

City of Brooksville

City Manager's Quarterly Business Report

Quarter 2 (January – March)
Fiscal Year 2016



City Quarterly Reporting

We are pleased to present the Quarterly Business Report which is produced for the Brooksville City Council, city residents and business owners. This report a brief snapshot of our City's operational and financial activity for the second quarter of the fiscal year and because it is a snapshot, we are providing you just some of our highlights.

The Quarterly Business Report provides two (2) sections of reporting:

Operational Activity - A highlight of operational activities/ accomplishments and the progress of capital projects reported by each City department; and

Financial Activity - A status of revenues and expenditures for the City's most active funds. This section provides:

- ✓ An **Executive Summary** about the quarter's financial condition and trending; and
- ✓ Regular **Financial Reports** on City revenues and expenditures for the reported quarter.

We believe that this provides an informative view into our City's quarterly activity, however we sincerely welcome comments and feedback regarding information that you are interested in seeing or feel would be beneficial for inclusion. Our effort and ultimate goal is to produce an informative quarterly report for the City of Brooksville.

Contents

Operational Activity

EXTERNAL

DEPARTMENTS

Community Development

Fire & Rescue

Parks, Recreation &

Facilities

Police

Public Works

INTERNAL SERVICES

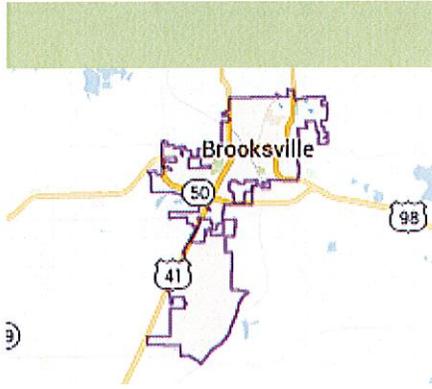
City Manager's Office

Business Development

City Clerk

Human Resources

Finance



City Services/Activity – Q2

City staff has been busy for the second quarter of FY 2016, as you will find reflected within each department's report.

We believe we have captured performance reporting in a manner that is meaningful and highlights the areas of operations and project work that is most important to what we do each day for City residents, visitors and business owners.

The performance measurements that have been provided are from areas that we naturally track without distraction to our jobs.

The City of Brooksville must be responsive to the taxpayers. It must be as efficient as possible, functioning like the multi-million dollar a year business that it is.

It must have leadership, set specific goals, develop a strong motivated workforce, and be accountable to the taxpayers for its expenditures and performance.

Financial Overview – Q2

This quarterly financial overview contains information on resources and expenditures for the second quarter of the fiscal year, which is the period between January 1, 2016 through March 31, 2016.

Overall, Brooksville is stable, prosperous, and financially secure municipality starting off the fiscal year 2016.

We maintain a cautiously optimistic outlook for the near term and we will periodically reassess our assumptions as conditions change throughout the year.

What others are saying:

February 2016

"...I don't know his name, but I DO KNOW this much, the man doing repairs at Tom Varn Park today (Danny Brooks, Facilities/Parks Dept) , was such a nice guy, and a kind human being!"

"I took my little ones (2 & 4 years old) to Tom Varn Park today, we LOVE the "wooden castle" playground. ..my son spotted a guy with tools and HAD to watch!! I repeatedly asked my kids to back up a little so the man could at least maneuver and work, and they repeatedly scooted closer, lol.

This man went out of his way to be kind and explain what he was doing, what tools he was using etc..he even let my son help by holding one of the parts. I can't even begin to express how HAPPY both of my kids were by all this, but especially my son, who was BEAMING with happiness and pride.! It really made my kids day! My son spent 90% of the rest of our time there recruiting kids to show them his hard work."

- J. Birkel

Community Development



Community Development Department Quarterly Activity Report

Community Development Director, Bill Geiger

2nd Quarter
January 1, 2016 – March 31, 2016
Fiscal Year 2015-2016

The Community Development Department oversees building permitting, planning and zoning, and code enforcement, and is further responsible for the administration of the City's Community Development Area and City growth and development from initial conception through permitting and project completion.

PROJECT OVERVIEW:

- Community Redevelopment Agency- Task Order for Projects: The City/CRA continues to work under a Professional Consultant Services Task Order with Coastal Engineering Associates, Inc. on various projects benefitting the CRA. Recent projects include:
 - Stormwater Master Plan –completed
 - Recreation Master Plan – completed
 - Gateway Improvements/Wayfinding Signage – Ongoing project for designing, constructing and installing wayfinding signage that includes various kinds of informational signage including trailblazer, vehicular, parking and trail directional signs. A permit application has been submitted to the FDOT for placing the signage within the State's rights-of-way. Currently working with the sign fabricator on revising the original submittal to respond to comments received from the FDOT.
 - Downtown Beautiful – Ongoing project includes beautification improvements to various sites around the downtown area to include such items as pergolas, public seating areas, bicycle parking, information kiosks, enhancement of retaining walls, shaded areas, landscaping and many other improvements. Two active sites include the SE corner of W. Jefferson Street and N. Orange Avenue and the Water Tower Site downtown.
 - Water Tower Site Improvements and amenities utilizing CRA funds are currently being studied. A Task Order for this project will be presented to City Council in the next quarter.
- Community Redevelopment Agency – Property Improvement Grants
The Community Development Department continues to process CRA property improvement grants, which (since 2010) includes 23 applications and almost \$100,000.00 in grant funds provided, with over four times that amount in private investment by the applicants for their improvement projects. Currently, there are three active projects.

2nd Quarter Report FY 2015-2016

- Enterprise Zone: The State approved this financial incentive program in the City and County in 2002. The Community Development Department continued to process applications through the end of 2015. The State let this Program “sunset” as of December 31, 2015.
- EPA Brownfields Assessment Grant – In 2012, the City received a 3-year, \$400,000 community-wide EPA Brownfields Assessment Grant. The Community Development Department coordinated all aspects of this grant, including the meetings of the Brownfields Community Task Force, which met numerous times over the three year period. Over 90 properties were identified as potential brownfield sites, due to abandonment or being under-utilized with the stigma of a real or perceived possibility that they may be contaminated. The Brooksville Brownfield Program completed Phase I environmental site assessments on nine properties. Phase II site assessments (soil and material testing) was completed on two of the nine properties. Additionally, redevelopment and reuse vision plans were completed on transportation corridors and property within the South Brooksville area. This three year grant closed on September 30, 2015. In December 2015, the City submitted an application for additional EPA Brownfields Assessment Grant funding to be able to continue the program. As of March 31st, EPA has not issued notice award of grant to recipients.
- Good Neighbor Trail extension and the C2C Connector Project: The Community Development Department remains actively involved in all aspects of the Good Neighbor Trail project. Design, engineering and construction for the GNT extension project that will connect the GNT in the City of Brooksville through to the Withlacoochee State Forest has been approved and the completion date is scheduled for the summer of 2017. Routes for the C2C connector project that will connect the GNT to the Suncoast Trail are currently being studied by the FDOT and the Hernando/Citrus MPO consultant and public meetings to gather input on alignments are being held.

Building Review, Land Use and Code Enforcement Activities

CATEGORY	2nd Quarter 01/01/16 – 03/31/16	Fiscal Year to Date 10/01/15 – 03/31/16	2nd Quarter Previous Year 01/01/15 – 03/31/15	Previous Fiscal Year to Date 10/01/14 – 03/31/15
Building/Development Reviews	84	134	77	144
Zoning Research Responses	236	451	139	294
Comprehensive Plan Amendments	-	3	1	1
Annexations	14	14	-	-
Code Enforcement Violations	47	97	55	96

Building Division Revenues

CATEGORY	2nd Quarter 01/01/16 – 03/31/16	Fiscal Year to Date 10/01/15 – 03/31/16	2nd Quarter Previous Year 01/01/15 – 03/31/15	Previous Fiscal Year to Date 10/01/14 – 03/31/15
Total Bldg Collected	95,318.26	131,971.27	40,239.16	89,695.05
Impact Fees	103,465.60	106,755.05	1,816.42	1,816.42
Radon	1,410.99	1,864.68	543.52	1,239.17
DPR	1,411.99	1,865.72	543.53	1,239.18
Total Collected	106,587.60	242,457.72	43,142.63	93,989.82

2nd Quarter Report FY 2015-2016

Building Inspections

INSPECTIONS	2 nd Quarter 01/01/15 – 03/31/16	Fiscal Year to Date 10/01/15 – 03/31/16	2 nd Quarter Previous Year 01/01/15 03/31/15	Previous Fiscal Year to Date 10/01/14 – 03/31/15
Building	202	407	183	421
Red Tags	0	0	0	2
Plumbing	35	77	42	124
Red Tags	0	0	0	0
Electrical	62	133	65	140
Red Tags	0	0	0	0
Mechanical	49	93	42	92
Red Tags	0	0	0	0
LP Gas	12	19	26	41
Red Tags	0	0	0	0
TOTAL INSPECTIONS	360	729	358	818
TOTAL RED TAGS	0	0	0	2

Building Division Permits

PERMIT VALUATIONS	2 nd Quarter 01/01/16 – 03/31/16	Fiscal Year to Date 10/01/15 – 03/31/16	2 nd Quarter Previous Year 01/01/15 – 03/31/15	Previous Fiscal Year to Date 10/01/14 – 03/31/15
Total Residential	9,263,343.00	10,219,489.00	3,458,651.00	5,575,718.00
Total Commercial	1,818,808.00	2,814,597.00	872,628.00	1,162,036.00
Demolition	-45,500.00	-53,999.00	0	-4,450.00
Total Value	11,036,651.00	12,980,087.00	4,331,279.00	6,733,304.00
# of Permits Issued				
Total Residential**	38	51	18	43
Total Commercial	22	50	34	61
Total Demolition	4	8	3	3
Total Misc. Permits	109	178	115	246
TOTAL PERMITS	173	287	170	353

**There were 96 units involved in four of the Residential “multi-family buildings” permits (applied for in December, 2015, but not assigned a permit number until February, 2016). However, these are UNITS and not actual permits, so the 96 are not reflected in the “total permits.”

