

# CITY OF BROOKSVILLE CITY MANAGER'S QUARTERLY BUSINESS REPORT



FY 2020 / APRIL – JUNE / THIRD QUARTER

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## 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 first 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.

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*“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”*

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## 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 City Council members so they can make informed decisions and establish City policy, priorities and strategic goals for City operations.

- ◆ 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 request 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 Third Quarter Overview

Activities throughout this quarter were dominated by the COVID 19 Pandemic. The City closed all City Facilities for public access as well as scheduled events. However, City operations never ceased during this closure. City facilities reopened on May 8, 2020 in a limited capacity in concert with Governor DeSantis Phase I reopening. Consistent with the Governor's Phase II reopening, the City opened all facilities for full public access on June 10, 2020 with social distancing practices in place. The City continues to operate activities in conformance with applicable protocols.

The COVID 19 pandemic also hampered the City's ability to move projects forward. The City continued to make progress with various projects. City Council approved the Lamar Drinking Water plant project on June 7, 2020. City Staff also completed waterline improvements to Oak Park Circle in April. City Staff also commenced negotiations with Cemex for an amendment and new agreement related to the disposal of reuse water. The City also approved the task order and Notice to proceed with Coastal Engineering after the Florida Department of Transportation advised that the City had a water line conflict with the future Good Neighbor Trail development. Coastal will review the conflict and offer recommendations and solutions for the relocation of the water line.

## Cemetery

### Fiscal Year 2020 Third Quarter Overview

On May 11, 2020 the City commenced the budget process as Staff presented the City Council with the mid-year budget review. The City also held a Special Budget Meeting on the General Fund at a June 24, 2020 meeting. The City also contracted with Bryant Miller Olive and Stantec Consulting for services related to the Fire Assessment for FY 21. The City Council also opted to adopt a resolution calling for a referendum on the August 18, 2020 Primary Election ballot to seek approval from the electorate to allow the City Council to grant ad valorem tax exemptions for economic development.

The City Manager was able to recruit several individuals during this quarter to fill a number of vacant positions in the City. Tim Grantham joined the City in May as Information Technology Coordinator. In June, Paul Booth started as the City's Public Works Director. Charlene Kuhn also started in June as the City's Special Projects Coordinator in the City Manager's Office and Pam Malacuso started her duties as Assistant Director/Procurement Manager in the Finance Department. The City Manager's Office is pleased to welcome these new Staff Members to the City's Team.

#### **DID YOU KNOW?**

Burial - the action or practice of interring a deceased body.

Burial Space (Grave) – a single space within a platted lot designed for the interment of one body or cremated remains.

Cemetery – a burial ground, graveyard.

Casket - casket is a specially-designed box made to contain a deceased body; rectangular in shape, often with a split lid used for viewing the deceased.

Coffin – a long, narrow box, typically of wood, in which a deceased body is buried or cremated, coffins have six side and are tapered top and bottom and wider at the shoulders.

Cremation - is a method of body disposal that serves as an alternative to traditional burial in a coffin or casket. Placed in a cremation container, the remains are incinerated in an industrial furnace (called a cremation chamber) and reduce to basic chemical compounds – gases, ashes and mineral fragments.

Cremains – a person's cremated remains, ashes.

Disinterment - to take out of the place of interment; exhume; unearth.

Footstone – a memorial placed at the foot of a grave site.

Funeral - the ceremonies honoring a dead person, typically involving burial or cremation.

Funeral Wreath - circular floral arrangement that is used to symbolize eternal life.

Gravesite - the location of a person's grave.

Headstone - a memorial set up at the head of a grave, typically inscribed with the name of the deceased.

Interment – the placing a deceased person's body in a grave or tomb, typically with funeral rites.

Lot – a platted lot within the cemetery and may consist of more than one burial space.

Urn - a tall, rounded vase with a base, used for storing the ashes of a cremated person.

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# Community Development

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## DEPARTMENT MISSION:

The Development Department provides comprehensive community planning, urban design and development and redevelopment services to current and future Brooksville residents and businesses in order that they may live and work in a vibrant and sustainable city. The Department provides support in the development and implementation of initiatives and services for policy makers, property owners and stakeholders who may then take ownership in creating and maintaining a healthy, sustainable and viable urban environment for our community.

The Department provides neighborhood revitalization, financial, technical, historic preservation and community support services to improve business districts, neighborhoods and increase housing opportunities.

## Community Development Department Fiscal Year 2020 Third Quarter Overview

The Community Development Department provide code enforcement, construction permitting and inspections, licensing and development application review services to the development community and the general public so they can receive timely development decisions and live in a clean, safe and stable city.

## PROJECT OVERVIEW:

- Community Redevelopment Agency- Task Orders 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. Projects completed or currently underway include:
  - Stormwater Master Plan –completed
  - Recreation Master Plan – completed
  - Gateway Improvements/Wayfinding Signage – completed
  - Downtown Beautiful – Ongoing 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 most recent Downtown Beautification project was initiated when the CRA/City Council approved Task Order No. 3 for the downtown Water Tower Site Improvement Project to move forward with preparation of design plans and construction of improvements that provide for pedestrian/bike accommodations on the property. Project plans were completed and option items (bike fix-it station, message boards, picnic tables, bike racks and water station) were presented to and approved by the GNT Advisory Committee and the CRA. This project was completed in January 2019.
- Community Redevelopment Agency – Property Improvement Grants  
The Community Development Department continues to process CRA property improvement grants, which (since 2009) includes 36 applications and over \$159,919.44, 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.
- 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 calendar year 2015. The State let this Program “sunset” as of December 31, 2015.

- EPA Brownfields Assessment Grant – 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 1<sup>st</sup> 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 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, and 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 MPO in September 2017, and forwarded to FDOT for consideration. The 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***

<b>CATEGORY</b>	<b>3<sup>rd</sup> Quarter 4/01/20 – 6/30/20</b>	<b>Fiscal Year to Date 10/01/19 – 09/30/20</b>	<b>3<sup>rd</sup> Quarter 4/01/19 – 6/30/19</b>	<b>Previous Fiscal Year to Date 10/01/18 – 09/30/19</b>
<b>Building/Development Reviews</b>	<b>235</b>	<b>682</b>	<b>201</b>	<b>591</b>
<b>Zoning Research Responses</b>	<b>456</b>	<b>1,540</b>	<b>544</b>	<b>1,517</b>
<b>Comprehensive Plan Amendments</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Annexations</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Code Enforcement Violations</b>	<b>54</b>	<b>156</b>	<b>46</b>	<b>139</b>

***Building Division Revenues***

CATEGORY	3 <sup>rd</sup> Quarter 4/01/20 – 6/30/20	Fiscal Year to Date 10/01/19 – 09/30/20	3 <sup>rd</sup> Quarter 4/01/19 – 6/30/19	Previous Fiscal Year to Date 10/01/18 – 09/30/19
Total Bldg. Collected	54,377.27	221,022.67	\$63,973.63	\$211,291.88
Impact Fees	43,393.00	218,353.70	\$67,105.52	\$250,250.75
Radon	675.25	2,467.35	\$710.35	\$2,141.80
DPR	841.54	3,279.96	\$932.16	\$2,862.35
Total Collected	99,287.03	445,123.68	\$132,721.66	\$466,546.78

