

**City of Brooksville**  
**Joseph E. Johnston, III Council Chambers**

201 HOWELL AVENUE  
BROOKSVILLE, FLORIDA 34601-2041  
(352) 540-3810

**Robert Battista**  
VICE-MAYOR



**Betty Erhard**  
COUNCIL MEMBER

**Frankie Burnett**  
COUNCIL MEMBER

**William Kemerer**  
COUNCIL MEMBER

**Natalie Kahler**  
MAYOR

*"The City of Brooksville must be responsive to the taxpayers. It must be as efficient as possible, functioning like the multi-million dollar a year business that it is. It must have leadership, set specific goals, develop a strong and motivated workforce, and be accountable to the taxpayers for its expenditures and performance."*

**CITY COUNCIL AGENDA**

**JUNE 20, 2016**

**REGULAR SESSION 7:00 P.M.**

**THOMAS S. HOGAN, JR.**  
CITY ATTORNEY

**T. JENNENE NORMAN-VACHA**  
CITY MANAGER

**VIRGINIA C. WRIGHT**  
CITY CLERK

## GENERAL INFORMATION AND INSTRUCTIONS

In addition to items listed as "Public Hearings", the Mayor will ask for comments from the public, usually requesting that anyone desiring to speak on an item, raise their hand. To insure that sufficient time is allocated for each item, unless extended by the City Council, representatives of the applicant/petitioners will have ten (10) minutes for presentation, and five (5) minutes for rebuttal. In addition three (3) minutes will be scheduled for others to provide additional comments. When recognized by the Mayor, please approach the podium and speak into the microphone, stating your name and address, and then present the information you desire. A special time period called Citizen Input is also scheduled following the Presentations and Regular Agenda items for those desiring to address the City Council.

Items listed in the "Consent Agenda" will be approved by Council in their entirety by a single motion, indicated by the (✓) symbol, unless otherwise indicated by Council. Other agenda items are considered individually.

Items identified on this agenda with an asterisk (\*) are land use and other quasi-judicial function of the City Council involving land use, and the following ex parte procedures apply:

- ❖ Consideration of applications to intervene as a party, if any. "Request to Intervene/Expert Witness" forms and instructions may be obtained from the recording secretary prior to the scheduled time for consideration of the item.
- ❖ Qualification of sworn witnesses who wish to testify as an expert, based on statement of credentials made orally or set forth in application file.
- ❖ Swearing of witnesses who wish to give sworn testimony.
- ❖ Testimony of City staff witnesses, with cross-examination by applicant and party-interveners, if they request.
- ❖ Testimony of applicant and applicants witnesses, with cross-examination by City and party-interveners, if they request.
- ❖ Testimony of party-interveners and their witnesses, with cross-examination by City and applicant, if they request.
- ❖ Testimony by members of public who wish to address application. Any individual, not requesting/designated as an intervening party or expert witness may, upon being recognized by the Mayor, present information to the Council, and may be questioned by the Council but is not required to be subject to cross examination, and need not be sworn in.
- ❖ Close of public hearing.
- ❖ Council deliberation/vote.

Items identified with a double asterisk (\*\*) are quasi-judicial functions of the City Council other than land use; the Council Members disclose any ex parte communications.

**In accordance with the Americans with Disabilities Act, persons with disabilities needing a special accommodation to participate in this proceeding should contact Telina Dowdell, ADA Coordinator, no later than 48 hours in advance of the meeting at (352) 540-3810. Meeting agendas and supporting documentation are available from the City Clerk's office, and online at [www.cityofbrooksville.us](http://www.cityofbrooksville.us).**

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

**CITY OF BROOKSVILLE  
REGULAR CITY COUNCIL MEETING  
JOSEPH E. JOHNSTON, III COUNCIL CHAMBERS  
201 HOWELL AVENUE  
BROOKSVILLE, FL 34601**

**AGENDA**

**June 20, 2016**

**7:00 P.M.**

**A. CALL TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

**C. CERTIFICATES AND PROCLAMATIONS**

1. **Margaret R. Ghiotto Beautification Award - Commercial Award**  
Recognition of improvements to the property owned by Bromar Motors located at 605 E. Jefferson Street, Brooksville.

Presentation: Scott Renz, Beautification Board  
Chair and Mayor  
Attachments: Letter from Beautification Board  
Chair dated 5/11/ 2016;  
Award Certificate

**D. PRESENTATIONS & REQUESTS FOR SPONSORSHIP CREDIT**

1. **2016 Hurricane Season Update**

Advisory presentation regarding predictions and preparations for the hurricane season.

Presentation: Cecilia Patella, Hernando County  
Director of Emergency  
Management

2. **City of Brooksville Farmer's Market Update**

Presentation: Mike Walker, Parks & Recreation  
& Facilities Director  
Attachments: Farmer's Market Flyer; Vendor  
Rules & Regulations; Vendor  
Application.

3. **July 4<sup>th</sup> Celebration – Fairgrounds**

Consideration of Sponsorship Credit for the Fair Association in support of the 2016 July 4<sup>th</sup> Celebration.

Presentation: Hernando County Fair  
Association  
Attachments: Letter from the Hernando County  
Fair Association dated 5-31-2016;  
Event Application with Estimate;  
Special Event Sponsorship Credit  
Spreadsheet.

## REGULAR COUNCIL MEETING – June 20, 2016

### E. CITIZEN INPUT

### F. CONSENT AGENDA

#### 1. Public Sanitary Nuisance Abatement, Special Assessment Lien

Authorize the Mayor to sign and staff to record the Public Sanitary Nuisance Abatement Special Assessment Lien as presented with provision for foreclosure proceedings.

#### 2. Planning & Zoning Commission – Removal of Member

Consideration to remove one (1) Planning & Zoning Commission Member from office.

### CONSENT AGENDA APPROVAL (✓)

Recommendation: Approval of Consent Agenda  
Action: Motion to Approve  
Attachments: 1. Memo from Code Enforcement Officer dated 6/20/2016; Public Sanitary Nuisance Abatement Special Assessment Lien/Francis McQuiston  
2. Letters from City Clerk dated 5/20/2016 & 6/7/2016; Policy No.4-2008; Planning & Zoning Commission Meeting Attendance Reports.

### G. PUBLIC HEARINGS

*\*Entry of Proof of Publication into the Record*

#### 1. Resolution for Loan/Grant for Fire Truck

Consideration to approve participation and acceptance of USDA Rural Development Office/Community Facilities Loan/Grant to be used for Brooksville Fire Truck.

Presentation: Fire Chief  
Recommendation: Approval of Resolution No. 2016-06 upon roll-call vote;  
Attachments: Memo from Fire Chief dated 6/14/2016; USDA Rural Development Community Facilities Loan/Grant Program Application; Resolution No. 2016-06.

## REGULAR COUNCIL MEETING – June 20, 2016

### H. REGULAR AGENDA

#### 1. Audited Financial Statements - City Auditors

Review and acceptance of Annual Audit for Fiscal Year ended September 30, 2015.

Presentation: Mike Carter, Clifton-Larson-Allen, LLP  
Attachments: PowerPoint Presentation; FY2015 Audit

#### 2. Road Name Change Proposal

Review of information for proposed Road Name Change from Union Street to Muhammad Ali Street/Drive.

Presentation: Community Development Director  
Recommendation: Direction to Staff  
Attachments: Memo from Community Development Director 6-10-2016; Map of Union Street; Draft Resolution 2016.

#### 3. Florida League of Cities Annual Voting Delegate Appointment

Designation of Council Member to serve as the voting delegate at the Florida League of Cities 90<sup>th</sup> Annual Conference.

Presentation: Council Discussion  
Recommendation: Direction to Staff  
Attachments: Memo from City Manager dated 6-14-2016; with attachments.

### I. ADJOURNMENT TO COMMUNITY REDEVELOPMENT AGENCY MEETING

### J. RECONVENE REGULAR COUNCIL MEETING

### K. COMMUNITY REDEVELOPMENT AGENCY (CRA) – WATER TOWER BEAUTIFICATION IMPROVEMENT PROJECT

Consideration to approve Task Order No. 3 and move forward with Downtown Water Tower Project for FY 2016 and appropriate budget amendment.

Presentation: CRA Executive Director & Coastal Engineering Associates, Inc.  
Recommendation: Approval of Task Order No. 3 to move forward with and complete the Downtown Water Tower Project; including appropriate budget amendment.  
Attachments: Memo from CRA Executive Director dated 6/20/2016; CRA

# REGULAR COUNCIL MEETING – June 20, 2016

Task Order No. 3; Water Tower  
Beautification Project  
Preliminary Cost Estimate &  
Timeline; CRA Fund 615 Budget  
Amendment.

*(PLEASE Refer to CRA Agenda Item D-1)*

- L. **CITIZEN INPUT**
- M. **ITEMS BY COUNCIL**
- N. **ADJOURNMENT**

## **CORRESPONDENCE TO NOTE**

In accordance with the Americans with Disabilities Act, persons with disabilities needing a special accommodation to participate in this proceeding should contact Telina Dowdell, ADA Coordinator, no later than 48 hours in advance of the meeting at (352) 540-3810. Meeting agendas and supporting documentation are available from the City Clerk's office and on line at [www.cityofbrooksville.us](http://www.cityofbrooksville.us).

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



May 11, 2016

Hilltop Partners, LLC  
Bromar Motors  
605 E. Jefferson Street  
Brooksville, FL 34601

Re: Margaret R. Ghiotto Commercial Improvement Award

The City of Brooksville Beautification Board is pleased to advise you that you have been selected to receive the monthly Margaret R. Ghiotto Commercial Improvement Award for beautifying your business at 605 E. Jefferson Street.

The Certificate of Recognition and “rotating” outdoor sign will be presented to you by the Beautification Board Chairman at the City Council Meeting to be held Monday, June 6, 2016 at 7:00 p.m. in the **BROOKSVILLE CITY HALL COUNCIL CHAMBERS LOCATED AT 201 HOWELL AVENUE**. If you are unable to attend this meeting to accept your award, please contact Dodie Barger at (352) 540-3830 or [LBarger@cityofbrooksville.us](mailto:LBarger@cityofbrooksville.us).

We extend our appreciation for your outstanding efforts in improving and beautifying not only your business, but the City of Brooksville.

Sincerely,

Scott Renz, Chairman  
Beautification Board

/ldb

*Margaret R. Ghiotto*

# CERTIFICATE OF RECOGNITION

*City Council and the Beautification Board for the City of Brooksville, Florida  
recognize and honor the named recipient for improvements and beautification to  
their property located within the City*

**BRONXIAK MOWERS**

*605 E. Jefferson Street*

*Presented this 20th day of June, 2016*

*Mayor*

*City Clerk*

# The City of Brooksville



The City of Brooksville is currently looking for Vendors for their Farmers Market.

- ❖ Farmers Market will begin Saturday, July 9<sup>th</sup> at 9am till 1pm and will run every Saturday.
- ❖ Spots are limited & will fill up fast .
- ❖ Come out and sell your produce or crafts to local Brooksville residents.
- ❖ \$15 weekly booth rental fee 10x10 space, additional space available for \$15.00
- ❖ Farmers Market is in Historic Downtown Brooksville on Main Street in front of the courthouse.



If you are interested in becoming a Vendor please contact  
Desiree Fratianni 352-540-3835 or  
[Dfratianni@cityofbrooksville.us](mailto:Dfratianni@cityofbrooksville.us)

# The City of Brooksville



Every Saturday beginning July 09, 2016

## VENDOR RULES & REGULATIONS

- 1) The City of Brooksville reserves the right to accept or reject any exhibits it deems unsuitable for the event, at the sole discretion of the City.
- 2) The City of Brooksville reserves the right to place a vendor in the area they deem most appropriate.
- 3) Vendors must supply all displays, props, tables, chairs, etc. All extra merchandise shall be stored and kept clear of public areas and in a safe and orderly manner.
- 4) Vendors shall be prepared for any type of weather as there is no alternative rain date for these events. Vendors are solely responsible for their personal property and/or anything they bring to the market.
- 5) Vendors must not solicit outside of their space. To do so may result in termination of your participation in this event (including future dates).
- 6) If your contact information changes after you submit your application, please call or email us with the updated information, as soon as possible, so that we may contact you if necessary.
- 7) Obtaining the proper licenses or permits, and obeying all codes is the sole responsibility of the vendor, including any regulations of the Florida Department of Agriculture or other regulatory agencies, including local fire & health codes.
- 8) Vendors may begin unloading & setting up at their assigned spaces no earlier than 7:00 am on the morning of the event. Everyone is to be set up by 8:30 am. Hours of the market are: 9:00am-1:00pm. The Saturday Morning Market will be held every Saturday starting July 9, 2016. All vendors must stay until 1pm there will be no early departures. You may not park at your booth, for customer convenience, please park in the vendor's parking lot.
- 9) Fire retardant tents are encouraged; although we prefer white or blue tents, colors are vendor's choice.

- 10) Our set up will be handled in a professional fashion; we are not a yard sale or flea market.
- 11) Those bringing furniture, clothing, china/glassware, etc., must be clean having no holes, stains or broken pieces.
- 12) The City of Brooksville Farmer's Market does not allow political candidates space or publicity of such, social issues or targeted special interest groups to be present at the market. Please understand the Market Manager has the final decision authority.
- 13) Vendors will be responsible for handling their own money exchange and have the proper change available. The Saturday Morning Market will not have change to provide.
- 14) Completed Vendor Application Forms and payment must be submitted in advance. Cash or checks are acceptable forms of payment. Check should be made out to City of Brooksville. The 10 X 10 space acquired will cost \$15.00, extra space is an additional \$15.00 per 10 x 10 square.
- 15) Reserved vendors who have not arrived by 8:45am on Market day and has no indicated in advance that they will be late, may have to forfeit their space.
- 16) Vendor parking is designated at City Hall, 201 Howell Ave. Brooksville, 34601. Vendors are not allowed to park in the market area. It is critical that we leave the most convenient parking available for customers.
- 17) Vendors are responsible for breaking down and bagging all of their garbage and placing it in the designated dumpsters. Clean up should be completed by 2:00pm at the latest, to enable streets to be re-opened.
- 18) Wind can often be a challenge; we strongly recommend that you ALWAYS bring weights for your tent in case of windy conditions. Gallon jugs of sand or water hung from long bungee cords tend to work well.
- 19) Please communicate this event among your contacts to help us spread the word and benefit all the vendors at the Market.
- 20) These rules have been developed by the City of Brooksville, and are subject to change at the discretion of the City of Brooksville, upon review and without notice.

With your participation, The Saturday Morning Market is going to be a success!

Desiree Fratianni, 352-540-3835, [dfratianni@cityofbrooksville.us](mailto:dfratianni@cityofbrooksville.us)



# The City of Brooksville



## “VENDOR APPLICATION”

**Main Street in downtown Brooksville  
(In front of the Courthouse)**

**Every Saturday starting on  
July 09, 2016  
9am-1pm**

**Return this Application with Payment - Please print legibly**

**Return to:** Desiree Fratianni, 99 Jerome Brown Place, Brooksville, FL 34601  
352-540-3835 or [dfratianni@cityofbrooksville.us](mailto:dfratianni@cityofbrooksville.us)

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Exhibit spaces are 10' x 10' each and are priced at \$15.00 per participating day. (Your booth setup must fit in the 10' x 10' space. Your entire setup, including tongue, extended bumpers, propane cylinders, hitches and generators must fit within the 10' x 10' space or additional space must be rented. Participants must have a fire-retardant tent, which white or blue in color is preferred; but other colors are acceptable. If your generator is deemed too loud by event officials, you may be requested to discontinue its use during the event.

**Please indicate number of spaces you need: \_\_\_\_\_ \$15.00 per 10' x 10' space(s)= \_\_\_\_\_**

**Dates you will be participating: \_\_\_\_\_**

**TOTAL check, cash or money order enclosed \$ \_\_\_\_\_**

**Make check or money order payable to: City of Brooksville (Receipt upon request)**

List of ALL items you plan to display, sell or exhibit:

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**PLEASE COMPLETE BOTH SIDES**

Special requests or set up limitations or requirements:

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**DISCLAIMER:** The undersigned has read, understands and agrees to abide by the rules and regulations established by the City of Brooksville and understands that failure to do so may result in loss of assigned space and/or termination of participation. The undersigned is also aware that there will be no refunds of entry fee if "The Market Place" event is cancelled because of weather, circumstances beyond the control of the promoter and sponsors or within 2 weeks of event for any cause. I also understand that once monies are paid to the City, there will be no refunds of entry fee, if I am unable to participate, be at the event or do not show up on the date of the event. I agree to indemnify and hold harmless the City of Brooksville and all of their officers, employees representatives, directors, contractors or agents from and against all liability (including personal injury, property damage and death) claims, suits, damages, levies, costs, losses and fees including attorneys fees arising out of or related to any of my activities as a result of participation in "The Saturday Morning Market"

In case of emergency, contact person to call:

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Registrant's Signature: \_\_\_\_\_

Registrant's Printed Name: \_\_\_\_\_



PLEASE COMPLETE BOTH SIDES



City Council  
**AGENDA ITEM:** D-3  
June 20, 2016

## AGENDA ITEM MEMORANDUM

**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS

**FROM:** T. JENNENE NORMAN-VACHA, CITY MANAGER

**SUBJECT:** HERNANDO COUNTY FAIR ASSOCIATION JULY 4<sup>TH</sup>  
CELEBRATION

**DATE:** JUNE 15, 2016

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**GENERAL INFORMATION:** During the Regular Session of Brooksville City Council on June 6, 2016, the Hernando County Fair Association, Inc. requested support for their upcoming July 4<sup>th</sup> Celebration to be held at the Hernando County Fairgrounds. City Council approved for a grant/sponsorship for the July 4<sup>th</sup> Celebration in the amount of \$1,500. \$500 was approved for allocation of dumpster costs and \$1,000 was approved for assistance with the funding for fireworks. Their prior letter of request is provided as Attachment 1.

