

**CITY OF BROOKSVILLE
WORKSHOP AGENDA
COUNCIL CHAMBERS
201 HOWELL AVENUE**

June 25, 2007

6:00 P.M.

A. CALL TO ORDER

B. CRITERIA FOR SELECTION/REAPPOINTMENT PROCESS OF BOARD MEMBERS

Review of current Policy for appointment/reappointment of City Advisory Board Members, especially relating to the Brooksville Housing Authority.

Presentation: City Manager
Attachments: Memo from City Manager dated 06/18/07

C. FLEET VEHICLES

Discussion on acquisition, replacement/transfer and disposal process.

Presentation: City Manager
Attachments: Memo from City Manager dated 06/18/07

D. TAKE HOME VEHICLE POLICY

Review of current Take Home Vehicle Policy.

Presentation: City Manager
Attachments: Memo from City Manager dated 06/18/07

E. CITY ATTORNEY SEARCH PROCESS UPDATE

Review of process for new City Attorney search.

Presentation: City Manager
Attachments: Memo from City Manager dated 06/18/07

F. ADJOURNMENT

Meeting agendas and supporting documentation are available from the City Clerk's office, and online at www.ci.brooksville.fl.us. Persons with disabilities needing assistance to participate in any proceedings should contact the City Clerk's office 48 hours in advance of the meeting at 352/544-5407.

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: T. JENNENE NORMAN-VACHA, CITY MANAGER
SUBJECT: CRITERIA FOR SELECTION/REAPPOINTMENT OF BOARD MEMBERS
DATE: JUNE 18, 2007



As back-up/information for discussion on the above referenced topic/issue, staff has provided the following:

- Item 1. Current Policy entitled "Policy Procedure for Reappointments to City Boards." Adopted by Council on March 10, 1987 and Revised on January 24, 1994.
- Item 2. City Application for Advisory Board/Committee Appointment
- Item 3. Listing of all Council Appointed Boards, providing a brief overview of the Board and a listing of the current members and their term of appointment.
- Item 4. Sub-Section of Florida Statutes 2006/Chapter 421 Public Housing/Part 1 Housing Authorities
- Item 5. Resolution No. 256, Creating the Brooksville Housing Authority, as adopted January 29, 1968
- Item 6. Resolution 91-10, increasing the number of members on the Brooksville Housing Authority, adopted March 18, 1991

Item 1.

B

1-87

CITY OF BROOKSVILLE
OFFICIAL POLICY

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SUBJECT: POLICY PROCEDURE FOR REAPPOINTMENTS TO CITY BOARDS

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RE: ADOPTED BY CITY COUNCIL 3/10/87 **REVISED 1/24/94**

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PURPOSE: It is the intent of the City Council, by adoption of this policy, to solicit public interest and to establish a more fair and equitable procedure for appointments, reappointments or replacement of members to City Boards. It is further the intent of the City Council that the most qualified individuals are appointed to serve on City Boards.

It is the Council's intent that the following policy will be followed when appointments, reappointments or replacement of members is necessary on any City Board:

1. 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 letters of interest and resumes are being accepted by the City Council for these positions. A deadline will be established for receiving these resumes and will be noted in the news release. Serving members may apply for reappointment by memorandum.
2. Individuals who already are serving on a City Board whose terms will expire will be notified of the expiration of their term approximately six weeks prior to the date of term expiration. They will be requested to submit a letter of interest as to whether or not they wish to continue serving on said Board.
3. Vacancies created by individuals who resign prior to the expiration of their term will be viewed as a new appointment and the procedure outlined in Item No. 1 above will be followed. All resignations must be submitted in writing to the City Council. Resignations are effective on receipt by the City Clerk, unless otherwise provided in law.
4. All resumes either from individuals requesting reappointment or individuals seeking their first term will be submitted to the City Council for their review and selection approximately two weeks prior to the meeting at which reappointment to City Boards is scheduled to be heard. The Council will select the most

qualified individual to serve on the various boards whom they feel will be the most effective person for the position. Preference will be given to residents and registered voters of the City of Brooksville.

5. No individual will be appointed who did not submit a resume prior to the deadline, unless City Council deems it in the best interest of the public.
6. After the appointment is made by City Council, all individuals who submitted resumes 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.

THE NEWS RELEASE WILL BE AS ATTACHED.

APPROVED:



John C. Tucker, Mayor

DATE:

2-14-94

(W:POLICIES\REAPPT.BD)

Item 2.

City of Brooksville Application
for City Advisory Board/
Committee Appointment

PLEASE TYPE OR PRINT

FULL NAME:

Mr./Mrs./Miss/Ms. _____

ADDRESS: _____

PHONE NO: Home (____) _____ Work (____) _____

E-MAIL ADDRESS: _____

RESIDENT OF THE CITY OF BROOKSVILLE: Yes _____ No _____

REGISTERED VOTER: Yes _____ No _____ VOTER ID #: _____

PRESENT EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

EDUCATION: _____

(Use back of form for additional information)

EXPERIENCE (DETAILED) RELEVANT TO BOARD/COMMITTEE POSITION: _____

(Please do not substitute "many boards" for experience.)

(Use back of form for additional information)

REFERENCES (3 MINIMUM) (NAME AND PHONE NUMBER): _____

Applicants must be registered voters in the State and preferably residents of the City of Brooksville. However, applicants for the Personnel Board, Planning and Zoning Board, the Firefighter's Pension Trust Fund Board of Trustees and the Police Officer's Pension Trust Fund Board of Trustees must be residents of the City of Brooksville. Specific qualifications may apply to certain advisory board positions.

WHICH BOARD/COMMITTEE ARE YOU APPLYING FOR? (Please check the position you are interested in filling.)

- _____ Beautification Board: 3-year terms; 7 members
- _____ Brooksville Cemetery Advisory Committee: 4 year terms; 7 members with one member being a Council Member.
- _____ Brooksville Housing Authority: 4-year terms; 7 members
[Requires Filing of Financial Disclosure and Gift Disclosure Forms with the Supervisor of Elections within 30 days following appointment and Every Year Thereafter (See Attached)]
- _____ CDBG Citizen's Advisory Task Force: No terms; 5 members;
[Requires Filing of Financial Disclosure and Gift Disclosure Forms with the Supervisor of Elections within 30 days following appointment and Every Year Thereafter (See Attached)]
- _____ Firefighters Pension Trust Fund Board of Trustees: 2-year terms; 5 members (2 city residents, 2 City firefighters, and 1 person chosen by balance of members)
[Requires Filing of Financial Disclosure and Gift Disclosure Forms with the Supervisor of Elections within 30 days following appointment and Every Year Thereafter (See Attached)]
- _____ Parks & Recreation Advisory Board: 4 year terms; 7 members.
- _____ Personnel Board: 3-year terms; 7 members (3 laypersons who must be City residents and 4 City employees)
- _____ Planning & Zoning Commission : 4-year terms; 5 members.
[Requires Filing of Financial Disclosure and Gift Disclosure Forms with the Supervisor of Elections within 30 days following appointment and Every Year Thereafter (See Attached)] (Must be City Residents)
- _____ Police Officer's Pension Trust Fund Board of Trustees: 2-year terms; 5 members (2 City police officers, 2 city residents and 1 person chosen by balance of members)
[Requires Filing of Financial Disclosure and Gift Disclosure Forms with the Supervisor of Elections within 30 days following appointment and Every Year Thereafter (See Attached)]
- _____ Other Committees or Boards

Signature of Applicant

NOTE: Return completed form to:

City Clerk
City of Brooksville
201 Howell Avenue
Brooksville, FL 34601-2041
(352) 544-5407

(Revised 02/02/06)

SUNSHINE AMENDMENT/CODE OF ETHICS:

All Volunteer Advisory Board/Committee Appointees are governed by and subject to the Florida Sunshine Amendment and Code of Ethics

FORM 1 - LIMITED FINANCIAL DISCLOSURE:

Persons required to file FORM 1 include all local officers. A local officer is defined as any appointed member of a board, excluding any member of a solely advisory body. However, a governmental body with land-planning, zoning or natural resources responsibilities shall not be considered an advisory body and, therefore, would be required to file.

Within 30 days from the date of appointment and subsequently no later than July 1 of each year thereafter, a local officer shall file a statement of financial interests with the Supervisor of Elections.

REPORTING REQUIREMENTS AND PROHIBITED RECEIPT OF GIFTS; SOLICITATION AND DISCLOSURE OF HONORARIA:

Certain instances require disclosure of gift and honoraria. For a full detail of requirements, please review the **GIFT LAW** as identified in Florida Statutes or contact the City Attorney for specifics.

NOTE: Forms which may be required to be filed by a local officer are as referenced in Florida Commission on Ethics "GUIDE TO THE SUNSHINE AMENDMENT AND CODE OF ETHICS FOR PUBLIC OFFICERS AND EMPLOYEES" booklet, as published annually and on file in the Office of the City Clerk.

G:\WP_WORK\ClerkOffice\BOARDS\Master Application form.wpd

Item 3.

BEAUTIFICATION BOARD

The Beautification Board is appointed by City Council and consists of seven (7) voting members and a City Council Member. This Board is responsible for the beautification of the City of Brooksville through education of the citizens, utilizing contests, information, award programs, etc. The Board Members serve for three year staggered terms of office and are governed by Articles adopted by the Board and approved by City Council.

The following is a list of members of the Beautification Board, their terms of office, their home addresses and phone numbers:

Delores W. Jackson, 1361 Candlelight Boulevard, Brooksville, FL 34601; 799-6222 (home); Email: deloresj@bellsouth.net . Re-Appointed March 6, 2006 to a three year term of office. Mrs. Jackson's term of office expires March 31, 2009.

Alison Jones, 236 Pryor Street, Brooksville, 34601; 727-812-7939 (work), 540-4799 (home); Email: aj4077@earthlink.net . Appointed to an unexpired three year term of office on November 7, 2005 (term was previously held by Brad Montgomery who was removed from the Board by Council on 10/03/05). Ms. Jones' term of office expires May 31, 2009.

Lou Kavouras, CHAIRMAN, 14373 Daly Road, Brooksville, 34601; 796-7211 x4606 (work), 796-5300 (home); Email: Lou.Kavouras@swfwmd.state.fl.us (work), DanKavouras@cs.com (home). Re-appointed January 8, 2007 to a three year term. Ms. Kavouras' term of office expires January 31, 2010.

Nicole Sensale, 27282 Hickory Hill Rd., Brooksville, 34602; 397-9500 (work), 540-4918 (home); Email: B34602@aol.com appointed January 8, 2007 to a three year term. Mrs. Sensale's term of office expires January 31, 2010. (Replaced Kristi Emerson)

Sarah L. "Sally" Sperling, 520 Oakhill Court, 34601; 797-7070 ext. 456 (work), 848-0696 (home) or 848-4583 (cell); Email: sperling@tampabay.rr.com . Mrs. Sperling was appointed on 01/24/05 to a three year term of office. Mrs. Sperling's term of office expires January 31, 2008.

Louise O. Taylor, P.O. Box 372, Brooksville, 34605; 796-9895 (home). Reappointed January 8, 2007 to a three year term. Mrs. Taylor's term of office expires January 31, 2010.

Jay Arthur Thompson, 508 Oakhill Court, Brooksville, FL 34601; 754-8593 (home), 799-5232 (work); Email: jthomp8@tampabay.rr.com - Appointed to an unexpired three year term of office on January 22, 2007 (term was previously held by O'Neill who resigned). Mr. Thompson's term of office expires January 31, 2008.

Ex-officio & Support Staff

Joe Bernardini, Council Member, City Council Liaison , 201 Howell Avenue, Brooksville, FL 34601; 544-5407 (work); Email: jbernardini@ci.brooksville.fl.us. Appointed December 4, 2006

Lindsay Morgan, Secretary to the Board, 201 Howell Avenue, Brooksville, FL 34601; 544-5407, ext. 130 (work); Email: lmorgan@ci.brooksville.fl.us

STUDENT REPRESENTATIVE - VACANT AT PRESENT

pc: JLP - Bd. Exp. Bk.
JS - File
KP - Blue Binder - Orig
LAM - Bd. Sec. (9)
Master Binder Manual

BROOKSVILLE CEMETERY ADVISORY COMMITTEE

The Brooksville Cemetery Advisory Committee was created by City Council on March 16, 1992 by adoption of Resolution No. 92-13 and members appointed thereto on April 20, 1992 for initial staggered terms of office as indicated in the Resolution. All subsequent terms of office upon expiration will be for four years. Council further directed that subsequent appointments of replacement Committee Members shall be City residents or have a documented tie to the Brooksville Cemetery. The initial duties of the Committee associated with the operation of the Cemetery Enterprise Program shall be to make recommendations on improving the present services being offered by the cemetery, to make recommendations concerning the future needs of the cemetery including activities or improvements that would enhance the attractiveness and aesthetic beauty of the cemetery and to otherwise inquire of and provide advice on any and all matters or issues that would tend to improve the financial success of cemetery operations through whatever marketing activities and service deliveries that might be deemed appropriate for a municipal cemetery operation.

The following is a list of the members of the Brooksville Cemetery Advisory Committee, their terms of office, addresses and phone numbers:

Luther E. Cason, CHAIRMAN, 830 School Street, Brooksville, FL 34601; 796-7033 (Work) or 754-6008 (Home). Reappointed on 5/6/02 to a four year term. Mr. Cason's term of office expires on April 30, 2010.

David L. Merritt, VICE-CHAIRMAN, 230 May Ave., Brooksville, FL 34601; 796-6699 (work) or 796-6699 (home). Reappointed on 4/18/05 to four year term due to Board Member Brooks' term expiration. Mr. Merritt's term of office expires April 30, 2009.

Charles "Pat" Brewer, 631 Erin Way, Brooksville, FL 34601 279-5703 (cell phone) or 796-9012 (home). Reappointed on 4/18/05 to four year term due to Board Member Mountain's term expiration. Mr. Brewer's term of office expires April 30, 2009.

Clarke (Doug) Davis, 630 E. Martin Luther King, Jr., Blvd., Brooksville, FL 34601; 796-1027 (work or home). Reappointed on 4/18/05 to a four year term. Mr. Davis' term of office expires on April 30, 2009.

Jay Arthur Thompson, 508 Oakhill Ct., Brooksville, FL 34601; (Home) 754-8593 or (Work) 799-5232; E-mail: jthomp8@tampabay.rr.com. Appointed on 5/21/07 to a four year term due to the resignation of Thelma Ann Dawson. Mr. Thompson's term of office expires on April 30, 2011.

Jan Knowles, 26287 Soutt Road, Brooksville, FL 34601, 796-4811 (home), 796-9646 (work); Email: janknowles@earthlink.net. Appointed to an unexpired four year term on November 7, 2005 (term was previously held by George Rodriguez who was removed from the Board by Council on 10/03/05). Ms. Knowles' term of office expires on April 30, 2010.

Richard E. Lewis, City Council Liason - Voting Member, 201 Howell Ave.; 544-5407 (work) appointed 12/04/06.

Ex-officio & Support Staff

Audrey Williams, Parks and Recreation Admin. Asst., Recording Secretary; 544-5497 8am-4pm.

pc: JLP
KP - Blue Binder - Orig
Bd. Sec.
Bd. Chair
Bd. Vice-Chair
Master Binder Manual

BROOKSVILLE HOUSING AUTHORITY

The Brooksville Housing Authority Board is appointed by the Mayor of the City of Brooksville with approval of City Council, as set forth in F.S. 421.05 (Resolution No. 256 adopted January 29, 1968 and Resolution No. 91-10 increasing number of members). The Authority consists of seven voting members. All reasonable efforts will be made to seek applications from residents within the housing complex to serve on this board, striving to appoint two resident members if possible. The powers of authority of the Board are stipulated in F.S. 421.08, whereby it basically sets policies and guidelines for tenants to abide by, approves the budget for the Brooksville Housing Authority, signs the Annual contribution contract and amendments to same. The terms of office are for four year terms. [Note: Res. #2003-06 adopted 5/5/03 rescinded provisions for alternate members]

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

Paul Boston, 16071 Boca Raton Street, Brooksville, 34604; 797-5451 (home), 238-3500 (cell); E-mail: legalbrothers@aol.com. Appointed to an unexpired four year term of office on September 12, 2005. Mr. Boston's term of office expires October 31, 2007.

Donnamaria Lopez, 460 Hale Avenue, Apt. #1, Brooksville, 34601; (352)754-5474 (Home), (352) 796-4544 (work); E-mail: oakparkaptsdm@bellsouth.net. Appointed on November 7, 2005 to a four year term of office previously held by Nathaniel Sims' who was removed from the Board by Council on 10/03/05. Ms. Lopez's term of office expires November 30, 2009.

Gertrude E. Mobley, CHAIRMAN 908 Wood Dr., Brooksville, 34601; 799-6368 (home). Reappointed for a four year term of office on October 6, 2003. Ms. Mobley's term of office expires September 30, 2007.

Shannon R. Andras-Pettry, 451 Rogers Avenue, Brooksville, FL 34601; 848-0511 (Home), 200-9228 (Work); E-mail: andraspettry@tampabay.rr.com. Appointed May 21, 2007, to a four year term of office through May 31, 2011.

Carl R. Pilcher, 24074 Peppermill Dr., Brooksville, 34601; 799-6940 (Home). Reappointed on May 21, 2007, to an unexpired four year term of office, left vacant by the resignation of Onnie O'Banner, through May 31, 2010.

Earl E. Watkins, III, 11171 Heathwood Ave., Spring Hill, FL 34608; 684-5928 (Home), 232-8252 (Work); E-mail: ewatkins1@tampabay.rr.com. Appointed May 21, 2007, to a four year term of office through May 31, 2011.

Steven J. Zeledon, 32270 Marchmont Circle, Ridge Manor, FL 33523; 583-2064 (Home), 442-1271 (Cell); E-mail: stevezeledon@earthliunk.net. Appointed May 21, 2007, to a four year term of office through May 31, 2011.

Ex-officio & Support Staff

Ronnie C. McLean, Executive Director 8344 Eldridge Road, Spring Hill, FL 34608; 352-200-7652 (Home), 727-569-1740 X-281 (Work); E-mail UFL2012@hotmail.com.

Beth Loos, Secretary, 800 Continental Dr., Brooksville, FL 34601 796-6547.

pc: JLP
JS - File
KP - Blue Binder - Orig
Bd. Chair
Bd. Vice-Chair
Master Binder Manual

FIREFIGHTERS' PENSION TRUST FUND BOARD OF TRUSTEES

The Municipal Firefighters' Pension Trust Fund Board of Trustees was created by Florida Statutes, 175.061. The Board is composed of five members, two of whom are residents of the City; two full time firefighters who are elected by the majority of the members of the plan; and the fifth member is chosen by a majority of the four members. Each member shall serve as a trustee for a period of two years from appointment.

The following is a list of the members of the Firefighters' Pension Trust Fund Board of Trustees, their terms of office, addresses and phone numbers:

Chief Tim Mossgrove, CHAIRMAN, 85 Veterans Ave.; 544-5445 (work). Re-elected by the members of the Fire Department in the Retirement System in January 2007. Chief Mossgrove's two year term of office will expire January 31, 2009.

Firefighter/Lieutenant Gerald Ward, VICE-CHAIRMAN, 85 Veterans Ave.; 544-5445 (work). Re-elected by the members of the Fire Department in the Retirement System in January 2007. Lt. Ward's term of office will expire on January 31, 2009.

Frank Phillips, SECRETARY, 13271 Downey Woodpecker, Weeki Wachee, FL 34614; 544-0675 (home). Reappointed by the Board and ratified by Council on January 9, 2006 to fill two year term of office as fifth member to the board. Mr. Phillips' term of office expires January 31, 2008.

Regina Ann Martin, 1522 Sabra Drive; 799-3581 (work) or 796-3330 (home). Reappointed by City Council on February 12, 2007. Ms. Martin's two year term of office will expire February 28, 2009.

Paul D. Babcock, 136 Mt. Fair Avenue; 797-7755 (home), email: pdbtrading@juno.com. Appointed by City Council on August 21, 2006 to fill a balance of a two year term of office. Mr. Babcock's term of office will expire October 31, 2007.

Ex-officio & Support Staff

Scott Christiansen, Board Attorney; Christiansen and Dehner, 63 Sarasota Center Boulevard, Suite 107, Sarasota, FL 34240; 941-377-2200.

Susan Mae McCrary, Secretary to the Board (352) 544-5445.

pc: JLP
KP - Blue Binder
Bd. Sec.
Bd. Chair
Bd. Vice-Chair
Master Binder Manual

GOOD NEIGHBOR TRAIL ADVISORY COMMITTEE

On Monday, March 6, 2000, City Council appointed the following individuals to serve on the twelve (12) member "Good Neighbor Trail Advisory Committee". In 2003, City Council updated the Committee membership to include a trails enthusiast and reduced the number of committee members to ten. This Committee is a sub-committee of the City's Parks & Recreation Advisory Board. The purpose of the Committee is to assist in the implementation of the Good Neighbor Trail Management Plan, which includes annual surveying of the site for exotic pest vegetation, animals, natural resources-ecosystem (including a specimen tree survey), and an initial historic resource survey. It is envisioned that the Committee will also assist in restoration plan development and design planning for the Good Neighbor Trail Head facilities and hiking and nature trail. The Good Neighbor Trail Advisory Committee will submit its' recommendations to the Parks & Recreation Board for consideration and subsequent approval by City Council. It is anticipated that this Committee will serve through the complete implementation of the Good Neighbor Trail to Russell Street Station Management Plan.

