

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

AGENDA

JULY 16, 2007

7:00 P.M.

A. CALL TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. CONSENT AGENDA

1. Minutes

June 25, 2007 Workshop
July 02, 2007 Regular Meeting

2. JBCC Waiver of Fees for United Way

Consideration of waiver of fees and insurance in the amount of \$371.83 for the United Way of Hernando County Annual Kick-Off Meeting with Publix on August 30th from 7:00 a.m. to 4:00 p.m. at the JBCC.

3. Public School Facilities Element (PSFE) Grant Modification

Approval of extension on the grant project for developing the PSFE to August 30, 2007.

4. Grant Application for 1st Tee

Approval of request to submit application for Operating Grant from The First Tee in the amount of \$25,000.

CONSENT AGENDA APPROVAL (✓)

Recommendation: Approval of Consent Agenda
Action: Motion to Approve
Attachments: 1) Minutes; 2) Memo from Parks & Recreation Director dated 07/02/07; 3) Memo from City Manager dated 07/05/07, Memo from Concurrency Coordinator to BOCC, Attachment I - draft Public Schools Facilities Element; 4) Memo from Parks & Recreation Director dated 07/09/07

D. CERTIFICATES, PROCLAMATIONS AND PRESENTATIONS

1. Margaret R. Giotto Beautification Award - Residential Award

Recognition of improvements to property owned by Christopher Myers and located at 830 S. Mildred Avenue.

Presentation: Mayor
Attachments: Award Certificate; Letter from Board dated 05/23/07

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E. REGULAR AGENDA

1. Broad Street Sidewalk Project

Consideration of approval to go out for bids.

Presentation: Director of Public Works
Recommendation: Approval
Action: Motion to approve
Attachments: Memo from Director of Public Works dated 06/07/07; Plans

2. Tentative Millage Rate

Announce roll-back rate of 6.9484 mills, set Tentative Millage Rate for 2007-2008 Fiscal Year and establish first budget hearing for September 5, 2007 at 7:00 p.m.

Presentation: Finance Director
Recommendation: Announce roll-back rate, set tentative Millage Rate and first budget hearing.
Action: Motion to approve
Attachments: Memo from City Manager dated 07/06/07

3. Resolution No. 2007-12 - Establishing Copy Charges

Consideration of Resolution re-establishing copy or reproduction fee charge policy.

Presentation: Director of Administration
Recommendation: Approval of Resolution upon roll-call vote
Action: Motion to approve
Attachments: Memo from Director of Administration dated 07/05/07

F. ITEMS BY COUNCIL

G. CITIZEN INPUT

H. ADJOURNMENT

CORRESPONDENCE TO NOTE

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.

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

June 25, 2007

6:00 P.M.

Brooksville City Council met in workshop session with Mayor David Pugh, Vice Mayor Frankie Burnett and Council Members Joe Bernardini, Lara Bradburn and Richard E. Lewis. Also present were David LaCroix, City Attorney; T. Jennene Norman-Vacha, City Manager; Karen M. Phillips, City Clerk/Director of Administration; Janice L. Peters, Deputy City Clerk; Steve Baumgartner, Finance Director; Mike Walker, Parks and Recreation Director; Bill Geiger, Community Development Director; Emory Pierce, Director of Public Works and Tim Mossgrove, Fire Chief. Members of the Hernando Today, Hernando Times and Brooksville Belle were also present.

The workshop meeting was called to order by Mayor Pugh, who advised that this is a workshop to try to resolve issues, not point fingers or place blame, and urged all present to keep that in mind.

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.

City Manager Anderson Norman-Vacha reviewed the information distributed to Council and the items of discussion.

Mayor Pugh stated there had been discussions of only having City residents serve on the boards and felt an interview process for appointing may be what is needed.

Vice Mayor Burnett agreed that when appointing, there should be a brief interview process and that the applicant be a City resident. He advised that, according to the resolution, the Brooksville Housing Authority is supposed to have two persons on the board that are tenants.

City Attorney LaCroix reiterated that, if possible, tenants should be appointed. City Manager Anderson Norman-Vacha advised that the Housing Authority is notified and requested to post the openings.

Council Member Bradburn felt it would help her to have a cover letter and resume with the application and an opportunity for the applicant to give a narrative as to why they would want to serve, as well as an interview process.

Discussion of those recommendations continued.

Mayor Pugh asked what happens if they are not satisfied that an applicant is a right fit for the board they are applying for. Consensus was to continue to advertise for the opening.

Council Member Lewis felt the criteria should not be limited to City residency but to give preference to applicants who are City residents who apply. Council Member Bradburn agreed and would like to know more about the applicant's background.

Referencing the Brooksville Housing Authority, Council Member Bradburn added that the residents are sometimes transient and felt the City should be diligent in recruiting from the tenants.

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Vice Mayor Burnett advised that the residents are not as transient as one might think.

Discussion continued of alternate members and number of members. City Manager Anderson Norman-Vacha advised that she will see if there is an updated Resolution and will present an updated one to Council for consideration.

Finance Director Baumgartner indicated the notice of openings could be added to the utility bills.

Vice Mayor Burnett noted that the new Housing Director is present and can answer questions.

In review, Mayor Pugh advised that preference will be given to City residents, applications will require a letter of interest and resume and the notices will be posted on the utility bills.

For the Pension Board, Council Member Lewis recommended clarifying the requirements for the Police Board that the fifth member does not have to be a City resident.

Vice Mayor Burnett felt the Brooksville Housing Authority should have two members who are tenants and two from the South Brooksville area. Council Member Bernardini stated he would agree to one from the immediate area of the Brooksville Housing Authority.

Consensus was to go forward with the Brooksville Housing Authority Workshop on July 9.

Public Input

Paul Boston

Mr. Boston, Brooksville Housing Authority member, felt his complaints to Council have gone unheard. He felt Mr. Pilcher should not have been reappointed to the board.

Mr. Pilcher asked that Council not allow Mr. Boston's ranting. Mayor Pugh asked that Mr. Pilcher, who left of his own accord, be removed from the workshop.

Mayor Pugh reiterated that this workshop is about appointments and reappointments only and that Mr. Boston's concerns would not be addressed at this workshop. Mr. Boston stated that he agreed that residents should serve on the board.

Richard Howell

Mr. Howell stated that basically the reason for residents on the board is for the residents to have a chance of a majority vote for what happens in their community and supports Vice Mayor Burnett's recommendations of two tenants and two area residents.

He stated that originally, board members were only supposed to serve four years and to be replaced if possible and felt they should be replaced.

Ronnie McLean

COUNCIL WORKSHOP MINUTES - JUNE 25, 2007

Mr. McClean advised that a Tenants Association had been formed and he is working with them to recruit tenants for the Board and looking forward to working with Council as well. Council Member Bradburn asked for clarification as to what the Tenant's Association deals with.

Mr. McClean stated the Tenant's Association is just an organized forum for the tenants to express their concern and felt it would be a good medium for recruiting tenants to the Housing Board.

Mayor Pugh recommended making the July 9 workshop a Special Meeting in order to be able to take action. Council Consensus was to leave it a Workshop and bring forth items to the next meeting.

Council Member Lewis, referencing Public Housing Chapter 421, Sec. 05 Appointment, Qualifications and Tenure of Commissioners - Hiring of Employees, indicated that it says "A certificate of 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.", which clarifies that there is no prohibition of the reappointment of a member of the board.

Vice Mayor Burnett asked City Attorney LaCroix if it would be illegal for Council to appoint one of its members to the Housing Authority Board. City Attorney LaCroix indicated that Housing Commissioners may not be City officers or employees.

Council Member Lewis asked if there could be an ex-officio appointment to the board of a City Council Member. City Attorney LaCroix indicated that Council can appoint a non-voting member who attends meetings just to keep up with the issues.

FLEET VEHICLES

Discussion on acquisition, replacement/transfer and disposal process.

City Manager Norman-Vacha reviewed the attachments presented to Council and asked for Council direction on the subject.

Mayor Pugh would like to see if the life of the service of vehicles can be extended and whether it is more economical to just pay the mileage for employees to use their own vehicles. He made reference to the Ford and Dodge Admin is assigned as well as the City Manager's vehicle, which is not being utilized.

Council Member Bradburn gave comparisons of vehicles and a review of some of the vehicles currently in service. She felt smaller vehicles and trucks without extended cabs could be used.

Director Pierce reviewed the process of acquiring vehicles.

Council Member Bernardini felt a workshop really was not needed for this issue that direction should have come from the City Manager as it is their responsibility to oversee the taxpayer's dollars as much as Council's to save the taxpayer's dollars.

TAKE HOME VEHICLE POLICY

Review of current Take Home Vehicle Policy.

City Manager Norman-Vacha advised that currently the City does not have a policy.

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She indicated a survey was done with other municipalities and Council was provided with a list of take home vehicles. She offered that Council may want to consider if Police vehicles should be allowed to be taken home.

Mayor Pugh noted that the City of Eustis indicates vehicles last longer if the officers are allowed to take them home. Council Member Bernardini noted that it is because a single assigned officer would take better care of his vehicle. Vice Mayor Burnett felt crime drops in areas in which an officer is allowed to take the vehicle home and felt the vehicle would last longer. The take home vehicles of each department was discussed in detail.

Mayor Pugh, at the suggestion of Council Member Bradburn, recommended there be a stipulation for personal use of City vehicles.

City Manager Norman-Vacha to come up with more information on a policy and a cost analysis.

CITY ATTORNEY SEARCH PROCESS UPDATE

Review of process for new City Attorney Search.

City Manager Norman-Vacha indicated City Clerk Phillips has been moving forward with the process and had provided additional information on Hernando County Bar Association attorneys, whose e-mail addresses had been pulled for notification versus a mailout.

City Clerk Phillips indicated the ads will be listed with the Hernando and Florida Bar Associations and the Florida League of Cities newsletter. She advised that the Florida Bar is the only ad the City will be charged for.

Council Member Bradburn provided an example of an advertisement for legal services received from the Florida League of Cities, which she recommended tailoring to the City's needs.

City Manager Norman-Vacha will meet with City Attorney LaCroix and City Clerk Phillips to come up with an acceptable ad.

City Clerk Phillips indicated a condensed ad had been put in the Florida Bar's publication.

ADJOURNMENT

The meeting adjourned at 8:15 p.m.

City Clerk

Mayor

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

July 2, 2007

7:00 P.M.

Brooksville City Council met in regular session with Mayor David Pugh and Council Members Joe Bernardini, Lara Bradburn and Richard E. Lewis. Also present were David LaCroix, City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, Deputy City Clerk; Lindsey Morgan, Recording Secretary; Steve Baumgartner, Finance Director; Mike Walker, Parks and Recreation Director; Patricia Jobe, Planning & Zoning Coordinator; Emory Pierce, Director of Public Works; Frank Ross, Interim Police Chief; Rick Hankins, Police Lieutenant; and Lindsay A. Morgan, Administrative Assistant. Members of the Hernando Today and Brooksville Belle were also present.

The meeting was called to order by Mayor Pugh, followed by an invocation and pledge of allegiance. Mayor Pugh adjourned the Council meeting for the Local Planning Agency Meeting and reconvened at 7:20.

CONSENT AGENDA

Minutes

May 14, 2007	Labor Attorney Workshop
May 21, 2007	Regular Meeting
June 18, 2007	Regular Meeting

On the minutes of May 21, Council Member Bradburn requested that Item C-5 reflect that the refund was to the City and received via the Attorney General.

Motion:

Motion was made by Council Member Lewis and seconded by Council Member Bernardini for approval of the Consent Agenda with changes to the May 21, 2007 minutes. Motion carried 4-0.

CERTIFICATES, PROCLAMATIONS AND PRESENTATIONS

Margaret R. Ghiotto Beautification Award - Commercial Award

Recognition of improvements to property of Town & Country Realty, owned by Jack & Nicole Sensale and located at 10 W. Early Street.

The award was presented by Mayor Pugh and Beautification Board Chairman Lou Kavouras.

Chairman Kavouras briefly described the Commercial Award winners property.

PUBLIC HEARING

Ordinance No. 748 - SMALL-SCALE COMPREHENSIVE PLAN AMENDMENT - PETITIONER: HUBERT W. DUKES

Requesting a change to the Future Land Use designation of this property, a .69 acre ± parcel of land located on the North side of Oakdale Avenue, approximately 196' west of Ponce De Leon Boulevard and 187' east of Sharon Street, from Single-Family Residential to Commercial.

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City Attorney LaCroix reviewed the request and asked that Director Geiger's complete staff report be entered into the record [Attachment A]. He explained the Council could continue the hearing indefinitely until Council has a companion rezoning application to consider along with it or they could vote it up or down.

Mayor Pugh stated he would like to see it come back with the zoning application with special exception use for a mini warehouse or passive storage warehouse.

Motion:

Motion was made by Council Member Bradburn and seconded by Council Member Bernardini for approval of postponing the amendment indefinitely until a rezoning request is submitted.

Mayor Pugh asked for citizen input.

Hubert Dukes advised he does not have a problem with the special exception as long as he is able to utilize his property as requested. He understands Council Member Bradburn's concerns for the future and his property referenced during the LPA Meeting but advised that it will stay within the family.

Mayor Pugh stated he did not have a problem with a warehouse being there but wanted to make sure that is what will be built.

Motion carried 4-0.

Alcoholic Beverage Location Permit Application - 966 E. Jefferson Street

Consideration of approval of Alcoholic Beverage Location Permit for Farmer John's Key West Café.

John Carlone, owner of Farmer John's Key West Café, advised he is requesting the application to serve beer and wine at the location of his new restaurant and is very thankful for the support of the various City staff in this process.

Mayor Pugh inquired if this application to serve beer and wine is solely for the business or for the property. City Attorney LaCroix advised it is for the property and if the business sold then the owner could transfer to the next owner.

Council Member Bradburn asked for clarification that this will be a restaurant selling beer and wine and not a lounge selling food. Mr. Carlone advised that this will be a restaurant serving breakfast and lunch only, with approximately 98% food and 2% alcohol and will be closed on Monday.

Motion:

Motion was made by Council Member Bernardini and seconded by Council Member Lewis for approval of the Alcoholic Beverage Location Permit.

Mayor Pugh asked for public input.

Paul Douglas thought this would be a great place for Brooksville and fully supports the approval of the license.

Motion carried 4-0.

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REGULAR AGENDA

Final Plat "Brookstone Estates" - Vallery Custom Homes - Presented by Coastal Engineering Associates, Inc.

Review and approval of Plat, as recommended by the Planning & Zoning Commission, for property bounded to the north by Highland Street, to the south by Florida Avenue and to the east by Howell Avenue (approximately 4.13± acre site by petitioner Vallery Custom Homes).

City Attorney LaCroix requested that Mr. Geiger's staff report be made part of the record in it's entirety [Attachment B].

Joseph Quinn, representing the developer, reviewed the request. He stated there to be two outstanding items listed in the staff recommendation, the bond and an indication from the School Board as to whether there was a need for mitigation for school facilities. The School Board indicated there would be minimal impact to their facilities. The petitioner had hoped to have the bond secured prior to City Council approval but anticipates having that sometime this week. They realize the final signatures for approval will be delayed until the bond is submitted.

Mayor Pugh stated he thought lots 1 & 2 along Howell Avenue were to be 80' wide each, noting they currently state 74.12' and 96.65'. Mr. Quinn will look into the matter. A brief discussion followed of the paving of Moline, which will be one-way and the installation of sidewalks.

Council Member Bradburn asked about the amount of the Performance Bond and what it covered, which was in the packet and included increasing the fire flow.

Motion:

Motion was made by Council Member Bernardini and seconded by Council Member Bradburn for approval of Planning & Zoning Commission/staff recommendation with necessary changes. Motion carried 4-0.

Request to Fill Vacant Positions within Utilities Division

Consideration of approval to allow promotion of in-house staff to fill the positions of Administrative Specialist III and Utilities Crew Leader with an additional recruiting and in-house promotion to fill the vacancy of a Utilities Specialist position occurring with the promotion for Utilities Crew Leader.

City Manager Jennene Norman-Vacha reviewed the request as presented to Council; brief discussion followed.

Motion:

Motion was made by Council Member Bernardini and seconded by Council Member Lewis for approval. Motion carried 4-0.

City Manager Norman-Vacha explained she would like to move forward with advertising and recruitment for the Police Chief position as Mr. Ross will be leaving in September. Mayor Pugh inquired what the costs would be for the advertising, to which she advised it would be kept very minimal. Council consensus was to move forward with the process.

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Brooksville Housing Authority Discussion

Discussion of removal of Brooksville Housing Authority Board Members in light of the guilty verdict of Betty Trent and other recent developments.

City Attorney LaCroix reported on the newspaper editorial on the removal of Brooksville Housing Authority Board Members. He explained the Florida Statutes and the hearing process that govern the Board, reminding Council that the Mayor appoints and removes members with the concurrence of City Council.

Mayor Pugh asked if there are grounds for removal of Board Members, which City Attorney LaCroix indicated inefficiency, neglect of duty or misconduct in office could be considered. He indicated that before being removed a commissioner must be given a copy of the charges at least 10 days prior to a hearing on those charges. The hearing has to be recorded and the findings have to be made on those charges on the record and filed with the City Clerk. If it is deemed a commissioner should be removed it comes back to Council for that concurrence. He explained the different options for hearings and advised that due process has to be given.

Mayor Pugh asked City Attorney LaCroix if he felt there were grounds to move forward. Attorney LaCroix referenced an incident of embezzlement of funds by a City employee, which Council had been unaware of, so he felt the Housing Authority Board may or may not have known of the issues at hand either.

Mayor Pugh felt that, based on everything that has come to light in the media of late, Council should move forward with the process. Attorney LaCroix, advising that the Mayor does not need Council concurrence to move forward, agreed to meet with Mayor Pugh and discuss the issues further and to prepare a statement of charges, if there are chargeable offenses, after talking with people.

Council Member Bradburn asked if they felt they did not have enough information now to proceed. Mayor Pugh indicated, and Attorney LaCroix agreed, that they do not want the City to be put in a liable situation by not having the evidence needed before charging people with misconduct.

In response to the references made to media information, Council Member Bradburn stated that the newspapers do not, and should not, dictate the actions of Council, but that she appreciates their input in that they keep the public informed.

Mayor Pugh stated that this is one of the issues on the Council workshop agenda but felt it needed to be postponed until Council has all the information needed. He advised that he and Attorney LaCroix may be able to bring something back to Council at the July 16 meeting.

Council Member Lewis, having spoken with Mr. McLean, voiced several concerns and would like to see all the viable information before making such an important decision. Council Member Lewis's other concern is that if the majority of the board is removed, they will not be able to meet for lack of a quorum, pending appointment of new board members.

Council Member Bradburn advised she has also spoken with Mr. McLean and board members about the issues and asked about a time line for the investigation, which she felt should include information as to whether the recommendations of HUD had been done.

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Mayor Pugh stated action needs to be taken now and felt it would not be a fast action but that Council has to follow a process and it may be a slow one.

Council Member Bernardini stated his faith in the Mayor and City Attorney to handle the process and urged them to do so as timely as possible.

ITEMS BY COUNCIL

Lara Bradburn, Council Member

Layoff of Employees Across Florida

Council Member Bradburn advised of the layoffs in Tampa and St. Pete, stating her appreciation of the efforts of staff in cutting the budget and expenses and is confident the City can get through the budget process with progress instead of hardship.

New Policy for Public Notification of Comp Plan Amendments

She indicated she would like to see a new policy in place for public notification in regards to the Comp Plan Amendment. She felt that waiting until the zoning process to notify residents to be too late and that the two should be presented together. She requested staff bring back a policy change for public notification for approval.

Mayor Pugh asked how that would work for the annexation of new parcels. City Attorney LaCroix advised that until a property is annexed there can be no contingency for later approval of a Comp Plan amendment.

Richard E. Lewis, Council Member

Grand Opening of Train Depot

Council Member Lewis stated that he attended the event and expressed his excitement on how well Virginia Jackson and staff put everything together.

Concerns with Children in Neighborhoods

He stated he would like to see extensive background checks on employees that work with kids such as the Parks Department and Jerome Brown Community Center. Council Member Bradburn inquired if the request is for just staff or should it include employees who go into the neighborhoods to work. Council Member Lewis stated that he would like anyone who comes in contact with children have a background check. At the current time only a FDLE background check is performed, but an additional background check could also be done. City Manager Norman-Vacha advised that she would followup.