City Council requested that the Hernando County Fair Association, Inc. (HCFA) return with actual cost estimates for police and fire personnel to be utilized for the event, so to determine if further grant/sponsorship could be provided.

Attached is the event application and estimate (Attachment 2) showing costs for City police and fire, should Council be interested in sponsoring and/or granting a waiver for the expenses. The total is \$1,895.00. Because July 4 is a holiday, City personnel must be compensated at time and one-half.

Last year the Hernando County Fair Association, Inc. paid police and fire as off-duty personnel. The expense for off-duty personnel would total \$1,725.00.

**BUDGET IMPACT:** Total impact to the City of Brooksville for police and fire expenses is estimated at approximately \$1,895.00. Sponsorship Credit funding in the amount of \$15,000 is currently allocated within the General Fund budget for FY2016, line item number 001-010-511-59901, of that amount, \$13,010.54 has been awarded (including the \$1,500 awarded to the HCFA), leaving a balance of \$1,989.46. The annual spreadsheet is provided for your review as Attachment 3.

**LEGAL REVIEW:** Pursuant to Special Event Sponsorship Credit Policy, Policy No. 3-2012, as amended, the City Council has the authority to provide Sponsorship Credits for offsetting City costs.

**STAFF RECOMMENDATION:** Direction to staff.

**ATTACHMENTS:**

1. HCFA Letter of Request
2. Event Application with Estimate
3. Special Event Sponsorship Credit Spreadsheet

# Attachment 1



AGENDA ITEM NO. D-2  
06.06.16

May 31, 2016

City Of Brooksville  
Attn: Brooksville City Council and City Administrator  
201 Howell Avenue  
Brooksville, Florida 34601

Dear Council Members and City Administrator,

The Hernando County Fair Association would like to request a donation for the July 4th Celebration being held at the Fairgrounds in the amount of one thousand dollars (\$1000.00). Hernando County Fair Association could also benefit from help with City Fire Department, City Police and dumpsters would be greatly appreciated. Hernando County Fair Association is a 501c3.

We appreciate your consideration of this matter. Your prompt attention with this matter is greatly appreciated. If you have any questions or concerns, please call me at (352) 796-4552.

Sincerely,

Shari Klimas  
President  
Hernando County Fair Association

Hernando County Fair Association  
P.O. Box 10456, Brooksville, FL 34603  
Phone: 352-796-4552 Fax: 352-799-2842  
[www.hernandofairgrounds.com](http://www.hernandofairgrounds.com)

# Attachment 2

# CITY OF BROOKSVILLE

## TEMPORARY STREET CLOSURE APPLICATION

**INSTRUCTIONS:** COMPLETE TOP PORTION OF FORM AND RETURN TO CITY CLERK'S OFFICE at 201 Howell Avenue, Brooksville, FL 34601 for processing. A broad form type events coverage or other insurance policy acceptable to the City is required to protect the City from any and all claims for injuries, or damages occurring during or resulting from this event in an amount of not less than \$300,000 for each individual and \$500,000 for event. Applicant will be notified of estimated cost; receipt of the deposit and the Certificate of Insurance are required not later than three (3) business days before the event.

Certificate Attached  Yes  No

Waiver Requested\*  Yes  No

Approved by Council  Yes  No

Name or Organization Sponsoring: Hernando County Fair Association		Event July 4th Fireworks & "Smash um Up" Demo Derby	
Contact Person: Shari Klimas		Address 6436 Broad St, Brooksville Fl	Telephone: 352-796-4552
If unavailable (Alternate Name) Richard Kilmas		E-Mail: Rkilmas730@aol.com	Telephone: 352-585-1064
Date of Event: July 04, 2016	Starting Time: 4Pm	Ending Time (approx): 11:00 pm	Estimated Number of Participants: 3000

Proposed Route (include Street/Avenue, attach location map)  
Rt 41, Brooksville Fl

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

  
Signature

State of Florida  
County of Hernando

The foregoing instrument was acknowledged before me this 14 day of JUNE 2016 by SET E SERENO who is personally known to me or who presented \_\_\_\_\_ as identification, and who (did) (did not) take an oath.

  
[Signature of Notary Public]

\_\_\_\_\_  
[Printed, typed or stamped name of Notary Public]

**PROCESSING:** City Clerk's Office will accept application, process through Police Department, Public Works & Fire Department for related costs as well as City Council if waivers are being requested.

**APPROVAL:** Chief of Police and City Manager will approve or deny application.

**DISTRIBUTION:** **Original:** Return to Applicant

**Copies:** Chief of Police, Director of Public Works, City Manager and City Clerk

**PUBLIC NOTICE:** A LIST OF STREETS BEING CLOSED WITH DATES AND TIMES WILL BE RELEASED TO THE PRESS NO LESS THAN 5 DAYS PRIOR TO THIS EVENT.

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

Total Deposit \$ \_\_\_\_\_ Received By: \_\_\_\_\_ Date \_\_\_\_\_

Public Works Director <u>N/A</u>	Date	Police Chief 	Date <u>6-20-16</u>
		City Manager 	Date

# CITY OF BROOKSVILLE TEMPORARY STREET CLOSURE APPLICATION

201 Howell Avenue  
(352)540-3853

Event: Hernando County Fair Association July 4th FIREWORKS & DEMO DERBY

Starting: JULY 04, 2016, 4:00PM

End: approx 11:00pm

### Police Department

Personnel 3 Police Officers/venue security @ \$ 29.07 per hr. X 7 hours = \$ 610.47  
 3 Police Officers/Rt 41 traffic & ped @ \$ 29.07 per hr. X 7 hours = \$ 610.47  
 1 Sergeant , supervisor @ \$ 37.98 per hr. X 7 hours = \$265.86  
 Equipment 2 patrol cars @ \$ 10 .00 = \$ 20.00  
 (special note: @1.5X holiday pay rate.) **POLICE DEPARTMENT TOTAL = \$ 1,506.80**

### Fire Department

Personnel 4 firefighters <sup>(all 4)</sup> @ \$ 77.64 per hr. X 5 hours = \$ 388.20  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ per hr. X \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ per hr. X \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 Equipment \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
**FIRE DEPARTMENT TOTAL \$ 388.20**

### Public Works

Personnel (St) \_\_\_\_\_ @ \$ \_\_\_\_\_ per hr. X \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ per hr. X \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 Equipment \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Personnel (Gar) \_\_\_\_\_ @ \$ \_\_\_\_\_ per hr. X \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ per hr. X \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 Equipment \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
**PUBLIC WORKS TOTAL \$ \_\_\_\_\_**

### Parks & Recreation

Personnel \_\_\_\_\_ @ \$ \_\_\_\_\_ per hr. X \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 Equipment \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
**PARKS & REC TOTAL \$ \_\_\_\_\_**

### Community Development

Tent Rental \$ \_\_\_\_\_ **COMMUNITY DEV. TOTAL \$ \_\_\_\_\_**

**ESTIMATED TOTAL DUE CITY \$ 1,895.<sup>00</sup>**

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

\*Per Council Policy 3-2012: Applicants may request Sponsorship Credits for City required Special Event Permit Fees. A request for a Sponsorship Credits must be submitted with a Special Event permit application. The City may, in its discretion, approve all, part, or none of Sponsorship Credits request. Applicants are encouraged to solicit volunteer assistance to offset costs where possible. City acknowledgement as a sponsor and City logo must be added to event website/ media/ marketing/ publicity materials for events obtaining Sponsorship Credits. \_\_\_\_\_ Initial of Applicant

# Attachment 3

SPONSORSHIP CREDIT APPROVED BY COUNCIL FOR FY2016

Before City Council	Date of Event	Organization/Event	Departmental Fees Requested					Total Request	Sponsor Cont.	Approved Amount	Balance of Funds
			Police	Fire	Streets	Comm. Dev.	Parks & Recreation				
		<b>Council Budgeted Amount</b>								<b>15,000.00</b>	
7/6/2015	12/12/2015	Brookville Women's Club Festival	609.88					609.88	304.94	304.94	14,695.06
8/3/2015	11/14/2015	Veterans Parade	439.24		74.00			513.24	0.00	513.24	14,181.82
8/3/2015	10/10/2015	Dawn Center					320.00	320.00	0.00	320.00	13,861.82
8/3/2015	11/7-8/2015	Hernando Music Fest	475.00					475.00	237.50	237.50	13,624.32
9/21/2015	10/3/2015	Communities in Schools of HH					275.00	275.00	0.00	275.00	13,349.32
9/21/2015	10/17/2015	Junior Service League 5K Fun Run	229.63					485.72	0.00	485.72	12,863.60
9/21/2015	10/9/2015	Hernando HS Annual Parade	555.40					555.40	0.00	555.40	12,308.20
10/5/2015	12/12/2015	Kwanis Christmas Parade	1,393.17	598.00	760.00			2,751.17	1,000.00	1,751.17	10,557.03
10/19/2015	11/23/2015	Christmas Thanksgiving Dinner						325.00	0.00	325.00	10,232.03
12/21/2015	2/20/2016	Grace World Church 5K Run	1,251.76		375.00			1,626.76	0.00	1,626.76	8,605.27
12/21/2015	2/27/2016	Hernando County Library 5k Run	1,163.15		375.00			1,538.15	0.00	1,538.15	7,067.12
12/21/2015	3/12-13/2016	HC Fine Arts Concl. Art in Park					300.00	300.00	0.00	300.00	6,767.12
1/11/2016	1/18/2016	MLK Parade	1,123.68		200.00			1,443.68	0.00	1,443.68	5,323.44
3/7/2016	4/9/2016	Brookville Annual Cycling Classic	2,957.96		610.00	100.00		3,667.96	1,833.98	1,833.98	3,489.46
6/7/2016	7/4/2016	Fair Association Fireworks/Demo Derby						1,500.00		1,500.00	1,989.46
	9/30/2016	Hernando HS Annual Parade (Pending)									

**TOTALS**      12,662.68      3,376.42      13,010.54      1,989.46



## CONSENT AGENDA ITEM MEMORANDUM

**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS

**VIA:** T. JENNENE NORMAN-VACHA, CITY MANAGER *T. Jennene Norman-Vacha*

**VIA:** BILL GEIGER, COMMUNITY DEVELOPMENT DIRECTOR *B. Geiger*

**FROM:** MARK K. CASKIE, CODE ENFORCEMENT OFFICER *M. K. Caskie*

**SUBJECT:** PERMISSION TO PLACE PUBLIC SANITARY NUISANCE ABATEMENT,  
SPECIAL ASSESSMENT LIENS ON PROPERTIES

**DATE:** June 20, 2016

**GENERAL SUMMARY/BACKGROUND:** Code Enforcement cases have resulted in the City Contractor mowing various properties found overgrown and in violation of Chapter 38, Article III, Section 38-92(a) of the City Code of Ordinances. In this one (1) case, affecting one (1) property, the Property Owners were afforded a Notice of Public Code Violation and failed to abate the conditions on their properties within the 30 days allowed by ordinance. They were also sent a letter outlining cost and fees associated with the City abating the violation and given 30 days to pay costs and fees.

**BUDGET IMPACT FOR CURRENT BUDGET YEAR:** Costs of Public Sanitary Nuisance Abatement is authorized as part of the Other Contractual Services account, 00101954153400, within the Public Works Department budget. Contractor costs and fees received are deposited to the City's General Fund. The letters requesting payment were mailed to the property owners by Certified Mail to the addresses listed in the County records. As indicated in the letters, if total amount is not paid within thirty (30) days, a lien against the property shall be recorded in the public records of Hernando County, Florida and shall constitute a lien against real and personal property. The 30-day period has now elapsed. To date, the total amounts listed below, have not been received from the property owner(s):

<u>Total</u>	<u>Case #</u>	<u>Abated</u>	<u>Last Name</u>	<u>Address</u>
\$194.97	20161106	03/25/2016	Francis, McQuiston	505 Oakhill Ct.

**LEGAL NOTE:** Pursuant to 166.021, Florida Statutes, and Section 38-95 of the City Code, generally, after causing a condition prohibited by section 38-92 to be remedied, the enforcement officer shall certify to the city council the expenses incurred in remedying the condition including any unpaid administrative costs whereupon such costs shall be payable within 30 days, after which a special assessment lien and an administrative surcharge will be made upon the property which shall be payable with interest at a rate of ten percent per annum from the date of such certification until paid. Such lien shall be enforceable in the same manner as a special assessment lien in favor of the city and shall be satisfied at any time by payment thereof including accrued interest. Notice of such lien shall be filed in the office of the clerk of the circuit court and recorded among records of the county.

If the special assessment lien is not paid within one year, the city attorney may commence foreclosure proceedings to foreclose upon the special assessment lien. The foreclosure shall be conducted pursuant to procedure set forth in general law for the foreclosure of special assessment liens. If the lien is foreclosed upon, the owner of the property which is subject to foreclosure shall, in addition to any other charges, pay the city's reasonable attorney's fees in such foreclosure proceedings. The city shall have the right to compromise or settle any lien by accepting payment of less than the full amount of the lien for good cause.

**STAFF RECOMMENDATION:** Authorize the Mayor to sign and the staff to record the Public Sanitary Nuisance Abatement Special Assessment Liens as described in the Budget impact paragraph above, and if not paid by the property owner within one (1) year from recording, provide for the commencement of foreclosure proceedings.

**ATTACHMENTS:**

- 1) Special Assessment Lien, Francis, McQuiston, 505 Oak Hill Ct.

**LIENOR:** CITY OF BROOKSVILLE

**LIENEE:** Daniel M Francis, Katherine D McQuiston

**PUBLIC SANITARY NUISANCE ABATEMENT SPECIAL ASSESSMENT LIEN**

This Public Sanitary nuisance Abatement Special Assessment Lien is executed and levied this 20th day of June, 2016, by the City of Brooksville, a municipal corporation of the State of Florida, in accordance with the provisions of Section 38-95 of the Code of the City of Brooksville, Florida, and as amended hereafter, and by the authority vested thereby.

**WHEREAS**, the City of Brooksville has determined that a public sanitary nuisance as defined by the City of Brooksville Code of Ordinances, Section 38-92, and as amended hereafter, existed on the hereinafter described property; and,

**WHEREAS**, the City of Brooksville caused said public sanitary nuisance to be abated at the City's direction at a cost of One Hundred Ninety-Four Dollars and Ninety-Seven Cents (\$194.97) as evidenced on Final Certification of Expenses [Attachment A hereto]; and,

**WHEREAS**, the City of Brooksville Code Section 38-95 provides for the creation and establishment of a lien in the amount of such expenditure against the property specially benefitted which said land has been determined as having been specially benefitted.

**WITNESSETH:** For and in consideration of the expenditures by the City of Brooksville from its governmental funds heretofore made to benefit the hereinafter described property, there is hereby created, established and levied by operation of the law a lien upon the following described real property located and situated in the City of Brooksville, Hernando County, Florida, to wit:

Key #: 1270920  
Legal Desc.: Laurel Oaks Subdivision, Lot 11, ORB 1306 PG 810, ORB 1326  
PG 1523  
Street Address: 505 Oakhill Ct  
Owner: Daniel M Francis, Katherine D McQuiston  
Owner's Address: 501 Oakhill Ct, Brooksville, FL 34601

Said lien may be foreclosed by the City of Brooksville at any time according to procedures set out in the Florida Statutes for the foreclosure of mortgages.

Pursuant to the provisions of Section 38-95.a, and as amended hereafter, the costs enumerated herein shall be payable with interest at a rate of ten percent (10%) per annum from the date of such final certification until paid.

**IN WITNESS WHEREOF**, the City of Brooksville has caused this lien to be executed and created pursuant to and by operation of law on the day and year first above written.