The members of this Committee are:

Vincent Morris
State of Florida Division of Forestry
610 Brierfield Court
Brooksville, Florida 34601
Telephone 352-754-6777 x129
morrisv@doacs.state.fl.us

Eugene Kelly
10418 Nottingham Forest Drive
Brooksville, Florida 34601
407-682-3664 (work)
407-709-7042 (cell)
ekelly@tnc.org

Jan Knowles janknowles@earthlink.net
Virginia Jackson bvilledepot@bellsouth.net
Mike Hannigan (232-7475 cell)
Hernando Historical Museum Association
601 Museum Ct.
Brooksville, Florida 34601
Telephone 352-799-0129
Fax 352-799-4766

Steve Diez, Chairman
Hernando County Planning Department
20 N. Main Street; Room 262
Brooksville, Florida 34601
Telephone 352-754-4057 Ext. 28013
stevend@co.hernando.fl.us

Lara Bradburn
City of Brooksville
201 Howell Avenue
Brooksville, Florida 34601
Telephone 352-544-5407
lbradburn@ci.brooksville.fl.us

PARKS & RECREATION ADVISORY BOARD

The Parks & Recreation Advisory Board consists of seven (7) members and two (2) alternate members. In 1982 funds were donated to the City by members of the McKethan Family. The McKethan Park Recreation Committee was formed to oversee expenditures of these funds, mainly for Capital Outlay items. On January 25, 1988, City Council appointed the McKethan Park Recreation Committee as an advisory board for both McKethan and Tom Varn Park. As a result, the name of the committee was changed to the Parks & Recreation Advisory Board. On August 19, 1991 Council adopted Ordinance No. 500 officially establishing the Parks & Recreation Advisory Board and assigning staggered terms of office to the Board Members. Thereafter, appointed members shall serve four year terms.

The following is a list of the members of the Parks & Recreation Advisory Board, their terms of office, addresses and phone numbers.

James V. Brooks, Jr., CHAIRPERSON 6400 Quarterhorse Ln., Brooksville, FL 34604; 683-3780 (work) or 796-5017 (home). Reappointed on 8/16/04 to a four year term of office. Mr. Brooks' term expires on August 31, 2008.

William E. Chatman, Jr., 201 Olive Street, 797-7015 (work) and 796-2132 (home). Reappointed on 10/17/05 to a four year term of office. Mr. Chatman's term expires August 31, 2009.

Richard Gant, VICE CHAIRPERSON, 4235 Nancy Creek, 34602, 796-7211 (work) or 769-1342 (home). Reappointed on 08/31/06 to a four year term as a full time member. Mr. Gant's term expires August 31, 2010.

Mark Blanton, 29439 Cortez Blvd., 34602; 544-5535 (work) or 796-6605 (home). Mr. Blanton was appointed on 9/16/02 and appointed to full time status on September 12, 2005 replacing Lee Porterfield. Mr. Blanton's four year term of office expires August 31, 2009.

Alan K. Garman, 23080 Dewitt Drive, 34609; 796-6319 (work) 796-7466 (home). Reappointed on 8/16/04 to a four year term of office. Mr. Garman's term expires August 31, 2008.

Gary E. Schraut, CRS, P.O. Box 1104, 34605; 796-7991 (work) or 796-1373 (home) 796-4121 (fax). Reappointed on 8/16/04 to a four year term of office. Mr. Schraut's term expires on August 31, 2008.

David Pugh, City Council Liason - Voting Member, 201 Howell Ave.; 544-5407 (work) or 279-7701 (home/cell). Reappointed December 04, 2006.

Toni Maletta, ALTERNATE, 10175 Thayer Street; 799-3097 (home), 797-7006 (work), email: tonimaletta@yahoo.com. Ms. Maletta was appointed on August 21, 2006 to fill Phillip Williams' four year term of office. Ms. Maletta's term of office expires August 31, 2010.

Sarah L. "Sally" Sperling, ALTERNATE, 520 Oakhill Court, 34601; 797-7070 ext. 456 (work) or 848-0696 (home). Mrs. Sperling was reappointed on January 8, 2007, to a four year term of office, which January 31, 2011.

Ex-officio & Support Staff

Michael C. Walker, Parks and Recreation Director for the City of Brooksville, City Liaison to the Board; 544-5497 (work).

Audrey Williams, Secretary for the Board; 544-5497 (work).

pc: JLP
KP - Blue Binder - Orig
Bd. Sec.
Bd. Chair
Bd. Vice-Chair
Master Binder Manual

PERSONNEL BOARD

As stipulated in Section 2.01 of the Personnel Policies, the Personnel Board developed the Personnel Policies of the City and acts as the Grievance Board for the City. The Personnel Advisory Board for the City shall consist of seven (7) members. Members serve for a term of three (3) years. City Council shall appoint three (3) non-employees to the Board. These persons shall reside within the City. Three (3) members shall be employees elected by secret ballot of employees (excluding Department/Division Directors) within each of the three (3) Funds (General-Utilities-Sanitation) of the City subject to approval of City Council. The seventh (7) member of the Board shall be selected from the General Fund employees by the three (3) employees elected to the Board. The Human Resources Director shall be an ex-officio non-voting member of the Personnel Board.

The following is a list of the members of the Personnel Board:

Pat Jobe, CHAIRPERSON, General Fund Representative of the Admin/Community Development/Finance/HR/Police & Fire/Parks and Recreation Departments, 544-5430 x139 (work), Email: pjobe@ci.brooksville.fl.us . Re-elected January 26, 2007 to a three year term of office through January 31, 2010.

Laureen Busacca, Utility Fund Representative, 544-5465 (work), Email: lbusacca@ci.brooksville.fl.us ; Re-elected January 26, 2007 to fill a three year term of office through January 31, 2010.

Sonny Gill, Jr., Sanitation Fund Representative, 754-5465 (work), Email: sgill@ci.brooksville.fl.us; Elected January 26, 2007 to a three year term of office through January 31, 2010.

John Nicoll, General Fund Representative selected by the three elected members on February 27, 2007 to fill a three year term of office through January 31, 2010. Work 544-5465.

Lori Allen, 422 Hillside Court; 799-2686 (home), 754-9001 (work), Email: la731a@hotmail.com. Re-appointed March 6, 2006 to a three year term of office through March 31, 2009.

Shannon R. Andras-Pettry, 451 Rogers Avenue; 848-0511 (home), 200-9228 (work), Appointed January 8, 2007, to an unexpired three year term of office through January 31, 2008.

Pierre Desjardins, 314 E. Liberty St., Brooksville, FL 34601; (home) 650-0079, (work) 848-0177; E-mail: Plrd2@earthlink.net. Appointed on May 21, 2007 to an unexpired three year term of office through January 31, 2008, following the resignation of Kellie Jo. Stapleton.

Ex-officio & Support Staff

Margaret Bosack, Interim Human Resources Director, ex-officio non-voting member; 544-5407 x-131 (work), Email: mbosack@ci.brooksville.fl.us .

David LaCroix, Esquire, City Attorney, P.O. Box 381, Brooksville, FL 34605; (352) 382-1373 office and fax, Email: davidlac@earthlink.net or cityattorney@ci.brooksville.fl.us

Janice L. Peters, Secretary to the Board; 544-5407 x124 (work), 201 Howell Avenue, Brooksville, FL 34601, E-mail: jpeters@ci.brooksville.fl.us

pc: JLP
KP - Blue Binder - Orig
Bd. Chair
Bd. Vice-Chair

PLANNING & ZONING COMMISSION

The Planning & Zoning Commission consists of five (5) voting members and two (2) alternate members who must be City residents. The alternate members would vote in the absence of a full time member. The Commission makes recommendations to City Council on zoning/re-zoning petitions, annexation petitions, comprehensive plan amendments, preliminary/final plats, and vacation of right-of-way petitions. Final decisions are made by the Commission on special exceptions and variance petitions, as well as appeals of administrative decisions or interpretations. Pursuant to Ordinance #562 adopted May 20, 1996, City Council may choose to hear appeals of any Planning and Zoning Commission decisions. The terms of office are for four (4) years and members must be City residents. The following is a list of the members of the Planning & Zoning Commission, their terms of office, addresses and phone numbers:

George H. Rodriguez, CHAIRMAN, 110 S. Brooksville Ave.; 796-8994 (work) or 796-6857 (home). Reappointed March 6, 2006 to a four year term, which expires March 31, 2010.

John A. Wanat, VICE CHAIRMAN, 501 Underwood Ave., 799-7225 (work); 796-7063 (home); 650-7091 (cell). Reappointed January 8, 2007, to a four year term, which expires January 31, 2011.

Charles H. Miller, 760 Fernwood Drive; 796-5210 (home). Reappointed January 24, 2005, to a four year term, which expires January 31, 2009.

Elmer D. Korbus, 415 Hillside Court; 796-2980 (home). Reappointed January 8, 2007, to a four year term, which expires January 31, 2011.

Louise O. Taylor, P.O. Box 372; 796-9895 (home). Reappointed on January 8, 2007 to a four year term, which expires January 31, 2011.

E. E. "Ernie" Wever, Jr., ALTERNATE, 920 Moonlight Ln.; 799-0802 (home). Appointed 1/8/07 to an unexpired four year term of office through January 31, 2009. (Replaced Virginia G. Garnett)

Donald Carnes Varn, ALTERNATE, 451 Howell Ave.; 397-9611 (home). Appointed 1/8/07 to a four year term of office through January 31, 2011. (Replaced Richard E. Lewis)

Ex-officio & Support Staff

David LaCroix, Esquire, City Attorney, P.O. Box 381, Brooksville, FL 34605; (352) 382-1373 office and fax (also receives packet), Email: david@xtalwind.net or cityattorney@ci.brooksville.fl.us

Bill Geiger, Community Development Director/City Liaison (Non-Voting) to the Board; 544-5430 (work), Email: bgeiger@ci.brooksville.fl.us.

Patricia Jobe/Wendy Jespersen, Secretary to the Board; 544-5430 (work); Email: pjobe@ci.brooksville.fl.us or wiespersen@ci.brooksville.fl.us .

Ken Pritz, Non-voting School Board Representative, Director of Planning & Accountability, Hernando County School Board, 919 N. Broad St., 797-7096.

*Duties modified by Ordinance #562-A adopted March 3, 1997, consolidating duties of Planning and Zoning Board and Zoning Adjustment and Appeals Board, as well as being renamed to "Commission".

pc: JLP
KP - Blue Binder - Orig
Bd. Sec.
Bd. Chair
Bd. Vice-Chair
Master Binder Manual

POLICE OFFICER'S PENSION TRUST FUND BOARD OF TRUSTEES

The Municipal Police Officer's Pension Trust Fund Board of Trustees was created for all police officers hired after January 1, 1996, pursuant to Florida Statutes, 185. The Board is composed of five members, two of whom are residents of the City; two full time police officers who are elected by the majority of the police officers who are members of the plan; and the fifth member is chosen by a majority of the four members. Each member shall serve as a trustee for a period of two years from appointment.

The following is a list of the members of the Police Officer's Pension Trust Fund Board of Trustees, their terms of office, addresses and phone numbers:

Police Officer Jason Brough, CHAIRMAN, 87 Veterans Ave.; 754-6800 (Work). Appointed by the Board of Trustees as the "fifth member" on December 15, 2005 and reappointed by City Council on January, 9, 2006 to a two year term of office. Officer Brough's two year term of office will expire on January 31, 2008.

Joseph P. Quinn*, VICE CHAIRMAN, 1311 Candlelight Blvd.; 796-9423 (Work) or 799-6764 (Home). Reappointed by City Council on October 17, 2005 to a two year term of office. Mr. Quinn's term will expire on October 31, 2007.

Police Officer Randal Orman, SECRETARY, 87 Veterans Ave.; 754-6800 (Work). Re-Appointed in June 2006 by the Board of Trustees to a two year term of office. Officer Orman's two year term of office will expire on May 31, 2008.

Police Officer Jason Matheson*, 87 Veterans Ave.; 754-6800 (Work). Elected on December 14, 2005. Officer Matheson was elected by the City Council to serve a two year term of office which will expire December 31, 2007.

Charles W. Price, Jr., 614 Erin Way; 796-0762 (Home), email: candpprice@earthlink.net. Appointed by City Council on August 21, 2006 to a two year term of office. Mr. Price's term will expire on August 31, 2008.

Ex-officio & Support Staff

Bonni S. Jensen, Esquire, Board Attorney; Hanson, Perry, and Jensen, P.A., 400 Executive Center Drive, Suite 207, West Palm Beach, FL 33401-2922; 561-686-6550 (Work).

Margaret Bosack, Acting Human Resource Manager, City Liaison (Non-Voting) to the Board, 544-5407 x131.

Margaret Bosack, Recording Secretary, City of Brooksville; 201 Howell Avenue, Brooksville, FL 34601; Phone: 544-5407 x132, Fax: 544-5417; Email: mbosack@ci.brooksville.fl.us

pc: JLP
KP - Blue Binder - Orig
Bd. Sec.
Bd. Chair
Bd. Vice-Chair
Master Binder Manual
*Only those elected by the CC gets Press Released

Item 4.

CHAPTER 421

PUBLIC HOUSING

PART I

HOUSING AUTHORITIES

421.03 Definitions.

421.04 Creation of housing authorities.

421.05 Appointment, qualifications, and tenure of commissioners; hiring of employees.

421.06 Commissioners or employees prohibited from acquiring interests in housing projects and required to disclose interests in specified properties; exception.

421.07 Removal of commissioners.

421.08 Powers of authority.

421.03 Definitions.--The following terms, wherever used or referred to in this part, shall have the following respective meanings for the purposes of this part, unless a different meaning clearly appears from the context:

(1) "Authority" or "housing authority" shall mean any of the public corporations created by s. 421.04.

(2) "City" shall mean any city or town of the state having a population of more than 2,500, according to the last preceding federal or state census. "The city" shall mean the particular city for which a particular housing authority is created.

(3) "Governing body" shall mean the city council, the commission, or other legislative body charged with governing the city, as the case may be.

(4) "Mayor" shall mean the mayor of the city or the officer thereof charged with the duties customarily imposed on the mayor or executive head of the city.

(5) "Clerk" shall mean the clerk of the city or the officer of the city charged with the duties customarily imposed on the clerk thereof.

(6) "Area of operation":

(a) In the case of a housing authority of a city having a population of less than 25,000, shall include such city and the area within 5 miles of the territorial boundaries thereof; and

(b) In the case of a housing authority of a city having a population of 25,000 or more shall include such city and the area within 10 miles from the territorial boundaries thereof; provided however, that the area of operation of a housing authority of any city shall not include any area which lies within the territorial boundaries of some other city as herein defined; and further provided that

the area of operation shall not extend outside of the boundaries of the county in which the city is located and no housing authority shall have any power or jurisdiction outside of the county in which the city is located.

(7) "Federal Government" shall include the United States, the Federal Emergency Administration of Public Works or any other agency or instrumentality, corporate or otherwise, of the United States.

(8) "Slum" shall mean any area where dwellings predominate which, by reason of dilapidation, overcrowding, faulty arrangement or design, lack of ventilation, light or sanitary facilities, or any combination of these factors, are detrimental to safety, health and morals.

(9) "Housing project" shall mean any work or undertaking:

(a) To demolish, clear, or remove buildings from any slum area; such work or undertaking may embrace the adaption of such area to public purposes, including parks or other recreational or community purposes; or

(b) To provide decent, safe and sanitary urban or rural dwellings, apartments or other living accommodations for persons of low income; such work or undertaking may include buildings, land, equipment, facilities and other real or personal property for necessary, convenient or desirable appurtenances, streets, sewers, water service, parks, site preparation, gardening, administrative, community, health, recreational, educational, welfare or other purposes; or

(c) To accomplish a combination of the foregoing. The term "housing project" also may be applied to the planning of the buildings and improvements, the acquisition of property, the demolition of existing structures, the construction, reconstruction, alteration and repair of the improvements and all other work in connection therewith.

(10) "Persons of low income" shall mean persons or families who lack the amount of income which is necessary, as determined by the authority undertaking the housing project, to enable them, without financial assistance, to live in decent, safe and sanitary dwellings, without overcrowding.

(11) "Debentures" shall mean any notes, interim certificates, debentures, revenue certificates, or other obligations issued by an authority pursuant to this chapter.

(12) "Real property" shall include all lands, including improvements and fixtures thereon, and property of any nature appurtenant thereto, or used in connection therewith, and every estate, interest and right, legal or equitable, therein, including terms for years and liens by way of judgment, mortgage or otherwise and the indebtedness secured by such liens.

(13) "Obligee of the authority" or "obligee" shall include any holder of debentures, trustee or trustees for any such holders, or lessor demising to the authority property used in connection with a housing project, or any assignee or assignees of such lessor's interest or any part thereof, and the Federal Government when it is a party to any contract with the authority.

History.--s. 3, ch. 17981, 1937; CGL 1940 Supp. 7100(3-c); s. 1, ch. 20219, 1941; s. 1, ch. 28061, 1953; s. 24, ch. 57-1; s. 1, ch. 67-566.

421.04 Creation of housing authorities.--

(1) In each city, as herein defined, there is hereby created a public body corporate and politic to be known as the "Housing Authority" of the city; provided, however, that such authority shall not transact any business or exercise its powers hereunder until or unless the governing body of the city by proper resolution shall declare that there is need for an authority to function in such city. The determination as to whether there is such need for an authority to function:

- (a) May be made by the governing body on its own motion; or
- (b) Shall be made by the governing body upon the filing of a petition signed by 25 residents of the city asserting that there is need for an authority to function in such city and requesting that the governing body so declare.

(2) The governing body may adopt a resolution declaring that there is need for a housing authority in the city if it shall find that:

(a) Insanitary or unsafe inhabited dwelling accommodations exist in such city; or

(b) There is a shortage of safe or sanitary dwelling accommodations in such city available to persons of low income at rentals they can afford. In determining whether dwelling accommodations are unsafe or insanitary said governing body may take into consideration the degree of overcrowding, the percentage of land coverage, the light, air, space and access available to the inhabitants of such dwelling accommodations, the size and arrangement of the rooms, the sanitary facilities, and the extent to which conditions exist in such buildings which endanger life or property by fire or other causes.

(3) In any suit, action or proceeding involving the validity or enforcement of or relating to any contract of the authority, the authority shall be conclusively deemed to have become established and authorized to transact business and exercise its powers hereunder upon proof of the adoption of a resolution by the governing body declaring the need for the authority. Such resolution or resolutions shall be sufficient if it declares that there is such need for an authority and finds in substantially the foregoing terms, no further detail being necessary, that either or both of the above enumerated conditions exist in the city. A copy of such resolution duly certified by the clerk shall be admissible in evidence in any suit, action or proceeding.

History.--s. 4, ch. 17981, 1937; CGL 1940 Supp. 7100(3-d).

421.05 Appointment, qualifications, and tenure of commissioners; hiring of employees.--

(1) When the governing body of a city adopts a resolution as aforesaid, the mayor, with the approval of the governing body, shall promptly appoint no fewer than five persons, and no more than seven persons, as commissioners of the authority created for such city. Three of the commissioners who are first appointed shall be designated to serve for terms of 1, 2, and 3 years respectively; the remaining commissioners shall be designated to serve for terms of 4 years each, from the date of their appointment. Thereafter, each commissioner shall be appointed as aforesaid for a term of office of 4 years, except that a vacancy shall be filled for the unexpired term by an appointment by the mayor with the approval of the governing body within 60 days after such vacancy occurs. Each housing authority created pursuant to this chapter shall have at least one commissioner who shall be a resident who is current in rent in a housing project or a person of low or very low income who resides within the housing authority's jurisdiction and is receiving rent subsidy through a program administered by the authority or public housing agency that has jurisdiction for the same locality served by the housing authority, which commissioner shall be appointed at the time a vacancy exists. In the case of an authority which has no completed project, no tenant-commissioner shall be appointed until 10 percent of the units in the first project of the authority have been occupied. The cessation of a tenant-commissioner's tenancy in a housing project or the cessation of rent subsidy shall remove such tenant-commissioner from office, and another person meeting the qualifications required for the office shall be appointed for the unexpired portion of the term. After all reasonable efforts have been made and documented, if the commissioners find that no housing project resident or rent subsidy recipient is available to serve as a tenant-commissioner, the existing vacancy shall then be filled through the normal appointment procedures set forth in this subsection. However, such normal appointment shall not preclude the requirement to exercise diligence in all succeeding vacancies to attempt to first appoint a tenant-commissioner until at least one tenant-commissioner has been appointed. No commissioner of an authority may be an officer or employee of the city for which the authority is created. A commissioner shall hold office until a successor has been appointed and has qualified. A certificate of the appointment or reappointment of any commissioner shall be filed with the clerk, and such certificate shall be conclusive evidence of the due and proper

appointment of such commissioner. A commissioner shall receive no compensation for his or her services but shall be entitled to the necessary expenses, including travel expenses, incurred in the discharge of his or her duties. The requirements of this subsection with respect to the number of commissioners of a housing authority apply without regard to the date on which the housing authority was created.

(2) The powers of each authority shall be vested in the commissioners thereof in office from time to time. A majority of the commissioners shall constitute a quorum of the authority for the purpose of conducting its business and exercising its powers and for all other purposes. Action may be taken by the authority upon a vote of a majority of the commissioners present, unless in any case the bylaws of the authority require a larger number. The mayor with the concurrence of the governing body shall designate which of the commissioners appointed shall be the first chair, but when the office of the chair of the authority thereafter becomes vacant, the authority shall select a chair from among its commissioners. An authority shall select from among its commissioners a vice chair; and it may employ a secretary, who shall be the executive director, technical experts, and such other officers, agents, and employees, permanent and temporary, as it may require and shall determine their qualifications, duties, and compensation. For such legal services as it may require, an authority may call upon the chief law officer of the city or may employ its own counsel and legal staff. An authority may delegate to one or more of its agents or employees such powers or duties as it may deem proper.

(3) Notwithstanding the limitation contained in subsection (1) on the number of commissioners of a housing authority, any housing authority that has more than seven commissioners on March 28, 1991, may maintain the same number of commissioners it had on March 28, 1991.

