 26, 2011

GENERAL SUMMARY/BACKGROUND: Council, at their October 1, 2007, meeting, approved the submission of an application to the U.S. Department of Agriculture for funding in the amount of \$1,485,000 for the direct read water meter replacement program approved by Council on September 17, 2007. A public hearing was held during Council's January 7, 2008, meeting.

The Office of Rural Development approved the City's request and allocated funds for the water meter replacement program pending formal application. Funds were never transferred to the City.

While exploring potential funding, various other sources were explored. As a result, the City Council found it, in its best interest, to fund the project through another loan source. Therefore, it is prudent to notify the Office of Rural Development that the City will not be formally accepting the loan through the Office of Rural Development. This will allow them to reallocate the pledged funds to other applicants.

BUDGET IMPACT: This will not have a budget impact to the City as other loan funds were secured and the water meter replacement project is complete.

LEGAL REVIEW: The City Council is authorized to reject funding and to do so will not have a legal impact upon the City.

STAFF RECOMMENDATION: Staff recommends that the City Council reject the loan funds allocated by the U.S. Department of Agriculture, Office of Rural Development, for the direct-read water meter replacement program.



CONSENT AGENDA ITEM MEMORANDUM

TO: THE HONORABLE MAYOR AND CITY COUNCILMEN
VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER
FROM: RICHARD W. RADACKY, PUBLIC WORKS DIRECTOR
SUBJECT: Brooksville Ancient Trail, LLC – Vacation, Lot 17, Damac Modular Home Park
DATE: October 6, 2011

GENERAL SUMMARY/BACKGROUND: Darryl W. Johnston, Esquire, of Johnston and Sasser, P.A., represents Mr. John Hurtado, Jr., Managing Member, of Brooksville Ancient Trail, LLC. Mr. Hurtado is requesting that the Hernando County Board of County Commissioners vacate of Lot 17, Unit 1, Damac Modular Home Park. Vacation is requested to provide an emergency secondary access to an expansion of Belle Parc Recreation Vehicle Resort which is adjacent to Damac Modular Home Park.

The City of Brooksville has a utility easement on Lot 17. The easement would remain unchanged and continue to be accessible for construction, maintenance and/or upgrades to any and all utilities. Attachments 1 and 2 depict the lot. Attachment 2 shows the easement on Lot 17.

Also attached, as Attachment 3, is a Non-Exclusive Perpetual Access Utility Easement Agreement which has been executed by Mr. Hurtado granting the same rights as the City currently has for Lot 17. The Easement Agreement has been reviewed and approved by Jennifer C. Rey, Esquire, of the Hogan Law Firm.

Attorney Johnston and Mr. Hurtado requests that the City Council not object to the vacation as the City will have a perpetual easement upon Lot 17, Unit 1, Damac Modular Home Park.

BUDGET IMPACT: Vacation will not have a budgetary effect on the City as access by the City will be preserved.

LEGAL REVIEW: Pursuant to home rule authority provided for by Article VII, Section 2, of the Constitution of the State of Florida, and Chapter 166, Florida Statutes, and Section 1.03 of the Charter of the City of Brooksville, the City Council has the power to take action on matters of benefit to the City.

STAFF RECOMMENDATION: Staff recommends that the City Council not object to vacation of Lot 17, Unit 1, Damac Modular Home Park, by the Hernando County Commission and that the City Council authorize the Mayor to execute the Non-Exclusive Perpetual Access Utility Easement Agreement on behalf of the City and provide a copy to the Hernando County Commission.

- ATTACHMENTS:**
1. Lot 17
 2. Easement
 3. Utility Easement Agreement

Attachment 1

Lot 17 Map

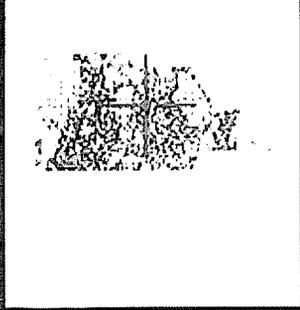
R11 422 19 0000 0220 0000 (LT:22)
 BROOKSVILLE ANCIENT TRAIL LLC
 2/1/2008 - \$430,000 - IQ

Attachment - 1



Hernando County Property Appraiser		
Alvin R. Mazourek CFA - Brooksville, Florida - 352-754-4190		
PARCEL: R11 422 19 0000 0220 0000 KEY: 00349144		
S1/2 OF SE1/4 OF NW1/4 & S40 FT OF S210 FT OF W210 FT OF SW1/4 OF NE1/4 LYING W OF HWY ** CONTINUED **		
Name: BROOKSVILLE ANCIENT TRAIL LLC	LandVal	\$893,681.00
Site: 11091 ANCIENT TRL	BldgVal	\$288,729.00
Mail: PO BOX 11404	JustVal	\$610,990.00
NAPLES FL 34101-1404	Assd	\$566,103.00
Sales 2/1/2008 \$430,000.00 (Q)	Exmpt	\$0.00
Info 1/1/1980 \$0.00 ()	Taxable	\$566,103.00
Levy: CRES	Map: 83C	GIS: B026
Class: D	Quality: 2	TPPCnt: 1

