

**CITY OF BROOKSVILLE  
REGULAR CITY COUNCIL MEETING  
COUNCIL CHAMBERS  
201 HOWELL AVENUE  
BROOKSVILLE, FL 34601**

**AGENDA**

July 21, 2014

7:00 P.M.

**A. CALL TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

**C. PRESENTATION & REQUESTS FOR FEE WAIVERS**

**1. Wal-Mart Distribution Center - Fee Waiver Request**

Consideration of request for fee waiver in the amount of \$350 for the Miracle Network Kickball Tournament at Tom Varn Park on Saturday, August 2, 2014.

Presentation:	Event Organizer
Recommendation:	Direction to Staff
Attachments:	Memo from Director of Parks, Facilities & Recreation dated 07/08/14, Letter from Event Organizer, Facility Use Agreement, Policy No. 2012-03, FY2014 Fee Waiver Spreadsheet, Budget Amendment Form

**2. Frederick Kelly's Elk Lodge #1270 - Fee Waiver Request**

Consideration of request for fee waiver in the amount of \$390 for the annual meeting of the Improved Benevolent Protective Order of the Elks of the World on Friday, September 26, 2014, at JBCC.

Presentation:	Event Organizer
Recommendation:	Direction to Staff
Attachments:	Memo from Director of Parks, Facilities & Recreation dated 06/30/14, Letter from Event Organizer; Facility Use Agreement, Policy No. 2012-03, FY2014 Fee Waiver Spreadsheet, Budget Amendment Form

**D. CERTIFICATES, PROCLAMATIONS AND PRESENTATIONS**

**1. Police Department Accreditation Recognition**

Presentation:	Police Chief
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## REGULAR COUNCIL MEETING AGENDA – July 21, 2014

### 2. Florida Blueberry Festival Update

Update on the 2014 Florida Blueberry Festival.

Presentation: Michael Heard, President  
Attachment: Letter from Festival Committee Chair  
dated 07/17/14

### E. CITIZEN INPUT

### F. CONSENT AGENDA

#### 1. Minutes

- a) August 13, 2013 Budget Workshop
- b) October 7, 2013 Regular Meeting
- c) October 21, 2013 Regular Meeting
- d) November 4, 2013 Regular Meeting
- e) November 18, 2013 Regular Meeting
- f) December 2, 2013 Regular Meeting
- g) December 16, 2013 Regular Meeting
- h) June 16, 2014 Regular Meeting

#### 2. Park Fee Increases

Consideration to approve increases in parks fees for pavilion rentals and the memorial tree program.

#### 3. Cemetery Budget Amendment

Consideration of budget amendment to increase the Cemetery Lot Sale Revenues by \$55,263 and the Cemetery Lot Buy Back Expense by \$3,900.

#### 4. Building Division Budget Amendment

Consideration of budget amendment to increase permit fee revenues and Other Contractual Services in the amount of \$45,000.

#### 5. Public Risk Management Renewal for 2014-15

Consideration to accept preliminary renewal premiums for property, liability and workers' compensation insurance coverage and decision of not exercising Notice of Intent to Withdraw from participation in the PRM Pool effective October 1, 2014.

### CONSENT AGENDA APPROVAL (√)

Recommendation: Approval of Consent Agenda  
Action: Motion to Approve  
Attachments: 1) Minutes; 2) Memo from Director of Parks, Facilities & Recreation dated 07/08/14; 3) Memo from Director of Parks, Facilities & Recreation dated 07/08/14; 4) Memo from Director of Community Development dated 07/08/14; 5) Memo from Assistant Finance Director dated 07/10/14

## REGULAR COUNCIL MEETING AGENDA – July 21, 2014

### G. PUBLIC HEARING

- Entry of Proof of Publication into the Record

#### 1. **Ordinance No. 754-F – Firefighters’ Retirement Trust Fund Amendments**

Consideration of approval of ordinance amending Section 1 of the City of Brooksville Firefighters’ Retirement Trust Fund.

Presentation: Fire Chief  
Recommendation: Approval of **Second Reading** of Ordinance No. 754-F upon roll call vote  
Attachments: Memo from Fire Chief dated 06/24/14, Proposed Ordinance; Letter from Board Attorney dated 05/01/14

### H. REGULAR AGENDA

#### 1. **Adoption of Current Year Proposed Millage rate for FY2015 Budget**

Announcement of rolled-back rate and establish the budget hearings for September 8 and 17, 2014, at 6:30 p.m.

Presentation: Assistant Finance Director  
Recommendation: Announce roll-back rate, set tentative Millage Rate and First Budget Hearing  
Attachments: Memo from Assistant Finance Director dated 07/17/14

#### 2. **Adoption of Proposed Fire Assessment rate for FY2015 Budget**

Announcement of Fire Assessment rate and establish the hearing for September 8, 2014, at 6:30 p.m. for adoption of the appropriate resolution.

Presentation: Fire Chief  
Recommendation: Announcement of Fire Assessment rate and set hearing for appropriate resolution on September 10, 2014  
Attachments: Memo from Fire Chief dated 07/17/14

#### 3. **Florida League of Cities Voting Delegate**

Consideration of designating one official to be the voting delegate of the Florida League of Cities 88<sup>th</sup> Annual Conference.

Recommendation: Direction regarding Florida League of City’s request for designation of one official to be the voting delegate at the Annual Business Session.  
Attachments: Letter from Florida League of Cities dated 05/19/14

## REGULAR COUNCIL MEETING AGENDA – July 21, 2014

### 4. Florida League of Cities Legislative Action Committees

Consideration of appointment of Council Members to the Florida League of Cities' Action Committees for September 2014 through August 2015.

	<u>Current Council</u>
Finance, Taxation & Personnel	Frankie Burnett
Transportation & Intergovernmental Relations	Joe Johnston
Energy & Environmental Quality	Kevin Hohn
Growth Management & Economic Development	Lara Bradburn
Urban Administration	Joe Bernardini

Presentation:	City Clerk
Recommendation:	Appointments
Attachment:	Memo from City Clerk dated 7/08/14

I. CITIZEN INPUT

J. ITEMS BY COUNCIL

K. 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](http://www.cityofbrooksville.us).*

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



**AGENDA ITEM  
MEMORANDUM**

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

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

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

**SUBJECT: WAL-MART DISTRIBUTION – CHILDREN’S MIRACLE  
NETWORK KICKBALL TOURNAMENT PARK FEE WAIVER  
REQUEST**

**DATE: JULY 8, 2014**

**GENERAL SUMMARY/BACKGROUND:** Wal-Mart Distribution is hosting the Children’s Miracle Network Kickball Tournament at Tom Varn Park on Saturday, August 2, 2014. Wal-Mart Distribution is requesting that Council consider waving the tournament fees. The city fee structure to host a tournament is a \$100 tournament fee, along with a \$25 per team fee. At this time it is undetermined the number of teams that will be entered into the tournament, however it is hopeful to have 8-10 teams entered by the day of the event. It would be an estimated fee waiver request of \$350 by using the entry of 10 teams in the tournament, anything more or less than that number of teams would be an increase or decrease of \$25 per team.

**BUDGET IMPACT:** The budget impact would be a loss of Park rental income in the amount of \$100 plus \$25 per team entry fee (est. total of \$350); this will impact the Fiscal Year 2014 budget. To date, Park fees in the amount of \$2037.50 have been waived in the Fiscal Year 2014.

In the City Council Special Events line item no. 001-010-511-59901, City Council had originally budgeted \$7,000 annually for Fiscal Year 2014 Special Events. City Council to date has approved Special Event waiver requests in the amount of \$23,648.97 (including prior approval of \$16,648.97 released from Reserve Contingencies) as reflected Fee Waiver Spreadsheet provided as Attachment 3. Should Council desire to approve this fee waiver request, monies would need to be released from General Fund - Reserve Contingencies (001-000-284-30010) in the amount of \$390 and applied to the City Council’s Special Event line item (001-010-511-59901). The current balance for Reserve Contingencies is \$299,672. A budget amendment reflecting this release has been prepared and attached for consideration/approval.

**LEGAL REVIEW:** Pursuant to Ordinance No.764 and the Special Events Fee Waiver Policy No. 2012-03, the City Council has the authority to waive fees for rental or use of City facilities.

**STAFF RECOMMENDATION:** Staff seeks Council direction for the consideration to waive the fees in the amount not to exceed \$350 (\$100.00 plus \$25.00 per team fee) for the Kickball Tournament at Tom Varn Park to be held on August 2, 2014. If Council approves the wavier, staff requests approval of the appropriate, attached Budget Amendment.

- ATTACHMENTS:**
1. Letter of Request
  2. Facility Use Agreement
  3. Special Events Fee Waiver Policy No. 2012-03
  4. Fee Waiver Spreadsheet
  5. Budget Amendment Form

# Attachment 1

Mr. Mike Walker,

This letter is to ask for a waiver of the fees associated with using the fields at the Jerome Brown Center for a charity kickball event. Walmart Distribution Center is hosting this event on Saturday, August 2<sup>nd</sup>, 2014. All proceeds from this event will be 100% contributed to Children's Miracle Network local hospital, All Children's in Saint Petersburg Fl.

(Tax exempt number is 87-0387205)

Walmart DC 6020 has a great partnership with the City of Brooksville and we look forward to working together for this great cause.

Thank you in advance for your consideration of this request.

Billy Healis

Human Resource

Walmart Dc 6020

Brooksville Fl 34602

352-544-4970

All Children's Hospital Foundation  
500 Seventh Avenue South  
P.O. Box 3142  
St. Petersburg, FL 33731-3142  
Phone 727-767-4199  
Fax 727-767-4107  
[www.givetoallkids.org](http://www.givetoallkids.org)



June 2014

Dear Friends,

We at All Children's Hospital applaud and support Walmart Distribution Center #6020 in their fundraising efforts for our annual All Children's Hospital - Children's Miracle Network Hospitals Telethon.

One-hundred percent of Telethon donations are used to continue expanding much needed services and facilities at All Children's Hospital. Thanks to friends in our community like Walmart DC #6020, All Children's Hospital is able to continue offering the best in medical and surgical care regardless of the ability to pay.

When it comes to miracles, it's the child - your child, your grandchild, each and every child - who is the miracle. Some just need a little help to reach their potential. When they do, the community turns to All Children's Hospital to build miracles.

Walmart DC #6020 will soon be hosting a Charity Kickball Tournament in support of All Children's Hospital. Any assistance you can provide these energetic associates in the way of a donation would be greatly appreciated and would ensure a greater gift for the All Children's Hospital Telethon.

On the behalf of Walmart DC #6020 and the thousands of patients treated at All Children's Hospital each year, thank you in advance for your generous support of our efforts.

Sincerely,

*Crissy McWilliams*

Crissy McWilliams  
Children's Miracle Network Coordinator  
All Children's Hospital Foundation



Your Children's Miracle Network Hospital

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)  
**Children's Miracle Network**

Business name/disregarded entity name, if different from above  
**Children's Miracle Network Hospitals**

Check appropriate box for federal tax classification:  
 Individual/sole proprietor     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_

Other (see instructions) ▶ \_\_\_\_\_

Exemptions (see instructions):  
 Exempt payee code (if any) **501(c)3**  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_

Address (number, street, and apt. or suite no.)  
**205 West 700 South**

City, state, and ZIP code  
**Salt Lake City, UT 84101**

Requester's name and address (optional)

List all account number(s) here (optional)

Print or type  
See Specific Instructions on page 2.

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other TIN on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

			-			-			
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Employer identification number

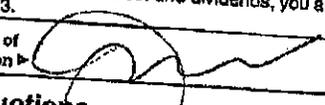
8	7	-	0	3	8	7	2	0	5
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## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here    Signature of U.S. person ▶ 

Date ▶ \_\_\_\_\_

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted. Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

# Attachment 2

# CITY OF BROOKSVILLE

## PARKS & RECREATION DEPARTMENT

### FACILITY USE AGREEMENT



( ) Jerome Brown Community Center ( ) Hall ( ) Conference Room ( ) Kitchen  
 Other Facility Small Kickball Fields x 2

Name of applicant (User): Billy Healis

If an organization, name of representative: Walmart Distribution

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

Address: 5100 Kettering Rd City: Brooksville State: FL Zip: 34602

Contact person: Billy Healis Day Telephone 799-6972 Evening 398-5139

Alternate contact person: \_\_\_\_\_ Day Telephone \_\_\_\_\_ Evening \_\_\_\_\_

Description of event: Childrens Miracle Network Kickball Tournament

Anticipated attendance: 100

Attendees will be: Adult  Teen  Elem.  Preschool  If youth event, number of supervising adults: 20

Day(s) of event: M - T - W - Th - F - Sa - Su Start date of event: 8-2-14 Ending date: 8-2-14

Time event begins: 8:00 AM / PM Time event ends: 6:00 AM / PM

Set-up: Date 8-2-14 From 7:00 AM / PM, To 8:00 AM / PM

Will event be open to the general public? Yes  No  Admission/donation/fee\*\*:  No  Yes \$ 150.00 Team

Food/merchandise sales\*:  No  Yes Describe: Hamburgers Hot Dogs

Refreshments served:  No  Yes Describe: Soda + Tea

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 \$ 100.00 plus \$25. per team (plus Florida sales tax, if applicable) for the period set forth in this application. If applicable, each additional hour or part thereof, and the cost of additional equipment, supplies and services, will require an additional fee.

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

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

**USE AGREEMENT TERMS**

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

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

Name: William Hulis                      Signature: [Signature]                      Date: 7.3.14  
 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Attach copy of signed permit)	
Base Rent \$ <u>100.00</u> Other \$ <u>200.00</u> Total Estimated Cost \$ <u>100.00 plus \$25 per team</u> Total Estimated Deposit \$ <u>200.00</u>	
Initial Deposit (minimum 50% of estimated total) \$ _____ Received by _____ Date _____ Balance Due (10 days prior to event) \$ _____	
Application Approved By: _____ Date: _____	
<b>Not valid unless signed by Director of Parks and Recreation or Authorized Agent.</b>	



Registration for  
Kickball  
Regional Tournament

August 2nd, 2014



Children's  
Miracle Network  
Hospitals



Big Daddy  
DJ

Food and drink available for purchase\*

Walmart   
Save money. Live better.

Required Registration Information

Team Captain Name: \_\_\_\_\_

Team Captain Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# of Players: \_\_\_\_\_

Mail checks to: Children's Miracle Network Hospitals



Please make checks payable to  
Children's Miracle Network Hospitals

c/o Walmart DC 6020  
5100 Kettering Rd.  
Brooksville, Fl. 34602

# Attachment 3

## **Special Event Fee Waiver Policy**

### **Section 1. Definitions**

**“Fee Waiver”** is a waiver of city fees for providing a service or facility use.

**“Special Event”** is any private activity conducted wholly or partly on public property that requires the use of city services, such as closure of a street or park, or provision of traffic control, or other services. Special Event includes, but is not limited to, a parade, festival, exposition, show, sale, party, or other similar activity. Special Event also includes events on private or other public property for which the City provides services.

**“Special Event Permit Fees”** are based on the actual costs of the City providing the service requested, and may include personnel, benefit costs, facility fees and equipment costs.

### **Section 2. Special Event Fees and Waivers**

- A. Fee Waiver funding is available as determined at the sole discretion of the City Council.
- B. Applicants may request a full or partial Fee Waiver of Special Event Permit Fees. A request for a Fee Waiver must be submitted with a Special Event permit application. The City may, in its discretion, approve all, part, or none of a Fee Waiver request. The following will be considered in review of a request for a Fee Waiver:
  - 1. The event must be held within the city boundaries and is a benefit to the community.
  - 2. The event is open to the public. Preference will be given to those events where all or a majority of activities (75 percent or more) are available at no cost to attendees.
  - 3. The event is supported by business, community and/or service groups. Preference will be given to events that have been coordinated with and supported by business, community and/or service groups within the specific city area where the event will take place.

4. The event creates a positive impact for the city's citizens and/or local businesses.
  5. The event creates positive publicity for the city.
  6. The City's cost of providing services for/to the event.
  7. Whether there are revenues that can be used to offset the impact of a Fee Waiver on the city's General Fund. The City Council will give greater consideration for those events that demonstrate that the Fee Waiver will allow the event to become more self-sustaining in future years.
  8. The City Council will give greater consideration to those events that promote education, public health, public safety or provide a service to mankind.
  9. Whether the event is operated by a non-profit organization.
  10. No partisan political events will be authorized for fee waiver.
- B. Unless waived, all fees required for the Special Event must be paid prior to the issuance of a permit. In no event, will the Fee Waiver be more than the City's cost of providing service for the event.

### **Section 3. Special Event Applications**

- A. All persons who wish to conduct a Special Event must complete and submit an application form to the City Clerk. Event organizers should submit completed application no less than 30 days prior to event. Special Event application forms are available on the City's website at [www.cityofbrooksville.us](http://www.cityofbrooksville.us) and in person from the City Clerk. Special Event permit applications shall be reviewed by the City Manager following the procedures and standards of this Policy. If a Fee Waiver is requested, the completed application and Fee Waiver request will be forwarded to the City Council for consideration.
- B. Applications deemed incomplete will be denied if details about the Special Event are insufficient for staff to properly analyze and determine the impact on city services, or if submitted with insufficient time to allow for city staff to evaluate the impact and coordinate the city services required to allow the event to proceed.
- C. Applications must include evidence of compliance with required permits from other governmental agencies (e.g., health department, liquor license, etc.), as may be requested by the City.

- D. Special Event organizers will be required to maintain liability insurance for the event in an amount deemed acceptable by the City Manager, with the City named as an additional insured. Minimum insurance requirements will include commercial general liability coverage in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate. Insurance must be placed with Florida admitted insurers rated B+ or better by A.M. Best's rating service. Documentation of insurance will be required at least three (3) business days prior to the event.
- E. The City Manager is delegated the authority to establish rules, procedures, and policies to implement and support this Policy and to develop application forms and other standard materials to be used in the application process.

#### **Section 4. Approval/Denial of Special Event Permit**

- A. The completed application will be reviewed by appropriate department director. The applicant may be required to provide additional information. Denied applications may be amended and resubmitted.
- B. Reasons for denial of a Special Event permit include, but are not limited to:
  - 1. The City lacks the resources to provide the services that are required for the event.
  - 2. A requested facility or site is not available at the time requested.
  - 3. The event requests use of city streets at a time, or for a duration, that would create too great an impact on the public transportation system, city traffic or public safety.
  - 4. The applicant submitted false information in connection with the application.
  - 5. The applicant has failed to complete all aspects of the application and/or provide insurance certificates in the amounts stated in Section 3. D. of this policy.
- C. If the Special Event application is approved and no Fee Waiver has been approved, the City Clerk will collect the appropriate fee before issuing the permit. If the Special Event application is approved and a Fee Waiver has been approved in full or part, the City Clerk will issue the permit after the collection of remaining fees due, if any.

- D. If the Special Event application is denied, the City Clerk will notify the applicant orally immediately and in writing within 3 days, giving the reason for denial. If time permits, the applicant may correct the reasons for denial and resubmit the application for approval. If an applicant is again denied a permit, the applicant may appeal the denial, within 14 days of the date of the written denial by filing a written notice of appeal with the City Manager. The appeal shall be heard at the next available meeting of the City Council, following the date the appeal is filed. The appeal shall be decided by the City Council and is final.

## **Section 5. Effectiveness of Special Event Permit**

Special Events shall be approved for only the specified dates, times, and locations stated in the permit.

## **Section 6. Violation of a Special Event Permit**

- A. Any event subject to the provisions of this Policy that is staged without complying with all conditions of this Policy shall be subject to closure.
- B. The City may revoke a permit if it is determined by the City Manager that the event is being operated in violation of the Brooksville Municipal Code.
- C. The City may revoke a permit and/or apply a fine of up to \$500 per day if it determines an applicant has violated this Policy.

**APPROVED BY CITY COUNCIL: October 15, 2012**  
**Amended \_\_\_\_\_**

**CERTIFIED POLICY NO. 3-2012:**

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

# Attachment 4

FEES WAIVERS APPROVED BY COUNCIL FOR FY2013/14

Council Meeting Approved	Date of Event	Organization/Event	Departmental Fees Requested					Total Request	Sponsor Cont.	Approved Amount	Balance of Funds
			Police	Fire	Streets	Community Dev.	Parks & Recreation				
10/1/2013		<b>Council Approved Amt.</b>								<b>7,000.00</b>	
8/19/2013	10/4/2013	HHS Homecoming Parade	527.40					527.40		6,472.60	
9/16/2013	10/12/2013	JSL Fun Run	280.80					280.80		6,191.80	
9/16/2013	10/19/2013	Brooksville Cycling Classic	2,574.52	502.88	100.00			3,177.40		3,014.40	
9/16/2013	11/9/2013	Veteran's Parade	624.50					624.50		2,389.90	
10/7/2013	3/15&16/14	Art in the Park					600.00	600.00		1,789.90	
10/7/2013	11/2/2013	Thanksgiving Dinner					305.00	305.00		1,484.90	
11/4/2013	12/14/2013	Christmas Parade	1,973.26	576.59	651.00			3,200.85	1,000.00	-715.95	
1/6/2014	1/21/2014	MLK Parade	1,540.62	120.00				1,660.62		-2,376.57	
1/6/2014	5/5/2014	Children's Week					370.00	370.00		-2,746.57	
3/3/2014	3/22/2014	Grace World Outreach 5K					275.00	275.00		-3,021.57	
3/3/2014	4/5/2014	Blueberry Festival Kickoff	295.20		100.00			395.20		-3,416.77	
3/3/2014	4/12&13/14	Blueberry Festival	5,551.86	1,509.84	4,900.00			11,961.70		-15,378.47	
4/21/2014	5/3/2014	H.C. Downtown Country	415.00					415.00		-15,793.47	
5/6/2014	8/2/2014	Early Learning Coalition					212.50	212.50		-16,005.97	
5/6/2014	9/13/2014	Dawn Center 5k					275.00	275.00		-16,280.97	
6/16/2014	6/21/2014	CF Benefit Concert	368.00					368.00		-16,648.97	

**TOTALS**    24,648.97    1,000.00    **23,648.97**

# Attachment 5

# BUDGET AMENDMENT FORM

## Fiscal Year 2013 - 2014

Account Name/Dept	Account Number	Approved Budget FY 2013-14*	Increase	Decrease	Amended Budget FY 2013-14
Reserves for Contingencies	001-000-284-30010	\$299,672.00		\$390.00	\$299,282.00
City Council Special Event	001-010-511-59901	\$23,648.00	\$390.00		\$24,038.00
<b>TOTAL</b>		<b>\$323,320.00</b>	<b>\$390.00</b>	<b>\$390.00</b>	<b>\$323,320.00</b>

\*Approved budget as previously amended.

Reason for Amendment: Walmart Distribution Center Event

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\_\_\_\_\_  
*Department Director Signature*

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

\_\_\_\_\_  
*Finance Director Signature*

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

\_\_\_\_\_  
*City Manager Signature*

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

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

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



## AGENDA ITEM MEMORANDUM

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

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

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

**SUBJECT:** FREDERICK KELLY'S ELKS #1270, Inc./FLORIDA STATE  
ASSOCIATION OF I.B.P.O.E of the WORLD - JBCC FEE WAIVER  
REQUEST

**DATE:** June 30, 2014

**GENERAL SUMMARY/BACKGROUND:** The Frederick Kelly's Elks Lodge #1270/Florida State Association of the Improved Benevolent Protective Order of the Elks of the World, Inc., would like to host their annual meeting at the Jerome Brown Community Center on Friday, September 26, 2014. The Elks are requesting that Council consider waving the fees in the amount of \$390.

**BUDGET IMPACT:** The budget impact would be a loss of Park rental income in the amount of \$390; this will impact the Fiscal Year 2014 budget. To date, Parks/Jerome Brown Community Center (JBCC) fees in the amount of \$2037.50 have been waived in the Fiscal Year 2014.

In the City Council Special Events line item no. 001-010-511-59901, City Council had originally budgeted \$7,000 annually for Fiscal Year 2014 Special Events. City Council to date has approved Special Event waiver requests in the amount of \$23,648.97 (including prior approval of \$16,648.97 released from Reserve Contingencies) as reflected Fee Waiver Spreadsheet provided as Attachment 3. Should Council desire to approve this fee waiver request, monies would need to be released from General Fund - Reserve Contingencies (001-000-284-30010) in the amount of \$390 and applied to the City Council's Special Event line item (001-010-511-59901). The current balance for Reserve Contingencies is \$299,672. A budget amendment reflecting this release has been prepared and attached for consideration/approval.

 **LEGAL REVIEW:** Pursuant to the Special Events Fee Waiver Policy No. 2012-03, the City Council has the authority to waive fees for rental or use of City facilities.

**STAFF RECOMMENDATION:** Staff seeks Council direction for the consideration to waive the fees in the amount of \$390 for the Elks' event at JBCC to be held on September 26, 2014. If Council approves the wavier, staff requests approval of the appropriate, attached Budget Amendment.

**ATTACHMENTS:**

1. Letter of Request
2. Facility Use Agreement
3. Special Events Fee Waiver Policy No. 2012-03
4. Fee Waiver Spreadsheet
5. Budget Amendment Form



July 17, 2014

Kevin Hohn – Mayor  
City of Brooksville  
201 Howell Avenue  
Brooksville, Florida 34601

Dear Mayor Hohn:

What a tremendous success! On behalf of the Florida Blueberry Festival Board of Directors and the Festival Committee, I want to extend a heart-felt thank you to City of Brooksville for their continued commitment to making the 2014 Florida Blueberry Festival so successful.

