

City of Brooksville

City Manager's Quarterly Business Report

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 fourth 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.

Quarter 4 (July - September)
Fiscal Year 2016



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Once again, City staff has been busy for the fourth 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.

What people are saying....

"I have lived in Southway Villa since March 2012 and the employees handling trash pick up have always been very conscientious and pleasant.

Today, I had no trash to pick up. I was out shopping and the truck was on my street so I waived and pulled in the driveway. The driver waited until I was out of the car and asked if I had any trash for pick up.

It's so seldom we take an extra minute to go above and beyond the minimum required that I had to at least Thank these employees."

*Jed – Southway Villa
September 16, 2016*

Community Development



Community Development Department Quarterly Activity Report

Community Development Director, Bill Geiger

4th Quarter

July 1, 2016 – September 30, 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 Redevelopment 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. Plans have been revised to address FDOT comments and the sign fabricator has resubmitted the plans to FDOT. Currently waiting on FDOT approval.
 - 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.
 - The CRA/City Council has approved a Task Order for the downtown Water Tower Site to move forward with preparation of design plans and construction of improvements and amenities utilizing CRA funds to complete the project.
- 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 is one active project.
- 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.

4th Quarter Report FY 2015-2016

- 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 but this application was not successful. In the 1st Quarter of 2016/17, staff will be submitting an application for the 2017 funding cycle.
- 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 later part of 2017. A study has been completed for a preferred route for the C2C connector project that will connect the GNT from the existing trailhead through downtown to the Suncoast Trail at SR 50. That preferred route was submitted to the MPO in September and forwarded to FDOT for consideration.

Building Review, Land Use and Code Enforcement Activities

CATEGORY	4th Quarter 07/01/16 – 09/30/16	Fiscal Year to Date 10/01/15 – 09/30/16	4th Quarter Previous Year 07/01/15 – 09/30/15	Previous Fiscal Year to Date 10/01/14 – 09/30/15
Building/Development Reviews	61	256	57	201
Zoning Research Responses	276	895	189	483
Comprehensive Plan Amendments	-	3	-	1
Annexations	-	15	-	-
Code Enforcement Violations	48	200	74	221

Building Division Revenues

CATEGORY	4th Quarter 07/01/16 – 09/30/16	Fiscal Year to Date 10/01/15 – 09/30/16	4th Quarter Previous Year 07/01/15 – 09/30/15	Previous Fiscal Year to Date 10/01/14 – 09/30/15
Total Bldg Collected	51,840.21	213,576.84	35,216.87	170,269.61
Impact Fees	93,625.04	200,380.09	3,954.00	8,406.42
Radon	780.65	3,054.00	495.15	2,358.17
DPR	780.65	3,054.15	495.15	2,358.18
Total Collected	147,026.55	420,065.18	40,161.17	183,392.38

Building Inspections

INSPECTIONS	4th Quarter 07/01/16 – 09/30/16	Fiscal Year to Date 10/01/15 – 09/30/16	4th Quarter Previous Year 07/01/15 09/30/15	Previous Fiscal Year to Date 10/01/14 – 09/30/15
Building	161	712	167	753
Red Tags	0	0	0	2
Plumbing	33	135	45	209
Red Tags	0	0	0	0
Electrical	53	232	57	243
Red Tags	0	0	0	0
Mechanical	42	168	53	180
Red Tags	0	0	0	0
LP Gas	9	31	11	69
Red Tags	0	0	0	0
TOTAL INSPECTIONS	298	1278	333	1454
TOTAL RED TAGS	0	0	0	2

Building Division Permits

PERMIT VALUATIONS	4th Quarter 07/01/16 – 09/30/16	Fiscal Year to Date 10/01/15 – 09/30/16	4th Quarter Previous Year 07/01/15 – 09/30/15	Previous Fiscal Year to Date 10/01/14 – 09/30/15
Total Residential	2,201,999.00	12,745,965.00	1,777,809.00	9,248,152.00
Total Commercial	2,148,909.00	8,135,188.00	1,234,877.00	2,972,789.00
Demolition	-19,260.00	-73,259.00	0	-4,450.00
Total Value	4,331,648.00	20,807,894.00	3,012,686.00	12,216,491.00
# of Permits Issued				
Total Residential**	22	83	17	78
Total Commercial	36	117	30	112
Total Demolition	4	12	0	3
Total Misc. Permits	100	379	87	435
TOTAL PERMITS	162	591	134	628

**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.”

4th Quarter Report FY 2015-2016

<u>New Business (Certificate of use) Name</u>	<u>Address</u>	<u>Date Certificate of Use Issued</u>	<u>Number of Employees</u>
Ernest Norman, Jr. dba Motorsports Apparel & Co	941 Candlelight Blvd	7/7/2016	2
Hernando County Facilities	214 Ponce de Leon Blvd	7/21/2016	1
Jomarysa Rivera-Perez dba Steam 33	4 N. Broad St.	7/28/2016	4
Bobbie Morgan dba Green Acres Outdoor Power Equipment	640 W. Ft. Dade	8/1/2016	2
Dawn Boyer dba Hair Studio One, LLLC	962 Candlelight Blvd	8/1/2016	6
David Monk dba Supersonic Car Wash	7377 Broad St.	8/12/2016	1
Kyle Charett dba Launderland of Brooksville	19434 Cortez Blvd	8/12/2016	2
Peter "Mike" Barbee dba Advance Green Energy, Inc.	2 N. Broad Street	9/8/2016	3
Shar Stew Inc. dba Visiting Angels	12 S. Main St	9/15/2016	2
Beshai Properties LLC dba Oak Mobile Home Park	626 Broad St., S., 1A	9/19/2016	1
Amber Marcotte dba The Teal Plank, LLC	949 Candlelight Blvd	9/21/2016	2
Mid Fl Comm Services, Inc. dba Child Advocacy Center	711 Benton Ave.	9/22/2016	3

Fire & Rescue



Chief's Corner

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

In July, Brooksville Fire Rescue participate in Operation Backpack at the Jerome Brown Community Center, we do this on an annual basis. A great opportunity for fire department to be out with the community. The fire department handed out fire preventions supplies to the parents and children. Sparky made his appearances for the children and was a great hit.

August, Brooksville Fire Rescue as in previous years assisted with Back to School Opening. Brooksville Fire Units were out every day of the first week holding signs, allowing for slower traffic as the community trends back into the busses and parents dropping off students. The department also assisted Publix with their Backpack Event, once again handing out fire prevention materials and speaking with children and parents.

September, Brooksville Fire Rescue took part in the Hernando High School Homecoming Events to include the Homecoming Parade, the Growl, and the Bon Fire. The Brooksville Fire Department enjoys being a part of the events with the community, and is looking forward to the upcoming new fiscal year.

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.