**CITY OF BROOKSVILLE**

**By:** \_\_\_\_\_  
Natalie Kahler, Mayor

**ATTEST:** \_\_\_\_\_  
Ginny Wright, City Clerk

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

**PREPARED BY AND RETURN TO:**  
CITY OF BROOKSVILLE  
201 HOWELL AVENUE  
BROOKSVILLE, FL 34601

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

**ATTACHMENT A**

**FINAL CERTIFICATION OF EXPENSES**

**DATE:** June 6, 2016  
**PROPERTY:** 505 Oakhill Ct  
**OWNER:** Daniel M Francis, Katherine D McQuiston

**Description of Expenses:**

Nuisance Administrative Surcharge 1 @ \$25.00.....	\$ 25.00
Site Inspections 4 @ \$20.00 Per Inspection.....	\$ 80.00
PAFF Landscape, Inc .....	\$ 45.00
Postage Fees 1 @ \$6.47.....	\$ 6.47
Recording of Lien, Final Certification, and Release of Lien.....	\$ 38.50
<b>Total Amount of Expenses .....</b>	<b>\$ 194.97</b>

**PLEASE MAKE CHECK PAYABLE TO:**

**City of Brooksville  
201 Howell Avenue  
Brooksville, FL 34601**

**Attn: Code Enforcement**



**CONSENT AGENDA ITEM  
MEMORANDUM**

**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS  
**VIA:** T. JENNENE NORMAN-VACHA, CITY MANAGER  
**FROM:** VIRGINIA C. WRIGHT, CITY CLERK  
**SUBJECT:** PLANNING & ZONING COMMISSION REMOVALS  
**DATE:** June 7, 2016

**GENERAL SUMMARY/BACKGROUND:** Pursuant to City Council Policy No. 4-2008, Section III A, states any board member with three (3) unexcused absences in a six meeting period are subject to removal from office.

Mr. Wanat has had more than three (3) unexcused absences in a six meeting period. The City has reached out to Mr. John Wanat on several occasions via email, postal mail, and telephone calls, without having received any type of return communication. In addition, Mr. Wanat has been issued the appropriate notice of pending action to City Council pursuant to Section III B.

John Wanat currently serves in a full 4-year term position for the Planning & Zoning Commission. His current appointed term expires December 31, 2018.

Due to the absences and non-response of Mr. Wanat, we are requesting his removal from office. With Council's removal we will proceed with advertising/posting the position to fill it with a new board member.

**BUDGET IMPACT:** None.

**LEGAL REVIEW:** Council has the authority pursuant Official Policy 4-2008, adopted by the City Council, set forth the procedure for creation, appointments, reappointments, replacements, and removal from office for advisory board members.

**STAFF RECOMMENDATION:** Staff recommends removal of John Wanat from the City's Planning & Zoning Commission, effective immediately.

**ATTACHMENTS:** Letters dated 5/20/2016 & 6/07/2016; Policy No. 4-2008; Planning & Zoning Commission Meeting Attendance Reports.

# City of Brooksville



Mailed 5/24/2016

352.540.3810 Phone  
352.544.5424 Fax

May 20, 2016

John Wanat  
501 Underwood Avenue  
Brooksville, FL 34601

Re: Planning and Zoning Commission

Dear Mr. Wanat:

We have missed you!! According to attendance records received from the Secretary of the Planning and Zoning Commission Board, you have missed the last six (6) meetings with one (1) of the absences being excused.

As you may be aware, pursuant to City Council Policy No. 4-2008, states any board member with three (3) unexcused absences in a six meeting period will automatically initiate the removal procedure set forth.

We value you as a Board Member and hope that you will choose to continue to represent the Planning and Zoning Commission for the betterment of the great City of Brooksville. However, we do understand unforeseen circumstances may arise that prohibit you from participation.

Please submit your reconfirmation or resignation, in writing no later than May 27, 2016.

Whatever your decision may be, the City appreciates the time you have served on the Commission.

Sincerely,

Virginia C. Wright  
City Clerk

cc: Anthony D. Pedonesi, Chairman  
Bill Geiger, Community Development Director  
T. Jennene Norman-Vacha, City Manager



June 7, 2016

Mr. John Wanat  
501 Underwood Avenue  
Brooksville, FL 34601

Re: Planning and Zoning Commission

Dear Mr. Wanat:

Please reference the attached letter dated May 20, 2016. Unfortunately, we have not heard from you, therefore, we must request to the City Council removal of your membership from the Planning and Zoning Commission.

Thank you again for the time you have served on the Planning and Zoning Commission, it has been greatly appreciated.

Sincerely,

Virginia C. Wright  
City Clerk

cc: Anthony D. Pedonesi, Chairman  
Bill Geiger, Community development Director  
T. Jennene Norman-Vacha, City Manager

Enclosures: Letter dated 5/20/2016  
Policy No. 4-2008  
P & Z Attendance Meeting Attendance Reports

**CITY OF BROOKSVILLE**

**OFFICIAL POLICY**  
**NO. 4-2008**

**PROCEDURE FOR**  
**CREATION, APPOINTMENTS, REAPPOINTMENTS,**  
**REPLACEMENTS AND REMOVAL FROM OFFICE**  
**FOR**  
**ADVISORY BOARDS**

**I. PURPOSE**

It is the intent of the City Council, by adoption of this policy, to solicit public interest and to establish a fair and equitable procedure for creation of boards, appointments, reappointments/ replacements and removal from office for members to volunteer on City Advisory Boards, Committees, Commissions and Task Forces (hereafter referred to as "board"). It is further the intent of the City Council that the most qualified individuals are appointed to serve on City Boards.

**II. POLICY STATEMENT**

**A. Creation of New Board/Terms**

1. Upon creation of a new board and for all new appointments, board members shall initially be appointed to a four (4) year term of office, which expires on the last day of the calendar year (December 31st), except that the term for appointments of students shall only be for a period of one-year, unless the terms are otherwise set by statute or general law.
2. Appointments to fill an unexpired term of office shall not be considered as a full term of office and the members shall be appointed to the remaining balance of the existing term, unless otherwise specified by statute or general law.
3. Existing members' terms of office at the time of adoption of this policy shall be adjusted as set by City Council to meet the new term expiration schedule in subsection (A)(1) above.

**B. Solicitation Process**

1. Two (2) months prior to any board member's term expiration, or upon resignation or creation of a new board, a news release will be placed in local newspapers of general circulation advising of any opening on City boards and the qualifications for said positions. The news release will indicate that an application form must be submitted, along with letters of interest or resumes for these positions. A deadline will be established for receiving these packets and will be noted in the news release. In addition, for student appointments only, the news release shall be distributed to each high school within the County.

2. Following close of the application period, the City Clerk will review the applications, do the necessary background and reference checks and prepare a report to City Council.

**C. Term Expiration Notification Process**

1. Individuals who already are serving on a City Board and whose terms will expire will be notified of the expiration of their term at the time the notice is published. Serving members may apply for reappointment by memorandum to the City Clerk's Office, including an updated application form for the file.

**D. Resignation/Replacement Process**

1. Vacancies created by individuals who resign prior to the expiration of their term will be viewed as an appointment to fill the balance of an existing term and the procedure in subsection (B) outlined above will be followed. All resignations should be submitted in writing to the City Council. Resignations are effective on receipt by or notice to the City, unless otherwise provided in law.

**E. Council Review and Appointment/Reappointment Process**

All applications, either from individuals requesting reappointment or individuals seeking their first term, will be submitted to the City Council for their review and selection at the next available Council Meeting following the close of the solicitation process. The Council will select a qualified individual to serve on the various boards whom they feel will be the most effective person for the position. There shall be no term limits, however, preference will be given to new qualified applicants for positions wherein the current member has served for two (2) full four (4) year terms of office, without a break in service (unless position terms for specific boards set by statute or general law). Preference may also be given to residents and registered voters of the City of Brooksville. City Council may also wish to interview applicants prior to making appointments.

1. No individual will be appointed who did not submit an application prior to the deadline, unless City Council deems it in the best interest of the public.
2. After the appointment is made by City Council, all individuals who submitted applications will receive a letter from the City Manager advising whether or not they were selected for the particular board for which they indicated an interest.

**III. REMOVAL FROM OFFICE**

**A. Attendance**

1. Reliable attendance at meetings is usually, but not always, a prerequisite to effective participation of a member. Chairpersons of committees may excuse absences. Three unexcused absences in a six meeting period will automatically initiate the removal procedure set forth below.

2. The chairperson and recording secretary shall prepare and submit to the City Clerk a report of member attendance at each scheduled meeting, whether or not a quorum is achieved. The City Clerk shall compile attendance records.
3. The appointed body may on motion passed by majority vote recommend removal of a member and initiate the removal proceedings set forth below. The motion shall specifically set forth the grounds on which removal is requested.
4. A City Council Member or the City Manager may initiate removal of a member of an appointed body by the proceedings set forth below by filing a request for City Council to consider such removal. The request shall specifically set forth the grounds on which removal is requested.

**B. Procedures for Removal**

1. Cause for Removal: Unless otherwise provided in law, by Charter or by Ordinance of the City, members serve at the will of City Council.
2. The City Clerk shall submit a report to City Council at the next available Council Meeting if there are absences that exceed the specified number above. The City Clerk will provide the affected member with a copy of the report no later than five (5) days before the report is to be reviewed by Council.
3. City Council may elect to treat such absences as the member's resignation or provide the member with the opportunity to speak on their own behalf as to the reason for the unexcused absences.
4. Resignations shall be effective when accepted by City Council. Upon acceptance of the resignation, the position on the board shall be deemed vacant. The City Council shall then notify the members of the relative board when any resignation has been accepted and direct the commencement of the solicitation process for a replacement member to fill the balance of the term of office.

**IV. REPEALER**

This policy repeals and replaces Official Policy Nos. 1-87 and 1-94 in their entirety.

**APPROVED BY CITY COUNCIL ON October 6, 2008**

**AMENDED BY CITY COUNCIL ON March 1, 2010**

**CERTIFIED POLICY NO. 4-2008:**

**s/T. Jennene Norman-Vacha**  
**T. Jennene Norman-Vacha**  
**City Manager**

**Advisory Board/Committee Attendance Report**  
**PLANNING & ZONING COMMISSION**

Meeting Date: May 11, 2016

Beginning Time: 5:30 Ending Time: 6:42

NAME	PRESENT	ABSENT	Excused / Unexcused	
John Wanat	—	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Elmer Korbus	✓	—	<input type="checkbox"/>	<input type="checkbox"/>
George Rodriguez	✓	—	<input type="checkbox"/>	<input type="checkbox"/>
Anthony Pedonesi	✓	—	<input type="checkbox"/>	<input type="checkbox"/>
Ronald Lawson	✓	—	<input type="checkbox"/>	<input type="checkbox"/>
Louise Taylor, ALT	—	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<del>David Donato, ALT</del>	—	—	<input type="checkbox"/>	<input type="checkbox"/>

Bill Geiger,  
*Community Development Director*

✓

J. Lisle Bozeman,  
*Hernando County School District*

✓ (excused)

Thomas Hogan, Jr., Esq.,  
*City Attorney*

✓

*Cliff Taylor*

Also present: Steve Gouldman, City Planner  
 Jennifer Battista, Recording Secretary

Quorum Achieved: Yes   
 No  (Meeting rescheduled to: \_\_\_\_\_)

Chairperson's Name: Anthony Pedonesi

Chairperson's Signature: *[Signature]*

Submitted by: Jennifer Battista

Date: 5/11/16  
*original to clerk 5/13/16*

original to City Clerk 3-10-16

Advisory Board/Committee Attendance Report  
PLANNING & ZONING COMMISSION

Meeting Date: March 9, 2016

Beginning Time: 5:30 Ending Time: 6:10

NAME	PRESENT	ABSENT	Excused / Unexcused	
John Wanat	<u>      </u>	<u>  ✓  </u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Elmer Korbus	<u>  ✓  </u>	<u>      </u>	<input type="checkbox"/>	<input type="checkbox"/>
George Rodriguez	<u>  ✓  </u>	<u>      </u>	<input type="checkbox"/>	<input type="checkbox"/>
Anthony Pedonesi	<u>  ✓  </u>	<u>      </u>	<input type="checkbox"/>	<input type="checkbox"/>
Ronald Lawson	<u>  ✓  </u>	<u>      </u>	<input type="checkbox"/>	<input type="checkbox"/>
Louise Taylor, ALT	<u>      </u>	<u>  ✓  </u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
David Donato, ALT	<u>      </u>	<u>      </u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Bill Geiger,</u> Community Development Director	<u>  ✓  </u>	<u>      </u>		
<u>J. Lisle Bozeman,</u> Hernando County School District	<u>  ✓  </u>	<u>      </u>		
<u>Thomas Hogan, Jr., Esq.</u> City Attorney ( <u>Cliff Taylor</u> )	<u>  ✓  </u>	<u>      </u>		

Also present: Steve Gouldman, City Planner ✓  
Jennifer Battista, Recording Secretary ✓

Quorum Achieved: Yes   
No  (Meeting rescheduled to: \_\_\_\_\_)

Chairperson's Name: Anthony J. Pedonesi

Chairperson's Signature: [Signature]

Submitted by: Jennifer Battista

Date: 3/9/16

**Advisory Board/Committee Attendance Report**  
**PLANNING & ZONING COMMISSION**

Meeting Date: 11/19/15

Beginning Time: 5:30 Ending Time: 6:05

NAME	PRESENT	ABSENT	Excused / Unexcused	
------	---------	--------	---------------------	--

John Wanat	_____	_____ ✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Elmer Korbus	_____ ✓	_____	<input type="checkbox"/>	<input type="checkbox"/>
George Rodriguez	_____ ✓	_____	<input type="checkbox"/>	<input type="checkbox"/>
Anthony Pedonesi	_____ ✓	_____	<input type="checkbox"/>	<input type="checkbox"/>
Ronald Lawson	_____ ✓	_____	<input type="checkbox"/>	<input type="checkbox"/>
Louise Taylor, ALT	_____	_____ ✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
David Donato, ALT	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Bill Geiger,  
Community Development Director

J. Lisle Bozeman,  
Hernando County School District

Cliff Taylor  
Thomas Hogan, Jr., Esq.,  
City Attorney

Steve Mulderman ✓

✓ Excused

Quorum Achieved: Yes  No  (Meeting rescheduled to: \_\_\_\_\_)

Chairperson's Name: Tony Pedonesi

Chairperson's Signature: 5/ Tony Pedonesi, Jr.

