

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

AGENDA

December 15, 2008

7:00 P.M.

A. CALL TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. CERTIFICATES, PROCLAMATIONS AND PRESENTATIONS

1. Beautification Board - Holiday Decoration Contest

Recognition of annual decoration contest winners for best City of Brooksville Residential and Commercial Displays for the 2008 Holiday Season.

[Note: Winners to be announced at meeting]

Presentation: Mayor and Board Chair
Attachments: None [Names, Plaques & prizes to be distributed at meeting.]

2. Week of the Young Child

Consideration of waiving fees in the amount of \$495 for the Week of the Young Child event at JBCC on Saturday, April 19, 2009.

Presentation: Childhood Development Services
Attachments: Memo from Director of Parks & Recreation dated 11/25/08; Letter from agency received 08/29/08; Facility Use Agreement; State Documents; Tax-Exempt Certificate

3. Florida Association of City Clerks (FACC) Resolution Presentation

Presentation of retirement resolution to City Clerk Karen M. Phillips by FACC Central West Director.

Presentation: Kelly Koos, CMC, City Clerk, City of Lakeland
Attachments: None

D. CITIZEN INPUT

E. CONSENT AGENDA

1. Minutes

October 6, 2008 Regular Meeting

2. Waterline Extension Bid Award UD2008-07 (Closed 11/14)

Consideration of bid award to Brooksville Civil Site Services, LLC for the not-to-exceed amount of \$309,227.50 and authorize the Mayor to sign Agreement for Contractor Services after legal review. Funds are available in CIP Budget 401-000-169-19049.

REGULAR COUNCIL MEETING AGENDA - DECEMBER 15 2008

CONSENT AGENDA APPROVAL (√)

Recommendation: Approval of Consent Agenda
Action: Motion to Approve
Attachments: 1) Minutes; 2) Memo from Director of Public Works dated 12/05/08; Bid Opening Minutes

F. PUBLIC HEARINGS

- 1. Ordinance No. 771 - Special Exceptions to be brought to Council
Consideration of ordinance requiring all special exceptions be brought to City Council for review and approval/denial after Planning & Zoning Commission review.
[First Reading 12/01/08]

Presentation: Director of Community Development
Recommendation: Approval of Ordinance upon second reading upon roll call vote
Attachments: Memos from Director of Community Development dated 12/03/08; Proposed Ordinance

G. REGULAR AGENDA

- 1. Southern Hills Plantation Reimbursement & Impact Fee Credit Request Verification Report Submittal #4
Consideration of approval of Submittal #4 in the amount of \$734,156.32 for sewer and \$126,345.00 for transportation for the purpose of booking the impact fee credits.

Presentation: Director of Public Works
Recommendation: Approval
Attachments: Memos from Director of Public Works dated 12/01/08 and 10/26/07; Report

- 2. Intergovernmental, Board Assignments and Organizations - City Council Member Appointments

Appointments to various Boards and Committees

City Boards/Committees Current Council Representative

Beautification Board Joe Bernardini
Brooksville Cemetery Advisory Board Richard E. Lewis
CDBG Citizens Task Force
Good Neighbor Trail Advisory Committee Lara Bradburn
Parks and Recreation Advisory Board Joe Bernardini

External Boards/Committees Current Council Representative

Anti Drug Coalition Richard E. Lewis
Brooksville Again David Pugh
Committee Against Assault on Law Enforcement Officers
Community Alliance
Elder Affairs Richard E. Lewis

REGULAR COUNCIL MEETING AGENDA - DECEMBER 15 2008

Florida League of Cities Legislative Action Committees;	
Intergovernmental Committee	_____
Energy & Environmental Committee	Joe Bernardini
Finance & Taxation Committee	David Pugh
Growth Management & Transportation	Lara Bradburn
Urban Administration Committee	Lara Bradburn
Heart of Florida & Alternate	David Pugh
Hernando County Fair Association	Appoint Joe Bernardini
Juvenile Justice Council	_____
Metropolitan Planning Organization	Richard E. Lewis
Sheriff's Department/Community Board	David Pugh
Suncoast League of Municipalities & Alternate	_____
Take Stock in Children	David Pugh
Tourist Development Council	_____ -Alt.
Withlacoochee Regional Planning Council	_____
Withlacoochee Regional Water Supply Auth.	Richard E. Lewis
Youth and Family Alternatives	David Pugh

	Joe Johnston

Presentation: Deputy City Clerk
Recommendation: Appointment of Representatives
Action: Motion to Approve as Appointed
Attachment: Memo from Deputy City Clerk
dated 12/05/08; list of Boards
Current Members

3. Discussion of Goals for City Manager

Attachment: Memo from City Manager Norman-
Vacha dated 12/08/08; Goals

H. ITEMS BY COUNCIL

I. ADJOURNMENT

CORRESPONDENCE TO NOTE

Meeting agendas and supporting documentation are available from the City Clerk's office, and on line at www.cityofbrooksville.us. Persons with disabilities needing assistance to participate in any proceedings should contact the City Clerk's office 48 hours in advance of the meeting at 352/544-5400.

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.

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**ITEM C-1 Beautification Board – Holiday Decoration
Contest**

**(NAMES, PLAQUES & PRIZES TO BE DISTRIBUTED AT
MEETING.)**



**AGENDA ITEM
MEMORANDUM**

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER

**FROM: MIKE WALKER, PARKS, FACILITIES & RECREATION
DIRECTOR**

SUBJECT: WEEK OF YOUNG CHILD, JBCC FEE WAIVER

DATE: NOVEMBER 25, 2008

GENERAL SUMMARY/BACKGROUND:

The National Association for the Education of Young Children recognize the week of April 13, 2009 as the Week of the Young Child. The past several years Childhood Development Services, Inc. has celebrated The Week of the Young Child at the JBCC by providing a festival to promote the need for quality childcare and education. The festival is FREE to the community and provides food, fun and games for the youth. The family event this year is on Saturday, April 18, 2009 from 10 am till 2 pm.

The committee is requesting for the fees in the amount of \$495 to be waived for this community event. The security deposit in the amount of \$300 and a certificate of insurance listing the city as an additional insured will still be required. The agency request letter and tax exempt certificate are enclosed and provided as "Attachment 1".

BUDGET IMPACT:

The financial impact will be a loss of rental income in the amount of \$495. To date, Parks/JBCC fees in the amount of \$740 have been waived. Enclosed is current facility lease report. This is provided as "Attachment 2".

Monies have been budgeted within Council's budget in the amount of \$7,000 for such special events. To date \$5,143.10 has been expended, leaving an available balance of \$1,856.90.

LEGAL REVIEW:

The City Council has the authority to waive the fees that are being requested, if deemed appropriate.

STAFF RECOMMENDATION:

Staff will move forward with the direction given by Council.

CITY OF BROOKSVILLE
PARKS & RECREATION DEPARTMENT
FACILITY USE AGREEMENT
Florida Governmental Agencies



Jerome Brown Community Center Hall Conference Room Kitchen
 Other Facility Am ram park parking area Prop up banner Baseball Field J.P.C.C.

Name of applicant (User) Childhood Development Services, Inc. Work of the Year Child
 If an organization, name of representative: Sheila Chambers

Not-for-Profit (attach copy of certificate) City Co-Sponsored
 Address: 20102 Cortez Blvd. City: Brooksville State: FL Zip: 34601
 Contact person: Sheila Chambers Day Telephone: (352) 754-5008 Evening: 352-442-7711
 Alternate contact person: Christine Deal Day Telephone: (352) 754-5008 Evening: (352) 266-3019

Description of event: Week of the Young Child event - educational games on wheels, music activities, face painting, card game, etc. Anticipated attendance: 1,200

Attendees will be: Adult Teen Elem. Preschool If youth event, number of supervising adults: 2

Day(s) of event: M - T - W - Th - F (Sa) Su Start date of event: April 18, 2009 Ending date: April 18, 2009

Time event begins: 10:00 (AM/PM) Time event ends: 2:00 (AM/PM)
 From 3:30 (AM/PM) To 5:00 (AM/PM)

Set-up: Date: April 17, 2009 @ 7:00 AM

Will event be open to the general public? Yes No Admission/donation/fee**: No Yes \$
 Food/merchandise sales**: No Yes Describe: hamburgers, hot dogs, popcorn, etc.
 Refreshments served: No Yes Describe: fruit

Number of paid security officers (if applicable): 2 Scheduled from 7:30 (AM/PM) To 5:30 (AM/PM)

** Applicant may be responsible for Florida Sales Tax

RATES & FEES

User Fees: The base user fee for the requested facility is \$ 495⁰⁰ (plus Florida sales tax, if applicable) for the period set forth in this application. If applicable, each additional hour or part thereof, and the cost of additional equipment, supplies and services, will require an additional fee.

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

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

USE AGREEMENT TERMS

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

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

Name: William Henderson Signature: [Signature] Date: 5/1/18
 Applicant/User

Insurance Required: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes; Certificate naming City as "Additional Insured" attached <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Alcoholic Beverage Distribution/Consumption Permit <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Attach copy of signed permit)			
Base Rent \$ <u>795.00</u>	Other \$ <u>300.00</u>	Total Estimated Cost \$ <u>795.00</u>	Total Estimated Deposit \$ <u>300.00</u>
Initial Deposit (minimum 50% of estimated total) \$ _____		Received by _____	Date _____
Application Approved By: _____		Date: _____	
Not valid unless signed by Director of Parks and Recreation or Authorized Agent.			



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

JUL 17 2007

DR
R. 01

85-8013152534C-7	11/02/2004	11/30/2009	SPONSOR ORGANIZATION
Certificate Number	Effective Date	Expiration Date	

This certifies that

CHILDHOOD DEVELOPMENT SERVICES INC
 1601 NE 25TH AVE STE 900
 Ocala FL 34470-8823



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



Important Information for Exempt Organizations

DR-1
R. 01/0:

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.039, Florida Administrative Code (FAC).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others by your organization of tangible personal property, sleeping accommodations or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, FAC).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third degree felony. Any violation will necessitate the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Central Registration at 850-487-4130. The mailing address is 5050 West Tennessee Street, Tallahassee, FL 32399-0100.

Week of the Young Child
Hernando County Interagency Advisor Council on Early Childhood Services
Festival 2008

City of Brooksville
Park & Recreation
Attn: Mike Walker
301 Darby Lane
Brooksville, FL 34601



Dear Mr. Walker:

The week of April 13, 2009 will be proclaimed as Week of the Young Child. The National Association for the Education of Young Children nationally recognizes this week and works in conjunction with schools to participate in various activities throughout the week. The week is ended, every year, with a celebration for the families of the community. This will be our 20th year for providing this to the community.

The family event this year is to be held on Saturday, April 18, 2009.

For several years the City of Brooksville, very graciously, allowed us to hold this event at the Jerome Brown Community Center. It has always been a huge success and very much appreciated by the community! The attendance is always well over 2,000 people. This is a non-profit organization. **It is our hope that you will consider and grant a waiver of fees for the usage of the Jerome Brown Community Center.**

The Week of the Young Child is an interagency organization, those organizations involved on the planning committee are: Brooksville Parks & Recreation-JBCC, Childhood Development Services, FDLRS, Harbor Behavioral Health Care Institute, Hernando County Health Dept., Hernando County Recreation, Hernando County Sheriff's Dept., Hernando County Social Services, Hernando County YMCA, Mid Florida Children Services (Head Start), SEDNET, School Readiness Coalition, Suncoast Girl Scouts, Title One.

The purpose of the festival is to promote the need for quality childcare and education while providing a fun-filled day for families without financial worry. The entire event is free to the public. Food and beverages are provided for a minimal fee.

Just a few of the *other* organizations that participate the day of the event: Big Brothers Big Sisters, Boys & Girls Club, Brooksville Fire Department, Children's ID Video (Masonic), Florida Kid Care, Heart Literacy, Hernando County Fire Rescue, Hernando County Healthy Start, The Mother's Club, Moton Elementary, The Nurturing Program, Physicians Health Care and many pre-kindergarten and child daycare centers.

Should you have any further questions, I can be reached at 540-6363.

Thank you so very much for this consideration.

Sincerely,

A handwritten signature in cursive script that reads "Penny Oliver". The signature is fluid and elegant, with a large initial 'P'.

Penny Oliver
Member, Planning Committee

03-29-08 10:16 AM

JBCC - Facility Lease Agreements 2008-2009

ORGANIZATION	PROGRAM	ROOM	DATE	FEE	PAID
Wayne Vutech	Tangerine Time 07-08	Hall, Kitchen	12/31/2008	\$325.00	Fees Waived
Michael Bennett	HYL Basketball	Hall	12/27/08-1/31/09	\$210.87	210.87
GWRRRA-Chapter FL1-	Rally-Food-Games	Hall, Kitchen	11/14, 15/2008	\$365.00	\$365.00
Hernando County In	AA/Gratitude Dinner	Hall, Kitchen	11/08/2008	\$415.00	Fees Waived
Worthy of Love Min	Harlem Wizads/Basketball	Hall, Kitchen	11/02/2008	\$138.45	Canceled
Jacobs Engineering	Community Workshop	Hall, Kitchen	10/29/2008	\$140.00	\$140.00
B'ville Regional H	Family Fun Day-Picnic	TVP	10/25/2008	\$292.86	292.86
Friends of the Chi	Blazin Butts-N-Brisket	TVP	10/17, 18/2008	\$475.00	Canceled
New Journey Church	Worship Service	Conf Room, Hall	10/5, 12/2008	\$420.00	\$420.00
TOTAL				\$2,782.18	\$1,428.73
DIFFERENCE					\$1,353.45

State of Florida



Department of State

I certify from the records of this office that CHILDHOOD DEVELOPMENT SERVICES, INC. is a corporation organized under the laws of the State of Florida, filed on May 19, 1965.

The document number of this corporation is 708985.

I further certify that said corporation has paid all fees due this office through December 31, 2007, that its most recent annual report/uniform business report was filed on January 12, 2007, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capitol, this the
Twelfth day of January, 2007



GR2EO22 (01-07)


Kurt S. Bronning
Secretary of State



FLORIDA DEPARTMENT OF STATE
Division of Corporations

January 12, 2007

CHILDHOOD DEVELOPMENT SERVICES, INC.
1601 N E 25TH AVENUE
900
OCALA, FL 34470 US

SUBJECT: CHILDHOOD DEVELOPMENT SERVICES, INC.

DOCUMENT NUMBER: 708985

In compliance with the request on your 2007 Annual Report/Uniform Business Report, the certificate of status for the subject corporation is enclosed.

Should you have any questions regarding this matter, please telephone (850) 245-6056.

Division of Corporations

Letter No. 907A00002907

Annual Reports/Reinstatements Section

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

AGENDA

October 6, 2008

7:00 P.M.

Brooksville City Council met in regular session with Mayor David Pugh, Vice Mayor Frankie Burnett and Council Members Joe Bernardini, Lara Bradburn and Richard E. Lewis present. Also present was Thomas S. Hogan, Jr. and Debbie Hogan, City Attorneys; T. Jennene Norman-Vacha, City Manager; Karen M. Phillips, City Clerk; Steve Baumgartner, Finance Director; Mike Walker, Parks and Recreation Director; Bill Geiger, Development Director; Emory Pierce, Director of Public Works; George Turner, Police Chief and Tim Mossgrove, Fire Chief. A representative of Hernando Today and St. Pete Times was also present.

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

CONSENT AGENDA

Minutes

- August 4, 2008 Regular Meeting
- August 25, 2008 Regular Meeting (Rescheduled from 08/18/08)

Radio Read Meter Project - USDA Loan Documents

Authorization for the Mayor to execute six (6) documents related to our proposed loan from USDA for up to \$1.48 million for the project.

Ressel, Inc. Agreement - Generator Wall Bid No. GG2008-03

Approval of various documents related to an agreement with Ressel, Inc. to construct a brick wall around City Hall generator for the not-to-exceed amount of \$25,050. Requesting authorization for Mayor to sign said documents as needed and for the Director of Public Works to issue a Notice to Proceed when the documents have been approved by USDA. Funds in the amount of \$23,000 are available in the USDA Grant line item #001-000-331-43706, with transfer of the balance of \$2,050 from General Fund Reserves as previously authorized (09/15/08).

Withlacoochee Regional Planning Council (WRPC) Professional Services Agreement

Consideration of renewal of annual agreement with WRPC for professional/planning services on an as-needed basis for the 2008-09 fiscal year and authorize Mayor to execute the agreement.

Edward Byrne Memorial Justice Assistance Grant Award - Patrol K-9 Program

Acceptance of Grant Award in the amount of \$15,030 for a K-9 Drug Enforcement Program and authorize Mayor to execute.

Motion:

Motion was made by Council Member Lewis and seconded by Council Member Bradburn for approval of the consent agenda.

Concerning item C-3, Vice Mayor Burnett asked about the contradicting amount in the agreement for the Generator Wall Bid.

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City Manager Norman-Vacha explained that the contract is for the original amount with a change order attached which changes the amount to \$25,050.

Concerning item C-4, WRPC, Council Member Bradburn indicated she would agree to the agreement on an emergency basis, as a backup plan, but encouraged the use of other options, such as the University of Florida.

Council Member Bernardini indicated he is opposed to item C-3, the Ressel, Inc. agreement. Mayor Pugh expressed his dislike of the building of the wall in this manner.

Motion carried 4-1, with Mayor Pugh voting in opposition.

CERTIFICATES, PROCLAMATIONS AND PRESENTATIONS

"Florida City Government Week" Proclamation

Consideration of Proclamation declaring the week of October 19-25, 2008, as "Florida City Government Week" in conjunction with the Florida League of Cities' sponsored annual statewide celebration of municipal government and its contributions to the quality of life of Floridians.

