

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

AGENDA

November 21, 2011

7:00 P.M.

- A. CALL TO ORDER**
- B. INVOCATION AND PLEDGE OF ALLEGIANCE**
- C. CERTIFICATES, PROCLAMATIONS AND PRESENTATIONS**

1. Recognition of Community Volunteer Organizations

African American Club	Black Education Caucus
Fredrick Kelly Elks Lodge	Hernando High School Football Boosters
Hernando Youth League	Historic Hernando Preservation Society
Junior Service League	Kiwanis of Brookville
Kiwanis of Brooksville Ridge	Kiwanis of Spring Hill
Love Your Neighbor	Rotary of Brooksville

Presentation: Council

2. Junior Service League Presentation

Check presentation in the amount of \$10,000 for construction of a new Tom Varn Park Americans with Disabilities Act (ADA) playground.

Presentation: Angie Woodruff, President, Junior Service League

- D. CITIZEN INPUT**
- E. CONSENT AGENDA**

1. Surplus Equipment – Brooksville Emergency Response Team (B.E.R.T)

Consideration to surplus and auction equipment no longer being utilized following the elimination of B.E.R.T.

CONSENT AGENDA APPROVAL (√)

Recommendation:	Approval of Consent Agenda
Action:	Motion to Approve
Attachments:	1) Memo from Chief of Police and Fire Chief dated 11/08/11

REGULAR COUNCIL MEETING – November 21, 2011

F. REGULAR AGENDA

1. **Removal of Brooksville Housing Authority Board Member**

Hearing to discuss consideration of removal of Brooksville Housing Authority Board Member.

Presentation: Mayor
Recommendation: Direction to Staff
Attachments: Memo from City Attorney dated 11/15/11, Attachments

2. **Coastal Engineering Associates, Inc., Professional Consultant Services Agreement-Exhibit G – Task Orders for Southern Hills Plantation Subdivision Project Improvements**

Consideration of project prioritization and Professional Consultant Services Agreement Exhibit G – Task Orders 1, 2 and 3.

Presentation: Director of Public Works and Director of Community Development
Recommendation: Approval
Attachments: Memo from Director of Public Works and Director of Community Development dated 11/10/11, Repair Analysis, Engineer's Opinion of Probable Costs, Exhibit G - Task Orders 1, 2 and 3, Letter from Southern Hills Plantation Homeowners' Association dated 11/10/11

3. **Resolution No. 2011-14 to Florida Department of Transportation (FDOT) – Florida Blueberry Festival**

Consideration of approval of resolution supporting the Florida Blueberry Festival and closing of SR50/Jefferson Street and US41/Broad Street, with authorization for Police Chief and Mayor to sign FDOT permit application.

Presentation: City Clerk
Recommendation: Approval of Resolution No. 2011-14 upon roll-call-vote
Attachments: Memo from City Clerk dated 11/04/11, Proposed Resolution, Request for Temporary Closing/Special Use of State Road

REGULAR COUNCIL MEETING – November 21, 2011

4. Annual Holiday and Meeting Schedule

Review and consideration of proposed meeting and holiday schedule for 2012, including tentative budget workshops and public hearing dates, pursuant to City Code and Policy.

Presentation: City Clerk
Recommendation: Approval of Schedule or Direction to Staff
Attachments: Memo from City Clerk dated 11/10/11, Schedule, Code Reference

5. Withlacoochee Regional Planning Council (WRPC) Board

Consideration of Council appointment to the WRPC Board for a term beginning December 8, 2011 through December 12, 2012.

Presentation: City Clerk
Recommendation: Appoint Member
Attachments: Memo from City Clerk dated 11/15/11, Letter from WRPC Executive Director dated 11/02/11

G. CITIZEN INPUT

H. ITEMS BY COUNCIL

I. ADJOURNMENT

CORRESPONDENCE TO NOTE

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

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



CONSENT AGENDA ITEM MEMORANDUM

TO: Honorable Mayor and Members, Brooksville City Council
VIA: Jennene Norman-Vacha, City Manager 
FROM: George B. Turner, Chief of Police, and Tim Mossgrove, Fire Chief 
SUBJECT: SURPLUS OF B.E.R.T. EQUIPMENT NO LONGER UTILIZED
DATE: November 8, 2011

GENERAL INFORMATION/BACKGROUND: The City of Brooksville Emergency Response Team (B.E.R.T.) utilized specific equipment. In 2007 the Brooksville Emergency Response Team was eliminated and the above equipment is no longer being utilized. Staff recommends the surplus of the following B.E.R.T. equipment:

- 1) 2005 Yanmar 29kw diesel engine Generator serial number 3TNV84T-GKL,
- 2) 1997 Cato Classic Trailer, serial # WHO43059
- 3) 1994 General Motors 20' lift truck, vin# 1GDJ7H1J1RJ503139.

BUDGET IMPACT: After surplus, the equipment be auctioned at public sale, with proceeds being deposited into the City of Brooksville Vehicle Replacement Fund # 502 for future needed equipment.

LEGAL REVIEW: City Council has home-rule authority (Art. VIII, 2(b), Fla Const./Section 166.011, Pursuant to Fla. Stat. §274.05 Surplus property, City Council has the authority and discretion to classify as surplus any of its property that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function. In addition, within the reasonable exercise of its discretion and having consideration for the best interests of the City, the value and condition of property classified as surplus, and the probability of such property's being desired by a prospective bidder in the event of surplus, the City Council may offer surplus property to other governmental units in the county for sale or donation.

STAFF RECOMMENDATION: Surplus and auction listed equipment.



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

TO: HONORABLE MAYOR AND CITY COUNCILMEN

VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER

FROM: BUTCH BATISTA, ESQ.
THE HOGAN LAW FIRM, LLC
AS CITY ATTORNEY

SUBJECT: REMOVAL OF HOUSING AUTHORITY MEMBER

DATE: NOVEMBER 15, 2011

Pursuant to Florida Statutes, Section 421.07, a Housing Authority Board member may be removed from office by the Mayor, with concurrence of the City Council, for inefficiency, neglect of duty or misconduct in the office. The Housing Authority Board member must be provided a copy of the charges at least ten (10) days prior to a hearing regarding removal. The hearing must be recorded and findings must be made on the charges. The record, charges and findings are to be filed with the City Clerk.

Attached is a letter that was delivered to and received by Ms. Brenda Colondres, Housing Authority Board member on November 11, 2011. The letter provides a copy of the charges that are being put forward for her removal from the Housing Authority Board. Additionally, the letter notifies her of the hearing date before the Mayor and City Council for consideration of removal. Ms. Colondres was subsequently personally notified that the time of hearing is 7:00 pm on November 21st, as the letter in error stated 6:00 pm.

As of this date, we have not received a Letter of Resignation from Ms. Colondres.

In accordance with City Policy that states that "unless otherwise provided in law, by Charter or by Ordinance of the City, members (of City appointed boards) serve at the will of City Council" and with Florida Statutes, Section 421.07, relating to Housing Authority Board members, as stated above, the Mayor, with the concurrence of the City Council, may remove Housing Authority Board members.

City of Brooksville



352.540.3810 Phone
352.544.5424 Fax

November 10, 2011

Ms. Brenda Yvette Colondres
843 Continental Drive
Brooksville, Florida 34601

Re: Proposed Removal as Brooksville Housing Authority Commissioner

Dear Ms. Colondres:

It is vitally important to the residents of the City of Brooksville that the Brooksville Housing Authority maintains the highest level of trust and integrity. The Housing Authority in the past has been mired in controversy, and with a concerted effort by the City over the past ten years to appoint responsible persons as Commissioners, those past travails are now behind us.

As the Mayor of the City of Brooksville, I have the authority to seek your removal as a Commissioner of the Brooksville Housing Authority pursuant to Section 421.07, Florida Statutes.