2nd Quarter Report FY 2015-2016

<u><i>New Business (Certificate of use) Name</i></u>	<u><i>Address</i></u>	<u><i>Date Certificate of Use Issued</i></u>	<u><i>Number of Employees</i></u>
<i>Harbor Freight Tools USA dba Harbor Frieght Tools-665</i>	<i>20036 Cortez Blvd.</i>	<i>1/6/2016</i>	<i>41</i>
<i>Muhammad Owais dba Sun Com Mobile LLC/Cricket</i>	<i>19530 Cortez Blvd.</i>	<i>1/8/2016</i>	<i>3</i>
<i>Gabe Talpa dba G.T. Concrete & Metal Works</i>	<i>130 N. Mildred Ave.</i>	<i>1/8/2016</i>	<i>2</i>
<i>Andrew Bishay dba Bishay Commercial Properties</i>	<i>7276 Broad St.</i>	<i>1/14/2016</i>	<i>6</i>
<i>S & P Tampa Tax LLC dba Liberty Tax</i>	<i>19514 Cortez Blvd</i>	<i>1/15/2016</i>	<i>3</i>
<i>Bishay Management Services dba Urgent Care</i>	<i>7284 Broad St.</i>	<i>1/19/2016</i>	<i>5</i>
<i>Charity E. Miller DVM PA dba Brooksville Veterinary Clinic</i>	<i>900 Ponce de Leon Blvd</i>	<i>1/27/2016</i>	<i>5</i>
<i>Jennie Denby dba Print Shack of the Nature Coast</i>	<i>210 W. Jefferson St.</i>	<i>2/5/2016</i>	<i>3</i>
<i>Jacqueline Mack-Stevenson dba J&W Beauty Supply</i>	<i>628 W. Jefferson St.</i>	<i>2/19/2016</i>	<i>2</i>
<i>Paul Clark dba Paul Clark Enterprises</i>	<i>223 Ponce de Leon Blvd</i>	<i>3/1/2016</i>	<i>3</i>
<i>Paula Frienette dba The Country Depot</i>	<i>1142 W. Jefferson St.</i>	<i>3/18/2016</i>	<i>1</i>

Fire & Rescue



Chief's Corner

The fire department's activity continued to be busy during the second quarter of fiscal year 2016. Below are some of the highlights:

In February, Brooksville Fire Rescue took part in the Hernando High School Career Day. This was an excellent opportunity to meet with the upcoming graduates and interact with the students. Brooksville Fire Rescue had a booth as well as the Tower and fire prevention materials were distributed and questions were answered. We look forward to this in upcoming years.

March Brooksville Fire Rescue- participated in the Children's Day event, and the Kiwanis Easter Egg Hunt at Tom Varn Park. We had the Tower, Engine, and Brush Truck Set up. Sparky attended and visited with the children. Gulf Ridge Park Baptist Church also had their Easter Family Festival where Brooksville Fire Rescue units and personnel were in attendance providing tours of the Fire Apparatus and answering questions. The specifications of the New Fire Engine were finalized with the Sutphen Corporation, to begin the building of the apparatus, delivery is expected in August.

In closing, Brooksville Fire Rescue is working diligently to provide the highest level of service to the residents and businesses we serve. We anticipate growing and expanding on the services we provide as professionals.

THE BFD MISSION

The MISSION of Brooksville Fire Rescue is being recognized by our community and citizens as a "Standard of Excellence". Providing efficient fire and emergency medical services through community education, and prevention. In doing so will foster community equity of trust, involvement, and cohesion in response to the concerns and needs of the citizens of our community.

BFD VISION STATEMENT

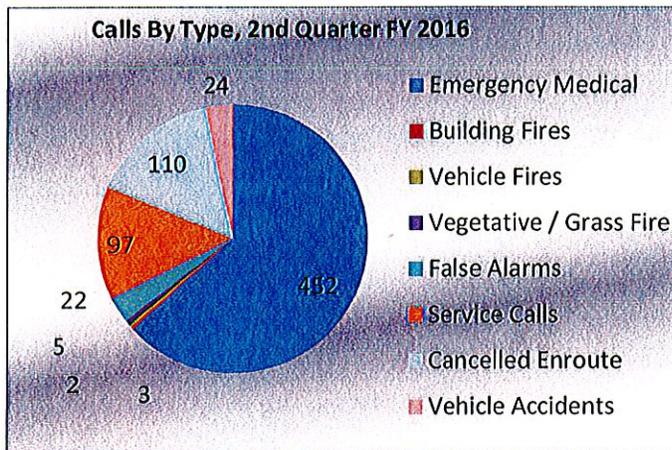
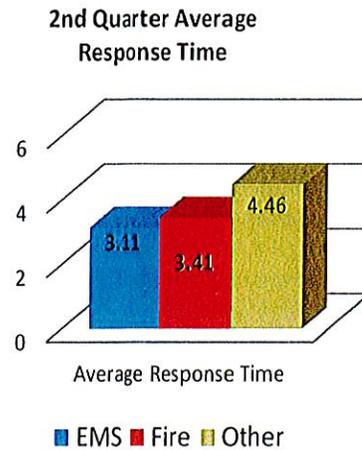
The VISION of Brooksville Fire Rescue is to provide our residents, businesses, and visitors in our community emergency services designed to minimize risk, and protect lives and property. We will strive to meet these goals by providing prompt and professional emergency response in the event of a fire, medical emergency, natural disaster, or any other hazards, which may threaten our community and welfare.

Chief Freda

2nd Quarter Building Fires Fractile Response Times---- Department Goal is 90 %

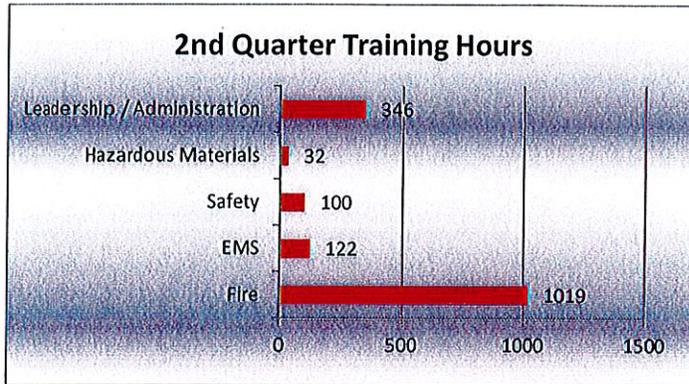
Response time analysis below does not include cancelled en route calls or non-emergency responses.

Fractile Response Times, 2nd Quarter	Number of Calls	Fire 4 Minute Fractile Response Time of the first arriving fire suppression unit
City	3	100 %
<p>A Fractile measures refers to how often a particular benchmark is achieved.</p> <p>NFPA 1710 is the standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments. Under section, 4.1.2.1 (2) objective is four minutes (240 seconds) or less for the arrival of the first arriving engine company at a fire suppression incident.</p>		



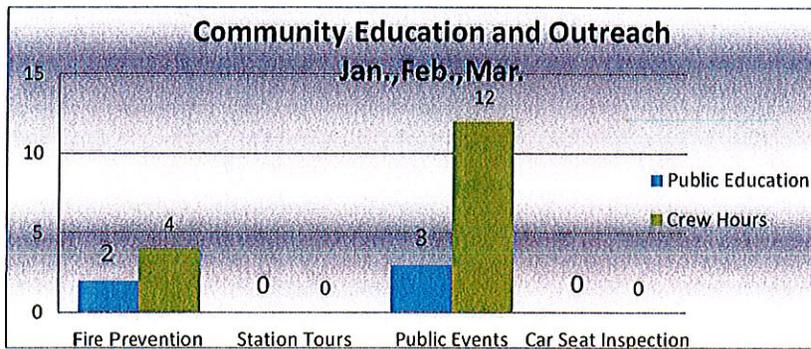
Emergency Medical	452
Building Fires	3
Vehicle Fires	2
Vegetative / Grass Fire	5
False Alarms	22
Service Calls *	97
Cancelled Enroute**	110
Vehicle Accidents	24
Total	715
*Service Calls--- Assist public with non-emergent situations	
**Cancelled Enroute---Units dispatched and cancelled Enroute / before arrival to the call	