History.--s. 5, ch. 17981, 1937; CGL 1940 Supp. 7100(3-e); s. 1, ch. 59-413; s. 1, ch. 78-165; ss. 1, 2, ch. 80-357; s. 273, ch. 81-259; s. 1, ch. 84-250; s. 1, ch. 89-33; ss. 1, 2, ch. 91-6; s. 82, ch. 97-103.

421.06 Commissioners or employees prohibited from acquiring interests in housing projects and required to disclose interests in specified properties; exception.--Except for the leasehold interest held by a tenant-commissioner in the housing project in which he or she is a tenant, no commissioner or employee of an authority shall acquire any interest, direct or indirect, in any housing project or in any property included or planned to be included in any project, nor shall he or she have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any housing project. If a commissioner or employee of an authority owns or controls an interest, direct or indirect, in any property included or planned to be included in any housing project, he or she shall immediately disclose the same in writing to the authority. Such disclosure shall be entered upon the minutes of the authority. Failure so to disclose such interest constitutes misconduct in office.

History.--s. 6, ch. 17981, 1937; CGL 1940 Supp. 7100(3-f); s. 2, ch. 84-250; s. 83, ch. 97-103.

421.07 Removal of commissioners.--For inefficiency or neglect of duty or misconduct in office, a commissioner of an authority may be removed by the mayor with the concurrence of the governing body, but a commissioner shall be removed only after he or she shall have been given a copy of the charges at least 10 days prior to the hearing thereon and had an opportunity to be heard in person or by counsel. In the event of the removal of any commissioner, a record of the proceedings, together with the charges and findings thereon, shall be filed in the office of the clerk.

History.--s. 7, ch. 17981; 1937; CGL 1940 Supp. 7100(3-g); s. 2, ch. 59-413; s. 84, ch. 97-103.

421.08 Powers of authority.--An authority shall constitute a public body corporate and politic, exercising the public and essential governmental functions set forth in this chapter, and having all the powers necessary or convenient to carry out and effectuate the purpose and provisions of this chapter, including the following powers in addition to others herein granted:

(1) To sue and be sued; to have a seal and to alter the same at pleasure; to have perpetual succession; to make and execute contracts and other instruments necessary or convenient to the

exercise of the powers of the authority; to appear in court through any of its officers, agents, or employees, for the exclusive purpose of filing eviction papers; and to make and from time to time amend and repeal bylaws, rules and regulations, not inconsistent with this chapter, to carry into effect the powers and purposes of the authority.

(2) Within its area of operation, to prepare, carry out, acquire, lease, and operate housing projects; to provide for the construction, reconstruction, improvement, alteration, or repair of any housing project or any part thereof.

(3) To arrange or contract for the furnishing by any person or agency, public or private, of services, privileges, works, or facilities for, or in connection with, a housing project or the occupants thereof; provided, however, that notwithstanding any other power or provision in this chapter, the authority shall not construct, lease, control, purchase, or otherwise establish in connection with or as a part of any housing project or any other real or any other property under its control, any system, work, facilities, plants, or other equipment for the purpose of furnishing utility service of any kind to such projects or to any tenant or occupant thereof in the event that a system, work, facility, plant, or other equipment for the furnishing of the same utility service is being actually operated by a municipality or private concern in the area of operation or the city or the territory immediately adjacent thereto; provided, further, that nothing herein shall be construed to prohibit the construction or acquisition by the authority of any system, work, facilities, or other equipment for the sole and only purpose of receiving utility services from any such municipality or such private concern and then distributing such utility services to the project and to the tenants and occupants thereof; and, notwithstanding anything to the contrary contained in this chapter or in any other provision of law, to include in any contract let in connection with a project, stipulations requiring that the contractor and any subcontractors comply with requirements as to minimum wages and maximum hours of labor, and comply with any conditions which the Federal Government may have attached to its financial aid of the project.

(4) To lease or rent any dwellings, houses, accommodations, lands, buildings, structures, or facilities embraced in any housing project and, subject to the limitations contained in this chapter, to establish and revise the rents or charges therefor; to own, hold, and improve real or personal property; to purchase, lease, obtain options upon, acquire by gift, grant, bequest, devise, or otherwise any real or personal property or any interest therein; to acquire by the exercise of the power of eminent domain any real property; to sell, lease, exchange, transfer, assign, pledge, or dispose of any real or personal property or any interest therein; to insure or provide for the insurance of any real or personal property or operations of the authority against any risks or hazards; to procure or agree to the procurement of insurance or guarantees from the Federal Government of the payment of any such debts or parts thereof, whether or not incurred by said authority, including the power to pay premiums on any such insurance.

(5) To invest any funds held in reserves or sinking funds, or any funds not required for immediate disbursement, in property or securities in which savings banks may legally invest funds subject to their control; to purchase its debentures at a price not more than the principal amount thereof and accrued interest, all debentures so purchased to be canceled.

(6) Within its area of operation: to investigate into living, dwelling, and housing conditions and into the means and methods of improving such conditions; to determine where slum areas exist or where there is a shortage of decent, safe, and sanitary dwelling accommodations for persons of low income; to make studies and recommendations relating to the problem of clearing, replanning, and reconstruction of slum areas and the problem of providing dwelling accommodations for persons of low income; to administer fair housing ordinances and other ordinances as adopted by cities, counties, or other authorities who wish to contract for administrative services and to cooperate with the city, the county, the state or any political subdivision thereof in action taken in connection with such problems; and to engage in research, studies, and experimentation on the subject of housing.

(7) Acting through one or more commissioners or other person or persons designated by the authority; to conduct examinations and investigations and to hear testimony and take proof under oath at public or private hearings on any matter material for its information; to administer oaths,

issue subpoenas requiring the attendance of witnesses or the production of books and papers and to issue commissions for the examination of witnesses who are outside of the state or unable to attend before the authority, or excused from attendance; to make available to appropriate agencies, including those charged with the duty of abating or requiring the correction of nuisances or like conditions, or of demolishing unsafe or insanitary structures within its area of operation, its findings and recommendations with regard to any building or property where conditions exist which are dangerous to the public health, morals, safety, or welfare.

(8)(a) To organize for the purpose of creating a for-profit or not-for-profit corporation, limited liability company, or other similar business entity pursuant to all applicable laws of this state in which the housing authority may hold an ownership interest or participate in its governance in order to develop, acquire, lease, construct, rehabilitate, manage, or operate multifamily or single-family residential projects. These projects may include nonresidential uses and may use public and private funds to serve individuals or families who meet the applicable income requirements of the state or federal program involved; whose income does not exceed 150 percent of the applicable median income for the area, as established by the United States Department of Housing and Urban Development; and who, in the determination of the housing authority, lack sufficient income or assets to enable them to purchase or rent a decent, safe, and sanitary dwelling. These corporations, limited liability companies, or other business entities may join partnerships, joint ventures, or limited liability companies pursuant to applicable laws or may otherwise engage with business entities in developing, acquiring, leasing, constructing, rehabilitating, managing, or operating such projects.

(b) The creation by a housing authority of such a corporation, limited liability company, or other business entity that is properly registered pursuant to all applicable laws before the effective date of this act is ratified and validated if the creation of such corporation, limited liability company, or other business entity would have been valid had this act been in effect at the time such corporation, limited liability company, or other business entity was created and registered.

(c) Proceedings or acts performed by a housing authority or a corporation, limited liability company, or other business entity authorized pursuant to paragraph (b) are ratified and validated if such proceedings or acts were in furtherance of the purposes set forth in this chapter and would have been valid had this act been in effect at the time such proceedings or acts were performed.

(9) Notwithstanding s. 112.061, the governing board of an authority may approve and implement policies for per diem, travel, and other expenses of its officials, officers, board members, employees, and authorized persons in a manner consistent with federal guidelines.

(10) To exercise all or any part or combination of powers herein granted. No provisions of law with respect to acquisition, operation, or disposition of property by other public bodies shall be applicable to an authority unless the Legislature shall specifically so state.

History.--s. 8, ch. 17981, 1937; CGL 1940 Supp. 7100(3-h); s. 37, ch. 86-192; s. 1, ch. 87-109; s. 3, ch. 2005-54.

Item 5.

RESOLUTION NO. 256

A RESOLUTION DECLARING THE NECESSITY
OF AND CREATING A HOUSING AUTHORITY
PURSUANT TO CHAPTER 421 STATUTES OF
THE STATE OF FLORIDA.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF
BROOKSVILLE, FLORIDA, AS FOLLOWS:

That it is the finding, declaration and resolution of this City Com-
mission that:

1. Insanitary and unsafe inhabited dwelling accommodations exist
within the City of Brooksville; and
2. That there is a shortage of safe and sanitary dwelling accommo-
dations within this city available to persons of low income and rentals
which they can afford; and
3. That investigation has shown said conditions to be present by
reason of over crowding, the percentage of land covered, lack of light,
air, space and access available to the inhabitants of such inadequate dwell-
ing accommodations, the inadequacy of size and arrangement of the
rooms of such dwellings, the inadequacy of general sanitary facilities,
and that the extent to which the above said conditions exist is such as to
endanger life and property by fire hazard and is such further to impede
orderly police protection and foster crime and delinquency; and
4. That there are many areas, both within and immediately ad-
jacent to the city limits of the City of Brooksville, Florida, where dwell-
ings of the variety above described pre-dominate which by reason of
dilapidation, over crowding, faulty arrangements or design, lack of
ventilation, light or sanitary facilities, and combinations of these factors,
are manifestly detrimental to the safety, health and morals of the people
of such area and of the citizens of Brooksville, Florida, and of the citizens
of Hernando County, Florida.
5. That the above and foregoing are made and hereby constituted

finding of fact presently existent in the City of Brooksville, Florida and the surrounding environs and in view of same the City Commission of the City of Brooksville, Florida, by this resolution hereby creates by and under the provisions of the Housing Authority Law, Chapter 421, Florida Statutes as presently and hereafter amended a municipal housing authority to be known as "The Brooksville Housing Authority".

6. That said housing authority shall have all of the powers, duties, functions, scope, abilities and obligations normally associated with a housing authority created under the purview of Chapter 421, Florida Statutes as presently or hereafter amended; that the said housing authority shall be governed and directed by a board of commissioners, the number, method of appointment and tenure of whom shall be governed by the provisions of Chapter 421, Florida Statutes as presently and hereafter amended.

7. That the Brooksville Housing Authority shall be conclusively deemed to have become established and shall be authorized to transact business and exercise its powers hereunder upon adoption and passage of this resolution in accordance with the provisions of the charter of the City of Brooksville, Florida.

Adopted and approved in Special session of Commission on this 29th day of January, A. D. 1968, at City Hall, Brooksville, Hernando County, Florida.

Edwin H. Ragan
MAYOR

ATTEST [Signature]
CITY CLERK

Item 6.

RESOLUTION NO. 91-10

A RESOLUTION INCREASING THE NUMBER OF MEMBERS ON THE BROOKSVILLE HOUSING AUTHORITY; SETTING TERMS OF OFFICE FOR ADDITIONAL MEMBERS; AND PRESCRIBING THAT RESIDENT APPLICANTS BE SOLICITED

WHEREAS, on June 29, 1968 City Council adopted Resolution No. 256 creating the Brooksville Housing Authority governed by the provisions of Chapter 421, Florida Statutes; and,

WHEREAS, the provisions of Chapter 421.05(1), F.S. gives City Council the power to appoint no fewer than five (5) members to the Brooksville Housing Authority; and,

WHEREAS, City Council so designated that this Board be made up of five (5) members; and,

WHEREAS, City Council has now determined that an increase to the number of members on this Board is warranted.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, as follows:

1. That the number of members on the Brooksville Housing Authority be increased from five (5) permanent members to seven (7) permanent members and two (2) alternate members.
2. That the alternate members would vote when a quorum was required.
3. That the terms of office for each of these four (4) additional members shall be designated for a period of four (4) years from the date of their appointment.
4. That all reasonable efforts will be made to seek applications from residents within the housing complex to serve on this board, as stipulated in Chapter 421.05(1), F.S., striving to appoint two (2) resident members if possible.

ADOPTED in Regular Session this 18th day of March, 1991.

1991.

CITY OF BROOKSVILLE

Frank J. Bernardini
Frank J. Bernardini, Mayor

ATTEST: Karen M. Phillips
Karen M. Phillips, City Clerk

VOTE OF COUNCIL:

APPROVED AS TO LEGAL FORM & CONTENT:
William B. Ervey
William B. Ervey, City Attorney

Bernardini	<u>Aye</u>
Cason	<u>Aye</u>
Heard	<u>Aye</u>
Mazourek	<u>Aye</u>
Tucker	<u>Aye</u>

AGENDA ITEM NO. C
SPECIAL WORKSHOP
6/25/07

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: T. JENNENE NORMAN-VACHA, CITY MANAGER
SUBJECT: FLEET VEHICLES
DATE: JUNE 18, 2007



As back-up/information for discussion on the above referenced topic/issue, staff has provided the following:

- Item 1. City's Fleet Vehicle Replacement Account Schedule for 2006-07
- Item 2. Vehicle Listing by Department – including Administration, Finance, Fire, Parks & Recreation, Police, & Public Works

Item 1.

General Fund

FLEET VEHICLE REPLACEMENT ACCOUNT SCHEDULE

Fixed Asset #	City Number	Year Purchased	Vehicle Description	Division	Purchase Price	Life	Annual Required Transfer	Yrs in Svc	Accumulated Replacement Previous 9/30/06	Total Accumulated Replacement 09/30/2007		
1	675	248	95/96	96 Chevy Blazer	Admin	\$23,675	6	\$0	11	\$23,675	\$23,675	
2	613	643	95/96	96 Ford F250 3/4 Ton 4x2 P.U.	Street	\$15,205	5	\$0	10	\$15,205	\$15,205	(4)
3	154	126	95/96	96 Ford Crown Victoria	Police	\$20,380	5	\$0	10	\$0	\$0	(1)
4	139	127	95/96	96 Ford Crown Victoria	Police	\$20,380	5	\$0	10	\$0	\$0	(1)
5						\$79,640		\$0		\$38,880	\$38,880	
6												
7	149	129	96/97	97 Ford Crown Victoria	Police	\$21,049	5	\$0	10	\$0	\$0	
8	158	130	96/97	97 Ford Expedition	Police	\$28,168	7	\$0	10	\$0	\$0	
9						\$49,217		\$0		\$0	\$0	
10												
11	403	132	97/98	98 Chevy Lumina	Police	\$20,070	5	\$0	9	\$0	\$0	(1)
12	146	133	97/98	98 Chevy Lumina	Police	\$20,070	5	\$0	9	\$0	\$0	(1)
13	130	131	97/98	98 Chevy Monte Carlo	Police	\$16,254	5	\$0	9	\$0	\$0	(1)
14	772	611	97/98	Dodge Ram Pick Up	DPW Ad	\$22,523	7	\$0	9	\$0	\$0	(2)
15	594	610	97/98	98 Dodge Ram Pick Up	Streets	\$16,408	7	\$0	9	\$0	\$0	
16						\$95,325		\$0		\$0	\$0	
17												
18	1285	136	98/99	99 Crown Victoria Patrol	Police	\$22,438	5	\$0	8	\$0	\$0	(1)
19	1286	137	98/99	99 Crown Victoria Patrol	Police	\$22,438	5	\$0	8	\$0	\$0	(1)
20	1289	138	98/99	99 Dodge Stratus	Finance	\$14,918	7	\$0	8	\$14,918	\$14,918	
21	1315	644	98/99	99 Passenger Van	Streets	\$22,774	7	\$0	8	\$22,774	\$22,774	
22						\$82,568		\$0		\$37,692	\$37,692	
23												
24	1412	139	99/00	00 Crown Victoria Patrol	Police	\$21,498	5	\$0	7	\$0	\$0	(1)
25	1413	140	99/00	00 Crown Victoria Patrol	Police	\$21,498	5	\$0	7	\$0	\$0	(1)
26	1414	141	99/00	00 Crown Victoria Patrol	Police	\$21,498	5	\$0	7	\$0	\$0	(1)
27	1359	145	99/00	00 Crown Victoria Patrol	Police	\$21,498	5	\$0	7	\$0	\$0	(1)
28	1360	210	99/00	00 Crown Victoria	Fire	\$19,848	7	\$0	7	\$19,848	\$19,848	(4)
29	1406	208	99/00	00 Rescue Truck	Fire	\$66,100	7	\$0	7	\$66,100	\$66,100	
30	1366	302	99/00	00 Van	Streets	\$16,848	7	\$2,191	7	\$14,657	\$16,848	
31	1373	645	99/00	00 Van	Streets	\$18,513	7	\$2,263	7	\$16,250	\$18,513	
32	1408	257	99/00	00 Fire Engine	Fire	\$230,428	10	\$22,335	7	\$163,419	\$185,754	
33						\$437,729		\$26,789		\$280,274	\$307,063	
34												
35	1491	146	00/01	00 Crown Victoria Patrol	Police	\$21,874	5	\$0	6	\$0	\$0	(1)
36	1489	147	00/01	01 Crown Victoria Patrol	Police	\$22,728	5	\$0	6	\$0	\$0	(1)
37	1443	305	00/01	01 Ford Focus S/W	MIS	\$15,856	7	\$2,260	6	\$13,596	\$15,856	
38	1499	727	00/01	01 Chevy Lumina	Parks	\$16,432	7	\$2,344	6	\$14,088	\$16,432	
39	1509	211	00/01	02 Fire Recue Truck	Fire	\$85,000	7	\$12,142	6	\$72,858	\$85,000	
40						\$161,890		\$16,746		\$100,542	\$117,288	
41												
42	1525	149	01/02	Crown Victoria Patrol	Police	\$22,122	5	\$0	5	\$22,122	\$22,122	(4)
43	1526	151	01/02	Crown Victoria Patrol	Police	\$21,782	5	\$0	5	\$21,782	\$21,782	(4)
44						\$43,904		\$0		\$43,904	\$43,904	
45												
46	1553	156	02/03	Crown Victoria Patrol	Police	\$21,141	5	\$3,685	4	\$17,456	\$21,141	
47	1554	157	02/03	Crown Victoria Patrol	Police	\$21,141	5	\$3,685	4	\$17,456	\$21,141	
48	1477	724	02/03	94 Ford E350 Mini Bus	JBC	\$12,000	5	\$2,400	4	\$9,600	\$12,000	
49						\$54,282		\$9,770		\$44,512	\$54,282	
50												
51												
52												
53	1532	266	04/05	94 GMC Box Tr. (Used)	Fire	\$4,500	5	\$900	3	\$1,800	\$2,700	
54	1603	161	04/05	05 Crown Victoria	Police	\$21,658	5	\$4,332	3	\$8,664	\$12,996	
55	1604	160	04/05	05 Crown Victoria	Police	\$21,658	5	\$4,332	3	\$8,664	\$12,996	
56	1654	162	04/05	05 Ford Expedition	Police	\$24,020	5	\$4,804	3	\$9,608	\$14,412	
57	1655		04/05	05 Chevrolet Tahoe	Police	\$26,047	5	\$5,210	3	\$10,420	\$15,630	
58	1659	166	04/05	06 Dodge Magnum	Police	\$21,777	5	\$4,355	3	\$8,710	\$13,065	
59	1660	169	04/05	06 Dodge Magnum	Police	\$21,777	5	\$4,355	3	\$8,710	\$13,065	
60						\$141,437		\$28,288		\$56,576	\$84,864	
61												
62			05/06	06 Dodge Ram Pick Up	Streets	\$21,048	5	\$4,210	2	\$4,210	\$8,420	
63	1670	694	05/06	06 Van	Streets	\$19,617	5	\$3,923	2	\$3,923	\$7,846	
64	1671	170	05/06	06 Dodge Ram 3/4 ton 4X4	Police	\$25,792	5	\$5,158	2	\$5,158	\$10,316	
65	1672		05/06	06 Dodge Charger	Police	\$23,500	5	\$4,700	2	\$4,700	\$9,400	
66			05/06	06 Fire Ladder Truck	Fire	\$633,659	15	\$42,244	2	\$42,244	\$84,488	
67						\$723,616		\$60,235		\$60,235	\$120,470	
68												
69			06/07	07 SUV	Fire	\$29,515	5	\$5,903	1	\$0	\$5,903	
70			06/07	07 Dodge Charger	Police	\$25,000	5	\$5,000	1	\$0	\$5,000	
71			06/07	07 Dodge Charger	Police	\$25,000	5	\$5,000	1	\$0	\$5,000	
72			06/07	06 Ford F 450 Flat Bed	Police	\$25,500	7	\$3,643	1	\$0	\$3,643	(3)
73			06/07	07 Dodge Pick Up Truck	Streets	\$23,000	5	\$4,600	1	\$0	\$4,600	
74						\$128,015		\$24,146		\$0	\$24,146	
75												
76				Total		\$1,997,623		\$165,974		\$662,615	\$828,589	
77				Actual Balance of Vehicle Replacement Schedule							\$828,589	

INTERNAL SERVICE FUND

NOTES: (1) Vehicles stay in inventory until surplus. When sold proceeds are credited to Fleet Replacement Contingency Fund.
 (2) DPW Administration combined with Streets in 04/05 Budget
 (3) Truck is budgeted out of Fund 109, but replacement truck is budgeted in Internal Service/Vehicle Replacement.
 (4) Money will be used in current budget year to pay for 2 Dodge chargers, 1 fire SUV and 1 Dodge pick up truck

Item 2.

City of Brooksville
Department Vehicles

City of Brooksville

MEMORANDUM



To: T. Jennene Norman-Vacha, City Manager

From: Karen M. Phillips, Director of Administration/City Clerk

Subject: Department Vehicles

Date: June 13, 2007

The following City vehicles are assigned to this Department:

#305 - 2001 Ford Focus Station Wagon - This vehicle is assigned to MIS Division and is used to transport computer equipment between locations and departments by our MIS staff. It is also used as a floater vehicle for department use, backup for Finance, HR and Development Dept. staff use and as a drive away vehicle (in concert with Finance's vehicle) by Council Members or employees in all other departments if they are going out of County for a conference or trip, etc. It is not a take home vehicle (unless being used on trip) and is housed in the parking lot at City Hall. It has been in service for 6 years and has one remaining transfer into the Fleet Vehicle Replacement Fund in this current year's budget in the amount of \$2,260, which will result in a \$15,856 accumulated replacement value as of 9/30/07.