Mayor Pugh read the proclamation in its entirety, which will be delivered to the Florida League of Cities. City Manager Norman-Vacha indicated the City has exciting events planned for the city to show off some of the things the departments do and encouraged all to participate.

Police Chief Turner advised that the K-9's would be on display, which the public is invited to attend.

Audit Services Interviews

Presentation of Qualifications by Auditors:

[Note: 15 min. presentation by each firm, followed by 5 minute question/answer period.]

Steve Baumgartner, Director of Finance, advised Mr. Baggett from Baggett-Henson is in the room and will be interviewed first.

Vice Mayor Burnett requested Council be given more than 5 minutes for the question and answer period. Mayor Pugh recommended limiting the firms to 10 minutes with as much time as Council needs for questions.

Baggett-Henson, CPA's

Judd Baggett, representing Baggett-Henson from Zephyrhills, thanked Council for the opportunity to be here. He reviewed Baggett-Henson's history as a company, experience, and their audit process, as well as points he feels separates their company from the others.

Council Member Bradburn asked Mr. Baggett's opinion on the 3-pronged approach to auditing Council proposes, aimed at catching potential financial problems before they become big problems. Mr. Baggett liked the approach and felt it relates to how good staff prepares financial statements monthly. Their approach would be to work with staff to teach them the proper way of preparing statements. He briefly reviewed their current clients.

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Larson Allen, LLP

Jack Rybicki, Principle in Charge of the Tampa office, introduced the team who will be working on the City's audits and reviewed the structure of the Larson Allen companies. He felt the company's expertise in the industry separates them from other companies and reviewed their services.

Gil Hernandez, who has more than 25 years of experience auditing government agencies, reviewed the company's history and further reviewed their services.

Council Member Bradburn thanked the team of Larson Allen for attending. She asked if they are familiar with the City's finance department. Mr. Hernandez indicated he has spoken with Steve Baumgartner, Finance Director, but not pertaining to specifics. She asked about the 3-pronged audit system. Mr. Hernandez indicated they perform interim audits during the year working in conjunction with Council.

Mr. Rybicki indicated they will delve into the specific concerns of staff to design a process, stating that employees who work on government audits specialize in that branch of auditing. He noted that they specialize in cities just like Brooksville. The cities Norma Berrios has audited were reviewed. Mr. Hernandez commented on the distance of their office from the City of Brooksville which he indicated will not deter them from providing superior service.

Council Member Bernardini asked if their company performs peer reviews, which Mr. Rybicki confirmed. A brief discussion of auditing procedures relating to different sized companies ensued.

Oliver & Joseph, PA

Mary Beth Gary of Oliver & Joseph, the City's current auditors, addressed Council and reviewed their proposal, affiliates and experience.

Council Member Bradburn asked about the 3-pronged process and inquired how it could be employed given the short time schedule. Ms. Gary did not feel it could be implemented for the 2008 audit since they are already past the end of the fiscal year. She indicated for 2009 and 2010, once March has past, the auditors should come in twice before year end and reviewed the process that should take place at those sessions.

Council Member Bradburn advised that one of the concerns expressed in-house is that, while Oliver & Joseph has some very capable staff and the proposal states that they will pull from different members of staff, the feeling is that Ms. Gary and Ken Deason should be more involved in the process. Ms. Gary advised that they are involved in the meetings and on a day to day basis that is not readily visible to all, but they are certainly available if on-site presence is requested. Mr. Beeson reiterated that fact.

Williams, McCranie, Wardlow & Cash, PA

Robert Wardlow briefly reviewed the history of their company and services they provide as well as staff who will be working on the City's audit.

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Council Member Bradburn asked how familiar Mr. Wardlow is with the City's financial process and his thoughts on the proposed 3-pronged system.

Mr. Wardlow felt being proactive in warding off problems is a great methodology and encouraged Council to adopt it. He indicated Ms. Brenna will be the lead CPA for the City's account but Paul Cash will be the Senior Accountant.

Council Member Bernardini asked if their company performs peer review audits on other firms which he answered negatively.

Mayor Pugh called a recess for Council to make their rankings. Vice Mayor Burnett indicated he does not feel comfortable ranking any of the firms at this time and requested more time to review the proposals in depth. Mayor Pugh advised Council is pressed for time but would leave it up to Council. After brief discussion it was Council consensus to make their rankings at this time. Mayor Pugh clarified the ranking procedure.

Upon reconvening, Mayor Pugh indicated the first place firm to be Oliver and Joseph with 11 points and Larsen Allen being second with 9 points. The ranking procedure was made on the basis of proposal, bid, verbal presentation, known performance and staff recommendation.

The Hogan Law Firm will contact Oliver and Joseph to negotiate a contract.

Mayor Pugh advised a copy of the rankings will be available upon request. Council Member Bradburn thanked all who participated.

PUBLIC HEARINGS

Ordinance No. 754-A - Firefighters' Retirement Trust Fund Amendments

Consideration of ordinance amending Sections 5, 6 & 10 of the City of Brooksville Firefighters' Retirement Trust Fund.

Motion:

Motion was made by Council Member Bernardini and seconded by Council Member Lewis for approval of Ordinance 754-A.

Mayor Pugh asked for public input; there was none.

City Clerk Phillips read Ordinance No. 754-A by title, as follows:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, FLORIDA, AMENDING THE CITY OF BROOKSVILLE FIREFIGHTERS' RETIREMENT TRUST FUND, ADOPTED PURSUANT TO ORDINANCE NO. 525-C, AS SUBSEQUENTLY AMENDED; AMENDING SECTION 5, CONTRIBUTIONS; AMENDING SECTION 6, BENEFIT AMOUNTS AND ELIGIBILITY; AMENDING SECTION 10, OPTIONAL FORMS OF BENEFITS; PROVIDING FOR CODIFICATION; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

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

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Council Member Bernardini	AYE
Council Member Bradburn	AYE
Council Member Lewis	AYE
Vice Mayor Burnett	AYE
Mayor Pugh	AYE

Ordinance No. 770 - Police Officers Retirement Trust Fund Plan Document Amendments

Consideration of ordinance amending Sections 7, 8, and 16 of the City of Brooksville Police Officers' Retirement Trust Fund.

Council Member Bradburn reviewed prior issues she had with the amendments which included support for death in-the-line-of-duty but not for increasing the multiplier to 4% because it ties the hands of future Council.

Motion:

Motion was made by Vice Mayor Burnett and seconded by Council Member Lewis for approval of Ordinance 770.

Mayor Pugh asked for public input; there was none.

City Clerk Phillips pointed out that the head note has been amended since last reading for simplification.

City Clerk Phillips read Ordinance No. 770 by title, as follows:

AN ORDINANCE OF CITY COUNCIL OF THE CITY OF BROOKSVILLE, FLORIDA; ENACTING INTO LAW AN AMENDED AND RESTATED PENSION PLAN FOR POLICE OFFICERS PROVIDING FOR A REVISED POLICE OFFICERS RETIREMENT TRUST FUND; PROVIDING FOR THE CREATION OF FUND; PROVIDING FOR DEFINITIONS; PROVIDING FOR PARTICIPATION; PROVIDING FOR BOARD OF TRUSTEES; PROVIDING FOR FINANCES AND FUND MANAGEMENT; PROVIDING FOR CONTRIBUTIONS; PROVIDING FOR BENEFIT AMOUNTS AND ELIGIBILITY; PROVIDING FOR DEFERRED RETIREMENT OPTION PLAN; PROVIDING FOR PRE-RETIREMENT DEATH; PROVIDING FOR DISABILITY; PROVIDING FOR VESTING; AMENDING VESTING PERIOD TO SIX YEARS OF CREDITED SERVICE; PROVIDING FOR OPTIONAL FORMS OF BENEFITS; PROVIDING FOR BENEFICIARIES; PROVIDING FOR CLAIMS PROCEDURES; PROVIDING FOR REPORTS TO DIVISION OF RETIREMENT; PROVIDING FOR ROSTER OF RETIREES; PROVIDING FOR MAXIMUM PENSION; REVISING BASIC LIMITATIONS FOR INCREASES IN THE COST OF LIVING IN ACCORDANCE WITH THE REGULATIONS UNDER §415(d) OF THE CODE; PROVIDING FOR DISTRIBUTION OF BENEFITS; PROVIDING MISCELLANEOUS PROVISIONS; PROVIDING FOR REPEAL OR TERMINATION OF PLAN; PROVIDING FOR EXEMPTION FROM EXECUTION, NONASSIGNABILITY; PROVIDING FOR FORFEITURE OF PENSION; CONVICTION AND FORFEITURE; PROVIDING FOR PENSION VALIDITY; PROVIDING FOR PRIOR POLICE SERVICE; PROVIDING FOR INDEMNIFICATION; PROVIDING FOR CONFLICT, SEVERABILITY, AND PUBLICATION; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

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Motion carried 4-1 upon roll call vote, as follows:

Council Member Bradburn	NAY
Council Member Lewis	AYE
Council Member Bernardini	AYE
Vice Mayor Burnett	AYE
Mayor Pugh	AYE

Ordinance No. 765 - Environmental Standards Ordinance

Consideration of ordinance amending Chapter 38, "Environment, Article II, "Junked, Wrecked, Abandoned, Lost, Seized Property" and Article III "Property Maintenance" of the City of Brooksville code.

Director Geiger reviewed the ordinance. He noted that on page 7, subsection D, second to last paragraph, the word property should be added after personal. He clarified the intent of the ordinance as well.

Mayor Pugh asked for public input.

Mrs. Kemper indicated her house was the one photographed on Sunday, September 14 for the local newspaper and items in her yard were referred to as "cluttered property". She felt what the newspaper says and what Council says are two different things and she was concerned for potential fines. She urged Council to know when to stop.

Mayor Pugh reiterated the purpose of the ordinance and assured her that what she described is not what the City is going after.

Cary Smith indicated he has a problem with the way the ordinance is written. He thought the wording to be broad, inclusive, vague and ambiguous at the same time and elaborated. He was also concerned with the appeal process in that the time is too short and the final appeal should be to the elected officials.

Council Member Bradburn asked what effect this has on the ordinary disposal of appliances. Director Geiger indicated the ordinance provides for citizens who have contacted sanitation for arrangements to have the items picked up. On page 15, 3865 Section D, Council Member Bradburn indicated it references a Police Officer, which she felt should be changed to a Code Enforcement Officer. Director Geiger indicated the intent was for it to be a Police Officer. Discussion continued of possible issues surrounding the ordinance.

Motion:

Motion was made by Council Member Bernardini and seconded by Council Member Bradburn for approval of Ordinance 765.

City Clerk Phillips read Ordinance No. 765 by title, as follows:

AN ORDINANCE AMENDING THE CODE OF THE CITY OF BROOKSVILLE, FLORIDA, CHAPTER 38, "ENVIRONMENT, ARTICLE II, "JUNKED, WRECKED, ABANDONED, LOST, SEIZED PROPERTY," PROVIDING FOR NOTICES OF VIOLATIONS, APPEALS TO THE CITY MANAGER, AND POSSIBLE EXTENSIONS OF TIME FOR THE REMOVAL OF VEHICLES OR OTHER ARTICLES UNLAWFULLY LOCATED ON ANY PUBLIC OR PRIVATE PROPERTY; AMENDING ARTICLE III "PROPERTY MAINTENANCE," PROVIDING FOR THE PROHIBITION OF THE ACCUMULATION OF JUNK OR LITTER ON PUBLIC OR PRIVATE PROPERTY; PROVIDING FOR

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CODIFICATION, CONFLICTS AND REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.

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

Council Member Lewis	AYE
Council Member Bernardini	AYE
Council Member Bradburn	AYE
Vice Mayor Burnett	AYE
Mayor Pugh	AYE

City Attorney Hogan advised that the ordinance can be amended as needed in the future.

Ordinance No. 766 - Law Enforcement, Fire and Emergency Medical Services Cost Recovery

Consideration of ordinance providing for a recovery mechanism through insurance for costs associated with providing emergency services to our visitors and citizens.

Fire Chief Mossgrove indicated changes have been made from the first reading per Council direction.

Council Member Lewis, in order for him to support the ordinance, asked that any revenue created by the ordinance be set aside for use in the departments creating the revenue and not be put in general fund.

Mayor Pugh asked for public input; there was none.

Council Member Bernardini referred to the letter of opposition received by Darcy Keith and indicated someone is always at fault in an accident.

Vice Mayor Burnett asked Council Member Lewis to consider 25% of revenues collected being designated to continual road improvements within the city, which Council Member Lewis did not have a problem with. A brief discussion of accidents in which no citations are issued followed.

Motion:

Motion was made by Council Member Lewis and seconded by Council Member Bradburn for approval of Ordinance No. 766 with an amendment to the ordinance for the allocation of cost recovery funds to the actual agency that incurred the expense.

Mayor Pugh reviewed his concerns with regard to the fact that citizens already pay taxes to the fire district.

City Clerk Phillips read Ordinance No. 766 by title, as follows:

AN ORDINANCE OF THE CITY OF BROOKSVILLE AUTHORIZING THE CITY TO SEEK REIMBURSEMENT OF COSTS OF CERTAIN POLICE, FIRE, EMERGENCY AND RESCUE SERVICES FOR SERVICES PROVIDED WITHIN THE RESPONSE AREA OF THE CITY OF BROOKSVILLE BY IMPLEMENTING SERVICE CALL FEES; PROVIDING A RESIDENTIAL PROPERTY EXEMPTION; PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.

Motion carried 4-1 upon roll call vote, as follows:

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Council Member Bernardini	AYE
Council Member Bradburn	AYE
Council Member Lewis	AYE
Vice Mayor Burnett	AYE
Mayor Pugh	NAY

Ordinance No. 767 - Flood Prevention and Protection

Consideration of ordinance amending Chapter 113, "Flood Prevention and Protection" of the City of Brooksville code.

Motion:

Motion was made by Council Member Bernardini and seconded by Council Member Lewis for approval of Ordinance 767.

Council Member Bradburn indicated references to coastal areas were removed and recommended removing references to Mangroves. Also, it is presumed that as the flood maps are updated the ordinance will need to be updated as well. Director Geiger indicated that will not be necessary as it implements both State and Federal requirements as they exist today, which was further discussed.

Council Member Bradburn advised there are numerous references to mobile homes and asked that Council consider an amendment to require tie downs be done in accordance with South Florida standards. Director Geiger indicated the City is subject to the Florida Building Code which is 120 mph winds and advised the model state code is being proposed. Discussion continued.

Referring to page 23, section 113-20, variance procedures, Council Member Bradburn expressed concern in that it grants the authority of the variance to the Planning & Zoning Commission, which is an advisory board to the City Council, whom she felt the role should be the responsibility of. Mayor Pugh asked Director Geiger what the County's procedure is for variances. It was his understanding that the County Planning & Zoning Commission makes the final decisions on variances. Mayor Pugh was in favor of Council hearing the final requests for variances. Director Geiger indicated Council already has the authority to review any decisions made by the Planning & Zoning Commission.

Council Member Bradburn felt it sends an unfair signal to the petitioner to be told one thing by Planning & Zoning with the possibility that Council could want to hear the issue. She felt the guidelines should be clear up front and felt it more appropriate for the final decision to rest with Council. Vice Mayor Burnett concurred. Director Geiger indicated that all petitioners are made aware that there is a 10-day window for appeals or review by Council once approved by Planning & Zoning. Discussion continued.

Council Member Lewis advised that Section 113.20 states the Planning & Zoning Commission will hear and decide appeals and recommended that verbiage be removed.

Mayor Pugh recommended, and Council concurred, that the issue be continued until the October 20 meeting.

The motion on the floor was withdrawn.

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Motion:

Motion was made by Council Member Lewis and seconded by Council Member Bradburn to table the ordinance to the October 20, 2008, meeting.

Mayor Pugh asked for public input; there was none.

Motion carried 5-0.

Ordinance No. 768 - Small Scale Comprehensive Plan Amendments - Petitioner: Innovators Investment Group, LLC and Brooksville Hotel and Office Park, LLC

Consideration of a request for a change to the Future Land Use Map designation from Residential (County) to City Single-Family Residential for a 0.95 acre + parcel and from Residential (County) to City Commercial for a 4.81 acre + parcel. Both parcels are located on the North side of Cortez Blvd. (S.R. 50), west of Hale Avenue and east of Mildred Avenue.

Director Geiger reviewed the petition and advised there to be a form on the table at the back of the room for citizens interested in receiving information on the disposition of the amendment as it is sent to the Department of Community Affairs.

Mike Gaylor, at the request of Council Member Bradburn, re-addressed the Hogan Property and Mildred Avenue as it relates to the project. He indicated the Hogan house property will remain a single family residence and the balance of 4.81 acres will be commercial. He reiterated that it is not the developer's intent to ever tie the project to Mildred Avenue.

Mayor Pugh asked for clarification from Director Geiger that Mildred Avenue is not an acceptable design to handle any more traffic, which Director Geiger verified.

Motion:

Motion was made by Council Member Lewis and seconded by Council Member Bradburn for approval of Ordinance 768.

Mayor Pugh asked for public input.

Jeff Werner of 1030 S. Mildred Avenue inquired of the signage, to which Director Geiger advised the signage was posted prior to the Planning & Zoning Commission meeting and reposted after the meeting. He indicated he is happy with the changes. He asked if the concerns stated at this meeting are forwarded to the state. Director Geiger indicated a copy of the ordinance once adopted is forwarded with copies of the staff report. Mr. Werner indicated he is opposed to the two acres next to his property being commercial.

