

CITY OF BROOKSVILLE CITY MANAGER'S QUARTERLY BUSINESS REPORT

FY 2020 / JULY - SEPTEMBER / FOURTH QUARTER



INSIDE THIS ISSUE

Executive Summary --2

City Manager's Office:

Cemetery -----3

**Community
Development ----- 4**

Finance -----7

Financial Activity -----9

Fire & Rescue -----12

Parks & Recreation --15

Public Works -----19

Utilities -----22

OVERVIEW

The City Manager's Office is pleased to present the Quarterly Business Report which is produced for the Brooksville City Council, city residents, businesses and other interested readers. This report contains information of the City's operational and financial activity for the fourth quarter of the fiscal year 2020 along with highlights.

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

♦ **Operational Activity** — A summary of operational activities/accomplishments and the progress of significant projects reported by each city department.

♦ **Financial Activity** — A summary of revenues and expenditures for the City's most active funds.

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

⇒ Regular Financial Reports on City revenues and expenditures for the reported quarter.

This report strives to provide an informative view into the City's quarterly activity and comments/feedback from the readers are welcome. It is the City Manager's intent to produce a report document that is informative and useful to all who live, work and recreate in the City of Brooksville.

“The City of Brooksville’s mission is to provide superior municipal services in a reliable, efficient, fiscal and socially effective manner, making Brooksville a desirable City to live, work and visit”



Welcome to Historic Brooksville
Gateway Sign

UPTOWN ART GALLERY



201 HOWELL AVENUE, BROOKSVILLE, FLORIDA, 34601

CITY HALL
201 HOWELL AVE
BROOKSVILLE, FL 34601

HOURS OF OPERATION:
8:00 AM – 5:00 PM

City Manager's Office

Mark Kutney, City



DEPARTMENT MISSION:

The City Manager's Office provides leadership, management and direction to all departments and agencies within it's purview as well as the City Council members so they can make informed decisions.

- ◆ City departments for efficient and effective delivery of goods and services, achieving strategic results
- ◆ Citizens and business owners of our City so they can live, work and play in a community that provides a high quality of life.
- ◆ City and Community so they can experience a high degree of satisfaction with City services.

The City Manager's Office provides facilitation, liaison, research and administrative service to the City Council members so they can identify and establish policy, priorities, strategic goals and respond to constituency requests with accurate and timely information.

The City Manager's Office includes City Clerk programs, Human Resources Division, Technology Service Division, Business Development Division, Special Projects, and Cemetery Division.

City Manager's Fiscal Year 2020 Fourth Quarter Overview

During this quarter, the City Council adopted the FY 2020/2021 Budget. The City All Funds Budget was \$47,754,889 and the General Fund Budget was adopted at \$9,737,331. This Budget was adopted with a reduction in the millage rate from 6.2 mills to 5.9 mills. The City Council held Special Budget Meetings July 13th, August 10th, two special meetings on August 24th and Public Hearings on September 3rd and September 16th. The City Council also issued several task orders during this quarter. Task orders were issued for the Cascades Reuse project, the Jerome Brown Parking lot project, the East Avenue Drainage project and the Cortez Waste Water Pump Station modification.

On July 13th, the City Council approved the settlement of litigation related to legal matter of the City of Brooksville v. Just So you Know LLC, Golf the Quarry LLC and Dan Leigheber. In this quarter, The City Council approved the CESF Coronavirus Emergency Supplemental Funding with the Florida Department of Law Enforcement (FDLE) in the amount of \$50,000 and the grant for Hernando County CARES (Coronavirus Relief and Economic Security) funding. The City also adopted the Local Mitigation Strategy (LMS) Strategic Plan with Hernando County.

The City Council selected the late Luther Cason as the 2020 Great Brooksvillian. The City Manager's Office extends our congratulations to the Cason Family. The City also received notice that it was successful in obtaining a FRDAP Grant (Florida Recreational Development Assistance Program) from the Florida Department of Environmental Protection. The grant will be utilized to develop a new playground at Tom Varn Park.

On July 28th, the City Council conducted two very important meetings related to Development matters. The first dealt with City Council sitting as the Community Redevelopment Agency (CRA) and City Staff provided presentations related to CRA Legislation in the Florida Statutes, the CRA Redevelopment Plan, CRA Legislative changes and CRA Budget. These issues were addressed in anticipation of future economic development. In the second Public meeting, the City Manager presented the proposed Mini Strategic Plan that addressed future Strategic Planning Process Initiatives for Economic Development. City Council adopted the Plan in its entirety for moving forward.

Finally, in terms of making the City more efficient and effective, the City Council approved contracts related to a new work order system for City Departments and line staff out in the field, and Agenda Management Software to assist the City Clerk and Staff in preparing "state of the art" agenda reports for City Council.

Cemetery

Fiscal Year 2020 Fourth Quarter Overview

Total sales for the fourth quarter were \$21,075.00. During this time, we sold 43 spaces, and had 27 funerals/internments that were full size and of those, five were cremains and two were premature infant stillborn. We also had a disinterment of a woman from 1970 that was moved from our cemetery to a cemetery in Mississippi. The woman's daughter is the owner of the spot that she was removed from and still currently owns her mother's former space in our cemetery. The daughter herself has since passed and she is buried next to her husband in Bushnell Cemetery. The brother who had the Mom moved would need to be contacted over the sale of the space or the surviving kids of the sister/owner of the space in Block C.

Over the course of these three months the Sexton has served the Cemetery alone, with the exception of the occasional help from the Street Dept; their hours have been an estimated 90 hours. The inmates under the direction of Mr. Williams from the State totaled an estimated 66 hours over the past three months. Volunteer time came out to a grand total for the three months to 131.50 hours during the 4th Quarter. The office is up and running full time at present, open to the public, even though the pandemic is still going strong.



Community Development Department

Fiscal Year 2020 Fourth Quarter Overview

Chris Anderson, Director



The Community Development Department oversees development permitting, planning, zoning and code enforcement, and is further responsible for the administration of the City's Community Redevelopment Area (CRA). Staff provide oversight and assistance to citizens, property and business owners as they go through the development and redevelopment of their properties and the various governmental processes related to City growth, planning,.