Hernando County Anti-Drug Coalition Board

Council Member Lewis indicated he had spoken with Karen Gidden through the Hernando County Anti-Drug Coalition Board, who works at the Health Department with Elizabeth Callahan. She informed Council Member Lewis that they have a wellness program for employees at no cost to the City and once the employees go through this program the City gets a discount on the Workers Comp insurance. City Manager Norman-Vacha thought it was discounted off the City's group medical policy.

David LaCroix, City Attorney

Pension Boards

City Attorney LaCroix advised that Board Members appointed by Council must be city residents to be appointed to the Fire and Police Pension Boards.

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City Attorney Liability Insurance

He recommended that to save money the City waive the requirement for Liability Insurance for the new City Attorney as he felt it is not needed. Council consensus was to remove the requirement.

Joe Bernardini, Council Member

Employee Background Checks

Council Member Bernardini stated that he would hope there is no one working in our Parks Department who would be a threat to our children. City Manager Norman-Vacha assured Council the FDLE checks reflect the sexual predator status and with the new Jessica Lundsford law they ask that you also check the sexual predator listing as well along with the regular background check. City Manager Norman-Vacha again advised staff will follow the state laws and will look into the issue and bring back to Council. Council Member Bradburn explained the FDLE background check does not reflect crimes committed out of state.

Pest Control Company

He would like staff to look into what and who is dumping next to the Duke property and also regarding the sign of no smoking within 50 feet, he would like staff to check into the owner moving the items 50 feet away from the adjoining property.

C-1 Designation

Council Member Bernardini recommended consideration of splitting the C-1 designation into C-1a, C-1b, etc., to split up the different types of business categories. City Attorney LaCroix advised he would inform Director Geiger of the issue.

CITIZENS INPUT

Paul Pruess

Flex Pay

Mr. Pruess asked for clarification on the rumors concerning flex time. City Manager Norman-Vacha explained that the City is under budgetary scrutiny and that all departments have been advised to minimize, if not eliminate, overtime and to use their overtime as flex pay within the same work week whenever possible.

City Manager Norman-Vacha suggested that future inquiries concerning employee pay be directed to her, through the proper chain of command, not brought before Council for discussion.

Paul Douglas

Support of Council Efforts on Brooksville Housing Authority

Mr. Douglas advised that there are a lot of management issues within the Housing Authority and feels the Commission is dysfunctional and overwhelmed. He agrees with Council Member Lewis on finding out who is the guilty party, if there is one. He hopes Council will take action accordingly.

Paul Boston

He expressed his condolences to the Burnett Family.

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Brooksville Housing Authority

He elaborated on public housing and felt that the problems within the Brooksville Housing Authority are not going to be fixed in two weeks and that the Board needs new members. He expressed concern that the state of the housing will continue to deteriorate unless something is done soon.

Mayor Pugh responded by stating issues that have been taken place over the last six months to a year and that Council will investigate and move forward.

Bishop Carr

Brooksville Housing Authority

He believes a majority of the Board should be made up of residents.

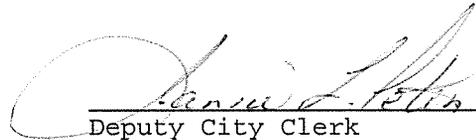
South Brooksville

Mr. Carr relayed an incident he witnessed in which Brooksville Police, at 10:00 p.m. Sunday night, made kids who were just hanging out, doing nothing wrong, evacuate the premises and go home. He questioned Council as to why the kids are being run off, stating they were doing nothing wrong and indicating that they have nothing for kids to do in South Brooksville.

City Manager Norman-Vacha stated that she would meet with the Chief of Police and Bishop Carr to discuss the issue.

ADJOURNMENT

The meeting adjourned at 9:17 p.m.


Deputy City Clerk

Attest: _____
Mayor

MEMORANDUM

ATTACHMENT A

To: Honorable Mayor & City Council Members
Via: Jennene Norman-Vacha, City Manager
From: Bill Geiger, Community Development Director
Subject: CPA 2007-S2; Petition Request for a Small-Scale Comprehensive Plan Amendment to change the Future Land Use Designation from Single-Family Residential to Commercial
Petitioner: Hubert W. Dukes
Location: 712-714 Oakdale Avenue - Located between Ponce De Leon Boulevard and Sharon Street (The legal description for the subject site is given in full in the petition packet).
Date: July 2, 2007

Introduction & Background Information:

This report is for one small-scale Comprehensive Plan amendment. The subject property related to this amendment is .69 acres +/- (125' x 246' MOL), and is located on the north side of Oakdale Avenue, approximately 196' west of Ponce De Leon Boulevard and 187' east of Sharon Street. This property is directly adjacent to industrial/commercial uses on the east, residential uses on the west and south, and vacant land (unimproved r/w & the west end of a commercial property) on the north. The City's current "Future Land Use" designation for the subject parcel is "Single Family Residential," and the zoning is R1B.

The petitioner is requesting that the City amend its Comprehensive Plan to designate this property with a "Commercial" Future Land Use designation. The property is directly adjacent to heavy commercial activities (including a propane service and delivery company and a pest control company) that are located directly east and north of the property on Ponce De Leon Boulevard (S.R. 98 North). The propane company has a Future Land Use designation of Industrial and the pest control company is Commercial. The petitioner has expressed an intent to build a mini-warehouse/storage facility at the subject site, to serve the residential community in the vicinity and to act as a buffer to the higher intensity uses to the east.

This proposed amendment is to change the Future Land Use designation of this property from Single Family Residential to Commercial in the City's Comprehensive Plan. Based on City policy, the land use designation of Commercial for this property would not be inconsistent with the City's Comprehensive Plan.

The table below identifies the proposed amendment.

Table 1
Future Land Use Map Amendment(s)

File No.	Existing Land Use Designation	Proposed FLU MAP Designation	Location	Acres	Petitioner
CPA 2007-S2	Single Family Residential	Commercial	North side of Oakdale Avenue 196' ± west of Ponce De Leon Boulevard	.69+/-	Hubert W. Dukes

The subject parcels are identified by Hernando County Property Appraiser Key Numbers 355056 & 354976.

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DATA & ANALYSIS

Natural Resources and Features:

The subject property was the prior location of a single family residence which was demolished during the first quarter of 2007. Vegetation is sparse over approximately 60% of the property. Native trees (Oak, Magnolia & Cedar) provide some buffering along the east and west property boundaries. The site is not located within a well head protection area. The soil on the subject property is identified as Nobleton Fine Sand (0 to 5% slopes), and appears to drain to the west-southwest between elevations of 115 and 113 feet. The proposed amendment is not within, nor will it affect an Area of Critical State Concern.

Compatibility with Surrounding Area:

If the land use change is approved, the property owner is proposing a 6,000 square foot mini-warehouse facility to serve the neighboring residential areas. Given the location and proximity of this property to heavy commercial uses on Ponce DeLeon Boulevard and residential neighborhoods (including an apartment complex located south of the subject site), it would appear that the proposed commercial land use designation to facilitate the warehouse use of the property would be compatible (with appropriate buffers) between the different types of existing uses.

Public Facilities and Level of Service:

This amendment property will be served by City water and sewer services. Access will be via Oakdale Avenue (City local street). Police, fire and sanitation collection services will also be provided by the City. Based on data assumptions contained within the City's Comprehensive Plan, the following analysis depicts the impacts associated with the proposed level of development as well as discussion concerning the maximum development potential of the property with the prospective land use:

Trip Generation: Per the ITE Trip Generation Manual, 6th Edition, the proposed land use (LU Code #151) would generate approximately 2 vehicle trips during the P.M. Peak Hour. The maximum development potential that this property could theoretically have under the Commercial designation would be for a 21,000± square foot facility (70% of lot area) that could generate up to 1,100 P.M. Peak Hour trips under certain retail scenarios. A more reasonable approach to estimating maximum development potential of the site would be to take the City's average commercial floor area ratio of .25 (which is more realistic in addressing what it takes to economically meet all performance standards) and use that ratio to calculate the most intense retail use. Using this methodology, the maximum building area would be about 7,510 square feet, which in turn could generate up to 396 P.M. Peak Hour retail trips.

Water: Assuming potable water usage of 0.18 gallons per day per square foot for commercial users, the theoretical amount of water that would be consumed per day for this project would be 1,080 gallons (for a 6,000 square foot building). A mini-warehouse/storage use would actually be consume closer to what is calculated as an Equivalent Residential Unit (ERU) which would be 242 gallons per day. The maximum development consumption that this property could theoretically have under the Commercial designation would be for a 21,000± square foot facility (70% of lot area) that could consume up to 3,780 gallons per day under certain retail scenarios. These quantities are all currently available from the City and do not cause the City to exceed its allowable maximum daily consumption of 2.24 MGD.

Sewer: Assuming sanitary sewer effluent generation of 0.15 gallons per day per square foot for commercial users, the theoretical amount of waste water that would be generated per day for this project would be 900 gallons (for a 6,000 square foot building). A mini-warehouse/storage use would actually generate closer to what is calculated as an Equivalent Residential Unit (ERU) which would be 220 gallons per day. The maximum development consumption that this property could theoretically have under the

REGULAR CITY COUNCIL AGENDA - JULY 2, 2007

Commercial designation would be for a 21,000± square foot facility (70% of lot area) that could generate up to 3,150 gallons per day of effluent under certain retail scenarios. The project's effluent can currently be accommodated by the City's present sewer treatment capacity which is 3.0 MGD.

Drainage: The subject site is located within Flood Zone C, which is defined as an area exhibiting minimal flood potential. No wetlands are located on the site. Development of the site will have to meet SWFWMD 40D-4 permitting requirements, as well as the City's Comprehensive Plan policies relating to stormwater retention and conveyance.

Recreation Facilities: Not applicable to a commercial project.

Consistency with the Comprehensive Plan: This plan amendment represents a small-scale amendment permitted under state law (as defined in Section 163.3187(1)(c), F.S.). The proposed land use amendment provides a future land use for the subject property that is consistent with the City's Comprehensive Plan (Ref. FLUE Policies 2-2, 2-3, 2-12).

If the land use amendment is approved, the property owner will need to petition the City to amend its zoning designation for the property, consistent with the Future Land Use designation. Future development plans for the subject site will be required to adhere to the City's zoning and building performance standards as applicable.

Budget Statement: Direct costs incurred by the City in taking action on and processing this amendment are absorbed in the petition fee structure.

Legal Note: The processing of this amendment is subject to the review and approval for legal sufficiency by the City's legal counsel.

Planning & Zoning Commission/Staff Recommendation:

At their meeting on June 13, 2007, the Planning and Zoning Commission concurred with the staff recommendation to find that the proposed Future Land Use Map Amendment CPA 2007-S2 is consistent with the City's Comprehensive Plan, and recommend that the City Council, sitting as the Local Planning Agency (LPA), hold a public hearing to receive and consider input from the general public related to the Comprehensive Plan Amendment. After holding the Public Hearing as the LPA, the City Council should then hold a public hearing to take action on an Ordinance to adopt the plan amendment, and authorize the Mayor to sign the transmittal letter to send the Comprehensive Plan Amendment to the appropriate agencies as required by Statute.

- Attachments:
- (1) Draft Submittal Letter prepared pursuant to Section 9J-11.015(1), F.A.C.
 - (2) Form RPM-BSP-Small Scale-1 & Transmittal Check list
 - (3) Draft Ordinance No. 748 (CITY OF BROOKSVILLE PROPOSED FUTURE LAND USE MAP AMENDMENT - CPA 2007-S2)
 - (4) Petition (Submitted by Hubert W. Dukes)
 - (5) Site Plan

REGULAR CITY COUNCIL AGENDA - JULY 2, 2007

MEMORANDUM

ATTACHMENT B

To: Honorable Mayor & City Council Members
Via: Jennene Norman-Vacha, City Manager
From: Bill Geiger, Community Development Director
Subject: File No. FP2007-02; Brookstone Estates Final Plat.
Petitioner: Vallery Custom Homes (Presented by Coastal Engineering Associates, Inc.)
Location: The property boundaries are Howell Avenue, Highland Street, Moline Street and Florida Avenue (metes and bounds description of the property is on file)
Date: June 19, 2007

SUMMARY OF REQUEST - GENERAL INFORMATION

The Petitioner is requesting Final Plat Approval for the Brookstone Estates (Vallery Custom Homes Howell Avenue) Site. The subject property is 4.13 acres ±, and is bounded to the north by Highland Street, to the south by Florida Avenue and to the east by Howell Avenue. Moline Street is the western border of proposed residential lots. Two parcels at the southwest corner of Moline and Highland Streets are being designed to accommodate drainage requirements for the development. On December 5, 2005, City Council approved Ordinance No. 709, establishing the property as a Planned Development Project (PDP) with a Special Exception Use for a Residential Planned Development Project (RPDP), subject to the following performance conditions.

- a. Within one year of the Council's approval of the RPDP zoning, the petitioner/developer will need to provide preliminary plat plans that address infrastructure needs, construction plans that reflect the preliminary plat (once approved) and a final plat (all being consistent with the requirements of the City's subdivision regulations).
- b. The petitioner/developer must obtain all permits and meet all applicable land development regulations for future construction or use of the property.
- c. The maximum number of single family residential (detached) lots associated with this rezoning approval is eleven (11).
- d. The minimum perimeter building setbacks are approved as follows:

From Highland Street	40'
From Florida Avenue	25'
From Moline Street	25'
From Howell Avenue	25'
- e. Development of this property will be required to adhere to the standards of the R1B zoning district, with the exception of the minimum lot width standard which is reduced from 75-feet to 60-feet.
- f. The petitioner shall provide adequate landscape buffers around the perimeter of the property, where applicable, that are consistent with or exceed City adopted standards.
- g. Moline Street to be re-paved (twenty (20) feet wide); provided, however, that this requirement may be waived, in whole or in part, by the City Council, during the platting process. Five (5) foot wide sidewalks need to be installed along all street frontages associated with this subdivision.
- h. In the development of the subject parcel, the developer will be required to construct an on-site storm water drainage control system that meets the design and performance standards as specified by the technical requirements for open and closed basins in the *Environmental Resource Permitting Information Manual, latest edition*, as published by the Southwest Florida Water Management District.

REGULAR CITY COUNCIL AGENDA - JULY 2, 2007

On February 12, 2007, City Council approved Ordinance No. 709-A, modifying Ordinance No. 709 with the following changes:

1. Section 1, Subsection 1.c, was amended to increase the maximum number of single family residential (detached) lots from 11 to 12 lots.
2. Section 1, Subsection h., was amended to change the wording from on-site to off-site.

On February 14, 2007, the Planning and Zoning Commission approved the Preliminary Plat with the following statements and conditions:

- a. Construction plans will be reviewed to ensure that performance standards as outlined in zoning Ordinance Nos. 709 and 709-A, as amended, as well as applicable City code standards are being met.
- b. Construction plans and final plat plans (including all supporting documentation) must be submitted within six months of the preliminary plat approval date. Otherwise, the preliminary plat approval shall be considered null and void.
- c. The petitioner/developer must obtain all permits and meet all applicable land development regulations for future construction or use of the property.
- d. The maximum number of single family residential (detached) lots associated with this approval is twelve (12).
- e. The minimum perimeter building setbacks are approved as follows:

From Highland Street	40'
From Florida Avenue	25'
From Moline Street	25'
From Howell Avenue	25'
- f. Development of this property will be required to adhere to the standards of the R1B zoning district, with the exception of the minimum lot width standard which is reduced from 75-feet to 60-feet.
- g. The petitioner shall provide adequate landscape buffers around the perimeter of the property, where applicable, that are consistent with or exceed City adopted standards.
- h. Moline Street is to be re-paved twenty (20) feet wide; provided, however, that this requirement may be waived, in whole or in part, by the City Council, during the platting process. Based on discussion by the City Council and developer at the January 22, 2007 meeting, Moline Street may be designed as a one-way directional going south from Highland Street.
- i. The preliminary plat needs to be revised to include 5-foot wide sidewalks along all street frontages associated with this subdivision.
- j. In the development of the subject parcel, the developer will be required to construct an off-site storm water drainage control system that meets the design and performance standards as specified by the technical requirements for open and closed basins in the *Environmental Resource Permitting Information Manual, latest edition*, as published by the Southwest Florida Water Management District.
- k. The developer is required to provide the City with three original signed and dated copies of the approved "Brookstone (Vallery Homes Howell Avenue) Preliminary Plat," as amended by the applicable conditions stated hereto.

STAFF FINDINGS:

CURRENT LAND USE/ZONING

The subject property is zoned as a Residential Planned Development Project (RPDP), with a City Comprehensive Plan Future Land Use (FLU) designation of Single Family Residential. Surrounding property to the north and west are zoned R-1B (Single-Family Residential) with a FLU designation of single-

REGULAR CITY COUNCIL AGENDA - JULY 2, 2007

family residential. Properties located to the southeast and east side of Howell Avenue are zoned P-1 (Professional District) and R-1B Single Family Residential with FLU designations of commercial and single-family residential respectively.

FACTUAL INFORMATION

- The property is currently zoned as a Residential Planned Development Project (RPDP).
- The subject property is approximately 4.13± acres.
- The site is undeveloped.
- The subject property has potential access from Howell Avenue, Highland Street, Florida Avenue and Moline Street.
- The subject property has a City Comprehensive Plan Future Land Use Map designation of Single Family Residential.
- The on-site soil types include Sparr fine sand and Micanopy loamy fine sand.
- The property is located in flood zone C (as per the FIRM).
- This property is not located within a wellhead protection area (WPA) or special protection area (SPA).
- The area surrounding the subject property is characterized predominantly by residential uses, some professional uses and undeveloped land.

STAFF DISCUSSION AND FINDINGS OF FACT

The Developer plans to construct a residential development consisting of twelve (12) single-family residential (detached) homes. The Developer is required to coordinate with the City's Public Works Department with regard to proposed public improvements associated with the platting of the property. Additionally, the development must comply with other performance standards including tree preservation and landscaping, access management, wetland protection, flood plain management, etc.

Potable water lines to serve this proposed development will need to be upgraded for fire protection, and sewer lines along Florida Avenue will need to be extended.

Construction activities are required to include the reconstruction of Moline Street. Moline Street will need to be re-paved twenty (20) feet wide. Five (5) foot wide sidewalks are required to be installed along all street frontages associated with this subdivision.

Police, fire, solid waste and utility services will be provided by the City of Brooksville.

Development and construction plans for this property will be analyzed for impact to roads, utilities, drainage, public services, the environment and all other applicable land use criteria, and will be subject to meeting all federal, state and local agency permitting requirements. Water and sewer services will need to be addressed via a separate utility service agreement between the City and Developer. Based on information provided, adequate public facilities and services are available to serve this development.

Pursuant to an interlocal agreement between the City, County and the Hernando County School Board, the developer is required to coordinate with the Hernando County School District to determine if adequate school capacity exists for each school level based on the number of residential units to be constructed by the development. The estimated impact to the school district for this plat is 4 students.

Budget Statement: Direct costs incurred by the City in taking action on and processing this petition are absorbed in the petition fee structure.

REGULAR CITY COUNCIL AGENDA - JULY 2, 2007

Legal Note: The processing of this petition is subject to the review and approval for legal sufficiency by the City's legal counsel.

NOTE: The Final plat review/approval process is a land use determination which does not constitute a permit for either construction on or use of the property. These actions are not considered a Certificate of Concurrence. Prior to use of or construction on the property, the petitioner must receive approval from the appropriate City and/or other governmental agencies that have regulatory authority over the proposed development.

The granting of this land use determination does not protect the owner from civil liability for recorded deed restrictions which may exceed any City land use ordinances. Homeowner's associations or architectural review committees may require submission of plans for their review and approval. The applicant for this land use request should contact the local association (if there is one) and review the Public Records for all restrictions that may be applicable to this property.

This report does not include the perspective of adjacent landowners, who may be present at the public meeting to address and present questions and comment.