The Directors and Committee accomplished many goals this year allowing Florida Blueberry Festival, Inc. to meet our non-profit charitable obligations. Please find listed below our 2014 accomplishments:

- ☛ Brought recognition to the City of Brooksville the Seat of Hernando County
- ☛ Brought recognition to the Florida Blueberry Grower's Spring Harvest
- ☛ Supported numerous other Charitable Organizations by providing volunteer opportunities within the festival in order for them to earn their specific charity's contributions.
  - ✓ Hernando High School Royal Regiment Band Booster
  - ✓ Pure Country 4H
  - ✓ First United Methodist Church of Brooksville
  - ✓ Kiwanis Club of the Brooksville Ridge
  - ✓ The Greater Hernando Chamber of Commerce
  - ✓ Central High School ROTC
  - ✓ Hernando High School Football
  - ✓ Special Equestrian Therapeutic Riding Program
  - ✓ The 1st Tee of Brooksville
  - ✓ American Legion Post 99

**Contributions Totaling: \$37,570.00**

- ☛ Funded additional permanent electrical service for Hernando Park.
- ☛ Supports The Brooksville Vision Foundation for revitalization of the City of Brooksville.
- ☛ Supports the Florida Blueberry Growers Association Marketing efforts.

**Net proceeds for 2014 totaling over \$75,000.00** (After charitable support)

**2014 Festival Marketing & Advertising Expenditures**

Actual dollars in cash spent	\$120,700.00
In-kind dollars received	<u>\$100,000.00</u>
Total dollars	\$ 220,700.00

<b>Media Placement</b>	<b>Area</b>		<b>Area</b>
Billboards (23)	Regional & Local	Magazines (2)	Regional & Local
Radio (5 Stations)	Regional & Local	Newspaper (2)	Regional & Local
Bus (2 Buses)	Local	Electronic (15 Locals)	Regional & Local
Social Media	Nationally	Trade	Regional & Local
Website	Nationally	Television	Regional & Local

**Media Reach**

Billboards 8 weeks EOI 4.6 million - Clear Channel Outdoor  
 Magazines readership 2.5 million AAA Going Places – 300 thousand Tampa Bay Magazine  
 Radio reaches 8 weeks 750 thousand CUM The Dove 105.5 – True Oldies 106.3  
 WWJB Radio 1450 AM – WXJB 99.9 FM  
 Newspaper 4 weeks circulation daily 547 Tampa Times – 334 Hernando Today  
 Bus views estimated 10 weeks 1 million daily Hernando County Bus  
 Electronic Indoor Television Billboards 4 weeks EOI 250 thousand Views – Local Face Time  
 Social Media April 2013 - 2014 views 783,436 – Facebook  
 Trade readership 10 thousand – Blueberry News  
 floridablueberryfestival.org – Website 463 thousand individual IOP visits April 2013 to April 2014  
 Cable Television 4 weeks – 1.3 million views via BrightHouse Networks Bay News 9

**Economic Impact**

State of Florida Reports  
 Florida sales taxes return data – Validated tax receipts data – Monthly Statistics by business type

<b>Festival Months</b>	<b>May 2012</b>	<b>May-2013</b>	<b>Apr-2013</b>	<b>Apr-2014</b>
Gas Service Stations			\$37,276	\$49,092
Total Sales Tax Collected	\$6,909,928	\$7,512,306	\$7,908,549	\$8,445,827
<b>Kind Code</b>	<b>May-12</b>	<b>May-13</b>	<b>Apr-13</b>	<b>Apr-14</b>
Restaurants, Lunchrooms, Catering Services	\$908,747	\$993,537	\$1,029,747	\$1,138,000
Drinking Places (Alcoholic beverages served on premises)	\$53,649	\$66,498	\$60,458	\$57,032
Hotel/Motel Accommodations, Rooming Houses, Camps & Other Lodging Places	\$66,660	\$76,284	\$100,922	\$126,150
Tobacco Stores & Stands	\$7,317	\$8,700	\$9,086	\$9,451
Gifts, Cards, Novelty, Hobby, Crafts & Toy Stores	\$35,568	\$34,166	\$46,852	\$38,611
Admissions, Amusement & Recreation Services	\$119,647	\$119,927	\$186,288	\$145,796
Rental of Tangible Personal Property	\$37,550	\$37,386	\$42,820	\$47,377
	\$1,229,139	\$1,336,499	\$1,476,173	\$1,562,415

In both 2013 & 2014 there was significant growth in Sales and Sales Tax revenue which can be directly attributed to the Florida Blueberry Festival.

The Festival Committee would again like to thank you for not only the City's financial support but also for their in-kind contributions. We formally request that the City Council will again support the Florida Festival Blueberry Festival Committee for 2015 with a marketing & media contribution of \$20,000.00 along with their in-kind support.

Sincerely,

Michael Heard

Michael Heard President  
 Festival Coordinator Marketing-Event Chairperson

cc: Frankie Burnett – Vice Mayor  
 Joe Bernardini, Lara Bradburn, Joe Johnston – Council Members  
 Jennene Norman-Vacha – City Manager

# Attachment 1



Frederick Kelly Elks Lodge  
#1270, Inc.  
I.B.P.O.E. of the World  
P.O. Box 91 - Brooksville, FL 34605  
352-799-3567



P.G.E.R., Joseph Maner  
Exalted Ruler

P.G.E.R., Franklin R. Maner  
Treasurer

P.G.E.R., Henry Wright  
Esteemed Leading Knight

**To : Honorable Mayor/ Counsel Members**

Frederick Kelly Lodge #1270 and Kelly Temple #1004 was recently asked by the Florida State Association of the Improved Benevolent Protective Order of the Elks of the World Inc., to host its annual "Education and Civil Liberties Workshop." It is scheduled to be held here in the county of Hernando, in the city of Brooksville on September 25, 26, 27 of 2014. We would like to request the use of the Jerome Brown Community Center for our opening day which is the 26 of September 2014, from 8am until 5pm. We would like to request that the fee for the use of the center be waived for our use. We look forward to bringing the revenue to our county and city.

*Joseph Maner*  
Joseph Maner

Second Vice President- FL State Assoc.

Exalted Ruler

Frederick Kelly's Lodge #1270

# Attachment 2

INS. rec'd - payments  
✓ deposit rec'd - Key #code  
\* need tables & chairs



# CITY OF BROOKSVILLE

## PARKS & RECREATION DEPARTMENT

### FACILITY USE AGREEMENT

Jerome Brown Community Center     Hall     Conference Room     Kitchen  
 Other Facility \_\_\_\_\_

Name of applicant (User): Frederick Kelly's Elks #1270 / FIA State Assoc BIKS

If an organization, name of representative: Joseph MANER

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

Address: 510 MLK Blvd    City: Brooksville    State: FL    Zip: 34601

Contact person: Joseph MANER    Day Telephone 352-650-2026    Evening 352-799-351

Alternate contact person: \_\_\_\_\_    Day Telephone \_\_\_\_\_    Evening \_\_\_\_\_

Description of event: MEETINGS

Anticipated attendance: 150

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

Day(s) of event: M - T - W - Th  - Sa - Su    Start date of event: Sept, 26,    Ending date: 9-26-14

Time event begins: 8  AM / PM    Time event ends: 4  AM  PM

Set-up: Date Fri. Sept. 25, 2014    From 4:00 AM  PM, To 10:00 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: Water

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

#### RATES & FEES

**User Fees:** The base user fee for the requested facility is \$ 390.<sup>00</sup> (plus Florida sales tax, if applicable) for the period set forth in this application. If applicable, each additional hour or part thereof, and the cost of additional equipment, supplies and services, will require an additional fee.

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

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

**USE AGREEMENT TERMS**

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

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

Name: F/A State Assoc RIKS      Applicant/User      Signature: Joseph Maner      Date: 6-25-14

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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Attach copy of signed permit)	
Base Rent \$ <u>390.<sup>00</sup></u>	Other \$ <u>200.<sup>00</sup></u> Total Estimated Cost \$ <u>590.<sup>00</sup></u> Total Estimated Deposit \$ <u>200.<sup>00</sup></u>
Initial Deposit (minimum 50% of estimated total) \$ _____	Received by _____ Date _____ Balance Due (10 days prior to event) \$ _____
Application Approved By: <u>[Signature]</u> Date: _____	
<b>Not valid unless signed by Director of Parks and Recreation or Authorized Agent.</b>	

*Cash Rec'd  
6-25-14  
[Signature]*

# Attachment 3

## **Special Event Fee Waiver Policy**

### **Section 1. Definitions**

**“Fee Waiver”** is a waiver of city fees for providing a service or facility use.

**“Special Event”** is any private activity conducted wholly or partly on public property that requires the use of city services, such as closure of a street or park, or provision of traffic control, or other services. Special Event includes, but is not limited to, a parade, festival, exposition, show, sale, party, or other similar activity. Special Event also includes events on private or other public property for which the City provides services.

**“Special Event Permit Fees”** are based on the actual costs of the City providing the service requested, and may include personnel, benefit costs, facility fees and equipment costs.

### **Section 2. Special Event Fees and Waivers**

- A. Fee Waiver funding is available as determined at the sole discretion of the City Council.
  
- B. Applicants may request a full or partial Fee Waiver of Special Event Permit Fees. A request for a Fee Waiver must be submitted with a Special Event permit application. The City may, in its discretion, approve all, part, or none of a Fee Waiver request. The following will be considered in review of a request for a Fee Waiver:
  - 1. The event must be held within the city boundaries and is a benefit to the community.
  
  - 2. The event is open to the public. Preference will be given to those events where all or a majority of activities (75 percent or more) are available at no cost to attendees.
  
  - 3. The event is supported by business, community and/or service groups. Preference will be given to events that have been coordinated with and supported by business, community and/or service groups within the specific city area where the event will take place.

4. The event creates a positive impact for the city's citizens and/or local businesses.
  5. The event creates positive publicity for the city.
  6. The City's cost of providing services for/to the event.
  7. Whether there are revenues that can be used to offset the impact of a Fee Waiver on the city's General Fund. The City Council will give greater consideration for those events that demonstrate that the Fee Waiver will allow the event to become more self-sustaining in future years.
  8. The City Council will give greater consideration to those events that promote education, public health, public safety or provide a service to mankind.
  9. Whether the event is operated by a non-profit organization.
  10. No partisan political events will be authorized for fee waiver.
- B. Unless waived, all fees required for the Special Event must be paid prior to the issuance of a permit. In no event, will the Fee Waiver be more than the City's cost of providing service for the event.

### **Section 3. Special Event Applications**

- A. All persons who wish to conduct a Special Event must complete and submit an application form to the City Clerk. Event organizers should submit completed application no less than 30 days prior to event. Special Event application forms are available on the City's website at [www.cityofbrooksville.us](http://www.cityofbrooksville.us) and in person from the City Clerk. Special Event permit applications shall be reviewed by the City Manager following the procedures and standards of this Policy. If a Fee Waiver is requested, the completed application and Fee Waiver request will be forwarded to the City Council for consideration.
  - B. Applications deemed incomplete will be denied if details about the Special Event are insufficient for staff to properly analyze and determine the impact on city services, or if submitted with insufficient time to allow for city staff to evaluate the impact and coordinate the city services required to allow the event to proceed.
  - C. Applications must include evidence of compliance with required permits from other governmental agencies (e.g., health department, liquor license, etc.), as may be requested by the City.
-

- D. Special Event organizers will be required to maintain liability insurance for the event in an amount deemed acceptable by the City Manager, with the City named as an additional insured. Minimum insurance requirements will include commercial general liability coverage in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate. Insurance must be placed with Florida admitted insurers rated B+ or better by A.M. Best's rating service. Documentation of insurance will be required at least three (3) business days prior to the event.
- E. The City Manager is delegated the authority to establish rules, procedures, and policies to implement and support this Policy and to develop application forms and other standard materials to be used in the application process.

#### **Section 4. Approval/Denial of Special Event Permit**

- A. The completed application will be reviewed by appropriate department director. The applicant may be required to provide additional information. Denied applications may be amended and resubmitted.
- B. Reasons for denial of a Special Event permit include, but are not limited to:
  - 1. The City lacks the resources to provide the services that are required for the event.
  - 2. A requested facility or site is not available at the time requested.
  - 3. The event requests use of city streets at a time, or for a duration, that would create too great an impact on the public transportation system, city traffic or public safety.
  - 4. The applicant submitted false information in connection with the application.
  - 5. The applicant has failed to complete all aspects of the application and/or provide insurance certificates in the amounts stated in Section 3. D. of this policy.
- C. If the Special Event application is approved and no Fee Waiver has been approved, the City Clerk will collect the appropriate fee before issuing the permit. If the Special Event application is approved and a Fee Waiver has been approved in full or part, the City Clerk will issue the permit after the collection of remaining fees due, if any.

- D. If the Special Event application is denied, the City Clerk will notify the applicant orally immediately and in writing within 3 days, giving the reason for denial. If time permits, the applicant may correct the reasons for denial and resubmit the application for approval. If an applicant is again denied a permit, the applicant may appeal the denial, within 14 days of the date of the written denial by filing a written notice of appeal with the City Manager. The appeal shall be heard at the next available meeting of the City Council, following the date the appeal is filed. The appeal shall be decided by the City Council and is final.

## **Section 5. Effectiveness of Special Event Permit**

Special Events shall be approved for only the specified dates, times, and locations stated in the permit.

## **Section 6. Violation of a Special Event Permit**

- A. Any event subject to the provisions of this Policy that is staged without complying with all conditions of this Policy shall be subject to closure.
- B. The City may revoke a permit if it is determined by the City Manager that the event is being operated in violation of the Brooksville Municipal Code.
- C. The City may revoke a permit and/or apply a fine of up to \$500 per day if it determines an applicant has violated this Policy.

**APPROVED BY CITY COUNCIL: October 15, 2012**

**Amended \_\_\_\_\_**

**CERTIFIED POLICY NO. 3-2012:**

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

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

# Attachment 4

FEES WAIVERS APPROVED BY COUNCIL FOR FY2013/14

Council Meeting Approved	Date of Event	Organization/Event	Departmental Fees Requested				Total Request	Sponsor Cont.	Approved Amount	Balance of Funds
			Police	Fire	Streets	Community Dev.				
<b>10/1/2013</b>		<b>Council Approved Amt.</b>							<b>7,000.00</b>	
8/19/2013	10/4/2013	HHS Homecoming Parade	527.40					527.40	6,472.60	
9/16/2013	10/12/2013	JSL Fun Run	280.80					280.80	6,191.80	
9/16/2013	10/19/2013	Brookville Cycling Classic	2,574.52		502.88	100.00		3,177.40	3,014.40	
9/16/2013	11/9/2013	Veteran's Parade	624.50					624.50	2,389.90	
10/7/2013	3/15&16/14	Art in the Park					600.00	600.00	1,789.90	
10/7/2013	11/2/2013	Thanksgiving Dinner					305.00	305.00	1,484.90	
11/4/2013	12/14/2013	Christmas Parade	1,973.26	576.59	651.00			3,200.85	-715.95	
1/6/2014	1/21/2014	MLK Parade	1,540.62		120.00			1,660.62	-2,376.57	
1/6/2014	5/5/2014	Children's Week					370.00	370.00	-2,746.57	
3/3/2014	3/22/2014	Grace World Outreach 5K					275.00	275.00	-3,021.57	
3/3/2014	4/5/2014	Blueberry Festival Kickoff	295.20		100.00			395.20	-3,416.77	
3/3/2014	4/12&13/14	Blueberry Festival	5,551.86	1,509.84	4,900.00			11,961.70	-15,378.47	
4/21/2014	5/3/2014	H.C. Downtown Country	415.00					415.00	-15,793.47	
5/6/2014	8/2/2014	Early Learning Coalition					212.50	212.50	-16,005.97	
5/6/2014	9/13/2014	Dawn Center 5k					275.00	275.00	-16,280.97	
6/16/2014	6/21/2014	CF Benefit Concert	368.00					368.00	-16,648.97	

**TOTALS**    24,648.97    1,000.00    **23,648.97**

# Attachment 5

# BUDGET AMENDMENT FORM

## Fiscal Year 2013 - 2014

Account Name/Dept	Account Number	Approved Budget FY 2013-14*	Increase	Decrease	Amended Budget FY 2013-14
Reserves for Contingencies	001-000-284-30010	\$299,672.00		\$390.00	\$299,282.00
City Council Special Event	001-010-511-59901	\$23,648.00	\$390.00		\$24,038.00
<b>TOTAL</b>		<b>\$323,320.00</b>	<b>\$390.00</b>	<b>\$390.00</b>	<b>\$323,320.00</b>

\*Approved budget as previously amended.

Reason for Amendment: Frederick Kelly Elks Lodge Event

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\_\_\_\_\_  
*Department Director Signature*

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

\_\_\_\_\_  
*Finance Director Signature*

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

\_\_\_\_\_  
*City Manager Signature*

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

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

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

**CITY OF BROOKSVILLE  
BUDGET WORKSHOP  
COUNCIL CHAMBERS  
201 HOWELL AVENUE  
BROOKSVILLE, FL 34601**

**MINUTES**

**August 13, 2013**

**6:00 P.M.**

Brooksville City Council met in workshop session with Mayor Lara Bradburn, Vice Mayor Kevin Hohn, Council Members, Joe Bernardini and Joseph E. Johnston, III present. Also present were Jim Fisher, City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, City Clerk; Jim Delach, Assistant Finance Director; Mike Walker, Parks and Recreation Director; Bill Geiger, Community Development Director; Richard Radacky, Director of Public Works; George Turner, Police Chief and Tim Mossgrove, Fire Chief. Members of Hernando Today and Tampa Bay Times were present.

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

**FY2013/14 BUDGET**

**Overview of Funds Other than General Fund Presentation**

Discussion by Council on all City funds Other than General Fund Revenues and Expenditures, with overall direction.

City Manager Norman-Vacha advised this is discussion of Funds other than General Fund, which is not inclusive of ad valorem taxes. She reviewed upcoming workshops.

She called attention to Fund 308, Multi-capital, advising most of those funds have come through Fund 128, the Photo Traffic & Safety Fund (red light cameras citations). There are other dollars within Fund 128 that Council may want to discuss. To date, there is a cash balance forward of around \$468,000 with a reserve level of approximately \$600,000. Other than that there is the Capital Plan within the Utilities Department which covers the larger sections.

Mayor Bradburn pointed out that Other Funds are separate from General Fund, which is generated by the Millage Rate.

The budget was then reviewed as follows:

**Page 4 Fund 104 Police Special Education**

Council Member Johnston asked why funds from Fines and Forfeiture are more. City Manager Norman-Vacha advised current year funds are being adjusted from what has been collected over the last year.

## CITY COUNCIL BUDGET WORKSHOP MINUTES - August 13, 2013

### Page 5 Fund 108 Local Option Gas Tax

Council Member Johnston why the Local Option Gas Tax is exactly the same as previous year. City Manager Norman-Vacha advised it is a shared item with Hernando County. She thinks this is an estimate and is waiting on the final numbers. Further, she advised that this is the number that comes into the General Fund that helps fund the street maintenance.

### Page 6 Fund 109 Law Enforcement Investigative Trust

Council Member Johnston asked why the drop in the operating expenditures for Law Enforcement Investigative Trust, Fund 109. City Manager Norman-Vacha asked Chief Turner to elaborate. He advised they took around \$65,000 for computer upgrades, weapon upgrades and vehicle equipment.

### Page 7 Fund 110 Road Impact Fees

Council Member Bernardini asked where we are with Impact Fees. Director Geiger advised the County adopted an ordinance that established August 14, 2013, as the day they will be re-implementing the Impact Fees. The City opted into the County's fee structure. Incentives, fees, transportation, and projects were discussed. Mayor Bradburn asked that staff contact the Florida League of Cities to see if they have a composite list of what other cities and counties are charging for impact fees. City Manager Norman-Vacha advised she will find out.

### Page 8 Fund 112 Law Enforcement Impact Fees

Council Member Bernardini asked why the Special Assessment amount changed. City Manager Norman-Vacha advised this is based on an estimate of impact fees that are being re-implemented.

### Page 9 Fund 113 Public Building Impact Fees

Mayor Bradburn asked what the \$197,000 in Capital Outlay was spent on. City Manager Norman-Vacha advised that is the John Gary Grubbs Boulevard rehabilitation with the repaving of McKethan Park and the Enrichment Center building parking lots.

Vice Mayor Hohn asked how we're using impact fee funds for this. City Manager Norman-Vacha advised this project is for new and expanded use due to growth.

Council Member Johnston, regarding the Special Assessment discussed on page 8, asked for clarification of difference in amounts. Director Geiger advised the overall fee is for anticipated development.

### Page 10 Fund 114 Fire/EMS Impact Fees

Vice Mayor Hohn asked if there is a plan to use those impact fees. City Manager Norman-Vacha advised there have been no plans but anticipates the need for additional equipment. Staff will be reviewing projects for possible use.

### Page 12 Fund 116 Law Enforcement Trust

Mayor Bradburn asked about the increased amount projected. City Manager Norman-Vacha advised this is an estimate of revenues from sales of confiscated equipment.

### Page 14 Fund 120 Good Neighbor Trail

Mayor Bradburn advised she would like to see recycling cans and waste bins added to the trail. Council consensus was to add \$400 to that line item from reserves.

# CITY COUNCIL BUDGET WORKSHOP MINUTES - August 13, 2013

## Page 16 Fund 123 Police Grants & Donations

Mayor Bradburn asked how donations are coming in for the canine unit. City Manager Norman-Vacha advised they do get some through donations from people who want to help but the primary source of revenue is through a Wal-Mart grant.

## Page 18 Fund 127 Cost Recovery

Council Member Bernardini asked if that ordinance can be eliminated. City Manager Norman-Vacha indicated this has been done but there are still actual costs carrying over from 2010/11. The line item will disappear when there is zero in the fund.

## Page 19 Fund 128 Photo Enforcement Traffic Safety Program

Vice Mayor Hohn would like to see \$400,000 moved into multi-capital projects for roads only. Council consensus was to transfer the money.

Council Member Bernardini asked why there is an increase in the personnel services. City Manager Norman-Vacha advised it has to do with the increased number of citations.

Mayor Bradburn felt a percentage of all incoming revenue from the red light cameras should go towards road improvements. Vice Mayor Hohn's thoughts were that this should be addressed each year during this time.

## Page 22 Fund 139 The Enrichment Center Maintenance

Regarding the Enrichment Center Maintenance, Mayor Bradburn asked for clarification of those costs. City Manager Norman-Vacha advised, per the agreement with ECI, those are our portion of shared costs for utilities and maintenance.

## Page 23 Fund 140 Florida Department of Transportation Landscaping

Council Member Johnston advised there needed to be footnotes for 1 and 2. City Manager Norman-Vacha explained that number 1 is revenue that could be available through the Florida Department of Transportation (FDOT) Landscape Rehabilitation Program, which is a reimbursement for new vegetation and plants. Number 2 is the expense should we be able to get approval from FDOT. This has to be landscaping on a state road and the medians that we maintain.

## SPECIAL REVENUE FUNDS

### Page 25 Fund 143 Fire Department Revenues

Vice Mayor Hohn referenced the Florida League of Cities book, which indicates that of the 84 cities with comparable populations only 21 have fire departments, of which several are Volunteer Fire Departments. He requested considering either eliminating the Fire Department or restructuring with a mix of full-time firefighters and volunteers as the city currently spends 23% of its budget on funding the Fire Department.

Council Member Johnston advised the city is required to provide fire protection, whether it comes from the city or the county or some combination. Given the economic situation he felt it should be considered.

Mayor Bradburn expressed concern for staffing issues regarding part-time staff and training. She asked that funding be earmarked for the District Chiefs and Fire Captains to be certified as Fire Inspectors so they can perform annual commercial inspections.

## CITY COUNCIL BUDGET WORKSHOP MINUTES - August 13, 2013

City Manager Norman-Vacha explained scheduled and unscheduled overtime as it relates to the Fire Department. She asked what Council would like staff to bring back regarding this, i.e., structuring, staffing levels, fire protocol, etc. Mayor Bradburn advised she will provide her list.

Discussion ensued regarding the costs associated with the Fire Department versus the Police Department and possibility of combining services with the Hernando County Fire Services.

Vice Mayor Hohn asked to break this workshop into another for this discussion.

Page 28 Council Member Johnston, regarding 2012 Actual, under legal services, \$114,305 out of a fund that was not created yet, asked why it is showing up in this fund instead of somewhere else. City Manager Norman-Vacha explained that the bill was paid after the creation, yet it was for services rendered the prior year. The auditors recommended it be booked in this fashion.

Page 30 Fund 144 Brownfields Assessment Grant

Mayor Bradburn asked if the \$400,000 had already been expended. City Manager Norman-Vacha advised it has not been spent, explaining that this is a reimbursement grant, so as we move forward it is an estimate of what is anticipated to be spent this year. Mayor Bradburn asked that an update be provided to Council.

Mayor Bradburn asked for public input.

Margaret Bloomquist thanked Council for their support of Southern Hills, stating the Police and Fire have done an excellent job as well. She urged Council to review consolidation of services with the County, due to the economy. She felt the taxation of City and County deters people from moving to their community.

Roger Elliott thanked Council for their discussions regarding the Police and Fire Departments, expressing good interactions with both. He also felt that due to the economy the City has to consider other alternatives.

Don Gilbert reiterated what the same sentiments, adding that Council has to take emotions out of the equation and make the tough decisions.

Mayor Bradburn appreciated their concerns but added that the City's ISO and response rating for Fire is better than the County's and stated the rates are less.

Council continued review of the Debt Service section of the proposed budget.

Page 33 Fund 201 Bond & Interest Sinking Debt Service (2006 USDA Revenue Bonds)

Mayor Bradburn asked why the USDA loan is still listed. City Manager Norman-Vacha explained that this fund is the 2006 USDA grant/loan that is part of the General Fund for Storm Readiness. This is a transfer in that comes from Fund 309, mobile home moneys, and is used for generators, storm shutters for City Hall.

Page 34 Fund 202 Bond & Interest Sinking Debt Service (2011 Series Revenue Note)

Council Member Johnston asked why there was a spike in reserves in 2013 to \$75,952 from the standard \$47,470. City Manager Norman-Vacha will research.

# CITY COUNCIL BUDGET WORKSHOP MINUTES - August 13, 2013

## Page 46 Water Wastewater Detail Summary

City Manager Norman-Vacha advised this section is a summary of revenues and expenditures and general liability. Council Member Johnston pointed out corrections to footnotes.