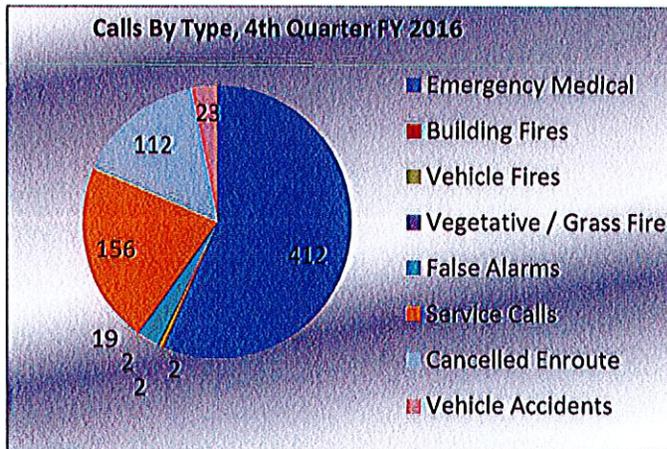
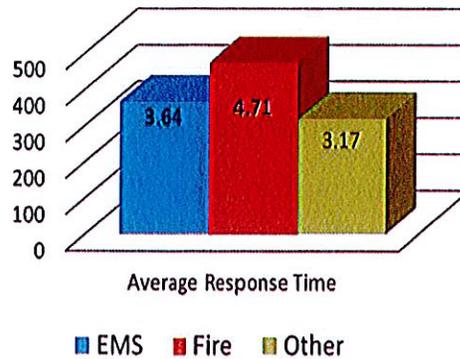
Chief Freda

4th 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.

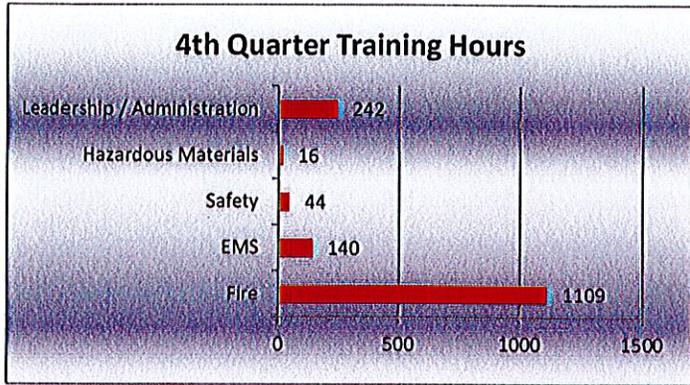
Fractile Response Times, 4th Quarter	Number of Calls	Fire 4 Minute Fractile Response Time of the first arriving fire suppression unit
City	2	100 %
<p>A Fractile measures refers to how often a particular benchmark is achieved.</p> <p>NFPA 1710 is the standard for the Organization and Deployment of Fire 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>		

4th Quarter Average Response Time



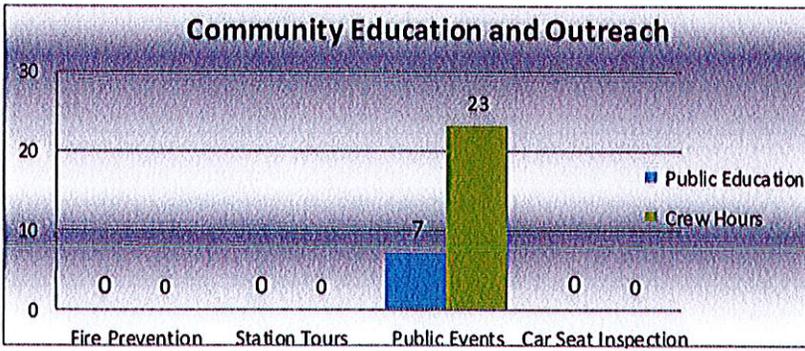
Emergency Medical	412
Building Fires	2
Vehicle Fires	2
Vegetative / Grass Fire	2
False Alarms	19
Service Calls *	156
Cancelled Enroute**	112
Vehicle Accidents	23
Total	728
*Service Calls--- Assist public with non-emergent situations	
**Cancelled Enroute---Units dispatched and cancelled Enroute / before arrival to the call	

Inspections	
Building Inspections	20
Plans Review	03
Total	23



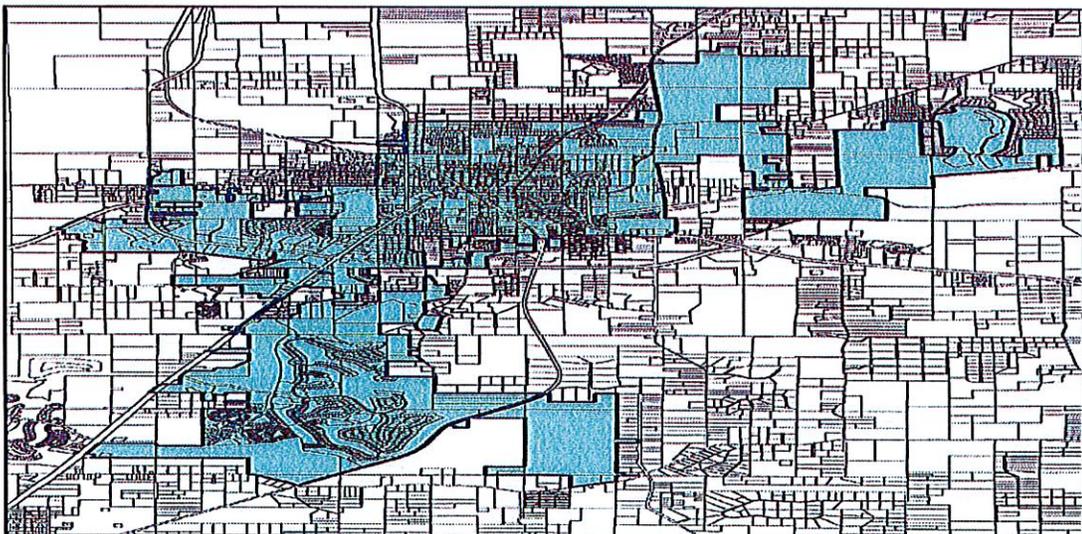
Fire	1109
EMS	140
Safety	44
Hazardous Materials	16
Leadership / Administration	242
Total	1551

Community Outreach



Fire Prevention	0
Station Tours	0
Public Events	7
Car Seat Inspection	0

Fire Service Response Area



Parks, Facilities & Recreation

PARK/FACILITIES AND RECREATION

4th Quarter

2016

THE PARKS/FACILITIES DIVISION

Park/Facility personnel (8 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 (July - September)

- College Football Kick Off – assist with set up, stock and clean up.
- National Stroke Association Walk – assist with set up, stock and cover restrooms, clean up.
- National Health Department 5K run/walk – assist with set up, stock and cover restrooms, clean up.
- Faith EPC Church – assist with Bud McKethan restroom painting and Cemetery cleanup.
- US Highway 41 Streetscape – supervise contractors on 41 projects to completion.
- Generators – Facilities took over the duties of maintaining, testing and reporting of the generators at City Hall, ECI, Police Dept. and Fire Dept.
- Water Well – supervised the installation of irrigation well at the Cemetery.
- Multiple meetings with engineers and contractors in regards to DPW reroof.
- DPW - supervised the reroof project on the warehouse.
- Quarry – ground off trip hazards and poured repair patches on the entire 1 mile cart path.
- Storms – prepped and performed cleanup for two tropical storms.
- Good Neighbor Trail – mowed eight times, five downed trees cut up and removed, blown off four times.
- Quarry – 25 acres mowed eight times.