***Building Inspections***

INSPECTIONS	3 <sup>rd</sup> Quarter 4/01/20 – 6/30/20	Fiscal Year to Date 10/01/19 – 09/30/20	3 <sup>rd</sup> Quarter 4/01/19 – 6/30/19	Previous Fiscal Year to Date 10/01/18 – 09/30/19
Building	329	1,064	274	966
Red Tags	12	71	20	66
Plumbing	130	370	67	204
Red Tags	5	43	0	7
Electrical	166	446	92	277
Red Tags	9	45	2	10
Mechanical	115	328	73	211
Red Tags	3	36	2	6
LP Gas	17	34	12	36
Red Tags	2	2	1	4
TOTAL INSPECTIONS	757	2,242	518	1,694
TOTAL RED TAGS	31	197	25	93

***Building Division Permits***

<b>PERMIT VALUATIONS</b>	<b>3<sup>rd</sup> Quarter 4/01/20 – 6/30/20</b>	<b>Fiscal Year to Date 10/01/19 – 09/30/20</b>	<b>3<sup>rd</sup> Quarter 4/01/19 – 6/30/19</b>	<b>Previous Fiscal Year to Date 10/01/18 – 09/30/19</b>
<b>Total Residential</b>	<b>4,565,351.08</b>	<b>14,973,723.08</b>	<b>\$5,003,992.06</b>	<b>\$15,550,557.06</b>
<b>Total Commercial</b>	<b>820,892.12</b>	<b>7,075,370.12</b>	<b>\$1,347,814.76</b>	<b>\$3,821,119.76</b>
<b>Demolition</b>	<b>0</b>	<b>-2,350</b>	<b>\$-55,000.00</b>	<b>\$-55,000.00</b>
<b>Total Value</b>	<b>5,386,243.20</b>	<b>22,046,743.20</b>	<b>\$6,296,806.82</b>	<b>\$19,371,676.82</b>
<b># of Permits Issued</b>				
<b>Total Residential</b>	<b>14</b>	<b>56</b>	<b>32</b>	<b>111</b>
<b>Total Commercial</b>	<b>31</b>	<b>127</b>	<b>16</b>	<b>70</b>
<b>Total Demolition</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Total Misc. Permits</b>	<b>190</b>	<b>497</b>	<b>151</b>	<b>408</b>
<b>TOTAL PERMITS</b>	<b>235</b>	<b>682</b>	<b>201</b>	<b>591</b>

<b><i>New Businesses Name (Certificate of Use)</i></b>	<b><i>Address</i></b>	<b><i>Date Certificate of Use Issued</i></b>	<b><i>Number of Employees</i></b>
FATHER & SON FENCING, INC.	20170 CORTEZ BLVD.	4/27/2020	5
FAMILY FITNESS CENTERS	20126 CORTEZ BLVD.	4/22/2020	1
DOUGH'S J'S CHICKEN & DONUTS, LLC	702 S BROAD ST.	4/17/2020	4
ADC HYBRIDS, INC.	503 S. BROAD ST.	4/14/2020	2
NOBLE SENIOR LIVING	30 HOWELL AVE.	5/28/2020	50
SUBWAY RESTAURANT	19438 CORTEZ BLVD.	5/5/2020	5
ADVENTURE COAST WELCOME CENTER	205 E. FT. DADE AVE.	5/1/2020	6
FIRST AMERICAN FIREWORKS	1260 S. BROAD ST.	6/4/2020	1
CARTER CHIROPRACTIC & WELLNESS	604 DECATUR AVE.	6/9/2020	1

# 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 Third Quarter Overview

- ❖ 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.
- ❖ Ended audit field work on FY 18/19.
- ❖ 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 the vendor that the City has business with.

<b>Performance Measures</b>			
	<b>Actual</b>	<b>Budget</b>	<b>YTD Total</b>
	2020	2020	2020
<b>Accounts Payable and Payroll Processing</b>			
Purchase Requisitions Approved	31	150	129
Accounts Payable Checks/Vouchers Processed	393	2,000	1,370
Accounts Payable Dollar Amount Processed	\$1,502,511	\$10,000,000	\$6,559,505
Payroll Checks Processed/Vouchers	537	2,630	1,770
Number of Findings from External Audit	0	0	0
<b>Utility Billing Processing</b>			
Number of Utility Bills Processed	13,373	52,000	39,530
Number of Direct Payments (ACH)	1,634	6,000	4,813
Number of Payments Processed via Credit Card -- Over the Phone Payments/In Office	2,336	8,000	6,833
Number of Payments Processed via Credit Card -- Online Payments	3,421	10,000	9,552
% of Water Pumped That was Billed	88.66%	90%	84.08%
% of Accounts Utilizing Direct Payment (ACH)	12.22%	15%	12.18%
% of Accounts Paying by Credit Card -- Over the Phone Payments/In Office	17.47%	20%	17.29%
% of Accounts Paying Online	25.58%	30%	24.16%

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

<b>Account Code</b>	<b>Account Title</b>	<b>Total Budget Original</b>	<b>Total Budget - Revised</b>	<b>Total Budget Original Revised</b>	<b>YTD Actual</b>	<b>Remaining Budget Amount</b>
<b>001</b>	<b>General Government</b>					
Rev	Revenue	6,960,498.04	0.00	6,960,498.04	5,738,598.53	1,221,899.51
Exp	Expenses	6,851,534.39	1,541,375.00	8,392,909.39	5,763,087.01	2,629,822.38
<b>104</b>	<b>Police Special Education Fund</b>					
Rev	Revenue	0.00	0.00	0.00	2,859.89	(2,859.89)
<b>107</b>	<b>Transportation Capital - Local Option Gas</b>					
Rev	Revenue	173,113.00	0.00	173,113.00	95,798.91	77,314.09
Exp	Expenses	30,000.00	0.00	30,000.00	6,900.00	23,100.00
<b>108</b>	<b>Local Option Gas Tax</b>					
Rev	Revenue	1,609,238.00	0.00	1,609,238.00	1,307,309.16	301,928.84
Exp	Expenses	1,753,536.88	0.00	1,753,536.88	783,596.08	969,940.80
<b>110</b>	<b>Road Impact Fees Trust</b>					
Rev	Revenue	95,000.00	0.00	95,000.00	76,289.80	18,710.20
Exp	Expenses	1,245,223.00	0.00	1,245,223.00	0.00	1,245,223.00
<b>112</b>	<b>Law Enforcement Impact Fees</b>					
Rev	Revenue	3,550.00	0.00	3,550.00	4,448.98	(898.98)
<b>113</b>	<b>Public Bldg Impact Fees</b>					
Rev	Revenue	11,260.00	0.00	11,260.00	24,202.04	(12,942.04)
<b>114</b>	<b>Fire Impact Fees</b>					
Rev	Revenue	8,600.00	0.00	8,600.00	11,286.14	(2,686.14)
<b>115</b>	<b>Parks Impact Fees</b>					
Rev	Revenue	15,400.00	0.00	15,400.00	20,817.43	(5,417.43)
<b>122</b>	<b>Fire Grants and Donations</b>					
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)
<b>123</b>	<b>Police Grants &amp; Donations</b>					
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)
<b>128</b>	<b>Traffic Camera</b>					
Rev	Revenue	0.00	0.00	0.00	3,206.21	(3,206.21)