PROJECT OVERVIEW:

Brooksville Brownfield Program – In 2012, the City received a three-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 have environmental issues. 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 successfully closed on September 30, 2015. In December 2015, the City applied for additional EPA Brownfields Assessment Grant funding but this application was not successful. In the 1st Quarter of 2016/17 (December, 2016), staff applied for the 2017 funding cycle. Unfortunately, EPA placed a high priority on clean-up grant applications and the City received word during this quarter that funding for the 2018 application was not successful. Staff have met with the regional EPA representative and the consultant to work through submittal strategies for the 2019 funding cycle and submitted the application in December 2018. The City of Brooksville received an EPA 2019 Brownfields Grant Award in the amount of \$300,000, which was announced June 12, 2019. City Council has approved an environmental consultant contract with Cardno, Inc., for the three-year period in which this grant will be active. Cardno is currently performing Phase I and Phase II of the ESAs and supplemental assessments as necessary at designated sites. The grant term is from October 1, 2019 to September 30, 2022.

Good Neighbor Trail extension and the C2C Connector Project - The Community Development Department remains actively involved in all aspects of the Good Neighbor Trail (GNT) project. Design, engineering and construction for the GNT extension project that connects the GNT in the City of Brooksville through to the Withlacoochee State Trail was officially completed as of October 9, 2018; a Ribbon Cutting Ceremony was held on November 14, 2018. 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 Hernando/Citrus Metropolitan Planning Organization (MPO) in September 2017, and forwarded to FDOT for consideration. The Florida Department of Transportation (FDOT) has included the preferred route in their proposed five-year transportation plan which includes design and rights-of-way acquisition with construction occurring in the fifth year (2022). The FDOT held a Public Hearing on the GNT

Gap (between the Suncoast Trail & the GNT Trailhead in Brooksville) on March 14, 2019, at the Jerome Brown Community Center. Staff continues to work closely with the FDOT, MPO and County staff in the coordination of the details of this project.

Building Review, Land Use and Code Enforcement Activities

CATEGORY	4 th Quarter 7/01/20 – 9/30/20	Fiscal Year to Date 10/01/19 – 09/30/20	4 th Quarter 7/1/19 – 9/30/19	Fiscal Year to Date 10/01/18 – 09/30/19
Building/Development Reviews	262	944	330	921
Zoning Research Responses	644	2,184	725	2,252
Comprehensive Plan Amendments	0	1	1	2
Annexations	0	1	1	1
Code Enforcement Violations	68	224	53	192

Building Division Revenues

CATEGORY	4 th Quarter 7/01/20 – 9/30/20	Fiscal Year to Date 10/01/19 – 09/30/20	4 th Quarter 7/01/19 – 9/30/19	Prior Fiscal Year to Date 10/01/18 – 09/30/19
Total Bldg. Collected	52,061.50	273,084.17	98,434.18	\$309,726.06
Impact Fees	10,998.60	229,352.30	\$109,123.00	\$359,373.75
Radon	624.45	3,091.80	\$1,096.85	\$3,238.65
DPR	751.21	4,031.17	\$1,469.87	\$4,332.22
Total Collected	64,435.76	509,559.44	\$210,123.90	\$676,670.68

Building Inspections

INSPECTIONS	4 th Quarter 7/01/20 – 9/30/20	Fiscal Year to Date 10/01/19 – 09/30/20	4 th Quarter 7/01/19 – 9/30/19	Prior Fiscal Year to Date 10/01/18 – 09/30/19
Building	296	1,360	305	1,271
Red Tags	30	101	23	89
Plumbing	110	480	97	301
Red Tags	7	50	0	7
Electrical	191	637	122	399
Red Tags	10	55	4	14
Mechanical	119	447	78	289
Red Tags	5	41	13	19
LP Gas	23	57	11	47
Red Tags	3	5	0	4
Total Inspections	739	2,981	613	2,307
Total Red Tags	55	252	40	133

Building Division Permits

PERMIT VALUATIONS	4 th Quarter 7/01/20 – 9/30/20	Fiscal Year to Date 10/01/19 – 09/30/20	4 th Quarter 7/01/19 – 9/30/19	Prior Fiscal Year to Date 10/01/18 – 09/30/19
Total Residential	1,731,618.83	16,705,341.91	\$6,281,358.03	\$21,831,915.99
Total Commercial	1,689,792.55	8,765,162.67	\$1,772,462.16	\$5,593,581.92
Demolition	130,000	132,350	\$-9,400.00	\$-64,400.00
Total Value	3,551,411.38	25,602,854.58	\$8,044,420.19	\$27,361,097.91
# of Permits Issued				
Total Residential	4	60	19	130
Total Commercial	35	162	21	91
Total Demolition	1	3	2	4
Total Misc. Permits	222	719	288	696
TOTAL PERMITS	262	944	330	921

<i>New Businesses Name (Certificate of Use)</i>	<i>Address</i>	<i>Date Certificate of Use Issued</i>	<i>Number of Employees</i>
JEFFREY WALLIS, MD	620 W. JEFFERSON ST.	7/1/2020	3
LIVE OAKS THEATRE COMPANY	687 HARVARD ST.	7/21/2020	1
SUCCULENT CITY	20150 CORTEZ BLVD.	7/24/2020	5
AMERICAN TAX SERVICE	628 W. JEFFERSON ST.	7/27/2020	1
PHONE REPAIR & ACCESSORIES, LLC	7378 BROAD ST.	7/28/2020	2
FLORIDA POLE BARN KITS, LLC	130 N. MILDRED AVE.	8/6/2020	3
SOUL & SEAFOOD TO GO	624 W. JEFFERSON ST.	8/17/2020	1
THE NAIL JUNKIE SHOP	1170 W. JEFFERSON ST.	8/26/2020	5
SASS BOUTIQUE	1138 W. JEFFERSON ST.	9/2/2020	1
SOCIAL CLUB	209 {ONCE DE LEON BLVD.	9/3/2020	1
TASTE OF NEW ORLEANS RESTAURANT	809 S. BROAD ST.	9/11/2020	4
TIRE SHOP	1360 E. JEFFERSON ST.	9/15/2020	2
VERIMED HEALTH GROUP BROOKSVILLE, LLC	932 CANDLELIGHT BLVD. #1360 E	9/21/2020	5