City Clerk Phillips read Ordinance No. 768 by title, as follows:

AN ORDINANCE OF THE CITY OF BROOKSVILLE, FLORIDA, APPROVING AMENDMENTS TO THE FUTURE LAND USE MAP AND ELEMENT OF THE CITY OF BROOKSVILLE COMPREHENSIVE PLAN; PURSUANT TO PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH 163.3215, FLORIDA STATUTES; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

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

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Council Member Lewis	AYE
Council Member Bernardini	AYE
Council Member Bradburn	AYE
Vice Mayor Burnett	AYE
Mayor Pugh	AYE

REGULAR AGENDA

Resolution No. 2008-24 - Solid Waste Rate Increase

Consideration of resolution repealing previous resolution and increasing the Solid Waste rates, incorporating 3% cap on rate increase and freeze residential rates at \$16.09 per month until 10/01/09.

Director Pierce reviewed the resolution. He explained that the strikeout rates were from several years ago and are for comparison purposes only.

Motion:

Motion was made by Council Member Bernardini and seconded by Council Member Lewis for approval of Resolution No. 2008-24.

Council Member Bradburn asked Director Pierce to restate his comments from the budget meeting where he made the statement that Public Works did not need to raise rates. Director Pierce explained he did not need to raise residential rates but felt the commercial rates should be increased to keep up with inflation. Mayor Pugh expressed that although he is pleased to see the freeze for residential rates he felt that with the current economy commercial businesses also need to be able to stay intact.

Mayor Pugh asked for public input; there was none.

City Clerk Phillips read Resolution No. 2008-24 by title, as follows:

RESOLUTION OF THE CITY OF BROOKSVILLE, FLORIDA RESCINDING PRIOR SOLID WASTE COLLECTION FEE RESOLUTION; RESTATING AND ESTABLISHING SERVICE CHARGES AND RATES FOR SOLID WASTE COLLECTION SERVICES; PROVIDING FOR AUTOMATIC ANNUAL ADJUSTMENT OF RATES AND CHARGES; PROVIDING FOR A CAP ON SERVICE CHARGE AND RATE INCREASES; PROVIDING FOR SEVERABILITY AND CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

Motion carried 3-1 upon roll call vote, as follows:

Council Member Bernardini	AYE
Council Member Bradburn	AYE
Council Member Lewis	AYE
Vice Mayor Burnett	ABSENT
Mayor Pugh	NAY

Resolution No. 2008-25 - Utility Rate Increase

Consideration of resolution repealing previous resolution and increasing the Water & Sewer Utility Rates, incorporating 3% cap on rate increase.

In response to inquiry from Council Member Bradburn as to his prior statements at a budget workshop regarding the lack of need for an increase in water rates, Director Pierce advised that this is not what he stated since utilities has quite a few capital improvements that

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need to occur and they need active cash flow from which to borrow money to move ahead with some of these badly needed projects. According to Director Pierce, one of the major ones is converting the system to radio read meters, with the original cost estimate of \$1.48 million. They also need to extend some lines in order to protect our territory from our competition and he believes capping the rate increase at 3% is a reasonable compromise.

Motion:

Motion was made by Council Member Bradburn and seconded by Vice Mayor Burnett that the City keep the rates the same for the next year.

Council Member Lewis inquired if water & sewer customers outside the City limits would also receive the automatic rate increase since it was not indicated in the proposed resolution. Following discussion, it was confirmed that in addition to the 25% surcharge these customers pay, there is documentation in place which indicates these users would also be included in any rate increases but it was also agreed that it would be better to include language in any adopted resolution dealing with the rate increase.

Mayor Pugh asked for public input; there was none.

As to the action proposed by the motion on the floor, City Manager Norman-Vacha interjected that she felt Council would need to have staff bring back a revised resolution to the next meeting to freeze the rates because the existing resolution also states that there is a modifier that is applicable immediately and unless you are changing the resolution, the modifier stays in tact. This proposed resolution added the 3% cap. Council can further direct staff to modify the language where rates would remain intact for this year and it would then apply the modifier as the language is provided with a 3% cap going into next budget year. Council Member Bradburn indicated that was her intent.

The City Attorney clarified that the motion would be to deny passage of Resolution No. 2008-25 and adopt a resolution as described by the City Manager which would probably have to come back to Council.

Mayor Pugh pointed out that the current motion on the floor was to freeze and not to deny. Council Member Lewis commented that as much as he hates to say it, he concurs with Director Pierce that the City needs the increase and that the modifier was in there and adopted, with an extensive study done at the time in order to accomplish the utility improvements in water lines and replacement of pipes and he would support the resolution and vote against denying it.

Mayor Pugh concurred and understood why the Council had put that ordinance and resolution in place but felt Council should look at the economic times. The City was going through extraordinary growth and at the time did not have one of the highest unemployment rates in the state and facing these current tough economic times. He did not believe anybody wants to see what happened before when the City did have a 20% increase and this is why it was done, so the customers would never get that sticker shock again but it is tough right now.

Council Member Bradburn and Vice Mayor Burnett concurred and clarified that the motion was to deny the resolution and direct staff to come back with a resolution to freeze the rates this year and provide for a 3% cap in subsequent years.

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Motion failed 3-2, with Burnett, Lewis and Bernardini voting against it.

Vice Mayor Burnett clarified that after hearing the conversation about why the automatic increases were instituted in the first place, he would rather not have to get in that situation again and this is why he voted against the motion, even though he had originally seconded it. Council Member Bradburn and Mayor Pugh did not feel that the City could get into that situation again with the 3% cap. Mayor Pugh further stated that he did not agree with some of the issues that were brought up about covering or protecting our territory.

City Attorney Hogan advised that with the failure of the motion, the resolution is back up for consideration and if Council wants it can amend the resolution to include Council Member Lewis' amendment suggestion as it relates to including a section specifying that any rate increases also apply to the 25% surcharge water and sewer customers outside the City.

Motion:

Motion was made Council Member Lewis and seconded by Vice Mayor Burnett to approve Resolution No. 2008-25 with inclusion of the above stated changes concerning all water and sewer users outside the City limits and keeping the 3% cap.

Mayor Pugh asked for public input; there was none.

Council Member Bernardini inquired what the rate increase would be and after discussion and calculations, water would go up 56¢ and sewer would go up 64¢, for a total of \$1.20 or \$13.50 per year.

Due to the extended discussion and motions associated with the resolution, the Title was inadvertently not read into the record.

Motion failed, 3-2, following roll call vote:

Council Member Bradburn	NAY
Council Member Lewis	AYE
Council Member Bernardini	NAY
Vice Mayor Burnett	AYE
Mayor Pugh	NAY

Mayor Pugh pointed out that even though it seems like a small increase, when you add it to all the other increases everyone is experiencing right now it all adds up, especially for commuters.

Discussion ensued that if no action is taken, the automatic increase would be in effect and there would be no 3% cap on the rate increase. The current CPI is estimated at 3.85, which is above the 3% cap on the CPI presented to Council with this proposed resolution, per the City Manager, so unless Council takes action and provides direction to not follow the resolution and hold in abeyance until this does come back, staff will have to apply the CPI increase for the next billing cycle because it is currently in place, which action the City Attorney confirmed could be taken since it was a resolution.

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Council Member Lewis asked for clarification that there are no USDA stipulations on the CPI modifier for any of our bond or loan requirements, etc., which the Finance Director confirmed.

Motion:

Motion was made by Council Member Lewis and seconded by Vice Mayor Burnett to add the old resolution and CPI issue to the agenda for discussion and action.

Following further discussion the City Attorney advised that Council would need to pass a motion or verbal resolution to hold rates the same until staff can come back at the next meeting with a written resolution and proposal with your rates. Council Member Bradburn indicated that as a new resolution is brought forward she preferred a 3% cap and not the CPI, which she feels is indicative of metropolitan Tampa Bay and not Hernando County.

The above motion and second were subsequently withdrawn.

Motion:

Motion was made by Vice Mayor Burnett and seconded by Council Member Lewis to keep the present rates in accordance with existing Resolution 2004-01 (clarified per City Manager) and the rates as approved for the 2007/08 budget year to remain in effect until Council can rehear a separate resolution. Motion carried 5-0.

City Attorney Hogan confirmed that staff would bring back a resolution on October 20th which spells this all out.

Advisory Board Modification Process - Advisory Board Policy No. 4-2008

Consideration of approval of a) revised policy; b) repeal of Policy Nos. 1-87 and 1-94; c) conversion of terms of office for Beautification Board Members by one year; d) extension of expiration date to December 31st of each current expiration year for Beautification Board, Brooksville Cemetery Advisory Board, Parks & Recreation Advisory Board and Planning & Zoning Commission; and e) authorize staff to prepare appropriate ordinances or resolutions for future consideration to effectuate the changes.

City Clerk Karen Phillips reviewed the proposed policy.

Motion:

Motion was made by Vice Mayor Burnett and seconded by Council Member Lewis for approval of Policy No. 4-2008.

Mayor Pugh asked for public input; there was none.

Motion carried 4-1, with Council Member Bradburn voting in opposition due to the fact that she still supports term limits.

Election Process

Consideration of revised agreement with Hernando County Supervisor of Elections (SOE) turning over the entire elections process to the SOE office.

City Manager Norman-Vacha reviewed the proposed revised agreement with the SOE, which includes changing the qualifying official to the SOE and changing the qualifying period to coincide with the State standard which is currently used by the SOE for all other elections. The

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qualifying fee would be retained by the SOE and additionally the SOE would be the official receiver of the Financial Reports of candidates. The final agreement will be brought back to Council for approval.

Discussion followed in which Council Member Lewis reiterated that he could not support this agreement as he does not feel the process is broken.

Mayor Pugh asked for public input; there was none.

Mayor Pugh felt the agreement addresses the issues and wanted the final agreement brought back to Council for another review before adoption. Vice Mayor Burnett thought this would be brought back after the election. Council Member Bradburn advised that all three SOE candidates are for the agreement. Discussion continued.

Motion:

Motion was made by Council Member Bernardini and seconded by Council Member Bradburn to move forward with the drafted agreement that is in accordance with Council's desire. Motion carried 3-2 with Council Member Lewis and Vice Mayor Burnett voting in opposition.

Hometown Cloverleaf Phase II Utility Service Agreement

Consideration of entering into a Utility Service Agreement with Hometown Cloverleaf Phase II, LLC.

Director Pierce reviewed the proposed agreement stating the developer would like to add sixty-six mobile homes.

Motion:

Motion was made by Council Member Bernardini and seconded by Vice Mayor Burnett for staff to negotiate an agreement.

Council Member Bradburn questioned the impact fee credits as to why the City would be giving them the credits if they are asking to use the City's land, to which Director Pierce explained the City would be gaining a considerable amount of property. She would like to see this be negotiated and felt this was concurrency. Chief Mossgrove stated the code is specific and the additional 2-inches of line would benefit the City.

Motion carried 5-0.

The Enrichment Center of Hernando County

Update on proposed partnership with The Enrichment Center of Hernando County, thereby allowing them to relocate to the Jerome Brown Community Center.

Director Walker recapped the August 25, 2008 meeting, stating the special needs shelter would not be feasible. He asked for Council's approval to work with the City Attorney to draft an agreement and bring back to council.

Council Member Bernardini stated he is not in favor of drafting an agreement until the Enrichment Center outlines what they are requesting and bring it back to council.

Council Member Bradburn likes the fact that the City has the opportunity for another organization to utilize the center but not at

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the expense of the City losing out on space. She explained she was in favor of it when they had proposed the shelter idea and felt this would be a great asset to the City of Brooksville.

Staff to bring back more information at a future meeting.

A 5-minute Recess was taken at 11:10 p.m.; Council reconvened at 11:15 p.m.

Hernando County Interlocal Agreement - Fire Dept. Co-Utilization of Fire Station

Review of proposed interlocal agreement for co-utilization of the Brooksville Fire Station by BFD and HCFR staff for a 25 year period of time.

Chief Mossgrove reviewed the proposed agreement.

Council Member Lewis made note to Council that if either side cancels the agreement a capital payment to the County has to be paid and 30 days notice will have to be given and felt this to be an unfunded liability.

Mayor Pugh felt this could work but is concerned that if for some reason the County was to leave the money would be put into a building that didn't need it compared to updating fire station #2.

Chief Mossgrove noted there have been no updates made since the station was built. He explained staff is cramped at this time and during hurricane season the upgrades would be helpful. Mayor Pugh stated he can not see putting money into that station.

Council Member Bradburn thought the liability is being exaggerated but the County should emphasize we are city and county taxpayers and this would give us the opportunity to utilize it.

Hernando County Fire Chief Nickerson stated he felt this was a win-win situation and their efforts would be combined and not duplicated.

Hillary Sanford, Brooksville Fire Department, is concerned with the living space but stated everyone is comfortable and looks forward to the opportunity to sit down with the County and discuss this proposal.

Council Member Lewis questioned how many beds are currently there to which Chief Mossgrove noted there were 6 currently and that would be increased to 14.

Discussion followed of the restroom and kitchen facilities.

Vice Mayor Burnett still felt the firefighters who will be living there should have more of a say in the design. Council Member Bradburn agreed.

Mike Dow, Brooksville Fire Department, stated he attended the Commission Meeting and after the meeting he approached both Fire Chief's for a group discussion, Chief Nickerson confirmed that the firefighters would have input on the designs.

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Motion:

Motion was made by Vice Mayor Burnett and seconded by Council Member Bradburn for approval. Motion carried 4-1 with Mayor Pugh voting in opposition.

City Manager Annual Performance Evaluation

Review of composite evaluation form and City Manager's self-evaluation form.

Mayor Pugh reviewed the rating form and comments. A copy will be placed in City Manager Norman-Vacha's personnel file.

Council Member Bernardini questioned some of the evaluation questions.

City Manager Norman-Vacha would like to sit down with each Council Member to go over the form and compile information for a revised form for next year's evaluation.

Appeal of Planning & Zoning Commission (P&Z) Decision - SE2008-05 Special Exception Use Petition - 611 N. Broad St.

Consideration of Notice of Appeal Petition to hear appeal of the P&Z Decision rendered 09/10/08.

Mayor Pugh clarified that according City Attorney Hogan the only thing being considered is whether or not to hear the appeal.

City Clerk Phillips advised that a Notice of Public Hearing would need to be publicized. Director Geiger added that all adjoining property owners had been notified prior to the P&Z Commission meeting.

Motion:

Motion was made by Vice Mayor Burnett and seconded by Council Member Lewis for approval of the appeal to be scheduled for October 20. Motion Carried 5-0.

ITEMS BY COUNCIL

Joe Bernardini, Council Member

City Staff

Council Member Bernardini noted there are a few volunteers at the Quarry; Joe Johansen, Ken Yeaton & his wife Mary, as well as Mrs. Gertrude Mobley at the Jerome Brown Community Center that put in a lot of volunteer time and thanked them for their dedication.

He also wanted to thank Julie Sherraden, whose position was eliminated, for her service to the City, as did Vice Mayor Burnett.

Frankie Burnett, Vice Mayor

MLK, Main and Daniel Railroad Tracks

Vice Mayor Burnett requested the items be added to the next agenda for discussion. City Manager Norman-Vacha advised she had information and would pass that along prior to the next Council Meeting.

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T. Jennene Norman-Vacha, City Manager

Great Brooksvillian Award

City Manager Norman-Vacha indicated the Great Brooksvillian Award ceremony would not be at the traditional time but on December 13, with more information to follow.

David Pugh, Mayor

Campaign Signs

Mayor Pugh wanted to thank the person(s) who has ripped up 40 or more of his campaign signs. He added that DOT has campaign signs they thought were in the right-of-way on US41.

Julie Sherraden

Mayor Pugh added that Julie had been a dependable asset.

CITIZENS INPUT

There was none.

ADJOURNMENT

There being no further business to bring before Council, the meeting adjourned at 12:00 a.m.

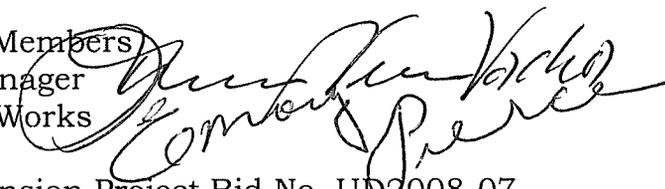
City Clerk

Attest: _____
Mayor

CITY OF BROOKSVILLE

MEMORANDUM

To: Honorable Mayor and City Council Members
 Via: T. Jennene Norman-Vacha, City Manager
 From: Emory H. Pierce, Director of Public Works
 Date: December 5, 2008
 Re: Award of Brooksville Waterline Extension Project Bid No. UD2008-07



A bid opening was held at 3:00 p.m. on Friday, November 14, 2008, in the City Hall Council Chambers for the Brooksville Waterline Extension Project Bid No. UD2008-07. As a result, 9 sets of bids were received as follows:

Brooksville Civil Site Services	Pospiech Contracting Inc.	Cimarron Construction Inc.	GWP Construction	MasTec North America Inc.
\$309,227.50	\$387,275.00	\$398,797.29	\$406,054.50	\$414,410.46

Secord Construction Inc.	Killebrew Inc.	Goodwin Brothers Construction	Carl Hankins Inc.
\$421,609.50	\$452,056.60	\$458,795.50	\$557,430.00

Brooksville Civil Site Services is the low bidder and submitted a complete bid. We have worked with them before on other projects and their references are good.