**FY 2016
4th
Quarter
Report**

City of Brooksville

- Base trimming of 179 Myrtle trees.
- Facility work orders of 141 with 134 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 2040 hours of maintenance and landscaping throughout City facilities/parks and streetscape medians.

FY 2016 RECREATION Quarterly Accomplishments (July - September)

- The Division's Adult Softball program which began in September continued with 5 women's teams, 5 men's teams, and 14 Co-Ed teams
- ARC Program – Partnered with ARC to provide Sports & an active lifestyle, 18 – 20 participants
- College Football Kick Off Party, sponsored by Friends of the Children Inc., Great Bay Distributors, Beef O 'Brady's and Wal-Mart Distribution Center 100-150 participants
- Leadership Hernando Government Day with 25-27 participants
- Operation Backpack 900 – 1000 participants
- Market On Main Street began July 9, 2016 with 20 vendors will run every 3rd Saturday through out March, 2017
- Adult kickball program began in September and has 8 teams
- i9 Sports Basketball League
- Suncoast YMCA Basketball League
- Tampa Bay Men's Softball Tournaments in July and August
- Hernando Elite Basketball League
- Movie in the Park – rained out
- YMCA Summer Camp continued in July and concluded in September
- Tai Chi Classes – Thursdays at 6:00 pm / 5-20 participants
- Self Defense Classes – Thursdays at 7:30 pm

FY 2016 CEMETERY Quarterly Accomplishments (July - September)

- Sales were \$16,496.67.
- The Quarter had 21 lot sales and 22 interments. Of the interments, 16 were traditional burials and 6 were cremains. Cemetery staff weekly mow, trim, mulch and clean up tree debris on approximately 37 acres of property now. We have completed the process of laying out and marking the north section of K on the north end, with new numbered lot markers, and currently have 4 spaces sold, with 2 interments in place.

City of Brooksville

- Inmates contributed 38 maintenance hours, and volunteers contributed 274hours.

YTD Totals

SALES.....\$16,496.67

BUY BACKS.....\$0.00

LOTS SOLD....21

Police

Brooksville Police Department
Quarterly Report,
4th Quarter FY 2015 – 2016

K-9 Scout Retires



George B. Turner
Chief of Police



Brooksville Police Department

Quarterly Report, 4th Quarter FY 2015 - 2016

Cover photo: The Brooksville Police Department announced the retirement of K-9 Scout after eight (8) years of service. K-9 Scout was born in October 2006 and became a member of the department in October 2008. In December 2008, Scout and his handler Officer Shane Derryberry completed the one hundred eighty (180) hour basic K-9 Narcotics Detection Training Course. Since that time, K-9 Scout and Officer Derryberry have continued training and have made hundreds of drug searches, seizures and arrests. Scout is now 10 years old and in great health for an old dog. He will spend his retirement with his partner and handler, Officer Derryberry, to live out the rest of his life on the family farm, relaxing and enjoying a well deserved retirement.

Quarterly Statistical Overview

Activity	July 2016	August 2016	September 2016	Total for 4th Quarter	Total for Prior Quarter
CAD Events	2,534	2,539	2,418	7,491	7,750
Police Reports	191	164	141	496	453
Arrests	57	56	35	148	144
Uniform Traffic Citations and Written Warnings	224	193	116	533	1,037
Field Interview Reports & Trespass Warnings	59	37	70	166	219
K-9 Searches	15	19	10	44	84
Use of Force	0	0	2	2	0
Hours of Training	45	205	255	505	575

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.

Brooksville Police Department Quarterly Report, 4th Quarter FY 2015 - 2016

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.

Support of Special Events

- | | |
|--|--------------|
| • Fourth of July at Hernando County Fair Grounds | July 4 |
| • Hernando County Government Day | July 14 |
| • Back Pack Give Away | July 30 |
| • Hernando High Homecoming Parade | September 30 |

Significant Incidents



On July 4, Officer Davis of the Brooksville Police Department responded to 712 W. Jefferson Street in reference to a battery. Upon arrival, contact was made with the complainant who stated she was sitting in front of her trailer when Brian Botero approached her and grabbed her by the throat, slamming her into the side of her trailer. Botero then walked away and punched another male victim in the face causing a laceration under his eye. According to witnesses and victims, both attacks were unprovoked. Contact was made with Botero who was heavily intoxicated. He was placed under arrest for two counts of battery and transported to the Hernando County Jail. He is being held on \$2,000.00 bond. Both victims refused medical treatment.

Brooksville Police Department

Quarterly Report, 4th Quarter FY 2015 - 2016



On July 17 Officer Morera responded to 1509 Greenbriar Villa Circle reference a battery complaint. Upon arrival he made contact with the victim whom stated that she was on her cell phone speaking with a friend when her boyfriend/baby's father Justin Robert Vanboy became upset and wanted to know who she was speaking with. The argument turned physical when Vanboy slapped the victim, pulled her hair and shoved her down to the ground. Vanboy then grabbed the victim's cell phone when she attempted to call the police. Vanboy then fled the scene on his blue beach cruiser bicycle. HCSO located the defendant Vanboy a few hours later in Spring Hill where he was taken into custody without incident. Justin Robert Vanboy is being held without bond.



Sgt. Stephen Mislyan observed a vehicle driving without any lights on at the intersection of Ellington Street and Armstrong Ave. A traffic stop was initiated at the intersection of Dr. Martin Luther King Jr. Blvd and Twigg Street, and the vehicle continued down Twigg Street to Public Street. The driver, later identified as Joann Dawn Tesar, ignored the lights and siren and did not stop until she was at the intersection of Public St. and School St. Tesar was argumentative, did not have a driver's license in her possession, and was providing an incorrect spelling of her name. A records check showed that she has a suspended Florida Driver's License, and has been previously told by law enforcement of her suspended status. A search of her purse revealed two circular tabs, identified as Carisoprodol, a schedule IV controlled substance. In addition, a metal spoon containing an off-white chalky residue that field tested positive for cocaine was found in the driver's door panel. Tesar was placed under arrest, transported to Hernando Count Jail, and held on \$7,000.00 total bond.