Planning & Zoning Commission/Staff Recommendation:

At their meeting on June 13, 2007, the Planning and Zoning Commission concurred with the staff recommendation to approve the final plat labeled Brookstone Estates, as submitted by Coastal Engineering Associates, Inc., date stamped May 18, 2007, authorize the Chairman to sign the plat documents, and recommend that the City Council approve the same, subject to the developer posting the required performance bond in the amount of \$262,140.00, and providing documentation that the Hernando County School Board has determined that either adequate school capacity exists or provide evidence that a mitigation settlement has been negotiated to address any deficiency.

Enclosures: 1) Final Plat Narrative
 2) Performance Bond Certificate of Cost Estimate - \$262,140.00
 3) Final Plat

CITY OF BROOKSVILLE PARKS & RECREATION DEPARTMENT

MEMORANDUM



To: Honorable Mayor and City Council Members

VIA: T. Jennene Norman – Vacha, City Manager *Al Vorello*

From: Mike Walker, Parks & Recreation Director

Date: July 2, 2007

Re: United Way wavier of fee at JBCC

Brief Overview:

The United Way of Hernando County is requesting the waiver of fee at the Jerome Brown Community Center for their annual Kick-Off meeting with Publix, one of their major contributors. Publix Charities has provided over \$280,000.00 for partner agencies. The Jerome Brown Community Center is one of the partners that benefits from the United Way contributions, we receive \$10,000.00 annually from them which goes towards our after-school bus program.

Budget Statement:

The agency is requesting for the fee to be waived for the base rent of \$225.00. The \$200.00 security deposit will still be required. There will not be any budget impact to staffing due to the event being held during normal operating hours.

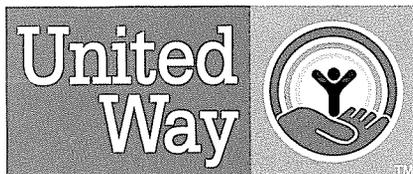
Staff Recommendation:

After a presentation from the agency, staff will move forward with whatever direction City Council deems appropriate.

Attachments: (3) Agency letter requesting fee waiver
Lease agreement
Agency's tax-exempt certification

/aw

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United Way of Hernando County, Inc.

4042 Commercial Way, Spring Hill, FL 34606
(352) 688-2026 • (352) 688-8336 Fax

May 25, 2007

To Whom It May Concern:

Once again United Way of Hernando County (UWHC) is requesting the Jerome Brown Community Center for the "Publix Annual United Way Campaign Kick-Off."

As a Partner Agency with UWHC, we are counting on your support for this Campaign Kick-Off meeting request. Like prior years, UWHC is asking the City of Brooksville/Parks and Recreation Department to waive the Insurance and Site Fee for this meeting.

To be able to fund the 20 Partner Agencies it is very important that we try to accommodate Publix on this request. The date is August 30 set up at 7:00 a.m. with the meeting ending at 4:00 p.m. The date and time is also listed on the appropriate paperwork.

Again, we thank you for your help with this request. If you have any questions, please contact me at the UWHC office.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Jones".

Kathy Jones, Interim Executive Director
United Way of Hernando County

05-30-07P02:27 RCVD

"Changing Lives ... Delivering Results ... Strengthening Communities"

Email: uway@tampabay.rr.com

Website: www.unitedwayhernando.com

CITY OF BROOKSVILLE

PARKS & RECREATION DEPARTMENT

FACILITY USE AGREEMENT



Jerome Brown Community Center Hall Conference Room Kitchen
 Other Facility _____

Name of applicant (User): United Way of Hernando County for Public

If an organization, name of representative: Kathy Jones

Not-for-Profit (attach copy of certificate) Government Agency City Co-Sponsored

Address: 4042 Commercial Way City: Spring Hill State: FL Zip: 34606

Contact person: Kathy Jones Day Telephone 688-2026 Evening _____

Alternate contact person: Dawn Badami Day Telephone 688-2026 Evening _____

Description of event: Kick-off Campaign meeting Anticipated attendance: 60 people

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

Day(s) of event: M - T - W - Th - F - Sa - Su Start date of event: Aug 30 Ending date: SAME 1-day

Time event begins: 7:00 AM / PM Time event ends: 4:00 AM / PM

Set-up: Date Aug 30 7:00 AM From _____ AM / PM, To _____ AM / PM

Will event be open to the general public? Yes No Admission/donation/fee**: No Yes \$ _____

Food/merchandise sales*: No Yes Describe: _____

Refreshments served: No Yes Describe: SODA + coffee

Number of paid security officers (if applicable): 0 Scheduled from _____ AM / PM To _____ AM / PM

RATES & FEES

User Fees: The base user fee for the requested facility is \$ PLEASE WAIVE \$225.00 (plus Florida sales tax, if applicable) for the period set forth in this application. If applicable, each additional hour or part thereof, and the cost of additional equipment, supplies and services, will require an additional fee.

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

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

Revised 08/20/03

USE AGREEMENT TERMS

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

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

Name: Kathy Jones Signature: Kathy Jones Date: 5-25-07
 Applicant/User

Insurance Required: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes; Certificate naming City as "Additional Insured" attached <input type="checkbox"/> No <input type="checkbox"/> Yes	
Alcoholic Beverage Distribution/Consumption Permit <input type="checkbox"/> No <input type="checkbox"/> Yes (Attach copy of signed permit)	
Base Rent \$ <u>225.⁰⁰</u>	Other \$ <u>200.00</u> Total Estimated Cost \$ <u>425.00</u> Total Estimated Deposits \$ <u>200.00</u>
# INS - #146.83	
Initial Deposit (minimum 50% of estimated total) \$ _____	Received by _____ Date _____ Balance Due (10 days prior to event) \$ _____
Application Approved By: _____ Date: _____	
Not valid unless signed by Director of Parks and Recreation or Authorized Agent.	

City of Brooksville



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

June 20, 2007

Kathy Jones
Interim Executive Director
United Way of Hernando County, Inc.
4042 Commercial Way
Brooksville, FL 34606

Re: 2007-08 United Way Allocation - Jerome Brown Community
Center Transportation Program

Dear Kathy:

This will confirm City Council action taken Monday, June 18, 2007, wherein Council authorized acceptance of the above grant in the amount of \$10,000. Attached please find both copies of the Affiliation Agreement, which we have executed and are returning to you to be appropriately signed. We ask that you return a copy to us for our files.

If you have any questions or need additional information, please let me know. As in the past, we are extremely pleased to be a part of the United Way Family of Agencies and look forward to another year of service to our community, with your assistance.

Sincerely,

Karen M. Phillips
Director of Administration/
City Clerk

Attachments

KMP/jlp

pc: Michael Walker, Parks & Recreation Director
Stephen J Baumgartner, Finance Director
Autumn Sullivan, Accountant/Grants Coordinator

[G:\WP_WORK\ClerkOffice\LETTERS\United Way Grant Acceptance 2007.wpd] 06-21-07P12:59 RCVD



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 04/05
03/14/06

85-8012692755C-2 Certificate Number	04/01/2006 Effective Date	04/30/2011 Expiration Date	501(C)(3) ORGANIZATION Exemption Category
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This certifies that

UNITED WAY OF HERNANDO COUNTY INC
4042 COMMERCIAL WAY
SPRING HILL FL 34606-2398

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



Important Information for Exempt Organizations

DR-14
R. 04/05

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (FAC).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others by your organization of tangible personal property, sleeping accommodations or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, FAC).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third degree felony. Any violation will necessitate the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Central Registration at 850-487-4130. The mailing address is PO BOX 6480, Tallahassee, FL 32314-6480.



AGENDA ITEM NO. C-3
7-16-07

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: T. JENNENE NORMAN-VACHA, CITY MANAGER 

SUBJECT: CONSENSUS FOR PROCESSING THE PUBLIC SCHOOLS FACILITIES ELEMENT

DATE: JULY 5, 2007

The Hernando County Board of County Commissioners entered into a Subgrant Agreement with the Florida Department of Community Affairs to assist the County in the preparation of the Public Schools Element of the Hernando County Comprehensive Plan as mandated by SB 360, as passed by the Florida Legislature in 2005.

The grant for the Public Schools Element requires a consensus of the Element between the Board of County Commissioners, the City of Brooksville and the Hernando County School Board.

The Board of County Commissioners has acknowledged acceptance of the *draft* Element and authorized their staff to proceed with a comprehensive plan amendment to meet the requirements of SB 360.

City of Brooksville staff (specifically Bill Geiger) has worked with the County and the School Board on the *draft* of the Element and supports its acknowledgement of acceptance/consensus of approval by the Brooksville City Council.

We are hereby requesting your acknowledgement of acceptance/consensus of approval of the draft Public Schools Facilities Element, as provided in Attachment I of this Agenda Item.

BUDGETARY IMPACT: The County may share a portion of the Subgrant (\$25,000) with the City and School Board. The County has not yet indicated what level or portion of the grant will be shared; however, historically, in situations such as this, the County has provided a share of 10% of the monies with the City for our involvement/assistance.

RECOMMENDATION: Staff recommends that the City Council acknowledge acceptance of the *draft* Public Schools Facilities Element as provided by the Hernando County Board of County Commissioners.

Attachment I

June 14, 2007

MEMORANDUM

PD-236

TO: The Honorable Chairman and Members of the Board of County Commissioners

VIA: Gary Kuhl, County Administrator 

VIA: Ronald F. Pianta, AICP, Director
Planning Department

FROM: Paul L. Wieczorek, AICP, Concurrency Coordinator 
Planning Department

SUBJECT: Consensus for Processing of the Public Schools Facilities Element

Brief Overview:	Hernando County has entered into a Subgrant Agreement with the Florida Department of Community Affairs to assist the County in the preparation of the Public School Facilities Element of the Hernando County Comprehensive Plan as mandated by SB 360, passed by the Florida Legislature in 2005. One of the work products of the grant agreement requires the Board of County Commissioners demonstrate that consensus has been reached with the City of Brooksville and the School Board on a draft of the Element, and that the draft element is ready for processing as a comprehensive plan amendment. The draft has been prepared and acceptance of the draft by the City and School Board is being requested through their respective staffs.
Budget Impact:	The County will receive the sum of \$25,000 to help defray the costs of acting as lead agency to help prepare the Public Schools Facilities Element of the Comprehensive Plan. A portion of the grant may be shared with the School Board and the City.
Legal Impact:	The County has the authority to determine that the draft Public School Facilities Element may be processed as a comprehensive plan amendment to meet the requirements of SB 360.
Recommended Action:	It is recommended that the Board acknowledge acceptance of the draft Public Schools Facilities Element, and authorize the Staff to proceed with a comprehensive plan amendment to meet the requirements of SB 360.
Administrative Note:	_____ <i>Reviewed</i> _____ <i>See attached memo</i>
Issue is not a quasi-judicial function of the Board and Ex parte procedures do not apply.	

Hernando County has entered into a Subgrant Agreement with the Florida Department of Community

CONSENT
AGENDA ITEM 17.

Affairs to assist the County in the preparation of the Public School Facilities Element of the Hernando County Comprehensive Plan as mandated by SB 360, passed by the Florida Legislature in 2005. One of the work products of the agreement requires the Board of County Commissioners, along with the City of Brooksville and the Hernando County School Board, demonstrate that consensus has been reached on a draft of the Element, and that the element is ready to proceed through the comprehensive plan amendment process. The draft has been prepared and the acceptance of the draft by the City and School Board is being requested through their staffs. A draft of the associated goals, objectives, and policies is attached for the Board's information.

The proposed draft will follow the normal comprehensive plan amendment review process with a review by the Planning and Zoning Commission at its July 9, 2007 meeting and a transmittal hearing by the LPA/BCC at the August 8, 2007 Land Use Meeting. Following review by the Department of Community Affairs and the issuance of an Objections, Recommendations, and Comments (ORC) report, it is anticipated that the Public Schools Facilities Element will be adopted in December, 2007.

It is recommended that the Board acknowledge acceptance of the draft Public Schools Facilities Element, and authorize the Staff to proceed with a comprehensive plan amendment.

AVAILABILITY OF FACILITIES AND SERVICES CONCURRENT WITH IMPACTS OF DEVELOPMENT

OBJECTIVE 1.04C: **LAND DEVELOPMENT SHALL NOT BE PERMITTED UNLESS THE NECESSARY FACILITIES AND SERVICES TO MAINTAIN PUBLIC HEALTH, SAFETY AND GENERAL WELFARE ARE EITHER EXISTING OR ENSURED.**

POLICY 1.04C(1): Facilities and services shall be available to provide the adopted levels of service concurrent with development including roadways, potable water, sewage treatment, drainage, solid waste disposal and parks.

POLICY 1.04C(2): A level of service standard shall be adopted for facilities and services which includes schools, libraries, public buildings, police protection, and fire protection. These standards shall be used for the purpose of implementing impact fees and for the issuance of development orders and are as follows:

Fire Protection

To maintain or exceed an ISO (Insurance Service Office) rating of Class 5 for Spring Hill Fire and Rescue, Class 6 for Brooksville (Township 22) Fire Department, Class 5/9 for Hernando County Fire District, and Class 5/9 for Hernando Beach Municipal Fire Service Unit.

Law Enforcement

To maintain a ratio of a minimum of 1.32 sworn officers per 1,000 permanent residents (unincorporated population) with accompanying equipment and facilities.

Public Buildings

To maintain the provision of public buildings at a minimum of 1,500 square feet per 1,000 (peak) population.

Public Libraries

Maintain a book collection equal to at least 1.5 items per capita.

Educational Facilities

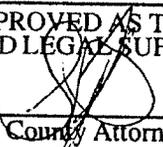
~~To adopt a level of service of one permanent student station, including all ancillary facilities for each public school student.~~ The level of service standard for educational facilities are set forth in the Public School Facilities Element (Chapter 15) of this Comprehensive Plan.

- POLICY 1.04C(3):** Levels of service, standards and criteria for facilities and services shall be established within this Comprehensive Plan or shall be those standards which were adopted for the purposes of establishing impact fees within duly enacted ordinances prior to the adoption of this Comprehensive Plan.

- POLICY 1.04C(4):** Land development which requires potable water shall not be permitted outside those areas planned to receive potable water service in accordance with the ten year water supply planning conducted under Objective 4.11G of the Potable Water Element.

- POLICY 1.04C(5):** Land development which requires sanitary sewer shall not be permitted outside those areas planned to receive sanitary sewer service in accordance with wastewater service planning conducted under Objective 4.01A of the Sanitary Sewer Element.

- POLICY 1.04C(6):** Land development which impacts public educational facilities shall not be permitted if school concurrency cannot be achieved as provided for in Goal 11.01 and the Objectives and Policies thereunder.

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AND LEGAL SUFFICIENCY
BY:  6/18/07
County Attorney's Office

COORDINATION PROCESS WITH THE HERNANDO SCHOOL SYSTEM

OBJECTIVE 8.01E: HERNANDO COUNTY SHALL MAINTAIN FORMAL COORDINATION MECHANISMS WITH THE HERNANDO COUNTY SCHOOL BOARD AND PASCO-HERNANDO COMMUNITY COLLEGE.

POLICY 8.01E(1): Maintain staff to staff communication to facilitate direct contact among the school system, Pasco-Hernando Community College, and the County

~~**POLICY 8.01E(2):** Establish a coordination process which allows for the planning and utilization of shared facilities, including recreation facilities, auditorium, and multi-purpose buildings:~~

~~**POLICY 8.01E(3):** Potential school sites identified by the Hernando County School Board and contained in the future land use map shall be considered for protection during the development review process, including the use of buffers and other methods to reduce the effects of incompatible land uses:~~

~~**POLICY 8.01E(4):** The County shall coordinate with the school system during the review of developments of regional impact to obtain the dedication of sites for school purposes:~~

~~**POLICY 8.01E(5):** The County shall coordinate the Comprehensive Plan with the long range plans of the County School Board and pursue an interlocal agreement with the School Board to provide for future school siting and cooperation in planning efforts. Through the interlocal agreement, the data provided by Hernando County to the Hernando County School Board shall include population projections, roadway improvements and any requested data within the County's ability to provide:~~

~~**POLICY 8.01E(6):** The Joint Planning Committee would coordinate development and review of school projections, create and maintain an inventory of possible future school sites, review relevant sections of the~~

*Amended
12/21/99*

~~Comprehensive Plan, and review major revenue programs. This Committee would report to both boards on a regular basis summarizing, at a minimum, development regulations and long range planning issues, and making appropriate recommendations for actions.~~

POLICY 8.01E(2): A joint committee consisting of staff from the County, the City of Brooksville and the School Board shall meet at least quarterly to set direction, formulate recommendations, discuss issues regarding coordination of land use and school facilities planning, including such issues as population and student projections, development trends, school needs, co-location and joint use opportunities, ancillary infrastructure improvements needed to support schools and ensure safe student access, and any of the matters listed in Policy 8.01E(3). School Board staff or designee, in conjunction with the County Planning Director or designee, shall be responsible for making meeting arrangements and providing notification. The School Board will be responsible for publishing notice to the general public.

POLICY 8.01E(3): The Hernando County Commission, the Brooksville City Council, and the School Board shall meet at least annually in joint workshop sessions. The annual joint workshop will provide an opportunity for the representatives to hear reports, discuss policy and reach understandings concerning issues of mutual concern regarding coordination of land use and school facilities planning, population and student growth, development trends, school needs, off-site improvements, joint use opportunities, existing and planned school facilities, school capacities, school concurrency areas, levels of service standards and school concurrency. The Superintendent of Schools or designee, in conjunction with the County Planning Director or designee, shall be responsible for making arrangements and providing notification. The School Board will be responsible for publishing notice to the general public.

POLICY 8.01E(4): The County shall coordinate and share information with the School Board as follows:

- (a) Annually, the County shall provide the School Board with a report on growth and development trends within the unincorporated areas of the county. This report will be in tabular, graphic, and textual format as appropriate and will

include the following information, without limitation:

- i. the type, number, and location of residential units which have received zoning approval or site plan approval;
 - ii. information, to the extent available, regarding the conversion or redevelopment of housing or other structures into residential units which are likely to generate new students;
 - iii. an inventory of potential dwelling units that have received final plat or site development plan approval but have not yet received certificate of occupancy approval and a projection of the amount of the number of these units that are anticipated to receive certificate of occupancy approval within three years;
 - iv. the identification of any development orders issued which contain a requirement for the provision of a school site as a condition of development approval.
 - v. information regarding future land use map amendments which may have an impact on school facilities;
 - vii. building permits issued for the preceding year and their general geographic location; and,
 - viii. updated population projections apportioned geographically.
- (b) When considering the development of, or redevelopment of an area (e.g., neighborhood planning, enterprise zones, community redevelopment areas (CRAs)), the County will notify the School Board. The County will provide the School Board with a copy of draft plans and any plans completed that are currently in the approval, funding and/or implementation stage of the plan.
- (c) The County will inform the School Board in advance of

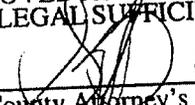
approval of plans for residential development and redevelopment, re-zoning or comprehensive plan amendment that changes residential densities, and major infrastructure projects that may impact student enrollment, enrollment projections, or school facilities. Such notification should be at least ten (10) days prior to the County considering or taking action on the item and, where appropriate, should include the proposed site plan that indicates the location, size, number and type(s) of units (number of bedrooms), any deed restrictions that may impact student populations, and other pertinent information as may be available.

- (d) The County shall provide the School Board their most recent population projections as such projections are revised or updated. At a minimum, the most current projections will be provided to the School Board staff prior to the annual meeting described in Policy 8.01E(3).

POLICY 8.01E(5): The County will appoint a School Board representative, designated and approved by the School Board, to serve as a nonvoting member on the County's Planning and Zoning Commission. The School Board representative will be noticed, provided an agenda, and invited to attend and/or provide comments to the County.

POLICY 8.01E(6): The County will look for opportunities to collocate and share use of their facilities with the School Board when preparing the annual update to their adopted comprehensive plan's schedule of capital improvements and when planning new, or renovating existing, community facilities.

POLICY 8.01E(7): A separate agreement may be developed for each instance of collocation or shared use which addresses operating and maintenance costs, scheduling use of the facilities, facility supervision, legal liability, or any other issues that may arise from collocation or shared use.