Mayor Bradburn asked if all plants, lift stations, etc., have generators. City Manager Norman-Vacha advised no, this proposal covers additional generators but not all that is needed. Director of Public Works Radacky advised there is still work to be done at the Lamar Plant to update that generator, but all lift stations, as well as Hillside are covered. The proposed generator for Hope Hill will cover all the wells there. The generator at the Public Works has been upgraded 2 years ago to a diesel generator.

## Page 51 Fund 401 Water & Wastewater Combined Budget

City Manager Norman-Vacha explained the line item for vacation costs.

Mayor Bradburn asked for an explanation of on-call beeper pay, which has doubled. City Manager Norman-Vacha advised the policy had changed for costs of on-call duty. She will clarify.

Page 52 Tags & Titles - Council Member Johnston asked for the variances. City Manager Norman-Vacha advised these are for new vehicles and no renewals are required for government vehicles.

Page 53 Capital Projects - City Manager Norman-Vacha pointed out that these are significant capital projects that have been completed as staff continues to move forward with Council direction.

Regarding the costs for over sizing sewer lines, Mayor Bradburn asked where it is anticipated this will take place. City Manager Norman-Vacha advised this references Majestic Oaks.

Mayor Bradburn, referencing line 4, replacement of the Oxidation Ditch Mixers, asked if that is for Cobb Road, and why they need replacing. Director Radacky advised the upgrade was for the reuse system. He did not think the 5 mixers had ever been replaced.

City Manager Norman-Vacha, regarding lines 11 and 12 for Majestic Oaks, stated one revenue source is through some of the refinance proceeds, with the other through sewer impact or connection impact fees.

## Page 55 Sanitation Division Fund Summary

Council Member Joe Bernardini discussed contracting out sanitation services for a possible savings. Council Member Joe Johnston would be in favor only if a company with a similar level of service can be found.

## Page 61 Fund 501 Fleet Maintenance Division

Mayor Bradburn asked what types of jobs they routinely do and what types of jobs they routinely don't do.

City Manager Norman-Vacha advised council they approved equipment within the past few years allowing staff to analyze the garbage trucks and avoid hauling them to Tampa for evaluation. They continue to do small repairs, tire changes, and hoses, as well as welding. All warranty work is done through the dealership.

Mayor Bradburn suggested taking the time to look at whether or not going out with Fleet maintenance would be beneficial.

# CITY COUNCIL BUDGET WORKSHOP MINUTES - August 13, 2013

## Page 75 Fund 605 Cemetery Perpetual Care

Mayor Bradburn read a story about a grazing herd of goats at Washington's Historic Congressional Cemetery being used to eliminate vines, poison ivy and weeds, while fertilizing the ground. The cemetery says the use of goats will eliminate harmful herbicides and keep invasive species from killing large trees. She asked that council do serious research on using goats throughout the city, reducing manpower and equipment costs.

Consensus was in favor of exploring the option if feasible and cost effective.

## Page 78 Fund 612 Cemetery Donor Memorial Wall Trust

Mayor Bradburn asked if the Memorial Wall was full and why there is nothing in next year's budget. City Manager Norman-Vacha stated that there was a discussion last year with Council to move that money out because the cost is incurred when people pay to be on the wall.

## Page 80 Fund 615 Community Redevelopment Agency

Mayor Bradburn presumed this reflected what was discussed with the Vision Foundation. City Manager Norman-Vacha confirmed this was correct.

Vice Mayor Hohn asked if \$339,315 was all we were expending next year, about 60% of the total available. Mayor Bradburn clarified that council approved the CIP plan that was multi-year, and it delineated certain projects that would happen over the next five years, with updates being made.

This completed review of the printed budget.

Mayor Bradburn, regarding \$400,000 into multi-capitol for roads, asked for the tally of next year's road expenditures. City Manager Norman-Vacha advised \$800,000 just for pavement management.

Mayor Bradburn discussed looking at the consultant's priority list based on road quality and work on roads that were not as far gone. City Manager Norman-Vacha stated that the condition of some roads pose a liability concern and should be considered when making the model. Mayor Bradburn urged Council to equalize brick roads with other roads upon re-evaluation of the priority list.

Council Member Bernardini agreed with the suggestion for re-evaluation and getting the biggest bang for the buck, but also making liability issues a priority.

Council Member Johnston stated that he agreed about prioritizing based on vehicle volume, as well as the subject of liability, and if putting brick streets on a list, there should be a comparison of roads with brick streets and roads with regular streets so the percentage of work is fair.

Vice Mayor Hohn was in favor of the priority list being based on volume of traffic, except for instances of obvious liability.

City Manager Norman-Vacha asked if Council would like to look at the priority list put together by the consultant at the 1<sup>st</sup> Public Hearing and see how to manipulate it to address what Council has discussed. Council Member Bernardini stated he didn't think it was needed for the budget. City Manager confirmed Council was looking for it to be brought back as a work plan for approval and will produce a draft for review.

Mayor Bradburn asked what year the Storm Water Drainage plan was being incorporated into the CIP. Director Geiger advised the first part of it was in this year and is being worked on presently, with the second part in the next budget.

## CITY COUNCIL BUDGET WORKSHOP MINUTES - August 13, 2013

Mayor Bradburn brought up that the street sweeper was not in this budget. City Manager Norman-Vacha advised that, although it was proposed by the Director Radacky, it was removed from recommendation by the City Manager due to cost and available dollars in this budget. Council Member Johnston asked the age of the street sweeper. City Manager Norman-Vacha will research it.

### **Direction from Council on Fiscal Year 2014 Budget, including further Workshops, Materials, Information, And Revisions.**

City Manager Norman-Vacha asked if Council is interested in an additional workshop or if they are ready for the 1st Public Hearing on September 11.

Mayor Bradburn felt Council should tentatively schedule a workshop for September 3rd. The City Manager noted that date is 2 weeks away and asked what Council would like to see on that agenda.

Mayor Bradburn advised she would like information on the Fire Inspector costs. The City Manager advised that is something scheduled for the September 11 meeting.

City Manager Norman-Vacha's recommendation was to look at what other cities are doing as far as how fire and services are provided and what levels, as well as the current city rate compared to combining services with the City/County and how it would affect residents and businesses. Vice Mayor Hohn added that it should be this year's rates, not last years. City Manager Norman-Vacha advised it is quite a drop on the residential side but may be quite different on the commercial side as they charge churches and government, which means the city would be charged. If that is what Council is interested in seeing, she recommended bringing it back during the Financial Workshop in February with a full overview so that it can be done on a thorough basis. Also, if there are other areas where we want to look at privatization and service delivery, the best time to look at that is early on.

Mayor Bradburn asked, if Council proceeds with the actuary, would their report be available by the February Financial Workshop?

City Manager Norman-Vacha advised, based on the proposals and how Council wants to proceed, if you were to go ahead, there is no question we would have a report, or should have a report from them for the February Financial Workshop. Mayor Bradburn felt that would add a great deal to the discussion.

City Manager Norman-Vacha asked for clarification that there is no workshop needed on September 3rd. Council Member Johnston felt, with the minor changes to be done, the 1st and Final Budget Hearings will be sufficient for changes.

Vice Mayor Hohn would like discussions with the County about all services. Not that we would eliminate either one, but he would like to see what the County's position would be on shared services, by the February workshop. Council Member Johnston agreed.

City Manager Norman-Vacha stated she would review structure, restructure and options. What does it look like, is it full time, some mix of full time/part time, some mix of full time/volunteers? Is it a County/City structure, restructuring..... How do others do it? What are other cities doing that maybe we haven't even talked about tonight that we could come back and make other suggestions about service delivery for Fire Services. She asked for clarification

## CITY COUNCIL BUDGET WORKSHOP MINUTES - August 13, 2013

that Council wanted to look at both Police and Fire. Vice Mayor Hohn referred to Council Member Bernardini's statement that you can't look at one without looking at the other and that is a significant part of the budget.

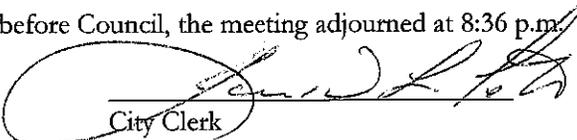
Mayor Bradburn stated that information is power and she has no problem looking at any alternatives and if a sweet deal comes our way it is worth considering.

City Manager Norman-Vacha asked for clarification that another workshop is not needed on September 3rd. Mayor Bradburn confirmed.

City Manager Norman-Vacha advised that the information asked for would be incorporated into the September 11th discussions during the 1st Public Hearing.

### ADJOURNMENT

There being no further business to bring before Council, the meeting adjourned at 8:36 p.m.

  
City Clerk

Attest: \_\_\_\_\_  
Mayor

**CITY OF BROOKSVILLE  
REGULAR CITY COUNCIL MEETING  
COUNCIL CHAMBERS  
201 HOWELL AVENUE  
BROOKSVILLE, FL 34601**

**MINUTES**

**October 7, 2013**

**7:00 P.M.**

Brooksville City Council met in regular session with Mayor Lara Bradburn, Vice Mayor Kevin Hohn, Council Members Joe Bernardini, Frankie Burnett, and Joseph E. Johnston, III present. Also present were James Fisher, City Attorneys; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, City Clerk; Mike Walker, Parks and Recreation Director; Bill Geiger, Community Development Director; Richard Radacky, Director of Public Works; George Turner, Police Chief and Tim Mossgrove, Fire Chief. Members of the Hernando Today and Hernando Times were also present.

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

**PRESENTATION & REQUESTS FOR WAIVERS**

**Hernando County Fine Arts Council Fee Waiver Request**

Consideration of request for fee waiver in the amount of \$600 for the 2014 Art in the Park event at Tom Varn Park scheduled for March 15 and 16, 2014.

Paul Shaskin, Vice Chair of the Hernando County Fine Arts reviewed the event to be held in Tom Varn Park.

**Motion:**

Motion was made by Council Member Burnett and seconded by Council Member Johnston for approval of the waiver in the amount of \$600. Motion carried 5-0.

**Christian Life Assembly of God Fee Waiver Request**

Consideration of request for fee waiver in the amount of \$305 for rental of the Jerome Brown Community Center for Thanksgiving Dinner scheduled for November 25, 2013.

Reverend John Hensel reviewed the event, which feeds about 600 people, including shut-ins. He advised those who wish to volunteer can do so on the website or just show up.

**Motion:**

Motion was made by Council Member Burnett and seconded by Council Member Bernardini for approval of the waiver in the amount of \$305. Motion carried 5-0.

**CERTIFICATES, PROCLAMATIONS AND PRESENTATIONS**

**Margaret R. Ghiotto Improvement Award - Commercial Award**

Recognition of improvements to the property owned by Robert Smith, Sr., located at 259 Howell Avenue.

## REGULAR COUNCIL MEETING – OCTOBER 7, 2013

Scott Renz, Beautification Board Chair, reviewed the award which will be presented to Mr. Smith, who was not able to attend the meeting.

### **Proclamation for Fire Prevention Week**

Presentation of a Proclamation honoring Fire Prevention Week October 6-12, 2013.

Fire Chief Mossgrove reviewed Fire Prevention Week and tips for preventing kitchen fires. Mayor Bradburn asked which extinguisher is the best. Chief Mossgrove recommended the ABC Dry Chemical Extinguisher.

The proclamation was read by the Mayor in its entirety and presented to Fire Chief Mossgrove by Council.

Council Member Johnston he had his first kitchen fire ever last week.

### **CITIZEN INPUT**

Mayor Bradburn called for public input.

Dr. Johnny Johnson appealed to Council to vote in favor of returning fluoride to the City's water at optimum levels. Mayor Bradburn asked for confirmation that Dr. Johnson's stance is that water fluoridation is safe and effective. He confirmed this. Mayor Bradburn asked if he is aware of any toxicology studies that would show otherwise. He advised he is not aware of any because they are not required by the EPA or the National Sanitation Foundation. Mayor Bradburn advised she has two toxicological studies on hydrofluoric acid that are peer reviewed. Dr. Johnson advised he had spoken with the National Fluoridation Engineer at the CDC advised they are not required. He requested a copy of the studies, which Mayor Bradburn entered into the record. (Attachment 1)

Kurt Irmischer spoke in opposition of water fluoridation, stating there has not been one peer reviewed, placebo controlled, toxicological study, over 65 years showing the consumption of hydrofluosilicic acid by humans and animals is completely safe and effective over a lifetime. He advised there are over 10,000 studies from around the world that speak of the deleterious effects of fluoride on prenatal children, the elderly, diabetics, hyper thyroidism and people with kidney disease.

Dr. Roth rebutted Mr. Irmischer's statement advising that there are 10,000 peer reviewed studies, speaking in favor of water fluoridation.

Pat Miketinac spoke in favor of removing the red light cameras, referring to the Constitutional rights of citizens.

Shirley Miketinac thanked Council for their service. She spoke against the red light cameras.

Ann Gail Ellis reiterated the Health Dept. is pro fluoridation and thanked all who have attended in support of the issue. Mayor Bradburn asked if she is aware of any toxicological studies in regard to hydrofluosilicic acid? Ms. Ellis advised she is not. Mayor Bradburn asked if she is familiar with NSF Standard 60. Ms. Ellis advised she is not. Mayor Bradburn asked

## REGULAR COUNCIL MEETING – OCTOBER 7, 2013

if she is familiar with what would be required for certification under that standard. Ms. Ellis advised she is not. Mayor Bradburn asked if the Health Department provide written declaration stating that water fluoridation is fully safe and effective for human consumption. Ms. Ellis could not confirm that.

### CONSENT AGENDA

#### Minutes

- a) February 4, 2013 Regular Meeting
- b) March 5, 2013 Workshop
- c) May 6, 2013 Regular Meeting

#### Surplus Equipment

Consideration to surplus obsolete/inoperable equipment.

#### Bluesapalooza Music Festival Fee Waivers

Confirmation of allocation of previously approved fee waiver.

#### Motion:

Motion was made by Council Member Bernardini and seconded by Council Member Johnston for approval of Consent Agenda.

Council Member Burnett asked why the fee waiver was under the consent agenda. City Manager Norman-Vacha advised it had been approved at the last Council meeting for the FY13/14 budget, however, the event actually happened in the FY12/13 budget. So the request is for the fee to come out of the FY12/13 budget.

Motion carried 5-0.

### REGULAR AGENDA

#### Audit Services RFP No. FI2013-05 Award

Consideration of award for Audit Services to Clifton Larson Allen and authorize staff to prepare an agreement to be returned to Council for approval.

City Manager Norman-Vacha advised Oliver & Co. had withdrawn their bid for the contract for Audit Services.

Assistant Finance Director Delach reviewed the issue.

Council Member Johnston asked if the monthly billing requested by Clifton Larson Allen would be able to be processed monthly. City Manager Norman-Vacha advised yes.

Vice Mayor Hohn asked about the rankings. Assistant Finance Director Delach reviewed.

Mayor Bradburn advised she did not understand the ranking scores, indicating she would like to interview the companies that submitted proposals with contracts ready to be signed. She asked who will be responsible for the reports to the State.

## REGULAR COUNCIL MEETING – OCTOBER 7, 2013

City Manager Norman-Vacha indicated the contract will come back to Council and the proposals do address the reports.

### **Motion:**

Motion was made by Council Member Johnston and seconded by Council Member Burnett for award of the Audit Services RFQ to Clifton Larson Allen.

Motion carried 4-1 with Mayor Bradburn voting in opposition.

City Manager Norman-Vacha advised staff will be back to Council as soon as possible with a contract.

### **Noise Ordinance No. 730-A**

Consideration of proposed ordinance amending Chapter 82 of the Code relating to Traffic and Vehicles, Article III, Noise from Vehicles.

Police Chief Turner reviewed the ordinance.

Council Member Burnett asked if the fees set with the original ordinance would stand. City Attorney Fisher reviewed what has changed, indicating the original provisions would stay the same.

Vice Mayor Hohn asked if the monster truck pulls and ice cream trucks are gone. City Attorney Fisher advised yes.

Mayor Bradburn asked for public input; there was none.

Council Member Johnston advised his concern is for the 25 feet restriction. He will vote against for that reason.

Mayor Bradburn asked how many citations have been issued when the ordinance was in effect prior. Chief Turner advised quite a few, with most being from complaints.

Council Member Burnett felt the noise has increased since stopping enforcement.

Vice Mayor Hohn asked if music on private property is affected and if a motor home is considered a vehicle. City Attorney Fisher advised yes. He advised the whole issue concerned "plainly audible"

### **Motion:**

Motion was made by Council Member Burnett and seconded by Vice Mayor Hohn for approval of Ordinance No. 730-A.

City Clerk Peters read Ordinance No. 730-A by title, as follows:

**AN ORDINANCE OF THE CITY OF BROOKSVILLE, FLORIDA,  
AMENDING THE CODE OF ORDINANCES OF THE CITY OF  
BROOKSVILLE, FLORIDA, CHAPTER 82, "TRAFFIC AND  
VEHICLES," BY ADDING THERETO A NEW ARTICLE III,**

## REGULAR COUNCIL MEETING – OCTOBER 7, 2013

### “NOISE FROM VEHICLES;” PROHIBITING ; PROVIDING FOR CONFLICT AND SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR EFFECTIVE DATE.

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

Council Member Bernardini	Aye
Council Member Burnett	Aye
Council Member Johnston	Nay
Vice Mayor Hohn	Aye
Mayor Bradburn	Aye

### Fluoride Update

City Manager Norman-Vacha reviewed the request of Council. She advised staff has not been able to locate information regarding scientific studies and toxicology reports conducted by state/federal agencies, including Florida Department of Environmental Protection, US Environmental Protection Agency, US Center for Disease Control and Prevention, stating that fluoride is safe and effective. Further, in speaking with Florida Department of Health staff, it is our understanding that hydrofluosilicic acid is not considered a drug and therefore a “toxicology” report is not available.

Mayor Bradburn advised the information has not been reviewed by Council as it was just received this afternoon.

Council Member Bernardini asked, if fluoride is so bad, why hasn't the CDC, and other agencies done studies? Also, why are dentists so staunchly for fluoride?

Council Member Burnett advised he has always based his opinion on first hand evidence and that no one that he knows of has ever died from it. He recommended a referendum on the issue.

Council Member Johnston was in favor.

Vice Mayor Hohn appreciates the fact that it is beneficial but needs more time to consider the issue.

Mayor Bradburn does not think it is an issue of fluoride; it's an issue of whether or not we ingest unnecessarily a product that should be a choice to consume. She reviewed NSF Standard 60, and pointed out that the manufacturer or re-packager of fluoridation products are not mandated to comply with the standard, but the city is mandated and would be held liable for any material impacts. She believes that unless the manufacturer or re-packager provides specific or detailed information on the materials content and certification, the city would be placing our utility staff, first responders and citizens at risk of exposure. She notes that there have been no citizens here asking for fluoride to be added to the water. She pointed out some misinformation read by Dr. Johnson, and urged that if the council goes in this direction, the contract go through legal review.

## REGULAR COUNCIL MEETING – OCTOBER 7, 2013

Council Member Bernardini advised that even though the citizens have not been here asking for it, they are not here opposing it either. The people he has talked to are not opposed to the fluoride in their water. It's his understanding that every building in the city has documentation of any stored hazardous materials for safety purposes, and first responders would know what is there. Regarding employees handling the material, it should come with directions on how it should be handled.

Council Member Burnett indicated, for the record, that he has not seen any residents in attendance providing support or opposition for the fluoride.

Council Member Johnston, regarding dentists' fear to speak out against fluoridation, knowing dentists in the area he does not understand why they would be afraid to speak an opinion which would not cause them to lose their license. His opinion remains that this is for the benefit of the citizens of the City of Brooksville.

Regarding Vice Mayor Hohn's request of the chemical make-up of the product previously used for water fluoridation in the City, staff provided information from the Dumont Company. They provided it to their customers earlier this year regarding their product, specifically the origin of materials and contaminant content, occurring naturally.

Additionally, staff provided e-mails received from others regarding fluoride since the last meeting.

### **Motion:**

Motion was made by Council Member Johnston and seconded by Council Member Burnett for approval of reinstating the fluoridation program to the City's water using the Agent HFS-2300 and authorize staff to proceed with matters necessary to do so.

Council Member Bernardini wished the water bills to note that the City is including fluoride in their water. Council Member Johnston advised he did not know about it needing to be a part of the motion but he would not have a problem with that. Mayor Bradburn asked if he would like a consensus for that. Council Member Johnston advised he would not have a problem with it should it pass. Council Member Bernardini indicated he would like that. Council consensus was to allow.

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

City Manager Norman-Vacha advised a contract was not required but it would take 30-45 days for implementation, and she would happy to include something on the water bill telling citizens that council has re-implemented the water fluoridation program.

Mayor Bradburn requested to review all correspondence with the manufacturers and all contract information for purchase.

### **CITIZEN INPUT**

Mayor Bradburn called for citizen input.

## REGULAR COUNCIL MEETING – OCTOBER 7, 2013

Dr. Johnny Johnson advised there is specific wording addressing usage of fluoridated water for reconstituting infant formula that would be beneficial to add to the water bill.

Dr. Roth thanked Council for their vote.

Ann Gail Ellis, Department of Health, suggested starting the verbiage on the water bill now so citizens can prepare for the fluoridation. Regarding Dr. Johnson's advice, the Department of Health would be happy to assist in notifying the medical and dental community of the reinstatement of the water system.

### **ITEMS BY COUNCIL**

#### **Joseph E. Johnston, III, Council Member**

Council Member Johnston advised that the traffic signal at Mildred and Jefferson is cycling on its own again, and he believes the county will be adding the issue to their agenda.

#### **Kevin Hohn, Vice Mayor**

##### Fluoride

Vice Mayor Kevin Hohn, referencing the fluoride issue, said it's identical to the war on drugs. It's a long fight, not doing much good, but what happens if we stop. The damage would be unbelievable if we decided to change course, as every dentist would say about fluoride. It's that important.

##### The First Tee

He confirmed with Director Walker that The First Tee started this week, and looks forward to spending some time with the kids.

#### **Joe Bernardini, Council Member**

##### Brooksville Commons

Council Member Bernardini, referencing the e-mail sent by Gary Wilson, is hoping that they can do something about the State putting a big sign in front of The Brooksville Commons. Mayor Bradburn and City Manager Norman-Vacha confirmed they are working on it.

##### Red Light Cameras

He asked for an update on the continuous flashing at the red light cameras, which is still occurring. Mayor Bradburn indicated that Captain Hankins had sent out a letter to the company advising of Council's concern. City Manager Norman-Vacha said they have responded, and the Chief will get an update in writing from the company on what action has already been taken.

He requested that before any other cameras are placed within city limits the contract be brought before the council for vote on whether to add it. Mayor Bradburn believes that when the program was established any new camera was supposed to come before Council. Council agreed consensus is needed. Council Member Bernardini requested, although approved originally, future discussion of the proposed camera at Ponce De Leon and Jefferson. Mayor Bradburn stated she does not have a problem with previously approved

## REGULAR COUNCIL MEETING – OCTOBER 7, 2013

cameras, but agreed new intersections require approval. Council Member Bernardini mentioned that he spoke to Attorney Hogan, who agreed it would be prudent to review any future cameras and the attorney will meet with Council members individually to discuss.

He also suggested re-addressing the ordinance and changing 5 mph to 15 mph so it may stop some of the flashing which occurs when the camera anticipates a violation. Council Member Johnston agreed. Mayor Bradburn discussed her meeting with Senator Simpson last week, and assured him Council was in favor of extending the yellow light timing.

### **Frankie Burnett, Council Member**

#### Mid-Florida

Council Member Burnett requested the Council do a proclamation on behalf of Mid-Florida. On October 30<sup>th</sup> they are going to be recognized for Weatherization Day. In 2011, Mid Florida did 303 homes, and in 2012 they did 253 homes in Hernando County. Over 85% of clients show a savings of \$300.00 to \$450.00 dollars a year on utility bills.

He thanked Council and staff for their dedication to the City of Brooksville.

### **T. Jennene Norman-Vacha, City Manager**

City Manager Norman-Vacha reviewed the events of Founder's Week and upcoming city and county activities.

### **Lara Bradburn, Mayor**

Mayor Bradburn encouraged all to visit the court house for their century celebration.

#### Legislative Delegation

She advised that she is unable to attend the legislative delegation on Monday, and will work with Council to make alternate arrangements.

#### Florida League of Cities Policy Committee

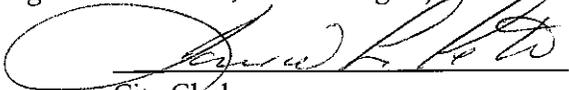
She reminded everyone that October 18<sup>th</sup> is the second Florida League of Cities Policy Committee meeting being held in Orlando.

#### Fluoride

Mayor Bradburn advised she will continue to do due diligence on the issue of fluoride, and appreciates the conversations they have had and will continue to have.

### **ADJOURNMENT**

There being no further business to bring before Council, the meeting adjourned at 9:10 p.m.

  
City Clerk

Attest: \_\_\_\_\_  
Mayor

**CITY OF BROOKSVILLE  
REGULAR CITY COUNCIL MEETING  
COUNCIL CHAMBERS  
201 HOWELL AVENUE  
BROOKSVILLE, FL 34601**

**MINUTES**

**October 21, 2013**

**7:00 P.M.**

Brooksville City Council met in regular session with Mayor Lara Bradburn, Council Members Joe Bernardini, Frankie Burnett, and Joseph E. Johnston, III present. Also present were James Fisher, City Attorneys; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, City Clerk; Mike Walker, Parks and Recreation Director; Bill Geiger, Community Development Director; Richard Radacky, Director of Public Works; George Turner, Police Chief and Tim Mossgrove, Fire Chief. Members of the Hernando Today and Hernando Times were also present. Vice Mayor Kevin Hohn was absent.

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

**CERTIFICATES, PROCLAMATIONS AND PRESENTATIONS**

**“Florida City Government Week” Proclamation**

Consideration of Proclamation declaring the week of October 20-26, 2013, as “Florida City Government Week” in conjunction with the Florida League of Cities’ sponsored annual statewide celebration of municipal government and its contributions to the quality of life of Floridians.