Financial Impact

The total bid amount for the Brooksville Waterline Improvement is \$309,227.50 which is less than the \$440,000 currently available from DEP grant agreement LP 6815. This same amount (\$440,000) has also been budgeted as part of our CIP budget in Acct# 401-000-169-19049.

Legal Impact

Only after all additional documents are received, reviewed, and approved by Legal Counsel will the City will sign an Agreement for Contractor Services with Brooksville Civil Site Services.

Staff Recommendation

Based on the above, staff recommends that Council approve awarding the bid for the Brooksville Waterline Extension Project Bid No. UD2008-07 to Brooksville Civil Site Services, LLC for the not to exceed amount of \$309,227.50 and authorize the Mayor to sign an Agreement for Contractor Services when all documents have been reviewed by the City Attorney.

BID OPENING MINUTES
BROOKSVILLE WATERLINE EXTENSION PROJECT
BID NO. UD2008-07

November 14, 2008

3:00 p.m.

A Bid Opening was held at approximately 3:00 p.m. on Friday, November 14, 2008, in the City Hall Council Chambers for the **BROOKSVILLE WATERLINE EXTENSION PROJECT BID NO. UD2008-07**. Karen M. Phillips, City Clerk, Will Smith, Superintendent of Utilities, Tom Dampman, Public Works and Janice L. Peters, Deputy City Clerk/Recording Secretary was in attendance.

City Clerk Phillips advised that an Invitation to Bid was published in the October 24, 2008, edition of the Hernando Today with a closing date and time set for 3:00 p.m. on Friday, November 14, 2008.

As a result, 8 sets of bids were received, all properly sealed and notated. The bids were to include a Bid Certification Form, 5% Bid Bond or Cashiers Check, Public Entity Crime Statement, Drug-Free Workplace Certification, Equipment List, Proof of License Certification, Copy of plans, List of subcontractors and one (1) signed original with seven (7) signed copies and three (3) references for similar work with contact name and numbers.

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

1. GWP Construction, Ocala, FL \$406,054.50
All required documentation included; Drug Program Implemented.

Notice to Proceed 120 days
2. Brooksville Civil Site Service, LLC, Brooksville, FL \$309,227.50
All required documentation included; Drug Program Implemented

Notice to Proceed 120 Days
3. Killebrew, Inc., Lakeland, FL \$452,056.60
All required documentation included; Drug Program Implemented

Notice to Proceed 120 Days
4. Goodwin Brothers Const., Brooksville, FL \$458,795.50
All required documentation included; Drug Program Implemented

Notice to Proceed 60 Days
5. Secord Construction Corp., Tampa, FL \$421,609.50
All required documentation included; Drug Program Implemented

Notice to Proceed 120 Days
6. Pospiech Contracting Inc., Inverness, FL \$387,275.00
All required documentation included; Drug Program Implemented

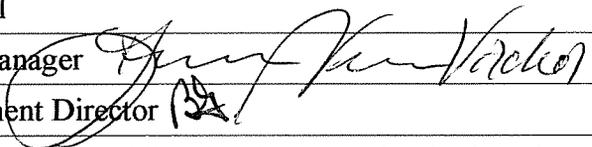
Notice to Proceed 120 Days

7. MasTec North America, Inc., Tampa, FL \$414,410.46
All required documentation included; Drug Program Implemented
Notice to Proceed 180 Days
8. Cimarron Construction, Inc., Palm Harbor, FL \$398,797.29
All required documentation included; Drug Program Implemented
Notice to Proceed 120 Days
9. Carl Hankins, Inc., Tampa, FL \$557,430.00
All required documentation included; Drug Program Implemented
Notice to Proceed 180 Days
Alternate bid included:
C-900 Fusable 10" @ \$70 per foot
C-900 Fusable 12" @ \$75 per foot

City Clerk Phillips informed bidders that the packets would be reviewed by staff and the bid opening meeting closed at 3:20 p.m.

s/Janice L. Peters
Janice L. Peters
Deputy City Clerk

MEMORANDUM

To:	Honorable Mayor and City Council
From:	T. Jennene Norman-Vacha, City Manager 
Via:	Bill Geiger, Community Development Director 
Subject:	Amendment to the Code of Ordinances providing for the governing body to hear and decide on all Special Exception Use Permit Petitions
Petitioner:	City of Brooksville
Location:	Regulation would apply citywide to all Special Exception Use (SEU) permit petitions.
Date:	December 3, 2008 (First Reading was approved on December 1, 2008)

Introduction & Background Information: At the October 20, 2008 meeting, the city council concurred that all Special Exception Use permit petitions should be presented to the governing body to hear and decide after being reviewed by and receiving a recommendation from the planning and zoning commission. Subsequently, the city manager directed staff to prepare an ordinance that would effect the change in policy.

Regulatory Framework: The current City code provides for the planning and zoning commission to hear and decide all Special Exception Use permit applications. The ordinance attached to this memorandum provides the regulatory framework to effect the desired change for the city council to hear and decide on the final disposition for all SEU permit petitions. The City Council approved the first reading of Ordinance No. 771 on December 1, 2008.

Budget Impact: Some additional financial impact will be incurred in staff time for processing the petitions. The monetary impact will vary depending on the volume and complexity of petitions received.

Legal Review: The City Attorney has reviewed and approved the draft ordinance for legal sufficiency.

Staff Recommendation: Approve the second and final reading of the proposed ordinance.

- Attachments: 1) October 20, 2008 excerpt from the City Council Meeting Minutes.
2) Ordinance No. 771 providing for the City Council to hear and decide on SEU permit petitions.

REGULAR COUNCIL MEETING AGENDA - OCTOBER 20, 2008

Minutes Excerpt.....

Special Exceptions

Council Member Bradburn, concerning special exceptions, reiterated that she feels all special exceptions should come to Council rather than P&Z for final say. Council concurred.

ORDINANCE NO. 771

AN ORDINANCE AMENDING THE CODE OF THE CITY OF BROOKSVILLE, FLORIDA TO PROVIDE FOR THE GOVERNING BODY TO HEAR AND DECIDE ALL SPECIAL EXCEPTION USE PETITIONS AFTER REVIEW BY THE PLANNING AND ZONING COMMISSION; AMENDING CHAPTER 101, SUBPART B, LAND DEVELOPMENT CODE, GENERAL AND ADMINISTRATIVE, ARTICLE II, SECTION 101-36, ADDITIONAL FUNCTIONS OF PLANNING AND ZONING COMMISSION; AMENDING CHAPTER 117, MANUFACTURED HOMES AND TRAILERS, ARTICLE II. TRAVEL TRAILERS, MOTOR HOMES, RECREATIONAL VEHICLES AND TRAILER PARKS AND CAMPGROUNDS, DIVISION 2. TRAILER PARKS, SUBDIVISION II, SPECIFIC LAND USE REGULATIONS, SECTION 117-71. SPECIFIC EXCEPTION USE REQUIREMENT; AND AMENDING CHAPTER 137, ZONING AND LAND USE, ARTICLE II ADMINISTRATION AND ENFORCEMENT, SECTION 137-43, ADDITIONAL DUTIES OF PLANNING AND ZONING COMMISSION; PROVIDING FOR CODIFICATION, CONFLICTS, REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, the City of Brooksville enacted Ordinance No. 629 on December 17, 2001 establishing the provisions of Code Section 101-36 Additional functions of planning and zoning commission; and,

WHEREAS, the City of Brooksville enacted Ordinance No. 645 on October 21, 2002 establishing the provisions of Code Section 117-71 Specific exception use requirements; and,

WHEREAS, the City of Brooksville enacted Ordinance No. 562 on May 20, 1996, Ordinance No. 562A on March 3, 1997, and Ordinance No. 562B on January 5, 1998 establishing the provisions of Code Section 137-43 Additional Duties of Planning and Zoning Commission; and,

WHEREAS, under Section 101-36, Section 117-71 and Section 137-43, the planning and zoning commission has authority to hear and approve special exception use petitions; and,

WHEREAS, at its October 20, 2008 meeting, the City Council of the City of Brooksville, Florida expressed its desire to amend its Code of Ordinances, relating to special exception use petitions.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, FLORIDA, THAT:

SECTION 1. Section 101-36(a) Additional functions of planning and zoning commission, powers and duties, of Subpart B, Land Development Code, Chapter 101, "General and Administrative", Article II, Planning and Zoning Commission shall be amended to read as follows:

Sec. 101-36. Additional functions of planning and zoning commission.

(a) Powers and duties. The planning and zoning commission shall have all the powers and duties set forth in the city Code and, with the exclusion of special exceptions, shall hear and decide on the items delineated in this section. Special exception use permit applications shall be heard by the planning and zoning commission and recommendations regarding such requests shall be provided to the governing body for review and final action.

SECTION 2. Section 117-71 Specific exception use requirement of Chapter 117, "Manufactured Homes and Trailers", Article II Travel Trailers, Motor Homes, Recreational Vehicles and Trailer Parks and Campgrounds, Division 2. Trailer Parks, Subdivision II. Specific Land Use Regulations, shall be amended to read as follows:

Subdivision II. Specific Land Use Regulations

Sec. 117-71. Specific exception use requirement.

Travel trailer parks may be permitted only in those zoning districts where outdoor commercial amusement establishments are designed as a special exception use under this chapter after review and recommendations by the planning and zoning commission have been forwarded to the governing body and then only if the proposed travel trailer park is approved as a special exception use by the governing body in accordance with the provisions of this chapter. All travel trailer parks shall conform to all applicable regulations of the appropriate regulatory agency and shall conform to all applicable provisions of this chapter.

SECTION 3. Section 137-43(a)(2) and Section 137-43(b) Additional duties of planning and zoning commission of Chapter 137, "Zoning and Land Use", Article II. Administration and Enforcement, shall be amended to read as follows:

Sec. 137-43. Additional duties of planning and zoning commission.

(a) *Generally.* The commission shall have the following additional powers and duties:

(2) To hear and make recommendations to the governing body on all special exception petitions to the land use/zoning regulations of the city.

(b) *Decision of the commission.* In the exercise of its powers and duties, the commission shall have all of the powers of the administrative official. The concurring vote of a majority of the commission shall be required to approve a variance request. Written confirmation of the decision of the commission shall be mailed to the applicant within two business days of the hearing on such decision.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of this Ordinance, or application hereof, is for any reason held invalid, unlawful or unconstitutional by any court of competent jurisdiction, such portion or application shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 5. CONFLICTS AND REPEALER. All ordinances or parts thereof in conflict with this ordinance are hereby repealed to the extent of such conflict.

SECTION 6. AMENDMENT TO CODE. This Ordinance shall be and become a part of the Code of the City of Brooksville, Florida, to amend "Subpart B, Land Development Code", Chapter 101, Chapter 117, "Manufactured Homes and Trailers" and Chapter 137, "Zoning and Land Use" as directed herein.

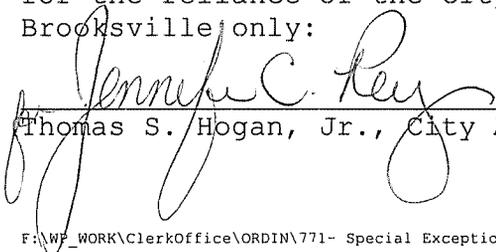
SECTION 7. CODIFICATION. It is the intention of the City Council of the City of Brooksville that the provisions of this Ordinance shall become and be made part of the Code of Ordinances of the City of Brooksville, Florida and the word "ordinance," or similar words may be changed to "section," "article," or other appropriate word or phrase and the sections of the ordinance may be renumbered or re-lettered to accomplish such intention; provided, however, that Sections 4, 5, 6, and 7 shall not be codified. The Code codifier is granted liberal authority to codify the provisions of this Ordinance.

SECTION 8. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its adoption by the Brooksville City Council.

CITY OF BROOKSVILLE

Attest: _____ By: _____
Karen M. Phillips, City Clerk

PASSED on First Reading December 1, 2008
NOTICE Published on December 5, 2008
PASSED on Second & Final Reading _____

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


Thomas S. Hogan, Jr., City Attorney

VOTE OF COUNCIL:
Bernardini _____
Bradburn _____
Johnston _____
Lewis _____
Pugh _____

CITY OF BROOKSVILLE
MEMORANDUM

AGENDA ITEM NO. 6-1
12/15/08

To: Honorable Mayor and City Council Members
Via: T. Jennene Norman-Vacha, City Manager
From: Emory H. Pierce, Director of Public Works
Date: 12/1/2008
Re: Southern Hills Plantation Reimbursement and Impact Fee Credit Request
Verification Report Submittal #4



The purpose of these reports is to allow City Council to approve of the costs of expenditures the Developer has made prior to the, "booking", or creation of impact fees credits, which puts a, "liability", on the City's books. As per the various agreements and and amendments related to this project the Developer is allowed to receive impact fee credits for certain expenditures related to water, sewer, and transportation infrastructure when the work is completed. Staff has reviewed these cost numbers and concurs with the amounts and agrees that the subject work has been done. Three previous submittals have been approved. A memo summarizing the prior submittals is attached for quick reference.

Financial Impact

The Developer is requesting impact fee credits for sewer work related to the Wiscon/Mobley Road Force main in the amount of \$734,156.32 which will be credited at the rate of \$1,728 per ERU. Additionally they are requesting transportation impact fee credits in the amount of \$126,345.00 for expenses associated with Governors Blvd. (aka 2 lane collector or N/S road)

Legal Impact

Legal Counsel has reviewed the subject document and finds it within City City Council's authority to accept this document based on Staff's recommendation

Staff Recommendation

Staff recommends approval of Submittal #4 for the purpose of booking the impact fee credits as stated above.

**City of Brooksville
Memorandum**

To: T. Jennene Norman-Vacha, City Manager
Steven Baumgartner, Finance Director

From: Emory H. Pierce, Director of Public Works



Date: 10/26/07

RE: **Water, Sewer and Transportation Impact Fee Credit Summary- Southern Hills Plantation**

Water and Sewer Impact Fee Credits- Submittal No. 1

Submittal No. 1, dated 4/1/05, allowed for the “booking” of \$521,859.30 in water impact fee credits (\$445/ERU) for the water main lines in SHP PH I and \$333,544.85 (of the \$517,294.85 in total sewer impact fees approved in Submittal No. 1 to become eligible as credits as work progressed and City accepted them) in sewer impact fee credits at \$1,170/ERU. Those amounts represent the utility improvements accepted by the city.

Transportation Impact Fee Credits- Submittal No. 1

No transportation impact fee credits were booked at the time of submittal no. 1. The SHP Blvd and N/S road construction issues had not been settled at that time.

Water Impact Fee Credits- Submittal No. 2

Submittal No. 2 identified an \$11,703.94 reduction in water impact fee credit amount approved and booked in Submittal No. 1 due to corrected invoicing from Specialized Services, Inc (\$8,096.34) for the Potable Water Main Ph I project and a reduction of \$3,607 in water line oversizing that was incorrectly included in submittal 1, but was supposed to be reimbursed directly by the City. No new water impact fee credits were booked with Submittal No. 2.

Sewer Impact Fee Credits- Submittal No. 2

Submittal No. 2, dated 3/31/06, allowed for the “booking” of \$291,817 in sewer impact fees associated with the completion of the SR 50 West Service Area Agreement (\$32,351.50 which was 50% of the General Conditions amount and \$259,466 for 100% of the sewer extension amount). This \$291,817 is eligible for credits at the \$1,728/ERU, per the agreement, not the \$1,170 rate. Submittal No. 2 also identified \$183,750 (completion of the Regional Pump Station), the balance of the \$517,294.85 from submittal No. 1, to be booked. In addition, Submittal No. 2 also identified an additional \$52,406.45 in impact fee (at \$1,170/ERU) credit eligible improvements for the Forcemain SHP to Fairgrounds project not included in the originally approved \$517,294.85 amount in Submittal No. 1.

Transportation Impact Fee Credits- Submittal No. 2

Submittal No. 2, dated 3/31/06, identifies a total of \$3,076,890.45 in costs ETD to be recognized for transportation fee credits. In a memo from Coastal Engineering dated 9/21/2006, \$1,162,313.19 of R-O-W acquisitions, design and permitting costs, modifications and change orders were to be booked. The balance (\$1,914,577.26) will be booked after final acceptance of the roadway by the City.

Water Impact Fee Credits- Submittal No.3

No impact fee credits for water are requested or to be booked in Submittal No. 3.

Sewer Impact Fee Credits- Submittal No. 3

In Submittal No.3, \$294,259.24 is identified as eligible to be booked as sewer impact fee credits for the work already completed in the on-going Forcemain-Wiscon to SR 50 portion of the project.

Transportation Impact Fee Credits- Submittal No. 3

Submittal No. 3 identifies \$963, 175.55 in transportation impact fee credits associated with the completed portions of the on-going SR50 2-Lane Collector to be booked.

City of Brooksville MEMORANDUM



To: Honorable Mayor and City Council Members

Via: T. Jennene Norman-Vacha, City Manager *T. Jennene Norman-Vacha*

From: Janice L. Peters, Deputy City Clerk *Janice L. Peters*

Subject: Appointments on City Council Representatives on various City Boards, Intergovernmental Agencies or Outside Organizations

Date: December 5, 2008

Annually City Council appoints or ratifies Council Member representation on various city boards, intergovernmental agencies or outside organizations for the upcoming fiscal year.

Attached is a list of the current board representations, noting the current member representative (a blank line indicates the position was held by outgoing Council Member Frankie Burnett). We have attempted to reflect the usual meeting date, time and place as it is known to staff but there may be some modifications once the Council Representative communicates with the respective board or agency (please notify staff of any subsequent changes or corrections so that future lists can be amended).