#248 - 1996 Chevrolet Blazer - This is the assigned vehicle for the City Manager (Administration Dept.) and is usually a "take home" vehicle by the City Manager. It is currently in the parking lot at City Hall. It has been in service for 11 years (no longer funded in Fleet Vehicle Replacement Fund) and has a total accumulated replacement value of \$23,675 as of 9/30/07.

06-13-07 10:41:18 AM

CITY OF BROOKSVILLE FINANCE DEPARTMENT

Date: June 13, 2007
To: T. Jennene Norman-Vacha, City Manager
From: Stephen J Baumgartner, Finance Director 
RE: Department Vehicles/Reference your e-mail dated 6/13/07

LISTING OF FINANCE ASSIGNED VEHICLES:

Finance is assigned the following vehicle:

1999 Dodge Stratus (4-door white in color). Serial #1B3EJ56H2XN627911; purchased 3/10/99

Assignment: Pool vehicle, but assigned to Finance for accounting and fixed asset purposes.

The vehicle is used by City Hall employees on as needed sign-up basis (sheet is in Deputy City Clerk's office). It is also used by other City employees if requested and depending on the situation, etc.

NO TAKE HOME VEHICLES ARE AUTHORIZED IN FINANCE DEPARTMENT

No Finance Employees are taking this vehicle (or another) home. The 1999 Dodge Stratus vehicle remains in the City Hall parking lot unless used over night for a meeting, but only with prior approval via the sign up sheet.

Thank you.

sjb

FIRE DIVISION VEHICLE LIST

FIA #	ID #	YEAR	DESCRIPTION	TAG #	VIN #	TITLE #	WGT	FLEET	TRANSFERRED/REPLACED?	CONDITION
1406	208	2000	FORD P/U TK	CITY082645	1FDXF47F9YED27134	81586855	24033	R1		Medical and extinction calls
1360 - Maint.	210	2000	FORD	CITY082663	2FAFP73WOVX169033	81063268	3756	Staff Vehicle		
1509	211	2002	FORD TRUCK/RESCUE	CITY082675	1FDAF57F52EB08223	85014528	20000	R2		Used for seminars and required schooling
255	250	1986	PEMF FIRE TK	CITY072982	1PGBCAJMG3GRHA1141	44466367	20000	E-1		Back up response rescue vehicle
248	253	1982	GMC TANKER FTTK	CITY66182	1GDP70TE2CV891842	22220076	8506	T1		Reserve fire engine
277	255	1986	FORD F350 RESCUE	CITY072947	1FDKF38L9GNB00646	43734143	8990	R3		Tanker response- water supply
1408 - Maint.	257	2000	FIRE TK-ENGINE #3	CITY082659	AZ36ESEBOYRG71149	80827525	33060	E3		Brush fire truck
310	260	1996	E.M. BOX TRAILER (HAZMAT)	CITY102492	1E9ES162XTC103122	70601580	2200			1st response fire engine
311	262	1997	CATO CARGO TRILER	CITY082649	1C9L39825WH043059	74571821	7000			Hazardous Materials Team Equipment
	263	1989	FLOODLIGHT TRLER	CITY067523	218	72044779	2600			BERT II - COMFORT STATION
1532	266	1994	GMC "BOX" LIFT GATE	CITY082671	1GDJTH1JRJS03139	66098824	9999			BERT II - COMFORT STATION
	268	2006	SUTPHEN AERIAL LADDER TK	CITY082700	1S9AY7LLE162003020	95939936	40260			BERT II - COMFORT STATION
	282	1968	WATER BUFFALO TRL	CITY079446	205290801	74571819	N/A			BERT VI - FRESH WATER TANKER
	292	2007	FORD 4DR EXPEDITION SUV	CITY082704	1FMFU6667LA61199	98276566	5633			Not used-can be used
772 - Maint	611	1998	DODGE RAM 3500 P/U TK	CITY082650	3B7MF3654WM255437	74644328	5901			TAKE HOME VEHICLE

used by shift officer and inspections, etc.

Originally purchased and used for BERT

Traded pickup truck from FD for this vehi

@ DPW, Per Fire Dept. 03/2006

Can respond to emergencies live in city

CITY OF BROOKSVILLE PARKS & RECREATION DEPARTMENT

MEMORANDUM



To: T. Jennene Norman-Vacha, City Manager
From: Mike Walker, Parks & Recreation Director
Date: June 13, 2007
Re: Parks 2007 Vehicle List

Parks & Recreation Department:

<u>Vehicle</u>	<u>Employee Assigned</u>	<u>Take Home Vehicle</u>
1. 1992 Ford F250 P/U Truck	Brian Cowhig	No
2. 1994 Ford Ranger P/U Truck	No	No
3. 2001 Chevy Lumina Car	Mike Walker	Yes

Cemetery Division:

1. 1989 GMC P/U Truck	No	No
2. 1996 Ford F250 P/U Truck	No	No

JBCC Division:

1. 1994 Ford Ranger P/U Truck	No	No
2. 1994 E350 Bus	No	No

Quarry Golf Course Division:

1. 1996 Ford F150 P/U Truck	No	No
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/aw

Memo

06-14-07 A09:44 1N

To: T. Jennene Norman-Vacha, City Manager
From: Frank Ross, Chief of Police
Date: June 14, 2007 *FR*
Re: Police Department Vehicle Report

The requested vehicle inventory list is provided below:

ADMINISTRATION

<u>Description</u>	<u>Assigned Driver</u>	<u>Age / Mileage</u>	<u>Take Home</u>
2005 Chevrolet Tahoe	Chief F. Ross	2 yrs / 23033	Yes
2006 Dodge Magnum	Lieutenant R. Hankins	1 yr / 24430	Yes

CRIMINAL INVESTIGATION DIVISION

2006 Dodge Magnum	Detective J. Messer	1 yr / 19512	Yes
2007 Ford F-150 Pick Up	Detective R. Orman	New / 5811	Yes*
	F.D.L.E. Task Force	New / Unk	No **

* Grant / Leased Vehicle to be returned October 1, 2007

** Grant / Leased Vehicle to be returned October 1, 2007 Concealed for undercover investigations.

PATROL DIVISION

1997 Ford Expedition	Sergeant N. Cartwright	10 yrs / 75613	Yes
1999 Ford Crown Victoria	Not Assigned	8 yrs / 73186	N/A
1999 Ford Crown Victoria	Not Assigned	8 yrs / 87085	N/A
2000 Ford Crown Victoria	Officer D. Bridges	7 yrs / 65175	No
2000 Ford Crown Victoria	Officer K. Nix	7 yrs / 67504	No

2000 Ford Crown Victoria	Officer B. Drinkard	7 yrs / 67401	No
2000 Ford Crown Victoria	Officer M. Davidoff	7 yrs / 64172	No
2000 Ford Crown Victoria	Officer J. Matheson	7 yrs / 50622	No
2001 Ford Crown Victoria	Officer S. Derryberry	6 yrs / 83539	No
2001 Ford Crown Victoria	Officer J. Holtzhouse	6 yrs / 50480	Yes
2003 Ford Crown Victoria	Officer S. Terry	4 yrs / 40876	No
2003 Ford Crown Victoria	Officer J. Caldwell	4 yrs / 45488	No
2003 Ford Crown Victoria	Officer J. Nelson	4 yrs / 46062	No
2005 Ford Crown Victoria	Officer S. Williams	2 yrs / 24915	No
2005 Ford Crown Victoria	Officer D. Lopez	2 yrs / 23038	No
2005 Ford Expedition	Sergeant M. Maeder	2 yrs / 12650	No
2006 Dodge Charger	Sergeant E. Serrano	1 yr / 6566	No
2007 Dodge Charger	Officer D. Miles	1 yr / 420	No
2007 Dodge Charger	Sergeant J. Brough	1 yr / 507	No

SPECIALTY UNIT(S)

1993 Chevrolet Van	Surveillance Vehicle	14 yrs / 9282	No
1994 Chevrolet Suburban	D.A.R.E. ® Vehicle	13 yrs / 126197	No
1998 Chevrolet Monte Carlo	Prop Evid Tech M. Pizzino	9 yrs / 92150	No
1998 Chevrolet Lumina	Code Enforcement L. Sidor	9 yrs / 62493	No

SURPLUS / SEIZURE / AUCTION

1991 Buick Park Avenue	N/A Seizure	16 yrs / Unk	
1992 Chrysler New Yorker	N/A Undercover Vehicle	15 yrs / Unk	
1996 Lincoln Continental	N/A Undercover Vehicle	11 yrs / Unk	
1997 Kawasaki Motorcycle	N/A	10 yrs / 31853	No
1997 Kawasaki Motorcycle	N/A	10 yrs / 41791	No

TRANSFERRED

2006 Ford F-450 Flatbed	Transferred to D.P.W. June, 2007
2006 Dodge 2500 Pick Up	Transferred to D.P.W. June, 2007
White Utility Trailer 8'x18'	Temporarily assigned to D.P.W.

VEHICLES ASSIGNED TO BROOKSVILLE EMERGENCY RESPONSE TEAM (B.E.R.T.)

Military Tractor	(1)
G.M.C. Box Truck	(1)
Eagle Bus	(1)

6/12/07

Vehicles for Department Public Works

Maintenance

<u>Vehicle No.</u>	<u>Year</u>	<u>Description</u>	<u>City Tag No.</u>
521	1989	Ford P/U Truck	076198

6/13/07

Vehicles for Department of Public

Sanitation

<u>Vehicle No.</u>	<u>Year</u>	<u>Description</u>	<u>City Tag No.</u>
450	1990	Peterbilt Garbage Truck	079436
451	1992	Peterbilt Boom Truck	079449
452	1994	Peterbilt Garbage Truck	102478
453	1996	Volvo Front Loader	082642
454	1999	Peterbilt Front Loader	082674
455	2000	Peterbilt Boom Truck	140271
456	2002	Peterbilt Garbage Truck	211259
466	2002	Dodge P/U Truck	082678
467	2004	Peterbilt Front Loader	082689

6/13/07

Vehicles for Department of Public Works

Streets

<u>Vehicle No.</u>	<u>Year</u>	<u>Description</u>	<u>City Tag No.</u>
168	2006	Ford F450 P/U Truck	
206	1991	Ford F350 P/U Truck	102472
448	1985	Chevy C60 Flat Bed	067531
604	1990	Chevy C10 P/U Truck	079432
605	1990	Chevy 150 P/U Truck	53654
610	1998	Dodge Ram P/U Truck	082648
621	1991	1020 M. F. Red Tractor	No Tag
629	2000	Sterling Street Sweeper	082660
631	1986	GMC Flat Bed	072943
633	1987	Chevy Flat Bed Dump Truck	072955
637	1985	Chevy Diesel Dump Truck (8 Yds)	067533
638	1985	Chevy Diesel Dump Truck (8 Yds)	067532
639		Ford Tractor	
643	1996	Ford 3/4 Ton P/U Truck	102493
644	1999	Ford (Inmates) Van	082654
645	2000	Dodge Van	082662
646	1990	White/GMC Dump Truck (18 Yds)	082672
657	1997	Cat 416C Backhoe	No Tag
667	1987	Ford Patch Truck	072963

Vehicles for Department of Public Works

Streets

<u>Vehicle No.</u>	<u>Year</u>	<u>Description</u>	<u>City Tag No.</u>
676	1995	Miller Welder/Trailer	79450
682	1984	Elliott Trailer Tank	076197
687	1997	Enclosed Trailer (Inmates)	082656
690	1997	Ford/New Holland Tractor	No Tag
691	1998	Enclosed Trailer	082653
692	2005	Triple Crown Trailer	082670
693	2006	Ford F350 P/U Truck	082698
694	2006	Ford E350SD Van (Inmates)	082699
695		Pintel Hook Trailer	102473
693-T	2005	Trailer	82670

6/13/07

Vehicles for Department of Public Works

Utility

<u>Vehicle No.</u>	<u>Year</u>	<u>Description</u>	<u>City Tag No.</u>
125	1995	Ford Crown Vic Sedan	082693
129	1995	Ford Ranger P/U Truck	82692
170	2006	Dodge 4 Dr. Truck	826694
258	1972	Onan Generator/Trailer	102481
302	2000	Dodge 2500 Van	82657
510	1984	Gorman Rupp 10T	102482
522	1993	Ford F250 P/U Truck	079448
525	1995	GMC Sierra 4x4	079428
527	1997	Ford Ranger P/U Truck	082644
551	1993	CAT 416B Backhoe	No Tag
553	1999	CAT 416C Backhoe	No Tag
561	1986	Ditch Witch S1	079442
565	1983	FMC Sewer Cleaner	No Tag
567	1997	Harben Sewer Trailer	082646
568	2003	Harben Sewer Trailer	082681
573	1996	Ford Tanker Truck	102387

Vehicles for Department of Public Works

Utility

<u>Vehicle No.</u>	<u>Year</u>	<u>Description</u>	<u>City Tag No.</u>
575	1986	Root Foamer Trailer	072948
576	1996	Ford F250 P/U Truck	082637
578	1999	Dodge Ram Van	082685
580	2002	Sewer Viewer	072949
586	2002	Dodge P/U Truck	082679
587	2002	Dodge P/U Truck	210059
588	2002	Dodge P/U Truck	082680
589	2004	Ford F350 P/U Truck	082688
590	2004	Ford F350 Lift Gage P/U	082690
591	2006	Ford F350 P/U Truck	082695
592	2006	Ford F350 P/U Truck	082697
593	2006	Ford F350 P/U Truck	082696
594	2007	Ford Ranger	Temp. Tag
595	2007	Ford Ranger	Temp. Tag
129	1997	Ford Crown Vic Sedan	082692
302	2000	Dodge Van	082657
511	1989	Ford F350 P/U Truck	076196

AGENDA ITEM NO. D
SPECIAL WORKSHOP
6/25/07

M E M O R A N D U M

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: T. JENNENE NORMAN-VACHA, CITY MANAGER
SUBJECT: TAKE HOME VEHICLE POLICY
DATE: JUNE 18, 2007



As back-up/information for discussion on the above referenced topic/issue, staff has provided the following:

- Item 1. Survey of surrounding municipalities of similar size, as to whether they currently have a "Take Home Vehicle Policy." Included with the survey information is a copy of their policy, if in existence.
- Item 2. Copy of the Hernando County Board of County Commissioners current policy for "Automobile Allowance."
- Item 3. Copy of the Hernando County Sheriff's Office current policy for "Off-Duty Use of Vehicles: Take Home Car Program and Vehicles, Off-Duty Use."
- Item 4. Departmental Memorandums of current "Take Home Vehicle" assignments – including Administration, Fire, Parks & Recreation, Police, & Public Works

Item 1.

CITY OF BROOKSVILLE

MEMORANDUM

TO: Jennene Norman-Vacha

FROM: Charlotte Roberts

DATE: June 15, 2007

SUBJ: Take Home Vehicle Policy

Pursuant to your request -- to check surrounding municipalities for City Vehicle Take Home policy by employees. Below is a list of the cities I have called and the results of my inquiry. If you would like for me to contact more cities, please let me know.

City	County	Approx. Population	Status of Policy
Inverness	Citrus	7,100	Not specific policy/see attached
Crystal River	Citrus	3,400	No Policy
Dade City	Pasco	6,600	Only for Police Dept (will forward)
Groveland	Lake	4,250	No Policy
Fruitland Park	Lake	3,350	Only for P.D. (will forward)
Bartow	Polk	15,700	Only for P.D. (will forward) attached
Auburndale	Polk	11,950	None - In the process of instituting policy
Bushnell	Sumter	2,265	No Take Home Policy (faxed proper use of city vehicles)
Clermont	Lake	17,700	Left a Voice Message
Eustis	Lake	16,900	Policy just approved/will fax a copy/ <i>Rec'd.</i>
Gulfport	Pinellas	12,860	Left Voice Message
Lady Lake	Lake	12,700	Will fax what's in place/see attached
Leesburg	Lake	16,700	None - Working on this issue
Minneola	Lake	8,000	Left Voice Message
New Port Richey	Pasco	16,400	Left Voice Message/ <i>called back - None</i>
Oldsmar	Pinellas	13,800	Left Voice Message/they faxed proper use
Tavares	Lake	11,000	Will check, if so will fax
Wildwood	Sumter	4,000	Will check, if so will fax
Zephyrhills	Pasco	12,000	Will check, if so will fax

Municipal Complex, 409 Fennell Boulevard, Lady Lake, Florida 32159 USA

352-751-1500 FAX 352-751-1510 www.ladylake.org



FAX TRANSMITTAL

DATE: 6-15-07

ATTENTION: Charlotte

COMPANY: _____

FAX NUMBER: 352-544-5424

TELEPHONE NUMBER: _____

FROM THE DESK OF KRISTEN L. STRAKA, TOWN CLERK.

NUMBER OF PAGES: 4 (including cover sheet)

IF YOU DO NOT RECEIVE ALL OF THE PAGES, PLEASE CALL US AS SOON AS POSSIBLE.

.....
COMMENTS:

Hope this helps. Kris

10.09 EMPLOYEES' PERSONAL LIFE AND DEBTS

Employees shall handle their personal life, including their financial obligations, in such a manner that it will not interfere with the efficient operation of Town business or the performance of their own job responsibilities.

10.10 USE OF TOWN VEHICLES AND EQUIPMENT

- A. The use of a Town vehicle is to occur with approval of the employee's supervisor and/or Department Head, and only in the performance of Town business. Vehicles are not to be used by personnel during their off duty hours; to commute to and from their place of residence; to commute to and from any secondary employment, or in the performance of any secondary employment, except as approved by the Town Manager.
- B. All vehicle incidents or loss or damage of equipment shall be immediately reported to the Department Head. In instances of vehicular accidents or equipment damage or loss, Department Heads shall notify the Chief of Police for an investigation to take place in a timely manner. Employees found to be at fault will be subject to disciplinary action. Employees receiving moving violations are responsible for associated fines. Department Heads are to route copies of employee disciplinary memorandum(s), and/or investigative information to the Human Resource Department for filing in the employee's folder.
- C. The Town Commission may authorize a temporary provision, expanding the use of a Town vehicle, for employee commutation purposes to and from their place of residence, based on the approval of special project conditions. The assigned personal use of a Town vehicle is to employ the most direct route from one's place of residence to work, and from work to the employee's residence. No other personal vehicular usage will be considered permissible. Such provisions are not transferable among employees, and will be limited from the date of issuance to the project's conclusion, or to a maximum time frame of one year, whichever comes first. By request, a waiver provision may be extended by Town Commission.

The use of Town vehicles is strictly prohibited by unauthorized individuals. Only authorized Town employees are permitted to operate Town vehicles.

Due to the nature of the Police Department's responsibilities, they have a specific vehicle policy which details the requirements set forth for their officers.

- D. A submitted request for a vehicle usage waiver is to minimally include:
- Purpose of project
 - Objective to be accomplished
 - Intended duration

- Class title, count and names of affected staff
 - Impacted vehicle description (make, model, year)
 - Cost benefit ratio
 - Supportive rationale
- E. Waiver requests are to be generated at the originating unit level, and forwarded by the Departmental Head to the Office of the Town Manager for comment and presentation to the Town Commission. If approved, said waiver is to be routed to Human Resources, and then Finance/Payroll for further handling.
- F. Employee use of a Town vehicle for purposes other than while on scheduled duty, will be duly subject to the terms and conditions defined in the most current publication of the Federal Rules, and/or the Internal Revenue Service Regulations. Taxable vehicular use will be reflected in the earnings of affected personnel.
- G. Equipment purchased by the Town of Lady Lake is to be properly cared for when used by employees in the performance of assigned tasks. Employees will be held accountable for the misuse, abuse or loss of a tool, or piece of equipment.
- H. Employees are to exercise caution when using Town equipment. At no time should the operation of a motorized or power piece of equipment compromise the safety of one's self or others.
- I. Equipment made available for employees is for official use only. Employees are not to use equipment when off duty, engaged in secondary employment, or for any reason other than to accomplish an assigned task.
- J. **Use of Personal Vehicles on Town Business.** Liability insurance coverage shall be required in all cases where personal vehicles are used on Town business. The employee's coverage is considered primary, and Town insurance is considered as excess or secondary in case of a claim or suit.

The Town requires limits of automobile liability coverage at \$100,000.00 per person, \$200,000.00 per occurrence bodily injury, and \$50,000.00 property damage. Approval of limits is the Town Manager's decision, and requires no less than \$50,000.00 per person, \$100,000.00 per occurrence, and \$25,000.00 property damage.

10.11 UNIFORMS, DRESS AND APPEARANCE

- A. Employees supplied uniforms by the Town, or expected to wear uniforms in the performance of their job, shall report in a clean full uniform on each day worked. Uniforms must also be worn in the manner prescribed by the Department Head. Failure to comply may result in the employee being sent home for the day without pay. Repetition of such conduct shall subject the employee to further discipline.

RESOLUTION 2004 -101

A RESOLUTION OF THE TOWN OF LADY LAKE AMENDING THE LADY LAKE POLICE DEPARTMENT POLICIES AND PROCEDURES MANUAL; LIMITING TAKE HOME VEHICLES TO SWORN OFFICERS WHO RESIDE WITHIN THE TOWN LIMITS OR WITHIN FIVE (5) DRIVEN MILES OF THE TOWN HALL EMPLOYEE PARKING LOT ENTRANCE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission of the Town of Lady Lake approved the Lady Lake Police Department Policies and Procedures Manual dated September 4, 2002 pursuant to Resolution 2002-108;

WHEREAS, the Town Commission has determined that it is in the best interest of the Town and the public to limit the use of take home vehicles to sworn officers who reside within the Town limits or within five (5) driven miles of the Town Hall employee parking lot entrance;

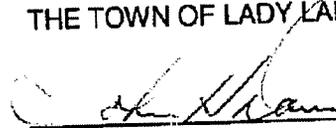
WHEREAS, in order to impose said limitation, the subsection entitled "Assigned Take home Vehicles" set forth in Procedure #4.000 of the Lady Lake Police Department Policies and Procedures Manual must be amended to include the limitations;

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LADY LAKE.