COMMUNITY REDEVELOPMENT AGENCY

History of the City of Brooksville's Community Redevelopment Agency

The City Council for the City of Brooksville desires to provide for the removal of blighted areas and redevelop such areas pursuant to the Community Redevelopment Act of 1969 and contained in Florida Statutes, Chapters 163 and 189. On June 7, 1999, the City of Brooksville formally established a Community Redevelopment Area (CRA) in its downtown. The CRA is approximately 104 acres in size and includes properties that front along Main Street, Liberty Street, Broad Street, Jefferson Street, Fort Dade Avenue and Saxon Avenue. The Brooksville City Council, sitting as the Community Redevelopment Agency, adopted a Community Redevelopment Plan.

Commercial Property Improvement Matching Grant Program

This façade grant has become an integral part of most community redevelopment plans with the average grant being offered at a range of \$2,000 to \$5,000 per award. Approved projects within the Community Redevelopment Area should strive to address the entire façade, including signage and other exterior issues that reflect the building as a whole.

Community Redevelopment Agency (CRA) – Property Improvement Grants

The Community Development Department continues to process CRA property improvement grants, which (since 2009) includes 38 applications and over \$163,546.94, in grant funds approved and committed, with over five times that amount in private investment by the applicants for their improvement projects. One grant request has been received and approved this quarter.

WHAT IS A CRA?

CRA [SEE-R-A], noun: A dependent special district in which any future increases in property values are set aside to support economic development projects within that district.

The activities and programs offered within a Community Redevelopment Area are administered by the Community Redevelopment Agency. A five- to seven-member CRA “Board” created by the local government (city or county) directs the agency. The Board can be comprised of local government officials and or other individuals appointed by the local government. Although one local government may establish multiple CRA districts, there generally may be only one CRA Board.

The Community Redevelopment Agency is responsible for developing and implementing the Community Redevelopment Plan that addresses the unique needs of the targeted area. The plan includes the overall goals for redevelopment in the area, as well as identifying the types of projects planned for the area.

Examples of traditional projects include: streetscapes and roadway improvements, building renovations, new building construction, flood control initiatives, water and sewer improvements, parking lots and garages, neighborhood parks, sidewalks and street tree plantings. The plan can also include redevelopment incentives such as grants and loans for such things as façade improvements, sprinkler system upgrades, signs, and structural improvements. The redevelopment plan is a living document that can be updated to meet the changing needs within the Community Redevelopment Area; however, the boundaries of the area cannot be changed without starting the process from the beginning.

CRA’s are a specifically focused financing tool for redevelopment. CRA Boards do not establish policy for the city or county – they develop and administer a plan to implement that policy. The CRA acts officially as a body distinct and separate from the governing body, even when it is the same group of people. The CRA has certain powers that the city or county by itself may not do, such as establish tax increment financing, and leverage local public funds with private dollars to make redevelopment happen. The CRA term is limited to 30 years, 40 years if extended. After that time, all revenues (presumably much increased from the start of the CRA) are retained by each taxing entity that contributed to the CRA trust fund.

Finance Department

Autumn Sullivan, Director



DEPARTMENT MISSION:

Managing the City's financial resources today for a better tomorrow. The Finance Department provides financial planning, management, and informational services to aid in informative decision making and having confidence in the City's financial Stewardship.

The Finance Department is responsible for preparing Financial Statements which comply with legal and contractual requirements, accepted accounting principles, and Management Reports and annual budget preparation and completion.

Goals and Objectives

- ❖ Improve financial reporting to the City Departments.
- ❖ 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.

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.

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 that;

- ❖ 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

Finance Department

Fiscal Year 2020 Fourth Quarter Overview

- ❖ Hired a new employee – Assistant Finance Director/Procurement Manager
- ❖ 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.
- ❖ FY 18/19 Audit Completed and Accepted.
- ❖ Quarterly billing of the Enrichment Center.
- ❖ Submitted monthly billing for health, dental, life, short term disability, long term disability and AFLAC insurances.
- ❖ Reconciled monthly bank statements and investment accounts.
- ❖ Submitted wire transfers for loan payments.
- ❖ Reconciled monthly FRS, Police and Fire pension statements.
- ❖ Completed the monthly reconciliation of the General Ledger.
- ❖ Processed payroll bi-weekly for the City and any necessary reports that pertain to payroll (FRS, IRS).
- ❖ Processed weekly payments to City vendors.

Performance Measures			
	Actual	Budget	YTD Total
	2020	2020	2020
Accounts Payable and Payroll Processing			
Purchase Requisitions Approved	24	150	153
Accounts Payable Checks/Vouchers Processed	443	2,000	1,813
Accounts Payable Dollar Amount Processed	\$2,102,918	\$10,000,000	\$8,662,423
Payroll Checks Processed/Vouchers	632	2,630	2,402
Number of Findings from External Audit	2	0	2
Utility Billing Processing			
Number of Utility Bills Processed	13,581	52,000	53,111
Number of Direct Payments (ACH)	1,621	6,000	6,434
Number of Payments Processed via Credit Card -- Over the Phone Payments/In Office	2,359	8,000	9,192
Number of Payments Processed via Credit Card -- Online Payments	3,517	10,000	13,069
% of Water Pumped That was Billed	85.88%	90%	84.51%
% of Accounts Utilizing Direct Payment (ACH)	11.94%	15%	12.11%
% of Accounts Paying by Credit Card -- Over the Phone Payments/In Office	17.37%	20%	17.31%
% of Accounts Paying Online	25.90%	30%	24.61%

City of Brooksville
Preliminary Income and Expense Summary
As of September 30, 2020