On or about October 17, 2011, you were observed concealing numerous items of costume jewelry in your purse by a loss prevention associate at Bealls Outlet at 1266 South Broad Street, detained and the jewelry recovered. You were issued a misdemeanor notice to appear by the responding police officer. On Wednesday, November 9, 2011 you were arrested for alleged public assistance fraud.

Please consider this correspondence as official notice that in accordance with Section 421.07, Florida Statutes, a hearing will be conducted at which time I will request that the City Council concur with my decision to remove you as a Commissioner of the Brooksville Housing Authority. This hearing will take place on **November 21, 2011 at 6:00 p.m.** in the City Council Chambers at City Hall, 201 Howell Avenue, Brooksville, Florida. At the hearing you or your counsel will be provided fifteen (15) minutes before the City Council to be heard with regard to the above charges.

Should you elect to resign, I have enclosed a Letter of Resignation, which should be signed and returned to the City Manager no later than **12:00 p.m. Wednesday, November 16, 2011**, in order to have the hearing cancelled.

Sincerely,



Frankie Burnett, Mayor

cc: Brooksville Housing Authority

Honorable Frankie Burnett, Mayor
City of Brooksville
201 Howell Avenue
Brooksville, Florida 34601

Dear Mr. Mayor:

I would like to inform you that I am resigning from my position as Brooksville Housing Authority Commissioner, effective November 16, 2011.

Thank you for the opportunities for professional and personal development that you have provided me since my appointment in May of this year. I have enjoyed working for the agency and appreciate the support provided me during my tenure with the company.

If I can be of any help during the transition, please let me know.

Sincerely,

Brenda Y. Colondres

Dated this _____ day of November, 2011

VERIFIED RETURN OF SERVICE

November 11, 2011

For:

The Hogan Law Firm
20 S. Broad St.
Brooksville, Florida 34601

Reference: Letter from the City of Brooksville

Received from your office, on November 11, 2011, one letter from, the City of Brooksville to be served on, Brenda Yvette Colondres at, her residence of 843 Continental Dr. Brooksville, Florida.

I, Dennis Black do hereby affirm that on November 11, 2011, at 11:30 a.m. I individually served Brenda Yvette Colondres at her place of employment at 1145 S. Broad St. Brooksville Fl. the above mentioned letter from the City of Brooksville.

I certify that I am over the age of 18, have no interest in the above action, and am a certified process server appointed by the court in the county in which the process was served, pursuant to F.S. 92.525. Under penalties of perjury, I declare that I have read the foregoing document and that the facts are true. No notary required pursuant to F.S. 92.525(2).


Dennis Black I.D.09-9-28-1
Letter,

Dennis Black Investigations
P.O. Box 12300
Brooksville, Florida 34603
Invoice Number: 11-0075

11/21/11



AGENDA ITEM MEMORANDUM

TO: THE HONORABLE MAYOR AND CITY COUNCIL MEMBERS

VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER

FROM: RICHARD W. RADACKY, PUBLIC WORKS DIRECTOR
BILL GEIGER, COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT—
EXHIBIT G, TASK ORDERS FOR SOUTHERN HILLS
PLANTATION SUBDIVISION PROJECT IMPROVEMENTS**

DATE: NOVEMBER 10, 2011

GENERAL SUMMARY/BACKGROUND: On September 19, 2011, City Council approved a Professional Consultant Services Agreement to engage Coastal Engineering Associates, Inc. as the Engineer of Record (EOR) for completion of the City's Water Reuse Facility and other Southern Hills Plantation subdivision improvements. At the time when the Agreement was approved, the scope of work to complete the subdivision improvements had not yet been defined and it was acknowledged that Task Order(s) to address this additional work would be brought back to the City Council for consideration as Exhibit "G" to that Agreement.

Coastal Engineering Associates, Inc. has provided an engineering analysis for the work required to complete civil improvements and infrastructure for Phases 3A-1, 3, and roadway repairs to Southern Hills Boulevard and Phase 2 for the Southern Hills Plantation subdivision. The analysis includes a project description and narrative for each phase, a summary conclusion and an Engineer's Opinion of Probable Construction Cost estimate for each project phase or location. Three task orders accompany the engineering analysis that provide for moving forward with construction phase services for each of the defined projects. The scope of work for each task order includes construction phase services, bid services, specifications and construction inspection. If the Task Orders are accepted and approved by the City, they would be integrated into the previously approved Professional Consultant Services Agreement (referenced above). The following is a brief summary of the work outlined in the engineering analysis report:

- Phase 3A-1 – Construction activity includes building new roads (including Real Tree Lane), sidewalks, storm drainage, water distribution, sanitary sewer, and water reuse system.
- Phase 3 – Construction activity includes roadway repair (as needed) and asphalt overlay, sidewalks and utility adjustments.
- Southern Hills Boulevard – Construction activity entails repairing damaged base (as needed) and milling, asphalt resurfacing and stripping.

- *Phase 2 – Construction activity includes excavation and removal of damaged road base, backfilling, compaction and finish work in accordance with FDOT criteria.

***Note** – Current roadway issues in Phase 2 are considered maintenance related and are not covered under the original performance bond (that was released after the EOR certified the Phase as being complete), nor are the current roadway issues covered by the subsequent one-year maintenance bond for this Phase that was issued for the utility system (Traveler’s Casualty and Surety Company of America Bond No. 82133509/water and sewer) in 2008 after the performance bond was released. The road rights-of-way in this phase were deeded to the homeowners association in 2006.

The City’s budget for these Southern Hills Plantation projects is based on the proceeds from the bond settlement involving various infrastructure commitments taken on by Hampton Ridge Developers, LLC and affiliates in the process of developing the overall project (less legal fees and budgeted allocation to the Cobb Road Water Reuse project). The current fund balance as established in the 2011-2012 FY City Budget is \$1,290,870 (numbers in this report are rounded to the dollar).

The Engineer’s Opinion of Probable Construction Cost estimates are as follows:

Phase 3A-1	\$ 825,407
Phase 3	223,906
Southern Hills Boulevard	331,393
Phase 2	150,046
Geotechnical Svcs.	<u>10,000</u>
Total	<u>\$1,540,752</u>

The Professional Fees for Task Orders 1, 2 and 3 for construction phase services are proposed as follows:

Exhibit G - Task Order 1	\$ 49,750
Exhibit G - Task Order 2	15,000
Exhibit G - Task Order 3	<u>16,000</u>
Total	<u>\$ 80,750</u>

The total projected cost based on the estimated construction costs and professional fees comes to \$1,621,502. This would lead to a project budget shortfall of \$330,632. Contingencies have been built into the budget estimate. If the contingencies go unrealized, the shortfall would be closer to \$185,542. The Engineer’s recommendation is to bid the projects together to gain cost benefits due to increased quantities and limited mobilization. Additionally, the Engineer recommends bidding the projects with deductive alternates to best utilize funds for projects or portions of projects as prioritized by the City. For example, if the city decides to reduce or eliminate the linear feet of sidewalks from the scope of the project, it could be deducted from the bid project cost.

Given the cost estimates to complete the Task Orders, the current status of each phase or area of the projects contemplated, the priorities established by Resolution 2010-14 and the limited revenues available, staff recommends that the City Council take action as follows:

1. Establish Phase 3A-1 and 3 (Exhibit G – Task Order 1) as the highest priority for completion. These phases were final platted but infrastructure was not completed. Property owners purchased land in these phases anticipating access to improved infrastructure. It is anticipated that sufficient revenue is available to complete this Task Order.
2. Establish the repair of Southern Hills Boulevard as the intermediate priority (Exhibit G – Task Order 2). Based on the estimates provided by the Engineer, there may not be adequate revenue to complete this Task (\$154,585 +/- shortfall depending on contingency utilization). Given the current economy, some hope may be given to bids coming in at less than the estimated cost.
3. Establish Phase 2 (Exhibit G – Task Order 3) with the lowest priority (See Note on Page 2). It is recommended that Phase 2/Task Order 3 be held in abeyance at this time. If bond settlement funds are still available after the completion of Task Orders 1 & 2, the City may further coordinate and work with the homeowners association on addressing the maintenance issues in Phase 2.