<b>139 Enrichment Center Premises Maintenance Fund</b>						
Rev	Revenue	16,000.00	0.00	16,000.00	11,935.94	4,064.06
Exp	Expenses	18,000.00	0.00	18,000.00	11,134.33	6,865.67
<b>143 Fire Department</b>						
Rev	Revenue	2,364,514.76	0.00	2,364,514.76	2,108,849.42	255,665.34
Exp	Expenses	2,328,966.21	0.00	2,328,966.21	1,600,604.97	728,361.24
<b>144 Brownfields Assessment Grant</b>						
Rev	Revenue	300,000.00	0.00	300,000.00	0.00	300,000.00
Exp	Expenses	300,000.00	0.00	300,000.00	28,317.50	271,682.50
<b>201 Capital Improvement Rev Bond 2006</b>						
Rev	Revenue	13,280.00	0.00	13,280.00	9,960.03	3,319.97
Exp	Expenses	13,280.00	0.00	13,280.00	0.00	13,280.00
<b>202 Capital Improvement Revenue Note 2011</b>						
Rev	Revenue	303,780.00	0.00	303,780.00	227,835.00	75,945.00
Exp	Expenses	303,780.00	0.00	303,780.00	227,834.85	75,945.15
<b>203 Capital Improvement Revenue Loan 2016</b>						
Rev	Revenue	7,563.00	0.00	7,563.00	5,672.25	1,890.75
Exp	Expenses	7,563.00	0.00	7,563.00	7,562.75	0.25
<b>302 McKethan Park Capital Project</b>						
Rev	Revenue	500.00	0.00	500.00	94.81	405.19
<b>308 Multi-Year Capital Project Accumulation</b>						
Rev	Revenue	1,000.00	0.00	1,000.00	1,008.26	(8.26)
Exp	Expenses	270,000.00	0.00	270,000.00	202,500.00	67,500.00
<b>309 Capital Improvement Revenue Fund-Bond</b>						
Rev	Revenue	35,100.00	0.00	35,100.00	27,643.13	7,456.87
Exp	Expenses	35,190.00	0.00	35,190.00	26,392.50	8,797.50
<b>311 2011 Capital Improvement Revenue Note-</b>						
Rev	Revenue	303,780.00	0.00	303,780.00	227,835.00	75,945.00
Exp	Expenses	303,780.00	0.00	303,780.00	227,835.00	75,945.00
<b>314 Fire Truck-Engine 61-2016 USDA Loan</b>						
Rev	Revenue	10,319.00	0.00	10,319.00	5,672.25	4,646.75
Exp	Expenses	7,563.00	0.00	7,563.00	5,672.25	1,890.75
<b>401 Water &amp; Wastewater Operations</b>						
Rev	Revenue	4,786,864.28	0.00	4,786,864.28	3,524,124.71	1,262,739.57
Exp	Expenses	4,380,267.76	94,438.00	4,474,705.76	2,938,276.62	1,536,429.14
<b>403 Solid Waste Operations</b>						
Rev	Revenue	1,601,464.00	0.00	1,601,464.00	1,112,774.52	488,689.48
Exp	Expenses	1,496,335.07	0.00	1,496,335.07	1,056,495.24	439,839.83

405	Utilities R&R						
Rev	Revenue	15,000.00	0.00	15,000.00	14,682.57	317.43	
Exp	Expenses	15,000.00	0.00	15,000.00	11,250.00	3,750.00	
406	Utilities Bond & Loan Fund						
Rev	Revenue	876,755.00	0.00	876,755.00	653,650.32	223,104.68	
Exp	Expenses	186,736.94	0.00	186,736.94	91,338.85	95,398.09	
407	Water Connection Fees						
Rev	Revenue	10,445.00	0.00	10,445.00	12,155.76	(1,710.76)	
408	Sewer Connection Fees						
Rev	Revenue	41,670.00	0.00	41,670.00	20,214.93	21,455.07	
409	Cobb Road Wastewater Capacity Fund						
Rev	Revenue	55,000.00	0.00	55,000.00	59,240.34	(4,240.34)	
501	Internal Service Fund						
Rev	Revenue	117,581.00	0.00	117,581.00	87,716.99	29,864.01	
Exp	Expenses	117,480.98	0.00	117,480.98	83,161.60	34,319.38	
502	Vehicle Replacement (IS)						
Rev	Revenue	287,535.00	0.00	287,535.00	237,090.09	50,444.91	
503	Equipment Replacement (IS)						
Rev	Revenue	10,035.00	0.00	10,035.00	7,511.44	2,523.56	
603	Butterweck Bond Fund						
Rev	Revenue	40.00	0.00	40.00	21.92	18.08	
605	Cemetery Perpetual Care Fund						
Rev	Revenue	11,600.00	0.00	11,600.00	8,318.33	3,281.67	
609	HRA Funding Account						
Rev	Revenue	49,500.00	0.00	49,500.00	38,250.00	11,250.00	
Exp	Expenses	48,000.00	0.00	48,000.00	20,825.79	27,174.21	
610	Employee Health Insurance						
Rev	Revenue	671,488.00	0.00	671,488.00	534,638.05	136,849.95	
Exp	Expenses	825,000.00	0.00	825,000.00	525,023.56	299,976.44	
615	Community Redevelopment Agency						
Rev	Revenue	80,485.00	0.00	80,485.00	93,195.79	(12,710.79)	
Exp	Expenses	171,420.00	0.00	171,420.00	17,367.06	154,052.94	

## DID YOU KNOW?

The Accounts Payable Section of the Finance Department for the City of Brooksville, Florida is responsible for verifying and processing requests for payments in accordance with established guidelines and control procedures. Authorization for payment must be indicated on all documents submitted for processing. Types of payment requests include vendor invoices, check requests, petty cash reimbursement requests, and travel expense reports, etc.

Vendor questions relating to the payment of an invoice should be directed to the department that ordered the service and/or product. To expedite the research, please have available detailed information such as: the invoice number, date, amount, and purchase order number. Accounts Payable prepares checks on a weekly basis. To promote efficiency in the Accounts Payable Section, departments must have check requests and/or vendor invoices to Accounts Payable by noon on Tuesday.

The Weekly Accounts Payable Reports for the City of Brooksville represents the process of paying vendors. Each week on Thursday, payables are prepared for the Mayor and City Manager to sign. The weekly report is distributed to City Council and staff to provide interim financial information. You can review the weekly report with the invoices by visiting the City's website.