Please review the list and determine which boards or agencies you may be able to sit on for appointment by City Council. If you have any questions or need additional information, please contact this office.

**OUTSIDE AGENCIES, BOARDS AND COMMITTEES APPOINTED BY COUNCIL
MEETING DATES & TIMES**

External Boards/Committees

Anti-Drug Coalition

7074 Grove Road. (Harbor Behavior Ctr.)
'Theresa' ("Cenaps Corp." 596-8000)
hernandoantidrug.org
Richard E. Lewis, Council Member

Last Wed. of ea. month @ 3:30pm.

Brooksville Business Alliance

Attn: Sallie Petrie
P.O. Box 313
Brooksville, FL 34605
Lara Bradburn, Council Member
David Pugh, Mayor, Alternate

2nd Thurs. of each month at 5:30pm
at Rising Sun Café

Children's Advocacy Center/Community Alliance

880 Kennedy Blvd. (POB 896)
(Janice Roy 754-8809)

2nd Thurs. *Every other month.*
(2/14/08 first mtg.) 10:00 a.m.
Mid-Florida Services Building.
(Comm.All. Starts @ 9am)

**Committee Against Assaults on Law Enforcement
Officers**

(Mickey Cook 797-9102)
David Pugh

2008 - 1st Wednesdays of:
Mar/May/June/Oct/Nov
at Christ Lutheran Church
475 North Avenue from 5-6:00 p.m.
(*Except January 9 Annual Workshop
from 5-7:00 p.m.*)

Elder Affairs

Dianna Cox
20 N. Main St., 4th FL
Brooksville, FL 34601
Richard E. Lewis, Council Member

Meets *every other month* 4th Mon.
(except for 1/28/08 mtg) at the
Courthouse - BOCC 4th Floor
Conference Room/10 am

Florida League of Cities, Inc. (Action Committees)

Fiscal Stewardship Legislative Council
Rene Flowers, President
301 S. Bronough St. Suite 300
P O Box 1757
Tallahassee FL 32302-1757
850 222 9684 (fax 850 222 3806)
www.flcities.com

Varies - notices are mailed

Intergovernmental Committee
Energy & Environmental Committee
Finance & Taxation Committee
Growth Management & Transportation
Urban Administration Committee

Joe Bernardini
David Pugh
Lara Bradburn
Lara Bradburn

Heart of Florida League

Charles Grant
David Pugh
T. Jennene Norman-Vacha, City Manager, Alternate

INACTIVE AT PRESENT
(need new contact/number)

Hernando County Fair Association, Inc.

6436 Broad Street
Brooksville, FL 34601
Joy Jackson 352 796 4552
Mailing Address: P.O. Box 10456, Brooksville, FL 34605
Joe Bernardini, Council Member

Usually 2nd Thurs. of each month
6:00 p.m. at Fairgrounds

Juvenile Justice Council
Richard E. Lewis, Council Member
Metropolitan Planning Organization
20 N. Main Street, Room 262
Brooksville, FL 34601
Lara Bradburn (May 2008)
Joe Bernardini, Alternate
(Tina 754-4057 x 28032)

INACTIVE AT PRESENT

3rd Tuesday of each month at 1:30pm
at Board of County
Commissioners Chambers

Sheriff's Department/City Community Board
Attn: Sheriff Nugent/Capt. Mike Owens
P.O. Box 10070
Brooksville, FL 34601

INACTIVE AT PRESENT

Suncoast League of Cities
'Bernie' Young & Ginny Harrell
P O Box 530065
St. Pete, FL 33747-0065
(BY) 727-480-2883 (GH) 727-612-2246
David Pugh
_____, Alternate

3rd Thurs. ea. mo. 4:30pm at
alternating sites. Annual
Conf. May 2 & 3, 2008
(1st mtg.-1/16/08 Treas.Isle)

Take Stock in Children
Pasco-Hernando Community College
Attn: Eva Davis 797-5108
11415 Ponce de Leon Blvd.
Brooksville, FL 34601

Held quarterly on the 1st Wed of
the designated month at North
Campus at 5:30 p.m.
(1st 2008 mtg. Is exception:
March 12, due to spring brk.)

Tourist Development Council
26 S. Brooksville Avenue
Brooksville, FL 34601
Richard E. Lewis, Council Member

4th Thurs. of each month at
3:00 p.m. at I-75 Best Western
Tourist Development Office

Withlacoochee Regional Planning Council
1241 SW 10th Street
Ocala, FL 34474-2798
David Pugh

3rd Thurs. of each month in
Ocala, Executive Board
6:30 p.m., Full Board 7:00 p.m.

Withlacoochee Regional Water Supply Authority
P.O. Drawer 190
Tallahassee, FL 32302
Joe Johnston, Council Member
**Travel & Per Diem reimbursed by WRWSA to Member

3rd Wed. of each month at
4:30 p.m. held in alternating
places (Ocala, Hernando, Citrus
and Sumter)

Youth and Family Alternatives
Gloria Gorby 727-835-1635 x304
18377 Clinton Boulevard
Brooksville, FL 34601

5:30 pm - 1st Mon.in Jan., April,
July, Oct. (6/21/08 Boots & Pearls
fund-raiser mtgs. varies.)

City Boards/Committees

Good Neighbor Trail Advisory Committee Lara Bradburn, Council Member	As necessary
Parks & Recreation Advisory Board Joe Bernardini, Council Member	As announced, in council chambers
Beautification Board Joe Bernardini, Council Member	2 nd Tues. of each month (5:30 p.m. in Council Chambers)
Brooksville Cemetery Advisory Committee Richard E. Lewis, Council Member	As announced, in council chambers
CDBG Citizens Task Force	INACTIVE AT PRESENT

City Boards/Committees - Non-Council Representatives

Brooksville Housing Authority	3 rd Tues. ea. Month @ 6pm (regular Meetings) in COB Chambers
Firefighter's Pension Trust Fund Board of Trustees	Required to meet Quarterly, but no set date or time. Held more frequently if needed, in Council Chambers
Police Pension Trust Fund Board of Trustees	Required to meet Quarterly (Council Chambers)
Planning and Zoning Commission (Council Chambers)	2 nd Wed. of each month



**AGENDA ITEM
MEMORANDUM**

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
FROM: T. JENNENE NORMAN-VACHA, CITY MANAGER
SUBJECT: DISCUSSIONS TO ESTABLISH CITY MANAGER GOALS
DATE: DECEMBER 8, 2008

GENERAL SUMMARY/BACKGROUND: During the last Regular Session of the Brooksville City Council, Council requested that discussions of goals for the City Manager be placed on the next Council Agenda.

To assist the City Council in their discussions, I am providing two (2) items: 1) a listing of the "Top 5" goals and accomplishments, by department that the City completed for fiscal year 2007-08; and 2) a listing of projected goals and objectives, by department that the City will be working for completion in the 2008-09 fiscal year.

These items were compiled by department directors at my request following the close of fiscal year 2007-08. We believe that many respectable goals were accomplished in the 2007-08 fiscal year and that we have established some very important goals for fiscal year 2008-09.

Additionally there are several goals and objectives that we are working on with the City Attorney for accomplishment.

If I can provide anything further to assist in your discussions and ultimate goal setting, just let me know.

Fiscal Year 2007-08

TOP 5 Goals Accomplished

By Department

Fiscal Year 2007-08

TOP 5 Goals Accomplished

Community Development Department

COMMUNITY DEVELOPMENT DEPARTMENT TOP "5" LIST FOR 2007-2008

#5

- **ACCOMPLISHMENT**– *Integrated code enforcement into the department and hired a planner.*

Accomplishments associated with code enforcement include increasing code enforcement activity (seven unsafe structures were demolished this year and major safety issues were addressed on several properties - i.e., Laurenwood MHP where there were 22 electrical boxes with exposed wiring, exposed sewer pipes without proper caps spewing raw sewage and debris piled behind homes attracting vermin).

Having a planner "on board" will allow us to decrease our reliance on outside agency assistance for planning services and subsequently decrease our overall cost for planning type services. The planner's initial time with the city has been spent on getting "up to speed" on codes and plans. Initial projects include working as part of the review team on zoning and land use amendments, updating the city's LDC and additional review and update of the city's Comprehensive Plan.

- **COMPLETION DATE** -- *October 1, 2007 to September 30, 2008*
- **HOW WE DID IT** – *Code Enforcement responsibilities were transferred to this department at the beginning of the 2007-2008 fiscal year. Our code enforcement officer has been able to work effectively and efficiently with our Building Official, Fire Department and legal staff to compel property owners with unsafe buildings to either repair or demolish the same at their expense.*

On May 5, 2008, we were finally able to fill the planner position with an AICP certified individual. This is an accomplishment in as much as it has taken two years to fill the position.

- **IMPORTANCE** – *Effective, efficient code enforcement is necessary to maintain the health, safety and welfare of our community.*

The planning function is vital to our city's future. Planning issues need to be addressed in order to maintain the character of our community, improve economic development and guide our decisions as we deal with current and future issues.

COMMUNITY DEVELOPMENT DEPARTMENT TOP "5" LIST FOR 2007-2008

#4

- **ACCOMPLISHMENT** – *Obtained an additional \$150,000 grant to landscape FDOT right-of-way.*
- **COMPLETION DATE** – *Obtained the funding in May 2008. We are currently negotiating a contract with a landscape architect to design the project, and plan to bid the construction phase by January/February 2009.*
- **HOW WE DID IT** – *Since receiving the initial grant in 2002-2003, the City has maintained contact with the FDOT on available Landscape Beautification funds, and have been able to successfully acquire funding for two subsequent projects, including this one, which is targeted to replace existing Juniper plants that have not done well in the first two phases, as well as finish the landscaping in the median islands on SR 50.*
- **IMPORTANCE** – *SR 50 and US 41 are gateways into the City of Brooksville. From an economic development perspective, it is very important that prospective businesses and residents have a good "first impression" when they drive into our community. In addition, it helps our businesses if the transportation network that brings people from our residential areas to the business community is considered safe and attractive. In this regard, it is important that the City place a high emphasis on properly maintaining these landscape enhancements.*

COMMUNITY DEVELOPMENT DEPARTMENT TOP "5" LIST FOR 2007-2008

#3

- **ACCOMPLISHMENT** – *Added Public School Facilities Element (PSFE) to the Comprehensive Plan.*
- **COMPLETION DATE** – *The PSFE was adopted February 4, 2008.*
- **HOW WE DID IT** – *The adoption of the new PSFE was a coordinated effort between the City, the County and the School District. It was adopted in follow-up to an interlocal agreement between the three agencies and includes many hours of investment by the agencies and their staffs. The three agencies are still working through compliance issues with the State, but in the interim, residential developers are required to adhere to the level of service standards set by the PSFE. The City and County are currently working with the School District and the State to prepare a remedial amendment that will address the State's compliance issues.*
- **IMPORTANCE** – *Having the PSFE in place allows the School District and the City to work with residential developers to ensure that the impacts of residential development are proportionally mitigated to the extent that said developments impact school facilities and services. Adoption of the PSFE is mandated by State Law. Failure to adopt the required element could result in a moratorium on future amendments and create sanctions on the city's ability to obtain state and federal funding.*

COMMUNITY DEVELOPMENT DEPARTMENT TOP "5" LIST FOR 2007-2008

#2

- **ACCOMPLISHMENT** – *Processed 16.3 million in building/property value through our Building Division this fiscal year.*
- **COMPLETION DATE** – *October 1, 2007 to September 30, 2008*
- **HOW WE DID IT** – *Permit activity included \$5.48 million in new residential construction (23 new residences) and \$2.18 million in residential renovations and \$5.25 million in new commercial construction (8 new buildings) and \$3.41 million in commercial renovations. This is outstanding for our community, given the economy over the past year. It may be attributed in large part to the city's growth via annexation, incorporating the urban fringe areas into our jurisdiction.*
- **IMPORTANCE** - *New construction means new residents and businesses in our community. It also means increased property values which contribute to the city's tax base and helps to provide funding to maintain our existing infrastructure system and construct new infrastructure as needed.*

COMMUNITY DEVELOPMENT DEPARTMENT TOP "5" LIST FOR 2007-2008

#1

- **ACCOMPLISHMENT** – Completion of the EAR-Based Comprehensive Plan Amendment (CPA); transmitting it to the State for compliance review and receiving a relatively mild Objection, Recommendation and Comment (ORC) Report from the State's review of the document.
- **COMPLETION DATE** – The final draft was completed in June, sent to the State in July and the ORC Report was received from the State on 9/29/2008.
- **HOW WE DID IT** – The City contracted with the WRPC to prepare the initial draft document in August of 2006. The initial draft was completed in November 2007, at which point it went through extensive review and modification by our city staff. The contract cost with the WRPC was approximately \$70,000. Numerous city staff hours were also involved in contributing information for the initial draft and in providing final review and modification of the document prior to its transmittal to the state. We still need to respond to the State's ORC report and adopt the amendment, which is expected to occur before the end of this calendar year.
- **IMPORTANCE** - The City's Comprehensive Plan is its blueprint for future growth and development. EAR-based amendments are required every five years to implement change as recommended within the EAR. The failure to adopt an EAR-based amendment could result in a moratorium on future amendments and create sanctions on the city's ability to obtain state and federal funding.

Fiscal Year 2007-08

TOP 5 Goals Accomplished

Finance Department

FINANCE DEPARTMENT

Accomplishment: H/R Payroll position was eliminated and absorbed by Finance. This has been handled seamlessly with the cooperation of H/R and Finance.

This was accomplished in October 2008.

The savings in salary and benefit expenses is approximately \$30,000 to the City.

This is on my list because we are getting the job done with fewer people. It is important because we must be as efficient as we possibly can for the taxpayers. We are also seeing fewer errors because there is a better communication being done between personnel in the Finance Department who are working closely together as a team.

FINANCE DEPARTMENT

Accomplishment: City refinanced SunTrust Line of Credit (\$1,558,655) with permanent financing.

This was accomplished in July 2008.

City needed to refinance the line of credit and we were able to obtain very competitive 10 years rates.

The savings to the City is difficult to measure; however the City has permanent financing at 3.49% for ten years. If we had remained at a variable rate, we would have been subject to interest rate risk on this large loan.

It is on my list because it is a significant debt that needed to be restructured. This is the third large debt instrument in the City. Originally, the debt was supposed to be taken out with a larger bond or loan for the payment to the Developer on the expansion of the Cobb Road WWTP. However due to the economic turndown, we had to restructure this debt only. I believe we had a good result and this was accomplished within the Finance Department.

FINANCE DEPARTMENT

As a result of the Finance staff working together and working very diligently, the 3 month leave of our Chief Accountant Autumn Sullivan was achieved with good results.

This was accomplished over the 3+ months of the maternity leave plus training and preparation prior to the leave.

We accomplished this by preparing and cross training before the leave occurred. The savings to the City was a lower payroll costs and not temporarily replacing the Chief Accountant. A conservative estimate would be a minimum of \$5,000 in part-time temporary assistance was saved.

This made my top 5 because the Finance Department is not over staffed and the loss, even temporarily, of a key employee is very significant. Due to deadlines of the audit, budgeting, financial accounting and reporting, we cannot afford to get behind. I commend Assistant Finance Director Jim Delach for his very hard work without time off to stay on task. Also, the cross training benefited both Jim and myself. When you perform someone's job over a number of months, this is a valuable resource for the City,

FINANCE DEPARTMENT

At the request of City Council, Finance went out for RFP for Auditing Services for the first time in many years.

The process began in May and completed in October.

The RFP was put together with samples from other governments and with the assistance of the City Council, City Manager, City Clerk and City Attorney. The RFP was structured to reflect the needs of the City of Brooksville for auditing services. The RFP vendor list was also developed to get a good list of auditors that might be interested in working for the City. As a result of the work, the City received 7 proposals. The committee to review the proposals worked together and narrowed down their choices based on criteria approved by City Council.

Council made the final decision on our auditing services and no savings was accomplished based on their selection. However, it made my top 5 because it was a significant project and has a long term impact on the City. I believe the RFP process was needed and competitive bidding in the audit services area was a significant accomplishment. Based on this effort, I believe from now on the City will go out for RFP for Auditors every three years. This had not been done for many, many years. Most experts recommend that governments go out periodically for Auditing RFP's.

FINANCE DEPARTMENT

The Finance Department completed the 06 07 Audit and it was published by 3 31 08. For the last four fiscal years the Finance Department with the assistance of the City's Auditors has completed the audit by March 31st.

Is this an accomplishment or business as usual? In my mind it is both. We decreased staff by 1 in 06 07 in March 2007 when our Chief Accountant resigned. She held a masters degree and had been with the City for over 7 years. In order to save funds, staff agreed to get the job done with fewer people. We have shown that we can get the job done and also taking on more work with fewer people.

This concept of fewer people, but better people has saved the City well over \$45,000 annually since the departure of the Chief Accountant. The Chief Accountant was talented, but we have proven that we can get the job accomplished with one less Accountant.

This is on my top 5 because it is not glamorous what we do; but we do a good job for the City of Brooksville taxpayers with fewer employees than in the past. There is a significant savings in payroll costs to the City because Finance is working as a team dedicated to their jobs.

Fiscal Year 2007-08

TOP 5 Goals Accomplished

Fire Department

Fire Department

TOP FIVE GOALS

FIRE PREVENTION

AUTOMATIC MUTUAL AID AGREEMENT

CONSOLIDATION AND CENTRALIZING DISPATCHING

COOPERATIVE EFFORTS IN FIRE AND MEDICAL TRAINING

APPROVAL OF NEW MEDIUM DUTY SQUAD

FIRE PREVENTION

(Top 3)

WHAT: For many years the fire prevention program at the fire department was a canned program inclusive of taking a truck and hand outs to area special events and doing a show and tell about the fire truck. It was realized through research we were not getting to the appropriate age groups with the material needed.