B **BUDGET IMPACT:** Funding for this Project has been reserved in Fund No 313 (Bond Settlement Capital Projects Fund - #313-000-101-10001 & #313-000-151-10720). The current fund balance in Fund 313 is \$1,290,869.89.

B **LEGAL REVIEW:** The City Council has home-rule authority (Article VIII, 2(b), Florida Constitution, Section 166.011, Florida Statutes) to consider matters of fiscal responsibility.

STAFF RECOMMENDATION: Staff recommends that the City Council accept the project prioritization as presented within this report and approve the Professional Consultant Services Agreement Exhibit G - Task Orders 1 and 2, authorizing the City to work with the Engineer to proceed with the work outlined in said Task Orders, including preparing the construction bid documents for Phases 3A-1 and 3 and Southern Hills Boulevard repair, and putting the referenced projects out to bid.

ATTACHMENTS:

1. Southern Hills Phase 3A-1, Phase 3, Southern Hills Boulevard and Phase 2 Completion of Civil Improvements/Roadway Repair Analysis – November 2, 2011
2. ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST
3. EXHIBIT G – TASK ORDER 1, 2 & 3
4. SOUTHERN HILLS PLANTATION HOMEOWNERS' ASSOCIATION, INC. LETTER DATED 11/10/11

Attachment 1

Southern Hills Phase 3A-1, Phase 3, Southern Hills Boulevard
and
Phase 2 Completion of Civil Improvements/Roadway
Repair Analysis – November 2, 2011

**Southern Hills
Phase 3A1, Phase 3, Southern Hills
Boulevard and Phase 2
Completion of Civil Improvements/Roadway Repair
Analysis**

Prepared For:

City of Brooksville

Coastal Project #11049

November 2, 2011



966 Candlelight Boulevard
Brooksville, FL 34601

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II	Project Description
III	Phase 3A1
IV	Phase 3
V	Southern Hills Boulevard
VI	Phase 2
VII	Summary Conclusion/Cost Estimates

Attachments

1	Cost Estimates
2	Southern Hills Master Plan

I. PURPOSE

The following report has been prepared to provide an analysis of the incomplete civil site improvements and substandard roadways in need of repair within Southern Hills Phase 3A1, 3, Southern Hills Boulevard and Phase 2, in order to analyze the cost of civil site improvements to be completed with the bond funds currently held by the City of Brooksville.

II. PROJECT DESCRIPTION

Coastal Engineering Associates, Inc. (Coastal) reviewed project files, permits and performed site visits to determine the extent of incomplete civil site improvements for Phase 3A and Phase 3. Site visits with Geotechnical Engineer, Tierra, was also performed to determine the extent and nature of necessary roadway repairs to Southern Hills Boulevard and Phase 2. Project scope was defined for each of the above projects, plans updated along with required details, notes and specifications, and a cost estimate was prepared for each project.

III. Phase 3A1

Plans for Phase 3A1 were prepared by Coastal and submitted to the City of Brooksville on May 29, 2007. The Plat was approved January 7, 2008. FDEP Water and Sewer permits were issued on April 12 and May 10, 2007 respectively. The Southwest Florida Water Management District issued permit no. 44025279.022 on April 16, 2007. The plans and permits cover construction of the 13-lot portion of the project of the overall Phase 3 project, however, the Developer never initiated construction. The scope of the project includes clearing, earthwork, storm drainage, water distribution, sanitary sewer reuse distribution and roadway construction.

IV. Phase 3

Phase 3 plans were approved by the City of Brooksville and platted on April, 2006. Construction began in 2008. Water and sewer was completed, tested and certified to the FDEP in December, 2008. The roadways, with the exception of Dusk Rose Ln. and Evening Ray Dr. were partially paved with the first lift of approximately 1-inch of asphalt. Dusk Rose Ln. and Evening Ray Dr. were completely paved with 2-inches of asphalt. The remaining incomplete civil site improvements consist of 5-foot wide sidewalks within the common areas of the project. A portion of the sidewalk on Creek Ridge Rd. will also require a pedestrian handrail due to steep slopes adjacent to the sidewalk. Miscellaneous street signs and striping is also required to complete the site improvements. Due to the Developer placing the project on hold, the Southwest Florida Water Management permit was never certified complete to the agency.

IV. Southern Hills Boulevard

Southern Hills Boulevard was completed in conjunction with the golf course and Phase 1 development in about 2005. During the course of completion the roadways experienced significant subsurface water impacts, originally thought to be caused by overwatering of the irrigation system. These impacts resulted in cracked and damaged pavement and moisture weeping up through the road base and asphalt. In addition, during irrigation system installation, the underdrain system installed to protect the roads from subsurface moisture were damaged by the irrigation contractor during the rainy season, further creating wet conditions within the roadway. During investigation of the subsurface condition, the developer discovered multiple leaks within the newly constructed irrigation system that was determined to be the main contributing factor in the wet roadway conditions. The developer, City and Coastal agreed to continue to evaluate the condition of the roadway over a period of time before final recommendations for repair would be made. Recently, Coastal, along with the Geotechnical Engineer, Tierra evaluated the roads and determined that no further subsurface water issues were observed. While the asphalt pavement is cracked and damaged, most of the crushed concrete base appears to be holding up, as little to no depressions or

rutting is apparent and the originally installed pavement cross-section and grades remain. Recommendations for repair include milling the two in-bound and out-bound travel lanes and removing the entire 2-inches of asphalt pavement. Then, with the base exposed, proof roll the base to determine satisfactory compaction remains, and no yielding base is present. If yielding base is present in limited areas, remove and replace the base prior to re-paving with new 2-inch thick Type S asphalt. The turn lanes and medians show less damage and experience far less traffic loading. The recommended repair is to mill 1-inch of the total 2-inch thick asphalt and overlay with a new 1-inch layer. The extent of repairs are from the end of the brick pavers at the entrance to the eastern limits of the City owned boulevard (just west of the guard gate).

VI. Phase 2

Phase 2 civil construction was substantially completed in 2006. In January of 2007 investigation of roadway pavement cracking began. Investigations including roadway borings and analysis by Tierra determined that the source of pavement deterioration was inadequately placed and compacted subgrade soils during utility construction beneath the proposed roadways. The plastic nature of the clayey soils, coupled with improper compaction, permitted the shrink-swell tendencies of the soils to react with surface water. Traffic loads further cause tensile stresses in the asphalt, which lead to additional stresses and roadway failure. Since that time, certain areas of the pavement, specifically around various sanitary manholes, have experienced significant pavement depressions and distortions, to the point that safety is a concern for vehicular traffic.

The only 100% method of repair to completely correct the subgrade problems is removal of the roadway and subgrade to immediately above the utility, in this case, gravity sewer, and replace in accordance with the original specifications. This method is not thought to be financially feasible or practical due to the depth of the sanitary sewer, in some cases 14 feet or deeper. Excavation to those depths would completely encompass the right of way, including additional utilities such as water, phone, electric and CATV. An alternate method thought to be the most effective, and included in the proposed repair plans and cost estimate, is to remove the asphalt pavement, base and stabilized subgrade. Depths range from 17-

inches to 22-inches depending on the roadway. Once removed, a sheep's-foot roller (specifically designed for clay soils applications) would compact the subgrade material until no yielding soils are observed and satisfactory test results are achieved. Material would be replaced and compacted to the bottom of a proposed 12-inch thick crushed concrete base. The proposed crushed concrete base would be placed and installed in two separate lifts, compacted and topped with a new asphalt surface. In addition to pavement repairs, several areas of depressed and damaged curb are damaged and recommended for replacement. Plans have been prepared outlining specific areas of repair.