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AND LEGAL SUFFICIENCY
BY  6/18/07
County Attorney's Office

GOAL 9.01

HERNANDO COUNTY SHALL UNDERTAKE ACTIONS NECESSARY TO ADEQUATELY PROVIDE NEEDED PUBLIC FACILITIES TO ALL RESIDENTS WITHIN ITS JURISDICTION IN A MANNER WHICH PROTECTS PUBLIC AND PRIVATE INVESTMENTS IN EXISTING FACILITIES, MAXIMIZES THE USE AND VALUE OF EXISTING FACILITIES, AND DISCOURAGES URBAN SPRAWL.

DEVELOPMENT OF 5-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS

OBJECTIVE 9.01A: CAPITAL IMPROVEMENTS WILL BE PROVIDED TO CORRECT EXISTING DEFICIENCIES, TO ACCOMMODATE ANTICIPATED FUTURE GROWTH, AND TO REPLACE WORN-OUT OR OBSOLETE FACILITIES, AS INDICATED IN THE 5-YEAR SCHEDULE OF IMPROVEMENTS OF THIS ELEMENT. THOSE IMPROVEMENTS IDENTIFIED AS DEFICIENCIES WILL BE FINANCED OUT OF THE APPROPRIATE FUND, NOT TO INCLUDE IMPACT FEES.

POLICY 9.01A(1): Hernando County shall include all projects identified in the individual elements of this plan within a Capital Improvement Plan covering at least a 5-year period. This Capital Improvement Program shall be the basis for annual capital budgets.

POLICY 9.01A(2): Hernando County shall, as a matter of priority, schedule and fund all capital improvement projects identified as deficiencies in the 5-Year Schedule of Improvements out of the appropriate funds, not to include impact fees.

POLICY 9.01A(3): Hernando County shall annually review and update the 5-Year Schedule of Improvements (see Table II-A.1) and shall use this schedule as the basis for the Capital Improvement Program, annual capital budgets, and reviewing proposed plan revisions or amendments.

POLICY 9.01A(4): Hernando County shall not schedule capital improvement projects that will cause estimated annual capital expenditures to exceed conservative estimates of revenue. In addition, Hernando County shall neither schedule projects nor accept facilities for which there are insufficient annual operating or maintenance monies.

POLICY 9.01A(5): Selection of projects for inclusion in the 5-Year Schedule of Improvements and the Capital Improvement Program shall be according to the following priorities:

- a. The project is needed to protect public health and safety, or to fulfill the County's legal commitment to provide facilities and services.
- b. The project preserves or achieves full use of existing assets, thus maintaining or achieving adopted levels of service.
- c. The project corrects an existing service level deficiency.
- d. The project significantly reduces the cost of providing a new or existing service.
- e. The project corrects service level deficiencies resulting from new growth:
 1. First priority under this criterion shall be for projects that provide service to developed areas lacking full service, or to promote in-fill development;
 2. Second priority under this criterion shall be for projects that are part of a planned comprehensive expansion of facilities and services to serve projected growth areas.
- f. The project results in an increase in level of service or represents a new service.

POLICY 9.01A(6): Selection of projects for inclusion in the 5-Year Schedule of Improvements shall be evaluated against the facility plans of the Water Management District and other State agencies. Evaluation of projects shall include consideration of their effect on the relevant agency or district plans and they shall be ranked according to the following priorities:

- a. The project is required by agency or district plans;
- b. The project complies with, but is not required by, agency or district plans;

- c. The project is not relevant to agency or district plans.

POLICY 9.01A(7): Selection of projects for inclusion in the 5-Year Schedule of Improvements shall also be evaluated according to project consistency with the individual elements of the Hernando County Comprehensive Plan and ranked according to the following priorities:

- a. The project is required by the Comprehensive Plan;
- b. The project complies with, but is not required by, the Comprehensive Plan;
- c. The project is not relevant to the Comprehensive Plan.

POLICY 9.01A(8): The level of service standards will be used to determine whether sufficient school capacity exists to accommodate future development projects, and evaluate the sufficiency of the Five-Year Schedule of Capital Improvements. The Five-Year Schedule of Capital Improvements shall be reviewed, updated, and adopted annually thus ensuring those projects necessary to address existing deficiencies, and to meet future needs based upon the adopted level of service standards are adequately planned. The annual update to the Five-Year Schedule of Capital Improvements shall ensure the capital improvements program continues to be financially feasible and the level of service standards will continue to be achieved and maintained.

PUBLIC EXPENDITURES IN THE HIGH HAZARD COASTAL AREAS

OBJECTIVE 9.01B: PUBLIC EXPENDITURES THAT SUBSIDIZE OR OTHERWISE ENCOURAGE DEVELOPMENT IN HIGH HAZARD COASTAL AREAS WILL BE LIMITED TO THOSE IMPROVEMENTS INCLUDED IN THE COASTAL MANAGEMENT ELEMENT.

POLICY 9.01B(1): Hernando County may expend funds in high hazard coastal areas for the replacement and renewal of existing public facilities in such areas.

ADEQUATE CAPITAL FACILITIES TO MAINTAIN LEVEL OF SERVICE STANDARDS

OBJECTIVE 9.01C: FUTURE DEVELOPMENT WILL NOT BE PERMITTED BY HERNANDO COUNTY UNLESS ADEQUATE CAPITAL FACILITIES EXIST OR ARE ASSURED IN ORDER TO

**MAINTAIN LEVEL OF SERVICE STANDARDS AS
MANDATED BY OTHER ELEMENTS OF THE PLAN.**

- POLICY 9.01C(1):** Future development shall bear a proportionate share of the cost of providing the new or expanded capital facilities required to accommodate new development.
- POLICY 9.01C(2):** The imposition of impact fees and dedication requirements are two of the preferred methods of regulating land development in order to ensure that future development bears a proportionate share of the costs of capital facilities necessary to accommodate future development at adopted levels of service.
- POLICY 9.01C(3):** Hernando County shall regularly review its adopted impact fees to ensure that future development bears its proportionate share of capital facilities costs.
- POLICY 9.01C(4):** Upon the identification of capital projects for the Solid Waste and Drainage Elements, Hernando County shall consider a variety of financing mechanisms to ensure that the capital facilities necessary to accommodate new development at adopted levels of service are available.

MANAGEMENT OF FISCAL RESOURCES

OBJECTIVE 9.01D: **HERNANDO COUNTY WILL MANAGE ITS FISCAL RESOURCES TO ENSURE THE TIMELY PROVISION OF NEEDED CAPITAL IMPROVEMENTS FOR PREVIOUSLY ISSUED DEVELOPMENT ORDERS AND FOR FUTURE DEVELOPMENT AND REDEVELOPMENT.**

- POLICY 9.01D(1):** Prior to the issuance of building permits, Hernando County shall ensure the provision of all public facilities needed to service the development requesting the permits.
- POLICY 9.01D(2):** Hernando County shall provide for the availability of public facilities to serve developments for which development orders were issued prior to the adoption of this Comprehensive Plan.
- POLICY 9.01D(3):** Hernando County shall develop and adopt a Capital Improvement Program, covering at least a 5-year period, and an annual capital budget that implements the Capital Improvement Program and that is consistent with this Capital Improvements Element.

- POLICY 9.01D(4):** Hernando County shall undertake all reasonable efforts to secure grants or private funds wherever available to finance the provision of capital improvements.
- POLICY 9.01D(5):** Hernando County shall limit the maximum ratio of outstanding general obligation indebtedness to no more than 15% of the property tax base and limit the annual debt payment for all revenue bonds to that which can be reasonably supported by the stream of revenue.
- POLICY 9.01D(6):** Where possible, Hernando County will use self-supporting revenue, special assessments, or other self-supporting bonds, instead of general obligation bonds, to finance capital projects. When Hernando County finances projects through the issuance of bonds, it will pay back the bonds within a period not to exceed the estimated useful life of the facility.
- POLICY 9.01D(7):** Hernando County should develop a formalized maintenance program for paved local streets.

ISSUANCE OF DEVELOPMENT ORDERS AND PERMITS

OBJECTIVE 9.01E: **DECISIONS REGARDING THE ISSUANCE OF DEVELOPMENT ORDERS AND PERMITS WILL BE BASED UPON COORDINATION OF THE DEVELOPMENT REQUIREMENTS INCLUDED IN THIS PLAN, THE LAND DEVELOPMENT REGULATIONS, AND THE AVAILABILITY OF NECESSARY PUBLIC FACILITIES NEEDED TO SUPPORT SUCH DEVELOPMENT AT THE TIME NEEDED.**

- POLICY 9.01E(1):** For purposes of public facility planning, the County shall use the following Level of Service Standards in reviewing impacts of new development and redevelopment upon public facilities:
- a. Roads. For County maintained roadways within the area bordered by U.S. 19 on the west, SR 50 on the north, U.S. 41 on the east and the County line on the south, the level-of-service standard shall be "D" urban for peak-hour traffic volume. For all other County maintained roadways, the level-of-service standard shall be "D" rural, for peak-hour traffic volume. The 1995 FDOT generalized LOS, tables or other methodologies approved by FDOT shall be used in the determination of service levels.

- b. Parks. The level of service standard for parks is 4.00 acres of parks, recreation areas and open spaces per 1,000 population. This standard shall be further subdivided into two categories: 2.00 acres per 1,000 population shall be the standard for user-oriented park facilities; 2.00 acres per 1,000 shall be utilized for open space.
- c. Potable Water. This standard relates only to those units provided potable water service. The standard for service is 250 gallons per equivalent residential unit per day.
- d. Waste Water. This standard relates only to those units provided waste water service. The standard for service is 200 gallons per equivalent residential unit per day.
- e. Solid Waste. The standard for solid waste disposal shall be 4.75 pounds of solid waste per person per day.
- f. Drainage. Until standards are developed based upon a county-wide drainage plan, the interim level of service standard shall be: post development runoff shall be no greater than pre-development runoff based on 25-year frequency, 24-hour duration; Rainfall Intensity curve-zone 8, Florida Department of Transportation (DOT) Drainage Manual, 1979.
- g. Aviation. The standard for aviation is the adequacy of the physical facilities to safely accommodate the projected levels of future air traffic.
- h. Public Schools. The LOS standards to implement school concurrency shall be calculated as a percentage of Florida Inventory of School Houses ("FISH") as follows:
 - (a) Elementary: 100% of permanent FISH Capacity based on the Core Facilities of the particular elementary school.
 - (b) Middle: 100% of permanent FISH Capacity based on the Core Facilities of the particular middle school.
 - (c) High: 100% of permanent FISH Capacity based on the Core Facilities of the particular high school.
 - (d) K-8: 100% of permanent FISH Capacity based on the Core Facilities of the particular middle (K-8) school

[note: the Florida Department of Education presently treats a K-8 school as a middle school for purposes of FISH].

POLICY 9.01E(2): Hernando County shall maintain an adequate facilities ordinance and a Concurrency Management Program to ensure that, at the time a development permit is issued, adequate facility capacity is available or will be available to serve the development requesting the order or permit.

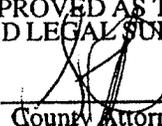
POLICY 9.01E(3): Proposed plan amendments and requests for new development or redevelopment shall be evaluated according to the following guidelines as to whether the proposed action would:

- a. Conform with future land uses as shown on the future land use map of the Future Land Use Element, and conform to the public health and safety provisions as described in the Potable Water and Sanitary Sewer, Solid Waste, Drainage, Elements of the Comprehensive Plan;
- b. Generate public facility demands that will be met by capacity increases planned and set out in the 5-Year Schedule of Improvements;
- c. Exacerbate any existing or future capacity deficiencies as described in the Transportation, Potable Water and Sanitary Sewer, Solid Waste, Drainage, and Coastal Management Elements of the Comprehensive Plan;
- d. Contribute to a condition of public hazard as described in the Transportation, Potable Water and Sanitary Sewer, Solid Waste, Drainage, and Coastal Management Elements of the Comprehensive Plan;
- e. Decrease the economic feasibility of the Comprehensive Plan;
- f. Alter or otherwise diminish the level of service below the adopted levels of service; and
- g. Adversely affect plans and programs of state agencies, water management districts, the City of Brooksville, the City of Weeki Wachee or plans of neighboring counties.

POLICY 9.01E(4): Prior to the issuance of development orders, the County shall determine whether capacity is available in the following public

facilities to serve the development: potable water, sanitary sewer, solid waste disposal, parks, drainage, ~~and roads~~, and public schools.

- POLICY 9.01E(5):** For the purposes of the issuance of adequate public facility determinations, development orders include zoning permits, building permits, DRI development orders, conditional plats, construction drawing approval, and final plats.
- POLICY 9.01E(6):** Development orders specified in Policy 9.01E(5) shall not be issued unless a determination has been made that the impacts from the development will not degrade the associated public facilities outlined in Policy 9.01E(4).
- POLICY 9.01E(7):** The County shall establish specific standards, based on the adopted level of service standards in the comprehensive plan, which outline the method by which an adequate facility determination is made.
- POLICY 9.01E(8):** An annual report shall be prepared to provide a status on the remaining capacity of public facilities covered by the Concurrency Management Program. The report will be used in the preparation of the County's annual update to the five-year Capital Improvement Plan.

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY  6/18/07
County Attorney's Office

**GOAL
11.01**

TO PROVIDE FOR FUTURE AVAILABILITY OF PUBLIC SCHOOL FACILITIES IN A MANNER CONSISTENT WITH THE ADOPTED LEVEL OF SERVICE STANDARD.

LEVEL OF SERVICE STANDARDS FOR PUBLIC SCHOOL CAPACITY

OBJECTIVE 11.01A: ESTABLISH LEVEL OF SERVICE GUIDELINES FOR PUBLIC SCHOOL CAPACITY.

POLICY 11.01(1): The LOS standards to implement school concurrency shall be calculated as a percentage of Florida Inventory of School Houses ("FISH") as follows:

- (a) Elementary: 100% of permanent FISH Capacity based on the Core Facilities of the particular elementary school.
- (b) Middle: 100% of permanent FISH Capacity based on the Core Facilities of the particular middle school.
- (c) High: 100% of permanent FISH Capacity based on the Core Facilities of the particular high school.
- (d) K-8: 100% of permanent FISH Capacity based on the Core Facilities of the particular middle (K-8) school [note: the Florida Department of Education presently treats a K-8 school as a middle school for purposes of FISH].

POLICY 11.01A(2):

For the purposes of the level of service standard for public school capacity, FISH capacity shall refer to the Florida Inventory of School Houses (FISH) report of permanent capacity of existing public school facilities. The FISH Capacity is the number of students that may be housed in a facility (school) at any given time based upon a percentage by school type (i.e. elementary, middle, high and K-8) of the total number of existing student stations and a designated size for each program. In Hernando County, permanent capacity does not include temporary classrooms unless they meet the standards for long-term use pursuant to s. 1013.20, Florida Statutes.

- POLICY 11.01A(3):** The adopted level of service standard shall become applicable to Hernando County no later than the beginning of the 2008-2009 school year.
- POLICY 11.01A(4):** The issuance of development orders for new residential units shall be predicated on the availability of school capacity.
- POLICY 11.01A(5):** Where capacity will not be available to serve students from the property seeking a land use or zoning change or other development approval, then the County may use the lack of school capacity as a basis for denial.
- POLICY 11.01A(6):** The level of service standards will be used to determine whether sufficient school capacity exists to accommodate future development projects, and evaluate the sufficiency of the Five-Year Schedule of Capital Improvements. The Five-Year Schedule of Capital Improvements shall be reviewed, updated, and adopted annually thus ensuring those projects necessary to address existing deficiencies, and to meet future needs based upon the adopted level of service standards are adequately planned. The annual update to the Five-Year Schedule of Capital Improvements shall ensure the capital improvements program continues to be financially feasible and the level of service standards will continue to be achieved and maintained.

CONCURRENCY SERVICE AREAS

OBJECTIVE 11.01B: **ESTABLISH SCHOOL CONCURRENCY SERVICE AREAS TO BE USED TO DETERMINE THE AVAILABILITY OF PUBLIC SCHOOL CAPACITY TO SERVE NEW RESIDENTIAL DEVELOPMENT.**

- POLICY 11.01B(1):** Concurrency service areas (CSA) shall be established to determine whether there is adequate school capacity available based on the adopted level of service standards, and a proper analysis can be conducted to examine the availability of capacity in adjacent CSA's if capacity is not available in the primary CSA.

- POLICY 11.01B(2):** Concurrency Service Areas will be based upon the attendance zones for elementary, middle, high and K-8 schools and the best available data and methodology.
- POLICY 11.01B(3):** CSAs shall be established and subsequently modified to maximize available school capacity and make efficient use of new and existing public school facilities in accordance with the LOS standards, and taking into account policies to:
- (a) minimize transportation costs;
 - (b) limit maximum student travel times;
 - (c) effect desegregation plans;
 - (d) achieve socio-economic, racial and cultural diversity objectives;
 - (e) recognize capacity commitments resulting from the development approvals for the CSA; and,
 - (f) recognize capacity commitments resulting from development approvals for contiguous CSAs.
- POLICY 11.01B(4):** All CSAs will be described geographically and appropriately mapped.
- POLICY 11.01B(5):** Future amendments to the CSA's may be made by the School Board in accordance with the criteria in Policy 11.01B(3) and only after review and comment by the County and the City, respectively.
- POLICY 11.01B(6):** Upon adoption of CSAs by the School Board, said CSAs and supporting maps will be incorporated as amendments to the adopted comprehensive plans of the County and the City, respectively, in accordance with the Growth Management Act (see 163.3180(13)(g)(5), Florida Statutes; Rule 9J-5.003, Florida Administrative Code).

LAND USE AND SCHOOL FACILITY COORDINATION

OBJECTIVE 11.01C: **ENSURE THAT COMPREHENSIVE PLAN AMENDMENTS AND OTHER LAND USE DECISIONS ARE SIMULTANEOUSLY EVALUATED WITH SCHOOL CAPACITY AVAILABILITY WITHIN THE PRIMARY CSA AND THOSE CSA'S WHICH ARE CONTIGUOUS.**

- POLICY 11.01C(1):** The County shall consider Hernando County School Board comments on the availability of adequate school capacity when considering the decision to approve comprehensive plan amendments and other land use decisions as provided for in 163.3177(6)(a) F.S.
- POLICY 11.01C(2):** Hernando County shall identify methods to direct development to areas with adequate school capacity or to where school sites, adequate to serve potential growth have been acquired by the School Board, provided such location of the development is consistent with the Hernando County Comprehensive Plan.
- POLICY 11.01C(3):** In any instance where capacity will not be available to serve students to be generated by a development seeking approval and subsequent to the contiguous CSA analysis that demonstrates there is no available capacity, and proportionate share mitigation is not an option, the school capacity deficiency shall be a basis for denial of the proposal.
- POLICY 11.01C(4):** The School Board shall review potential new subdivision conditional plats and residential site plans for student generation impacts and available school capacity. Where capacity will not be available to serve students from the property seeking to increase residential density, and subsequent to the contiguous CSA analysis that demonstrates there is no available capacity, and proportionate share mitigation is not an option, the School Board shall not issue a favorable concurrency determination. The County shall use lack of school capacity demonstrated by an unfavorable concurrency determination as a reason for denial.

SCHOOL FACILITY SITING

OBJECTIVE 11.01D: **ENSURE THAT THE PLANNING AND CONSTRUCTION OF EDUCATIONAL FACILITIES ARE COORDINATED WITH REGARD TO TIMING, LOCATION, COMPATIBILITY, AND THE AVAILABILITY OF REQUIRED INFRASTRUCTURE.**

POLICY 11.01D(1):

The following issues will be considered by the School Board when evaluating potential new school sites or significant renovations of existing schools:

- (a) Site acquisition and development cost.
- (b) Compatibility of the school site with present and projected uses of adjacent properties.
- (c) Adequate public facilities and services to support the proposed school are available, or will be available, concurrent with the impacts of the school.
- (d) Safe access to and from the school site by pedestrians and vehicles.
- (e) The proposed location is not within a velocity flood zone (V-zone), floodway, or the Coastal High Hazard Area (CHHA) as delineated in the adopted comprehensive plan of the County.
- (f) The proposed location is not in conflict with local government stormwater management plans or watershed management plans.
- (g) The proposed site is well drained and soils are suitable for development, or are adaptable for development for educational purposes with identified drainage improvements.
- (h) The proposed location is not immediately adjacent to water treatment plants or wastewater treatment plants.