Submitted by: Jennifer J. Battista Date: 11/19/15

Advisory Board/Committee Attendance Report  
PLANNING & ZONING COMMISSION

Meeting Date: 10/14/15

Beginning Time: 5:30 Ending Time: 6:35

NAME	PRESENT	ABSENT	Excused / Unexcused	
John Wanat	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Elmer Korbus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
George Rodriguez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anthony Pedonesi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ronald Lawson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Louise Taylor, ALT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
David Donato, ALT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Bill Geiger,  
Community Development Director

J. Lisle Bozeman,  
Hernando County School District

Thomas Hogan, Jr., Esq.,  
City Attorney

*(Cliff Taylor)*

Quorum Achieved: Yes   
 No  (Meeting rescheduled to: \_\_\_\_\_)

Vice Chairperson's Name: Ronald Lawson

Chairperson's Signature: *Ronald Lawson*

Submitted by: Jennifer Balkista Date: 10/14/15

*original to clerk office  
10/23/15*

Advisory Board/Committee Attendance Report  
 PLANNING & ZONING COMMISSION

Meeting Date: 5-13-15

Beginning Time: 5:30 Ending Time: 5:45

NAME	PRESENT	ABSENT	Excused / Unexcused	
John Wanat	<u>✓</u>	<u>X</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Elmer Korbus	<u>✓</u>	<u>—</u>	<input type="checkbox"/>	<input type="checkbox"/>
George Rodriguez	<u>✓</u>	<u>—</u>	<input type="checkbox"/>	<input type="checkbox"/>
Anthony Pedonesi	<u>✓</u>	<u>—</u>	<input type="checkbox"/>	<input type="checkbox"/>
Ronald Lawson	<u>✓</u>	<u>—</u>	<input type="checkbox"/>	<input type="checkbox"/>
Louise Taylor, ALT	<u>—</u>	<u>X</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
David Donato, ALT	<u>—</u>	<u>—</u>	<input type="checkbox"/>	<input type="checkbox"/>

Bill Geiger,  
 Community Development Director ✓

J. Lisle Bozeman,  
 Hernando County School District ✓

Cliff Taylor  
 Thomas Hogan, Jr., Esq.,  
 City Attorney ✓

Steve Gouldman  
 City Planner ✓

Quorum Achieved: Yes   
 No  (Meeting rescheduled to: \_\_\_\_\_ )

Chairperson's Name: Anthony Pedonesi

Chairperson's Signature: [Signature]

Submitted by: [Signature] Date: 5/13/15

Advisory Board/Committee Attendance Report  
 PLANNING & ZONING COMMISSION

Meeting Date: March 11, 2015

Beginning Time: 5:30 Ending Time: 6:35

NAME	PRESENT	ABSENT	Excused / Unexcused	
John Wanat	<u>  </u>	<u>  </u> ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Elmer Korbus	<u>  </u> ✓	<u>  </u>	<input type="checkbox"/>	<input type="checkbox"/>
George Rodriguez	<u>  </u> ✓	<u>  </u>	<input type="checkbox"/>	<input type="checkbox"/>
Anthony Pedonesi	<u>  </u> ✓	<u>  </u>	<input type="checkbox"/>	<input type="checkbox"/>
Ronald Lawson	<u>  </u> ✓	<u>  </u>	<input type="checkbox"/>	<input type="checkbox"/>
Louise Taylor, ALT	<u>  </u>	<u>  </u> ✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
David Donato, ALT	<u>  </u>	<u>  </u> ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Bill Geiger,</u> Community Development Director	<u>  </u> ✓	<u>  </u>		
<u>J. Lisle Bozeman,</u> Hernando County School District	<u>  </u>	<u>  </u> ✓		
<u>Thomas Hogan, Jr., Esq.,</u> City Attorney <i>(Cliff Taylor)</i>	<u>  </u> ✓	<u>  </u>		

*original -  
not signed by  
Chairman*

Quorum Achieved: Yes   
 No  (Meeting rescheduled to: \_)

Chairperson's Name: Tony Pedonesi

Chairperson's Signature: X

Submitted by: Joseph Battista

Date: 3/11/15



## AGENDA ITEM MEMORANDUM

**TO:** HONORABLE MAYOR AND CITY COUNCIL

**VIA:** T. JENNENE NORMAN-VACHA, CITY MANAGER *[Signature]*

**FROM:** DAVID FREDA, FIRE CHIEF *[Signature]*

**SUBJECT:** USDA RURAL DEVELOPMENT COMMUNITY FACILITIES  
LOAN/GRANT

**DATE:** JUNE 14, 2016

**GENERAL SUMMARY:** On January 4<sup>th</sup> 2016 City Council approved the Fire Department to move forward with the replacement of Fire Department Engine/Pumper Truck, utilizing Florida Sheriff's Association State Bid Contract for the not-to-exceed amount of \$467,153.31, and to approve \$220,000 of City funds as a down payment. City Council also approved the Fire Department to provide options that would be brought before City Council for the remaining balance of \$247,153.31. To date, a down payment has been paid for the Pumper Truck in the amount of \$220,000 to the manufacturer Sutphen Corporation.

Staff has worked with USDA Rural Development office and submitted pre-applications for the Community Facilities Loan/ Grant program. The City has been offered a \$50,000 grant along with a \$200,653.31 loan to finalize the purchase of the Pumper Truck as well as the Bond Council costs (\$3,500) required along with this project. The loan is a 15 year term with an interest rate of 2.87%.

**FINANCIAL IMPACT:** The debt service on the loan will be \$16,653.60 annually. This will be funded through line item 143-014-522-57200 for the principal loan payment; and funded through line item 143-014-522-57100 for the interest.

**LEGAL REVIEW:** Legal has reviewed the documents and Bond Counsel has been secured. The City Council has home-rule authority (Art. VII, (2) Fla. Const. and §166.011 Fla. Stat.) to consider matters of fiscal and intergovernmental benefit.

**RECOMMENDATION:** Staff recommends approval of Resolution No. 2016-06 and submission of all required documentation to participate in and accept the grant/loan as outlined above and attached through the USDA Rural Development Community Facilities Loan/Grant Program; authorizing Mayor's signature on Resolution and loan documents, including final closing documents following legal review.

**ATTACHMENT:**

1. USDA Rural Development Community Facilities Loan/Grant Program Application
2. Resolution No. 2016-06

**USDA**  
Form RD 1942-47  
(Rev. 12-97)

**LOAN RESOLUTION 2016-06**  
**(Public Bodies)**

FORM APPROVED  
OMB NO. 0575-0015

A RESOLUTION OF THE City Council

OF THE City of Brooksville

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING  
A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

City of Brooksville Fire Truck

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the City Of Brooksville

*(Public Body)*

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

\$200,653.31

pursuant to the provisions of Florida Statutes; and

WHEREAS, the Association intends to obtain assistance from the Rural Housing Service, Rural Business - Cooperative Service, Rural Utilities Service, or their successor Agencies with the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U. S. C. 1983 (c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$ 10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contract or agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by the Government. No free service or use of the facility will be permitted.



**CERTIFICATION TO BE EXECUTED AT LOAN CLOSING**

I, the undersigned, as Mayor \_\_\_\_\_ of the City Of Brooksville \_\_\_\_\_ hereby certify that the City Council \_\_\_\_\_ of such Association is composed of five (5) \_\_\_\_\_ members, of whom three (3) \_\_\_\_\_, constituting a quorum, were present at a meeting thereof duly called and held on the \_\_\_\_\_ 20th \_\_\_\_\_ day of June \_\_\_\_\_, 2016 ; and that the foregoing resolution was adopted at such meeting by the vote shown above. I further certify that as of \_\_\_\_\_, the date of closing of the loan from the Government, said resolution remains in effect and has not been rescinded or amended in any way.

Dated, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Title Mayor (Natalie Kahler) \_\_\_\_\_

# U.S. DEPARTMENT OF AGRICULTURE

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## Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

### (BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

City of Brooksville

Organization Name

Fire Truck

PR/Award Number or Project Name

Natalie Kahler, Mayor

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

### Instructions for Certification

1. By signing and submitting this form, the prospective primary participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

**U.S. DEPARTMENT OF AGRICULTURE**

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**CERTIFICATION REGARDING  
DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)  
ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS**

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This certification is required by the regulations implementing Section 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C.701 et seq.), 7 CFR Part 3017. Subpart F, Section 3017.600, Purpose. The January 13, 1989, regulations were amended and published as Part 11 of the May 25, 1990 Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON PAGE 3)**

**Alternative I**

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  
  - (b) Establishing an ongoing drug-free awareness program to inform employees about -
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
  
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  
  - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position

title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

201 Howell Avenue, Brooksville, Hernando, FL 34601

Check  If there are workplaces on file that are not identified here.

City Of Brooksville

Organization Name

City of Brooksville Fire Truck

Award Number or Project Name

Natalie Kahler, Mayor

Name and Title of Authorized Representative

Signature

Date

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2.
2. The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace - requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s). If it previously identified the workplaces in question (see paragraph three).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or States criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g. volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces)

EQUAL OPPORTUNITY AGREEMENT

This agreement, dated \_\_\_\_\_ between  
City Of Brooksville \_\_\_\_\_

(herein called "Recipient" whether one or more) and United States Department of Agriculture (USDA), pursuant to the rules and regulations of the Secretary of Labor (herein called the 'Secretary') issued under the authority of Executive Order 11246 as amended, witnesseth:

In consideration of financial assistance (whether by a loan, grant, loan guaranty, or other form of financial assistance) made or to be made by the USDA to Recipient, Recipient hereby agrees, if the cash cost of construction work performed by Recipient or a construction contract financed with such financial assistance exceeds \$10,000 - unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965.

1. To incorporate or cause to be incorporated into any contract for construction work, or modification thereof, subject to the relevant rules, regulations, and orders of the Secretary or of any prior authority that remain in effect, which is paid for in whole or in part with the aid of such financial assistance, the following "Equal Opportunity Clause":

During the performance of this contract, the contractor agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the USDA setting forth the provisions of this nondiscrimination clause.
- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (c) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the USDA, advising the said labor union or workers' representative of the contractor's commitments under this agreement and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of all rules, regulations and relevant orders of the Secretary of Labor.
- (e) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, rules, regulations, and orders, or pursuant thereto, and will permit access to his books, records, and accounts by the USDA Civil Rights Office, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (f) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.
- (g) The contractor will include the provisions of paragraph 1 and paragraph (a) through (f) in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the USDA may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the USDA, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0018. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

2. To be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the organization so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
3. To notify all prospective contractors to file the required 'Compliance Statement', Form RD 400-6, with their bids.
4. Form AD-425, Instructions to Contractors, will accompany the notice of award of the contract. Bid conditions for all nonexempt federal and federally assisted construction contracts require inclusion of the appropriate "Hometown" or "Imposed" plan affirmative action and equal employment opportunity requirements. All bidders must comply with the bid conditions contained in the invitation to be considered responsible bidders and hence eligible for the award.
5. To assist and cooperate actively with USDA and the Secretary in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary, that will furnish USDA and the Secretary such information such as , but not limited to, Form AD-560, Certification of Nonsegregated Facilities, to submit the Monthly Employment Utilization Report, Form CC-257, as they may require for the supervision of such compliance, and that it will otherwise assist USDA in the discharge of USDA's primary responsibility for securing compliance.
6. To refrain from entering into any contract or contract modification subject to such Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by USDA or the Secretary of Labor pursuant to Part II, Subpart D, of the Executive Order.
7. That if the recipient fails or refuses to comply with these undertakings, the USDA may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the organization under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such organization; and refer the case to the Department of Justice for appropriate legal proceedings.

Signed by the Recipient on the date first written above.

\_\_\_\_\_  
Recipient

\_\_\_\_\_  
Recipient

(CORPORATE SEAL)

City Of Brooksville  
\_\_\_\_\_  
Name of Corporate Recipient

Attest:

\_\_\_\_\_  
Secretary

By \_\_\_\_\_  
President

USDA  
Form RD 400-4  
(Rev. 06-10)

**ASSURANCE AGREEMENT**  
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED  
OMB No. 0575-0018  
OMB No. 0570-0062

The City Of Brooksville

*(name of recipient)*

201 Howell Avenue Brooksville, FL 34601-

*(address)*

("Recipient" herein) hereby assures the U. S. Department of Agriculture that Recipient is in compliance with and will continue to comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et. seq.), 7 CFR Part 15, and Rural Housing Service, Rural Business-Cooperative Service, Rural Utilities Service, Risk Management Agency, or the Farm Service Agency, (hereafter known as the "Agency") regulations promulgated thereunder, 7 C.F.R. § 1901.202. In accordance with that Act and the regulations referred to above, Recipient agrees that in connection with any program or activity for which Recipient receives Federal financial assistance (as such term is defined in 7 C.F.R. § 15.2) no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

1. Recipient agrees that any transfer of any aided facility, other than personal property, by sale, lease or other conveyance of contract, shall be, and shall be made expressly, subject to the obligations of this agreement and transferee's assumption thereof.
2. Recipient shall:
  - (a) Keep such records and submit to the Government such timely, complete, and accurate information as the Government may determine to be necessary to ascertain our/my compliance with this agreement and the regulations.
  - (b) Permit access by authorized employees of the Agency or the U.S. Department of Agriculture during normal business hours to such books, records, accounts and other sources of information and its facilities as may be pertinent to ascertaining such compliance.
  - (c) Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Agency or the U. S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
3. The obligations of this agreement shall continue:
  - (a) As to any real property, including any structure, acquired or improved with the aid of the Federal financial assistance, so long as such real property is used for the purpose for which the Federal financial assistance is made or for another purpose which affords similar services or benefits, or for as long as the Recipient retains ownership or possession of the property, whichever is longer.
  - (b) As to any personal property acquired or improved with the aid of the Federal financial assistance, so long as Recipient retains ownership or possession of the property.
  - (c) As to any other aided facility or activity, until the last advance of funds under the loan or grant has been made.
4. Upon any breach or violation this agreement the Government may, at its option:
  - (a) Terminate or refuse to render or continue financial assistance for the aid of the property, facility, project, service or activity.
  - (b) Enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, City Of Brooksville on this \_\_\_\_\_  
*(name of recipient)*

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(S E A L)

\_\_\_\_\_  
*Recipient*

\_\_\_\_\_  
*Date*

Attest: \_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0018 and 0570-0062. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**CERTIFICATION TO BE EXECUTED AT LOAN CLOSING**

I, the undersigned, as \_\_\_\_\_ of the City Of Brooksville \_\_\_\_\_  
 hereby certify that the \_\_\_\_\_ of such Association is composed of  
 \_\_\_\_\_ members, of whom \_\_\_\_\_, constituting a quorum, were present at a meeting thereof duly called and  
 held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; and that the foregoing resolution was adopted at such meeting  
 by the vote shown above. I further certify that as of \_\_\_\_\_, the date of closing of the loan from the Government, said resolution  
 remains in effect and has not been rescinded or amended in any way.

Dated, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Title \_\_\_\_\_

**OPERATING BUDGET**

Schedule 1

Name		Address		State (Including ZIP Code)	
Brooksville, City Of		201 Howell Avenue		Brooksville, FL 34601-	
Applicant Fiscal Year		County		State (Including ZIP Code)	
From	To	Hernando		FL 34601-	
	20	20	20	20	First Full Year
	(1)	(2)	(3)	(4)	(5)
<b>OPERATING INCOME</b>					
1. Total Revenue	0	0	0	0	611,861
2. _____					
3. _____					
4. _____					
5. Miscellaneous	0	0	0	0	0
6. Less: Allowances and Deductions	( )	( )	( )	( )	( )
7. Total Operating Income (Add Lines 1 through 6)	0	0	0	0	611,861
<b>OPERATING EXPENSES</b>					
8. Transfer Out			0	0	163,986
9. Total Expense			0	0	1,603,372
10. _____					
11. _____					
12. _____					
13. _____					
14. _____					
15. Interest (RD)	0	0	0	0	0
16. Depreciation	0	0	0	0	0
17. Total Operating Expense (Add lines 8 through 16)	0	0	0	0	1,767,358
18. NET OPERATING INCOME (LOSS) (Line 7 less 17)	0	0	0	0	-1,155,497
<b>NONOPERATING INCOME</b>					
19. Transfer From GF			0	0	1,230,757
20. _____					
21. Total Nonoperating Income (Add Lines 19 and 20)	0	0	0	0	1,230,757
22. NET INCOME (LOSS) (Add Lines 18 and 21) (Transfer to Line A Schedule 2)	0	0	0	0	75,260

Budget and Projected Cash Flow Approved by Governing Body

Attest: \_\_\_\_\_ Secretary \_\_\_\_\_ Date

\_\_\_\_\_ Appropriate Official \_\_\_\_\_ Date

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**PROJECTED CASH FLOW**

	20	20	20	20	First Full Year
A. Line 22 from Schedule 1 Income (Loss)	0	0	0	0	75,260
<b>Add</b>					
B. Items in Operations not Requiring Cash:					
1. Depreciation (Line 16, Schedule 1)	0	0	0	0	0
2. Others: _____	0	0	0	0	0
C. Cash Provided from:					
1. Proceeds from RD loan/grant	0	0	0	0	272,153
2. Proceeds from others	0	0	0	0	0
3. Increase (Decrease) in Accounts Payable, Accruals and other Current Liabilities	0	0	0	0	0
4. Decrease (Increase) in Accounts Receivable, inventories and Other Current Assets (Exclude Cash)	0	0	0	0	0
5. Other: _____	0	0	0	0	0
6. _____	0	0	0	0	0
D. Total all A, B and C Items	0	0	0	0	347,413
E. <b>Less:</b> Cash Expended for:					
1. All Construction, Equipment and New Capital Items (Loan and grant funds)	0	0	0	0	272,153
2. Replacement and Additions to Existing Property, Plant and Equipment	0	0	0	0	0
3. Principal Payment RD Loan	0	0	0	0	0
4. Principal Payment Other Loans	0	0	0	0	0
5. Other: _____	0	0	0	0	0
6. Total E 1 through 5	0	0	0	0	272,153
<b>Add</b>					
F. Beginning Cash Balances	0	0	0	0	213
G. Ending Cash Balances (Total of D minus E 6 plus F)	0	0	0	0	75,473
Item G Cash Balances Composed of:					
Construction Account	0	0	0	0	0
Revenue Account	0	0	0	0	0
Debt Payment Account	0	0	0	0	0
O&M Account	0	0	0	0	0
Reserve Account	0	0	0	0	0
Funded Depreciation Account	0	0	0	0	0
Others: _____	0	0	0	0	0
_____					
Total - Agrees with Item G	0	0.00	0.00	0.00	0.00

## BUDGET ATTACHEMNT

### Income Detail

<u>Income Source</u>	<u>Year1_0</u>	<u>Year2_0</u>	<u>Year3_0</u>	<u>Year4_0</u>	<u>First Full Year</u>
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Less: Allowances and	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.00	0.00	0.00	0.00	611,861.00

**TOTALS** 611,861

### Expense Detail

<u>Expense Source</u>	<u>Year1_0</u>	<u>Year2_0</u>	<u>Year3_0</u>	<u>Year4_0</u>	<u>First Full Year</u>
Other	0.00	0.00	0.00	0.00	163,986.00
Interest	0.00	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00	0.00
Total Expense	0.00	0.00	0.00	0.00	1,603,372.00

**TOTALS** 1,767,358

LOAN RESOLUTION  
(Public Bodies)

A RESOLUTION OF THE \_\_\_\_\_  
OF THE City Of Brooksville  
AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING  
A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS  
City of Brooksville Fire Truck  
FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the \_\_\_\_\_ City Of Brooksville  
(Public Body)  
(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of  
200,653.31

pursuant to the provisions of \_\_\_\_\_ ; and

WHEREAS, the Association intends to obtain assistance from the Rural Housing Service, Rural Business - Cooperative Service, Rural Utilities Service, or their successor Agencies with the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U. S. C. 1983 (c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$ 10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contract or agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by the Government. No free service or use of the facility will be permitted.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.