VII. Summary Conclusion/Cost Estimates

A. General: It appears that insufficient funds are available to complete the four projects in their entirety based on updated estimates. Coastal is of the professional opinion that funds should be available to fully complete Phase 3A1, Phase 3 and Southern Hills Boulevard. Remaining funds should be used to perform selective repairs in the worst areas of Phase 2, specifically areas that have demonstrated settling pavement around sanitary manholes that create safety issues. It is noted, Coastal's figures include contingency fees and that actual cost will depend on labor and material costs solicited in the competitive market at the time of bidding as well as other factors not under the control of the engineer. Coastal recommends bidding the projects together to gain the cost benefits due to increased quantities and limited mobilization costs can also achieve cost savings. Coastal also recommends bidding the four projects with deductive alternates to best utilize available funds for projects or portions of projects as prioritized by the City of Brooksville.

B. Cost Estimates

Southern Hills Phase 3A

Description: Construction of roadway, earthwork, storm drainage, water distribution, sanitary sewer and re-use main required to serve a thirteen (13) lot approved and platted subdivision.

Construction Budget with 10% contingency	\$ 825,407.00
Construction Phase Professional Fees	<u>\$ 36,000.00</u>
Total	\$ 861,407.00

Southern Hills Phase 3

Description: Completion of partially completed project including, erosion control, herbicide treatment, existing roadway repair and overlay, sidewalks, handrail and related utility adjustments.

Construction Budget with 10% contingency	\$ 223,905.55
Construction Phase Professional Fees	<u>\$ 13,750.00</u>
Total	\$ 237,655.55

Southern Hills Blvd.

Description:

Mill and resurface, repair damaged base, inspect/locate existing under-drains for proper function and complete required traffic safety signs and stripping.

Construction Budget with 10% contingency	\$ 331,392.60
Construction Phase Professional Fees	<u>\$ 15,000.00</u>
Total	\$ 346,392.60

Southern Hills Phase 2

Description: Excavate and remove damaged base material in areas specified by the engineering record; specifically, areas where subsidence in compaction of backfill has occurred near existing manhole structures excavation and repair will be to a depth specified by geotechnical engineer. Excavated area will be backfilled and compacted to the bottom of the roadway sub-base. Final repair will consist of a new sub-base, base material, and asphalt in accordance with FDOT criteria and complete miscellaneous repairs required to complete project.

Construction Budget with 15% contingency	\$ 150,046.25
Construction Phase Professional Fees	\$ 16,000.00
Independent Geotechnical Services	<u>\$ 10,000.00</u>
Total	\$ 176,046.25

Notes:

(1) This opinion of probable cost is based on 2011 dollars. Actual costs will depend on labor and material costs, competitive market conditions, final project scope and other variable factors not necessarily under the control of Coastal Engineering Associates, Inc.

(2) It is anticipated that additional geotechnical services may be necessary to complete repairs to Southern Hills Blvd and the severely damaged areas in Southern Hills Phase 2. COASTAL will prepare required SCOPE OF SERVICES and coordinate necessary repairs with the geotechnical engineer. The direct cost of said geotechnical services will be billed directly to the City of Brooksville for reimbursement. For budgeting purposes COASTAL estimates this cost will not exceed \$10,000.00 total for all necessary repair and replacement professional geotechnical and testing services. Construction testing required for asphalt, base, sub-base and backfill over sewer will be part of the construction testing requirements per approved plans and specifications.

Attachment 2

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST
SOUTHERN HILLS
PHASE 3A

RoadWay/Earthwork

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
Mobilization, Bond, Insurance	LS	1	\$35,500.00	\$35,500.00
NPDES/Erosion Control Maint.	LS	1	\$5,000.00	\$5,000.00
Clearing/grubbing	AC	7	\$2,500.00	\$17,500.00
Earthwork (include 25203 CY stockpiled onsite)	BCY	29,855	\$3.85	\$114,941.75
1-3/4" Asphalt Type S	SY	3,925	\$8.50	\$33,362.50
8" Limerock Base	SY	3,925	\$10.00	\$39,250.00
12" Type B Stabilized Subgrade	SY	4,704	\$3.50	\$16,464.00
import fill SP Fill for rd	CY	3,103	\$9.00	\$27,927.00
Silt Screen/Maintenance type IV	LF	2,930	\$3.50	\$10,255.00
Silt Screen/Maintenance type III	LF	2,620	\$2.00	\$5,240.00
Sod B.O.C.	SY	720	\$1.75	\$1,260.00
Seed & Mulch	SY	16,560	\$0.50	\$8,280.00
Drop Curb	LF	3,240	\$8.00	\$25,920.00
5' Sidewalk	LF	3,240	\$18.00	\$58,320.00
Roadway Underdrain	LF	3,240	\$14.00	\$45,360.00
			SUBTOTAL:	\$444,580.25

STORM DRAINAGE

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
18" RCP	LF	1,663	\$21.00	\$34,923.00
Drainage Swale	LF	645	\$20.00	\$12,900.00
18" MES	EA	3	\$800.00	\$2,400.00
PVC Drain	LF	130	\$15.50	\$2,015.00
Trench Drain	LF	542	\$25.00	\$13,550.00
Curb inlets	EA	9	\$2,500.00	\$22,500.00
Storm Manhole	EA	14	\$1,900.00	\$26,600.00
Weir	EA	7	\$5,600.00	\$39,200.00
Rip Rap Rubble	SF	2600	\$2.50	\$6,500.00
Sod DRA slopes & swales	SY	13,633	\$1.75	\$23,857.75
			SUBTOTAL:	\$184,445.75

WATER DISTRIBUTION

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
12" C-900 w/fitting	LF	714	\$24.00	\$17,136.00
12" DIP with fittings	LF	80	\$65.00	\$5,200.00
8" C-900 w/fitting	LF	631	\$18.00	\$11,358.00
4" C-900 w/fitting	LF	474	\$12.00	\$5,688.00
4" DIP w/fitting	LF	28	\$28.00	\$784.00
Fire hydrant Assembly	EA	2	\$3,500.00	\$7,000.00
Blowoff Assembly	EA	2	\$500.00	\$1,000.00
4" Gate valves	EA	1	\$550.00	\$550.00
Double services	EA	1	\$450.00	\$450.00
Single services	EA	14	\$420.00	\$5,880.00
Connect to existing	EA	2	\$500.00	\$1,000.00
Water Line Testing/Chlorination	LF	1,927	\$2.00	\$3,854.00
			SUBTOTAL:	\$59,900.00

**ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST
SOUTHERN HILLS**

SANITARY SEWER

PHASE 3A

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
2" Low pressure Sewer (LPS)	LF	814	\$8.00	\$6,512.00
3.0" LPS	LF	743	\$12.00	\$8,916.00
tile to existing	EA	2	\$350.00	\$700.00
Cleanout Assembly	EA	1	\$2,500.00	\$2,500.00
Pressure Test	LF	1,557	\$2.00	\$3,114.00
			SUBTOTAL:	\$21,742.00

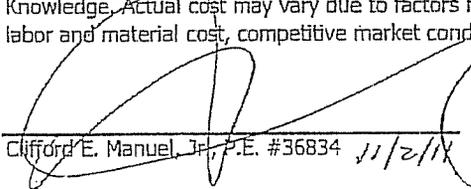
REUSE MAIN

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
12" C-900 w/fitting	LF	749	\$24.00	\$17,976.00
4" C-900 w/fitting	LF	766	\$12.00	\$9,192.00
4" DIP w/fitting	LF	28	\$28.00	\$784.00
Blowoff Assembly	EA	2	\$500.00	\$1,000.00
Single services	EA	16	\$420.00	\$6,720.00
Connect to existing	EA	2	\$500.00	\$1,000.00
Pressure Testing	LF	1,515	\$2.00	\$3,030.00
			SUBTOTAL:	\$39,702.00

SUMMARY

Road Construction	\$444,580.25
Storm Drainage	\$184,445.75
Subtotal	\$629,026.00
Water Distribution	\$59,900.00
Sanitary Sewer	\$21,742.00
Reuse Main	\$39,702.00
Subtotal	\$121,344.00
SUBTOTAL	\$750,370.00
Contingency @ 10%	\$75,037.00
TOTAL	\$825,407.00

I hereby certify that this opinion of probable construction cost is valid and accurate to the best of my knowledge. Actual cost may vary due to factors not under the control of the engineer, such as labor and material cost, competitive market conditions, schedule and project scope.