# 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 Third Quarter Overview

Dear Brooksville,

The fire department has been busy during the third quarter of fiscal year 2019/2020:

**April:** BFD was busy putting together the budget proposal for the upcoming fiscal year in order to address the functional needs of the fire department. Each year BFD completes a strategic process to assure that our needs are met in a prioritized manner. Funding for apparatus, equipment, department programs, and other needs are extensively reviewed by Staff at this time each year, in preparation of making our requests to the City Council. In addition, to the normal call load the fire department has continued to monitor the effects of COVID in our area and manage the wellness of our staff to ensure that we continue to be able to provide emergency response services. Our Inspection Division was unable to do as many inspections as normal because of the COVID precautions, so they have been busy updating pre-fire plan and occupancy data in the records management system. They have also been planning for the upcoming fire prevention week later in the year.

**May:** BFD began preparations for the upcoming hurricane season. Meetings were held with fire department and City Staff to review plans and information as well as the upcoming hurricane predictions and forecast for the 2020 hurricane season. Work started on the kitchen remodel at the Fire Station. The old kitchen needed an upgrade and improvement was a renovation and overhaul of the kitchen remodel at the Fire Station. The department received

legislative funding from the State to make several improvements to the facility. Part of this improvement was a renovation and overhaul of the kitchen facility to include new cabinets, flooring and appliances. Fire personnel have been busy with training activities and working towards recertification courses designed to renew their emergency medical technician and CPR licensure.

**June:** The fire department was busy cleaning the fire station areas during the beginning of this summer month. All old outdated or non-operational equipment was documented for surplus to be removed from the facility. The fire department strives to keep a neat, organized, clean, station facility free of any clutter. Utilizing the Governors orders for COVID safety, fire inspections have resumed with proper precautions in most commercial facilities throughout the City. Firefighters are preparing for a long hot summer and we encourage everyone to stay hydrated, use sunscreen and do not become overheated when participating in activities outdoors.

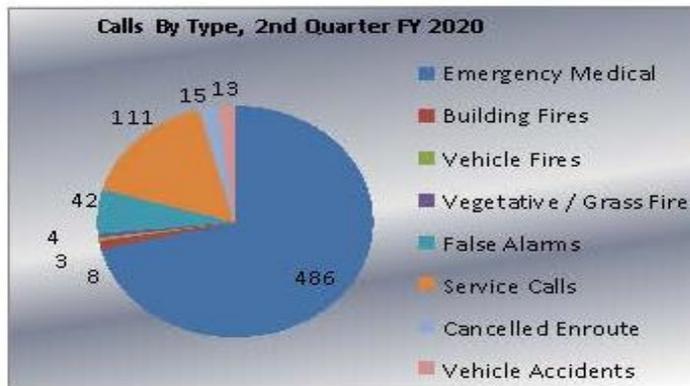
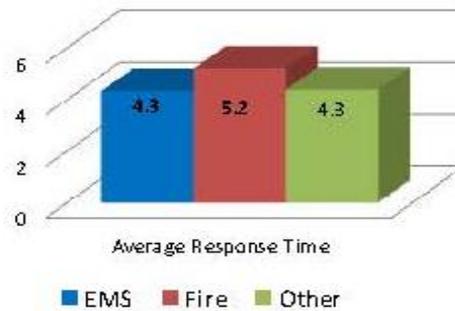
*Have a great summer! ~Chief Snowberger*

**3rd 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	15	100 %
A Fractile measures refers to how often a particular benchmark is achieved.		
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.		

3rd Quarter Average Response Time



Emergency Medical	486
Building Fires	8
Vehicle Fires	3
Vegetative / Grass Fire	4
False Alarms	42
Service Calls *	111
Cancelled Enroute **	15
Vehicle Accidents	13
<b>Total</b>	<b>682</b>
*Service Calls--- Assist public with non-emergent situations	
**Cancelled Enroute---Units dispatched and cancelled Enroute / before arrival to the call	

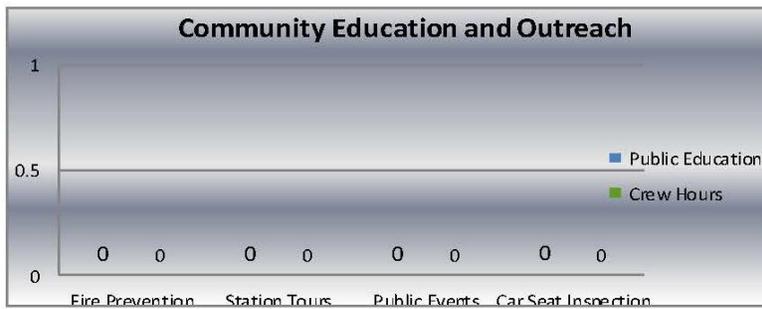
Inspections	
Building Inspections	66
Plans Review	2
<b>Total</b>	<b>68</b>

# Fire Rescue Department Fiscal Year 2020 Third Quarter Training



Fire	1140
EMS	287
Safety	101
Fitness	64
Hazardous Materials	18
Leadership / Administration	157
<b>Total</b>	<b>1767</b>

## Community Outreach



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



# Parks and Recreation Department

## Angie Whisnant, Director



### 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

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

Basketball Courts  
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 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.

## Parks and Recreation Department Fiscal Year 2020 Third Quarter Parks Division

### April

- Finished trimming of all crepe myrtle trees along Broad St / US 41
- Prepared quarterly report for Jan Feb and March 2020.
- Gas cans filled at Sunoco on weekly basis.
- Large DRA (Retention Pond) mowed and cleaned behind JBCC.
- 700 / Broad St split edged / Weed eating, cleaned trash on medians, trimmed hedges.
- 41 / Winn Dixie Plaza clean up
- Mowed strip of grass along 41 Broad St from 700 to 50.
- Clean up of parks office / garage clean-up.
- Contacted sheriff several times to report homeless camping out at McKethan Park pavilions.
- 72" Gravely mowers taken for repairs to General Auto.
- Long trailer to DPW for electrical wire repairs.



- Security camera and wire repaired at parks office roof area.
- Pressure washed concrete floor and picnic tables at pavilion #1 at TVP.
- Weed control on large drainage ditch at quarry.
- Restrooms closed with signs regarding coronavirus placed on doors.
- Playground areas shut down with signs regarding coronavirus.

## May

- Contacted sheriff about the homeless at McKethan Park.
- Painted concrete floor at Pavilion #1 TVP.
- Painted all wooden picnic tables at Pavilion #1 TVP.
- Painted all concrete picnic tables at Pavilion #1 area.
- City hall clean-up (mow, edge, trim) Hedges.
- Silo – mow, edge, trim hedges and weeds.
- Water Tower – mow, edge, trim hedges and weeds.
- Oak Park – mow, edge, trim hedges and weeds.
- 72” mowers to General Auto for repairs on several occasions.
- Hedges trimmed throughout TVP (Pavilion #1 & #2).
- Gas cans for Parks Mowers filled weekly.
- Russell Park & Good Neighbor Trail mowed.
- Weed eating around TVP pond and walking trails.
- Removal of tree limbs cut by facilities with the lift.
- Mulched all beds in JBCC using tractor.
- Truck 206A to DPW for welding repairs.
- Landscape (Rocks) boulders placed at JBCC and playground area with tractor.
- Hollie trees and Viburnum Hedge trimmed on Darby lane.
- Mowed sidewalk on 41 / Broad St. from 700 split to WAWA (both sides).
- Edged and weed eating 5 softball fields aprons.
- Trimmed shrubs on East side of 41 from 700 Split to Brannon Bank.
- Researched playground amenities and prices for order.
- Fixed pothole on TVP walking trails with asphalt.