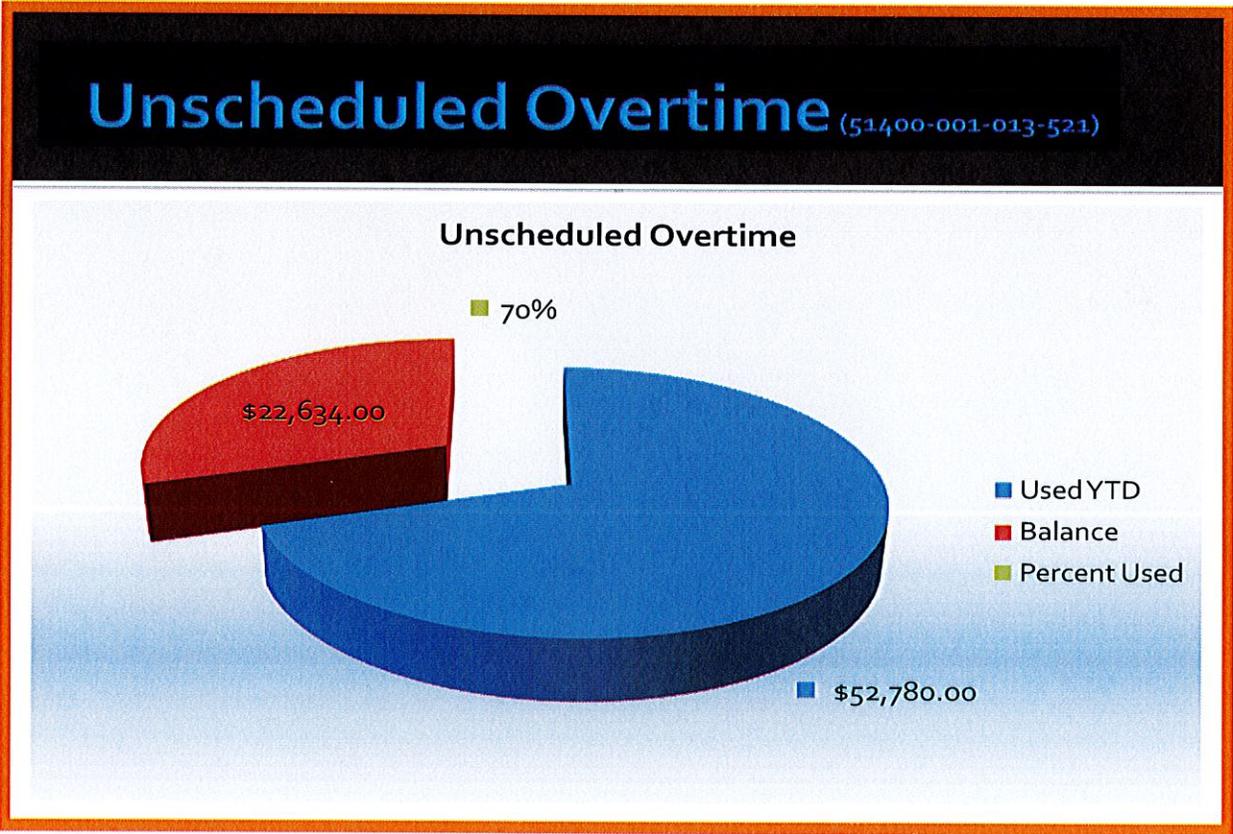


Officers Scott Fredricksen and George Solakian were on foot patrol in the area of 716 Hazel Ave. when they came in contact with Dedward Webster and Desmond Fagin. The odor of burnt marijuana was coming from the subjects, and both attempted to flee from officers and resist arrest. Fagin was detained after a brief struggle, and found to have a small baggie of marijuana in his pocket and a piece of crack cocaine

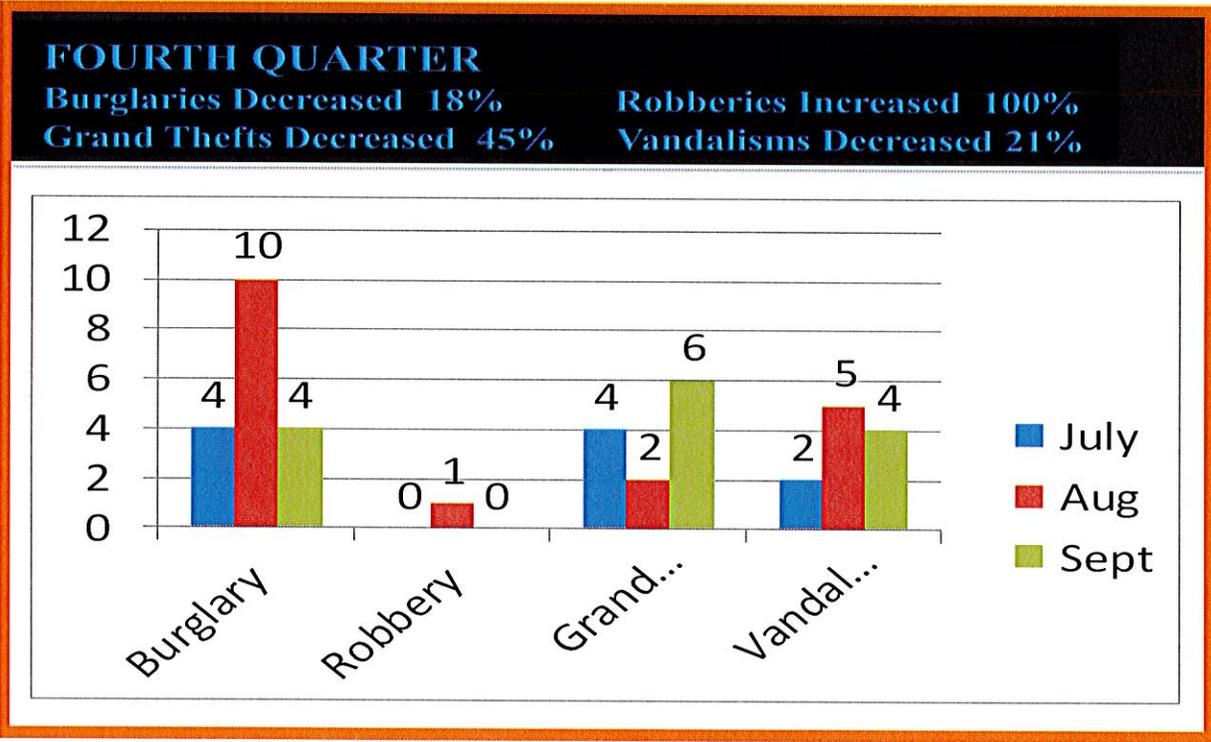
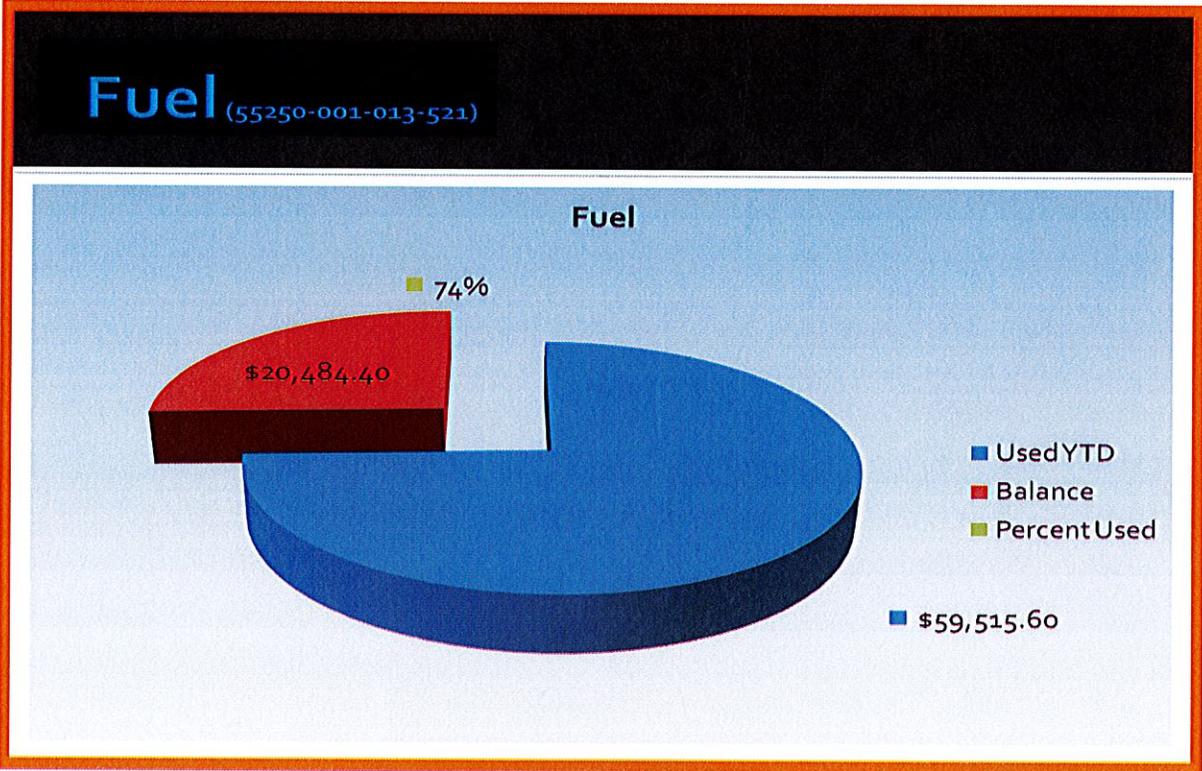
Brooksville Police Department Quarterly Report, 4th Quarter FY 2015 - 2016