Clifford E. Manuel, Jr., P.E. #36834 11/2/11

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST
SOUTHERN HILLS
PHASE 3

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
Mobilization/Bond/Insurance	LS	1	\$10,000.00	\$10,000.00
Erosion Control	LS	1	\$2,000.00	\$2,000.00
Maintenance of Traffic	LS	1	\$2,000.00	\$2,000.00
Herbicide Treatment and Cleaning of Curb	LF	14,138	\$0.25	\$3,534.50
Existing Roadway Removal/Replacement	SY	342	\$32.00	\$10,944.00
1"+/- Type SIII Asphalt Overlay	SY	14,930	\$6.30	\$94,059.00
5' Sidewalk	LF	3,516	\$18.00	\$63,288.00
Handrail	LF	450	\$30.00	\$13,500.00
24" Stop Bars	EA	2	\$250.00	\$500.00
Stop Signs	EA	1	\$275.00	\$275.00
Roadway Termination Markers	EA	6	\$175.00	\$1,050.00
Adjust Sanitary MH Rign & Cover Allowance	EA	6	\$400.00	\$2,400.00
			SUBTOTAL:	\$203,550.50

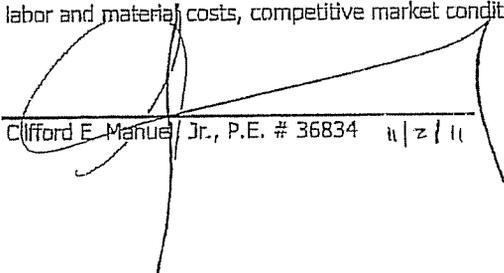
Contingency @ 10%

\$20,355.05

TOTAL:

\$223,905.55

I hereby certify that this opinion of probable construction cost is valid and accurate to the best of my knowledge. Actual cost may vary due to factors not under the control of the engineer, such as labor and material costs, competitive market conditions, schedule and project scope.


Clifford E. Manuel, Jr., P.E. # 36834 11/2/11

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST
SOUTHERN HILLS
BOULEVARD ROADWAY REPAIRS

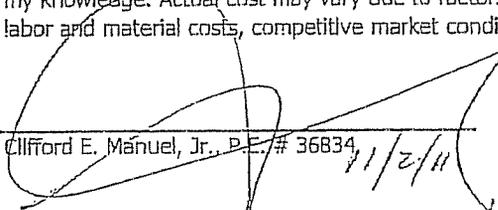
DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
I. BASE CONSTRUCTION				
Mobilization/Bond/Insurance	LS	1	\$14,500.00	\$14,500.00
Maintenance of Traffic	LS	1	\$5,800.00	\$5,800.00
2" Mill & Proof Roll	SY	15,333	\$5.00	\$76,665.00
2" Type SIII Asphalt	SY	15,333	\$9.00	\$137,997.00
1" Mill	SY	1,960	\$2.50	\$4,900.00
1" Type SIII Asphalt Overlay	SY	1,960	\$6.30	\$12,348.00
II. OPTIONAL BASE REPAIR ALLOWANCE				
8" Crushed Concrete Base Removal/Replacement	SY	1,533	\$32.00	\$49,056.00
			SUBTOTAL:	\$301,266.00

Contingency @ 10% \$30,126.60

TOTAL: \$331,392.60

Note: Quantity for limerock base removal and replacement is an allowance only. Actual quantity, if any, will be determined during proof rolling operations.

I hereby certify that this opinion of probable construction cost is valid and accurate to the best of my knowledge. Actual cost may vary due to factors not under the control of the engineer, such as labor and material costs, competitive market conditions, schedule and project scope.


Clifford E. Manuel, Jr., P.E. # 36834

Attachment 3

EXHIBIT G – TASK ORDERS 1, 2 & 3

EXHIBIT G -TASK ORDER 1
PHASES 3/3A, SOUTHERN HILLS
(Includes Real Tree Lane Construction)

November 02, 2011

PROJECT DESCRIPTION: Construction phase services for Phase 3/3A1 Residential consisting of approximately 188 lots and Real Tree Lane Construction in Phase 3A1 (13 lots) located within the Southern Hills Plantation, Brooksville, Florida.

SCOPE OF WORK

.08 Construction Phase Services

- A. Permit/Observation of Phase -- Confirm and update standard documents and applications for the following permits to the required governmental organizations:
 - 1. Florida Department of Environmental Protection (FDEP) permit applications for sanitary sewerage collection facilities & potable water distribution system.
 - 2. Southwest Florida Water Management District (SWFWMD) Environmental Resource Permit (ERP).
 - 3. City of Brooksville Development Review Committee (DRC) submittal.
- B. Bid Documentation/Coordination
 - 1. Prepare Bid Specifications and Documentation.
 - 2. Coordinate Bid process in accordance with City of Brooksville criteria.
 - 3. Finalize Bid award and client confirmation if selected contractor.
- C. Provide construction inspection of the described construction work including:
 - 1. Coordinate preconstruction conference;
 - 2. Onsite observation, as defined in preconstruction conference with the City and Contractor;
 - 3. Consultation and advice during construction.
 - 4. Processing of applicable pay request; shop drawings, tests; and change orders.

-
5. Prepare "record drawings," applicable to required certification of construction for permits obtained under this contract. Prepare and submit maintenance bond cost certifications as required.

During construction based upon COASTAL's recommendations, plans or specifications, COASTAL shall provide a representative to periodically observe the work of the contractor or contractors involved, and report his or her opinions of that work to the CLIENT. Such observation shall not be relied upon by others as acceptance of work, nor shall it in any manner relieve any contractor or any other party from his or her obligations and responsibilities under the construction contract, or generally accepted industry custom.

.09 Surveying Services

Prepare final as-built surveys of completed construction.

FEES TO BE PAID

Construction Phase Services Lump Sum \$ 49,750.00

EXHIBIT G -TASK ORDER 2
SOUTHERN HILLS BOULEVARD, SOUTHERN HILLS

November 02, 2011

PROJECT DESCRIPTION: Construction phase services required to complete repairs to Southern Hills Boulevard, located in Brooksville, Florida, in accordance with City of Brooksville collector road standards.

SCOPE OF WORK

.08 Construction Phase Services

- A. Permit/Observation of Phase
 - 1. Confirm and update permit status for transfer to operational phase.
 - 2. Confirm striping and signage plans are in conformance with FDOT and City of Brooksville criteria.
- B. Bid Documentation/Coordination
 - 1. Prepare Bid Documentation.
 - 2. Coordinate Bid process in accordance with City of Brooksville criteria.
 - 3. Finalize Bid award and client confirmation if selected contractor.
- C. Provide construction observation of the described construction work including:
 - 1. Coordinate preconstruction conference;
 - 2. Onsite observation, as defined in preconstruction conference with Client and Contractor;
 - 3. Consultation and advice during construction directly applicable to completed plans and specifications;
 - 4. Processing of applicable pay request; shop drawings, tests; and change orders.
 - 5. Prepare "record drawings," applicable to required certification of construction for permits obtained under this contract. Prepare and submit maintenance bond cost certifications as required.

During construction based upon COASTAL's recommendations, plans or specifications, COASTAL shall provide a representative to periodically observe the work of the contractor or contractors

involved, and report his or her opinions of that work to the CLIENT. Such observation shall not be relied upon by others as acceptance of work, nor shall it in any manner relieve any contractor or any other party from his or her obligations and responsibilities under the construction contract, or generally accepted industry custom.