## June

- Storm Clean- up of limbs / branches in TVP.
- Silo – mow, edge, trim hedges and weeds and clean up garbage.
- City hall – mow, edge, trim hedges and weeds and clean up garbage.
- Oak Park Circle – mow, edge, trim hedges and weeds and clean up garbage.
- Water Tower – mow, edge, trim hedges and weeds and clean up garbage.
- Bulb Outs on Main St – mow, edge, trim hedges and weeds and clean up garbage.
- Russel Park – mow, edge, trim hedges, weed control and clean up garbage.
- 72” Mowers to General Auto and Green Acres for more repairs.
- Store room at Park Attendants garage organized.
- Weed control around all softball field fence lines.
- Weed control in large drainage ditch at the Quarry.
- Playground clean-up in preparation for reopening during coronavirus Pandemic.
- Generator to DPW for repairing.
- Picked up new Spray Tank equipment at Tractor Supply.
- Tractor to DPW for Service and repairs.
- Sprinkler heads repaired / replaced at City hall.
- Truck #591 to DPW for repairs.
- Restroom supplies picked up at DPW Facilities Store room.
- 2 Pallets of chalk for softball fields picked up at DPW and unloaded at Park Attendants garage.
- Assembled new 21” Lawn Mower.
- Assembled new fertilizer spreader.
- Weed and Feed granular application to stadium field.
- Mowed medians on Broad St / 41 from 700 split to Wawa.

- Mowed medians on Broad St / 41 (Winn Dixie and Publix)
- Trash / Garbage picked up on Broad St / 41 West side from 700 split to Regions bank.
- Work order for Duke Energy Meter at Pav # 1.
- Purchase order for Park amenities (Benches / Picnic tables / Garbage cans)
- Pressure wash pavilions.
- Installation of 5 timed locks at Tom Varn Park (1), Bud McKethan Park (2) and Russell Street Park (2).
- Rescheduling events do to the coronavirus.

## Parks and Recreation Department

### Fiscal Year 2020 Third Quarter Recreation Division

- Jerome Brown Community Center opened back up for classes June 25,2020.
- Post COVID Matrix Report to compare surrounding Park amenities. (Attached Pic)
- Lost Revenue COVID Mar-May Report. (Attached Pic)
- Proposed Lost Revenue COVID Jun-Aug (Attached Pic)
- JBCC doors remained locked until Executive Order lifted. JBCC doors remain locked except door farthest from desk to maintain at least 6 ft with public that enters.
- Hernando High Softball canceled for season due to COVID.
- Haze travel ball teams 12U is cancelled due to COVID. Began field practice and games in June. Season ends July 17<sup>th</sup>.
- Dixie Rec cancelled throughout quarter due to COVID. Began practice in June.
- Adult fields had no rentals throughout Quarter. Although fields remained open for public use, using social distancing.
- Spring 2020 Adult softball cancelled for Spring season due to COVID.
- The ARC of the Nature Coast cancelled all visits throughout Quarter due to COVID
- Mid Florida Services & congregate meals cancelled in JBCC entire quarter due to COVID and senior population being high risk. Cancelled indefinitely.
- Zumba & Core group exercise remained in ZOOM meetings until June. Began classes back in JBCC in June
- T.U.F.F. Group exercise classes remained through ZOOM Thursday mornings and evenings due to COVID. Began classes back in JBCC in June
- Small Private Group Training T.U.F.F Trainer, in Jerome Brown Center Thursday mornings. Offered through ZOOM due to COVID. Classes began in JBCC in June in gym.
- Pickleball closed in Jerome Brown Center entire quarter due to COVID
- Tumbling Class at the ECI remained cancelled throughout quarter due to COVID
- Moreno-Private gym rental – Wednesdays JBCC - cancelled rentals and refunded days missed due to COVID. They began using JBCC in June again.
- VITA United Way Free Tax Services cancelled tax prep in JBCC due to COVID. Never reopened due to COVID.
- VITA picked up all tax printers and office equipment in June.
- Hernando Quilters cancelled their meeting for 3<sup>rd</sup> Thursday of the month. Cancelled throughout quarter due to COVID.
- Friday Night Done Right in Apr-Jun cancelled. Able to submit invoices for advertising FNDR and virtual activities through website to maintain Prevention Partnership Grant monies to Friends of the Children monthly.
- Joe Jitsu Fitness Boot Camps in Park offered ZOOM classes until June due to COVID. Began classes outdoors again in June.
- Main Street Promotions Comity Meetings cancelled throughout quarter due to COVID. Began again June.
- Adjust Parks & Recreation page on website to reflect cancellations and postponements of events. Maintained virtual recreation on web page.
- Sportsman Expo rescheduled for October.
- Hernando Nights Gym Rental postponed Justin Siegfried- JBCC - 6-8pm Mondays due to COVID.
- Kiwanis Easter Egg Hunt & Movie in Park cancelled 4-4-20 due to COVID. Movie rescheduled for July 24- Drive in on Quarry.
- Dash for Dawn 5K run in TVP cancelled 4-25-20 due to COVID.
- NAMI walk in TVP cancelled 58-2-20 due to COVID

- Employee Health Fair Jerome Brown Center cancelled due to COVID.
- Softball field rentals began up again 6-21-20. Chrissy Dushane.
- Parks & Recreation Activity Guide completed and ready for print.
- 3000 Flyers printed and distributed to Baycare volunteers for Drive in Movie in July.
- Operation Backpack scheduled for Aug 1 will be drive through. Flyers designed...marketed weekly through website and social media. Backpacks for Operation backpack ordered. Separate supply bag ordered for bags. Pre ordered items eliminate need for ‘Stuffing bag day” at Jerome Brown Center. COVID and social distancing. (Attached)
- Beautification Board & Parks & Rec Board meetings cancelled throughout quarter due to COVID. Begin again September possibly.