Inspections	
Building Inspections	15
Plans Review	06
Total	21



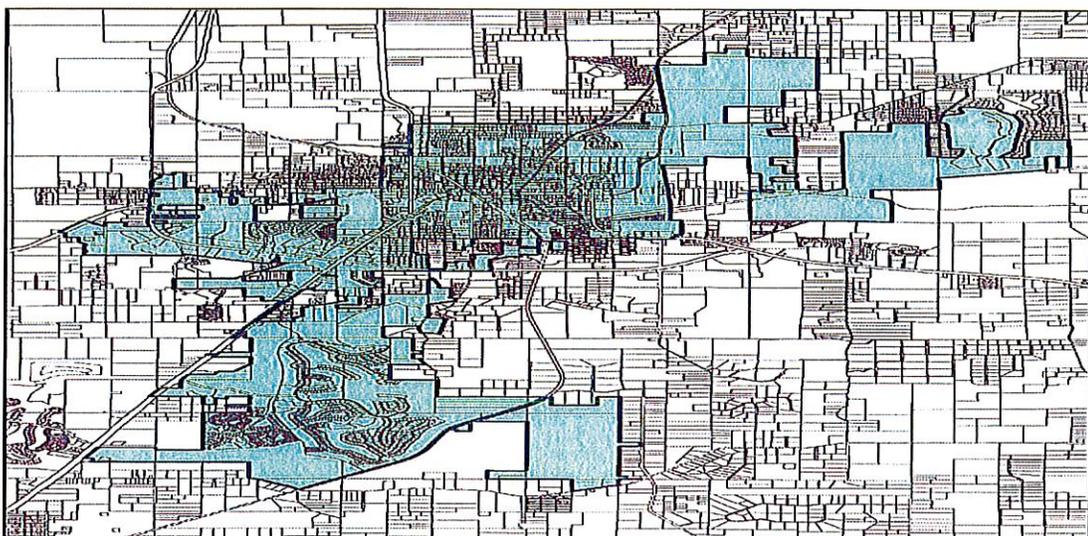
Fire	1019
EMS	122
Safety	100
Hazardous Materials	32
Leadership / Administration	346
Total	1619

Community Outreach



Fire Prevention	2
Station Tours	0
Public Events	3
Car Seat Inspection	0

Fire Service Response Area



Parks, Facilities & Recreation

PARK/FACILITIES AND RECREATION

2nd Quarter

2016

THE PARKS/FACILITIES DIVISION

Park/Facility personnel (10 total) on a daily basis manicure, maintain and clean:

- 105 acres of park open space
- 14 park restroom facilities,
- 1.6 miles of streetscape,
- 21 downtown bulb outs,
- 29,758 square feet of highway medians landscaped area,
- 6.1 miles of walking/bike/skate trails, and
- 89,723 square feet of indoor facilities.

FY 2016 PARK/FACILITIES Quarterly Accomplishments (January - March)

- 32nd Annual Hernando County Fine Arts Council's "Art in the Park Festival" – assisted with set up and clean up, electric panels and water station set up. Break down and clean up after event.
- Annual MLK Parade – set up and break down which included set up and break down of City Stage.
- Painting inside City Hall – (phase three) started painting offices and storage rooms on the first and second floors. Staff is moving furniture and cabinets to considerably reduce the overall cost of the project.
- Stadium Dugouts – Repainted inside and out.
- JBCC – trimmed trees around fields, replaced five burnt out light bulbs, three capacitors and five bad lenses in field lights. Hung 750' of outfield netting and installed 1000' of top fence cover.
- TVP – replaced four burnt out bulbs, two capacitors and three bad lenses in field lights.
- Bud McKethan Park – replaced one broken bulb and lens on tennis court light.
- DPW – replaced six burnt out bulbs and three photo sensors in parking lot lights.
- Good Neighbor Trail – mowed five times, four downed trees cut up and removed, blown off two times.
- Quarry – 25 acres mowed five times

**FY 2016
2nd
Quarter
Report**

City of Brooksville

- Facility work orders of 177 with 114 completed.
- Facility personnel restock institutional supplies and clean weekly combination of facilities buildings that total 89,723 square feet of indoor floor space.
- Inmate crew provided 1,960 hours of maintenance and landscaping throughout City facilities/parks and streetscape medians.
- Multiple meetings with engineers and contractors in regards to DPW reroof and shower additions.
- HHS Softball Slam – set up for event and assist with field dragging, install 630' of temporary field fencing on adult fields, provide restroom cleaning and restock. Clean up and break down after event.
- Annual trimming of 179 Crepe Myrtle trees.
- HYL Basketball
- HHS Lady Leopards Softball
- HYL Dixie Softball
- Heritage Day Festival at Russell Street Park clean up, mowing, blow off trails and restroom restock/cleaning coverage.

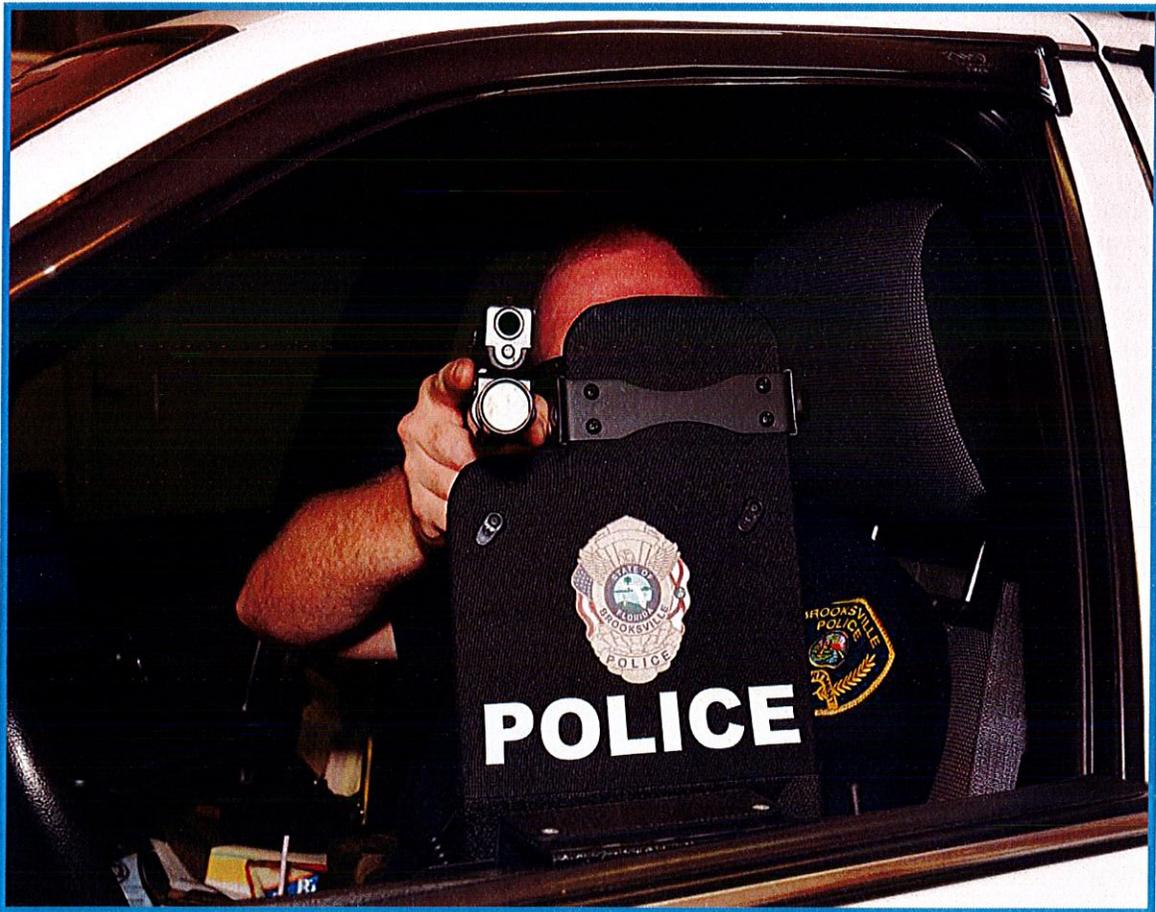
FY 2016 RECREATION Quarterly Accomplishments (January - March)

- The Division's Adult Softball program which began in March continued with 4 women's teams, 7 men's teams, and 13 Co-Ed teams
- Power Walking Club (Every Tuesday & Thursday) 2-8 participants
- ARC Program – Partnered with ARC to provide Sports & an active lifestyle 18 – 20 participants
- Week of the Child Extravaganza
- Movie in the Park/Easter Egg Hunt
Sponsored by Bright House, APT & Killingsworth Insurance
150-200 participants at the movie
- MLB Alumni Associated Legends of the Youth Baseball Clinic
Sponsored by CEMEX - 50 participants
- Zumba Classes - Tuesdays at 6:30 pm / 4-8 participants
- Tai Chi Classes – Thursdays at 6:00 pm / 2-10 participants
- Self Defense Classes – Thursdays at 7:30 pm

Police

Brooksville Police Department

Quarterly Report, 2nd Quarter FY 2015 - 2016



George B. Turner
Chief of Police



Brooksville Police Department

Quarterly Report, 2nd Quarter FY 2015 - 2016



Cover photo and photo left: As an additional measure of officer safety, the department recently purchased ballistic shields rated to stop up to .44 Magnum pistol rounds. It is the fastest deployable ballistic shield designed by law enforcement to protect officers in their patrol cars.