- (i) There are no significant environmental constraints that would preclude development of a public school on the site.
- (j) The proposed location lies outside the area regulated by s. 333.03, *Florida Statutes*, regarding the construction of public educational facilities in the vicinity or flight path of the Hernando County Airport.
- (k) There will be no adverse impact on archaeological or historic sites listed in the National Register of Historic Places or designated by the affected local government as a locally significant historic or archaeological resource.
- (l) The proposed site can accommodate the required parking, circulation, and adequate queuing of vehicles onsite.
- (m) Whenever possible and where appropriate, existing schools will be expanded, renovated, or revitalized to support community redevelopment, in-fill development, and revitalization.
- (n) The location of schools, where possible, should be proximate to and within walking distance of the residential neighborhoods served.
- (o) The location and design of a proposed school in an area designated as "Rural" on the Future Land Use Map ("FLUM") of the County should predominately accommodate the student population living within said Rural area. Furthermore, in locating any school in a Rural area, the School Board will consider the following criteria:
 - i. The School Board has demonstrated a need for a school in the proposed Rural area.
 - ii. The School Board has made good faith effort to locate a suitable site within the currently developed urban areas of the County.

- iii. The proposed site meets the other infrastructure and service needs contained in the Interlocal Agreement, dated August 7, 2006, or as subsequently amended.
- iv. Placement of a school within said Rural area provides the most cost effective alternative to meet the demonstrated need considering direct acquisition, infrastructure and site delivery costs(s) to local government(s) and other public infrastructure/service providers.
- v. The proposed school site is otherwise consistent with the adopted comprehensive plan of the County.

POLICY 11.01D(2):

The School Board Staff will meet with and review potential school sites with planning staff of the County. The recommendations and comments from these meetings will be submitted to the School Board as needed. The School Board will take the respective recommendations into consideration.

POLICY 11.01D(3):

The County shall advise the School Board as to the consistency of the proposed new site with their adopted comprehensive plan, including the appropriate processes under which the School Board may request an amendment to the comprehensive plan for school siting. The consistency determination with the comprehensive plan is made through the development review process.

POLICY 11.01D(4):

Within the County (unincorporated), schools are allowed as part of a “public service facility overlay district” within all zoning districts or as a special exception in certain zoning districts. The same procedures that apply to a standard re-zoning application also apply to designating an area a public service facility overlay district (see Appendix A to the County’s Code of Ordinances).

POLICY 11.01D(5):

The decision of the Board of County Commissioners shall be the final local government action of any

comprehensive plan amendment or re-zoning decision.

POLICY 11.01D(6):

Where an identified school site requires re-zoning to accommodate a proposed school, the School Board shall provide written notice to all neighboring property owners of record as follows:

- (a) Proposed sites located within a "Rural" classification on the Future Land Use Map, all property owners of record within a 500' radius of the site shall receive written notification of the proposed re-zoning request.
- (b) Proposed sites located in any other land use classification, all property owners of record within a 250' radius of the site shall receive written notification of the proposed re-zoning request.

POLICY 11.01D(7):

The submittal, processing and review of any proposed site design or development plan shall be filed with the Planning Department of the County and shall include at a minimum, the following:

- (a) Location, size, height, and use of all proposed structures;
- (b) Proposed or existing location of fire hydrants and distance to structures;
- (c) Location and method of buffering from adjacent residential zoning districts;
- (d) Location and method of storm water retention;
- (e) Location, size and total amount of recreation areas;
- (f) Location and dimensions of proposed parking and service areas; and,
- (g) Proposed means of vehicular and pedestrian access from site to adjacent streets and or alleys.

POLICY 11.01D(8):

The review and processing of any site design or development plan submitted by the School Board shall be in accordance with the adopted comprehensive plan of the County and all applicable land development regulations (noting that the School Board is exempt from certain regulations).

GOAL 11.02

TO ESTABLISH A PROCESS FOR THE IMPLEMENTATION OF SCHOOL CONCURRENCY THROUGH CAPACITY DETERMINATION STANDARDS, CONCURRENCY DETERMINATION PROCESS, AND PROPORTIONATE SHARE MITIGATION.

CAPACITY DETERMINATION STANDARDS

OBJECTIVE 11.02A: THE COUNTY SHALL COOPERATE WITH THE SCHOOL BOARD IN THE IMPLEMENTATION OF CAPACITY DETERMINATION STANDARDS.

POLICY 11.02A(1):

The School Board will determine whether adequate school capacity exists for a proposed development, based on the Level of Service (LOS) standards, CSAs, and other standards as follows:

- (a) Calculate total school facilities by adding the capacity provided by existing school facilities except magnet/lottery schools to the capacity of any planned school facilities.
- (b) Calculate available school capacity by subtracting from the total school facilities the sum of:
 - i. used capacity;
 - ii. the portion of reserved capacity projected to be developed within three (3) years;
 - iii. the portion of previously approved development projected to be developed within three (3) years; and

- iv. the demand on schools created by the proposed development.

POLICY 11.02A(2):

In determining whether there is sufficient school capacity to accommodate a proposed development in a specific CSA, the School Board will:

- (a) Subject CSA. Consider whether the CSA in which the proposed development is situated has available school capacity, based on the formula in Policy 11.02A(1).
- (b) Contiguous CSA. If the projected student growth from a residential development causes the adopted LOS to be exceeded in the subject CSA, a contiguous CSA will be reviewed for available capacity. In conducting the contiguous review, the School Board shall first use the contiguous CSA with the most available capacity to evaluate projected enrollment and, if necessary, shall continue to the CSA with the next most available capacity until all contiguous CSAs have been evaluated or the available capacity has been identified to allow a determination letter approving school concurrency to be issued. If a contiguous CSA is identified having available capacity, then the actual development impacts shall be shifted to that CSA having available capacity (this shift shall be accomplished in accordance with School Board Policy and which may include, without limitation, appropriate boundary changes or shifting future student assignments).

POLICY 11.02A(3):

Except as provided in Policy 11.02A(4), school concurrency shall apply to all new residential development and uses that generate demands for public school facilities and are proposed or established after the effective date of the school concurrency ordinance (as adopted by the County). School concurrency shall not apply to non-residential uses such as commercial, industrial or mining.

POLICY 11.02A(4):

The following residential uses shall be considered exempt from the requirements of school concurrency.

- (a) Single family lots of record having received final plat approval (or otherwise deemed grand-fathered as a valid residential lot under the land development regulations of the County) prior to the effective date of the school concurrency ordinance (which applies to the given lot or lots).
- (b) Multi-family residential development having received final site plan approval prior to the effective date of the applicable school concurrency ordinance.
- (c) Amendments to residential development approvals issued prior to the effective date of the adopted school concurrency ordinance, which do not increase the number of residential units or change the type of residential units proposed.

CONCURRENCY DETERMINATION PROCESS

OBJECTIVE 11.02B: **THE COUNTY SHALL COOPERATE WITH THE SCHOOL BOARD IN THE IMPLEMENTATION OF THE CONCURRENCY DETERMINATION PROCESS.**

POLICY 11.02B(1): The school concurrency ordinance to be adopted by the County will include, among other things, application procedures and processes for evaluating school capacity and making concurrency determinations

Following the adoption of the school concurrency ordinance, the County will:

- (a) accept and process final plats and residential site plans, only after the applicant has complied with the terms of its school concurrency ordinance. The County may approve a school concurrency application earlier in the approval process, upon request by the applicant, if the School Board reviews and approves the determination, allocations of capacity, and proportionate share mitigation commitments, as provided in this Element and the Growth Management Act.

- (b) upon receipt of a complete school concurrency application, timely transmit the application to the School Board for a determination of whether there is adequate school capacity, for each level of school, to accommodate the proposed development, based on the LOS standards, CSAs, and other standards set forth in this Element and the Interlocal Agreement between Hernando County, the City of Brooksville and the Hernando County School Board, dated August 7, 2006, as may be amended from time to time.

POLICY 11.02B(3):

Within thirty (30) days of receipt of the initial transmittal the County, the School Board will review the school concurrency application and, based on the standards set forth in this Element and the Interlocal Agreement between Hernando County, the City of Brooksville and the Hernando County School Board, dated August 7, 2006, as may be amended from time to time, and report in writing to the County:

- (a) whether adequate school capacity exists for each level of school, based on the standards set forth in this Element and the Interlocal Agreement between Hernando County, the City of Brooksville and the Hernando County School Board, dated August 7, 2006, as may be amended from time to time, and report in writing to the County; or
- (b) if adequate capacity does not exist, whether appropriate mitigation can be accepted, and if so, acceptable options for mitigation, consistent with this Element and the Interlocal Agreement between Hernando County, the City of Brooksville and the Hernando County School Board, dated August 7, 2006, as may be amended from time to time, and report in writing to the County

POLICY 11.02B(4):

The School Board shall conduct a concurrency review that includes findings and recommendations of whether there is adequate school capacity to accommodate students generated by the proposed development for each type of school within the affected CSA consistent with the adopted LOS standard and will take into consideration that:

- i. Adequate school facilities will be in place or under actual construction within three (3) years after the issuance of the subdivision plat or site plan (or functional equivalent); or,
- ii. Adequate school facilities are available in an adjacent CSA and the impacts of development can be shifted to that area; or,
- iii. The developer executes a legally binding commitment to provide mitigation proportionate to the demand for public school facilities to be created by the actual development of the property subject to the final plat or site plan (or functional equivalent) pursuant to this Interlocal Agreement and the adopted School Concurrency Ordinance.

POLICY 11.02B(5):

If the impact of the proposed development will not occur until years 2 or 3 of the School Board's financially feasible work plan, then any relevant programmed improvements in those years shall be considered available capacity for the project and factored into the level of service analysis. If the impact of the project will not be felt until years 4 or 5 of the work plan, then any relevant programmed improvements shall not be considered available capacity for the project unless funding of the improvements is assured through School Board funding to accelerate the project, through proportionate share mitigation, or some other means.

POLICY 11.02B(6):

If the School Board determines that adequate capacity does not exist but that mitigation is an acceptable alternative, the development application will remain active pending the conclusion of the mitigation negotiation period described in Objective 11.02C and associated policies.

POLICY 11.02B(7):

The County will issue a School Concurrency Determination only upon:

- (a) the School Board's written determination that adequate school capacity will be in place or under actual construction within three (3) years after the

issuance of final subdivision or site plan approval for each level of school without mitigation; or,

- (b) the execution of a legally binding mitigation agreement between the applicant, the School Board and the County/City pursuant to this Interlocal Agreement.

PROPORTIONATE SHARE MITIGATION

OBJECTIVE 11.02C: THE COUNTY SHALL COORDINATE WITH THE SCHOOL BOARD TO ESTABLISH PROPORTIONATE SHARE MITIGATION ALTERNATIVES WHICH ARE FINANCIALLY FEASIBLE AND WILL ACHIEVE AND MAINTAIN THE ADOPTED LEVEL OF SERVICE STANDARDS CONSISTENT WITH THE ADOPTED CAPITAL IMPROVEMENTS PLAN.

POLICY 11.02C(1):

In the event that the School Board reports that mitigation may be accepted in order to offset the impacts of a proposed development, where the LOS standards set forth in this Interlocal Agreement otherwise would be exceeded, the following procedure shall be used.

- (a) The applicant shall initiate in writing a mitigation negotiation period with the School Board in order to establish an acceptable form of mitigation, pursuant to s. 163.3180(c), Florida Statutes, the adopted School Concurrency Ordinance, and this Element.
- (b) Acceptable forms of mitigation may include:
- i. The donation, construction, or funding of school facilities sufficient to offset the demand for public school facilities to be created by the proposed development.
 - ii. The creation of mitigation banking based on the developer's construction and/or financing of a public school facility in exchange for the right to sell excess capacity credits (the selling of excess credits shall be limited to that area

within the subject CSA or any abutting CSA) and as may be further limited by the school concurrency ordinance.

(c) The following standards apply to any mitigation accepted by the School Board:

i. Relocatable classrooms will not be accepted as mitigation.

ii. Mitigation shall be directed to projects on the School Board's financially feasible 5 year work plan that the School Board agrees will satisfy the demand created by that development approval, and shall be assured by a legally binding development agreement between the School Board, the County, and the applicant. The development agreement shall be executed prior to the issuance of the applicable subdivision plat, site plan or functional equivalent in the development review process.

iii. The Student Generation Formula used for calculating mitigation shall be as follows:

Number of Student Stations (by school type) =
Number of Dwelling units (by housing type) x
Student Generation Multiplier (by housing type
and school type)*

[* Student Generation Multipliers shall be based upon the best available data and professionally accepted methodology]

iv. Cost per Student Station estimates shall include, at a minimum, all costs of providing instructional and core capacity including land, site improvements, design, buildings, equipment, furniture, and costs of financing (if applicable). The capital costs associated with transportation of students shall not be included in the Cost per Student Station estimate used for mitigation.

- v. The proportional mitigation share amount shall be calculated as follows:

Proportionate Share Amount = Number of Student Stations (by school type) x Cost per Student Station (by school type)**

[** The above formula shall be calculated for each housing type within the proposed development and for each school type (elementary, middle, high) for which a capacity deficiency has been identified. The sum of these calculations shall be the proportionate share amount for the development under review.]

- vi. Finally, if the School Board agrees to the mitigation, the School Board must commit to adding the improvement required for mitigation to its work plan. Further, the development agreement shall include the landowner's commitment to continuing renewal of the development agreement upon its expiration.

- (d) In accordance with this Element, s. 163.3180(13)(e), Florida Statutes, and Rule 9J-5.025, Florida Administrative Code, the applicant's total proportionate-share mitigation obligation to resolve a capacity deficiency shall be based on the following formula, for each school level:

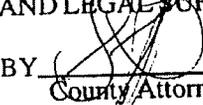
- i. Multiply the number of new student stations required to serve the new development by the average cost per student station.
- ii. The average cost per student station shall include school facility development costs and land costs.
- iii. The applicant's proportionate-share mitigation obligation will be credited toward any other impact fee or exaction imposed by local ordinance for the same need (see s. 163.3180(13)(e)(2), Florida Statutes).

- (e) If within 90 days of the date the applicant initiates the mitigation negotiation period, the applicant and the School Board are able to agree to an acceptable form of mitigation, a legally binding mitigation agreement shall be executed by the applicant, the School Board and the County which sets forth the terms of the mitigation, including such issues as the amount, nature, and timing of donations, construction, or funding to be provided by the developer, and any other matters necessary to effectuate mitigation in accordance with this Element. The mitigation agreement shall specify the amount and timing of any impact fee credits or reimbursements, if any, that the developer expects to receive in connection with its mitigation payment/donation under said agreement.

- (f) If, after 90 days, the applicant and the School Board are unable to agree to an acceptable form of mitigation, the School Board will report an impasse to the County in writing and the County will not issue a School Concurrency Determination for the proposed development.

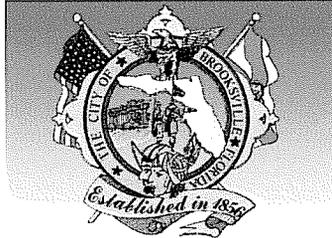
- (g) The School Board may grant up to two (2) ninety 90-day extensions to the mitigation negotiation period.

- (h) To the extent required under Florida law, mitigation must be proportionate to the demand for public school facilities to be created by the actual development of the property.

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY  6/18/17
County Attorney's Office

CITY OF BROOKSVILLE PARKS & RECREATION DEPARTMENT

MEMORANDUM



To: Honorable Mayor and City Council Members
VIA: T. Jennene Norman – Vacha, City Manager
From: Mike Walker, Parks & Recreation Director
Date: July 6, 2007
Re: Grant Request: The First Tee Operating Grant 2007

Brief Overview:

The Parks and Recreation Department request from City Council the authorization to apply for grant funding from The First Tee in the amount of \$25,000. We have been successful the last two years in securing \$39,000.00 in funding from The First Tee which has offset some of the Quarry's operating expenses. These budget line items are denoted in the current 06/07 budget. This is our third and final year we are eligible to apply for this particular grant funding from The First Tee.

Budget Statement:

If we are approved for the grant, the City could receive an additional \$25,000 in funding. The grant does require a match in the amount of \$25,000, the match will come from fundraising efforts from the The First Tee of Brooksville i.e. Wal-Mart grants, cash donations and The First Tee of Brooksville's 2nd Annual Golf Tournament with Major League Baseball Alumni Association on December 3, 2007.

Staff Recommendation:

Staff recommends that the City Council authorize the Parks and Recreation Director to apply for the attached Operating Grant Application from The First Tee in the amount of \$25,000.

Attachments: (2) Grant Application and Supporting Documents
Quarry Budget

/aw

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The First Tee Operating Grant Application

Chapter Information

Name: Mike Walker

Title: Director

Chapter Trade Name: The First Tee of Brooksville

Chapter Legal Name: City of Brooksville

Address: 201 Howell Ave

Brooksville, Fl. 34601

City, ST Zip

Phone: 352-544-5495 Fax: 352-544-5496

Email: mwalker@ci.brooksville.fl.us

Year Chapter status attained: Dec-04

Date Application Submitted: _____

Facility Information

Facility Name: The Quarry Executive Golf Course

Address: 800 John Gary Grubbs Blvd.

Brooksville, Fl. 34601

City, ST Zip

Phone: 352-544-5485 Fax: 352-544-5486

Is this the Chapter's sole facility? Yes No

If "No", identify all other facilities

What is the Chapter's current ZONE level? PAR EAGLE
(check one) BIRDIE ACE

What is the Chapter's current ZONE score? 340

Previous year's ZONE level? PAR

Note: Operating grants are provided in part from dollars received by the US Department of Justice (DOJ). As a condition for receipt of these funds, Chapters must submit a copy of receipts verifying expenditure of the operating dollars for the allowable costs indicated on the Chapter's Grant Application as defined by the DOJ financial guidelines.

The First Tee Operating Grant Application

Grant Information

Is this the Chapter's first Operating Grant? (circle one) Yes / No

When did the Chapter last receive an Operating Grant? Aug-06

What was the amount of the Grant? \$ 14,000.00

In the space indicated below, explain how the previously disbursed grant funds were spent. (use additional sheets as necessary)

Source: SEE ATTACHED EXPENSES

What is the grant amount you are requesting today? \$ 25,000.00

Which application deadline are you targeting? (circle one) March / August

When do you anticipate securing the required match? Dec-07

What funds have you secured year to date to apply towards the match?
(List source and amount, use additional sheets if necessary)

Source:	<u>WAL-MART GRANTS</u>	Amount:	\$ <u>5,000.00</u>
	<u>THE FIRST TEE OF BROOKSVILLE 2nd Annual Golf Tournament</u>		\$ <u>15,000 - 20,000</u>
	<u>Moose Lodge #521</u>		\$ <u>1,000</u>

What additional funding sources beyond those listed above have been targeted?

- How do you intend to use the grant dollars?
Check the areas where the funds will be utilized.
- STAFF SALARIES**
Explain GOLF PROGRAM INSTRUCTOR
 - STAFF TRAINING**
Explain REQUIRED LIFE SKILLS TRAINING
 - TRANSPORTATION**
Explain _____
 - VOLUNTEER RECRUITMENT**
Explain _____
 - VOLUNTEER TRAINING**
Explain _____
 - PARENT OUTREACH PROGRAM**
Explain _____
 - EQUIPMENT (ACADEMIC OR SPORT)**
Explain RANGE BALLS, EQUIPMENT IF NEEDED BY PARTICIPANTS
 - OTHER**
Explain FREE OR DISCOUNTED GOLF COURSE / DRIVING RANGE ACCESS

The First Tee Operating Grant Application

Program Information

How many total participants are in the program?	260
How many total participants does the Chapter have in Target?	108
How many certifying participants does the Chapter currently have?	10

Is there a fee for participating in the program? (circle one) Yes / No

If yes, describe and explain what activities/services are covered by that fee.

LIFE SKILLS TRAINING, GOLF COURSE / DRIVING RANGE ACCESS,
SNACK AND DRINKS

Are scholarships available for participants who cannot afford the fee?
(check one) Yes No

If yes, how are they determined?

LOCAL SCHOOL DISTRICT REDUCE LUNCH GUIDELINES

What percentage of participants receive scholarships? 10 %

Provide the names of all Coaches in Training for the Chapter and identify the phases of training each has completed.