.09 Surveying Services

Prepare final as-built surveys of completed construction

FEES TO BE PAID

Construction Phase Services Lump Sum \$ 15,000.00

EXHIBIT G - TASK ORDER 3
SOUTHERN HILLS – PHASE 2

November 02, 2011

PROJECT DESCRIPTION: Coordinate with the City of Brooksville to review damaged areas and quantify priority repair areas. It is noted that several areas demonstrate improper construction completion; these areas have been identified by COASTAL and mapped. These areas vary in degree of severity. Several areas create public safety concerns and should be prioritized for repair.

SCOPE OF WORK

.08 Construction Phase Services

A. Permit/Observation of Phase:

1. Confirm and update permit status for transfer to operational phase.
2. Confirm striping and signage plans are in conformance with FDOT and City of Brooksville criteria.

B. Coordinate field review:

1. Meet with City officials to prioritize repair areas and confirm repair strategies.
2. Prepare field report of damaged areas with matrix priority schedule of required construction based on public safety criteria.

C. Bid Documentation/Coordination:

1. Prepare Bid Documentation.
2. Coordinate Bid process in accordance with City of Brooksville criteria
3. Finalize Bid award and client confirmation if selected contractor.

D. Provide construction observation of the described construction work including:

1. Coordinate preconstruction conference;
2. On site observation, as defined in preconstruction conference with Client and Contractor;
3. Consultation and advice during construction directly applicable to completed plans and specifications;

-
4. Processing of applicable pay request; shop drawings, tests; and change orders.
 5. Prepare "record drawings," applicable to required certification of construction for permits obtained under this contract. Prepare and submit maintenance bond cost certifications as required.

During construction based upon COASTAL's recommendations, plans or specifications, COASTAL shall provide a representative to periodically observe the work of the contractor or contractors involved, and report his or her opinions of that work to the CLIENT. Such observation shall not be relied upon by others as acceptance of work, nor shall it in any manner relieve any contractor or any other party from his or her obligations and responsibilities under the construction contract, or generally accepted industry custom.

.09 Surveying Services

Prepare final as-built surveys of completed construction

FEES TO BE PAID

Bid Documentation Coordination.....Lump Sum \$ 3,500.00

Construction Phase ServicesLump Sum \$12,500.00

Attachment 4

Letter from Southern Hills Plantation
Homeowners' Association, Inc.

Dated 11/10/11

**Southern Hills Plantation Homeowners' Association, Inc.
("Association")**

November 10, 2011

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

Re: Southern Hills Plantation Homeowners' Association, Inc. ("Association")

Dear Ms. Norman-Vacha,

Please allow this letter to serve as the Association's request to The City of Brooksville that the available bond proceeds designated for Southern Hills Plantation be spent in Phase 2 to fix the most critical areas as appropriate. We understand that the process to bid the work associated with Southern Hills Plantation will come before City Council on November 21st.

The Association encourages the City Council to include in that bid process the critical areas in Phase 2 as outlined in the Design Engineer's package, along with the other work within Southern Hills Plantation planned to be completed with the bond proceeds, to ensure the best pricing and most expeditious time frame for the repair work is achieved.

The Association intends to cooperate fully and grant access when and where necessary.

Sincerely,



Grady Miars
President, The Board of Directors of the Southern Hills Plantation Homeowners' Association,
Inc.

Cc: Southern Hills HOA, Inc. Board of Directors
Cliff Manuel, Coastal Engineering



AGENDA ITEM MEMORANDUM

To: Honorable Mayor and City Council Members

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

From: Janice L. Peters, CMC, City Clerk *(Signature)*

Subject: Resolution No. 2011-14 FDOT Closure for the 2012 Florida Blueberry Festival

Date: November 4, 2011

GENERAL INFORMATION: On November 7th, Council approved the site plan for the 2012 Florida Blueberry Festival. Staff will need to submit a Road Closure Permit to the State of Florida FDOT, along with a Resolution, upon approval by Council, for closure of Jefferson and Broad Streets.

JP **BUDGET IMPACT:** There is no budget impact associated with approval of this Resolution.

JP **LEGAL NOTE: LEGAL:** The City is authorized to issue a Street Closure Permit pursuant to Section 74-165(a), which requires a permit to be obtained for parades or other public assembly events.

STAFF RECOMMENDATION: Staff recommends Council consideration for approval of Resolution No. 2011-14.

ATTACHMENT: Resolution No. 2011-14

RESOLUTION NO. 2011-14

**RESOLUTION OF THE CITY OF BROOKSVILLE,
FLORIDA SUPPORTING A REQUEST TO CLOSE
JEFFERSON STREET AND BROAD STREET BETWEEN
MAIN STREET AND BELL AVENUE IN DOWNTOWN
BROOKSVILLE ON MAY 4 – 6, 2012; PROVIDING FOR
SEVERABILITY, CONFLICTS AND AN EFFECTIVE
DATE.**

WHEREAS, the City wishes to promote businesses in and to draw visitors to the downtown area; and,

WHEREAS, the City wishes to support the Blueberry Festival that will bring visitors to the City and to the downtown area; and,

WHEREAS, pursuant to the City of Brooksville Code of Ordinances, Section 74-1(b) and Section 74-165(a), the City Council may close streets for events; and,

WHEREAS, the Florida Blueberry Festival Committee has been approved for a right-of-way closure and use permit and provided liability insurance in an amount appropriate for the event.

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

SECTION 1. STREET CLOSURES. The City Council recognizes the closure of the following Brooksville roadway segments to street traffic is necessary for public safety during the Florida Blueberry Festival; and the City Council authorizes the following closures for the date of the event:

Jefferson Street, from Lemon Street to just south of Bell Avenue
Main Street, from Jefferson Street to Broad Street
Broad Street, from Lemon Street to just south of Bell Avenue
Ft. Dade Avenue from Lemon Street to and including Oakland
Howell Avenue at Ft. Dade to include the Library Parking Lot
Liberty Street, from Lemon to Magnolia

SECTION 2. CONFLICT. Any prior resolution or policy of the City inconsistent with the provisions of this resolution are hereby repealed to the extent of such inconsistency.

SECTION 3. SEVERABILITY. If any provision of this resolution or the application thereof is held invalid, such invalidity shall not affect the other provisions or applications, and to this end, the provisions of this resolution are hereby declared severable.

SECTION 4. EFFECTIVE DATE. This resolution shall take effect immediately upon adoption by the City Council.

ADOPTED this 21st day of November, 2011.

CITY OF BROOKSVILLE

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

By: _____
Frankie Burnett, Mayor

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

VOTE OF CITY COUNCIL

Bernardini	_____
Bradburn	_____
Burnett	_____
Hohn	_____
Johnston	_____

Thomas S. Hogan, Jr., City Attorney

REQUEST FOR TEMPORARY CLOSING/SPECIAL USE OF STATE ROAD

- Instructions:
1. Obtain signatures of local law enforcement and city/county officials.
 2. This form must be submitted by the local governmental authority to FDOT to obtain written approval. Allow adequate time for the review.
 3. Attach any necessary maps or supporting documents.