Council Member Johnston read the proclamation in its entirety.

**“Weatherization Day” Proclamation**

Consideration of Proclamation declaring October 30, 2013, as “Weatherization Day” sponsored by Mid-Florida Community Services.

Mayor Bradburn read the proclamation in its entirety and presented to Brenda Mobley of Mid-Florida Community Services. Ms. Mobley reviewed the program along with Council Member Burnett.

**Brownfields Program Update**

PowerPoint update on status of the program.

Bill Geiger, Director of Community Development introduced George Foster of CES and Brian Kvam of Cardno TBE, who gave an overview Council on the status of the Brownfields Program.

Mr. Kvam indicated the program is to redevelop property with perceived or real environmental contamination. The Community Task Force has had approximately 30 people at each meeting helping to raise community awareness and to identify properties of concern. He reviewed the list of members in the program and reviewed sites that have been identified by the Community Task Force within the City of Brooksville. The properties have yet to be scored or prioritized.

The next steps will be site prioritization and phase 1 environmental site assessments, which will identify the level of contamination on the site. Phase 2 will involve collection of samples to be analyzed and additional testing. Clean up and redevelopment is the ultimate goal.

# REGULAR COUNCIL MEETING MINUTES – OCTOBER 21, 2013

Council Member Johnston requested Council get a copy of the map of sites.

Mayor Bradburn asked if citizens could still apply. Mr. Kvan advised yes, it is an ongoing process. He confirmed the project team will be investigating funding sources and will also be working on establishing a Brownfields area which would be eligible for state tax credits.

Council Member Burnett requested that Council be forwarded the information from Task Force meetings so they can keep up with comments from the community.

City Attorney Tom Hogan introduced Clifford A. Taylor who has joined the firm and will be representing the City.

## CITIZEN INPUT

Mayor Bradburn called for public input.

Pat Miketinac read an article written by John Whitehead regarding red light cameras.

Shirley Miketinac also referred to the article. She commended Council on their efforts to lengthen yellow lights.

Jimmy Lodato referenced the Legislative Meeting held here last week and was appalled at the disrespect shown to Council Member Johnston by Robert Schenck.

Vi Coogler stated that Ms. Mobley is involved in more than the Weatherization program. He commented on the flashing of the red light cameras.

## CONSENT AGENDA

Mayor Bradburn asked that Item 2 be set aside as a separate vote. Council Member Bernardini asked that Item 3 and 4 be set aside as well.

### Dumpster Supply Purchase

Consideration of approval to purchase replacement dumpsters for commercial accounts via piggybacking on the City of Lakeland's bid award to Iron Containers, LLC for an amount not-to-exceed the \$24,645 approved by Council in the FY 2014 Budget.

### Motion:

Motion was made by Council Member Burnett and seconded by Council Member Bernardini for approval of the dumpster supply purchase.

Questions were asked regarding lengthening the life of the dumpsters.

Motion carried 4-0.

### Benchmark Mowing Services

Consideration of extension of agreement with Benchmark for Mowing Services.

Mayor Bradburn asked about hiring a part-time employee to do the mowing, which would be her preference. T. Jennene Norman-Vacha advised this is an extension of a current contract. Council Member Burnett discussed the expense of the buying and upkeep of mowing equipment and

## REGULAR COUNCIL MEETING MINUTES – OCTOBER 21, 2013

employer liability. Mayor Bradburn recommended looking into partnering with the School Board or another government entity for mowing services.

Council Member Johnston recommended extending for this year but readdressing the other thoughts in the budget process.

### **Motion:**

Motion was made by Council Member Johnston and seconded by Council Member Burnett for approval of the Benchmark mowing services contract extension.

Council Member Bernardini recommended looking into another inmate crew to do mowing.

Motion carried 3-1 with Mayor Bradburn voting in opposition.

T. Jennene Norman-Vacha pointed out this particular contract is only for the treatment plants and pump lift stations. She advised we do have a corrections crew to mow.

### **Southwest Direct Agreement**

Consideration of 1-year extension of the contract for utility billing services.

Council Member Bernardini asked if they still willing to add information to the mailings for citizens. City Manager Norman-Vacha advised they are and the costs for services are still competitive.

### **Motion:**

Motion was made by Council Member Burnett and seconded by Council Member Bernardini for approval of the Southwest Direct Agreement extension. Motion carried 4-0.

### **Auditing Services Agreement**

Consideration of three year agreement with Clifton Larson Allen for audit services as negotiated by the City Attorney.

Mayor Bradburn introduced Michael Carter of Clifton Larson Allen. City Manager Norman-Vacha advised their costs are all inclusive.

### **Motion:**

Motion was made by Council Member Burnett and seconded by Council Member Johnston for approval of the Auditing Services Agreement. Motion carried 4-0.

## **PUBLIC HEARINGS**

### **Noise Ordinance No. 730-A**

Consideration of proposed ordinance amending Chapter 82 of the Code relating to Traffic and Vehicles, Article III, Noise from Vehicles.

Police Chief Turner reviewed the ordinance.

Council Member Burnett asked that new violators be given a warning for the first five days that the ordinance is back in effect. Chief Turner advised he does not have a problem with it and officers will also be notifying the community about the change.

Council Member Johnston inquired as to an exemption clause. Attorney Hogan advised a resolution could be drawn up for that purpose. Council Member Johnston feels 25' is way too short of a

# REGULAR COUNCIL MEETING MINUTES – OCTOBER 21, 2013

restriction. Council Member Bernardini stressed the restriction is for the window-shaking noise violations.

Mayor Bradburn asked for public input.

Kojack Burnett wanted to know the effective date. City Manager Norman-Vacha advised it will be immediately upon adoption by Council.

## **Motion:**

Motion was made by Council Member Burnett and seconded by Council Member Bernardini for approval of Ordinance No. 730-A with a 5-day ticket delay.

City Clerk Peters read Ordinance No. 730-A by title, as follows:

**AN ORDINANCE OF THE CITY OF BROOKSVILLE, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF BROOKSVILLE, FLORIDA, CHAPTER 82, "TRAFFIC AND VEHICLES," BY ADDING THERETO A NEW ARTICLE III, "NOISE FROM VEHICLES;" PROHIBITING ; PROVIDING FOR CONFLICT AND SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR EFFECTIVE DATE.**

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

Council Member Bernardini	Aye
Council Member Burnett	Aye
Council Member Johnston	Nay
Vice Mayor Hohn	Abs
Mayor Bradburn	Aye

## **REGULAR AGENDA**

### **Resolution No. 2013-11 – Resolution for Clerk**

Consideration of a resolution appointing the City Clerk, or his/her designee, to serve as the Clerk to the local hearing officer related to hearings involving civil infractions related to the "Red Light Camera Ordinance.

The City Attorney reviewed the resolution.

## **Motion:**

Motion was made by Council Member Burnett and seconded by Council Member Johnston for approval of Resolution No. 2013-11.

City Clerk Peters read Resolution No. 2013-11 by title, as follows:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, FLORIDA, DESIGNATING THE CITY CLERK TO SERVE AS CLERK TO THE LOCAL HEARING OFFICER IN MATTERS INVOLVING THE USE OF AND REGULATION OF CAMERAS, PURSUANT TO CHAPTER 316, FLORIDA STATUTES, AND PROVIDING AN EFFECTIVE DATE.**

# REGULAR COUNCIL MEETING MINUTES – OCTOBER 21, 2013

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

Council Member Burnett	Aye
Council Member Johnston	Aye
Council Member Bernardini	Nay
Vice Mayor Hohn	Abs
Mayor Bradburn	Aye

## ADJOURN TO COMMUNITY REDEVELOPMENT AGENCY MEETING

The meeting was adjourned to the CRA Meeting at 8:21 p.m.

## RECONVENE REGULAR COUNCIL MEETING

The City Council reconvened at 8:23 p.m.

## CITIZEN INPUT

Mayor Bradburn called for public input.

Kojact Burnett stated he represented the city for the 2013 induction of Mike Walker to the HHS Hall of Fame. He thanked staff for doing a great job.

## COUNCIL

### Joe Bernardini, Council Member

#### Red Light Camera Yellow Lights

Council Member Bernardini requested another letter to the county regarding extension of red light camera yellow lights. Mayor Bradburn asked Attorney Taylor to look into it.

He asked about the status of the flashing at the red light cameras and City Manager Norman-Vacha stated that a staff report should be available by the next meeting.

He proposed that any new cameras be approved by Council prior to installation, and Council re-address the 5 mph speed limit. Mayor Bradburn stated that it will continue to be discussed with the attorney.

### Frankie Burnett, Council Member

#### Florida Urban Forestry Council

Council Member Burnett presented the quarterly newsletter of the Florida Urban Forestry Council, and read a segment referring to the City of Brooksville. He pointed out that a company, Med-Nap, that produces antiseptic towelettes and is located right here in our city.

He spoke briefly about the holidays, and thanked Council and staff for all they do.

### Joseph E. Johnston, III

#### Red Light Cameras

Council Member Johnston discussed the legislative representation regarding the red light camera problems.

# REGULAR COUNCIL MEETING MINUTES – OCTOBER 21, 2013

## Lara Bradburn, Mayor

### Brooksville Cycling Classic

Mayor Bradburn discussed the Brooksville Cycling Classic and stated the organizers are petitioning the cycling body to move the event to the spring.

### Chinsegut Celebration

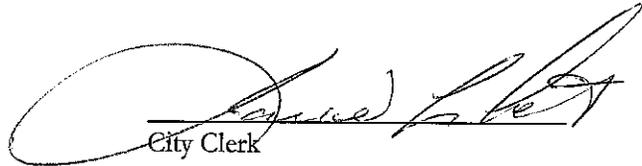
She reminded everyone that the Chinsegut Celebration is November 15<sup>th</sup>, as well as the grand opening for ICTC with Governor Scott.

### Joint MPO Meeting

Also, October 30<sup>th</sup> is a joint meeting with Hernando County MPO & Citrus County TPO in response to the governor's request to merge the two bodies.

## ADJOURNMENT

There being no further business to bring before Council, the meeting adjourned at 8:45 p.m.



City Clerk

Attest: \_\_\_\_\_  
Mayor

**CITY OF BROOKSVILLE  
REGULAR CITY COUNCIL MEETING  
COUNCIL CHAMBERS  
201 HOWELL AVENUE  
BROOKSVILLE, FL 34601**

**MINUTES**

**November 4, 2013**

**7:00 P.M.**

Brooksville City Council met in regular session with Mayor Lara Bradburn, Vice Mayor Kevin Hohn, Council Members Joe Bernardini, Frankie Burnett, and Joseph E. Johnston, III present. Also present were Clifton Taylor, City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, City Clerk; Mike Walker, Parks and Recreation Director; Bill Geiger, Community Development Director; Richard Radacky, Director of Public Works; George Turner, Police Chief and Tim Mossgrove, Fire Chief. Members of the Hernando Today and Hernando Times were also present.

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

**CERTIFICATES, PROCLAMATIONS AND PRESENTATIONS**

**American Indian Heritage Month**

Proclamation in honor of American Indian Heritage Month to be presented to a representative of the Daughters of the American Revolution.

Council Member Bernardini read the proclamation in its entirety and presented it to the members present; Suzy Machamer, Regent, Judy Walters, Past Regent & Vivian Henegar, Good Citizens Chairman.

Mayor Bradburn, taking a point of personal privilege, recognized Director of Parks, Facilities & Recreation Mike Walker, for being inducted into the Hernando High School Hall of Fame, presenting him with a personal proclamation.

**CITIZEN INPUT**

Mayor Bradburn called for public input.

Pat Miketinac addressed Council in opposition of the red light cameras, mentioning the flashing lights and requesting the public be informed that Council had the option of infrared lights when the contract was signed.

Shirley Miketinac also spoke in opposition of the red light cameras. She contradicted a newspaper article stating she had never met anyone in favor of the red light cameras. She asked Council to consider writing a letter to the county about the length of the yellow lights, to again consider the flashing lights, and also to allow for a higher right turn speed.

Council Member Johnston, referencing the red light camera infractions being dismissed, advised that if an officer sees one commit an infraction the ticket will be much more than the cost of the red light camera fine.

# REGULAR COUNCIL MEETING MINUTES – NOVEMBER 4, 2013

## CONSENT AGENDA

### Surplus Equipment

Consideration to surplus obsolete/inoperable equipment.

### Container Delivery Unit Purchase

Consideration to purchase a 2014 Ford F-550 Container Delivery Unit for the not-to-exceed amount of \$63,207.

### Street Sweeper Purchase

Consideration to purchase a Stewart-Amos model street sweeper for the not-to-exceed amount of \$177,150 and budget amendment.

### Metal Building – Surplus Property

Consideration to surplus previously donated unclaimed metal building.

### Motion:

Motion was made by Council Member Burnett and seconded by Vice Mayor Hohn for approval of the Consent Agenda Items 1-3 removing Item 4 until the next agenda.

Council Member Johnston asked about the metal building. City Manager Norman-Vacha explained that the School Board never accepted it and staff is asking Council to allow it to be surplus.

Mayor Bradburn advised that there had been a previous discussion with the museum to use that metal for the roof of the old school house being built. Council agreed to move this item to the next agenda.

Motion carried 5-0.

## REGULAR AGENDA

### Kiwanis Club of Brooksville – Annual Christmas Parade Fee Waiver

Consideration of request to partially waive fees in the amount of \$3,200.80, with a commitment from Kiwanis to pay \$1,000 to offset costs to hold the 39<sup>th</sup> Annual Christmas Parade on Saturday, December 14, 2013.

Kiwanis Club President Hitzemann was present to review the 39<sup>th</sup> Annual Parade.

City Manager Norman-Vacha advised Council they are short approximately \$715, and asked that if this request is approved, they release that money from reserve for contingencies.

### Motion:

Motion was made by Council Member Burnett and seconded by Council Member Bernardini for approval of the waiver of fees in the amount of \$2,200.80, with the remainder of the waiver from the contingency fund. Motion carried 5-0.

### Resolution No. 2013-12 to Florida Dept. of Transportation (FDOT) – Annual Christmas Parade Route

Consideration of approval of resolution supporting annual Kiwanis Christmas Parade route and closing of SR50/Jefferson St. & US41/Broad St., with authorization for Police Chief and Mayor to sign FDOT permit application.

# REGULAR COUNCIL MEETING MINUTES – NOVEMBER 4, 2013

## Motion:

Motion was made by Council Member Burnett and seconded by Council Member Johnston for approval of Resolution No. 2013-12.

City Clerk Peters read Resolution No. 2013-12 by title, as follows:

**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 DECEMBER 14,  
2013; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN  
EFFECTIVE DATE.**

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

Council Member Bernardini	Aye
Council Member Burnett	Aye
Council Member Johnston	Aye
Vice Mayor Hohn	Aye
Mayor Bradburn	Aye

## Official Policy 1-2011-A - Tobacco Use

Consideration of policy 1-2011-A updating tobacco use for the City of Brooksville.

City Clerk Peters reviewed the policy.

Council Member Johnston and Vice Mayor Hohn spoke in opposition of the update because they don't produce secondhand smoke and they haven't been regulated or restricted by the government.

Mayor Bradburn read from the e-cigarette fact sheet stating "Opponents of e-cigarettes say people shouldn't be subjected to secondhand vapor until manufacturers have proven it to be safe for everyone, including children, the elderly and people with certain medical conditions." She found it ironic and personally offensive that staff and Council would hold this as the guidepost in this instance but not in instance of Fluoride, which has never been proven safe or effective. She further stated, it has never been regulated by the FDA, by anyone, and yet here we have a staff report that says we should uphold the guidepost on this issue, but not Fluoride. I find it offensive. And it's not that I'm generally opposed to this policy, I'm not, but you can't say that in one instance and not the other.

Council Member Bernardini, having read the material, was not sure the vapor comes back out and becomes a type of secondhand smoke because it still has the nicotine in it.

City Manager Norman-Vacha clarified that this policy pertains to city buildings, premises and vehicles.

Council Member Johnston advised the current policy encourages staff to cut back on smoking if possible and eliminate second-hand smoke. He didn't believe e-cigarettes contributed to the second part but agreed it could be a problem if you look at the "appearance" that someone could be smoking. He found it strange that Mayor Bradburn would be offended by someone that has a different viewpoint than she, and didn't think "offensive" was the right term. Mayor Bradburn clarified that she did indeed find it offensive that we say that we should not be subjected to this, when it's never been proven safe and effective, but we're going to subject every citizen to a toxic

# REGULAR COUNCIL MEETING MINUTES – NOVEMBER 4, 2013

poison that has never been proven safe and effective. Council Member Johnston felt it may be found to be surprising or unusual but offensive....he advised he took offense to that term.

## **Motion:**

Motion was made by Council Member Bernardini and seconded by Mayor Bradburn, who passed the gavel to Vice Mayor Hohn, for approval of Policy 1-2011-A. Motion carried 4-1 with Vice Mayor Hohn voting in opposition.

## **CITIZEN INPUT**

Mayor Bradburn called for public input.

Kojack Burnett thanks Council for recognizing Mike Walker and thanked the City Manager for her hard work.

Vi Coogler reminded everyone of the Veteran's Parade on Saturday and the Chinsegut Hill gathering the following weekend.

## **ITEMS BY COUNCIL**

### **Joseph E. Johnston, III**

Council Member Johnston mentioned the Goodyear blimp came through the City.

#### Yellow Light Timing

He asked for Council consensus to send a letter to Brian Malmberg at the county, indicating it is the intent of Council to extend the timing of the yellow lights. Mayor Bradburn stated she would be happy to send a letter.

### **Joe Bernardini, Council Member**

#### Red Light Camera Flashing

Council Member Bernardini asked about a report regarding the flashing lights at the red light cameras. City Manager Norman-Vacha advised she is meeting with the law firm.

He indicated he will not be here next meeting and wished all a Happy Thanksgiving.

### **Frankie Burnett, Council Member**

#### Noise Ordinance

Council Member Burnett apologized in reference to the noise ordinance, agreeing that 25' is not far enough. He asked that the ordinance be brought back and amended. Council consensus was to bring it back. City Manager Norman-Vacha will research and bring the findings back too Council.

Council Member Burnett thanked the City Manager and staff for their work.

### **City Manager Norman-Vacha**

#### Veteran's Parade

City Manager Norman-Vacha reminded everyone again about the Veterans parade on Saturday.

**REGULAR COUNCIL MEETING MINUTES – NOVEMBER 4, 2013**

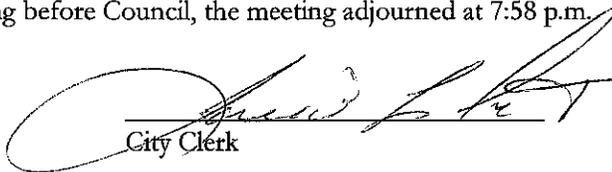
**Lara Bradburn, Mayor**

MPO Meeting

Mayor Bradburn thanked the City Manager for joining her at the MPO meeting last week, and reminded that Wednesday is recycling day.

**ADJOURNMENT**

There being no further business to bring before Council, the meeting adjourned at 7:58 p.m.



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

Attest: \_\_\_\_\_  
Mayor

**CITY OF BROOKSVILLE  
REGULAR CITY COUNCIL MEETING  
COUNCIL CHAMBERS  
201 HOWELL AVENUE  
BROOKSVILLE, FL 34601**

**MINUTES**

**November 18, 2013**

**7:00 P.M.**

Brooksville City Council met in regular session with Mayor Lara Bradburn, Vice Mayor Kevin Hohn, Council Members Frankie Burnett and Joseph E. Johnston, III present. Also present were Clifford Taylor, City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, City Clerk; Mike Walker, Parks and Recreation Director; Bill Geiger, Community Development Director; Richard Radacky, Director of Public Works; George Turner, Police Chief and Tim Mossgrove, Fire Chief. Members of the Hernando Today and Hernando Times were also present. Council Member Joe Bernardini was absent.

Prior to the meeting a sound/distance demonstration related to the noise ordinance took place outside City Hall. The meeting was called to order by Mayor Bradburn at 7:00 p.m., followed by an invocation and Pledge of Allegiance.

Mayor Bradburn asked that Item F-2 be tabled to the next meeting for further review.

**CERTIFICATES, PROCLAMATIONS AND PRESENTATIONS**

**Proclamation of Recognition**

Proclamation recognizing Alan DeWitte for obtaining his 3 million mile safe driving award.

The proclamation was read in its entirety by Mayor Bradburn and will be presented to Mr. DeWitte at an event in his honor on November 22<sup>nd</sup>.

**Resolution No. 2013-14 – Stephen Baumgartner Retirement**

Consideration of Resolution honoring Finance Director Stephen Baumgartner who will retire from the Finance Department on November 29, 2013, after more than 11 years of service.

Finance Director Baumgartner was honored for his service to the City. Mayor Bradburn elaborated on his accomplishments during his tenure with the City, reading Resolution No. 2013-14 in its entirety.

**Motion:**

Motion was made by Council Member Johnston and seconded by Council Member Burnett for approval of Resolution No. 2013-14.

City Clerk Peters read Resolution No. 2013-14 by title, as follows:

**A RESOLUTION IN APPRECIATION OF THE YEARS OF SERVICE  
RENDERED TO THE CITY OF BROOKSVILLE AND ITS CITIZENS  
BY STEPHEN BAUMGARTNER.**

Motion carried 4-0 upon roll call vote, as follows:

Council Member Burnett	Aye
Council Member Johnston	Aye
Council Member Bernardini	Absent
Vice Mayor Hohn	Aye
Mayor Bradburn	Aye

# REGULAR COUNCIL MEETING MINUTES – November 18, 2013

Director Baumgartner expressed appreciation and thanks for his opportunity to work for the City of Brooksville.

Council Member Johnston and Council Member Burnett also commented on Director Baumgartner's tenure.

## **National Farm-City Week Proclamation**

Proclamation in honor of National Farm-City Week November 22 – 28, 2013.

The proclamation was read in its entirety by Mayor Bradburn and presented to Jimmy Brooks of the National Farm-City organization, who elaborated on the event being held on November 25<sup>th</sup> at Hernando Park. City Manager Norman-Vacha advised part of Fort Dade would be closed for the event.

Council Member Johnston believes he read in the newspaper that one of the Hernando High School students placed first in the national FFA competition and they should get the person's name and do a proclamation.

## **CITIZEN INPUT**

Mayor Bradburn called for citizen input.

Pat Miketinac advised Altamonte Springs received a traffic safety award for being one of the safest cities to drive in and they do not use red light cameras. He would appreciate an update on the annual statistical data and information report that all cities issuing automated tickets are to provide to DHSMV.

Vi Coogler thanked council members who made the gathering on Friday at Chinsegut Hill.

Rick Ballou wants to know when the flashing lights will be fixed and talked about the stress they create.

Hamilton Hanson, of Weeki Wachee, spoke in opposition of red light cameras.

## **CONSENT AGENDA**

### **Metal Building – Surplus Property**

Consideration to surplus previously donated unclaimed metal building.

### **Final 2012-2013 Budget Amendments**

Consideration of final budget amendments to the Fiscal Year 2012/13 budget.

City Manager Norman-Vacha, after meeting with members from the Heritage Museum, asked for 36 sheets of metal be donated to the museum and the remaining sheets, less than 100, be surplus. Vice Mayor Hohn asked about the cost of the netting for the JBCC Adult Softball Complex. Director Walker advised it will cost around \$5,000.00 to \$6,000.00.

Council Member Johnston asked about the transfers from reserves to special events discussed last meeting. City Manager Norman-Vacha advised it would be for Fiscal Year 2013/2014.

### **Motion:**

Motion was made by Council Member Burnett and seconded by Council Member Johnston for approval of the Consent Agenda. Motion carried 4-0.

# REGULAR COUNCIL MEETING MINUTES – November 18, 2013

## REGULAR AGENDA

### Noise Ordinance Discussion and Staff Report

Staff report and discussion regarding the City's Noise Ordinance

Police Chief Turner reviewed the stipulations of the ordinance, advising violations must be witnessed by an officer, in that the vehicle must be observed and identified. Noise is documented via a laser, which is not available in all vehicles, and not all officers are laser certified. He stated distance is an important enforcement issue. The demonstration tonight was at 109 feet.

Mayor Bradburn asked if Council would like to leave the policy as is, or bring the ordinance back for a change of distance. Council Member Burnett was in favor of changing the distance from 25 feet, but wants to make sure the officers can enforce it. Council discussed and agreed upon a 50 to 75 foot distance. Staff and legal will review what other cities are doing and amend the current ordinance for Council approval.

City Manager Norman-Vacha confirmed that staff will bring back the change to include a 50-75 foot distance, as well as to incorporate exceptions for city events. The nuisance ordinance regarding private property will also be reviewed.

### Resolution No. 2013-13 Public Comment

Consideration of Resolution adopting rules and policies governing public comment in compliance with Section 286.0114, Florida Statutes.

This item was tabled to the December 2<sup>nd</sup> meeting of Council.

### 2014 Annual Holiday and Meeting Schedule

Review and consideration of proposed meeting and holiday schedule for 2014, including tentative budget workshops and public hearing dates, pursuant to City Code and Policy.

### Motion:

Motion was made by Council Member Burnett and seconded by Vice Mayor Hohn for approval of the 2014 Holiday and Meeting Schedule. Motion carried 4-0.

## CITIZEN INPUT

Mayor Bradburn called for public input.

Hamilton Hansen commented on the noise ordinance, as well as an incident during the election last year with the Brooksville Police Department.

Pat Miketinac commented on the City Manager's microphone.

## ITEMS BY COUNCIL

### Frankie Burnett, Council Member

#### Customer Service Improvements

Council Member Burnett is in favor of improvement to the Customer Service area. He recommended changes to the reception area as well.

#### Veteran's Parade

He advised the Veteran's Parade continues to grow each year but is saddened by the turnout to the event. He encouraged all to remember and thank veterans at any time.

## REGULAR COUNCIL MEETING MINUTES – November 18, 2013

### Thanksgiving

He asked that all remember those less fortunate.