RD Instruction 1942-A  
(Guide 14)

UNITED STATES DEPARTMENT OF AGRICULTURE  
Farmers Home Administration

LEGAL SERVICES AGREEMENT

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_ between City Of Brooksville

\_\_\_\_\_  
(sponsors) (organizing committee) (Name of organization)

hereinafter referred to as 'Owners,' and \_\_\_\_\_,  
attorney at law, of \_\_\_\_\_, hereinafter referred  
to as 'Attorney':

WHEREAS, Owners are intending to \_\_\_\_\_ (have formed) \_\_\_\_\_  
('public water supply

\_\_\_\_\_  
district,' 'public service district,' 'not for profit corporation,' or  
\_\_\_\_\_, a \_\_\_\_\_  
other official designation) ('body politic,' 'municipal

\_\_\_\_\_  
corporation,' 'nonprofit corporation,' or other organization)

in Hernando County Florida

under the provisions of \_\_\_\_\_  
(Cite statute(s) under which applicant will be  
\_\_\_\_\_;and  
organized)

WHEREAS, the Attorney agrees to perform all legal services necessary  
to organize and incorporate said \_\_\_\_\_  
\_\_\_\_\_ under the provisions of

said statutes and to perform all other customary legal services necessary to the organization, financing, construction, and initial operation of a \_\_\_\_\_ system;

WITNESSETH:

That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed:

SECTION A - LEGAL SERVICES

That the Attorney will perform such services as are necessary to accomplish the above recited objectives including, but not limited to, the following:

1. Preparation and filing of petition for incorporation and supervision and assistance in the taking of such other actions as may be necessary or incidental to cause the Owners to become duly organized and incorporated and to be authorized to undertake the proposed system.

2. Furnish advice and assistance to the governing body of the duly incorporated association in connection with (a) the notice for and conduct of meetings; (b) the preparation of minutes of meetings; (c) the preparation and enactment of such resolutions as may be necessary in connection with the authorization, financing, construction, and initial operation of the system; (d) the preparation of such affidavits, publication notices, ballots, reports, certifications, and other instruments and advice as may be needed in the conduct of such bond elections as may be necessary; (e) the preparation and completion of such bonds or other obligations as may be necessary to finance the system; (f) the completion and execution of documents for obtaining a loan made or insured or a grant made by the United States of America, acting through the Farmers Home Administration, U. S. Department of Agriculture; (g) entering into construction contracts; (h) preparation and adoption of By-Laws, Rules and Regulations, and rate schedules; (i) such other corporate action as may be necessary in connection with the financing, construction, and initial operation of the system.

(Guide 14) (Page 3)

3. Review of construction contracts, bid-letting procedure, and surety and contractual bonds in connection therewith.
4. Preparation, negotiation, or review of contract with a city or other source of water supply when necessary.
5. Preparation, where necessary, and review of deeds, easements and other rights-of-way documents, and other instruments for sites for source of water supply, pumping stations, treatment plants, and other facilities necessary to the system and to provide continuous rights-of-way therefor; rendering title opinions with reference thereto; and providing for the recordation thereof.
6. Obtain necessary permits and certificates from county and municipal bodies, from State regulatory agencies, and from other public or private sources with respect to the approval of the system, the construction and operation thereof, pipeline crossings, and the like.
7. Cooperate with the engineer employed by Owners in connection with preparation of tract sheets, easements, and other necessary title documents, construction contracts, water supply contracts, health permits, crossing permits, and other instruments.
8. When applicable, secure assistance of and cooperate with recognized bond counsel in the preparation of the documents necessary for the financing aspects of the system. The attorney shall pay all bond counsel in perfecting the financing aspects, e.g., assessment procedures and completion of documents. Where bond counsel is retained, the Attorney will not be responsible for the preparation and approval of those documents pertaining to the issuance of the Owner's obligations.

#### SECTION B - COMPENSATION

1. Owners will pay to the Attorney for professional services rendered in accordance herewith, fees as follows:

---

Said fees to be payable in the following manner and at the following times:

---

(1-15-79) SPECIAL PN

SECTION C - OTHER PROVISIONS

1. That upon organization and incorporation the association shall by appropriate resolution adopt and ratify this Agreement, that the association shall be substituted for the individual Owners as a party to this Agreement, and that the Owners as individuals shall thereupon be relieved of all personal liability existing or arising from this Agreement.

2. That upon organization and incorporation should the association fail or refuse to adopt and ratify this Agreement by appropriate resolution within \_\_\_\_\_ days from the date of the commencement of its legal existence, this Agreement shall terminate and Owners shall be liable to the Attorney for payment of \$ \_\_\_\_\_, which sum represents payment in full for the organization and incorporation of the association and for all other legal services rendered to Owners under the terms of this Agreement to the date of said termination.

Attorney:

\_\_\_\_\_

Owners:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CERTIFICATE OF PUBLIC MEETING

This is to certify that \_\_\_\_\_ conducted a public  
Public meeting on \_\_\_\_\_ at \_\_\_\_\_ to  
Give the citizens an opportunity to become acquainted with the proposed  
\_\_\_\_\_ and to comment on such items as  
economic and environmental impacts, service area, alternatives to the project  
and other matters of concern. I further certify that notice of the meeting was  
published in a newspaper of general circulation in the service area, a notice was  
posted in this organization's principal office and a copy of the notice was  
furnished in the Rural Development office in \_\_\_\_\_.

A copy of the published notice and minutes of the public meeting are attached  
hereto.

\_\_\_\_\_  
Name of Organization  
\_\_\_\_\_  
By:  
\_\_\_\_\_  
Title

Attest: \_\_\_\_\_  
Name and Title

## APPLICANT'S FEASIBILITY REPORT

**1. Existing Facility.** Briefly describe what facilities you currently have or how service is currently provided.

Currently operating a 16 year old fire engine. The fire engine responds to all medical and fire calls.

NFPA standard is to replace the fire engine after being in service for 10 years. The truck has excessive wear, miles, and hours. The cost to keep the truck in service is more than the cost of replacing the unit.

**2. Proposed Facility.** Describe what you want to purchase or construct. Indicate what the facility will be used for, approximate size, and expected method of procurement. For buildings indicate location, basic materials or type of construction, and attach a sketch or working drawings. For items of major equipment, indicate new or used, existing or custom-built, and any special features.

Purchase of a new fire engine utilizing the Florida State Contract. The apparatus will be used for responses to fire and medical calls for service. The truck will be a 2000 gallon per minute Class A pumper.

**3. Need for the Facility.** Indicate why the proposed facility is needed.

Current Engine is out of NFPA standard for replacement. The cost to keep the unit in service is excessive.

**4. Service Area.** Indicate what area the proposed facility will serve and, if known, the population or number of families served.

City of Brooksville.  
Population: 7,780

**5. Cost Estimate.**

Development and construction.....	\$ _____
Land and rights.....	_____
Legal fees.....	_____ 3,500.00
Architect and Engineer.....	_____
Equipment.....	_____
Refinancing.....	_____
Other (describe) :.....	_____ 467,153.31
Total.....	_____ \$470,653.31

**6. Income.** List the sources and estimate the amount of expected revenue for a typical year.

Special Assessment (Fire) : \$611,861  
 General Fund: \$1,230,757

**7. Other Funds.** List the sources and amount of funds that may be available other than from USDA, to fund part of the project (such as applicant's contributions, commercial loans, or loans or grants from other government agencies).

City down payment of \$220,000

**8. Operating History.** If you have operated a similar facility, attach audits, financial statements, or lists of income and expenses for the past five years. N/A

9. Signature and Title of Applicant Official	Date
--	------

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b>		
<input type="checkbox"/> Preapplication		
<input checked="" type="checkbox"/> Application		
<input type="checkbox"/> Changed/Corrected Application		
<b>* 2. Type of Application:</b>		
<input checked="" type="checkbox"/> New		
<input type="checkbox"/> Continuation		
<input type="checkbox"/> Revision		
* If Revision, select appropriate letter(s): _____ * Other (Specify) _____		
<b>* 3. Date Received:</b> Completed by Grants.gov upon submission.		<b>4. Applicant Identifier:</b> _____
<b>5a. Federal Entity Identifier:</b> _____		<b>* 5b. Federal Award Identifier:</b> _____
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> _____		<b>7. State Application Identifier:</b> _____
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> City Of Brooksville		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> *****0284		<b>* c. Organizational DUNS:</b> 081940090
<b>d. Address:</b>		
<b>* Street 1:</b> 201 Howell Avenue		
<b>Street 2:</b> _____		
<b>* City:</b> Brooksville		
<b>County/Parish:</b> Hernando		
<b>* State:</b> Florida		
<b>Province:</b> _____		
<b>* Country:</b> USA: UNITED STATES		
<b>* Zip / Postal Code:</b> 34601		
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> Fire Department		<b>Division Name:</b> _____
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> _____	<b>* First Name:</b> David	
<b>Middle Name:</b> _____		
<b>* Last Name:</b> Freda		
<b>Suffix:</b> _____		
<b>Title:</b> Fire Chief		
<b>Organizational Affiliation:</b> Fire Chief		
<b>* Telephone Number:</b> (352) 540-3842		<b>Fax Number:</b> (352) 544-5443
<b>* Email:</b> dfreda@cityofbrooksville.us		

**Application for Federal Assistance SF-424**

9. Type of Applicant I - Select Applicant Type:

Municipal

Type of Applicant 2- Select Applicant Type:

Type of Applicant 3- Select Applicant Type:

\* Other (specify):

\* 10. Name of Federal Agency:

11. Catalog of Federal Domestic Assistance Number:

10.766

CFDA Title:

Community Facilities Loan and Grant

\* 12. Funding Opportunity Number:

\* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

City of Brooksville

Add Attachments

Delete Attachments

View Attachments

\* 15. Descriptive Title of Applicant's Project:

City of Brooksville Fire Truck

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="\$250,653.31"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text" value="\$220,000.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="\$0.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (if "Yes", provide explanation.)**

- Yes
- No

if "Yes, provide explanation and attach.

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

**BUDGET INFORMATION - Non-Construction Programs**  
**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Community Facilities Loan and Grant	10.766	\$	\$	\$ 250,653.31	\$ 220,000.00	\$ 220,000.00
2.						0.00
3.						0.00
4.						0.00
<b>5. Totals</b>		\$ 0.00	\$ 0.00	\$ 250,653.31	\$ 220,000.00	\$ 220,000.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	0.00
b. Fringe Benefits					0.00
c. Travel					0.00
d. Equipment					0.00
e. Supplies					0.00
f. Contractual					0.00
g. Construction					0.00
h. Other			250,654.00		250,654.00
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	250,654.00	0.00	250,654.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	\$ 0.00	\$ 0.00	\$ 250,654.00	\$ 0.00	\$ 250,654.00
7. Program Income	\$	\$	\$	\$	

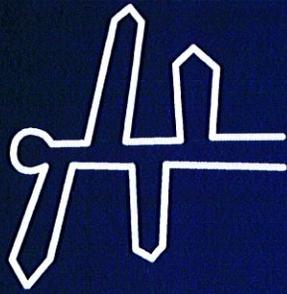
Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$ 220,000.00		\$	220,000.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL (sum of lines 8-11)	\$ 220,000.00	0.00	\$ 0.00	220,000.00

SECTION D - FORECASTED CASH NEEDS				
Total for 1st Year	FUTURE FUNDING PERIODS (YEARS)			
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$ 250,653.31	\$
14. Non-Federal	\$			
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	\$ 0.00	\$ 250,653.31	\$ 0.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	
22. Indirect Charges:	
23. Remarks:	



# City of Brooksville, Florida

Year ended September 30, 2015

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor. | ©2015 CliftonLarsonAllen LLP



WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

# Audit Services Performed

## Financial Statements

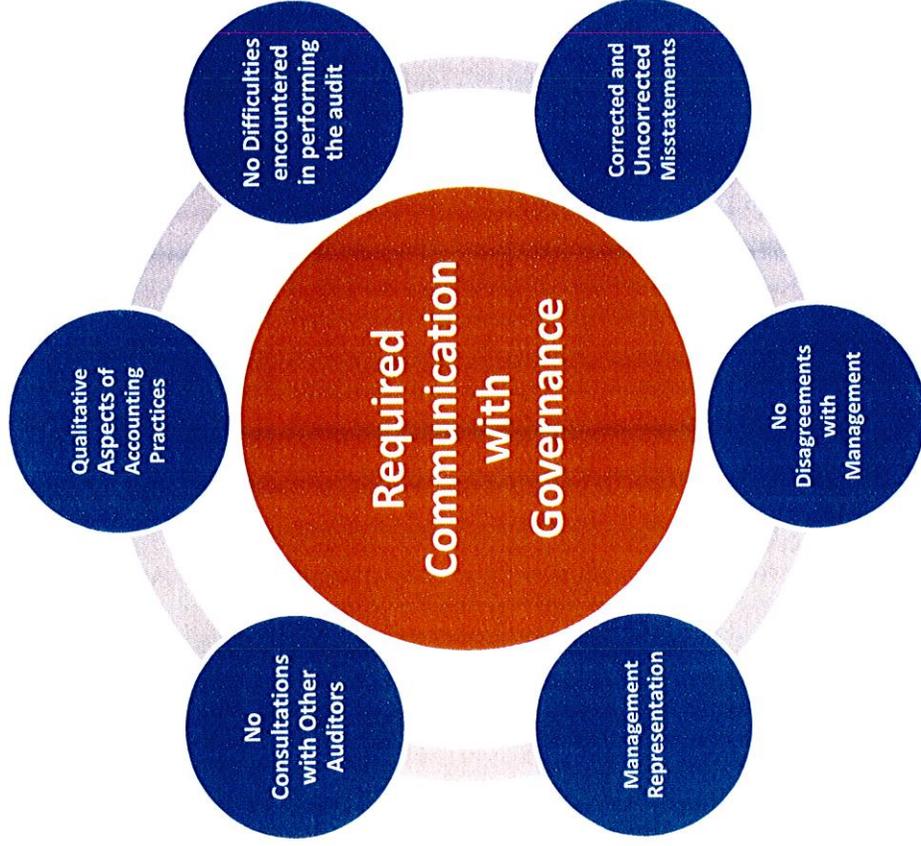
- Financial statement audit for the year ended September 30, 2015, in accordance with *Government Audit Standards*

## State Compliance

- Examination of compliance with Chapter 218.415, Florida Statutes

# CITY OF BROOKSVILLE

## Required Governance Communication



# CITY OF BROOKSVILLE

What's New?

- **GASB 68 – Accounting for Financial Reporting for Pensions**
- **Uniform Guidance – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**



WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING



# CITY OF BROOKSVILLE

## What's New?

*GASB Statement No.68, Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27*

And

*GASB Statement No.71, Pension Transition for Contributions Made Subsequent to the Measurement Date—an amendment of GASB Statement No. 68*

Executive Summary:

- Requires governmental entities that participate in multi-employer cost sharing pension plans to recognize their respective portion of the unfunded pension obligation.