Account Code	Account Title	Total Budget Original	Total Budget - Revised	Total Budget Original Revised	YTD Actual	Remaining Budget Amount
001	General Government					
Rev	Revenue	6,960,498.04	0.00	6,960,498.04	7,214,141.59	(253,643.55)
Exp	Expenses	6,851,534.39	1,541,375.00	8,392,909.39	7,625,044.52	773,510.13
104	Police Special Education Fund					
Rev	Revenue	0.00	0.00	0.00	3,990.59	(3,990.59)
107	Transportation Capital - Local Option Gas					
Rev	Revenue	173,113.00	0.00	173,113.00	150,295.70	22,817.30
Exp	Expenses	30,000.00	0.00	30,000.00	6,900.00	23,100.00
108	Local Option Gas Tax					
Rev	Revenue	1,609,238.00	0.00	1,609,238.00	1,699,881.49	(90,643.49)
Exp	Expenses	1,753,536.88	0.00	1,753,536.88	1,037,120.97	716,415.91
110	Road Impact Fees Trust					
Rev	Revenue	95,000.00	0.00	95,000.00	89,038.70	5,961.30
Exp	Expenses	1,245,223.00	0.00	1,245,223.00	0.00	1,245,223.00
112	Law Enforcement Impact Fees					
Rev	Revenue	3,550.00	0.00	3,550.00	4,746.01	(1,196.01)
113	Public Bldg Impact Fees					
Rev	Revenue	11,260.00	0.00	11,260.00	25,841.81	(14,581.81)
114	Fire Impact Fees					
Rev	Revenue	8,600.00	0.00	8,600.00	12,077.64	(3,477.64)
115	Parks Impact Fees					
Rev	Revenue	15,400.00	0.00	15,400.00	22,094.53	(6,694.53)
122	Fire Grants and Donations					
Rev	Revenue	0.00	0.00	0.00	19.91	(19.91)
Exp	Expenses	12,428.00	0.00	12,428.00	12,673.51	(245.51)
123	Police Grants & Donations					
Rev	Revenue	0.00	0.00	0.00	45.11	(45.11)
Exp	Expenses	10,813.00	0.00	10,813.00	10,883.44	(70.44)
128	Traffic Camera					
Rev	Revenue	0.00	0.00	0.00	3,886.21	(3,886.21)

139	Enrichment Center Premises Maintenance Fund					
Rev	Revenue	16,000.00	0.00	16,000.00	10,288.04	5,711.96
Exp	Expenses	18,000.00	0.00	18,000.00	15,327.70	2,672.30
143	Fire Department					
Rev	Revenue	2,364,514.76	0.00	2,364,514.76	2,446,721.27	(82,206.51)
Exp	Expenses	2,328,966.21	0.00	2,328,966.21	2,108,165.09	220,801.12
144	Brownfields Assessment Grant					
Rev	Revenue	300,000.00	0.00	300,000.00	58,140.00	241,860.00
Exp	Expenses	300,000.00	0.00	300,000.00	58,140.00	241,860.00
201	Capital Improvement Rev Bond 2006					
Rev	Revenue	13,280.00	0.00	13,280.00	13,280.04	(0.04)
Exp	Expenses	13,280.00	0.00	13,280.00	13,280.00	0.00
202	Capital Improvement Revenue Note 2011					
Rev	Revenue	303,780.00	0.00	303,780.00	303,780.00	0.00
Exp	Expenses	303,780.00	0.00	303,780.00	303,779.80	0.20
203	Capital Improvement Revenue Loan 2016					
Rev	Revenue	7,563.00	0.00	7,563.00	7,563.00	0.00
Exp	Expenses	7,563.00	0.00	7,563.00	7,562.75	0.25
302	McKethan Park Capital Project					
Rev	Revenue	500.00	0.00	500.00	122.70	377.30
308	Multi-Year Capital Project Accumulation					
Rev	Revenue	1,000.00	0.00	1,000.00	1,365.03	(365.03)
Exp	Expenses	270,000.00	0.00	270,000.00	270,000.00	0.00
309	Capital Improvement Revenue Fund-Bond					
Rev	Revenue	35,100.00	0.00	35,100.00	32,504.11	2,595.89
Exp	Expenses	35,190.00	0.00	35,190.00	35,190.00	0.00
311	2011 Capital Improvement Revenue Note-					
Rev	Revenue	303,780.00	0.00	303,780.00	303,780.00	0.00
Exp	Expenses	303,780.00	0.00	303,780.00	303,780.00	0.00
314	Fire Truck-Engine 61-2016 USDA Loan					
Rev	Revenue	10,319.00	0.00	10,319.00	7,563.00	2,756.00
Exp	Expenses	7,563.00	0.00	7,563.00	7,563.00	0.00
401	Water & Wastewater Operations					
Rev	Revenue	4,786,864.28	0.00	4,786,864.28	5,405,549.63	(618,685.35)
Exp	Expenses	4,380,267.76	94,438.00	4,474,705.76	4,019,973.05	360,294.71
403	Solid Waste Operations					
Rev	Revenue	1,601,464.00	0.00	1,601,464.00	1,689,994.22	(88,530.22)
Exp	Expenses	1,496,335.07	0.00	1,496,335.07	1,432,512.41	63,822.66

405	Utilities R&R					
Rev	Revenue	15,000.00	0.00	15,000.00	20,081.18	(5,081.18)
Exp	Expenses	15,000.00	0.00	15,000.00	15,000.00	0.00
406	Utilities Bond & Loan Fund					
Rev	Revenue	876,755.00	0.00	876,755.00	870,336.17	6,418.83
Exp	Expenses	186,736.94	0.00	186,736.94	98,648.05	88,088.89
407	Water Connection Fees					
Rev	Revenue	10,445.00	0.00	10,445.00	13,556.88	(3,111.88)
408	Sewer Connection Fees					
Rev	Revenue	41,670.00	0.00	41,670.00	22,094.67	19,575.33
409	Cobb Road Wastewater Capacity Fund					
Rev	Revenue	55,000.00	0.00	55,000.00	80,912.41	(25,912.41)
501	Internal Service Fund					
Rev	Revenue	117,581.00	0.00	117,581.00	116,954.39	626.61
Exp	Expenses	117,480.98	0.00	117,480.98	114,456.60	3,024.38
502	Vehicle Replacement (IS)					
Rev	Revenue	287,535.00	0.00	287,535.00	317,044.67	(29,509.67)
503	Equipment Replacement (IS)					
Rev	Revenue	10,035.00	0.00	10,035.00	10,014.80	20.20
603	Butterweck Bond Fund					
Rev	Revenue	40.00	0.00	40.00	28.36	11.64
605	Cemetery Perpetual Care Fund					
Rev	Revenue	11,600.00	0.00	11,600.00	11,059.10	540.90
609	HRA Funding Account					
Rev	Revenue	49,500.00	0.00	49,500.00	51,000.00	(1,500.00)
Exp	Expenses	48,000.00	0.00	48,000.00	23,964.86	24,035.14
610	Employee Health Insurance					
Rev	Revenue	671,488.00	0.00	671,488.00	704,179.86	(32,691.86)
Exp	Expenses	825,000.00	0.00	825,000.00	703,841.43	121,158.57
615	Community Redevelopment Agency					
Rev	Revenue	80,485.00	0.00	80,485.00	93,204.99	(12,719.99)
Exp	Expenses	171,420.00	0.00	171,420.00	32,642.06	138,777.94