0 0.008 0.016 0.024 mi



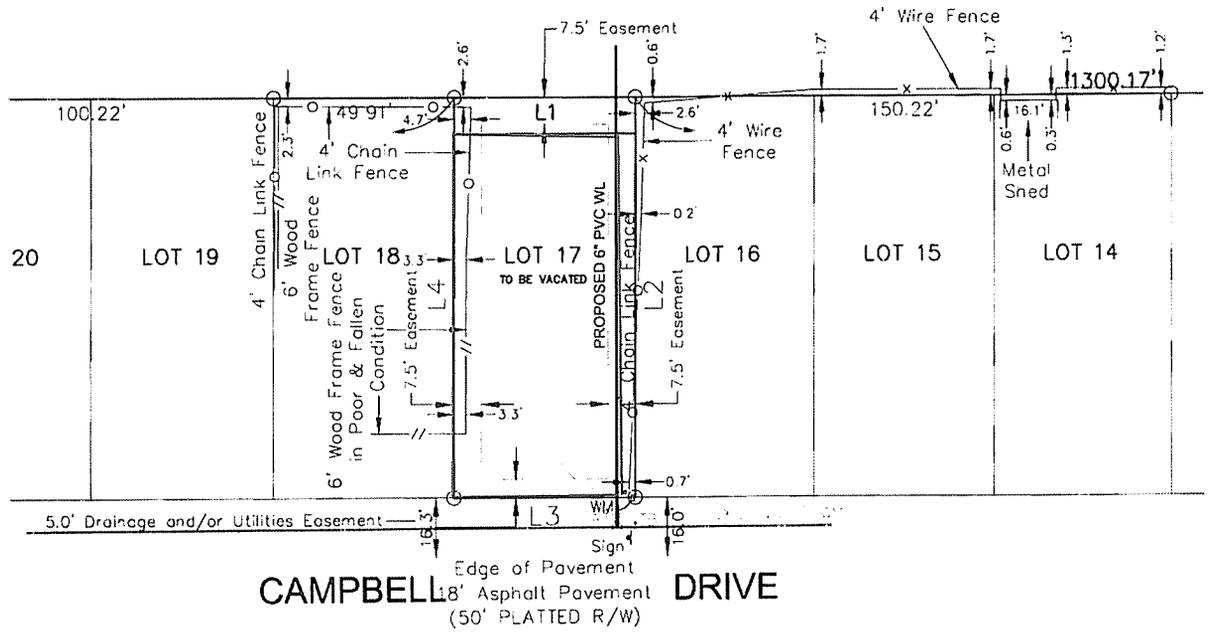
This information was derived from data which was compiled by the Hernando County Property Appraiser Office solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of the market value, ownership, or zoning of the property. Zoning information should be obtained from the Hernando County Development Department. No warranties, expressed or implied, are provided for the accuracy of the data herein, its use, or its interpretation. Although it is periodically updated, this information may not reflect the data currently on file in the Property Appraiser's office. The assessed values are NOT certified values and therefore are subject to change before being finalized for ad valorem assessment purposes.
 CAMA updated: 9/30/2011 | GIS updated: 9/30/2011 | © Copyright 2003 All Rights Reserved - Hernando County Property Appraiser

Attachment 2

Easement

Attachment - 2

BELLE PARC RV RESORT PHASE III



LINE TABLE			
LINE	LENGTH		BEARING
L1	49.91'(F)	50.00'(P)	S89°46'20"E(F) S89°46'20"E(P)
L2	109.33'(F)	109.34'(P)	S00°09'41"W(F) S00°09'41"W(P)
L3	50.03'(F)	50.00'(P)	N89°45'36"W(F) N89°45'36"W(P)
L4	109.31'(F)	109.34'(P)	N00°13'35"E(F) N00°13'35"E(P)

LEGEND	
	CONCRETE WHEEL STOP
	PARAPET SPACES
	FIRE INLET
	CONCRETE SURFACE
	ASPHALT SURFACE

SURVEY & TOPO BY:
TOOKE LAKE SURVEYING, INC.
 10276 TOOKE LAKE BLVD
 WEEKI WACHEE, FL 34613
 PHONE (352) 597-8556

Attachment

Utility Easement Agreement

Parcel No. 11 222 191660 0000 0170

This Instrument Prepared by:
Darryl W. Johnston, Esq.
Johnston & Sasser, PA
Post Office Box 997
Brooksville, FL 34605-0997

NON-EXCLUSIVE PERPETUAL ACCESS
UTILITY EASEMENT AGREEMENT

THIS NON-EXCLUSIVE PERPETUAL ACCESS EASEMENT AGREEMENT ("Easement Agreement") is made and entered into this ____ day of _____, 2011, by and between **BROOKSVILLE ANCIENT TRAIL, LLC, a Florida limited liability company**, (hereinafter referred to as the "Grantor"), whose post office address is: 8605 Champions Pointe; Apt. 104, Naples, Florida 34113, and the **CITY OF BROOKSVILLE, FLORIDA, a Florida municipal corporation**, (hereinafter referred to as the "Grantee"), whose address is: 201 North Howell Avenue, Brooksville, Florida 34601;

(Wherever used in this instrument the terms "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations, partnerships <including joint ventures>, public bodies and quasi-public bodies.)