Control-click on link below to view demonstration.

<https://youtu.be/mdGG8DJV7nY>

Support of Special Events

- | | |
|--|-------------|
| • Dr. Martin Luther King Jr. Day Parade | January 18 |
| • Little Wings of Prayer Church Visit | February 9 |
| • Grace World Outreach No More Taken 5K Run | February 20 |
| • Clover Leaf Law Enforcement Appreciation Breakfast | February 20 |
| • Brooksville Library 5K Run | February 27 |
| • Cloverleaf Saint Patrick's Day Parade | March 17 |



Photos Above: Department members participated in the Cloverleaf Saint Patrick's Day Parade on March 17.

Brooksville Police Department Quarterly Report, 2nd Quarter FY 2015 - 2016

Quarterly Statistical Overview

Activity	January 2016	February 2016	March 2016	Total for 2nd Quarter	Total for Prior Quarter
CAD Events	1,819	2,082	2,251	6,152	5,956
Police Reports	155	153	170	478	452
Arrests	49	52	70	171	163
Uniform Traffic Citations and Written Warnings	201	406	405	1,012	880
Field Interview Reports & Trespass Warnings	71	76	74	221	318
K-9 Searches	15	56	61	132	38
Use of Force	0	0	0	0	2
Hours of Training	732	51	32	815	479

CAD Events: Computer Aided Dispatch (CAD) events include all calls for service and self initiated police activity.

Police Reports: Calls which result in a police report to include traffic crashes.

Arrests: Persons taken into custody, given a Notice to Appear in court, or for which a warrant has been issued.

UTC & Written Warnings: Traffic stops which result in a citation or a written warning in lieu of a citation.

Field Interview Report (FIR) & Trespass Warnings: Documented interview of suspicious persons (FIR) and documented trespass warnings.

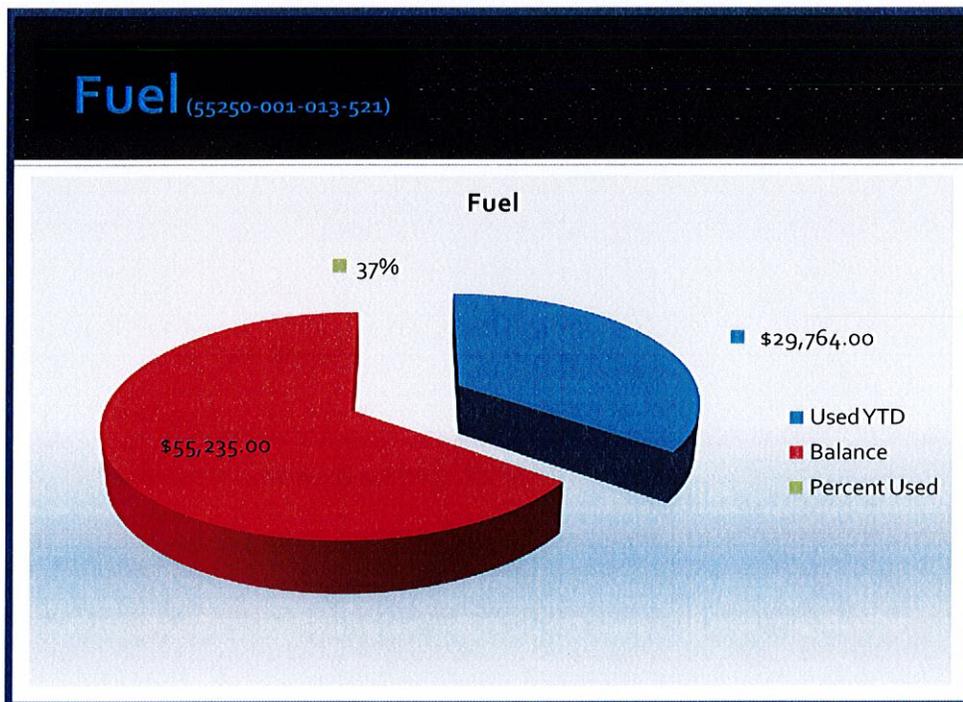
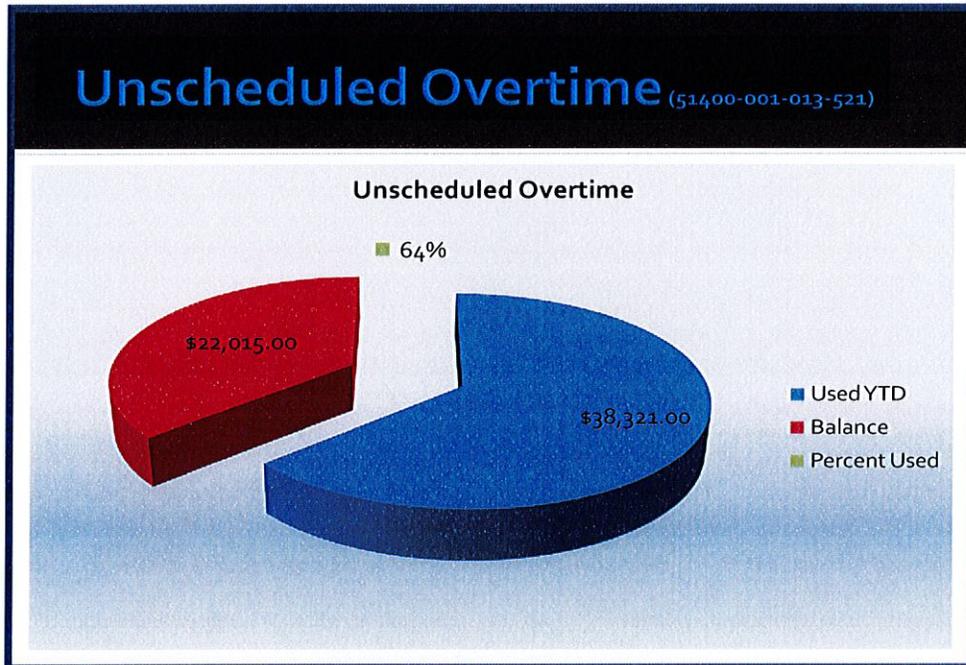
K-9 Searches: Includes searches of both vehicles and buildings.

Use of Force: Force which exceeds police presence, dialogue or empty hand techniques.

Hours of Training: Includes both in house training and formal training courses provided by local training agencies.