Fire Rescue Department

Ron Snowberger, Fire Chief



MISSION STATEMENT

To protect life and property within our community by delivering a professional incident response with a trained and competent staff, who also serve to promote customer service, public safety education, fire prevention, and community risk reduction in an organized and effective manner.

VISION

To be known as a progressive and innovative fire department, made up of personnel who work and serve as a team, dedicated to our mission.

We strive to offer and encourage the best available education and training to promote competency at all levels of responsibility within the organization. We desire to have an atmosphere of honesty, open communication and trust. We endeavor to promote the health and wellness of each individual and show compassion for those we serve.

CORE VALUES

Loyalty, Teamwork, Integrity, Dedication, Reliability, Accountability, Compassion

Fire Rescue Department

Fiscal Year 2020 Fourth Quarter Overview

The Fire Department has been busy during the fourth quarter of fiscal year 2019/2020. The Department was busy working with the City Manager, Finance, and City Council to prepare and finalize this FY 20/21 budget. Below are some of the highlights pertaining to the fire department and our activity?

In July the Department continued to monitor the effects of COVID 19 on our operations and response. While things seem to be getting somewhat better, the fire department has been very cautious in terms of cleaning the fire station, equipment and monitoring the health of our employees. As a department keeping our personnel healthy and being able to respond to the needs of the community during this pandemic has been at the forefront of our activity. One of our newly trained Paramedics has been attending the provisional process to become approved by the County Medical director. We continue to have several employees that are scheduled to test for the Paramedic State examination, so that they can also enter the provisional process. We are also building a public information team within the department and the fire inspector was sent to take the public information officer course.

In August the Department held our annual awards program with the on-duty shifts. Due to COVID we were not able to hold a public gathering like we normally do for this event. BFD has exceptional personnel and

despite the challenges, our department continues to recognize our employees who excel. The department was also busy working with department heads throughout the City making sure that we were ready for any hurricane activity during this season. The fire department finalized the completion of the kitchen renovation within the fire station. This renovation was made possible through legislative grant funding and the facility has been fully repaired and maintained to serve the City of Brooksville for years to come.

During the month of September, some of the training resumed at area schools. The fire inspector went to fire investigation cause and origin course to learn the process of how to investigate fire scenes. Our department officers and the Inspector work close together to determine the cause of all fires within our City. When needed, the department will work closely with the State Fire Marshal to investigate all suspicious fires and those that are suspected of being intentionally set. Several of our firefighters are taking courses to prepare them to operate as a Driver Engineer. BFD has a career counseling program and we encourage our personnel to accept higher levels of responsibility within the organization. The quarter has been challenging but we are looking forward to the fall and next month which is Fire Prevention Month.

Fire Rescue Department Fiscal Year 2020 Fourth Quarter Training

Training Hours



Training Hours 4th Quarter	
Fire	895
EMS	242
Safety	89
Fitness	12
Hazardous Materials	10
Leadership / Administration	205
Total	1453

Community Outreach Events

DATE	EVENT NAME	CATEGORY	LOCATION	HOURS
07/04/2020	Demolition Derby & Fireworks Display	Special Events	HC Fairgrounds - 6436 Broad Street	4.5
	Courtney Godin, Michael Gruetzmacher, Nick Alaimo, Stan Mettinger Jr., Victoria Vernon			

Inspections

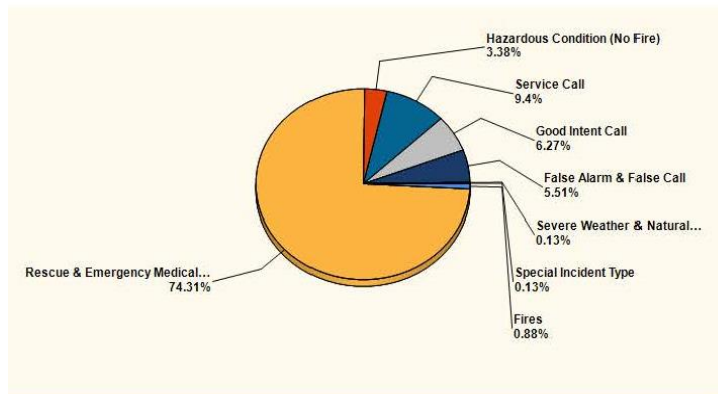
INSPECTION RESULTS	TOTAL
Complaint cleared by Contact	2
Correction Notice Issued	10
Passed	51
Passed with Comments	1
Total of Inspections Completed in Date Range:	64

Fire Rescue Department

Fiscal Year 2020 Fourth Quarter Statistics

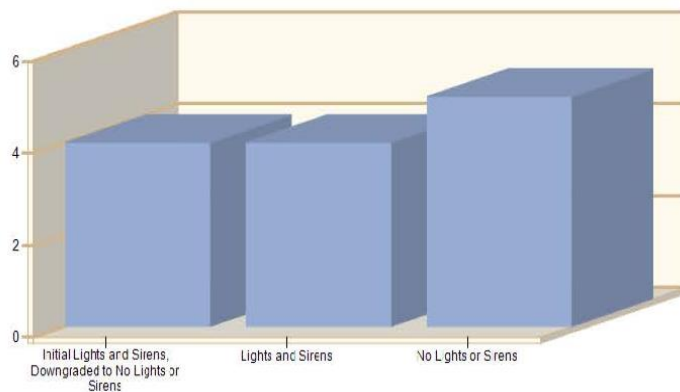
4th Quarter Building Fires Fractile Response Times---- Department Goal is 90 %