WHEREAS, Grantor is the owner of that certain real property located in Hernando County, Florida, as more particularly described as:

The South 5.0 feet of Lot 17, DAMAC MODULAR HOME PARK, Unit No. 1, as per plat thereof recorded in plat book 12, page 31, public records of Hernando County, Florida.

(the "Easement Property"); and

WHEREAS, Grantor seeks to have Hernando County vacate an easement on said Lot 17 which would affect the easement rights of Grantee; and

WHEREAS, concurrent with and subsequent to the vacating of Hernando County's easement as to Lot 17, Grantor desires to grant this non-exclusive perpetual access utility easement to preserve Grantee's right to service its utilities over, upon and across said Lot 17; and

WHEREAS, Grantee has requested, and Grantor has agreed to grant and convey to Grantee a non-exclusive perpetual access utility easement over, upon and across the Easement Property for the specific and limited purposes hereinafter set forth; and

WHEREAS, the purpose of this non-exclusive easement is to grant the same rights as Grantee currently has over said Lot 17, DaMac Modular Home Park, Unit No. 1, prior to its action to vacate the Hernando County easement.

NOW, THEREFORE, in consideration of the mutual covenants promises, terms and conditions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

Section 1. **RECITALS.** The above recitals are true and correct, form a material part of this Easement Agreement and are incorporated herein by reference.

Section 2. **GRANT OF EASEMENT.** Grantor hereby gives, grants, bargains, sells and conveys to Grantee a non-exclusive perpetual utility easement over, under and upon the Easement Property, with all right and authority of ingress and egress over, upon and across the Easement Property at all times for purposes of maintenance of Grantee's utilities.

Section 3. **LIMITATION OF EASEMENT.** This Easement Agreement is given by Grantor to Grantee solely for utilities purposes and for no other purpose.

Section 4. **RESERVATION OF USE BY GRANTOR.** This Easement Agreement is non-exclusive and the Grantor reserves to Grantor, Grantor's successors and assigns, the right to utilize the Easement Property for any purpose which does not interfere with the use of the Easement Property by Grantee for the purposes set forth herein. Each party shall use the rights granted and reserved by this Easement Agreement with due regard to the rights of the other party to use and enjoy the Easement Property.

Section 5. **INDEMNIFICATION.** The Grantee agrees to indemnify and hold harmless the Grantor, Grantor's successors and assigns, from and against any and all claims, actions, causes of action, loss damage, injury, liability, cost or expense, including without limiting attorney's fees (whether incurred before, during or after trial, or upon any appellate level), arising from the Grantee's use of the Easement Property or from the exercise by the Grantee of any rights granted by this Easement Agreement.

Section 6. **SUCCESSORS AND ASSIGNS.** The Easement shall run with the land and shall be binding upon and inure to the benefit of the parties specified herein, their respective legal representatives, successors and assigns.

Section 7. **MODIFICATION.** This Easement Agreement may be modified or amended only upon the mutual written consent of Grantee and Grantor.

Section 8. **EFFECTIVE DATE.** This Easement Agreement shall become effective between the parties hereto simultaneous with the recording in the public records of Hernando County, Florida of authorization of the Board of County Commissioners of Hernando County, Florida vacating the Hernando County's easement over Lot 17 of DaMac Modular Home Park, Unit No.1.

IN WITNESS WHEREOF, Grantor has executed this instrument the day and year first above written.

Signed in our presence:

BROOKSVILLE ANCIENT TRAIL, LLC

Ann White

Witness

Ann White
(Printed Name of Witness)

Sue Clark

Witness

SUE CLARK
(Printed Name of Witness)

BY: John L. Hurtado, Jr.
John L. Hurtado, Jr., Managing Member

STATE OF FLORIDA
COUNTY OF COLLIER

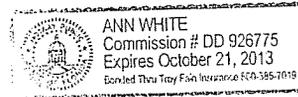
THE foregoing instrument was acknowledged before me by JOHN L. HURTADO, Jr., as Managing Member of BROOKSVILLE ANCIENT TRAIL, LLC, a Florida limited liability

company, who is personally known to me or who produced a drivers license as identification, this day of Sept, 2011, and who acknowledged before me that the execution thereof was the authorized act and deed of the company.