Brooksville Police Department Quarterly Report, 2nd Quarter FY 2015 - 2016

Operational Statistics



Brooksville Police Department Quarterly Report, 2nd Quarter FY 2015 - 2016

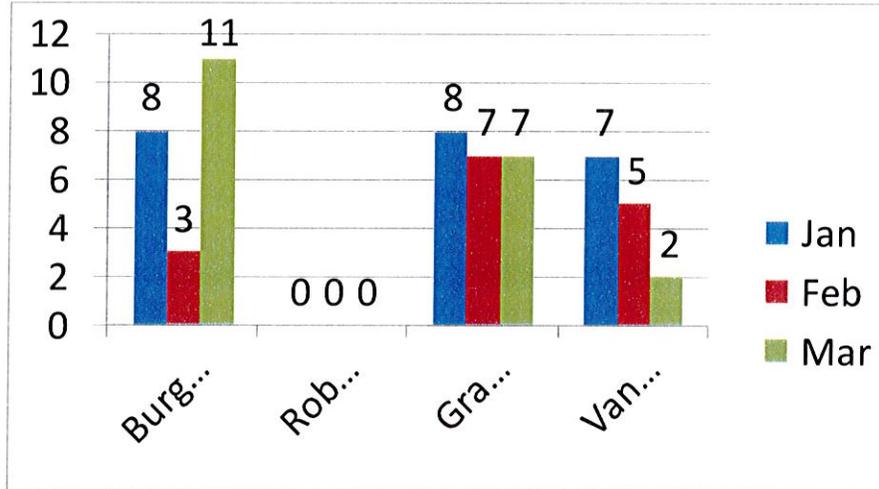
SECOND QUARTER

Burglaries Decreased 4.34%

Robberies Decreased 300%

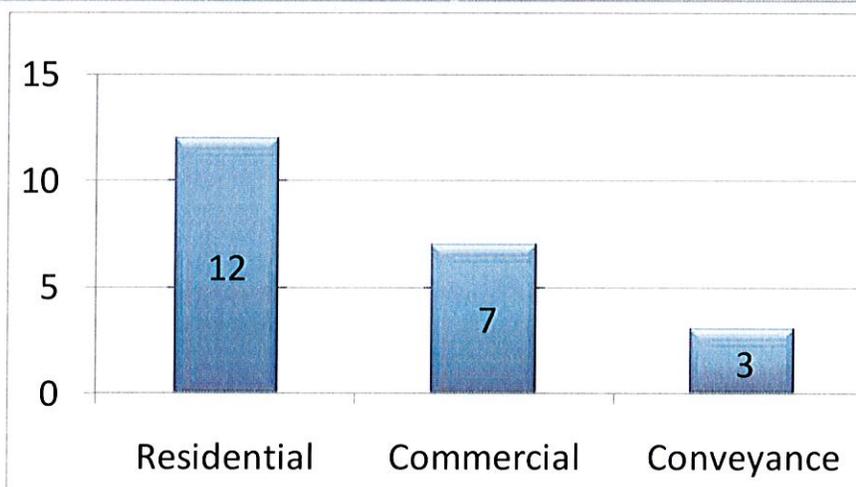
Grand Thefts Increased 69.23%

Vandalisms Increased 55.55%



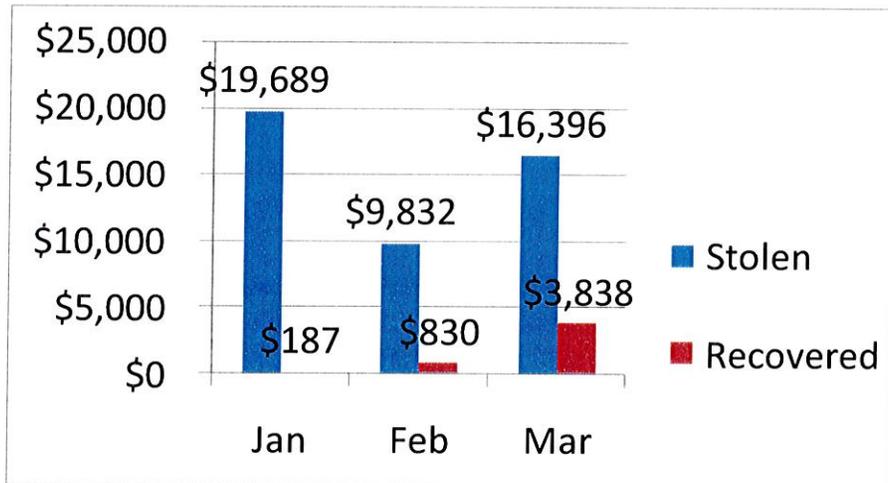
SECOND QUARTER

Break down of Burglaries



Brooksville Police Department Quarterly Report, 2nd Quarter FY 2015 - 2016

SECOND QUARTER PROPERTY STOLEN/RECOVERED



RED LIGHT CAMERA TICKETS

- JANUARY - \$12,704
- FEBRUARY - \$12,316
- MARCH - \$10,588
- AMOUNT INCREASED BY .95%

Brooksville Police Department Quarterly Report, 2nd Quarter FY 2015 - 2016

Overview of 2nd Quarter Training

- Annual use of force
 - Firearms qualification (off duty weapons)
 - Spontaneous edge weapons awareness
 - FDLE canine course (narcotics detection)
 - FEMA PIO awareness
 - Basic and advanced Microsoft courses
 - 2016 mid winter training conference
 - Florida accreditation conference
 - CJIS awareness
- FCJEI standard for photographic witness lineup

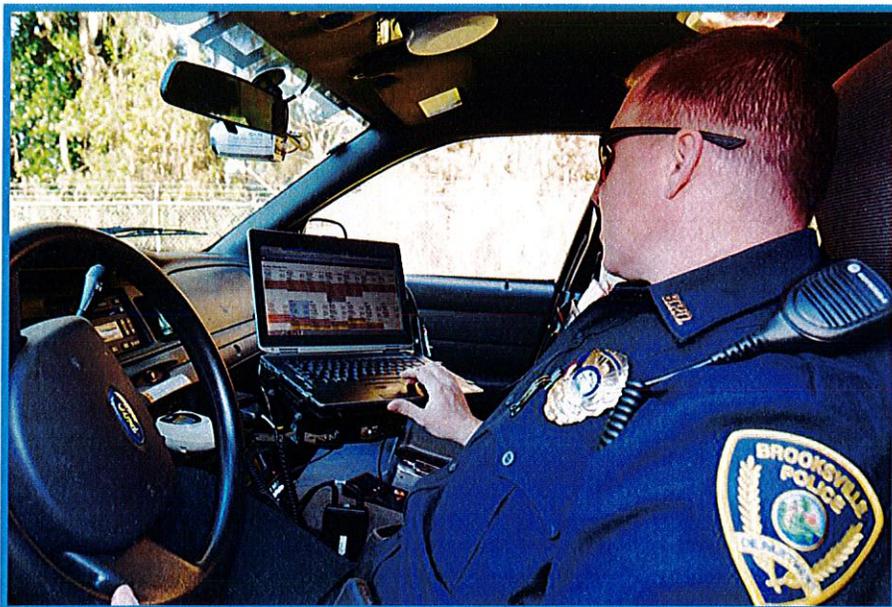


Photo above: Sergeant Jason Matheson processing data while on patrol.

Brooksville Police Department Quarterly Report, 2nd Quarter FY 2015 - 2016

Law Enforcement Photographs

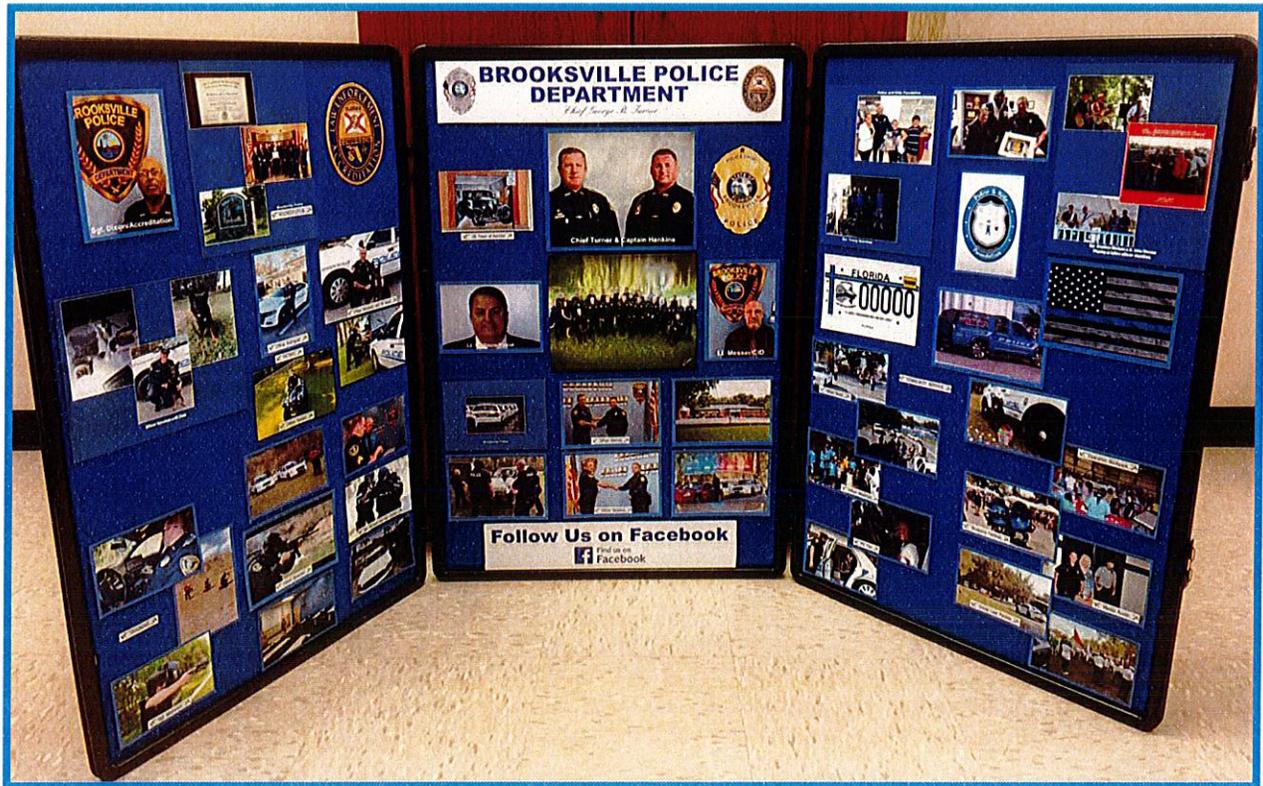


Photo Above: A presentation board has been created representing the multitude of activities associated with the police department. The board will be utilized during community events, recruiting efforts, on site reaccreditation assessments and other appropriate formats.