# CITY OF BROOKSVILLE

## What's New?

### FRS Highlights:

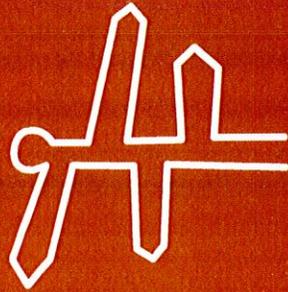
- FRS Pension is 92% Funded (one of the highest in the country)
- Health Insurance Subsidy is funded at 0.5% (pay as you go)

### Impact on City of Brooksville:

- Restatement reducing net position by \$2.1 million
- Net pension liability at 9/30/15 is \$2.9 million
- Enhanced disclosure of pension liability

**What should the City do now as a result of this new accounting principle?**





# Financial Statement Overview

# CITY OF BROOKSVILLE

## Statement of Net Position

	2014	2015
Current and Other Assets	\$ 16,352,057	\$14,800,467
Capital Assets	49,308,917	49,292,909
Total Assets	<u>65,660,974</u>	<u>64,093,376</u>
Deferred Outflows of Resources	331,569	1,052,675
Other Liabilities	2,316,763	2,520,756
Long-term Liabilities	18,170,823	18,027,163
Total Liabilities	<u>20,487,586</u>	<u>20,547,919</u>
Deferred Inflows of Resources	914,290	606,091
Investment in Capital Assets	34,632,350	35,462,021
Restricted Net Position	6,092,905	8,388,077
Unrestricted Net Position	3,865,412	141,943
Total Net Position	<u>\$ 44,590,667</u>	<u>\$43,992,041</u>

# CITY OF BROOKSVILLE

## Statement of Activities- Revenues

	2014	2015
<b>Program Revenues:</b>		
Charges for services	\$ 8,086,024	\$ 7,706,330
Operating grants and contributions	159,832	203,444
Capital grants and contributions	31,853	27,604
<b>Total Program Revenues</b>	<b>8,277,709</b>	<b>7,937,378</b>
<b>General Revenues:</b>		
Property taxes	2,599,053	2,523,053
Fuel taxes	247,916	273,880
Sales tax	361,829	418,683
Other taxes	1,801,698	1,832,149
State-shared revenues	403,770	406,145
Investment earnings	36,599	68,231
Gain on sale of capital assets	3,293	964
Legal Settlement	3,537,938	39,447
Miscellaneous	209,584	259,400
<b>Total General Revenues</b>	<b>9,201,680</b>	<b>5,821,952</b>
<b>Total Revenues</b>	<b>\$ 17,479,389</b>	<b>\$ 13,759,330</b>

# CITY OF BROOKSVILLE

## Statement of Activities- Expenses

	2014	2015
<b>Expenses:</b>		
General government	\$ 2,083,483	\$ 1,777,589
Public safety	5,721,311	5,597,047
Physical environment	214,313	219,239
Transportation	614,681	621,798
Culture and recreation	913,029	917,115
Water and sewer	3,780,435	3,927,513
Sanitation	1,257,309	1,161,958
Interest expense	147,648	135,697
<b>Total expenses</b>	<b>\$14,732,209</b>	<b>\$14,357,956</b>



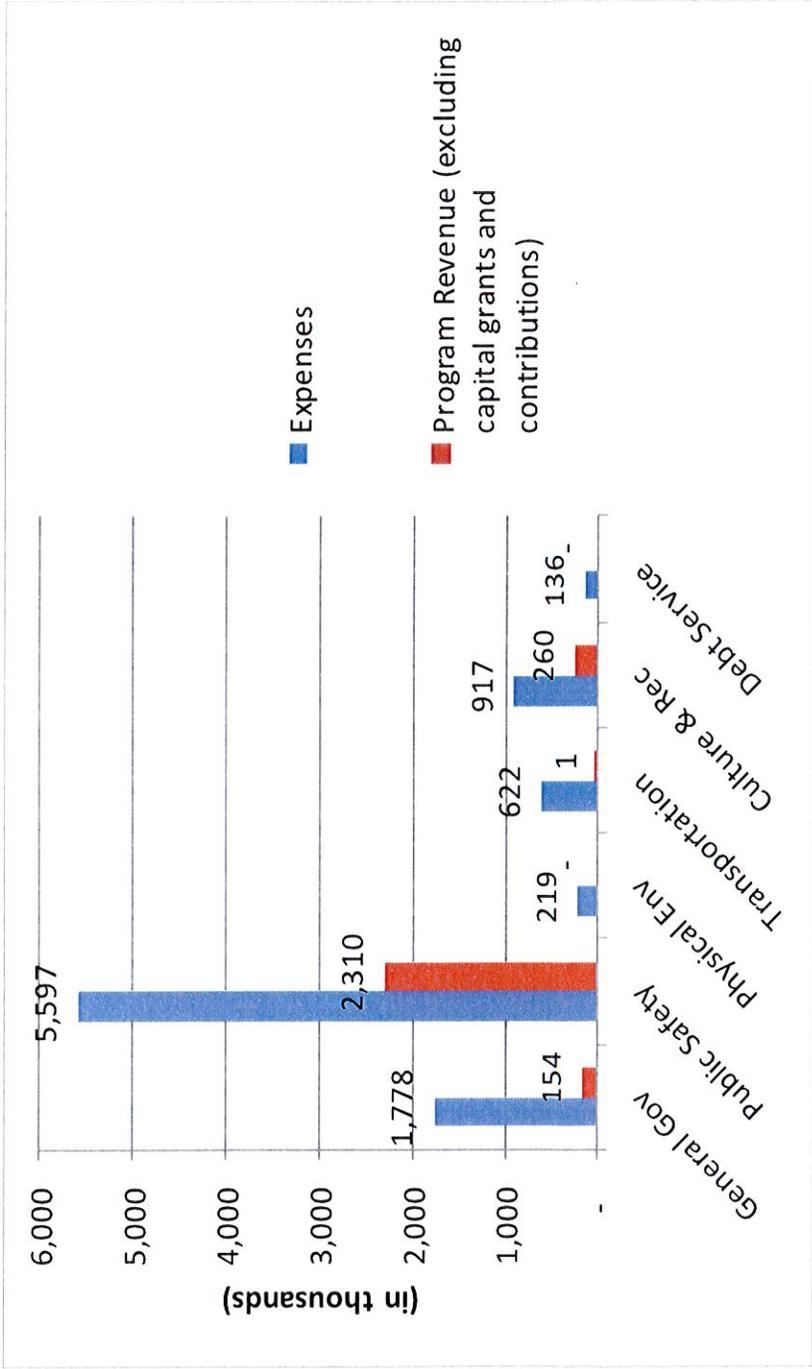
# CITY OF BROOKSVILLE

## Change in Net Position

	2014	2015
Total Revenues	\$17,479,389	\$13,759,330
Total Expenses	(14,732,209)	(14,690,008)
Change in Net Position	<u>2,747,180</u>	<u>(930,678)</u>
Net Position - Beginning of year, as Previously Reported	43,874,643	46,621,823
Prior Period Adjustment	-	(1,699,104)
Net Position - Beginning of year, as Restated	<u>43,874,643</u>	<u>44,922,719</u>
Net Position – Ending	<u>\$46,621,823</u>	<u>\$43,992,041</u>

# CITY OF BROOKSVILLE

## Governmental Activities



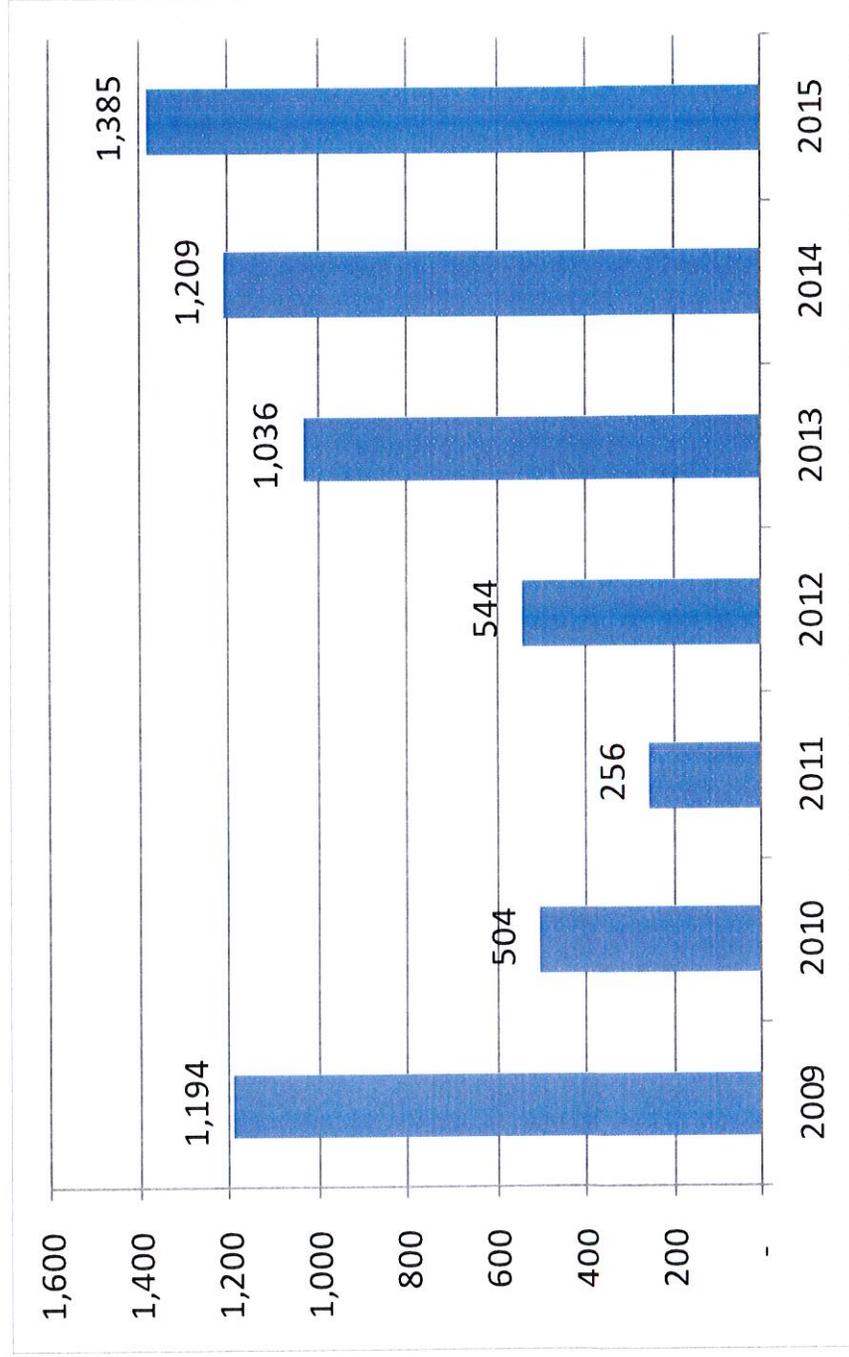
# CITY OF BROOKSVILLE

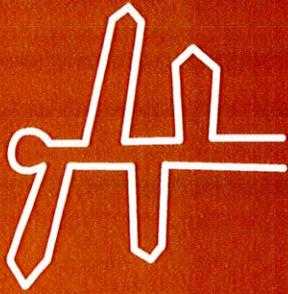
## General Fund- Budget to Actual

	Budget	Actual	Variance
Total revenues	\$ 5,474,230	\$ 5,755,365	\$ 281,135
Total expenditures	(5,532,766)	(5,445,499)	87,267
Excess (deficiency) of Revenues over Expenditures	(58,536)	309,866	368,402
Capital Lease	-	64,800	64,800
Transfers in	841,134	852,341	11,207
Transfers out	(1,597,670)	(1,050,950)	546,720
Reserves	(274,448)	-	274,448
Net change in fund balance	(1,089,520)	176,057	1,265,577
Fund Balance – Beginning	1,089,520	1,208,874	119,354
Fund Balance – Ending	\$ -	\$ 1,384,931	\$ 1,384,931

# CITY OF BROOKSVILLE

## General Fund- Fund Balance





# Results of Procedures

# CITY OF BROOKSVILLE

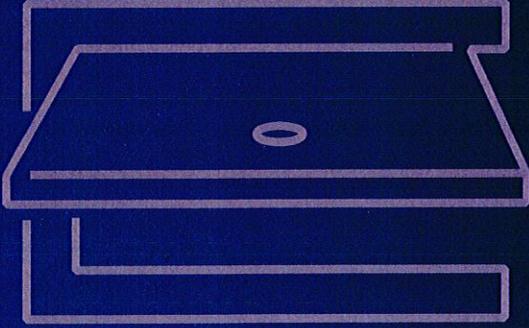
## Reports Issued

- **Independent Auditors' Report**
  - Unmodified Opinion
- **Independent Auditors' Report on Internal Control (*GAS - Yellow Book*)**
- **Management Letter (*Florida Auditor General*)**
- **Independent Accountants' Report**
  - Examination of Compliance with FS 218.415

# Thank You!

We appreciate everyone's cooperation throughout the audit.





**Michael E. Carter**  
**Principal**  
**Mike.Carter@CLAconnect.com**  
**863-680-5614**

**Trisha Floyd**  
**Manager**  
**Trisha.Floyd@CLAconnect.com**  
**863-680-5618**

**CLAconnect.com**



**CliftonLarsonAllen**



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**CITY OF BROOKSVILLE, FLORIDA**  
**FINANCIAL STATEMENTS AND SUPPLEMENTAL INFORMATION**  
**YEAR ENDED SEPTEMBER 30, 2015**

**The City of Brooksville's Year Ended September 30, 2015 Audit Report is available upon request for review or copying by contacting the City Clerk's Office (352) 540-3810.**

**Copy fees will apply.**



# AGENDA ITEM MEMORANDUM

City Council  
AGENDA ITEM: H-2  
June 20, 2016

**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS  
**VIA:** T. JENNENE NORMAN-VACHA, CITY MANAGER *T. Jennene Norman-Vacha*  
**FROM:** BILL GEIGER, COMMUNITY DEVELOPMENT DIRECTOR *Bill Geiger*  
**SUBJECT:** ROAD NAME CHANGE PROPOSAL  
**DATE:** JUNE 10, 2016

**GENERAL SUMMARY/BACKGROUND:** At the June 6, 2016 meeting, Council member Burnett proposed and the balance of City Council members concurred to direct staff to provide the City Council with pertinent information related to changing the name of Union Street to Muhammad Ali Street/Drive.

Union Street runs from the intersection of Dr. M.L. King Jr. Blvd. North to its intersection with Liberty Street. There are 7 individual parcels and an apartment complex (Tanglewood Apts.) that has 55 units that have active addresses off Union Street. A portion of Union Street is privately owned by the Brooksville Housing Authority which had approximately 44 units that were addressed off of Union Street but are currently vacant and inactive.

There are a total of 8 signs that would need to be changed at a cost of \$150 each for a total cost of \$1,200 plus labor costs. Other administrative costs associated with the road name change would include the notifications that are sent out to the 28 owners of properties adjacent to the road and advertising of the Resolution that is the legal instrument used to effect the road name change.

**BUDGET IMPACT:** The cost to install 8 signs is approximately \$1,200 plus labor and administrative costs associated with the public processing of the proposed change.

**LEGAL REVIEW:** The City Council has Home Rule Authority (Art. VIII, 2(b), Fla. Const./Section 166.011, F.S.) to consider matters of fiscal and intergovernmental benefit. Pursuant to Section 74-93 of the City's Code of Ordinances, the City Council has the authority to change names of streets within the City's jurisdiction by Resolution.

**STAFF RECOMMENDATION:** Provide direction to staff

**ATTACHMENT(S):** 1) Draft Resolution  
2) Map Exhibit to the Resolution

**RESOLUTION NO. 2016-**

**A RESOLUTION OF THE CITY OF  
BROOKSVILLE, FLORIDA, RENAMING  
UNION STREET TO MUHAMMAD ALI DRIVE;  
AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Brooksville has determined to rename Union Street to Muhammad Ali Drive, to honor his legacy as one of the greatest sporting figures of the 20th century; and,

**WHEREAS**, pursuant Section 74-93 of the City of Brooksville Code of Ordinances, the City is vested with authority to designate and name streets; and

**WHEREAS**, Union Street, from its intersection with Dr. M. L. King, Jr. Boulevard, to its northern terminus at its intersection with Liberty Street, as identified in Exhibit A, lies totally within the City of Brooksville's corporate limits; and

**WHEREAS**, the City has provided notice of the proposal for renaming the street to those citizens who reside on or own property located on the affected street; and,

**WHEREAS**, Muhammad Ali was an Olympic gold medalist and captured the world heavyweight title three times in his career as a boxer, and was known for his outspokenness on issues of race, religion and politics; and

**WHEREAS**, after retiring from boxing, Muhammad Ali traveled the world making many humanitarian, goodwill and charitable appearances; and

**WHEREAS**, the City desires to rename Union Street in its entirety to Muhammad Ali Drive, to honor his numerous lifetime accomplishments and work as a humanitarian and goodwill ambassador.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, FLORIDA, that:**

**SECTION 1. RENAMING.** To the extent that Union Street lies within the City's corporate limits and is accurately described in Exhibit A, the street name of Union Street, from its intersection with Dr. M. L. King, Jr. Boulevard, to its northern terminus at its intersection with Liberty Street, shall be renamed ***Muhammad Ali Drive***.

**SECTION 2. DIRECTION FOR DISTRIBUTION.** The City Clerk is hereby directed to update the official map of the city to show the new designation and to furnish a copy of this Resolution to the Hernando County Property Appraiser's Addressing Division, the U.S. Postal Service and to the Clerk of the Circuit Court for Hernando County.