## Work Orders

- Security camera above the garage has wires hanging down.
- Institutional Supplies Request
- East Parking lot entrance of Tom Varn Park has a pot hole.
- The main A/C does not appear to be coming on at the Jerome Brown Center.
- Water fountain not working at Youth Filed 1, third base side.
- Water leak at back flow preventer east side of the playground.
- Another Handicap parking sign that is down in the TVP parking lot west of the basketball courts.
- Replace the adapter and reattach the weather head on the can of the meter at Pavilion #2
- Door closer in Women’s restroom is sticking and not working properly.
- Institutional Supplies Request
- Door closer is still not closing properly at the women’s restroom at McKethan.
- Diesel generator to Tee for the fuel water separator to be changed out
- There’s still a water leak at the playground.
- One of the lights are out in the women’s restroom at the Jerome Brown Community Center.
- Can you please inspect & advice the condition of the above-mentioned park restroom doors, any needed repairs? Parks & Rec will be ordering & installing 3 additional park restroom timed locks.
- We need assistance to get a ball that is stuck behind the net in the Jerome Brown Community Center. We do not have tall enough ladders.
- Racquetball court restrooms and Park Garage men's restroom doors need to be replaced.
- Paper towel holder in the men’s room at McKethan Park need to be replaced.

### SPECIAL CHALLENGES

- Understaffed– 1 FTE
- Refunding multiple pavilions and facility use rentals.
- COVID related cancellations.

No Youth or Adult Partnership Programs took place during this quarter due to the COVID Pandemic, with the exception of 194 participants in open gym during the month of June.



*Jerome Brown Community Center Sports Complex Sign*

# March-May 2020 Lost Revenue- Parks & Recreation COVID 19

	March	April	May
Pavilion Refunds 8 @ \$45	\$45.00	\$225.00	\$90.00
Event/ Facility Use Refunds			
COB Open Gym	\$51.00	\$143.00	\$143.00
COB Sports League Lost Revenue	\$7,500.00		
Hernando Quilters	\$75.00	\$75.00	\$75.00
Field Rentals			
Chrissy Dushane	\$30.00		
Haze Dixie Practice	\$30.00		
Hernando Knights Gym Rental 12 \$ @25	\$150.00	\$150.00	0
Mid Florida	\$0.00	\$0.00	\$300.00
Robert Moreno-Basketball JBC) 21@ \$25	\$150.00	\$375.00	\$300.00
Independent Contractor Lost Revenue (**Average months revenue)			
**Dance ECI	\$140.00	\$140.00	
**Gymnastics ECI	\$246.78	\$246.78	\$246.78
**Pickleball	0	0	
**Lori Rosario -Group Exercise in JBC	\$214.45	\$214.45	\$214.45
SGT			
Zumba			
TUFF Training			
Empire Sports-JBC	\$100.00		
<b>Total</b>	<b>\$8,732.23</b>	<b>1569.23</b>	<b>1369.23</b>

Pavilion Reschedules	2
Event/ Facility	2
Reschedule	Sportsman Expo to Sept 2020
	NAMI to October 10th, 2020
	Dawn Walk Virtual

Lost Revenue for March and April is actually higher than reported numbers due to reservations for Pavilion rentals and facility rentals being halted until further notice due to COVID19. **(\$11,670.69)**

## PROGRAMS

- Jerome Brown Group Exercise Class
- Open Gym Basketball
- Pickleball
- Adult Softball Leagues
- Youth Softball Leagues  
[Hernando Youth League Softball](#)
- Youth Basketball Leagues  
[Hernando Youth League Basketball](#)
- Group Fitness Classes  
[T.U.F.F. Trainer](#)
- Outdoor Bootcamps  
[JoeJitsu Outdoor Bootcamps](#)
- Friday Night Done Right - No Alcohol, No drugs, No Tobacco!  
[Hernando County Coalition](#)
- Gymnastics
- Dance Classes
- Tax Prep Services  
[United Way of Hernando County](#)
- Zumba  
[T.U.F.F. Trainer](#)



# 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, right-of-ways, sidewalks, and storm water drainage systems.

## Public Works Department Fiscal Year 2020 Third Quarter Facilities

- Completed remodel of Facilities Department's new office.
- Remodeled the Utilities Director office.
- Annual Lighting Repair/ Installation – Rented a 65' high reach and repaired all of the lights at ball fields, tennis courts, racquet ball courts, basketball courts, DPW Compound and all buildings. Utilized the lift for roof inspections and trim trees for safety and vehicle clearance purposes.
- Assist in the annual elevator inspections.
- Multiple meetings with contractors, inspectors and engineers regarding current and future projects.
- Three Facility personnel maintain and clean a combination of buildings and facilities that total 160,214 square feet. This includes 37 restrooms, 61 HVAC systems and 7 Generators.
- Facilities Supervisor and Facilities Technician completed 355 work orders and held 9 work orders for scheduling and priority reasons.



## Public Works Department Fiscal Year 2020 Third Quarter Fleet Maintenance

DESCRIPTION	WORK ORDERS COMPLETED
<b>Repairs</b> (tune-ups, brakes, hoses, etc.)	86
<b>Service</b> (oil changes, lubricate, etc.)	19
<b>Welding / Fabricating</b> (dumpsters, tools, etc.)	8
<b>Outside Service</b> (cannot be done inhouse, eg. Garbage truck tire repair)	13
<b>Check Out</b> (miscellaneous repairs, eg. Windshield wipers, bulb out, etc.)	6

## Public Works Department Fiscal Year 2020 Third Quarter Streets & Drainage

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

- ❖ BLM Protest Preparation

### Provided maintenance and repair to the following drainage projects:

- ❖ Ditch Maintenance:
  - Dredged Bayport Street
  - Cleaned ditches on Southside and Northside, Veterans Avenue, Buena Vista Avenue
- ❖ Drain Repairs:
  - Howell Avenue & Ft Dade Avenue
- ❖ Cleaned Stormwater Grates:
  - Various Streets on Southside and Northside

### Tree Removal/Trimming:

- ❖ Remove tree at Lamar & Lemon Street
- ❖ Remove tree at East Ft Dade & Broad Street
- ❖ Remove tree at Erin Way
- ❖ Remove tree at 201 Howell Avenue
- ❖ Vines cut and removed from Stafford and North Avenue
- ❖ Trimmed Right-of-Ways on Southside and Northside
- ❖ Trimmed trees at Oak Park and Ft Dade

### Completed the following asphalt repairs for the Utilities Division:

- ❖ Bayport
- ❖ Alpine Circle
- ❖ 202 Dogwood Drive
- ❖ 20055 Ruth Street
- ❖ Installed 75.94 ton of hot asphalt in potholes, overlays and Utility road repairs.
- ❖ East Avenue and Suncrest Drive
- ❖ Oakpark Avenue
- ❖ Oakdale Avenue

### Concrete/Asphalt Repairs:

- ❖ Sidewalks Repaired at:
  - 107 Mt. Fair Avenue
  - 1200 W. Jefferson Street
  - 5089 Endview Pass
  - 5060 Endview Pass
  - Moline Street
  - 515 Crosby Street

- ❖ Curbs Repaired at:
  - S. Brooksville Avenue
  
- ❖ Asphalt Potholes & Overlays at:
 

<ul style="list-style-type: none"> <li>• Daniel Avenue</li> <li>• Darby Lane</li> <li>• Oak Park Avenue</li> <li>• Pine Street and Oak Park Avenue</li> </ul>	<ul style="list-style-type: none"> <li>• Mildred Avenue</li> <li>• Lamar Avenue</li> <li>• Stafford Avenue</li> </ul>
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**General Duties:**