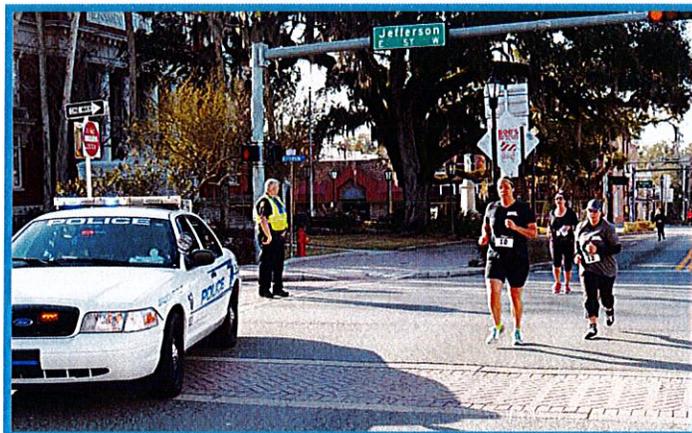


Photo left: Officer Phil Martin oversees the safety of runners involved in the 5K run presented on February 20 by the Grace World Outreach.

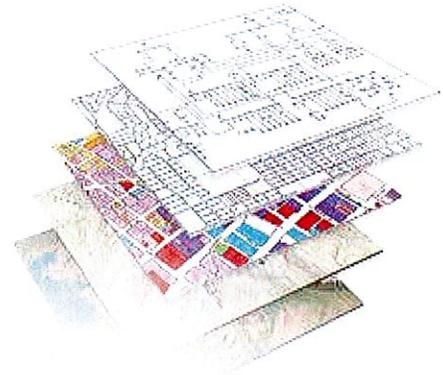
Public Works

City of Brooksville GIS DEPARTMENT

Q2 Accomplishments January 2016 – March 2016

Data Added to Layers:

- Added and updated water data from as-built drawings.
- Added and updated sewer data from as-built drawings.
- Added and updated storm data from as-built drawings.
- Added new water meters to GIS.
- Added new sewer clean outs to GIS.
- Added water and sewer field locates to GIS.
- Added water leaks and sewer back-ups
- Added monitoring wells to GIS
- Added domestic wells to GIS
- Added irrigation wells to GIS
- Added sewer cleaning schedule to GIS
- Updated Blueberry Festival map
- Updated FDOT street lights
- Added MIU numbers to water meters
- Exercised valves data added to GIS
- Sewer lines cleaned data added to GIS



City Public Works – Street Sweeping Program

In accordance with mandated requirements, the Florida Department of Environmental Protection has directed the City of Brooksville to meet minimum control measures to prevent pollutants and contaminants from entering the City’s stormwater system, finding its way into the aquifer, and ultimately coming out of your faucet.

Included in the City’s permitting requirements under the National Pollutant Discharge Elimination System (NPDES), is a street sweeping program that contributes to the protection and conservation of our drinking water supply.

Below is the 2nd quarter data collected, and also shown for comparison is the 2015 data collected.

NPDES - STREET SWEEPING PROGRAM			
	2016 Fiscal Year (Jan-Mar)		
	Miles Travelled	Cu. Yards Collected	
Total Miles Travelled	1263	407	Total Cubic Yards Collected
Average Miles Per Month	421	136	Average Cubic Yards Collected Per Month

NPDES - STREET SWEEPING PROGRAM			
	2015 Fiscal Year (Jan-Mar)		
	Miles Travelled	Cu. Yards Collected	
Total Miles Travelled	1484	996	Total Cubic Yards Collected
Average Miles Per Month	495	332	Average Cubic Yards Collected Per Month

Cobb Road Wastewater Treatment Facility (Fiscal Year 2016)

* Flow Indicated in million gallons

* Rainfall indicated in inches

Wastewater Treated 2nd Quarter

Day	Jan		Feb		Mar		
	Rain	Flow	Rain	Flow	Rain	Flow	
1	-	0.698	-	0.818	-	0.821	
2	-	0.693	-	0.812	-	0.763	
3	0.3	0.725	0.3	0.802	-	0.761	
4	-	0.751	-	1.230	-	0.752	
5	-	0.744	1.6	0.990	-	0.725	
6	-	0.756	-	1.134	-	0.783	
7	-	0.743	0.5	0.948	-	0.762	
8	-	0.839	-	0.935	-	0.698	
9	0.2	0.630	-	0.878	-	0.838	
10	-	0.734	-	0.857	-	0.757	
11	-	0.718	-	0.797	-	0.686	
12	-	0.745	-	0.749	-	0.720	
13	-	0.712	-	0.781	-	0.736	
14	-	0.711	-	0.738	-	0.707	
15	0.4	0.805	-	0.963	-	0.799	
16	0.8	0.709	1.1	0.933	-	0.750	
17	-	0.731	-	0.871	-	0.767	
18	-	0.770	-	0.864	-	0.781	
19	-	0.746	-	0.777	0.7	0.795	
20	-	0.736	-	0.799	-	0.786	
21	-	0.757	-	0.767	-	0.703	
22	0.6	0.814	-	0.829	-	0.719	
23	-	0.726	0.2	0.779	-	0.729	
24	-	0.731	-	0.858	1.8	0.856	
25	1.7	0.710	0.2	0.820	0.1	0.786	
26	0.1	0.913	-	0.741	-	0.849	
27	0.6	0.970	-	0.718	0.4	0.732	
28	-	0.996	-	0.792	0.1	0.840	
29	-	0.775	-	0.781	0.2	0.846	
30	-	0.794	-	-	-	0.814	
31	-	0.823	-	-	-	0.809	
Monthly Total		23.705		24.761		23.870	72.336
Daily Average		0.765		0.854		0.770	0.796
% of Permitted Capacity		40.25%		44.94%		40.53%	41.91%
Reuse Water Distribution		Jan		Feb		Mar	
Southern Hills		8.557		5.264		7.581	21.402
Cemex		19.046		21.500		18.086	58.63
2015 Fiscal Year Wastewater Treated (For Comparison)							
Monthly Total		25.759		25.526		25.445	76.73
Daily Average		0.831		0.912		0.821	0.855
2015 Fiscal Year Reuse Water Distribution (For Comparison)							
Southern Hills		2.845		3.972		6.097	12.914
Cemex		25.805		24.627		22.364	72.796

Wastewater treated in the 2nd quarter of 2016 is approximately 4 million gallons less than this time last year, with an average of 0.796 million gallons per day compared with 0.855 last year. Reuse water sent to Southern Hills for irrigation in the 2nd quarter was 21.402 million gallons, compared to last year at 12.914 million gallons.

Water Production Report – 2nd Qtr

Fiscal Year 2016					
Note: Flow indicated in million gallons (mg)		Jan-16	Feb-16	Mar-16	Totals to Date
Location:					
Hope Hill Well Field:					
Well #1		6.606	4.026	5.523	16.155
Well #2	Out of Service (Broken Pump Shaft)				
Well #3		3.449	4.189	4.616	12.254
Well #3	Not Constructed				
Elevated Storage 250,000 gal.					
Lamar Ave. Well Field:					
Well #1		8.373	1.473	1.547	11.393
Well #2		0.108	10.235	9.772	20.115
Elevated Storage 250,000 gal.					
Hillside Court:					
Well #1		18.879	15.287	18.146	52.312
Ground Storage 250,000 gal.					
Total Monthly Production (mg):		37.415	35.210	39.604	112.229
Average Daily Production (mg):		1.207	1.214	1.278	1.233
Fiscal Year 2015					
Note: Flow indicated in million gallons (mg)		Jan-15	Feb-15	Mar-15	Totals to Date
Location:					
Hope Hill Well #1		Under repair			
Hope Hill Well #3		10.922	10.097	12.764	33.783
Lamar Well #1		3.222	2.901	3.392	9.515
Lamar Well #2		9.705	8.726	9.784	28.215
Hillside Ct. Well #1		10.179	8.904	9.928	29.011
Total Monthly Production (mg):		34.028	30.628	35.868	100.524
Average Daily Production (mg):		1.098	1.094	1.157	1.116

Water production in the 2nd quarter of 2016 is quite a bit higher than this time last year, with an average of 1.233 million gallons per day. Last year, the average daily production in this quarter was 1.116 million gallons per day. In 2015 during this quarter, Hope Hill Well #1 was being serviced, and thus shows no production.

City of Brooksville

Streets and Drainage

**2Q ACCOMPLISHMENTS
JANUARY 2016 – MARCH 2016**



Provided information, assistance and street closures for the following events:

- Dr. M.L.K. Jr. Parade.
- No More Taken 5K run.
- Brooksville Library 5K run.

Provided maintenance and repair to the following drainage projects:

- Remove 312 cubic yards of silt from Horse Lake Creek at Candlelight.
- Install 14,000 square feet of sod on banks of Horse Lake Creek at Candlelight.

Complete the following asphalt repairs:

- Installed 35 tons of hot-mix asphalt, targeting potholes throughout the city and Utility Division requested repairs.
- Resurface failed asphalt portion of S. Lemon Avenue from w. Liberty St. to Lamar Av.

Concrete Repairs:

- Repair sidewalk at 410 Bell Avenue for the Utilities Division.
- Repair sidewalk at Shady Oaks Villas for the Utilities Division.
- Repair sidewalk at 151 S. Main St. for the Utilities Division.
- Pressure wash, grind, and make repairs to the sidewalk surrounding the Hernando County Health Department. (Main St., Lemon Av., Hendricks Av., and Lamar Av.).