The subsection entitled "Assigned Take Home Vehicles" set forth in Procedure #4.000 of the Lady Lake Police Policies and Procedures Manual is hereby amended to limit the use of take home vehicles to sworn officers who reside within the Town limits or within five (5) driven miles of the Town Hall employee parking lot entrance, and the underlined language shown on Exhibit A hereto is hereby approved for insertion in said subsection.

IN WITNESS WHEREOF, this Resolution is hereby adopted on March 1, 2004 and becomes effective on April 1, 2004.

THE TOWN OF LADY LAKE


John Davis, Mayor

ATTEST:


Sue Gay, Town Clerk

APPROVED AS TO FORM:


Leslie Campione, Town Attorney



City Manager's Office
450 N. Wilson Avenue
Post Office Box 1069
Bartow, FL 33831

Phone: (863) 534-0100
FAX: (863) 534-0114



FAX COVER SHEET

FAX NUMBER: 352-544-5424 DATE: 6/15/07

TO: City of Brooksville

ATTENTION: Charlotte

SUBJECT: Vehicle Take Home Policy

SENDER: Linda Weldon

NUMBER OF PAGES: 5 + COVER SHEET = 6 PAGES

COMMENTS:

O. **Marked Patrol Vehicle Take-Home Assignment Program:**

It is the policy of the Bartow Police Department to provide take-home patrol vehicles to eligible sworn members, when possible, in order to improve the level of police service provided to the citizens of Bartow by the department through the increased visibility of police vehicles, the increased member availability for response to emergency incidents, the increased police presence on the streets for an extended period of time, and the improved cost-effectiveness of fleet management resulting from extended vehicle life through improved care and accountability.

Participation in the Take-home Patrol Vehicle Program is completely voluntary on the part of the member. Members who choose not to participate in the Take-home Patrol Vehicle Program shall not receive any form of alternative compensation instead of an assigned vehicle. All members shall remember that they are representatives of the City of Bartow and must be cognizant of the constant public scrutiny they will be under while operating their take-home vehicle off-duty. Members must at all times conduct themselves in a professional manner and should realize they are representing the department to the citizens of Bartow. Members must be aware of the negative public image of the department and the resulting adverse affect upon the Take-home Vehicle Program, which will result if off-duty members fail to provide assistance to citizens in need. The right to deny participation in this program for cause is reserved by the Chief of Police.

1. **Eligibility Requirements:**

The Take-home Patrol Vehicle Program is based on voluntary participation and members meeting the basic eligibility requirements may apply to the Chief of Police requesting to participate in the program. Sworn members must meet the following requirements in order to participate in the Take-home Patrol Vehicle Program, successful completion of the Field Training Program, and reside within 15 miles of the corporate limits of the City of Bartow.

2. **Loss of Privileges:**

Take-home vehicle privileges may be terminated by the Chief of Police/Designee upon violation of any of the provisions of this policy. Willful negligence on the part of the member in the care or operation of a take-home vehicle, or failure to follow these policies, will be cause for the vehicle to be taken away from the member and take-home privileges suspended or permanently revoked. Take-home privileges may be suspended for a minimum of three (3) days upon a first violation of any of the rules governing department vehicles or the Take-home Patrol Vehicle Program. Subsequent violations may result in a maximum suspension of up to 180 days or permanent revocation of take-home privileges. Take-home privileges may be suspended for any length of time or terminated for an on-duty member involved in a traffic crash and determined to be at fault. The period of suspension/termination will be determined by the Chief of Police after a meeting of Traffic Crash Review Board. The member shall be notified in writing by the Chief of Police or designee of the suspension or revocation of take-home privileges and continued eligibility for future participation in the take-home program. Appropriate disciplinary action for a policy violation may be taken in addition to the loss of the privilege of a take-home vehicle. Members on disciplinary suspension for any reason shall automatically lose their take-home vehicle privileges during the period of suspension.

3. **Required Equipment and Off-Duty Operation of a Department Vehicle:**

A. When operating a Department vehicle off-duty, members must be appropriately attired and possess the necessary identification and equipment to effectively perform a necessary police function while maintaining a favorable image. During periods of authorized off-duty operation of Department vehicles, personnel are to:

1. Notify the Communication Center on the police radio they are "in-service". Using the

appropriate code/signal and the member's ID number indicates this.

2. Wear a uniform or have in his/her immediate possession an approved (issued) uniform jacket, windbreaker or traffic vest (with POLICE clearly identifiable on it). The jacket/windbreaker or traffic vest must be worn whenever a member in civilian attire performs authorized off-duty police activities while operating a Department vehicle.
3. If not in uniform, wear conservative clothing, in good condition, suitable for members representing this Department. Examples of unsuitable clothing and/or attire include, but are not limited to; bare feet, sandals, bathing suits, tank tops, cut-off shorts, worn out and tattered clothing, clothing denoting advertisements for alcoholic beverages or drugs, clothing bearing obscene gestures or sexual connotations, etc.
 - A. When operating a Department vehicle off-duty, members must have in their immediate possession the following items:
 - B. An approved firearm with which the member has qualified
 - C. Department badge, identification card and issued jacket, windbreaker or traffic vest
 - D. An extra magazine (other than the one in the firearm) loaded to capacity with approved ammunition (or extra rounds if a revolver)
 - E. Handcuffs and "walkie-talkie" police radio
4. When off-duty, vehicles may be used by members to perform a Department related task such as:
 - A. Driving to or from the member's residence on the way to or from the Department/tour of duty
 - B. Servicing/maintenance of a Department vehicle
 - C. Traveling to and from court, depositions, Department approved training
 - D. Traveling to and from Official City or Department functions
 - E. Other travel as authorized by the Department
5. Members who have assigned marked vehicles may use such vehicles for approved extra-duty assignments, which are inside the city limits.
6. At no time shall any unauthorized person be permitted to be transported in the vehicle. Other law enforcement officers are permitted to ride with the member, however they must carry a firearm. Members are prohibited from patronizing package stores or any business for buying alcoholic beverages.
7. Personally assigned vehicles shall be parked at a member's residence in the driveway or parking lot. No vehicle shall be parked on a public street overnight or when off-duty.
8. Off-duty members are encouraged to stop at any incident, which requires police attention such as accidents, stalled cars, being flagged down by a citizen etc. Members should be cognizant of the negative public image of the Department and the resulting adverse effect upon the personally assigned vehicle program, which will result if members fail to stop and assist citizens in need.

9. In all but the most serious cases, the off-duty member shall summon on-duty personnel to handle the call and stand by for assistance until relieved by the on-duty member. However, if the problem or situation can be resolved immediately, the off-duty member shall handle the call in its entirety. The off-duty member is responsible for completion of any appropriate related reports as outlined in the Department's General Orders as a result of such action.
10. Personally assigned vehicles are subject to inspection at any time. Members are responsible for checking their vehicle on a daily for its appearance and general maintenance, i.e., all fluid levels, tire inflation, etc...
11. General Provisions:
 - A. During vacations and/or other periods of absence of seven days or more when the member will be away from his/her residence, the personally assigned vehicle will be parked at the station, locked up and not used except in an emergency. The member resumes possession of the vehicle upon return to duty.
 - B. Members involved in a traffic accident will immediately notify the on-duty supervisor.
 - C. Any theft of equipment or damage to the vehicle will be immediately reported to the on-duty supervisor
 - D. The department will not be liable for any personal property or equipment either lost or stolen from the vehicle.
 - E. Members operating assigned vehicles are prohibited from patronizing package stores or any other business for the purpose of buying alcoholic beverages.
 - F. Members shall not operate a department vehicle within less than eight hours after consuming any alcoholic beverage.
 - G. Member shall abide by All State laws, local laws, ordinances, and Department Standard Operating Procedures (SOP 1701) when operating assigned vehicles.
12. Repairs and Maintenance:
 - A. Repairs and normal servicing will be performed at Fleet Maintenance as they are needed or required. All vehicles left for service or repair, or otherwise left unattended during service or repair by the member assigned the vehicle, shall have all equipment removed/or secured by the member. Members shall refrain from performing mechanical work on the vehicle, making any repairs or having any repairs made other than at Fleet Maintenance, and shall also refrain from using fuel, oil, lubricant, or other liquid additives in the vehicle, other than those issued by the city, unless otherwise authorized by competent authority. Washing and waxing the exterior of the vehicle, as well as cleaning the interior, is a personal responsibility of each member assigned a take-home vehicle. Absolutely no modifications to the vehicles will be permitted except as approved for specific vehicles by the Chief of Police or designee in charge of vehicles.

(SOP ADDITION)

BARTOW POLICE DEPARTMENT

This is a voluntary agreement between the City of Bartow Police Department, and _____, Personally assigned vehicles may be taken home if the sworn law enforcement member:

1. Drives a marked vehicle and lives within the city limits or within 15 miles of the city limit boundary (K-9 officers are exceptions to this).
- A. The member acknowledges that the use of personally assigned vehicles is a privilege and not a right. Members shall abide by all General Orders of the Department, City vehicle policy and this written directive. This privilege may be terminated or suspended by the Chief of Police or designee at any time upon violation of any of the provisions of these policies or directives.
- B. The listed member of the Bartow Police Department agrees to comply with the following:
 1. When operating a Department vehicle off-duty, members must be appropriately attired and possess the necessary identification and equipment to effectively perform a necessary police function while maintaining a favorable image. During periods of authorized off-duty operation of Department vehicles, personnel are to:
 - ◆ Notify the Communication Center on the police radio they are "in-service". This is indicated by using the appropriate code/signal and the member's ID number.
 - ◆ Wear a uniform or have in his/her immediate possession an approved (issued) uniform jacket, windbreaker or traffic vest (with POLICE clearly identifiable on it). The jacket/windbreaker or traffic vest must be worn whenever a member in civilian attire performs authorized off-duty police activities while operating a Department vehicle.
 - ◆ If not in uniform, wear conservative clothing, in good condition, suitable for members representing this Department. Examples of unsuitable clothing and/or attire include, but are not limited to; bare feet, sandals, bathing suits, tank tops, cut-off shorts, worn out and tattered clothing, clothing denoting advertisements for alcoholic beverages or drugs, clothing bearing obscene gestures or sexual connotations, etc..
 2. When operating a Department vehicle off-duty, members must have in their immediate possession the following items:
 - An approved firearm with which the member has qualified
 - A Department badge, identification card and issued jacket, windbreaker or traffic vest
 - An extra magazine (other than the one in the firearm) loaded to capacity with approved ammunition (or extra rounds if a revolver)
 - Handcuffs and "walkie-talkie" police radio
 3. When off-duty, vehicles may be used by members to perform a Department related task such as:
 - Driving to or from the member's residence on the way to or from the Department/tour of duty

- Servicing/maintenance of a Department vehicle
- Traveling to and from court, depositions, Department approved training
- Traveling to and from approved training courses
- Traveling to and from official city or Department functions
- Other travel as authorized by the Department

4. Members who have assigned marked vehicles may use such vehicles for approved extra-duty assignments which are inside the city limits.

5. At no time shall any unauthorized person be permitted to be transported in the vehicle. Other law enforcement officers are permitted to ride with the member, however they must carry a firearm. Members are prohibited from patronizing package stores or any business for the purpose of buying alcoholic beverages.

6. Personally assigned vehicles shall be parked at a member's residence in the driveway or parking lot. No vehicle shall be parked on a public street overnight or when off-duty.

7. Off-duty members are encouraged to stop at any incident which requires police attention such as accidents, stalled cars, being flagged down by a citizen etc... Members should be cognizant of the negative public image of the Department and the resulting adverse effect upon the personally assigned vehicle program which will result if members fail to stop and assist citizens in need.

8. In all but the most serious cases, the off-duty member shall summon on-duty personnel to handle the call and stand by for assistance until relieved by the on-duty member. However, if the problem or situation can be resolved immediately, the off-duty member shall handle the call in its entirety. The off-duty member is responsible for completion of any appropriate related reports as outlined in the Department's General Orders as a result of such action.

9. Personally assigned vehicles are subject to inspection at any time.

C. Individual situations or circumstances not covered by the above shall be provided to the Chief of Police in written format for consideration of his/her approval or denial.

I agree to abide by all rules and procedures set forth in this directive and SOP 1701.

Member's signature

Date

Member's printed name

Chief of Police

BPD SOP 1701 (10/06)

Attn: Charlotte

2 pages

H. Proper Use of Municipal Vehicles

All municipal employees operating municipal motor vehicles should possess the appropriate licensing required for that specific vehicle. All employees and passengers shall adhere to Florida seat belt laws. No smoking will be permitted in municipal vehicles.

The following list will encompass all of those authorized trips whereby an employee of the City may utilize a municipal vehicle:

1. All trips to conduct standard city business.
2. All trips authorized by the City Manager, designee or Department Heads for special city business. i.e.: seminars, training, authorized business outside city limits.
3. All trips for meal breaks during working hours.
4. All trips or stops incidental to and in conjunction with an authorized trip.
5. All trips where a municipal vehicle is assigned to an employee by authority of the City Manager or designee to be utilized to and from work. According to IRS guidelines this is considered a benefit and will be taxed at \$3.00 for each day the vehicle is driven home. All trips by an employee to and from work when authorized and directed by the appropriate Department Head or designee when on call or circumstances warrant.
6. The following list shall encompass all persons authorized to operate and or ride in a municipal vehicle:

Members of the City Council, employees of the city, reserve officers and municipal volunteers.

The following list shall encompass all persons authorized to ride in a municipal vehicle:

- a. Arrested persons, inmates and community service personnel.
 - b. Any person contracted by the city for specific purposes.
 - c. Any person having direct or prospective business with the city.
 - d. Any person not having direct business with the city but whose relationship with the city may further the interest of the city.
 - c. Immediate family members accompanying an employee to and from authorized trips.
 - f. Any other individual as may be specifically authorized by the City Manager or designee that will further the interest of the City of Bushnell.
7. Occasionally an employee may be required to drive their personal vehicle for official City business. In the event the employee uses their personal

vehicle, prior authorization from their supervisor is required. The employee's insurance will have prevalence over the City's insurance. If an employee is involved in an accident while on official City business, the City will reimburse the employee the amount of their deductible, not to exceed \$1,000.00. The employee will be liable for all other damages.

Supplement 1 – Adopted Bushnell City Council Meeting 12-2-96



City of Inverness

Administration Office
212 West Main Street
Inverness, Florida 34450-4149

(352)-726-2611

FAX (352) 726-0607

FAX TRANSMITTAL

FAX NUMBER: 352-544-5424

NAME: Charolette

ORGANIZATION: City of Brooksville

CITY, STATE: _____

FROM: Sheila

DEPT: ADMINISTRATION OFFICE

SUBJECT: As you can see this is old (1991)
but is still in effect - Hope it's helpful!
Sheila

DATE: 6/15/07 NUMBER OF PAGES, INCLUDING 4
TRANSMITTAL SHEET

IF YOU DO NOT RECEIVE THE ENTIRE TRANSMISSION, PLEASE CALL!

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If you are the intended recipient, you must secure the contents in accordance with all applicable state or federal requirements related to the privacy and confidentiality of information, including the HIPAA Privacy guidelines.

City of Inverness
Department of Administration
Personnel Services

September 1991

PERSONNEL POLICY #804

Subject: USE OF CITY UNIFORMS, EQUIPMENT AND VEHICLES (continued)

IMPLEMENTATION

SS-6 AUTHORIZED USE OF EQUIPMENT (continued)

Equipment made available for employees is for official use only. Employees are not to use equipment when off duty; engaged in secondary employment, or for any reason other than to accomplish an assigned task. Exception - reference Personnel Directive #804.2 (Police Personnel Only).

SS-7 AUTHORIZED USE OF VEHICLES

The use of a city vehicle is to occur with approval of the employee's supervisor and/or Department Director, and only in the performance of City business. Vehicles are not to be used by personnel during their off duty hours; to commute to and from their place of residence; to commute to and from any secondary employment, or in the performance of any secondary employment, except as provided in Personnel Directive #804.2 (Police Personnel Only).

See Division 2

Department Directors that are assigned a vehicle will be authorized to use it for commuting to and from their place of residence. Vehicular assignments are not to be transferred to subordinate employees.

SS-8 VEHICLE AND EQUIPMENT DAMAGE

All vehicle incidents or loss or damage of equipment shall be immediately reported to the Department Director. In instances of vehicular accidents or equipment damage or loss, Department Directors shall cause an investigation to be conducted. Employees found to be at fault will be subject to disciplinary action as outlined in Personnel Directive #9.29. Department Directors are to route copies of employee disciplinary memorandum(s), and/or investigative information to the Personnel Office for filing in the employee's folder.

SS-9 Vehicle Usage - Waiver Provision see addendum 804-B approved 3/15/94

SS-10 Employee Withholding

City of Inverness
Department of Administration
Personnel Services

January 1993

Personnel Policy Directive #804-A

Subject: Use of City Uniforms, Equipment, and Vehicles Addendum

IMPLEMENTATION

Codifying: underline is addition - is deletion.

SS-7 Authorized Use of Vehicles

LAST SENTENCE

Vehicles are not to be used by personnel during their off duty hours; to commute to and from their place of residence; to commute to and from any secondary employment, or in the performance of any secondary employment, except as provided in Personnel Directive #804.2 (Police Personnel Only), and/or for unionized personnel as agreed through collective bargaining.

Authority Reference

Agreement, Collective Bargaining Unit - Police Personnel
Ratified by Membership - January 8, 1993

Minutes, Special Council Meeting - January 7, 1993
re: Police Employee Bargaining Unit Negotiation

City of Inverness
Department of Administrations
Personnel Services

February 1994

Personnel Policy Directive #804-B

Subject: Use of City Uniforms, Equipment, and Vehicles Addendum

Implementation

New Sub-Sections - add the following:

SS-9 Vehicle Usage - Waiver Provision

The City Council may authorize a temporary provision, expanding the use of a city vehicle, for employee commutation purposes to and from their place of residence, based on the approval of special project conditions. The assigned personal use of a City vehicle is to employ the most direct route from one's place of residence to work, and from work to the employee's residence. No other personal vehicular usage will be considered permissible. Such provisions are not transferable among employees, and will be limited from the date of issuance to the project's conclusion, or to a maximum time frame of one year, whichever comes first. By request, a waiver provision may be extended by City Council.

A submitted request for a vehicle usage waiver is to minimally include:

- Purpose of project
- Objective to be accomplished
- Intended duration
- Class title, count and names of affected staff
- Impacted vehicle description (make,model,year)
- Cost benefit ratio
- Supportive rationale

Waiver requests are to be generated at the originating unit level, and forwarded by the Departmental Director to the Office of the City Manager for comment and presentation to the City Council. If approved, said waiver is to be routed to Personnel, and then Finance/Payroll for further handling.

FRUITLAND PARK POLICE DEPARTMENT

506 W. Berckman Street Fruitland Park, FL 34731

We Serve... Because We Care



Telephone: (352) 360-6655
Fax: (352) 360-6653
Email: policedepartment@fruitlandpark.org

Number of pages: 5
(including cover sheet)

TO: Charlotte City of Brooksville

FAX NO: (352) 544-5424

FROM: Ann. / chief Dsom.

DATE: 6/15/07

SUBJECT/COMMENTS:

FRUITLAND PARK POLICE DEPARTMENT

SECTION 230

DEPARTMENT VEHICLES AND PROPERTY

- 230.01 DRIVER LICENSE REQUIRED: no employee shall be permitted to operate a department motor vehicle without first possessing a valid Florida driver license. Such license must be free of financial responsibility restrictions
- 230.02 AUTHORIZED OPERATION: No employee shall operate a department vehicle without first receiving permission from a supervisor, except in cases of extreme emergency.
- 230.03 USING VEHICLES FOR PRIVATE PURPOSES: Unless otherwise authorized, employees will use department vehicles only for performing their official duties
- 230.04 DRIVING VEHICLES OUTSIDE FRUITLAND PARK: Employees are prohibited from using department vehicles outside of Fruitland Park unless in close pursuit of a suspect or unless authorized by a supervisor, or to take the vehicle home if not more than 5 miles.
- 230.05 TRANSPORTING PERSONS: The following classes of persons may be transported in department vehicles:
- A. Prisoners and suspects
 - B. Other law enforcement officers
 - C. Civilian observers if approved by a competent authority
 - D. Sick or injured persons when approved by competent authority
 - E. Complainants when such is necessary in resolving the complaint
 - F. Other such persons as may be authorized by competent authority
- 230.06 CLEANLINESS OF VEHICLES: Employees assigned to operate a vehicle shall be responsible for the cleanliness and orderliness of the exterior and interior of the vehicle, including the trunk and glove box
- 230.07 VEHICLE KEYS: Operators of department vehicles will leave the a key in the ignition at all times. Whenever you leave the vehicle, it will remain locked

FRUITLAND PARK POLICE DEPARTMENT

SECTION 230

DEPARTMENT VEHICLES AND PROPERTY

230 08 RESPONSIBILITY FOR VEHICLES AND RELATED EQUIPMENT. Each vehicle operator shall be responsible for all items in his vehicle and will report to his supervisor any missing or damaged equipment. he shall also be responsible for the notification to his supervisor of any damage to the vehicle or maintenance requirement. This will include, but not limited to, the following items:

- A. Oil Change
- B. Tire condition
- C. Windshield wipers
- D. Engine or transmission malfunction
- E. Brake malfunction
- F. Steering malfunction
- G. Electrical malfunction (including radio, emergency lights, siren, etc.)
- H. Body damage
- I. Any or all other vehicle malfunctions or noises

The vehicle operator will insure that the spare tire, jack and lug wrench is secured firmly in place. The oil and water shall be checked at the end of each tour of duty and the gas tank filled.