Ann White
Notary Public

My commission expires:

**THIS INSTRUMENT WAS PREPARED FROM
INFORMATION PROVIDED BY THE PARTIES.
NO GUARANTEE OR OPINION ON TITLE HAS
BEEN RENDERED BY JOHNSTON & SASSER, PA.**



ACCEPTANCE

THE foregoing Non-Exclusive Perpetual Utility Easement Agreement is hereby accepted by the Grantee this _____ day of _____, 2011.

ATTEST:

CITY OF BROOKSVILLE, a Florida
municipal corporation

By: _____
Mayor, City Council

Janice L. Peters, CMC
City Clerk

Approved as to form for reliance
of the City of Brooksville only:

Thomas S. Hogan, Jr.
City Attorney



CONSENT AGENDA ITEM MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL

VIA: T. JENNENE NORMAN-VACHA
CITY MANAGER

FROM: JENNIFER C. REY, ESQ.
THE HOGAN LAW FIRM, LLC
AS CITY ATTORNEY

SUBJECT: PUBLIC SERVICE TAX CLOSING AGREEMENT

DATE: OCTOBER 31, 2011

GENERAL SUMMARY: The City completed an audit, pursuant to Fla. Stat. §166.234 of Progress Energy of Florida, Inc.'s (PEF) records in order to ascertain the accuracy of the levy, collection and payment of the 10% public service tax on purchases of electricity, authorized by Section 78-261 of the Code of Ordinances. The proposed Closing Agreement, which is attached hereto for Council's review and consideration, provides for payment to the City in the amount of \$192,000 for public service taxes, franchise fees, and related interest claimed during the audit period of November 2004 through October 2007.

BUDGET IMPACT: The public service tax and franchise fee payment contemplated in the agreement is unbudgeted in the FY2011-2012 budget. Therefore, the FY 2011-2012 budget is proposed to be amended as follows: increase General Fund Public Service Taxes-Electricity (001-000-314-41100) in the amount of \$96,000; and increase General Fund Electric Franchise Fees (001-000-323-40301) in the amount of \$96,000; and increase Reserve for Contingencies (001-000-271-30060) in the total amount of \$192,000.

LEGAL REVIEW: The Closing Agreement has been reached between the parties but is conditioned on City Council approval. Approval of the Closing Agreement will fully resolve any of the City's claims as to public service taxes, franchise fees or interest owed for the audit period.

STAFF RECOMMENDATION: Staff recommends that the City Council (1) approve the Closing Agreement; (2) authorize the Mayor to sign the Closing Agreement; and (3) approve the budget amendment to increase General Fund Revenues and increase Reserve for Contingencies in the equal amount of \$192,000.

ATTACHMENT: Closing Agreement

CLOSING AGREEMENT

This is a Closing Agreement between **Florida Power Corporation, d/b/a Progress Energy Florida, Inc.** ("Progress Energy") and the **City of Brooksville, Florida** ("City"), compromising and settling the amounts of public service taxes, franchise fees, and related interest claimed by the City from Progress Energy for the period November, 2004 through October, 2007 ("Audit Period").

WHEREAS, the City has conducted a review of Progress Energy's compliance with the provisions of law governing public service taxes ("Taxes") in Chapter 166, Florida Statutes, and concluded that Progress Energy owes additional Taxes and interest to the City for the Audit Period; and

WHEREAS, as a result of the foregoing review the City has also concluded that Progress Energy owes additional franchise fees and interest to the City for the Audit Period; and

WHEREAS, the parties disagree regarding the validity of the City's claims, but wish to resolve their differences amicably.

NOW THEREFORE, for good and valuable consideration, receipt of which is acknowledged, the parties agree as follows:

1. Progress Energy will pay the City \$192,000 within 30 days following the effective date of this Agreement, and the City will accept such amount from Progress Energy in full satisfaction of all unpaid Taxes, franchise fees, and interest that may be due to the City for the Audit Period. The City agrees not to assert that Progress Energy owes any further or additional Taxes, franchise fees, interest, penalty, or any other amount related to Taxes or franchise fees for the Audit Period.

2. This Closing Agreement operates as a full and final settlement of any liability Progress Energy may have to the City for unpaid Taxes, franchise fees, interest and any other amounts related to Taxes or franchise fees for the Audit Period.

3. Progress Energy waives any and all rights to institute any judicial or administrative proceedings to recover the amount payable hereunder, but reserves the right to contest any assertion of liability not covered by this Agreement or any liability asserted in violation of this Agreement. The City reserves the right to assert that Progress Energy owes Taxes and/or franchise fees that are not covered by this Agreement.

4. Neither party concedes any issue, but they recognize that there is sufficient doubt as to liability to justify compromising the issues rather than incurring the expense of resolving them through litigation.

5. Either party to this Agreement shall be entitled to recover reasonable attorney's fees and costs in any action required to enforce the terms of this Agreement.