WHEN: In 2008 we set a goal to upgrade the fire prevention program in our department through education and partnerships with others.

HOW: It was accomplished through designating a fire department employee to contact other fire departments and sharing information of what they did to accomplish their program. Of that research we found nonprofit organizations that donated fire prevention materials to department of the age groups we needed to focus on. The cost of the program is funded through donations from various groups including Wal-Mart, the Moose Lodge. This provides a minimum impact to the City and the taxpayers for this program. Additionally; we educated this employee in the aspects of fire prevention and has elevated our program to a premier level that now other departments what do know how they can enhance their programs as well.

AUTOMATIC MUTUAL AID

(Top 3)

WHAT: For the first time in the history of the fire department we entered into a partnership with Hernando County Fire Rescue on an automatic aid response agreements that summarizes sending the closes emergency unit to the call regardless of department.

WHEN: It was accomplished in 2008 in a historical effort as a goal to build a partnership with the county fire department and work together to deliver a high level of service to the citizens of our community.

HOW: this was accomplished through efforts with Hernando County Sheriff's Office and Hernando County Fire Rescue in a series of meetings addressing critical issues surrounding dispatching closest unit and the like. The cost of this effort is no impact to the budget and the added value is a higher level of service to the community. The added value in our community today is we can send the closest unit regardless of the name on the side of the vehicle to provide the service needed.

CENTRALIZING DISPATCHING

(Top 3)

WHAT: the centralizing of dispatching emergency services including utility responses with the Hernando County Sheriff's office.

WHEN: This was accomplished in 2008 through efforts and partnerships with the sheriff's office working out details and addressing concerns of how it could be done.

HOW: It was accomplished through a contractual agreement whereas the county would provide dispatching services to the city at no cost until such a time we exceeded a pre determined amount of CAD events (40,000). The result of this was a savings of over \$200,000 to the city taxpayers and enhanced the technology for the responding agencies in the city. The has streamline communications and improved relations with the county fire department to have the ability to talk to each other without going through additional barriers to two dispatching centers.

IN-SERVICE TRAINING

WHAT: Enhancing training required to comply with standards in the fire and emergency medical service.

WHEN: In 2008 we enhanced our training of personnel by joining Hernando County Fire Rescue in joint training inclusive of fire and medical. By doing this we now can share ideas with each other as well as working in the streets together. This enhances the care given to patients and providing service as it relates to fire suppression.

HOW: We created a joint training calendar outlining classes and help cover each others districts so personnel could attend the training without being called out to respond to other emergencies on a first due basis. The cost of this partnership does not financially impact the budget in any way.

APPROVAL OF NEW MEDIUM DUTY SQUAD

WHAT: The approval of purchasing a medium duty squad to streamline operations from two vehicles to one.

WHEN: Though out the 2008 year the fire department looked at ways to save tax dollars and reduce cost to the budget and a area we found was to combined two vehicles into one.

HOW: This was accomplished by creating a committee to research and report on what type of vehicles could be used for this. The efforts paid off by finding a vendor who builds these type of vehicles and moved forward in the design of this vehicle. The vehicle will be funded out of the vehicle replacement fund at a cost of just over \$176,000.00 which is below the projected budget of \$185,000.00. This will replace two vehicles currently being used to respond first due to medical emergencies and calls of the like reducing the wear and tear of the more expensive equipment such as the ladder truck that cost in today dollars of over \$600,000.

Fiscal Year 2007-08

TOP 5 Goals Accomplished

Parks, Facilities & Recreation Department



Reply to: Parks & Recreation Department
(352) 544-5495 (Phone)
(352) 544-5496 (Fax)

PARKS & RECREATION DEPARTMENT

“TOP 5” ACCOMPLISHMENTS FOR FY 2007-08

We were presented with the task on February 12, 2008 of locating cemetery plots that have been legally abandoned, which by definition is a space or plot that has had no burial activity or there has been no family contact in 40 years.

After 116 staff hours, it was determined that we have 895 abandoned spaces in the cemetery, which are owned by 291 deed holders. This was retrieved by the cemetery sexton by printing out every grave site and ID numbers, then went out to each site to verify the records were correct and imputed this information. He would then go through the old computer to verify old contact information and deeds and would proceed to go through the new computer to verify same information. All deeds were printed out and reviewed. Deeds from 1968 and back were researched to come up with this information.

We feel this is a top five accomplishment due to the fact that has given us more information on our exact inventory and it could be an additional revenue opportunity, pending on state law.

The accomplishment cost us an estimated \$1926.00 in staff time.

City of Brooksville



(352) 544-5400 (Phone)
(352) 544-5424 (Fax)
(352) 544-5420 (TDI)

Reply to: Parks & Recreation Department
(352) 544-5495 (Phone)
(352) 544-5496 (Fax)

PARKS & RECREATION DEPARTMENT

"TOP 5" ACCOMPLISHMENTS FOR FY 2007-08

FY 07/08 brought and many challenges, new faces, and additional department duties. The Buildings and Grounds Division was created and became a part of the Parks Department.

This merge of six additional staff members, two inmate guards and crews with the existing Park Recreation staff took several months to blend or work themselves together as a team.

I feel this was a huge accomplishment that needs to be recognized. Our staff now works together more than I have seen in the last four years. Great Team Work!!!

City of Brooksville



(352) 544-5400 (Phone)
(352) 544-5424 (Fax)
(352) 544-5420 (TDD)

Reply to: Parks & Recreation Department
(352) 544-5495 (Phone)
(352) 544-5496 (Fax)

PARKS & RECREATION DEPARTMENT

“TOP 5” ACCOMPLISHMENTS FOR FY 2007-08

Our department revenue has increased this year, which we feel is one of our “TOP FIVE” Accomplishments.

As a department in FY 07/08 we have reported through August, \$216,114.27, compared to FY 06/07 through August numbers of \$183,889.41.

This is attributed to an increase in our adult leagues participation which showed an increase of \$11,469.00, from the prior year. Another revenue success was our 2nd Annual First Tee of Brooksville Charity Golf Tournament which brought in over \$25,000.00.

The Quarry has maintained its revenue by reporting an estimate of \$132,330.00 for the year. (See attached revenues from FY 96/97 to current.)

CITY OF BROOKSVILLE

MONTHLY ACTIVITY REPORT

PARKS AND RECREATION DIVISION

August 2008

EMPLOYEES: Budgeted 22 Actual 17 Inmates 15 Officer 3 EW 2

FACILITIES:	RESERVED	This Month		FISCAL YEAR		THIS MONTH		LAST FISCAL	
		August	TO DATE	TO DATE	LAST YEAR	YEAR TO DATE	YEAR TO DATE		
TVP Pavilion	7	240.00	1,980.00		00.00	1,980.00		90.00	
McK Pavilion	0	00.00	30.00		00.00				
League/Practice	1	40.00	21,369.00		510.00	9,900.00			
Batting Cages	N/A	292.37	6,085.21		112.61	5,391.81			
Disc Golf	N/A	118.50	940.61		95.71	716.19			
Tennis	N/A	418.88	3,162.09		498.38	2,632.09			
Horseshoe	0	00.00	0.00		0.00	0.00			
Billboards/Signs	0	00.00	3,500.00		0.00	0.00			
Adult Classes/JBCC	3	345.90	3,806.20		142.50	1,810.64			
Adult fees/ JBCC	N/A	00.00	61.00		145.00	1,431.50			
Facility/Rental	0	00.00	11,549.31		25.00	14,265.63			
Other Rental	0	00.00	1,506.50		292.86	792.86			
First Tee Program	N/A	00.00	25,390.65		123.00	9,996.90			
Recreation Program	N/A	433.00	6,764.50		107.00	3,736.50			
Summer Program	N/A	1,464.00	9,646.00		200.00	5,817.00			
Golf Course/Range	N/A	4,991.66	120,323.20		6,312.14	125,328.29			

PROJECT SUMMARY

The Tom Varn Park and JBCC events/activities for the month of August included: 2008 Operation Backpack, Basketball Summer Program, Men's softball, Karate, Zumba exercise class (Monday evenings), Gymnastic(Tuesday evenings), Line Dancing (Wednesday evenings) CO-ED Volleyball, Softball, Zumba exercise class, Table Tennis (Thursday evenings), New Journey Church (Sunday mornings).

QUARRY GOLF COURSE
MONTHLY REVENUE RECAP
FY103-04

	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004
October	\$7,756.66	\$6,172.17	\$0.00	\$3,977.66	\$5,693.65	\$5,215.57	\$7,419.62	
November	\$8,697.82	\$8,123.33	\$0.00	\$8,606.82	\$13,105.34	\$13,191.91	\$9,572.01	
December	\$7,673.26	\$10,587.55	\$0.00	\$9,397.03	\$8,318.92	\$7,390.37	\$8,038.65	
January	\$18,261.25	\$16,631.57	\$12,686.89	\$0.00	\$13,281.71	\$12,613.72	\$9,216.03	\$11,622.64
February	\$18,782.93	\$16,000.83	\$8,027.07	\$0.00	\$13,470.01	\$9,298.55	\$11,385.19	\$10,049.99
March	\$19,991.36	\$20,960.38	\$0.00	\$0.00	\$13,150.15	\$12,657.77	\$10,753.42	\$14,853.82
April	\$14,386.15	\$15,964.54	\$0.00	\$0.00	\$10,581.61	\$8,049.57	\$10,753.42	\$13,744.82
May	\$10,912.75	\$9,510.54	\$0.00	\$0.00	\$5,902.99	\$3,820.72	\$5,328.54	\$8,107.26
June	\$10,640.72	\$6,893.64	\$0.00	\$0.00	\$4,839.41	\$2,852.11	\$4,579.98	\$6,250.36
July	\$10,726.48	\$8,087.41	\$0.00	\$0.00	\$4,914.28	\$2,902.37	\$6,057.37	\$6,808.10
August	\$9,264.50	\$10,137.24	\$0.00	\$0.00	\$5,264.36	\$3,316.66	\$4,787.23	
September	\$8,376.99	\$5,445.64	\$0.00	\$0.00	\$2,663.81	\$3,101.74	\$5,331.44	
Total	\$145,470.87	\$134,514.84	\$20,713.96	\$21,981.51	\$101,186.24	\$84,411.06	\$93,619.27	\$71,436.99

6155
2561.86

MEMBERSHIPS 2003

October	9
November	11
December	6
Total	26

RAIN DAYS - 2003

October	1
November	2
December	2
Total	5

Closed Thanksgiving Day, Christmas Day

MEMBERSHIPS 2004

January	19
February	0
March	1
April	2
May	5
June	2
July	7
August	
September	
Total	36

RAIN DAYS - 2004

January	2
February	2
March	2
April	3
May	1
June	5
July	5
August	
September	
Total	20

	Adult	Teen	Child	Members Played
October	422	12	39	
November	444	27	19	
December	426	24	14	
January	606	25	11	
February	801	38	8	313
March	982	34	23	310
April	834	79	38	177
May	517	35	13	95
June	482	48	25	72
July	428	61	13	77

City leased Quarry to Bob Malke, Feb. 17, 1999 thru June 26, 2000

**QUARRY GOLF COURSE
MONTHLY GROSS REVENUE RECAP
FY 07-08**

	<u>FY 03/04</u>	<u>FY 04/05</u>	<u>FY 05/06</u>	<u>FY 06/07</u>	<u>FY 07/08</u>
October	\$7,419.62	\$5,608.17	\$8,272.86	\$16,799.24	\$9,645.62
November	\$9,572.01	\$11,353.49	\$14,841.89	\$12,667.27	\$17,129.90
December	\$8,038.65	\$8,989.70	\$12,497.51	\$11,104.64	\$21,930.62
January	\$11,126.14	\$14,362.73	\$15,743.29	\$16,686.87	\$26,519.00
February	\$9,527.61	\$13,177.49	\$14,369.64	\$15,549.04	\$19,038.16
March	\$14,853.82	\$16,582.99	\$19,714.47	\$19,027.88	\$18,881.95
April	\$13,744.82	\$11,315.33	\$16,261.12	\$14,160.10	\$13,706.35
May	\$7,731.86	\$9,121.39	\$10,830.61	\$9,405.13	\$10,609.27
June	\$6,618.27	\$10,739.34	\$10,235.36	\$12,592.44	\$7,561.57
July	\$6,580.70	\$32,672.35	\$22,176.73	\$9,213.06	\$7,695.85
August	\$6,598.00	\$8,941.50	\$21,643.74	\$6,656.10	\$5,636.42
September	<u>\$2,463.36</u>	<u>\$9,763.59</u>	<u>\$8,316.32</u>	<u>\$8,486.76</u>	
Total	<u>\$104,274.86</u>	<u>\$152,628.07</u>	<u>\$174,903.54</u>	<u>\$152,348.53</u>	<u>\$158,354.71</u>

First Tee Golf Tournament
First Tee Operating Grant & Golf T
First Tee Golf Tournament & donat

**ANNUAL / SEMI -
MEMBERSHIPS 2007**

		<u>RAIN DAYS - 2007</u>
October	10	0
November	32	0
December	7	0
Total	<u>49</u>	<u>0</u>

**ANNUAL / SEMI -
MEMBERSHIPS 2008**

		<u>RAIN DAYS - 2008</u>
January	15	0
February	16	6
March	4	0
April	3	0
May	4	3
June	4	8
July	3	6
August	3	9
September	0	0
Total	<u>52</u>	<u>32</u>

DRIVING RANGE MEMBERSHIPS 2007 / 2008

October	3
November	4
December	5
January	12
February	7
March	5
April	6
May	5
June	3
July	3
August	2
September	0
Total	<u>55</u>

<u>Rounds 05/0</u>	<u>'Adult</u>	<u>Youth</u>	<u>Members Played</u>
October	391	22	272
November	442	25	583
December	429	57	663
January	634	14	681
February	628	16	768
March	850	62	784
April	543	36	621
May	383	22	336
June	286	34	236
July	286	49	223
August	200	45	191
September			
TOTAL	<u>5072</u>	<u>382</u>	<u>5358</u>

First Tee Grant Funds are included in numbers

Fiscal Year 2007-08

TOP 5 Goals Accomplished

Police Department

BROOKSVILLE POLICE DEPARTMENT TOP 5 LIST

1 of 5 : FLORIDA ACCREDITATION ENROLLMENT.

"Accreditation, as it applies to law enforcement, is a process whereby a law enforcement agency is given approval by an official review board, after the agency has met specific standards deemed appropriate for the mission of all law enforcement agencies."

Upon my hire as the Police Chief of the Brooksville Police Department, Florida Accreditation with CALEA recognition was identified as one of the most important achievement goals. In the first quarter of 2008 the Brooksville Police Department joined the Florida Police Accreditation Coalition, Inc. in our first step towards police accreditation.

The Florida Police Accreditation Coalition, Inc. (FLA-PAC) is a not-for-profit corporation formed in 1989, under the laws of the State of Florida, for the purpose of providing member agencies a network of law enforcement professionals encouraging communication, mutual cooperation, support and the sharing of resources among each other.

FLA-PAC recognizes and supports the concept of accreditation for law enforcement agencies as a means of enhancing the quality of law enforcement services within the State of Florida.

FLA-PAC provides to all members; current and relative information pertaining to national and state accreditation; training in standard compliance; and accessibility to model policies and written directives pertinent to law enforcement activities.

FLA-PAC meets three times a year in various locations to facilitate information sharing and provide training.

Accreditation is a process that requires dedication and full support of the administration, officers of the department, as well as the City Manager and City Council. There are costs involved. The initial cost of the program was minimal, but depending on the facility and equipment upgrading required, the costs can increase. We have invited Florida State certified accreditation professionals in to inspect our facility and we foresee no major issues in that area.

It is the goal of the Brooksville Police Department to achieve full Florida Accreditation within three years of the signing of the contract with the Florida State Accreditation Council.

Florida Accreditation will provide peer confirmation that we have met the professional standards of our profession.

BROOKSVILLE POLICE DEPARTMENT TOP 5

2 of 5: POLICY and PROCEDURE MANUAL

The Brooksville Police Department has revised it's Policy and Procedure Manual. This was started in the last quarter of 2007 and is on ongoing program. As the new policies are drafted, they are sent out to all command staff for review. A final review is completed by the Chief of Police and is confirmed lawful and in line with accreditation standards.

The cost associated with the Policy and Procedure Manual was a part of the initial software needed in our accreditation.

The importance of an updated Policy and Procedure Manual is in line with our future Florida Accreditation goals.

(Example policy cover page)

GENERAL OPERATIONS MANUAL

Internal Affairs

Sec 10 17

Date Issued: 08/28/2008

Date Effective: 08/28/2008

PURPOSE

The purpose of this directive is to establish the procedures necessary to receive, document, investigate and resolve complaints against the Brooksville Police Department and/or its personnel

I. SCOPE

This general order shall apply to all members/employees of the Brooksville Police Department.

II. DEFINITIONS

- I. POLICE OFFICER'S BILL OF RIGHTS – the rights of law enforcement officers with respect to internal investigations as enumerated in *Florida Statute 112 532*

ADMINISTRATIVE REVIEW – A documented review of an incident or occurrence prepared by or for the Chief/designee. The review

BROOKSVILLE POLICE DEPARTMENT TOP 5

3 of 5: TAKE HOME CAR PROGRAM.