### Staff

Council Member Burnett thanked staff for their hard work.

### **Joseph E. Johnston, III**

#### Recycling

Council Member Johnston reminded that Wednesday is recycling day.

#### Traffic Light Malfunction

Several citizens have approached him and believe that the traffic signals at the old plazas may not be functioning correctly, so the county should address them to any others being checked.

#### Thanksgiving

He wished all a Happy Thanksgiving.

### **Kevin Hohn, Vice-Mayor**

#### Veterans

Vice Mayor Hohn agreed with Council Member Burnett's thoughts on gratitude to the Veterans.

#### Red Light Camera

He asked for Council consensus for staff to discuss with Sensys the possibility of exchanging the lights for infrared ones and the cost. City Manager Norman-Vacha advised staff will check on this.

Council Member Johnston thought staff already looked into it and it would be somewhere between \$5,000 to 7,000 to convert and then about \$2,000 a month additional to what we're doing now to maintain them in that manner.

Mayor Bradburn thought it was less than that and believes Council has already instructed staff to look into it.

City Manager Norman-Vacha was not aware of any request, but has heard discussion on correcting what is currently used with Sensys. She asked if Council would like staff to look at additional costs and look and what we can or cannot do in accordance with the contract to switch out some of our cameras to infrared.

Mayor Bradburn confirmed Council consensus, and stated that although it may not change, the information would help to resolve the issue.

Vice Mayor Hohn stated that there may be contractual legal issues, which will be between the City Attorney and the company to discuss.

#### Right on Red Law

He commented on the legislative law and language used for turning right on red and thanked staff for information requested regarding statistics on red light camera violations.

#### 2014 1<sup>st</sup> Tee Tournament

He advised they are expecting big things for this tournament.

### **City Manager Norman-Vacha**

City Manager Norman-Vacha wished all a Happy Thanksgiving.

# REGULAR COUNCIL MEETING MINUTES – November 18, 2013

## Lara Bradburn, Mayor

### Chinsegut Hill Manor House Renovation

Mayor Bradburn advised they have a \$50,000 matching grant opportunity and have been trying to raise money.

### Fertilizer Ordinance

She would like the City to adopt a city ordinance similar to the county, and asked that staff prepare one for Council consideration.

### Top 10 Ways to Beautify Your City

She advised number 3 on the list is trees, which the City of Tampa is already working on. She asked that staff contact them for specifics on their program.

### Lunch with Santa

She advised the museum is sponsoring this event on December 21<sup>st</sup> at the Russell Street Train Station.

### ICTC Grand Opening

She congratulated ICTC on their opening.

Mayor Bradburn wished all a Happy Thanksgiving.

## ADJOURNMENT

There being no further business to bring before Council, the meeting adjourned at 8:25 p.m.



City Clerk

Attest: \_\_\_\_\_  
Mayor

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

**MINUTES**

**December 2, 2013**

**7:00 P.M.**

Brooksville City Council met in regular session with Mayor Lara Bradburn, Vice Mayor Kevin Hohn, Council Members Joe Bernardini, Frankie Burnett and Joseph E. Johnston, III present. Also present were Thomas S. Hogan, Jr. and Clifford Taylor, City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, City Clerk; Mike Walker, Parks and Recreation Director; Bill Geiger, Community Development Director; Richard Radacky, Director of Public Works; George Turner, Police Chief and Tim Mossgrove, Fire Chief. Members of the Hernando Today and Hernando Times were also present.

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

**SELECTION OF OFFICERS**

**Selection of Mayor**

**Nomination:** Nomination of Vice Mayor Hohn for Mayor was made by Council Member Burnett.

**Motion:**

Motion was made by Council Member Johnston and seconded by Council Member Burnett for the appointment of Kevin Hohn for Mayor. Motion carried 5-0.

Mayor Bradburn called for nominations for Vice Mayor.

**Selection of Vice Mayor**

**Nomination:** Nomination of Council Member Burnett for Vice Mayor was made by Mayor Hohn.

**Motion:**

Motion was made by Mayor Hohn and seconded by Council Member Johnston for approval of the nomination of Council Member Burnett for Vice Mayor. Motion carried 5-0.

The gavel was passed to Mayor Hohn.

**CITIZEN INPUT**

Mayor Hohn called for citizen input.

Pat Miketinac read from Chapter 74 of the City's Code of Ordinance regarding red light cameras.

## REGULAR COUNCIL MEETING MINUTES – December 2, 2013

Shirley Miketinac indicated that not many citizens know about the city's ordinances regarding red light cameras.

Hamilton Hanson asked if anyone had followed up on the incident involving the Brooksville Police Department he had reviewed at last meeting.

Dan Patrick advised his wife got a red light camera ticket and spoke against the cameras.

Jimmy Ladato felt that businesses are losing money because of the red light cameras.

### CONSENT AGENDA

#### **2013 Edward Byrne Memorial Justice Assistance Grant Direct (JAG)**

Consideration of acceptance of grant in the amount of \$3,184, and authorize the Mayor to sign the Certificate of Acceptance and related documents.

#### **Motion:**

Motion was made by Council Member Bradburn and seconded by Vice Mayor Burnett for approval of the Consent Agenda. Motion carried 5-0.

### REGULAR AGENDA

#### **Resolution No. 2013-15 - U.S. & State Highway Designations Through Brooksville (Reversal of One-way Pairs)**

Resolution in support of the conceptual plan to establish alternate U.S./State highway traffic routes outside of the City of Brooksville's central business district that would allow for the conversion of the current one-way road network back to a two-way thoroughfare system. The change will safely accommodate and promote a viable, vibrant walkable downtown.

Cliff Manual, President of the Brooksville Vision Foundation reviewed the issue. He explained that the state of Florida's primary goal is to move freight through an area as quickly as possible on its U.S. highways. Two of those highways, U.S. 98 and U.S. 41, come through downtown Brooksville. Businesses have expressed concern about safe street crossings, traffic, and truck noise. The one-way pairs disrupt the environment we are trying to create for a passive recreation environment where you can sit and enjoy yourself without competing with that primary responsibility of moving goods and services through downtown Brooksville.

As they discuss future projections, the State is aware that it will be very costly for these streets to continue to be responsible for that freight traffic. He presented an option for U.S. 98 to come to S.R. 50, which is envisioned to become 6 lanes, with Cobb Road becoming U.S. 98. The truck traffic and people just moving through the area would start at U.S. 98, take the truck route bypass to Cobb Road, and then north back to U.S. 98. If the State invests in infrastructure for U.S. 98, then existing route through town would become a local city or county roadway. The transition would allow for Council to approve street plans, without State approval. U.S. 41 can also use the S.R. 50 bypass to Emerson Road, which would become U.S. 41 in this scenario.

## REGULAR COUNCIL MEETING MINUTES – December 2, 2013

The alternate routes would require a lot of study and planning by the local community to help the State make a practical decision when looking to create U.S. Highways. The ideas also have to be presented to Hernando County and the local Metropolitan Planning Organization.

Council Member Bernardini confirmed that the City would not have to maintain the portion of U.S. 98 outside of the city.

Council Member Bradburn felt businesses will be strengthened with the reversing of the one way pairs.

Council Member Johnston agreed the proposed alignment for U.S. 98 is best, but pointed out there may be problems with widening it. He stated the proposed plan for U.S. 41 seems to be the most cost effective and congratulated those involved with planning the route. He pointed out that when and if the pairs are reversed, we would have to get rid of the state designation of S.R. 50A which goes through town, and even though repaved, we have to continue to make sure the bridge on U.S. 41 is in good shape.

Mr. Manual felt DOT has an interest in working with the city, but they have made it clear that the local roads involved would come back to the local jurisdiction for maintenance. They discussed the relative ease of resolving the U.S. 98 issue first while the planning of U.S. 41 is considered. At that time it may be appropriate to petition the state to return to the two way pairs. The reason they went to one way pairs is because they had the responsibility for two U.S. highways.

Council Member Bernardini asked if truck traffic will be able to be kept out of the downtown area. Mr. Manual advised it is possible only when the U.S. designation is removed.

Mayor Hohn thanked Mr. Manual and the Vision Foundation for their work.

### **Motion:**

Motion was made by Council Member Bradburn and seconded by Council Member Johnston for approval of Resolution No. 2013-15.

City Clerk Peters read Resolution No. 2013-15 by title, as follows:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, FLORIDA SUPPORTING THE GRASS-ROOTS EFFORTS OF THE BROOKSVILLE VISION FOUNDATION TO COORDINATE WITH THE HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS, THE HERNANDO COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO) AND THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) TO ESTABLISH ALTERNATE U.S./STATE HIGHWAY TRAFFIC ROUTES OUTSIDE OF THE CITY OF BROOKSVILLE'S CENTRAL BU.S.INESS**

## REGULAR COUNCIL MEETING MINUTES – December 2, 2013

**DISTRICT THAT WOULD ALLOW FOR THE CONVERSION OF THE CURRENT ONE-WAY ROAD NETWORK BACK TO A TWO-WAY THOROUGHFARE SYSTEM THAT WILL SAFELY ACCOMMODATE AND PROMOTE A VIABLE, VIBRANT WALKABLE DOWNTOWN.**

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

Council Member Bernardini	Aye
Council Member Bradburn	Aye
Council Member Johnston	Aye
Vice Mayor Burnett	Aye
Mayor Hohn	Aye

### **Gabriel Roeder Smith (GRS) Actuarial Services Agreement & Task Orders**

Consideration of agreement and task orders with GRS for Actuarial Service.

Assistant Finance Director Jim Delach reviewed the agreement and task orders.

Council Member Bradburn asked if Council can choose just the Fire Pension review first, then move forward with the Police Pension review if Council so chooses. Mayor Hohn advised yes.

Council Member Bernardini referenced Page 1, Article 3, and asked why it referenced an approval from the Department of Public Works. City Manager Norman-Vacha confirmed it is a typo and it should read City Manager.

#### **Motion:**

Motion was made by Council Member Bernardini and seconded by Vice Mayor Burnett for approval of the GRS Agreement and Task Order 1, with Task Order 2 only if Council deems appropriate, and correction of the Director of Public Works on page 1 to City Manager. Motion carried 5-0

### **Withlacoochee Regional Planning Council (WRPC) Board**

Consideration of Council appointment to the WRPC Board for a term beginning December 13, 2013 through December 11, 2014.

#### **Motion:**

Motion was made by Council Member Bernardini and seconded by Vice Mayor Burnett for approval of Council Member Johnston to continue on the board. Motion carried 5-0.

Council Member Bradburn advised she and the City Manager met with the new director of SWFWMD and discussed the city's desire to protect local water sources. She asked that Council Member Johnston keep Council apprised of any discussions on the subject.

# REGULAR COUNCIL MEETING MINUTES – December 2, 2013

## **Beautification Board Appointment**

Consideration of student representative to fill a 1-year term of office (per Policy 4-2008) through September 17, 2014.

## **Motion:**

Motion was made by Vice Mayor Burnett and seconded by Council Member Bernardini for approval of the appointment of Alyson Galoci. Motion carried 5-0.

## **CITIZEN INPUT**

Mayor Hohn called for public input.

Vi Coogler advised the Kiwanis Invitational Wrestling tournament is being held Friday through Sunday at the High School.

Shirley Miketinac reminded everyone that the Humane Society event is rescheduled for this Saturday and thanked the board for addressing sidewalk repair.

Kojack Burnett congratulated Mayor Hohn and Vice Mayor Burnett.

## **ITEMS BY COUNCIL**

### **Joe Bernardini, Council Member**

#### Sensys

He requested a motion to notify Sensys that the contract will not be extended past the October due date. A discussion of the agreement ensued with direction for legal staff to investigate the specifics of the term.

He reminded everyone that the Beautification Board will be going out on December 10<sup>th</sup> to judge the Christmas Lights in the City of Brooksville and recycling is on Wednesday.

### **Lara Bradburn, Council Member**

#### League of Cities

Council Member Bradburn discussed the legislative priorities set by the League of Cities and the Small Business legislation.

She wished everyone a wonderful Christmas season.

She mentioned the workshop on Tuesday, and Cliff Manual advised Coastal Engineering was chosen to design the sidewalk project on Howell Avenue.

### **Frankie Burnett, Vice Mayor**

Vice Mayor Burnett congratulated Council Member Bradburn on her service as Mayor.

## REGULAR COUNCIL MEETING MINUTES – December 2, 2013

He thanked those who participated in Thanksgiving dinner, and noted that 621 people were served. He asked those who can to help during the Christmas season.

He expressed appreciation to the City Manager and staff for their work.

### Cliff Taylor, City Attorney

Attorney Taylor reported that the Holliday and Sutton case against the City of Brooksville has been dismissed.

### City Manager Norman-Vacha

City Manager Norman-Vacha advised that the Rotary Luncheon for elected officials is tomorrow, and Wednesday morning is the Chamber of Commerce's Christmas breakfast. Friday is the first annual City of Brooksville Caroling at the First Baptist Church.

Next Thursday, December 12<sup>th</sup>, will be the Art Gallery Reception and Christmas on Main Street. The Christmas Parade will be on Saturday, December 14<sup>th</sup>.

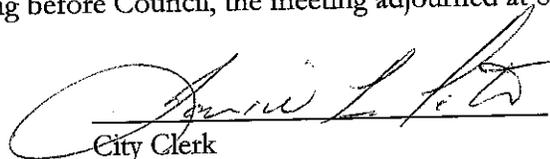
### Kevin Hohn, Mayor

Mayor Hohn advised the City's website is a wealth of information for citizens, including updated event information.

He thanked staff and Council Member Bradburn for doing a great job.

### ADJOURNMENT

There being no further business to bring before Council, the meeting adjourned at 8:43 p.m.

  
City Clerk

Attest: \_\_\_\_\_  
Mayor

**CITY OF BROOKSVILLE  
REGULAR CITY COUNCIL MEETING  
COUNCIL CHAMBERS  
201 HOWELL AVENUE  
BROOKSVILLE, FL 34601**

**MINUTES**

**December 16, 2013**

**7:00 P.M.**

Brooksville City Council met in regular session with Mayor Kevin Hohn, Vice Mayor Frankie Burnett, Council Members Joe Bernardini, Lara Bradburn and Joseph E. Johnston, III present. Also present were Thomas S. Hogan, Jr. and Clifford Taylor, City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, City Clerk; Mike Walker, Parks and Recreation Director; Bill Geiger, Community Development Director; Richard Radacky, Director of Public Works; George Turner, Police Chief and Tim Mossgrove, Fire Chief. Members of the Hernando Today and Hernando Times were also present.

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

**COUNCIL MEMBER RECOGNITION**

City Council presented Council Member Bradburn with a Mayoral plaque for her service as Mayor for 2013.

**CERTIFICATES, PROCLAMATIONS AND PRESENTATIONS**

**Fire Department Meritorious Service Awards**

Fire Chief Mossgrove presented David Freda, Joseph Keefer and John Quisenberry with the Meritorious Service Ribbon for acts of outstanding personal bravery performed in the rescue of multiple persons trapped in their cars, which had become submerged during a flash flood on the evening of Thursday, August 22, 2013.

**Margaret R. Ghiotto Improvement Award - Commercial Award**

Recognition of improvements to the property owned by Linda Claflin located at 305 E. Liberty Street.

Beautification Board Chairman Scott Renz reviewed the award, which will be delivered to Ms. Claflin, who was not present.

**Beautification Board - Holiday Lights Decoration Contest**

Recognition of annual decoration contest winners for the best City of Brooksville Residential and Commercial Displays for the 2013 Holiday Season.

Beautification Board Chair Scott Renz reviewed the awards and will present the 2013 Residential Honorable Mention to Decann Madden of 913 Candlebrook Lane, who was not present. Residential First Place was presented to Betty Erhard of 707 Howell Avenue.

## REGULAR COUNCIL MEETING MINUTES – December 16, 2013

Two 1<sup>st</sup> Place Commercial awards were to Robert Meadows of Bobby Meadows Printing at 100 S. Main Street and to Patricia Bechtelheimer of Westover's Flowers and Gifts at 510 E. Liberty Street. Chairman Renz will deliver the awards.

This year a special award was given, the Christmas Spirit Award, presented to Clover Leaf Farms for their collective efforts of Christmas spirit decorating.

Council Member Bernardini, Beautification Board member, reviewed the other addresses considered.

Vice Mayor Burnett turned the meeting over to Mayor Hohn who arrived to the meeting at 7:25 p.m.

### CITIZEN INPUT

Mayor Hohn called for citizen input.

Pat and Shirley Miketinac each spoke against the red light cameras.

Joan Randall told a personal story relating to the red light cameras.

Hamilton Hansen from Weeki Wachee spoke about what he deems to be a “bullying” incident with the Police Department and asked that someone contact him.

Jimmy Lodato complimented Council on their professionalism, and wished all good health, happiness and love.

### CONSENT AGENDA

#### Minutes

- a. February 1, 2010 Executive Session
- b. November 1, 2010 Executive Session
- c. December 6, 2010 Executive Session
- d. April 2, 2012 Executive Session
- e. May 20, 2013 Regular Meeting
- f. June 17, 2013 Regular Meeting

#### Surplus Equipment

Consideration to surplus obsolete/inoperable equipment.

#### Mass Transit Shelter Agreement

Consideration of agreement between Hernando County and the City of Brooksville establishing operational and maintenance responsibilities for the transit shelter located in the City Hall parking lot.

Council Member Bradburn commented on the Mass Transit Shelter Agreement relaying that Hernando County intends to offer advertising to the Bus program to offset costs. She asked if some language could be added allowing the City to approve advertisements on the City Hall shelter.

## REGULAR COUNCIL MEETING MINUTES – December 16, 2013

Mayor Hohn advised there probably should be verbiage allowing the City to review changes.

Director Geiger advised the Board of County Commissioners staff had discussed that any changes would have to be approved by City Council as well.

### **Motion:**

Motion was made by Council Member Johnston and seconded by Council Member Bernardini to pull Item F-3 for staff to discuss the potential revisions with the County for inclusion of matters related to advertising. Motion carried 5-0

Council Member Bernardini didn't agree with selling advertising to private entities on public property.

### **Motion:**

Motion was made by Vice Mayor Burnett and seconded by Council Member Johnston for approval of the Consent Agenda Items F 1 & 2. Motion carried 5-0.

## REGULAR AGENDA

### **Noise Ordinance No. 730-B**

Consideration of proposed ordinance amending Chapter 82 of the Code relating to Traffic and Vehicles, Article III, Noise from Vehicles.

Police Chief Turner reviewed the revision to the Ordinance which increases the distance from 25 – 60 feet and excludes permitted events. The subject of plainly audible at 60 feet was discussed.

City Clerk Peters read Ordinance No. 730-B by title, as follows:

**AN ORDINANCE OF THE CITY OF BROOKSVILLE, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF BROOKSVILLE, FLORIDA, ARTICLE III, CHAPTER 82, "NOISE FROM VEHICLES", SECTION 82-52 PROVIDING FOR CONFLICT AND SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

### **Motion:**

Motion was made by Vice Mayor Burnett and seconded by Council Member Bradburn for approval of Ordinance No. 730-B.

Council Member Johnston asked about the amount of tickets that have been given in a one month period. Police Chief Turner advised it has been fewer than ten, not to include warnings that have been given.

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

Council Member Bernardini   Aye  
Council Member Johnston     Aye

# REGULAR COUNCIL MEETING MINUTES – December 16, 2013

Council Member Bradburn	Aye
Vice Mayor Burnett	Aye
Mayor Hohn	Aye

## **Advisory Board Appointments**

Appointment of advisory board members replacing those whose terms expire December 31, 2013.

## **Beautification Board**

One (1) full-time position to fill the remainder of an unexpired 4-year term of office through December 31, 2015. Members are not required to be City residents.

Ronald Lawson	New Applicant
Ronette Snyder	New Applicant

Council Member Bernardini recommended the appointment of Ronette Snyder, considering that Ronald Lawson asked to be placed back in the position with the Planning and Zoning Board, as well as be considered for others.

Council Member Bradburn referred to the need for more decorations during the Christmas season, and felt that Ronald Lawson, through his position with Withlacoochee River Electric Cooperation, may serve us well in that endeavor.

Council Member Johnston agreed with Council Member Bernardini that one person should not be appointed to two boards in order to keep diversity.

Council Member Burnett stated that people have shared with him that they do not apply to a board because the Council just keeps allowing the same people to be appointed. He cautioned about appointing the same people in areas that have new applicants. He wants everyone to have an opportunity to serve.

Mayor Hohn read the board preference rankings on Mr. Lawson's application.

Council Member Bradburn stated that she has no problem with people serving on multiple boards if they can serve to the fullest extent.

Council voted via ballot with the tally ending in the appointment of Ronette Snyder to the Beautification Board.

## **Cemetery Advisory Board**

Three (3) full-time positions to fill expiring 4-year terms of office through December 31, 2017. Board members must be City residents or have a documented tie to the cemetery.

Charles "Pat" Brewer	Reapplying (Expiring Term)
James Brooks	New Applicant
Doug Davis	Reapplying (Expiring Term)
Linda Hancharyk	New Applicant
Ronald H. Lawson	New Applicant
Jamielove Miller	Reapplying (Expiring Term)

## REGULAR COUNCIL MEETING MINUTES – December 16, 2013

Ronette Snyder  
Wayne Vutech

New Applicant  
New Applicant

Vice Mayor Burnett believes a funeral director should serve on this board because most of the complaints that come from the cemetery are from funeral directors putting on services.

Council Member Bradburn thinks it's important that families with loved ones buried there be considered for the board.

Jamielove Miller advised she volunteers for the Cemetery and owns lots there.

Council voted via ballot with the tally ending in the reappointment of Charles Brewer and Jamielove Miller and the appointment of Wayne Vutech to the Cemetery Advisory Board.

### **Firefighters' Pension Trust Fund Board of Trustees**

Two (2) full-time positions to fill expiring 4-year terms of office through December 31, 2017. Applicants must be a City resident.

Margaret Bloomquist  
Regina Martin

New Applicant  
Reapplying (Expiring Term)

#### **Motion:**

Motion was made by Council Member Johnston and seconded by Council Member Bernardini to accept the two applicants for the two positions. Motion carried 5-0.

Margaret Bloomquist commented on her appointment, thanking Council for the opportunity.

### **Good Neighbor Trail Advisory Board**

Consideration to replace the current Hernando Historical Museum representative. Members are not required to be City residents.

Ronald Daniel

New Applicant

#### **Motion:**

Motion was made by Council Member Johnston and seconded by Council Member Burnett to accept the applicant for the one position. Motion carried 5-0.

Mr. Daniel was present and thanked Council for his appointment. Council Member Bradburn expounded on Mr. Daniels accomplishments and dedication to preservation and sustainability.

### **Parks and Recreation Advisory Board**

Two (2) full-time positions to fill expiring 4-year terms of office through December 31, 2017. Members are not required to be City residents.

William "Ernie" Chatman  
Ronald H. Lawson  
Toni Maletta

Reapplying (Expiring Term)  
New Applicant  
Reapplying (Expiring Term)

## REGULAR COUNCIL MEETING MINUTES – December 16, 2013

Council Member Bernardini commented on the applicants and recommends appointing Ernie Chatman and Ms. Maletta again. Vice Mayor Burnett reiterated his belief that new members should be appointed when available, otherwise citizens will stop applying. Council Member Bradburn and Council Member Johnston felt experience to be important in serving on the boards, and Council Member Johnston suggested that attendance records of those members reapplying are provided in the future to help determine their interest.

Council voted via ballot with the tally ending in the reappointment of Ernie Chatman and Toni Maletta to the Parks and Recreation Board.

### **Planning & Zoning Commission**

Two (2) full-time and One (1) alternate position to fill an expiring 4-year terms of office through December 31, 2017. Applicants must be a City resident.

Ronald H. Lawson	Reapplying (Expiring Term)
Anthony D. Pedonesi	Reapplying (Expiring Term)
Louise Taylor	Reapplying (Expiring Term) Alternate

Council voted via ballot with the tally ending in the appointment of the three reapplying members to the Planning and Zoning Commission.

### **Police Officers' Pension Trust Fund Board of Trustees**

One (1) full-time position to fill an expiring 4-year term of office through December 31, 2017. Applicants must be a City resident.

Margaret Bloomquist	New Applicant
Joseph Quinn	Reapplying (Expiring Term)

Council Member Bradburn asked Ms. Bloomquist about her position at Emory. Ms. Bloomquist stated she was the Human Resource Administrator for approximately 10,000 employees, and has worked in healthcare for an extended period of time. She has also worked with actuaries.

Mayor Hohn commented on the trying times related to pensions and how boards need as much experience as possible, stating that the experience of Ms. Bloomquist outweighs the fact that she's on another board.

Vice Mayor Burnett thinks that some of the boards under the City need a better written description, because it requires certain knowledge to be on the board, and the people should meet certain criteria to be eligible.

Council voted via ballot with the tally ending in the appointment of Margaret Bloomquist to the Police Officers' Pension Trust Fund Board of Trustees.

### **Intergovernmental, Board Assignments and Organizations - City Council**

Appointments to various Boards and Committees.

**External Boards/Committees**  
Anti Drug Coalition

**Current Council Representative**  
Frankie Burnett

# REGULAR COUNCIL MEETING MINUTES – December 16, 2013

Community Alliance	Kevin Hohn
Metropolitan Planning Organization	Lara Bradburn
Take Stock in Children	Joe Johnston, Alternate
Tourist Development Council	Frankie Burnett
Withlacoochee Regional Water Supply Authority	Joe Johnston
Youth and Family Alternatives	Frankie Burnett

## City Boards/Committees

## Current Council Representative

Beautification Board	Joe Bernardini
Brooksville Cemetery Advisory Board	Frankie Burnett
Good Neighbor Trail Advisory Committee	Lara Bradburn
Parks and Recreation Advisory Board	Joe Bernardini

### Motion:

Motion was made by Vice Mayor Burnett and seconded by Council Member Bernardini for all to continue on each respective board as currently appointed. Motion carried 5-0.

City Clerk Peters reviewed the ballot votes as referenced above for the individual boards.