**SECTION 3. CONFLICT.** Any prior resolution or policy of the City which is inconsistent with the provisions of this resolution is hereby repealed to the extent of such inconsistency.

**SECTION 4. SEVERABILITY.** If any provision of this resolution or the application thereof is held invalid, such invalidity shall not affect the other provisions or applications, and to this end, the provisions of this resolution are hereby declared severable.

**SECTION 5. EFFECTIVE DATE.** This resolution shall be published and posted as made and provided by the Charter of the City of Brooksville, Florida, and shall take effect at 12:01 a.m., August 18, 2016 (Assumes approval of the Resolution on July 18, 2016).

**ADOPTED** this \_\_\_ day of July, 2016.

**CITY OF BROOKSVILLE**

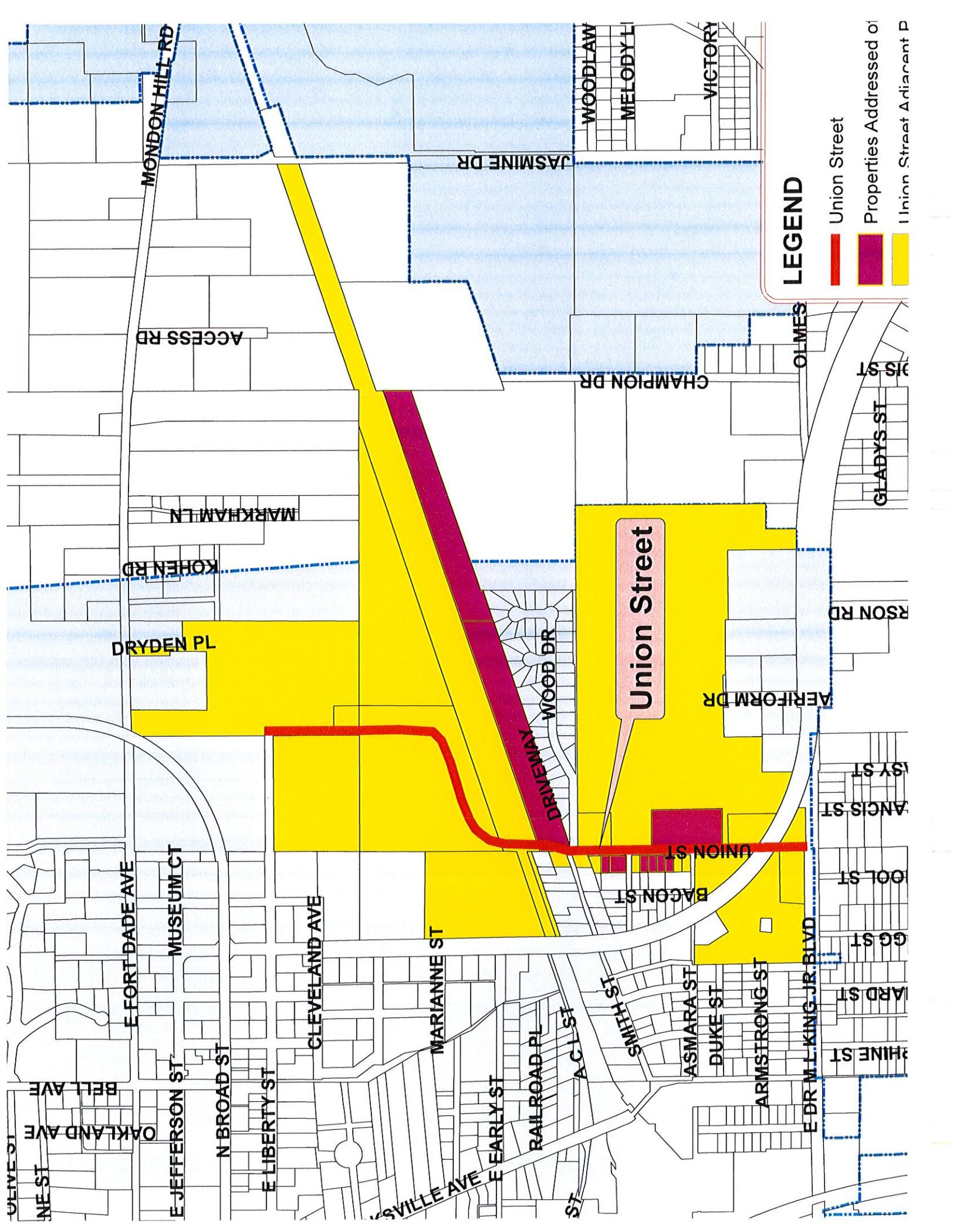
ATTEST: \_\_\_\_\_  
Virginia Wright, City Clerk

By: \_\_\_\_\_  
Natalie Kahler, Mayor

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

VOTE OF CITY COUNCIL:  
Council Member Burnett \_\_\_\_\_  
Council Member Erhard \_\_\_\_\_  
Council Member Kemerer \_\_\_\_\_  
Vice Mayor Battista \_\_\_\_\_  
Mayor Kahler \_\_\_\_\_

\_\_\_\_\_  
Thomas S. Hogan, Jr., City Attorney



**LEGEND**

- Union Street
- Properties Addressed of Union Street
- Properties Addressed of Ininn Street Adjacent to Union Street

**Union Street**



## AGENDA ITEM MEMORANDUM

City Council

AGENDA ITEM: H-3

June 20, 2016

**TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS**

**FROM: T. JENNENE NORMAN-VACHA, CITY MANAGER**

**SUBJECT: FLORIDA LEAGUE OF CITIES VOTING DELEGATE &  
COMMITTEE ASSIGNMENTS**

**DATE: JUNE 14, 2016**

**GENERAL SUMMARY/BACKGROUND:** The Florida League of Cities (FLC) 90<sup>th</sup> Annual Conference will be held August 18-20 in Hollywood, Florida. FLC has requested that City Council designate one official to be the voting delegate at the conference. Please see their attached correspondence (Attachment 1).

During the FLC Annual Conference Policy Committee meetings are held. The Policy Committee meetings held at the Annual Conference are a "wrap-up session" of the last year of committee meetings/actions/legislative results. The following is a list of Policy Committee designations on file with the FLC:

*Transportation & Intergovernmental Relations Committee	William Kemerer
*Urban Administration Committee	Betty Erhard
*Finance, Taxation and Personnel Committee	Natalie Kahler
*Growth Management & Economic Development Committee	Frankie Burnett
*Energy & Environmental Quality Committee	Robert Battista

The FLC Committee assignments' listing was in the agenda item presented during Regular Session on December 21, 2015 (Attachment 2). The Transportation & Intergovernmental Relations Committee was listed as open, as this was the Committee previously held by Councilman Joseph F. Johnston. The minutes and audio of the meeting reflect no discussion by Council on the FLC Committee listing.

Other board liaison appointments were finalized by City Council during Regular Session on January 4, 2016. Again at that time, FLC Committees were not discussed.

**BUDGET IMPACT:** No budgetary impact other than travel reimbursement costs for conference attendance.

**LEGAL REVIEW:** Council has the authority, pursuant to Sec. 2-261 of the City's Code of Ordinances to appoint any advisory board composed of persons who shall be deemed qualified to act in an advisory capacity.

**STAFF RECOMMENDATION:** Staff seeks direction from Council, requesting designation of a Delegate for the 90<sup>th</sup> Florida League of Cities Annual Conference.

# Attachment 1



301 South Bronough Street • Suite 300 • P.O. Box 1757 • Tallahassee, FL 32302-1757 • (850) 222-9684 • Fax (850) 222-3806 • www.floridaleagueofcities.com

TO: Municipal Key Official 

FROM: Michael Sittig, Executive Director

DATE: May 17, 2016

SUBJECT: 90th Annual FLC Conference – *Florida Cities: United & Strong*  
VOTING DELEGATE INFORMATION  
August 18-20, 2016 – Diplomat Resort, Hollywood

As you know, the Florida League of Cities' Annual Conference will be held at the Diplomat Resort, Hollywood, Florida on August 18-20. The theme for this year's conference is *Florida Cities: United & Strong*, which will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

It is important that each municipality designate one official to be the voting delegate. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will make decisions that determine the direction of the League.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida for 2015.

Conference registration materials will be sent to each municipality in the month of June. Materials will also be posted on-line. Call us if you need additional copies.

If you have any questions on voting delegates, please call Gail Dennard at the League (850) 701-3619 or (800) 616-1513, extension 3619. **Voting delegate forms must be received by the League no later than August 12, 2016.**

Attachments: Form Designating Voting Delegate

---

President **Matthew D. Surrency**, Mayor, Hawthorne  
First Vice President **Susan Haynie**, Mayor, Boca Raton • Second Vice President **Gil Ziffer**, Commissioner, Tallahassee  
Executive Director **Michael Sittig** • General Counsel **Harry Morrison, Jr.**

CTN  
06.06.16  
J. [Signature]

**90th Annual Conference  
Florida League of Cities, Inc.  
August 18-20, 2016  
Hollywood, Florida**

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities, designate one of their officials to cast their votes at the Annual Business Session. League By-Laws requires that each municipality select one person to serve as the municipalities voting delegate. *Municipalities do not need to adopt a resolution to designate a voting delegate.*

Please fill out this form and return it to the League office so that your voting delegate may be properly identified.

**Designation of Voting Delegate**

Name of Voting Delegate: \_\_\_\_\_

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

Municipality of: \_\_\_\_\_

**AUTHORIZED BY:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Return this form to:

Gail Dennard  
Florida League of Cities, Inc.  
Post Office Box 1757  
Tallahassee, FL 32302-1757  
Fax to Gail Dennard at (850) 222-3806 or email [gdennard@flcities.com](mailto:gdennard@flcities.com)

## **Important Dates**

### **May 2016**

Notice to Local and Regional League Presidents and Municipal Associations  
regarding the Resolutions Committee

### **June 2016**

Appointment of Resolutions Committee Members

### **July 12th**

Deadline for Submitting Resolutions to the League office

### **August 18th**

Policy Committee Meetings  
Resolutions Committee Meeting  
Voting Delegates Registration

### **August 20th**

Immediately Following Breakfast – Pick Up Voting Delegate Credentials  
Followed by Annual Business Session

# Attachment 2



City Council  
AGENDA ITEM: 11  
December 21, 2015

**AGENDA ITEM  
MEMORANDUM**

**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS  
**VIA:** T. JENNENE NORMAN-VACHA, CITY MANAGER *T. Jennene Norman-Vacha*  
**FROM:** VIRGINIA C. WRIGHT, CITY CLERK *V. Wright*  
**SUBJECT:** CITY COUNCIL BOARD ASSIGNMENTS AND ORGANIZATIONS  
**DATE:** DECEMBER 15, 2015

**GENERAL SUMMARY/BACKGROUND:** Annually City Council appoints or ratifies Council Member representation on various city boards, intergovernmental agencies and outside organizations.

Attached is a list of the current boards, noting the current member representative, and the usual meeting date, time, and place. Please review and determine which boards or agencies you may be able to sit on for appointment by City Council.

**BUDGET IMPACT:** No budgetary impact other than travel reimbursement costs for minimal travel reimbursement for out of county boards, not otherwise reimbursed.

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

**STAFF RECOMMENDATION:** Staff seeks direction from Council and requests appointment of Council representatives for each board/organization.

**ATTACHMENTS:** 1. List of Current Council Appointments/Liaisons

## OUTSIDE AGENCIES, BOARDS AND COMMITTEES

<p><b><u>HERNANDO COUNTY ANTI-DRUG COALITION</u></b>          13194 Spring Hill Drive, Spring Hill, FL 34601          Theresa (<a href="mailto:tresa@cnaps.com">tresa@cnaps.com</a>) ACenaps Corp 596-8000 or 540-9335)  <a href="http://hernandoantidrug.org">hernandoantidrug.org</a>  <b>Frankie Burnett, Council Member</b></p>	<p>Last Wed of each month          at 3:30 pm</p>
<p><b><u>CHILDREN'S ADVOCACY CENTER/COMMUNITY ALLIANCE</u></b>          880 Kennedy Boulevard          PO Box 896, Brooksville, FL 34605          Janice Roy 754-8809  <b>Frankie Burnett, Mayor</b></p>	<p>2<sup>nd</sup> Thursday bi-monthly at 10:00 am          Mid-Florida Services Building          Community Alliance at 9:00 am</p>
<p><b><u>METROPOLITAN PLANNING ORGANIZATION</u></b>          20 N Main Street, Room 262          Brooksville FL 34601          Tina 754-4057 ext 28032  <b>Robert Battista, Council Member</b>  <b>William Kemerer, Alternate</b></p>	<p>4<sup>th</sup> Tues of Jan-Jul, Sept-Oct          3<sup>rd</sup> Tues of Aug          No Meeting in Nov          2<sup>nd</sup> Tues of Dec          at John Law Ayers County Comm Chambers</p>
<p><b><u>TAKE STOCK IN CHILDREN</u></b>          Pasco-Hernando Community College          Ronteryl Black 797-5108          11415 Ponce de Leon Boulevard          Brooksville FL 34601  <b>Frankie Burnett, Council Member</b></p>	<p>Held Quarterly on the 1<sup>st</sup> Wed of          the designated month at North          Campus at 5:30 pm</p>
<p><b><u>TOURIST DEVELOPMENT COUNCIL</u></b>          14800 Flight Path Drive          Brooksville FL 34602          Tammy J. Heon - 800.601.4580/352.754.4405  <b>Betty Erhard, Council Member</b></p>	<p>4<sup>th</sup> Wednesday of each month 3-5:00          pm the Brooksville Tampa Bay          Regional Airport - Tourist          Development Office</p>
<p><b><u>WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY</u></b>          Richard Owen, Executive Director          3600 W. Sovereign Path, Suite 228, Lecanto, FL 34461  <b>Robert Battista, Council Member</b>  <b>Richard W. Radacy, Alternate</b>          **Travel &amp; Per Diem reimbursed by WRWSA to Member</p>	<p>3<sup>rd</sup> Wed of each month at 4:30 pm          Held in Lecanto</p>
<p><b><u>YOUTH AND FAMILY ALTERNATIVES</u></b>          Gloria Gorby 727-835-4166 ext 304          18377 Sheriff Mylander Way, Brooksville FL 34601  <b>Frankie Burnett, Council Member</b></p>	<p>Leadership Council Meeting          1<sup>st</sup> Wed. of each month at noon</p>

## CITY BOARDS/COMMITTEES COUNCIL REPRESENTATIVES

ALL MEETINGS ARE HELD IN COUNCIL CHAMBERS

<p><b>BEAUTIFICATION BOARD</b>          Betty Erhard (Non-Voting Member)</p>	<p>2<sup>nd</sup> Tues of each month at 5:30 pm</p>
<p><b>BROOKSVILLE CEMETERY ADVISORY COMMITTEE</b>          Frankie Burnett (Voting Member)</p>	<p>As Announced</p>
<p><b>GOOD NEIGHBOR TRAIL ADVISORY COMMITTEE</b>          Natalie Kahler (Voting Member)</p>	<p>As Necessary</p>
<p><b>PARKS AND RECREATION ADVISORY BOARD</b>          Natalie Kahler (Voting Member)</p>	<p>As Announced</p>



**CITY OF BROOKSVILLE  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
JOSEPH E. JOHNSTON, III COUNCIL CHAMBERS  
201 Howell Avenue  
Brooksville, FL 34601**

**AGENDA**

**JUNE 20, 2016**

**A. CALL TO ORDER**

**B. APPROVAL OF MINUTES**

March 21, 2016 (attached)

**C. FORM 8B/MEMORANDUM OF VOTING CONFLICT**

Form 8B Memorandum of Voting of Conflict for County, Municipal, and other Local Public Officers to be read into the record by the City Clerk.

Attachments: Form 8B

**D. REGULAR AGENDA**

**1. COMMUNITY REDEVELOPMENT AGENCY (CRA) – WATER TOWER BEAUTIFICATION IMPROVEMENT PROJECT**

Consideration to approve Task Order No. 3 and move forward with Downtown Water Tower Project for FY 2016 and appropriate budget amendment.

Presentation:	CRA Executive Director and Coastal Engineering Associates, Inc.
Recommendation:	Approval of Task Order No. 3 to move forward with and complete the Downtown Water Tower Project; including appropriate budget amendment.
Attachments:	Memo from CRA Executive Director dated 6/20/2016; CRA Task Order No. 3; Water Tower Beautification Project Preliminary Cost Estimate & Timeline; CRA Fund 615 Budget Amendment.

**C. ADJOURNMENT**

In accordance with the Americans with Disabilities Act, persons with disabilities needing a special accommodation to participate in this proceeding should contact Telina Dowdell, ADA Coordinator, no later than 48 hours in advance of the meeting at (352) 540-3810. Meeting agendas and supporting documentation are available from the City Clerk's office and on line at [www.cityofbrooksville.us](http://www.cityofbrooksville.us).