The take home car program for full time police officers was instituted this year. The program has many benefits to the department and to the community we serve. Some of the benefits are as follows:

- 1) Recruiting tool
- 2) Officer visibility
- 3) Impression within community that there is a higher police presence.
- 4) Reduction in the opportunist criminal activity.
- 5) Increased level of enforcement (driving off-duty to/from officers are required to act)
- 6) Increases back-up potential
- 7) Longevity of the vehicle extended and vehicles accountability assured.

The program had no initial cost to the City. The Brooksville Police Department utilized the existing vehicle fleet, and assigned vehicles without having to add.

This is in the TOP 5 due to the many benefits the program has made in our community, and has proven to be a cost savings as well.

BROOKSVILLE POLICE DEPARTMENT TOP 5

4 of 5 : PROMOTIONAL TESTING PROGRAM:

In December 2007 the Brooksville Police Department instituted a Promotional Process within the department. This promotional process is also in line with our Florida Accreditation goals.

The cost of this program was \$ 4,232.18. The firm of Humphries & Associates was our vendor of choice. Humphries & Associates came highly recommended, as they assist the State of Florida with the Police Officer testing.

In conjunction with the Brooksville Police Department command staff, the Humphrey & Assoc. drafted a Department and City of Brooksville specific written test, oral interviews and in basket exercise, which included question from the Florida Statutes, the City of Brooksville Code Book, and City of Brooksville Personnel Policy Manual. Minimum qualifications were determined for the applicants. Six Police Officers within our ranks applied, as well as numerous outside personnel qualified to compete in the exam process.

On January 23rd and 24th the Humphrey & Assoc conducted the testing. The Oral Board and In-basket Testing was monitored by Humphrey, with the Interview Board comprised of NON-BROOKSVILLE Command Staff personnel. There was absolutely no inter-department politics in the testing process.

On January 24th the results of the testing was posted and used to fill open positions within the Brooksville Police Department. In the past year five Officers have been promoted and/or transferred as a result of the testing.

This program is in line with Florida Accreditation. It also has given the Brooksville promotional process a structured format.

BROOKSVILLE POLICE DEPARTMENT TOP 5

5 of 5 : NEW SAFETY PROGRAMS : K – 9, RED LIGHT CAMERA, COST RECOVERY.

The three above programs were instituted in 2007/2008.

The K – 9 program of the Brooksville Police Department was instituted the second quarter of the year.

There was no City cost for the program, as the first dog (KODA) was donated, and the equipment and operating cost paid for by the WalMart Neighborhood Hero's Grant.

Our K – 9 program is targeting DRUG ACTIVITY within the City of Brooksville. We have made it clear that our Drug trained dog will be available to outside agencies as the drug trade is non-territorial.

Our program is in line with Florida Accreditation standards and has been certified by the Orange County Sheriff's Office as a State approved Drug Detection K – 9 Team.

The Red Light Camera Program and Cost Recovery Program are both in the set up stage. Neither of these programs had a cost to the City. Both will enhance the emergency services within the City of Brooksville by providing needed directed enforcement opportunities.

Fiscal Year 2007-08

TOP 5 Goals Accomplished

Public Works Department

CITY OF BROOKSVILLE
MEMORANDUM

To: T. Jennene Norman – Vacha, City Mgr.
From: Emory H. Pierce, Director of Public Works
Re: **PROJECTS**
Date: October 8, 2008

SIDEWALKS

BROAD ST. \$47,000 FDOT TOPS Grant

Installed sidewalk on both sides of Broad St. between Bell Ave. and Jefferson St. about 500 lf.
Gives pedestrian/handicap access/connectivity from hilltop area to Courthouse and downtown businesses.

Design, Drawings, Specs, Bidding, all done by staff. NO CONSULTANT FEES PAID

SR50/CORTEZ BLVD. \$286,000 FDOT TOPS Grant.

Installed sidewalk on North side of Cortez Blvd. From about Post Office to Hardees Intersection about 5,000 lf.

Connects two grocery shopping plazas to Candlelight Subd. And new housing/apts behind Post Office as well as to other businesses along SR50

Kind of an emergency project put together at last minute to use grant funds prior to an expiration date.

Design, Drawings, Specs, all done by staff. NO CONSULTANT FEES PAID for sidewalk.

FUNDING FOR BOTH PROJECTS ACTUALLY OBTAINED BY BILL GEIGER, Dev. Dir.

*First New Additional
Sidewalks in 20 yrs.*

MLK PAVING

City's share of cost about \$95,000. Although DPW staff did not do much work I spent about two years writing memos and interlocal agreements. DPW staff did set up and provide detour signage during the course of the project. The poor condition of MLK was generating a lot of Citizen complaints.

F:\Emory\FIVE PROJECTS.doc

MEMORANDUM

To: Emory Pierce, City Engineer
From: Will Smith, Utilities Superintendent
Date: 7th October 2008
Subject: FY 07-08 Telemetry Installations

Since 1983 the City has increased its installed base of pumping stations from 13 stations to 24 sites. It is critical that these installations remain ready and online 24 hours a day. These installations have electrical controls and motors and due to the failure rate and the criticalness of this type of equipment we inspected each installation 7 days a week.

This task became more and more expensive as the system grew growing from one person and truck to two people and two trucks just to make the inspection rounds. The decision was made and the installation of telemetry was put in the 5-year planning for 00/01.

Initially in FY00/01 radio telemetry was installed to control Lamar and Hillside wells and the filling of the uptown water tower.

The next phase was done in FY 04/05 with the installation of a central control unit at the Cobb Rd. Water Reclamation Facility and several remote telemetry units (RTUs) at new pump stations as they came on line. This was done with the extension of sewer on south Broad Street and the Southern Hills subdivision. This equipment was installed concurrent with the new pumping installation and the costs incorporated into the construction costs of the sites.

The next phase was done in FY05/06 and involved installation of RTUs at 6 lift stations. Installation and equipment costs were \$59,000.

The next phase began in FY06/07. The plan was to buy 7 RTUs and install them using existing City personnel. This approach helped with training our existing personnel on the equipment. Equipment costs were \$56,500. Due to personnel vacancies (electrician) we were unable to complete the installations until first quarter 2008. We are now refining the installations to monitor more data points and making modifications to fortify the entire system. There were no capital expenditures for telemetry installations in the FY07/08 budget.

During FY 07/08 we were able to reduce pumping site inspections by over 80%. We now do site inspections on the 4 regional size pumping stations and 5 unmonitored sites 7 days a week and do a once a week inspection of all sites. As we continue to install refine the RTU installations we will further reduce this activity.

The next phase is planned in the FY08/09 budget to install RTUs at the remaining unmonitored sites. Budget planning is to spend \$50,000 to accomplish this.

We have spent around \$180,000 on telemetry equipment since 2000. This has allowed us to reduce personnel vehicle requirements and forgo adding positions for this task. It is difficult to estimate the actual amount of expenses we are saving. We have at least reduced personnel and vehicle demand by one and this is perpetual.

Florida Dept. of Environmental Protection Innocent Victim Petroleum Storage System Restoration Program:

This is a program that enables owners of sites that have been or may have been contaminated before their ownership or at no fault of theirs to have those sites cleaned up by government approved Clean Up Contractor for a \$500 deductible.

1. Broad and Main
 - Jan. 2007 submitted application to enter program.
 - Aug. 2007 eligibility was approved.
 - Oct. 2007 council approved paying the \$500 deductible and designation of Creative Environmental as the Clean Up Contractor.
 - March 2008 received the site assessment approval.
 - July 2008 site assessment performed and documentation submitted to FDEP by Creative Environmental.

2. City of Brooksville DPW
 - Feb. 2007 submitted application to enter program.
 - March 2007 eligibility was approved.
 - June 2007 Council approved paying the \$500 deductible and designation of Creative Environmental as the Clean Up Contractor.
 - April 2008 submitted proposal for site assessments to FDEP via Creative Environmental.
 - June 2008 received DEP approval for site assessments.
 - Aug. 2008 site assessments were performed.
 - Awaiting documentation from Creative Environmental for FDEP.

3. John Gary Grubbs/Quarry
 - Feb. 2008 submitted application to enter program.
 - March 2008 eligibility was approved.
 - Awaiting further communication from FDEP.

DEVELOPMENT PROJECTS

SOUTHERN HILLS PHASE 2

Thousands of feet of 12", 10" and 8" water and reuse lines, along with hundreds of feet of 8" forcemain, were installed. These lines were inspected and accepted by the City on February 1, 2008. Also, hundreds of feet of 8" forcemain.

SOUTHERN HILLS PHASE 3

Thousands of feet of 12", 10" and 8" water and reuse lines, along with hundreds of feet of 4" forcemain, were installed. These lines were inspected but not yet accepted by the City.

S.R. 50 TO WISCON ROAD WATER AND FORCEMAIN EXTENSION

2,600 linear feet of 12" waterline and 8' forcemain were installed, inspected and approved by the City on

WISCON TO MOBLEY ROAD REUSE AND FORCEMAIN EXTENSION

9,900 linear feet of 12" forcemain, 5,700 linear feet of 18" reuse and 4,200 linear feet of 12" reuse which was installed from S.R. 50 south on Mobley road to Wiscon Road and then East on Wiscon road to connect to the existing system at the West side of Lowes' property. This line was inspected and approved by the City on December 24, 2007. The City also handled most of the documentation required to install this line on behalf of Southern Hills.

SOUTHERN PINES

1,300 linear feet of 8" forcemain was installed from Cortez Blvd to Mobley Road along Clinton Road to supply Southern Pines. This line was inspected and approved by the City on September 13, 2007.

DIRECTIONAL DRILLED 2" WATERLINE UNDER W. JEFFERSON AVENUE

The City of Brooksville had a 2" waterline running through a culvert from the south side of west Jefferson Avenue to the north side to supply water service to the VFW and others. This line has been in service via the culvert for almost 20 years. FDOT had decided that it did not want this waterline going through the culvert anymore and the City had to move it. We contracted Mastec and had them run 70 linear feet of a 4" directional bore under West Jefferson Avenue at a cost of \$980.00. We then ran our new 2" waterline through the 4" bore and reconnected to the existing lines.

MasTec

June 11, 2008

City of Brooksville Public Works
 Attn: Tom Dampman
 Water & Sewer Department
 600 S. Brooksville Ave.
 Brooksville, FL 34601

Re: Directional Bore Work

MasTec North America, Inc. is pleased to offer the following quote:

<u>Description</u>	<u>Est. Quantity</u>	<u>Rate</u>	<u>Est. Total</u>
Directional bore 4" PVC under DOT road	70 LF	\$14.00/LF	\$ 980.00

MasTec will provide all labor and equipment.

Material to be provided by others.

Payment terms are Net 30 from invoice date.

If you are in agreement with the above, please sign your acceptance below and return the original to my attention. A copy will be returned to you for your files. If you have any questions, please let me know.

Sincerely,

Ralph Schaeffer
 Contracts Manager



Tom Dampman
 Brooksville Public Works Dept.

John C. Audi, Div. Vice President
 MasTec North America, Inc.

OK *Emory Piller*
 6/13/08

Water Valve/ Fire Hydrant Replacement Program:

Changed out two fire hydrants and six water valves (three 4" valves, two 6" valves and one 8" valve) in 2007-2008 FY.

\$59,100.

Sewer Rehab PH 2:

Concluded \$1,118,794 in sewer rehab work with Insituform.

Had remaining funds balance of approximately \$626,000.

In 2088 rebid the remaining work. Open bids in Aug. 2008.
Awarded open cutting to Love Construction.

Hurricane Screen Project

City Hall window screens were installed in FY 2007-2008 by Centurian. P.O. was closed on 4/29/08 for \$158,775.

PD window screens were installed by Hurricane Glass Shield. P.O. was closed on 6/6/2008 for \$12,859.

Council approved converting form fixed to operable for an additional \$5,985.

Fiscal Year 2008-09

Goals & Objectives

Community Development Department

Fiscal Year 2008-09

Goals & Objectives

Community Development Department

COMMUNITY DEVELOPMENT DEPARTMENT

GOALS/OBJECTIVES FOR FISCAL YEAR 2008-2009:

Primary Departmental Goal – Continue to provide an efficient, high quality level-of-service to the citizens of the city in all areas of Departmental responsibility, putting emphasis on doing what it takes for the City to reach its full potential (And thinking GREEN as we do so).

Planning & Zoning Division

Goal 1 - Complete Evaluation & Appraisal Report-based Comprehensive Plan Amendment. *(Amendment should be adopted and approved by the end of December 2008.)*

Goal 2 - Prepare a large-scale amendment to address updates to the City Comprehensive Plan for properties that have been annexed but do not yet have a city land use designation, Capital Improvement Element update (to address the annual update and other statutory requirements such as a de minimis traffic impact report), and other modifications as deemed appropriate to better posture the city for future growth and development. *(Expect the initial processing to occur in January 2009 with adoption and approval to occur by June 2009.)*

Goal 3 - Comprehensive update of the Land Development Code. This project will include establishing a historic preservation regulation and mixed use overlay district(s). Once a staff level draft is complete, several workshops will be held with the Planning & Zoning Commission and City Council to refine and receive public input. *(Expect completion by the end of December 2009.)*

Goal 4 - Evaluate land use in areas adjacent to the city and coordinate with county staff to address modifications that are needed to address logical, smart growth and positive economic development for the city and county. *(Plan to coordinate towards transmitting a plan amendment within the first quarter of 2010.)*

Goal 5 – In tandem with Goal 4, evaluate annexation and subsequent potential development impacts within adjacent areas. Prepare a plan that would address the total positive economic impact for both existing and new city citizens that could be used for an annexation referendum pursuant to Chapter 171, Florida Statutes. *(Work towards being ready to propose as a referendum in 2010.)*

Economic Development/Redevelopment

Goal 1 – Continue to coordinate with the County to construct the first leg of the Good Neighbor Trail (GNT) from Russell Street to Jasmine Drive. *(Expect completion by March 2009.)*

Goal 2 – Complete the Good Neighbor trail head project consistent with the GNT Management Plan utilizing MPO enhancement funds and FRDAP funds. *(Complete by September 2009.)*

Goal 3 – Implement a low-interest loan or grant program within the Community Redevelopment Area (CRA) for doing façade improvements. A program outline with options will be presented to the Community Redevelopment Agency/City Council in the autumn of 2008. *(Pending Agency/Council direction, the project could be implemented by the first quarter of 2009.)*

Goal 4 – Prepare second-phase plans for the CRA commercial revitalization project area. Funds are available within the Community Redevelopment Agency’s budget for this task, which will include hiring an engineer to prepare the required plans. Outreach and workshops will be held to receive community input for this project. *(Engineered plans would be targeted for completion by September 2009, which would then allow the City to apply for leveraged funding [such as CDBG funds] during the next available cycle.)*

Goal 5 – Continue to coordinate with our citizens and Hernando County on addressing affordable housing issues and needs within the community. Specifically, work with the county’s Health and Human Services staff and Housing Authority staff to explore potential programs and funding sources. *(On-going.)*

Building/Permitting Division

Goal 1 – Automate additional functions of the Division’s permitting forms, inspection processes, etc. *(To coincide with the update of the webpage.)*

Goal 2 – Continue to implement the Department’s primary Goal. *(On-going.)*

Goal 3 – Review and recommend modifications to adopted building codes as needed. *(On-going.)*

Code Enforcement

Goal 1 – Coordinate with County Code Enforcement on sponsoring clean-up events in neighborhoods *(On-going.)*

Goal 2 – Continue to display efficiency and fairness in processing Code Enforcement violations. *(On-going.)*

Goal 3 – Update forms as necessary to be consistent with changing regulations. *(On-going.)*

Goal 4 – Continue to implement the Department’s primary Goal. *(On-going.)*

Fiscal Year 2008-09
Goals & Objectives
Finance Department

Specific Finance Department Goals for 2008-2009

MASTER GENERAL FUND FIVE YEAR CAPITAL PROJECTS LIST

The Finance Department should assist with developing a master five year general fund capital projects list with staff and with final direction from City Council. In next 5 years, City is in a major transition and the Finance Department will be involved in these opportunities and challenges. There is a need for capital purchases projects for updating the existing City's infrastructure and new construction projects. The Finance Department will need to obtain financing or find other means for paying for the needs of a growing City. The Finance Department will have to continue to monitor debt levels and competitive rates if borrowing long term funds is the option chosen. The capital list will provide goals to all the City Departments for providing the best services and facilities to the residents of the City of Brooksville.

MOVING TO CULTURE OF E-BUSINESS FOR FINANCE DEPARTMENT

Our software purchases in the 08 09 Budget are moving the City to the development of an e-business culture. Our software purchases assist the City from moving paper to e-business where payroll, budgeting, and Purchase Orders are electronic processes from start to finish. The e-business gives the Department incentives to develop alternative methods of collecting information, remitting, budgeting, and reporting the City's finances.

Other City-wide goals in our e-business culture is the radio read meter project in our Water and Wastewater Fund which will save many hours of manually reading meters. Other initiatives in the City are considering upgrading the City's telephone system, and offering credit card payments options on-line for our utility customers.

EMPHASIZE RELATIONSHIP WITH OTHER CITY DEPARTMENTS

The Finance Department serves a variety of support roles related to other departments. Beyond, the day-to-day handling of mail and telephone call distribution, payment of bills, collection of receipts, the Department assists as grant assistants, monitors budgets, assists in expense and revenue questions and financial issues in general. Further, the Department plays an important role in the City's and each Department's overall goals by providing financial data for business decisions. The Finance Department welcomes a user group where each city department would have a representative to provide feedback to the Finance Department to improve the flow of information and communication.