Personnel shall not change or interchange, and to or take from any equipment in or on a city owned vehicle.

Failure to inspect a vehicle prior to assuming control, and failing to identify any missing or damaged equipment, will result in assigning responsibility for same to the employee neglecting to adhere to this rule.

230.09 SUPERVISORY INSPECTIONS. All vehicles will be subject to schedule or unscheduled inspections and the equipment, records, and condition of the vehicle will be expected to conform with the inspection lists. Responsibility will be determined by the inspecting supervisor for damaged or nonfunctioning equipment.

FRUITLAND PARK POLICE DEPARTMENT

SECTION 230

DEPARTMENT VEHICLES AND PROPERTY

Discrepancies will entail financial compensation and/or notation in personnel file of the reasonable operator. An accumulation of six or more documented infractions in an individual's personnel file will be grounds for disciplinary action.

- 230.10 SERVICE AND REPAIR: Employees shall not cause vehicles to be serviced or repaired:
- A. At any location not approved by competent authority, and,
 - B. Unless approved prior to performance and the proper order obtained
- 230.11 PUSHING OR TOWING: Operators of department vehicles will not push or tow another vehicle, unless authorized by a competent authority or in an emergency.
- 230.12 SAFE DRIVING OF DEPARTMENT VEHICLES: Operators of department vehicles shall operate such vehicles in a reasonable and safe manner exercising due caution and judgement. They shall obey the motor vehicle laws and traffic regulations of the State, except when actually in pursuit of a violator or responding to an emergency. Drivers shall adhere to Policy and Procedure Directives on emergency and pursuit runs.
- 230.13 CRASHES INVOLVING DEPARTMENT VEHICLES: Employees involved in a crash with a department vehicle resulting in personal injuries or property damage, will immediately notify their supervisor unless notification is not possible due to personal injury to the employee. Regardless of the location of the crash, an officer from the Florida Highway Patrol will be called to conduct an investigation. The employee involved shall submit a written report of the details of the accident to his supervisor.

The supervisor will review the employees' report and the investigating officer's report, visit the scene of the crash, if necessary, and forward copies of both reports to the Chief of Police with copies marked for the insurance carrier and city legal department, through channels, along with a written report from himself, and his findings and recommendations. Such report will include his observations as to where or not the crash is chargeable to the employee.

FRUITLAND PARK POLICE DEPARTMENT

SECTION 230

DEPARTMENT VEHICLES AND PROPERTY

- 230.14 **STATEMENTS CONCERNING CRASHES:** Employees are prohibited from making oral or written statements to anyone concerning liability in connection with the operation of a department vehicle involved in a crash, unless ordered to do so by the Chief of Police or their Commander, or unless the information is requested by the insurance carrier for the department.
- 230.15 **DAMAGE RESPONSIBILITY.** Employees shall be responsible for damages resulting from crashes involving carelessness, negligence, or a violation of a traffic regulation on the part of the employee, and may be subject to disciplinary action.
- 230.16 **HIGH SPEED PURSUIT, EMERGENCY VEHICLE OPERATION AND ESCORTS:** Employees operating department vehicles in high speed pursuit, escort or other emergency operations will observe the provisions of Policy and Procedure Directives.
- 230.17 **ADJUSTMENT OR SETTLEMENT OF CLAIMS:** Whenever any employee suffers any accident or sustains any personal loss or injury in the performance of his official duties, he shall make no adjustment or settlement of any claims without first advising the Chief of Police of details of the proposed claim or settlement and receiving approval to proceed.
- 230.18 **MANUAL MAINTENANCE.** Employees are responsible for maintaining all issued manuals, notebooks, etc., and making appropriate changes and insertions as they arise.
- 230.19 **PERSONAL USE OF DEPARTMENT PROPERTY:** Employees shall not appropriate any department property for their own use or the use of others.
- 230.20 **NEGLIGENT USE OF PROPERTY:** Employees guilty of culpable negligence in the use or care of department property, or abuse, misuse, or willful or negligent loss or destruction of such property may suffer punitive action and/or restitution or prosecution in court.
- 230.21 **ACCIDENT REVIEW BOARD:** An accident review board will evaluate the facts in all matters involving on duty employees in motor vehicle crashes, injuries to on duty employees, and all reports of damage to department property.



**OFFICE OF CITY CLERK
CITY OF OLDSMAR**

TO: Charlotte Roberts
City of Brooksville F) 352-544-5424

CC: June Donald, HR Administrator

FR: Lisa A. Lene, City Clerk

DATE: June 15, 2007

Charlotte: I received your request for info regarding our policy on take home vehicles. I have pulled out the following from our Personnel Policy. If you have any further questions, please let me know.

21.12 Use of City Vehicles

It is necessary for many City employees to have City vehicles at their disposal in order to carry out their duties. Any City employee whose job involves driving is subject to periodic checks of their driving records. It is essential that these vehicles be used with utmost care and discretion at all times. Most City vehicles are distinctively marked, and the way they are operated directly reflects on the public image of all City employees. The following guidelines should be observed by any employee having use of any City vehicle:

- (a) City employees are permitted to use City-owned vehicles for the performance of their official duties only; under no circumstances are they to be used for personal business or pleasure.
- (b) Employees driving City vehicles must have on their person a valid driver's license issued by the State of Florida and must maintain a satisfactory driving record in general. Any change in an employee's license for example, license suspension or incident reflecting on an employee's driving record must be reported to the employee's supervisor as soon as possible. Failure to do so may result in discipline, up to and including discharge.
- (c) For those vehicles assigned on a twenty-four (24) hour basis, off-street parking should be provided, where possible, when a vehicle is taken to a place of residence. Safety belts, where available, must be worn at all times. Before a City vehicle can be driven to and from

work, the City employee must obtain approval from the City Manager.

- (d) All mechanical defects or malfunctions should be reported as soon as possible to the central garage.
- (e) If a City vehicle is involved in an accident, the employee must notify the appropriate law enforcement agency and the department head. The department head should then notify the Safety Officer.

CITY COMMISSION
CITY OF EUSTIS
OFFICE OF THE CITY MANAGER
AGENDA ITEM COVER SHEET

Departmental Business – Item 3

DATE: April 9, 2007

MEETING DATE: April 19, 2007

TO: Jim Myers, Acting City Manager

Quasi-Judicial Public Hearing

REVIEWED BY: Fred A. M. Cobb, Chief of Police 

Resolution Ordinance

SUBMITTED BY: Fred A. M. Cobb, Chief of Police

Consideration Other:

SUBJECT: Full Implementation of Take Home Vehicle Program

RECOMMENDATION/REQUIRED ACTION: Approval by the City Commission, authorizing the Police Department to fully implement the previously approved trial Take Home Vehicle Program for all sworn personnel.

BACKGROUND SUMMARY: In October 2004, the City Commission authorized the Police Department to implement a trial Take Home Vehicle Program for sworn personnel residing within the city limits. Due to the non-availability of pursuit vehicles, the trial program was not implemented until October 2005. The program has improved our ability to put more officers on the road in response to emergency situations and/or the need for enhance enforcement efforts, has improved officer morale, and has enabled us to retain experience officers who might have otherwise gone to another agency for a higher salary and take home vehicle. The program also has better enabled us to manage our vehicle fleet and reduce overall maintenance costs, by holding individual officers accountable for the maintenance and upkeep of their assigned vehicle. Recently, a number of local law enforcement agencies have significantly increased their starting salaries and currently have Take Home Vehicle Programs. I strongly believe full implementation of our Take Home Vehicle Program is of paramount importance to our ability to recruit highly qualified new officers and to retain the experience officers we currently have. I have provided further background information, to include a copy of our Take Home Vehicle Police, for your consideration.

Fiscal Year Impact: \$12000 (Estimate) Capital Operating Other:

Account Number: 001-211-521-3052

Affected Parties Notified of Meeting Not Required

Date(s) Advertised:

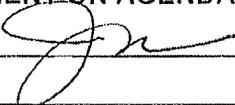
Newspaper:

Not Required

Attachments (List):

STAFF APPROVAL FOR PLACEMENT ON AGENDA:

DATE:

City Manager: 

4/11/07

City Clerk/Finance Director: _____

COMMISSION ACTION TAKEN:

Approved Disapproved Continued/Deferred Until: _____

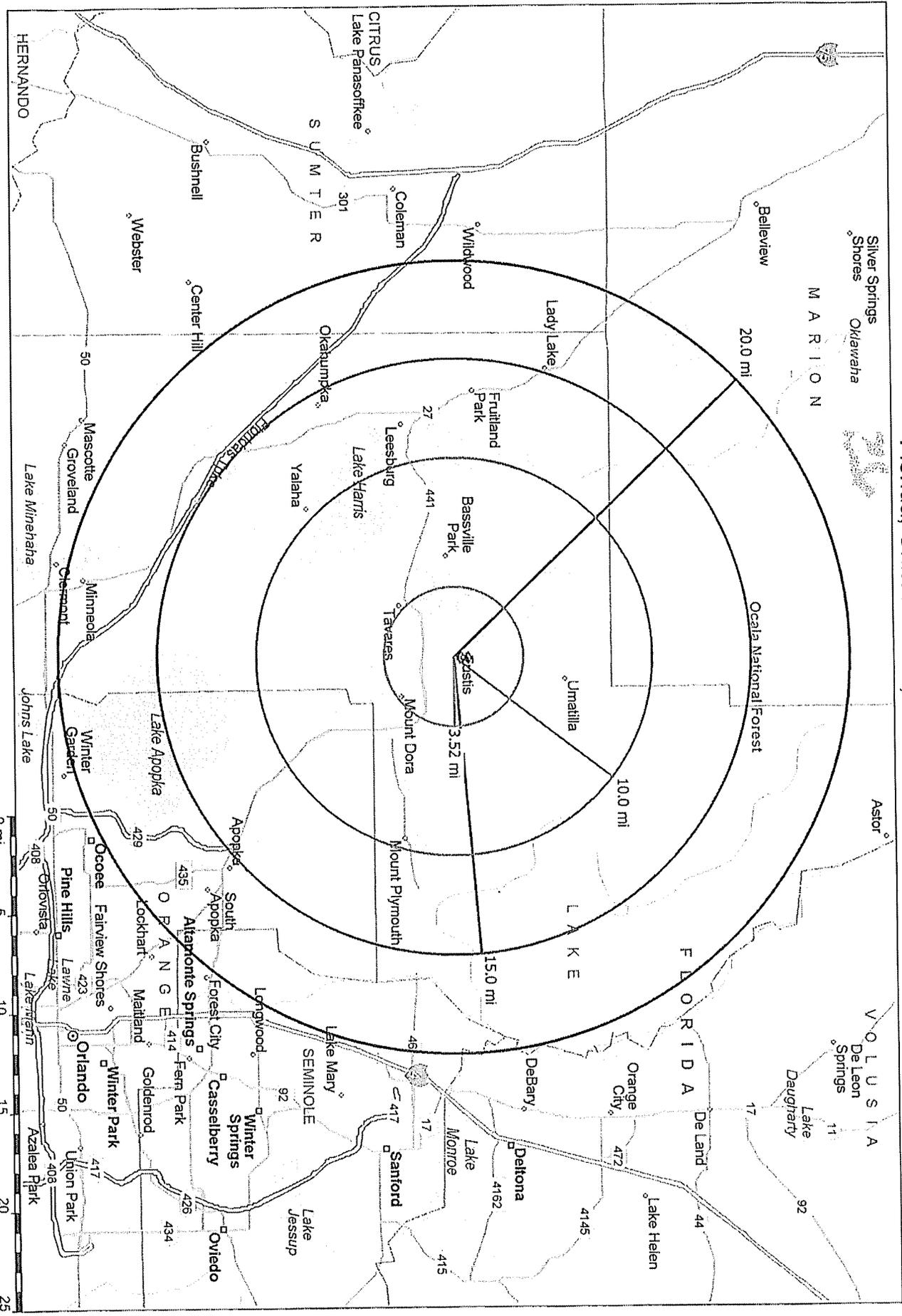
Other: _____

Special Instructions: _____

From: City Clerk's Office

By: _____

Florida, United States, North America



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Take-Home Squad Car Program

By J. D. Schmechel

Research shows the costs and benefits of a take-home fleet outweigh those of a rotating fleet. After the initial cost of acquiring the additional cars to make a take-home fleet is absorbed, the operating costs of a take-home fleet are less. The take-home fleet requires the purchase of fewer cars per year and the operating costs (including maintenance and accident repair) are less.

In some departments, it has been suggested that perhaps the take-home program is too costly and should be changed or converted back to a rotating fleet. The East Peoria, IL, Police has had a take-home program in operation for two years. With the exception of eight 2000 Ford Crown Victoria Police Interceptors, which are currently financed, the entire fleet is paid for.

Each sworn member of the department is assigned an individual squad car. The squad car is driven to and from work and to and from court only and is stored at the officer's residence while off duty. The officer must live within the city limits of East Peoria in order to keep the squad car at his residence. Officers are not required to take the squad car home but are encouraged to do so. Officers are not permitted to drive the squad car for personal purposes.

Currently the East Peoria Police has a fleet of 42 cars and 37 sworn officers. The extra cars are maintained as "pool cars." Pool cars are kept at the station and used by officers when their squad cars are not operational. The pool cars are also used by Auxiliary Police Officers for their duties.

Two models of rotating fleets were used to compare against the take-home fleet. The comparisons are based on number of miles driven per vehicle under each program. The average miles driven per eight-hour shift per patrol officer is 64 miles. In order to determine how many vehicles must be purchased per year, a target replacement mileage figure must be determined.

The optimum time to replace a vehicle is when its total costs, averaged over the vehicle's lifetime, are at a minimum. This concept, referred to as the economic life expectancy of the vehicle, includes such costs as depreciation, operating expenses, maintenance and downtime.

In addition to using software to document life-cycle costs, the program can be used to anticipate the best timing for unit replacement. The best time to replace a unit is usually near the point the cost per unit has bottomed out.

According to Peter Klopchic, Vice President of vehicle re-marketing for CitiCapital Fleet in Carrollton, TX, improved reliability and durability of late model cars have greatly reduced the occurrence of major mechanical failures below 100,000 miles. Klopchic states, "Clearly, it is not financially prudent to operate extremely high-mileage vehicles because the maintenance costs eventually exceed the cost of a new vehicle."

To figure the ideal replacement mileage and time, I first figured the average number of miles driven per officer, per year. The results are 15,360 miles. Of the departments that I could find who had done the life-cycle analysis or survey, the target range seemed to be between 89,000 miles and 95,000 miles.

Klopchic demonstrates that the depreciation cost-per-mile will lower as the mileage rises.

And as mileage rises, so do maintenance costs. When mapped on a graph, depreciation and maintenance costs level out between 80,000 and 100,000 miles. If the target mileage to replace a squad car is 90,000 miles, it would take, on average, 5.9 years to obtain that mileage using the average miles driven per year per officer in our department (15,360 miles). Using the 90,000 mile figure, of the 24 patrol cars, four cars would need to be replaced per year (24 cars divided by 5.9 years).

Rotating Fleet Models: Vehicle Replacement Criteria

I have figured two possible models for a rotating fleet. First, I examined a rotating fleet program where each vehicle is driven 24 hours a day, seven days a week. Many smaller departments operate a 24/7 rotating fleet due to limited resources and only one or two officers working at a time. The second rotating fleet model I examined is a much more relaxed model in which two officers share one car. This should allow me to examine a wide spectrum of possible rotating fleet programs in order to get a fair cost analysis. With the 24/7 rotating fleet model, it would be necessary to have a minimum of nine patrol vehicles in the rotating fleet. This breaks down as follows: one sergeant's car and eight patrol cars. There is a minimum shift staff requirement of one sergeant and four officers per shift. This totals five cars.

At full shift strength, as many as seven officers and one sergeant can be working a shift at the same time. This totals eight cars, leaving one extra car to cover inevitable breakdowns and special duties. In this model, the mileage driven each year per vehicle is 64,512 miles. Using target mileage for replacement as 90,000 miles, it would be necessary to replace each vehicle every 1.4 years (90,000 miles divided by 64,512 miles driven per year). This results in two special use vehicles and at the minimum, six patrol vehicles to be replaced per year for a total of eight to 11 vehicles per year.

With the two officers per squad car model it would be necessary to have a minimum of 12 vehicles in the rotating fleet. This breaks down as follows: two sergeant's cars and 10 patrol cars (20 patrol positions). This model does not include extra cars to cover down time as it is assumed that if an extra car is needed, one will be driven during the off time. In this model, the mileage driven each year per vehicle is 43,008 miles. Using the target replacement mileage of 90,000 miles per vehicle, it would be necessary to replace each vehicle every two years (90,000 miles divided by 43,000 miles per year). This results in two special use vehicles and six patrol vehicles per year to be replaced for a total of eight cars per year.

Maintenance Costs

While researching the area of maintenance costs, I found numerous police department take-home fleet policies that all state their program saves maintenance dollars. Many police agencies point to the fact that, while having a moderately high initial cost, a take-home fleet is more efficient and will eventually save money. Take home cars accumulate fewer miles per year; they're used just one shift per day, five days per week. That means they accumulate mileage less than one-third the rate of pool cars used three shifts per day, seven days per week. The cars will need one-third fewer oil changes, tire replacements and brake overhauls, and they will have to be replaced at far wider intervals.

A 1992 study published in *LAW and ORDER* showed that annual maintenance costs for a rotating fleet per vehicle were \$2,305 as opposed to \$523 for a take-home fleet serving the same number of officers. The extensive research was done by the University of Puget Sound in Tacoma, WA. The Tacoma Sheriff's Department in 1999 showed maintenance costs for a rotating fleet to be \$16.42 per mile while take-home fleet vehicles cost only

showed a direct correlation.

Since every agency with a take-home policy requires officers to handle any situations they see while in the police vehicles, the officers often handle an accident, drunk driver or other problem encountered while going on or off-duty.

And finally, by adding to the number of patrol cars in a department's fleet and assigning these cars to all patrol officers who keep the cars at home, this dramatically increased the department's ability to rapidly deploy officers in an emergency state. During civil disturbances or natural disasters a department only has to call its officers and they are almost immediately en route, in uniform, equipped and in their vehicle.

This research has clearly demonstrated costs and benefits to both a take-home fleet and a rotating fleet. This research clearly demonstrates that take-home fleet benefits far exceed the benefits of a rotating fleet. The same is true for the costs; absent the initial startup costs of a take-home fleet, the take-home fleet will obviously cost less to maintain than a rotating fleet. Even when considering the cost of starting a take-home fleet, the savings associated with the take-home fleet will eventually offset these costs.

The most difficult factor in considering a take-home fleet is the initial cost, i.e., the initial transition from a rotating fleet to a take-home fleet. After this initial cost, this research showed that the savings in maintenance cost, vehicle acquisition cost, and accident repair cost for a rotating fleet far outweigh the costs associated with a take-home fleet.

Benefits of a take-home fleet over a rotating fleet were just as dramatic. Crime rate reduction, deterrence of criminal activity, increased property taxes through higher property values, increased community feeling of security, increased officer presence in the community, arrests, increased officer morale, increased accountability, increased quality of care, number of available officers on duty at any given time, and increased rapid deployment capabilities are among the benefits of a take-home fleet over a rotating fleet.

J.D. Schmechel is currently a Sergeant with the East Peoria, IL, Police Department. He has been the fleet manager since 2002 with a 43-vehicle fleet. He can be reached via e-mail at schmec@sbcglobal.net.

Take-Home Cars

By Bruce Mann and Douglas Goodman

Assigning each officer an individual vehicle to use on and off shift is a contentious, disputed, oft-argued and emotionally charged issue. The real public policy issue should be: will the community be better off or not with an assigned vehicle program? While the issue can be stated quite simply, constructing an answer is difficult and problematic. The answer depends on program finances, local political and community objectives, as well as the operational needs of the department. Many of the dollars involved can be measured with only moderate difficulty. However, calculating values of some benefits and costs is complex due to their indirect assessment or their subjective nature. Citizen perceptions of safety, the deterrent effect of police visibility, morale effects, and the value of alternative uses of funds all need to be considered in any assigned vehicle program evaluation.

An assigned vehicle program evaluation should start with a clear, comprehensive cost-benefit review. The review will provide an estimate of how large non-measurable benefits have to be, or how small the other costs can be, before the program would be justified. A cost-benefit study provides a benchmark around which the decision making process can proceed and alternative arguments can be framed.

This was the approach taken by the city of Tacoma, WA. Tacoma is a moderate sized urban area in a large metropolitan region. The city, at the time of the study, had a population of about 185,000. Some patrol officers lived in the city, many resided in the surrounding county (Pierce County has a population of about 500,000). The county is part of the three million people Puget Sound area where Seattle is the major urban center. In part, the city felt we would bring objectivity, impose a rigorous professional approach, and provide an unbiased opinion. The city instructed us to design, implement and evaluate an assigned vehicle pilot project. At the time the study began in 1996, police services were delivered in a typical fashion—officers shared vehicles, the work schedule was four 10-hour shifts per week, with full time sectoral policing. Only officers working in special programs (K-9 or on-call, for example) had assigned vehicles. The project ended in November of 1997. We reviewed the literature on assigned vehicles, developed cost and benefit estimating methods, collected data, and evaluated the outcome.

Our literature review included 15 previously published, assigned vehicle studies. These studies ranged from small, semi-urban jurisdictions to geographically dispersed county sheriff offices to large metropolitan police departments. The arguments for take-home cars were consistent: improved morale, lower operating costs, higher capital expenditures, billboard effects, and better public perception of policing.

However, the empirical results (when reported) were often suspect. Controlled comparisons were not done, cost data focused on operating expenses, conclusions often used judgmental factors, and adjustments for geography, force size and local conditions were often absent. The studies were helpful in providing some comparative results, ideas for program design, and cautions about problems, but they did not offer conclusive evidence.