NAME OF ORGANIZATION FLORIDA BLUEBERRY FESTIVAL		PERSON IN CHARGE MS. MICHAEL HEARD		DATE NOVEMBER 22, 2011
ADDRESS OF ORGANIZATION 201 HOWELL AVENUE, BROOKSVILLE, FL 34601			MAILING ADDRESS (P.O. BOX 308, BROOKSVILLE, FL 34605)	TELEPHONE NUMBER (352) 754-4173
TITLE OF EVENT FIRST ANNUAL FLORIDA BLUEBERRY FESTIVAL				
DATE OF EVENT 05/01 - 03/2012	STARTING TIME OF EVENT 8:00 A.M.	DURATION OF EVENT (APPROX.) 3 DAYS	ACTUAL CLOSING TIME (INCLUDING SETTING UP BARRIERS, ETC.) 8:00 AM ON 5/01/12 - 8:00 PM ON 5/3/12	
PROPOSED ROUTE (INCLUDE STATE ROAD NUMBER, SPECIFIC LOCATION, ETC - INCLUDE MAPS) U.S. HWY. 41 (BROAD STREET) FROM LEMON STREET TO JUST SOUTH OF BELL AVENUE JEFFERSON STREET FROM LEMON STREET TO JUST SOUTH OF BELL AVENUE ALL STREETS WITHIN BOUNDARIES				
DETOUR ROUTE (INCLUDE ALTERNATE ROUTES - INCLUDE MAPS)				
NAME OF DEPT RESPONSIBLE FOR TRAFFIC CONTROL, ETC (CITY POLICE, SHERIFF'S DEPT., FLORIDA HWY PATROL, ETC.) (INCLUDE PRECINCT NO.) CITY OF BROOKSVILLE POLICE DEPARTMENT				
SPECIAL CONDITIONS				
<p>THIS SECTION IS TO BE COMPLETED WHEN PERMITTING SPECIAL USE OF A STATE ROAD FOR FILMING</p> <p>LICENSED PYROTECHNICS OPERATOR _____ LICENSE NO. _____</p> <p>APPROVAL OF LOCAL FIRE DEPARTMENT _____</p> <p>LIABILITY INSURANCE CARRIER _____ POLICY EFFECTIVE DATE _____</p> <p>COVERAGE AMOUNT _____ (\$1,000,000 MINIMUM)</p> <p>LENGTH OF COVERAGE _____ DAYS</p> <p>FEDERAL AVIATION ADMINISTRATION APPROVAL FOR LOW FLYING FILMING _____</p> <p>ADDITIONAL LIABILITY INSURANCE AMOUNT _____ (\$5,000,000 MINIMUM)</p>				
TYPED NAME AND TITLE (INCLUDE BADGE NO. IF APPROPRIATE) GEORGE TURNER, CHIEF OF POLICE		SIGNATURE OF CHIEF OF LAW ENFORCEMENT AGENCY		DATE SIGNED
TYPED NAME AND TITLE OF CITY/COUNTY OFFICIAL FRANKIE BURNETT, MAYOR		SIGNATURE OF CITY/COUNTY OFFICIAL		DATE SIGNED

The Permittee, shall indemnify, defend, and hold harmless the Department and all of its officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any acts, actions, neglect, or omission by the Permittee, its agents, employees, or subcontractors during the performance of the Contract, whether direct or indirect, and whether to any person or property to which the Department or said parties may be subject, except that neither the Permittee nor any of its subcontractors will be liable under this Article for damages arising out of the injury or damage to persons or property directly caused or resulting from the SOLE negligence of the Department or any of its officers, agents or employees.

Contractor's obligation to indemnify, defend, and pay for the defense or at the Department's option, to participate and associate with the Department in the defense and trial of any damage claim or suit and any related settlement negotiations, shall be triggered by the Department's notice of claim for indemnification to Contractor. Contractor's inability to evaluate liability or its evaluation of liability shall not excuse Contractor's duty to defend and indemnify within seven days after such notice by the Department is given by registered mail. Only an adjudication or judgment after highest appeal is exhausted specifically finding the Department SOLELY negligent shall excuse performance of this provision by Contractor. Contractor shall pay all costs and fees related to this obligation and its enforcement by the Department. Department's failure to notify Contractor of a claim shall not release Contractor of the above duty to defend.

It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the State's right, title, and interest in the land to be entered upon and used by the Permittee, and the Permittee will, at all times, assume all risk of and indemnify, defend and save harmless the State of Florida and the Department from and against any and all loss, damage, cost, or expense arising in any manner on account of the exercise or attempted exercises by said Permittee of the aforesaid rights and privileges.

During the event, all safety regulations of the Department shall be observed and the holder must take measures, including placing and display of safety devices, that may be necessary in order to safely conduct the public through the project area in accordance with the Federal Manual on Uniform Traffic Control Devices (MUTCD), as amended, and the Department's latest Roadway and Traffic Design Standards.

In case of non-compliance with the Department's requirements in effect as of the approved date of this permit, this permit is void and the facility will have to be brought into compliance or removed from the R/W at no cost to the Department

Submitted by: _____
Permittee

Place Corporate Seal

Signature and Title

Attested

Department of Transportation Approval: This Request is Hereby Approved

Recommended for approval _____ Title _____ Date _____

Approved by: _____ Date _____
District Secretary or Designee

DISTRIBUTION: Original – Permittee
1st copy – District Maintenance Office
2nd copy – Local Maintenance Engineer



AGENDA ITEM MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER

FROM: JANICE L. PETERS, CMC, CITY CLERK

SUBJECT: 2012 HOLIDAY/MEETING SCHEDULE

DATE: NOVEMBER 10, 2011

GENERAL SUMMARY/BACKGROUND: Pursuant to Section 5.00 of the Personnel Policies, the attached is the list of employee holidays for 2012, together with the regular council meetings, potential workshop meetings and *tentative* budget workshop/public hearings schedule. The holiday list is consistent with the employee holidays that are being observed by Hernando County Board of County Commissioners and the School Board through June 2012.

The regular council meetings have been scheduled on the first and third Monday's of the month, unless there is a conflict with a holiday in the month. Because of holidays in January there are no meetings scheduled. However, pursuant to Article II, Section 2.12 of the Charter, "The Council shall meet regularly at least once in every month at such times and places as the Council may prescribe by rule". It is anticipated the Council Chambers will not be available for use in January. I have confirmed that the Hernando County Board of County Commissioners Chambers will be available for the City's use for January 23rd. Staff will schedule use if approved by Council.

↳ **BUDGET IMPACT:** The holiday pay and overtime compensation has been budgeted in accordance with proposed schedule.

↳ **LEGAL REVIEW:** The proposed schedule is consistent with Section 5.00 of the Personnel Policies referencing employee holidays and Article II Legislative Procedures, Section 2.12 Procedure, of the City's code regarding meetings of Council.

STAFF RECOMMENDATION: Staff recommends Council approval of the proposed schedule or provide direction to staff for amendments thereto.

ATTACHMENT: Proposed 2012 Schedule
City Charter, Article II, Sec. 2.12 - Procedure

City of Brooksville

2012 Meeting & Holiday Schedule

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JANUARY

- 1 New Year's Day **
- 2 New Year's Day Observed *
- 16 MLK, Jr., Day * & **
- 23 Proposed Council Meeting

FEBRUARY

- 6 Council Meeting 7:00 pm
- 13 Potential Workshop
- 20 President's Day * & **

MARCH

- 5 Council Meeting 7:00 pm
- 19 Council Meeting 7:00 pm

APRIL

- 2 Council Meeting 7:00 pm
- 6 Good Friday * & **
- 9 Potential Workshop
- 16 Council Meeting 7:00 pm

MAY

- 7 Council Meeting 7:00 pm
- 21 Council Meeting 7:00 pm
- 28 Memorial Day * & **

JUNE

- 4 Council Meeting 7:00 pm
- 11 Potential Workshop
- 18 Council Meeting 7:00 pm

JULY

- 2 Council Meeting 7:00 pm
- 4 Independence Holiday * & **
- 9 Potential Workshop
- 16 Council Meeting 7:00 pm
- 24 Potential Budget Workshop

AUGUST

- 6 Council Meeting 7:00 pm
- 14 Potential Budget Workshop
- 20 Council Meeting 7:00 pm
- 28 Potential Budget Workshop

SEPTEMBER

- 3 Labor Day * & **
- 12 Proposed 1st Budget Hearing 6:00 pm
- 17 Council Meeting 7:00 pm
- 26 Proposed Final Budget Hearing 6:00 pm

OCTOBER

- 8 Council Meeting 7:00 pm
- 22 Council Meeting 7:00 pm

NOVEMBER

- 5 Council Meeting 7:00 pm
- 11 Veteran's Day **
- 12 Veteran's Day Observed *
- 13 Potential Workshop
- 19 Council Meeting 7:00 pm
- 22 Thanksgiving Holiday * & **
- 23 Thanksgiving Holiday * & **

DECEMBER

- 3 Council Meeting 7:00 pm
- 17 Council Meeting 7:00 pm
- 24 Christmas Holiday * & **
- 25 Christmas Day Holiday * & **

JULY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Council Meetings
 Potential Workshops
 Budget Workshops/Hearings
 Holidays

BROOKSVILLE, FLORIDA – CODE OF ORDINANCES

ARTICLE II – LEGISLATIVE

SECTION 2.12 - PROCEDURE

(a)

Meeting: The council shall meet regularly at least once in every month at such times and places as the council may prescribe by rule. Special meetings may be held on the call of the mayor or of a majority of the members and, whenever practicable, upon no less than twenty-four (24) hours' notice to each member and the public. All meetings shall be public.