<i>Name</i>	<i>Phase</i>
ROBERT F. BUCK	III

Financial Information

Please attach the following documentation to the application:

- a). Previous two years' financial statements.
(If the Chapter organization has a prior operating history)
- b). Previous three years' profit/loss statements.
(If the Chapter organization has a prior operating history)
- OR-
- c). Current year operating budget and three year ProForma.
(If the Chapter Organization is newly formed with no operating budget)

CHAPTER ACKNOWLEDGEMENT / AGREEMENT

I HEREBY CERTIFY THAT FUNDS RECEIVED THROUGH THIS GRANT PROGRAM WILL BE USED AS INDICATED ABOVE. FURTHER, I CERTIFY THAT PROOF OF GRANT EXPENDITURES WILL BE PROVIDED TO THE HOME OFFICE NO LATER THAN ONE YEAR FOLLOWING RECEIPT OF GRANT FUNDS.

Print Name _____ Print Name MIKE WALKER

Signature _____ Signature _____

Title _____ Title: _____

Chapter Representative
President/VP/Treasurer
(Must be signed by an officer of the Chapter Board)

Executive Director or
Grants Administrator

CITY OF BROOKSVILLE

Quarry Golf Course Division

The **MISSION** of the Quarry Golf Course is to provide a recreational and safe atmosphere for the family, youth, adult and senior adults. Also, to offer the community affordable athletic and competitive opportunities. To manage the fiscal and marketing responsibilities of the Quarry Golf Course which includes the operation of full service pro shop, a nine hole executive golf course and practice / learning facility. The Quarry Golf Course is also "Home of The First Tee of Brooksville".



GOALS & OBJECTIVES: To meet its mission, the Quarry Golf Course Division has established the following goals & objectives for Fiscal Year 2006/2007:

1. To continue providing the youth the opportunity to learn the game of golf through The First Tee program.
2. To provide the citizens of our community a beautiful, historical, and affordable facility that promotes social and recreational activities.
3. To provide our community with family, adult and youth recreational activities, lighted tennis courts, driving range, batting cages, nine hole golf course, disc golf, kiddie park and pavilion.
4. To market the facility for maximum use and enjoyment by "our" community as well as others.
5. To conduct the 2nd Annual First Tee of Brooksville Golf Tournament and other events as revenue sources to provide a **new learning center** for The First Tee Life Skills Curriculum.

These goals and objectives will have a dramatic affect on the accomplishment of the Quarry Golf Course Division's mission, as well as, impacting all City operations. These impacts can be seen in the Fiscal Year 2006/2007 Budget in repair and maintenance and other contractual services.

PERFORMANCE MEASURES: The Quarry Golf Course Division has established the following performance measures for Fiscal Year 2006/2007:

	FY 03/04 <u>Actual</u>	FY 04/05 <u>Actual</u>	FY 05/06 <u>Estimate</u>	FY 06/07 <u>Target</u>
1. Total Memberships	72	109	124	135
2. Yearly Golf Tournaments	0	0	1	3

FISCAL YEAR 2007 BUDGET

CITY OF BROOKSVILLE

STAFFING & PERSONAL SERVICE

COSTS: The Quarry Golf Course Division operates four full time and two part time employees.

OPERATIONAL COSTS:

The operating costs will remain on a constant level for 2006/2007.

CAPITAL OUTLAYS:

Current Year 2007 Capital Outlays:

<u>Cost</u>	<u>Description</u>
\$ 9,000	Utility Cart
<u>7,000</u>	Spike Roller
\$16,000	



TRANSFERS OUT: As it relates to the Quarry Golf Course Division, a transfer is made to the Self Insured Dental Plan Fund to accumulate the cost of employee dental care.

Transfers Out are as follows:

Self Insured Dental Plan Fund	\$768
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PARKS AND RECREATION DEPARTMENT: Quarry Golf Division

GL CODES	STAFFING/WAGES	Type of Pay	03/04 Staffing	03/04 Staffing	05/06 Staffing	Adopted 05/06 Budget	Adopted 06/07 Staffing	Adopted 06/07 Budget
4 001-026-572-51200	Recreation Leader III	H	1.0	0.0	0.0	\$0	0.0	\$0
5 001-026-572-51200	Golf Pro/Pro Shop Manager	H	0	1.0	1.0	19,925	1.0	27,577
6 001-026-572-51200	Greens Keeper	H	1.0	1.0	1.0	24,364	2.0	55,644
7 001-026-572-51200	Golf Program Instructor	H	2.0	1.0	1.0	19,995	1.0	24,679
8	TOTAL Full Time		4.0	3.0	3.0	64,284	4.0	\$107,900
9	Part Time							
10 001-026-572-51200	Pro Shop Attendant	H			2.0	14,040	2.0	14,040
11	TOTAL		4.0	3.0	5.0	78,324	6.0	\$121,940

S = SALARIED H = HOURLY

GL CODES	PERSONNEL SERVICES	03/04 Actual	04/05 Actual	05/06 Budget	Projected 05/06 Budget	Adopted 06/07 Budget
21 001-026-572-51200	Regular Salaries	62,766	65,301	70,428	\$75,732	108,118
22 001-026-572-51400	Overtime	1,933	1,349	2,200	0	1,500
23 001-026-572-51601	Vacation Pay	1,818	1,060	2,468	3,105	4,717
24 001-026-572-51602	Sick Pay	2,790	508	2,468	1,734	4,139
25 001-026-572-51603	Holiday Pay	2,769	2,755	2,961	3,107	4,966
26 001-026-572-52100	FICA	5,439	5,461	6,061	6,401	7,434
27 001-026-572-52200	Retirement	5,496	5,286	6,305	6,769	9,425
28 001-026-572-52300	Health Insurance	9,314	4,457	9,796	3,564	10,665
29 001-026-572-52301	Life Insurance	518	474	478	535	607
30 001-026-572-52302	Health Reimbursement Account	0	620	1,350	497	1,500
31 001-026-572-52400	Worker's Comp Insurance	8,707	6,195	7,304	7,304	9,224
32	Total Personnel Service Costs	\$101,550	\$93,466	\$111,819	\$108,748	\$162,295

PARKS AND RECREATION DEPARTMENT: Quarry Golf Division

		03/04	04/05	05/06	05/06	Adopted
	GL CODES	Actual	Actual	Budget	Projected	06/07
	OPERATING EXPENDITURES					Budget
1						0
2	001-026-572-53101	0	280	96	0	0
3	001-026-572-53400	1,822	4,477	3,000	6,255	4,000 (1) *
4	001-026-572-53401	0	659	500	0	1,000
5	001-026-572-54000	0	0	500	1,051	1,500 *
6	001-026-572-54100	730	701	800	861	800 *
7	001-026-572-54110	0	0	48	25	50
8	001-026-572-54200	0	18	48	0	50
9	001-026-572-54300	2,341	2,630	2,936	3,636	3,000
10	001-026-572-54303	1,258	1,371	1,200	1,756	1,750
11	001-026-572-54400	8,975	9,907	12,000	12,543	12,000 (2)
12	001-026-572-54401	0	0	96	12	0
13	001-026-572-54600	2,150	2,848	5,000	5,233	5,000
14	001-026-572-54700	15	76	252	667	1,500
15	001-026-572-54800	1,716	1,819	1,200	6,200	3,000 *
16	001-026-572-54900	704	3,090	1,500	1,575	1,500
17	001-026-572-54913	3,597	8,236	7,000	8,785	8,000
18	001-026-572-54920	60	218	504	0	500
19	001-026-572-55100	485	789	1,000	865	750
20	001-026-572-55210	0	0	0	2,422	4,000 (3) *
21	001-026-572-55211	0	11	96	53	100
22	001-026-572-55220	0	58	204	750	500
23	001-026-572-55223	9,126	13,923	15,000	22,691	12,000 *
24	001-026-572-55225	5,886	9,713	8,000	7,293	8,000
25	001-026-572-55230	343	458	500	897	500
26	001-026-572-55240	378	375	900	496	500
27	001-026-572-55250	2,672	3,699	3,786	2,700	4,000
28	001-026-572-55252	146	409	400	505	500
29	001-026-572-55410	0	380	1,000	3,145	2,500 *
30	001-026-572-55500	1,610	2,068	2,500	4,652	3,000 (4)
31	001-026-572-58305	754	0	0	0	0
32		44,768	68,213	70,066	95,068	80,000
33						
34						
35	001-026-572-55640	0	5,849	9,750	6,250	16,000 (5)
36	001-026-572-55641	0	0	0	0	0
37		0	5,849	9,750	6,250	16,000
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						
	TRANSFER OUT	0	540	576	576	768 (6)
	Total Expenditures	\$146,318	\$168,068	\$192,211	\$210,642	\$259,063

(1) Back lapping, pest control, aerating greens and fencing.

(2) Golf carts.

(3) Golf balls, baskets, flags, etc.

(4) Copy Machine \$500 and Ice Machine \$2,500.

(5) Utility cart (\$9,000) and spike roller (\$7,000)

(6) Transfer Out: Self Insured Dental Plan Fund

(*) In FY 05/06 and FY 06/07 The First Tee Grant and Florida Sports Foundation Grant will offset some expenditures in these line items and will also offset some salary costs.

City of Brooksville



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

AGENDA ITEM NO. D-1
7-16-07

June 13, 2007

Christopher Myers
830 S. Mildred Avenue
Brooksville, FL 34601-3638

Dear Mr. Myers:

The City of Brooksville Beautification Board is pleased to advise you that you have been selected to receive the monthly Margaret R. Ghiotto Residential Beautification Award for beautifying your residence at 830 S. Mildred Avenue.

The Certificate of Recognition and outdoor sign will be presented to you by a Board Representative at the next regular Council Meeting to be held Monday, July 2, 2007 at 7:00 p.m. in the City Hall Council Chambers at 201 Howell Avenue. Please call the Beautification Board Secretary, Lindsay Morgan, and let her know, no later than Monday, June 24, 2007 by 5:00 p.m. if you will or will not be able to attend this meeting or if you have any further questions, 544-5407 x130.

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

Sincerely,

Lou Kavouras, Chairman
Beautification Board

LK/lam

cc: T. Jennene Norman-Vacha, City Manager
Karen M. Phillips, City Clerk/Dir. of Administration
Lindsay A. Morgan, Beautification Board Secretary

G:\Boards\Beautification\Awards\06-12-07 BB - 830 S Mildred Avenue.wpd

Margaret R. Ghiotto

CERTIFICATE OF RECOGNITION



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

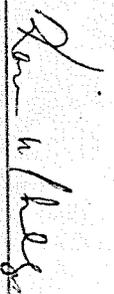
Christopher Myers

830 S. Mildred Avenue, Brooksville, Florida 34601

Presented this 2nd day of July, 2007.



Mayor



City Clerk

CITY OF BROOKSVILLE
MEMORANDUM

AGENDA ITEM NO. E-1
7-16-07

To: City Council

Via: T. Jenenne Norman-Vacha, City Manager

From: Emory H. Pierce, Director of Public Works

Re: **Broad Street Sidewalk**

Date: June 7, 2007

Attached are the drawings for this project along with copies of two emails objecting to the construction . We have received an FDOT permit to do this work and funding is available from FDOT TOPS grant funds. The total length of new sidewalk will be about 1,000 l.f. and we estimate that the low bid price will be about \$35,000.00.

Adjacent property owners have been notified about this work via mail and by plans being handed out directly to each place of business that was open. Businesses on the south side of Broad Street in the vicinity of 304 N Broad will have their parking areas greatly reduced by this sidewalk. Staff recommends that this small segment of the overall project, (about 125') not be constructed.

On the north side on Broad St., at 297 N. Broad St., we will need to obtain a temporary construction easement in order to meet the ADA slope requirements. A permanent easement will be needed at the corner of Alabama and Broad St. In order to get around a large FDOT sign post. Requesting permission proceed with easement acquisition and to bid this work.

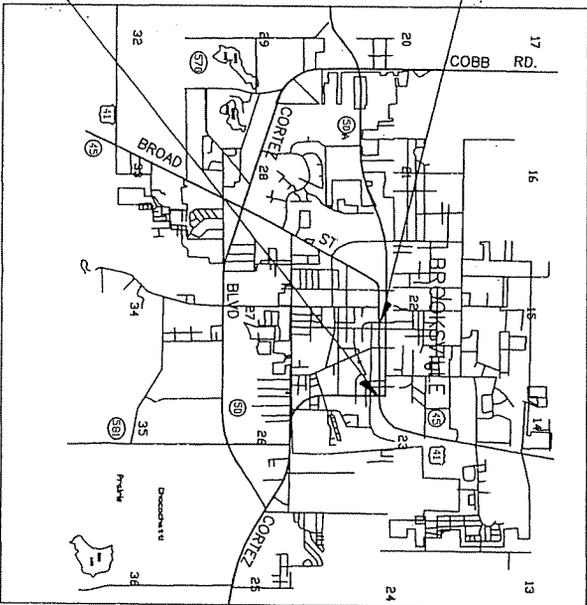
If we do not proceed simultaneously with easement acquisition and bidding we will never meet the December grant deadline for the expenditure of these funds.



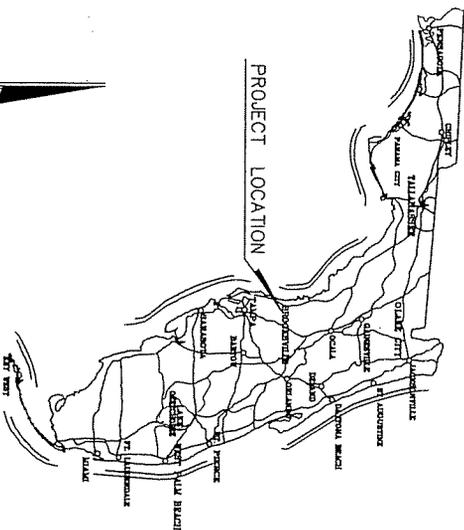
STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION
PLANS OF PROPOSED
CITY OF BROOKSVILLE
SIDEWALK ADDITION
HERNANDO COUNTY
BROAD STREET

BEGIN PROJECT
STA. 523+98

END PROJECT
STA. 541+79



LOCATION MAP



N.T.S.

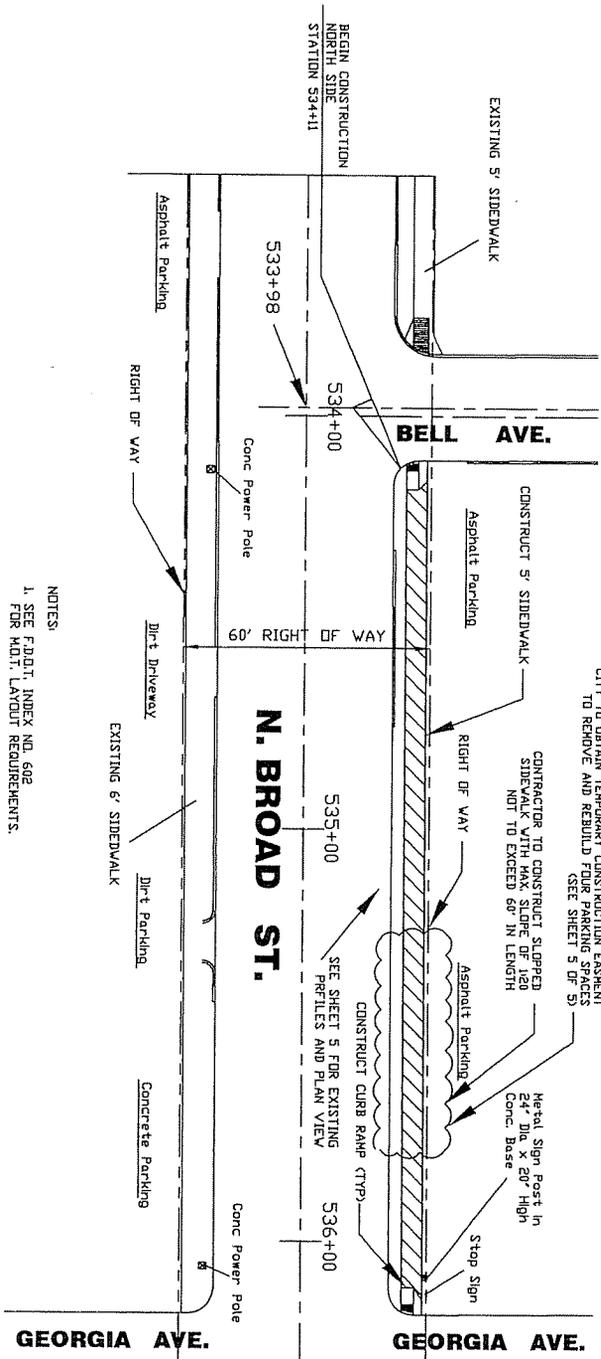
ATTENTION IS DIRECTED TO THE FACT THAT THESE PLANS MAY HAVE BEEN ALTERED IN SIZE BY REPRODUCTION. THIS MUST BE CONSIDERED WHEN OBTAINING SCALED DATA.
COVERING SPECIFICATIONS: STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION, STANDARDS SPECIFICATIONS, DATED 1991 AND SUPPLEMENTS THERETO IF NOTED IN THE SPECIAL PROVISIONS FOR THIS PROJECT.

INDEX OF ROADWAY PLANS

SHEET NO.	SHEET DESCRIPTION
COVER	KEY SHEET
S1.	BELL AVE. TO GEORGIA AVE.
S2.	GEORGIA AVE. TO ALABAMA AVE.
S3.	ALABAMA AVE. TO JEFFERSON ST.
S4.	CONSTRUCTION DETAILS
S5.	PARKING LOT DETAIL
602.	M.O.T. DESIGN STANDARDS
304.	SIDEWALK RAMP DESIGN STANDARDS 1-6
310.	SIDEWALK DESIGN STANDARDS

REVISIONS

DATE	BY	DESCRIPTION

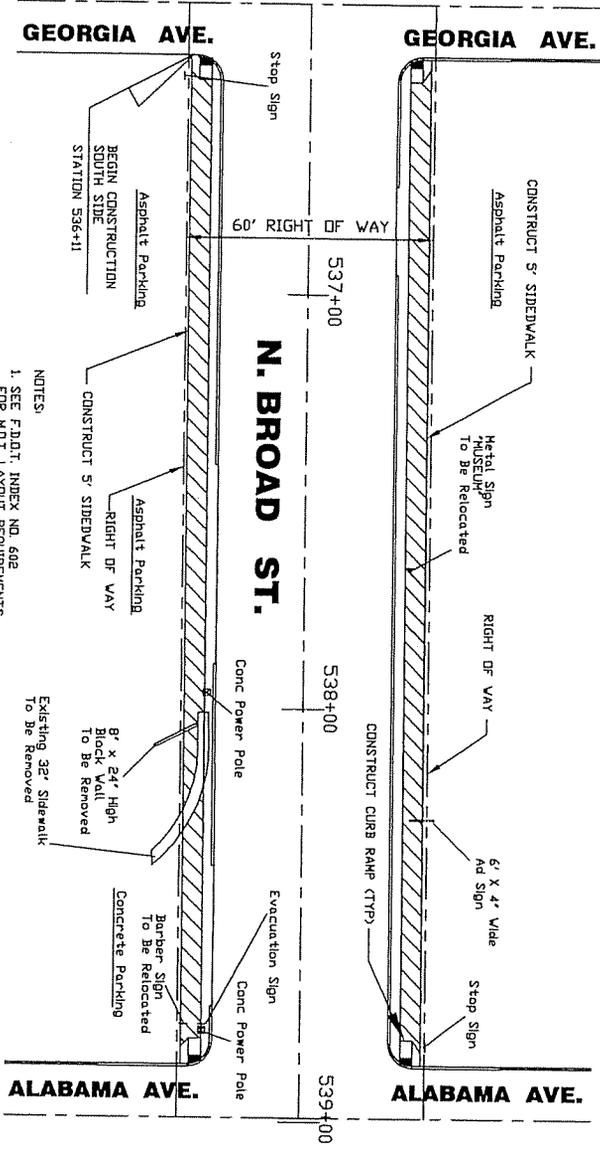


- NOTES:
1. SEE F.D.O.T. INDEX NO. 602 FOR M.O.T. LAYOUT REQUIREMENTS.
 2. SEE F.D.O.T. INDEX NO. 304 & 310 FOR SIDEWALK AND RAMP DESIGN STANDARDS.
 3. ALL CONSTRUCTION TO MEET FDOT RULES AND ADA REGULATIONS.