6. Applicable Law. This Agreement is being delivered in the State of Florida, and shall be construed and enforced in accordance with the laws of the State of Florida. The parties agree that this Agreement is consummated and entered into in Hernando County, Florida. Venue for any litigation pertaining to the subject matter of this Agreement shall be solely and exclusively in the state circuit, and appellate courts, in and for Hernando County, Florida. In the event that any litigation is commenced by either party to enforce this Agreement, the action will be filed and litigated, if necessary, in Hernando County, Florida; and the parties irrevocably waive any and all rights to have this action brought in any place other than Hernando County, Florida. The parties hereby agree that the jurisdiction and venue of all disputes arising out of this release lie in no Court other than those stated above. The parties hereby irrevocably waive any claim that any such action has been brought in an inconvenient forum.

7. The signatories below each represent to the other, that they have authority to execute this Agreement on behalf of their respective principals.

8. The effective date of this Agreement is the date the last signature is added below.

Attest

City of Brooksville

By _____
Janice L. Peters, CMC, City Clerk

Approved as to Form for the reliance of the
City of Brooksville only:

Mayor
Title

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

Date

Florida Power Corporation d/b/a
Progress Energy Florida, Inc.

Title

Date

Penny Mecklenburg
4199 Newton Road
Spring Hill, FL 34606
352-688-1252

October 12, 2011

10-13-11 11:23 AM

T. Jennene Norman-Vacha
Brooksville City Manager
201 Howell Avenue
Brooksville, FL 34601
(352) 540-3810

Ms. Norman-Vacha,

My husband, Deputy John C. Mecklenburg, was killed in the line-of-duty on July 3, 2011 during a pursuit that spanned from the Brooksville city limits into Pasco County. He was a Deputy Sheriff for the Hernando County Sheriff's Office for just over two years. In that time, he made a lasting impact on the residents of Hernando County, as expressed to me by many that he had interactions with.

I am seeking a Resolution in support of designating part of U.S. 41 as the "Deputy John C. Mecklenburg Memorial Highway." The proposed designation would begin at State Road 50 in Brooksville and continue to State Road 52 in Pasco County.

Please contact me if you have any questions. I look forward to hearing from you soon. Thank you.

Sincerely,



Penny Mecklenburg

RESOLUTION NO. 2011-13

A RESOLUTION OF THE CITY OF BROOKSVILLE, FLORIDA, SUPPORTING THE DEDICATION OF U.S. 41 FROM S.R. 50 TO THE PASCO COUNTY LINE AS THE "DEPUTY JOHN C. MECKLENBURG MEMORIAL HIGHWAY"; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on July 3, 2011, Hernando County Deputy John C. Mecklenburg died as the result of injuries sustained in a crash while involved in a vehicle pursuit which began in the early morning hours in the City of Brooksville; and,

WHEREAS, Deputy John C. Mecklenburg gave his life in the line of duty; and,

WHEREAS, a petition has been made to the City of Brooksville for support in designating a portion of U.S. 41 from State Road 50 south Pasco County Line honoring Deputy Mecklenburg; and,

WHEREAS, the City desires to support the petition to dedicate U.S. 41 from its intersection with S.R. 50 to the Pasco County Line as the Deputy John C. Mecklenburg Memorial Highway.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, FLORIDA, that they support the dedication in memory of Deputy John C. Mecklenburg and strongly urge the State Department of Transportation to approve the request to allow placement of signage along the route identifying that portion of U.S. 41 as the "Deputy John C. Mecklenburg Memorial Highway" in testimony to the memory of this outstanding law enforcement officer who dedicated his life to the citizens of our community.

ADOPTED this 7th day of November, 2011.

CITY OF BROOKSVILLE

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

By: _____
Frankie Burnett, Mayor

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



Thomas S. Hogan, Jr., City Attorney

VOTE OF CITY COUNCIL
Bernardini _____
Bradburn _____
Burnett _____
Hohn _____
Johnston _____