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



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	0.88%
Rescue & Emergency Medical Service	593	74.31%
Hazardous Condition (No Fire)	27	3.38%
Service Call	75	9.4%
Good Intent Call	50	6.27%
False Alarm & False Call	44	5.51%
Severe Weather & Natural Disaster	1	0.13%
Special Incident Type	1	0.13%
TOTAL	798	100%

Average Response Time per Response Mode for Station for Date Range



RESPONSE MODE	NUMBER of APPARATUS	AVERAGE RESPONSE TIME in MM:SS (Dispatch to Arrived)
Initial Lights and Sirens, Downgraded to No Lights or Sirens	6	4:49
Lights and Sirens	591	4:16
No Lights or Sirens	268	5:06
Total:	865	4:32

Parks and Recreation Department

Angie Whisnant, Director



Tom Varn Stadium

Basketball Courts

DEPARTMENT MISSION

The Parks and Recreation Department provides safe, affordable, educational, recreational, and cultural leisure programs to enhance the health and wellness to Brooksville's citizens and visitors.

Our beautiful and convenient parks and community center offer many recreational activities and amenities which are enjoyed by thousands of residents and visitors. Our park amenities include:

Pavilions
Adult Softball Complex
Lakeside Picnic Area
Kiddie Playgrounds
Youth Softball Complex
6,600 sq. ft. Gymnasium

Tennis Courts
Disc Golf Courts
Racquet Ball Courts
Horseshoe Courts
Jogging Trails

The City of Brooksville Parks, Facilities and Recreation Department Personnel Consists of six Budgeted FTE's, Currently Staffed at Director and five support staff.

Park Staff personnel (3-Budgeted FTE's, currently staffed at 2) on a daily basis 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.

Parks and Recreation Department Fiscal Year 2020 Fourth Quarter Parks Division

FY 2020 PARK Quarterly Accomplishments (July-Sept)

- Marked graves – Mowed & cleaned burial spot for funeral while cemetery Sexton on vacation.
- Repots to Sheriff's office – Homeless trespassed at McKethan.
- Mulched Playground area & Kiddie Park
- Mowers to mechanics for repairs several times.
- Surplus Inventory of all park's equipment listed on report.
- Repaired damaged fencing in stadium outfield.
- Organized shop with tool hangers.
- Movie in the park preparation – Generator set up.

- New picnic tables, benches, garbage containers and liners were delivered and installed throughout the park.
- Ceiling tiles were repaired & replaced at JBCC damaged from a roof leak.
- JBCC entrance way and McKethan Park restrooms were pressure washed due to mold build-up.
- Several benches were assembled & installed at Tom Varn Park near cemetery.
- Musco Lighting – rutted adult field #1. – Fixed ruts with sand in the tractor.
- Cleaned old debris and junk from old basketball court.
- Temporary fencing installed at adult #1 softball field to protect players from ruts.

Jerome Brown Community Center

- Camera Quote / Installation
- Roof repair quotes
- Roof repair complete.
- Work order – light pole on walking trail.
- Quote to Resurface Gym floor.
- Resurfaced Gym floor
- Cancelled Bernice Mosby Basketball clinic.
- Modify operation back pack to drive thru.
- Ordered batting cage net.
- Activity Guide.
- Tree down at GNT. Parks cut up and hauled off.
- Ballast replaced at JBCC.
- Fountains cleaned at TVP by A&B Aquatics.
- Elec / Cable box outside of JBCC was hit and wires exposed. Made calls for someone to check it out.

Parks and Recreation Department

Fiscal Year 2020 Fourth Quarter Recreation Division

- Haze travel ball teams 12U continue to use youth fields.
- Dixie Rec continue to use youth fields.
- Adult fields had no rentals throughout Quarter. Although fields remained open for public use as long as CDC guidelines for social distancing were followed.
- Fall 2020 Adult softball began back again in September.
- The ARC of the Nature coast using JBC Tuesday & Wednesdays.
- Mid Florida Services & congregate meals remained cancelled in JBC entire 4th quarter due to COVID and senior population being high risk. The program remains cancelled indefinitely.
- Zumba & Core group exercise continue in JBC through quarter
- T.U.F.F. Group exercise classes continue Thursday mornings and evenings.
- Small Private Group Training T.U.F.F Trainer, in Jerome Brown Center Thursday mornings.
- Three additional group exercise classes were added to the schedule for a total of 7 indoor classes at Jerome Browne Community Center.
- Tumbling Class began again in August at the Enrichment Center.
- Moreno-Private gym rental held on Wednesdays at Jerome Brown Center began again this quarter.
- Hernando Quilters cancelled their meeting for 3rd Thursday of the month. Cancelled throughout quarter due to COVID and will remain cancelled through December 2020.
- Friday Night Done Right began again in July. Eighty in attendance, the Prevention Partnership Grant monies to Friends of the Children monthly.
- Joe Jitsu Fitness Boot Camps in Park began classes outdoors again in June.

- Main Street Promotions Committee Meetings began again 1st and 3rd Thursdays each month.
- Adjust Parks & Recreation page on website to reflect cancellations and postponements of events. Maintained virtual recreation on web page.
- Sportsman Expo rescheduled for March.
- Employee Health Fair Jerome Brown Center cancelled due to COVID.
- Beautification Board & Parks & Rec Board meetings cancelled throughout most of the quarter due to COVID. Meetings restarted in September
- Haile Werkmeister, Hernando Elite Volleyball training began up at JBC.
- Guardian Alarm installed additional camera in gym for a total of four cameras.
- Christmas planning meetings throughout July, August and September.
- Voting Equipment was delivered to JBC & picked up after voting day. Election Day Aug 18. Voting Precinct Jerome Brown Center.
- Great Hernando Weight Loss Planning held Zoom meetings during August & September
- People Helping People FOOD distribution were held on Thursdays at JBC throughout the quarter.
- Breast Cancer Walk event planning. Flyers, t-shirt design, measure route.
- Downtown area was decorated with cornstalks for the fall season; schools and business were contacted for the haybale decorating contest. Haybales were procured for a local rancher, Travis Battan.