### **CITIZEN INPUT**

Pat Miketinac inquired as to why Council wouldn't just adopt the noise ordinance that is already in the state statute.

Shirley Miketinac discussed sidewalk repair and park bench advertisements by community organizations.

Paul Douglas thanked the City, County, Sheriff's Department and Walmart for support of the Martin Luther King Parade. He advised it will be a big parade and they are working with the Kiwanis to coordinate. The NAACP is sponsoring a church service on the Sunday before the parade.

Council Member Bradburn thanked Billy Healis for his involvement in this event.

Hamilton Hanson, regarding the voluntary boards, discussed the possibility of a list showing applicant experience and term limits for members. He questioned the City's policy on volunteers that step out of line.

Jamielove Miller thanked Council for their reappointment.

Kojack Burnett wished happy holidays and thanked City Manager Norman-Vacha and staff for their efforts.

### **ITEMS BY COUNCIL**

#### Joe Bernardini, Council Member

Council Member Bernardini wished Merry Christmas and Happy New Year to everyone.

# REGULAR COUNCIL MEETING MINUTES – December 16, 2013

## **Joe Johnston, Council Member**

### Sidewalk Project

Council Member Johnston had a couple people provide positive comments and thinks it's something people are looking forward to.

He wished everyone a Merry Christmas and happy and safe holiday season.

## **Lara Bradburn, Council Member**

Council Member Bradburn discussed the Christmas Parade and reviewed the City's upcoming events.

## **Frankie Burnett, Vice Mayor**

Vice Mayor Burnett reminded everyone about the fundraising he coordinates with his brother on behalf of his deceased mother, and he appreciates any monetary donations or unwrapped toys donated for the unfortunate at Christmas.

## **Kevin Hohn, Mayor**

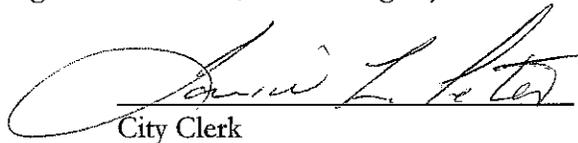
Mayor Hohn wished all a Merry Christmas

### Sidewalk Project

Mayor Hohn discussed the money set aside for street and sidewalk repair and asked when they will get started on that. City Manager Norman-Vacha stated Mr. Radacky is to come back during the first meeting in February with the plan. This particular project is being funded by DOT, as opposed to city dollars, and a copy of the plan is available in her office.

## **ADJOURNMENT**

There being no further business to bring before Council, the meeting adjourned at 9:05 p.m.

  
City Clerk

Attest: \_\_\_\_\_  
Mayor

**CITY OF BROOKSVILLE  
REGULAR CITY COUNCIL MEETING  
COUNCIL CHAMBERS  
201 HOWELL AVENUE  
BROOKSVILLE, FL 34601**

**MINUTES**

**June 16, 2014**

**7:00 P.M.**

Brooksville City Council met in regular session with Mayor Kevin Hohn, Vice Mayor Frankie Burnett, Council Members Joe Bernardini, Lara Bradburn and Joseph E. Johnston, III. Also present were Clifford Taylor, City Attorney; T. Jennene Norman-Vacha, City Manager; Janice L. Peters, City Clerk; Bill Geiger, Community Development Director; Richard Radacky, Director of Public Works; Tim Mossgrove, Fire Chief and George Turner, Police Chief. A reporter from the Hernando Times was also present.

The meeting was called to order at 7:00 p.m. by Mayor Hohn followed by an invocation and Pledge of Allegiance.

**PRESENTATION & REQUESTS FOR FEE WAIVERS**

**Cystic Fibrosis Benefit Concert**

Consideration of request for fee waiver in the amount of \$368 for an event being held on Saturday, June 21st at Hernando Park to benefit Maddison Rae.

Harry Johnson with Hernando County Parks & Recreation reviewed the event.

**Motion:**

Motion was made by Council Member Bradburn and seconded by Vice Mayor Burnett for approval of Consent Agenda.

Council Member Bernardini asked why a Sheriff's deputy isn't working the event since it is being supported by Hernando County. Harry Johnson advised typically inside the City the Brooksville Police Department handles it.

A brief discussion of fee waivers followed.

Motion carried 3-2 with Council Member Bernardini and Council Member Johnston voting in opposition.

**CITIZEN INPUT**

Mayor Hohn called for citizen input.

Shirley Miketinac offered sympathies to Julia Jenkins' family and spoke of the red light camera referendum.

Pat Miketinac addressed Council regarding the special meeting held by Council on June 10, 2014, regarding Council's approval to file a declaratory judgment on the validity of the petition filed with the Supervisor of Elections office. He advised they will be filing a response. He commented on Florida's Supreme Court ruling on the issue.

## REGULAR COUNCIL MEETING MINUTES – June 16, 2014

Gail Samples asked to speak on the Great Brooksvillian subject when it is addressed.

Dan Patrick apologized for getting a red light camera ticket.

### CONSENT AGENDA

#### **Request for Alcohol at Event in Tom Varn Park**

Consideration to allow distribution/consumption (not sell) of alcoholic beverages during A&K Energy Conservation, Inc.'s annual summer employee picnic at Tom Varn Park.

Mike Walker, Director of Parks, Facilities & Recreation advised the petitioner has withdrawn the request.

#### **Motion:**

Motion was made by Council Member Bernardini, and seconded by Council Member Bradburn to remove item E1 from the agenda. Motion carried 5-0.

#### **Patrol Car Replacement - Budget Amendment Modification**

Consideration of modification to previously approved budget amendment following final insurance coverage.

Mike Walker, Director of Parks, Facilities & Recreation,

#### **Motion:**

Motion was made by Vice Mayor Burnett and seconded by Council Member Johnston for approval of Consent Agenda. Motion carried 5-0.

### REGULAR AGENDA

#### **Resolution No. 2014-09 - Cemetery Pricing Change**

Mike Walker, Director of Parks, Facilities & Recreation, reviewed the pricing change, which includes pricing for city residents and non-city residents. He reviewed the procedure for determining if an individual is a city resident, which includes an appeal process to the City Manager, which would be final. Vice Mayor Burnett felt the verbiage for appeal should reflect that, should someone not agree with the City Manager's appeal decision, they can appeal to City Council. Council was in agreement.

Costs were discussed and City Manager Norman-Vacha reviewed cemetery revenues, which currently do not cover expenses of the cemetery.

Vice Mayor Burnett expressed his concerns for the pricing increase and policy of purchasing the Garden Section plots, which cannot be pre-purchased because it is not platted and there is no history of burials there; no markers. Director Walker advised there are about 719 plots available.

Council Member Bradburn asked how much closer to covering expenses to run the cemetery does this increase in prices bring us. City Manager Norman-Vacha advised current expenses are about \$110,000 and revenue is about \$52,000.

## REGULAR COUNCIL MEETING MINUTES – June 16, 2014

Council Member Johnston clarified that this is for a pricing change only. What Vice Mayor Burnett is referring to represents a possible policy change.

Mayor Hohn asked if the Historic Garden Section lots are all uniform. Director Walker advised they are different sizes. City Manager Norman-Vacha advised policy can be brought back for consideration of a change to address the history and plotting should Council so desire. There is only a deed giving the property to the City of Brooksville but no documentation of stipulations for use. Mayor Hohn's concern was that plots cannot be sold with no knowledge of who is buried there. The City Manager further relayed the history of the section.

City Manager Norman-Vacha advised policy can be brought back for consideration of a change, should Council so desire.

### **Motion:**

Motion was made by Council Member Bradburn and seconded by Council Member Johnston for approval of Resolution No. 2014-09, with the added verbiage of a final appeal to the Council.

City Clerk Peters read Resolution No. 2014-09 by title, as follows:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROOKSVILLE IDENTIFYING NEW CEMETERY RULES AND REGULATIONS REPEALING AND RESTATING SCHEDULE A TO PREVIOUS RESOLUTION PROVIDING FOR REVISED PRICE LIST FOR CEMETERY LOTS AND OTHER COMMODITIES AND PROVIDING AN EFFECTIVE DATE.**

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

Council Member Bradburn	Aye
Council Member Johnston	Aye
Council Member Bernardini	Aye
Vice Mayor Burnett	Nay
Mayor Hohn	Aye

Council Member Johnston suggested a cost estimate for plotting that area prior to amending policy. City Manager Norman-Vacha advised that would be done and staff will begin working on this.

### **Great Brooksvillian Update**

Update and request for direction to staff regarding the annual appointment of the Great Brooksvillian.

City Clerk Peters reviewed the issue.

## REGULAR COUNCIL MEETING MINUTES – June 16, 2014

Gail Samples, former Screening Committee member, felt the committee and procedure needs to be revamped and that a committee should be appointed in January, giving them more time to solicit nominations. She advised she would not have a problem choosing from the list provided by the City Clerk that were nominated in the past and not chosen.

Council Member Bradburn advised there doesn't have to be an appointment every year and should be representative of someone who truly has done great things for the City. She suggested allowing the committee time to review things and extending the time for submissions of nominations.

Council Member Johnston recommended putting a notice on the water bills.

City Manager Norman-Vacha advised that even though there is a policy in place, Council determines that process and can direct staff on how to proceed.

Mayor Hohn asked for consensus to notice on the water bill and extend the process for 60 days. Council was in favor of it.

Vice Mayor Burnett recommended annual appointment in compliance with other boards ending in December annually. City Manager Norman-Vacha summed up the recommendation.

### **CITIZEN INPUT**

Mayor Hohn called for citizen input.

Dan Patrick advised life insurance would pay for a person's burial expenses.

Pat Miketinac, regarding emergency communications, advised the Hernando County Amateur Radio Association has antennas in the different shelters and communication is available via that venue.

Kojack Burnett wished all late Happy Father's Day.

### **ITEMS BY COUNCIL**

#### **Joe Johnston, Council Member**

##### Cracker Barrel

Council Member Johnston indicated the Cracker Barrel at I-75 is the 4th or 6th highest volume Cracker Barrel in the nation.

#### **Lara Bradburn, Council Member**

##### July 4<sup>th</sup>

Council Member Bradburn advised there may be the first event at the Brooksville Commons for the 4<sup>th</sup> of July.

# REGULAR COUNCIL MEETING MINUTES – June 16, 2014

## One Room Schoolhouse

She requested Mayor Hohn write a personal note of thanks to Gretchen Countryman for her work on the structure.

## Joe Bernardini, Council Member

Council Member Bernardini reminded all that Wednesday is recycling day.

## Cemetery Garden Section

He recommended investigation into the plots at the Garden Section of the Cemetery be expedited.

## Frankie Burnett, Vice Mayor

Vice Mayor Burnett commented further on the Garden Section of the Cemetery issue. Mayor Hohn advised staff will bring back something to Council as soon as possible.

## Kevin Hohn, Mayor

Mayor Hohn commented on the Great Brooksvillian process.

## T. Jennene Norman-Vacha, City Manager

### Pension Workshop

July 9<sup>th</sup> or 14<sup>th</sup> was suggested by the City Manager. Council consensus was for July 14<sup>th</sup> at 6:30 p.m.

## City Attorney, Clifford Taylor

City Attorney Taylor, regarding the Supreme Court case, advised that last Thursday the Supreme Court released an opinion on the combined cases of the Aventura and City of Orlando's red light camera safety ordinances. By a 4-2 vote, it was held that prior to 2010 and the Mark Wandell Traffic Safety Program went into place, that State Law (Chapter 316) preempted the ability of municipalities to have their own red light camera systems. The Mark Wandell Act cured some of that and addressed a whole different procedure to be used in the enforcement of red light cameras. Everything prior to 2010 is suspect and the old ordinances are invalid. This affects a pending case in which the City is being represented by Don Roper. He asked for Council to schedule an executive session for discussion. Council consensus was for July 7<sup>th</sup> at 5:30 p.m. to discuss. City Attorney Taylor will coordinate with Attorney Roper and the time will be amended if necessary.

## ADJOURNMENT

There being no further business to bring before Council, the meeting adjourned at 8:13 p.m.

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

Attest: \_\_\_\_\_  
Mayor



**CONSENT AGENDA ITEM  
MEMORANDUM**

**TO: HONORABLE MAYOR AND CITY COUNCILMEN**

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

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

**SUBJECT: PARK FEE INCREASES**

**DATE: JULY 8, 2014**

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**GENERAL SUMMARY/BACKGROUND:** The Brooksville Parks and Recreation Department would request to make a fee increase to the following fee categories of the Park fee schedule:

1. Pavilion/Gazebo Rental fee at Tom Varn Park, McKethan Park and Russell Street Park. Increase the pavilion rental fee to \$45, from the current \$30 fee.
2. Memorial Tree Program Fees. Increase the sale of a 15 gallon tree with plaque to \$200 from the current \$150 fee and increase the sale of a 30 gallon tree with plaque to \$250 from the current \$200 fee.

**BUDGET IMPACT:** With the approval of the proposed fee increase, this will have a positive impact to the General Fund Revenues.

**LEGAL REVIEW:** Pursuant to Ordinance No.764 City Council has the authority to establish, adopt rules and regulations, including fees, as they relate to City parks or recreational areas by resolution or administrative directive as recommended by the City Manager.

**STAFF RECOMMENDATION:** Staff recommends approval of the proposed fee increases to the Park's pavilion rental and the Memorial Tree Program.



**CONSENT AGENDA ITEM  
MEMORANDUM**

**TO: HONORABLE MAYOR AND CITY COUNCILMEN**  
**VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER**  
**FROM: MIKE WALKER, PARKS/FACILITIES & RECREATION DIRECTOR**  
**SUBJECT: CEMETERY LOT BUYBACK BUDGET AMENDMENT**

**DATE: JULY 8, 2014**

**GENERAL SUMMARY/BACKGROUND:** In FY2014, the Cemetery has experienced an increase in requests from deed holders for cemetery lot buyback purchases from the city. Over the past 3 years we have seen lot buyback totals range from \$600 to \$2,475 during a single year. In the FY2014 Cemetery Budget, Account No. 001 017 539 54912, Cemetery Lot Buybacks, \$1,500 was budgeted for expenses. To date we currently have in cemetery lot buybacks an expense in the amount of \$5,400, which is \$3,900 over the budgeted amount for lot buybacks.

On a positive note, the Cemetery lot sales revenues, Account No. 001 000 343 48695, has also seen an increase, with sales through the month of June totaling \$70,263. This is currently a \$40,263 increase over the budgeted amount of \$30,000 in the FY2014 for Cemetery lot sales revenue. We project to have an end of year revenue total in cemetery lot sales of \$85,263.

Staff would request approval of a budget amendment to increase Cemetery Lot Buybacks, Account No. 001 017 539 54912 by \$3,900 for a total of \$5,400 and an Increase in revenues for the Cemetery Lot Sales, Account No. 001 000 343 48695, in the amount of \$55,263 for a total of \$85,263.

To assure that there are no other lot buybacks to negatively affect this year's budget, staff will communicate with the deed holders that are pursuing a buyback, that future lot buyback requests for this fiscal year will postponed until after October 1, 2014, and at that time we will process the required paperwork for the buyback purchase out of the FY2015 budget. Purchases over and above monies budgeted for FY2015 will not be considered.

**BUDGET IMPACT:** The FY2014 Cemetery Budget for Cemetery Lot Buybacks (Account No. 001 017 539 54912) will increase by \$3,900. The budget for The City's Cemetery Lot Sales (Account No. 001 000 343 48695) will increase by \$55,263. The balance (\$51,363) will be placed within the General Fund, Reserve for Contingencies.

**LEGAL REVIEW:** The City Council has home-rule authority (Article VII, (2), Florida Constitution and §166.011 Florida Statutes.) to consider matters of fiscal and intergovernmental benefit. Ordinance No. 839, which sets the FY2014 Budget and provides for budget amendments and transfer of funds.

**STAFF RECOMMENDATION:** Staff recommends approval of the attached budget amendment to increase Cemetery Lot Buybacks, Account No. 001 017 539 54912 by \$3,900 for a total of \$5,400 and an increase in revenues for the Cemetery Lot Sales, Account No. 001 000 343 48695, in the amount of \$55,263 for a total of \$85,263. The balance (\$51,363) will be placed within the General Fund, Reserve for Contingencies.

**ATTACHMENTS:** Budget Amendment Form

# BUDGET AMENDMENT FORM

## Fiscal Year 2013 - 2014

Account Name/Dept	Account Number	Approved Budget FY 2013-14	Increase	Decrease	Amended Budget FY 2013-14
Cemetery Lot Sales	001 000 343 48695	\$30,000.00	\$55,263.00		\$85,263.00
Cemetery Lot Buybacks	001 017 539 54912	\$1,500.00	\$3,900.00		\$5,400.00
Reserves for Contingencies	001 000 284 30010	\$299,672.00	\$51,363.00		\$351,035.00
<b>TOTAL</b>		<b>\$331,172.00</b>	<b>\$110,526.00</b>		

Reason for Amendment: Excess cemetery buyback lot purchases and increase in Cemetery Lot Sales.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Department Director Signature*

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

\_\_\_\_\_  
*Finance Director Signature*

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

\_\_\_\_\_  
*City Manager Signature*

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

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

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



**CONSENT 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 COUNCIL MEMBERS**  
**VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER**  
**FROM: BILL GEIGER, COMMUNITY DEVELOPMENT DIRECTOR**  
**SUBJECT: BUDGET AMENDMENT RELATED TO BUILDING DIVISION ACTIVITY**  
**DATE: JULY 8, 2014**

*[Handwritten signature: T. Jennene Norman-Vacha]*  
*[Handwritten initials: B.G.]*

**GENERAL SUMMARY/BACKGROUND:** The City of Brooksville contracts with PDCS, LLC to provide Building Division Services. The City had budgeted to collect/expend \$100,000 in fees and expenses for these services for FY 2013-14. Year-to-date permitting activity has surpassed projections and we are in need of amending the respective revenue/expenditure budget line items to reflect this. The City has collected over \$138,000 in permit fee revenue through the current period and has paid approximately 80% of this amount (\$109,746.72) to PDCS, LLC for services rendered.

At this time it is recommended that the City Council increase the revenue line item (Account #001-000-322-42200) in the amount of \$45,000, as well as increase the expenditure line item for Other Contractual Services (Account #53400-001-015-515) in the amount of \$45,000 to make the adjustment for the projected increase in revenues and expenditures for these line items through the last three months of this fiscal year.

*[Handwritten mark]*

**BUDGET IMPACT:** The City's revenue line item for Building Permits (Account #001-000-322-42200) and the Development Department's Other Contractual Services line item (Account #53400-001-015-515) will both be increased by \$45,000.

*[Handwritten mark]*

**LEGAL REVIEW:** The City Council has Home Rule Authority (Art. VIII, 2(b), Fla. Const./Section 166.011, F.S.) to consider and take action on matters of fiscal benefit/responsibility.

**STAFF RECOMMENDATION:** Approve the attached Budget Amendment.

- ATTACHMENT(S):**
1. Budget Amendment Form
  2. Building Division Services Year-to-Date Activity Report

# Attachment 1

# **BUDGET AMENDMENT FORM**

## **Fiscal Year 2013 - 2014**

<i>Account Name/Dept</i>	<i>Account Number</i>	<i>Approved Budget FY 2013-14</i>	<i>Increase</i>	<i>Decrease</i>	<i>Amended Budget FY 2013-14</i>
Building Permit Revenue	001-000-322-42200	\$98,100.00	\$45,000.00		\$143,100.00
Other Contractual Services/Development	53400-001-015-515	\$115,200.00	\$45,000.00		\$160,200.00
<b>TOTAL</b>		<b>\$213,300.00</b>	<b>\$90,000.00</b>	<b>\$0.00</b>	<b>\$303,300.00</b>

Reason for Amendment: Adjustment to reflect increase in Building Division activity over budgeted projections

\_\_\_\_\_  
*Department Director Signature*

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

\_\_\_\_\_  
*Finance Director Signature*

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

\_\_\_\_\_  
*City Manager Signature*

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

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

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

# Attachment 2

CITY OF BROOKSVILLE  
MONTHLY BUILDING DIVISION ACTIVITY REPORT  
PERMITS/INSPECTIONS

FY 2013/2014

REVENUES	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP '14	FY TOTAL
Adv. Payment													
Zoning													0.00
Gas		\$ 300.00	\$ 150.00		\$ 150.00	\$ 75.00	\$ 225.00	\$ 75.00	\$ 300.00				0.00
Plan Review	\$ (450.00)	\$ 300.00	\$ 500.00		\$ (300.00)		\$ 300.00		\$ 900.00				1,275.00
Plumbing	\$ 300.00	\$ 75.00	\$ 75.00	\$ 150.00	\$ 375.00	\$ 225.00	\$ 150.00	\$ 450.00	\$ 150.00				1,250.00
Mechanical	\$ 775.00	\$ 400.00	\$ 625.00	\$ 650.00	\$ 675.00	\$ 225.00	\$ 1,075.00	\$ 800.00	\$ 450.00				1,950.00
<b>Adj. Mechanical</b>													5,675.00
Electrical	\$ 325.00	\$ 725.00	\$ 300.00	\$ 540.00	\$ 650.00	\$ 230.00	\$ 625.00	\$ 300.00	\$ 300.00				0.00
Building	\$ 28,350.00	\$ 1,810.00	\$ 4,800.00	\$ 14,870.00	\$ 15,079.00	\$ 4,580.00	\$ 16,215.00	\$ 12,430.00	\$ 6,325.00				3,985.00
<b>Adj. Building</b>													104,459.00
Mobile Home													0.00
Flood Zone													0.00
Contractor Reg.	\$ 2,025.00	\$ 975.00	\$ 1,275.00	\$ 1,200.00	\$ 1,200.00	\$ 1,350.00	\$ 975.00	\$ 1,200.00	\$ 825.00				0.00
Misc. Income	\$ 1,250.00	\$ 792.00	\$ 1,500.00	\$ 735.00	\$ 1,350.00	\$ 1,125.00	\$ 325.00	\$ 852.00	\$ 750.00				11,025.00
<b>Adj. Misc. Income</b>													8,689.00
<b>Credit Card Fees</b>	\$ (29.59)	\$ (27.97)	\$ (37.55)	\$ (34.28)	\$ (42.09)	\$ (26.73)	\$ (17.99)	\$ (39.23)	\$ (42.17)				0.00
<b>Total Bldg Collected</b>	\$ 32,565.41	\$ 5,349.03	\$ 9,187.45	\$ 18,110.72	\$ 19,136.91	\$ 7,763.27	\$ 19,872.01	\$ 16,067.77	\$ 9,957.83	\$ -	\$ -	\$ -	\$ 138,020.40
Impact Fees	\$ 4,888.00	\$ -	\$ 1,318.00	\$ 2,636.00	\$ 3,954.00	\$ -	\$ 3,954.00	\$ 2,636.00	\$ 1,752.25				21,138.25
Radon	\$ 467.00	\$ 67.65	\$ 119.00	\$ 270.78	\$ 276.38	\$ 115.45	\$ 300.48	\$ 236.45	\$ 138.12				1,991.31
DPR	\$ 467.00	\$ 67.65	\$ 119.00	\$ 270.77	\$ 276.37	\$ 115.45	\$ 300.47	\$ 236.45	\$ 138.13				1,991.29
<b>Total Collected</b>	\$ 38,377.41	\$ 5,484.33	\$ 10,743.45	\$ 21,288.27	\$ 23,643.66	\$ 8,014.17	\$ 24,426.96	\$ 19,176.67	\$ 11,966.33	\$ -	\$ -	\$ -	\$ 163,141.25
<b>See explanation above for adjustments and credit card fees</b>													
<b>Credit Card Fees</b>	\$ (29.59)	\$ (27.97)	\$ (37.55)	\$ (34.28)	\$ (42.09)	\$ (26.73)	\$ (17.99)	\$ (39.23)	\$ (42.17)				\$ -297.60
<b>Monthly Adjustment</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
<b>BUILDING INSPECTIONS</b>													
COMPLETED INSP.	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	FY TOTAL
Building	65	71	49	67	51	70	62	60	70				565
Red Tags	0	0	0	0	0	0	0	0	0				0
Plumbing	17	20	15	12	21	15	11	15	13				139
Red Tags	0	0	0	0	0	0	0	0	0				0
Electrical	20	16	20	37	19	35	16	23	14				200
Red Tags	0	0	0	0	0	0	0	0	0				0
Mechanical	9	14	15	28	11	23	18	14	9				140
Red Tags	1	0	0	0	0	0	0	0	0				0
L.P. Gas	1	4	5	2	4	5	5	7	3				36
Red Tags	0	0	0	0	0	0	0	0	0				0
<b>TOTAL INSP.</b>	112	125	104	147	106	148	110	119	109				1080
<b>TOTAL Red Tags</b>	0	0	0	0	0	0	0	0	0				0

CITY OF BROOKSVILLE  
MONTHLY BUILDING DIVISION ACTIVITY REPORT  
PERMITS/INSPECTIONS

FY 2013/2014

PERMIT VALUATIONS		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	FY TOTAL
RESIDENTIAL														
SFR	\$ 495,876.00			\$ 275,000.00	\$ 1,600,000.00	\$ 523,214.00		557,408.00	1,425,000.00	143,714.00				5,020,212.00
Multi-Family	\$ 446,261.00													446,261.00
Mobile Homes														0.00
Additions & Alt.	\$ 49,750.00	\$ 6,688.00	\$ 11,315.00	\$ 11,315.00	\$ 29,105.00	\$ 82,102.00	\$ 74,405.00	\$ 37,401.00	\$ 39,006.00	\$ 9,748.00				339,518.00
Misc. Permits	\$ 60,264.00	\$ 62,355.00	\$ 87,752.00	\$ 87,752.00	\$ 99,836.00	\$ 71,225.00	\$ 99,534.00	\$ 184,188.00	\$ 89,002.00	\$ 69,608.00				820,764.00
COMMERCIAL														
Structures							\$ 15,000.00							
Additions & Alt.	\$ 1,243,430.00	\$ 13,395.00	\$ 7,000.00	\$ 7,000.00	\$ 145,175.00	\$ 72,700.00	\$ 68,485.00	\$ 20,000.00	\$ 20,270.00	\$ 50,000.00				15,000.00
Misc. Permits	\$ 61,830.00	\$ 105,747.00	\$ 24,925.00	\$ 32,600.00	\$ 562,852.00	\$ 6,416.00	\$ 154,685.00	\$ 24,072.00	\$ 119,617.00	\$ 1,092,744.00				1,640,455.00
<b>DEMOLITIONS</b>				<b>100.00</b>	<b>1,000.00</b>	<b>6,300.00</b>			<b>450.00</b>	<b>(1,550.00)</b>				<b>6,300.00</b>
<b>TOTALS</b>	<b>\$ 2,357,411.00</b>	<b>\$ 188,185.00</b>	<b>\$ 406,092.00</b>	<b>\$ 1,904,716.00</b>	<b>\$ 1,318,393.00</b>	<b>\$ 1,318,393.00</b>	<b>\$ 263,840.00</b>	<b>\$ 953,682.00</b>	<b>\$ 1,597,800.00</b>	<b>\$ 391,135.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,381,254.00</b>
NO. OF PERMITS ISSU	63	37	33	52	55	56	57	46	43					
RESIDENTIAL														
SFR	3	1	2	3	3	2	3	2	1					15
Multi-Family - Buildings														0
# of Units	10													10
Mobile Homes	5	3	2	11	10	4	5	7	8					55
Additions & Alt.														
COMMERCIAL														
Structures							1							
Cert. of Use	10	5	3	5	5	2	2	1	1					31
Additions & Alt.	6	2	2	3	3	14	1	6	1					38
DEMOLITIONS														6
MISC. PERMITS	29	27	27	32	32	32	46	29	32	32				286
<b>TOTAL PERMITS</b>	<b>63</b>	<b>37</b>	<b>33</b>	<b>52</b>	<b>55</b>	<b>56</b>	<b>57</b>	<b>46</b>	<b>43</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>442</b>



**CONSENT AGENDA ITEM  
MEMORANDUM**

**TO:** HONORABLE MAYOR AND CITY COUNCILMEN  
**VIA:** T. JENNENE NORMAN-VACHA, CITY MANAGER *[Signature]*  
**FROM:** Jim Delach, Asst. FINANCE DIRECTOR *[Signature]*  
**SUBJECT:** PUBLIC RISK MANAGEMENT OF FLORIDA (PRM) RENEWAL FOR THE  
2015 COVERAGE YEAR

**DATE:** JULY 10, 2014

**GENERAL SUMMARY/BACKGROUND:** The City is currently insured through Public Risk Management of Florida (PRM) for property, package policies, liability and workers' compensation coverage. Our current insurance coverage year is for one year which is from October 1, 2013 through October 1, 2014.