concealed in his groin area. Fagin was transported to Hernando County Jail and held on \$4,000.00 bond. Webster had fled into the street, and refused to comply with multiple verbal commands. A Taser was deployed and he was taken into custody. Webster was found to be in possession of a total of 38 grams of crack cocaine in 34 separate packages, as well as 28.3 grams of marijuana in 21 packages. Webster was transported to Bayfront Health Brooksville, and then to Bayfront Health St. Petersburg, for treatment of injuries he sustained to his mouth when he fell to the pavement after the Taser was deployed. A warrant will be obtained for Webster's arrest upon his release from the hospital.

Operational Statistics

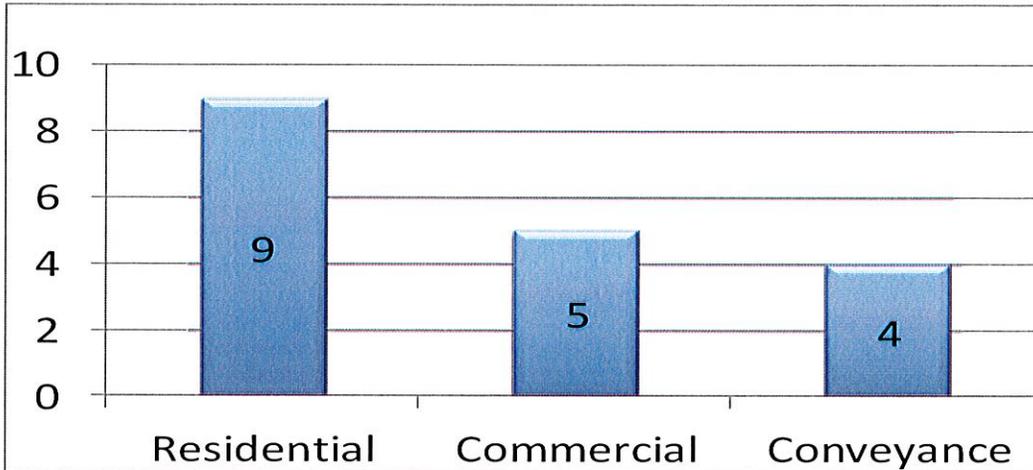


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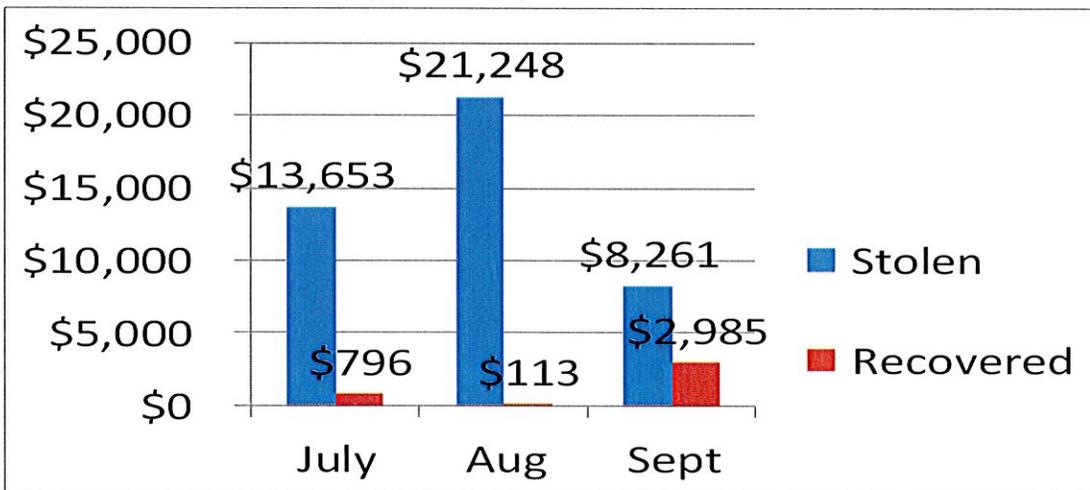


Brooksville Police Department Quarterly Report, 4th Quarter FY 2015 - 2016

FOURTH QUARTER Break down of Burglaries



FOURTH QUARTER PROPERTY STOLEN/RECOVERED



**Brooksville Police Department
Quarterly Report, 4th Quarter FY 2015 - 2016**

RED LIGHT CAMERA TICKETS

- JULY - \$14,586
- AUGUST - \$17,235
- SEPTEMBER - \$12,452
- AMOUNT DECREASED BY 4%

Overview of 4th Quarter Training

58th FBI National Academy Annual Conference
Riggs Shield Instructor Class
K-9 Training (Officer Derryberry and K-9 Scout)
FCIC Security Awareness
FPCA Conference
Constitutional Law
Administrative Assistance Orientation Training
Ethics
Harassment
K-9 Training (Officer Stockton and K-9 Titan)
Community Resistance to Violent Extremism
Current Drug Trends
Synthetic Drugs
Domestic Violence, Juvenile Sex Offender and Professional Traffic Stops
Sexual Harassment
Humvee Training
Sex Crimes Investigation
Gas Pipeline Emergency Training

**Brooksville Police Department
Quarterly Report, 4th Quarter FY 2015 - 2016**

Law Enforcement Photographs



Photo above: Meet Squad B (the night shift) left to right: Officers George Solakian, Scott Fredricksen, Clifford Belcher and Sergeant Stephen Mislyan.