SPECIAL CHALLENGES

- Understaffed– 1 FTE
- COVID related cancellations.

Youth Partnership Programming

Group	Jul-20	Aug-20	Sep-20
Arc (approx. 12/DAY)	0	120	120
Open Gym	186	139	54

Adult Partnership Programming

	Jul-20	Aug-20	Sep-20
Mid FL Senior Services	0	0	0
Pickleball	0	0	0
Hernando Quilters	0	0	0



A drive-through backpack distribution was held at Tom Varn Park on August 1, 2020. Five Hundred (500) bags were distributed to students.



Public Works Department

Paul Booth, Director



DEPARTMENT MISSION

The Department of Public Works consists of a number of divisions which provide a broad range of services to the public, including:

Building and Facilities Maintenance Division

The Building and Facilities Department maintains, manages, repairs and remodels the City's many owned buildings and properties.

Fleet Maintenance Division

The Fleet Maintenance Division provides maintenance and repair to all city owned vehicles.

Streets and Drainage Division

The Streets and Drainage Division provides infrastructure construction and maintenance for streets, rights-of-way, sidewalks, and storm water drainage systems.

Public Works Department Fiscal Year 2020 Fourth Quarter Facilities

Completed 52 work order requests

This report outlines some, but not all of accomplishments by Streets and Drainage Staff

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

- Due to heavy rains and flooding, streets were closed at Windy Way, Stafford Ave. with barricades in place.

Provided maintenance and repair to the following drainage projects:

- Dredge new swale along Moline Street, and provided road repair.
- Dredge silt debris along ditch at Ederington Dr., Beale St., Zoller St., Sabra St., and various locations throughout City.
- Cleaned stormwater grates at Windy Way, Stafford St. and various locations throughout City.
- Restored drainage along ditch at Roberta Ave.

- Restored drainage at culverts at Moonlight Lane, Windy Way.
- Cleaned out manhole / storm drain at Lulu Ave., Main St.

Complete the following asphalt repairs:

- Jewel Street, replaced approx. 8 tons of hot asphalt for road repair.
- Asphalt patch and repair at Moline St., Whitfield Dr., and various locations throughout City.
- Repaired and patched potholes at Windy Way, Hernando St., Main St., Howell Ave., and at various locations throughout City.
- Repaired and replaced damage bricks at Daniel Ave.

Concrete Repairs:

- None at this time

General Duties:

- Mowing grass at Cemetery, and right of ways throughout City
- Cut and removed low hanging limbs at Olmes Rd. and various locations throughout City.
- Cut down and removed dead trees at Lamar Ave., Broad St., Veterans Ave., North Ave., Lemon St., Daniel St.
- Maintenance and reinstall signage at Oak, Broad, and various locations throughout City.
- Picked up and removed gravel pile dumped at Ponce de Leon Blvd.
- Picked up and removed dead animal at Howell Ave.

Mutual Aid:

- Assist in sweeping streets for the Sanitation Division.
- Assist in removing tree limbs, brush and debris at Moline Ave.

DIVISION	TYPE OF WORK	TOTAL JOBS
Fleet Maintenance	Vehicle Maintenance	65
	Tires	23
	Welding Fabrication	6
Facilities	Facilities Maintenance	
Streets	Pot Holes	12
	Major Patches	1
	Mowing	6
	Ditch Cleaning	14
	Culvert Cleaning	12
	Tree Trimming	14
	Sign Maintenance	6
	Mutual Aid/Barricades	7

Facilities Maintenance:

- Work on various maintenance requirements for all City of Brooksville facilities.

DPW provided street closures for mutual for 7 events.

Public Works Department

Fiscal Year 2020 Fourth Quarter Fleet Maintenance

QUARTERLY FLEET MAINTENANCE REPORT 07-01-2020 TO 09-30-2020

SANITATION	SERVICE	7	WO
	REPAIR	57	WO
UTILITIES	SERVICE	7	WO
	REPAIR	39	WO
STREETS	SERVICE	4	WO
	REPAIR	31	WO
FACILITY	SERVICE		
	REPAIR	2	WO
FIRE DEPT.	SERVICE	1	WO
	REPAIR	8	WO
CEMETERY	SERVICE		
	REPAIR	1	WO
PARK	REPAIR	2	WO
FLEET	SERVICE	1	WO
	REPAIR	1	WO

DUMPSTER REPAIR	113 HRS
TOOL FABRICATION	19 HRS
SHOP EQUIPMENT REPAIR	11 HRS

Public Works Department

Fiscal Year 2020 Fourth Quarter Streets Sweeping

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 storm water 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 2019 data collected. The sweeping program collected dramatically less street debris than last year, due in part to manpower issues.

NPDES - STREET SWEEPING PROGRAM			
	2020 Fiscal Year (July to Sep.)		
	Miles Travelled	Cu. Yards Collected	
Total Miles Travelled	0	0	Total Cubic Yards Collected
Average Miles Per Month	0	0	Average Cubic Yards Collected Per Month

NPDES - STREET SWEEPING PROGRAM			
	2019 Fiscal Year (July to Sep.)		
	Miles Travelled	Cu. Yards Collected	
Total Miles Travelled	0	0	Total Cubic Yards Collected
Average Miles Per Month	0	0	Average Cubic Yards Collected Per Month



Utilities Division

Danny Brooks, Interim Utilities Director



DEPARTMENT MISSION

The Utilities Department provides infrastructure construction and maintenance for utility lines/systems and stormwater drainage to the public so they can live work and play in a safe and functional environment.

The Department of Utilities consists of a number of divisions which provide a broad range of services to the public, including:

- ❖ Sanitation – Solid Waste
- ❖ Utilities – Water and Sewer
- ❖ Utilities Customer Service

Utilities Division

Fiscal Year 2020 Fourth Quarter Street

Water Production Report – 4th Qtr.