The pilot project used 30 newly purchased vehicles assigned to individual officers. All vehicles were 1996 Crown Victorias, outfitted with standard police equipment. The first assigned vehicle entered service in January of 1996 and the final one came online in November of that year. All entered service with minimal (delivery and test) mileage and no wear and tear. In addition, the city selected a sample of 46 fleet pool vehicles. Records for the pool and assigned vehicles were maintained by the city. Data included operating expenses, damage costs, mileage, capital outlays and financing. Our study compared the costs between the assigned and fleet pool vehicles.

Each officer with an assigned vehicle agreed to maintain a weekly log of activities. The log entries identified off-shift police related activities. We measured the amount, nature and origin of "off-duty" policing for the average officer with an assigned vehicle. The nature of the activities included responding to dispatch, stopping to assist citizens, and providing traffic control. Calls for off-duty assistance came from official radio communications, sightings by the off-duty officer, and direct citizen contact.

Officers with assigned vehicles also provided commuting information. We estimated the number of miles and amount of time vehicles were used for off-duty activities. We also obtained information from assigned vehicles and pool fleet officers about shift change time (paid patrol time lost to changeover) and preparation needs.

Since we knew the off-duty location of each assigned vehicle, we measured neighborhood perceptions of safety and policing. We selected four block areas around a sample of assigned vehicle locations and random locations elsewhere in the city. Pre- and post-program telephone surveys asked residents about neighborhood safety, personal concerns, police visibility, and how they felt the department was doing. We measured attitudinal changes, visibility effects and altered perceptions due to the presence of an off-duty police vehicle in the area.

Within the department, each officer with an assigned vehicle, and a sample of officers who did not get an assigned vehicle, completed pre- and post- program questionnaires. The questionnaire measured anticipated and actual problems and benefits from an assigned vehicle, lifestyle changes, interactions with neighbors, and the like. Thus, we tracked officer expectations versus the reality of "being on call" 24/7.

The final element was a statistical study relating crime rates, property values and vehicle assignment programs. We estimated the dollar benefit to homeowners and to local governments (through property tax collections) of crime rate changes due to having more vehicles on the streets more often. Our empirical model provided a link from vehicle programs to crime rates and property values.

Over our study period, assigned vehicles logged a total of 397 months of service. On average an assigned vehicle was on the road for 12,700 miles per year (2,500 miles for commuting and 10,200 on patrol service). The average pool fleet vehicle recorded an average of 22,400 miles per year (all for patrol).

City and department policy was to retire a vehicle after it accumulated 89,000 miles of use. Thus, an assigned car would be in service for 7.25 years while a pool vehicle would remain active for four years. For analytical convenience, we used an eight-year accounting period to compare costs and benefits for assigned and pool vehicles.

The total cost to purchase, equip and prepare a vehicle for patrol service was \$33,875. Based on staffing levels in 1996, the department would require a 130-car assigned vehicle fleet compared to a 44-car pooled fleet. Over eight years, the assigned vehicle fleet capital and financing costs would total \$6.5 million compared to \$3.8 million for the pool

fleet.

Since more cars are needed for the assigned vehicle program, even though they are replaced less often, the total principal and interest expense was 71% more. However, on a per vehicle basis, the associated costs of an assigned vehicle averaged less (\$44,600) than a pool vehicle (\$47,800).

We compared operating costs for fuel, tires and routine maintenance. The annual per vehicle operating cost under the assigned vehicle program was \$28,100 compared to a pool program average cost of \$81,700, due to 62% fuel cost savings, 76% less for tire replacement, and a 66% reduction in routine maintenance. Over the eight-year period, then, the operating cost for a fully assigned vehicle fleet would total \$4.1 million and the cost for a full pool fleet would be \$5.2 million— an eight-year savings of 21% in total. The most significant cost reduction for the assigned vehicles was due to lower accident and damage repair costs. A pool vehicle averaged \$8,400 while an assigned vehicle required only \$1,375 per year. Over an eight-year period, a full assigned vehicle fleet would generate a total of \$179,000 in accident and damage repair work compared to \$365,000 for a full fleet of pool cars.

In total, it costs less to operate an average assigned vehicle unit each year than it does to keep a pool vehicle on patrol; \$29,500 versus \$90,100. This per vehicle savings does not translate into an equivalent proportional total cost savings since there are almost three times as many assigned vehicles as pool vehicles in the fleet. Nonetheless, over eight years an assigned vehicle fleet will reduce operating costs by a total of \$1.3 million dollars.

On a total cost basis over eight years the full assigned vehicle fleet will be more expensive than the pooled fleet. The \$2.7 million in additional capital expenses exceeds the \$1.3 million reduction in operational costs. As a result an assigned vehicle fleet will add \$175,000 to the department's annual budget.

Further benefits the city would receive with a full assigned vehicle fleet were also examined. These benefits are the result of officers spending more effective time on patrol and a positive impact from increased property tax revenue.

To begin a shift, officers reported for roll call, then went to their cars and started patrol. Since officers with assigned vehicles already have their cars "ready-to-go," they spent an average of four minutes preparing for patrol. Officers with pool vehicles after roll call required 25 minutes, on average, to get a vehicle, inspect it, put their equipment in the car, and stow personal effects.

Thus, officers with assigned vehicles averaged 20 more minutes per shift than officers who had to obtain and prepare pool vehicles. Assuming half as much change time saved when going off patrol and given regular shift scheduling, an officer with an assigned vehicle is on the street 58 more hours per year than an officer with a pool car.

Furthermore, officers with assigned vehicles were also on the street during their commutes. Although not on duty, their presence on the street served as a deterrent to criminal activity. Also, they sometimes responded to calls for assistance. Given the geographic location of the officers, the average commute time in the city was 90 hours per year, or about nine 10-hour shifts at no additional cost to the city.

Off-duty officers with assigned vehicles were visible, approached by citizens for aid, responded to dispatch calls, and voluntarily intervened when appropriate. That is, the officers provided police services at no additional cost. On average, an officer with an assigned vehicle was involved in 24 off-duty incident responses per year. The average

amount of time devoted to an off-duty incident response was approximately 20 minutes. Based on the average amount of departmental response activity and time, the off-duty activity is equivalent to each officer providing an additional one-half of a shift per year, at no cost. Given the total amount of extra time provided by officers with assigned vehicles and the city's cost per officer, over eight years this amounts to \$3.4 million worth of additional police services, or roughly \$3,300 per car per year. This additional benefit value more than offsets the negative budgetary impact for an assigned vehicle fleet structure.

Converting from a pool fleet to a complete assigned vehicle configuration generates a positive net benefit to the department of \$2 million over the eight-year budgetary cycle (\$3.4 million of additional services less the \$1.4 million additional departmental expenditure).

An increased and more visible police presence reduces crime through both deterrence and detection. Lower crime rates benefit citizens, not just with improved levels of safety and security, but also with increased property values. Any increased property value provides a benefit to the city; one not captured directly by the police department, through increased general fund revenues to fund additional programs. These estimated impacts are calculated using a standard statistical model.

It was estimated that with an assigned vehicle fleet nonviolent property crime fell by 1,305 incidents per 100,000 inhabitants using mid-sized urban areas as the sample base. We also estimated that for each one percent reduction in nonviolent crime, property value increases by about \$1,100. This means for Tacoma using 1996 values, an assigned vehicle fleet would have reduced nonviolent crime by 3.1% annually. Based on the city's 1996 tax rate this would generate \$530,000 of increased general fund revenues per year. One surprising finding came from the neighborhood survey results. The use of assigned vehicles had virtually no impact on resident and citizen perceptions about policing, crime rates, size of the department, or feelings of safety. As expected, only in areas near the homes of officers with assigned vehicles did the percentage of neighbors who reported seeing police vehicles increase.

The reputed "billboard effect," an increased sense of safety and security when people see more police vehicles, was not reflected in our survey results. Nonetheless, most respondents reacted favorably to having cars on the street and in their neighborhoods. The survey results of officers clearly indicated a positive morale improvement for individuals with assigned vehicles. These officers appreciated having their own "offices on wheels," the convenience of an individual car, the support from the department and city, and identified very few problems. A pre-program apprehension of being "hassled" about minor matters while off-duty proved to be unsupported. Similarly the pre-program fear of off-duty vehicle vandalism failed to materialize. Finally, most officers voluntarily provided some off-duty maintenance, care and attention to their vehicles.

In summary, shifting from a complete pool vehicle fleet program to a complete assigned vehicle one is costly. The additional net cost and budgetary impact on the public safety department results from the increased capital and financing cost of procuring (three times) more cars. This added cost is partially offset by reduced operating, maintenance and repair expenses. If the assigned vehicles are in service more than twice as long as pool vehicles, the operating savings could be large enough to offset the added costs.

The use of assigned vehicles does generate significant police service benefits; primarily by increasing the effective time officers are on patrol. The value of this extra time can be

substantial enough to more than offset the net budgetary cost. More policing also leads to a reduction of crime, producing benefits to the citizens and the general government budget.

Although public perceptions about the effectiveness and visibility of officers were little changed and “billboard effects” were not observed, a longer time frame might change this outcome. Initial concerns about off-duty inconvenience, vehicle vandalism, loss of overtime, and personal costs proved to be incorrect. Finally, an intangible, but positive, effect of the program was the boost to officer morale.

A cautionary observation is worth noting. We found it was important to tailor our methods, procedures and analysis to the particular circumstances of Tacoma. We think our general results would be transferable to other medium sized urban places located within a larger metropolitan region. However, the specific results would not necessarily be the same in a different place at a different time.

Local geography, departmental regulations and policies, cost conditions, crime patterns, and housing market circumstances play important roles in this type of analysis. While caution must be exercised when applying our conclusions and results to other jurisdictions, we believe our comprehensive approach and methods offer guidance and shed new light in this highly debated policy area.

Bruce Mann, Ph.D., and Douglas Goodman, Ph.D., are both Professors of Economics at the University of Puget Sound. Both are active in consulting and research. They may be reached at mann@ups.edu and goodman@ups.edu, respectively.

<u>EUSTIS</u> POLICE		GENERAL ORDER 18-3
TITLE: Take Home Vehicle Program	DISTRIBUTION: ALL PERSONNEL	
Effective: June 2003	Revised: 03/30/2007	
C.F.A. STANDARDS		

CONTENTS:

1. VEHICLE USE
2. CLASSIFICATION OF VEHICLE USE
3. RESTRICTIONS
4. CARE AND MAINTENANCE
5. RESPONSIBILITIES WHEN USING CITY VEHICLES
6. GENERAL PROVISIONS

PURPOSE: To provide this Department with a mechanism to regulate assigned and/or Department owned vehicles and their utilization.

DISCUSSION: All members are to remember they are representatives of the City of Eustis and must be cognizant of the constant public scrutiny they will be under while operating their take-home vehicles off duty. Members must at all times conduct themselves in a professional manner and should realize they are representing the Police Department image to the citizens of Eustis. Members must be aware of the negative public image of the Department and the resulting adverse effect upon the take-home vehicle program which will result if off duty members fail to provide assistance to citizens in need. The right to deny participation in this program for cause is reserved by the Chief of Police.

POLICY: It is the policy of the Eustis Police Department to provide take-home vehicles to eligible sworn members, when possible, to improve the level of police service provided to the citizens of Eustis by the Department through the increased visibility of Department vehicles, increased member availability for response to emergency incidents, the increased police presence on the streets for an extended period of time, and the improved cost-effectiveness of fleet management resulting from extended vehicle life through improved care and accountability.

1. VEHICLE USE

1.1 General Requirements

- 1.1.1 The driver of any Department vehicle shall operate the vehicle in a reasonable and safe manner, exercising due caution and judgment. The driver of any Department vehicle involved in any crash regardless of the extent of injury or property damage shall immediately report the incident to the on duty supervisor, who will report it to the and Division Commander. He/she shall operate the vehicle in compliance with all motor vehicles laws and regulations of the Department.
- 1.1.2 Operators of Department vehicles shall possess a valid Florida Driver's License. Shift supervisors shall conduct an annual inspection of subordinates for such validation.

1.2 Residency Requirements

- 1.2.1 Members who are assigned either a marked or unmarked Department vehicle are authorized to participate in the Take Home Vehicle Program if their permanent residence is in Lake County and is not more than 20 road miles from the Eustis Police Department. Members whose permanent residence is outside of Lake County must reside within 15 road miles of the Eustis Police Department.

- 1.2.1.1 Based on budgetary constraints, members who reside more than 10 road miles from the Eustis Police Department may be required to pay a bi-weekly surcharge, to be determined by the Chief of Police in consultation with the City Manager.

- 1.2.2 It shall be the responsibility of a member's Division Commander to verify residency distance before a departmental vehicle is assigned to that member.
- 1.2.3 When a member who is assigned a Department vehicle submits a memorandum with a change of address, it shall be the responsibility of the Division Commander to verify the distance of the new address from the City of Eustis.
- 1.2.4 Questions regarding eligibility shall be resolved by the Chief of Police or his or her designee.

2. CLASSIFICATION OF VEHICLE USE

2.1 Command/Investigation Division Vehicles

Unmarked Vehicles assigned to command members and members assigned to the Investigations Division may be used to transport a member to and from work and off duty within a 30 miles radius of the Police Department when the member is subject to call. Minor dependents will not be transported in assigned unmarked vehicles without the approval of the Chief of Police or his designee. Members using assigned vehicles shall be ready at all times to respond as needed. Unmarked vehicles are assigned by the Chief of Police or designee.

2.2 Patrol Division Vehicles

Marked and unmarked vehicles assigned to members of the Patrol Division may be used to transport a member to and from work, court, approved training, and/or other authorized events. Dependents may not be transported in these vehicles without the prior authorization of the Chief of Police or his or her designee. The Chief of Police or his or her designee retains the authority to assign vehicles and their use status as he/she finds necessary.

3. GUIDELINES FOR USE

3.1 Restrictions

- 3.1.1 Unless otherwise accepted, members shall wear approved uniforms while operating marked vehicles.
- 3.1.2 Members traveling to and from a Department approved training class may wear appropriate casual attire, e.g. a golf shirt or polo style shirt.
- 3.1.3 At all times while operating a Department vehicle, members shall have in their possession their: Police Identification, issued, or approved off duty, firearm, and handcuffs.

- 3.1.4 Members driving marked Department vehicles, and when appropriate unmarked vehicles, shall stop and render aid, provide assistance, or take appropriate action in response to traffic crashes, disabled motor vehicles, or other criminal activity (as defined by current Mutual Aid Agreements). This shall apply to incidents occurring outside the City of Eustis as well as within the jurisdiction of the Eustis Police Department.
- 3.1.5 Members responding to calls for service or providing other assistance while in an off duty status will revert to an on duty status for the duration of the task. The member will provide the appropriate shift supervisor with documentation of any police action taken.
- 3.1.6 Personal usage of assigned marked vehicles is restricted to the time the member is en route to or from work. Brief stops, such as at convenience stores en route, are permitted. Using the vehicle after returning home is not permitted except when the member has been specifically instructed to have the vehicle in his/her possession for immediate response, e.g. on-call status.
- 3.1.7 Dependants may be transported in a marked vehicle on a case-by-case basis when approved by the Chief of Police or his or her designee.

3.2 **Additional Authorized Uses**

Members may use assigned vehicles for Department related activities e.g.

- 3.2.1 Court /depositions
- 3.2.2 Approved off duty work
- 3.2.3 Approved Departmental training
- 3.2.4 Other authorized events.

3.3 Unauthorized Use

- 3.3.1 Members whose driving privileges have been suspended or revoked or who are under disciplinary suspension or disciplinary probation will not participate in the Take Home Vehicle Program. The Chief of Police or his or her designee shall have the authority to terminate members from the program for specified periods of time for just cause.
- 3.3.2 Department vehicles shall not be used for pushing, towing, or jump starting any other vehicle for non-law enforcement purposes, unless authorized to do so by the on duty supervisor.
- 3.3.3 Department vehicles shall not be used for transporting heavy, inappropriate, or excessive loads.
- 3.3.4 Members shall not permit unauthorized persons to operate a city owned vehicle.
- 3.3.5 Off duty members who intend to consume, or who have consumed alcoholic beverages or other intoxicants, shall not operate their assigned city vehicles. Members operating marked vehicles are prohibited from patronizing businesses and destinations that may result in public criticism, e.g. package stores.

4. VEHICLE CARE and MAINTENANCE

4.1 Care and Cleanliness

Members shall be responsible for the general care, cleanliness, and condition of their assigned vehicle.

- 4.1.1 Vehicles shall be waxed at least semiannually.
- 4.1.2 Members are prohibited from making any mechanical adjustments, alterations or repairs to vehicle. Fluid levels, tire pressure, and battery levels should be checked at least weekly. If fluid levels need to be adjusted; the vehicle shall be serviced at the City Garage.

- 4.1.3 Members are prohibited from making any addition or change of equipment without prior authorization of the Captain.

4.2 **Mechanical Problems**

- 4.2.1 Members that are assigned vehicles shall be responsible for maintaining the mechanical soundness and for promptly reporting any mechanical problems (to include low fluid levels) to the City Garage. Any defect or damage of assigned or pool vehicles shall be immediately reported by the operator to his supervisor.

- 4.2.2 The supervisor will determine the necessity of further investigation and documentation of the damage. The supervisor will be responsible for any necessary reports and /or inquiries for unreported damage. In the event any defect, damage, or missing equipment is noted; the inspecting member shall immediately notify his supervisor. Failure to inspect a vehicle prior to assuming control or failing to identify any such existing condition may result in the assignment of responsibility for such defect, damage, or missing equipment to the member neglecting to adhere to this policy.

4.3 **Operator Negligence**

Any damage to a Department owned vehicle due to improper fluid or air pressure levels shall be the responsibility of the operator if it is determined the damage was caused by failure to have the vehicle levels checked and maintained.

4.4 **Vehicle Service**

- 4.4.1 During the time a vehicle is being serviced, the affected sworn member will drive a pool vehicle that shall not be taken home.
- 4.4.2 The City Garage personnel shall have the authority to hold deadline vehicles (vehicles that have been removed from service for repair) in order to repair any safety related defects. Under no circumstances will vehicles dead lined for safety reasons be permitted to be driven away without repair.

- 4.4.3 When there is a major breakdown of a vehicle while outside the limits of the City of Eustis, the operator shall promptly notify the on duty supervisor.
- 4.4.4 A member's Division Commander shall approve out-of-City repairs. Repair invoices shall be forwarded to the Division Commander.
- 4.4.5 All equipment will be approved by the Chief of Police or his or her designee before being installed in or affixed to any Departmental vehicle.

5. RESPONSIBILITIES WHEN USING CITY VEHICLES

When using the assigned vehicle during off duty periods, the following procedures shall apply.

- 5.1 Radio Communications shall be monitored at all times to ensure availability for response to any emergency.
- 5.2 Response to a call during off duty hours shall be consistent with G.O. 19 Response Procedure / Pursuit Policy and properly documented.
- 5.3 When responding to an incident or when taking enforcement action, members are required to assume full responsibility for the situation until relieved by on duty member.
- 5.4 All traffic enforcement, off duty or on duty, must be in compliance with departmental policies.

6. GENERAL PROVISIONS

6.1 Miscellaneous Issues

- 6.1.1 Vehicles shall be secured and the keys removed when a vehicle is parked and unattended. When the vehicle is not in use during an off duty period, unsecured weapons shall be secured in the vehicle's trunk or residence.
- 6.1.2 During periods of extended leave (i.e. personal, military, or FMLA) in which the member is not available for call out status, the member shall park their Department vehicle at the Police Department.

6.1.3 When two or more members are assigned to attend the same school, conference, or meeting, a minimum number of vehicles will be used.

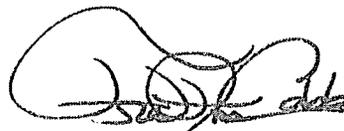
6.2 Vehicle Inspections

Vehicle inspections will be conducted regularly by the shift supervisor. Vehicles will be checked for the following:

- 6.2.1 Overall cleanliness.
- 6.2.2 Regularly scheduled maintenance.
- 6.2.3 Condition of body paint, body damage, and tires.
- 6.2.4 Operational equipment: all lights, mobile radio, siren, video camera, and MDT's.
- 6.2.5 Mandatory equipment: fire extinguisher, box of flares, first aid kit, jack and handle, spare tire, bio-hazardous kits, and other assigned equipment.

Jim Myers
City Manager

Date



Fred A.M. Cobb
Chief of Police

Date

Item 2.



HERNANDO COUNTY
Board of County Commissioners

Policy Title: Automobile Allowance	Effective Date:	April 23, 2001
	Revision Date(s):	May 1, 2001 January 1, 2007
	Latest Review:	February 1, 2007

Policy Statement:

In accordance with the Internal Revenue Service, Hernando County will report the use of county vehicles used by employees for commuting purposes as a fringe benefit. Appropriate tax must be withheld based on the fringe benefit.

Procedure

- A. Each department director/manager may, under certain circumstances, allow an employee to use a county owned vehicle to commute to and from work. All other personal use of the vehicle is prohibited.
- B. The taxable benefit for Hernando County employees who use a vehicle for commuting purposes will be taxed per IRS regulations. Employees will be taxed on this fringe benefit.
- C. Employees who are using a county vehicle for on-call purposes will not be taxed for the use of the vehicle.
- D. On a quarterly basis, each department director/manager will be responsible for insuring completion of the Automobile Allowance form (attached) for all employees who use a vehicle for commuting purposes and submitting this form to Human Resources.

Item 3.