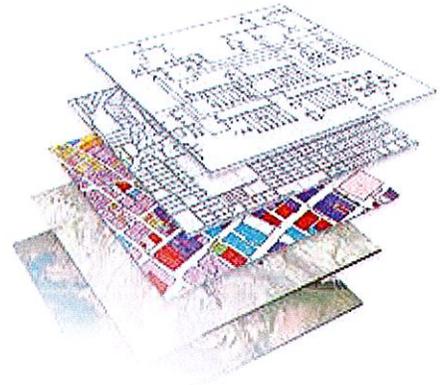
Public Works

City of Brooksville GIS DEPARTMENT

Q4 Accomplishments July 2016 – September 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
- Revised and added data to Cemetery Layer
- Added MIU numbers to water meters
- Exercised valves data added to GIS
- Sewer lines cleaned data added to GIS
- Reset Data Source on Water Utility Maps
- Created Blow Offs map for Pari Hice
- Created Biological Sample Points map for Pari Hice
- Converted Utility maps to PDF



Water Production Report – 4th Qtr

Fiscal Year 2016					
Note: Flow indicated in million gallons (mg)		Jul-16	Aug-16	Sep-16	Totals to Date
Location:					
Hope Hill Well Field:					
Well #1		5.556	0.937	0.006	6.499
Well #2	Out of Service (Repairs made in July)				
Well #3		5.603	9.240	8.935	23.778
Well #4	Not Constructed				
Elevated Storage 250,000 gal.					
Lamar Ave. Well Field:					
Well #1		1.267	1.839	1.920	5.026
Well #2		7.460	10.671	11.140	29.271
Elevated Storage 250,000 gal.					
Hillside Court:					
Well #1		18.239	15.819	14.203	48.261
Ground Storage 250,000 gal.					
Total Monthly Production (mg):		38.125	38.506	36.204	112.835
Average Daily Production (mg):		1.230	1.242	1.207	1.226
Fiscal Year 2015					
Location:		Jul-15	Aug-15	Sep-15	Totals to Date
Hope Hill Well #1		-	6.061	11.811	17.872
Hope Hill Well #3		11.625	6.286	0.256	18.167
Lamar Well #1		3.276	3.197	2.264	8.737
Lamar Well #2		9.631	9.653	6.789	26.073
Hillside Ct. Well #1		8.873	8.837	13.120	30.83
Total Monthly Production (mg):		33.405	34.034	34.24	101.679
Average Daily Production (mg):		1.078	1.098	1.141	1.106

Water production in the 4th quarter of 2016 is up significantly compared with this time last year, with an average of 1.226 million gallons per day. Last year, the average daily production in this quarter was 1.106 million gallons per day.

Cobb Road Wastewater Treatment Facility (Fiscal Year 2016)

* Flow Indicated in million gallons

* Rainfall indicated in inches

Wastewater Treated 4th Quarter

Day	July		Aug		Sept		
	Rain	Flow	Rain	Flow	Rain	Flow	
1	0.5	0.692	-	0.745	1.0	1.461	
2	-	0.719	0.1	0.733	3.5	2.941	
3	-	0.698	0.2	0.861	0.1	2.071	
4	0.1	0.687	0.1	0.781	-	1.571	
5	-	0.746	0.1	0.770	-	1.367	
6	-	0.714	1.4	0.786	-	1.500	
7	-	0.726	2.0	1.298	-	1.124	
8	-	0.713	0.7	1.524	-	1.106	
9	-	0.659	-	1.133	-	1.103	
10	0.1	0.841	2.8	1.912	-	0.939	
11	-	0.732	-	1.355	-	0.940	
12	0.1	0.708	-	1.110	0.3	0.923	
13	0.5	0.741	-	0.879	0.1	0.991	
14	0.1	0.726	1.8	1.298	0.1	1.078	
15	0.1	0.714	-	1.091	0.2	1.409	
16	-	0.748	-	0.999	-	1.122	
17	0.1	0.671	-	0.929	0.2	1.463	
18	-	0.721	-	0.934	0.1	1.010	
19	-	0.711	-	0.832	1.8	1.474	
20	-	0.737	-	1.010	0.5	1.630	
21	-	0.734	-	0.771	-	1.370	
22	-	0.711	-	0.837	-	1.290	
23	0.1	0.702	0.2	0.872	-	1.171	
24	0.5	0.740	0.4	0.919	-	1.071	
25	-	0.755	-	0.878	1.5	1.268	
26	-	0.749	-	0.835	-	1.078	
27	-	0.727	-	0.820	-	0.871	
28	-	0.683	-	0.779	0.4	0.705	
29	2.3	1.055	0.2	0.846	0.2	0.660	
30	0.5	0.701	1.4	0.923	-	0.585	
31	0.6	0.560	-	1.088	-	-	Totals
Monthly Total	5.6	22.521	11.4	30.548	10.0	37.292	90.361
Daily Average	0.181	0.726	0.368	0.985	0.333	1.243	0.985
% of Permitted Capacity		38.24%		51.86%		65.42%	51.84%
Reuse Water Distribution		July		Aug		Sept	
Southern Hills		13.083		0.993		1.454	15.530
Cemex		8.962		30.849		37.292	77.103
2015 Fiscal Year Wastewater Treated (For Comparison)							
Monthly Total		25.956		42.354		29.706	98.016
Daily Average		0.837		1.366		0.990	1.064
2015 Fiscal Year Reuse Water Distribution (For Comparison)							
Southern Hills		6.7		0		0.617	7.317
Cemex		19.717		47.161		32.450	99.328

Wastewater treated in the 4th quarter of 2016 is approximately 8 million gallons less than this time last year, with an average of 0.985 million gallons per day compared with 1.064 last year. Reuse water sent to Southern Hills for irrigation in the 4th quarter was approximately 8 million gallons more than this time last year.

City of Brooksville

Streets and Drainage

4Q ACCOMPLISHMENTS
JULY 2016 – SEPTEMBER 2016



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

- Farmers Market on Main Street.
- Summer Bash Car and Truck Show.
- Rising Sun Bistro event.
- Hernando High Homecoming Parade.

Provided maintenance and repair to the following drainage projects:

- Repair head-wall @ 995 Howell Av. due to an accident.

Complete the following asphalt repairs:

- Installed 18 tons of hot-mix asphalt, targeting potholes throughout the City and Utility Division requested repairs.
- Cut, remove, and replace bad area of asphalt in the City Hall parking lot.

Concrete Repairs:

- Repair driveway, head-wall at 1034 Howell Ave. for a cost of \$1223.
- Repair driveway at 19490 Cortez Blvd. For the Utilities Div.
- Repair sidewalk at 695 Highland St.
- Repair driveway at 742 Wood Dr. for the Utilities Div.

Pavement Management Program:

- Replace 110 LF sidewalk at 208 E. Fort Dade Ave. at a cost of \$3396.

General Duties:

- Pressure wash approximately 2000 signs throughout the City.
- Completed 57 Service Order Requests.
- Re-stripe Speed Humps (second coat) throughout the city.
- Paint railroad walls on Stafford Avenue.
- Trim trees throughout the City for site distance, and truck clearance.
- Perform monthly service on DPW air conditioners, and generator.