- ❖ Exercise the Public Works generator
- ❖ Performed upkeep maintenance on chainsaws and lawn mowers
- ❖ Completed 41 service order request
- ❖ Painted and straightened up Fire House
- ❖ Cleaned out Maintenance Shop
- ❖ Greased Backhoe
- ❖ Trim weeds and mowing throughout City

**Mutual Aid:**

- ❖ Take trucks to the landfill for the Sanitation Division
- ❖ Brush removal for the Sanitation Division
- ❖ Brush removal at the Cemetery

**Signs:**

- ❖ Repaired and replaced wayward sign on Cobb Road
- ❖ Sand down and paint sign for Ft Dade Avenue
- ❖ Replaced delineators at Ft Dade Avenue, Daniel Avenue, Oak, Alpine, Oakdale and East Avenue
- ❖ Replaced regulatory signs (speed limit, stop, one way and do not enter) throughout the city

**Utilities Division**

**Fiscal Year 2020 Third Quarter Street 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 3<sup>rd</sup> quarter data collected a, and also shown for comparison is the 2019 data collected. The sweeping program collected more street debris than last year.

<b>NPDES - STREET SWEEPING PROGRAM</b>			
	<b>2020 Fiscal Year (April – June)</b>		
	Miles Travelled	Cu. Yards Collected	
Total Miles Travelled	370	37	Total Cubic Yards Collected
Average Miles Per Month	123.3	12.2	Average Cubic Yards Collected Per Month

<b>NPDES - STREET SWEEPING PROGRAM</b>			
	<b>2019 Fiscal Year (April – June)</b>		
	Miles Travelled	Cu. Yards Collected	
Total Miles Travelled	478	47	Total Cubic Yards Collected
Average Miles Per Month	159.3	15.6	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 Third Quarter Street Water & Sewer

#### Water Production Report – 3rd Qtr.

Fiscal Year 2020				
Note: Flow indicated in million gallons (mg)	APRIL	MAY	JUNE	Totals to Date
<b>Location:</b>				
<b>Hope Hill Well Field:</b>				
Well #1	7.495	2.230	0.000	9.725
Well #2	0.012	0.005	3.110	3.127
Well #3	2.206	8.962	0.199	11.367
Well #4	Not Constructed			
Elevated Storage 250,000 gal.				
<b>Lamar Ave. Well Field:</b>				
Well #1	1.974	2.121	1.896	5.991
Well #2	12.761	13.676	12.392	38.829
Elevated Storage 250,000 gal.				
<b>Hillside Court:</b>				
Well #1	15.087	16.607	21.069	52.763
Ground Storage 250,000 gal.				
<b>Totals for Fiscal Year 2020:</b>				
Total Monthly Production (mg):	<b>39.535</b>	<b>43.601</b>	<b>38.666</b>	<b>121.802</b>
Average Daily Production (mg):	<b>1.275</b>	<b>1.406</b>	<b>1.288</b>	<b>1.323</b>
Fiscal Year 2019				
Location:	APRIL	MAY	JUNE	Totals to Date
Hope Hill Well #1	12.812	4.902	15.565	33.279
Hope Hill Well #2	0.000	0.000	0.000	0.000
Hope Hill Well #3	13.047	19.820	10.785	43.652
Lamar Well #1	0.000	0.000	0.355	0.355
Lamar Well #2	0.000	0.000	1.968	1.968
Hillside Ct. Well #1	19.399	25.710	18.938	64.047
<b>Totals for Fiscal Year 2019:</b>				
Total Monthly Production (mg):	<b>45.258</b>	<b>50.432</b>	<b>47.611</b>	<b>143.301</b>
Average Daily Production (mg):	<b>1.456</b>	<b>1.626</b>	<b>1.587</b>	<b>1.557</b>

Water production in the 3rd quarter of 2020 is lower, with an average of 1.323 million gallons per day, compared to last year's production of 1.557 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 3<sup>rd</sup> Quarter**

Day	Apr		May		June		
	Rain	Flow	Rain	Flow	Rain	Flow	
1		0.752		0.859		0.845	
2		0.743		0.867		0.787	
3		0.810		0.730	0.3	0.786	
4		0.669		0.833		1.639	
5	0.5	0.841		0.750		0.831	
6		0.775		0.850		0.299	
7		0.755		0.777	0.6	1.430	
8		0.762		1.059		1.359	
9		0.702		0.742		1.152	
10		0.736	0.1	0.544		1.001	
11		0.747		0.830	2.0	0.988	
12		0.838		0.857		1.281	
13		0.749		0.805		1.245	
14		0.784		0.770		0.933	
15		0.925		0.798		0.977	
16	2.0	1.002		0.766		0.917	
17	0.2	0.855		0.808		0.905	
18		1.041		0.776		0.886	
19	1.3	0.749		0.786		0.947	
20		0.814		0.809		0.838	
21		0.810		0.821		1.014	
22		0.846		0.855		0.853	
23	1.2	0.892		0.784		0.914	
24	0.3	0.818		0.760		0.845	
25		0.894	0.5	0.820		0.855	
26		0.874		0.853		0.850	
27		0.821		0.869		0.799	
28		0.756		0.859		0.827	
29	1.5	0.909	1.5	1.062		0.829	
30		0.841		0.601		0.858	
31				0.953			<b>Totals</b>
Monthly Total	7.0	24.508	2.1	25.253	2.9	28.690	78.451
Daily Average	0.233	0.816	0.067	0.814	0.096	0.956	0.862
1.9 MPG Permitted Capacity		43%		42.8		50.3	45.3
<b>Reuse Water Distribution</b>							
		<b>Apr</b>		<b>May</b>		<b>June</b>	
Southern Hills		14.970		14.237		9.482	38.689
Cemex		9.159		10.555		21.211	40.925
<b>2019 Fiscal Year Wastewater Treated (For Comparison)</b>							
Monthly Total	4.3	23.856	2.6	24.996	7.8	28.753	77,605
Daily Average	0.138	0.769	0.083	0.806	0.260	0.958	0.753
<b>2019 Fiscal Year Reuse Water Distribution (For Comparison)</b>							
Southern Hills							
Cemex							

Wastewater treated in the 3<sup>rd</sup> quarter of FY 2020 is higher than this time last year, approximately 1.3% more, with an average of 0.862 million gallons per day compared with 0.753 last year. Rainfall was lower in the 3<sup>rd</sup> quarter compared to last year. Reuse water sent to Southern Hills for irrigation in the 3<sup>rd</sup> quarter was 49.906 million gallons, approximately 11.2 million gallons more than last year.