During the PRM Board meeting on June 20, 2014, rates were discussed regarding the 2015 premium costs. Preliminary renewal numbers from the group estimate an increase in premiums between eight to twelve percent (8-12%)

All PRM preferred members (Brooksville is a preferred member) are required to give more than a 45 day notice if they intend to withdraw from participation in the PRM pool at the end of the policy year (Florida State Statute 624.46223). Staff is not recommending withdrawal from the PRM pool due to the relatively stable rates in a somewhat volatile market, the PRM management/oversight, and fiscal strength of the pool.

*[Signature]* **BUDGET IMPACT:** The renewal will have an impact to the FY2015 and reflected within the FY2015 budget documents.

**LEGAL REVIEW:** Council has the legal authority to participate in/renew coverages through the Public Risk Management of Florida (PRM) pool. Pursuant to Section 1.03 and 5.01 of the City's charter, the City has the authority to enter into contracts and to negotiate the terms of its contractual obligations.

**STAFF RECOMMENDATION:** Staff recommends that the City Council not give notice of withdrawal from the PRM pool for the 2014-15 policy year, but instead approve to move forward with insurance renewals with Public Risk Management for October 1, 2014 through September 30, 2015.



## AGENDA ITEM MEMORANDUM

**To:** Honorable Mayor and City Council Members

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

**From:** *Timothy A. Mossgrove*  
Timothy A. Mossgrove, Fire Chief  
Brooksville Firefighters' Pension Chairman

**Subject:** Ordinance No. 754-F - Brooksville Firefighters' Pension Trust  
Fund-Proposed Revisions to Ordinance No. 525

**Date:** July 09, 2014

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**General Summary / Background**: Revisions to the current Ordinance 525 have been approved by the Brooksville Firefighter's Pension Trust Fund Board of Trustees, as proposed by their attorney, Scott Christiansen.

The revised Ordinance 754-F, as proposed and approved by the firefighter's pension board, is attached and includes the following no-cost changes:

- Section 1 Definitions to amend the definition of Salary.

*FA* **Budget Impact**: Ordinance No. 754-F has no budget impact as it does not alter our annual Firefighters' pension expenses.

*CP* **Legal Review**: The Pension Board Attorney has reviewed proposed Ordinance 754-F as to content and form and has determined that it is in good legal form.

**Board Recommendation**: The Brooksville Firefighters' Pension Board recommends City Council approval of the second reading of Ordinance 754-F as presented.

**Attachment**: 1. Letter from Board Attorney dated 05/28/13  
2. Ordinance No. 754-F

# Attachment 1

Law Offices

**Christiansen & Dehner, P.A.**

63 Sarasota Center Blvd. Suite 107 Sarasota, Florida 34240 • 941-377-2200 • Fax 941-377-4848

May 1, 2014

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

Re: City of Brooksville Firefighters' Retirement Trust Fund

Dear Ms. Norman-Vacha:

As you know, I represent the Board of Trustees of the City of Brooksville Firefighters' Retirement Trust Fund. Enclosed please find a proposed ordinance amending the City of Brooksville Firefighters' Retirement Trust Fund, which is recommended by the Board for adoption by the City Council. This ordinance amends Section 1, Definitions to amend the definition of Salary, to comply with the requirements of Chapter 2011-216, Laws of Florida, regarding limitations on accrued overtime and sick and annual leave.

I am enclosing an actuarial impact statement from the plan's actuary, Foster & Foster, Inc., indicating that there is a cost-savings associated with the adoption of this ordinance.

If you or any member of your staff have any questions with regard to this ordinance, please feel free to give me a call. In addition, if you feel it would be appropriate for me to be present at the meeting at which this ordinance is considered by the City Council, please contact my office to advise me of the date that the ordinance would be considered.

Yours very truly,



Scott R. Christiansen

SRC/dm  
enclosure

cc: Patrick Donlan, with enclosure  
Susan McCrary, with enclosure

5-03-14 4:15:52 ROYD

CITY OF BROOKSVILLE  
FIREFIGHTERS' RETIREMENT TRUST FUND

ACTUARIAL IMPACT STATEMENT

March 26, 2014

(Page 1)

Attached hereto is a comparison of the impact on the Total Required Contribution (per Chapter 112, Florida Statutes), and the Required City Contributions, resulting from the implementation of the following changes:

- 1.) Eliminate the inclusion of lump sum sick and vacation payouts attributable to service after July 1, 2013 in the definition of pensionable compensation.
- 2.) Eliminate the inclusion of overtime in excess of 300 hours per year after July 1, 2013 in the definition of pensionable compensation.

The cost impact, determined as of October 1, 2012, as applicable to the plan/fiscal year ending September 30, 2014, is as follows:

	<u>Current</u>	<u>Proposed</u>
Total Required Contribution % of Total Annual Payroll	59.07%	58.05%
Less Member Cont.	3.29%	3.29%
Equals Required City & State % of Total Annual Payroll	55.78%	54.76%
Estimated State Contribution % of Total Annual Payroll	81,640 12.54%	81,640 12.54%
Balance From City % of Total Annual Payroll	43.24%	42.22%

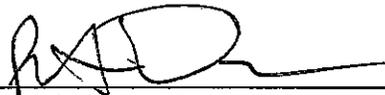
\* In order to determine the impact of Item 1 above, we needed to make an assumption. The assumption relates to the number of hours of leave time that will be payable at the time each Firefighter retires. In order to make this determination, the accrued sick and vacation time for each Firefighter was provided to us as of July 1, 2013. The assumption made in this Impact Statement is that when each individual retires at a future date, their projected pensionable compensation will be increased by the current number of payable sick and vacation hours on the books. Previously, the expected amount of sick and vacation payout was 20% of the final year's salary. With the proposal, the amount is estimated on an individual basis. Please note that, if necessary, we will update the projected payouts each year when we prepare the actuarial valuation report.

CITY OF BROOKSVILLE  
FIREFIGHTERS' RETIREMENT TRUST FUND

ACTUARIAL IMPACT STATEMENT

March 26, 2014  
(Page 2)

The changes presented herein are in compliance with Part VII, Chapter 112, Florida Statutes and Section 14, Article X of the State Constitution.



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Patrick T. Donlan EA, MAAA  
Enrolled Actuary #11-6595

STATEMENT OF PLAN ADMINISTRATOR

The prepared information presented herein reflects the estimated cost of the proposed improvement.



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Chairman, Board of Trustees

## Comparative Summary of Principal Valuation Results

	<u>New Benefits</u> <u>10/1/2012</u>	<u>Old Benefits</u> <u>10/1/2012</u>
<b>A. Participant Data</b>		
Number Included		
Actives	19	19
Service Retirees	13	13
DROP Retirees	3	3
Beneficiaries	0	0
Terminated Vested	9	9
Disability Retirees	0	0
Total	44	44
Total Annual Payroll		
Payroll Under Assumed Ret. Age	\$651,086	\$651,086
Annual Rate of Payments to:		
Service Retirees	285,309	285,309
DROP Retirees	114,100	114,100
Beneficiaries	0	0
Terminated Vested	19,710	19,710
Disability Retirees	0	0
<b>B. Assets</b>		
Actuarial Value <sup>1</sup>	4,810,525	4,810,525
Market Value <sup>1</sup>	4,937,188	4,937,188
<b>C. Liabilities</b>		
Present Value of Benefits		
Active Members		
Retirement Benefits	2,120,960	2,178,163
Disability Benefits	18,496	19,116
Death Benefits	9,446	9,762
Vested Benefits	327,710	338,692
Refund of Contributions	25,579	25,579
Service Retirees	3,203,077	3,203,077
DROP Retirees <sup>1</sup>	1,588,238	1,588,238
Beneficiaries	0	0
Terminated Vested	146,161	146,161
Disability Retirees	0	0
Excess State Monies Reserve	0	0
Total	7,439,667	7,508,788

C. Liabilities - (Continued)	New Benefits <u>10/1/2012</u>	Old Benefits <u>10/1/2012</u>
Present Value of Future Salaries	4,600,708	4,600,708
Present Value of Future Member Contributions	151,363	151,363
EAN Normal Cost (Retirement)	126,554	130,054
EAN Normal Cost (Disability)	1,372	1,418
EAN Normal Cost (Death)	676	699
EAN Normal Cost (Vesting)	19,089	19,729
EAN Normal Cost (Refunds)	1,928	1,928
Total Normal Cost (Entry Age Method)	<u>149,619</u>	<u>153,828</u>
Present Value of Future Normal Costs (Entry Age)	987,764	1,019,843
Accrued Liability (Retirement)	1,319,925	1,350,753
Accrued Liability (Disability)	7,422	7,671
Accrued Liability (Death)	4,010	4,144
Accrued Liability (Vesting)	174,046	179,878
Accrued Liability (Refunds)	9,023	9,023
Accrued Liability (Inactives) <sup>1</sup>	4,937,476	4,937,476
Excess State Monies Reserve	0	0
Total Actuarial Accrued Liability	<u>6,451,903</u>	<u>6,488,945</u>
Unfunded Actuarial Accrued Liability (UAAL)	1,641,378	1,678,420
 D. Actuarial Present Value of Accrued Benefits		
Vested Accrued Benefits		
Inactives <sup>1</sup>	4,937,476	4,937,476
Actives	579,450	579,450
Member Contributions	<u>122,573</u>	<u>122,573</u>
Total	5,639,499	5,639,499
Non-vested Accrued Benefits	<u>460,691</u>	<u>460,691</u>
Total Present Value Accrued Benefits	6,100,190	6,100,190
Increase (Decrease) in Present Value of Accrued Benefits Attributable to:		
Plan Amendments	0	
Assumption Changes	0	
New Accrued Benefits	0	
Benefits Paid	0	
Interest	0	
Other	0	
Total:	<u>0</u>	

Valuation Date Applicable to Fiscal Year Ending	New Benefits 10/1/2012 <u>9/30/2014</u>	Old Benefits 10/1/2012 <u>9/30/2014</u>
<b>E. Pension Cost</b>		
Normal Cost (with interest) % of Total Annual Payroll <sup>2</sup>	23.87	24.54
Administrative Expense (with int.) % of Total Annual Payroll <sup>2</sup>	3.83	3.83
Payment Required to Amortize Unfunded Actuarial Accrued Liability over 30 years (as of 10/1/12) % of Total Annual Payroll <sup>2</sup>	30.35	30.70
Total Required Contribution % of Total Annual Payroll <sup>2</sup>	58.05	59.07
Expected Member Contributions % of Total Annual Payroll <sup>2</sup>	3.29	3.29
Expected City & State Contrib. % of Total Annual Payroll <sup>2</sup>	54.76	55.78

<sup>1</sup> The asset values and liabilities for DROP Members include accumulated DROP Balances as of 10/1/2012.

<sup>2</sup> Contributions developed as of 10/1/12 are expressed as a percentage of total annual payroll at 10/1/12 of \$651,086.

## ACTUARIAL ASSUMPTIONS AND METHODS

<u>Mortality Rate</u>	RP2000 Combined Healthy (sex distinct). Disableds set forward 5 years.  Based on a study of over 650 public safety funds, this table reflects a 10% margin for future mortality improvements.
<u>Termination Rates</u>	See Tables below (1302).
<u>Disability Rates</u>	See Tables below (1201). It is assumed that 75% of disablements and active Member deaths are service related.
<u>Retirement Age</u>	Earlier of age 55 and the completion of 10 years of service, or the completion of 20 years of service regardless of age, or age 60, regardless of service. Also, any Member who has reached Normal Retirement is assumed to continue employment for one additional year.
<u>Early Retirement</u>	Commencing upon a Member's eligibility for Early Retirement (Age 50 with 10 years of Credited Service), Members are assumed to retire with an immediate subsidized benefit at the rate of 5% per year.
<u>Interest Rate</u>	7.75% per year, compounded annually, net of investment related expenses.
<u>Salary Increases</u>	6.5% per year until retirement age; see Table below. Final salary in year of retirement is increased 20% (individual in AIS) to account for additional non-regular compensation.
<u>Payroll Increase</u>	Up to 3% per year (2.87% for 10/1/12 val).
<u>Cost of Living Adjustments</u>	3% per year, from age 55 to 65.
<u>Administrative Expenses</u>	\$24,032 annually.
<u>Funding Method</u>	Entry Age Normal Actuarial Cost Method.
<u>Actuarial Asset Method</u>	Each year, the prior Actuarial Value of Assets is brought forward utilizing the historical geometric four-year average Market Value return (net of fees). It is possible that over time this technique will produce an insignificant bias above or below Market Value of Assets.

<u>Age</u>	<u>% Terminating During the Year</u>	<u>% Becoming Disabled During the Year</u>	<u>Current Salary as % of Salary at age 50</u>
20	12.0%	0.03%	15.1%
30	10.0	0.04	28.4
40	5.2	0.07	53.3
50	1.6	0.18	100.0

SUMMARY OF PLAN PROVISIONS  
(Through 754-D)

<u>Date of Latest Restatement</u>	January 7, 2011
<u>Eligibility</u>	Employees who are classified as full-time and volunteer Firefighters shall participate in the System as a condition of employment.
<u>Credited Service</u>	Total years and fractional parts of years of service with the City as a Firefighter.
<u>Salary</u>	W-2 Earnings, plus tax deferred, tax sheltered and tax exempt income.
<u>Average Final Compensation</u>	Average Salary for the best 5 years during the 10 years immediately preceding retirement or termination.
<u>Member Contributions</u>	3.29% of Salary effective 10/1/2010.
<u>City and State Contributions</u>	Remaining amount required in order to pay current costs and amortize unfunded past service cost, if any. In no event will the City's contribution be less than 5% of the total Salary of the Members, as provided in Part VII of Chapter 112, Florida Statutes.
<u>Normal Retirement</u>	
Date	Earlier of age 60, age 55 and 10 years of Credited Service, or 20 years of Credited Service regardless of age.
Benefit	3.1% of Average Final Compensation times Credited Service
Form of Benefit	Ten Year Certain and Life Annuity (options available).
<u>Early Retirement</u>	
Eligibility	Age 50 and 10 Years of Credited Service.
Benefit	Accrued benefit, reduced 3% per year.

Cost of Living Adjustment

3% increase each January 1 from age 55 through age 65.

Vesting

Schedule 100% after 10 years of Credited Service.

Benefit Amount Member will receive the vested portion of his (her) accrued benefit payable at the otherwise Normal Retirement Date.

Disability

Eligibility

Service Incurred Covered from Date of Employment.

Non-Service Incurred 10 years of Credited Service.

Exclusions Disability resulting from use of drugs, illegal participation in riots, service in military, etc.

Benefit Benefit accrued to date of disability but not less than 42% of Average Final Compensation (Service Incurred).

Duration Payable for life, with 120 payments guaranteed, or until recovery (as determined by the Board; options available).

Death Benefits

Pre-Retirement

Vested Monthly accrued benefit payable to designated beneficiary for 10 years.

Non-Vested Refund of accumulated contributions, without interest.

Post-Retirement Benefits payable to beneficiary in accordance with option selected at retirement.

Board of Trustees

- a. Two Council appointees,
- b. Two Members of the Department elected by the membership, and

c. Fifth Member elected by other 4 and appointed by Council.

Deferred Retirement Option Plan

Eligibility

Satisfaction of Normal Retirement requirements.

Participation

Not to exceed the earlier of 60 months or the completion of 30 years of service with the City as a Firefighter.

Rate of Return

At Member's election: 6.5% or Net Investment Return

Distribution

Cash lump sum (options available) at termination of employment.

# Attachment 2

**ORDINANCE NO. 754-F**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, FLORIDA, FURTHER AMENDING THE CITY OF BROOKSVILLE FIREFIGHTERS' RETIREMENT TRUST FUND, ADOPTED PURSUANT TO ORDINANCE NO. 525-I, AS SUBSEQUENTLY AMENDED; AMENDING SECTION 1, DEFINITIONS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY OF PROVISIONS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.**

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, FLORIDA, that:**

**SECTION 1:** The City of Brooksville Firefighters' Retirement Trust Fund, adopted pursuant to Ordinance No. 525-I, as subsequently amended, is hereby further amended to amend Section 1, Definitions, to amend the definition of "Salary", to read as follows:

Salary means the total compensation for services rendered to the City, reported on the Member's W-2 form plus all tax deferred, tax sheltered or tax exempt items of income derived from elective employee payroll deductions or salary reductions. For service earned after July 1, 2013 (the "effective date"), Salary shall not include more than three hundred (300) hours of overtime per calendar year, excluding Fair Labor Standards Act 7(k) exemption time, and shall also not include payments for accrued unused sick or annual leave. Provided however, in any event, payments for overtime in excess of three hundred (300) hours per year or accrued unused sick or annual leave accrued as of the effective date and attributable to service earned prior to the effective date, may still be included in Salary for pension purposes even if the payment is not actually made until on or after the effective date. In any event, with respect to unused sick leave and unused annual leave accrued prior to the effective date, Salary will include the lesser of the amount of sick or annual leave time accrued on the effective date or the actual amount of sick or annual leave time for which the retiree receives payment at the time of retirement, regardless of whether the amount of sick or annual leave was, at some time prior to retirement, reduced below the amount on the effective date.

Compensation in excess of the limitations set forth in Section 401 (a)(17) of the Code as of the first day of the Plan Year shall be disregarded for any purpose, including employee contributions or any benefit calculations. The annual compensation of each member taken into account in determining benefits or employee contributions for any Plan Year beginning on or after January 1, 2002, may not exceed \$200,000, as adjusted for cost-of-living increases in accordance with Internal Revenue Code Section 401(a)(17)(B). Compensation means compensation during the fiscal year. The cost-of-living adjustment in effect for a calendar year applies to annual compensation for the determination period that begins with or within such calendar year. If the determination period consists of fewer than 12 months, the annual compensation limit is an amount equal to the otherwise applicable annual compensation limit multiplied by a fraction, the numerator of which is the number of months in the short determination period, and the denominator of which is 12. If the compensation for any prior determination period is taken into account in determining a Member's contributions or benefits for the current Plan Year, the compensation for such prior determination period is subject to the applicable annual compensation limit in effect for that prior period.. The limitation on compensation for an "eligible employee" shall not be less than the amount which was allowed to be taken into account hereunder as in effect on July 1, 1993. "Eligible employee" is an individual who was a Member before the first Plan Year beginning after December 31, 1995.

**SECTION 2:** Specific authority is hereby granted to codify and incorporate this Ordinance in the existing Code of Ordinances of the City of Brooksville.

**SECTION 3:** If any section, subsection, sentence, clause, phrase of this ordinance, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application shall not be affected thereby.

**SECTION 4:** All Ordinances or parts of Ordinances in conflict herewith be and the same are hereby repealed.

**SECTION 5:** That this Ordinance shall become in full force and effect in accordance with the Charter of the City of Brooksville, Florida. This Ordinance shall become effective upon its adoption.

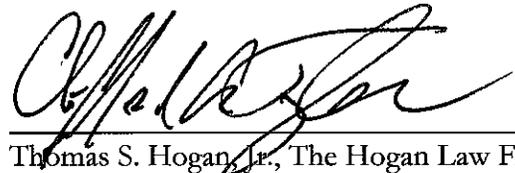
**CITY OF BROOKSVILLE**

By: \_\_\_\_\_  
Kevin Hohn, Mayor

ATTEST: \_\_\_\_\_  
Janice L. Peters, CMC, City Clerk

PASSED on First Reading July 7, 2014  
NOTICE Published on July 11, 2014  
PASSED on Second & Final Reading \_\_\_\_\_

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

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

VOTE OF CITY COUNCIL

Bernardini    \_\_\_  
Bradburn     \_\_\_  
Burnett      \_\_\_  
Hohn         \_\_\_  
Johnston     \_\_\_



**AGENDA ITEM**  
**MEMORANDUM**

**TO: Honorable Mayor and City Council Members**

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

**FROM: Jim Delach, Assistant Finance Director**

**SUBJECT: Tentative Millage Rate for Fiscal Year 2015**

**DATE: July 17, 2014**

**GENERAL SUMMARY/BACKGROUND:** State of Florida Truth in Millage (TRIM) requirements mandate that each local Florida government adopt a tentative (proposed) millage rate and advise the Property Appraiser of the adopted tentative millage, the rolled-back rate, and the date, time and place of the first public budget hearing within 35 days following July 1<sup>st</sup>. This means that the City is required to notify the Property Appraiser of the City's adopted tentative millage no later than Monday, August 4, 2014, 5:00 pm. Following receipt, the Property Appraiser will utilize the reported tentative millage to create and mail a TRIM notice (notice of proposed property taxes) to all City property owners.

Historically the City Council has established a tentative millage rate that is greater than what is needed/expected for the final millage. A greater tentative millage allows for some flexibility as Council continues through the budget process. Once the tentative millage is established, the final millage rate cannot be adopted at a greater rate, unless the City mails each taxpayer a revised "notice of proposed property tax".

For FY2014 Council adopted a tentative millage of 8.0000 mils, while for FY2013 and FY2012 7.5000 mils was adopted. For FY2011 Council adopted a tentative millage of 8.0000 mils, while for FY2010, FY2009, and FY2008 7.0000 mils was adopted.

The current TRIM information for FY2015 is as follows:

Prior Year operating millage rate	6.7317
Current Year Gross Taxable Value for operating purposes	\$381,361,875
Prior Year FINAL Gross Taxable Value	\$372,710,401
Current Year rolled-back rate	6.6963
Prior Year rolled-back rate	6.7317

Staff has prepared and presented a preliminary balanced budget with the same millage rate that was adopted for the final millage in FY2014, 6.7317 mils.

Following discussion of the preliminary FY2015 General Fund and Fire Department Fund budget on July 15th, City Council indicated that 2 or 3 members were interested in adopting a tentative millage of 8.0000 mils and 1 or 2 members were interested in adopting a tentative millage of 7.5000 mils. Staff seeks the decision of Council.

Staff recommends the first Public Budget Hearing be scheduled for Monday, September 8<sup>th</sup> at 6:30 pm, with the second and final Public Budget Hearing to be scheduled for Wednesday, September 17<sup>th</sup> at 6:30 pm.

**LEGAL REVIEW:** The City Council has home-rule authority (Art. VII, (2) Fla. Const. and §166.011 Fla. Stat.) to consider matters of fiscal and intergovernmental benefit. A TRIM notice is required pursuant to Fla. Stat. Ch. 200 and 218 and the rules promulgated thereunder.

**STAFF RECOMMENDATION:** Staff requests that the City Council adopt a tentative millage rate for the TRIM requirements and approve the City Public Budget Hearing dates of September 8<sup>th</sup> and 17<sup>th</sup> as outlined above.

7/21/14**AGENDA ITEM  
MEMORANDUM**

**TO: HONORABLE MAYOR AND CITY COUNCILMEN**  
**VIA: T. JENNENE NORMAN-VACHA, CITY MANAGER**  
**FROM: TIMOTHY MOSSGROVE, FIRE CHIEF**  
**SUBJECT: FIRE ASSESSMENT RATES FOR FISCAL YEAR 2015**  
**DATE: JULY 17, 2014**

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**GENERAL SUMMARY/BACKGROUND:** On July 2, 2012 Council adopted Ordinance No. 830 which implemented the levying a non-ad valorem special assessment for Brooksville. An assessment utilizing the "readiness to serve", two tiered approach of funding was established for non-ad valorem special assessment collection for the fire department and fire related service delivery.