MATCH LINE SHEET 2

City of Brooksville Dep't of Public Works 600 South Brooksville Avenue	SIDEWALK CONSTRUCTION BELL AVENUE TO GEORGIA AVENUE	SCALE: AS NOTED DRAWN BY: TJD DATE: 6/25/07	SHEET 1 of 5

MATCH LINE SHEET 1



- NOTES:
1. SEE F.D.O.T. INDEX NO. 602 FOR M.O.T. LAYOUT REQUIREMENTS.
 2. SEE F.D.O.T. INDEX NO. 304 & 310 FOR SIDEWALK AND RAMP DESIGN STANDARDS.
 3. ALL CONSTRUCTION TO MEET F.D.O.T. RULES AND ADA REGULATIONS.



MATCH LINE SHEET 3

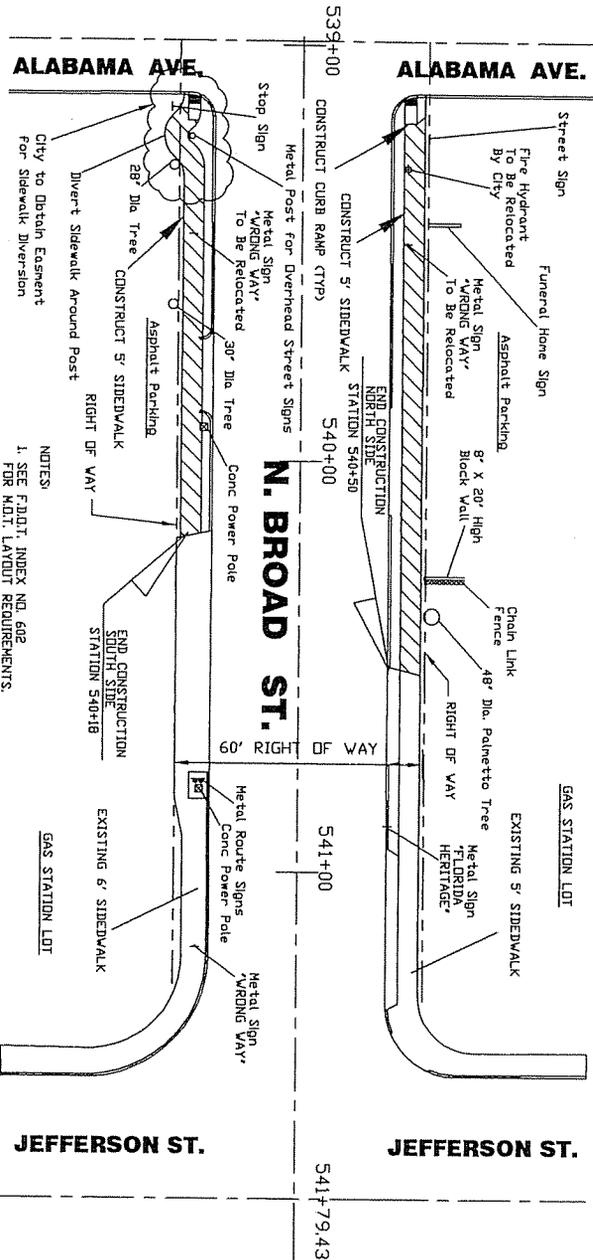
City of Brooksville
 Dep't of Public Works
 600 South Brooksville Avenue

SIDEWALK CONSTRUCTION
 GEORGIA AVENUE TO
 ALABAMA AVENUE

SCALE: AS NOTED
DRAWN BY: TJD
DATE: 6/25/07

SHEET
 2 of 5

MATCH LINE SHEET 2



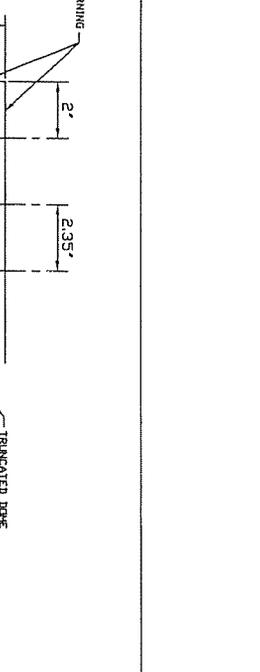
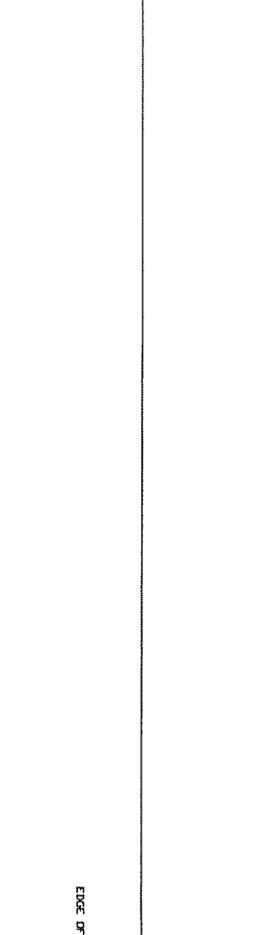
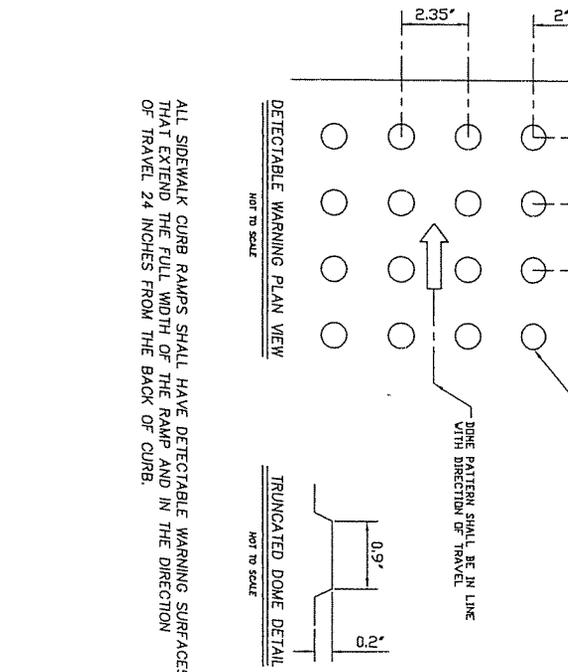
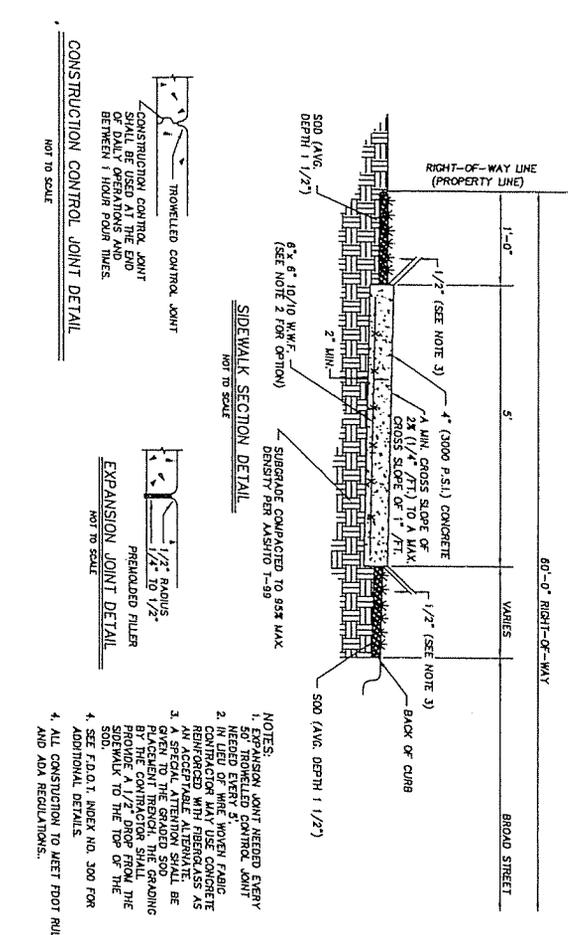
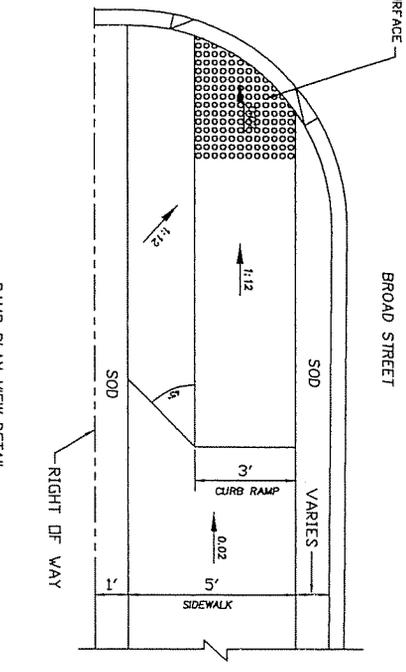
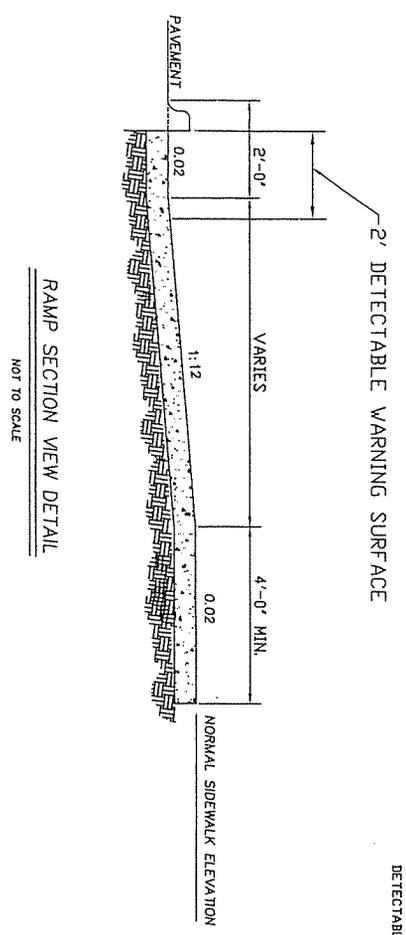
- NOTES:**
1. SEE FDOT INDEX NO. 602 FOR MOT. LAYOUT REQUIREMENTS.
 2. SEE FDOT INDEX NO. 304 & 310 FOR SIDEWALK AND RAMP DESIGN STANDARDS.
 3. ALL CONSTRUCTION TO MEET FDOT RULES AND ADA REGULATIONS.

City of Brooksville
 Dep't of Public Works
 600 South Brooksville Avenue

SIDEWALK CONSTRUCTION
 ALABAMA AVENUE TO
 JEFFERSON STREET

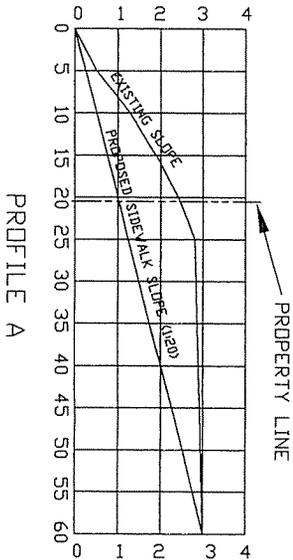
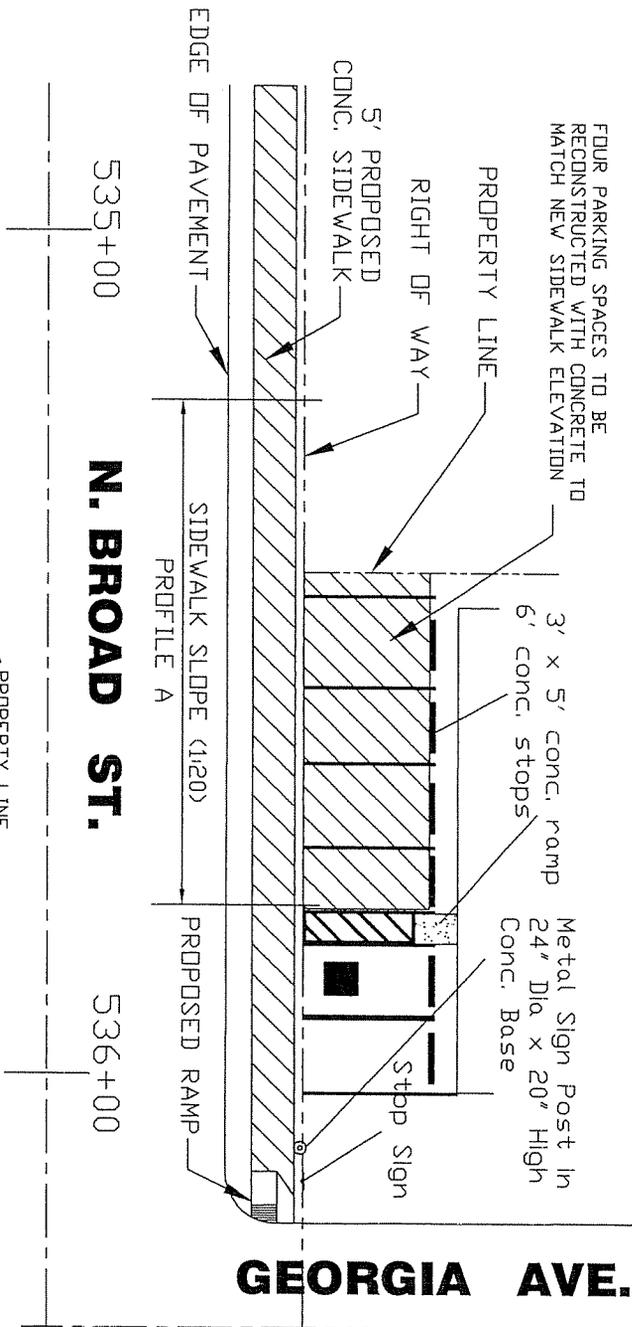
SCALE: AS NOTED
 DRAWN BY: TJD
 DATE: 6/25/07

SHEET
 3 of 5



- NOTES:
1. EXPANSION JOINT NEEDED EVERY 5' IN CONSTRUCTION JOINT NEEDED EVERY 5'.
 2. IN LIEU OF WIRE WOVEN FABRIC REINFORCEMENT WITH FIBERGLASS AN ACCEPTABLE ALTERNATE.
 3. A SPECIAL ATTENTION SHALL BE PLACED ON THE GRADING BY THE CONTRACTOR SHALL PROVIDE A 1/2" DIP FROM THE SOD WALK TO THE TOP OF THE SOD.
 4. SEE F.D.O.T. INDEX NO. 300 FOR ADDITIONAL DETAILS.
 4. ALL CONSTRUCTION TO MEET FOOT RULES AND ADA REGULATIONS.

FOUR PARKING SPACES TO BE RECONSTRUCTED WITH CONCRETE TO MATCH NEW SIDEWALK ELEVATION



City of Brooksville
 Dep't of Public Works
 600 South Brooksville Avenue

SIDEWALK CONSTRUCTION
 PARKING LOT DETAIL

SCALE: N.T.S.
 DRAWN BY: TJD
 DATE: 6/25/07

SHEET
 5 of 5

Allison Earwood

From: "Kathy Keyes" <keyesg@bellsouth.net>
To: <epierce@ci.brooksville.fl.us>
Sent: Tuesday, June 26, 2007 10:00 PM
Subject: sidewalk plans

Mr. Pierce,

I am an employee at Debbie's Hair Gallery, 304 N. Broad Street. I understand plans are being made to place a sidewalk in front of our beauty salon. If this is done, we will have no parking for our clients, therefore making it very difficult to service them. We have a very large clientele that frequent our salon, approximately 30-40 people a day. We have elderly clients that need to park close to the entrance of our building. We rely on these clients to provide income to help us pay our bills, put our children thru school, and pay our taxes. PLEASE, DO NOT PROCEED WITH THIS SIDEWALK.

Thank you for your time,

Kathleen J. Keyes
352-540-8606 cell
352-799-4844 shop

6/27/2007

Emory Pierce

From: <Debbledoodledo@aol.com>
To: <epierce@ci.brooksville.fl.us>
Cc: <Debbiedoodledo@aol.com>
Sent: Thursday, June 28, 2007 11:31 PM
Subject: PROPOSED SIDEWALK THROUGH PARKING AT 304-310 N. BROAD ST.

GREETINGS, MR. PIERCE AND HONORABLE CITY COUNCIL MEMBERS. TO BEGIN WITH, WE LOVE OUR CITY AND WE SUPPORT ANY IMPROVEMENTS THAT BEAUTIFY AS WELL AS SERVE THE CITIZENS. HOWEVER WE HAVE SERIOUS CONCERNS WITH THE PROPOSED SIDEWALK CONSTRUCTION ON N. BROAD ST. OUR BUSINESS WOULD BE SEVERELY HURT, AS WE WOULD LOSE NEARLY ALL OF OUR PARKING AREA. OUR PARKING IS LIMITED ALREADY AS WE HAVE SIX HARD-WORKING, TAX-PAYING, FAMILY-SUPPORTING LADIES WORKING THERE. ALSO A SMALL CHURCH IS LOCATED IN UNITS 308 & 310, WHICH REQUIRES AS MUCH PARKING SPACE AS WE CAN MUSTER. IN ESSENCE, THIS PROJECT WOULD BE DEVASTATING TO OUR BUSINESS OF NINE YEARS, AS WELL AS TO THE LIVES OF THE PEOPLE WORKING THERE.

WE NOW HAVE PAVED ASPHALT WHICH SERVES OUR CUSTOMER PARKING, AS WELL AS THE EXTREMELY LIMITED FOOT TRAFFIC. FOR US TO ATTEMPT TO MOVE OUR PARKING AREA IS ECONOMICALLY AND GEOGRAPHICALLY IMPOSSIBLE. WITH THE INCREASE IN PROPERTY TAXES, INSURANCE AND EVERY OTHER RISING COST WE ARE UNDER FINANCIAL STRAINS. BESIDES, THERE IS NO OTHER PLACE AVAILABLE ON THE PROPERTY FOR MORE PARKING.

WE ARE ALSO CURIOUS AS TO THE NECESSITY OF A SIDEWALK ON EACH SIDE OF BROAD ST., ESPECIALLY WITH THE IMMINENT BUDGET CUTS. CERTAINLY THERE ARE MUCH MORE IMPORTANT PROJECTS THESE FUNDS CAN BE APPLIED TO.

WE ALL KNOW THE CITY HAS A SERIOUS PARKING SHORTAGE, SO TO ELIMINATE MORE PARKING (ESPECIALLY AT A SMALL BUSINESS THAT HAS MANAGED TO STAY AFLOAT WHEN SO MANY OTHERS HAVE COME AND GONE) JUST FOR THE SAKE OF A SIDEWALK JUST DOESN'T SEEM LOGICAL OR WISE.

WE ALSO BELIEVE THE CONSTRUCTION OF THE SIDEWALK BETWEEN ALABAMA AVE. AND E. JEFFERSON WOULD MEAN THE REMOVAL OF SEVERAL LARGE, BEAUTIFUL OAK TREES. THAT WOULD BE SHAMEFUL!

IN CLOSING, WE URGE YOU TO SHELVE THIS PROJECT AND APPLY THE FUNDS WHERE THE MAJORITY OF OUR CITIZENS WILL BENEFIT.

THANK YOU.

RESPECTFULLY,
 RICHARD AND DEBBIE SWEADE
 DBA-DEBBIE'S HAIR GALLERY

See what's free at <http://www.aol.com>.

6/29/2007

CITY OF BROOKSVILLE FINANCE DEPARTMENT

Date: July 6, 2007
To: Honorable Mayor and City Council Members
VIA: T. Jennene Norman-Vacha, City Manager 
From: Stephen J Baumgartner, Finance Director 
RE: Adopting Tentative Millage for 07 08

State of Florida Truth in Millage (TRIM) requirements mandate that Florida governments set a tentative millage rate for the DR-420 (Certification of Taxable Value). The City must advise the Property Appraiser of proposed millage, rolled-back rate, date, time and place of the tentative budget hearing within 35 days from June 1 (Day1). This notification is for the TRIM notice that is mailed to the property owners. This year the date required to notify the Property Appraisers is August 3rd.