# Utilities Division

## Fiscal Year 2020 Third Quarter Street Water & Sewer

### 2020 3<sup>RD</sup> QUARTERLY REPORT FOR UTILITY LOCATES

APRIL - 2020 TOTAL 25				
4823 HICKORY OAK DR. NEW WATER & SEWER INSTALLED	4/3/2020	4/17/2020	KARLO	DEAN
6636 LONGBOAT DR. NEW WATER & SEWER INSTALLED	4/15/2020	4/17/2020	KARLO	DEAN
6737 LONGBOAT DR. NEW WATER & SEWER INSTALLED	4/15/2020	4/17/2020	FAITH	DEAN
6749 LONGBOAT DR. NEW WATER & SEWER INSTALLED	4/15/2020	4/17/2020	KARLO	DEAN
8467 HILLCREST DR. NEW WATER & SEWER INSTALLED	4/20/2020	4/24/2020	STEVE	DEAN
819 EASY ST. NEW WATER & SEWER INSTALLED	4/22/2020	4/24/2020	FAITH	DEAN
3, 2" VALVES EDERINGTON DR.	4/23/2020	4/24/2020	JOE V.	DEAN
6 WATER LOCATES ALPIND CIRCLE	4/23/2020	4/24/2020	JOE V.	DEAN
4 VALVE LOCATES SHADOW DR.	4/23/2020	4/24/2020	JOE V.	DEAN
MAY - 2020 TOTAL 20				
21010 PINWOOD DAIRY RD. NEW METER INSTALL	5/1/2020	5/8/2020	STEVE	DEAN
22273 CORTEZ BLVD. NEW METER INSTALL	5/5/2020	5/8/2020	STEVE	DEAN
6643 LONGBOAT DR. NEW WATER & SEWER INSTALLED	5/6/2020	5/8/2020	FAITH	DEAN
6567 LONGBOAT DR. NEW WATER & SEWER INSTALLED	5/6/2020	5/8/2020	FAITH	DEAN
4958 SOUTHERN VALLEY LOOP NEW WATER & SEWER INSTALLED	5/15/2020	5/22/2020	JOE V.	DEAN
6698 LONGBOAT DR. NEW WATER & SEWER INSTALLED	5/20/2020	5/22/2020	KARLO	DEAN
6684 LONGBOAT DR. NEW WATER & SEWER INSTALLED	5/20/2020	5/22/2020	KARLO	DEAN
6709 LONGBOAT DR. NEW WATER & SEWER INSTALLED	5/20/2020	5/22/2020	KARLO	DEAN
19449 FORT KING RUN NEW WATER & SEWER INSTALLED	5/28/2020	5/29/2020	KARLO	DEAN
5238 CAPPLEMAN LOOP NEW WATER & SEWER INSTALLED	5/28/2020	5/29/2020	KARLO	DEAN
412 LAW ST. NEW WATER METER INSTALLED	5/29/2020	5/29/2020	STEVE	DEAN
JUNE - 2020 TOTAL 26				
6723 LONGBOAT DR. NEW WATER & SEWER INSTALLED	6/2/2020	6/19/2020	KARLO	DEAN
6777 LONGBOAT DR. NEW WATER & SEWER INSTALLED	6/15/2020	6/19/2020	JOEY	DEAN
6745 LONGBOAT DR. NEW WATER & SEWER INSTALLED	6/17/2020	6/19/2020	JOEY	DEAN
6769 LONGBOAT DR. NEW WATER & SEWER INSTALLED	6/18/2020	6/19/2020	JOEY	DEAN
6753 LONGBOAT DR. NEW WATER & SEWER INSTALLED	6/17/2020	6/19/2020	JOEY	DEAN
20064 MANECKE RD. NEW WATER & SEWER INSTALLED	6/17/2020	6/19/2020	STEVE	DEAN
6785 LONGBOAT DR. NEW WATER & SEWER INSTALLED	6/19/2020	6/19/2020	JOEY	DEAN

### 2020 3<sup>RD</sup> QUARTERLY REPORT FOR UTILITY LOCATES

8467 HILLCREST DR. NEW WATER & SEWER INSTALLED	6/19/2020	6/19/2020	JOE V.	DEAN
LULU & MAIN ST. 6" VALVE LOCATED	6/19/2020	6/19/2020	JOE V.	DEAN
FLORIDA AVE. 2" TO 3/4" HARD LOCATE 1 CLEAN OUT	6/19/2020	6/19/2020	JOE V.	DEAN
MULT. LOCATES 216 ALPINE CIRCLE NEED MORE INFO WITH JOE V.	6/19/2020		JOE V.	DEAN
408 VIRGINA AVE. LOCATED 2 CLEAN OUTS	6/19/2020	6/19/2020	JOE V.	DEAN
330 HICKORY ST. 2" VALVE LOCATE	6/19/2020	6/19/2020	JOE V.	DEAN
496 HICKORY ST. METER & BLOWOFF	6/19/2020	6/19/2020	JOE V.	DEAN
1234 ROSE ST. RELOCATED WATER LINE AND BLOW TO CORRECT LOCATION	6/19/2020	6/19/2020	JOE V.	DEAN
1369 CANDLELIGHT BLVD. 1 CLEAN OUT LOCATED	6/19/2020	6/19/2020	JOE V.	DEAN
SUNNY SIDE AND WARDWELL 2" VALVE LOCATED	6/19/2020	6/19/2020	JOE V.	DEAN

## DID YOU KNOW?

Utility location 'locates' is the process of identifying and labeling public utility mains that are underground. These mains may include lines for telecommunication, electricity distribution, natural gas, cable television, fiber optics, traffic lights, street lights, storm drains, water mains, and wastewater pipes.

# Utilities Division

## Fiscal Year 2020 Third Quarter Sanitation

### Commercial and Residential Solid Waste: Commercial and Residential Solid Waste:

- ◆ An estimated 1233 tons of commercial solid waste was collected and transported to the Heart of Florida Landfill in Panasoffkee for disposal. This is the equivalent of 140 pounds per day per customer for each commercial account. Total tipping fees, in the amount of \$35,785 charged for disposal.
- ◆ An estimated 772 tons of residential solid waste was collected and delivered to the Hernando County Northwest Landfill. This is the equivalent of 14 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 12 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 235 participating customers during this quarter.

## DID YOU KNOW?

You can Recycle these items from the convenience of your curb:

### PAPER:



- ◆ Newspaper
- ◆ Magazines
- ◆ Paper Bags
- ◆ Office Paper
- ◆ Junk Mail

### ALUMINUM & TIN (STEEL) CANS:



Please rinse all food cans.

### CARDBOARD:

- ◆ Corrugated
- ◆ Cereal Boxes
- ◆ Cracker Boxes
- ◆ Soda and Beer Boxes

Please flatten boxes, remove any inner packing material and do NOT recycle cardboard contaminated with food. (ie: dirty pizza boxes). Large boxes should be cut down to a size of 3' x 3'.



Exception: NO motor oil or other automotive lubricant containers. One partial can of oil will contaminate the WHOLE bin of plastics.

### PLASTICS;

- ◆ Milk, Soda and Water Bottles
- ◆ Food containers such as cooking oil and salad dressings
- ◆ Personal care products like shampoo and lotion bottles
- ◆ Cleaning products such as laundry detergent and window cleaner.

Look for the recycled arrow triangle usually on the bottom of the container. Numbers 1-7 are generally acceptable; however, we cannot accept plastic bags or film.