Mutual Aid:

- Assist Sanitation Division with brush, and construction clean-up using the clam bucket truck.
- Assist Parks Department with cemetery tree / stump removal.
- Hurricane Hermine clean-up.
- Make asphalt repairs on William S. Smith driveway.
- Build concrete pad for Maintenance Div. new air compressor.



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 4th quarter data collected, and also shown for comparison is the 2015 data collected.

NPDES - STREET SWEEPING PROGRAM 2016 FISCAL YEAR		
Month	Miles Travelled	Cubic Yards Collected
July	186	26
Aug	NO ACTIVITY	
Sept	162	8
Totals	348	34
Monthly Average	116	11.3

NPDES - STREET SWEEPING PROGRAM 2015 FISCAL YEAR		
Month	Miles Travelled	Cubic Yards Collected
July	131	34
Aug	309	48
Sept	98	12
Totals	538	94
Monthly Average	179	31.3

Note: In the 4th quarter of 2016, there was no reported street sweeping activity for August, and therefore the amount of debris swept and collected was considerably less than this time last year.

City of Brooksville

SANITATION DIVISION

ACCOMPLISHMENTS JULY-SEPTEMBER 2016

Purchasing:

- Sanitation Collector Anthony Pham began employment on September 26, 2016
- Purchased new replacement dumpsters at a cost of 9,318 to replace aging dumpsters.

Parades and Events:

Provided garbage and trash removal for the following events. An estimated 50 tons of waste were collected for disposal.

- Hernando High School homecoming parade.
- Streets were swept for each event for final clean-up.
- Assisted with Hurricane Hermin clean-up.

Commercial and Residential Solid Waste:

- An estimated 1,451 tons of commercial solid waste was collected and transported to the Heart of Florida Landfill in Panasofkee for disposal. This is the equivalent of 143 pounds per day per for each commercial account. Total tipping fees, in the amount of \$39,177, were charged for disposal.
- An estimated 596 tons of residential solid waste was collected and delivered to the Hernando County Northwest Landfill. This is the equivalent of 10 pounds per day per residential customer. Tipping fees are not charged for the disposal of residential wastes.

Yard Debris and Recyclables:

- An estimated 409 tons of yard and construction debris were collected from residential customers. This is the equivalent of 7 pounds of waste per day per residential customer.
- An estimated 18 tons of recyclables were collected. This is equivalent to 24 pounds per customer per day. The City had average of 245 participating customers during this quarter.



City Manger's Office

Florida Main Street Application Presentation!!!

A contingency from the City of Brooksville, Hernando County Administration, and the Brooksville Vision foundation as well as other key community leaders arrived at 8:00 A.M. on July 25th to take the three and a half hour drive to the great Capital City of Tallahassee, Florida.

Out of a total of four applicants, Brooksville Main Street was the first to present to the Secretary of State, along with State of Florida. We showed our PowerPoint, went through our application information and answered questions from an advisory/review panel. As a whole, the process went smoothly. During the other presentations it became clear that Brooksville proved to be one of the most well prepared and represented applicants! How encouraging that we have such a great community to stand behind us in these growth ventures.

At the 2016 Annual Main Street Conference held in Deland Florida the announcement was made and it became official –

Brooksville is now an official Florida Main Street!

Although there are still logistical steps to be taken to set up office and operations, this is a **HUGE** first step for our community!

Congratulations to all who were a part of this intricate and sizeable application process!

2016 Annual Main Street Conference



DeLand, Florida August 8-10, 2016

at the
Volusia County Historic Courthouse

Come learn & experience the
Local Flavor
of Florida Main Streets!

City of Brooksville City

Clerk's Office



To: T. Jennene Norman-Vacha, City Manager

From: Virginia Wright, City Clerk

Subject: Fourth Quarter Report FY 2016

30-Sep-16

ACTIVITIES	July	August	September	Quarterly Total	Total
Agenda Packets Produced	1	4	1	6	81
Bids/RFQ's Issued or Processed after Award	1			1	4
Boxes of Records Placed in Storage					19
Boxes of Records Prepared for Destruction			57		57
Boxes of Records Destroyed					18
Cemetery Deeds for Interment Processed	12	3	3	18	50
Certified Copies		1	1	2	11
Citizen Board Applications/Positions Processed	2	1	1	4	20
Contracts/Agreements/Task Orders Processed - New & Extended	2	1	3	6	17
Documents Imaged, pages - including large size plans					
Documents Notarized/Life Certificates Processed	13	5	6	24	36
Documents Recorded with Clerk of the Circuit Court Liens/Orders, etc.	3			3	41
Fee Waivers Processed	1	1	2	4	17
Grants Processed	1			1	1
Invoices Processed					9
Legal/Display/Classified Ads Processed	2	6	6	14	26
Liens/Special Master Orders/Release of Liens Processed			2	2	22
Mail Processed - Regular & Certified Posted (# of pieces)	2	5	3	10	98
Meetings/Workshops/Hearings Attended	10	4	3	17	82
Meetings Scheduled - Conference Rooms/Chambers	20	11	14	45	169
Minutes Council/Advisory Boards Transcribed/Processed	9	5	8	22	46
Office Supply/Computer Purchases	4	5	3	12	19
Ordinances Prepared/Processed	1	1	1	3	22
Policies Processed					2
Proclamations/Awards Processed	4	4	4	12	77
Public Notices/Press Releases Issued	3	4	6	13	31
Public Records Requests	2	1	2	5	27
Requests for Records Retrieval from Storage	3	1	3	7	26
Resolutions Prepared/Processed	1	1	3	5	17
Street Closure Permits/Special Events Processed	2	1	5	8	26
Staff/Manager Meetings	5	4	1	10	31
Wire Transfers	2	3	2	7	23
Website Uploads/Maintenance	1	4	3	8	80

Benefits Administration

- ❖ 4 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	85	Full-Time	25
Part-Time	4	Part-Time	0

- ❖ Total # of employees involuntary terminated 2
- ❖ Total # of employees who voluntary separated due to better job opportunity, personal, or retirement 5
- ❖ Total # of employees uncontrollable termination 1

Recruitment

- ❖ 9 positions were posted on the City's website and/or other applicant seeking websites for advertisement.
- ❖ 5 positions were filled.
- ❖ 7 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
3	9

Finance



Finance Department Fourth Quarter Report for Period Ending September 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
Purchase Requisitions Approved	25	150	112
Accounts Payable Checks/Vouchers Processed	488	2,300	1975
Accounts Payable Dollar Amount Processed	\$1,331,645.51	\$6,500,000	\$6,245,935.34
Payroll Checks Processed/Vouchers	852	3,300	1622
Number of Services Turned on	221	902	620
Number of Services Turned off	226	911	654
Gallons of Water Pumped in MG	112.62	410.88	432.91
Gallons of Water Billed in MG	89.32	370.000	340.06
Number of Utility Bills Processed	12,484	48,507	44,490
Number of Direct Payments (ACH)	1,252	4,300	4,633
Dollar Amount Processed via (ACH)	\$115,039.32	\$400,000	\$437,602.93
Miscellaneous Receipts	\$114,675.87	\$800,000	\$667,250.40
FTE's per 1,000 Citizens	0.49	0.65	0.50
Net Cost of Services per Citizen	30.01	\$43.74	\$34.65
Effectiveness & Strategic Plan			
Number of Findings from External Auditors	1	0	1
% of Water Pumped That was Billed	79.31%	90%	78.55%
% of Accounts Utilizing Direct Payment (ACH)	10.02%	10%	10.41%
% of Current Year Amount Billed Written Off	.14%	0.35%	.14%

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.
- ❖ Held customer service training .
- ❖ Completed Budget for FY 2016.