AGENDA ITEM MEMORANDUM

TO: THE HONORABLE MAYOR AND CITY COUNCILMEN

VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER

FROM: MICHAEL HEARD, BLUEBERRY FESTIVAL
COORDINATOR

SUBJECT: SITE PLAN APPROVAL

DATE: OCTOBER 26, 2011

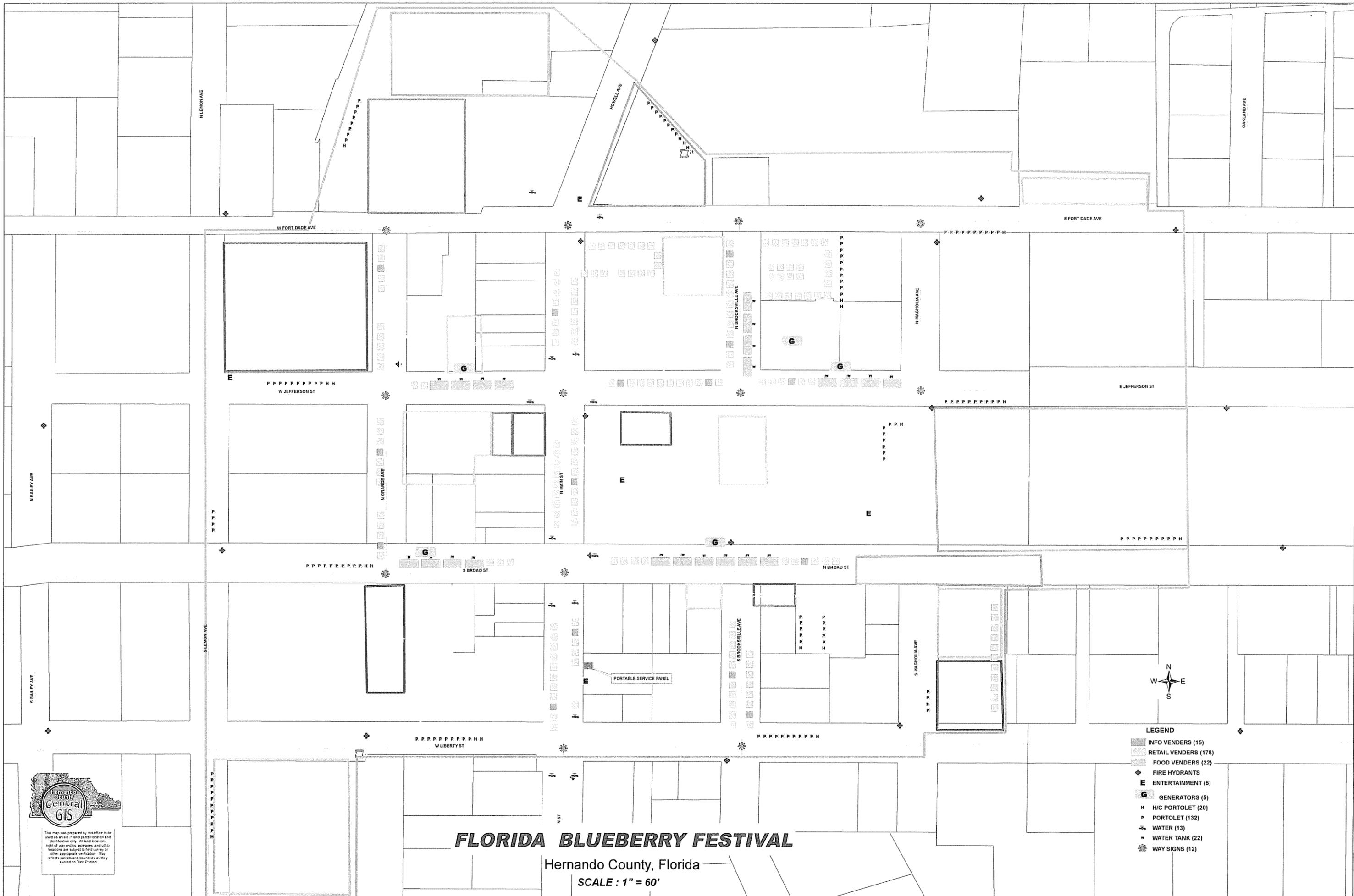
GENERAL SUMMARY/BACKGROUND: Moving forward with the 2012 Florida Blueberry Festival, we are requesting City Council's approval on the proposed site plan and road closures. Pending approval, City staff will be bringing forward a resolution to the State of Florida FDOT for approval of the street closures for the event.

sf **BUDGET IMPACT:** Approval of the site plan for the Blueberry Festival will not have a budget impact to the City.

MB **LEGAL REVIEW:** The City Council has Home Rule Authority (Art. VIII, 2(b), Fla. Const./Section 166.011, F.S.) to consider and take action on matters of fiscal benefit.

STAFF RECOMMENDATION: The Blueberry Festival Committee requests approval or direction regarding the site plan.

ATTACHMENT: Site Plan

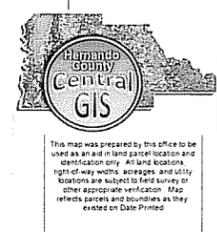


- LEGEND**
- INFO VENDERS (15)
 - RETAIL VENDERS (178)
 - FOOD VENDERS (22)
 - ◆ FIRE HYDRANTS
 - E** ENTERTAINMENT (5)
 - G** GENERATORS (5)
 - H** H/C PORTOLET (20)
 - P** PORTOLET (132)
 - W** WATER (13)
 - W** WATER TANK (22)
 - ☼ WAY SIGNS (12)

FLORIDA BLUEBERRY FESTIVAL

Hernando County, Florida

SCALE : 1" = 60'



CORRESPONDENCE-TO-NOTE
REGULAR COUNCIL MEETING – November 7, 2011

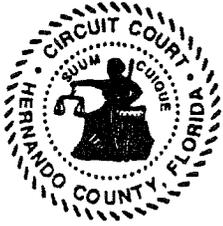
1. TYPE: Letter
DATE RECEIVED: October 4, 2011
RECEIVED FROM: Hernando County Clerk of Circuit Court
ADDRESSED TO: City Manager
SUBJECT: Petitions filed with the 2011 Value Adjustment Board