Pavement Management Program:

- Repair and conform to ADA standards sidewalk on E. Fort Dade Av. @ N. Brooksville Av.
- Repair depressions of brick streets on Mt. Fair Av. , and Olive St. (1000 square feet).

General Duties:

- Remove 12 cubic yards of trash, and one ton of recyclable material from City owned property on Hale Avenue behind Summit Villas.
- Completed 56 Service Order Requests.

- Re-stripe City Hall parking lots and pedestrian crossings.
- Rewrite and update Streets and Drainage job descriptions.
- Prepare FY 2017 Streets Division Budget.
- Conduct recruitment interviews for open Maintenance Technician I position.

Mutual Aid:

- Clear retention inlets and outfalls on Darby Lane, and JBCC for SWFWMD permit.
- Assist Sanitation Division with brush, and construction clean-up using the clam bucket truck.
- Assist Parks Division with cemetery tree / stump removal.



City Manger's Office

We have been working very diligently on the Florida Main Street application process. Below is a little more information on the background of this successful state program.

What is Florida Main Street?

Florida Main Street is a technical assistance program administered by the Bureau of Historic Preservation, Division of Historical Resources, Florida Department of State, for traditional historic commercial corridors.

The Bureau conducts statewide programs aimed at identifying, evaluating, and preserving Florida's historic resources. Main Street, with its emphasis on preservation, is an effective strategy in achieving these goals in Florida's historic retail districts.

Since 1985, the Bureau has offered manager training, consultant team visits, design and other technical assistance, as well as the benefit of experience gained by other Florida Main Street programs.

Florida Main Street is a self-help program. The Bureau of Historic Preservation supplies technical assistance, but the credit and responsibility for success rests with the many community leaders who offer their time, expertise, and enthusiasm to revitalizing downtown. "

More to come on this program and the process in coming months. Although the application process is made up of many moving parts, progress is steady and moving ahead. We are getting very excited to be a part of Florida Main Streets and feel that Brooksville will thrive under this program.

We have also started working more closely with the Hernando Chamber of Commerce to bring the business community into the Main Street process by joining the Wednesday morning NOW meetings. These bring Chamber and Downtown businesses together to connect and collaborate. We are building excitement and enthusiasm from all of our key players. This is good stuff!

Florida Main Street Program

ECONOMIC DEVELOPMENT IN THE CONTEXT OF HISTORIC PRESERVATION



City of Brooksville City

Clerk's Office



To: T. Jennene Norman-Vacha, City Manager

From: Virginia Wright, City Clerk

Subject: Second Quarter Report FY 2016

Date: March 31, 2016

ACTIVITIES	January	February	March	Quarterly Total	Total
Agenda Packets Produced	15	12	13	40	59
Bids/RFQ's Issued or Processed after Award					0
Boxes of Records Placed in Storage		1			1
Boxes of Records Prepared for Destruction					0
Boxes of Records Destroyed					18
Cemetery Deeds for Interment Processed	7	3	4	14	18
Certified Copies		3	5	8	8
Citizen Board Applications/Positions Processed					12
Contracts/Agreements/Task Orders Processed - New & Extended	1	1	1	3	5
Documents Imaged, pages - including large size plans					0
Documents Notarized/Life Certificates Processed		2	3	5	5
Documents Recorded with Clerk of the Circuit Court Liens/Orders, etc.	6	2	6	14	33
Fee Waivers Processed	1	2	2	5	10
Grants Processed					0
Invoices Processed					0
Legal/Display/Classified Ads Processed	1	3	5	9	10
Liens/Special Master Orders/Release of Liens Processed	2	4	7	7	9
Mail Processed - Regular & Certified Posted (# of pieces)	14	37	16	67	67
Meetings/Workshops/Hearings Attended	7	5	15	27	34
Meetings Scheduled - Conference Rooms/Chambers	15	15	17	47	81
Minutes Council/Advisory Boards Transcribed/Processed	3	3	1	5	14
Office Supply/Computer Purchases		2	1	3	3
Ordinances Prepared/Processed			1	1	17
Policies Processed			1	1	1
Proclamations/Awards Processed	4	5	7	16	32
Public Notices/Press Releases Issued	2	4	3	7	7
Public Records Requests	1	6	3	10	10
Requests for Records Retrieval from Storage	3	4	2	9	11
Resolutions Prepared/Processed					5
Street Closure Permits/Special Events Processed	1	1	1	3	12
Staff/Manager Meetings	2	2	1	5	10
Wire Transfers	2	3	3	8	9
Website Uploads/Maintenance	2	9	15	27	53

Benefits Administration

- ❖ 11 employees became benefit eligible and attended a new hire benefits orientation with Human Resources. Each employee was enrolled in the City’s CIGNA Medical, Dental, and Life Insurance plans and offered other voluntary supplemental benefits available with Cigna Life Insurance and Aflac.

Staffing

- ❖ The Human Resources Department assists applicants and employees with all phases of the employment process. Human Resources oversees recruitment, interviewing, testing, background checks, and assists Staff with the final hiring decision process.

Total Number of Employees by Gender :

Male		Female	
Full-Time	87	Full-Time	25
Part-Time	4	Part-Time	0

- ❖ Total # of employees involuntary terminated 0
- ❖ Total # of employees who voluntary separated due to better job opportunity, personal, or retirement 2

Recruitment

- ❖ 7 positions were posted on the City's website and/or other applicant seeking websites for advertisement.
- ❖ 3 positions were filled.
- ❖ 5 positions are vacant at this time and active recruitment is in process and/or pending results of background checks or medical results during the pre-screening process to fill the vacancy.

Safety

- ❖ The Human Resources Department strongly encourages all employees to work diligently and safely at all times while performing their job functions and duties. Employees are reminded to report workplace injuries to their immediate supervisor and complete a "First Report of Injury" regardless of the incident that has occurred.

# of Worker's Comp injuries reported	# of Random Drug Tests performed
2	0

Finance



Finance Department Second Quarter Report for Period Ending March 2016

The **Mission** of the Finance Department is to develop, maintain and manage the financial resources of the City through our Abila MIP and Microix accounting

- ❖ Serves as a management tool for providing accurate records of all financial transactions.
- ❖ Provide information to be used as the basis for control of City revenues, expenditures, property, general insurance and acts of public officials.
- ❖ Generate complete information on the financial condition and operating results of the various funds and departments/divisions.
- ❖ Furnish readily available data required for periodic, special and annual reports.

Responsibilities

- ❖ Annual budget preparation and control.
- ❖ Financial reporting and analysis.
- ❖ Consolidated annual financial reports.
- ❖ Risk management.
- ❖ Centralized revenue collection.
- ❖ Fixed asset accountability and control.
- ❖ Payroll processing.
- ❖ Accounts payable processing.
- ❖ Handle Software problems.

Performance Measures

	Actual		Budget	YTD Total
Measure	2016	2016	2016	2016
Purchase Requisitions Approved	26	150		66
Accounts Payable Checks/Vouchers Processed	486	2,300		985
Accounts Payable Dollar Amount Processed	\$1,589,610.46	\$6,500,000		\$3,637,160.10
Payroll Checks Processed/Vouchers	697	3,300		1581
Number of Services Turned on	216	902		424
Number of Services Turned off	209	911		425
Gallons of Water Pumped in MG	112.229	410.88		219.104
Gallons of Water Billed in MG	87.726	370.000		173.494
Number of Utility Bills Processed	12,554	48,507		24,986
Number of Direct Payments (ACH)	1,194	4,300		2,329
Dollar Amount Processed via (ACH)	\$112,570.43	\$400,000		\$218,255
Miscellaneous Receipts	\$177,963.12	\$800,000		\$364,223.37
FTE's per 1,000 Citizens	.60	0.65		.60
Net Cost of Services per Citizen	\$11.04	\$43.74		\$20.88
Effectiveness & Strategic Plan				
Number of Findings from External Auditors	1	0		1
% of Water Pumped That was Billed	78.17%	90%		79.18%
% of Accounts Utilizing Direct Payment (ACH)	9.51%	10%		9.32%
% of Current Year Amount Billed Written Off	.23%	0.35%		.18%

Goals and Objectives

- ❖ Improve reporting to City Departments their financial information.
- ❖ Prepare and mail out all required reports on a timely basis.
- ❖ Insure full accounting staff cross training.
- ❖ More training for other departments/divisions on Microix and Abila MIP software.
- ❖ Improve Fixed Assets reporting.

Second Quarter Highlights

- ❖ Filed Monthly and Quarterly Sales Tax.
- ❖ Filed all quarterly reports on time. Examples: Employer's Quarterly Federal Tax Return (941), State of Florida Department of Revenue Reemployment Tax (RT-6) and Bureau of Fire Standards and Training Firefighters Supplemental Compensation Program Quarterly Report.
- ❖ Implemented new electronic billing process for utility billing.
- ❖ Continued to cross-train in the Finance.
- ❖ Researched utility billing software that is compatible with our financial software.