Traditionally, the City Council votes a higher millage than they expect to levy. Last year the tentative millage was 8.000 and the final millage was 7.5000. TRIM states that the tentative millage rate cannot exceed the proposed millage rate, unless, each taxpayer is mailed a revised Notice of Proposed Property Tax. This mailing would be at the City's expense. As a result of the law, we levy higher to avoid the expensive mailing.

This year with the expected 9% reduction in Ad Valorem proceeds from last year, we are waiting on the July 13th Department of Revenue compound annual growth rates in per capita property taxes levied. I have tentatively calculated the possible rate that the City could levy with the expected Department of Revenue calculations. Last year final Gross Taxable Values were \$482,065,315. The spreadsheet below shows what we know so far:

Final Gross Taxable Value for 2006	482,065,315
Last Year's Final Millage	7.5000
Gross Levy in 06/07	3,615,490
Brooksville is mandated at 9% reduction	-325,394
Maximum we can levy in 07/08	3,290,096
Adjusted Current Taxable Value 2007	513,281,775
Possible maximum Millage for 07/08	6.4099
2007/08 levy	3,290,085
City's Rollback rate for 07/08	6.9484

7/6/2007

CITY OF BROOKSVILLE FINANCE DEPARTMENT

The spreadsheet is calculated on current information and the possible 07/08 maximum millage may change.

For the required announcement, our roll-back rate is 6.9484. Our first budget hearing is scheduled for Wednesday, September 5, 2007 at 7:00 P.M. in the City of Brooksville Council Chambers.

The Council could adopt last year's millage rate of 7.500 or the rollback rate of 6.9484 or a rate near the 6.4099. My recommendation at this time is to levy the roll-back.

sjb

City of Brooksville MEMORANDUM



To: Honorable Mayor and City Council Members

Via: T. Jennene Norman-Vacha, City Manager

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

Subject: Public Records Fees Resolution No. 2007-12

Date: July 5, 2007

In August 2004 City Council adopted Resolution No. 2004-16 establishing charges for copies of public records. Certain economic factors, current policy applications and terminology upgrades warrant review of the policy at this time. The attached proposed resolution (Resolution No. 2007-12) repeals the previous resolution in its entirety and restates it, reflecting the modification recommendations by underline/strikeout format for ease in review.

Section 2 (e), (h) and (i) is amended to reflect a fee increase from \$6.25 to \$6.75 per quarter hour for extensive research and reproduction projects and the current technology terminology of CD or DVD has been added where appropriate throughout the section. Based on recent public records inquiries, we have also added terminology to expand the way public records requests will be transmitted and stated that fees may be required to be prepaid, at our discretion.

Sections 3, 4, 5 & 6 include provisions for online posting of certain records vs. the automatic photocopying of the documents such as Council packets or comprehensive documents such as Comp Plans/Amendments and the City Code. These modifications also include provisions for the records being provided by a third-party, as is the case with complete copies of our current Code Book (via Municipal Code Corp). Bulk copying provisions in Section 4 have been eliminated and the fee to be charged will be based on pro-rated actual costs.

CORRESPONDENCE-TO-NOTE

REGULAR COUNCIL MEETING - July 16, 2007

1. TYPE: Letter
DATE: June 21, 2007
RECEIVED FROM: Amy Maguire, Project Director/Realty Check Tampa Bay/ONE BAY
ADDRESSED TO: Mayor Pugh
SUBJECT: Invitation to attend future workshops to build consensus on regional growth issues.
2. TYPE: Letter
DATE: June 22, 2007
RECEIVED FROM: Paul Boston, Chairman, 'Just Us, Inc.'
ADDRESSED TO: Frankie Burnett, Vice Mayor
SUBJECT: In appreciation for the city's support for the June 14-17, 2007, Juneteenth Historical Festival.
3. TYPE: Letter
DATE: June 25, 2007
RECEIVED FROM: Michael Sittig, Executive Director/Florida League of Cities, Inc.
ADDRESSED TO: City Clerk Phillips
SUBJECT: Statement of delinquent and escaped license taxes collected from insurance companies for the City, along with their check #083397 in the amount of \$1,175.00.
4. TYPE: Letter
DATE: June 27, 2007
RECEIVED FROM: Sean Isaac, MPH, BSW, Fluoridation Project Coordinator, Public Health Dental Program, Bureau of Clinical & Preventive Practice Management/Florida Department of Health.
ADDRESSED TO: Mayor Pugh
SUBJECT: Cover letter for 'Water Fluoridation Quality Award' presented to the City for outstanding performance of water systems.
5. TYPE: Letter
DATE: June 29, 2007
RECEIVED FROM: Michael R. Moehlman, Executive Director/Withlacoochee Regional Planning Council
SUBJECT: Soliciting recommendations regarding local government representatives who might serve as members of the Strategy Committee for the Comprehensive Economic Development Strategy (CEDS) rewrite process.

6. TYPE: Letter
DATE: June 30, 2007
SENT BY: T. Jennene Norman-Vacha, City Manager
ADDRESSED TO: Jenene Helms, State of Florida, Division of Emergency Management Grants Administration
SUBJECT: Notification that the City must decline grant funding initiative (Contract No. 07-CG-3A-05-37-02-056) due to budget restraints.
7. TYPE: Letter, forwarded via email of Sabeauty00@aol.com
DATE: July 3, 2007
RECEIVED FROM: Richard L. Howell
ADDRESSED TO: Mayor Pugh
SUBJECT: Mr. Howell's recollection of his recent visit to the offices of the Brooksville Housing Authority.

Monthly Reports (June 2007 will be included in 8/6/07 CTN, which will also include current Advisory Board Attendance)

Miscellaneous Minutes

Brooksville Housing Authority June 06, 2007

NOTE: Copies of all correspondence on file in office of the City Clerk

G:\WP_WORK\ClerkOffice\Correspondence-to-Note\07-16-07 CTN.wpd



06-22-07 P01:05 IN

June 21, 2007

The Honorable David Pugh Jr.
City of Brooksville
201 Howell Avenue
Brooksville, FL 34601

Dear David,

Please join us...

On May 18, 2007, over 300 leaders from the public, private and not-for-profit community participated in an exercise to build consensus on regional growth issues - Reality Check Tampa Bay. Using engaging materials such as legos, ribbons, and regional maps, participants in diverse groups of 10 decided where and how our region should grow. Along the way, they discovered a remarkable level of agreement on growth principles and a roadmap for how to build the region they want to live in and leave to their children and grandchildren.

Did the regional group of participants accurately reflect preferred growth scenarios for your local county? **Please join us in mid-July when we have scheduled sub-regional Reality Check workshops allowing additional community leaders to provide input directly on their local area using the same materials used in Reality Check.** We will use this information to build draft alternative scenarios for the seven-county Tampa Bay region. The schedule of workshops is enclosed with this letter. If you would like to participate in this local Reality Check exercise, please call Katie Nohe, (813) 872-2814 to register or register online under upcoming events at www.RealityCheckTampaBay.org.

We are also writing today to share with you the next steps toward an exciting shared regional vision for Tampa Bay – the effort will be called “ONE BAY.” ONE BAY will focus on analyzing the data obtained from Reality Check, and will continue to build outreach in each of the seven counties.

We invite you to stay informed and involved in ONE BAY. Enclosed you will find an overview of the ONE BAY effort. Please log on to www.myonebay.com to see some preliminary data and photos from the May 18th event.

We look forward to working with you on this exciting regional exercise. Should you have any questions please call me at 727-539-7790.

Warm Regards,

Amy Maguire
Project Director
Reality Check Tampa Bay/ONE BAY

Handwritten notes:
PC lead
P01:05 P
CTO
7/14/07
6/25/07
gθ

4300 W. Cypress St. | Suite 250 | Tampa, FL 33607 | (813) 878-2208 | www.RealityCheckTampaBay.org

ULI Tampa Bay District Council • Tampa Bay Partnership Regional Research & Education Foundation
Southwest Florida Water Management District • Tampa Bay Estuary Program • Tampa Bay Regional Planning Council

06-22-07 P01:10 111

JUST US, INC.
JUNETEENTH HISTORICAL FESTIVAL
June 14-17, 2007

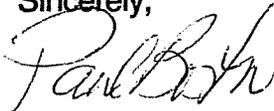
Frankie Burnett
201 Howell St.
Brooksville, FL 34601

Dear Mr. Burnett

On behalf of the Juneteenth Historical Festival Committee, I want to send you our heartfelt thanks for the City Council's help in making the Festival in Russell Park June 14-17, 2007 such a success. We plan a bigger and better celebration next year and are looking forward to your continued participation.

Thank you again for your tremendous support. In addition, we hope that you will let us know what you think the Committee can do to improve our efforts for the next Festival.

Sincerely,



Paul Boston
Chairman

NOTE: CACIN
CM R-00
-112

Frankie
6/25/07

6/25/07

8



7/18/07 10:49 AM

FLORIDA LEAGUE OF CITIES, INC.

Michael Sittig, Executive Director ♦ Post Office Box 1757 ♦ Tallahassee, FL 32302-1757
Telephone (404) 237-2280 ♦ Fax (404) 237-2202 ♦ Web site: www.flcities.com

June 25, 2007

Karen M. Phillips, CMC, City Clerk
City of Brooksville
201 Howell Avenue
Brooksville, FL 34601-5424

Dear Ms. Phillips:

We are enclosing herewith statement of delinquent and escaped license taxes collected from insurance companies for your city by the League in accordance with the agreement between your city and the Florida League of Cities, Inc. Also enclosed is our check covering the balance due your city as noted on this statement. If you have any questions, please don't hesitate to contact us.

As in the past, this program has proven very successful for the participating municipalities. We are continually researching and contacting insurance companies which, according to our investigation, owe license taxes to Florida municipalities, including your city. We trust we will be able to recover additional revenue for your city from these companies.

If you have any questions or comments, or if you would like any further information, please feel free to contact us at the League headquarters, or contact the League consultants handling this program directly by calling toll free, 888-255-0434. We welcome your calls and comments. Thank you very much for your participation.

Sincerely,
FLORIDA LEAGUE OF CITIES

MICHAEL SITTIG
Executive Director

MS/af
Enclosures

*orig Stone
P.C. JNU
CTW 7/18/07
Tax collector*

10



07-05-07 P12:35

Charlie Crist
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
Secretary of Health

June 27, 2007

Mayor David Pugh
City of Brooksville
201 Howell Avenue
Brooksville, FL 34601-2041

Dear Mayor David Pugh,

The Florida Department of Health is proud to present to the City of Brooksville the Water Fluoridation Quality Award from the Centers for Disease Control and Prevention (CDC). In 2002, CDC began to recognize outstanding performance of water systems by initiating the Water Fluoridation Quality Award. This award is granted to those water systems whose fluoride concentration in drinking water met the monthly optimal range, as reported by the Water Fluoridation Reporting System (WFRS), for 12 consistent months; 32 out of 134 systems in the state of Florida will be receiving this award for the calendar year 2006.

Fluoridation of drinking water has become one of the most effective and cost efficient means of preventing oral caries. People of all ages and economic status are able to reap the benefits of fluoridation without any effort. Fluoridation has been considered as one of the most outstanding achievements of the twentieth century by the federal Centers for Disease Control and Prevention.

Fluoridation was first set in motion in Florida by the city of Gainesville in 1949. Today, approximately 77 percent of Florida's population on community water systems receive the benefits of water fluoridation. This is a great increase from the 33 percent twenty five years ago. Thank you for doing your part in helping the state of Florida to prevent dental caries. Again, congratulations on this outstanding achievement.

Sincerely,

Sean Isaac, MPH, BSW
Fluoridation Project Coordinator
Public Health Dental Program
Bureau of Clinical and Preventive Practice Management
Florida Department of Health
4052 Bald Cypress Way, Bin #A14
Tallahassee, FL 32399

cc:

Mel Chang, Chief, Bureau of Clinical and Preventive Practice Management, DOH
Dr. Harry Davis, DDS, MPH, Dental Director, Public Health Dental Program, DOH
William Smith, Utilities Superintendent
Elizabeth Callghan, CHD Administrator
Dr. Madeline Berk, Dental Director

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Amy
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MICHAEL R. MOEHLMAN
EXECUTIVE DIRECTOR

1241 S.W. 10th Street
OCALA, FLORIDA 34474-2798

Telephone 352/732-1315
Suncom 667-1315
FAX 732-1319
email: mailbox@wrpc.cc
http://www.wrpc.cc



OFFICERS

VICKI PHILLIPS
CHAIR

RONALD ALLEN
VICE - CHAIRMAN

JOSEPH JOHNSTON III
SECRETARY

06-29-07 10:30 AM

June 29, 2007

The Honorable David Pugh, Mayor
City of Brooksville
201 Howell Avenue
Brooksville, FL 34601-2041

Dear Mayor Pugh:

The Withlacoochee Regional Planning Council (WRPC) is proceeding with revision of the regional Comprehensive Economic Development Strategy (CEDS). The CEDS plan aims to connect local, economic development projects with federal funding from the Economic Development Administration (EDA). The EDA requires scheduled revision of a region's CEDS plan document to remain compliant to funding guidelines.

The WRPC asks for your community's support. We are soliciting recommendations regarding local government representatives who might serve as members of the Strategy Committee for the CEDS rewrite process. Recommended members will be confirmed by the WRPC Board. The CEDS Strategy Committee functions to adopt the revised CEDS plan document. The overall commitment of time is minimal and ends when the document is approved.

Broad participation is vital to success in CEDS. As a member of the strategy committee, your representative will have input on the document that guides EDA funding of local projects. Please, select your representative by July 13, 2007. Notice may be sent to the WRPC directly. You may also contact WRPC's economic development staff at dconnolly@wrpc.cc or 352.732.1315 Ext. 223.

Thank you in advance for your time and efforts.

Sincerely,

Michael R. Moehlman
Executive Director

MRM:bjf

7/5/07

Handwritten notes and signatures in the bottom right corner, including a date '7/5/07' and some illegible scribbles.

City of Brooksville



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

June 30, 2007

Jenene Helms
State of Florida
Division of Emergency Management
Grants Administration
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100

Re: City of Brooksville - Contract No. 07-CG-3A-05-37-02-056

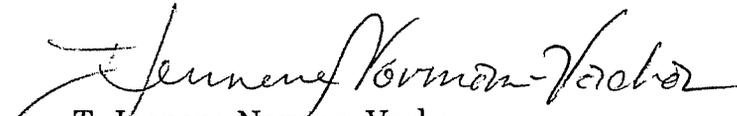
Dear Ms. Helms:

Thank you for your willingness to pursue an extension of the above-referenced contract beyond the June 30, 2006 deadline to August 2, 2007 for the City of Brooksville. Unfortunately, the City of Brooksville has decided to decline the grant funding initiative primarily due to budget restraints that will affect all facets of the City's operation.

We appreciate the grant award and the opportunity afforded the City of Brooksville to participate in this process and look forward to working with the Division of Emergency Management in the future as finances allow.

Thank you for your assistance.

Very truly yours,


T. Jennene Norman-Vacha
City Manager

pc: Tim Mossgrove, Fire Chief
Frank Ross, Chief of Police

7/5/07
JP

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CTW 7/6/07

Karen Phillips

From: <SAbeauty00@aol.com>
To: <dpugh@ci.brooksville.fl.us>
Sent: Wednesday, July 04, 2007 1:18 PM
Subject: Re: July 2, 2007 by Larry Trent

7/3/2007

From: Richard L. Howell
 603 Harar Avenue
 Brooksville, Florida 34601
 (352) 476-7414

To Whom It May Concern:

Re: Unsigned letter (Re: "Diciplinary Actions by the BHA Director, Mr. Ronnie Mclean")

I am in receipt of a letter where the writer states "I had a consultation with an attorney on todays date July 2, 2007 and was advised to put this in writing." I can not believe that any component attorney would advise anyone to write untrue allegations about an incident, stating untrue allegations throughout the letter, while slandering an individual by name in the process. This letter was supposedly presented in a public setting to BHA, and the Brooksville City Council. Below, I am responding to this letter based on the copy I have in my possession.

Rather than attempting to provide answers to a list of unfounded allegations that are far from the truth, I find it most worthwhile, and honestly to describe the incident, that in my view, is the source of these unfounded allegations, and lies.

I was entering the office next to that of the Executive Director as a BHA Board Member walked into the Director's office. I noticed a hard straight stare by the Board Member, but no words were spoken.

After the Board Member left, the Executive Director called me into his office and expressed that the Board Member had objections with me "being in that office, because it was supposedly, Billye's office." He explained that he told the Board Member that I was performing administrative functions at his request. Shortly after the conversation began the Executive Director received a telephone call that he said was very important, and asked me to continue the work he had assigned me because he had to take this call.

As I opened the door to leave his office, there was a tenant waiting in the office and asking to speak to the Executive Director. The Executive Director asked me to take her statement and entertain her until he was off the phone. I explained to the tenant that I was not the Executive Director, but he asked me to listen to her concerns, she was quite irate. For several reasons she stated, "Her apartment was a danger to live in, and she was afraid for her child." The tenant then stated; that she had "reported the problem many times, but no one would ever do anything about it, and that she was considering getting an attorney." She further stated that she was "upset because she had heard that a vacant apartment directly across from hers, that had the same arrangements as hers, was currently being reserved for someone in Connecticut or Maine and that it had been reserved for months." She stated, "Since she was living in an unsafe apartment, she should have had first choice not someone in Maine." I did not respond to this statement, I echoed that I would surly notify the Executive Director of her concerns.

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BROOKSVILLE HOUSING AUTHORITY
Minutes Regular Board Meeting
HILLSIDE ESTATES

6:30P.M.

June 6, 2007

The meeting was called to order by Chairman Gertrude Mobley at 6:30 P.M. on Wednesday June 6, 2007. Prayer was offered by visitor Ron McLean, followed by all members standing and reciting the Pledge of Allegiance.

Ms. Mobley called the roll. Present: Ms. Gertrude Mobley Chairman, Member Mr. Earl Watkins, Member Donnamaria Lopez, Member Paul Boston, Member Steve Zeledon and Member Carl Pilcher. Member Shannon Pettry – not present – excused. Also attending Ms. Billye Fetrow Project Manager, from the Housing Authority Administration, Mr. Ron Mclean, Mr. Jim Lane, Lane Electric and Mr. Tony Mererro with the Hernando Today.

The Minutes were read and approved with corrections as noted. Ms. Fetrow was to listen to the tapes and insert the conversation, as related by Mr. Luckie, between Mr. Luckie and Mr. Niesz in Jacksonville.

After discussion with tenant (809 Continental Drive transferred to 837 Continental Drive) Billye Fetrow is directed to Counsel with L. Trent and attach letter of reprimand to Mr. Trent's personnel folder (see attached). Mr. Trent has made management decisions and should not have.

Continuing discussion of tenant in 837, Mr. Boston makes Motion that Board instruct administration to waive 2 months rent for tenant to "help her get on her feet" after bar lship. Watkins seconds. The vote is 5 for 1 against.

Ms. Fetrow supplied pictures of unit 809 Continental and 827 Continental. After all members had had a chance to look at the pictures, Ms. Fetrow asked the Board to allow her to call Jacksonville and request that the units be taken off-line until they could be repaired. The board, after discussion instructed Ms. Fetrow to call LRE engineering to inspect the buildings to determine if it were possible for us to repair them without further damage occurring.

The Board then ask for Financial reports, which Ms. Fetrow was unable to supply, not having received any from Ms. Tilchin since December 2006. Ms. Fetrow was instructed to call Ms. Tilchin and determine what the problem is. They expect and should receive a financial report every month when they met, for the preceding month. (This should include maintenance logs, which would be supplied from this office.)

The Chair stated the need for a Vice Chair. Member Boston nominated member Steve Zeledon. Member Donnamaria Lopez nominated Member Carl Pilcher. Member Pilcher declined to accept the honor. Member Boston called for the vote when no further nomination were forthcoming. Mr. Zeledon is elected by unanimous acclaim.

The Chair stated the need for additional signatories on the operating fund in order

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