2. TYPE: Letter
DATE RECEIVED: October 26, 2011
RECEIVED FROM: Southwest Florida Water Management District
ADDRESSED TO: Local Government Official
SUBJECT: Second Extension of Water Shortage Order

3. TYPE: Memorandum
DATE RECEIVED: October 26, 2011
RECEIVED FROM: Community Development Director
ADDRESSED TO: City Manager
SUBJECT: Status Update – Hernando County Impact Fees

4. TYPE: Email
DATE RECEIVED: October 27, 2011
RECEIVED FROM: Business Development Director
ADDRESSED TO: City Manager
SUBJECT: Invitation to the November 17th Economic Development Workshop

5. TYPE: Report Booklet
DATE RECEIVED: October 27, 2011
RECEIVED FROM: Brooksville Housing Authority
ADDRESSED TO: N/A
SUBJECT: Report on Audit of Basic Financial Statements, Supplemental Information and Single Audit for the Year Ended December 31, 2010



KAREN NICOLAI
Clerk of Circuit Court – Hernando County, Florida

20 N. Main Street
Brooksville, FL 34601

October 4, 2011

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

Dear Jennene:

Pursuant to Florida Statutes, Chapter 193.116, Municipal Assessment Rolls, the Value Adjustment Board (VAB) is required to provide notice whenever an appeal is made with regard to property located within your municipality. The statute further specifies that representatives of said municipality shall be given an opportunity to be heard at the hearing. Attached is a list of properties for which appeals have been filed, to date, with the 2011 Value Adjustment Board.

Each petition will be reviewed by the Property Appraiser. The VAB has appointed Special Magistrates to hear appeals and make recommendations to the VAB for those petitions that are not resolved by the Property Appraiser. Tentatively, the VAB will take action on the recommendations in the first quarter of 2012, after which Decision Notices will be mailed to the petitioners.

Sincerely,

Judy S. Korbus
Administrative Services Manager

Enclosures

cc: Alvin Mazourek, Property Appraiser

JK:slc

CTN
11-07-11
Stacy Baumgardner
11/2/11



An Equal Opportunity Employer

Southwest Florida Water Management District

2379 Broad Street, Brooksville, Florida 34604-6899

(352) 796-7211 or 1-800-423-1476 (FL only)

TDD only: 1-800-231-6103 (FL only)

On the internet at WaterMatters.org

Bartow Service Office
170 Century Boulevard
Bartow, Florida 33830-7700
(863) 534-1448 or
1-800-492-7862 (FL only)

Sarasota Service Office
6750 Fruitville Road
Sarasota, Florida 34240-9711
(941) 377-3722 or
1-800-320-3503 (FL only)

Tampa Service Office
7601 Highway 301 North
Tampa, Florida 33637-6759
(813) 985-7481 or
1-800-836-0797 (FL only)

- H. Paul Senft, Jr.**
Chair, Polk
- Hugh M. Gramling**
Vice Chair, Hillsborough
- Douglas B. Tharp**
Secretary, Sumter
- Albert G. Joerger**
Treasurer, Sarasota
- Neil Combee**
Former Chair, Polk
- Todd Pressman**
Former Chair, Pinellas
- Judith C. Whitehead**
Former Chair, Hernando
- Jeffrey M. Adams**
Pinellas
- Michael A. Babb**
Hillsborough
- Carlos Beruff**
Manatee
- Bryan K. Beswick**
DeSoto
- Jennifer E. Closshey**
Hillsborough
- Blake C. Guillory**
Executive Director

October 26, 2011

SUBJECT: Second Extension of Water Shortage Order No. SWF 2010-022

Dear Local Government Official:

During its meeting on October 25, 2011, in response to a disappointing rainy season, the Governing Board of the Southwest Florida Water Management District (District) ordered another extension of the existing Modified Phase I (Moderate) Water Shortage declaration.

The Water Shortage Order first went into effect on December 1, 2010 and, as previously modified in July, would have expired on October 31, 2011. The new expiration date is February 29, 2012; however, the Board may revisit this matter at any time if drought impacts to regional water resources improve or worsen significantly before the new expiration date.

If you need to refamiliarize yourself with the restrictions and other requirements that were included in the Water Shortage Order, please visit the District's website (www.WaterMatters.org) and click on the "Water Restrictions" image or contact its Water Shortage hotline (call 1-800-848-0499 or e-mail Water.Restrictions@WaterMatters.Org).