RE-WRITE AND UPDATE FINANCE POLICIES

To maintain and improve the efficiency and the performance of the Finance Department, we will update the City of Brooksville Finance Department Operating Manual. Due to the Senior Accountant position that was eliminated in the 07 08 Budget, duties and responsibilities have been combined and split. A review and update will be important for workflow continuity if there is any absences or staff turnover in the future.

Also, a major update and re-write of the City of Brooksville Purchasing Policy is needed. A review of other municipalities' Purchasing Policies will be done to compare the policies and procedures in order to improve our new policy. This will need to be a collaborative effort with staff from all Departments, but Finance will take the lead to complete the manual.

GFOA CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

The Finance Department desires to eventually produce a Comprehensive Annual Financial Report (CAFR) and also participate in the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Reports. The recent Audit Services RFP stated to the City's future Auditors that the Finance Department will be working towards this eventual goal. Our goal will be to produce our CAFR by the 2009/10 Fiscal Year and participate in the GFOA program by the 2010/11 Fiscal Years. Staff training and education on writing a CAFR and the GFOA program will need to be achieved in order to complete this goal.

Recurring Annual Goals for Finance Department

To provide technical oversight of accounting records by reviewing and analyzing financial records of all City departments so that the City earns an unqualified audit opinion.

To provide technical accounting oversight and guidance to the City to ensure that generally accepted accounting procedures, legal requirements, and City policies and procedures are consistently applied.

To maintain the integrity of the City's accounting records used by the public, City Council, and management; and to satisfy all reporting requirements.

To oversee the preparation and administer the City's budget (financial plan) in a manner that ensures efficient and effective use of taxpayer dollars.

To bill and collect accurately on behalf of our Utility customers while providing outstanding customer service, in order to maximize utility revenue with accountability and stable fees and by maintaining low past due rates.

Fiscal Year 2008-09
Goals & Objectives
Fire Department

- 1 **Brooksville Fire Department**
Fire Chief
Timothy A. Mossgrove
- 2 **Vision Statement**
To be recognized by our community leaders and our citizens as a "Standard of Excellence" in providing emergency services through education, training and prevention; a department that is synonymous with the term "Leadership"; a department that fosters an environment of involvement, trust and cohesion; as well as a department responsive to the needs and concerns of the citizens of our community whom we protect; our customers.
- 3 **Mission Statement**
The mission of Brooksville Fire Department is to provide services designed to protect the lives and property of citizens in the community we serve. We will achieve this by providing prompt and professional services in the event of a fire, medical emergency, natural disaster, or any other event which may threaten our citizens welfare
- 4 **Goals**
 - ▶ Provide a high level of customer service to the community
 - ▶
 - ▶ Update fire prevention programs to deliver the appropriate program to the target audience that is desired
 - ▶
- 5 **Goals**
 - ▶ Update our department standard operating procedures and guidelines.
 - ▶
 - ▶ Hire a full time fire inspector to run the inspection program.
 - ▶
 - ▶ Purchase new Squad (Vehicle)
 - ▶
- 6 **Objectives**
 - ▶ To continue to work with other county agencies within the contractual agreements that have been adopted by the City of Brooksville.
 - ▶
 - ▶ Work in a cooperative effort with surrounding fire departments to implement a county wide fire prevention program and a juvenile fire setters program.
- 7 **Objectives**
 - ▶ Implementation of a cost recovery fee base system that will recover the financial impact associated with service delivery.
 - ▶
 - ▶ Implement a fee base for fire inspections and plans review
 - ▶
 - ▶ Obtain the funding through the city's vehicle replacement fund to purchase and update our apparatus that is due for replacement

Fiscal Year 2008-09

Goals & Objectives

Parks, Facilities & Recreation Department

PARKS / FACILITIES AND RECREATION

MISSION

To provide affordable educational, recreational, cultural, leisure programs to enhance the health and wellness to Brooksville's citizens and its visitors; to provide safe, well maintained facilities; preserve our historical and natural beauty and to have a respectful final resting place for our surrounding communities.

CORE VALUES

ACCOMPLISHMENT

HONESTY

RESPECT

RESPONSIBILITY

VISION

We will impact the lives of our community with clean, safe and efficient facilities and by providing quality programs and services to promote a healthy community.

GOALS AND OBJECTIVES

PARKS/FACILITIES	RECREATION PROGRAMS	CEMETERY SERVICES	COMMUNITY FACILITIES	QUARRY GOLF COURSE	ORGANIZATION
Increase Park accessibility	Increase program cost recovery	Continue an aggressive grounds maintenance program.	Explore energy saving opportunities through building retro-fits and improving building efficiencies.	Correct "wet areas" on course to improve play.	Increase staff awareness and unity
Increase Park safety and security	Increase participant satisfaction	Continue our tree planting/preservation program.	Maintain facility maintenance and operation levels.	Continue to conduct annual golf tournaments and other event and programs, to provide revenue for a new learning facility to induce The First Tee Life Skills curriculum to children.	Improve Advisory Board involvement
Continue to demonstrate sensitivity to the community's needs through the involvement of our citizens	Work to submit tournament bids to provide an economic impact to the City.	Improve the City tree/landscaping nursery to provide a lower cost impact to the City's landscaping needs.	Improve landscaping projects by utilizing low maintenance type vegetation.	The First Tee Life Skills curriculum to children.	Increase communication level
Work to secure future parkland that will correspond to the future growth of the City.	Provide a positive after-school environment	Improve on our sales program for lots and Columbarium spaces.	Improve inmate labor work schedule to become more efficient maintaining facility grounds and street right-of-ways.	Continue to provide an affordable facility that promotes social and recreational activities to our citizens and visitors.	Provide sufficient education to all in the department.
Expand promotional and marketing efforts for all special events and programs by utilizing and improving our department web-site.	Expand the recreation and educational programs offered to attract all age groups.				Take full advantage of non-City funding alternatives.
	Work to implement a "Fit 4 Kids" program to improve child obesity.				Work close with the Development Department to connect Parks and neighbor hoods through tree lined roadways that encourage people to walk, bicycle and live healthier lives.
	Provide the essential tools to our local youth leagues and strive towards meeting standards that will have a positive affect on the community and youth sport programs.				

Fiscal Year 2008-09
Goals & Objectives
Police Department

Memo

To: Jennene Norman-Vacha, City Manager
From: George B. Turner, Chief of Police
Date: November 6, 2008
Re: 2008-09 Departmental Goals

Department goals:

- 1) Continue to move forward in the Florida Accreditation process.
- 2) Continue to assess our current employees so Brooksville Police Department can continue to professionalize.
- 3) To continue to prove, by actions, that Brooksville Police Department is a professionalism organization that is competent and well respected in our community.
- 4) To continue to foster cooperative efforts between Brooksville Police Department. and other law enforcement agencies, with special attention to the Hernando County Sheriff's Office.

Fiscal Year 2008-09
Goals & Objectives
Public Works Department

DEPARTMENT OF PUBLIC WORKS

Streets and Drainage Division

Goal # 1 Provide a more efficient/effective street sweeping operation.

A. To be accomplished by reducing street sweeping to two weeks per month; essentially every other week.

B. Measures of Effectiveness

1. Number of citizen complaints.
2. Comparison of miles driven and fuel usage from prior year.

Goal #2 Provide more effective maintenance (mowing) of City R/W

A. To be accomplished by creating a master list of R/W and ditch areas that can most effectively be done by prison crews and those that can most effectively be done with mowers. Each area on the list will be identified by # and will be put on City map so that prison guards and employees can move from one area to the next w/o direction. Personnel doing this work will be expected to move to the next closest suitable area when finished with one area.

B. Measures of Effectiveness

1. Observation of the uniformity of grass heights.
2. Tracking of SYD'S mowed and manhours from one year to the next.

Goal #3 Provide more effective ditch Maintenance

A. To be accomplished by reducing street sweeping hours so that more man-hours are available for ditch cleaning with backhoe.

B. Measures of Effectiveness

1. Comparison of man hours spent on ditch cleaning from prior year
2. Linear feet of ditch cleaned will also be tracked.

Additional man hours to devote to the tasks associated w/Goals #1,2,&3 are very much dependent on us contracting out the street patching task.

Goal#4 New Phone system w/voice mail (Is this included in Budget w/City Hall)

WATER

Goal #1 Provide safe and reliable potable water by complying with all State, Federal, DEP, & WMD, rules laws, requirements and or permit conditions

- A. To be accomplished by cross training water and waste water operations personnel and providing the opportunity and encouraging them to seek additional training. This primarily means to get them to become double licensed so they can operate our water system or sewer plant.
- B. Measures of effectiveness will be a comparison of failed BAC" T samples from one year to the next. Comparisons of overtime for operator personnel from one year to the next will also be tracked.

Goal #2 Complete Budgeted Capital Improvements

- A. Replace undersized water lines so that we eliminate fire hydrants (FH'S) w/flows less than 500 GPM
- B. Proceed with and finish as much of the Radio Read Meter Project as can be budgeted
- C. Install pump in new well at Hope Hill
- D. Get Liberty St. Tower Painted
- E. The measures of effectiveness will be the completion of those projects

Goal #3 Reduce man hours spent on locating and relocating our underground facilities as required by the Sunshine One Call System.

- A. To be accomplished by purchasing GPS equipment and implement a system of recording and retrieving data points so that our underground facilities can be quickly located.
- B. The measure of effectiveness will be a reduction in man hours spent on locating our underground facilities.

Goal #4 In conjunction with Fire Department Analyze areas served by City that have no FH'S and prioritize which areas need FH'S the most.

SANITATION

Goal#1 Provide more cost effective/efficient pickup of garbage and yard debris

- A. To be accomplished by reanalyzing cost per hour to operate each type of vehicle.
- B. Map routes to minimize miles driven. (This has been done w/residential routes but not w/commercial routes).
- C. Cross train additional DPW Staff to drive all types of garbage trucks.
- D. **Measure of Effectiveness**
 - 1. Comparison of cost per ton from prior years.
 - 2. Comparison of fuel usage/miles driven from one year to the next.

EHP/mh

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FLEET MAINTNANCE

Goal #1 **Keep City vehicles and equipment in safe reliable operating condition through an effective preventative (routine scheduled) maintenance and repair program.**

- A. To be accomplished/ by moving a computer from the DPW building to the shop and creating a data base of City equipment that will track, last time serviced; next scheduled service date; man hours and cost of each repair; plus a cumulative total of man hours and costs for each vehicle.

- B. Measure of effectiveness will be a comparison of the man hours/costs for repairs for each vehicle from one year to the next.

EHP/mh

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CORRESPONDENCE-TO-NOTE
REGULAR COUNCIL MEETING - DECEMBER 15, 2008

1. TYPE: Letter
DATE: November 12, 2008
RECEIVED FROM: Gary E. Cassard, Vice President
Bright House Networks
ADDRESSED TO: T. Jennene Norman-Vacha, City Manager
SUBJECT: Renegotiation of carriage agreement with WTSP

2. TYPE: Letter
DATE: November 21, 2008
RECEIVED FROM: David L. Moore, Executive Director
Southwest Florida Water Management District
ADDRESSED TO: T. Jennene Norman-Vacha, City Manager
SUBJECT: Water Shortage Order No. SWF 07-02 Extended

3. TYPE: Letter
DATE: November 24, 2008
RECEIVED FROM: Vernon M. Fuller, Area Director
USDA Rural Development
ADDRESSED TO: Emory Pierce, Director of Public Works
SUBJECT: City Hall Generator - Approved Contracts

4. TYPE: Memorandum
DATE: December 3, 2008
RECEIVED FROM: Emory Pierce, Director of Public Works
ADDRESSED TO: T. Jennene Norman-Vacha, City Manager
SUBJECT: FDOT Jefferson Avenue (SR50) Resurfacing Project

NOTE: COPIES OF ALL CORRESPONDENCE ON FILE IN THE OFFICE OF THE CITY CLERK

1004 U.S. Highway 92 West
Auburndale, FL 33823
tel 863.965.7733

**bright
house**
NETWORKS



November 12, 2008

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

VIA DHL OVERNIGHT

Dear T. Jennene Norman-Vacha,

Please be advised that Bright House Networks is in the process of renegotiating its carriage agreement with WTSP.

From time to time our agreements with cable channels and television stations come up for renegotiation. While we make every effort to ensure there is no interruption in programming, we also need to protect our company and you our customers from unreasonable demands, which could cause costs to rise excessively. Our agreement with WTSP is expiring December 16, 2008 and we may have to cease carriage if our authority to continue distribution is withheld.

If you have any question, please contact me.

Sincerely,

Gary E. Cassard

Vice President/General Manager

CTN
12.15.08
JNV



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)

Lecanto Service Office
Suite 226
3600 West Sovereign Path
Lecanto, Florida 34461-8070
(352) 527-8131

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)

November 21, 2008

- Neil Combee**
Chair, Polk
- Todd Pressman**
Vice Chair, Pinellas
- Jennifer E. Closshey**
Secretary, Hillsborough
- Ronald E. Oakley**
Treasurer, Pasco
- Bryan K. Beswick**
DeSoto
- Patricia M. Glass**
Manatee
- Hugh M. Gramling**
Hillsborough
- Albert G. Joerger**
Sarasota
- Sallie Parks**
Pinellas
- Maritza Rovira-Forino**
Hillsborough
- H. Paul Senft, Jr.**
Polk
- Douglas B. Tharp**
Sumter
- Judith C. Whitehead**
Hernando

- David L. Moore**
Executive Director
- William S. Bilenky**
General Counsel

Jennene Norman-Vach
City Manager
City of Brooksville
201 Howell Ave.
Brooksville, Florida 34601

SUBJECT: Notice – Water Shortage Order No. SWF 07-02 Extended Again
(Drought Impacts Still Being Experienced)

Dear Ms. Norman-Vach:

The Southwest Florida Water Management District (District) regularly monitors rainfall patterns, river flows, groundwater levels and other drought indicators in accordance with its Water Shortage Plan (Chapter 40D-21, Florida Administrative Code). Many of these drought indicators did not fully recover during the summer rainy season, and the dry season started a month early.

Taking into consideration information received at its September 30, 2008 meeting, the District's Governing Board has extended Water Shortage Order No. SWF 07-02 through February 27, 2009. It is possible that additional action may be necessary before the next rainy season begins. For example, due to declining hydrologic conditions and low public supply water storage, the Board has already taken action to declare additional restrictions for certain water uses in Hillsborough, Pasco and Pinellas counties. This decision was made at the Board's October 28, 2008 meeting. Should additional action become necessary we will provide notice to you at that time.

The extension of Water Shortage Order No. SWF 07-02 means that the once-per-week lawn watering schedule and other restrictions will remain in effect. If your local government has an ordinance with a different once-per-week lawn watering schedule than the District's standard restrictions, the District will continue to recognize the watering days specified in your ordinance and any equally stringent or more stringent provisions (such as allowable watering hours).

For more details about the current restrictions and Florida-friendly landscaping, please visit the District's website (www.WaterMatters.org). If you have any questions or concerns, please contact the District's Community Affairs Program Manager for your area (see the list on reverse side of this letter) or call 1-800-423-1476, extension 4498, during normal business hours.

Sincerely,

David L. Moore, P.G.
Executive Director



CTN
12-15-08
T Moore

USDA



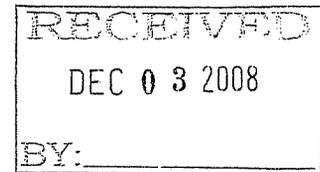
**Rural
Development**

Florida/Virgin Islands
2629 Waverly Barn Road, Suite 129
Davenport, Florida 33897

Area Five Office
Telephone: (863) 420-4833
FAX: (863) 424-7333
TDD: (352) 338-3499
www.rurdev.usda.gov/fl

November 24, 2008

Mr. Emory Pierce, Director of Public Works
CITY OF BROOKSVILLE
201 Howell Avenue
Brooksville, Florida 34601-2041



RE: City Hall Generator – Approved Contracts

Dear Mr. Pierce;

We are returning three (3) originals approved contracts. Based on our review of the material submitted, Rural Development concurs with the--submitted contracts is acceptable. Please find attached copies of documents.

If you have any questions, please contact Ms. Sylvia Robinson at (863) 420-4833.

Sincerely,

VERNON M. FULLER
Area Director

Enclosures

VFM/SR/ltp

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Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

CTN
12:05:09
11/26/08

CITY OF BROOKSVILLE

MEMORANDUM

TO: T. Jennene Norman-Vacha, City Manager

FROM: Emory Pierce, Director of Public Works

RE: FDOT Jefferson Avenue (SR50) Resurfacing Project

DATE: December 3, 2008

The Florida Department of Transportation will be milling and resurfacing Jefferson Avenue (SR 50) from Cleveland Avenue to Mildred Avenue along with constructing handicap ramps per ADA, in the side walks, along the same route.

The construction has begun as of December 1, 2008 with the sidewalk handicap ramp construction. This will continue until all sidewalk work is completed from Cleveland Avenue to Mildred Avenue. There is no plan for work to be performed on the weekends and the sidewalks are to be open for the weekends. This includes (DEC. 13) the day of the Christmas Parade.

The milling and resurfacing of Jefferson Avenue (SR 50), from Cleveland Avenue to Mildred Avenue will not start until at least the spring. This work will be done during the night time hours with one lane closure at a time. The contractor will attempt to do one lane one night and then the other lane the next night for a total of 2 nights. The final work will be the restripping which will include bike lanes being painted on from essentially the hilltop area to the RR tracks.

At this time there has not been any public notice release by the FDOT about this project.

CTN 12-15-08
T. Jennene Vacha