(b)

Rules in general: The council shall determine its own rules and the mayor shall set the order of business for each meeting.

(c)

Voting: Voting on ordinances and resolutions shall be by roll call and shall be recorded in the journal. A majority of the council shall constitute a quorum; but a smaller number may adjourn from time to time and may compel the attendance of absent members in the manner and subject to the penalties prescribed by the rules of the council. No action of the council shall be valid or binding unless adopted by the affirmative vote of the majority of a quorum present, except as may be more specifically described in this charter.

(Ord. No. 287-A, 10-15-1990; Ord. No. 287-F, § 1, 8-21-2006)



AGENDA ITEM MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER

FROM: JANICE L. PETERS, CMC, CITY CLERK

**SUBJECT: WITHLACOOCHEE REGIONAL PLANNING COUNCIL -
COUNCIL REPRESENTATIVE MEMBER**

DATE: NOVEMBER 15, 2011

The Withlacoochee Regional Planning Council (WRPC) annually requests one elected official from among the municipalities in a county to serve as the municipal representative on the board for a one year term. Joe Johnston is the current representative for Hernando County municipalities and his term expires December 7, 2011. The WRPC Board meets on the 3rd Thursday of each month at 7:00 pm at the Board Office in Ocala (Executive Committee Meetings begin at 6:00 pm immediately preceding, when necessary).

Because Councilman Johnston's current term expires on December 7th and the WRPC's annual meeting is December 8th, they have requested the new appointment for WRPC be designated prior to their annual meeting. Their request is included as Attachment I.

The City of Weeki Wachee has again relinquished this appointment to the City of Brooksville to co-represent them on the WRPC Board.

Financial Impact

No budgetary impact other than travel reimbursement costs for the monthly meetings.

Legal Impact

No legal impact, as long as the only other municipality in the County is in agreement for the City to serve as the representative on the Board.

Staff Recommendation

Staff recommends Council appointment of a Municipal Representative to serve on the WRPC for a term of December 8, 2011 through December 12, 2012.

MICHAEL R. MOEHLMAN
EXECUTIVE DIRECTOR

1241 S.W. 10th Street
OCALA, FLORIDA 34471-0323

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



OFFICERS

JOSEPH E. JOHNSTON, III
CHAIR

DENNIS DAMATO
VICE - CHAIR

MARTHA HANSON
SECRETARY

November 2, 2011

The Honorable Mayor Frank Burnett
City of Brooksville
201 Howell Avenue
Brooksville, FL 34601-2041

Dear Mayor Burnett:

It is necessary for municipal officials within your County to select one elected official to represent the municipalities of your county on the **Withlacoochee Regional Planning Council** for a term beginning December 8, 2011 and ending on December 12, 2012.

Your current representative is Councilman Joseph E. Johnston, III of the City of Brooksville.

You need to contact other municipalities and towns in your County to select a representative for the coming year. An appointment needs to be made as soon as possible, as new appointments are eligible to be sworn in at the December 8, 2011 Annual Meeting.

When you have agreed on an individual, please send the name of your representative.

If you have any further questions, please contact me.

Sincerely,

Michael R. Moehlman
Executive Director

MRM:gr

cc: City of Weeki Wachee

CORRESPONDENCE-TO-NOTE
REGULAR COUNCIL MEETING – November 21, 2011

1. **TYPE:** Letter
 DATE RECEIVED: November 1, 2011
 RECEIVED FROM: Brooksville Housing Authority
 ADDRESSED TO: City Manager
 SUBJECT: Removal of BHA from Troubled Status

2. **TYPE:** Letter
 DATE RECEIVED: November 10, 2011
 RECEIVED FROM: Florida Department of Revenue
 ADDRESSED TO: City Manager
 SUBJECT: Truth in Millage (TRIM) Certification

3. **TYPE:** Letter
 DATE RECEIVED: November 10, 2011
 RECEIVED FROM: Florida Department of Revenue
 ADDRESSED TO: City Manager
 SUBJECT: Maximum Millage Levy Calculation Final Disclosure

Brooksville Housing Authority

BOARD OF COMMISSIONERS

RANDY WOODRUFF, Chairman
CLIFFORD E. MANUEL, JR. Vice Chairman
JAMES V. BROOKS
BRIAN L. ADAIR
YVETTE D. TAYLOR
GARY E. SCHRAUT
FRANCINE S. WARD

800 Continental Drive • Brooksville, FL 34601
Telephone (352) 796-6547 • Fax (352) 796-4899

October 28, 2011

RE: Removal of BHA from Troubled Status

On behalf of the Brooksville Housing Authority, I am taking the opportunity to express my sincere thanks to the Board of Commissioners of the Brooksville Housing Authority, Ms. Jennene Norman-Vacha, City Manager, and the City of Brooksville for their support and tireless efforts enabling the Brooksville Housing Authority to be removed from troubled status.

Attached is a copy of our PHAS Score Report, which indicates that we are no longer a troubled housing authority.

Again, thanks. Job well done.



Tommy L. Brooks
Executive Director

CTN
11-21-11
J Woodruff





Executive Director
Lisa Vickers

November 7, 2011

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

Re: Truth in Millage (TRIM) Certification

Dear Ms. Norman-Vacha:

The Department of Revenue has reviewed the millage certification documents submitted by your taxing authority and determined that it meets the certification requirements of subsections 200.065(1)-(4), (6)-(12), (14) and (15), Florida Statutes. The Department has found no violation of the requirements of the listed subsections and accordingly accepts your certification as meeting the stated requirements.

This determination applies only to the TRIM certification requirements in the listed subsections of section 200.065, Florida Statutes. A determination regarding the maximum millage levy requirements of section 200.065(5), Florida Statutes, will be sent in a separate notice.

Sincerely,

James McAdams, Director
Property Tax Oversight Program

JM/ukc # 37.03

CTN
11-21-11
Rev: Steve Brummett
Finance Director
JW

Rec'd
11-10-11



Executive Director
Lisa Vickers

November 7, 2011

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

Re: Maximum Millage Levy Calculation Final Disclosure

Dear Ms. Norman-Vacha:

The Department of Revenue has reviewed the maximum millage levy calculation final disclosure documents submitted by your taxing authority. The Department's review included documents relating to the millage levying processes and the total taxes levied by your principal taxing authority and any dependent special districts and MSTUs (for counties). Based on the documents submitted for all these entities, the Department has determined that your taxing authority is in compliance with the maximum total taxes levied requirements, and thus the maximum millage levy requirements, of s. 200.065(5), Florida Statutes.

This determination applies only to the maximum millage levy requirements of section 200.065(5), Florida Statutes. Findings regarding the TRIM certification requirements of section 200.065, Florida Statutes, will be sent in a separate letter.

Sincerely,

James McAdams, Director
Property Tax Oversight Program

JM/ukc # 37.03

Child Support Enforcement – Ann Coffin, Director • General Tax Administration - Jim Evers, Director
Property Tax Oversight - James McAdams, Director • Information Services - Tony Powell, Director

www.myflorida.com/dor
Tallahassee, Florida 32399-0100

Handwritten notes: JM, 11-21-11, cc: Steve Baumgardner, Finance Director, JM