Financial Activity

Executive Summary



CITY OF BROOKSVILLE MEMORANDUM

TO: Honorable Mayor and City Council

VIA: T. Jennene Norman-Vacha, City Manager

CC: Department Directors

FROM: Tannette Gayle, Finance Director

**SUBJECT: Second Quarter 2016 Financial Statements
(6th month of our fiscal year)**

DATE: March 31, 2016

Attached please find the second quarter 2016 income and expenses summary financials for review.

GENERAL FUND REVENUES AND AD VALOREM REVENUES

- We have received 62.16% (norm is 50%) of our total year to date General Fund revenues through March 2016. Ad Valorem revenues were \$2,115,050.93 for the second quarter. We have collected 89.87% of our Ad Valorem revenues and 9.47% of our Delinquent Ad Valorem revenue through March.
- **GENERAL FUND REVENUES AND EXPENSES (NET INCOME)**
- At the close of December our revenues exceed expenses by \$527,676.53. All line items that are over budget will be adjusted with a budget amendment.

STATE REVENUES CONTINUE UNDER APPROVED BUDGET

- Telecommunication Services Taxes, Local Option Gas, Local Government Half-Cent Sales Tax and Revenue Sharing were all booked for the second quarter. The State Revenues receipts were a mixed of Revenue Sharing, Local Government Half – Cent Sales tax and Local Option Gas Tax.

FRANCHISE AND PUBLIC SERVICE TAXES

- Year to date, we received \$261,792.13 in Electric Franchise and in Electric Public Service Taxes (Progress Energy and WREC) we received \$287,234.29.

GENERAL FUND BUDGETED EXPENDITURES INFORMATION

- Total General Fund year to date expenses (all General Fund Departments/Divisions together) were at 52.48% remaining of our revised budget (our norm is 50%).

- All Departments/Divisions overall were under budget.

CITY-WIDE EXPENSES

Two quarters of the annual Health Insurance premium has been expensed. We are showing six months of premiums for all insurance.

WATER & WASTEWATER FUND #401

- Water revenues are at 51.68% of our budget. We should be at 50% at the end of the first quarter, so we are right on track.
- In first quarter ending March 31, 2016, we had 3,449 residential customers and 707 commercial customers.
 - Both Water and Wastewater personal serve and operating expenses are under budget.

SANITATION

- Sanitation Residential Revenues and Commercial revenues are fairly close to our budget estimates. Based on Resolution No. 2008-24 (tied to the Consumer Price Index), the City's Sanitation rates were increased 0.51%. This rate increase was included in our October Sanitation billing.
- Personal services expenses and operating expense are under our 15/16 budget. Our year to date waste disposal cost are \$92,406.17 and fuel costs are \$26,979.71.

INTERNAL SERVICE (MAINTENANCE)

- Internal Service's personal serve and operating expenses are under budget for the year to date.

Financial Activity

Financial Reports

City of Brooksville
Income and Expense Summary
As of March 31, 2016 (50% of the year has elapsed)

*Revenues should be atleast 50%
*Expenses should be 50% or less

	Adopted Budget	Amendments	Revised Budget	Actual	% used	Under/Over
General Fund						
Revenue	\$ 6,205,759.00	\$ -	\$ 6,205,759.00	\$3,857,300.53	62%	Over
Expense	\$ 7,127,296.42	\$ 5,782.32	\$ 7,133,078.74	\$3,329,624.00	47%	Under
Fund 104 Criminal Justice Education						
Revenue	\$ 8,015.00	\$ -	\$ 8,015.00	\$ 5,506.87	69%	Over
Expense	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	0%	Under
Fund 108 Local Option Gas Tax						
Revenue	\$ 505,867.00	\$ -	\$ 505,867.00	\$ 219,055.41	43%	Under
Expense	\$ 527,390.00	\$ 3,628.00	\$ 531,018.00	\$ 527,390.00	99%	Over
Fund 109 Law Enforcement Investigative Trust						
Revenue	\$ 15,219.00	\$ -	\$ 15,219.00	\$ 29,035.90	191%	Over
Expense	\$ 48,000.00	\$ -	\$ 48,000.00	\$ 19,041.90	40%	Under
Fund 110 – Road Impact Fees						
Revenue	\$ 8,000.00	\$ -	\$ 8,000.00	\$ 6,179.69	77%	Over
Expense	\$ 1,260,223.00	\$ -	\$ 1,260,223.00	\$ 8,650.00	1%	Under
Fund 112 – Law Enforcement Impact Fees						
Revenue	\$ 1,725.00	\$ -	\$ 1,725.00	\$ 6,634.55	385%	Over
Expense	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	0%	Under
Fund 113 – Public Building Impact Fees						
Revenue	\$ 9,360.00	\$ -	\$ 9,360.00	\$ 35,954.75	384%	Over
Expense	\$ -	\$ -	\$ -	\$ -	-	-
Fund 114 – Fire/EMS Impact Fees						
Revenue	\$ 4,339.00	\$ -	\$ 4,339.00	\$ 21,786.48	502%	Over
Expense	\$ 56,000.00	\$ -	\$ 56,000.00	\$ -	0%	Under
Fund 115 – Parks Impact Fees						
Revenue	\$ 8,270.00	\$ -	\$ 8,270.00	\$ 31,532.20	381%	Over
Expense	\$ -	\$ -	\$ -	\$ -	-	-
Fund 116 – Law Enforcement Trust						
Revenue	\$ 5,007.00	\$ -	\$ 5,007.00	\$ 7.77	0%	Under
Expense	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 7,930.78	40%	Under
Fund 118 – Justice Assistance Grant						
Revenue	\$ 21,434.00	\$ -	\$ 21,434.00	\$ -	0%	Under
Expense	\$ 21,434.00	\$ -	\$ 21,434.00	\$ 21,435.00	100%	Over
Fund 122 – Fire Grants & Donations						
Revenue	\$ 2,304.00	\$ -	\$ 2,304.00	\$ 2,004.28	87%	Over
Expense	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	0%	Under
Fund 123 – Police Grants & Donations						
Revenue	\$ 1,510.00	\$ -	\$ 1,510.00	\$ 806.52	53%	Over
Expense	\$ 14,500.00	\$ -	\$ 14,500.00	\$ 1,819.73	13%	Under
Fund 128 – Photo Enforcement Traffic Program						
Revenue	\$ 1,030,000.00	\$ -	\$ 1,030,000.00	\$ 584,002.23	57%	Over
Expense	\$ 926,786.28	\$ -	\$ 926,786.28	\$ 540,472.77	58%	Over
Fund 129 – First Tee Program						
Revenue	\$ 19,017.00	\$ -	\$ 19,017.00	\$ 21.27	0%	Under
Expense	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	0%	Under
Fund 139 – The Enrichment Center Maintenance						
Revenue	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 5,862.25	39%	Under
Expense	\$ 12,881.00	\$ -	\$ 12,881.00	\$ 5,457.43	42%	Under
Fund 140 – FDOT Landscaping						
Revenue	\$ 78,700.00	\$ -	\$ 78,700.00	\$ -	0%	Under
Expense	\$ 78,700.00	\$ -	\$ 78,700.00	\$ -	0%	Under
Fund 143 – Fire Department						
Revenue	\$ 1,869,551.00	\$ -	\$ 1,869,551.00	\$1,258,190.09	67%	Over
Expense	\$ 1,824,628.20	\$ 2,118.00	\$ 1,826,746.20	\$ 977,561.35	54%	Over
Fund 144 – Brownfields Assessment Grant						
Revenue	\$ 8,015.00	\$ -	\$ 8,015.00	\$ -	0%	Under
Expense	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	0%	Under
Fund 201 – Sinking Fund (2006 USDA Revenue Bonds)						
Revenue	\$ 13,476.00	\$ -	\$ 13,476.00	\$ 6,768.00	50%	
Expense	\$ 13,476.00	\$ -	\$ 13,476.00	\$ -	0%	Under
Fund 202 – Sinking Fund (2011 Series Revenue Note ESG)						
Revenue	\$ 303,780.00	\$ -	\$ 303,780.00	\$ 151,890.00	50%	
Expense	\$ 303,780.00	\$ -	\$ 303,780.00	\$ 123,748.41	41%	Under
Fund 302 – McKethan Capital Projects						
Revenue	\$ 1,016.00	\$ -	\$ 1,016.00	\$ 404.72	40%	Under
Expense	\$ -	\$ -	\$ -	\$ -	-	-
Fund 308 – Multi Year Capital Project Accumulation						
Revenue	\$ 157,203.00	\$ -	\$ 157,203.00	\$ 72,516.92	46%	Under
Expense	\$ 426,308.00	\$ -	\$ 426,308.00	\$ 412,141.10	97%	Over
Fund 309 – Capital Improvement Revenue (2006 USDA Revenue Bonds)						
Revenue	\$ 33,004.00	\$ -	\$ 33,004.00	\$ 26,981.97	82%	Over
Expense	\$ 34,201.00	\$ -	\$ 34,201.00	\$ 17,131.98	50%	
Fund 311 – 2011 Capital Improvement Revenue Note Fund (ESG)						
Revenue	\$ 303,780.00	\$ -	\$ 303,780.00	\$ 151,890.00	50%	
Expense	\$ 303,780.00	\$ -	\$ 303,780.00	\$ 151,890.00	50%	