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

**CITY OF BROOKSVILLE  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
COUNCIL CHAMBERS  
201 HOWELL AVENUE  
BROOKSVILLE, FL 34601**

**MINUTES**

**March 21, 2016**

**7:00 P.M.**

Brooksville Community Redevelopment Agency met with Chairman Natalie Kahler and Board Members Robert Battista, Frankie Burnett, Betty Erhard, and William Kemerer. Also present were Clifford A. Taylor, City Attorney; T. Jennene Norman-Vacha, City Manager; Virginia Wright, city Clerk; Mike Walker, Parks, Facilities & Recreation Director; Tannette Gayle, Director of Finance; Bill Geiger, CRA Executive Director, Steve Gouldman, City Planner; Richard Radacky, Public Works Director; George Turner, Police Chief and David Freda, Fire Chief.

**REGULAR AGENDA**

**Appeal to Denial of a CRA Commercial Exterior Improvement Grant Application for Property located at 2 S. Lemon Ave.**

Bill Geiger, Executive Director of the Community Redevelopment Agency, provided historical information on the creation of the commercial exterior grant program in 2009, adding that over 20 property owners have been the recipients of grant funding. Each application received is reviewed and one of the requirements is that the application must be approved prior to the work is that is done. If the work is already done, it is an ineligible project for funding. CRA Executive Director Geiger stated that this requirement was apparently unknown or misunderstood by the applicant and an application was submitted post construction. For consideration at this meeting is an appeal of action taken at staff level wherein the grant application at 2 S. Lemon Street was deemed ineligible for funding.

CRA Chairman Kahler declared a conflict of interest and would be filing the appropriate forms with the City Clerk. She advised that the contractor, John Cavalier, is her direct supervisor on the Board at Chinsegut Hill.

Board Member Erhard's asked about how the public is made aware of this program. CRA Executive Director Geiger stated there were open houses held to introduce the grant program and he routinely advises property owners about the program and distributes application packets. There have been no prior appeals of decisions such as this or of any other related nature.

Board Member Kemerer questioned and CRA Executive Director Geiger answered that the contractor was the one who initially received the grant application packet in this instance. There was discussion on how to ensure that the owner is made aware of the application process requirements.

Board Member Burnett stated his opinion is that Merritt Funeral Home has been in the community for many years and has done a great job with this improvement and offered that he would be in favor of approving this grant match funding request.

David, Lynn and Joe Merritt were present to represent their appeal and to answer any questions that the CRA Board may have. They distributed before and after pictures of the project to the Board.

**Motion:**

Motion was made by Erhard and seconded by Burnett to approve the grant application.

Board Member Kemerer wanted it made clear that there would be post-grant application requirements that would need to be adhered to by the applicant.

Motion carried 4-0 with Chair Kahler abstaining from voting.

Kemerer further stated that to avoid this in the future, he would like there to be written acknowledgement at the time the application is distributed which would state that the owner is aware and understands the requirements of the grant process. CRA Executive Director Geiger suggested that the property owner could sign an affidavit at the time the grant application is given to the owner and this affidavit could become part of the application process. CRA Board Member Burnett expressed his opinion that staff could draft this affidavit and bring it back to the CRA for approval. Each Board Member agreed to this.

**ADJOURNMENT**

There being no further business to consider, the Brooksville Community Redevelopment Agency adjourned at 8:11 p.m.

---

Natalie Kahler, Chairman

ATTEST: \_\_\_\_\_

Virginia Wright, City Clerk

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <b>KAHLER, NATALIE</b>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>CITY OF BROOKSVILLE - COUNCIL</b> <i>AS CRA Board</i>
MAILING ADDRESS <b>Brooksville</b>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY <b>Brooksville</b>	NAME OF POLITICAL SUBDIVISION: <b>BROOKSVILLE</b>
DATE ON WHICH VOTE OCCURRED <b>MARCH 21, 2016</b>	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Natale Kohler, hereby disclose that on March 21, 2016:

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \* \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

\* The Contractor, John Cavalier, is my direct supervisor at my job at Chinsegut Hill Retreat.

March 22, 2016  
Date Filed

Natale Kohler  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



Community Redevelopment Agency  
AGENDA ITEM: D-1  
June 20, 2016

City Council  
AGENDA ITEM: K-1  
June 20, 2016

## A G E N D A I T E M M E M O R A N D U M

**TO:** CITY COUNCIL/CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AGENCY (CRA)

**VIA:** T. JENNENE NORMAN-VACHA, CITY MANAGER 

**FROM:** BILL GEIGER, CRA EXECUTIVE DIRECTOR 

**SUBJECT:** DOWNTOWN WATER TOWER SITE BEAUTIFICATION PROJECT

**DATE:** JUNE 20, 2016

**GENERAL SUMMARY/BACKGROUND:** Per prior direction of the City Council, the CRA consultant (Coastal Engineering) made a presentation to the Council on April 16, 2016, related to the beautification project at the downtown water tower site. An overview of the project, including proposed site improvement details, cost estimates and time estimates to complete the project were presented at that time. City Council directed that the project be presented to the Good Neighbor Trail Advisory Committee (GNTAC) for review and recommendations.

A special meeting of the GNTAC was scheduled and held on May 9, 2016, for them to review the project proposal. After review and discussion, the committee approved the following recommendation (Motion Excerpt):

Motion was made by Gant and seconded by Beatty to recommend support of the project, as follows:

- Approve amenities as listed in the attachment, along with additional ones, for a combined list as follows:
  - Welcome Structure, that would provide escape from rain events and would be architecturally in keeping with the historic district near this property
  - Bike Racks – architecturally appropriate in keeping with the historic district (horse tethered-style)
  - Cold Water Fountain with at least 2 or 3 filling stations that would be capable of filling water bottles
  - Kiosk
  - Site Preparation
  - Landscaping
  - Paint Existing Building
  - Seal/Paint Existing Parking
  - Provide places to sit
- This project should not detract from the Russell Street/GNT Trailhead or redirect any funding source that could be used for Russell Street improvements
- Motion carried 6-0.

In follow-up to the GNTAC meeting, staff have worked with the CRA consultant to prepare a Task Order to move forward with this project, if said work and budget is approved by the CRA/City Council. Task Order No. 3 provides for related design, bid & construction inspection services, and is attached for consideration by the CRA at this time to move forward with the project.

**BUDGET IMPACT FOR CURRENT BUDGET YEAR:** If Task Order No. 3 is approved by the CRA/City Council, the Community Redevelopment Agency Budget Fund 615 will be amended to reflect a transfer in the amount of \$118,000 from Reserves to Capital Expenditures. The transfer amount is based on the preliminary cost estimate given by the CRA consultant on 4/16/2016, to complete all aspects of the subject project.

**LEGAL NOTE:** The Community Redevelopment Agency was established pursuant to Section 163, Part III, F.S., and has the authority to consider and take action on matters related to the Community Redevelopment Plan and related programs.

**STAFF RECOMMENDATION:** CRA/City Council approve Task Order No. 3 to move forward with and complete the Downtown Water Tower Project and subsequently approve the budget amendment to reflect the project in the 2015-16 FY; or provide direction to staff otherwise.

**ATTACHMENTS:**

- 1) CRA Task Order No. 3
- 2) Water Tower Beautification Project Preliminary Cost Estimate & Timeline
- 3) CRA Fund 615 Budget Amendment

TASK ORDER NO. 3  
CRA PLAN CAPITAL IMPROVEMENT PROGRAM IMPLEMENTATION  
UNDER THE  
CONTRACT AND AGREEMENT  
FOR  
PROFESSIONAL CONSULTANT SERVICES  
BETWEEN  
THE CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AGENCY  
AND  
COASTAL ENGINEERING ASSOCIATES, INC.

THIS Task is entered in as of the \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between the CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AGENCY, FLORIDA, a dependent special district under the laws of the State of Florida whose address is: 201 HOWELL AVENUE, BROOKSVILLE, FL 34601, hereinafter referred to as "CRA"

AND

COASTAL ENGINEERING ASSOCIATES, INC., a Florida corporation, whose address is: 966 CANDLELIGHT BOULEVARD, BROOKSVILLE, FL 34601, hereinafter referred to as "COASTAL".

IN ACCORDANCE WITH

The CONTRACT AND AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES BETWEEN THE CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AGENCY AND COASTAL ENGINEERING ASSOCIATES, INC. dated November 15, 2010, which Agreement is incorporated herein as if set forth in haec verba.

**DESCRIPTION**

The CRA desires to implement projects identified within the 2015-2016 Fiscal Year in the Capital Improvements Program of the Community Redevelopment Plan. Several of those projects require services of the CRA consultant. The scope and fees are described by project under Scope of Services.

**SCOPE OF SERVICES**

COASTAL will provide the services listed below. Each of the projects listed in the scope will be subject to input, review and final approval by the CRA.

**PROJECT**

The existing City water tower property would be enhanced by the design and construction of the facilities meant to make the site more aesthetically attractive, pedestrian friendly and provide amenities for bicyclists to center their exploration of downtown Brooksville. The following facilities and improvements are anticipated:

- A stone and timber framed pavilion with metal roof around the northwest base of the water tower (see attached Exhibit A)
- Landscaped grounds accentuating the pavilion
- Seating areas both within the pavilion and on the grounds
- An information board/kiosk within the shelter to provide information and mapping related to downtown attractions and facilities (context sensitive & compatible to the S. Brooksville Ave. Historic District)
- Bicycle racks

- A refrigerated water fountain with multiple spigots for drinking and filling of water bottles
- An overlay and re-striping of the parking area
- Repainting of the existing storage building on site

**SCOPE**

Coastal Engineering agrees to provide, either directly or through subconsultants, the following services:

1. Topographic survey for the site improvement area
2. Geotechnical analysis and report consisting of 4 hand augers to a depth of five feet
3. Architectural and structural design drawings for the pavilion, including floor plan, roof plan, elevations, lighting layout and sections.
4. Civil engineering plans for site grading, a water line to the pavilion, bicycle rack type and location, parking lot overlay and striping
5. A landscape plan sheet
6. Request to the Southwest Florida Water Management District for an exemption from ERP permitting.
7. Assistance in agglomeration of construction bid documents/award & construction inspection monitoring
8. Site observation and field consultation

CRA agrees to pay or compensate COASTAL the following not-to-exceed fee (s) in performance of the SCOPE OF SERVICES as provided in this TASK ORDER NO. 3.

Lump Sum Fee: \$23,888.00, inclusive of design, engineering and geotech services

Only permitting with the City of Brooksville is anticipated, with any permit fees paid directly by the CRA

IN WITNESS WHEREOF, the parties have executed this TASK ORDER NO. 3 on the date first indicated above:

CITY OF BROOKSVILLE  
COMMUNITY REDEVELOPMENT  
AGENCY, HERNANDO COUNTY,  
FLORIDA

COASTAL ENGINEERING  
ASSOCIATES, INC.

BY:

BY:

\_\_\_\_\_  
Natalie Kahler, CRA Chairperson

\_\_\_\_\_  
Cliff Manuel, Jr., P.E., President

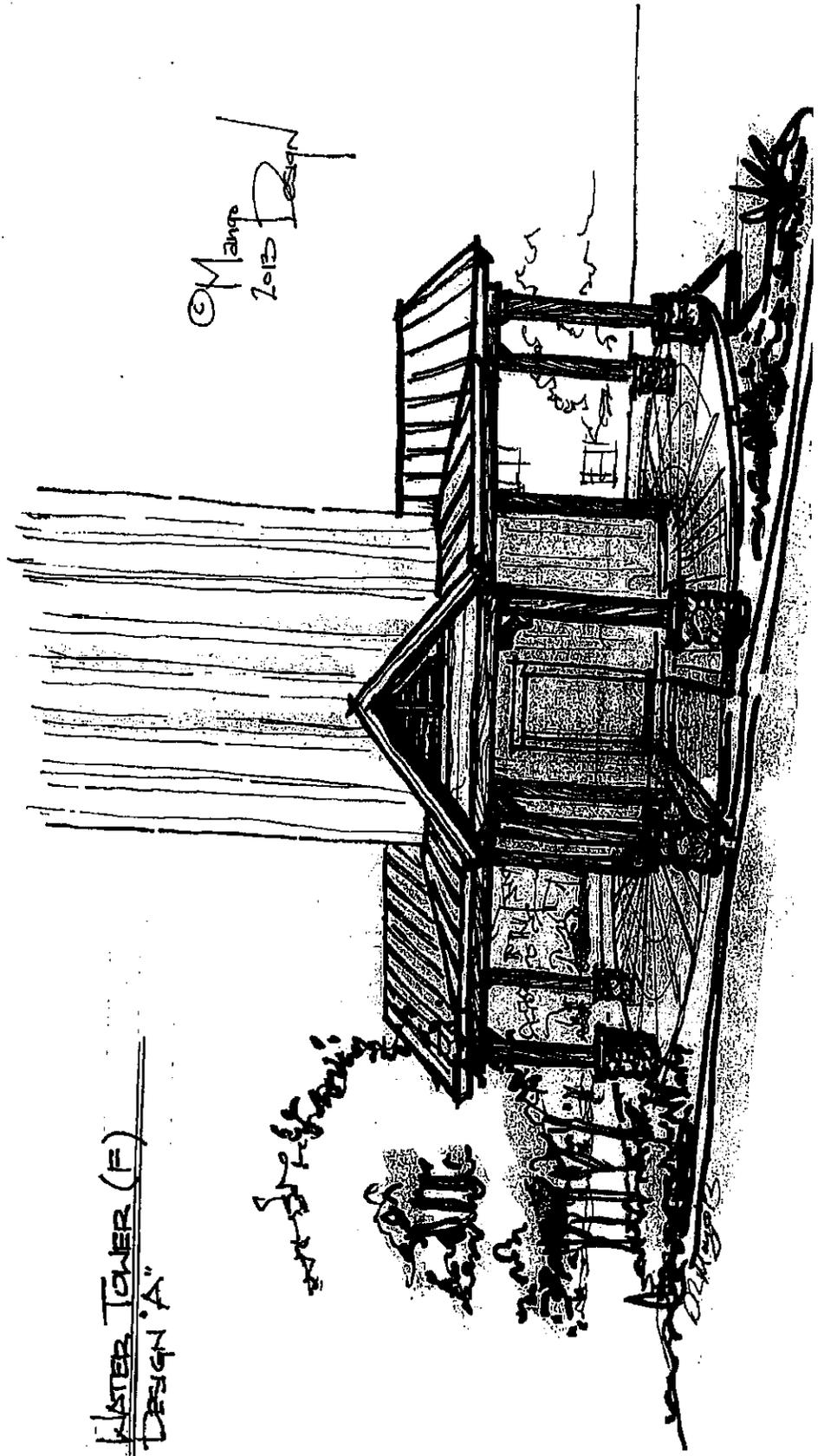
ATTEST:

ATTEST:

\_\_\_\_\_  
City Clerk

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

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



© Mamp  
2013 Design

KLASTER TOWER (F)  
DESIGN 'A'

# Water Tower - CRA Downtown Beautiful Project

## Preliminary Cost Estimate

Welcome Structure	\$55,000
Bike Racks (4)	\$5,000
Water Fountain	\$4,000
Kiosk	\$4,000
Site Preparation	\$3,500
Landscaping	\$8,000
Paint Existing Building	\$3,000
Seal/Paint Existing Parking	\$3,000
<b>Subtotal</b>	<b>\$85,500</b>
General & Contingencies	\$12,500
Professional	\$20,000
<b>Total</b>	<b>\$118,000</b>

# Water Tower - CRA Downtown Beautiful Project

## Project Timeline

<b>Survey</b>	<b>30 days</b>
<b>Design</b>	<b>60 days</b>
<b>Permitting</b>	<b>60 days</b>
<b>Bidding</b>	<b>60 days</b>
<b>Construction</b>	<b>90 days</b>
<b>Total</b>	<b>300 days</b>

# BUDGET AMENDMENT FORM

## Fiscal Year 2015

Account Name/Dept	Account Number	Entered Budget FY 2016	Increase	Decrease	Amended Budget FY 2016
Reserves	615-000-282-30008	\$172,259		\$118,000.00	\$54,259
Construction in Progress	615-015-515-55650	\$110,000	\$118,000		\$228,000
<b>TOTAL</b>		<b>\$282,259</b>	<b>\$118,000</b>	<b>\$118,000</b>	<b>\$282,259</b>

Reason for Amendment: Downtown Water Tower Site Beautification Project.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<i>Department Director Signature</i>	<i>Date</i>
<i>Finance Director Signature</i>	<i>Date</i>
<i>City Manager Signature</i>	<i>Date</i>

**Approved by City Council, during Regular Session:**

\_\_\_\_\_

*Date*