HERNANDO COUNTY SHERIFF'S OFFICE	
GENERAL ORDER	NUMBER: 2037.15
SUBJECT: MOBILE RESPONSE PROGRAM	DISTRIBUTION: ALL PERSONNEL
[X] REVISED: 11-01-05 [] RESCINDED: [] NEW	EFFECTIVE DATE: 08-20-92
INDEX AS: - OFF-DUTY USE OF VEHICLES - TAKE HOME CAR PROGRAM - VEHICLES, OFF-DUTY USE	REVIEW DATE: 01-30-07
	CFA STANDARD:

I. PURPOSE:

The purpose of this Order is to establish acceptable parameters regarding the off-duty use of Sheriff's Office vehicles assigned to various personnel within the agency.

II. SCOPE:

This Order shall apply to all Sheriff's Office personnel assigned a take home vehicle.

III. DISCUSSION:

Hernando County has experienced a rapid growth rate that has changed the area from a rural to a largely urban community. This transformation of the county's composition has brought about rising crime rates as well as a marked increase in calls for service. The Mobile Response Program is intended to provide additional police services without a commensurate increase in manpower. Based on funding and vehicle availability, sworn personnel assigned to Road Patrol may not be able to participate in the Mobile Response Program until the successful completion of their initial appointment probationary period.

IV. PROCEDURES:

The Sheriff reserves the right to limit the off-duty use of assigned vehicles.

A. The objectives of this General Order are to:

1. Promote the security and well being of the citizens of Hernando County by increasing the number and visibility level of patrol vehicles on the streets and highways.
2. Promote police/community relations by increasing the number of personal contacts and services performed by the department.
3. Reduce the opportunity for criminal activity by creating an awareness of more patrol vehicles in the community.
4. Improve response time to priority calls for service while increasing the opportunity for criminal apprehension.
5. Reduce vehicle "per mile" maintenance costs.
6. Reduce annual mileage per vehicle while increasing vehicle life expectancy.
7. Improve response time for off-duty personnel when mobilized for an emergency.

Provide personal incentives and to improve the morale of all members through participation in the program.
8. Improve the level of vehicle performance and appearance by applying preventive maintenance practices.

B. Marked and unmarked vehicles are assigned to authorized personnel for both on and off-duty use. Personnel assigned full-time use of Sheriff's Office vehicles may utilize them during off-duty hours, pursuant to this directive.

C. When utilizing Sheriff's Office vehicles, (marked and/or unmarked), during off-duty hours, the following procedures shall apply to sworn personnel. (Non-sworn personnel assigned unmarked vehicles, refer to Section V).

1. Sworn personnel will notify Communications of their status and location when performing off-duty details.
2. Sworn personnel will notify Communications of their status and

location during off-duty hours when performing any activity in an official capacity. e.g. traffic stop, disabled motorist, responding to a call, etc.

3. Members operating a department vehicle during their off-duty hours are permitted to convey civilian persons as passengers.

a. Only the member assigned to the vehicle is authorized to operate it off-duty.

b. The member operating the vehicle will be responsible for the actions, conduct, appearance and safety of all passengers.

4. Vehicles may not be operated outside the jurisdictional boundaries of Hernando County without express permission of the Sheriff or his designee. Communications will be notified when leaving the county.

5. When two or more members are assigned to attend the same school, conference or meeting, the minimum number of department vehicles will be utilized whenever feasible.

6. Members who are off-duty must keep their vehicles locked when unattended.

7. Members **will not leave weapons** in their assigned vehicles when they are being serviced or repaired, unless they directly oversee such service or repair.

8. Assigned vehicles will not be utilized by off-duty personnel or passengers who intend to consume, or have consumed, alcoholic beverages.

9. Assigned vehicles or other County vehicles will not be driven after taking prescription or non-prescription medication that could affect the driving ability of the operator. A period of at least twelve (12) hours must have lapsed after the medications were taken before operating the vehicle.

10. Members operating marked vehicles are prohibited from patronizing establishments (such as package stores) that may result in public criticism.

11. During any period of annual leave or absence due to illness or injury, which is in excess of twenty (20) consecutive working days, personnel assigned a department vehicle will store it in a place designated by the Services Bureau Commander or designee.

12. Marked department vehicles will not be utilized for transporting heavy or excessive loads, and no objects may protrude from the trunk or windows, unless specifically authorized by a supervisor.

13. Members have the duty and responsibility to report any improper conduct on the part of another member operating an assigned vehicle contrary to these regulations.

a. A full report must be prepared by the member observing the improper conduct.

b. The report will then be submitted to the reporting member's Bureau Commander.

V. UNMARKED VEHICLES ASSIGNED TO NON-SWORN PERSONNEL:

In accordance with Internal Revenue Service *Special Valuation Rules* (Publication 535), specific limitations and withholding provisions are required for the use of Sheriff's Office vehicles assigned to civilian personnel.

A. The Hernando County Sheriff's Office shall adopt the IRS "Commuting Rule" as specified in Publication 535.

1. Under this rule, the value of the commuting use of the agency vehicle is \$1.50 per one-way commute, for each employee affected by this provision. From home to work, or work to home, constitutes a commute.

2. The Fiscal Affairs Section shall make the appropriate fringe benefit calculations and is responsible for proper recording and reporting requirements.

B. Non-sworn personnel whose job classification requires them to be "on-call" shall be assigned Sheriff's Office vehicles at the discretion of the Sheriff. The affected job classifications include, but are not limited to, the following:

- Director of Information Services

- Victim Advocate
- Property/Evidence Supervisor
- Forensic Science Supervisor
- Civil Process Server

1. Employees assigned an unmarked vehicle shall maintain a call-out log.
2. The log shall include the date, time, duration, mileage and reason for the call-out.
3. The log will be kept in the vehicle for IRS review purposes.

C. **Vehicles assigned to non-sworn personnel are not to be used for personal purposes.** The vehicles are to be used for commuting to and from work and authorized Sheriff's Office business. De minimis personal use is permitted. e.g. a stop for a personal errand on the way to and from work.

D. The following procedures shall apply when vehicles are assigned to non-sworn personnel.

1. Vehicles may not be operated outside the jurisdictional boundaries of Hernando County without express permission of the Sheriff or his designee. Communications will be notified when leaving the county. ***Note: Non-sworn personnel who live outside the jurisdictional boundaries of Hernando County are not required to advise Communications when leaving the county on the return trip to their residence.***

2. Assigned vehicles will be locked when unattended.

3. Assigned vehicles (or other County vehicles) will not be driven after taking prescription or non-prescription medication that could affect the driving ability of the operator. A period of at least twelve (12) hours must have lapsed after the medications were taken before operating the vehicle.

4. Assigned vehicles will not be utilized by personnel who intend to consume, or have consumed, alcoholic beverages.

5. During any period of annual leave, in excess of twenty (20) consecutive working days, personnel assigned a department vehicle will store it at the employee parking area of the Sheriff's

Administration Building.

VI. INELIGIBILITY:

The following personnel are not eligible to participate in the Mobile Response Program:

- Reserve officers.
 - Deputies in the Judicial Services Division that are assigned to the Courthouse as Courthouse Security or as Bailiff's.
 - Personnel who live outside of the jurisdictional boundaries of Hernando County. *Note: The unique duties associated with some specialized positions may result in an exception being granted by the Sheriff.*
- Personnel whose driving privileges have been suspended or revoked, or are under disciplinary suspension, will surrender their assigned vehicle.
- Any other personnel determined by the Sheriff to be not eligible to participate.

VII. VEHICLE OPERATION REGULATIONS:

A. All members/employees participating in the Mobile Response Program are expected to use good judgment in the utilization of the department vehicle and will not operate their vehicle in such a manner that will cause unfavorable comment or reflect discredit upon the department.

B. When operating Sheriff's Office vehicles during off-duty hours, members must be appropriately attired in order to effectively perform a necessary police function while maintaining a favorable image. Cut-offs, flip-flops and tee-shirts with obscene or suggestive wording or designs printed on them are not to be worn.

C. When operating a marked Sheriff's Office vehicle off-duty, an official Sheriff's Office baseball style cap and/or windbreaker jacket should be immediately available to the driver.

D. When responding to a call during off-duty hours it is imperative that the safety of civilian passengers be considered as first priority. Conditions permitting, civilian passengers will be discharged at a convenient location prior to responding. Response to a call will be consistent with Sheriff's Office vehicle operation procedures.

E. When responding to an incident, or when taking law enforcement action, an off-duty member may be required to assume full responsibility for the situation until duly relieved by on-duty personnel.

F. Members living outside the county shall not participate in the Mobile Response Program. Their assigned vehicles shall be parked at the Sheriff's Administration Building when off-duty.

G. In the event of any vehicle emergency or break down, procedures will be followed exactly as if the member was on-duty.

ISSUING AUTHORITY:

RICHARD B. NUGENT, SHERIFF

Item 4.

City of Brooksville
**Departments with
Take Home Vehicle Assignments**

City of Brooksville

MEMORANDUM



To: T. Jennene Norman-Vacha, City Manager

From: Karen M. Phillips, Director of Administration/City Clerk

A handwritten signature in black ink, appearing to read "K. Phillips", enclosed in a circular scribble.

Subject: Department Take Home Vehicle

Date: June 13, 2007

1996 Chevrolet Blazer (City ID No. 248) is the only Department vehicle that is assigned as a "take home vehicle" for the City Manager. The take home utilization has been justified because the City Manager is on call 24 hr./7 days a week and usually responds to extreme emergencies in town, visits off-site departments regularly and also meets with citizens, business owners, vendors, other governmental entities, etc. off-site. Additionally, the City Manager's contract provides for a vehicle or alternate arrangements for mileage reimbursement, at the discretion of the Manager.

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interoffice
MEMORANDUM

05-14-07 09:25 1N

To: T. JENNENE NORMAN-VACHA, CITY MANAGER

From: TIMOTHY A. MOSSGROVE, FIRE CHIEF 

Date: JUNE 13, 2007

Subject: FIRE DEPARTMENT TAKE HOME VEHICLES

Attached is a spread sheet of all fire department vehicles and the function of each vehicle.

I am assigned the only "take home vehicle" in our fleet which is the 2007- Ford Expedition. Historically, the fire chief has always had a "take home vehicle" assigned. Since the position of fire chief is the highest ranking officer of the department, I am always "on call" and available to response to significant emergency situations during and after normal operating hours. My gear and equipment remain in my vehicle. During any emergency I can respond from my home, which is located within the city limits, to the scene of the emergency or report to the fire station to transport any equipment or supplies needed at the scene. Further, the fire chief also attends meetings inside and outside the city.

When I am on vacation, the vehicle remains with the officer I have placed in charge and he has the discretion of taking the vehicle to his residence.

Should you need anything further, please advise.

CITY OF BROOKSVILLE PARKS & RECREATION DEPARTMENT

MEMORANDUM



To: T. Jennene Norman-Vacha, City Manager
From: Mike Walker, Parks & Recreation Director
Date: June 13, 2007
Re: Take Home Vehicle

The need / justification for the “take home vehicle” in the Parks and Recreation Department is due to the Director being on call 24 / 7. The Park, Cemetery and Quarry divisions are in operation seven days a week, as is JBCC at times depending on rentals / events at the facility.

Memo

To: T. Jennene Norman-Vacha, City Manager
From: Frank Ross, Chief of Police
Date: June 14, 2007
Re: Take Home Vehicles

The existing take home vehicles, and assignments are as follows:

<u>Description</u>	<u>Assigned to:</u>	<u>Need/Justification</u>
2005 Chevrolet Tahoe	Chief F. Ross	Respond to calls for service after normal duty hours.
2006 Dodge Magnum	Lieutenant R. Hankins	Respond to calls for service after normal duty hours.
1997 Ford Expedition	Sergeant N. Cartwright	Crime Deterrent / Lives in the city.
2007 Dodge Charger	Sergeant J. Brough	Crime Deterrent / Lives in the city.
2006 Dodge Magnum	Detective J. Messer	Criminal Investigation
2007 Ford F-150*	Detective R. Orman	Narcotics Investigation
2003 Ford Crown Vic	Officer J. Holtzhouse	Crime Deterrent / Lives in the city.

* Lease Vehicle, scheduled for return October, 2007

CITY OF BROOKSVILLE

MEMORANDUM

To: T. Jennene Norman-Vacha, City Manager

From: Emory H. Pierce, Director of Public Works Date: June 13, 2007


Re: **Authorized Take Home Vehicles**

The four people listed below have permanently assigned (take home) vehicles because they respond to after hours events as part of their job descriptions :

- Emory Pierce**, Director of Public Works–Pick-up Truck #610
(Authorized verbally at time of hire by City Manager Richard Anderson)
- William Smith**, Utilities Superintendent,–Van # 578
(Authorized verbally by prior City Managers)
- Larry Everett**, Public Works Foreman–Pick-up Truck # 589
(Authorized verbally by myself and City Manager)
- Robert Brown**, Sanitation Supervisor–Pick up Truck #466
(Authorized verbally by prior City Managers)

In addition, we have an On-Call person who generally takes a utility vehicle home. We usually have four people in the On-Call rotation with each person doing it for one week/month. At various times, we will allow other employees to take a City vehicle home for the following reasons:

- I. If we are having a particular problem with a lift station, or well not working properly, we will authorize our Plant Mechanic/Electrician to take a vehicle home so that they can quickly respond to an alarm call up. Generally Truck #588 or 586.
- II. When Larry Everett is absent/unable to work Johnny Higginbotham generally takes a City vehicle home. Generally Truck #168.
- III. When Robert Brown, Sanitation Supervisor is absent/unable to work, his alternate will take truck #466 home.
- IV. Howard Jackson or Mike Hannigan when they are involved in one of the City's numerous after-hours events are allowed to take a City vehicle home. Generally Truck #693/Van #645.
- V. If an employee needs to leave home early to get to a seminar that starts 8-9 in the morning. Generally one night only.

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: T. JENNENE NORMAN-VACHA, CITY MANAGER
SUBJECT: CITY ATTORNEY SEARCH PROCESS UPDATE
DATE: JUNE 18, 2007



As back-up/information for discussion on the above referenced topic/issue, staff has provided the following:

- Item 1. Memorandum from City Clerk/Director of Administration, Karen Phillips, outlining steps taken to date and providing the "condensed ad" and the Full RFP (at current time) to solicit interested attorney's for the City's position.

Item 1.

City of Brooksville

MEMORANDUM



To: T. Jennene Norman-Vacha, City Manager

From: Karen M. Phillips, Director of Administration/City Clerk *KMP*

Subject: City Attorney Search Process

Date: June 15, 2007

To date, the following actions have taken place:

1. Placed condensed ad (copy attached - Exh #1) in the Florida Bar News for publication 7/1/07 & 7/15/07, with simultaneous notice running on their website. Cost is estimated* to be \$145 per issue, for a total of \$290 (waiting for final costs from agency). Condensed ad directs interested attorneys to our website for full RFP (full RFP attached - Exh #2) or contact info.
2. Sent full RFP to FLC to be placed in 6/29 and subsequent Datagrams and on-line thru closing date of 8/10/07. Based on their standard ads in the publication, FLC will most likely synposize the RFP for the DataGram (**City Attorney - City of Brooksville**. [pop. 7,322] Salary: TBD. Open until 8/10/07) but will hopefully run the entire RFP on their website. I'm waiting for confirmation on this.
3. The Hernando Bar Association is a little difficult to get in touch with but to date, I have downloaded from their website the list of local attorneys with governmental experience (Exh. #3), which indicates 11 firms or individuals (must be broken down by individual attorney direction, however, Kenneth Wardstadt is a Town Attorney for Yankee town but not listed on the initial list - I've added his name to list). Additionally, there are 62 individual attorneys who are members of the HBA (I now have an address list of each of the above so we can easily send out the RFP notice). It should be noted, however, that all attorneys in Hernando County must not be members of the HBA (e.g. Bill Eppley, who has local government experience with the City and still has his office in the County, is not on the list).

Costs to produce the one-page RFP would be nominal and we have adequate envelopes in house. At a cost of .41¢ postage per attorney, it would cost us \$4.51 for the 11 firms or \$25.42 to mail the RFP to each individual local attorney.

We are still awaiting word from the HBA on availability to publish in their newsletter.

City of Brooksville



EX# #1

(352) 544-5400 (Phone)

(352) 544-5424 (Fax)

(352) 544-5420 (TDD)

The City of Brooksville, FL is seeking written proposals for City Attorney effective Oct. 1, 2007. The City Attorney serves a 5-member Council under Manager/Council "full service" form of government.

Min Qual - Membership in FL Bar Assoc. + 5 yrs. legal practice, incl. governmental law exp.; Pref - Exp. in municipal law. Full details on requirements available online at www.ci.brooksville.fl.us or by contacting the City Clerk at 352-544-5407.

Deadline: 3:00 p.m. Friday, August 10, 2007 to City of Brooksville, ATTN: City Clerk, 201 Howell Avenue, Brooksville, FL 34601.

All proposals subject to Florida Public Records Act & cannot be held in confidence.

NOTE TO FLORIDA BAR NEWS: Please publish in the next edition and bill this office at the address shown above. Call Karen Phillips, City Clerk, at (352) 544-5407 or email kphillips@ci.brooksville.fl.us if you have any questions.

G:\WP_WORK\ClerkOffice\City Attorney Search\2007 Search\Condensed City Attorney Notice.wpd

City of Brooksville



EXH #2

(352) 544-5400 (Phone)

(352) 544-5424 (Fax)

(352) 544-5420 (TDD)

ATTORNEY FOR THE CITY OF BROOKSVILLE, FLORIDA

The City of Brooksville is seeking proposals from attorneys or law firms for the position of City Attorney for contract effective October 1, 2007. The City Attorney serves a five-member Council. The form of government is Manager/Council. Brooksville offers full services, including water, sewer, sanitation and cemetery enterprise divisions, as well as police, fire, parks and public works.

Minimum qualifications: Membership in the Florida Bar Association and at least five years of legal practice, including governmental law experience. Preference will be given to applicants who have experience in municipal law. Proposals should include a resume for the attorney who will serve as City Attorney, which must include academic credentials, years of law practice, three primary local disciplines/main areas of law practiced at this time, and residence and place of practice for at least the last five years. Proposal should also include references and requested retainer or hourly rates or both.

Proposals should be sent to: City of Brooksville, ATTN: City Clerk, 201 Howell Avenue, Brooksville, FL 34601. Questions may be referred to the City Clerk at 352-544-5407. **Closing date and time:** Proposals must be received no later than 3:00 p.m., Friday, August 10, 2007.

All applications will be reviewed by the City Council and the Council will select applicants to interview before making a decision.

All applications for this position are subject to the Florida Public Records Act. Applications cannot be held in confidence.

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EXH #3

THE HERNANDO COUNTY BAR ASSOCIATION

HOME	MEMBER DIRECTORY	MEMBERSHIP APPLICATION	SCHOLARSHIPS	MEMBER'S AREA	TEEN CO
------	------------------	------------------------	--------------	---------------	---------

Member Directory

Member's are listed alphabetically by law firm.

City, County, Local Government

Hogan Law Firm

George Angeliadis, Randy Cramer, Deborah Hogan, Thomas Hogan, Derrill L. McAteer, Michael Taylor

20 South Broad Street

Brooksville, FL 34601

352-799-8423

george@hoganlawfirm.com, Randy@hoganlawfirm.com, Debbie@hoganlawfirm.com, Thomas@hoganlawfirm.com,
derrill@hoganlawfirm.com, Michael@hoganlawfirm.com

Robert Battista

110 N. Apopka Drive

Inverness, FL 34450

352-341-6560

~~Hernando County Attorney's Office~~

~~**Garth C. Collier, Jon A. Jouben, Geoffrey T. Kirk**~~

~~20 N. Main Street, Ste 462~~

~~Brooksville, FL 34601~~

~~352-754-4122~~

~~ca@hernandocounty.us, jjouben@hernandocounty.us, gkirk@hernandocounty.us~~

not private attorney

Grace Fagan

State of Florida Judicial Staff Attorney

20 North Main Street, Room 438

Brooksville, FL 34601

352-754-4860 (tel)

352-754-4245 (fax)

gfagan@circuit5.org

Peyton B. Hyslop

19203 Cortez Boulevard

PO Box 1776

Brooksville, FL 34605-1776

peyton@peytonhyslop.com

352-799-9666

Bonifield, Fridman & Leifer, PA

Christopher Leifer

1000 N. Ashley Drive, Suite 610

Tampa, FL 33602

813-221-9500

ckl@bflaw.com

Erica Denise Moore

State of Florida Fifth Judicial Circuit
20 North Main Street
Brooksville, FL 34601
emoore@circuit5.org

Jack Pepper

Southwest Florida Waste Management district
2379 Broad Street (U.S. 41 South)
Brooksville, FL 34604
352-796-7211
Jack.pepper@swfwmd.state.fl.us

Robert Bruce Snow

112 North Orange Avenue
Brooksville, FL 34601
352-796-1441
bsnow@rbsnowlaw.com

Kent Weissinger

Hernando County Attorney's Office
20 N. Main Street, Ste 462
Brooksville, FL 34601
352-754-4122
kentw@hernandocounty.us

PLUS

KENNETH WARMSTADT
HERNANDO COUNTY SHERIFF MASTER
TOWN ATTORNEY FOR YAMBOOTHAM, FL
15339 COLTON BLVD
BRUCE FL 34613
352-799-7291
KWARM15339@tampabay.fl.com

Select an area of practice:

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[Bankruptcy](#)

[Business Litigation](#)

[City, County, Local Government](#)

[Collections](#)

[Commercial Practice And Litigation](#)

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[Consumer Protection](#)

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[Labor And Employment Law](#)

[Land Use](#)

[Landlord/Tenant](#)

[Medical Malpractice](#)

[Nursing Home Neglect](#)

[Personal Injury Wrongful Death](#)

[Product Liability](#)

[Real Estate](#)

[Social Security](#)

[Tax](#)

[Torts](#)

[Traffic Infractions](#)

[Wills/Probate](#)

[Guardianship](#)

[Worker's Compensation](#)

[Immigration](#)

[Other Members](#)

[Injunctions/Restraining Orders](#)

Hernando County Bar Association :: 20 North Main Street :: Brooksville, Florida 34601 :: (352) 596-5297

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