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: Fourth Quarter Preliminary 2016 Financial Statements
(12th month of our fiscal year)

DATE: November 10, 2016

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

GENERAL FUND REVENUES AND AD VALOREM REVENUES

- We have received 98% (norm is 100%) of our total year to date General Fund revenues through September 2016. Ad Valorem revenues were \$2,493,348 for the fourth quarter. We have collected 105% of our Ad Valorem revenues and 30.33% of our Delinquent Ad Valorem revenue through September 2016.
- **GENERAL FUND REVENUES AND EXPENSES (NET INCOME)**
- At the close of September our expenses exceed revenues by \$ 538,756. All line items that are over budget will be adjusted with a budget amendment during the end of year process.

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 fourth quarter. The State Revenues receipts were a mixed bag, with Revenue Sharing , Local Government Half – Cent Sales tax and Local Option Gas Tax.

FRANCHISE AND PUBLIC SERVICE TAXES

- Year to date, we received \$ 518,767 in Electric Franchise and in Electric Public Service Taxes(Progress Energy and WREC) we received \$ 613,246.

GENERAL FUND BUDGETED EXPENDITURES INFORMATION

- Total General Fund year to date expenses (all General Fund Departments/Divisions together) were at 94.21% of our revised budget (our norm is 100%).

- All Departments/Divisions overall were under budget.

CITY-WIDE EXPENSES

All four quarters of the-year's Health Insurance premium has been expensed.

WATER & WASTEWATER FUND #401

- Water and wastewater revenues are at 95% We should be at 100% at the end of the fourth quarter, so we collected 5% less than budgeted.
- In fourth quarter ending 9/30/2016 we have 3449 residential customers and 707 commercial customers.
- Both Water and Wastewater personal services and operating expenses are under budget.

WATER & WASTEWATER Net Income Year To Date

Net loss from operations before depreciation expense year to date is \$ 98,014. This is for our operating Fund # 401. The revenues in this fund are a month behind due to the time lapse between consumption and billing . As a result, the expenses will always be higher until the fiscal year ends.

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 .32%. 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 \$ 182,454 and fuel costs are \$ 56,261.

INTERNAL SERVICE (MAINTENANCE)

- Internal Service's personal serve and operating expenses are under budget for the year to date. Our net loss in Fleet Maintenance is \$ 29,942. A loss in the fund is typical as the revenues are based on the prior year's expenditures. The excess expenses are funded with the reserves. We anticipated a net loss of \$35,000 for the year.

Financial Activity

Financial Reports

City of Brooksville

Income and Expense Summary

As of September 30, 2016 (100% of the year has elapsed)

	Adopted Budget	Amendments	Revised Budget	Actual	% used	Under/Over
General Fund						
Revenue	\$ 6,205,759.00	\$ -	\$ 6,205,759.00	\$ 6,062,660.27	98%	Under
Expense	\$ 7,127,296.42	\$ 5,782.32	\$ 7,133,078.74	\$ 6,601,415.88	93%	Under
Fund 104 Criminal Justice Education						
Revenue	\$ 8,015.00	\$ -	\$ 8,015.00	\$ 11,200.99	140%	Over
Expense	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	0%	Under
Fund 108 Local Option Gas Tax						
Revenue	\$ 505,867.00	\$ -	\$ 505,867.00	\$ 497,712.80	98%	Under
Expense	\$ 527,390.00	\$ 3,628.00	\$ 531,018.00	\$ 482,466.41	91%	Under
Fund 109 Law Enforcement Investigative Trust						
Revenue	\$ 15,219.00	\$ -	\$ 15,219.00	\$ 53,488.77	351%	Over
Expense	\$ 48,000.00	\$ -	\$ 48,000.00	\$ 27,157.78	57%	Under
Fund 110 – Road Impact Fees						
Revenue	\$ 8,000.00	\$ -	\$ 8,000.00	\$ 82,063.69	1026%	Over
Expense	\$ 1,260,223.00	\$ -	\$ 1,260,223.00	\$ 36,740.50	3%	Under
Fund 112 – Law Enforcement Impact Fees						
Revenue	\$ 1,725.00	\$ -	\$ 1,725.00	\$ 7,809.35	453%	Over
Expense	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	0%	Under
Fund 113 – Public Building Impact Fees						
Revenue	\$ 9,360.00	\$ -	\$ 9,360.00	\$ 42,306.60	452%	Over
Expense	\$ -	\$ -	\$ -	\$ -	-	-
Fund 114 – Fire/EMS Impact Fees						
Revenue	\$ 4,339.00	\$ -	\$ 4,339.00	\$ 24,734.30	570%	Over
Expense	\$ 56,000.00	\$ -	\$ 56,000.00	\$ -	0%	Under
Fund 115 – Parks Impact Fees						
Revenue	\$ 8,270.00	\$ -	\$ 8,270.00	\$ 33,611.32	406%	Over
Expense	\$ -	\$ -	\$ -	\$ -	-	-
Fund 116 – Law Enforcement Trust						
Revenue	\$ 5,007.00	\$ -	\$ 5,007.00	\$ 6,054.57	121%	Over
Expense	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 8,930.78	45%	Under
Fund 118 – Justice Assistance Grant						
Revenue	\$ 21,434.00	\$ -	\$ 21,434.00	\$ -	0%	Under
Expense	\$ 21,434.00	\$ -	\$ 21,434.00	\$ 23,671.00	110%	Over

*Revenues should be atleast 100%

*Expenses should be 100% or less

Fund 607 – Firefighters' Retirement									
Revenue	\$	865,000.00	\$	-	\$	865,000.00	\$	584,891.85	68% Under
Expense	\$	430,000.00	\$	-	\$	430,000.00	\$	543,327.72	126% Over
Fund 609 – Employee HRA Funding									
Revenue	\$	61,630.00	\$	-	\$	61,630.00	\$	62,755.08	102% Over
Expense	\$	60,000.00	\$	-	\$	60,000.00	\$	91,817.51	153% Over
Fund 610 – Employee Health/Medical Insurance Funding									
Revenue	\$	1,109,751.00	\$	-	\$	1,109,751.00	\$	1,040,829.17	94% Under
Expense	\$	850,000.00	\$	-	\$	850,000.00	\$	763,871.34	90% Under
Fund 613 – Police Officers' Retirement									
Revenue	\$	849,102.00	\$	-	\$	849,102.00	\$	511,312.83	60% Under
Expense	\$	64,000.00	\$	-	\$	64,000.00	\$	39,719.65	62% Under
Fund 615 – Community Redevelopment Agency									
Revenue	\$	92,287.00	\$	-	\$	92,287.00	\$	96,293.35	104% Over
Expense	\$	284,845.00	\$	-	\$	284,845.00	\$	58,143.50	20% Under