Fiscal Year 2020				
Note: Flow indicated in million gallons (mg)	July	Aug.	Sep.	Totals to Date
Location:				
Hope Hill Well Field:				
Well #1	0.000	0.000	0.000	0.000
Well #2	0.906	0.132	6.235	7.273
Well #3	0.186	4.245	0.000	4.431
Well #4	Not Constructed			
Elevated Storage 250,000 gal.				
Lamar Ave. Well Field:				
Well #1	2.190	1.977	1.822	5.989
Well #2	14.402	13.020	12.204	39.626
Elevated Storage 250,000 gal.				
Hillside Court:				
Well #1	20.978	19.370	17.501	57.849
Ground Storage 250,000 gal.				
Total Monthly Production (mg):	38.662	38.744	37.762	115.168
Average Daily Production (mg):	1.247	1.249	1.218	1.238
Fiscal Year 2019				
Location:	July	Aug.	Sep.	Totals to Date
Hope Hill Well #1	5.330	7.606	3.414	16.350
Hope Hill Well #2	0.023	0.020	0.000	0.043
Hope Hill Well #3	8.342	9.340	9.622	27.304
Lamar Well #1	1.492	1.572	1.748	4.812
Lamar Well #2	8.418	8.675	9.649	26.742
Hillside Ct. Well #1	13.800	13.507	14.542	41.849
Total Monthly Production (mg):	47.475	55.847	59.319	162.641
Average Daily Production (mg):	1.531	1.801	1.913	1.748

Water production in the 4th quarter of 2020 is lower, with an average of 1.238 million gallons per day, compared to last year's production of 1.748 million gallons per day in the same quarter.

William S. Smith Water Reclamation Facility (Fiscal Year 2020)

* Flow Indicated in million gallons

* Rainfall indicated in inches

Wastewater Treated 4th Quarter

Day	July		Aug		Sep.		
	Rain	Flow	Rain	Flow	Rain	Flow	
1		0.850		1.021	1.0		2.913
2		0.935		0.870			1.915
3		0.735		1.084			1.651
4		0.901		0.838			1.756
5	0.3	0.963		0.938			1.517
6	1.0	1.014		0.896	0.3		1.345
7	0.1	0.948		1.687			1.475
8	1.5	1.233		1.579	0.5		1.565
9		1.011		0.622	0.2		1.854
10	0.5	1.024		1.037			1.797
11	0.3	1.319	0.5	1.108	0.7		2.206
12		1.092		0.956	0.8		2.229
13		0.637		1.004	0.1		1.311
14		1.345	0.6	1.137	0.6		1.127
15		1.017	0.5	1.519	0.1		1.977
16	0.3	1.078		1.000			1.883
17		1.059	0.9	0.888	1.0		2.329
18	0.9	1.269	0.5	1.001			2.341
19	0.5	0.982		1.041			1.628
20		1.036		1.092			1.388
21		1.016	0.5	2.283			1.179
22	0.5	1.136		1.463			1.256
23		1.143	1.2	1.244			1.230
24		1.115		2.077			1.327
25	0.4	1.079	0.2	1.607			1.304
26	0.2	1.062	1.6	1.342			1.252
27		1.358	0.4	1.632	0.5		1.033
28		1.239	0.8	2.073	1.0		1.456
29	1.0	1.434		1.641			1.313
30		1.174		2.015			1.188
31		1.220		2.848			
Monthly Total	7.5	33.440	7.7	41.543	6.8	48.745	123.728
Daily Average		1.078		1.340		1.572	1.330
1.9% of Permitted Capacity							
Reuse Water Distribution		July		Aug.		Sep.	
Southern Hills		12.184		6.372		2.737	21.293
Cemex		17.662		34.805		47.861	100.328
2019 Fiscal Year Wastewater Treated (For Comparison)							
Monthly Total	12.3	32.761	7.8	34.134	1.2	26.530	93,425
Daily Average	0.390	1.056	0.251	1.101	0.038	0.855	0.903
2019 Fiscal Year Reuse Water Distribution (For Comparison)							
Southern Hills		0.844		5.924		8.266	15.034
Cemex		35.596		32.929		19.841	88.366

Wastewater treated in the 4th quarter of FY 2020 was higher than this time last year by approximately 28%. The average of 1.330 mgd per day compared to 0.903 last year. Rainfall was considerably higher in the 4th quarter compared to last year. Reuse water sent to Southern Hills for irrigation in the 4th quarter was 21.293 mgd, compared to last year with 15.034 mgd.

UTILITY LOCATES

[illegible]

Residential Garbage Holiday Collection Schedule

Thanksgiving

Thursday, November 26, 2020 pick-ups will be on Wednesday November 25th.

Friday, November 27, 2020 will be as regularly scheduled.

Christmas

Christmas Eve, December 24, 2020 pick-ups will be on Wednesday, December 23rd.

Christmas Day, December 25, 2020 pick-ups will be on Thursday December 24th.

**Commercial Garbage Holiday Schedule will be the same as above.*

Utilities Division

Fiscal Year 2020 Fourth Quarter Sanitation

Commercial and Residential Solid Waste:

- An estimated 1,177 tons of commercial solid waste was collected and transported to the Heart of Florida Landfill in Panasoffkee for disposal. This is the equivalent of 95 pounds per day per customer for each commercial account. Total tipping fees, in the amount of \$34,151 charged for disposal.
- An estimated 780 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 702 tons of yard and construction debris were collected from residential customers. This is the equivalent of 9 pounds of waste per day per residential customer.
- An estimated 16 tons of recyclables were collected. This is equivalent to 22 pounds per participate. The City had an average of 247 participating customers during this quarter.

EMPLOYEE SPOTLIGHT

Name: Timothy Graham

Position: IT Coordinator

Length of Employment: 5 months

What's your favorited thing about the City of Brooksville? Small town feel.
The historic clock on the church.

What are some of your hobbies? Anything outdoors.

Who is your role model and why? My parents, they were the perfect balance of discipline and empathy and taught me the importance of respect and responsibility.