For fiscal year 2014 City Council established fire assessment rates as follows: Tier 1 (relative value of improvements) was adopted at a rate of 0.90 per unit (1/1,000 of value); and Tier 2 (readiness to serve/per parcel rate) was adopted at a rate of \$71 per tax parcel.

While preparing the FY2015 Fire Department budget and reviewing the tax roll for the Fire Assessments, we found that revenues projected from Tier 1 (variable costs/relative improved valued) and those projected from Tier 2 (fixed costs/per parcel) are separated by a little over ten percent (10%) difference. Although this is an allowable distribution of costs within the Readiness to Serve apportionment methodology, coupled with ad valorem tax collections, we recommend that the "tiers" be adjusted to more evenly spread the "readiness to serve" costs (which are our greatest costs as a Department) to all City parcels, while lessening the burden from the variable costs/relative value of improvements tier.

The City of Brooksville is very fortunate because it enjoys a healthy number of commercial/industrial/institutional properties that provide tax relief to residential properties. Our commercial/industrial/institutional properties pay approximately 54% of the City's ad valorem taxes levied (correlated to the improvements on their respective properties). The City's economy, business district and jobs are very important to our ability to stabilize and prosper as a city. We are ever mindful of managing for efficiencies and keeping our costs low in efforts to retain and recruit a strong business community.

Currently, the City has 4,033 properties; 2,273 are improved properties and 1,760 are vacant parcels of varying sizes. About 70% or 1,240 of the vacant parcels are lots within three (3) fairly new developments, including Southern Hills (approximately 800), Cascades (approximately 350) and Seagate (approximately 90).

When the City Council implemented the Fire Assessment program and enacting, legal requirements for the program in 2012, the majority of Council stated that they were interested in a fire assessment methodology that was able to distribute costs of fire services to all properties so that all would pay something toward a basic level of service.

Prior to 2012, Council reviewed and discussed implementing a “demand for service” methodology approach for assessing fire costs. This approach was not desired by Council, as they did not like that all home/residential properties would be assessed the same amount, regardless of square footage/improved value. City Council was also concerned that business should not be burdened/taxed in an unfair manner over residential parcels. The “readiness to serve” methodology was explored and Council ultimately adopted the approach as it addressed the concern that all homes/residential properties would not pay the exact same amount. Additionally, the methodology also allowed for all properties, whether homes/residential or businesses to be assessed in the same manner, using the exact same rates across the board.

As Council is aware, the “Readiness to Serve” apportionment methodology is based upon the premise that a significant portion of the benefit derived from or burden relieved by fire protection services lies in fact that the fire department maintains a continual readiness to serve whether or not a fire-related distress call is ever received. The “preparedness” costs of the City Fire Department are generally those necessary to maintain the readiness of fire personnel and the department’s capacity to respond to calls regardless of the nature of an event. Preparedness costs are referred to as the core or fixed costs of any fire service delivery. They are the “fixed costs” that allow the City Fire Department to stand alert, ready to respond to the potential of a fire and associated basic life support in the event of emergency.

The fixed costs associated with readiness to serve logically apply to every tax parcel of real property in the City. The fixed costs are incurred without regard to that tax parcel’s character, use or composition.

The Readiness to Serve apportionment methodology adopted by Council established two distinct tiers or classes of assessment allocations:

- Tier 1 – a sharing of benefits, burdens and costs for fire protection services and facilities based upon the relative value of improvements for each tax parcel in the City as compared to the value of the improvements for all tax parcels in the City
- Tier 2 – a sharing of benefits, burdens and costs for fire protection services of facilities on a per tax parcel allocation premised upon maintaining a continual state of preparedness and readiness to serve whether or not a request for actual assistance is ever received.

Since the adoption of the Fire Assessment methodology/program, the City Council has utilized it to fund a portion of the Fire Department service delivery costs.

During the first preliminary budget workshop on July 14, 2014, staff presented what we believe to be a more equitable adjustment the fire assessment rates; rates that adjust/increase the amount paid by each parcel within the City while lessening the

amount of costs shouldered in the variable costs/collected based on the relative improvement value. We suggested changing the rates for Tier 1 from .90 per \$1,000 of relative improved value to .78 per \$1,000 of relative improved value and Tier 2 from \$71 per tax parcel to \$83 per tax parcel.

During discussions, Council member Johnston requested that the rates of .80 per \$1,000 of relative improved value and .85 per \$1,000 of relative improved value also be provided for review/consideration, coupled with \$80 per tax parcel. Council requested to see an analysis on the affect the rate adjustment would have on the "median" residential improvement value in the City.

For the City of Brooksville the "median" residential improvement value is approximately \$47,000, while the "average" residential improvement value is approximately \$79,000. Note: Data that would allow us to exclude all residential properties within the Southern Hills development was not readily available for staff to complete the analysis requested by Councilman Bernardini. With a considerable amount of staff time this information could be produced if directed by City Council.

Charts depicting the four (4) different rate scenarios for both the "median" home and the "average" home are provided as Attachment 1 for your review. Provided as Attachment 2 is a chart showing the total projected revenues for all four (4) rate scenarios.

A tentative Fire Assessment rate must be provided to Hernando County Property Appraiser's Office for inclusion within the City TRIM notices to be mailed August 15, 2014. A final Fire Assessment rate must be adopted during the City's Public Budget Hearing requested for September 8, 2014.

**BUDGET IMPACT:** The setting of the rates for fire service assessments during the annual budget adoption process will determine the amount collected. The remaining funding of the fire department budget other than fire assessments will be funded through other legally available revenues of the City, including the General Fund.

**LEGAL REVIEW:** The City possesses home rule authority for the levy and collection of special assessments and has considerable latitude with respect to maintaining an apportionment method.

**STAFF RECOMMENDATION:** Staff requests that the City Council adopt a tentative Fire Assessment rate for the TRIM requirements and approve a Public Budget Hearing date of September 8<sup>th</sup> for final Fire Assessment rate adoption. We recommend that the "tiers" of the apportionment assessment rates be adjusted to more evenly spread the "readiness to serve" costs to all City parcels, while lessening the burden from the variable costs/relative value of improvements tier.

# **A t t a c h m e n t 1**

# FIRE SERVICE RATE COMPARISON

**City of Brooksville**  
**Fire Rescue Services .78 / \$83**

**"Median" Improvement Value - \$46,918**

Relative Property Value \$46,918  
 Estimated Taxable Value \$23,459

**.78 / \$83**      City Fire Assessment \$119.60  
 Ad-Valorem/General Fund Fire Transfer Amount **\$25.77**

**TOTAL CITY FIRE ASSESSMENT READINESS TO SERVE \$145.37**

**City of Brooksville**  
**Fire Rescue Services .85 / 80**

**"Median" Improvement Value - \$46,918**

Relative Property Value \$46,918  
 Estimated Taxable Value \$23,459

**.85 / \$80**      City Fire Assessment \$119.88  
 Ad-Valorem/General Fund Fire Transfer Amount **\$25.77**

**TOTAL CITY FIRE ASSESSMENT READINESS TO SERVE \$145.65**

**City of Brooksville**  
**Fire Rescue Services .90 / \$71**

**"Median" Improvement Value - \$46,918**

Relative Property Value \$46,918  
 Estimated Taxable Value \$23,459

**.90 / \$71**      City Fire Assessment \$113.23  
 Ad-Valorem/General Fund Fire Transfer Amount **\$25.77**

**TOTAL CITY FIRE ASSESSMENT READINESS TO SERVE \$139.00**

**City of Brooksville**  
**Fire Rescue Services .80 / \$80**

**"Median" Improvement Value - \$46,918**

Relative Property Value \$46,918  
 Estimated Taxable Value \$23,459

**.80 / \$80**      City Fire Assessment \$117.53  
 Ad-Valorem/General Fund Fire Transfer Amount **\$25.77**

**TOTAL CITY FIRE ASSESSMENT READINESS TO SERVE \$143.31**

# FIRE SERVICE RATE COMPARISON

<b>City of Brooksville</b>	
<b>Fire Rescue Services .90 / \$71</b>	
<b>"Average" Improvement Value - \$79,162</b>	
Relative Property Value	\$79,162
Estimated Taxable Value	\$39,581
Ad-Valorem/General Fund Fire Transfer Amount      City Fire Assessment \$142.25 <b>\$43.48</b>	
<b>TOTAL CITY FIRE ASSESSMENT READINESS TO SERVE      \$185.73</b>	

<b>City of Brooksville</b>	
<b>Fire Rescue Services .78 / \$83</b>	
<b>"Average" Improvement Value - \$79,162</b>	
Relative Property Value	\$79,162
Estimated Taxable Value	\$39,581
Ad-Valorem/General Fund Fire Transfer Amount      City Fire Assessment \$144.75 <b>\$43.48</b>	
<b>TOTAL CITY FIRE ASSESSMENT READINESS TO SERVE      \$188.23</b>	

**.78 / \$83**

<b>City of Brooksville</b>	
<b>Fire Rescue Services .80 / \$80</b>	
<b>"Average" Improvement Value - \$79,162</b>	
Relative Property Value	\$79,162
Estimated Taxable Value	\$39,581
Ad-Valorem/General Fund Fire Transfer Amount      City Fire Assessment \$143.33 <b>\$43.48</b>	
<b>TOTAL CITY FIRE ASSESSMENT READINESS TO SERVE      \$186.81</b>	

<b>City of Brooksville</b>	
<b>Fire Rescue Services .85 / \$80</b>	
<b>"Average" Improvement Value - \$79,162</b>	
Relative Property Value	\$79,162
Estimated Taxable Value	\$39,581
Ad-Valorem/General Fund Fire Transfer Amount      City Fire Assessment \$147.29 <b>\$43.48</b>	
<b>TOTAL CITY FIRE ASSESSMENT READINESS TO SERVE      \$190.77</b>	

**.85 / \$80**

# **A t t a c h m e n t 2**

## Proposed and Current Fire Assessment Scenarios with Government and Churches added

Scenarios	Tier I Amount	Tier II Amount	Total Amount
.78 Tier I rate and \$83 Tier II rate	\$232,785	\$338,806	\$571,591
.90 Tier I rate and \$71 Tier II rate	\$268,598	\$289,822	\$558,420
.85 Tier I rate and \$80 Tier II rate	\$253,676	\$326,560	\$580,236
.80 Tier I rate and \$80 Tier II rate	\$238,754	\$326,560	\$565,314

### Above scenarios at 95% collection

Scenarios	Tier I Amount	Tier II Amount	Total Amount
.78 Tier I rate and \$83 Tier II rate	\$221,146	\$321,866	\$543,011
.90 Tier I rate and \$71 Tier II rate	\$255,168	\$275,331	\$530,499
.85 Tier I rate and \$80 Tier II rate	\$240,992	\$310,232	\$551,224
.80 Tier I rate and \$80 Tier II rate	\$226,816	\$310,232	\$537,048

### Above scenarios after 4% collection fee

Scenarios	Tier I Amount	Tier II Amount	Total Amount
.78 Tier I rate and \$83 Tier II rate	\$212,300	\$308,991	\$521,291
.90 Tier I rate and \$71 Tier II rate	\$244,961	\$264,318	\$509,279
.85 Tier I rate and \$80 Tier II rate	\$231,353	\$297,823	\$529,175
.80 Tier I rate and \$80 Tier II rate	\$217,744	\$297,823	\$515,566



05-23-14P05:05 RCVD

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

TO: Municipal Key Official  
FROM: Michael Sittig, Executive Director  
DATE: May 19, 2014  
SUBJECT: 88th Annual FLC Conference – “*Cities take on Technology*”  
VOTING DELEGATE AND RESOLUTION INFORMATION  
August 14-16, 2014 – Westin Diplomat, Hollywood

As you know, the Florida League of Cities’ Annual Conference will be held at the Westin Diplomat, Hollywood, Florida on August 14-16. This year we are celebrating “*Cities take on Technology*”, which will provide valuable educational opportunities to help Florida’s municipal officials serve their citizenry more effectively.

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

In accordance with the League’s by-laws, each municipality’s vote is determined by population, and the League will use the Estimates of Population from the University of Florida for 2013.

Registration materials will be sent to each municipality in the month of June. Materials will also be posted on-line. Call us if you need additional copies. The League adopts resolutions each year to take positions on commemorative, constitutional or federal issues. We have attached the procedures your municipality should follow for proposing resolutions to the League membership. A resolution is not needed to become a voting delegate. If you have questions regarding resolutions, please call Allison Payne at the League at (850) 701-3602 or (800) 616-1513, extension 3602. **Proposed resolutions must be received by the League no later than July 9, 2014.**

If you have any questions on voting delegates, please call Gail Dennard at the League (850) 701-3619 or (800) 616-1513, extension 3619. **Voting delegate forms must be received by the League no later than August 11, 2014.**

Attachments: Form Designating Voting Delegate  
Procedures for Submitting Conference Resolution

CTN  
06.02.14

**88th Annual Conference  
Florida League of Cities, Inc.  
August 14-16, 2014  
Hollywood, Florida**

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

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

**Designation of Voting Delegate**

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

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

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

**AUTHORIZED BY:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Return this form to:

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

**Procedures for Submitting Resolutions**  
**Florida League of Cities' 88th Annual Conference**  
**Westin Diplomat**  
**Hollywood, Florida**  
**August 14-16, 2014**

In order to fairly systematize the method for presenting resolutions to the League membership, the following procedures have been instituted:

- (1) Proposed resolutions must be submitted in writing, to be received in the League office by July 9, 2014, to guarantee that they will be included in the packet of proposed resolutions that will be submitted to the Resolutions Committee.
- (2) Proposed resolutions will be rewritten for proper form, duplicated by the League office and distributed to members of the Resolutions Committee. (Whenever possible, multiple resolutions on a similar issue will be rewritten to encompass the essential subject matter in a single resolution with a listing of original proposers.)
- (3) Proposed resolutions may be submitted directly to the Resolutions Committee at the conference; however, a favorable two-thirds vote of the committee will be necessary to consider such resolutions.
- (4) Proposed resolutions may be submitted directly to the business session of the conference without prior committee approval by a vote of two-thirds of the members present. In addition, a favorable weighted vote of a majority of members present will be required for adoption.
- (5) Proposed resolutions relating to state legislation will be referred to the appropriate standing policy committee. Such proposals will not be considered by the Resolutions Committee at the conference; however, all state legislative issues will be considered by the standing policy councils and the Legislative Committee, prior to the membership, at the annual Legislative Conference each fall. At that time, a state Legislative Action Agenda will be adopted.
- (6) Proposed resolutions must address either federal issues, state constitutional issues, matters directly relating to the conference, matters recognizing statewide or national events or service by League officers. All other proposed resolutions will be referred for adoption to either the Florida League of Cities Board of Directors or FLC President.

Municipalities unable to formally adopt a resolution before the deadline may submit a letter to the League office indicating their city is considering the adoption of a resolution, outlining the subject thereof in as much detail as possible, and this letter will be forwarded to the Resolutions Committee for consideration in anticipation of receipt of the formal resolution.

## **Important Dates**

### **May 2014**

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

### **June 2014**

Appointment of Resolutions Committee Members

### **July 9th**

Deadline for Submitting Resolutions to the League office

### **August 14th**

League Standing Council Meetings  
Resolutions Committee Meeting  
Voting Delegates Registration

### **August 16th**

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



# 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: FLORIDA LEAGUE OF CITIES ACTION COMMITTEES  
DATE: July 8, 2014

**GENERAL INFORMATION:** Staff seeks appointment of a Council Member to each of the following five Florida League of Cities' (FLC) Action committees for September 1, 2014 through August 2015, ending at the FLC Annual Conference:

	<u>Current Members</u>
Finance, Taxation & Personnel	Frankie Burnett
Transportation & Intergovernmental Relations	Joe Johnston
Energy & Environmental Quality	Kevin Hohn
Growth Management & Economic Development	Lara Bradburn
Urban Administration	Joe Bernardini

The meeting dates for the coming 2014/15 year are as follows:

September 12, 2014	Hyatt Regency Orlando
October 10, 2014	Hilton Orlando
November 13, 2014	Hyatt Regency Orlando International Airport

All committees meet at the same time. Council may designate a City staff member to attend in his/her place, but they are only allowed to observe and not actually serve on the Committee or vote.

*A* **BUDGET IMPACT:** Expenses incurred by Council to attend are budgeted in Council's line items for Travel and Per Diem & Training and Education.

*CVT* **LEGAL NOTE:** The City Council has home-rule authority (Article VIII, 2(b), Florida Constitution and Section 166.041, Florida Statutes) to consider matters of fiscal and intergovernmental benefit.

**STAFF RECOMMENDATION:** Appointment of Council Members to the boards for the 2014/15 term.

**ATTACHMENT:** Memo from Florida League of Cities dated June 9, 2014



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## Memorandum

**To:** Florida League of Cities Membership

**From:** C. Scott Dudley, Legislative Director  
Legislative Affairs

**Date:** June 9, 2014

**Re:** FLC Legislative Policy Development Process

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The Florida League of Cities is pleased to announce the start of the League's legislative policy process for 2014 – 2015. The policy committees develop the League's legislative priorities and help League staff understand the real world implications of proposed legislation. In an effort to get more cities involved, the League is requesting that each city be represented on one or more of the League's Legislative policy committees.

Due to potential Sunshine Law issues, only one elected official per city can be represented on each committee, but a city could have both an elected and non-elected city official on each of the five committees. **Please complete the online sign-up form by August 16, 2014 by clicking [here](#).** Sign-up forms can also be submitted to Holly McPhail via mail, fax or email.

League policy committee appointments will be confirmed by August 22, 2014. Policy committee members are expected to attend the following meetings: (please note that the League is unable to reimburse travel costs)

**Legislative Policy Committee Meeting Dates:**

- September 12, 2014 – Hyatt Regency Orlando
- October 10, 2014 – Hilton Orlando
- November 13, 2014 – Hyatt Regency Orlando International Airport

Below is a listing of the five League policy committees and the issues that fall within the purview of those committees. Should you have any questions or require additional information, please contact Holly McPhail at the League at (850) 222-9684 or by e-mail at [hmcphail@flcities.com](mailto:hmcphail@flcities.com).

We look forward to your city's involvement developing the League's legislative agenda for the 2015 Legislative Session.

## 2014 -2015 FLC Legislative Committees

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### **Energy, Environmental & Natural Resources** *(Ryan Matthews)*

- coastal management
- energy
- environmental and wetlands permitting
- general utilities
- hazardous and toxic wastes
- recycling
- solid waste collection and disposal
- stormwater
- wastewater treatment and reuse
- water management
- water quality and quantity

### **Finance, Taxation & Personnel** *(Amber Hughes)*

- general finance & tax issues
- home rule revenues
- infrastructure funding
- insurance
- local option revenues
- pension issues
- personnel and collective bargaining issues
- revenue sharing
- tax and budget reform
- telecommunications
- workers' compensation

### **Growth Management & Economic Affairs** *(David Cruz)*

- community redevelopment
- economic development
- growth management and land use planning issues
- annexation
- eminent domain
- tort liability
- property rights
- ethics/elections

### **Transportation & Intergovernmental Relations** *(Megan Sirjane-Samples)*

- affordable housing/foreclosures
- billboards
- charter counties
- charter schools
- gaming
- rights-of-way
- sunshine law
- transportation and highway safety

### **Urban Administration** *(Casey Cook)*

- building & fire safety codes
- building codes and construction
- code enforcement
- emergency management
- homeland security
- public meetings
- public property management
- public records
- public safety
- purchasing
- special districts



## 2014-2015 Legislative Committee Sign-Up Form

**Due: August 16, 2014**

**Complete online or return this form to the attention of Holly McPhail**

P.O. Box 1757, Tallahassee, FL 32302; fax: (850) 222-3806; email: [hmcphail@flcities.com](mailto:hmcphail@flcities.com)

City/Town/Village of: \_\_\_\_\_

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

Address/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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**Please rank 1 - 5**

**(1 being your first choice, and 5 being your last choice)**

- \_\_\_ Energy, Environmental & Natural Resources
  - \_\_\_ Finance, Taxation & Personnel
  - \_\_\_ Growth Management & Economic Affairs
  - \_\_\_ Transportation & Intergovernmental Relations
  - \_\_\_ Urban Administration
-

**CORRESPONDENCE-TO-NOTE**  
**REGULAR COUNCIL MEETING – July 21, 2014**

1.    **TYPE:**                    Letter  
      **DATED:**               July 3, 2014  
      **RECEIVED FROM:**    The Hogan Law Firm  
      **ADDRESSED TO:**    Freedom From Religion Foundation  
      **SUBJECT:**             Brooksville Commons
  
2.    **TYPE:**                    Letter  
      **DATED:**               July 7, 2014  
      **RECEIVED FROM:**    Community Development  
      **ADDRESSED TO:**    Weeks Hardware  
      **SUBJECT:**             CRA Grant Program Reimbursement
  
3.    **TYPE:**                    Letter  
      **DATED:**               July 14, 2014  
      **RECEIVED FROM:**    Community Development  
      **ADDRESSED TO:**    Robert Buckner  
      **SUBJECT:**             CRA Grant Program Reimbursement



BROOKSVILLE OFFICE  
PH 352.799.8423  
FX 352.799.8294

SPRING HILL OFFICE  
PH 352.686.0334  
FX 352.686.1633

MAILING ADDRESS  
Post Office Box 485  
Brooksville, FL 34605

July 3, 2014 *We mean business<sup>SM</sup>*

Freedom From Religion foundation  
Andrew L. Seidel, Esq.  
P.O. Box 750  
Madison, WI 53701

In Re: \$10,000 grant for Brooksville Commons from Community Redevelopment Agency

Dear Mr. Seidel,

The Hogan Law Firm is proud to represent the City of Brooksville regarding the above-captioned matter. We are in receipt of your letter dated June 26, 2014 addressed to Mr. William Geiger. Mr. Geiger serves as the Executive Director for the Dependent Special District known as the Brooksville Community Redevelopment Agency (CRA) as well as the Community Development Director for the City of Brooksville. The purpose of the Brooksville Community Redevelopment Agency is to promote redevelopment in an effort to eliminate blight in the defined downtown Community Redevelopment Area (District) of the City of Brooksville, and was formed pursuant to Chapter 163, Part III of the Florida Statutes.

The City of Brooksville provides management, planning and financial services to the CRA for an annual fee. Additionally, the CRA has retained a consultant to update the CRA's Community Redevelopment Plan and assist with implementation of redevelopment projects within the Community Redevelopment Area. The Community Redevelopment Plan identifies blighted areas within the District that could be improved through private-public partnership. In accomplishing its mission, the CRA sponsors an exterior improvement grant program in which many of the commercial downtown property owners have applied for. One of the recent applicants was the First United Methodist Church of Brooksville, who owned an unsightly, unimproved lot located within the identified blighted area. The proposed project for improvements was projected to cost \$240,000 and was to be a park open to the public.

The CRA does not discriminate against any property owner on the basis of religious beliefs. The primary criterion that the CRA looks at is whether a project is consistent with its Community Redevelopment Plan/Grant Program and will reduce the blighted areas of the District. The CRA found that this project met this goal and its contribution of \$10,000 would assist in improving the site ground work, which alone was estimated to exceed \$150,000 in cost. All other improvements made by the owner were solely made by the owner and did not need or receive approval from the CRA. As to the City attending the dedication and assisting in any way, this dedication was treated as any other recognition of an improvement to the City. All improvements assisted by the CRA are recognized and honored by the City and the CRA. The dedication event itself was planned and paid for by the property owner.

To date, no grant monies have been forwarded to the First United Methodist Church of Brooksville, and will not be until all conditions of the grant have been met, which includes the issuance of a final Certificate of Occupancy (CO) by the City Building Division, as well as payment documentation of eligible project costs.

Respectfully,  
  
Clifford A. Taylor

00484407

Email: [info@hoganlawfirm.com](mailto:info@hoganlawfirm.com) • Website: [www.hoganlawfirm.com](http://www.hoganlawfirm.com)

*CITY*  
*07-21-14*  
*[Signature]*





July 7, 2014

**RE: Community Redevelopment Agency (CRA) Grant Program Reimbursement**

Dear Mr. and Mrs. Weeks:

In accordance with the Commercial Property Improvement Matching Grant Program guidelines, you have met all requirements for the completed project at 115 N. Main Street.

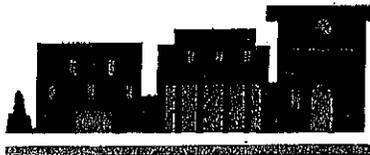
The documentation you submitted indicating payments in the amount of \$1,281.00 for the work performed has been reviewed and approved. As previously discussed, the CRA's grant assistance is for 50% and your total received from the grant is \$640.50. Therefore, the City of Brooksville Community Redevelopment Agency check in that amount is hereby being forwarded to you.

It has been a pleasure working with you on this project. The improvement you have made to your property enhances the historical aspect of the Brooksville downtown area. We duly appreciate your investment in your property and this City.

Sincerely,

Bill Geiger  
CRA Executive Director

Copies: Community Redevelopment Agency/City Council  
City Manager  
CRA Executive Review Committee (ERC) Members



CTN  
07-21-14  
JW



July 14, 2014

**RE: Community Redevelopment Agency (CRA) Grant Program Reimbursement**

Dear Robert:

In accordance with the Commercial Property Improvement Matching Grant Program guidelines, you have met all requirements for the completed project at 11 N. Main Street.

The documentation you submitted indicating payments in the amount of \$5,007.26 for the work performed has been reviewed and approved. As previously discussed, the CRA's grant assistance is for 50% and your total received from the grant is \$2,503.63. Therefore, the City of Brooksville Community Redevelopment Agency check in that amount is hereby being forwarded to you.

It has been a pleasure working with you on this project. The improvement you have made to your property enhances the historical aspect of the Brooksville downtown area. We duly appreciate your investment in your property and this City.

Sincerely,

Bill Geiger  
CRA Executive Director

Copies: Community Redevelopment Agency/City Council  
City Manager  
CRA Executive Review Committee (ERC) Members



CTN  
07-21-14  
Wachs