Sincerely,

Blake C. Guillory, P.E.
Executive Director

Handwritten notes: CTN, 11-07-11, copy: Bill G... JN



MEMORANDUM

TO: T. JENNENE NORMAN-VACHA, CITY MANAGER

FROM: BILL GEIGER, COMMUNITY DEVELOPMENT DIRECTOR *BG*

SUBJECT: STATUS UPDATE – HERNANDO COUNTY IMPACT FEES

DATE: OCTOBER 26, 2011

At its meeting on November 10, 2009, the County Commission approved Ordinance 2009-14 for the purpose of temporarily reducing impact fee rates. The reduced rates were effective December 1, 2009, and were set to expire November 30, 2010. On November 9, 2010, the Commission took action to extend the reduced rates for an additional year. Said reduced rates are now slated to expire on November 30, 2011.

The City currently opts-in to the County's impact fee structure through various interlocal agreements; therefore, the City's impact fee rates were reduced to the levels set by the County, effective December 1, 2009. The City Council directed that it be kept apprised of actions the County takes with respect to the impact fee ordinance.

At its regular meeting on Tuesday, October 25, 2011, County staff provided the Board of County Commissioners (BCC) with a status report on permit activity since the rate reduction went into effect, and requested direction be given to staff regarding the possible extension of the rate reductions that are scheduled to sunset on November 30, 2011. The BCC took action to schedule the topic for a workshop on November 1, 2011. Discussion by individual BCC members during the agenda item left the impression that the BCC will likely extend the reduced rates for another year, and may further lower the rates from what the reduced rates are set at currently. If the BCC determines to continue with reduced impact fee rates, it is anticipated that direction will be given to County staff at the November 1st workshop to prepare an ordinance for formal consideration of the matter at a later public meeting in November (most likely November 15, 2011).

City staff will continue to monitor and report County activity and action on this topic.

ATTACHMENT: BCC Impact Fee Agenda Item (10/25/2011)

CTM
11.07.11
copy sent Council
[Signature]

T. Jennene Norman-Vacha

From: Mike McHugh
Sent: Thursday, October 27, 2011 2:02 PM
To: 'Leonard Tria'; Bryan Blavatt; 'Pat Crowley'; 'Chris Glover'; 'marilyn.adams@century21.com'; T. Jennene Norman-Vacha; Katherine M. Johnson Ed. D. (johnsonk@phcc.edu); 'Hoenstine, Marc'; 'David Lambert'; 'Jerome Salatino'; Alvin Mazourek; Amy Gillis; Cheryl Marsden; David Hamilton; Doris Cupeles; George Zoettlein; Adam Brooks; Mike Nickerson; Ronald Pianta; Susan Goebel; 'Jesse Sims'; Jeff Roth (jroth@chascomachine.com); 'Dave Sobush'; 'Jennifer Taylor'; gary@schraut.com; Tammy Heon; Jesse Goodwin
Cc: Alice Gura; Valerie Pianta
Subject: Invitation to the November 17th Economic Development Workshop
Attachments: ED Workshop Agenda Final 10 26 11.doc

I would like to invite you to attend the November 17, 2011 Board of County Commissioners Workshop on Economic Development. This invitation is to you, your Board and staff. The objective of the meeting is to update our plan and actions for economic development. The agenda is attached and more information on the meeting is below. Please contact me if you have any questions.

Mike

Economic Development Workshop Scheduled

The Board of County Commissioners will hold an Economic Development Workshop on Thursday, November 17, 2011, from 1:00 p.m. to 4:00 p.m. at the Hernando County Board of Realtors Office, 7321 Sunshine Grove Road, Brooksville, Florida. The workshop will focus on economic development in Hernando County from the perspective of manufacturers and small businesses. Presentations and discussions will include issues such as building permit process enhancements, adult technical training, workforce development and post secondary education and an update on the County's Economic Development Plan.

Participants in the workshop with the County Commissioners will include representatives from the Tampa Bay Partnership, the Greater Hernando County Chamber of Commerce, the School District, Pasco-Hernando Community College, local business owners and County staff.

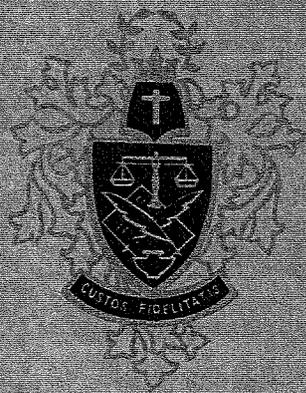
The public is invited to attend the workshop. In accordance with the Americans with Disabilities Act, persons with disabilities needing a special accommodation to participate in this proceeding should contact Alice Gura, Executive Assistant, 20 N. Main Street, Room 263, Brooksville, Florida 34601, Telephone 352-754-4002. If hearing impaired, please call 1-800-676-3777 for assistance.

CTN
11-07-11
Copied: Dennis Williams
Michael Hecker
Department Director
City Council
10-27-11
JW

BROOKSVILLE HOUSING AUTHORITY
Brooksville, Florida

**REPORT ON AUDIT OF BASIC FINANCIAL STATEMENTS,
SUPPLEMENTAL INFORMATION AND SINGLE AUDIT**

FOR THE YEAR ENDED DECEMBER 31, 2010



MALCOLM JOHNSON & COMPANY, P.A.

CTN
07-11
MK